



**CITY COUNCIL  
REGULAR SESSION MINUTES  
MAY 3, 2023**

**This meeting was live streamed on Manor's YouTube Channel**  
<https://www.youtube.com/@cityofmanorsocial/streams>

**PRESENT:**

Dr. Christopher Harvey, Mayor

**COUNCIL MEMBERS:**

Emily Hill, Mayor Pro Tem, Place 1  
Anne Weir, Place 2  
Maria Amezcua, Place 3  
Sonia Wallace, Place 4  
Aaron Moreno, Place 5  
Deja Hill, Place 6

**CITY STAFF:**

Scott Moore, City Manager  
Lluvia T. Almaraz, City Secretary  
Scott Dunlop, Development Services Director  
Lydia Collins, Finance Director  
Ryan Phipps, Chief of Police  
Denver Collins, Assistant Chief of Police  
Scott Jones, Economic Development Director  
Matthew Woodard, Public Works Director  
Veronica Rivera, Assistant City Attorney  
Chasem Creed, IT Technician

**REGULAR SESSION – 7:00 P.M.**

With a quorum of the Council Members present, the regular session of the Manor City Council was called to order by Mayor Harvey at 7:03 p.m. on Wednesday, May 3, 2023, in the Council Chambers of the Manor City Hall, 105 E. Eggleston St., Manor, Texas.

## INVOCATION

Pastor Andy Anderson Park Springs Baptist Church gave the invocation.

## PLEDGE OF ALLEGIANCE

Mayor Harvey led the Pledge of Allegiance.

## PROCLAMATIONS

### **A. Declaring the month of May, as “*Mental Health Awareness Month*”**

Mayor Harvey read and presented the Proclamation to Mayra Hernandez, Director of The Whole Child Community Partnership and Engagement with Manor ISD. She invited everyone to attend the Healing & Connection Event on May 18, 2023, from 5:30 p.m. to 8:00 p.m. at Manor Senior High School. Superintendent Dr. Robert Sormani thanked the city for its partnership with Manor ISD and scholars.

### **B. Declaring the week of May 14 – May 20, 2023, as “*Police Week*”**

Mayor Harvey read and presented the Proclamation to Chief of Police Phipps and Manor Police staff. Mayor Harvey thanked the Police Department for all their hard work.

## PUBLIC COMMENTS

Robert Battaile, 502 E. Eggleston St., Manor, Texas, submitted a speaker card and expressed his concerns and disagreement with Agenda Items 15,16, and 18.

No one else appeared at this time.

## PRESENTATIONS

### **A. City of Manor Facility Needs Assessment, presented by PGAL.**

Cris Ruebush with PGAL discussed and presented the attached PowerPoint Presentation.

The discussion of topics:

- Existing City Facilities
- Population Benchmarks
- Space Standards
- Space Needs Projection
- Staff Projection Summary
- Square Footage Summary
- Proposed Projects
- New Police Headquarters

- New City Hall
- New City Warehouse
- New Library
- New Recreation Center

There was no further discussion, and no action was taken.

At the direction of Mayor Harvey, Public Hearing No. 1 and Regular Agenda Item No. 10 were pulled from the agenda and not considered.

## **PUBLIC HEARINGS**

- 1. Conduct a public hearing on an ordinance annexing 4.004 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

Item Pulled

At the direction of Mayor Harvey, Items No's 16 and 17 were moved to the Consent Agenda.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Hill, to add Regular Agenda Item No's 16 and 17 to the Consent Agenda.

There was no further discussion.

**Motion to approve carried 7-0**

## **CONSENT AGENDA**

- 2. Consideration, discussion, and possible action to approve the City Council Minutes.**
  - April 19, 2023, City Council Workshop; and
  - April 19, 2023, City Council Regular Meeting
- 3. Consideration, discussion, and possible action on a Declaration of Public Water Quality Easement for the Shadowglen Subdivision being 0.057 acres.**
- 4. Consideration, discussion, and possible action on a Declaration of Drainage Easement for the Shadowglen Subdivision being 0.018 acres.**
- 5. Consideration, discussion, and possible action on a Drainage Easement on Lot 12, Block C, Wildhorse Creek Commercial being 0.281 acres.**

6. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance rezoning 13.98 acres, more or less, being Lots 6-8, Block 5, Manor Commercial Park III and 3.55 acres out of the A.C. Caldwell Survey, Abstract No. 154, and being located near the intersection of Beltex Drive and Easy Jet Street, Manor TX from Agricultural (A) to Light Industrial (IN-1).

Ordinance No. 699: An Ordinance of The City of Manor, Texas, Amending the Zoning Ordinance by Rezoning a Parcel of Land From Agricultural (A) to Light Industrial (IN-1); Making Findings of Fact; and Providing for Related Matters.

7. **Second and Final Reading:** Consideration, discussion, and possible action on an ordinance annexing 2.942 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Ordinance No. 700: An Ordinance of the City of Manor, Texas Annexing 2.942 Acres of Land, More or Less Located in Travis County, Including Right-Of-Way Into the Corporate Limits of the City, at the Request of the Property Owner; Making Findings of Fact; Providing a Severability Clause and an Effective Date; and Providing for Open Meetings and Other Related Matters.

8. **Second and Final Reading:** Consideration, discussion, and possible action on an Ordinance annexing 2.855 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.

Ordinance No. 701: An Ordinance of the City of Manor, Texas Annexing 2.855 Acres of Land, More or Less Located in Travis County, Including Right-of-Way Into the Corporate Limits of the City, at the Request of the Property Owner; Making Findings of Fact; Providing a Severability Clause and an Effective Date; and Providing for Open Meetings and Other Related Matters.

9. Consideration, discussion, and possible action to ratify, confirm, and approve joining the Texas Attorney General's global opioid settlement with Allergan, CVS, Walgreens, and Walmart the City Manager's execution of Settlement Participation Forms; and authorize the City Manager to execute any and all additional necessary documents.

16. Consideration, discussion, and possible action on a Professional Services Agreement between the City of Manor and Grant Development Services.

17. Consideration, discussion, and possible action on the Purchase Agreement with Stuart D. Dimond and Madeleine R. Dimond for a wastewater easement with a temporary construction easement.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Wallace, to approve the Consent Agenda as read.

There was no further discussion.

**Motion to approve carried 7-0**

At the Direction of Mayor Harvey Items No's 18 and 19 were conducted next.

**REGULAR AGENDA**

**10. First Reading: Consideration, discussion, and possible action on an ordinance annexing 4.004 acres of land, more or less, being located in Travis County, Texas and adjacent and contiguous to the city limits.**

*Submitted by: Scott Dunlop, Development Services Director*

Item Pulled

**18. Consideration, discussion, and possible action on allocating funds for Our Community Salutes Program within the City of Manor.**

The city staff recommended that the City Council approve the allocation of funds from the Community Programs Fund not to exceed \$15,000 and direct the City Administration to include the program as a yearly city event for the City of Manor.

City Manager Moore and Mayor Pro Tem Emily Hill discussed the proposed event program.

Discussion was held regarding the description of the program.

**MOTION:** Upon a motion made by Council Member Weir and seconded by Council Member Moreno, to approve the allocation of funds from the Community Programs Fund not to exceed \$15,000 and direct the City Administration to include the program as a yearly city event for the City of Manor.

There was no further discussion.

**Motion to approve carried 7-0**

**19. Consideration, discussion, and possible action on allocating funds for the Summer Library Program within the City of Manor.**

The city staff recommended that the City Council direct the Administration to utilize the Community Program account to fund the 2023 Summer Library Program in an amount not to exceed \$61,000.

Mayor Harvey discussed the proposed Summer Library Program for the community.

Kathryn Pew, Lead Librarian from Manor ISD, discussed the benefits of the Summer Library Program and program schedules. She thanked the Council and City for all their support.

Discussion was held regarding the proposed time schedule.

Discussion was held regarding the clarification of the Program for Manor ISD students.

Discussion was held regarding the involvement of the subdivision within the Metro Park area.

Discussion was held regarding proposed courses and activities that could be provided in the summer program.

Discussion was held regarding volunteer opportunities.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Amezcua, to direct the Administration to utilize the Community Program account to fund the 2023 Summer Library Program in an amount not to exceed \$61,000.

Assistant City Attorney Rivera clarified that an Interlocal Agreement would possibly be needed with the school district to allocate funds.

There was no further discussion.

**Motion to approve carried 6-1 (Mayor Harvey voted against)**

Mayor Harvey adjourned the regular session of the Manor City Council into Executive Session at 8:05 p.m. on Wednesday, May 3, 2023, in accordance with the requirements of the Open Meetings Law.

**EXECUTIVE SESSION**

The Manor City Council convened into executive session pursuant to the provisions of Chapter 551 Texas Government Code, in accordance with the authority contained in *Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding the CCN Release and exchange of ETJ with City of Austin on property located on Blue Bluff Road; Section 551.071, Texas Government Code, and Section 1.05, Texas Disciplinary Rules of Professional Conduct to consult with legal counsel regarding Multi-Family Project Development Using Public Facility Corporations; and Section 551.071 and Section 551.087, Texas Government Code to deliberate on the acquisition of real property.* at 8:05 p.m. on Wednesday, May 3, 2023.

The Executive Session was adjourned at 9:31 p.m. on Wednesday, May 3, 2023.

**OPEN SESSION**

The City Council reconvened into Open Session pursuant to the provisions of Chapter 551 Texas Government Code and took action on item(s) discussed during Closed Executive Session at 9:31 p.m. on Wednesday, May 3, 2023.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill, to direct staff to move forward with the purchase of the three (3) tracts discussed in the Executive Session.

There was no further discussion.

**Motion to approve carried 7-0**

## **REGULAR AGENDA**

### **11. Consideration, discussion, and possible action on a Resolution accepting the petition to create the Mustang Valley Public Improvement District (PID) and setting a public hearing to consider the creation of the Mustang Valley PID.**

The city staff recommended that the City Council approve Resolution No. 2023-13 accepting the petition to create the Mustang Valley Public Improvement District (PID) and setting a public hearing to consider the creation of the Mustang Valley PID.

Assistant City Attorney Rivera discussed the proposed Resolution accepting the petition to create the Mustang Valley PID.

Mr. Patrick Murphy with KB Homes discussed the proposed development for safety turn lanes and improvements to the water line extensions and parks.

Resolution No. 2023-13: A Resolution of The City Council of The City of Manor, Texas Accepting a Petition for Creation of The Mustang Valley Public Improvement District; Setting a Public Hearing Under Sec. 372.009 of the Texas Local Government Code on the Advisability of the Creation of the Mustang Valley Public Improvement District Within the City of Manor, Texas; and Authorizing the Issuance of Notice by the City Secretary of Manor, Texas Regarding the Public Hearing.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Mayor Pro Tem Emily Hill, to approve Resolution No. 2023-13 accepting the petition to create the Mustang Valley Public Improvement District (PID) and setting a public hearing to consider the creation of the Mustang Valley PID.

There was no further discussion.

**Motion to approve carried 7-0**

### **12. Consideration, discussion and possible action on the City of Manor, Texas Deposit Agreement Proposed Public Improvement District Mustang Valley PID.**

The city staff recommended that the City Council approve the City of Manor, Texas Deposit Agreement Proposed Public Improvement District Mustang Valley PID.

Assistant City Attorney Rivera discussed the proposed Deposit Agreement.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Weir to approve the City of Manor, Texas Deposit Agreement Proposed Public Improvement District Mustang Valley PID.

There was no further discussion.

**Motion to approve carried 7-0**

**13. Consideration, discussion, and possible action on the approval to submit a Project Information Form (PIF) to the Texas Water Development Board (TWDB) to be included in the initial Project Priority List for State Fiscal Year (SFY) 2023 for appropriated funds through the Drinking Water State Revolving Fund (DWSRF) for Lead Service Line Replacement (LSLR) projects.**

The city staff recommendation was that the City Council approve the proposed completion and submission of a PIF to the TWDB to be included in the initial Project Priority List of SFY 2023.

Mr. Justin Clinger with GBA discussed the proposed completion and submission of a PIF to the TWDB to be included in the initial Project Priority List of SFY 2023.

**MOTION:** Upon a motion made by Council Member Moreno and seconded by Council Member Wallace, to approve the proposed completion and submission of a PIF to the TWDB to be included in the initial Project Priority List of SFY 2023.

There was no further discussion.

**Motion to approve carried 7-0**

**14. Consideration, discussion, and possible action on an ordinance amending Manor Code of Ordinances, Chapter 4, Article 4.02 Alcoholic Beverages.**

The city staff recommendation was that the City Council discuss an amendment to Manor Code of Ordinances, Chapter 4, Article 4.02 Alcoholic Beverages.

Development Services Director Dunlop discussed the proposed ordinance and restrictions.

Discussion was held regarding whether existing vendors would be grandfathered.

Discussion was held regarding new variance requirements for new vendors.



Discussion was held regarding the option of amending the ordinance at any time.

Ordinance No. 702: An Ordinance of the City of Manor, Texas, Amending the Code of Ordinances of the City of Manor, Texas by Adding Section 4.02.002 and 4.02.003 to Chapter 4, Article 4.02, Alcoholic Beverages, Establishing Regulations Regarding the Sale of Alcoholic Beverages Near a Church, Public School, or Public Hospital; Providing for a Severability, Savings, Open Meetings and Effective Date Clauses; and Providing for Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill, to approve an ordinance amending the Manor Code of Ordinances, Chapter 4, Article 4.02 Alcoholic Beverages. the item to the May 17<sup>th</sup> Council meeting.

There was no further discussion.

**Motion to approve carried 4-3**  
**(Council Members Amezcua, Weir, and Deja Hill voted against)**

**15. Second and Final Reading:** Consideration, discussion, and possible action on an ordinance amending Chapter 14 Zoning of the Manor Code of Ordinances to Modify the Definition of Hospital Services; Modify the Residential Land Use Table Relating to Single-Family Attached (2 units) and Single-Family Detached Uses; Modify the Residential Land Use Conditions Table Relating to Single-Family Attached (2 units) and Single-Family Detached Uses; Modify Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts Relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Hospital Services, Liquor Sales, Medical Clinic, Offices - Medical, Offices - Professional, Restaurant, and Restaurant - Drive-in or Drive-through Uses; Modify Non-Residential and Mixed-Use Land Use Conditions relating to Alcoholic Beverage Establishment, Brewery - Micro, Brewery - Regional, Brewpub, Club or Lodge, Distillery - Micro, Distillery - Regional, Event Center, Food Sales, Gas Station - Full Service, Gas Station - Limited, Hotel, Liquor Sales, Restaurant, Restaurant - Drive-in or Drive-through Uses; Modify Non-Residential and Mixed-Use Development Standards Relating to Maximum Dwelling Units; Modify Non-Residential and Mixed-Use Development Standards Table Notes Relating to Alley Within the Historic District; Modify Accessory Structures Relating to Gross Floor Area; Modify Architectural Standards for Single-Family Detached and Two Family, Single-Family Attached, Manufactured Home, Multi-Family and Mixed Use, Office, Commercial Institutional and Industrial Uses; Modify Procedures Relating to Planned Unit Development (PUD) Uses; Modify Procedures Relating to a Final Site Plan; and Modify Procedures Relating to Amendments to the Comprehensive Plan.

Development Services Director Dunlop discussed the proposed zoning ordinance.

Discussion was held regarding a current state bill for the city's restrictions on development regulations.

Ordinance No. 703: An Ordinance of the City of Manor, Amending Chapter 14, Zoning, of the Code of Ordinances of the City of Manor, Texas, by Providing for the Amendment of Definitions; Residential Land Use Table; Residential Land Use Conditions; Amending Non-Residential Uses in Non-Residential and Mixed-Use Zoning Districts; Non-Residential and Mixed-Use Land Use Conditions; Non-Residential And Mixed-Use Development Standards; Amending Non-Residential and Mixed-Use Development Standards Table Notes; Accessory Structures; Architectural Standards; And Procedures; Providing for a Severability, Providing Savings, Open Meetings, and Effective Date Clauses; and Providing For Related Matters.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Mayor Pro Tem Emily Hill, to approve Ordinance No. 703 amending Chapter 14 Zoning of the Manor Code of Ordinances.

There was no further discussion.

