



Van Alstyne, Texas Municipal Space Needs Study

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City Hall staff:

Larry Cooper - Mayor
Frank Baker - City Manager
Jennifer Gould- City Secretary

Police Department staff:

Police Chief Tim Barnes

Fire Department staff:

Ryan Dockery - Fire Lieutenant
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Public Works:

Steve White - Director

Library staff:

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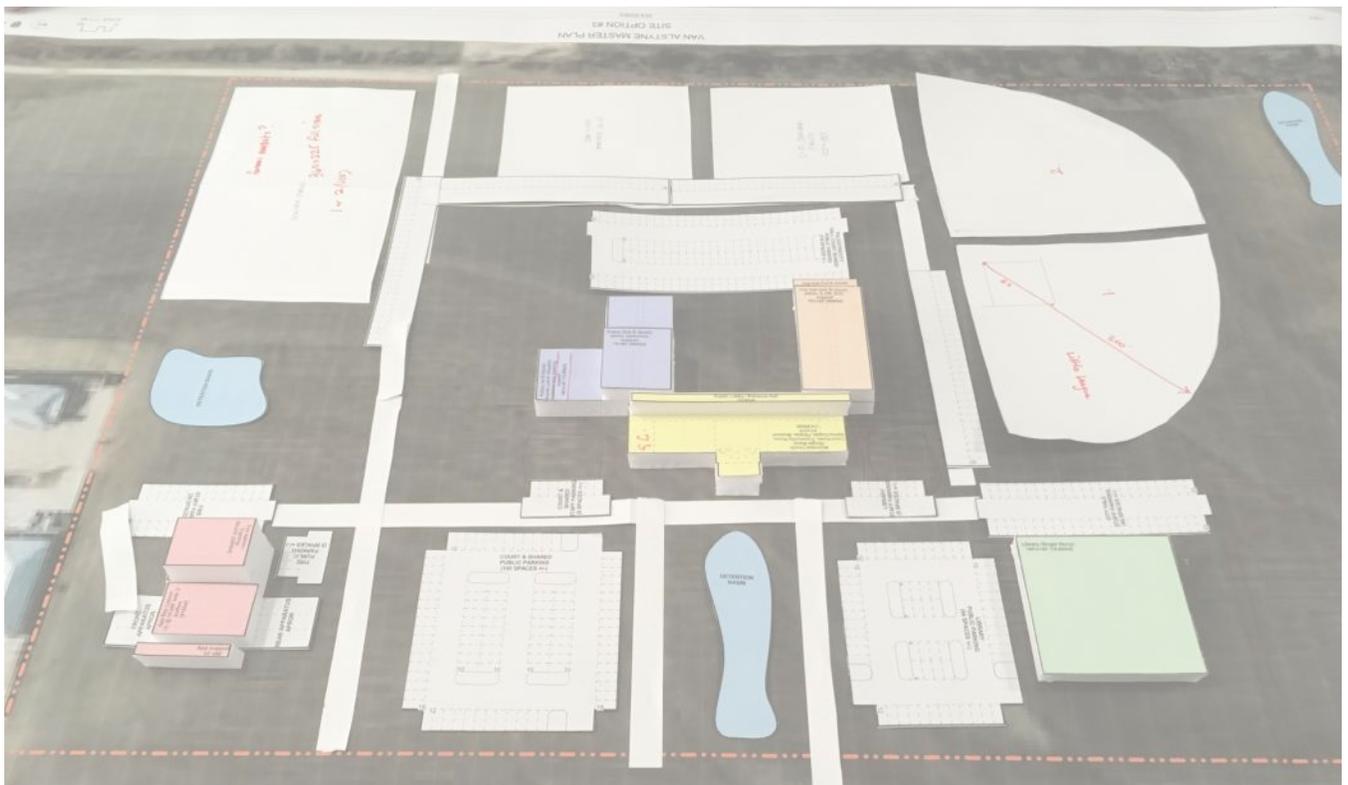
Dewberry would also like to thank MEPCE and Structures for their assessments in this report.

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1.0 EXECUTIVE SUMMARY

Introduction:

The City of Van Alstyne acknowledges that the current settings for Police, City Hall, Community Center, Senior Center, Fire and Library present operational and functional challenges, to the point of impacting staff security and safety in some instances. Dewberry, a national architecture and engineering firm specializing in the planning and design of Public Safety facilities, was commissioned by the City of Van Alstyne in the Fall of 2016 to conduct a space needs feasibility study to evaluate a range of options for addressing the current as well as the future needs for the Police, City Hall, Community Center, Senior Center, Fire and Library operations over the next 15 years.

Methodology:

This two-part feasibility study organized our scope of services into an Assessment Phase and Conceptual Phase. The study kick-off meeting included the development of critical success factors and a discussion of existing site & building conditions and their shortcomings. The next step involved information gathering in the form of questionnaires and follow-up interviews with Police, City Hall, Fire, Public Works, and Library staff. Preliminary space lists and diagrams were reviewed in a series of work sessions with staff to determine space needs and adjacencies to meet the current and future needs of all operations. Projections for staff growth were developed based on:

- Population projections
- Calls for service
- Current trends in municipal government
- Leadership initiatives to keep staff size on appropriate pace with community growth, needs, crime trends, as well as flexibility to allow the implementation of new divisions

A list of spaces and related program breakdowns were completed for each Department division and unit. Subsequently, different building adjacency concept plans were created. Finally, site plans were developed for a few locations chosen by the city based on different strategies. This final report consists of five major sections:

1. The **Executive Summary** presents an overview of the process used in the study, as well as preliminary findings.

2. Building Planning Criteria discusses the factors that were examined to determine the final recommendations.
3. Existing Site & Facilities documents the existing conditions of the current site and facilities.
4. Facility Space Needs Analysis discusses the work and tasks of the study, data collected and their analyses.
5. Site Evaluation / Design Concept Diagrams presents the conclusions and recommendations of various conceptual building planning options as well as phasing site plan diagrams.

Preliminary Findings – Staff:

It is important to understand the current and potential future staff makeup of all the various municipal departments as well as any anticipated changes in department organization or operations that may effect the program. Staff growth has been projected out 15 years in the program based on feedback from the client surveys and interviews during the study. In most cases, the 15 year staff projections for staff were used in the conceptual stacking diagrams in this report for each department.

A summary of some staff findings include the following:

- For Police, there could be a need for up to 45 additional staff in the next 15 years.
- For City Hall there could be a need for up to 27 additional staff over the next 15 years. Anticipated positions include Assistant City Manager, Finance Director, Finance Clerical support, (1) more utility billing clerk, an IT tech, and an HR Director.
- Currently the city is lacking a Municipal Court building. For a new Court department, there could be a need for up to 10 additional staff
- In City Hall departments, there could be a need for up to 10 additional staff over the next 15 years
- Within the Fire Department, there has been discussion about planning for a future Fire Chief and (3) Captains.
- The Library anticipates a staff growth of 7 over the next 15 years adding support to the Circulation and processing departments.

Building Safety and Security:

All the existing municipal buildings in this study were built with a different set of code standards and parameters that are now out of date: City Hall (1890), Community Center and Fire Station (1985), Police Station (mid -90's), Library (mid-80's). Many of the original planning guidelines need modifications to respond to today's concerns for heightened safety and security measures. In the police station for example, there is no direct link from the public lobby to the interview room which creates mixed circulation paths of public and staff which could be unsafe. In City Hall, there is no secure separation between the lobby and the clerks. Document storage is severely insufficient. The entire second floor is unsafe for occupancy. The current Council Chambers and Courtroom are shared with the Community room which lacks a secure exit in case of an emergency. The fire station is accessed through the open bay doors, which allow public free access into the entire facility. At this time, there is no secure staff parking for any of the municipal buildings.

Quality of Work Environment:

In the past, some municipal department employees (like police and fire) spent little time inside their buildings. This is changing, and with this municipal campus concept, a large number of employees, primarily civilian staff, spend much of their workday inside the building. Therefore, the quality of the work environment should be updated in the improved building design to enhance productivity, promote professionalism, and enable the best employees to be recruited and retained.

Preliminary Findings – Space Needs:

The quantity of building area space needed has been carefully assembled for each department.

- It is important to recognize that the major portion of the additional space needed is to provide for current needs that are presently not being met by the existing buildings. Many of the departments and divisions are working with insufficient space right now. The inefficiencies not only include a lack of workspace for employees, but storage is a major concern as well among all divisions and departments.
- The space need is also based on accommodations for future staff anticipated to be employed by the City in the next 15 years

Police program: 20,690sf | parking: 32staff / 5 public

Fire program: 14,722sf | parking: 28 staff / 3 public

City Hall program: 19,861sf | parking: 46 staff / 10 public

Courts program: 2,934sf | parking: 6 staff / 45 public

Library program: 19,565sf | parking: 8 staff / 60 public

Shared program: 14,132sf | parking: 3 staff / 53 public

(Shared program includes Community Center, Senior Center, and Museum)

TOTAL program: 91,997sf | parking: 123staff/176 public



Police Station Evidence Storage

Preliminary Findings - Parking

Parking customarily consumes a large portion of any municipal site, especially if it is all surface parking. It is important to understand the quantity and type of parking needed so that facility planning and design can accommodate these needs.

Current parking: Within this report, the existing site aerial on page 9 shows current parking locations on and around the various municipal building sites, including on-street parking which totals approximately 125 available spaces.

Future parking: The future parking needs for employee and visitor parking have also been estimated. In this report, a conceptual site master plan has been developed that includes parking layouts that optimize vehicle flow to and through the site and that address security concerns with some separated staff and public parking areas for each of the different municipal buildings. In this 15 year needs study, 299 total parking spaces would be needed if all anticipated staff growth occurs and on site community / training spaces



Shared Staff and Public Parking for Police, Community Center, and Fire Station

are all in use at the same time (123 spaces for staff / 176 spaces for public.) The conceptual site master plan also shows room for future practice sports fields. If these are used, then additional public parking beyond the 299 count may be needed near the play fields as well.

Conclusions / Recommendations:

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

Over the course of this study, it has been discovered and documented that the current Police, Fire, City Hall, Museum, Senior Center and Library facilities are all undersized. Many of the areas in each of these buildings are configured to facilitate the current needs of staff as they try to fulfill their duties to effectively and efficiently serve the needs of city residents today. These facilities are proving to be inadequate as the city grows into the future. These functionally outdated buildings also have aged buildings systems nearing the end of their useful life.



Museum exhibit space has been maximized

Based on the above findings, Dewberry recommends that the City of Van Alstyne makes plans to acquire property in the range of 20 acres to accommodate all the municipal program functions in this study as well as for future community spaces as well. During the site planning workshop, it appeared that the property bounded by Kelly Lane and Dallas had the most potential and was the preferred early favorite due to its proximity to downtown to the NE as well as to future commercial development to the west along Kelly Lane.

