



PROJECT NO. 50154463

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# CITY OF GROVE PUBLIC SAFETY FACILITIES

Space Needs Assessment and Site Feasibility Study

MARCH 28, 2023



ORIGINAL

SUBMITTED BY  
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## **ACKNOWLEDGEMENTS:**

Dewberry would like to thank all of the City of Grove Police, Fire, and Emergency Management Departments and City staff who contributed their time, knowledge, and insights into the completion of this study. We appreciate their participation in the June 22, 2022 kick-off meeting as well as the numerous virtual workshops and meetings over the last several months. The results of this study could not have been accomplished without their assistance, especially the core leadership team of:

City Manager Debbie Bottoroff

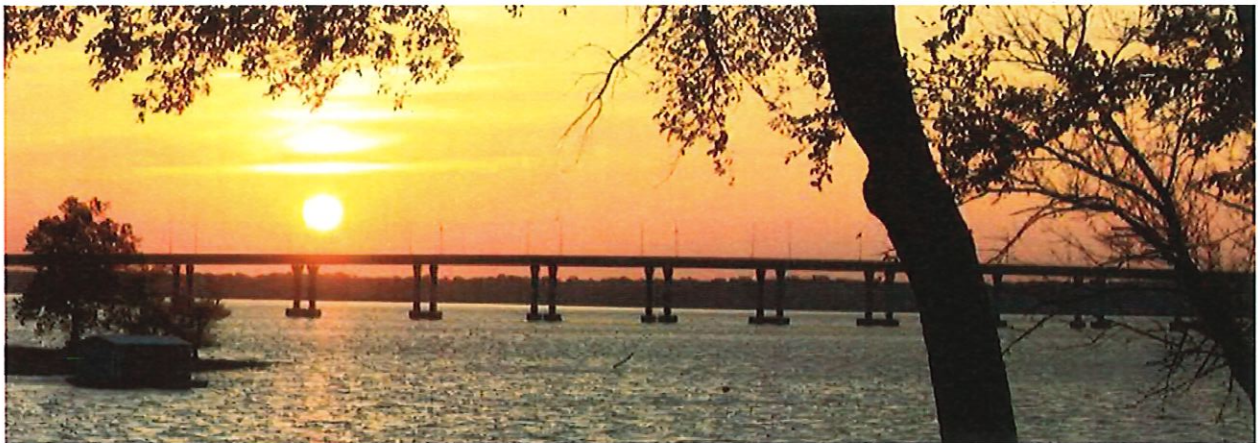
Assistant City Manager & City Attorney Darren Cook

Police Chief Mark Morris

Fire Chief Mike Reed

Emergency Management Director Frank Close

Thank you!



## Table of Contents

<b>1.0 Executive Summary</b>	<b>3</b>
<b>2.0 Space Needs Assessment</b>	<b>6</b>
<b>3.0 Site Analysis</b>	<b>14</b>
<b>4.0 Concept Design Options</b>	<b>18</b>
<b>5.0 Statements of Probable Cost</b>	<b>32</b>



## 1.0 Executive Summary

### Introduction

Dewberry, a national architecture and engineering firm specializing in the programming, planning, and design of public safety facilities was hired by the City of Grove in May of 2022 in response to their Request for Qualifications for Professional Architectural Design Services for the Planning and Design of a Public Safety Facility. This study includes the program development for the individual departments of the Police, Fire, and Emergency Management including recommendations for future facility needs to accommodate community growth projections over a 20-year projection, and concept design options for each department, and statement of probable cost. Recommendations were developed to incorporate best practices related to public safety facility design.

### Methodology

This final report consists of these major sections:

- 1.0 Executive Summary | presents an overview of the process used in the study, as well as preliminary findings.
- 2.0 Space Needs Assessment | defines current and future facility programmatic needs.
- 3.0 Site Analysis
- 4.0 Concept Design Options | defines concept floorplans for each facility and renderings that show representatives materials.
- 5.0 Statements of Probable Construction Cost | develops an overview of costs for the various proposed phases of the masterplan.

The overall study began with a kick-off meeting that included the development of the **Critical Success Factors** and a discussion of existing sites and building conditions and their shortcomings. The next step involved information gathering in the form of questionnaires, collection and review of relevant data and information, and discussions with Police, Fire, and Emergency Management Department staff representatives. Dewberry toured the existing buildings for each department to confirm existing functions and identify operational deficiencies.

### Critical Success Factors

- Plan for the future - expandability, flexibility, and adaptability
- Building community support in difficult financial times. Utilize active and supportive organizations to build community support.
- Civic pride
- Recruitment tool
- Fire – maintain current ISO rating of 3

### Building Safety and Security

The existing municipal buildings in this study were built with code standards and parameters that are now out of date. Many of the original planning guidelines need modifications to respond to today's concerns for heightened safety and security measures. Some examples of these safety and security risks include the following:

- No secure staff parking directly adjacent to the staff entrance. Not enough public parking for any of the three existing facilities
- General lack of security between public and staff
- Insufficient public parking
- No adequate lobby space for Police, Fire, or Emergency Management

- Lack of space to meet present program needs
- Lack of Evidence & file storage area for Police
- Lack of hardened or protected spaces during storms
- Lack of natural light within all facilities for employee morale and potential energy savings
- Frail and outdated mechanical and electrical systems
- Police - no interview suite and current space used for interviews is not properly separated from the rest of the station. Lacks soft interview room and dedicated restroom.
- Fire – no vestibule between apparatus bays and living areas to reduce contamination of living space
- Fire – turnout gear stored in apparatus bays, not kept out of daylight to prevent degradation of material
- Emergency Management – very tight building and site. Current facility is beyond maximum storage capacity

### Quality of Work Environment

With many municipal and public safety concepts, a large number of employees, primarily civilian staff, spend much of their workday inside the building. Therefore, the quality of the work environment should be addressed in the building design to enhance productivity, promote professionalism, and enable the best employees to be recruited and retained. This space should be a place of encouragement to create pride and retain staff.

