



CITY OF SOUTH ST. PAUL MEETING AGENDA

WORK SESSION

Training Room
125 3rd Avenue North
South St. Paul, MN 55075

Monday, March 31, 2025
7:00 PM

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEMS**
 - A. Policy Manual / Code of Ethics
 - B. City Buildings - Facilities Master Plan
 - C. Economic Development Strategies
- 3. COUNCIL COMMENTS & QUESTIONS**
- 4. ADJOURNMENT**



WORK SESSION AGENDA REPORT

DATE: March 31, 2025
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 2.A.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Policy Manual / Code of Ethics

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Staff is seeking Council feedback on a draft Code of Ethics and Standards of Conduct Policy for Public Officials serving the City of South St. Paul.

OVERVIEW

While not required by Minnesota Statutes, it is the practice of some Minnesota local governments to establish a formal policy that articulates the expected standards of conduct and ethics for public officials in their service to the community. While the City of South St. Paul has a Standards of Conduct Policy for City Employees (most recently approved by Council in 2011 and attached for reference), there is no record that the City Council has formally adopted such a policy for elected and appointed officials. Staff recognizes that having a written and adopted policy on these matters is a best practice for good governance, and is happy to present the attached Draft Code of Ethics and Standards of Conduct Policy for Council consideration. Based on Council feedback received at the Worksession, Staff would seek to finalize the policy and present it for formal consideration at a future Regular Meeting of the City Council.

It is important to note the following in consideration of this policy:

- A City Code of Ethics and Standards of Conduct policy should be understood to apply to Public Officials specifically *in their capacity as a Public Official*. Staff would suggest that it's impossible (and inappropriate) for local government to apply a set of ethics and standards over non-official (e.g., private, personal, not directly related to the Public Official's elected or appointed role) activities and behaviors that are otherwise protected by law.
- The Code of Ethics and Standards of Conduct policy does not supersede the City Charter, City Code of Ordinances, or any other local, State, or Federal law. Instead, the policy is proposed to complement these invaluable framework documents for the City, serving as a "living document" that will shape the delivery of public service and be shaped, over time, through review and revision by the City Council.
- Since late 2024, the Administration has been working to compile a comprehensive "Policy Manual" to serve as something of a clearinghouse for the City's adopted policies.

It is envisioned that, if approved, the Code of Ethics and Standards of Conduct Policy would be but one element of the Policy Manual which would be reviewed periodically and itself would serve as a living document of the City's stated policies. To this end, if the Council would prefer to wait to act on the Code of Ethics and Standards of Conduct Policy until it can be presented and considered in that broader context, we certainly could with the understanding that the timeline for the "Policy Manual" to be ready for presentation is probably 60 - 90 days from now. Staff was motivated to present the Code of Ethics and Standards of Conduct Policy now based upon input from several members of the community as well as a number of Council Members in recent weeks.

SOURCE OF FUNDS

N/A

ATTACHMENTS

1. DRAFT Code of Ethics - Standards of Conduct
2. Employee Standards of Conduct Policy (2011)

City of South St. Paul - Code of Ethics

The residents and businesses of South St. Paul are entitled to fair, ethical and accountable local government. Such a government requires that public officials and public employees:

- Comply with both the letter and the spirit of the laws and policies affecting operations of the City in state statute, civil service rules, the City's employee handbook, and the city charter;
- Be independent, impartial and fair in their judgment and actions;
- Use their position for the public good, not for personal gain; and
- Encourage public confidence in the integrity of city government and its fair and effective operations.

To this end, the City of South St. Paul adopts this Policy for all public officials and public employees. As used in this policy, the following words and terms shall have the meaning as defined herein, unless the context indicates otherwise:

1. Public Official. Any person who has been elected to office, appointed by the City Council, or appointed to a City Board or Commission.
2. City Staff. Any person in the employ of the City of South St. Paul who is not classified as a public official. The term "City Staff" is commonly used to refer, collectively, to multiple individually employed staff persons.
3. Private or Personal Interest. Any interest that yields, directly or indirectly, a monetary or other material benefit (other than duly authorized salary or compensation for services to the City) to the public official or City Staff, the spouse of the public official or City Staff, or any minor children within the custody and control of the public official or City Staff.

The Public Interest

South St. Paul's Public Officials and City Staff recognize that stewardship of the public interest must be their primary concern while working for the common good of the people of the City of South St. Paul and not for any private or personal interest. We will endeavor to treat all persons, claims and transactions in a fair and equitable manner.

Compliance with Laws

South St. Paul's Public Officials and City Staff will comply with the laws of the nation, the State of Minnesota and the City in the performance of their public duties. These laws include, but are not limited to, the United States and Minnesota constitutions; the City of South St. Paul City Charter; Open Meeting Law as defined in [Minnesota Statutes Chapter 13D](#), laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities and open processes of government; and city ordinances and policies.

Respect for Process

South St. Paul's Public Officials and City Staff will perform duties in accordance with the processes

and rules of order established by the United States law, state statute, city charter and ordinances, and other policies and procedures that have been established.

Basis for Decision-Making

South St. Paul's Public Officials and City Staff will make decisions based upon the merits and substance of the matter at hand.

Anti-Corruption

South St. Paul's Public Officials and City Staff are committed to disclosing to the appropriate authorities any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law.

Conflicts of Interest

South St. Paul's Public Officials and City Staff will not use their official positions to influence government decisions in which they have a private or personal interest or where they have an organizational responsibility or a personal relationship that would present a conflict of interest under applicable state law in order to assure their independence and impartiality on behalf of the public good and public interest.

Gifts and Favors

South St. Paul's Public Officials and City Staff will not take advantage of services or opportunities for personal gain by virtue of their public office that are not available to the public in general; and will not accept gifts that are in violation of state statute and City policy.

Data Practices

South St. Paul's Public Officials and City Staff will adhere to state statute and the City's data practices policy in the handling of private or confidential data. We will keep confidential matters confidential.

Public Resources

South St. Paul's Public Officials and City Staff will not use public resources which are not available to the general public for personal or private interest in a way that they conflict with state statute or city policy.

Chain of Command

South St. Paul's Public Officials and City Staff respect and adhere to the proper chain of command.

Positive Work Environment

South St. Paul's Public Officials and City Staff support the maintenance of a positive and constructive environment for residents, businesses, and all employees. All associated with the City are required to seek affirmative ways to cooperate and work with other employees, public officials and members of any organization with whom the City needs to have a good working relationship.

Compliance and Enforcement

City administration has the primary responsibility to assure that ethical standards are understood

and met in daily practice and that the public can continue to have full confidence in the integrity of city government.

Boards and Commissions

Boards and commissions are established and appointed by the council so that council decisions will be made: (A) from an informed position; (B) in a public forum consistent with council policy; or (C) to adhere to State regulations. The authority and responsibility of any board or commission will not duplicate the authority or responsibility of the city council, City Staff, any city staff advisory committee, or any other board or commission. Any body created by the council as advisory will be created to provide information for decision making to the council, not to direct City Staff. The council will not interfere nor seek to control advisory processes used by the staff except in a way consistent with use of executive limitations policies. The City Council has the discretion to identify and provide for training opportunities to support commission and board members in their advisory capacity.

Code of Conduct and Decorum for Public Officials

Purpose

The purpose of this code is to preserve the integrity of local government and to promote public confidence in the actions of the Mayor and City Council and the members of advisory boards and commissions. The City Council of the City of South St. Paul has determined that a code of conduct for its members, as well as the members of the various boards and commissions of the City of South St. Paul, is essential for the public affairs of the city. By eliminating conflicts of interest and providing standards for conduct in city matters, the City Council hopes to promote the faith and confidence of the citizens of South St. Paul in their government and to encourage its citizens to serve on its council and commissions. This code of conduct is intended to be a living document that reflects a shared responsibility for maintaining a professional environment. It will be updated when and if it is deemed necessary.

Roles/Responsibilities

1. Meetings – by Charter, the mayor presides over meetings of the City Council. Speakers, including Council members, are not to speak until recognized by the mayor. The City's Boards and Commissions are appointed at the pleasure of the City Council. Boards and Commissions will appoint a chairperson from among their membership, with that chairperson presiding over meetings of its respective Board or Commission.

2. Act in the Public Interest – Recognizing that service to our citizens must be our primary concern, all Public Officials work for the common good of the people of South St. Paul and not for any private or personal interest. Public Officials will treat all persons, claims and transactions in a fair, respectful and equitable manner.

3. Preparation – Public Officials are expected to be prepared for any meetings and work sessions at which they have an official role.

4. Agenda Preparation – The city administrator directs preparation of meeting agendas for the City Council. At the Council meeting, agenda items may be added or deleted by Council members as approved by the City Council. Each City board and commission will be assigned, by the City Administrator, a Staff Liaison who will serve her/his respective board or commission to direct the preparation of agendas for that board or commission.

Conduct of Public Officials

5. Staff Direction – The City Council members direct City Staff, contract employees and consultants only through the city administrator, as determined by majority vote. At work sessions, the mayor will state the concerns of the Council or specific directions provided by the Council to the city administrator or relevant City Staff if not the city administrator. The city administrator may request further clarification so that there is a clear understanding of what the Council's expectations are in terms of the actions to be taken by staff and for formal Council consideration at a future regular meeting.

6. Citizen Questions – Public Officials should refer questions and concerns from citizens to the city administrator or appropriate department head. City Staff should report back to the City Council on the resolution of the referral.

7. Respect for Staff Time – If a Public Official is utilizing an inordinate amount of staff time, the city administrator is required to bring this to the attention of the City Council for resolution.

8. Interactions – Public Officials shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of members of the City Council, boards, commissions, committees, City Staff or the public.

9. Respect for Process – Official duties of Public Officials shall be performed in accordance with the processes and rules of order, and (as applicable) bylaws for each respective body as established by the City Council.

10. Use of Public Resources – Public resources not available to the general public (e.g. city staff time, equipment, supplies or facilities) shall not be used by Public Officials for private or personal interest, nor for political purposes.

11. Advocacy – To the best of their ability, Public Officials shall speak with one voice in representing the official policies and positions of the City Council. When presenting their personal, individual opinions or positions, Public Officials shall explicitly state that they do not represent the Council, any particular board or commission collectively, or the city.

12. Improper Influence – Public Officials shall refrain from using their position to improperly influence the deliberations or decision of City Staff, boards, commission or committees.

13. Positive Work Environment – Public Officials shall support a positive, efficient and effective environment for residents, businesses and city employees.

Communication

14. Sharing of Information – It is the responsibility of all Public Officials to publicly share information that they have received from sources outside of the public decision-making process which pertains to a topic under consideration. Whenever possible, new information or data obtained by Public Officials, pertinent to a topic being discussed, will be distributed through the city administrator or her/his designee for dissemination through the public process.

15. Focused Discussions – In the course of official business, Public Officials shall work to keep discussions and debates focused on the item under discussion without introducing extraneous or

irrelevant information.

16. Request for Information – All Public Officials shall receive the same information at the same time when deemed ripe for distribution by staff.

17. Coordination with City Staff – City Staff should be involved when Public Officials meet with officials from other agencies, interests and jurisdictions to ensure proper staff support as needed and to keep staff appropriately informed.

18. Confidential Information – Public Officials shall at all times respect and preserve the confidentiality of non-public, protected non-public, private, and confidential information provided to them concerning matters of the city. They shall neither disclose confidential information without proper legal authorization nor use such information to advance their private or personal interests.

19. Social Media –Social media is an important communication tool, one that the City has embraced as an effective means of directly providing clear, accurate, timely, and objective public information and communication with the South St. Paul community. Public Officials are encouraged to refrain from utilizing their own personal/private social media accounts to communicate as a Public Official about official City business, and should make efforts to channel such communications through the City’s communications team. In the event that a Public Official disagrees with City policies, practices or priorities and wants to express that opinion, it is expected that the Public Official will select an appropriate venue in which to discuss their disagreement and work collaboratively and constructively to find common-ground solutions that will best serve the Public Good.

20. Notice of Attendance – If any Public Official has knowledge or reason to believe that there will be a large or emotional attendance at an upcoming Council meeting, board or commission meeting, or work session, they have an obligation to inform the city administrator and/or her/his designee as soon as they become aware of the potential situation.

Implementation

It is the responsibility of all Public Officials to understand this Code of Conduct, and by accepting their role as a Public Official serving the City of South St. Paul they are confirming their intention to fully abide by this Code of Conduct. This Code of Conduct shall be included in the regular orientations for new Public Officials and reviewed in full by the City Council in January of each year. Following each election, the new Council shall, by resolution of its elected members, adopt a code of conduct. Council members themselves have the primary responsibility to assure that the code of conduct is understood and followed and that the public can continue to have full confidence in the integrity of the South St. Paul city government.

It is the responsibility of the City Council to police its members, and to exercise reasonable oversight over appointed boards and commissions and their members. If the Mayor or a Councilmember believes that another Councilmember or the Mayor has violated this Code of

Conduct or the City's Code of Ethics during a public meeting of the Council, s/he should call the matter to the offending person's attention at that or a subsequent Council meeting. If the problem continues, it shall be referred to the Mayor (or the Mayor Pro Tempore if the complaint is against the Mayor) who will attempt to resolve the matter in private. If the dispute is between the Mayor and the Mayor Pro Tempore, the Council shall select one of its other members to attempt to privately resolve the matter. The Mayor (or Mayor Pro Tempore or Council's designee, if any) may involve the City Administrator and/or City Attorney to investigate and make recommendations about the dispute. If these private efforts do not resolve the matter, then the Mayor or any member of the Council may bring it before the Council at a duly noticed public meeting, at which time the Council shall decide whether or not to proceed with further action as noted below.

If a Public Official believes that any other Public Official has violated this Code of Conduct or the City's Code of Ethics at a time other than a meeting of the Council, s/he should call the matter to the attention of the City Administrator who will make efforts to resolve the matter privately. If the problem is not resolved or continues after that informal discussion, it may be appropriate, at the City Administrator's discretion, to refer the matter to the City Attorney who shall attempt to assist in privately resolving the matter. If these private efforts do not resolve the matter, then the Public Official who initiated the complaint may raise it with the City Council at a duly noticed public meeting, at which time the Council shall decide whether or not to proceed with further action as noted below.

If a Code of Conduct or Code of Ethics complaint is raised with the City Council after informal efforts to resolve it have failed as described above, then the Council shall, at a duly noticed public meeting, consider all available evidence and decide whether sanctions are warranted, and if so, which sanction(s) to impose. Prior to making this decision, the Council may authorize the City Attorney, City Administrator, and/or other designee to investigate the matter further and to report his or her findings to the Council. If, after considering all evidence presented, the Council determines that sanctions are warranted, the Council may take any and all lawful action it deems appropriate, which may include any of the following if approved by a majority vote of the City Council:

1. Requiring the offending member to undergo training or other appropriate education intended to fix the problem;
2. Censure;
3. Suspending or Terminating appointments to boards, committees and commissions.

A motion to remove any appointed member of a City board or commission may be entertained by the City Council, but such motion shall only have effect if it is supported by a minimum five-sevenths majority vote of the City Council.

It should be understood by all Public Officials, and all members of the public, that a City Council member is an elected official and their seat on the City Council can only be vacated in accordance with the City Charter and Minnesota Statutes.

 City of South St. Paul ADMINISTRATIVE POLICIES AND PROCEDURES	APP Administration
	City Council Approval: June 6, 2011 Issue Date: July 12, 2011 Revised Date: August 4, 2011
SUBJECT: STANDARDS OF CONDUCT POLICY	

I. PURPOSE

This policy applies to all Employees of the City of South St. Paul and is adopted to preserve and foster the public's trust and confidence in local government. The proper operation of a democratic government requires that Employees be independent, impartial, and responsible to the people they serve. The City has adopted these Standards of Conduct to promote and maintain high standards of personal and professional conduct in the City's government. Because public confidence and trust in the City's decision-makers and services are shaped by the behaviors of city employees, our decisions and work must meet demanding ethical standards. Employees must avoid impropriety in their roles as public servants and must never use their Public Position or powers for personal gain or in breach of the public trust.

II. DEFINITIONS

Certain terms in this policy should be understood expansively to include related concepts.

City means the City of South St. Paul, and includes ALL departments, regardless of location

Official Action means any act, action, approval, decision, denial, directive, disapproval, inaction, order, performance, nonperformance, recommendation, vote or other direct result of a public official's exercise of discretionary authority in connection with the Employee's Public Position.

Employee means any department head, supervisor, employee, or other person who is appointed, employed, hired by contract or in any other manner authorized to act in any capacity on behalf of the City.

Public Position means any appointed or employed position that is authorized to act in any capacity on behalf of the City.

III. POLICY

It is the policy of the City to be committed to maintaining an environment that promotes professionalism and fosters the public's trust and confidence. Consistency, fairness, respect, and confidentiality are essential to good relations between employees, their managers, and the public.

- 1) Act in the Public Interest. As an Employee for the City you are expected to use good judgment, integrity, and common sense in making work-related decisions and to be accountable for your actions.

Recognize that stewardship of the public interest must be your primary guiding principle while working for the common good of the people of South St. Paul, rather than private or personal interest.

- 2) Comply with the Law. Employees shall comply with the laws of the nation, the State of Minnesota and the local governments and jurisdictions in the performance of their public duties. These laws include, but are not limited to, the United States and Minnesota constitutions; the City of South St. Paul Charter; laws pertaining to conflicts of interest, financial disclosures, employer responsibilities and open processes of government; and city ordinances and policies.
- 3) Respect for Process. Employees shall perform their duties in accordance with the processes and rules of order established by the United States law, state statute, city charter and ordinances, and other policies and procedures that have been established.
- 4) Conflict of Interest. No Employee shall knowingly engage in a conflict of interest. A conflict of interest includes, but is not limited to, the following examples:
 - Engage in any business or transaction, or have a direct or indirect financial or personal interest, which is incompatible with the proper discharge of the person's official duties or which would tend to impair the person's independent judgment or action in the person's performance of official duties.
 - Use of a person's Public Position to secure special privileges or exemptions for the person or for others.
 - Use of the person's Public Position to solicit personal gifts or favors.
 - Use of the person's Public Position for personal gain.
 - Represent private interests before the Council or any City committee, board, commission or agency.
 - Accept or receive any gift of substance, whether in the form of money, services, loan, travel, entertainment, hospitality, promise or any other form, under circumstances in which it could be reasonably expected to influence the person, the person's performance of Official Action, or be intended as a reward for the person's official action.
 - Disclose to the public, or use for the person's or other's personal gain, information that was gained by reason of the Employee's Public Position if the information was not public data.
 - Disclose information that was received, discussed or decided in conference with the City's legal counsel that is protected by the attorney-client privilege unless a majority of the public body has authorized the disclosure.
- 5) Disclosure of Corruption. Employees shall disclose any behavior or activity that may qualify as corruption, abuse, fraud, bribery or other violation of the law by reporting it to the appropriate authorities.
- 6) Nepotism. Employment of an Employee's family relative (as defined below) and employment of individuals involved in a dating relationship are prohibited if a direct supervisory relationship exists, or where actual or potential problems of supervision, or potential conflicts of interest exist.
 - A family relative, for purposes of this rule, is defined as spouse, child, dependent, and a parent, grandchild, grandparent, sister, brother, aunt, uncle, niece, nephew who are related to the employee by marriage or blood.
 - Direct line of supervision, as defined for purposes of this rule, includes any situation in which the official or Employee would be in a position to affect the terms and condition of another's employment, including making decisions about work assignments, compensation, grievances, advancement or performance evaluation.

- Individuals involved in a dating relationship may not also share a direct line of supervisor relationship.
 - If a relationship based on dating or family relative status exists between Employees in violation of this Policy and a determination is made that an actual or potential conflict of interest exists, only one of the employees may remain employed unless reasonable accommodations can be made to eliminate the actual or potential problems.
- 7) Use of Public Resources. No Employee shall use or allow the use of Public resources not available to the general public for private gain or personal purposes in a way that conflicts with state statute or city policy. Public resources include, but are not limited to supplies, technology, and city-owned or leased property and equipment.
- 8) Data Practices. Many Employees, as a regular part of their job duties and responsibilities, have access to or acquire confidential information and this information shall not be misused. In addition, this information shall not be disseminated except as authorized by State law and City policies. Employees who ordinarily have no access to or are not provided with confidential information, but who come into possession of confidential information, are held to the same standard of accountability and have the same responsibility for safeguarding the information from misuse or dissemination.
- Information related to an Employee's employment with the City is in an official personnel file maintained by the Human Resource Director. If applicable, information may also be kept: a) in a confidential department file maintain by an employee's supervisor; or, b) in a confidential medical or financial file that is maintained separately from all other personnel records.
 - Access. While employed at the City, an Employee may reasonably review the official personnel file by submitting a written request to the Human Resource Director. Only Employees with a business need to know are allowed access to employee personnel information and they include: a) the Employee's immediate supervisor or manager; b) a manager outside of another department may request personnel information if they provide Human Resources with a legitimate business reason for the request; and, c) authorized Human Resource staff, investigation staff, and legal counsel shall have access to personnel information in the course of performing their job duties.
- 9) Social Media. The City recognizes that Employees have a right to personal opinions. Employees are encouraged to freely voice their opinions in internal discussions. The City also expects every Employee to abide by the policies, priorities, and directives of the City's management and elected officials in conjunction with the performance of job responsibilities. In the event an Employee disagrees with City policies, practices or priorities and wants to express that opinion, the Employee must then select an appropriate venue in which to discuss their disagreement.

Employees shall:

- be respectful of each person's legal right to express an opinion;
- respect other employee's right to privacy and respect differences;
- not speak on behalf of the Employer unless authorized to do so;
- keep any confidential information that is not a public record;
- know any statement about the City, a business or individual must be readily verifiable;

- not conduct business communications, internal or external, using social media, unless specifically authorized by city policy and as directed by the Employee's supervisor;
- not discuss another employee's performance using social media;
- avoid social media during business hours;
- assume that every communication could be treated as a public record and could be revealed to a third party;
- have no right of expectation of privacy in any communication.

10) Positive Work Environment. The City supports the maintenance of a positive and constructive environment for residents, businesses, and all Employees. All Employees of the City are required to seek affirmative ways to cooperate and work with other Employees, public officials and members of any organization with whom the City has a working relationship.

11) Work Appearance. The City is a public entity and the maintenance of high customer service standards is expected. The appearance of Employees is one of the factors that positively contribute to the City's image.

The public may form opinions about the City through their contacts with Employees, so each Employee is asked to use good judgment in dressing in a way that meets common expectations. This expectation includes presenting a neat, well-groomed appearance, as well as displaying courtesy with all of your actions.

Be aware that various business groups may have different expectations about appearance, depending on the amount of customer contact and type of work. If there is a question about appropriate dress and demeanor in the workplace, questions and comments should be directed to an Employee's supervisor.

12) Attendance and Punctuality. As an Employee, it is expected that there will be conscientiousness about attendance and punctuality. The success of each departmental unit depends on the contributions of each Employee; when an employee is not appropriately working it places an extra burden on fellow employees. Regular and dependable attendance is an essential function of an Employee's position at the City. Refer to the City's Sick Leave Policy for additional policy procedures.

13) Job Abandonment. Absence from work without notification to the Employee's manager or supervisor for three or more consecutive scheduled business days will be considered as abandonment of the Employee's job, which is considered voluntary termination of employment. The same result occurs if the Employee notifies the employee's supervisor of intent to discontinue employment with the City and the Employee subsequently fails to report to work for three or more consecutive scheduled business days. Finally, the same result also occurs if the Employee does not contact the employee's supervisor when the employee becomes available for work at the end of any approved leave of absence. If a job is abandoned, the Employee may not be eligible for rehire by the City, depending on the circumstances.

IV. PROCEDURE

All Employees must abide by the Standards of Conduct policy. In particular, managers and supervisors must demonstrate their commitment to this policy by communicating it to their employees, monitoring compliance, evaluating effectiveness and taking disciplinary action when there is a violation. Failure to abide by this policy can be a disciplinary offense and will be handled in accordance with this policy and the provisions of the various collective bargaining unit contracts.

- 1) Reporting and Investigation of Complaints. An Employee with a Standards of Conduct complaint should report the situation to the employee's direct supervisor, or other appropriate management personnel if the Supervisor is the cause of the complaint. Supervisors must thoroughly investigate the Standards of Conduct complaint and may select a course of action from the following guidelines:
 - a. Monitor the situation for future occurrences.
 - b. Conduct a coaching session with the offender and the Employee review the policy and demonstrate understanding of the discrepancy between the Employee's conduct and the expectations expressed in this Policy.
 - c. Apply disciplinary action as specified in the Employee's collective bargaining unit contract.

V. AUTHORITY FOR IMPLEMENTATION AND ENFORCEMENT

The Human Resources Director, working under general supervision of the City Administrator and consistent with policy directive from the City Council, has primary responsibility for overseeing and administering this policy. City Council, in their role as the governing body and management personnel, in their role as supervisors, are also responsible for actively supporting oversight and administration of this policy. Individual employees are responsible for knowing, understanding and complying with this policy.

- 1) Coverage and Distribution of Policy. This Standards of Conduct Policy applies to all Employees of the City, including but not limited to, regular full and part-time employees, seasonal and temporary employees.

Each recipient will be required to acknowledge receipt of this policy in writing. A copy of the acknowledgement shall be kept on file in the City.

EMPLOYEE VERIFICATION OF RECEIPT OF POLICY

Standards of Conduct Policy

On June 6, 2011 the City Council of the City of South St. Paul adopted a Standards of Conduct Policy. The policy requires each employee of the city to receive a copy. All recipients are required to read the policy and conform to its requirements. Questions should be directed to your immediate Supervisor or Department Head.

I acknowledge I have received and read the Standards of Conduct Policy and have had an opportunity to ask any questions.

Printed Name & Department

Employee Signature

Date



WORK SESSION AGENDA REPORT

DATE: March 31, 2025
DEPARTMENT: City Administrator
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 2.B.

MEETING TYPE

Regular Meeting

AGENDA ITEM

City Buildings - Facilities Master Plan Update

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

As a follow-up to the 2025 Goal Setting Retreat, Council should review the 2024 Buildings & Facilities Master Plan. Staff will be prepared to discuss progress made in the year since the plan's completion and will be looking for any Council-identified priorities for short-term and long-term focus.

OVERVIEW

In late-June 2023, the City Council directed staff to complete a Master Plan for key City Buildings and Facilities as a part of their Action Strategy to implement the 2023 Council Goals. Throughout 2023 and early 2024, a multi-disciplinary team lead by BKV Group Architects worked with City departments to define immediate and long-term space needs, evaluate the condition, resiliency, and functionality of current City Facilities, and prepare recommendations for future facility and building investments (and in some cases, divestments). In the year since BKV's "Municipal Facilities Master Plan & Needs Analysis" (shortened to "the Plan" for this memo) was completed, the City has continued to make progress towards the advancement of the Plan's goals and recommendations, including:

- *Completing the Parks Master Plan and launching a Feasibility Study for Aquatics.* The Plan identified an opportunity to potentially consolidate aquatics facilities to a single, accessible, multi-generational pool/aquatic amenity given the declining condition and relative inefficiency of the City's current aquatic facilities at Northview and Lorraine Parks. The Parks Master Plan further refined this recommendation to present alternative scenarios for deeper analysis, and the current feasibility study is intended to identify the community's preferred approach to aquatic recreation in the future.
- *Launching the South St. Paul Library Reuse Study.* Following an analysis that did not identify a viable repurposing of the former Library to support City operations, the Plan recommended that the City seek to divest in the facility. Thanks to grant funding from the Minnesota Legislature, the City was able to bring in a team of historic building and real estate experts to assist with the identification of potential reuse options for the building. The reuse study will be complete within the next 60 - 90 days.

- *Working towards refinement of the Public Works concept.* The Plan recommended a relocation of the Public Works facility to a larger site as the existing facility is undersized, inefficient, generally substandard, and suffering from deferred maintenance. While we continue in our attempts to leverage State Bonding support to bring down the City's financial exposure for this project, there is reasonable skepticism as to whether this project will ultimately ever rank as a priority for the State. In worksession discussions in late 2024, Council discussed the property tax implications of a \$30 million-plus investment in this facility, and indicated to Staff that we seek ways to "right-size" the project's budget. As such, we've continued our engagement with Kraus-Anderson through a refined Pre-Design process in early 2025. We anticipate delivering a refined program and budget for discussion by mid-May.

These efforts are important early implementation steps to help the City gain more specificity and clarity around how to address those facilities that were identified as being in the most critical need of repair or replacement in the Plan. While the completion of these efforts is our immediate focus and priority, Staff wants to make sure that we stay in tune with Council's goals and expectations for implementation of the Plan and keep our current efforts in the context of the bigger picture. With this in mind, a few topics for discussion at Monday's worksession:

- Is there a lingering Council sentiment that the former Library should be more thoroughly evaluated for (City) public use? Broadly and almost in passing, the suggestion that this currently empty building could house current (e.g., meeting rooms/council chambers, department offices) or potential (e.g., youth activity/recreation) public service needs most recently resurfaced at the Goal-Setting session. Through the Plan, BKV evaluated the potential reuse of the Library for public uses based upon our identified space needs, but ultimately found that the building was generally not conducive to subdivision into functional/efficient offices or meeting facilities, and generally would not resolve the core deficiencies of City Hall's layout without significant reinvestment in City Hall. As we work with our consultant team to finalize the Library Reuse Study and simultaneously engage in conversations with potentially interested partners for the repurposing of the building, we want to make sure that our approach to these conversations is well-aligned with Council's goals and expectations.
- Related to the above point, the 2026 CIP includes an allowance of \$1,500,000 for "Renovation of the Library Building". As we've progressed through the Library Repurposing Study, our consultants have identified an estimated "Core & Shell" renovation budget of about \$2,000,000 including contingency. Generally speaking, this scope of work addresses the identified deferred maintenance items from the Plan which, one way or another, are likely to be required for the building to be put to any reuse. Per the CIP, the Capital Programs Fund is the identified source of funds for this purpose. The Scope of work includes site drainage and foundation water intrusion improvements, repair/replacement/re-pointing of exterior masonry, restoration of various exterior non-masonry elements, window/door replacements, roof replacement, accessibility improvements, replacement of major building HVAC, electrical, and plumbing systems and components, and asbestos abatement. Staff is looking for confirmation of Council's

commitment to completing this CIP item, with or without a defined end-use.

- The Plan confirmed that Doug Woog Arena overall was in fair to good condition, while recognizing a potential opportunity to re-tenant the former Community Learning Center (CLC) space that was vacated by the school district in 2019. In 2024, Parks & Recreation lightly renovated the northern 1/3 of the CLC space and began programming this space for a limited amount of group fitness offerings (currently five 30- to 45-minute sessions per week). These programs have maintained and steadily grown in participation and interest from the community, which is very encouraging. However, the argument could be made that the CLC is currently underutilized and potentially a missed opportunity for lease revenue. Staff is looking to check-in with Council on its level of comfort with the status quo approach to this facility - with an eye on continued programming growth - or whether there is a desire/expectation to actively market the space for a third-party tenant. Previously, a handful of interested parties generally in the fitness and athletic training industries expressed preliminary interest in leasing the space. For the most part, the expectation seemed to be that the City would finance the space's build-out in these scenarios. The Plan made a point of identifying some of the challenges to re-tenanting the CLC, specifically the lack of a dedicated/secure entry and the lack of dedicated restrooms. In addition, any tenant use that drives significant parking demand could be expected to put a strain on parking if there are events on the ice that draw large crowds.

Staff greatly values the depth and insight into our facility needs and challenges that we have been able to gain through the preparation of the Plan, and we'll continue to reconnect around the plan from time to time to assure we remain on track to meet the community's expectations and opportunities.

SOURCE OF FUNDS

No immediate actions are suggested. Funding plans would be presented for discussion and formal consideration in the future for any facilities investments that are proposed.

ATTACHMENTS

1. Municipal Facilities Report (March 2024)



CITY OF SOUTH ST. PAUL MUNICIPAL FACILITIES MASTER PLAN & NEEDS ANALYSIS

MARCH 2024

PLANNING COMMITTEE

▲ CITY OF SOUTH ST. PAUL

Steering Committee

City Administrator	Ryan Garcia
Chief of Police	Brian Wicke
Director of Parks and Recreation	Shannon Young
Network Systems Administrator	Ian Hardie

Mayor and City Council

Mayor	James Francis
Councilmember	Pam Bakken
Councilmember	Lori Hansen
Councilmember	Joe Kaliszewski
Councilmember	Todd Podgorski
Councilmember	Tom Seaberg
Councilmember	Matthew Thompson

▲ PROJECT CONSULTANT TEAM

BKV Group - Project Lead, Public Safety and City Hall Planning

Partner	Susan Morgan
Public Safety Planner, Sr. Government Partner	Paul Michell
Consulting Designer	Trace Jacques
Architectural Designer	Jena Quast

Kraus Anderson - Facility Assessment and Cost Estimation

Project Manager, Director of Facility Assessment	Tim Kittila
Facility Assessment Manager	Travis Evenson
Facility Assessment Specialist	Michael Pierson
Cost Estimation	Dan Kjellberg + Ken Francois

Oertel Architects - Public Works Planning

Senior Architect	Eric Werner
Sr. Project Designer	Ron Betcher



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<i>Executive Summary - Facility Condition Review (Kraus Anderson)</i>	
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<i>Preliminary Planning Diagrams</i>	

EXECUTIVE SUMMARY

PROJECT GOALS

1. Define deferred maintenance issues with municipal facilities, sites, and their infrastructure.
2. Provide recommendations for departmental facilities to meet current and projected space needs and service goals.
3. Establish priorities for investment across the city's physical facilities.
4. Identify any recommended divestments.
5. Prepare recommendations to include written narratives, site plans, proposed project phasing, and projected budgets, to support phased implementation.

PROJECT OBJECTIVES

1. Incorporate prior studies, user-group input, and industry best-practices into programming and space needs planning.
2. Utilize key stakeholder engagement to inform space needs programming.
3. Reference precedent projects as an example of how similar challenges have been resolved in other communities.
4. Prioritize recommended investments according to criticality of deferred maintenance and/or current impact on operations.

INTRODUCTION

The city of South St. Paul has been providing municipal services to residents for more than 135 years. Over the last thirty years, the city's population has remained relatively stable at around 20,000 people; within that same amount of time, however, there have been significant advances in municipal service delivery, including revised regulations and best practices, and a changing emphasis on customer service, collaboration, and safety.

This study was initiated to support the city in an informed process of long-term, phased investment in their facilities, ensuring appropriately prioritized investment that addresses critical needs, supports efficient and effective operations, and identifies a feasible timeline with which to invest in each of these core facilities. Facilities included in this study are the:

- Central Maintenance Facility
- Doug Woog Arena
- City's Aquatic Facilities: Northview Pool and the McLain Splash Pool
- City Hall (including City Hall and the Police Department only, excluding South Metro Fire*)
- South St. Paul Library Facility

Note: Given a recently concluded, independent study of South Metro Fire space needs and long-term operations, that work was not duplicated in this study. Deference should be provided to the recommendations of that report.

PROCESS

To provide the city with fully-informed recommendations, this effort included the following key tasks:

- **Facility Site Visits and a Facility Condition Review:** Performed by the entire project team, with specialists in each facility type reviewing for space use and operational requirements. An output of this effort is the online Sharepoint site developed by Kraus Anderson, which includes itemized information for each construction division for each facility. Information about accessing and utilizing this resources has been shared with the Steering Committee.
- **Staff Questionnaires and Listening Sessions:** Digital surveys formed the basis of gathering information from departmental leadership and staff about the impact of existing facilities on operations. These were followed by in-person listening sessions, where the project team gathered additional information about needs, requirements, and goals for effective operations and service delivery. These sessions provided the quantitative and qualitative data that fed into the development of space programs.
- **Development of Space Programs:** Tabular matrices of existing and proposed space uses, including quantitative information about space types, function, sizes, and staffing.

EXECUTIVE SUMMARY

Projections identify current space deficiencies and include 20-year projections.

- **Development of Conceptual Site Plans:** To facilitate consideration of building re-use and to affirm recommended functional layouts, bubble-style conceptual diagrams indicate key departmental areas, their adjacencies, and overall facility size and layout. These are intended to be a proof of concept, and it is expected that these would be revisited by future design teams following a then-current round of program review with each department.
- **Workshops with the Steering Committee to Review and Inform Project Development:** Working sessions between the design team and the Steering Committee to review progress content, to refine recommendations, and to affirm project direction.

RECOMMENDATIONS

There are three types of recommendations included in this study, each related to the most fiscally effective and operationally efficient investments:

- **Relocate:**

1. Central Maintenance Facility: The existing site is undersized for current operations and cannot accommodate any further expansion of building or site resources to meet projected space needs. Relocation to a new site will allow the city to meet current and projected space needs in a facility that improves efficiency, safety, accessibility, and equity.

2. City Hall: The existing facility is landlocked with limited capacity to expand, and the space needs of all three current departments are greater than the building's capacity. Long-term relocation of City Hall and the Police Department would allow the city to provide more effective services, retain the valuable collaboration between City Administration and Police leadership, and provide even higher levels of service to residents in a fully-accessible building. Note: Refer to separate South Metro Fire Study for long-term options for those operations. This study did not examine co-location of all three operations (Police, City Hall, and Fire) onto a new site, instead deferring to the recommended options for the Fire Department outlined in the separate study.

- **Consolidate:**

Northview Pool and McLain Splash Pool: Northview Pool has irreparable damage, which costs the city money annually, while the McLain Splash Pool interactive equipment is beyond end of life. Consolidation of these facilities would be more cost effective than renovating each separately, and long-term would provide residents an all ages one-stop aquatic experience.

- **Renovate:**

Learning Suite in the Doug Woog Arena: The existing suite is well-sized for use by community or outside rentals. The city can decide whether to build-to-suit, or to lease the space for reconfiguration by a new tenant. Some modest upgrades would allow this suite to have separate operating hours from the existing rink, which may make it more attractive to tenants.

- **Divest:**

South St. Paul Library Facility: The facility, no longer in use as a library, has significant deferred maintenance issues and is landlocked re: space for expansion. This known community icon could be attractive to developers as a unique amenity, and a sale of this property could help fund other city investments, as the structure cannot address any of the space needs issues for other departments identified as part of this study.

EXECUTIVE SUMMARY

PHASING & COST

As the city reviews and reflects on this study, including both the insights about capital improvements provided by Kraus Anderson's Facility Condition Assessments, and the larger-scale capital project investments, it will be critical to also integrate the next steps for South Metro Fire Department and the distinct next steps for the Doug Woog Arena learning suite and the former Library building. Capital improvements prioritized, budgeted, and scoped by Kraus Anderson should be folded into the city's annual capital improvement budget (CIP). The Doug Woog arena suite should be leased as soon as possible to offer a modest revenue stream; reviewing the facility with a broker before listing will identify whether modest improvements to prepare it for core and shell use may make it a more attractive listing. If the city plans to continue with divestment of the Library as recommended, subject to timeline to place this on the market, investment in critical items from the facility assessment may support maintaining the facility from further degradation at critical areas such as the roof and areas of localized masonry failing.

Withing the departments included in this study, Public Works and the Police Department, have operations most significantly impacted by the deficiencies of their existing facilities. As the recommended solution for Public Works is a new facility, and as the city purchased a site for this purpose in 2023, this is recommended as the first capital project to come out of this study.

The recommendation for a consolidated Police and City Hall facility, to be located off-site from the current City Hall, is financially significant. One avenue to address critical space needs while offering a more fiscally feasible implementation is to separate the construction of the new facility into two parts: building the new Police Department first, and following up over time with the new City Hall portion of the building. Investment in a Pre-Design process for this new Police/City Hall facility will provide the city with a next level of design development, which will facilitate planning for phased implementation while offering additional information for another round of budgeting and cost estimation.

The Phasing and Cost portion of this study includes additional detail on recommended phasing and costs, and the full estimate by Kraus Anderson is included in this document's appendices. That section also references that costs provided herein are in 2024 dollars, and should be escalated to the anticipated year of design/construction to account for inflation in the labor and materials markets.

Facility	Public Works	Police Department (Kaposia Phase 1)	City Hall (Kaposia Park Phase 2)
Size	82,000 GSF	40,000 GSF	20,000 GSF
Total Project Cost Range (2024 Values)	\$26.9m - \$32.93m	\$20.2m - \$24.7m	\$13.4m - \$16.4m

EXECUTIVE SUMMARY



LEGEND

- 1. Central Maintenance Facility
400 Richmond St E
- 2. Doug Woog Arena
141 6th St S
- 3A. Northview Community Pool
635 18th Ave N

- 3B. Lorraine Park (McClain) Splash Pool
756 3rd Ave S
- 4. South St. Paul City Hall (including Police and Fire Departments)
125 3rd Ave N
- 5. South St. Paul Library Building
106 3rd Ave N

CENTRAL MAINTENANCE FACILITY

SITE/FACILITY

Constructed: 1970

Renovated: No major renovations

Site Size: 4.66 Acres

Building Size: 35,285 GSF, Total Overall

FCI Index: 0.3675

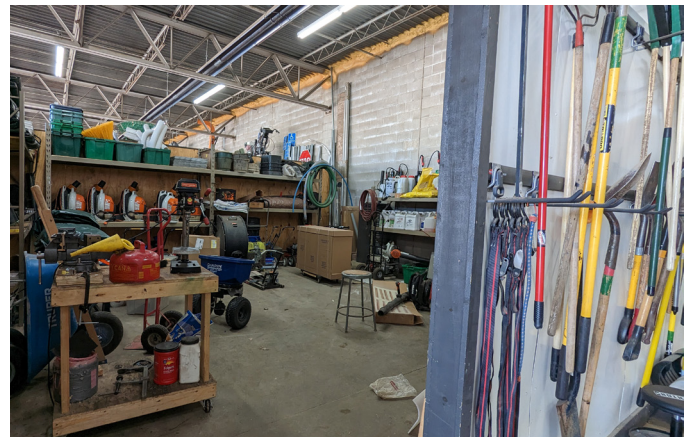
Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Existing facility and site, view from NW.



Existing facility from Richmond St



Existing Parks Storage and Shop

PUBLIC WORKS: CENTRAL MAINTENANCE FACILITY

Facility assessment, space needs planning and programming, and detailed operational recommendations for City of South St. Paul Public Works operations summarized below were prepared by Oertel Architects, a specialist in Public Works planning and design. Refer to the appendix for their full detailed report.

BACKGROUND

City of South St. Paul Public Works operations have functioned out of this site and facility for more than fifty years; while the city's population reached its maximum the same year as construction, it has remained somewhat stable since, even as the evolution in public works operations within this period has increased the amount of labor and specialized equipment to provide responsive, efficient, and effective services.

In 2019, the City invested in Facility Space Needs Assessment, prepared by Wold Architects. At that time, projected space needs for 2040 were 92,130 GSF, almost triple the existing square footage. The additional space needs would provide robust and resilient services, and include items missing from the existing facility: a Maintenance lift, critical administrative and support areas such as a women's locker room, conference room, and additional offices. The report acknowledged the deficiency of the existing site and facility to be reconfigured to meet these space needs. Following this project, the City explored potential alternative sites for Public Works, with sufficient capacity to address projected long-term space needs.

CENTRAL MAINTENANCE FACILITY

CRITICAL ISSUES

The Public Works Central Maintenance Facility is comprised of one building, one trailer, one enclosed shed, one open shed and open yard work and storage areas. This facility supports city-wide operations while also providing supplemental storage space for the city's Police Department. Lack of physical space has a regular, daily impact on operations, with various activities, services, and functions that have been compromised and undersized to work within the available area. Due to a lack of space, equipment must be rotated seasonally, which is inefficient and requires additional labor. As these space deficiencies were identified in an earlier study, and affirmed within this project, it is critical that the City of South St. Paul plan a capital project that will address critical issues, including:

1. Spatial Deficiencies for all Departments

The existing Public Works site is landlocked on two sides by roads, on another by the train tracks, with the fourth and smallest edge shared with another property owner. These constraints mean that there is no capacity for the footprint of this site to be meaningfully expanded through acquisition to meet space needs.

Across operational departments, the existing facilities have two kinds of space deficiencies: existing areas that are undersized for current usage, equipment or compliance, and a lack of certain kinds of spaces that were not included in the original construction. For example: in the office area, the lunchroom and locker rooms are on an upper level without elevator access, while the entire department (encompassing five divisions, and 31 people overall) utilizes a single lunchroom as lunchroom/training room/conference room, which significantly limits operations and inhibits collaborative activities. The vehicle maintenance area has insufficient floor area and overhead ceiling clearance required for current equipment and operations. This area also lacks appropriate mechanical and electrical infrastructure, with a facility that does not have enough space for such additions.

2. Building and Accessibility Code Non-Compliances

Over the past 50+ years, regulatory requirements for accessibility have changed significantly, with current requirements calling for accessible access for staff to every part of a building's operations with only limited exceptions. Because of its two-story configuration that has stair-only, no elevator access, the entirety of second-floor program spaces are inaccessible including the kitchen, locker room, and spaces currently used for staff training. Accessibility non-compliances are present at other portions of the site and building, and any investment in this site or facility would require investment in these deficiencies.

In addition to non-compliance with current accessibility code, the facility assessment also identified areas where the existing building and its systems infrastructure do not comply with current building, mechanical, and electrical codes as well as applicable operation-specific regulations and best practices. These deficiencies are itemized in both the Oertel Report and in the Kraus Anderson detailed Facility Condition Review (see appendices), and include:

- Lack of floor drains in vehicle and storage areas - required where petroleum products are used.
- No containment provisions or emergency eyewash for bulk fluid storage within vehicle maintenance areas.
- The presence of soot and ash at supply and return air registers and diffusers is a strong indicator of indoor air quality issues, relevant as supply and ventilation equipment is identified as beyond projected lifespans.
- Multiple issues with the Vehicle Maintenance building that "inhibit maximum operational efficiency, and contribute to potential safety concerns." (Oertel). These include: constrained bay depth and height; lack of dedicated stair to the

CENTRAL MAINTENANCE FACILITY

mezzanine; undersized floor drains; no crane access.

3. Mechanical and Electrical Systems are Obsolete; Facility Lacks a Back-Up Generator

Assessments by both Oertel and Kraus Anderson identified primary equipment, distribution, and terminal equipment for mechanical and electrical systems as at or beyond end-of-life, which directly impacts operational efficiency and costs as well as indoor environmental quality.

The Public Works campus and facilities lack a back-up generator, which is a current industry-standard and best practice to provide continuity of critical Public Works operations during power outages.

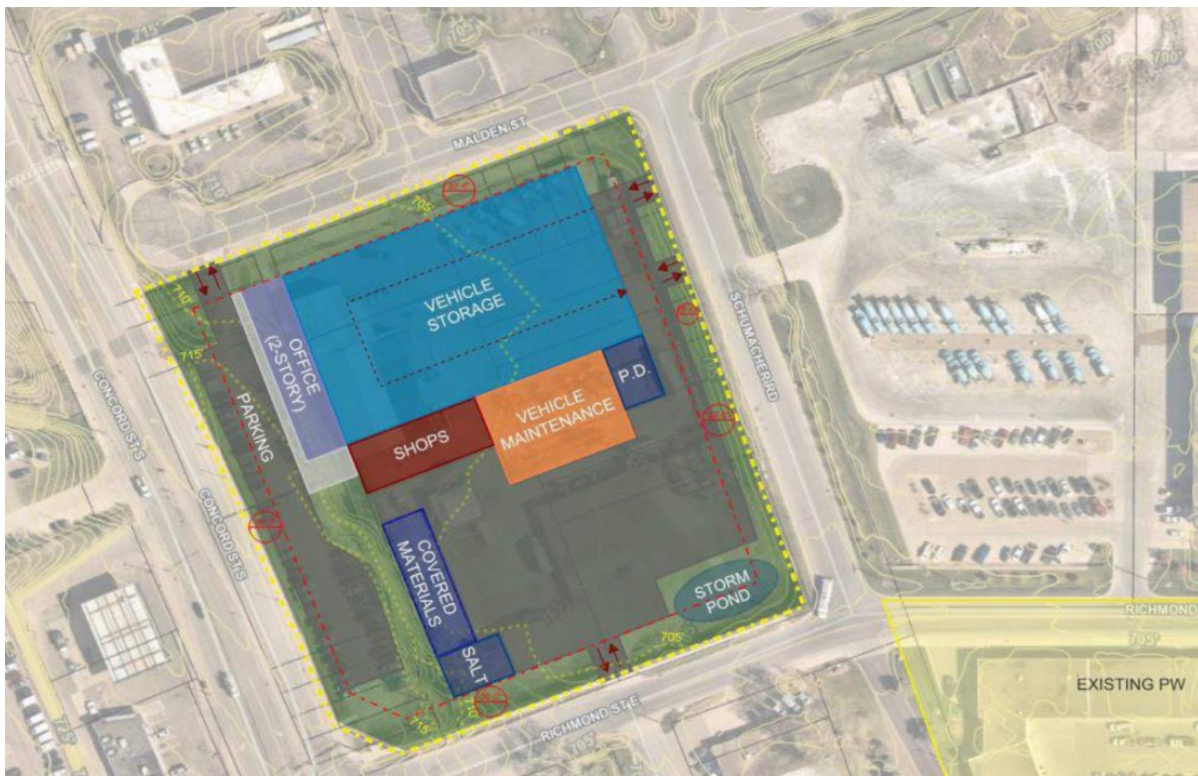
RECOMMENDATION

- **Relocate Public Works operations to a new site and a new facility:**

To appropriately address the extent of current and projected space deficiencies, the City should pursue acquisition of a new site to accommodate a purpose-built facility for Public Works operations. It is understood that the City has identified a potential site, diagonally opposite the existing site at the northwest corner of Richmond St. and Matthias Ave/ Schumacher Rd; the site has capacity to accommodate the projected building size, open yard work and storage areas, and zoning-compliant parking, setbacks, and stormwater management.