**Motion to approve carried 5-2 (Council Members Amezcua and Weir voted against)**

**20. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity And Authorizing The Use of Eminent Domain To Condemn If Necessary a 25,924 Square Foot Wastewater Easement and a 25,928 Square Foot Temporary Construction Easement (both as described in Exhibit "x1") from that 17.37 Acre Tract conveyed by Warranty Deed to Joseph Murphy Coffey and recorded at Document Number 2022063845 Of The Official Public Records of Travis County, Texas, For The Public Use And Purpose of Construction Of A Wastewater Line.**

The city staff recommendation was that the City Council approve Resolution No. 2023-14.

Assistant City Attorney Rivera discussed the proposed Resolution.

Resolution No. 2023-14: A Resolution of The City Council of The City of Manor Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Wastewater Line Easement Over A 25,924 Square Foot Parcel of Land and a Temporary Construction Easement Over a 25,928 Square Foot Parcel of Land, Both Parcels Being Out of and a Part of a Called 17.37 Acre Tract of Land Situated in Travis County, Texas, Described in a Warranty Deed to Joseph Murphy Coffey, Recorded in Document No. 2022063845 of the Official Public Records of Travis County, Texas (O.P.R.T.C.T.), and Establishing an Effective Date; and Finding and Determining That the Meeting at Which This Resolution is Passed Was Noticed and is Open to the Public as Required by Law.

**MOTION:** Upon a motion made by Council Member Wallace and seconded by Council Member Amezcua, to approve Resolution No. 2023-14 as follows "I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent wastewater easement of 25,924 square feet and a temporary construction easement of 25,928 square feet from the property owned by Joseph Coffey and described in Agenda Item (20) for the public use of constructing and operating wastewater lines and infrastructure improvements."

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**21. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity And Authorizing The Use of Eminent Domain To Condemn If Necessary a 10,968 Square Foot Wastewater Easement and a 11,145 Square Foot Temporary Construction Easement (both as described in Exhibit "x2") from that 10.068 Acre Tract conveyed by Warranty Deed to RMJ Investments, Ltd. and recorded at Document Number 2012027002 Of The Official Public Records of Travis County, Texas, For The Public Use And Purpose of Construction Of A Wastewater Line.**

The city staff recommendation was that the City Council approve Resolution No. 2023-15.

Assistant City Attorney Rivera discussed the proposed Resolution.

Resolution No. 2023-15: A Resolution of the City Council of the City of Manor Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Wastewater Line Easement Over a 10,968 Square Foot Parcel of Land And a Temporary Construction Easement Over a 11,145 Square Foot Parcel of Land, Both Parcels Being Out of and a Part of a Called 10.068 Acre Tract of Land Situated in Travis County, Texas, Described in a Warranty Deed To RMJ Investments, Ltd., a Texas Limited Partnership, Recorded in Document No. 2012027002, of the Official Public Records of Travis County, Texas (O.P.R.T.C.T.), and Establishing an Effective Date; and Finding and Determining That the Meeting at Which This Resolution is Passed was Noticed and is Open to the Public as Required by Law.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Resolution No. 2023-15 as follows "I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent wastewater easement of 10,968 square feet and a temporary construction easement of 11,145 square feet from the property owned by RMJ Investments, Ltd. and described in Agenda Item (21) for the public use of constructing and operating wastewater lines and infrastructure improvements."

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**22. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity And Authorizing The Use of Eminent Domain To Condemn If Necessary a 11,133 Square Foot Wastewater Easement and a 12,170 Square Foot Temporary Construction Easement (both as described in Exhibit “x3”) from that 19.000 Acre Tract conveyed by Warranty Deed to Benny Paul Mark Gundy and recorded at Document Number 2009017772 Of The Official Public Records of Travis County, Texas, For The Public Use And Purpose of Construction Of A Wastewater Line.**

The city staff recommendation was that the City Council approve Resolution No. 2023-16.

Assistant City Attorney Rivera discussed the proposed Resolution.

Resolution No. 2023-16: A Resolution of the City Council of The City of Manor Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Wastewater Line Easement Over a 11,133 Square Foot Parcel of Land And a Temporary Construction Easement Over a 12,170 Square Foot Parcel of Land, Both Parcels Being Out of and a Part of a Called 19.000 Acre Tract of Land Situated in Travis County, Texas, Described in a Warranty Deed to Benny Paul Mark Gundy, Recorded in Document No. 2009017772 of the Official Public Records of Travis County, Texas (O.P.R.T.C.T.), and Establishing an Effective Date; and Finding and Determining That the Meeting at Which This Resolution is Passed was Noticed and is Open to the Public as Required By Law.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Mayor Pro Tem Moreno, to approve Resolution No. 2023-16 as follows "I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent wastewater easement of 11,133 square feet and a temporary construction easement of 12,170 square feet from the property owned by Benny Paul Mark Gundy and described in Agenda Item (22) for the public use of constructing and operating wastewater lines and infrastructure improvements."

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

**23. Consideration, discussion, and possible action on a Resolution Finding Public Convenience and Necessity And Authorizing The Use of Eminent Domain To Condemn If Necessary a 4,399 Square Foot Wastewater Easement and a 4,401 Square Foot Temporary Construction Easement (both as described in Exhibit “x4”) from that 12.334 Acre Tract conveyed by Warranty Deed to Michael Edward Swier and Crista Marie Swier, Trustees of the Layla Trust, and recorded at Document Number 2020009667 Of The Official Public Records of Travis County, Texas, For The Public Use And Purpose of Construction Of A Wastewater Line.**

The city staff recommendation was that the City Council approve Resolution No. 2023-17.  
Assistant City Attorney Rivera discussed the proposed Resolution.

Resolution No. 2023-17: A Resolution of The City Council of The City of Manor Texas Finding Public Convenience and Necessity and Authorizing Eminent Domain Proceedings, if Necessary, for Acquisition of a Permanent Wastewater Line Easement Over a 4,399 Square Foot Parcel of Land And a Temporary Construction Easement Over a 4,401 Square Foot Parcel of Land, Both Parcels Being out of and a Part of a Called 12.334 Acre Tract of Land Situated in Travis County, Texas, Described in a Warranty Deed to Michael Edward Swier and Crista Marie Swier, Trustees of The Layla Trust, Recorded In Document No. 2020009667 of The Official Public Records Of Travis County, Texas (O.P.R.T.C.T.), and Establishing an Effective Date; and Finding and Determining That the Meeting at Which This Resolution is Passed Was Noticed and is Open to the Public as Required by Law.

**MOTION:** Upon a motion made by Council Member Amezcua and seconded by Council Member Moreno, to approve Resolution No. 2023-17 as follows "I move that the City of Manor authorize the use of the power of eminent domain to acquire both a permanent wastewater easement of 4,399 square feet and a temporary construction easement of 4,401 square feet from the property owned by Layla Trust and described in Agenda Item (23) for the public use of constructing and operating wastewater lines and infrastructure improvements."

There was no further discussion.

**Motion to approve carried 6-1 (Council Member Deja Hill voted against)**

## **ADJOURNMENT**

The Regular Session of the Manor City Council was Adjourned at 10:15 p.m. on Wednesday, May 3, 2023.

These minutes were approved by the Manor City Council on the 17<sup>th</sup> day of May 2023.

## **APPROVED:**

---

Dr. Christopher Harvey  
Mayor

## **ATTEST:**

---

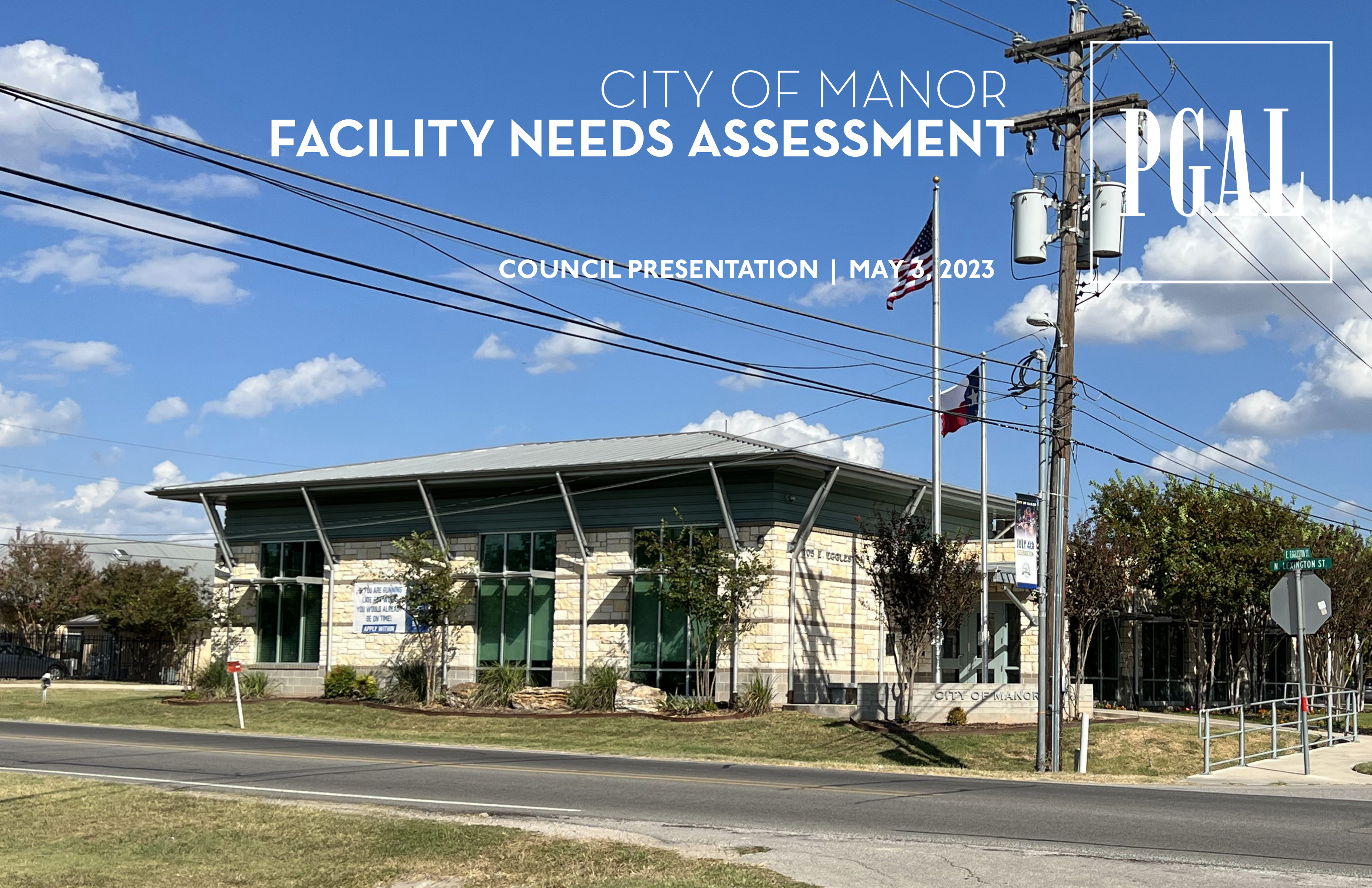
Lluvia T. Almaraz, TRMC  
City Secretary



# CITY OF MANOR FACILITY NEEDS ASSESSMENT

COUNCIL PRESENTATION | MAY 3, 2023

PGAL





# METHODOLOGY

Below are the steps taken, with an explanation, to create this Facility Needs Assessment.

## DOCUMENT EXISTING BUILDINGS

An important part of validating the City's space needs was to fully understand the City's existing buildings' condition, layout, usage, and square footage. This report includes floor plans of City Hall, Police Department, and Public Works. These floor plans label the use of every space. Photos are included in the Appendix to give an overview of the buildings' condition, appearance, finishes, and usage.

## DOCUMENT EXISTING STAFF & SUPPORT SPACE

Similar to documenting existing buildings (see above), an initial step was to document the current staff and their associated support space of every department. The departments studied in this Program include the following: City Manager, City Secretary, Finance / Utility Billing, Human Resources, Information Technology, Municipal Court, Community Development Services, Development Services, Economic Development, Public Works, and Police Department. The documentation of the existing staff (and soon to be hired) can be found in the "17,500" column in the respective departmental spreadsheets in this report.

## SPACE STANDARDS

This program proposes a menu of office and workstation sizes that are assigned to each staff member. The assignment of an office or workstation to each staff member is catered to providing the space needed for each position to perform their job and to work with position/title hierarchy. The total number of a given staff position multiplied by the assigned space standard's square footage yields the total needed square footage for that given position.

## PROJECT STAFF GROWTH

One of the most important steps in determining the overall facility square footage needs is the projection of how City staff will need to grow along with the City's population. This is a challenging exercise because the forecasting potentially extends out 30 years. It is intuitive that City staff will grow along with the population so that level of service to citizens can be maintained, but typically staff growth trajectory does not directly match/correlate to population growth. The staff growth at future population benchmarks and the percentage growth in relation to population percentage growth is chronicled in each department's spreadsheet.

## PROJECT SUPPORT SPACE GROWTH

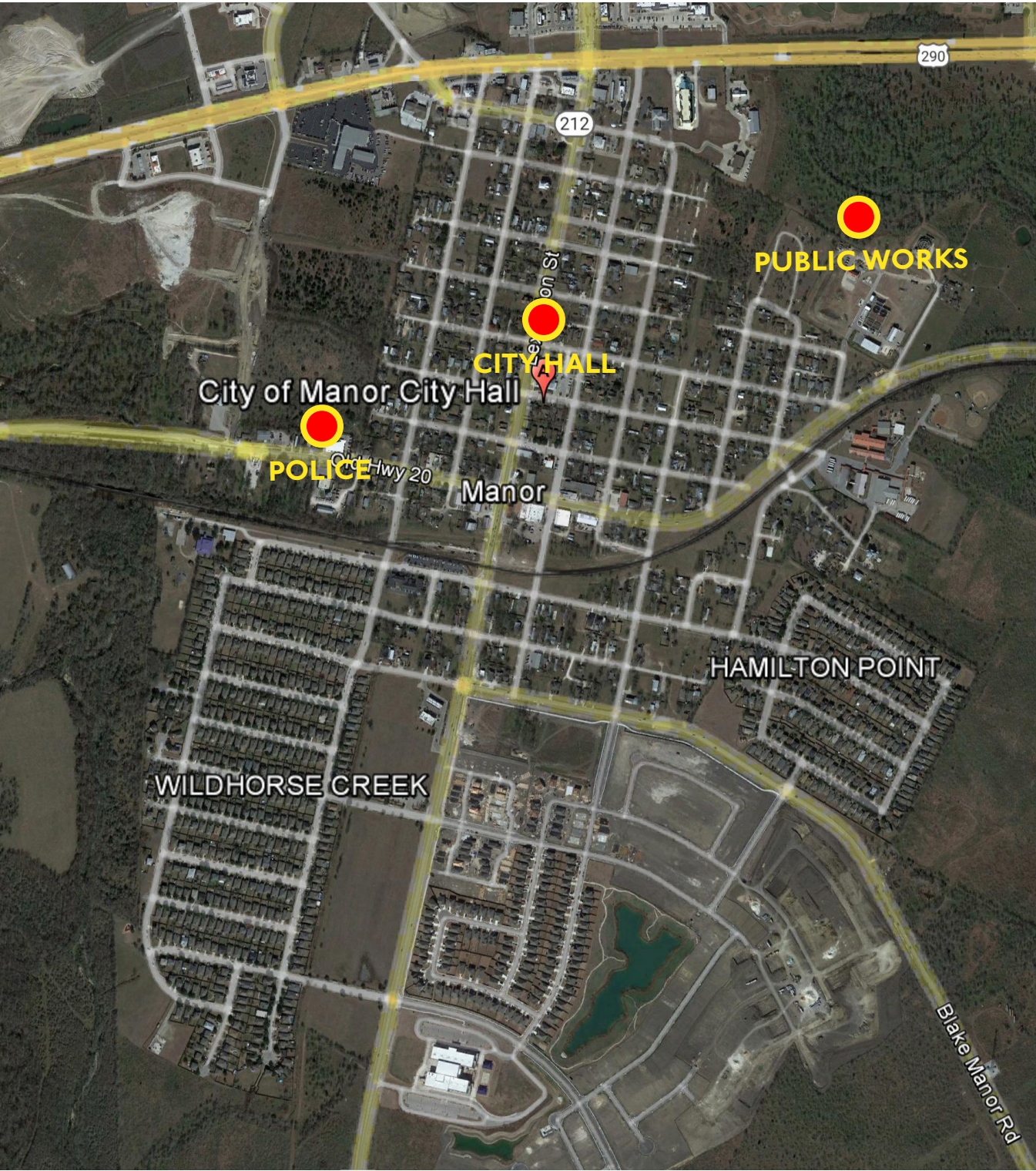
Along with staffs' dedicated work space (office or workstation), support spaces are an important part of a department's ability to provide City services. Support spaces for departments include copy/file rooms, break rooms, training rooms, and conference rooms. This report catalogs existing support space, identifies lacking support spaces, and forecasts the growth of support spaces.

