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# **City of Burnsville**

## **City Hall, Police & Fire Facility Space Needs Assessment**

### **Final Report**

Burnsville, Minnesota  
February 18, 2015



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## Section 1: Introduction

Wold Architects and Engineers are pleased to submit to the City of Burnsville the City Hall, Police and Fire Facility Space Needs Assessment.

We wish to thank the Burnsville City Council, Administration, the Core Group and City staff for their efforts in providing the Wold Team with the information necessary to complete this report in a timely fashion.

### Burnsville City Council

Elizabeth Kautz	Mayor
Bill Coughlin	Council Member
Dan Kealey	Council Member
Suzanne Nguyen	Council Member
Mary Sherry	Council Member

### Core Group Committee

Garrett Beck	Parks and Recreation
Jef Behnken	Police Department
Dana Hardie	Administrative Services
Jenni Faulkner	Planning Department
Gary Novotny	Facilities and Maintenance
Terry Ritchie	Fire Department
Tom Venables	Information Technology

Thank you for your consideration of this City Hall, Police, and Fire Facility Space Needs Assessment.

## Section 2: Executive Summary

The purpose of this study was to analyze the existing City Hall, Police, Fire Station and Old Maintenance Facility buildings in order to identify inefficiencies in space usage, space deficiencies, and long term maintenance needs for each facility. This analysis is a tool for the City Council to use to make short-term, mid-term and long-term decisions regarding the buildings and the reorganization of existing facilities. This study projects needs through 2025 and includes the following recommendations that are summarized here:

### Short Term (0-5 years)

- Adopt the recommended space standards as staff or space changes are made.
- Facility deferred maintenance upgrades identified as Priority 1 in Section 8.
- Move Facilities storage out of the Police facility lower level to make more room for added Evidence Processing and Storage.
- Repurposing underutilized space in the lower level of City Hall would provide more storage space for Facilities.
- To meet the operational needs for patrol, investigations and support, building additions and renovation of the Police facility is needed. This would also reorganize the department to provide more efficient operations.
- It was determined that the detention area could be used more efficiently and that the number of cells in this area can be reduced. The current booking area is too small and does not have good supervision of the detention cells. It is recommended to remodel the detention area and reduce the number of detention cells and relocate the booking area into renovated space. This will allow Police Community Resource officers to move from the lower level and be co-located near Patrol spaces. The space previously occupied by Community Resource officers would become a meeting/training room.
- Provide data privacy for Fire Administration, HR and Finance.
- Updating the Community Meeting Rooms and improving acoustics would provide better utilization.

**Recommended Investment: \$6,450,000**

Deferred Maintenance (already identified in 2015-2019 CIP): \$1,937,850

### Mid Term (5-10 years)

- Enclosing underutilized space off the lobby would provide additional small conference/meeting rooms, thereby providing the privacy needed for some meetings.
- Relocating the lunch room in the lower level of city hall would allow for collocated and expanded space for Facilities. Relocating B.A.C offices and storage to an alternate location would allow for expanded space for the IT Department and improved location for data center.
- Remodel portion of Community Rooms to provide space for Fire Administration.
- Additions or replacement of Fire Station #1 is needed to meet the needs of the Department.
- There is currently is an inadequate receiving area. To meet the growing demand, an expanded loading dock/receiving area is recommended.
- » Facility deferred maintenance upgrades identified as Priority 2 in Section 8.

**Recommended Investment: \$ 7,125,000**

Deferred Maintenance (already identified in 2020-2025 CIP): \$278,950

### Long Term (10 + years)

- Apply the adopted space standards to all staff and departments. This will allow better utilization of existing open office areas and create collaboration spaces and flexible space for changing programs. This will require the purchase of new furniture.
- Reorganize offices spaces to provide access to daylight and views for the open office areas. This will also allow for more efficient use of space.
- Consider reorganizing departments to provide better customer service by locating Community Development and Parks and Recreation near the front door.
- Renovate the Council Chambers to provide Council office and conference space near the main entry close to the Public.
- Complete the renovation of the lower level of City Hall to improve restrooms and create staff changing room for the Fitness Room
- Renovate or build additions at Fire Station #2 to accommodate their future needs.
- Long Term deferred maintenance upgrades identified in Section 8.

**Recommended Investment: \$ 8,050,000**

Deferred Maintenance (already identified in 2025-2030 CIP): \$137,300

**Refer to Section 9 for a more detailed description of these recommendations.**



## Section 3: Supporting Information

### a. Study Methodology

To arrive at the recommendations included in this report, extensive meetings and discussions occurred between the Wold team, the Core Planning Group and City of Burnsville City Hall, Police Department and Fire Department Staff. This effort included departmental surveys, staff interviews, information gathering, and touring recently constructed facilities. Additionally, as part of the interview and survey process, an analysis of staffing needs was done. We asked each department head to review historic staffing numbers and to project the number of staff needed to effectively and efficiently provide service to the community in the future.

To assist in determining operational efficiency and future need, the Core Planning Group studied the following:

#### Current and Future Operations

- Analysis of current operations
- Department surveys and interviews
- Projection of operational opportunities

#### Growth Needs Analysis

- Review and approval of projected growth needs
- Exploration of space deficiencies

#### Program

- Development of a program of spaces
- Refinement of basic program needs
- Discussion of standardizing workstation and office sizes

#### Facility Analysis

- Analysis of current facility condition and needed repair.

#### Tours

- Observation of relevant recent City Hall and Police projects, including:
  - » Lakeville
  - » Inver Grove Heights
  - » Cottage Grove
  - » Richfield



## **b. Guiding Principles and Strategies for Implementation**

Guiding principles and strategies for implementation are developed by the Core Group in order to define the role, image and mission of City Hall, the Police Department and the Fire Department functions for the City and served as objectives for the planning of the resulting facility

### Guiding Principles

1. Anticipate the needs of the City for the next 20 years. The facility needs to consider the 2030 build out of the City (Population of 65,400).
2. The facility should encourage efficiency, interaction and collaboration among all departments.

### Strategies

1. Better evidence/property management, processing and storage.
2. Achieve best function organization for the department, not just expansion.
3. A design that creates a natural workflow organization.
4. A comfortable work environment which staff takes pride in.
5. Reinvest in current facilities.

## **c. Goals, Objectives and Outcomes**

The following Goals, Objectives and Outcomes were discussed and agreed on by the Core Planning Team as for the Facility Space Needs Assessment

### **Goals and Objectives**

1. Evaluate how the City does business (i.e. hours of operation; internal vs. external work flow, noise).
2. Provide database of existing facility conditions and assessment of those conditions.
3. Evaluate current use of space and functionality of facilities based on operations and workloads and identify potential space use inefficiencies.
4. Evaluate proper number of fire stations, location for facilities for current and future needs.
5. Evaluate how technology changes space needs.
6. Review current technology and energy efficient infrastructure.
7. Provide realistic direction on space and efficiencies with room to grow in the future based on Met Council projections for the City.
8. Provide professional opinion of the City's facilities inventory in comparison to other similar municipalities.
9. Provide possible solutions to improve conditions and eliminate deficiencies.
10. Prioritize and assign realistic timelines as well as cost estimates to any action that would be needed to improve conditions.



Project Outcomes

1. If deficiencies or inefficiencies are determined, a long term plan and a cost estimate to implement the plan.
2. A clear concise report of all findings and short-mid and long term plans.
3. A presentation to the management team of the report.
4. Identify future funding needs and analyze funding sources.
5. Identify facility needs for the city.
6. Prioritize facility needs.
7. Identify needs for current and future demands.
8. Provide options and costs to meet demands and needs.



### d. Population Projections

City Hall, Police and Fire Department personnel is the basis of determining space needs. The projection of personnel need is based on a variety of factors. The following assumptions were used as a basis for projecting personnel need:

- The City Hall, Police and Fire Departments will continue to provide the same services they currently provide.
- The personnel necessary to provide emergency services will continue to grow proportional to population growth and changing demographics.
- City Hall personnel growth will continue to grow as population increases, but will also continue to incorporate new operational efficiencies that will minimize the need for additional personnel.

#### Methodology

Wold Architects and Engineers used a survey and meetings with each department within the City Hall, Police and Fire Departments to gather base line information and operational descriptions for use in projecting personnel needs. The survey data is summarized in the following pages by division.

The primary source related to personnel is the management’s estimate of employee growth based, in part, on current and projected workloads. The departments provided personnel forecasts for a twenty year horizon. For divisions that have been functioning for a number of years, particularly if the same division head has witnessed personnel trends, this is a good predictor of future personnel growth trends.

The population history and projections are based on Metropolitan Council data:

#### Current Population

Population (2012)	61,061
Households (2012)	24,609

#### Population History/ Projections

2000	2010	2020	2030
60,220	60,306	62,900	65,400

#### Percent of Change

2000 – 2010	0.1%
2010 – 2020	4.3%
2020 – 2030	3.9%



## Section 4: Departmental Organization

Each department completed a survey which identified the following general information:

- Services & functions performed
- Current organizational chart
- Historical and anticipated staff
- Current space needs

The data from these surveys is summarized in the following pages.

- a. City Manager
- b. Administration
- c. Community Development
- d. Public Works
- e. Human Resources
- f. Finance
- g. Information Technology (IT) Department
- h. Parks and Recreation
- i. Communications and Community Television
- j. Facilities and Custodial Services
- k. Fire Administration
- l. Police Department
- m. Fire Station #1
- n. Fire Station #2

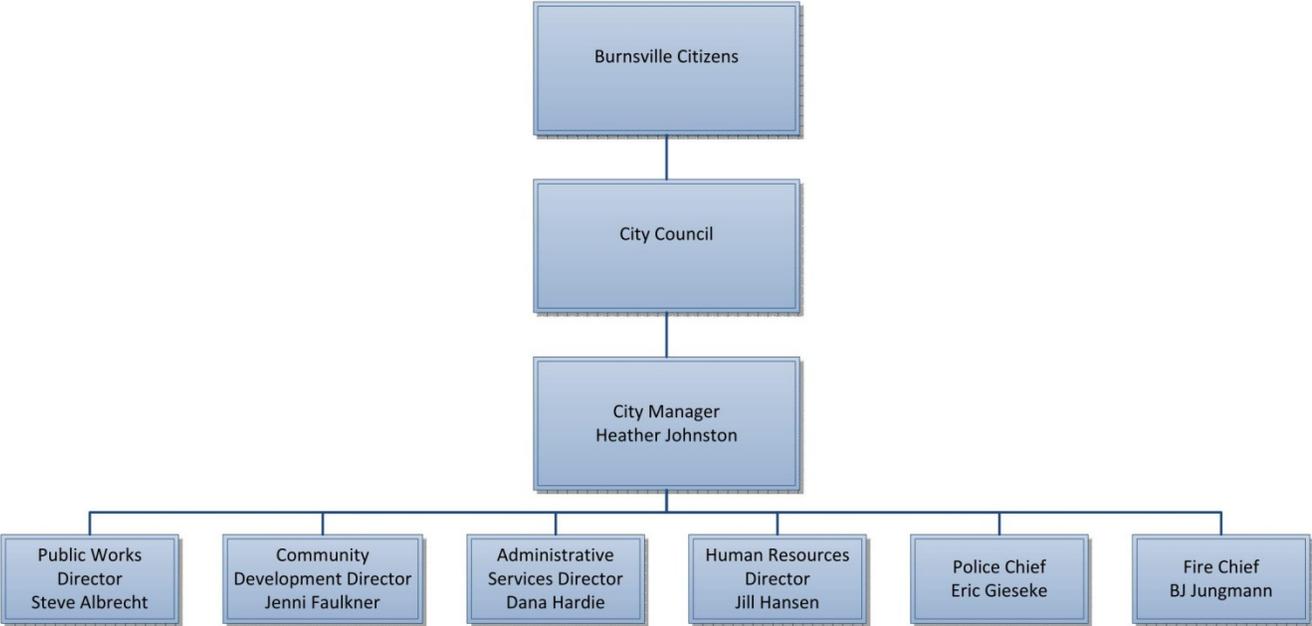


**a. City Manager**

**Services/Function**

- Serves as “CEO” and carries out the policies and directives of the Council Administration Department.
- Sets overall tone, attitude, vision and strategic direction for organization.

**Organizational Chart**



**Current Space Needs**

- Adequate space for current needs.

**Noted Deficiencies**

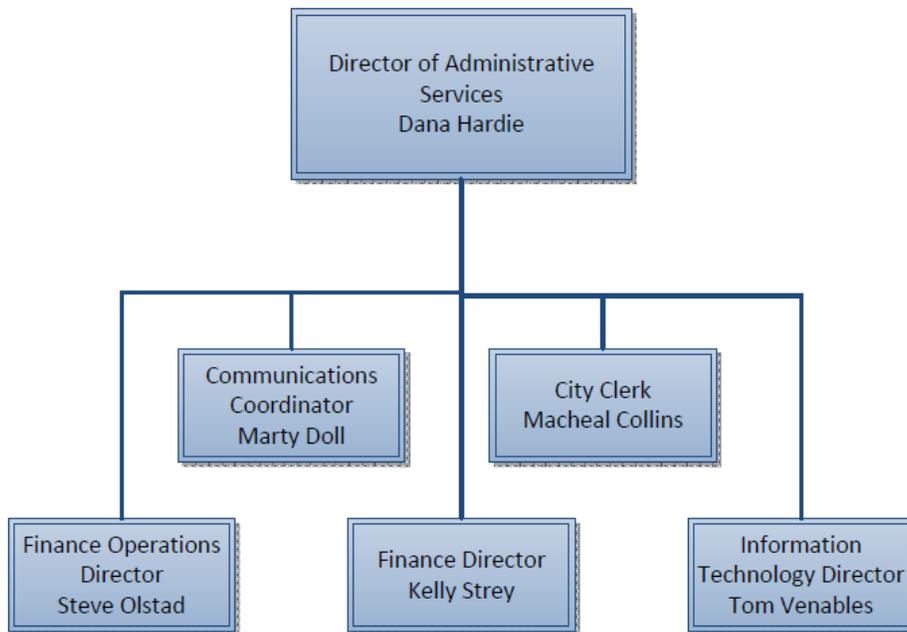
- None noted.

## b. Administration

### Services/Function

- Provide all statutory requirements for the City Clerk.
- Ensure financial management stability.
- Manage Mayor and City Council communication and scheduling.
- Set overall tone and message for public relations and communications.

### Organizational Chart



### Historical and Anticipated Staff

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
6.25	5	4	4	4

### Current Space Needs

- Adequate space for current needs.

### Noted Deficiencies

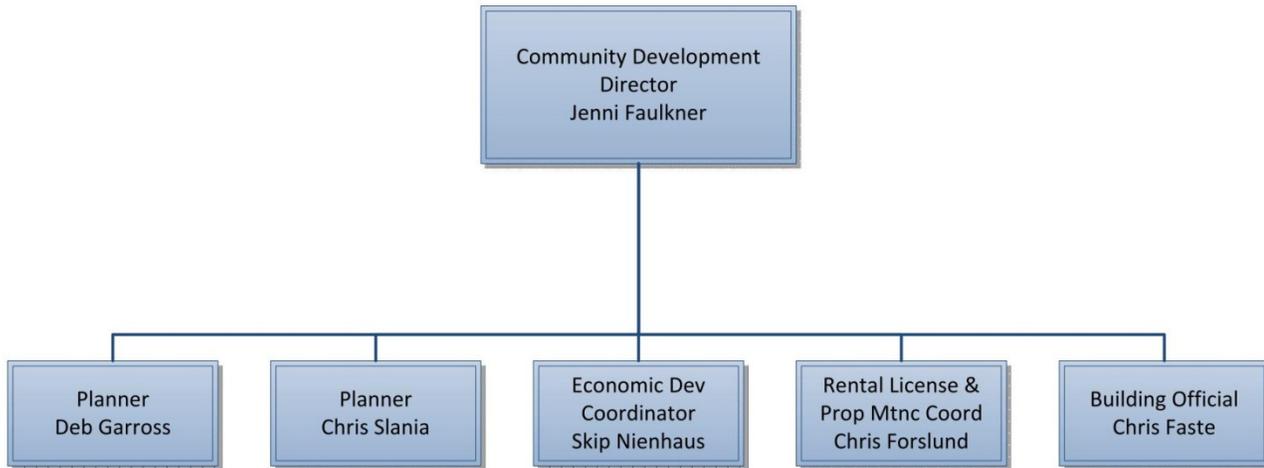
- None noted.

## c. Community Development

### Services/Function

- Responsible for all the property and business redevelopment related functions.
- Responsible for code compliance including the building code.
- Provides property maintenance, code enforcement, and business and rental licensing.
- Provide redevelopment related services in an efficient and effective manner.

### Organizational Chart



### Historical and Anticipated Staff

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
15	12	17.5	20	21

### Current Space Needs

- Duplication/Copy Room
- Conference Rooms
- Meeting/Training Rooms

### Noted Deficiencies

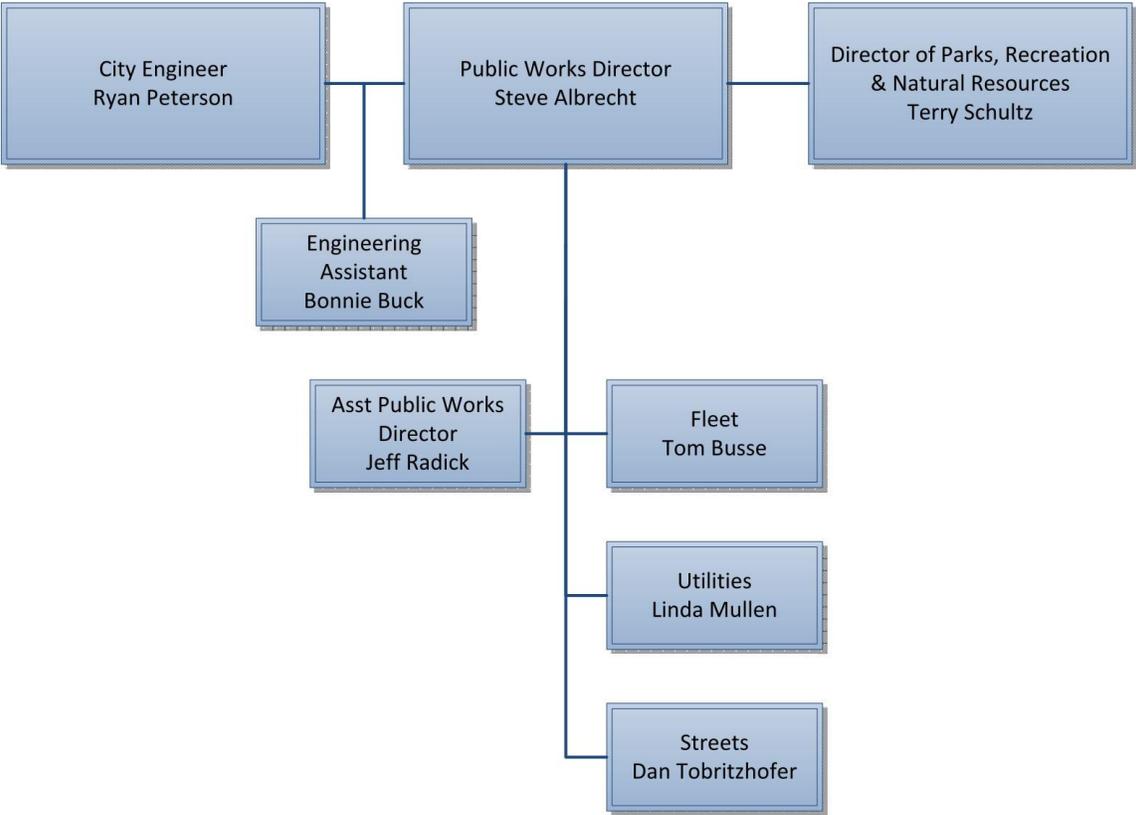
- None noted.

**d. Public Works**

**Services/Function**

- Provides support services to guide the design, management, reconstruction, and construction of the City's infrastructure.
- Maintains the City's infrastructure and oversees City's assets including buildings and fleet.

**Organizational Chart**



**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
16	13	12	12	12

**Current Space Needs**

- Adequate Space for Current Needs

**Noted Deficiencies**

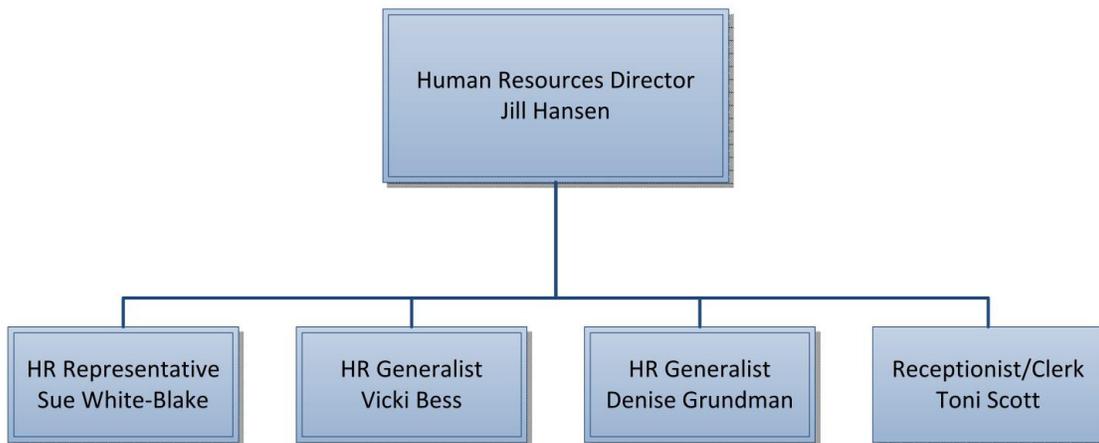
- None noted.

## e. Human Resources

### Services/Function

- Provides comprehensive human resources services to the entire organization including:
  - » Recruitment/Selection
  - » Compensation
  - » Benefits
  - » Training
  - » Labor Relations/Negotiations
  - » Worker's Compensation
  - » Wellness
  - » Safety and Performance Maintenance

### Organizational Chart



### Historical and Anticipated Staff

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
6.75	5.9	5	5	5

### Current Space Needs

- Active File Storage
- Conference Room
- Meeting/Training Room

### Noted Deficiencies

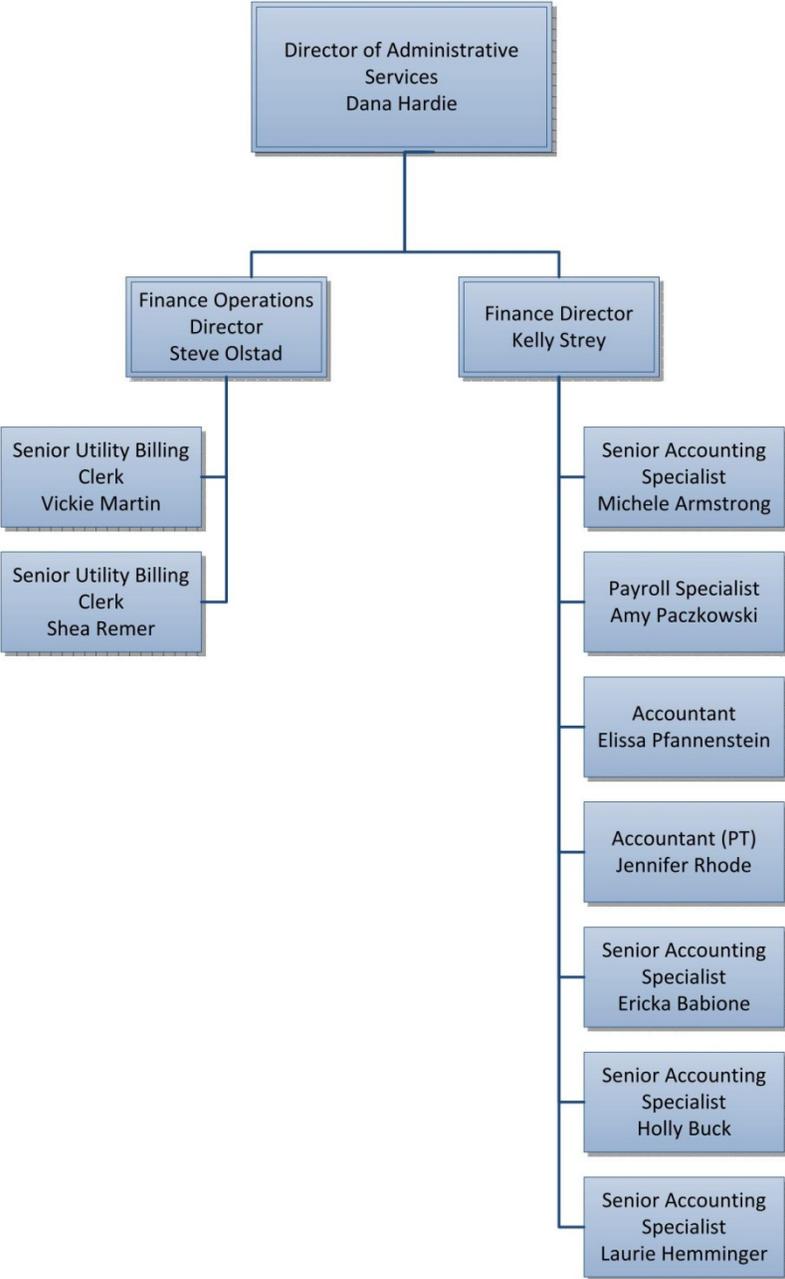
- Meeting spaces

**f. Finance**

**Services/Function**

- Provides accounting, budgeting, and financial management for the City.
- Performs all aspects of billing water and sewer billings.
- Handles customer service telephone calls for utility billing and other financial services.

**Organizational Chart**





Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
9.4	8.5	10.6	12	12

**Current Space Needs**

- Counter Area
- Inactive File Storage

**Noted Deficiencies**

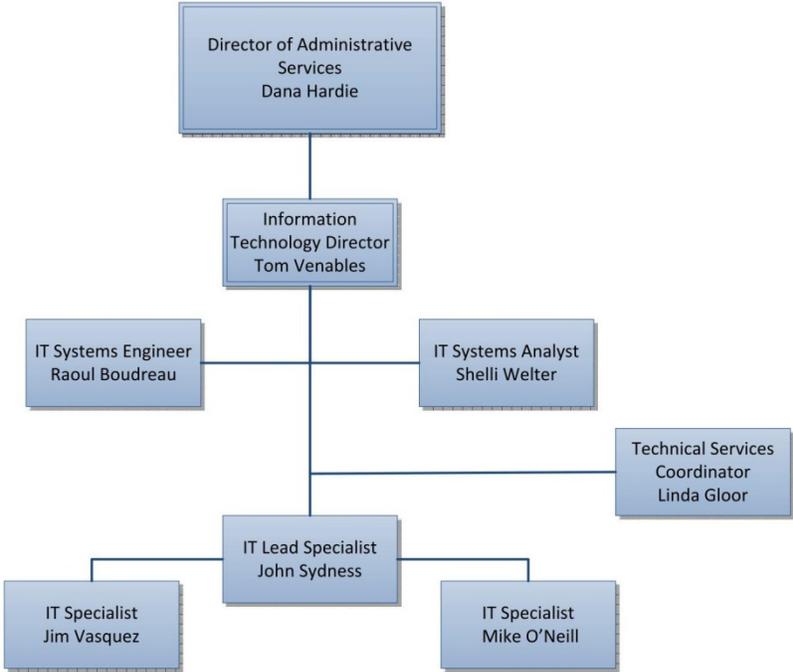
- Space to discuss bills with customers

**g. Information Technology (IT)**

**Services/Function**

- Researches, evaluates, plans, implements, and manages IT infrastructure for all city operations.
- Provides ongoing daily “helpdesk” operational support and maintenance.
- Provides leadership for City in local, regional, and statewide telecommunications/infrastructure and data sharing initiatives.
- Provides public internet service at city facilities and for community partners.
- Manages City Antenna sites and third party leasing of city facilities for antenna space.
- Coordinates training for all IT systems.

**Organizational Chart**



**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
6	6	7	9	9

**Current Space Needs**

- Reception/Waiting/Counter area
- Storage/Supply room
- Computer/Server room
- Equipment room
- Maintenance/Loading Dock area
- Contractor workspace

**Noted Deficiencies**

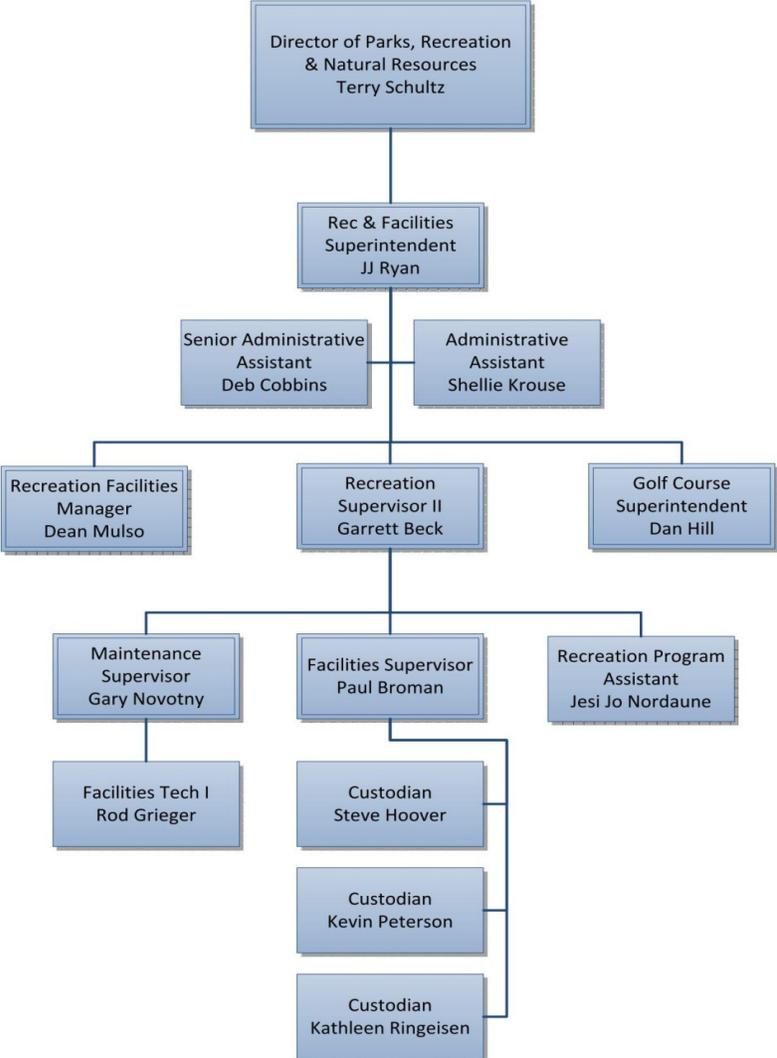
- No place for contractors to work.
- Not enough storage space.

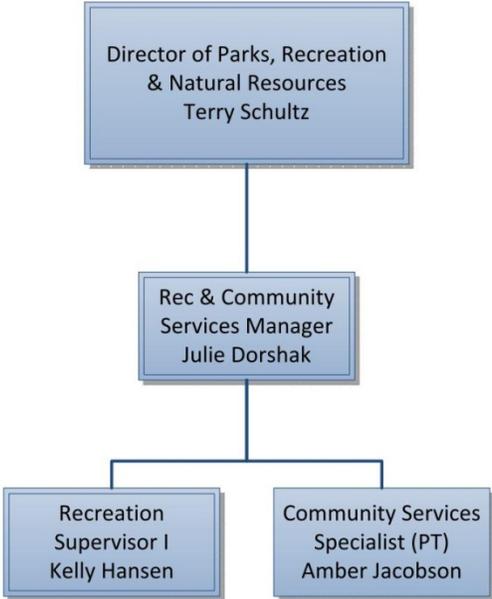
**h. Parks and Recreation**

**Services/Function**

- Provide customer service to park users, program participants, and City Hall Facility Users
- Provides parks and recreation programs, services, and facilities to the Community.
- Operates and maintains the golf course and ice center.

**Organizational Chart**





**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
8	7	7.8	8	8

**Current Space Needs**

- Adequate space for current needs.

**Noted Deficiencies**

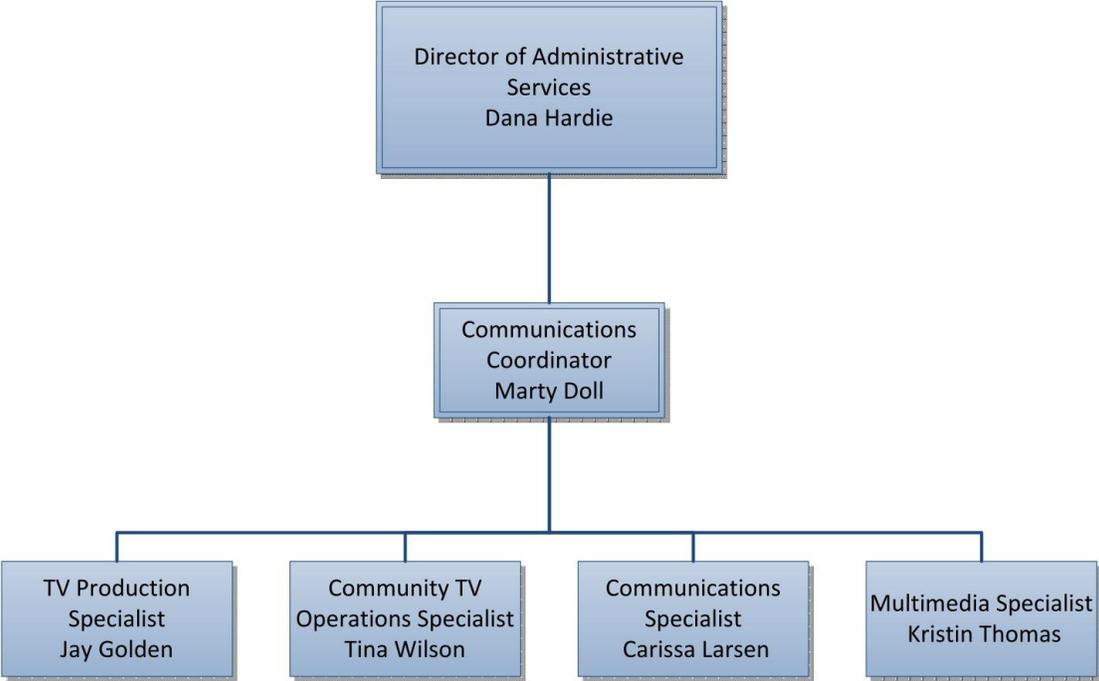
- Department is spread out through the building.

**i. Communications and Community TV**

**Services/Function**

- Provides information on City programs, facilities, services, and activities available to the community.
- Provides high-quality, timely, relevant, and transparent Public, Education, and Government television and online programming.

**Organizational Chart**



**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
3	3	3	5	7

**Current Space Needs**

- Storage/Supply Room
- Video/File Archival
- Workstations for growth

**Noted Deficiencies**

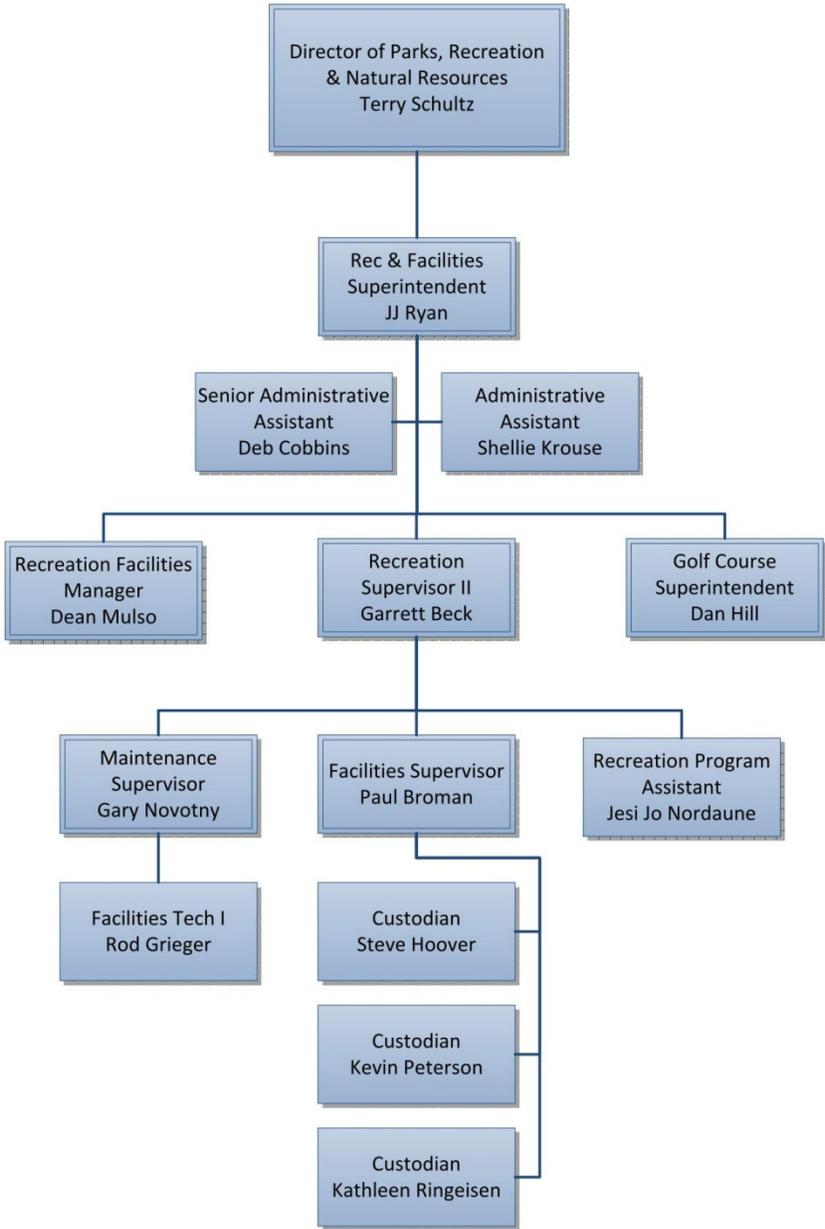
- Not enough space for part-time staff

**j. Facilities and Custodial Services**

**Services/Function**

- Provides building and maintenance serves for all mechanical items in facility.
- Provides workspace design and renovations.
- Handles CIP and renovation project construction and work oversight by contractors.
- Monitors and programs phone, voicemail, security, and energy management systems.
- Provides custodial services for City Hall, Police, Maintenance Shop, Water Treatment Plant, and Youth Center.

**Organizational Chart**



**Historical and Anticipated Staff**



Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
6.75	6	6	6	6

**Current Space Needs**

- Storage/Supply Room
- Maintenance/Loading Dock Area
- Workbench/Office area

**Noted Deficiencies**

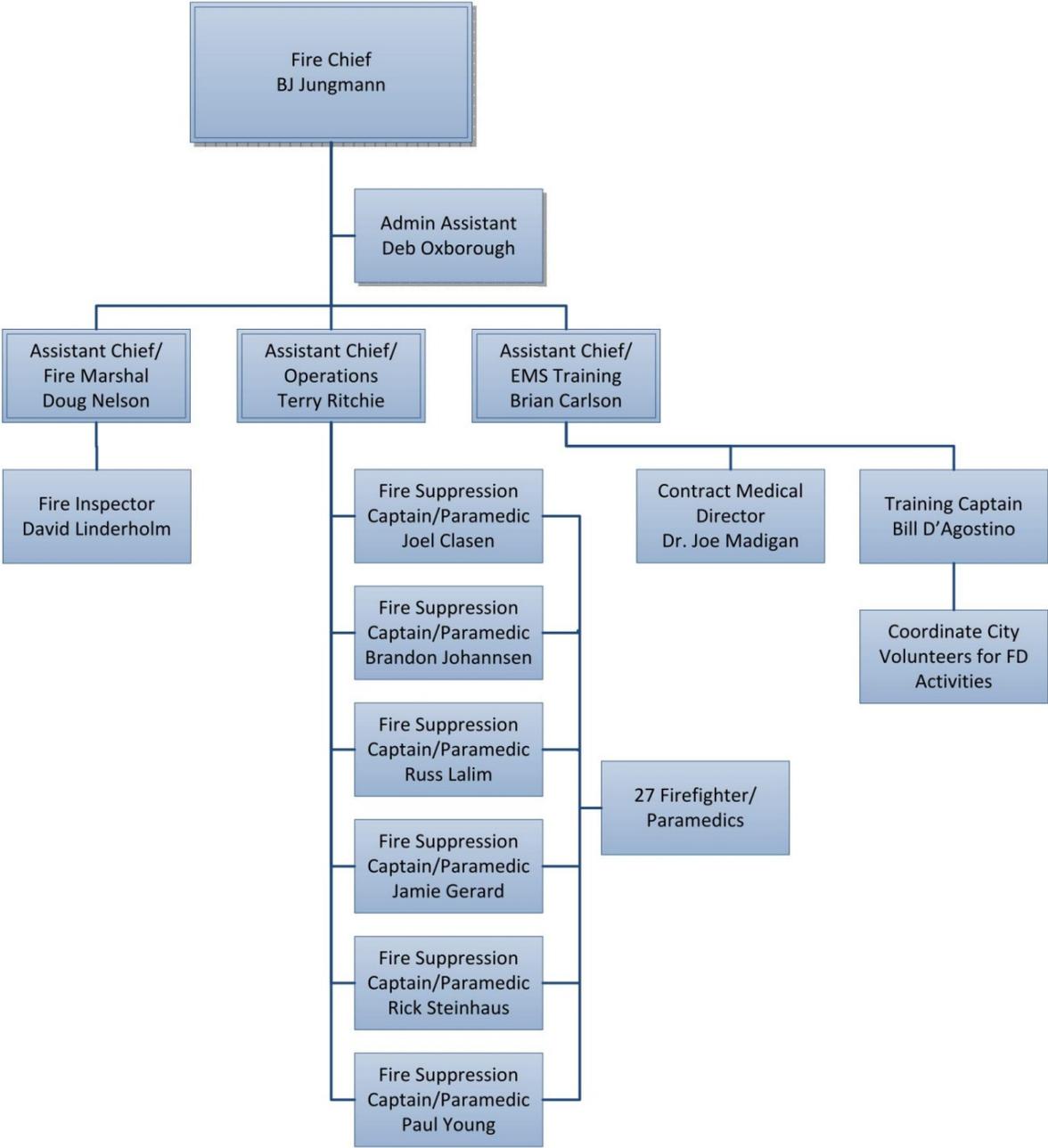
- None noted.