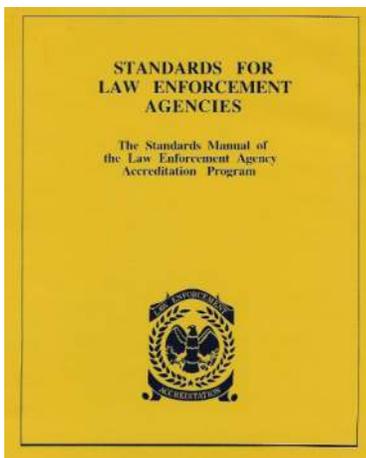
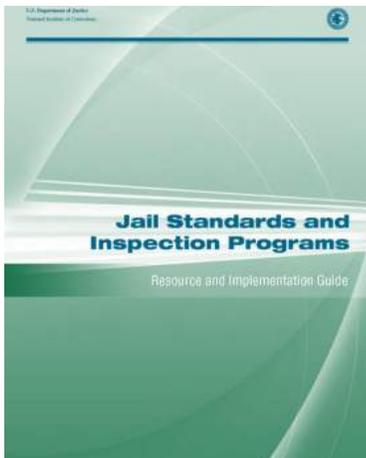
2.0 BUILDING PLANNING CRITERIA



PLANNING, DESIGNING AND
CONSTRUCTING POLICE
FACILITIES



Presented by
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Texas Commission on Jail Standards
Agency Briefing
Interior Charge # 4
Prepared for the
Texas Senate
Committee on Criminal Justice
September 2010

Part of the building planning criteria Dewberry develops come from a multitude of national, state, and regional planning and design guides - some of which are shown below. Dewberry develops space needs, adjacencies, and options that also takes cues from national trends and creative solutions other communities are implementing.

Nearly all public buildings are planned based on certain assumptions or clearly defined criteria about current and future needs. It is the intent of this section of the report to consider and document the criteria applicable to this study. Just as these existing municipal facilities were originally planned based on a certain understanding of the type of use, quantity and organization of staff, and community growth, the new facilities should be as well. This section of the report looks at these factors in order to base the building planning on known criteria, agreed to by key decision makers.

History / Growth:

Van Alstyne is a city in Grayson and Collin Counties, located at the junction of U.S. Route 75 and Farm to Market 121, thirty miles north of Plano. The City has a total area of 4.1 square miles. The population increased about 18% in the decade between 2000 (2,577) and 2010 (3,046).

The quantity of staff and their organization in city departments is a key factor in determining building space needs. Once staff quantities are understood for the current conditions and then carefully projected for the future, space can be allocated in accordance with the functional needs of the unique work assignments of City Staff in mind.

The current and future staff counts enable planners to configure the correct amount of space for each department in optimum adjacencies to other departments. Optimum adjacencies enhance communication and job effectiveness. This is an important economic issue because it is more cost conscience to increase the effectiveness of current staff than to hire additional staff. It is important to point out that due to lack of space in the current facilities, staff are forced to compromise their effectiveness. Staffing costs are always large percentages of municipal facility operations budgets.

Planning and design that increases staff efficiency will result in savings to City taxpayers. This significant impact on operating cost is why it is important to carefully establish the criteria that drive the planning process.

3.0 EXISTING SITE & FACILITIES

This section of the report takes a detailed look at the existing facilities for police, city hall, fire, library, community center, senior center and museum. The current space allocated to each department has been measured and is indicated in the existing drawings and tabulations of this section of the report. The floor plan drawings in this section of the report have been developed for the purpose of assessing current space allocations. This information can then be used in comparing current and future space needs with current space in use.

Existing conditions / evaluations of project sites:

This existing municipal facilities are split up across six city blocks. City Hall and the Museum are on E Jefferson Street between Preston street and N Main Drive, the Senior Center is located off S Main Drive between E Jefferson Street and E Marshall Street, the Library is located at the intersection of N Waco Street and W Cooper Street, and the Police, Fire, Community Center, and Public works are located at the corner of N Preston Street and E Van Alstyne Parkway. There is also a water pumping station along the east side of N Preston Street next to the existing Public Works facility must

remain in place. Today there are approximately 125 parking spaces total within these properties, none of which are designated staff or are they secure. City Hall, the Museum and the Senior Center utilize shared street parking. Police, Fire, and Community Center share a common surface lot with 30 parking spaces. Street parking on N Preston offers an additional 22 stalls. The Library has a designated parking lot with 30 parking spaces available.

Police Station:

Originally collocated with City Hall, the department moved over to its current location, an addition to the Fire Station and Community Center, in the mid-90's. This one story structure is 3,186sf.

Police Station building & operational deficiencies include:

- There are no exterior windows to provide natural light into the building.
- There is no room for expansion onto this structure.



- There is not adequate ballistic glazing security protection at the records and dispatch windows.
- There is no secured staff parking lot.
- Although existing booking and holding is minimal, the lack of a vehicle sally port adds to the deficient processing sequence within the building.
- There are no interview rooms close to the public lobby causing travel through secure staff areas.
- There is not a separate secured staff entrance for safety. Most staff come through the front door.
- There are no dedicated staff locker rooms and fitness areas in the current building.
- Large item evidence storage occurs across the street and does not allow for good chain of custody.
- The only restroom is in the public lobby causing security issues for staff



Lobby transaction window looking into dispatch

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of two direct-expansion horizontal discharge packaged rooftop units with gas heating, three ductless split condensing units and five wall-mounted ductless fan coil units. Both packaged units are located on the roof while the condensing units are pad mounted along the exterior of the building. The packaged unit manufactured by International Comfort Products has a 3-ton cooling capacity, 80-MBH gas heating input and was manufactured in 2007. The packaged unit manufactured by Goodman has a 4-ton cooling capacity, 92-MBH gas heating input and was manufactured in 2009.

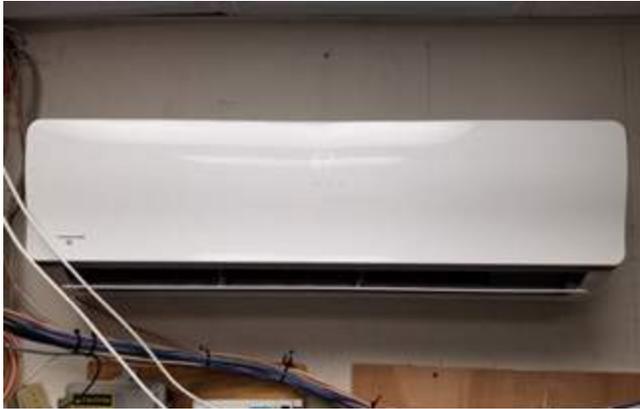


Goodman packaged unit

All ductless heat pump systems were installed recently and were manufactured by Thermocore. One of the systems has a single outdoor heat pump unit which connects to three separate wall-mounted fan coil units. All connections, refrigerant insulation and fan coil units are in excellent condition. This system has cooling and heating capacities of 2.25-ton with 0.75-ton each wall-mounted fan coil unit. The two other heat pump systems have single refrigerant connections and connect to single wall-mounted fan coils. These heat pumps have cooling and heating capacities ranging from 1.5-ton to 2-ton. Each fan coil unit has a remote control for thermostat controls.



Typical outdoor heat pump



Typical wall-mounted fan coil unit

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the east side of the building. The main distribution panel with a capacity of 200A at 120/240V is located on the interior of the building within the corridor and delivers power throughout the entire building. The panel is in good condition but it was stated by the staff the breakers trip frequently.



Emergency Generator

The exterior lighting of the building consists of an emergency fixture located above the egress door. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appeared to be in good condition.

The building has a single restroom which has a counter-mounted sink and gravity flush tank water closet. All plumbing fixtures appear to be in good condition. Hot water is supplied by the gas-fired tank type water heater located in the community center area.



Main Panel

The entire electrical system is on emergency generator backup. This is controlled by a manual transfer switch. The emergency system appears to be in good condition.

Mechanical - Electrical - Plumbing Concerns and Recommendations

The packaged rooftop units both use R22 which is going out of production in 2020. The units need to be replaced within the next five to ten years. The Goodman packaged unit has a broken condensate pipe. The condensate pipe needs to be replaced and the waste needs to be routed to the existing scupper.



Broken condensate pipe

The 1.5-ton condensing unit has damaged refrigerant piping insulation. MEPCE recommends replacing the damaged insulation. MEPCE recommends providing aluminum jacketing for the exposed refrigerant suction line insulation on the new condensing units. Aluminum jacketing will protect the insulation and ensure the condensing unit continues performing efficiently.



Condensate piping

The electrical system is in fair condition but is aged and out of date. MEPCE would recommend monitoring all electrical equipment and in the case of a renovation, replace all electrical equipment and assess the service entrance size. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates, the system is approximately 35 years old.



Damaged refrigerant insulation

The condensate drain piping for the packaged units is not properly supported or sloped. MEPCE recommends installing pipe supports.

The police station does not have a secure area restroom for the building staff to use. MEPCE recommends renovating the space and adding a secure restroom. There were no other major plumbing deficiencies at the police station.

Police Station related site issues:

- There is no dedicated secured parking lot for police staff and city owned vehicles.
- There is no security setback / buffer protection along the public entrance.
- There is no secure staff entrance or sally port. Detainees are brought in through the front door

Fire Station:

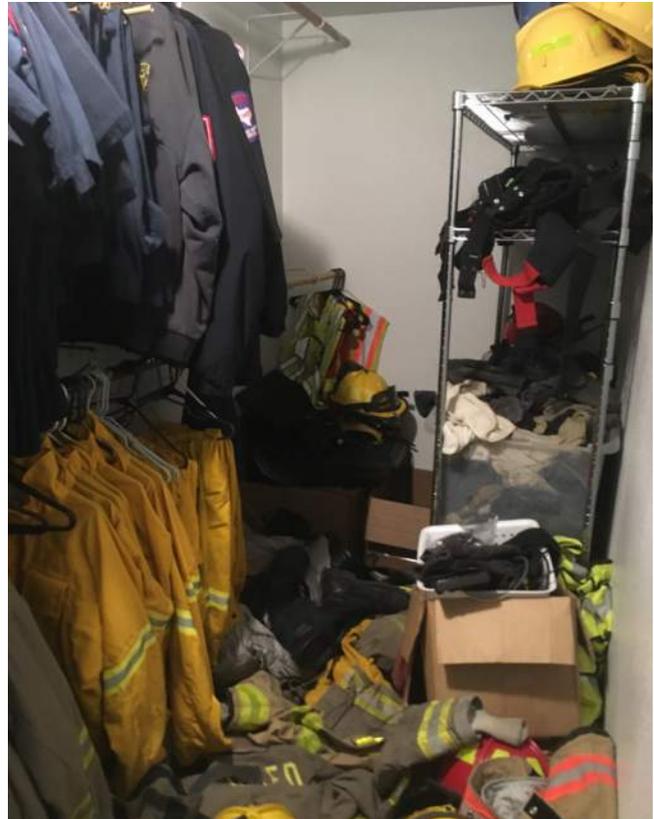
The Van Alstyne Fire Department was established in 1889. The one story station was originally 4,580sf and built in 1985. In 1989, a 1,400sf addition was built to house two bunk rooms, a day room, meeting room and kitchen. The current fire station totals 5,980sf.



Existing Facility

Fire Station building & operational deficiencies include:

- There is no dedicated fitness room for the required shift workouts
- There is no clear public entry space in the current building.
- There is no watch room
- The Fire Lieutenant's office is not adequately sized for required operation
- There are no separate locker and shower facilities from the only restroom
- There are not adequate sleeping quarter accommodations for the future.



Inadequate gear storage



Shared locker and restroom



Bay Equipment storage



Fitness equipment in apparatus bay

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of two direct-expansion horizontal discharge packaged rooftop units with gas heating, two gas-fired unit heaters and one direct expansion split system. Both packaged units and the one condensing unit are located on the roof. Both packaged units have cooling capacities of 3-ton and heating capacities of 80-MBH. Both packaged units were manufactured by International Comfort Products, one in 2001 and the other in 2003.