A new facility should incorporate current best-practices for safe, efficient, and effective services, and would be compliant with current building, accessibility, and energy codes. While this will represent a significant financial outlay for the City, improvements to safety, equity, efficiency, and operations will have positive financial and qualitative impacts to Public Works operations and service delivery.

The existing site can be retained by the City for future use or can be sold to support the financing of the new project.



Conceptual site plan test-fit on proposed site. Validates site capacity for projected space needs.

CENTRAL MAINTENANCE FACILITY

SPACE PROGRAM

A detailed space program and related standards may be found in the Appendix: "Public Works Facility Assessment Report" prepared by Oertel Architects, dated 9/26/2023.

SUMMARY OF EXISTING BUILDING AREAS AND ACTUAL REQUIRED NEEDS:

Existing Building	32,485 SF	First Floor
	2,800 SF	Second Floor/Mezzanine
	35,285 SF	Total
Proposed Building Program <i>(30 year needs)</i>	10,800 SF	Office
	50,422 SF	Vehicle Storage
	14,700 SF	Vehicle Maintenance
	6,078 SF	Departmental Work Spaces/Shops
	82,000 SF	Total

DOUG WOOG ARENA

SITE/FACILITY

Constructed: 1962

Renovated: 1997, 2014

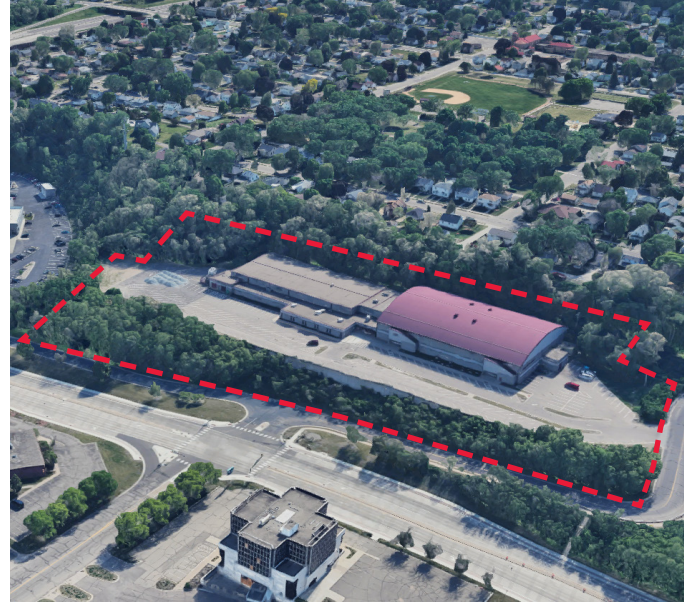
Site Size: 7.87 Acres (4 Parcels)

Building Size: 111,600 GSF Overall Building

Leasable Area: 5,600 NASF, formerly
Community Learning Center (CLC)

FCI Index: 0.1530 (Facility Overall)

Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Existing facility and site, view from NW.



Entry into leasable area from common lobby.



Existing rooms/conditions within leasable area.

DOUG WOOG ARENA

While the overall facility was reviewed by Kraus Anderson to provide an FCI Index score alongside other municipal facilities, the core program evaluated for future needs and uses is the 5,600 SF former Community Learning Center (CLC). This space, constructed in 1997 as part of the Rink 2 expansion, was previously leased as an educational space, with more recent use by City of South St. Paul Parks and Recreation programming. The City requested this project review potential use/re-use and adaptation of this space to ensure utilization of this physical asset.

BACKGROUND

The overall two-sheet facility has more than 50 years' history as a community amenity and resource, home to local hockey teams, associations, and tournaments, while also offering public skate time and dry-floor events such as concerts and graduations. The facility's two major renovations in 1997 and 2014 have provided expanded and renovated facility resources. As such, overall skate operations do not have specific space or operational needs that were incorporated into this project. Deferred maintenance items within the overall facility and site are itemized in the Kraus Anderson Facility Condition Review platform.

Within the leasable space, there are no critical facility issues; investment in this space will be in service of supporting a new tenant or supporting flexible tenancy.

DOUG WOOG ARENA

RECOMMENDATIONS

- **Renovate to provide a dedicated entry:**

Currently, access to this suite requires entry through the overall facility vestibule into the shared foyer. While there are separate doors into Rink 1 and Rink 2 spaces from this vestibule which can be locked, this limits the ability of this area to have distinct operating hours from the arena, while also limiting a sense of independent identity/function, which may be attractive to potential tenants. The space does have a secondary exit directly outdoors, which will need to be maintained.

- **Utilize as an income-generating space with outside tenants:**

A part of this study was consideration of how and whether this space could be a valuable asset for use by City of South St. Paul utilization. Programmatic space needs review of the city's departments does not indicate a need to an extent where this space, in its location, is valuable to any one specific city department either in the short or long-term.

Rather, this space was thoughtfully designed in 1997, with exterior windows provided throughout the suite in a configuration that allows for windows with a number of interior wall layouts and subdivisions, and an exterior massing that is differentiated from the arena, which aids in wayfinding for future users. The suite's differentiated exterior walls could also allow for zoning-compliant exterior, building-mounted signage.

In type, the suite is akin to Class B office space: a functional facility with some amenities that could rent within the average range for the market. The arena's parking lot has sufficient capacity to provide parking for this as a separate use.

Potential tenants with interest in this location could include:

- Skating/Hockey/Fitness-related:
 - Fitness Center franchise
 - Physical Therapy / Chiropractic / Massage services
- Business tenants:
 - General business, professional services, service company

- **Consider limited renovations to support leasing viability:**

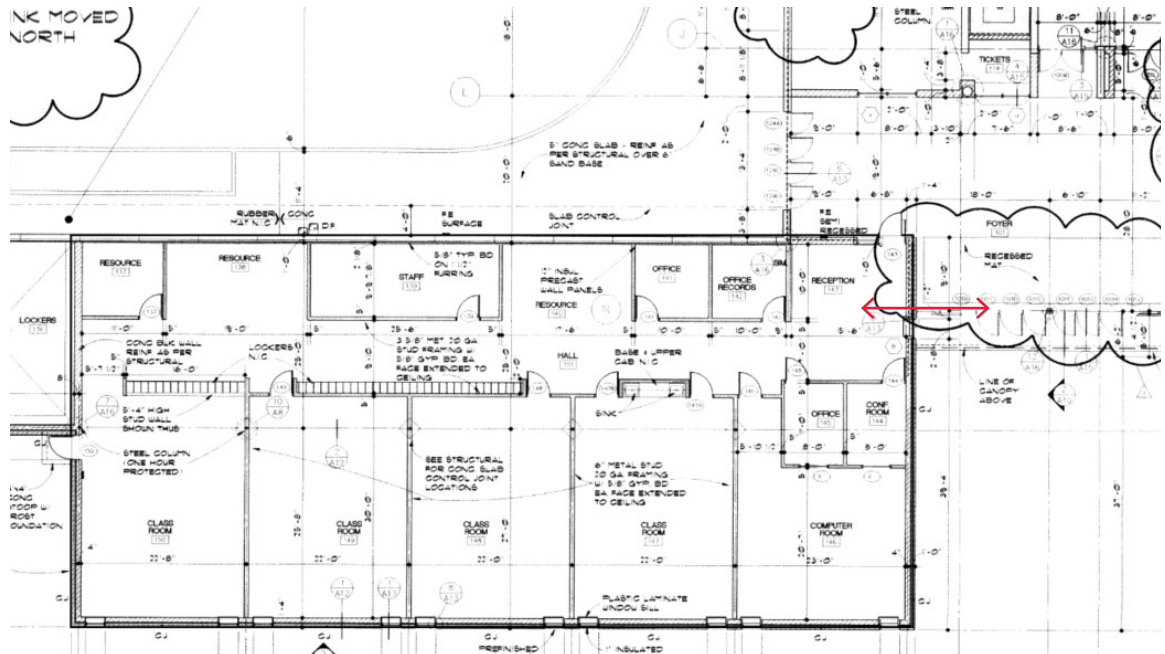
Having a real estate broker visit and review the suite as-is is recommended to provide perspective on the value of limited renovations to support leasing viability.

- One challenge with the existing suite is that there are no dedicated restrooms: previous users maintained the same operating hours as the arena, and as such, tenants could use the arena's main restrooms accessed through the Rink 1 lobby. Renovation to provide a minimum of (2) single-fixture restrooms would make the suite fully independent from the arena.
- The suite is not currently in turn-key condition: in a few rooms, wall, floor, and ceiling finishes have been partially removed, and in some areas millwork and lighting fixtures have been removed. A broker could provide direction on whether the suite becomes more attractive to future tenants in a "core and shell" condition; in this case, the city would demolish all interior partitions and finishes, to allow a tenant to envision and plan the suite to meet their needs.

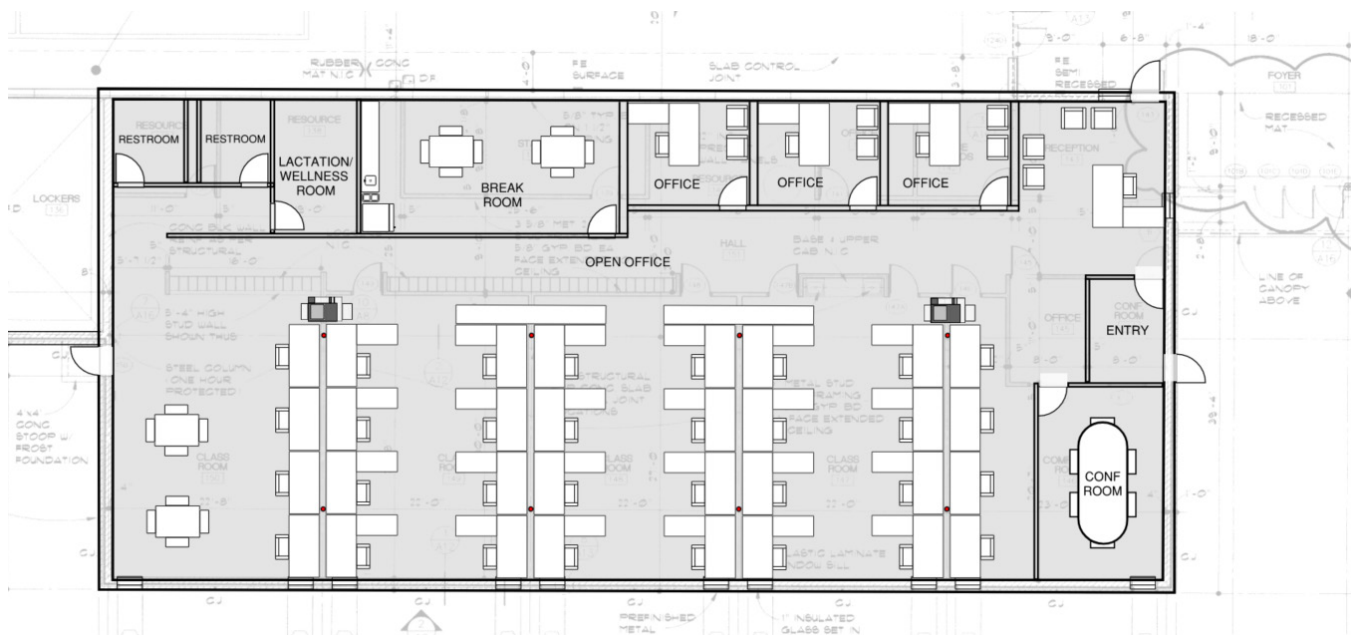
DOUG WOOG ARENA

SPACE PROGRAM

As this space was explored for reuse in multiple ways, a specific program document was not prepared. Refer to the appendix for optional suite layouts as an example of feasible utilization.



Existing suite layout. The suite offers layout flexibility: there are a limited number of columns, and generous daylight from the south. A new exterior door - shown here as an example into the former computer room - could allow this suite to have separate operating hours from the rink proper. As a standalone suite, new restrooms would need to be provided; if the space were to have a use compatible with rink operations and schedule, tenants could continue to utilize the rink's restrooms.



Example suite layout. In this option, a new entry vestibule allows the suite to be independent from arena operations. this general layout represents commercial/corporate utilization with standard amenities such as a conference room and open meeting areas, a break room, and lactation/wellness room, as well as one potential layout for open and private offices, with a total capacity of approximately 35 employees.

AQUATIC FACILITIES

SITE/FACILITY

NORTHVIEW COMMUNITY POOL

Constructed: 1956

Renovated: Focused Maintenance Only

Site Size: 3.69 Acres, Total Park (3 Parcels)

Building Size: 2,420 GSF (Bathhouse/Concessions)

Aquatic Feature Size:

250,000 gallon, 3'-12' depth

4,824 SF Footprint, Approx.

FCI Index: 0.6304

Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Northview Pool as seen from the NE.

SITE/FACILITY

LORRAINE PARK MCLAIN SPLASH POOL

Constructed: 1993

Renovated: Focused Maintenance Only

Site Size: 13.77 Acres, Total Park (6 Parcels)

Building Size: 3,689 GSF (Bathhouse/Concessions)

Aquatic Feature Size:

15,000 gallon, Zero-depth

3,631 SF, Approx.

FCI Index: 0.4015

Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Lorraine Park Splash Pool as seen from the NE.

AQUATIC FACILITIES

Northview Pool is a traditional pool designed for swimming and diving, with a depth that graduates from 3 ft to 12ft; over time, the city has added a climbing wall at the deep end. The pool and its concession/locker facility sit directly adjacent to the park's surface parking lot. Northview Park also includes a children's playground, a full-size basketball court, and one softball/baseball field.

McLain Splash Pool, located with Lorraine Park, offers a zero-depth pool for young children and non-swimmers. The splash pool includes a slide and interactive water spray areas. The pool and its associated concession/locker facility sit directly adjacent to 8th street. Lorraine Park also includes 2 picnic shelters, open picnic tables, one softball/baseball field, a sand volleyball court, a disc golf course, horseshoe pits and a children's play structure.

BACKGROUND

South St. Paul has an almost 80-year history offering an aquatic amenity to residents, beginning

AQUATIC FACILITIES

with Lorraine Park's first pool, a box pool (rectangular pool with varied depths and swim lanes) originally constructed in the 1940s. This served south-side residents through 1993, when the facility was renovated and transformed into the McLain Splash Pool, to better serve younger children and families. By that time, the Northview Pool, another box pool, had been open for 37 years since its construction in the city's north side in 1956.

In the present, both offer complementary access and features for South St. Paul residents, with the Northview Pool offering a more traditional setup for lane swimming, along with a diving board and climbing wall, and the McLain Splash Pool, offering an interactive water feature and a zero-depth entry. Both facilities are actively utilized and valued by neighbors and residents, and both facilities require significant maintenance investments during the off-season, given the age and condition of the pools and their equipment.

At the time of this municipal facilities study, there has been a concurrent strategic planning effort for the city's Parks and Recreation operations. Documents and recommendations from that effort for these facilities should be referenced prior to further decision-making or implementation.

CRITICAL ISSUES

Both of South St. Paul's aquatic facilities, including pools and locker/concession buildings, are aged to a degree where annual maintenance is insufficient to substantially improve these facilities as required to ensure more efficient and effective operations. In comparison with other communities of similar size, which have a single aquatic facility for their community, South St. Paul is currently operating two locations, with attendant additional management and maintenance costs.

1. Northview Pool Failed Concrete

The Northview Pool Structure was originally constructed in 1956, and for more than 15 years has had a persistent and irreversible issues of concrete integrity, leading to regular water loss while filled, currently on the order of 6,000 to 12,000 gallons per day. Parks & Recreation staff have managed this to the extent possible, investing annually in specialized crack repair, although this is only able to provide surface-level rather than full-slab-depth repair. Resolving this persistent cost and maintenance burden cannot be achieved through repair alone, and would require full replacement.

2. Value-Driven and Cost-Effective Operations

Currently, Parks & Recreation prioritizes maintenance and updates across both facilities, utilizing their budget intentionally to balance investments in facilities with funds for operations and staffing. This approach is challenged by the age and condition of both pools and their respective buildings, as similar upgrades are needed for various components in each: doors, windows, plumbing fixtures, lighting, water heaters, etc. Standalone, both facilities and sites could benefit from the substantive capital investment that a comprehensive renovation could provide. Long-term, the city of South St. Paul may benefit from an approach that is more value-driven for the residents and city as a whole.

RECOMMENDATIONS

Recommendations for aquatics should be considered holistically, reflecting operations, public amenities, budget, and feasible implementation. For a number of reasons, the most effective path forwards would be the consolidation of South St. Paul aquatics to a single location. While this study recommends consolidation of aquatic facilities for cost and efficiency purposes, it is

AQUATIC FACILITIES

critical that these recommendations be reviewed alongside the Parks & Recreation strategic planning document, and adjusted as needed to align with that overall vision and approach.

- **Demolish Northview Pool:**

Northview Pool should be demolished, as it cannot be fully repaired in-place, and the cost of regular water loss plus specialized maintenance is cost prohibitive for continued operations. This space could be available for new Parks & Recreation field use, and should continue to be retained for general city use over time. Consideration of retention/demolition of the associated locker/concessions facility should be made by Parks & Recreation relative to overall services and operations.

- **Consolidate Aquatics to Lorraine Park:**

Lorraine Park offers sufficient available square footage to accommodate a new swimming pool, and locating all-ages aquatic facilities together could improve the customer experience, while also consolidating Parks & Recreation operations and maintenance. The consolidation could incorporate the existing McLain splash pool and infrastructure, add a new swimming pool with lanes and diving, alongside a new or newly reconfigured locker/concession facility. This approach has been taken in other communities, and can be a valuable way to retain and augment an existing asset.

- **Update Lorraine Park McLain Splash Pool:**

While the general pool deck is functional, the interactive play feature is out of date and beyond repair in ways that require substantial year to year investment to achieve baseline functionality. This primary equipment should be replaced. Further improvements to the park's aquatic infrastructure and locker/concessions should reflect broader master planning for this location re: consolidated facilities.

Twin Cities Metro-Area Outdoor Aquatic Facilities

	Population (2022)	Water Slides		Children's Features			Pool			Other
		Total	Tube/ Enclosed Slide	Connected/ Separate	Splash Pool/Pad	Interactive	Connected/ Separate	Lanes	Diving	
South St. Paul	20,506									
Northview Community Pool							Single Pool	(6)	Yes	Climbing Wall
Lorraine Park McClain Splash Pool		1	N	Connected	Pool	Y				
Anoka Aquatic Center	17,864	1	N	Connected	Pool	Y	Connected	6	Yes	
Crystal Cove Aquatic Center (Crystal)	22,265	3	N	Separate	Pool	Y	Connected	6	Yes	Includes Water Walk (floating adult activity course)
St. Louis Park Aquatic Center	48,827	2	Y	Connected	Pool	Y	Connected	6	Yes	Includes sand/water play area
Edina Aquatic Center	52,437	2	Y	Separate	Pad	Y	Separate	8	Yes	Includes High Dive
Apple Valley Aquatic Center	55,416	6	Y	Connected	Pool	Y	Connected	4	Yes	Includes Lazy River, Sandy Play Area
Cascade Bay Water Park (Eagan)	67,534	6	Y	Connected	Pool	Y	Connected	6	N	Includes Lazy River, Mini Golf. "Largest Outdoor Municipal Water Park in MN"
Bloomington Family Aquatic Center	87,797	3	Y	Connected	Pool	Y	Connected	8	Yes	
Saint Paul	303,176									
Phalen Regional Park Beach				Separate	Pad	N	Lake Beach with Swimming Area			400 ft Lazy River
Highland Park Aquatic Center		3	Y	Separate	Pool	Y	Separate	8	Yes	
Como Regional Park Pool		1	N	Separate	Pool	Y	Separate	6 + 2	Yes	
Great River Water Park		Indoor Water Park: 2 slides, Splash Pool, Lap Pool, Diving								
Roy Wilkins Park				Separate	Pad	N				
Parque Castillo Park				Separate	Pad	N				
Conway Park				Separate	Pad	N				
Minneapolis	436,934									
Jim Lupient Water Park		3	Y	Separate	Pool	Y	Separate	4	No	Log water walk; Outside showers and lockers
North Commons Water Park		2	N	Separate	Pool	Y	Separate	6	No	
Currie Park				Separate	Pad	N				
Franklin Steele				Separate	Pad	N				
Phelps				Separate	Pad	N				
Webber Natural Pool				Connected	Pool	N	Connected	4	11'-7" Jumping Block	

A general matrix of Twin Cities Metro-Area Outdoor Aquatic Facilities, to provide a comparison of scale and features in comparison to South St. Paul. Note that communities of similar population typically have (1) one aquatic facility for their community overall, and that these typically combine water slides, children's features, and a pool for lane swimming and diving.

AQUATIC FACILITIES



Redevelopment of Lorraine Park to accommodate a dedicated swimming pool and associated components should be done as part of overall park plan development, to coincide with Parks & Recreation strategic planning. It is recommended that the existing Splash Pool be retained and incorporated into an expansion/redesign of this area.



Clockwise from upper left, Family Aquatic Facilities in: Anoka, Crystal, Edina, and Saint Louis Park. Note separate splash and swimming pools at locations where facilities were expanded over time. Consolidated facilities can combine or separate adult and children swim areas, with robust locker and concession facilities.

AQUATIC FACILITIES

SPACE PROGRAM

While both of the facilities that support aquatic programs have modest space-use deficiencies related to storage, concessions, and administration, any future investment in these functions should be made in concert with:

- A decision about whether or not aquatic offerings are consolidated to one location.
- The City's long-term Parks and Recreation Strategic Planning.

When the City is ready to proceed with a significant investment in this civic amenity, it is the recommendation of this study that an aquatic design consultant provide a preliminary space program to aid in planning and detailed cost estimation to re-affirm a potential project budget.

BEST PRACTICE PLANNING

Long-term planning for South St. Paul Aquatics should integrate the following best practices as part of their planning and design:

1. **Community Engagement:** A focused effort to allow for resident participation, and to gather feedback on preferences and expectations. This effort can be useful in offering an acknowledgment of the close ties residents have to both of the existing facilities.
2. **Universal Access:** Ensuring that the facility design offers ease of access, wayfinding, and utilization by all residents and visitors, to the greatest extent possible, without adaptation or specialized design. The facility or facilities should provide for: equitable use, flexibility in use, simple and intuitive use, perceptible information, tolerance for error, low physical effort, and size and space for approach and use, according to the NC State University Center for Universal Design <https://dac.berkeley.edu/services/campus-building-accessibility/universal-design-principles>
3. **Safety Infrastructure:** Incorporation of appropriate signage, clear visibility of the entire pool deck and area, inclusion of lifeguard stations (if applicable), emergency and rescue equipment, effective water quality, filtration, and sanitation systems, and other features and systems as required by the Minnesota Department of Health and the Minnesota Pool Code. <https://www.health.state.mn.us/communities/environment/recreation/pools/index.html>
4. **Sustainability:** Any new or adapted aquatic facility can integrate power and water-saving features that increase resiliency and reduce operating costs, while also reducing environmental impact.
5. **A Positive User Experience:** Planning and design that, from the parking area and facility entry to each amenity in the facility, provides a welcoming and accessible experience. This encompasses everything from signage and lighting to materials, outdoor shade, robust locker areas including gender-neutral facilities, and programming for swimmers and visitors of all capacities and demographics.

SOUTH ST. PAUL CITY HALL

SITE/FACILITY

Constructed: 1955

Renovated: 1984, 2007, 2022

Site Size: 1.21 Acres +

0.28 Acres Open Parking Lot Across Alley

Building Size: 75,000 GSF

FCI Index: 0.0826

Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Existing facility and site, view from NE.

CITY HALL: SOUTH METRO FIRE STATION #2, SOUTH ST. PAUL POLICE DEPARTMENT, SOUTH ST. PAUL CITY HALL

South St. Paul's City Hall is home to fourteen of the city's core departments including both the South Metro Fire Station #2 and the city's Police Department. The facility is used for administrative functions and cross-department collaboration, while also providing service points for residents, as well as the city's council chambers. The building's siting on a hill allows for Fire Station garage access at level one, and at the opposite end of the block, Police garage access at the lower level. In general, the site is landlocked, with the building largely extending to the street on three sides, with the fourth side a shared alley across from multi-family housing.

BACKGROUND

The three-story building has been renovated since its construction, with recent separate interior renovations to the Fire Station, the Police Department, and portions of the administrative offices in 2023. One aspect that has benefited city operations is co-location of the Police Department with the city's administrative offices.

A 2023 South Metro Fire Study evaluated the needs of those specific operations as a whole, identifying the ability to remain in place, with limitations to ongoing services that could be partially addressed by improvements and in-situ expansion. Continued consideration about that study's recommendations should be made relative to this study's recommendations for City Hall.

As the South St. Paul library relocates to its new location on Marie and 7th, there will be less of a "one stop shop" feel to the location of City Hall when it is not immediately adjacent to that other civic amenity. The site has some access challenges, with a limited amount of public parking in an uncovered surface parking lot shared with city staff at the rear of the building, and no fully accessible public entry from the front of the building on 3rd Avenue.

CRITICAL ISSUES

1. Spatial Deficiencies for Core Functions

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The city has adapted to the building over the years, renovating portions of floors and suites as needed to support space needs at the time. That said, as of 2023, both the South Metro Fire Station and the Police Department were identified as operating beyond the capacity of the building, relative to staff spaces, support spaces, and vehicle and equipment garages. A 2023 interior renovation of city administrative offices adjusted departmental work spaces and renewed finishes and furniture, although it was limited to existing suite layouts, so no departmental growth or re-balancing of space between departments could be accommodated. With an almost seventy-year-old building, it is not unexpected that the three key functions each have essentially grown beyond their original space needs. In addition to changing and increased staffing within seven decades, there has also been substantial evolution in operations and service delivery, impacting space needs and requirements for public-staff connection.

2. Existing Building Limitations

One aspect mentioned by multiple city staff during the assessment and programming process was the negative impact of the building's general layout; long and linear, it is divided from north to south, with a publicly-accessible lobby and stair hall separating secure staff areas at each level. This impacts the ability of city staff to organically communicate and collaborate with one another (secure areas require key card access), and limits the flexibility of the city to adjust work areas for each department as they evolve and adjust in staff level over time. Given the other dimensions of the building, the location and division of this public lobby cannot easily be rectified by an interior reconfiguration.

A best practice in contemporary city hall design is to provide all public services and related staff work areas on one level, maximizing operational efficiency and customer service. Another feature of consolidated public service spaces is the ability to manage safety and security; when the public can move up and down stairs and into separate lobbies at multiple levels, they may be moving through spaces where there is no direct staff line-of-sight.

Of note is the inaccessibility of the building's main entry. While landscape improvements over the years have created an outdoor ramp from the sidewalk to the building's exterior front door, which is at a half-level between the building's main and lower levels, once inside you arrive at a stair with no adjacent elevator service. A public building that cannot accommodate universal public access to its main entry sends a message to the community and can impact the ease with which new visitors navigate to the services and resources they need.

3. Police Department Space Needs

Police Department operations are constrained by the existing building, impacting key areas of operations from patrol work areas and evidence processing to firearms training and the fleet garage. Detailing programming throughout this study indicates that the existing space deficiency for current operations is 44%, which reflects the growth and evolution of public safety operations since the time of the construction of the building. The lack of space yields "make do" outcomes for operations, collaboration, training, and overall operational efficiency and effectiveness. A 2023 interior renovation of the main level provided modest reconfiguration of a few key work areas to better accommodate current staffing and collaboration, although such a renovation cannot substantively address a lack of overall space.

4. Site and Building Capacity for Expansion

The existing site has limited capacity to incorporate expansion of the building to address

SOUTH ST. PAUL CITY HALL

projected space needs, especially as the footprint of the building largely fills the site in all four directions. The building cannot grow to the south because of South Metro Fire, and it cannot grow to the north or the west given existing street and alley infrastructure.

While anecdotal information suggested otherwise, a structural engineering review of City Hall's drawings confirms that the structure was not designed for additional vertical loading, such that adding another story would require significant financial investment in the building's structural and foundation systems, as well as relocation of substantial rooftop-mounted mechanical equipment.

5. South Metro Fire Department

(The following is excerpted and adapted from the Executive Summary prepared by CNH Architects in their South Metro Fire Department Assessment Study, dated December 16, 2022. Refer to that study for complete findings and detailed recommendations).

An independent study by CNH Architects to assess the space needs and site capacity of Fire Station 1 in West St. Paul and Fire Station 2 in South St. Paul as a part of South Metro Fire Department's long-term operations was focused on efficacy of the facilities to support current and projected operations. While both facilities meet the current and future needs of operations at a basic level, neither site has the physical capacity to meet all of the industry "best practices for an efficient and safe fire station design."

Final recommendations offer renovation and addition options for each existing facility, as well as the consideration of relocating each station independently to new sites for ground-up new construction. An additional recommendation was later reviewed by the Board and identified as infeasible for pursuit.

Subject to which option is selected for Fire Service, as well as how the City elects to proceed with planning for City Hall (Police and City Administrative use), there would be different opportunities and challenges (see below for more information).

RECOMMENDATION

The project and owner's team reviewed multiple options to address the space needs of the departments and operations within City Hall, including various combinations of interior reconfigurations as well as potential expansion into the surface parking lot. While these options allowed for building reuse, they were not able to meet current and projected space needs with efficiency, or to fully resolve some of the existing building constraints such as the bisecting stair hall and lobbies which notably impact collaborative and efficient operations.

Fully maximized utilization of the existing building for City Hall administration and the Police Department would require South Metro Fire to relocate off-site, a contingent and unpredictable possibility that still would not provide the fully projected square footage for City and Police long-term space needs. A final consideration reviewed was the relocation of the Police Department to a standalone facility at the current Northview Pool site, an option that would eliminate collaborative opportunities with city administration, and would be contingent on the consolidation of the city's aquatic facilities at an undefined future date. This option would meet the next 20 years of needs, and provide only limited expansion opportunity for the future.

Following multiple cycles of review and consideration of options, it is the recommendation of this study that the city consider a long-term relocation of City Hall and the Police Department off-site to a new purpose-built facility at Kaposia Park. This would allow the city to:

- **Meet Current and Projected Space Needs in a Purpose-built Facility:**

A new construction facility would be designed with key stakeholder input to ensure workflows and adjacencies support effective operations, while also being able to incorporate current best practices for police and city hall service delivery. The facility would be designed to meet projected staffing and operations, and include the capacity for adaptability as operations evolve.

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- **Realize Greater Value for the Financial Investment:**

Given that the existing building largely fills its buildable area, investment in interior renovations and modest exterior expansion represents a financial investment with a lower return, as such improvements would not be able to fully meet projected 20 year space needs. A new construction facility would be able to meet space needs, provide more efficient workflows and collaboration between departments, and would also be able to incorporate the latest in building and infrastructure performance and sustainability, presenting a higher value both financially and operationally for the city.

A new facility, on a site that has capacity for projected space needs, also offers a greater opportunity for community spaces, both formal and informal. When a City Hall can provide spaces for community groups to meet, for residents to more fully connect with city staff and city resources as well as with each other, and to engage with their own governance, residents have a stronger sense of connection to their municipality and its leaders. A City Hall that is inviting, welcoming, and safe becomes a free “third space,” a physical destination that is neither work nor home.

A purpose-built facility would allow for consolidated service points, where the physical layout and adjacency of service points (sometimes consolidated to a single location) increases a resident's ability to access resources without needing to travel throughout the building. Nearby open meeting areas and small meeting rooms facilitate City staff connecting with residents to provide more focused attention to the resolution of critical issues, and to do so without needing to bring residents behind the line of security into staff areas.

With a strong sense of civic identity established through materials, signage, and elements of public art and history, residents may feel more comfortable connecting with elected officials, in meeting and collaborative spaces that support one-on-one and group dialogue. In the current social and cultural climate, it remains especially valuable to offer access to elected officials, while also doing so in a building that has appropriate and effective safeguards for the safety and security of residents, elected officials, and staff.

- **Relocate to City-Owned Property:**

Utilization of a city-owned site eliminated site acquisition as a component of overall project costs. There are existing areas of the park adjacent to existing parking that are suitable for development; the project's design could include relocation of the displaced disc golf holes, and provide these as more fully integrated into the landscape to increase their interest and challenge

- **Maintain Current City and Police Operations During Construction:**

One challenge with remaining in the existing building and modifying and expanding it for use would be the impact to the continuity of operations throughout construction. This is both a functional impact to both City Hall and Police operations and also has a cost impact, as project phasing, risk management strategies for work within an occupied building, and temporary accommodations for swing use can notably increase a project budget.

Relocation to a new site would allow for construction to parallel ongoing operations, with a planned move that could minimize disruptions to service.

It is important that the City understand the interconnected planning that is required to address the current deficiencies and long-term space needs of all three operations currently located within City Hall. For example:

- The Police Department is currently functioning within their existing space, with space deficiencies that constrain both current and future operations, and impact compliance with regulatory best practices. With a current space program deficiency of 44% from their existing square footage, this department is a critical priority for near-term investment. As

SOUTH ST. PAUL CITY HALL

the existing site cannot be readily adapted to address even the next 10 years of operations much less the projected 20-year needs, a move off-site, potentially as a first phase of construction, must be seriously considered within the next three to five years.

- The Fire Department is currently functioning within their existing space, with space deficiencies that constrain both current and future operations, and impact compliance with regulatory best practices. With a current space program deficiency of 29% (adapted from program table on page 28 of CNH SMFD Assessment Study) from their existing square footage, this department would benefit from near or mid-term investment, with the understanding that a decision about this station and its operations must be made in concert with South Metro Fire Department's long-range planning for fire service across both West and South St. Paul. As action for the South Metro Fire Department involves decisions made by two municipalities, the timeline for knowing whether Fire Station 2 stays at South St. Paul City Hall, relocates to a new site, or is consolidated with Fire Station 1, is an unknown.

If Fire Station 2 relocates to a new site or a consolidated location with Fire Station 1, then the City of South St. Paul could release the current City Hall site for redevelopment. If Fire Station 2 remains onsite, the potential relocation of Police and City Hall to a new location would allow Fire Station 2 to utilize additional space within the existing building, or to reconfigure the site more effectively for their uses, with the potential to release a portion of the site for redevelopment by others.

- City Hall operations have comparative flexibility versus the other two departments, on the one hand because current operations are accommodated within the existing facility, and on the other because of recent renovations that have renovated and adjusted the existing space. One outcome of this study is the City's continued commitment to co-location of City Hall and Police operations, to benefit collaboration and communication. While this is an overarching value, one pathway to a more economically feasible implementation, would be to prioritize relocation of the Police Department to a new facility as a Phase 1, while City Hall operations remain in the existing building while additional funds are established. At a later date, they could join the Police Department as Phase 2 construction in Kaposia Park. It should be noted that if City Hall functions remain in the existing building, and the decision is made for Fire Station 2 to remain in its existing location, implementation of additional renovations and additions (beyond 2023 investments) could disrupt and displace operations, subject to final Fire Station project scope.

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Kaposia Park - Feasibility Site Plan. This plan is developed to demonstrate the feasibility of locating the building onsite, accommodating the required square footage and operational flows for visitors, and staff, and addressing security concerns related to Police Department operations.

- | | |
|---|--|
| 1. City Hall - 15,000 sf ground level, 5,000 sf 2nd floor | 5. Public entry plaza |
| 2. Police - 20,000 sf parking garage at ground level, 20,000 sf office 2nd floor. | 6. Outdoor staff break area |
| 3. Public Parking, 30 spaces | 7. Existing wetland to remain |
| 4. Secure parking for police staff | 8. Existing parking to remain |
| | 9. 8' tall decorative metal security fence |

SOUTH ST. PAUL CITY HALL



Kaposia Park - Site Phasing Plan. Should funding or logistics benefit from separating the project into phases, this site could be developed in two parts:

PHASE 1: Police Department Facility & Site Program. 2-Story Police Department Facility including Fleet Garage and secure outdoor parking lot. Scope includes drive from existing parking lot to new building, and a portion of the public parking lot. Includes stormwater management features. Limits of public parking and building to be included in this phase to be further studied and budgeted prior to implementation.

PHASE 2: City Hall and Completion of Site Development. 2-Story City Hall Facility including administrative and common areas, outdoor spaces and landscaping, and completion of public parking.

SOUTH ST. PAUL CITY HALL

SPACE PROGRAM

Given the 2022 interior renovation of City Hall administrative offices, this study did not include a detailed program exercise with those departments, though direction was provided that these departments were not projecting significant staffing growth nor radical operational transition in the next ten years. Given that, and given the separate South Metro Fire Study, which also produced programming for that department, this study focused on development of a space needs program projection for the Police Department only.

Relative to future projections of City Hall re: a potential future new home, our industry standards recommend a 20-year projected net square footage increase of 10%, including dedicated community spaces. That value was utilized in developing the Kaposia Park plan.

SPACE ANALYSIS FORM		
FACILITY: CITY OF SOUTH ST. PAUL CITY HALL	CURRENT	USABLE AREA REQUIRED
	2023 AREA	PROJECTED SPACE NEEDS
Department Spaces		
Administration	3,197	3,293
Community Development + Engineering	2,560	2,637
City Council	2,255	2,323
Parks and Rec, City Clerk, Finance	5,136	5,290
Fire	15,320	REFER TO INDIV PROGRAMS
Police	18,257	
Subtotal, Department Spaces:	46,725	13,542
Support Spaces		
Building Support	7,611	7,763
Building Services	2,298	2,321
Building Common Spaces	incl above	1,500
Subtotal, Support Spaces:	9,909	11,584
TOTAL PROPOSED GSF		25,127

CITY HALL INTERIM INVESTMENTS

For the duration that City Hall services remain in the existing building, additional investments in the facility may benefit operations and usage including:

- Upgrades to key systems such as lighting and technology, which can be performed in a phased approach per floor/area.
- Improvements to City Council including safety and security upgrades to the dais, to egress, and to systems and infrastructure.
- Continued consideration of accessibility upgrades such as door hardware at public restrooms.

NOTE: When co-located, there would be efficiencies in Building Support and Services spaces for City Hall and Police, resulting in a total lower gross square footage overall.

SUMMARY OF NEEDS

SUMMARY	PERSONNEL				EXISTING SPACE PROVIDED	SPACE NEEDS			
	2023 CURRENT STAFFING	5-YEAR PROPOSED NEED	10-YEAR PROPOSED NEED	20-YEAR PROPOSED NEED		2023 CURRENT NEED	5-YEAR PROPOSED NEED	10-YEAR PROPOSED NEED	20-YEAR PROPOSED NEED
Divisions									
ADMINISTRATION	1	1	1	1	338	890	890	890	890
RECORDS	4	5	5	5	1,134	765	852	852	852
PATROL	31	31	34	37	2,356	4,481	4,545	4,764	4,952
INVESTIGATIONS	5	6	7	7	1,156	1,925	2,282	2,670	2,670
SUPPORT SERVICES	9	13	17	18	0	1,021	1,328	1,523	1,523
EVIDENCE & PROPERTY	0	0	0	0	1,626	2,573	2,573	3,158	3,158
HOLDING	0	0	0	0	1,913	1,505	2,221	2,221	2,221
FIREARMS TRAINING	0	0	0	0	660	3,024	3,024	3,024	3,024
FLEET GARAGE	0	0	0	0	4,089	7,642	7,688	8,424	9,160
COMMON AREAS	0	0	0	0	4,639	7,466	7,524	7,686	7,760
BUILDING SERVICES	0	0	0	0	347	1,694	1,694	1,694	1,694
Subtotal, Personnel & Space:	50	56	64	68	18,257	32,985	34,621	36,905	37,903
TOTAL PROPOSED USABLE SF						32,985	34,621	36,905	37,903
Building Envelope Factor				12%		3,958	4,154	4,429	4,548
TOTAL PROPOSED GROSS SF						36,943	38,775	41,334	42,451

Space needs projections based on dialogue with the Department and application of current code, regulatory, and industry standards. This is an idealized space program, one that would expand if a facility is multi-story and requires stairs and elevators, and one that could be tailored to meet budget and available site space capacity.

SOUTH ST. PAUL PUBLIC LIBRARY FACILITY

SITE/FACILITY

Constructed: 1927

Renovated: 1964

Site Size: 0.47 Acres with surface parking shared with adjacent HRA McKay Building

Building Size: 11,000 GSF

FCI Index: 0.6199

Where 0.5 or greater indicates immediate critical deficiencies/full facility replacement recommended. Refer to Kraus Anderson appendix for Facility Condition Index (FCI) detail.



Existing facility and site, view from SW.

FORMER SOUTH ST. PAUL LIBRARY BUILDING

Originally constructed as the American Legion Memorial Library in 1927, the South St. Paul Library was a standalone municipal library offering South St. Paul residents materials, technology, resources, and programming for learners of all ages. It was the first library building constructed in Dakota County, and at almost 100 years of age, the multi-level building, needed substantial improvements to provide fully accessible spaces, and to address the needs of contemporary library services.

BACKGROUND

In 2020, the library connected with the Dakota County Library system to propose being integrated as a branch library within their system, as there were fiscal and operational challenges in addition to the investments defined to renovate the library. The operational transition was completed in 2023 and included the construction of a new facility for the library, completed in 2024 on a site located adjacent to the high school and the community education center.

As the existing facility has notable deferred maintenance issues, the goal of this study was to explore the possibility of reuse and reconfiguration for other city uses, and to explore the return on investment for providing critical upgrades.

CRITICAL ISSUES

1. Multi-level Building without Full Accessibility

The existing building, including the historic structure and the later addition, includes seven different levels between the two components, and there is currently only one elevator within the building. Any investment in the structure would need to provide compliant accessible access to all functional spaces (excludes storage); given the building's layout, this could require more than one elevator.

2. Facility Layout Incompatible with Efficient Adaptive Reuse

While the two main reading rooms are spaces with notable volume (both floor layout and vertical height), these are not readily subdivided for other uses without impacting the oversized windows or, in the case of the historic reading room, without sacrificing

SOUTH ST. PAUL PUBLIC LIBRARY FACILITY

the character of this original space.

The 1964 addition includes both a double-height reading room and a stack area; the upper level of this stack area has a modest head height, and one that would not easily accommodate new mechanical and lighting systems.

3. Significant Critical Deferred Maintenance

The Facility Condition Assessment identified four critical areas of deferred maintenance, significant for their scope, extent, and potential cost to resolve:

1. Failing retaining wall at NW corner of library lot: this retaining wall sits between the library and the adjacent public housing, a drop of more than twenty feet. Replacement of such large retaining walls is structural and logistical challenge, which adds to simple material and labor costs.
2. Imminent issues with exterior brick walls: at both the north end of the building and the south facade along the basement windows, exterior brick is bulging away from the building, which requires removal of brick and mortar, addressing the root causes, and rebuilding these portions of the exterior wall. It is recommended that this work be completed as soon as possible to avoid failure at these locations which could impact adjacent areas of brick and also the adjacent windows.
3. Roofs beyond life span. On both sections of the building roof assemblies have passed their useful life and should be replaced.

RECOMMENDATION

Out of the facilities studied, the Library ranked second highest in the FCI rating, at 0.6199, which places it a zone where the industry notes there is sufficient outstanding investment to repair and maintain the building that it is likely more cost effective to replace with a new structure.

While this study explore reuse of the structure for city uses, doing so would not resolve any of the current issues with City Hall or Police Department space needs, and would introduce additional separation of city departments were this to be used in such a way. At the same time, this study recognizes the perceived community value of this structure and suggests that the optimal step is to sell the building, as it could be more easily adapted and utilized as a feature included in future development.

BKV Group's housing team provided a preliminary feasibility study of this building and this location, and affirmed that there could be value in the 1927 building as reused for an amenity space within a multi-family housing development. To provide greater flexibility onsite, future owners may elect to demolish the 1964 addition.

SPACE PROGRAM

No space program was created for this facility given the recommended divestment of this physical asset.

PHASING AND COSTS

SCOPE PRIORITIZATION AND PHASING

Execution of the recommendations outlined in this study will require separation into phases for overall fiscal management, and separation into stages of planning and design, to facilitate budget confirmation and to comply with State of Minnesota statutes, for those construction projects utilizing state funding. Note that this matrix does not include South Metro Fire, though this project and its prioritization should be collated into long-term planning by the city.

Facility/ Department	Scope	Cost Range	Priority & Phasing	Notes
Public Works	Site Acquisition	Complete	Completed May 2023	316 Malden Street
Police	Pre-Design for New Site*	\$75,000 - \$79,000	1 - 3 years	Recommended to affirm budget and phasing. Required if pursuing State funding.
Public Works	Pre-Design or Design - Construction**	\$100,000 - \$105,000 \$26.9m - \$32.93m	Pre-Design: 1-2 years Full Design: 2 - 5 years	
Police/City Hall/Fire	Direction on Long-Term Location	N/A	Following Police Pre-Design	Establishes a Commitment to Kaposia Park, or Alternate Approach
Police	Design - Construction	\$20.2m - \$24.7m	5 - 7 years	Pursue Funding in Advance
City Hall	Design - Construction	\$13.4m - \$16.4m	10 - 20 years	Financing Contingent
Doug Woog Suite	Leasing	TBC	As Soon as Possible	Leverage for Revenue Generation. Some Investment May Support Leasing.
Library Building	Divestment	Asset Value TBC	As Soon as Possible	Divest to Minimize Ongoing Maintenance Costs. Some Critical Repairs Maybe Required Prior to Sale.

*Note 1: Police Pre-Design: This scope may most usefully include the overall Kaposia Park redevelopment, including both Police and City Hall, to facilitate understanding effective project phasing.

**Note 2: Public Works: A Pre-Design would be required if the project utilizes State funding, and prior to a full design through construction effort would elaborate on the design to provide a more informed project budgeting. If the City has funding prepared to proceed, it would be most cost-effective to hire one design team to provide pre-design as a part of a full design through construction contract.

Police and Public Works are key priorities, in part because of the gross insufficiencies in working area, and in part because of the negative impact each current physical facility has on limiting the efficiency, safety, and best practices of each department's operations. Given that the city has already purchased a site for public works, proceeding with a design for this facility near term would allow the city to separate investments in these two departments, while allowing further time for time for a pre-design and budget affirmation for the Police department. City Hall's relocation could be phased and coordinated with capital budget planning after these two critical issues are addressed.

The Library building should be taken under consideration as soon as possible. Kraus Anderson's review of deferred maintenance items indicates issues with each of the building's primary systems and components, with a year-one projected investment of \$11.4m. The three most critical components are the building's roof, key areas of exterior masonry, and the building's electrical system. As divestment is the recommendation for this facility, the city could review which near-term investments benefit a sale, as a future owner might fully renovate and reconfigure the building.

PHASING AND COSTS

ESTIMATE OF PROBABLE COSTS: NEW FACILITIES

Project cost estimates below were prepared by Kraus Anderson, utilizing current industry data from projects of similar types and sizes within the Twin Cities Metro Area. They reflect the facility recommendations from BKV Group, and are independent from the capital improvement recommendations for each department's current facilities (refer to the city's Sharepoint website for the Facility Condition Reviews).

Note that Total Project Costs provided are in 2024 dollars. As final implementation timelines for each project are as yet unspecified, these numbers will need to be escalated (the industry term for inflated) to their potential first year of design and construction. Prior to the Covid-19 pandemic, there was a 50-year industry average of 4% escalation per year; since the pandemic this number has weathered some variations, though it is leveling off and returning to historic levels. At this time, we recommend utilizing a 4.5% escalation, per year, for long-range planning.

Projecting a budget for a future project (ex: Police Department, construction in 5 years), you would multiple the total project cost by 4%, add it to the values of the matrix below to get your "1 year away cost," repeating another 4 times to reach a budget for 5 years in the future. As industry and market values change over time, we recommend having a professional cost estimator review these budgets periodically and to update them, especially for projects on a longer implementation timeline. This will ensure that your capital projects planning includes a sufficiently up-to-date budget value when you engage a future design team.

Facility	Public Works	Police Department (Kaposia Phase 1)	City Hall (Kaposia Park Phase 2)
Size	82,000 GSF	40,000 GSF	20,000 GSF
Construction Cost (2024 Value)	\$24,945,259	\$18,680,401	\$12,386,926
Soft Costs (2024 Value)	\$4,989,106	\$3,736,080	\$2,477,385
Total Project Cost (2024)	\$29,934,635	\$22,416,481	\$14,864,311
Total Project Cost Range (2024 Values)	\$26.9m - \$32.93m	\$20.2m - \$24.7m	\$13.4m - \$16.4m

The total project cost ranges, above, offer a window into the high-low range of potential costs, acknowledging that certain planning, design, and construction decisions can impact the project budget, and allow for a more budget-driven project, and one with a higher level of finish and quality.



**PUBLIC WORKS FACILITY
ASSESSMENT REPORT**

FINAL REPORT: SEPTEMBER 26TH, 2023

SOUTH ST. PAUL, MN



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Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces are functioning sufficiently.

The goal of this visit was to analyze the ability of conditions to continue to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility’s structural, mechanical, and electrical conditions will be addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

Each space has been given a status, reflected using three different-colored squares.

- Green: Space is supporting Public Works operations. Little intervention needed
- Yellow: Space is supporting Public Works operations to an extent. May need some moderate improvements.
- Red: Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

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EXECUTIVE SUMMARY:

Oertel Architects performed an analysis of the facility for general code compliance, operational functionality, and predicted future growth and needs. Below is an outline of our recommendations and findings.

