



8. Windsor Staff Space Needs Survey

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This document provides an initial report of findings from the Staff Space needs survey for Village of Windsor space needs through 2038.

Survey

This survey is one of eight used to obtain opinions and suggestions. This survey was provided to designated persons by Village of Windsor. 11 responses were provided for the 19 questions requiring an average time of 8 minutes to complete.

The number of responses to each question is shown. The data provided are raw data.

1. What is your current department?

11 responses

- Administration
- Clerk
- Consultant
- Office Staff
- Planning and Zoning
- Planning/Zoning & Engineering
- Public Works
- Reception
- Streets and Parks
- Treasurer/HR
- UTILITIES

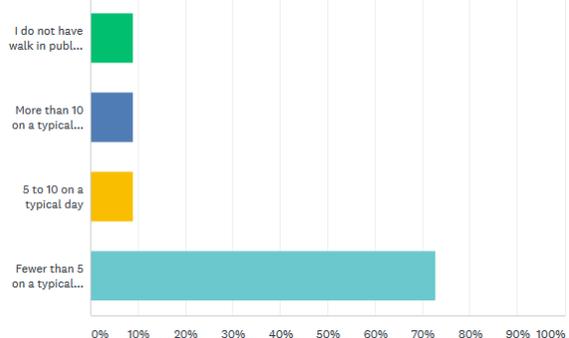
2. My current work space is:

11 responses

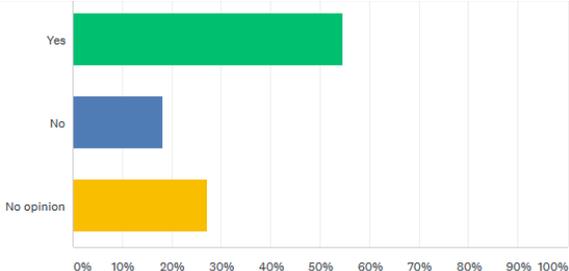
Graphic Depiction	Tabular Results								
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">A workstation, NOT an office</td> <td style="text-align: right; padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">An office shared with co-workers</td> <td style="text-align: right; padding: 5px;">4</td> </tr> <tr> <td style="padding: 5px;">A private office</td> <td style="text-align: right; padding: 5px;">1</td> </tr> <tr> <td style="padding: 5px;">An office with room for multiple visitors</td> <td style="text-align: right; padding: 5px;">2</td> </tr> </table>	A workstation, NOT an office	4	An office shared with co-workers	4	A private office	1	An office with room for multiple visitors	2
A workstation, NOT an office	4								
An office shared with co-workers	4								
A private office	1								
An office with room for multiple visitors	2								

3. Provide a typical number of daily public face to face contacts you have.

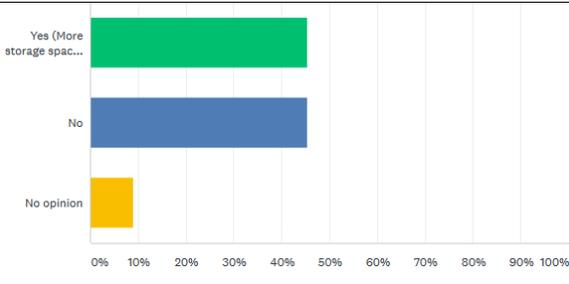
11 responses

Graphic Depiction	Tabular Results								
	<table border="0"> <tr> <td>I do not have walk in public contacts</td> <td style="text-align: right;">1</td> </tr> <tr> <td>More than 10 on a typical day</td> <td style="text-align: right;">1</td> </tr> <tr> <td>5 to 10 on a typical day</td> <td style="text-align: right;">1</td> </tr> <tr> <td>Fewer than 5 on a typical day</td> <td style="text-align: right;">8</td> </tr> </table>	I do not have walk in public contacts	1	More than 10 on a typical day	1	5 to 10 on a typical day	1	Fewer than 5 on a typical day	8
I do not have walk in public contacts	1								
More than 10 on a typical day	1								
5 to 10 on a typical day	1								
Fewer than 5 on a typical day	8								

