



# **City of Santa Barbara, California**

## **Police Station Needs Assessment Study**

30 April 2012  
Final Report



**LEACH MOUNCE ARCHITECTS**  
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# CITY OF SANTA BARBARA POLICE STATION ACKNOWLEDGEMENTS

## A. Working Committee

CITY OF SANTA BARBARA

- Principal Engineer, SBPW  
Joshua Haggmark, PE LEED AP  
805/564-5393
- Linda Sumansky, Supervising Engineer,  
SBPW
- Heidi Braunger, Project Engineer,  
SBPW  
805/897-1902
- Captain Gil Torres, SBPD  
805/897-3722
- Lieutenant David Whitham, SBPD  
805/897-2312
- Sergeant William Marazita, SBPD  
805/897-3731

## B. Design Team

LEACH MOUNCE ARCHITECTS

- Prime Architect  
Howard E. Leach, AIA, CSI  
Matt Hungtington, LEED AP  
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805/656-3522

LENVIK & MINOR ARCHITECTS

- Design Consultant  
Jeffrey A. Gorell, AIA  
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EHLEN SPIESS & HAIGHT, INC.

- Structural Engineers  
John W. Spiess, CE, SE  
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TURPIN & RATTAN ENGINEERING, INC.

- Electrical Engineers  
Ted Keiller, PE, LEED AP  
619/466-6224

MECHANICAL ENGINEERING  
CONSULTANTS, INC.

- Mechanical Engineers  
Paul Tziouvaras, Principal  
805/957-4632

PENFIELD & SMITH ENGINEERS, INC.

- Civil/Survey/Storm Water Drainage  
Stephen C. Wang, PE, LEED AP, QSD  
805/963-9532

## Design Team continued:

- DAVID R. BLACK & ASSOCIATES  
Landscape Architect  
David R. Black  
805/898-8717

- MACRO CORPORATION  
Communications/IT  
Carlos Delatorre, Principal  
Consultant  
719/272-8224

- DUDEK  
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David Stone  
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- MELCHIORI CONSTRUCTION  
Construction Impact Analysis  
Mark Melchiori  
805/962-9505

- ASSOCIATED TRANSPORTATION  
ENGINEERS  
Parking & Traffic Study  
Scott Schell  
805/687-4418

- URS  
Sound Study  
John Larson  
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- GROVER-HOLLINGSWORTH &  
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Soils Study  
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- PRESERVATION PLANNING  
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Historical Structures  
Alexandra C. Cole  
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# CITY OF SANTA BARBARA POLICE STATION

## I. EXECUTIVE SUMMARY

The City of Santa Barbara's future need for Police staffing and facility space is based on the City's general plan growth policies anticipating approximately 2,800 additional housing units by 2030. This would translate to 3,467 units by 2035 at the same rate of growth.

Assuming 2.43 people per unit, 3,467 x 2.43 would be 8425 increase in population from 91,660 in year 2009 to 2035, growth of 9.33% in 26 years yielding a population of 100,085.

### Staff Needs

Staff projections based on this growth rate are as follows:

	2012	2015	2035
Sworn	135	140	147
Non Sworn	68	71	85
<b>Total FTE</b>	<b>203</b>	<b>211</b>	<b>232</b>

### Space Needs-Programmed

The space needs were developed from the analysis of staffing and operations as follows:

	2015	2035
Main Building	63,380 sf	66,906 sf
Service Facilities	4,467 sf	5,270 sf
<b>Total</b>	<b>67,847</b>	<b>72,176</b>
Parking	192 spaces	220 spaces
Parking Area	76,900 sf	88,000 sf
Site Area	49,423	49,423

### Space Planned Limited by Site

	2015	2035
Main Building	61,722 sf	61,722 sf
Service Facilities	5,000 sf	5,000 sf
<b>Total</b>	<b>66,722</b>	<b>66,722</b>
Parking*	184 spaces	184 spaces
Parking Area	73,600 sf	73,600 sf

\*If building is moved back 7-9 parking spaces will be lost.

### Needs not met

Due to the existing site space limitations and zoning height limits many of the programmed spaces were downsized and some eliminated entirely. Some spaces were programmed smaller than desirable in an effort to offset the high cost of development on the existing site, comparing programmed spaces with the space on the floor plans, there is a shortage of 5,184 sf. The following chart shows spaces that are undersized or eliminated:

Spaces Deficient	Program	Floor Plan	Deficiencies
Deputy Chief			
Conference Room	140	-	-140
Records Vault	200	208	-192
Motorcycles	940	900	-40
Briefing	540	500	-40
Report Writing	480	360	-120
SWAT/HNT	440	400	-40
Chaplain	150	-	-150
Volunteers	150	-	-150
Evidence	7,331	5,103	-2,228
Investigations File	72	-	-72
Persons/Youth Crime	2,000	1,200	-800
Property Crime	886	676	-210
Cold Case Room	150	-	-150
Fitness Room	1,040	960	-80
Men's Locker Room	2,662	2,210	-452
Circulation			-1812
			<b>-6,676</b>

Spaces Over	Program	Floor Plan	Over
Chief's Conf. Room	600	777	177
Training	1,035	1,276	241
Patrol Sergeants	838	1,269	431
Detectives Conf. Room	600	630	30
BI	216	364	148
IT	1,703	1,888	185
Communications	2,765	3,095	280
			<b>1,492</b>

<b>Total</b>	<b>-6,676</b>
	<b>+1,492</b>
<b>Net Floor Plan Deficiency</b>	<b>-5,184</b>

## Cost Estimate continued:

<b>Cost Category</b>	<b>OPTION A</b> 1.13 acres Existing Site 3 levels above 2 sub levels	<b>OPTION B</b> 2.50 acres Hypothetical Site 3 levels, 2 level parking adjacent	<b>OPTION C</b> 4.00 acres Hypothetical Site 3 levels, surface parking
A. Construction	44,139,560	37,568,750	34,794,408
B. Furniture and Equipment	2,468,880	2,468,880	2,468,880
C. Fees	7,457,350	6,406,020	5,962,126
D. Inflation and Contingency	11,083,491	9,520,948	8,861,209
E. Temporary Relocation of 911	2,000,000	2,000,000	2,000,000
<b>**Total</b>	<b>67,149,281</b>	<b>57,964,598</b>	<b>54,086,623</b>
F. Temporary Relocation of PD	3,000,000	-	-
	<b>70,149,281</b>		

\*\* Excluding Bond Campaign, land purchase or sale, off site infrastructure, shooting range changing building for sun angle and City Management.

### Space Shortages

	<b>2015</b>	<b>2035</b>
Main Building	1,658 sf	5,184 sf
Service Facilities	-	270 sf
Parking	8 spaces	36 spaces
Parking Area	3,200 sf	14,400 sf

### Cost Estimate

The Option A Cost Estimate for replacement of the facility on the existing site is based on the amount of space that can be feasibly put on the site, not the programmed need for 2,035. Options B and C estimates are for the same amount of space in order to provide a meaningful comparison.

The above comparison provides a rough idea of the savings that could be achieved with a larger site substantially reducing the parking cost and eliminating the need for temporary relocation of the Police Department.

Other considerations that could affect the costs include changing the building shape and location to enhance the neighbor's sun exposure to the east adding approximately \$500,000 to **OPTION A**. Availability of off site infrastructure for **OPTIONS B and C**. Constructing 4,570 sf more for **OPTIONS B and C** as projected to meet 2035 needs, which could add approximately \$3,000,000 to **OPTIONS B and C**. Building a larger shooting range as requested by the Police Department which could add \$1,500,000 to the cost. Building the full parking need adding 36 for 2035 which could add \$200,000 for **OPTION C** and \$700,000 for **OPTION B**.

With a larger site future needs can be phased by future additions. The existing site limits the construction to 2015 needs requiring future growth to be crowded in with out expanding the building.

### Work Yet To Be Done

The elimination of the Redevelopment Agencies in California stopped the design work and entitlement process before it was complete.

Work to be done includes the following:

1. Make decision regarding changing shape and location of building to enhance neighbor's sun exposure adding approximately \$500,000 to cost.
2. Revise floor plans, cross section and exterior elevations to reflect the sun angle changes. They currently exist in rough sketches and are shown in Appendix 2 of this needs assessment.
3. Complete application and processing for Planning Commission approval.

## Cost Estimate continued:

4. Revisit HLC with exterior elevation changes to reflect sun angle changes and changes for a more civic look.
5. Provide 3D computer renderings and narrative information to assist in marketing the bond issue.
6. Provide final cost estimate reflecting any changes and refinements to the design.
7. Provide additional information if needed to complete the EIR.

Approximately \$16,000,000 could be saved, \$18,000,000 if the 911 Center relocates only once, full 2035 needs could be developed and with less objection by neighbors if a site not in the HLC area, such as the Armory site, is acquired.

**Therefore LMA recommends that a site of approximately 3.5 - 4.0 acres be acquired outside the HLC area and a two or three story building with surface parking be developed.**

## Recommendations

The site does not meet 2035 needs, nor even 2015 needs.

- Office and support spaces 4,300 sf short
- Shooting range too small. Only 4 pistol lanes. 10 pistol lanes and 3 rifle lanes are needed. 11,215 additional square feet and 5,184 sf for the main building are needed.
- 36 additional parking spaces are needed

The site is expensive to develop and \$20,000,000 in redevelopment funds were eliminated.

- Two levels of subterranean parking
- Temporary relocation of 911 Center and PD required

Difficult time-consuming expensive approval process.

- Historic Land Commission
- Sun angle issue with neighbors.

A site similar to the Armory site could accommodate Santa Barbara's Police Department space needs for the next 50 years and beyond.

## II. PLANNING BASIS

### A. Population

The straight line population projection shown on Chart A was established by two points. The known population in 2009 by census count of 91,660 and the General Plan projection of 2,800 housing units by 2030. The 2,800 units @ 2.43 people per unit would add 6,804 to 2009 population producing 98,464 in 2030.

### B. UCR Part I Reported Crimes

The Uniform Crime Reporting Program chart and graph in Section B shows crime in the City of Santa Barbara has shown a steady decline since 1992 when it peaked with 5,647 Part I Reported Crimes. It bottomed out at 2,851 in 2007. In 2011, 3,106 Part I crimes were reported. The trend could be back up again due to "Baby Boomers" children being in their teens and twenties and the poor economy.

### C. Organization/Staffing

The two charts, C.1 and C.2, show tight staffing with 1.5 sworn officers per 1,000 population and increasing civilianization of the staff during the next 20 years.

Total staff is projected to increase from 211 in 2015 to 232 in 2035 a growth of 10% while population is projected to increase from 93,604 to 100,085 during the same period, a growth of 7%. Increasing urbanization of a city with increasing density usually leads to a higher crime rate and the need for a higher staff/1,000 ratio.

### D. Locker Analysis

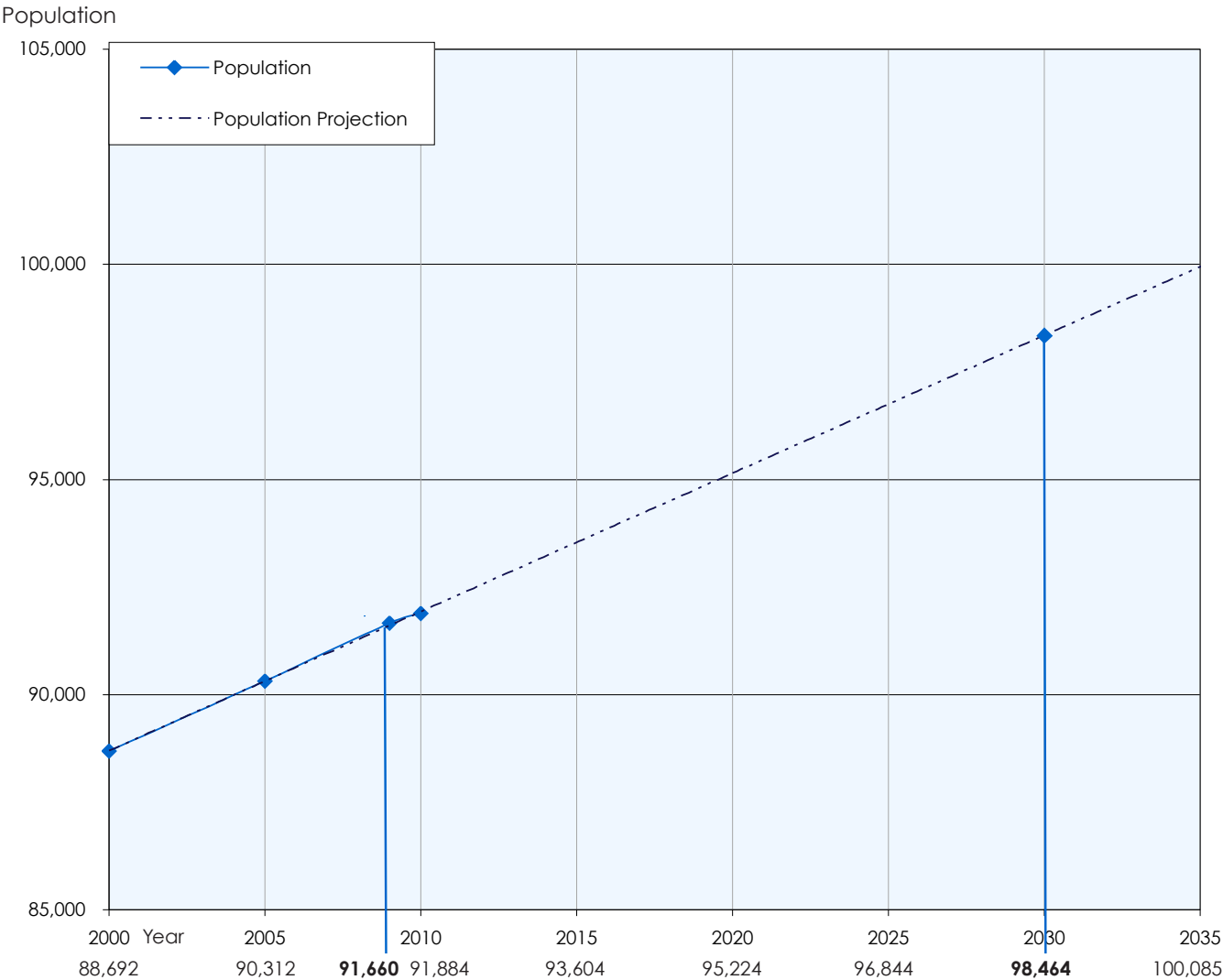
The chart in Section D accommodates an increasing percentage of female officers from 13% in 2015 to 26% in 2035.

### E. Space Standards

The space standards are typical for a City the size of Santa Barbara and the offices for the higher ranking officers such as Chief, Deputy Chief and Captains are similar to those in the existing buildings.

A. Population

Estimated population at 5 year intervals based on the General Plan projection of 6,804 growth from 2009 to 2030



2009 Housing Units:  $37,720 \times 2.43/\text{unit} = 91,660$   
2030 Est. additional Units:  $2,800 \times 2.43/\text{unit} = 6,804$   
Population 2030: 98,464

## B. UCR Part I Reported Crimes

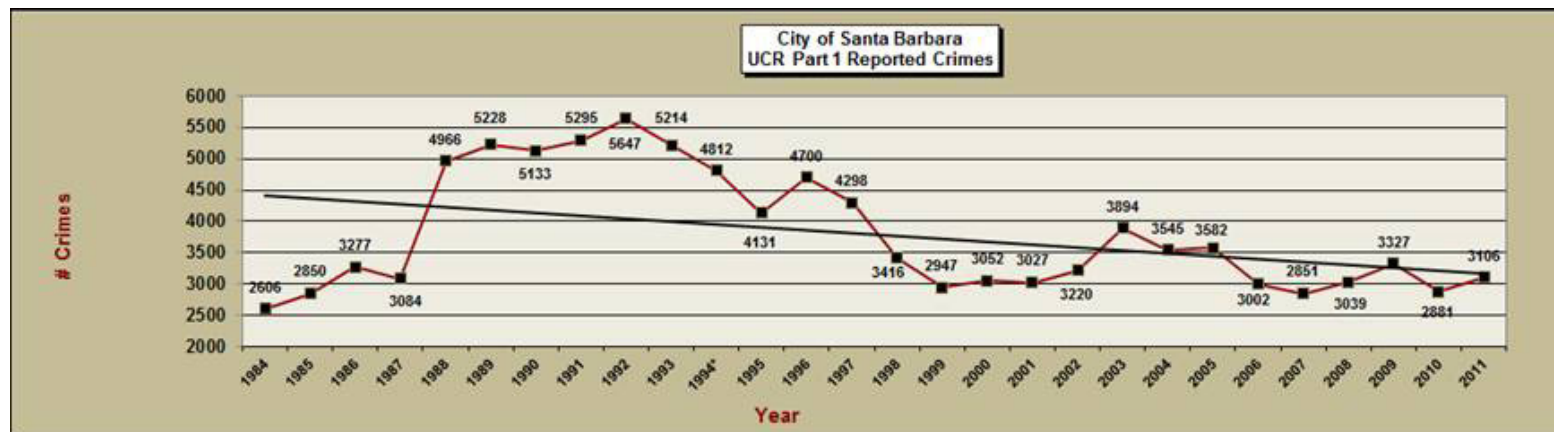
The Uniform Crime Reporting (UCR) Program was established in 1930 and is used by over 17,000 law enforcement agencies nationwide. Uniform Crime Reporting is a collective effort on the part of city, county, state, tribal, and federal law enforcement agencies to present a nationwide view of crime. For practical purposes, the reporting of offenses known is limited to specific crime classifications that are the most serious and most commonly reported crimes occurring in all areas of the United States. Together they serve as a gauge of the level and scope of crimes occurring across the country.

UCR statistics are not a complete tally of crime. UCR supplies a 150-page manual of guidelines and rules for classifying and scoring crime activity. Crimes committed with other crimes in the same incident create a multiple-offense situation. When this occurs, the Hierarchy Rule requires that only the crime highest on the UCR Hierarchy list be counted and not the other offense(s). The Hierarchy Rule applies only to UCR crime reporting and does not affect the number of charges for which the defendant may be prosecuted in the courts.

The FBI's UCR publication, Crime in the United States, is publicly accessible at <http://www.fbi.gov/ucr/ucr.htm>.

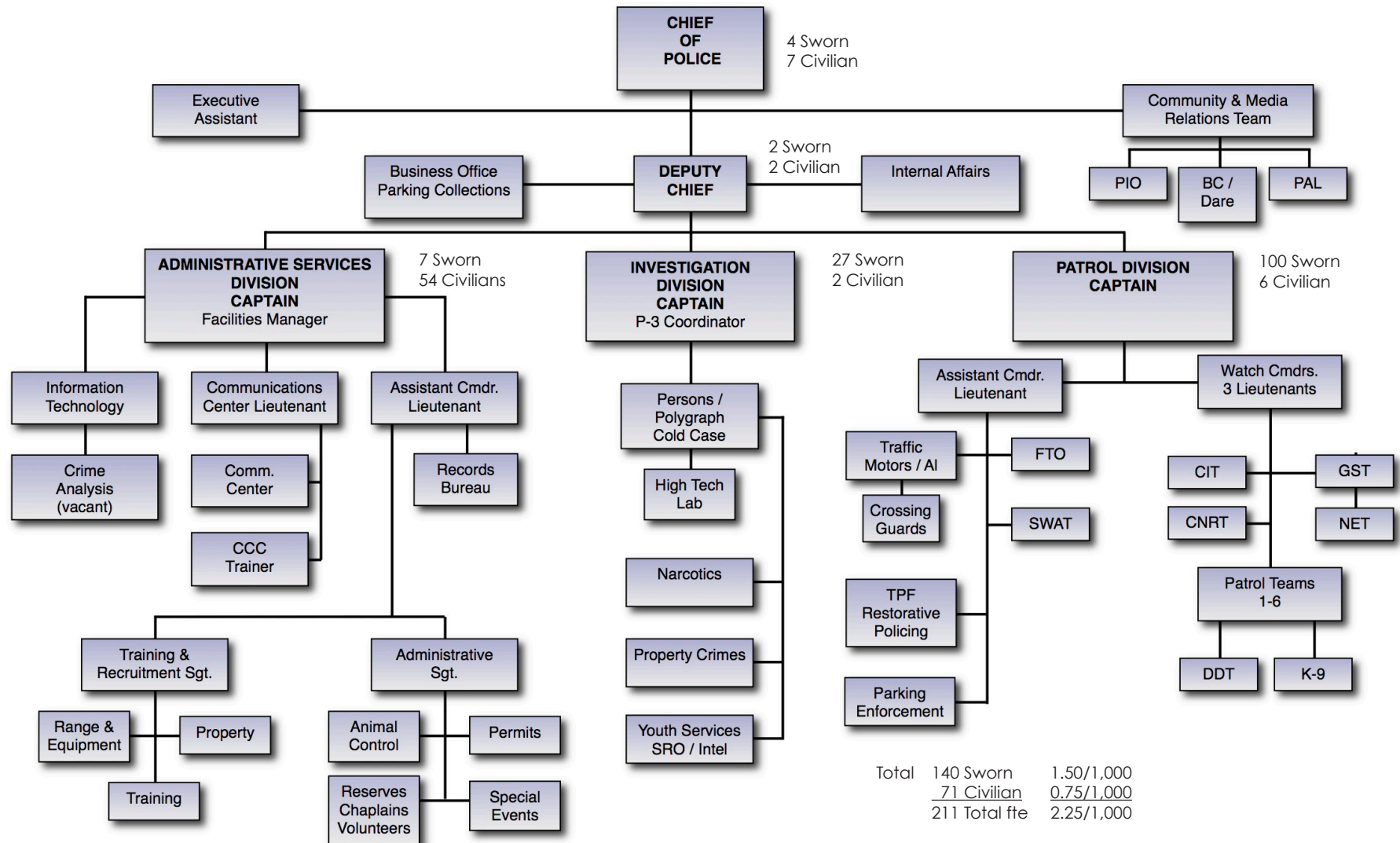
Crime in the City of Santa Barbara peaked in 1992 and has been in decline for 20 years since 1992.

City of Santa Barbara UCR Part I Reported Crimes																												
Calendar Years:	1984	1985	1986	1987	1988	1989	1990	1991	1992	1993	1994*	1995	1996	1997	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Criminal Homicide	5	7	3	5	2	2	5	6	6	4	3	6	1	3	3	1	3	2	3	1	0	0	1	3	3	3	3	0
Forcible Rape	18	24	28	39	43	50	26	40	35	44	38	33	40	41	18	24	38	29	42	40	41	34	33	44	26	29	28	37
Robbery	77	75	114	83	149	123	132	149	163	159	139	107	104	93	80	74	58	108	87	85	90	76	105	100	117	109	92	79
Aggravated Assault	95	139	280	299	420	465	467	479	489	465	390	436	456	431	406	424	371	415	401	468	510	399	324	311	347	287	218	203
Violent Sub-Total	195	245	425	426	614	640	630	674	693	672	570	582	601	568	507	523	470	554	533	594	641	509	463	458	493	428	341	319
Burglary	525	621	647	514	1060	1103	1093	1219	1277	941	912	670	1008	778	593	476	503	452	635	652	666	698	551	593	488	610	487	555
Larceny/Theft	1613	1740	1914	1829	2905	3106	3052	3049	3391	3354	3053	2614	2869	2751	2150	1787	1953	1869	1859	2402	1974	2125	1797	1589	1912	2176	1939	2135
Motor Vehicle Theft	210	225	283	309	371	360	350	344	262	229	267	247	214	195	164	152	112	143	153	202	210	207	159	166	114	99	102	90
Property Sub-Total	2348	2586	2844	2652	4336	4569	4495	4612	4930	4524	4232	3531	4091	3724	2907	2415	2568	2464	2647	3256	2850	3030	2507	2348	2514	2885	2528	2780
Arson	63	19	8	6	16	19	8	9	24	18	10	18	8	6	2	9	14	9	40	44	54	43	32	45	32	14	12	7
UCR Part 1 Total	2606	2850	3277	3084	4966	5228	5133	5295	5647	5214	4812	4131	4700	4298	3416	2947	3052	3027	3220	3894	3545	3582	3002	2851	3039	3327	2881	3106

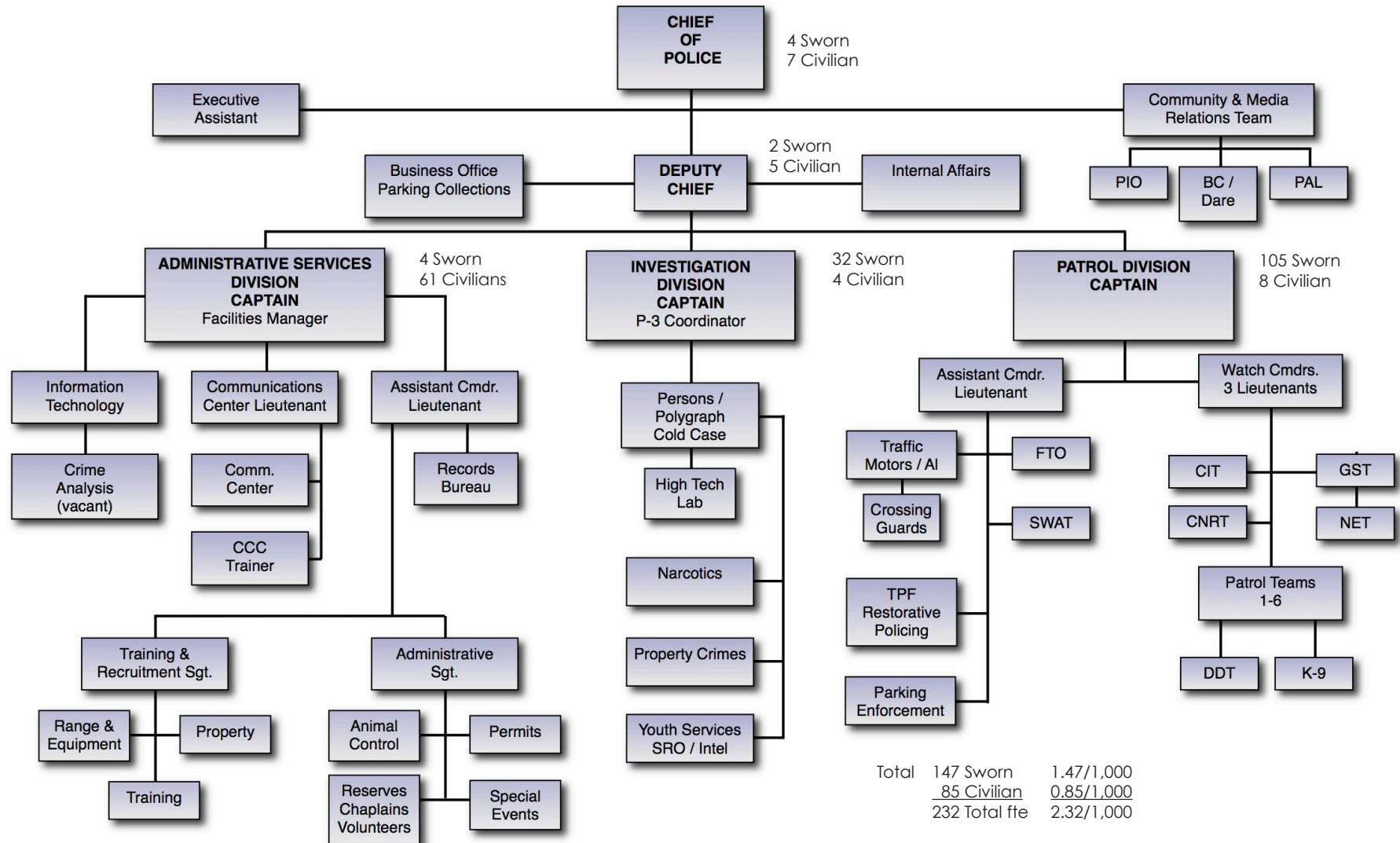




C.1 Organization & Staffing 2015  
Population 93,604



C.2 Organization & Staffing 2035  
Population 100,085





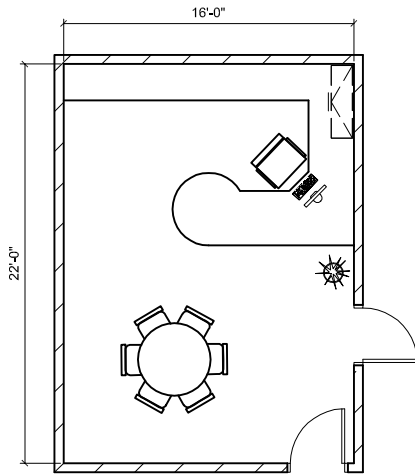
## D. Locker Analysis

STAFF	Main Locker Rooms				Volunteer Locker Rooms				Patrol Utility Bay Cubicles		Patrol Bicycle Lockers		Motors Lockers		Dispatch Lockers	
	Size	Men	Women	Total	Size	Men	Women	Total	Size	Total	Size	Total	Size	Total	Size	Total
<b>Year 2015</b>	w x d x h				w x d x h				w x d x h		w x d x h		w x d x h		w x d x h	
Sworn Officers 140	24x24x72	130	20	150					24x42x24	64	24X24x36	8	24x24x36	3		
Civilians 71	12x24x36	24	48	72											16x16x16	21
Swat Collateral Duty (16)									24x42x24	16						
<b>* 2015 TOTAL 211</b>	24x24x72	<b>130</b>	<b>20</b>	<b>150</b>					24x42x24	<b>80</b>	24x24x36	<b>8</b>	24x24x36	<b>3</b>	16x16x16	<b>21</b>
	12x24x36	<b>24</b>	<b>48</b>	<b>72</b>												
<b>STAFF</b>		<b>154</b>	<b>68</b>	<b>222</b>												
<b>Year 2035</b>																
Sworn Officers 147	24X24X72	138	38	176					24x42x24	80	24x24x36	12	24x24x36	10		
Civilian 85	12x24x36	40	60	100											16x16x16	26
SWAT Collateral Duty (20)									24x42x24	20						
<b>* 2035 TOTAL 232</b>	24x24x72	<b>140</b>	<b>40</b>	<b>180</b>					24x42x24	<b>100</b>	24x24x36	<b>12</b>	24x24x36	<b>10</b>	16x16x16	<b>26</b>
	12x24x36	<b>40</b>	<b>60</b>	<b>100</b>												
		<b>180</b>	<b>100</b>	<b>280</b>												

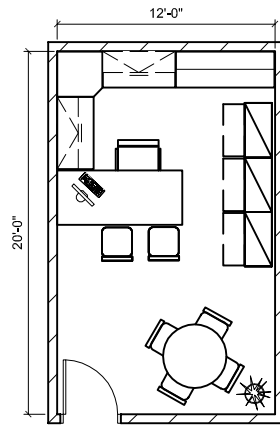
\* Staff count excludes part-time and volunteers

## E. Space Standards

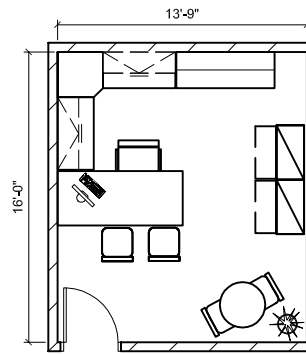
### 1. Private Office Space Standards



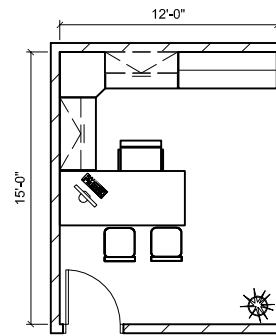
**PO-1: 350 SF**  
CHIEF OF POLICE



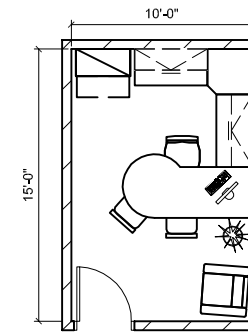
**PO-2: 240 SF**  
DEPUTY CHIEF OF POLICE



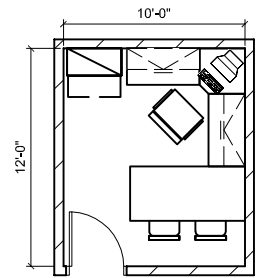
**PO-3: 220 SF**  
CHIEF'S SECRETARY



**PO-4: 180 SF**  
MANAGERS  
COMMANDERS  
CAPTAINS



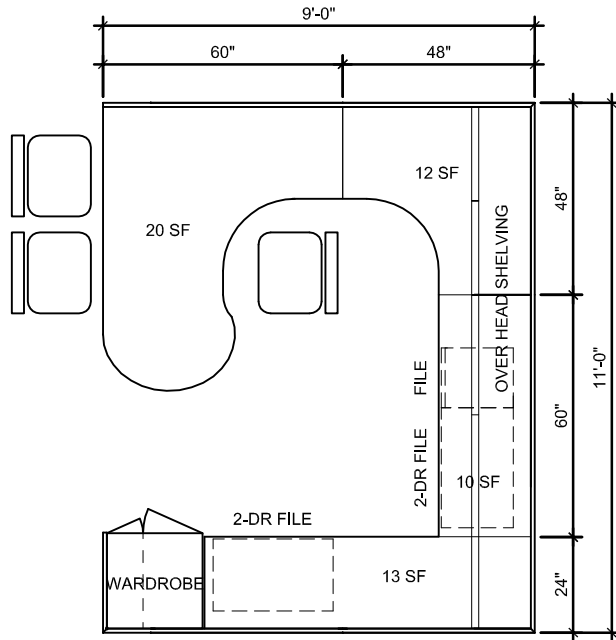
**PO-5: 150 SF**  
LIEUTENANTS



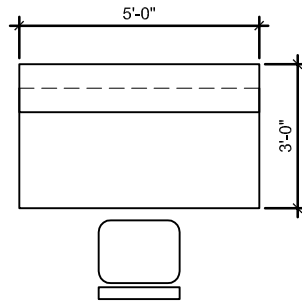
**PO-6: 120 SF**  
UNIT HEADS  
TEAM LEADERS  
SERGEANTS  
SUPERVISORS  
ANALYSTS  
ADMINISTRATIVE ASST.

## E. Space Standards

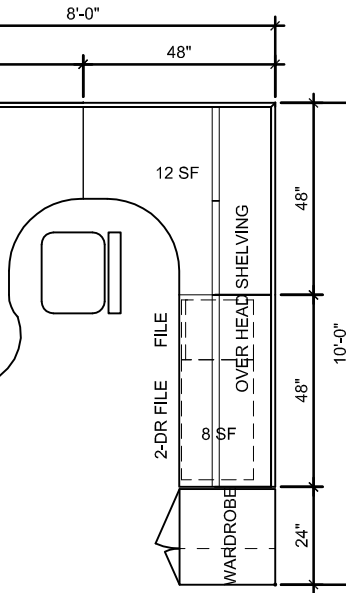
### 2. Workstations Space Standards



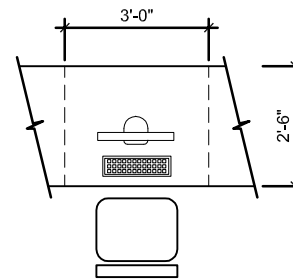
**WS-1: 100 SF**  
RECEPTIONIST  
OFFICE ASSISTANTS  
I.T. TECHNICIANS



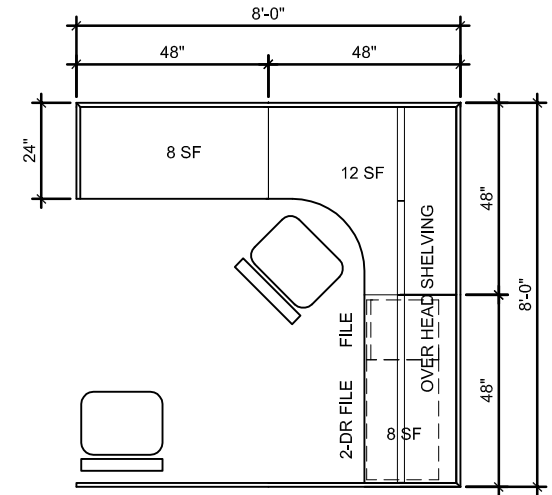
**WS-6: 35 SF**  
COUNTER WORKSTATION  
DESK



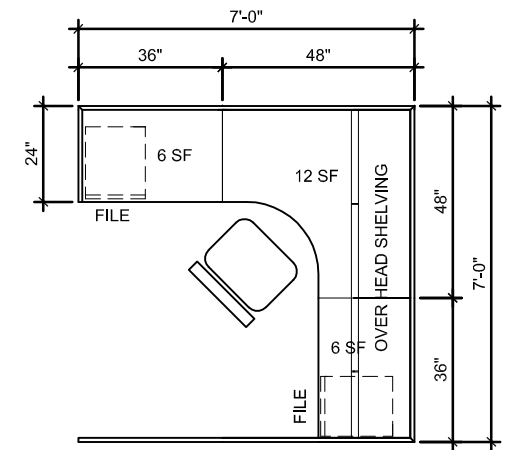
**WS-2: 80 SF**  
ADMINISTRATIVE ASSISTANTS  
PATROL SERGEANTS



**WS-5: 30 SF**  
REPORT WRITING  
EOC  
VOLUNTEERS & PART TIME



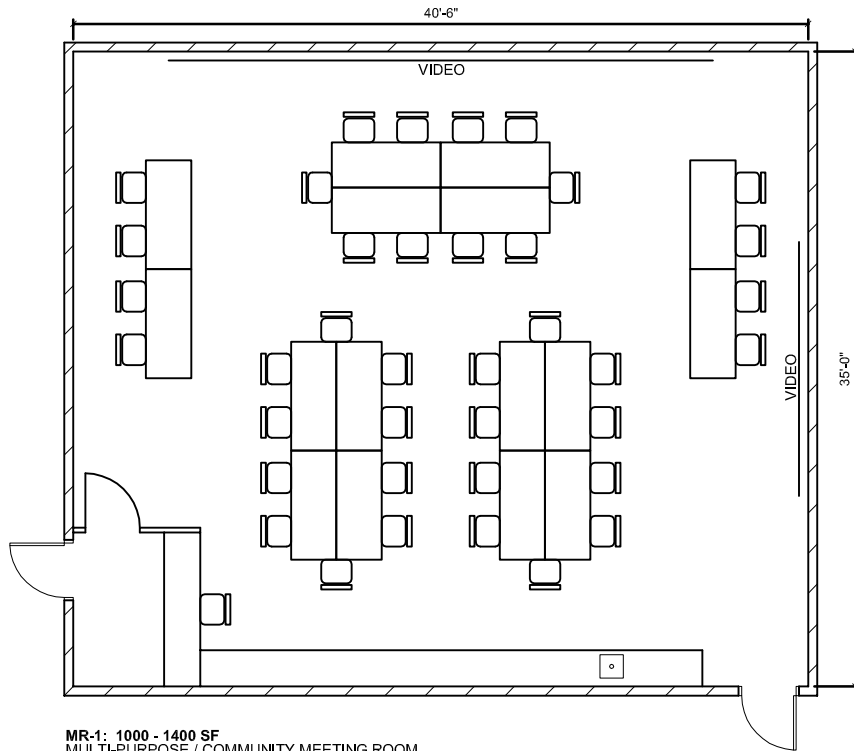
**WS-3: 64 SF**  
SENIOR CLERICAL  
PERMITS  
I.T. STAFF  
DETECTIVES



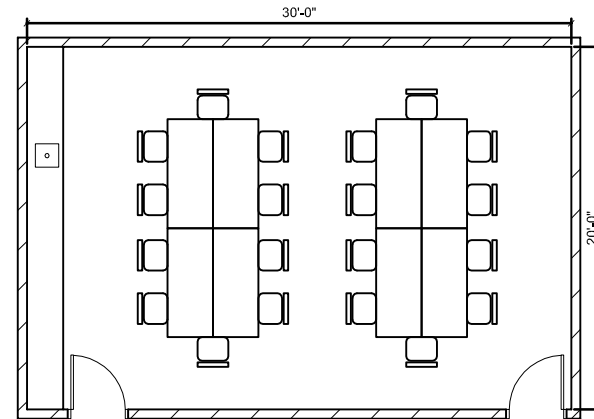
**WS-4: 48 SF**  
JUNIOR CLERICAL

## E. Space Standards

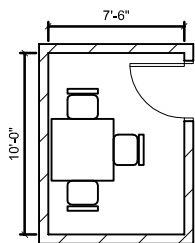
### 3. Meeting Room Space Standards



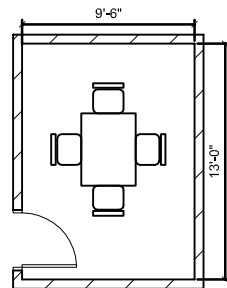
**MR-1: 1000 - 1400 SF**  
MULTI-PURPOSE / COMMUNITY MEETING ROOM  
DOC 40  
TRAINING 50  
ASSEMBLY 100  
DINNING 60



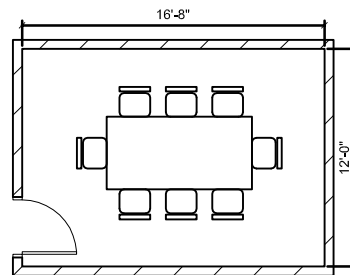
**MR-2: 500 - 1000 SF**  
LARGE CONFERENCE ROOM 20-30



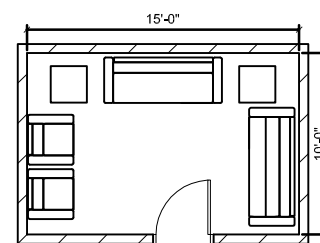
**MR-7: 75 SF**  
SMALL INTERVIEW ROOM



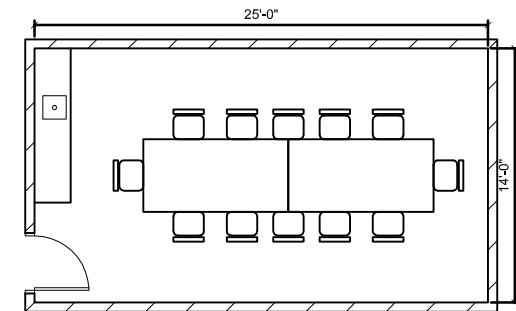
**MR-6: 120 - 150 SF**  
SMALL CONFERENCE ROOM 4 - 6



**MR-5: 200 SF**  
CONFERENCE ROOM 6-8



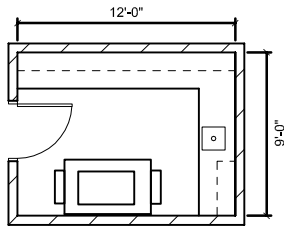
**MR-4: 150 SF**  
SOFT INTERVIEW MEETING ROOM



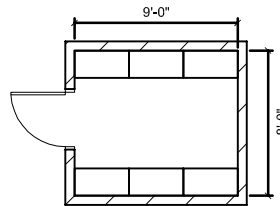
**MR-3: 250 - 350 SF**  
MEDIUM CONFERENCE ROOM 10-14  
TRAINING  
BRIEFING

## E. Space Standards

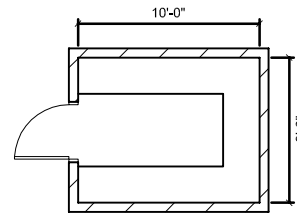
### 4. Support Spaces Space Standards



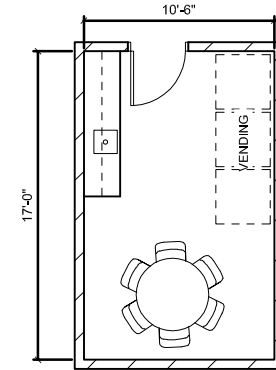
**SS-1: 108 SF**  
SMALL COPY WORK ROOM



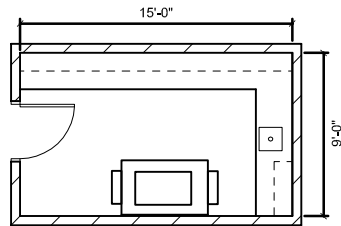
**SS-2: 72 SF**  
SMALL FILE



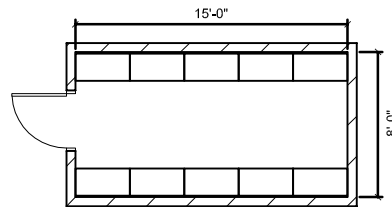
**SS-3: 80 SF**  
SMALL STORAGE ROOM



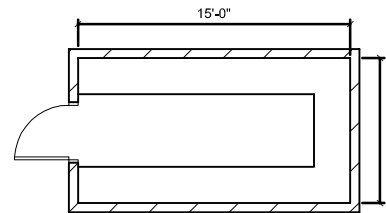
**SS-4: 175 SF**  
SMALL BREAK ROOM  
DISPATCH



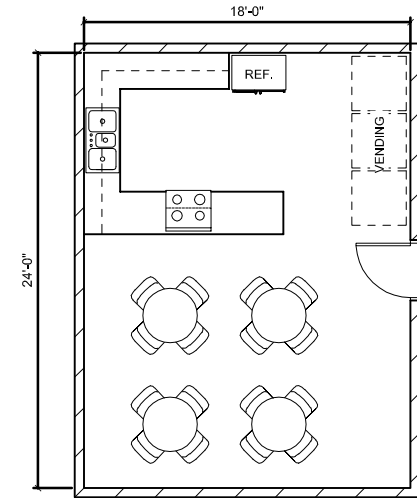
**SS-5: 135 SF**  
LARGE COPY WORK ROOM



**SS-6: 120 SF**  
LARGE FILE



**SS-7: 120 SF**  
LARGE STORAGE ROOM



**SS-8: 432 SF**  
LARGE BREAK ROOM

# CITY OF SANTA BARBARA POLICE STATION

## III. DESIGN GUIDELINES

### A. Objectives

Appropriate design and planning objectives for the Santa Barbara Police Station are:

1. Replace the existing functionally deficient and inadequate Police, Holding, Communications Center and Parking Lot to increase operational effectiveness and provide better service to the City. This will require temporary relocation first of the 911 Center then the remainder of the Police Department in the building to be demolished.
2. Develop the facility organization and needs that will adequately support the Police Department in responding to population growth projected to grow 10% by 2035.
3. Plan a facility that will assist the police in protecting public safety, coping with disaster, providing proactive community policing and resolving contemporary law enforcement problems of gang violence, drugs, and the more sophisticated use of weapons and computer technology in crime.
4. Provide a design that will enhance the site, and the surrounding neighborhood and fit harmoniously with the adjacent and nearby civic buildings.
5. Incorporate state-of-the-art public safety, security, communications, computer, access control, and emergency management systems.
6. Design for rapid dispatch and response to police, fire and medical emergencies
7. Fulfill parking requirements in the most efficient and cost effective way feasible with appropriate use of a subgrade parking structure in combination with secure surface parking.
8. Provide shared and multiuse of spaces as much as feasible.
9. Relocate the functions currently in the Annex and Animal Control Unit.
10. Provide a plan for a Shooting Range Option.
11. Consolidate and organize the storage requirements now scattered in various locations.
12. Provide a safe, secure, attractive and uplifting working environment friendly to visitors but also expressive of the strength and discipline of an efficient police department.
13. Design building hardening and security features that will withstand both man made and natural threats.
14. Provide materials and systems that will withstand heavy use 24/7/365.
15. Design systems and flexible spaces that can be quickly converted to use for emergency operations. For example the training and conference rooms primary use are training and meetings but they should be quickly convertible to EOC use in times of disaster.
16. Plan optimum space adjacencies for efficient operations.

