

**Building Audit/Assessment**

of the

**City of Fridley  
Municipal Center  
6431 University Avenue NE  
Fridley, MN 55432**

**December 6, 2013**

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## **1. Purpose of this Study**

The purpose of this study is to review and analyze the existing conditions of the City of Fridley Municipal Center and provide base Architectural, Mechanical and Electrical Engineering assessment of the existing spaces. The review will look at the site and facilities, both architecturally and from an engineering standpoint, in terms of accessibility, building codes, condition of the envelope, building systems, energy use & efficiency, and life safety. In addition a basic overall code review of the facility is included. Representatives from HCM Architects and Emanuelson Podas (EP) visited the building, reviewed state and local building codes, and met with City of Fridley Staff representatives to prepare this assessment.

This assessment of the existing facility, along with a similar study of the Public Works Campus will be part of the “basis for design” for a City Facility master-plan.

## 2. Conditions of the Existing Facility

### Site

The facility is located on City Property in Anoka County, near the corner of University Avenue NE and Mississippi Street NE. The site has a two level parking structure on the east which was not reviewed as part of this audit. The structure has a separate report, prepared by another group and is currently undergoing repairs. The central portion of the site is occupied by the Municipal Center / City Hall structure, which has one story above grade and a lower level that is accessible from an entrance drive and the lower level of the parking structure. On the western side of the site is the main Fire Station, which is staffed 24 hours per day. There is a small structure along the north edge of the site which is accessed from the lower level drive. It houses police functions and garage space and has a concrete plaza level above. The concrete is currently being replaced. The south side of the site has a large outdoor plaza / park area.

#### **Items noted regarding areas of concern for the Site are:**

- The facility is served by two emergency generators which are likely undersized. One very old generator in the boiler room has been converted to natural gas and works well. The other sits outside and has been problematic at times.
- Currently access to the site is difficult. The entrance to the upper level of the parking deck is closed due to structural concerns. The lower level drive is difficult to locate for a first time visitor. There is very little, obvious, civic presence to building after parking.
- Sidewalk pavement has settled which causes a tripping hazard, compromises handicapped accessibility and may cause ponding and ice issues to occur adjacent to the main entrance pathway.
- A large amount of the facility is below grade, causing concerns about moisture penetration.
- The plaza on the south side of the property appears to be underutilized and the fountains are not in working condition.

## Building

The facility consists of an original City Hall building and a Fire Station to the west. The City Hall building had a plaza added to the south in 1983 – 1984 and a substantial addition and modification 1988. The overall square footage of the facility totals approximately 27,260 square feet on the Main Level and 19, 715 square feet on the Lower Levels. The exterior walls are a masonry exterior made up of both brick and stone veneers. There are also areas of EIFS stucco. The facility has aluminum storefront style window systems. The majority of the roof over the Municipal Center is new, fully adhered membrane with a cap sheet. Smaller roofs at varying heights above the main roof have older, ballasted membrane roofing. The Fire Station structure has an aging, fully adhered membrane roof.

### Exterior Items to be noted regarding areas of concern for the building are:

- **Municipal Center, main level:**
- Exterior caulk joints have reached the end of their serviceable life and are showing signs of cracking and loss of elasticity.
- All of the concrete slabs, stone detailing and entry walk at the primary public entrance appear to have settled. Many of the transitions do not meet accessibility code. Several areas of recent grinding area visible where trip hazards have been ground to temporarily elevate the problem.
- The stone work on the entrance canopy columns is broken and spalling.
- The steel frame for the entrance canopy has peeling paint and all members have rust to varying degrees.
- The translucent panel system on the entrance canopy has yellowed with age and is nearing the end of its serviceable life.
- Significant efflorescence is visible on the brick masonry of the entrance canopy. This is likely due to a lack of adequate cap on the masonry.
- The main entrance doors have thresholds that do not meet accessibility code.
- The main entrance door frames have areas of patching and sealant.
- The brick masonry veneer is showing its age and the building as a whole is in need of re-pointing of the mortar joints.
- The brick masonry veneer has numerous cases of spelling and missing finished face surface. This is most evident along the south face, west of the entrance.
- Window frames show evident of broken seals, with cloudy and foggy glazing.
- Window frames in some areas are missing or have damaged components.
- The masonry has numerous areas of open holes, anchors, etc. where hardware or equipment have been removed. These should be filled with sealant.
- EIFS stucco finish and base is damaged, peeling and compromised at nearly all locations where the finish is used.
- Sealant and mortar have spalled out of most lintel joints along the south side of the building, west of the entrance.
- Concrete slab joint sealant is missing or deteriorated at exterior slabs.

- Soft joint material is missing or deteriorated along the perimeter of the exterior wall to hard surface conditions. At numerous places settling is evident.
- There is no splash block at the overflow roof drain outlet.
- The overflow downspout extends into the mulch and soil at the break room patio (photo 198).
- Exterior lighting at entrance area and flag poles is faded and in disrepair.
- The accessible curb cut from the parking lot does not meet current accessibility code.
- The exit door from the stair does not have a compliant threshold condition.
- The exterior railings are faded and have chipped / missing paint, rust, etc.
- There are many areas of broken, missing, ground and uneven concrete in the public areas adjacent the building and parking lot.
- **Municipal Center, lower level:**
- EIFS stucco finish and bases are damaged, peeling and compromised at nearly all locations where the finish is used.
- There is some damaged masonry (photo 247).
- Police Department, rear entrance does not have adequate door clearance (width).
- Police Department, rear entrance has damaged stucco finish.
- Side entrance has non-compliant access, stair, ramp, railing and threshold conditions.
- Side entrance has damaged weather stripping kit (photo 253).
- The brick masonry veneer that is showing its age and the building as a whole is in need of re-pointing of the mortar joints (photo 252).
- The brick masonry veneer has some spalling and missing finished faces (photo 254).
- The sealant joint along the exterior wall to hard surface paving and deteriorated or missing, allowing moisture to enter at the building wall (photo 256).
- Exterior planting beds are bare and unkempt.
- Lower level entrance concrete shows efflorescence, signs of water leakage and has patches and retrofit work (photos 111, 112).
- Lower level entrance concrete has damaged and spalled corners (photo 110).
- **The Fire Department portion of the building:**
- Has brick masonry veneer that is showing its age and the building as a whole is in need of re-pointing of the mortar joints.
- The masonry has numerous areas of open holes, anchors, etc. where hardware or equipment have been removed. These should be filled with sealant.
- The brick window sills have mortar that is deteriorated and the moisture / freeze / thaw damage is extending below the sills.
- The entrance stairs and landing are non-compliant.
- The entrance stair railings are non-compliant.
- The entrance door does not have sufficient clear space on the latch side.
- The entrance paving has settling that has produced trip hazards and conditions that do not meet accessibility code.
- The exterior metal panel over the entrance has numerous holes and patches.
- The masonry has deteriorated at the building corners and brick cores are visible.
- EIFS stucco finish is damage, dented and peeling in many areas.

- The brick masonry veneer has cases of spalling and missing finished face surface (photo 258).
- There is some damaged masonry (photo 247).

**Outdoor Plaza:**

- The railings are non-compliant (photo 235).
- There are no intermediate handrails at wide stair sections (photo 237).
- The concrete is cracked in many areas (photo 232).
- The fountains have not operated in many years (photo 234).
- Railings have chipped paint and rust (photo 232).
- Trench drains in paving are damaged near stairs (photo 233).
- Sealant and soft joint material at horizontal paving to vertical concrete walls has deteriorated or is missing (photo 236).

**Roof and Associated Components:**

- **Municipal Center Roof:**
- Roof appears to be new within the last several years (photo 146).
- Mechanical systems are old (photo 145).
- Areas of ponding exist around equipment (photo 145).
- There is evidence of ponding at areas of patching (photo 147).
- Scuppers appear to be in good condition (photo 148).
- Masonry on the back of parapets needs repointing and sealant (photos 157, 158).
- Adjoining small roof areas are not new and appear to be ballasted membrane roofing with patching and repairs (photo 150).
- Stone veneer to higher roof areas have sealant that is cracked and at the end of its life (photos 151, 152).
- Joints and sealant to lower areas needs to be replaced (photos 153, 154, 156).
- Joint sealant between materials needs to be replaced (photo 155).
- **Fire Station Roof:**
- Roof is older, with many patches and repairs (photo 159).
- Ponding was observed in many areas (photo 160).
- Parapets have some dents and rust starting (photo 161).
- Fasteners have popped and created dimples that will likely lead to leaks (photo 163).
- Membrane seams are peeling in many areas (photos 164, 166).
- OSB "protection" board at equipment has deteriorated (photo 165).
- Joints and sealant at flashing needs to be replaced (photo 167).
- Joint sealant between materials needs to be replaced (photos 168, 174, 175).
- Brick masonry on the back of parapets needs repointing and sealant (photo 169).
- Painted CMU masonry is peeling and damaged (photos 173, 177, 178).
- Some collection of debris and weeds growing (photos 170).
- Some older areas of metal coping exist. These have a very weathered finish (photo 172).
- Some sections of roof have no parapet, gravel stop or coping, allowing water to drain directly down the wall face (photo 179).

- Some stucco finish occurs on the roof and has areas of damage (photos 180, 184, 185, 186).
- Extensive patching exists in certain areas (photo 181).
- Some overflow scuppers have no extensions or lips and allow water to drain directly down the building face (photos 182, 183).
- Higher roof scuppers drain on to lower roof sections and splash blocks should be placed on lower roof (photo 259).

**Interior building items to be noted regarding areas of concern include for the building are:**

**General:**

- Doors throughout the building are not accessible per the American with Disabilities Act and the Minnesota State Accessibility Code, items which need to be addressed include (photos 80 & 81):
  - Clearance on the push approach, latch side of doors (photos 30 & 106 as examples).
  - Clearance on the pull approach, latch side of doors (photos 12, 21, 27 & 51 as examples).
  - Lack of accessible hardware at some locations (photo 97 as an example).
  - Most vestibules do not have proper interior depth dimension to meet code.
- Restrooms throughout the building are not accessible per the American with Disabilities Act and the Minnesota State Accessibility Code, items which need to be addressed include (photos 80 & 81):
  - Clearances required at accessible water closets (photos 15 & 63 as examples).
  - Grab bars required at accessible water closets (photos 15 & 63 as examples).
  - Height of accessible water closets (photos 15 & 63 as examples).
  - Height of accessible urinals (photo 68 as example).
  - Clearances required at sinks
  - Clearance required at showers (photos 64, 94 and 128 as examples).
  - Grab bars required at showers.
  - Insulation of water and drain piping at sinks (photos 10, 11)
  - Reach dimensions for controls for lavatories (photo 70,
  - Height of lavatories (photo 70,
  - Spout heights at drinking fountains (photos 8, 52 )
  - Door swing clearances (photo 28)
- Other general items of note regarding accessibility:
  - Most of the public service counters for each department are lacking accessible height counters (photos 19, 49, 52, 53, 104, and 105).

**Council Chambers:**

- East wall has a history of water leaks (photo 1).

- Railing height and length (photos 31, 32).
- Circulation clearances (photos 29, 16).
- Mold is present in the light cove (photo 2).
- There is a single riser (potential trip hazard) riser to the council seating (photo 61).
- Council seating areas have missing / removed componentry and holes in the counter tops (photo 62).
- The AV Control room has wall damage and possible water infiltration issues along the base (photo 3).
- There is a single, non-compliant riser down at the entry / exit toward the AVE closet (photo 4).
- Exterior windows facing east at the control room show signs of condensation (photo 5).

**Public Hallway:**

- Exterior windows facing east show signs of condensation (photo 6).
- The elevator is lacking accessible signage at the jambs of the opening, has no audible signal and has no visible signal (photo 14).
- Floor tile is cracked at the entrance to the Council Chambers (photo 17).
- The overhead coiling grilles at the public counters have carpet screwed to them to protect the countertop finish (photo 18).
- Fire doors on hold opens are likely no longer needed (photo 20).

**Office:**

- Signs of water leaks or condensation dripping, as indicated by stained ceiling tiles (photos 22, 23).
- Sink is not accessible (photos 67, 71).
- There is a single riser at the server room access and not enough clear floor space at the door into the server room (photos 24, 25).

**Break Room:**

- Hot water and waste water piping at sink is not insulated (photo 26).

**Mechanical service spaces and Storage spaces:**

- Mechanical room does not have adequate service clearance space (photo 40).
- Asbestos floor tile at the storage room (photos 48, 91).
- Water damage and patching is evident (photo 92).

**Police Department:**

- Toilet Rooms are not accessible, see general comments (photos 94, 95).
- Counter is not accessible (photo 49).
- Potential security or ricochet risk with pass through (photos 49, 107).
- Locker room space is crowded and inadequate (photo 99).
- Sink is not accessible (photo 98).

- Inadequate storage space (photo 113).
- Unsafe janitorial space (photo 96).
- Inadequate door clearances.
- Missing door hardware (photo 97).
- Generally very over crowded.
- Lacking in proper squad and break room space.
- Gun storage is in commercial style safes out in office space.
- No separate juvenile booking or detention space. (Non-compliant with current law).

**Parks Department:**

- No exit signs at meeting room doors (photo 50).
- No security or safety within proximity to Police front desk (photo 104).
- Wiring for AV is non-compliant.
- Public counter does not have accessible height section (photo 105).

**Lower Level Public Entrance and lobby:**

- Rusted doors and frames (photo 108).
- Numerous, cluttered, non-accessible spaces in public lobby (photo 103).
- Water staining and general appearance (photo 54).
- Stairs lack required clearance (photo 106).
- Handrails are non-compliant (photo 106).

**Fire Station – Lower Level:**

- Exposed wood framing (photos 56, 57).
- Low head clearance.
- Insufficient clear floor space to access electrical room (photo 59).
- Inadequate, shared storage (photo 57).
- Missing pipe insulation (photo 115).
- Water damage, ceiling sections falling in (photo 115).
- Piping clearance, access and space conflicts (photo 116).
- Lack of safe circulation space at fitness equipment (photo 117).
- General mildew smell throughout fitness area (photos 118, 119, 120, 121).
- Locker / shower rooms do not meet accessibility code; do not have adequate clearances (photo 119).
- Circulation spaces as narrow as 14" wide were documented (code minimum is 32").
- Women's shower room door cannot close all of the way (photo 119).
- Peeling paint (photo 119).

**Fire Department:**

- Stair from storage / fitness / shared space accesses directly into living space (photos 60, 122, 130).
- Stairs are too steep, railing and top gate do not meet current standards (photo 129).
- Work space, office, living and sleeping areas all share space (photos 125, 126, 127).

- Kitchen is too small and lacking accessibility (photo 123).
- Toilet rooms are non-compliant (photos 124, 129).
- Shower has head clearance issues (photo 128).
- Public and business entrance does not have a secure lobby and opens directly in to the living / dining space (photo 122).
- Apparatus bay exit stair and railing are non-compliant (photo 131).
- Turn-out gear is directly adjacent diesel fumes, causing contamination (photo 132).
- Turn-out gear is interspersed with apparatus, causing safety issues around moving vehicles (photo 132).
- No CO detector and automatic fan system for exhaust air (photo 132).
- Hose tower stair has several protruding treads at head height, inadequate storage and ventilation space (photo 133).
- Wash area is out in apparatus bays, with no separation (photo 134).

## Preliminary Building Code Review

The following is the building code review for the City of Fridley, Municipal Center Complex located in Fridley, MN.

**A. Location**

City of Fridley  
Municipal Center  
6431 University Avenue NE  
Fridley, MN 55432

**B. Applicable Codes**

International Building Code (IBC) - 2006 Edition  
Minnesota State Building Code - 2007 Edition  
Minnesota State Accessibility Rules (Chap. 1341) - 2007  
International Fire Code (IFC) – 2006 Edition  
Minnesota State Special Fire Protection Systems (Chap. 1306) - 2007  
Minnesota State Fire Code – 2007 Edition  
Minnesota Plumbing Code – 2009 Edition  
International Mechanical Code – 2006 Edition  
International Fuel Gas Code – 2006 Edition  
National Electrical Code – 2011 Edition  
Minnesota Energy Code – 2007 MSBC (Chap. 1323)

**C. Existing Site/Building Conditions**

<u>Square Footage</u>	
Lower Level	19,715 G S.F.
Upper Level	27,260 G S.F.
<b><u>Total Existing Building Area</u></b>	<b><u>46,975 G.S.F.</u></b>

**D. Occupancy Classifications** (IBC Ch. 3)

**B Office Areas, Fire Station**  
**A-3 Council Chambers**  
**S-1 Moderate-hazard Storage**

**E. Building Classification** (IBC Table 601)

Type of Construction (Existing) **Type II-B** at City Hall and **Type III-B** at Fire Station (Lower Level is wood framed).

**F. Occupancy Separation** (IBC Table 508.3.3)

S-1 to B = 0 hour  
B to A-3 = 0 hours

**G. Building Limitations** (IBC Ch. 5 and Table 503)

**Allowable Floor Area**

- B Occupancy/Type III-B Construction – 19,000 square feet per floor, maximum 4 stories

-

**Allowable Area Increases (506.3)**

Building is fully sprinklered. 300% Increase  
57,000 sq. ft. allowable area.

**Exterior Walls**

- 2 hour construction, if less than 5 feet to property line. 1 hour construction, if less than 10 feet to property line, 0 hour if greater than 10' to the property line. No existing walls are less than 10'-0" from property line.

**Openings**

- Protected less than 10' - not permitted less than 5' to property line. No existing openings are less than 10'-0" from the property line.

**H. Construction Requirements (IBC Ch. 6: Table 601 & Table 602)**

Construction Type	Type III-B
Structural Frame	0 hours
Bearing Walls (Exterior)	2 hour
Bearing Walls (Interior)	0 hours
Partitions (Exterior)	0 hour if greater than 30' of separation distance
Partitions (Interior)	0 hour
Floors	0 hours
Roof Construction	0 hour

**I. Exit Requirements (IBC Ch. 10 & Tables 1015.1, 1016.1, 1017.1 & 1019.1)**

B and A Occupancies: 2 exits required minimum, if over 49 occupants.

S Occupancy: 2 exits required minimum, if over 29 occupants.

Exit travel distance – A and S-1 250' with sprinkler system

– B 300' with sprinkler system

Common path of egress travel – 75' in A occupancy without fixed seats. 100' in B and S occupancies that are fully sprinklered.

**Occupancy Load ---**

**Total Lower Level Occupant Load 239 Occupants**

Office (B)	12,230 G.S.F. / 100 SF	122
Assembly (Meeting Room) (A-3)	1,335 G.S.F. / 15 SF	89
Mechanical / Storage	3,280 G.S.F. / 300 SF	11
Locker Room	855 G.S.F. / 50 SF	17

**Total Main Level Occupant Load (Office Related) 379 Occupants**

Office Area (B)	15,335 G.S.F. / 100 SF	153
Assembly (A-3)	2,530 G.S.F. / 15 SF	168
Fire Station	3,135 G.S.F. / 100 SF	31
Apparatus Bays	5,430 G.S.F. / 200 SF	27

Required Exit Widths (Table 1005.1)

Total Exit width required (Lower Level) = 239 Occupants x .15 = 36 inches

**224 inches provided** (7 exits x 32")

Total Exit width required (Main Level) = 379 Occupants x .15 = 57 inches

**224 inches provided** (7 exits x 32")

**J. Accessibility**

Existing spaces are not fully accessible. All new and altered spaces will need to be fully accessible (State of Minnesota Building Code - Minnesota Accessibility Code, Chapter 1341).

**K. Automatic Fire Extinguishing System**

Existing Building is fully sprinklered.

**L. Plumbing Fixture Requirements (Chap. 29)**

B Occupancy and related storage = 286 Occupants

143 men and 143 women

Toilet Fixtures = 1 per 25 for the first 50 and 1 per 50 for remainder exceeding 50

4 Men's fixtures and 4 Women's fixtures

Lavatories = 1 per 40 for the first 80 and 1 per 80 for remainder exceeding 80

3 Men's lavatories and 3 Women's lavatories

A-3 Occupancy = 257 Occupants

129 men and 129 women

Toilet Fixtures = 1 per 125 men and 1 per 65 women

2 Men's fixture and 2 Women's fixtures

Lavatories = 1 per 200

1 Men's lavatories and 1 Women's lavatories

Fire Station Occupancy = 75 Occupants

38 men and 38 women

Toilet Fixtures = 1 per 25 for the first 50 and 1 per 50 for remainder exceeding 50

2 Men's fixtures and 2 Women's fixtures

Lavatories = 1 per 40 for the first 80 and 1 per 80 for remainder exceeding 80

1 Men's lavatories and 1 Women's lavatories

### 3. Recommendations

The existing building is a collection of structures built and expanded over the last 70 years. The original Fire Station and Police Department structure is wood framed and the more recent Fire Station and Municipal structures are steel framed. In general the buildings are showing their age and suffering from a lack of maintenance. Space needs will be covered more extensively in the programming information, but space is currently a serious issue for several of the departments. Most noticeable are the Fire and Police Departments. As an example the Police Department currently has less than half of the space that detailed programming shows they need.

#### **Appearance to Public:**

**Sequence of arrival.** The approach to City Hall is convoluted. The address is University Avenue, but the parking lot and building access are from the east, off of 5<sup>th</sup> Street NE. Upon arrival at the east or south parking lots there is no visible connection to the front entrance doors. The approach to the building is long, not easily understood and is lacking a civic presence. While the covered entrance walk helps protect visitors from the elements the uneven pavement and deteriorated condition of the arcade do not provide a welcoming experience for visitors. Any modifications or additions should try to improve on both visibility and civic presence at the main entry.

**The entrance and dark glass are not welcoming.** In addition, the dark tinted windows at the entrance feel foreboding and cause visitors to wonder if the building is open for business. Some of the glazing has compromised seals and consideration should be given to replacing the glazing with something that is better insulated and allows more visible light transmittance.

#### **Accessibility:**

**The facility lacks accessible route components.** The exterior curb cut, accessible route and door thresholds do not meet State of Minnesota Building Code accessibility requirements. Many entrance vestibules and interior doors lack the required clearance(s). Multiple areas of non-compliant door hardware were noted. An accessible route into building should be prioritized.

**The facility does not have any accessible toilet fixtures.** The first toilet fixture in all remodeled or new toilet rooms needs to be an accessible fixture. The facility has the required minimum number of plumbing fixtures, as required by code; however, none meet current accessibility standards. All new toilet rooms and any toilet rooms altered as part of renovation work will need to be fully accessible per State of Minnesota Building Code, Chapter 1341.

**The facility does not have accessible height counters at the public service counter.** This is true of all public service counters in the facility. Counters should be altered, modified or added onto so that accessible height / width counters are provided.

**Stairs do not have compliant handrails.** Handrails meeting current accessibility standards should be installed throughout.

**Exterior Envelope:**

**Masonry Veneer.** The exterior brick masonry veneer needs to have the mortar joints re-pointed.

**Caulking and sealant.** Most joints are beyond their serviceable life and should be cut out and re-caulked.

**Frames and Glazing.** Exterior frames should be repaired and joints re-caulked as necessary. Some glazing is foggy or hazy. These areas should be investigated for damaged/leaking seals and glazing replaced as necessary.

**Roofing.** Numerous smaller roofs on the City Hall building should be considered for replacement. The Fire Station roof is beyond its serviceable life and has numerous patches and areas of ponding. It should be replaced. Scuppers should have proper extensions installed and open faced downspouts should be considered.

**EIFS Stucco.** Stucco finish should be patched and repairs at all locations on facility. No areas of severe damage exist, but nearly all surfaces with this finish have multiple areas of damage.

**Entrance Canopy.** The entrance canopy has areas of significant damage and deferred maintenance. The canopy itself has yellowed with age, but appears to be in acceptable physical condition. The steel frame is rusting badly and should be thoroughly cleaned, have the rust removed and be repainted with a durable, industrial exterior finish. The masonry columns do not appear to have any type of cap. This is leading to several problems; the masonry has very bad efflorescence at several columns, the stone base finish is staining from moisture wicking through, the stone bases are cracking badly. The cracking stone is further exacerbated by settling of the adjacent slabs, causing broken stone and trip hazards. The masonry should be re-pointed and prefinished sheet metal or stone caps installed. The efflorescence should be cleaned / removed. The broken stone components should be replaced.

**Masonry and stone on the south elevation.** This façade has particular issues of note where lintels are missing mortar / sealant, individual brick are losing their face shells and stone is cracking and staining.

**Lintels.** All exposed lintels should be cleaned, rust removed and repainted. Lintels covered by damaged or partially missing mortar or caulking should be have their joints cleaned out and be re-caulked.

**Interior (in addition to accessibility issues noted earlier):**

**Lobby.** The lighting should be updated to compliment the first item noted in this recommendations. In addition finish upgrades should be considered and tied to updating of public service counters that meet current accessibility standards.

**Visibility and Relationship of City Departments.** The layout of the building creates a situation where citizens needing Police assistance end up in the main lobby and have to be directed to the elevator or stairs, while Parks & Recreation visitors share a lobby space with the Police Department, but have no safety glazing or protection similar to the Police Departments public counter.

**Adequate conference room space and sizes are not provided in the facility.** Properly sized conference rooms with modern technological infrastructure will help the City staff in their day to day duties, provide for a sense of civic pride when meeting with the public are held and will provide for safe, visible areas to discuss possibly tense subjects, such as condemnations, utility billing, etc.

**Council Chambers.** A modest amount of repair and updating could improve the function of the room and care should be taken to remove the visible areas of mold in the soffit and explore the issue to both remove all affected surfaces and repair the source of leaking that is causing the moisture infiltration.

**Lighting and ventilation in the open office work areas is not adequate.** Natural and artificial lighting and natural and artificial ventilation contribute to a safer, healthier work place. The Mechanical and Electrical reports will further highlight these areas. Lighting should be upgraded and HVAC / controls evaluated, upgraded, repaired and/or replaced.

**Moisture staining on ACT.** Several small areas of stained ACT ceilings were noted. These should be investigated to determine if the roof, pipe leaks or condensation are to blame and repairs made accordingly.

**General space considerations.** The City Manager's department, the break room, conferencing spaces accessible to the public, break room space and storage space are all inadequate for today's needs.

**Police Department:**

**The Police Department is difficult to find.** The public frequently visits the main floor lobby looking for police reports, wanting to file complaints, etc. Signage, visibility and identity should all be addressed.

**The Police Department space is inadequate.** Safe, separate spaces for locker rooms should be provided for each sex and provide a separation of Sworn Officers and civilians. Adequate evidence processing and storage space is needed. A detailed breakdown of space needs is provided in the programming documents prepared by HCM Architects.

**The Police Department is lacking required spaces.** The current facility is lacking in proper spaces to separate juvenile offenders from adults and proper evidence handling and storage spaces do not exist.

**Accessibility.** The public service counter should meet accessibility standards. The toilet rooms should be modified to provide accessibility with consideration for officers and staff that are injured.

**Evidence processing.** In addition to inadequate space the lack of durable finishes has caused deterioration of countertops. Stainless steel countertops should be installed and/or considered for any changes to this space.

**Garage area.** The garage, storage and shooting range building was being re-roofed during the review. New flashing does not appear adequate to maintain a waterproof lid on the space (See photos 46, 47). The masonry exterior is deteriorating at vents (See Photos 43, 44, and 86). The mechanical system(s) and ventilation in these spaces should be reviewed and upgraded.

**Parks Department:**

**Location and Public access.** The lower level location makes the Parks Department difficult to find for first time visitors. In addition the Public Service Counter has no security measures, so staff and visitors are exposed to potential issues taking place at the Police Department's Public

**Storage.** The main need for the Parks Department is dry, secure storage space. Currently their storage is scattered to multiple areas because space was available. The closet in the meeting room is utilized and the meeting room is used to sort, clean, dry, etc.

**AV Wiring.** Although it looks relatively new, the AV wiring in the Meeting Room is not compliant and should be corrected.

**Public Service Counter.** The counter is not accessible and should be replaced / modified for accessibility.

## **4. Mechanical & Electrical Systems Reports**

## **General Mechanical Systems Assessment and Comments**

On October 10 and October 24, 2013, representatives of Hagen, Christenson & McIlwain Architects and Emanuelson-Podas, Inc. met with the City of Fridley representative to perform an onsite review of the facility architectural, mechanical and electrical systems of the Fridley Municipal Center, Fire Station and Out Building consisting of a gun range and vehicle storage area located under an adjacent parking deck.

The following subject headings cover the mechanical systems under review for the three buildings:

- Site Utilities
- Plumbing
- Life Safety - Fire Protection
- Space Heating, Ventilation and Air Conditioning
- Recommendations

This report describes the present condition of the mechanical systems serving the facility and outlines recommendations for future improvements. The Appendix includes mechanical photo data sheets of the existing installation indicating some of the assessments findings.

## **Municipal Center**

### **Site Utilities**

Natural gas is supplied to the facility and is split through gas meters. Originally, there was 2-1/2" interruptible service supplies the heating boiler and a 2" firm service supplies the water heater, emergency generators and rooftop heating units. The original heating boiler was a dual fuel boiler with an onsite backup fuel. The backup fuel system has since been removed and the interruptible service has been converted to a firm service.

Domestic water is supplied to the facility through a 2-1/2" water service into the lower level mechanical room in the northwest corner of the building.

A 6" water service from University Avenue enters the south wall of the Fire Station where a fire service assembly is located. Piping extends into the Municipal Center which is fully protected with a wet fire protection system.

An 18" storm sewer serves the site. Two 10" branch lines from a catch basin in the north drive serves the Municipal Center through the north elevation.

An 8" sanitary sewer serves the site and is connected to the main sewer line in University Avenue to manhole in the north drive. From this manhole a 6" sanitary sewer main serves the Municipal Center through the north elevation.

### **Plumbing Systems**

#### **Storm Water Systems**

Roof drainage is accomplished through an internal, piped drainage system which connects the roof drains together within the building and exits in two locations to the site connection in the north drive. Overflow drainage is also accomplished through an internal, piped drainage system which connects the roof drains together within the building and exits in two locations to the site connection in the north drive. Once the overflow drainage system has left the perimeter of the building it is connected to the main roof drainage system piping under the north drive and is discharged into the single 18" storm sewer that leaves the site. Current plumbing code would require the overflow storm drainage system to discharge above grade and be separated from the main storm drainage system. Some portions of the perimeter of the roof utilize scuppers and open downspouts from the roof edge to just above grade for overflow roof drainage.

#### **Sanitary Sewer System**

A 6" sanitary sewer is routed under the building where it splits into two 4" branches. One branch heads to the east and picks up the fixtures added in the 1988 addition. The other branch heads south and picks up the fixtures in the original building.

#### **Domestic Water Piping System**

A 2-1/2" water service in the lower level mechanical room extends to serve the domestic water heater and domestic cold and hot water distribution system. Copper pipe is used for the domestic cold water, hot water and recirculating hot water systems. The piping is still in good condition.

Keyed wall hydrants are located around the perimeter of the building.

### **Domestic Hot Water**

Domestic hot water is produced by a 50 gallon, 38,000 BTUH standard efficiency gas-fired water heater manufactured by Richmond. The water heater was installed in 2011 and is in good operating condition.

A fractional horsepower bronze circulating pump manufactured by Grundfos circulates the domestic hot water to the fixtures through the domestic hot water main located on the lower level to the northeastern portion of the building. The pump is controlled by a timer to disable power to the pump when the building is not occupied thereby reducing the energy consumption of the pump.

Many of the plumbing fixtures in the building are located a considerable distance from the circulated domestic hot water main. This results in a long waiting period before hot water reaches the fixture. According to the existing 1988 construction documents, the public rest rooms in the lower and main levels of the east addition are served from the hot water main near the lower level mechanical room. The domestic hot water supply to these rest rooms is essentially not circulated.

### **Plumbing Fixtures**

Public restrooms have plastic laminate counters with drop in porcelain sinks with single lever faucets. There are a variety of faucet manufacturers throughout the lavatory installations. Water and waste piping at the main level lavatories are exposed below the countertops and are not protected as required by the Americans with Disabilities Act. Waste and water piping at the lower level lavatories are protected. Urinals and wall hung water closets appear to have been in service since the building construction. The water closets have manual handle flush valves. The urinals have been upgraded to sensor type flush valves. Both the water closets and urinals consume more water than fixtures manufactured today. The public restrooms do have a floor drain located near the water closets and urinals.

There is a single station electric water cooler located in the public corridor adjacent to the public restrooms on both levels. These fixtures are in good condition and working order but are not compliant with the Americans with Disabilities Act as far as clearances and fixture mounting height.

Employee restrooms near the lunch room on the west end of the building have wall hung, porcelain sinks with single lever faucets. Water and waste piping are exposed below the lavatory and are not protected as required by the Americans with Disabilities Act. The restrooms have wall hung china water closets with a manual flush valves. A floor drain is located adjacent to the water closets.

Several stainless steel, single and double compartment sinks with single handle faucets are located in the kitchenettes and work areas.

A self contained emergency eyewash station is mounted on the wall of the lower level mechanical room.

### **Parking Ramp Drainage**

The lower level of the parking ramp has a drain which is located in the southeast corner. This drain discharges into a flammable waste trap and duplex clearwater lift station located in the mechanical room near the lower level east entry to the building. The discharge from the lift station connects to the underground sanitary sewer in the north drive.

### **Life Safety - Fire Protection**

A fire service assembly is located in the south side of the Apparatus Bay of the Fire Station. Piping extends to serve a wet fire protection system throughout the Municipal Center building which is fully protected.

### **Space Heating, Ventilation and Air Conditioning**

#### **Space Heating**

Hydronic heating for the Municipal Center is provided by a single 2069 MHB cast iron boiler manufactured in 1998 by Kewanee Boiler Company, Inc. . The boiler has an 80% nameplate combustion efficiency and is now 26 years old. ASHRAE estimates the service life of 30 years. The boiler has a natural gas burner.

There are three hot water circulating pumps to distribute heating water throughout the building. The three systems the pumps serve are the unit heaters, the lower level air handling unit and the perimeter fin tub radiation system. The pump to the air handling unit was off and the valves closed at the time of the inspection. Cabinet unit heaters in the private back entrance and sally port are in poor condition and the covers are becoming rusty.

Space heating in the perimeter office areas is provided by fin tube baseboard terminal units. These units were installed in the 1988 addition and renovation project. The normal expected operating life as determined by ASHRAE is 25 years for baseboard radiation. The baseboard installation is just reaching the end of the expected operating life. However, the baseboard covers and fin tube elements are still in good condition. Many of the perimeter areas have had complaints of individuals being cold. It was noted that office furniture is installed very close to the baseboard covers and objects have been placed on the covers reducing the heating effectiveness of the baseboard. Several occupants have utilized electric space heaters to supplement the main heating system.

#### **Ventilation and Air Conditioning**

##### **Lower Floor**

The lower level mechanical room houses an indoor air handling unit and serves a variable air volume duct system that was installed in 1988. The air handling unit has hydronic heating coils, direct expansion cooling coils, filtration, economizer, humidification and a variable speed supply fan. The DX cooling coils

reject heat to a 25-ton roof mounted condensing unit. Both the DX coils and the roof mounted condensing unit were replaced in 2010.

The air handling unit serves 15 variable air volume terminal units throughout the portion of the lower level up to the 1988 addition which is occupied by the police department. A wall-mounted temperature sensor in each zone controls the amount of heated or cooled air delivered through each VAV terminal unit. ASHRAE service life estimate for VAV air terminal units and pneumatic controls is 20 years.

The Emergency Operations Center in the lower level is supplied by a dedicated furnace unit located in the lower level mechanical room. The furnace has an input capacity of 125,000 BTUH with a combustion efficiency of 76%. A DX cooling coil and a 38 MBH roof mounted condensing unit provide air conditioning to the EOC. The furnace system was installed in 1988 and is still in good working order. ASHRAE service life estimate for gas-fired furnaces is 18 years.

The portion of the lower level constructed in the 1988 addition is occupied by the Park and Recreation Department in the north portion and a large meeting space in the southern portion. Each of these two spaces are served from a constant volume, gas-fired rooftop air conditioning unit. There is a small kitchenette located off of the large meeting room. The appliances in this space are an electric range/oven, refrigerator/freezer and sink. The air supplied into this room is returned to the rooftop unit through the ceiling plenum of the meeting room. There is no exhaust air system to this room for removal of odors.

#### Upper Floor

The upper level is served from seven gas-fired rooftop air conditioning units. Five of the units are constant volume and two of the units are variable volume utilizing Carrier's VVT by-pass system. One of the VAV systems serves the public lobby, corridor and reception areas. The other unit serves the enclosed offices and perimeter area in the northeast corner of the building. ASHRAE service life estimate for gas-fired rooftop units is 20-25 years. Two of the constant volume units were replaced in 2010 and a third unit was replaced in 2011.

There is a kitchenette located off of the break room on the west end of the building. The appliances in this space are a microwave, refrigerator/freezer and sink. The air supplied into this room is returned to the rooftop unit through the ceiling plenum of the adjacent break room. There is no exhaust air system to this room for removal of odors.