### Current Conditions

The City of Grove has seen a fairly consistent population growth anywhere between 5% and 15% over the last 30 years. Projecting this to 2042, the estimated population is 9,600. This number only tells the permanent population and does not account for the fact that Grove sits on a lake that is exceedingly popular with tourists. The City can see population swells of up to 70,000 during summer, holiday, and event weekends.

From this information, a space needs program was developed looking at future staffing and space needs over the next 20-year period to 2042.

### Staffing

It is important to understand the current and potential future staff makeup of all the various municipal departments as well as any anticipated changes in department organization or operations that may affect the program. Staff growth has been projected out 20 years in the program based on feedback from the client surveys and discussions during the study.

The Grove Police Department currently operates within four divisions of the Department including Administration, Detectives, Communications, and Patrol. Their department includes 21 sworn officers and 10 non-sworn staff.

The Grove Fire Department is a combination full-time and volunteer department with six full-time employees and 25 Volunteer Firefighters. The full-time staff includes one fire chief, one assistant fire chief, three captains, and one firefighter.

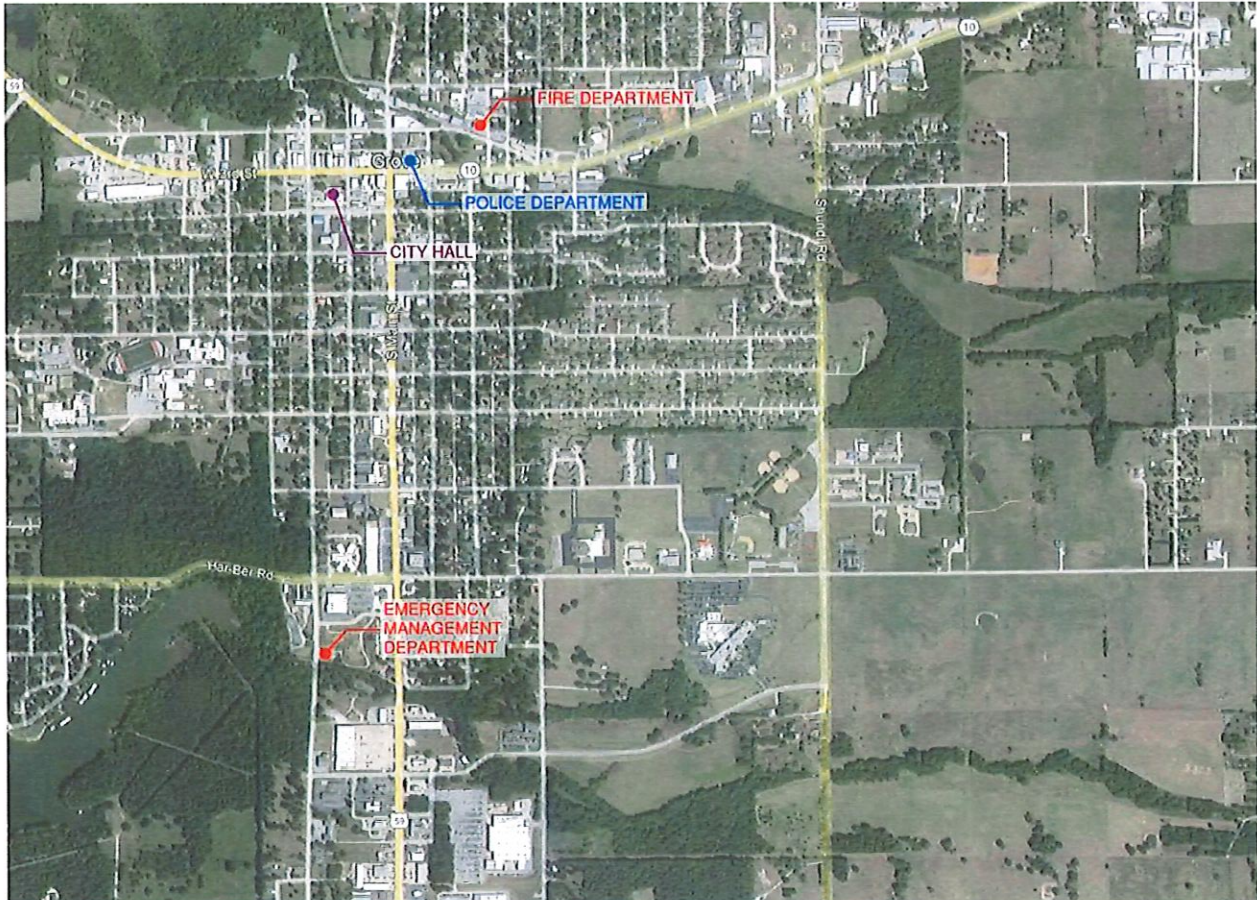
The Grove Emergency Management Department currently operates with one full-time employee, the director, and 18 volunteers.



