

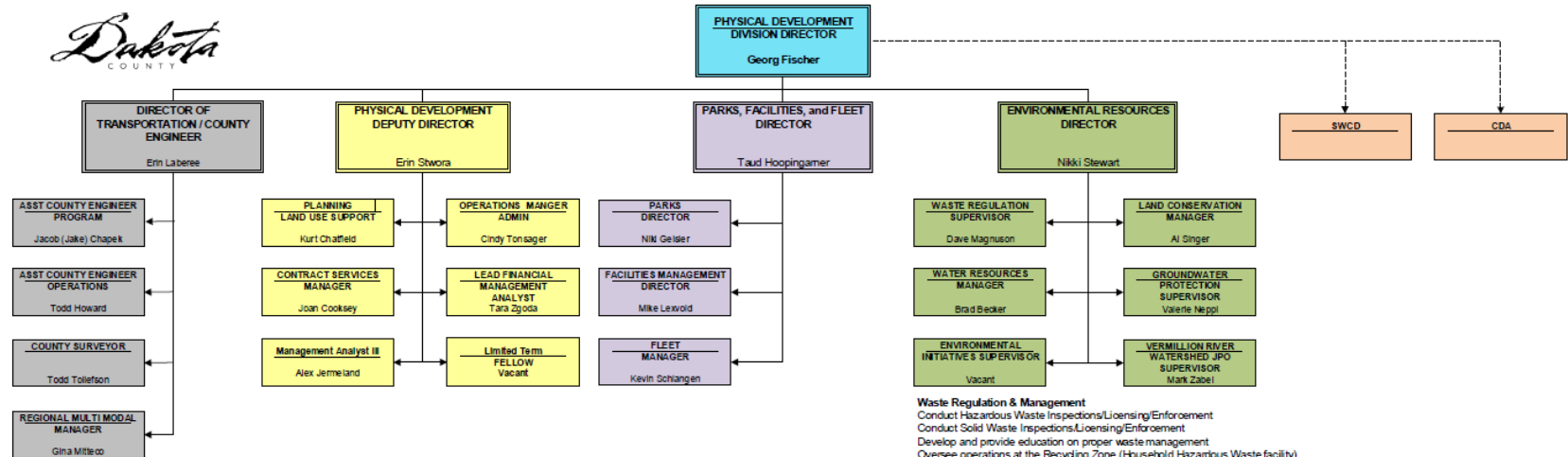
DAKOTA COUNTY FACILITIES MANAGEMENT ORGANIZATIONAL STRUCTURE

MCCFMA ANNUAL CONFERENCE

11/2/2023

ORGANIZATIONAL STRUCTURE

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- FM is part of Parks, Facilities, and Fleet Department in Physical Development Division
 - Covers 4 areas: Capital Projects, Building Maintenance, Grounds Maintenance, and Security
 - 55 FTE plus 18-20 temps in Grounds
 - Manage 1.6M sq. ft. of space in 26 buildings including 3 courts locations, 10 libraries, 3 service centers, 3 highway maintenance shop sites, and multiple additional parks locations.
 - \$775M in facilities assets in VFA software



Program, Planning, Traffic, Design & Right of Way

Capital Improvement Program
Public Involvement Programs
County State Aid Highway Needs
Regional Transportation Coordination
Transportation Plan
Corridor Studies
Traffic Engineering and Operations
Environmental Documentation
Jurisdictional Transfer
Road Database
Project Agreements/Contracts
Right of Way Acquisition
Project Management

Operations: Construction & Maintenance

Project Management
Construction Staking/Surveys
Project Inspection, Testing & Administration
County Bridge Inspection Program
County State Aid Reports
Highway & Right of Way Maintenance
Snow & Ice Removal
Gravel Road Resurfacing
Pavement Management System

Survey

Plat Review
Plat Commission
Monumentation
Maintain Parcel Tax Database
Land Surveying

Transit

Transitway Planning
Project Development
Regional Railroad Authority
Transit Coordination
MN High Speed Rail Initiative

Planning

Plans and Studies – parks, transportation, greenways, water and solid waste
Grants – seek federal, state and other grants for Transportation, greenway and park projects
Development Review – respond to development, TIF and environmental reviews
Planning Commission – staff to 14-member citizen advisory committee to the County Board