The computer room located on the west end of the building is served from two ceiling hung split system computer room units located in the corridor immediately west of the computer room. The associated condensing units are located on the roof directly above the space. Each unit has a cooling capacity of 24 MBH and an electric humidifier. There is a roof mounted exhaust fan that has been added since the 1988 renovations and is used as a backup method of removing the heat from the space if the computer room units fail. ASHRAE service life estimate for computer room air conditioning units is 20 years. The units have been maintained very well and are in good operating condition but are approaching the end of their useful life.

A third split air conditioning system serves the copy room on the upper level. The copier was replaced in the last year with a unit that has a much lower heat generation than the previous unit. The air conditioning system is no longer required for supplemental cooling of this room and has not been used since the new copier was installed.

General exhaust from toilet rooms and locker rooms is ducted to nine power roof ventilators located on the roof. Seven of the fans are from the 1988 installation, one has been replaced and one was added as the backup system in the computer room. ASHRAE service life estimate for ventilating roof-mounted fans is 20 years.

### **Temperature Control System**

There is a pneumatic air compressor located in the lower level boiler room that provides control air to the variable air volume terminal units, lower level air handling unit control valves and dampers and pneumatic thermostats for the VAV boxes in the lower level. The air compressor is in good working order and the piping system is able to hold system pressure with no leakage reported.

The rooftop air handling unit have dedicated programmable thermostats that are programmed to set back space temperature during unoccupied hours. However, there is one unit in which the programmable part does not work and temperatures are not set back.

## **Fire Station**

### **Site Utilities**

Natural gas is supplied to the facility through a single firm gas meters. The 1-1/2" service supplies the water heater, rooftop heating unit, lower level furnace and infrared heating units in the fire station Apparatus Room.

Domestic water is supplied to the facility through a 1-1/2" water service into the lower level mechanical room in the northwest corner of the building.

A 6" water service from University Avenue enters the south wall of the Fire Station where a fire service assembly is located. Piping extends throughout the Fire Station building which is fully protected.

An 18" storm sewer serves the site. A 10" branch line from a catch basin in the north drive serves the Fire Station building through the east elevation.

A 4" sanitary sewer serves the two story portion of the Fire Station building and is connected to the main sewer line in University Avenue. A separate 4" sanitary sewer serves the Apparatus Room in the south portion of the Fire Station building and is connected to the main sewer line in University Avenue.

### **Plumbing Systems**

#### **Storm Water Systems**

Roof drainage is accomplished through an internal, piped drainage system which connects the roof drains together within the building and exits the northwest portion of the building to the site connection in the north drive. Overflow drainage is also accomplished through an internal, piped drainage system which connects the roof drains together within the building and exits the northwest portion of the building to the site connection in the north drive. Once the overflow drainage system has left the perimeter of the building it is connected to the main roof drainage system piping under the north drive and is discharged into the single 18" storm sewer that leaves the site. Current plumbing code would require the overflow storm drainage system to discharge above grade and be separated from the main storm drainage system. Some portions of the perimeter of the roof utilize scuppers and open downspouts from the roof edge to just above grade for overflow roof drainage.

#### **Sanitary Sewer System**

A 4" sanitary sewer is routed under the two story portion of the Fire Station building where it serves plumbing fixtures in the lower level locker rooms. A riser in the south east corner of the building serves the fixtures in the upper level restroom rooms and kitchen.

Trench drains located in the Apparatus Room discharge into a flammable waste interceptor prior to connection to the outside sanitary sewer system.

#### **Domestic Water Piping System**

A 2" water service in the northwest corner of the two story building extends to serve the domestic water heater and domestic cold and hot water distribution system. Galvanized steel and copper pipe is used for the domestic cold and hot water systems.

A wall hydrant is located on the west side of the building near the main entry to the fire station.

### **Domestic Hot Water**

Domestic hot water is produced by a 50 gallon, 40,000 BTUH standard efficiency gas-fired water heater manufactured by Richmond. The water heater was installed in the early 1990's and is in good operating condition.

There is a 6 gallon electric domestic water heater located in the Apparatus Room which serves two stainless steel counter mounts sinks and a washing machine.

### **Plumbing Fixtures**

The toilet room adjacent to the dormitory has a porcelain wall hung sink with a single lever faucet. Water and waste piping below the sink is exposed and are not protected as required by the Americans with Disabilities Act. There is a floor set water closet with a manual flush valve. The toilet room also has a ceramic tile shower stall with a low flow shower head.

Public restrooms in the southwest corner of the building have wall hung, porcelain sinks with single lever faucets. Water and waste piping are exposed below the lavatory and are not protected as required by the Americans with Disabilities Act. The restrooms have floor set china water closets with flush tanks. The men's room has a wall mounted urinal with an electronic flush valve.

The kitchen has a stainless steel double compartment sinks with single handle faucet and a separate bottle filler.

### **Life Safety - Fire Protection**

A fire service assembly is located in the south side of the Apparatus Bay with piping that extends to serve a wet fire protection system throughout the building except for an unheated storage area of the lower level of the two story portion of the Fire Station building that is protected with a dry fire protection system.

### **Space Heating, Ventilation and Air Conditioning**

#### **Lower Floor**

The lower level is supplied by a high-efficiency furnace unit with a direct expansion cooling coil and remote condensing unit. The furnace has a combustion efficiency of 90%. The furnace system was installed in 2002 and is still in good working order. ASHRAE service life estimate for gas-fired furnaces is 18 years.

An inline exhaust fan located in the men's locker room provides exhaust airflow from the men's and women's locker rooms as well as from the workout area. The fan discharges through a louver located in an area well on the west side of the building.

#### Upper Floor

The upper level is served from a gas-fired, constant volume rooftop air conditioning units. ASHRAE service life estimate for gas-fired rooftop units is 20-25 years. The unit has failed, parts have be scavenged and it is scheduled to be replaced in early October.

The duct system from the rooftop air conditioning unit supplied ceiling registers located above windows in the perimeter spaces and louvered supply diffusers in the interior meeting area. The registers and diffusers are quite dirty. The entire duct system is probably due for a cleaning.

There is a kitchenette located off of the central meeting room. The appliances in this space are a an electric range/oven, refrigerator/freezer and sink. There is a recirculating type range hood located over the oven.

General exhaust from toilet and shower rooms are through a ceiling mounted exhaust fan that is ducted to gravity relief hoods on the roof. There are three exhaust fans, one in each of the three toilet rooms. The fans were installed in the 1988 renovations.

#### Apparatus Room

General heating is achieved through a system of overhead infra-red gas-fired heaters. One system serves the high bay along the south wall. The second system serves the high bay with two lines located between the vehicle stalls. The third system has one line that is located over the lower area in the portion of the north of the Apparatus Room. Each of the four branch lines have a heating capacity of 120 MBH.

A direct gas-fired makeup air heater is located on the roof of the Apparatus Room. The heater input is 550 MBH and has a combustion efficiency of 80%. An overhead ducted exhaust system has register inlets located over the fire apparatus and is ducted to a power roof ventilator located on the roof of the Apparatus Room. The makeup air unit and power roof ventilator were installed in 2002 and are in good operating condition. The makeup air unit and exhaust fan are manually operated when the trucks are about to roll.

The fire fighter protective clothing is located in the apparatus bay. Contaminants from the vehicle exhaust that settle onto the protective clothing accelerates the deteriorate of the clothing. Ideally, the clothing would be stored in a separate room.

The apparatus bay is effectively isolated from the living quarters and no complaints of fumes entering the space are reported as long as the door between the spaces is kept closed.

## **Out Building - Gun Range and Vehicle Storage**

### **Plumbing**

The vehicle storage area has a domestic cold water line from the Municipal Center building that serves a hose bib for vehicle was down. There are also a floor drain.

### **Life Safety - Fire Protection**

This building has no fire protection system installed.

### **Space Heating, Ventilation and Air Conditioning**

An indoor direct gas-fired makeup air heater is located in a mechanical room adjacent to the gun range shooting line. The heater input is 1760 MBH and has a combustion efficiency of 80%. An outside air damper on a wall louver opens when the makeup air heater is energized. The roof above the mechanical room has leaked in the past with water dripping onto the outside air damper resulting in rust and corrosion over much of the damper.

An exhaust fan is operated on the target end of the range and is used in conjunction with the makeup air heater supplying at the shooter end of the line to draw contaminants away from the occupants.

The vehicle storage area located adjacent to the gun range utilizes an exhaust fan and intake louver on the opposite end of the room for ventilation air. Heating is provided by two gas-fired unit heaters.

## **Recommendations**

### **Municipal Center**

The domestic hot water recirculation system appears to serve only the fixtures allow the south side of the building. EP recommends that the recirculation system be extended to serve the fixtures in the north side of the building and the public restrooms in the 1988 addition.

The lavatories, urinals and water closets are generally not in compliance with the Americans with Disabilities Act. The old plumbing fixtures consume more water than fixtures manufactured today. It is recommended that all plumbing fixtures be replaced with current design, water conserving fixtures that are in compliance with the Americans with Disabilities Act.

The perimeter heating system should be reviewed for heating capacity from the fin tube radiation system verses heat loss through the perimeter wall of the building. It appears that the fin tube radiators may be undersized for the operating temperatures used in the heating water system.

The HVAC systems throughout the Municipal Center building have been well maintained throughout the years of service. Expected deterioration over time is evident as the equipment has reached the end of or surpassed it's expected useful life. This has resulted in systems failing and being replaced. A comprehensive capital improvement program would be beneficial to systematically replace the remaining original equipment in a planned fashion rather than waiting for systems to fail and replacing equipment with the operating budget.

A central building automation system for control of the mechanical systems would be beneficial for scheduling of hours of operation of rooftop equipment and setback of space temperatures during unoccupied hours.

### **Fire Station**

The lavatories, urinals and water closets are generally not in compliance with the Americans with Disabilities Act. The old plumbing fixtures consume more water than fixtures manufactured today. It is recommended that all plumbing fixtures be replaced with current design, water conserving fixtures that are in compliance with the Americans with Disabilities Act.

The rooftop unit serving the first floor of the Fire Station is scheduled for replacement. If the building is to be maintained in its current form, the ductwork would benefit from a duct cleaning as the registers and ceiling tiles next to them are quite dirty indicating dirt distributed throughout the ductwork system.

An automatic system for control of the apparatus bay makeup and exhaust air system would be beneficial in removing the exhaust fumes from the building when the trucks leave and enter the building.

### **Out Building**

The roof leaks should be repaired to avoid additional damage to the mechanical equipment located within the building.

## **General Electrical Systems Assessment and Comments**

On October 10 and October 24, 2013, representatives of Hagen, Christenson & McIlwain Architects and Emanuelson-Podas, Inc. met with the City of Fridley representative to perform an onsite review of the facility architectural, mechanical and electrical systems of the Fridley Municipal Center, Fire Station and Out Building consisting of a gun range and vehicle storage area located under an adjacent parking deck.

The following subject headings cover the electrical systems under review for the three buildings:

- Electric Utility
- Power Distribution
- General Power
- Lighting
- Life Safety Egress Lighting
- Life Safety Fire Alarm
- Low Voltage Systems
- Recommendations

This report describes the present condition of the electrical systems serving the facility and outlines recommendations for future improvements. The Appendix includes electrical photo data sheets of the existing installation indicating some of the assessments findings.

## **Municipal Center**

### **Electric Utility**

The electric utility serving the Municipal Center, Fire Station and Out Building consists of a pad mounted transformer located on the north side of the Municipal Building between the Municipal Building and the Out Building. The buildings are served at 208Y/120 volt 3 phase 4 wire. The Utility metering is located within the main switchgear in the main electrical room on the lower level. The pad mounted transformer is owned and maintained by XCEL Energy.

Electric Service consists of 1600 amp 208Y/120 volt 3 phase 4 wire switchgear. Electric Utility usage information was obtained and the maximum demand for the facility is 178 kW. This occurred in August of 2012.

### **Power Distribution**

#### **Main Switchgear**

The Municipal Centers main switchgear consists of an incoming lug and metering section, a 1600 amp main section with (2) 800 amp main fusible switches. Each main fusible switch serves an 800 amp automatic transfer switch which in turn each then serve an 800 amp fusible switch distribution section. The main switchgear and automatic transfer switches have been maintained and are in good condition.

#### **Standby Power Generation**

There are (2) standby generators serving the Municipal Center. One was installed with the original City Hall building in 1969 and the other was installed within the last 10 years. The oldest generator was originally diesel powered and was converted to natural gas when the second generator was installed. The oldest generator is an 85 kW 120/208 volt 3 phase 4 wire converted to natural gas unit manufactured by Onan/Cummins with an exterior remote radiator. The newer unit is an 150kW 120/208 volt 3 phase 4 wire natural gas unit manufactured by Cummins. Each generator serves an 800 amp automatic transfer switch which in turn each then serve an 800 amp fusible switch distribution section. These sections then serve various panelboards, distribution panels and miscellaneous large loads. The two generators are intended to power the entire facility. At certain times of the year, some loads need to be shed as the generators will overload, probably due to seasonal load use. Staff has indicated that the newer unit has been problematic in running at times. The indoor unit is in fair condition but is original to the building.

#### **Electrical Distribution Equipment**

The 800 amp fusible distribution sections serve various panelboards through out the Municipal Center. They also serve a disconnect switch which in turn, feeds the service disconnect switch located in the fire station lower level. There is (1) one panel outside of the electrical room on the lower level of the Municipal Center. It is located just off the Lobby adjacent to the meeting room on the lower level. This panel is in fair condition. There are (5) five panels located on the main level of the Municipal Center. (2)

two are located in the Monitoring room adjacent to the Council Chambers. These panels serve all of the Council Chambers lighting, A/V equipment and receptacles. These panels are in good condition. There is (1) one panel located in the file room behind reception. This panel serves lighting and receptacles in the areas around it. This panel is in good condition. The last (2) two panels are in a closet adjacent to the Janitors closet at the west end of the general office area. They serve lights and receptacles and miscellaneous loads at the west end of the building. These panels are in good condition.

### **General Power**

Electrical panels are located throughout the facility. These panels serve general purpose receptacles throughout the area. It appears most areas have adequate amounts of receptacles. These panels also serve small mechanical equipment loads, small motor loads and general office equipment loads. All vending machines observed were controlled by Vend Misers. Generally the electrical panels located within the Municipal Center are in good condition. The panels installed in the original building are approaching their expected operating life. The panels and equipment installed in the 1988 addition/renovation have been maintained and are generally in good condition.

### **Lighting**

The interior office lighting in the Municipal Center is primarily made up of 2 x 4 fluorescent parabolic fixtures with 25 watt linear fluorescent lamps. The city of Fridley main entrance and lobby is lit with a decorative linear fluorescent uplight in the center of the lobby with fluorescent downlights throughout the remainder of the entry and lobby. The facility went through a major lamp change out in 2006. The lamps were changed from 32 watt linear fluorescent to 25 watt linear fluorescent. The city council chambers are lit with incandescent downlights. Additionally, there are some incandescent directional downlights and fluorescent floodlights lighting the council dais. The council chambers lighting is controlled by a Lutron lighting control and dimming system zoned for areas and functions. The Lutron lighting control and dimming system is in good condition. Corridor lighting generally consists of 2 x 4 fluorescent parabolics with a few occasional fluorescent downlights. Workrooms, smaller offices, storage rooms as such are lit by 2 x 4 acrylic prismatic fixtures with special areas highlighted with track lighting. The main conference room incandescent downlights have recently been retrofitted with LED bulbs. Due to this, dimming of the LED lamps is inconsistent. Bathrooms have 1 x 4 recessed fluorescent fixtures installed in gypsum board ceilings or 2 x 4 fluorescent parabolics in bathrooms with lay-in grid ceilings. Lighting fixtures have been maintained and are in average condition.

Exterior lighting mounted on the building consists of floodlights with screw in fluorescent bulbs. Exterior parking lot lighting consists of HID fixtures mounted on 30' poles. Exterior lighting control consists of combination timeclock/photocell for on/off control. The building mounted floodlights and pole mounted H.I.D. fixtures have reached the end of their expected operating life.

Lighting control in the Municipal Center consists of local light switches and motion sensors. Motion sensors are utilized in most areas of the facility. Ceiling mounted sensors are located in large areas and switchbox mounted sensors are located in offices and smaller rooms. Infrared technology types are generally utilized for all sensors. Sensors appear to be in good operating condition.

### **Life Safety Egress Lighting**

The Municipal Center life safety exit signage consists of powered fluorescent exit signs with green letters and battery backup and is located through-out the facility. It appears to define the paths of egress adequately. The exit signage is in fair condition. It is quickly approaching the end of the expected operating life.

Life safety emergency egress lighting consists of powered emergency lighting units with battery backup. These units are generally located within the newer portions of the building. Older portions of the building are generally without life safety emergency egress lighting. Relying on lighting fixtures backed up by the generators does not meet current codes for life safety emergency egress lighting. These units have exceeded their expected operating life.

### **Life Safety Fire Alarm**

The fire alarm system at the Municipal Center consists of a Simplex model 2001 panel and a Silent Knight annunciating panel. These panels monitor the fire sprinkler tamper and flow switches, elevator recall, a few fire alarm horns and various smoke detectors. The fire alarm panels are located in the lower level main electrical room. The fire alarm system is centrally monitored as required by code. There are no fire alarm pull stations at any exits. There are no fire alarm horns or horn/strobes located through-out the facility. There are smoke detectors providing smoke detection coverage in large open areas of the facility. There is not total smoke detection coverage through-out the building. The main telecommunications computer room is fully sprinklered. It does not have any other type of fire suppression system. It appears there was at one time an additional suppression system that was removed. The fire alarm system is in fair condition. It does not have much capability or capacity to be added on to or modified.

### **Low Voltage Systems**

The facility is equipped with an AMAG access control system consisting of proximity readers and door locks/controls at key entrances and exits. This system does not include the Fire Station or the Out building. The system is in good operating condition.

A/V systems located in the City Council Chambers were replaced approximately a year ago and upgraded to TV capability and are now up to date. The A/V systems are in good operating condition.

The Municipal Center connection for telecommunications is a node on a distribution fiber of the fiber-optic Core Ring 1 Fiber which is part of the network that connects multiple cities in the area.

The facility is not equipped with an intrusion detection system.

The facility is not equipped with a closed circuit television system (CCTV).

The facility is equipped with a dedicated paging system. This system is rarely used and is in fair condition.

## **Fire Station**

### **Electric Utility**

The fire station is served with electric power at 120/208 volt 3 phase 4 wire from the Municipal Center.

Electric Service consists of a 200 amp service disconnect switch at 120/208 volt 3 phase 4 wire. The disconnect switch is located in the electric closet on the lower level.

### **Power Distribution**

#### **Main Switchgear**

The Fire Station main switchgear consists of a 200 amp main service disconnect switch. The disconnect switch is beyond it's expected operating life.

#### **Standby Power Generation**

The Fire Station power is backed up by the generator(s) serving the Municipal Center.

#### **Electrical Distribution Equipment**

Electrical distribution Equipment consists of four (4) electrical panels fed from the main disconnect switch in the lower level. (1) one panel is located adjacent to main disconnect switch in the Fire Station electrical closet in the lower level. (1) one panel is located in the lower level in a storage room. (2) two are located in the Fire Station apparatus bay. The lower level service equipment area (electrical closet) does not meet current code. Minimum clearance requirements in front of the equipment is not met. This equipment is well beyond it's expected operating life. The (2) two panels located in the lower level are in poor condition. The (2) two panels in the Apparatus bay are in fair condition.

#### **General Power**

There are (4) four electrical panels located within the Fire Station. These panels serve general purpose receptacles throughout the Fire Station. It appears most areas have adequate amounts of receptacles. These panels also serve small mechanical equipment loads, small motor loads and general office equipment loads. The electrical panels observed within the Fire Station appear to all be older than 25 years. The panels are approaching the end of their expected operating life.

#### **Lighting**

Lighting within the Fire Station is fluorescent with a couple of exceptions. The hose tower is lit by HID wallpacks. The lower level workout areas and misc. storage areas have incandescent type keyless porcelain sockets, some with screw-in fluorescent bulbs. There was still an incandescent bulb in use in a few back areas of the lower level. The apparatus bays are lit with low bay general purpose industrial fixtures with 4' fluorescent lamps in the open ceiling areas. The portion of the apparatus bay that has a ceiling is lit by 1 x 4 recessed fluorescent fixtures with acrylic prismatic lenses. The office areas, open roll call area and sleeping areas are all lit by 1 x 4 and 2 x 4 recessed fluorescent fixtures with acrylic

prismatic lenses. All of the lower level lighting is in poor condition. The lighting in the office areas and sleeping areas are in fair condition. The lighting in the apparatus bay is generally in good condition.

Lighting control consists of local switches. There are a few rooms with motion sensors controlling the lights within the room. The motion sensors appear to be in good condition.

Fire station exterior lighting consists of H.I.D. wall packs. The fixtures are in average to poor condition. The fixtures have exceeded their expected operating life.

### **Life Safety Egress Lighting**

Life Safety egress lighting and exit signage was not observed within the Fire Station.

### **Life Safety Fire Alarm**

The facility is not equipped with a fire alarm panel. There are smoke detectors tied to door holders to close doors upon smoke detector activation. There are stand alone smoke detectors with battery backup within the sleeping areas of the Fire Station to notify occupants of smoke/fire. The smoke detectors are nearing the end of their expected operating life.

### **Low Voltage Systems**

Telecommunications for the Fire Station is served from the Municipal Facility. It appears there are adequate data/telephone outlets within the Fire Station.

The facility is not equipped with a card access system.

The facility is not equipped with CCTV cameras and video surveillance.

The fire station is not equipped with a general paging system.

## **Out Building - Gun Range and Vehicle Storage**

### **Electric Utility**

The electric utility serving the Out Building is the same pad mounted transformer that serves the Municipal Building. It is located on the north side of the Municipal Building between the Municipal Building and the Out Building. The Out Building is served at 208Y/120 volt 3 phase 4 wire. The Utility metering is located on the exterior of the Out Building. The pad mounted transformer is owned and maintained by XCEL Energy.

Electric Service consists of a 200 amp 120/208 volt 3 phase 4 wire main disconnect switch. Electric Utility usage information was obtained and the maximum demand for the facility is 31 kW. This occurred in February of 2013.

### **Power Distribution**

#### **Main Switchgear**

The Out Building main switchgear consists of a 200 amp service entrance rated fusible disconnect switch. The disconnect is located at the west end of the Vehicle Storage area of the Out Building. The service disconnect is in average condition and is approaching the end of it's expected operating life.

#### **Standby Power Generation**

The Out Building is not on back up power or is served by any standby power generation.

#### **Electrical Distribution Equipment**

Electrical distribution consists of (1) one 200 amp 30 pole panelboard. This panelboard is located adjacent to the main switchgear disconnect switch in the Vehicle Storage area of the Out Building.

#### **General Power**

There is (1) one electrical panel located within the Out Building. This panel serves general purpose receptacles throughout the Out Building. It appears most areas have adequate amounts of receptacles. This panel also serves mechanical equipment loads, motor loads and exterior lighting loads. The electrical panel serving the Out Building appears to be original to the building. The panelboard is very rusty and is in very poor condition. It appears water has leaked onto/in the panelboard for quite some time.

#### **Lighting**

Lighting within the Out Building is fluorescent. The gun range utilizes 4' fluorescent surface mounted wraparound fixtures in the public area and surface mounted 4' fluorescent strip fixtures in the range itself. Vehicle storage utilizes 4' fluorescent open strip fixtures. The storage area west of Vehicle Storage is lit by "old style" 4' louvered open fluorescent fixtures. All areas of the Out Building appear to have adequate lighting levels. The light fixtures throughout the interior are in fair condition.

Exterior lighting for the Out Building consists of wall mounted H.I.D. 'can' down lights. These lights are in poor condition and are very close to the end of their expected operating life.

### **Life Safety Egress Lighting**

The Out Building – Gun Range and Vehicle Storage areas do not have Life Safety Egress Lighting. Powered exit signage was observed in the Vehicle Storage area of the Out Building. This consisted of an emergency powered exit sign with green letters and battery backup. This exit sign is in fair condition.

### **Life Safety Fire Alarm**

The Out Building – Gun Range and Vehicle Storage is not equipped with a fire alarm system or any fire alarm devices.

### **Low Voltage Systems**

Telecommunications for the Out Building – Gun Range and Vehicle Storage was not observed. It appears there are no telecommunications devices within the building other than a couple of phone outlets within the Gun Range. These appeared to be served from the Municipal Building.

The facility is not equipped with a card access system.

The facility is not equipped with CCTV cameras and video surveillance.

The facility is not equipped with a paging system.

## **Recommendations**

### **Municipal Center**

Staff has indicated the newer exterior generator has been problematic in running at times. The generator should be checked, serviced and repaired to solve the problematic running condition. The expected operating life should be approximately 25-30 years with good maintenance. The old interior generator should be replaced due to age. Availability of parts will become a problem for repairs and maintenance. The unit is also undersized for the load as indicated by having to shed load at times to maintain unit operation.

Exit signage should be replaced with new LED types to save energy, extend life and reduce maintenance.

Egress lighting units should be replaced and added so the facility complies with egress lighting codes. LED style units should be used to save energy, extend life and reduce maintenance.

The fire alarm system should be replaced if any type of renovation, remodeling or addition is done to the building. The existing system is in fair condition but will be difficult to add to or reconfigure to accommodate changes. A digital/addressable system is recommended. It would add capacity, flexibility and reduce maintenance considerably.

### **Fire Station**

The main service equipment in the lower level should be replaced and the code violation should be corrected. Add motion sensors for lighting control throughout the facility for added energy savings and additional light fixture lamp life.

### **Out Building**

The exterior wall mounted H.I.D. 'can' down lights should be replaced with LED full cutoff versions for energy savings and to reduce maintenance. Water leaks should be repaired to avoid additional damage to electrical equipment. The panelboard should be replaced to ensure a safe operating conditions.

### **Disclaimer**

The opinions stated in this report are based on limited visual observations only. No physical testing was performed, no equipment was disassembled and no calculations have been made to determine the adequacy of the electrical systems or their compliance with accepted building code requirements. No warranty expressed or implied as to the condition of the equipment or structures is intended.

The following services and responsibilities are specifically excluded from this report:

- Discovery, testing, monitoring, clean-up or neutralization of pollutants and hazardous substances.
- Determinations or advertisement related to the existence or proportion of asbestos or lead paint, or the modification, installation, abatement, or removal of any product, material, or process containing asbestos or lead paint.

## **5. Appendix**

Architectural Assessment Photos

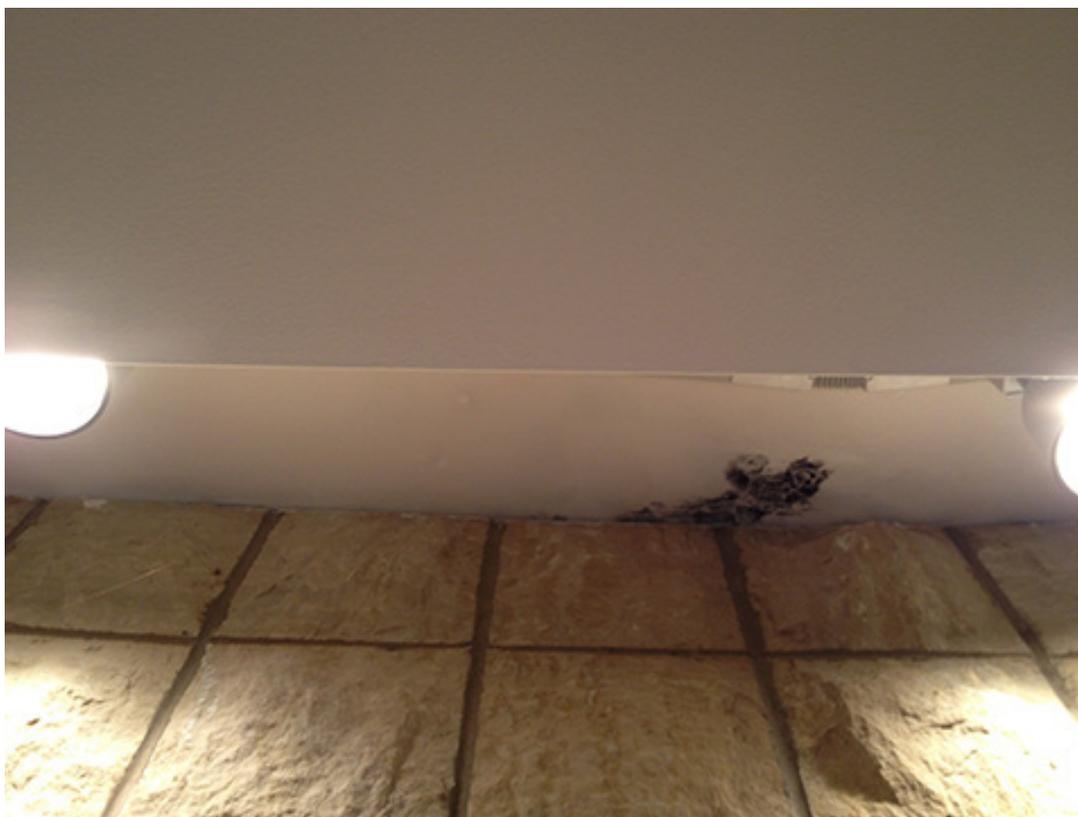
Appendix A – Mechanical Photo Data Sheets and Comments

Appendix B - Electrical Photo Data Sheets and Comments



1

City Hall Council Chambers: Water leakage on east wall



2

City Hall Council Chambers: Mold in light cove



3

City Hall- AV Room: Wall damage & possible water infiltration at wall base



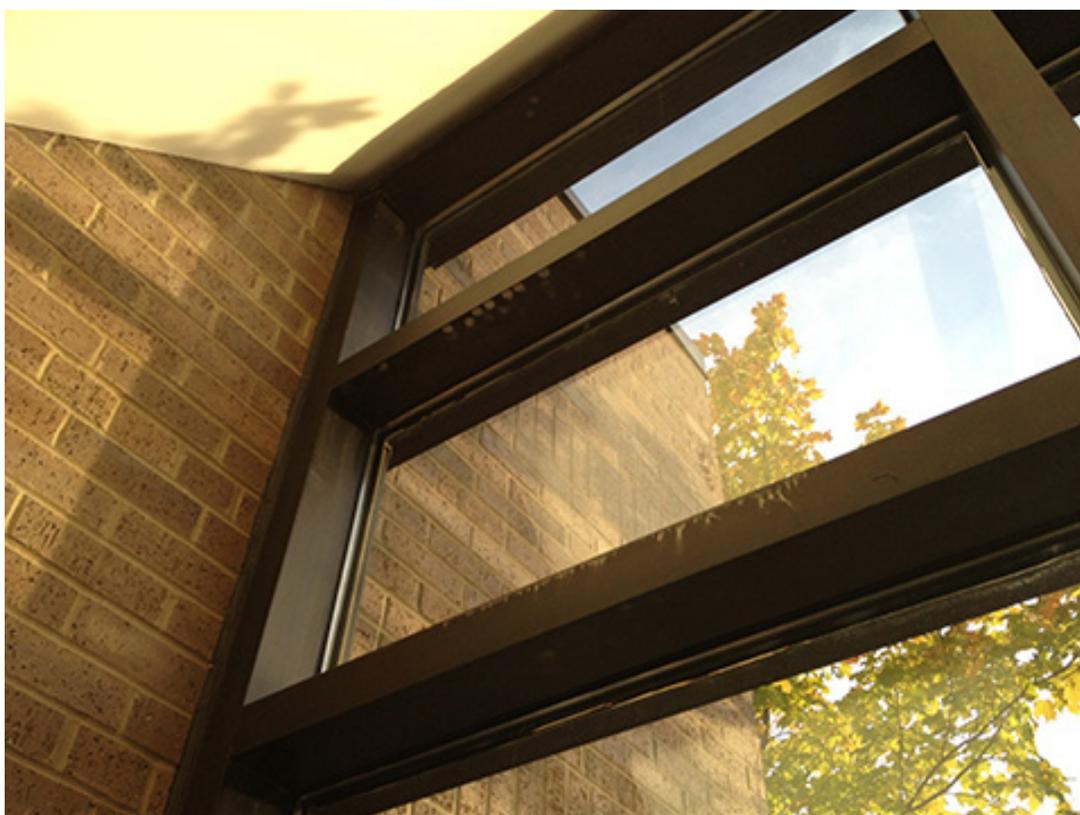
4

City Hall- AV Room: Non-compliant single riser at room doorway



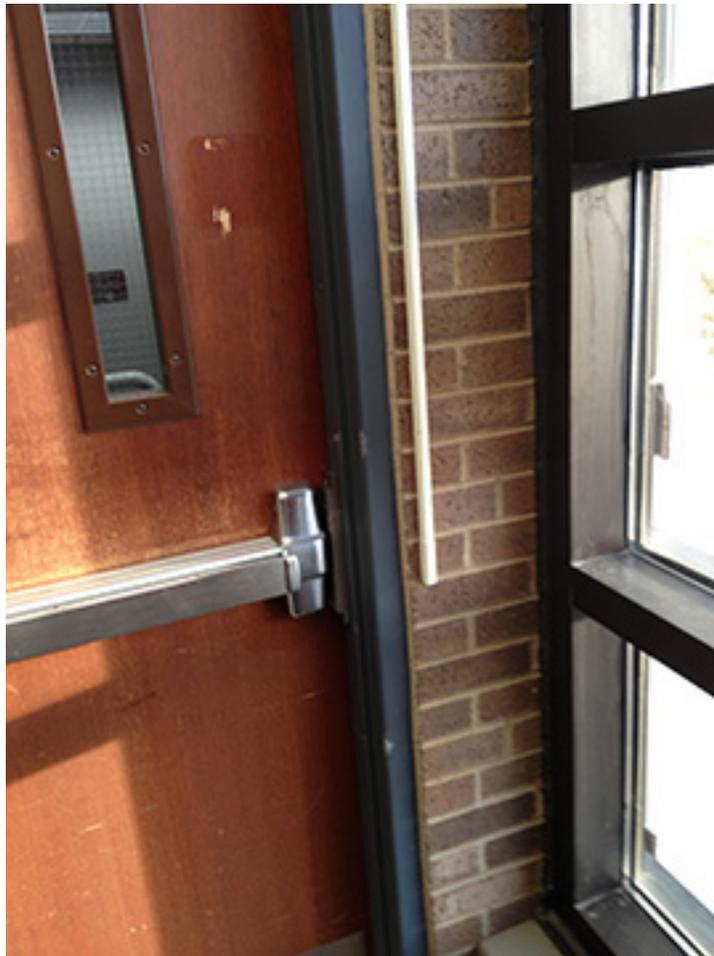
5

City Hall- Control Room: East exterior windows show condensation



6

City Hall- Public Hallway: East exterior windows show condensation



7

City Hall Hallway: non-ADA compliant clearance on push approach latch side



8

City Hall Hallway: non-ADA compliant spout height for drinking fountain



9

City Hall Hallway: non-ADA compliant clearance on pull approach latch side



10

City Hall Restrooms: Hot water and waste water piping is not insulated



11

City Hall Restrooms: Hot water and waste water piping is not insulated



12

General ADA Non-Compliance: Inadequate clearance on pull approach, latch side of door