## Objectives continued:

17. Design a green building using environmentally friendly products, minimum energy consumption and provisions for recycling within the spirit of the LEED guidelines and within the budget.

18. Provide a design minimizing the potential of litigation by ADA compliance, good ergonomics, segregation of prisoners, adequate monitoring, suicide resistant holding facilities meeting CSA standards and an unbroken chain of security for evidence processing.

19. Provide separation of visitor, staff and prisoner traffic.

20. Provide means to separate victims, witnesses, suspects and gang members and separation of interview rooms and visual/acoustical isolation.

21. Provide secure parking for official and staff vehicles.

22. Provide zoned access control, intrusion detection and A/V monitoring with recording capability.

23. Provide acoustical privacy for all private offices, interview and meeting rooms.

24. Provide furniture and systems that are user friendly and ergonomically satisfying.

25. Provide a flexible building adaptable to future program changes and new technology.

26. Maintain full 911 services during cutover by use of mobile EOC, other agency services or completion and testing of the new dispatch center before cutover.

27. Plan support facilities such as fitness room, break rooms, lockers and showers that are equally available to all staff.

### B. General Building

Guidelines relevant to operational efficiency, flexibility and management effectiveness of the facility include:

1. Private offices (PO) should be provided to executive and command staff, such as Police Chief, Assistant Chief, Captains, Lieutenants, Sergeants, Managers and Supervisors and positions where personnel issues are handled or confidential information must be protected such as Chief's Secretary, IA, BI and certain Sergeants. All partitions must be fully insulated and extend to the structural deck above. All HVAC ducts must be sound blocked between offices by acoustical baffles.

2. Shared offices (SO) are appropriate for sections and activities that require security, privacy or acoustical separation from surrounding areas of the building. Desks or modular work stations can be provided within the shared offices. Shared offices are appropriate for Watch Commander, Shift Sergeants, Administrative/Finance Staff and Records.

3. Workstations (WS) should be used to the maximum extent feasible to achieve structural economy and maximum flexibility for future changes. Open offices are appropriate for clerical spaces, officer report writing, detectives and traffic.

4. Internal expansion spaces should be planned wherever feasible to extend work station clusters or plan inexpensive storage rooms that can be easily converted to usable work stations to accommodate 20 years of future staff or file space in-

creases within the new structure without adding to the building. As more and more records are stored electronically, or high density rolling storage units are installed, file cabinet space may be converted to future workstations.

5. Maximize public reception areas on the ground floor and minimize the number of scattered public reception areas in the Police Department such as front desk, records, traffic, investigations and property by clustering them adjacent to the lobby and public circulation corridors.

6. Maximize use of shared and flexible meeting and conference rooms. The goal is to minimize single purpose spaces that are not fully used. Examples include multiuse of the Training Community Room and certain conference rooms, by appropriately equipping the space with telephone, computer, A/V equipment, commercial TV and radio outlets for all these uses and designing for easy quick conversion from one use to the other.

7. Workstations accommodating multi-shift users such as patrol sergeants, and traffic officers could be shared but provide lockable files, storage and chair storage for each individual user. It is preferred that each patrol sergeant have their own workstation.

8. Locate each Captain near their Division. Lieutenants and Sergeants are to be located with their units.

9. Cluster secretarial and clerical workstations so that they share common file areas as much as feasible and provide backup to the receptionist.

10. All file drawers should be secure and lockable.

## General Building continued:

11. Provide appropriate fire protection, ventilation, isolation, environmental control and security for specific types of storage, such as computer data, records, A/V equipment, bloody evidence, hazardous materials, drugs, cash, jewelry, and valuable property that has been seized or confiscated for evidence.
12. The new police facility will be planned for escorting visitors. The general public will be effectively restricted to the main lobby serving the Community Room and Records. Property, Traffic, Investigations, Livescan and Administration will be accessible to visitors by escort during certain working hours. Visitors should be asked to wait briefly in the main lobby for a staff member to greet and escort them to their appropriate destination. The lobby should be planned so that visitors can't wander the halls unescorted. The lobby should be designed to be easily secured after hours and have a vestibule at the front entry so that a person in need of help can call a desk officer or watch commander on the intercom.
13. Coffee bars will be strategically located near the Community/Training Room, Break Room Briefing Room, Police Chief's Conference Room and Communications Center.
14. A work room containing a copy machine, collating table or counter, fax, printer, supply storage and other appropriate equipment should be centrally located near clerical areas within Chief's Section, Administration, Records, Patrol and Evidence.
15. Display cases that are lockable and tamper resistant should be provided for the Main Lobby, Training/Community Room, Briefing Room and Break Room to display trophies and history of the Santa Barbara Police Department.
16. Interior finishes should be acoustically sound absorbent, except in very high traffic areas such as the public lobby, the patrol entry, corridors to the briefing room and locker rooms where heavy rubberized or ceramic tile would provide more durability. Vinyl wall covering, corner guards and door kick plates should be provided in the heavy use corridors. These areas are subject to damage by officers wearing cuffs, nightsticks and service revolvers over the full 24 hour seven-day week or 168 hours in contrast to the typical public office building exposed to wear and tear 40 hours per week. The corridor width in the patrol area and holding should be a minimum of 6 feet.
17. Acoustics are particularly important in the conference rooms, training room and briefing room. The spaces and sound systems should provide clear sound for speech, free of echo and distortion. The systems should be controlled to avoid confidential conversations from being broadcast. There should be no public address or background sounds in spaces where undercover calls are made.
18. Light and color are important in reducing stress, maintaining staff morale and minimizing employee turnover. It pays off in reduced recruiting and training costs and a more efficient enthusiastic work force. Colors should be pleasing with a calming effect and day lighting should be brought into the interior work areas by means of skylighted atriums or clerestory windows so that no one is required to work in a dim, windowless place.
19. Building hardening systems are just as important as the obvious visible characteristics of the spaces but should be virtually invisible to the casual observer. They include bullet resistant glass or decorative iron grille at the front counter and ballistics glass at spaces exposed to the streets. Vehicle invasion barriers disguised as landscape and sculptural elements and ballistic barriers buried in walls protecting the front entry and the most vital elements of the facility are also important for security. Steel mesh blinds or curtains can act as a blast defense by significantly reducing the amount of glass blown through the spaces in the event of an outside blast such as a truck bomb. Public restrooms should be hardened with ballistics matting in the walls and ceiling to contain or redirect a bomb blast to the exterior to minimize injury to people in the building.
20. Tours of new public safety facilities are often in such demand that they become disruptive to operations. The design should accommodate tours by secure glass observation windows into sensitive spaces such as evidence processing, booking and the computer room. Visitors on an escorted tour can see the spaces from the hallways without entering.
21. Energy Conservation can be a major cost savings. One of the greatest maintenance expenses during the life of the building will be utility costs, especially costs for heating and air-conditioning. Therefore, it is in the best interest of the City for the Architect to investigate proven and reliable energy conservation measures such as photovoltaic panels. These design features, while possibly increasing the initial construction budget, will ultimately pay for themselves and continue to pay returns via lower utility bills over the projected life span of



## General Building continued:

the facility. The Architect in designing the facility will consider a variety of energy conservation strategies including the following:

- Minimize windows at east and west exposures and shade south, east and west glazing.
  - Appropriate low E thermo-glazing and insulation.
  - Minimize artificial lighting and enhance space with natural daylighting and photocell switching where appropriate.
  - Multilevel lighting including double switching for all work areas with computers.
  - Motion activated light switches to turn off lights when the space is not occupied.
  - Task oriented lighting combined with indirect ambient lighting.
  - Active and Passive Cooling strategies.
  - Zoned HVAC system on timers to operate over time periods appropriate to the work hours of the department served by each zone.
22. Toilet facilities should be provided near administration, communications, break room, exercise facility, booking and public lobbies. Ventilation for toilet facilities shall be maximized. All toilet facilities must be ADA compliant.
23. The main break room should be located in a convenient location with an attractive, safe ambiance and relationship to a secure outdoor space or interior atrium.

24. An outdoor courtyard or balcony should be provided, if possible. The break room or community room could be next to an outdoor "spill out" courtyard. This space could be used for breaks away from the office setting. This type of space properly planned also offers a quiet and secure area to have informal conversations with witnesses and victims and conferences with employees in a non threatening location. A natural gas line should be provided to this area for a gas grill.

25. The Americans with Disabilities Act (ADA) is a Federal mandate requiring safe access to all areas of the building including work spaces, assembly spaces, meeting rooms, restrooms, telephones and the holding facility. Security requirements cannot be an excuse for ignoring this requirement. Any staff member, including patrol officers, can be temporarily handicapped by an injury. Designing to the ADA standards can provide not only access for permanently disabled employees but the opportunity for continued employment at a desk job until a temporary injury heals.

26. Graffiti is a continuing problem that can be countered by specifying smooth glazed exterior cladding materials or coating porous materials such as concrete and brick with a graffiti release agent.

27. Materials and construction detailing must be designed to be water tight and to withstand high winds, heavy rains and occasional cold weather.

28. Biohazards and contamination by blood from accidents and physical encounters is a serious issue. Decontamination laundry facilities, emergency eye wash/shower and clean jump suits should be provided adjacent to the sally port or officer entry.

An emergency eye wash and shower must also be in the evidence processing lab.

## C. Site and Parking

1. Provide secure official vehicle parking separate from visitor parking. Shelter from inclement weather would be highly desirable.
2. The official vehicle parking area must be secure and operational at all times, 24 hours per day, seven days a week. It must be well lighted and monitored to minimize sabotage and vandalism. Visual and physical access must be restricted by walls and security gates. There should be two ways in and out.
3. If feasible, provide police and communications staff secure parking for personal vehicles separate from visitor parking. Staff parking for personal vehicles should also be secure and well lighted, with a capacity to accommodate change of shift at the busiest period. It can share the official vehicle parking area.
4. Provide separate staff, prisoner, service and visitor access and circulation. If feasible provide discrete entry for victims, witnesses and informants.
5. Provide through circulation for the vehicle sally port for prisoner transport.
6. An enclosed trash area for dumpsters should be located so that the trash can be picked up from outside the security perimeter but deposited from inside the security perimeter.

### Site and Parking continued:

7. Delivery and service vehicles should be able to make their deliveries outside the security perimeter. Main storage areas should be near the loading area to reduce movement of supplies in the building.
8. Provide a bulk loading area directly to the evidence/property storage room.
9. Utilities such as electrical service, transformers, emergency generators, telephone, radio antennas and air intakes should be within the security perimeter and not exposed to vandalism and sabotage.
10. Vehicle maintenance, utility and storage facilities for the Police Department should be inside the sub garage or secure yard, screened from outside view.

### D. Communications Systems

1. The following systems must be carefully selected and specified to walk the technology tight rope between premature obsolescence and unproven products. The wireless or low voltage systems for computer networks (LAN and WAN), E-Mail, CAD for E-9-1-1, CCTV, CTV, MDT, Telecommunications, optical imaging RMS, AVL and 800 Mhz radio reception are all standard systems currently available. Provisions should be made in the design, work station detailing, delivery systems and spaces to accommodate these systems even if they are not all currently affordable. The goal is to achieve more complete integration of multiple systems requiring fewer CRTs and an operation that is more user-friendly, more universal, more reliable, more economical and more flexible for future change.

2. The current trend in low voltage systems is to use a fiber-optic backbone with twisted pair cable to individual work stations; however, consideration should be given to emerging networking products that allow for shared computer and telephone wiring such as Integrated Data Networking (IDN) and wireless LANs. It is important that the building and furniture be designed for easy economical change or upgrading of systems.

3. There should be low voltage rooms separate from the electrical rooms. They should have computer flooring (preferably recessed to avoid ramping problems), or overhead cable trays and be fully air-conditioned with humidity control. The best arrangement is to have the main low voltage room on the floor with the heaviest use and smaller rooms on the other floors lined up directly above and below.

4. The low voltage equipment room containing telephone, CCTV, CTV, CAD racks and security backboards should be well lighted and contain a work bench, maintenance manuals and maintenance files.

5. Computer, radio and telephone equipment may be in separate secure rooms or all in one large room.

6. Cable television (CTV) is an essential communications medium during natural disasters and periods of civil disturbances. The television news media, especially the networks, have far better resources of manpower, vehicles and helicopters to cover and report a crisis than most police departments. The Training Room doubling as an E.O.C. or D.O.C., the Briefing Room, major conference rooms, Break Room, Chief's and Watch Commander's Offices should be equipped with CTV.

Security monitors should be located in the Watch Commander's Office. The police headquarters should have its own cable TV satellite dish.

7. State and National Crime Information Center (NCIC and CLETS) terminals, providing information on motor vehicles, drivers, alerts, warrants, and rap sheets are part of the facility's computerized information network. Terminals are required in Investigations and in Records.

8. The telephone system needs to have voice mail capability, instruments at all work stations and enough lines so that a caller does not get a repeated busy signal.

9. Increasing demand for communications by telephone, computer, and E-mail will require that every workstation be served by each of these low voltage or wireless networks. Each workstation should also have access to dedicated circuits. Circuits should have greater capacity than required for current use to allow for future expanded use.

10. All workstations should be cabled for four jacks each using a universal system with the lines all interchangeable for telephone or computer data.

11. Low static conductive flooring should be used in dispatch spaces. It has the advantage of improving the acoustics and also dissipating static electrical charges. Carpet specifications are critical. Many carpets are manufactured to minimize static charge build up but this is not enough to protect sensitive electronic equipment. The conductive access floor carpet should be factory laminated to the access panels. One panel for every

## Communications Systems continued:

3,000 sq. ft. should have a copper foil connection to a ground ring clamped to the access floor pedestal. The ground rings in turn should be connected to a maximum 10 ohm equipment ground.

12. Building security is most efficiently achieved by a proximity access card system with programmed coding and recording capabilities. The proximity reader allows access without requiring the individual to place a card in a slot, a great convenience when carrying articles or escorting a prisoner. The cards are programmed for access to specific zones or spaces by only those individuals that are authorized. The card number, individual time, date, space and zone for each access can be recorded for future reference, if desired. (See E. Security Zoning).
13. The card access system is augmented by CCTV monitoring which can also be recorded. The CCTV can also be activated by motion or sound intrusion detection so that endless footage of uneventful video tape is not wasted.
14. Access points such as the front door or detention sally ports can also be controlled remotely by the watch commander or booking officer, Watch Commander or duty officer. These points of access must have both CCTV and intercom for proper identification of the person seeking entry. The watch commander should also have radio contact with patrol officers bringing prisoners into the jail so that the facility is prepared to receive them. (See also Section VI Prisoner Management)
15. The sally port jail door locking system is not low voltage. It is important not to confuse the low voltage card access system with the jail door locking system. The jail system
- annunciates on the jail control console by low voltage, but the door locking systems are full 110 volt electrical circuits. Access to the holding facility can be punch code or card combined with PIN number or by remote release from the dispatch center.
16. The jail door control and alarm annunciating systems should be clear and simple for the operator. It is recommended that only sally port access doors be electrically locked and unlocked and that all cell doors be key operated.
17. Intrusion alarm by infrared motion detection can augment the security system for especially sensitive or secure spaces by not only annunciating an alarm, both audio and visual at the watch commander's office, and also by triggering the CCTV monitor and video recorder in that space. It can also turn on the lights. This would be appropriate for the evidence storage and records vaults, armory and computer/radio equipment rooms.
18. Public counters in the Police Department should be protected by ballistics barriers and bullet resistant glass or decorative iron grille above the counter. There should be a screen wall behind the counter so that the clerical work space is not exposed to the lobby.
19. Radio reception must be clear in all areas of the building. Exterior antennas can improve radio reception within the facility but materials such as metal lath and metal roofs create interference and tend to degrade radio reception.
20. Each officer should have the capability of radio contact with the communications staff and each office should have a radio monitoring system that allows the occupant to select any of the available police radio frequencies. This can also be accomplished by all officers and command staff carrying their personal radio for monitoring and communications.
21. There should be a central location in the Patrol area with outlets to charge radio and flashlight batteries or more frequently preferred, each officer's locker should have an electrical outlet for this purpose.
22. Fire suppression should be by a "dry pre-action" system for spaces housing communications, telephone and computer equipment whereby the location of the fire is signaled and there is opportunity to extinguish it with small hand held extinguishers prior to release of water. Other spaces such as storage, conference rooms, holding cells and maintenance facilities are protected by conventional water-charged sprinkler systems. Sprinkler heads in jail cells must be of the "suicide proof" type.
23. Smoke purge systems are required in detention and certain types of atrium spaces.
24. A public address system should be provided to all areas of the building, except offices where undercover phone calls are made. A P.A. system would be disruptive in these spaces and could compromise an undercover phone call if overheard in the background by a witness, suspect or informant on the other end of a phone call. The intercom and paging system must be designed to locate an individual without being disruptive to the whole staff. It should be provided in the break room, locker rooms, rest rooms and hallways.

## Communications Systems continued:

25. Time lapse photography or video recording should be continuous at sensitive, secure areas or areas of high potential liability such as holding, evidence, and front desk. Tapes should be erasable and reusable.
26. Duress or panic alarms should be provided at the front desk, interview rooms, booking, sally ports, and all reception desks. They should annunciate a panic alarm indicating the location in the Communications Center and Watch Commander's office.
27. An audio/visual monitoring system is desirable and should be located in a room near the Investigation interview rooms. It should monitor all interview room. This room can also be used to train officers in conducting interrogations and should be sized accordingly.

### E. Security Zoning

The card access control system is zoned to limit access to certain areas of the building or site to only those who need access to do their job. The following are recommended to be separate zones:

1. Secure official vehicle parking
2. Vehicle sally port. Access by remote control or wire loop. Equipped with TV/intercom.
3. Staff entry and access to all interior police department spaces except Holding, Records and Property/Evidence
4. Holding. Remote control card with PIN and/or punch-in code
5. Records

6. Property/evidence. Within this zone weapons and drug storage should have separate storage rooms with a higher security level.
7. Radio, Telephone and Computer Equipment Rooms

Each of the above spaces would have a separate computer program code. Each member of the staff would have a card programmed for all codes for spaces which he is entitled to access. Each ingress and egress should be recorded with time and individual's name.

### F. Codes

The facility must be designed to meet the requirements of the 2001 California building Code seismic zone 4 with appropriate upgrade for essential service facilities, Title 24, the California Corrections Standard Authority (CSA) and Local Fire Marshal requirements for Detention, the ADA and the City of Santa Barbara planning and zoning requirements and the National Fire Protection Association's Standards (NFPA)

### G. Electrical

1. This report is based on conceptual floor plans dated November 30, 2011 prepared by Leach Mounce Architects.

This project will consist of the construction of a completely new replacement Police Facility on the same site. Preliminary plans indicate this facility will be three stories above grade, with two subterranean levels of parking below.

During the life span of the building many minor and major renovations may be necessary, as the City of Santa Barbara's

needs change. The flexibility to adjust to renovations easily will be designed in to the building electrical systems from the outset. This will be accomplished by providing electrical rooms that are larger than is initially needed, thus leaving spare floor and wall space for future equipment.

The project electrical and communications systems will provide ample capacity for increased load concentrations in the future and allow modifications to be made without causing major disruptions.

2. The facility will comply with the following requirements:
  - a. 2010 California Electrical Code (or later if adopted)
  - b. 2010 California Building Code (or later if adopted)
  - c. 2010 California Energy Efficiency Standards (or later if adopted)
  - d. All electrical and communications systems will meet or exceed the requirements of the TIA/EIA standards.
3. The electrical design standards listed below are intended as guidelines only. The list is not meant to restrict using additional standards if desired.
  - a. Illuminating Engineering Society of North America (IES)
  - b. Institute of Electrical and Electronic Engineers (IEEE) Standards
  - c. National Electrical Manufacturers' Association (NEMA)
  - d. Underwriters Laboratory (UL)
  - e. National Fire Protection Association (NFPA)



## Electrical continued:

4. Electrical service will originate in a utility manhole in the street, probably the same POC as serves the existing PD today. From there one (1) or possibly two (2) 5" C.O. will be routed underground to a new Utility Company service transfer located somewhere on the site. A pad size of 8'-0" square is anticipated with 30" clear on both sides and the rear. 8'-0" clear in front, on level ground and with truck access. It should be located clear of any operable windows.

Six (6) 5" conduits will be routed from this transformer to the main switchboard located in a main electrical room on sub level 1. These conduits will need to be concrete encased for their full length.

5. The current conceptual plans show a main electrical room on sub level one. Initial indications are that it is adequate in size to accommodate the main electrical equipment.

Electrical rooms serving floors 1, 2 and 3 should be stacked vertically and be directly above this main electrical room, with at least one wall aligned in each so that feeder risers can be conveniently routed. These three rooms should be a minimum of 8'-0" by 10'-0" in size to accommodate initial and future electrical transformers, panel boards and miscellaneous cabinetry. In addition, secondary electrical rooms should also be provided at the southeast (Figueroa Street) end of each of the 3 floors, again stacked. These three electrical rooms should be approximately 6'-0" x 8'-0" in size.

6. Space is needed on the 3rd floor to accommodate UPS equipment to serve the Radio 911 and Comm. Center areas. A dedicated room size of 12'-0" x 15'-0" is

anticipated. It will need dual, dedicated HVAC equipment for reliable 24/7 operation. Each UPS will weigh approximately 10,000 lbs. so structural considerations may dictate the final room location relative to the building structure.

Both UPS units will be provided with 40 minutes of battery capacity to provide the users maximum run times should Utility power fail and the generator also fail to start.

7. Preliminary area summaries indicate that office areas total approximately 62,000 SF with an additional 90,000 SF of general garage area. Preliminary electrical load calculations are as follows:

$$\begin{aligned} 62,000 \text{ SF} \times 20 \text{ watts/SF} &= 1240 \text{ kw} \\ 90,000 \text{ SF} \times 3 \text{ watts/SF} &= 269 \text{ kw} \\ \text{Total} &= 1509 \text{ kw} \\ &= 1886 \text{ kva} \end{aligned}$$

Total building connected load = 2270 amps @ 277/480v 3 Phase, 4 wire.

A nominal 2500 amp 277/480v 3 Phase, 4 wire service will be required.

8. Telephone, data, and fiber connections will also originate out at a manhole in the street. Four (4) 4" conduits will be needed from this manhole to a main tel/com room. Macro Corporation should be contacted to assist with sizing and locating this space. Again, stacked tel/com rooms should be provided at both ends of floors 1, 2, and 3 with conduit risers run on common, stacked walls between each to keep cable distances to less than 250'-0". Cable trays will be routed above the first, second, and third floor ceilings and tie into each tel/com room on each floor to offer convenient and readily accessible signal cable routing.

These intermediate rooms should be a minimum of 6'-0" x 6'-0" in size.

9. A standby generator will be required to serve this facility. Preliminary manufacturers data indicates this unit will be 24'-0" long, 8'-0" wide, and 9'-0" high and weigh approximately 32,000 lbs. Clear working space of 5'-0" minimum should be provided around both sides and generator (non-radiator) end. Of significant importance is the air requirements to and from this room. Cooling air at the rate of 2100 CFM will be required to enter and be discharged from the room together with 170 CFM for combustion. Exhaust at a rate of approximately 450 CFM will also have to be taken from the room, via a 14" diameter stack. Heat rejection will be in the order of 250 kw. Provisions need to be made to install this generator within the sub-level one basement area, and for later removal should it ever need total replacement. One option to accommodate this provision might be a removable parking deck slab insert located directly above the generator. Some sound attenuation might also want to be considered, together with a possible "floating slab" to further minimize vibration transmission into the building structure. To provide approximately 72 hours of run time a 10,000 gallon fuel tank will be needed. A typical tank of this capacity is approximately 28'-0" long and 9'-0" in diameter. When full this tank will weigh some 95,000 lbs. It is most probable that the City of Santa Barbara will require this tank to be located outdoors above grade. This will necessitate double walled piping from the tank to a day tank located adjacent to the generator. Truck access will be needed for fueling.

## Electrical continued:

10. At the first floor exposed parking area on the Anapamu Street side of the building pole lights will be required for area illumination. We envisage concrete bases poured integrally with the perimeter wall/deck elements for best appearance.

Light fixture styles and types, particularly on all exterior areas will be carefully selected in order to maintain the special decorative appearances that are seen throughout Santa Barbara. The courthouse building in particular will be studied so that light fixture selections will "carry through" to the new Police Station. This will include not only light fixture styles but also lamping options and lamp colors, so that when completed, this new facility fully blends in to the surrounding areas.

## H. Structural

### 1. Codes and Loading

Governing Code: 2010 California Building Code

Design Live Loads: (Table 1607.1)

Offices	50 psf
Lobbies and Corridors at First Floor	100 psf
Corridors Above First Floor	80 psf
Stairs and Exits	100 psf
Mechanical Equipment Rooms (Minimum)	100 psf
Partitions	20 psf
Evidence Storage Rooms	125 psf
Parking Garage	50 psf
Roof (not accessible)	20 psf

Wind Design:

Basic Wind Speed	85 mph
Exposure	B
Importance Factor	I = 1.15

Earthquake Design:

Occupancy Category	IV
Seismic Design Category	F
Site Class	D (Assumed)
Occupancy Importance Factor	I = 1.5
Design Spectral Response Acceleration SDS = 1.367	
Parameter (Short Period)	
Design Spectral Response Acceleration SD1 = 0.783	
Parameter (1 Second Period)	
Response Modification Factor	To Be Determined

### 2. Material Properties and Stresses

Concrete:

Normal Weight	ASTM A 33	f'c = 4,000 psi
Light Weight (110 pcf)		f'c = 3,000 psi
Reinforcing Steel	ASTM A 615	Grade 60

Structural Steel:

Typical Framing	ASTM A 992	Fy = 50,000 psi
High Strength Bolts	ASTM A 325	
Metal Deck	ASTM A 446	Fy = 38,000 psi
Structural Tubing	ASTM A 500, Grade B	Fy = 46,000 psi

### 3. Structural System

General:

Basic Structural Framing - Structural steel frame above the first floor level with two levels of subterranean parking framed with cast-in-place concrete.

Lateral Resisting System - To be determined based on final plan layout and the materials of construction that are selected for the interior core walls and exterior walls.

Foundation System - No geotechnical or geologic investigations have been conducted for this site at this time. The foundation system has been assumed to be conventional spread footings at columns and continuous footings at walls.

Basic Gravity Load Resisting System:

2nd and 3rd Floors and Roof:

Composite structural steel beams and girder supporting a light weight concrete slab. The slabs, constructed with 3 inch deep composite metal deck plus 3.25 inches of light weight concrete, with a total slab thickness 6.25 inches, will provide a 2 hour fire rating. Primary connections will be field bolted with high strength bolts. Field welding of many connections may be needed depending on the type of seismic load resisting systems that is selected.

1st Floor and Sub-Level One:

Both levels to be framed with cast-in-place concrete framing. Concept level planning indicates that a flat slab with drop panels at the columns will economically maximize the clear space between the levels. The proposed column spacing will allow for conventionally reinforced concrete. Generally, all walls below the first floor level will be concrete or concrete masonry construction. At the first floor, the exterior walls of the main building do not align with the building perimeter walls below. This space provides a walkway around the building and since it is subject to weather, the first floor framing will need to be depressed in order to allow for a double slab construction for waterproofing purposes.

## Structural continued:

### Sub-Level Two:

This is the lowest level and will have a 6" thick concrete slab-on-grade. Since there has not been a geotechnical investigation made on this site, the details of the under slab construction are not known.

### Lateral Load Resisting System

Although no structural analysis has been completed as part of this phase of the project, seismic forces are expected to control the design of lateral force resisting system. In addition, due to the Occupancy Category of the building as a police station and therefore an "essential facility", the design seismic demand on the structure will be 50% greater than a typical office building.

Below the first floor, the seismic load resisting system is expected to consist of the concrete floor diaphragms and exterior and interior concrete shear walls. Above the first floor, the interior wall layout and the materials for the interior core walls and all exterior walls have not been finalized. The selection of the seismic load resisting for the building above the first floor will be highly influenced by these two issues.

### Additional Commentary On Structural Systems

As previously mentioned, a geotechnical and geologic investigation has not been conducted to determine and evaluate the soil conditions at this site. There are several significant issues related to the building foundations and their cost that warrant investigation early in the design phase. They are: identification of all geologic hazards; locations of natural and possible perched ground water elevations; determination of foundation system type (convention spread footings versus deep foundation systems); recommendations for

shoring systems that will be needed along the entire perimeter of the site and the impact of the deep excavation on off-site structures close to the property line.

As noted above, an earth shoring system will be required for most, if not all, of the entire perimeter of the site. At this early stage of the project, the type and details of the shoring system are not known, however, the total combined width of the shoring system and new basement wall construction should be accounted for on the preliminary floor plans. The width is estimated to be 24'-30".

A conceptual framing scheme for the 2nd and 3rd floors and the roof has been developed in order to address the feasibility of the proposed 12'-10" floor to floor height. Based on the current column spacing, 14" and 16" deep composite beams supporting a 6.25" deep slab appears to be acceptable for the anticipated floor loads. Assuming a ceiling height of 9'-0" with some allowance for beam fireproofing, we estimate the distance from the bottom of the ceiling construction to the bottom of the beams will be approximately 22". Depending on the type of lateral load resisting system(s) that is selected, some deeper beams may occur on the column lines. If deeper beams are present, it may be possible to provide some penetrations in the beams webs for the routing of the building infrastructure systems.

As mentioned above, the selection of a lateral load resisting system will be made at a later date and will be highly influenced by the material selected for the exterior wall construction. We recognize the desirability for this building to have concrete walls. If concrete exterior walls are used, they will, due to their inherent rigidity, act as shear walls. Concrete shear wall buildings have a proven track record of good performance. The current floor

plan layout, however, results in the concrete shear walls becoming discontinuous at the first floor. This is due to building offsets above the first floor and the fact that this building has two quite different functions; an office building above a parking garage. The California Building Code has special and very punitive design requirements for the design of elements that are part of a lateral load resisting system that has a "vertical discontinuity" (ie: the wall is not continuous to the foundation). Using heavy exterior concrete walls will require a series of concrete transfer beams at the first floor framing in lieu of the proposed flat slab construction. The impact on the building cost and reduction in the clearance below the first floor will need to be evaluated.

### 4. Quality Control:

Primary quality control for structural elements and will be performed by:

- Independent testing laboratory of record employed by the Owner.
- Geotechnical Engineer of Record
- Structural observation by the Engineer of Record

Special inspections, sampling and testing per California Building Code will be required for:

- Foundation excavations and placement of structural fill
- During the placement of cast-in-place concrete
- Placement of concrete reinforcing steel
- Field welding of reinforcement
- Structural steel welding
- High-strength bolt installation
- Stud welding
- Metal deck welding
- Welding of light gage metal framing
- Post installed anchors

# CITY OF SANTA BARBARA POLICE STATION IV. SPACE NEEDS

The listed spaces and furniture needs for the Santa Barbara Police Department were developed from questionnaires, meeting notes, site visits, typical police space standards and experience with previous similar projects.

The Space Needs were developed for both the estimated 2015 move-in needs and future 2035 space needs. The study was based on need and not on current facility capacity. Current facility space is shown in the first column.

The Space Standards are illustrated in Section II. A departmental circulation factor is applied to the net area for each section. On the Summary page the sections are totalled and a building gross up factor is applied. The building gross up is for wall thickness, major circulation between departments and vertical circulation.

## Initial Group Page

Line Items & Descriptions

Space Standard

Building Area

### EXAMPLE SPACE NEEDS

Draft 8/21/06

#### STAFF / AREA SPACE CHARTS

#### A. ADMINISTRATION

SPACE				2006				2020				REMARKS
Subtotal Department Net Area				1,145				1,444				
Circulation Markup				20%				20%				
Subtotal Department Area				1,374				1,733				
Space No.	Description	Space Std.	Area	Sworn Qty.	Civ. Qty.	Item Qty.	Net Floor area	Sworn Qty.	Civ. Qty.	Item Qty.	Net Floor area	
1	Chief of Police						276				276	
	Private Office #1		(225)	1				1				
	Large workstation	19	84			1	84			1	84	
	Conference table seating	44	25			6	150			6	150	
	Storage	47	4			6	24			6	24	
	Files - lateral (4 Drawer)	55	9			2	18			2	18	
2	Restroom						77				77	Adjacent to Chief's Office
	Toilet/Lav		49			1	49			1	49	
	Storage Closet	47	4			7	28			7	28	
3	Administrative Office						176				185	Open office work stations
	Large workstation	19	84		1/2	1	84		1	1	84	Administrative Asst. and Receptionist
	Small workstation	32	48		1	1	48		1	1	48	next to Chief's office and conference
	Files - lateral (4 Drawer)	55	9			3	27			4	36	room. Admin. Asst. is also Records
	Guest chair	39	8			1	8			1	8	Supv. In 2006
	Bookcase	46	9			1	9			1	9	
4	Reception Area						60				60	
	Waiting	2	20			3	60			3	60	
5	Conference Room						266				266	
	Conference table seating	44	25			10	250			10	250	
	Storage	47	4			4	16			4	16	

Space No.

Staff

Remarks



City of Santa Barbara Police Department

4/30/12

Staff/Area Projections

Facilities Summary

SPACE		2012 Current			2015 Need			2035 Need			REMARKS
Space No.	Description	Staff Sworn	Staff Civilian	Building Area	Staff Sworn	Staff Civilian	Building Area	Staff Sworn	Staff Civilian	Building Area	
<b>A.</b>	<b>Chief of Police</b>	<b>5</b>	<b>4</b>	<b>2,780</b>	<b>6</b>	<b>9</b>	<b>4,220</b>	<b>6</b>	<b>12</b>	<b>4,530</b>	
1.	Chief's Offices	3	4	2,480	4	7	3,140	4	7	3,140	
2.	Deputy Chief's Offices	2	-	300	2	2	1,080	2	5	1,390	
<b>B.</b>	<b>Administrative Services Division</b>	<b>7</b>	<b>49</b>	<b>5,697</b>	<b>7</b>	<b>54</b>	<b>23,079</b>	<b>4</b>	<b>61</b>	<b>23,467</b>	
1.	Captains Offices	2	-	413	2	-	413	2	-	413	
2.	Information Technology	-	5	1,118	-	6	1,623	-	7	1,703	
3.	Communications	1	19	716	1	20	2,758	1	22	2,765	
4.	Records	-	16	375	-	17	2,579	-	18	2,616	
5.	Training/Recruitment/B1	2	4	1,594	2	4	1,958	-	6	1,958	Civilianized in near future
6.	Shooting Range	1	-	180	1	-	2,376	-	1	2,376	
7.	** Optional Shooting Range	-	-	-	-	-	-	-	-	-	see next page
8.	Administrative Sergeant	1	3	310	1	5	1,055	1	5	1,055	
9.	Holding Facility	-	-	991	-	-	2,580	-	-	2,580	
10.	Property and Evidence	-	2	-	-	2	7,067	-	2	7,331	
11.	Facilities Maintenance	-	-	-	-	-	670	-	-	670	
<b>C.</b>	<b>Investigative Division</b>	<b>24</b>	<b>5</b>	<b>406</b>	<b>27</b>	<b>2</b>	<b>7,276</b>	<b>32</b>	<b>4</b>	<b>7,745</b>	
1.	Captain's Office	2	-	406	2	1	730	2	2	803	
2.	Crimes Against Persons/Polygraph	7	-	-	7	-	1,230	8	-	1,373	
3.	Crimes Against Property	5	5	-	6	-	806	7	-	886	
4.	Narcotics Unit	6	-	-	7	-	886	8	-	966	
5.	Youth Services	4	-	-	5	-	633	7	-	633	2 SRO's workstations at schools
6.	Crime Laboratory	-	-	-	-	1	1,310	-	2	1,403	
7.	Investigative Support	-	-	-	-	-	1,681	-	-	1,681	
<b>D.</b>	<b>Patrol Division</b>	<b>99</b>	<b>10</b>	<b>-</b>	<b>100</b>	<b>6</b>	<b>7,349</b>	<b>105</b>	<b>8</b>	<b>7,739</b>	
1.	Command Offices	4	-	-	5	-	836	5	1	916	
2.	Patrol Teams 1-6	95	-	-	95	-	3,398	100	-	3,473	
3.	Special Operations (SWAT, FTO, K-9, CNRT, GST, NET) and Traffic	-	-	-	-	6	3,115	-	7	3,350	Most assigned from patrol
<b>E.</b>	<b>Facility Support</b>			<b>-</b>			<b>13,688</b>			<b>15,680</b>	
1.	Public Support			-			2,440			2,728	
2.	Staff Support			-			5,463			7,167	
3.	Building Support			-			5,785			5,785	

City of Santa Barbara Police Department

4/30/12

Staff/Area Projections

Facilities Summary

SPACE		2012 Current			2015 Need			2035 Need			REMARKS
Space No.	Description	Staff Sworn	Staff Civilian	Building Area	Staff Sworn	Staff Civilian	Building Area	Staff Sworn	Staff Civilian	Building Area	
	<b>Main Building Subtotal</b>	135	68		140	71	<b>55,612</b>	147	85	<b>59,161</b>	Envelope & Structure 5%
	<b>Building Gross Up 22%</b>						<b>12,235</b>			<b>13,015</b>	HVAC & Electrical 1%
	Total Staff & Gross	203			211		<b>67,847</b>	232		<b>72,176</b>	Vertical Circulation 4%
					322 sf/staff			311 sf/staff			Interdepartmental Circulatory 12%
	<b>Building Gross without Service Facilities</b>						<b>63,380</b>			<b>66,906</b>	Design Contingency -
	<b>Existing Building Gross</b>			<b>40,700</b>							Total Gross-Up 22%
		200 sf/staff			302 sf/staff			287 sf/staff			
					2012-2015 3%			2015-2035 11%			
**	<b>Main Building Subtotal with large shooting range option (B.7)</b>				140	71	<b>64,804</b>	147	85	<b>68,353</b>	
	<b>Building Gross Up 22%</b>				211		<b>14,257</b>	232		<b>15,038</b>	
	Total Staff & Gross				375 sf/staff		<b>79,061</b>	359 sf/staff		<b>83,391</b>	
	<b>Building Gross without Service Facilities</b>				354 sf/staff		<b>74,594</b>	336 sf/staff		<b>78,121</b>	

# City of Santa Barbara Police Department

4/30/12

A. Chief of Police

## Staff/Area Projections

### 1. Chief's Offices

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>1,022</b>	<b>2,512</b>				<b>2,512</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 256</b>	<b>25% 628</b>				<b>25% 628</b>				
<b>Area Subtotal</b>							<b>1,278</b>	<b>4</b>	<b>7</b>		<b>3,140</b>	<b>4</b>	<b>7</b>		<b>3,140</b>	
<b>1</b>	<b>Chief's Office</b>						<b>490</b>				<b>490</b>				<b>490</b>	
	Private Office	PO1	350	1		1	350	1		1	350	1		1	350	Conference Table for 6 Toilet, lav., shower, closet
	Bathroom		140			1	140			1	140			1	140	
<b>2</b>	<b>Executive Assistant</b>															
	Private Office	PO3	220		1	1	220		1	1	220		1	1	220	220
<b>3</b>	<b>Beat Sergeant</b>															
	Private Office	PO6	120	1		1	120	1		1	120	1		1	120	120
<b>4</b>	<b>Beat Coordinators</b>						<b>192</b>				<b>434</b>				<b>434</b>	
	Workstations	WS3	64		3	3	192		6	6	384		6	6	384	
	Work Table		50							1	50			1	50	
<b>5</b>	<b>PIO</b>															
	Private Office	PO6	120	1				1		1	120	1		1	120	120
																Locate near Chief's Office
<b>6</b>	<b>Chief's Conference Room</b>	MR2	600							1	600			1	600	600
																Seats 24-30
<b>7</b>	<b>Sergeant's Office</b>	PO6	120					1		1	120	1		1	120	120
	PAL, DARE Explorers															
<b>8</b>	<b>Shared Office</b>										<b>408</b>				<b>408</b>	
	Workstations	WS3	64							3	192			3	192	Three volunteers
	Storage		4							24	96			24	96	
	Work table/Comp.		120							1	120			1	120	

# City of Santa Barbara Police Department

4/30/12

A. Chief of Police

## Staff/Area Projections

## 2. Deputy Chief's Offices

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>240</b>	<b>864</b>				<b>1,112</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 60</b>	<b>25% 216</b>				<b>25% 278</b>				
<b>Area Subtotal</b>							<b>300</b>	<b>2</b>	<b>2</b>		<b>1,080</b>	<b>2</b>	<b>5</b>		<b>1,390</b>	
<b>1</b>	<b>Deputy Chief's Office</b>						<b>240</b>				<b>240</b>				<b>240</b>	
	Private Office	PO2	240	1		1	240	1		1	240	1		1	240	
<b>2</b>	<b>Secretary</b>															
	Private Office	PO6	120		-	-	-		-	-	-		1	1	120	<b>120</b>
<b>3</b>	<b>Business Manager</b>															
	Private Office	PO4	180		-	-	-		1	1	180		1	1	180	<b>180</b>
<b>4</b>	<b>Business Office/Parking Collector's Clerical</b>						-				<b>184</b>				<b>248</b>	
	Workstations	WS3	64		-	-	-		1	1	64		2	2	128	
	Files 4 drawer/lateral		10							12	120			12	120	
<b>5</b>	<b>Internal Affairs</b>										<b>120</b>				<b>184</b>	
	IA Officer	PO6	120	1				1		1	120	1		1	120	
	IA Clerical	WS3	64										1	1	64	
<b>6</b>	<b>Conference Room</b>	MR6	140							1	140			1	140	<b>140</b>

# City of Santa Barbara Police Department

4/30/12

B. Administrative Services Division

## Staff/Area Projections

## 1. Captains Offices

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>330</b>	<b>330</b>				<b>330</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 83</b>	<b>25% 83</b>				<b>25% 83</b>				
<b>Area Subtotal</b>							<b>413</b>	<b>413</b>				<b>413</b>				
<b>1</b>	<b>Captains Office</b>						<b>180</b>				<b>180</b>				<b>180</b>	Locate near business office
	Private Office (CDR)	PO4	180	1		1	180	1		1	180	1		1	180	
<b>2</b>	<b>Lieutenants Office</b>															
	Private Office (Assist CDR)	PO5	150	1			150	1		1	150	1		1	150	
<b>3</b>	<b>Clerical</b>				-	-	-		-	-	-		-	-	-	Use business office clerical

# City of Santa Barbara Police Department

4/30/12

B. Administrative Services Division

## Staff/Area Projections

## 2. Information Technology (IT)

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>894</b>	<b>1,298</b>				<b>1,362</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 224</b>	<b>25% 325</b>				<b>25% 341</b>				
<b>Area Subtotal</b>							<b>1,118</b>	<b>1,623</b>				<b>1,703</b>				
<b>1</b>	<b>Manager</b>						<b>180</b>				<b>180</b>				<b>180</b>	
	Private Office	PO4	180		1	1	180		1	1	180		1	1	180	
<b>2</b>	<b>Meeting/Worktable</b>	MR3	250			1	250			1	250			1	250	Seating for 10 in a central work space
<b>3</b>	<b>Technician/Analyst</b>	WS3	64		1	1	64		1	1	64		1	1	64	
<b>4</b>	<b>PC Analyst A</b>															
	Private Office		200		1	1	200		1	1	200		1	1	200	Non standard office due to work bench, equipment, storage and computer staging, heavy equipment and trucked
<b>5</b>	<b>PC Analyst B/Techs</b>										<b>144</b>				<b>208</b>	
	Workstation	WS2	80		1	1	80		1	1	80		1	1	80	
	Workstation	WS3	64						1	1	64		2	2	128	
<b>6</b>	<b>Network Administrator</b>															
	Private Office		200		1	1	200		1	1	200		1	1	200	Non standard office due to work bench and equipment storage
<b>7</b>	<b>Server Room</b>															
	13 Racks @ 20 sf each		260							1	260			1	260	All doors into suite and PC analysts network administrator and server room 4'widex9'high. Dedicated UPS. All building internet on wireless system.