**k. Fire Administration**

**Services/Function**

- Manages and coordinates all aspects of the departments' operation, prevention, training, and administration.
- Conducts all fire investigations and inspections.
- Manages the EMS division including HIPPA compliance.

**Organizational Chart**





**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
8	7	7	8	9

**Current Space Needs**

- Storage/Supply room
- Meeting/Training room
- Conference room
- Equipment room
- Quick exit to response vehicles

**Noted Deficiencies**

- Privacy/Confidentiality/Security, other departments overhearing emergency communications, etc.
- Space for training.

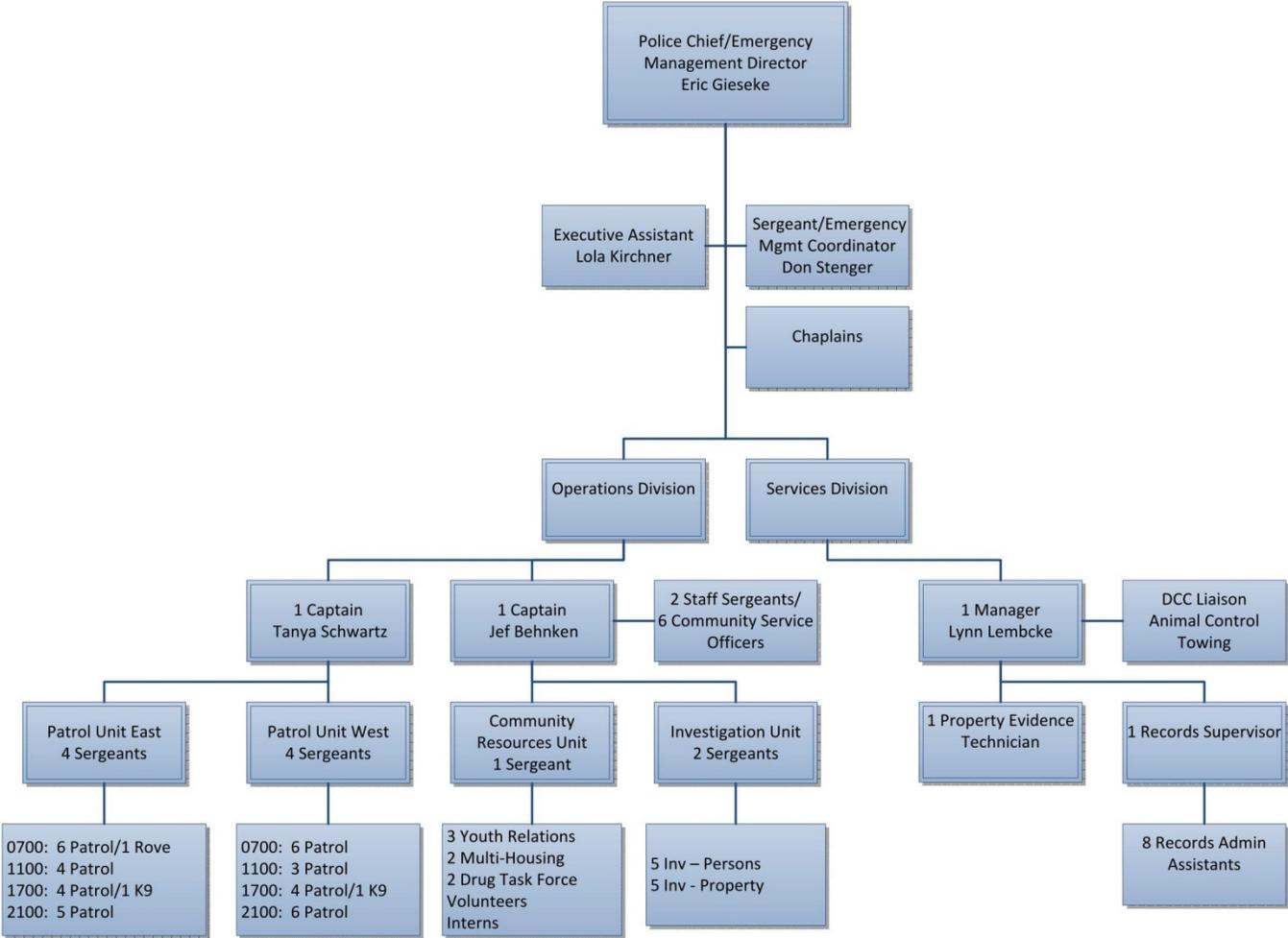


# I. Police Department

## Services/Function

- To protect and serve the community to ensure public safety.
- Maintain and enforce laws and uphold the constitutional rights of all individuals.

## Organizational Chart



## Historical and Anticipated Staff

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
93.4	91.9	90.9	94.9	98.9

**Current Space Needs**

- Reception/Waiting area
- Inactive file storage
- Conference rooms
- Training/Meeting rooms
- Evidence processing and storage
- Locker rooms
- Patrol officer workspace
- Office space for expansion

**Noted Deficiencies**

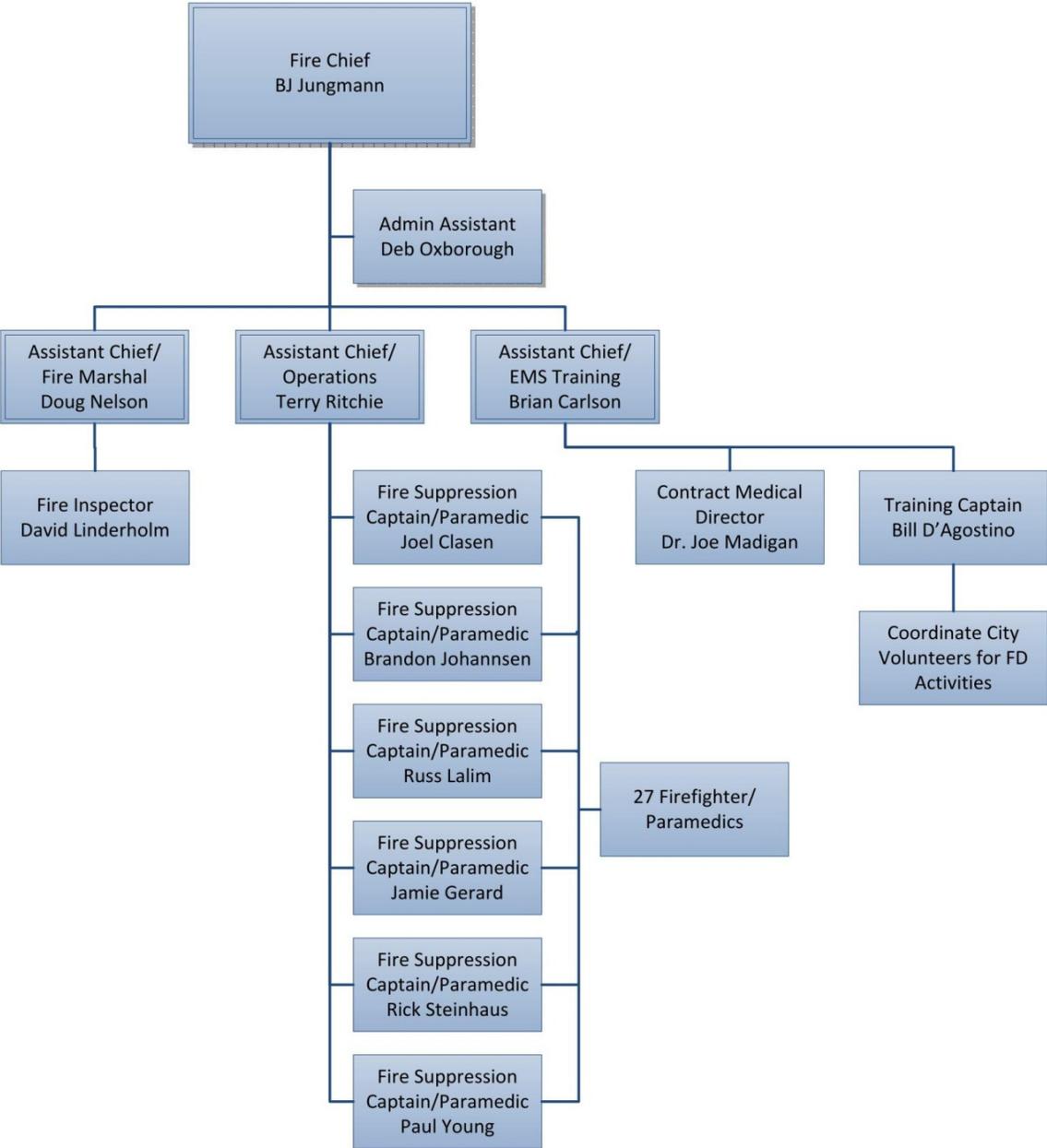
- Forty-seven (47) officers in one room sharing 6 workstations.
- Evidence storage and processing spaces are spread out through the building.
- Locker rooms are inadequate.
- All the offices are utilized and there is no room for expansion.

**m. Fire Station #1**

**Services/Function**

- 24/7 emergency response to fire, rescue, and EMS calls
- Houses the training office, main supplies, and a meeting room to hold committee and leadership meetings and trainings

**Organizational Chart**





**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
15	15	15	20	22

**Current Space Needs**

- Secure space for the training officer
- Reception/Waiting area
- Conference rooms
- Training/Meeting rooms
- Kitchen area
- Common locker room
- Living space
- Apparatus bays

**Noted Deficiencies**

- Public entrance is not clearly noted and is accessed through the emergency response vehicle path.
- No common locker room.
- Training room is inadequate and staff must go elsewhere for training.
- Apparatus bays are too small, forcing apparatus to be moved to other locations
- Multiple maintenance issues, including mold, leaking windows, leaking walls, leaking roof and skylights, and malfunctioning floor drains.

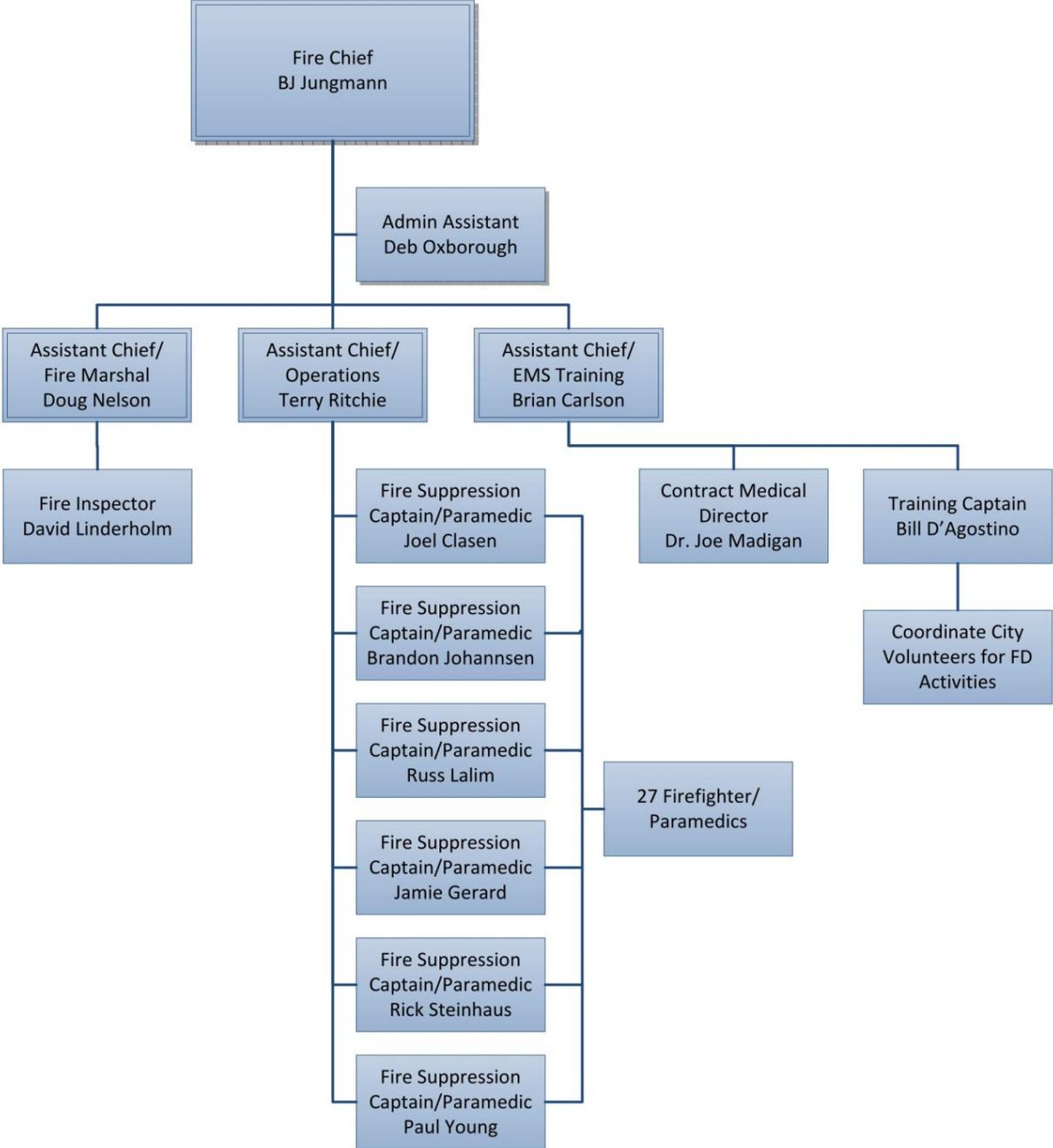


n. Fire Station #2

Services/Function

- 24/7 emergency response to fire, rescue, and EMS calls

Organizational Chart





**Historical and Anticipated Staff**

Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
18	18	18	21	21

**Current Space Needs**

- Storage/Supply room
- Equipment room
- Training area
- Common locker room
- Separate gear storage
- Apparatus bays

**Noted Deficiencies**

- No common locker room.
- No separate gear storage or SCBA maintenance and storage area.
- No space for future expected growth.
- Apparatus Bays are not large enough and are not drive-through.



## Section 5: Staff Summary

Wold Architects and Engineers used a survey and meetings with each department head to gather base line information and operational descriptions for use in projecting personnel. The survey data is summarized by department.

Departments Impacted by Facility Study					
	Actual 2008	Actual 2010	Actual 2014	Projected 2020	Projected 2025
Administration	6.25	5	4	4	4
Community Development <sup>1</sup>	15	12	17.5	20	21
Public Works and Engineering	16	13	12	12	12
Human Resources <sup>2</sup>	6.75	5.9	5	5	5
Finance <sup>3</sup>	9.4	8.5	10.6	12	12
IT Department <sup>4</sup>	6	6	7	9	9
Parks and Recreation	8	7	7.8	8	8
Communications and Community TV <sup>5</sup>	2	2	3	6	7
Facilities and Custodial Services	6.75	6	6	6	6
Fire Administration <sup>6</sup>	8	7	7	8	9
Police Department <sup>7</sup>	93.4	91.9	90.9	94.9	98.9
Fire Station #1 <sup>8</sup>	15	15	15	20	22
Fire Station #2 <sup>8</sup>	18	18	18	21	21
<b>Total City Staff Impacted</b>	<b>210.55</b>	<b>197.3</b>	<b>203.8</b>	<b>224.9</b>	<b>234.9</b>

Departments Not Impacted by Facility Study			
Parks and Public Works	42	39	39
Public Works Utilities	13	14	13
Youth Center/CDBG	2.25	2	--
Recycling	2	2	2
Storm Water	3.5	3.5	3.5



Ice Center	7.5	7.3	6.5
Golf Course	2.3	1.5	1.5
Communications and Offsite TV		2	2
<b>Total City Staff Not Impacted</b>	<b>72.55</b>	<b>71.3</b>	<b>67.5</b>
<b>Total All Departments</b>	<b>283.1</b>	<b>268.6</b>	<b>271.3</b>

<sup>1</sup> 1) Growth has occurred recently due to a new rental licensing and code enforcement initiative that required an additional (1/2) FTE and (1/2) transferred from Police. Further Growth is anticipated due to population aging and growth, legislation, as well as annual statistics indicating an increase in demand for inspections, permits, and licensing. One (1) full time is expected to be added in Planning and (1) in Building Inspections and One and a Half (1 1/2) in Licensing/Code Enforcement.

<sup>2</sup> While there is no increase in full time employees expected, a volunteer HR position will be needed in the future due to evidence of an increase in State/Federal mandated programs as well as an increased number of employees and greater turnover rate.

<sup>3</sup> Growth is expected in Utility Billing due to the need for more customer service as a result of more services that have been added to monthly bills. One (1) additional Utility Billing Specialist is anticipated.

<sup>4</sup> Growth is expected due to increase in technology as well as contract employees and contract staff. One (1) full time Network Engineer and (1) Systems Coordinator are anticipated to be added.

<sup>5</sup> Growth is expected in Communications and Productions due to technology increase and growth in population, even though funding is down. One (1) full time Television Production Assistant and (1) Communications Specialist is expected to be added. The projected staff numbers also include moving the two offsite Community TV employees into City Hall.

<sup>6</sup> One (1) full time Fire Inspector is expected to be added due to increasing population, increasing mandates and changes in health care, increase in technology, and growth in emergency call volume.

<sup>7</sup> Growth is expected in Patrol (Four (4) full time employees) and Investigations (Four (4) full time employees) due to an increase in technology and an increase in violent crimes.

<sup>8</sup> Additional Response Staff is expected to be needed as the current population ages and grows and emergency call volume increases.



## Section 6: Space Standards

The following Space Standards based on job classification were discussed and deemed acceptable by the Core Planning Team. While the workstations are smaller than those currently in City Hall and Police, the need for space has decreased as technology and digital file storage has increased. Furthermore, the smaller stations are more efficient, provide a comparable amount of workspace, and allow for more collaborative and interactive functions that also create buffers between departments.

### OFFICES

Executive Office	250 sq. ft.
Director Office	180 sq. ft.
Supervisor Office	150 sq. ft.
Professional Office	120 sq. ft.

### WORK STATIONS

Administrative/Technical/ Accounting	8'x6' work station
Flexible work station	6'x6' work station
Intern/ Seasonal	6'x6' workstation

### MEETING ROOMS

Small Meeting Room	150 sq. ft. (3-4 people)
Medium Meeting Room	250 sq. ft. (5-8 people)
Large Meeting Room	500 sq. ft. (10-15 people)

These space standards were used as the basis for the future space planning program in City facilities.



## CITY OF BURNSVILLE GUIDELINES FOR OFFICE SPACE ALLOCATION

### Overview

Space is a limited City resource and, consequently, it must be managed responsibly and in a way that promotes the advancement of the City's mission. Flexibility needs to be maintained in order to address changes in function, programs and technologies. Accordingly, a comprehensive framework for assignment and management of space, including office space, has been established to achieve the best utilization and respond to current and emerging needs.

This document provides general guidelines for the allocation of office space, cubicles and work stations for all departments of the City. "Office space" includes offices, cube space, flexible work stations, service areas, and conference rooms specifically assigned to support the City's administrative and service functions.

### Guiding Principles

- All staff will be provided with a suitable working environment for the type of work they perform.
- Office space will be provided to units to support adequately their core missions and functional needs.
- Office space, like all space, is City property that will be allocated to a given department, as available, in a manner that best advances City priorities. No department "owns" the space that has been allocated to it.
- Office space allocations are made to departments, not to individuals.
- Office space, like all City space resources, should be deployed in the most efficient and effective manner to best serve the City's mission and strategic goals.
- Existing office space should be used to maximum functionality and efficiency.
- Conference rooms and office service spaces are encouraged to be shared among one or more departments whenever possible to maximize space utilization.
- Responsibility for assignment and reassignment of office space will generally follow City hierarchy.
- If staffing changes occur due to staff turnover or changes in staff size (increase or decrease), the Department Director should meet with the Facility Space Manager to review existing space allocations. Based on the review, allocations may remain the same or changes may be made to adjust for the changes based on established guidelines.
- If a Department Director would like to allocate or reallocate office space within a given department he/she should first review the changes with the Facility Space Manager.
- Office space vacated due to a substantial reduction in program size, reduction in workforce, or program elimination resulting in office space being unoccupied reverts back to the City space pool.

### Guidelines for Allocation of Office Space

In general, the office space allocation priorities are as follows:

- The City Manager will receive an executive office (250 sq. ft.).
- Each Director/Department Head or equivalent position will receive a director Office (180 sq. ft.)
- Supervisors and equivalent positions will be considered for a supervisor office (150 sq. ft.), a professional office (120 sq. ft.) or a secure 8 x 6 cubicle based on the significance and frequency of each of the following criteria:
  - Confidential or sensitive conversations with staff or the public



- Direct supervision of full time staff (3+) and or the depth of responsibility that the position ultimately is responsible to oversee.
- Need for data privacy
- Need for high levels of concentration
- Time spent in the office and out in the field (50% threshold)
- All other staff, interns and volunteers will be considered for 8 x 6 or 6 x 6 cubicles or work stations using the criteria listed above.
- The office, cube and work station sizes listed above represent the recommended work space sizes and types of space assignments for specific employee categories moving forward. Current work space, the types and sizes, will necessarily vary from these recommendations due to preexisting space allocations, existing building configurations and availability of appropriate spaces. For new buildings and remodels or staff changes, these recommendations will serve as the standard for programming the new space.
- Offices will be assigned based on need, availability, and suitability for the intended use.
- Periodic evaluation of office space allocation should be made by the Department head to insure that all office space is being used to maximum functionality and efficiency.

#### **Guidelines for Using New or Existing Office Furniture**

In general, the city will attempt to use existing office furniture and supplies whenever office space changes occur. Possible exceptions to this rule are as follows:

- A department undergoes a significant long term change that includes office space renovation to the majority of the department.
- A department experiences a change in staffing levels or ways of doing business that does not allow existing furniture to meet the adopted space guidelines.

#### **Definitions**

- Department: Broadly defined for this purpose as any operating entity within the City with some level of autonomy.
- Office (includes executive, director, supervisor & professional): An enclosed work space for one person, suitable for activities which are private or confidential, demand a lot of concentration or include many small meetings.
- Secure Cubicle: A semi-enclosed work space for one person configured or located in a way that provides basic security or confidentiality within an open office.
- Cubicle: A semi-enclosed work space for one person within an open office
- Work Station: A work space for one or more individuals typically without partition walls and within an open office.

11/10/14



## Section 7: Program Summary

Utilizing staffing projections, spaces needed to support City Hall and Police Department operations were developed and reviewed with the Core Group Committee. The following pages summarize and then detail room by room the space needs generated to allow the City Hall, Police Department & Fire Department to operate effectively both today and into the foreseeable future.

The net space requirement for each department was increased by a factor of 1.6 in departments that were occupied mostly by work stations and 1.4 for departments occupied mostly by offices to allow for circulation, walls, and common space. The total building square footage was increased by a factor of 1.3 to allow for exterior walls, public hallways, restrooms and mechanical spaces.

	Now (2014)				Future (2025)			
	Staff		Program		Staff		Program	
<b>City Manager &amp; Director of Administrative Services</b>								
City Manager	1	office	257	SF	1	250	SF	
Director of Administrative Services	1	office	142	SF	1	180	SF	
<b>Subtotal City Manager &amp; Director</b>	<b>2</b>		<b>399</b>	<b>SF</b>	<b>2</b>	<b>430</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.3		x	1.4		
<b>Total DGSF City Manager &amp; Director</b>			<b>519</b>	<b>SF</b>		<b>602</b>	<b>SF</b>	
<b>City Clerk/Elections</b>								
City Clerk	1	wkstation	85	SF	1	48	SF	
Dpty City Clerk/Executive Assistant	1	office	115	SF	1	48	SF	
Volunteers (6x6 wkstation)	4	wkstation	85	SF	4	36	SF	
<b>Subtotal City Clerk/Elections</b>	<b>2</b>		<b>285</b>	<b>SF</b>	<b>2</b>	<b>132</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.3		x	1.4		
<b>Total DGSF City Clerk/Elections</b>			<b>371</b>	<b>SF</b>		<b>185</b>	<b>SF</b>	
<b>Community Development</b>								
Community Development Director	1	office	168	SF	1	180	SF	
Planning Department (8x6 wkstation)	3	wkstation	240	SF	4	192	SF	
Economic Development	1	office	112	SF	1	120	SF	
Licensing and Code Enforcement Coordinator	1	office	113	SF	1	150	SF	
Licensing and Code Enforcement (8x6 wkstation)	4.5	wkstation	360	SF	6	288	SF	
Building Official	1	office	116	SF	1	150	SF	
Building Inspections Administration	2	wkstation	168	SF	2	96	SF	
Building Inspections (6x6 wkstation)	3	wkstation	252	SF	4	144	SF	
Licensing and Code Enforcement Recept.	0.5	wkstation	50	SF	0.5	48	SF	
Building Inspections Recept.	0.5	wkstation	50	SF	0.5	48	SF	
Interns (6x6 wkstation)	1	wkstation	70	SF	1	36	SF	
<b>Subtotal Community Development</b>	<b>17.5</b>		<b>1,699</b>	<b>SF</b>	<b>21</b>	<b>1,452</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.47		x	1.6		
<b>Total DGSF Community Development</b>			<b>2,498</b>	<b>SF</b>		<b>2,323</b>	<b>SF</b>	

	Staff		Now (2014)		Future (2025)		
			Program		Staff	Program	
<b>Engineering</b>							
Public Works Director	1	office	230	SF	1	180	SF
City Engineer	1	office	113	SF	1	150	SF
Construction Coordinator	1	office	115	SF	1	120	SF
Engineering Assistant	1	wkstation	84	SF	1	48	SF
Engineering Admin Assistant	1	wkstation	84	SF	1	48	SF
Construction/Engineering Tech (8x6 wkstation)	6	wkstation	540	SF	6	288	SF
Assessment Tech	1	wkstation	52	SF	1	48	SF
Interns (6x6 wkstation)	3	wkstation	54	SF	3	108	SF
Storage			116	SF		120	SF
CAD Room			206	SF		250	SF
<b>Subtotal Engineering</b>	<b>12</b>		<b>1,594</b>	<b>SF</b>	<b>12</b>	<b>1,360</b>	<b>SF</b>
Department Net to Gross Factor	x		1.44		x	1.6	
<b>Total DGSF Engineering</b>			<b>2,295</b>	<b>SF</b>		<b>2,176</b>	<b>SF</b>
<b>Human Resources</b>							
Human Resources Director	1	office	172	SF	1	180	SF
Human Resources Coordinator	1	office	113	SF	1	48	SF
Human Resources Generalist	1	office	112	SF	1	48	SF
Human Resources Generalist	1	wkstation	70	SF	1	48	SF
Storage			92	SF		120	SF
Intern	1		70	SF	1	36	SF
<b>Subtotal Human Resources</b>	<b>4</b>		<b>629</b>	<b>SF</b>	<b>4</b>	<b>480</b>	<b>SF</b>
Department Net to Gross Factor	x		1.63		x	1.6	
<b>Total DGSF Human Resources</b>			<b>1,025</b>	<b>SF</b>		<b>768</b>	<b>SF</b>
<b>Finance</b>							
Finance Director	1	office	113	SF	1	180	SF
Accountants	2	wkstation	180	SF	2	96	SF
Payroll	1	wkstation	70	SF	1	48	SF
Senior Accounting Staff-General	1	wkstation	96	SF	1	48	SF
Senior Accounting Staff-Project acctg/AR/Grants	1	wkstation	96	SF	1	48	SF
Senior Accounting Staff - EMS/Cash Receipts	1	wkstation	82	SF	1	48	SF
Senior Accounting Staff - Accounts Payable	1	wkstation	82	SF	1	48	SF
<b>Subtotal Finance</b>	<b>8</b>		<b>719</b>	<b>SF</b>	<b>8</b>	<b>516</b>	<b>SF</b>
Department Net to Gross Factor	x		1.28		x	1.6	
<b>Total DGSF Finance</b>			<b>920</b>	<b>SF</b>		<b>826</b>	<b>SF</b>

	Now (2014)				Future (2025)			
	Staff		Program		Staff		Program	
<b>Utility Billing</b>								
Financial Operations	1	office	166	SF	1	150	SF	
Director								
Utility Billing Specialists (8x6 wkstation)	2	wkstation	144	SF	3	144	SF	
<b>Subtotal Financial Operations &amp; Utility Billing</b>	<b>3</b>		<b>310</b>	<b>SF</b>	<b>4</b>	<b>294</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.55		x	1.6		
<b>Total DGSF Financial Operations &amp; Utility Billings</b>			<b>481</b>	<b>SF</b>		<b>470</b>	<b>SF</b>	
<b>IT Department</b>								
IT Director	1	office	119	SF	1	180	SF	
IT Supervisor (Future)					1	150	SF	
IT Specialist (8x6 wkstation)	3	wkstation	185	SF	3	144	SF	
IT Systems Engineer	1	wkstation	78	SF	1	150	SF	
IT Systems Analyst	1	office	113	SF	1	120	SF	
IT Technical Systems Coordinator	1	office	113	SF	1	120	SF	
Network Engineer (Future)					1	120	SF	
Intern (6x6 wkstation)	1				1	36	SF	
Storage			210	SF		250	SF	
Data Room			344	SF		400	SF	
<b>Subtotal IT Department</b>	<b>7</b>		<b>1,043</b>	<b>SF</b>	<b>9</b>	<b>1,340</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.35		x	1.6		
<b>Total DGSF IT Department</b>			<b>1,408</b>	<b>SF</b>		<b>2,144</b>	<b>SF</b>	
<b>Parks and Rec</b>								
Director of Parks and Recreation	1	office	168	SF	1	180	SF	
Recreation and Facilities Superintendent	1	office	172	SF	1	150	SF	
Recreation Supervisor I	1	office	85	SF	1	150	SF	
Recreation Supervisor II	1	wkstation	114	SF	1	150	SF	
Recreation Programmer	1	wkstation	100	SF	1	48	SF	
Administration Assistant	1	wkstation	85	SF	1	48	SF	
Recreation and Community Services Manager	1	office	113	SF	1	48	SF	
Community Services Specialist	1	wkstation	85	SF	1	48	SF	
Intern	1	wkstation	85	SF	1	36	SF	
Storage			300	SF		300	SF	
<b>Subtotal Parks and Recreation</b>	<b>8</b>		<b>1307</b>	<b>SF</b>	<b>8</b>	<b>1,158</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.5		x	1.6		
<b>Total DGSF Parks and Recreation</b>			<b>1961</b>	<b>SF</b>		<b>1,853</b>	<b>SF</b>	

	Now (2014)			Future (2025)		
	Staff	Program		Staff	Program	
<b>City Council Workspace</b>						
Mayor Work Space	0.5	wkstation	SF	0.5	48	SF
Mayor and Council Office	--	office	180 SF		180	SF
Council Chambers (seating for 60)	--		2,033 SF		1,500	SF
Table/Chair/AV Storage			181 SF		200	SF
<b>Subtotal City Council Workspace</b>	<b>0.50</b>	<b>2,394</b>	<b>SF</b>	<b>0.50</b>	<b>1,928</b>	<b>SF</b>
Department Net to Gross Factor	x	1.05		x	1.1	
<b>Total DGSF City Council Workspace</b>		<b>2,514</b>	<b>SF</b>		<b>2,024</b>	<b>SF</b>
<b>City Hall Communications</b>						
Communications Coordinator	1	office	142 SF	1	150	SF
Communications Specialist	1	wkstation	67 SF	2	96	SF
Multimedia Specialist	1	wkstation	83 SF	1	48	SF
<b>Subtotal City Hall Communications</b>	<b>3</b>	<b>292</b>	<b>SF</b>	<b>4</b>	<b>294</b>	<b>SF</b>
Department Net to Gross Factor	x	1.42		x	1.6	
<b>Total DGSF City Hall Communications</b>		<b>415</b>	<b>SF</b>		<b>470</b>	<b>SF</b>
<b>Burnsville Community Television</b>						
Community Television Operations Specialist			0 SF	1	120	SF
Television Production Specialist			0 SF	2	120	SF
PT-Television Production Assistant			0 SF	8	336	SF
<b>Subtotal Community Television</b>		<b>0</b>	<b>SF</b>	<b>3</b>	<b>576</b>	<b>SF</b>
Department Net to Gross Factor	x	1.0		x	1.4	
<b>Total DGSF Community Television</b>		<b>0</b>	<b>SF</b>		<b>806</b>	<b>SF</b>
<b>Fire Dept. Administration</b>						
Fire Chief	1	office	172 SF	1	180	SF
Fire Inspector	1	wkstation	60 SF	2	240	SF
Senior Administrative Assistant	1	wkstation	252 SF	1	48	SF
Administration Assistant (Future)				1	48	SF
Assistant Chief (3 @ 113 SF)	3	office	339 SF	3	450	SF
Training Officer				1	150	SF
<b>Subtotal Administration</b>	<b>6</b>	<b>823</b>	<b>SF</b>	<b>9</b>	<b>1,116</b>	<b>SF</b>
Department Net to Gross Factor	x	1.4		x	1.6	
<b>Total DGSF Fire Dept. Administration</b>		<b>1,152</b>	<b>SF</b>		<b>1,786</b>	<b>SF</b>



	Now (2014)			Future (2025)		
	Staff	Program		Staff	Program	
<b>Facilities</b>						
Facilities Maintenance Supervisor	1		SF	1	150	SF
Facilities Tech	1		SF	1	48	SF
Workshop		360	SF		360	SF
Storage		3,446	SF		3,450	SF
<b>Subtotal Recreation and Facilities</b>	<b>2</b>	<b>3,806</b>	<b>SF</b>	<b>2</b>	<b>4,008</b>	<b>SF</b>
Department Net to Gross Factor	x	1.0		x	1.1	
<b>Total DGSF Recreation and Facilities</b>		<b>3,806</b>	<b>SF</b>		<b>4,409</b>	<b>SF</b>
<b>Custodial Services</b>						
Facilities Supervisor	1		SF	1	150	SF
Custodian	4	N/A	275	4	144	SF
<b>Subtotal Custodial Services</b>	<b>5</b>	<b>275</b>	<b>SF</b>	<b>5</b>	<b>294</b>	<b>SF</b>
Department Net to Gross Factor	x	1.0		x	1.2	
<b>Total DGSF Custodial Services</b>		<b>275</b>	<b>SF</b>		<b>353</b>	<b>SF</b>
<b>Shared Spaces</b>						
Community Meeting Room		4,317	SF		4,317	SF
Kitchen		351	SF		351	SF
Table Storage		283	SF		283	SF
Fitness Center		1,494	SF		1,494	SF
Lunch Room		778	SF		778	SF
Conference Room A		142	SF		142	SF
Conference Room B/C		308	SF		308	SF
Conference Room D		274	SF		274	SF
Conference Room E		400	SF		400	SF
Conference Room F		123	SF		123	SF
Permanent Storage		494	SF		494	SF
Temporary Storage		642	SF		642	SF
Lobby		2,310	SF		2,310	SF
Conference Rooms (2 @ 150 SF)					300	SF
<b>Subtotal Shared Spaces</b>		<b>11,916</b>	<b>SF</b>		<b>12,216</b>	<b>SF</b>
Department Net to Gross Factor	x	1		x	1.1	
<b>Total DGSF Shared Spaces</b>		<b>11,916</b>	<b>SF</b>		<b>13,438</b>	<b>SF</b>

	Now (2014)			Future (2025)		
	Staff	Program		Staff	Program	
<b>B.A.C.</b>						
Storage		2,145	SF	2,145	SF	
Office	office	253	SF	253	SF	
<b>Subtotal B.A.C.</b>		<b>2,398</b>	<b>SF</b>	<b>2,398</b>	<b>SF</b>	
Department Net to Gross Factor	x	1		x	1.0	
<b>Total DGSF B.A.C.</b>		<b>2,398</b>	<b>SF</b>	<b>2,398</b>	<b>SF</b>	
<b>Subtotal City Hall</b>	<b>82</b>	<b>34,225</b>	<b>SF</b>	<b>94</b>	<b>34,633</b>	<b>SF</b>
<b>Net to Gross Factor (Circ., Toilets, Mech., Jan.)</b>	x	1.32		x	1.30	
<b>Total GSF City Hall</b>		<b>45,177</b>	<b>SF</b>	<b>45,023</b>	<b>SF</b>	

### Police Department

#### Administration

Chief	1	office	173	SF	1	180	SF
Executive Assistant	1	office	180	SF	1	48	SF
Captain	2	office	210	SF	2	300	SF
Services Manager	1	office	103	SF	1	150	SF
Admin Sergeants	2	office	180	SF	2	300	SF
Emergency Management	1	office	111	SF	1	150	SF
Storage			94	SF		100	SF
Conference Room			345	SF		300	SF
<b>Subtotal Administration</b>	<b>8</b>		<b>1,396</b>	<b>SF</b>	<b>8</b>	<b>1,498</b>	<b>SF</b>
Department Net to Gross Factor	x		1.31		x	1.4	
<b>Total DGSF Patrol</b>			<b>1,829</b>	<b>SF</b>		<b>2,097</b>	<b>SF</b>

#### Investigations

Investigators	9	office	826	SF	12	1,440	SF
Computer Forensics/Forensics Lab	1	office	157	SF	1	150	SF
Investigation Sergeants	2	office	247	SF	2	300	SF
Interview Rooms (2@100 sf, 1@150 sf)			425	SF		350	SF
Crime Analyst					1	120	SF
Case Management Room						300	SF
<b>Subtotal Investigations</b>	<b>12</b>		<b>1,655</b>	<b>SF</b>	<b>16</b>	<b>2,660</b>	<b>SF</b>
Department Net to Gross Factor	x		1.37		x	1.4	
<b>Total DGSF Investigations</b>			<b>2,267</b>	<b>SF</b>		<b>3,724</b>	<b>SF</b>