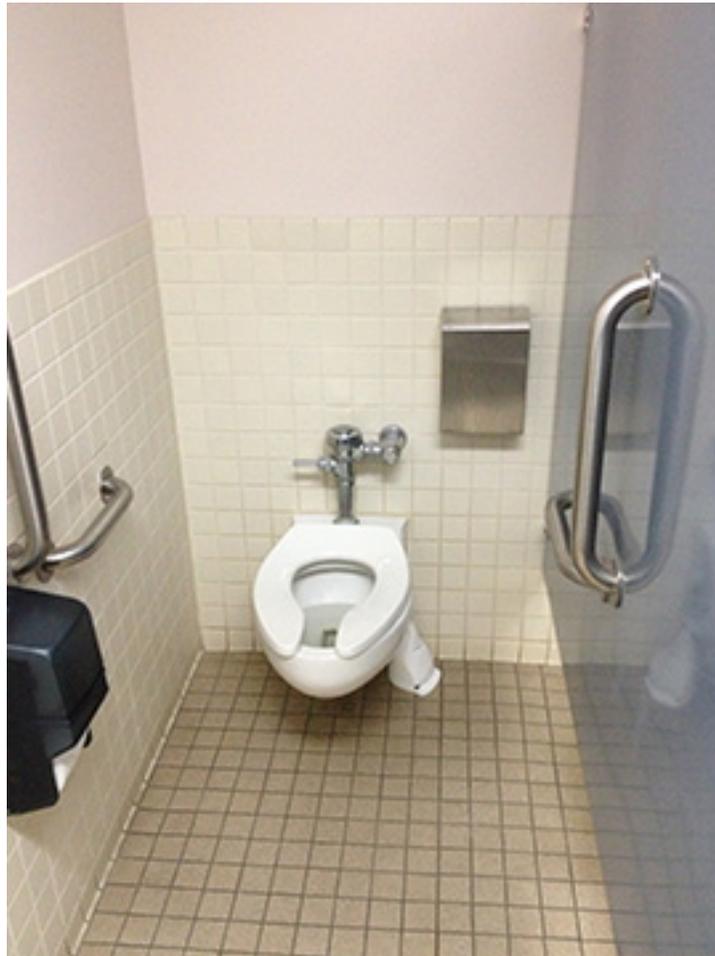
13

City Hall: General ADA non-compliance, door swing clearance



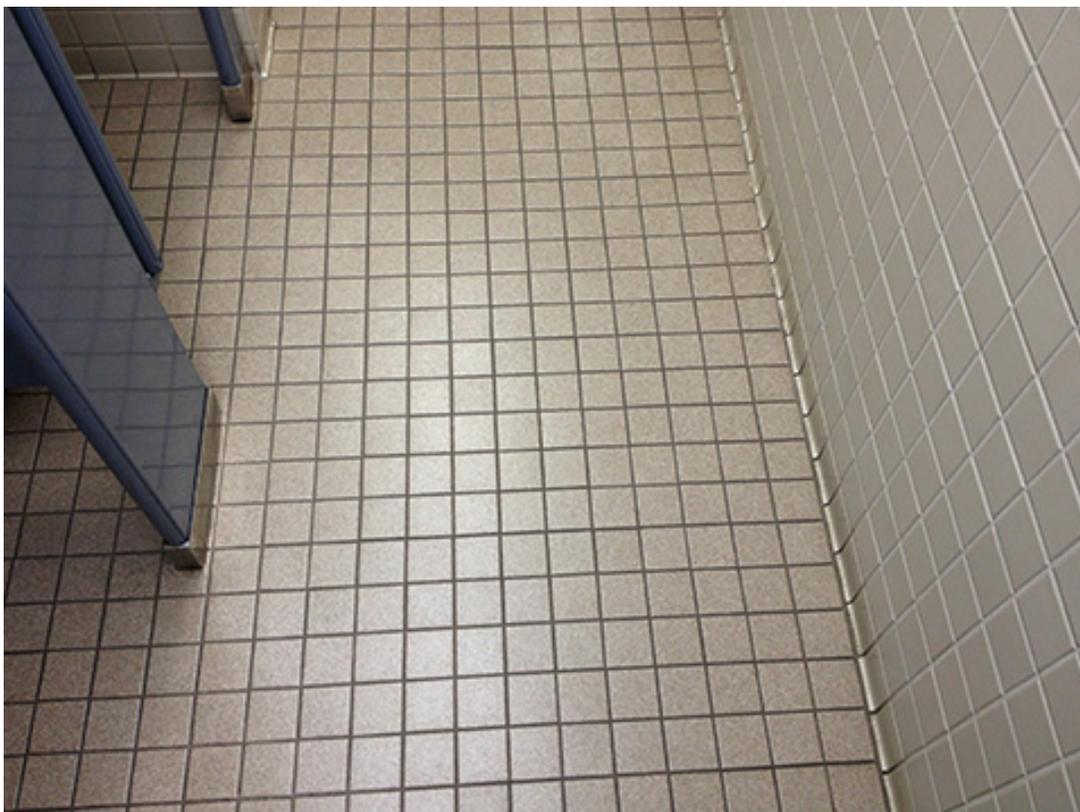
14

City Hall- Public Hallway: Lacks accessible signage at jambs, no audible or visible signal



15

Restroom ADA Non-Compliance: Inadequate clearances at water closets, grab bars required



16

Restroom ADA Non-Compliance: Inadequate circulation clearances



17

City Hall- Public Hallway: Floor tile is cracked at the entrance to Council Chambers



18

City Hall- Public Hallway: Carpet screwed to coiling grilles to protect public counters



19

General ADA Non-Compliance: Inadequate accessible height at counters



20

City Hall- Public Hallway: Fire doors on hold opens are likely unnecessary



21

General ADA Non-Compliance: Inadequate clearance on pull approach, latch side of door



22

City Hall- Offices: Stained ceiling tiles from water leaks/condensation



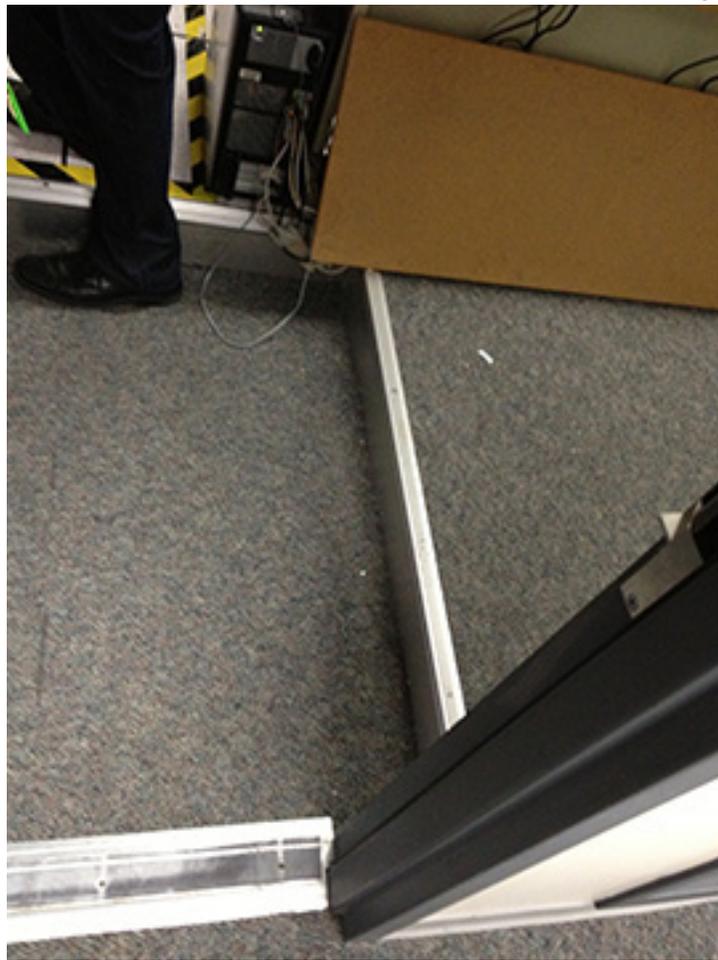
23

City Hall- Offices: Stained ceiling tiles from water leaks/condensation



24

City Hall- Server Room: Single riser at room access, lack of clear space at door entry



25

City Hall- Server Room: Single riser at room access, lack of clear space at door entry



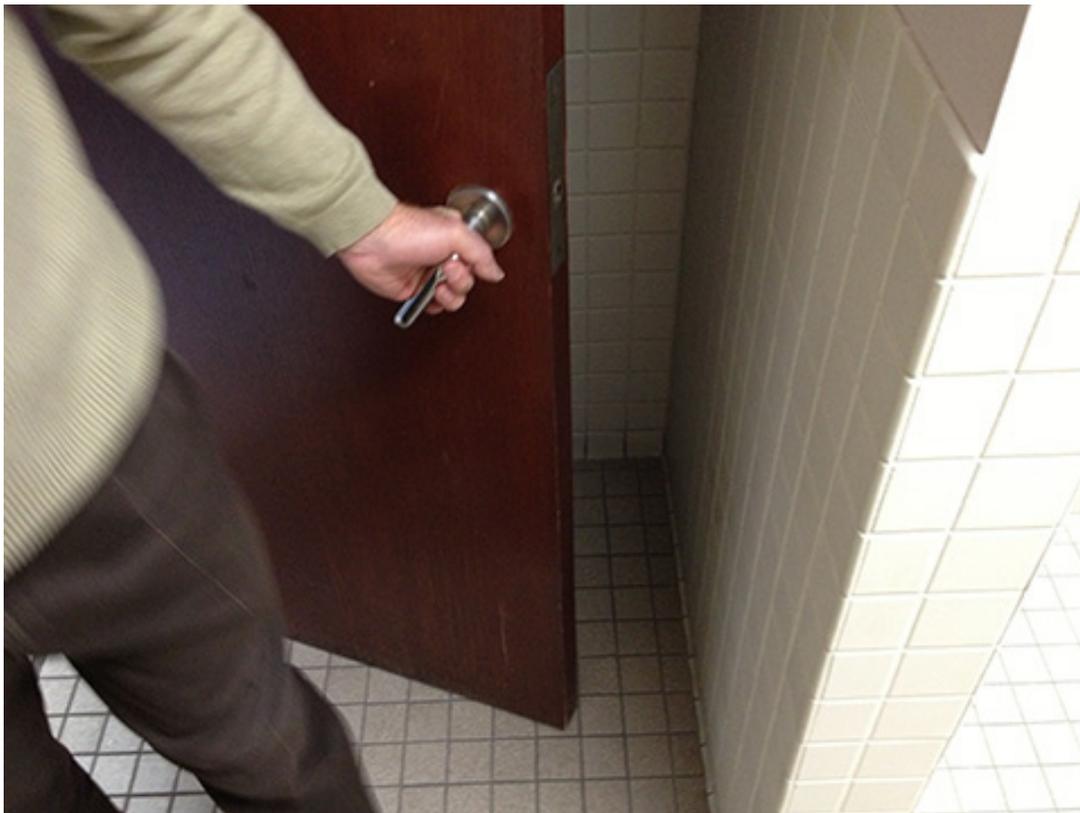
26

City Hall- Breakroom: Hot water & waste water piping is not insulated



27

General ADA Non-Compliance: Inadequate clearance on pull approach, latch side of door



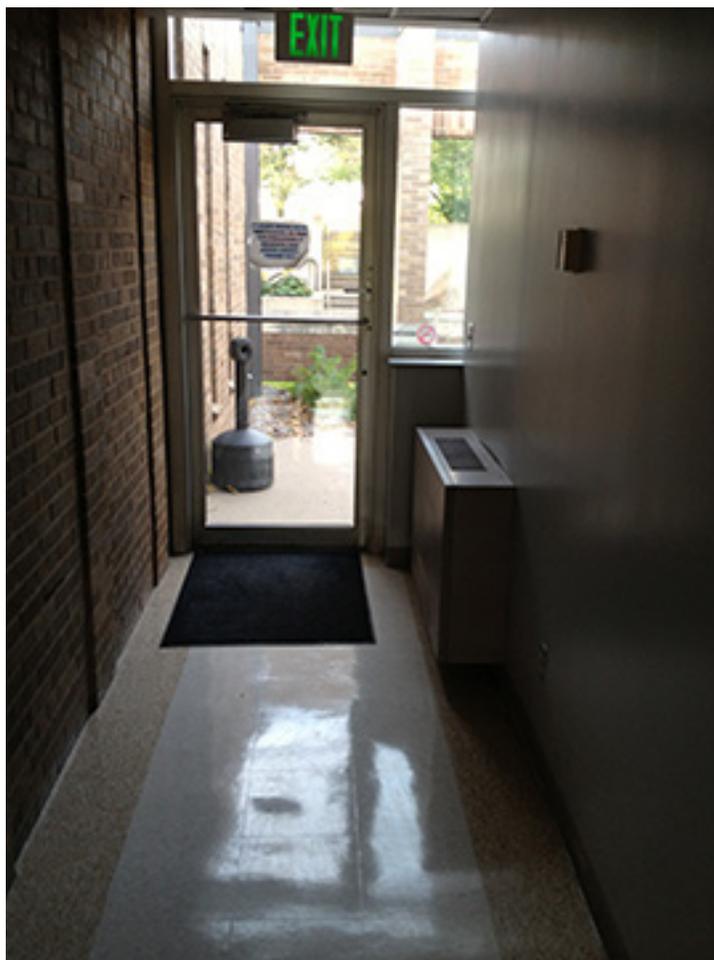
28

General ADA Non-Compliance: Inadequate door swing clearance



29

General ADA Non-Compliance: Inadequate circulation clearance



30

General ADA Non-Compliance: Inadequate clearance on push approach, latch side of door



31

General ADA Non-Compliance: Handrail height



32

General ADA Non-Compliance: Handrail height



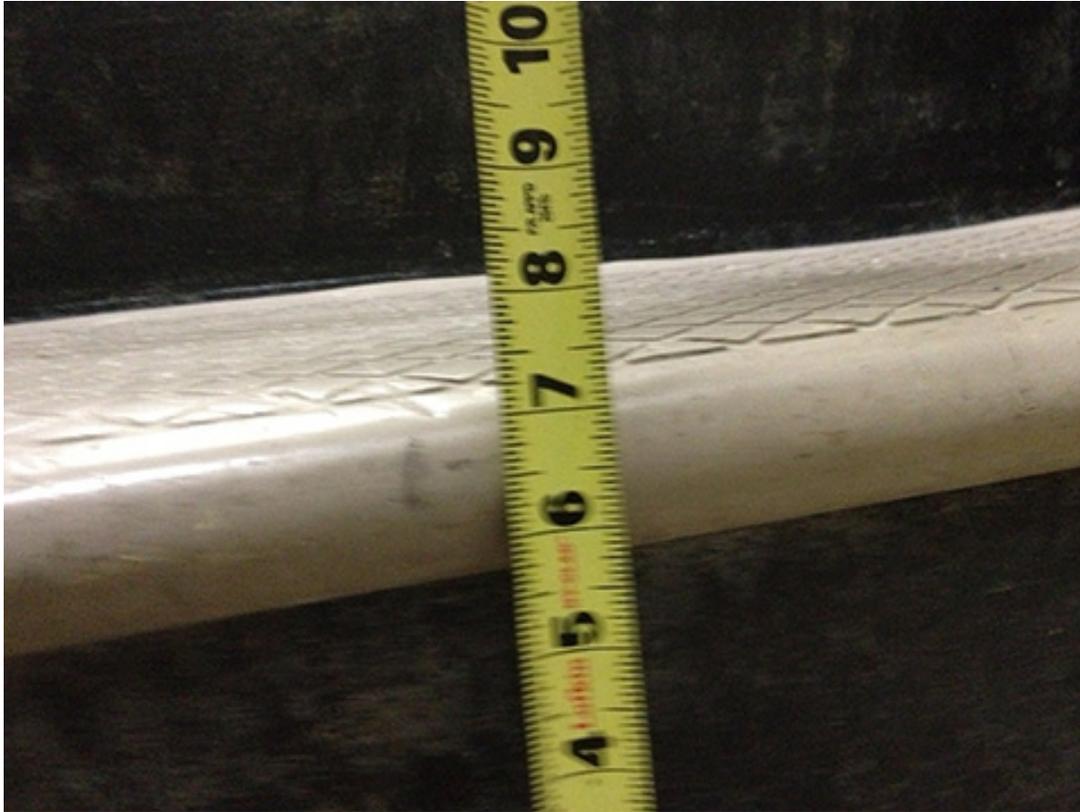
33

General ADA Non-Compliance: Tread depth



34

General ADA Non-Compliance: Handrail circumference



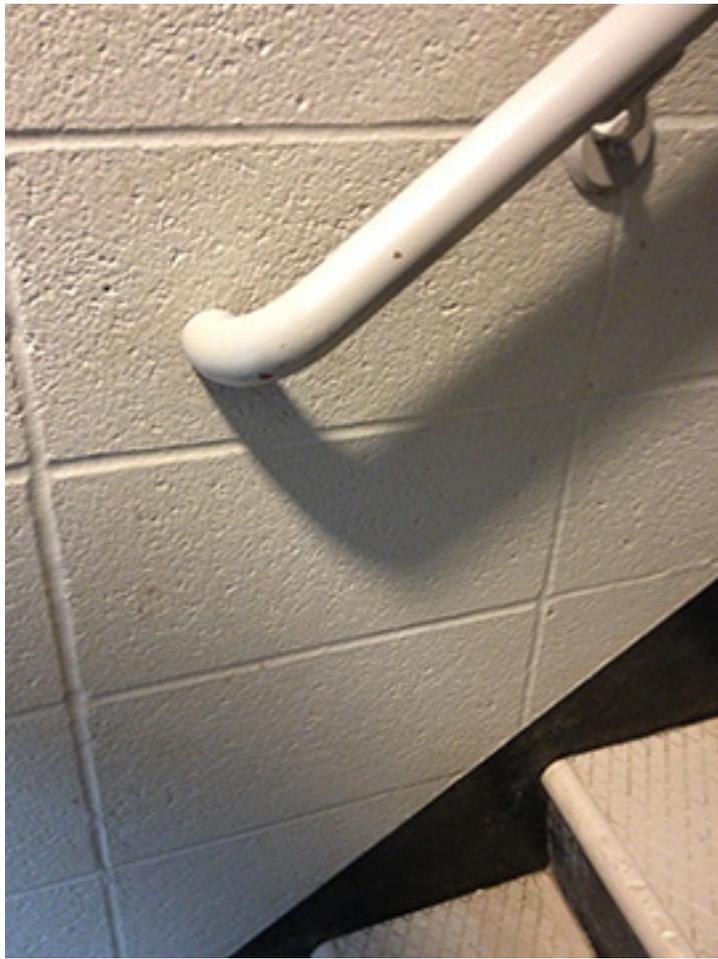
35

General ADA Non-Compliance: Riser height



36

General ADA Non-Compliance: Handrail extension



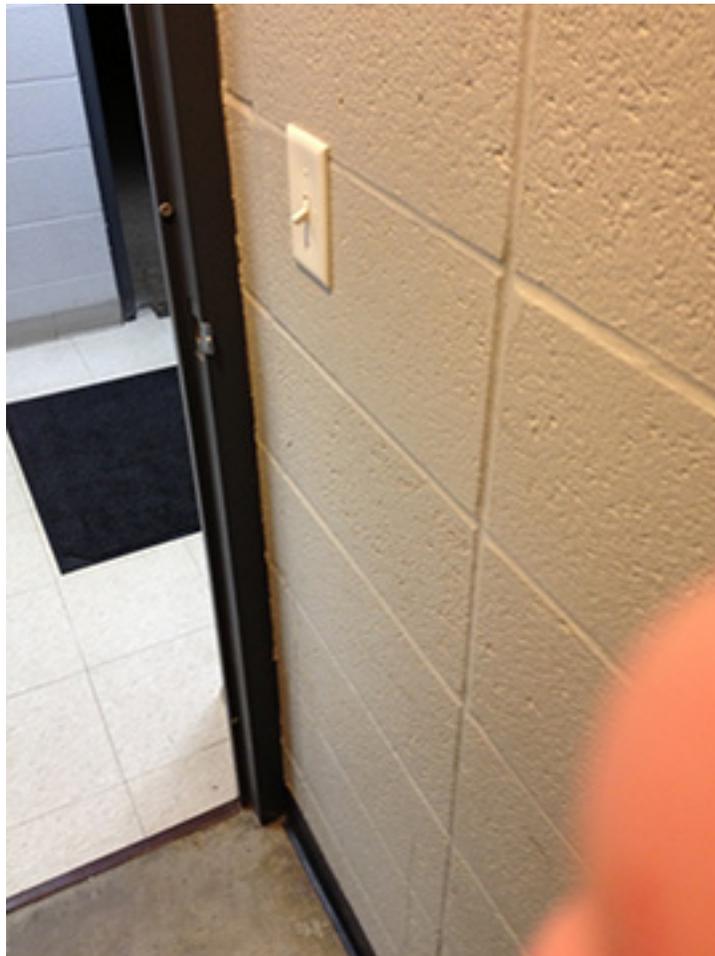
General ADA Non-Compliance: Handrail extension

37



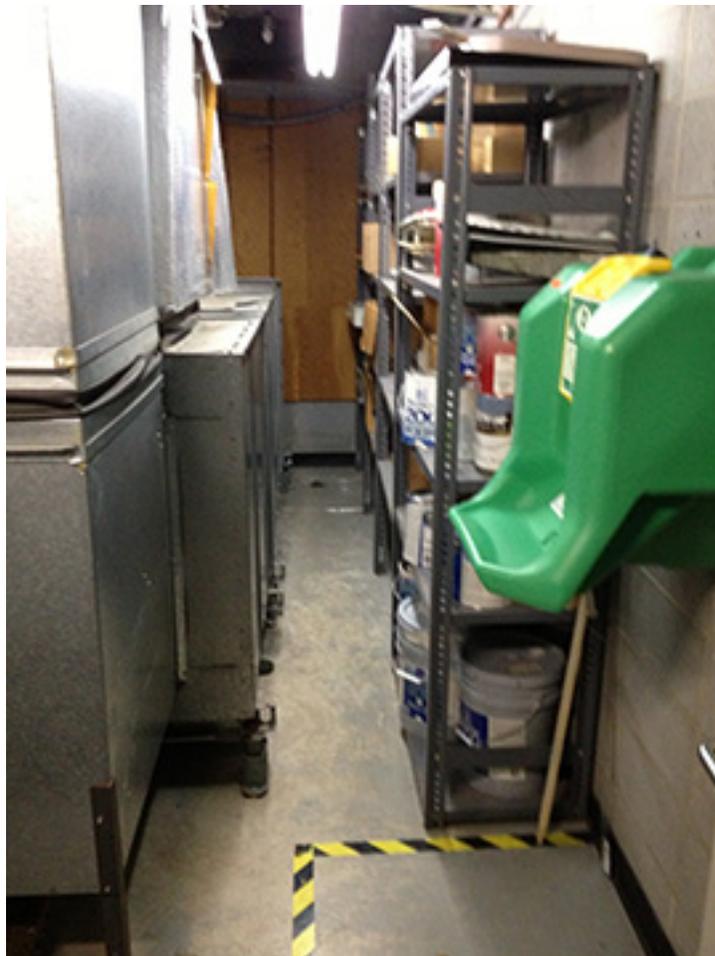
General ADA Non-Compliance: Door swing clearance

38



39

General ADA Non-Compliance: Pull approach, latch side



40

Clty Hall- Mechanical Services & Storage space: Inadequate service clearance space



41

Inadequate storage for personal items/uniforms



42

Public Entrance: Temporary fencing on parking ramp perimeter, hazardous



43

Garage exhaust ventilation pipe.....



44

Garage exhaust ventilation pipe.....



45

Pavement cracking at column base



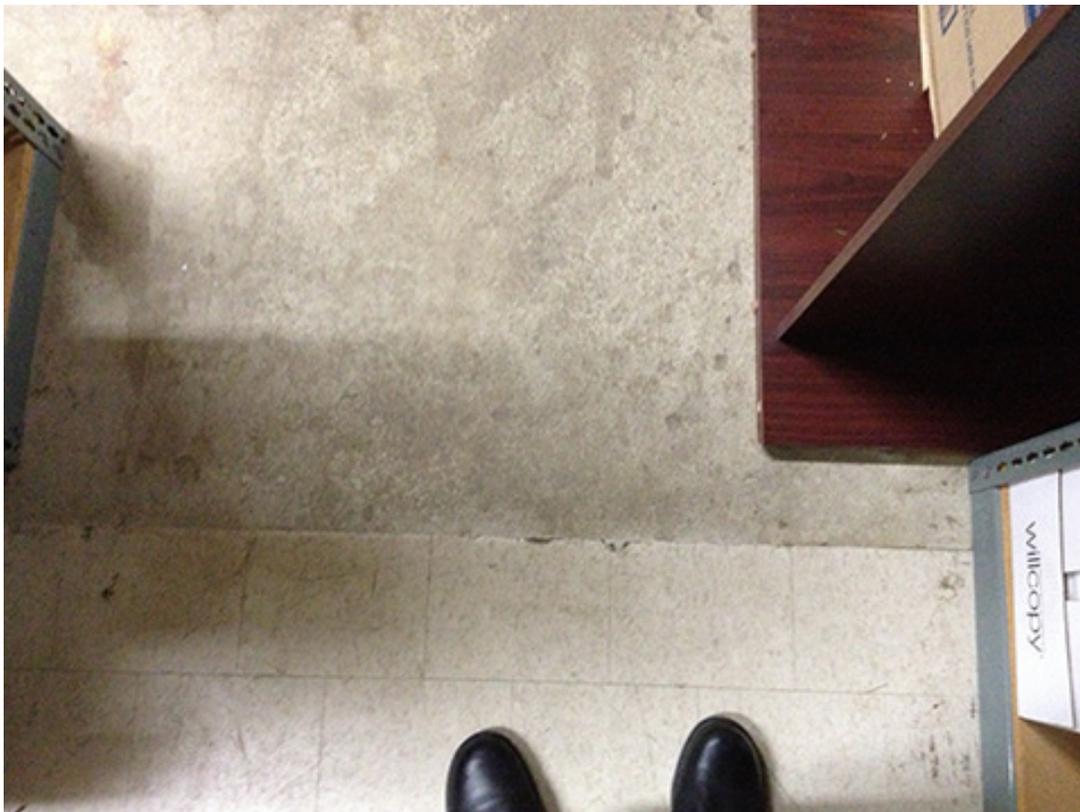
46

Wall finish missing at base.....?



47

Wall finish missing at base.....?



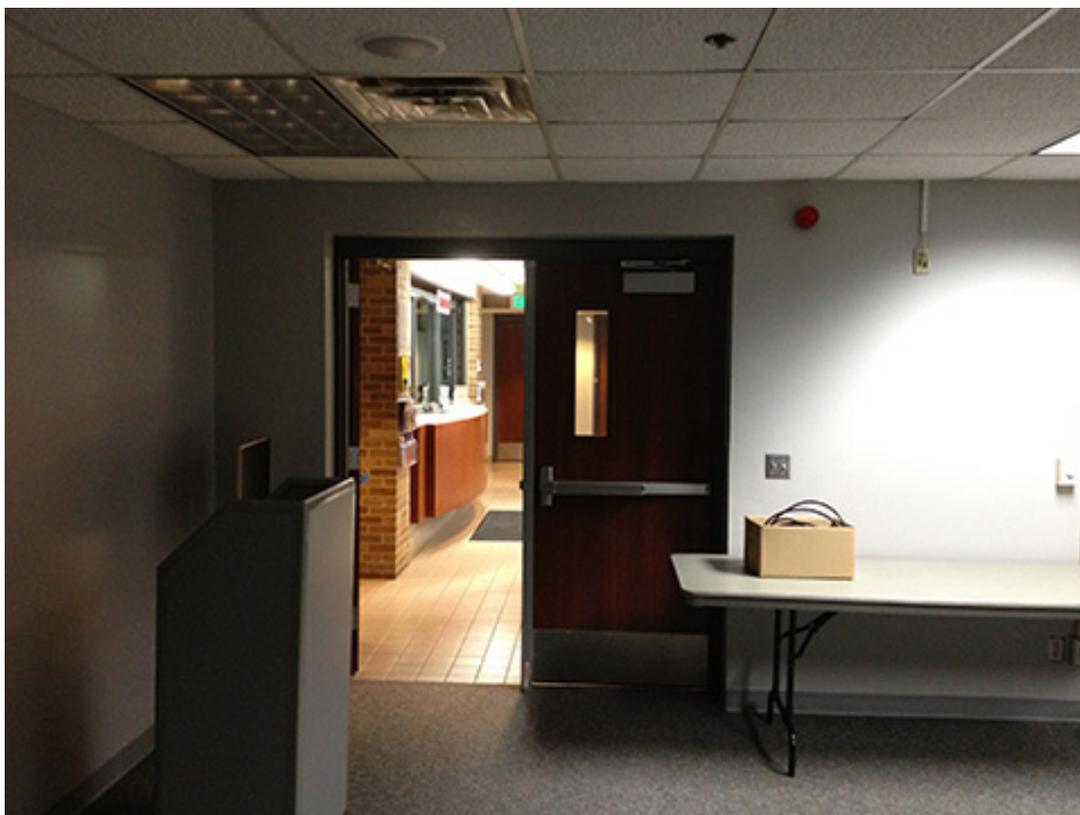
48

City Hall- Storage space: Asbestos floor tile



49

Police Dept: Non-Compliant ADA counter height, potential security risk at pass-through  
General ADA Non-Compliance: Inadequate accessible height at counters



50

City Hall: No exit signage at egress



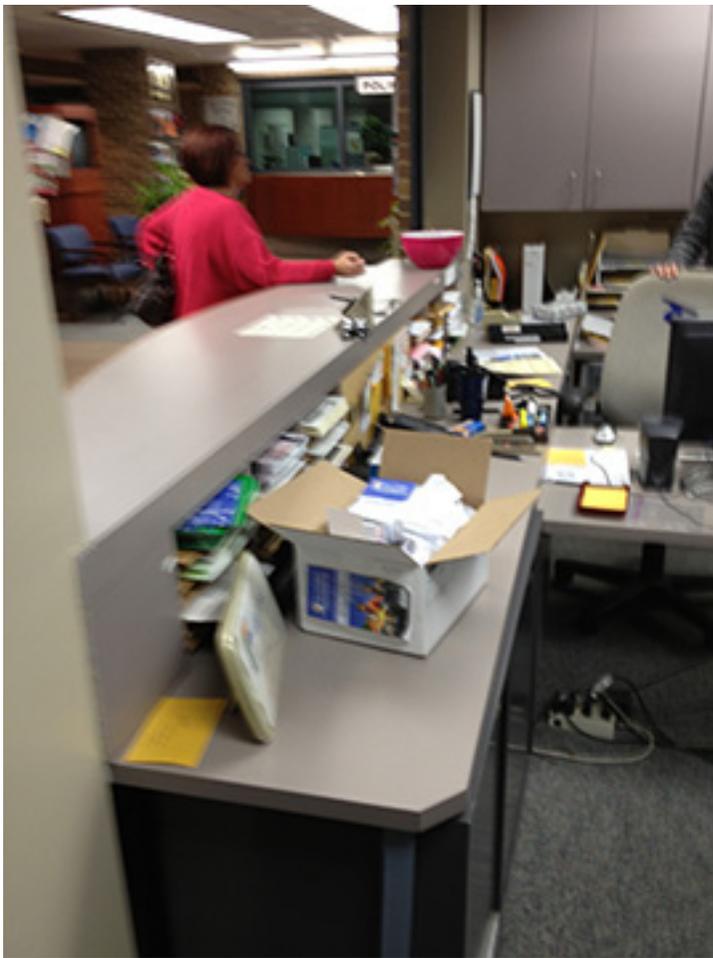
51

General ADA Non-Compliance: Inadequate clearance on pull approach, latch side of door



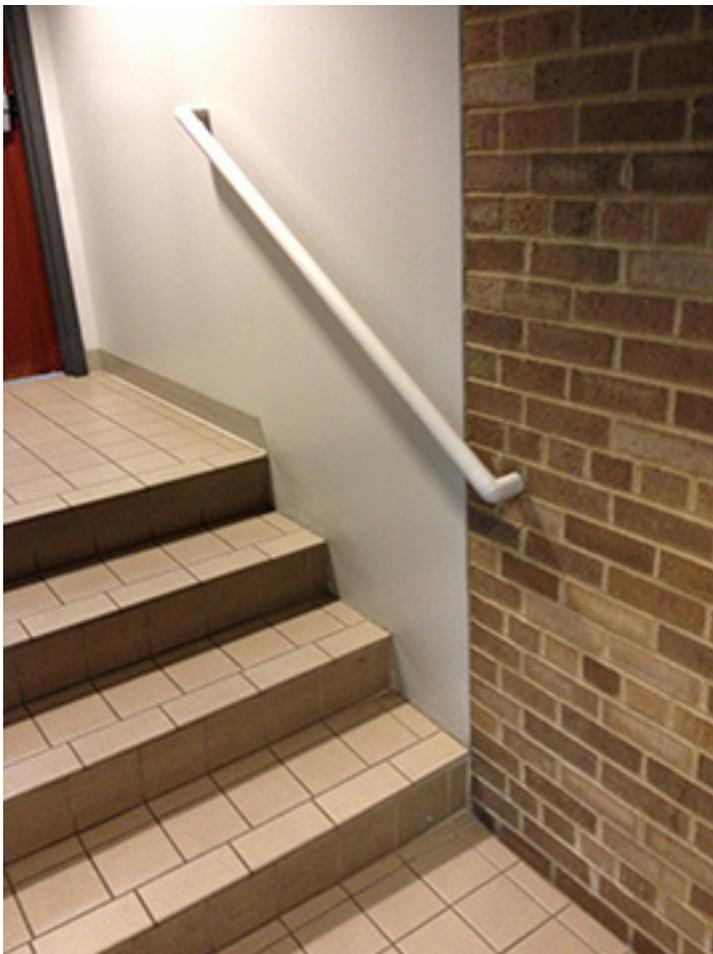
52

General ADA Non-Compliance: Inadequate accessible spout height at drinking fountain



53

General ADA Non-Compliance: Counter height accessibility



54

Lower Level Public Lobby: General ADA non-compliance, handrail extension



55

Lower Level Parking Garage: Water staining and general appearance



56

Fire Station: Exposed wood framing



57

Fire Station: Inadequate shared storage



58

Fire Station: Inadequate shared storage



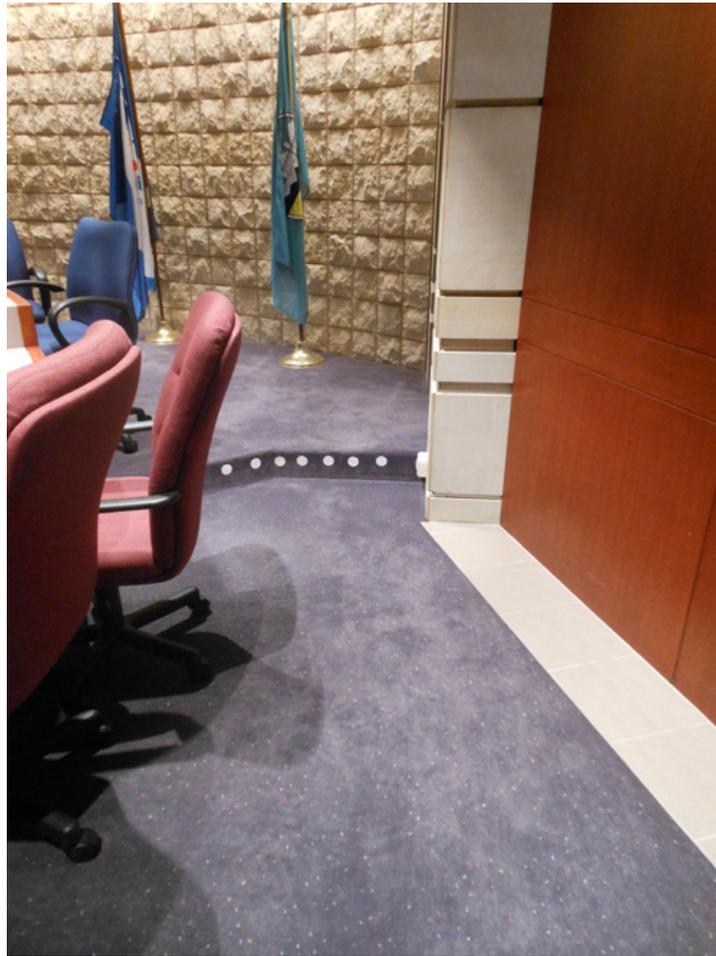
59

Fire Station: Insufficient clear floor space to electrical room



60

Fire Station: Non-ADA compliant stair railing and gate



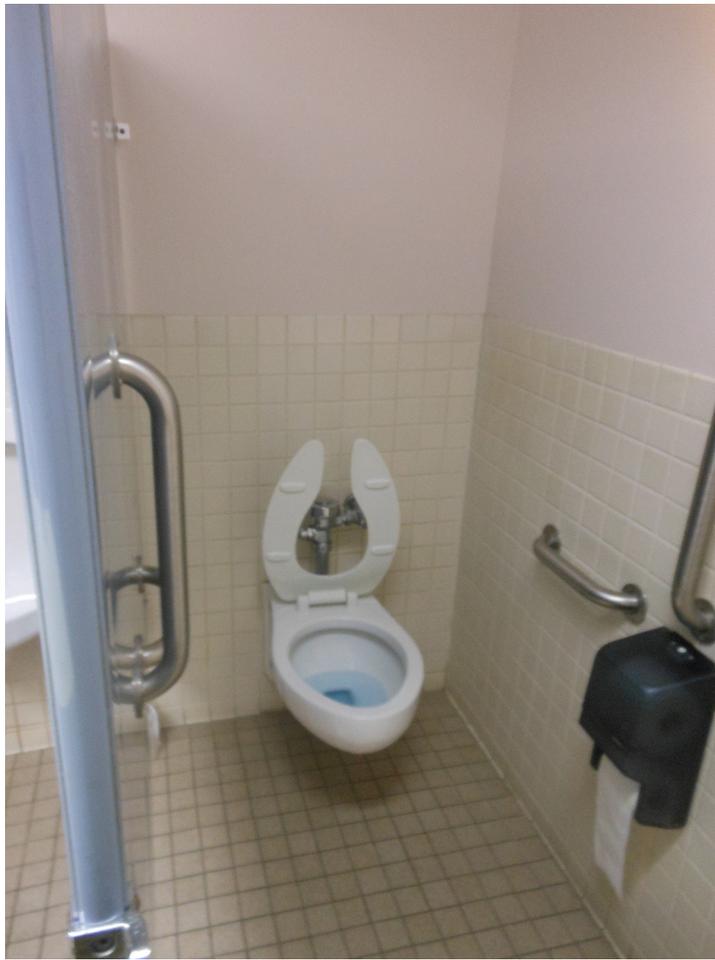
61

City Hall Council Chambers: Trip hazard at single riser



62

City Hall Council Chambers: Missing components and holes in countertop at seating areas



