



**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 17th 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.

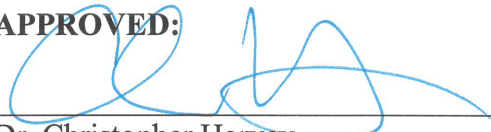
Motion to approve carried 6-1 (Council Member Deja Hill voted against)

ADJOURNMENT

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

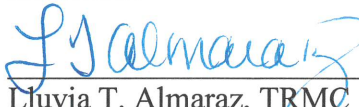
These minutes were approved by the Manor City Council on the 17th day of May 2023.

APPROVED:



Dr. Christopher Harvey
Mayor

ATTEST:



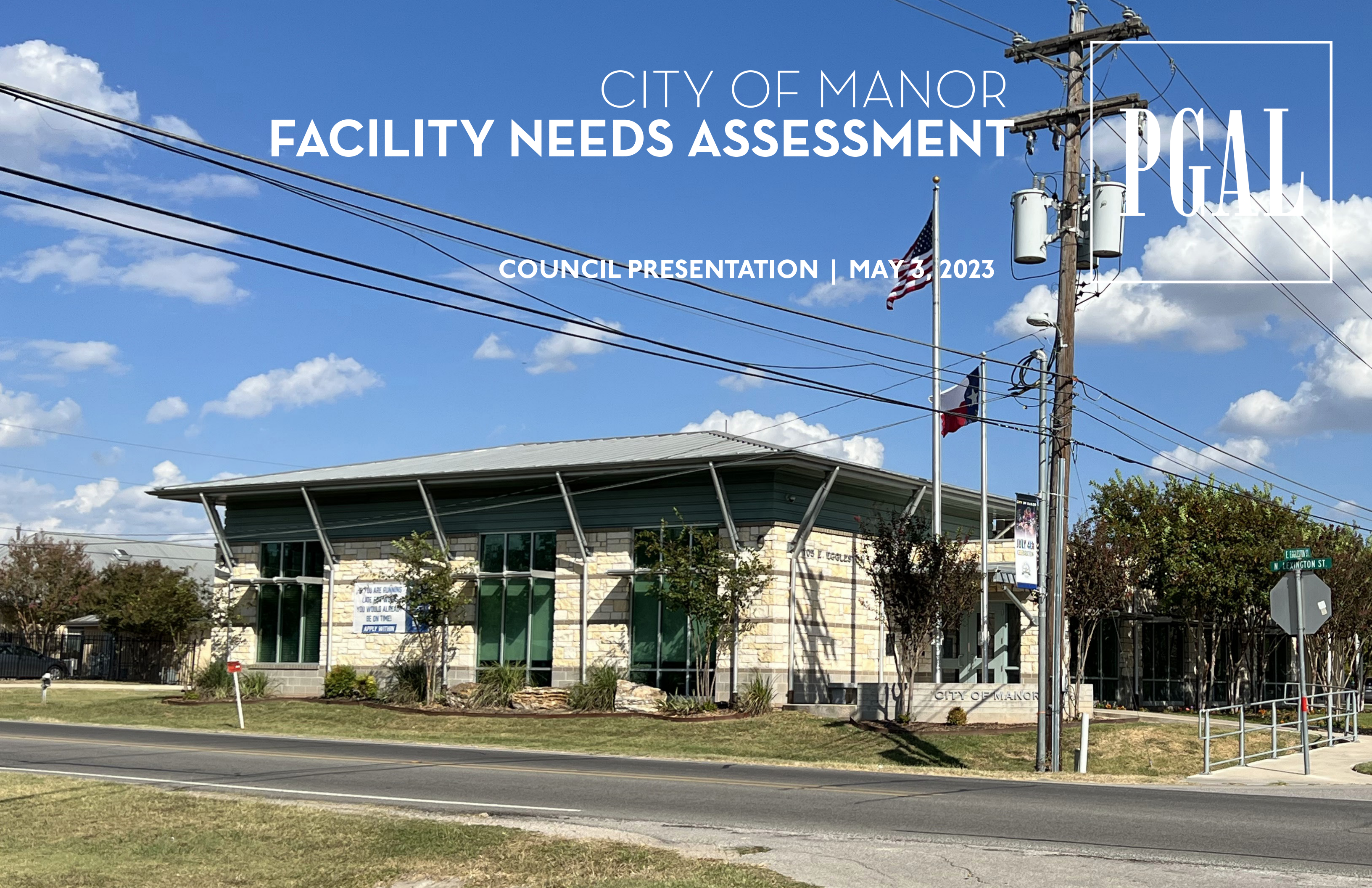
Luvia T. Almaraz, TRMC
City Secretary



CITY OF MANOR FACILITY NEEDS ASSESSMENT

LEGAL

COUNCIL PRESENTATION | MAY 3, 2023



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.