## Current Facility Locations

The study included three (3) existing facilities where the City of Grove Police, Fire, and Emergency Management Departments conduct their operations, including:

1. Police Department (13 E 3<sup>rd</sup> Street)
2. Fire Department (141 E O'Daniel Avenue)
3. Emergency Management Department (1411 S Broadway Street)



## Conclusions / Recommendations

This report is intended as an initial assessment of the spaces and needs of these municipal buildings. The information contained within this report can be utilized by the City and design team as a guide. The goal of this study is to provide a road map for fulfilling the needs of the city staff and community while also acting as a solid base from which to produce improved municipal and civic spaces that are functional, significant, and meaningful to the surrounding community.

Over the course of this study, it has been discovered that the current Police, Fire, and Emergency Management facilities are all undersized with inadequate staff and public parking. Many of the areas in each of the current buildings are not adequate in size and are poorly configured to meet the current space needs of staff as they try to fulfill their duties to effectively and efficiently serve the needs of city residents today and into the future.



## 2.0 Space Needs Assessment

The space needs assessment captures the relevant information for the spaces that are needed to support the operations and functions of the Police, Fire, and Emergency Management Departments. This includes information such as:

- Description of the space
- Quantity of the spaces required
- Staffing assigned to the spaces
- Typical space standards (sizes)
- Future needs
- Additional information regarding the space, such as key adjacencies, specialized equipment, etc.

There are several key programmatic elements contained in the space needs program that are important metrics to develop a full understanding of the space needs for the three separate entities.

**Future Space Needs** | captures the changing space needs for a 5, 10, 15, and 20-year projections. This can also include additional operations that are not currently part of the entities but are recognized as a future need.

**Net/Gross Square Feet** | space needs are captured as net square footages, which is the usable square footage within a particular space. A departmental grossing factor is applied to the total square footage to account for circulation space, interior partition thickness, and undefined areas not included in the program which becomes the departmental gross square footage used for the conceptual design. An additional grossing factor is then applied to all departmental gross square footages to account for the exterior wall thicknesses, circulation space between departments, and building system space. This calculation becomes the gross facility square footage.

**Space Standards** | industry standard sizes for various office and meeting room spaces were used to help standardize the spaces across the municipal departments.

## Program Summary

The adjacent pages show the program for each department if built out to the full 20-year projection.

Grove OK Public Safety Facility Space Needs Survey  
Data Collection  
July 2022

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**Space Needs Assessment Survey**

**Instructions:**

1. Fill out this survey as completely as possible for your department or division.
2. If applicable, please include an organizational chart of your department.
3. Use the mouse (not the tab key) to navigate between fields (highlighting for easy identification).
4. Please double check when entering this document.
5. If you have any additional questions or need clarification, please contact us at [space@okdewberry.com](mailto:space@okdewberry.com).
6. When finished, please email the survey to [space@okdewberry.com](mailto:space@okdewberry.com).
7. If you have any questions regarding this out, feel free to contact the lead programmer, Larry Wallace, at 405.546.2218 or [lw@okdewberry.com](mailto:lw@okdewberry.com).

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**SECTION 1 - CONTACT INFORMATION**

Division/Department: \_\_\_\_\_

Date: Tuesday, June 28, 2022

Name: Mike Reed

Job Title: Fire Chief, City of Grove Telephone: (405) 706-4161 E-mail: [mreed@okdewberry.com](mailto:mreed@okdewberry.com)

Address: Fire Department 144 E. Outdoor Parkway Grove Oklahoma 74444

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**SECTION 2 - MISSION**

a) General Mission or Function of Agency, Department, or Division: \_\_\_\_\_

b) Provide fire/rescue, fire safety education, code enforcement, emergency medical response

c) Indicate anticipated changes, additions, or deletions to the function of your Agency, Department, or Division and when they may occur over the next 15 years.

d) Additional personnel (FTE): \_\_\_\_\_

e) Hours of Operation: 24 hrs on 7 days each week, 24 on / 48 off shift

f) Hours open to the Public: 07:00 to 17:00 on 7 days each week.

g) Additional notes: \_\_\_\_\_

h) Visitors: Average per day - 10, Average per week 80 Peak visitors at once: 45

i) Explain: Public safety visits/fire safety presentations

---

**SECTION 3 - LOCATIONS**

Owner of location listed above: City of Grove Years in this location: 40 years

Leave/Check (check Yes/1, Leave/Check (month), per SF): Leave/Check: M/1/2

a) Is this the only service location for Grove, OK? (Yes/No) \_\_\_\_\_

b) If no, please list all other locations that serve this city. Use the "x" to add locations as needed. (Include each location including those for which a separate survey will be done.)