The existing facility does not currently support the storage of all of the vehicles and equipment of the departments which operate out of the Public Works facility. The departments attempt to store as much of the vehicles and equipment indoors as possible, however this requires stacking vehicles and equipment within the available spaces, end to end. This has a direct impact on operational efficiencies, due to double and triple handling of the vehicles and equipment to access those items which have been stored “behind” other equipment. This can be extremely detrimental to services times, especially during emergency situations, such as watermain breaks and snow emergencies. The extra handling of vehicles and equipment also contributes to excess wear on those items, and increases the risk of staff injuries. Many of the vehicles and equipment are quite expensive, improper storing results in increased maintenance and replacement costs. In order to properly accommodate the existing vehicles and equipment in a safe, secure, and operationally efficient manner the facility would need to be doubled in size relative to the current square footage, from approximately 35,285 s.f. to 72,406 s.f. However, long term planning to accommodate needs for a 30 year time period results in a space needs requirement of 82,000 s.f.

In addition to the lack of appropriate storage for the departments’ vehicles and equipment the existing facility does not meet current code requirements for numerous items. Portions of the existing vehicle and storage areas lack floor drains, which are required for vehicles and equipment that use petroleum products. The existing facility does not have CO2 and NO detectors or air handling units to remove vehicle exhaust from the building. The facility does not have the appropriate emergency eye wash / shower stations required in these types of buildings. The office and administrative / support areas are not properly isolated from the vehicle areas, to mitigate the infiltration of vehicle exhaust. Bulk fluids for vehicle maintenance lack containment provisions, which again does not meet current code standards. Electrical systems are outdated, and many amenities do not meet current code or operational requirements. Many of the support areas, such as the multi-purpose, training and breakroom, and the locker rooms are not accessible, which does not meet current code requirements. The support and administrative areas, in addition to not meeting code requirements, lack the appropriate spatial and functional requirements to meet current operations. In general, the entire facility requires numerous upgrades and replacements just to meet current code requirements, in addition to the general lack of appropriate space to meet current operational requirements (as previously indicated).

Qualified and experienced staffing for public works departments and operations can be challenging to obtain and retain. One means of attracting and maintaining appropriate, experienced staffing levels is to have appropriate, fully functioning, and efficient works spaces. The current facility is severely lacking by industry standards, specifically in lack of space, not meeting current code standards, and a general lack of amenities which are readily available in modern Public Works facilities.

IDENTIFICATION OF NEEDS:

The building was analyzed in terms of current building layout and review, condition assessment, departmental and staff interviews, our program analysis, comparison to other facilities within the metro, and current overall industry standards. The following areas were identified as current needs within the facility:

- GENERAL SPATIAL DEFICIENCIES IN ALL AREAS, FOR ALL DEPARTMENTS
- LACK OF NECESSARY BUILDING SPACE HAS A DIRECT IMPACT ON OVERALL OPERATIONAL EFFICIENCY, WORKER SAFETY, AND PUBLIC SERVICES RESPONSE TIMES
- UNDERSIZED FACILITIES HAVE A DIRECT IMPACT ON SAFETY, EFFICIENCY, AND OPERATIONAL COST
- EMPLOYEE RECRUITMENT AND RETENTION
- NUMEROUS ADA / CODE COMPLIANCE DEFICIENCIES, MANY SPACES, FUNCTIONS AND OPERATIONAL AMENITIES ARE NOT ACCESSIBLE
- ELECTRICAL AND MECHANICAL SYSTEMS ARE OBSOLETE & DO NOT MEET CURRENT STANDARDS OR BUILDING CODES
- LACK OF A BACK-UP GENERATOR, CRITICAL FOR OPERATIONS DURING POWER OUTAGES
- EXISTING BUILDING CONFIGURATIONS CREATES NUMEROUS OPERATIONAL AND ENERGY USE DEFICIENCIES
- RETROFIT/RENOVATIONS TO EXISTING BUILDING WOULD BE CHALLENGING OR TECHNICALLY INFEASIBLE
- ADDITIONS WOULD BE CHALLENGING AND COSTLY GIVEN EXISTING BUILDING CONFIGURATIONS, SITE LIMITATIONS, AND AGE OF EXISTING BUILDING

INDIVIDUAL SPACE ASSESSMENT SUMMARY:

A. OFFICE AREA

The current training, lunchroom, and locker rooms are located on the upper level without an elevator or other provisions for ADA access. The locker room/restrooms are not accessible in terms of clearances, counter mounting heights, handrails, etc. The kitchen area is not accessible in terms of counter heights, appliances, required prep area, etc. These needs, coupled with the overall need for additional space for large training events, additional and separate shared computer area, and a larger restroom and locker area makes this scope of work a priority item. The office area lacks any dedicated training rooms and conference rooms.

B. VEHICLE MAINTENANCE AERA

The Vehicle Maintenance area was one of the key needs identified during the study. The current space lacks the floor area, ceiling clearance, equipment, overhead door clearance, and mechanical/electrical infrastructure necessitated by current equipment and service demands. The vehicle maintenance department, not only services all of the public works department vehicles and equipment, but also all of the City vehicles including outside departments such as the police and fire departments. In addition, the layout of the area causes some entering/exiting and operational flow issues. A retrofit of the current area would be costly and technically infeasible.

C. VEHICLE STORAGE AREA

As stated in the report, sometimes a building issue comes down to a simple need for more room. This certainly is the case with vehicle storage as the departments simply lack the room to store all of the vehicles inside, even with double and triple handling. The building configuration lacks any drive lanes, which increases energy use due to many overhead doors, results in operational inefficiency and safety concerns.

D. DEPARTMENTAL WORK SPACES/SHOPS/STORAGE

As is the case with the remainder of the building functions, a general lack of available space results in many functions for the various departments are scattered throughout the existing building. Staff indicated that having enough room for shop/work space, equipment storage and staging, adequate offices for supervisors, and a room for morning muster and staff meetings would aid in communication, organization, operational efficiency, and overall staff satisfaction.

E. SITE

The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions. The site lacks stormwater treatment, bulk materials storage bins are not covered and are undersized. Due to the lack of an internal wash bay, washing of vehicles takes place outside, on site. Run off from vehicle washing is unable to be controlled. The site lacks fleet fueling on site – currently fleet fueling at gas stations.

SUMMARY OF EXISTING BUILDING AREAS AND ACTUAL REQUIRED NEEDS:

Existing Building	32,485 SF	First Floor
	2,800 SF	Second Floor/Mezzanine
	35,285 SF	Total
Proposed Building Program (30 year needs)	10,800 SF	Office
	50,422 SF	Vehicle Storage
	14,700 SF	Vehicle Maintenance
	6,078 SF	Departmental Work Spaces/Shops
	82,000 SF	Total

BASIS OF ASSESSMENT:

The assessment of the facility was based on an evaluation of past, current, and future operations using the following general criteria:

- ☐ Staff/Fleet/Facility Make-Up
- ☐ Population Growth
- ☐ Existing Facility Growth
- ☐ Lane Mile Demand
- ☐ Current Industry Design Standards
- ☐ On-Site Tours and Staff Interviews
- ☐ Methodology

FLEET MAKE-UP:

The city has a fleet of vehicles and equipment that ranges from small construction equipment like skid-steers, to road vehicles like police and fire department use vehicles, to large construction equipment like excavators and large trucks for snow removal. The Public Works Facility stores the majority of the vehicles and equipment specifically used for the public works departmental activities. It is understood that some vehicles and equipment for Parks and Utilities are stored off-site at specific locations. The Public Works mechanics are also responsible for the service and maintenance of all these vehicles, as well as all Police, Fire, and City Hall staff vehicles.

Like most departments, the equipment gets divided into two primary categories: Large versus Medium. Large pieces of equipment include the single and tandem axle trucks used for snow removal and material hauling, large construction implements (excavator and loader), and other specialized maintenance vehicles (vactor trucks, sweepers, bucket trucks, etc.). Medium-sized vehicles include every other piece of equipment but range from full-size pick-up trucks to any small specialized implements, such as skid steers (Bobcats). The large pieces are typically the items that have the highest initial capital investment. They also are typically the vehicles that require the most amount of day to day maintenance. Because of this investment level, it is critical that they are stored safely and in heated areas to reduce wear and prolong the use and value of the city’s investment.

The medium or smaller pieces are generally the easiest to service, and therefore often vary greatly in terms of age, condition, etc. However, they are also easier to resell and purchase new as these pieces have a lower initial capital investment. Vehicles like pick-up trucks serve a similar work purpose to the larger trucks, and therefore should also be stored indoors. Some pieces, such as trailers, are seasonal and can be stored within non-tempered storage facilities. A city’s vehicle fleet is the group of tools in which the city personnel provides the essential services to its residents. These tools are a large expenditure/investment made by city leadership on behalf of the residents and they need to be protected and maintained to provide the best possible return **on that investment.**

During staff interviews, it is anticipated that some smaller vehicles such as cars/vans for City Hall use may be electrical vehicles in the future.

POPULATION GROWTH:

South St. Paul is the 61th most populous city in Minnesota. The 2020 census listed the population at 20,759 and the current population estimate indicates a population of 20,506. The 2010 census listed the population as 20,160. It is uncertain whether the population will grow or decline in the future. The City has experienced some recent higher density building, such as the Yards and the Backyards. Other high density developments such as Bryant’s Ridge, currently under review by the City, may prove to increase the population of the City.

EXISTING FACILITY GROWTH:

The existing facility was built in 1970, and the operational needs have outgrown the existing building. Currently some of the vehicles and equipment are stored outdoors and at other City owned buildings. To meet operational demands and meet current industry standards, the existing building would require extensive renovations and large scale additions. Both additions and renovations would be challenging given the site limitations, the existing building configuration and the overall age of the existing facilities.

STAFFING:

The current staffing breakdown is as follows:

- Public Works = 3
- Facilities Maintenance/Operations = 1
- Parks = 7
- Streets = 7
- Utilities = 4
- Mechanics = 2
- Seasonal = 7

It is anticipated that the City will be building a new water treatment plant in the future, when that occurs the Utilities department would need one additional staff member. Given the number and quantity of vehicle and equipment which is being maintained by the Mechanics any additional workload would likely require another Mechanic.

For best practices we are using a staffing and equipment increase percentage of 5% for every 10 years in our proposed 30 year program. This would accommodate one additional Mechanic over that time period, and 2 additional full-time staff members for each department (Parks/Streets/Utilities).

LANE MILE DEMAND:

While there might be density increases over time, most of the city is built-out, therefore it is not anticipated that there will be any lane miles added to the serviceable area.

CURRENT INDUSTRY DESIGN STANDARDS:

As a firm, we have completed over 50 studies and 40 public works related buildings in the last ten years. Over this time, we have refined and adapted our programming spreadsheet using practical “real-world” examples from across the met-ro. This program is used to provide a “snapshot” of how the facility compares to others in terms of site area, building size, fleet size, building services, and general layout.

ON-SITE TOURS AND STAFF INTERVIEWS:

In our mind, the most critical part of any building needs analysis is staff interviews. Learning what is currently working well and what isn’t working populates a list of potential needs but also are indicative of underlying operational practices and philosophies. These conversations are critical to discovering and working through departmental synergies and con-flicts and identifying alternate options for perceived problems. Some or most of the strategies discussed in this report have been shaped and informed by these meetings. A detailed summary of the interviews is attached at the end of this report.

METHODOLOGY:

The process for this study project is condensed into the following steps:

1.

Project Kick-off meeting
2.

Information Gathering
3.

Existing Facility Site and Building Photo documentation
4.

Existing Facility Written Evaluation
5.

Building Program Development
6.

Draft Report Development and Review
7.

Final Report

EXISTING FACILITY EVALUATION:

Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces may be functioning sufficiently. Following that initial site visit Eric and Ron conducted staff interviews on June 7th, 2023.

The goal of the visits was to analyze the ability of conditions to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility’s structural, mechanical, and electrical conditions were addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

SITE AND EXISTING BUILDING ASSESSMENT:

The following are highlights of the site and building review:

SITE:

City of South St. Paul Central Maintenance Facility Public Works, Streets, Utilities, Parks

Spaces/Functions:

- Staff Parking
- Main Facility
- Bulk Material Bins and Site Storage
- Fabric Covered Salt Storage
- Cold Storage
- Misc. Material and Parts Yard Storage
- Site Work Area
- Fuel Cubes
- Brine Storage Tank

Facility Observations:

- The Central Maintenance Facility is located towards the south side of South St. Paul, along the western edge of the rail line, near the Mississippi River, I-494, and Concord St. S.
- The main facility is constructed of CMU load bearing walls, with steel joists and decking, and a built-up roof. Combination of concrete slab on grade and asphalt for floor surfaces.
- The Cold Storage Facility is a pre-engineered metal building with metal siding and roofing.
- The Salt Building is a tensile fabric building on steel truss frame.
- Site Area is partially secure. Site is fenced and gated, security cameras are installed to observe portions of the buildings.

SITE CONTINUED:

The main facility is located on the north and west perimeters of the site. The bulk material storage area, salt storage, and the cold storage building are all along the south side of the property. The central portion of the site contains personal vehicle and city owned parking, and a site work area. The east side of the yard is used for general storage, and some large item storage. The south east corner of the site has a storm water collection area, it is unknown what the drainage structure for this area is connected to.

Facility / Site Deficiencies:

- Stormwater runoff does not appear to have a true infiltration / retention / treatment area.
- Adjacency to rail line and adjacent properties does not allow for site expansion, without purchasing adjacent properties.
- The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions.
- Bulk Materials Storage bins are not covered and are undersized. Being uncovered does inhibits efficiency during winter conditions, as materials become saturated with water and freeze in place.
- Due to the lack of an internal wash bay washing of vehicles takes place outside, on site. Run off from vehicle washing is unable to be controlled.
- No fleet fueling on site – currently fleet fueling at gas station.

Systems Overview:

- Asphalt paving
- Chain link fence enclosure
- Site storm water sheet flow to drainage structure



MAIN FACILITY:

Central Maintenance Facility for staff, operations, and equipment storage and service for the Public Works: Streets, Utilities, and Parks Departments of the City of South St. Paul.

Spaces:

- Administrative / Staff Areas
- Vehicle and Equipment Storage
- Work Areas (Shops – Various)
- Vehicle Maintenance

Facility Observations:

It is estimated the primary facility was constructed in 1970. All typical municipal infrastructure maintenance functions are located at this facility. Available space is well organized and used given the limitations and general lack of space within the existing building. Specific work areas are at capacity for storage or work activity, both observed during tour, and as indicated in survey.

Administrative / Staff Areas – Approx. 3,500 SF

Vehicle Storage – Approx. 20,000 SF

Work Areas (Shops) – Approx. 3,635 SF

Vehicle Maintenance – Approx. 5,900 SF

Facility Deficiencies:

- Does not meet current ADA requirements.
- Restrooms, plumbing fixtures
- No elevator for 2nd floor access to Admin. Area
- No restrooms / locker rooms on 1st floor
- Built-in equipment/furnishings
- Locker rooms, showers
- Baseline accessibility issues throughout the facility
- Inadequate ventilation / HVAC systems.
- Many spaces have been repurposed over the years in an attempt to meet operational needs, many activities and spaces are compromised and undersized as a result.
- Insufficient energy conversation: lack of insulation at walls, roof, windows, excessive overhead doors
- Lack of appropriate space for all operational components
- No wash bay

MAIN FACILITY CONTINUED:

- Overhead doors undersized for current equipment
- Inadequate lighting
- No floor drains in vehicle areas
- Lack of back-up power/generator
- Does not meet current OSHA standards
- Equipment must be rotated seasonally due to lack of space (inefficient)
- Equipment must be maneuvered / handled multiple times due to lack of space (inefficient use of time/safety)
- Portions of the building are settling, cracking, failing causing moisture infiltration.
- Insufficient space and amenities for additional staffing and equipment
- Portions of the metal flashing / coping / fascia are failing or deteriorating.

Systems Overview:

- HVAC - Package units (heating and cooling) for Admin. Area only, Vehicle/Shop/Maintenance Areas – Gas fired overhead radiant heat, limited ventilation
- Electrical – Original switchgear at capacity, no room for additional circuits. Mixture of fluorescent and LED fixtures.



OFFICE/ADMIN/SUPPORT AREA:

Office area, staff amenity areas and facility operational spaces

Spaces:

- Meeting and Training Room
- Private and Shared Offices
- Restrooms and Locker Room
- Break Room and Kitchenette
- General Storage and Mechanical

Space Observations:

There is a general lack of space to meet operational needs. The lower level office spaces are in better condition than the second floor spaces. There is a lack of a large conference room or the ability to separate the lunchroom into a space that can accommodate staff meetings or larger interdepartmental meetings. Small meeting/conference rooms do not exist in the current office area configuration. The current lunchroom, training room, and locker rooms are all located on the second floor of the facility. There is currently no elevator for accessibility between the two levels. The locker/restrooms are crowded and do not meet current ADA clearance standards or baseline staff needs. This is further compounded during the summer when seasonal employees are hired. There are potentially some indoor air quality concerns in the office areas. Given the configuration of the building and the reliance on multiple HVAC units of varying ages; it may be that creating proper air pressurization is not possible given the current equipment. The condition might also be complicated and exacerbated by the general lack of appropriate make-up air/exhaust units within the vehicle areas.

- Overhead doors undersized for current equipment
- Inadequate lighting
- No floor drains in vehicle areas
- Lack of back-up power/generator
- Does not meet current OSHA standards
- Equipment must be rotated seasonally due to lack of space (inefficient)

Facility Deficiencies:

- The Administrative area is undersized to meet the operational requirements of the current staffing levels.
- Majority of shared spaces are on the second floor with no accessible ADA access.
- No elevator to second floor.
- None of the existing restrooms, showers, and locker rooms are ADA compliant.
- Many original finishes could use replacement.
- Training and meeting room is the same space as used for breaks and lunch.

OFFICE/ADMIN/SUPPORT AREA CONTINUED:

Facility Deficiencies:

- Small, dark spaces with little or no views and natural daylight.
- Locker room / restroom opens directly into lunchroom / meeting room.
- The few windows in the office area are single pane with no insulating value.
- Insufficient general and task lighting.
- Possible that the space does not provide positive pressure (HVAC) which can lead to indoor air quality concerns from vehicle and equipment exhaust, welding, etc. from adjacent maintenance and shop areas.

Systems Overview:

- M/E: Package unit forced air
- Lighting: Mixture of fluorescent and LED
- Security and Access Control via card access at main door
- Mixture of flooring in office area (carpeting/epoxy flooring)
- Painted c.m.u. and gyp. board with vinyl base
- Acoustic ceiling tile in grid



TEMPERED VEHICLE AND EQUIPMENT STORAGE:

A mixture of vehicle / fleet / equipment storage and some shop space.

Spaces:

- Heated vehicle storage
- Utility department misc. storage and shop space (temporary partitions divide it from the larger vehicle and equipment storage area)
- Parks department misc. storage and shop space (temporary partitions divide it from the larger vehicle and equipment storage area)

Space Observations:

Storage area is well organized, but at capacity. There is no central drive lane, all parking is “stacked” end to end with access to individual overhead doors. Interior height is minimal, some spaces have structural joists which are lower than the overhead door openings. Portions of vehicle storage have been insulated to the extent possible to convert cold storage spaces to heated storage. The existing vehicle storage area currently houses most of the large vehicles within the fleet including plow trucks, sweepers, trailered vehicles, etc. The space itself is at capacity, especially at the end of the day. The last vehicles back park in the stalls as space allows. This necessitates the double and triple handling of vehicles if staff need to utilize a specific vehicle. This condition can greatly increase the potential for incidental damage to vehicles due to tight conditions. There is a significant lack of natural/artificial lighting within the space and multiple indicators of possible indoor air quality issues. The vehicle storage area lacks any floor drains, making cleaning of the space extremely challenging. Ultimately, the major issue with vehicle storage comes down to a lack of space. Staff needs more consolidated indoor parking space within the main building to properly coordinate and stage departmental parking efficiently.

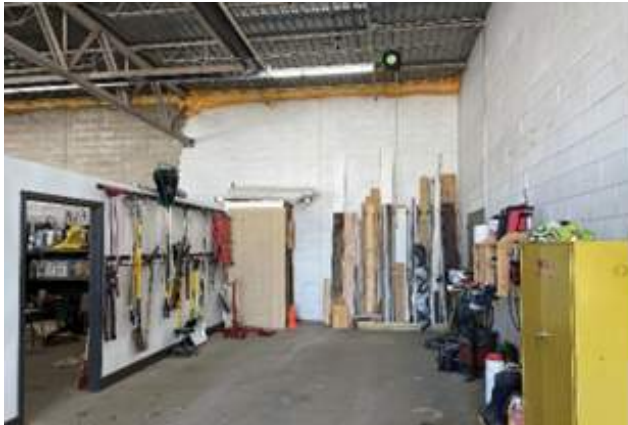
Facility Deficiencies:

- Lack of CO2 and NO detectors .
- Lack of Make Up Air units to circulate and exhaust vehicle exhaust fumes.
- No trench drains, making cleaning extremely difficult, build up of water puddles during winter months (snow).
- No natural daylighting.
- Lack of automated and sectioned lighting.
- Some floor areas are asphalt, difficult to clean and maintain.
- Lack of sufficient headroom.
- No task lighting.
- Insufficient air and water drops.
- Portions of the building are settling, cracking, failing causing moisture infiltration.
- Overhead doors are not wide enough for current vehicles, requiring some vehicles to be brought into the building at an angle, reducing operational efficiency, safety, and reducing overall parking space.
- No wash bay, increased wear on vehicle and equipment since they are unable to be properly cleaned, especially after winter snow events.

TEMPERED VEHICLE AND EQUIPMENT STORAGE CONTINUED:

Systems Overview:

- Overhead gas fired radiant heating.
- Some intermittent ventilation (minimal and inadequate).
- Florescent lighting.
- Minimal electrical services (currently at capacity).



DEPARTMENTAL WORKSPACES/SHOPS:

Workspaces and shops for various departments. Spaces for fabrication and equipment maintenance and assembly, tool and part storage

Spaces:

- Sign Shop
- Utility Shop
- Parks Shop
- Streets Shop
- Tool and small equipment storage cribs

Space Observations:

Spaces are utilized to the fullest extent possible, with operational overflow spilling into vehicle storage and outdoors when weather permits.

The Sign shop is filled to capacity, with some storage on a mezzanine which lacks a dedicated stair for access. The sign shop lacks direct access to interior or exterior vehicle space, making loading and unloading inefficient.

The Utility shop is filled to capacity, with some storage occurring in the Vehicle Storage area with temporary partitions.

The utility shop lacks direct access to interior or exterior vehicle space, making loading and unloading inefficient.

The Parks shop is filled to capacity, with some storage on a mezzanine, and some storage in the Vehicle Storage area with temporary partitions.

The Streets shop occurs in the Vehicle Storage area.

Tools and small equipment are scattered throughout the facility, including some being stored on the second floor, due to general lack of appropriate shop space and storage space.

Facility Deficiencies:

- Lack of general work space in all shops.
- Shortage of storage (parts, equipment, and tools) in all shops.
- No small platform lifts for parks equipment.
- Lacking floor drains.
- There are no welding exhaust hoods.
- Limited number of workbenches are used for storage due to overall lack of space.
- Lack of emergency eyewash / shower stations.
- Many of the shop areas have minimal width doors, making it challenging for moving equipment into and out of spaces.

DEPARTMENTAL WORKSPACES/SHOPS CONTINUED:

Facility Deficiencies:

- Most of the shop areas lack any direct connection to vehicular areas, for directly loading / unloading to vehicles, results in a loss of efficiency and potential for work related injuries.
- Lack of natural daylighting.
- No task lighting.
- Lacking a wood shop.
- Lacking a dedicated welding and fabrication shop.

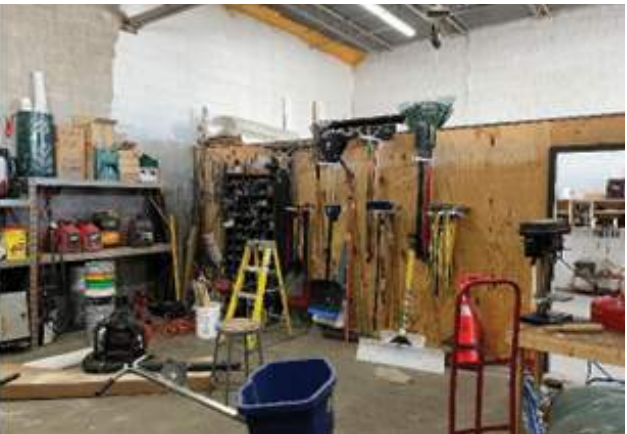
Systems Overview:

Mixture of overhead gas fired radiant heating, HVAC units.

Some intermittent ventilation (minimal and inadequate).

Florescent lighting.

Minimal electrical services (currently at capacity).



VEHICLE MAINTENANCE:

Vehicle and equipment service bays for all maintenance requirements.

Spaces:

- Vehicle Service areas
- Bulk Fluid tank storage
- Mobile Lift Storage
- Workbench area
- Tool storage
- Small Part storage
- Mechanic’s office
- Metal storage
- Mezzanine storage
- Air compressor storage

Space Observations:

There are numerous conditions in the existing Vehicle Maintenance which inhibit maximum operational efficiency, and contribute to potential safety concerns. The overall clearance height is deficient by current industry standards. The double bay is also fairly shallow by current industry standards. The floor is in fair to good condition. Waste fluids are stored outdoors, adjacent to Vehicle Storage building, which is less than ideal, especially during winter conditions. All of the spaces are utilized to the fullest extent possible. The Mezzanine lacks a dedicated stair for access the space providing a potential safety concern.

The Mechanic’s office is not separated from the large maintenance bay, parts storage and workspaces / workbenches. The parts and tool storage area is filled to capacity, which is resulting in overflow storage into the workspaces, limiting maintenance operations. The small maintenance bay, which contains the only fixed lift does not have an overhead crane and is very small by current standards. There is no overhead crane access in the other existing maintenance bay. While not directly required, crane access has become the standard for most facilities due to its flexibility, and ease of use for day to day activities. A crane allows for intermittent work at all areas of the floor, ease of loading and unloading.

Both wings of the mechanic’s area lack proper natural and/or artificial lighting for the type of work being performed. With the overhead doors closed, staff must rely on work lights and headlamps for adequate light. This is a nuisance that can impact productivity and is also a safety concern. The floor was generally in good condition. The floor drains are under-sized but are in fair to good condition throughout. Gas-fired overhead radiant heat is used in both areas. Many new facilities use hot water in-floor radiant heating in maintenance areas. This type of heating is much more comfortable for the employees, increases safety by keeping the floor dry, and eliminates overhead obstructions for the crane, skylights, overhead doors, etc. The fresh air supply and ventilation fans both appeared beyond their expected lifespan. During the walkthrough, we noted the presence of soot and ash at registers and diffusers which is a strong indicator of a possible indoor air quality issue. The bulk fluid room appeared to lack current code-based provisions for spill containment and an emergency eyewash station.

VEHICLE MAINTENANCE CONTINUED:

Facility Deficiencies:

- Lack of overall space and proportions. Maintenance bays are small by current standards and lack sufficient height.
- Only 1, four-post fixed lift, which is not compatible with the largest vehicles; along with portable / mobile lifts. Lacking a larger 2 or 3 post, or vertical rise lift.
- Bulk Fluid tanks are single wall poly construction with no containment.
- No specific vehicle exhaust extraction.
- Smaller overhead bridge crane with chain hoist, 2 ton. 3 or 5 ton with a wire rope hoist is more typical by current standards.
- Lacking trench drains, makes cleaning more difficult and time consuming.
- No task lighting.
- Electrical services at capacity with no room for expansion.
- Overhead radiant heat, in-floor heat is more suitable for maintenance bays.
- Minimal ventilation with one exhaust fan and operable dampers for air circulation / exhaust.
- No fire suppression.
- Lacking stair access to mezzanine storage space.
- Restroom lacks sink.
- Lack of separated mechanic’s office.
- Parts and tools lack secure storage space.

Systems Overview:

Mixture of overhead gas fired radiant heating, HVAC units.

Some intermittent ventilation (minimal and inadequate).

Florescent lighting.

Minimal electrical services (currently at capacity).



SECURITY AND CONTROL:

In the past five years, security and access control have become extremely important items relative to a municipal maintenance / public works campus. We have worked with multiple agencies on improvements in this area of concern relative to their existing facilities. The topic involves both the protection of assets and people.

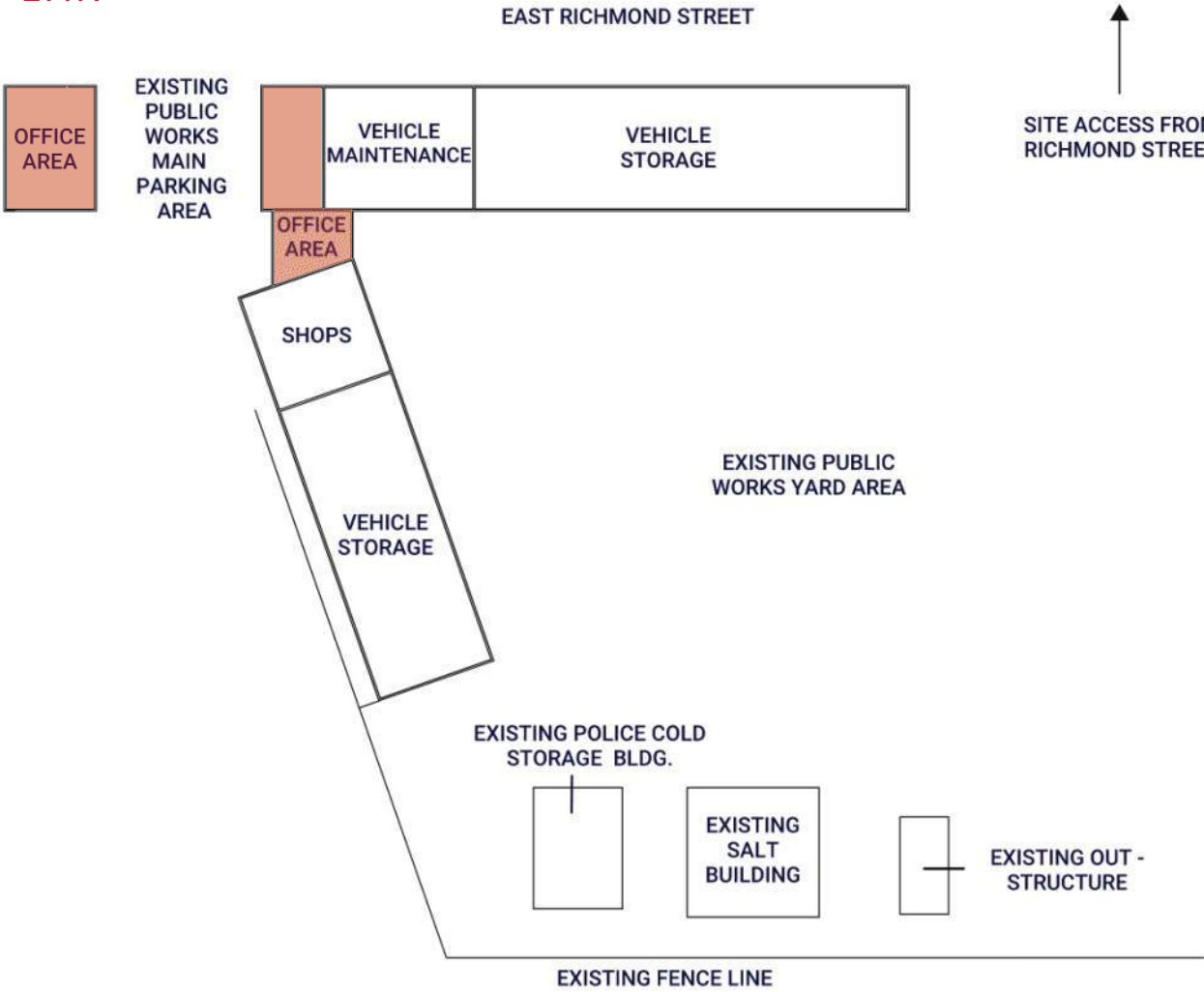
The following are our comments relative to this matter:

- Adequate surveillance at the main public entry is critical. The building is equipped with cameras at the front entry and coverage is provided for the entire perimeter of the main facility. There is limited coverage for the support buildings and yard at this time.
- Once a person or persons are in the building, there should be a way of preventing them from readily accessing the otherwise non-public spaces.
- Given the current arrangement, many of the overhead doors are left open during the day. The gate is generally left open during the duration of the work day.
- A second means of refuge or exit for staff is desirable. Should an intruder enter the building, there should be multiple avenues of escape for staff.
- The building currently employs a camera system for monitoring portions of the building.
- The site is surrounded by chain-link fencing and gates, which provide a reasonable level of security to the site during non-operational hours. Although there is currently no means of prohibiting someone from driving in and getting to any of the areas within the yard / buildings during the day, as the gate is left open during the work day.
- Controlling access of the public into the building would result in a much stronger means of defense against unwanted or questionable persons in general. Through the use of card access and a remote door opener at the main set of exterior doors and/or vestibule doors, there would be a much stronger control system. Someone at the reception desk would be able to allow people entry only after visual (and perhaps audial) verification.

The current training, lunchroom, and locker rooms are located on the upper level without an elevator or other provisions for ADA access. The locker room/restrooms are not accessible in terms of clearances, counter mounting heights, handrails, etc. The kitchen area is not accessible in terms of counter heights, appliances, required prep area, etc. These needs, coupled with the overall need for additional space for large training events, additional and separate shared computer area, and a larger restroom and locker area makes this scope of work a priority item. The office area lacks any dedicated training rooms and conference rooms.

- Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.
- Space is supporting Public Works operations to an extent. May need some moderate improvements.

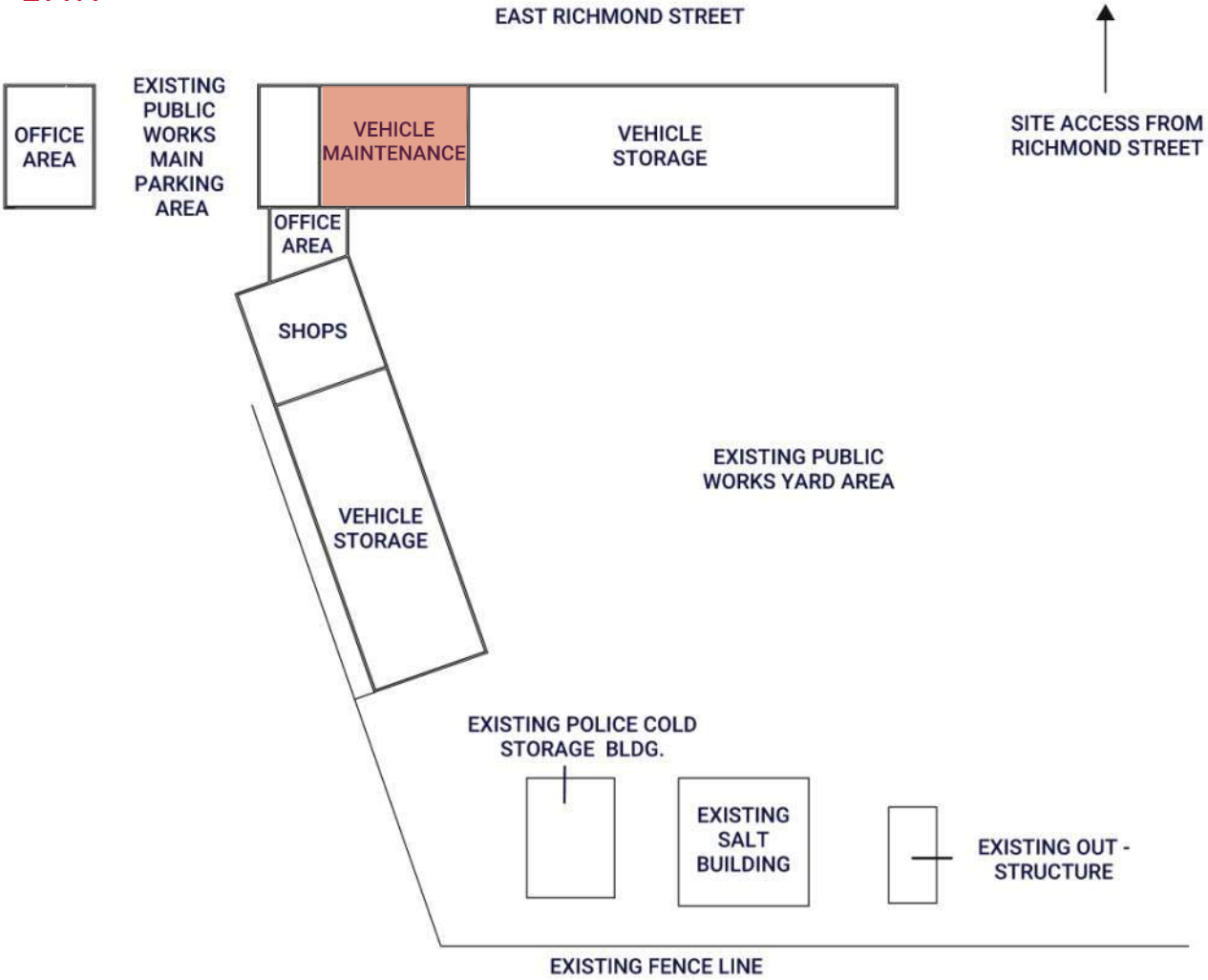
KEY PLAN



The Vehicle Maintenance area was one of the key needs identified during the study. The current space lacks the floor area, ceiling clearance, equipment, overhead door clearance, and mechanical/electrical infrastructure necessitated by current equipment and service demands. The vehicle maintenance department, not only services all of the public works department vehicles and equipment, but also all of the City vehicles including outside departments such as the police and fire departments. In addition, the layout of the area causes some entering/exiting and operational flow issues. A retrofit of the current area would be costly and technically infeasible.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

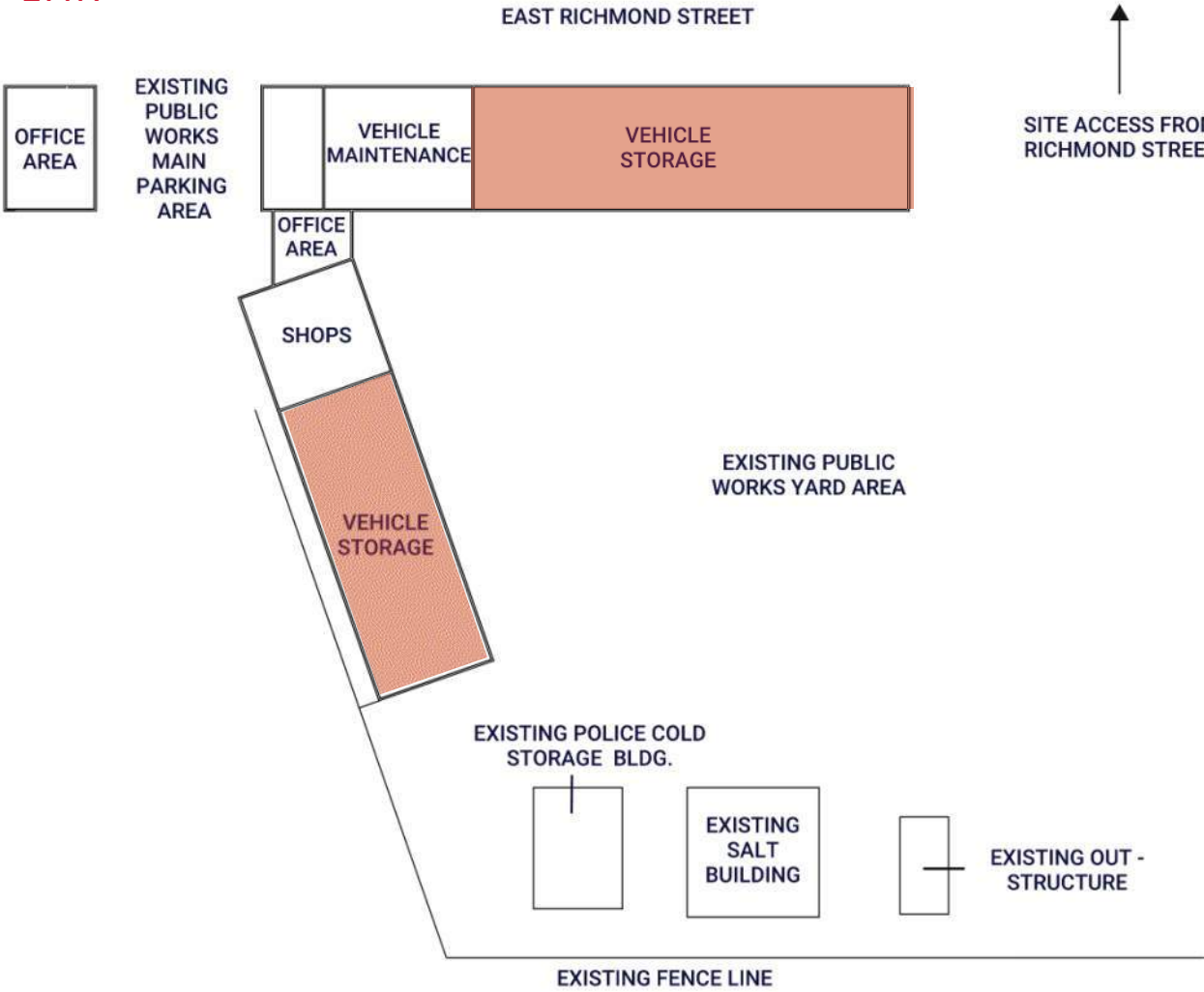
KEY PLAN



As stated in the report, sometimes a building issue comes down to a simple need for more room. This certainly is the case with vehicle storage as the departments simply lack the room to store all of the vehicles inside, even with double and triple handling. The building configuration lacks any drive lanes, which increases energy use due to many overhead doors, results in operational inefficiency and safety concerns.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

KEY PLAN

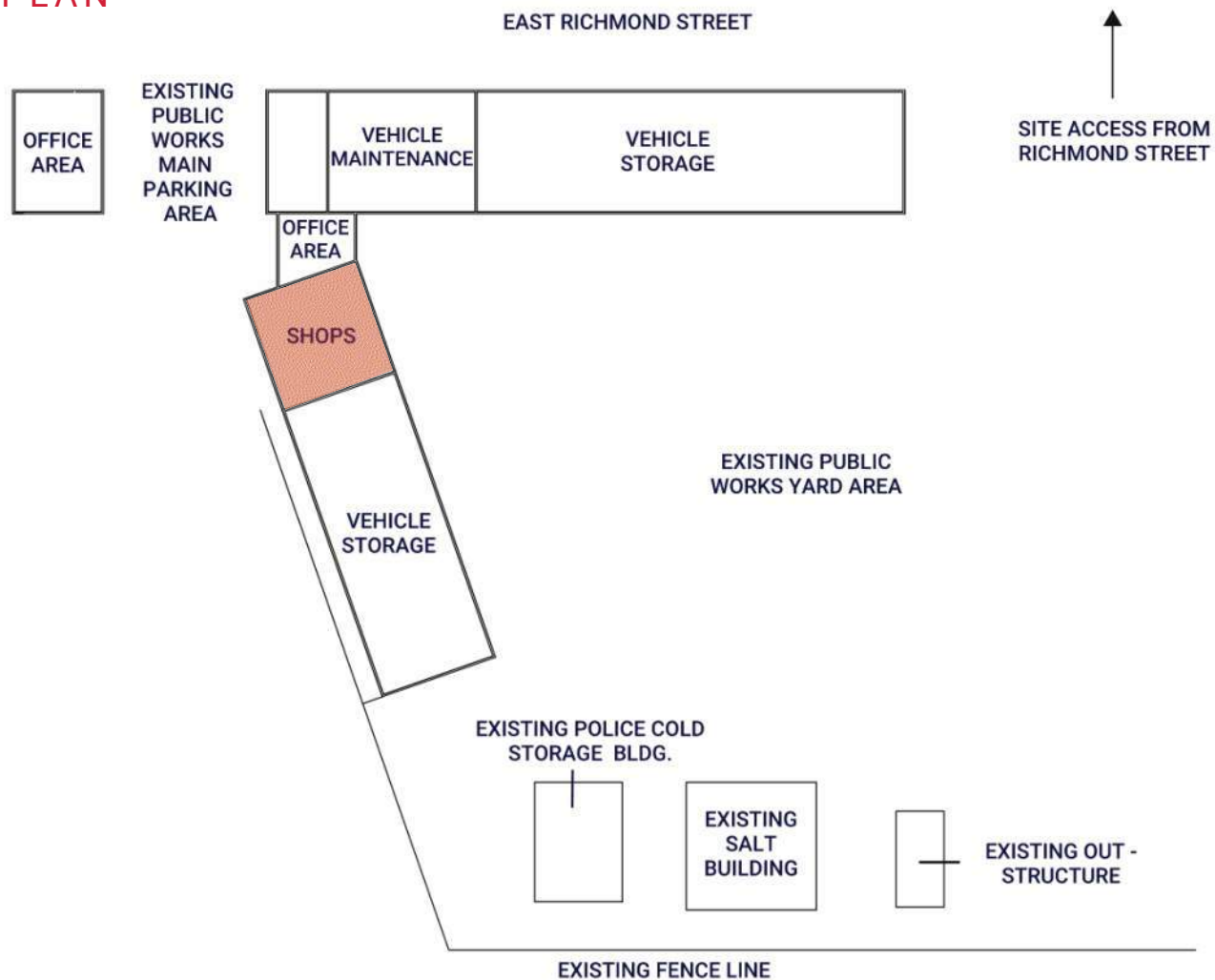


As is the case with the remainder of the building functions, a general lack of available space results in many functions for the various departments are scattered throughout the existing building. Staff indicated that having enough room for shop/work space, equipment storage and staging, adequate offices for supervisors, and a room for morning muster and staff meetings would aid in communication, organization, operational efficiency, and overall staff satisfaction.

Spaces Include: Sign Shop, Utility Shop, Parks Shop, Streets Shop, Tool and small equipment storage cribs

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

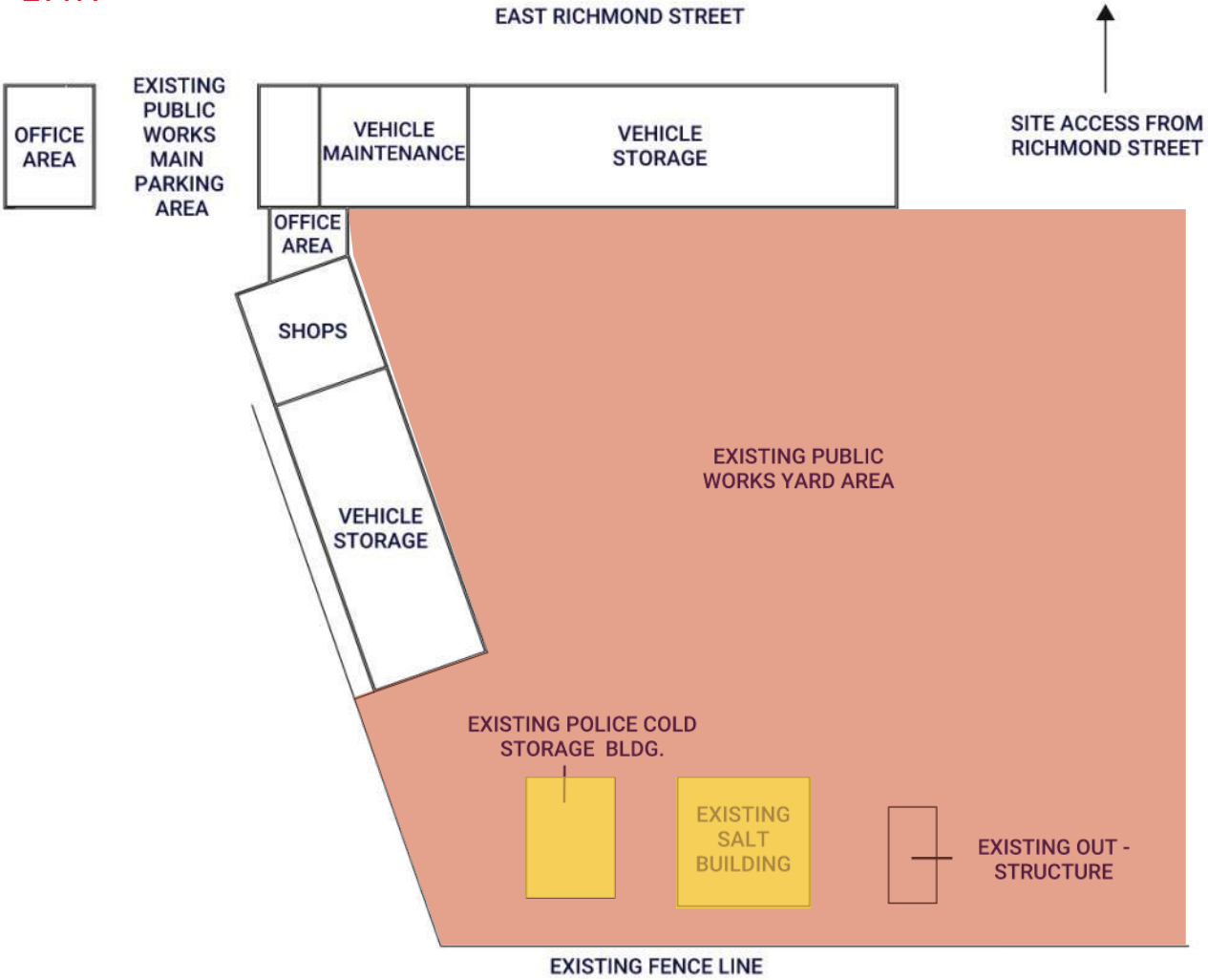
KEY PLAN



The site is being used to its maximum potential, there is no room for building expansion without displacing exterior storage and operational functions. The site lacks stormwater treatment, bulk materials storage bins are not covered and are undersized. Due to the lack of an internal wash bay, washing of vehicles takes place outside, on site. The existing salt building and police storage building, meet operational requirements but need minor improvements. Run off from vehicle washing is unable to be controlled. The site lacks fleet fueling on site – currently fleet fueling at gas stations.