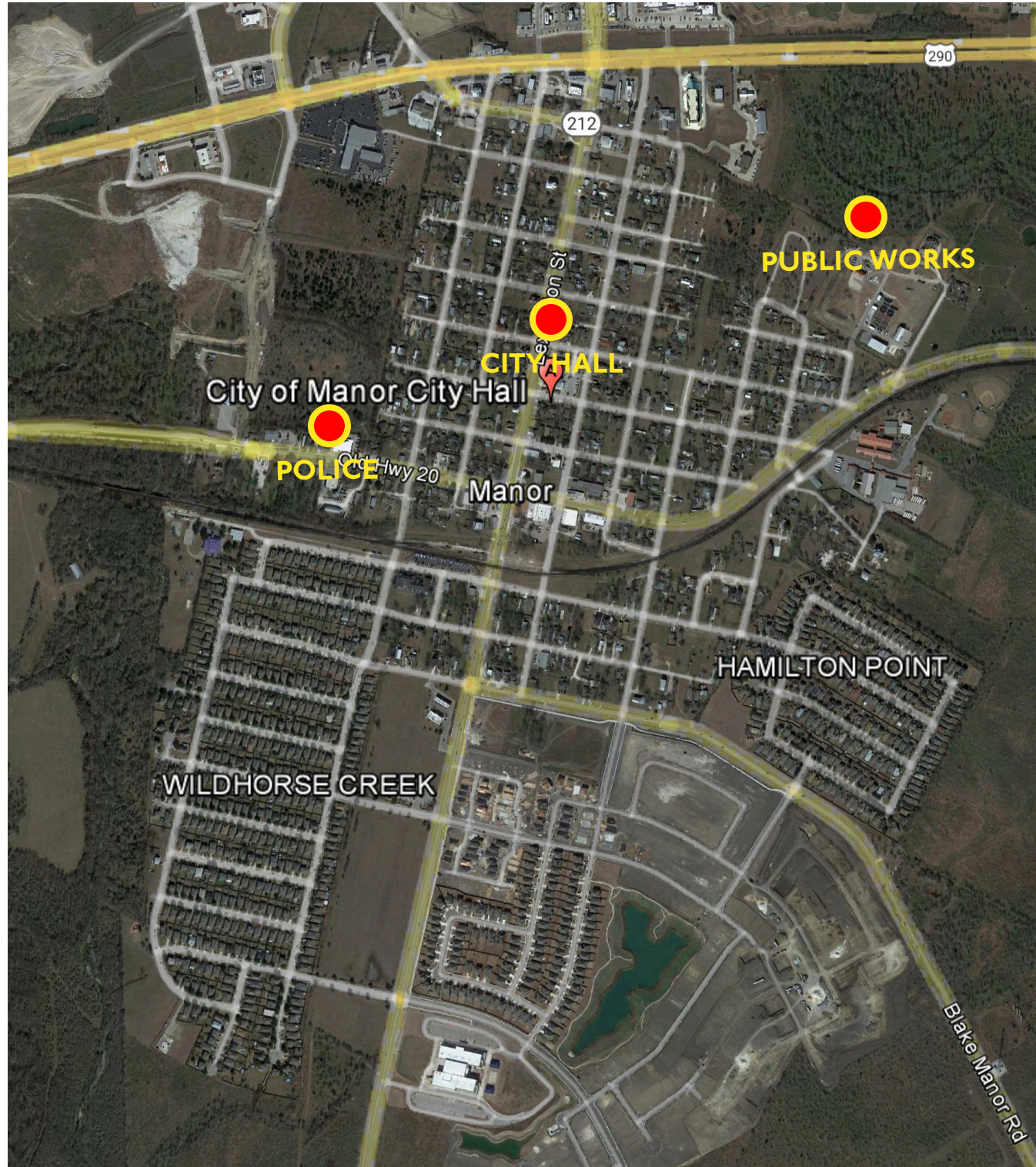
PROJECT SUPPORT SPACE GROWTH

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



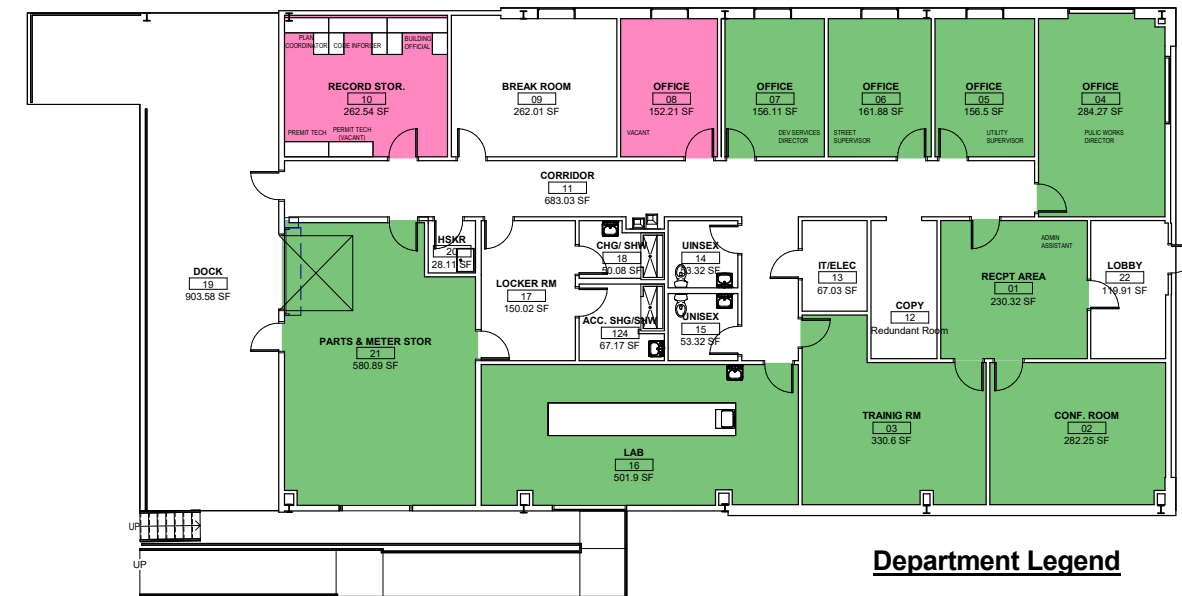


Department Legend

- CITY MANAGER
- CITY SECRETARY
- COMMUNITY DEVELOPMENT SERVICES
- ECONOMIC DEVELOPMENT
- FINANCE/ UTILITY BILLING
- HUMAN RESOURCES
- INFORMATION TECHNOLOGY
- MUNICIPAL COURTS

CITY HALL FLOOR PLAN

9,242 sf

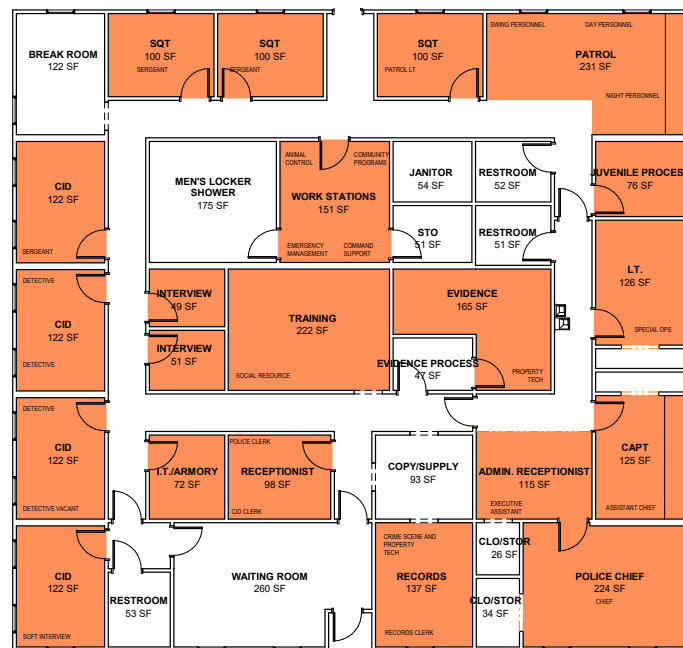


Department Legend

- DEVELOPMENT SERVICES
- PUBLIC WORKS

PUBLIC WORKS FLOOR PLAN

4,904 sf



Department Legend

- POLICE DEPARTMENT

POLICE DEPARTMENT FLOOR PLAN

4,901 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.

