



CITY OF BURNSVILLE MUNICIPAL FACILITY SPACE NEEDS ASSESSMENT



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EXECUTIVE SUMMARY

INTRODUCTION

The City of Burnsville engaged the BKV Group team to provide a Municipal Facility Study of three key facilities: City Hall and Police, located at Civic Center Drive, and Maintenance, located at Frontier Court. The study is inclusive of two key components: assessment of current site and facility conditions for each building, inclusive of material, infrastructure, systems, and code compliance, and evaluation of each department's operations and staffing against available space and capacity. These two efforts will provide the City with an objective and holistic understanding of both necessary and recommended long-range investments to ensure the longevity of these facilities as city resources, and in service of high-quality, consistent operations and services for the residents of Burnsville. Project outcomes include itemized facility assessments, prioritized by criticality; a quantitative space program for each department, including projections at future milestones; graphic diagrams representing adjustments to the existing facilities to meet the projected space needs and guiding principles; and recommendations for project phasing and projected cost estimates for construction and total project costs.

PROCESS

This study utilized a multi-part process to gather and analyze existing information, to review it with the Core Team, and to translate findings into recommendations in written, graphic, and numeric form to aid the city in long-term, phased implementation. This work centered around the city's eight guiding principles (Welcoming to the Community, Functional and Flexible, Efficient and Effective, Sustainable, Healthy, Safe, Fiscally Responsible, and Clear Communication) and included:

1. A review of available documentation and previous reports. Information about the buildings, operations, services, and staffing and fleet projections were provided by the City of Burnsville.
2. Active assessment of the facilities as physical resources and as hosts for city operations and service delivery. This included visual review and documentation, and dialogue with key facility staff.
3. Space programming analysis: a matrix-driven process itemizing space types, quantities, and attributes as they exist, and documenting goals and best practices for their future configuration and size. This process included benchmarking against similar facilities, dialogue with department leads and all city staff, and a process of review and refinement with the Core Team.
4. Test-fit development of diagrammatic site and floor plans. Through the use of "bubble diagrams," which represent overall spaces at scale, the team explored options for how to configure and reconfigure existing facilities to address guiding principles, incorporate projected growth, and resolve outstanding issues with service and operations. The team prepared multiple options for review and consideration, and refined and consolidated these into a single strategy for each facility based on input from the Core Team.
5. Development of cost estimates for the recommended facility improvements. This effort is inclusive of construction costs (the actual cost to demolish, renovate, and provide any new construction) and also soft costs (additional costs such as testing, finishes, furniture, and equipment, AV/IT technology, security, and professional services), which make up the total project cost in conjunction with the construction costs. In this volatile time in the industry, this effort draws on similar projects constructed in the last 12 months, and utilizes emerging industry recommendations for project contingencies and escalation (annual inflation).

SITE & BUILDING ANALYSIS

Site and Building Assessment was provided by specialists in this area, reviewing existing conditions for any critical issues – water ingress, life safety, building code, or accessibility concerns, significant operational issues with building mechanical, electrical, or plumbing infrastructure – and to document

general condition. Out of the three facilities, City Hall and Police are both well-maintained for their age, with minimal issues to the exterior building envelope (walls, roof, foundations), and expected wear-and-tear throughout the outside and inside of the building. Given the age of both facilities, there are components of overall building infrastructure (mechanical and electrical systems, AV/IT and security technology) that are at or approaching end-of-life. The Maintenance facility was identified with a greater expanse of issues, due in part to age and type of construction, and also reflective of a heavy-use facility with additional stress and strain (vehicle exhaust, usage of salt and other chemicals, etc).

A detailed list of recommended improvements were developed for each facility, and prioritized relative to criticality. This will allow the City to schedule actions to address these issues as part of ongoing Capital Improvement Planning, and also to have the opportunity to coordinate certain investments alongside improvements recommended re: space program. All three sites and facilities have the ability to accommodate internal renovations, allowing for reconfiguration to improve work spaces and provide necessary program elements, and each also has the capacity onsite to accommodate some new construction additions to each building, which is necessary for all three facilities, as the existing building sizes are insufficient to meet both today's program needs and also to accommodate projected growth and evolutions in staff and services.



MAP OF FACILITIES AND SITES INCLUDED IN THIS STUDY: This map indicates the footprints of existing facilities and structures, and the related property lines for these sites.



EXECUTIVE SUMMARY

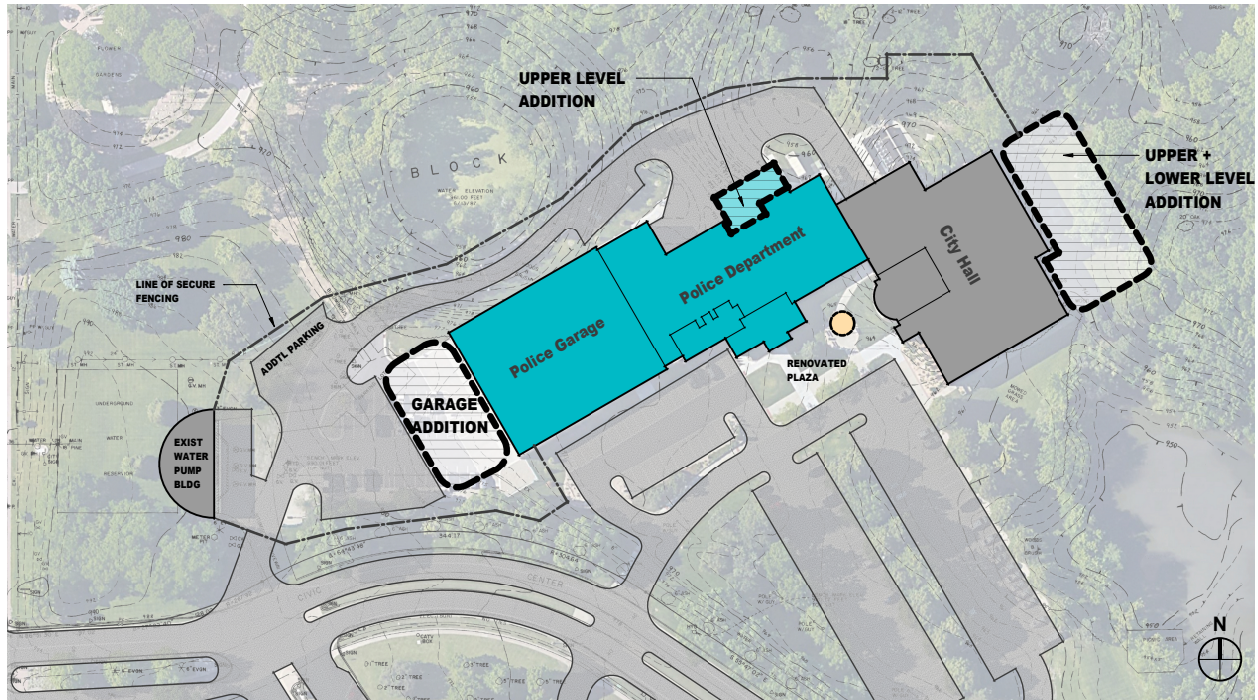
RECOMMENDED STRATEGIES ALIGNED WITH GUIDING PRINCIPLES

As an outgrowth of research, analysis, programming, and dialogue with City leadership and staff, including insights and revisions guided by the Task Force, the following recommendations would allow each facility to be adapted to address current and projected space needs, and to address adaptability and flexibility over time:

City Hall: Invest in existing site and facility: upgrade existing HVAC, lighting, technology, and security infrastructure to address deficiencies, improve efficiency, and coordinate with new work; provide a two-story expansion on the northeast side (internally referred to as the north side) to facilitate location of all public service departments at the main level, and to accommodate Police Department expansion into the lower level of City Hall. Explore relocation of the council chambers to support a more direct and welcoming public entry and service desk arrangement, with expanded public meeting rooms, while also providing the council chambers with natural lighting, council egress for safety, and dedicated and adaptable control and broadcast rooms. The proposed expansion utilizes the most efficient location; should addition future growth be required, there is the potential for more modest scale expansions to the northwest and southeast, though these would not accommodate significant program growth.

Police: Invest in existing site and facility, maximizing utilization and capacity to respond to program projections: coordinate any remaining building infrastructure upgrades and capital renewals with new work; expand the vehicle garage and adjust the site parking in response; provide interior reconfiguration and adaptation of the existing main level to consolidate key program elements into contiguous spaces for each use; leverage space at City Hall's lower level for dedicated training facilities; expand the lower level gun range and utilize the same footprint at the upper level for administrative expansion. This facility is landlocked: i.e. constrained by site features, so proposed investments will approximate 20-year space need projections while utilizing the remainder of the site, with no further capacity for growth or expansion.

Maintenance: Invest in existing site and facility, maximizing utilization and capacity to respond to program projections: upgrade existing HVAC, lighting, technology, and security infrastructure to address deficiencies, improve efficiency, and coordinate with new work; option to phase work, prioritizing reconfiguration and expansion of the administrative offices to provide sufficient work space, meeting, and training space. Subsequent phasing would expand the vehicle garage and wash bays, and provide a revised yard layout, including a new fueling station and salt shed. The site is landlocked by adjacent properties and the highway, so proposed investments will approximate 20-year space need projections while utilizing the site to its maximum capacity.



PROPOSED SITE PLAN: Police Garage and revised surface parking, renovated City Hall Plaza including the Homage sculpture, and City Hall expansion at right. Existing site elements such as : the property line, secure site fencing, existing ponds and stormwater retention elements, driveways, surface parking, and adjacent roads constrain building and site expansion possibilities for both Police and City Hall.

Overall recommendations for phased investments in City Hall, Police and Maintenance, follow and fulfill the City's Guiding Principles:

Clear Communication:

- At the outset of the project, the Core Team affirmed the Guiding Principles as the framework for project understanding and development.
- The design team connected with the Core Team weekly to review project progress, to receive input and guidance, and in service of refinement of recommendations.
- For the remaining seven principles, these are addressed relative to the two project sites: City Hall and Police at Civic Center Drive, and Maintenance at Frontier Court.

Welcoming to the Community:

City Hall and Police: City Hall is currently less welcoming and easy to navigate for residents than other similar facilities; proposed improvements would create a more visible and inviting entry, would provide a more functional lobby and service counter experience, and would increase the public's access to key building resources like meeting rooms, and restrooms. The Police Department's 2018 renovation provided significant improvements to the public arrival experience, and no additional adjustments are recommended at this time, as the space is bright, functional, safe, and secure.

Maintenance: Maintenance functions as closed facility, i.e. not a primary public service location, and this operation is intended to continue. Improvements to the arrival and reception area will ensure welcoming, safe, and securely separated space for staff to connect with visitors - the public, vendors and partners - that align with industry standards for maintenance facilities. Recommended improvements to the administrative office portion of the facility will provide additional meeting space and also provide for touch-down work space for other city staff who often have cause to visit the facility (example: Fire and Engineering).



EXECUTIVE SUMMARY

Functional and Flexible:

City Hall and Police: For both facilities, adjustments to existing room and work space layouts will allow both facilities to be even more functional, by consolidating staff within a department to a single location, by addressing deficiencies in proximity and adjacency of certain functions to one another, and by providing certain space types lacking in the existing facilities, including dedicated training rooms and an increased number of small group meeting rooms for collaboration and digital meetings. The space program projections also include capacity for each building to be adaptable as services and operations continue to change: this is accomplished with a targeted number of flexible spaces, with planning strategies using contemporary approaches to the location of open work stations versus enclosed offices, and by reconfiguring the facilities to be more efficient re: net to gross square footage.