Packaged units

The condensing unit located on the roof and has a cooling capacity of 4-ton. The condensing unit was manufactured by Goodman in the year 2000.



Condensing Units

The unit heaters are located in the apparatus bay and each have a heating capacity of 105-MBH. One of the unit heaters is non-functional according to the department staff. Both unit heaters were manufactured in 1984.



Gas-fired unit heater

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the east side of the building.



Pole-mounted utility transformer

The meter delivers powers to two exterior enclosed circuit breakers which are located on each of the meter as shown below. These circuit breakers provide power to the Community Center and the Fire Department.

The main distribution panel with a capacity of 200A at 120/240V is in an inaccessible electrical closet within the Fire Department truck bay. This panel delivers power throughout the entire Fire Department space.



Electrical Service Entrance

The exterior lighting of the building consists of an emergency fixture located above the egress doors. High-bay linear fluorescent fixtures and natural light from skylights are being used to illuminate the truck bay. The lighting appears to be in fair condition.



Interior Lighting

The building has a single restroom which has a wall-mounted sink, gravity flush tank water closet, wall-mounted flush valve urinal and shower closet. There is also a washing machine located in the apparatus bay and sink located in the kitchen. All plumbing fixtures appear to be in good condition. The restroom also has a floor drain. Hot water is supplied by the gas-fired tank type water heater located in the community center area.

Mechanical - Electrical - Plumbing Concerns and Recommendations

The condensate drain piping for the packaged units is not properly supported or sloped leading to constant water dripping onto the recently renovated roof. The condensate drains also are lacking vented P-traps, which is an international plumbing code (IPC) requirement.



Condensate piping

All main mechanical equipment is aged and in need of replacement within the next three years. Both packaged units have low efficiency ratings of 10 SEER and use soon to be obsolete R22 refrigerant. The split system also uses R22 and has been derated from years of use. The non-functional unit heater should be replaced immediately while the working unit should be planned for replacement in the next three years. MEPCE recommends a reassessment of the heating/ cooling load and replacement of the entire mechanical system including equipment, ductwork, air devices and accessories.

The electrical system is in fair condition but is aged and out of date. MEPCE would recommend monitoring all electrical equipment and in the case of a renovation, replace all electrical equipment and assess the service entrance size. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates, the system is approximately 50 years old.

There are no major plumbing deficiencies at the fire station.

Fire Department related site issues:

- There is very limited on site parking. None for public and only a couple along N Preston Street for the staff.
- There is limited apparatus apron space along the east side of the building. N Preston Street is blocked when vehicles are backing into the bays after a call.
- The staff back porch area is too visible to the public.

Community Center:

The Community Center is a multi-purpose facility for the staff and residents of Van Alstyne to rent and use for various events. From Council Chambers, to Wedding receptions, this venue is occupied frequently. With one large open room and attached kitchenette, this room is very flexible for any event. Unfortunately, only one group may use this space at any given time as there is no separation to split the space up upon request. As the city’s population grows, the need for multi-purpose facilities will increase.



Existing Community Center

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of two direct-expansion split systems. Both condensing units are located on the roof. The aged Rheem unit has a capacity of 4-ton while the newer Goodman unit has a capacity of 5-ton. The Rheem unit was installed around the year 2000 while the Goodman unit was installed recently around the year 2015.



Condensing Units

Two gas furnace units are located above ceiling and pair with the rooftop condensing units. Heating capacities of 100-MBH are estimated for each unit. There is no outside air provided to either gas furnaces unit. The gas furnaces are installed in “residential style”, meaning there is no rigid duct installed. There is a plenum box on the inlet and discharge of each gas furnace unit, with flexible duct routed separately to each air device.



Gas furnace unit located above ceiling

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the east side of the building. The meter delivers powers to two exterior enclosed circuit breakers which are located on each of the meter as shown below. These circuit breakers provide power to the Community Center and the Fire Department.



Electrical Service Entrance

The main distribution panel with a capacity of 200A at 120/240V is located within the Fire Department truck bay and delivers power throughout the entire Community Center space.



Distribution Panel

The exterior lighting of the building consists of an emergency fixture located above the egress doors. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appears to be in fair condition.



Interior Lighting

The building has public restrooms for men and women which have counter-mounted sinks, gravity flush tank water closets and wall-mounted flush valve urinals. All plumbing fixtures appear to be in good condition. Both restrooms also have floor drains. Hot water is supplied by a gas-fired tank type water heater located in a dedicated closet near the public restrooms. The water heater has a capacity of 40-gallons with 36-MBH gas heating input. The water heater was installed in 2014 and is in good condition.



Gas-fired water heater

Mechanical - Electrical - Plumbing Concerns and Recommendations

The 4-ton split system consisting of the Rheem condensing unit and gas furnace unit are aged and in need of replacement within the next three to five years. Humidity issues were reported by the building staff. MEPCE recommends a reassessment of the heating/cooling load and resizing the aged split system to properly deal with the current humidity issues. MEPCE recommends providing aluminum jacking for the exposed refrigerant suction line insulation. Aluminum jacking will protect the insulation and ensure the condensing units continue performing efficiently.

The electrical system is in fair condition but is aged and out of date. MEPCE would recommend monitoring all electrical equipment and in the case of a renovation, replace all electrical equipment and assess the service entrance size. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates, the system is approximately 50 years old.

The water heater temperature and relief valve is routed directly into the drain pan. The drain pan valve is routed to the floor. This current configuration could cause damage to the flooring and walls. MEPCE recommends routing the discharge piping either to the exterior or to an indirect waste receptor such as a floor drain.



Drain pan valve

Structural Assessment of Police-Fire-Community Center

The fire-police-community center building consists of a pre-engineered metal building constructed around 1980 with multiple additions to accommodate the growing needs of Van Alstyne. The original building includes the Community Center, drive bays of the Fire Station, and some storage and office space to the south of the drive bays. The main structure consists of pre-engineered steel bent frames with cold-formed zee purlins and a metal roof deck. The foundation is a concrete slab on grade. An addition to the west side of the original fire station was constructed in the

late 1980's and consists of a one-story conventionally framed wood structure with 2x studs and 2x roof joists. The Police Station addition located to the west side of the Community Center was added in the mid-1990's and also consists of a one-story conventionally framed wood structure with 2x studs and 2x roof joists. A small storage addition to the south side of the Police Station was added last.



Apparatus bays

Structural Concerns and Proposed Repairs

Access to view the pre-engineered metal building roof structure and columns behind the architectural finishes was limited. Based on the observed roof structure in the drive bays of the Fire Station and the roof structure above the ceiling tiles in the Community Center, the structure does not appear to have any major structural concerns.



Pre-Engineered Metal Building

Discussions on site with the City Manager, Frank Baker, included mention of a 2014 storm that caused ceiling deflections on the order of 1'-0" due to ice on the roof. The structure was supposedly reviewed by a structural engineer after the ice had melted and the roof purlins and beams were determined to be structurally acceptable as they returned to their original elevations.

Various roof leaks have also created damage to interior ceilings and finishes but no signs of structural deficiencies are present at this time. Signs of roof leaks, primarily exposed by discoloration of ceiling tiles, should continue to be monitored and repaired as they are discovered.

City Hall Building:

The current City Hall is located at 242 E Jefferson Street in a building built in 1890. This two story structure was 3,500sf but the second story is no longer safe for occupancy. The first floor contains 1,968sq ft and includes the original vault.



Existing City Hall

City Hall building & operational deficiencies

include:

- The current building layout does not have secure separation between staff and public zones for security access.
- There are no public restroom facilities
- Existing plan layouts have led to inefficient department adjacencies with wasted and under-utilized space.
- The building lacks general meetings spaces for staff.
- Current restroom is not ADA compliant.
- There is no room for expansion onto this structure.
- The exterior facade is crumbling, splitting, and cracking. Building is not water or air tight, and is a hazard to staff and visitors



Deteriorated window sill



Unsecured clerk window



Water damage from improper roof flashing



Poor facade condition

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of one direct-expansion split system serving the first floor office space, four portable air conditioners and one gas-fired wall heater. The direct-expansion split system has a cooling capacity of 4-ton.



Aged 4-ton condensing unit

100-MBH heating is supplied by a gas-furnace unit located in the mechanical closet. There is no outside air provided to the gas furnaces unit. The gas furnace returns air through a louvered door while air is supplied above the ceiling.



Aged 100-MBH gas furnace unit

The four 1-ton portable air conditioners were purchased recently to remedy the ineffective split system.

The restroom wall heater has a heating input of 20-MBH. There was no other equipment located in the restroom.

The second floor space is severely damaged and in need of complete renovation for any potential future use.



Portable air conditioner

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the east side of the building.

The main distribution panel with a capacity of 200A at 120/240V is located on the exterior adjacent to the utility meter and delivers power throughout the entire building. The panel is out of date and undersized for the requirements of the building. It was noted that the main circuit breaker would frequently trip, turning off power to the entire space, during peak hours.

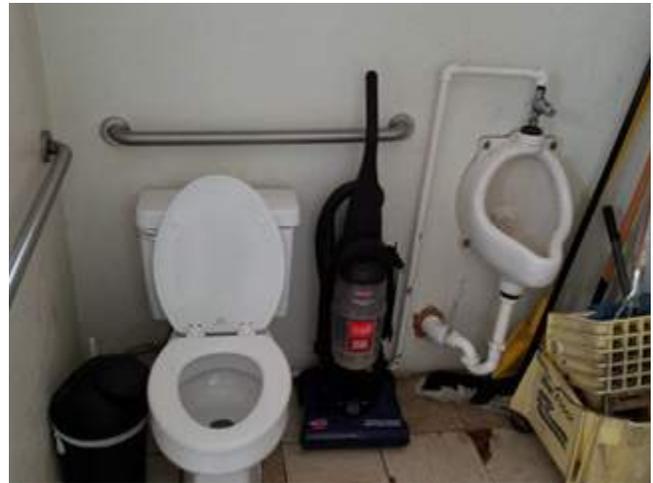


Pole-mounted utility transformer



Electrical Service Entrance

The exterior lighting of the building consists of an emergency fixture located above the egress door. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appeared to be aged but functional.



City Hall Restroom

Hot water is supplied by an electric lowboy water heater located underneath the counter. The water heater has a capacity of 10-gallons with 2-kw heating. The water heater was manufactured in 2010 and is in good condition.



Interior Lighting

The building has a single occupant restroom which has a counter-mounted sink, gravity flush tank water closet and urinal. All plumbing fixtures appeared to be aged but in working condition.



Lowboy water heater

Mechanical - Electrical - Plumbing Concerns and Recommendations

The main mechanical system consisting of the condensing unit and gas furnace unit are aged and in need of immediate replacement. MEPCE recommends a reassessment of the heating/cooling load and resizing the split system as required. A new energy efficient and properly sized unit would save in annual electricity bills and allow the portable units to only be used in case of emergency. The use of a ducted return with outside air intake would require architectural changes to the mechanical closet. MEPCE recommends installing aluminum jacketing along with new refrigerant piping and insulation when installing the replacement split system.



Existing refrigerant piping

Overall the condition of the electrical system within the space is poor. The system is aged and the service entrance is undersized even with the second floor not being operational.



Second floor panel

MEPCE would recommend upgrading the service entrance size and replacing all electrical equipment within the space. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates the system is approximately 50 years old.

There are no major plumbing deficiencies on the first floor of City Hall. The second floor would require a complete renovation to ensure a working plumbing system.