- Status:
- Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.
- Space is supporting Public Works operations to an extent. May need some moderate improvements.

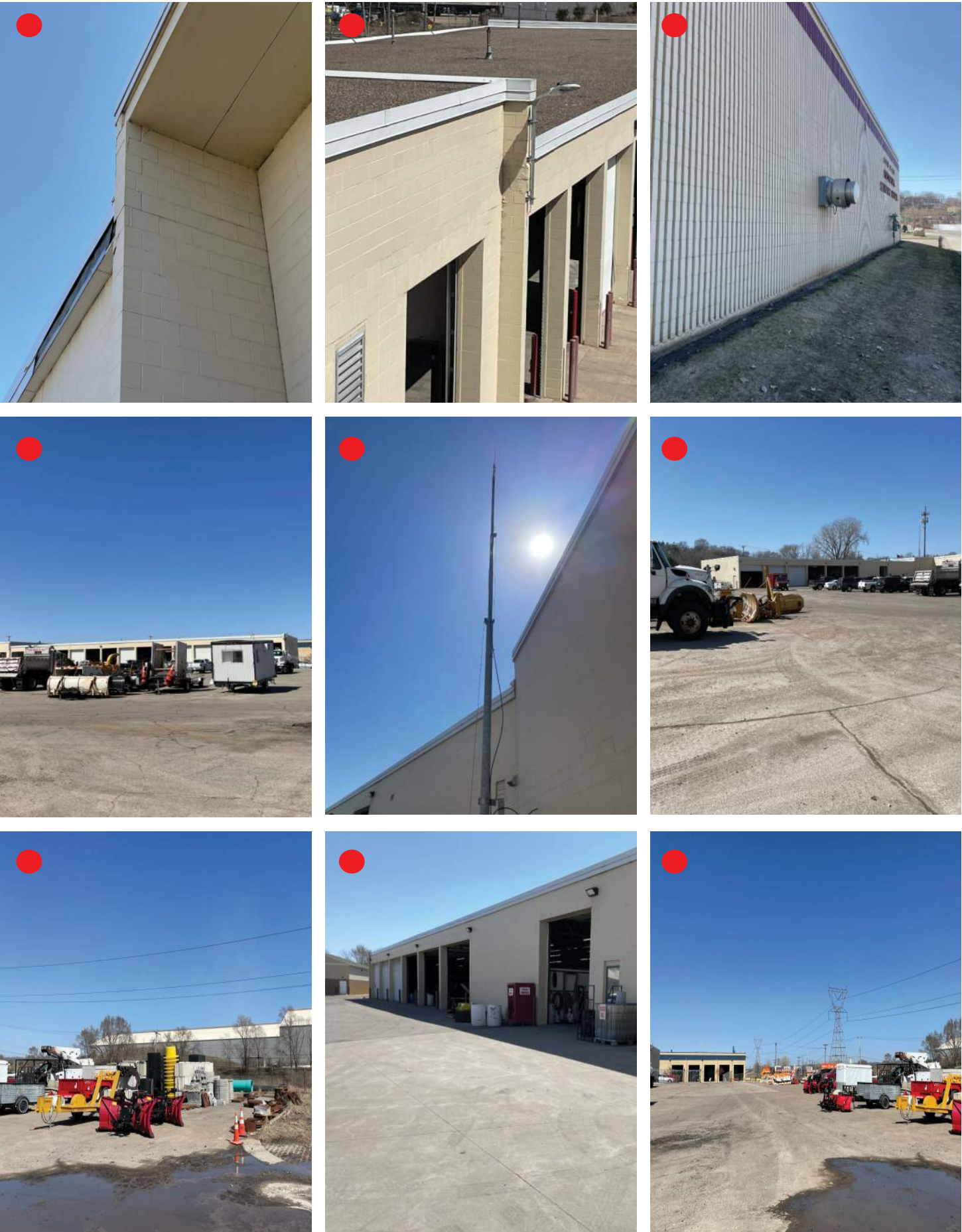
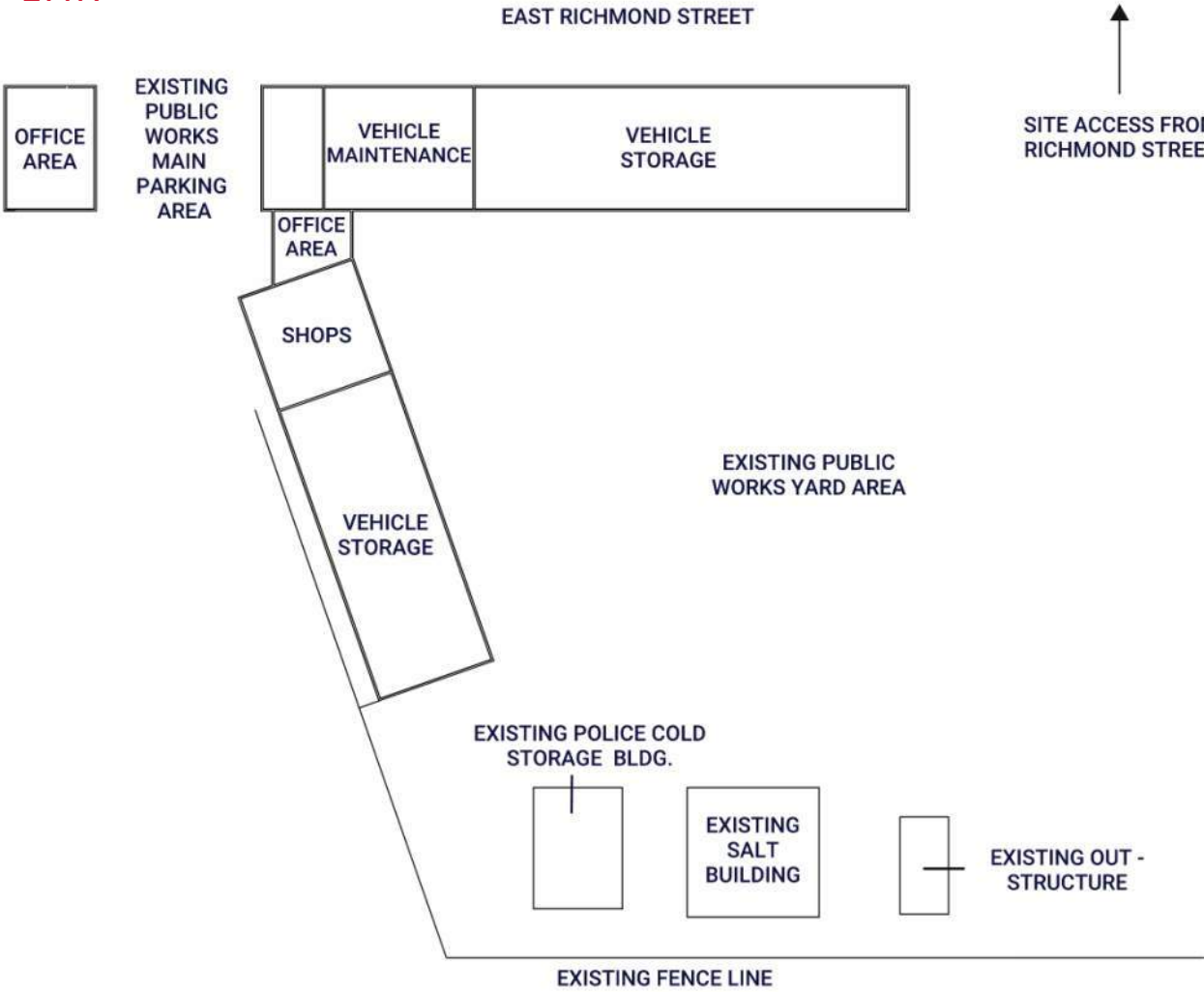
KEY PLAN



The building’s exterior is made primarily of painted corduroy concrete block that has either core or lacks any insulation. The concrete block and mortar joints are deteriorating and failing in many areas due to the age of the building. Many windows are single-paned and in need of replacement. Many of the service doors are also in need of replacement or maintenance.

Status: ■ Space is not supporting Public Works operations. Needs improvement or attention. May be unsafe for staff or unusable.

KEY PLAN



ATTACHMENTS:

- A. Divisional Programming Worksheet
- B. Concept site and building plan (new site)
- C. Proposed building program (30 year needs)
- D. Current Fleet Inventory
- E. Space Standards
- F. Maintenance/ Public Works Staff Interview & Notes

Divisional Programming Worksheet - Staffing

Divisional Current Needs Staff - FTE	
Director / Superintendent / Assistant	3.0
Facility Maintenance / Operations	1.0
Parks/Streets/Utilities	18.0
Mechanics	2.0
Total Staff	24.0
30 year Example	
Director / Superintendent / Assistant	4.0
Facility Maintenance / Operations	2.0
Parks/Streets/Utilities	24.0
Mechanics	3.0
Total Staff	33.0
Divisional Current Needs Staff - PTE	
Director / Superintendent / Assistant	0.0
Facility Maintenance / Operations	0.0
Parks/Streets/Utilities	7.0
Total Staff	7.0
30 year Example	
Director / Superintendent / Assistant	0.0
Facility Maintenance / Operations	0.0
Parks/Streets/Utilities	10.0
Total Staff	10.0
Male to Female Ratio	0.5
Color Codes	Owner / Team to Review and Verify Calculation is based on staff projections

Divisional Programming Worksheet - Vehicles and Equipment

Conditioned / Warm Storage - Current Demand	
13.00	Large - Single and Tandem Axle
20.00	Medium - F250 and Larger
29.50	Small - Mowers / Carts / Etc
Conditioned Warm Storage - Projected	
15.0	Large - Single and Tandem Axle
23.0	Medium - F250 and Larger
34.0	Small - Mowers / Carts / Etc
30 year Example	
15.0	Large - Single and Tandem Axle
23.0	Medium - F250 and Larger
34.0	Small - Mowers / Carts / Etc
Unconditioned Cold Storage - Current	
0.00	Large
4.00	Medium
6.50	Small - Attachments / Seasonal Tow Behinds
Unconditioned Cold Storage - Projected	
0.0	Large
5.0	Medium
8.0	Small
30 year Example	
0.0	Large
5.0	Medium
8.0	Small
Outdoor Parking / Equipment Storage	
0.00	Trailers - Current
0.00	30 year Example
Maintenance Bays - Equipment Based	
	Vehicles per Mechanic
	8
	24
Current	
Large Maintenance Bays - Projected	2
Small Maintenance Bays - Projected	4
30 year Example	
Large Maintenance Bays - Projected	3
Small Maintenance Bays - Projected	4
Color Codes	
	Owner Review and Verify
	Calculation is based on staff / Equipment projections

Programming Worksheet

ROOM/SPACE NAME:	Building Entry
SQUARE FOOT AREA:	64
SIZE DESCRIPTION:	8' x 8'
QUANTITY OF SPACE	2
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Temperature Controlled Secure Entry (1) Public (1) Staff
ADJACENCIES:	Manager's Office Inventory / Receiving and Office Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	Door Buzzer Security Panel (at Staff)
ARCHITECTURAL FEATURES:	Durable Finishes Inviting but Secure
FLOOR:	Concrete / Polish and Traffic Mat
WALLS:	Glass (Window)
CEILING:	ACT / Gypsum / Decorative
HEIGHT:	8'-6"
DOORS/WINDOWS:	Commercial Entry Door - Interior Secure
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Direct/Indirect LED Lay-In Fixtures
MECHANICAL REQUIREMENTS:	Air lock from exterior to interior Standard Air Distribution Cabinet Unit Heater
ELECTRICAL REQUIREMENTS:	Standard Electrical Power Distribution
TECHNOLOGY REQUIREMENTS:	Key Fob Access Buzzer / Communication from Reception
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Reception / Secure Foyer
SQUARE FOOT AREA:	150
SIZE DESCRIPTION:	10' x 15'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Receiving visitors / vendors and directing deliveries to proper location Possible connection node to other facility functions
ADJACENCIES:	Vestibule Open Office / Flex Space Manager Office
FURNITURE, FIXTURES, EQUIPMENT:	Courtesy Chairs Delivery Drop Off
ARCHITECTURAL FEATURES:	Built-in casework
FLOOR:	Concrete / Polish
WALLS:	CMU or Steel Framing / Gypsum Board (Paint)
CEILING:	Gypsum and/or ACT, Decorative
HEIGHT:	8'-6"
DOORS/WINDOWS:	Secure Door to Office, Access to Windows
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Direct/Indirect LED Lay-In Fixtures
MECHANICAL REQUIREMENTS:	Standard Air Distribution Pressurized air to prevent vehicle fume intrusion
ELECTRICAL REQUIREMENTS:	Standard Electrical Power Distribution
TECHNOLOGY REQUIREMENTS:	Voice and Data Distribution Buzzer / Communication to Entry/Waiting
SPECIAL CRITERIA:	If work bay adjacent, provide HVAC pressurization

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - FIELD STAFF WORKSTATION & OPEN OFFICE / SMALL CONFERENCE ROOM

Programming Worksheet

ROOM/SPACE NAME:	Field Staff Workstation / Open Office
SQUARE FOOT AREA:	248
SIZE DESCRIPTION:	6'x6' / 4 (FTE + 1/2PTE)
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Open office flex work space / work stations for Staff Vehicle Maintenance Staff Calculated in VM Space Function <u>Organized as open office or as Crew Room Style</u>
ADJACENCIES:	Division Manager Office Supervisor Office Work Bays Break areas
FURNITURE, FIXTURES, EQUIPMENT:	Small Desk work stations per staff Work Table Shelving for Library
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Polished Conc or HD Walk-off Carpet)
WALLS:	CMU or Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT:	STC 52+ (From work bays)
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Standard HVAC Requirements (Office)
ELECTRICAL REQUIREMENTS:	specifically located outlets
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Small Conference Room
SQUARE FOOT AREA:	120
SIZE DESCRIPTION:	12' x 10'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Conference Room for 4-6 People Typically the "Internal" Meeting Room
ADJACENCIES:	Offices [Head and Assistant Head]
FURNITURE, FIXTURES, EQUIPMENT:	Conference Table and Chairs
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Dimmable - Occupancy Timer
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations Floor Box AV Equipment
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - STANDARD CONFERENCE ROOM/
LARGE CONFERENCE ROOM & TRAINING ROOM

Programming Worksheet

ROOM/SPACE NAME:	Standard Conference Room
SQUARE FOOT AREA:	240
SIZE DESCRIPTION:	12' x 20'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Conference Room for 10-12 People Typically the "Public" Meeting room
ADJACENCIES:	Small Conference Room Offices Reception / Entry
FURNITURE, FIXTURES, EQUIPMENT:	Conference Table and Chairs
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Dimmable - Occupancy Timer
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations Floor Box AV Equipment
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Large Conference Room / Training Room
SQUARE FOOT AREA:	500
SIZE DESCRIPTION:	20' x 25'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Conference Room for 25 - 35 People Combine w/ Breakroom for Multi-Function 50+ person space
ADJACENCIES:	Breakroom Smaller Meeting Rooms Universal Public Restrooms
FURNITURE, FIXTURES, EQUIPMENT:	Conference Table and Chairs
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Dimmable - Occupancy Timer
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations Floor Box AV Equipment
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - COPY AREA & DOCUMENT WORK ROOM/

UNIVERSAL RESTROOM

Programming Worksheet

ROOM/SPACE NAME:	Copy Area / Document Work Room
SQUARE FOOT AREA:	144
SIZE DESCRIPTION:	12' x 12'
QUANTITY OF SPACE	1.15
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Copy and Document prep area and resource center <i>Calculated at one area for every 24 staff members</i> <i>Supplement to Open Office Area and Provide flexible office planning solutions</i>
ADJACENCIES:	Open Office Area / Field Office Work Stations Private Offices Reception
FURNITURE, FIXTURES, EQUIPMENT:	Copiers, printers, document preparation and assembly equipment
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT:	Open Office type?
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Standard HVAC Requirements (Office)
ELECTRICAL REQUIREMENTS:	specifically located outlets
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Universal Restroom
SQUARE FOOT AREA:	72
SIZE DESCRIPTION:	8' x 9'
QUANTITY OF SPACE	4
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Public use restroom
ADJACENCIES:	Entry/Reception Office Functions
FURNITURE, FIXTURES, EQUIPMENT:	Plumbing fixtures Hand Dryer
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	8' +/-
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/ Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space Plumbing fixtures
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - BREAKROOM/ MEN'S LOCKER ROOM

Programming Worksheet

ROOM/SPACE NAME:	Breakroom
SQUARE FOOT AREA:	963
SIZE DESCRIPTION:	35 sf x Staff #
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm [After standard business hours use typical]
FUNCTION:	Large Break room with integrated kitchenettes for break times (morning and lunch)
ADJACENCIES:	Vehicle Areas, Office spaces, Locker Rooms, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Unconcentrated tables and chairs Kitchenette - 4 Microwaves; 2 refrigerators; Range and Hood
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors and Exterior aluminum windows
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Daylighting control
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	AV Ready Multi-Screen
SPECIAL CRITERIA:	Daylighting, exterior access

Programming Worksheet

ROOM/SPACE NAME:	Men's Locker Room
SQUARE FOOT AREA:	354
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE	1
HOURS OF OPERATION:	During any building occupation
FUNCTION:	Restroom and Locker Room for department employees (space noted dedicated to Maintenance Staff only)
ADJACENCIES:	Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Could be combined with other departments?

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - WOMEN'S LOCKER ROOM/ GENERAL EMPLOYEE LOCKER ROOM OPTION

Programming Worksheet

ROOM/SPACE NAME:	Women's Locker Room
SQUARE FOOT AREA:	354
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE	1
HOURS OF OPERATION:	During any building occupation
FUNCTION:	Restroom and Locker Room for department employees (space noted dedicated to Maintenance Staff only)
ADJACENCIES:	Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	Exterior Access
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Could be combined with other departments?

Programming Worksheet

ROOM/SPACE NAME:	General Employee Locker Room Option
SQUARE FOOT AREA:	496
SIZE DESCRIPTION:	12-15 SF / Staff
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Locker Room Only - No Restrooms
ADJACENCIES:	Operational Areas Office spaces Break Room and Meeting rooms Mudroom-Wash Area and Janitorial
FURNITURE, FIXTURES, EQUIPMENT:	Lockers, Benches, accessories
ARCHITECTURAL FEATURES:	Lockerroom Function ONLY Restrooms and Shower Rooms Additionally Required
FLOOR:	Concrete (hard floor finish)
WALLS:	Steel Framed / Gypsum Board or Concrete (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	Varies
DOORS/WINDOWS:	H.M. Frames/Wood Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space (heat and cool) Ventilation for Lockers (Optional)
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	Non-Genered Locker Room / Seasonal Locker Room 2'x2' Full Height Locker Standard for FTE (half height for PTE) Alternative to Gendered restrooms

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - UNIFORM EXCHANGE & LAUNDRY ROOM/ NON-GENDERED SHOWER & CHANGING ROOM

Programming Worksheet

ROOM/SPACE NAME:

Uniform exchange / Laundry Room

SQUARE FOOT AREA:

156

SIZE DESCRIPTION:

12' x 13'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

Facility Hours

FUNCTION:

Uniform exchange and Laundry Room

ADJACENCIES:

Locker Area

FURNITURE, FIXTURES, EQUIPMENT:

Uniform lockers by provider, Laundry Hamper
Washer / Dryer

ARCHITECTURAL FEATURES:

FLOOR:

Concrete (hard floor finish)

WALLS:

Steel Framed / Gypsum Board or Concrete (Paint)

CEILING:

Acoustical Ceiling

HEIGHT:

Varies

DOORS/WINDOWS:

H.M. Frames/Wood Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels

MECHANICAL REQUIREMENTS:

Washer / Dryer connections
Ventilation for Lockers (Optional)

ELECTRICAL REQUIREMENTS:

Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME:

Non-Gendered Shower & Changing Room

SQUARE FOOT AREA:

81

SIZE DESCRIPTION:

9' x 9'

QUANTITY OF SPACE

3

HOURS OF OPERATION:

Facility Hours

FUNCTION:

ADA, non-gender specific shower room

ADJACENCIES:

Locker Rooms

FURNITURE, FIXTURES, EQUIPMENT:

Shower required fixtures

ARCHITECTURAL FEATURES:

Durable, cleanable surfaces
All-in-one hand washing and drying station

FLOOR:

Concrete (hard floor finish)

WALLS:

Stl. Frame / Gyp or CMU (Wall Tile)

CEILING:

ACT or Gyp

HEIGHT:

8'-0"

DOORS/WINDOWS:

HM Frames/ Wood Doors - Office, HM Doors - Shop Areas

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels

MECHANICAL REQUIREMENTS:

Standard HVAC for space
Plumbing fixtures

ELECTRICAL REQUIREMENTS:

Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - WELLNESS ROOM/ IT ROOM

Programming Worksheet

ROOM/SPACE NAME:	Wellness Room
SQUARE FOOT AREA:	120
SIZE DESCRIPTION:	12' x 10' (1 per 24 staff)
QUANTITY OF SPACE	2.0
HOURS OF OPERATION:	Hours of Operation
FUNCTION:	Private room for specialized private employee need: Private overnight during events, Mothers Room, Etc. 1 per 30 employees
ADJACENCIES:	Entry/Reception (one location) Offices (second location)
FURNITURE, FIXTURES, EQUIPMENT:	Couch, small refridgerator (for mothers room) If Exercise Room - Increase in size; include fitness equipment
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Direct/Indirect LED Lay-In Fixtures Dimmable - Occupancy Timer
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	Increase number based on prioritized functions Increase size based on priortized function *Lined out in Previous Study - Inclusion is Best Practice

Programming Worksheet

ROOM/SPACE NAME:	IT Room
SQUARE FOOT AREA:	120
SIZE DESCRIPTION:	10' x 12'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	24/7
FUNCTION:	IT Equipment Room <i>Individual spaces or combined as necessary to meet size and function demands</i>
ADJACENCIES:	Central to Office areas
FURNITURE, FIXTURES, EQUIPMENT:	IT Racking by Owner IT Provider
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Static sensitive flooring)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Wood Doors
ACOUSTICAL REQUIREMENT:	None
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Standard HVAC Requirements (Office) Dedicated Air Conditioning
ELECTRICAL REQUIREMENTS:	specifically located outlets
TECHNOLOGY REQUIREMENTS:	Fiber (voice and data connection) Low Voltage
SPECIAL CRITERIA:	None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - GENERAL STORAGE & SUPPLY CLOSETS/ JANITORIAL CLOSET

Programming Worksheet

ROOM/SPACE NAME:

General Storage / Supply Closets

SQUARE FOOT AREA:

100

SIZE DESCRIPTION:

10' x 10'

QUANTITY OF SPACE

2

HOURS OF OPERATION:

7:30 am - 4:30 pm

FUNCTION:

Storage of various office needs (paper, etc)

ADJACENCIES:

Office spaces

FURNITURE, FIXTURES, EQUIPMENT:

Shelving

ARCHITECTURAL FEATURES:

FLOOR:

Concrete

WALLS:

Steel Framed / Gypsum Board (Paint)

CEILING:

Acoustical Ceiling

HEIGHT:

9' +/-

DOORS/WINDOWS:

Hollow Metal Frames / Wood Doors

ACOUSTICAL REQUIREMENT:

None

LIGHTING:

Basic office lighting levels

MECHANICAL REQUIREMENTS:

Standard HVAC Requirements (Office)
Air Conditioning

ELECTRICAL REQUIREMENTS:

specifically located outlets

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

None

Programming Worksheet

ROOM/SPACE NAME:

Janitorial

SQUARE FOOT AREA:

99

SIZE DESCRIPTION:

11' x 9'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

7:30 am - 4:30 pm

FUNCTION:

Janitorial storage and service equipment

ADJACENCIES:

Vehicle Areas, Office spaces, Lunch Room, Janitorial, Meeting rooms

FURNITURE, FIXTURES, EQUIPMENT:

Standard Washer and Dryer, Shelving and Storage Cabinets

ARCHITECTURAL FEATURES:

TBD

FLOOR:

Concrete (hard floor finish)

WALLS:

Steel Framed / Gypsum Board or Concrete (Paint)

CEILING:

8' +/-

HEIGHT:

Varies

DOORS/WINDOWS:

H.M. Frames/ H.M. Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels

MECHANICAL REQUIREMENTS:

Standard HVAC for space
Service Sink (floor or deep basin)

ELECTRICAL REQUIREMENTS:

Standard outlet spacing

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - MUD ROOM & WASH AREA/ MECHANICAL & ELECTRICAL ROOM

Programming Worksheet

ROOM/SPACE NAME:	Mud Room / Wash Area
SQUARE FOOT AREA:	96
SIZE DESCRIPTION:	8' x 12'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Mud Room / Vestibule separation area between workshop/vehicle areas to office function
ADJACENCIES:	Workshops Vehicle Parking Office Functions
FURNITURE, FIXTURES, EQUIPMENT:	Hand Wash units Bootwash / cleaning area Wet Lockers / Clothing Hooks
ARCHITECTURAL FEATURES:	Durable, washable materials
FLOOR:	Concrete (hard finish - polish or better)
WALLS:	Concrete / CMU (Paint or hard wall finish)
CEILING:	Structure (paint)
HEIGHT:	10' +/-
DOORS/WINDOWS:	HM Doors and Frames
ACOUSTICAL REQUIREMENT:	None
LIGHTING:	Industrial / Wet condition fixtures
MECHANICAL REQUIREMENTS:	Hot/Cold Water, Floor drains and containment Wash Fixtures Heated and well ventilated
ELECTRICAL REQUIREMENTS:	Wet Condition outlets
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	Wet locker / clothing conditions Often combined with facility laundry facilities

Programming Worksheet

ROOM/SPACE NAME:	Mechanical and Electrical Room
SQUARE FOOT AREA:	TBD
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE	1
HOURS OF OPERATION:	24/7
FUNCTION:	Room housing facility water service, electrical service, water heating and softening, small air handling devices, etc.
ADJACENCIES:	Exterior Access
FURNITURE, FIXTURES, EQUIPMENT:	
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete
WALLS:	Steel Framed / Gypsum Board or CMU (Paint)
CEILING:	None
HEIGHT:	varies
DOORS/WINDOWS:	Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Standard HVAC for space
ELECTRICAL REQUIREMENTS:	Standard outlet spacing
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - PUBLIC WORKS DIRECTOR
& SUPERINTENDENT OFFICES

Programming Worksheet

ROOM/SPACE NAME:	Public Works Director Office
SQUARE FOOT AREA:	192
SIZE DESCRIPTION:	12' x 16'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Personal, private office Director Office
ADJACENCIES:	Assistant Head and Supervisor Offices Work Area Reception Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	System Furniture
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	Lockable / Securable

Programming Worksheet

ROOM/SPACE NAME:	Public Works Superintendent Office
SQUARE FOOT AREA:	168
SIZE DESCRIPTION:	12' x 14'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Personal, private office Streets, Utilities and Parks
ADJACENCIES:	Division Manager Office Technician Office / Work Area Reception Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	System Furniture
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	Lockable / Securable

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - DEPARTMENT LEADS, DIRECTOR ASSISTANT, FACILITIES MAINT. OP./ VEHICLE STORAGE

Programming Worksheet

ROOM/SPACE NAME:	Department Leads, Director Assistant, Facilities Maint/Op.
SQUARE FOOT AREA:	120
SIZE DESCRIPTION:	10' x 12'
QUANTITY OF SPACE	5.0
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Personal, private work space (cubical minimum) <i>Divisional Crew Lead or Specialist (3)</i> <i>Facilities Maintenance / Operations (1)</i> <i>Assistant to Public Works Director (1)</i>
ADJACENCIES:	Division Manager / Supervisor Work Area Reception Small Conference Room
FURNITURE, FIXTURES, EQUIPMENT:	System Furniture
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (Carpet)
WALLS:	Steel Framed / Gypsum Board (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frame w Side Lite / Wood Door half glass
ACOUSTICAL REQUIREMENT:	STC 52+
LIGHTING:	Basic office lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Office space HVAC
ELECTRICAL REQUIREMENTS:	Standard outlet locations
TECHNOLOGY REQUIREMENTS:	A/V and Voice/Data connections
SPECIAL CRITERIA:	Lockable / Securable

Programming Worksheet

ROOM/SPACE NAME:	Vehicle Storage
SQUARE FOOT AREA:	TBD
SIZE DESCRIPTION:	Varies
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm [After hours typical]
FUNCTION:	Warm Storage of Vehicle and equipment fleet
ADJACENCIES:	Exterior Vehicle Maintenance Office Functions
FURNITURE, FIXTURES, EQUIPMENT:	
ARCHITECTURAL FEATURES:	Access to daylighting
FLOOR:	Concrete (densified and sealed)
WALLS:	Concrete (Precast or CMU)
CEILING:	None
HEIGHT:	24' interior clear to structure (min)
DOORS/WINDOWS:	HM Drs/Frames, Sectional Overhead
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	High-Bay LED
MECHANICAL REQUIREMENTS:	Ventilation and Supply for Vehicle Areas CO/NO2 Sensors (min)
ELECTRICAL REQUIREMENTS:	Standard outlet spacing Specialized outlets for various equipment TBD
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Pre-fabricated Trench Drain system Air, water and power distribution Smart Overhead Door options Proximity / card reader access and control

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - WASH BAY/ LARGE SERVICE BAY

Programming Worksheet

ROOM/SPACE NAME:	Wash Bay
SQUARE FOOT AREA:	1,680
SIZE DESCRIPTION:	30' x 56'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	6:30 am - 3:30 pm [After hours typical]
FUNCTION:	Dedicated bay for washing equipment
ADJACENCIES:	Vehicle Areas, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Wash equipment (catwalks, wash wands w/ trolley system, deluge wash, undercarriage?)
ARCHITECTURAL FEATURES:	Large capacity trench drain / sediment collection
FLOOR:	Concrete (hard floor finish) - In-Floor Heat
WALLS:	Concrete (Precast/Masonry)
CEILING:	25' +/-
HEIGHT:	Varies
DOORS/WINDOWS:	Fiberglass service doors, polycarbonate ovhds (Large)
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Fume / humidity extraction, water and air supply
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment Verify w/ owner washing equipment
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	No Automated above ground wash (automated undercarriage only) Longer Bay required for full automated option Dryer required if no circulation directly to interior storage

Programming Worksheet

ROOM/SPACE NAME:	Large Service Bay
SQUARE FOOT AREA:	1,456
SIZE DESCRIPTION:	28' x 52'
QUANTITY OF SPACE	2
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Bay for the service and maintenance of larger equipment. General purpose maintenance
ADJACENCIES:	Small Service Bays, Parts and Tool Storage, Shop Space, Vehicle / Equipment Storage
FURNITURE, FIXTURES, EQUIPMENT:	Work Benches, tool storage units, mobile post lifts and in-ground lifts, fluid reels, air reels, power and task lighting reels
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	Exposed Structure
HEIGHT:	26' min.
DOORS/WINDOWS:	H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Fume extraction, water and air supply Large Capacity Trench Drain Pressure Washer Location
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment Verify w/ owner (ex: welding outlets)
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Floor slope design (flat w/ pitch pocket at drains v sloped) Access to electric charging station CNG Compliance

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - SMALL SERVICE BAY/ WELDING & FABRICATION BAY

Programming Worksheet

ROOM/SPACE NAME:	Small Service Bay
SQUARE FOOT AREA:	704
SIZE DESCRIPTION:	22' x 32'
QUANTITY OF SPACE	4
HOURS OF OPERATION:	6:30 am - 3:30 pm
FUNCTION:	Bay dedicated to service of Standard size vehicles / equipment (Fluids, air, plow edge preparation and general repairs)
ADJACENCIES:	Large Service Bays, Parts and Tool Storage, Shop Space, Vehicle / Equipment Storage
FURNITURE, FIXTURES, EQUIPMENT:	Work Benches, tool storage units, mobile post lifts and in-ground lifts, fluid reels, air reels, power and task lighting reels
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	Exposed Structure
HEIGHT:	26' min.
DOORS/WINDOWS:	H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Fume extraction, water and air supply Large Capacity Trench Drain Pressure Washer Location
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment Verify w/ owner (ex: welding outlets)
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	Floor slope design (flat w/ pitch pocket at drains v sloped) Access to electric charging station CNG Compliance

Programming Worksheet

ROOM/SPACE NAME:	Welding / Fabrication Bay
SQUARE FOOT AREA:	1,152
SIZE DESCRIPTION:	24' x 48'
QUANTITY OF SPACE	1.0
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Welding and Fabrication Metal / Steel Stock storage
ADJACENCIES:	Vehicle Maintenance Bays (Large and Small)
FURNITURE, FIXTURES, EQUIPMENT:	Work Bench, Material Racking, Weld Plates, Welders/Torch sets Drill press, Horizontal Band saw, Hydraulic Press, Metal working Unit, Band Saw Overhead Crane
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	Structure
HEIGHT:	26' min
DOORS/WINDOWS:	H.M. Frames/ H.M. Doors, Large overhead doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Fume extraction, water and air supply
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment Verify w/ owner (ex: welding outlets)
TECHNOLOGY REQUIREMENTS:	Voice / Data
SPECIAL CRITERIA:	None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - BULK FLUIDS ROOM/ VIRGIN FLUID & WASTE OIL

Programming Worksheet

ROOM/SPACE NAME:	Bulk Fluids Storage - Waste Oil
SQUARE FOOT AREA:	60
SIZE DESCRIPTION:	6' x 10'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Central Storage or waste oil / fluids
ADJACENCIES:	Vehicle Storage Areas, Service Bay
FURNITURE, FIXTURES, EQUIPMENT:	Bulk Fluid Storage Tanks (550 gal and 1000 gal), Pumps and retrieval equipment Oil Kings
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	-
HEIGHT:	-
DOORS/WINDOWS:	HM Door and Frames
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Air supply for pumps
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Bulk Fluids Room - Virgin Fluids
SQUARE FOOT AREA:	140
SIZE DESCRIPTION:	14'x10'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Central Storage or waste oil / fluids
ADJACENCIES:	Vehicle Storage Areas, Service Bay
FURNITURE, FIXTURES, EQUIPMENT:	Bulk Fluid Storage Tanks, Pumps and dispersement equipment
ARCHITECTURAL FEATURES:	TBD
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	-
HEIGHT:	-
DOORS/WINDOWS:	HM Door and Frames
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Air supply for pumps
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - AIR COMPRESSOR ROOM/ PARTS & TOOL INVENTORY, SHIPPING & RECEIVING OFFICE

Programming Worksheet

ROOM/SPACE NAME:

Air Compressor Room

SQUARE FOOT AREA:

100

SIZE DESCRIPTION:

10' x 10'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

Facility Hours

FUNCTION:

Enclosed Room for Air Compressor and associated equipment

ADJACENCIES:

Repair Bays

FURNITURE, FIXTURES, EQUIPMENT:

Air Compressor
Expansion Tank

ARCHITECTURAL FEATURES:

Housekeeping pad

FLOOR:

Concrete

WALLS:

CMU / Precast

CEILING:

Precast or Rated Stud and Gyp Assembly

HEIGHT:

8'-6"

DOORS/WINDOWS:

Secure

ACOUSTICAL REQUIREMENT:

STC Rated (45+)

LIGHTING:

Utility Lighting

MECHANICAL REQUIREMENTS:

-

ELECTRICAL REQUIREMENTS:

Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS:

-

SPECIAL CRITERIA:

Acoustically separated to control noise
Mezzanine location potential

Programming Worksheet

ROOM/SPACE NAME:

Parts & Tool Inventory / Shipping & Receiving Office

SQUARE FOOT AREA:

320

SIZE DESCRIPTION:

16' x 20'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

6:30 am - 3:30 pm

FUNCTION:

Parts and tools inventory receiving area and office
Cataloging and distributing parts and tools

ADJACENCIES:

Primary Division Entry, Possible Dedicated Entry / exterior
Parts and Tool Storage Rooms
Work Bays

FURNITURE, FIXTURES, EQUIPMENT:

Built-in, secure receiving / transaction counter
Shelving and work counter

ARCHITECTURAL FEATURES:

Built-in casework

FLOOR:

Concrete / Polish

WALLS:

Steel Framing / Gypsum Board (Paint)

CEILING:

Gypsum and/or ACT, Decorative

HEIGHT:

8'-6"

DOORS/WINDOWS:

Secure Door to Office, Access to Windows

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Direct/Indirect LED Lay-In Fixtures

MECHANICAL REQUIREMENTS:

Standard Air Distribution

ELECTRICAL REQUIREMENTS:

Standard Electrical Power Distribution

TECHNOLOGY REQUIREMENTS:

Voice and Data Distribution

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - PARTS & TOOLS STORAGE

Programming Worksheet

ROOM/SPACE NAME:	Parts Storage
SQUARE FOOT AREA:	768
SIZE DESCRIPTION:	32' x 24'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Enclosed, secured room for storage of tools and parts stock.

ADJACENCIES: Service Bays

FURNITURE, FIXTURES, EQUIPMENT: shelving, racking, etc.

ARCHITECTURAL FEATURES:

FLOOR:	Concrete
WALLS:	Steel Framed / Gypsum Board or CMU (Paint)
CEILING:	Acoustical Ceiling
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT:	-

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

Programming Worksheet

ROOM/SPACE NAME:	Tool Storage
SQUARE FOOT AREA:	300
SIZE DESCRIPTION:	15' x 20'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	Enclosed, secured room for storage of specialized vehicle maintenance tools (brakes, parts cleaners, etc)

ADJACENCIES: Service Bays

FURNITURE, FIXTURES, EQUIPMENT: shelving, racking, etc.

ARCHITECTURAL FEATURES: TBD

FLOOR:	Concrete
WALLS:	Steel Framed / Gypsum Board or CMU (Paint)
CEILING:	Structure
HEIGHT:	9' +/-
DOORS/WINDOWS:	Hollow Metal Frames / Doors
ACOUSTICAL REQUIREMENT:	-

LIGHTING: Standard lighting levels

MECHANICAL REQUIREMENTS: Standard HVAC for space

ELECTRICAL REQUIREMENTS: Standard outlet spacing

TECHNOLOGY REQUIREMENTS: Voice / Data

SPECIAL CRITERIA: None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - FABRICATION MATERIAL STORAGE/ MOBILE LIFT AND JACK STORAGE

Programming Worksheet

ROOM/SPACE NAME:

Fabrication Material Storage

SQUARE FOOT AREA:

224

SIZE DESCRIPTION:

14' x 16'

QUANTITY OF SPACE

1.0

HOURS OF OPERATION:

Facility Hours

FUNCTION:

Storage for Steel stock Materials
1 per Welding/Fab Bay

ADJACENCIES:

Welding and fabrication Bay

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

TBD

FLOOR:

Concrete

WALLS:

Steel Framed / Gypsum Board or CMU (Paint)

CEILING:

Structure

HEIGHT:

9' +/-

DOORS/WINDOWS:

Hollow Metal Frames / Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels

MECHANICAL REQUIREMENTS:

Standard HVAC for space

ELECTRICAL REQUIREMENTS:

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

None

Programming Worksheet

ROOM/SPACE NAME:

Mobile Lift and Jack Storage

SQUARE FOOT AREA:

64

SIZE DESCRIPTION:

8' x 8'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

Facility Hours

FUNCTION:

Storage or mobile lifting and jack storage
Engine Hoist Storage, etc.
1 per 6 service bays

ADJACENCIES:

Service Bays

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

TBD

FLOOR:

Concrete

WALLS:

Steel Framed / Gypsum Board or CMU (Paint)

CEILING:

Structure

HEIGHT:

9' +/-

DOORS/WINDOWS:

Hollow Metal Frames / Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels

MECHANICAL REQUIREMENTS:

Standard HVAC for space

ELECTRICAL REQUIREMENTS:

Dedicated outlet location for lift charging
Verify electrical needs of preferred model

TECHNOLOGY REQUIREMENTS:

Voice / Data

SPECIAL CRITERIA:

None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - CARPENTRY, WOOD FABRICATION
SHOP/ UTILITIES SHOP & STORAGE

Programming Worksheet

ROOM/SPACE NAME:

Carpentry / Wood Fabrication Shop

SQUARE FOOT AREA:

400

SIZE DESCRIPTION:

20' x 20'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

Facility Hours

FUNCTION:

Workshop set up and utilized for wood working and other fabrication activities

ADJACENCIES:

Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT:

Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR:

Concrete (hard floor finish)

WALLS:

Concrete (Precast/Masonry)

CEILING:

Structure

HEIGHT:

12' +/-

DOORS/WINDOWS:

HM Drs/Frms; Overhead Sectional Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels
Task lighting

MECHANICAL REQUIREMENTS:

Air and water drops
Unit Heating
Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS:

Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

Programming Worksheet

ROOM/SPACE NAME:

Utilities Shop and Storage

SQUARE FOOT AREA:

960

SIZE DESCRIPTION:

24' x 40'

QUANTITY OF SPACE

1

HOURS OF OPERATION:

Facility Hours

FUNCTION:

ADJACENCIES:

Vehicle Areas, exterior access

FURNITURE, FIXTURES, EQUIPMENT:

Shelving, work benches, storage units

ARCHITECTURAL FEATURES:

FLOOR:

Concrete (hard floor finish)

WALLS:

Concrete (Precast/Masonry)

CEILING:

Structure

HEIGHT:

12' +/-

DOORS/WINDOWS:

HM Drs/Frms; Overhead Sectional Doors

ACOUSTICAL REQUIREMENT:

-

LIGHTING:

Standard lighting levels
Task lighting

MECHANICAL REQUIREMENTS:

Air and water drops
Unit Heating
Air supply and ventilation as necessary

ELECTRICAL REQUIREMENTS:

Special power requirements for necessary equipment

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - SIGN STORAGE & SHOP/ PARTS STORAGE & SHOP

Programming Worksheet

ROOM/SPACE NAME:	Sign Storage / Shop
SQUARE FOOT AREA:	480
SIZE DESCRIPTION:	20' x 24'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	
ADJACENCIES:	
FURNITURE, FIXTURES, EQUIPMENT:	Shelving, work benches, storage units
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	Structure
HEIGHT:	12' +/-
DOORS/WINDOWS:	HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Air and water drops Unit Heating Air supply and ventilation as necessary
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Parks Shop and Storage
SQUARE FOOT AREA:	960
SIZE DESCRIPTION:	24' x 40'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Facility Hours
FUNCTION:	
ADJACENCIES:	Vehicle Areas, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Shelving, work benches, storage units
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish)
WALLS:	Concrete (Precast/Masonry)
CEILING:	Structure
HEIGHT:	12' +/-
DOORS/WINDOWS:	HM Drs/Frms; Overhead Sectional Doors
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels Task lighting
MECHANICAL REQUIREMENTS:	Air and water drops Unit Heating Air supply and ventilation as necessary
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Exterior Trash Area
SQUARE FOOT AREA:	900
SIZE DESCRIPTION:	30'x30' (can vary)
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Concrete Pad for dumpster locations
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	None
FLOOR:	Concrete
WALLS:	
CEILING:	
HEIGHT:	
DOORS/WINDOWS:	
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	None
MECHANICAL REQUIREMENTS:	None
ELECTRICAL REQUIREMENTS:	None
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Exterior Stock Pile Material Bins (Covered)
SQUARE FOOT AREA:	672
SIZE DESCRIPTION:	28' x 24'
QUANTITY OF SPACE:	8
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Storage of on-site bulk materials, including: Road Rock, Oversize (Rip-Rap), Lime, Fill Dirt, AB3, Cold Mix Asphalt
ADJACENCIES:	Rear of Site, Cold Storage
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	Covered Bins w/ Open side access
FLOOR:	Pavement
WALLS:	Concrete to 8' min.
CEILING:	cover structure
HEIGHT:	35' clear
DOORS/WINDOWS:	
ACOUSTICAL REQUIREMENT:	
LIGHTING:	One per bin
MECHANICAL REQUIREMENTS:	None
ELECTRICAL REQUIREMENTS:	None
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - UNCONDITIONED STORAGE BUILDING/ FUEL ISLAND WITH CANOPY

Programming Worksheet

ROOM/SPACE NAME:	Unconditioned Storage Building
SQUARE FOOT AREA:	4,751
SIZE DESCRIPTION:	Dimensions TBD per SF
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Cold Storage for misc. equipment and materials storage: Sander Rack, Plow Storage, Sign and Barricade Storage, Trailers, Seasonal Implements, equipment attachments, palletized bulk materials (non-hazardous)
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	None
FLOOR:	Concrete
WALLS:	Masonry / Engineered Building Wall System
CEILING:	Building Ceiling System
HEIGHT:	25'
DOORS/WINDOWS:	Large Overhead doors, hollow metal doors/frames
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	LED High Bay
MECHANICAL REQUIREMENTS:	None
ELECTRICAL REQUIREMENTS:	None
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	None

Programming Worksheet

ROOM/SPACE NAME:	Fuel Island w/ Canopy
SQUARE FOOT AREA:	1,500
SIZE DESCRIPTION:	Dimensions TBD per SF
QUANTITY OF SPACE:	0
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Fuel Dispensing for fleet vehicles
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	-
ARCHITECTURAL FEATURES:	None
FLOOR:	-
WALLS:	-
CEILING:	-
HEIGHT:	-
DOORS/WINDOWS:	-
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	-
MECHANICAL REQUIREMENTS:	-
ELECTRICAL REQUIREMENTS:	-
TECHNOLOGY REQUIREMENTS:	-
SPECIAL CRITERIA:	Above Ground Tanks double space need.