Maintenance: Given a significant evolution in Maintenance and Public Works service delivery, the current facility has a dearth of office space for administration – inclusive of office and open work space, sufficient locker space for all staff, the ability to secure and separate areas utilized for meeting with vendors and partners from those used by staff, and to provide a contemporary work space that supports and facilitates collaboration, focus, and wellness. Proposed recommendations accommodate these changes in ways that also offer flexibility and adaptation as staffing and operations evolve.

Efficient and Effective:

City Hall and Police: As expected with facilities of this age, both City Hall and Police have been used to their best ability, in their existing configuration, as possible. This has often lead to reuse of spaces for other uses (storage spaces becoming wellness/lactation rooms), and fitting in staff where possible as numbers increase and decrease. Proposed recommendations would allow each facility to be renovated in a way that improves overall building efficiency re: net to gross utilization, and also reconfigures interior spaces for day-to-day flexibility and also long-term adaptability. Proposed recommendations also configure facilities for improved safety and security, with increased ability to manage people and events.

Maintenance: The proposed recommendations for Maintenance include both short and long-term recommendations that would elevate the facility to meet with industry best-practices for capacity, flow, safety, and functionality. Improvements to spaces for people, equipment, and vehicles would reduce potential safety hazards, would improve workflow and time efficiencies, and would allow the facility to accommodate continued evolutions in sizing, standards, and operations.

Sustainable:

All Facilities: One key outgrowth of this study is the affirmation that all three existing facilities are in a physical condition that continued investment would be valuable. That all three sites and facilities also have capacity for additions provides an overarching sustainable benefit per the maxim: “The most sustainable building is the one already built.” Investments in overall building infrastructure to upgrade mechanical, electrical, and plumbing systems will increase efficiency and reduce operating costs, and continue to promote the longevity of each facility as key physical assets for the city.

An intentional effort has been made to address building occupant comfort and wellness, with recommendations that will improve thermal comfort, increase access to daylight and views, and reduce acoustic issues that impact focus. As this study translates into future building projects, design teams will be able to follow through on other aspects, such as materials specification, final zoning of mechanical systems for comfort, and to provide controls and sensors that enhance building performance and also occupant comfort. It is the City’s goal to continue to be a leader in sustainability; as future projects arise from this study, value based sustainability and reduced carbon footprint practices should be evaluated early in the design and budget-confirmation process.

Healthy

City Hall and Police: One of the common issues in both facilities has been the identification of issues impacting comfort and wellness; lack of access to daylight and

views and concerns with acoustics for focus and privacy were key for both operations. Proposed planning strategies were developed to address these issues, and the project's final report will include additional recommendations about more detailed planning that will further respond to these concerns. Proposed program recommendations continue to provide indoor fitness space for both City Hall and Police staff, as well as expanded wellness space for each core function.

Maintenance: In facilities of this type and age, there are a few key changes that can improve staff health, and these are included in this project's recommendations: increased daylight management (re: light and glare), and work and office space that promotes focus and facilitates collaboration and connection. Accommodating future expansion of lockers into administrative areas will ensure proper separation from workshop and vehicle areas.

Safe

City Hall and Police: As noted earlier in this summary, recent investment in the Police facility have improved the public areas of the station, with a secure lobby that offers access to an interview room without needing to enter secure space. City Hall as it is currently configured has a lack of security in a current sense – the public, once through the entry door, have access to hallways and spaces at both levels that are not in line of sight to staff. Recommended improvements would offer the ability to provide more clearly separated and managed public space, and also offer the ability to manage the facility in a lockdown situation, if needed.

Maintenance: Safety issues at maintenance primarily relate to operational safety – working with, moving, and moving around vehicles and equipment. Proposed recommendations would increase space allotted for these aspects, minimizing the currently constrained vehicle and equipment areas.

Fiscally Responsible

All Facilities: There are three key aspects to fiscal responsibility that have been incorporated into the recommendations for all three facilities:

1. Development of informed, objective recommendations: This process, utilizing specialists outside of the city that are versed in municipal planning, has been data-driven and benchmarked, ensuring that recommendations are informed by multiple inputs and measured against industry standards, best-practices, and regulations.
2. Reuse and adaptation of existing facilities: Reuse of existing facilities is fiscally effective as it allows owners to continue utilizing resources, it facilitates phased implementation that can support continuous or minimally-impacted operations and service, and it ensures a facility's infrastructure and efficiency are improved.
3. Long-range recommendations: Critical to an effective study, the evaluations and recommendations reflect both a baseline evaluation of existing facilities against today's (2022) needs, and also projects these well into the future, at nearer-term interim milestones (5 and 10 years) as well as longer-term milestones (20 and 30 years). While services and operations will continue to evolve in this time, and future implementation will benefit from revisiting program recommendations, our team's experience in this type of planning informs recommendations that can be trusted for enabling facility transformations that will be right-sized rather than under-sized.



EXECUTIVE SUMMARY

PROPOSED PHASING

For context, this Municipal Facility Space Needs Assessment was executed in parallel with Fire Station #2, under the overall title of Phase 3 Facility Space Study. As final recommendations for all four facilities were in consideration by the council, so too, was consideration of project prioritization and phased implementation.

City Hall and Police: An outgrowth of preliminary space planning was the conclusion that City Hall could accommodate a more extensive overall expansion, with fewer site constraints than Police, allowing some of the Police Department's space needs to be accommodated in both the upper and lower levels of City Hall. This inextricably links the two facilities, such that renovation and expansion of both facilities cannot happen at separate times, and must happen concurrently. The Police Department is at a critical moment operationally, with insufficient space for current numbers of staff, much less any capacity to accommodate growth within the existing facility. At the same time, the department lacks critical onsite training facilities to nurture officer and staff preparedness, health, and wellness.

Maintenance: While programming identifies present-day space deficiencies for staff, vehicle, and storage space for Public Works, addressing these deficiencies could occur through phased construction, separating out and prioritizing investment in administrative from investment in vehicle storage and related functions, along with the site and yard. Completing the full recommended scope at one time could offer a net savings in gross project costs, while parsing the project into phases could allow for different sequencing of multiple city capital projects.

To more fully inform planning and budgeting for these projects, the council responded to recommendations for pre-design projects that would build on program development and conceptual plans and translate them into specific preliminary designs that can be priced and planned in more detail. This will enable the City to explore financial planning, alignment of these projects and Fire Station #2, and any other large scale capital improvements or projects.

Implementation of construction in these facilities will also vary: the proposed adjustments may allow for some portion of operational continuity, while areas requiring a "gut" renovation will be spaces where all walls, doors, ceilings, lighting, mechanical and electrical equipment will be demolished and replaced in new configurations.

PROJECTED COSTS

Cost estimates were developed utilizing cost data developed during facility assessments (re: building infrastructure and required deferred maintenance), renovation types and extents defined by conceptual planning, and incorporating detailed technology costs coordinated with the City of Burnsville IT department. Values listed below are for total project cost, inclusive of projected construction costs and project soft costs. While studies sometimes utilize a percentage multiplier for soft costs, for these facilities, the team worked with the Task Force to develop specific line items and values for this scope tailored to each facility type and function, including projections for professional services fees, technology and security, and FF&E (finishes, furnishings and equipment).

Since the start of the Covid-19 pandemic in spring 2020, costs for construction have remained volatile, including labor, materials, and manufacturing. The variability has changed almost daily, and with week-to-week and month-to-month impacts to individual materials, sectors, and geographies. Typically a study will reference a 4% per year compounded escalation, to aid in projecting costs into the future accounting for inflation; that value is a historic national average and is still recommended for use for projects further than five years away. As the market is still experiencing significant and unpredictable variations, the team has utilized a higher percentage for escalation within the next few years.

It will be critical, at the start of any formal design through construction process for any of these improvements, for the City and their selected design team to begin with an affirmation of projected costs to align the projections here with current market values.

	City Hall & Police	Maint Phase I	Maint Phase II
Total Project Cost 2022	\$29,896,352	\$7,096,357	\$9,057,729
Total Project Cost 2023	\$32,288,061	\$7,664,065	\$9,782,347
Total Project Cost 2024	\$34,225,344	\$8,123,909	\$10,369,288
Total Project Cost 2029	\$42,444,990	\$10,074,968	\$12,859,602

PROJECTED TOTAL PROJECT COST MATRIX: Data above reflects development of detailed construction and project cost estimates for each facility. Maintenance Phase I incorporates deferred maintenance and infrastructure upgrades to maintain the buildings' longevity, alongside investment in the administrative renovation and expansion. Phase II incorporates the other recommended program changes for vehicle storage, site and yard elements.

Conclusion

The City of Burnsville maintains their facilities with care, which is evidenced by buildings that have expected levels of wear and aging, and also ones that will continue to have value if adapted and added onto to meet project space needs and evolutions in operations and service. City Hall will greatly benefit from a significant interior transformation, coupled with a new addition: this investment will increased the efficiency, effectiveness, and long-term adaptability of the building. Investment in an expansion also supports addressing the space needs issues of Police, a facility with more significant site constraints limiting expansion. The Police Department must adapt to be able to accommodate the continuing changes in service and operations: the facility will be more useful and functional with increased vehicle storage, reconfigured workspace, and expanded training areas, including utilization of space within the expanded City Hall. Strategic investments in Maintenance's site and facilities will maximize overall site utilization, increase efficiency and effectiveness of operations with an increase in administrative space, modifications that address contemporary equipment and vehicle sizes, as well as additional improvements to key support spaces.

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APPROACH

Each facility and site, in their existing condition and in the proposed final configuration, was evaluated relative to each the City's Guiding Principles. The ability to compare the before/ current condition against the after/future condition allows for a reflection on how the proposed recommendations aid in investment in ways that bring city facilities closer to fulfilling the aims, objectives, and values of the Guiding Principles. We expounded upon the guiding principles through the lens of buildings as physical resources, and homes to work, operations, and service delivery.

Welcoming to the Community

Identity, Character, Human Connection, Equity, Access, Ease of Wayfinding

Functional and Flexible

Workflow, Collaborative Adjacencies, Industry Best Practices, How You Work

Efficient and Effective

Planning, Net-to-Gross, Functional, Structured, Thoughtful

Healthy

Indoor Environmental Quality: Air Quality, Thermal Comfort, Light & Views, Fitness, Mental Health

Clear Communication

Transparent, Accountable, Focused

Safe

Threats & Risks, Balancing Security & Welcome, Resiliency

Sustainable

Building Performance, Occupant Health and Comfort, Adaptable, Flexible, Fiscally Responsible

Fiscally Responsible

Objective, Informed Recommendations, Critical Priorities, Strategic Phasing

For the purposes of this study, a simplified rating scale was utilized:

GOOD

- The facility embodies and facilitates the guiding principle and/or its basic intent
- Few to no impediments to achievement

FAIR

- The facility partially embodies, or embodies limited aspects of the guiding principle
- There may be constraints that limit the ability to achieve a guiding principle

POOR

- The facility does not embody the guiding principle
- There may be constraints or impediments to meeting even basic intent

For each facility, this report summarizes:

- Key facility statistics: year of construction, renovation, square footage
- Highlights from the detailed facility assessment
- Critical items impacting operations, functionality, and where applicable, building performance and longevity.
- Evaluation against the City's guiding principles
- An overview of the facility's space program, including current square feet per department/function, existing space needs (present day), and projected space needs.