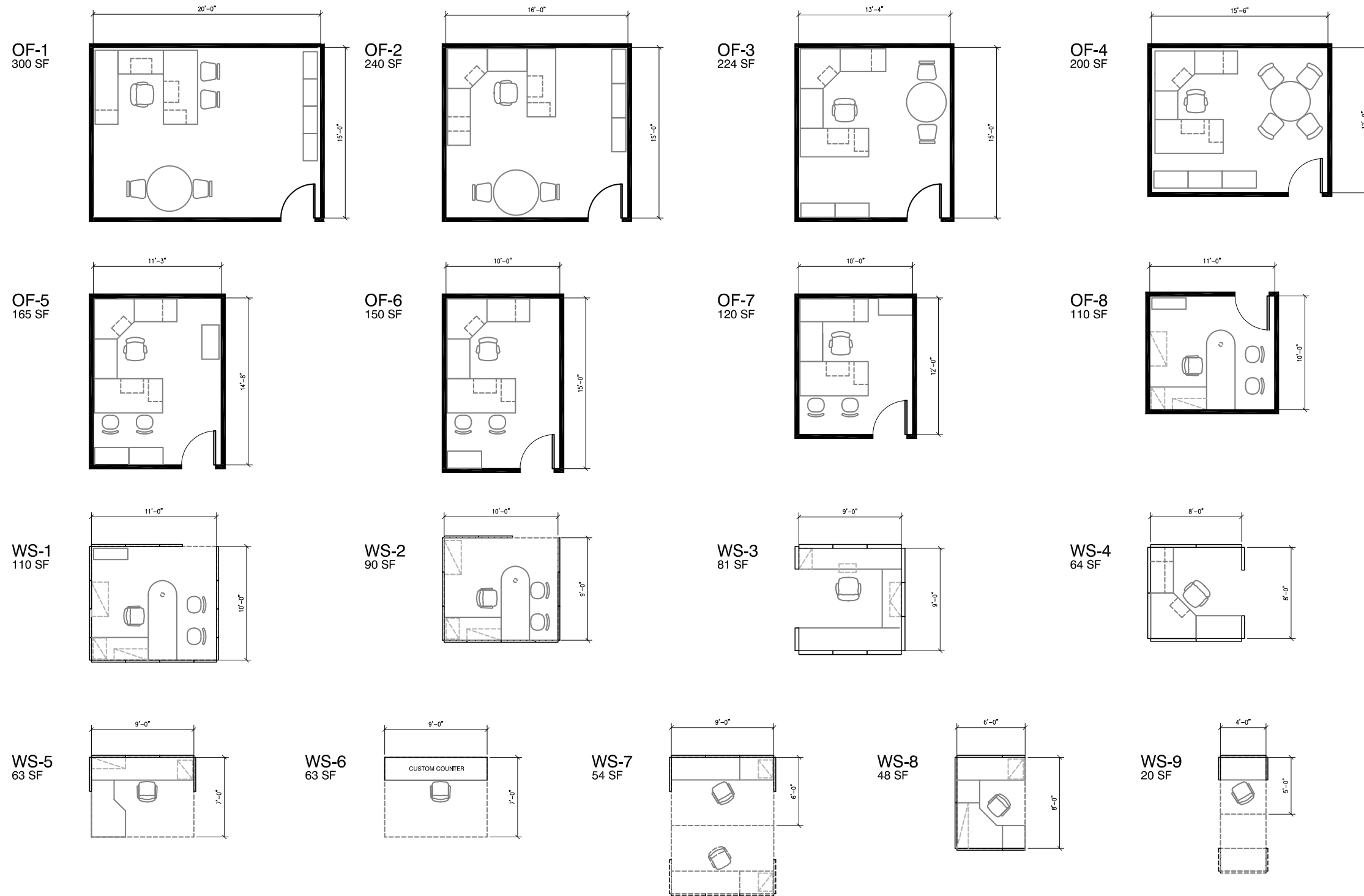
In the space needs spreadsheets, the benchmarks always reference the population benchmark and do not specify a year with the reality that no one knows the exact year a population will be reached. So, the idea is this: the projected space needs will be required/triggered when the population is reached 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-III, Code Enforcement, Construction Inspector		Custodian, Purchasing Agent						MS4 Inspector				
WS-9 20 SF <i>[as part of a bullpen]</i>											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.

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	

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

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	
									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	Shared with Finance
Lobby Kiosk	1	1	1	1					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		48	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	100	
Storage Closet	1	1	2	3					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		