Contract Management
Administrative Coordinating Services (ACS)
County Board Committee Services
Financials – Budget
Liaison:
SWCD – Joint Powers
CDA – CDBG, HOME, HOPE program administration

Facilities

Building operations and maint.
Facility Security
Custodial services
Buildings and grounds including parks
Lease administration
Moving Services
Maintain Parks and greenways
Facilities Planning & Project Mgmt
Restore, maintain and enhance County park and greenways
Facilities planning and Project mgmt.
Parks project mgmt.
Space Planning
Building CIP

Fleet

Fleet Capital Equipment Program
Maintenance of County Fleet
Welding/Fabrication
Manage fuel, parts and supplies
County-wide Fleet Policy
Provide Fleet Management Services
Provide Storage, use and disposal of fuel, lubricants and equipment

Parks

Provide year-round natural resource based recreation
Plan parks and regional greenways
Visitor Services- reservations, permits, rentals
Operate facilities, campgrounds, beaches, retreat centers, visitor center, gathering center, dog park, RC flying fields, boat launch, picnic shelters
Prepare strategic plans

Waste Regulation & Management

Conduct Hazardous Waste Inspections/Licensing/Enforcement
Conduct Solid Waste Inspections/Licensing/Enforcement
Develop and provide education on proper waste management
Oversee operations at the Recycling Zone (Household Hazardous Waste facility)
Provide Business Hazardous Waste Collection Services through the Very Small Quantity Generator (VSQG) and lamp collection
Implement the Pharmaceutical Collection Program

Waste Reduction and Recycling Initiatives

Develop waste related policy, planning and reporting
Implement organics and business recycling programs
Develop and implement school recycling and organics programs
Provide targeted outreach and education
Enhance county office recycling
Participate in the Solid Waste Management Coordinating Board
Implement an Environmentally Preferable Purchasing Program
Evaluate Brownfields and Contaminated Sites

Land Conservation

Acquire and facilitate Natural Resource Management of Regional Greenway System Easements
Acquire easements to permanently protect, connect and enhance natural areas of state, regional or county significance.
Acquire agricultural easements that provide water quality and wildlife habitat benefits
Monitor and assess acquired easements

Vermillion River Watershed

Implement the Vermillion River Watershed Management Plan and support the Vermillion River Watershed Joint Powers Board
Administer program, policy and budget tasks; develop and implement the CIP

Drinking Water Protection

Regulate well construction and sealing; administer cost-share funding
Register monitoring wells;
Provide technical support for Wellhead Protection Plans
Administer septic system maintenance program
Drinking Water Testing, Education and Outreach