Detailed facility assessments, full departmental space programs, and summaries of departmental survey questionnaires are included in the appendices.

FACILITY SUMMARIES: CITY HALL

Key Statistics

Originally Constructed: 1989

Major Renovation(s): 2011

- Current Building GSF: 43,781
(Gross Square Footage)
- Recommended GSF: 53,053
(Projected 20-yr space needs)

Space Deficiency Today (2022): 7,027 GSF

15-year Space Deficiency: 9, 272 GSF

Key Priorities

- Improve Resident Service Experience
- Accommodate Administrative Departments (Staffing, Adjacencies, Service Workflows)
- Provide Long-Term Facility Adaptability
- Address Facility Deficiencies: Code, Storage, Meeting Space, Sustainability, and Health and Wellness

FACILITY ASSESSMENT

The building is comprised of a steel structure, CMU block wall with Brick Façade. The building houses city administration staff and Information Technology (IT). Overall the facility is in an acceptable condition for a building of this vintage. The completion of a facility condition assessment on this facility, identified the upcoming facility expenditures:

- Interior Construction: Renovation of interior spaces will need to be considered, not a high-priority or a high-criticality, but the facility needs uplifts throughout, Renovation of the council chambers should also be included in 10-year planning of the facility.
- Conveyance: Main Elevator- in poor shape, will require major maintenance upcoming in 2023/2024.
- Electrical: LED transition, Electrical panel replacement at end of life
- Roof: Replace roof caps.
- HVAC: Replacement of end-of-life HVAC equipment, Replacement of Chiller (end of life 2027)- also oversized for building (short-cycling).
- Exterior Enclosure: Continue replacement of windows (glass-only), Consider full replacement of curtain walls- currently placed outside of 10-year plan, replacement of exterior entrances
- Audio-Visual: replacement of council chambers A/V systems.

In regards to high-criticality and poor condition, the list for the City Hall is limited. The elevator is in a critical condition and in need of maintenance. The exterior enclosure and roof systems are operational but reaching end-of-life. Roof caps were identified as an issue during the site visit and will need to be addressed and or replaced. The interior construction renovation would be strictly tied to a an aesthetic lift to the building, but also could be leveraged to improve functionality of the facility- which is tied into the master planning effort.

CITY HALL / ADMINISTRATIVE DEPARTMENT CRITICAL ISSUES:

For reasons of identity, embodied investment, function, operations, and service, it is critical for City Hall to remain in its existing location. While the building is aging, and reflects earlier operational needs and standards, the facility and site have the capacity for long-term adaptation and reuse. Any future investment to support long-term operations must address the following critical issues:

- **Critical Issue #1: Public Identity and Ease of Service Delivery**

While the building is well-maintained, staff and residents describe the outside entry, the public lobby, service window, and public meetings as not being welcoming, inviting, or representative of the spirit and character of the City of Burnsville.

- With tinted windows and a modest entry, there is no line-of-sight from the exterior to the interior.
- The public service counter is parallel to your arrival, such that the public cannot see staff upon arrival, nor the other way around, which impacts a positive connection and also has security implications.
- Public meeting rooms on the upper level are not easily accessed or recognized, and there is insufficient wayfinding signage to support navigation for newcomers to the larger meetings rooms on the lower level.
- Materials and finishes are old and do not reflect a contemporary identity or energy.

- **Critical Issue #2: Insufficient Staff Space**

As staffing has changed over time, it has been challenging to accommodate the space needs of each department within their existing areas, leading to staff sharing workstations or offices, and for new staff to be located across the building from the department in which they work.

- More than one department has staff spread out within the building, which impacts communication, collaboration, and efficiency.
- While each department broadly utilizes administrative work space, distinct needs per department are not addressed in the current facility, including the lack of a lab for equipment testing and fixing in IT and insufficient space for the collaborative work of the Community Engagement staff.

- **Critical Issue #3: Resources to Support Operations and Public Service**

In addition to the critical items listed above, the building is in need of investments to address other resource deficiencies that impact operations, efficiency, and effectiveness.

- The building's technology infrastructure is out-of-date, with core capacity and equipment insufficient for today's hybrid work environment and expectations for robust, nimble, and easy-to-use digital tools for real-time collaboration and communication.
- As workplaces continue to evolve, it is critical to balance providing spaces for collaboration with spaces for focus. This need is especially acute with concurrent digital conferencing and phone calls, and with active collaboration, each of which want to be encouraged and supported in the work environment.

FACILITY SUMMARIES: CITY HALL

SPACE ANALYSIS FORM						
FACILITY: BURNSVILLE CITY HALL	USABLE AREA REQUIRED					COMMENTS
	EXISTING (2022)	EXISTING (2022)	5-YR.	10-YR.	15-YR.	
	UTILIZATION	NEED	PROJECTED	PROJECTED	PROJECTED	
Department Space Needs						
Planning & Economic Development	1,021	1,763	1,763	1,893	1,893	Some storage w/dept and some w/in bldg
Licensing & Code Enforcement	475	786	851	851	851	
Building Inspections	761	1,301	1,609	1,609	1,609	
Engineering	1,407	1,995	1,995	1,995	1,995	
Recreation & Facilities	3,075	3,102	3,102	3,102	3,102	
Communications & Community Engagement	999	2,071	2,201	2,201	2,201	Incl Elections Storage; housed at lower level
City Clerk	2,280	2,777	3,236	3,236	3,236	
Finance	1,366	1,777	1,906	1,906	1,906	
Information Technology	1,415	2,552	2,616	2,681	2,681	Secure storage at lower level
Human Resources	1,085	2,125	2,125	2,406	2,406	
City Council	3,247	3,547	3,614	3,614	3,614	
Subtotal, Department Spaces:	17,132	23,796	25,019	25,494	25,494	
Support Spaces						
Building Support	17,947	19,666	19,846	20,009	20,009	
Building Services	2,530	2,728	2,728	2,728	2,728	
Subtotal, Support Spaces:	20,477	22,393	22,573	22,737	22,737	
TOTAL USABLE SF		46,189	47,592	48,230	48,230	
Building Factor	10%	4,619	4,759	4,823	4,823	
TOTAL PROPOSED GROSS SF		43,781	50,808	52,351	53,053	

CITY HALL SPACE PROGRAM PROJECTIONS: Comparative analysis of existing net assignable square footage per department, identification of space needs for today's staffing and operations, and projected space needs at 5, 10, and 15 years, which accommodates staffing projections coordinating with the 2022 Organizational Study and with planned evolutions in operations and service.

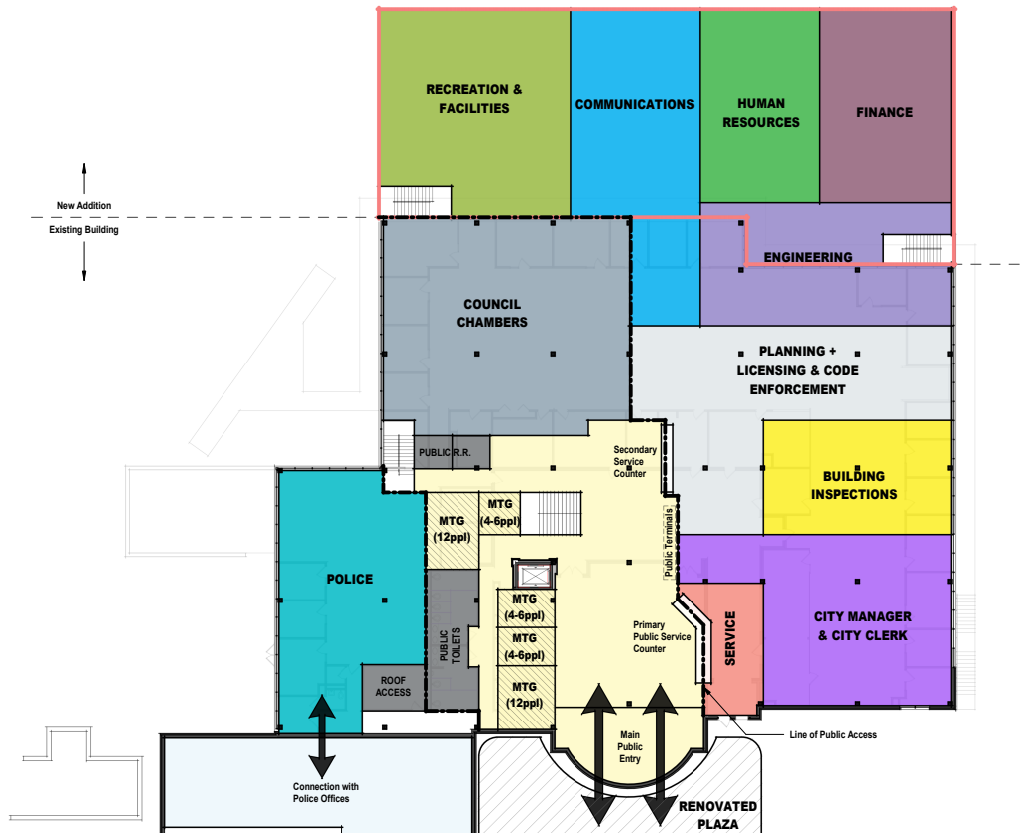
CITY HALL TODAY (2022):

• Welcoming to the Community:	FAIR	+ Site Access, Visible Entry - Service Counter, Public Space, 2 Levels
• Functional and Flexible:	POOR	- Facility Geometry and Fixed Elements (Council Chambers, Stairs, Entry)
• Efficient and Effective:	POOR	- Insufficient Space for Current/Projected Staff - Key Departmental Adjacencies
• Sustainable:	FAIR	+ Effective Exterior Envelope & Glazing - Mechanical Zoning, Lighting Control
• Healthy:	FAIR	+ 2 stories & bldg. size promote movement - Daylight Access for Many Occupied Spaces
• Safe:	FAIR	+ Defined Public/Staff Spaces - Ability to Control Facility Lockdown
• Fiscally Responsible:	GOOD	+ Well -Maintained Facility + Timely Study for Long -Range Planning

CITY HALL POST-IMPROVEMENTS:

• Welcoming to the Community:	GOOD	+ Site Access, Visible Entry + Improved Public Experience
• Functional and Flexible:	FAIR	+ Improved Space Program & Layout - Near capacity for adaptability and future needs
• Efficient and Effective:	GOOD	+ Increased Usable Square Footage + Efficient Layout for Workflow & Collaboration
• Sustainable:	GOOD	+ Continues Utilization of Existing Facility + Increased Building Infrastructure Efficiency
• Healthy:	GOOD	+ Increased Daylight Access + Additional Features to Promote Wellness
• Safe:	GOOD	+ Defined Public/Staff Spaces + Ability to Control Facility Lockdown
• Fiscally Responsible:	GOOD	+ Continued Utilization of Existing Facility + Investments for Long-Term Value