4. Is your current STORAGE space adequate to effectively perform your department's mission?
11 responses

Graphic Depiction	Tabular Results						
	<table border="0"> <tr> <td>Yes</td> <td style="text-align: right;">6</td> </tr> <tr> <td>No</td> <td style="text-align: right;">2</td> </tr> <tr> <td>No opinion</td> <td style="text-align: right;">3</td> </tr> </table>	Yes	6	No	2	No opinion	3
Yes	6						
No	2						
No opinion	3						

5. Will your department's STORAGE space need to increase during the next 20 years? (that is, will technology reduce the need for storage space?)
11 responses

Graphic Depiction	Tabular Results						
	<table border="0"> <tr> <td>Yes (more space needed)</td> <td style="text-align: right;">5</td> </tr> <tr> <td>No</td> <td style="text-align: right;">5</td> </tr> <tr> <td>No opinion</td> <td style="text-align: right;">1</td> </tr> </table>	Yes (more space needed)	5	No	5	No opinion	1
Yes (more space needed)	5						
No	5						
No opinion	1						

6. Are your face to face contacts with the public:
11 responses

Graphic Depiction	Tabular Results
	<p>Multiple hours in duration 1</p> <p>Usually 1 to 2 hours in duration 1</p> <p>Usually less than 1 hour in duration 3</p> <p>Just short questions handled in minutes 6</p>

7. Do your face to face contacts with the public involve confidential discussions requiring a closed office?
11 responses

Graphic Depiction	Tabular Results
	<p>Yes 3</p> <p>No 8</p>

8. Do your face to face contacts with the public have multiple people involving:
10 responses

Graphic Depiction	Tabular Results
	<p>More than 5 people 2</p> <p>2 to 5 people 8</p>

9. If you have numerous public visitors to your office:
10 responses

Graphic Depiction	Tabular Results
	<p>Public access and parking are good 9</p> <p>Public access to my office is good (parking is unknown) 0</p> <p>Public access to my office is NOT good (parking is unknown) 1</p>

10. In your opinion, is safety and security for Village employees adequate?
11 responses

Graphic Depiction	Tabular Results
	<p>Yes 4</p> <p>No 5</p> <p>Uncertain 2</p>

11. In your opinion, is PUBLIC access to common areas appropriate?
11 responses

Graphic Depiction	Tabular Results
	<p>Yes 5</p> <p>No 3</p> <p>Uncertain 3</p>

12. Our department is:
11 responses

Graphic Depiction	Tabular Results
<p>A horizontal bar chart with three categories: 'Understaffed' (0%), 'Staffed appropriately for current activity' (73%), and 'No Opinion' (27%). The x-axis represents percentages from 0% to 100% in 10% increments.</p>	<p>Understaffed 0</p> <p>Staffed appropriately for current activity 8</p> <p>No Opinion 3</p>

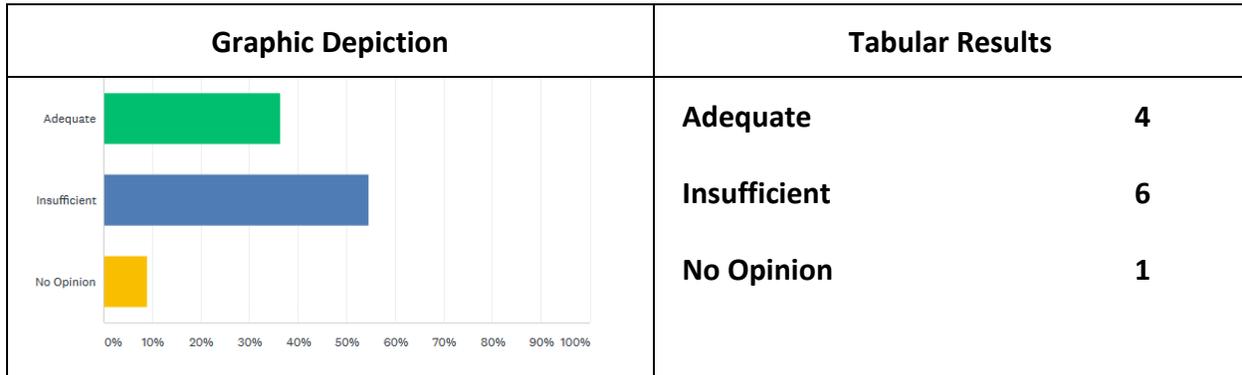
13. Our department lighting is:
11 responses