## FINALIZE PROGRAM (TOTAL SF NEEDS)

The final Program is the mathematical culmination of the forecasting done in each departmental spreadsheet. Each department's staff and support space square footage needs are totaled at each population benchmark. Then, all the departments space needs are added together to yield the total City facility square footage requirements.



# EXISTING CITY FACILITIES



The map above shows the locations of the recorded Buildings. The next page shows thumbnails and basic info for each building.

**CITY HALL**  
105 East Eggleston Street  
9,242 sf



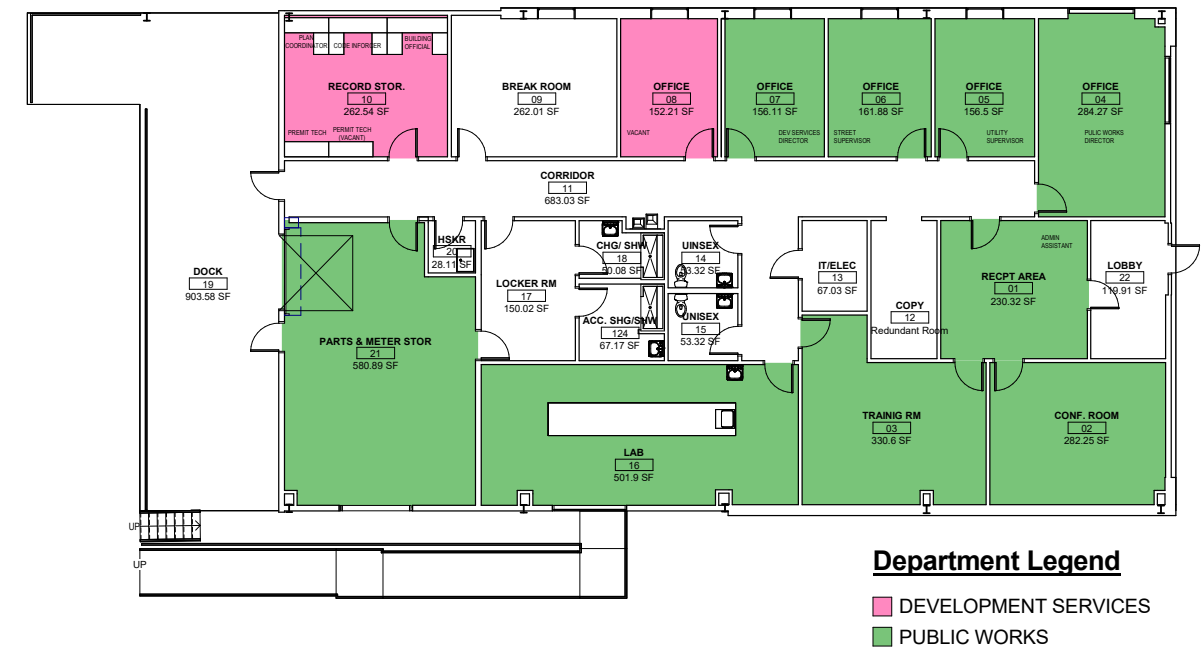
**POLICE DEPARTMENT**  
402 West Parsons Street  
4,901 sf



**PUBLIC WORKS**  
416 Llano Street  
4,904 sf







# POPULATION BENCHMARKS

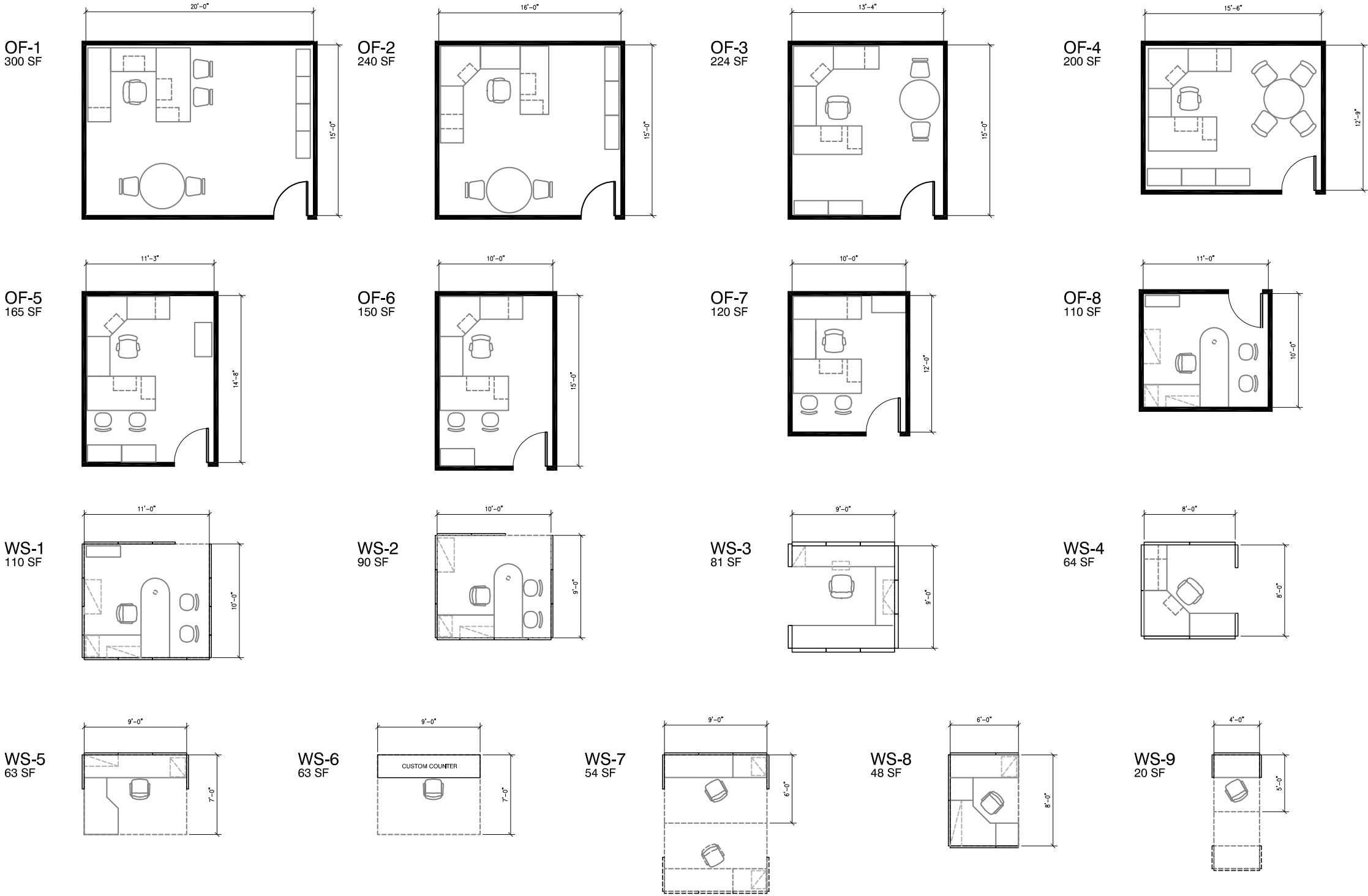
City staff and PGAL discussed the City’s growth to determine appropriate future population benchmarks. The City’s past development planning efforts have determined the ultimate build-out within the City’s boundaries will result in an approximate population of 100,000. The density of the residential development will influence the ultimate population, with the hint in recent years that the density will be greater than anticipated , and lead to a population greater than 100,000. For this needs assessment, 100,000 is being used as the final population benchmark. We then selected two benchmarks between the current population and the 100,000 population.

In the space needs spreadsheets, the benchmarks always reference the population benchmark and do not specify a year with the reality that no one knows the exact year a population will be reached. So, the idea is this: the projected space needs will be required/triggered when the population is reached whether that is fast or slow based on economic, social, and resource dynamics.

**CURRENT ESTIMATED POPULATION IN 2023:**  
18,867

- SELECTED FOR BENCHMARKS:**
- 17,500: APPROXIMATE POPULATION IN 2022
  - 35,000: 100% POPULATION INCREASE
  - 55,000: 214% POPULATION INCREASE
  - 100,000: 471% POPULATION INCREASE

# SPACE STANDARDS



# STAFF TO SPACE STANDARD

The matrix below maps each staff member to their assigned work space

	CITY MANAGER	CITY SECRETARY	DEVELOPMENT SERVICES	COMMUNITY DEVELOPMENT SERVICES	FINANCE	ECONOMIC DEVELOPMENT	HUMAN RESOURCES	MUNICIPAL COURT	INFORMATION TECHNOLOGY	POLICE DEPARTMENT	PUBLIC WORKS	VISITORS CENTER	WAREHOUSE	LIBRARY	RECREATION CENTER
OF-1 300 SF	City Manager							Presiding Judge							
OF-2 240 SF	Deputy City Manager, Assistant City Manager									Police Chief					
OF-3 224 SF										Assistant Chief					
OF-4 200 SF		City Secretary	Director of Development Services	Community Development Services Director	Director of Finance	Economic Development Director	Human Resources Manager		Director of Information Technology		Public Works Director			Library Director	Parks Director
OF-5 165 SF			Senior Engineer			Assistant Director, Marketing Director/BRE Director				Commander, Lieutenant Patrol Ops, Lieutenant Special Ops, Lieutenant Support Services	Assistant Director				Parks Recreation Director
OF-6 150 SF	Executive Assistant, Administrative Assistant to Council, Public Information Officer	Deputy City Secretary, Public Information Officer	Assistant Director of Development Services, Construction Inspector Supervisor				Specialist	Associate Judge	Assistant Director, I.T. Specialist/Engineer	Sergeant Professional Standards and Community Relations, Executive Assistant, Officer Training, PIO/Media, Police IT, Accreditation, Budget Analyst/Purchasing, Sergeant CID, Officer Community, Officer Community K9, Lab Scientist, Sergeant Patrol Division, Sergeant Swing, Sergeant Traffic/DWI, Civilian Supervisor Social Resource/Victims, Civilian Supervisor Animal Services				Assistant Director	Program Specialist
OF-7 120 SF			Principle Planner, Building Official		Assistant Finance Director, Utility Manager, Finance Manager			Court Administration, Juvenile Case Manager			Utility Superintendent, Street Superintendent, Parks Superintendent, Mechanic			Library Staff	Recreation Center Staff
OF-8 110 SF			Environmental Compliance Supervisor					Assistant Court Administrator		Investigator					
WS-1 110 SF															
WS-2 90 SF			Senior Planner, Development Services Supervisor, Senior Code Enforcement							Officer Warrants, Officer TAC, Video Tech	Utility Supervisor, Street Supervisor, Drainage Supervisor				
WS-3 81 SF	Administrative Assistant	Administrative Assistant, Records Coordinator, Clerk	Administrative Assistant, Building Plans Examiner, Fire Plans Examiner, Engineer, Environmental Compliance Specialist	Administrative Assistant, Events Planner, Events Assistant	Accounting Clerk	Economic Development Coordinator	Administrative Assistant, Training and Development, Risk Management Coordinator, Talent Manager, Payroll Specialist, Benefits Coordinator	Senior Court Clerk, Deputy Court Clerk,	I.T. Tech, I.T. Systems Administrator, Security Analyst	Police Clerk-Support Services, Police Clerk - Admin, Crime Scene, Transport/Jailer, Dispatcher Day, Dispatcher Night, Dispatch Supervisor, Police Clerk - Special Ops, Property Room Specialist, Lab Tech, Social Resource Team/Victim Services, Police Clerk - Patrol, Shelter Tech	Administrative Assistant	Receptionist	Facilities Manager, Shipping & Receiving Specialist		
WS-4 64 SF			Permit Tech, Commercial Permit Tech, Residential Permit Tech							Records Clerk, Traffic Officer, Traffic Motors Officer, Traffic/DWI Officer, Animal Control Officer					
WS-5 63 SF			Plan Coordinator, Senior GIS Analyst, GIS Analyst					Bailiff, Warrant Officer, Prosecutor							
WS-6 63 SF															
WS-7 54 SF					Receptionist, Utility Clerk, Meter Tech, Building Maintenance Tech, Lead Billing Utility Clerk					Criminal Analysis	Maintenance Foreman, Utility Foreman, Parks Foreman, Drainage Foreman/Street Foreman, CIP Inspector, Development Inspector				
WS-8 48 SF			Planning Technician, Building Inspector I-II- III, Code Enforcement, Construction Inspector		Custodian, Purchasing Agent						MS4 Inspector				
WS-9 20 SF [as part of a bullpen]											Utility Operator, I, II, III				

# SPACE NEEDS PROJECTION

The following pages are the programming spreadsheets that defined the ultimate space needs for each City department. PGAL and City staff worked together to catalogue all existing staff and existing space (office and support space) and then project the growth of staff at future populations.

The sample spreadsheet to the right has notes to help understand the information.

department staff titles

department staff counts

current population

future populations

current staff member space

assigned space standard

square footage need for each staff member as a product of staff count multiplied by space standard

percentage comparison of population growth with staff growth

POSITION / SPACE	DEPT	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		20,000	40,000	70,000	100,000	TYPE	SF	TYPE	SF	20,000	40,000	70,000	100,000	
Population Growth Percentage			100%	250%	400%									
Administration														
Public Works Director		1	1	1	1	OF	112	OF-4	200	200	200	200	200	
Administrative Assistant		1	1	1	1	OF	97	WS-3	81	81	81	81	81	
Receptionist / Records Clerk		1	2	2	2	OF	98	WS-3	81	81	162	162	162	
Assistant Public Works Director		1	1	1	1			OF-7	120	120	120	120	120	No staff member currently
Emergency Management Coordinator/Specialist			1	1	1			OF-7	120	0	120	120	120	
Office Manager		1	1	1	1			OF-7	120	120	120	120	120	No staff member currently
Shop Manager (Inventory)			1	1	1			OF-7	120	0	120	120	120	
Transit Manager				1	1			OF-7	120	0	0	120	120	
Subtotal: Staff		5	8	9	9									
Staff % Growth			60	80	80									
Personnel Space										602	923	1043	1043	
Departmental Circulation (40%)										241	369	417	417	
Projected Total Departmental SF										843	1,292	1,460	1,460	

# CITY MANAGER

DEPARTMENT: City Manager  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471					100	214	471		
Personnel Space													
City Manager	1	1	1	1		230	OF-1	300	300	300	300	300	
Deputy City Manager	0	0	1	1			OF-2	240	0	0	240	240	
Admin Assistant	1	1	1	1		96	WS-3	81	81	81	81	81	
Assistant City Manager	0	1	2	2			OF-2	240	0	240	480	480	
Public Information Officer	0	1	1	1			OF-6	150	0	150	150	150	
Executive Assistant	0	1	1	1			OF-6	150	0	150	150	150	
Admin Assistant to Council	0	1	1	1			OF-6	150	0	150	150	150	Office close to Chamber
									0	0	0	0	
									0	0	0	0	
									0	0	0	0	
Subtotal A: Personnel Space	2	6	8	8					381	1071	1551	1551	
Staff % Growth		200	300	300									
Support Space:													
Large Conf. Room	1	1	1	1		300			150	275	300	500	Shared with others on floor, 10-15 seats
Storage Closet	1	1	1	1					30	35	40	50	In City Manager's office
Mayors Office	1	1	1	1			OF-4	200	200	200	200	200	
Subtotal B: Support Space									380	510	540	750	
Subtotal C: Personnel Space + Support Space									761	1581	2091	2301	Subtotal A + B
Departmental Circulation (40%)									304	632	836	920	Subtotal C * 0.40
Projected Total Departmental SF									1065	2213	2927	3221	