Ab. Loc.	Function	Street Address	City	Oklahoma	Zoning
Ab. Loc.	Fire/EMS	Street Address	City	Oklahoma	Zoning
Ab. Loc.	Fire/EMS	Street Address	City	Oklahoma	Zoning
Ab. Loc.	Fire/EMS	Street Address	City	Oklahoma	Zoning
Ab. Loc.	Fire/EMS	Street Address	City	Oklahoma	Zoning

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**Dewberry**

Grove OK Public Safety Facility Space Needs Survey  
Data Collection  
July 2022

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**SECTION 1 - CONTACT INFORMATION**

Division/Department: \_\_\_\_\_

Date: Friday, June 24, 2022

Name: Mark Morris

Job Title: Chief Of Police Telephone: 918-706-6121 E-mail: [mjmorris@grovetpolice.com](mailto:mjmorris@grovetpolice.com)

Address: Police Department 31 East 3<sup>rd</sup> Street Grove Oklahoma 74444

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**SECTION 2 - MISSION**

a) General Mission or Function of Agency, Department, or Division: \_\_\_\_\_

b) Provide fire/rescue, fire safety education, code enforcement, emergency medical response

c) Indicate anticipated changes, additions, or deletions to the function of your Agency, Department, or Division and when they may occur over the next 15 years.

d) Additional personnel (FTE): \_\_\_\_\_

e) Hours of Operation: 24 hrs on 7 days each week, 24/7

f) Hours open to the Public: From 7:00 am to 5:00 pm each week.

g) Additional notes: \_\_\_\_\_

h) Visitors: Average per day - 10, Average per week 80 Peak visitors at once: 17

i) Explain: Public safety visits/fire safety presentations

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**SECTION 3 - LOCATIONS**

Owner of location listed above: City of Grove Years in this location: 40

Leave/Check (check Yes/1, Leave/Check (month), per SF): Leave/Check: M/1/2

a) Is this the only service location for Grove, OK? (Yes/No) \_\_\_\_\_

b) If no, please list all other locations that serve this city. Use the "x" to add locations as needed. (Include each location, including those for which a separate survey will be done.)

Ab. Loc.	Service Location	1301 O'Daniel Parkway Grove Oklahoma	Zoning
Ab. Loc. <td>Storage</td> <td>O'Daniel and Grand Street</td> <td>Grove Oklahoma Zoning</td>	Storage	O'Daniel and Grand Street	Grove Oklahoma Zoning
Ab. Loc. <td>Other</td> <td>North Cherokee Road</td> <td>Grove Oklahoma Zoning</td>	Other	North Cherokee Road	Grove Oklahoma Zoning

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**Dewberry**

## SUMMARY - SPACE NEEDS - POLICE

		Space Requirements	
Space #	Spaces	Bldg Program need	Notes
1.000	ADMINISTRATION		
		DEPARTMENT GROSS SQUARE FEET	1,351
2.000	RECORDS		
		DEPARTMENT GROSS SQUARE FEET	630
3.000	DISPATCH		
		DEPARTMENT GROSS SQUARE FEET	755
4.000	INVESTIGATIONS		
		DEPARTMENT GROSS SQUARE FEET	1,433
5.000	OPERATIONS		
		DEPARTMENT GROSS SQUARE FEET	3,176
6.000	POLICE SUPPORT		
		DEPARTMENT GROSS SQUARE FEET	3,830
7.000	PROPERTY & EVIDENCE		
		DEPARTMENT GROSS SQUARE FEET	1,098
8.000	DETENTION AREA		
		DEPARTMENT GROSS SQUARE FEET	1,173
		TOTAL DEPARTMENT NET SQUARE FEET	13,446
		NET TO BUILDING GROSS FACTOR	1.20 perimeter walls, circulation, mech/elec rooms
			2,689
		BUILDING GROSS SQUARE FEET	16,135



Space Needs Assessment and Site Feasibility Study

**POLICE**

Space #	Spaces	Staffing Information							Space Requirements			Notes
		Current (2022)	Authorized (2022)	Recommendation 2022	Future staff +05yr	Future staff +10yr	Future staff +15yr	Future staff +20yr	No. Of Spaces	Space Standard (VE)	Bldg Program need	

1.000 ADMINISTRATION												
1.001	Police Chief								1	300	300	20'x15' Office with seating area & small conf. table
1.002	Small Conference Room								1	250	250	
1.003	Police Chief Closet								1	174	174	6' closet for coats/storage
1.004	Executive Assistant											0 shared admin with investigations in the future
1.005	Deputy Chief								1	81	81	15'x16' office area - shared role with IT, need workspace for computers, etc.
1.005	Captain - over animal control, patrol				1				1	144	144	15'x16' office area
1.006	Copy / Print / Work Area										144	0 shared with investigations
1.007	File Storage Room								1			small office size for personnel/background check files (secure H.R. and legal files) - combine with copy/print area - small lockable area
1.008	Storage Room								1	84	84	general storage - sized for future office
1.009	Admin Reception								1	48	48	reception area with waiting for 1-3 guests
1.010	Coffee / Kitchenette										112	0 shared with investigations
1.011	Restroom								1			0 single user toilet room for admin staff
										0		
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	1,081	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	1,351	

2.000 RECORDS												
2.001	Supervisor - Records	0	0	0	0	1	1	1	1	117	117	10'x15' office w console
2.002	Records Clerk	1	1	1	1	1	2	2	2	90	180	8'x8' workstation - at service counter
2.003	Copy / Print / Work Area								1	50	50	printer, copier, supply storage, work area
2.004	Records Storage								1	157	157	Approx. 450 lf. of high density shelving
2.005	Restroom								0	0	0	single user toilet room for records staff - used shared restroom located nearby
2.006	Service Window/Counter								1	0	0	(2) positions / ballistic rated / pass-thru - records clerk workstations
2.007												
2.008												
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	504	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	630	