City Hall related site issues:

- There is no dedicated staff parking for city staff
- There is no utility or bill pay drive thru or drive up window

Structural Assessment

The City Hall Building was previously assessed by Structures PE, LLP in December of 2014. All observations, rendered opinions, and recommendations made in the 2014 report regarding the structure still apply to the building's current condition. If the building is to remain occupied, a more comprehensive assessment is still recommended within the next year to further evaluate the extent of the building's deterioration, water damage, and fire damage in order to provide pricing estimates for repair work and to restore the upper level to a habitable space.



Second Floor City Hall

After additional comprehensive assessments are conducted by a professional structural engineer and qualified mason with historic renovation experience, a more accurate assessment of the building's life expectancy can then be determined. It also may be in the best interest of the City to obtain initial estimates from qualified contractors in order to further discussions related to funding for the necessary repairs.

Library:

This structure located at 151 W Cooper Street was purchased by the city and was renovated in 1992. An addition was built in 2006 to expand the adult and teen collections. This one story structure is 8,336sqft.

Library building & operational deficiencies include:

- There is not a designated public meeting room
- The children's program area is not large enough to support current programs
- There is not a dedicated staff/volunteer work room
- The storage space in the existing facility does not meet the current needs
- There is not adequate study and reading seating



Children's Program Area

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of four direct-expansion split systems. All condensing units are located on concrete pads along the exterior of the building. All condensing units have 5-ton cooling capacities. There are three Rheem condensing units which all use R22 refrigerant. Two of these units were manufactured in 2005 while the other was manufactured in 1999. The fourth condensing unit was manufactured by Goodman in 2014 and uses R-410A refrigerant.



Condensing Units (serving the open library mechanical closets)



Gas furnace units



Condensing Units (serving the separate mechanical closets)

The condensing units pair with gas furnace units located in mechanical closets. The mechanical closet located near the open library area has two gas furnace units which pair with the Rheem condensing units which were manufactured in 2005. Each gas furnace unit has a gas heating input of 125-MBH. There is no outside air provided to either gas furnace unit. The supply ductwork discharges from the top of the unit and has commercial style rigid ductwork. Air returns through louvers located near ground level.



Return air louvers

There are two mechanical closets located near the storage spaces. One gas furnace is aged with an installation date of 1985 while the other was installed very recently. The supply ductwork discharges from the top of the unit and has commercial style rigid ductwork. Air returns through louvers located near ground level.



New gas furnace unit



Ceiling mounted exhaust fan

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the south side of the building. The meter delivers powers to two exterior enclosed circuit breakers which are located adjacent to the meter as shown below. These circuit breakers provide power to two panels located within the space.



Aged gas furnace unit

The public restrooms each have ceiling mounted exhaust fans which appear to be in good condition.



Overhead Utility entrance

There are two main distribution panels within the space. One panel, which was installed during the original construction of the building, has a capacity of 225A at 120/240V and is located within the kitchen area. This panel is aged and out of date and has frequent issues with breakers tripping.



Kitchen Panel

The second panel, which was installed during the expansion of the building, has a capacity of 200A at 120/240V and is located within the storage room. This panel is in good condition and appears to have no deficiencies.



Expansion Panel

The exterior lighting of the building consists of an emergency fixture located above the egress door. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appeared to be aged but functional.



Interior Lighting

The building has a single occupant restroom which has a counter-mounted sink, gravity flush tank water closet and urinal. All plumbing fixtures appeared to be aged but in working condition.

The building has public restrooms for men and women which have wall-mounted sinks, gravity flush tank water closets and wall-mounted flush valve urinals. There is also a utility sink located in the janitorial closet and counter-mounted sink located in the kitchen. There are two electric water coolers located near the women's restroom. All plumbing fixtures appear to be in good condition. Hot water is supplied by two electric tank type water heaters. One of the water heaters is located in the janitorial closet while the other is located in the kitchen area. The janitorial closet water heater has a 40-gallon capacity, 5.5-kw electric heat and was manufactured in 2004. The kitchen water heater has a 30-gallon capacity, 4.5-kw electric heat and was manufactured in 2011.



Kitchen water heater



Janitorial closet water heater

Mechanical - Electrical - Plumbing Concerns and Recommendations

The aged split system is aged and well past its recommended service life. The condensing unit is 16 years old and the gas furnace unit is 31 years old. MEPCE recommends replacement of this system within the next three years. The two other Rheem condensing units and gas furnaces manufactured in 2005 use R22 refrigerant and will need to be replaced within the next five to ten years. R22 refrigerant is currently being phased out of manufacturing and construction use. MEPCE recommends replacing damaged refrigerant suction line insulation and providing aluminum jacketing for the exposed refrigerant suction line insulation. Aluminum jacketing will protect the insulation and ensure the condensing unit continues performing efficiently.



Damaged refrigerant insulation

The electrical system within the expansion is in good condition but the original panel installed is in poor condition and is aged and out of date. MEPCE would recommend replacing all the electrical equipment within the original

space and in the case of a renovation, replace all electrical equipment and assess the service entrance size. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates, the system is greater than 50 years old.

One of the electric water coolers is non-functional and is in need of repair or replacement.



Non-functional electric water cooler

The men's restroom lavatory faucet discharges water with a distinct sulfur smell. A potential solution to this issue would be the installation of a charcoal filter.



Men's Lavatory

The water heater located in the kitchen does not have a drain pan, which is an international plumbing code (IPC) violation. A water heater failure and spill would cause damage to the flooring and walls. We recommend installing a drain pan and terminating the potential waste from the drain pan through an exterior wall.



Kitchen water heater

Library related site issues:

- There is no dedicated staff parking for Library staff
- The book return is not a drive thru, requiring guests to exit their vehicles to return merchandise.
- The parking lot is divided with no clear demarkation of the main entrance



Staff Parking and Book Return

Structural Assessment

The Library Building consists of a pre-engineered metal building constructed before 1992, which was the year the city purchased and re purposed the building as the city library.

In 2006, an attached pre-engineered metal building addition was built to the west of the original building. The main structure and addition consist of pre-engineered steel bent frames with cold-formed zee purlins and a metal roof deck. The foundation is a concrete slab on grade.



Building Addition

Structural Concerns and Proposed Repairs

Access to view the pre-engineered metal building roof structure and columns behind the architectural finishes was rather limited. Based on limited observations, the structure does not appear to have any major structural concerns. A few signs of ceiling tile discoloration indicate potential roof leaks or dripping condensation from mechanical equipment and piping, but no signs of structural deficiencies are present at this time.

Museum:

The City of Van Alstyne’s museum is located at 214 E Jefferson Street. This facility is a time capsule of the city’s long history. This one story structure is 2,344sqft. The current collection has maximized the existing building footprint and will need to be relocated to accommodate future growth.



Existing Museum Collection

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of one 5-ton direct-expansion split system. The condensing unit is located on the roof and was installed recently in either 2015 or this year. The condensing unit itself, refrigerant piping, piping insulation and roof penetration all appeared to be in good condition.



Condensing Unit

The indoor unit was inaccessible due its location above the restroom. A ladder is required to reach the access panel. The unit is assumed a gas furnace unit with 100-MBH heating input. This location makes maintenance difficult. The unit has air supplied through exposed ductwork along the

interior walls separating the museum spaces. Air is return through grilles located directly on the equipment enclosure. There is no outside air provided to the gas furnace units.



Unit enclosure and exposed ductwork

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the north side of the building.



Pole-Mounted Utility Transformer

The main distribution panel with a capacity of 200A at 120/240V is located on the exterior adjacent to the utility meter and delivers power to mechanical equipment and a small distribution panel within the back of the space. The main panel is out of date and is in poor condition.



Electrical service entrance

There was a smaller branch circuit panel within the space provides 120V circuits to convenience outlets. This panel is also out of date and in poor condition.



Branch Circuit Panel

The exterior lighting of the building consists of an emergency fixture located above the egress door. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appeared to be aged but functional.



Interior Lighting

The building has a single occupant restroom which has a counter-mounted sink and gravity flush tank water closet. All plumbing fixtures appeared to be aged but in working condition. There is no hot water supplied to the sink.

Mechanical - Electrical - Plumbing Concerns and Recommendations

The mechanical equipment was recently installed and there were no major issues found during the site survey. MEPCE recommends providing aluminum jacketing for the exposed refrigerant suction line insulation. Aluminum jacketing will protect the insulation and ensure the condensing unit continues performing efficiently.

Overall the condition of the electrical system within the space is poor. The system is aged and the service entrance is not sized for the possibility of a renovation. MEPCE would recommend upgrading the service entrance size and replacing all electrical equipment within the space. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates the system is approximately 50 years old.

The lavatory does not have hot water supply which is an international plumbing code (IPC) violation. MEPCE recommends installing either a point-of-use instantaneous water heater or small lowboy electric tank type water heater.



Existing Museum

Structural Assessment

The historic Museum Building consists of load bearing brick walls constructed with clay brick and lime mortar with a storefront system that utilizes wood and steel around the front window openings. Although not visible due to the original tin roof, the roof is anticipated to be framed with 2x wood joists or field built wood trusses, which is similar to the roof construction of other buildings in the city from the early 1900's.



Existing Museum

The foundation is unique as it consists of two separate foundation systems. The east half of the foundation consists of wood pier and beam framing with wood decking elevated above the ground and the west half consists of a concrete slab. The front porch structure consists of wood 2x joists supported by steel pipe columns. There is also a wood framed mechanical mezzanine with an access door along the south wall of the museum above the restroom.

Structural Concerns and Proposed Repairs

In general, the Museum Building is performing well for its age and appears to be structurally sound for the current use of the space. There are existing buildings on either side of the museum which help protect the structure from significant winds, which are the greatest threat for old structures with minimal lateral force resisting systems in place.



Damaged brick facade

However, many historic buildings from the late 1800's and early 1900's have noticeable deterioration of the exterior load-bearing bricks and mortar. The top of the parapet along the front north face of the museum shows signs of deterioration and discoloration of the bricks due to age and water exposure. It is likely that portions of the brick walls will require repointing and replacement of bricks based on the weathering impacts seen on the outside face of the exterior walls. All soft and disintegrated mortar shall be removed and replaced with a comparable lime mortar and shall be performed by a qualified mason with experience in historic building repairs.

If loads exceeding 40 pounds per square foot are anticipated on the wood-framed museum floor, a more in depth structural evaluation of the floor structure is recommended to verify that all connections, member sizes, and materials are sufficient and that no rot or wood boring insect damage is present.

If restoration efforts and improvements are pursued and mechanical renovations require additional rooftop units, further structural evaluation by a professional engineer will be required and possible reinforcement of the structure may be necessary.

Public Works:

The public works department is currently housed in a 2,680sf storage and office facility adjacent to the water pumping station. This public works department will be moved away from downtown as part of a separate project, not affiliated with this study. This master planning study includes the relocation of only the director's office to city hall.



Public Works Facility

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of two packaged terminal air conditioning (PTAC) window units and gas-fired unit heater. The PTAC units serve the two office spaces. The restroom and main storage area is served by the gas-fired unit heater.



PTAC unit



Gas-fired unit heater

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the south side of the building.



Pole-mounted utility transformer

The service entrance is split to feed the SCADA system as well as the main distribution panel. The main panel with a capacity of 200A at 120/240V is located on the interior delivers power throughout the entire building. The panel is out of date and is a life safety issue due to exposed live parts. It was noted that fuses are frequently being blown.



Main distribution panel

The exterior lighting of the building consists of an emergency fixture located above the egress doors. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting is in poor condition and needs to be replaced.