	Now (2014)				Future (2025)			
	Staff		Program		Staff		Program	
<b>Records</b>								
Records Supervisor	1	office	88	SF	1	150	SF	
Records Staff (8x6 wkstation)	8	wkstation	710	SF	8	384	SF	
Storage			547	SF		300	SF	
Copy			150	SF		150	SF	
<b>Subtotal Records</b>	<b>9</b>		<b>1,495</b>	<b>SF</b>	<b>9</b>	<b>984</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.2		x	1.6		
<b>Total DGSF Records</b>			<b>1,794</b>	<b>SF</b>		<b>1,574</b>	<b>SF</b>	
<b>Patrol</b>								
Patrol Sergeants ( 1 @ 154 SF, 1@111 SF)	8	office	265	SF	8	360	SF	
Patrol Report Writing (6x6 wkstation)	43	wkstation	312	SF	47	864	SF	
Briefing Room			631	SF		450	SF	
Men's Locker Room/ Showers/ Toilets (60 lockers)			791	SF		1,320	SF	
Women's Locker Room/ Showers/ Toilets (30 lockers)			506	SF		660	SF	
CSO	6	wkstation	48	SF	6	108	SF	
Youth Relations Officers	3	wkstation			3	36	SF	
<b>Subtotal Patrol</b>	<b>60</b>		<b>2,553</b>	<b>SF</b>	<b>64</b>	<b>3,798</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.32		x	1.6		
<b>Total DGSF Patrol</b>			<b>3,370</b>	<b>SF</b>		<b>6,077</b>	<b>SF</b>	
<b>Detention</b>								
Cells		8 cells	432	SF	4 cells	280	SF	
Accessible Cell					1 cell	100	SF	
Interview Rooms		3 rooms	165	SF	2 rooms	200	SF	
Intoxilizer Room			55	SF		55	SF	
Shower			30	SF		36	SF	
Booking			175	SF		350	SF	
Sallyport			680	SF		800	SF	
Storage			29	SF		50	SF	
<b>Subtotal Detention</b>			<b>1,566</b>	<b>SF</b>		<b>1,871</b>	<b>SF</b>	
Department Net to Gross Factor	x		1.46		x	1.4		
<b>Total DGSF Detention</b>			<b>2,286</b>	<b>SF</b>		<b>2,619</b>	<b>SF</b>	

	Now (2014)			Future (2025)			
	Staff	Program		Staff	Program		
<b>Evidence</b>							
Evidence Tech	1	wkstation	70	SF	1	48	SF
Evidence Processing			227	SF		900	SF
Evidence Storage			1,562	SF		1,500	SF
Evidence Garage/ Temp. Processing			550	SF		800	SF
<b>Subtotal Evidence</b>	<b>1</b>		<b>2,409</b>	<b>SF</b>	<b>1</b>	<b>3,248</b>	<b>SF</b>
Department Net to Gross Factor	x		1.12		x	1.2	
<b>Total DGSF Evidence</b>			<b>2,698</b>	<b>SF</b>		<b>3,898</b>	<b>SF</b>
<b>Other</b>							
Community Resource (6'x6' wkstation)	3	wkstation	872	SF	3	108	SF
Community Resource Storage						50	SF
Gun Range			1,162	SF		1,162	SF
Range Control			230	SF		230	SF
Facilities			1,746	SF		1,746	SF
Break Room			316	SF		500	SF
Probation Officer			94	SF		48	SF
Lobby			491	SF		491	SF
Multi-Purpose Training Room						800	SF
<b>Subtotal Other</b>	<b>3</b>		<b>4,911</b>	<b>SF</b>	<b>3</b>	<b>5,135</b>	<b>SF</b>
Department Net to Gross Factor	x		1.12		x	1.2	
<b>Total DGSF Other</b>			<b>5,500</b>	<b>SF</b>		<b>6,162</b>	<b>SF</b>
<b>Vehicle Storage/ Tactical</b>							
Vehicle Parking (35 stalls)			272	SF		2,000	SF
SWAT Muster Room (16 lockers)			336	SF		350	SF
SWAT/Tactical/Unmarked Garage			648	SF		650	SF
Armory			158	SF		250	SF
Gun Clean			150	SF		250	SF
<b>Subtotal Garage/Tactical</b>			<b>1,564</b>	<b>SF</b>		<b>3,500</b>	<b>SF</b>
Department Net to Gross Factor	x		1		x	1.2	
<b>Total DGSF Garage/Tactical</b>			<b>1,564</b>	<b>SF</b>		<b>4,200</b>	<b>SF</b>
<b>Subtotal Police</b>	<b>93</b>		<b>21,309</b>	<b>SF</b>	<b>101</b>	<b>30,351</b>	<b>SF</b>
<b>Net to Gross Factor (Circ., Toilets, Mech., Jan.)</b>	x		1.25		x	1.3	
<b>Total GSF Police</b>			<b>26,730</b>	<b>SF</b>		<b>39,457</b>	<b>SF</b>

	Now (2014)			Future (2025)		
	Staff		Program	Staff		Program
<b>Fire Station #1</b>						
Lobby			Incl.			300 SF
General Office			562 SF			500 SF
Fire Captain	3	office	180 SF	3		180 SF
Captain Bedrooms (1 @ 150 SF)			150 SF			150 SF
Bedrooms (5 @ 140 SF)	9		700 SF	18		900 SF
Living			500 SF			500 SF
Dining			300 SF			600 SF
Kitchen			175 SF			300 SF
Laundry			83 SF			150 SF
Training Officer	1	office	261 SF	1	-	SF
Training Storage			Incl.			150 SF
Training Room			435 SF			600 SF
Fitness			236 SF			500 SF
Apparatus Bay (8 bays @ 1,000 SF)			5,895 SF			8,000 SF
Turn-out Gear			380 SF			400 SF
SCBA			195 SF			200 SF
Storage			666 SF			700 SF
Facilities			266 SF			266 SF
Mezzanine Storage			1,400 SF			1,400 SF
<b>Subtotal Fire Station #1</b>	<b>13</b>		<b>12,384 SF</b>	<b>22</b>		<b>15,496 SF</b>
<b>Net to Gross Factor (Circ., Toilets, Mech., Jan.)</b>	<b>x</b>		<b>1.15</b>	<b>x</b>		<b>1.3</b>
<b>Total GSF Fire Station #1</b>			<b>14,250 SF</b>			<b>20,145 SF</b>

**Fire Department #2**

Lobby			315 SF			300 SF
General Office		office	502 SF			502 SF
Fire Captain (2 @ 132 SF)	3	office	264 SF	3		180 SF
Captain Bedroom (1 @120 SF)			120 SF			150 SF
Bedrooms (5 @ 115 SF)	12		575 SF	15		900 SF
Living			455 SF			500 SF
Dining			672 SF			600 SF
Kitchen			293 SF			300 SF
Apparatus Bay (6 @ 1,000 SF)			4,353 SF			6,000 SF
Turn-out Gear			Incl.			400 SF
Compressor/Storage			385 SF			385 SF
SCBA			Incl.			200 SF
Equipment Clean/Laundry			160 SF			160 SF
Fitness						500 SF



	Now (2014)			Future (2025)		
	Staff	Program	SF	Staff	Program	SF
Training		720	SF		600	SF
Storage		668	SF		700	SF
Mezzanine Storage		536	SF		1,000	SF
<b>Subtotal Fire Station #2</b>	<b>15</b>	<b>10,018</b>	<b>SF</b>	<b>18</b>	<b>13,377</b>	<b>SF</b>
<b>Net to Gross Factor (Circ., Toilets, Mech., Jan.)</b>	<b>x</b>	<b>1.12</b>		<b>x</b>	<b>1.3</b>	
<b>Total GSF Fire Station #2</b>		<b>11,200</b>	<b>SF</b>		<b>17,390</b>	<b>SF</b>



## Section 8: Facility Analysis

### Categories

The following analysis investigates current physical condition deficiencies evident in the City Hall, Police Department, City Garage and Fire Stations. The information documented was gathered primarily through field observation and supplemented by evaluation of existing information and discussion with City Facilities and Maintenance personnel.

The facility analysis explores conditions and deficiencies in seven important areas, which are outlined as follows:

- **Site**
  - » This section describes the site and its surroundings
- **Exterior**
  - » This section describes the exterior envelope including roofing information.
- **Interior**
  - » This section describes the physical condition of the interior spaces and finishes within the facility
- **Accessibility**
  - » This section addressed the conformance of the facility to the intentions of accessibility requirements with focus on the following issues: accessible parking, an accessible route to the main entrance and ability to attain all levels of facility.
- **Life Safety**
  - » This section explains life safety and code deficiencies as noted and discovered during field observation.
- **Mechanical Systems**
  - » This section documents the existing mechanical systems and components and their known deficiencies.
- **Electrical Systems**
  - » This section documents the existing electrical systems and components and their known deficiencies.



### Prioritization Categories

- **Priority 1 (0-5 Years)**

- » Life Safety Issues As typically noted by Fire Marshal/Life Safety Officials
- » Deterioration Item Further deterioration will create high future repair costs or will damage other areas in the building
- » Health Issue Rooms with no ventilation or items that do not meet state health code requirements
- » Accessibility Issue Must complete to provide access into the building and to access a restroom
- » Life Cycle As noted by the current CIP schedule

- **Priority 2 (5-10 Years)**

- » Energy Issue Item replaced or upgraded results in payback in 10 years or less
- » Deterioration Item Material or system that currently functions but will require replacement or maintenance within 10 years.
- » Accessibility Modification required to meet state code guidelines
- » Modernization Modifications required to support future modernizations
- » Health Issue Inadequate exhaust and ventilation in areas lacking adequate ventilation
- » Life Cycle As noted by the current CIP schedule

- **Priority N (Long Term Deferred Maintenance (10+ Years))**

- » Aesthetics Item which impacts the visual environment
- » Deterioration Item Material or system that currently functions but will require replacement or maintenance in 10+ years
- » Life Cycle As noted by the current CIP schedule



**City Hall/Police Existing Building Analysis**

Site

- The site is bordered by E. 130<sup>th</sup> St. and residential housing to the North, open land and educational facilities to the East, Civic Center Parkway and the City Garage to the South and Nicollet Ave. and residential housing to the West.
- The parking lot was done in 2013 and is in generally good condition. It is scheduled to be replaced in the current CIP Schedule in 2038.
- There are some areas where the sidewalk is cracked and needs replacing.
- There are several picnic tables on site that are in need of being re-painted
- The bollards near the garage doors are peeling and in need of being re-painted.
- The parking lot is adequately sized.

Issues to Consider

- » Replace Several areas of concrete sidewalk, including six (6) 5'-0" by 5'-0" slabs near the exterior mechanical enclosure, four (4) 10'-0" x 15'0" slabs outside the City Hall lunch room, and one (1) 4'-0" x 4'-0" slab on the northwest corner of the building.

**Priority 1**

**Estimated Project Cost: \$7,700**

- » Repaint Eight (8) bollards outside the Police garages, three (3) bollards outside the SWAT garage, and four (4) bollards outside the trash enclosure area.

**Priority N**

**Estimated Project Cost: \$1,500**

- » Repaint three (3) picnic tables at the seating area outside the lunch room.

**Priority N**

**Estimated Project Cost: \$1,200**

Exterior

- Construction of the City Hall and Police occurred in 1988. The Gun Range was added in 1995.
- The building structure is primarily concrete block masonry walls with face brick and wide flange steel columns. The roof structure consists of steel joists/beams supporting metal roof deck.
- The roof is approximately 37,423 SF, installed in 2010. The original 10 year warranty has not expired and the CIP Schedule indicates replacement in 2030.
- The brick on the exterior is generally in good condition with some minor exceptions. The CIP Schedule indicates re-sealing the brick and caulk joints in 2015.
- All the exterior aluminum windows and frame systems are up to current Minnesota State Energy Codes.
- The sealant on all the exterior windows and frames is in need of replacement.
- There is some discoloration of the EIFS system on both the City Hall entrance and Police entrance.
- Approximately eight (8) doors have deteriorating weather-stripping.
- The garage doors are in good condition. Two (2) are scheduled to be replaced in 2015.
- The south wall of the Police Station is leaking water into the Gun Range and Facilities Storage area.



Issues to Consider

- » Remove and replace brick and stucco along the bottom of the south wall of the Police station and replace flashing.

**Priority 1**

**Estimated Project Cost: \$20,000**

- » Clean 50 linear feet of efflorescence off brick near the exterior stair on the South side of City Hall, 16 linear feet on the exterior stair on the North side of the Police building and approximately 200 SF of brick on the North side of City Hall near the IT department and lunch room.

**Priority N**

**Estimated Project Cost: \$1,100**

- » Clean approximately 130 SF of EIFS panel at the Police entrance and City Hall entrance.

**Priority N**

**Estimated Project Cost: \$250**

- » Repaint rusted exterior overhead door frame channels on both sides of the eight (8) overhead doors.

**Priority N**

**Estimated Project Cost: \$3,200**

- » Reseal all exterior windows and frames, approximately 2,570 linear feet.

**Priority 1**

**Estimated Project Cost: \$25,700**

Interior

- The majority of the building has vinyl wall covering which that is generally in good condition, but dated in the lower level. It is scheduled to be replaced this year.
- The carpet in the Engineering, Administration, Human Resources, and Finance portion of the building was replaced last year. The carpet in the rest of City Hall is scheduled to be replaced next year.
- The carpet in Police was installed in 2003 and is in good condition. The CIP Schedule indicates replacing the carpet in 2016.
- The carpet tile in the Patrol workstation area is in very poor condition.
- The finishes and casework in the Community Rooms and City Hall lunch room are dated.
- The ACT ceilings in the lobbies and hallways were installed in 2012-2013 and are in generally good condition. They are scheduled to be replaced in 2032-2033. The ACT in the office areas are in good condition and replaced on an as-need basis.
- The countertops in the women's restrooms are worn and dated.

Issues to Consider

- Wallpaper Community Rooms and Lobby.

**Priority 1**

**Estimated Project Cost: \$17,600**

- Update the VCT (780 SF), paint, and provide new casework (approximately 22 linear feet) in the City Hall lunch room.

**Priority 2**

**Estimated Project Cost: \$8,000**



- Replace the VCT in the City Hall Fitness Room (1,500 SF)

**Priority N**

**Estimated Project Cost: \$6,100**

- » Replace Carpet in Police Wing

**Priority 1**

**Estimated Project Cost: \$57,200**

- » Replace Carpet the second half of City Hall, approximately 6,320 SF.

**Priority 1**

**Estimated Project Cost: \$54,000**

Accessibility

- The current number of handicapped parking spaces meets the requirements.
- One stall in each of the toilet rooms should be made accessible.
- The elevator is located in the public lobby and easily accessed.
- Many of the office doors have knob hardware which should be upgraded to be ADA compliant.
- The service countertop in the Police Lobby does not have an accessible height portion.

Issues to Consider

- » Create ADA compliant stalls in each of the restrooms on both City Hall and Police side.

**Priority 2**

**Estimated Project Cost: \$15,000**

- » Create ADA compliant sinks at four (4) locations in City Hall and three (3) locations in Police

**Priority 2**

**Estimated Project Cost: \$6,150**

- » Create an ADA height countertop in the Police Lobby.

**Priority N**

**Estimated Project Cost: \$250**

- Replace (22) knob door handles in City Hall and (27) knob door handles in Police with ADA compliant lever handles.

**Priority 2**

**Estimated Project Cost: \$5,000**

Life Safety

- The existing guardrails on all the stairs in the building are not code compliant.
- The building is fully sprinklered.
- All storage and mechanical rooms over 100 SF are fire-rated with a one hour wall which exceeds the current code requirement.



Issues to Consider

- Replace center guardrail on all stairs in both buildings to meet required height. Approximately 100 linear feet of railing.

**Priority N**

**Estimated Project Cost: \$6,500**

Mechanical

Heating, Ventilation, and Air Conditioning

- The building is heated by two Hydrotherm KN-10 sealed combustion high efficiency boilers. The boilers were installed approximately 2 years ago and are in good working condition.
- Heating water is circulated throughout the building by two 100% redundant variable speed 5 HP pumps. During high load conditions both pumps have been observed to run.
- Chilled water for cooling is provided to each of the main air handling systems by an air cooled 225 ton variable speed chiller installed in 2007. The chiller has two circuits and two compressors and modulates to meet the building cooling demand. The chiller typically runs at a peak of 85% and is in good working condition.
- A single 20 HP variable speed chilled water pump circulates chilled water throughout the building.
- The chilled water system is a 30% Dowtherm SR-1 solution.
- Air handler AHU-1 is a field fabricated system that serves the majority of the building and was installed in the original building construction in 1989. The system provides cooling zone control with cooling only variable air volume boxes. Facility staff has indicated that the control has improved with the recent control upgrades.
- Air Handler AHU-2 is a factory packaged constant volume system and serves the council chambers. The unit was installed in the original building construction in 1989 and is in good working condition.
- Air Handler AHU-3 is a factory packaged variable air volume unit installed in the original building construction in 1989. The system provides cooling zone control with cooling only variable air volume boxes. The systems are in good working condition.
- Systems AHU-1 and AHU-3 are installed with electric humidification systems. The systems were recently replaced and are in good working condition.
- The building perimeter in the office areas is heated by perimeter hot water fin tube radiation. The facility staff has noted that temperature control of these areas has improved since the recent control upgrades.
- The Lobby area was originally constructed with a smoke control system. Automatic operation of the system has been disconnected through a code revision to the building. The system is still in place and operates manually.
- The original building construction included three once through domestic water cooling systems serving the council chambers audio visual room, the main computer server room, and the former dispatch room. Currently the computer server room unit is planned for replacement.
- The once through domestic water cooling system serving the former dispatch room is still in service and provides supplemental cooling for the area that is now used as an officer report room.
- The gun range is ventilated by a roof mounted gas fired make-up air and exhaust system. The system has a chilled water coil for cooling of the supply air. The system was installed in 1995 and is in good working condition.
- A total of three electrical rooms are installed with distribution transformers that tend to overheat.
- The building controls have been upgraded recently and are in good working condition. The system is currently as manufactured by Allerton and is service by Humeratech.

Plumbing

- The building is served by an 8" combined domestic and fire protection service. The domestic line from the service is 3".
- Building hot water is softened by a single water softener resin tank. The water softener is in good working condition.



- Building hot water is provided by two standard efficiency 80,000 Btu water heaters. The water heaters were installed in October of 2013 and are in good working condition. There is no apparent combustion air path; however, this has not been noted as an issue.

Fire Protection

- The building is fully protected by a wet fire sprinkler system.
- The data room is protected by a clean agent fire suppression system.

Issues to Consider

- » The existing cooling systems for the council chambers audio visual room using domestic water that drains into the city sanitary system for cooling and drains. Replace the domestic water cooling system with a split DX cooling system.

**Priority 2**

**Estimated Project Cost: \$15,000**

- » The women's toilet room on the main level (Room 2050) is very cold in the winter. Provide a hot water baseboard heater and control.

**Priority 2**

**Estimated Project Cost: \$3,000**

- » Replace the remaining pneumatic fire smoke dampers with electrically operated dampers. There are two total, one on each side of the lobby.

**Priority 2**

**Estimated Project Cost: \$3,400**

- » Replace the remaining pneumatic actuators on the exhaust fan motorized dampers with electric actuators.

**Priority 2**

**Estimated Project Cost: \$1,200**

- » Investigate issues related to the building over pressurizing when the air handling units are operating in free cooling mode. Corrective actions may range from replacing the existing relief air fans to modifying the existing control sequence.

**Priority 2**

**Estimated Project Cost (Allowance): \$15,000**

- » A total of three electric rooms are installed with transformers and are overheating. Provide a transfer fan and control for cooling.

**Priority 2**

**Estimated Project Cost: \$4,500**

- » The once through domestic water system that served the dispatch room is currently providing supplemental cooling for the officer report area. Remove the once through cooling system and modify the existing variable air volume system to provide cooling for this area. Further investigation is required to determine the extent of modifications required on the existing system. Solutions likely include replacing the existing variable air volume box and distribution ductwork and may include upsizing the main distribution ductwork.

**Priority 1**

**Estimated Project Cost (Allowance): \$15,000**



- » Provide a fuel oil leak detection system for the existing 4,000 gallon underground fuel oil storage tank.

**Priority 1**

**Estimated Project Cost: \$2,500**

- » The emergency generator has a remote radiator installed on the roof. The roof mounted radiator has been noted as a potential vulnerability during storms. Options to provide more reliable operation may include relocating the radiator to a more secure location on grade to replacing the existing generator with a new remote generator in a weather proof enclosure. The existing generator does not meet current EPA standards for emissions such that the building has recently been removed from the utility peak shave program. A new generator may allow peak shaving.

**Priority 1**

**Estimated Project Cost (Allowance): \$500,000**

Electrical

Power Service and Distributions

- The main power service is 1600Amps, 480/277V, 3phase, 4-wires system. It has (4) fusible switch sections. The main disconnect is bolted pressure switch. Section 3 of 4 has space for future load addition. Section 4 of 4 is fully empty.
- The building has a 600KW indoor generator. The generator was previously used as peak demand shaving, but it does not qualify since EPA's new emission control came into effect. The building has two transfer switches, the original ASCO switch installed in 1988/89 and Cummins ATS installed in 1993 with the 600KW generator.

Lighting

- Existing 32Watts, T8 lamps are being converted to 25Watts, T8. Common areas are replaced with Cree LED lay-in fixtures. Lights in the Council chambers and gun range changed to LEDs

Systems/Technology

- VoIP phone system. All voice/data cables are Cat 6 cables and installed in 2006. The main data room has 40KVA APC UPS installed in 2005. The batteries were replaced in October 2013. The CIP schedule indicates replacing the phone system in 2015
- The fire alarm system is GE, installed in 2010.
- Existing PA system is tied to the phone system.
- Camera/Security/Access control systems are all based on IP system. The equipments get the required power via Power of Ethernet (PoE).

Issues to Consider

None Noted

**Category Totals**

<b>Site</b>	<b>\$10,400</b>
<b>Exterior</b>	<b>\$50,250</b>
<b>Interior</b>	<b>\$142,900</b>
<b>Accessibility</b>	<b>\$26,400</b>
<b>Life Safety</b>	<b>\$6,500</b>
<b>Mechanical Systems</b>	<b>\$559,600</b>
<b>Electrical Systems</b>	<b>\$0</b>
<b>Total Cost</b>	<b>\$796,050</b>



**City Garage Existing Building Analysis**

Site

- The site is bordered by Civic Center Parkway and City Hall to the North, open land and residential housing to the East, educational facilities to the South and Nicollet Ave. and residential housing to the West.
- The parking lot is in fair condition.
- Sidewalks adjacent to the building are in good condition with some cracking.

Exterior

- Construction of the City Garage occurred in three (3) main stages: 1968, 1974 and 1981. The Youth Center portion of the building was a remodel completed in 1999.
- The building structure is primarily concrete block masonry walls with face brick. The roof structure consists of steel joists/beams supporting metal roof deck.
- The roof is built up, approximately 40,650 SF and was replaced in 1998. The CIP Schedule indicates replacement in 2018.
- The brick on the exterior is generally in good condition, however, on the south and west sides of the building, a majority of the 2'-0" brick fins are spauling.
- Except for the aluminum frame systems in the Youth Center area, all the exterior aluminum windows and frame systems are original single pane windows.

Issues to Consider

- » Remove and replace all windows not in the Youth Center, approximately 120 SF with thermally efficient window systems with 1" insulating glass.

**Priority 1**

**Estimated Project Cost: \$12,000**

- » Remove and replace the 40,650 SF roof.

**Priority 1**

**Estimated Project Cost: \$325,200**

Interior

- The trench drain in the garage is rusted and missing a cover (see mechanical). The CIP Schedule indicates this to be replaced in 2015.
- The carpet in the Youth Center area is very worn and completely ripped up in some areas.
- The VCT in the Youth Center area is chipped and cracked.
- The ACT in the Youth Center area is damaged.

Issues to Consider

- » Remove and replace 1,800 SF of carpet in the Youth Center

**Priority 1**

**Estimated Project Cost: \$11,250**

- » Remove and replace 1,426 SF of VCT in the Youth Center

**Priority 1**

**Estimated Project Cost: \$5,500**

- » Remove and Replace 1,800 SF of ACT in the Youth Center

**Priority 1**

**Estimated Project Cost: \$7,900**



Accessibility

Life Safety

Mechanical

Heating, Ventilation, and Air Conditioning

- The area occupied by the Burnsville athletic association does not have a direct source of outside air for ventilation. Window air conditioners provide partial cooling for these areas. Electric baseboard provides heating control.
- The area occupied for police and fire storage area (Bays 1-5) is heated by gas fired infrared heaters and one unit heater. An associated storage room is not heated. A gas fired make-up air unit and associated exhaust system was originally intended to provide code required ventilation. The systems are no longer operational.
- The area occupied by the Hockey association (Bays 6-10) is heated by gas fired unit heaters. A gas fired make-up air unit and associated exhaust system was originally intended to provide code required ventilation. The systems are no longer operational.
- The area occupied for truck and mower storage (Bays 11-12) is heated by gas fired unit heaters. The exhaust system originally installed for ventilation is no longer used.
- The break room adjacent to the truck and mower storage area is heated by a gas fired unit heater. There is no direct source of ventilation.
- The Gun shop (Bays 13-15) is heated by gas fired unit heaters and partially heated by the vacuum end of a gas fired infrared heater. There is no ventilation system serving the area.
- The youth activity area (Bays 16-18) is heated by a gas fired unit heater. And gas fired infrared heating system. There is no direct source of ventilation.
- The "Garage" is heated, ventilated, and cooled by two gas fired furnaces with DX cooling. The furnaces were installed in 2009 and 2010 and are in good working condition.

Plumbing

- A small electric water heater provides domestic hot water for the gun shop. The water heater is in good condition.
- A gas fired water heater provides hot water for the garage area. The water heater has been in service for 30+ years but is in good working condition.
- The cover for the trench drain installed in the original building construction is broken. The drain is not needed for most of the area where the drain is installed based upon the current use.

Fire Protection

- The Youth Center portion of the building is fully protected by a wet fire sprinkler system. The system installed is large enough to handle the rest of the building should renovations require a code upgrade.

Issues to Consider

- » The area rented by BAC has no direct source of outside air for ventilation to meet minimum code requirements. Provide a gas fired furnace for heating and minimum ventilation requirements. A split DX system for cooling and dehumidification is an option for an additional project cost of \$5,000.

**Priority 1**

**Estimated Project Cost: \$15,000**



- » The police and fire storage area (Bays 1-5) has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.

**Priority 2**

**Estimated Project Cost: \$25,000**

- » The Hockey club area (Bays 6-10) has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.

»

**Priority 1**

**Estimated Project Cost: \$25,000**

- » The mower storage area (Bays 11-12) has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new direct gas fired make-up air unit, associated exhaust fans and control to run as need to maintain air quality in the space.

**Priority 1**

**Estimated Project Cost: \$25,000**

- » The PW Storage (Rm 130, Bays 13-15) and Garage (Rm 120) areas have no direct source of outside air for ventilation to meet minimum code requirements. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.

**Priority 1**

**Estimated Project Cost: \$20,000**

- » The youth activity area (Bays 16-18) has no direct source of outside air for ventilation to meet minimum code requirements. Provide a gas fired furnace associated exhaust fans to provide minimum code required ventilation. Cooling could be added for an additional \$5,000 project cost.

**Priority 1**

**Estimated Project Cost: \$20,000**

- » Repair the existing trench drain cover. Some areas not requiring a floor to be blanked of with heavy gauge metal plate. Clean and route out the existing drain and sanitary branch line. It is understood that the trench drain are operational.

**Priority 1**

**Estimated Project Cost: \$6,000**

Electrical

Power Service and Distributions

- The main power service is 400Amps, 208Y/120V, 3phase, 4-wire system. The main switchboard has fusible switches. The switchboard is from original 1968 (46 years old) construction and past its recommended use.
- All branch circuit panelboards are all from original 1968 construction and additions in 1974 and 1981. These panelboards are past, at the end or nearing the end of recommended 40 year use



Lighting

- There are HID and fluorescent (T8, 32watts) light fixtures in the building. HID light fixtures have been replaced between 2002 and 2010; motion sensor switching was installed in bays 1-5 and 12-15 to reduce lighting burn time. Additions with fluorescent light fixtures were added later. A small part of the building lighting was fully changed to fluorescent lights in 1999 renovation.
- All exterior lights are changed to LED light fixtures except for 5 fixtures on the West side of the building.

Systems/Technology

- Existing Fire Alarm Control Panelboard, FACP, is Honeywell: Vista 1000. This FACP is installed around 1999 and it's adequately serving the building.
- The building has card access system that is serving the building adequately.

Issues to Consider

- » The main switchboard has passed its recommended use. Replace switchboard.

**Priority 2**

**Estimated Cost: \$34,400**

- » Replace existing branch circuit panelboards from original construction and additions.

**Priority 2**

**Estimated Cost: \$23,600**

- » Replace existing HID light fixtures with energy efficient fluorescent high bay light fixtures.

**Priority 2**

**Estimated cost: \$39,700**

- » Replace existing fire alarm system

**Priority 1**

**Estimated cost: \$17,000**

<b>Category Totals</b>	
Site	\$0
Exterior	\$337,200
Interior	\$24,650
Accessibility	\$0
Life Safety	\$0
Mechanical Systems	\$136,000
Electrical Systems	\$114,700
<b>Total Cost</b>	<b>\$612,550</b>



**Fire Station #1 Existing Building Analysis**

Site

- The site is bordered by W. 150<sup>th</sup> St. and commercial properties to the North, commercial properties to the East, commercial properties to the South and Burnhaven Drive and commercial properties to the West.
- The concrete patio on the east side of the building is cracked and needs to be replaced.
- The parking lot is in good condition; it was replaced in 2012 and is scheduled to be replaced in 2031.
- The exterior parking lot lights are original to the building and could be replaced.

Issues to Consider

- » Remove and replace the concrete patio, approximately 920 SF.

**Priority N**

**Estimated Project Cost: \$11,500**

- » Remove and replace the exterior lights.

**Priority 2**

**Estimated Project Cost: \$2,000**

Exterior

- Construction of the Fire Station occurred in three (3) primary stages: built in 1975, remodeled in 1989 and the apparatus bay addition was added in 2011.
- The original (1975 and 1989) building structure is primarily concrete block masonry walls with face brick. The roof structure consists of steel joists/beams supporting metal roof deck. There are two wood framed walls with stucco that were originally designed as temporary walls but are still in place. The 2011 addition building structure is insulated concrete precast panel with a roof structure consisting of steel joists/beams supporting a metal deck.
- The roof is approximately 12,900 SF, installed in 1998. It is expected to need replacing in 2025.
- All the bedroom windows have been replaced in within the last year.
- The temporary wood framed wall on the Southwest of the building is currently being fixed in order to stop it from leaking.
- The exterior brick is in need of tuck-pointing.

Issues to Consider

- » Tuck-point 100% of the brick on the building, approximately 4,575 SF.

**Priority 1**

**Estimated Project Cost: \$68,700**

- » Remove and replace the bay roof.

**Priority 1**

**Estimated Project Cost: \$80,000**

- » Remove and replace the remaining roof.

**Priority N**

**Estimated Project Cost: \$74,800**

Interior

- The ACT is stained in several rooms and expected to be caused by a leaking HVAC system. It is indicated to need replacement in the CIP Schedule.
- The two southern most rooms adjacent to the temporary wall will have new carpet and paint done this year.



- The carpet throughout the building was replaced in 2011.
- The lighting in the living area could be replaced.
- The shared toilet rooms have mold issues near the ceiling.
- The casework in the kitchen is dated.
- The garage doors are not tall enough for the equipment.
- The windows in the living area were put in the 1989 but could be re-varnished.
- The concrete immediately adjacent to the trench drain is in need of repair.
- The linoleum in the laundry room needs to be replaced around the floor drain.

Issues to Consider

- » Update the casework and countertops in the kitchen.

**Priority 1**

**Estimated Project Cost: \$12,200**

- » Replace the linoleum in the laundry room (85 SF)

**Priority 2**

**Estimated Project Cost: \$350**

- » Remove and replace the ACT throughout the building, approximately 4,900 SF

**Priority 3**

**Estimated Project Cost: \$ 21,500**

Accessibility

- The shared toilet rooms do not meet ADA requirements.
- There is one door with knob hardware that should be replaced with an ADA compliant lever.
- The public toilet room does not have up to date grab bars.

Life Safety

Mechanical

Heating, Ventilation, and Air Conditioning

- There are a total of four high efficiency sealed combustion gas fired furnaces that serve the office and sleeping areas of the building. The systems provide heating and cooling zone control.
- The occupants have commented on the areas feeling very humid during the cooling season. There is evidence of water staining the ceiling tile in some areas. A likely cause is water condensing and dripping from the surface of the supply distribution ductwork. Work was completed recently to clean the interior of the supply ductwork that may have damaged the internal insulation.
- Cooling for each of these systems is provided by a roof mounted heat pump system. The heat pump configuration provides the first stage of heating as the outside air temperature allows.
- Supplemental perimeter heating is provided by electric baseboard radiation.
- The apparatus bay is ventilated by a roof mounted gas fired make-up air unit and associated exhaust system. The unit is controlled by an air quality sensor and its operation is limited.
- The apparatus bay is heated by gas fired infrared heaters.
- Two ceiling fans in the apparatus bay work to de-stratify the air and provide even heating control.
- The apparatus bay has been retrofitted with a total of 6 Air Hawk air filters.



- A gas fired furnace with DX cooling provides for heating and cooling control of the areas below the mezzanine on the North side of the apparatus by including the SCBA Apparatus room.

Plumbing

- A gas fired water heater in the apparatus bay provides for the building domestic hot water needs. The heater is in good condition.

Fire Protection

- The building is fully protected by a wet fire sprinkler system.

Issues to Consider

- » High humidity in the sleeping areas during the summer has been an issue and is a contributing factor to microbial growth. The mechanical systems were replaced in 2010, the supply ductwork has been cleaned, and steps have been taken to improve the wall insulation yet issues persist. The duct work has been noted to drip and leave stain marks on the ceiling. We recommend replacing the existing duct distribution system with new ductwork with external insulation. Ductwork modifications to include ventilating the area above the ceiling to fully condition the area with the exterior envelope. The extent of ceiling work needs to be determined.

**Priority 1**

**Estimated Project Cost (Allowance): \$25,000**

- » A portion of the building in the exercise area has been remodeled and the currently has two of the furnace systems serving this area. Modify the furnace zones to align with the current floor plan layout.

**Priority 2**

**Estimated Project Cost: \$4,000**

Electrical

Power Service and Distributions

- The main power service is 800Amps, 208Y/120V, 3phase, 4-wire system. The main switchboard has fusible switches. The switchboard was installed in 1975 (it is 39 years old) and at the end of its recommended use of 40 years.
- Some of the existing branch circuit panelboards were installed in 1975. The branch circuit panelboards are at the end of their recommended use of 40 years.
- The building has a 50KW Cummins generator installed in 2005.
- The building is served by one Automatic Transfer Switch (ATS). The ATS is 400Amps rated. This ATS serves life safety and non-life safety loads. Per code, life safety and non-life safety loads must be supplied from different ASTs, this does not meet current code.

Lighting

- Lights in building use fluorescent T8, 32W lamps.

Systems/Technology

- Fire alarm system was not found on site or on any existing plans.
- Building has card access system that serves the building adequately.

Issues to Consider



- » The main switchboard is at the end of its recommended useful life. Replace switchboard.

**Priority 2 Estimated Cost: \$34,400**

- » Replace (2) branch circuit panelboards from original building.

**Priority 2 Estimated Cost: \$6,750**

- » Separate life-safety loads from non-life safety loads. This includes adding (1) ATS, (1) panelboard, and re-circuiting non-life safety loads to new panelboard.

**Priority 2 Estimated Cost \$7,800**

- » Add a new fire alarm system.

**Priority 2 Estimated Cost: \$15,000**

**Category Totals**

<b>Site</b>	<b>\$13,500</b>
<b>Exterior</b>	<b>\$223,500</b>
<b>Interior</b>	<b>\$34,050</b>
<b>Accessibility</b>	<b>\$0</b>
<b>Life Safety</b>	<b>\$0</b>
<b>Mechanical Systems</b>	<b>\$29,000</b>
<b>Electrical Systems</b>	<b>\$63,950</b>
<b>Total Cost</b>	<b>\$364,000</b>



**Fire Station #2 Existing Building Analysis**

Site

- The site is bordered by open land and commercial properties to the North, Westchester Square and residential properties to the East, E. 122<sup>nd</sup> St. and residential houses to the South and Parkwood Drive and residential properties to the West.
- The parking lot is currently being crack sealed. It was installed in 2011 and expected to be replaced in 2031.
- The concrete at the front entry, sidewalk along the west wall, and sidewalk along the east wall is cracked and shifted. It was originally installed in 1989.
- There are twelve (12) bollards that have chipping paint.
- The exterior lights over the south wall are original to the building and could be replaced.

Issues to Consider

- » Replace approximately 800 SF of concrete sidewalk.

**Priority N**

**Estimated Project Cost: \$10,000**

- » Repaint twelve (12) bollards outside the Apparatus Bay Garage.

**Priority N**

**Estimated Project Cost: \$1,200**

Exterior

- Construction of the Fire Station occurred in 1998.
- The building structure is primarily concrete block masonry walls with face brick. The roof structure consists of steel joists/beams supporting metal roof deck.
- All the exterior brick is in good condition, except for some efflorescence along the east wall.
- The exterior aluminum windows along the north wall are original (1992) single pane windows. The CIP Schedule has them scheduled to be replaced by 2015.
- The brick expansion joints are replaced every 15 years and are currently 10 years old.
- The roof is approximately 10,668 SF, the original 10 year warranty has expired, but it has been maintained in the past two years and is planned to be replaced in 2016-2019.

Issues to Consider

- » Clean 10 linear feet of efflorescence off brick on the east wall.

**Priority N**

**Estimated Project Cost: \$200**

- » Remove and replace all north wall windows, approximately 72 SF with thermally efficient window systems with 1" insulating glass.

**Priority 1**

**Estimated Project Cost: \$7,200**

- » Replace the 10,668 SF roof.

**Priority 1**

**Estimated Project Cost: \$128,000**



Interior

- The covers of the 6 trench drains in the apparatus bay are rusty.
- The apparatus bay lighting was replaced with LED fixtures 2 years ago.
- The ceiling tile is original to the building (1999) and is dated.
- The ceiling tile in the lobby area is stained, broken, and needs to be replaced.
- The kitchen casework is dated. The casework was installed in 1989 and the countertops in 2009.
- The multi-purpose/training room needs to be repainted.
- The blinds in the lobby area are dated.
- The carpet throughout the building is in fairly good condition and was installed in 2009. The CIP Schedule indicates replacing the carpet in 2016.
- Bedroom 7 needs to be re-carpeted and the attached toilet room needs to be finished.

Issues to Consider

- » Remove and replace the ACT in the living quarters

**Priority 1**

**Estimated Project Cost: \$14,700**

- » Remove and replace the casework and countertops in the kitchen.

**Priority 1**

**Estimated Project Cost: \$27,300**

- » Finish the last toilet room and wardrobe for Bedroom #7

**Priority 1**

**Estimated Project Cost: \$12,000**

Accessibility

- The shared toilet rooms in the bedrooms are not ADA compliant

Issues to Consider

- » None Noted

Life Safety

Mechanical

Heating, Ventilation, and Air Conditioning

- There are a total three single zone gas fired rooftop DX units serving office and sleeping areas of the building. The systems provide heating and cooling zone control.
- Supplemental perimeter heating is provided by electric baseboard radiation.
- The apparatus bay is ventilated by a gas fired make-up air unit located on the mezzanine and associated exhaust system. The unit is controlled by an air quality sensor and its operation is limited.
- The apparatus bay is heated by gas fires infrared heaters.
- The apparatus bay has been retrofitted with a total of 6 Air Hawk air filters.

Plumbing

- A gas fired water heater in the apparatus bay provides for the building domestic hot water needs. The heater was replaced in 2013 and is in good condition.



Fire Protection

- » The building is fully protected by a wet fire sprinkler system.

Issues to Consider

- » None Noted

Electrical

Power Service and Distributions

- The main power service is 600Amps, 208Y/120V, 3phase, 4-wire system. The main switchboard has fusible switches. The switchboard is from original 1989 construction and in good condition.
- Branch circuit panelboards are all from original 1989 construction and are all in good condition.
- There is (1) 55KW indoor generator installed in 2005.
- The building is served by (1) Automatic Transfer Switch.

Lighting

- The kitchen area lighting is changed to 2'x2' LED lay-in-ceiling fixtures.
- Engine Bays lighting is converted to LED strip lights.
- The rest of the building use 32W, T-8 lamp fixtures.
- There is (1) lighting control panelboard: Lutron Energi Savr Node.

Systems/Technology

- Existing Fire Alarm Control Panelboard, FACP, is Silent Knight: model 5107. This FACP is from original construction and past it's recommend use of 20 years. This FACP was discontinued 7-10 years ago and no longer in production. Obtaining parts for servicing may be difficult.
- Building has card access system that serves the building adequately.

Issues to Consider

- » Replace existing Fire Alarm System.