FACILITY SUMMARIES: CITY HALL



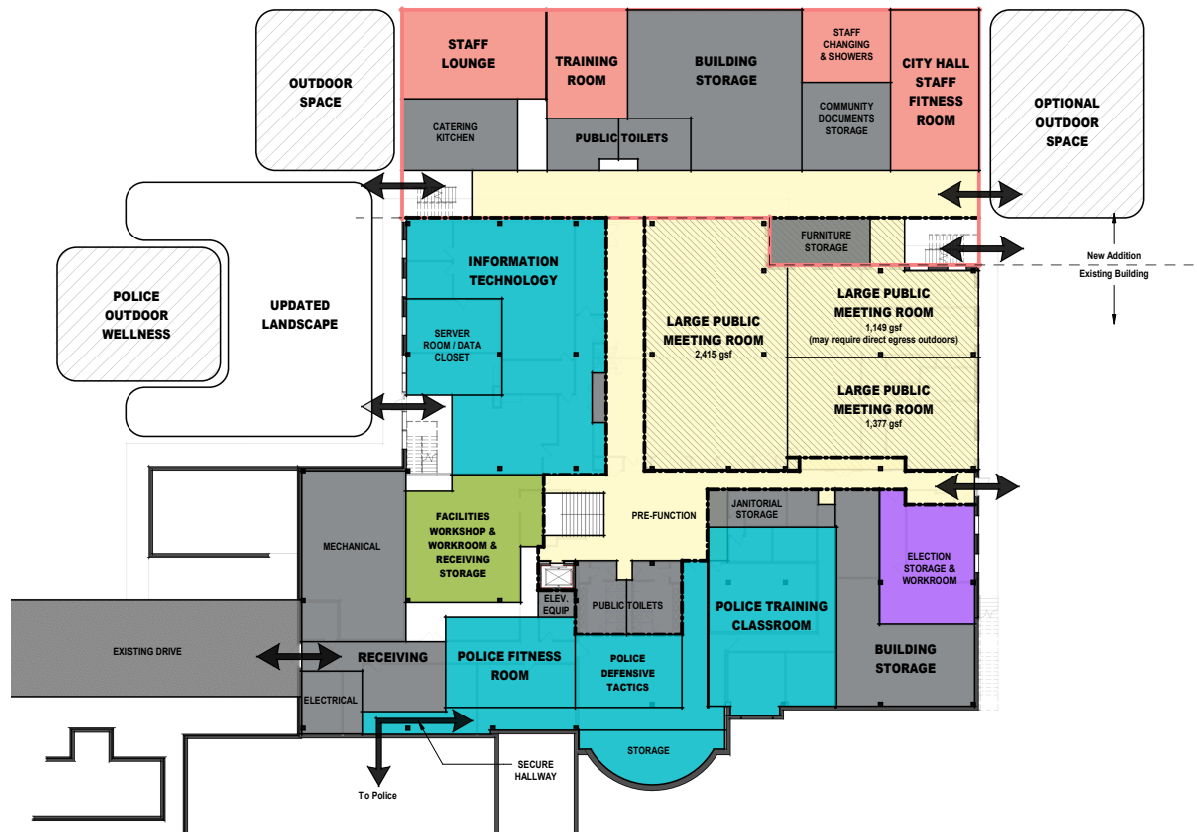
CITY HALL, PROPOSED UPPER LEVEL PLAN: Area bounded in pink line represents footprint of new addition.

KEY FEATURES:

- Relocation of council chambers for new, centralized public entry. This engages more fully with the renovated plaza and Homage sculpture, and allows for a more functional and usable office space behind the public service counter.
- Right-sizing of departmental areas to address 20-year projected space needs, placement of departments responding to operational adjacency requirements and proximity to service counters.
- Provision of a main, primary public service counter directly visible to the public upon entry, and a secondary service counter for shared use by departments who meet with the public by appointment, or only occasionally during the week.

FOR FURTHER STUDY:

- Final placement of the council chambers relative to public messaging about the accessibility and transparency of governance. Should not be perceived to be “far” or “distant” upon entry.
- Detailed layout of offices and workstations to maximize daylight access to all staff work spaces. May include utilization of skylights.
- Detailed security development. This scheme is designed for lockdown and emergency scenarios (placement not shown in this diagram).



CITY HALL, PROPOSED LOWER LEVEL PLAN: Area bounded in pink line represents footprint of new addition.

KEY FEATURES:

- Retention of the server room in its existing location (as it serves primary city facilities on this site and others and continuity of service is critical) Includes expanded IT office, work and lab space.
- Adjusted configuration of the (3) public meeting rooms, retained in general location for access to elevator and stairs.
- Dedicated Police fitness, defensive tactics, and training classroom, with direct and secure connection to the department's lower level.

FOR FURTHER STUDY:

- Final space layouts for meeting and police spaces re: access, adaptability, and daylight. This scheme originally sought to retain some elements in existing locations; full gut renovation of this level would accommodate further program adjustments and refinements.
- Development of landscape architecture design for staff outdoor area and the police outdoor wellness area, which requires physical and acoustic privacy.
- Utilization of the expanded footprint. This study responded to emerging goals within the footprint of the existing building, yielding location of general building storage in the new portion, which does not maximize the exterior exposure provided.

FACILITY SUMMARIES: POLICE

Key Statistics

Originally Constructed: 1988

Major Renovation(s): 1995, 2018

- Current Building GSF: 51,533
(Gross Square Footage)
- Recommended GSF: 72,101
(Projected 20-yr space needs)

Space Deficiency Today (2022): 12,158 GSF

15-year Space Deficiency: 24,168 GSF

Key Priorities

- Accommodate Staff Effectively
- Provide Necessary Spaces & Functionality (Patrol, Training, Vehicle Storage)
- Add Space for Mental Health, Wellness, and Training
- Improve Operational Workflows
- Efficiently Utilize Existing Facilities and Provide Long-Term Adaptability for Continued Service Evolution

FACILITY ASSESSMENT

The building is comprised of a steel structure, CMU block wall with Brick Façade. The building houses Police Department operations, including: workspace for sworn and non-sworn staff, holding, a gun range and armory, and vehicle storage. Overall the facility is in reasonable condition for a building of this vintage, including the recent improvements. This facility was not evaluated in detail given the 2018 renovation; a detailed assessment is recommend as part of a projected pre-design. Known issues are similar to that of City Hall:

- Interior Construction: Renovation of interior spaces will need to be considered for spaces not addressed in the 2018 renovations. This is not a high-priority or a high-criticality, and would most efficiently be combined with upgrades related to long-term programmatic improvements.
- Conveyance: Elevator. Condition to be evaluated.
- Electrical: LED transition, Electrical panel to be evaluated.
- Roof: Replace roof caps.
- HVAC: Replacement of end-of-life HVAC equipment.
- Exterior Enclosure: Continue replacement of windows (glass-only), Consider full replacement of curtain walls- currently placed outside of 10-year plan.
- Audio-Visual: Coordinate updates to infrastructure and equipment with interior renovations.

In regards to high-criticality and poor condition, the list for the Police facility is limited at this time, and may expand upon detailed review.

POLICE DEPARTMENT CRITICAL ISSUES:

In very distinct ways, the past two decades have represented a tide shift in Police services, changes that impact operations and space needs requirements. Some of these changes include a transition to a Community Policing model, one which leverages partnerships with other community stakeholders to effectively connect with, support, and respond to the needs to the community; increased gender diversity in staff at all levels; refinements in regulations and guidelines for evidence handling, general processing, data and information privacy; the nature and extents of whole-officer training; and the evolving awareness that departments must support and facilitate the mental and physical health of their staff.

• Critical Issue #1: Supporting Contemporary Police Operations

Broadly, the existing facility lacks the type of spaces needed by the department today given contemporary operations, regulations, and best practices. In addition, the evolution of service has experienced a more exponential change since 2020, when Minnesota experienced the impact and response to the death of George Floyd while in police custody, an event which continues to shape community expectations, community policing, and officer wellness and retention.

- Today's department is comprised of a combination of administrative and leadership staff, sworn officers, and non-sworn staff working both in the facility and the field. Each of these groups requires sufficient space to connect as a department, and also benefits from opportunities to collaborate and build relationships, which facilitates well-rounded service to the public, and meaningful support within the department.
- At the time the original Burnsville police department facility was constructed, officer training was far more narrowly focused on firearm proficiency and basic classroom training. It is now universally recognized that the effectiveness of officers benefits from well-rounded training, an aspect which is regulated at the state level. Proper preparedness is facilitated by dedicated training spaces rather than a single shared space that must be configured and reconfigured for different types of training. Burnsville is lacking the distinct training space types, and of a size for the department's size and projected growth.
- Gender diversity is a simple fact in current staff representation. Burnsville's facility reflects a time when a broadly diverse force did not exist or was anticipated; there is a lack of basic locker and restroom capacity to support and accommodate staff in their day-to-day.
- Police officers are more likely to die by suicide than in the line of fire. (2022 study by the Ruderman Family Foundation). It is imperative for departments to support overall health and wellness of staff, with spaces that accommodate individual de-stressing and collective and proactive wellness both physically and mentally.

• Critical Issue #2: Sufficient Space for Vehicles and Equipment

With the increase in overall staff size, the facility is also overburdened in its capacity to accommodate the vehicles and equipment needed for day-to-day operations.

- Today's police vehicles are more than simple conveyances: they include laptops for fieldwork and house the equipment and supplies needed for a range of calls. Secure, tempered storage allows for the vehicles to be stocked and available for calls as needed. For example, Narcan is a critical aid to address overdoses; it must be stored at a controlled temperature between 68 and 77 degrees to function effectively and consistently. When vehicles can be prepared at the start of a shift, officer response time is reduced in comparison to loading a vehicle and unloading it for each call.

FACILITY SUMMARIES: POLICE

- An onsite gun range facilitates on-shift training; Burnsville's currently has a 5-lane range, which is undersized for an overall staff of this size. In addition, the armory, where firearms and ammunition are stored, is inadequate in size and capacity. Accommodating these components of operations in sufficient capacity for today's needs and future staff sizes will enable the facility to remain adaptable and to support operations.
- **Critical Issue #3: Facilitate Police Headquarters on Civic Campus**
At the time of this study, it was affirmed that the Police Department headquarters should remain on the Civic Campus; it is a centralized location from which to provide service, there are beneficial adjacencies to City Hall relative to leadership collaboration, and the facility represents a physical resource and asset for the City with recent investment.
 - Continued investment of this facility and grounds will address current and projected staffing needs, up to the capacity of the site. Supporting another two decades of operations leverages this physical asset for greatest use and value.
 - The Police Department has an overall higher amount of projected space needs compared to current capacity than City Hall. Leveraging the whole site to address space needs for both facilities, with creative utilization of City Hall at both levels, allows the City to accommodate projected space needs and functions through a shared use of building footprint.

SPACE ANALYSIS - DEPARTMENT SUMMARY					
DEPARTMENT: POLICE DEPARTMENT	USABLE AREA REQUIRED				COMMENTS
	Existing	Existing	10-YR.	20-YR.	
	Utilization	Need	Projected Need	Projected Need	
Department Spaces					
Administration	2,025	2,612	2,774	2,774	Full 20-year capacity cannot be accommodated onsite
Records	2,103	1,642	1,706	1,771	
Crime Resources Unit	486	1,107	1,237	1,237	
Patrol	2,950	3,997	3,997	4,305	
Investigations	2,975	3,532	3,856	4,018	
Evidence	5,664	5,664	5,664	5,664	
Holding	2,994	2,994	2,994	2,994	
Garage	15,608	20,377	25,077	29,777	
SWAT	2,364	2,369	2,369	2,369	
Subtotal, Department Spaces:	34,806	41,925	47,305	52,540	
Support Spaces					
Building Support	11,767	15,196	15,337	15,499	Includes dedicated training space; n.i. outdoor wellness
Building Services	276	1,320	1,320	1,320	
Subtotal, Support Spaces:	12,043	16,516	16,657	16,819	
TOTAL PROPOSED USABLE SF		46,848	58,441	63,963	Full 20-yr capacity for indoor and outdoor program cannot be accommodated onsite. Conceptual plans maximize available space.
Building Factor	10%	4,685	5,844	6,396	
TOTAL BUILDING GROSS SF		51,533	64,285	70,359	

Full 20-yr capacity for indoor and outdoor program cannot be accommodated onsite. Conceptual plans maximize available space.