Programming Worksheet

ROOM/SPACE NAME:	Exterior
SQUARE FOOT AREA:	Yard Storage Area
SIZE DESCRIPTION:	25,000
QUANTITY OF SPACE:	.5 acre
HOURS OF OPERATION:	1
FUNCTION:	

ADJACENCIES:

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

FLOOR:
WALLS:
CEILING:
HEIGHT:
DOORS/WINDOWS:
ACOUSTICAL REQUIREMENT:

LIGHTING:

MECHANICAL REQUIREMENTS:

ELECTRICAL REQUIREMENTS:

TECHNOLOGY REQUIREMENTS:

SPECIAL CRITERIA:Secure Utilities Storage

Programming Worksheet

ROOM/SPACE NAME:	Exterior Loading Dock
SQUARE FOOT AREA:	1,920
SIZE DESCRIPTION:	24' x 80'
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	-
FUNCTION:	Loading and unloading of deliveries

ADJACENCIES:Yard space
Vehicle Storage
Maintenance
Shops

FURNITURE, FIXTURES, EQUIPMENT:-

ARCHITECTURAL FEATURES:None

FLOOR:Concrete
WALLS:Masonry / Engineered Building Wall System
CEILING:Building Ceiling System
HEIGHT:25'
DOORS/WINDOWS:Large Overhead doors, hollow metal doors/frames
ACOUSTICAL REQUIREMENT:-

LIGHTING:LED High Bay

MECHANICAL REQUIREMENTS:None

ELECTRICAL REQUIREMENTS:None

TECHNOLOGY REQUIREMENTS:None

SPECIAL CRITERIA:None

PW FACILITY ASSESSMENT

DIVISIONAL PROGRAMMING WORKSHEET - BRINE MAKING & STORAGE/ SALT STORAGE SHED

Programming Worksheet

ROOM/SPACE NAME:	Exterior Brine Making and Storage
SQUARE FOOT AREA:	1,920
SIZE DESCRIPTION:	40' x 48'
QUANTITY OF SPACE	1
HOURS OF OPERATION:	Hours of site access
FUNCTION:	Interior space for storage and making brine solution
ADJACENCIES:	Vehicle Areas, exterior access
FURNITURE, FIXTURES, EQUIPMENT:	Brine Making equipment and storage tanks
ARCHITECTURAL FEATURES:	
FLOOR:	Concrete (hard floor finish) - silane coating
WALLS:	Concrete (Precast/Masonry) - silane coating
CEILING:	Structure - silane coating
HEIGHT:	20' min.
DOORS/WINDOWS:	Fiberglass doors and frames, corrosive environment ovhd
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	Standard lighting levels
MECHANICAL REQUIREMENTS:	Large wate supply for brine making Unit Heating
ELECTRICAL REQUIREMENTS:	Special power requirements for necessary equipment
TECHNOLOGY REQUIREMENTS:	
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Exterior Salt Storage Shed
SQUARE FOOT AREA:	3,600
SIZE DESCRIPTION:	60' x 60'
QUANTITY OF SPACE:	1
HOURS OF OPERATION:	24/7
FUNCTION:	Storage of salt and sand road deicing materials Covered Mixing Storage (EPA) Confirm tonnage with Division (Salt Dome holds between 750 - 1000 ton?)
ADJACENCIES:	Yard space
FURNITURE, FIXTURES, EQUIPMENT:	Material Dividers (T-Panels or Large Retaining Blocks)
ARCHITECTURAL FEATURES:	Open Ended Covered Structure
FLOOR:	Pavement
WALLS:	Concrete (Precast/Masonry)
CEILING:	Fabric / or building system
HEIGHT:	40'
DOORS/WINDOWS:	N/A
ACOUSTICAL REQUIREMENT:	-
LIGHTING:	None
MECHANICAL REQUIREMENTS:	None
ELECTRICAL REQUIREMENTS:	None
TECHNOLOGY REQUIREMENTS:	None
SPECIAL CRITERIA:	

Programming Worksheet

ROOM/SPACE NAME:	Exterior
SQUARE FOOT AREA:	Police Covered Storage
SIZE DESCRIPTION:	2,400
QUANTITY OF SPACE:	40' x 60'
HOURS OF OPERATION:	1
FUNCTION:	24/7
	Covered storage for Police Department

ADJACENCIES: Yard space

FURNITURE, FIXTURES, EQUIPMENT:

ARCHITECTURAL FEATURES:

FLOOR:	Concrete
WALLS:	Concrete (Precast/Masonry)
CEILING:	Fabric / or building system
HEIGHT:	20'
DOORS/WINDOWS:	N/A
ACOUSTICAL REQUIREMENT:	-

LIGHTING: None

MECHANICAL REQUIREMENTS: None

ELECTRICAL REQUIREMENTS: None

TECHNOLOGY REQUIREMENTS: None

SPECIAL CRITERIA:



SOUTH ST. PAUL PUBLIC WORKS

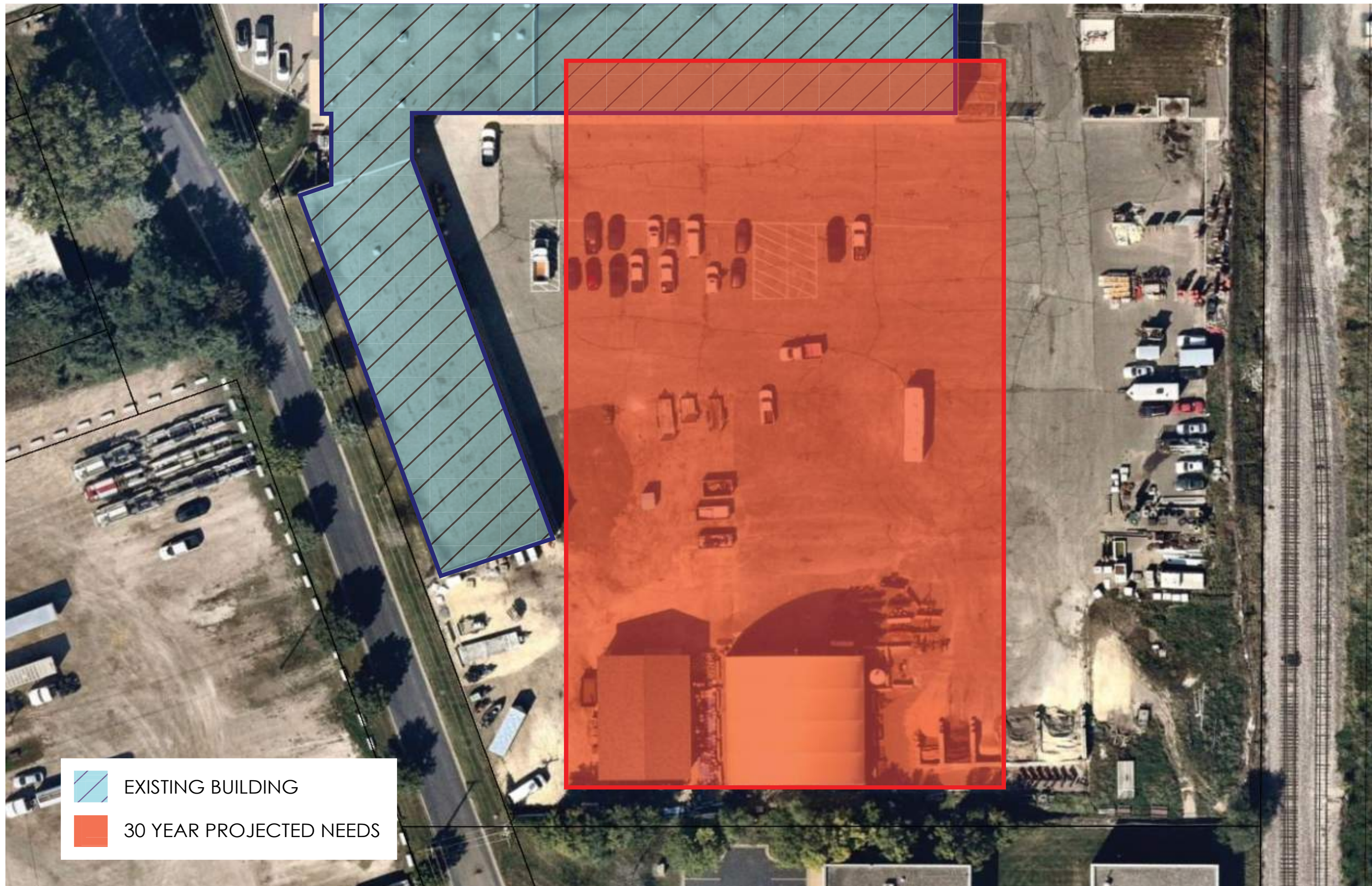
TEST FIT_ SITE

07.28.2023



0' 100' 200' 400'







PW FACILITY ASSESSMENT

30 YEAR PROJECTED NEEDS STUDY

SSP Public Works				30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL
ADMINISTRATIVE - JOINT FUNCTIONS				8,042
Building Entry	64	8' x 8'	2.00	128
Reception / Secure Foyer	150	10' x 15'	1.00	150
Field Staff Workstation / Open Office	342	6'x6' / 4 (FTE + 1/2PTE)	1.00	342
Small Conference Room	120	12' x 10'	1.00	120
Standard Conference Room	240	12' x 20'	1.00	240
Large Conference Room / Training Room	500	20' x 25'	1.00	500
Copy Area / Document Work Room	144	12' x 12'	1.58	228
Universal Restroom	72	8' x 9'	4.00	288
Breakroom	1,330	35 sf x Staff #	1.00	1,330
Men's Locker Room	463	Varies	1.00	463
Women's Locker Room	463	Varies	1.00	463
General Employee Locker Room Option	688	12-15 SF / Staff	1.00	688
Uniform exchange / Laundry Room	156	12' x 13'	1.00	156
Non-Gendered Shower & Changing Room	81	9' x 9'	4.00	324
Wellness Room	120	12' x 10' (1 per 24 staff)	2.00	240
IT Room	120	10' x 12'	1.00	120
General Storage / Supply Closets	100	10' x 10'	2.00	200
Janitorial	99	11' x 9'	1.00	99
Mud Room / Wash Area	96	8' x 12'	1.00	96
ADMINISTRATIVE - DEDICATED OFFICES				
Public Works Director Office	192	12' x 16'	1.00	192
Public Works Superintendent Office	168	12' x 14'	3.00	504
Department Leads, Director Assistant, Facilities Maint/Op.	120	10' x 12'	6.00	720
Mechanical and Electrical Room	1,139	15% of Supported Area	1	1,139
ADMINISTRATIVE AREA SPACES SUBTOTAL				8,042

SSP Public Works					30 YEAR
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL	
CONDITIONED VEHICLE STORAGE (WARM)					
Large Space	900	20'x45'	15	13,500	
Medium Space	288	12'x24'	23	6,624	
Pickup Space	200	10'x20'	34	6,800	
VEHICLE PARKING SUBTOTAL				26,924	
TRAFFIC LANE STORAGE INCREASE				23,498	
CONDITIONED VEHICLE STORAGE SUBTOTAL				50,422	

Equipment / Fleet Maintenance Functions	12,212			
Large Service Bay	1,456	28' x 52'	3.00	4,368
Small Service Bay	704	22' x 32'	4.00	2,816
Welding / Fabrication Bay	1,152	24' x 48'	1.00	1,152
Bulk Fluids Storage - Waste Oil	60	6' x 10'	1.00	60
Bulk Fluids Room - Virgin Fluids	140	14'x10'	1.00	140
Air Compressor Room	100	10' x 10'	1.00	100
Parts & Tool Inventory / Shipping & Receiving Office	320	16' x 20'	1.00	320
Mechanic's Office	220	12' x18'	1.00	220
Parts Storage	768	32' x 24'	1.00	768
Tool Storage	300	15' x 20'	1.00	300
Fabrication Material Storage	224	14' x 16'	1.00	224
Mobile Lift and Jack Storage	64	8' x 8'	1.00	64
Wash Bay	1,680	30' x 56'	1.00	1,680

SSP Public Works30 YEAR				
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL
Division Work Spaces4,937				
Carpentry / Wood Fabrication Shop	400	20' x 20'	1.00	400
Utilities Shop and Storage	960	24' x 40'	1.00	960
Sign Storage / Shop	480	20' x 24'	1.00	480
Parks Shop and Storage	960	24' x 40'	1.00	960
General Storage	400	20' x 20'	1.00	400
Interior Loading Dock	144	12' x 12'	1.00	144
Mechanical and Electrical Equipment1,5933.75% of Supported Area1.001,593				
BUILDING PROGRAM TOTALS				
SUB-TOTAL				75,612
Circulation and Structure Allowance	6,388	35% of Supported Area	1	6,388
TOTAL				82,000

SSP Public Works30 YEAR				
ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL
SITE PROGRAM REQUIREMENTS				
Staff Parking and Drive Aisle	283.5	9' x 18'	43	12,191
Visitor Parking and Drive Aisle	283.5	9' x 18'	12	3,402
ADA Space plus Aisle	306	9' x 18' +8' Aisle	2	612
Trash Area90030'x30' (can vary)1900				
Stock Pile Material Bins (Covered)	672	28' x 24'	8	5,376
Unconditioned Storage Building	4,751	Dimensions TBD per SF	1	4,751
Fuel Island w/ Canopy	1,500	Dimensions TBD per SF	0	-
Yard Storage Area	25,000	.5 acre	1	25,000
Exterior Loading Dock	1,920	24' x 80'	1	1,920
Brine Making and Storage	1,920	40' x 48'	1	1,920
Salt Storage Shed	3,600	60' x 60'	1	3,600
Police Covered Storage	2,400	40' x 60'	1	2,400

SITE AREA TOTALS				
MAIN BUILDING	82,000			
CIRCULATION AROUND BUILDING	16,400	20% of subtotal		
SITE PROGRAM REQUIREMENTS	62,071			
CIRCULATION AROUND SITE PROGRAM	15,518	25% of subtotal		
PROGRAM TOTALS175,989				
20% GREEN SPACE	35,198			
Stormwater Management	35,198	20% of subtotal		
GRAND TOTAL SITE AREA NEEDED246,3855.66				
PROPOSED PROGRAM				

PW FACILITY ASSESSMENT
CURRENT FLEET INVENTORY



13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
0.0 Large Vehicles
4.0 Medium Vehicles
6.5 Small Equipment
0.0 Outdoors
0.0 Maintenance Only Large
0.0 Maintenance Only Medium

Facility Storage
Maintenance Only

PREFERRED STORAGE LOCATION

Storage Location Noted by Owner = O
Storage Location Recommended = X

Size Count									SORTED BY WORK DIVISION								
Warm Large	Warm Med.	Warm Small	Cold Large	Cold Med.	Cold Small	Out-doors	Maint. Only Large	Maint. Only Med.	VEH #	YEAR	DESCRIPTION	BRAND	MODEL	NOTES	REMAIN AT EXG FACILITY	COLD STORAGE / COVERED / SEASON ROTATION	OUTDOORS

SSP Public Works																	
			1.00							2007	Dodge Dakota						
	1.00									2015	Ford F350						
		1.00								2015	Ford F150						
	1.00									2013	Ford F250						
		1.00								2014	Chevy Equinox						
	1.00									2013	Ford F250						
		1.00								2010	Chevy Impala						
		1.00								2017	Chevy Colorado						
1.00										2017	Cat 938M Loader						
1.00										2016	Cat 930M Loader						
		1.00								2014	Elgin Pelican						
	1.00									2017	Ford Transit 150 Cargo Van						
1.00										2007	Sterling Flusher						
		1.00									John Deere ProGator						
		1.00								2003	Ford pickup						
		1.00								2018	Asphalt Roller						
1.00										2020	Peterbilt Sewer Vactor						
	1.00									2020	Chevy 2500						
	1.00									2018	Ford F250						
	1.00									2018	Ford F250						
	1.00									2022	F-350 with dump box & plow						
	1.00									2022	F-350 with dump box & plow						
	1.00									2015	Ford Transit 150 Cargo Van						
	1.00									2012	Ford F450						
	1.00									2017	Ford F550 Bucket Truck						
	1.00									2018	Ford F250						
	1.00									2017	Ford F250						
	1.00									2018	Ford F350						
										2006	Sterling Dump						
										2017	Mack Dump						
										2014	International 7500						
										2012	International 7500						
										2007	Sterling Dump						
										2018	Mack Dump						
										2008	Sterling Dump						
										2018	Mack Dump						
		1.00								2012	Ford F250	Supercab					
1.00										2013	International 7500						

PW FACILITY ASSESSMENT
CURRENT FLEET INVENTORY



13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
0.0 Large Vehicles
4.0 Medium Vehicles
6.5 Small Equipment
0.0 Outdoors
0.0 Maintenance Only Large
0.0 Maintenance Only Medium

Facility Storage
Maintenance Only

PREFERRED STORAGE LOCATION

Storage Location Noted by Owner = O
Storage Location Recommended = X

Size Count									SORTED BY WORK DIVISION								
Warm Large	Warm Med.	Warm Small	Cold Large	Cold Med.	Cold Small	Out-doors	Maint. Only Large	Maint. Only Med.	VEH #	YEAR	DESCRIPTION	BRAND	MODEL	NOTES	REMAIN AT EXG FACILITY	COLD STORAGE / COVERED / SEASON ROTATION	OUTDOORS
	1.00									2005	Ford Van						
		0.50								2021	Toro Z Master 7500						
	1.00									2021	Trackless MT7 plus attachments						
		1.00								2021	Rayco Trailer - stump grinder						
		1.00								1997	Cronkhite Trailer - bobcat						
		1.00								2019	Bobcat skid loader						
		1.00								2019	Bobcat skid loader						
		1.00								2018	landpride flex mower						
		0.50								2017	JD turf mower						
		1.00								2017	JD Compact Utility Tractor						
		1.00								2018	JD Compact Utility Tractor						
		0.50									Utility Tractor attachments						
		0.50								2019	JD turf mower						
		0.25									648R Stand Up Turf Mower						
		0.50									Walk behind mowers						
		0.50									Toro Turf sweeper						
		0.50								2017	Kromer Field Maintenance Tractor						
		1.00								2018	Kubota Utility						
		1.00								2019	Kubota Utility						
		0.50									JD Commerical ztrac mower						
		0.50									JD Commerical ztrac mower						
		0.50									JD Commerical ztrac mower						
		0.50									JD Commerical ztrac mower						
			1.00							2005	tomahawk trailer						
			1.00							2014	towmaster trailer						
					1.00					1980	12x8 trailer						
			1.00							1997	20' trailer						
			1.00							2012	carhauler trailer 20'						
					1.00					2012	18' trailer						
					1.00					2000	10' puppet trailer						
					1.00						10' car trailer						
					1.00					2016	midsota dump trailer						
					0.50					2015	Sewer pump trailer						
					1.00					2015	trench box trailer						
		0.50								2019	Sullivan Air compressor						
		0.25									Titan paint striper						
		0.25									Fertilizer sprayer						
		0.25									trash pump						
		1.00									Trailer mounted trash pump						
	1.00										Felling Trailer (paver)						
		0.50									Snow Wolf Blower						
		1.00									Tack Machine						
		0.25									Toyota Forklift						
		0.50								2016	Mauldin Asphalt Paver						
		1.00									Asphalt hotbox						



13.0 Large Vehicles
20.0 Medium Vehicles
29.5 Small Equipment / Parking
0.0 Large Vehicles
4.0 Medium Vehicles
6.5 Small Equipment
0.0 Outdoors
0.0 Maintenance Only Large
0.0 Maintenance Only Medium

Facility Storage
Maintenance Only

PREFFERED STORAGE LOCATION

Storage Location Noted by Owner = O
Storage Location Recommended = X

Size Count									SORTED BY WORK DIVISION						COLD STORAGE		
Warm Large	Warm Med.	Warm Small	Cold Large	Cold Med.	Cold Small	Out-doors	Maint. Only Large	Maint. Only Med.	VEH #	YEAR	DESCRIPTION	BRAND	MODEL	NOTES	REMAIN AT EXG FACILITY	/ COVERED / SEASON ROTATION	OUTDOORS
		0.25									vibratory tamper						
		1.00								2014	Vermeer brush chipper						

Space Standards – Typical Division Required Functions

Each standard provided here include spaces that were identified on Divisional Programming Worksheets or during interview / facility tours. These are spaces that are identified as “typical” between all divisions and would be necessary in whole or part if each division was located within their own facility. Sizes are based on factors such as, code based requirements and industry standards / best practices. In a combined facility, there would be redundancies between each division that can be combined for joint use.

Administrative Purpose Spaces

Building Entry / Vestibule 64 SF 8’ x 8’

A primary or secondary environmentally controlled entry point that provides an airlock separation between exterior and interior spaces, or separation between two building uses that need air separation.

Secure Foyer / Transaction 120 SF + 12’ x 14’

For agencies receiving public visitors, whether for frequent visits to staff or financial transactions, this space provides a secure, but inviting interior waiting area with a direct transactional space for interaction with staff. Ultimate size depends on frequency and number of visitors.

Reception / Admin Workstation 120 SF 10’ x 12’

A work space for administrative specialists to receive visitors, grant visitors access to the rest of the facility, and accomplish day to day work activities. This work station is secure and has good visibility to the entry and rest of the administrative area. Size is based on single administrative worker. Add for additional existing or future roles.

Resource/Document and Collaboration Area 150 SF 10’ x 15’

An area for the preparation and processing of documents, copy machine and printer location. Includes general office product storage and a work counter for staff collaboration. Size noted is minimum base recommended, with increased size programmed to meet number of staff. This space could be repeated for multiple, larger work divisions, if siloization is operationally required.

Private Office Tiers

I - Division Manager / Director Office 216 SF 12’ x 18’

Private office for the manager of the overall operational division.

II - Supervisor Office 168 SF 12’ x 16’

Private office for a supervisor of specific divisional operations

III - Staff Office 120 SF 10’ x 12’

Private office for divisional staff such as a technician / specialist or other working staff member requiring a private workspace.

IV – Technician / Specialist 64 SF 8’ x 8’

Open Office Workstation or optional to create as a private office for divisional staff such as a technician / specialist or other working staff member requiring a dedicated, solo workspace.

Field Staff Workstation / Open Office 36 SF 6’ x 6’

An open office style workstation (sitting or standing) that can be utilized by a divisional field staff. Cubicle or office furniture can be utilized to separate. These are non-staff dedicated and are typical one per a specific number of staff. Typically found in an open office scenario.

Meeting and Gathering

Small Conference Room 120 SF 10’ x 12’

Small meeting room for 4-6 person meetings. Typically, adjacent to private offices.

Standard Conference Room 240 SF 12’ x 20’

Large meeting room for a comfortable setting of 12 people, with large conference table and audio-visual presentation equipment.

Large Conference Room / Training Room 500 SF Min. 20’ x 25’ Min.

Meeting room for a comfortable setting of a minimum of 25 people. Seating configurations based on unconcentrated tables and chairs set up in a row format. Sometimes used as an emergency operations base, whether the space receives only hardening (solid structure) or full FEMA rated structure and building system support is based on agency need.

Larger groups can be accommodated by combining multiple conference rooms (via operable partition), or by creating multi-purpose rooms or crew rooms – see Glossary.

Personnel Support Spaces

Breakroom 35 SF / Staff Varies

Dedicated space for taking periodic breaks during the workday. Space includes dedicated area for food preparation and storage. Size depends on number of divisional staff, and day to day activities. Space can be increased to accommodate public meetings and after hours gathering or activities.

Locker Room 15+ SF / Staff Varies

Locker facility for personal storage locker per each operational staff member. Space includes dedicated 2’ x 2’ nominal, secure personal storage locker. Specific operations may require additional lockers, depending on uniform services, dirty or wet divisional operations.

Locker facilities can be gendered or non-gendered, depending on agency standards and practices.

Restrooms can also be combined with these facilities to create gendered locker facilities.

Universal Public Restroom 72 SF 8’ x 9’

Public access ADA restroom, non-gender specific for use by visiting public.

Non-gendered Shower Room 81 SF 9’ x 9’

A non-gendered shower room is a universal user facility typically combined with non-gendered locker room, or isolated to another specific area for use in conjunctions with some specific services, such as watermain repair or handling of hazardous materials.

Wellness Room	64 SF	8' x 8'
This room serves as a quiet, personal break area for single user function. This has been typically dedicated as a mother's room, or for operations that frequently require overnight or long-term stays at the facility due to emergency conditions.		
Fitness Room	288 SF	12' x 24'
Houses some fitness equipment to promote staff personal physical and mental health and wellbeing. Final size depends on type of equipment being provided for staff. Base size includes area for treadmill(s), stationary bike(s), and some small weight equipment.		
Facility Functional Support Spaces		
IT Closet	48 SF	6' x 8'
Minimum size for the inclusion of IT distribution systems for a divisional use facility. Larger space is required for large administrative work purposes (large number of computers), or multiple locations when facilities are large enough to require additional signal infrastructure.		
General Storage / Supply Closet	100 SF	10' x 10'
General size for the secure storage of divisional administrative items. This can include paper goods, office supplies or specific operational equipment, such as Personal Protective Equipment (PPE).		
Janitorial	63 SF	7' x 9'
General, minimal size for the storage of facility cleaning supplies, wet sink and building maintenance items.		
Mud Room / Wash Area	96 SF	8' x 12'
Interior, wet area for staff to wash hands and/or boots, remove dirty or wet outer layer of clothing to contain dirt or contaminated clothing in an operational area prior to entering an administrative space. Typically an interior air-lock vestibule to provide temperature and air pressurization difference between differing facility functions.		
Mechanical and Electrical Room	% of Supported Area	Varies
Rooms / Space dedicated for water service, electrical service		

Space Standards – Vehicle and Equipment Storage and Parking

Each vehicle size and parking configuration can be located in warm, cold, covered or outdoor parking scenarios.

Large Vehicle Spaces: 20' x 45' 900 SF

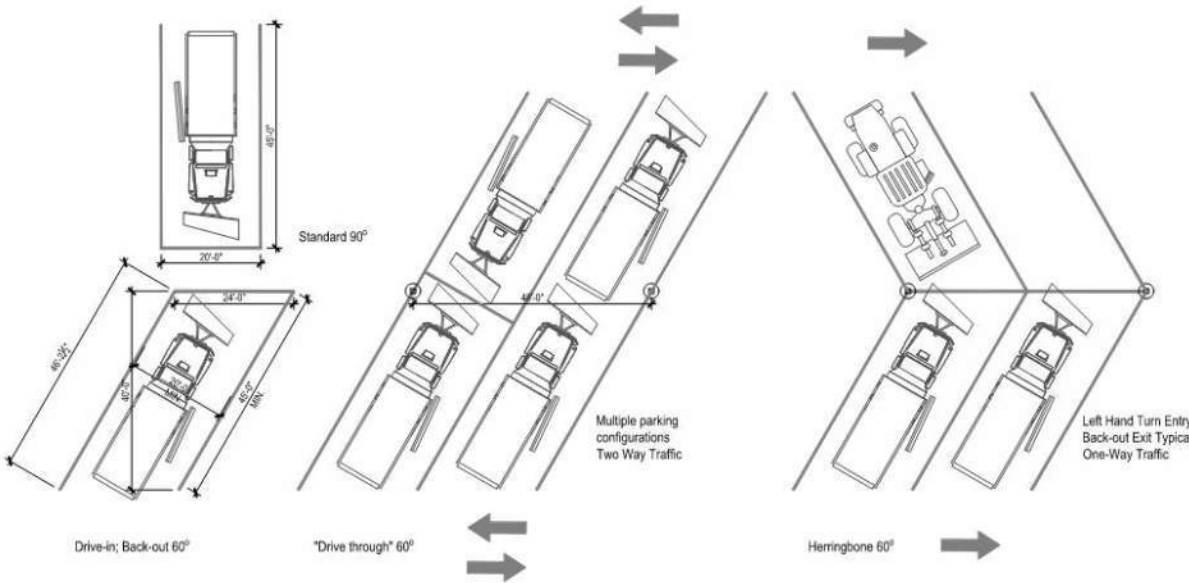
Single Axle and Tandem Axle Vehicles; Plow Trucks, Vactors, Jetters, Graders, Loaders, F550 or Larger, Pick-ups with telescoping arms (forestry or electrical utility bucket trucks)

As recent as five years ago, these trucks were being programmed for a parking space as little as 18' wide by 36' long. However, by adding larger front end plows, side and rear brine tanks, larger hopper capacity for salt, and an increasing number of tandem axle trucks versus single axle trucks, these spaces have grown to accommodate the added features.

Larger vehicles also have larger turning radiuses and are less maneuverable in interior parking structures. Parking of these vehicles is often at a 60 degree angle to accommodate an easier access and exit of the parking stall. Space layouts and configurations include drive-through where bays are oriented in the same direction, or herringbone. Ideally, drivers of large vehicles would make a left-hand turn (or have circulation in a counterclockwise motion) for easier turning. Multiple drive lanes are required when these two methods are employed for large vehicle parking. Parking layouts are determined by the number of vehicles needed to be accommodated, and departmental operational standards, such as ordered exiting (Truck A always exits first at start of day and enters first at end of day). Drive lane widths should be no less than 26' where any backing is a possibility.

When these parking layouts are utilized, a long span structural system must be used to reduce column obstructions. Economical structural spacing for a central bearing line, is typically a column with concrete base every two large vehicle stalls, or 48'. These column locations can support air, water, electrical and fluid drops for general maintenance of vehicles and the facility in general.

Large Vehicle Parking Configurations

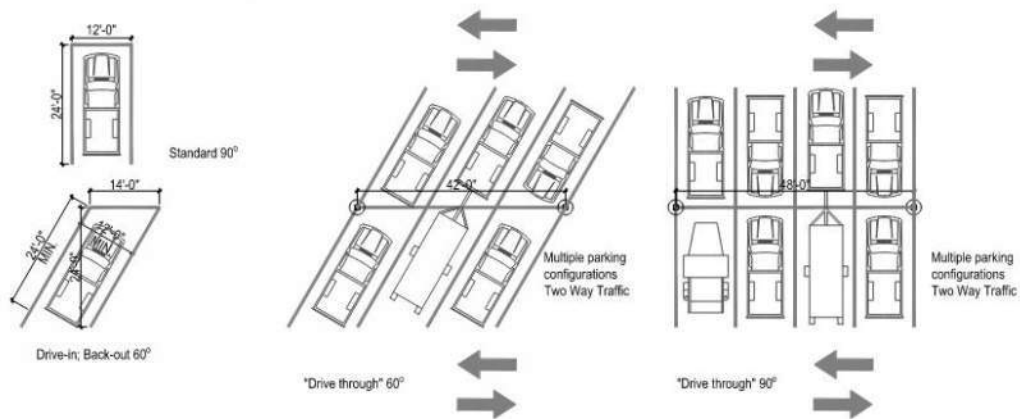


Medium Vehicle Spaces: 12' x 24' 288 SF

Pelican Sweepers, Large Pick-ups (F350-F450 Chassis, GM 2500 Chassis or larger), large tractors, back-hoe / loader combinations

These spaces, when oriented in a drive through pattern, can support a multitude of vehicle parking strategies. Sixty degree parking is used as a continuation of the large vehicle 60 degree parking when the total length of the building may support this. In either 60 degree or standard 90 degree, the drive through nature can support drive through, head in / back out, or pull through with trailer.

Medium Vehicle Parking Configurations



Small Vehicle Spaces (Standard Parking) 10' x 20' 200 SF

Everyday pick-up truck chassis (F150, F250 or GM 1500), Sedans, most Parks and Recreation Maintenance Equipment (Large Mowers)

Portions of small vehicles spaces: 8' x 8' or smaller 64 SF Max

Measured as a fraction of a smaller spaces

Skid steers, Large Toro Mowers, Cushman Carts and Toro Work-master

Trailers

Large Trailers, enclosed and open on tandem axle	12' x 24'	288 SF
Tow Plows	12' x 36'	432 SF
Small, single axle trailers	10' x 20'	200 SF

Space Standards – Vehicle and Equipment Service Bays

Bays to Technician Ratio / Equipment to Technician

There are three methodologies of planning how much space and work load a single service technician can be allocated:

1) Bays to Technician.

This method is more flexible, in that the bays may be dedicated for certain services, while the technicians are not.

This is more typical of larger departments, that may or may not incorporate personnel shifts. Fleet make-up can still dictate the ratio of bays to technician. Industry standards are typical at an absolute minimum of two bays per technician ratio (2:1).

Trends in fleet sizes and available technicians have increased that ratio to **2.5:1**.

The rationale is that for every bay that has a dedicated repair taking place, there is at least one bay dedicated to back-log, rotation, and staging indoors for preparation of service. If fleet maintenance activities include dedicated specialized equipment maintenance, such as fire apparatus, police squad set-up or sanitation hydraulics, then a higher ratio of approaching 3:1 might be necessary to accommodate possible delays in parts availability and the inherent complications typical on larger projects.

Departments that contract some activities, such as squad set-up, major overhaul or specialized equipment repair, can trend closer to the 2:1 ratio. Departments with three or fewer mechanics, should also trend on the higher side of the ratio to provide flexible workspace for large repairs.

2) Equipment to Technician.

This method is based on a distinct definition of each technician's role, or where day to day operators are allowed to perform preventative maintenance but need dedicated space to do so.

One technician may specialize in police squad oil changes, while another is responsible for all large vehicle hydraulics. In that case, a ratio of equipment type per technician is going to range from 12-18 pieces of equipment per technician for large vehicles and major services, and 18-30 for small and standard services.

This method is also variable, based on total fleet make-up and number of vehicle maintenance staff. A program can either assume a total number of pieces of equipment per technician regardless of size or expertise, or be broken down by vehicle size and type, based on a technician's defined role.

3) Service Equivalents per size of fleet.

This method uses similar ratios to the Equipment to Technician method but takes the number of staff out of the equation, and uses the fleet size to determine the number of bays. This method is more typical for fleets needing regular inspection services, such as federally funded transportation fleets (Mass transit, GSA ride-share fleets, etc.)

Single Large Vehicle Bays

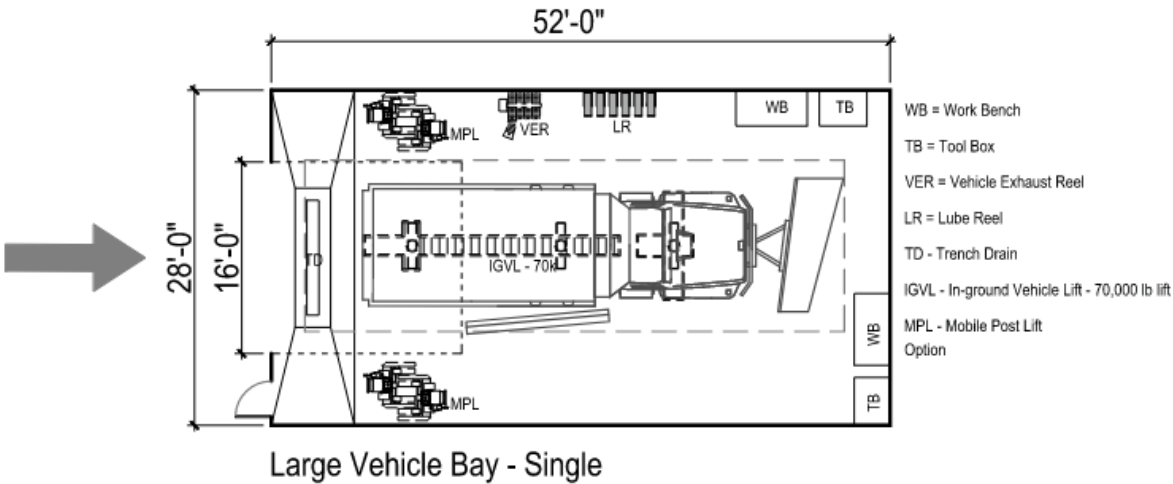
28' x 52'

1,456 SF

Single Bay, drive-in or drive-thru, 24' – 26' interior clear height typical

Service Single Large Vehicle (up to Tandem), Medium Vehicles and Small Vehicles

In-Ground Lift Maximum Capacity (Typical) – 70,000# to 105,000#

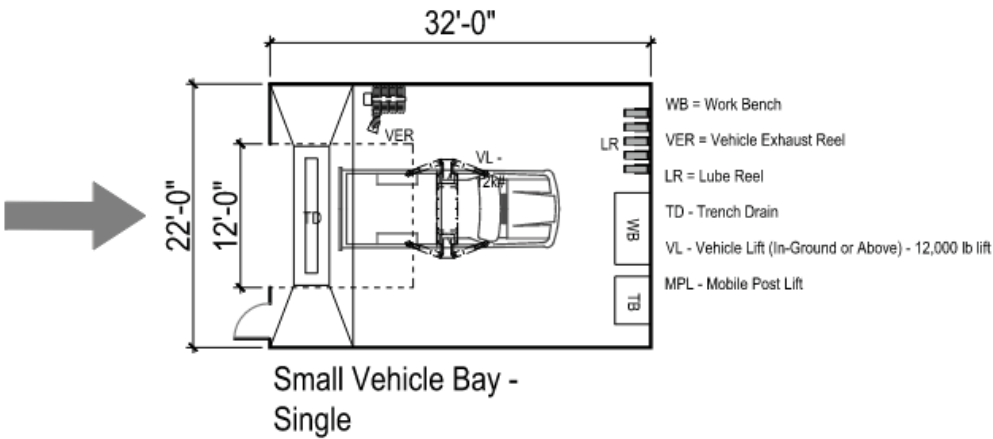


Single Small Vehicle Bays

22' x 32'

704 SF

Single Bay, drive-in / drive-thru, 24'-26' interior clear height typical allows for overhead doors to be vertical lift doors and reduce bay depth needed for lifting of vehicle.



Double Large Service Bays – End to End

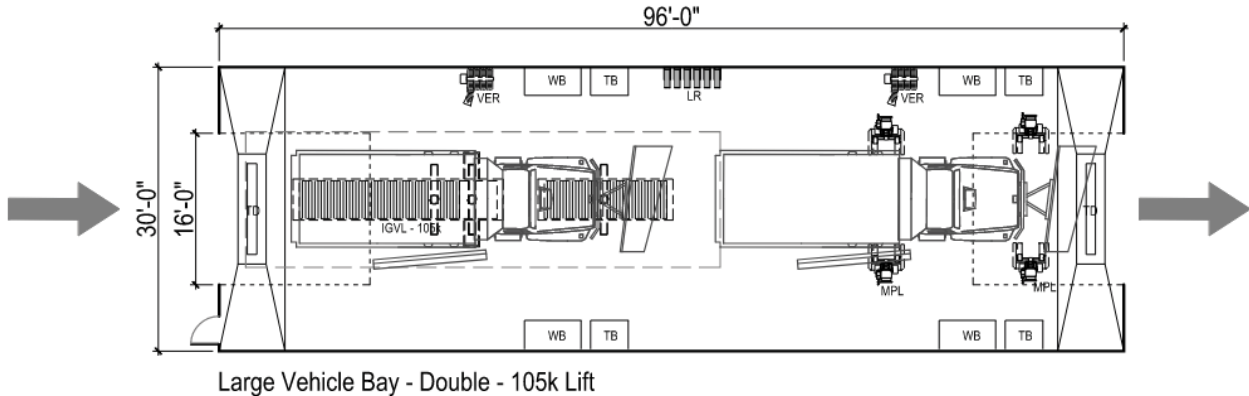
30' x 96'

2,880 SF

Large bays are placed end to end to allow longer vehicles to be serviced within. This is typical for departments which service fire department apparatus, in which case, the bay width is also increased to accommodate the apparatus movement and additional support required for the equipment size.

These bays can accommodate two tandem vehicles without attachments (plows/rear brine tanks).

Vehicle Lifting options, include in-ground and mobile column lifts. In-ground capacity choices may limit bay capacity for a second large vehicle, without an increase in bay length.



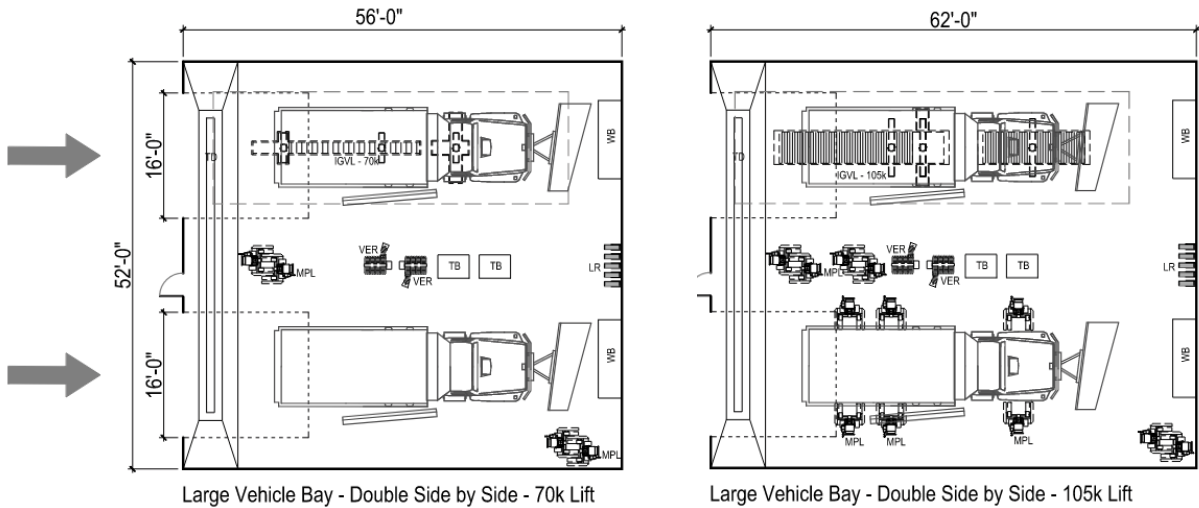
Double Large Service Bays – Side by Side

52' x 56'+

2,912 SF

When planning for multiple large bays, side by side placement of single bays can find space economy in width if structural design allows free span. Bays get slightly longer to accommodate work bench placements. Bays are always drive in – back out.

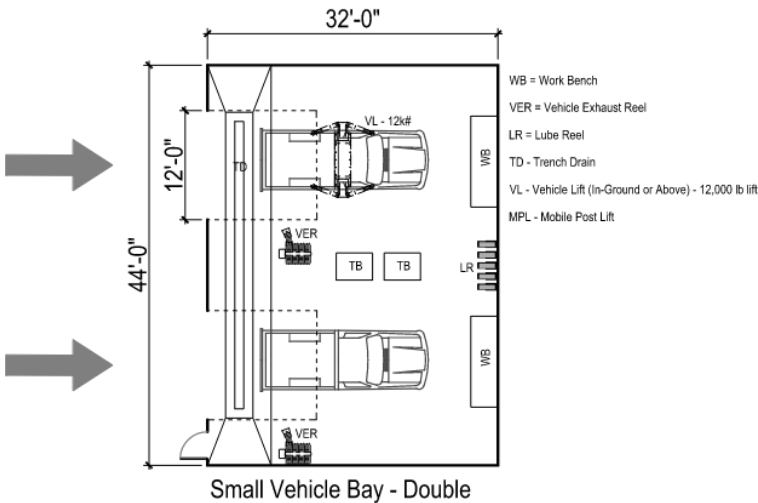
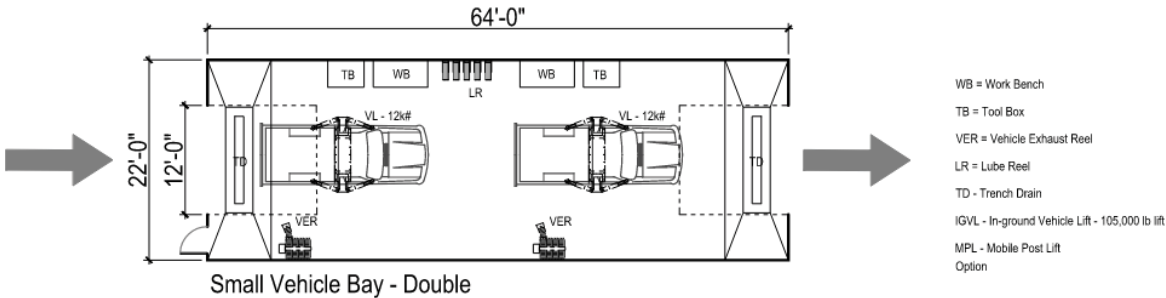
Vehicle Lifting capacity requirements, may require longer bays, to accommodate larger infrastructure.



Double Small Service Bays

Double Small Vehicle Bays – end to end 22’ x 64’	1,408 SF
Double Small Vehicle Bay – side by side 44’ x 32’	1,408 SF

These bays are two smaller bays placed end to end or side by side to be able to service multiple vehicles by one service technician at one time. They are typically planned for a specialized service technician in charge of a specific fleet segment, such as police squads or parks maintenance equipment. One bay typically includes an integrated lift (in-ground or bolt-down), while the other is flat service area for flexible use. The bay is not simply doubled from the single bay scenario. Additional length or width may be needed to accommodate special vehicle lifting methods (platform lifts) and specialized work bench / toolbox / digital diagnostic podium placements between bays.

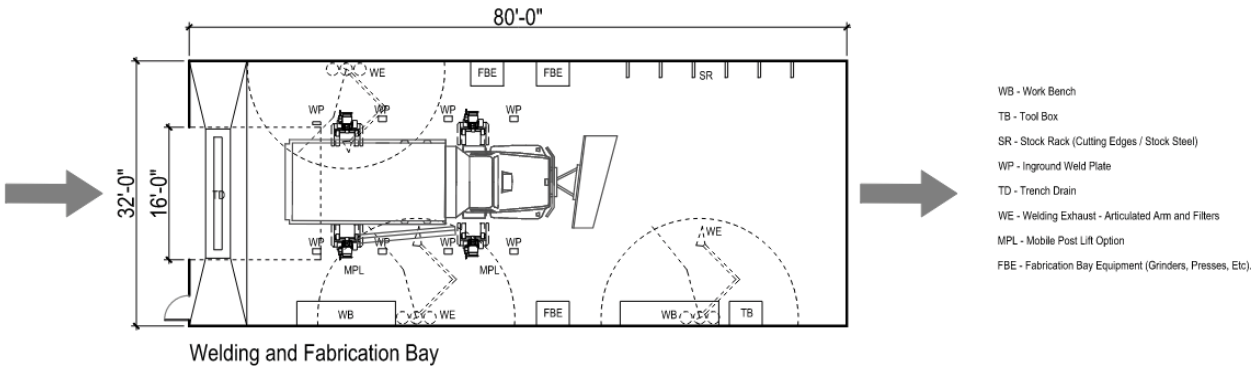


Space Standards – Specialty Service Bays and Work Shops

Welding and Fabrication Bays	32’ x 52’	1,456 SF
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These bays need to have enough space for large vehicle to be serviced, as well as flexible use space for equipment such as presses, grinding tables, and work benches that allow for smaller service projects off-vehicle. They also need to be large enough to provide adequate lay-down space for plow and wing attachments that cannot be removed, as they may be for service in a typical bay.

Minimum length recommended is matching large maintenance bay dimensions, so that a fabrication bay can also be a large maintenance bay. The larger depth diagram illustrates a standalone bay with bulk material storage.



Tire and Brake Service Bay	24’ x 40’	960 SF
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Tire balancing and brake service bays are typically adjacent to main service bays and behave more like independent workshops rather than a traditional service bay. Equipment for service is permanently installed around a perimeter wall or stored within a smaller dedicated area and rolled into this bay or a dedicated small vehicle bay when service is required. These bays resemble typical small service bays but require slightly larger space for specialized equipment and tool storage dedicated to this task.

Squad Car Set-Up Bay	24’ x 40’	960 SF
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Occasionally, service technicians have a dedicated specialty of advanced police squad set-up. Vehicles arrive as standard police service vehicles and need complex electrical set-up and installations, that can include a climate-controlled, dust-free areas. These bays are usually adjacent to main service areas but are isolated by doors and/or partitions. These bays resemble typical small service bays but require slightly larger space for specialized equipment and tool storage dedicated to this task.

Wash Bay	30’ x 56’	1,680 SF
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These bays are crucial to long term service of all public infrastructure maintenance equipment. They are minimally sized to hold the largest vehicle in the fleet and provide room for a staff member to circulate around the vehicle to inspect and clean the equipment. The size indicated, is for a single stall wash. High volume water sources, washing equipment and apparatus will vary based on Wash Bay location relative to vehicle storage and other operational circulations. Wash Bays are typically found either at or near the primary vehicle entry to warm storage, near the vehicle maintenance bays, or are completely isolated to service a diverse fleet and restrict access to specific divisional operational areas.

Sizes of wash bays may vary greatly in length depending on pre-wash features, such as deluge or high volume flush areas, or inclusion of an automated arch system, or inclusion of a dryer area, to prevent re-freeze in colder times of year.

General Purpose Workshop

30’ x 30’ (Min)

900 SF

A starting point for any divisional or operational specific workshop is in this size range. These spaces function as catch-all work bays for a division or department but can also be dedicated to specific uses. Specific uses include Carpentry, Small Engine Repair, Small Implement Storage and Repair, Sign Making and other such specialized work activities.

Space Standards – Site and Yard Functions

Bulk Materials Bins

28’ x 24’

672 SF

These bins are open ended dedicated storage areas on-site for storage of various types of materials. These bins can also be covered, depending on what is being stored. Bulk material items include sand/gravel, black dirt, large format rock, landscape and plant maintenance materials and waste materials. Sizes can vary from the identified size, based on quantities identified by the division.

Fueling Station

30’ x 50’

1,500 SF

Fueling is a function that is necessary for every division assigned a vehicle. Size and quantity of fueling stations depend on the total size of fleet being served, location relative to divisions that require access, and fueling types. Also critical in determining size is the quantity of fuel types and storage methods. Underground tanks take up less site space but have long term challenges. Above ground tanks are large and unsightly and take up valuable site area. Fueling stations require a canopy to protect staff and equipment during poor weather and protect from rainwater washing spilled fuels or fluids into a stormwater treatment area that is not designed to handle possible contamination.

Fueling Stations can also include self-contained units for additional dispensable fluids, such as DEF, in either an above or below grade condition.

Fueling alternatives, such as natural gas, electric charging or non-petroleum based fuels, can be accommodated in a similar size, but are typically a second fueling station on a given site.

Glossary

“Dirty” Functions

Daily operational work activities that are directly related to in-field operations, such as vehicle maintenance, any vehicle or equipment operation, workshop labor, etc.

“Clean” Functions

Daily operational work activities that are directly related to office or administrative work tasks, such as time-card execution, email correspondence, break time, etc.

Multi-Purpose Room

A large, multi-function space, typically combining a facility or divisional break room space and large conference / training room functions. These spaces are typically cleaner than “Crew Rooms” and located in administrative areas, rather than operational areas. These rooms may be accessed by other groups outside of the specific operational division, such as outside vendors, external / visiting agencies, or potential after-hour events (city council or planning workshops, for example).

Crew Room

A single, multi-function space that houses large meeting functions including workflow planning meetings (tailgate or muster), training events, break space (w/ kitchenette) for specific work groups, and field staff workstations. Typically, ideally sized for operational work groups typically no larger than 12 staff, all the same institutional hierarchy. Commonly, Crew Rooms are adjacent to a divisional operational workshop space, rather than a singular administrative work area, to separate “dirty” operations.

Larger staffing numbers require individual break rooms with kitchens, meeting rooms and offices / workstations.

Tailgate / Muster

A quick, operational meeting of work crews to discuss and assign daily work tasks. Typically occurring in work specific areas (workshops) or crew rooms

Warm Storage

This is interior, HVAC conditioned storage space for the storage of vehicles and operational equipment. This is referred to also as Conditioned Vehicle Storage (Warm). Conditioning is providing a heating and ventilation requirement as dictated by building code for the climatological region. The building is fully insulated to meet regional energy code requirements.

Warm Storage is heated to a level to prevent freezing of any portion of the building infrastructure or components stored within the facility. Typical design heating is between 50 and 60 degrees Fahrenheit.

Warm Storage is typically not cooled due to the size of the facility, and the frequency of mechanical air change required to meet safety considerations for fume and particulate pollution.

Facilities of significant size will be protected with a wet-pipe automated fire suppression system.

Cold Storage [Unheated Storage]

This is fully enclosed storage, generally constructed in such a manner like Warm Storage. However, heating is only minimally maintained within the facility, but not fully prevented from technically freezing. Typical installations area utilized for seasonal or rotational equipment that does not require consistent operating.

Heating may be limited to keeping interior temperatures of around 40 degrees Fahrenheit and is sometimes referred to as Sem-Conditioned or Unconditioned Storage (based on local energy codes).

Facilities of significant size can be protected with a dry-pipe automated fire suppression system.

Covered (lean-to) Storage

This storage methodology is not fully enclosed but will have overhead protection from precipitation. As the area is open to the exterior, heating is not permitted by energy codes. Lighting is provided at minimum acceptable levels to not provide light pollution to adjacent properties. Open air storage does not limit exposure to freezing temperatures, vermin exposure or provide fully secure storage.

Outdoor Storage

Outdoor storage is simply exterior space, paved or not, for on-site storage of bulk materials or other supporting equipment that is not daily mission critical.

Workshop

An enclosed, open plan work area that is used for specialized division work tasks. Often given both interior and exterior access. Work benches, tool and material storage areas and mezzanine storage and access are often incorporated into these spaces. Sizes vary based on inclusion of specialized vehicle parking, size of operational equipment or material storage (water meters vs. lumber storage racks) etc. Crew Rooms are often found adjacent to Workshops but separated to keep Clean and Dirty work activities separated.

Bone-Yard

A large area of open site space, organized by either material laydown areas or material storage bins (constructed with large concrete blocks / panels, timber walls or cast concrete partitions) to store non-critical, weather exposed building materials or equipment. Often located to the rear of a site and significantly screened from adjacent property uses.