**Priority 2**

**Estimated Cost: \$15,000**

<b>Category Totals</b>	
Site	<b>\$11,200</b>
Exterior	<b>\$135,400</b>
Interior	<b>\$54,000</b>
Accessibility	
Life Safety	
Mechanical Systems	
Electrical Systems	<b>\$15,000</b>
<b>Total Cost</b>	<b>\$207,100</b>



City Hall/Police						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
<b>Site</b>	Replace Several areas of concrete sidewalk. <sup>1</sup>	\$7,700			Repaint 15 bollards.	\$1,500
					Repaint 3 picnic tables.	\$1,200
<b>Exterior</b>	Remove and replace brick and stucco along the south wall of the Police station and replace flashing. <sup>1</sup>	\$20,000			Clean brick and EIFS panel.	\$1,350
	Reseal all City Hall exterior windows and frames. <sup>1</sup>	\$25,700				
	Front doors and hardware replacement at City Hall and Police <sup>1</sup>	\$40,000				
	Seal exterior brick at City Hall. <sup>1</sup>	\$16,000				
<b>Interior</b>	Wall paper Community Rooms/Lobby replacement <sup>1</sup>	\$17,600	Update the VCT, paint, and provide new casework in the City Hall lunch room.	\$8,000	Replace the VCT in the City Hall Fitness Room.	\$6,100
	Carpet Replacement in Police Wing. <sup>1</sup>	\$57,200				
	Replace Carpet in ½ of City Hall. <sup>1</sup>	\$54,000				
	Acoustical Ceiling Replacement. <sup>1</sup>	\$10,000				
	Wallpaper City Hall and Police. <sup>1</sup>	\$12,000				
<b>Accessibility</b>			Create ADA compliant stalls in each of the restrooms.	\$15,000	Create an ADA height countertop in the Police Lobby.	\$250
			Create ADA compliant sinks.	\$6,150		
			Replace (49) knob door handles with ADA compliant lever handles.	\$5,000		
<b>Life Safety</b>					Replace center guardrail on all stairs in both buildings to meet code.	\$6,500
<b>Mechanical Systems</b>	Replace the existing generator with a new remote generator <sup>1</sup>	\$500,000	Replace the remaining pneumatic fire smoke dampers with electrically operated dampers	\$3,400		
	Police Report Room – AC unit/modify bldg main unit <sup>1</sup>	\$15,000	Replace the existing relief air fans to modifying the existing control sequence.	\$15,000		

<sup>1</sup> This item and cost is already included in CIP budget.

<sup>2</sup> This item and cost is not included in CIP budget, but is included in the budget for the Short Term Plan.

City Hall/Police (cont.)						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
	Provide a transfer fan and control for cooling and electric cooling in transformer closets. <sup>2</sup>	\$4,500	Replace the domestic water cooling system in City Hall with DX system.	\$15,000		
	Replace the existing variable air volume box and distribution ductwork in the old Dispatch Room. <sup>2</sup>	\$15,000	Replace the remaining pneumatic actuators on the exhaust fan motorized dampers with electric actuators	\$1,200		
	Energy Management systems upgrades. <sup>1</sup>	\$15,000				
	Provide a fuel oil leak detection system. <sup>2</sup>	\$2,500	Provide a hot water baseboard heater and control in City Hall Public toilet.	\$3,000		
<b>Totals City Hall/ Police</b>		<b>\$812,200</b>		<b>\$71,750</b>		<b>\$16,900</b>

City Garage						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
<b>Exterior</b>	Seal exterior brick. <sup>1</sup>	\$8,000				
	Remove and replace the roof <sup>1</sup>	\$325,200				
	Remove and replace all windows non-thermal windows with thermally efficient window systems with 1" insulating glass. <sup>1</sup>	\$12,000				
<b>Interior</b>	Remove and replace the carpet and VCT in the Youth Center. <sup>1</sup>	\$16,750				
	Remove and Replace ACT in the Youth Center. <sup>1</sup>	\$7,900				
<b>Mechanical Systems</b>	Provide a gas fired furnace for heating and minimum ventilation requirements for BAC rental space. <sup>1</sup>	\$10,000	Provide new direct gas fired make-up air unit for Police Storage area (Bays 1-5)	\$25,000		
	Repair the existing trench drain cover. Clean and route out the existing drain and sanitary branch line <sup>1</sup>	\$6,000				
	Provide (3) new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space in Bays 6-15.(Hockey Club, Mower, and PW Storage.) <sup>2</sup>	\$70,000				

<sup>1</sup> This item and cost is already included in CIP budget.

<sup>2</sup> This item and cost is not included in CIP budget, but is included in the budget for the Short Term Plan.

City Garage (cont.)						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
	Provide a gas fired furnace associated exhaust fans to provide minimum code required ventilation for Youth Center. <sup>2</sup>	\$20,000				
<b>Electrical Systems</b>	Replace existing fire alarm system. <sup>1</sup>	\$17,000	Replace building main electrical feeder panel.	\$34,400		
			Replace existing branch panel-boards.	\$23,600		
			Replace existing HID light fixtures with energy efficient fluorescent high bay light fixtures or LED fixtures.	\$39,700		
<b>Totals City Garage</b>		<b>\$492,850</b>		<b>\$122,700</b>		

Fire Station #1 and #2						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
<b>Site</b>	Replace concrete sidewalk aprons at FS#2. <sup>1</sup>	\$15,000	Remove and replace the exterior lights at FS #1	\$2,000	Remove and replace the concrete patio at FS #1	\$11,500
					Repaint bollards at FS #1	\$1,200
					Replace approximately 800 SF of sidewalk at FS#2.	\$10,000
					Repaint bollards at FS#2	\$1,200
<b>Exterior</b>	Remove and replace all north windows with thermally efficient window system with 1" insulating glass at FS#2. <sup>1</sup>	\$6,400				
	Replace the roof at FS#2. <sup>1</sup>	\$128,000				
	Remove and replace the bay roof at FS#1. <sup>1</sup>	\$80,000				
	Tuck-point 100% of the brick on FS #1. <sup>1</sup>	\$68,700				
	Replace Bay doors. <sup>1</sup>	\$119,000				
	Replace Garage doors. <sup>1</sup>	\$26,000				
	Replace patio doors. <sup>1</sup>	\$10,000				
<b>Interior</b>	Update the casework and countertops in the kitchen at FS #1 and FS #2. <sup>1</sup>	\$47,000	Replace the linoleum in the laundry room at FS #1.	\$350	Remove and replace the remaining ACT in FS#1 and FS#2.	\$21,500
	Remove and replace the ACT in living quarters at FS#2. <sup>1</sup>	\$14,700				

<sup>1</sup> This item and cost is already included in CIP budget.

<sup>2</sup> This item and cost is not included in CIP budget, but is included in the budget for the Short Term Plan.

Fire Station #1 and #2						
	Priority 1	Cost	Priority 2	Cost	Priority N	Cost
	Finish the last bedroom/toilet room and wardrobe closet for Bedroom #7 at FS #2. <sup>1</sup>	\$12,000				
	Replace Carpet at FS#1 and FS#2. <sup>1</sup>	\$55,000				
	Paint apparatus bays. <sup>1</sup>	\$8,500				
	Remodel public entry/bathroom at FS#1. <sup>1</sup>	\$13,000				
<b>Mechanical Systems</b>	Replace the existing duct distribution system with new ductwork with external insulation at FS #1. <sup>1</sup>	\$25,000	Modify the furnace zones to align with the current floor plan layout at FS#1.	\$4,000		
	Replace bay heater FS#2. <sup>1</sup>	\$24,000				
	Provide a humidifier at FS#1. <sup>1</sup>	\$5,000				
	HVAC bay heater replacement at FS#2. <sup>1</sup>	\$56,000				
<b>Electrical Systems</b>	Upgrade lighting in living quarters. <sup>1</sup>	\$31,500	Replace main electrical panel at FS #1.	\$34,400		
			Replace (2) branch circuit panelboards from original building at FS#1.	\$6,750		
			Separate life-safety loads from non life-safety loads. This includes adding (1) ATS, (1) panelboard, and recircuiting non life-safety loads to new panelboard in FS #1.	\$7,000		
			Replace fire alarm system at FS #1 and FS#2.	\$30,000		
<b>Totals Fire Station #1 and #2</b>		<b>\$744,800</b>		<b>\$84,500</b>		<b>\$120,400</b>

<b>Total Cost by Priority</b>		<b>\$2,049,850</b>		<b>\$278,950</b>		<b>\$137,300</b>
<b>Total Cost in 2015-2019 CIP</b>		<b>\$1,937,850</b>				

<sup>1</sup> This item and cost is already included in CIP budget.

<sup>2</sup> This item and cost is not included in CIP budget, but is included in the budget for the Short Term Plan.



## Section 9: Recommendations

Through discussions with the Core Planning Group, recommendations were developed to meet the needs of the City for the next 20 years. The group considered the following when determining need:

- City population growth
- Staffing projections
- Changing demographics
- Technology
- Service delivery model
- Expandability of sites

It was agreed to categorize these recommendations into Short Term (0-5 years), Mid-Term (5-10 years) and Long Term (10 years and beyond). It is also intended that each of these solutions allow incremental implementation without having to abandon previous efforts. It is also understood that these projects will likely not be done all at one time, but be implemented as funding allows. Additionally, this report reflects that the City has a currently adopted 5-year Capital Improvement Plan (CIP) that would have to be updated in order to fund additional projects.

The Core Planning Group agreed that short term recommendations should focus on the most immediate needs including:

- Evidence Processing and Storage for Police
- Collocation of Police Staff
- Currently police has (47) patrol officers working in 700 sq. ft. with additional staff projected in the near future.
- Police locker rooms are at capacity and too small to meet the future needs of the department and are located on a different floor causing inefficiencies in operations.
- There is inadequate meeting space in police for briefings, administrative meetings, and investigations case management.
- Repurposing underutilized space for Facilities storage.
- Creating additional meeting space at City Hall and Police
- Priority 1 Facility Analysis items

The Core Planning Group agreed that the Mid-Term recommendations should focus on identified space issues for Police and Fire including:

- IT space at City Hall is inadequate to meet the current and future needs of the City and will continue to grow within the next (5) years.
- Fire Station #1 is at the end of its useful life and replacing this facility should be considered.

The Core Planning Group agreed that the Long Term recommendations should focus on positioning the City for the total build-out of the City population and should include the following:

- Remodeling City Hall to provide greater efficiency of operations by applying new space standards for offices and work stations. This will allow for higher staffing numbers without adding square footage to the office areas.
- Improvements to Fire Station #2 to meet the needs of the department.



## a. Short Term (0-5 Years)

### Recommendation

1. Adopt the recommended Space Standards as staff or space changes are made.

Discussion: Changes in furniture will occur based on the City of Burnsville Office Space Guidelines document (Page 33-34).

2. Move Facilities storage out of the Police facility lower level to make more room for added Evidence processing and storage.

Discussion: Facilities Storage occupies a large area in the lower level near the locker rooms. This area could be better utilized to address identified needs for evidence processing and storage. This is a priority for Police.

3. Repurposing underutilized space in the lower level of City Hall would provide more storage space for Facilities.

Discussion: There is underutilized space near other Facility storage spaces that could be better utilized for the storage that is currently in the Police facility lower level. Additionally, utilizing this space would begin to cluster Facilities spaces in the same area.

4. To meet the operational needs for patrol, investigations and support, building additions and renovation of the Police facility is needed. This would also reorganize the department to provide more efficient operations.

Discussion: Police staff is expected to grow within the next 5-10 years and the current space provided is already deficient for the number of officers, administration staff and investigations. An addition and remodeling of the existing space would create appropriately sized work area for patrol, investigations, administration, and evidence processing. These additions and remodeling will allow proper adjacencies for patrol, locker rooms, and briefing room.

5. It was determined that the detention area could be used more efficiently and that the number of cells in this area can be reduced. The current booking area is too small and does not have good supervision of the detention cells. It is recommended to remodel the detention area and reduce the number of detention cells and relocate the booking area into renovated space. This will allow Police Community Resource officers to move from the lower level and be co-located near patrol spaces. The space previously occupied by Community Resource officers would become a meeting/training room.

Discussion: In order for the Police Department to operate more effectively and increase their service to the community, it is essential for all personnel to be on the same floor level. Community Resource offices are currently located in a far corner of the lower level without programmatic connection to the other units. In review of the detention area with Police a number of issues surfaced. The booking area does not function very well due to its location, size and inability to supervise the holding cells. Also, based on the departments' history of holding persons in custody, there appears to be more cells than are needed. Renovating this area would allow better proximate location of the booking area to the detention garage and allow Community Resource to move into space adjacent to Patrol. The current space would be repurposed into a much needed training and meeting space for Police.

6. Updating the Community Meeting Rooms and improving acoustics would provide better utilization.<sup>2</sup>

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<sup>2</sup> Updating the Community Rooms is listed as short term because it provides a high return in terms of renewed use of the space from a low investment.



Discussion: The lack of meeting space for City Hall was discussed at length. The Community Meeting Rooms are an asset to City Hall, but are underutilized by staff for meetings due to their size and level of finish (hard surfaces). If these spaces were updated with new finishes and better acoustics, (new carpet, ceiling tile, furniture and acoustic panels), they would make better staff meeting and training spaces. The community would also benefit from these improvements.

7. Provide data privacy for Fire Administration, HR and Finance.

Discussion: A space is needed in each of these departments that can be private and separate from the rest of the office.

8. Priority One (1) facility deferred maintenance upgrades are recommended to be completed.

The facility analysis indicated the following maintenance upgrades that should be considered Priority (1):

- City Hall and Police

- » Remove and replace brick along the south wall of the Police station and replace flashing.
- » Reseal all exterior windows and frames at City Hall and Police (approximately 2,570 linear feet).
- » Update the VCT (4, 317 SF) and paint in the Community Rooms.
- » Replace the carpet tile in the Patrol workstation office area (740 SF).
- » Replace the carpet in the second half of City Hall (approximately 6,320 SF).
- » The existing cooling systems for the council chambers audio visual room using domestic water that drains into the city sanitary system for cooling and drains. Replace the domestic water cooling system with a split DX cooling system.
- » The women's toilet room on the main level (Room 2050) is very cold in the winter. Provide a hot water baseboard heater and control.
- » A total of three electric rooms are installed with transformers and are overheating. Provide a transfer fan and control for cooling.
- » The once through domestic water system that served the dispatch room is currently providing supplemental cooling for the officer report area. Remove the once through cooling system and modify the existing variable air volume system to provide cooling for this area. Further investigation is required to determine the extent of modifications required on the existing system. Solutions likely include replacing the existing variable air volume box and distribution ductwork and may include upsizing the main distribution ductwork.
- » Provide a fuel oil leak detection system for the existing 4,000 gallon underground fuel oil storage tank.

- City Garage

- » The area rented by BAC has no direct source of outside air for ventilation to meet minimum code requirements. Provide a gas fired furnace for heating and minimum ventilation requirements. A split DX system for cooling and dehumidification is an option for an additional project cost of \$5,000.
- » The police and fire storage area has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.
- » The Hockey club area has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.
- » The mower storage area has no direct source of outside air for ventilation to meet minimum code requirements. The existing gas fired make-up air unit is currently not operational and has been abandoned. Provide a new



direct gas fired make-up air unit, associated exhaust fans and control to run as need to maintain air quality in the space.

- » The Gun Shop (Rm 130) and Garage (Rm 120) areas have no direct source of outside air for ventilation to meet minimum code requirements. Provide a new direct gas fired make-up air unit, associated exhaust fans, and control to run as need to maintain air quality in the space.
  - » The youth activity area has no direct source of outside air for ventilation to meet minimum code requirements. Provide a gas fired furnace associated exhaust fans to provide minimum code required ventilation. Cooling could be added for an additional \$5,000 project cost.
  - » The main switchboard has passed its recommended use. Replace switchboard.
  - » Replace existing branch circuit panelboards from original construction and additions.
  - » Replace existing HID light fixtures with energy efficient fluorescent high bay light fixtures.
- Fire Station #1
    - » Update the casework and countertops in the kitchen.
    - » Replace the linoleum in the laundry room.
    - » Remove and replace the ACT throughout the building (approximately 4,900 SF).
    - » High humidity in the sleeping areas during the summer has been an issue and is a contributing factor to microbial growth. The mechanical systems were replaced in 2010, the supply ductwork has been cleaned, and steps have been taken to improve the wall insulation yet issues persist. The duct work has been noted to drip and leave stain marks on the ceiling. Replace the existing duct distribution system with new ductwork with external insulation. Ductwork modifications to include ventilating the area above the ceiling to fully condition the area with the exterior envelope (the extent of ceiling work needs to be determined).
    - » The main switchboard at Fire Station #1 is at the end of its recommended useful life. Replace switchboard.
    - » Replace (2) branch circuit panelboards from original Fire Station #1 building.
    - » Separate life-safety loads from non-life safety loads. This includes adding (1) ATS, (1) panelboard, and re-circuiting non-life safety loads to new panelboard.
    - » Add a new fire alarm system.
  - Fire Station #2
    - » Remove and replace all north wall windows (approximately 72 SF) with thermally efficient window systems with 1" insulating glass.
    - » Replace the roof (10,668 SF).
    - » Remove and replace the ACT throughout the building (approximately 3,350 SF).
    - » Remove and replace the casework and countertops in the kitchen.
    - » Finish the last toilet room for Bedroom #7.
    - » Replace the existing fire alarm system.



## Recommended Investment

### Short Term (0-5 Years)

#### Description

- » Addition of 3,600 SF for police vehicle storage and sallyport
- » Renovate 5,050 SF for Storage and Evidence (light renovation)
- » Renovate 13,000 SF for Investigations, Administration, Records and Patrol (heavy renovation)
- » Addition of 3,550 SF for Patrol locker rooms, office space, and briefing room.
- » Renovate 1,800 SF of detention area to create a new booking area and community resource office.
- » Update finishes of 4,300 SF in the Community Meeting Rooms.

#### Budget Estimate

Police Addition and Remodel		\$4,580,000
Existing Building Remodeling (10,800 SF x \$185/SF)	\$2,420,000	
Existing Building Renovation (5,050 SF x \$50/SF)	\$250,000	
Vehicle and Sallyport Addition (3,600 SF x \$190/ SF)	\$685,000	
Patrol Addition (2,800 SF x \$285/ SF)	\$800,000	
Detention Area Remodeling (1,800 SF x \$235/SF)	\$425,000	
Community Meeting Rooms Finishes (4,300 SF x \$35/SF)		\$150,000
Project Costs (approximately 35% of Construction Cost) (Fees, Testing, Contingencies, Furniture & Equipment)		\$1,600,000
Priority 1 Deferred Maintenance not included in 2015-2019 CIP		\$112,000
<b>Total Project Cost</b>		<b>\$6,450,000</b>
Priority 1 Deferred Maintenance included in 2015-2019 CIP		\$1,937,850

#### Advantages

- Provides much needed evidence processing and storage space.
- Provides Police with a meeting/training room.
- Long Term needs of Police are accomplished.
- Creates a more functional and effective booking area.
- Begins to create more connected Facilities space.
- Additional meeting space is created for City Hall.

#### Disadvantages

- Disruptive construction process.

Note: The above costs reflect a FY 2015 construction start and would need to be increased by 4-5% annually to the actual year constructed.



## Proposed Conceptual Short Term Plans



**CITY HALL MAIN LEVEL  
 SHORT TERM PLAN**

1/16" = 1'-0"  
 0 12' 24'

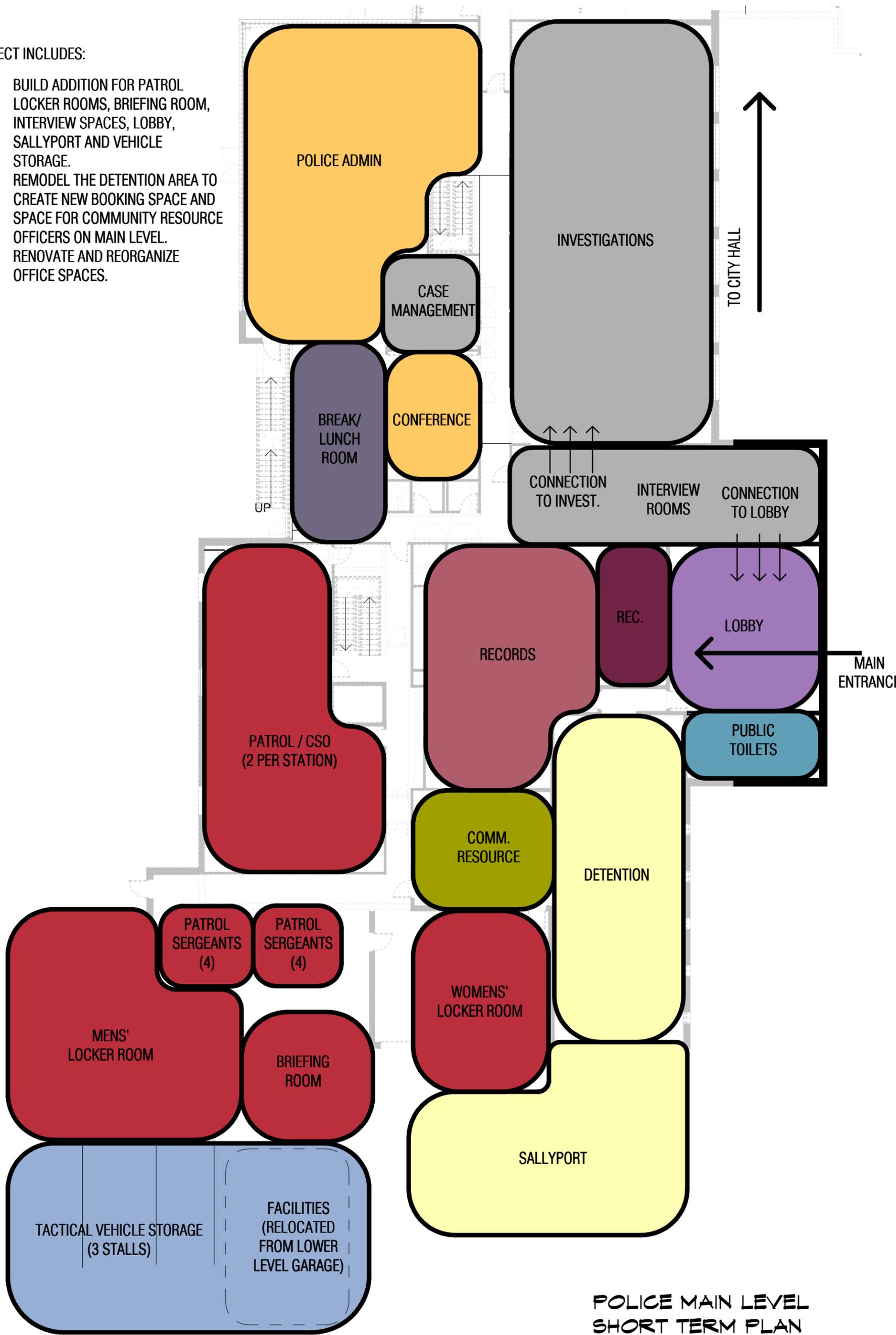


CITY HALL LOWER LEVEL SHORT TERM PLAN

1/16" = 1'-0"  
0 12' 24'

PROJECT INCLUDES:

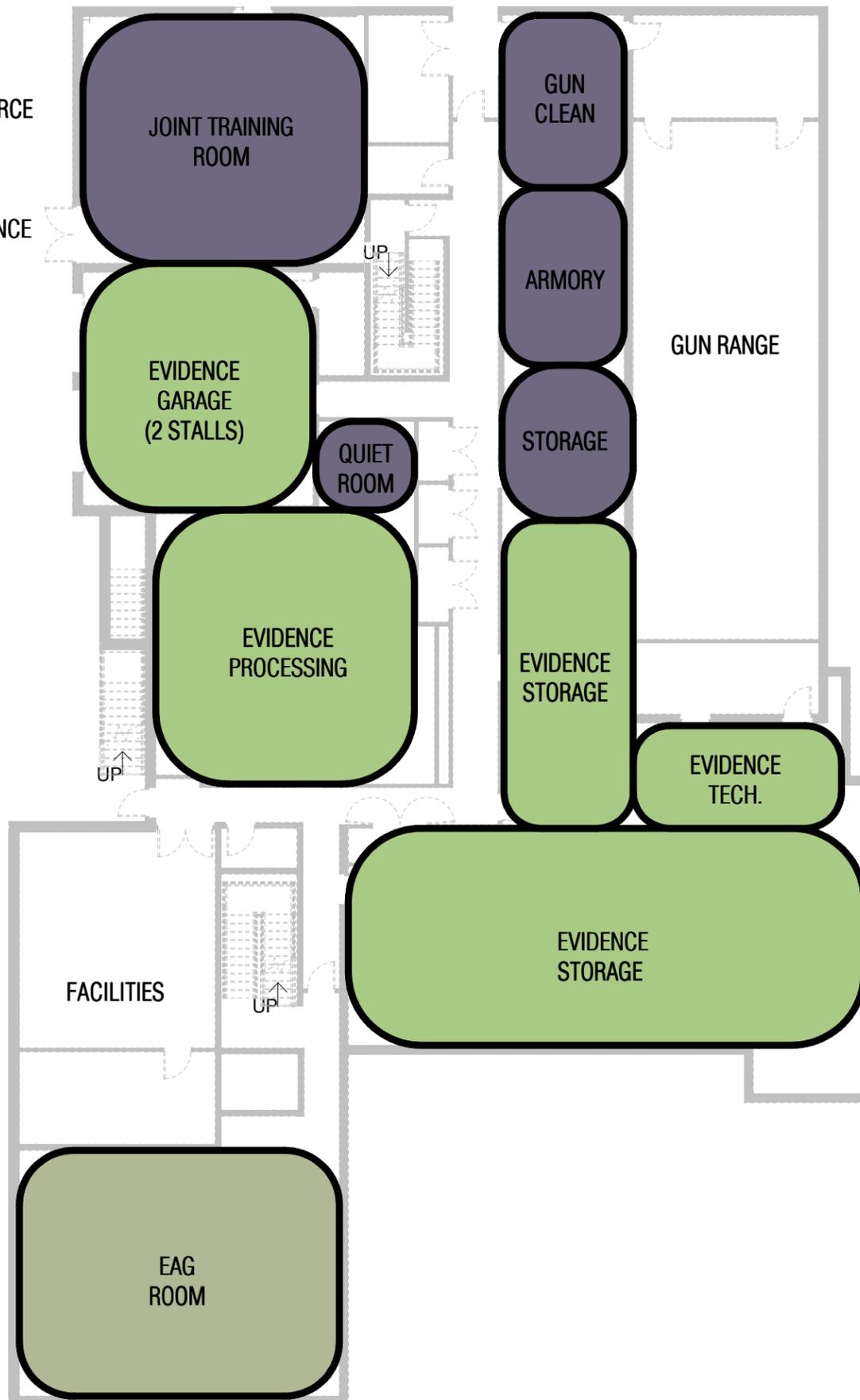
- BUILD ADDITION FOR PATROL LOCKER ROOMS, BRIEFING ROOM, INTERVIEW SPACES, LOBBY, SALLYPORT AND VEHICLE STORAGE.
- REMODEL THE DETENTION AREA TO CREATE NEW BOOKING SPACE AND SPACE FOR COMMUNITY RESOURCE OFFICERS ON MAIN LEVEL.
- RENOVATE AND REORGANIZE OFFICE SPACES.



**POLICE MAIN LEVEL  
 SHORT TERM PLAN**  
 1/16" = 1'-0"  
 0 12' 24'

**PROJECT INCLUDES:**

- REMODEL COMMUNITY RESOURCE AREA TO BE A LARGE SHARED TRAINING ROOM.
- REMODEL LOCKER ROOM AND FACILITIES SPACES FOR EVIDENCE STORAGE AND PROCESSING.



**POLICE LOWER LEVEL  
 SHORT TERM PLAN**

1/16" = 1'-0"  
 0 12' 24'



## b. Mid Term (5-10 Years)

1. Enclosing underutilized space off the lobby would provide additional small conference/meeting rooms, thereby providing the privacy needed for some meetings.

Discussion: While the lobby space is open and inviting and has some furniture placed to create some defined areas for meetings, it does not lend itself to private or confidential conversations. Providing several conference room spaces that are accessible from both the public and office side would mitigate this issue. These conference rooms can be created out of underutilized space near the entries to the departmental spaces.

2. Relocating the lunch room in the lower level of city hall would allow for collocated and expanded space for Facilities. Relocating B.A.C offices and storage to an alternate location would allow for expanded space for the IT Department.

Discussion: The break/lunch room has been identified by many of the staff as an underutilized space. Although opinions differ as to the reason for this underutilization, most staff agree that the current space is not inviting and is too large for the number of staff using the space. Relocating and providing a somewhat smaller break room near the Community Meeting Rooms would be more appealing and may serve as a secondary shared space for the meeting rooms. Moving the B.A.C. to a location outside of City Hall would allow for relocation and expansion of space for the IT Department. Facilities would utilize space currently occupied by the Break Room.

3. Remodel portion of Community Rooms to provide space for Fire Administration.

Discussion: Re-purposing some of the Community Room space on the lower level provides needed space for Fire Administration as well as freeing up space on the main level for departmental growth.

4. Additions or replacement of Fire Station #1 is needed to meet the needs of the Department.

Discussion: Fire Station #1 is undersized currently and future staff projections will require additional space. Fire Station #1 was originally a Police facility and has been remodeled on two occasions and added onto recently. This facility is at the end of its useful life and continued investment is not recommended. It is recommended to replace Fire Station #1 with a new Fire Facility that will meet the needs of the Department long term.

**Note: There is a Fire Response Time Study that may impact this recommendation.**

5. Priority Two (2) facility deferred maintenance upgrades are recommended to be completed.

The facility analysis indicated the following maintenance upgrades that should be considered Priority (2):

- City Hall and Police
  - » Create ADA compliant stalls in each of the restrooms on both City Hall and Police Facilities.
  - » Update the VCT and provide new casework in the City Hall lunch room.
  - » Create ADA compliant sinks at four (4) locations in City Hall and three (3) locations in Police.
  - » Replace (22) knob door handles in City Hall and (27) knob door handles in Police with ADA compliant levers.
  - » Replace the remaining pneumatic fire smoke dampers with electrically operated dampers. There are two total, one on each side of the lobby.
  - » Replace the remaining pneumatic actuators on the exhaust fan motorized dampers with electric actuators.
  - » Investigate issues related to the building over pressurizing when the air handling units are operating in free cooling mode. Corrective actions may range from replacing the existing relief air fans to modifying the existing control sequence.



- » The emergency generator has a remote radiator installed on the roof. The roof mounted radiator has been noted as a potential vulnerability during storms. Options to provide more reliable operation may include relocating the radiator to a more secure location on grade to replacing the existing generator with a new remote generator in a weather proof enclosure. The existing generator does not meet current EPA standards for emissions such that the building has recently been removed from the utility peak shave program. A new generator may allow peak shaving.
- City Garage
  - » Remove and replace all windows not in the Youth Center (approximately 120 SF) with thermally efficient window systems with 1" insulating glass.
  - » Remove and replace the roof at the City Garage (40,650 SF).
  - » Repair the existing trench drain cover. Some areas not requiring a floor to be blanked of with heavy gauge metal plate. Clean and route out the existing drain and sanitary branch line. It is understood that the trench drain are operational.
  - » Replace existing fire alarm system.
- Fire Station #1
  - » Remove and replace the exterior lights.
  - » A portion of the building in the exercise area has been remodeled and the currently has two of the furnace systems serving this area. Modify the furnace zones to align with the current floor plan layout.
  - » Tuck-point 100% of the brick (approximately 4,575 SF).



## Recommended Investment

### Mid Term (5-10 Years)

#### Description

- » Remodel 500 SF of space to create small conference rooms off the lobby.
- » Remodel/Renovate 2,400 SF for a new lunch/break room, facilities office and facilities storage.
- » Remodel 2,220 SF for IT space.
- » Build a 20,000 SF fire station to replace Fire Station #1.

#### Budget Estimate

City Hall renovation (7,000 SF x \$185/ SF) (Added conference space, lunch room and IT space)	\$1,300,000
Fire Station #1 Replacement (20,000 SF x \$200/SF)	\$4,000,000
Project Costs (approximately 35% of Construction Cost) (Fees, Testing, Contingencies, Furniture & Equipment)	\$1,825,000
<b>Total Project Cost</b>	<b>\$7,125,000</b>
Priority 2 Deferred Maintenance	\$278,950

#### Advantages

- Growth space achieved at City Hall.
- New Fire Station #1 corrects current deficiencies including:
  - Inadequate sleeping and training space
  - Mechanical issues: water infiltration, kitchen space
  - Inadequate vehicle storage

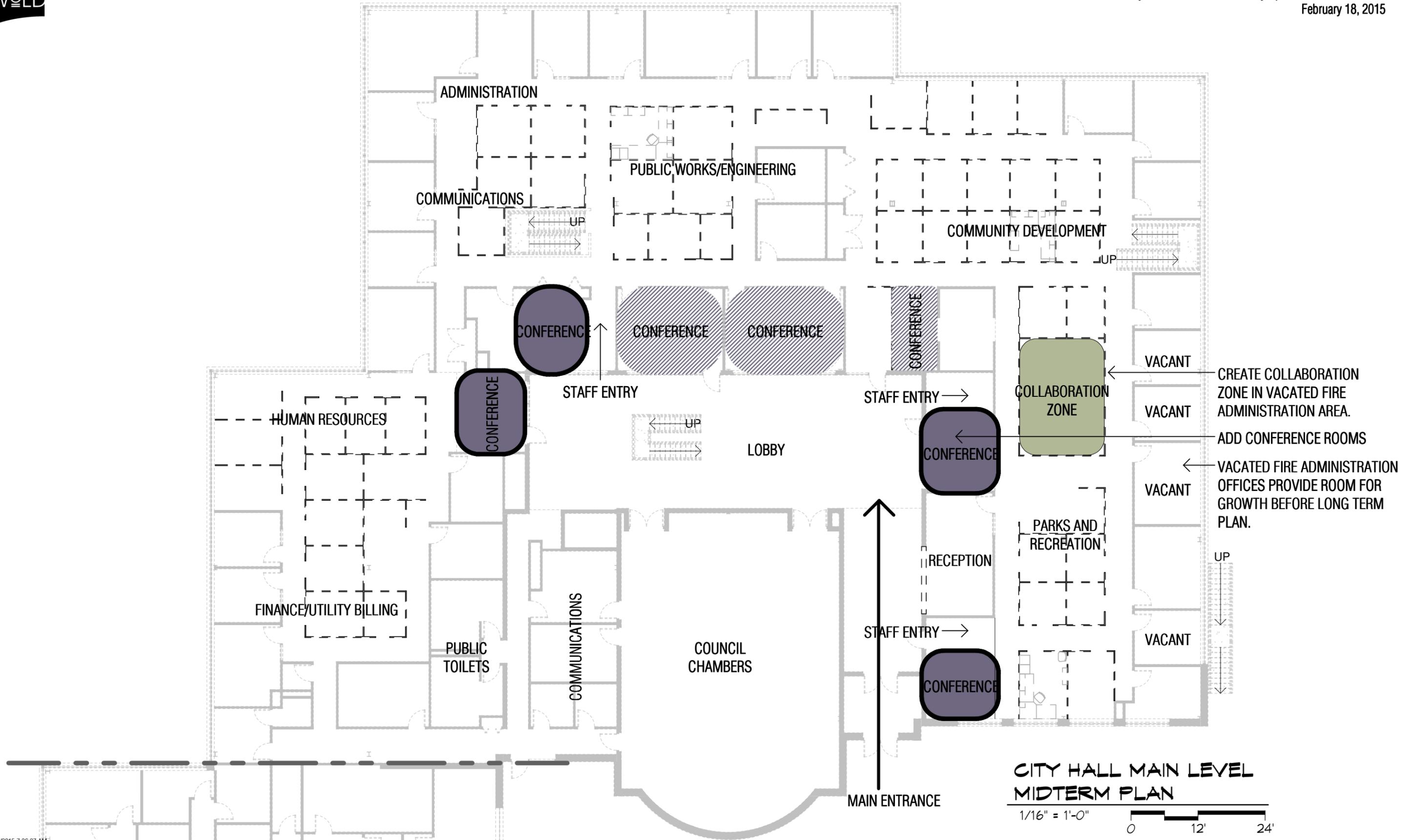
#### Disadvantages

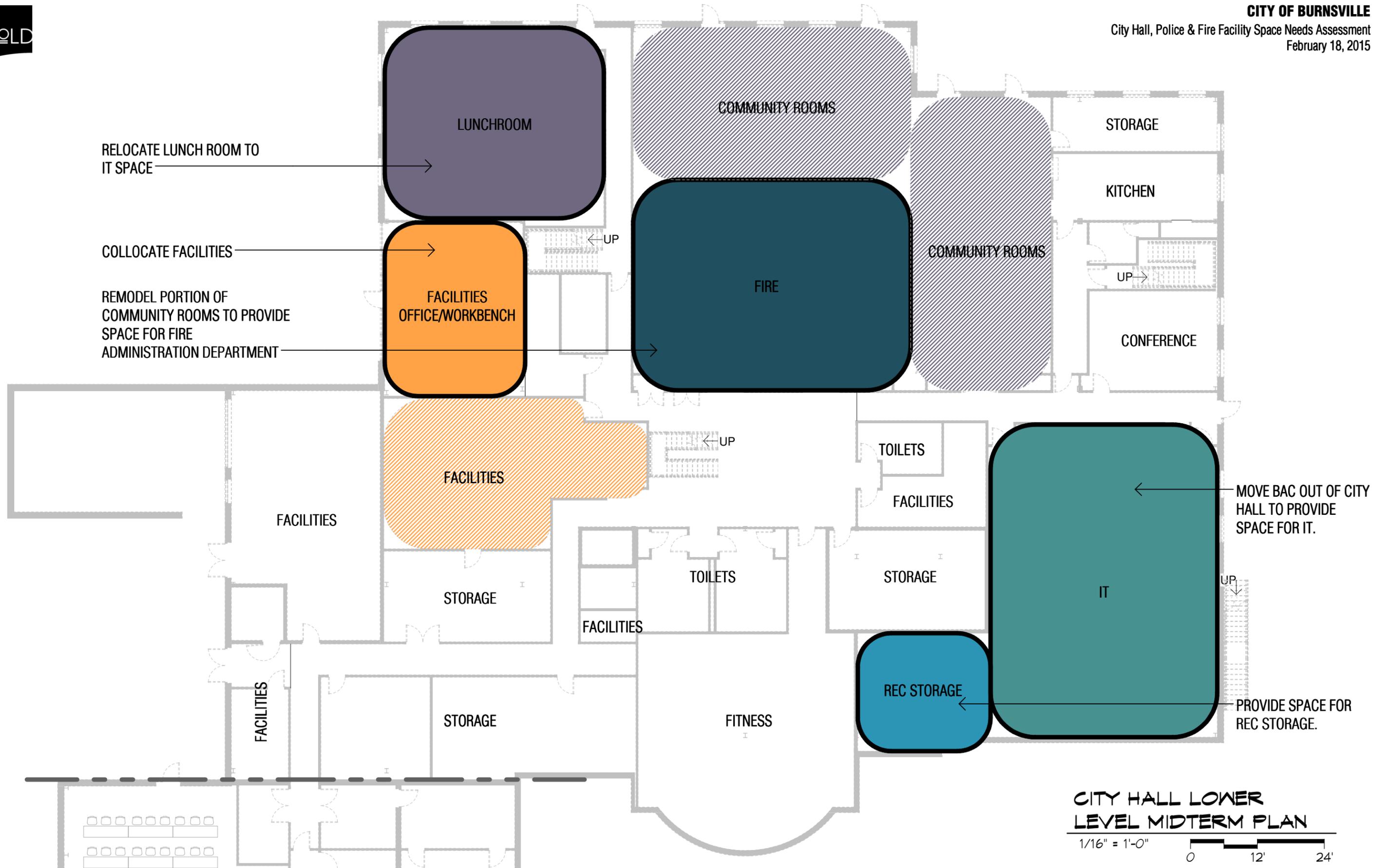
- Disruptive construction process.
- High Cost
- Cost will increase over time
- Relocation of BAC

Note: The above costs were inflated at 4% per year and reflect a FY 2020 construction start and would need to be increased by an additional 4-5% annually to the actual year constructed.



## Proposed Conceptual Mid Term Plans





**CITY HALL LOWER LEVEL MIDTERM PLAN**  
 1/16" = 1'-0"  
 0 12' 24'



### c. Long Term (10 + Years)

1. Apply the adopted space standards to all staff and departments. This will allow better utilization of existing open office areas and create collaboration spaces and flexible space for changing programs. This will require the purchase of new furniture.