Byllesby Dam

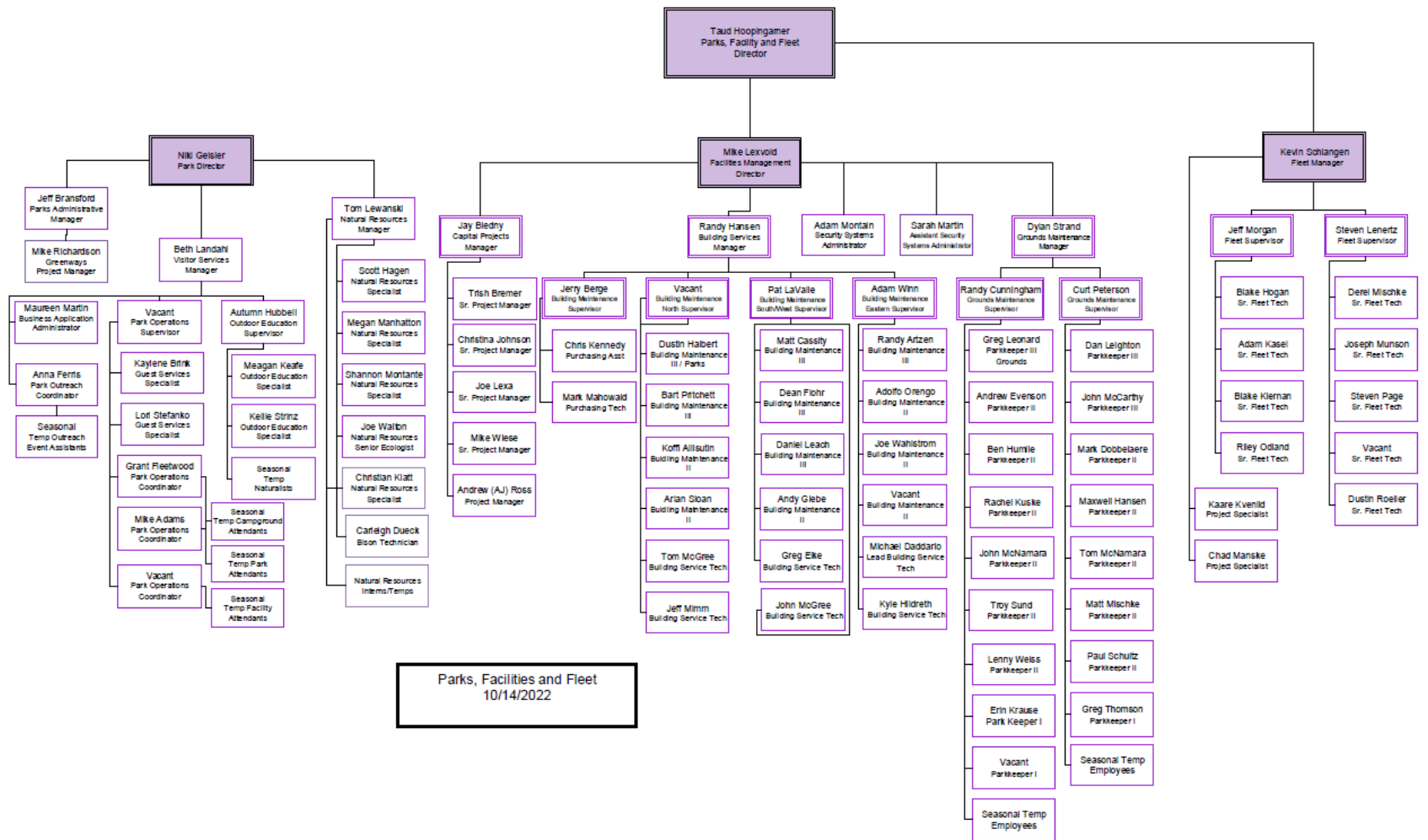
Implement dam monitoring plan and public safety plan
Maintain dam structure and equipment
Oversee capital improvement projects for compliance with state and federal regulations
Develop and oversee financially sustainable and efficient long-term operational plans

Shore Land and Floodplain Regulation

Protect shore land and floodplain areas to preserve and enhance surface water quality, prevent economic loss, and conserve the natural environment

Surface Water Protection

Protects and monitors unique water resources such as wetlands, fens, springs and trout streams
Implement Stormwater Program



STAFFING, CAREER ADVANCEMENT

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- Grounds Maintenance has 1 manager and 2 supervisors with 3 levels of line staff plus temps.
 - Building Maintenance has 1 manager and 4 supervisors with 3+ levels of line staff.
 - Promotional and growth opportunities in both groups.
 - Security has only 2 staff.
 - Capital Projects Management has 1 manager and 6 staff at two levels of project manager

REORGANIZATION

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- Very comprehensive study by Baker Tilly in 2012-2013 lead to reorganization in early 2014 (14 months after Mike started at Dakota County)
 - Looked at all maintenance staff and project delivery from buildings, grounds, transportation, and parks.
 - Shifted grounds maintenance staff to Facilities Management department to manage all outdoor spaces.
 - Building maintenance staff now manage Parks buildings with roofs and building systems.

REORGANIZATION (CONT.)

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- Parks project management staff moved to Capital Projects Management group within Facilities to broaden skillsets and share resources.
 - Transportation now assists with management of all pavement systems (service center parking lots, parks lots, trails, etc.)

PROS AND CONS

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- Relationship between project management and maintenance staff improves with department structure and shared leadership
 - Department units work well together, able to help each other out when needed.
 - Relationships with other division groups (Transportation, Fleet, Parks) key to achieving goals
 - Customers don't know who to reach out to at times as department grows, have one centralized phone number for all to call which helps.

QUESTIONS & DISCUSSION