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		
Events Planner	0	1	1	1			WS-3	81	0	81	81		
Events Assistant			1	1			WS-3	81	0	0	81		
Admin Assistant			1	1			WS-3	81	0	0	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		
Associate Judge	0.5	2	2	2			OF-6	150	75	300	300		
Court Admin	1	1	1	1	47		OF-7	120	120	120	120		
Senior Court Clerk	1	2	2	2	74		WS-3	81	81	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		
Transaction Counter at Drive Thru - Dept Clerk	1	2	2	2				20	20	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.
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		
Marketing Director/BRE Director	0	1	1	1			OF-5	165	0	165	165		
Economic Development Coordinator	0	1	1	1			WS-3	81	0	81	81		
Assistant Director	0	0	1	1			OF-5	165	0	0	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		
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					17,500	35,000	55,000	100,000	
Personnel Space													
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	96	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									
Support Space:													
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 Support Space
Lobby Kiosk	1	1	1	1				0	0	0	0	0	in City Hall Support Space
Transaction Counter in Lobby - Permits	1	1	2	2				20	20	20	40	40	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										
Support Space:															
Lobby & Vestibule	1		1	1	1					800	1100	1200	1600	Showcase historical items at City Hall	
Lobby Merch space	1		1	1	1					80	95	100	150		
Customer Kiosk in Lobby	1		1	1	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					120	140	150	270	Near Lobby	
Shared Agency - Drivers License Kiosk	1		0	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				200	200	200	200	200		
Council Chamber / Municipal Court	1		1	1	1					2500	3100	3250	4200	Seating for 100-150, 7-coucil, 1-CM, 1-City Secretary, 1-City Attorney. This space to serve as back-up EOC. One camera feed for media.	
Council Chamber Storage	1		1	1	1					80	90	100	250		
Council Chamber AV Room	1		1	1	1					100	130	150	200	Remote control of broadcast or live stream room	
Executive Session Conference Room	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					0	0	0	0	Included in City Managers spreadsheet	
Council Work Area	1		1	1	1					500	500	500	500	6 cubicles	
Council Restroom	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					220	240	250	300		
Municipal Court Room	1		1	1	1					0	0	0	0	See Municipal Court sheet and Council Chambers	
Mail Rooms	1		1	2	2					75	75	150	150	One Mail Room per floor	
Mother's Room / Quiet Room	1, 2 & 3		1	3	3					75	75	225	225		
Receiving Area	1		1	1	1					700	740	800	1200	Receiving and Storage of Deliveries	
Employee Entrance	1		1	1	1					100	100	100	200		
Vending Area	1		1	1	1					65	65	65	130		
Breakrooms	1, 2 & 3		1	2	3					275	275	550	825	825	
Coffee Bars	1, 2 & 3		2	2	3					20	40	40	60	120	
Conference Suite Lobby/Vestibule	1		1	1	1					400	400	400	800		
Conf. Suite Large Conference Rooms	1		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					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					150	300	300	450	600	
Conf. Suite Public Toilets	1		2	2	2					500	1000	1000	1000	1000	
Conf. Suite Janitor	1		1	1	1					80	80	80	160		
Conf. Suite Breakroom	1		1	1	1					90	120	200	400	Coffee bar, Catering counter, vending	
Public/Building Toilets (Ground Level)	1		2	2	2					275	550	550	550	550	
Men's Restrooms	1, 2 & 3		2	2	3					275	550	550	825	825	Maybe single RR's for staff?
Women's Restrooms	1, 2 & 3		2	2	3					275	550	550	825	825	Maybe single RR's for staff?
IT Closets	1, 2 & 3		0	2	3					80	0	160	240	240	
Mechanical	1, 2 & 3		1	2	2					500	500	1000	1000	1000	
Electrical	1, 2 & 3		1	3	3					150	150	450	450	450	
Fire Riser Room	1		1	1	1					65	65	65	65	65	
Janitor Closets	1, 2 & 3		1	2	3					80	80	160	240	240	One Janitor Closet per floor
Elevator	1, 2 & 3		0	1	1					120	120	180	180		
Stairs	1, 2 & 3		0	2	4					200	0	400	800	800	
Miscellaneous Storage Rooms	1, 2 & 3		3	4	5					100	300	400	500	800	
Fitness Room	1		1	1	1					600	600	700	1200		
Shower Room	1		2	2	2					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-3	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 Foreman	2	2	4	6			WS-7	54	108	108	216	324	
Drainage Foreman / Street Foreman	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					150	345	350	400	
Conference Room	1	1	1	1					250	260	285	320	
Training Room	1	1	1	1				333	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	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		
Personnel Space													
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	
Subtotal A: Personnel Space	0	2	4	6					0	162	324	486	
Support Space:													
Receiving Dock	0	1	1	1					0	175	200	350	Public Work overflow, water and MRE storage, cots, holiday/seasonal storage.
Storage area	0	1	1	1					0	20000	40000	60000	
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	150	200	200	
Fork lift storage and charging	0	1	2	4					40	40	80	160	
Eye-Wash	0	2	4	6					10	20	40	60	
Subtotal B: Support Space									0	20835	41120	61595	
Subtotal C: Personnel Space + Support Space									0	20997	41444	62081	Subtotal A + B
Departmental Circulation (10%)									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	40	40	40	
Subtotal B: Support Space									0	450	470	540	
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	Couch seating	
Assistant Chief	S	2	1	1	1	2	OF	145	OF-5	165	165	330	660		
Commander	S	2	0	1	2	4	OF	100	OF-5	165	165	330	330		
Lieutenant Patrol Ops (Days/Nights)	S	2	1	2	2	2	OF	146	OF-5	165	150	150	150	300	
Lieutenant Special Ops	S	2	1	1	1	2	OF	100	OF-5	165	165	330	330		
Lieutenant Support Services	S	2	1	1	1	2	OF	100	OF-5	165	150	150	300		
Sergeant Prof. Standards & Com. Relations	S	2	1	1	1	2	OF	100	OF-5	165	150	150	300		
Executive Assistant	U	2	1	1	1	1	WS	115	OF-7	120	120	120	120		
Civilian Supervisor Support Services	U	2	1	1	1	1	OF	6	OF-6	150	0	150	150		
Officer Training	S	2	1	1	2	2	OF	7	OF-7	120	0	120	240		
PR/Media	U	2	1	1	1	2	OF	7	OF-7	120	0	120	240		
Recruiting/Marketing	U	2	1	1	1	2	OF	7	OF-7	120	0	120	240		
Police IT	U	1	0	1	2	2	OF	7	OF-7	120	0	120	240		
Accreditation	U	2	1	1	1	1	OF	7	OF-7	120	0	120	120		
Records Clerk	U	1	1	2	3	3	WS	69	WS-4	64	81	162	243		
Police Clerk - Support Services	U	2	1	1	2	2	WS	50	WS-3	81	81	81	162		
Police Clerk - Admin	U	2	1	1	1	2	WS	3	WS-3	81	0	81	81		
Budget Analyst/Purchasing	U	2	1	1	1	2	OF	7	OF-7	120	0	120	240		
Custodian	U	1	0.5	0.5	1	1				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		
Corporal CID Warrant/TAC	S	2	1	1	1	1	OF	6	OF-6	150	0	150	150		
Command Support Office	S	2	1	1	1	2	WS	38	OF-6	150	150	150	300		
Civilian Supervisor Transportation/Fleet	U	2	0	1	1	1	OF	6	OF-6	150	0	150	150		
Civilian Supervisor Communications	U	2	1	1	1	1	OF	6	OF-6	150	0	150	150		
Civilian Supervisor Property/Lab	U	2	1	1	1	1	OF	6	OF-6	150	0	150	150		
Investigator	S	2	3	6	8	12	WS	81	OF-8	110	330	660	880		
Officer Warrants	S	1	1	3	4	4	WS	2	WS-2	90	0	90	270		
Officer TAC	S	1	2	3	5	6	WS	2	WS-2	90	180	270	450		
Officer Community	S	1	1	1	1	2	WS	38	OF-7	120	120	120	240		
Officer Community K9	S	1	1	1	1	2	WS	38	OF-7	120	0	120	240		
Crime Scene	U	2	1	1	2	2	WS	69	WS-3	81	81	81	162		
Transport/Jailer	S	1	1	2	4	4	WS	3	WS-3	81	0	81	162		
Dispatcher Day	U	2	0	4	4	4	WS	3	WS-3	81	0	81	162	SF included in Dispatch Room	
Dispatcher Night	U	2	0	4	4	4	WS	3	WS-3	81	0	81	162	SF included in Dispatch Room	
Dispatch Supervisor	U	2	0	2	2	2	WS	3	WS-3	81	0	81	162	SF included in Dispatch Room	
Emergency Management	U	2	1	1	2	2	WS	38	OF-6	150	150	150	300		
Criminal Analysis	U	2	1	1	2	2	WS	54	WS-4	64	54	54	108	Shared office	
Police Clerk - Special Ops	U	1	1	1	1	2	WS	3	WS-3	81	0	81	162		
Property Room Specialist	U	1	1	2	2	2	WS	3	WS-3	81	0	81	162		
Lab Scientist	U	1	1	1	1	2	OF	7	OF-7	120	0	120	120		
Lab Tech	U	1	1	1	2	2	WS	3	WS-3	81	0	81	162		
Video Tech	U	1	1	1	2	2	WS	2	WS-2	90	0	90	90		
Patrol															
Sergeant, Patrol Division (Days/Nights)	S	1	4	4	8	12	OF	200	OF-7	120	480	480	960		
Sergeant Swing	S	1	2	4	6	6	OF	7	OF-7	120	0	240	480		
Sergeant Traffic/DWI	S	1	1	1	2	2	OF	7	OF-7	120	0	120	240		
Corporal Traffic/ Night DWI	S	1	1	1	2	2	OF	6	OF-6	150	0	150	300		
Civilian Supervisor Social Resource/Victims	U	1	1	1	1	1	OF	7	OF-7	120	0	120	120		
Days Officer	S	1	8	14	20	46	WS	100			0	0	0		
Nights Officer	S	1	8	12	20	46	WS	100			0	0	0		
Swing Officer	S	1	4	7	17	23	WS	50			0	0	0		
K9 Officer	S	1	4	4	6	6	WS	4			0	0	0		
Traffic Officer	S	1	4	6	8	8	WS	4	WS-4	64	0	256	384		
Traffic Motors Officer	S	1	2	2	4	4	WS	4	WS-4	64	0	162	162		
Traffic/DWI Officer	S	1	2	4	6	6	WS	4	WS-4	64	0	162	162		
Social Resource Team/Victim Services	U	1	4	6	8	10	WS	222	WS-3	81	324	486	648	High wall furniture for acoustics and privacy	
Police Clerk - Patrol (Days/Nights)	U	1	2	2	4	4	WS	3	WS-3	64	0	128	256		
Officer Reserve	S	1	2	0	0	0					0	0	0		
Shelter Volunteer		1.82	4	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	25	49	62									
Un-Sworn % Growth				95	286	390									
Support Space:															
LOBBY															
Lobby	1	1	1	1	1	1		260			280	600	800	1100	
Entry Vestibule	1	1	1	1	1	1.5			80		80	80	80	120	
Community Room	1	1	1	1	1	1				300	600	800	1000	Community Meetings/Media	
Community Room Storage	1	1	1	1	1	1				40	80	100	175	Table and chair storage from Community Rm	
Cater Kitchen for Comm. Room	1	1	1	1	1	1				80	100	150	260	Just warming/cooking, ice machine, sink	
Public Restrooms	1	2	2	2	2	3	53	RR	75	150	150	150	225	Single use	
Report Writing (public access)	1	1	2	2	2	2				80	80	160	160	Fingerprinting room/Community meetings	
RECORDS															
Front Counter	1	1	1	2	2	2			80	80	80	160	160	Located off of main lobby	
Copy/Print	1	1	1	1	1	1				80	80	100	150	Mail to be delivered to staff directly (no mailbox)	
Records Active Storage	1	1	1	1	1	1				120	150	170	235	High Density filing system.	
Records Archive Storage	1	1	1	1	1	1	Conex Box	256		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	Share with EOC	
Large Assembly Room-divisible	1	0	1	1	1	1				0	0	0	0	Share with EOC	
Storage	1	0	1	1	1	1				0	100	150	200	Mats, blue guns, simulation equipment	
Computer Lab	1	0	1	1	1	1				0	75	150	200	4 computer WS	
Restrooms	1	0	2	2	2	2.5	RR	250		0	500	500	625	4-stall gang RRs	
Copy/Breakroom	1	0	1	1	1	1				0	75	100	150		
Simulation Room	1	0	1	1	1	1				400	0	400	400	Sound treatment	
COMMUNICATIONS / DISPATCH															
Server Room	1	1	1	1	1	1	12			150	200	400	650	Whole room on generator	
911/Denmark	1	1	1	1	1	1.5			100	100	100	100	150		
Dispatch Room	2	1	1	1	1	1				350	500	800	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		
Storage	2	1	1	1	1	1				75	90	100	150		
Coffee Bar	2	1	1	1	1	1				40	60	60	85	Full-size fridge w/ice, microwave/convection	
Restroom	2	1	1	1	2	2	RR	75		75	75	75	150	Single use	
Decompression Room	2	1	1	1	2	2				70	70	70	70	140	
Dispatch Conference Room	2	1	1	1	1	1.5				100	100	100	150	Site 4 persons	