Discussion: The existing open office systems furniture is near the end of its useful life and does not reflect a modern work environment, changes in technology and work flow. The new Space Standards envision one size fits all for Administrative/ Technical/ Professional Staff. This strategy will provide the most flexible and adaptable work area for all City Departments. With changes in technology, file storage and workflow, smaller work stations (with comparable work surface area) are envisioned that will allow for additional flexible meeting spaces and collaboration spaces that will create “buffer” zones between departments thereby reducing noise migration and while giving an overall open environment.

Adopting the new Space Standard will also have the added benefit of not requiring a building addition to City Hall to accommodate departmental growth.

2. Reorganize offices spaces to provide access to daylight and views for the open office areas. This will also allow for more efficient use of space.

Discussion: Currently, the majority of the offices in City Hall are located on the exterior wall of the building. This captures all the natural light in the offices but does not allow much light into the interior spaces where the workstations are located. Moving the offices to the interior areas will allow natural light further into the space to create a more inviting and quality working environment for staff. Including interior windows in the interior offices will allow daylight and views into those spaces as well.

3. Consider reorganizing departments to provide better customer service by locating Community Development and Parks and Recreation near the front door.

Discussion: Reorganizing the departments will create more intuitive programmatic connections which will enhance workflow and efficiency. Locating Community Development near the entry will provide a better customer experience by utilizing the reception area for customers that need direct interaction with staff for permitting, plan review and zoning, utility billing and finance questions. The conference spaces previously developed in the Mid Term recommendation will support the lobby by allowing staff to meet in conference space adjacent to their office area. It is also envisioned that the lobby could be improved with technology that would allow online transactions, reservations for Parks and Recreation and informational displays.

4. Renovate the Council Chambers to provide Council office and conference space near the main entry close to the Public.

Discussion: Currently, the Mayor and Council members do not have very effective or comfortable space to meet with constituents at City Hall. Discussions with staff suggest that the current seating area in the Council Chamber is larger than needed for typical meetings. Updating and repurposing some of the Council Chambers would allow for creation of an office and small meeting room for the Mayor and Council members to meet in.

5. Complete the renovation of the lower level of City Hall to improve restrooms and create staff changing room for the Fitness Room.

Discussion: The fitness room is an asset to City Hall; however, it would be better utilized if there was a small changing room for staff attached.



6. Renovate or build additions at Fire Station #2 to accommodate their future needs.

Discussion: As shown by the staffing and programmatic projections, Fire Department staff is expected to increase. An addition to provide a larger living area, more bedrooms and training space will be necessary to accommodate this larger staff number.

7. Long Term deferred maintenance recommended to be completed.

The facility analysis indicated the following maintenance upgrades that should be considered Long Term:

- City Hall and Police
  - » Replace the VCT in the City Hall Fitness Room (1,500 SF)
  - » Replace Several areas of concrete sidewalk, including six (6) 5'-0" by 5'-0" slabs near the exterior mechanical enclosure, four (4) 10'-0" x 15'0" slabs outside the City Hall lunch room, and one (1) 4'-0" x 4'-0" slab on the northwest corner of the building
  - » Repaint Eight (8) bollards outside the Police garages, three (3) bollards outside the SWAT garage, and four (4) bollards outside the trash enclosure area
  - » Repaint three (3) picnic tables at the seating area outside the lunch room
  - » Clean 50 linear feet of efflorescence off brick near the exterior stair on the South side of City Hall as well as 16 linear feet on the exterior stair on the North side of the Police building
  - » Clean approximately 200 SF of brick on the North side of City Hall near the IT department and lunch room.
  - » Clean approximately 130 SF of EIFS panel at the Police entrance and City Hall entrance.
  - » Repaint rusted exterior overhead door frame channels on both sides of the eight (8) overhead doors.
  - » Create an ADA height countertop in the Police Lobby.
  - » Replace center guardrail on all stairs in both buildings to meet required height, approximately 100 linear feet of railing.
- City Garage
  - » Remove and replace 1,800 SF of carpet in the Youth Center
  - » Remove and replace 1,426 SF of VCT in the Youth Center
  - » Remove and Replace 1,800 SF of ACT in the Youth Center
- Fire Station #1
  - » Remove and replace the concrete patio, approximately 920 SF
  - » Remove and replace the 12,900 SF roof.
- Fire Station #2
  - » Repaint twelve (12) bollards outside the Apparatus Bay Garage.
  - » Clean approximately 10 linear feet of efflorescence of the brick on the east wall.
  - » Replace approximately 800 SF of concrete sidewalk.



## Recommended Investment

### Long Term (10 + Years)

#### Description

- » Renovate 21,000 SF of office space to create a more efficient use of space
- » Renovate and remodel the Council Chambers to create a Council office and conference space.
- » Renovate the restrooms and create a changing room.
- » Renovate 5,000 SF and build an addition of 5,000 SF at Fire Station #2 for staffing increase needs.
- » New furniture for City Hall

#### Budget Estimate

City Hall renovation (21,000 SF x \$205/ SF) (Office Space Remodel, Council Chambers, Lower Level)		\$4,300,000
City Hall Furniture		\$450,000
Fire Station #2 Addition and Remodel		\$1,200,000
Building Addition (5,000 SF x \$250/SF)	\$350,000	
Remodeling (5,000 SF x \$170/ SF)	\$850,000	
Project Costs (Fees, Testing, Contingencies and Equipment)		\$2,100,000
<b>Total Project Cost</b>		<b>\$8,050,000</b>
Long Term Deferred Maintenance		\$137,300

#### Advantages

- City Hall, Police and Fire Facilities now meet the needs of the City at full build-out.
- Functional clustering of departments for operational efficiency at City Hall achieved.
- Customer Service is improved
- Improved work environment for staff

#### Disadvantages

- Disruptive construction process
- High Cost

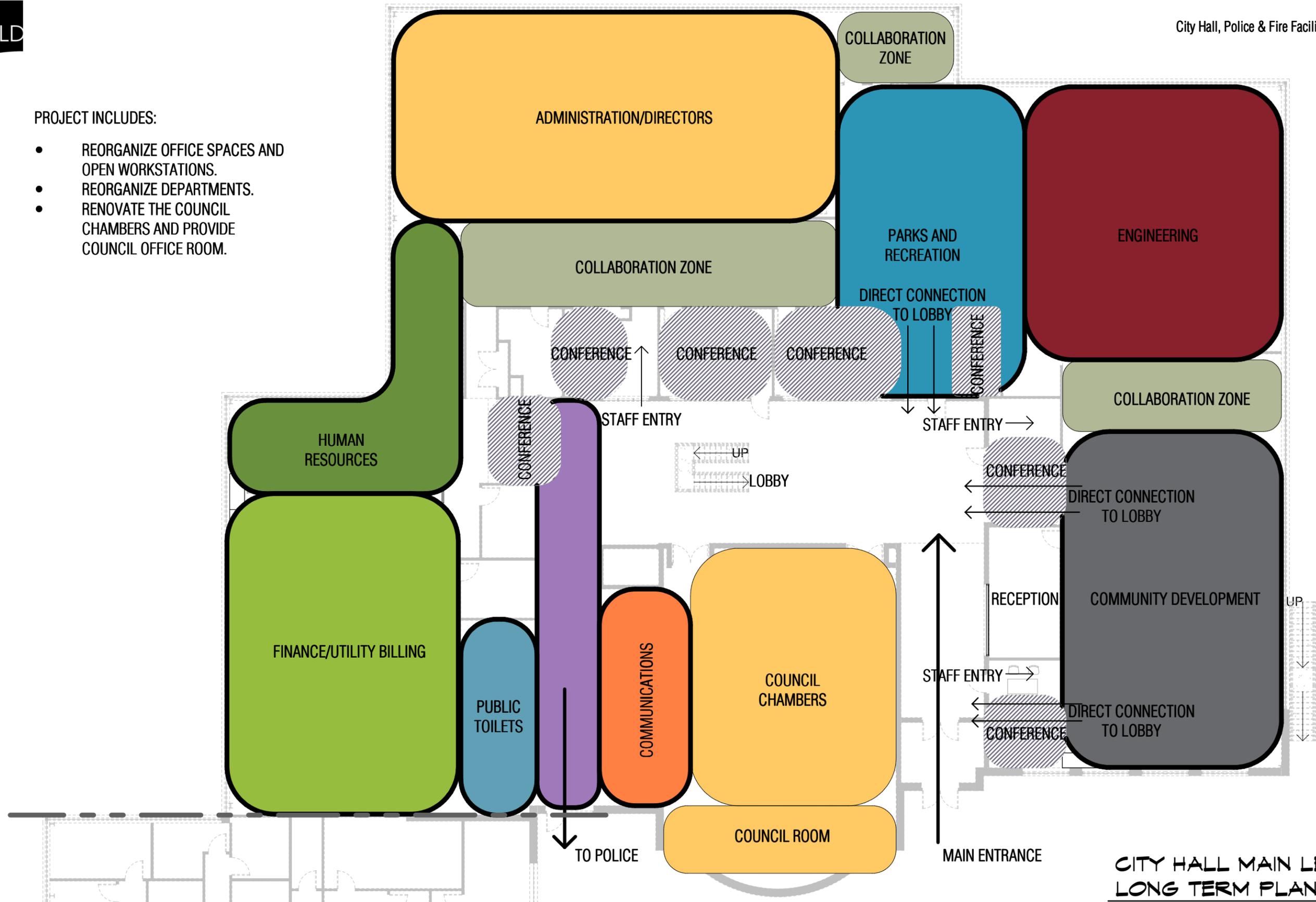
Note: The above costs were inflated at 4% per year and reflect a FY 2025 construction start and would need to be increased by an additional 4-5% annually to the actual year constructed.



## Proposed Conceptual Long Term Plans

**PROJECT INCLUDES:**

- REORGANIZE OFFICE SPACES AND OPEN WORKSTATIONS.
- REORGANIZE DEPARTMENTS.
- RENOVATE THE COUNCIL CHAMBERS AND PROVIDE COUNCIL OFFICE ROOM.

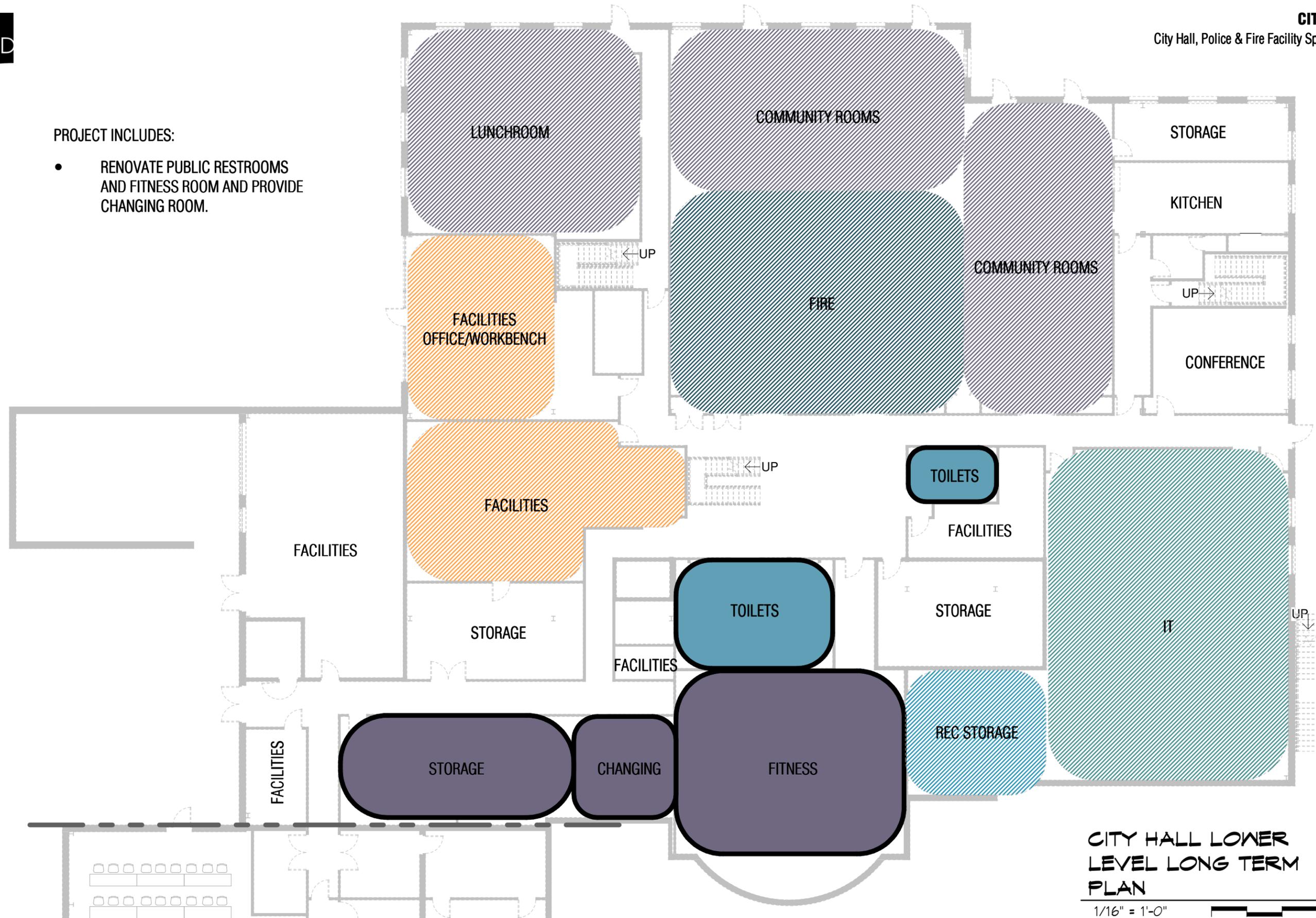


**CITY HALL MAIN LEVEL  
 LONG TERM PLAN**

1/16" = 1'-0"

**PROJECT INCLUDES:**

- RENOVATE PUBLIC RESTROOMS AND FITNESS ROOM AND PROVIDE CHANGING ROOM.



**CITY HALL LOWER  
LEVEL LONG TERM  
PLAN**

1/16" = 1'-0"

0 12' 24'



## Appendix A: Police Facility Operational Needs

# Supplemental Report to WOLD Architect's Facility Needs Study

(July 2014)

Throughout the last few months the space needs steering committee, with the professional direction of WOLD Architects and Engineers (WOLD), has studied multiple City buildings. The process included tours of the existing facilities and other municipalities, completion of a space needs questionnaire and discussions with WOLD and City staff. In a separate document, WOLD has drafted a plan to assist the City's leadership to determine the long-term facility needs organization-wide, special needs, adjacencies and current standards and what the City may wish to consider in order to maintain those standards well into the future.

Throughout the process several areas of deficiencies were identified within the Police Department. The following four prominent areas of deficiencies were identified:

1. Evidence processing, packaging and storage
2. Patrol Officer office environment and operational adjacencies challenges
3. Conference space (interview, case management and training rooms)
4. Police vehicle storage

WOLD's report will review each of these areas in more detail and outline recommended short-term, mid-term and long-term solutions for addressing these deficiencies. The purpose of this report is to provide supplemental information as it relates specifically to police vehicle storage.

## Background

The Police Department is co-located with City Hall and has separate entrances and secure access hallway between the two facilities. The facility was constructed in 1989 and has had numerous minor renovations with relatively low investment to try to accommodate the growth and changing needs of the department since construction 25 years ago. The exception is the gun range that involved a major investment in 1995<sup>1</sup>.

The current Police fleet consists of 45 vehicles (cars, sport utility vehicles, trucks). Of this complement, 26 marked squads serve as front-line fleet vehicles for the Department's Patrol Unit, Community Resources Unit and Community Service Officers; twelve unmarked vehicles are used for the Department's Investigation Unit and four unmarked vehicles are assigned to the Administration Division. Additionally, three larger vehicles support police operations and consist of the PEO truck, EAG truck and Mobile Command Post vehicle.

A small garage space with five vehicle bays was part of the original building design. Covered vehicle storage to protect the Department's fleet, however, is not part of the City's existing facilities. This means that all Police fleet vehicles are parked outdoors year-round. Two of the garage bays are utilized as a sally port to provide secure transfer of individuals in custody from the squad to booking; two of the garage bays are utilized for evidence processing; and one of the garage bays is utilized as evidence vehicle storage.

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<sup>1</sup> The gun range was funded through a cash forfeiture.

Even under these uses, the garage bays are no longer adequate in meeting the Department's needs. First, if the City were to continue to utilize this space for evidence processing, an investment would be needed to ensure a more secure, cleaner environment for processing (e.g. ventilation). Also, with multiple ingress/egress areas, bay doors may inadvertently be left open which may allow the public to gain access to the Department from Police entrance rather than through the public entrance. Options to relocate evidence storage and processing within the interior of the building are outlined in WOLD's City Hall, Police & Fire Facilities Space Needs Assessment report.

The existing five garage bays will not provide adequate protected coverage for the fleet. The Department estimates that even with evidence processing moved to the interior of the building, sally port use and storage of the evidence processing vehicle in three of the bays would remain. This would only leave two useful spaces for other vehicle storage. In all practicality, these spaces would likely be utilized to address temporary vehicle storage for situations when IT staff or vendors need to work in the vehicles on the equipment, or as part of moving vehicles around for snow removal. The Department would still be challenged to find evidence storage for larger items and more efficient access to storage for tactical equipment (e.g. SWAT team gear).

The need for covered vehicle storage for the Department has been on the radar for a several years. Consistent with the Police Department's Guide Plan (value statements), Police leadership were successful in the past in addressing the need for covered vehicle storage by pursuing shared services to reduce costs. Instead of exploring a construction/ facility expansion project, in 2010-2011, Police Department leadership worked with City leadership to repurpose the City's former maintenance garage building across the street from the Department's campus on Civic Center Parkway and stored its patrol fleet vehicles inside this space. Storing the patrol vehicles in a covered facility initially worked well but the initiative was terminated for the following reasons:

- Garage bays were too small. Vehicles were parked bumper to bumper and were moved several times a day. Parking and personal injury accident risks increased due to the tight quarters. Several documented claims arose out of this initiative.
- Parking was overcrowded. The police department was allotted three bays, the remaining bays were utilized by other City and partnership entities. This resulted in six vehicles being tightly stacked in each of the three bays.
- Parking at a location offsite from the Police Department's campus resulted in discussions on incidental time. Officers walking from one building are exposed to weather conditions (i.e. rain, snow, sleet) walking between the offsite parking and the police station. Additionally, walking between sites at the beginning and end of shifts resulted in additional labor-management discussions regarding incidental time.

While this initiative demonstrated a creative solution in leveraging the City's existing assets, it was quickly discovered that parking vehicles bumper to bumper, packing drive aisles, and blocking access to safe walkways, created unsafe conditions in addition to the potential personnel issues that arose (The City's claims related to this initiative are documented and support this notion). As a result, the Department reverted to parking its fleet vehicles outdoors year-round and to date, continues to use the existing garage space primarily for evidence processing, evidence vehicle storage and as a sally port.

### Challenges and Considerations

Over the years, some modifications have been done to deter passersby from wandering through the

parking lot where the squads are parking as well as to deter vandalism and theft. A fence was added to a portion of the Department's surface lot. Generally, this approach has been successful but without a fully secured perimeter, risk for vandalism, tampering and theft still exist. Further, with parking outdoors, the vehicles are still vulnerable to the elements. Covered vehicle storage, on the other hand, would decrease the City's risk associated with damage/tampering or theft of equipment that would arise out of outdoor storage on a surface lot. Decreased risk would also result from protection from damage due to weather related events such as hail. The likelihood for these types of liability events to occur decreases with secured covered storage.

Police officers rely heavily on their vehicles to perform their duties and particularly patrol officers whose vehicles become their workstations for the majority of their shifts. Under the building's current configuration and surface parking, patrol officers have to navigate through a maze of workstations and hallways to get to their vehicles when in the office for beginning/ending their shifts, writing reports and for briefings. This delays response times for calls for service – slowing time to get on scene which can be crucial minutes. The Police Department estimates the average calls for service over the last five years to be 50,000 or 137 calls per day. It is not uncommon for officers to have to leave briefing or abandon their activities at the station to respond to a call for service.

An additional challenge is that building's egress does not have direct access to the surface parking which also adds to response times to calls for service. While officers could walk through the existing garage space, when this occurs, foot traffic increases in the current evidence processing area and is not ideal for chain of custody protocol.

One should consider the value of the vehicles and the equipment stored within the vehicles as part of the risk the City takes in storing its Police fleet outdoors. The insured cost for the 26 patrol fleet vehicles stored outdoors is \$1.4 million. This does not include the Department's 16 unmarked vehicles, the crime scene truck and Tactical/EAG truck which are also stored outdoors.

It is also important to note that regardless of where the vehicles are stored, the equipment and even the grade of the equipment (e.g. mobile data computer) would likely not change. Thus, a cost savings would not be gained from procuring less expensive, lower grade equipment. The equipment is designed to handle extreme temperatures and handling by the officers (drops, shaking or vibration, etc.). It should be noted, that while the equipment is designed to handle extreme conditions, sun exposure does accelerate equipment aging and continuous exposure to these conditions including cold starts and regular restarting of systems can result in unnecessary nuisances such as dull screens when starting up, delays in system start-up due to system updates, lack of immediate access to systems, maps, etc. Covered vehicle storage would help ease these types of nuisance issues; however, the more substantial benefits come into play via a more comfortable work environment for IT staff and vendors who routinely perform systems maintenance on the vehicles' equipment as well as troubleshoot and address break-fix issues. It should be noted that while some of the maintenance and break/fix activities are performed *in* the vehicles, a decent portion of these activities are also performed while standing outside of the vehicles. This is because a portion of the equipment is mounted in the vehicle trunks and not the interiors. Consequently, weather directly impacts the work environment of IT staff. This also means that the trunk mounting makes accessibility to that equipment more difficult particularly in the winter months a due to the bumper to bumper parking in the surface lot. IT staff spend an estimated 30 hours per month (360 hours annually) performing routine maintenance in the Police vehicles and approximately 12-15 additional hours (144-180 hours annually) *in* the Department's vehicles addressing break-fix items. This totals 540 hours per year. While vehicles could be pulled in the existing bays for this type of maintenance and troubleshooting, this would still require Department staff to move vehicles around.

These activities could also be performed at City facilities with garage space (e.g. maintenance facility, Fire Stations), but would require coordination with those Department's to ensure space is available and would require additional travel time for IT staff and officers to get the vehicles to the offsite location.

Other challenges of outdoor vehicle storage include:

- Security issues related to vandalism<sup>2</sup> (e.g. punctured tires, removal of tire lug nuts).
- Security issues related to theft
- Increased risk for personal injury claims due to slip and falls in the parking lots and ingress/egress areas, and accidents.
- Damage to vehicles due to accidents and weather events.

## Diving Deeper

### *Fleet Idling Time*

Public safety agencies including police departments are typically heavy idlers. Idling generally comes into play in two scenarios: 1) while on scene and 2) in between calls for service. It is not uncommon for Police vehicles to idle while on scene. Idling on scene allows officers to operate radios, emergency lights, cameras, laptops, sirens and other telecommunications equipment. Police leadership recognize that idling has some drawbacks such as increasing vehicle maintenance and fuel costs, reducing vehicle life, increasing the risk for unscheduled maintenance, and releasing more carbon monoxide emissions into the environment (See Attachment "B" for Burnsville specific data related to police idle times and associated costs). On the other hand, idling also has practical purposes for police operations and despite the drawbacks, is used primarily to allow officers to respond to the needs of the community as quickly and efficiently as possible in addition to providing a more stable environment for equipment in the vehicles.

While idling on scene is common practice, idling in between calls for service is a more limited occurrence and allows officers to respond as quickly and efficiently as possible when calls for service are received. Of the top ten calls for service listed in the Department's 2013 Annual Report, seven of the calls for service listed require an emergency or immediate response: suspicious activity, theft, accidents, alarms, disturbance, domestics and medicals. Under the Department's current policy, patrol fleet vehicles are authorized to idle in between calls for services to be prepared to respond when:

- attending mandatory briefing;
- responding to lobby calls;
- returning to the Department after call for service to write and submit reports; and
- taking a break but the officer would still need to be able to respond if necessary.

The Department believes idle time for its patrol fleet could be further reduced if patrol officers had more direct access to the vehicles and if the patrol vehicles were stored indoors. The Department estimates that under these conditions, idle time could be reduced by one-and-a-half (1.5) hours per shift per vehicle from April through October and four (4) hours per shift per vehicle from November through March. Assuming on any given day 21 of the Department's 26 patrol fleet would be in use, this would result in a reduction in idle time of 31.5 hours per day April through October and 84 hours per day (November through March). Reducing idle time will result in fueling savings, longer vehicle life, less

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<sup>2</sup> Fencing was added to the west and north end of the parking lot to help deter future vandalism.

unscheduled maintenance and reduced carbon monoxide emissions. It will also further enhance the security of the vehicles as well as equipment and data within the vehicles systems by reducing the risk of break-ins and tampering or theft. Further, as the City moves forward with implementation of fleet management tools, the Police Department believes that working collaboratively on this initiative will result in even more idle time reductions to even further reduce engine wear and the other associated drawbacks.

### *Weather Impacts*

Officer response times to emergency calls from the Police station are dramatically slower when squads are impacted by inclement weather and specifically, wintery weather. Delays in responding to calls for service are incurred when officers have to navigate through the snow covered and/or icy parking lot and ingress/egress areas, and remove snow and ice from windshields and emergency lights prior to the squads leaving the parking lot. Further, cold weather engine starts can be unreliable, resulting in unscheduled maintenance and more significant delays in response times.



With each snow event, the Department's police officers dedicate three to four (3-4) hours of staff time to clear off ice and snow, move squads throughout the parking lot to free up space for snow removal and prepare the squads for response. These snow events remove several Police personnel from patrol duties. According to the City's Public Works Street Supervisor, the City experienced 43 snow events during the winter of 2013-14 requiring snow/ice removal. <sup>3</sup>This means 129-172 hours of officer time was spent clearing snow and preparing the vehicles for response during this period.

Another example of how weather can place a strain on operations is with radar maintenance. Radar units must be certified and calibrated annually. This requirement is contracted and must be conducted on every marked squad. Scheduling with the vendor is done on a pre-assigned date and is coordinated



Department-wide to ensure space is available in the existing garage bays. This radar maintenance is conducted regardless of weather conditions. In inclement weather, the Department must assign personnel to shuffle squads in and out of the available bays for the vendor to complete the task.

In Minnesota, weather impacts are generally associated with snow and cold. However, it should be noted that warm weather months can have an impact on police officers as well. Vehicles that are not idling and stored outdoors can make an uncomfortable work environment for officers for the period of time it takes for the vehicles to cool off. For example, police officers generally wear a waist belt with approximately 10 pounds of equipment and wear ballistic vests that would be the equivalent of wearing 20 layers of clothing. In addition to an uncomfortable work environment, in particularly warm weather, this increases the likelihood of an officer having a slower response time due to the physical limitations heat would cause. In

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<sup>3</sup> To date in 2014, the City of Burnsville received 73" of snowfall.

extreme cases, this could even increase the risk of a heat exhaustion situation if an already overheated officer were to be involved in a foot pursuit, for example.

## Police Department Fleet Storage Options

### *Investing in Covered Vehicle Storage*

A fleet of vehicles can represent a multi-million dollar investment in equipment for a public agency. The insured value of the police patrol fleet's 26 vehicles insured is \$1.44 million. To protect this investment, arguably, it would be ideal to store fleet vehicles in an indoor/protected facility. Covered vehicle storage provides a secure, controlled environment with long-term cost-efficiencies and benefits in public safety, employee safety, cost savings, operational efficiencies, equipment protection and reductions in impacts to the environment.

While covered vehicle storage is one of the most inexpensive spaces to construct, the estimated cost as outlined in WOLD's report is \$3.4 million (based on an 18,000 sq. ft. space for up to 35 vehicles and tactical areas). This estimate does not include maintenance costs.

As a point of reference, an article appearing in the November 2012 issue of *Government Fleet* (see Attachment "D") estimates for a fleet with 60 vehicles, the cost to construct, maintain and operate a new 41,000 square-foot storage garage (approximate measurements) over a 50-year anticipated life span is calculated at \$13 million. This article estimates that the cost to store vehicles outdoors over the same time period is approximately \$38 million. This total includes such factors as additional vehicle maintenance costs, reduced life expectancy, non-productive labor due to events such as storms and reduced employee safety.

Benefits of covered vehicle storage include decrease in:

- Security issues related to vandalism<sup>4</sup> (e.g. punctured tires, removal of tire lug nuts) and theft
- Risk for accidents and personal injury claims due to slip and falls in the parking lots and ingress/egress areas
- Liability claims related to weather events
- Idling time for patrol vehicles and related costs
- Response times to calls for service
- Carbon monoxide emissions (further supporting the City's sustainability efforts)

Covered vehicle storage would also:

- Provide a comfortable work environment for vendors and IT staff to perform routine maintenance as well as address break-fix issues in the vehicles
- Minimize the amount of staff time spent scraping vehicles ice and snow removal and moving vehicles around for snow removal
- Enhance security by providing concealment for officers when getting squads ready for duty and preparing for tactical operations
- Allow for more appropriate storage for large types of evidence (e.g. bicycles), weapons or for items such as speed monitoring equipment, emergency cones and emergency signage<sup>5</sup>

The Department would also be able to leverage the new space to gain operational efficiencies. For example, the Department could:

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<sup>4</sup> Fencing was added to the west and north end of the parking lot to help deter future vandalism.

<sup>5</sup> These items are currently stored at the City's maintenance facility.

- Relocate tactical equipment storage for specialty units such as the Drug Task Force, in a controlled, secured environment to free up space in the interior of the building for items such as sensitive types of evidence
- Dedicate a portion of the covered storage to improve space for large evidence storage (e.g. bicycles, ATV's, vehicles, etc.) and other general purpose evidence
- Relocate evidence processing to a more controlled, secure environment in a space designated and designed specifically for the unique needs of evidence processing (e.g. ventilation, secure entry, etc.) with the appropriate chain of custody protocols in place

Possible options the City may wish to explore further related to covered vehicle storage include the following:

1. Bring the existing garage bays up to code and repurpose those bays for fleet use.  
(5 vehicles)

Pros

---

- Minimal expense
- Provides two bays for vehicles to be worked on for maintenance or protected under coverage
- Potential to create more comfortable work environment for maintenance, break/fix troubleshooting and personnel with use of two bays

Cons

---

- Space is small with only 5 garage bays – would not provide coverage for fleet and 3 bays already in use (2 for sally port purposes and 1 for storage of evidence vehicle)
- No additional space gained
- Department would still have challenges with storage for evidence, weapons, tactical gear, etc.
- Minimal operational efficiencies gained
- Minimal to no decrease in idle time
- Minimal to no change in response times
- No change to liability for claims related to damage from vandalism, theft, weather related events, personal injuries (e.g. slip and falls)
- Minimal to no operational efficiencies gained
- Does not account for fleet growth
- Adding space for future parking would be cost prohibitive

2. Invest in constructing covered vehicle storage for entire Police Department's fleet.  
(45 vehicles)

Pros

---

- All Police vehicles would be in covered, secured storage decreasing City's liability/risk
- Decrease in idle time resulting in fuel savings, longer vehicle life, less unscheduled maintenance, cleaner emissions
- Decrease in response times and more efficient/direct access to vehicles
- Protects Police fleet to fullest extent possible when not in use
- More significant operational efficiencies gained
- More comfortable work environment for maintenance, break/fix troubleshooting work

#### Cons

---

- Expensive option
- Requires addition to site
- Does not account for fleet growth
- Adding space for future parking would be cost prohibitive

3. Invest in constructing covered vehicle storage for City's entire fleet.  
(67 vehicles)

#### Pros

---

- All vehicles would be in covered, secured storage which decreases City's liability/risk
- Police decrease idle times resulting in fuel savings, longer vehicle life, less unscheduled maintenance, cleaner emissions
- Decrease in response times and more efficient/direct access to vehicles
- Protects fleet to fullest extent possible when not in use
- More operational efficiencies gained for Police Department
- More comfortable work environment for maintenance, break/fix troubleshooting and personnel

#### Cons

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- Most expensive option
- Requires significant addition to site
- Does not account for fleet growth
- Adding space for future parking would be cost prohibitive

4. Invest in construction covered vehicle storage for Police Department's patrol fleet.  
(26 vehicles)

#### Pros

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- Police vehicles with most routinely used equipment would be in covered, secured - decreases City's liability/risk
- Decrease idle times resulting in fuel savings, longer vehicle life, cleaner emissions
- Decrease in response times and more efficient/direct access to vehicles for those first tasked with first response
- Protects patrol fleet to the fullest extent possible when not in use
- More operational efficiencies gained for Police Department
- Would likely have enough space to expand to about 35 vehicles to accommodate future growth

#### Cons

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- Expensive option
- Requires significant addition to site
- Does not provide space for all fleet vehicles
- Does not account for fleet growth
- Adding space for future parking would be cost prohibitive

### *Alternative Storage Options*

If investing in covered vehicle storage is not an option, the following courses would be investigated further to determine the level of cost effectiveness both for the City and operational impact to the Department.

1. Status Quo – Continue to store Police Department fleet in outdoor surface parking lot.

#### Pros

---

- Least expensive option with minimal maintenance over time (e.g. perimeter fencing, resurfacing parking lot)
- Future spaces can be gained with additional space by having officers park personal vehicles in employee surface lot

#### Cons

---

- No significant gains in reducing idle time
- No significant gains in operational efficiencies such as reducing response times
- Staff time will continue to be spent on scraping vehicles and preparing lot for snow removal
- No change in work environment (e.g. staff performing equipment maintenance)
- No decrease in liability related to things such as weather events, vandalism, theft
- More challenging to address evidence storage and evidence processing space needs
- Officers parking personal vehicles in employee surface lot may increase security issues

2. Construct partially covered storage (e.g. carport).

#### Pros

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- Some investment required but not as expensive as fully covered options
- Some flexibility to expand for future space needs with limited additional investment
- Some decrease in liability related to weather
- Minimal staff time spent on scraping vehicles and preparing lot for snow removal

#### Cons

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- No significant gains in reducing idle time
- Minimal decrease in liability related to things such as vandalism and theft
- More challenging to address evidence storage and evidence processing space needs
- No change in work environment (e.g. staff performing equipment maintenance)
- Officers parking personal vehicles in employee surface lot may increase security issues (e.g. nails in tires, lug nut removals, etc.)
- Aesthetic issues may come into play

Since these alternative options keep the vehicles outdoors, the Department would likely explore other ways to reduce weather related issues. For example, staff may consider installation of electrical block heater. While this would decrease idle time and the costs associated with idling, cost savings would be minimal and costs would shift to expenses related to operating the block heater. An additional challenge would be potential delays in response time because officers would need to unplug the block heaters before driving the vehicle.

Regardless of the option selected, Department staff would continue to work with the City's maintenance staff to explore tools and options to reduce idle time will result in fueling savings and extend the life of the vehicles while taking into consideration response times and other operational needs.

### Recommendation

The Police Department takes great pride in its patrol vehicle fleet, and more importantly, takes great pride in the level of service the Department provides daily to ensure the safety of the community. The Department leadership and the space needs steering committee believe construction investment can pay off.

Numerous reports have been published suggesting that heat and cold have a direct effect on people's bodies. Just like our bodies, it is believed that storing vehicles in a moderate climate controlled environment in a covered facility (similar to the City's Maintenance Facility and Fire Stations), would result in a number of benefits and operational efficiencies.

It is the recommendation of this steering committee that the City further explore covered vehicle storage option #4, construction of covered vehicle storage for the Police Department's patrol fleet (26 vehicles).

Even though this option will not provide space for all vehicles and equipment to be stored inside, this is not viewed by staff as critical. The proposed construction outlined in greater detail in WOLD's report is practical considering the site constraints. The construction of such a facility would cost approximately \$190 per sq. ft. or an estimated \$3.4 million for the 18,000 sq. ft. structure which would provide limited flexibility to grow the fleet in accordance with future staffing projections (i.e. 35 vehicles). The committee feels investing in this option would result in operational and financial benefits to the City. Highlights include:

- Improving operational efficiencies within the Police Department
- Decreasing response times for patrol officers
- Allowing evidence processing to move to the interior of building
- Maximizing interior space and operational adjacencies by creating an opportunity to address current challenges such as overcrowded locker rooms, overcrowded storage
- Providing better storage options for large evidence such as bicycles, ATV's, vehicles
- Providing additional and more efficient storage options for special units tactical gear
- Reducing the City's risk of damaging vehicles due to weather related events
- Decreasing risk of injury and related claims due to slip and falls, accidents
- Providing a more comfortable year-round work environment
- Reducing fuel consumption and carbon monoxide emissions due to decrease in idling time
- Reducing unscheduled maintenance (also due to decreasing idling time)
- Freeing up space in the City's Maintenance Facility for larger items such as signs, cones, etc.
- Refocusing Police personnel on police related duties rather than scraping vehicles and moving vehicles in preparation for snow removal or equipment maintenance

The committee has considered the City's scarce resources in relation to the findings and recommendations of WOLD's report and while investing in covered vehicle storage would not fall under a "priority one" improvement, covered vehicle storage for the Police Department's patrol fleet would be an improvement from current conditions and would enhance the operation and function of the facility, thus making it a more desirable asset for the City of Burnsville's Police Department.

Attachment "A"

## Equipment in Police Squad Cars (patrol fleet)

The costs listed below are associated with a typical marked patrol squad:

- Ford vehicle with standard equipment<sup>1</sup> \$40,000 (insured for \$55,000)
- Mobile Data Computer \$ 6,000
- Annual licensing/data \$ 1,500
- Stalker radars \$ 2,500
- 800 MHz radio \$ 3,500
- Rifle \$ 2,900
- Automatic Electronic Defibrillator \$ 3,000
- Oxygen/First Aid/PBTs/Misc. Equipment \$ 1,000 - \$2,000

TOTAL Estimated Squad Costs: \$60,000

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<sup>1</sup> Standard equipment includes cage, radio, light bar, sport light, siren equipment

Attachment "B"

## Police Fleet Idle Time Analysis

The analysis below was prepared with the assistance of Fleet Supervisor Tom Busse.

Average idle hours to road miles conversion	25 road miles per idle hour
Average car efficiency	11 mpg
Gallons per idle hour consumed	2.27 gallons
Unit cost of fuel	\$3.18 per gallon
Cost of fuel per hour of idling	\$7.21 per hour
Average number of vehicles idling per shift	5-14 (21 per day) 5@7, 3@11, 7@17, 6@21
Average time idling for briefing	0.5 hours per shift per vehicle
Average time idling for reports	1 hour per shift per vehicle
Total number of shifts per day	4 10-hour shifts (5-7 vehicles per shift)
Total idle time reduction per vehicle	1.5 hours per shift per vehicle (cold: 4-5 hours idle)
Total idle time reduction per day (all vehicles)	31.5 hours per day (21 vehicles per day) Mar. – Oct. 84 hours per day (21 vehicles per day) Nov. – Feb.
Est. savings from idle reduction (Mar. – Oct.)	\$54,507 (31.5 idle hrs/day x 240 days x \$7.21)
Est. savings from idle reduction (Nov. – Feb.)	\$75,705 (84 idle hrs/day x 125 days x \$7.21)
Total Estimated Savings	\$130,212
O&M Savings	
Cost of maintenance per mile	\$0.27

## Comparable Agencies Data

The chart below is a snapshot of municipal Police Departments with indoor fleet parking.

Agency	Parking Spaces	Sworn Officers	Population
Bloomington	60	111	86,000
Lakeville	55	54	57,000
Plymouth	54	69	73,000
Brooklyn Park	38	102	77,000
Edina	30	50	49,000
Woodbury	52	69	64,000
Maple Grove	40	66	64,000
Savage	19	32	28,000
Apple Valley	16	47	50,000
Cottage Grove	40	40	35,000

The chart below is a snapshot of municipal Police Departments with outdoor fleet parking.

Agency	Parking Spaces	Sworn Officers	Population
Eagan	TBD	68	65,000
Burnsville	TBD	75	63,000

Of the five neighboring Police agencies (in bold font), four agencies provide covered vehicle storage. It should be noted that Eagan is in the process of evaluating vehicle storage and at that time of this report did not have clear direction on whether it will further explore covered vehicle storage or remain with surface parking.

At the time this report was prepared, details addressing climate control within the covered vehicle storage were not explored in detailed. High level research revealed that some municipal police departments with indoor parking garages are climate controlled year-round and others are only climate controlled during cold weather. Maintaining a temperature of fifty degrees appears to be an industry standard for cold weather heating. A November 2012 article in *Government Fleet*<sup>1</sup> suggests that a minimally heated environment enhances the performance of fleet vehicles by eliminating delays associated with cold engines and equipment and reducing the likelihood of unscheduled maintenance.