POLICE PROGRAM PROJECTIONS: Comparative analysis of existing net assignable square footage, identification of space needs for today's staffing and operations, and projected space needs at 5, 10, and 15 years. The site does not have the capacity to meet these full needs or offer future growth beyond that; the conceptual approach reflects dialogue with the department about prioritization.

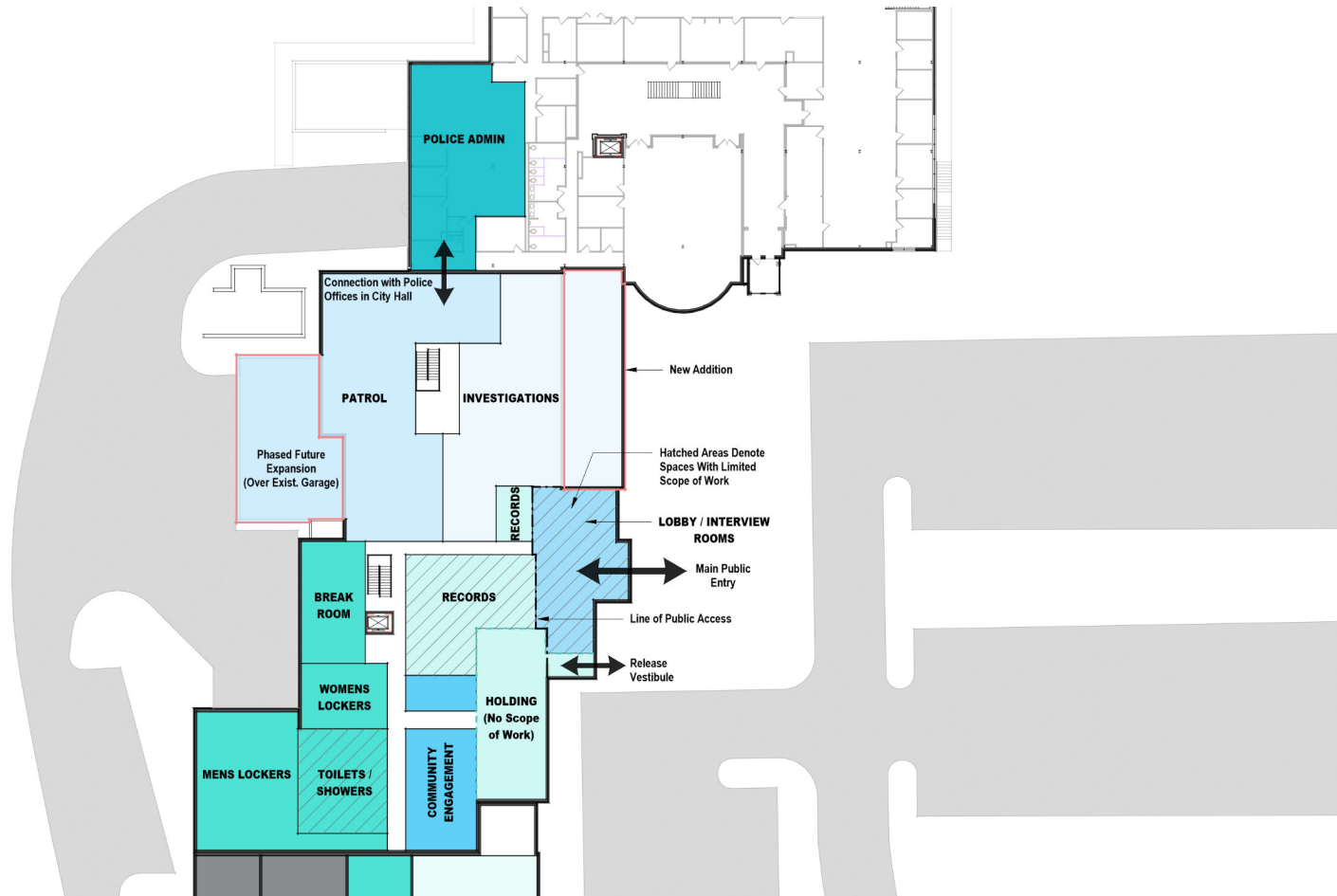
POLICE DEPARTMENT TODAY (2022):

• Welcoming to the Community:	FAIR	+ Site Access, Visible Entry - Training/Meeting Room Location
• Functional and Flexible:	POOR	- At Capacity for Today and the Future
• Efficient and Effective:	FAIR	+ Supports Operations and Workflow - Capacity and Adjacency Deficiencies
• Sustainable:	FAIR	+ Effective Exterior Envelope & Glazing - Mechanical Zoning, Lighting Control
• Healthy:	POOR	- Daylight Access for Occupied Spaces - Insufficient Space for Wellness & Training
• Safe:	GOOD	+ Defined Public/Staff Spaces + Managed Security Zones and Access
• Fiscally Responsible:	FAIR	+ Timely Study for Long-Range Planning - Facility Not Prepared for Future Needs

POLICE DEPARTMENT POST-IMPROVEMENTS:

• Welcoming to the Community:	GOOD	+ Site Access, Visible Entry + Training/Meeting Room Location
• Functional and Flexible:	FAIR	+ Meets Current and Projected Needs - Landlocked Site will be at Capacity
• Efficient and Effective:	FAIR	+ Supports Operations and Workflow - Site Constrained from Further Growth
• Sustainable:	GOOD	+ Continued Utilization of Existing Facility + Increases Building Infrastructure Efficiency
• Healthy:	GOOD	+ Increases Features for Wellness
• Safe:	GOOD	+ Defined Public/Staff Spaces + Managed Security Zones and Access
• Fiscally Responsible:	GOOD	+ Continued Utilization of Existing Facility + Ensures Long-Term Adaptability

FACILITY SUMMARIES: POLICE



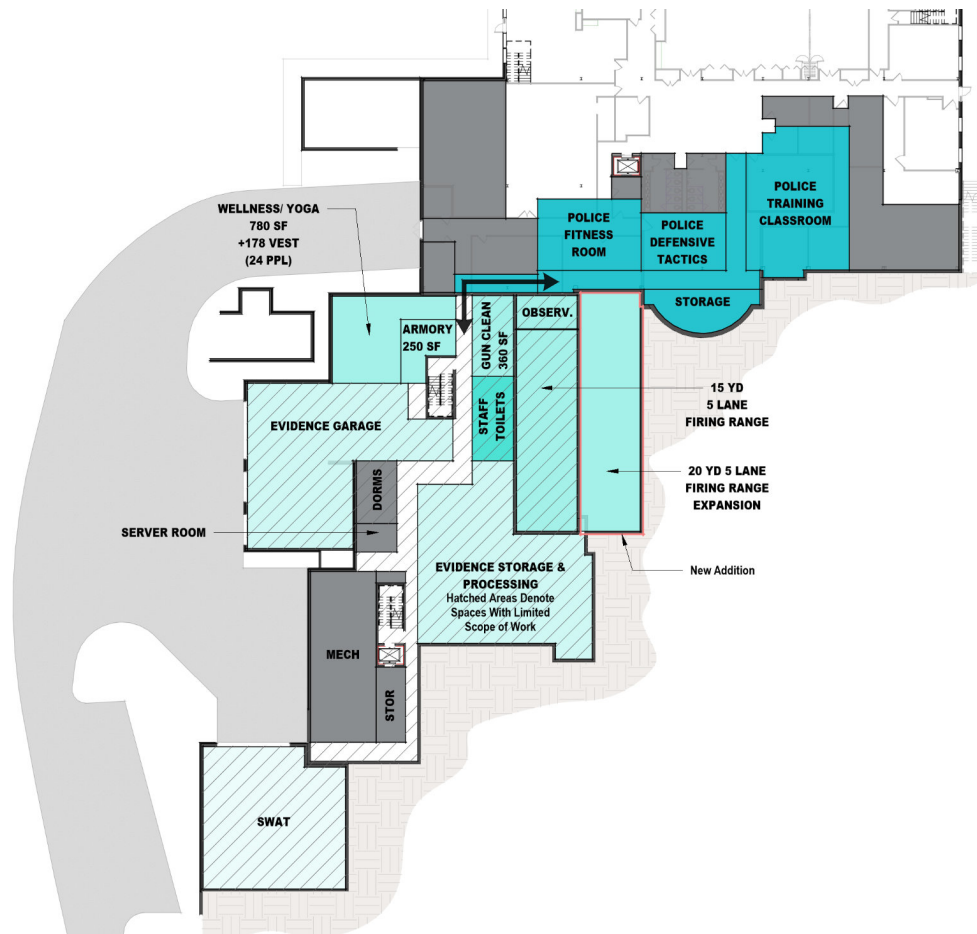
POLICE, PROPOSED UPPER LEVEL PLAN: Area bounded in pink line represents footprint of new addition.

KEY FEATURES:

- Pressing needs within this administrative level include a lack of sufficient and contiguous work space for Patrol, Investigations, and Community Engagement. The proposed solution utilizes existing spaces with some modest expansion and consolidates each department within their own footprint, areas which incorporate individual work space, and collaboration and meeting spaces.
- Locker rooms for both men and women are increased in size and capacity.
- Administrative offices are located within the footprint of City Hall, which allows this level to accommodate both current and projected space needs for each department.

FOR FURTHER STUDY:

- Detailed space planning will identify layout and placement of offices, workstations, and meeting rooms. It will be critical to review these placements with the department re: workflow and operational effectiveness.
- Detailed planning of the locker areas and affirming capacity and adaptability for future needs will be beneficial.



POLICE, PROPOSED LOWER LEVEL PLAN: Area bounded in pink line represents footprint of new addition.