POLICE STORAGE FUNCTIONS

LIBRARY

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	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					50	80	100	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									160	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		

DEPARTMENT: Library
CURRENT LOCATION: No current Library

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			
Personnel Space														
Library Director	0	1	1	1				OF-4	200		200	200		
Assistant Director	0	1	1	1				OF-6	150		0	150		
Library Staff	0	2	4	5				OF-7	120		240	480		
Volunteers	0	3	4	6									Staff space in "staff work areas" below	
Subtotal A: Personnel Space		0	6	10	13						440	830		
Support Space:														Community Space. Classrooms. Kids activities. Computers
LOBBY														Pre-Function Space
Lobby											300	1000		
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

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	2	2	3				80	80	160	160	240	
Quarantine Room		1	1	1	2				126	126	126	126	252	multiple kennels
Adoption Cat Room		1	1	1	2				100	100	100	100	200	crates on display
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	240		
Laundry Room		1	1	1	1				120	120	120	120	120	Sink, Com Washer/Dryer
Lab		1	1	1	1				60	60	80	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	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		



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			
Mothers 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	4632	8286	21468		Subtotal C * 0.40	
Projected Total Departmental SF								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:

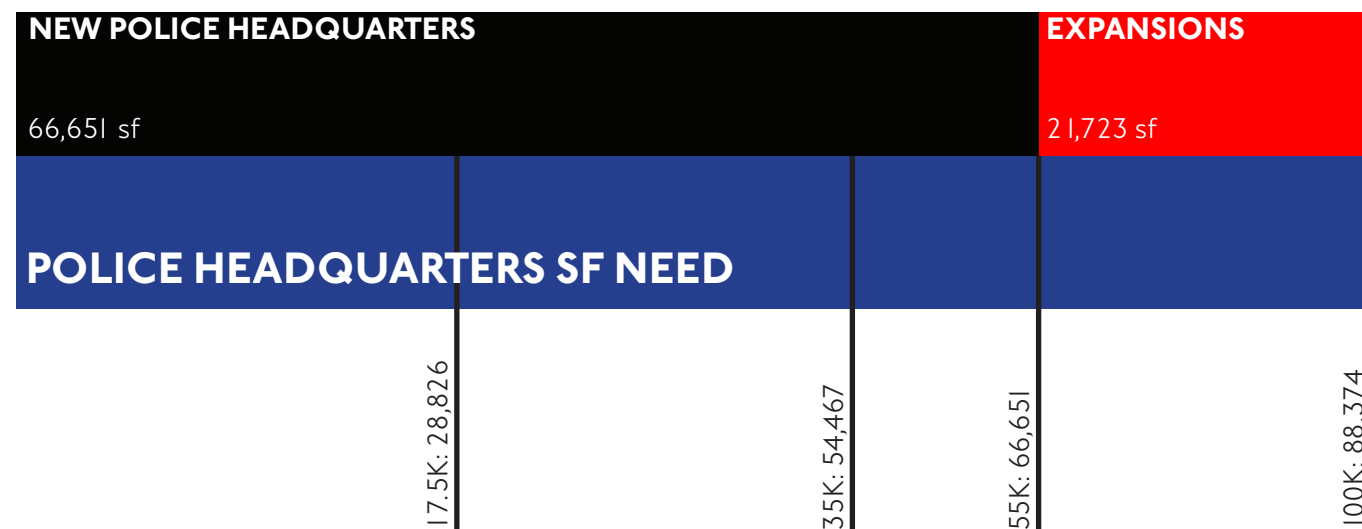
The current Police Building, at 402 West Parsons Street, is a modular building and was never intended to be a long term home, is not in good condition, and the Police Department has outgrown the space. The site location is also not ideal for public safety given there is a water tower on site and a rail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