# CITY SECRETARY

DEPARTMENT: City Secretary  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471					100	214	471		
Personnel Space													
City Secretary	1	1	1	1		147	OF-4	200	200	200	200	200	
Deputy City Secretary	0	0	1	1			OF-6	150	0	0	150	150	Shared with City Manager at 35K
Admin Assistant	0	1	1	1			WS-3	81	0	81	81	81	
Records Coordinator	0	0	1	1			WS-3	81	0	0	81	81	Online portal, alcohol permits, hard-copy records
Public Information Officer	0	0	1	1			OF-6	150	0	0	150	150	
Clerk	0	0	1	1			WS-3	81	0	0	81	81	
									0	0	0	0	
									0	0	0	0	
									0	0	0	0	
									0	0	0	0	
Subtotal A: Personnel Space	1	2	6	6					200	281	743	743	
Staff % Growth		100	500	500									
Support Space:													
Lobby Reception for Admin Suite	1	1	1	1					70	95	100	150	Two chairs near each department
File Room	1	1	1	1					80	100	120	200	Fire resistant room
Workroom	1	1	1	1				0	0	0	0	0	Shared with Finance
Lobby Kiosk	1	1	1	1				0	0	0	0	0	SF shown in City Hall Support
													Admin Suite adjacent to Chambers
Subtotal B: Support Space									150	195	220	350	
Subtotal C: Personnel Space + Support Space									350	476	963	1093	Subtotal A + B
Departmental Circulation (40%)									140	190	385	437	Subtotal C * 0.40
Projected Total Departmental SF									490	666	1348	1530	

# FINANCE

DEPARTMENT: Finance / Utility Billing  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471					100	214	471		
Personnel Space													
Finance Director	1	1	1	1		200	OF-3	224	224	224	224	224	
Assistant Finance Director	0	1	1	1			OF-7	120	0	120	120	120	
Utility Manager	1	1	1	1		143	OF-7	120	120	120	120	120	
Accounting Clerk	1	2	3	4		127	WS-3	81	81	162	243	324	
Receptionist	1	2	2	2		47	WS-6	63	63	126	126	126	
Utility Clerk	2	4	6	10		140	WS-6	63	126	252	378	630	
Meter Tech	1	2	3	10		47	WS-6	63	63	126	189	630	
Custodian	1	2	3	4			WS-8	48	48	96	144	192	
Purchasing Agent	1	1	2	2		47	WS-8	48	48	48	96	96	
Finance Manager	1	1	1	1		47	OF-7	120	120	120	120	120	
Building Maintenance Tech	0	2	4	8			WS-6	63	0	126	252	504	
Lead Billing Utility Clerk	0	2	2	2			WS-6	63	0	126	126	126	
									0	0	0	0	
									0	0	0	0	
									0	0	0	0	
									0	0	0	0	
Subtotal A: Personnel Space	10	21	29	46					893	1646	2138	3212	
Staff % Growth		110	190	360									
Support Space:													
File Room	1	1	1	1		50			80	115	120	200	25 plastic banker boxes, 8 (3wLat)
Workroom	1	1	1	1		200			120	190	200	300	Copy, scanner, sort counter, office supplies, shared
Transaction Counter in Lobby - Utilities	4	4	4	5				20	80	80	80	100	
Storage Closet	1	1	2	3				20	20	20	40	60	In Finance office
Subtotal B: Support Space									300	405	440	660	
Subtotal C: Personnel Space + Support Space									1193	2051	2578	3872	Subtotal A + B
Departmental Circulation (40%)									477	820	1031	1549	Subtotal C * 0.40
Projected Total Departmental SF									1670	2871	3609	5421	

# HUMAN RESOURCES

DEPARTMENT: Human Resources  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471					100	214	471		
Personnel Space													
Human Resources Manager	1	1	1	1		140	OF-4	200	200	200	200	200	Side conf table, guest chairs without arms
Specialist	1	1	2	2			OF-6	150	150	150	300	300	Onboarding, benefits, employee stuff
Training and Development	0	1	1	1			WS-3	81	0	81	81	81	
Admin Assist	1	1	1	2			WS-3	81	81	81	81	162	
Risk Management Coordinator	0	1	1	1			WS-3	81	0	81	81	81	Safety, training, labor & relations
Talent Manager	0	0	1	1			WS-3	81	0	0	81	81	
Payroll Specialist	0	1	1	2			WS-3	81	0	81	81	162	
Benefits Coordinator	0	1	1	1			WS-3	81	0	81	81	81	compensation/labor coordinator
Volunteers									0	0	0	0	They will be in training room out in the community
Subtotal A: Personnel Space	3	7	9	11					431	755	986	1148	
Staff % Growth		133	200	267									
Support Space:													
Storage	1	1	1	1					60	90	100	175	Near Directors office - merch
Employee Files	1	1	1	1					60	90	100	150	Fire resistant room
Training Room	1	1	1	1				0	0	0	0	0	Enough seating for all employees. Shared with PD Training or Council Chambers
Subtotal B: Support Space									120	180	200	325	
Subtotal C: Personnel Space + Support Space									551	935	1186	1473	Subtotal A + B
Departmental Circulation (40%)									220	374	474	589	Subtotal C * 0.40
Projected Total Departmental SF									771	1309	1660	2062	



INFORMATION TECHNOLOGY

DEPARTMENT: Information Technology CURRENT LOCATION: 105 East Eggleston Street														
POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Director of Information Technology		1	1	1	1	163	OF-4	200		200	200	200	200	
I.T. Tech		2	2	3	4	94	WS-3	81		162	162	243	324	
Assistant Director		0	1	1	1		OF-6	150		0	150	150	150	
I.T. Systems Admin		0	0	1	1		WS-3	81		0	0	81	81	
I.T. Specialist/Engineer		0	0	1	1		OF-6	150		0	0	150	150	
Security Analyst		0	1	2	2		WS-3	81		0	81	162	162	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
Subtotal A: Personnel Space		3	5	9	10					362	593	986	1067	
Staff % Growth			67	200	233									
Support Space:														
Storage		1	1	1	1					80	100	120	180	
Workroom		1	1	1	1					80	150	150	225	
Server Room		1	1	1	1	114				100	200	300	500	
Subtotal B: Support Space										260	450	570	905	
Subtotal C: Personnel Space + Support Space										622	1043	1556	1972	Subtotal A + B
Departmental Circulation (40%)										249	417	622	789	Subtotal C * 0.40
Projected Total Departmental SF										871	1460	2178	2761	

COMMUNITY DEVELOPMENT SERVICES

DEPARTMENT: Community Development Services CURRENT LOCATION: 547 Llano Street														
POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Community Dev Services Director		1	1	1	1			OF-4	200	200	200	200	200	
Events Planner		0	1	1	1			WS-3	81	0	81	81	81	
Events Assistant				1	1			WS-3	81	0	0	81	81	
Admin Assistant				1	1			WS-3	81	0	0	81	81	
										0	0	0	0	
										0	0	0	0	
Subtotal A: Personnel Space		1	2	4	4					200	281	443	443	
Staff % Growth			100	300	300									
Support Space:														
Storage - Equipment		1	1	1	1					60	120	120	150	
Storage - Merch / swag		1	1	1	1					60	100	120	150	
Conference Rm		1	1	1	1					0	0	0	0	12-15 seats, used twice a week. Shared, SF shown in City Hall Support Space
														Need conf. space for 40 people three times a year--Shared with Conf Suite or Council Chambers
Subtotal B: Support Space										120	220	240	300	
Subtotal C: Personnel Space + Support Space										320	501	683	743	Subtotal A + B
Departmental Circulation (40%)										128	200	273	297	Subtotal C * 0.40
Projected Total Departmental SF										448	701	956	1040	

MUNICIPAL COURT

DEPARTMENT: Municipal Court CURRENT LOCATION: 105 East Eggleston Street														
POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Presiding Judge		0.5	1	1	1			OF-3	224	112	224	224	224	
Associate Judge		0.5	2	2	2			OF-6	150	75	300	300	300	
Court Admin		1	1	1	1	47		OF-7	120	120	120	120	120	
Senior Court Clerk		1	2	2	2	74		WS-3	81	81	162	162	162	
Deputy Court Clerk		1	3	4	5	74		WS-3	81	81	243	324	405	
Bailiff		0	1	2	2			WS-5	63	0	63	126	126	
Warrant Officer		0	1	1	1			WS-5	63	0	63	63	63	
Prosecutor		0	1	1	1			WS-5	63	0	63	63	63	
Juvenile Case Manager		0	1	1	1			OF-7	120	0	120	120	120	
Assistant Court Admin.		0	0	0	1			OF-8	110	0	0	0	110	
										0	0	0	0	
Subtotal A: Personnel Space		4	13	15	17					469	1358	1502	1693	
Staff % Growth			225	275	325									
Support Space:														
File Room		1	1	1	1					40	60	75	110	Fire resistant room, 3 (3wLat)
Storage		1	1	1	1					40	75	80	85	swag, coloring books, brochures
Transaction Counter in Lobby - Dept Clerk		1	4	4	4				20	20	80	80	80	
Transaction Counter at Drive Thru - Dept Clerk		1	2	2	2				20	20	40	40	40	
Storage Closet		1	1	1	1					20	40	50	55	
														In Judge's office
														Court reporter and Admin next to Judge, 6 person jury box, witness stand, attorney's tables, Judge to be seated higher than others.
Court Room										300	550	650	950	
Subtotal B: Support Space										440	845	975	1320	
Subtotal C: Personnel Space + Support Space										909	2203	2477	3013	Subtotal A + B
Departmental Circulation (40%)										364	881	991	1205	Subtotal C * 0.40
Projected Total Departmental SF										1273	3084	3468	4218	

ECONOMIC DEVELOPMENT

DEPARTMENT: Economic Development CURRENT LOCATION: 105 East Eggleston Street														
POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Economic Development Director		1	1	1	1			OF-4	200	200	200	200	200	
Marketing Director/BRE Director		0	1	1	1			OF-5	165	0	165	165	165	
Economic Development Coordinator		0	1	1	1			WS-3	81	0	81	81	81	
Assistant Director		0	0	1	1			OF-5	165	0	0	165	165	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
										0	0	0	0	
Subtotal A: Personnel Space		1	3	4	4					200	446	611	611	
Staff % Growth			200	300	300									
Support Space:														
Files Room		1	1	1	1					50	90	100	150	6--Lat files (4 drawers high)
Conference Room		1	1	1	1					120	150	180	300	Used 4-5 times a week. 6-8 seats. Shared
Storage		1	1	1	1					30	30	40	60	logo merch, closet with shelving
Subtotal B: Support Space										200	270	320	510	
Subtotal C: Personnel Space + Support Space										400	716	931	1121	Subtotal A + B
Departmental Circulation (40%)										160	286	372	448	Subtotal C * 0.40
Projected Total Departmental SF										560	1002	1303	1569	



# DEVELOPMENT SERVICES

DEPARTMENT: Development Services  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471						100	214	471	
<b>Personnel Space</b>													
Development Services Director	1	1	1	1			OF-4	200	200	200	200	200	
Asst. Director Development Services	0	1	1	1			OF-6	150	0	150	150	150	
Principle Planner	0	0	1	1			OF-7	120	0	0	120	120	
Senior Planner	0	1	1	2			WS-2	90	0	90	90	180	
Plan Coordinator	1	1	2	2			WS-5	63	63	63	126	126	
Planning Technician	0	1	2	3			WS-8	48	0	48	96	144	
Senior GIS Analyst	0	0	1	1			WS-5	63	0	0	63	63	
GIS Analyst	0	1	1	2			WS-5	63	0	63	63	126	
Building Official	1	1	1	1			OF-7	120	120	120	120	120	
Admin Assistant	0	1	2	2			WS-3	81	0	81	162	162	
Building Inspector I, II, III	2	4	6	7			WS-8	48	96	192	288	336	
Building Plans Examiner	1	1	2	2			WS-3	81	81	81	162	162	
Fire Plans Examiner	0	1	1	1			WS-3	81	0	81	81	81	
Development Services Supervisor	1	1	1	1			WS-2	90	90	90	90	90	
Permit Tech	2	3	0	0			WS-4	64	128	192	0	0	
Commercial Permit Tech	0	0	1	2			WS-4	64	0	0	64	128	
Residential Permit Tech	0	0	3	3			WS-4	64	0	0	192	192	
Senior Code Enforcement	0	1	1	1			WS-2	90	0	90	90	90	
Code Enforcement	1	1	2	4			WS-8	48	48	96	192	192	
Senior Engineer	0	1	1	2			OF-5	165	0	165	165	330	
Engineer	0	0	2	3			WS-3	81	0	0	162	243	
Construction Inspector Supervisor	0	1	1	1			OF-6	150	0	150	150	150	
Construction Inspector	0	1	3	4			WS-8	48	0	48	144	192	
Environmental Compliance Supervisor	0	0	1	1			OF-8	110	0	0	110	110	
Environmental Compliance Specialist	0	1	2	3			WS-3	81	0	81	162	243	
									0	0	0	0	
									0	0	0	0	
Subtotal A: Personnel Space	10	24	40	51					826	2033	3146	3930	
Staff % Growth		140	300	410									
<b>Support Space:</b>													
Plotter/Copier	1	1	1	1					80	110	120	200	
Conference Room	1	1	1	1				0	0	0	0	0	10-12 seats, Shared, SF shown in City Hall
Lobby Kiosk	1	1	1	1				0	0	0	0	0	Support Space
Transaction Counter in Lobby - Permits	1	1	2	2				20	20	20	40	40	in City Hall Support Space
													Locker-room access from exterior for
													Inspectors in field
Subtotal B: Support Space									100	130	160	240	
Subtotal C: Personnel Space + Support Space									926	2163	3306	4170	Subtotal A + B
Departmental Circulation (40%)									370	865	1322	1668	Subtotal C * 0.40
Projected Total Departmental SF									1296	3028	4628	5838	

# CITY HALL SHARED SUPPORT SPACES

DEPARTMENT: City Hall Shared Support Space  
CURRENT LOCATION: 105 East Eggleston Street