Interior Lighting

The building has a single occupant restroom which has a shower and gravity flush tank water closet. There is also a wall-mounted sink located outside of the restroom area. All plumbing fixtures appeared to be aged but in working condition.

Mechanical - Electrical - Plumbing Concerns and Recommendations

The building has a limited mechanical system. The unit heater and one of the PTAC units were aged (at least 10 years of use) and should be planned for replacement within the next five years.



Aged PTAC unit

Overall the condition of the electrical system within the space is poor. The system is aged, a potential fire hazard, and needs to be replaced.



Exposed live parts

MEPCE would recommend upgrading the service entrance size and replacing all electrical equipment within the space. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates the system is approximately 60 years old.

The wall-mounted sink is aged and discolored with paint and rust. The faucet is loosely fastened to the wall. MEPCE recommends replacing both the sink and faucet.



Wall - mounted sink

The water heater is operable but not used according to the facility staff. The water heater is covered with storage items and is inaccessible. The water heater should be uncovered and put into operation if the building staff plans to shower or wash with the wall-mounted sink.



Water heater location

Structural Assessment

The historic Public Works Building was constructed in multiple phases. The building was originally a pump house built in the early 1930's. After multiple additions, the building served as the fire station and now is utilized by the public works department.

The building consists of load bearing brick walls constructed with clay brick and lime mortar that has been painted on the inside and covered with stucco and paint on the exterior. The roof consists of field built wood trusses along with one bow string truss with a double steel rod as the bottom tension chord. Due to leaks in the original flat roof, new pre-engineered roof trusses were added around 2000 and were placed on top of the original flat roof, spanning east to west. A cold-formed steel open storage structure is attached to the east side of the brick building and was not reviewed thoroughly for this assessment. There is also a small wood-framed shed roof over the front porch attached to the west face of the building and supported by 4x4 wood posts.



Existing Structure

Structural Concerns and Proposed Repairs

In general, the Public Works Building does not show any signs of major structural concerns, but some maintenance and further evaluation of the load-bearing masonry walls, as discussed below, is recommended.

Masonry Walls

As previously noted, many historic buildings have noticeable deterioration of the exterior load-bearing bricks and mortar. The most significant deterioration is at the base of the masonry walls within the original fire truck bay. The lower courses of brick were likely exposed to more frequent wet-dry cycles when used as a fire truck bay. Exposure to moisture and temperature cycles will cause deterioration of the clay bricks and weaken the lime mortar significantly over time.



Damaged masonry wall

In addition, the paint and plaster applied to the exterior masonry walls has potentially increased the weathering and deterioration of the bricks and mortar. The various uses of the building, previous roof leaks, and visible signs of mortar deterioration reveal that water has infiltrated through the roof and walls. The brick and lime mortar wall system is unique in the way that moisture is transmitted through

the wall and evaporates to the exterior. The lime mortar is not brittle like cement-based mortar, but is much softer and more permeable. When painted or covered with a non-breathable paint, the mortar and brick hold moisture and the intended function of the wall is altered. Since the moisture cannot migrate through the mortar as intended, it is forced into the brick units and causes more rapid deterioration and weakening of the bricks.

Although the stucco applied to the outside of the building has modified the original performance of the masonry wall, it is preventing liquid water from penetrating the exterior walls, which is appropriate for the interior finishes currently present. Considering the current use of the space, it is the opinion of this office that all cracks and spalled sections of stucco should be repaired to provide an intact water repellent exterior. Ideally, the exterior paint should be a porous paint that keeps liquid water out and allows any water vapor within the masonry wall to escape, avoiding accelerated deterioration of the bricks and mortar.

The existing paint and final wall assembly recommendations should be reviewed by a qualified building enclosure specialist in order to provide a breathable wall assembly that will prolong the life of the structure. Additional information regarding cleaning and painting existing brick can be found in the article, “Technical Notes 6 – Painting Brick Masonry”, by the Brick Industry Association. The extent of masonry repair and reconstruction throughout the building shall be explored further by a qualified mason in order to locate and repair any compromised portions of masonry and to ensure the safety of the public and the city employees working in the building.

All mortar repairs shall be made from the inside of the building with a lime mortar mix that is comparable in strength and permeability to the existing mortar. A qualified mason with experience in historic structures should be used for further investigation and cost estimates. The use of cement-based mortar shall not be used to repair the walls and any caulk and cement-based mortar from previous repair attempts shall be removed.

Wood Framing

Generally, all of the wood framing within the building appears to be structurally sound. The pre-engineered roof trusses above the original roof structure were not observed. The original wood roof shows some signs of water damage,

discoloration, and some deterioration that is not uncommon given the history of the building. The bow string truss appears to be performing as intended and no structural concerns were noted.



Wood roof framing

Inspection of the original wood roof members was limited to visual observations. Although no signs of severe wood rot was observed from the ground, the various building occupants throughout history and the known roof leaks warrant a more detailed review of the wood to ensure past water damage has not caused hazardous levels of rot. This is not an immediate concern but is recommended to be addressed if any future work is performed on the building, preferably within the next 5 years.

The 4x4 wood posts at the front porch have warped and are visibly bowing. Due to the minimal load on the posts, there is no structural concern at this time.

Senior Center:

The Senior Center is located in downtown Van Alstyne. This one story facility is 2,800sqft with business and retail on either side. Parking is currently an issue with this location, as there are no dedicated spaces for the senior center.



Existing Senior Center

Mechanical - Electrical - Plumbing Assessment

The mechanical equipment consists of two 5-ton direct-expansion packaged rooftop units with 72-MBH gas heating. Both packaged units were manufactured by Carrier in 2004.



Packaged rooftop unit

The multi-purpose area has a lay-in ceiling with four-way throw diffusers and return grille.



Reflected ceiling plan

There is also an 3000 CFM evaporative cooler, two ceiling-mounted exhaust serving the restrooms, kitchen hood with automatic fire suppression and roof-mounted exhaust fan serving the kitchen hood. All accessory mechanical equipment is assumed to have been installed in 2004 along with the packaged rooftop units.



Evaporative cooler and roof-mounted exhaust fan



Kitchen exhaust hood

The electrical system is being powered from a single phase overhead primary which feeds an exterior meter located on the west side of the building.



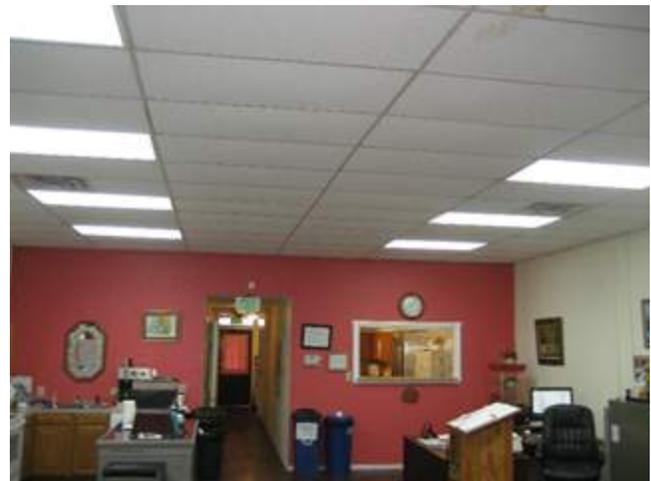
Electrical service entrance

The main distribution panel with a capacity of 200A at 120/240V is located within the restroom and delivers power throughout the entire Senior Center.



Distribution panel

The exterior lighting of the building consists of an emergency fixture located above the egress doors. Linear fluorescent fixtures are being used to illuminate the interior space. The lighting appears to be in fair condition.



Interior Lighting

The building has single occupant restrooms for men and women which have wall-mounted sinks and gravity flush tank water closets. There is also a two bowl counter-mounted kitchen sink, three bowl scullery sink and single bowl utility sink. The three bowl scullery sink and single bowl utility sink both discharge into a half-grate recessed floor sink.



Scullery sink and utility sink

All plumbing fixtures appear to be in good condition. Hot water is supplied by a gas-fired tank type water heater located in a dedicated closet near the restrooms. The water heater has a capacity of 30-gallons with 30-MBH gas heating input. The water heater was installed in 2010 and is in good condition.



Gas-fired water heater

Mechanical - Electrical - Plumbing Concerns and Recommendations

The 5-ton packaged units are aged and use R22 refrigerant. The units should be planned for replacement within the next five to ten years. Both packaged units have hail damaged fins. MEPCE recommends combing the fins and installing hail protection grilles. Damaged fins derate the units and lower efficiencies. The condensate piping is not properly supported and one of the condensate connections is broken; leaking directly onto the roof. MEPCE recommends replacing all condensate piping and supporting as required per the international plumbing code (IPC).



Broken condensate piping

The electrical system is in fair condition but is aged and out of date. MEPCE would recommend monitoring all electrical equipment and in the case of a renovation, replace all electrical equipment and assess the service entrance size. It is not feasible to renovate a system of this age due to how difficult it is to acquire spare parts. Based on the dates observed on the nameplates, the system is approximately 40 years old.

There are no major plumbing deficiencies at the senior center.

Senior Center related site issues:

- There are no dedicated Senior Center parking spaces. Currently, guests share parking with neighboring businesses and restaurants
- There are no volunteer or staff parking spaces



Limited street parking

Structural Assessment

The historic Senior Center Building, sandwiched between two existing historic buildings, consists of load bearing brick walls constructed with clay brick and lime mortar bearing on a concrete slab on grade. A good portion of the exterior walls have been painted or covered with stucco. Although not visible, the roof is anticipated to consist of field built wood trusses or 2x wood joists.

The front entry canopy consists of steel members with a steel roof deck supported by wood posts. There are two wood framed structures attached to the rear east wall of the building. There is a wood framed roof shed structure over the two additions.

Structural Concerns and Proposed Repairs

In general, the Senior Center is in decent condition and does not show any signs of major structural concerns, but some maintenance and repair of the load-bearing masonry walls, as discussed below, is recommended in the next few years to prolong the life of the building.

Masonry Walls

The most significant deterioration was observed at the north and east masonry walls accessed from the alley behind the building. Stucco has been applied to the lower portion of the north masonry wall and the west entry façade. The east rear wall has also been painted. These additional coatings potentially increase the weathering and deterioration of the bricks and mortar. The brick and lime mortar wall system is unique in the way that moisture is transmitted through the wall and evaporates to the exterior. The lime mortar is not brittle like modern cement-based mortar, but is much softer and more permeable. When painted or covered with a non-breathable paint, the mortar and brick hold moisture and the intended function of the wall is altered. Since the moisture cannot migrate through the mortar and evaporate as intended, it is forced into the brick units and causes more rapid deterioration and weakening of the bricks.



Damaged masonry wall



Painted masonry wall

The existing paint should be inspected further and removed if it is not a breathable paint product. A porous paint product or lime wash is recommended to allow moisture to escape the masonry wall and avoid accelerated deterioration of the bricks and mortar. Additional information regarding cleaning and painting existing brick can be found in the article, “Technical Notes 6 – Painting Brick Masonry”, by the Brick Industry Association. The partial stucco finish should also be removed to assess the condition of the brick and mortar behind the stucco.