63

Restroom ADA Non-Compliance: Inadequate clearances at water closets, grab bars required



64

Restroom ADA Non-Compliance: Inadequate accessible clearance at showers, grab bars required 5-32



65

General ADA Non-Compliance: Clearance pull approach, latch side



66

General ADA Non-Compliance: Accessible counter height



67

City Hall- Offices: Sink is not accessible/ADA-non-compliant



68

Restroom ADA Non-Compliance: Inadequate urinal height



69

Restroom ADA Non-Compliance: Height of water closets



70

Restroom ADA Non-Compliance: Inadequate accessible clearance at sink



71

General ADA Non-Compliance: Inadequate accessible clearance at sink  
City Hall - Offices. Sink is not accessible/ADA non-compliant



72

Fire Station: Damaged exterior EIFS stucco



73

Fire Station: Damaged exterior EIFS stucco



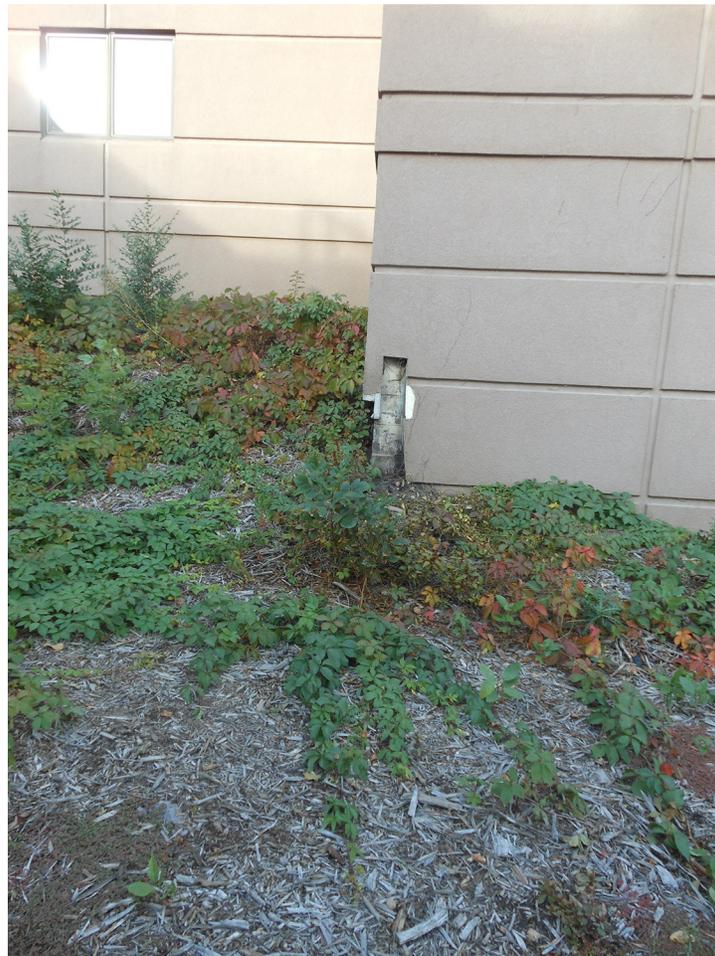
74

Fire Station: Damaged exterior EIFS stucco



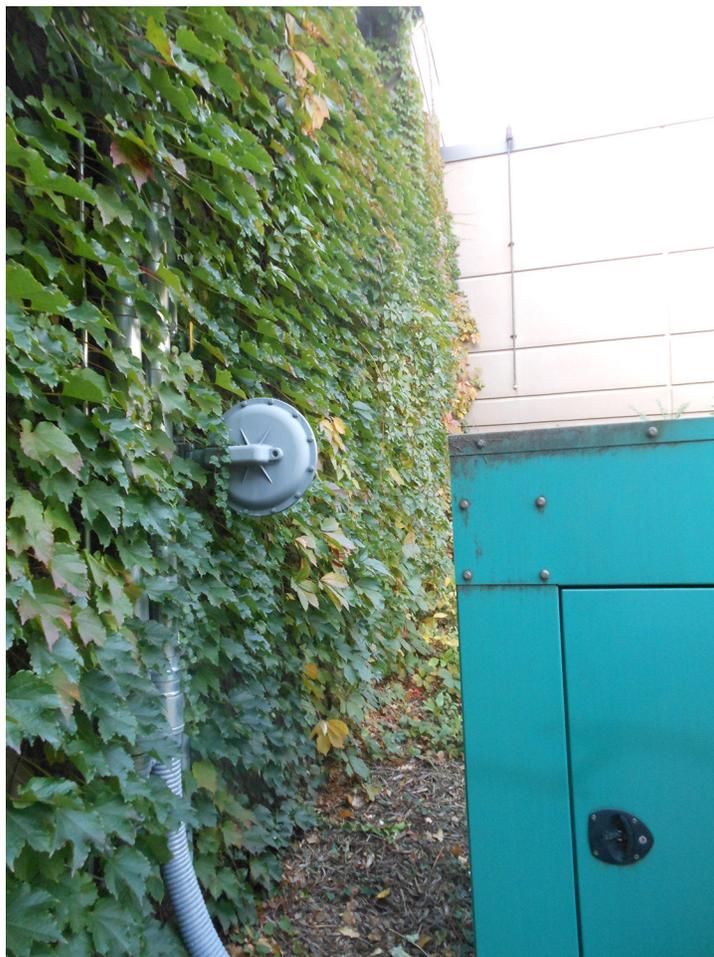
75

Fire Station: Damaged exterior EIFS stucco



76

Fire Station: Damaged exterior EIFS stucco



77

Fire Station: Foliage overgrowth to access electrical equip



78

Municipal Center: Brick efflorescence



79

Municipal Center: Existing window frames deteriorating



80

Municipal Center: Site drainage pipe uncovered, hazardous



81

Non-ADA compliance: Ramp slope and turning clearance



82

Non-ADA compliance: Ramp slope and turning clearance



83

Overgrown foliage blocking egress



84

Inadequate storage for personal items/uniforms



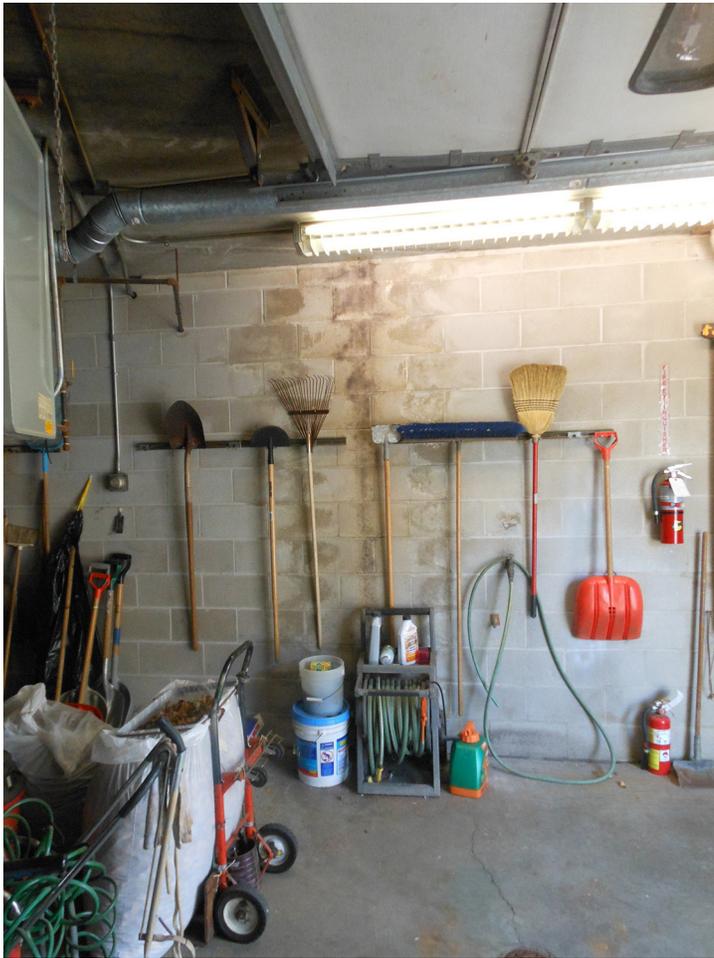
85

Public Entrance: Temporary fencing on parking ramp perimeter, hazardous



86

Deterioration at exterior exhaust vents



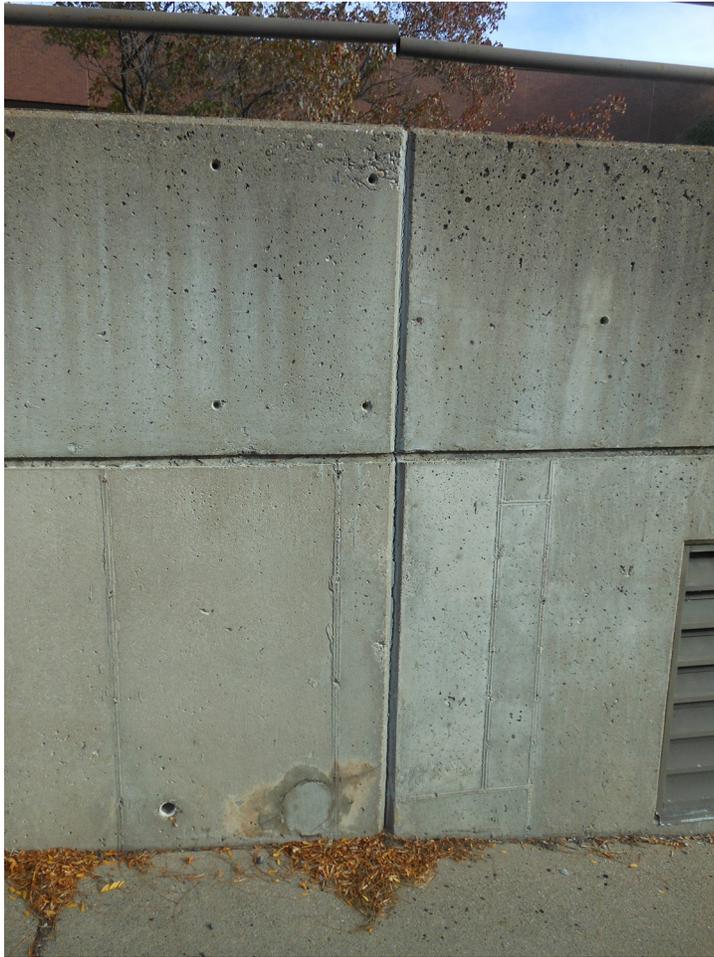
87

Water infiltration at CMU wall



88

Exterior guardrail broken



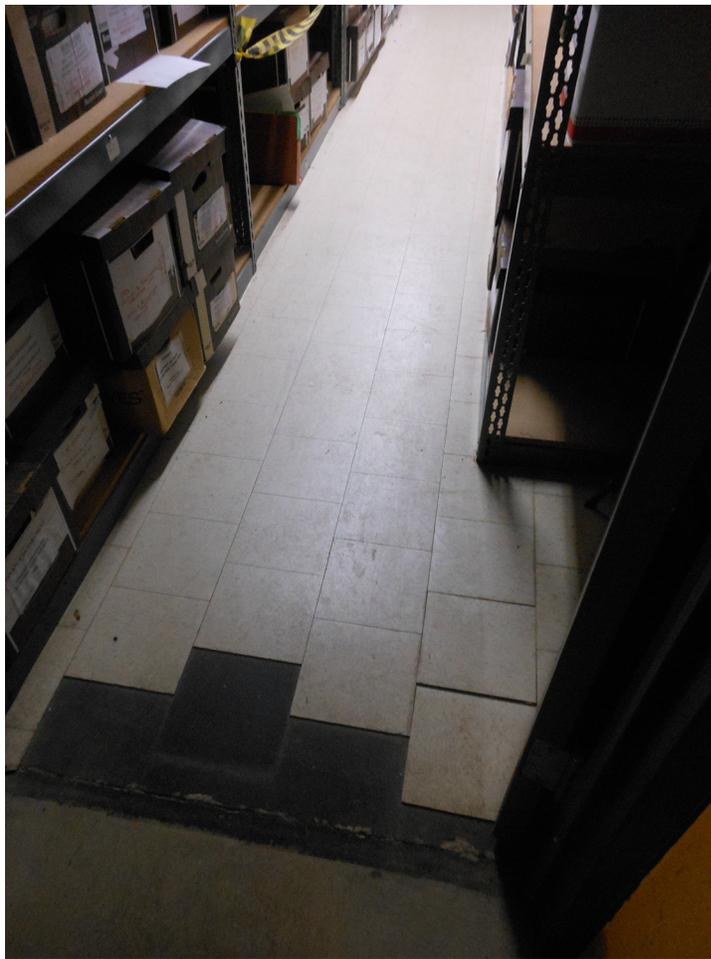
89

Exterior guardrail broken



90

Inadequate driveway area for firetruck turnaround



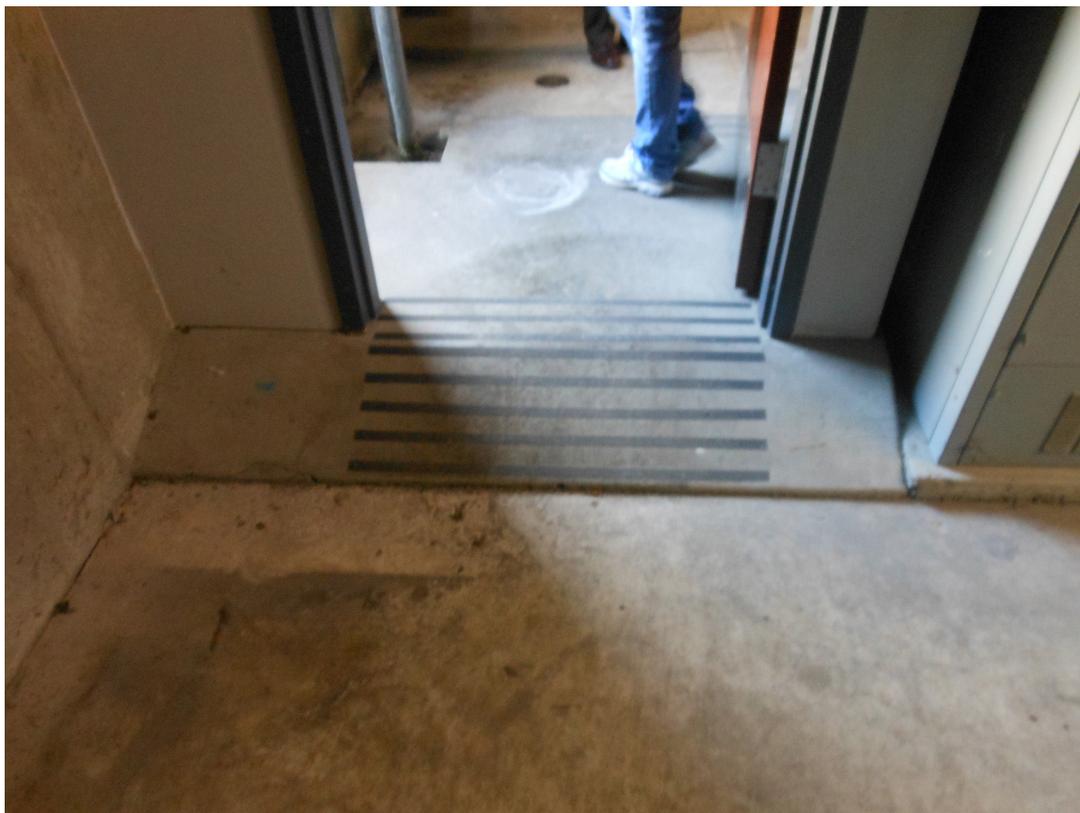
91

City Hall- Storage space: Asbestos floor tile



92

City Hall- Mechanical Services & Storage space: Water damage and patching on ceiling and wall



93

Inadequate ramp slope for accessibility



94

Restroom ADA Non-Compliance: Inadequate accessible clearance at showers, grab bars required



Police Dept.- Restroom: Non-compliant ADA restroom

95



Police Dept: Unsafe janitorial space

96



97

Police Dept: Non-ADA compliant door hardware  
General ADA Non-Compliance: Inadequate door hardware



98

Police Dept: Non-ADA compliant sink accessibility



99

Police Dept: Locker room space is crowded and inadequate



100

Verify functionality of emergency lighting system



101

?



102

Wall structure deteriorating at utility juncture



103

Lower Level Public Entrance: Numerous cluttered non-accessible spaces



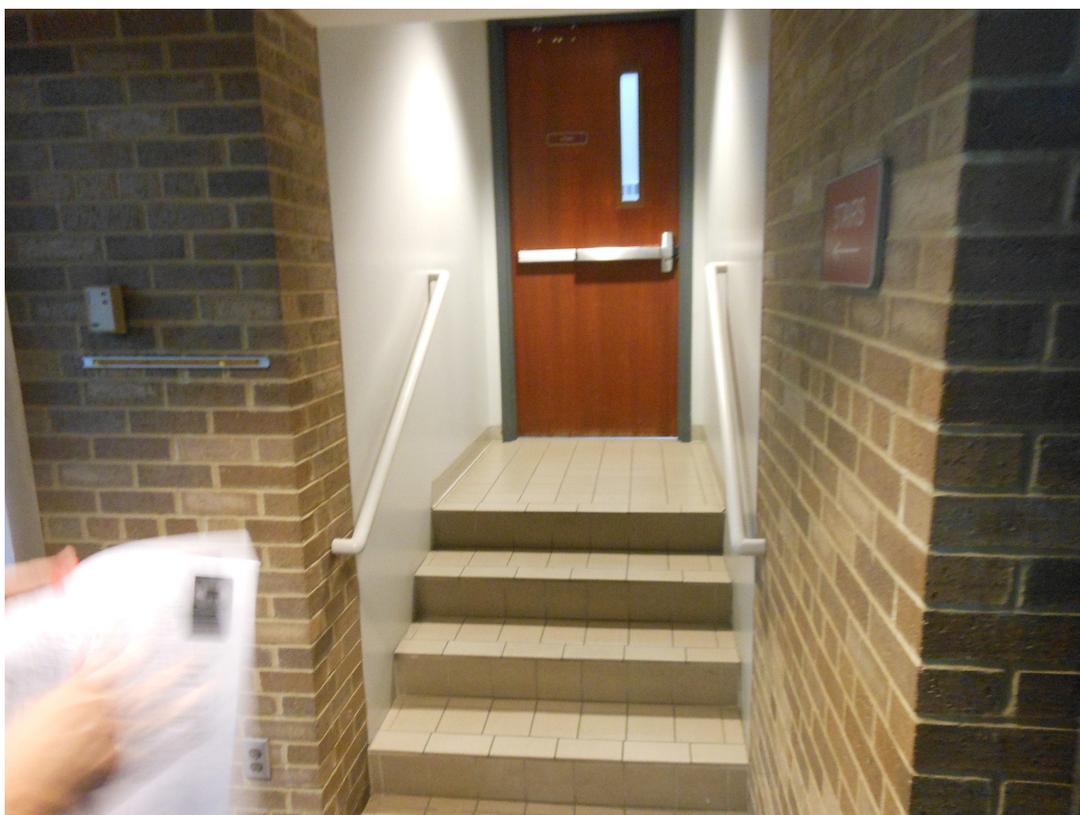
104

Police Dept: No safety/security within proximity to Police Front Desk  
General ADA Non-Compliance: Inadequate accessible height at counters



105

Parks & Rec: Counter height is non-ADA compliant  
General ADA Non-Compliance: Inadequate accessible height at counters



106

General ADA Non-Compliance: Inadequate clearance on push approach, latch side of door, handrail non-compliant, stair clearance inadequate



107

Police Dept: Potential security risk or ricochet risk at pass-through



108

Lower Level Public Entrance: Rusty doors and frames



Lower Level Public Entrance: Rusted doors and frames

109



Public Entrance: Exterior parking ramp facade damaged

110



111

Lower Level Parking Garage: Water staining and general appearance



112

?



113

Police Dept: Inadequate storage space



114

Inadequate storage and inadequate insulation at main standpipe



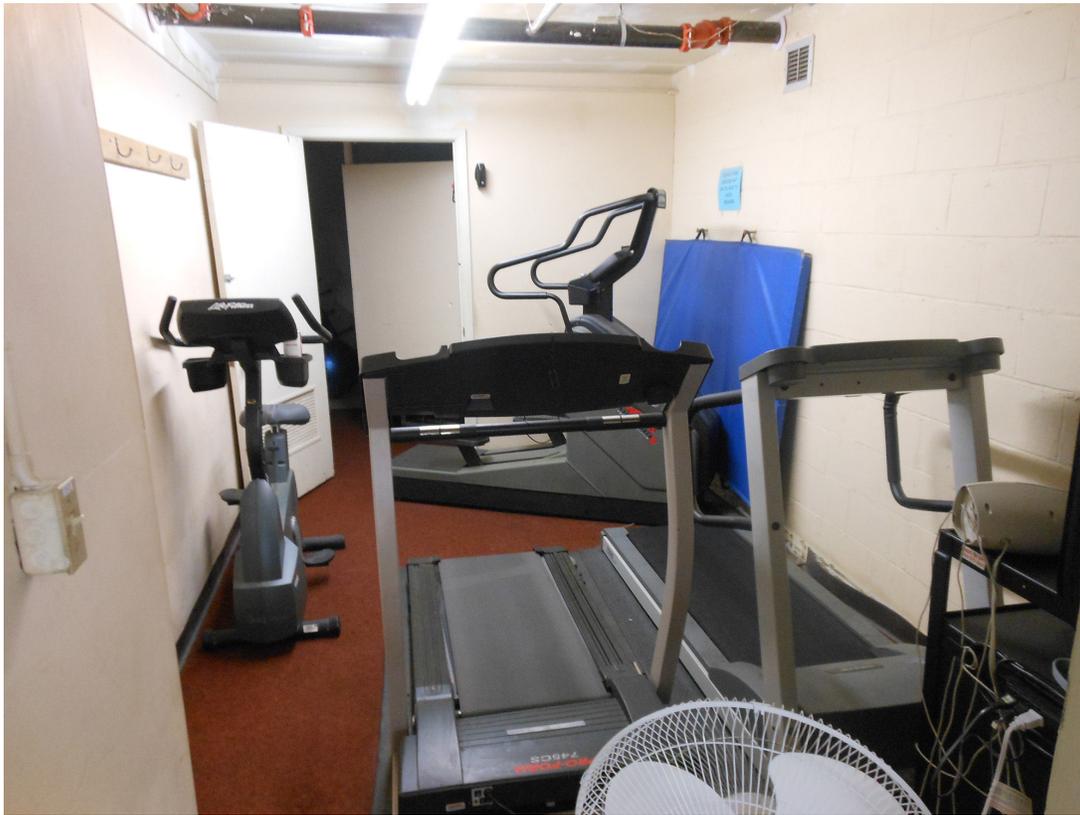
115

Fire Station: Missing pipe insulation; ceiling water damage, hazardous



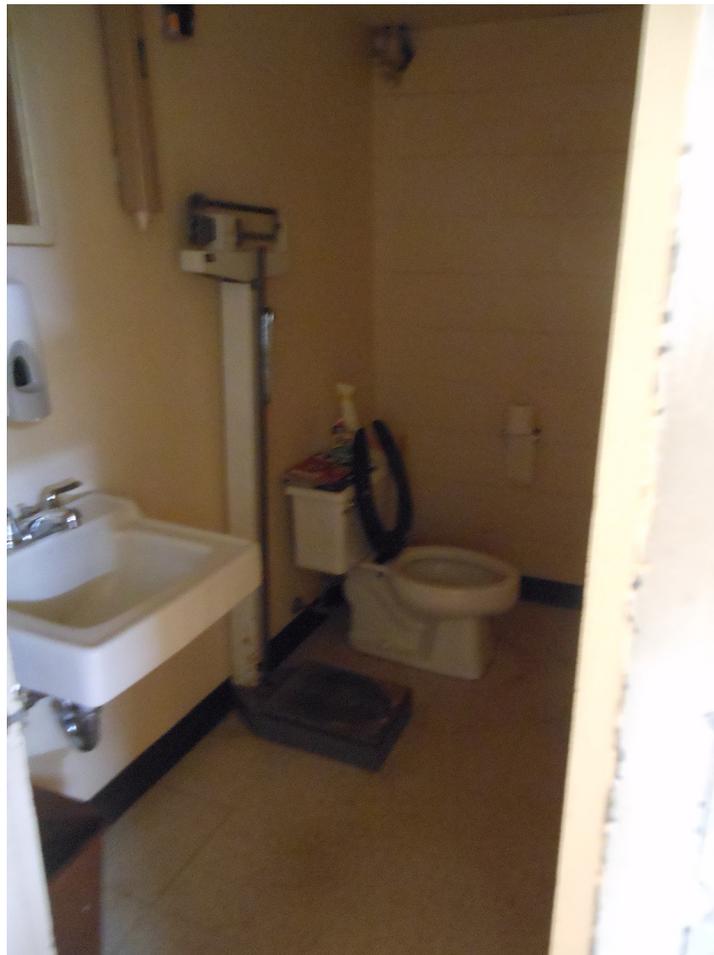
116

Fire Station: Piping clearance, access and space conflicts



117

Shared Fitness Center: Lack of safe circulation space at equipment



118

Shared Fitness Center Restroom: General mildew smell throughout area



119

Shared Fitness Center Restroom: Non-ADA compliant, inadequate clearances, peeling paint



120

Shared Fitness Center: Locker room spaces non-accessible, inadequate clearances, general mildew smell 5-60



121

Shared Fitness Center Restroom: Womens shower door does not close completely



122

Fire Station: Shared work, office, living and sleeping areas; no separate private entrance, no secure lobby



123

Fire Station: Kitchen too small & lacking accessibility



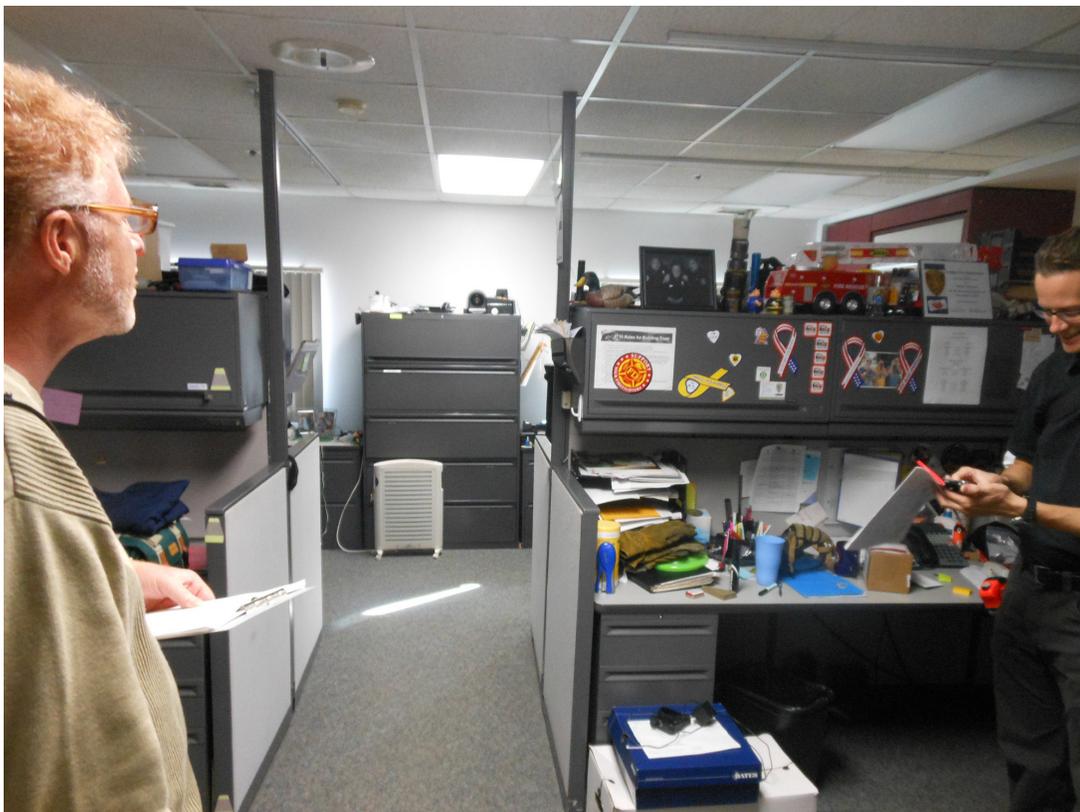
124

Fire Station: Toilet rooms are non-ADA compliant



125

Fire Station: Work, office, living and sleeping space all shared.



126

Fire Station: Work, office, living and sleeping space all shared.



127

Fire Station: Work, office, living and sleeping space all shared.



128

Restroom ADA Non-Compliance: Inadequate accessible clearance at showers, grab bars required



129

Fire Station: Toilet rooms are non-ADA compliant



130

Fire Station: Stair from storage/fitness shared space accesses directly to living space.



131

Fire Station: Apparatus bay exit stair & railing are non-ADA compliant



132

Fire Station: Gear is exposed to exhaust fumes, no CO detector & automatic ventilation system



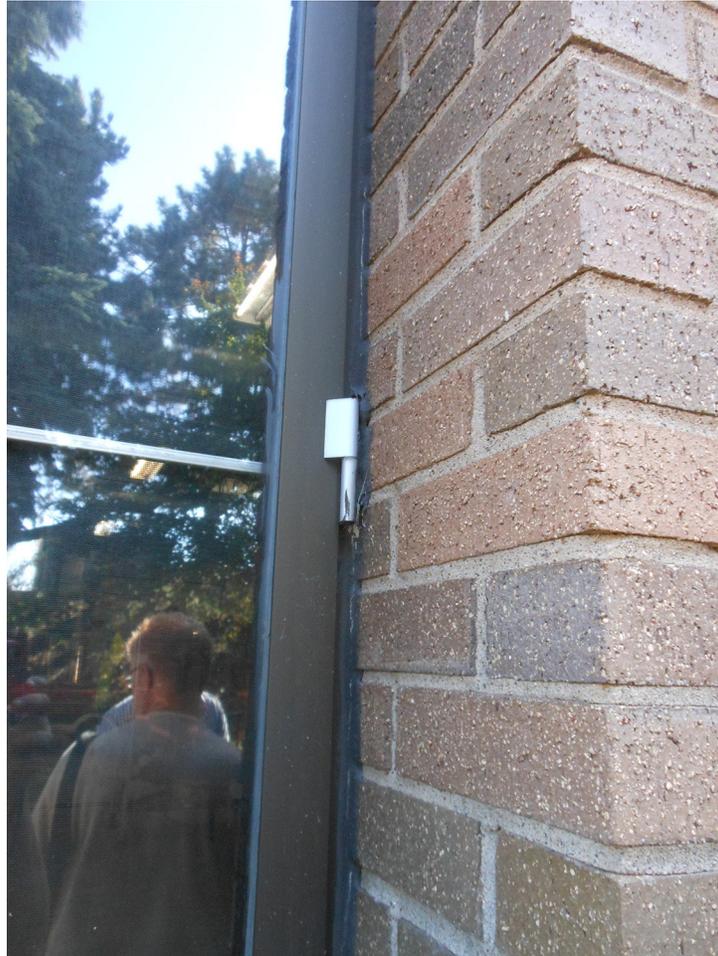
133

Fire Station: Hose tower inadequate ventilation & storage space



134

Fire Station: Inadequate separation of Decontamination Room and Laundry



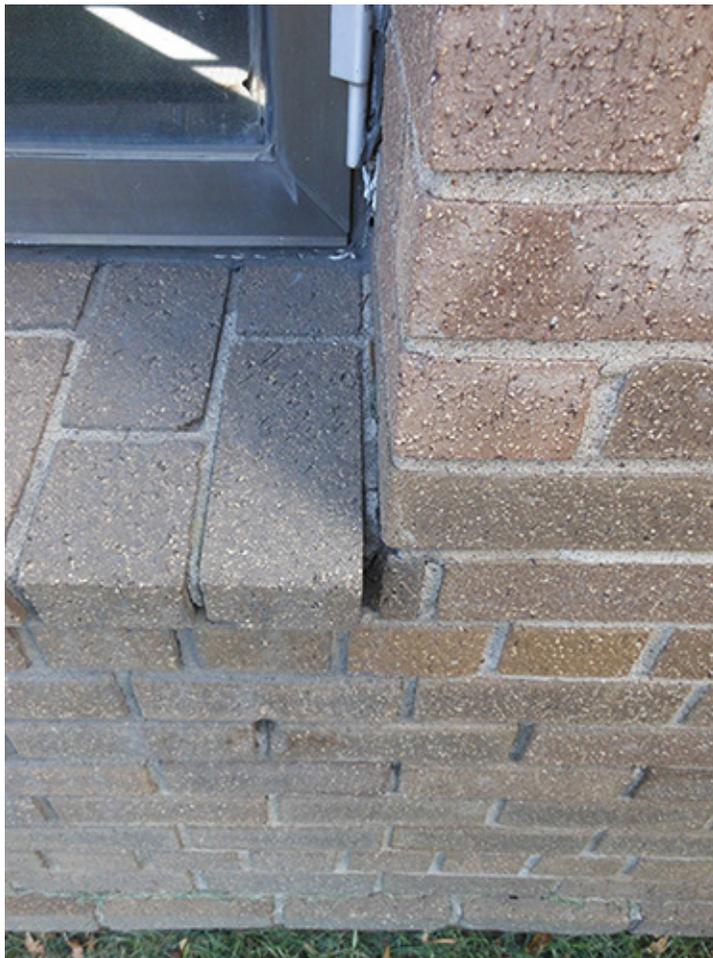
135

Municipal Center: Sealant at exterior windows failing



136

Municipal Center: Sealant at exterior windows failing



137

Municipal Center: Exterior brick sill needs re-tipping



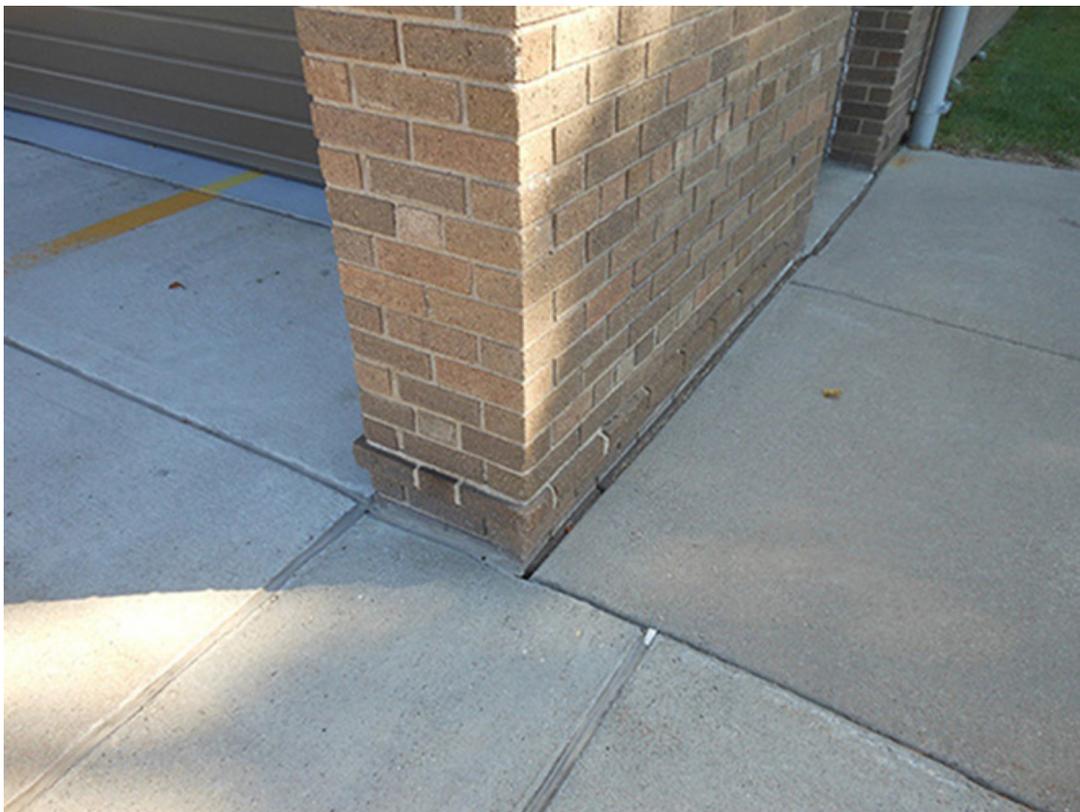
138

Municipal Center: Exterior brick sill needs re-tipping



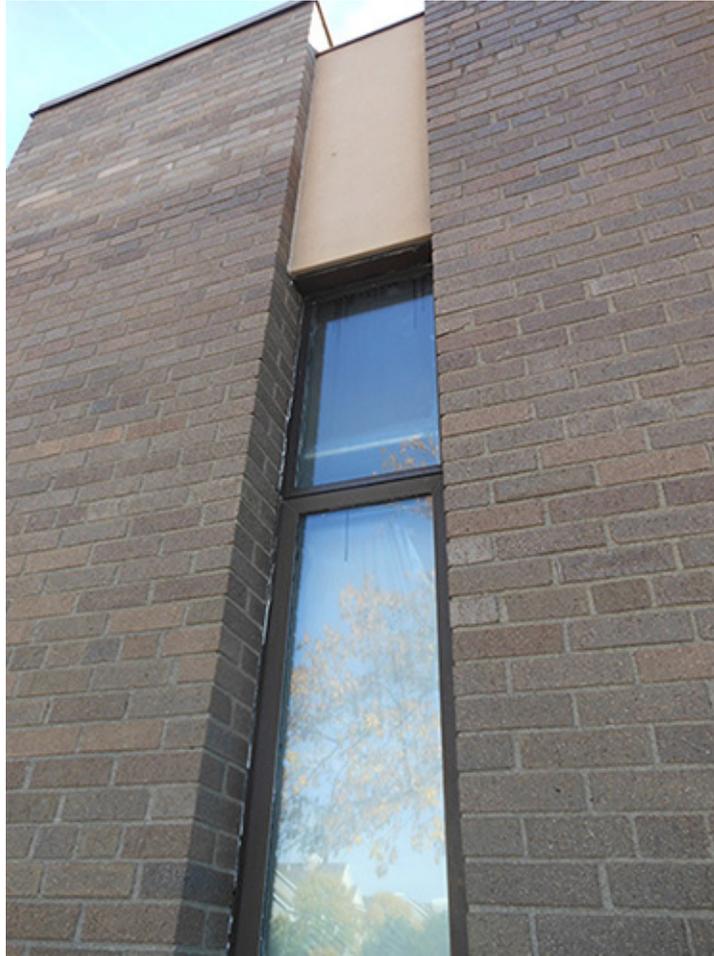
139

Municipal Center: Sealant at exterior door frames is failing



140

Municipal Center: Exterior pavement is uneven, hazardous



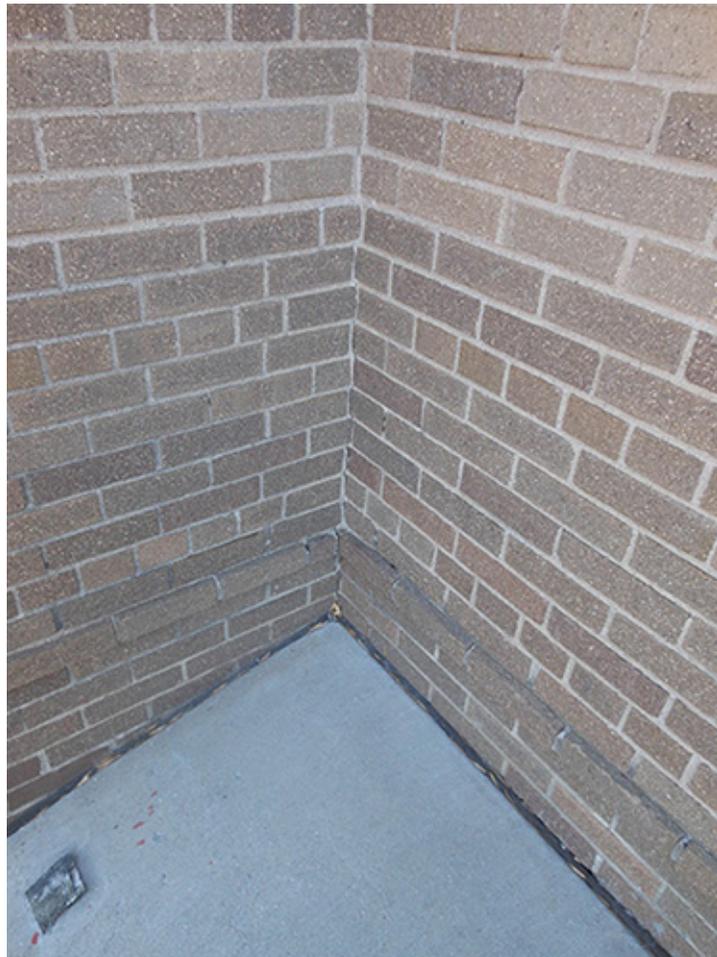
141

Municipal Center: Sealant at exterior window frames needs replacement, brick efflorescence