# City of Santa Barbara Police Department

4/30/12

B. Administrative Services Division

## Staff/Area Projections

## 3. Communications

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>573</b>	<b>2,206</b>				<b>2,212</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 143</b>	<b>25% 552</b>				<b>25% 553</b>				
<b>Area Subtotal</b>							<b>716</b>	<b>1</b>	<b>20</b>		<b>2,758</b>	<b>1</b>	<b>22</b>		<b>2,765</b>	
<b>1</b>	<b>Communications Manager</b>						<b>150</b>				<b>150</b>				<b>150</b>	
	Private Office (LT)	PO5	150	1		1	150	1		1	150	1		1	150	
<b>2</b>	<b>Supervisors</b>										<b>120</b>				<b>120</b>	
	Shared Private Office	PO6	120		4	1	120		4	1	120		4	1	120	
<b>3</b>	<b>Training</b>										<b>280</b>				<b>280</b>	
	Comm. Workstation	WS1	100							2	200			2	200	Zybox 911 workstations
	Library Shelves/Base		5							16	80			16	80	Training books, discs
<b>4</b>	<b>Operations Floor</b>										<b>640</b>				<b>640</b>	
	Comm. Workstation	WS1	100		14	6	600		15	6	600		18	6	600	2 training consoles, 1 supervisor console, 6 operator consoles, all consoles can be switched to full mobilization
	Reference Carousel		20							2	40			2	40	
<b>5</b>	<b>Radio/911 Equipment</b>				1				1		<b>416</b>				<b>416</b>	
	Equipment Racks		20							20	400			20	400	
	Backboard		1							16	16			16	16	
<b>6</b>	<b>Taping Room</b>		50			1	50			1	50			1	50	Counter with tape storage
<b>7</b>	<b>Men's Restroom</b>		70			1	70			1	70			1	70	
<b>8</b>	<b>Women's Restroom</b>		70			1	70			1	70			1	70	
<b>9</b>	<b>Break Room 15x8</b>		120			1	120			1	120			1	120	
<b>10</b>	<b>Lactation Room</b>		80			1	80			1	80			1	80	Counter with sink
<b>11</b>	<b>UPS</b>		30			1	30			4	120			4	120	
<b>12</b>	<b>Lockers 36Hx12"Wx18"D</b>		3			1	3			30	90			32	96	Ok in hallway



# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 4. Records

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>300</b>	<b>2,063</b>				<b>2,093</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 75</b>	<b>25% 516</b>				<b>25% 523</b>				
<b>Area Subtotal</b>							<b>375</b>	<b>2,579</b>				<b>2,616</b>				
<b>1</b>	<b>Manager</b>						<b>180</b>				<b>180</b>				<b>180</b>	
	Private Office	PO4	180		1	1	180		1	1	180		1	1	180	
<b>2</b>	<b>Supervisor A</b>										<b>120</b>				<b>120</b>	
	Private Office	PO6	120		1	1	120		1	1	120		1	1	120	
<b>3</b>	<b>Supervisor B</b>										<b>120</b>				<b>120</b>	
	Private Office	PO6	120		1	1	120		1	1	120		1	1	120	
<b>4</b>	<b>Front Counter</b>										<b>400</b>				<b>400</b>	
	Counter Workstation with side arm		50		4	8	400		4	8	400		4	8	400	4 Hourly = 3FTE
<b>5</b>	<b>Records Clerical Pool</b>										<b>628</b>				<b>658</b>	
	Alarm & Tax Permits	WS3	64		2				2	2	128		2	2	128	Plus counter -1
	Parking		1													Counter only - 3
	Station Officer															Plus counter - 2
	Records	WS3	64		5				5	5	320		5	5	320	Counter only - 1 plus lobby
	Livescan															Live scan room E.1.6
	Scanners & Transcribers	WS5	30		2				3	6	180		4	7	210	
<b>6</b>	<b>Records Storage</b>										<b>400</b>				<b>400</b>	
	High density rolling shelving		2							200	400			200	400	4-30"x13 ft long x 71+ high double face rolling units, approx. 100 lin ft of shelving. Longer term storage in sub parking area
<b>7</b>	<b>Copy Room</b>	SS5	135							1	135			1	135	
<b>8</b>	<b>Supply Storage</b>	SS3	80							1	80			1	80	

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 5. Training/Recruitment/B1

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>1,275</b>	<b>1,566</b>				<b>1,566</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 319</b>	<b>25% 392</b>				<b>25% 392</b>				
<b>Area Subtotal</b>							<b>2 4 1,594</b>	<b>2 4 1,958</b>				<b>- 6 1,958</b>				
<b>1</b>	<b>Sergeant</b>						<b>120</b>				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		1	120	1		1	120		1	1	120	Will civilianize in future
<b>2</b>	<b>Training Officer</b>						<b>120</b>				<b>120</b>				<b>120</b>	
	Training Office	PO6	120	1		1	120	1		1	120		1	1	120	
<b>3</b>	<b>Background Investigations</b>										<b>216</b>				<b>216</b>	Part-time B1
	Workstations	WS4	48		4	1	48		4	4	192		4	4	192	
	Storage		4							6	24			6	24	
<b>4</b>	<b>Interview Room</b>	MR7	75							1	75			1	75	
<b>5</b>	<b>911/Dispatch Training Room</b>		80			6	480			6	480			6	480	30"x72" tables set up with six 911/dispatch consoles
<b>6</b>	<b>Computer Training Room</b>		37			15	555			15	555			15	555	30"x60" tables set up with 15 computers both rooms adjacent separated by folding wall.

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 6. Shooting Range

SPACE		2012 Current						2015 Need				2035 Need				REMARKS	
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area		
Net Assigned Area							180	1,980				1,980				Similar to existing	
Circulation or Open Space Allowance							20% 36	20% 396				20% 396					
Area Subtotal							1 - 216	1 - 2,376				- 1 2,376					
1	Bullet Trap 4 Firing Lanes, Firing Range										1,680				1,680		
	25 Yard Range		420							4	1,680			4	1,680	Civilianized in near future	
2	Rangemaster Office	PO6	120	1				1		1	120 120		1	1	120 120		
3	Cleaning & Storage		4			45	180 180			45	180 180			45	180 180		

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 7. Optional Shooting Range

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
Net Assigned Area							-	9,640				9,640				As requested by SBPD
Circulation or Open Space Allowance							20%	20% 1,928				20% 1,928				
Area Subtotal							-	1	-		11,568	-	1		11,568	
1	Bullet Trap 10-25 yards										7,350				7,350	
	Firing Lanes 3-50 yards															
	Rifle Lanes															
	25 yards		420							10	4,200			10	4,200	
	50 yards		1,050							3	3,150			3	3,150	
2	Rangemaster Office	PO4	180					1		1	180 180		1	1	180 180	
3	Training Classroom	MR3	350							1	350 350			1	350 350	
4	Cleaning		4							55	220 220			55	220 220	
5	Maintenance & Repair Shop		140							1	140 140			1	140 140	
6	Women's Restroom		70							1	70 70			1	70 70	
7	Men's Restroom		70							1	70 70			1	70 70	
8	Janitors		60							1	60 60			1	60 60	
9	Special Ventilation		300							1	300 300			1	300 300	
10	Prop Storage		900							1	900 900			1	900 900	

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 8. Administrative Sergeant

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>248</b>	<b>844</b>				<b>844</b>				
<b>Circulation or Open Space Allowance</b>							<b>25% 62</b>	<b>25% 211</b>				<b>25% 211</b>				
<b>Area Subtotal</b>							<b>310</b>	<b>1</b>	<b>3</b>		<b>1,055</b>	<b>1</b>	<b>5</b>		<b>1,055</b>	
<b>1</b>	<b>Administrative Sergeant</b>						<b>120</b>				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		1	120	1		1	120	1		1	120	
<b>2</b>	<b>Permits</b>						<b>64</b>				<b>112</b>				<b>112</b>	
	Permit Technician	WS3	64		1	1	64		1	1	64		1	1	64	
	Assistant Technician	WS4	48				-		1	1	48		1	1	48	
<b>3</b>	<b>Animal Control</b>						<b>0</b>				<b>312</b>				<b>312</b>	
	Lead A/C Workstation	WS3	64		1				1	1	64		1	1	64	
	A/C Workstations	WS4	48		1				2	2	96		2	2	96	
	Storage	SS3	80							1	80			1	80	
	File	SS2	72							1	72			1	72	
<b>3</b>	<b>Champlains</b>										<b>150</b>				<b>150</b>	
	Shared Office	PO5	150							1	150			1	150	
<b>5</b>	<b>Volunteers</b>										<b>150</b>				<b>150</b>	
	Shared Office	PO5	150							1	150			1	150	

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 9. Holding Facility

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>734</b>	<b>1,911</b>				<b>1,911</b>				
<b>Circulation or Open Space Allowance</b>							<b>35% 257</b>	<b>35% 669</b>				<b>35% 669</b>				
<b>Area Subtotal</b>							<b>991</b>	<b>2,580</b>				<b>2,580</b>				
<b>1</b>	<b>Vehicle Sallyport</b>						<b>300</b>				<b>300</b>				<b>300</b>	Smaller than standard due to limited space
	Secure Vehicle Loading		300			1	300			1	300			1	300	
<b>2</b>	<b>Personnel Sallyport</b>		50							4	200			4	200	Two each for adult and juvenile
<b>3</b>	<b>Gun Lockers</b>		8							4	32			4	32	One gun locker at each personnel sallyport
<b>4</b>	<b>Booking</b>						<b>434</b>				<b>434</b>				<b>434</b>	
	Intake Waiting		15			6	90			6	90			6	90	
	Counter Workstation		5			12	60			12	60			12	60	
	Photo ID		60			1	60			1	60			1	60	
	Inmate Property Lockers		2			20	40			20	40			20	40	
	Shelving		4			6	24			6	24			6	24	
	Pay Phone		25			1	25			1	25			1	25	
	Booking Cage		30			2	60			2	60			2	60	
	Fax Machine		10			1	10			1	10			1	10	
	Computer Component		8			2	16			2	16			2	16	
	Printer		7			1	7			1	7			1	7	
	CTV Monitor		8			2	16			2	16			2	16	
	Form Storage		3			2	6			2	6			2	6	
	Live Scan		20			1	20			1	20			1	20	
<b>5</b>	<b>Exam/Testing</b>										<b>105</b>				<b>105</b>	
	Counter Workstation		40							1	40			1	40	intoxilizer, blood & urine
	Lab Sink		25							1	25			1	25	drug testing, dimmable lighting
	Interview Table		40							1	40			1	40	
<b>6</b>	<b>Hard Interview Room</b>	MR7	75							2	150			2	150	A/V Monitor
<b>7</b>	<b>Secure Storage</b>		4							15	60			15	60	
<b>8</b>	<b>Intake Shower/Toilet</b>		70							1	70			1	70	
<b>9</b>	<b>Detox Cell</b>		80							1	80			1	80	Padded floor and to 3ft up wall

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 9. Holding Facility

SPACE				2012 Current				2015 Need				2035 Need				REMARKS		
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area			
10	Safety Cell		60							1	60	60			1	60	60	Padded floor and walls
11	Adult Holding Cells		70							4	280	280			4	280	280	All cells temporary occupancy 12 hours max. A/V monitor at Watch
12	Juvenile Holding Cells		70							2	140	140			2	140	140	
																		Commander and Communication Center. Separate Juvenile sight and sound from adult. 24"x78" concrete bench, stainless steel penal fixtures



# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 10. Property and Evidence

SPACE								2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area					
<b>Net Assigned Area</b>								<b>5,889</b>				<b>6,109</b>								
<b>Circulation or Open Space Allowance</b>								<b>20% 1,178</b>				<b>20% 1,222</b>								
<b>Area Subtotal</b>								<b>7,067</b>				<b>7,331</b>								
<b>- 2</b>								<b>- 2</b>				<b>- 2</b>								
<b>1</b>	<b>Property Supervisor</b>										<b>120</b>				<b>120</b>					
	Private Office	PO6	120		1				1	1	120		1	1	120					
<b>2</b>	<b>Property Clerk</b>	WS3	64		1				1	1	64	<b>64</b>		1	1	64	<b>64</b>			
<b>3</b>	<b>Property Staff Service</b>	WS1	100							-	-	-			1	100	<b>100</b>			
<b>4</b>	<b>Evidence Processing</b>										<b>490</b>				<b>490</b>	Layout processing table, lab sink, bag and tag materials on both the officer side and evidence processing side of 2-way deposit lockers. Deposit lockers include wide variety of sizes, 2-way refrigerators and mail box types.				
	2 Way Lockers		7							16	112			16	112					
	Layout Table		80							2	160			2	160					
	Lab Sink		25							2	50			2	50					
	Property Clerk Files		10							2	20			2	20					
	Bookcase		9							1	9			1	9					
	Forms Storage		3							6	18			6	18					
	Bag & Tag Supplies		4							10	40			10	40					
	Small Copier		25							1	25			1	25					
	Evidence Refrigerator		20							1	20			1	20					
	Evidence Freezer		20							1	20			1	20					
	Emergency Shower		16							1	16			1	16					
<b>5</b>	<b>Disposal/Release/Special</b>										<b>245</b>				<b>245</b>	Near Property Clerk				
	<b>Interest Evidence</b>																			
	Mobile High Density		3							65	195			65	195					
	Vault		50							1	50			1	50	Separate security code for vault				
<b>6</b>	<b>General Evidence Storage</b>																			
	Mobile high density vault		3							260	780	<b>780</b>		300	900	<b>900</b>				
<b>7</b>	<b>Homicide Evidence</b>		4							55	220	<b>220</b>		55	220	<b>220</b>				
<b>8</b>	<b>Walk-In Freezer</b>		4							20	80	<b>80</b>		20	80	<b>80</b>				
<b>9</b>	<b>Walk-In Refrigerator</b>		4							20	80	<b>80</b>		20	80	<b>80</b>				

# City of Santa Barbara Police Department

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## B. Administrative Services Division

### Staff/Area Projections

### 10. Property and Evidence

SPACE				2012 Current				2015 Need				2035 Need				REMARKS	
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area		
10	Drug Evidence Storage		4							25	100	100		25	100	100	Negative pressure air handling separate from building system separate security code
11	Fire Arms Storage		4							20	80	80		20	80	80	
12	Drying Room										80				80		
	Drying Cabinet		20							1	20			1	20		
	Counter with Lab Sink		30							1	30			1	30		
	Drying Rack		30							1	30			1	30		
13	Unisex Restroom		50							1	50	50		1	50	50	
14	Public Service Counter and Viewing Room										200				200		Accessible from public lobby. Served by Property Clerk.
	Service Counter		5							10	50			10	50		
	Table for 8 (3'x8')		150							1	150			1	150		
15	Vehicle Analysis		800							1	800	800		1	800	800	2 lifts sub-parking level one
16	Vehicle Evidence		4							75	300	300		75	300	300	Adjacent to vehicle analysis
17	Long Term Evidence Storage		4							255	1,020	1,020		255	1,020	1,020	Local sub-level 2
18	Bulk Evidence Storage		4							105	420	420		105	420	420	Large items sub-level 1
19	Property Bicycle Storage		6							70	420	420		70	420	420	Local sub-level 2
20	Transient Property		340							1	340	340		1	340	340	Separate ventilation access from vehicle sallyport or exterior only

# City of Santa Barbara Police Department

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B. Administrative Services Division

## Staff/Area Projections

## 11. Facilities Maintenance

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>558</b>				<b>558</b>				
<b>Circulation or Open Space Allowance</b>							<b>20%</b>	<b>112</b>				<b>112</b>				
<b>Area Subtotal</b>							-	<b>670</b>				<b>670</b>				
<b>1</b>	<b>Custodian Work Room</b>										<b>178</b>				<b>178</b>	
	Work Counter		5							10	50			10	50	
	Shelving		4							8	32			8	32	
	Work Sink		15							1	15			1	15	
	Computer		8							1	8			1	8	
	File 4 dr. lateral		9							2	18			2	18	
	Air Compressor		20							1	20			1	20	
	Workstation	WS6	35							1	35			1	35	
<b>2</b>	<b>Janitor Closet 1st Floor</b>		60							1	60			1	60	
<b>3</b>	<b>Janitor Closet 2nd Floor</b>		60							1	60			1	60	
<b>4</b>	<b>Janitor Closet 3rd Floor</b>		60							1	60			1	60	
<b>5</b>	<b>Supply Storage</b>		4							50	200			50	200	
<b>6</b>	<b>Truck Access &amp; Trash Enclosure</b>															(See Site Needs, Section H)

# City of Santa Barbara Police Department

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C. Investigative Division

## Staff/Area Projections

## 1. Investigation Captain's Office

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							<b>325</b>									
<b>Circulation or Open Space Allowance</b>							<b>25% 81</b>									
<b>Area Subtotal</b>							<b>2 - 406</b>	<b>2</b>	<b>1</b>		<b>730</b>	<b>2</b>	<b>2</b>		<b>803</b>	
<b>1</b>	<b>Captain's Office</b>						<b>145</b>				<b>180</b>	<b>1</b>			<b>180</b>	
	Private Office	PO4	180	1		1	145	1		1	180			1	180	
<b>2</b>	<b>Lieutenant's Office</b>						<b>-</b>				<b>150</b>	<b>1</b>			<b>150</b>	
	Private Office	PO5	150	1		-	-	1		1	150			1	150	
<b>3</b>	<b>Secretary/Clerical</b>						<b>-</b>				<b>74</b>		<b>2</b>		<b>132</b>	
	Senior Clerk	WS3	64		-	-	-		1	1	64			1	64	
	Jr. Clerk	WS4	48		-	-	-		-	-	-			1	48	
	File 4 dr. lateral		10		-	-	-		-	1	10			2	20	
<b>4</b>	<b>Copy Room</b>	SS1	108			1	108			1	108			1	108	
<b>5</b>	<b>File Room</b>	SS2	72			1	72			1	72			1	72	

# City of Santa Barbara Police Department

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C. Investigative Division

## Staff/Area Projections

## 2. Crimes Against Persons/Polygraph

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>984</b>				<b>1,098</b>				
<b>Circulation or Open Space Allowance</b>							25%	<b>246</b>				<b>275</b>				
<b>Area Subtotal</b>							7 -	<b>1,230</b>				<b>1,373</b>				
<b>1</b>	<b>Sergeant</b>						-				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		-	-	1		1	120	1		1	120	
<b>2</b>	<b>Person Crimes</b>						-				<b>434</b>				<b>548</b>	
	Detectives	WS3	64	6		-	-	6		6	384	7		7	448	
	Work Table		50			-	-			1	50			2	100	
<b>3</b>	<b>Polygraph</b>	MR3	120			-	-			1	120			1	120	<b>120</b>
<b>4</b>	<b>Reception Counter</b>		80			-	-			1	80			1	80	<b>80</b>
<b>5</b>	<b>Storage</b>	SS3	80			-	-			1	80			1	80	<b>80</b>
<b>6</b>	<b>Interview Room</b>	MR7	75			-	-			1	75			1	75	<b>75</b>
<b>7</b>	<b>Monitor Room</b>	MR7	75			-	-			1	75			1	75	<b>75</b>
																All interview rooms in building monitored by this room, Watch Commander and special case room

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C. Investigative Division

## Staff/Area Projections

## 3. Crimes Against Property

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>645</b>				<b>709</b>				
<b>Circulation or Open Space Allowance</b>							<b>25%</b>	<b>161</b>				<b>177</b>				
<b>Area Subtotal</b>							<b>5</b>	<b>6</b>	-		<b>806</b>	<b>7</b>	-		<b>886</b>	
<b>1</b>	<b>Sergeant</b>						-				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		-	-	1		1	120	1		1	120	
<b>2</b>	<b>Property Crimes</b>						-				<b>370</b>				<b>434</b>	
	Detectives	WS3	64	4		-	-	5		5	320	6		6	384	
	Work Table		50			-	-			1	50			1	50	
<b>3</b>	<b>Storage</b>	SS3	80			-	-			1	80			1	80	<b>80</b>
<b>4</b>	<b>Interview Room</b>	MR7	75			-	-			1	75			1	75	<b>75</b>

# City of Santa Barbara Police Department

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C. Investigative Division

## Staff/Area Projections

## 4. Narcotics Unit

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>709</b>				<b>773</b>				
<b>Circulation or Open Space Allowance</b>							<b>25%</b>	<b>177</b>				<b>193</b>				
<b>Area Subtotal</b>							<b>6</b>	<b>7</b>	-		<b>886</b>	<b>8</b>	-		<b>966</b>	
<b>1</b>	<b>Sergeant</b>						-				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		-	-	1		1	120	1		1	120	
<b>2</b>	<b>Property Crimes</b>						-				<b>434</b>				<b>498</b>	
	Detectives	WS3	64	5		-	-	6		6	384	7		7	448	
	Work Table		50			-	-			1	50			1	50	
<b>3</b>	<b>Storage</b>	SS3	80			-	-			1	80			1	80	<b>80</b>
<b>4</b>	<b>Interview Room</b>	MR7	75			-	-			1	75			1	75	<b>75</b>

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C. Investigative Division

## Staff/Area Projections

## 5. Youth Services (YS)

SPACE				2012 Current				2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>506</b>				<b>506</b>				
<b>Circulation or Open Space Allowance</b>							25%	<b>127</b>				<b>127</b>				
<b>Area Subtotal</b>							4 -	<b>633</b>				<b>633</b>				
<b>1</b>	<b>Sergeant</b>						-				<b>120</b>				<b>120</b>	
	Private Office	PO6	120	1		-	-	1		1	120	1		1	120	
<b>2</b>	<b>Youth Services (YSS)</b>						-				<b>306</b>				<b>306</b>	
	Detectives	WS3	64	3		-	-	4		4	256	4		4	256	
	SRO's		50			-	-			-	-	2		-	-	Workstations will be at schools
	Work Table		50			-	-			1	50			1	50	
<b>3</b>	<b>Storage</b>	SS3	80			-	-			1	80			1	80	



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C. Investigative Division

## Staff/Area Projections

## 6. Crime Laboratory

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
Net Assigned Area							-	1,048				1,122				
Circulation or Open Space Allowance							25%	25% 262				25% 281				
Area Subtotal							-	1 1,310				2 1,403				
1	Lab Supervisor						-				120				120	Locate Lab with or close to Property and Evidence
	Private Office	PO6	120			-	-		1	1	120		1	1	120	
2	Lab Tech						-				-				74	
	Workstation	WS3	64			-	-			-	-		1	1	64	
	File 4 dr. lateral		10			-	-			-	-			1	10	
3	Powder Lab						-				247				247	
	Fume Hood		25			-	-			1	25			1	25	
	Work Positions		36			-	-			2	72			2	72	
	Work Counter		5			-	-			30	150			30	150	
4	Wet Lab						-				337				337	
	Fume Hood		25			-	-			1	25			1	25	
	Work Positions		36			-	-			2	72			2	72	
	Work Counter		5			-	-			24	120			24	120	
	Drying Cabinets		25			-	-			2	50			2	50	
	Rolling Work Table		70			-	-			1	70			1	70	
5	Digital Lab						-				228				228	
	Work Positions		36			-	-			3	108			3	108	
	Work Counter		5			-	-			24	120			24	120	
6	Storage/Utility						-				116				116	
	Storage/Shelving		4			-	-			12	48			12	48	
	Work Positions		20			-	-			1	20			1	20	
	Work Counter		4			-	-			12	48			12	48	

# City of Santa Barbara Police Department

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C. Investigative Division

## Staff/Area Projections

## 7. Investigative Support

SPACE				2012 Current				2015 Need				2035 Need				REMARKS	
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area		
<b>Net Assigned Area</b>							-	<b>1,345</b>				<b>1,345</b>					
<b>Circulation or Open Space Allowance</b>							<b>25%</b>	<b>336</b>				<b>25%</b>					
<b>Area Subtotal</b>							-	<b>1,681</b>				<b>1,681</b>					
<b>1</b>	<b>Detectives Conference Room</b>	MR2	600			-	-			1	600			1	600	<b>600</b>	Seat 24-30
<b>2</b>	<b>Soft Interview Room</b>	MR4	150			-	-			1	150			1	150	<b>150</b>	Sofa, cocktail table, lamps
<b>3</b>	<b>Interview Room</b>	MR7	75			-	-			1	75			1	75	<b>75</b>	
<b>4</b>	<b>War Room</b>	MR3	350			-	-			1	350			1	350	<b>350</b>	For intensive investigations of major crimes requiring focused effort of a large team equipped with interview monitoring, cable TV and LCD display
<b>5</b>	<b>Suspect Restroom</b>		50			-	-			1	50			1	50	<b>50</b>	
<b>6</b>	<b>Cold Case Room</b>	MR6	120			-	-			1	120			1	120	<b>120</b>	For focused attention on a long time unsolved case usually a homicide best located near homicide evidence

# City of Santa Barbara Police Department

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D. Patrol Division

## Staff/Area Projections

## 1. Command Offices

SPACE				2012 Current				2015 Need				2035 Need				REMARKS	
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area		
Net Assigned Area							-	669				733					
Circulation or Open Space Allowance							25%	167				183					
Area Subtotal							4 -	836				916					
1	Captain's Office						-				180				180		
	Private Office(CDB)	PO4	180	1		-	-	1		1	180	1		1	180		
2	Lieutenant's Office						-				150				150		
	Private Office (assist CDR)	PO5	150	1		-	-	1		1	150	1		1	150		
3	Clerical	WS3	64			-	-			-	-		1	1	64	64	
4	Watch Commander's Office						-				339				339	Locate near front counter and public lobby. Monitor holding, communications, security and interview rooms	
	Workstation	WS2	80	2		-	-	3		3	240	3		3	240		
	Work Table		70			-	-			1	70			1	70		
	CTV Monitor		8			-	-			1	8			1	8		
	Wall Display 6'		12			-	-			1	12			1	12		
	Bookcase		9			-	-			1	9			1	9		

# City of Santa Barbara Police Department

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D. Patrol Division

## Staff/Area Projections

## 2. Patrol Teams 1-6

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>2,718</b>				<b>2,778</b>				
<b>Circulation or Open Space Allowance</b>							<b>25%</b>	<b>680</b>				<b>25%</b>				
<b>Area Subtotal</b>							<b>95</b>	<b>95</b>	-		<b>3,398</b>	<b>100</b>	-		<b>3,473</b>	
<b>1</b>	<b>Sergeants</b>						-				<b>838</b>				<b>838</b>	Near briefing and report writing
	Workstations	WS3	64	11		-	-	12		12	768	12		12	768	
	Meeting/Work Table		70			-	-			1	70			1	70	
<b>2</b>	<b>Report Writing</b>						-				<b>480</b>				<b>480</b>	
	Workstations	WS5	30			-	-			16	480			16	480	
<b>3</b>	<b>Briefing - 18</b>						-				<b>540</b>				<b>540</b>	
	Workstations	WS5	30	84		-	-	83		18	540	88		18	540	
<b>4</b>	<b>Juvenile Waiting</b>		50			-	-			2	100			2	100	Glass door, located in report writing room.
<b>5</b>	<b>Armory</b>						-				<b>520</b>				<b>520</b>	Direct visual supervision by officers.
	Gun Racks		2			-	-			60	120			60	120	Open door annunciator. No locks.
	Shelving		4			-	-			50	200			50	200	Armory in sub-level 2 and in sub-level 2.
	Ammunition/Vests		4			-	-			50	200			50	200	
<b>6</b>	<b>Patrol Bicycles</b>						-				<b>240</b>				<b>300</b>	
	Bicycle Space		16			-	-			8	128			10	160	
	Work Counter		4			-	-			8	32			10	40	
	Storage with Shelving		4			-	-			8	32			10	40	
	Lockers 24x24x86		6			-	-			8	48			10	60	

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D. Patrol Division

## Staff/Area Projections

## 3. Special Operations

SPACE								2012 Current				2052 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area					
<b>Net Assigned Area</b>												<b>2,492</b>				<b>2,680</b>				
<b>Circulation or Open Space Allowance</b>								<b>25%</b>				<b>25%</b>				<b>25%</b>				
<b>Area Subtotal</b>								<b>-</b>				<b>6</b>				<b>7</b>				
<b>1</b>	<b>SWAT/CNRT</b>						<b>-</b>				<b>440</b>				<b>440</b>	Members assigned from Patrol. 8 SWAT, 6 CNRT, Special Ops share workstations, Special Ops Units Sworn counted in D.2.3. Response team would be 17 officers, 2 sgts, and one Doctor. SWAT/CNRT in sub-level 1.				
	Small Workstations	WS5	30			-	-			4	120			4	120					
	Storage		4			-	-			50	200			50	200					
	Ammo, Weapons, Gas, Storage		4			-	-			30	120			30	120					
<b>2</b>	<b>Gang/Nighlife Enforcement Team</b>						<b>-</b>				<b>184</b>				<b>184</b>					
	Small Workstations	WS5	30			-	-			4	120			4	120					
	Sergeant's Workstation	WS3	64			-	-			1	64			1	64					
<b>3</b>	<b>Parking Enforcement</b>						<b>-</b>				<b>244</b>				<b>244</b>					
	Small Workstations	WS5	30			-	-			4	120			4	120					
	Sergeant Workstation	WS3	64			-	-			1	64			1	64					
	Storage		4			-	-			15	60			15	60					
<b>4</b>	<b>Restorative Policing</b>						<b>-</b>		6		<b>368</b>		7		<b>368</b>					
	Small Workstations	WS5	30			-	-			2	60			2	60					
	Sergeant Workstation	WS3	64			-	-			2	128			2	128					
	Storage		4			-	-			15	60			15	60					
	Meeting Room 4	MR6	120			-	-			1	120			1	120					
<b>5</b>	<b>Traffic</b>						<b>-</b>				<b>404</b>				<b>404</b>					
	Workstations	WS4	48			-	-			5	240			5	240					
	Accident Investigations	WS3	64			-	-			1	64			1	64					
	Drafting Board 3x6		60			-	-			1	60			1	60					
	Plotter		40			-	-			1	40			1	40					
<b>6</b>	<b>Motorcycles</b>						<b>-</b>				<b>752</b>				<b>940</b>	In sub-level 2				
	Motorcycle Parking Space		80			-	-			8	640			10	800					
	Work Counter		4			-	-			8	32			10	40					
	Storage with Shelving		4			-	-			8	32			10	40					
	Lockers 24"x24"x36"		6			-	-			8	48			10	60					
<b>7</b>	<b>K-9 Dog Space 5x10</b>		50			-	-			2	100	<b>100</b>			2	100	<b>100</b>	HVAC		

# City of Santa Barbara Police Department

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E. Facility Support

## Staff/Area Projections

## 1. Public Support

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>2,033</b>				<b>2,273</b>				
<b>Circulation or Open Space Allowance</b>							<b>20%</b>	<b>407</b>				<b>455</b>				
<b>Area Subtotal</b>							-	<b>2,440</b>				<b>2,728</b>				
<b>1</b>	<b>Entry Vestibule</b>		100			-	-			1	100			1	100	
<b>2</b>	<b>Public Lobby</b>						-				<b>742</b>				<b>822</b>	
	Reception Seating		20			-	-			8	160			12	240	
	Information Display		36			-	-			2	72			2	72	
	Wall Display 6'		12			-	-			2	24			2	24	
	Service Counters		50			-	-			8	400			8	400	
	Forms Kiosk		25			-	-			2	50			2	50	
	Pay Phone		25			-	-			1	25			1	25	
	Drinking Fountain		11			-	-			1	11			1	11	
<b>3</b>	<b>Public Lobby 2nd Floor</b>						-				<b>268</b>				<b>348</b>	
	Reception Seating		20			-	-			6	120			10	200	
	Reception Counter		50			-	-			2	100			2	100	
	Display Area		36			-	-			1	36			1	36	
	Wall Display 6'		12			-	-			1	12			1	12	
<b>4</b>	<b>Public Lobby 3rd Floor</b>						-				<b>268</b>				<b>348</b>	
	Reception Seating		20			-	-			6	120			10	200	
	Reception Counter		50			-	-			2	100			2	100	
	Display Area		36			-	-			1	36			1	36	
	Wall Display 6'		12			-	-			1	12			1	12	
<b>5</b>	<b>Community/Training/EOC</b>					-	-			-	-			-	-	(See B.5)
<b>6</b>	<b>Public Restrooms</b>		240			-	-			2	480			2	480	
<b>7</b>	<b>Lobby Live Scan Room</b>						-				<b>100</b>				<b>100</b>	Live Scan Machine
	Conference Table Seating	MR6	100			-	-			1	100			1	100	
<b>8</b>	<b>Lobby Interview Room</b>						-				<b>75</b>				<b>75</b>	Live Scan Machine
	Conference Table Seating	MR7	75			-	-			1	75			1	75	

# City of Santa Barbara Police Department

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E. Facility Support

## Staff/Area Projections

## 2. Staff Support

SPACE		2012 Current						2015 Need				2035 Need				REMARKS	
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area		
Net Assigned Area							-	4,750				6,232					
Circulation or Open Space Allowance							15%	15% 713				15% 935					
Area Subtotal							-	5,463				7,167					
1	Staff Restrooms		240			-	-			2	480			2	480	480	Third Floor
2	Break Room						-				370				470		
	Dining Seats		15			-	-			12	180			16	240		
	TV Area		25			-	-			1	25			1	25		
	Kitchenette		4			-	-			30	120			40	160		
	Vending Machine		15			-	-			3	45			3	45		
3	Fitness Room						-				600				1,040		
	Treadmill & Bicycles		20			-	-			2	40			3	60		
	Exercise/Step Machine		20			-	-			2	40			3	60		
	Free Weight Bench		60			-	-			2	120			2	120		
	Aerobics/Matt area		300			-	-			1	300			2	600		
	Weight Machine		100			-	-			1	100			2	200		
4	Men's Locker Room						-				2,144				2,459	See Locker Analysis Spreadsheet.	
	Sworn		12			-	-			130	1,560			138	1,656	24x24x72	
	Non-Sworn Lockers		6			-	-			20	120			40	240	12x24x72	
	Stall Shower & Drying		32			-	-			4	128			6	192	Bench in middle	
	ADA Toilet Stall		40			-	-			1	40			1	40		
	Standard Toilet Stall		15			-	-			3	45			4	60		
	Urinal Space		12			-	-			4	48			4	48		
	Lavatory		12			-	-			4	48			5	60		
	Drinking Fountain		11			-	-			1	11			1	11		
	Storage		4			-	-			6	24			8	32		
	Vestibule		60			-	-			2	120			2	120		
5	Men's Break Rooms		64			-	-			2	128	128		4	256	256	

# City of Santa Barbara Police Department

4/30/12

E. Facility Support

## Staff/Area Projections

## 2. Staff Support

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>6</b>	<b>Women's Locker Room</b>						-				<b>860</b>				<b>1,231</b>	See Locker Analysis Spreadsheet.
	Sworn		12			-	-			20	240			40	480	24x24x72 with electric outlet
	Non-Sworn Lockers		6			-	-			48	288			60	360	12x24x72
	Stall Shower & Drying		32			-	-			2	64			3	96	Bench in middle
	ADA Toilet Stall		40			-	-			1	40			1	40	
	Standard Toilet Stall		15			-	-			3	45			4	60	
	Lavatory		12			-	-			3	36			4	48	
	Drinking Fountain		11			-	-			1	11			1	11	
	Storage		4			-	-			4	16			4	16	
	Vestibule		60			-	-			2	120			2	120	
<b>7</b>	<b>Women's Break Rooms</b>		64			-	-			2	128			4	256	<b>256</b> Locate in quiet area near locker rooms
<b>8</b>	<b>Laundry Pickup</b>		5			-	-			8	40			8	40	<b>40</b>



# City of Santa Barbara Police Department

4/30/12

E. Facility Support

## Staff/Area Projections

## 3. Building Support

SPACE		2012 Current						2015 Need				2035 Need				REMARKS
Space No.	Description	Space Std.	Std. Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	Staff Sworn	Staff Civilian	Item Qty.	Net Floor Area	
<b>Net Assigned Area</b>							-	<b>5,030</b>				<b>5,030</b>				
<b>Circulation or Open Space Allowance</b>							15%	<b>755</b>				<b>755</b>				
<b>Area Subtotal</b>							-	<b>5,785</b>				<b>5,785</b>				
<b>1</b>	<b>Facilities Maintenance</b>					-	-			-	-			-	-	See B.10
<b>2</b>	<b>Electrical</b>						-				<b>1,434</b>				<b>1,434</b>	
	Main Electrical Room		870			-	-			1	870			1	870	Sub-level 1.
	1st Floor Electrical		80			-	-			1	80			1	80	Each floor electrical room stacked
	2nd Floor Electrical		80			-	-			1	80			1	80	directly above main electrical room.
	3rd Floor Electrical		80			-	-			1	80			1	80	
	1st Floor Secondary Electrical		48			-	-			1	48			1	48	Near Figueroa end of building
	2nd Floor Secondary Electrical		48			-	-			1	48			1	48	stacked one above the other
	3rd Floor Secondary Electrical		48			-	-			1	48			1	48	3rd floor to serve communications
	UPS		180			-	-			1	180			1	180	center weight 10,000 lbs.
	<b>Emergency Generator</b>		540			-	-			1	540			1	540	24 Ft long x 8 ft wide 9 ft high
	<b>Fuel Tank</b>		540			-	-			1	540			1	540	32,000 lbs
<b>3</b>	<b>Telephone</b>						-				<b>336</b>				<b>336</b>	72 hours, 10,000 gal. 28 ft long 9 ft
	Main Telephone Room		120			-	-			1	120			1	120	diameter, 95,000 lbs.
	secondary telephone closets		36			-	-			6	216			6	216	Does not include 911 telephone to be
<b>4</b>	<b>Mechanical</b>						-				<b>1,880</b>				<b>1,880</b>	located on third floor, near
	Main Mechanical Room		1080			-	-			1	1,080			1	1,080	Communications Center See B.3
	Secondary Mechanical		150			-	-			4	600			4	600	3 stacked at each end of building
	Miscellaneous/Pumps		200			-	-			1	200			1	200	
<b>5</b>	<b>General Storage</b>		4			-	-			75	300			75	300	

# CITY OF SANTA BARBARA POLICE STATION

## V. EXISTING FACILITIES

The current police operations are in several locations:

### **The Main Police Building**

215 East Figueroa Street  
Santa Barbara, CA 93101  
28,025 gross sf, 139 staff, 85 parking spaces  
Constructed in the 1950's.

### **Police Annex**

222 East Anapamu Street  
Santa Barbara, CA 93101  
11,100 gross sf, 62 staff, 35 parking spaces  
Standard commercial office building leased by the City.

### **Off Site Evidence Storage**

1,200 sf

### **Animal Control**

400 gross sf, 2 staff, 3 parking spaces

---

**Totals** 40,700 sf, 203 staff, 123 parking spaces

The deficiencies of the existing facilities have been well documented by numerous previous studies and reports during the past 28 years including the most recent Paul Poirier and Associates Building Assessment Study. This section will not attempt to restate the deficiencies in detail but will summarize them to emphasize the importance of the need for actions to resolve the situation before the deficiencies cause a major failure of the City's Public Safety response capability:

1. The building does not meet the structural requirements of the California Essential Services Building Seismic Safety Act of 1986. Not only is the basic building structurally substandard but heavy ceilings, equipment and furniture are not adequately attached, braced or connected.
2. The mechanical and electrical systems are in poor condition, obsolete, inefficient, inadequate and require excessive maintenance.
3. The plumbing does not meet current City of Santa Barbara water conservation standards, does not allow head room in the men's locker room and does not have a backwater valve as required by current building codes. Recently a sewer spill occurred over the 911 Center. The gas line does not have an automatic shut off valve creating the potential for a gas leak and potential fire in the event of an earthquake.
4. The main electric switchboard, transformer and distribution panel are obsolete with no available replacement parts. The emergency generator serves only the 911 Center and the main data room. The transfer switches are obsolete and inadequate to serve the whole facility. The entire electrical system is inefficient and wasteful of energy.
5. The Communication Center's location in the basement is exposed to potential water leaks and sewage overflow. The working environment is poor with improper lighting. It is planned to construct a temporary 911 Center as soon as possible in the Granada Garage. This would eliminate the vulnerabilities of the current 911 facility.
6. Security is virtually nonexistent. The parking for staff and police vehicles has no fence nor gates. There is no access control system nor monitoring of the parking areas and entry points. The keyed lock sets are obsolete with no new replacement parts. The front desk and dispatchers have no ability to quickly lock down the building entries.

7. The shooting range transmits sound throughout the building and the firing lanes are about 10 ft. short of the standard 25 yards.
8. The jail is obsolete with poor security and no sally ports with interlocked doors. There is also no vehicle sally port for secure transport and delivery of prisoners.
9. There are no fire sprinklers in the building.
10. Hazmat problems consist of extensive asbestos, lead paint and substantial soil and ground water contamination from underground gasoline tanks.
11. There are numerous ADA non-compliance issues totalling 131 locations throughout the building and site.
12. The main building is severely overcrowded resulting in very difficult working conditions particularly in the Investigative Division.
13. There is inadequate storage space in all Divisions, particularly evidence storage which is scattered not only in the building but in off site locations.
14. The Police in general have done the best they can with very difficult circumstances. They could increase the occupant density in the Annex by using the space designated PAL for Detectives which could relieve the severe overcrowding in the main building. However, the Annex is a standard commercial office building not designed for 24/7/365 use. If used more than 40 hours a week it could create wear and tear not acceptable to the owner who leases it to the City. The Annex also is not structurally in compliance with the Essential Services Act.

# CITY OF SANTA BARBARA POLICE STATION

## VI. PRISONER MANAGEMENT

### Introduction

This section provides the basis for the Program Statement covering 20 issues required by the California Correctional Standards Authority (CSA). When schematic floor plans are completed, this section on Prisoner Management can be upgraded to the Program Statement by referencing specific doors and spaces. The Program Statement is submitted with the schematic plans to CSA for both CSA and State Fire Marshal preliminary review.

### Background

The City of Santa Barbara Police Department holding facility will hold persons for typically less than four hours to twenty-four hours maximum pending release, cite and release, or transfer to court holding or the Santa Barbara County Jail. This facility will replace the existing obsolete holding facility and will be classified as a Temporary Holding Facility under Title 15 of the CSA.

All detention rooms are classified as secure holding cells. Arrestees will be either held, released on OR, cited and released, or transported to the Santa Barbara County Jail. Many arrestees are not held, but are released after a prebooking process, which may consist of alcohol/drug testing, property and evidence collection, and interview, as appropriate to the offense.

Juveniles determined to be of custodial status are usually booked and then transported to the State or County Youth Correction Center. This is normally done immediately after

the prebooking procedure is completed. Juveniles, if held, must be under continuous supervision and out of sight and sound of any adult prisoner. If the juvenile is non violent it is recommended that they be held in a supervised unlocked room in another part of the facility pending release to parents or transfer to another facility.

Dual use of one of the holding or interview rooms could be for video arraignment in the new holding facility. This could reduce prisoner transport between the Police holding facility and the courthouse.

A desk officer, patrol sergeant or watch commander will be present at the Santa Barbara Police Department 24 hours a day. The arresting officer has direct control over the prisoner at the booking counters, during holding, testing, interviewing, intake, transfer and in support spaces within the secure perimeter of the detention facility. No dedicated jail staff are planned for this facility.

### Capacity

At design capacity, the total arrested occupancy in the temporary holding cells will be 37 up to 4 hours and 6 for sleeping.

The California CSA standards allow short term (4 hours) holding capacity as high as one occupant per 10 square feet of floor area. Short term holding is summarized as follows:

**Capacity continued:**

Prebooking benches with cufflinks or seat belt	=	8
Adult Male or Female Cell	4 @ 4	= 16
Juvenile or Adult Cell	2 @ 4	= 8
Safety Cell	1 @ 1	= 1
Detox Cell	1 @ 4	= 4
<b>Total Short Term Holding Capacity</b>		<b>37</b>
<b>Total Capacity for Sleeping</b>		<b>6</b>
<b>Total CSA Rated Capacity</b>		<b>-0-</b>

(Rated capacity is for only Type I, II, III, & IV facilities)

It should be noted that to achieve the full capacity of holding rooms, it will be necessary to provide a minimum of 1-1/2 linear feet of bench per occupant. Benches will be solid concrete. One cell may be equipped with leg restraint belts for combative prisoners. Each secure holding cell will also have toilet and sink penal fixtures and concrete benches. Doors will be 36 inches wide to accommodate restraint chairs if necessary. Benches will be 24" wide to allow sleeping when holding is more than 4 hours. Sleeping capacity is 6.

**Security and Classification of Prisoners to be Housed**

1. Prisoners will be classified and segregated by gender (male/female); charges (felony/misdemeanor); age (adult/juvenile) and isolation circumstances, if known (assaultive, communicable disease, vulnerability).
2. The secure holding cells should be separated by sight and sound as much as feasible for gender and behavioral segregation. Each room is manually locked by paracentric key. Each room will have a door that has a view window measuring 12" wide and 28" high and an exterior operated shutter for food tray pass through.

3. Juveniles will be placed in secure holding only if the minor is in temporary custody based on having committed a criminal violation, and the police officer apprehending the minor has a reasonable belief that the minor represents a serious security risk of harm to self or others. It is preferable that Juveniles be interviewed outside of the detention facility completely separate from the adult prisoners. They must also have continuous direct supervision while in custody. Juveniles who have committed a serious criminal offense may be held for a short time for identification or interrogation. The Juvenile then should be transported to a juvenile detention center or released to parent, guardian or responsible adult. Juvenile prisoners must be separated by sight and sound from adult prisoners.
4. The entire area must be monitored by closed circuit television. Mushroom head duress alarms should have an automatic dial up to 911 to activate automatic audio recording of the area where panic signal was initiated. Video recording shall occur in all holding and booking areas on a continuous basis.
5. Consideration should be given to the safe yet controlled exit for prisoners to achieve a fail-safe condition when locks may be electronically disabled.

**Prisoner Movement within the Facility and Entry/Exit from Security Areas**

1. There will be two entry/exit personnel sallyports to the detention area, each having immediate access to locking gun lockers outside the entry points. One is from the vehicle sallyport; a second from the Police Department staff corridor. All

sallyport doors and roll-up vehicle sallyport doors are remotely locked and unlocked from dispatch. There should be manual override by key kept in the booking key cabinet and in the Watch Commander's office. Prisoner circulation must be separate from public and staff circulation. All of the sallyports are to be covered by CCTV, buzzer and intercom at the exterior door.

2. All sallyport doors are interlocked electronically so that both doors cannot be opened at the same time. Sallyport doors within the facility with manual key backup should have a red and green door position signal to indicate if the other door is opened. If you try to open one door while the other is open, an audible alarm sounds in the sallyport and a signal is sent to the door monitor system. All interlocks can be electronically overridden if emergency exiting is required.

The vehicle sallyport should have a roll-up security gate interlocked with the main door so that only one door opens at a time.

The sallyport should be capable of simultaneously accommodating 2 cars parked parallel. Design of the sallyport should be planned so that no sharp edges are present in this area. Duress alarm devices and video monitoring should be incorporated in the vehicle sallyport. Since scuffles tend to occur in the vehicle sallyport, there is the possibility that the use of pepper sprays may be required. As such, an emergency eye wash and deluge shower will be included. A steel grate type floor drain should be placed below the eye wash.