The existing paint and final wall assembly recommendations should be reviewed by a qualified building enclosure specialist in order to provide a breathable wall assembly that will prolong the life of the structure. The extent of repair and reconstruction of the masonry shall be explored further by a qualified mason in order to locate and repair any structurally compromised areas. In addition, the large openings and cracks in the brick façade at the northeast and southeast corner of the building should be evaluated further and rebuilt as determined necessary by a qualified mason to restore the structural integrity of the wall and to prevent water intrusion. The crack appears to be caused by a combination of weak mortar and deteriorating clay bricks caused by water exposure over time and stress caused by the deflecting and inadequately supported shed roof that is attached to the rear brick wall.



Damaged masonry wall

All mortar repairs shall be made with a lime mortar mix that is comparable in strength and permeability to the existing mortar. A qualified mason with experience in historic structures should be used for further investigation and cost estimates. The use of cement-based mortar shall not be used to repair the walls and any caulk and cement-based mortar from previous repair attempts shall be removed.

Site Grading

The existing soil elevation along the north side of the building is too high and drainage issues were discussed that caused recent flooding of the building due to a broken drain pipe. It is recommended that the grade along the north and east walls be lowered to allow for proper drainage away from the building. Drainage swales, french drains, and site grading should all be considered by the contractor as potential fixes to divert water away from the building foundation and prevent future water damage.

Wood Framing

Limited access prevented a thorough observation of the roof framing. If restoration efforts and improvements are pursued and mechanical renovations require additional rooftop units, further structural evaluation by a professional engineer will be required and possible reinforcement of the structure may be necessary.



Settled wood shed roof

Due to the grading issues described above, the small wood framed additions in the back should also be reviewed for wood rot and any compromised boards should be replaced. Treated lumber is recommended if wood is in contact with the concrete or permanently exposed to the weather.

At the wood shed roof attached to the east rear wall of the building, the outer two wood columns have settled due to insufficient foundation supports. The roof structure is deflecting significantly and is likely causing stress on the original brick wall it is attached to. Reinforced shallow concrete footings are recommended under each column to prevent further settlement.

**Community Development Center (CDC)/
Economic Development Center (EDC):**

The EDC and CDC currently occupy 1,700sqft of lease space in downtown Van Alstyne. This office space is currently under utilized and can be absorbed in the new master plan of City Hall.



Existing CDC/EDC lease space

4.0 FACILITY SPACE NEEDS ANALYSIS

This section of the study encompasses the extensive work to answer the question of how much space is needed to address the current shortfall of space and additionally, to provide space for an appropriate quantity of future growth. The amount of space needed is arrived at by a “bottom up” process that gathers input from building users in every department and division. This is done by asking the right questions in the form of questionnaires and follow up interviews. Dewberry conducted the study kick-off meetings and interviews on September 16, 2016. The information contained within these surveys included in this report has been thoroughly examined by individuals at all levels. Once compiled, the data has been further reviewed by senior leaders in a “top down” overview in which certain items were adjusted or designated as shared or multiuse spaces.



Client Questionnaire

Police

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: _____

Department Name: Police Department

Sub-department : _____

2. Please provide the following information about the head of your Department or Sub-department.

Name: Tim Barnes

Title: Chief of Police

Telephone: 903-482-5251

Email Address: Tbarnes@VanAlstynePolice.com

3. Please provide your information (the person who completed this form).

Name: Tim Barnes

Title: Chief of Police

Telephone: 903-482-5251

Email Address: tbarnes@vanalstynepolice.com

4. Please identify where this Department or Sub-department is currently located.

Building(s): Police Department Floor/Zone(s): _____

5. Please describe the function of this Department or Sub-department.

6. The role and functions of the police in general are:

7. (a) to uphold and enforce the law impartially, and to protect life, liberty, property,

8. human rights, and dignity of the members of the public;

9. (b) to promote and preserve public order;

10. (c) to protect internal security, to prevent and control terrorist activities, breaches

11. of communal harmony, militant activities and other situations affecting

12. Internal Security;

13. (d) to protect public properties including roads, railways, bridges, vital

14. installations and establishments etc. against acts of vandalism, violence or any

15. kind of attack;

16. (e) to prevent crimes, and reduce the opportunities for the commission of crimes
17. through their own preventive action and measures as well as by aiding and
18. cooperating with other relevant agencies in implementing due measures for
19. 2.Prevention of crimes;
20. (f) to accurately register all complaints brought to them by a complainant or his
21. representative, in person or received by post, e-mail or other means, and take
22. prompt follow-up action thereon, after duly acknowledging the receipt of the
23. complaint;
24. (g) to register and investigate all cognizable offences coming to their notice
25. through such complaints or otherwise, duly supplying a copy of the First
26. Information Report to the complainant, and where appropriate, to apprehend
27. offenders, and extend requisite assistance in the prosecution of offenders;
28. (h) to create and maintain a feeling of security in the community, and as far as
29. possible prevent conflicts and promote amity;
30. (i) to provide, as first responders, all possible help to people in situations arising
31. out of natural or man-made disasters, and to provide active assistance to other
32. agencies in relief and rehabilitation measures;
33. (j) to aid individual, who are in danger of physical harm to their person or
34. property, and to provide necessary help and afford relief to people in distress
35. situations;
36. (k) to facilitate orderly movement of people and vehicles, and to control and
37. regulate traffic on roads and highways;
38. (l) to collect intelligence relating to matters affecting public peace, and all kind of
39. crimes including social offences, communalism, extremism, terrorism and
40. other matters relating to national security, and disseminate the same to all
41. concerned agencies, besides acting, as appropriate on it themselves.
42. (m) To take charge, as a police officer on duty, of all unclaimed property and take
43. action for their safe custody and disposal in accordance with the procedure
44. prescribed.
45. (n) To train, motivate and ensure welfare of police personnel

46. Please describe the deficiencies of the existing facility.

Part 2- Staff Counts and Space Standards:

Our current facility lacks space to properly house, maintain and effect Police functions and telecommunications. In the new facility we would need the following:

- Locker room for male and female Officers
- Break room for the staff
- Wash bay for the maintaining of the vehicle and a shop for oil changes and tire maintenance
- Evidence Room
- Outside Storage area with locked bins for oversized and flammable materials
- Crime Scene room with proper equipment (refrigerator/drying locker/latent prints process area)

- Fenced in area for patrol vehicles and forfeiture vehicles
- Garage area for processing and storage of vehicle (latent prints/search warrants etc.)
- Report writing room with closet area for storage of forms and paper products
- Briefing Room for daily briefings and training area
- CID area with cubicles for detectives and office area for supervisors in CID
- Juvenile interview room
- Adult interview room
- Records Department (front of the building)
- Quarter master room for the storage of equipment and uniforms
- Swat room and weapon/ ammo area
- Traffic office for traffic Officers and accident reconstruction Officers
- Narcotics area with separate entrance (not visible from main entrance)
- Workout room and area for annual DT's training and less lethal
- Dispatch center
- Patrol secretary office
- Administrative secretary office
- Office for patrol Lieutenant/ adm. Lieutenant/ Deputy Chief and Chief
- IA interview room and separate office area for the IA investigator/supervisor
- Secured area for the Officers files and training files
- Tornado shelter capable of set up for incident command shall a natural disaster occur

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments
			Circle one	Current	Estimated	
				E.O.Y 2016	E.O.Y 2020	
01	Chief of Police	Full time Part time Contract Public	1	1	1	
02	Deputy Chief	Full time Part time Contract Public	0	0	1	
03	Lieutenant	Full time Part time Contract Public	0	2	2	1 – over patrol 1 – over CID/code/school/court

05	Sergeant	Full time Part time Contract Public	2	4	6	2 – day shift patrol 2 – night shift patrol 1 – over CID 1 – over code/school/court
06	Corporal	Full time Part time Contract Public	0	2	4	2 – day shift patrol 2 – night shift patrol
07	Detectives	Full time Part time Contract Public	0	1	3	

	Position/ Title	Status	Headcount			Additional Comments	
			Circle one	Move-in	Estimated		
				E.O.Y 2016	E.O.Y 2020		E.O.Y 2025
08	Patrol	Full time Part time Contract Public	6	12 (FT)	25	2 each shift, then up to 3 each shift (3 shifts a day)	
09	School Resource Officers	Full time Part time Contract Public		1 (FT)	4 (FT)	(will need one per school)	
10	Code Compliance Officers	Full time Part time Contract Public		1 (FT)	2 (FT)		
11	Court Marshalls	Full time Part time Contract Public		1 (PT)	1 (FT)		
12	Evidence Technician	Full time Part time Contract Public	0	1	2	Will need a total of 3 employees to be records clerk & evidence technicians	
13	Record's Clerk	Full time Part time Contract Public	0	1	1		
14	Chief's Secretary	Full time Part time Contract Public	0	1	1		
15	CID Secretary	Full time Part time Contract Public	0	1	1		
16		Full time Part time Contract Public					

Part 1- General:

- 1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: _____

Department Name: Communications Center

Sub-department : _____

- 2. Please provide the following information about the head of your Department or Sub-department.

Name: Ashley McSwain

Title: Communications Supervisor

Telephone: 903-482-5251

Email Address: AMcSwain@VanAlstynePolice.com

- 3. Please provide your information (the person who completed this form).

Name: Same as above

Title: _____

Telephone: _____

Email Address: _____

- 4. Please identify where this Department or Sub-department is currently located.

Building(s):Police Department Floor/Zone(s): _____

- 5. Please describe the function of this Department or Sub-department.
Reception services for Police, Fire, and EMS Departments. 9-1-1 Call takers for Police, Fire, EMS departments, Dispatchers for Police, Fire, and EMS, and administrative assistants.

- 6. Please describe the deficiencies of the existing facility.
Not enough desks, not enough filing room, not enough radios. Not enough phone lines for incoming 9-1-1 calls, not enough phones for answering non-emergency calls. No kitchen area, no restroom (other than public restroom outside of our locked & secured area), no lounge area (when dispatchers

have to stay over to cover extremely busy shifts), no meeting area, no video monitors of the department.

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments
			Circle one	Current	Estimated	
				E.O.Y 2016	E.O.Y 2020 E.O.Y 2025	
01	Communications Supervisor	Full time Part time Contract Public	1	1	1	Needs an office, with a door that closes and locks
02	Assistant supervisor	Full time Part time Contract Public	1	1	1	
03	Shift supervisors	Full time Part time Contract Public	0	2	4	Need one per shift
05	Dispatchers	Full time Part time Contract Public	3 (FT) 2 (PT)	5 (FT)	7 (FT)	Need 2 or 3 dispatchers working 24/7 (and desk/radio/phone line space to accommodate)
06		Full time Part time Contract Public				
07		Full time Part time Contract Public				

Client Questionnaire

Fire

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: Public Safety

Department Name: Fire/EMS

Sub-department : Prevention

2. Please provide the following information about the head of your Department or Sub-department.

Name: Frank Baker

Title: Chief

Telephone: 903-482-5426

Email Address: fbaker@cityofvandalstyne.us

3. Please provide your information (the person who completed this form).

Name: same

Title: _____

Telephone: _____

Email Address: _____

4. Please identify where this Department or Sub-department is currently located.

Building(s): 280 North Preston Floor/Zone(s): 1

5. Please describe the function of this Department or Sub-department.

Home of Emergency Medical, Fire Suppression, Fire Prevention, Hazardous Materials Response, Wildland Response

6. Please describe the deficiencies of the existing facility.

Functional Space (office space, storage space) climate control, safe personnel areas, drive through bays, diesel /gas exhaust

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments	
			Circle one	Current	Estimated		
				E.O.Y 2016	E.O.Y 2020		E.O.Y 2025
01	Chief	Full time	0	1	1	Office at Central 2-3 stations projected by 2025	
02	Captain	Full time	0	3	3	Divide by 3 for office/bedroom space	
03	Lieutenant	Full time	3	3	6	Divide by 3 for office/bedroom space	
05	Driver/Engineer	Full time	0	6	9	Divide by 3 for office/bedroom space	
06	Firefighter/EMT- B/P	Full time Part time	3 FT 6 PT	12 FT	24 FT	Divide by 3 for office/bedroom space	
07	Fire Marshal	Full time	0	1	1	Office at Central	

Client Questionnaire

City Hall

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: CITY HALL

Department Name: ADMINISTRATION

Sub-department(s) : City Manager, City Clerk, Finance Dept, Payroll, Accounts Payable, Permitting Dept, Utility Billing, Planning and Development, Purchasing, Human Resources, Marketing, Records Management.