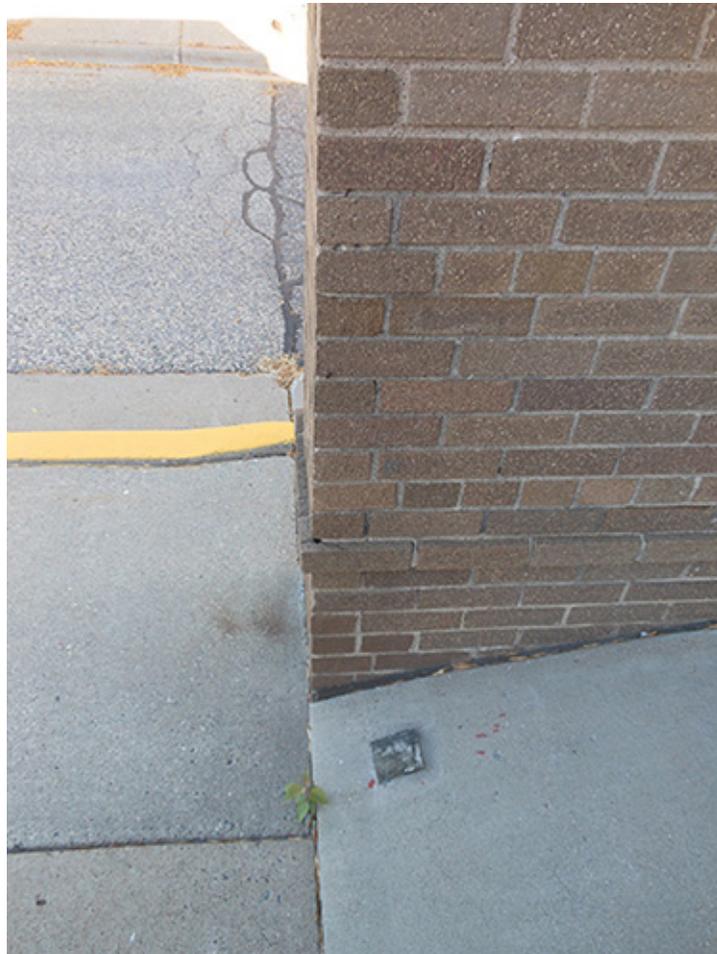
142

Municipal Center: Verify functionality of exterior illumination



143

Municipal Center: Expanded joints at pavement and wall base, water infiltration probable



144

Municipal Center: Expanded joints at pavement and wall base, water infiltration probable



145

Municipal Center Roof: Aged mech. system, with ponding at base



146

Municipal Center Roof: Roof is newer



147

Municipal Center Roof: Ponding occurring



148

Municipal Center Roof: Scuppers in good condition



149

Municipal Center Roof: Exterior skylight canopy



150

Municipal Center Roof: old ballasted membrane roofing w/repaired patching



151

Municipal Center Roof: Stone veneer to higher roof area has cracked sealant



152

Municipal Center Roof: Stone veneer to higher roof area has cracked sealant



153

Municipal Center: Joints/sealants at wall base need replacement



154

Municipal Center Roof: Joints and sealants of lower roof areas need replacement



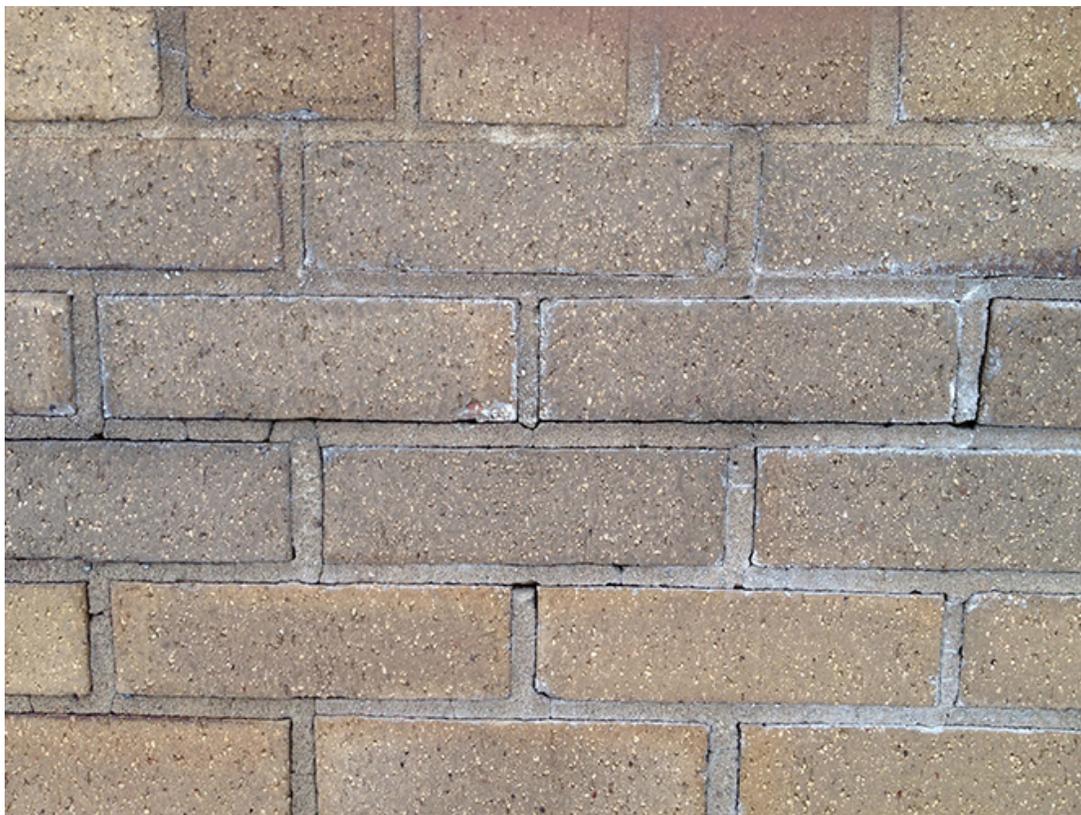
155

Municipal Center Roof: Joints and sealants of lower roof areas need replacement



156

Municipal Center Roof: Joints and sealants of lower roof areas need replacement



157

Municipal Center Roof: Back parapet masonry needs rejointing



158

Municipal Center Roof: Back parapet masonry needs rejointing



159

Fire Station Roof: Aged roof with patches



160

Fire Station Roof: Ponding in areas



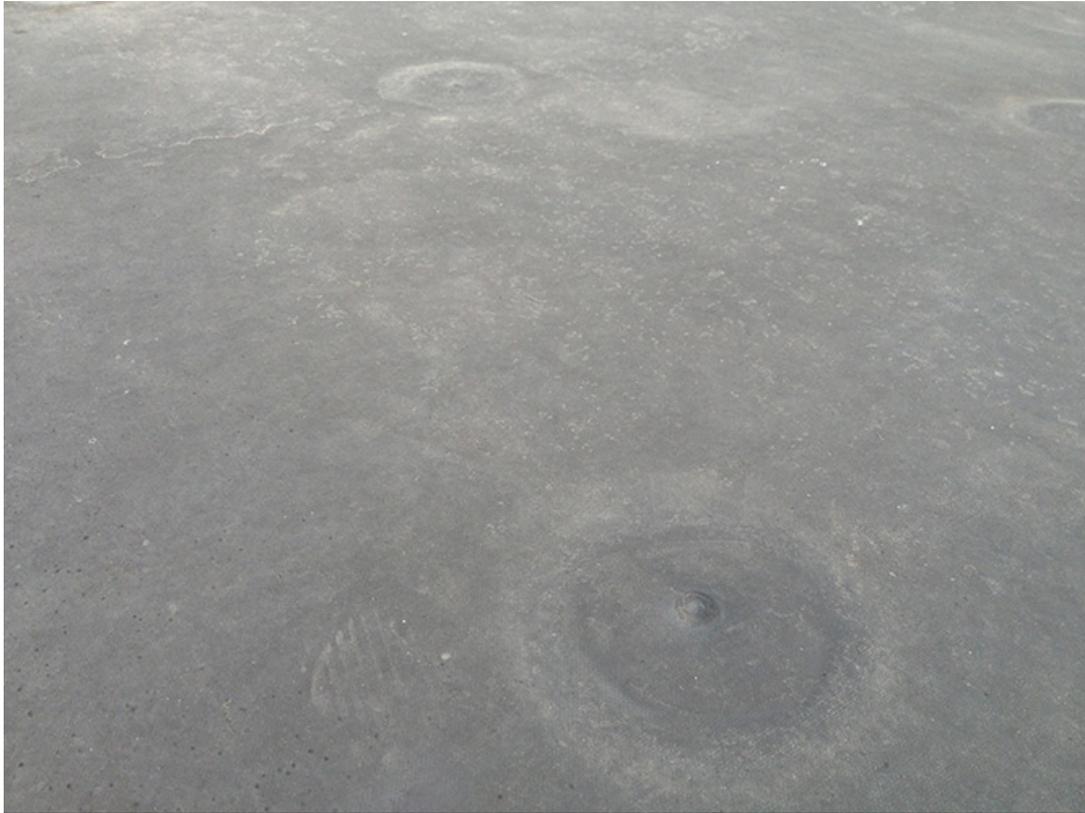
161

Fire Station Roof: Parapet has dents and rust



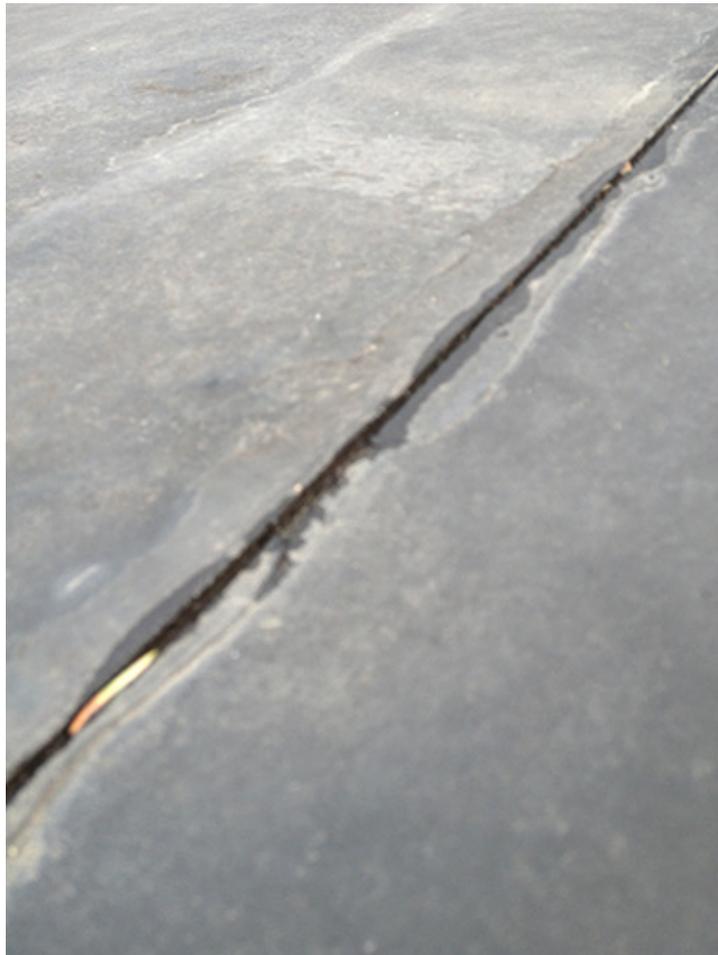
162

Fire Station Roof: Ponding in areas



163

Fire Station Roof: Membrane fasteners have popped, probable leakage



164

Fire Station Roof: Peeling membrane seams



165

Fire Station Roof: Deteriorated OSB protection board at equip.



166

Fire Station Roof: Peeling membrane seams



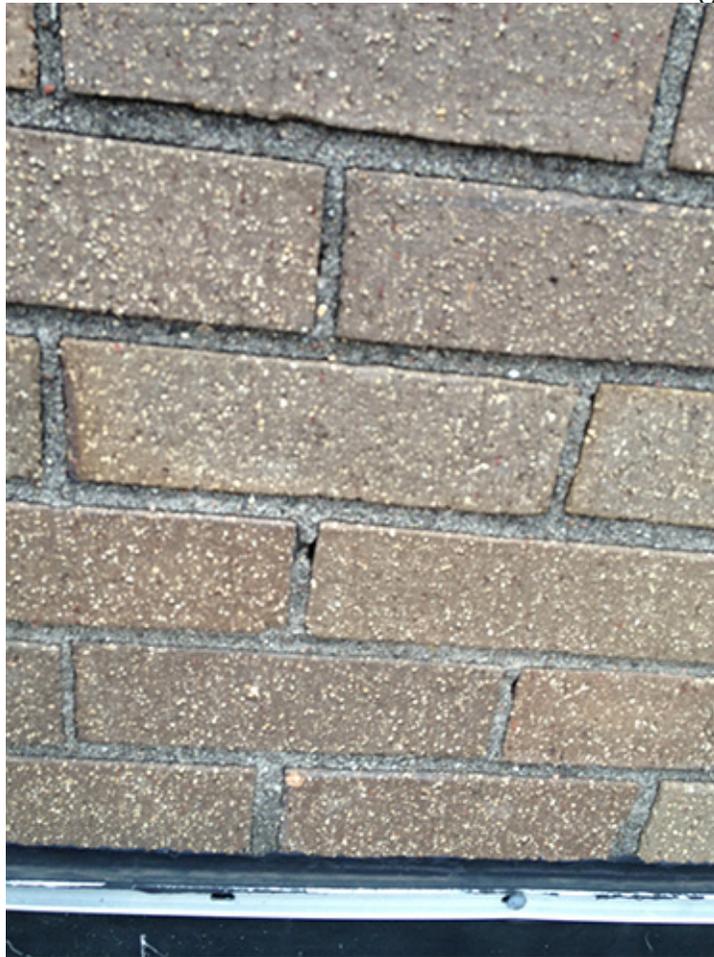
167

Fire Station Roof: Joint sealant at flashing needs replacement



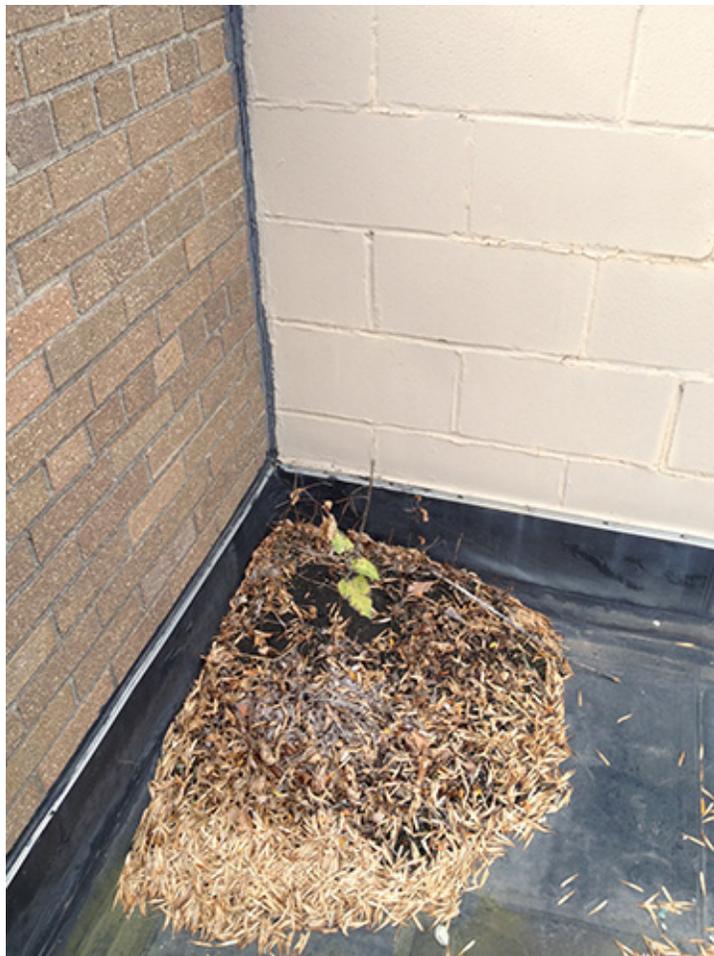
168

Fire Station Roof: Joint sealant at flashing needs replacement



169

Fire Station Roof: Brick masonry at parapet back needs repointing



170

Fire Station Roof: Collection of debris & growing weeds



171

Fire Station: Sealant at parapet corners need replacement



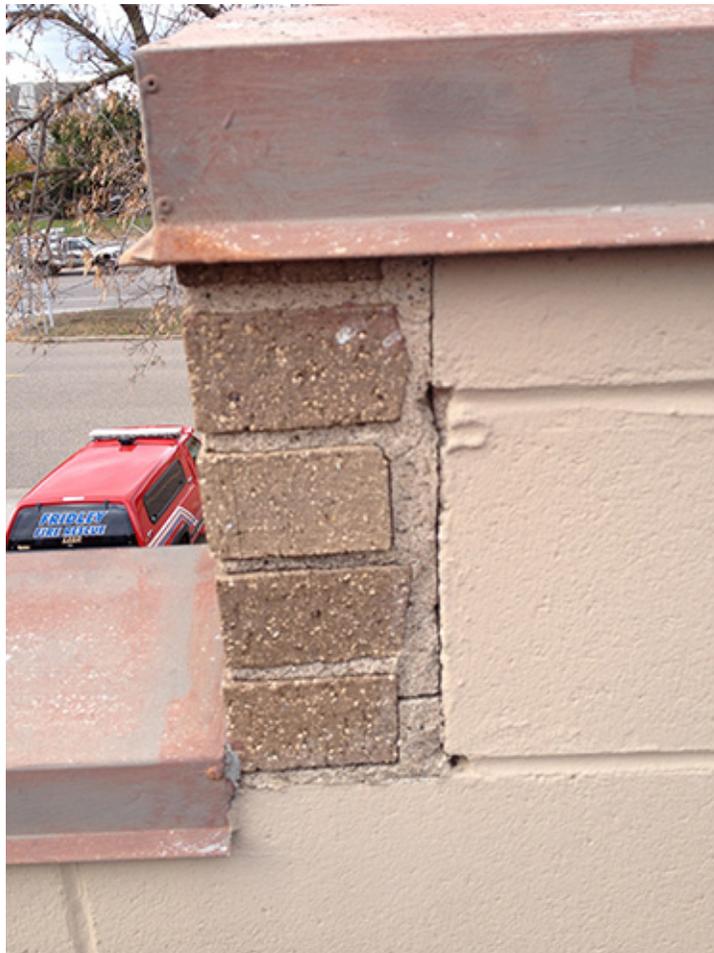
172

Fire Station Roof: Aged and weathered metal coping



173

Fire Station Roof: Damaged and peeling painted CMU



174

Fire Station Roof: Joint sealant at flashing needs replacement



175

Fire Station Roof: Joint sealant at flashing needs replacement



176

Fire Station: Brick at parapet needs re-tipping



177

Fire Station Roof: Damaged and peeling painted CMU



178

Fire Station Roof: Damaged and peeling painted CMU



179

Fire Station Roof: No parapet/coping, allows water to drain down wall face



180

Fire Station Roof: Stucco finish on roof



181

Fire Station Roof: Extensive patching



182

Fire Station Roof: No extension on overflow scupper, water drains down wall face



183

Fire Station Roof: No extension on overflow scupper, water drains down wall face



184

Fire Station Roof: Damaged stucco finish on roof



185

Fire Station Roof: Damaged stucco finish on roof



186

Fire Station Roof: Damaged stucco finish on roof



187

Fire Station: Cracking in EIFS exterior panels.



188

Fire Station: Cracking in EIFS exterior panels.



189

Fire Station: Damaged EIFS exterior panels.



190

Fire Station: Damaged EIFS exterior panels.



191

Fire Station: Exterior pavement settled at wall base, water infiltration probable



192

Fire Station: Punctures in exterior EIFS wall panel, water infiltration probable



193

Fire Station: Joints need replacement at exterior EIFS wall panels



194

Municipal Center: Damaged exterior brick



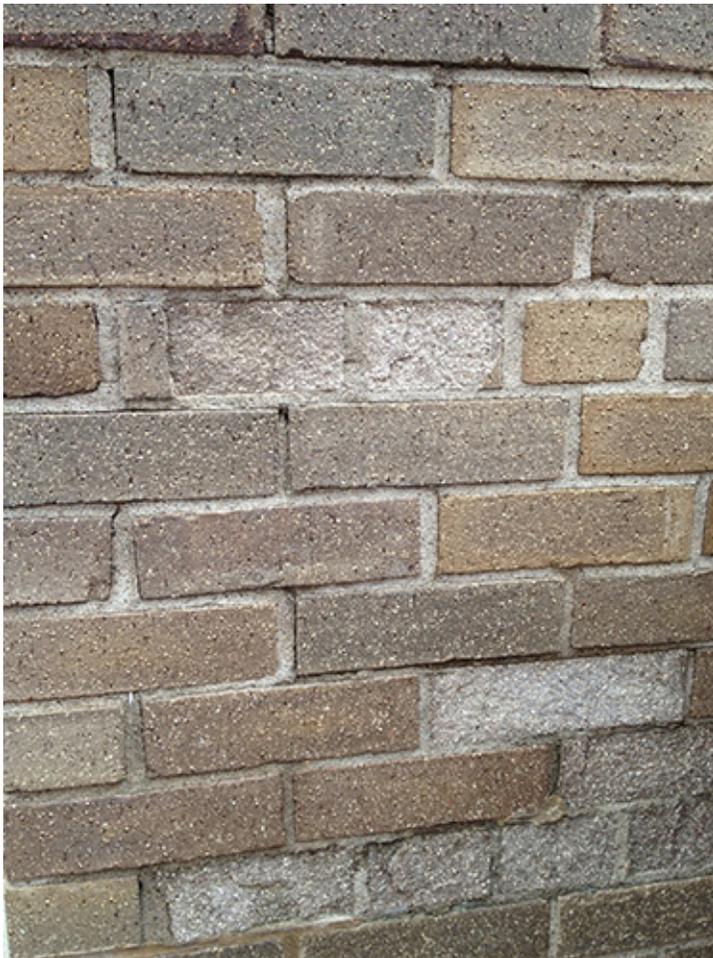
195

Municipal Center: Exterior brick efflorescence and need re-tipping



196

Municipal Center: Exterior brick efflorescence and need re-tipping



197

Municipal Center: Exterior brick and grout deteriorating



198

Municipal Center: Exterior rain leader needs extension downspout to move water away from building



199

Municipal Center: Sealant at exterior window frames needs replacement



200

Municipal Center: Sealant at exterior brick joints need replacement



201

Municipal Center: Sealant at exterior window sills need replacement



202

Municipal Center: Exterior brick damaged/deteriorating



203

Municipal Center: Exterior window frame failing, air infiltration issue



204

Municipal Center: Exterior window frame failing, air infiltration issue



205

Municipal Center: Sealant at window lintel needs replacement



206

Municipal Center: Exterior sealant at facade joints need replacement



207

Municipal Center: Joint sealant at brick facade needs replacement



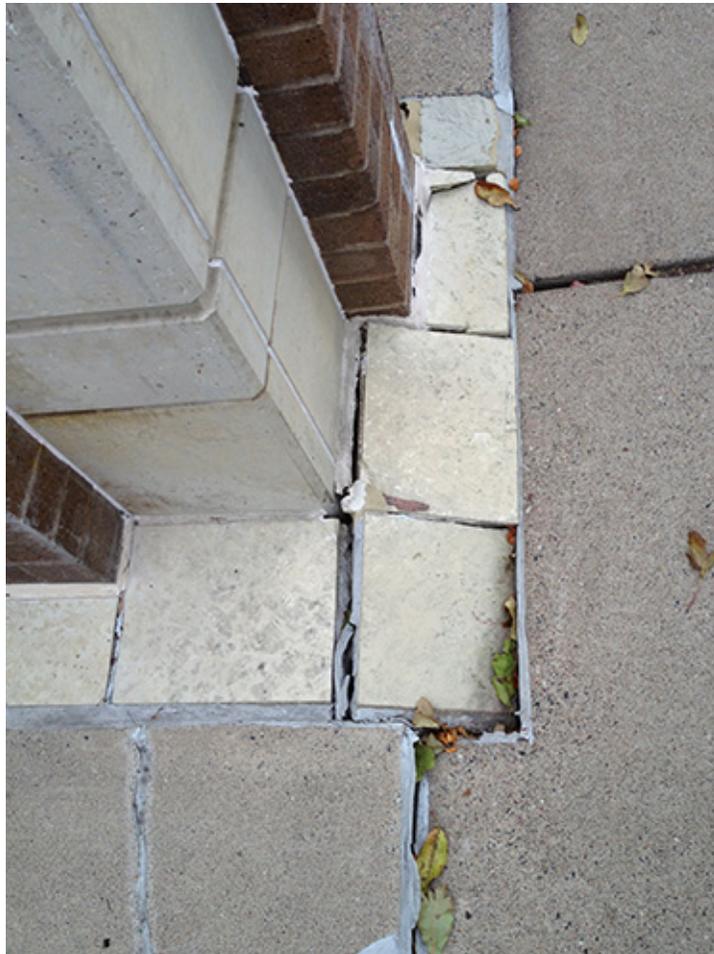
208

Municipal Center: Uneven, settled exterior pavement at column bases



209

Municipal Center Public Entrance: Exterior column entrance brick efflorescence



210

Municipal Center: Uneven, settled exterior pavement at column bases



211

Municipal Center: Deteriorating pavement and base tiles at column bases



212

Municipal Center: Exterior pavement uneven, hazardous



213

Municipal Center: Brick efflorescence at entrance columns



214

Municipal Center: Exterior skylight canopy at public entrance



215

Municipal Center: Damaged masonry at exterior column bases



216

Municipal Center: Sealant needs replacement at window frames



217

Municipal Center: Sealant needs replacement at pavement joints



218

Municipal Center: Corroding steel columns at entrance canopy



219

Municipal Center: Damaged exterior door frame



220

Municipal Center: Threshold rise non-ADA compliant



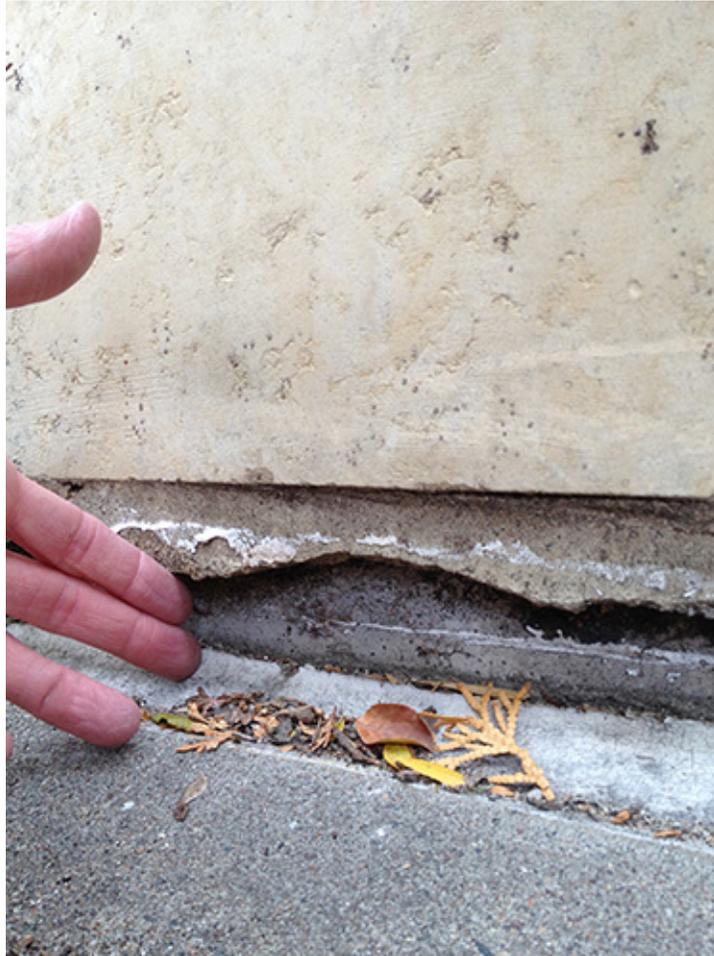
221

Municipal Center: Window assembly damaged



222

Municipal Center: Sealant needs replacement at pavement joints



223

Municipal Center: Settled pavement at wall base, potential water infiltration



224

Municipal Center: Masonry at wall base damaged/deteriorated



225

Municipal Center: Pavement slabs uneven, hazardous



226

Municipal Center: Accessible entry pavement uneven, hazardous



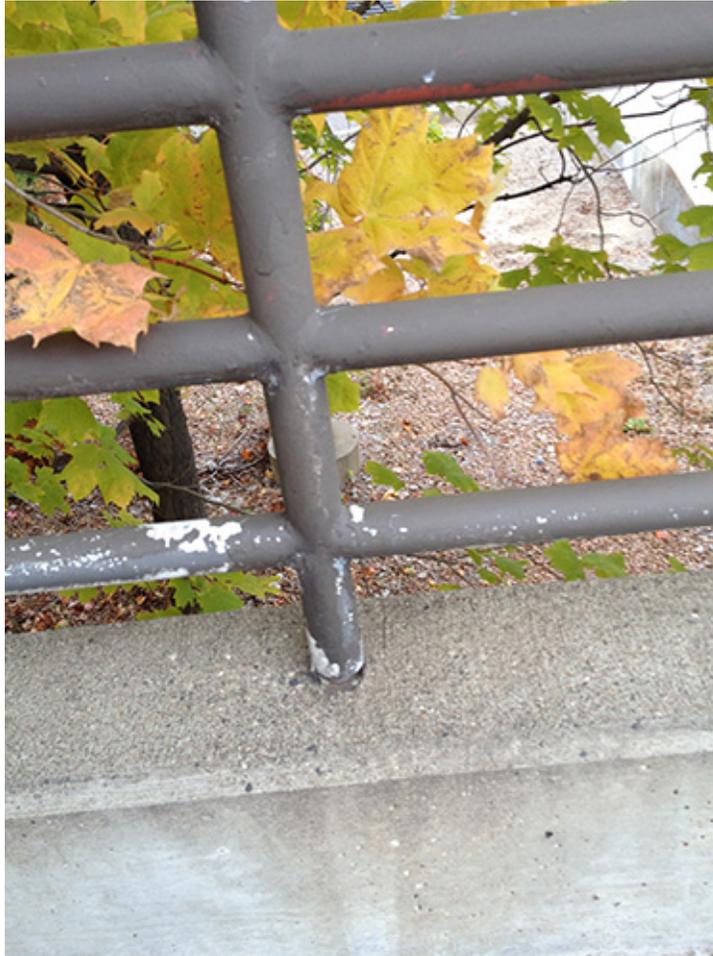
227

Municipal Center: Block facade deteriorating



228

Municipal Center: Sealant at exterior door frame deteriorating



229

Municipal Center: Exterior guardrails, paint peeling



230

Municipal Center: Exterior pavement damaged, hazardous



231

Municipal Center: Exterior pavement cracked and settled



232

Municipal Center: Exterior finish on concrete retaining walls, peeling



233

Municipal Center: Exterior trench drain grate damaged



234

Municipal Center: Exterior water feature, non-functional



235

Municipal Center: Non-ADA compliant handrail



236

Municipal Center: Joints at exterior pavement need replacement



237

Municipal Center: Deteriorated exterior entrance stair



238

Municipal Center: Damaged exterior brick



239

Municipal Center: Non-compliant exterior entrance path to Police Dept.



240

Municipal Center: Non-compliant exterior entrance path to Police Dept.