### **Prisoner Movement within the Facility and Entry/Exit from Security Areas continued:**

Since the possibility of infection is very high in a custody environment, officers are encouraged to use latex gloves when handling suspects. A glove dispenser in the sallyport is recommended.

When an officer transports an arrestee from the field, he/she will notify dispatch and drive into the vehicle sallyport area. The gate will be closed and the officer will secure his/her weapon in the gun locker. The front portion of the vehicle will be locked to prevent access to firearms carried within the vehicle. The arrestee is then removed from the vehicle, searched and escorted through the personnel sallyport. From this sallyport, the arrestee will be escorted into either an alcohol/drug testing room or prebooking cage, or both in sequence if appropriate, to determine if the arrestee should be booked and held, booked and released, or released without booking. If the arrestee is booked, the officer removes the prisoner's property, or evidence, which is then inventoried and placed in a secure individual property locker or evidence locker by the arresting officer. The officer handles all booking procedures at the counter area or in a secure booking cage (see section "Booking").

Upon completion of the booking process, the arrestee is then escorted from the booking area to one of the secure holding cells depending on classification and gender (see section "Types and Segregation of Prisoners"). He/she is held either for future court appearance, transportation to the county jail, further questioning or release.

Arrestees that are incapacitated due to intoxication will be locked in the detox cell

or transported directly to the county jail after personal property is removed. Booking procedures will be completed at the county jail at time of release or when the arrestee is able to coherently participate in the process.

Persons being transported to the county jail are escorted from the holding area through the sallyport exit to the transporting vehicle, which is secured within the vehicle sallyport area.

Persons being cited and released from the station are escorted from the prebooking area through the sallyport separating detention from the rest of the facility and then out the front door.

Non-combative arrestees could also be taken from the holding facility security area to other areas of the department for interrogation, counseling or family counseling for juveniles. To facilitate movement and control of arrestees, corridors in the detention area should be a minimum of 6' wide.

### **Food Preparation and Serving**

If holding exceeds four hours, frozen meals will be procured, warmed and served, as necessary. In all cases, eating/drinking utensils will be used with a strict accounting procedure and will be the plastic disposable type. All prisoners will be monitored while they are eating.

### **Staffing**

Whenever a person is being booked, the arresting officer will be present to perform the testing, interviewing and booking functions and control the prisoner until housed or released.

Whenever a female is arrested and held without immediate release, a female employee will be present. This may be accomplished by utilizing either sworn or civilian personnel.

All supervisory custodial personnel must satisfactorily complete the required specialized training.

### **Booking**

All required booking procedures will take place in this facility. The space should have photo and fingerprint facilities, search space screened from view for strip searches, drug and alcohol testing, interview, video arraignment and computer link to state and county data banks.

A counter for document functions should separate the arresting officer from the arrestee. A concrete seat with cuff-rings or booking cell should be provided in the booking area, near the counter. All booking procedures are completed prior to removal from the booking area. Prisoner property will be bagged, tagged and placed in lockers or locked cabinets located under the processing counter.

Document functions will require computer jacks and modem capability for network access. Breathalyzer or blood alcohol testing are performed before entering the booking area. Drivers suspected of driving while intoxicated may be under the influence of drugs instead. As such, the DUI/DRE room should have facilities where a blood pressure or urine test may be given. This room must also be light controlled to allow eye examinations. The search space is also within the booking area (no body cavity searches will be done in this facility). After the prisoner's property is removed, he/she is interviewed in the secure



**Booking continued:**

interview room or at the counter. If circumstances warrant, the prisoner is then escorted to a holding cell or the county jail for final booking and holding. Telephone calls by the arrestee can be done within the secure booking cage controlled by the arresting officer who dials the number and hands the phone through the secure pass through. After booking procedures are complete, the inmate is either held in a cell for future questioning, transported to the county, or released with citation or OR.

**Visiting and Attorney Interviews**

Visiting privileges for friends or relatives will be provided at the discretion of the Watch Commander. There will be occasions when parents of a serious juvenile offender will need to speak with their child. There will also be times when arresting officers, other jurisdiction officers, an attorney or bondsman may need to interview an arrestee. These functions will be accomplished in the jail cell or hard interview room. The video arraignment facilities may also be included in the hard interview room. At all times, arrestees and interviewers, if other than the arresting officer, will be escorted to and from the interview room.

All secure interview rooms will have both security monitoring and a discrete audio/visual monitoring system for evidence gathering.

**Exercise**

Not applicable for a short-term holding facility.

**Programs**

Not applicable for a short-term holding facility.

**Medical Services, including Management of Communicable Diseases**

Arrestees needing treatment for minor problems (small cuts, washing of mace spray, etc.) will be given standard first aid treatment by departmental staff in the booking room. First aid and life safety equipment are to be stored in this area. Other emergency type injuries of more significance will be treated by Paramedics who respond to medical emergencies and deliver the patient to the hospital.

Arrestees with known communicable disease will be delivered immediately to the county hospital jail ward. Masks, rubber gloves, and disinfectant will be stored in the prebooking area for use upon discovery or suspicion of a prisoner with a communicable disease. Decontamination and disinfectant facilities are also to be located in the vehicle sallyport.

Due to the possibility of biohazards among arrestees, the entire ventilation system for the custody area should be separate and independent from the main police facility.

**Cleaning and Laundering**

Daily cleaning and disinfecting will be provided by the maintenance staff. Laundering, will be done by outside commercial services. There will be an ample supply of clothing items to provide clean antiseptic articles to the arrestees, if needed. Clean jump suits, will be stored in a maintenance storage closet.

**Types and Segregation of Prisoners**

The types of inmates held shall consist of male/female arrestees that qualify as one or more of the following:

- Arrested on misdemeanor or felony charges and do not qualify for release.
- Arrested on local or other jurisdiction warrants that do not qualify for cite/release.
- Juveniles that are of "custodial status."
- Holding of previously booked prisoners for trial.

Prisoners will be classified and segregated by gender (male/female); charges (felony/misdemeanor); (adult/juvenile); and isolation circumstances (assaultive, communicable disease, vulnerability).

**Court Holding and Prisoner Movement**

For prisoners held for court appearances, the classifications, segregation and movement for transportation are similar to that described in the Prisoner Movement Section.

They will be escorted to court or court holding through the vehicle sallyport for transportation to the courthouse.

**Mental Health Services**

Due to the usually short holding time, mental health services will not be provided. Arrestees exhibiting irrational behavior or exhibiting behavior traits or statements indicating serious mental illness, disability or a danger to self or others will be held in the safety cell or transported immediately to the County Jail or Mental Health facility.

### **Facilities for Jail Administrator and Operations Staff**

The Administrative Services Captain is responsible for administration of the Holding facility. The Watch Commander, Shift Sergeants and arresting officers are responsible for the operations of the Holding Facility.

Only a log book should be kept in the jail. All other administrative records should be kept outside the jail.

The Watch Commander's office and Booking Counter are operations offices for the Holding functions.

The Communications Center monitors CCTV and alarms in the jail.

### **Staff to Staff Communications**

Communications between staff should be by utilizing a flush mounted hands free intercom system and a direct dial phone intercom. There will be emergency alarm buttons placed in the appropriate strategic locations. The intercom systems and closed circuit television system will cover all entry sallyports. The booking area, the secure interview rooms and holding rooms will be monitored at the Watch Commander's office and communications center.

Communications will be by radio from patrol car to dispatch to open the vehicle sallyport door.

There will be CCTV and intercom at the sallyport doors and prebooking area, and intercom throughout the building for staff to staff communications.

There will be glazing in all sallyport doors to visually verify conditions inside before entering.

### **Management of Disruptive Prisoners**

Disruptive prisoners will be housed alone in a secure safety cell, holding cell, cuffed or seat belted to a concrete seat in the prebooking area. Inmates displaying bizarre behavior, which could result in the destruction of property, or showing an intent to cause physical harm to themselves or others, will be managed by a secure restraint chair and transported to a safety cell or to the county jail or to the county hospital.

### **Management and Placement of Disabled Prisoners**

There will be no cells for handicapped or disabled prisoners. They will be transported directly to the County Jail.

### **Architectural Treatment of Space Relative to Preventing Suicides by Prisoners**

Floors are to be smooth sealed concrete or smooth tiles of a strength and type to prevent cracking, breaking or removing for use as a cutting instrument. Walls are to be concrete block or epoxy painted gypsum plaster on a security grid or smooth tile. Corners should be rounded.

Ceilings shall be a minimum of ten feet in height, constructed of security steel or plaster on security mesh. All ceiling fixtures, and fire sprinklers will be located in a position in the ceiling that prevents accessibility or reach without the use of a climbing aid. Sprinkler

heads will be specifically designed to prevent suicide by hanging. Lighting and climate control fixtures will be flush mounted and all ceiling fixtures will have attack/tamper resistant materials and/or devices.

The doors to all secure holding rooms shall swing out and be equipped with hydraulic dampeners to prevent thrusting or slamming. They shall be solid metal with smooth welds, rolled edges and corners, and no protruding nuts, bolts, screws or handles on the interior side. All the doors shall have visual observation windows of sufficient size and location to provide visibility of the complete interior of the room and they will be attack/tamper resistant material.

There will be no bars, slats, grates or any other devices or materials accessible to arrestees that could be utilized for hanging.

There will be no exposed sharp edge, ledges nor hiding spots for weapons. All furniture and equipment will be securely enclosed with tamper proof screws and bolts.

The required direct visual observation of arrestee movement and holding spaces will be supplemented with the use of audio/visual monitoring systems in all areas.

### **Searches**

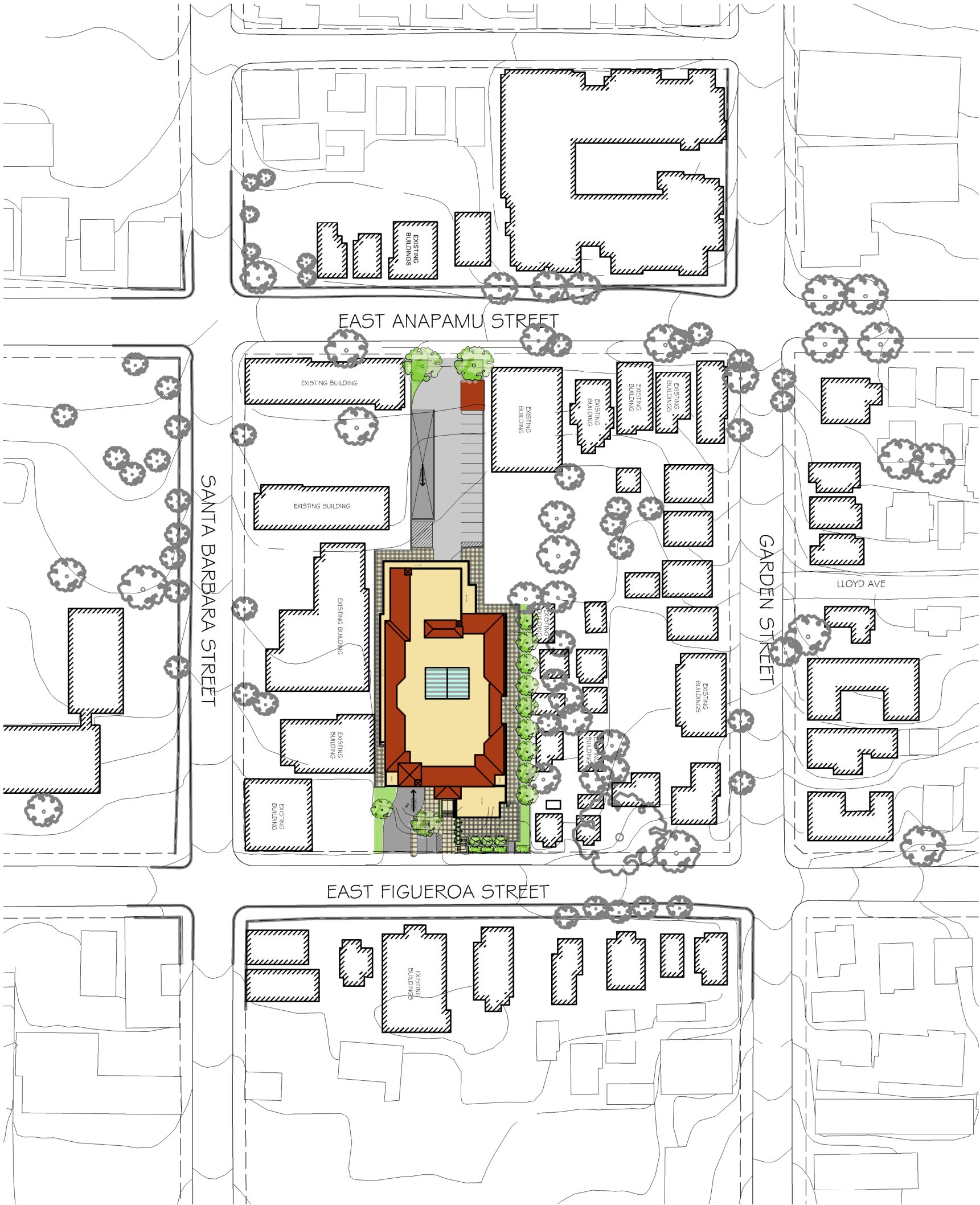
Body cavity searches will be done in this facility under tightly controlled circumstances. Secure processing can usually be done without the need to strip-search. The more intrusive searches should be done by the county medical center, the county mental health facility or the County Juvenile Detention Facility.



# CITY OF SANTA BARBARA POLICE STATION

## VII. CONCEPT PLANS

- A. Site Plan
- B. Floor Plans
  - 1. First Floor
  - 2. Second Floor
  - 3. Third Floor
  - 4. Roof Plan
  - 5. Sub-Level One
  - 6. Sub-Level Two
- C. Cross Sections
  - 1. Longitudinal and Cross Sections
- D. Exterior Elevations
  - 1. South Figueroa Street
  - 2. East
  - 3. North Anapamu Street



PROJECT STATISTICS

1) BUILDING AREA SUMMARY:

EXISTING POLICE FACILITY : ~28,025 SF  
(DOES NOT INCLUDE ANNEX OR OFF-SITE)

NEW PROPOSED POLICE FACILITY:

3RD FLOOR:	18,627 SF
2ND FLOOR:	20,393 SF
1ST FLOOR:	22,826 SF
TOTAL MAIN BLDG:	61,846 SF
SUB-LEVEL 1:	42,508 SF
SUB-LEVEL 2:	47,143 SF
TOTAL SUBTERRANEAN	89,651 SF
GARAGE	
TOTAL AREA:	151,497 SF

2) PARKING SUMMARY:

13	ON-GRADE SECURE STALLS
60	SUB-LEVEL 1 SECURE STALLS
109	SUB-LEVEL 2 SECURE STALLS
182	TOTAL SECURE STALLS

PLUS: 1 PUBLIC ADA PARKING STALL ON-SITE  
1 TAXI INSPECTION STALL ON-SITE

3) APN : 029-162-037

4) LAND USE DESIGNATION: R-3, WITH  
PROPOSAL OF REZONING THE SITE TO C-2.

5) SITE AREA: 49, 423 SF

6) APPLICATION #: MST2011-00424

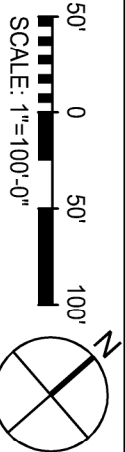


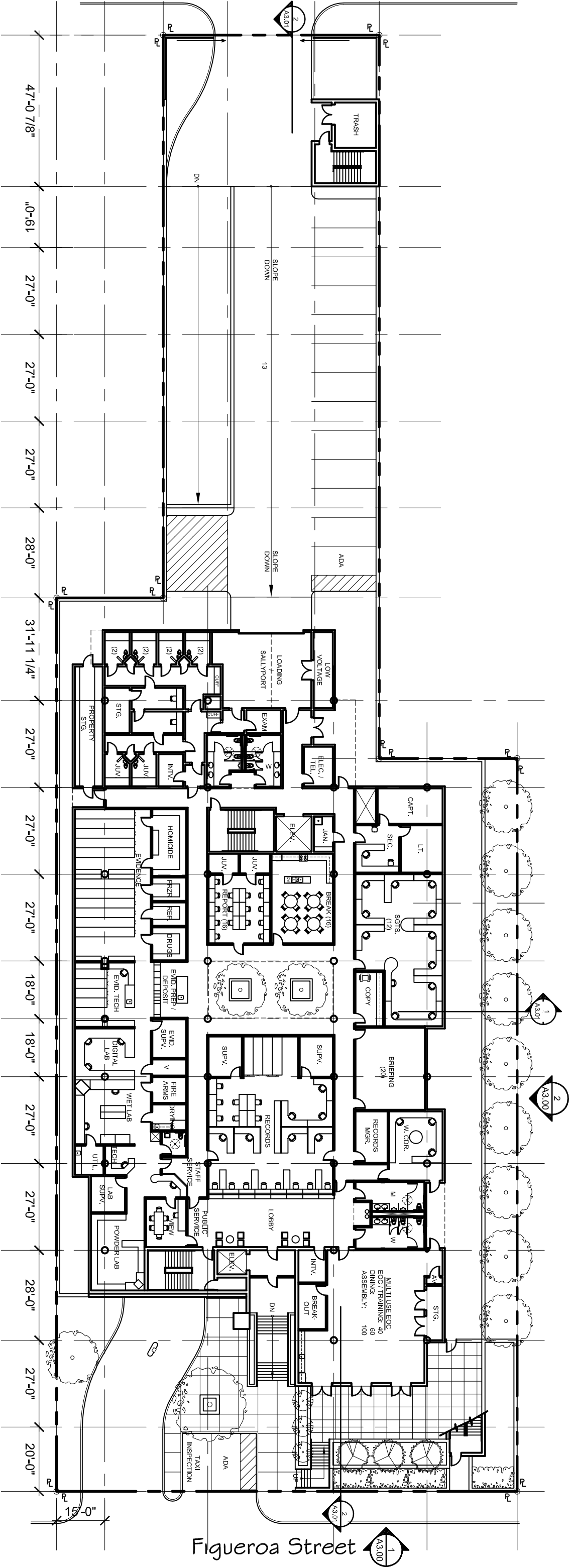
LEACH MOUNCE ARCHITECTS  
WWW.LEACHMOUNCEARCHITECTS.COM  
1885 KNOOLL DRIVE  
VENTURA, CA 93003

TEL: (805) 686-3922  
FAX: (805) 658-1926

DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES

CITY OF SANTA BARBARA NEW POLICE FACILITY  
CONCEPTUAL PLANS  
SITE PLAN  
January 16, 2012





Figueroa Street

GROSS AREA= 22,826 SF

PARKING SUMMARY:

- 13 ON-GRADE SECURE STALLS
- 60 SUB-LEVEL 1 SECURE STALLS
- 109 SUB-LEVEL 2 SECURE STALLS
- 182 TOTAL SECURE STALLS

- PLUS: 1 PUBLIC ADA PARKING STALL ON-SITE
- 1 TAXI INSPECTION STALL ON-SITE

AREA SUMMARY:

- 3RD FLOOR: 18,627 SF
- 2ND FLOOR: 20,393 SF
- 1ST FLOOR: 22,826 SF
- TOTAL MAIN BLDG: 61,846 SF

- SUB-LEVEL 1: 42,508 SF
- SUB-LEVEL 2: 47,143 SF
- TOTAL SUBTERRANEAN GARAGE: 89,651 SF
- TOTAL AREA: 151,497 SF

CITY OF SANTA BARBARA BARBARA NEW POLICE FACILITY  
CONCEPTUAL PLANS  
FIRST FLOOR  
January 16, 2012



LEACH MOUNCE ARCHITECTS  
WWW.LEACHMOUNCEARCHITECTS.COM  
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VENTURA, CA 93003

TEL: (805) 656-3522  
FAX: (805) 658-1926

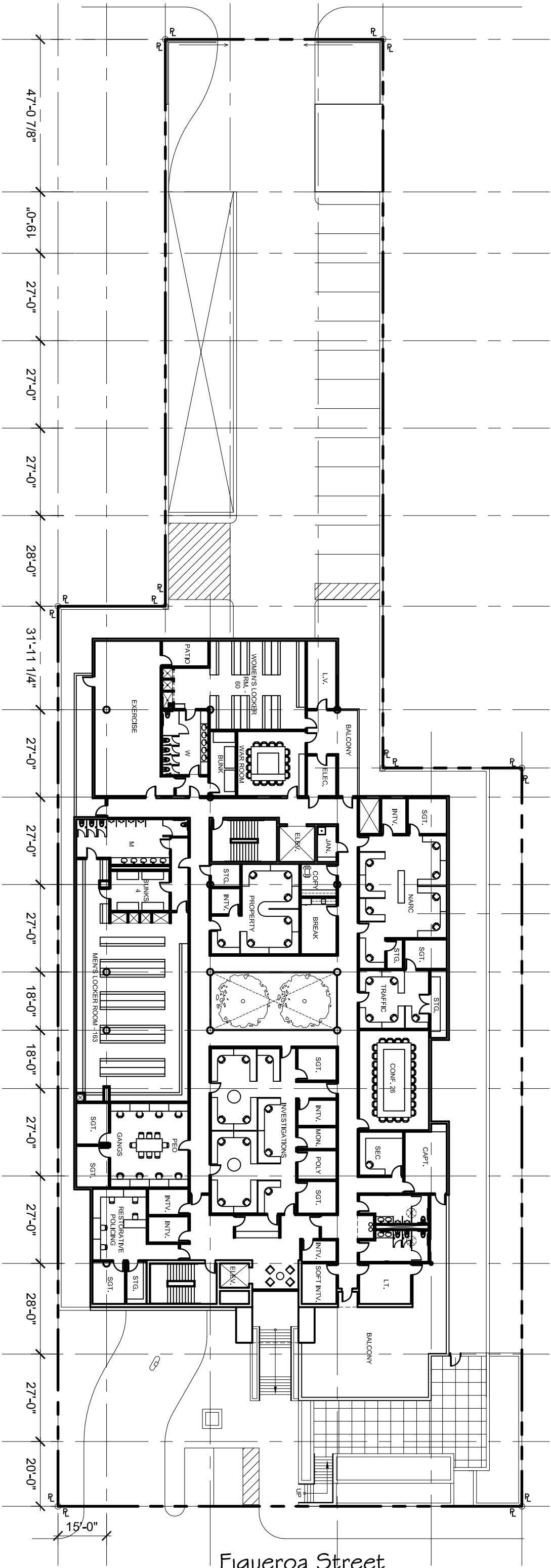
DATE

11/15/11  
11/28/11  
1/11/12

REVISION  
SETBACKS / LOBBY DEVELOPMENT  
SPACES LAYOUT  
PERIMETER WALLS, RANGE SPACES

15' 0 15' 30'  
SCALE: 1"=30'-0"





GROSS AREA= 20,393 SF

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VENTURA, CA 93003

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FAX: (805) 658-1926

DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES

CITY OF SANTA BARBARA NEW POLICE FACILITY

CONCEPTUAL PLANS

SECOND FLOOR

January 16, 2012

15'

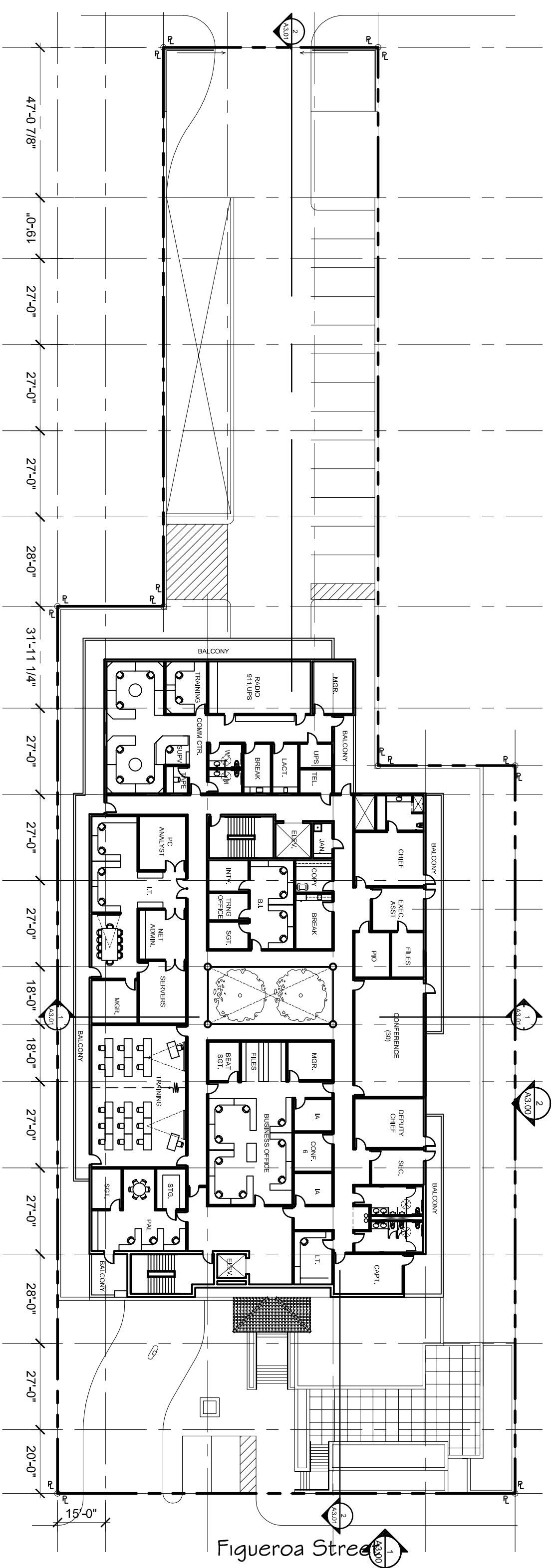
0

15'

30'

SCALE: 1"=30'-0"

N



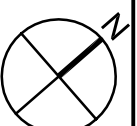
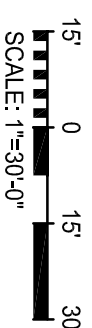
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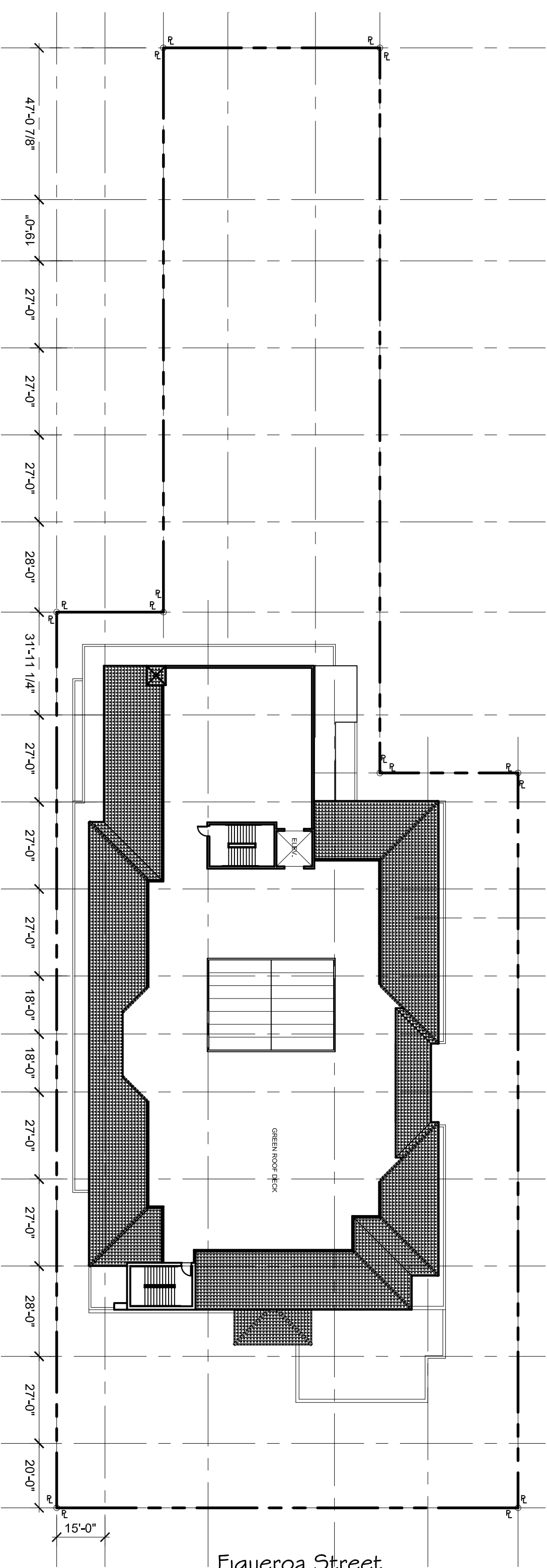


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DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACE LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES

CITY OF SANTA BARBARA NEW POLICE FACILITY  
CONCEPTUAL PLANS  
THIRD FLOOR  
January 16, 2012





Figueroa Street

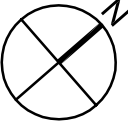
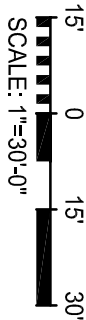
CITY OF SANTA BARBARA NEW POLICE FACILITY  
CONCEPTUAL PLANS  
ROOF LEVEL  
January 16, 2012

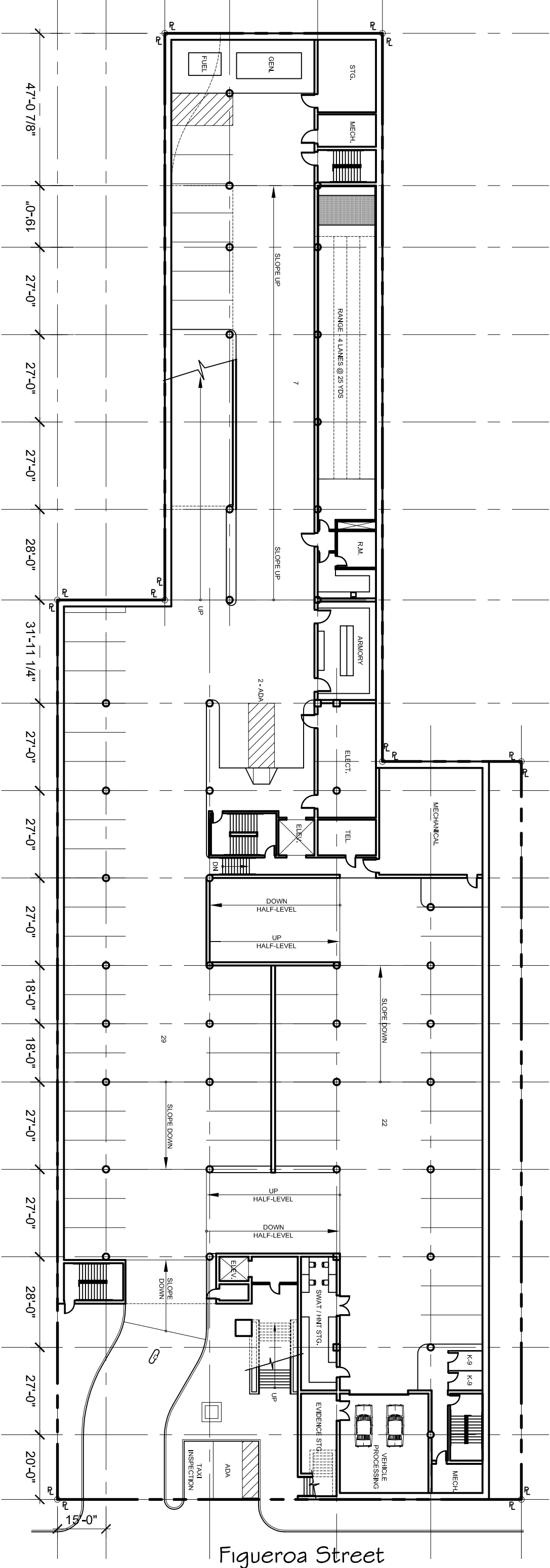
DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES



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GROSS AREA= 42,508 SF



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TEL: (805) 656-3622 FAX: (805) 656-1926

DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES

CITY OF SANTA BARBARA NEW POLICE FACILITY

CONCEPTUAL PLANS

SUB-LEVEL ONE

January 16, 2012

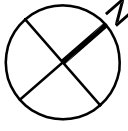
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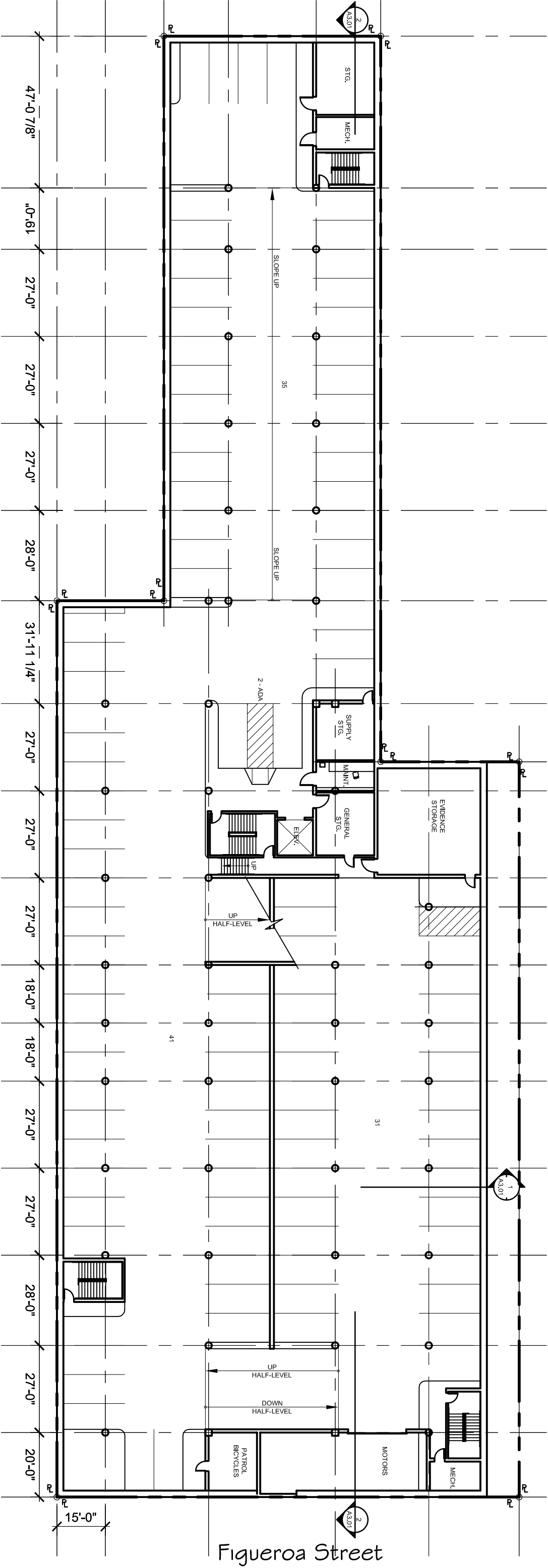
0

15'

30'

SCALE: 1"=30'-0"





GROSS AREA= 47,143 SF



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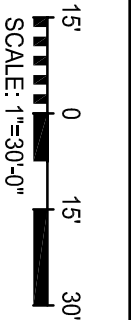
DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/11/12	PERIMETER WALLS, RANGE SPACES

CITY OF SANTA BARBARA NEW POLICE FACILITY

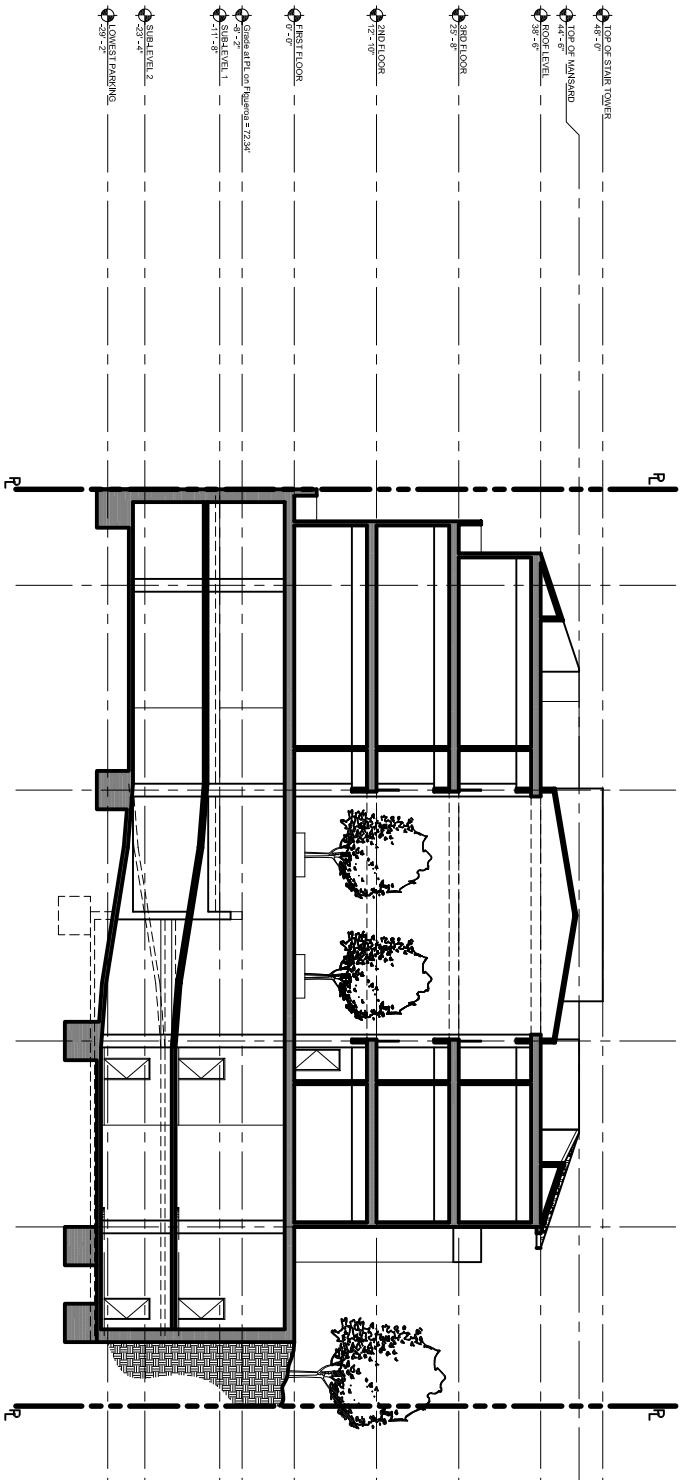
CONCEPTUAL PLANS

SUB-LEVEL TWO

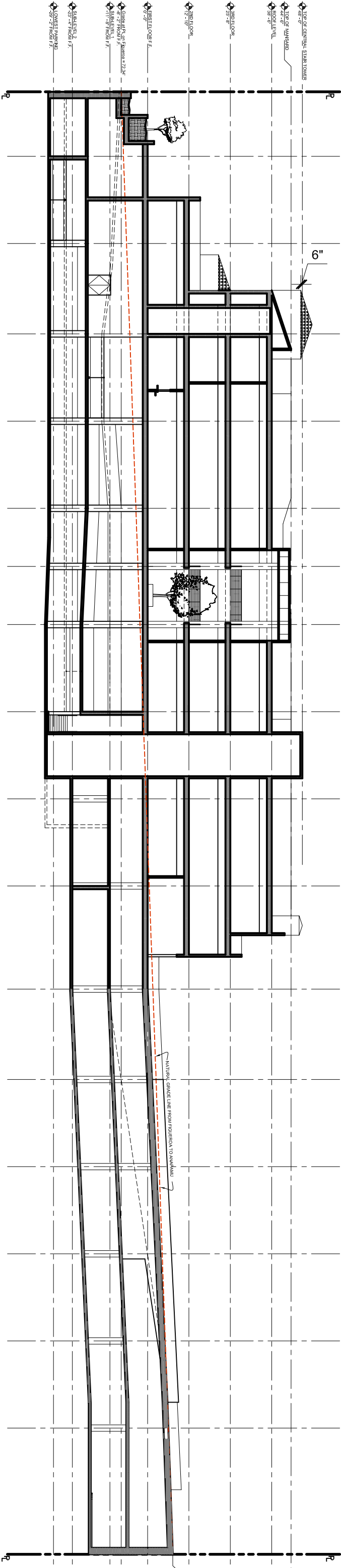
January 16, 2012







CROSS SECTION



LONGITUDINAL SECTION

CITY OF SANTA BARBARA NEW POLICE FACILITY  
CONCEPTUAL PLANS  
LONGITUDINAL AND CROSS SECTIONS  
January 16, 2012



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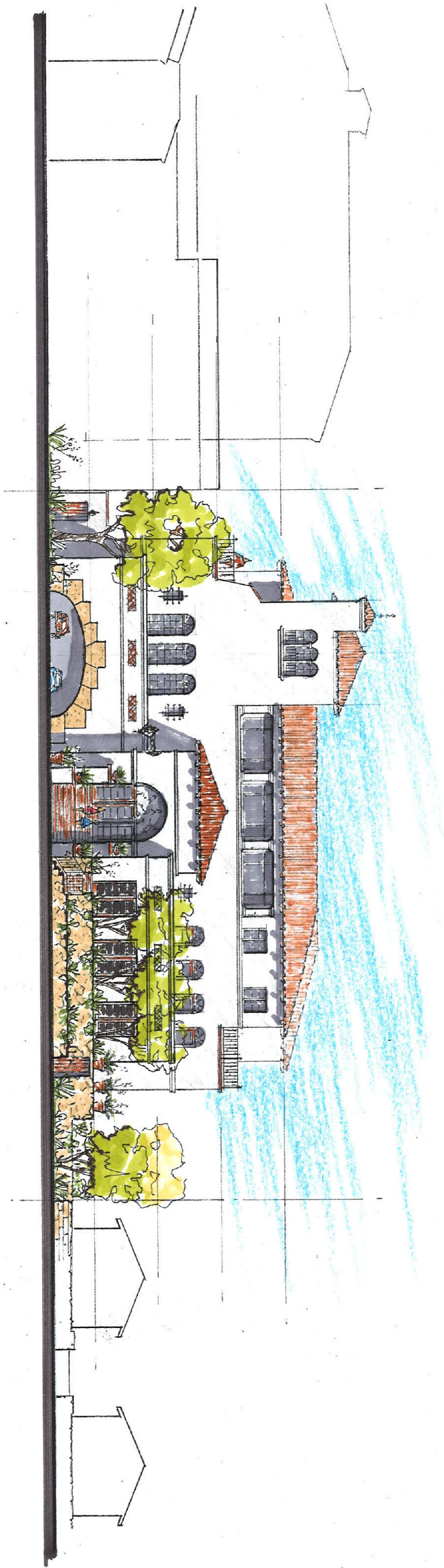
DATE	REVISION
11/15/11	SETBACKS / LOBBY DEVELOPMENT
11/28/11	SPACES LAYOUT
1/17/12	PERIMETER WALLS, RANGE SPACES



SCALE: 1"=30'-0"



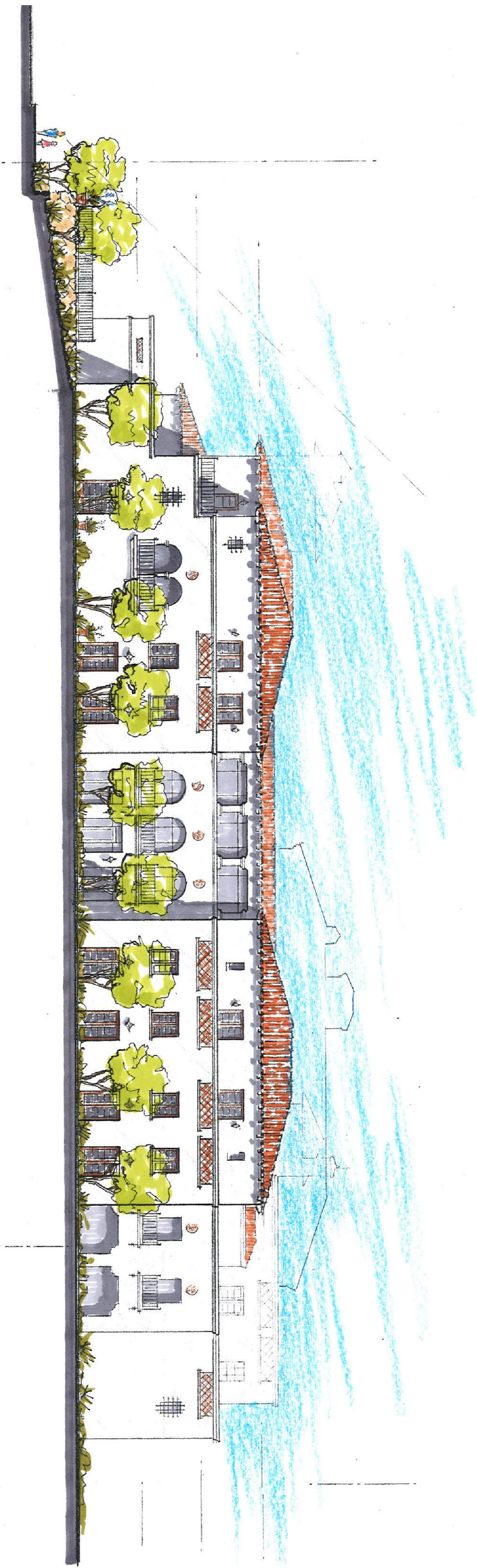




SOUTH ELEVATION - FIGUEROA STREET

1

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



EAST ELEVATION

2

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



NORTH ELEVATION - ANAPAMU STREET

3

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



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VENTURA, CA 93003  
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FAX: (805) 658-1926



LENVIK & MINOR  
ARCHITECTS  
315 West Haley Street  
Santa Barbara, CA 93101  
Phone: (805) 963-3357  
Fax: (805) 963-2785

CORRECTIONS

1

2

3

PROJECT TITLE  
City of Santa Barbara New Police Facility  
215 E. Figueroa Street, Santa Barbara, CA 93101  
SHEET TITLE  
Elevation Sketches