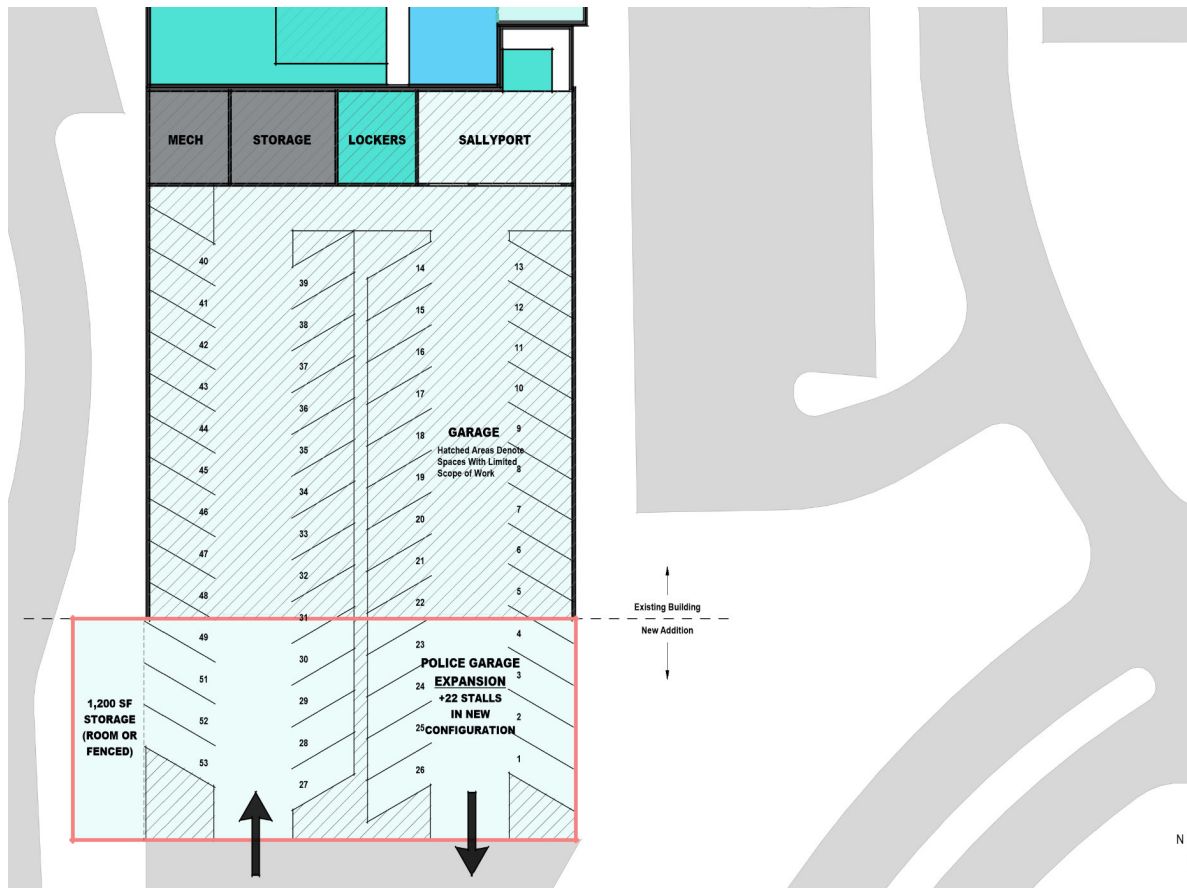
KEY FEATURES:

- Retention without modification of a number of key areas: SWAT and evidence garages, evidence processing and storage, and core mechanical, server, and storage areas..
- Expansion of the gun range to include an additional 5 lanes, lanes which can also accommodate additional yardage for use of different firearms than the existing range.
- Dedicated Police fitness, defensive tactics, and training classroom, with direct and secure connection to the department's lower level.

FOR FURTHER STUDY:

- Layout of each of the training spaces with furniture and equipment will allow for refined sizing and organization.
- This study utilized a "proof of concept" approach to accommodating police training within City Hall, including a secure connection to the department's lower level. While the spaces are provided in the sizes identified in the program, the training classroom currently does not have any windows; for this heavily-utilized space, outdoor exposure with daylight and views would contribute to attention, focus, and wellness.
- With the placement of the existing facility, driveways, stormwater features and outdoor mechanical and electrical infrastructure, there is not an ideal relationship between the yoga/wellness room and a secure outdoor space, which is highly beneficial and desired.

FACILITY SUMMARIES: POLICE



CITY HALL, PROPOSED UPPER LEVEL PLAN: Area bounded in pink line represents footprint of new addition.

KEY FEATURES:

- Relocation of council chambers for new, centralized public entry. This engages more fully with the renovated plaza and Homage sculpture, and allows for a more functional and usable office space behind the public service counter.
- Right-sizing of departmental areas to address 20-year projected space needs, placement of departments responding to operational adjacency requirements and proximity to service counters.
- Provision of a main, primary public service counter directly visible to the public upon entry, and a secondary service counter for shared use by departments who meet with the public by appointment, or only occasionally during the week.

FOR FURTHER STUDY:

- Final placement of the council chambers relative to public messaging about the accessibility and transparency of governance. Should not be perceived to be "far" or "distant" upon entry.
- Detailed layout of offices and workstations to maximize daylight access to all staff work spaces. May include utilization of skylights.
- Detailed security development. This scheme is designed for lockdown and emergency scenarios (placement not shown in this diagram).

FACILITY SUMMARIES: MAINTENANCE

Key Statistics

Originally Constructed: 1995

Major Renovation(s): 2008

- Current Building GSF: 93,275
(Gross Square Footage)
- Site Acreage: 12.6
- Recommended GSF: 173,383
(Projected 20-yr space needs)

Space Deficiency Today (2022): 70,435 GSF

20-year Space Deficiency: 80,108 GSF

Key Priorities

- Accommodate Staff, Vehicles, and Equipment Effectively and per industry best practices
- Provide Necessary Spaces & Functionality (Vehicle Storage, Improved Indoor and Outdoor Workflow)
- Maintain Off-Site Support Facilities and Rotation of Equipment

FACILITY ASSESSMENT

Burnsville Public Works facility was originally constructed in 1995. The original salt building was added in 1995. The original facility was approximately 58,000 SF. In 2008, an addition of 33,000 SF was constructed, which provided additional vehicle parking and update to the vehicle wash bay. The fuel island was installed in 1995. The completion of a facility condition assessment on this facility, identified the major points of concern:

- Site work: Replacement of fuel tank system- original from 1995, parking lot maintenance, fuel island drainage issues. This work would need to be coordinated with the proposed long-term location of the fuel island, so that future expansion of the vehicle storage would remain possible.
- Interior Construction: Remodel of existing interior office area, issues with air quality and humidity control- inadequate system
- Roof: Replacement of roof at within the 10-year plan
- Exterior Enclosure: replacement of curtain wall and repair of various entrances/ exists to building
- HVAC: Office facility has issues with air quality and humidity control, replacement of end-of-life equipment
- Electrical: Replace of end-of-life equipment, revise lighting controls
- A/V: Low Voltage system upgrade

In regards to high-criticality and poor condition, the list for the public works is also limited, albeit with one major area of deficiency and impact: the overall office HVAC environmental system and control. The office suffers from poor ventilation and humidity control issues. Renovation of this system would require a major HVAC configuration change with the addition of a small boiler system. A project of this magnitude would need to be tied to a interior construction renovation, which is also needed in the main office space. Therefore, a refurbishment of the main office could benefit this facility greatly, moreso than just an aesthetic lift. The maintenance garage is in need of a new lighting control system and lighting throughout its various work areas. Work with the generator is required to prevent wet-stacking of the generator.

FACILITY SUMMARIES: MAINTENANCE

MAINTENANCE CRITICAL ISSUES:

Since the construction of the Maintenance facility close to thirty years ago, there have been three key evolutions in the field: an overall increase in equipment and vehicle sizing, a trend towards specialization of vehicles, with features that are unique to key maintenance tasks, and the transition from these facilities being vehicles first/people second to being facilities that are concurrently administrative office space and vehicle and equipment storage. The facility currently houses eight work divisions, a peak staffing level of 110+ at peak service times, a current vehicle/equipment count of 61, projected to grow by 4% within the next 20-30 years; meeting industry standards for safe parking and maneuvering also requires a significant increase in overall square footage. Maintenance currently utilizes offsite storage and seasonal equipment rotation, to address total operational needs; the existing site is constrained and requires this arrangement to continue into the future.

• **Critical Issue #1: Accommodating Administrative Functions and Staff**

The existing facility is significantly undersized for administrative functions: space needs projections identify a need today for 74% more space for the staffing and functions of today, and projected growth of an additional 19% over the next twenty plus years. One example of this is the morning meeting - used with each division to coordinate and plan activities and staffing for the day. The current facility only has a single meeting/training room, so divisions either stagger meeting times and days (less effective to connect about the week on a Tuesday or Wednesday), or they meet in vehicle storage areas.

- The facility needs a sufficient quantity and effective layout of administrative office space, including private offices, open workstations, and workstations for field staff.
- With maintenance, a key component of operations are locker spaces, including dedicated lockers for full-time staff, those for seasonal workers, and shower and changing facilities. Contemporary best practice will separate additional lockers from vehicle storage and workshop space, and additional restroom facilities accommodates expanding staff.
- A secure, welcoming public entrance and reception area will more effectively address visits by vendors and partners.
- Providing multiple meeting rooms, of various sizes and with the opportunity to combine, will offer flexibility for day-to-day division meetings and larger group meetings.
- A new break room, sufficient in size for all-staff gatherings, will offer additional functionality currently lacking in the existing facility.

• **Critical Issue #2: Increasing Vehicle Storage and Support Space**

Existing vehicle storage is at capacity. Best practices for safety of staff, vehicles and building structure dictate an increased number of large vehicle storage spaces at larger size requirement than currently offered by the facility, designed at a time when vehicles were markedly smaller. Storage of the current largest vehicles either requires removal of attachments to park indoors in medium-sized spaces, or these vehicles remain outdoors with no protection or enclosure.

- Conditioned vehicle storage is a pressing need, with a projected space need of an additional 51,000 GSF. A vehicle storage addition, right-sized for clear-span layout, will accommodate large vehicles with attachments, and this addition will also allow for restriping of the existing garage to house essential large vehicles.
- Expansion will accommodate best practices, increase efficiency, and promote safe operations.

• Critical Issue #3: Maximizing Site Capacity and Layout for Optimized Workflow

The Maintenance site is bounded by commercial property on the east and west, an electrical substation to the west, and Highway 35E to the north, which landlocks the operations from expanding in total acreage.

- Expansion of the administrative offices is critical to support ongoing and projected operations, especially as Maintenance continues to headquarters out of this site.
- The project team coordinated with the Public Works leadership to define prioritized planning to protect the highest-value vehicles and equipment within conditioned space. This will mean that smaller and medium-size vehicles and equipment are stored outside, and at the offsite facility for seasonal equipment. Future requirements may require an additional offsite facility (for example, a separate Parks Maintenance Facility).
- Later-phase work executed alongside the vehicle storage addition will increase the effectiveness of the work yard and maneuvering space, relocating the fuel island, providing a new salt shed, and re-purposing the old salt shed for additional storage.

ROOM	Existing Facility	Current Need	Projected
ADMINISTRATIVE		10,876	12,797
Building Entry	162	162	162
Reception / Secure Foyer / Transaction Counter	175	225	225
Field Staff Workstation / Open Office	-	459	599
Small Conference Room	-	120	120
Standard Conference Room	280	240	240
Large Conference Room / Training Room	410	500	500
Resource Work Area / Collaborative Work Area	395	345	403
Universal Restroom	180	360	360
Breakroom	1,570	3,220	3,763
Men's Locker Room	1,610	870	1,215
Women's Locker Room	790	870	1,215
General Employee Locker Room Option	-	1,872	2,192
Uniform exchange / Laundry Room	-	156	156
Non-Gendered Shower & Changing Room	-	243	324
Wellness Room	-	360	450
IT Room	192	180	180
General Storage / Supply Closets	150	400	400
Janitorial	-	198	198
Mud Room / Wash Area	-	96	96
Fitness Room	318	384	384
OFFICE - PUBLIC WORKS			
Depart. Head / Director Office	-	192	192
Assistant Director Office	192	180	180
Superintendent / Supervisor Office	600	1,050	1,050
Crew Lead / Coordinator Office	894	1,680	1,680
Specialist / Technician Workspace	-	1,000	1,000
Flexible Staff Work Station	1,080	448	448
Mechanical and Electrical Room	1,646	1,268	1,460
ADMINISTRATIVE AREA SPACES SUBTOTAL	13,700	23,909	26,868

Note: An office for the Director of Public Works is currently provided within City Hall, and accounted for in that projected programming. Continued design/planning can affirm whether that location, or one at this facility, is most appropriate.