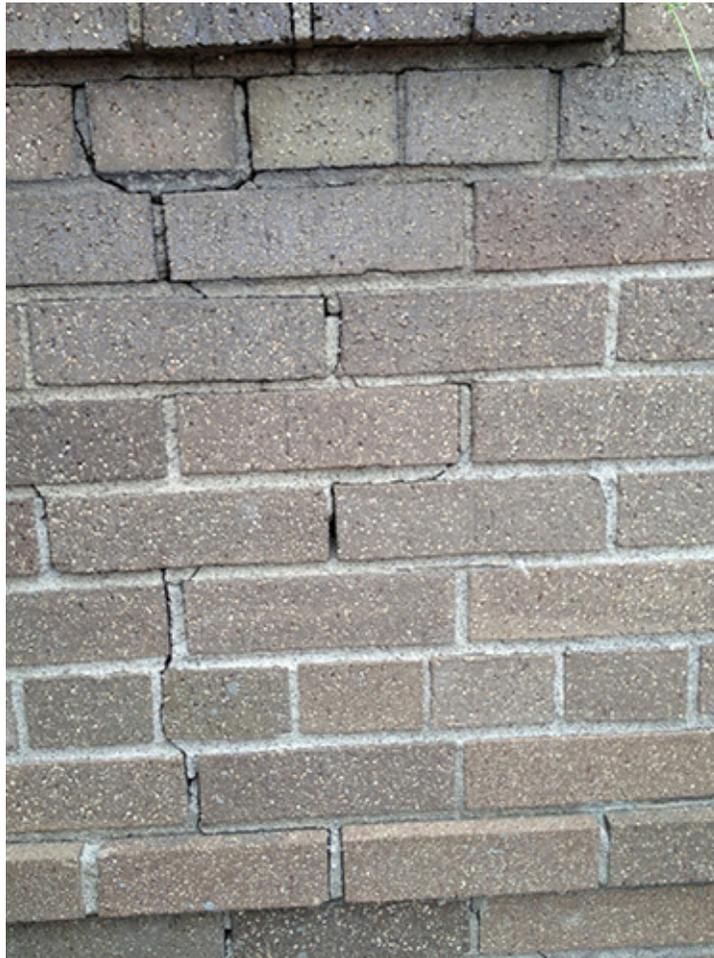
241

Municipal Center: Verify functionality of exterior illumination



242

Municipal Center: Settled pavement at Police Dept. entrance, hazardous



243

Municipal Center: Exterior brick damaged, needs re-tipping



244

Municipal Center: Exterior brick damaged, needs re-tipping



245

Fire Station: Exterior EIFS panel finish deteriorating



246

Fire Station: Exterior EIFS panel damaged



247

Municipal Center: Exterior brick damaged



248

Municipal Center: Exterior drain pipe clogged with debris



249

Municipal Center: Door threshold non-ADA compliant



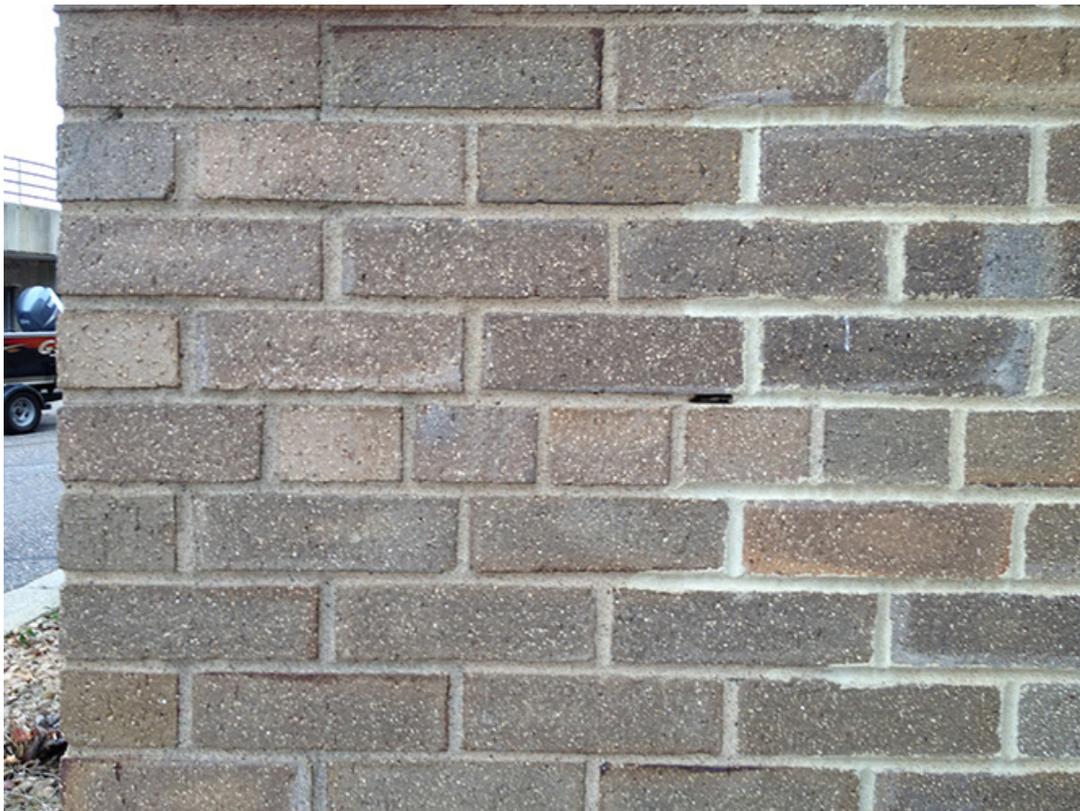
250

Municipal Center: Damaged wall, door stop necessary



251

Municipal Center: Non-ADA compliant clearance at door pull latch side



252

Municipal Center: Exterior brick needs re-tipping



253

Municipal Center: Damaged weather-strip at exterior door



254

Municipal Center: Damaged/deteriorated exterior brick



255

Municipal Center: Non-ADA compliant slope to exterior door



256

Municipal Center: Sealant at pavement and wall needs replacement



257

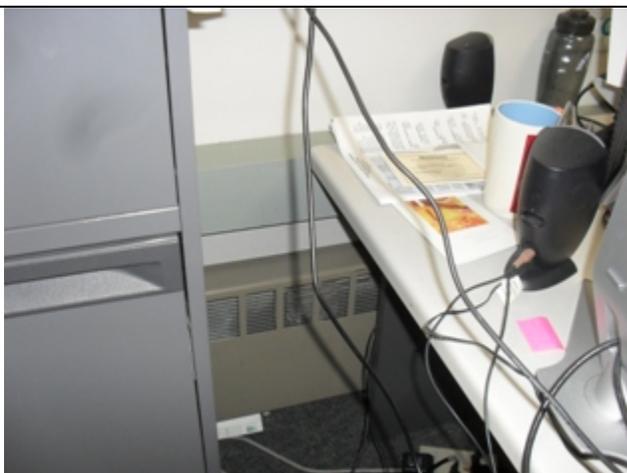
Municipal Center: Neglected landscape



258

Municipal Center: Neglected landscape

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Upper level public restrooms with exposed waste and water piping is not in compliances with the Americans with Disabilities Act.</p>
	<p>Lower level public restrooms. Waste and pipe covers are installed.</p>
	<p>Perimeter fin tube radiator located behind filing cabinet and desk.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Lower level air handling unit. Cooling coil was replaced in 2010.</p>
	<p>Emergency Operations Center furnace unit.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Self contained eye wash located in the lower level mechanical room.</p>
	<p>Hydronic boiler installed in 1988.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
 <p>The photograph shows three vertical heating water pumps mounted on a wall. Each pump has a green motor at the bottom and a white vertical pipe above it. There are several pressure gauges and electrical control boxes associated with the pumps. A horizontal pipe at the bottom is labeled "HEAT WATER SUPPLY".</p>	<p>Heating water pumps supply unit heaters, the lower level air handling unit and the office areas. The air handling unit pump in the center was off.</p>
 <p>The photograph shows a blue pneumatic control system air compressor. It has a large blue cylindrical tank, a yellow compressor head, and a grey motor. There are various pipes, valves, and gauges connected to the system.</p>	<p>Pneumatic control system air compressor. In good operating condition and able to maintain system pressure.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Cabinet unit heater at back police station entry. Cover is rusty.</p>
	<p>Rooftop units installed in 1988.</p>
	<p>Rooftop unit installed in 2011.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
 A photograph showing several outdoor condensing units for computer room air conditioning. The units are mounted on a flat, light-colored roof. One unit in the foreground is a large, white, rectangular box with a brown door. Another unit is a smaller, grey, boxy unit with a white condenser coil. A third unit is a white, cylindrical unit with a condenser coil. Various pipes and electrical conduits are visible connecting the units.	<p>Computer room condensing units.</p>
 A photograph showing the interior of a return duct. The duct is lined with silver, reflective insulation. On the left side, there are several vertical, adjustable turning vanes. The vanes are made of a light-colored material and are currently in a closed position. The duct is clean and well-maintained.	<p>Turning vanes in the return duct to a computer room air-conditioning unit. Very clean.</p>
 A photograph showing two control devices mounted on a brick wall. On the left is a white thermostat with a digital display and several buttons. On the right is a larger, white VVT by-pass controller with a digital display and several buttons. Both devices are mounted on a red brick wall.	<p>Upper floor lobby thermostat and VVT by-pass controller.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Thermostat and humidistat for the lower level air handling unit. Devices located in the police station.</p>
	<p>Upper level rooftop unit pneumatic thermostat.</p>
	<p>Computer room unit controls for temperature and humidity.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
 A photograph showing a pneumatic thermostat (top) and a light switch (bottom) mounted on a light-colored wall. The thermostat is a tan-colored rectangular device with a small label on its right side. The light switch is a standard single-pole switch with a yellow push-button.	<p>Pneumatic thermostat in lower level park and recreation air for rooftop unit.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Lower level furnace unit and dry sprinkler assembly.</p>
	<p>Condenser for the lower level furnace is in very good condition with ample area adjacent to the unit that is free of plantings for good airflow.</p>
	<p>Floor drain adjacent to lower level furnace unit has extensive corrosion. An acid neutralization kit should be installed to treat the condensate from the furnace before it is discharged to the drain.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Shower in the lower level men's locker room.</p>
	<p>Exhaust fan serving the lower level locker rooms. The men's shower is immediately to the left.</p>
	<p>Apparatus Bay makeup air unit.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Rooftop unit on housing side of fire station. Unit has failed and is scheduled for replacement in October 2013.</p>
	<p>Discharge ductwork from makeup air unit serving the Apparatus Bay.</p>
	<p>Infrared heater and overhead exhaust system in the Apparatus Bay.</p>

Appendix A - Mechanical Photo Data Sheets and Comments

Out Building - Gun Range and Vehicle Storage	Conditions/Comments
	<p>Gun range makeup air unit filter intake on the left. Outside air damper on right. Rust and corrosion along right half of the unit.</p>
	<p>Unit heater in vehicle storage building.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>The pad mounted Utility transformer that serves the Municipal Center.</p>
	<p>Utility meter for the Municipal Center located in the lower level main electrical room.</p>
	<p>The 85Kw generator located within the Municipal Center That was converted to natural gas. The age is estimated at over 40 years.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>The 150Kw natural gas generator located on the exterior of the Municipal Center.</p>
	<p>Typical Municipal Center fusible distribution panel located in the lower level main electrical room.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Panel board serving the Council Chambers lighting and A/V equipment.</p>
	<p>Typical lighting in the Municipal Center open office areas. 2 x 4 Fluorescents and fluorescent down lights are shown here.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	Typical fluorescent down light located within the Municipal Center.
	Council Chambers Dias lighting.
	Lutron lighting control and dimming system controlling the Council Chambers lighting.

Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Conference room adjacent to the Council Chambers showing the LED downlights.</p>
	<p>Exterior wall mounted incandescent floodlight utilizing screw in fluorescent lamps.</p>
	<p>The exterior wall mounted HID 'can' down light. All odds these down lights are in poor condition.</p>

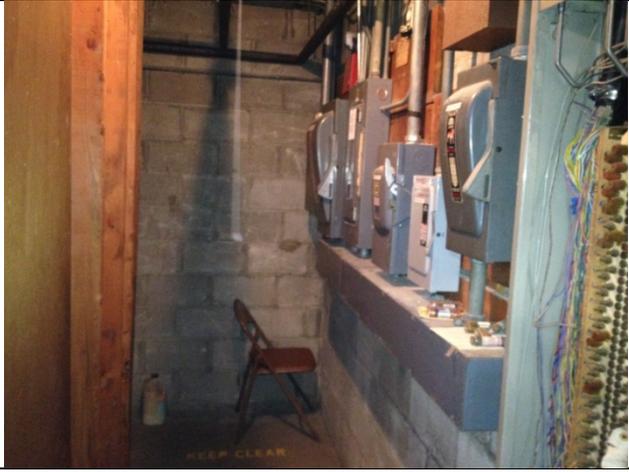
Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
 A photograph showing a ceiling-mounted green 'EXIT' sign and a smoke detector. The sign is illuminated and the smoke detector is visible above it.	<p>Typical life safety emergency exit sign and smoke detector.</p>
 A photograph showing a ceiling-mounted emergency egress lighting unit. The unit is white and has two small lights. A security camera is also visible on the ceiling.	<p>Typical Life Safety emergency egress lighting unit.</p>
 A photograph showing a red fire alarm panel. The panel is mounted on a wall and has a control panel with various buttons and indicators. A label on the panel reads 'SILENT KNIGHT SECURITY GROUP' and 'WARNING'. The panel is labeled '2001'.	<p>Fire alarm panel serving the Municipal Center.</p>

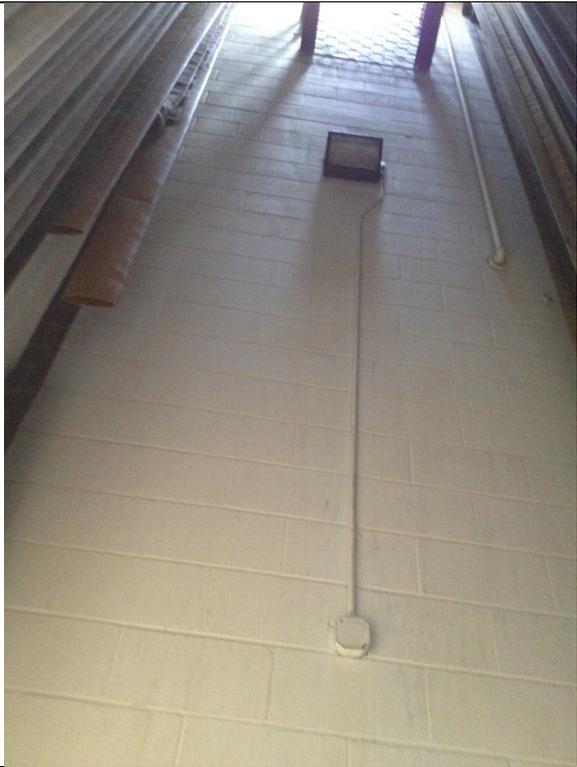
Appendix B - Electrical Photo Data Sheets and Comments

Municipal Center	Conditions/Comments
	<p>Typical smoke detector located in the Municipal Center office area hallway.</p>
	<p>Access control door proximity sensor.</p>
	<p>Fire Station main service disconnect switch located in the lower level electrical closet.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>A closer look at the Fire Station main service disconnect switch located in the lower level electrical closet. Estimated age of the switch is 44 years.</p>
	<p>Photo showing the electrical closet in the lower level of the Fire Station. This room does not comply with code due to not enough clearance in front of the electrical equipment.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Typical panel board in the Apparatus Bay of the Fire Station.</p>
	<p>HID wall pack fixture located in the hose tower of the Fire Station.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Typical fluorescent industrial fixture located in the Apparatus bay of the Fire Station.</p>
	<p>Typical recessed fluorescent fixture in the Apparatus bay of the Fire Station.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Fire Station	Conditions/Comments
	<p>Utility meter serving the Out Building.</p>
	<p>Electrical panel board located in the Out Building vehicle storage area. The panel board is rusting inside and out.</p>

Appendix B - Electrical Photo Data Sheets and Comments

Fire Station

Conditions/Comments



Typical 'old style' 4' fluorescent strip fixture located within the Out Building storage area.

## **6. Facility Space Needs**

**UPPER LEVEL - City of Fridley - Municipal Center & Fire Dept.****Facility Space Needs - Building Program for the years 2016 and 2023**

Area & Quantity	Exist. Total SF	Unit SF	Qty 2016	Total SF 2016	Qty 2023	Total SF 2023
<b>Upper Level Common Spaces</b>						
Lobbies / Public Entrances				1,921		1,921
Lobby Space- Upper Level	935		1	935	1	935
Coat Closet	16		1	16	1	16
Public Restrooms- Upper Level (M/F)	350		1	350	1	350
Private/Employee Restrooms- Upper Level (M/F)	500		1	500	1	500
Elevator- Upper Level	35		1	35	1	35
Entry Vestibule- Upper Level	85		1	85	1	85
Breakrooms / Coffee Stations				1,125		1,125
Breakroom (10 seats)- Upper Level	425		1	425	1	425
Kitchen (Sink/Refrig/Vending/Storage)	600		1	600	1	600
Coffee Station- Upper Level	50		2	100	2	100
Conference Rooms				3,389		3,389
*Rooms denoted below are in addition to the Conf Rooms identified in individual Department summaries						
Small (6 person)	200		2	400	2	400
Medium (8-12 person)	275		2	550	2	550
Large (12-20 person)	364		1	364	1	364
Large Community	1,200		1	1,200	1	1,200
Police / F.D. Training / EOC	875		1	875	1	875
Storage				1,000		1,000
Upper Level	500		2	1,000	2	1,000
Support Spaces				4,318		4,318
Video Control / Media Room	320		1	320	1	320
Council Chambers	1,968		1	1,968	1	1,968
Council Workroom	120		1	120	1	120
Copy/Mail Area- Upper Level	30		2	60	2	60
Janitor Closet- Upper Level	60		1	60	1	60
Exit Stairwell	190		1	190	1	190
Fitness Room	1,000		1	1,000	1	1,000
Common Use City Fitness / Defensive Tactics Mat Training	600		1	600	1	600
Building Common Spaces- Subtotal				11,753		11,753
Circulation Factor - 25%				2,938		2,938
<b>Total SF- Upper Level Common Spaces</b>				<b>14,691</b>		<b>14,691</b>

<b>Departments</b> (see individual Department Summaries for Space Quantities and Sizes)						
Administration	900			1,070		1,100
Finance	2,900			3,023		3,103
Community Development	1,500			1,710		1,710
Parks & Recreation	1,750			1,985		1,985
Engineering	810			830		830
Fire Dept.	9,372			21,270		21,270
<b>Total SF- Departments</b>	<b>17,232</b>			<b>29,888</b>		<b>29,998</b>
<b>Total SF- Upper Level Common Spaces</b>				<b>14,691</b>		<b>14,691</b>
<b>Total Net SF- Upper Level</b>				<b>44,579</b>		<b>44,689</b>
Net to Gross SF Factor (10%)				4,458		4,469
<b>Total Gross SF- Upper Level</b>	<b>26,767</b>			<b>49,037</b>		<b>49,158</b>

**LOWER LEVEL - City of Fridley - Municipal Center****Facility Space Needs - Building Program for the years 2016 and 2023**

Area & Quantity	Exist. Total SF	Unit SF	Qty 2016	Total SF 2016	Qty 2023	Total SF 2023
<b>Lower Level Common Spaces</b>						
Lobbies / Public Entrances				571		571
Lobby Space- Lower Level	400	1	1	400	1	400
Coat Closet	16	1	1	16	1	16
Public Restrooms- Lower Level (M/F)	120	1	1	120	1	120
Elevator- Lower Level	35	1	1	35	1	35
Support Spaces				2,250		2,250
Janitor Closet- Lower Level	60	1	1	60	1	60
Exit Stairwell	190	1	1	190	1	190
Mechanical/Electrical Rooms (omit from circulation factor)	2,000	1	1	2,000	1	2,000
Building Common Spaces- Subtotal				2,821		2,821
Circulation Factor - 25%				205		205
<b>Total SF- Lower Level Common Spaces</b>				<b>3,026</b>		<b>3,026</b>

<b>Departments</b> (see individual Department Summaries for Space Quantities and Sizes)						
Police Dept.	9,465			15,556		15,556
<b>Total SF- Lower Level Common Spaces</b>				<b>3,026</b>		<b>3,026</b>
<b>Total Net SF- Lower Level</b>				<b>18,582</b>		<b>18,582</b>
Net to Gross SF Factor (10%)				1,858		1,858
<b>Total Gross SF- Lower Level</b>	<b>20,208</b>			<b>20,440</b>		<b>20,440</b>

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



Date: 2/1/14

**Administration Department**

Contact: Wally Wysopal & Debbie Dahl

Phone: 763-572-3506 (Wally) Email: Wally.Wysopal@FridleyMN.gov

Phone: 763-572-3507 (Debbie) Email: Deborah.Dahl@FridleyMN.gov

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current Need Qty. 2016	Future Need Qty. 2023	Size W x L	SF. per	Current	Future
								Need 2016 SF.	Need 2023 SF.
<b>Administration</b>									
	City Manager	O	1	1	1	10 x 14	140	140	140
	HR Director	O	1	1	1	10 x 12	120	120	120
	Admin Assistant - FT	C	2	2	2	8 x 8	64	128	128
	Cable TV Admin/Media Specialist - FT	C	1	3	3	8 x 8	64	192	192
	Council Secretary/Temp Intern - PT	WS	3	4	5	4 x 6	24	96	120
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>8</b>	<b>11</b>	<b>12</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>676</b>	<b>700</b>
<b>2 . Support Spaces</b>									
a.	Private Conference Room (3-4 ppl.)		0	1	1	10 x 10	100	100	100
b.	Reception Room for City Manager/HR Director Offices		0	1	1	8 x 10	80	80	80
<b>Total Support Spaces - Usable Square Footage</b>								<b>180</b>	<b>180</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>856</b>	<b>880</b>
Circulation Factor (25%)								214	220
<b>Total with Circulation Factors</b>								<b>1,070</b>	<b>1,100</b>
<b>Grand Total - Planning Square Footage</b>								<b>1,070</b>	<b>1,100</b>

**3 . Equipment**

- a. Video Production Equipment in Video Control Room
- b. Event equipment; stage, backdrop
- c. Secure lateral file cabinets in HR Director Office (4 existing, 10 total required)
- d. Copier/Scanner

**4 . Adjacencies**

- a. Primary Adjacencies: Finance

**5 . Notes**

- a. Primary functions of Administration Dept.: City Manager (Chief Admin Officer), Human Resources, Video Communications/Cable TV
- b. Acoustic partition walls for Video Control Room
- c. Work area required for mailings, packet assembly projects is decreasing
- d. 1-2 visitors/day
- e. Break Room is currently used as additional storage for Event Equipment
- f. Existing space is flexible, new outdoor planters are nice

**6 . Deficiencies**

- a. Additional material storage space, currently using Break Room for space (added above)
- b. Small meeting rooms (added above)
- c. Visitor reception room for City Manager and HR Director Office (added above)
- d. Testing station/Employee Training Room for HR
- e. Additional studio space for existing Video Control Room (added above)
- f. Visitor coat closet in Front Lobby
- g. Additional secure file storage (HR); currently 4 file cabinets, need at least 10 total
- h. Breakroom on both levels, Coffee Station instead of Break Room? (added above)
- i. Insufficient acoustic separation in offices
- j. Ergonomic/adjustable workstations

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



Date: 2/1/14

**Community Development Department**

Contact: Scott Hickok

Phone: 763-572-3590 Email: Scott.Hickok@FridleyMN.gov

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current Need Qty. 2016	Future Need Qty. 2023	Size W x L	SF. per	Current	Future
								Need 2016 SF.	Need 2023 SF.
<b>Community Development</b>									
	Director	O	1	1	1	10 x 12	120	120	120
	Employees - FT	O	1	1	1	10 x 12	120	120	120
	Employees - FT	C	6	6	6	8 x 8	64	384	384
	Employees - PT	C	3	4	4	8 x 8	64	256	256
	Seasonal Intern	WS	1	2	2	4 x 6	24	48	48
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>12</b>	<b>14</b>	<b>14</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>928</b>	<b>928</b>
<b>2 . Support Spaces</b>									
a.	Front Service Desk		1	1	1	16 x 13	208	208	208
b.	Review/Display Room (Paul's Table)		1	1	1	10 x 16	160	160	160
c.	Storage Room		1	2	2	10 x 14	140	280	280
<b>Total Support Spaces - Usable Square Footage</b>								<b>648</b>	<b>648</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>1,576</b>	<b>1,576</b>
Circulation Factor (25%)								394	394
<b>Total with Circulation Factors</b>								<b>1,970</b>	<b>1,970</b>
<b>Grand Total - Planning Square Footage</b>								<b>1,970</b>	<b>1,970</b>
<b>3 . Equipment</b>									
a.	Printers (personal, shared, common)								
b.	Computer desktop stations/Laptops								
c.	File Cabinets (30 ft.), Bookshelves								
d.	Plan review tables								
e.	Whiteboard, Smartboard								
f.	Paper files, display boards, books, 10x10 tent								
<b>4 . Adjacencies</b>									
a.	Primary Adjacencies: ALL; Finance, Administration, Engineering, Police, Fire, Parks & Rec								
<b>5 . Vehicles</b>									
a.	Storage (3 cars, 2 trucks)								
<b>6 . Notes</b>									
a.	Primary functions of Community Development Dept.: Customer Service for Planning, Building, Housing, Inspection, Code Enforcement								
b.	70 customers/day, 1-2 Planning Meetings/day								
c.	Add computer & printer at Front Service Desk								
d.	Employees would like adjustable workstations; ability to sit or stand								
<b>7 . Deficiencies</b>									
a.	Insufficient air quality / temperature consistency (employees run space heaters at desks)- upgrade HVAC								
b.	Insufficient overhead lighting in lobby, hallways								
c.	Old parking lot, exterior sidewalks & plaza need upgrading								
d.	Technology - outdated computer desktops & system								
e.	Building entry is outdated, unwelcoming								
f.	Insufficient space for meetings								

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



Date: 2/1/14

**Engineering Department**

Contact: Jim Kosluchar

Phone: 763-238-8047 Email: Jim.Kosluchar@FridleyMN.gov

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current Need Qty. 2016	Future Need Qty. 2023	Size W x L	SF. per	Current	Future
								Need 2016 SF.	Need 2023 SF.
<b>Engineering</b>									
	Engineering Director	O	1	1	1	10 x 12	120	120	120
	Engineers - FT	C	6	6	6	8 x 8	64	384	384
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>7</b>	<b>7</b>	<b>7</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>504</b>	<b>504</b>
<b>2 . Support Spaces</b>									
a.	Layout/Workspace		0	1	1	10 x 16	160	160	160
<b>Total Support Spaces - Usable Square Footage</b>								<b>160</b>	<b>160</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>664</b>	<b>664</b>
Circulation Factor (25%)								166	166
<b>Total with Circulation Factors</b>								<b>830</b>	<b>830</b>
<b>Grand Total - Planning Square Footage</b>								<b>830</b>	<b>830</b>
<b>3 . Equipment</b>									
a.	Printer/copier for Engineering Office								
<b>4 . Adjacencies</b>									
a.	Primary Adjacency: Public Works								
b.	Secondary Adjacencies: Community Development, Finance								
<b>5 . Notes</b>									
a.	Primary functions of Engineering/Public Works Dept.: Provide effective and efficient design, construction, operation and maintenance of the City's infrastructure								
b.	Department divided into 6 divisions: Engineering/Municipal, Park Maintenance, Street Maintenance, Sewer/Storm Water, Water, Garage								
c.	8-10 public visitors/day, serviced by Engineering								
d.	Engineering Open Office: used for plan review, printing, staff collaboration								
<b>6 . Deficiencies</b>									
a.	Office Space: uncentralized meeting spaces, not enough work space, need display space for current projects								

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



Date: 2/1/14

**Finance Department**

Contact: Darin Nelson

Phone: 763-572-3520 Email: Darin.Nelson@FridleyMN.gov

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current Need Qty. 2016	Future Need Qty. 2023	Size W x L	SF. per	Current	Future
								Need 2016 SF.	Need 2023 SF.
<b>Finance</b>									
	Supervisor	O	1	5	5	10 x 12	120	600	600
	Employees - FT	C	10	6	7	8 x 8	64	384	448
	Employees - PT	C	4	4	4	8 x 8	64	256	256
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>15</b>	<b>15</b>	<b>16</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>1,240</b>	<b>1,304</b>
<b>2 . Support Spaces</b>									
a.	Main Reception Counter		1	1	1	25 x 11	275	275	275
b.	IT Repair Bench		1	1	1	13 x 14	182	182	182
c.	Equipment Storage		1	1	1	19 x 11	209	209	209
d.	IT Server Room		1	1	1	14 x 16	224	224	224
e.	Central Records Room		1	1	1	12 x 24	288	288	288
<b>Total Support Spaces - Usable Square Footage</b>								<b>1,178</b>	<b>1,178</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>2,418</b>	<b>2,482</b>
Circulation Factor (25%)								605	621
<b>Total with Circulation Factors</b>								<b>3,023</b>	<b>3,103</b>
<b>Grand Total - Planning Square Footage</b>								<b>3,023</b>	<b>3,103</b>
<b>3 . Equipment</b>									
a.	Copier/printer/scanner								
b.	Document prep items								
<b>4 . Adjacencies</b>									
a.	Primary Adjacencies: Human Resources								
<b>5 . Notes</b>									
a.	Primary functions of Finance Dept.: processing, utility billing, accounts payable, payroll, IT, customer service, city clerk/records/elections, municipal liquor, drop box								
b.	About 12 customers/day come to customer service desk								
c.	Existing Central Records room will be obsolete in 3-5 years								
d.	All department personnel are located in same area, allows for efficient contact								
e.	Public records would like public info kiosks								
f.	Employees would like adjustable workstations; ability to sit or stand, updated office furniture								
g.	Update of the front office & signage is needed for aesthetics and signage/directional clarity								
h.	South entry at Municipal Center is more aesthetic and welcoming, ideas for updating the current Front Office								
i.	Move recreation to Main Level with a customer service rep (?)								
<b>6 . Deficiencies</b>									
a.	IT Server Room needs more efficient AC, update to open ceiling per cable access								
b.	Lack of loading dock/delivery room for deliveries								
c.	Finance has limited sight line to building entry								
d.	Employees have a lot of equipment on their desks; either a consolidation of equipment or larger workstations are needed								
e.	Irregular temperature fluctuations with HVAC, breakroom air outtaking into IT space								
f.	Staging/work area/inventory/IT storage is inadequate								
g.	Lack of desk space to review plans (assessing)								

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



**Parks & Recreation Department**

Contact: Jack Kirk

Phone: 763-572-3575 Email: Jack.Kirk@FridleyMN.gov

Date: 2/1/14

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current Need Qty. 2016	Future Need Qty. 2023	Size W x L	SF. per	Current	Future
								Need 2016 SF.	Need 2023 SF.
<b>Parks and Recreation</b>									
	Director	O	1	1	1	10 x 12	120	120	120
	Program Supervisor	C	2	2	2	8 x 8	64	128	128
	Office Coordinator	C	1	1	1	8 x 8	64	64	64
	Seasonal/Intern - PT	WS	2	2	2	4 x 6	24	48	48
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>6</b>	<b>6</b>	<b>6</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>360</b>	<b>360</b>

<b>2 . Support Spaces</b>									
a.	Service Counter		1	1	1	8 x 12	96	96	96
b.	Meeting Room		1	1	1	12 x 14	168	168	168
c.	Work Area		1	1	1	10 x 16	160	160	160
d.	Staging Area (shared w/ voter prep)		0	1	1	20 x 30	600	600	600
e.	Storage Room		1	2	2	10 x 15	150	300	300
<b>Total Support Spaces - Usable Square Footage</b>								<b>1,324</b>	<b>1,324</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>1,684</b>	<b>1,684</b>
Circulation Factor (25%)								421	421
<b>Total with Circulation Factors</b>								<b>2,105</b>	<b>2,105</b>
<b>Grand Total - Planning Square Footage</b>								<b>2,105</b>	<b>2,105</b>

- 3 . Equipment**
- a. Copier/printer/scanner
  - b. Marketing materials, office equipment
  - c. Program equipment

- 4 . Adjacencies**
- a. Primary Adjacencies: Human Resources, Finance, IT
  - b. Secondary Adjacencies: Police, Fire, Cable TV, Engineering, Public Works, Park Maintenance

- 5 . Vehicles**
- a. Vehicles - 3 cars in City Hall ramp

- 6 . Notes**
- a. Primary functions of Parks & Rec Dept.: Recreation program planning, communication/planning with other departments
  - b. Program equipment requires storage near dept for staff access (sports equip, craft supplies, special event, PA systems)
  - c. Need additional 300SF storage space near with exterior access to load program items to vehicles
  - d. External facilities operating unders Parks & Rec: Springbrook Nature Center & Fridley Community Center
  - e. 1-2 meetings/day with staff/committees
  - f. Program equipment supplies require storage near dept (sports equip, craft supplies, special event, PA systems)
  - g. Large registration window to accommodate visitors, add 'Parks & Rec. Display Board for public

- 7 . Deficiencies**
- a. Additional secured storage room/space with low level shelving, adequate lighting & ventilation
  - b. ADA compliant registration window
  - c. Smart Board in conference room
  - d. Adequate lighting in hallway/office area
  - e. Public signage to identify registration window
  - f. Aging condition of registration counter/ create vestibule & remove middle desk section
  - g. Limited rack storage

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



Date: 2/1/14

**Fire Department**

Contact: John Berg

Phone: 763-572-3610 Email: John.Berg@FridleyMN.gov

1 . Staff	Reference Names	O* C*	Existing	Current	Future	Size W x L	SF. per	Current	Future
			Qty. 2013	Need Qty. 2016	Need Qty. 2023			Need SF. 2016	Need SF. 2023
<b>Fire Department</b>									
	Fire Chief	O	1	1	1	10 x 14	140	140	140
	Fire Marshal/Captains/Operations - FT	O	3	4	4	10 x 12	120	480	480
	Officers/Captains - FT	C	3	3	3	8 x 8	64	192	192
	Inspections Admin Assistant - PT	C	1	1	1	8 x 8	64	64	64
	Fire Inspector - PT	C	1	0	0	8 x 8	64	0	0
	Firefighters - On Call		27	34	40				
** O=Office C=Cube WS=Workstation									
	<b>Staff Totals</b>		<b>36</b>	<b>43</b>	<b>49</b>				
	<b>Total Staff Spaces - Usable Square Footage</b>							<b>876</b>	<b>876</b>

2 . Support Spaces									
a.	Watch Desk (3-4ppl.)		1	1	1	10 x 12	120	120	120
b.	Visitor Public Space		0	1	1	10 x 15	150	150	150
c.	Training Room (25 ppl) - see Common Spaces on Main Summary		1	2	2	0	0	0	0
d.	Office Storage Area (records, equip)		0	1	1	10 x 12	120	120	120
e.	File/Copy Room		0	1	1	10 x 12	120	120	120
f.	Kitchen w/ Dining Room (5-6 ppl)		1	1	1	20 x 25	500	500	500
g.	Sleeping Rooms (separate M/F) 6-8ppl		1	3	3	12.5 x 19.5	610	1,830	1,830
h.	Locker Room (Male)		1	1	1	30 x 30	900	900	900
i.	Locker Room (Female)		0	1	1	10 x 30	300	300	300
j.	Men's Toilet/Shower		1	1	1	20 x 25	500	500	500
k.	Women's Toilet/Shower		0	1	1	11 x 30	330	330	330
l.	Storage Room (secured)		1	1	1	10 x 15	150	150	150
m.	Day Room / Living Space		0	1	1	15 x 20	300	300	300
	<b>Total Support Spaces - Usable Square Footage</b>							<b>5,320</b>	<b>5,320</b>
	<b>Total Staff/Support Spaces - Usable Square Footage</b>							<b>6,196</b>	<b>6,196</b>
	Circulation Factor (25%)							1,549	1,549
	<b>Total with Circulation Factors</b>							<b>7,745</b>	<b>7,745</b>
n.	Maintenance Shop		1	1	1	10 x 15	150	150	150
o.	Laundry Room & Turnout Gear		1	1	1	20 x 30	600	600	600
p.	Decontamination Wash Room		0	1	1	10 x 12	120	120	120
q.	Hose Tower		1	1	1	20 x 8	400	400	400
r.	Breathing Apparatus Room		0	1	1	10 x 25	250	250	250
s.	Apparatus Bays - vehicles/trailers		5	6	6	22 x 90	1,980	11,880	11,880
t.	Apparatus Bay Storage Area		0	1	1	10 x 25	125	125	125
	<b>Grand Total - Planning Square Footage</b>							<b>21,270</b>	<b>21,270</b>

**3 . Equipment**  
a. General Office: copier/printer, computers, TV monitors, office supplies, records, fire prevention materials

**4 . Adjacencies**  
a. Primary Adjacency: Police Dept.  
b. Secondary Adjacencies: Public Works, Engineering, Community Development, Administration, HR, Finance, Parks & Rec

**5 . Notes**  
a. Primary functions of Fire Dept.: Provide emergency response for; fires, medical emergencies, specialized rescue and releases of hazardous materials to the City. Department is dispatched by Anoka County  
b. Fire Dept. & Police Dept. coordinate joint response to large scale incidents  
c. Watch Desk: computer(s) with 4 TV & weather monitors  
d. Laundry Room: area for laundry washer, dryer and clotheslines, personal shower, & cabinets for clean clothing & supplies  
e. Decontamination Room: \*\*needs to be separated from Laundry Room (currently is not)  
f. Personnel Clothing Closet: 40-50 firefighting suits, 5-6 water rescue suits  
g. Hose Tower: stores fire hose and has racks for drying, requires ventilation

- h. Breathing Apparatus Room: stores breathing air compressor, compressor supplies, bench for training & medical supplies
- i. Storage Room adjacent to the Maintenance Room for tables/chairs, etc.
- j. Training Room: (Large Room, shared with Anoka County for 2-3 meeting/year, weekly fire training twice a week, constant disruptions per location move to back of Office area
- k. Apparatus Bay: need to be tall enough to tilt cabs & raise aerial ladder (for 1 bay), requires ventilation  
vehicle storage: Haz Mat truck w/trailer, aerial ladder truck, engine truck, rescue trucks (2), staff vehicles (2), trailers (3)  
material storage: maintenance/cleaning/garden/automotive items, fire extinguisher, medical supplies
- l. Secured Basement Storage Room: paper, fire prevention materials, kitchen supplies, training equip., uniforms, evidence
- m. Parking for 15-20 staff