POSITION / SPACE	LEVEL	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
<b>Support Space:</b>														
Lobby & Vestibule	1	1	1	1	1					800	1100	1200	1600	Showcase historical items at City Hall
Lobby Merch space	1	1	1	1	1					80	95	100	150	
Customer Kiosk in Lobby	1	1	1	2	2				20	20	20	40	40	Public info. requests, Dev Services needs
Reception Desk in Lobby	1									150	155	160	200	Two work stations
Media Room	1	0	1	1	1					120	140	150	270	Near Lobby
Shared Agency - Drivers License Kiosk	1	0	1	1	1					100	130	150	200	Equip: monitor, 2-pc's, printer, 2-data ports, monitor in lobby to show customer # or QR code.
Shared Agency - Credit Union Kiosk	1									100	115	120	200	
Council Chamber Lobby	1	1	1	1	1				200	200	200	200	200	
Council Chamber /Municipal Court	1	1	1	1	1					2500	3100	3250	4200	Seating for 100-150, 7-coucil, 1-CM, 1-City Secretary, 1-City Attorney. <b>This space to serve as back-up EOC.</b> One camera feed for media.
Council Chamber Storage	1	1	1	1	1					80	90	100	250	
Council Chamber AV Room	1	1	1	1	1					100	130	150	200	Remote control of broadcast or live stream room
Executive Session Conference Room	1	1	1	1	1					600	600	600	800	Seats 15, A/V ready, Overflow space, used as Juvenile Conf. Rm., buffet on one side of room
Councils Staff Admin	1	1	1	1	1					0	0	0	0	Included in City Managers spreadsheet
Council Work Area	1	1	1	1	1					500	500	500	500	6 cubicles
Council Restroom	1	1	1	1	1					64	64	64	64	
Training Room	1								0	0	0	0	0	Shared with Conf. Center or Council Chambers
Employee Assessment/Training Room	1	1	1	1	1					220	240	250	300	
Municipal Court Room	1	1	1	1	1				0	0	0	0	0	See Municipal Court sheet and Council Chambers
Mail Rooms	1	1	2	2	2					75	75	150	150	One Mail Room per floor
Mother's Room / Quiet Room	1, 2 & 3	1	3	3	3					75	75	225	225	
Receiving Area	1	1	1	1	1					700	740	800	1200	Receiving and Storage of Deliveries
Employee Entrance	1	1	1	1	1					100	100	100	200	
Vending Area	1	1	1	1	1					65	65	65	130	
Breakrooms	1, 2 & 3	1	2	3	3				275	275	550	825	825	
Coffee Bars	1, 2 & 3	2	2	3	6				20	40	40	60	120	
Conference Suite Lobby/Vestibule	1	1	1	1	1					400	400	400	800	
Conf. Suite Large Conference Rooms	1	2	2	2	2					800	1200	1700	2100	Community/Conf. suite. Accessed from separate lobby, not tied to City Hall interior. Add restrooms. Sits100
Conf. Suite Small Conference Rooms	1	4	4	6	8				180	720	720	1080	1440	Community/Conf. suite. Accessed from separate lobby, not tied to City Hall interior. Add restrooms. Sits6-8,
Conf. Suite Storage	1	2	2	3	4					150	300	300	450	600
Conf. Suite Public Toilets	1	2	2	2	2					500	1000	1000	1000	1000
Conf. Suite Janitor	1	1	1	1	2					80	80	80	160	
Conf. Suite Breakroom	1	1	1	1	1					90	120	200	400	Coffee bar, Catering counter, vending
Public/Building Toilets (Ground Level)	1	2	2	2	2				275	550	550	550	550	
Men's Restrooms	1, 2 & 3	2	2	3	3					275	550	550	825	825 Maybe single RR's for staff?
Women's Restrooms	1, 2 & 3	2	2	3	3					275	550	550	825	825 Maybe single RR's for staff?
IT Closets	1, 2 & 3	0	2	3	3					80	0	160	240	240
Mechanical	1, 2 & 3	1	2	2	2					500	500	1000	1000	1000
Electrical	1, 2 & 3	1	3	3	3					150	150	450	450	450
Fire Riser Room	1	1	1	1	1					65	65	65	65	
Janitor Closets	1, 2 & 3	1	2	3	3					80	80	160	240	One Janitor Closet per floor
Elevator	1, 2 & 3	0	1	1	2					120	120	180	180	
Stairs	1, 2 & 3	0	2	4	4					200	0	400	800	800
Miscellaneous Storage Rooms	1, 2 & 3	3	4	5	8					100	300	400	500	800
Fitness Room	1	1	1	1	1					600	600	700	1200	
Shower Room	1	2	2	2	4					90	180	180	360	
Subtotal: Support Space										13999	17554	20724	26059	
Departmental Circulation (40%)										5600	7022	8290	10424	Subtotal * 0.40
Projected Total Departmental SF										19599	24576	29014	36483	



# PUBLIC WORKS

DEPARTMENT: Public Works  
CURRENT LOCATION: 547 Llano Street

POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Public Works Director		1	1	1	1	4	287	OF-4	200	200	200	200	200	
Assistant Director		0	0	0	1			OF-5	165	0	0	0	165	
Parks Director														See Rec Center
Admin Assistant		1	1	2	2			WS-3	81	81	81	162	162	
Utility Superintendent-W/WW		1	1	2	2	5	158	OF-7	120	120	120	240	240	
Maintenance Foreman		1	3	3	3			WS-7	54	54	162	162	162	
Utility Foreman		2	4	5	6			WS-7	54	108	216	270	324	
Utility Operator I, II, III		7	24	35	45			WS-9	20	140	480	700	900	
Street Superintendent		1	2	2	2			OF-7	120	120	240	240	240	
Parks Superintendent		1	1	1	1	6	161	OF-7	120	120	120	120	120	
Parks Forman		2	2	4	6			WS-7	54	108	108	216	324	
Drainage Foreman / Street Forman		2	3	3	4			WS-7	54	108	162	162	216	
Mechanic		1	1	2	3			OF-7	120	120	120	240	360	
ROW/Park Crewman		7	10	14	20					0	0	0	0	In field
Drainage Crewman / Street Crewman, Operators I, II, III		4	11	14	16					0	0	0	0	In field
Utility Supervisor		0	2	2	2			WS-2	90	0	180	180	180	
Street Supervisor		0	1	1	1			WS-2	90	0	90	90	90	
Drainage Supervisor		0	0	1	1			WS-2	90	0	0	90	90	
MS4 Inspector		1	1	1	1			WS-8	48	48	48	48	48	
CIP Inspector		1	3	3	4			WS-7	54	54	162	162	216	
Development Inspector		1	2	3	4			WS-7	54	54	108	162	216	
Subtotal A: Personnel Space		34	73	99	125					1435	2597	3444	4253	
Staff % Growth			115	191	268									
Support Space:														
Breakroom		1	1	1	1		260			150	345	350	400	
Conference Room		1	1	1	1		284			250	260	285	320	
Training Room		1	1	1	1		333		0	0	0	0	0	Shared with PD Training or Council Chambers
Parts and Meter Storage		1	1	1	1		585			350	700	800	900	Climate Control
Locker room		1	1	1	1		153			300	875	1000	1200	80 lockers-one per employee at 55K
Rest Room with Shower		2	2	4	4		66		90	180	180	360	360	
Rest Room		2	4	4	6		54		75	150	300	300	450	
Warehouse Storage		0	0	0	0				0	0	0	0	0	See warehouse sheet
Lab		1	1	1	1		509			250	370	400	500	Need door to exterior
IT/Electrical		1	1	1	1		67			60	65	70	80	
Copy		1	1	1	1		104			80	95	105	120	
Lobby		1	1	1	1		117			100	115	120	150	
Reception area		1	1	1	1		231			80	210	230	240	
Records Storage		1	1	1	1		257			150	240	250	280	
Subtotal B: Support Space										2100	3755	4270	5000	
Subtotal C: Personnel Space + Support Space										3535	6352	7714	9253	Subtotal A + B
Departmental Circulation (40%)										1414	2541	3086	3701	Subtotal C * 0.40
Projected Total Departmental SF										4949	8893	10800	12954	

# CITY WAREHOUSE

DEPARTMENT: Warehouse  
CURRENT LOCATION: No current Warehouse

POSITION / SPACE	STAFF					EXISTING SF		SPACE STND		AREA				NOTES
	17,500	35,000	55,000	100,000		TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471							100	214	471	
<b>Personnel Space</b>														
Facilities Manager	0	0	2	3				WS-3	81	0	0	162	243	
Shipping & Receiving Specialists	0	2	2	3				WS-3	81	0	162	162	243	
<b>Subtotal A: Personnel Space</b>	0	2	4	6						0	162	324	486	
<b>Support Space:</b>														
Receiving Dock	0	1	1	1						0	175	200	350	
Storage area	0	1	1	1						0	20000	40000	60000	Public Work overflow, water and MRE storage, cots, holiday/seasonal storage.
Restrooms	0	2	2	3				RR	75	0	150	150	225	Single use
Mechanical/Electrical/Riser Rm.	0	2	2	2						0	150	200	300	
Breakroom	0	1	1	1						0	300	300	300	
Conf. Rm.	0	0	1	1						0	0	150	200	
Fork lift storage and charging	0	1	2	4					40	0	40	80	160	
Eye-Wash	0	2	4	6					10	0	20	40	60	
<b>Subtotal B: Support Space</b>										0	20835	41120	61595	
<b>Subtotal C: Personnel Space + Support Space</b>										0	20997	41444	62081	Subtotal A + B
<b>Departmental Circulation (10%)</b>										0	2100	4144	6208	Subtotal C * 0.40

Note: A City warehouse is not a function/building that currently exists

# VISITOR CENTER

DEPARTMENT: Visitors Center  
CURRENT LOCATION: No current Visitors Center

POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471						100	214	471		
Personnel Space														
Receptionist	0	0	1	1			WS-3	81	0	0	81	81	Work area to have back exit to exterior	
Subtotal A: Personnel Space	0	0	1	1					0	0	81	81		
Support Space:														
Lobby	0	1	1	1					0	185	200	250	Display areas, brochures/magazines, lots of wall space	
Storage closet	0	1	1	1					0	75	80	100		
Restroom	0	2	2	2			RR	75	0	150	150	150	Single use. Staff could possibly share with public.	
Mechanical/Electrical/Riser Rm.	0	1	1	1				40	0	40	40	40		
Subtotal B: Support Space									0	450	470	540		
													Could be in a rental space (high pedestrian traffic area). Partnership with chamber? Bloor mansion? Showcase historical items at City Hall. Potentially at amphitheater or City Park.	
Subtotal G: Personnel Space + Support Space									0	450	551	621	Subtotal A + B	
Departmental Circulation (40%)									0	180	220	248	Subtotal C * 0.40	
Projected Total Visitors Center SF									0	630	771	869		

Note: The City currently does not have a Visitor Center



POLICE DEPARTMENT

DEPARTMENT: Manor Police CURRENT LOCATION: 402 West Parsons Street																	
POSITION / SPACE	SWORN/ UNSWORN	LEVEL	STAFF				EXISTING SF		SPACE STND		AREA				NOTES		
			17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000			
Population Growth Percentage				100	214	471						100	214	471			
Personnel Space																	
Administration																	
Police Chief	S	2	1	1	1	1	OF	258	OF-2	240	240	240	240	240	Couch seating		
Assistant Chief	S	2	1	1	1	2						224	224	224	448		
Commander	S	2	0	1	2	4	OF	145	OF-5	165	0	165	330	660			
Lieutenant Patrol Ops (Days/Nights)	S	2	1	2	2	2	OF	100	OF-5	165	165	330	330	330			
Lieutenant Special Ops	S	2	1	1	1	2	OF	146	OF-5	165	150	150	150	300			
Lieutenant Support Services	S	2	1	1	1	2						150	150	300			
Sergeant Prof. Standards & Com. Relations	S	2	1	1	1	1						120	120	120	120		
Executive Assistant	U	2	1	1	1	1	WS	115	OF-7	120	120	120	120	120			
Civilian Supervisor Support Services	U	2	1	1	1	1						150	150	150	150		
Officer Training	S	2	1	2	2	2						120	240	240	240		
PROMedia	U	2		1	1	2						0	120	240			
Recruiting/Marketing	U	2		1	1	2						0	150	300			
Police IT	U	1		0	1	2						0	120	240			
Accreditation	U	2			1	1						0	120	120	120		
Records Clerk	U	1	1	2	3	3	WS	69	WS-4	64	81	162	243	243			
Police Clerk - Support Services	U	2	1	1	2	2	WS	50	WS-3	81	81	81	162	162			
Police Clerk - Admin	U	2	1	1	1	2						81	81	162			
Budget Analyst/Purchasing	U	2		1	1	2						0	120	120	240		
Custodian	U	1	0.5	0.5	1	1					0	0	0	0	0	Shared space with janitor closet	
Special Operations																	
Sergeant CID	S	2	1	1	2	2	OF	122	OF-7	120	120	120	240	240			
Corporal CID Warrant/TAC	S	2		1	1	1						0	150	150			
Command Support Office	S	2	1	1	1	2	WS	38	OF-6	150	150	150	150	300			
Civilian Supervisor Transportation/Fleet	U	2	0	0	1	1						0	150	150			
Civilian Supervisor Communications	U	2	1	1	1	1						150	150	150	150		
Civilian Supervisor Property/Lab	U	2			1	1						0	150	150			
Investigator	S	2	3	6	8	12	WS	81	OF-8	110	330	660	880	1320			
Officer Warrants	S	1		1	3	4						90	90	270	360		
Officer TAC	S	1	2	3	5	6						WS-2	90	180	270	450	540
Officer Community	S	1	1	1	1	2	WS	38	OF-7	120	120	120	120	240			
Officer Community K9	S	1		1	1	2						OF-7	120	0	120	240	
Crime Scene	U	2	1	1	2	2	WS	69	WS-3	81	81	81	162	162			
Transport/Jailer	S	1		1	2	4						WS-3	81	0	81	162	324
Dispatcher Day	U	2		0	4	4						WS-3	0	0	0	0	SF included in Dispatch Room
Dispatcher Night	U	2		0	4	4						WS-3	0	0	0	0	SF included in Dispatch Room
Dispatch Supervisor	U	2		0	2	2						WS-3	0	0	0	0	SF included in Dispatch Room
Emergency Management	U	2	1	1	1	2	WS	38	OF-6	150	150	150	150	300			
Criminal Analysis	U	2	1	1	2	2						WS-7	54	54	108	108	Shared office
Police Clerk - Special Ops	U	1		1	1	2						WS-3	81	0	81	162	
Property Room Specialist	U	1		1	2	2						WS-3	81	0	81	162	162
Lab Scientist	U	1			1	1						OF-7	120	0	120	120	
Lab Tech	U	1			1	2						WS-3	81	0	81	162	
Video Tech	U	1			1	2						WS-2	90	0	90	180	
Patrol																	
Sergeant, Patrol Division (Days/Nights)	S	1	4	4	8	12	OF	200	OF-7	120	480	480	960	1440			
Sergeant Swing	S	1		2	4	6						OF-7	120	0	240	480	720
Sergeant Traffic/DWI	S	1		1	1	2						OF-7	120	0	120	120	240
Corporal Traffic/ Night DWI	S	1		1	1	2						OF-6	150	0	150	150	300
Civilian Supervisor Social Resource/Victims	U	1			1	1						OF-7	120	0	120	120	
Days Officer	S	1		8	14	20	46	WS	100			0	0	0	0	0	
Nights Officer	S	1		8	12	20	46	WS	100			0	0	0	0	0	
Swing Officer	S	1		4	7	17	23	WS				0	0	0	0	0	
K9 Officer	S	1		4	4	6						0	0	0	0	0	
Traffic Officer	S	1		4	6	8						WS-4	64	0	256	384	512
Traffic Motors Officer	S	1		2	2	4						WS-4	64	0	162	162	324
Traffic/DWI Officer	S	1		2	4	6						WS-4	64	0	162	162	324
Social Resource Team/Victim Services	U	1	4	6	8	10	WS	222	WS-3	81	324	486	648	810		High wall furniture for acoustics and privacy	
Police Clerk - Patrol (Days/Nights)	U	1		2	2	4						WS-3	64	0	128	128	256
Officer Reserve	S	1		2	0	0						0	0	0	0	0	
Shelter Volunteer		1 & 2		4	4	4										Excluded from Staff Count Calculation	
Subtotal A: Personnel Space			48.5	99.5	171	274					3050	6695	10430	15181			
Staff % Growth				105	253	465											
SWORN VERSUS UNSWORN STAFF																	
Sworn			38	77	122	212											
Sworn % Growth				103	221	458											
Sworn Staff per 1,000 population			2.17	2.20	2.22	2.12											
Un-Sworn			13	29	49	62											
Un-Sworn % Growth				95	289	390											
Support Space:																	
LOBBY																	
Lobby	1	1	1	1	1	1		260			260	600	800	1100	1100sf	Bottle filler/vending, seating for 10-12, Ballistic Rated Level 3-	
Entry Vestibule	1	1	1	1	1	1.5			80	80	80	80	80	120	120		
Community Room	1	1	1	1	1	1					300	600	800	1000	1000	Community Meetings/Media	
Community Room Storage	1	1	1	1	1	1					40	80	100	175	175	Table and chair storage from Community Rm	
Cater Kitchen for Comm. Room	1	1	1	1	1	1					80	100	150	260	260	Just warming/cooking, ice machine, sink	
Public Restrooms	1	2	2	2	2	3		53	RR	75	150	150	150	150	225	Single use	
Report Writing (public access)	1	1	2	2	2	2				80	80	160	160	160	160	Fingerprinting room/Community meetings	
RECORDS																	
Front Counter	1	1	1	1	2	2				80	80	80	160	160	160	Located off of main lobby	
Copy/Print	80	1	1	1	1	1					80	80	100	150	150	Mail to be delivered to staff directly (no mailbox)	
Records Active Storage	1	1	1	1	1	1					120	150	170	235	235	High Density filing system.	
Records Archive Storage	1	1	1	1	1	1		Conex Box	256	0	0	0	0	0	0	Archive files to be housed in one of the HD cartridges in Evidence Room.	
TRAINING																	
Lobby	1	0	1	1	1	1					0	95	100	200	200		
Large Assembly Room-divisible	1	0									0	0	0	0	0	Share with EOC	
Storage	1	0	1	1	1	1					0	100	150	250	250	Mats, blue guns, simulation equipment	
Computer Lab	1	0	1	1	1	1					0	75	150	200	4	4 computer WS	
Restrooms	1	0	2	2	2	2.5			RR	250	0	500	500	625	625	4-stall gang RRs	
Copy/Breakroom	1	0	1	1	1	1					0	75	100	130	130		
Simulation Room	1	0	1	1	1	1				400	0	400	400	400	400	Sound treatment	
COMMUNICATIONS / DISPATCH																	
Server Room	1	1	1	1	1	1		12			150	200	400	650	650	Whole room on generator	
911/Denmark	1	1	1	1	1	1.5			100	100	100	100	100	150	150		
Dispatch Room	2	1	1	1	1	1					350	500	800	1260	1260	6 consoles + 1 supervisor, Adjacent: Police IT, EM (2 WS), Crime Analyst (2 WS)-1000sf	
Dispatch Server Room	2	1	1	1	1	1					65	85	100	120	120		
Storage	2	1	1	1	1	1					75	90	100	150	150		
Coffee Bar	2	1	1	1	1	1					40	60	60	85	85	Full-size fridge w/ice, microwave/convection	
Restroom	2	1	1	1	1	2			RR	75	75	75	75	75	150	Single use	
Decompression Room	2	1	1	1	1	2					70	70	70	70	140		
Dispatch Conference Room	2	1	1	1	1	1.5					100	100	100	100	150	Sits 4 persons	