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<sup>1</sup> A copy of the article is attached to this document as Appendix "C". The full article can be viewed at: <http://www.government-fleet.com/channel/maintenance/article/story/2012/11/alternative-fleet-storage-options-a-case-for-covered-storage.aspx>

## Alternative Fleet Storage Options: A Case for Covered Storage

November 2012, Government Fleet - Feature

By Roger Thompson



### At a Glance

While protected, covered parking is ideal, less expensive options include:

- Lean-to storage
- Covered canopies with open sides
- Fabric structures

A fleet of vehicles can represent a multi-million dollar investment in equipment for a public agency. To protect this investment, it is best to store vehicles in an indoor/protected facility. These facilities provide safe, long-term cost-efficiencies and benefits in public safety, employee safety, cost savings, operational efficiencies, equipment protection, and reductions in impacts to abutters and the environment. However, a less expensive solution is outdoor covered storage, and there are several ways to keep vehicles warm in cold climates.

### Construction Investment Can Pay Off

Ironically, a vehicle and equipment storage garage is one of the most inexpensive spaces to construct, but it is responsible for protecting the single largest investment in equipment in many communities.

Cost/benefit analyses identify the most cost-effective, efficient, and safe storage of fleet vehicles and equipment based on a comparison of the cost to construct, maintain, and operate a new storage garage versus the additional costs incurred by storing vehicles outdoors (increased maintenance, reduced vehicle life expectancy, and non-productive labor for vehicle preparation).

The data shows that the cost to store vehicles and equipment outdoors over the life of the building will cost approximately three times the cost to construct, operate, and maintain a new vehicle/equipment storage garage.

For example, for a fleet with 60 vehicles, the cost to construct, maintain and operate a new 41,000 square-foot storage garage (approximate measurements) over a 50-year anticipated life span is calculated at \$13 million. The cost to store vehicles outdoors over the same time period is approximately \$38 million. This total includes such factors as additional vehicle maintenance costs, reduced life expectancy, non-productive labor due to events such as storms, and reduced employee safety. The following items may result in additional costs:

- Potential injuries to the public due to unsafe conditions resulting from inclement weather and/or delayed response times.
- Impacts to abutters.
- Property damage or infrastructure damage resulting from delayed response times to emergencies such as water main breaks or sewerage system blockages.

Many organizations have tried to resolve the problem of insufficient vehicle and equipment storage with equally insufficient ideas. Some take whatever available covered storage space they have and jam trucks and construction equipment bumper to bumper, pack drive aisles, and block fire escape walkways, creating very unsafe conditions. All this over-capacity parking is done in the quest for warm engine starts.

Unfortunately, some of these municipalities have lost large numbers of vehicles and equipment in their fleets, while others have lost the entire fleet plus buildings and materials from late-night fires as a result of improper and overcrowded storage. There have also been vehicles and equipment stored in salt storage facilities, which results in fast corrosion of the chassis and accelerated failure to diesel engine supercharges from the hygroscopic action of the salt.

However, because of funding challenges, many agencies in need of safe indoor vehicle storage must forego new facility construction. In such instances, less expensive short-term systems, though not ideal, can be constructed to provide vehicles with safe protection from the elements. Alternatives such as lean-to storage, covered canopies with open sides, fabric structures, or even parking under viaducts can help prevent vehicle exposure to rain, snow, and falling debris.

### Cold Climates Present Special Challenges

Fleets in colder climates have special challenges. Cold weather engine starts can be unreliable, resulting in additional maintenance and delays in vehicle response times. Idling to warm up a cold vehicle can result in increased carbon monoxide emissions and wasted fuel. Research has shown that a minimally heated environment enhances the performance of fleet vehicles, eliminating potential delays associated with cold engines and frozen equipment and reducing the incidence of unscheduled maintenance.

For outdoor, covered vehicle storage, component warming systems can help prevent some of the problems associated with cold starts. These component warming systems typically operate from a vehicle's on-board DC battery or fuel supply and feature in-line and in-tank heaters that utilize engine coolant through efficient heat exchangers to prevent fuel from gelling. The same principles are used in hydraulic fluid systems that warm fluids, promoting smooth operation and less wear on system components. Other technologies include heat exchangers for various liquid-to-liquid and liquid-to-gas systems, such as reservoirs for grease oil, water, and other liquids. These types of systems have been used successfully in extreme cold weather conditions such as in Alaska.

In some cold weather applications, the benefits include freedom from fuel blending and an added economy of using

No. 2 diesel fuel year-round. In hydraulic applications, users extend pump life and cycle their equipment faster for true cost savings.

Other past and proven options to improve component life in colder climates include:

- Installation of electrical block heaters. Plugged into an electrical outlet, the block heater keeps engine coolant warm while the unit sits idle. One drawback is expense of operation, and vehicle operators sometimes forget to unplug them before attempting to drive off.
- Diesel-fired coolant heaters. These allow engines to be preheated before starting without the use of external power. The hot coolant produced can also be routed through heat exchangers to warm fuel, hydraulic reservoirs, and batteries.
- Battery heaters (blankets). Blankets increase available cold cranking amps and extend effective battery usage by reducing required battery recharge time.
- Diesel in-tank fuel warmers. Fuel warmers surround the fuel standpipe with coolant for maximum heat rise in the fuel.
- Electric fluid reservoir heater. Similar to blanket heaters, reservoir heaters come in 12- and 24-volt DC and 110- and 220-volt AC units. They can be used to warm hydraulic rams, reservoirs, oil pans, and diesel fuel tanks. They have a peel-and-stick application for easy installation.
- Hydraulic fluid heaters. These save thousands of dollars annually by routing a stainless steel loop through the hydraulic tank to warm fluids, thereby reducing damage to hydraulic pumps. Hydraulic fluid heater systems eliminate operators from stalling hydraulic systems to generate heat, which can create cavitations, metal wear, and blown seals through the excessive pump pressure.

Thermostatic options ensure protection when heating fuel or fluid is a concern, along with the use of biodiesel applications. Through the use of such technologies, diesel engines and hydraulic systems stored outdoors can operate at maximum efficiency.

Design, operations, and maintenance experts can help determine the most cost-effective ways to incorporate best management practices for fleet storage into your program and provide objective recommendations for long-term storage and management options.

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*About the Author:*

*Roger Thompson is a fleet management specialist at Weston & Sampson Engineers. Thompson is a former fleet manager with more than 25 years of experience.*

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Attachment "E"

## Testimonials

(May 2014)

BRUCE T. SIMON, ADMINISTRATION CAPTAIN  
City of Savage Police Department

Jef, we have 19 garage stalls and about four vehicles are parked outside; we also have a firearms training equipment trailer parked in our forfeiture lot. Our garage is far too small. Woodbury has a very large garage that I believe meets their needs and I think they are similar to the size of your department. We lost originally planned garage space to help meet project budgets during the design of our facility. Hopefully we will be able to add space in the coming years. Good luck!

MITCHELL SCOTT, CAPTAIN  
City of Apple Valley Police Department

Jef, we have about 16 slots for 22 marked, 2 CSO vehicles and a Sidney car/trailer. We also store all of the found bikes hanging on the wall. Bottom line we could use a lot more space. We only have half of a garage. We end up parking in the center and at times when we have our new squads come in and are waiting to get outfitted it is full. The officers play musical cars to get to theirs. I just purchased three lifts to give us some more room. So I would say add 10 spaces more than your fleet at a minimum; plan for the future. I know this is more than you asked for, but it is a hot topic around here.

**Attachment “F”**



## Brooklyn Park Police HQ will get \$9.1 million expansion

Article by: Shannon Prather (July 1, 2014 - 1:41 PM)

Strapped for space for its officers, vehicles and evidence storage, the Brooklyn Park Police Department is about to undergo a \$9.1 million building expansion.

Crews should break ground this month at the north precinct building at 5400 85th Av. N.

The project includes a new, attached 20,000-square-foot garage with space for as many as 40 squad cars and SWAT vehicles. It also will provide secure space to store vehicles held for evidence.

Currently, the department’s squad cars are parked outside year-round. The major temperature swings that Minnesota gets took a toll.

“The squad cars are so much more complex than they used to be. They all have computers. That doesn’t mix with extreme heat or cold,” said Inspector Mark Bruley.

The garage will reduce the need for idling of patrol vehicles, which will save as much as an estimated \$20,000 annually in fuel, according to city records.

The new facility also will help improve some emergency response times. Police Chief Craig Enevoldsen said the department had been storing SWAT vehicles off site during winter months; now, they will be right at the garage.

The project will nearly double evidence storage space to 6,400 square feet, addressing an immediate need as well as new demands. “The property/evidence storage is full and has no future expansion to accommodate changing laws which mandate the retention of certain evidence forever,” according to city documents.

The expansion also includes new locker rooms. Currently, there are not enough lockers for the department’s 108 officers. Patrol officers don’t have individual desks, so a locker is the only personal space allotted.

The addition also will provide more office space for investigations and brass.

The goal is to create enough space for growth projected out the next 20 years. Overall the expansion will increase the police department from 48,000 square feet to 70,000 square feet. The City Council approved the construction project, which will be paid for through the sale of municipal bonds.

Shannon Prather • 612-673-4804  
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Property clerk Jessica Nawth was in the Brooklyn Park police department’s evidence room. Richard Sennott



Brooklyn Park police are almost out of room to house new evidence room – or even walk. Richard Sennott



## Appendix B: Staff Surveys



SPACE SURVEY INSTRUMENT

Department Name City Council Work Space, Mayor's Office, Council Chambers and Control Room	Name/Title of Person Completing Survey Marty Doll, Communications Coordinator Macheal Collins, City Clerk Gary Novotny, Facilities Supervisor
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Division Name	Telephone	Fax Number
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Section Name	Email Address	Date
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1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Mayor/City Council Office: Designed to be an office space for the Mayor and Councilmembers at City Hall, this space is rarely, if ever, used by them. Two of them occasionally use the file cabinets in this space.

Mayor's Workspace: Designed as a space for the Mayor to sign documents, make phone calls, etc. The Mayor does use occasionally this space, however she prefers to sit in the City Clerk office to sign documents, read/write emails, review her schedule, etc. This also has a sofa for the City Manager's waiting area and bookcases for reference materials.

Council Chambers: The City Council Chambers serves as the meeting room and television studio for City Council and Advisory Commission Meetings multiple nights per week. The chambers is also used as a meeting room (typically with a divider closing off the dais area) for a variety of City and non-City groups

Chambers Control Room: This area serves as the control room to operate equipment that records, cablecasts and webstreams televised City meetings. It also houses a variety of temperature sensitive equipment – and the Council Chambers main lighting controls.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



SPACE SURVEY INSTRUMENT

Estimate the total number of people who come in contact in person with your office every day

Mayor/City Council Office: None  
Mayor's Work Space: Minimal use  
Council Chambers: 20-30+  
Chambers Control Room: 1-3

Estimate the largest number of visitors at one time.

Mayor/City Council Office: 1 (occasionally used by other groups)  
Mayor's Work Space: 1  
Council Chambers: 100  
Chambers Control Room: 3

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Mayor/City Council Office: City Clerk  
Council Chambers: All Departments and Public  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mayor's Work Space: City Clerk, City Manager  
Chambers Control Room: Communications and IT  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

City Council Work Space: [Macheal]

Mayor's Office: [Macheal]

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered

\_\_\_\_\_  
Council Chambers: Easy Public  
Access, Long-term location;  
relocation never considered

\_\_\_\_\_  
Council Chambers Control Room:  
Current location meets space  
requirements, Long-term location;  
relocation never considered

- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Mayor Work Space	.5	C	
Mayor & Council Office:	0	P	Space currently underutilized
Council Chambers	0		Utilized like a Conference Room
Chambers Control Room	1	P	Could be better configured to utilize as a work space in addition to control room functions

Non-Department Staff Located in Your Area


Do any staff work after hours on weekends? If so, please describe:

\_\_\_\_\_  
Council Chambers and Control Room occasionally used on weekends

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035



SPACE SURVEY INSTRUMENT

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Please describe types of positions that may be added in the future:

Not sure how to calculate FTE for Mayor/City Council



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |  |   |
|--|---|
| <input type="checkbox"/> Growth in Population _____ (Up or Down)       | <input type="checkbox"/> Technology _____ (Up or Down)                                  |
| <input checked="" type="checkbox"/> Legislation _____ Up* (Up or Down) | <input type="checkbox"/> Contracts/increase in contract staff _____ (Up or Down)        |
| <input type="checkbox"/> Funding _____ (Up or Down)                    | <input type="checkbox"/> Other (specify below) _____ (Up or Down)<br>_____ (Up or Down) |

\* City Council has the option to adopt an ordinance changing number of members from 5 to 7. This was discussed previously and was not pursued due to the increased costs associated with increasing the size of the Council.n

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_ No \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	N			
Counter Area	N			
Public Viewing Area	N			
Cashier Area	N			
Storage/Supply Room	N			
Duplication/Copy Room	N			
Active File Storage	N			
Inactive File Storage	Y	Y		Mayor/Council Office
Microfilm Viewer/Printer	N			
Computer/Server Room	N			
Safe/Cash Handling Room	N			
Mail Room	N			
Equipment Room	N			
Conference Room	Y	Y		Council Chambers
Meeting/Training Room	Y	Y		Council Chambers
Interview Room	N			
Building Canteen/Snack Area	N			
Maintenance/Loading Dock Area	N			

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE



SPACE SURVEY INSTRUMENT

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	0			
Computer (Desktop/Laptop)	0			
Printer	0			
Plotter	0			
Facsimile	0			
Scanner	0			
Microfilm Viewer/Printer	0			
Safe	0			
Shredder	0			
Computer Server	0			
Mailing Equipment	0			
Pneumatic Tube Document Transfer	0			
Vertical File Cabinet	1		Council Office	
Lateral File Cabinet	1		Council Office	
Supply Cabinet	0			
High Density Moveable File Cabinet	0			
Shelving Units	1		Mayors Space	
Other Technology/Equipment/Storage	1		BCTV	

Please describe current and future use of technology/automation, not identified above, that would impact your area

Cable TV Equipment in Cable Room

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Mayor Work Space: This does not provide the Mayor any privacy for phone calls and she cannot talk to City Clerk about scheduling, etc.

Mayor/Council Office: This space is currently underutilized. It is now used only by elections for storage and occasionally by Communications as an overflow work space. Mayor/Council do not use this space.

Council Chambers: Space is adequate. Technology is outdated, but slated for upgrade in 2015.

Chambers Control Room: Space is adequate, but should be reconfigured (including the addition of a usable work station.) Scheduled for 2015.

11. UNIQUE SPACE REQUIREMENTS



SPACE SURVEY INSTRUMENT

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

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12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Mayor/Council – interact with City Clerk, Administration

Communications – all departments

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13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

Chambers has distress alarm to Police Dept.

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ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No
- Other access control features?  Yes  No

If yes, please list below

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PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list: Chambers Control Room
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

Need audio and visual control of Chambers/Control Room

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OTHER SECURITY REQUIREMENTS?

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SPACE SURVEY INSTRUMENT

14. PARKING

How many staff drive their own automobiles to work every day? \_\_\_\_\_

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

_____
_____
_____
_____
_____
_____
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_____
_____
_____
_____
_____
_____
_____
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Are there any special security requirements for your government-owned vehicles?

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15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

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ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart



SPACE SURVEY INSTRUMENT

ADMINISTRATION Department Name	Macheal Collins, City Clerk Name/Title of Person Completing Survey	
City Clerk/ Elections Division Name	952-895-4468 Telephone	Fax Number
Section Name	Macheal.collins@ci.burnsville.mn.us Email Address	3/10/2014 Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Provide all statutory requirements for City Clerk, including records retention, City Council meeting agendas, minutes, ordinance codification, etc., Mayor & City Council communication and scheduling, election administration, data requests; advisory commission recruitment, provide support to City Manager and Administrative Services Director, supervise volunteer projects for scanning

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

20

Estimate the largest number of visitors at one time.

4

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Interact with all departments to coordinate City Council agenda preparation, coordinate Mayor and City Manager schedules, etc.



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements

City Manager, Mayor, Administrative Services Direct

n/a

- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
City Clerk	1	P	
Dpty City Clerk/Executive Assistant	1	P	
Mayor	1	C	Next to City Mgr Office
Volunteers	3-4	C	Next to City Clerk Office

Non-Department Staff Located in Your Area


Do any staff work after hours on weekends? If so, please describe:

City Clerk or Deputy Clerk work evening City Council meetings

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	3	3	2	2	2	3	3	3	2	2	2

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	2	2	2		

Please describe types of positions that may be added in the future:

No changes anticipated unless business licensing is moved back to City Clerk function

Volunteers account for approximately .5 FTE. Would need additional staff if volunteer program was eliminated.



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |  |                       |   |                    |
|--|-----------------------|---|--------------------|
| <input checked="" type="checkbox"/> Growth in Population | Up _____ (Up or Down) | <input type="checkbox"/> Technology                           | _____ (Up or Down) |
| <input checked="" type="checkbox"/> Legislation          | Up _____ (Up or Down) | <input type="checkbox"/> Contracts/increase in contract staff | _____ (Up or Down) |
| <input type="checkbox"/> Funding                         | _____ (Up or Down)    | <input type="checkbox"/> Other (specify below)                | _____ (Up or Down) |
|  |                       |   | _____ (Up or Down) |

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	N	NA		
Counter Area	N	NA		
Public Viewing Area	N	NA		
Cashier Area	N	NA		
Storage/Supply Room	Y	Y		
Duplication/Copy Room	Y	Y		Use Admin shared
Active File Storage	Y	Y		
Inactive File Storage	Y	Y		
Microfilm Viewer/Printer	NA	NA		
Computer/Server Room	NA	NA		
Safe/Cash Handling Room	NA			
Mail Room	NA			
Equipment Room - ELECTION	Y	Y		Cramped during election time, but otherwise adequate
Conference Room	Y	Y		Use shared conference rooms
Meeting/Training Room				Use shared meeting rooms
Interview Room				Use shared space
Building Canteen/Snack Area	NA	NA		
Maintenance/Loading Dock Area	NA	NA		
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE



SPACE SURVEY INSTRUMENT

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1		Shared Admin	
Computer (Desktop/Laptop)	3			
Printer	1		Shared Admin	
Plotter	0			
Facsimile	0			
Scanner	1		Volunteer Cube	
Microfilm Viewer/Printer	0			
Safe	0			
Shredder	1		Shared Admin	
Computer Server	0			
Mailing Equipment	0			
Pneumatic Tube Document Transfer	0			
Vertical File Cabinet	7		Various	Same
Lateral File Cabinet	5		Various	Same
Supply Cabinet	1		Shared Admin	
High Density Moveable File Cabinet	0			
Shelving Units	0			
Other Technology/Equipment/Storage				

Please describe current and future use of technology/automation, not identified above, that would impact your area

Increased use of Laserfiche to store documents electronically instead of paper copies, less need for file cabinets and storage

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

None

Note – Mayor regularly uses City Clerk office to sign paperwork, write emails, etc. because her designated space is not directly accessible to the City Clerk.



SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Volunteer space for scanning, filing, organizing, etc.

Require extensive use of certain shared spaces during elections periods (Conf. Rm D, Small Comm Rm, Supplies, etc.)

Require extensive use of most shared spaces on election day (Chambers, Lg. Comm. Rm, Conf. Rm D, etc.)

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Work with all departments to prepare Council agendas,

Etc. Less face-to-face than previous years due to technology

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No

Other access control features?  Yes  No

If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

OTHER SECURITY REQUIREMENTS?



SPACE SURVEY INSTRUMENT

14. PARKING

How many staff drive their own automobiles to work every day? 2 plus volunteers

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE	# VEHICLES
NA	

Are there any special security requirements for your government-owned vehicles?

NA

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

During the election process, we typically use Conf. Rm D to administer Absentee Balloting for at least one month prior to the Primary election and we use the Small Community Rm for 6 weeks prior to the General election. We also store election equipment in the Election Equipment room as well as Permanent Storage. We use the Lg. Community Room, Council Chambers, and adjacent office the day before, day of, and day after every election. All rooms that contain ballots or voter information must be secured.

ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart





SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)	Need for proximity to city/town or outside agency. (Please specify below)	<input type="checkbox"/> Easy public access
Access to City Clerk & Executive Assistant/Deputy City Clerk	N/A	<input checked="" type="checkbox"/> Current location meets space requirements
_____	_____	<input type="checkbox"/> Long-term location; relocation never considered
_____	_____	<input type="checkbox"/> Remotely located; independent operation
_____	_____	<input type="checkbox"/> No particular reason for current location
		<input type="checkbox"/> Other (Please specify below)

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
City Manager	1	P	
Director of Administrative Services	1	P	

Non-Department Staff Located in Your Area

City Clerk	2 + Volunteers	P, C	Volunteer cube also serves as storage, scanning station
City Council Mailboxes and Workspace/Staff Library	1-5		Open Space w/ Desk
Communications Department	3	P, C	

Do any staff work after hours on weekends? If so, please describe:

City Manager needs 24x7 access to systems and all buildings. City Manager attends weekly Council Meetings evening hours.  
Director of Admin Services needs 24x7 access to systems and City Hall; attends weekly Council Meetings evening hours.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
										2	2

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	2	2	2	2	2



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |  |   |
|--|---|
| <input type="checkbox"/> Growth in Population _____ (Up or Down) | <input type="checkbox"/> Technology _____ (Up or Down)                                  |
| <input type="checkbox"/> Legislation _____ (Up or Down)          | <input type="checkbox"/> Contracts/increase in contract staff _____ (Up or Down)        |
| <input type="checkbox"/> Funding _____ (Up or Down)              | <input type="checkbox"/> Other (specify below) _____ (Up or Down)<br>_____ (Up or Down) |

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	N	NA		
Counter Area	N	NA		
Public Viewing Area	N	NA		
Cashier Area	N	NA		
Storage/Supply Room	Y	Y		
Duplication/Copy Room	Y	Y		Use shared
Active File Storage	Y	Y		
Inactive File Storage	Y	Y		
Microfilm Viewer/Printer	NA	NA		
Computer/Server Room	NA	NA		
Safe/Cash Handling Room	NA	NA		
Mail Room	NA	NA		
Equipment Room	NA	NA		
Conference Room	Y	Y		Use shared conference rooms
Meeting/Training Room	Y	Y		Use shared meeting rooms
Interview Room	NA	NA		
Building Canteen/Snack Area	NA	NA		
Maintenance/Loading Dock Area	NA	NA		
Other				
Other				



SPACE SURVEY INSTRUMENT

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1		Shared	
Computer (Desktop/Laptop)	2			
Printer	1		Shared	
Plotter	0			
Facsimile	0			
Scanner	1		Shared Admin	
Microfilm Viewer/Printer	0			
Safe	0			
Shredder	1		Shared Admin	
Computer Server	0			
Mailing Equipment	0			
Pneumatic Tube Document Transfer	0			
Vertical File Cabinet	2		Various	Same
Lateral File Cabinet	2		Various Shared	Same
Supply Cabinet	1		Shared Admin	
High Density Moveable File Cabinet	0			
Shelving Units	0			
Other Technology/Equipment/Storage (SmartBoard)	1			1 (Director of Admin Services)

Please describe current and future use of technology/automation, not identified above, that would impact your area

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10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

None

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SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Council workspace/Staff library is open space with sofa, desk, bookshelves and mailboxes and located directly outside of City Manager's office. Space is used mainly for those waiting to see City Manager and sitting and checking mail but not as workspace. Is there a better way to improve use of Council Office off of Council Chambers or improve flow of the open space?

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

All departments

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
  - Physical Attack Rated Glass?  Yes  No
  - Metal Detectors?  Yes  No
  - Camera Monitoring?  Yes  No
  - Intercom to Security?  Yes  No
  - Distress Alarm Actuation?  Yes  No
  - Other personnel protection  Yes  No
- If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
  - Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
  - Delayed Emergency Egress?  Yes  No
  - Intercom to Door Control?  Yes  No
  - Other access control features?  Yes  No
- If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list:
- Acoustic Control within the space?  Yes  No
  - Other privacy and sound control features?  Yes  No
- If yes, please list below

OTHER SECURITY REQUIREMENTS?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





SPACE SURVEY INSTRUMENT

Reception	Jill Hansen, Human Resources Director/Toni Scott, Receptionist	
Department Name	Name/Title of Person Completing Survey	
Administration	952-895-4471	952-895-4462
Division Name	Telephone	Fax Number
Section Name	Jill.hansen@ci.burnsville.mn.us	3/14/14
	Email Address	Date

1. FUNCTIONAL DESCRIPTION Provide outstanding customer service to the public in person and on the phone. Answer incoming calls, greet visitors and direct calls and visitors to the appropriate departments or individuals. Answer general questions regarding City services and programs. Sort and meter mail, prepare daily deposit and order and distribute supplies.

Please describe the mission of your functional area.

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2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day 50-100

Estimate the largest number of visitors at one time. 75  
outside  
group  
meetings



SPACE SURVEY INSTRUMENT

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Recreation	Engineering
Planning/Inspections/Rental Licensing	

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

Near Fire & Recreation departments for proximity to reception back-up staff.	Proximity to front entrance
	Proximity to mail area

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
*Price Office = P and Open Cubicle = C*

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Receptionist	1	Workstation within Reception	Recently remodeled
Inspections & Licensing Assistant/Receptionist (.5 FTE Reception & .5 FTE Inspections/Licensing)	1	Workstation with Reception	Recently remodeled

Non-Department Staff Located in Your Area

Back-up receptionists fill in during breaks/lunch/vacation			
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Do any staff work after hours on weekends? If so, please describe:

No



SPACE SURVEY INSTRUMENT

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	3	3	3	3	3	2	2	2	2	1	1.5

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	1.5				

Please describe types of positions that may be added in the future:

None anticipated

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population Up (Up or Down)
- Technology Down (Up or Down)
- Legislation \_\_\_\_\_ (Up or Down)
- Contracts/increase in contract staff \_\_\_\_\_ (Up or Down)
- Funding \_\_\_\_\_ (Up or Down)
- Other (specify below) \_\_\_\_\_ (Up or Down)
- \_\_\_\_\_ (Up or Down)

Do you track annual statistics for any "other" factor identified? No

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	Y		
Counter Area	Y	Y		Recently remodeled
Public Viewing Area	NA			
Cashier Area	Y	Y		
Storage/Supply Room	Y	Y		Near Reception
Duplication/Copy Room	Y	Y		Near Reception
Active File Storage	Y	Y		
Inactive File Storage	NA			



SPACE SURVEY INSTRUMENT

Microfilm Viewer/Printer	NA			
Computer/Server Room	NA			
Safe/Cash Handling Room	Y	Y		Safe inside Reception
Mail Room	Y	Y		Mail sorting & processing behind reception
Equipment Room	NA			
Conference Room	NA			
Meeting/Training Room	NA			
Interview Room	NA			
Building Canteen/Snack Area	NA			
Maintenance/Loading Dock Area	NA			
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)				
Copier (Floor)	1		Behind Reception	
Computer (Desktop/Laptop)	2			
Printer			Part of copier	
Plotter	0			
Facsimile			Part of copier	
Scanner	0			
Microfilm Viewer/Printer	0			
Safe	1		Reception	
Shredder	1		Recreation Dept	
Computer Server	0			
Mailing Equipment	1		Behind Reception	
Pneumatic Tube Document Transfer	0			
Vertical File Cabinet				
Lateral File Cabinet	4		Reception	
Supply Cabinet			Supplies stored within Reception files	
High Density Moveable File Cabinet	0			
Shelving Units				
Other Technology/Equipment/Storage				

Please describe current and future use of technology/automation, not identified above, that would impact your area

New phone system – planned implementation in 2014. Expand on automated phone system capabilities. Anticipate it will reduce number of calls that Reception answers.



SPACE SURVEY INSTRUMENT

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

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11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

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12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

<hr/>	<hr/>

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No



SPACE SURVEY INSTRUMENT

Other personnel protection  Yes  No  
If yes, please list below

Other access control features?  Yes  No  
If yes, please list below

Currently have camera monitoring for lobby reception  
Discuss with Police Dept the pros/cons of distress alarm in reception

\_\_\_\_\_

PRIVACY AND SOUND CONTROL

OTHER SECURITY REQUIREMENTS?

Need for Sound Isolated Rooms?  Yes  No  
If yes, please list:  
Acoustic Control within the space?  Yes  No  
Other privacy and sound control features?  Yes  No  
If yes, please list below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. PARKING

How many staff drive their own automobiles to work every day? 2

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

VEHICLE TYPE	# VEHICLES
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are there any special security requirements for your government-owned vehicles?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





SPACE SURVEY INSTRUMENT

Community Development	Jenni Faulkner/Community Development Director	
Department Name	Name/Title of Person Completing Survey	
Division Name	(952) 895-4467	Fax Number
Section Name	Jenni.faulkner@ci.burnsville.mn.us	3/14/2014
	Email Address	Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Community Development includes Planning, Economic Development, Building Inspections, and Licensing and Code Enforcement divisions. The department is responsible for all the property and business development related functions that occur. This also includes property maintenance as well as business licensing. The mission is to provide development related services in an efficient and effective manner. Service delivery is both in the field and in City Hall.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

Estimate the largest number of visitors at one time.



SPACE SURVEY INSTRUMENT

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Engineering	Fire
Administration	Police
Natural Resources	

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)	Need for proximity to city/town or outside agency. (Please specify below)	<input checked="" type="checkbox"/> Easy public access <input checked="" type="checkbox"/> Current location meets space requirements <input type="checkbox"/> Long-term location; relocation never considered <input type="checkbox"/> Remotely located; independent operation <input type="checkbox"/> No particular reason for current location <input type="checkbox"/> Other (Please specify below)
_____	_____	
_____	_____	
_____	_____	
_____	_____	

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Community Development Director	1	office	
Planning	3	cubicals	
Economic Development	1	office	
Licensing and Code Enforcement	6	Office, cubicals	.5 FTE front lobby desk .5 inspector + seasonal FT inspector not included
Building Inspections	6.5	Office, cubicals	.5 FTE front lobby desk (these two .5 front lobby positions are done by one person working FT that covers the front desk for Inspections and Licensing)

Non-Department Staff Located in Your Area


Do any staff work after hours on weekends? If so, please describe:

Some stay after 4:30 and planners and directors come back for weekly evening and neighborhood meetings



SPACE SURVEY INSTRUMENT

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	15	15	14	14	14	14	11	11	11	17.5	17.5

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	17.5	20	21	21	21

Please describe types of positions that may be added in the future:

Plans Examiner in Building Inspections, inspector in rental licensing from .5 FTE to 1.0 FTE, rental license/code enforcement inspector, associate planner

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |  |                             |   |                    |
|--|-----------------------------|---|--------------------|
| <input checked="" type="checkbox"/> Growth in Population | _____ Up _____ (Up or Down) | <input type="checkbox"/> Technology                           | _____ (Up or Down) |
| <input checked="" type="checkbox"/> Legislation          | _____ Up _____ (Up or Down) | <input type="checkbox"/> Contracts/increase in contract staff | _____ (Up or Down) |
| <input type="checkbox"/> Funding                         | _____ (Up or Down)          | <input type="checkbox"/> Other (specify below)                | _____ (Up or Down) |
|  |                             |   | _____ (Up or Down) |

Do you track annual statistics for any "other" factor identified? Inspections, permits, licenses,

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y			Front reception/lobby
Counter Area	Y			Front reception- shared
Public Viewing Area				
Cashier Area	Y			Front reception- shared
Storage/Supply Room	Y			
Duplication/Copy Room	Y	N		Shared- too far away for staff
Active File Storage	Y			



SPACE SURVEY INSTRUMENT

Inactive File Storage	Y	Y		
Microfilm Viewer/Printer			N	
Computer/Server Room				
Safe/Cash Handling Room				
Mail Room				
Equipment Room				
Conference Room	Y	N		Could use a bigger room and one more
Meeting/Training Room	Y	N		We use Council Chambers
Interview Room	Y			We use conference rooms
Building Canteen/Snack Area	Y	N		Some department have their own snack areas/refrigerators
Maintenance/Loading Dock Area				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)				
Copier (Floor)	2		Recreation or Engineering	Would like to have our own
Computer (Desktop/Laptop)	17		Each work space	
Printer	Use copier			
Plotter				
Facsimile	Use copier			
Scanner	Use Copier			
Microfilm Viewer/Printer	n/a			
Safe	n/a			
Shredder	1		Copy room	
Computer Server				
Mailing Equipment				
Pneumatic Tube Document Transfer				
Vertical File Cabinet				
Lateral File Cabinet	17+		Each workspace	
Supply Cabinet	1		Copy room	
High Density Moveable File Cabinet				
Shelving Units	17+		Each workspace	
Other Technology/Equipment/Storage				

Please describe current and future use of technology/automation, not identified above, that would impact your area

Charging stations for i-pads/lap-tops, perhaps shared work space for field staff



SPACE SURVEY INSTRUMENT

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Lack of gathering space, the space is not "fun", can be loud environment, copier location not ideal,

Good things- office/cubical views and the closeness of department staff.

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Places for building plans, common counter/work space

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Same as question #3

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No



SPACE SURVEY INSTRUMENT

Other personnel protection  Yes  No  
If yes, please list below

None  
\_\_\_\_\_

Other access control features?  Yes  No  
If yes, please list below

None  
\_\_\_\_\_

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms?  Yes  No

If yes, please list:

Acoustic Control within the space?  Yes  No

Other privacy and sound control features?  Yes  No

If yes, please list below

Cubicals do not buffer the sound. Some staff wear ear-plugs, often a call must be done in a conference room or office.

OTHER SECURITY REQUIREMENTS?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. PARKING

How many staff drive their own automobiles to work every day? \_\_\_\_ 17 \_\_\_\_

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

VEHICLE TYPE	# VEHICLES
Prius	9
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Are there any special security requirements for your government-owned vehicles?

No.

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





SPACE SURVEY INSTRUMENT

Public Works	Steve Albrecht/Public Works Director	
Department Name	Name/Title of Person Completing Survey	
Engineering	952-895-4544	652-895-4567
Division Name	Telephone	Fax Number
	steve.albrecht@ci.burnsville.mn.us	4/13/14
Section Name	Email Address	Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Engineering Division of the Public Works Department provides support services to guide the design, management, reconstruction and construction of the City's infrastructure.

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2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
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Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

Don't understand question  
Estimate the largest number of visitors at one time.   
Precon or Bid openings

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Finance	Community Development
Public Works Maintenance	



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

_____	_____
_____	_____
_____	_____
_____	_____

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Public Works Director	1	P	
City Engineer	1	P	
Construction Coordinator	1	P	
Engineering Assistant	1	C	
Engineering Admin Asst.	1	C	
Construction/Engineering Techs	6	C	
Assessment Tech	1	C	

Non-Department Staff Located in Your Area

IT - Communications Leasing	1	P	
Parks Natural Resources Director	1	P	

Do any staff work after hours on weekends? If so, please describe:

Yes, during construction season staff often has to work. The majority of the work is done in the field.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
								14	14	14	14

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	14	14	14	14	14

Please describe types of positions that may be added in the future:



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided. **I don't expect any decreases or increases in staffing over the next 10 years.**

- |  |  |
|--|--|
| <input type="checkbox"/> Growth in Population _____ (Up or Down) | <input type="checkbox"/> Technology _____ (Up or Down)                                     |
| <input type="checkbox"/> Legislation _____ (Up or Down)          | <input type="checkbox"/> Contracts/increase in contract staff _____ (Up or Down)           |
| <input type="checkbox"/> Funding _____ (Up or Down)              | <input type="checkbox"/> Other (specify below)<br>_____ (Up or Down)<br>_____ (Up or Down) |

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_ No

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	N			Utilize shared front desk table area
Counter Area	N			Utilize shared front desk table area
Public Viewing Area	N			Utilize share table area
Cashier Area	N			Utilize shared front desk
Storage/Supply Room	Y	Y		
Duplication/Copy Room	Y	Y		Shared area
Active File Storage	Y	Y		
Inactive File Storage	Y	Y		
Microfilm Viewer/Printer	Y	Y		
Computer/Server Room	N			
Safe/Cash Handling Room	N			
Mail Room	N			
Equipment Room	N			
Conference Room	Y	Y		Shared
Meeting/Training Room	N			
Interview Room	N			
Building Canteen/Snack Area	N			
Maintenance/Loading Dock Area	N			



SPACE SURVEY INSTRUMENT

Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)				
Copier (Floor)	1			
Computer (Desktop/Laptop)	14			
Printer	1 Multi			
Plotter	1			
Facsimile	1 Multi			
Scanner	1 Multi			
Microfilm Viewer/Printer				
Safe				
Shredder				
Computer Server				
Mailing Equipment				
Pneumatic Tube Document Transfer				
Vertical File Cabinet				
Lateral File Cabinet				
Supply Cabinet				
High Density Moveable File Cabinet				
Shelving Units				
Other Technology/Equipment/Storage				

Please describe current and future use of technology/automation, not identified above, that would impact your area

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10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Current space is adequate for Full Time staff

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SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

None

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Community Development

Finance

Public Works Maintenance

Administration

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

Ballistic protected glass?  Yes  No

Physical Attack Rated Glass?  Yes  No

Metal Detectors?  Yes  No

Camera Monitoring?  Yes  No

Intercom to Security?  Yes  No

Distress Alarm Actuation?  Yes  No

Other personnel protection  Yes  No

If yes, please list below

ACCESS CONTROL

Electronic Lock Monitors?  Yes  No

Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No

Delayed Emergency Egress?  Yes  No

Intercom to Door Control?  Yes  No

Other access control features?  Yes  No

If yes, please list below

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms?  Yes  No

If yes, please list:

Acoustic Control within the space?  Yes  No

Other privacy and sound control features?  Yes  No

If yes, please list below

OTHER SECURITY REQUIREMENTS?





- Organization Chart



SPACE SURVEY INSTRUMENT

Finance	Kelly Strey	
Department Name	Name/Title of Person Completing Survey	
Division Name	952-895-4493 Telephone	952-895-4462 Fax Number
Section Name	Kelly.strey@ci.burnsville.mn.us Email Address	3/14/14 Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Provide accounting, budgeting and financial management for the City including:

Payroll

Accounts Payable

Cash Receipts & Accounts Receivable

EMS Billing

Project accounting

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
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Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

Estimate the largest number of visitors at one time.

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area. We work with all departments frequently.

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SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

Utility Billing	None
Human Resources for payroll	
Grants Admin Staff	
Administration	

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Finance Director	1	P	
Accountant	2	C	Office would be preferable
Payroll	1	C	Needs to be close to HR and semi private
Senior Accounting Staff - General	1	C	Payroll backup
Senior Accounting Staff - Project acctg / AR / Grants	1	C	
Senior Accounting Staff - EMS / Cash Receipts	1	C	
Senior Accounting Staff - Accounts Payable	1	C	
Financial Operation Director - (Utility Billing/Risk Mgmt)	1	P	
Utility Billing	2	C	

Non-Department Staff Located in Your Area

Community Resources (Grant Admin)	2	P/C	
HR	3	2P / 1C	

Do any staff work after hours on weekends? If so, please describe:

Yes. We have some flexible work arrangements where staff start before 8 and several stay later than 4:30. Weekend work is Over time as needed.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years: Finance & Utility Billing

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
			11.5	11.5	11.5	11.5	10.5	10.5	10.5	10.5	10.5

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035

Please describe types of positions that may be added in the future:



SPACE SURVEY INSTRUMENT

Time to process transactions continues to decrease however we continue to have more transactions and we gather more information with each transaction. Demands for information and analysis of information continues to increase. The staff that we have will spend less time with actually keying in transactions and more time managing the data and analyzing the data to provide information to the rest of the organization. I don't necessarily see more total staff but there will be more highly skilled staff.

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Growth in Population _____ (Up or Down)            | <input checked="" type="checkbox"/> Technology _____ (Up or Down)                | <u>Technology improvements help us maintain the same number of staff while meeting increased demand for information &amp; analysis</u> (Up or Down) |
| <input checked="" type="checkbox"/> Legislation _____ UP _____ (Up or Down) | <input type="checkbox"/> Contracts/increase in contract staff _____ (Up or Down) |   |
| <input checked="" type="checkbox"/> Funding _____ Down _____ (Up or Down)   | <input type="checkbox"/> Other (specify below) _____ (Up or Down)                |   |
|   | <u>Need for Additional Info /Analysis - UP</u> _____ (Up or Down)                |   |
|   | <u>Additional (UP) or Reduced (DOWN) City Services</u> _____ (Up or Down)        |   |

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	Y	Y	Lobby
Counter Area	N	N	Y	Must meet customers with EMS/Utility Questions in the lobby. Space is awkward and sometimes not private enough for EMS billing sensitive healthcare service billing related discussions
Public Viewing Area				
Cashier Area	N	Y	N	Cashiers are at front desk and in other departments
Storage/Supply Room	Y	Y	Y	Minimal
Duplication/Copy Room	Y	Y	Y	Good as is.