PROJECT ARCHITECT  
HOWARD LEACH  
DRAWN BY  
J.G. HL  
PROJECT NUMBER: 201112.00

DATE: 12-7-2011  
SHEET NUMBER  
A3.00



215 Figueroa Street  
Santa Barbara, CA 93101

# CITY OF SANTA BARBARA POLICE STATION VIII. COST ESTIMATE

OPTION A	Area SF	Unit Price/SF	Extension
<b>A. Construction</b>			
1. Holding 45x50	2,250	700	1,575,000
2. Crime Lab 46x70	2,500	800	2,000,000
3. Communication Center	2,800	750	2,100,000
4. IT 30x65	1,950	500	975,000
5. Standard Police Spaces	52,222	450	23,499,900
6. Other Uses Sub Garage	16,642	200	3,328,400
7. Standard, Sub Garage	73,009	140	10,221,260
	151,373		43,699,560
8. Site Work	22,000	20	440,000
Subtotal Construction	61,722	715	44,139,560
<b>B. Furniture and Equipment</b>			
9. Electronic Equipment	61,722	20	1,234,440
10. FF&E	61,722	20	1,234,440
Subtotal Hard Costs		<b>755</b>	<b>46,608,440</b>
<b>C. Fees</b>			
11. A/E 10%		75.5	4,660,844
12. CM 6%		45.3	2,796,530
Subtotal 1 through 12		875.8	54,065,814
<b>D. Inflation and Contingency</b>			
13. Inflation 3 years @ 3.5%			5,676,910
14. Contingency 10% 10.5%			5,406,581
Subtotal 1 through 14		<b>1,055.53</b>	<b>65,149,305</b>
<b>E. Temporary Relocation</b>			
15. Temporary Relocation of Police Dept.	30,000	100.00	3,000,000 allowance
16. Temporary Relocation of 911 Center			2,000,000
Total excluding bond campaign		<b>1,155.53</b>	<b>70,149,305</b>
land purchase or sale, City Management			
Option to lower side towards bungalows and push building further north towards Anapamu Street			
Raise building 3 ft, add 50'x6' ADA ramp, delete 9 parking spaces			
Add 450 sf for ADA ramp and additional circulation			
<b>F. Plan Option to lower east side of building</b>			
17.	450	105,553	474,988
			<b>70,624,293</b>
<b>G. Add Shooting Range</b>			
			700,000
			<b>71,324,293</b>

<b>OPTION B 2.5 Acre Parcel</b>		Area SF	Unit Price/SF	Extension
<b>A. Construction</b>				
1. Holding	45x50	2,250	700	1,575,000
2. Crime Lab	46x70	2,500	800	2,000,000
3. Communication Center		2,800	750	2,100,000
4. IT	30x65	1,950	500	975,000
5. Standard Police Spaces		52,222	450	23,499,900
6. Storage and Service Facilities		16,642	200	3,328,400
7. Standard above grade parking structure		73,009	50	3,650,450
		151,373		37,128,750
8. Site Work		22,000	20	440,000
Subtotal Construction		61,722	715	37,568,750
<b>B. Furniture and Equipment</b>				
9. Electronic Equipment		61,722	20	1,234,440
10. FF&E		61,722	20	1,234,440
Subtotal Hard Costs			<b>755</b>	<b>40,037,630</b>
<b>C. Fees</b>				
11. A/E 10%			75.5	4,003,763
12. CM 6%			45.3	2,402,258
Subtotal 1 through 12			875.8	46,443,651
<b>D. Inflation and Contingency</b>				
13. Inflation	3 years @ 3.5%			4,876,583
14. Contingency 10%	10.5%			4,644,365
Subtotal 1 through 14			<b>1,055.53</b>	<b>55,964,599</b>
<b>E. Temporary Relocation</b>				
15. Temporary Relocation				
Total excluding bond campaign				

<b>OPTION C 4.0 Acre Parcel</b>		Area SF	Unit Price/SF	Extension
<b>A. Construction</b>				
1. Holding	45x50	2,250	700	1,575,000
2. Crime Lab	46x70	2,500	800	2,000,000
3. Communication Center		2,800	750	2,100,000
4. IT	30x65	1,950	500	975,000
5. Standard Police Spaces		52,222	450	23,499,900
6. Other Uses Sub Garage		16,642	200	3,328,400
7. Standard surface parking		73,009	12	876,108
		151,373		34,354,408
8. Site Work		22,000	20	440,000
Subtotal Construction		61,722	715	34,794,408
<b>B. Furniture and Equipment</b>				
9. Electronic Equipment		61,722	20	1,234,440
10. FF&E		61,722	20	1,234,440
Subtotal Hard Costs			<b>755</b>	<b>37,263,288</b>
<b>C. Fees</b>				
11. A/E 10%			75.5	3,726,329
12. CM 6%			45.3	2,235,797
Subtotal 1 through 12			875.8	43,225,414
<b>D. Inflation and Contingency</b>				
13. Inflation	3 years @ 3.5%			4,538,668
14. Contingency 10%	10.5%			4,322,541
Subtotal 1 through 14			<b>1,055.53</b>	<b>52,086,624</b>
<b>E. Temporary Relocation</b>				
15. Temporary Relocation				
Total excluding bond campaign				

# CITY OF SANTA BARBARA POLICE STATION

## I. APPENDIX MEETING MINUTES

09/14/2011 – Kick-Off Meeting (Meeting #001)  
09/21/2011 – Weekly Design Meeting (Meeting #002)  
09/28/2011 – Weekly Design Meeting (Meeting #003)  
10/05/2011 – Weekly Design Meeting (Meeting #004)  
10/11/2011 – Police Station Site Visit Tour Notes  
10/19/2011 – Weekly Design Meeting (Meeting #005)  
10/26/2011 – Weekly Design Meeting (Meeting #006)  
11/02/2011 – Weekly Design Meeting (Meeting #007)  
11/03/2011 – SBPD Personnel Interviews (Meeting #008)  
11/09/2011 – Weekly Design Meeting (Meeting #009)  
11/10/2011 – SBPD Personnel Interviews (Meeting #010)  
11/16/2011 – Weekly Design Meeting (Meeting #011)  
11/23/2011 – Weekly Design Meeting (Meeting #012)  
11/28/2011 – Executive Stakeholder Meeting  
11/30/2011 – Weekly Design Meeting (Meeting #013)  
12/01/2011 – Accessibility Meeting  
12/07/2011 – Weekly Design Meeting (Meeting #014)  
12/14/2011 – Weekly Design Meeting (Meeting #015)  
01/04/2012 – Weekly Design Meeting (Meeting #016)  
01/11/2012 – Executive Stakeholder Meeting

**SANTA BARBARA POLICE FACILITY KICK-OFF MEETING**

Meeting Held at the Water Resources Conference Room  
 619 Garden Street, 3rd Floor, Santa Barbara, CA

**MEETING MINUTES NO. 001**

DATE	START	END	NEXT MEETING	PREPARED BY
9/14/11	10:00am	12:00pm	9/21/11 at 10:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Kick-off Meeting				

	ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer	JH	x
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer	LS	x
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer	HB	x
Paul Casey - City of Santa Barbara CAO Office	PC	x
Allison DeBusk - SB CAD	AD	x
Allan Goldman - City of Santa Barbara Facilities Maintenance Superintendent	AG	x
Gil Torres - SBPD Administrative Services Captain	GT	x
David Whitham - SBPD Lieutenant	DW	x
Christine Nail - SBPD Information Technology Manager	CN	x
Howard Leach - Leach Mounce Architects	HL	x
Matt Huntington - Leach Mounce Architects	MH	x
Jorge Escamilla - Leach Mounce Architects	JE	x
Julie Mason - Leach Mounce Architects	JM	x
Jeff Gorrell - Lenvik & Minor Architects	JG	x
Carlos Delatorre - MACRO Corporation	CD	x
Ted Keiller - Turpin & Rattan Engineering (Electrical)	TK	x
John Spless - Ehlen Spless and Haight (Structural)	JS	x
Stephen Wang - Penfield & Smith Engineers, Inc (Civil and Survey)	SW	x
Tom Hughes - Mechanical Engineering Consultants (Mech/Plumbing)	TH	x
Linda Altomare - Mechanical Engineering Consultants (Mech/Plumbing)	LA	x
Paul Tziouvaras - Mechanical Engineering Consultants (Mech/Plumbing)	PT	x
David Black - David R. Black Associates (Landscape)	DB	x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

<b>A. Project Background</b>				
	1. The current Santa Barbara Police Station was built in 1959, located at 215 E. Figueroa Street. The facility is inadequate in housing the PD's current staffing. The facility contains asbestos and lead, and was recently found to be seismically deficient. In 2006, the public lobby and reception areas were remodeled.			
	2. This project will analyze the needs of the PD, as well as the challenges and opportunities presented in demolishing the current Police Station and rebuilding a new facility at the same site.			

**B. Flow of Information**

<u>1.</u> All information between the Architect's team and the Police Department will flow through Joshua Hagmark (JH). Please copy him on all emails. The point of contact for the design team will be Matt Huntington (MH) from Leach Mounce Architects. Correspondence from the various design team members (Architectural, Civil, Structural, MEP, and Communications Engineers, Landscape Architect) will be directed to MH.			
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<u>2.</u> Flow: Sub-consultants ↔ LMA ↔ City of SB ↔ SBPD			
--	--	--	--

**C. Challenges and Opportunities**

<u>1.</u> The shape, size, and slope of the existing Police Station site.			
<u>2.</u> Neighboring bungalowhomeowners might voice sensitivity to the proposed construction, height of the building, etc. Each of the bungalows are individually owned.			
<u>3.</u> The logistics of coordinating, and finding a temporary office space for, the relocation of the entire Police Dept. during construction.			
<u>4.</u> LMA recommends trying to get the project out to bid as soon as possible in order to keep costs down due to inflation, which could impact the project price by 4%.			

**D. Needs Assessment Process**

<u>1.</u> LMA to provide Joshua Hagmark with Questionnaires to review, edit (if necessary), and distribute to PD staff for feedback on their requests/wishes/requirements for the new building.			
<u>2.</u> LMA needs current organizational/staffing charts from PD staff to help assess/project the Department's needs over the next 20 years, so the building can be designed accordingly.			
<u>3.</u> LMA will work with the Police Dept. to make some assumptions and develop an estimate for the cost of staff relocation during construction.			

**E. Budget & Scope / Schedule**

<u>1.</u> The City is pursuing a Mitigated Negative Declaration (MND) for the existing PD site. The MND will need to be complete by June/July 2012 in order to be ready for the November 2012 ballot. All Environmental documents must be delivered to the City by December 2011 to meet this timeline.			
<u>2.</u> City Council will vote to put a measure on the ballot to fund the Police Station project in June 2012.			
<u>3.</u> The City will poll constituents to assess the potential of passing a funding measure. This will begin after the current November 2011 election.			
<u>4.</u> The goal is to have the conceptual design complete by December 2011.			
<u>5.</u> If the ballot measure passes, after November 2012, Final Design is estimated to take approximately 2 years, so potential temporary relocation sites for the PD will be investigated at that time, as different options might be available a year or so from now.			
<u>6.</u> Joshua Hagmark estimated that, without any major snags, the project could be complete by 2017.			



**F. Team Member Feedback**

	<u>1. Joshua Haggmark:</u> It is important for the community to feel like the new Police Station is their building too.			
	<u>2. Gil Torres:</u> The Police Dept. needs a functional, modern building that can help recruit quality talent.			
	<u>3. Matt Huntington:</u> LMA wants to create an objective, functional design that the City can stand by and be proud of. The project approach needs to be well-documented and thorough in meeting the needs of the City so that the project can move forward with approvals and get through to construction.			
	<u>4. Christine Nail:</u> Would like the new HVAC systems to operate as specified when purchased, which has been a problem in the past. Areas for receiving of equipment/materials and public parking are needed. A flexible design, with good access for data/communication areas is important to carry the PD into the next 50 years.			
	<u>5. Howard Leach:</u> LMA wants to create a building of Santa Barbara, not just a building in Santa Barbara. LMA's goal is a healthy, energy efficient building that the City can be proud of.			
	<u>6. Paul Casey:</u> Concerned about keeping City Council engaged and excited about this project. Concerned about scope creep – wants a modest building in cost, size, and design. Regularly scheduled 'all hands' meetings might be a good idea to keep a handle on this project's tight schedule.			
	<u>7. John Spiess:</u> Wants the building to perform safely, using structural systems that are economical and will enhance flexibility over the building's lifetime. There needs to be a real outreach to the community to educate them on what the existing building's conditions are and how those impact the way the PD is able to work. Impress the importance of the need for this building to be replaced.			
	<u>8. Jeff Gorrell:</u> We need to get the public's support behind this project. Emphasizing a modest building in size perspective, getting the aesthetics right, getting the marketing right. Convey this project not just as a pretty building, but also an important resource for the PD and the public in times of disaster (eg: earthquakes, fires, storms). It is crucial to be considerate of the residential neighbors and to get the streetscape right.			

**G. Miscellaneous**

	<u>1.</u> The LEED goal approved by City Council is Silver.			
	<u>2.</u> Once this project is officially on the ballot for November 2012, City Council and the Police Dept. will have to advocate for it, as legally, the City has to remain neutral on the matter.			
	<u>3.</u> City TV will soon be running informational ads/shows for the public to learn about the project.			
	<u>4.</u> Since 2012 is a non-Council election year, City Council has to unanimously approve placing the project on the ballot for November 2012. If it is not approved for 2012, then Council only needs a majority to approve placing it on the ballot in a Council election year.			

**END OF MEETING**

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Fishbowl Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 002**

DATE	START	END	NEXT MEETING	PREPARED BY
9/21/11	11:00am	12:00pm	9/28/11 at 11am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH	
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer		LS x	Joshua Haggmark
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB x	
Gil Torres - SBPD Administrative Services Captain		GT x	
Allan Goldman - City of Santa Barbara Facilities Maintenance Superintendent		AG x	
Jeff Gorrell - Lenvik & Minor Architects		JG x	
Howard Leach - Leach Mounce Architects		HL x	
Matt Huntington - Leach Mounce Architects		MH x	
Julie Mason - Leach Mounce Architects		JM x	

Meeting Item	Description	Responsible Party	Action/Status	Due Date
<b>NEW BUSINESS</b>				

**Item Name**

<b>A. General</b>				
9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt.	LMA/SBP W		
<b>B. New Business</b>				
<b>1. Questionnaires</b>				
9/21/11	<b>1.1 Questionnaires:</b> Gil distributed them to his personnel. They're out for completion. Gil has issued a deadline of next Friday, Sept 30th for his staff's completion. Some are coming in already and Gil will try to bring some to next week's meeting.	SBPD	Open	9/30/2011
<b>2. Growth Expectations</b>				
9/21/11	<b>2.1 Growth expectations:</b> <b>HL:</b> Do the crime statistics show an uptrend? <b>GT:</b> No. Check statistics online? <b>HL:</b> Does the city expect to grow much? <b>LS:</b> Maybe more density, but growth will be slow. Check Plan Santa Barbara website: www.youplansb.org. <b>GT</b> doesn't foresee much growth in the department. <b>HL:</b> What could affect the growth besides population? <b>GT:</b> Staffing has been pretty consistent over the past 20 years. A few positions have been eliminated. Pretty bare bones. Non-sworn positions would be the jobs GT would like to see come back if staff were to grow. Civilianizing two positions in the next months. (Which two?) Total sworn = 141, unsworn = ~65? (number changes, GT not sure exactly.) <b>HL:</b> Growth in 20 years? <b>GT:</b> Up to 160 sworn positions?	SBPD/LMA	Clarify which two positions will be civilianized upcoming.	

9/21/11	<b>2.2</b> HL explained that personnel interviews should start immediately after receiving questionnaire responses. First week of October suggested.	LMA/SBPD	Need to schedule.	
<b>3. Personnel Organization &amp; Space Needs</b>				
9/21/11	<b>3.1 Personnel Organization: HL:</b> No administrative help? <b>GT:</b> No. Those positions were eliminated with the economic downturn.			
9/21/11	<b>3.2 HL:</b> How does the PD handle big events such as Fiesta? <b>GT:</b> During big events, PD contracts with Sheriff's Dept, and there are other agencies they can call in as needed. These additional resources are accommodated at the PD, not a mobile unit. Use of locker rooms, etc. 50-60 deputies may come in for Fiesta?			
9/21/11	<b>3.3 HL:</b> Do you expect civilian staff to grow at same rate as sworn positions? <b>GT:</b> No.			
9/21/11	<b>3.4</b> LS recommends getting LMA copies of the old org charts from before economic layoffs.			
9/21/11	<b>3.5 HL:</b> How are department heads currently organized? <b>GT:</b> Captains are located with their departments.	LMA	Verify?	
9/21/11	<b>3.6</b> HL distributed Needs Assessment space standards from Carpinteria, Vancouver, and Tehachapi. (Copies to GT, JG, HB) Discussion of meeting room sizes, offices; inclusion of Community Room as a public outreach offering?			
9/21/11	<b>3.7 HL:</b> Break room occupancy at any given time? <b>GT:</b> Up to 15 people? There's currently no outdoor space. People all end up eating at their desk because there's no place to go.			
9/21/11	<b>3.8 HL:</b> Does the PD have Explorers? <b>GT:</b> We do have Explorer posts. Those positions need storage and a small office. <b>HL:</b> Do you have many volunteers? <b>GT:</b> There are plans to start a program but currently there is not much in place. PD does have chaplains volunteers currently. Those volunteers need desk space with file storage and computer. The PD also just began a Restorative Policing program, utilizing 3 outreach workers and 3 community liasons, paid positions out of RDA funds. These positions are mostly in the field, dealing with the homeless on State Street, but they have office space (~12x12', crowded) in the Police Annex right now.	LMA	Verify position counts.	
9/21/11	<b>3.9 GT:</b> Patrol sergeants share space by shift. It would be nice if they each had their own workstations. Same thing with lieutenants. <b>HL:</b> Usually we give the lieutenants their own offices, and sergeants their own workstations.			
9/21/11	<b>3.10</b> Evidence storage: <b>GT:</b> Current facility lacks appropriate storage means for things like seized marijuana plants and transient backpacks.			
9/21/11	<b>3.11 GT:</b> It's important that the new facility have easy, accessible storage. Important to address security. Important to have a vehicular Sallyport and go-bag storage (to be located on the way to patrol cars), which the current facility lacks.			
9/21/11	<b>3.12</b> Shooting range: <b>GT:</b> it doesn't have to be onsite if it meant there could be other spaces more adequately sized (eg. Workout room) HL suggested that it could help accommodate the needed parking if the shooting range was not in the new station?			
9/21/11	<b>3.13 HL:</b> Fleet: one large mobile command post? <b>GT:</b> Yes. Too big to go sub-terranean. PD also has Bearcat armored vehicle as well.	LMA/SBPD	Get oversized vehicle dimensions.	

9/21/11	<b>3.14 HL:</b> Take-home vehicles? <b>GT:</b> There are only 4 take-home vehicles. Those park at the Annex right now. Note: The Annex lease is up in July 2012 and has not been budgeted in to be renewed.			
9/21/11	<b>3.15 HL:</b> Patrol bicycles. Quantity? <b>GT:</b> PD has 5 officers that ride, but more are trained to ride. <b>HL:</b> Equestrian? <b>GT:</b> No equestrian. <b>HL:</b> Motorcycles? <b>GT:</b> 7 motorcycles. Vehicle list totals up to about 90. <b>HL:</b> What do most staff do for parking? <b>GT:</b> They park nearby in neighborhoods and walk, mostly.			
9/21/11	<b>3.16 GT:</b> There are about a dozen workstations in a Computer Training Room at the Annex. These will need to be accommodated in the new facility.	LMA		
9/21/11	<b>3.17 HL:</b> Are there other PD resources located off-site currently? <b>GT:</b> Animal Control offices are in a separate building; PD stores some bikes over there with them.			
<b>C. Schedule / Upcoming</b>				
9/21/11	MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building.	LMA/SBPD	Schedule tour to inventory off-site resources	
9/21/11	MH suggests touring CSUN's Public Safety Building to help illustrate to the PD what's possible in a modern police station. La Mesa's Police Facility would be another recent project that would be good to tour, but would be an all-day trip.	LMA/SBPD /SBPW	Schedule visit to LMPD?	
9/21/11	HL requested crime stats, old org charts. GT and LS to get that information together.	GT / LS	open	9/28/2011
<b>END OF MEETING</b>				

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Public Works Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 003**

DATE	START	END	NEXT MEETING	PREPARED BY
9/28/11	11:00am	12:20pm	10/5/11 at 9:00am	Julie Mason
MEETING PURPOSE			GENERAL NOTES	
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH	x
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer		LS	
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB	x
Gil Torres - SBPD Administrative Services Captain		GT	x
Jeff Gorrell - Lenvik & Minor Architects		JG	x
Howard Leach - Leach Mounce Architects		HL	x
Matt Huntington - Leach Mounce Architects		MH	x
Julie Mason - Leach Mounce Architects		JM	x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

**A. Old Business**

9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. <b>[9/28/11]</b> It is also important to always include Howard on all communications.	LMA/SBPW		
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**1. Questionnaires**

9/21/11	<b>1.1 Questionnaires:</b> Gil distributed them to his personnel. They're out for completion. Gil has issued a deadline of next Friday, Sept 30th for his staff's completion. Some are coming in already and Gil will try to bring some to next week's meeting. <b>[9/28/11]</b> GT returned some of the survey and plans to return the rest to the 10/5/11 meeting.	SBPD	Open	9/30/2011
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**2. Growth Expectations**

9/21/11	<b>2.1 Growth expectations:</b> <b>HL:</b> Do the crime statistics show an uptrend? <b>GT:</b> No. Check statistics online? <b>HL:</b> Does the city expect to grow much? <b>LS:</b> Maybe more density, but growth will be slow. Check Plan Santa Barbara website: www.youplansb.org. <b>GT</b> doesn't foresee much growth in the department. <b>HL:</b> What could affect the growth besides population? <b>GT:</b> Staffing has been pretty consistent over the past 20 years. A few positions have been eliminated. Pretty bare bones. Non-sworn positions would be the jobs GT would like to see come back if staff were to grow. Civilianizing two positions in the next months. (Which two?) Total sworn = 141, unsworn = ~65? (number changes, GT not sure exactly.) <b>HL:</b> Growth in 20 years? <b>GT:</b> Up to 160 sworn positions? <b>[9/28/11]</b> The two positions being civilianized are both part of Administrative Services: Special Events Coordinator and Training Officer.			
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9/21/11	<b>2.2</b> HL explained that personnel interviews should start immediately after receiving questionnaire responses. First week of October suggested. <i>[9/28/11] HL proposed availability for conducting interviews on the following dates/times: Tuesday, October 4th from 2-4pm, Wednesday, October 5th from 2-4pm, Thursday, October 6th from 2-4pm, any time on Friday, October 7th. GT to coordinate with PD staff and respond with acceptable scheduling.</i>	LMA/SBPD	Need to schedule.	
<b>3. Personnel Organization &amp; Space Needs</b>				
9/21/11	<b>3.5 HL:</b> How are department heads currently organized? <b>GT:</b> Captains are located with their departments. <i>[9/28/11] After reviewing floor plans of the existing PD, it appeared that not all Captains are located with their departments. GT verified that Administrative Services is currently the only department that has its Captain located with its department, however, the new facility should be organized so that this applies to all departments.</i>			
9/21/11	<b>3.8 HL:</b> Does the PD have Explorers? <b>GT:</b> We do have Explorer posts. Those positions need storage and a small office. <b>HL:</b> Do you have many volunteers? <b>GT:</b> There are plans to start a program but currently there is not much in place. PD does have chaplains volunteers currently. Those volunteers need desk space with file storage and computer. The PD also just began a Restorative Policing program, utilizing 3 outreach workers and 3 community liasons, paid positions out of RDA funds. These positions are mostly in the field, dealing with the homeless on State Street, but they have office space (~12'x12'; crowded) in the Police Annex right now. <i>[9/28/11] There are 6 positions total, as described above.</i>			
9/21/11	<b>3.13 HL:</b> Fleet: one large mobile command post? <b>GT:</b> Yes. Too big to go sub-terranean. PD also has Bearcat armored vehicle as well. <i>[9/28/11] Mobile unit will stay off-site. Bearcat will be kept on-site: size like a big truck, two normal parking spaces wide, normal length.</i>			
<b>B. New Business</b>				
<b>4. Space Standards</b>				
9/28/11	<b>4.1 Private Offices:</b> Chief of Police does not need private restroom/shower with his office. As long as there are accommodations located on the same floor as the Chief's office.			
9/28/11	<b>4.2 Workstations:</b> Usually SBPD deals with Tri-County for furniture. Big three furniture companies: Hayworth, Knoll, Steelcase.			
9/28/11	<b>4.3 Meeting Rooms:</b> MR-1: Training (organized for 50 people) and -DOC (for 40 people), not EOC- (Alternate functions if needed: 60 person occupancy if dining, 100 person occupancy if just chairs.) This space may be the back-up EOC, so may need to be higher-functioning than a DOC. JH wants to discuss this with stakeholders at end of October: where to locate the main EOC (currently at FD) versus back-up. Would the EOC want to actually be at the PD and taken out of the FD? Current EOC is ~1600 sf plus support spaces. JH to get actual number/floorplan information for HL. GT: Both Admin and Detective areas will need a large conference room like the MR-6 standard. Patrol Briefing needs a conference room for ~20 people (larger than MR-6). Need two Soft Interview rooms, together, one like MR-5, one the size of MR-3. MR-4 will occur one per each floor.			
9/28/11	<b>4.4 Support Spaces:</b> May need a larger copy room for plotters in (IT dept). How the copy rooms are accessed by multiple departments will need to be determined.			

**C. Schedule / Upcoming**

9/28/11 HL proposed availability for conducting interviews on the following dates/times: Tuesday, October 4th from 2-4pm, Wednesday, October 5th from 2-4pm, Thursday, October 6th from 2-4pm, any time on Friday, October 7th. GT to coordinate with PD staff and respond with acceptable scheduling.	LMA/SBPD	Need to schedule.	10/3/2011
9/21/11 MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building. <i>[9/28/11] Just MH to tour, while HL / JM do interviews with the PD staff.</i>	LMA/SBPD	Schedule tour to inventory off-site resources	10/3/2011
9/21/11 MH suggests touring CSUN's Public Safety Building to help illustrate to the PD what's possible in a modern police station. La Mesa's Police Facility (LMPD) would be another recent project that would be good to tour, but would be an all-day trip. <i>[9/28/11]</i> October 11th, 9am - 11am, tentatively set as the date/time to tour LMPD. Other PD members are interested in stopping by Escondido's new PD as well. This could be arranged to occur from 12pm to 1pm on the way back from La Mesa. Possibly a group of 10-12 PD staff plus GT, HL, MH, JG, JH. GT suggested possibly setting up a simpler tour at Simi Valley PD for a smaller group that can't make the LMPD trip.	LMA/SBPD/SBPW	Confirm date, time, headcount.	10/5/2011
9/21/11 HL requested crime stats, old org charts. GT and LS to get that information together. <i>[9/28/11]</i> GT explained that getting the old org charts might be confusing because overall, staffing has grown, but has done so by shrinking in some areas and growing in other areas. JH recommended instead referring to the Paul Poirier study. HL has this document. For the crime stats, GT referred to SBPD's website. LMA will find the needed information there.	GT / LS	closed	9/28/2011
<b>END OF MEETING</b>			

# Leach Mounce Architects

1885 Knoll Drive, Ventura, CA 93003 P: (805) 656-3522 F: (805) 658-1926

LMA Job No. 201112.00

## SANTA BARBARA POLICE FACILITY WEEKLY MEETING

Meeting Held at Public Works Conference Room  
Santa Barbara, CA

### MEETING MINUTES NO. 004

DATE	START	END	NEXT MEETING	PREPARED BY
10/5/11	9:00 AM	10:15 AM	10/11/11 at 9AM	Jorge Escamilla
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

	ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer	JH	x
Linda Sumansky - City of Santa Barbara Public Works Dept - Supervising Engineer	LS	x
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer	HB	x
Allan Goldman - City of SB Public Work Department - Facility Maintenance Superintendent	AG	
Dave Whitham - SBPD Lieutenant	DW	x
Christine Nail - SBPD Information Technology Manager	CN	x
Dennis Diaz - SBPD Senior Network/Application Analyst	DD	x
Gil Torres - SBPD Administrative Services Captain	GT	
Jeff Gorrell - Principal - Lenvik & Minor Architects	JG	x
Howard Leach - Principal - Leach Mounce Architects	HL	x
Matt Huntington - Project Manager - Leach Mounce Architects	MH	x
Julie Mason - Production - Leach Mounce Architects	JM	
Jorge Escamilla- Production - Leach Mounce Architects	JE	x

Meeting Item	Description	Responsible Party	Status	Action Date
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### NEW BUSINESS

#### Item Name

#### A. General

#### 1. Questionnaires

10/5/11	Discussion regarding questionnaires 1.1 <b>DW</b> - Police Department has distributed questionnaire documents among the staff. 1.2 <b>HL</b> Staff questionnaires are needed in order to finalized the collection of data for the space needs assessment process. 1.3 <b>DW</b> will hand deliver some of the completed documents from his department to Howard & Matt.	LMA/SBPW	Open	9/27/2011
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#### 2. Touring other police facilities



## Leach Mounce Architects

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LMA Job No. 201112.00

10/5/11	<p>Discussion regarding the touring.</p> <p>2.1 <b>JH</b> - Anticipated date for touring two police facilities is planned for next Tuesday (Oct. 11th, 2011).</p> <p>2.2 <b>DW</b> - Escondido Police Department has confirmed the date for touring their facility.</p> <p>2.3 <b>MH</b> - Has also confirmed that La Mesa Police Headquarters will be the first @ 9:00am facility toured on the scheduled date(Oct. 11th, 2011).</p>	SBPD & SBPW/ LMA & LMASB	Open	10/11/2011
<b>B. New Business</b>				
<b>3. Information Technology Unit</b>				
10/5/11	<p>Discussed the Department Unit Overall needs;</p> <p>3.1. The overall configuration of the spaces is based on a radial scheme with the server room centrally located (See sketch issued by Christine &amp; Dennis).</p> <p>3.2 A Staging area(s) for 15-20 PC's were discussed as being essential to the staff use on a daily basis (24 hour operation facility).</p> <p>3.3 The department does not need exterior facing windows for the equipment and server rooms(security purposes). Windows are desirable for the IT department staff offices.</p> <p>3.4 A central conference table in the open space is desirable. Spontaneous quick informal meetings where 4 or 5 may congregate. Private offices required for the manager and the PC/network analyst.</p> <p>3.5 The second PC network analyst network administrator and Police Technician / Crime analyst could work in open office work stations.</p>	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>4. IT Department Personnel/Positions.</b>				
10/5/11	<p>Discussed the department hierarchy:</p> <p>4.1 IT Manager</p> <p>4.2 Network administrator -need 2 staging area for computer set ups. Hardware security and room separations..</p> <p>4.3 two analyst -PC/network analyst (pc &amp; staging, mobile computers) &amp; application analyst (maintain application software &amp; training).</p> <p>4.4 Police technician/Records technicians currently a part time staff member (statistic gathering, training and part analyst). 4.5 Need two additional work stations in open office for positions previously cut.</p>	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>5. IT Unit - Department Space Needs</b>				

10/5/11	5.1 <b>CN</b> - Delivery of heavy equipment requiring truck access freight elevator and hand trucks will be a problem for the entire P.D. Large doors (4' x 8') will be required in IT evidence storage and certain mechanical and storage spaces. <b>DW</b> - Call boxes could be a option. 5.2 <b>JH</b> - Question- do you see any growth (2-3 possible positions shall be anticipated). 5.3 <b>DW</b> - Hourly staff are not on a routing basis. 5.4 <b>CN</b> - HVAC systems need to have a back up system. Consider size of unit with adequate flexibility to control designated zones. Redundant UPS system shall be designed for 1 hour (possibly 2hrs). For records, dispatch, watch commander, DOC (redundant system UPS). Current conditions are not acceptable. 5.5 <b>CN/AG</b> - Equipment at the server IT room includes - 4 racks / Phones - 2 rack / Radio -7 racks. Secure access. AG- Phone system (viper systems) and vendor providers need access. Dedicated UPS system for the entire room.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>6. DD &amp; CN -Training Lab (CAD &amp; Patrol / RMS-)</b>				
10/5/11	6.1 <b>DD/CN</b> - Patrol & RMS - 10 seat room. multi-use with a meeting room option. Lap tops on tables with non-fixed seating (cal gained center & fire training also, cop-ling training). Folding separation wall layout per sketch. Space will be anticipated to be in use 1/3 of the time. 6.2 <b>DD/CN</b> - RMS - (6 ) 3 monitor training work stations for dispatchers. Wireless connections are welcome. Multi-use DOC if possible. Spaces are used 3-4 times a year for training purposes (7 days a week for approximately 8 weeks). It will be a regional training facility. Secure and non-secure personnel will use the meeting room. Flexibility for the training facility is also needed. space is used for about 1/2 of the time (more than 1/4).	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>7. Secured Vault (Discussion)</b>				
10/5/11	7.1 <b>DW/JH/CN</b> - Secured vault needs a location ( sized 6 x 4) externally located facility. IT Find another location to store the vault. 7.2 <b>HL</b> - Question: What is stored in the vault. <b>CN</b> - answer: Back-up rotations need to be stored.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>8. Design Challenges (Discussion)</b>				
10/5/11	8.1 <b>CN</b> - IT challenge - teams are created freely by police department staff. 8.2 <b>HL</b> - Flexibility is needed for reconfiguring spaces and systems. 8.3 <b>CN</b> - Flexibility of space is a plus for future uses (wireless). Consideration of system furniture & demountable furniture shall be consider during the layout of open offices.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>9. Network Security</b>				
10/5/11	9.1 <b>HL</b> - Wireless systems can be vulnerable to hacking. 9.2 <b>CN</b> - Secure network has 3 levels of inscription - security hacking not a concern at existing facility.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>10. Current Design Options</b>				

10/5/11	10.1 <b>HL</b> - current design option includes a rough gross square foot print of 50,000 square feet and a sub-parking level which accommodates 220 parking spaces.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>11. Mobile Command Post</b>				
10/5/11	11.1 <b>DW</b> - Discussed the possible option of storing the mobile command post. 11.2 <b>JH</b> - Replied that accommodating such a large police vehicle would affect the floor to floor heights that are set for maintaining a low impact police building facility. The option of having the vehicle stored at an off-site location would be more feasible.	SBPD & SBPW/ LMA & LMASB	Discussion	
<b>C. Schedule / Upcoming</b>				
10/5/11	<b>JH/MH</b> - No meeting scheduled for next week	LMA/SBPD	Open	10/12/2011
10/5/11	<b>12.1 MH</b> - MACRO technologies meeting needs to be coordinated with SBPD IT staff. Dates have not been established at this meeting. Future conversation will be coordinated on the police touring commute.	LMA/SBPD	pending	
<b>END OF MEETING</b>				

## Police Station Site Visit Tour

The following are notes made during a tour of the La Mesa Police Station and Escondido Police Station on October 11, 2011. Both of these Police Stations were completed in the last year and the tours were given by individuals who were extensively involved in the design and construction. In addition, to these notes there are also photos that were taken for reference and have been saved in the project file.

The tour was attended by the following:

Frank Mannix, Deputy Police Chief  
 Gil Torres, Police Captain  
 Armando Martel, Police Captain  
 David Whitham, Police Lieutenant  
 Doug Kresky, Police Lieutenant  
 Marylinda Arroyo, Police Sergeant  
 Bill Marazita, Police Sergeant  
 Eric Beecher, Police Officer  
 Howard Leach, Leach Mounce Architects  
 Matt Huntington, Leach Mounce Architects  
 Jeff Gorrell, Lenvik & Minor Architects  
 Joshua Hagmark, Principal Engineer

### La Mesa Police Station

Tour was given by:

Ed Aceves, Chief – La Mesa  
 Matt Souttere, Engineering Project Manager – La Mesa

City	No. of Police staff	Building size
La Mesa	100 sworn + 50 non-sworn	45,000 sq-ft building plus 46,000 sq-ft underground parking structure

(FF& E) - Furniture, Fixtures, and Equipment – Typically runs about 10% of Construction Value.

### Community Room

- One wall of the room provides a backdrop to conduct Official Ceremonies and Press conferences
- Can be reserved by other groups (fees not mentioned)
- Also serves as City EOC
- Room seems to have numerous configurations for furniture depending on use. It would be nice to have a large attached closet for storage of the furniture that is not in use.
- The room contains some sensitive equipment but they have had no problem with equipment vandalism. Might want to consider a locking cabinet for the AV control equipment and possibly a security camera.
- Contains a small wet bar, sink and lots of counter space
- 2 projectors/ 3 TV's (speakers) – One control location for all audio and video equipment.

## Communications

- IT equipment was \$1 million – more than they thought
- Utilize CCTV for Security – How long do you need data stored – 3 months? 6 months? 1 year?
- Because of time lag from bidding to the end of construction, Technical Equipment specifications were outdated and required significant redesign work. You could be looking at more than 2 years time between writing the specifications for software and equipment and the actual submittals and procurement by the contractor. Look into ways to address this issue for SBPD.

## Exterior Public Entrance

- Flags Poles at entryway – center must be taller (be sure to research rules for flag placement and what flags will be displayed). This can be very controversial.
- Outside seating should be a consideration at entry way/plaza
- Homeland security will come out to assist with a building security assessment. Look at having them out to analysis the existing building as well as review the proposed building when design is nearly complete.
- Challenges with irrigation water leaving white caulking on exterior concrete
- Size of lettering on the building – This was a big issue and this should not be overlooked during design. Spend time developing the size and font desired on the exterior and interior of the building.
- Exterior lighting/site lighting – They had a simple lighting plan with exterior light poles and it was later decided that they wanted up-lighting to light the building and tree canopies.
- ADA access drives the design of the building. Work closely with the building department to head off costly design changes.
- The building entrance has a vestibule open 24 hours with Emergency call button.

## Foyer/Lobby

The following were elements of the Foyer/Lobby

- Communication through bullet proof glass
- Bathrooms
- TV
- Writing areas (for filling out forms)
- Decorative tile insignia/badge/emblem in the center of the room
- Community center Entrance (there was also an entrance from the outside and another entrance into the secure Police Office area
- Live scan
- Soft interview room (for private discussions)
- Forms rolodex
- Display case

A modern police station should have entrances that accommodate the diverse users:

- General Public
  - Live Scan (General Public/Sex Offenders)
- Sally Port for suspects
- Deliveries
- Patrol Officers
- Property Room

## **Security**

- Fire egress trumps security. Look for ways to resolve conflict early on in design with the building department.
- Hardware schedule (make sure keys and cores are included)
- Need to think through every door and its use.

## **Bunkroom**

- Simple room with a recliner that lays flat.
- Rules and procedures for use of this space are critical. Creating a committee to tackle this.

## **Flooring**

- Call out flooring that is resistant to scuff marks.
- Wear resistance is critical in a building that is in operation 24/7. It can see 4 times the wear of a normal office building that is typically in operation 8 hour/day.

## **Locker room**

- Electrical outlet height inside the lockers was too high. Be sure the outlets are within easy reach.
- La Mesa had to have GFI outlets in lockers (building code issue). Each locker had 2 outlets.
- Double door locker
- Forced air through lockers – La Mesa did not have forced air but El Cajon and Escondido did. Significant cuts down on odor and moisture issues.
- Shoe/duffie bag storage drawer
- Critical to establish rules for locker use – Such as no stickers on or in lockers and no towels can be left out along with many other rules to make sure the locker room remains clean.
- Make sure fire strobes are visible with locker to the built in trash cans
- Mirrors to make the space look larger.
- Would recommend having built in trash cans to clean up the space.

## **Exercise Room**

- Lots of mirrors to make the space feel larger
- Access to an outdoor patio
- Direct connection to both the men's and women's locker rooms
- Floor needed to be reinforced for weights (drop). Also had thick pads added to reduce damage to the floor.

## **Kitchen**

- Need to consider power needs for microwave/fridge/oven/coffee maker/vending machine.
- A garbage disposal is a necessity.
- Water cooler – (needs power)
- Vending machines
- Would discourage dishwashers as they can be a management issue.
- Coffee dispenser
- Used middle to low end kitchen cabinets and counters
- Rules for using the kitchen – very important
- Life cycle costs need to be considered
- Created a policy and procedures group for use of the kitchen



## **Patrol Officer Writing Area**

- Be sure to consider placement of the security access door sensors adjacent to doors. Also be sure to specify height. Height and location of security sensors can often be in conflict with windows and lighting switches.
- Juvenile holding cells/interview rooms cannot be locked – Look at using an audible alarm to let officer know if the juvenile is trying to leave.
- Juvenile holding area located adjacent to Patrol writing area where officer can keep a visual.
- Lighting is very important in this area where the workstations are small and narrow. Consider the use of task lighting with motion detector. Also be sure to have poster boards for displaying important information.

## **Communication Center**

- Be sure to allow for enough power/communication. Easy to under estimate all the electrical and communication needs. Plan on room for expansion.
- Plan for easy access and the ability to add and do maintenance while remaining in operation.
- Since dispatchers share workstations, be sure to include a rolling cart (that can fit under the workstation) for them to store their personal items when they are on duty. Then include an area nearby where the carts can easily be stored when they are off.
- Heating under desk – Look into having this included as part of the furniture. Appears this can be easily incorporated.
- Be sure to have a small kitchen located close by. It should have personal food lockers, fridge, sink, and microwave.
- Generators – size to handle the whole building
- Be sure that cabinets are sized to handle standard binders
- UPS – Design to run call center for 30 mins.
- Generator designed to run for 72 hours without refueling
- Furniture for the 911 Workstations was provided by Russ Bassett. Very happy with service and equipment.

## **Equipment Room**

- Power demand – Put in more outlets than you plan for.
- Wire cage used to divide room requiring different security clearance.
- Would install in middle of room
- 208V NEMA and twist lock plugs
- Use unistrut on the floor so racks can be assembled offsite and easily moved/shifted once installed. Do not bolt rack directly to floor.
- Fire suppression must be a waterless system. Be sure to resolve safety procedures with waterless systems.
- Dual AC units for sufficient backup.

## **Vehicle Gates**

- Make sure gates move quickly – 6 seconds is desirable – 13 seconds is too long

## **Generator**

- Refueling location is critical
- 3000 gallon capacity
- Electrical room needs an AC. Be sure to closely at heating issues in electrical room. La Mesa has heating overload issue. This may also be attributed to having the UPS in electrical room.

## **Evidence Sorting Room/Evidence Viewing Room/Evidence Storage**

- Be sure to have double doors for access with oversized evidence.
- Place close to vehicle delivery.
- Locking cabinets are critical – It seems there is a lot of thoughts on how best to handle this but this should be well thought out to minimize problems when evidence is handed over for storage. Look at using cameras in this area.
- In the sorting room, use soffits to keep stuff from accumulating on top of cabinets and from having to need a ladder.
- Chemical resistant/scratch resistant counters for bagging and tagging evidence
- Evidence sorting room – Plenty of room to spread out and properly bag items. Surface should be smooth, easy to clean, durable, and allow for easy sorting of evidence. Should have bags, tags, gloves, etc easily accessible.
- Evidence viewing room should be attached for easy public review of the materials – should have a camera that records session. Typically used by attorneys.
- 4' doors – min and double doors if possible in this area.
- Be sure to locate the evidence storage and property room in close proximity.

## **Drying Room (located in Evidence Storage Area)**

- Be sure to have a separate room for evidence drying. Allow sufficient space for operation and security.

## **Briefing Room**

- Use TV's instead of projectors
- Make room easy to push stuff from laptop to TV
- Use filter to push training sessions or special message out to all the TV's in the building.
- Radio in each room\*
- Mail boxes

## **Jail**

- Challenges with toilets not meeting jail safety/security regulations – Be sure to follow-up with any proposed toilet/sink equipment to make sure it has been approved for jail use.
- Rubber floors to reduce injuries
- Bullnose all concerns. Jail area cannot having any sharp edges, pay close attention to all materials and equipment used in this area.
- Refer to CSA Title 15 for Jail standards
- 

## **Interrogation Rooms**

- Acoustical ceilings are essential. Must be hard ceiling rooms in secure spaces/interrogation rooms. Jail cells use an expanded metal.
- In adjacent monitoring room, be sure to include a workstation (with web and server access) to allow the officer monitoring the discussion to fact check and follow-up on items being discussed.

## **General Office Layout**

Be sure to have electrical plugs on all walls for maximum furniture layout flexibility. Include a 4 gang box by desk with communication.



## **Parking Garage**

Include Duty lockers in the garage near the entrance to the building for patrol officers to store their equipment. This cuts down on them having to drag it into the building and damaging doors and walls in the process. These lockers should be large to handle large duffle bags and any equipment you might typically be carrying on duty.

La Mesa had underground parking for 100 Police Vehicles

They wish they had more height in the garage. The clearance under the beams was 9' but due to the piping and ducting layout the usable vehicle clearance height was reduce to 7' 3", a loss of almost 2'. The maximum height of the ceiling (outside the beams) was close to 12'.

## **Managing Expectations:**

- They found that on average the desire to be involved in the building could be broken down by:
  - Typical Staff Involvement
    - 1/3 - want to actively be involved the whole way
    - 1/3 - will complain but are not interested in being involved (just want to complain)
    - 1/3 - don't care
- It was difficult to get people to think outside of how they have always done their work. "People only know what they know". This was a major challenge for architect and project manager to get staff thinking of different ways to approach their job and duties.