Graphic Depiction	Tabular Results
<p>A horizontal bar chart with three categories: 'Good' (55%), 'Could be improved' (27%), and 'No Opinion' (18%). The x-axis represents percentages from 0% to 100% in 10% increments.</p>	<p>Good 6</p> <p>Could be improved 3</p> <p>No Opinion 2</p>

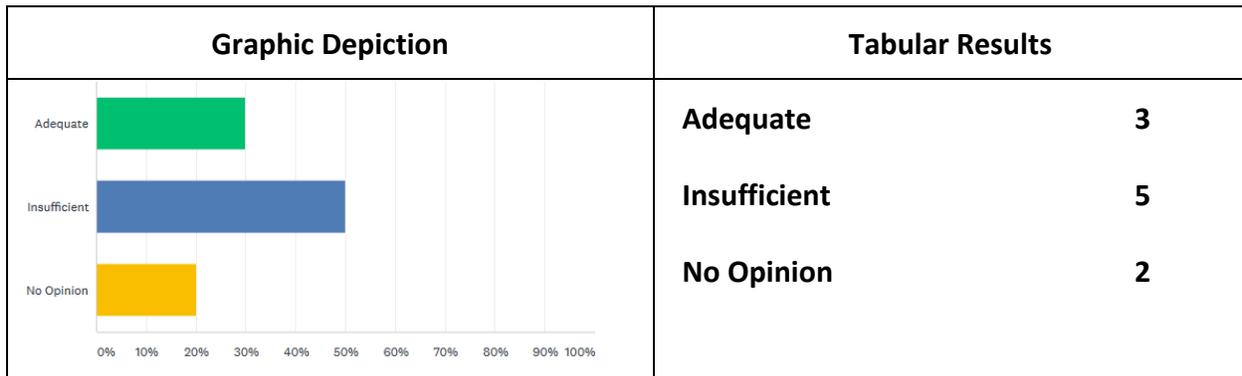
14. My department's electrical power is:
11 responses

Graphic Depiction	Tabular Results
<p>A horizontal bar chart with three categories: 'Adequate' (73%), 'Insufficient' (9%), and 'No Opinion' (18%). The x-axis represents percentages from 0% to 100% in 10% increments.</p>	<p>Adequate 8</p> <p>Insufficient 1</p> <p>No Opinion 2</p>

15. My department's heating is:
11 responses



16. My department's cooling (in summer) is:
10 responses



17. Comment on departments that should be located near each other
6 responses

- Administrator & Deputy Administrator should be located adjacent to each other. Planning/Zoning should be located closer to front desk.
- Administrator/Treasurer
- Clerk and Deputy Clerk should be located near reception area
- Clerk located near front entrance (most interactions with public); Planning/Building easier access for public; all offices located near each other, rather than have a meeting room separate
- Planning & Zoning with Building Inspection and Records

18. Estimate the anticipated floor space needs for your department in following time periods. (Floor space or other description)
6 responses

See "7_Windsor_Staff_Space_Estimates_050418". (Separate document.)

19. Estimate the Document Storage Rooms (For storage of paper records, maps, depositions, evidence, et) anticipated floor space needs in following time periods. (Floor space or other description)
5 responses

See "7_Windsor_Staff_Space_Estimates_050418". (Separate document.)