SPACE SURVEY INSTRUMENT

Active File Storage	Y	Y	Y	Most active is located within cubicals. We are continuing to replace paper with electronic document storage. Forsee future to be almost completely paperless.
Inactive File Storage	Y	N	y	Storage in the basement is ok however there have been water leak issues that have destroyed records recently. Historical files still need to be stored for a time. Forsee future to be almost completely paperless.
Microfilm Viewer/Printer	N	Y	N	
Computer/Server Room				I.T. space
Safe/Cash Handling Room	N		N	
Mail Room	Y	Y	Y	Reception area.
Equipment Room	N		N	
Conference Room	Y	Y	Y	Room F has poor ventilation – door cannot be closed for very long. Frequently all conference rooms are being used.
Meeting/Training Room	Y	Y	Y	Conference Rm E is good for training
Interview Room				
Building Canteen/Snack Area	Y	Y	Y	
Maintenance/Loading Dock Area				
Other				
Other				



SPACE SURVEY INSTRUMENT

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)				
Copier (Floor)	1	Adequate	In our area open work prep area	No change - we also use admin copier and others
Computer (Desktop/Laptop)	1 desktop with 2 monitors in each office and cubicle			Additional or larger computer monitors for each work station
Printer	1	Small MICR	In our area open work prep area	Probably will go away when checks move to ACH
Plotter				
Facsimile				
Scanner				Scanners needed at individual work stations
Microfilm Viewer/Printer				
Safe	1	Very small		Stores small amount of cash
Shredder	1	Large bin		
Computer Server				
Mailing Equipment				
Pneumatic Tube Document Transfer				
Vertical File Cabinet	Filing space in each cube or office is currently sufficient for each work space			Less paper storage will be needed as we move to more electronic filing.
Lateral File Cabinet	5 stacks of filing units hanging on the wall		In our area open work prep area	Less paper storage needed – we have purged. Most remaining stuff will be stored electronically in the future.
Supply Cabinet	2	large	In our area open work prep area	No significant change
High Density Moveable File Cabinet				
Shelving Units				
Other Technology/Equipment/Storage				



SPACE SURVEY INSTRUMENT

Please describe current and future use of technology/automation, not identified above, that would impact your area

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Electronic Document Management will have a large effect on the amount of space that we need for storage. I see most if not all of our documents becoming electronic. Some staff that paper documents that need to be turned into electronic documents, they will need to have better access to scanners at their work stations to keep the workflow efficient. There will also be more documents that come into our workflow directly as electronic documents in the future which should reduce the need for some scanning that we do now (Accounts Payable).

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Additionally, working with more electronic documents effectively will mean staff will need more "screen" space for them. Everyone currently uses 2 computer screens but I see more screen space needed in the future.

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### 10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

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We currently have to meet individuals who come in to discuss their ambulance bill or their utility accounts in the lobby. It is awkward space to do go over information. The current table is too narrow to sit without being in someone's personal space. Also it is not large enough to go over paperwork related to the account. Additionally, the middle of the lobby is often not private enough space for the EMS patient to discuss their medical bill. For security purposes we would not want to go into a closed room as sometimes the patient or customer is upset, but a better open counter space would better serve the purpose.

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SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

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12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

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We interact with all departments

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13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
  - Physical Attack Rated Glass?  Yes  No
  - Metal Detectors?  Yes  No
  - Camera Monitoring?  Yes  No
  - Intercom to Security?  Yes  No
  - Distress Alarm Actuation?  Yes  No
  - Other personnel protection  Yes  No
- If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
  - Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
  - Delayed Emergency Egress?  Yes  No
  - Intercom to Door Control?  Yes  No
  - Other access control features?  Yes  No
- If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list:
- Acoustic Control within the space?  Yes  No
  - Other privacy and sound control features?  Yes  No
- If yes, please list below

OTHER SECURITY REQUIREMENTS?

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SPACE SURVEY INSTRUMENT

14. PARKING

How many staff drive their own automobiles to work every day? \_\_\_all\_\_\_\_\_

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

none

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Are there any special security requirements for your government-owned vehicles?

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15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

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ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart



SPACE SURVEY INSTRUMENT

Department Name Finance	Name/Title of Person Completing Survey Steve Olstad	
Division Name Finance Operations/Utility Billing	Telephone 952-895-4481	Fax Number 952-895-4462
Section Name	Email Address steve.olstad@ci.burnsville.mn.us	Date March 12, 2014

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

Two Utility billing staff performs all aspects of billing water & sewer billings for about 16,200 accounts and over 16,800 meters. They are cross trained and rotate duties regularly to operate as a two person team. Utility staff also handle over 600 customer service telephone calls per month generated from billing questions, move-in and move-out information, account balance questions, service questions & issues, meter questions & issues, rental questions, payment questions & issues, delinquent accounts, etc.

The Financial Operation Director supervises the utility billing function, is the city liaison for city's liability insurance, work comp insurance, and risk management, is the city's liaison for purchasing, and part of the finance administration team.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

0-2
Normal
4-6
Busy

On routine days mid-month we will have 0-2 customers



SPACE SURVEY INSTRUMENT

walk in. Busy times are the first and last week of the month related to bills being sent out, payment due date, and for property closings. Also there is a 6-8 weeks busy time in September-November when delinquent bills are going to be assessed to property taxes. These numbers do NOT include the 6-8 customers that walk in to pay their utility bill. Reception staff will generally accept a payment.

Estimate the largest number of visitors at one time. Most visitors are 1 or 2, but occasionally a few more.

\_\_\_\_\_

3-4

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Finance

Special Assessments/Engineering

Reception

Licensing

Public Works/Utility Maintenance

Rental Inspection

Building Inspection

Administration

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements

Customer service for walk in customers and receiving drop box payments.

- Long-term location; relocation never considered

Communication for required information for billing such as payments, general ledger postings, permits, meter information, assessments, property information, non-metered service units, licensing information, rental information, returned checks, etc.

- Remotely located; independent operation

Part of the Finance Department.

- No particular reason for current location

- Other (Please specify below)

Part of the Finance Department

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Financial Operations Director	1	P	Current location works



SPACE SURVEY INSTRUMENT

			very well.
Utility Billing Specialists	2	C	Current location works very well.

Non-Department Staff Located in Your Area


Do any staff work after hours on weekends? If so, please describe:

Financial Operations Director works after hours routinely. Utility staff may work after hours near billing time, projects, or new year. Rarely does staff work on weekends.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.5	3.0

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	3.5	4.0	4.0	4.0	4.0

Please describe types of positions that may be added in the future: Utility billing lost .5 FTE with the reorganization of the reception area and changes in technology. These hours would be used for customer service allowing technical staff more time for billing accuracy review, account accuracy review, locating problem meters, leak detection, consumption analysis etc. that is currently not done due to time constraints. The additional .5 FTE in 2020 is related to population growth and increased services resulting in increased customer service needs. In the last four years, the city has added sidewalk snowplowing, major roadway lighting, collection of public works charges, and hydrant maintenance to our billable services. Any new service added to the monthly bill increases customer service calls. Also, the city is planning the implementation of an automated meter read system in the next few years. We will need staff to analyze meter readings for leaks and meter malfunctions on a routine basis increasing accuracy and service.



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

<input checked="" type="checkbox"/> Growth in Population	<u>Up</u> (Up or Down)	<input checked="" type="checkbox"/> Technology	<u>Maintain</u> (Up or Down)
<input type="checkbox"/> Legislation	<u>                    </u> (Up or Down)	<input type="checkbox"/> Contracts/increase in contract staff	<u>                    </u> (Up or Down)
<input type="checkbox"/> Funding	<u>                    </u> (Up or Down)	<input checked="" type="checkbox"/> Other (specify below)	
		<u>New Services</u> (Up or Down) <u>Up</u>	
		<u>Customer Service Calls</u> (Up or Down) <u>Up</u>	

Do you track annual statistics for any "other" factor identified? Yes

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
										Logged Calls 605/Month	Logged Calls 640/Month

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	Y	N	Utility staff utilizes the reception counter or will sit down at the table in the lobby with customers.
Counter Area	Y	Y	N	Utility staff utilizes the reception counter or will sit down at the table in the lobby with customers.
Public Viewing Area	N	N/A	N/A	
Cashier Area	Y	Y	N	Utility staff utilizes the reception counter to accept a payment and the copy machine located in recreation/fire for receipt copies.
Storage/Supply Room	Y	Y	N	The storage/supply areas meet the majority of our supply needs.
Duplication/Copy Room	Y	Y	N	Staff mainly uses the multi-function device that is shared with other finance staff and HR. Equipment, location and work area work great!
Active File Storage	Y	Y	N	Utility staff has a closet and files in their cubicles that hold most active billing records for the current year. Files are transferred to inactive storage at year end and stored



SPACE SURVEY INSTRUMENT

				according to the master retention schedule.
Inactive File Storage	Y	Y	N	As electronic records increase paper records are being reduced. Records are maintained according to the master retention schedule.
Microfilm Viewer/Printer	N	N/A	N/A	
Computer/Server Room	N	N/A	N/A	Maintained by IT
Safe/Cash Handling Room	Y	Y	N	We will use the reception or finance safes occasionally to hold cash payments that have come in late in the day.
Mail Room	Y	Y	N	Utilize the mail area located by reception for incoming mail and drop off miscellaneous correspondence to be mailed.
Equipment Room	N	N/A	N/A	
Conference Room	Y	Y	N	Used occasionally for meetings when attendees are greater than four.
Meeting/Training Room	N	N/A	N/A	Occasionally use available city hall meeting or training rooms, for meeting with other departments or the public. Financial Operations Director utilizes the table in office for meetings and conference calls routinely.
Interview Room	N	N/A	N/A	
Building Canteen/Snack Area	Y	Y	N	
Maintenance/Loading Dock Area	N	Y	N	
Other - Utility Payment Outside Drop box	Y	Y	N	Receive between 600-700 utility payments in the existing drive-up drop box each month.
Other – Public computer access in lobby	Y	Y	N	Utility staff utilizes the public computer in the lobby to assist/train customers in making an on-line credit card payment.



SPACE SURVEY INSTRUMENT

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			None
Copier (Floor)	1	MFD	Finance – shared with finance & HR	Existing MFD working great.
Computer (Desktop/Laptop)	3	Desktop w/dual monitors	Individual work space	Any increase would be related to any staff changes.
Printer	1	MFD	Included in the copier MFD	Existing MFD working great.
Plotter	0			None
Facsimile	1	MFD	Included in the copier MFD	Existing MFD working great.
Scanner	1	MFD	Included in the copier MFD	Desktop scanners will be a future need as less paper records are maintained.
Microfilm Viewer/Printer	0			None
Safe	1	Medium	Finance	No change
Shredder	1	Contracted document destruction box	Finance	Box is routinely filled. Additional box or more frequent destruction schedule should be considered.
Computer Server	0		IT manages all servers.	
Mailing Equipment	1	Small	Reception	Utilize reception for outgoing mail.
Pneumatic Tube Document Transfer	0			None
Vertical File Cabinet	0			
Lateral File Cabinet	Several	Medium	Individual work space	No change
Supply Cabinet	1	Medium	Finance – Used to store meter radio read equipment & forms.	No change
High Density Moveable File Cabinet	0			None
Shelving Units	1	Medium	Finance – Closet to hold current paper records	No charge
Other Technology/Equipment/Storage	0			None



SPACE SURVEY INSTRUMENT

Please describe current and future use of technology/automation, not identified above, that would impact your area

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City is currently using a drive by meter reading system utilizing a contracted meter reader. An implementation plan for an automated meter read system is being considered. It will take several years to implement which will mean a phased in billing approach.

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The bill printing, mailing, paperless bill option, and credit card payment services are currently contracted. An RFP for these services will be completed in 2014 which may result in different and new service options.

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Utility bill payments are sent to a lockbox processed by the bank with on-line decisioning available for reviewing checks without stubs or account numbers. Online bank payment options are also received electronically by the bank. The bank continues to be a great partner for payment services. A future RFP for banking services may have an impact on available service options.

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10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

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We do not have any current space deficiencies. Our location in the building and work area works great.

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SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Both utility billing specialists utilize standing work stations in their cubicles.

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Finance  
Reception  
Public Works/Utility Maintenance  
Building Inspection

Special Assessments/Engineering  
Licensing  
Rental Inspection  
Administration

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
  - Physical Attack Rated Glass?  Yes  No
  - Metal Detectors?  Yes  No
  - Camera Monitoring?  Yes  No
  - Intercom to Security?  Yes  No
  - Distress Alarm Actuation?  Yes  No
  - Other personnel protection  Yes  No
- If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
  - Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
  - Delayed Emergency Egress?  Yes  No
  - Intercom to Door Control?  Yes  No
  - Other access control features?  Yes  No
- If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
  - If yes, please list:
  - Acoustic Control within the space?  Yes  No
  - Other privacy and sound control features?  Yes  No
- If yes, please list below

OTHER SECURITY REQUIREMENTS?

The existing security system protects confidential information and data from easy access.



SPACE SURVEY INSTRUMENT

14. PARKING

How many staff drive their own automobiles to work every day? \_\_\_\_3\_\_\_\_

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

None

VEHICLE TYPE	# VEHICLES

Are there any special security requirements for your government-owned vehicles?

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15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

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ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart    Utility staff report to the Financial Operations Director who reports to the Administrative Services Director



SPACE SURVEY INSTRUMENT

Human Resources	Jill Hansen, Human Resources Director	
Department Name	Name/Title of Person Completing Survey	
Administration	895-4471	895-4462
Division Name	Telephone	Fax Number
	<a href="mailto:Jill.hansen@ci.burnsville.mn.us">Jill.hansen@ci.burnsville.mn.us</a>	3/14/14
Section Name	Email Address	Date

**1. FUNCTIONAL DESCRIPTION** Provide comprehensive human resource services to the entire organization including: recruitment/selection, compensation, benefits, training, labor relations/negotiations, workers compensation, wellness, safety and performance management.

Please describe the mission of your functional area. customers include 271 full & part-time benefitted employees and 232 seasonal/part-time/temporary employees, volunteers, applicants and citizens.

**2. SERVICES AND/OR FUNCTIONS PROVIDED**  
Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	x <input type="checkbox"/>
Paper Storage / File Maintenance	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	x <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day 50

Estimate the largest number of visitors at one time. 50 training

**3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS**  
Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Payroll/Finance	Administration/City Clerk/Communications
Police department	Recreation
Fire Department	



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)  
Separated somewhat from other departments & foot traffic. More private in dealing with sensitive situations and information.

Payroll/Finance  
City Manager's Office  
Police Department

No

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Human Resources Director	1	P	
Human Resources Coordinator	1	P	
Human Resources Generalist	1	P	
Human Resources Generalist	1	C	Would like this position to have an office but recognize space limitations

Non-Department Staff Located in Your Area

Payroll & Finance staff; Community Services (2)			
Volunteers periodically			

Do any staff work after hours on weekends? If so, please describe:

Exempt staff occasionally work on weekends and evenings – evening meetings, etc

6. HISTORICAL AND ANTICIPATED STAFF (just HR)

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	5	5	4	4	4	4	4	4	4	4	4

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035



SPACE SURVEY INSTRUMENT

Please describe types of positions that may be added in the future:

Volunteer HR position - would need space that could be shared with other volunteers (discussion stage)

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- |  |  |
|--|--|
| <input type="checkbox"/> Growth in Population _____ (Up or Down) | <input type="checkbox"/> Technology _____ (Up or Down)                           |
| <input checked="" type="checkbox"/> Legislation                  | <input type="checkbox"/> Contracts/increase in contract staff _____ (Up or Down) |
| <input type="checkbox"/> Funding _____ (Up or Down)              | <input checked="" type="checkbox"/> Other (specify below)                        |
|  | Increased # of employees _____ (Up or Down)                                      |
|  | Turnover/# of recruitments _____ (Up or Down)                                    |

Do you track annual statistics for any "other" factor identified? Number of internal and external recruitments (Attached)

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	Y		In lobby
Counter Area	Y	Y		HR has counter space for projects
Public Viewing Area	NA			
Cashier Area	NA			Reception
Storage/Supply Room	Y	Y		Use main city supply room and store department supplies in HR file drawers
Duplication/Copy Room	Y	Y		Department copier space is adequate
Active File Storage	Y	N	Y	Active employee personnel files are in a tight space & not easily accessible
Inactive File Storage	Y	Y		Lower level storage rooms
Microfilm Viewer/Printer	NA		N	
Computer/Server Room	NA			
Safe/Cash Handling Room	NA			
Mail Room	Y			Covered in Reception survey
Equipment Room	NA			
Conference Room	Y	N		There is a small conference room in the



SPACE SURVEY INSTRUMENT

				HR/Finance department but it is accessible to all departments and is often taken. We could better utilize if for some of the personnel discussions with employees if it was designated HR/Finance use. City-wide more conference rooms are needed.
Meeting/Training Room	N		N	It would be very beneficial to have a training room that seats approx. 50 employees. The Community room and Council chambers are open to outside groups to reserve and often used.
Interview Room	N			Conference rooms are used for interviews
Building Canteen/Snack Area	N			
Maintenance/Loading Dock Area	N			
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1			
Computer (Desktop/Laptop)	4			
Printer	0		Part of copier	
Plotter	0			
Facsimile	1		Part of copier	HR needs a confidential fax
Scanner	1		Finance/HR	
Microfilm Viewer/Printer	0			
Safe	0			
Shredder	2	Service & shredder	HR/Finance	Additional shredder container - City Hall
Computer Server	0			
Mailing Equipment	0			
Pneumatic Tube Document Transfer	0			
Vertical File Cabinet	1		HR open area	
Lateral File Cabinet	22		6 open area 16 - offices	
Supply Cabinet	0			
High Density Moveable File Cabinet	7		HR open area	Fireproof HR files
Shelving Units				
Other Technology/Equipment/Storage				



SPACE SURVEY INSTRUMENT

Please describe current and future use of technology/automation, not identified above, that would impact your area

The HR department has not yet begun the Electronic Data Management process. There is a schedule in place and our department is still waiting for other departments to finish. This will allow us to scan some of the older documents that we are required to keep and quickly access them electronically rather than going down to the lower level storage rooms. This will reduce the storage space we need in the lower level secured storage area.

Our online job application system has reduced the number of applications printed, allowed us to collect data electronically, communicate with applicants electronically and provide job specific supplemental questions for each different recruitment. Use of this system has allowed us to handle the increased number of recruitments, both internal and external.

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

City-wide there are not enough conference rooms. Frequently the rooms are taken up for interviews and it is difficult to schedule regular meetings. The two large conference rooms off the lobby (D & B/C) are not sound proof and individuals who are sitting in the lobby can sometimes hear the conversations going on in the rooms. It would be beneficial to tint the windows or something because it feels like a fishbowl when you are meeting in there and people are sitting right outside the window.

Currently some HR files are located in the "volunteer cube" which makes access harder when someone is working there.

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

HR is responsible for coordinating a number of employee events like employee meetings, recognition events and retirement parties. We have the need to store a variety of paper products, decorations, utensils and serving trays. Currently they are stored in an upstairs closet and downstairs in the old mail room. We need space but it can be anywhere.

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

All Departments on a frequent basis

13. SECURITY

Please identify any security requirements as listed below.



SPACE SURVEY INSTRUMENT

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No  
If yes, please list below

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PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No  
If yes, please list: Conf Room D & B/C
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No  
If yes, please list below

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ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No
- Other access control features?  Yes  No  
If yes, please list below

Ability to lock office doors \_\_\_\_\_

Electronic access to offices and storage should remain \_\_\_\_\_

OTHER SECURITY REQUIREMENTS?

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14. PARKING

How many staff drive their own automobiles to work every day?   4  

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

VEHICLE TYPE	# VEHICLES

Are there any special security requirements for your government-owned vehicles?

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SPACE SURVEY INSTRUMENT

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

It works very well to have HR and Finance share a space. Both functions recognize the importance of confidentiality. We share a copier and if something is left on the copier by mistake Finance staff would deliver it immediately to me. Sharing a copier with multiple departments would not work as well.

ADDITIONAL INFORMATION

If available, please provide the following items for your functional area.

- Organization Chart



SPACE SURVEY INSTRUMENT

Department Name Communications – City Hall	Name/Title of Person Completing Survey Marty Doll, Communications Coordinator	
Division Name	Telephone 952-895-4402	Fax Number 952-895-4404
Section Name	Email Address: <a href="mailto:marty.doll@ci.burnsville.mn.us">marty.doll@ci.burnsville.mn.us</a>	Date: March 12, 2014

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

The Communications Department strives to be a helpful and interactive partner with the community. This is achieved through sensitivity to customer service and a clear commitment to meaningful and effective communication among and between residents, employees, appointed commissions, elected leaders and community-based organizations.

To this end, the Communications Department provides timely information on City programs, facilities, services and activities available to the community and uses communications as a proactive educational tool to keep the community informed about how the City operates, and the rules and procedures that are involved in that operation.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

Estimate the largest number of visitors at one time.



SPACE SURVEY INSTRUMENT

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.  
All Departments/Divisions/Sections/Units of the City

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4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)  
Proximity to Senior Management

\*Proximity to senior management.

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5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
*Price Office = P and Open Cubicle = C*

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Communications Coordinator	1	P	Adequate
Communications Specialist	1	C	Adequate
Multimedia Specialist	1	C	Adequate

Non-Department Staff Located in Your Area


Do any staff work after hours on weekends? If so, please describe:

Occasional after hours and weekend work – primarily “on location” and not often at the office.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

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SPACE SURVEY INSTRUMENT

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	2	2	2	2	2	2	2	2	2	2	3

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	3	3	4	4	4

Please describe types of positions that may be added in the future:

Additional Communications/Marketing Specialists or Interns

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population      UP (Up or Down)
- Legislation      \_\_\_\_\_ (Up or Down)
- Funding      DOWN (Up or Down)
- Technology      UP (Up or Down)
- Contracts/increase in contract staff      \_\_\_\_\_ (Up or Down)
- Other (specify below) \_\_\_\_\_ (Up or Down)  
\_\_\_\_\_ (Up or Down)

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting Counter Area	Y	Y	N	Currently utilize City Hall Lobby/Reception
Public Viewing Area	N	N/A	N	Can utilize conference rooms when needed
Cashier Area	Y	Y	N	Currently utilize Council Chambers/Conf. Room
Storage/Supply Room	N	N/A	N	
Duplication/Copy Room	Y	N	Y	Do not have a good space for large displays and printed materials.
Active File Storage	Y	Y	N	Shared admin copy room works just fine
Inactive File Storage	Y	Y	N	
Microfilm Viewer/Printer	N	N/A	N	
Computer/Server Room	N	N/A	N	
Safe/Cash Handling Room	N	N/A	N	



SPACE SURVEY INSTRUMENT

Mail Room	Y	Y	N	Currently utilize shared mail area by reception
Equipment Room	N	N/A	Y	Storage of cameras and other equipment
Conference Room	Y	Y	N	Adequate
Meeting/Training Room	Y	Y	N	Adequate
Interview Room	N	N/A	N	
Building Canteen/Snack Area	Y	Y	N	Shared at City Hall - Adequate
Maintenance/Loading Dock Area	N	N/A	N	
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			0
Copier (Floor)	2	Large	Admin and Finance	Adequate
Computer (Desktop/Laptop)	5	Standard	Offices (3); Laptop (1); Chambers Control Room (1)	Mobile devices/laptops with docking stations for office
Printer	2		Admin and Finance	Adequate
Plotter	N/A	N/A	N/A	N/A
Facsimile	1		Finance	Adequate
Scanner	2		Comm Specialist Office (table top) /Admin (floor)	Adequate
Microfilm Viewer/Printer	N/A	N/A	N/A	N/A
Safe	N/A	N/A	N/A	N/A
Shredder	1		Admin	Adequate
Computer Server	N/A	N/A	N/A	N/A
Mailing Equipment	N/A	N/A	N/A	N/A
Pneumatic Tube Document Transfer	N/A	N/A	N/A	N/A
Vertical File Cabinet	0			0
Lateral File Cabinet	4	2-Drawer	Offices	May need additional
Supply Cabinet	1	Three wall racks	Admin copy room	Need additional supply/storage space
High Density Moveable File Cabinet	N/A	N/A	N/A	N/A
Shelving Units	10	3-4 ft. wide	Offices	Adequate
Other Technology/Equipment/Storage	0	N/A		Need dedicated space





SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

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12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

All City Departments/Divisions/Sections/Units

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13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No

Other access control features?  Yes  No

If yes, please list below

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms?  Yes  No

Editing,  
Meeting or  
AV Rooms  
(Chambers  
Control  
Room/Conf.  
Room)

If yes, please list:

Acoustic Control within the space?  Yes  No

OTHER SECURITY REQUIREMENTS?

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SPACE SURVEY INSTRUMENT

Other privacy and sound control features?

Yes  No

If yes, please list below

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14. PARKING

How many staff drive their own automobiles to work every day? \_\_\_\_3\_\_\_\_

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

NONE

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Are there any special security requirements for your government-owned vehicles?

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15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

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SPACE SURVEY INSTRUMENT

If available, please provide the following items for your functional are.

- Organization Chart





SPACE SURVEY INSTRUMENT

City Hall Communications Staff

Part-Time BCTV STaff

Community Services

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

Easy public access

Current location meets space requirements

Partnership with ISD 191 to provide studio space. School District pays for building expenses.

Long-term location; relocation never considered

Remotely located; independent operation

No particular reason for current location

Other (Please specify below)

Part of Joint Powers Agreement in 2008 to relocate studio after Burnsville/Eagan split

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Community Television Operations Specialist	1	P	Office Space Adequate
Television Production Specialist	1	P	Office Space Adequate
PT-Television Production Assistant	6-8	C	Currently have one permanent work station for PT staff and one temporary (laptop) – could use more permanent work stations

Non-Department Staff Located in Your Area

High School students utilize studio/editing equipment

Do any staff work after hours on weekends? If so, please describe:

Yes. Television Production Specialist works noon – 8:30 p.m. shift. Many PT staff work evenings and weekends on assignment.



SPACE SURVEY INSTRUMENT

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	N/A	N/A	N/A	N/A	N/A	2	2	2	2	2	2

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	2	2	3	3	3

Please describe types of positions that may be added in the future:

Additional full-time television production/operations positions.

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population      UP (Up or Down)
- Technology      Up (Up or Down)
- Legislation      Up or Down (Up or Down)
- Funding      Down (Up or Down)
- Contracts/increase in contract staff      \_\_\_\_\_ (Up or Down)
- Other (specify below) \_\_\_\_\_ (Up or Down)

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	N	N	Staff indicates this current lobby space is larger than needed.
Counter Area	N	N/A	Y	Would be ideal to have school front desk reception serve BCTV also.
Public Viewing Area	N	N	N	
Cashier Area	N	N/A	N	
Storage/Supply Room	Y	N	Y	Space could be larger. Currently minimal
Duplication/Copy Room	Y	Y	N	Adequate
Active File Storage	N	N/A	Y	Need better permanent video storage
Inactive File Storage	N	N/A	Y	Need better permanent file storage
Microfilm Viewer/Printer	N	N/A	N	



SPACE SURVEY INSTRUMENT

Computer/Server Room	Y	Y	N	Editing lab space is adequate for now, but could soon be outgrown. Staff would prefer "classroom style"
Safe/Cash Handling Room	N	N/A	N	
Mail Room	N	N/A	Y	Would be nice for BCTV mail to be delivered to studio rather than City Hall
Equipment Room	N	N/A	N	
Conference Room	N	N/A	N	Studio can be used for this purpose
Meeting/Training Room	N	N/A	N	Studio can be used for this purpose
Interview Room	N	N/A	N	Studio can be used for this purpose
Building Canteen/Snack Area	Y	N	N	Currently have fridge and microwave in storage room. Adequate at this time.
Maintenance/Loading Dock Area	N	N/A	Y	Would be nice to have better access to get equipment up and down from studio
Other				
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	1	Medium	Storage Room	Adequate
Copier (Floor)	0	N/A	N/A	
Computer (Desktop/Laptop)	3 PC Desktop 1 PC Laptop 5 Mac Desktop 1 Mac Laptop		Offices/Counter Portable Edit Suites Portable	May need further editing computers/space and workstations in future
Printer	1	Medium	Storage Room	Adequate
Plotter	0	N/A	N/A	
Facsimile	1	Medium	Storage Room	Adequate
Scanner	1	Medium	Storage Room	Adequate
Microfilm Viewer/Printer	0	N/A	N/A	
Safe	0	N/A	N/A	
Shredder	0	N/A	N/A	
Computer Server	1	Medium	Storage Room	
Mailing Equipment	0	N/A	N/A	
Pneumatic Tube Document Transfer	0	N/A	N/A	
Vertical File Cabinet	0	N/A	N/A	
Lateral File Cabinet	4	Medium	Offices	May need more in future
Supply Cabinet	1	Small	Storage Room	
High Density Moveable File Cabinet	0	N/A	N/A	
Shelving Units	4	Medium	Offices	
Other Technology/Equipment/Storage	1	Equipment Storage/Prop	Off of Studio	Adequate at this time



SPACE SURVEY INSTRUMENT

		Room		
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Please describe current and future use of technology/automation, not identified above, that would impact your area

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10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Not enough work stations for part-time staff. May be future need for expanded editing stations (classroom-style preferred). Lobby area seems bigger than needed. Will need better solution for video/file archival. Equipment storage nearing max capacity.

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11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Television Studio and Control Room in addition to offices for two FTE and space for PT staff.

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12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

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13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

Ballistic protected glass?  Yes  No

ACCESS CONTROL

Electronic Lock Monitors?  Yes  No



SPACE SURVEY INSTRUMENT

- Physical Attack Rated Glass?  Yes  No
  - Metal Detectors?  Yes  No
  - Camera Monitoring?  Yes  No
  - Intercom to Security?  Yes  No
  - Distress Alarm Actuation?  Yes  No
  - Other personnel protection  Yes  No
- If yes, please list below

- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
  - Delayed Emergency Egress?  Yes  No
  - Intercom to Door Control?  Yes  No
  - Other access control features?  Yes  No
- If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- If yes, please list:  
Studio,  
edit  
suites
- Acoustic Control within the space?  Yes  No
  - Other privacy and sound control features?  Yes  No
- If yes, please list below

OTHER SECURITY REQUIREMENTS?

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14. PARKING

How many staff drive their own automobiles to work every day? 2

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

Shared with Eagan – stored in old maintenance garage

VEHICLE TYPE	# VEHICLES
Mobile Production Truck	1

Are there any special security requirements for your government-owned vehicles?

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15. MISCELLANEOUS





SPACE SURVEY INSTRUMENT

Fire Department Name	Terry Ritchie – Assistant Chief Operations Name/Title of Person Completing Survey	
Fire Administration Division Name	952-895-4572 Telephone	952-895-4512 Fax Number
Section Name	Terry.ritchie@ci.burnsville.mn.us Email Address	March 13, 2014 Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

See attached mission statement. The Fire Administrative area manages and coordinates all aspects of the departments operation, prevention, training and administration. This includes many confidential administrative and personnel functions. The fire prevention division conducts all fire investigations and inspections which include confidential information and communications. The EMS division also is managed from the administrative area which includes HIPAA containing information and communication. Fire administration works closely with many other departments within the city and the public to coordinate and execute its mission.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

25-30 including city staff

Estimate the largest number of visitors at one time.

45

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Police	Finance
Rental Inspections	HR
Planning	Building Inspections
Engineering	IT



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Helpful to be close to Police for daily public safety operations, emergency preparedness and investigations.

Need for proximity to city/town or outside agency. (Please specify below)

Centrally located in the city for efficient response to Emergency calls.

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Senior Administrative Assistant	1	Cube	Need secure storage
Assistant Chief	3	Office	1 in Recreation
Fire Inspector	1	Cube	Need secure storage
Fire Chief	1	Office	

Non-Department Staff Located in Your Area

Volunteer	2	Cube	

Do any staff work after hours on weekends? If so, please describe:

Yes. 24/7 operation which has Fire Administration Staff working any hour of any day.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	7	7	7	7	7	6	6	6	6	6	6

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	6	7	8	8	9

Please describe types of positions that may be added in the future:

Additional fire inspector and administrative support. Would also like to move training officer to city hall in an office to better coordinate work.

7. WORKLOAD INDICATORS



SPACE SURVEY INSTRUMENT

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population Aging Population up  
\_\_\_\_\_ (Up or Down) Increasing
- Legislation Mandates/Changing Health Care  
\_\_\_\_\_ (Up or Down) Decreasing revenue  
\_\_\_\_\_ (Up or Down)
- Funding \_\_\_\_\_ (Up or Down)
- Technology up \_\_\_\_\_ (Up or Down)
- Contracts/increase in contract staff \_\_\_\_\_ (Up or Down)
- Other (specify below)  
Emergency Call Volume - up \_\_\_\_\_ (Up or Down)

Do you track annual statistics for any "other" factor identified? Yes

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	4062	4437	4518	4588	4834	4847	4733	4955	4980	5415	Unknown

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	No	Yes	Yes	Use general lobby
Counter Area	No	Yes	No	
Public Viewing Area	No	Yes	No	
Cashier Area	No	Yes	No	
Storage/Supply Room	Yes	No	Yes	Need room for training and prevention equip
Duplication/Copy Room	Yes	Yes	Yes	
Active File Storage	Yes	Yes	Yes	
Inactive File Storage	Yes	Yes	Yes	Use temporary and permanent storage
Microfilm Viewer/Printer	No	Yes	No	
Computer/Server Room	Yes	Yes	Yes	
Safe/Cash Handling Room	NA	NA	NA	
Mail Room	NA	NA	NA	
Equipment Room	No	No	Yes	Training and Prevention equipment
Conference Room	Yes	No	Yes	Smart board, teleconferencing and briefing
Meeting/Training Room	Yes	No	Yes	
Interview Room	No	Yes	Yes	Use the PDs
Building Canteen/Snack Area	Yes	Yes	Yes	
Maintenance/Loading Dock Area	NA	NA	NA	
Exit/Response vehicles	No	No	Yes	Quick access to response vehicles needed
Other				

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE



SPACE SURVEY INSTRUMENT

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1			1
Computer (Desktop/Laptop)	6			8
Printer	1(Shared)			1
Plotter	1(Shared)			1 (shared)
Facsimile	1(Shared)			1
Scanner	1(Shared)			1
Microfilm Viewer/Printer	0			0
Safe	0			0
Shredder	1			1
Computer Server	N/A			N/A
Mailing Equipment	N/A			N/A
Pneumatic Tube Document Transfer	N/A			N/A
Vertical File Cabinet	0			0
Lateral File Cabinet	25			25
Supply Cabinet	0			1-2
High Density Moveable File Cabinet	1			1
Shelving Units	N/A			5-6
Other Technology/Equipment/Storage	0			Unsure

Please describe current and future use of technology/automation, not identified above, that would impact your area

CAD changes in 2015 (CAD viewing screen in each Chief Office would be helpful). Radios in each office to communicate.  
Teleconferencing and video conferencing to conduct online training and briefings.

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Privacy/Confidentiality/Security. People in other departments are able to hear emergency communications that may not need to be heard. Interaction amongst department staff difficult (one assistant chief in Recreation, training officer at station 1). No conference room or secure gathering area to talk with on-duty staff easily on quick notice. No confidentiality with patient interactions if they come to city hall. Also difficult to communicate patient information or sensitive case information from Administrative Assistant or Fire Inspector due to cube set up. Unable to receive secure patient information in fire administration via fax machine due to shared assets. Limited storage for training and prevention equipment/supplies (storage is not in a convenient location to conduct training without significant preplanning). Crews have difficulty conducting spontaneous training with their crews. Unable to secure expensive deliveries of equipment/supplies. Open area causes interruption of communication and workflow.



SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Secure area for HIPAA, investigation and personnel communication/storage. Evidence storage – use our Police Departments.

Secluded area for confidential communication with patients/staff those are available at a moments notice.

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Police

Others intermittently but most can be accommodated via phone or email.

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No

Other access control features?  Yes  No

If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No

If yes, please list below

Rooms with controlled access and technology such as smart board/video conferencing.

OTHER SECURITY REQUIREMENTS?

Secured area.



SPACE SURVEY INSTRUMENT

14. PARKING

How many staff drive their own automobiles to work every day? 2

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE	# VEHICLES
Ford F-150	1
Dodge Van	1
Ford Fusion	1
Tahoe	2

Are there any special security requirements for your government-owned vehicles?

Security of technology and expensive equipment. Ability to keep medications warm (unable to carry medications due to environment).

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

Keep all staff in one area for continuity (assistant chief from recreation).

Need to have training officer with office in administration.

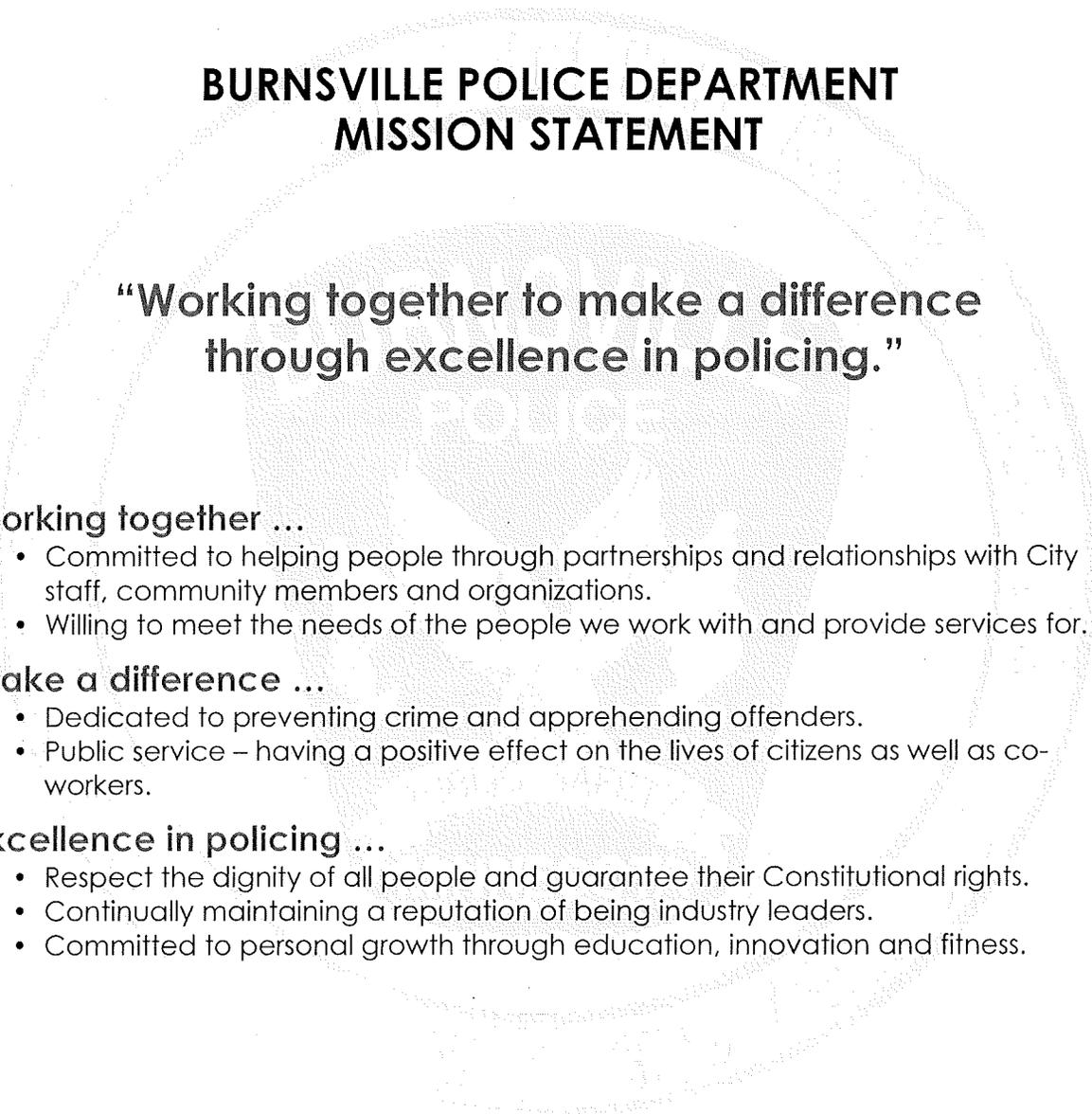
Vehicles are left out in the cold/inclement conditions and are not always readily available for response to emergencies.

Locker room and showers for administrative staff to keep uniforms and sleeping supplies for unexpected long days.

ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart

The background of the page features a large, faint, circular seal of the Burnsville Police Department. The seal contains the text "BURNVILLE POLICE DEPARTMENT" around the perimeter and "POLICE" in the center. In the middle of the seal is a shield with a scale of justice and a sword.

## **BURNVILLE POLICE DEPARTMENT MISSION STATEMENT**

**“Working together to make a difference  
through excellence in policing.”**

### **Working together ...**

- Committed to helping people through partnerships and relationships with City staff, community members and organizations.
- Willing to meet the needs of the people we work with and provide services for.

### **Make a difference ...**

- Dedicated to preventing crime and apprehending offenders.
- Public service – having a positive effect on the lives of citizens as well as co-workers.

### **Excellence in policing ...**

- Respect the dignity of all people and guarantee their Constitutional rights.
- Continually maintaining a reputation of being industry leaders.
- Committed to personal growth through education, innovation and fitness.



SPACE SURVEY INSTRUMENT

Department Name \_\_\_\_\_ Name/Title of Person Completing Survey \_\_\_\_\_

Division Name \_\_\_\_\_ Telephone \_\_\_\_\_ Fax Number \_\_\_\_\_

Section Name \_\_\_\_\_ Email Address \_\_\_\_\_ Date \_\_\_\_\_

1. FUNCTIONAL DESCRIPTION

*"Working together to make a difference through excellence in policing."*

Please describe the mission of your functional area.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
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Face-to-Face Interaction with Other Departments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper Storage / File Maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

Estimate the largest number of visitors at one time.  *15 hours*

*PEO Training?  
DTF Events? 30+*

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

<i>City Admin</i>	<i>HR</i>
<i>Fire</i>	<i>Fleet</i>
<i>Finance</i>	<i>Facilities</i>
<i>Zoning</i>	<i>IT</i>



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

Fire?

HR?

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:

Price Office = P and Open Cubicle = C

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
ADMIN	7	P	
Records	9	P-2 C-7	1 Reception Area
Investigations	12	P	
Patrol Sgts	8	P	6 share 1/2 share 1
Patrol Officers	41	C	All share 6 computers
CSO	6	C	All share 2
Evidence	1	C	
Community Resources	3	C	

Non-Department Staff Located in Your Area

D.C. Probationers	6	P	rotate in/out
Chaplains	1	C	

Do any staff work after hours on weekends? If so, please describe:

Yes 24-7 operation / Patrol only on weekends

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	87F/15P	89F/15P	89F/11P	84F/10P	85F/10P	84F/9P	84F/9P	85F/9P	85F/9P	84F/9P	84F/9P
										91.4FTE	91.4FTE
FUTURE NEED	2015	2020	2025	2030	2035						

Please describe types of positions that may be added in the future:

Crime Analyst  
Captain - Go from 2 → 3



SPACE SURVEY INSTRUMENT

7. WORKLOAD INDICATORS

From the list below, please indicate the factors that you feel will have the greatest impact on personnel growth (or reduction) in your area over the next 10 years. Please identify any other significant factors (i.e., caseload, number of permits, etc.) that are not included in the list provided.

- Growth in Population \_\_\_\_\_ (Up or Down)
- Technology 1 (Up or Down)
- Legislation \_\_\_\_\_ (Up or Down)
- Funding \_\_\_\_\_ (Up or Down)
- Contracts/increase in contract staff \_\_\_\_\_ (Up or Down)
- Other (specify below) Inv of more violent crimes (Up or Down)

Do you track annual statistics for any "other" factor identified? \_\_\_\_\_

If yes, please name and provide annual historical workload data for up to two "Other" workload indicator(s). Attach information or list below:

INDICATOR	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014

8. TYPES OF SUPPORT SPACES

Please carefully review the list of support spaces types provided and respond indicated Yes (Y), No (N) and Not Applicable (NA). Use space at the end of the survey instrument if necessary to list additional spaces.

TYPE OF SPACE	CURRENTLY PROVIDED	SPACE ADEQUATE	SPACE REQUIRED	COMMENTS
Reception/Waiting	Y	N	Y	
Counter Area	Y	Y	Y	
Public Viewing Area	Y	Y	Y	
Cashier Area	N		NA	
Storage/Supply Room	Y	Y	Y	
Duplication/Copy Room	Y	Y	Y	
Active File Storage	Y	Y	Y	
Inactive File Storage	Y	N	Y	
Microfilm Viewer/Printer <i>Laser Fiche</i>	<del>Y</del> Y	<del>N</del> N	<del>Y</del> Y	
Computer/Server Room	N	-	N	
Safe/Cash Handling Room	N	-	N	
Mail Room	Y	Y	Y	- Part of copy room
Equipment Room	Y	N	Y	
Conference Room	Y	N	Y	- Need an additional <i>also video child space</i>
Meeting/Training Room	Y	N	Y	- share briefing room
Interview Room	Y	Y	Y	- Audio/video
Building Canteen/Snack Area	N		N	
Maintenance/Loading Dock Area	N		N	
Other <i>Evidence Processing</i>	Y	N	Y	
Other <i>locker rooms</i>	Y	N	N	



SPACE SURVEY INSTRUMENT

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)				
Copier (Floor)	2	Large	Records/Report Room	
Computer (Desktop/Laptop)	54 / 23		54 office/cubes	23 mobile
Printer	4			
Plotter	—			
Facsimile	1			
Scanner	2			copier/scan/fax all in one
Microfilm Viewer/Printer LaserFiche	— 2			
Safe	1			
Shredder	1			
Computer Server	—			
Mailing Equipment	—			
Pneumatic Tube Document Transfer	—			contract out
Vertical File Cabinet				
Lateral File Cabinet				
Supply Cabinet				
High Density Moveable File Cabinet	1			
Shelving Units				
Other Technology/Equipment/Storage				

Please describe current and future use of technology/automation, not identified above, that would impact your area

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10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

47 people in one room / rotating shifts  
 All offices are utilized - no room for expansion  
 Evidence room \* Bay Areas to process evidence / fumigating  
 Training Room  
 Locker Rooms  
 Storage for Trng & enforcement equip  
 Conference Room - too small, not enough  
 Break/Lunch Room - small, no water, no quiet space

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SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

*Evidence Processing  
Child interview room - Current shares w/ printer*

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

*All*

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No  
If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No
- Other access control features?  Yes  No  
If yes, please list below

PRIVACY AND SOUND CONTROL

- Need for Sound Isolated Rooms?  Yes  No  
If yes, please list: *Interview / Court*
- Acoustic Control within the space?  Yes  No
- Other privacy and sound control features?  Yes  No  
If yes, please list below

*Child Interview*

OTHER SECURITY REQUIREMENTS?

*Vehicle parking*





SPACE SURVEY INSTRUMENT

Fire Department Name	Terry Ritchie – Assistant Chief Operations Name/Title of Person Completing Survey	
Fire Suppression Division Name	952-895-4572 Telephone	952-895-4512 Fax Number
Section Name	<a href="mailto:Terry.ritchie@ci.burnsville.mn.us">Terry.ritchie@ci.burnsville.mn.us</a> Email Address	March 13, 2014 Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

See attached mission statement. Fire Station 1 provides 24/7 emergency response to fire, rescue and EMS calls. Station 1 also houses the training officer, main supplies and a meeting room to hold committee and leadership meetings/trainings. This facility is secure and accessible to only those needing access to maintain accountability of controlled supplies/substances. Staff work 24 hour shifts requiring them to live at the fire station for long periods of time.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

15-20

Estimate the largest number of visitors at one time.

2000

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Police

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Public Works

---

Facility Maintenance

---

Fire Administration

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SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

Need to consider response times.  
Facility was converted from old police station. Not necessarily in best location for response times.

Location to respond to call volume in a timely manner.

City owned the facility and converted

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
*Price Office = P and Open Cubicle = C*

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Training Officer	1	Office	Need secure space
Fire Captain	1 (total of 3)	Office	3 rotate on 24 hour shift
Firefighter/Paramedic	3-4 (total of 12)	Open area	Rotate on 24 hour shift
Trainees (intermittently)	1-2	Open area	

Non-Department Staff Located in Your Area

Trainees/Ride Along (intermittently)	1		
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Do any staff work after hours on weekends? If so, please describe:

24/7 operation. Staff always assigned to the station.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	13	13	13	13	13	13	13	13	13	13	13

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	16	20	22	25	30

Please describe types of positions that may be added in the future:

Additional response staff and training assistant if needed. Additional station may be more prudent for response times and future growth.





SPACE SURVEY INSTRUMENT

Maintenance/Loading Dock Area	No	Yes	No	
Apparatus Bays	Yes	No	Yes	Not large enough and unable to use drive through due to amount of apparatus
SCBA Room/Medical Supplies	Yes	Yes	Yes	Since addition

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			
Copier (Floor)	1			1
Computer (Desktop/Laptop)	5			10
Printer	1			1
Plotter	0			0
Facsimile	1			1
Scanner	1			1
Microfilm Viewer/Printer	0			0
Safe	1 (medication)			1
Shredder	1			1
Computer Server	0			1 (station alerting)
Mailing Equipment	0			0
Pneumatic Tube Document Transfer	0			0
Vertical File Cabinet	4			4
Lateral File Cabinet	12			12
Supply Cabinet	4			4
High Density Moveable File Cabinet	0			0
Shelving Units	20			25
Other Technology/Equipment/Storage	5			5

Please describe current and future use of technology/automation, not identified above, that would impact your area

Station alerting being upgraded to be electronic and computer controlled. Need video conferencing. Additional computer stations for future growth. Security cameras to monitor outside.

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

Not very welcome to public, difficult to find public entrance. Public has to drive through the response vehicle path to get to parking. No public area to interview/interact with public. Residential HVAC units in living area. Kitchen not designed for commercial use and the number of people using it. No common locker room which causes staff to wake up other staff to get their items. Fitness room too close to sleeping quarters causing sleep disruption of staff. No sleeping room for additional or surge staffing (additional staff during inclement weather). Offices too small for additional staff. Captain's office too small and not conducive to interacting with staff. Mold in bathrooms. Windows leak. Cold in the winter. Dry without humidifiers. South wall leaks water into the building.



SPACE SURVEY INSTRUMENT

Living room too small for additional staff. Too small for staff training (go to other locations to train staff due to small training room and no break out rooms, rent Ridges Education Center which does not have break out rooms either). Kitchenette in training room. Training room directly connected to operational area causes interruptions to staff and creates a security issue. Gear storage does not accommodate future growth. Apparatus bays not tall enough or wide enough forcing us to move apparatus to undesirable locations. Need additional space for water tender and future ambulances. Overhead doors create a response issue when they malfunction or are not all the way up. Leaking skylights and roof. Floor drains do not function properly and must be maintained frequently. Trucks are too close together. Not enough bays to accommodate drive through bays for primary apparatus. Not handicap accessible from day room to apparatus bays

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Apparatus bay with exhaust system. Station alerting connected with CAD system. Living quarters for staff working 24 hour shifts. SCBA repair room. Decon area for both equipment and personnel. Medication/Supply security. Physically secure facility. Quick egress of staff/vehicles.

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Police

Minimally other departments.

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
  - Physical Attack Rated Glass?  Yes  No
  - Metal Detectors?  Yes  No
  - Camera Monitoring?  Yes  No
  - Intercom to Security?  Yes  No
  - Distress Alarm Actuation?  Yes  No
  - Other personnel protection  Yes  No
- If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
  - Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
  - Delayed Emergency Egress?  Yes  No
  - Intercom to Door Control?  Yes  No
  - Other access control features?  Yes  No
- If yes, please list below

PRIVACY AND SOUND CONTROL

OTHER SECURITY REQUIREMENTS?



SPACE SURVEY INSTRUMENT

Need for Sound Isolated Rooms?  Yes  No

If yes, please list:

Acoustic Control within the space?  Yes  No

Other privacy and sound control features?  Yes  No

If yes, please list below

Bedrooms/bathrooms

14. PARKING

How many staff drive their own automobiles to work every day? 6 (overlap of shifts create 12)

Please list government-owned vehicles assigned to your area by type (sedan, van, etc.) and quantity.

VEHICLE TYPE

# VEHICLES

Fire Engine	2
Boat	1
Ambulance	2
Rescue	1
Utility	1
Command Post	1
Trailer	1

Are there any special security requirements for your government-owned vehicles?

Must be secure. Quick response and available.

15. MISCELLANEOUS

Please offer any additional comments that you feel are important regarding the operational and space requirements of your functional area:

Aged station that was not built for current use. Not a good location for a 3 station operation if needed due to growth.

Facility seems to need a lot of maintenance. Facility has been used for multiple purposes since it was built. The facility was built in an era when fire trucks were smaller and the department was not full time.



SPACE SURVEY INSTRUMENT

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ADDITIONAL INFORMATION

If available, please provide the following items for your functional are.

- Organization Chart



SPACE SURVEY INSTRUMENT

Fire Department Name	Terry Ritchie – Assistant Chief Operations Name/Title of Person Completing Survey	
Suppression Division Name	952-895-4572 Telephone	952-895-4512 Fax Number
Section Name	<a href="mailto:Terry.ritchie@ci.burnsville.mn.us">Terry.ritchie@ci.burnsville.mn.us</a> Email Address	March 13, 2014 Date

1. FUNCTIONAL DESCRIPTION

Please describe the mission of your functional area.

See attached mission statement. Fire Station 2 provides 24/7 emergency response to fire, rescue and EMS calls.

This facility is secure and accessible to only those needing access to maintain accountability of controlled supplies/substances. Staff work 24 hour shifts requiring them to live at the fire station for long periods of time.

2. SERVICES AND/OR FUNCTIONS PROVIDED

Please indicate the extent to which the services and/or functions in your area required the following:

	FREQUENT / EXTENSIVE	MODERATE	MINIMAL	NONE
Face-to-Face Interaction with Other Departments	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with the Public	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Face-to-Face Interaction with Incarcerated Persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Paper Storage / File Maintenance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Voice / Telephone Communication	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Estimate the total number of people who come in contact in person with your office every day

15-20

Estimate the largest number of visitors at one time.

50

3. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require frequent face-to-face interaction with your functional area.

Police

---

Public Works

---

Facilities Maintenance

---

Fire Administration

---



SPACE SURVEY INSTRUMENT

4. REASONS FOR CURRENT LOCATION OF YOUR OPERATION (check all that apply)

Need for proximity to neighboring department(s)/division(s)/section(s)/unit(s). (Please specify below)

Need for proximity to city/town or outside agency. (Please specify below)

- Easy public access
- Current location meets space requirements
- Long-term location; relocation never considered
- Remotely located; independent operation
- No particular reason for current location
- Other (Please specify below)

Need to maintain response times  
Unsure of thought when site was chosen.

Location to respond to call volume in a timely manner.

5. CURRENT SPACE OCCUPANTS

Please indicate the following for all funded positions/people who physically occupy space and need an assigned work space in your functional area. Indicate workspace type:  
*Price Office = P and Open Cubicle = C*

DEPARTMENT STAFF BY JOB TITLE (PERMANENT FTE)	NUMBER OF STAFF	WORKSPACE TYPE	COMMENTS
Fire Captain	1 (total of 3)	Office	3 rotate on 24 hour shift
Firefighter/Paramedic	4-5 (total of 15)	Open area	Rotate on 24 hour shift
Trainees (intermittently)	1-2	Open area	

Non-Department Staff Located in Your Area

Trainees/Ride Along (intermittently)	1		
--------------------------------------	---	--	--

Do any staff work after hours on weekends? If so, please describe:

24/7 operation. Staff always assigned to the station.

6. HISTORICAL AND ANTICIPATED STAFF

Please indicate the number of full-time equivalent (FTEs) personnel in your area for the following fiscal years:

HISTORICAL	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
	12	15	15	15	15	15	15	15	15	15	15

For future years, provide your best estimate of the total number of FTE personnel you may need.

FUTURE NEED	2015	2020	2025	2030	2035
	15	18	18	25	25

Please describe types of positions that may be added in the future:

Additional Response staff.





SPACE SURVEY INSTRUMENT

Apparatus Bays	Yes	No	Yes	Not deep enough, not drive through
Medical Supply	Yes	No	Yes	Not secure

9. TECHNOLOGY/OFFICE EQUIPMENT/STORAGE

Please indicate current and future technology, office equipment and storage needs for your department as indicated below

TECHNOLOGY/OFFICE EQUIPMENT/STORAGE	CURRENT NUMBER	SIZE	LOCATION	FUTURE NEEDS
Copier (Table Top)	0			0
Copier (Floor)	1			1
Computer (Desktop/Laptop)	5			8
Printer	1			1
Plotter	0			0
Facsimile	1			1
Scanner	1			1
Microfilm Viewer/Printer	0			0
Safe	1 (medicine)			1
Shredder	1			1
Computer Server	0			1 (station alerting)
Mailing Equipment	0			0
Pneumatic Tube Document Transfer	0			0
Vertical File Cabinet	2			2
Lateral File Cabinet	6			6
Supply Cabinet	2			2
High Density Moveable File Cabinet	0			0
Shelving Units	20			25
Other Technology/Equipment/Storage	5			5

Please describe current and future use of technology/automation, not identified above, that would impact your area

Station alerting being upgraded to be electronic and computer controlled. Need video conferencing. Additional computer stations for future growth. Security cameras to monitor outside.

10. CURRENT SPACE DEFICIENCIES

Please identify current space deficiencies of your functional area.

No room for additional or surge staffing. No common locker room which causes staff to be woken up to get their uniforms and equipment. Fitness room too close to bedrooms waking up staff. Need to finish last bedroom/bathroom. No automatic shut off for gas stove. No training area for staff to conduct shift training. Need video conferencing for training and briefings. Need secure area for EMS supplies. No SCBA maintenance/storage area. Bays are not deep enough for vehicles, not drive through for primary vehicles. No separate gear storage. No ability to add apparatus for future needs. No storage for fire supplies and equipment. Overhead doors create a response issue when they malfunction are not all the way up. Parking will become an issue if additional staff are needed or during surge staffing. Difficult intersection at Parkwood/122 and Parkwood/Hwy 13 due to increase traffic.



SPACE SURVEY INSTRUMENT

11. UNIQUE SPACE REQUIREMENTS

Please identify any unique space requirements for your functional area (ex. Urinalysis lab, evidence storage, meditation/arbitration area, etc.)

Apparatus bay with exhaust system. Station alerting connected with CAD system. Living quarters for staff working 24 hour shifts.  
SCBA repair room. Decon area for both equipment and personnel. Medication/Supply security. Physically secure facility.  
Quick egress of staff/vehicles.

12. INTERACTION WITH OTHER DEPARTMENTS/DIVISIONS

Please list the departments/divisions/sections/units that require face-to-face interaction with your functional area.

Police

Minimally other departments.

13. SECURITY

Please identify any security requirements as listed below.

PERSONNEL PROTECTION

- Ballistic protected glass?  Yes  No
- Physical Attack Rated Glass?  Yes  No
- Metal Detectors?  Yes  No
- Camera Monitoring?  Yes  No
- Intercom to Security?  Yes  No
- Distress Alarm Actuation?  Yes  No
- Other personnel protection  Yes  No

If yes, please list below

ACCESS CONTROL

- Electronic Lock Monitors?  Yes  No
- Electronic Access (i.e. car, biometric, or touchpad?)  Yes  No
- Delayed Emergency Egress?  Yes  No
- Intercom to Door Control?  Yes  No

Other access control features?  Yes  No

If yes, please list below

PRIVACY AND SOUND CONTROL

Need for Sound Isolated Rooms?  Yes  No

If yes, please list:

Acoustic Control within the space?  Yes  No

Other privacy and sound control features?  Yes  No

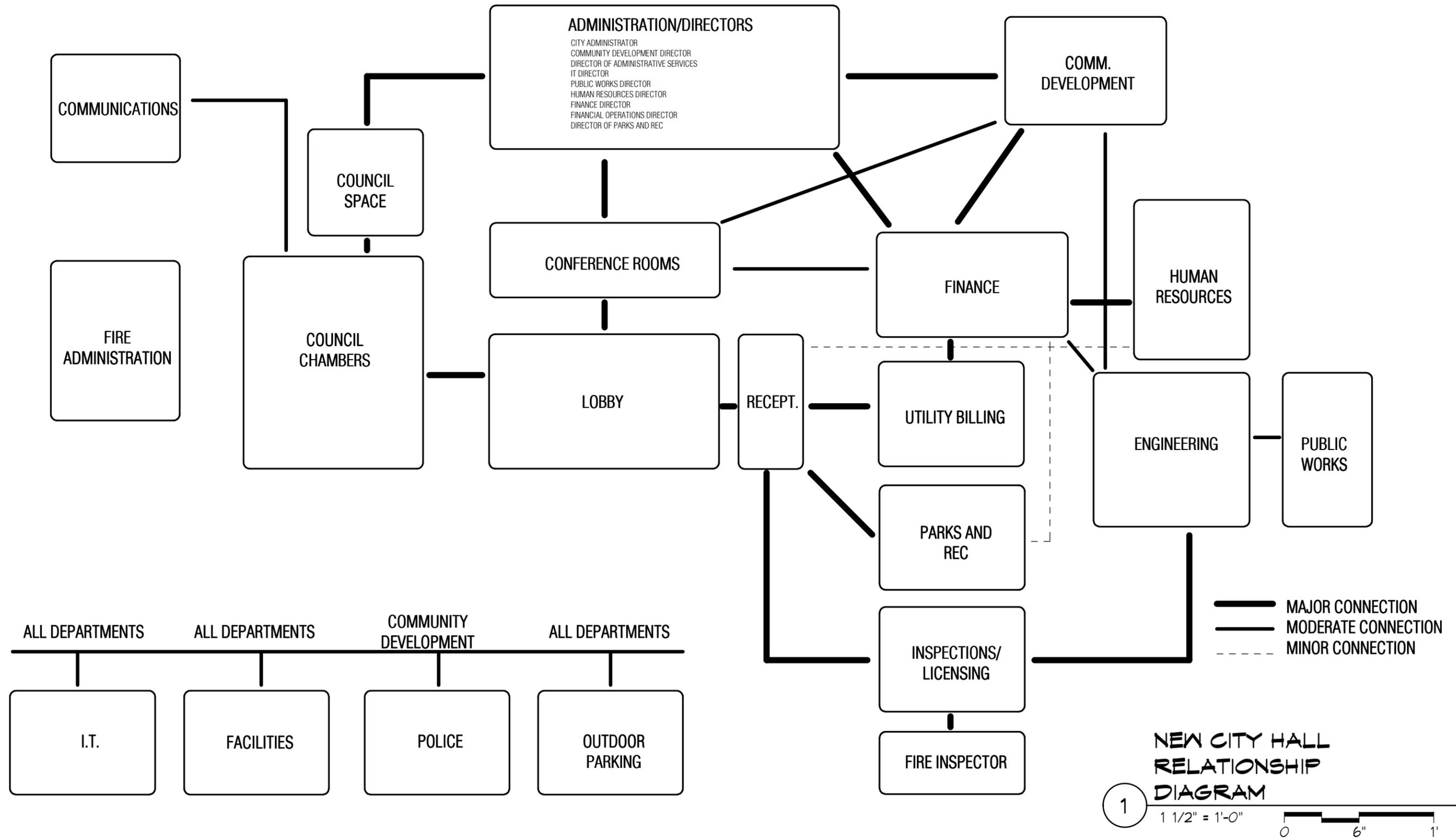
If yes, please list below

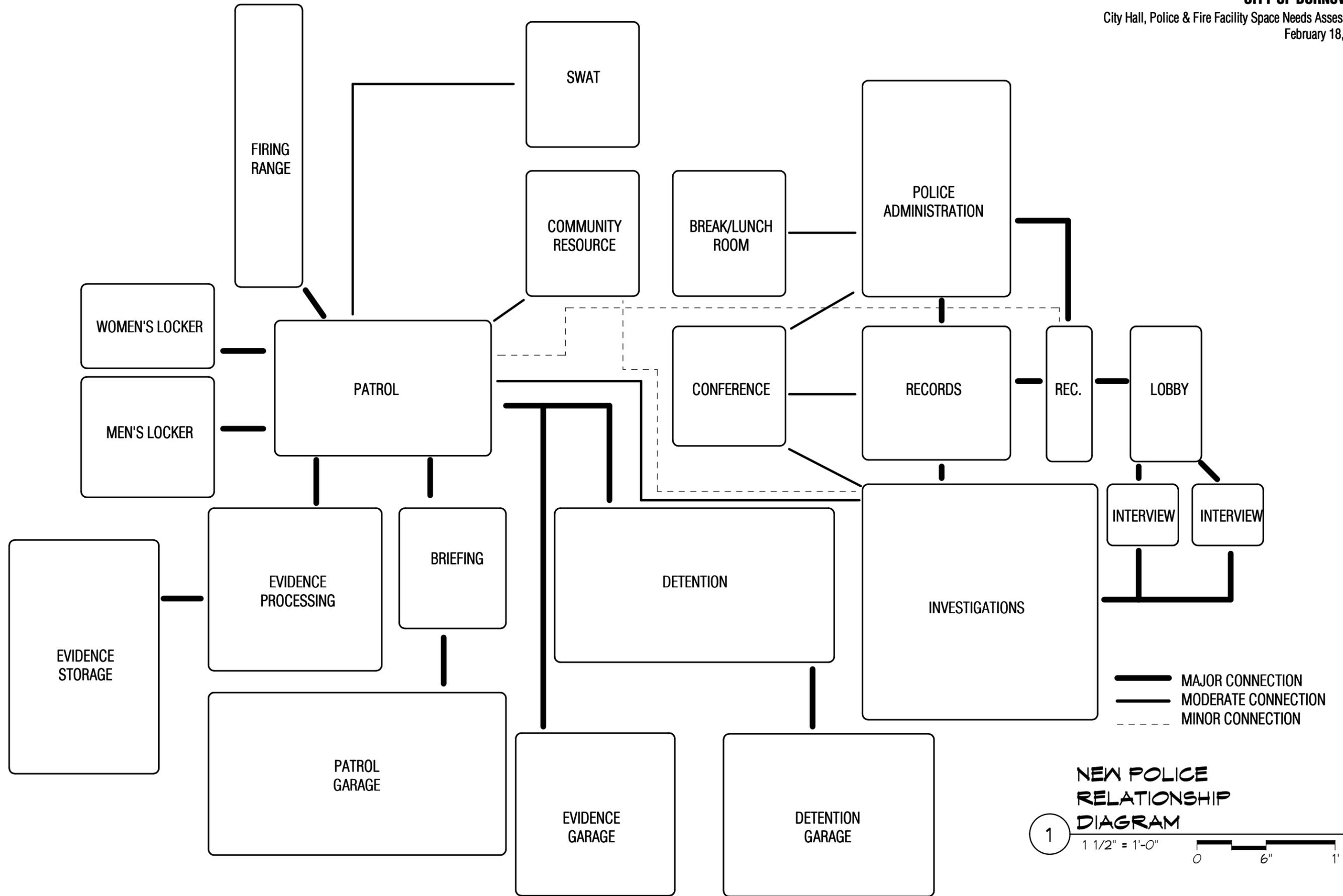
OTHER SECURITY REQUIREMENTS?





## Appendix C: Relationship Diagrams



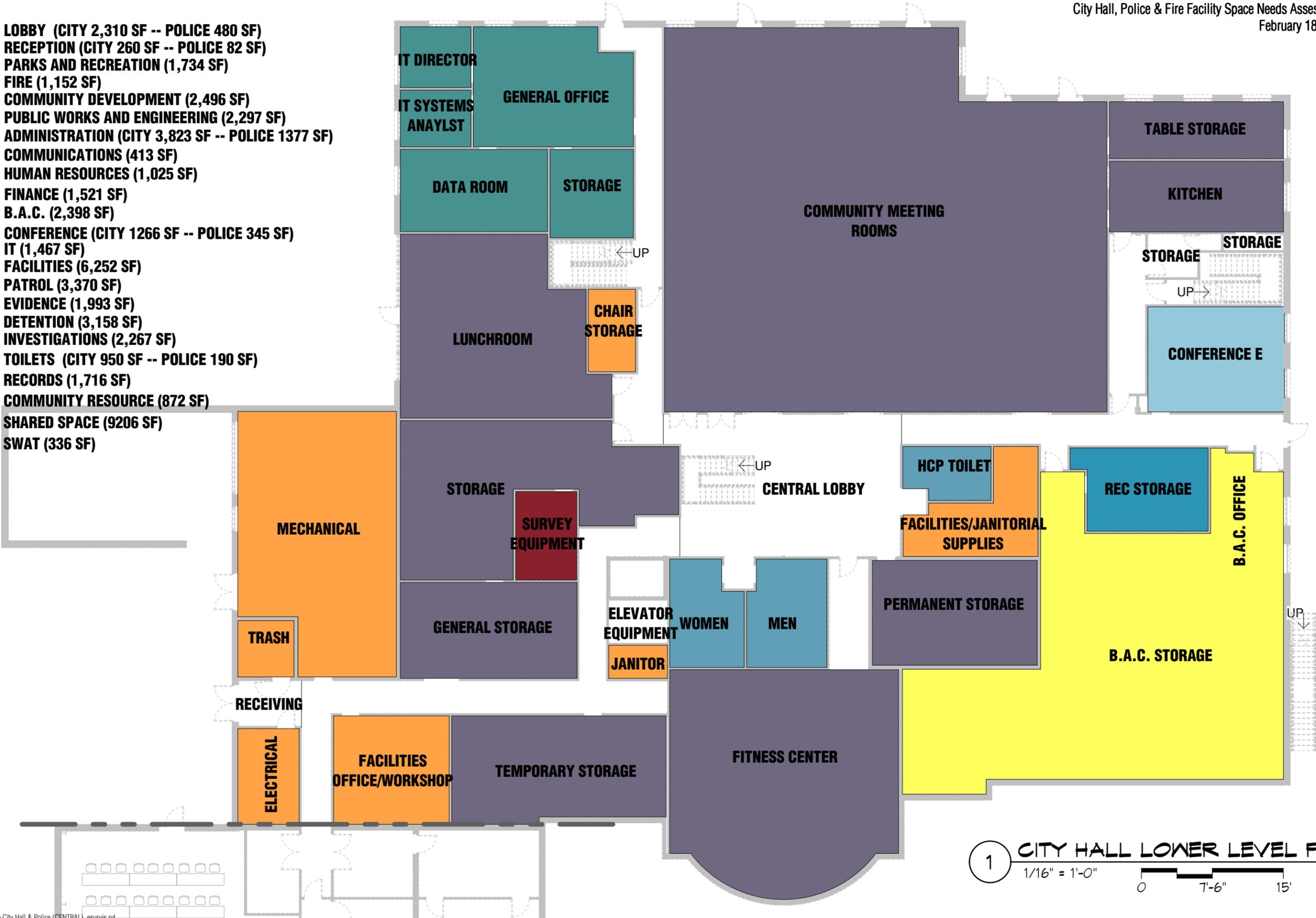




## Appendix D: Existing Building Diagrams



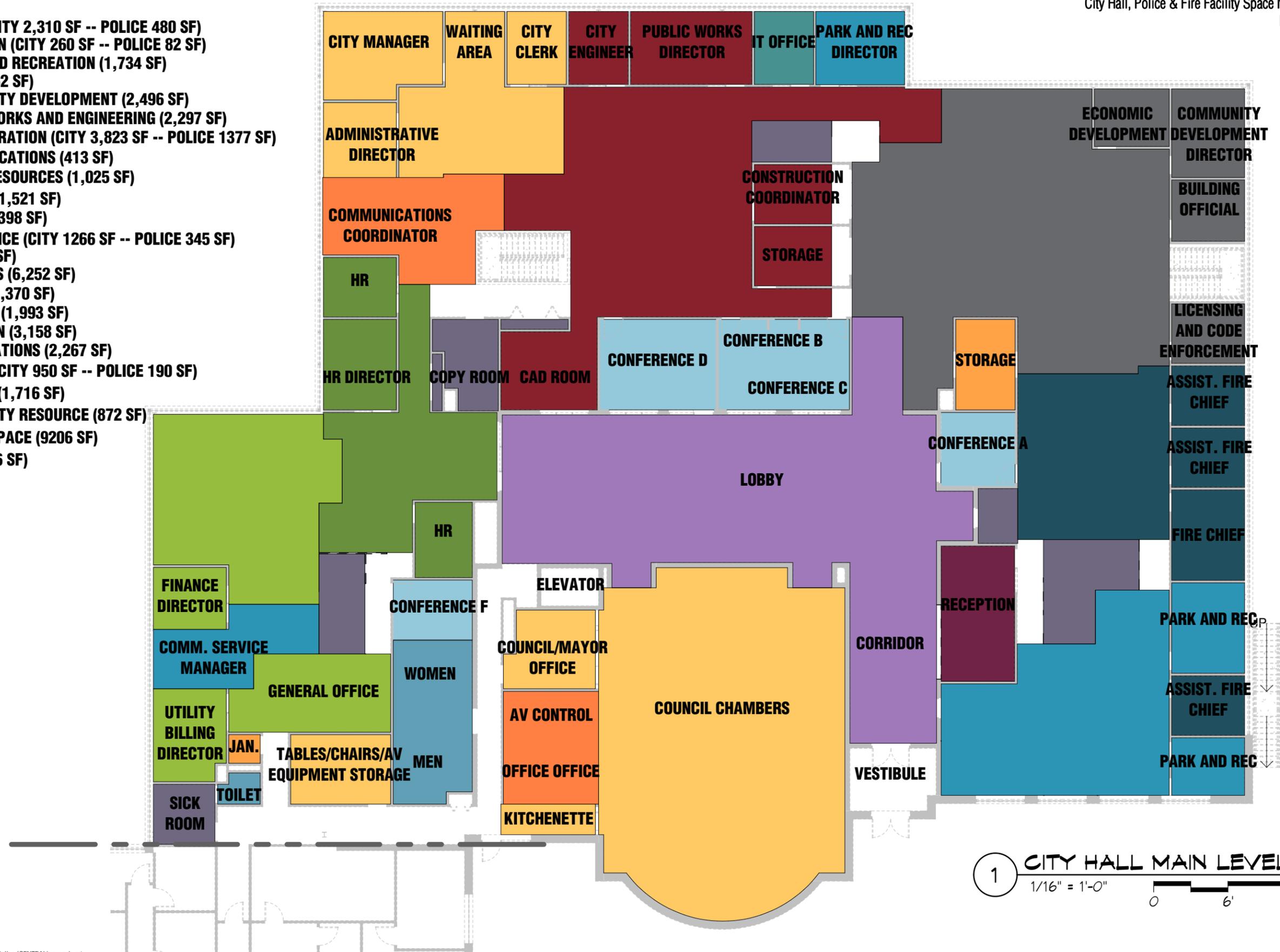
- LOBBY (CITY 2,310 SF -- POLICE 480 SF)
- RECEPTION (CITY 260 SF -- POLICE 82 SF)
- PARKS AND RECREATION (1,734 SF)
- FIRE (1,152 SF)
- COMMUNITY DEVELOPMENT (2,496 SF)
- PUBLIC WORKS AND ENGINEERING (2,297 SF)
- ADMINISTRATION (CITY 3,823 SF -- POLICE 1377 SF)
- COMMUNICATIONS (413 SF)
- HUMAN RESOURCES (1,025 SF)
- FINANCE (1,521 SF)
- B.A.C. (2,398 SF)
- CONFERENCE (CITY 1266 SF -- POLICE 345 SF)
- IT (1,467 SF)
- FACILITIES (6,252 SF)
- PATROL (3,370 SF)
- EVIDENCE (1,993 SF)
- DETENTION (3,158 SF)
- INVESTIGATIONS (2,267 SF)
- TOILETS (CITY 950 SF -- POLICE 190 SF)
- RECORDS (1,716 SF)
- COMMUNITY RESOURCE (872 SF)
- SHARED SPACE (9206 SF)
- SWAT (336 SF)



1 CITY HALL LOWER LEVEL PLAN  
 1/16" = 1'-0"  
 0 7'-6" 15'



- LOBBY (CITY 2,310 SF -- POLICE 480 SF)
- RECEPTION (CITY 260 SF -- POLICE 82 SF)
- PARKS AND RECREATION (1,734 SF)
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- SHARED SPACE (9206 SF)
- SWAT (336 SF)



1 CITY HALL MAIN LEVEL PLAN  
 1/16" = 1'-0"  
 0 6 12'

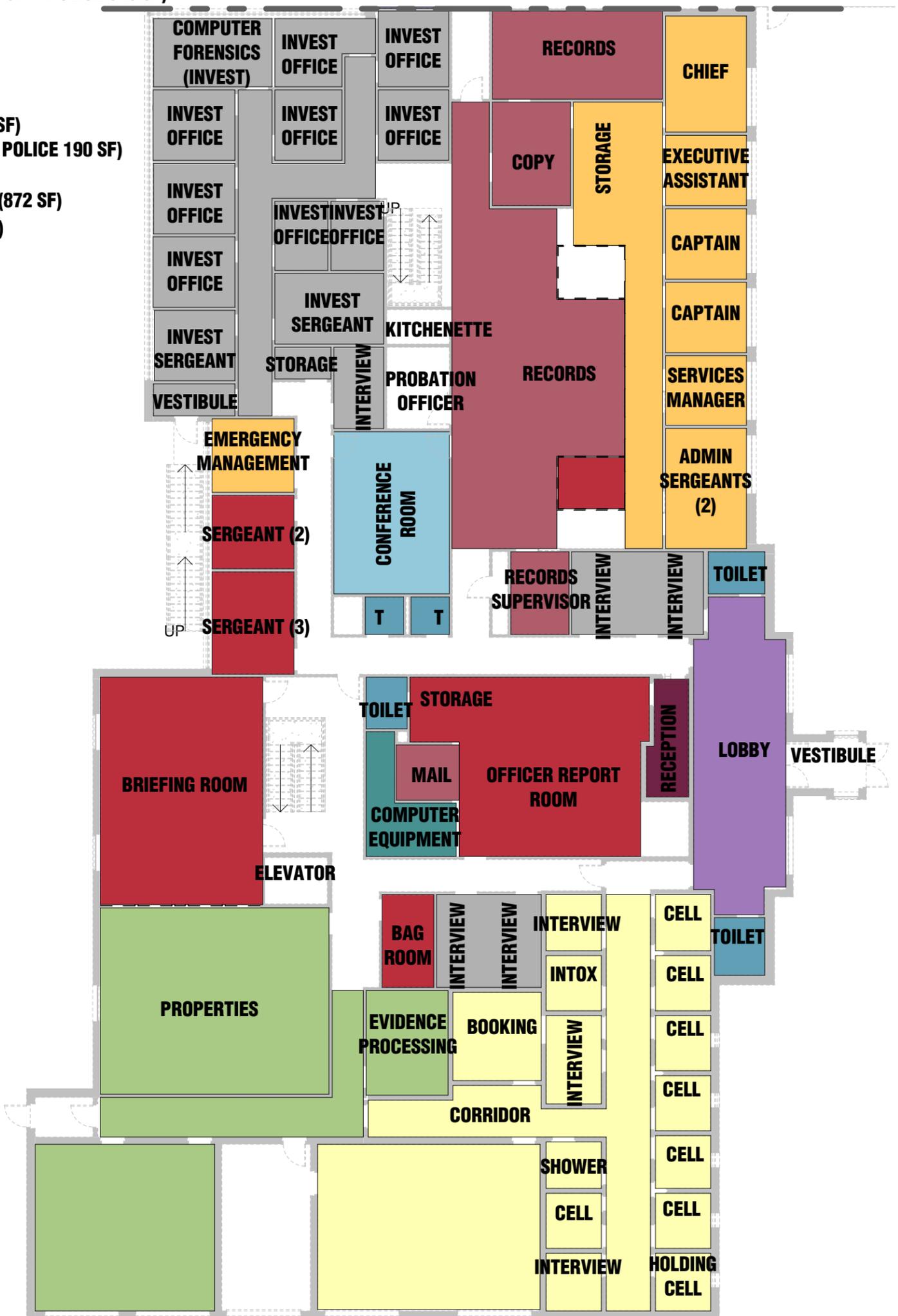
- LOBBY (CITY 2,310 SF -- POLICE 480 SF)
- RECEPTION (CITY 260 SF -- POLICE 82 SF)
- PARKS AND RECREATION (1,734 SF)
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**1 POLICE LOWER LEVEL PLAN**  
 1/16" = 1'-0"  
 0 12' 24'



- LOBBY (CITY 2,310 SF -- POLICE 480 SF)
- RECEPTION (CITY 260 SF -- POLICE 82 SF)
- PARKS AND RECREATION (1,734 SF)
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**1 POLICE MAIN LEVEL PLAN**  
 1/16" = 1'-0"  
 0 12' 24'