New Police Headquarters Program Overview:

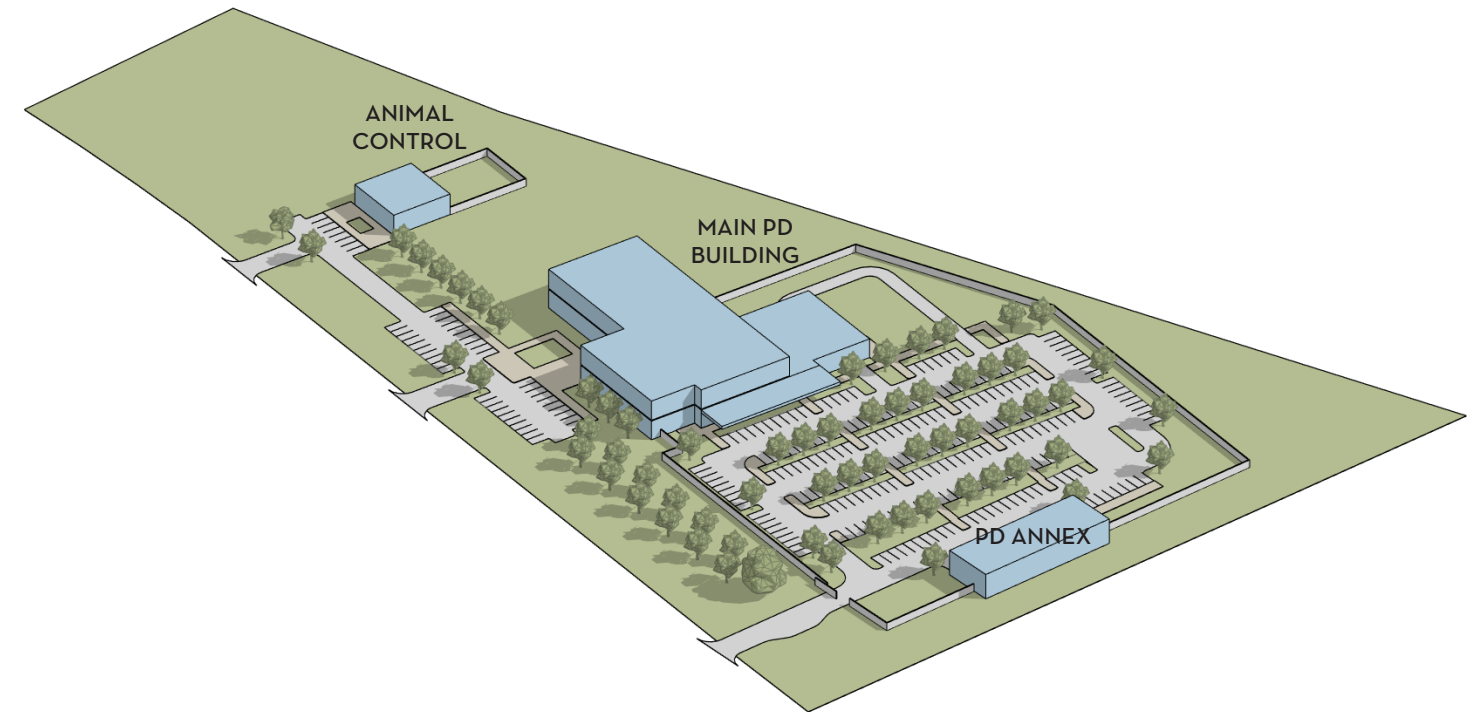
The proposed new project is envisioned to have three main components: a new main Police Building, a new Annex Building, and a new Animal Control Building. The main Building will house Police staff and operations. The Annex will be for large equipment storage and provide space for potential EMS operations.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

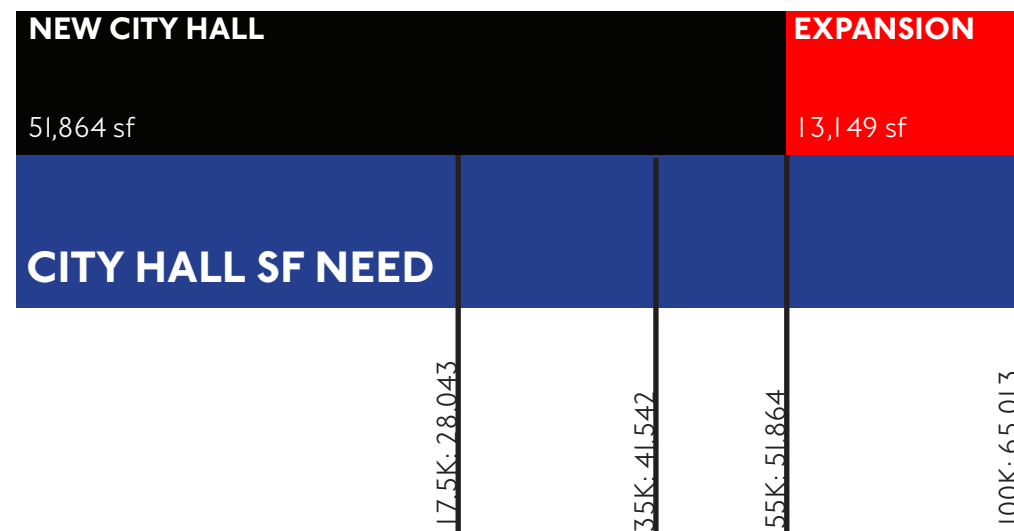
The current 9,242 square foot City Hall, at 105 East Eggleston Street, houses the Council Chamber, Municipal Court, City Manager, City Secretary, Finance, Human Resources, Information Technology, Community Development, Economic Development, and support spaces. The building is generally in good condition.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

New City Hall Program Overview:

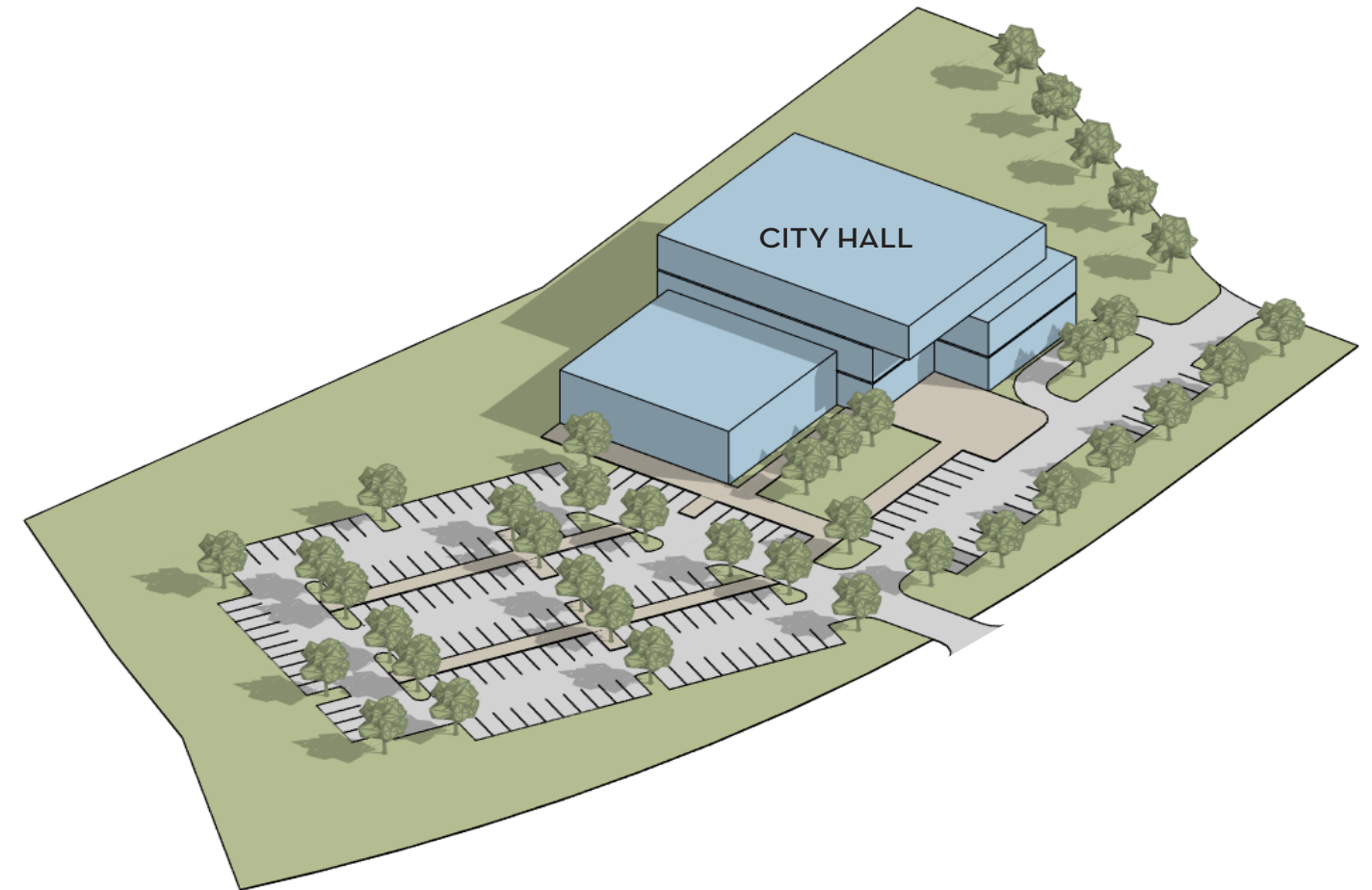
The proposed new project is envisioned to house all the departments currently in the existing City Hall (see list above) and Development Services added in by departing their current location at the Public Works building. Also included in the program is space for a Visitor's Center and community spaces.

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



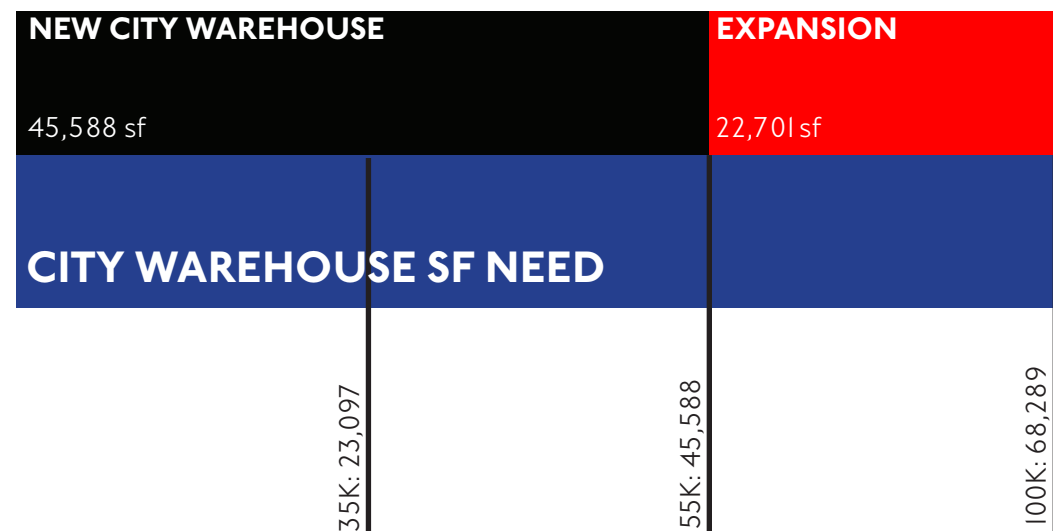
NEW CITY WAREHOUSE

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.