PW FACILITY ASSESSMENT MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Staff from Oertel Architects, Ron Betcher and Eric Werner met with Public Works Director Howard Steenberg on April 12, 2023 to discuss and tour the South St. Paul Central Maintenance Facility in South St. Paul, MN. Mr. Steenberg presented a tour throughout the facility and explained overall operations, current deficiencies, operational challenges with the current amenities, and which spaces are functioning sufficiently.

The goal of this visit was to analyze the ability of conditions to continue to support best practices for efficient and safe delivery of Public Works operations. Best practices include: how the space is functioning, how easily staff is able to perform their duties and tasks, how safe working spaces are, and if there is enough storage to meet the demand of the space. The facility's structural, mechanical, and electrical conditions will be addressed in more detail by a separate facilities study report by Kraus-Anderson. Select photos that illustrate the operational and architectural concerns are included in this report.

The City of South St. Paul Central Maintenance Facility includes the Public Works, Streets, Utilities, and Parks divisions.

The site includes the Main Facility, Salt Storage, Cold Storage, Bulk Material Storage Bins, Site Work Area, Parking, Fuel Cubes, Brine Storage Tank, along with Material and Parts Storage.

NOTES FROM STAFF MEETINGS / INTERVEIWS:

STREETS:

Responsibilities: Perform street maintenance, boulevards, light pole maintenance, striping, snow removal, tree trimming and removal.

- Overhead doors too small
- Lacking appropriate restrooms, showers, and lockers
- No ice machine
- Need storage for truck with trailer attached
- Need a wash bay
- Current storage lacks floor drains
- Need more outlets
- Need exterior wash area
- Need back-up generator
- Need appropriate lighting
- Would like natural daylighting
- Lacking appropriate meeting, training space
- Need extra storage / racking, interior storage for blades
- Need covered exterior storage bins: class V, sand
- Lack laundry facilities
- Would like exterior break area, near break/lunch room
- Need wider hallways
- Lower / main level locker room and multi-purpose room would be ideal, offices could be upstairs
- All equipment on-site
- Would like paperless time keeping

PARKS:

Responsibilities: Take care of sidewalks, alleys, baseball fields, disc golf fields, benches, playgrounds, city boulevards, shelters, minor park tools maintenance.

- Overhead doors too small
- Staged vehicle storage lacking
- Overall storage is lacking, double and triple handling equipment
- Lacking outlets
- Need washbay
- Need hot water
- Need outdoor wash area
- Need hot water (vehicle maintenance bay is the only space with hot water)
- Would prefer their own, dedicated areas for vehicle and equipment storage, shop space, office space, etc.
- 50% of equipment is off-site
- Actual building at “The Landing” would be nice
- Egress doors and service doors throughout vehicle storage would be ideal
- Lower / main level locker room and multi-purpose room would be ideal
- A small maintenance shop / bay would be ideal, with a small mower lift
- Would like a large muster room, not in the shop space
- A separate wood shop would be ideal
- Lacking eye wash stations
- Need laundry facilities
- A fitness room would be nice
- Current vehicle storage area lacks floor drains
- Would like secure employee parking
- Lacking trash can / container storage
- Anticipate more service areas in the next five years: more parks, new library, city takes care of abandoned properties
- “Front door presence” / open to the public, but also secure
- Privacy fence would be nice
- Need outdoor wash area

MECHANICS:

Responsibilities: Take care of all City vehicles including: ice rink, airport, fire department and West St. Paul Fire Department, administrative, arena, police department

- Overhead doors too small
- 6 bays would be ideal
- Lacking bay height
- No in ground lifts
- Need more outlets
- Lacking storage/service depth (connected trailer staging)
- Lacking lighting, drains
- Need separated spaces for maintenance and parts (currently shared space)
- Separate metal working / welding bay would be ideal
- Would like tire/wheel machines in a separate room
- Lacking eye wash stations
- Need laundry facilities
- Would like a fitness room
- Need secure employee parking
- A privacy fence would be ideal
- Would like cleaning functions
- Front entrance should have a public face
- Need more parts storage space

UTILITIES:

Responsibilities: Take care of all City water, storm, waste, sanitary, floodwater, and pool services. Street lighting locates.

- 9 well houses, 3 storm lift stations, 2 flood wall lift stations, 3 sanitary lift stations, 4 water storage stations. One new water treatment plant is planned for in near future.
- All have back-up generators.
- Would move about 1/2 of their equipment to a central facility if there was space (currently don't have sufficient space to do that).
- Flood walls stored off-site.
- Would prefer separate vehicle / equipment storage and shop spaces
- Need utility shop in a new facility
- Outdoor storage should be at least partially covered (i.e. UV damage to plastic piping, hydrant storage, etc.) Also inefficient during the winter to have to dig out equipment / parts / structures
- Need a decontamination room with wash capabilities
- SCADA (need back-up generator)
- Still use some physical maps, but transitioning to digital
- Boot dryers needed
- Lacking appropriate locker rooms and restrooms

- Would like a mud room
- Would prefer separate laundry facilities (currently lacking any)
- Need washbay
- Vactor truck storage
- Need a fill station for City use, and potentially for public sale use
- Infrastructure is aging, causing more frequent repair requirements
- Need a muster space
- Would prefer their own, dedicated areas for vehicle and equipment storage, shop space, office space, etc.
- Must be able to use a fork lift or pallet jack in storage area.
- Need more outlets
- Need worktables with vise, sink, ergonomically designed.
- Parts storage currently not near worktables
- Currently double and triple handling equipment due to lack of available storage space.
- Need some flammable / chemical storage space
- Utilities take care of excavation (for any City related street work), Streets does repair.

#1

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Monday, March 20, 2023 12:40:24 PM

Monday, March 20, 2023 12:57:29 PM

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174.199.104.127

Page 1

Q1

About You

Your role/position

Maintenance Worker

Your work group/division

Utilities

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Very Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Fair

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Very Poor

Durable building materials: impact resistance and cleanable surfaces

Fair

Acoustic treatments: sound separation or isolation in support of your core functions

Fair

Q3

What would you change about your facility to make it the best place to work?

Climate controlled in all rooms/areas. Proper ventilation in shops & vehicle areas. Windows in all offices. ADA compliant.

Q4

To what extent does your current workplace support your:

Focus

Mostly

Collaboration

Somewhat

Connection to other staff

Somewhat

Connection to the public

Not at all

Wellbeing

Somewhat

Satisfaction at work

Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development

No Impact

Incorporation of new technologies (remote vehicles, alternative fuels)

No Impact

Increased safety measures (OSHA regulations, increased training)

Most Impactful

Infrastructure age and service

Least Impactful

Public access and interaction

Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration, Engineering

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)

Very Poor

Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)

Poor

Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)

Fair

State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)

Poor

Task convenience options: (additional outlets, air and water drops etc)

Poor

Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)

Very Poor

Regenerative energy resources: (solar panels, geothermal, wind generation)

Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):

No access to computers. Locker room/bathroom open to break room..... Mens only

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm

Could be separated without significant operational impact

Streets

Requires collocation for efficiency

Parks

Requires collocation for efficiency

Administration

Requires collocation for efficiency

Central Garage

Requires collocation for efficiency

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

There is no generator & major problems occur when there is a power outage. No elevator to 2nd floor. No womens restroom. No more power or space available in bldg

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#2

COMPLETE

Collector:

Web Link 1 (Web Link)

Started:

Monday, March 20, 2023 2:34:27 PM

Last Modified:

Monday, March 20, 2023 2:44:02 PM

Time Spent:

00:09:35

IP Address:

156.142.172.133

Page 1

Q1

About You

Your role/position	lead mechanic
Your work group/division	public works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Fair
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

build a new public works building, current one is 50 years old. Need more room for parking equipment. Better restrooms for female employees, no backup generator,no fire suppression system. just need better layout of a new facility that will make ours jobs easier and safer.

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Completely
Connection to the public	Mostly
Wellbeing	Mostly
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration,
Engineering,
Finance,
Parks & Recreation,
Public Safety

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)

Poor

Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)

Poor

Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)

Fair

State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)

Fair

Task convenience options: (additional outlets, air and water drops etc)

Fair

Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)

Fair

Regenerative energy resources: (solar panels, geothermal, wind generation)

Very Poor

Q8

Yes

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm

Requires collocation for efficiency

Streets

Requires collocation for efficiency

Parks

Requires collocation for efficiency

Administration

Requires collocation for efficiency

Central Garage

Requires collocation for efficiency

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

I don't know...we have always rotated equipment so I don't know if a change would increase efficiency

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

include all employees in discussion about a new building, layout and needs of space

#3

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Monday, March 20, 2023 12:39:13 PM

Monday, March 20, 2023 2:47:50 PM

02:08:37

156.142.172.133

Page 1

Q1

About You

Your role/position

Assistant to Public Works Director

Your work group/division

Public Works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Very Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Very Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Fair

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Very Poor

Durable building materials: impact resistance and cleanable surfaces

Poor

Acoustic treatments: sound separation or isolation in support of your core functions

Poor

Q3

What would you change about your facility to make it the best place to work?

New building...separate womans bathroom/locker rooms, everything is outdated/old

Q4

To what extent does your current workplace support your:

Focus

Somewhat

Collaboration

Somewhat

Connection to other staff

Somewhat

Connection to the public

N/A

Wellbeing

Completely

Satisfaction at work

Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development

Most Impactful

Incorporation of new technologies (remote vehicles, alternative fuels)

Most Impactful

Increased safety measures (OSHA regulations, increased training)

Most Impactful

Infrastructure age and service

Most Impactful

Public access and interaction

Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Engineering,

Parks & Recreation

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Fair
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	Somewhat (please describe): No womens restroom
--	---

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

We need an actually meeting room that is separate from a lunch/breakroom. A couple of extra desks with computers for the guys to use if needed.

#4

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Monday, March 20, 2023 2:19:50 PM

Monday, March 20, 2023 2:47:57 PM

00:28:06

156.142.172.138

Page 1

Q1

About You

Your role/position

Public works Superintendent

Your work group/division

Public Works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Very Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Very Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Fair

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Very Poor

Durable building materials: impact resistance and cleanable surfaces

Poor

Acoustic treatments: sound separation or isolation in support of your core functions

Poor

Q3

What would you change about your facility to make it the best place to work?

New building..; Seperate rest rooms and locker rooms complete restoration and update

Q4

To what extent does your current workplace support your:

Focus

Somewhat

Collaboration

Somewhat

Connection to other staff

Somewhat

Connection to the public

N/A

Wellbeing

Mostly

Satisfaction at work

Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development

Most Impactful

Incorporation of new technologies (remote vehicles, alternative fuels)

Most Impactful

Increased safety measures (OSHA regulations, increased training)

Most Impactful

Infrastructure age and service

Most Impactful

Public access and interaction

Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Engineering,
Parks & Recreation

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)

Poor

Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors)

Very Poor

Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control)

Fair

State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)

Fair

Task convenience options: (additional outlets, air and water drops etc)

Very Poor

Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)

Very Poor

Regenerative energy resources: (solar panels, geothermal, wind generation)

Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):

Outdated and very limited space

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm

Requires collocation for efficiency

Streets

Requires collocation for efficiency

Parks

Requires collocation for efficiency

Administration

Requires collocation for efficiency

Central Garage

Requires collocation for efficiency

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

Need room for future growth

#5

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Tuesday, March 21, 2023 8:33:40 AM

Tuesday, March 21, 2023 8:52:16 AM

00:18:35

156.142.172.133

Q1

About You

Your role/position

Public Works Lead Worker

Your work group/division

Street Department

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Poor

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Poor

Durable building materials: impact resistance and cleanable surfaces

Poor

Acoustic treatments: sound separation or isolation in support of your core functions

Poor

Q3

What would you change about your facility to make it the best place to work?

Larger Offices/ Meeting Room/ More bathrooms/ More open space overall in shop areas

Q4

To what extent does your current workplace support your:

Focus

Somewhat

Collaboration

Somewhat

Connection to other staff

Somewhat

Connection to the public

Somewhat

Wellbeing

Somewhat

Satisfaction at work

Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development

Most Impactful

Incorporation of new technologies (remote vehicles, alternative fuels)

Least Impactful

Increased safety measures (OSHA regulations, increased training)

Least Impactful

Infrastructure age and service

Most Impactful

Public access and interaction

Least Impactful

Q6

Engineering

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	Somewhat (please describe): Computer access minimal for all employees/ No actually meeting room, just a lunchroom that is under sized. Locker room under sized. Minimal bathrooms for all especially female restroom options
--	---

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Somewhat
Wellbeing	Somewhat
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?	Engineering
--	-------------

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

Upper-level offices, large lunchroom and a separate meeting room, maybe a separate media room for employees to access computers. A wide-open floor plan with natural lighting in the garage and/or equipment areas/ backup generator/ wash bay

#6

COMPLETE

Collector:

Web Link 1 (Web Link)

Started:

Tuesday, March 21, 2023 9:42:36 AM

Last Modified:

Tuesday, March 21, 2023 9:53:22 AM

Time Spent:

00:10:45

IP Address:

156.142.172.133

Page 1

Q1

About You

Your role/position

lead worker utilities

Your work group/division

utilities

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Very Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Fair

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Very Poor

Durable building materials: impact resistance and cleanable surfaces

Fair

Acoustic treatments: sound separation or isolation in support of your core functions

Very Poor

Q3

What would you change about your facility to make it the best place to work?

the lighting is very poor and at times we need to bring in more lighting to work. the building is to small for the number of employees we have and there is inadequate space to work we feel like we are on top of each other

PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Somewhat
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Engineering

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Yes

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

No, we do not lose any efficiency or effectiveness due to equipment rotation

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

the power grid is completely full at our shop and we cannot add on and when we have a power outage the utilities department has to run the computer system manually on a backup portable generator. The building is outdated and needs drastic improvements from how the size of the building is to small to not enough storage for equipment and also onto the safety of the building with the electrical system

#7

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Wednesday, March 22, 2023 10:21:41 AM

Wednesday, March 22, 2023 10:48:14 AM

00:26:32

156.142.172.133

Page 1

Q1

About You

Your role/position

Mechanic

Your work group/division

Public works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Very Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Poor

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Very Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Poor

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Poor

Durable building materials: impact resistance and cleanable surfaces

Very Poor

Acoustic treatments: sound separation or isolation in support of your core functions

Very Poor

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Q3

What would you change about your facility to make it the best place to work?

Separate the locker room from the break room/lunch room. Add more bathroom stalls. Add separate locker and restrooms for female employees. Easier access to breakroom, locker room and restrooms. Skylights and more windows for natural sunlight. Air conditioning for the entire facility or a better way to keep shop cooler for mechanics vs fans blowing around hot air in summer. More parking for visitors. More parking with larger doors for ease of equipment to go in and out of. More space in facility lot for employee parking and maneuverability or all equipment. More inside storage for shop supplies/parts/equipment. More inside storage for equipment.

Page 2: Equipment, Facilities and Operations

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Mostly
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5	
Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:	
Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6	Administration,
Which other city departments outside of Public Works are critical to support your work, impact or mission?	Finance,
	Parks & Recreation,
	Public Safety

Q7	
Please rate the following existing conditions of your facility:	
Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor
Q8	Somewhat (please describe):
Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	Only thing separating the locker room from the break room is a door that is always open. The locker room is attached to the restroom (2 stalls for 20 males)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact
Central Garage	Could be separated without significant operational impact

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, and we would prefer not to rotate equipment at all

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

The more room and space the better for improvements as time goes on. More staff=more equipment and space needed. More equipment and jobs added to staff also = more space

#8

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, March 27, 2023 9:15:57 AM
Last Modified:	Monday, March 27, 2023 9:31:54 AM
Time Spent:	00:15:57
IP Address:	156.142.172.133

Page 1

Q1

About You

Your role/position	Parks Lead
Your work group/division	Public works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Bigger building with more room to work on small projects like picnic tables and other buiding projects where we are limited on space . Water and floor drains around the whole shop for easy access to clean up a spill or wash trucks and equipment. More than 2 toilets in the shop..

PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Mostly
Wellbeing	Mostly
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?	Administration, Parks & Recreation, Public Safety
--	---

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	Somewhat (please describe): There is not enough lockers in the locker room
--	---

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?	
Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Could be separated without significant operational impact

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

More storage space. Wash bays, bigger carpenter shop , bigger sign shop, More shop yard space for employee parking. Drive thru shop so we could park trailers and trucks loaded with mowers inside and save some time in the moring.

#9

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Monday, March 27, 2023 10:03:17 AM

Monday, March 27, 2023 10:12:49 AM

00:09:31

172.58.83.7

Page 1

Q1

About You

Your role/position

Maintenance

Your work group/division

Maintenance

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Very Poor

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Fair

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Very Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Poor

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Very Poor

Durable building materials: impact resistance and cleanable surfaces

Fair

Acoustic treatments: sound separation or isolation in support of your core functions

Poor

Q3

What would you change about your facility to make it the best place to work?

Everything

Q4	
To what extent does your current workplace support your:	
Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Not at all
Wellbeing	Somewhat
Satisfaction at work	Somewhat

Q5	
Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:	
Equipment size, type, trends and development	Least Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6	Administration
Which other city departments outside of Public Works are critical to support your work, impact or mission?	

Q7	
Please rate the following existing conditions of your facility:	
Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8	Yes
Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	

Q9	
Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?	
Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10	25 - 50%
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	Yes, and we would prefer not to rotate equipment at all
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	Respondent skipped this question
What else should we know about as we consider long-term improvements to your facility and grounds?"	

#10

COMPLETE	
Collector:	Web Link 1 (Web Link)
Started:	Monday, March 27, 2023 10:02:13 AM
Last Modified:	Monday, March 27, 2023 10:14:02 AM
Time Spent:	00:11:49
IP Address:	156.142.172.138

Page 1

Q1

About You	
Your role/position	Street maintenance
Your work group/division	Streets

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Very Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

Better heat, more toilets, bigger shop doors

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Completely
Connection to the public	Mostly
Wellbeing	Completely
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	No Impact

Q6

Finance

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Fair
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
2 toilets isn't enough

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, and we would prefer not to rotate equipment at all

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

More storage space and bigger parking stalls/garage bays. More toilets, better heat, shelves to keep equipment off the ground

#11

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 10:06:46 AM
Last Modified: Monday, March 27, 2023 10:15:35 AM
Time Spent: 00:08:49
IP Address: 174.199.33.115

Page 1

Q1

About You

Your role/position	Maintenance
Your work group/division	Streets

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Very Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Very Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Good
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

More restrooms. Dedicated wash bay. Better lighting. Larger shop with entrance and exit doors eliminating the 20 plus garage doors. Basically copy West st Paul or Eagans shop.

Q4	
To what extent does your current workplace support your:	
Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Somewhat
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5	
Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:	
Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Least Impactful

Q6	Other (please specify):
Which other city departments outside of Public Works are critical to support your work, impact or mission?	Parking in this town is HORRIBLE! Needs to be addressed for safety concerns ASAP

Q7	
Please rate the following existing conditions of your facility:	
Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor
Q8	Somewhat (please describe):
Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	Can't go to the bathroom #2 when people are eating 15 feet from the toilets.
Q9	
Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?	
Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency



PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q10

25 - 50%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

No, we do not lose any efficiency or effectiveness due to equipment rotation

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

Shop is very outdated. Would be nice to see a building built that would mimic West St Paul or Eagan

#12

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, March 27, 2023 10:03:16 AM
Last Modified:	Monday, March 27, 2023 10:17:39 AM
Time Spent:	00:14:22
IP Address:	107.77.208.84

Page 1

Q1

About You

Your role/position **Maintenance worker**

Your work group/division **Streets**

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
--	-----------

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
---	------

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors) **Poor**

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
--	------

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Fair
--	------

Durable building materials: impact resistance and cleanable surfaces	Poor
--	------

Acoustic treatments: sound separation or isolation in support of your core functions **Poor**

Q3

What would you change about your facility to make it the best place to work?

Everything

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Somewhat
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	No Impact
Public access and interaction	Most Impactful

Q6

Finance

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Yes

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, but some equipment rotation is useful for our seasonal operations to be more efficient

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

Everything

What else should we know about as we consider long-term improvements to your facility and grounds?"

#13

COMPLETE

Collector:

Started:

Last Modified:

Time Spent:

IP Address:

Web Link 1 (Web Link)

Monday, March 27, 2023 9:44:05 AM

Monday, March 27, 2023 10:19:48 AM

00:35:43

156.142.172.138

Page 1

Q1

About You

Your role/position

Maintenance Worker

Your work group/division

Street Department

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Very Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Poor
Acoustic treatments: sound separation or isolation in support of your core functions	Poor

Q3

What would you change about your facility to make it the best place to work?

The old building was built in early 1970. It was built with 18 overhead garage doors the leak heat to the outside in the winter months. The old building does not have enough toilets. All toilets are upstairs. The storage rooms for each department are upstairs and we have no elevator. Our new building should have one door in one door out. A truck wash bay. Take a good look at West St Paul MN

Q4

To what extent does your current workplace support your:

Focus	Somewhat
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Least Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?	Engineering, Parks & Recreation, Public Safety
--	--

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Very Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Very Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Fair
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)	No
--	----

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency



PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q10

0 - 25%

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

No, we do not lose any efficiency or effectiveness due to equipment rotation

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

This old building has a huge heat loss because of all the doors. The lighting is poor and the overall storage is bad.

#14

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, March 27, 2023 10:12:03 AM
Last Modified:	Monday, March 27, 2023 10:20:10 AM
Time Spent:	00:08:07
IP Address:	174.199.38.193

Page 1

Q1

About You

Your role/position

Your work group/division

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
--	------

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
---	------

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
--	-----------

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
--	------

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
--	-----------

Durable building materials: impact resistance and cleanable surfaces	Fair
--	------

Acoustic treatments: sound separation or isolation in support of your core functions **Very Poor**

Q3

What would you change about your facility to make it the best place to work?

Everything

PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Not at all
Wellbeing	Somewhat
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	No Impact
Infrastructure age and service	Most Impactful
Public access and interaction	No Impact

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Poor
Task convenience options: (additional outlets, air and water drops etc)	Very Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact

Q10	50%+
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	I don't know...we have always rotated equipment so I don't know if a change would increase efficiency
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	Respondent skipped this question
What else should we know about as we consider long-term improvements to your facility and grounds?"	

#15

COMPLETE

Collector:	Web Link 1 (Web Link)
Started:	Monday, March 27, 2023 11:42:16 AM
Last Modified:	Monday, March 27, 2023 12:52:42 PM
Time Spent:	01:10:26
IP Address:	174.199.34.238

Page 1

Q1

About You

Your role/position	Maintenance Worker
Your work group/division	Parks

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Fair
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Poor
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Fair
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Poor
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Very Poor
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Fair

Q3

What would you change about your facility to make it the best place to work?

Needs to be upgraded all aspects of the building

PW FACILITY ASSESSMENT

MAINTENANCE/ PUBLIC WORKS STAFF SURVEY

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Mostly
Connection to the public	N/A
Wellbeing	Not at all
Satisfaction at work	Somewhat

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	No Impact
Incorporation of new technologies (remote vehicles, alternative fuels)	No Impact
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Least Impactful

Q6

Parks & Recreation

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Poor
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Fair
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Fair
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Poor
Regenerative energy resources: (solar panels, geothermal, wind generation)	Poor

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Somewhat (please describe):
Needs to be updated

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Could be separated without significant operational impact
Central Garage	Requires collocation for efficiency

Q10

50%+

Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"

Q11

Yes, and we would prefer not to rotate equipment at all

To what extent does your equipment rotation process put strain on efficient and effective daily operations?

Q12

What else should we know about as we consider long-term improvements to your facility and grounds?"

Needs more bathrooms/ equipment storage/bigger working space/a designated wash bay

#16

COMPLETE

Collector:

Web Link 1 (Web Link)

Started:

Monday, March 27, 2023 12:55:06 PM

Last Modified:

Monday, March 27, 2023 1:11:10 PM

Time Spent:

00:16:03

IP Address:

174.199.34.238

Page 1

Q1

About You

Your role/position

Maintenance worker

Your work group/division

Public works

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)

Fair

Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)

Good

Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)

Poor

Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)

Good

Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions

Poor

Durable building materials: impact resistance and cleanable surfaces

Good

Acoustic treatments: sound separation or isolation in support of your core functions

Good

Q3

What would you change about your facility to make it the best place to work?

I would want more space. More space for vehicles to park. More space to work on indoor projects and to do maintenance on equipment. More storage for new and existing equipment. Bigger garage doors to get trucks in and out of the building easier because it is very tight right now to get all vehicles in especially with plows on. We also need more than 2 toilets for 20 workers.

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Somewhat
Connection to other staff	Completely
Connection to the public	Somewhat
Wellbeing	Mostly
Satisfaction at work	Mostly

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Most Impactful
Increased safety measures (OSHA regulations, increased training)	Most Impactful
Infrastructure age and service	Least Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?

Administration, Parks & Recreation

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Very Good
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Very Good
Task convenience options: (additional outlets, air and water drops etc)	Good
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Very Good
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Good

Q8

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)

Yes

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Could be separated without significant operational impact
Streets	Requires collocation for efficiency
Parks	Requires collocation for efficiency
Administration	Requires collocation for efficiency
Central Garage	Requires collocation for efficiency

Q10	50%+
Equipment rotation for seasonal activities can be an effective strategy to leverage building space. How much of your work group's/division's equipment currently gets rotated seasonally?"	
Q11	Yes, but some equipment rotation is useful for our seasonal operations to be more efficient
To what extent does your equipment rotation process put strain on efficient and effective daily operations?	
Q12	
What else should we know about as we consider long-term improvements to your facility and grounds?"	
We need to be consulted about how space should be utilized before constructing a new building in order to make it as efficient as possible.	

#17

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, March 27, 2023 2:53:39 PM
Last Modified: Monday, March 27, 2023 3:10:11 PM
Time Spent: 00:16:32
IP Address: 174.199.103.158

Page 1

Q1

About You

Your role/position	Public works
Your work group/division	Parks

Q2

Please rate the existing indoor environmental conditions of your facility:

Ventilation: Vehicle Areas (vehicle exhaust, make-up air, air circulation)	Poor
Ventilation: Administrative Areas (separation from vehicle and work areas, lockers, restrooms (humidity and odor control)	Fair
Access to daylight and views: The ability to see outside (windows, skylights, glazed overhead doors)	Very Poor
Adequate task lighting: Lighting in work and office areas (incl. lighting type, and control)	Fair
Americans with Disabilities Act: Universal accessibility (accommodating workers of all abilities) Please rate in comparison to existing conditions	Good
Durable building materials: impact resistance and cleanable surfaces	Fair
Acoustic treatments: sound separation or isolation in support of your core functions	Fair

Q3

What would you change about your facility to make it the best place to work?

More storage for trucks and equipment, More bathrooms, Better washing area for equipment and trucks,More storage in general for tools and supplies

Q4

To what extent does your current workplace support your:

Focus	Mostly
Collaboration	Mostly
Connection to other staff	Mostly
Connection to the public	Completely
Wellbeing	Mostly
Satisfaction at work	Completely

Q5

Public Works equipment, new and improved technology, updated safety requirements and service delivery methodologies are constantly evolving. Rate these aspects of Public Works service delivery for how they impact your daily work:

Equipment size, type, trends and development	Most Impactful
Incorporation of new technologies (remote vehicles, alternative fuels)	Least Impactful
Increased safety measures (OSHA regulations, increased training)	Least Impactful
Infrastructure age and service	Most Impactful
Public access and interaction	Most Impactful

Q6

Which other city departments outside of Public Works are critical to support your work, impact or mission?	Administration, Engineering, Parks & Recreation
--	---

Q7

Please rate the following existing conditions of your facility:

Circulation space: Elbow room for equipment and staff (interior drive area, area between vehicles, attached storage and accessibility, hallway width, personal space in common areas)	Very Poor
Facility image and exterior aesthetics: "I work here!" (material choices, location of public face, impact on surrounding neighbors	Fair
Facility security: site, building and personal (secure site perimeter, site and facility cameras, separated staff and visitor parking, secure entry and access control	Poor
State of the art technology: (state of the art equipment, maintenance tools, staff access to computers or mobile devices, wifi, AV presentation equipment, other smart technologies)	Poor
Task convenience options: (additional outlets, air and water drops etc)	Poor
Energy conservation: (occupancy sensors, smart thermostats, energy recovery mechanical units, daylighting)	Fair
Regenerative energy resources: (solar panels, geothermal, wind generation)	Very Poor

Q8	Yes
----	-----

Does your facility promote personal inclusion, safety and acceptance, while providing equitable access to features and spaces? (Personal lockers, changing areas or restrooms, computer access, break and gathering space)
--

Q9

Site Size and Availability are constraints when exploring adjustments to meet long-term needs. As sites become constrained, some operations may require remote locations to grow and meet service demands. If that ever became a likelihood, which departmental relationships are dependent on other, and which could operate independently?

Utilities: Water / Sewer / Storm	Requires collocation for efficiency
Streets	Could be separated without significant operational impact
Parks	Could be separated without significant operational impact
Administration	Could be separated without significant operational impact



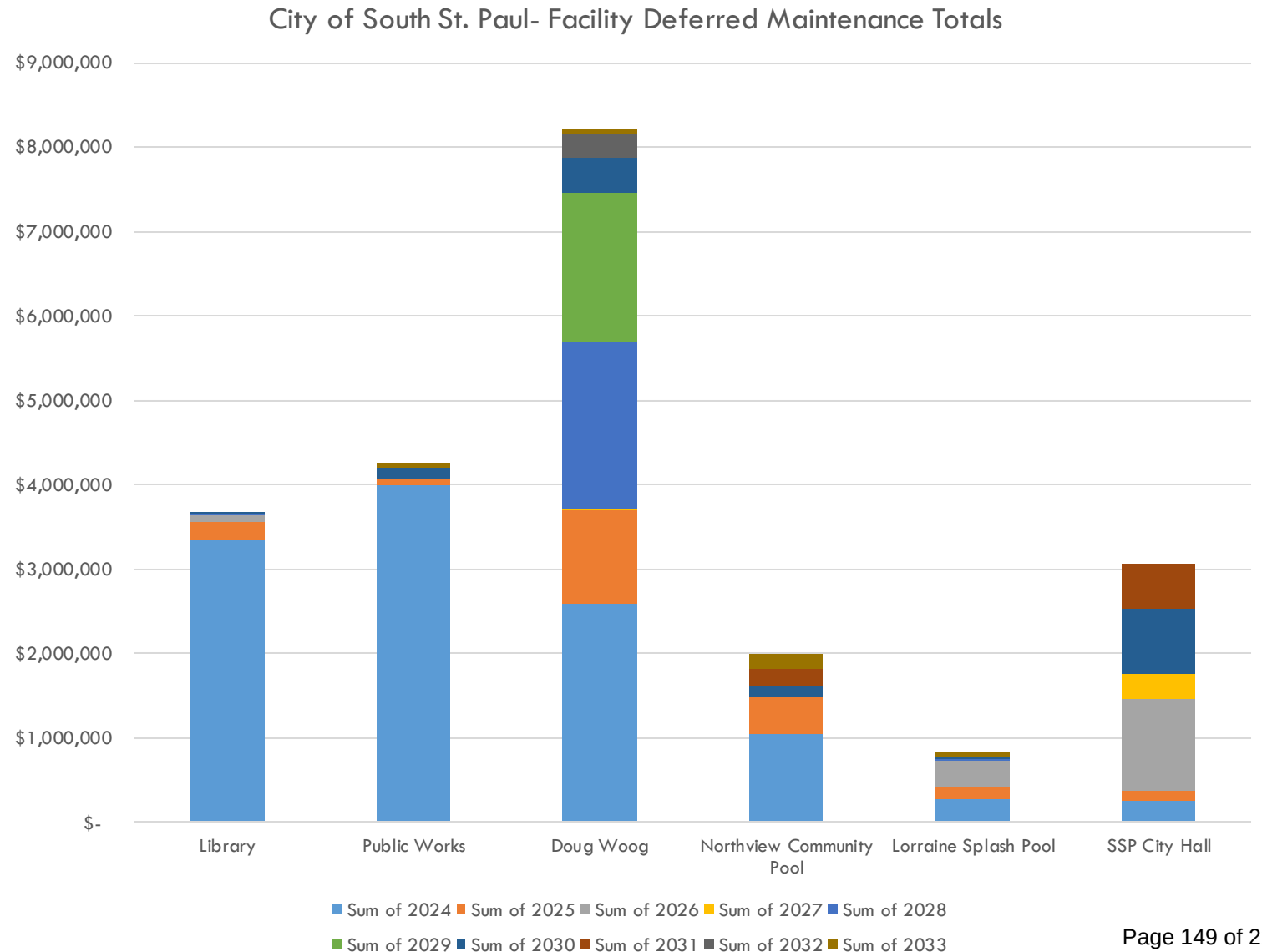
City of South St. Paul FACILITY CONDITION REVIEW

Executive Summary

- City of South St. Paul engaged Kraus-Anderson/BKV to provide a Facility Condition Review and Space Adequacy Study
- City of South St. Paul also wanted to consider possible Space Adequacy improvements along with potential of demolition “critical” sites and building new buildings at various sites
- Develop costs associated with FCR and Space Adequacy needs for possible capital improvements

Key Findings

- City of South St. Paul deferred maintenance needs:
 - **\$22M** deferred maintenance needs anticipated for next ten (10) years
 - ~\$2.2 M per year
- **\$6.0M** of DM needs
 - High Criticality
 - Condition: Poor and Critical

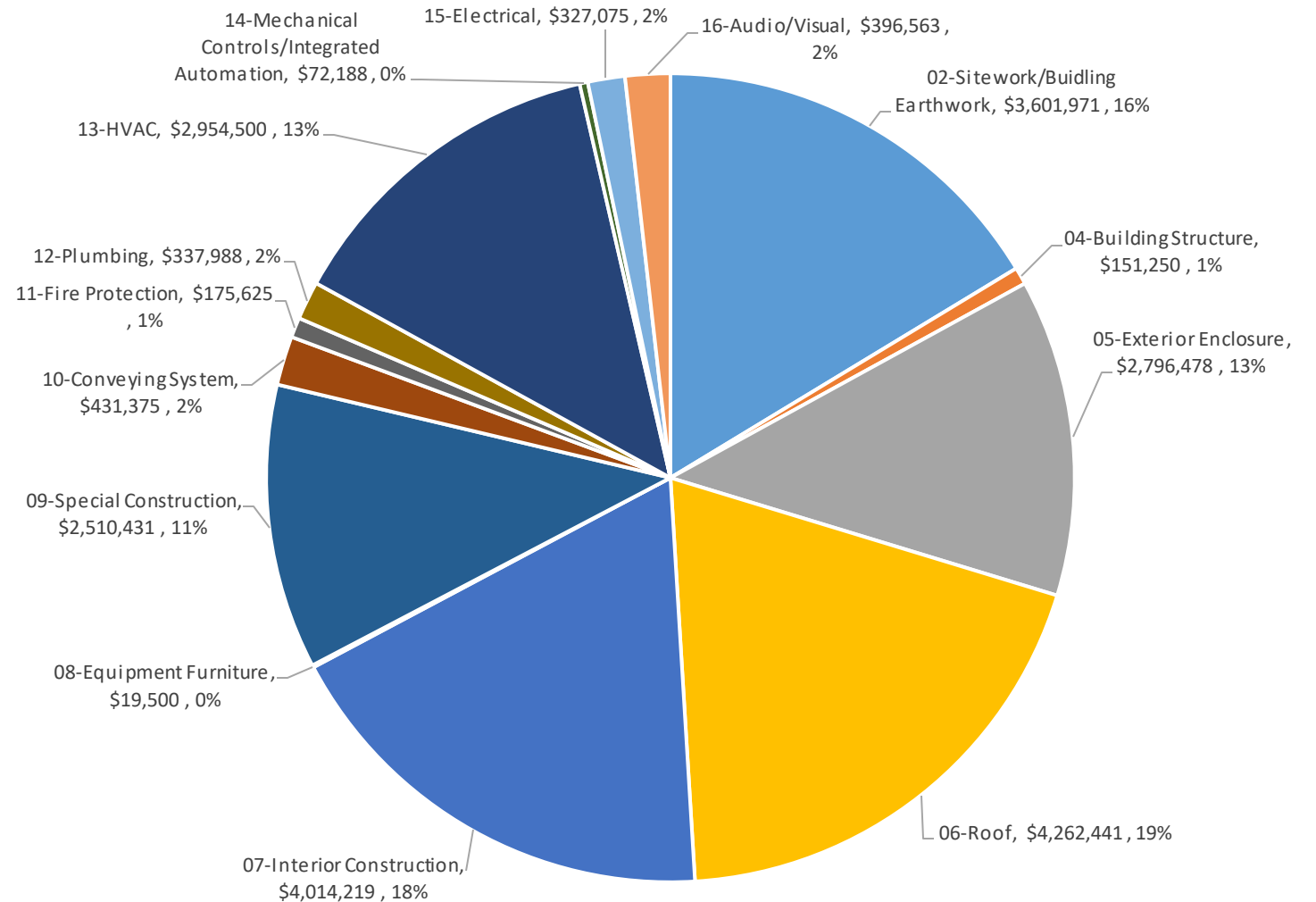


Key Findings

- Top priorities:

- Roofs (end of life)
- Fire alert and alarming (code/safety)
- HVAC (end of life/partial)
- Electrical (end of life)
- Building Envelope improvements
- Interior renovations
- Future of public works building, Northview Community pool, Lorraine Splash pool, and the Library

Percentage Breakdown of Costs per Discipline



Facility Condition Review



KRAUS-ANDERSON®

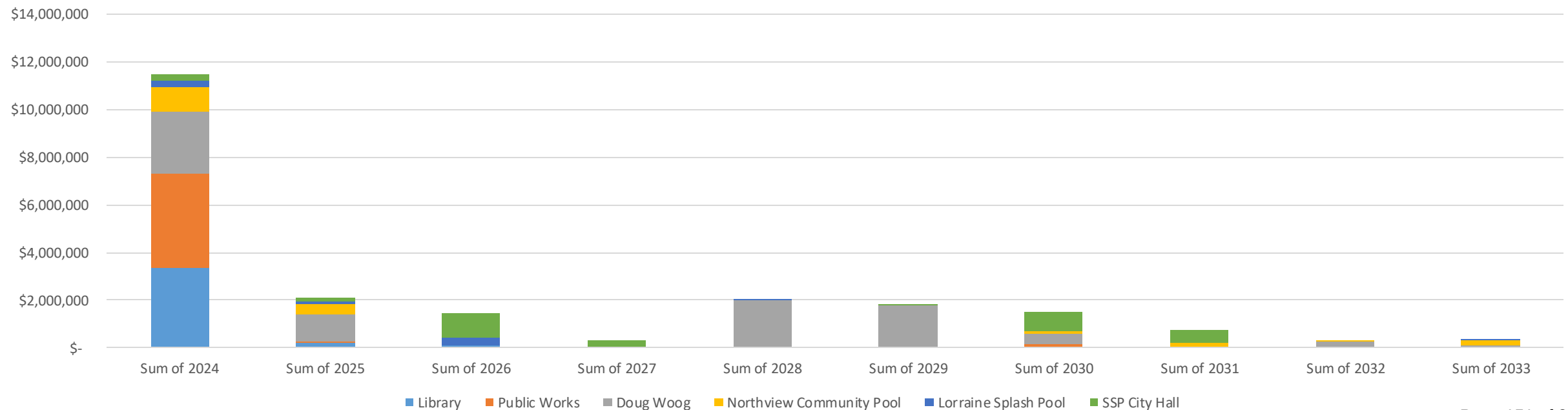
FACILITY
CONDITION
ASSESSMENT



**Kraus-Anderson's Facility Condition Assessment including, without limitation all reports, spreadsheets, formats, indexes, etc. are Kraus-Anderson's confidential and proprietary data. Such Project Deliverables shall not be used, shared or reproduced without the express written consent of Kraus-Anderson.

- **Completed Facility Condition Review (FCR) City of South St. Paul – 253K SF**
- **Identified \$22M of deferred maintenance needs over the next 10 years**
 - “Do Nothing plan” i.e. if the city does nothing, this is the expected maintenance cost
 - FCA does not include costs for improved “Adequacy”

City of South St. Paul- Expected Annual Facility Maintenance Costs



Facility Condition Review



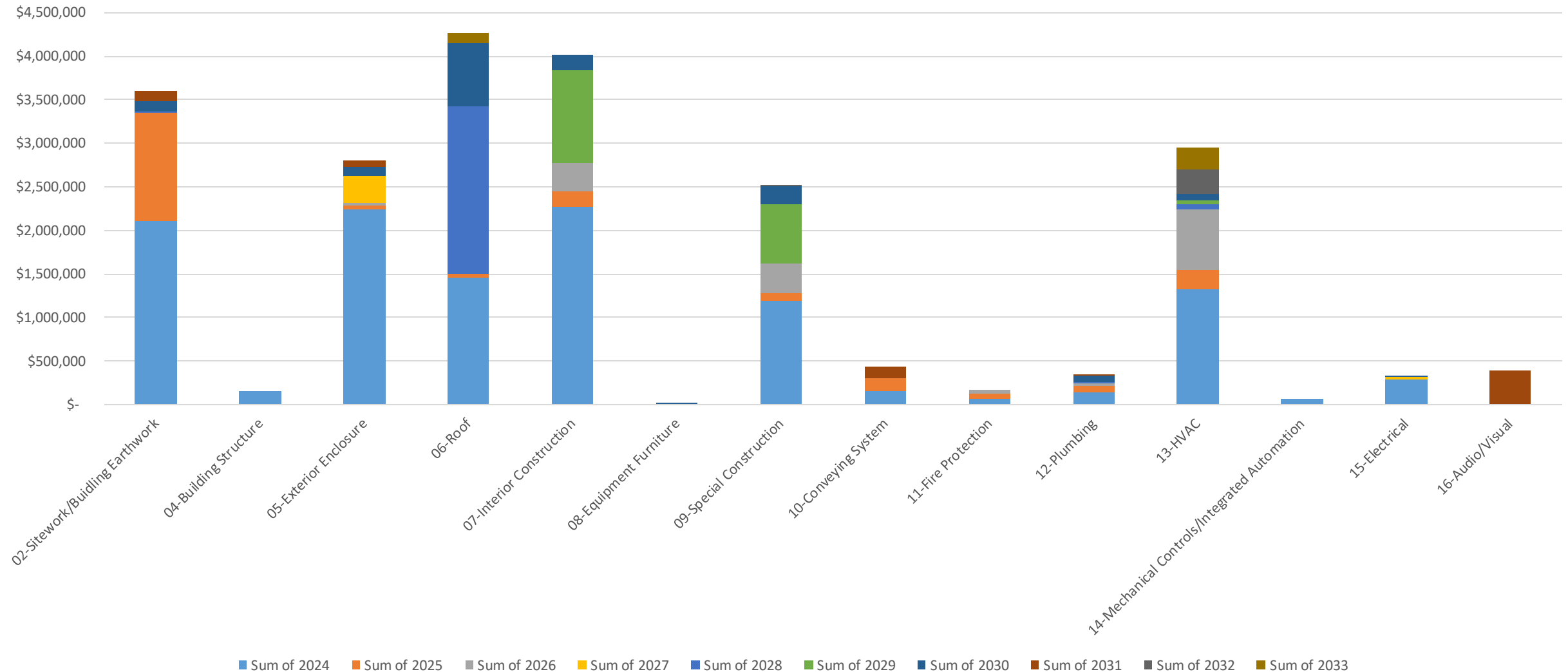
KRAUS-ANDERSON®

FACILITY
CONDITION
ASSESSMENT



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City of South St. Paul- Breakdown of Costs per Discipline



Facility Condition Index (FCI)



KRAUS-ANDERSON®

FACILITY
CONDITION
ASSESSMENT

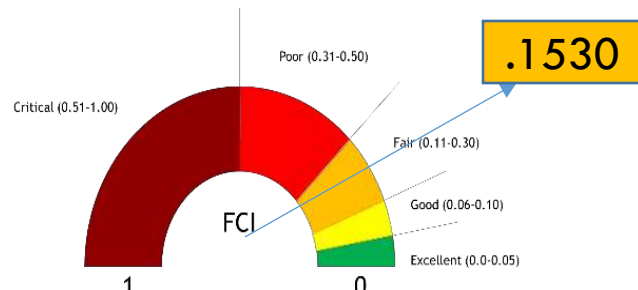


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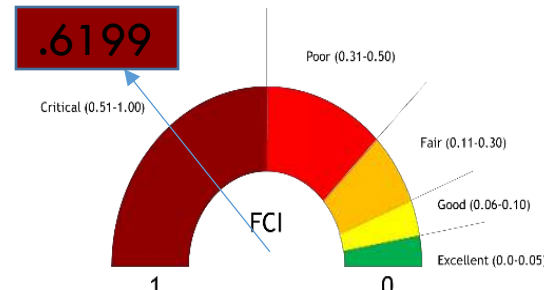
$$FCI = \frac{\text{Deferred Maintenance Totals}}{\text{Building Replacement Costs}}$$

Facility List	Facility SF	Pres. Day Repl.			DM 10 Year Total	FCI
		Costs	Building Repl. Cost			
Doug Woog Arena	125,000	\$ 325	\$ 40,625,000	\$ 8,211,363		0.1530
Library	15,000	\$ 300	\$ 4,500,000	\$ 3,685,063		0.6199
Lorraine Splash Pool	3,500	\$ 450	\$ 1,575,000	\$ 835,453		0.4015
Northview Community Pool	2,400	\$ 1,000	\$ 2,400,000	\$ 1,998,724		0.6304
Public Works	31,850	\$ 275	\$ 8,758,750	\$ 4,252,259		0.3675
SSP City Hall	75,000	\$ 375	\$ 28,125,000	\$ 3,068,741		0.0826

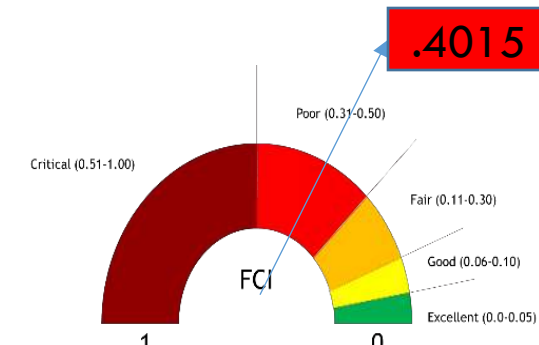
Doug Woog Arena



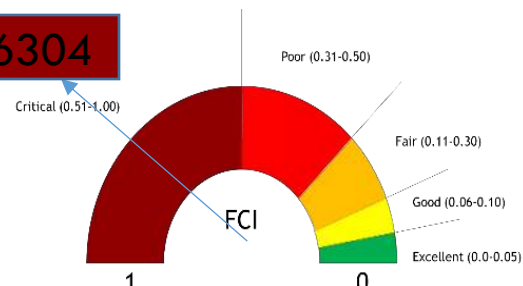
Library



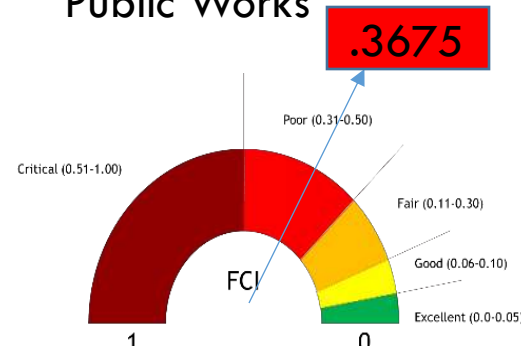
Lorraine Splash Pool



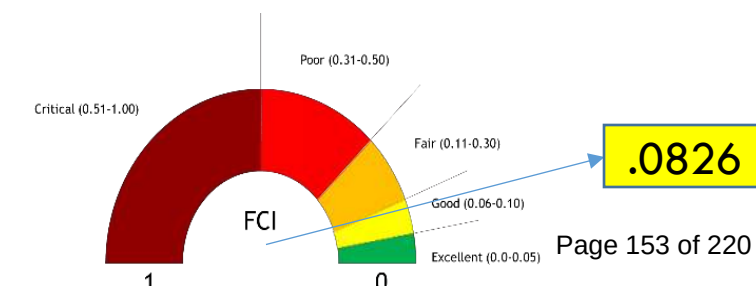
Northview Community Pool



Public Works



SSP City Hall





- Full report is available to the city on condition of all analyzed facilities
 - Site interview report
 - Digitized site visit report
 - Detailed estimation of deferred maintenance costs (How much?)
 - Detailed prioritization of deferred maintenance needs (When?)
 - Executive report

Deferred Maintenance Top needs to be addressed

Top priorities:

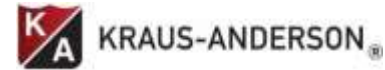
- 1 Roofs (end of life)
- 2 Fire alert and alarming (code/safety)
- 3 HVAC (end of life/partial)
- 4 Electrical (end of life)
- 5 Building Envelope improvements
- 6 Interior renovations
- 7 Future of public works building, Northview Community pool, Lorraine Splash pool, and the Library



Conclusion

- Identified \$22M of deferred maintenance needs over the next 10 years
 - Escalation/Inflation costs
 - Additional items
- First Three years(without balancing): \$15M in DM needs
- Needs to be addressed:
 - Roofs (end of life)
 - Fire alert and alarming (code/safety)
 - HVAC (end of life/partial)
 - Electrical (end of life)
 - Building Envelope improvements
 - Interior renovations
 - Future of public works building, Northview Community pool, Lorraine Splash pool, and the Library

South St. Paul Master Plan
City of South St. Paul
3/15/2024



Description	Public Works	Police	City Hall	Current Overall Budget	
Update Date	03/15/24	03/15/24	03/15/24	#REF!	Place Date in Update Column, Column K will autofill
PROJECT REVENUE / FUNDING				DO NOT MODIFY	Mark w/ "X" to specify which update carries forward
Bonding				\$0.00	
Capital				\$0.00	
Tax Rebates				\$0.00	
TOTAL PROJECT REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	
PROJECT AREA BREAKDOWN					
New Construction GSF	82,000	40,000	20,000	0	
Renovation GSF	0	0	0	0	
Total GSF	82,000	40,000	20,000	0	
Site Area (Acres)	6.00	3.00	3.00	0	
CONSTRUCTION COSTS					
Site	\$2,012,202	\$2,273,041	\$1,694,395	\$0	Concept Estimate
New Construction	\$19,170,074	\$13,450,250	\$8,580,000	\$0	Concept Estimate
Value Engineering / Outstanding Scopes of Work				\$0	
Design Contingency	\$2,118,228	\$1,572,329	\$1,027,440	\$0	10%
Escalation (Recommend 3% to %5 per year)	\$0	\$0	\$0	\$0	0% Recommend 3% to 5% per year
Total Bid Day	\$23,300,504	\$17,295,620	\$11,301,835	\$0	\$0
Contingency					
Remaining Contingency	\$1,165,025	\$864,781	\$565,092	\$0	5%
Pending Changer Orders				\$0	PCO Log Totals
Executed Change Orders				\$0	Executed Change Orders
General Conditions	\$480,000	\$520,000	\$520,000	\$0	If Police and City Hall are built at the sametime GC can
CONSTRUCTION COSTS SUB TOTAL	\$24,945,529	\$18,680,401	\$12,386,926	\$0	
Construction Cost / GSF	\$304	\$467	\$619	\$0.00	Construction Costs Sub Total / Total GSF
Percent Construction Cost	83%	83%	83%	0%	Construction Costs Sub Total / Total GSF
SOFT COSTS	\$4,989,106	\$3,736,080	\$2,477,385		20% of Construction Cost
Design, CM Fees and Reimbursable					
Permits, Plan Reviews & Fees					
Utilities - Connections					
Pre-Construction Surveys & Studies					
Testing & Inspections					
Bidding, Legal, Finance & Misc.					
Owner Purchase Orders					
FF&E Expenses					
SOFT COSTS SUB-TOTAL	\$4,989,106	\$3,736,080	\$2,477,385	\$0.00	
Soft Costs / SF	\$61	\$93	\$124	\$0.00	
Percent Soft Costs	17%	17%	17%	0%	
TOTAL PROJECT COSTS	\$29,934,635	\$22,416,481	\$14,864,311	\$0.00	Construction Cost + Soft Costs
Project Cost / GSF	\$365	\$560	\$743	\$0.00	Total Project Cost / Total GSF
VARIANCE (OVER) / UNDER	(\$29,934,635)	(\$22,416,481)	(\$14,864,311)	\$0.00	Total Project Revenue / Total Project Costs

Project Range:

Low	\$	26,941,171	\$	20,174,833	\$	13,377,880
Middle	\$	29,934,635	\$	22,416,481	\$	14,864,311
High	\$	32,928,098	\$	24,658,129	\$	16,350,743

SUMMARY OF NEEDS

SUMMARY	PERSONNEL				EXISTING SPACE PROVIDED	SPACE NEEDS			
	2023 CURRENT STAFFING	5-YEAR PROPOSED NEED	10-YEAR PROPOSED NEED	20-YEAR PROPOSED NEED		2023 CURRENT NEED	5-YEAR PROPOSED NEED	10-YEAR PROPOSED NEED	20-YEAR PROPOSED NEED
Divisions									
ADMINISTRATION	1	1	1	1	338	890	890	890	890
RECORDS	4	5	5	5	1,134	765	852	852	852
PATROL	31	31	34	37	2,356	4,481	4,545	4,764	4,952
INVESTIGATIONS	5	6	7	7	1,156	1,925	2,282	2,670	2,670
SUPPORT SERVICES	9	13	17	18	0	1,021	1,328	1,523	1,523
EVIDENCE & PROPERTY	0	0	0	0	1,626	2,573	2,573	3,158	3,158
HOLDING	0	0	0	0	1,913	1,505	2,221	2,221	2,221
FIREARMS TRAINING	0	0	0	0	660	3,024	3,024	3,024	3,024
FLEET GARAGE	0	0	0	0	4,089	7,642	7,688	8,424	9,160
COMMON AREAS	0	0	0	0	4,639	7,466	7,524	7,686	7,760
BUILDING SERVICES	0	0	0	0	347	1,694	1,694	1,694	1,694
Subtotal, Personnel & Space:	50	56	64	68	18,257	32,985	34,621	36,905	37,903
TOTAL PROPOSED USABLE SF						32,985	34,621	36,905	37,903
Building Envelope Factor					12%	3,958	4,154	4,429	4,548
TOTAL PROPOSED GROSS SF						36,943	38,775	41,334	42,451

SPACE ANALYSIS FORM		
FACILITY: CITY OF SOUTH ST. PAUL CITY HALL	<i>CURRENT</i> 2023 <i>AREA</i>	USABLE AREA REQUIRED PROJECTED SPACE NEEDS
Department Spaces		
Administration	3,197	3,293
Community Development + Engineering	2,560	2,637
City Council	2,255	2,323
Parks and Rec, City Clerk, Finance	5,136	5,290
Fire	15,320	REFER TO INDIV PROGRAMS
Police	18,257	
Subtotal, Department Spaces:	46,725	13,542
Support Spaces		
Building Support	7,611	7,763
Building Services	2,298	2,321
Building Common Spaces	incl above	1,500
Subtotal, Support Spaces:	9,909	11,584
TOTAL PROPOSED GSF		25,127

City Hall Renovation Options:

- Relocate to Fire Department:

Option 1: Two Story Expansion + Two Level Structured Parking

Option 2: Two Story Expansion + Basement Garage

- Retain Location + Expand:

Option 1: Renovate Existing Police Spaces + Expansion

Option 2: Relocate First Level Police to Second Level + Expansion

**Relocate to Fire Department - Option 1:
Two Story Expansion + Two Level Structured Parking**

4th Ave N

← 806-810'

PARKING ENTRY/EXIT

2nd St N

Second public entry to police here - or
Accessible access on demand only.