POSITION / SPACE	SWORN/ UNSWORN	LEVEL	STAFF				EXISTING SF		SPACE STND		AREA				NOTES	
			17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000		
Population Growth Percentage				100	214	471					100	214	471			
EOC																
Training/Emergency Operations Center		1	1	2	2	2		0			1000	2000	2500	3000	150 seats @ 2 person tables, divisible room--3000sf. No emergency exit into secure area	
Caterers Kitchen/Breakroom		1	1	1	1	1					100	120	150	250	Just warnmngoh cooking, with sink. This can share with Community Room if in close proximity.	
SOCIAL RESOURCES																
Lobby		1	1	1	1	1					75	100	120	160	Accessible from main lobby. Or separate Public entrance.	
Soft Interview Room		1	1	1	2	3		122		100	100	100	200	300	Couch, toys, TV, friendly environment	
OPERATIONS																
Locker Room (unisex)		1	1	1	1	1		175			900	1100	1500	1800	Need 150 lockers, bench and boot drawer--2000sf	
Locker Room Showers		1	1	6	6	8			RR	90	90	540	540	720	Wall hooks, benches	
Laundry Room		1	1	1	1	1					65	85	100	150	Residential 2-washers & 2-dryers, folding table or cabinet, millwork storage for soap and fresh towels.	
Quartermaster		1	1	1	1	1		80			150	200	250	350	Located near loading dock	
Fitness		1	1	1	1	1					1200	1650	1900	2000	1250 sf for floor/wall mats, 1250 machines--2500sf	
Bunk Room		1	1	2	2	2.5				140	140	280	280	350	8 beds	
Armory		1	1	1	1	1		50			200	250	300	450	50 rifles, 50 shotguns, 50 pistols, tasers	
Armory - Weapons Cleaning		1	1	1	1	1					120	150	200	250	Sink with eye wash, Compressed air, Ventilated, 2 WS	
Evidence Processing Area		1	1	1	1	1		47			100	130	150	225	Sink with eye wash, Storage for supplies	
Evidence Pass-thru Locker		1	1	1	1	2			40	40	40	40	40	80	4 lockers	
Evidence Storage		1	1	1	1	1		110			750	950	1100	1450	Separate ventilation & HVAC, Bulk storage, High Density and Home Depot shelves, if H+D, add room for Records Archives. No Tech WSs in the room. 6-door refriger/freezer--1500sf	
Evidence vaults		1	1	2	2	3				50	50	100	100	150	Guns, Drugs, Valuables	
Evidence Lab		1	1	1	1	1				135	150	150	200	275	Emergency eyewash/shower, Cell signal blocker, Vent hood.	
Digital Lab		1	1	1	1	1					60	75	80	110	Cell signal (Faraday) shield	
Powder Lab		1	1	1	1	1		51			60	75	80	110	With Down draft WSs	
Drying Room		1	1	1	1	1					80	80	100	120	2 drying cabinets	
Patrol Lobby		2	1	1	1	1				100	100	100	100	100		
Patrol Coffee Bar		1	1	1	1	2				80	80	80	80	160		
Patrol - Briefing Room		1	1	2	2	2.5				300	300	600	600	750	20 persons in classroom desks	
Patrol - Large Workspace		1	1	1	1	1.5				500	500	500	500	650	10 persons around tall table (10'-0" long table w/under storage (like Lakeside))	
Patrol - Gear check out counter/storage		1	1	1	1	1.5				150	150	150	150	225	Lots of plugs and cabinets for storage. Adjacent to Quarter master	
Patrol - Conference		1	1	1	1	2				180	180	180	180	360		
Storage closet		2	1	2	2	3				40	40	80	80	120	In Chief's, and Assistant Chief's offices	
DETENTION & SALLY PORT															staff to use RR in building. Staff/transport jailer to have WS off of kitchen or hallway	
Juvenile Holding		1	1	1	1	1					75	95	110	145	can hold up to 4 juveniles in one holding cell. Brought through Sally Port. Juveniles to left, Adults to right from SP.	
Juvenile Processing		1	1	1	1	2		50		80	80	80	80	160	Processing separate from Adults, small desk. Process them physically in opposite direction from adults after leaving sally port.	
Interview Rooms		1	1	2	2	2				80	80	160	160	160	soundproofing	
Intoxilizer/Blood Draw		1	1	1	1	1				150	150	150	150	150		
Sally Port		1	1	1	1	1.2				1600	1600	1600	1600	1920	Two bays, 4 vehicles, (Layout angled parking) --2400sf	
Sally Port Storage		1	1	1	1	1.5				120	120	120	120	160	6-cabinets equipment, cleaning supplies), workbench	
Detention Fingerprint/processing		1	1	1	1.5	1.6		16		120	120	120	120	180	emergency eyewash w/sink	
Detention Holding cells		1	1	3	3	3		30		110	110	330	330	330	2-persons each.	
Detention padded cell		1	1	1	1	1				60	60	60	60	60		
Detention storage		1	1	1	1	1.3				80	80	50	80	104	Spl masks, etc.	
Detention food prep		1	1	1	1	1				60	60	60	60	60	Refrigerator and microwave	
Detention, Detainees Property Storage		1	1	1	1	1				20	20	20	20	20	Shelves with baskets	
GENERAL BUILDING																
Kitchen / Break Room	1.82	1						122			425	500	650	850	stove, 2-refrigerators, commercial ice, sits 20 (2 tables)	
Coffee Bars	1.82	1	2	2	4					20	20	40	40	80		
Copy/Supply	1.82	1	2	2	2.5			93		100	100	200	200	250		
Restrooms	1.82	2	4	6	8	2 rooms	103	RR	75	150	300	450	600		Single use	
Mechanical/Electrical	1.82	1	1	1	1	1					950	1050	1300	1500	Central Compressor to serve gun cleaning rm, lab, evidence, maintenance bays. Fuel station or somewhere in secure parking area --1600sf	
Sprinkler Room	1	1	1	1	1	1					50	50	50	50		
Mothers Room	1.82	1	1	1	1	2				75	75	75	75	150	Sink, Refrigerator, Mirror, Recliner/Couch	
Decompression Room	1.82	1	3	3	3	3				70	70	210	210	210	recliner, side table, TV	
Janitor	1.82	1	2	2	2	2		52		80	80	160	160	160	Jam on first floor to be bigger to house trash carts	
Elevator & Equipment Room	1.82	1	1	1	1	1				85	0	85	85	85	2nd floor	
Stairs	1.82	2	2	2	2	2				200	0	400	400	400	2nd floor	
Telecom closet on Second Floor	1.82	1	2	2	2	2				80	0	80	160	160	2nd floor	
Administration Lobby	2	1	1	1	1	1					95	110	120	150	As well as sitting area outside of Chief's office. Share reception with Professional Standards	
Administration Conf. Room Large	2	1	1	1	1	1				425	550	600	800	800	Sits 16-20 People. Check size of CS: 750/20 people	
Admin. Conf. Room Coffee/Storage	2	1	1	1	1	1.5				60	60	60	60	60		
Sitting near Admin offices	2	1	1	1	1.5	1				40	40	40	40	60		
Chief, Asst. Chief, Admin Suite, Shower/RR	2	1	3	3	4	4			RR	90	90	270	270	360	One in Chief's office. Two accessed off of Hall.	
Admin Suite Personnel Records File Sto	2	1	1	1	1	2		26		50	50	50	50	100	locked room. Adjacent to Ex. Assistant	
Community Relations Storage	2	1	1	1	1.5	1		160		35	35	35	35	62.5	locked room. Adjacent to Community Officer	
Media Room	2	1	1	1	1	1				100	120	150	200		For internal recording (social media/media push)	
CID Lobby	2	1	1	1	1	1					60	80	100	130		
CID Conf. Room Large	2	1	1	2	2	2				180	180	180	360	360	sits 8 people	
CID interview rooms	2	2	3	3	3	3	2 rooms	100		80	160	240	240	240	soundproofing	
CID Restroom	2	1	1	1	1	1			RR	75	75	75	75	75	Between interview rooms	
CID Storage	2	1	1	1	1	1					75	100	120	155		
SPECIAL UNITS AREA																
Lobby	2	0	1	1	1.5	1.5				100	0	100	100	150	Adjacent to Patrol and CID suits	
Conf. Room	2	0	1	1	1	1.2				120	0	120	120	144	External secure entry.	
Storage Room/Closet	2	0	3	3	4	4				80	0	240	240	320	Sits 4-6 persons	
Coffee Bar	2	0	1	1	2	2				20	0	20	20	40		
Workroom	2	0	1	1	1	1.5				150	0	150	150	150		
Special Units-Offices	U	2	0	4	5	7			OF-7	120	0	480	600	840	For partner's and future growth (no staff just space)	
Special Units-Large WSs	U	2	0	8	10	12			WS-2	90	0	720	900	1080	For partner's and future growth (no staff just space)	
Special Units-Small WSs	U	2	0	5	7	9			WS-7	54	0	270	378	486	For partner's and future growth (no staff just space)	
COMMAND SUPPORT SHOP															Staff: Command Support Officer - Unsworn	
Garage Bays: (1) maintenance	1	1	1	1	1	2				475	475	475	475	950	With vehicle lifts, motorcycle lift, compressors (Compressor to be remote), emergency eye wash/shower, sink. One bay is lockable/secure. Movable partition between bays.	
Electronic Storage	1	1	1	1	1	1.3		Conex Box	80		150	150	150	150	150	climate controlled fleet outfit items
Loading Dock	1	1	1	1	1	1					200	200	200	200		
Storage: Property destruction	1	1	1	1	1	1.2				100	100	100	100	120	Disposal is once a year or on demand.	
Workroom	1	1	1	2	2	2				50	50	100	100	100	Can this just be cabinets in the Bays-Yes.	
Bike/Moto workspace	1	1	1	1	1	1.5				100	100	100	100	100	Can this be combined with the Bays-Yes.	
Restroom	1	1	1	1	1	1			RR	75	75	75	75	75		
Subtotal B: Support Space								3939		16130	25705	30083	38667.5			
Subtotal C: Personnel Space + Support Space								3939		19180	32400	40483	63848.5		Subtotal A + B	
Departmental Circulation (49%)								1576		7672	12960	16193	21539		Subtotal C + D 40	
Projected Total Departmental SF								5,515		26,852	45,360	56,676	75,388			

# POLICE STORAGE FUNCTIONS

DEPARTMENT: Manor Police - Storage Functions														
CURRENT LOCATION: 402 West Parsons Street														
POSITION / SPACE	SWORN/ UNSWORN	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Annex Building-stand alone bldg.														
Support Space:														
Command Trailer		0	1	1	1	1			470	0	470	470	470	Enclosed, 23' Long
ATV's		0	1	1		2	1		470	0	470	470	940	Enclosed, Trailers
Portable Generator Trailers		0	1	1	1	2			470	0	470	470	470	Covered, 8' Long
Fuel Pump Trailer		0	1	1	1	1			470	0	470	470	470	Covered, 8' Long
Patrol Bikes		0	1	1	1	6				50	100	150	200	Need power at wall racks
Storage		0	1	1						100	200	200	250	Mezzanine storage should be utilized
EMS Break/Day Room		0	1	1		1.5				250	0	250	250	375
EMS Bunkroom		0	2	2		3				120	0	240	240	360
EMS Shower/RR		0	1	1		2				90	0	90	90	180
EMS Storage		0	1	1		1.5				0	50	80	100	
EMS Bay		0	1	1		2				470	0	470	470	940
Laundry		0	1	1		1				150	0	150	150	150
Bulk / Open air storage		0	1	1		1				1000	0	1000	1000	1000
														All covered, 50% enclosed.
Garage Bays: (1) processing		0	1	1		1				475	0	475	475	475
														With vehicle lifts, motorcycle lift, compressors (Compressor to be remote), emergency eye wash/shower, sink. One bay is lockable/secure. Movable partition between bays.
Subtotal J: Personnel Space + Support Space										150	4905	4985	6380	Subtotal E + F
Departmental Circulation (40%)										60	1962	1994	2552	Subtotal C * 0.40
Projected Total Storage Functions SF										210	6,867	6,979	8,932	

# ANIMAL CONTROL

DEPARTMENT: Manor Police --Animal Control Building														
CURRENT LOCATION: 402 West Parsons Street														
POSITION / SPACE	SWORN/ UNSWORN	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
ANIMAL CONTROL-stand alone bldg.														
Personnel Space														
Civilian Supervisor Animal Services	U	0	0	1		1		OF-6	150	0	0	150	150	
Animal Control Officer	U	1	2	3		4	WS	38	WS-4	64	64	128	192	256
Shelter Tech	U	0	1	2		3			WS-3	81	0	81	162	243
Subtotal E: Personnel Space		1	3	6		8				64	209	504	649	
Staff % Growth			200	500		700								
Support Space:														
Lobby		1	1	1		1				100	110	120	140	With Windows to display animals for adoption
Dog Kennels		5	6	8		10				30	150	180	240	300
Adoption play rooms		1	1	2		3				80	80	160	160	240
Quarantine Room		1	1			2				126	126	126	126	252
Adoption Cat Room		1	1	1		2				100	100	100	100	200
Secure Drug Room		1	1	1		1				35	40	45	55	This can be a cabinet in a secure room (Lab or Work Rm).
Exam/Wash Room		1	1	1		2				120	120	120	120	240
Laundry Room		1	1	1		1				120	120	120	120	240
Lab		1	1	1		1				60	60	80	100	100
Storage		1	1	1		1				100	150	200	250	Large Deep Freezer, catch poles, dog/cat food, kitty litter.
Mechanical/Electrical Room		1	1	1		1				80	100	125	150	
IT closet		1	1	1		1				50	50	50	50	
Restroom		1	1	2		2			RR	75	75	75	150	150
														Single use. Staff could possibly share with public.
Subtotal F: Support Space										1196	1391	1636	2247	
Subtotal G: Personnel Space + Support Space										1260	1600	2140	2896	Subtotal E + F
Departmental Circulation (40%)										504	640	856	1158	Subtotal C * 0.40
Projected Total Animal Control SF										1,764	2,240	2,996	4,054	