ROOM	Existing Facility	Current Need	Projected
CONDITIONED VEHICLE STORAGE (WARM)			
Large Space	18	33	37
Medium Space	37	13	15
Pickup Space	6	80	90
CONDITIONED VEHICLE STORAGE SUBTOTAL	50,000	95,798	103,889
Equipment / Fleet Maintenance Functions			
Large Service Bay	4,860	8,736	8,736
Small Service Bay	3,000	3,520	4,224
Welding / Fabrication Bay	3,465	1,152	1,152
Bulk Fluids Storage - Waste Oil	-	80	80
Bulk Fluids Storage - Virgin Fluids	-	252	252
Air Compressor Room	-	192	192
Parts & Tool Inventory / Shipping & Receiving Office	-	384	384
Parts Storage	1,300	768	768
Tool Storage	-	300	300
Fabrication Material Storage	-	224	224
Mobile Lift and Jack Storage	-	128	128
Wash Bay	1,800	2,640	2,640
	1,035		
EQUIPMENT / FLEET MAINTENANCE SUBTOTAL	14,240	18,376	19,080
Division Work Spaces			
Carpentry / Wood Fabrication Shop	1,066	1,152	1,152
Streets Small Equipment Storage	-	600	600
Sign Storage / Shop	430	480	480
Utilities Secure Materials Storage	410	768	768
Utilities Repair and Service Shop	-	768	768
Facilities Maintenance Repair and Service Shop	-	768	768
Parks Maintenance Shop	4,465	2,688	2,688
Forestry Shop	482	768	768
Interior Loading Dock	-	144	144
Mechanical and Electrical Equipment	1,646	2,018	2,172
EQUIPMENT / FLEET MAINTENANCE SUBTOTAL	14,278	10,154	10,308

MAINTENANCE PROGRAM PROJECTIONS: Comparative analysis of existing net assignable square footage, identification of space needs for today's staffing and operations, and projected space needs. This preliminary program should be affirmed by further study; reuse and adaptation of the existing facilities is not intended to reduce or alter existing workshop or support spaces. The site does not have the capacity to meet these full needs or offer future growth beyond that; the conceptual approach reflects dialogue with the department about prioritization.

FACILITY SUMMARIES: MAINTENANCE

MAINTENANCE DEPARTMENT TODAY (2022):

• Welcoming to the Community:	GOOD	+ Closed Facility (Vendors/Partners Only) + Meets Functional Needs
• Functional and Flexible:	POOR	- Insufficient Space for Operations and Vehicles
• Efficient and Effective:	FAIR	+ Efficient Operations w/Facility As-Is - Capacity Deficiencies Impact Operations
• Sustainable:	FAIR	+ Effective Exterior Envelope & Glazing - Mechanical Exhaust, Lighting Control
• Healthy:	POOR	- Indoor Air Quality - Daylight Access for Occupied Spaces
• Safe:	GOOD	+ Controlled Site and Facility
• Fiscally Responsible:	FAIR	+ Well-Maintained Facility - Space Needs to Support Operations

MAINTENANCE DEPARTMENT POST-IMPROVEMENTS:

• Welcoming to the Community:	GOOD	+ Closed Facility (Vendors/Partners Only) + Meets Functional Needs
• Functional and Flexible:	FAIR	+ Meets 30-yr Projected Needs - Landlocked Site will be at Capacity
• Efficient and Effective:	FAIR	+ Efficient Operational Workflows - Outdoor Program/Workflow is Constrained
• Sustainable:	GOOD	+ Effective Exterior Envelope & Glazing + Improvements to Building Infrastructure
• Healthy:	GOOD	+ Enhanced Indoor Air Quality + Increased Daylight Access
• Safe:	GOOD	+ Controlled Site and Facility
• Fiscally Responsible:	FAIR	+ Renovated Facility Supports Needs - Additional Off-Site Storage May be Needed

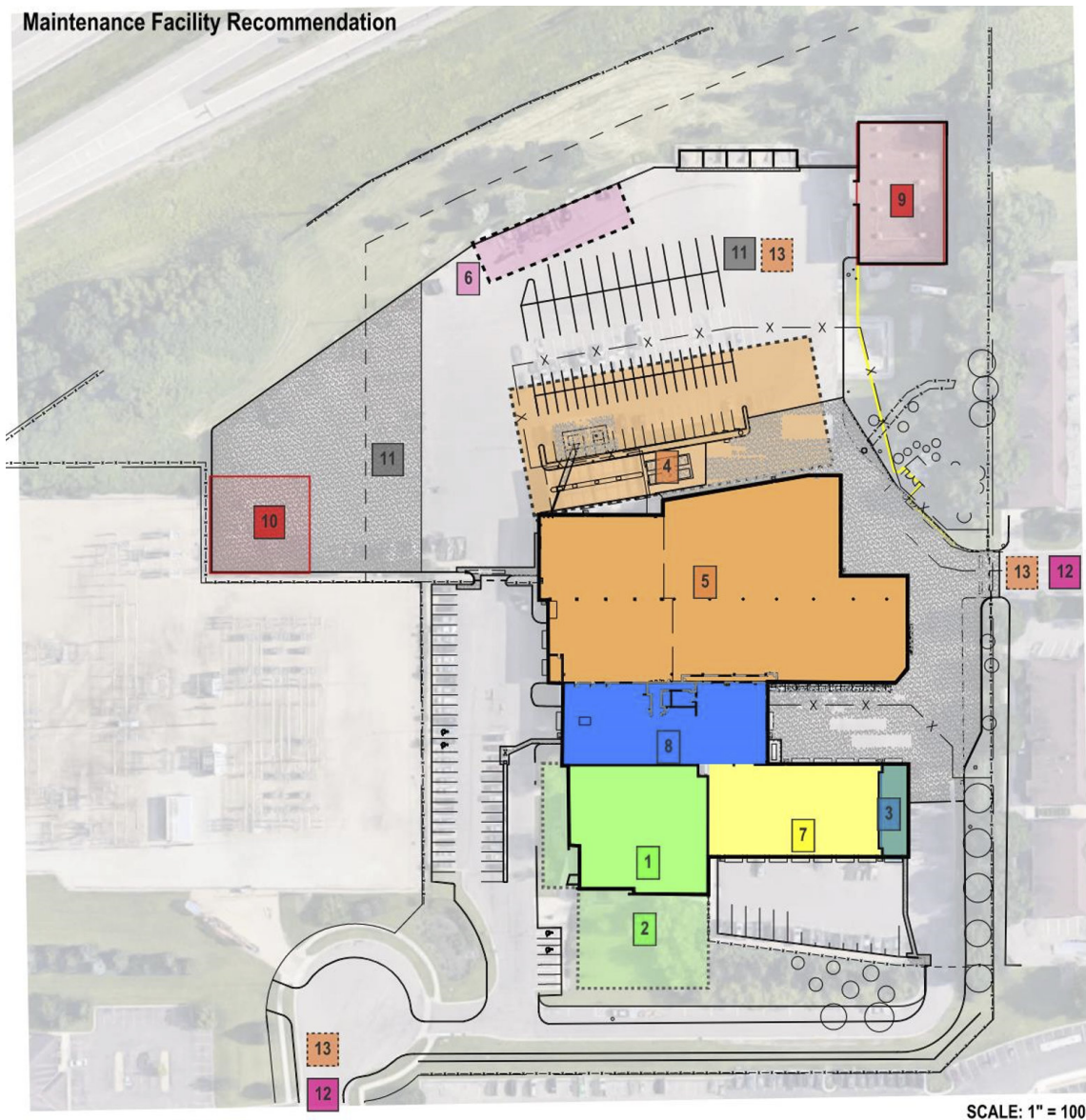
KEY FEATURES:

- Maximum utilization of the site long-term, with adjustments to workflow and expansions for administration and vehicle storage.
- Ability to phase work:
 - Of critical near-term import is the capacity deficiencies for administrative office space. That footprint can be renovated and expanded without impacting vehicle storage/maintenance operations.
 - A second project phase could include the vehicle storage expansion and renovation, as well as related site work such as fuel island replacement/relocation, and salt shed relocation.

FOR FURTHER STUDY:

- Timeline to address identified facility improvement recommendations. Any consideration of potential project phasing must take into account nearer-term addressing of the general facility improvement recommendations identified by the facility assessments, as these are necessary to protect and retain the physical facility assets on this site for function, longevity, and durability, irrespective of a project or projects that address programmatic or functional improvements.
- An improved wash bay is critical to the overall fleet; future design work must include further review of functional improvements that support operations.
- Shipping and receiving space and best management practices also need more study and recommendation. While this study provided an overview of space needs and functional improvements, a more thorough and detailed programming and operations review of these key areas will ensure future design propositions that incorporate best practices for effective and efficient operations.
- Timing and sequencing of proposed work: the overall recommendations for this site includes adjustments to buildings, work yard, and additional site elements; any potential separation of project scope into distinct phases must take into account the long-term elements and their placement. For instance, the fuel island tanks need replacement in the near term: if these were to be replaced in kind (same location as existing) this would prohibit the proposed expansion of the vehicle storage building. Their replacement would be most effective if it was coupled with relocation to the proposed site placement that accommodates vehicle storage growth - whether as part of a single project (fuel island relocation plus vehicle storage expansion) or as part of an intentionally phased sequence. It will be imperative for the City to make decisions and implement projects in way that supports long-term needs and goals for Maintenance, and to have future design and construction teams support consideration of integrated project planning.

FACILITY SUMMARIES: MAINTENANCE



MAINTENANCE, PROPOSED SITE PLAN: Refer to legend below for scope.