2. Please provide the following information about the head of your Department or Sub-department.

Name: Jennifer Gould

Title: City Clerk

Telephone: 903-482-5426

Email Address: jgould@cityofvanalstyne.us

3. Please provide your information (the person who completed this form).

Name: same as above

Title: _____

Telephone: _____

Email Address: _____

4. Please identify where this Department or Sub-department is currently located.

Building(s): City Hall Floor/Zone(s): 1st floor

5. Please describe the function of this Department or Sub-department.

Provides space for the following functions: City Manager, City Clerk, Finance Dept, Payroll, Accounts Payable, Permitting Dept, Utility Billing, Planning and Development, Purchasing, Human Resources, Marketing, Records Management.

6. Please describe the deficiencies of the existing facility.

Office space does not have sufficient or usable floor space, privacy, connectivity, utility such as electrical outlets, internet accessibility, HVAC. No break room, janitorial space, appropriate restroom facilities, mustering area for City employees to wait for meetings or check mail, etc. separate from GP area. Lacking meeting spaces, lighting and storage that meets records standards to protect from possible damage. Safety.

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments
			Circle one			
			Curr	Estimated		
			E	E.O.Y 2020	E.O.Y 2025	
01	City Manager Assistant CM Assistant to CM	Full time Full time Full time	1	1	1	
02	City Clerk Admin. Assistant	Full time Full time	1 1	1 1	1 2	Current Admin Assistant will change to Assistant CC
03	Finance Clerk Assist FD Payroll Clerk AP Clerk Purchasing Utility Billing Municipal Court	Full time Full time Full time Full time Full time Full time Full time	1 1	1 1 1 1 2	1 1 2 2 2 2	Finance Clerk will change to Finance Director
05	Plan/Dev Serv Director Planner	Full time Full time		1	1 3	
06	Engineer Permit Clerk Inspector/Code	Full time Full time Full time		1 1 1	2 2 2	
07	Attorney Assist. Attorney HR Director	Full time Full time Full time		1 1	1 1 1	

	Position/ Title	Status	Headcount			Additional Comments	
			Circle one	Move-in	Estimated		
				E.O.Y 2016	E.O.Y 2020		E.O.Y 2025
08	HR Assistant Main street Coordinator	Full time Fulltime	0 0	0 1	2 1		
09	Public Information Officer	Full time	0	1	1		
10		Full time Part time Contract Public					
11		Full time Part time Contract Public					
12		Full time Part time Contract Public					
13		Full time Part time Contract Public					
14		Full time Part time Contract Public					
15		Full time Part time Contract Public					
16		Full time Part time Contract Public					

Client Questionnaire

Municipal Courts

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: _____

Department Name: Municipal Court

Sub-department : _____

2. Please provide the following information about the head of your Department or Sub-department.

Name: Judge Thomas Redwine

Title: Municipal Court Judge

Telephone: Contact Prosecutor/Court Administrator

Email Address: _____

3. Please provide your information (the person who completed this form).

Name: Ashley McSwain

Title: Court Administrator (effective Oct 1, Prosecutor)

Telephone: 903-482-5251

Email Address: AMcSwain@VanAlstynePolice.com

4. Please identify where this Department or Sub-department is currently located.

Building(s): Police Department Floor/Zone(s): _____

5. Please describe the function of this Department or Sub-department.
Court that handles all class "c" offenses, and other fine only misdemeanors (such as city ordinance violations). Office includes the Judge, the Prosecutor, and the clerk's office.

6. Please describe the deficiencies of the existing facility.
No courtroom. No judge's chambers. No jury chambers. No attorney/client meeting rooms. No office for the judge, prosecutor, court administrator. No bailiff (or court marshall) office. No displays in lobby for electronic docket information. Inadequate waiting area for defendants scheduled on the docket or waiting to pay. No security checkpoints or lines. Not enough

storage space. Not enough clerk's desks. No kitchen area, no meeting area, no employee restrooms, no media equipment for showing evidence to Judge, the State, the Defendant, the Jury, and the Public simultaneously. At this point, we only have an empty room, folding tables, and folding chairs to use for court proceedings. We are lacking almost everything that a traditional court room typically has.

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments	
			Circle one	Current	Estimated		
				E.O.Y 2016	E.O.Y 2020		E.O.Y 2025
01	Judge	Full time Part time Contract Public	1 (PT)	1 (PT)	1 (FT)		
02	Prosecutor	Full time Part time Contract Public	1 (FT)	1 (FT)	1 (FT)		
03	Court Administrator	Full time Part time Contract Public	1	1	1		
05	Deputy Clerks	Full time Part time Contract Public	4 (FT) 2 (PT)	5 (FT)	6 (FT)		
06	Court Marshalls	Full time Part time Contract Public	Under PD				
07		Full time Part time Contract Public					

Client Questionnaire

Public Works

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: City of Van Alstyne Public Works

Department Name: _____

Sub-department : _____

2. Please provide the following information about the head of your Department or Sub-department.

Name: Steve White

Title: Director of Public Works

Telephone: 903-482-5426

Email Address: swhite@cityofvanalstyne.us

3. Please provide your information (the person who completed this form).

Name: Steve White

Title: Director of Public Works

Telephone: 903-482-5426

Email Address: swhite@cityofvanalstyne.us

4. Please identify where this Department or Sub-department is currently located.

Building(s): 239 North Preston Ave Floor/Zone(s): 1

5. Please describe the function of this Department or Sub-department.

Water, Sewer, Streets, Parks, and Building Maintenance

6. Please describe the deficiencies of the existing facility.

Mortar crumbling, roof structure, termite damage, older electrical system, single panel windows with frames coming out.

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments
			Current	Estimated		
				E.O.Y 2016	E.O.Y 2020	
01	Director of Public Works	Full time Part time Contract Public	1	1	1	
02	Water and Sewer Supervisors	Full time Part time Contract Public	1	2	4	
03	Water Operator	Full time Part time Contract Public	2	4	4	As the population increase TCEQ will require more Operators
05	Waste Operator	Full time Part time Contract Public	2	4	4	As the population increase TCEQ will require 24 hour operators
06	Line Maintenance Worker #1	Full time Part time Contract Public	3	4	6	
07	Line Maintenance Worker #2	Full time Part time Contract Public	0	2	3	

Water & Waste Operator
at present are the same

(1) Operator is Full time
employee and (1) Operator
is contract operator.

	Position/ Title	Status	Headcount			Additional Comments	
			Circle one	Move-in	Estimated		
				E.O.Y 2016	E.O.Y 2020		E.O.Y 2025
08	Heavy Equipment Operator	Full time Part time Contract Public	1	2	2		
09	Distribution Operator	Full time Part time Contract Public	0	1	2	Meters and Chlorine Rooms	
10	Waster Water Maintenace Worker # 1	Full time Part time Contract Public	0	2	2		
11	Street Supervisor	Full time Part time Contract Public	0	1	1		
12	Street Maintenance Worked	Full time Part time Contract Public	0	2	4		
13	Park workers	Full time Part time Contract Public	0	2	4		
14	Light Equipment Operator Parks	Full time Part time Contract Public	1	3	3		
15	Summer Parks Employees	Full time Part time Contract Public	1	3	3		
16	Parks Manager	Full time Part time Contract Public	1	1	1		

Client Questionnaire

Library

Part 1- General:

1. Please provide the Proper Name of this Department. Please provide the Sub-department name if this Department will be described on more than one survey form.

Business Unit: _____

Department Name: Public Library

Sub-department : _____

2. Please provide the following information about the head of your Department or Sub-department.

Name: Sudy Kinzey

Title: Director

Telephone: 903-482-5901

Email Address: kinzey@cityofvanastyne.us

3. Please provide your information (the person who completed this form).

Name: _____

Title: same

Telephone: _____

Email Address: _____

4. Please identify where this Department or Sub-department is currently located.

Building(s): 151 W Cooper Floor/Zone(s): _____

5. Please describe the function of this Department or Sub-department.

Provide an organized collection of books, reference materials, and programs to educate, entertain, & inform.

6. Please describe the deficiencies of the existing facility.

No room to grow. Structure aging, not in the best shape. Old electrical outdated HVAC

Part 2- Staff Counts and Space Standards:

Please provide the Names of all positions associated with this Department or Sub-department. This applies to positions at the time of move-in and positions in the future. If space standards exist, identify what space standard applies to which position.

	Position/ Title	Employment Position Status	Headcount			Additional Comments
			Current	Estimated		
				E.O.Y 2016	E.O.Y 2020	
01	Director	<input checked="" type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public	1	1	1	
02	Young Adult Spec.	<input checked="" type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public	1	1	1	
03	children's Spec.	<input type="radio"/> Full time <input checked="" type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public	1	1	1	
05	Circulation & IT clerk	<input type="radio"/> Full time <input checked="" type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public	1	2	2	
06	Processing & circulation	<input type="radio"/> Full time <input checked="" type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public	1	2	2	
07		<input type="radio"/> Full time <input type="radio"/> Part time <input type="radio"/> Contract <input type="radio"/> Public				

4.1 Facilities Space Needs Program

Program Document:

Once the interviews were completed, Dewberry began the process of creating the space program based on projected needs 20 years out. The space program evolved and was fine tuned over the course of many drafts. The first program draft included all the “wants” from the surveys. After 3-4 rounds of trying to separate the most critical “needs” from the “wants”, the space program came down to the numbers shown in this report.

Some technical terms used in this section are:

Net Square Feet (NSF) – This term refers to the space of a room that may be measured from the inside face of the walls of that room. The amount of Net Square Feet allocated for a space is driven by the functions the room is intended to serve.

Department Gross Square Feet (DGSF) – This amount of space includes certain spaces in addition to NSF to account for the wall thicknesses and internal walkways between rooms or workstations within a department. This is arrived at by applying a multiplier appropriate to the Net Square Feet of rooms within a department. The multiplier will vary depending on the types of spaces being considered.

Here are some typical grossing multiplier examples:

- For more open areas like meeting rooms, lobbies, public spaces, property / evidence storage :10-15% range
- For more office like departments like Admin, Records, Patrol: 25-30% range
- For areas with lots of circulation aisles / work islands like Investigations or Booking/Holding: 40-50% range.

Building Gross Square Feet (BGSF) - This area will encompass the total amount of space needed to build the building. It includes space in addition to the DGSF not directly attributable to any particular department. This includes spaces like main corridors serving multiple departments, stairways, space for HVAC, electrical and plumbing distribution throughout the building and the thickness of the exterior walls. This number identifies the overall gross building area from the exterior perimeter of the

building. This second grossing factor is often in the 6-15% range depending on the size and complexity of the overall building.