DEPARTMENT: Library														
CURRENT LOCATION: No current Library														
POSITION / SPACE		STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Library Director		0	1		1			OF-4	200		200	200		
Assistant Director		0			1			OF-6	150		0	150		
Library Staff		0	2		4			OF-7	120		240	480		
Volunteers		0	3		4									Staff space in "staff work areas" below
Subtotal A: Personnel Space		0	6		10						440	830		
Support Space:														Community Space. Classrooms. Kids activities. Computers
LOBBY														
Lobby										300	1000			Pre-Function Space
Vestibule											100			
Seating										100	100			
Public Restrooms										500	500			
Vending											100			
STAFF WORK AREAS														
Service desk										200	200			Public Side
Staff Work, Main Area										250	500			includes Service window
Copy/Print										200	200			copy/print, millwork for storage
Storage										100	100			holiday, office supply, etc.
Book Return										75	75			
Loading											300			
Youth Staff Work Area											700			
IT Work Area										150	150			
COLLECTIONS & SERVICES														
Public Computers										250	800			
Browsing/Holds										200	500			new books, holds, DVDs
Youth-Preschool										400	2000			
Youth-Juvenile										400	1500			
Youth Service's Multi-Purpose Room											1500			Large meeting space divisible into two rooms
Teen/Young Adult										400	1000			
Adult										600	2000			
Quiet Reading Room										200	700			
Multi-Purpose Meeting Room											1500			Large meeting space divisible into two rooms
Technology Classroom											700			classroom setup or group study
Conference Room										200	150			For staff and public use
Study Room - Small											150			
Study Room - Large											300			
Teaching Pantry/Catering Kitchen											175			
GENERAL BUILDING														
Mother's Room										75	75			Sink, nursing chair, baby changing station.
Storage Rooms										200	480			various storage rooms to support collections, etc.
Family Rest Room										75	75			
Staff Restroom										75	150			
Staff Breakroom										120	250			
Janitor										80	80			Mop Sink, Rolling trash bin, supply storage
Electrical Room										100	100			
Mechanical Room										200	200			
MDF										80	80			
Fire Riser										50	50			
Subtotal B: Support Space										5580	18540			
Subtotal C: Personnel Space + Support Space										6020	19370			Subtotal A + B
Departmental Circulation (40%)										2408	7748			Subtotal C * 0.40
Projected Total Departmental SF										8428	27118			

Note: The City currently does not have a Library

# RECREATION CENTER

DEPARTMENT: Recreation Center  
CURRENT LOCATION: No current Recreation Center

POSITION / SPACE	ASSUMED LEVEL	STAFF				EXISTING SF		SPACE STND		AREA				NOTES
		17,500	35,000	55,000	100,000	TYPE	SF	TYPE	SF	17,500	35,000	55,000	100,000	
Population Growth Percentage			100	214	471						100	214	471	
Personnel Space														
Administration														
Parks Recreation Director		0	1	1	1			OF-5	165		165	165	165	
Parks Director		0	0	1	1			OF-4	200		0	200	200	
Recreation Center Staff		0	3	4	5			OF-7	120		360	480	600	
Crewman		0	3	3	3						0	0	0	In Field
Program Specialist		0	1	2	3			OF-6	150		150	300	450	Shared office for two
Subtotal A: Personnel Space		0	8	11	13						675	1145	1415	
Support Space:														
GENERAL BUILDING														
Lobby											600	800	1000	
Entry Vestibule											80	80	100	
Reception desk											80	100	120	
Public Restrooms			2	3	6			RR	250		500	750	1500	
Multi-Purpose Rooms											2500	4000	8000	Yoga, Zumba, Seniors, GED classes
Multi-Purpose Room Storage											300	600	1000	
Conf./Activity Room Large											400	1200	2500	
Kids Club area											250	500	1700	Ages 1-7
Teen Game Room											0	600	3000	
Break / Vending Room											250	250	400	
Concessions or Catering Kitchen											200	500	3200	
Coffee Bars											40	40	120	
Copy/Supply											200	300	800	
Fitness Room											1000	2000	8500	
Multi-Function Court											2400	4800	13000	
Locker Room (unisex)											400	600	2500	
Locker Room Showers			4	6	10			RR	90		360	540	900	Wall hooks, benches
Mechanical/Electrical											800	1200	2300	
IT Room											100	100	300	
Sprinkler Room											50	50	75	
Muthers Room											70	70	140	
Janitor											200	300	600	
Volunteers / Visiting Instructors desk space		0	2	3	4			WS-5	63		126	189	500	
														Function as Emergency Shelter
Subtotal B: Support Space							0			0	10906	19569	52255	
Subtotal C: Personnel Space + Support Space							0			0	11581	20714	53670	Subtotal A + B
Departmental Circulation (40%)							0			0	4632	8286	21468	Subtotal C * 0.40
Projected Total Departmental SF							0			0	16,213	29,000	75,138	

Note: The City currently does not have a Recreation Center

# STAFF PROJECTION SUMMARY

The chart below is a summary of the each department’s staff today and at future benchmark populations. Details of the staff projections are shown on the previous pages of detailed department spreadsheets. The orange colored spreadsheet cells compare the percentage of population growth versus the percentage of staff growth.

DEPARTMENT	STAFF			
	17,500	35,000	55,000	100,000
Population Growth Percentage		100	214	471
STAFFING				
City Manager	2	6	8	8
City Secretary	1	2	6	6
Finance / Utility Billing	10	21	29	46
Human Resources	3	7	9	11
Information Technology	3	5	9	10
Municipal Courts	4	13	15	17
Community Development Services	1	2	4	4
Development Services	10	24	40	51
Economic Development	1	3	4	4
Police Department	49	100	171	274
Police Department - Animal Control	1	3	6	8
Public Works	34	73	99	125
Visitors Center	0	0	1	1
Warehouse	0	2	4	6
Library	0	6	10	13
Recreation Center	0	8	11	13
TOTAL CITY STAFF	119	275	426	597
Staff Growth Percentage		132	259	404

# SQUARE FOOTAGE SUMMARY

Below is an overview of the total space need in square feet for all the City Departments as detailed in the spreadsheets on the previous pages. The total required square footage at the chosen Population Benchmarks are the final row in bold.

MANOR FACILITIES PROGRAM SQUARE FOOTAGE SUMMARY					03.09.2023
POSITION / SPACE	AREA				NOTES
	17,500	35,000	55,000	100,000	
Population Growth Percentage		100	214	471	
CITY ADMINISTRATIVE FUNCTIONS					
City Manager's Office	1,065	2,213	2,927	3,221	
City Secretary	490	666	1,348	1,530	
Finance / Utility Billing	1,670	2,871	3,609	5,421	
Human Resources	771	1,309	1,660	2,062	
Information Technology	871	1,460	2,178	2,761	
Municipal Court	1,273	3,084	3,468	4,218	
Community Development Services	448	701	956	1,040	
Development Services	1,296	3,028	4,628	5,838	
Economic Development	560	1,002	1,303	1,569	
Visitors Center	0	630	771	869	City currently does not have a Visitor Center
City Hall Shared Support Spaces	19,599	24,576	29,014	36,483	
Subtotal A:	28,043	41,542	51,864	65,013	
PUBLIC SAFETY FUNCTIONS					
Police Department	26,852	45,360	56,676	75,388	
Police Department Storage Functions	210	6,867	6,979	8,932	
Animal Control	1,764	2,240	2,996	4,054	
Subtotal B:	28,826	54,467	66,651	88,374	
OTHER CITY FUNCTIONS					
Public Works	4,949	8,893	10,800	12,954	
City Warehouse	0	23,097	45,588	68,289	City currently does not have a Warehouse
Library	0	8,428	27,118	0	City currently does not have a Library
Recreation/Community Center	0	16,213	29,000	75,138	City currently does not have a Rec Center
Subtotal C:	4,949	56,631	112,506	156,381	
GRAND TOTAL SQUARE FOOTAGE	61,818	152,640	231,021	309,769	A+B+C

# PROPOSED PROJECTS

With the space needs for each department established, the next step in the Facility Needs Assessment was to determine potential project solutions to meet the needs.

On the subsequent slides there is an overview for each project that includes a text description, a graphic representation of the square footage, and a concept site axonometric.

**IN NO PARTICULAR ORDER, THE PROPOSED PROJECTS ARE AS FOLLOWS:**

**NEW POLICE HEADQUARTERS**

**NEW CITY HALL**

**NEW CITY WAREHOUSE**

**NEW LIBRARY**

**NEW RECREATION CENTER**



# NEW POLICE HEADQUARTERS

### Recap of current Police Building:

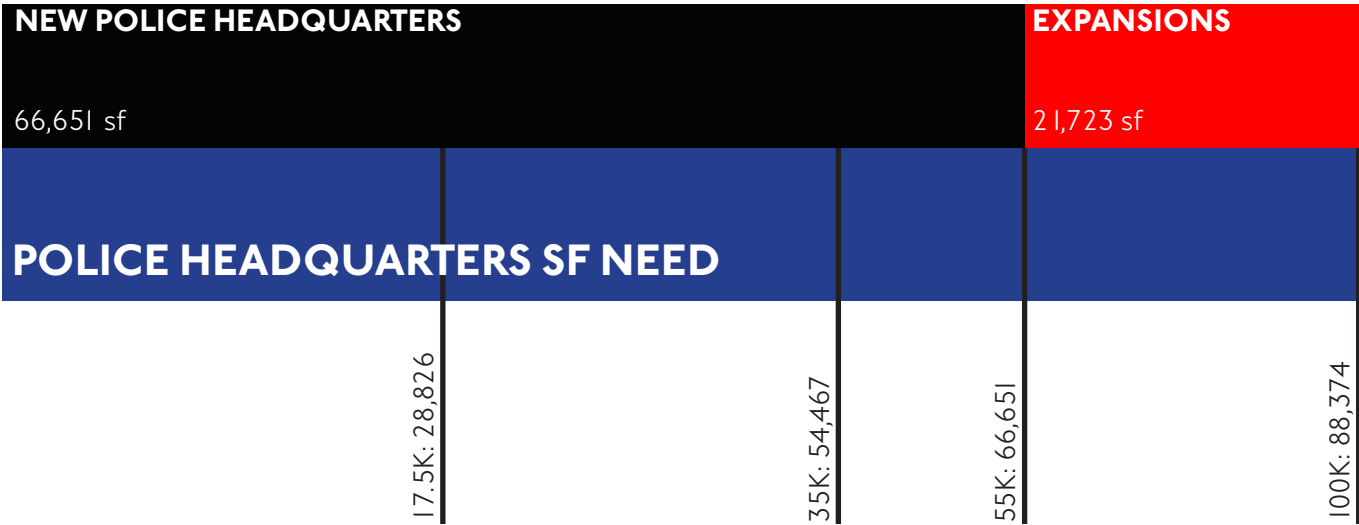
The current Police Building, at 402 West Parsons Street, is a modular building and was never intended to be a long term home, is not in good condition, and the Police Department has outgrown the space. The site location is also not ideal for public safety given there is a water tower on site and a rail line along the back edge of the property.

### New Police Headquarters Program Overview:

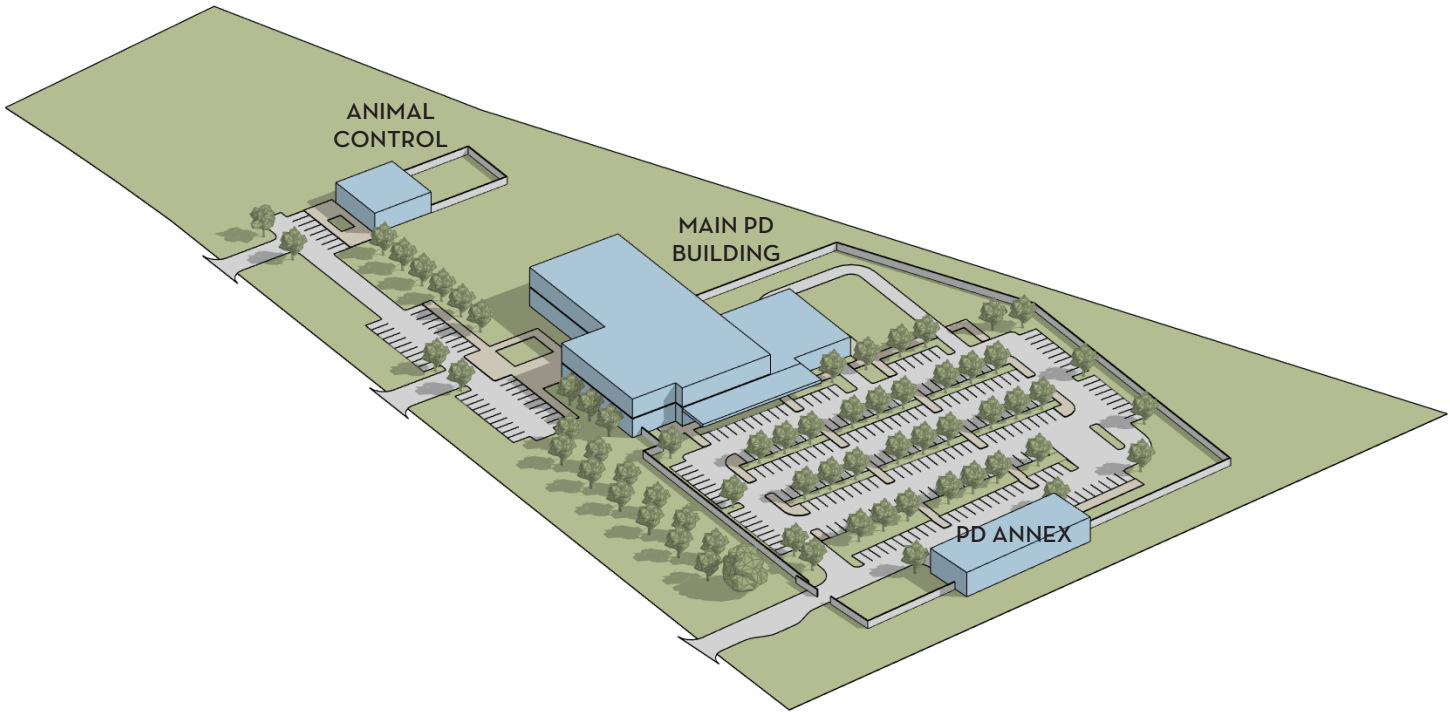
The proposed new project is envisioned to have three main components: a new main Police Building, a new Annex Building, and a new Animal Control Building. The main Building will house Police staff and operations. The Annex will be for large equipment storage and provide space for potential EMS operations. The Animal Control Building will be dedicated to animal control with public access to adoption spaces.

The proposed size for the initial project is 66,651 square feet which is the space need identified as needed at a population of 55,000. After the initial construction, the additional square footage needed at 100,000 population would be an expansion.

The graphic below is a ‘to scale’ representation of the square footage needs



### CONCEPT SITE AXO



# NEW CITY HALL

**Recap of current City Hall:**

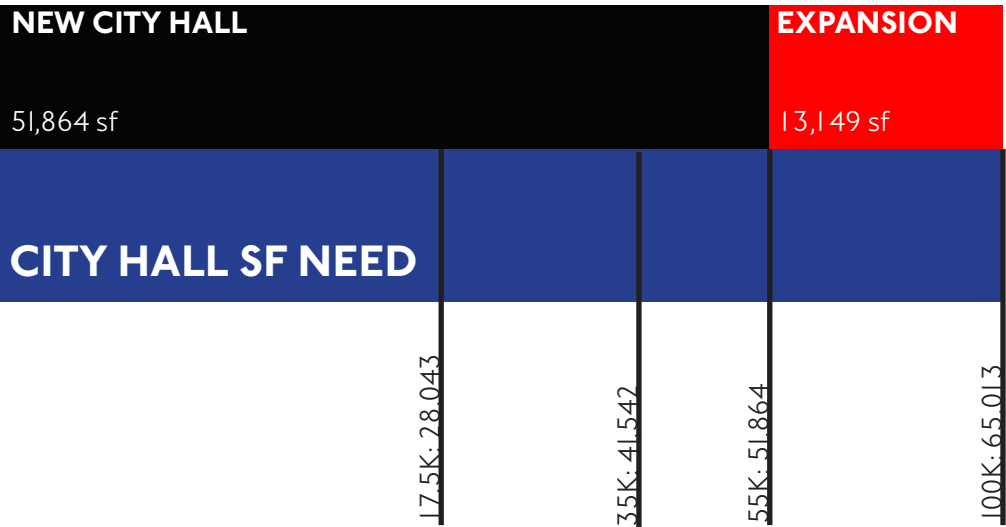
The current 9,242 square foot City Hall, at 105 East Eggleston Street, houses the Council Chamber, Municipal Court, City Manager, City Secretary, Finance, Human Resources, Information Technology, Community Development, Economic Development, and support spaces. The building is generally in good condition. With current department staffing, the building is full with no room for staff growth.