## **Subcommittees**

- Look at creating subcommittees for the Project that have specific tasks such as:
  - Artwork - They could work on developing art for inside and outside the building.
  - Memorial – To honor the fallen.
  - Gym – Defining layout and doing fund raising for equipment.
  - Community Center Room – Define users and needs

## **Miscellaneous Items**

- Be sure that cell phones and portable radios will work in the middle of the building. Look at installing a system to boost signal to help out with reception
- Door security is always an issue as it often is in conflict with building code exiting requirements. Be sure to start early and work closely with your building department to resolve these issues before you get into construction.
- Building a Police Station is a one shot deal.
- Look into the positive and negative attributes of using Exterior Insulating Finishing System (EIFS) versus stucco as an exterior building finish. Not sure it would be approved for use by HLC in Santa Barbara but it looks less prone to cracking.
- A resident oversight committee was appointed to monitor costs and construction.
- Funding
  - A bond passed in 2004 for \$25 Million funded the new police station plus some work to a Fire Station

### **El Cajon Police Station (not visited)**

We were accompanied at our La Mesa Police Station tour by Eric Taylor, a Sergeant for the El Cajon Police Department and the Project Police Representative for the recently completed El Cajon Police Station. The following are some facts concerning that Project:

- Awarded the Project in March 2009 for \$40M (8 bids were received)
- Prequalified 10 contractors to bid
- Started construction in June 2009
- Construction completed in 2011.
- Half cent sales tax increase passed in 2004. (10 year sales tax increase)
- The Police Station is 119,400 square feet with 212,750 square feet of parking garage
- The Police Station is located on 5.7 acres at 100 Civic Center Way adjacent to City Hall.
- The building contains an 8-lane 25 yard shooting range
- There are over 600 parking spaces in the garage which is also used by the adjacent City Hall
- The facility is a five-story structure with parking integrated on three levels.
- The facility will house:
  - Administrative and operational space for all divisions,
  - Joint police and fire emergency operations center
  - Community meeting room
  - 911 communications center,
  - Indoor firing range
  - Crime laboratory
  - Property processing and storage area
  - Short-term custody facility
  - Central data center for the City
- For more information and pictures, visit the following website: <http://www.ci.el-cajon.ca.us/misc/PSC/PSCupdate.htm>
- Proposition "O" was passed in 2004.

#### **Contact Info:**

Eric Taylor  
Sergeant w/City of El Cajon  
[ericf@ci.el-cajon.ca.us](mailto:ericf@ci.el-cajon.ca.us)

## Escondido Police Station

Tour was given by:  
John Houchin – Escondido Police  
Robert Benton

### Background

#### Police Department

- 170 Sworn Officers
- 70 Non-sworn
- 60 Volunteers
- 300 Total Police Staff

#### Building

- 115,000 sq-ft plus a detached 82,000 sq-ft parking structure.
- Total usable parcel is approximately 5 acres.
- Of the 115,000 sq-ft, 25,000 sq-ft (the third floor) is utilized by Fire Administration only.

#### Project Funding and Construction Details

- Total Project Cost: \$61,000,000
- Construction Cost: \$45,000,000 – Building and Site Improvements
- Construction Cost: \$3,500,000 - Parking Structure
- Construction started in 2008 and was finished in 2010 – approximately 20 months of construction. The building is a joint Police and Fire Administration. Fire Administration has the third floor which is approximately 24,000 sq-ft of the 115,000 sq-ft facility.
- The project was funded by a 2004 Public Safety Bond that received just over 66% approval. The total bond amount was \$84 M and included work on Fire Stations.
- The Police Chief, POA President and the City Administrator did over a year of one-on-one presentations to over 200 community groups prior to the bond going before the voters. They attended as many community group meetings as they could to rally support and educate community members about the current building condition.
- They also opened the existing building up to tours. They relied on Police volunteers to give the tours.
- They had Homeland Security do an assessment of their old facility to substantiate the need. They also had them conduct an assessment of their new facility during design to help refine the security.
- Design Architect - WLC
- Purchased 5 acres of open land for \$795,000
- An old and outdated facility is vulnerable to lawsuits.
- For more information about the Project visit the following link:  
<http://www.escondido.org/facility.aspx>

## **Miscellaneous Items discussed**

- Utilized oversized doors (4' wide) in the evidence pickup area
- Need to address space under vehicle gate for potential access issues
- Used pipe on top of wall to detour climbing wall for entry into facility
- Site contains 94 security cameras
- The vehicle gate is held shut using a magnet that generates 1500 lbs of resistance
- Had challenges with HVAC system – did not give specific details
- Exterior of building is made of block – low maintenance – make sure to seal
- The front counter staff have the ability to lock down doors in lobby
- The building has 445 doors of which 135 are accessed controlled.

## **Evidence Storage Area**

- Level floor for file system is critical
- Evidence viewing room for attorneys to view
- Cold storage – plan for more DNA storage
- Pegboard is great for hanging odd items in evidence storage
- 7,700 sq ft for storage
- Bike racks – Bike store type racks were used – They have capacity for up to 100 bikes. Racks significantly cut down on potential injuries related to storage and maximize use of space.
- Utilized polished concrete flooring in the evidence storage area. Had challenges with the contractor getting the floor level.
- Two bays for vehicle storage and investigation
- Special ventilation for drug storage area.
- Separate Climate controlled room for DNA. Keep at 60 F
- Storage lockers/Evidence drop off – keyless – lockers
- 360 degree camera
- American Security Group – Did installation of Security System
- Stainless steel counter for evidence processing
- Separate room for evidence drying equipment

## **DOC/Briefing Room**

- Like the chairs in the DOC – No arms on chairs to interfere with sidearms
- Herman Miller furniture in DOC (Was able to pull from a State bid contract for furniture)
- Room had capacity for 60 people with desks (narrow desk) and 80 people without desks (just chairs).
- Can share screen content with EOC (on the Third floor)
- Really nice sliding display boards in DOC.

## **Watch Commanders Office**

- Oculus – Software running security cameras
- Watch Commander Officer – 4 – Flat screens to monitor
- When secure doors are open, the Watch Commander is alerted

## **Patrol Officer Report Writing Area**

- They like juvenile holding – right next to patrol
- One way glass for juvenile holding rooms

## **Jail/Holding Cells**

- Elevator to take suspects up to second floor for questioning
- Make sure no sharp edges on any holding cells
- Shower for inmates
- Panic hardware is located 15" off ground so it can be easily triggered with by foot if you are wrestling with a suspect.
- Extra deep hand gun storage lockers outside Jail holding area.

- Numerous convenient areas to handcuff a suspect (all stainless steel).
- Class I vs Temporary Storage room
- Can listen and record what is going on in each cell
- Must have a key backup on all jail doors
- Metal mesh behind drywall?
- Concrete bunks – (Stay away from any type of double bunks)
- The company who did the jail work was called Bithe(sp?) – out of Orange County. Really happy with their work.
- Jail area has numerous area drains to make cleaning easy.
- Padded holding cell for intoxicated suspects
- Front of jail cells was all prefabricated off site and installed (all metal)

### **Generator**

- 4 – 1500 KW generators each with 1500 gallon capacity
- 6000 gal above ground supplemental storage
- Capacity to run for 7 days without refueling

### **Parking**

- 82,000 sq-ft Parking Structure was built to accommodate 202 vehicles and
- Structure meets Essential Services Seismic Rating

### **911 Call Center**

- Glass windows for tours of 911 Call Center – Big hit with tours – Screens are visible
- 130,000 calls per year total
- 12,000 fire calls
- 9 work stations
- 2 work stations in Tactical room
- State grant won't pay for tactical training room
- The floor in 911 has all wiring underneath utilizing a recessed vault space between the structural beams. The floor is flush with the rest of the second floor, not raised.
- For estimating purposes, it was approximately \$300k per 911 workstation for the fully functioning system (includes all equipment)

### **Crime Lab**

- 3,300 sq ft
- Has a conference room for training/meeting with attorneys and detectives.
- Professional setting goes a long way when reviewing evidence.
- No ballistics or DNA analysis yet
- Epoxy flooring – poured in place – easy cleanup and maintenance. Flooring runs up wall (8-12 inches) to make easy wash down to area drains.
- Approximate cost of the Crime Lab was \$1,000/sq ft
- Crime lab uses a lot of portable (tables and work stations)
- Separate rooms for evidence drying, finger prints,
- Only thing they would change is they wish they were closer to the evidence/property room area.

### **Gym**

- 1,000 sq ft
- Take time to design around equipment plugs (floor)
- Rubber floor

### **Locker Room**

- 220 male lockers
- 150 female lockers
- Ventilated lockers
- Liked the Epoxy flooring – easy cleanup

### **Interview Rooms**

- Diverse rooms for different suspects – appears there are at least 8.
- The monitoring room captures audio and video and also includes a workstation to verify and follow-up on information discussed by the suspect.

### **HVAC**

- The building heating and cooling system is set to 72 degree F. Users are allowed to change thermostat by up to 5 degrees (up or down) to adjust localized comfort. This keeps temperature battles to a minimum.
- This project used Andersen AV for all AV equipment. They were very pleased with the service they received.

### **Polygraph**

- Manned by a retired part-time (hourly) police officer. The Polygraph area has significant room for growth.

### **Police Chiefs Suite**

- Police Chiefs Office is moderate in scale, enough area for a desk and small table that seats 4-5.
- Chief and Captains' Offices are off of a large open area for receptionists and assistant, workroom, and file storage area.
- Chief's conference room seats 30+, and acts as a DOC (another one?).

### **Project Management**

- Onsite Inspection at all times
- Had architects rep on site during major parts construction to resolve issues quickly as they came up.
- Must have Facilities staff onboard early and throughout construction
- Must have Building Official onboard early to address ADA/Security issues
- Program statements are critical to making sure you get what you want.
- Must appoint a Full-time position from PD that is dedicated to the project
- Warranty's – They are glad they got extended warranty's – AV, HVAC, Door Adjustments, Security System. Be sure to include in the specifications that go out to bid to get the best pricing.
- Had an arrangement where the General Contractor served as the Construction Manager, would not recommend this relationship.
- Used a non-traditional approach called the Construction Manager with Multiple Prime Contractors. The City acted as the general contractor with contracts with all the major sub-contractors. A Construction Manager was hired to manage all the subs.
- A resident oversight committee was appointed to monitor costs and construction.
- For more information about the Project visit the following site:  
<http://www.escondido.org/facility.aspx>



**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Public Works Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 005**

DATE	START	END	NEXT MEETING	PREPARED BY
10/19/11	11:00am	1:00pm	10/26/11 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO	
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH	x	
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer		LS	x	
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB	x	
Gil Torres - SBPD Administrative Services Captain		GT	x	
David Whitham - SBPD Lieutenant		DW	x	
Doug Kresky - SBPD Lieutenant		DK	x	
Mike Ullmeyer, SBPD Technician		MU	x	
Paul LoVerme, SBPD Rangemaster		MU	x	
Jeff Gorrell - Lenvik & Minor Architects		JG	x	
Howard Leach - Leach Mounce Architects		HL	x	
Matt Huntington - Leach Mounce Architects		MH	x	
Julie Mason - Leach Mounce Architects		JM	x	

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

A. Old Business				
9/21/11	General Note on correspondence: When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW		
1. Questionnaires				
10/19/11	1.1 Questionnaires are still being received. GT and JH both returned more at the meeting.			
B. New Business				
2. Police Facility Tours				
	2.1 Review of JH's tour notes: HL clarifications: GFI outlets in lockers, not GCFI lockers.			
	2.2 DK commented on the tour of Escondido about how the building was configured and the series of doors to access facility. It's really important in the lobby area to have ability to segregate the main entrance to facilitate the comfort and safety of people coming in. For example, a wife with her kids coming in to pick up a traffic accident report not having to come in same as sex offender registration. Entry specific for: general public, a sallyport for suspects, secure access for patrol. See also JH notes from LMPD tour.			

	<b>2.3 MU:</b> There are two groups of Livescan users: general public AND sex registrants. Can those livescans be independent to avoid undesired interaction? SBPD currently has two livescans, but one is somewhat of a portable unit. The one for the crooks also has an attachment that does both livescan and mugshot at once. <b>DK</b> explained that there are three levels of users to consider: people who are a risk/dangerous, people who are sex registrants/not a risk/danger, and then general public.			
	<b>2.4 DK:</b> Escondido's station reflected a level of professionalism that gives users and visitors a feeling that the PD is an organized and thoughtful, high-functioning department. Great attention to detail.			
	<b>2.5</b> Program statements for each space are critical to getting what you want. Escondido had that. <b>JH:</b> Check out Escondido website that has a great summarization of the history of that project.			
	<b>2.6</b> Action item: get simplified floor plans of LMPD and Escondido to be able to reference spaces toured when discussing SB's design/layout as it progresses.	LMA/SBPD	GT to get Escondido plans, JM to provide LMPD	
	<b>2.7 JH</b> has put a call into Matt Soutiere at the City of La Mesas to get a construction cost detail, wants to put together a spreadsheet that compares Escondido and tries to illustrate what the amount of money budgeted for SB will result in, facility-wise. It will also help be able to target where/what extras are possibilities.			
	<b>2.8 HL</b> suggested utilizing an additive alternate, that way you can bid one time and if the base bid comes in low enough to afford doing the alternate, it can be advantageous.			
<b>3. Records/Patrol/Traffic/Investigations</b>				
	<b>3.1 DW:</b> Need for space to store records (day-to-day, e.g. Police reports). Transaction windows: will need at least 8 windows to be able to adequately attend to 15-20 people waiting at a time. Records Department: maintains records, parking (paying tickets), sign-off tickets/fix-it tickets, taxi registering, permits, station officer. <b>DK/DW</b> suggested the idea of providing kiosks, perhaps an automated parking ticket pay station. <b>DK</b> emphasized that there are various types of "public" that visit/conduct business in the lobby.			
<b>4. Shooting Range</b>				
	<b>4.1 PLV:</b> Range Master: responsible for armory, weapons storage, officers equipment, fleet inventory and service. Discussion of having the range on-site versus off-site. Regardless of location however, it is an essential component of the project. If the range is kept on-site, it will be limited to four lanes and will have less flexibility for the types of practice that can be accommodated. If off-site, the range could be a source of income for the PD when they're not using it, by renting it out to other agencies. The range configuration could also be tailored to be more multi-purpose, accommodating tactical training, SWAT, and rifle lanes. PLV recently visited Fairfield PD's range, which has 22 lanes, plus eight 100-yd lanes for rifle training. Fairfield's range is used by other small agencies, with a schedule of fees they charge for shared use. <b>JH:</b> who would be our users if the range was off-site and available for shared use?	SBPD	Local agencies who would use an off-site SBPD shooting range?	



	<p><b>4.2</b> Currently PD has to go to Winchester Canyon to do rifle shooting, incurring a per diem cost, and PD policy requires annual (but would prefer quarterly) 100yard rifle shooting qualification. <b>MH:</b> Could the PD get together the costs that the PD incurs to complete their off-site range training currently?</p>	SBPD	Off-site range training costs?	
	<p><b>4.3 HL to PLV:</b> what would you like to see in the shooting range?</p> <p>Range needs:</p> <p>1) 10 lanes of pistol shooting at 25 yds, 10 lanes of rifle shooting at 100 yds. A MINIMUM of 5 rifle lanes, any less would mean that the PD would still realize benefit from having to go out to Winchester Canyon (incurring cost). All 140 sworn officers are required to qualify annually for the rifle training and be proficient at 100 yds.</p> <p>2) Ability to stage a combat scenario on the lanes. PLV would like to have a roll-up door to be able to bring in vehicles to incorporate into training scenarios.</p> <p>3) Lighting control: be able to make it light, dark, or adverse light conditions for the training set-ups. Options incorporated to replicate other lighting conditions, not just fluorescent lighting.</p> <p>4) Good ventilation.</p> <p>Supporting spaces needed:</p> <p>1) Multi-purpose room big enough to function as a meeting room that accommodates 50-60 people at training tables.</p> <p>2) Classroom. JH referenced LMA's Fremont Shooting Range project.</p> <p>3) Armory for weapons storage and ammunition storage. Walls/roof need to be vault-like, not penetrable by vehicular impact. Secure from risk of fire. Receiving area adjacent. HL: Speaking of deliveries, how would that be handled if the trucks wouldn't be allowed to drive into the sub-grade parking? The site is too narrow on grade to accommodate a u-shaped loop for a truck to drive through.</p> <p>4) Dedicated room for simulator training. Currently PD has to certify officers once a year by traveling to Allan Hancock College (incurring more cost). HL: Would a 50 yd rifle range satisfy requirements? PLV: No, the current requirement is proficiency at 100yards.</p> <p>5) Preparation and Cleaning areas for officers' weapons with compressed air and power.</p> <p>6) Range Master's office. Space to maintain records, repair manuals, and maintenance references.</p> <p>7) Workshop with workbenches, compressed air, power, and lots of storage adjacent to Armory.</p> <p>8) Storage for parts, tools, cleaning supplies, etc.</p> <p>9) If the range is off-site, PLV will need an office for his other duties: fleet maintenance, issuance of gear. Along with that, Storage for gear to be issued. This way, PLV would have all of his job functions accommodated in one location, rather than having to split time between being at the PD or being at the shooting range.</p> <p><b>DK:</b> If the range is off-site, suggests that the PD could conduct driving course training so as to take full advantage of the location's parking lot.</p>			

<b>5. Property Evidence / Lab</b>			
	<b>5.1 MU:</b> The parking structure needs to be able to have one or two parking spaces that can be enclosed to be used strictly for vehicle processing. Ideally would need to have clearance under vehicle, either by hoisting the vehicle or having a pit area for the tech to be under the vehicle, to be able to document the evidence. Hoist preferred.		
	<b>5.2 MU:</b> Current lab is about 330 sf. and is too small. It would be nice to have forensics lab and property evidence storage very adjacent for ease of exchange for processing. Need workspace for at least two techs. Needs designated drying room. <b>MU</b> handed out a drawing layout he put together. it totals 1,440 sf. Highlights digital forensics space separated from wet evidence space. Wet processing area needs drying cabinets, properly ventilated fume hood, eye wash station. Large exam table, no light table needed. <b>JH:</b> could the large table be several mobile tables for flexible configuration? <b>MU:</b> Yes. Further layout highlights: big opening into wet evidence processing for ease of bringing in oversized evidence. Would prefer larger doors in this whole area. <b>MU</b> noted that his layout is sized for one technician, but the plans should accommodate two technicians.		
	<b>5.3 MU:</b> Powder processing lab has a dust filter hood, which is self-contained and doesn't have to vent to outside like fume hood. <b>HL:</b> Photo lab? <b>MU:</b> Not needed. <b>JH:</b> Evidence processing trend for next ten years? <b>MU:</b> Less processing of papers (e.g.: check fraud cases) Spends 75% of time in digital forensics area currently and will likely spend more time there as cases of digital crime increase. More counter space would be a growth item to be able to accommodate a third work space. DNA work is done locally by DOJ lab, not at PD. <b>HL:</b> Is there any biohazard evidence that would require negative pressure in the wet evidence area? <b>MU:</b> No, but it would be nice for drying evidence if the room had a higher-than-normal rate of air exchanges.		
<b>C. Schedule / Upcoming</b>			
	<b>MH</b> requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building. <b>[9/28/11] Just MH to tour, while HL / JM do interviews with the PD staff.</b>	LMA/SBPD	Schedule tour to inventory off-site resources
	Interviews to be scheduled with GT and HL for next Thursday, Oct 27th. Time slots will be worked out to be 30 minutes with a 10 minute break in between interviews.	LMA/SBPD	Determine time slots.
<b>END OF MEETING</b>			

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Public Works Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 006**

DATE	START	END	NEXT MEETING	PREPARED BY
10/26/11	11:00am	12:20pm	11/2/11 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH x	
Gil Torres - SBPD Administrative Services Captain		GT x	
David Whitham - SBPD Lieutenant		DW x	
Jeff Gorrell - Lenvik & Minor Architects		JG x	
Howard Leach - Leach Mounce Architects		HL x	
Matt Huntington - Leach Mounce Architects		MH x	
Julie Mason - Leach Mounce Architects		JM x	

**Item Name**

<b>A. Old Business</b>			
9/21/11	General Note on correspondence: When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW	

<b>B. New Business</b>			
<b>1. Project Direction</b>			
	<b>1.1 JH</b> presented the proposed off-site location at 125 S. Calle Cesar Chavez, showing a potential layout for the shooting range, classroom, parking structure, and canine area. This parcel is city-owned. <b>JH</b> noted isolating an area that could remain as a staging area, because part of the site is currently used for City construction project staging (storage of materials, etc.) <b>HL</b> requested a copy of <b>JH</b> 's plans with notes. Feasibility of developing this site as part of the Police Facility project was discussed.		
	<b>1.2 JH</b> invited <b>JG</b> and <b>HL</b> to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context.		
	<b>1.3 JG</b> will be setting a date for appearing before the HLC in December.		
<b>2. Discussion of Conceptual Plans / Sections</b>			
	<b>2.1 HL</b> presented preliminary floor plans (Sub-Level 1, Sub-Level 2, First Floor, 2nd Floor, 3rd Floor, and Roof Level) as well as a preliminary longitudinal section and cross section.		

	<b>2.2 JG</b> provided feedback on site layout issues that will be need to be addressed: a) Line of sight issues at driveways b) A 20-ft setback is required from entry of a parking lot to first parking stall if the lot is serving more than 25 cars. This may apply at Figueroa Street, even though the driveway only immediately serves 6 cars, because cars also access the subterranean parking from this driveway. c) At the property line adjacent to the bungalow neighbors, the required setback is equal to one-half of the building height, and no structure may occur within that setback. JG pointed out that in another project he's been working on, the planner defined "structure" as being anything taller than 10 inches. If this is a sticking point, it could be an issue. d) The Transportation Department tends to frown on wide driveway aprons, which will be difficult to avoid at Anapamu Street.			
	<b>2.3 GT</b> noted concern with how the elevator at the front of the building would be controlled to ensure that secure areas could not be accessed by general public. <b>HL</b> explained that at each floor, the elevator lets out into a secure lobby and the lobbies control further access.			
	<b>2.4 DW</b> noted that the PD has a patrol truck with a rack mounted on top and will need to know if the vehicle will fit in the parking garage. HL responded that the parking garage has minimum clearances of 8'-2". <b>DW/GT</b> will confirm the height of the patrol vehicle and advise if it requires a higher clearance.	SBPD	Confirm patrol truck height.	
	<b>2.5 JH</b> questioned the acoustics in the proposed atrium space and expressed concern for controlling noise levels.			
	<b>2.6 JG</b> is working on ideas for how to make the building more street-friendly on Figueroa Street. It's challenging to mediate the grade difference of 8'-2" that occurs across the site from Anapamu Street to Figueroa Street.			
	<b>2.7 DW</b> noted that currently the District Attorney offices' HVAC unit is accessed from the PD's site through a chainlink fence. The proposed facility layout will likely no longer accommodate that access.			
	<b>2.8 JH</b> noted that we will need to perform a sun study to ensure compliance with solar ordinance and may need to see how the bungalow neighbors sunlight will be impacted in winter time.			
<b>C. Schedule / Upcoming</b>				
	MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building. <b>[9/28/11] Just MH to tour, while HL / JM do interviews with the PD staff.</b>	LMA/SBPD	Schedule tour to inventory off-site resources	10/26/2011
	Interviews to be scheduled with GT and HL for next Thursday, Oct 27th. Time slots will be worked out to be 30 minutes with a 10 minute break in between interviews. <b>[10/26/11 Monday, October 31st, Thursday, November 3rd, and Friday, November 4th, are now proposed for interview days. GT and HL to finalize interview participants and timeslots by 11/2/11 meeting.</b>	LMA/SBPD	Determine time slots.	11/2/2011
	The geotechnical engineer has requested permission to contact Captain Torres ( <b>GT</b> ) about where and when he can taking borings for soils samples analysis.	LMA/SBPD		11/2/2011
	The SBPD 911 Dispatch Relocation project will have its kick-off meeting on November 2, 2011, at 1pm.			11/2/2011
<b>END OF MEETING</b>				

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Public Works Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 007**

DATE	START	END	NEXT MEETING	PREPARED BY
11/2/11	11:00am	12:00pm	11/9/11 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH x	
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer		LS x	
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB x	
David Whitham - SBPD Lieutenant		DW x	
Jeff Gorrell - Lenvik & Minor Architects		JG x	
Howard Leach - Leach Mounce Architects		HL x	
Matt Huntington - Leach Mounce Architects		MH x	
Julie Mason - Leach Mounce Architects		JM x	
Paul Casey - City of Santa Barbara CAO Office		PC x	

**Item Name**

A. Old Business				
9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. <b>[9/28/11]</b> It is also important to always include Howard on all communications.		LMA/ SBPW	
10/26/11	<b>1.3 JG</b> will be setting a date for appearing before the HLC in December.	L&MA	open	
10/26/11	<b>2.4 DW</b> noted that the PD has a patrol truck with a rack mounted on top and will need to know if the vehicle will fit in the parking garage. HL responded that the parking garage has minimum clearances of 8'-2". <b>DW/GT</b> will confirm the height of the patrol vehicle and advise if it requires a higher clearance.	SBPD	Confirm patrol truck height.	
<b>1. General Discussion</b>				
	<b>1.1 JH</b> will be taking vacation time starting 11/9/11, returning for the Stakeholders meeting on 11/28/11. He plans to call into the weekly meetings to stay in the loop.			
	<b>1.2 JH</b> invited <b>JG</b> and <b>HL</b> to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context. <b>[11/2/11] JH</b> discussed needing to prepare for the Stakeholders meeting by deciding whether or not we're going to consider the Calle Chavez parcel as an accepted part of the project. To be able to justify the off-site development, cost comparisons should be assembled for what the PD spends utilizing other agencies training facilities versus the potential income the PD could accrue by having a training facility of their own for other agencies to utilize. In regards to having a drawing of the proposed Calle Chavez site to present at the Stakeholders meeting, JH's plan from last week's meeting will suffice.			



	<p><b>1.3</b> The PD currently has to pay a storage fee at a tow yard in instances where a vehicle has been seized as evidence and needs to be kept for an extended amount of time while litigation is underway. If the Calle Chavez site could accommodate the storage of evidence like this, the PD would save money in storage fees, as well as ease the tightness of the program of the main police station.</p>			
<p><b>2. Records Department Needs Interview</b></p>				
	<p><b>2.1 Staff:</b> There are 14 full-time staff and 4 hourly staff in the Records Department:</p> <p>a) Alarm/Taxi/Permits is staffed with one full-time employee and an hourly assistant. One transaction window needed.</p> <p>b) Parking is staffed by 3 employees and requires 3 transaction windows. The most foot traffic in the lobby is generated by people coming in to deal with Parking issues such as tickets. There may be up to 10 people in line at a time.</p> <p>c) Records currently has 6 personnel, but optimally would have 7. Two of those 6 personnel would need workstations at the transaction window in order to provide customer service, with the other four needing workstations for computer-based work.</p> <p>d) Scanning: There are four workstations for scanning loose documents that go with booking reports. Only three are being operated right now, however.</p> <p>e) Records Manager: will require a private office.</p> <p>f) Records Supervisors, 2: The two supervisors would prefer to have two separate small offices, rather than share one larger office.</p> <p>g) Transcribers: Currently there are 3 transcribers who each require a quiet workstation. Optimally, there would be workstations for 4 transcribers. (The Deputy Chief is looking towards adding transcribers to have police officers spend less time writing reports.) The transcribers need personal lockers that provide uniform-hanging space.</p> <p>h) Civilian Station Officer: needs a designated transaction window.</p> <p>i) Livescan Technician: needs a designated transaction window.</p>			
	<p><b>2.2 Supporting Needs:</b></p> <p>a) Each staff member has a personal locker and mail slot cubby. DW likes the idea of using a mobile personal storage cabinet similar to what the dispatchers at LMPD used, that way the Records staff could rotate freely depending on where the person was working that day.</p> <p>b) It would also be helpful for each person to have a filing cabinet. Lateral files are preferred.</p> <p>c) Currently there is no high-density mobile storage for Records. The PD is shifting back towards keeping records for longer periods of time (up to 1-yr, versus 90 days) and there may be need for the high-density storage, however, a lot of the data is kept electronically. DW estimates that the records file storage room needs to be approximately 500 sf.</p> <p>d) Supply Storage: the department uses a lot of paper and printing supplies.</p> <p>e) Document Shredding: A company comes and does shredding once a week, which requires a truck to be accommodated on-site. There are also shredders around the department as well.</p>			

<p><b>2.3 Lobby / Security Concerns:</b></p> <p>a) Bulletproof glazing is necessary. There is also one staff member who is deaf, and it is important that the glazing be low-glare (probably not plexi-glass) so that she is able to read lips.</p> <p>b) Distress alarm required at the secure side of the lobby counters.</p> <p>c) Current lobby has 10-12 seats for waiting.</p> <p>d) HL asked if the PD would like to have 2-3 interview rooms off of the lobby. DW responded that it's important to have a way to bifurcate potentially unstable visitors from the average mom+kids coming into file an accident report. DW suggested a room adjacent the lobby, outside of the secure floor area, that a person could be brought into to determine that person's issues safely away from others. The room would need to have a big window so as to have lots of eyes on that room in case an altercation occurs.</p> <p>e) Plan for 8 transaction windows: 2 for Records Specialists, 3 for Parking, 1 for the Civilian Station Officer, 1 for the Livescan Technician, 1 for the Taxi/Permits.</p> <p>f) It would be good to include an ATM in the lobby for public coming to pay parking tickets. Also good to have a kiosk as an alternative way that the public could pay their parking tickets.</p> <p>g) No sliding entrance doors.</p>			
<b>C. Schedule / Upcoming</b>			
<p>MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building. <b>[9/28/11] Just MH to tour, while HL / JM do interviews with the PD staff.</b></p>	LMA/SBPD	Schedule tour to inventory off-site resources	10/26/2011
<p>Interviews to be scheduled with GT and HL for next Thursday, Oct 27th. Time slots will be worked out to be 30 minutes with a 10 minute break in between interviews. <b>[10/26/11] Monday, October 31st, Thursday, November 3rd, and Friday, November 4th, are now proposed for interview days. GT and HL to finalize interview participants and timeslots by 11/2/11 meeting. [11/2/11] Sgt. Marazita has arranged for HL to conduct interviewing on 11/3/11, starting at 8am.</b></p>	LMA/SBPD	Ongoing. 11/3/11 time slots scheduled.	
<p>The geotechnical engineer has requested permission to contact Captain Torres (GT) about where and when he can taking borings for soils samples analysis. <b>[11/2/11] DW let MH know that the geotech (Bob Hollingsworth of Grover Hollingsworth &amp; Associates) can call him (DW), Sgt. Marazita, or GT to coordinate.</b></p>	LMA/SBPD		11/2/2011
<b>END OF MEETING</b>			

**Leach Mounce Architects**  
**1885 Knoll Drive, Ventura, CA 93003 P: (805) 656-3522 F: (805) 658-1926**

LMA Job No. 201112.00

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the SBPD Annex Conference Room  
 222 E. Anapamu Street, Santa Barbara, CA

**MEETING MINUTES NO. 008**

DATE	START	END	NEXT MEETING	PREPARED BY
11/3/11	8:00am	3:30pm	11/9/11 at 11:00am	Julie Mason
MEETING PURPOSE				GENERAL NOTES
Needs Assessment Interviews - SBPD Personnel				

	ATTENDED? ✓	COPIES TO
Howard Leach - Leach Mounce Architects	HL x	Joshua Hagmark
Julie Mason - Leach Mounce Architects	JM x	Heidi Braunger
Chief of Police Cramerino Sanchez	CS x	Matt Huntington
Deputy Chief of Police Frank Mannix	FM x	
Captain Alex Altavilla SBPD - Property Crimes	AA x	
Sergeant William Marazita - SBPD - Training and Recruitment Supervisor	WM x	
Sergeant David Henderson - SBPD - Crimes Against Persons	DH x	
Sergeant Aaron Baker - SBPD - Narcotics	AB x	
Sergeant Noel Rivas - SBPD - Youth Services	NR x	
Detective John Ingram - SBPD - Property Crimes	JI x	
Sergeant Dan McGrew - SBPD - SWAT	DM x	
Sergeant Marylinda Arroyo - SBPD - Administrative Services	MA x	
Nicole Hall - SBPD - Property Officer	NH x	
Susan Segura - SBPD - Records Supervisor	SS x	
Sadie Lewman - SBPD - Training Coordinator	SL x	
Holly Perea - SBPD - Technician, Permits	HP x	

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

<b>A. Investigative Division and Narcotics - 8:00am - 9:30am</b>				
<b>1. General Division Information</b>				
	<b>1.1</b> Narcotics, Property Crimes, Persons Crimes, and Youth Services. Crime Lab (previously interviewed, is with this division.)			
	<b>1.2</b> Organization: Captain (Altavilla) is responsible for the Investigative Division. There is currently an hourly half-time assistant, but plan for having Captain, a second in command, and two or three administrative assistants.			
	<b>1.3</b> Flexibility: Need a spare private office for unforeseen needs/expansions. Also need work areas for parole/ officers that come in to assist.			
<b>2. Capt. Alex Altavilla &amp; Sgt. John Ingram, Property Crimes</b>				
	<b>2.1</b> Property Crimes division currently has 5 workstations plus a sergeant's office. Plan on also having a Crime Analyst, though they're part of I.T. department. Need to account for 22 detectives, 4 sergeants, 2 admin, 1 captain, 1 lieutenant. 2 Crime Lab technicians.			
	<b>2.2 HL:</b> Is it a good idea to separate Crime Lab and Evidence Processing from the Detectives? <b>JI:</b> It would be good to have an element of separation but for work flow, there needs to be adjacency.			



<b>3. Sgt. David Henderson, Persons Crimes</b>			
	<b>3.1</b> Persons Crimes division has 1 sergeant, 6 detectives, with possible growth of 1-2 more. Nuances: one of those guys is part-time detective AND fulltime polygraph, he would need an actual polygraph office but also need a detective workspace.		
	<b>3.2</b> Critical: need a war room, with conference table, whiteboard space for writing up progress on case, ability to lock up the room at end of day. 14'x24' min? need to have as many as 24 people in the room, but 10-12 people at the table. Ideally, the room should be close to the interview rooms, and ability to watch/monitor ongoing interviews or news on a large screen.		
	<b>3.3</b> Cold Case, Homicide detective space: majority of evidence is stored in Property, but there needs to be space to lock up about 6 large binders, preferably an office dedicated to Cold Case where that detective could go.		
	<b>3.4</b> Need a place to make cold calls to victims, witnesses, and suspects. A separate room that is private and has an outside line.		
	<b>3.5</b> Need for a room off of the front lobby area for interviewing (similar to what David Whitham has said previously.)		
<b>4. Sgt. Aaron Baker, Narcotics</b>			
	<b>4.1</b> There are currently 5 (should be 6) detectives and 1 sergeant, plan growth to 10 detectives. Look to future, possibly combining Narcotics and Property Crimes.		
	<b>4.2</b> Needs: a) Debriefing space away from general public and the other departments. Discreet exterior entry for suspects and witnesses. b) Needs room similar to large conference room, again like War Room for 15-20 people. Ability to lock and control who/what goes in/out. c) Separate unisex restroom needed. Exam room, small. d) NEEDS secure Storage space for a safe, files, with card access that records who accesses it. e) Need for the Surveillance vehicle fleet to be covert. f) Narcotics division location should be near the Surveillance vehicle fleet, close to the door, to avoid having to travel past a lot of detectives or other departments. Also, there may be up to 10 extra vehicles a day coming to help on Narcotics details. g) Need to be able to stow duty bags right there in their area. Considerable storage areas needs for each area for this. h) Ideal to have separate evidence processing for Investigations and Patrol, unless the evidence processing can be centrally located so that there isn't a lot of travel distance. All units like the idea of having a large countertop surface in the center of the bay for work area, impromptu evidence processing while near their computer workstation for reporting. i) Need monitors throughout to have visual of CAD for visual updates to radio communications. Need ability to expand technology-wise. j) For the vehicle processing, the vehicle needs to be able to be brought in on a tow truck. Needs review: Tow truck can't get the vehicle down into the parking garage as laid out in preliminary plans. Maybe the vehicle processing needs to go somewhere where the surface parking is, it has to accommodate a flatbed tow truck. Height of a typical flatbed loaded with a vehicle must be determined.	LMA/SBPD	Verify height of vehicle being towed on a flatbed.

<b>5. Sgt. Noel Rivas, Youth Services</b>			
<u>5.1</u> Youth Services: 1 sgt, 3 detectives, should have 2 school resource officers. Plan for an additional detective. Each will need a workstation.			
<u>5.2</u> Needs: a) Gang Intelligence room: a room to lock up hardcopies of files, secure storage space. b) Soft interview room, deals with a lot of juveniles. c) YSS works with gang suppression team and PAL (Police Activity League) as well. Need to make space for PAL executive offices, which currently take up about 1500 sf (four offices) upstairs in the Police Annex. May also need a space off of the lobby to be able to have parents registering their kids in PAL?			
<b>6. Interview Rooms</b>			
<u>6.1</u> a) Currently have two jail holding cells, need 4 at minimum. b) Currently have 4 interview rooms, need 8 at minimum. c) Of the 8 needed interview rooms, some need to serve specific needs: a. Child forensics interview room (softer, like a kids room) b. Soft interview room for interviewing victims. d) Ability to change the rooms occasionally, making the hard interview rooms multi-functional. Sgt. Marazita liked the report writing area at LMPD, which was adjacent to the juvenile holding. e) Keeping adults and juveniles separate. SB doesn't have a juvenile hall, so SBPD needs to have a juvenile area in the holding area, with the ability to lockdown juveniles. f) Need gun lockers outside of the interview rooms, as well as a small storage for the suspect's property. Within the detectives' bays, a small wall vault for firearms, accessed by card plus a number combo. g) Briefing room for 30 - 35 people, just for detectives for morning meetings, trainings, briefing, press conferences.			
<b>B. Chief of Police and Deputy Chief of Police - 9:30am - 10:45am</b>			
<b>7. Chief of Police Camerino Sanchez, Deputy Chief Frank Mannix, Sgt. Marazita</b>			
<u>7.1 HL:</u> How do you see the PD organization changing over the next 20 years? <b>FM:</b> No one knows for sure, but not likely to dramatically increase. Increase somewhat yes, but not dramatically. City will densify with addition of affordable housing and mixed-use development.			
<u>7.2 WM:</u> Planning on 10% - 15% more staff in 20 years based on the higher staff numbers that the PD had. <b>FM:</b> Currently 200 total staff, of which 141 are sworn officers. The PD reached a high of 231 staff, 152 of which were sworn officers in 2002, pre-recession, and up to 20 additional non-sworn (79) Lost 16%, plan on regaining the 16% plus 10% more for growth, a total of 26% (252 staff, 165 sworn and 87 unsworn).			
<u>7.3 FM:</u> We outgrew the current PD building right away. Concerned about the size of the building, it needs to last us 40 years, not outgrow it within 10 years.			
<u>7.4</u> Chief Sanchez doesn't foresee much change in the organization's structure. Optimistically, the PD would love to increase programs, but the need currently is focused on staff, and getting more bodies. It's basics. Community policing program could be added?			
<u>7.5</u> Plan space for PAL now, then find a new off-site location when the PD needs the space 10-15 years from now.			

	<b>7.6</b> Chief Sanchez wants to see the detectives' bureau space get a better workspace, one that is professional and conducive to modern police work. SBPD solves 100% of their murders. The detectives do good work, but they have a terrible workspace right now.			
	<b>7.7 HL:</b> What would you like to see in the end project? <b>FM</b> was very impressed with Escondido's facility, but realizes that it doesn't have the site limitations we have. He expects to see a building that has all the modern features. Would like to see a generous workout facility. The detective bureau needs sufficient interview rooms, with electronic recording activated by card swipe when you enter the room, so that you don't have to go back to the monitoring room.			
	<b>7.8</b> Chief's needs: a) A good-sized office with 6-person conference seating within, adjacent to larger conference room that can accommodate 16-20 people. b) Would like to have private bathroom/shower. c) Would like to have his administrative person preceding his office, in an open workspace, with space for a clerical intern too.			
	<b>7.9</b> Also on the Chief's floor: a) IA (plan for two persons each with a private office and a separate interview/conf. room that can accommodate 4-6 people) b) Deputy Chief. c) PIO sergeant needs an office close to Chief's office, but this used to be a team of 7 people, so they need to have open office space for 5-6 Beat Coordinators. Office for Beat Coordinator sergeant. d) Copy/work room, filing room. Chief's secretary should be the custodian of personnel files, in a locked room somewhere on the floor. e) Need Office space for Business Manager (currently a vacant position.)			
	<b>7.10</b> Also need storage area for files that are rarely accessed (1-2x/yr). Basement?			
	<b>7.11</b> Sergeants need private offices, but the ability to interact readily with their unit. Exception: Patrol Sergeant just has to have a bigger workstation.			
	<b>7.12</b> Mannix liked the Escondido facility's multiple levels of security/lockdown.			
	<b>7.13</b> It would be nice to get a survey of how many personal vehicles are driven to the facility on an average day AND at a peak time. Would be good to have a separate port for parking motorcycles.			
	<b>7.14</b> There are two canine officers. Would need to have a kennel off of the garage, something air-conditioned.			
	<b>7.16</b> 5 full time patrol bicycles, with 5-6 parttimes. More during Fiesta?			
	<b>7.17</b> Lost/Found bicycle storage: Escondido's arrangement would not work for SBPD. Mannix feels you could store them outdoors to save space, likes how they do things right now.			
<b>C. Property and Evidence - 10:45am - 11:45am</b>				
<b>8. Nicole Hall - Property Officer, Sgt. Marazia</b>				
	<b>8.1</b> Nicole Hall is the Property Officer. She also has a half-time assistant.			

	<p><b>8.2</b> Property Needs:</p> <ul style="list-style-type: none"> <li>a) Bulk Area – rodent and weatherproof with ventilation. Large enough for carts easy access. Door with ramp. Lighting.</li> <li>b) Large Item Storage – Area large enough to store car parts, patio furniture, copper wire, ballasts, etc. with access to outside.</li> <li>c) Storage Room – should be located near the Report Writing Room.</li> <li>d) Freezer and Refrigeration – Inside Main Property Room. Walk-in fridge, walk-in freezer. Current cooler and freezer are barely adequate and definitely need to be bigger.</li> <li>e) Narcotics Room – Negative pressure with enough room to store seized marijuana. Ample shelving with clear area for large items. Money/valuables safe.</li> <li>f) 2-way Evidence Lockers with refrigerated compartment.</li> <li>g) High-density mobile shelving.</li> <li>h) Historic Area for 187pc storage. Homicide and long-term evidence room.</li> <li>i) Bike Racks.</li> <li>j) Work tables on both sides of evidence lockers to spread out evidence as it's processed, packaged, stored. There needs to be a secure space for drying evidence processed on the weekends, separate from the drying cabinets that are in the Crime Lab.</li> <li>k) Evidence-viewing area near public.</li> <li>) In Evidence packaging work area, there needs to be a sink, emergency eyewash station, and emergency shower.</li> </ul>			
	<p><b>8.3</b> Plan for three workstations. Would be nice to have a private office. There are a lot of walk-through visitors from the detectives division, requesting evidence. Need an evidence viewing room. The property officer interacts with the public a lot, releasing evidence, dealing with defense attorneys, DA office, patrol. Also deals with heavy and bulky items, need to be close to elevator. If the second floor is accessible via elevator and protected by secure lobby, Property could be on the second floor, and should be adjacent to the Detectives bureau and the Crime Lab.</p>			
	<p><b>8.4</b> Transient property should be kept outside of the building. Currently they're kept in a shipping container. Sometimes it's backpacks, but other times, shopping carts or rolling luggage. Large enough to have a ramp inside to roll in carts/luggage, and needs to be rodent proof. Currently ~10'x15' and needs to be three times that size.</p>			
	<p><b>8.5</b> In the main property room, it would be good to have a processing table for packaging evidence, tagging bags, etc. Storage for evidence booking materials adjacent to the processing area: storing boxes, bags, packing supplies, testing kits, DOJ kits, etc. Need separate gun storage, especially more space for long guns. Narcotics room needs to have negative pressure, within the main room, also a safe for valuables, money. Currently not enough space for marijuana dispensary seizures. Homicide storage, has to be kept long term and isn't accessed as frequently. Sexual assault storage should be located within the main room. Need a storage holding area for gun/drugs disposal as well.</p>			

	<b>8.6 - List of current on-site storage spaces:</b> a) 8'x20' room, exterior chainlink "cage" b) 10'x15' (approx) metal container for 60-day found property, transient bags, and 90-day arrestee property storage c) Outside parking area is used for storing oversized property like shopping carts or rolling luggage, with no protection from elements. Also keeps two full bike racks. d) Within the main PD building: <ul style="list-style-type: none"><li>• (~20'x20') Motorcycle parking</li><li>• Room containing sexual assault cases (~12'x12'), seized marijuana (~8'x12'), and storage of dropped off drugs/weapons for disposal (~12'x12')</li><li>• Room for evidence packaging supplies (~12'x24')</li><li>• "Dead" Room (~12'x30') where homicide cases area stored</li><li>• Main Property Evidence Room with ~12' high ceilings, mobile storage (two ends, with 4 mobile shelving units), large safe (~30"x4'), separate shelving area for "safekeeping" (items to be released/returned soon), biohazard fridge for storing bloody evidence.</li></ul>			
	<b>8.7</b> Current off-site storage spaces: a) Patrol bicycles stored at Police Annex b) ~16'x20' room at the Fire Department c) 2 shipping containers (~10'x40') located off of Garden Street for storing lost/found bicycles and oversize items.			
<b>D. SWAT - 1:00pm - 1:45pm</b>				
<b>9. Sgt. Dan McGrew, Sgt. Marazita</b>				
	<b>9.1</b> SWAT is a collateral assignment. Currently there are 2 sergeants, 1 doctor, and 16 officers assigned to the SWAT team. Could add one more in the future for a total of 20 personnel.			
	<b>9.2</b> Gear Storage Room: a) Needs a secure 10'x20' storage space for gear equipped with shelving capable of being flexibly reconfigured as storage needs change. b) Room should have a steel door, louvered for airflow to dry sweaty gear. On the door, there needs to be a mounted closeable dry-erase cabinet for status indications. c) Room needs to have 9' to 10' ceiling heights. d) Room should include drying racks for hanging sweaty gear. e) Include a charging station, with plenty of outlets, for various devices. f) It would be ideal to include a small changing room/area next to the Gear Storage, so that the responding team has a designated place where they can all get into their gear quickly. g) The room should be close to a driveway to allow for quick in-and-out with a lot of gear. The room could be located at patrol car level of the parking garage, one level below grade off of Anapamu Street. h) Items stored: gear bag for each officer (each requires a 24" x 24" x 48" deep storage cubby), vest for each officer, shields, ladders, weapons (including rifles in cases), ammunition (which is heavy), and cleaning supplies. i) For secure access, suggest making having the door require keycard access and a combination.			
	<b>9.3</b> Provide a separate room next to the Gear Storage Room, approximately 6'x10', for storage of gases.			