## **6 . Deficiencies**

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- a. Poor public access to dept, needs to be separated from office area
- b. Secured entrance from public; prefer a common entrance for all departments
- c. Facility security, no doors lock, Admin. Has only key to front door
- d. No visitor parking (3 spaces preferred)
- e. Facility office & living space is not separated (NEEDS to be)
- f. Poor insulation, temperature control, water temperature & natural lighting
- g. Poor electrical output and wireless/communication connections
- h. Circulation to Office must go through Training & Dining Rooms
- i. Training Room too small
- j. Watch desk too small, expand for 3 additional people
- k. Sleeping rooms & showers are not gender specific
- l. Poor garage ventilation, no exhaust outlets
- m. Fitness Center in horrible condition
- n. No garage space for trailers & Haz Mat truck
- o. Driveway is not big enough to park trucks without entering traffic lanes
- p. Roof leaks
- q. Need separated inspection personnel room
- r. Need: additional storage
- s. Need: ADA compliance

**City of Fridley**  
**Department Space Needs Summary**

HAGEN, CHRISTENSEN & MCILWAIN

ARCHITECTS



**Police Department**

Contact: Don Abbott

Phone: 763-572-3625 Email: Don.Abbott@FridleyMN.gov

Date: 2/1/14

1 . Staff	Reference Names	O* C*	Existing Qty. 2013	Current	Future	Size W x L	SF. per	Current	Future
				Need	Need			Need	Need
			Qty.	Qty.	Qty.			2016	2023
								SF.	SF.
<b>Police Department</b>									
Chief		O	1	1	1	10 x 14	140	140	140
Captains/Lieutenant/Sergeant/Admin	Bob Rewitzer	O	5	6	6	10 x 12	120	720	720
Sergeants		O	3	3	3	10 x 12	120	360	360
Visiting Detective		O	1	1	1	10 x 12	120	120	120
"Guy in the Middle of the Room"	Detective Lt.	O	1	1	1	10 x 12	120	120	120
Detectives		C	8	8	8	8 x 8	64	512	512
Police Techs		C	7	7	7	8 x 8	64	448	448
Patrol Officers (22 empl.- shared cubes)		WS	12	12	12	4 x 6	24	288	288
CSO		WS	4	5	6	10 x 15	150	750	900
Reserve Officers (18-26 empl. + storage)		WS	2	2	2	10 x 15	150	300	300
** O=Office C=Cube WS=Workstation									
<b>Staff Totals</b>			<b>44</b>	<b>46</b>	<b>47</b>				
<b>Total Staff Spaces - Usable Square Footage</b>								<b>3,758</b>	<b>3,908</b>
<b>2 . Support Spaces</b>									
a.	Service Desk		1	1	1	10 x 12	120	120	120
b.	Armory		1	1	1	13 x 20	260	260	260
c.	Breakroom		1	1	1	20 x 25	500	500	500
d.	Interview Room (witness)		1	2	2	8 x 10	80	160	160
e.	Interview Room (suspect)		1	2	2	8 x 10	80	160	160
f.	Roll Call Room		1	1	1	20 x 25	500	500	500
g.	Secure Equipment Storage		1	1	1	10 x 15	150	150	150
h.	Secure Property Storage (exterior access (bikes))		1	1	1	10 x 15	150	150	150
i.	Secure Document Storage		1	1	1	10 x 15	150	150	150
j.	Secure Materials Storage (w/separate flammable storage)		1	1	1	10 x 15	150	150	150
k.	Evidence Processing		0	1	1	12 x 20	240	240	240
l.	Evidence Storage (w/separate flammable storage)		1	1	1	15 x 20	300	300	300
m.	Short-term Evidence Storage		0	1	1	7 x 20	140	140	140
n.	Abandoned Property Storage (multiple locations)		2	1	1	15 x 15	225	225	225
o.	Small Detective Conference Room		1	1	1	10 x 12	120	120	120
p.	Collaborative Detective Workspace		0	1	1	10 x 15	150	150	150
q.	Additional Small Meeting Rooms		0	2	2	10 x 12	120	240	240
r.	Juvenile Holding Room		1	1	1	10 x 18	180	180	180
s.	Juvenile Booking Room		1	1	1	10 x 15	150	150	150
t.	Juvenile Holding Cells (M+F)		2	2	2	10 x 15	150	300	300
u.	Adult Holding Room		1	2	2	10 x 18	180	360	360
v.	Adult Booking Room		1	1	1	10 x 15	150	150	150
w.	Adult Holding Cells (M+F)		2	2	2	10 x 15	150	300	300
x.	Holding Restroom (M/F/Unisex)		1	1	1	10 x 8	80	80	80
y.	Staff Restrooms (separate M/F)		1	2	2	13 x 22	286	572	572
z.	Mens Staff Locker Room		1	1	1	30 x 35	1050	1050	1050
aa.	Womens Staff Locker Room		1	1	1	7 x 22	154	154	154
bb.	Mens Civilian Locker Room		0	1	1	30 x 15	450	450	450
cc.	Womens Civilian Locker Room		0	1	1	7 x 22	154	154	154
dd.	Coat Closet		0	1	1	3 x 8	24	24	24
ee.	Coffee/Soda Station		0	1	1	4 x 8	32	32	32
ff.	Kennel Space (2 canines)		0	2	2	8 x 8	64	128	128
gg.	Kennel Run		0	1	1	4x16	64	64	64
hh.	Sally Port		1	2	2	17 x 27	459	918	918
ii.	Copy / Work Room		0	1	1	9x20	180	180	180
jj.	Dedicated Administrative Storage (current in EOC)		0	1	1	3x10	30	30	30
kk.	25 yard, indoor shooting range with rifle capability		0	0	1	25x100	2500	0	2500
ll.	EOC Room - see Common Spaces on Main Summary		0	1	1	0	0	0	0
<b>Total Support Spaces - Usable Square Footage</b>								<b>8,991</b>	<b>11,491</b>
<b>Total Staff/Support Spaces - Usable Square Footage</b>								<b>12,749</b>	<b>15,399</b>
Circulation Factor (25%)								3,187	3,850
<b>Total with Circulation Factors</b>								<b>15,936</b>	<b>19,249</b>
<b>Grand Total - Planning Square Footage</b>								<b>15,936</b>	<b>19,249</b>

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**3 . Equipment**

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- a. Printer/copier
- b. PC's/laptops/phones
- c. Firearms (storage/maintenance/training)

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**4 . Adjacencies**

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- a. Primary Adjacency: Fire Dept., Public Works
- b. Secondary Adjacencies: Finance, IT, Public Works
- c. Interdepartmental Adjacencies: (1) Service Window/HR/Admin/Special Projects/Detective Unit, (2) Captain/Patrol Staff  
(3) Booking Staff/Prisoners/Holding Rooms

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**5 . Police Specialties**

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- a. Gun Range
- b. Canine Training Facility (at Public Works)

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**6 . Vehicles**

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- a. 25 patrol vehicles (heated garage)
- b. 1 ATV (heated garage)
- c. Exterior Employee Parking (9 spaces currently), expand to 25 spaces

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**7 . Notes**

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- a. Primary functions of Police Dept.: Provide police and emergency management services to the City
- b. Open office area used for: Admin support, HR, special projects, volunteer coordination
- c. 50 visitors/day to Dept.
- d. Parking required for 30 Employees, 10 visitors, Handicap parking, delivery parking
- e. Service Window used for: police records and walk-up reports
- f. Booking Staff located in front of office, offices and meeting rooms in the back of office
- g. Secure Materials Storage w/separate Flammable/Explosive Storage: Uniforms, carseats, bike helmets, Oxygen cylinders, Fire Extinguishers, Chemical Weapc
- h. Secure Equipment Storage (power req'd): chargeable gear, flashlights, emergency signage, firearms, ammunition
- i. Secure Document Storage: Public Access Forms, Office Supplies, Crime Prevention Materials
- j. Evidence Storage w/separate Flammable/Explosive Storage
- k. Constant City employee traffic through PD to access city storage located behind PD (extremely disruptive & impeding federal privacy laws)

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**8 . Deficiencies**

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- a. No acoustic barriers in walls -- Extremely necessary for confidentiality issues!
- b. Not enough work space, not enough storage space
- c. Workstations space too loud, lack of privacy
- d. Adjacencies of dept are not efficient, Ex: booking staff are not adjacent to prisoners, captain is not adjacent to patrol
- e. Department Security- Federal Standards becoming stricter- need to limit City employees physical access to PD
- f. Need to move City Storage to another location to stop City employee traffic through PD
- g. Need separate printer/copier for confidentiality -- currently sharing with the City
- h. Preferred consolidation of Forfeited Vehicle Storage with Public Works for optimal efficiency and security
- i. Lockers need to be separated from Restrooms and need to increase in size

## **7. User Group Programming Questionnaires**



Hagen, Christensen & McIlwain  
Architects

Memorandum

**Date: September 24, 2013**

**Re: City of Fridley – City Hall and Public Works  
Department Leader Program Questionnaire**

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

**Name of Department or Organization:**

**City Manager's Office**

Wally Wysopal - City Manager - 763-572-3506

wally.wysopal@fridleymn.gov

**Human Resources**

Debbie Dahl - Director of Human Resources - 763-572-3507

deborah.dahl@fridleymn.gov

**Primary function of your Department:**

- (Source: City Charter) City Manager - The City Manager is the Chief Administrative Officer of the City and is empowered and obligated to perform and enforce the provisions of the Charter of the City and all the laws, ordinances and resolutions of the City. The subordinate officers of the City and its employees are obligated to carry out and perform the duties and functions of their office or employment, including the enforcement of the Charter and all laws, ordinances and resolutions of the City where appropriate to the duties and functions of their office or employment, or as may be assigned or delegated to them.
- Communications/Cable TV - Provide video and photo coverage and communications support for Council and Commission meetings, informational programs and Newsletter.
- Human Resources: Support other departments in hiring, developing, and managing workforce needs and concerns, administer and track compensation and benefits packages, oversee safety compliance, lead labor negotiations efforts, events, recognition, etc.

**Relationship to other Departments:**

**What primary adjacencies are required to other departments required?** City Manager's Office and Human Resources office together. Joint projects, information and collaborations are shared.

What secondary adjacencies are desired?

Close proximity to Front Customer Service to serve or entertain dignitaries, visitors, interview candidates, vendors, etc.

What other departments are you in contact with at part of the function of your department?

All departments

**Staffing:**

**City Manager's Office**

City Manager (full-time)

Administrative Assistant to the City Manager (full-time)

Council Secretaries (two - very part-time - 10 hours per month)

Cable TV Administrator (full-time)

Cable TV - Temporary Intern (part-time - 10-15 hours per week)

Proposed one additional communications specialist to be added in 2014 (1/2 time)

*CITY CLERK . (MOVED HERE)*

**Human Resources Department**

Human Resources Director (full-time)

Human Resources Administrative Assistant (full-time)

**Current:**

**City Wide**

How many full time year round employees? 135

How many part time or seasonal workers? 150-200 (seasonal/temporary)

How many shifts/staff per shift?

General office - Mon.-Fri., 8-4:30 p.m.(70)

Public Works - Mon.-Fri. 7:00-3:00 p.m. (30 people)

Police Admin - General office hours (10 people)

Police - 24 hours day/7 days/week - 12 hour shifts (4-6 per shift)

Fire Admin - General office hours (6 people)

Fire Duty Crews - 24 hours/day/7days/week - 24 hours shifts (2 per shift)

Election Judges - 100 (1-2 days every other year)

**City Manager's Office**

How many full time year round employees? 6

How many part time or seasonal workers? 3-4

How many shifts/staff per shift?

General office - Mon.-Fri., 8-4:30 p.m. (5)

Council Secretaries - 1-2 evenings per month (during Council Meetings)

Cable TV Administrator - various hours - Mon.-Sat. day or evening (field work) *HALF TIME*

Cable TV Intern (temporary) afternoon and evening hours (field work)

**2016 (3 Year Projection):**

What do you anticipate your staffing to be in 2016 (3 years)? (Static - No more than 1-2 people increase in City Manager, Cable and HR - total)

**2023 (10 Year Projection):**

What do you anticipate your staffing to be in 2023 (10 years)? (Static)

**Interior Work environments:****Office Areas –****What is accomplished in those areas?**

Typical office - data entry, word processing, phone coverage, project management

Cable TV - computer editing equipment, photography, videography, studio work –

How many staff require private offices? ~~2~~

CABLE OFFICE IN TV CABLE AREA .

How many staff utilize open office stations? 3

How many staff could share offices/open office stations? 2 (cable tv)

How many staff do not need office space? 0

ACOUSTIC SEPARATION .

**Common/Staff areas****What types of common areas are required i.e. locker rooms, showers, breakrooms etc.?**

Conference room

Currently - kitchenette (not essential)

Events - Council Chambers, front lobby, Conference Room A (next to Council Chambers)

Council Work Room (off Council Chambers)

Video Control Room - Off Council Chambers — EXPAND .

Event storage closet

**Shop/Work Areas –****What is accomplished in those areas?**

Council work room - joint office and storage area for Council Items (rarely used) (NOT NECESSARY).

Video and cable editing equipment

General office

Storage for video production equipment, cables, shelving, lighting, records

**What type of shop or work environment is required?**

Cable TV require some shop work (limited) to assemble, perform light repairs, etc.

Work area for packet assembly, projects, mailings, etc.

**How much/what type of equipment is utilized?**

Basic computer/desk stations.

Video cameras, studio lights, computers, editing equipment, sound equipment, etc.

**Vehicle/Equipment Storage Areas**

What type of vehicles/equipment are to be stored inside? (How many?) None

**Materials Storage Area**

What materials are required to be stored? (how much?)

Confidential paper documents stored in lateral files - currently 4 (need at least 10 that are secured and locked)

CONFIDENTIAL FILES IN HR DIR OFFICE  
PAPER BACK UP .

Storage for studio and video equipment, video tape library, cords, lights, projectors, backdrops, etc.

Event material storage (2 closets) - BETTER LOCATED  
NEAR BREAK ROOM .

COFFEE STATION

Storage for excess office supplies (need 2-3 additional laterals or closets)

**Other Work Areas**

A studio is constructed in the Council Chambers to videotape shows. The stage is assembled and torn down for each show (includes backdrops, sets, etc.)

A separate filming studio and/or sound room is ideal for production work, voice-overs, close to the control room.

City Council should have a common work space or small location to store a few items, mail, refrigerator, etc. (ideal)

**Site Criteria:**

What type and how many visitors access the site and how often? 5-10 per week

Site access importance/routes? Preference? Somewhat close to front desk location.

Required on-site parking, for whom, how long, how many? 7-10

On site storage of materials, types/quantities/etc? Cable equipment (large closet), special event supplies (closet).

On site storage of vehicles/equipment, types/quantity/etc? No City vehicles issued, none needed

**Existing Facilities/Operations Review:**

**What are the strengths of your existing facility/operations... what works best?**

- a) Close to University Ave.
- b) Meeting rooms are flexible.
- c) Outdoor planters are nice.
- d) Proximity to front customer service.
- e) Large office space that is shared for video staff

**What are the weakness of your existing facility/operations...what does not work?**

- a) Closed offices are not sound-proof and allow sound and noise to infiltrate or escape.
- b) More natural light, lighter color scheme for work spaces, storage, flooring, walls, cube panels.
- c) Professional display areas for employee notices, materials, and general information (in HR, in break rooms.)
- d) Common areas for employees that have flexibility for meetings and events, storage, divided rooms, easily set up and torn down, closets for coats, kitchen preparation areas that are functional, sanitary, easy to use, extra refrigeration.
- e) Flexible work stations that are either mobile, can change heights and locations, etc. Standing stations seem to be of interest.
- f) More electrical outlets in offices to accommodate modern needs (computers, monitor, speakers, task lighting, printers, extra outlets for other equipment, etc.).
- g) Conference rooms equipped with modern conference meeting technology, phone, speaker phone, wi-fi, projection equipment, lighting, room darkening abilities, etc.
- h) A small visitor reception area in HR and/or City Manager's office would be nice to have visitor or candidates wait for interviews where it is welcoming, quiet, where they are not within ear-shot or view of the administrative staff's work station, desk or phone activity.
- i) Meeting room tables and chairs need to be lighter, comfortable, and cleaner and more professional.
- j) Lack of adequate space for smaller confidential meetings
- k) Updated modern projection equipment for training and interviews (skype, audio conferencing)
- l) Editing software requires sound-proof room to not affect or be heard by co-workers
- m) Signage (inside and outside) is confusing.

- n) Building and grounds surveillance would be nice to have.
- o) The front lobby becomes a dumping ground that is not organized and unsafe when there are displays, drop offs for community (Toys for Tots, food shelf, etc.)
- p) Carpet is worn and tattered in some areas.
- q) Heating and air conditioning is always a problem throughout the entire building year-round.
- r) Have a nice patio area for employees to sit outside during breaks that is partially covered and attractive
- s) There is not a unified look to the building/office decor or different work group.
- t) Artwork in lobby and in conference rooms to include a community display area to feature the community, projects, employees, historical photos, achievements, events, etc
- u) Restrooms are looking old and tired. Employee restrooms take on different looks and storage is a need in the women's restrooms, however, are evolving into personalized spaces.
- \* v) Employee break rooms on both levels would be ideal.
- w) Since scanning is becoming a larger need, it would be nice to have a scanning station within the department or very close by.
- x) Copying is still very necessary and should be close by for admin staff.
- y) Add a couple of small meeting rooms for employees/supervisors to meet confidentially.
- z) Offices along windows have trouble staying cool/hot and the shading options are difficult for some staff.

**What would you change about your facility?**

- a. Add training facility or accommodations
- b. Add Studio space for cable tv operations
- c. Testing station for Human Resources
- d. Reception area for City Manager's Office and HR
- e. Add a small meeting room near public reception area that offers some privacy
- f. Security for Council ? (No glass walls?)
- g. Panic alarms that are functional (for Council and staff)
- h. Front counters have jail-like bars that are not attractive after-hours.
- i. Front counters are not accessible to shorter people or compliant with ADA.

**Neighborhood Issues/Perceptions:****Do any of your operations need to be visible/accessible to the public?**

- a. The view from outside-in is limited.

- b. Council Chambers need to be void of natural light for filming.
- c. Proximity to parking lot and front door/services is a very long distance.
- d. Court-yard is not ADA accessible and unsightly.
- e. Fire Department and wellness room are Not ADA accessible.
- f. No smoking in common areas should be enforced.
- g. Should the facility be available for public meetings and events outside of staff? If so, a facilities supervisor should be included.

**How has the neighborhood reacted to your operations?**

Visitors seem to be impressed with the facility and Council chambers.

**Have there been reoccurring issues that the neighbors have brought up?**

Not aware of anything, except for poor parking and current condition of the ramp.

**What kind of interface do you want with the neighborhood?**

Open, inviting, functional, multi-use space

School District holds their board meetings in the Council Chambers.

**What type of problems has your operation had with the neighborhood?**

Youth use the sidewalks and plaza for skateboarding (destructive)

Next door employees use the parking lot as a smoking lounge.

**Any Other Comments:**

- a) The canopy outside is a hazard with ice and melting snow. Visitors and staff are at-risk of ice falling overhead.
- b) Remove trip hazards exist throughout the parking lot, sidewalks, building.
- c) Off-site storage of documents is not well-functioning, safe, nor easily accessed (personnel records).
- d) Stair ways and hallways are not lit very well or have motion detectors, which need to be reviewed for OSHA compliance.
- e) Bike racks should be available.
- f) Water filtration and drink system at sinks versus purchased water coolers would be good. The City's hard water does a number on the sinks and countertops, so any kind of water softening solution would help.
- g) We are missing an opportunity to celebrate the City's traditions, history and its people.



While we don't have a common formal library or records room, it would be nice to have a place dedicated to the history of the City or to regularly display the City's past, future, etc. The History Center down the street is nice, but if there is room or location here to host some history or proud moments, people, facts that could change and be kept fresh, it would enhance the pride, and the connection with the City.

h) With the aging of the facility and the lack of resources, employees have lost their pride in the building, their spaces and common areas. Have a refreshed, clean and updated look will go a long way to improving morale and productivity.



i) If a wellness/fitness room is a priority or continues, it needs to be accessible, attractive and inviting for all employees, have proper equipment, lighting, heating/ventilation, showers and changing facilities, etc.

j) Improve security/access to various areas of the building (Finance store room, HR Records, maintenance rooms, etc.)

k) Though very hard to eliminate, the local youth use the area to skateboard on the stairs, railing and park area.

l) Would be ideal to have a gathering place for the community (park-like setting that is accessible, displays pride, inviting, flexible for a variety of events, etc.)

m) Parking needs to be well-lit (both levels), easy to enter and navigate, proper handicap parking, etc.

n) Storage for maintenance equipment (snow shovels, snow throwers, salt, trimmers, etc.) near the front of the building that is easily accessed and near the front of the building.

o) A front door delivery area for packages and boxes. The other delivery location is unstaffed, and difficult for vendors to wait.

- RETURN BY EIGHTH OF OCTOBER -



HAGEN, CHRISTENSEN & MCILWAIN ARCHITECTS

MEMORANDUM

Date: September 24, 2013

Re: City of Fridley - City Hall and Public Works Department Leader Program Questionnaire

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

Name of Department or Organization:

Contact Person/Telephone/email SCOTT HICKOK

Primary function of your Department:

TO PROVIDE: PLANNING, BUILDING INSPECTION, RENTAL HOUSING INSPECTION, HOUSING SERVICES

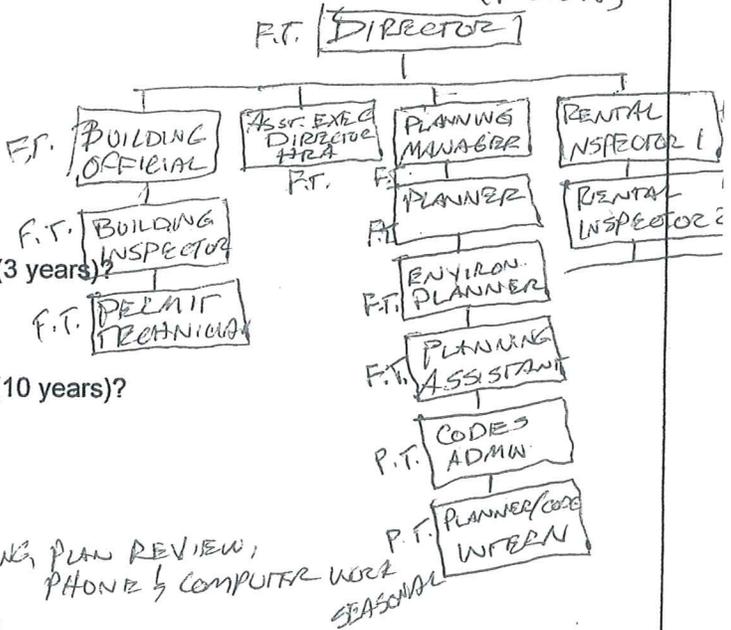
Relationship to other Departments:

What primary adjacencies are required to other departments required? (why?) ENGINEERING, FINANCE ADMINISTRATION  
What secondary adjacencies are desired? (why?) POLICE, FIRE, PARK & RECREATION  
What other departments are you in contact with at part of the function of your department? ALL

Staffing: (Provide an org chart if available to determine number of employees and breakdown) (BELOW)

Current:

How many full time year round employees? 8  
How many part time or seasonal workers? 5  
How many shifts/staff per shift? 1



2016 (3 Year Projection):

What do you anticipate your staffing to be in 2016 (3 years)? + 1 SEASONAL

2023 (10 Year Projection):

What do you anticipate your staffing to be in 2023 (10 years)? SAME AS IN 3 YEARS

Interior Work environments:

Office Areas -

What is accomplished in those areas? PLANNING, PLAN REVIEW, PHONE & COMPUTER WORK  
How many staff require private offices? 2  
How many staff utilize open office stations? 11  
How many staff could share offices/open office stations? 2 INTERNS  
How many staff do not need office space? 0

Have there been reoccurring issues that the neighbors have brought up?

*APPEARANCE OF PARKING AREA, SIGNAGE*

What kind of interface do you want with the neighborhood?

*MORE WELCOMING AND A BETTER REPRESENTATION*

What type of problems has your operation had with the neighborhood? *OF GOOD ARCHITECTURE  
IN LANDSCAPE*

**Any Other Comments:**



Hagen, Christensen & McIlwain  
Architects

Memorandum

**Date:** September 24, 2013

**Re:** City of Fridley – City Hall and Public Works  
Department Leader Program Questionnaire

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

**Name of Department or Organization:** Finance Department

Darin Nelson, Finance Director - 763-572-3520 – Darin.Nelson@FridleyMN.gov

**Primary function of your Department:**

Primary functions of the Finance Department are to provide internal support to other departments, including payroll, accounts payable, & budget. Other functions include utility billing, assessing, city clerk/records/elections and I.T. LIQUOR STORE / MUNICIPAL (2)

**Relationship to other Departments:**

**What primary adjacencies are required to other departments required? (why?)**

Having a majority of city departments at the municipal center provides quick and easy access to other individuals and vice versa. It is important that Finance have access to Human Resources so that payroll and HR can easily and efficiently coordinate activities.

**What secondary adjacencies are desired? (why?)**

**What other departments are you in contact with at part of the function of your department?**

Finance provides internal support to all other departments.

**Staffing:** (Provide an org chart if available to determine number of employees and breakdown)

**Current:**

How many full time year round employees? 12 ||

How many part time or seasonal workers? 4 part-time employees

How many shifts/staff per shift? N/A

MAY MIGRATE TO  
1 FULL PART-TIME

**2016 (3 Year Projection):**

**What do you anticipate your staffing to be in 2016 (3 years)?**

In three years I expect my staffing needs to be slightly less, maybe one less full-time employee.

**2023 (10 Year Projection):**

**What do you anticipate your staffing to be in 2023 (10 years)?**

In ten years I expect my staffing needs to be very similar to the three year need. I may have one less employee in the accounting division, but I.T. staffing may likely increase with the ever increasing technology needs. I can see it increasing by one additional FTE in the future.

**Interior Work environments:**

Office Areas –

**What is accomplished in those areas?**

Daily data processing, meeting with customers, telephone conversations with various customers, residents, and other business related calls.

**How many staff require private offices?**

Right now I am the only person with a private office. A private office would be beneficial for my supervisors for a couple reasons. First, they would be able to meet with staff in a private setting. Right now they utilize a conference room in our area. That process does work and is manageable, just not ideal. The other reason would be that supervisors are often on the telephone with residents or other business related calls that require either a level of privacy or concentration that can often be distracting with other conversations taking place in close proximity. My assessing staff, which includes one of my supervisors and another residential appraiser, is often on the phone with residents and attorneys in regards petition cases that would be beneficial to have some privacy. Ideally private offices would be beneficial for Assistant Finance Director, City Assessor, Residential Appraiser, Finance Director and City Clerk (5 individuals)

CITY ASSESSOR.  
• CONVERSATIONS WITH ATTORNEYS ETC.  
RES. DWELLING APPRAISERS.  
• DEALING WITH PHONE CALLS

moving.

**How many staff utilize open office stations?**

6 individuals would benefit from open office stations. These positions would be data processing, utility billing, accounts payable, payroll, etc. The 2 I.T. division staff would also benefit from a separate open office station.

**How many staff could share offices/open office stations?**

Customer Service Representatives that cover the front reception area are tentatively planned to be a job share position.

**How many staff do not need office space?**

All my staff require office space/station.

Common/Staff areas

**What types of common areas are required i.e. locker rooms, showers, breakrooms etc.?**

Other than a breakroom, a centralized printing area is beneficial for both printing documents and document preparation being done all in one area.

FOR FINANCE ...

Shop/Work Areas -

**What is accomplished in those areas?**

I.T division has a quasi work space/bench to do computer repair and storage. The finance department also has a small media center that contains a printer, copier and other document prep items.

NEED.  
FOR ANNOT.  
CENT ROOM..

NOT NEEDED ANY A SEP ROOM  
SCHEM BECAUSE ITS MESSY.

\* HARDWARE SERVER ROOM

**What type of shop or work environment is required?**

**How much/what type of equipment is utilized?**

Basic office equipment such computers printers, copiers, shredder, etc.

Vehicle/Equipment Storage Areas

**What type of vehicles/equipment are to be stored inside? (How many?)**

Elections equipment storage and the I.T. server room are two important storage areas. Both items need to be stored in secure locations. Currently election equipment is stored downstairs in a meeting room closet. The I.T. server room is upstairs with secure access. The server room lacks some functionality and has some design flaws. The raised floor in the server room is difficult to work around. Tiles are heavy and difficult to maneuver. AC in the computer room is minimally sufficient to maintain operating temperatures. It would also be preferred to have an open ceiling for cable access with ladder racks. Also, for disaster preparedness reasons, the primary server room should be on the lower level, but then again a raised floor would likely be needed in that case too.

SPACE IS SUFFICIENT - MAY DECREASE AS ELECTRONIC.

Materials Storage Area

**What materials are required to be stored? (how much?)**

Central Records has a large storage area within our department. This storage is changing as more and more information is scanned into Laserfiche for document retention. I do envision this central records area not to be needed in the next 3 to 5 years.

Other Work Areas

**Site Criteria:**

**What type and how many visitors access the site and how often?**

We have a multitude of visitors to the municipal center each day. The most common are customers coming in to pay their utility bill or to apply for a license. Being we are positioned to be somewhat the first point of contact we often direct other visitors to the building department window or to recreation and police which are located in the lower level.

**Site access importance/routes? Preference?**

Site access for visitors coming into the municipal center is limited. We have a customer service representative sitting at the front counter to direct most of the traffic coming into the building. However, there are times that this position is tied up with another customer or not at his or her desk, which leaves other employees behind the window in Finance to notice visitors entering the building. The site lines to the lobby are limited due to the location of workstations and the limited size and location of the service window.

12/POR DAY - PUBLIC.

We also take delivery of supplies (paper, etc) and equipment (elections and computer related items) the lack of a loading dock can be quite cumbersome at times.

CASH COMES IN.

**Required on-site parking, for whom, how long, how many?**

Parking for finance customers is for the most part just short term parking. They are here to conduct their business quickly. There isn't much of a need for many spaces, since the turnover is fairly rapid.

**On site storage of materials, types/quantities/etc?****On site storage of vehicles/equipment, types/quantity/etc?****Existing Facilities/Operations Review:****What are the strengths of your existing facility/operations... what works best?**

- Location of IT staff allows for easy access to and by other city staff
- Large IT workspace allows room for repair operations and temporary storage
- Large, secure, climate controlled computer room provides good, secure location for IT resources. Secure access to this infrastructure is not only best practice, but required by MN BCA and FBI requirements
- Most departments are in the same facility which allows efficient access to other department personnel
- Centralized printing area in finance is a positive
- Having windows near is a positive.

**What are the weakness of your existing facility/operations....what does not work?**

- HVAC was a common concern. Temperature fluctuations and the possibility of one unit connected to both the IT area and the lunchroom seems to bring some not so pleasant aromas to the IT area at certain points of the day.
- Front lobby is confusing for customers. There are lot of signs and information, with no real feel for who should be the first point of contact. Finance staff has limited site lines of people entering the building.
- Office furniture was another common theme. Many staff have dual monitors or other office equipment (scanner, receipt printer, etc) on their desks which are not designed well to

NEED PUBLIC INFO KIOSK(S) PUBLIC RECORDS.

accommodate all this equipment. The modular furniture has poor power access and limited pathways for routing cables. Workarounds often result in poor ergonomics.

- Lack of natural light throughout the interior of the building.

**What would you change about your facility?**

- Adjustable workstations were a concern for some employees. Having the option to sit or stand provides for better ergonomics
- The number one change I would make as finance director would be to redo the front entrance to allow for a more streamlined process of visitors entering city hall. In line with that thought, there is ample space on the main level for recreation too. That would allow the customer service rep to cover that department and free up some of their staffing needs.
- The other change I would make is to freshen up the office furniture. I did hear from a number of staff, as I mentioned earlier the functionality of cubicles is not ideal from an ergonomic or efficiency standpoint.
- Lastly, there is a need from some privacy offices/spaces for some staff, while others would function better in pods type setups with lower cube walls. Balancing that act is difficult.
- From an overall campus standpoint, I did notice that when the parking ramp was closed this spring and employees were required to park in the lot south of the municipal center that entering the building from that side was a different experience. As minutia as that sounds, the south side of the building has a nice welcoming look, but is blocked by the concrete water structures that are no longer functioning. It would do a lot to freshen up the outside of the building if the southside was a main point of entry with some more green space and the concrete removed.

**Neighborhood Issues/Perceptions:**

Do any of your operations need to be visible/accessible to the public?

How has the neighborhood reacted to your operations?

Have there been reoccurring issues that the neighbors have brought up?

What kind of interface do you want with the neighborhood?

What type of problems has your operation had with the neighborhood?

**Any Other Comments:**

- The plantings in the courtyard are great improvement. Before it was just trees, weeds, and concrete.



Hagen, Christensen & McIlwain  
Architects

Memorandum

**Date:** September 24, 2013

**Re:** City of Fridley – City Hall and Public Works  
Department Leader Program Questionnaire

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

**Name of Department or Organization:**

Parks and Recreation Department

Jack Kirk            763.572.3575

[Jack.Kirk@fridleymn.gov](mailto:Jack.Kirk@fridleymn.gov)

**Primary function of your Department:**

Provide leisure time programs and services for the community.

**Relationship to other Departments:**

What primary agencies are required to other departments required? (why?)

- Human Resources, Finance, IT (works fine if we are in the same building)

What secondary agencies are desired? (why?)

- Police, Fire, Cable TV, Engineering

What other departments are you in contact with at part of the function of your department?

- Public Works... Park Maintenance

**Staffing:** (Provide an org chart if available to determine number of employees and breakdown)

**Current:**

How many full time year round employees?

- 4 full time positions have office at City Hall. Total full time for Department is 8, with 4 offices located at other facilities.

• SPRINGBROOK NATURE CENTER.  
- FRIDLEY COMMUNITY CENTER -

**How many part time or seasonal workers?**

- Many part-time seasonal staff. 2 work stations within Recreation Office for part-time office and seasonal personnel  
1: PART-TIME ADMIN. (FRONT DESK).  
1: SEASONAL STAFF

**How many shifts/staff per shift?**

- Do not have shift work within this Department

**2016 (3 Year Projection):****What do you anticipate your staffing to be in 2016 (3 years)?**

- Do not anticipate change in staffing for Recreation Division office at City Hall. Change in staffing possible for off-site locations only.

**2023 (10 Year Projection):****What do you anticipate your staffing to be in 2023 (10 years)?**

- Do not anticipate change in staffing for Recreation Division office at City Hall. Change in staffing possible for off-site locations only.

**Interior Work environments:****Office Areas –****What is accomplished in those areas?**

- General office work. Recreation program planning, computer work, phone use, small meetings.

**How many staff require private offices?**

- One. Department Director

**How many staff utilize open office stations?**

- Three. Program Supervisors (2) and Office Coordinator

**How many staff could share offices/open office stations?**

- Part-time/ seasonal staff using office space can share

**How many staff do not need office space?**

- Most PT-seasonal staff do not require office space. Department staff from nature center and Senior center do not require office space at City Hall

**Common/Staff areas****What types of common areas are required i.e. locker rooms, showers, breakrooms etc.?**

- Meeting room for 8 people.
- Work area for our marketing materials, program supply preparation.
- Access to larger meeting rooms for staff meetings, programs, committee meetings, public groups

**Shop/Work Areas –****What is accomplished in those areas?**

What type of shop or work environment is required?

How much/what type of equipment is utilized?

- Copier/printer, laminator, paper cutter....basically small office equipment only.

#### Vehicle/Equipment Storage Areas

What type of vehicles/equipment are to be stored inside? (How many?)

- 3 Department vehicles. None need inside storage. Currently kept in lower level of City Hall parking ramp.

#### Materials Storage Area

What materials are required to be stored? (how much?)

- We have a fairly large amount of program equipment and supplies that are needed to be kept in close proximity to office staff. Sports equipment, craft supplies, special event supplies, portable PA systems are examples. We currently utilize two large storage room areas and three closet areas for the equipment and supplies at City Hall.

#### Other Work Areas

#### Site Criteria:

What type and how many visitors access the site and how often?

- We have people coming to the office on a daily basis. Program participants registering for activities, residents to pick up information on parks and programs, and part time staff are among those coming to the office. During summer months, 8 to 10 staff may come to the office for equipment, meetings, planning sessions....on a daily basis. Other Department staff comes to the Recreation office from the nature center and senior center on a daily or near daily basis. (Mail for Senior Center and Nature Center staff is delivered to City Hall). Fridley 49er Days Community Celebration Committee official mailing address is the Recreation Office. Committee members come to office on regular basis. Public Works maintenance staff comes to the office regularly to coordinate work with Program staff and the Department Director.

Site access importance/routes? Preference?