807-808'↑

SETBACK
10'-0"

**POLICE
EXPANSION**

8,060 GSF

RENOVATION

7,108 GSF

CITY HALL

5,756 GSF

LOBBY

EXISTING POLICE

8,480 GSF

SETBACK
10'-0"

↑ 786-792'

NEW PUBLIC CIRCULATION

SETBACK
40'-0"

← 794-796'

3rd Ave N

Two-story expansion for police
over existing apparatus apron.

First Floor Renovation of
existing fire for police occupancy.

Requires dedicated elevator.

Connection between City Hall
lobby and Police lobby.
Includes new elevator for
City Hall accessibility.

Vacate current space once
south renovation is complete.

First Level (Option 1)

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
EXISTING CITY HALL	5,756 GSF
EXISTING POLICE	8,480 GSF
TOTAL PROPOSED AREA	37,615 GSF

Page 163 of 220

4th Ave N

Marie Ave

2nd St N

TWO-LEVEL
STRUCTURED
PARKING AT
EXISTING SURFACE
PARKING LOT

Lower level expansion possible,
but would carry additional costs.

UNEXCAVATED

SUPPORT/
LOBBY

RENOVATION

RENOVATION
3,398 GSF

9,087 GSF

NEW PUBLIC CIRCULATION

3rd Ave N

3rd Ave

Basement Renovation Area #1:
fitness room, break room, and
storage spaces, for police occupancy.

Close off lower lobby and
dedicate it to a private
connection corridor.

Basement Renovation Area #2:
Existing police space.
No new garage.

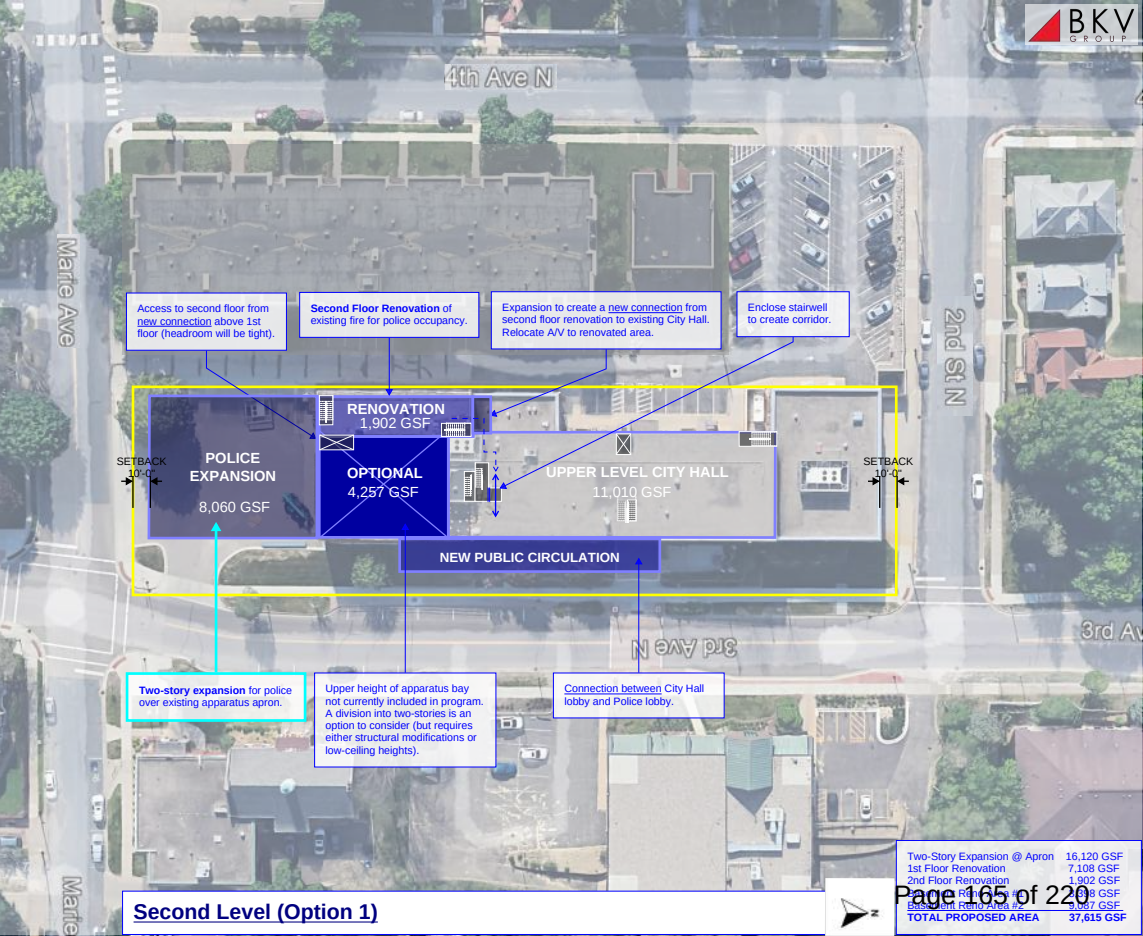
Requires
dedicated
elevator.

Maintain shared
fitness room and
break room?

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
Basement Renovation	13,277 GSF
TOTAL PROPOSED AREA	37,615 GSF

Basement Level (Option 1)

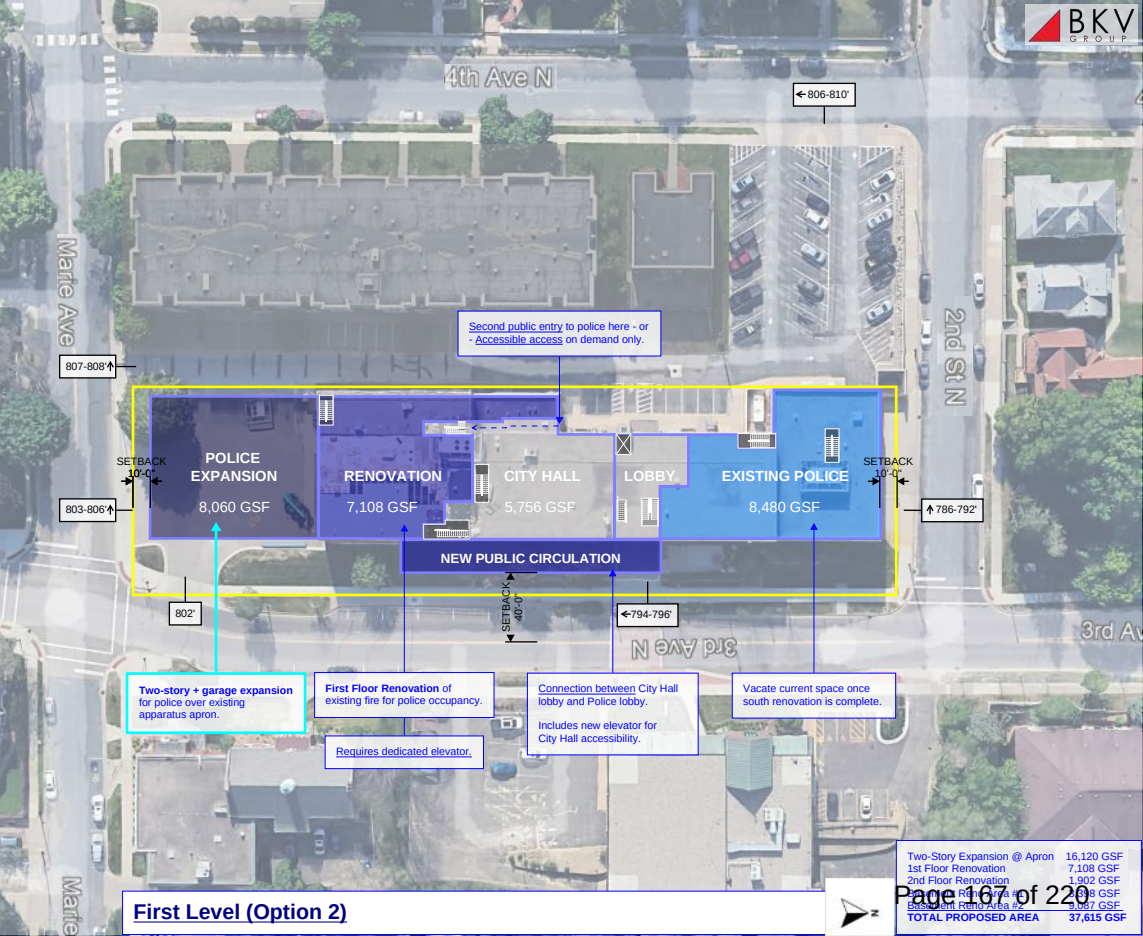




Second Level (Option 1)

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
EXPANSION POLICE LOBBY	8,060 GSF
EXPANSION CITY HALL	4,257 GSF
TOTAL PROPOSED AREA	37,615 GSF

**Relocate to Fire Department - Option 2:
Two Story Expansion + Basement Garage**



Second public entry to police here - or
Accessible access on demand only.

POLICE
EXPANSION

8,060 GSF

RENOVATION

7,108 GSF

CITY HALL

5,756 GSF

LOBBY

EXISTING POLICE

8,480 GSF

NEW PUBLIC CIRCULATION

Two-story + garage expansion
for police over existing
apparatus apron.

First Floor Renovation of
existing fire for police occupancy.

Requires dedicated elevator.

Connection between City Hall
lobby and Police lobby.
Includes new elevator for
City Hall accessibility.

Vacate current space once
south renovation is complete.

First Level (Option 2)

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
EXISTING POLICE	8,480 GSF
680 SOUTH ENTRY	1,227 GSF
TOTAL PROPOSED AREA	37,615 GSF

4th Ave N

2nd St N

3rd Ave N

Marie Ave

Marie Ave

Lower level expansion possible,
but would carry additional costs.

**POLICE
EXPANSION**

8,060 GSF

UNEXCAVATED

**SUPPORT/
LOBBY**

RENOVATION

9,087 GSF

RENOVATION

3,398 GSF

NEW PUBLIC CIRCULATION

**GARAGE
ENTRY**

New underground garage
access from 3rd Ave N.

Basement Renovation Area #1:
fitness room, break room, and
storage spaces, for police occupancy.

Requires
dedicated
elevator.

Maintain shared
fitness room and
break room?

Close off lower lobby and
dedicate it to a private
connection corridor.

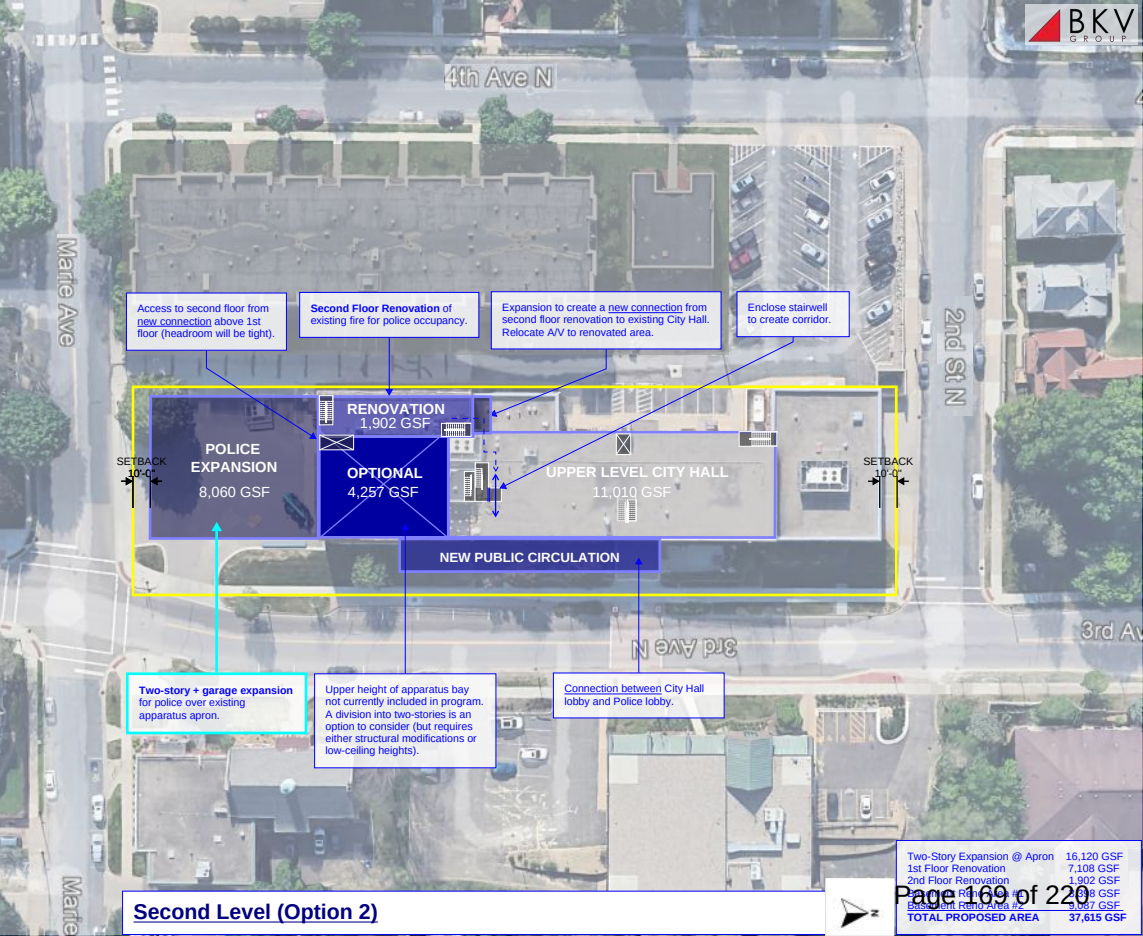
Basement Renovation Area #2:
Existing police space.
Relocate garage to expansion.

Basement Level (Option 2)

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
Basement Renovation	13,277 GSF
TOTAL PROPOSED AREA	37,615 GSF

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Access to second floor from new connection above 1st floor (headroom will be tight).

Second Floor Renovation of existing fire for police occupancy.

Expansion to create a new connection from second floor renovation to existing City Hall. Relocate A/V to renovated area.

Enclose stairwell to create corridor.

SETBACK 10'-0"

POLICE EXPANSION
8,060 GSF

RENOVATION
1,902 GSF
OPTIONAL
4,257 GSF

UPPER LEVEL CITY HALL
11,010 GSF

SETBACK 10'-0"

NEW PUBLIC CIRCULATION

Two-story + garage expansion for police over existing apparatus apron.

Upper height of apparatus bay not currently included in program. A division into two-stories is an option to consider (but requires either structural modifications or low-ceiling heights).

Connection between City Hall lobby and Police lobby.

Second Level (Option 2)

Two-Story Expansion @ Apron	16,120 GSF
1st Floor Renovation	7,108 GSF
2nd Floor Renovation	1,902 GSF
Garage and Entry Levels	4,257 GSF
TOTAL PROPOSED AREA	37,615 GSF

**Retain Location + Expand - Option 1:
Renovate Existing Police Spaces + Expansion**

4th Ave N

PARKING ENTRY/EXIT

← 806-810'

SETBACK
10'-0"

SETBACK
10'-0"

SETBACK
10'-0"

POLICE
EXPANSION

PUBLIC PARKING
RAMP
9,440 GSF

2nd St N

ELEV/STAIR LOBBY
800 GSF

SETBACK
10'-0"

← 786-792'

FIRE

CITY HALL

LOBBY

RENOVATION
8,480 GSF

802'

← 794-796'

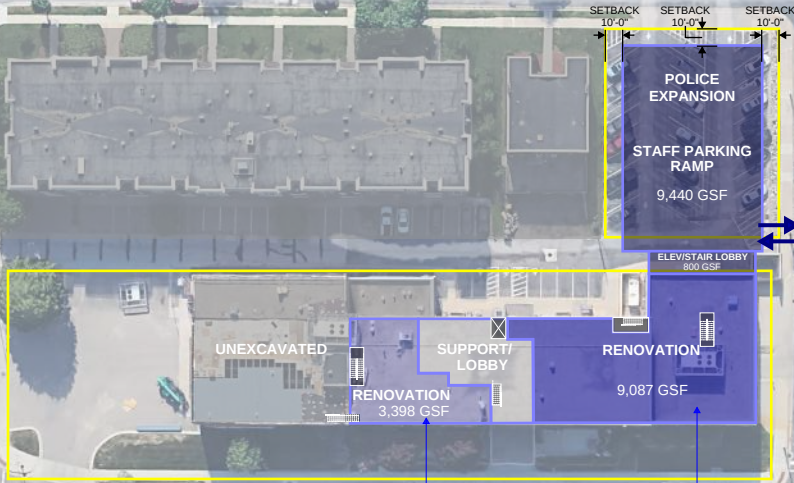
3rd Ave N

First Floor Renovation:
Existing police space.

First Level (Option 1)

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	8,480 GSF
1st Floor Police Ramp	9,440 GSF
TOTAL PROPOSED AREA	38,847 GSF





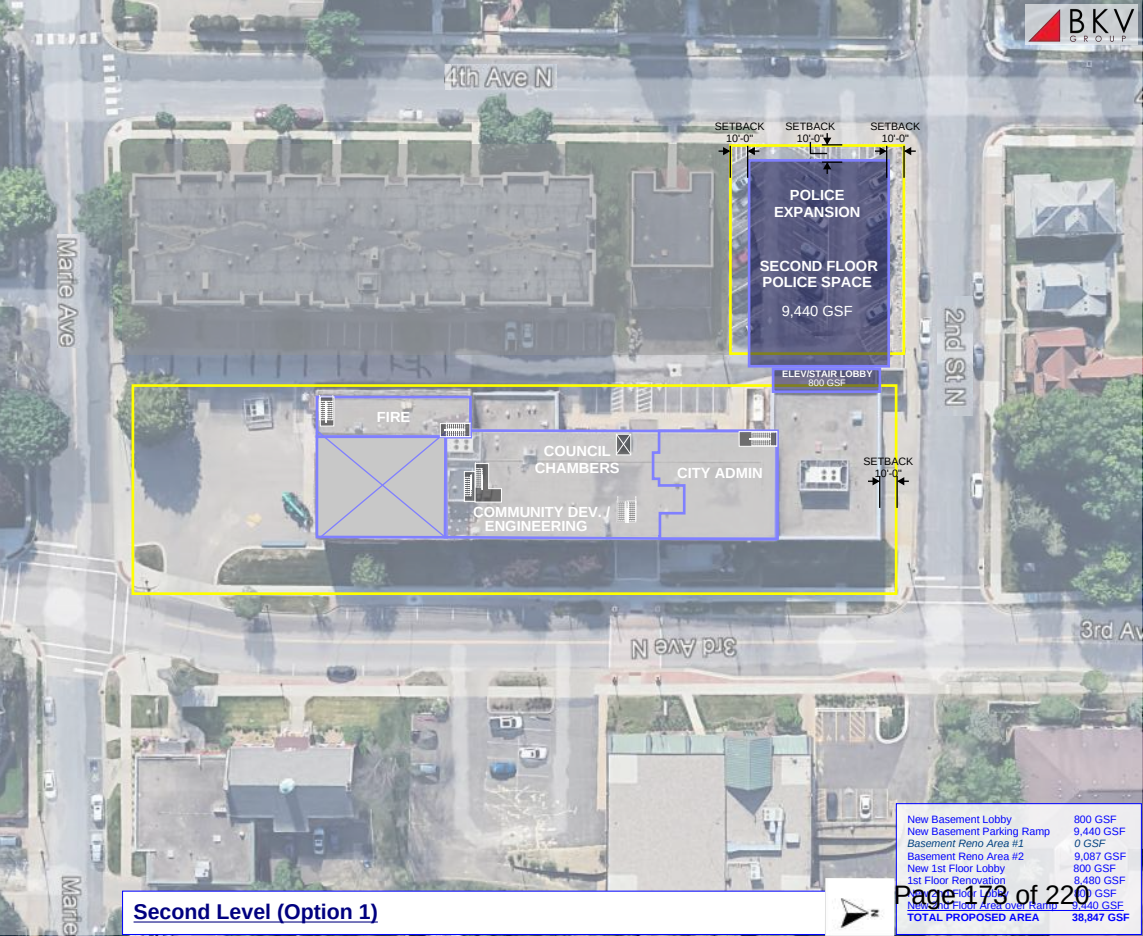
Renovate, but not as part of police relocation/expansion.

Basement Renovation Area #2:
Existing police space.
Relocate garage to expansion.

Maintain shared fitness room and break room?

Basement Level (Option 1)

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	8,480 GSF
Basement Police Relocation	9,440 GSF
TOTAL PROPOSED AREA	38,847 GSF



Second Level (Option 1)

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	8,480 GSF
1st Floor Renovation	8,480 GSF
1st Floor Renovation	8,480 GSF
TOTAL PROPOSED AREA	38,847 GSF

**Retain Location + Expand - Option 2:
Relocate First Level Police to Second Level + Expansion**

4th Ave N

PARKING ENTRY/EXIT

← 806-810'

SETBACK
10'-0"

SETBACK
10'-0"

SETBACK
10'-0"

POLICE
EXPANSION

PUBLIC PARKING
RAMP
9,440 GSF

ELEVATOR LOBBY
800 GSF

FIRE

CITY HALL

LOBBY

RELOCATION
OF
CITY ADMINISTRATION

SETBACK
10'-0"

807-808'

803-806'

802'

← 794-796'

← 786-792'

2nd St N

3rd Ave N

Relocate first level police to
second level and expansion.
Renovate for City Admin here.

First Level (Option 2)

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	0 GSF
New 2nd Floor Lobby	800 GSF
2nd Floor Renovation	10,710 GSF
TOTAL PROPOSED AREA	34,142 GSF

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4th Ave N

SETBACK 10'-0" SETBACK 10'-0" SETBACK 10'-0"

POLICE
EXPANSION

STAFF PARKING
RAMP
9,440 GSF

2nd St N
GARAGE ENTRY/EXIT

ELEV/STAIR LOBBY
800 GSF

UNEXCAVATED

SUPPORT/
LOBBY

RENOVATION

RENOVATION
3,398 GSF

9,087 GSF

3rd Ave N

3rd Ave

Renovate, but not as part of police
relocation/expansion.

Basement Renovation Area #2:
Existing police space.
Relocate garage to expansion.

Maintain shared fitness
room and break room?

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	0 GSF
New 2nd Floor Lobby	800 GSF
2nd Floor Renovation	0 GSF
TOTAL PROPOSED AREA	34,142 GSF

Basement Level (Option 2)



4th Ave N

Marie Ave

2nd St N

3rd Ave N

Marie Ave

SETBACK 10'-0" SETBACK 10'-0" SETBACK 10'-0"

POLICE EXPANSION

SECOND FLOOR POLICE SPACE

9,440 GSF

Create structurally reinforced corridor connection from expansion to existing over one-story roof.

ELEV/STAIR LOBBY 800 GSF

CORRIDOR

FIRE

COUNCIL CHAMBERS

COMMUNITY DEV / ENGINEERING

RENOVATION

3,775 GSF

SETBACK 10'-0"

Second Floor Renovation of existing city administration for police occupancy.

Second Level (Option 2)

New Basement Lobby	800 GSF
New Basement Parking Ramp	9,440 GSF
Basement Reno Area #1	0 GSF
Basement Reno Area #2	9,087 GSF
New 1st Floor Lobby	800 GSF
1st Floor Renovation	0 GSF
New 2nd Floor Lobby	800 GSF
2nd Floor Renovation	3,775 GSF
TOTAL PROPOSED AREA	34,142 GSF



#2



CITY OF SOUTH ST. PAUL

Master Plan/Needs Analysis

July 18th, 2023
Program Review

AGENDA

1. Project Framework & Objectives
2. Scope of Work
3. Recommendations
4. Next Steps





PROJECT FRAMEWORK & OBJECTIVES

Mission:

- South St. Paul is dedicated to enriching the quality of life by **providing our Community with exceptional services that are responsive to the City's changing needs**, delivered in a professional, courteous, and friendly manner.

Values:

- **We Value Transparency**
- **We Value Quality Service to Our Citizens**
- **We Value Fiscal Responsibility**
- **We Value Our Employees**
- **We Value Prosperity and Professionalism**
- **We Value Our Past and Our Future**

Project Objectives:

- Define scope of investments (or divestments) and prioritize implementation.
- Establish projected costs.
- Integrate into 2024-2029 Capital Improvement Plan.

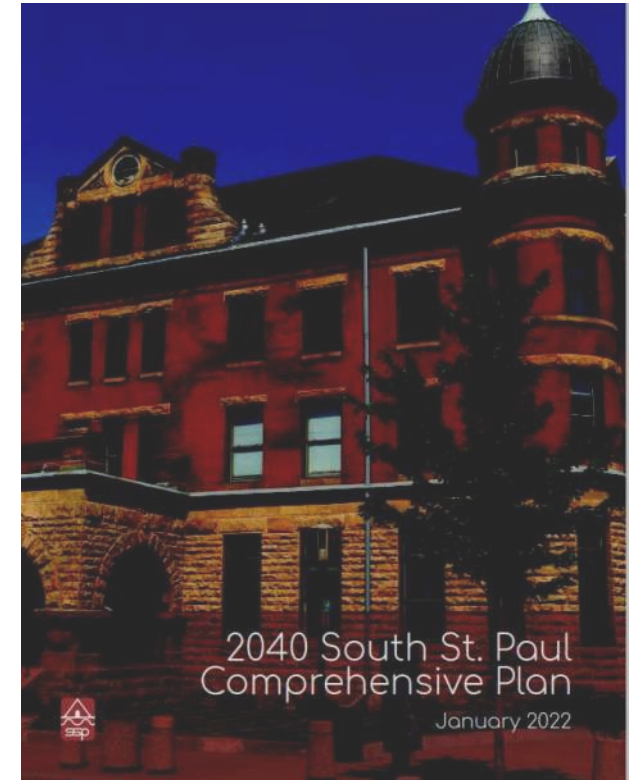
“Proactive local government is essential for creating a high-quality city”

Public Facilities/Services

- **Continue to provide excellent public services** especially in the areas of Police, Fire, Public Works, Library, and Parks and Recreation.
- **Utilize CIP to budget replacement and repairs** of existing public facilities and creation of **new facilities** with the goal of **providing excellent public facilities**.

Sustainability

- **Land Use/Buildings, Budget/Economy, Maintenance, Energy, & Environment.**
- Develop **a comprehensive vision for asset management** of city facilities.
- Sustainable land-use patterns, land-use changes, and new developments.
- **High-quality design, innovation, sustainability**, and aesthetic appeal with emphasis on efficient site access and appropriately sized parking.



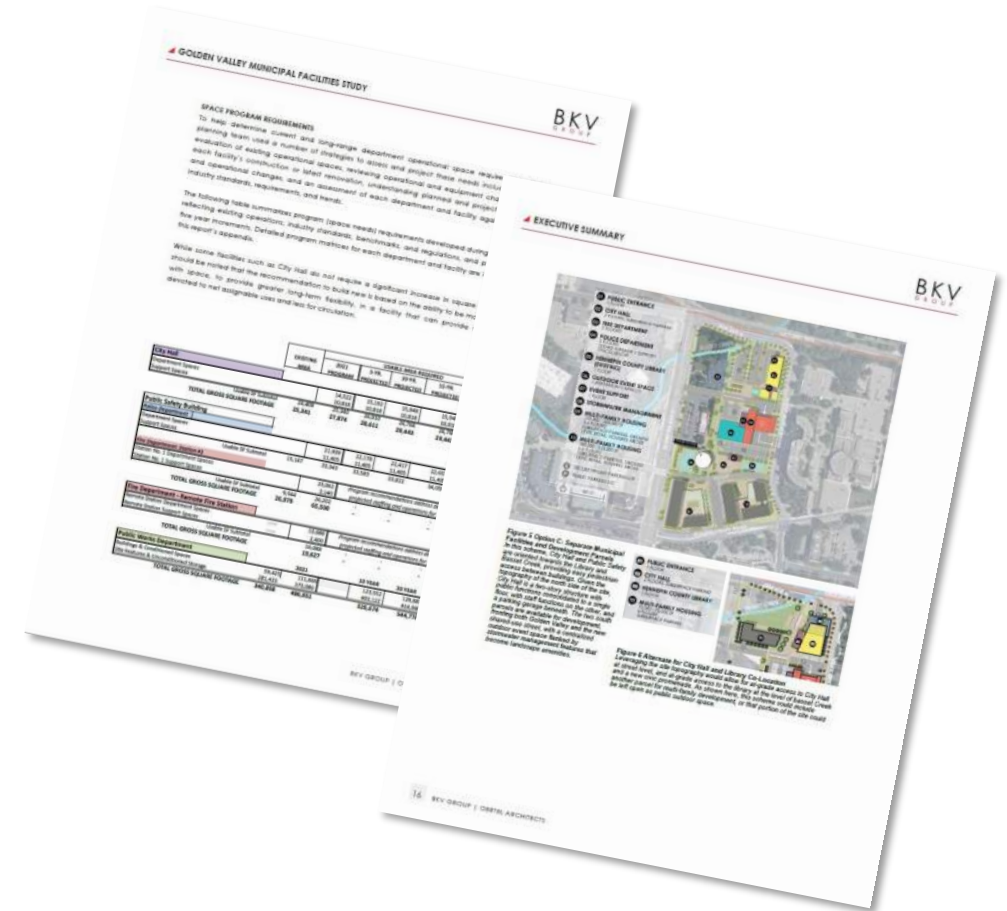
Adopted from the 2040 Comprehensive Plan



SCOPE OF WORK

KEY ACTIVITIES & DELIVERABLES

1. Building Assessment Summary
2. Departmental Space Programs, including projections for future growth
3. Stakeholder Engagement analysis and raw data
4. Preliminary Planning Options for Review
5. Final Planning Options, including Phasing Strategies
6. Projected Cost Estimates including Construction and Project Costs, Contingencies, and Escalation
7. Final Space Needs Analysis Report including recommendations and appendices with report data



Report Example: Golden Valley Municipal Facilities Study

City Hall & Public Safety

- City Hall generally meets current functional needs for Administrative/Service components.
- Both Police and Fire have projected space needs.
- Relocation of Police to a new, offsite facility enables continued utilization of space within City Hall by Fire and Administration.



Central Maintenance

- Existing site and facility do not efficiently accommodate current and projected operations.
- Existing property size and configuration limits best-practice layout of facility and yard for project space needs.
- Relocation to a new site with purpose-built facility will provide more effective and resilient operations.



Library Building

- Library is relocating to new facility in Q1 of 2024.
- The original portion of the building is historic (not listed), and meaningful within the community
- Facility needs significant investment to address existing deferred maintenance.



Doug Woog Arena

- Original facility from 1962 with 1997 addition.
- 6,000 SF wing formerly used by alternative high school is currently vacant.
- Vacant wing is suited for re-purposing to serve center or as stand-alone leased space.



Aquatic Facilities

Northview Pool:

- Pool needs replacement (consistent, regular leakage)

Lorraine Splash Pad:

- Pool is in fair condition
- Play/Spray structure needs replacement
- Lorraine Park has sufficient capacity for consolidated facilities





RECOMMENDATIONS

FACILITY OVERVIEW: Extreme / Major / Moderate / Minor

Facility	Criticality	CIP Improvements	Long-Term Scope	Notes
Central Maintenance	Extreme	(Applicable only if retaining facility for 5 years+) Replacement of: Roof, Garage Doors; Add Make Up Air for bays; Renovation of Staff Spaces	New Site + New Facility	Space needs limitations.
City Hall				Facility does not have structural capacity for vertical expansion
• Police Department	Extreme, with short-term mitigation w/recent improvements	TBC re: duration of occupancy within City Hall	Can operate at current site while constructing new site.	Functionality of police is constrained by the current state of this facility.
• Administration/ Services	Minor	Technology & Security for Council Chambers and Work Room	Potential reconfiguration of interior office spaces re: Police moving out and re-balancing between South Metro Fire and City Hall	2022-2023 renovations facilitate resiliency. No critical space needs. Long-term investment in community meeting spaces and service effectiveness.
• South Metro Fire Station #2	Extreme, with short-term mitigation w/recent improvements	Focused improvements ongoing/recently completed 2023	TBC: Either addition to existing facility or consolidation w/Station #1 at a new location (67, 050 GSF on 4 acres+)	If Station #2 remains, additional space in building required. Site changes could negatively impact City Hall

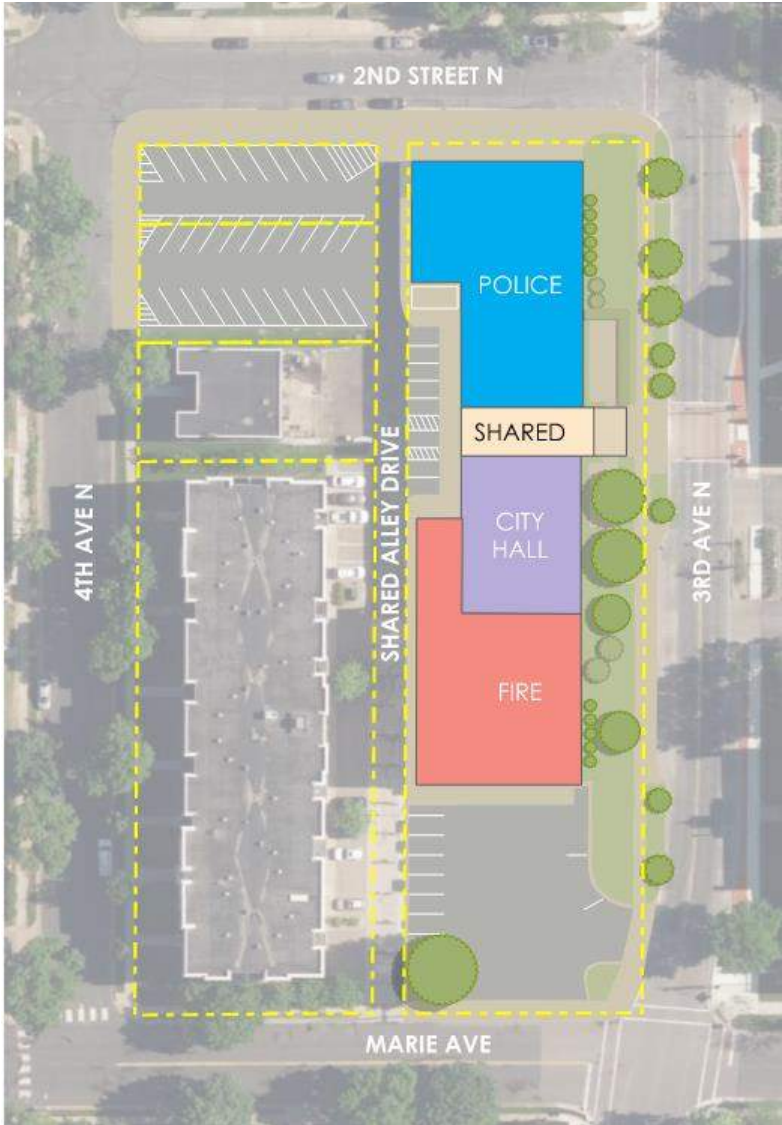
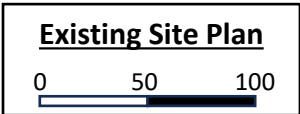
FACILITY OVERVIEW: Extreme / Major / Moderate / Minor

Facility	Criticality	CIP Improvements	Long-Term Scope	Notes
Library Building	Extreme	Roof, Window, Door and HVAC replacement; Brick façade repair including repointing	TBC: Scope to coordinate with goals for utilization and income: municipal administration, community partners, multi-family housing, light commercial	Existing structure and building components have functional limitations re: accessibility and interior configuration
Doug Woog				
• Overall Facility	Moderate	Roof replacement (planned); Exterior Door upgrades; RTU replacement; focused interior renovation	Maintain utilization	
• “Classroom” Wing	Minor	N/A	Renovate per proposed utilization	Flexibility would be increased with dedicated single-fixture restrooms + dedicated outdoor entry
Aquatics Facilities				
• Northview Pool	Extreme	(Long-term retainage not recommended) Continue w/existing annual maintenance	N/A	Site has capacity for expansion, though this would limit existing uses as parking would also need to expand
• Lorraine Splash Pool	Moderate	Coordinate with long-term planning	Recommended site for consolidated Family Aquatics: reconfigured/expanded pool/play + new locker/concession facility	Site is best suited for consolidated Aquatics Facility, including required parking

Programming Findings

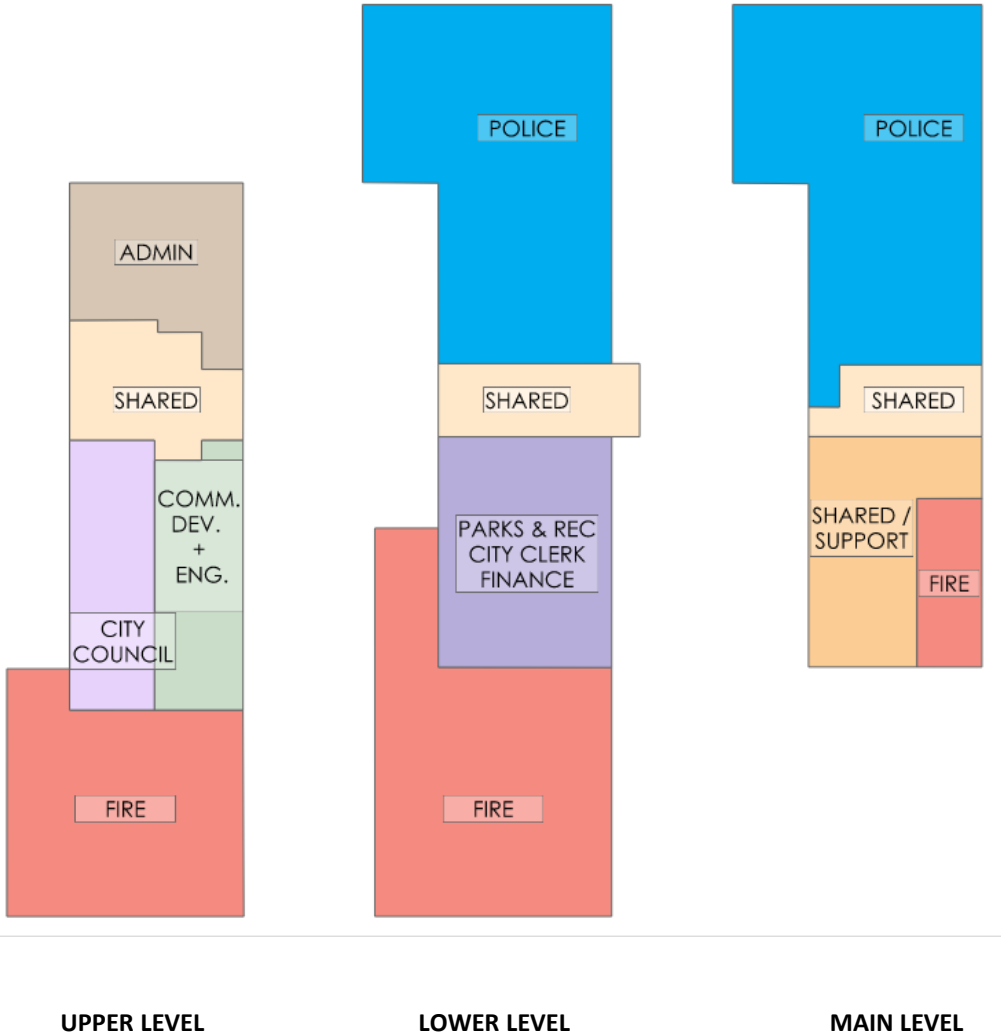
- Public Safety functions do not have sufficient space to coexist in building accounting for current/projected needs.
- Structure was not designed for vertical expansion. Interior reconfiguration feasible.
- Parking is and will remain at a premium.
- Council chambers would benefit from security/technology/finish upgrade.
- City Hall front entry is inaccessible (lacks elevator)

	Existing	Projected
City Hall Overall:	52,073 GSF	
Police Functions:	19,530* GSF	42,451 GSF
Fire Functions:	9,486 GSF	21,720 GSF
Admin Functions:	23,057 GSF	25,000 GSF (min 5% growth)
City Hall Site:	52,847 NSF 1.21 ACRES	(Net loss if Fire expands)
(Shared) Parking:	12,012 SF 0.28 ACRES	



CITY HALL

Function	Size (GSF)
Administration	3,197 GSF
City Council	2,255 GSF
Community Development + Engineering	2,560 GSF
Parks and Rec + City Clerk + Finance	5,136 GSF
Fire Department	9,486 GSF
Police Department	19,530* GSF
Department Total Area	42,164 GSF
Building Support	7,611 GSF
Building Services	2,298 GSF
Support + Services Total Area	9,909 GSF
<u>Building Total Area</u>	<u>52,073 GSF</u>
<u>Site Total Area</u>	<u>52,847 GSF</u>
Other: (Shared) Parking	12,012 GSF



City Hall - Future

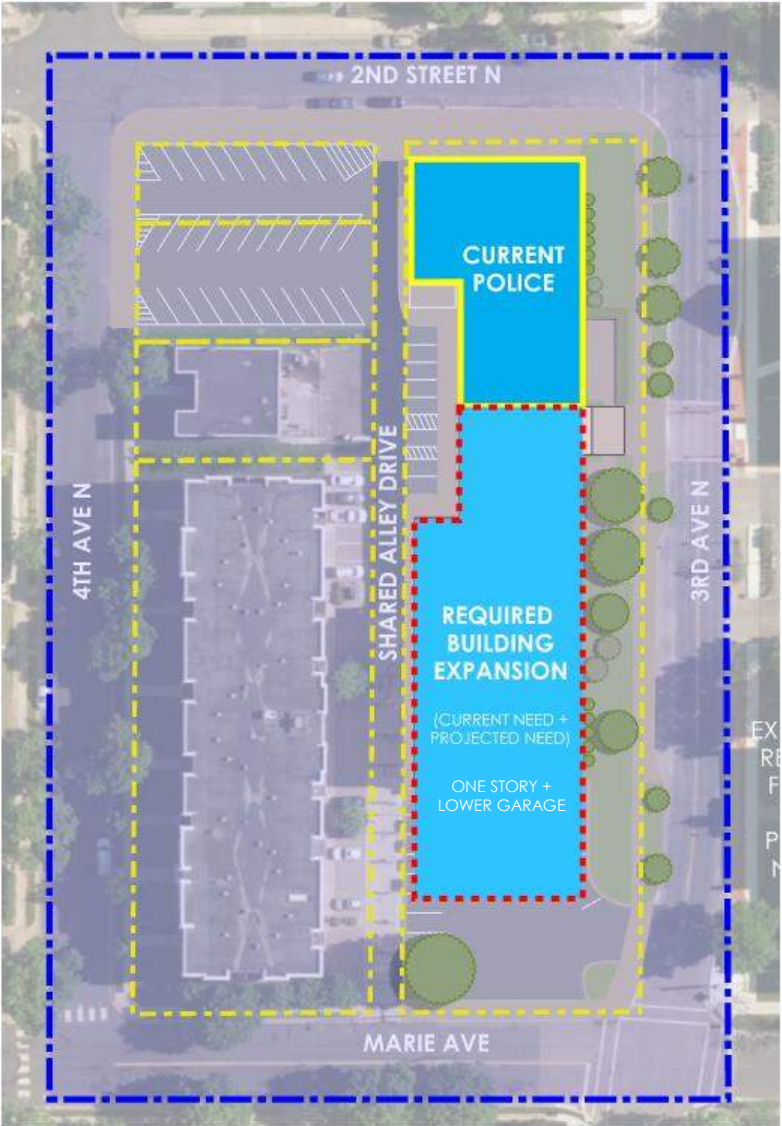
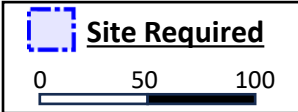
- Site can accommodate partial expansion and remodel of South Metro Fire Station #2, but this would require shutting down operations completely.
- The station would not meet a number of current best practices for Fire Station health and safety, and cannot fully accommodate recommended space needs.
- If Fire and City Hall are the only tenants of this facility, there will be more than enough space for long-term utilization for City Hall Administrative Services, and there would be sufficient space for lease to community partners, as desired.
- Parking would remain at a premium