**New City Hall Program Overview:**

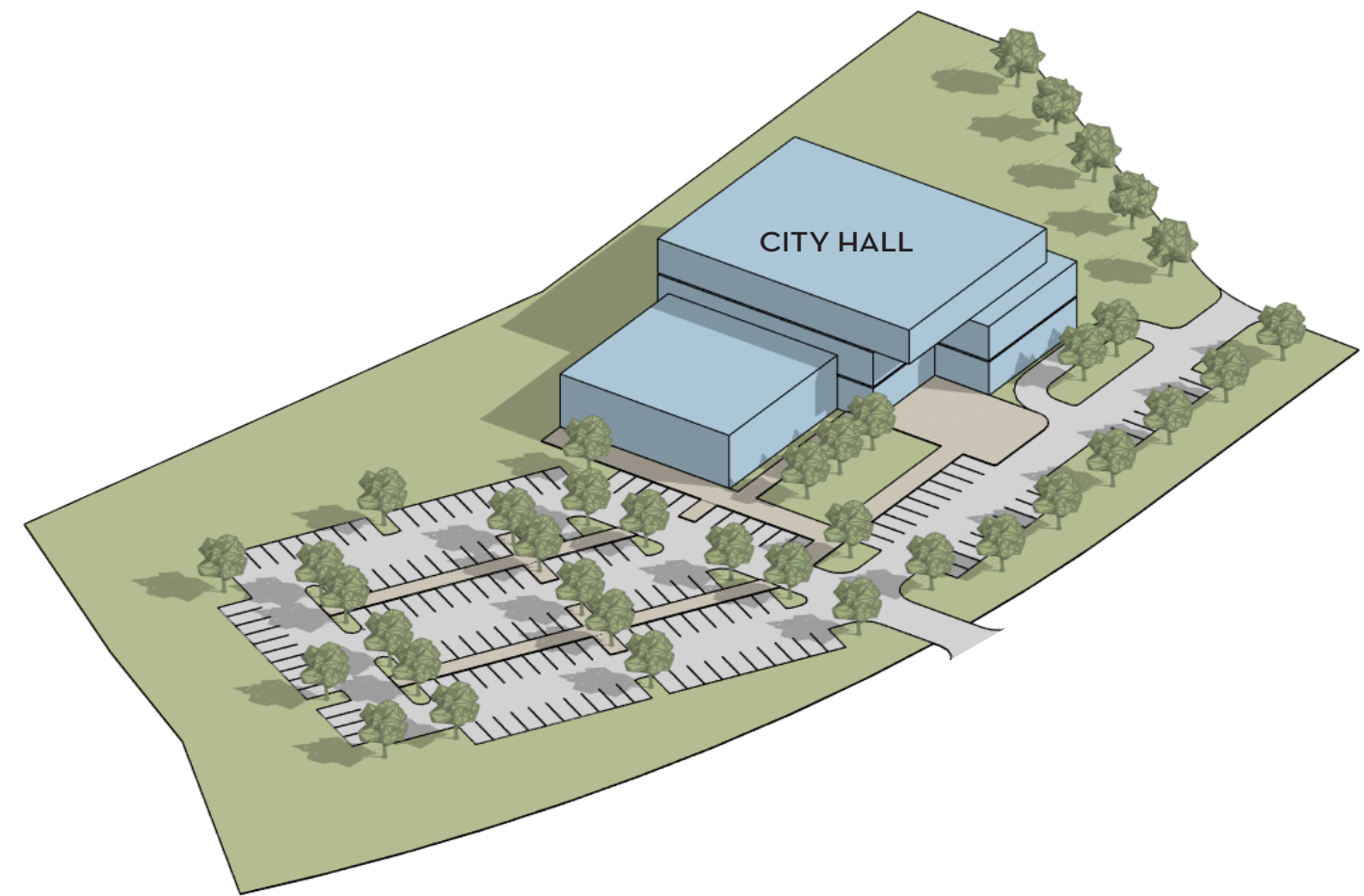
The proposed new project is envisioned to house all the departments currently in the existing City Hall (see list above) and Development Services added in by departing their current location at the Public Works building. Also included in the program is space for a Visitor’s Center and community spaces.

The proposed size for the initial project is 51,864 square feet which is the space need identified as needed at a population of 55,000. After the initial construction, the additional square footage needed at 100,000 population would be an expansion.

The graphic below is a ‘to scale’ representation of the square footage needs



**CONCEPT SITE AXO**





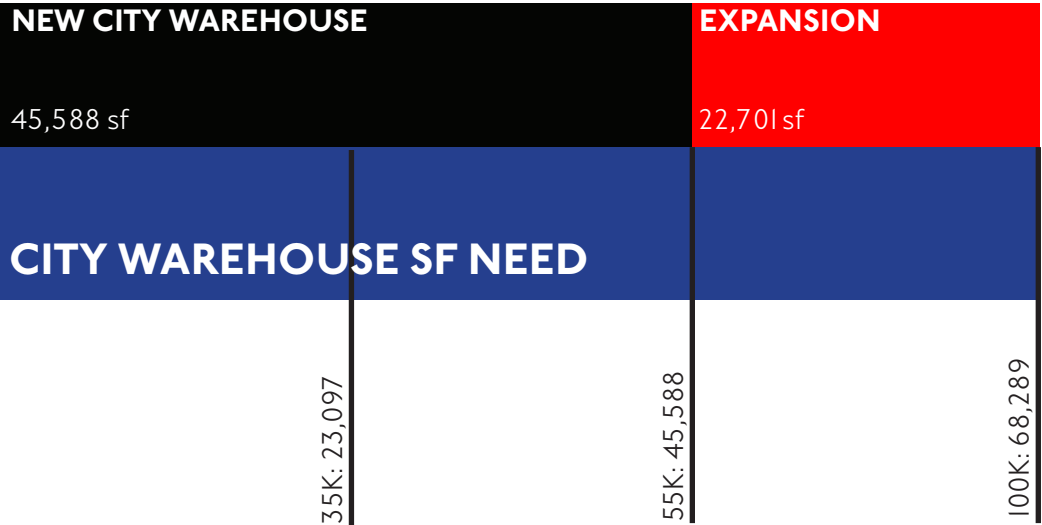
# NEW CITY WAREHOUSE

## New City Warehouse Program Overview:

Currently there is no single space dedicated to general storage for the City. The vision for this new City Warehouse is to provide storage for all City Departments and to provide space for emergency response supplies.

The proposed size for the initial project is 45,588 square feet which is the space need identified as needed at a population of 55,000. After the initial construction, the additional square footage needed at 100,000 population would be an expansion.

The graphic below is a ‘to scale’ representation of the square footage needs



## CONCEPT SITE PLAN



# NEW LIBRARY

## New Library Program Overview:

Currently the City does not have a Library. As such, the proposed plan is for the City to hire a Library Director and a small staff and to establish a small Library as a launching pad for this new service. Instead of the first step being a new, ground up facility, the City may search for an existing/available lease space to finish-out and move into.

The scenarios discussed as potential solutions are as follows:

### Scenario 1:

- Step 1: Renovate existing City Hall after completion of a New City Hall as initial Library.
- Step 2: Building a new, ground-up Library as population reaches 55,000 and success of Library program can be accessed.

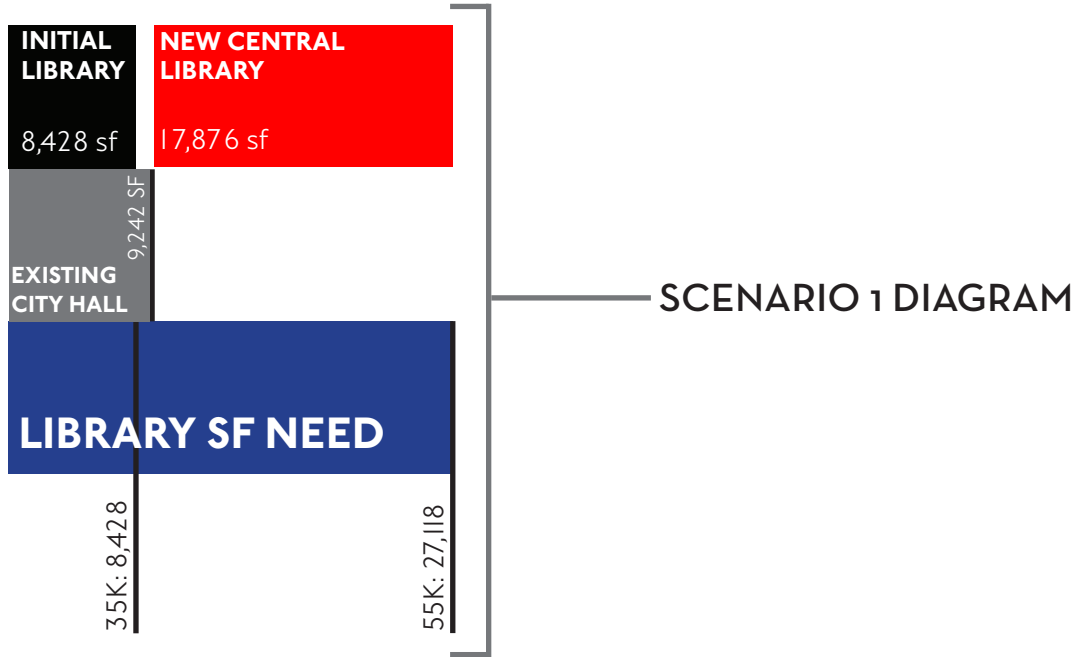
### Scenario 2:

- Step 1: In the near future, find an existing building to lease and create an initial Library.
- Step 2: Renovate existing City Hall after completion of a New City Hall to be a more permanent Library.
- Step 3: Building a new, ground-up Library once population reaches 55,000 and success of Library program can be accessed.

### Scenario 3:

- Step 1: In the near future, find an existing building to lease and create an initial Library.
- Step 2: Building a new, ground-up Library once population reaches 55,000 and success of Library program.

The graphic below is a ‘to scale’ representation of the square footage needs

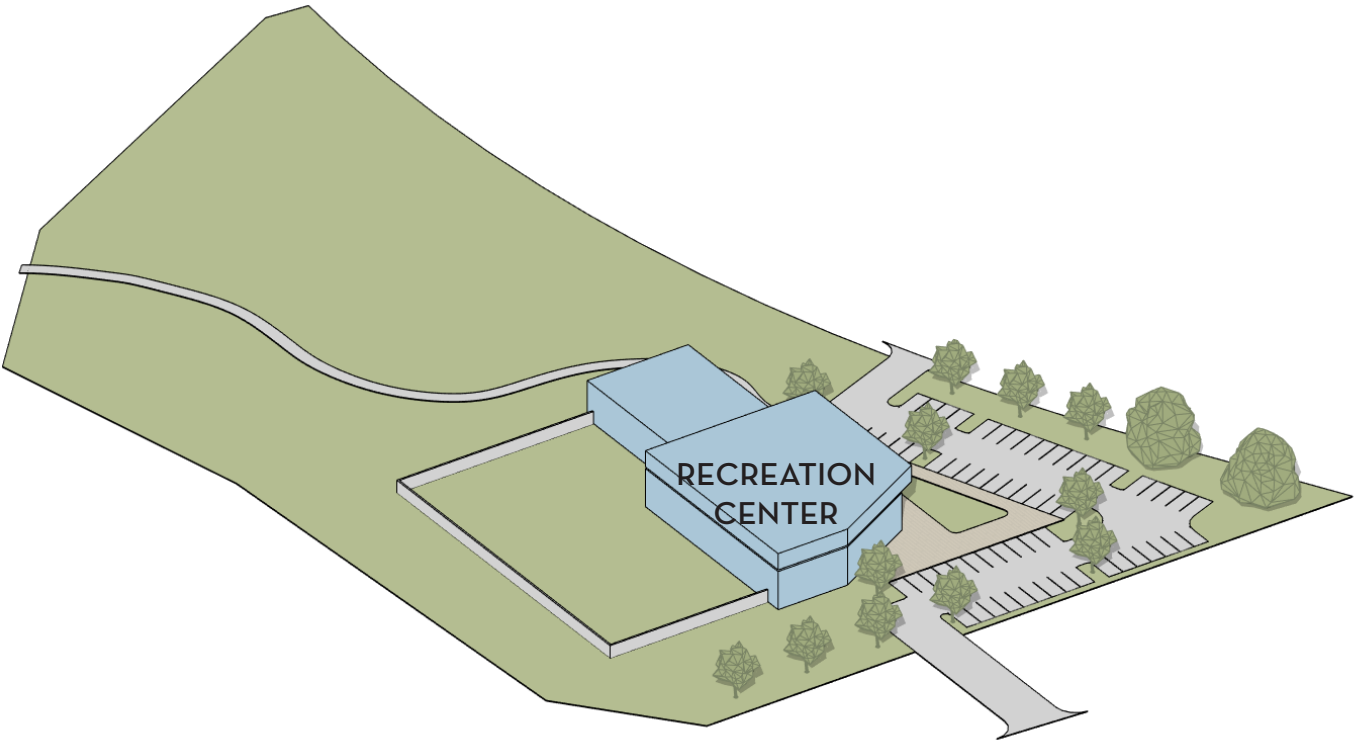


# NEW RECREATION CENTER

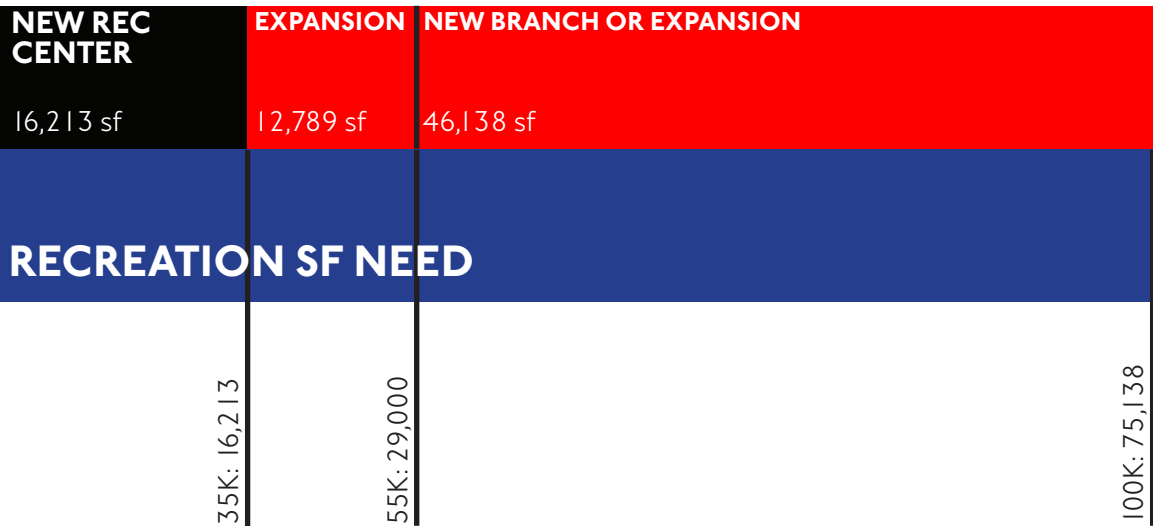
**New Recreation Center Overview:**

Currently the City does not have a Recreation Center. As such, the proposed plan is launch a Recreation Department and program with an initial Recreation Center project sized to be 16,213 square feet to serve the population benchmark of 35,000. This results in a ratio of .46 square feet per citizen. A rule of thumb for recreation space for cities is 1 square foot per citizen. So, the long range plan would be to do a second (or expanded) Recreation Center at the 55,000 population benchmark to yield .52 square feet per citizen, and third (or expanded) Recreation Center at the 100,000 population benchmark to yield .75 square feet per citizen. The ultimate growth of the Recreation Center will likely be adjusted based on the success and usage of the initial Recreation Center.

**CONCEPT SITE AXO**



The graphic below is a ‘to scale’ representation of the square footage needs



**THANK YOU**