RECOMMENDED BEST PRACTICES PROJECT SCOPES

1	EXISTING ADMINISTRATIVE / OFFICE / STAFF SUPPORT
2	PROJECTED ADMINISTRATIVE / STAFF AREA DEMAND
3	WASH BAY REHABILITATION
4	VEHICLE STORAGE ADDITION
5	VEHICLE STORAGE REMAIN WITH PARKING REALIGNMENT
6	RELOCATE FUEL ISLAND

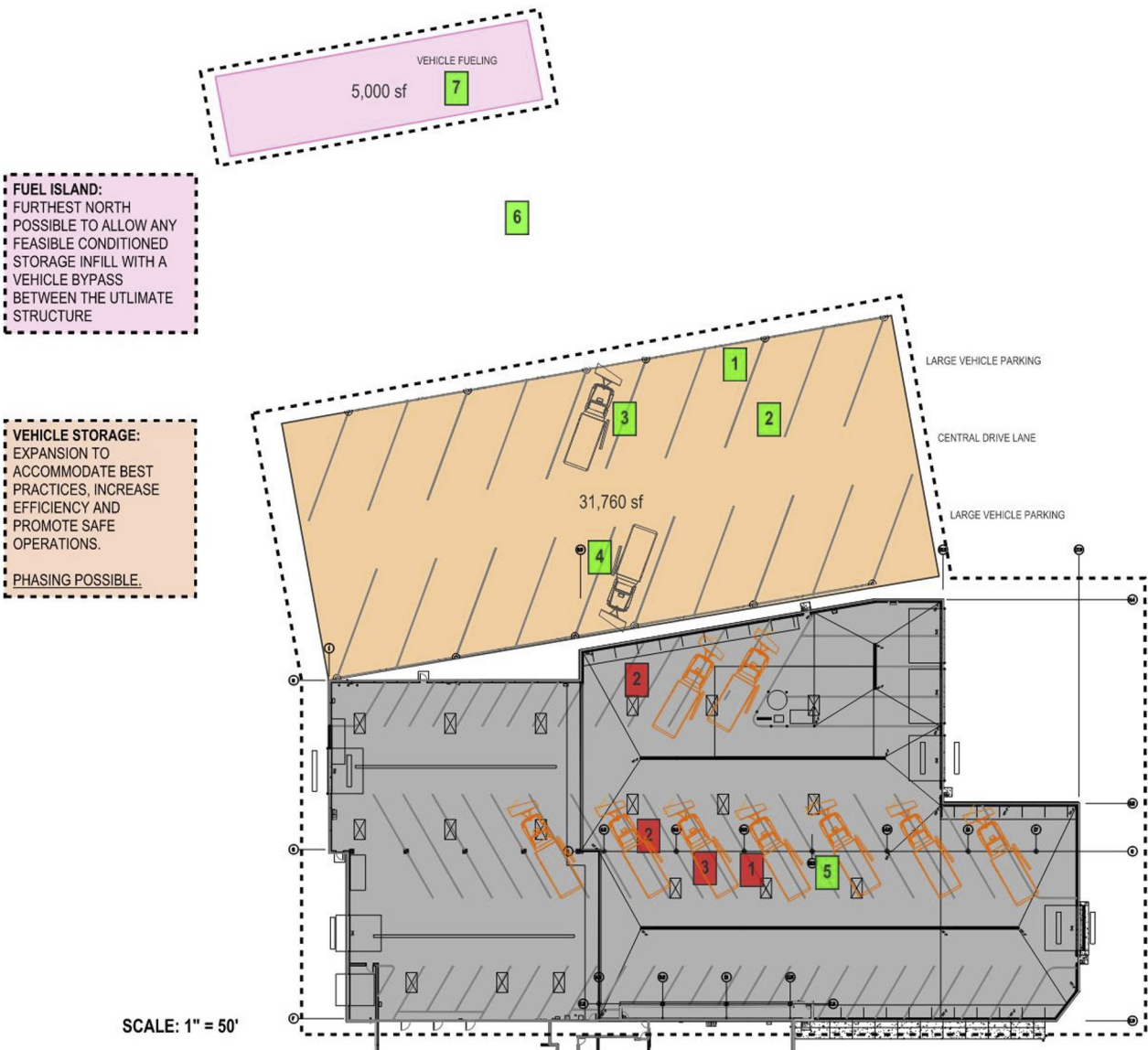
7	FLEET MAINTENANCE - REMAIN AS IS
8	WORKSHOPS AND FACILITY SUPPORT AREA - REMAIN AS IS
9	SALT STORAGE REPURPOSE
10	PLANNED SALT NEW SALT BUILDING - IN CIP
11	MAINTAIN SITE WORK AREA FOR EXTERIOR WORK ACTIVITIES
12	MAINTAIN OFF-SITE SUPPORT FACILITIES AND ROTATION OF EQUIPMENT
13	ADDITIONAL VEHICLE STORAGE SPACE DEMANDS EXCEED SITE CAPABILITY. FUTURE REQUIREMENTS MAY REQUIRE OFF-SITE FACILITY. EX: SEPARATE PARKS MAINTENANCE FACILITY



MAINTENANCE, PROPOSED ADMINISTRATION RENOVATION AND EXPANSION.

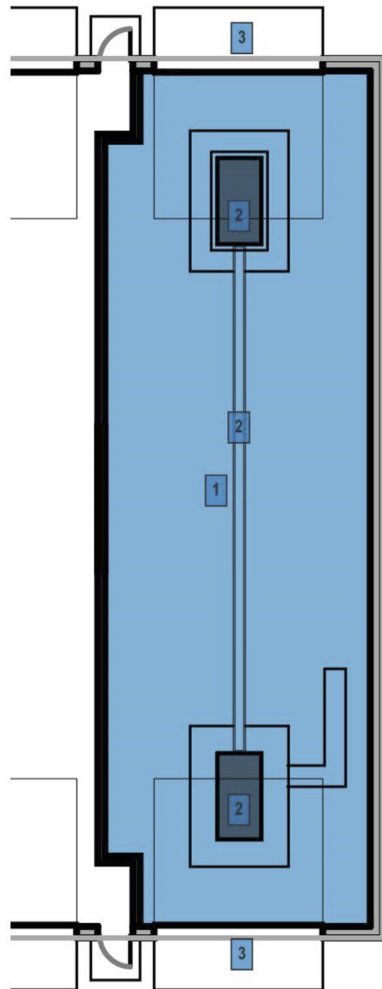
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|--|---|
| <p>1 CREATE MULTIPLE SIZE MEETING AREAS TO MEET DIVERSE NEEDS. CLUSTER TO ALLOW COMBINATION FOR LARGER NEEDS</p> <p>2 CREATE BREAKSPACE FOR STAFF AT MIN. 25 SF / EMPLOYEE. COMBINE WITH MEETING FUNCTIONS TO ALLOW FOR INCREASED FLEXIBILITY AND ADAPTABILITY</p> <p>3 UPDATE OFFICES TO MEET SPACE STANDARDS AND ROLES AT MAINTENANCE FACILITY</p> <p>4 CREATE POCKETS OF OPEN WORK AREA TO PROMOTE COLLABORATION IN APPROPRIATE LOCATIONS</p> <p>5 CONSTRUCT NEW SECURE, YET WELCOMING PUBLIC ENTRANCE FOR WHEN VISITORS, VENDORS AND PARTNERS ACOME TO FACILITY.</p> <p>6 NEW SECURE RECEPTION DESK AND PUBLIC INTERFACE, LARGE ENOUGH FOR MULTIPLE STAFF AND SECURE STORAGE.</p> <p>7 NEW GENERAL STAFF LOCKER ROOMS AND RESTROOMS FOR EVOLVING WORK FORCE</p> | <p>8 RECONDITION EXISTING LOCKERS AND RESTROOMS FOR CURRENT AND EVOLVING WORK FORCE</p> <p>9 RENOVATE INTO EMPLOYEE WELLNESS CORE, INCLUDING FITNESS ROOM, WELLNESS ROOMS AND OTHER FACILITY SUPPORT STORAGE.</p> <p>10 CREATE OUTDOOR SPACE FOR STAFF TO GATHER AND ENJOY THE OUTDOORS.</p> <p>11 FACILITY MECHANICAL AND IT TO REMAIN AS-IS. IT MAY REQUIRE EXPANSION INTO WELLNESS CORE DEPENDING ON NEEDS.</p> <p>12 RENOVATE AND RECONDITION HALLWAYS TO EASE CIRCULATION PATHS AND CONNECT EMPLOYEE SPACES.</p> <p>13 NEW EXTERIOR ENVELOPE TO PROMOTE ENERGY EFFICIENCY AND EXPOSURE TO DAYLIGHT</p> <p>14 EMPLOYEE ENTRY VESTIBULES FOR EGRESS AND ACCESS CONVENIENCE.</p> |
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FACILITY SUMMARIES: MAINTENANCE



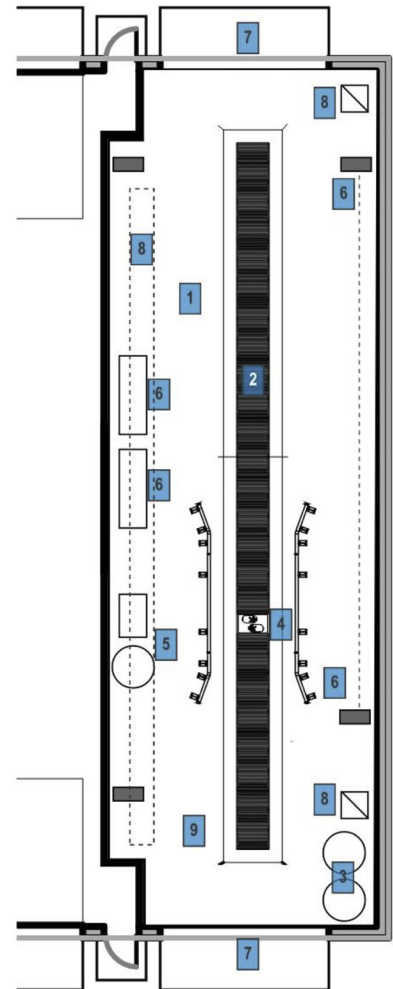
MAINTENANCE, PROPOSED FLEET (VEHICLE) STORAGE RENOVATION AND EXPANSION.

- | | |
|---|--|
| <p>1 CONFLICT WITH BUILDING STRUCTURE</p> <p>2 SPACE WIDTH LIMITS ACCOMMODATION OF ATTACHMENTS</p> <p>3 LIMITED SPACE FOR DOOR SWING</p> <p>4 ATTACHMENT ENCROACHMENT REDUCES OCCUPANT SAFETY</p> | <p>1 CLEARSPAN STRUCTURE AVOIDS COLUMN OBSTRUCTIONS</p> <p>2 SPACE WIDTH ACCOMMODATES LARGEST VEHICLE WITH ATTACHMENTS</p> <p>3 DOOR SWING ACCOMMODATION REDUCES EQUIPMENT DAMAGE AND PERSONNEL INJURY POTENTIAL</p> <p>4 SPACE WIDTH ALLOWS LAY-DOWN, ATTACHMENTS AWAY FROM OCCUPANT HEAD LEVEL</p> <p>5 VEHICLE STORAGE ADDITION ALLOWS RESPACING OF EXISTING PARKING LAYOUT TO ACCOMMODATE ESSENTIAL LARGE FLEET</p> <p>6 REMAINDER OF SITE AREA FOR CIRCULATION AND YARD WORK SPACE.</p> <p>7 FUEL ISLAND RELOCATION ALLOWS FOR VEHICLE STORAGE ADDITION, UPDATE OF FUELING EQUIPMENT, AND SEPARATION ALLOWS BETTER TRAFFIC CIRCULATION..</p> |
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- 1 REMOVE EXISTING FLOOR.
- 2 REMOVE EXISTING TRENCH DRAINS
- 3 REPLACE OVERHEAD DOORS

SCALE: 1" = 10'



MAINTENANCE, PROPOSED VEHICLE WASH BAY RENOVATION.

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| 1 NEW CONCRETE SLAB W/
INFLOOR HEAT | 6 NEW PRESSURE WASHER W/
TROLLEY SYSTEM OR REEL
LOCATION |
| 2 NEW WIDE TRENCH DRAIN WITH
SEDIMENT CATCH DEPTH | 7 NEW POLYCARBONATE AND
ALUMINUM WET-CONDITION
OVERHEAD DOOR AND
OPERATOR.
APRON AND BOLLARD
REPLACEMENT AS REQUIRED. |
| 3 NEW FLAMMABLE AND
SEDIMENT TRAP
-VERIFY UTILITY CONNECTION | 8 NEW HVAC AIR SUPPLY AND
EVACUATION SYSTEM. |
| 4 NEW AUTOMATED CHASSIS WASH
WITH TIRE GUIDES | 9 NEW LED WET-CONDITIONED
LIGHTING |
| 5 AUTOMATED WASH PUMP AND
SURGE TANK | |