3.000 DISPATCH												
3.001	Supervisor - Dispatch	1								93	93	10'x15' office w console
3.002	Dispatcher	6								70	210	dispatch workstations - 2-3 per shift
3.003	Copy / Print / Work Area								1	68	68	printer, copier, supply storage, work area
3.004	Restroom								1	57	57	single user toilet room for dispatch staff
3.005	Break Area - Dispatch								1	176	176	dedicated break area with personal lockers
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	604	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	755	

Space Needs Assessment and Site Feasibility Study

POLICE												
Space #	Spaces	Staffing Information						Space Requirements			Notes	
		Current (2022)	Authorized (2022)	Recommendation 2022	Future staff +05yr	Future staff +10yr	Future staff +15yr	Future staff +20yr	No. Of Spaces	Space Standard (VE)		Bldg Program need
<b>4.000 INVESTIGATIONS</b>												
4.001	Lieutenant - Investigations	1							1	120	120	10'x15' Private office
4.002	Detective	2							4	75	300	10'x10' open workstation
4.004	Interview Room								2	100	200	secured suite w/video & audio recording (adjacent to vehicle entry port)
4.005	Interview Room Restroom								1	58	58	single user toilet room in secured suite with interview rooms
4.006	Copy / Print / Work Area								1	108	108	printer, copier, supply storage, work area (shared with Admin)
4.007	Conference Room / Major Case Room								1	240	240	10-12 person conference room (shared with Admin)
4.008	Secure Storage								1	120	120	10'x15' storage room for equipment and case files
total staff in this suite: staff parking spaces needed (8am-5pm):										NET SQUARE FEET	1,146	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	1,433	

<b>5.000 OPERATIONS</b>												
5.001	Sergeant - Operations	3			5				1	300	300	14'x16' shared office for (2) shifts - 3 workstations
5.002	Patrol Officer	15			18				18		0	no space requirement
5.003	SRO	2									0	office space not needed (assigned to patrol during the summer)
5.004	Briefing Room								1	350	350	10-12 person capacity adjacent to patrol equipment, lockers, break area
5.005	Report Writing								6	35	210	single user workstations near evidence processing
5.006	Copy / Print / Work Area								1	63	63	printer, copier, supply storage, work area near evidence and processing and Operations Sgt.
5.007	Patrol Equipment Storage								1	132	132	Secure storage-tasers, radars, riot gear, batteries
5.008	Armory (Weapons Storage)								1	100	100	Secure storage-rifle, shotgun, pistol. Ammunition Storage and a single armorer's workshop station
5.009	Duty Bag Lockers								21	66	1386	3 sf per locker stacked (3) high
total staff in this suite: staff parking spaces needed (8am-5pm):										NET SQUARE FEET	2,541	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	3,176	

<b>6.000 POLICE SUPPORT</b>												
6.001	Training Room								1		1500	shared space with Community Room
6.002	Men's Toilet Room - Staff								1	120	120	single-user toilet room with shower
6.003	Female's Toilet Room - Staff								1	120	120	single-user toilet room with shower
6.004	Gender Neutral Toilet Room - Staff								2	120	240	single-user toilet room
6.005	IT-Main Server Room								1	100	100	secure room
6.006	Locker Rooms - patrol personnel + civilian								30	12	360	open locker room with 30 patrol lockers + 15 civilian lockers - patrol lockers - change of clothes. Civilian lockers 12x15
6.007	Locker Room toilet/shower/changing area								2	120	240	single-user rooms accessed from locker room
6.008	Break Room								1	350	350	includes microwave, stove, coffee maker, refrigerator/freezer, ice maker, sink, and dishwasher. Also provide computer station with monitor and large flat screen display
6.009	Fitness Room								0	0	0	current policy has fitness outsourced - in contract. Potential for combined with fire.
6.010	Wellness/Lactation Room								1	100	100	includes sink and undercounter refrigerator, reclining chair/acoustic & light control
6.011	Janitor's Closet								1	50	50	6'x8' closet for supplies with mop sink
6.012	Volunteers	30							1	150	150	Volunteer office / Storage
6.013	Animal Control	1							0	0	0	Animal Control Officer Office - has her own building
6.013	K9 Area	1							1	0	0	none needed
total staff in this suite: staff parking spaces needed (8am-5pm):										NET SQUARE FEET	3,330	
										NET TO DEPARTMENT GROSS FACTOR	1.15	
										DEPARTMENT GROSS SQUARE FEET	3,830	