Programming Findings

- Severe shortage of space and compromised operations exist at current facility
- Significant renovations and/or expansions required to accommodate projected need at current location
- Current site cannot accommodate public and separate/secure staff parking

	Existing	Current Need	Projected Need	Deficiency
Police Building:	19,530 SF*	36,943 SF	42,451 SF	117%
Police Site: (of City Hall's 1.21 Acres)	0.41 ACRES		3.9 ACRES	850%
Parking:	44 Shared 0.28 ACRES		39 Public/42 Staff 0.74 ACRES	164%

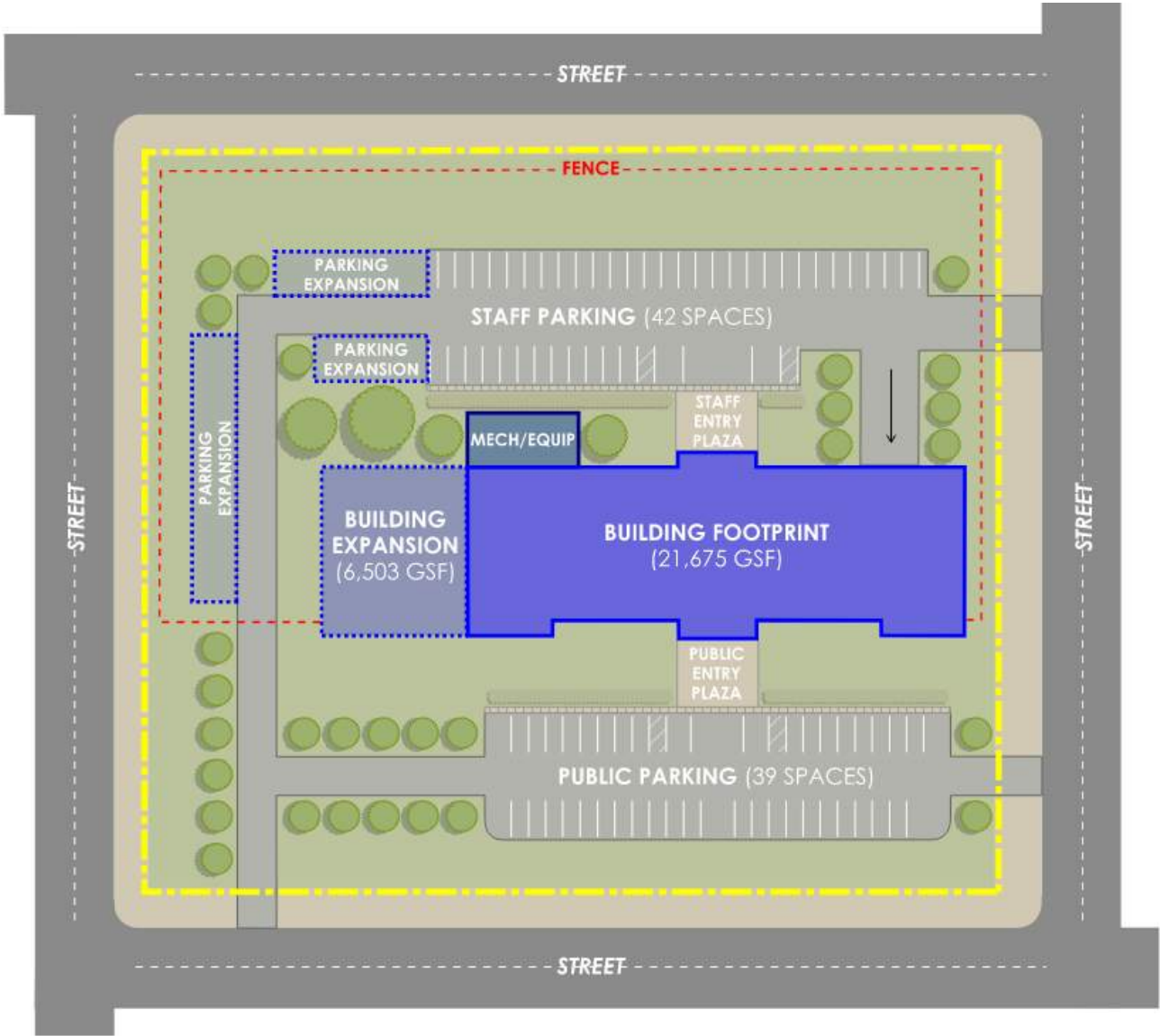


Proposed Program – By Division

Function	Existing	Current Need	Projected Need	Deficiency
Administration	378 SF	996 SF	996 SF	62%
Records	1,270 SF	857 SF	954 SF	-33%
Patrol	2,638 SF	5,018 SF	5,546 SF	52%
Investigations	1,294 SF	2,156 SF	2,991 SF	57%
Support Services	0 SF	1,143 SF	1,706 SF	100%
Evidence & Property	1,821 SF	2,881 SF	3,537 SF	48%
Holding	2,143 SF	1,686 SF	2,487 SF	14%
Firearms Training	739 SF	3,387 SF	3,387 SF	78%
Fleet Garage	4,580 SF	8,559 SF	10,259 SF	55%
Common Areas	5,195 SF	8,361 SF	8,691 SF	40%
Building Services	389 SF	1,898 SF	1,898 SF	80%
Building Area	19,530 GSF*	36,943 GSF	42,451 GSF	117%

POLICE DEPARTMENT

Function	Size (GSF)	Notes
Current Need	36,943 GSF	Total building program. Single floor over basement.
Projected Need	42,451 GSF	To accommodate 20 years of growth. 15% more space.
Building Footprint	21,675 GSF	First floor footprint.
Staff Parking	16,800 GSF	42 spaces at 400 SF each
Public Parking	15,600 GSF	39 spaces at 400 SF each
Mech / Equip Yard	1,600 GSF	
Misc. Paved Area	6,000 GSF	
Total Developed Area	61,675 GSF	
Total Developed Area	61,675 GSF	
Expansion Space (Future Needs)	6,503 GSF	30% growth in footprint for future needs.
Open Area	100,650 GSF	60% of total site requirement
Site Total Area	168,828 GSF	3.9 Acres



Programming Findings

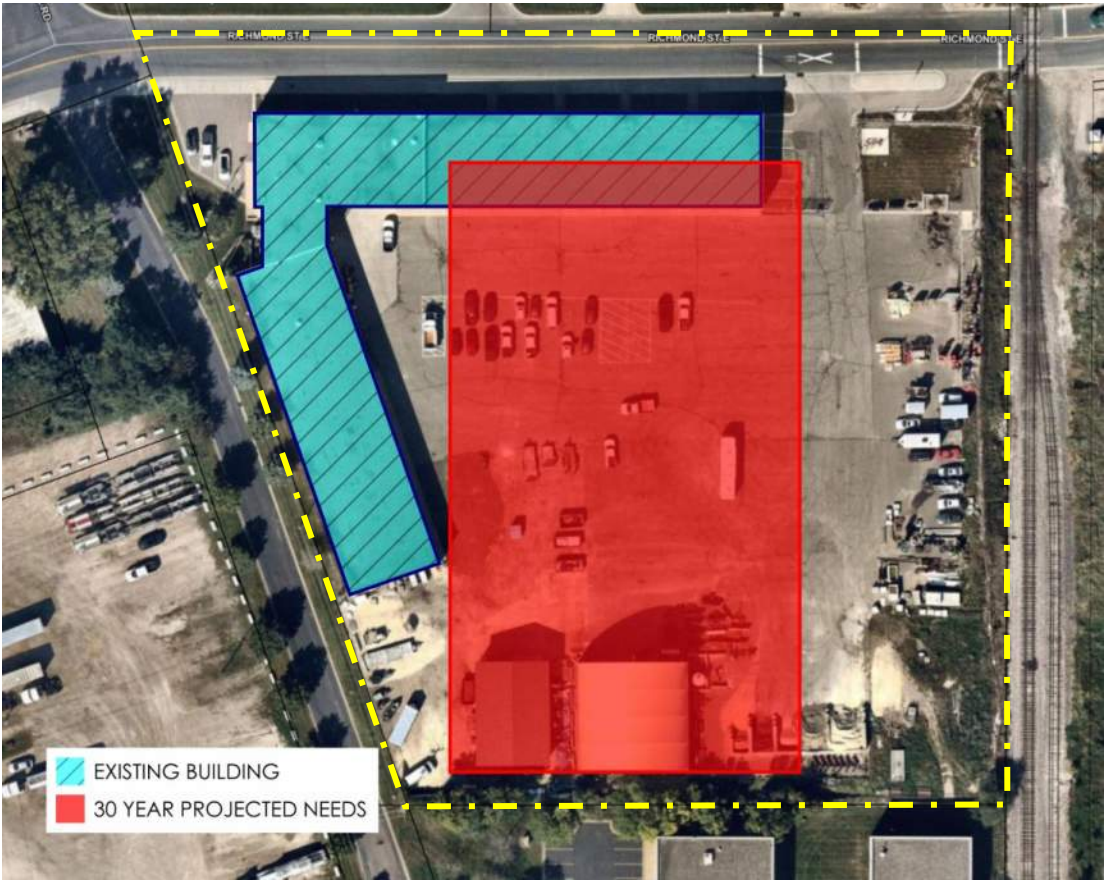
Existing building has general spatial deficiencies

- Accessibility/Code compliance deficiencies
- Operational and energy use inefficiencies due to building configuration
- Additions would be very challenging/building age

Existing site has insufficient space for operational efficiency

- Materials and equipment stored outside - exposed to the elements
- Equipment must be maneuvered for access during each operation - reducing efficiency and staff safety

	Existing	Projected (30 year)
Public Works Building:	35,835 SF	82,000 SF
Public Works Site:	202,935 SF 4.66 ACRES	246,385 SF 5.66 ACRES



PUBLIC WORKS

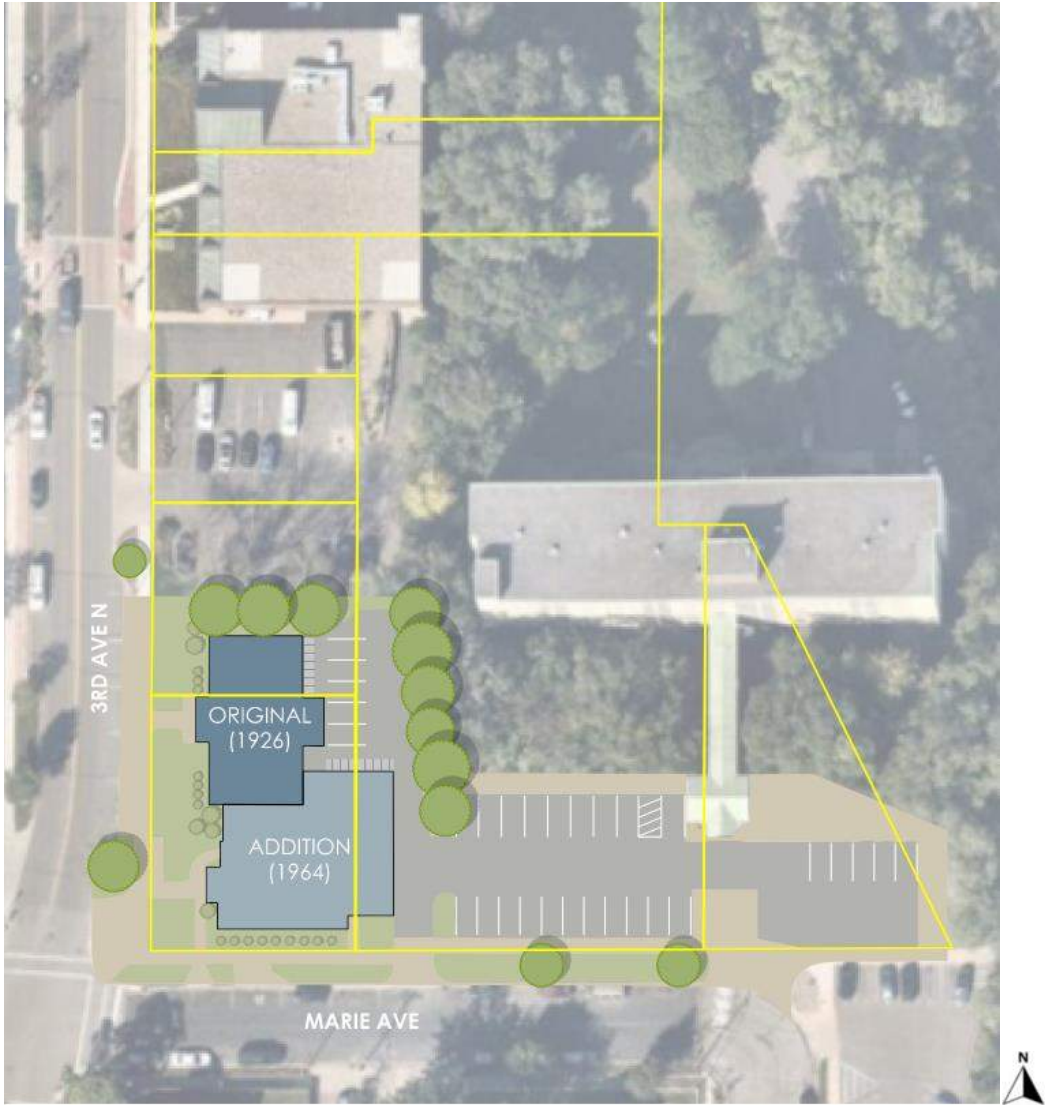
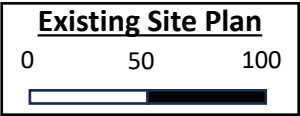
Proposed Program Existing Building: 35,835 SF Current needs: 72,000 SF Projected 30-year needs: 82,000 SF

Function	Size	Notes
Administrative/Office	10,500 SF	Includes office areas, multi-purpose room, training and conference rooms, locker rooms
Conditioned Vehicle and Equipment Storage	50,500 SF	Includes vehicle parking stalls, equipment storage, and drive/traffic/staging lane
Fleet and Equipment Maintenance	15,000 SF	Includes service bays, welding & fabrication bay, tool/parts/material storage, and wash bay
Department Work Spaces and Storage	6,000 SF	Includes department shop spaces and storage along with shared shop and storage space
Building Total Area	82,000 SF	
Cold Storage Building	4,750 SF	For seasonal storage of limited vehicles and equipment, i.e. trailers
Materials Storage Bins (covered)	5,400 SF	For class V, topsoil, sand, gravel, etc.
Salt Storage Structure	3,600 SF	Matches current storage capacity
Yard Storage	25,000 SF	General outdoor storage for materials, seasonal items, staging, and equipment
Police Storage Building	2,400 SF	Secure evidence and impound storage
Other Site Requirements	123,315 SF	Includes parking, circulation, stormwater management, loading dock, trash area, green space
Site Total Area	246,385 SF	5.66 Acres

Programming Findings

- 1926 Addition could be re-purposed in multiple ways, retaining character-defining features and elements
- 1964 Addition has deferred maintenance issues and is not conducive to re-use or adaptation re: floor-to-floor height
- Re-use Options vary with goals for investment, income, ownership, and maintenance:
 - Retain Original 1926 Building and Demolish 1964 Addition
 - Utilize Original Building as Shared Community Resource OR
 - Utilize Original Building as Amenity Space/Common Area for:
 - Multi-Family Housing OR
 - Light Commercial
 - Long-Term Planning for Overall Block Holistic Redevelopment

	Existing
Current Building:	15,095 SF
(1926)	6,240 SF
(1964)	8,855 SF
Current Site:	20,477 SF
	0.47 ACRES



LIBRARY: Reuse Options

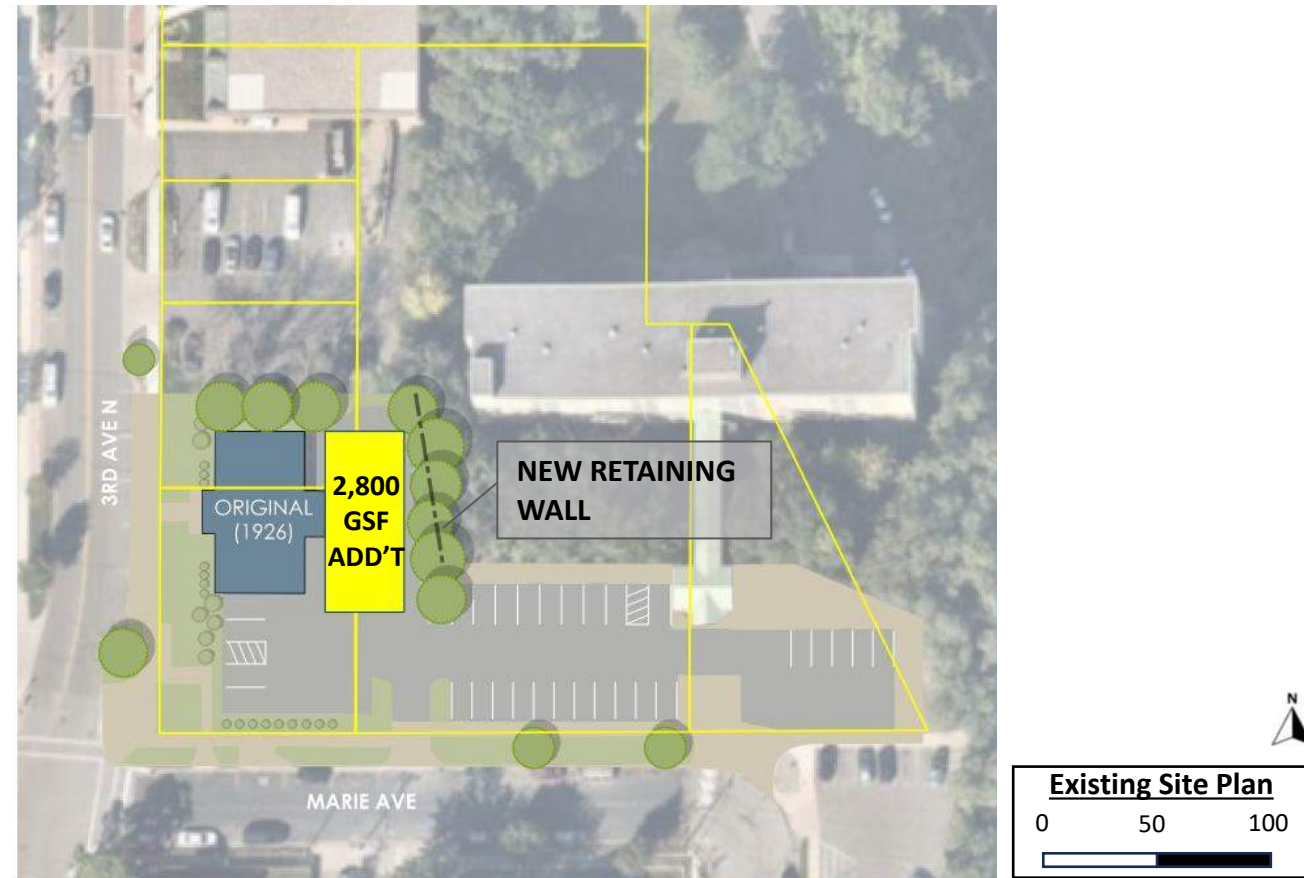
Retain Original for Future Re-Use:

- Minimizes year-to-year investment
- Short-Term Use as Community Rental Space



Flexible-Use Addition:

- 3 to 4-story structure for office or rental use
- Minimizes impacts to adjacent housing



LIBRARY: Reuse Options

New Townhouses:

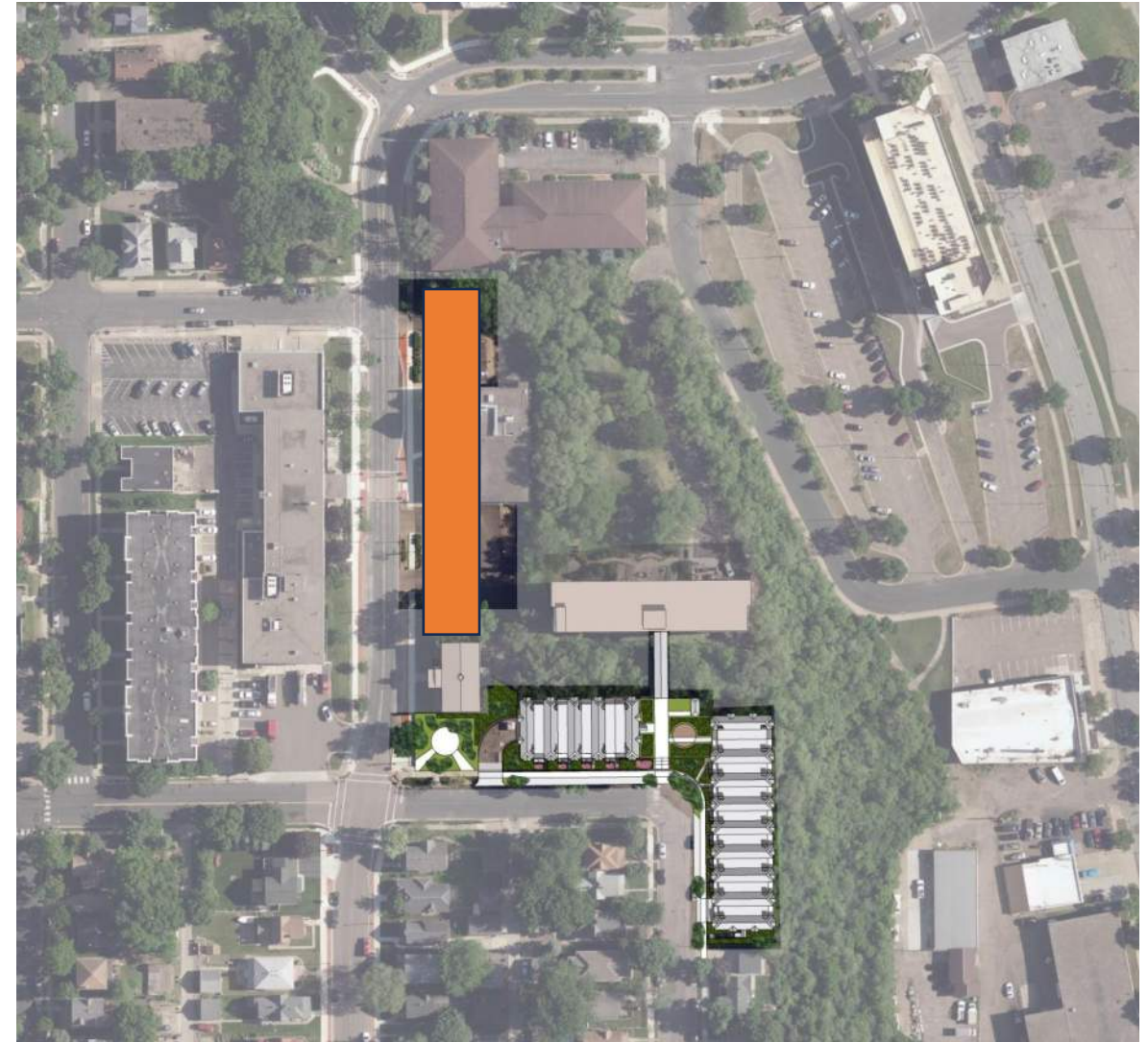
- Revelopment of Existing Surface Parking for Multi-family housing: (2) new levels of parking below new structures
- Approx. (13) New 2-Story Townhouses. Scale and design integrates with existing residential neighborhood
- Former Library building becomes shared amenity space
- Former Library addition becomes new public green space



LIBRARY: Reuse Options

Holistic Block Redevelopment:

- Dakota County Historical Society moves into former Library Building
- New Townhouses at Marie/2nd Ave S
- New Mixed-Use Development along 3rd Avenue N with commercial at first floor and housing at second.

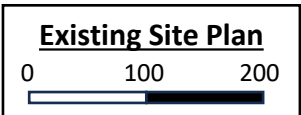


Programming Findings

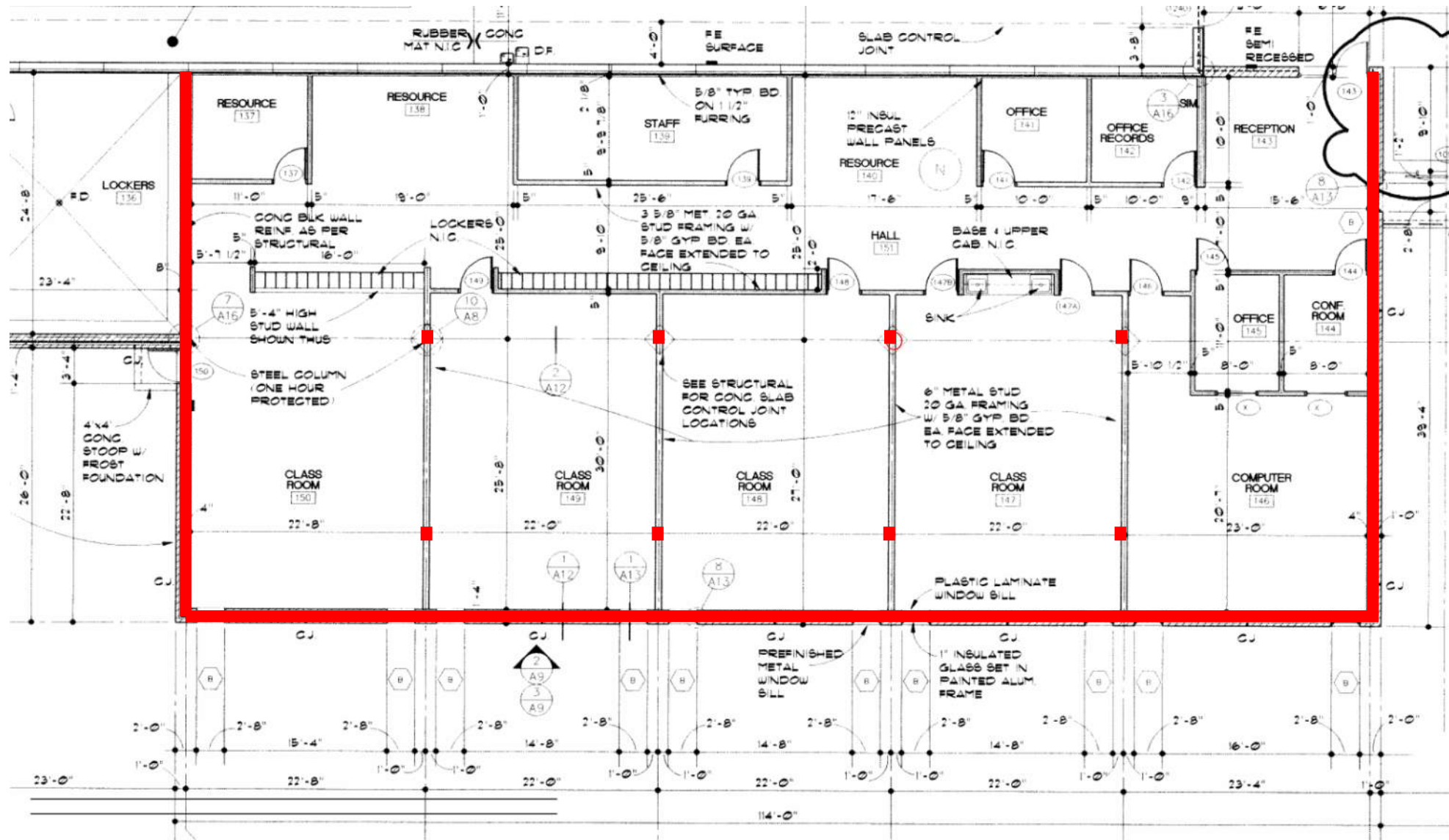
- Space has useful daylight and visibility from exterior (re: wayfinding and signage)
- No dedicated exterior entry and no dedicated restrooms
- Existing open plan includes (5) 30-person classrooms, offices, open plan
- Re-use options include:
 - Additional Training Space for Hockey/Skating
 - Leased space or Municipal Use:
 - Office Space
 - Gym Franchise
 - Child Care Center (approx. 80+ children). Would require 6,000 GSF of dedicated, fenced outdoor play space

	Existing	Projected
Vacant Wing:	6,095 GSF	6,095 SF TBC

Note: Total NASF would reduce if suite is reconfigured to accommodate dedicated restrooms and entry



DOUG WOOG ARENA: SUITE



Assessment Findings

- Both facilities have deferred maintenance issues with pool operations
- Northview Pool consistently leaks annually, with ongoing costs for water and maintenance
- Lorraine Splash Pad required Play/Splash equipment replacement
- Long-Term Recommendation:
 - Lorraine Park to house consolidated Family Aquatics Facility
 - Northview Pool and Poolhouse to be demolished, with site redeveloped in service of Parks and Recreation Goals

Consolidated Family Aquatics Facilities - Precedents





NEXT STEPS

- Revise and complete programming
- Complete cost estimation
- Present to council
- Develop and distribute draft report
- Submit final report

Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.

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R-2

Essential services (public utility and municipal services).

All uses by conditional use permit shall provide such setback in front, side, and rear yards as the city council shall determine, taking into account the proposed use, the character of the surrounding area, the density of the area, and other relevant factors.

Within the commercial and industrial zoning districts:

(1) No nearer to the street line on which it faces than the average setback observed by similar buildings on the same side of the street and fronting thereon within the same block. In no case, however, shall such a building setback line be nearer than 40 feet from the center of any adjacent street.

(2) Each nonresidential lot shall have a side yard setback of not less than ten feet from the side property line.

(3) No building permit shall be issued for any structure over 50 feet high until a conditional use permit has been granted.

(4) Each nonresidential lot shall have a rear yard not less than 15 feet in depth, as measured from the centerline of an alley, or ten feet from the rear lot line if no alley is present.



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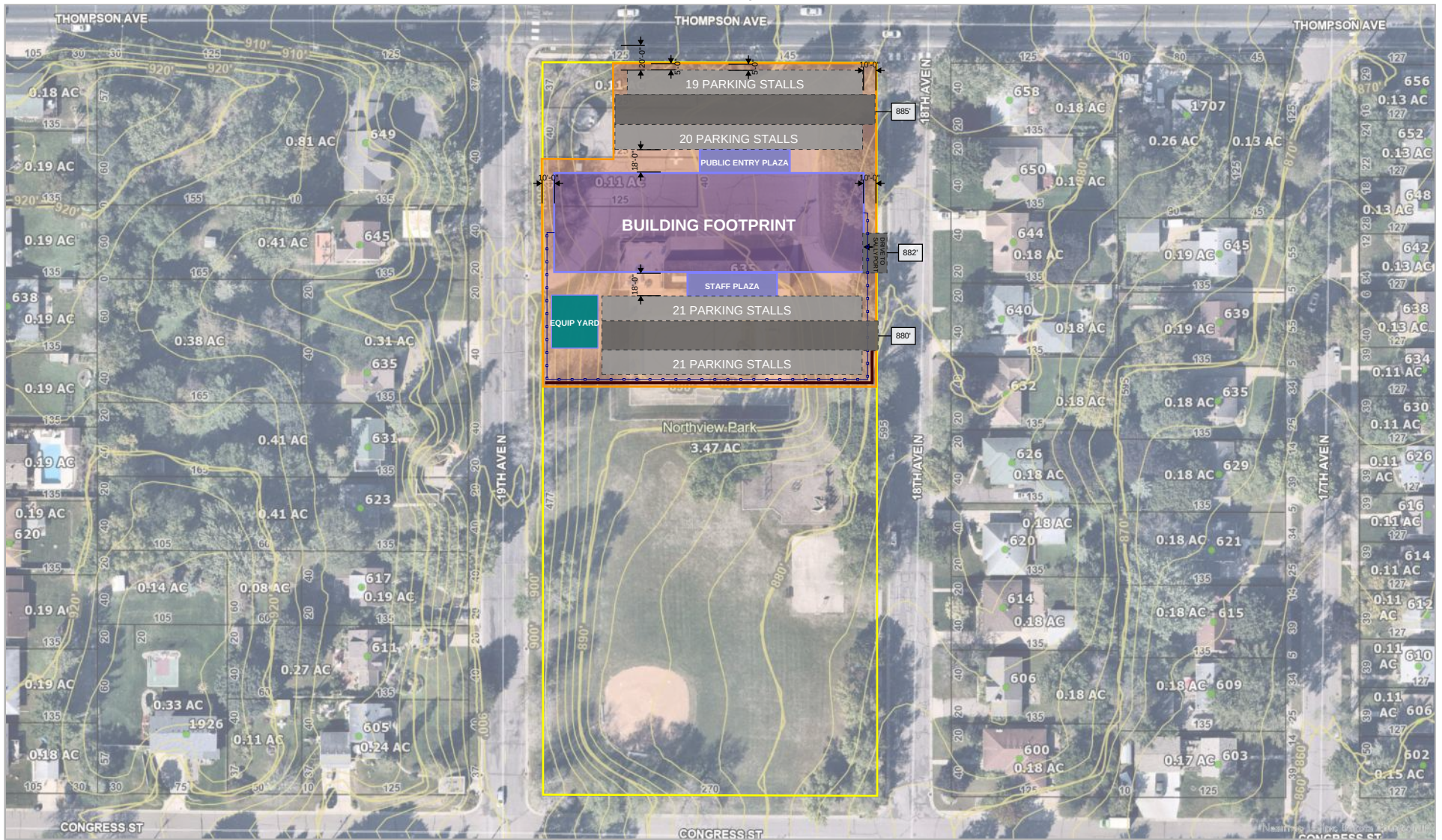
- Building footprint makes garage less workable, but possible.
- This scheme expanded to 1.6 acres (vs. 1.5) to accommodate full parking requirement.



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- Additional room for expansion at NW corner of orange boundary
- Garage access is low at basement
- Concerns about parking: parking lot sits high at grade level and follows a grade drop.
Would require a retaining wall, though not ideal (can get parked/blocked into corner of lot by nefarious individuals)
- May need to solve daylighting needs at core of building (B3 regularly occupied spaces)

- This option seems to work best for the building footprint (narrowing the building to avoid tight site contours)
- Garage access at low side would align with drive lane
- Concerns about parking: parking lot sits high at grade level and follows a grade drop.
Would require a retaining wall, though not ideal (can get parked/blocked into corner of lot by nefarious individuals)



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- This scheme allows for drive entry and garage access to sit at close to the same elevation
- Could mirror the parking lot and equipment yard to orient a west entry, but would continue to encounter the same issue in the previous two schemes.



WORK SESSION AGENDA REPORT

DATE: March 31, 2025
DEPARTMENT: Economic Development
PREPARED BY: Ryan Garcia
AGENDA ITEM NUMBER: 2.C.

MEETING TYPE

Regular Meeting

AGENDA ITEM

Economic Development Strategies

ACTION TO BE CONSIDERED OR DESIRED OUTCOME

Staff will provide focused updates on a number of Economic Development-Related Topics, seeking discussion and prioritization for future action. Topics to be discussed include:

- EDA / HRA Fund Balance
- Site Preparation
 - Hardman Triangle
 - Wakota Crossing North
 - 110 Bridgepoint
- 316 Malden

OVERVIEW

As reaffirmed at the Council Goal-Setting retreat in mid-March, continued focus and investment in the City's Economic Development opportunities is a recognized priority for South St. Paul. With over \$100 million in market value added in new and renovated facilities since 2017, generating an additional \$2,000,000 in annual property taxes payable, it is important that we continue to identify strategies and investments that we can make through our Economic Development Authority (EDA) to sustain and build upon this momentum. Headwinds in the regional and national economy (tight capital markets, elevated material and labor costs, to name a few) have persisted for the past 12 - 15 months, and while SSP has seen a few commercial development prospects fall through the regional market continues to see deals come together even if at a slower pace than 2021 - 2023. Staff remains confident that we have solid fundamentals to support continued redevelopment, and that by aligning and prioritizing our opportunities we'll be in position to realize additional growth in our local property tax base, employment base, and housing diversity as the market continues to thaw.

EDA/HRA Fund Balance

The City's EDA sets an annual budget and property tax levy for the EDA and Housing and Redevelopment Authority (HRA) which is ultimately approved by the City Council. These

levies, in accordance with State Statutes, are not a component of the City's General Fund, but are purposed to fund the statutorily authorized activities of the EDA/HRA in distinct Funds - 20260 (HRA Fund) and 20280 (EDA Fund). Like the general fund, in a given budget year, it is possible that spending within either or both of these funds does not directly meet that year's budgeted expenditures, in which case a shortfall or fund balance is realized at the end of that budget year. In the case of both the EDA and HRA funds, generally speaking these accounts have ended recent budget years with a fund balance, such that the fund balance has accumulated in both funds to a meaningful amount. As of 12/31/2024, the fund balance for fund 20260 is \$399,822 and the fund balance for fund 20280 is \$511,989. While the City has a fund balance policy for the General Fund stating that the General Fund must maintain an unassigned fund balance of 35% - 50% of the new year's budgeted expenditures, that policy does not extend to either Fund 20260 or 20280. Thus, the EDA has full discretion around the disposition of the 20260 and 20280 fund balance, and may identify a benefit in allocating some portion of this fund balance towards one or more of the economic development and redevelopment opportunities identified through the City's [Economic Development Strategy](#) and other City plans and strategies.

Prepare EDA Opportunity Sites for Future Development

The EDA owns several properties which we continue to hold for redevelopment, with some of these properties having recently been under contract with private developers for a period of time before ultimately falling through. The EDA has developed a strong base of knowledge through previous due diligence activities to understand each site's primary limitations and those barriers to development that have "tripped up" potential development partners. Staff would like to gauge the Council's interest in taking a more intentional and proactive role in positioning these sites for redevelopment, even in some cases without a current private development prospect. Staff will be prepared to talk through additional details and answer questions about these opportunities, but a brief summary of potential site preparation options is presented below.

- Hardman Triangle (Attachment 1) - building pad surcharge for an approximately 43,000 square foot destination retail development and 6,500 square foot full-service restaurant development, per the 2025 Hardman Triangle District Master Plan and Stormwater Guide. On Attachment 1, the site is identified with the number "2" on the map. It is estimated that this surcharge work can be completed for between \$150,000 - \$175,000.
- Wakota Crossing North (Attachment 2) - site grading, building pad surcharge for up to 90,000 square foot public works building, and building pad surcharge for approximately 15,000 square foot industrial building. It is estimated that this work would require an investment of at least \$500,000 and as much as \$2,000,000. Staff believes that we could pursue State and County Redevelopment Funding to support this and other site preparation, redevelopment, and infrastructure costs to support the Wakota Crossing project.
- 110 Bridgepoint Drive (Attachment 3) - building pad surcharge to accommodate an approximately 20,000 square foot light industrial building (speculative - no current development interest). It is estimated that this surcharge work could be completed for between \$75,000 - \$100,000.

Disposition of 316 Malden Street

The City acquired 316 Malden Street in 2023, seeing an opportunity to address a longstanding concern about underutilization and blight at this property while also providing a potential future relocation option for the City's Public Works facility (Attachment 4). At that time, the EDA and Capital Partners Development were collaborating towards the development of a 180,000 square foot office-warehouse facility at the EDA-owned Wakota Crossing property, just south of the I-494 Wakota Bridge and east of Hardman Avenue. In the time since we acquired 316 Malden, it has become clear that the private development market is not likely to deliver an economically viable office-warehouse development at the EDA-owned Wakota Crossing site as we had originally hoped for. Thus, in recent worksession discussions staff has floated the concept of locating the future Public Works campus within the eastern 1/2 of the EDA-owned Wakota Crossing property (Attachment 2). As we've discussed in the context of the South Concord Corridor Study in recent months, there may be the potential for higher and better uses along Concord Street in the coming years, and as such we are hoping to get Council's thoughts and any direction as it relates to expectations/desires for 316 Malden Street.

For Discussion/Direction

Staff is seeking Council discussion and direction in response to the following questions:

1. Are there specific economic development activities, initiatives, and priorities towards which some portion of the \$900,000+ fund balance in Funds 20260 and 20280 should be directed?
2. Should a proportion of the current fund balance in either or both of Funds 20260 and 20280 be retained for unforeseen expenditures?
3. Is there support for sequentially undertaking site preparation activities at EDA-owned sites, to prepare the sites for future development and mitigate some of the existing barriers to redevelopment? If so, how would the Council rank these in order of priority?
4. Does the Council view 316 Malden as a preferred option for the future relocation of Public Works operations, or is the existing site (400 Richmond) or the Wakota Crossing property (or others) preferable locations?

SOURCE OF FUNDS

Funds 20260 and 20280 have a cumulative unassigned fund balance of \$911,811 as of 12/31/2024. Staff is seeking direction as to the disposition of any portion of this fund balance towards economic development activities. Additional sources of funding for these initiatives may include existing fund balance in fund 20284 (Development), Fund 40490 (Concord TIF), as well as a \$3,000,000 grant from HUD for work related to the Wakota Crossing project. As appropriate and available, staff will also seek additional grant funding (most likely through DEED and the Metropolitan Council) to support any potentially grant-eligible activities that are identified as priorities.

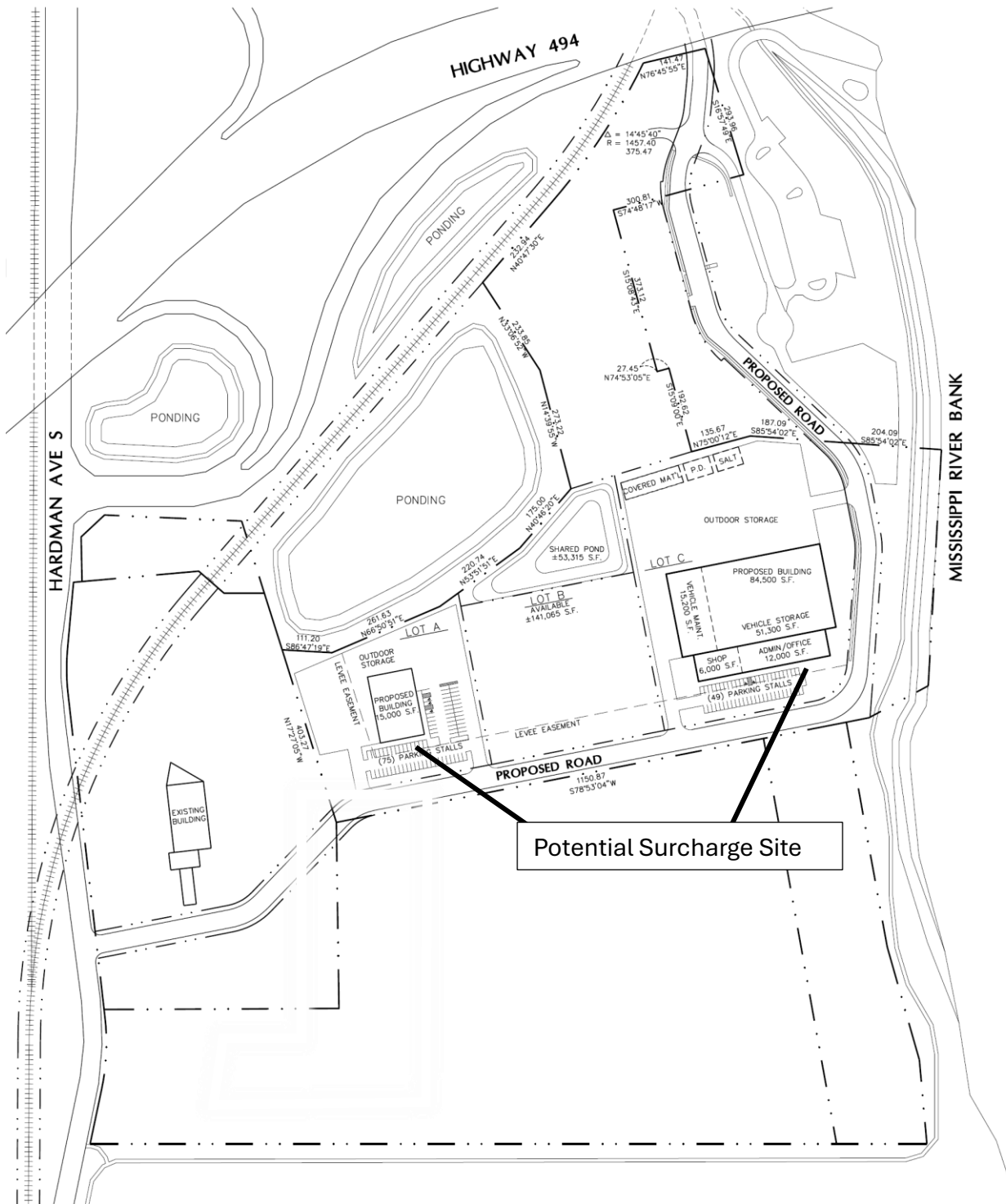
ATTACHMENTS

1. Hardman Triangle
2. Wakota Xing North
3. 110 Bridgepoint
4. 316 Malden Street Concept

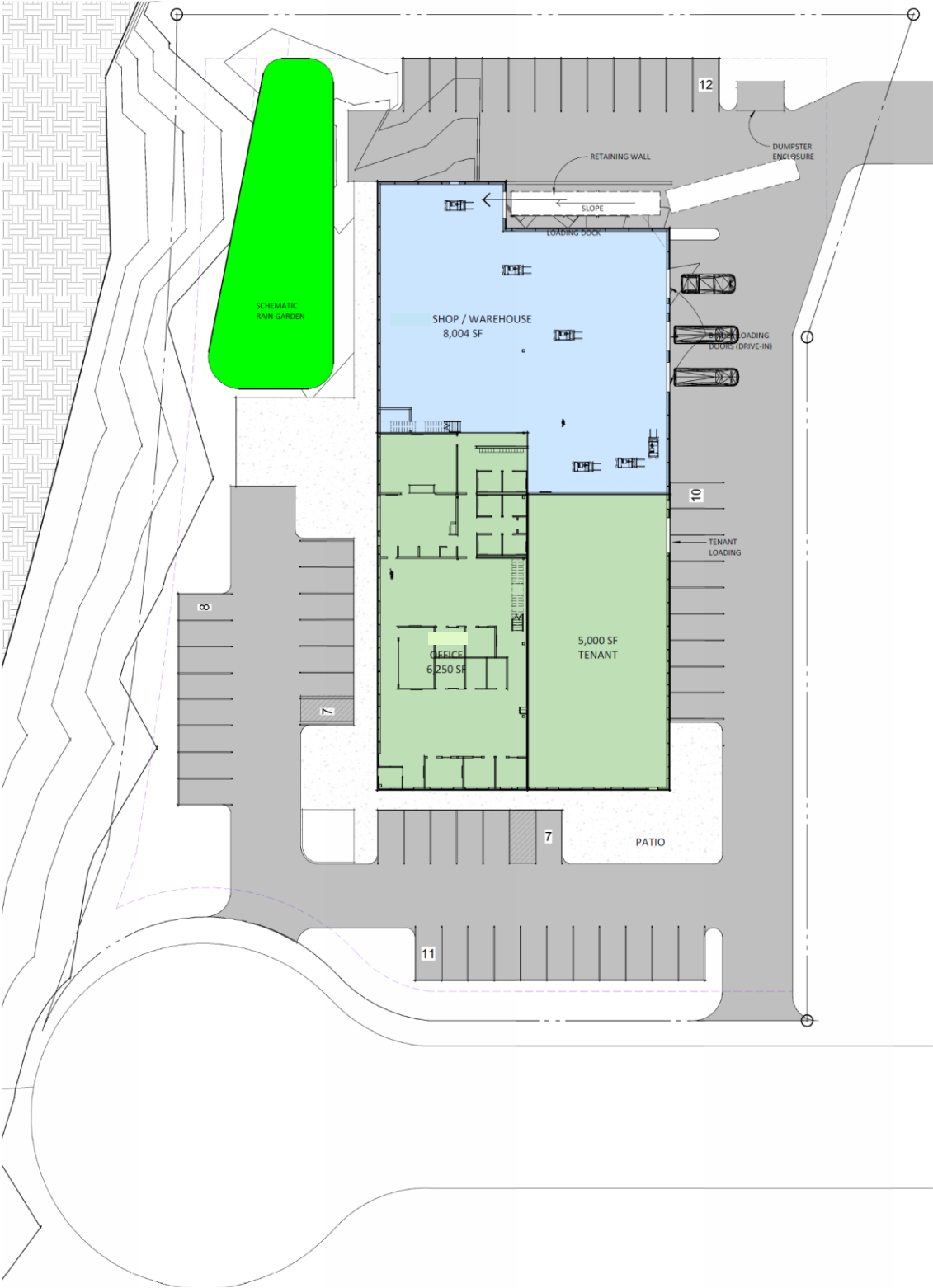
Attachment 1 – Hardman Triangle Master Plan



Attachment 2 – Wakota Crossing North Concept



Attachment 3 – 110 Bridgepoint Drive Concept



Attachment 4 – 316 Malden Concept

SITE FEASIBILITY STUDY AREAS (30 YEAR PROGRAM)

MAIN FACILITY:

VEHICLE STORAGE: 50,000 S.F.
VEHICLE MAINTENANCE: 11,000 S.F.
SHOP / WORK SPACES: 6,000 S.F.
OFFICE & ADMIN.: 11,000 S.F.

EXTERIOR AMENITIES:

SALT STORAGE: 2,400 S.F.
POLICE COVERED STORAGE: 2,400 S.F.
COVERED MATERIALS STOR.: 5,400 S.F.
MISC. YARD STORAGE

AREAS FROM PREVIOUS STUDY (BY WOLD - 2040 PROGRAM):

VEHICLE STORAGE: 66,065 S.F.
VEHICLE MAINTENANCE: 8,988 S.F.
SHOP / WORK SPACES: 6,048 S.F.
OFFICE & ADMIN.: 11,029 S.F.