- Having the office close to visitor parking is important for program participants and PT staff alike. Easy handicap access to office is also a plus. Current office location relative to parking and access is good.

Required on-site parking, for whom, how long, how many?

- Need on-site parking for all regular staff each day (5). Also for customers, part-time staff, other Department staff...4-6 available visitor parking would be good. We also have 3 Department vehicles kept on site.

**On site storage of materials, types/quantities/etc?**

- In addition to the program equipment and supplies needed for our operation, we have office supplies and reference materials kept on site. Current set up has adequate room for these items.

**On site storage of vehicles/equipment, types/quantity/etc?**

- Three Department vehicles are kept at City Hall ramp.

**Existing Facilities/Operations Review:****What are the strengths of your existing facility/operations... what works best?**

- Large registration window to accommodate customers/visitors
- Close by parking for customers and staff
- Easy access to program equipment and supply storage areas
- City Hall location in the community....close to schools and park locations
- Good meeting room space in office and close by
- Adequate office space for staff
- Separate Recreation office customer window

**What are the weakness of your existing facility/operations....what does not work?**

- Sub-par equipment and storage options.
- Occasional disruption/interference to office operation from large meeting groups and/or police window visitors
- Poor heating and cooling system for overall office area....also no opportunity fresh air.
- Some staff office locations cannot see the front counter....to provide help when needed

**What would you change about your facility?**

- Provide ADA access to registration window and proper counter height
- Re-design the front counter?window area...Create a vestibule around registration window...move middle desk section
- Better lighting and signage in ramp
- Install a smart board in the office conference room
- Provide a large, dry!!, storage area near the office for program equipment and supplies...with an outdoor access for staff
- Better access for safe in office
- More inviting décor/artwork throughout the City hall facility
- Better signage throughout the building

**Neighborhood Issues/Perceptions:**

Do any of your operations need to be visible/accessible to the public?

- Yes...easy in-out access to our customer service window is necessary
- Better signage to identify our window would help.

How has the neighborhood reacted to your operations?

- OK

Have there been reoccurring issues that the neighbors have brought up?

- No major issues....have had comments from customers about not knowing where they can park

What kind of interface do you want with the neighborhood?

What type of problems has your operation had with the neighborhood?

**Any Other Comments:**



**PUBLIC WORKS (35)**

Public Works Director

Admin Assist/Main't Coord

**ENGINEERING (3)**

Assistant Public Works Director

(2) Engineering Technician

**PW MAINTENANCE (20)**

Administrative Assistant

Parks Supervisor

(6) Public Service Worker

Street Supervisor

(8) Public Service Worker

Fleet Services Supervisor

(2) Mechanic

**PARKS & RECREATION (8)**

Parks & Recreation Director

Recreation Office Coordinator

(2) Program Supervisors

Sr Citizens Program Supervisor

*(4 full-time positions @ City Hall)*

**COMMUNITY DEVELOPMENT (9)**

Community Development Director

Office Coordinator

**BUILDING INSPECTION (3)**

Chief Building Official

Building Inspector

Permit Technician

**PLANNING**

Planning Manager

**Non-General Fund**

**WATER (5)**  
Water Supervisor  
(4) Public Service Worker

**SEWER (5)**  
Sewer Supervisor  
(4) Public Service Worker

**Non-General Fund**

**SPRINGBROOK NATURE CENTER (3)**  
Nature Center Director  
Program Supervisor  
Program Admin Assist

**Non-General Fund**

**SOLID WASTE**  
Environmental Planner

**SECTION 8 HOUSING**  
Coordinator (32 hrs/week)

**HRA**  
Assistant Executive Director

DOGET



Hagen, Christensen & McIlwain  
Architects

Memorandum

**Date: September 24, 2013**

**Re: City of Fridley – City Hall and Public Works  
Department Leader Program Questionnaire**

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

**Name of Department or Organization:**

Fridley Fire Department

John Berg/ 763-572-3610 / [john.berg@fridleymn.gov](mailto:john.berg@fridleymn.gov)

**Primary function of your Department:**

The Fire Department provides emergency response service for fires, medical emergencies, specialized rescue, and accidental releases of hazardous materials. The Department also conducts fire code compliance and life safety inspections. Its community support programs include: annual fire prevention, first aid and safety training for elementary school students, groups and businesses, and participation in neighborhood programs. The Department is dispatched by Anoka County and participates in a state wide mutual aid system and automatic aid with three other fire departments. Department members participate in a County Specialized Rescue Team, State Chemical Assessment Team and the state wide All Hazards Emergency Management Team. Fire personnel are on duty 24 hours per day and the staff consists of full-time and paid on-call firefighters. The City has three fire stations, and operates a fire training facility under a joint powers agreement with two other fire departments.

**Relationship to other Departments:**

What primary adjacencies are required to other departments required? (Why?)

What secondary adjacencies are desired? (why?)

What other departments are you in contact with at part of the function of your department?

\* The Fire Department works very closely with the Police Department to provide response to public safety requests and to prevent injury and property loss. Police and Fire respond to emergency and routine calls for service as well as manmade and natural disasters. The departments share information for reporting and intelligence on properties for the purpose of correcting individual's behavior and identifying potential hazards for responders. Both departments coordinate in planning for response to large scale and complicated incidents. The departments also coordinate to provide public education to a range of age groups in the City.

The Fire Department also depends on the Building Department for insight into commercial property code enforcement, plan reviews and the Fire Department supports the Building Department in enforcement of the building code.

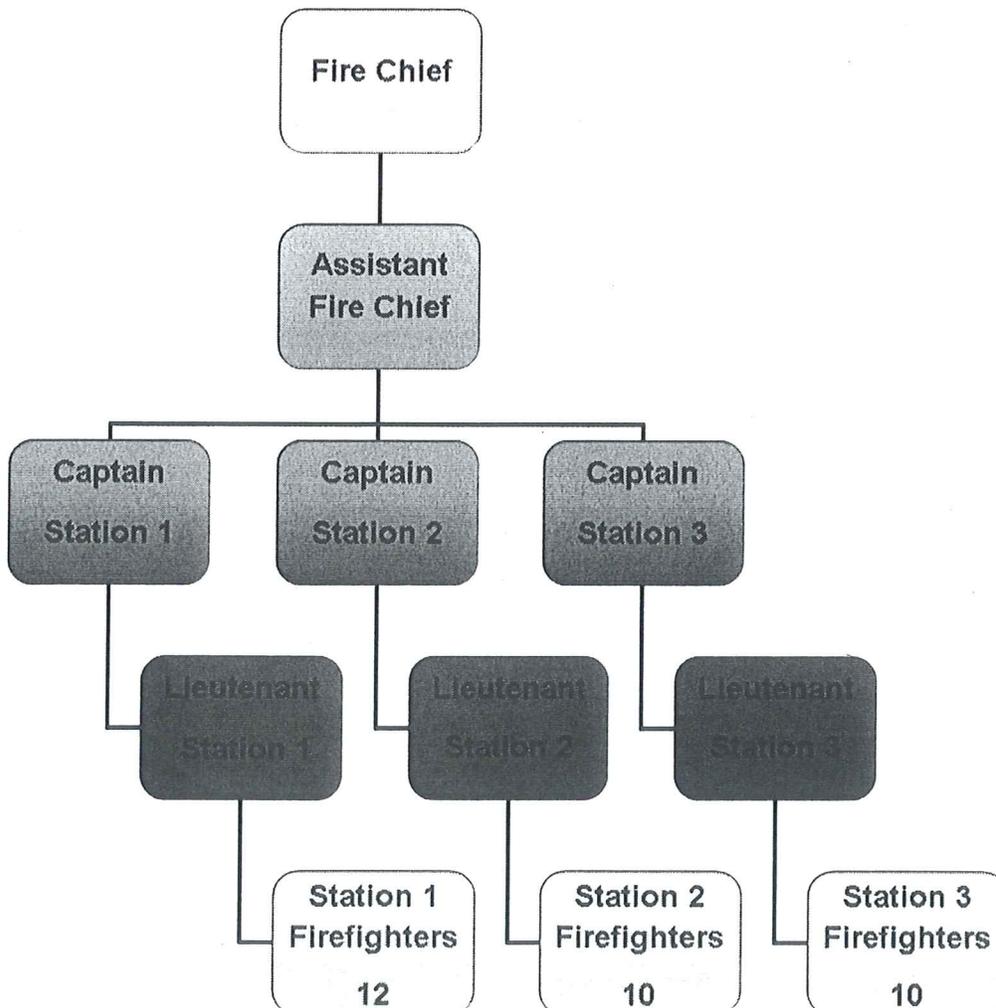
The Engineering and Public Works Departments provide support to the Fire Department in maintaining vehicles, facilities, traffic control and by providing equipment and resources on emergency scenes. The Fire Department also provides information to Public Works on maintenance of Fire Hydrants. The Fire Department also provides first aid training for public works staff.

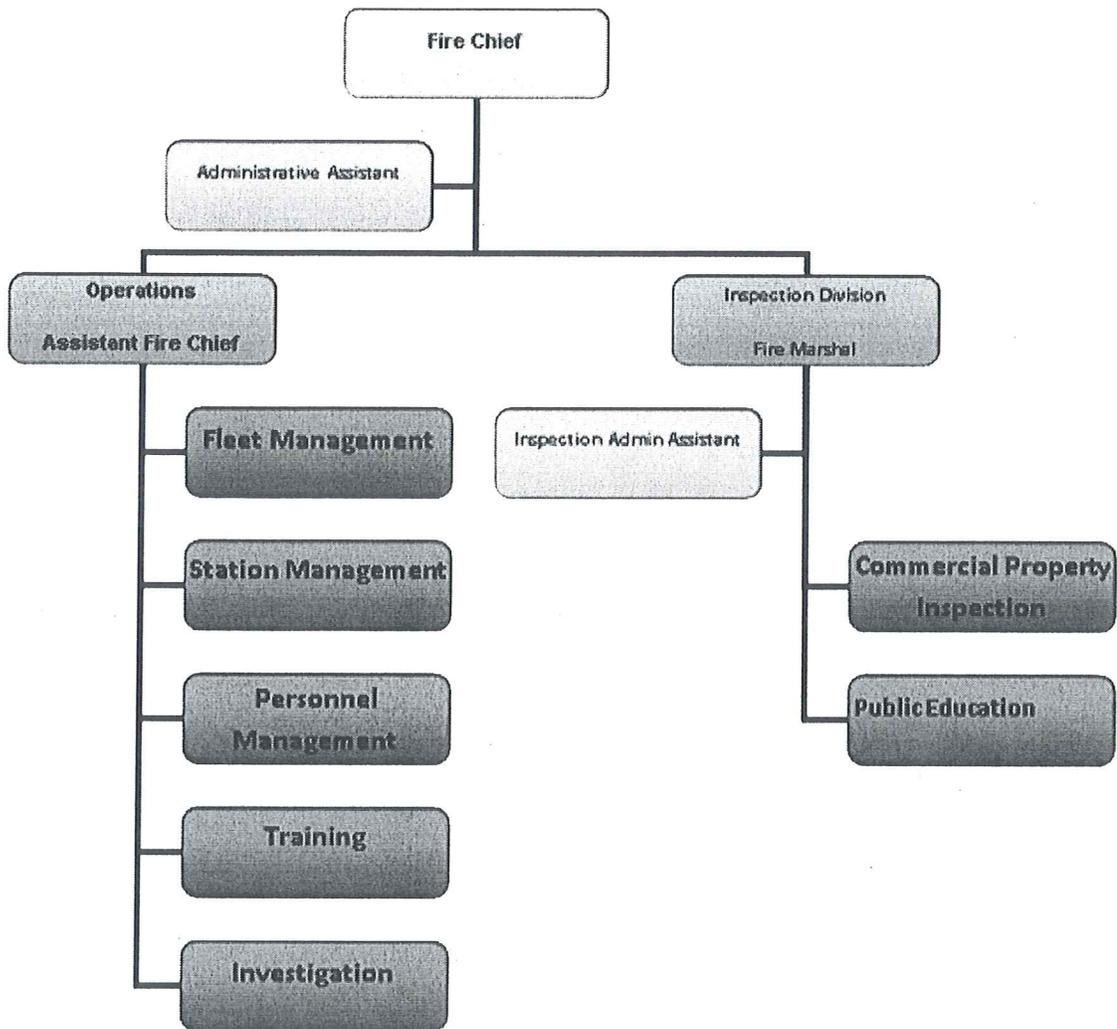
Human Resources and Finance provide support for personnel issues, contract negotiations, hiring, payroll and benefits.

The Fire Department provides support and information to the Community Development Department on properties for code enforcement and new construction.

The Fire Department periodically supports the Recreation Department by providing staff and equipment for public events. The Fire Department also provides first aid training for recreation staff annually.

**Staffing:** (Provide an org chart if available to determine number of employees and breakdown)





**Current:**

- How many full time year round employees?
- How many part time or seasonal workers?
- How many shifts/staff per shift?

*FIRE MARSHAL*

Full Time Employees include the Fire Chief, Assistant Fire Chief, Administrative Assistant (Operations), and Three Fire Captains (24 hour Shifts/56 hours per week). The Administrative Assistant (Inspections) is 32 hours per week. A part-time Fire Inspector is working 24 hours per week. There are currently 27 paid-on-call firefighters working scheduled shifts.

Weekday schedules include the two Administrative staff, Two Fire Chiefs a Part-time Fire Inspector, a Fire Captain and two Paid-on-Call Firefighters.

Weekday evenings and nights include a Fire Captain and one Paid-on-Call Firefighter.

**2016 (3 Year Projection):**

What do you anticipate your staffing to be in 2016 (3 years)?

Full Time Employees include the Fire Chief, Assistant Fire Chief, Administrative Assistant (Operations), a Full-time Fire Marshall/Inspector and Three Fire Captains (24 hour Shifts/56 hours per week). The Administrative Assistant (Inspections) at 32 hours per week and 34 paid-on-call firefighters working scheduled shifts.

Weekday schedules include the two Administrative staff, Two Fire Chiefs a Fire Marshal, a Fire Captain and one Paid-on-Call Firefighter.

Weekday evenings and nights include a Fire Captain and one Paid-on-Call Firefighter.

**2023 (10 Year Projection):**

What do you anticipate your staffing to be in 2023 (10 years)?

Full Time Employees include the Fire Chief, Assistant Fire Chief, Administrative Assistant (Operations), a Full-time Fire Marshall/Inspector and Three Fire Captains (24 hour Shifts/56 hours per week). The Administrative Assistant (Inspections) will be scheduled at 32 hours per week and 40 paid-on-call or part-time firefighters working scheduled shifts.

Weekday schedules include the two Administrative staff, Two Fire Chiefs a Fire Marshal, a Fire Captain and one Paid-on-Call Firefighter.

Weekday evenings and nights include a Fire Captain and three Paid-on-Call or Part-time Firefighters.

**Interior Work environments:****Office Areas –**

What is accomplished in those areas?

How many staff require private offices?

How many staff utilize open office stations?

How many staff could share offices/open office stations?

How many staff do not need office space?

Administrative staff uses the office space for daily activity in managing the Fire Department including staff meetings, meetings with the public and other departments, training, meals, down time and sleeping.

Four staff requires private offices including the Fire Chief, Assistant Fire Chief Operations, Administrative Office Assistant (Operations) and a Fire Marshal.

Three full-time Captains and Paid-on-call Officers currently share open work stations.

Open office stations could be shared by Three Fire Captains, the Administrative Assistant (Inspections), one Paid-on-call Fire Officer and one space for the Relief Association.

There currently is an open work station called the "Watch Desk" that all staff uses for recording calls and for training. This area should be able to accommodate 3- 4 staff working emergency incidents at computer stations and have access to monitors for TV and weather. A separate work area for training may be desirable.

4

NEED VISABILITY TO APP. PAYS.

Common/Staff areas

What types of common areas are required i.e. locker rooms, showers, breakrooms etc.?

Common staff Areas required includes;

- A training room for 50 – 60 people
- A kitchen and dining area that can accommodate 5- 6 people on three shifts and is adjacent to the training area for serving meals at events
- A private rest or break area that can accommodate 5- 6 people on three shifts
- Sleeping rooms that can accommodate 6- 8 people of different gender.
- Locker rooms that can accommodate 45 – 50 people of different gender
- bathroom and showers gender specific
- A wellness room that can accommodate 5 - 10 people at any given time

ANOKA COUNTY SMART BOARD 2-3 TIMES A WEEK CAN BE SHARED.

JUST FIRE 20-25 TRAINING WEEKLY.

SEP

<

EASE OF MAINT.

FITNESS.

2 X WEEK.

COULD BE SHARED. (SMART BOARD)

Shop/Work Areas –

What is accomplished in those areas?

What type of shop or work environment is required?

How much/what type of equipment is utilized?

- Maintenance shop area for accommodating small hand tools, a work bench, small electric tools including a grinder and air compressor and parts and supplies. (SEPARATE ROOM)
- Laundry area that includes a commercial washer and dryer for protective clothing as well as an air driven drying rack for protective clothing. Should also include a counter for laundry folding, a sink for washing equipment and cabinets for supplies. (PART OF TURNOUT AREA)
- A decontamination wash station for washing contaminated equipment which includes a large two basin sink with sprayer and racks for drying and cabinets for supplies.
- A personnel decontamination area that includes a personnel shower, drying area and cabinets for storage of clean clothing and supplies.
- A personnel protective clothing area that allows for storage of 40 – 50 sets of firefighting protective clothing and 5- 6 sets of water rescue protective clothing in clean and protected environment. (SEP. ENTRY / RUN)
- A hose tower or a room with drying racks for fire hose. -ACTIVELY USED (RIGHT NOW NO VENTIL.)
- An area for housing the breathing air compressor and a bench for working on breathing apparatus and storage of supplies associated with breathing apparatus.

SURFACE FOR TABLES + CHAIRS.

PREFERABLE TO HAVE HORIZ HOLE DRYING RACKS.

Vehicle/Equipment Storage Areas

What type of vehicles/equipment are to be stored inside? (How many?)

Apparatus bays need to be tall enough to tilt apparatus cabs and there should be at least one bay tall enough to raise the aerial ladder high enough to tilt the cab on the aerial ladder truck. Drive through bays would also be desirable. At least one bay also needs to be deep enough to accommodate the State Haz Mat truck and trailer combined. The Apparatus bays need to accommodate the following equipment:

- Aerial Ladder truck
- Engine Company
- Two rescue trucks
- Two staff vehicles
- Three trailers

CANNOT NOW DO IT.

NO HOT WATER OUT IN THE BAY.

2 BAYS -

DOUBTS TOO NARROW.

(2) EXISTING TRAILER - NO STORAGE ON SITE AT PUBLIC WORKS

Materials Storage Area

What materials are required to be stored? (how much?)

SPILL RESPONSE TRAILER ROOM TRAILER - HAZMAT TRAILER

There currently are six identifiable storage areas.

- Medical Supplies – on the apparatus bay
- Fire Extinguisher, garden and automotive supplies – on the apparatus bay
- Apparatus bay storage including soaps, degreasers, garbage bags, training equipment, floor scrubber, and other maintenance/housekeeping items.
- Storage of maintenance parts, supplies and tools in the workshop.
- Storage of paper, fire prevention material, kitchen supplies, training equipment in the basement.
- Storage of protective clothing, uniforms and evidence in a locked storage room.

BASEMENT.

Other Work Areas

Site Criteria:

What type and how many visitors access the site and how often?

Site access importance/routes? Preference?

Required on-site parking, for whom, how long, how many?

On site storage of materials, types/quantities/etc?

On site storage of vehicles/equipment, types/quantity/etc?

3- 4 people visit the station a day (not including people looking for other departments).

A secured entrance to prevent visitors from walking into the office/training area unannounced would be preferable. There currently is no handicapped accessibility to any portion of the office or living areas.

A recommendation would be to have a common entrance for access to all departments.

Parking should be available to at least three visitors at a time, 15 – 20 staff and 30 – 40 visitors for regional meetings.

### Existing Facilities/Operations Review:

What are the strengths of your existing facility/operations... what works best?

What are the weakness of your existing facility/operations....what does not work?

What would you change about your facility?

The present Station 1:

Strength:

- Is centrally located for response
- Is centrally located for firefighters coming back on calls
- Has sufficient office space for the Administrative staff
- Has good access to University Ave for response (SOUTH DIRECTION IS CHALLENGING).
- The station is clean and reasonably maintained
- Fully covered by a fire suppression system that is monitored
- Has space for first line apparatus
- Is visible from University Ave.
- Fully covered by emergency power

Weak:

- Has intermingled living and office space
- One thermostat to control HVAC all areas of the office/living quarters
- Limited outlets and communication ports
- Poor insulating qualities
- Limited natural lighting
- Requires visitors and City Staff to walk through the training/dining room to get to offices interrupting meals and training
- The training area is not big enough to accommodate more than about 25 people
- No storage area for tables and chairs

- The inspector office space is separated from the inspection office assistant space
- The watch desk has room for only one person to comfortably operate
- Has no handicap access
- Is not secured during business hours or is secured with no access when the administrative assistant is not in the office
- Has the address for all of the Municipal Center which confuses visitors
- Is physically isolated from other departments
- Has no gender specific sleeping, shower or locker rooms
- Has no storage or locker facilities for personnel
- Has basement storage requiring material to be brought up and down steps.
- The wellness room is located in a very undesirable location in the basement – people are not encouraged to use it and it is difficult to monitor
- There is no direct venting for truck exhaust
- Firefighter personal protective gear is exposed to vehicle exhaust and sunlight
- Firefighters don and doff personal protective clothing in areas where vehicles are moving
- Service drive requires emergency vehicles to cross lanes of traffic to back into the station
- There is not enough vehicle space for trailers, which are parked outside
- The vehicle space is not long enough for a combined State Haz Mat truck and trailer
- The vehicle storage space is not tall enough to tilt truck cabs for access to the vehicle engine
- There is no provision for decontaminating personnel
- The contaminated and clean equipment washing areas and the laundry are comingled
- The roof leaks periodically
- Hose tower has no ventilation
- Station alerting system is of poor quality

#### **Neighborhood Issues/Perceptions:**

Do any of your operations need to be visible/accessible to the public?

How has the neighborhood reacted to your operations?

Have there been reoccurring issues that the neighbors have brought up?

What kind of interface do you want with the neighborhood?

What type of problems has your operation had with the neighborhood?

There has been little or no feedback on the fit into the neighborhood. The Fire Station is visible from the University corridor and does not look very nice. One of the City Council's concerns is the look of the University corridor. There could be improvements to make the exterior more appealing. Examples include landscaping and signage.

There are no examples of neighborhood reactions to operations.

The preference would be to fit into the neighborhood as best as possible. If a new facility were built consideration of architecture, noise, vehicle traffic, etc. would need to be considered.

**Any Other Comments:**

When Station 1 was last remodeled there was no consideration for operating staff on 24 hour shifts 7 days a week. The most important consideration is separating living quarters from office space and consideration of accommodating more staff on shifts for the future.



Hagen, Christensen & McIlwain  
Architects

Memorandum

**Date:** September 24, 2013

**Re:** City of Fridley  
Staff Questionnaire

Please review the following questions and provide responses to each of the questions to allow us to better understand the operations.

**Name of Department:** Fire

**Primary function of your Department/your role:** Fire Suppression/Emergency Medical Care

**Existing Facilities/Operations Review:**

What recommendations do you have to help your department operate more efficiently?

- Separate living quarters from office areas.
- Separate public access from operation areas of Fire Department
- Separate training, dining, day room, administration offices and public entrance.

What are the existing conditions that hinder you from doing your job efficiently?

- Overall limited facility storage space. (office area and apparatus bay)
- Confined call desk area; limited space for documentation or staging for staff after a call
- Poor public access to administrative staff
- Lack of security; no locking areas
- Location of training room leads to interruptions from administrative staff and public
- Combined sleeping quarters and office areas; conflicts between working and sleeping staff

What changes to the facility would allow you to accomplish your work efforts more efficiently?

- Separate public entrance from operational area of department
- Separate area for inspection personnel
- Staging area for responding firefighters
- Additional storage space for records, equipment, daily use items and maintenance work
- Compliant fitness area that would promote wellness
- Updated kitchen area separate from public and administrative
- Separate living quarters from office areas
- Separate day room, training area, kitchen and office areas
- Separate file room for copier, fax and records
- Separate, larger training room to accompany all staff members
- Meet national and local standards for space of facility based on 24 hour staffing

What are the strengths of your existing facility/operations?

- Facility's central location
- Connection to city offices
- Access to University Avenue NE

What are the weaknesses of your existing facility/operations?

- All areas of department are not accessible (ADA compliant)
- Vehicle exhaust vents directly into apparatus bay (diesel fumes/residue settles on turnout gear)
- Limited space. Building was not designed for 24 hour staffing. Day room, training room, lunch room, sleeping quarters, administrative offices and public access are all in one area.
- Safety concerns do to undersized apparatus bay
- Training room size does not meet member size of department
- Inability to regulate temperature due to all room of separate use under one HVAC control
- Lack of area to secure items
- Lack of private sleeping areas. Does not accommodate gender separation.

**Any Other Comments:**

- Separation of sleeping quarters from office area is a priority.
- Current administration and public space is open to training room, day room, kitchen, and living quarters causing conflicts with professionalism of department



HAGEN, CHRISTENSEN & MCILWAIN  
ARCHITECTS

MEMORANDUM

**Date:** September 24, 2013

**Re:** City of Fridley – City Hall and Public Works  
Department Leader Program Questionnaire

Please review the following questions and provide responses to each of the questions for us to discuss at our upcoming programming meeting.

**Name of Department or Organization:** Police

Bob.

Contact Person/Telephone/email Don Abbott, Director of Public Safety, 763-572-3625  
don.abbott@fridleymn.gov

**Primary function of your Department:** Provide police and emergency management services to the City of Fridley

**Relationship to other Departments:**

What primary agencies are required to other departments? (why?) Fire Department for emergency management coordination, fitness, training, and meeting spaces; public works for squad and equipment maintenance; IT support staff at some level.

What secondary agencies are desired? (why?) Finance for IT support, consult on budget, and purchasing support.

What other departments are you in contact with at part of the function of your department? Community Development for code enforcement efforts, City Clerk for licensing issues. Engineering for building maintenance issues and select projects involving roads and traffic safety. City Management and HR for consulting, hiring, employment issues.

**Staffing:** (Provide an org chart if available to determine number of employees and breakdown)

**Current:**

How many full time year round employees? 44

How many ~~part time or seasonal~~ workers? 11

How many shifts/staff per shift? Patrol = 24/7 12 hour shifts of 2 – 7 officers per shift + 1 or 2 sergeants per shift. More officers during special details or events.

M-F days = 4 admin, 6 detectives, 1 CSO, + 9 civilian staff. Sat. + Sun = 2 civilian staff + 1 CSO

Comm. Serv.  
off.

**2016 (3 Year Projection):**

What do you anticipate your staffing to be in 2016 (3 years)? We're authorized 40 sworn and have 38 currently funded. Anticipate restoring 2 open sworn officer positions.

**2023 (10 Year Projection):**

What do you anticipate your staffing to be in 2023 (10 years)? Addition of 2 sworn staff to detective unit for a total of 42 sworn staff.

**Interior Work environments:****Office Areas –**

What is accomplished in those areas? Admin support, HR function, Special Projects including volunteer coordination, neighborhood block watch activities; Police records and public service window for walk-up reports and records requests; Detective unit – case review, case processing, property and evidence processing and short term storage, interviewing witnesses, victims, and suspects, employment interviews, meetings, and training events all occur in or adjacent to these spaces.

How many staff require private offices? Chief, 2 captains, 1 lieutenant, Admin. Assistant, Detective unit tech., Special Projects Coordinator, Office Supervisor, and potentially 6 – 8 detectives. Patrol sergeants need private office space as well – at least one office per 2 sergeants for 6 sergeants.

How many staff utilize open office stations? 22 patrol officers, 7 police techs (some shared space currently), 6 – 8 detectives if not in private offices. Detective unit tech currently in cubicle; 4 CSO's share one office with 18 – 26 reserve police officers (volunteer). 2 special project staff have open cubicles.

How many staff could share offices/open office stations? Detectives if sufficient private work space available for phone calls, interviews, or quiet work time may be possible; patrol officers, reserve officers, and CSO's.

How many staff do not need office space? Everyone needs some office or work space in the PD. Two canines could use duty-kennel space.

**Common/Staff areas**

What types of common areas are required i.e. locker rooms, showers, breakrooms etc.? Locker rooms M & F, possibly separate locker facilities for non-sworn staff (Reserve Officers, CSO's, other civilian staff (M+F); showers, restrooms, breakroom, roll call room, squad room or other area for patrol work stations;

**Shop/Work Areas** – Evidence storage and processing, property storage and processing, interview rooms for victims & witnesses, interview/interrogation rooms for suspects; booking area for prisoners, processing of DUI's, etc.. Holding cells for prisoners, separate for M + F, adult vs. Juvenile for both booking and holding. Common equipment storage and maintenance area, firearms range, firearms cleaning and maint., meeting space for department use and larger for public/inter-agency. Squad car storage and related equipment. Short-term storage for property and evidence located with

detectives. Fitness and training space; Emergency Operations Center for City (and also is backup for Anoka County).

What is accomplished in those areas? Common police activities.

What type of shop or work environment is required? Minor maintenance of department equipment and firearms.

How much/what type of equipment is utilized? Common office equipment, PC's, laptop/tablet docks, printers, copiers, phones, etc.. Firearms and other weapons stored, maintained, and training.

#### Vehicle/Equipment Storage Areas

What type of vehicles/equipment are to be stored inside? (How many?) Patrol fleet with secure indoor heated storage. Current fleet of 25 vehicles. Firearms, training equipment, and spare vehicle parts (light bars, roll cages, kennels, spare radios, spare tires, emergency signage, department ATV, all require secure storage.

#### Materials Storage Area

What materials are required to be stored? (how much?) Ammunition, firearms, paper forms and office supplies, public access forms and crime prevention materials, chemical weapons, property and evidence to include separate flammable and explosive storage; first aid supplies, oxygen cylinders, fire extinguishers; Hard-surfaced parking, preferably cold-enclosed for up to 40 - 50 forfeited vehicles. Officers' uniforms and duty equipment., large supply of car-seats and bike helmets for give-away. Also, space for staging special event supplies which can be quite significant. Emergency management supplies.

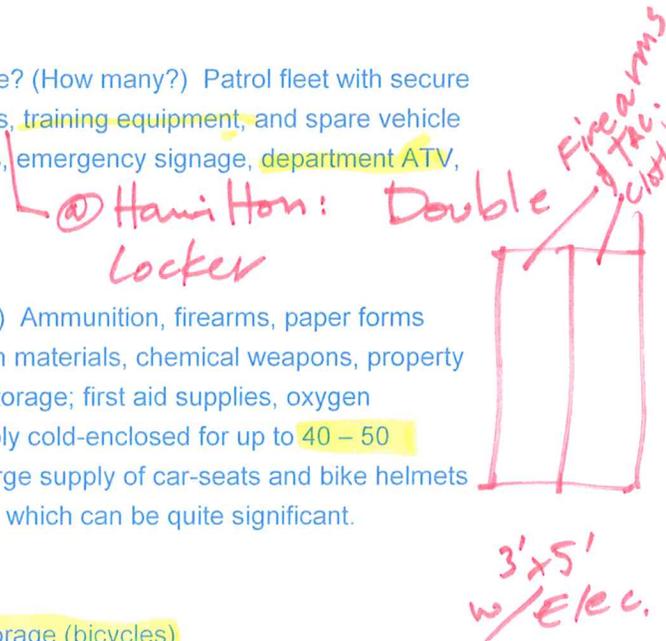
Other Work Areas - Canine training facility, large property storage (bicycles),

#### Site Criteria:

What type and how many visitors access the site and how often? PD front window and interview areas - many visitors per day, every day. Up to 50 per day. Some may require assistance with access and/or communication.

Site access importance/routes? Preference? Central location in City is required. Quick access to North-South and East-West route(s) strongly preferred.

Required on-site parking, for whom, how long, how many? Employees (up to 30 per day, visitors up to 10 per hour, additional space for people attending meetings & training up to 50 additional vehicles; vendors and deliveries; 27 department vehicles total, up to 50 forfeiture vehicles in secure storage for up to 2 years. Designated visitor, bicycle, motorcycle, and handicapped spots.



On site storage of materials, types/quantities/etc? **Supplies and equipment as listed above.**

On site storage of vehicles/equipment, types/quantity/etc? **Mostly sedans and SUV, some pickup trucks. Deliveries by large cube vans.**

### Existing Facilities/Operations Review:

What are the strengths of your existing facility/operations... what works best?

- Indoor gun range
- Centrally located in City
- Underground ramp is nice
- Heated squad garages
- **Current basement location is safe from tornados**
- Co-located with other city departments
- Interview room close to lobby
- Sally port – **drive-thru better**, 2 car capacity useful
- Centralized copy area
- Bathrooms close and accessible
- **Bullet-resistant glass** – *are your exterior windows #?*

What are the weakness of your existing facility/operations... what does not work?

- **More personal workspace** for patrol staff and sergeants
- **Windows**
- **Storage** (evidence, abandoned property, equipment & supplies), both total space and location – multiple abandoned property storage locations makes locating property cumbersome
- **Large paper report storage takes space – convert to digital**
- **Better plan to support workflow**
- **Larger garage space** for dept. vehicles (patrol squads), clean and dry storage for duty bags
- **Training space** for Use of Force and training classes
- **Fitness center – new, larger, better equipped, better air circ., clean, no mice, etc., etc., etc.**
- **Better meeting space** (more, better equipped)
- **Copying/scanning/faxing capability** in patrol area
- **Proper interview rooms** (Better equipped and more comfortable and safe for visitors – victims and witnesses)
- **Private supervisor offices** (currently 3 per office)
- **Larger lockers and locker rooms** – with working showers
- **Better arrangement of bathroom facilities** – so traffic doesn't pass through bathroom enroute to lockers
- **Separate entrance for officers** – separate from public lobby (so officers can enter/leave PD before and after shift to/from personal vehicles without passing through lobby and people there). *Management Information System*
- **MIS** – more current equipment with better support
- **More report writing stations** – common setup, adjustable for different sized officers, ergonomic
- **Lack of cell phone reception** in PD
- **Proper HVAC** – better air quality and temperature control
- **Better security for personal vehicles** and for department vehicles during work shift
- **Better station security for CJIS requirements** (other City employees passing through PD)
- **More public-access meeting space** – away from PD lobby. *Criminal Justice Information Services (CJIS)*

*Quantity*  
*2 interview*  
*visitor*  
*rooms.*  
*@ Lobby*  
*Side*

- Shared lobby with Rec and meeting rooms, bathrooms, and the single City elevator less than desirable
- Elevator in lobby and paper storage for all city departments located behind PD requires City staff to travel through PD to cart paper up to their department. This requires their staff to be CJIS vetted (training, testing, and fingerprinted) to access PD for this one purpose.
- Storage in sally port where prisoners are common – this is a safety concern.
- Basement, basement, basement
- Long delay for hot water at all faucets
- Overall Cleanliness
- Ignored or deferred maintenance
- No dedicated break room in PD
- Admin offices not isolated from detective cubicles and not sufficiently soundproofed. Admin conferences in admin offices can be overheard in detective cubes even when doors are closed. Phone calls and conversations distract in both directions.
- Foot traffic around detective cubicle offices results in constant distractions for detectives.
- Lack of short-term storage space for property and evidence accessible to detectives results in property and evidence sitting out unsecured in cubicles for a day or two (or more) before being released to owners or entered into evidence or property.

What would you change about your facility? Maximize strengths and minimize weaknesses. Police function needs to be accommodated with a facility that supports modern police work and accommodates workflow, legal requirements, and technologies with enhanced safety features for staff and visitors. It is absolutely required to address wireless communication deficiencies and environmental controls. It would be very, very, very nice to be out of the basement!

Univ. /  
Guh.

#### Neighborhood Issues/Perceptions:

Do any of your operations need to be visible/accessible to the public? Public access to PD for reports, interviews, property and evidence recovery, picking up prisoners, vendor deliveries and meetings.

How has the neighborhood reacted to your operations? No current issues reported, however shared driveway with Cummins is a hazard.

Have there been reoccurring issues that the neighbors have brought up? No.

What kind of interface do you want with the neighborhood? Safe, well-lit, and well-marked access for public, separate parking and access for staff.

What type of problems has your operation had with the neighborhood? Cummins employee traffic entering access to police squad parking hazardous – many near misses.

**Any Other Comments:**

We welcome the attention to our facility needs. An older facility can be serviceable if maintained. Our facility suffers from deferred maintenance so that the age and other deficiencies are exacerbated. Electrical capacity is not up to current needs. As chief, I would like to see the PD stay in close proximity to other City departments and would like a closer location to the Fire Department. Co-location with Public Works and our forfeited vehicle storage space would enhance security for that facility and save staff-time and expense in traveling between the two. The opportunity to share some facilities with the Fire Department would also be beneficial.

We received 25 surveys back from our staff – a nearly 50% response rate. Response was voluntary. Comments are included in this document in summary fashion. Full surveys are available upon request.