Space Needs Assessment and Site Feasibility Study

POLICE													
Space #	Spaces	Staffing Information						Space Requirements			Notes		
		Current (2022)	Authorized (2022)	Recommendation 2022	Future staff +05yr	Future staff +10yr	Future staff +15yr	Future staff +20yr	No. Of Spaces	Space Standard (VE)		Bldg Program need	
<b>7.000 PROPERTY &amp; EVIDENCE</b>													
7.001	Bag and Tag / Evidence Lockers								1	120	120	Storage and counters for bag & tag with secure evidence pass-thru lockers, stainless steel countertops. Close to safety port	
7.002	Evidence Processing Technician	0			1				1	0	0	Currently Eulenani - workstation in processing	
7.003	Evidence Processing Lab								1	240	240	Downflow fume hood workstation, evidence drying cabinet - tech workstation	
7.004	Evidence Storage - Bulk Storage								1	285	285		
7.005	Evidence Storage - Valuables								1	50	50	Secured room with safe (multi-factor authentication required)	
7.006	Evidence Storage - Weapons								1	60	60	Secured room with safe (multi-factor authentication required)	
7.007	Evidence Storage - Drugs								1	90	90	Secured room with safe (multi-factor authentication required)	
7.008	Evidence Storage - Biologicals								1	0	0	Refrigerator and Freezer - located in processing	
7.009	Evidence Storage - Large Items								1	110	110	Exterior access	
7.011	Bicycle storage								0	0	0	Outdoor Storage Area - not included in s.f. in safety port	
total staff in this suite:													
staff parking spaces needed (8am-5pm):													
										NET SQUARE FEET	955		
										NET TO DEPARTMENT GROSS FACTOR	1.15		
										DEPARTMENT GROSS SQUARE FEET	1,098		
<b>8.000 DETENTION AREA</b>													
8.001	Vehicle Safety Port								1	600	600	Secure garage for two vehicles w/14' high doors for ambulance and interlocking doors for security - option to secure half for vehicle processing	
8.002	Photo/Fingerprint Station								1	80	80	Include camera and backdrop / counter and cabinets with fingerprinting station and equipment - keep even if detention goes away	
8.003	Property Lockers								1	20	20	Short term property lockers during processing - outside by gun lockers	
8.004	Booking/Processing								1	150	150	detention bench with cuff bars	
8.005	Interview Room								0	0	0	included in Investigations	
8.006	Interview Room Restroom								0	0	0	included in Investigations	
8.007	Detention cell - single male								1	85	85		
8.008	Detention cell - single female								1	85	85		
total staff in this suite:													
staff parking spaces needed (8am-5pm):													
										NET SQUARE FEET	1,020		
										NET TO DEPARTMENT GROSS FACTOR	1.15		
										DEPARTMENT GROSS SQUARE FEET	1,173		

## SUMMARY - SPACE NEEDS - FIRE & EMERGENCY MANAGEMENT

		Space Requirements	
Space #	Spaces	Bldg Program need	Notes
9.000	OFFICE OF THE FIRE CHIEF		
	DEPARTMENT GROSS SQUARE FEET	1,114	
10.000	OFFICE AND LIVING AREAS		
	DEPARTMENT GROSS SQUARE FEET	5,556	
11.000	FIRE EQUIPMENT & SUPPORT		
	DEPARTMENT GROSS SQUARE FEET	8,510	
12.000	EMERGENCY MANAGEMENT ADMINISTRATION		
	DEPARTMENT GROSS SQUARE FEET	1,981	
13.000	EMERGENCY MANAGEMENT EQUIPMENT & SUPPORT		
	DEPARTMENT GROSS SQUARE FEET	5,440	
<b>TOTAL DEPARTMENT NET SQUARE FEET</b>		<b>22,601</b>	
<b>NET TO BUILDING GROSS FACTOR</b>		<b>1.20</b>	perimeter walls, circulation, mech/elec rooms
<b>BUILDING GROSS SQUARE FEET</b>		<b>4,520</b>	
<b>BUILDING GROSS SQUARE FEET</b>		<b>27,121</b>	



Space Needs Assessment and Site Feasibility Study

FIRE AND EMERGENCY MANAGEMENT												
Space #	Spaces	Staffing Information						Space Requirements			Notes	
		Current (2022)	Authorized (2022)	Recommendation 2022	Future staff +05yr	Future staff +10yr	Future staff +15yr	Future staff +20yr	No. Of Spaces	Space Standard		Bldg Program need
<b>9.000 FIRE ADMINISTRATION</b>												
9.001	Fire Chief	1							1	250	250	20x15' Office with seating area & small conference table
9.002	Fire Chief/EM Conference Room								1	180	180	6-8 people
9.003	Fire Chief Closet								1			
9.004	Deputy Fire Chief	1					2		1	143	143	convert second storage room in the future
9.005	Staff restroom								1	64	64	single user toilet room for admin staff
9.006	Copy / Print / Work Area								1	116	116	printer, plotter, copier, supply storage, work area
9.007	Storage Room								1	123	123	small office size for office supplies and general supply storage - to be used for deputy chief in the future
	Admin/receptionist Fire										0	
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	891	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	1,114	