	<u>9.4</u> SWAT also has a lot of training targets: mannequins, wood, etc. for the shooting range and shares these items with the range and the rest of the PD. The storage for the shooting range needs to be able to accommodate these items. They would be located with the range if the range goes off-site.			
	<u>9.5</u> SWAT needs a 10'x10' lockable office, though the office could be shared with HNT.			
	<u>9.6</u> The BearCat armored vehicle is too tall to fit in the underground parking levels, and would have to be located on grade. The vehicle is approximately 10' tall, 20' in length, and 8' wide.			

**E. Records - 1:45pm - 2:30pm**

<b><u>10. Records Supervisor Susan Segura, Sgt. Marazita</u></b>				
	<u>10.1</u> Comments on 11/2/11 minutes: Civilian Station Officer should have a designated transaction window. Livescan technician would also need a transaction window in the Lobby, this window could also serve for Property Release. Provide intercom with button for contacting for assistance. Signage would help to direct the flow of lobby traffic and help the personnel behind the counter know the intent of each visitor depending on what line they get in. Livescan better to be located outside of the secure area, but the technician's office should be within the secure area.			
	<u>10.2</u> It would be good to provide a computer terminal in the lobby for visitors to be able to fill out a police report online, rather than having to tie-up a transaction window for up to 30 minutes.			
	<u>10.3</u> Susan would want to see two separate small offices for the Records Supervisors, not shared.			
	<u>10.4</u> Similar to what Lt. Whitman expressed in the meeting from 11/2/11, the Station Officer needs an interview room off of the lobby for dealing with certain lobby visitors.			
	<u>10.5</u> Records Dept. adds about 1.5 xerox boxes worth of paper to the storage files per week.			
	<u>10.6</u> Current supply storage is extremely deficient, currently about 8'x10' in size.			
	<u>10.7</u> The locking mechanism for the front door is currently on a timer, which is not able to be controlled by the station staff. Public Works controls the timing. PD staff can't manually lock the entrance door.			
	<u>10.8</u> Currently can't answer other desks' phones, which is problematic. Lack of workstation power/data in existing station layout means not able to utilize all the workspaces they have.			
	<u>10.9</u> Taxi/Permits needs more than a transaction window workstation. Needs a lot of filing storage space. Susan says that Holly Perea would need an office space.			

**F. Training and Recruitment - 1:45pm - 2:30pm**

<b><u>11. Sgt. Marazita, Training Coordinator Sadie Lewman</u></b>				
	<u>11.1</u> 6 rooms needed: Office for Sgt. Marazita, Office for Lewman, two spaces for Background Investigators, a Polygraph room, and a Computer Training room. For the two background investigator spaces, provide one dedicated office with two to three workstations, and then a room that's more for interviewing, but could serve as an office space if needed.			

	<b><u>11.2</u></b> Lewman's office should be bigger, as she schedules out training two years in advance, laid out on wall space. Also needs to have storage, full height cabinetry.			
	<b><u>11.3</u></b> The background investigator's interviewing room should accommodate 4 people, and needs to have fairly easy access to public for people coming in for interviews all the time. Maybe 2nd floor, towards the front, right off of the lobby? The polygraph room needs to be adjacent to both Training and Investigations.			
	<b><u>11.4</u></b> The Computer Training room will be where officers can come in and sit in front of about 10 computers. The room needs to be separate from the report room. The room will need chair/table/mat storage, making the room multi-functional for mat work, martial arts training as well.			
	<b><u>11.5</u></b> This division needs classroom space, which could be accommodated in the station's Community Room, as long as it is able to hold about 50 people.			
	<b><u>11.6</u></b> Access to a conference room close by is also needed.			
<b><i>G. Alarm/Taxi/Permits - 2:45pm - 3:30pm</i></b>				
<b><i>12. Holly Perea, Sgt. Arroyo</i></b>				
	<b><u>12.1</u></b> Holly (plus an assistant) handles approximately 300 taxi permits (250-275 actual taxis), which are required to come in every 4 months. Also handles security alarms permits. Also keeps track of false alarms and does all the billing. Also issues massage permits. Daily business involves money transactions, needs cash register at designated transaction window.			
	<b><u>12.2</u></b> Needs two workstations, plenty of filing space, and counter space for laminating machine, a paper folding machine, a scanner. Needs very close access to a copy machine. Needs to have lockable space for Holly, her assistant, plus one other person's belongings.			
	<b><u>12.3</u></b> Each taxi has to complete a vehicle inspection every 4 months, which will require curb space or a parking space. It would be nice if there were a sheltered area so that inspections could happen in inclement weather or extreme sun. Carport space could be multi-functional: taxi inspections, IT performing changes to patrol cars, CSI. Sgt. Arroyo suggested carport coverage outside of gated area in the setback required.			
<b>END OF MEETING</b>				

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Laguna Multi-Purpose Room  
 625 Laguna Street, Santa Barbara, CA

**MEETING MINUTES NO. 009**

DATE	START	END	NEXT MEETING	PREPARED BY
11/9/11	11:00am	12:20pm	11/16/11 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDEED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH	by phone
Linda Sumransky - City of Santa Barbara Public Works Dept - Supervising Engineer		LS	x
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB	x
Allison DeBusk - SB CAD		AD	x
Gil Torres - SBPD Administrative Services Captain		GT	x
Brent Mandrell - SBPD Patrol Lt. (Asst Director of Patrol Division), Watch Cmdr		BM	x
Ed Olsen- SBPD Tactical Patrol and Bike Sergeant		EO	x
Jeff Gorrell - Lenvik & Minor Architects		JG	x
Howard Leach - Leach Mounce Architects		HL	x
Matt Huntington - Leach Mounce Architects		MH	x
Julie Mason - Leach Mounce Architects		JM	x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**A. Old Business**

9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. <b>[9/28/11]</b> It is also important to always include Howard on all communications.	LMA/ SBPW		
10/26/11	<b>2.4 DW</b> noted that the PD has a patrol truck with a rack mounted on top and will need to know if the vehicle will fit in the parking garage. HL responded that the parking garage has minimum clearances of 8'-2". <b>DW/GT</b> will confirm the height of the patrol vehicle and advise if it requires a higher clearance.	SBPD	Confirm patrol truck height.	

**B. New Business**

**1. General Discussion**

11/2/11	<b>1.1 JH</b> will be taking vacation time starting 11/9/11, returning for the Stakeholders meeting on 11/28/11. He plans to call into the weekly meetings to stay in the loop.			
10/26/11	<b>1.2 JH</b> invited <b>JG</b> and <b>HL</b> to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context. <b>[11/2/11]</b> <b>JH</b> discussed needing to prepare for the Stakeholders meeting by deciding whether or not we're going to consider the Calle Chavez parcel as an accepted part of the project. To be able to justify the off-site development, cost comparisons should be assembled for what the PD spends utilizing other agencies training facilities versus the potential income the PD could accrue by having a training facility of their own for other agencies to utilize. In regards to having a drawing of the proposed Calle Chavez site to present at the Stakeholders meeting, JH's plan from last week's meeting will suffice.			



	<b>[11/9/11] JH:</b> For the November 28th Steering Committee meeting, we need to show them a draft needs assessment, demonstrating adequate facility in order to develop the parcel at 125 Calle Cesar Chavez as a police training facility in order to have enough space to provide all necessary functions at the main site. <b>HB</b> gave <b>MH</b> a needs assessment done by RRM for a fire training facility, a project that could be incorporated on the Chavez site alongside the Police project.			
10/26/11	<b>1.3 JG</b> will be setting a date for appearing before the HLC in December. <b>[11/9/11]</b> HLC only meets once in December, on the 7th. Materials need to be turned in 10 calendar days in advance. These need to be sent to the neighbors too. This would calculate back to Tuesday, November 22nd.	L&MA	open	11/22/2011
11/9/11	<b>1.4 MH</b> gave an update on the progress of the sub-consultants on their studies for inclusion in the EIR.			
11/9/11	<b>1.5 Planning:</b> Allison DeBusk (AD) from the Planning Dept. is here. HL presented sketch of public/street side floor plan. AD, JG, HL, MH, JM to try and meet with Jaime Limon, Design Review Supervisor, after this meeting to discuss setbacks and height limitations.			
<b>2. Traffic &amp; Patrol Departments Needs Interview</b>				
	<b>2.1 Staff. HL:</b> How is the Patrol Division organized? <b>BM:</b> There is the Division Commander (Captain), Assistant Division Commander (Lieutenant Mandrell), 3 watch commander lieutenants, 6 patrol teams (each with a sergeant), two flex sergeants, and Gang/Nightlife Enforcement team sergeant. The Gang Unit has 4-6 people, needing a minimum of 4 workstations. One of the flex sergeants oversees canine and the other oversees DDT. Sgt. Ed Olsen oversees Tactical Patrol (TPF). 9 civilian staff and two sworn officers in Restorative Policing program. Under the Assistant Commander Lt. is Traffic/Motors, SWAT, FTO, and PEO as well.			
	<b>2.2 Supporting Needs:</b> a) Restorative Policing needs 4 workstations and one dedicated workspace for the sworn officers. For the civilian Restorative Policing staff, they have limited clearance, so it would be good for them to have access off of the main lobby but not into the secure areas of the station. b) Parking Enforcement Office needs a sergeant's office and 4 small workspaces, plus an area to keep equipment and a charging station. Parking for their meter vehicles, needed. c) Motors Division has 8 – 10 bikes currently. The current motor port needs to be doubled in size. The Motors Division needs to be some locker storage facilities, for their big bulky jackets, helmets. Also, part-time motors that come in for special events need storage for their personal gear when they're onsite. d) There needs to be quite a bit of storage for Traffic equipment storage. e) Motor sergeant needs workspace. Traffic Investigator needs a workspace (drafting table space for spreading out lots of documents). Provide 3 to 4 desks for report writing.			

	<p>f) It would be good to locate traffic investigators close to the detectives, would aid in their interaction when needed in big cases.</p> <p>g) Plan for future possibility of having electric vehicles, which will need charging station.</p> <p>h) HNT will need secure storage space. <b>EO</b> recommends having office space for 4 workstations, minimum. Could be shared SWAT/HNT.</p> <p>i) Watch Commander / Holding area: Watch Cmdr oversees prisoner intake. <b>GT</b> liked the Escondido setup. For Holding provide: 1 detox cell, 1 safety cell, 4 holding cells for adults. Watch Cmdr needs to be on main floor adjacent to the lobby. There also need to be juvenile holding rooms.</p> <p>j) Briefing Room needs to accommodate about 20 people for patrol briefings, approx. 24'x24'. For large events, e.g. Fiesta, press conferences, etc, could take place in the Community Room/EOC. Briefing room to have media (projector, flat screens, lectern, grease boards, street map on wall)</p> <p>k) Report writing area: evidence-processing area needed, separate from investigations. The evidence processing area needs to be very close to the report writing. <b>GT</b> to check into how the PD does it now and whether or not it needs to be better. Report writing has four computer stations right now, needs to be 12 stations minimum.</p> <p>l) There are 56 patrol officers. Their office is their car, but in shifts, they use the report writing.</p>	GT	Verify info.	11/16/2011
<b>C. Schedule / Upcoming</b>				
	<p>MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building: <b>[9/28/11]</b> Just MH to tour, while HL / JM do interviews with the PD staff. <b>[11/9/11]</b> <b>GT</b> to have someone from the PD go around and take photos of the off-site storage areas and provide square footages of all. <b>GT</b> to provide this information by next Tuesday, 11/15/11.</p>	GT	Provide info.	11/15/2011
	<p>Interviews to be scheduled with GT and HL for next Thursday, Oct 27th. Time slots will be worked out to be 30 minutes with a 10 minute break in between interviews. <b>[10/26/11]</b> Monday, October 31st, Thursday, November 3rd, and Friday, November 4th, are now proposed for interview days. <b>GT</b> and <b>HL</b> to finalize interview participants and timeslots by 11/2/11 meeting. <b>[11/2/11]</b> Sgt. Marazita has arranged for HL to conduct interviewing on 11/3/11, starting at 8am. <b>[11/9/11]</b> <b>GT, HL, and JM</b> to meet at 8am, 11/10/11 to finish up the interviews.</p>	LMA/SBPD	Ongoing. 11/10/11 final time slots scheduled.	11/10/2011
	<p>The geotechnical engineer has requested permission to contact Captain Torres (<b>GT</b>) about where and when he can taking borings for soils samples analysis. <b>[11/2/11]</b> <b>DW</b> let <b>MH</b> know that the geotech (Bob Hollingsworth of Grover Hollingsworth &amp; Associates) can call him (DW), Sgt. Marazita, or GT to coordinate. <b>[11/9/11]</b> <i>It looks like boring samples will be taken on the PD site on 11/10/11.</i></p>			
	<p>The weekly meeting that falls on Wednesday, 11/23/11, prior to the Thanksgiving holiday, will have light attendance due to City furlough. This meeting will be held at Leach Mounce Architects office in Ventura. <b>JM</b> will be out of the office from Thursday, 11/17/11 through Sunday, 11/27/11.</p>			
<b>END OF MEETING</b>				

**Leach Mounce Architects**  
**1885 Knoll Drive, Ventura, CA 93003 P : (805) 656-3522 F: (805) 658-1926**

LMA Job No. 201112.00

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the SBPD Annex Conference Room  
 222 E. Anapamu Street, Santa Barbara, CA

**MEETING MINUTES NO. 010**

DATE	START	END	NEXT MEETING	PREPARED BY
11/10/11	8:00am	9:30am	11/16/11 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Needs Assessment Interviews - SBPD Personnel				

Howard Leach - Leach Mounce Architects	HL	x	Joshua Haggmark
Julie Mason - Leach Mounce Architects	JM	x	Heidi Braunger
Gil Torres - SBPD - Administrative Services Captain	GT	x	Matt Huntington

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

**A. Miscellaneous Information with Capt. Torres - 8:00am - 9:30am**

**1. Animal Control**

	<b>1.1</b> Animal Control is currently housed off-site in a small building behind an SB fire station. There are 3 Animal Control officers, each have a truck for their duties. There would need to be three workstations, which could be located at the Calle Cesar Chavez site if it is developed.			
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**2. Locker Rooms**

	<b>2.1</b> Lockers: women to men ratio is currently ~17 women, 124 men (141 total sworn officers), or 12% however, there's growth anticipated in more women joining the force. Need to plan for 25% women in future growth. Lockers for sworn officers will be 24"x24"x72"; lockers for non-sworn officers will be 12"x24"x72".			
	<b>2.2</b> Bunk Rooms: provide two bunk rooms for men, two for women. <b>GT</b> to verify whether it is preferred to have the bunk rooms accessed directly from the hallway, or off of the vestibule leading into the locker rooms.	GT	Verify preferred access.	11/13/2011

**3. Restorative Policing / TPF (Tactical Patrol)**

	<b>3.1</b> Spoke with Isabel Blagborne, one of three Restorative Outreach Specialists. She's located in a small office (~10'x12', set-up with three workstations) in the Police Annex. That small office is used by 11 people: 6 Community Liaisons (non-sworn, mostly out in the field), 3 Restorative Outreach Specialists (non-sworn), and two sworn officers. The Restorative Policing / TPF divisions are overseen by Sgt. Ed Olsen.			
	<b>3.2</b> The Restorative Policing office needs to be located near the main floor lobby, with limited access to the secure portions of the station because the people in the Restorative Policing are not put through the same level of background checking as sworn officers. <b>GT</b> noted that there might be a possibility of accessing the Restorative Policing office space by going through one of the two small interview rooms being proposed off of the main lobby. <b>HL</b> proposed moving the interview rooms enough to get a hallway to Restorative Policing office.			

<b>4. Interview Rooms</b>			
	<b>4.1</b> In the interviews on 11/3/11 with the Investigative Division, it was recommended that there be a minimum of 8 interview rooms. <b>GT</b> asked if the two interview rooms off of the main lobby are included in this number, or in addition to this number. <b>HL</b> believes they are included in the 8.	GT/LMA	Verify info. 11/13/2011
<b>5. Possible Functions at 125 Calle Cesar Chavez</b>			
	<b>5.1</b> Functions that could be located off-site to afford the main station the space it needs: a) Shooting Range with 50-yr rifle lanes b) Training Room / Multi-Purpose Classroom (with mat storage to facilitate martial arts training) c) Parking Enforcement (parking the 10 PEO vehicles at 125 Calle Cesar Chavez instead of the main station would free up space for other parking at the main station) d) Parking various special use vehicles: Mobile Command Post Unit, Animal Control trucks (3), DUI trailer, traffic trailer, and radar trailer. e) Range Master's office, gun-cleaning and parts storage areas. f) Gear issuance storage. g) Long term evidence storage, long term files/archival storage. h) A couple of offices for training officers. i) SWAT targets and other range-related storage. j) Impound vehicles. k) K-9 (will still need kennel space for 2 dogs at the main station)		
<b>6. General / Other</b>			
	<b>6.1</b> It would be good to incorporate space for memorabilia trophy cases, plaques in dedication to PD officers lost.		
	There's a tree on the current site that is dedicated to an officer killed in the line of duty. Must deal with that respectfully. Will it be possible to keep the dedication plaque and stone, but replace the tree with a new one that fits within the new plaza layout?		
	<b>6.2</b> The spaces currently occupied by PAL upstairs in the Police Annex will be the temporary relocation spot for Environmental Services when the SBPD 911 Dispatch Center temporarily relocates to Granada Garage.		
	<b>6.3</b> The parking lot at the Police Annex will likely be a vital spot for staging during the construction of the new PD, since the construction for the planned subterranean parking garage will take up almost the entire PD site.		
	<b>6.4</b> During the interview, GT, HL, and JM took a quick tour of several functions served in the Police Annex: a) IT Department- 6 people b) Parking Enforcement office - 10 to 12 people c) Training Supervisor d) Animal Control Sgt / Special Events Sgt. e) Background Investigations f) Training and Recruitment offices g) Admin. Captain and Lieutenant h) Special Events Coordinator: needs more layout space, wallspace for Events board schedule, close access to a copy room / workshop. i) Property Investigations: currently has 5 workstations?		
<b>END OF MEETING</b>			

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at the Water Resources Conference Room  
 619 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 011**

DATE	START	END	NEXT MEETING	PREPARED BY
11/16/11	11:00am	12:20pm	11/23/11 at 8:00am @LMA	Julie Mason
MEETING PURPOSE				GENERAL NOTES
Weekly Meeting				

				ATTENDED? ✓	COPIES TO
Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer				JH	by phone
Linda Sumansky - City of Santa Barbara Public Works Dept - Supervising Engineer				LS	x
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer				HB	x
Allison DeBusk - City of SB, Community Development Dept - Project Planner				AD	x
Gil Torres - SBPD Administrative Services Captain				GT	x
Jeff Gorrell - Lenvik & Minor Architects				JG	x
Howard Leach - Leach Mounce Architects				HL	x
Julie Mason - Leach Mounce Architects				JM	x

**Item Name**

A. Old Business				
9/21/11	General Note on correspondence: When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW		
10/26/11	2.4 DW noted that the PD has a patrol truck with a rack mounted on top and will need to know if the vehicle will fit in the parking garage. HL responded that the parking garage has minimum clearances of 8'-2". DWGT will confirm the height of the patrol vehicle and advise if it requires a higher clearance.	SBPD	Confirm patrol truck height.	
11/2/11	1.1 JH will be taking vacation time starting 11/9/11, returning for the Stakeholders meeting on 11/28/11. He plans to call into the weekly meetings to stay in the loop.			

**B. New Business**

1. General Discussion				
10/26/11	1.2 JH invited JG and HL to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context. [11/2/11] JH discussed needing to prepare for the Stakeholders meeting by deciding whether or not we're going to consider the Calle Chavez parcel as an accepted part of the project. To be able to justify the off-site development, cost comparisons should be assembled for what the PD spends utilizing other agencies training facilities versus the potential income the PD could accrue by having a training facility of their own for other agencies to utilize. In regards to having a drawing of the proposed Calle Chavez site to present at the Stakeholders meeting, JH's plan from last week's meeting will suffice.			



	<i>[11/9/11] JH: For the November 28th Steering Committee meeting, we need to show them a draft needs assessment, demonstrating adequate need to develop the parcel at 125 Calle Cesar Chavez as a police training facility in order to have enough space to provide all necessary functions at the main site. HB gave MH a needs assessment done by RRM for a fire training facility, a project that could be incorporated on the Chavez site alongside the Police project.</i>			
	<b>1.3 JG</b> mentioned that he and Paul Casey would like to sit and meet with a couple of the HLC members prior to the December 7th meeting, to be able to explain in-depth the complexities of the project program. It's beneficial to have someone on the committee have that deeper understanding of the issues that may not be fully discussed in the allotted HLC meeting timeframe.	JG / LMA	open	
<b>2. Planning</b>				
11/16/11	<b>2.1</b> The required materials for the December 7th HLC meeting are to be turned in to Allison DeBusk by JM on 11/17/11, 8:30am. JM will be handing in three copies of a drawing set that includes floors plans/site plan for all 6 building levels, two sections, and two elevation sketches handdrawn by HL, plus an 8.5x11 packet of site photographs, and the completed City of SB Master Application.	LMA	open	11/17/2011
11/16/11	<b>2.2</b> There is a revision to the Santa Barbara General Plan that is expected to be adopted in December that requires all projects to complete a study of all structures within 100' of the project site, to determine if any of the structures have historical value. There's a possibility that two of the bungalows to the east of the PD will be deemed historic possibilities. (LS to forward email to HL that lists the potentially impacted structures.) If this is the case, a study will need to be completed that shows that the PD project does not impact those structures. JG will contact an approved consultant to perform the study. HL will hire, so he will need to send JH / HB an additional services proposal for the work. The study needs to be included in the EIR, so this work would need to happen quickly and be completed in very early January.	LMA	open	11/17/2011
11/16/11	<b>2.3</b> Discussion of the need for a solar study. Technically if the PD property is rezoned from R-3 to C-2, the project will not be subject to compliance with the Solar Ordinance Act. However, a solar study still needs to be completed in order to have the resulting information available so that any neighbor concerns can be addressed. HL estimated that currently the proposed PD building height butts into one bungalow neighbor's solar access zone only in a few early/late hours of the shortest days of the winter months. Further analysis will be needed.	LMA	open	11/17/2011
11/16/11	<b>2.4</b> JG and HL received a CD-rom from HB after last week's meeting, containing a lot of information from the previous studies and planning done for the PD back in 1999. JG has requested a more concise summary of the alternate site studies that were previously done. JH recommended referring to a January 10, 2011 City Council presentation. HB to transmit powerpoint to JG, HL.	LMA / HB	open	11/17/2011

11/16/11	<b>2.5</b> JG and HL requested additional plan information for the PD site. Specifically, it's important to get the drawings of the 4-story County building that abuts the west side of the PD site. Also, the civil engineer needs more detailed survey information to be able to firm up a grading plan: more detailed topography, elevational points at all boundaries of the site, plus the finish floor height of the existing PD and the existing site walls, especially along the east side. LS advised that there is money allotted to have survey work done, and will get a request rolling.	LMA / HB	open	11/17/2011
	<b>2.6</b> There is a tree on the existing PD site that is dedicated to a fallen SBPD officer. JM to check with AD as to whether or not we need to mention the tree at this point, at the HLC meeting. Will this become a significant issue? A new tree could be accommodated in the new PD design, protecting and relocating the commemorative plaque that sits at the base of the tree currently.	LMA / HB	open	11/17/2011
	<b>2.7</b> JH asked if there would be any issues that should be prefaced with the Building and Safety Department and/or the Fire Department. HL would like to meet with both Depts to discuss egress concerns, especially with the subterranean parking, as well as the needs of the emergency back-up power system (generator and fuel tank) if it is to be located below grade. It would also be good to review how the FD will be able to access the building, as there are no fire lanes shown and the site is very tight.	LMA		12/1/2011
<b>3. Conceptual Drawings</b>				
	<b>3.1</b> HL and JM presented the changes to the floor plans and sections, based on finding that the elevation difference from grade at Figueroa St to Anapamu Street is greater than previously assumed. Based on the survey information reviewed thus far, the height difference between the two streets' property lines is 16-ft. Specific revisions: a) The location of the ramp off of Anapamu is revised. The ramp now starts from within the on-grade parking area and heads to the Sub-Level 1 in the opposite direction. b) The parking area off of Anapamu changed just a little, revising the location of the ADA parking space and providing space for patrol cars and/or delivery vehicles to make a T-shaped turn to back into what is now the Sallyport/Loading area at the back of the building. c) The front parking area off of Figueroa was reduced to just three parking spaces and created a more regular-shaped entry plaza. Related to the entry plaza, we've further developed how the patio area off of the front EOC / Multi-Purpose room is transitioned from the street. Howard added two levels of terraced planting areas featuring stone walls. d) The location of the exterior wall on the side that neighbors the bungalows was revised to be within the setback required (half the building height, which is 45', so.. 22'-6" setback.)			
	<b>3.2</b> HL presented his elevation sketches, showing the Figueroa Street view (south) as well as an elevation for the east side of the building, which faces the bungalow neighbors. HL described the proposed stepped planters and nice general use plaza that helps scale the mass of the building at the street level. HL also pointed out refinements to the mansard roofing, creating a useable green roof space that highlights the good views from the building top.			

<b>C. Schedule / Upcoming</b>				
	MH requests spending some time with PD staff member who can take LMA (MH, JM) around the city where there's offsite storage and/or functions that eventually need to come back into the main PD building: <b>[9/28/11] Just MH to tour, while HL / JM do interviews with the PD staff. [11/9/11] GT to have someone from the PD go around and take photos of the off-site storage areas and provide square footages of all. GT to provide this information by next Tuesday, 11/15/11. [11/16/11] GT provided photos and plans of the PD's offsite shipping containers to JM after the meeting. JM then met with Charlie McChesney from SBPD and visited the storage space and Animal Control offices currently located at 415 E. Sola Street, Fire Station #3.</b>	GT	closed.	11/16/2011
	Interviews to be scheduled with GT and HL for next Thursday, Oct 27th. Time slots will be worked out to be 30 minutes with a 10 minute break in between interviews. <b>[10/26/11] Monday, October 31st, Thursday, November 3rd, and Friday, November 4th, are now proposed for interview days. GT and HL to finalize interview participants and timeslots by 11/2/11 meeting. [11/2/11] Sgt. Marazita has arranged for HL to conduct interviewing on 11/3/11, starting at 8am. [11/9/11] GT, HL, and JM to meet at 8am, 11/10/11 to finish up the interviews. [11/16/11] All needed interviews have been completed.</b>	LMA/SBPD	closed.	11/10/2011
	Tentatively scheduling to meet with Building & Safety and the Fire Department on Thursday, December 1, 2011. JH, JG, HL, MH, JM to attend.	LMA/JG/JH	need to confirm scheduling.	12/1/2011
	The weekly meeting that falls on Wednesday, 11/23/11, prior to the Thanksgiving holiday, will have light attendance due to City funtough. This meeting will be held at Leach Mounce Architects office in Ventura. <b>JM</b> will be out of the office from Thursday, 11/17/11 through Sunday, 11/27/11. <b>[11/16/11] The meeting for 11/23/11 will be held at 8:00am at the LMA office at 1885 Knoll Drive, Ventura.</b>	JH, LMA, L&MA	scheduled.	11/23/2011
<b>END OF MEETING</b>				



**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Meeting Held at Leach Mounce Architects Conference Room  
 1885 Knoll Drive, Ventura, CA

**MEETING MINUTES NO. 012**

DATE	START	END	NEXT MEETING	PREPARED BY
11/23/11	8:00am	9:00am	11/30/11 at 11:00am	Julie Mason
MEETING PURPOSE			GENERAL NOTES	
Weekly Meeting				

<b>ATTENDED? ✓</b>	<b>COPIES TO</b>
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Josh Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer  
 Jeff Gorrell - Lenvik & Minor Architects  
 Howard Leach - Leach Mounce Architects  
 Matt Huntington - Leach Mounce Architects

JH x  
 JG x  
 HL x  
 MH x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**A. Old Business**

9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. <b>[9/28/11]</b> It is also important to always include Howard on all communications.	LMA/ SBPW		
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**B. New Business**

**1. General Discussion**

10/26/11	<b>1.2 JH</b> invited <b>JG</b> and <b>HL</b> to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context. <b>[11/2/11]</b> <b>JH</b> discussed needing to prepare for the Stakeholders meeting by deciding whether or not we're going to consider the Calle Chavez parcel as an accepted part of the project. To be able to justify the off-site development, cost comparisons should be assembled for what the PD spends utilizing other agencies training facilities versus the potential income the PD could accrue by having a training facility of their own for other agencies to utilize. In regards to having a drawing of the proposed Calle Chavez site to present at the Stakeholders meeting, JH's plan from last week's meeting will suffice.			
11/9/11	<b>[11/9/11]</b> <b>JH:</b> For the November 28th Steering Committee meeting, we need to show them a draft needs assessment, demonstrating adequate need to develop the parcel at 125 Calle Cesar Chavez as a police training facility in order to have enough space to provide all necessary functions at the main site. <b>HB</b> gave <b>MH</b> a needs assessment done by RRM for a fire training facility, a project that could be incorporated on the Chavez site alongside the Police project.			
11/23/11	<b>[11/23/11]</b> LMA will prepare 15 sets of 11x17 handouts for the Executive Stakeholders Meeting (Steering Committee), including floor plans, sections, and elevation sketches.	LMA		11/28/2011

11/23/11	<i>[11/23/11] Discussion of developing the shooting range off-site at 125 Calle Cesar Chavez. Because of the parcel's location, it might be advantageous to have a police presence added to the area. If the shooting range has to be accommodated on the main PD site, it seriously impacts the layout of the proposed facility, and would mean a loss of parking spaces provided.</i>			
<b>2. Planning</b>				
11/16/11	2.1 The required materials for the December 7th HLC meeting are to be turned in to Allison DeBusk by JM on 11/17/11, 8:30am. JM will be handling in three copies of a drawing set that includes floors plans/site plan for all 6 building levels, two sections, and two elevation sketches handdrawn by HL, plus an 8.5x11 packet of site photographs, and the completed City of SB Master Application. <i>[11/23/11] The drawing sets were submitted last Thursday, however, LMA will be making further refinements to the plans and will swap out the set on the day of the meeting. There will be a site plan separate from the floor plans, it will be colored and also show the outlines of buildings within 100 feet of the site.</i>	LMA	open	12/7/2011
11/16/11	2.3 Discussion of the need for a solar study. Technically if the PD property is rezoned from R-3 to C-2, the project will not be subject to compliance with the Solar Ordinance Act. However, a solar study still needs to be completed in order to have the resulting information available so that any neighbor concerns can be addressed. HL estimated that currently the proposed PD building height butts into one bungalow neighbor's solar access zone only in a few early/late hours of the shortest days of the winter months. Further analysis will be needed.	LMA	open	12/7/2011
11/16/11	2.7 JH asked if there would be any issues that should be prefaced with the Building and Safety Department and/or the Fire Department. HL would like to meet with both Depts to discuss egress concerns, especially with the subterranean parking, as well as the needs of the emergency back-up power system (generator and fuel tank) if it is to be located below grade. It would also be good to review how the FD will be able to access the building, as there are no fire lanes shown and the site is very tight. <i>[11/23/11] The meeting with Building &amp; Safety and Steve Foley from the Transportation Dept is scheduled for Thursday, December 1, 2011.</i>	LMA		12/1/2011
<b>3. Conceptual Drawings</b>				
11/23/11	3.1 HL noted an issue with the turning radius of vehicles using the driveway ramp down into the parking garage from the Anapamu St. side. This will need to be addressed.			
	3.2 Discussion of the atrium shown central in the floor plans: should the atrium be eliminated to save square footage and make the layout more compact? If the atrium is eliminated, it jeopardizes the ability to achieve a LEED Silver rating because the atrium provides natural daylighting to several spaces that are not able to have exterior windows.			
<b>C. Schedule / Upcoming</b>				
	Tentatively scheduling to meet with Building & Safety and the Fire Department on Thursday, December 1, 2011. JH, JG, HL, MH, JM to attend. <i>[11/23/11] The meeting with Building &amp; Safety and Steve Foley from the Transportation Dept is scheduled for Thursday, December 1, 2011. JH, JG, HL, JM, JE to attend.</i>	LMA/JG/JH	scheduled.	12/1/2011
11/23/11	Executive Stakeholders Meeting, 1pm. To be held at Santa Barbara City Hall, Rm. 15 Conference Room.	all	scheduled.	11/28/2011
<b>END OF MEETING</b>				

## **Santa Barbara Police Facility Executive Stakeholder Meeting**

Meeting Held at Santa Barbara City Hall, Rm. 15 Conference Room  
735 Anacapa Street, Santa Barbara, CA

**Date:** 11/28/11

**Start:** 1:00 pm

**End:** 2:30 pm

**Next Stakeholder Meeting:** January 9, 2012 – 1pm

### **In Attendance:**

✓	Jim Armstrong – City Administration – City Administrator
✓	Paul Casey – Community Development Dept. – Assistant City Administrator / Community Development Director
✓	George Estrella – Community Development Dept. – Chief Building Official
✓	Christine Andersen – Public Works Dept. – Public Works Director
✓	Pat Kelly – Public Works Dept. – Assistant Public Works Director / City Engineer
✓	Joshua Hagmark – City of Santa Barbara Public Works Dept. – Principal Engineer
✓	Heidi Braunger – City of Santa Barbara Public Works Dept. – Project Engineer
✓	Allison DeBusk – Community Development Dept. – Project Planner
✓	Frank Mannix – SBPD – Deputy Police Chief
✓	Gil Torres – SBPD Administrative Services – Captain
✓	Howard Leach – Leach Mounce Architects
✓	Matt Huntington – Leach Mounce Architects
✓	Julie Mason – Leach Mounce Architects
✓	Jeff Gorrell – Lenvik & Minor Architects

### **Meeting Minutes (prepared by Julie Mason)**

- 1) **JA** questioned the rate of growth used to project future PD staffing needs, stating that Santa Barbara's growth is flat. The Needs Assessment's planning is based on 10-15% growth.
- 2) Discussion of developing the an off-site shooting range at 125 Calle Cesar Chavez:
  - a. Developing the Cesar Chavez parcel eases the demands for square footage on the already-squeezed main site at 215 E. Figueroa Street, by locating the shooting range, gear storage, long-term evidence storage, as well as parking for the PD's mobile command center vehicle, animal control functions, and parking enforcement vehicles.
  - b. The usability of the shooting range is improved if located off-site, because the Cesar Chavez parcel could accommodate a range with rifle lanes, and the range could be designed large enough to stage tactical training scenarios.
  - c. SBPD is compiling a proposal of what costs could be saved by having a range that meets training qualification standards, and what potential income could be generated by opening the range to other agencies for their trainings.
  - d. **JH** asked for a decision on whether the Stakeholders wish to continue consideration of developing the Cesar Chavez site. **JA** stated that his preference is to only develop the main site at 215 E. Figueroa.

- 3) **HL** presents the latest proposed plans:
- a. The first floor finished height is about 8-feet about street level, similar to the current police facility. The plans provide stepped planters to transition the height difference. A community room is provided at the front of the building, with a public plaza overlooking Figueroa Street. The first floor has the main lobby with public transaction windows, three interview rooms, and workspace for Restorative Policing, kept outside the secure portion of the facility. Also hosed on the first floor: Records, Patrol, Report Writing, Main Break Room, Holding area, and the vehicular Sallyport separated for prisoner transfer and PD deliveries.
  - b. The second floor houses Investigations (Persons, Property Crimes, Narcotics, Lab), War Room, as well as the Evidence Processing and Storage, Fitness Center, and Locker Rooms. The central spaces surround a skylit atrium, which is a key component in achieving LEED credit for daylighting. By stepping back the building to meet setback requirements, outdoor balcony spaces are also provided.
  - c. The third floor houses the Administration and Business offices, the Chief of Police's office, PIO, beat sergeant and coordinators, Training, I.T., 911 Communications Center, and the main conference room.
  - d. The roof level is accessible via stairs and elevator, and is envisioned as a space where PD events can be held and the area's views enjoyed.
  - e. The sub-level plans provide mechanical rooms, vehicle processing space, storage, and parking for fleet and some staff.
  - f. The proposed layout is providing 200 parking spaces and 60,000+ square feet of building. Three stories above grade, two levels below grade. The PD needs 240 parking spaces to accommodate their fleet parking plus staff parking. Currently, the PD has 120 parking spaces. While the proposed layout does not provide enough parking to meet the PD's needs, it does remove 80 cars that currently park in neighborhood streets and exceeds what the PD has currently.
- 4) **JG** briefly described the aesthetics of the exterior elevations, highlighting the stepping transitions from Figueroa Street, using stone wall planters and the use of layers and setbacks to break up the mass and scale the building to meet the street and respect the bungalows that neighbor on the east.
- 5) Discussion of the upcoming HLC meeting on December 7, 2011. **JG** states that we want to make a positive impression and that it is important to have supportive parties show up and speak positively of the project and its necessity to the community.
- 6) **JA** advised that the project may be trying to do too much and end up being perceived as excessive to City Council and to the public who will have to vote on the ballot measure. He emphasized that the priority need is for a building that meets essential service facility standards in the event of an earthquake or other disaster.
- 7) The next Executive Stakeholder Meeting is scheduled for January 9<sup>th</sup>, 2012, at 1pm.

### **End of Meeting**

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Water Resources Conference Room  
 619 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 013**

DATE	START	END	NEXT MEETING	PREPARED BY
11/30/11	11:00am	12:00pm	12/7/11 at 1:30pm	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

ATTENDED? ✓	COPIES TO
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Joshua Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer  
 Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer  
 David Whitham - SBPD Lieutenant  
 Jeff Gorrell - Lemvik & Minor Architects  
 Howard Leach - Leach Mounce Architects  
 Matt Huntington - Leach Mounce Architects  
 Julie Mason - Leach Mounce Architects

JH x  
 HB x  
 DW x  
 JG x  
 HL x  
 MH x  
 JM x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

**A. Old Business**

9/21/11	General Note on correspondence: When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW		
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**B. New Business**

**1. General Discussion**

10/26/11	1.2 JH invited JG and HL to attend the November 28th Police Station Stakeholder meeting to be on hand to discuss how developing the proposed parcel would play into the information gathered in the needs assessment and its space and cost impacts on the main station. This would require preparing a very conceptual site plan, introduction to the site, and information on scale of building and how it would address the site context. [11/2/11] JH discussed needing to prepare for the Stakeholders meeting by deciding whether or not we're going to consider the Calle Chavez parcel as an accepted part of the project. To be able to justify the off-site development, cost comparisons should be assembled for what the PD spends utilizing other agencies training facilities versus the potential income the PD could accrue by having a training facility of their own for other agencies to utilize. In regards to having a drawing of the proposed Calle Chavez site to present at the Stakeholders meeting, JH's plan from last week's meeting will suffice.			
11/9/11	[11/9/11] JH: For the November 28th Steering Committee meeting, we need to show them a draft needs assessment, demonstrating adequate need to develop the parcel at 125 Calle Cesar Chavez as a police training facility in order to have enough space to provide all necessary functions at the main site. HB gave MH a needs assessment done by RRM for a fire training facility, a project that could be incorporated on the Chavez site alongside the Police project.			
11/23/11	[11/23/11] LMA will prepare 15 sets of 11x17 handouts for the Executive Stakeholders Meeting (Steering Committee), including floor plans, sections, and elevation sketches.	LMA		11/28/2011



11/23/11	<i>[11/23/11]</i> Discussion of developing the shooting range off-site at 125 Calle Cesar Chavez. Because of the parcel's location, it might be advantageous to have a police presence added to the area. If the shooting range has to be accommodated on the main PD site, it seriously impacts the layout of the proposed facility, and would mean a loss of parking spaces provided.		
11/30/11	<i>[11/30/11]</i> <u>Debriefing of Executive Stakeholders Meeting held 11/28/11: Jim Armstrong effectively illustrated the uphill battle we face in getting the public's approval for this project. The Needs Assessment report should serve as a guiding document, justifying the actions taken in the proposed plans. The report should also highlight published resources, for example noting the revisions to the Santa Barbara General Plan that stipulate allotting 250 sf per occupant in a building design.</u>		
<b>2. Needs Assessment</b>			
11/30/11	<b>2.1 HL</b> discussed the growth rate that the Needs Assessment uses to project future staffing. In the Stakeholders Meeting, Jim Armstrong said that growth was flat, but <b>HL</b> noted that Planning Commission information provided showed 8% growth to 2030. <b>HL</b> asked how the City and PD would like to strategize for growth and considered three options: 1) Add 8% to the current staffing? 2) Add 8% to the pre-recession staffing? 3) A hybrid version of 1) or 2), attempting to consider which pre-recession positions would not return, and where the PD might see more growth, such as in newer task forces such as Restorative Policing. It was decided that the hybridized option would be most realistic.		
11/30/11	<b>2.2 HL</b> asked for clarification of the PD personnel numbers. <b>DW</b> responded that there are 202 FTE (133 sworn officers and 69 civilians full-time) plus 38 hourly positions that vary from barely working annually to regularly working 20hrs/wk. The 38 hourly positions could be accounted as 17 additional full-time staff, from a numbers standpoint.		
<b>3. Conceptual Drawings</b>			
11/30/11	<b>3.1 HL</b> handed out an 11x17 set of revised floor plans. The shooting range is not shown on-site as of yet. To make a decision about whether or not to develop the parcel at 125 Cesar Chavez, we still need numbers from the PD on the costs incurred in training at outside facilities and the possible income that could be generated from other agencies coming to use the PD's range. If the range is to be accommodated in the sub-level plans, it would mean losing as many as 35 parking spaces.		
<b>C. Schedule / Upcoming</b>			
	Tentatively scheduling to meet with Building & Safety and the Fire Department on Thursday, December 1, 2011. <b>JH, JG, HL, MH, JM</b> to attend. <i>[11/23/11]</i> <u>The meeting with Building &amp; Safety and Steve Foley from the Transportation Dept is scheduled for Thursday, December 1, 2011. <b>JH, JG, HL, JM, JE</b> to attend</u>	<b>LMA/JG/JH</b>	need to confirm scheduling.
11/30/11	<b>HLC</b> Meeting, December 7th, 2011, starting at 1pm. Early conceptual review. This project is estimated to present at 2:25pm. <b>JG</b> will lead the presentation. Functionality questions will be addressed by <b>HL, JH</b> will field other project / directional questions.	<b>JG/JH/HL</b>	scheduled.
<b>END OF MEETING</b>			
			12/1/2011
			12/7/2011

**Leach Mounce Architects**  
**1885 Knoll Drive, Ventura, CA 93003 P: (805) 656-3522 F: (805) 658-1926**

LMA Job No. 201112.00

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Fishbow! Conference Room  
 630 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 014**

DATE	START	END	NEXT MEETING	PREPARED BY
12/7/11	1:45pm	2:30pm	12/14/11 at 11:00am	Julie Mason
MEETING PURPOSE			GENERAL NOTES	
Weekly Meeting				

<b>ATTENDED? ✓</b>	<b>COPIES TO</b>
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Joshua Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer  
 Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer  
 Jeff Gorrell - Lenvik & Minor Architects  
 Carlos Delatorre - MACRO Corporation  
 Howard Leach - Leach Mounce Architects  
 Matt Huntington - Leach Mounce Architects  
 Julie Mason - Leach Mounce Architects

JH x  
 HB x  
 JG x  
 CD x  
 HL x  
 MH x  
 JM x

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**Item Name**

**A. Old Business**

9/21/11	General Note on correspondence: When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW		
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**B. New Business**

**1. HLC Meeting Preparation**

12/7/11	1.1 The HLC Meeting is immediately following this design team meeting. At the HLC meeting, <b>JG</b> will introduce <b>HL</b> , Alex Cole (Historical Consultant), <b>DW, JH, JG</b> will present a general overview of setbacks, aesthetics, and street-friendly scaling, before turning to <b>HL</b> to present plans, discuss critical adjacencies, and program complexity. <b>JG</b> will then describe the building elevations. Alex Cole will speak about the historical aspects of the neighborhood. The meeting will then be open to public comment, and then the Committee members will ask questions. <b>JH</b> will address questions, if any, about site selection and the scale of the project.			
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**2. Technical Reports**

12/7/11	2.1 <b>MH</b> provided an update on the status of the technical reports. He has received drafts from the Soils engineer, Archeological consultant, and the traffic impact study. He is awaiting a response from the consultant of the Sound/Noise impact study.			
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**3. Conceptual Drawings**

12/7/11	3.1 After today's presentation, <b>HL</b> will be making a revision to the first and second floor plans to switch the locations of the Men's Locker Room with the Evidence area. He will also show the shooting range in the subterranean parking garage, but at the expense of parking spaces.			
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**C. Schedule / Upcoming**

11/30/11	HLC Meeting, December 7th, 2011, starting at 1pm. Early conceptual review. This project is estimated to present at 2:25pm.	JG/JH/HL	scheduled.	12/7/2011
<b>END OF MEETING</b>				



## **Santa Barbara Police Facility Accessibility Meeting**

Meeting Held at Public Works Conference Room  
630 Garden Street, Santa Barbara, CA

**Date:** 12/1/2011

**Start:** 9:00 am

**End:** 10:00 am

### **In Attendance:**

✓	Joshua Hagmark – City of S.B. Public Works Dept. – Principal Engineer
✓	Heidi Braunger – City of S.B. Public Works Dept. – Project Engineer
✓	George Estrella – City of S.B. – Chief Building Official
✓	Lonnie Cassidy – City of S.B. – Senior Plans Examiner
✓	Steve Foley – City of S.B. Public Works Dept. – Supervising Transportation Planner
✓	Howard Leach – Leach Mounce Architects – Principal
✓	Jorge Escamilla – Leach Mounce Architects – Project Manager
✓	Julie Mason – Leach Mounce Architects – Design / Production
✓	Jeff Gorrell – Lenvik & Minor Architects – Principal

### **Purpose of Meeting:**

To present conceptual floor plans of the proposed Police Facility project in an effort to discuss accessibility needs and code requirements prior to the project's Conceptual design review by HLC on December 7, 2011.