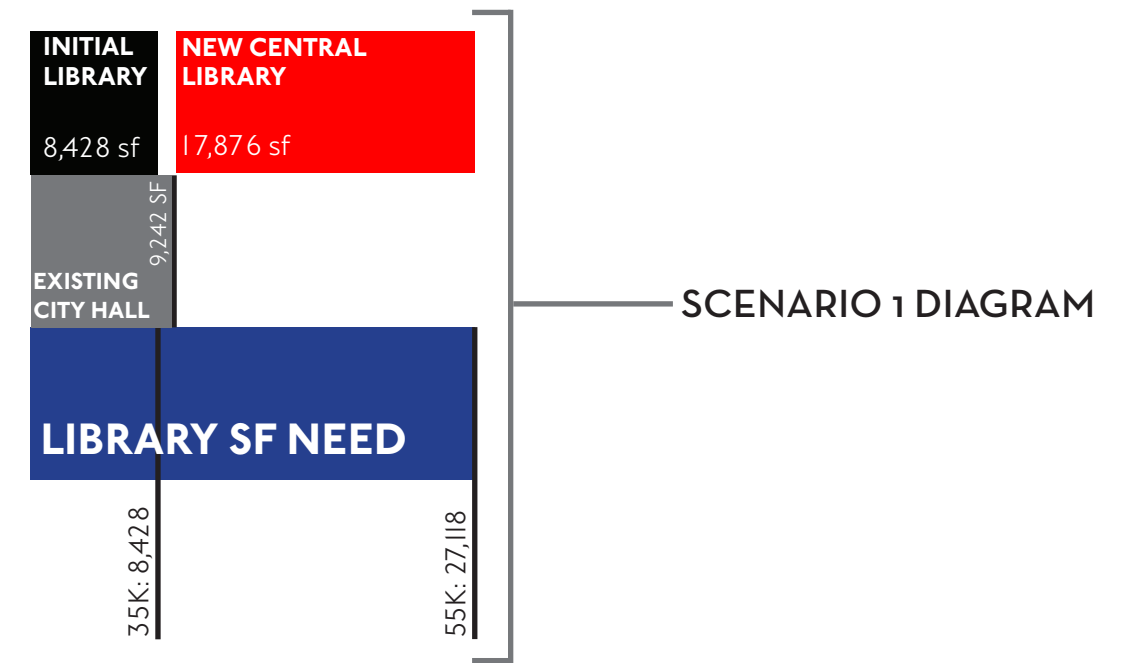
Scenario 2:

- 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

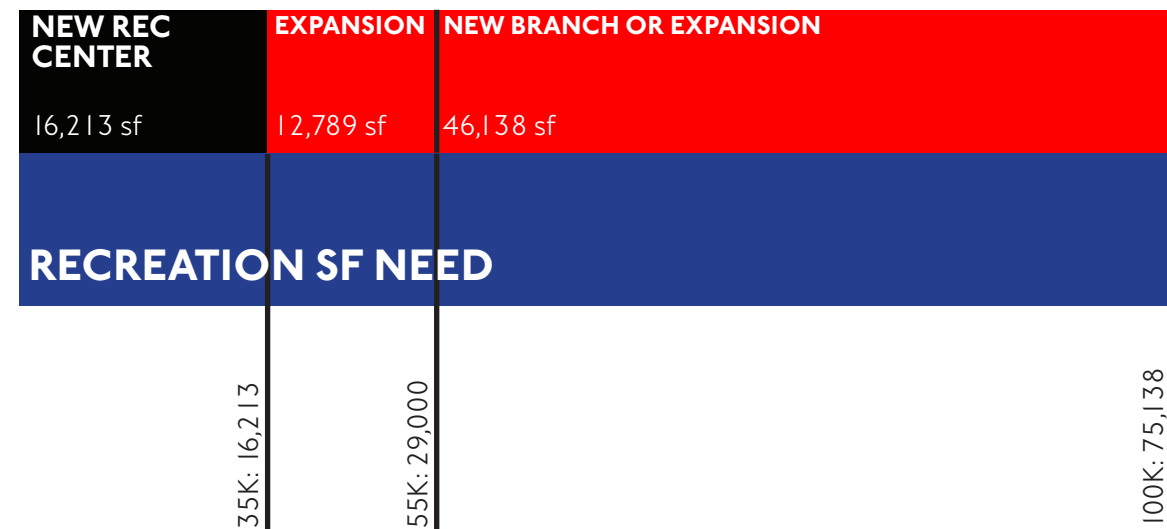


NEW RECREATION CENTER

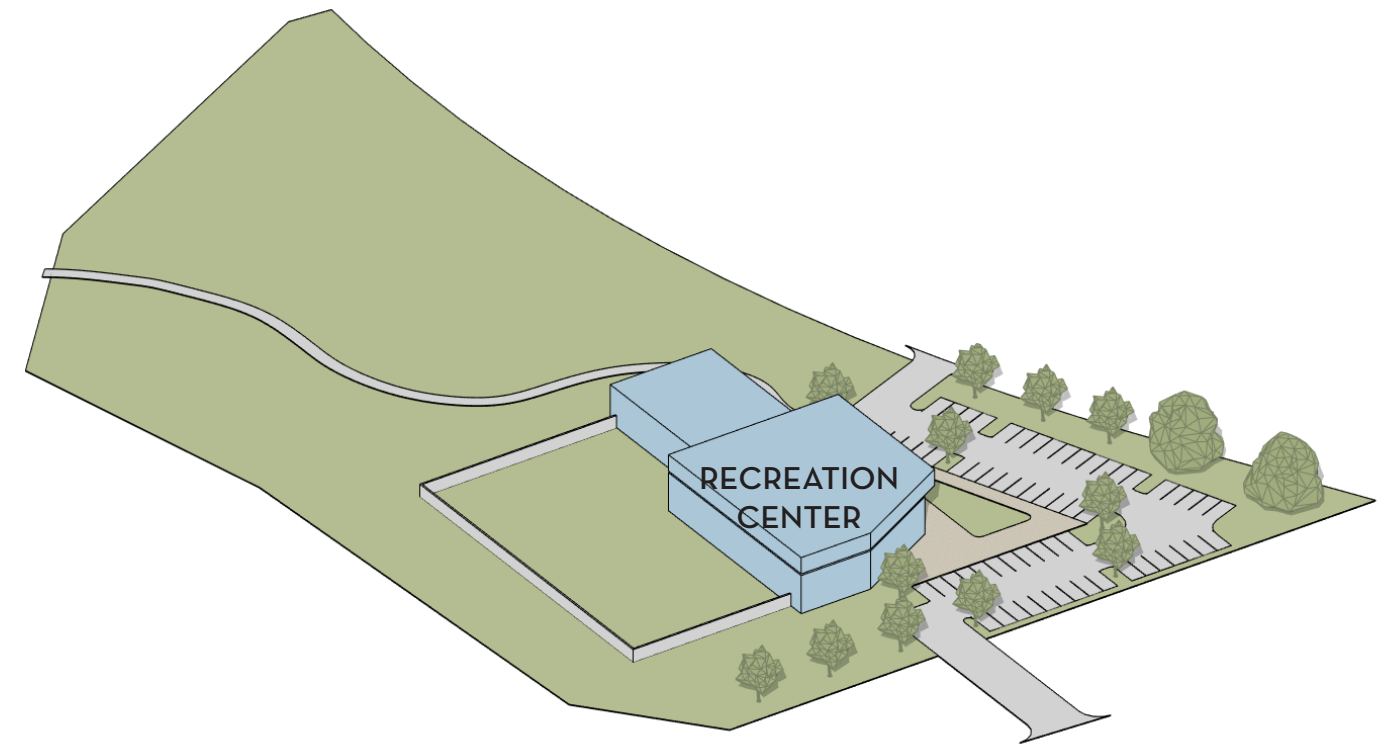
New Recreation Center Overview:

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.

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



CONCEPT SITE AXO



THANK YOU