10.000 OFFICE AND LIVING AREAS												
10.001	Fire Marshal	1							1	184	184	workspace, bookshelves, drafting table, plan rack
10.002	Captain Office	3			4				1	150	150	1 office with two workstations
10.003	Captain Bunk/Office Room								1	150	150	
10.004	Firefighter Bunk Room	3			6	9	12	12	4	90	360	private sleeping quarters with doors, nightstand, no desk needed - linens stored separately
10.005	Volunteer Firefighter	25							0		0	no space needed - storage room for coats, incorporated
10.006	Toilet / Shower Rooms								2	140	320	ADA accessible unisex toilet / shower rooms
10.007	Laundry								1	90	90	Washer, dryer, and laundry sink with cabinets and counters. Linen storage
10.008	Day Room								6	75	450	6 Reciners - space for future for 8
10.009	Dining Area								10	195	1950	Dining area to accommodate on 8-10 person table and chairs at 25 s.f. per person
10.010	Kitchen								1	195	195	Includes residential gas range/hood, dishwasher, sinks, (1) refrigerator, microwave, garbage disposal, and prep counter/island w seating (ADA prep sink area)
10.011	Pantry								1	12	12	shared pantry area
10.012	Outdoor Patio								1	0	0	Outdoor patio for gas grill with natural gas connection. Screen area from public view & adjacent to kitchen/dining area. Not included in net s.f. Provide electric outlet for smoker and some shaded area
10.013	Fitness Room								1	504	504	Accommodates cardio and strength training, Jacobs ladder, treadmill, cycle, free-weights, weight machine, smith machine, mirrors on one wall, and ceiling fans with exhaust fans.
10.014	Toilet								1	80	80	Near fitness
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	4,445	
										NET TO DEPARTMENT GROSS FACTOR	1.25	
										DEPARTMENT GROSS SQUARE FEET	5,556	

11.000 FIRE EQUIPMENT & SUPPORT												
11.001	Apparatus Bay- Fire Department								5	1180	5900	Apparatus bays with 14x14' doors. App bays @ 66L x 17'-4"W
11.002	Turn-Out Room- Fire Department								35	12	420	2' wide storage lockers for all fire fighter shifts and officers
11.003	Extractor/Laundry								1	150	150	
11.004	Workroom/Tool Storage - FD								1	150	150	Workbench, storage
11.005	Decon								1	120	120	Shower, toilet, utility sink, storage
11.006	SCBA Room								1	150	150	
11.007	EMS Storage								1	150	150	
11.008	Hose Storage / Tower								1	360	360	
total staff in this suite:												
staff parking spaces needed (8am-5pm):												
										NET SQUARE FEET	7,400	
										NET TO DEPARTMENT GROSS FACTOR	1.15	
										DEPARTMENT GROSS SQUARE FEET	8,510	

Space Needs Assessment and Site Feasibility Study

**FIRE AND EMERGENCY MANAGEMENT**

Space #	Spaces	Staffing Information						Space Requirements			Notes
		Current (2022)	Authorized (2022)	Recommendation 2022	Future staff +05yr	Future staff +10yr	Future staff +15yr	Future staff +20yr	No. Of Spaces	Space Standard	

12.000 EMERGENCY MANAGEMENT ADMINISTRATION													
12.001	Emergency Management Director	1								1	151	151	workstation, closet, seating for 3-4 people
12.002	EM Director Closet									1	15	15	
12.003	Staff restroom									2	64	128	single user toilet with shower
12.004	Copy / Print / Work Area									1	116	116	printer, copier, supply storage, work area
12.005	Report Writing Office									3	50	150	workstations for report writing
12.006	Radio Room									1	200	200	office type space for communications and storm siren equipment
12.007	Storage Room									1	250	250	
12.008	Laundry									1	75	75	
12.009	Kitchen									1	300	300	includes residential gas range/hood, dishwasher, sinks, (1) refrigerator, microwave, garbage disposal
12.010	War Room									1	200	200	seating for 12-15
12.011	Conference Room									1	0	0	Seating for 20 people - share with training room

total staff in this suite:  
staff parking spaces needed (8am-5pm):

NET SQUARE FEET 1,585  
NET TO DEPARTMENT GROSS FACTOR 1.25  
DEPARTMENT GROSS SQUARE FEET 1,981

13.000 EMERGENCY MANAGEMENT EQUIPMENT & SUPPORT													
13.001	Apparatus Bay									3	1180	3540	Apparatus bays with 14'x14' doors. App bays @ 66'L x 17'-4"W
13.002	Protective Clothing- EM									20	12	240	2' wide storage lockers for all shifts and officers
13.003	Decon									1	100	100	Shower, toilet, utility sink, storage
13.004	Workroom/Tool Storage									1	100	100	Workbench and storage
13.005	Storage Room									1	200	200	
13.006	Palletized Storage									1	550	550	8' x length of bay area

total staff in this suite:  
staff parking spaces needed (8am-5pm):