### **Meeting Minutes** (prepared by Julie Mason)

#### **A. Police Station Conceptual Plans Discussion**

1. Howard Leach presented the conceptual floor plans.
  - a. **JH** asked about the use of the public plaza shown off of the Community Room. **HL** responded that the stairs that lead down from the plaza to Figueroa Street are intended for emergency egress only.
  - b. **JH** asked about the ADA accessibility of the Main Lobby's transaction counters. **HL** responded that likely one transaction window would be of an ADA compliant height, and staff would have the flexibility to serve public members with ADA needs at that particular window.
  - c. **JH** asked whether the lockers in the Locker Rooms would be full-height and whether or not the lockers would limit the ability for users to see alarm enunciators in the event of an emergency. **HL** responded that lockers would not run all the way to the ceiling and that the location of enunciators would be coordinated with the electrical engineer.
  - d. **HL** asked if it is preferable to have two driveways next to each other versus having one wider driveway so that the access from Anapamu Street to both the on-grade parking and sub-level parking is clear. **JH** explained that Santa Barbara's design guidelines may say that it's not permitted to have such a wide curb cut (if the drives were side-by-side), however, if there is significant benefit to doing so, there may be a procedure you can go through to get an exception granted. **JH** asked **SF** for verification.

- e. **JH** asked **HL** to describe the intended flow of access between the public and secure spaces. **HL** described the secure delineation surrounding the lobbies on each floor. Public would not have access beyond these lobbies, unless escorted. In the event of a fire in which the public stairs become blocked, the secure doors between the lobbies and the rest of the building would unlock, on a delay. To inform any public occupants of the secondary means of egress, there could be signage or a recorded message that would alert them. There are very few people from the public that will have reason to access the upper two floors.
- f. **JH** asked about security in the parking garage. **HL**: If a person managed to follow a staff member into the garage, the only way they could access the main station in through the central stair and elevator. These would both require card access to use.
- g. **JH** asked about site security at grade. **HL** responded that there would be a security fence around the property edge, and access around the building would be gated with secure, card-reader type control required.
- h. **GE** referenced the "2010 ADA Standards for Accessible Design", published by the Department of Justice (dated September 15, 2010). However, with the amount of time we have before the project will be ready for plan check submittal, there could be a more current or updated handbook of standards published.

**B. 911 Call Center Relocation Plans Discussion**

- 1. Jorge Escamilla presented the schematic layout for the SBPD 911 Call Center, to be relocated on the 2<sup>nd</sup> floor at Granada Garage.
  - a. With the current layout, the people from Environmental Services will need to be able to have a path of egress through the Dispatchers' main floor space in order to exit down Stair #2. Is it acceptable from Building and Safety's standpoint to have the ES group exiting through the PD's space?
    - i. The PD needs to be aware that in the event of a fire alarm, the security on the door to their space will be released. There could be a delay on the release of the door, or there could be an alert that is sent to a Dispatcher's workstation who could then release the door.
    - ii. **GE** says that because the elevator has an emergency back-up power source, it can be considered a primary means of egress in a fire.
  - b. If using Stair 5 as a means of egress, at ground floor there will need to be a door to enclose the stairs and keep the egress out of the open office space located there.
  - c. There will be revisions to the HVAC system to address inadequacies in the existing system and to provide separate zones for the ES, the Dispatchers, and for the Equipment / Server Room.
  - d. **JE** asked what "O-status" means? **LC** explained that it means that occupancy is final, with everything closed-out.

**End of Meeting**

**Leach Mounce Architects**  
**1885 Knoll Drive, Ventura, CA 93003 P : (805) 656-3522 F: (805) 658-1926**

LMA Job No. 201112.00

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Water Resources Conference Room  
 619 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 015**

DATE	START	END	NEXT MEETING	PREPARED BY
12/14/11	11:00am	12:00pm	1/4/12 at 11:00am	Julie Mason
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Joshua Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH x	
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB x	
David Whitman - SBPD Communications Center Lieutenant		DW x	
Jeff Gorrell - Lemvik & Minor Architects		JG x	
Howard Leach - Leach Mounce Architects		HL x	
Matt Huntington - Leach Mounce Architects		MH x	

Meeting Item	Description	Responsible Party	Action/Status	Due Date
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**A. Old Business**

9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. <b>[9/28/11]</b> It is also important to always include Howard on all communications.	LMA/ SBPW		
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**B. New Business**

**1. HLC Meeting Review**

12/14/11	<b>1.1 JG, HL, and JH</b> presented the project to the HLC (Historic Landmark Commission) last Wednesday. The committee's response was concern over the size of the project at the proposed location. Overall it was felt that given the needs of the PD, the site may be too small to adequately accommodate the proposed building.			
12/14/11	<b>1.2</b> For a staff report that Allison DeBusk is complying, <b>JH</b> has overlaid a FEMA floodplain map with the boundaries of where RDA-funded projects may occur to see if there are any 2+ acre-sized parcels where the police facility could be relocated. As it is, the current police facility is about 100 feet outside of RDA boundaries, but a ruling had been passed that would make an exception to allow the police facility to be eligible for RDA funds.			
12/14/11	<b>1.3</b> The next step is to present the project to the Planning Commission. LMA will provide the same package as what was presented at the HLC meeting, with additional elevation and section sketches that show the Commission that we are responding to the feedback from the community and the HLC members. This means reducing the appearance of building's mass, bulk, and scale, as well as addressing the solar access of the neighbors' bungalows, east of the site.			

<b>2. Technical Reports</b>			
12/7/11	<b>2.1 MH</b> provided an update on the status of the technical reports. He has received drafts from the Soils engineer, Archeological consultant, and the traffic impact study. He is awaiting a response from the consultant of the Sound/Noise impact study. <i>[12/14/11] The individual reports are all very close to being complete. The Historical consultant has completed her research and is compiling her report. The Traffic Impact study has requested information from LMA's Needs Assessment in order to finalize his report. MH to provide.</i>		
<b>3. Conceptual Drawings</b>			
12/14/11	<b>3.1</b> At the Stakeholders Meeting held 11/28/11, Jim Armstrong stated that his preference would be to locate the shooting range on-site and not develop the parcel at 125 Cesar Chavez. <b>HL</b> presented two options for how to accommodate the range on-site: a) Locate the range on Sub-Level 1, lose 17 parking spaces, and get a shooting range relatively the same size as what is at the current facility, or, b) Locate the range on Sub-Level 2 and losing 35 parking spaces to get a shooting range with about ten 25-yd lanes and possibly a couple of 50-yd lanes for rifle shooting. It would also be more able to accommodate a variety of training scenarios. <b>GT</b> responded that the PD can't afford to lose parking, so we'd probably have to go with the smaller range, but he will run the options by Chief Sanchez and get back to us later today.		
12/14/11	<b>3.2 JH</b> brought up the idea of trying to stretch the bulk of the proposed building out towards Anapamu Street to reduce the height and mass at Figueroa Street. <b>HL</b> presented sketches for what that might do to the building and layout, though it is not an ideal solution.  <b>JH</b> and <b>HL</b> also discussed whether it may be worthwhile to explore the possibility of purchasing the Larson Building site, which currently houses the SBPD Annex, and thus put the bulk of the new police facility towards Anapamu Street and away from Figueroa Street entirely. The possible advantages if this were an option would be that the existing police facility could remain operation during construction of the new facility and possibly save a significant amount of money on relocation costs. The disadvantages would be that construction would have to be phased to build the parking garage where it would overlap the existing facility, and nearly all of the PD's current parking would have to be located elsewhere once construction started.		
<b>C. Schedule / Upcoming</b>			
	Planning Commission Meeting, January 19, 2012, at 1pm. Meeting documents due by January 6, 2012.	JG/JH/HL	scheduled.  1/6/2012, mtg 1/19/2012
<b>END OF MEETING</b>			

**Leach Mounce Architects**  
**1885 Knoll Drive, Ventura, CA 93003 P: (805) 656-3522 F: (805) 658-1926**

LMA Job No. 201112.00

**SANTA BARBARA POLICE FACILITY WEEKLY MEETING**

Water Resources Conference Room  
 619 Garden Street, Santa Barbara, CA

**MEETING MINUTES NO. 016**

DATE	START	END	NEXT MEETING	PREPARED BY
1/4/12	11:00am	12:00pm	cancelled until further notice	HB / JM
MEETING PURPOSE		GENERAL NOTES		
Weekly Meeting				

		ATTENDED? ✓	COPIES TO
Joshua Haggmark - City of Santa Barbara Public Works Dept - Principal Engineer		JH x	
Heidi Braunger - City of Santa Barbara Public Works Dept - Project Engineer		HB x	
Gil Torres - SBPD Administrative Services Captain		GT x	
David Whitham - SBPD Communications Center Lieutenant		DW x	
Jeff Gorrell - Lennik & Minor Architects		JG x	
Howard Leach - Leach Mounce Architects		HL x	
Matt Huntington - Leach Mounce Architects		MH x	

**Item Name**

**A. Old Business**

9/21/11	<i>General Note on correspondence:</i> When emailing Joshua items with attachments (agendas, minutes, similar) cc: Heidi to make sure Heidi can distribute if Josh is out. Same for Heidi/Josh to cc Julie when emailing Matt. [9/28/11] It is also important to always include Howard on all communications.	LMA/ SBPW		
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**B. New Business**

<b>1. Project Status</b>				
1/4/12	<b>1.1 JH</b> announced that funding for both the Police Station Replacement project and the 911 Call Center Relocation project is currently suspended.			
1/4/12	<b>1.2 JH</b> was notified this morning by Paul Casey (Comm Dev Director/Asst City Administrator) that all work on Redevelopment Agency (RDA) projects is to stop, effective immediately, in light of the recent action by the State of CA to eliminate all RDA's by 2/1/12. Any monies spent under the title of 'an RDA funded project' after 12/29/11 (date of the CA Supreme Court Ruling) will be looked into, and those monies may have to be re-paid to the State out of the City's General Fund, therefore, no further monies are to be spent on RDA funded projects.			
1/4/12	<b>1.3</b> The State will be creating a Steering Committee of various local community members to determine the totality of any remaining RDA funds, and which projects will have the highest priority to utilize those remaining funds.			
1/4/12	<b>1.4</b> The 911 Call Center project might be a strong candidate for the remaining RDA funds, but the Police Station Replacement project will not be on the November 2012 ballot.			
1/4/12	<b>1.5</b> The Steering Committee has not yet been selected or formed, however, it is estimated that the soonest they would have a decision on how the remaining RDA funds can be used would be May of 2012.			



1/4/12	<b>1.6 HL</b> made the observation that without RDA monies funding the Police Station Replacement project, the new Station wouldn't necessarily have to be restricted to the Downtown district anymore. If a larger lot can be found, it would reduce the hefty cost of an underground parking structure, and would lower the overall price of the project to as low as \$20 million, perhaps making possible a ballot measure to fund the entire project.			
1/4/12	<b>1.7 JH</b> requested that by this Friday, 1/6/12, all loose ends be tied up for both the Police Station Replacement project, and the 911 Call Center project, in such a way that both projects are left off in a logical place where they can easily be picked up again in the future.	LMA	open	1/6/2012
1/4/12	<b>1.8 MH</b> said that LMA will first meet internally to discuss the status of the 911 Call Center project with Jorge Escamilla and what the best stopping point would be, and then LMA will get back to <b>JH</b> with their ideas.	LMA		
1/4/12	<b>1.9</b> Before the Police Station Replacement Project is shelved, <b>JH</b> requested that <b>HL</b> finish a draft of the PD Station Needs Assessment, and Final Project Cost Estimate To-Date, by this Friday, 1/6/12, and have them ready to present to the Executive Stakeholders at our meeting with them next Wednesday, 1/11/12 at 1 pm.	LMA	open	1/11/2012
1/4/12	<b>1.10 JH</b> will pull the Police Station Replacement project from the Planning Commission Agenda, as all pending design review board appointments are to be cancelled as well.	JH		
1/4/12	<b>1.11 JH &amp; JG</b> will still hold the first Neighborhood Outreach Meeting tomorrow night, Thursday, 1/5/12, at 5:30 pm in the Public Works Conference Room, for the Police Station Replacement Project, as it is too short of a notice to cancel the meeting, and it will be a good opportunity to inform the neighbors of the status of the project.	JH/JG		
1/4/12	<b>1.12 HL</b> provided a brief run-down of the Police Station Replacement Cost Estimate he's drafted, summarizing the total project cost to be about \$68,149,000, which includes everything from design to construction management and relocation costs.			
1/4/12	<b>1.13 JH</b> requested that all upcoming weekly meetings for both the 911 Call Center and Police Station Replacement projects be cancelled until further notice, but requested that LMA and <b>JG</b> attend the Executive Stakeholder meeting scheduled for next Wednesday, 1/11/12 at 1pm at City Hall.	LMA/JG/JH	scheduled	1/11/2012
<b>C. Schedule / Upcoming</b>				
	Executive Stakeholders Meeting, 1 pm. To be held at Santa Barbara City Hall, Rm. 15 Conference Room.	LMA/JG/JH	scheduled.	1/11/2012
<b>END OF MEETING</b>				

## **Santa Barbara Police Facility Executive Stakeholder Meeting**

Meeting Held at Santa Barbara City Hall, Rm. 15 Conference Room  
735 Anacapa Street, Santa Barbara, CA

**Date:** 01/11/12

**Start:** 1:00 pm

**End:** 2:00 pm

**Next Stakeholder Meeting:** t.b.d.

### **In Attendance:**

✓	Jim Armstrong – City Administration – City Administrator
✓	Paul Casey – Community Development Dept. – Assistant City Administrator /
✓	Community Development Director
✓	George Estrella – City of S.B. – Chief Building Official
✓	Joshua Hagmark – City of S.B. Public Works Dept. – Principal Engineer
✓	Linda Sumansky – City of S.B. Public Works Dept. – Supervising Engineer
✓	Heidi Braunger – City of S.B. Public Works Dept. – Project Engineer
✓	Cam Sanchez – SBPD – Chief of Police
✓	Frank Mannix – SBPD – Deputy Police Chief
✓	Gil Torres – SBPD Administrative Services – Captain
✓	Howard Leach – Leach Mounce Architects – Principal
✓	Matt Huntington – Leach Mounce Architects – Project Manager
✓	Jeff Gorrell – Lenvik & Minor Architects – Principal

### **Purpose of Meeting:**

To provide updates on the status of the Police Station Conceptual Design effort and the 911 Call Center Relocation, and to discuss the next steps as a result of the loss of project funding through RDA.

### **Meeting Minutes** (prepared by Julie Mason)

#### **A. Draft Police Station Needs Assessment Update**

1. Howard Leach walked through Leach Mounce Architect's (LMA) Draft Needs Assessment Report. Of note:
  - a. Current PD facilities total up to 39,233 square feet, and the projections for 2035 PD needs are estimated at 71,292 square feet, which means that the area needs are not even being doubled for future needs. The floor plans show a maximum of 66,722 square feet that can be built on the current site.
  - b. Industry standard typically allots 350 sf per building occupant for police facilities. In this project, the conservative calculation for area per occupant is 308 sf/staff. This is low, especially when compared to other recently completed projects: La Mesa PD at 450sf/staff, El Cajon PD at 462 sf/staff, and Escondido PD at 375 sf/staff. Using the actual area that can be built (66,722 sf / 233 staff), the area per occupant is 286 sf/staff.
  - c. Hard costs are estimated at \$46,600,000 if the project were constructed for a move-in date in 2015. Construction costs increase by an estimated 3.5% each year. The total cost including fees,



inflation, contingency, and temporary relocation is estimated at \$68,199,000.

2. **HL** requested comments back on the Draft so he can prepare the Final Needs Assessment Report.

**B. Identified Challenges**

1. **HL** noted that the size of the proposed new Police Station building is based on a 20 year population growth, even though the building will probably last for the next 50 years before improvements are needed, because there is no additional room to expand on the existing site, so it can only be physically built out for the next 20 years.
2. Joshua Haggmark noted that cutting conference room or atrium spaces to reduce the size of the building would not yield a lot of square footage savings.
3. Deputy Chief Frank Mannix noted that cutting small internal spaces probably won't shrink the overall size of the building enough to ease the neighbor's concerns; it will just reduce the utility of the building for the SBPD.

**C. Other Site Options**

1. Chapala One: too expensive to convert to an Essential Services building
2. Airport: flooding issues
3. Armory (on Canon Perdido): National Guard is requesting \$20 million to buy the 4 acre site + \$20 million to relocate them to a new facility at the Airport; \$40 million at the outset doesn't include the cost to build a new Police Station
4. Ortega Park: needs a vote of the people to convert a park space to another use
5. Postal Distribution Center (on Cacique St.): George Estrella will look into whether or not that Postal site intends to remain open, and whether or not that site is in the flood plain

6. Earl Warren Fairgrounds: The state has not expressed any interest in selling it

**D. 911 Call Center Update**

1. Matt Huntington reported that the 911 Call Center plans are a little past the schematic design phase, and wouldn't take too much longer to complete.
2. Paul Casey noted that the fact that the 911 Call Center drawings are so close to completion is a major selling point to hopefully secure whatever funding might be available for remaining RDA projects.

**E. Going Forward**

1. **JH** advised that PW Engineering is not charging to RDA as of 12/31/11. Instead, PW Engineering is currently tracking the time spent on both the 911

Call Center & the Police Station projects, separately, with the intention of charging to the General Fund, unless RDA funds can be re-secured.

2. The design contracts for both the 911 Call Center & the Police Station projects will remain open.
3. All documents, plans, and files are currently being archived for both projects.
4. LMA will provide the City with the Final Needs Assessment Report and Environmental Study as soon as they are completed.
5. LMA offered to create PowerPoint slides summarizing both projects to-date for the SBPD to use as an outreach tool for upcoming public presentations.
6. In summary, everything will be on-hold until the RDA's legal issues are resolved.

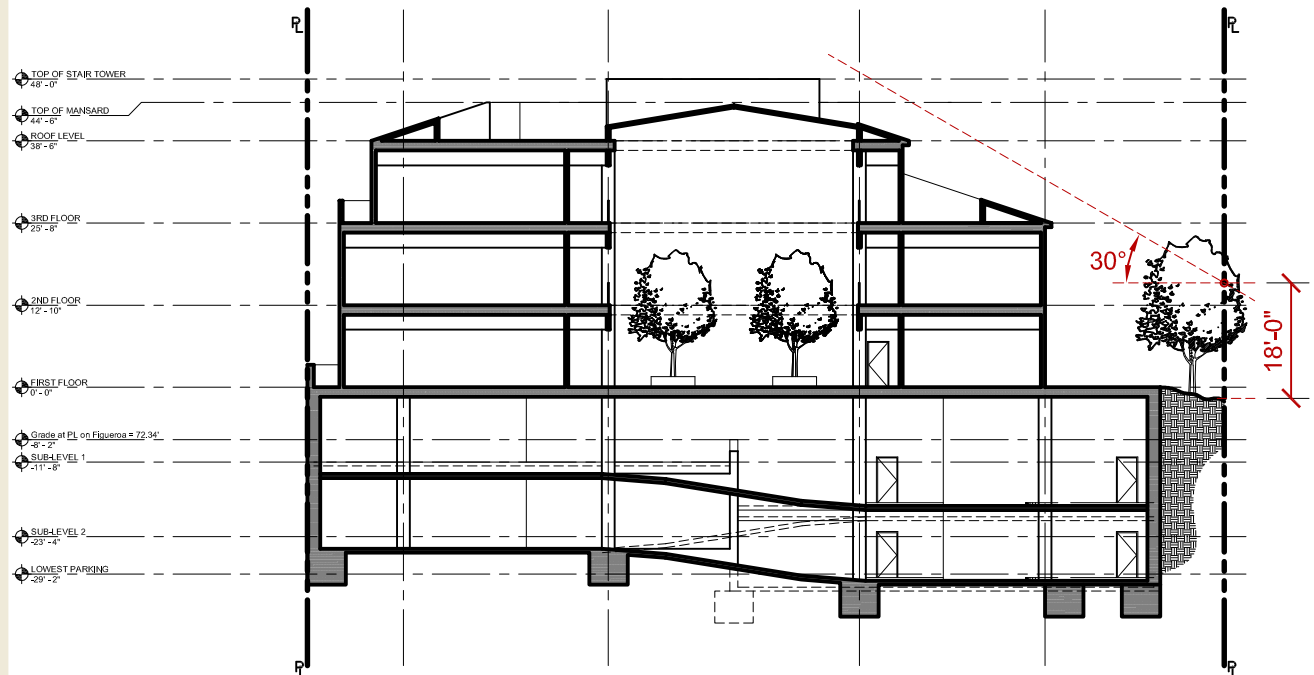
**End of Meeting**

## CITY OF SANTA BARBARA POLICE STATION II. APPENDIX ALTERNATE PLAN SKETCHES

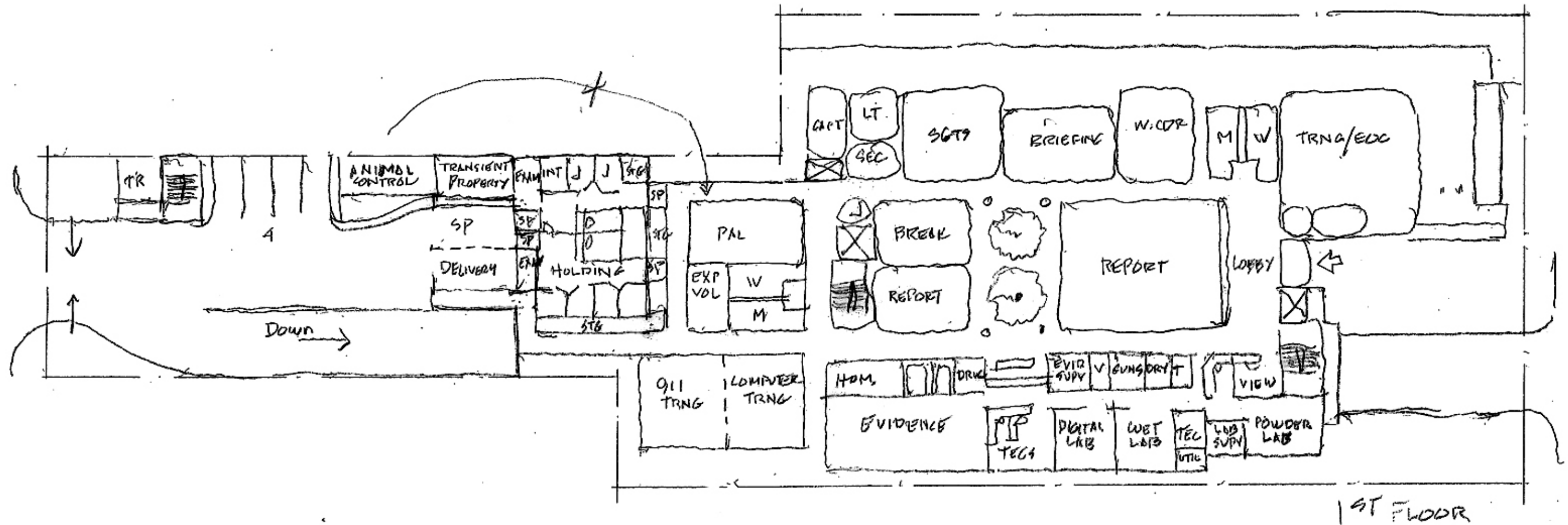
The following floor plan sketches show a revision to delete the third floor on the east side of the building so that the existing bungalows are exposed to more sunlight. The project would be rezoned to commercial zoning so the change would not be required by the zoning ordinance, however this option is a possible alternative to placate the adjacent property owners who have objected to the bulk of the building blocking the sun.

The change would require spreading the building back toward the rear of the lot resulting in losing 9 parking spaces, adding additional circulation area and requiring a step in the building with an ADA ramp. It is estimated that this change would cost an additional \$500,000.

### A. Sun Angle Drawing

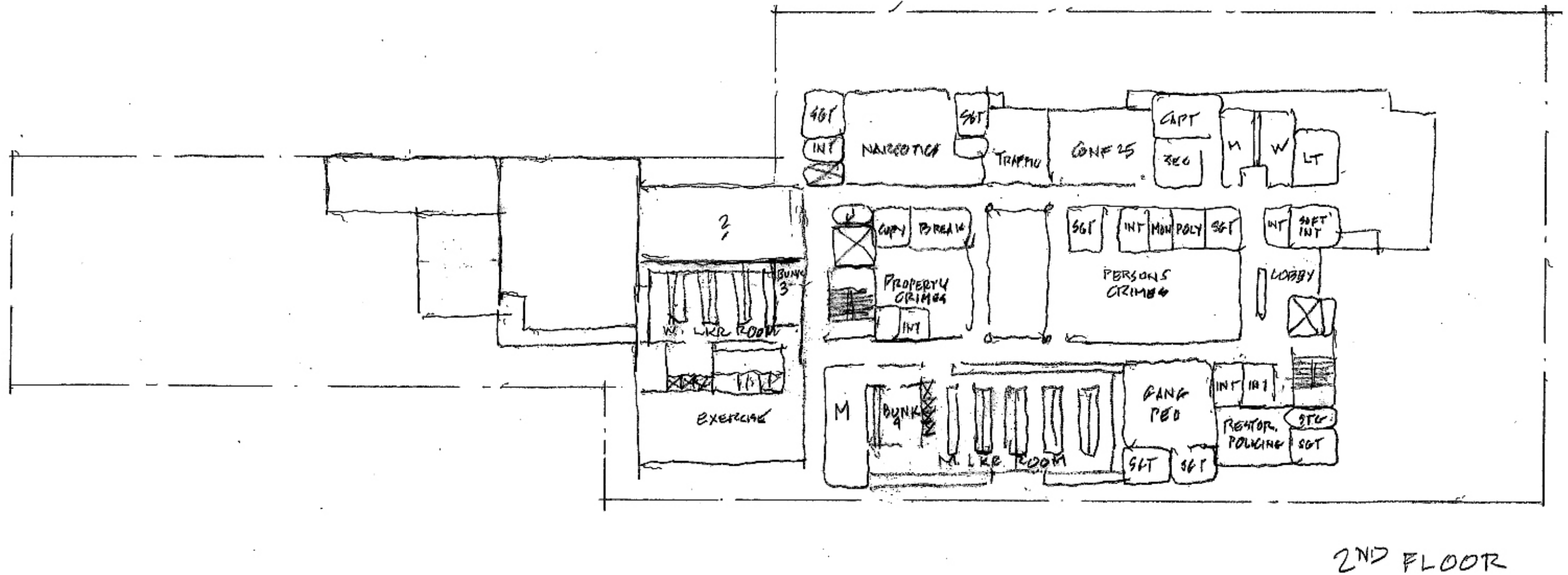


B. First Floor

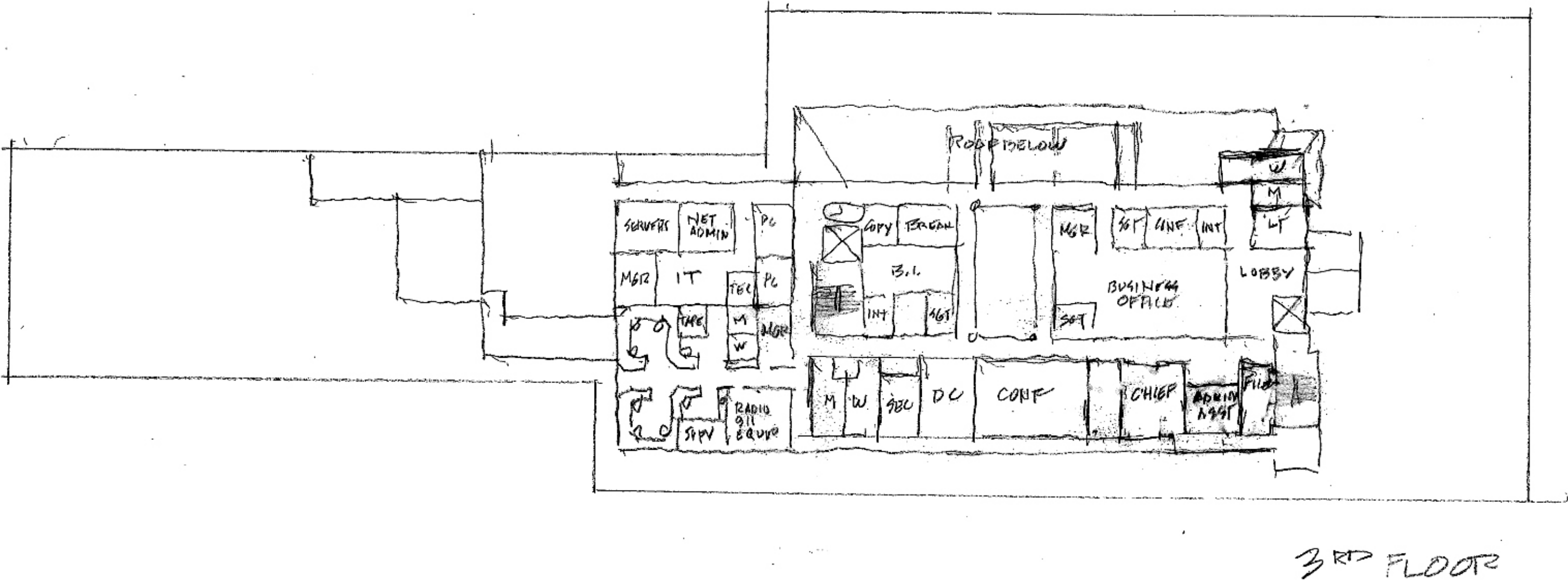


FLOOR PLAN  
REVISION SKETCH  
12/14/11 LMA/HEL

### C. Second Floor



D. Third Floor





# CITY OF SANTA BARBARA POLICE STATION

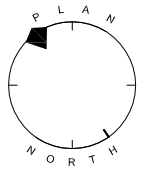
## III. APPENDIX SHADOW DIAGRAMS

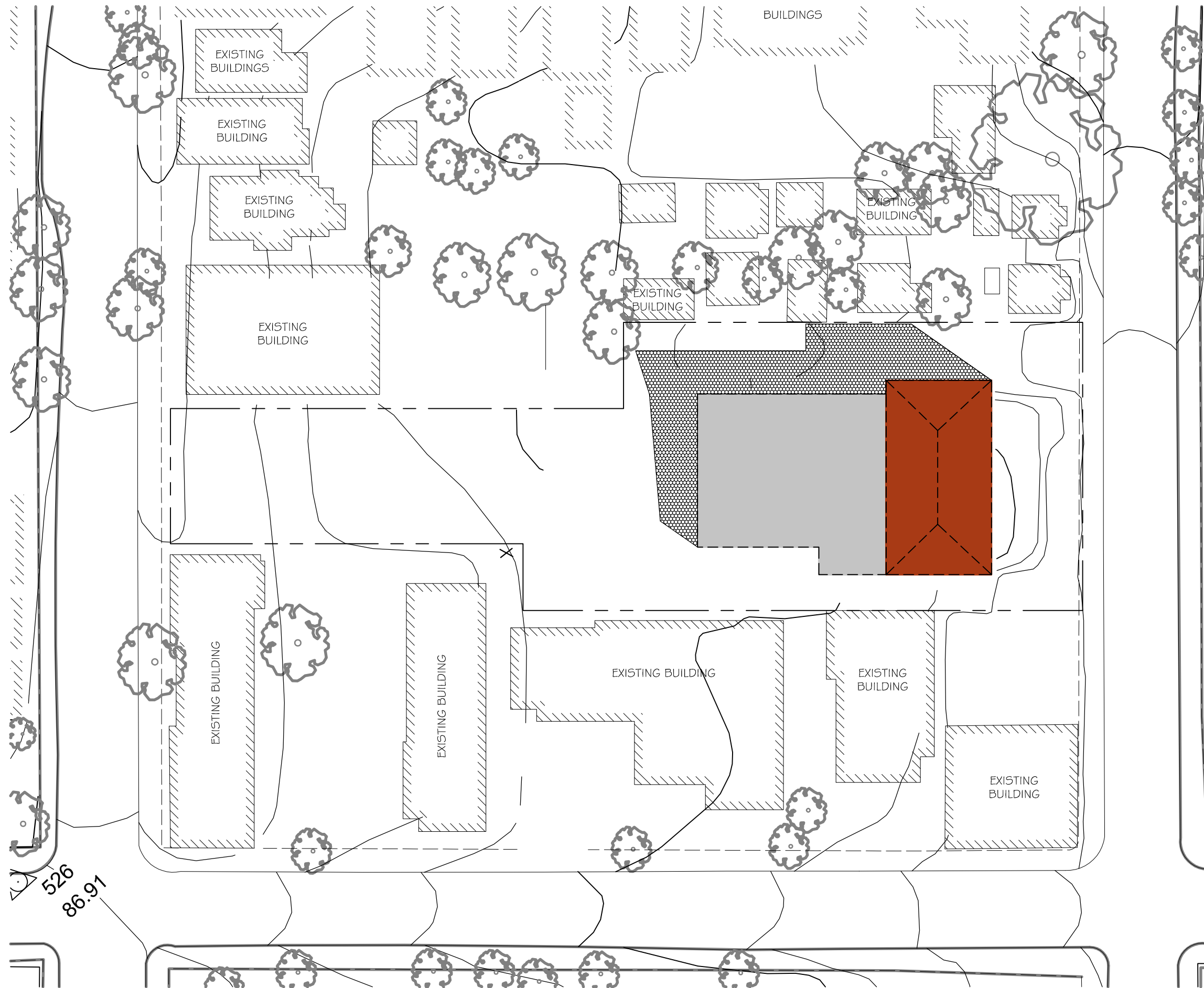
- A. Old Police Facility 12/21 9 a.m.
- B. Old Police Facility 12/21 12 p.m.
- C. Old Police Facility 12/21 3 p.m.
- D. New Police Facility 12/21 9 a.m.
- E. New Police Facility 12/21 12 p.m.
- F. New Police Facility 12/21 3 p.m.



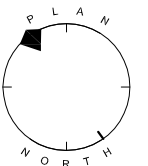


CITY OF SANTA BARBARA  
OLD POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 9AM



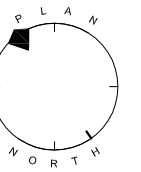


CITY OF SANTA BARBARA  
OLD POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 12PM

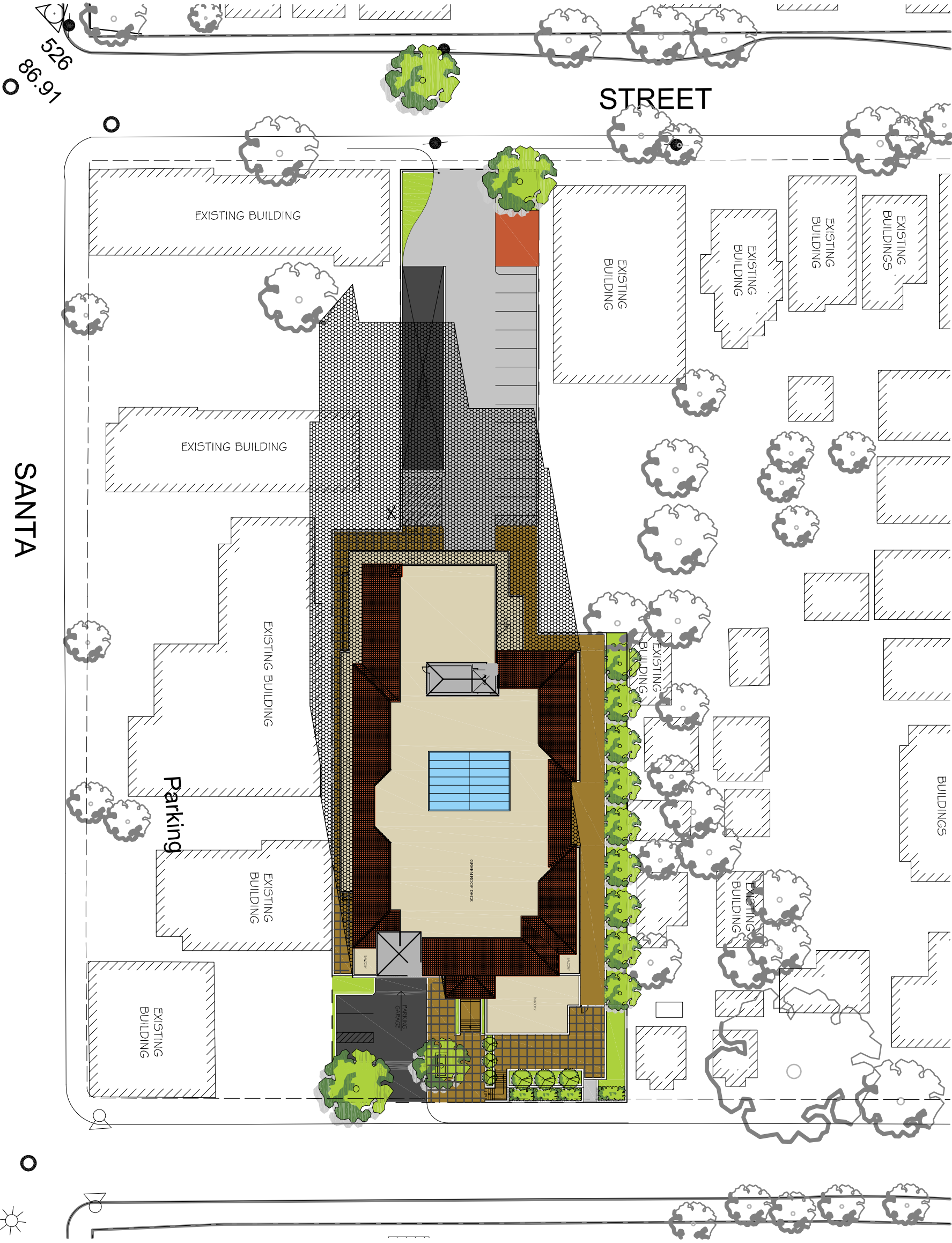




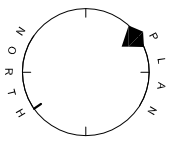
CITY OF SANTA BARBARA  
OLD POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 3PM

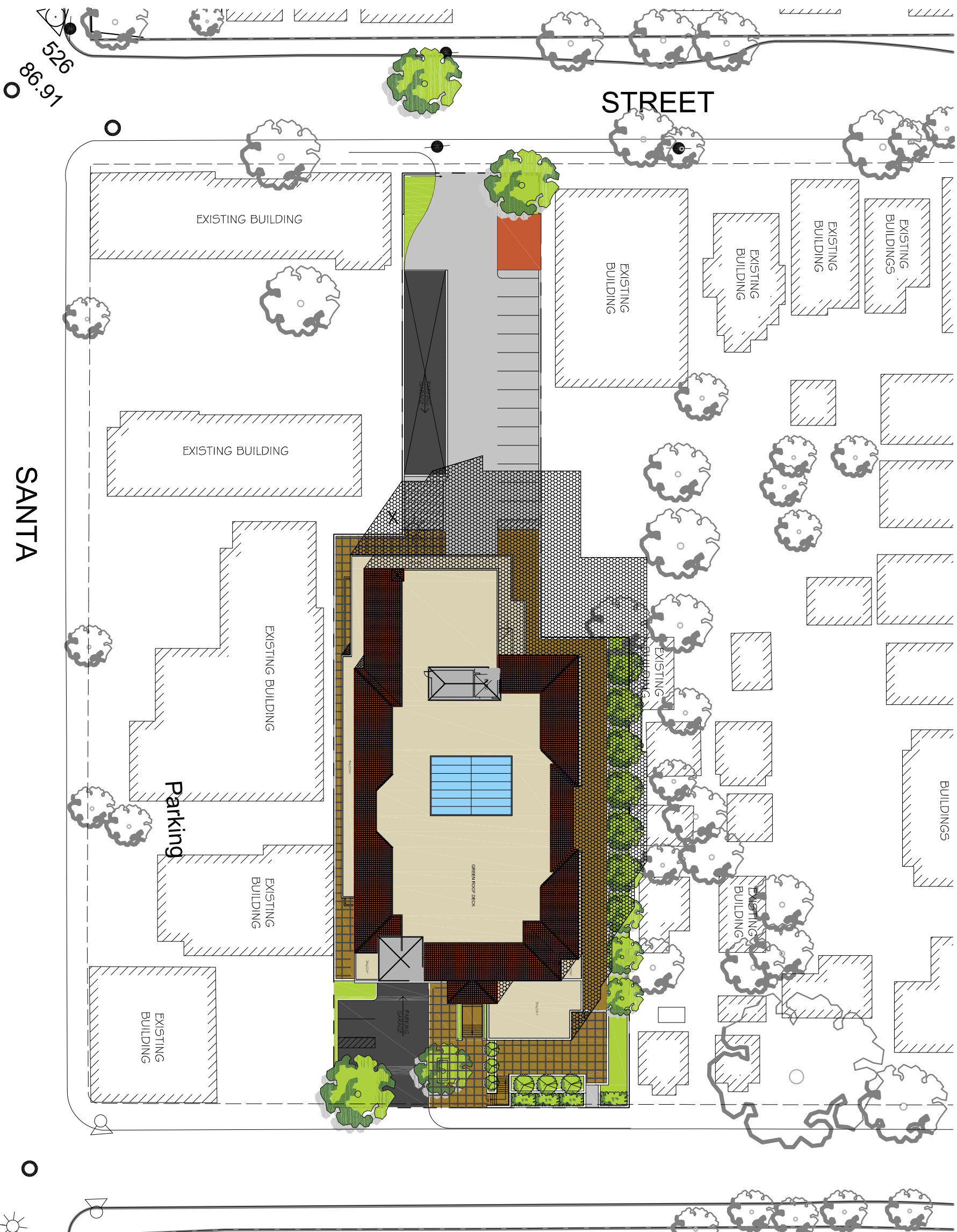




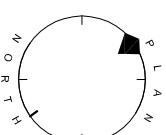


CITY OF SANTA BARBARA  
NEW POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 9AM

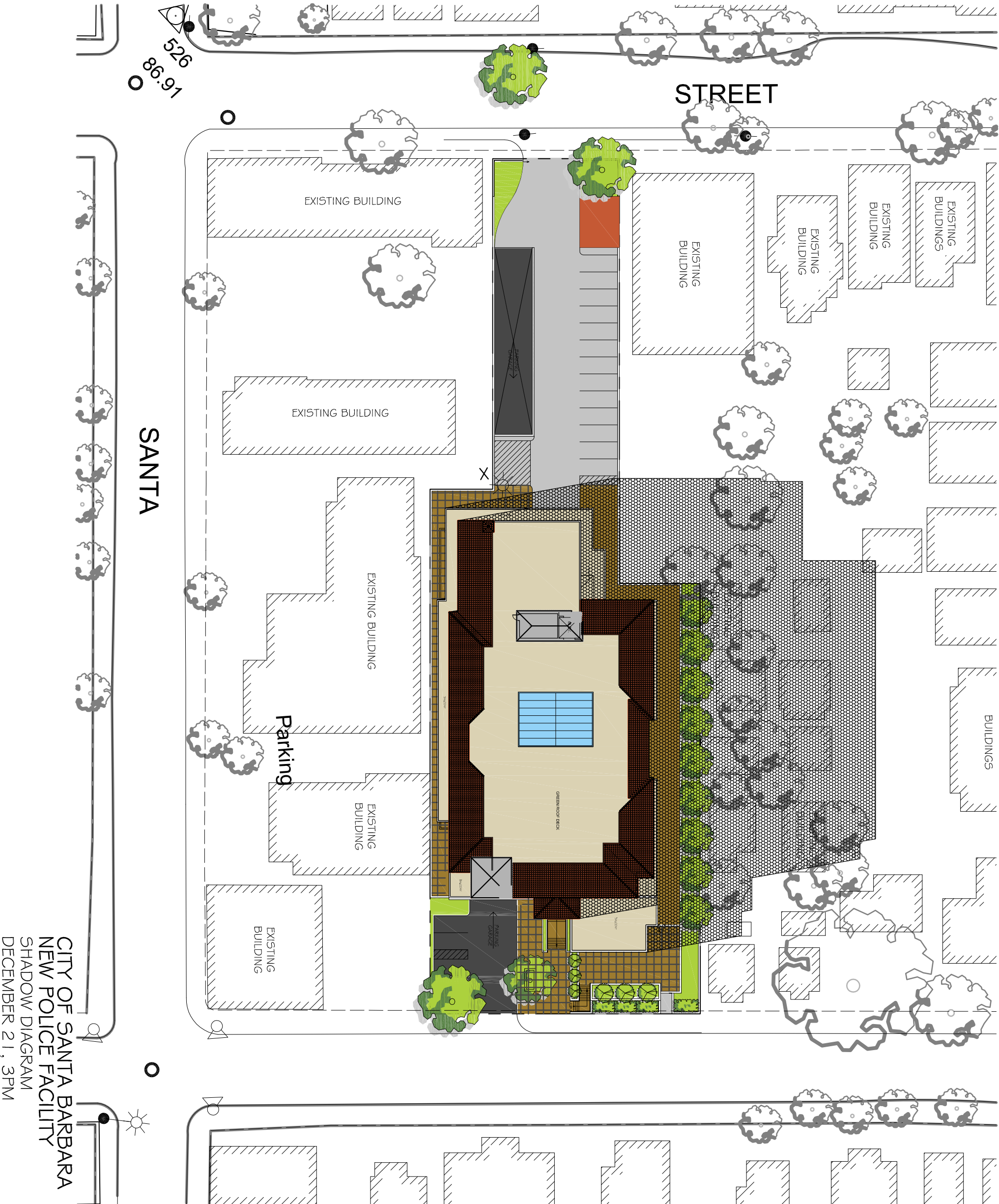




CITY OF SANTA BARBARA  
NEW POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 12PM







CITY OF SANTA BARBARA  
NEW POLICE FACILITY  
SHADOW DIAGRAM  
DECEMBER 21, 3PM