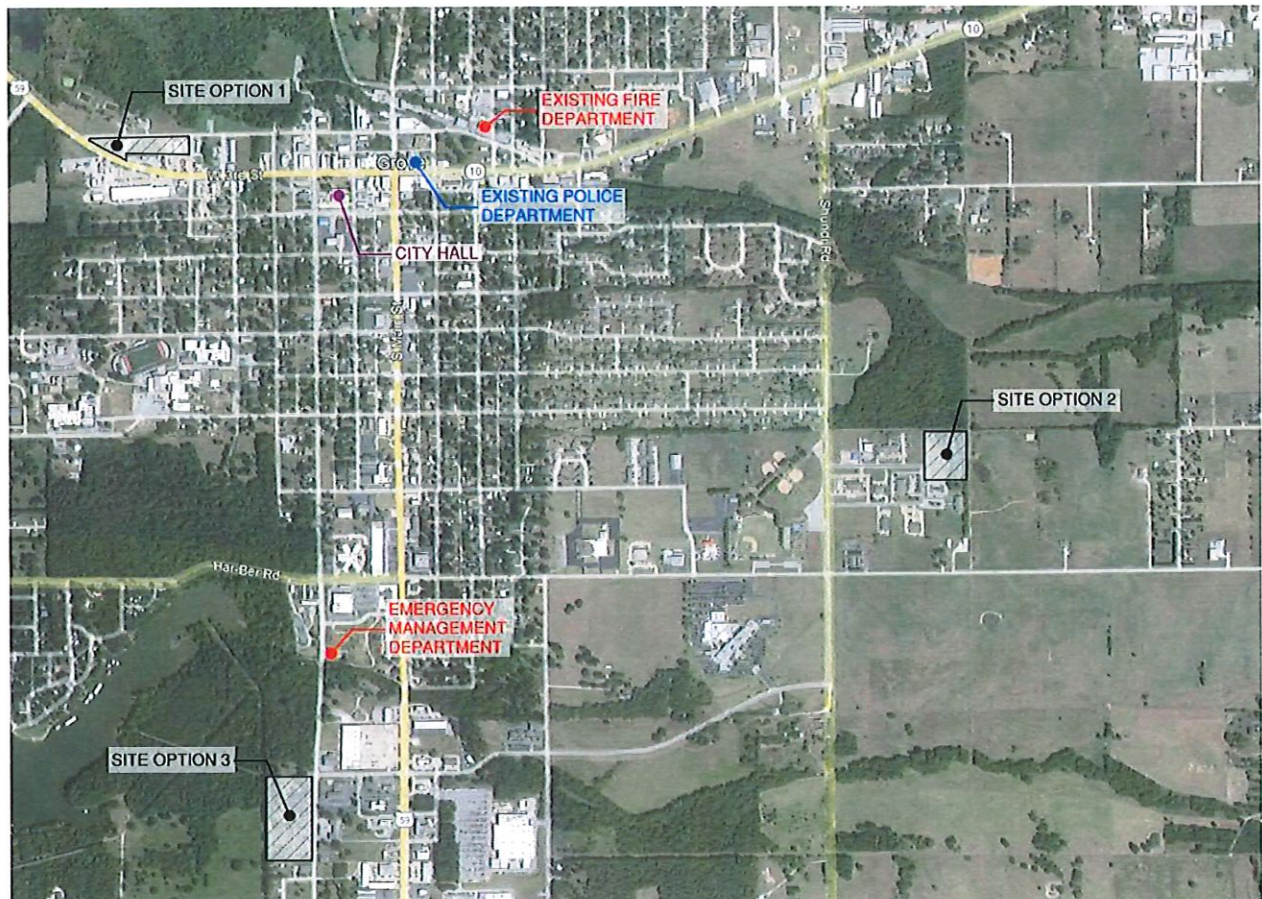
NET SQUARE FEET 4,730  
NET TO DEPARTMENT GROSS FACTOR 1.15  
DEPARTMENT GROSS SQUARE FEET 5,440



### 3.0 Site Analysis

During this study, the City, Police Department, Fire Department, and Emergency Management Department reviewed a number of city-owned sites throughout the community. After exploring these options, two sites were chosen: Site 2 for the Police Department and Site 3 for a combined Fire and Emergency Management Department.

Refer to the following pages for additional information on each site that was studied.









### Site Option 2: NEO Loop (Police Department)

The City-owned property located at the northeast corner of the NEO Loop, north of the NEO A&M Campus, is approximately 4.25 acres. This is a clean site that has not had any previous construction

- Flat site
- No known drainage issues
- Not in a floodplain
- Large enough site for future expansion or additional buildings
- Existing parking lot adjacent to the site that can be used for Police needs during large events
- Adjacent to potential future development by the City.





### Site Option 3: S Broadway Street (Combined Fire & Emergency Management Departments)

The City-owned property located on the southwest corner of S Broadway Street and W 18<sup>th</sup> Street, is approximately 9 acres. This is a clean site that has not had any previous construction.

- Flat site
- No known drainage issues
- Not in a floodplain
- Large enough site for future expansion or additional buildings
- ¼ mile south of existing Emergency Management facility



### Conclusions

Both the City staff and Dewberry agree the best direction for the two user groups is not to be combined but to remain in separate facilities. Sites 2 & 3 offer opportunities to easily fit the present programs while allowing for future expansion. By separating the two needs it provides increased funding capacity within current bonding limits. The designs depicted in this report are reflective of this choice but do not limit capability of fitting either of these needs on an equally suitable site in the future.



## 4.0 Concept Design Options

### Summary Description

The concepts include a new standalone Police Station and a standalone station combining Fire and Emergency Management Departments into one facility. Descriptions of the design concepts are listed below for each graphic solution presented.

## 4.1 Police Department

The police department includes a new, ground-up facility that meets code and program needs of a modern police department. The exterior includes light brown brick, light-colored stone, wood-look paneling, light-colored EIFS, and ribbon windows. Upon entering the main lobby, visitors are greeted by the Records Clerks as well as have access to two citizens report writing rooms, restrooms, and a large Community/Training room. All other spaces will be separate and secured from the public requiring an escort to access staff areas that include:

- Police Administration
- Records
- Dispatch
- Investigations
- Patrol
- Property & Evidence
- Detention with sallyport

Total Building Area – 15,288sf

Estimated Project Cost through 2023 is \$7.8M, with approximately \$6.2M for construction. It seems safe to assume project costs could easily escalate 7% per year for years 2025 – 2028.

Refer to the following pages for an overall concept site plan, floorplan, and exterior renderings.