Space Standards:

During the needs assessment phase of the study, the client was shown space standard graphics for various office and meeting room layouts to help define their needs as well as to help standardize these spaces across all the various municipal departments for the program. Some examples of these space standard graphics are on the adjacent page.

Precedent Facility Tours:

During this part of the study, Dewberry toured five somewhat recently constructed facilities on September 15, 2016 with the client to see firsthand some of things they liked and disliked about these projects.

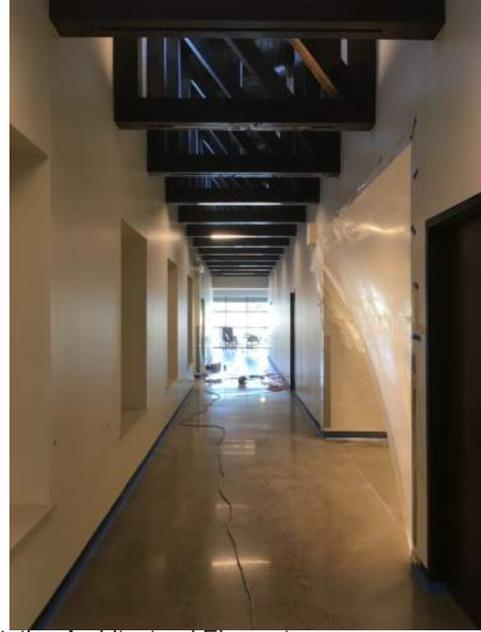
The first building was the Celina Fire Station which was completed in 2015. This facility was built to accommodate the growth of Celina. The apparatus bays and offices were laid out surrounding the central residence and living quarters.



Celina Apparatus bays



Celina Bunk Room



Allen Station Architectural Elements



Celina Fire Station

The second building was the Allen Fire Station completed in 2016. This facility was nearing the completion of construction during our tour. The group preferred the layout of the bunk room, with individual rooms. The kitchen and patio area were large but had a lot of exposed architectural elements that were not necessary. The bay screens that were installed here were favored by the group.



Allen Station Exterior



Allen Station Private bunk rooms with lockers

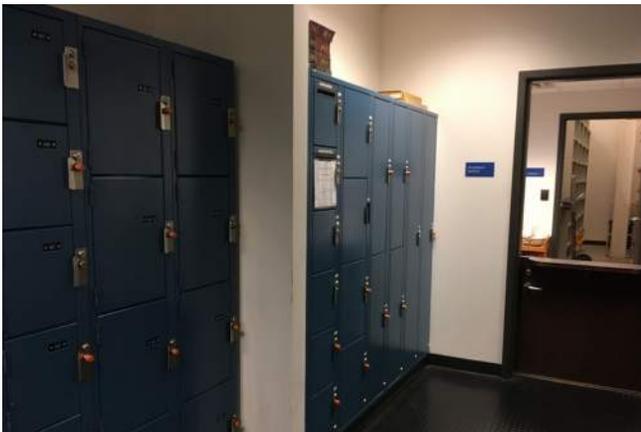


Allen Station Kitchen with 3 lockable pantries

The third facility was the Allen Police Station. This facility was the oldest of the facilities we toured. The deputies that provided the tour explained that the design for this facility did not include room for departmental growth. A vertical addition was added to accommodate staff growth, but it was apparent that the staff were making accommodations based on the space that was provided. This facility is one of three buildings in a Municipal complex for the city.



Allen Municipal Court



Allen Police Department evidence storage



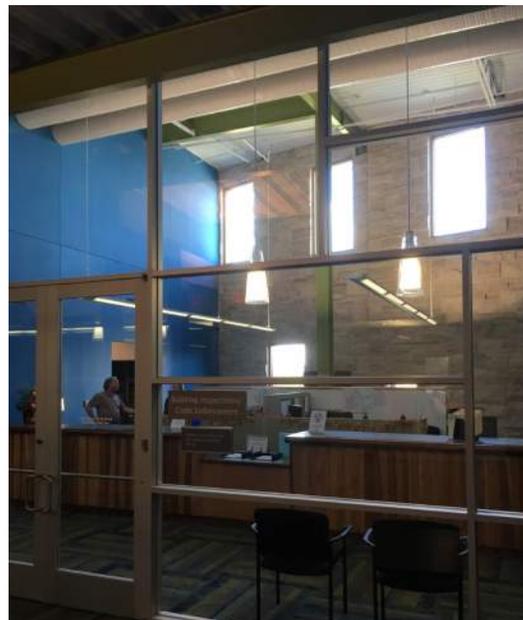
Allen Police Department training room

The fourth facility was the Wylie City Hall and Public Library completed in 2011.

The Wylie Municipal complex currently includes the City Hall, Recreation Center, Courts, and Library. The Master Plan will include Fire and Police headquarters at a later date.

The City Hall was a good example of planning for future growth. Although several departments had large areas of unoccupied space, each employee we spoke with was pleased to have the space knowing growth was inevitable.

The Library's growth opportunity was similar, with shelving that was not maximized. The community rooms off the lobby are heavily used and are highly recommended by staff.



Wylie City Hall Department Entrance



Wylie Library Staff area



Wylie Library Teen room



Murphy City Hall Secure Parking



Wylie Library Exterior



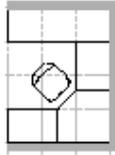
Murphy Fire Station Kitchen

Finally, on September 30, 2016, City of Murphy City Manager and Secretary led Dewberry and the stakeholders from City of Van Alstyne on a tour of the Murphy Municipal complex. This complex included City Hall, Police, Fire, Community Center, and Public Works.

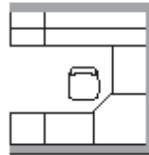
Growth was also a focal point during the design of this campus. Each department has ample storage in addition to space for staff growth. The complex also includes greenspace for future development. It is currently used as practice fields for recreational sports.



Murphy Courtroom



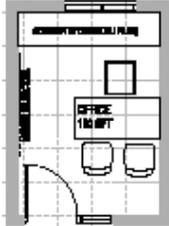
C-1: 48 sf (8' x 8')



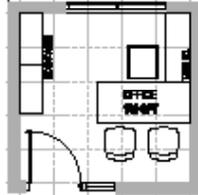
C-2: 64 sf (8' x 8')



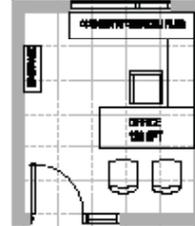
C-3: 80 sf (8' x 10')



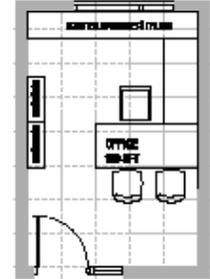
O-1: 100 sf (8'-4" x 12')



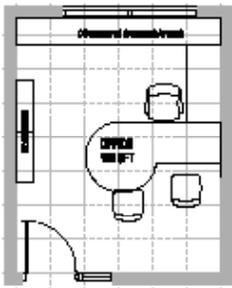
O-2: 100 sf (10' x 10')



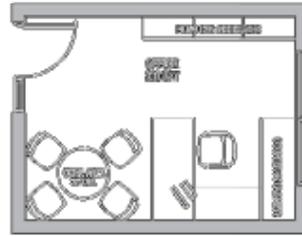
O-3: 120 sf (10' x 12')



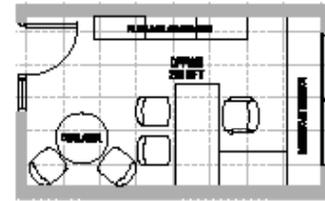
O-4: 150 sf (10' x 15')



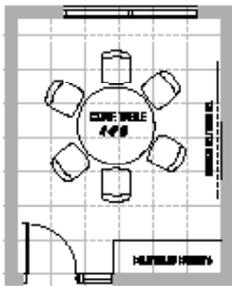
O-5: 180 sf (12' x 15')



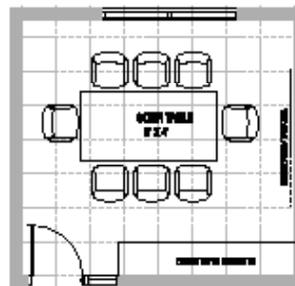
O-6: 200 sf (16' x 12')



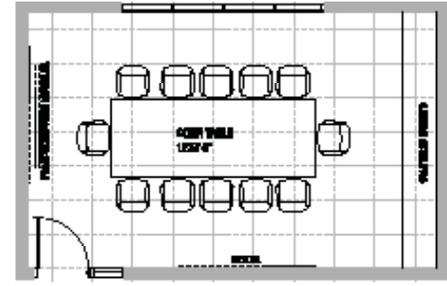
O-7: 220 sf (10' x 15') Office/Cubicle Layouts



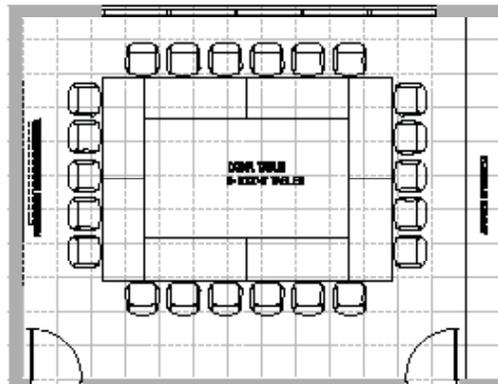
CR-1: 180 sf (12' x 15')
(6 person)



CR-2: 240 sf (16' x 15')
(8 person)



CR-3: 380 sf (24' x 15')
(12 person)



CR-4: 675 sf (25' x 27' 4")
(16 person)

Program Summary:

These four pages contain a summary for all building and parking needs projected out 15 years.

Total Program: 91,997sf | staff: 174 | parking: 123staff / 176 public

		Current		Future Space Needs		
1.0 Police Department Components		Staff Positions	Dept Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
1.100	Police Public Areas		185		572	
1.200	Police Records	0	93	1	758	
1.300	Patrol Division	6	355	39	3,427	
1.400	Detective Division	0	0	5	1,820	
1.500	Police Administration	3	298	5	1,833	
1.600	Evidence Processing & Strg (includes off-site)	0	1,235	2	2,357	
1.700	Booking / Holding Areas		0		2,313	
1.800	911 Dispatch	5	220	7	1,193	
1.900	Police Shared Staff Areas		110		2,078	
1.1000	Police Building Support		330		1,760	
Totals:		14.0	2,826	59.0	18,110	
Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc			360	1.15	2,717	
Building Gross Square Feet total			3,186		20,827	

		Current		Future Space Needs		
2.0 Fire Department Components		Staff Positions	Dept Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
2.100	Fire Administration & Training Areas		185		3,519	
2.200	Residential & Living Areas	12	1,625	44	3,702	
2.300	Apparatus Bay Areas		2,870		4,160	
2.400	Apparatus Support & Maintenance Areas		885		2,774	
Totals:		12	5,565	44	14,156	
Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc				1.04		
Building Gross Square Feet Totals:			5,565		14,722	

	3.0 City Hall Components	Current		Future Space Needs		
		Staff Positions	Dept Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
3.100	City Hall Public Areas	0	300	0	84	
3.200	City Hall Administration	3		14	3,139	
3.300	Finance & Utility Billing	3.0		12.0	1,935	
3.400	Information Technology	1		3	1,262	
3.500	Human Resources	0		5	1,461	
3.600	Planning / Engineering Developing (new)	0		10	3,299	
3.700	Public Works Administration	0		3	585	
3.800	Economic & Community Development	4	1,672	6	1,685	
3.900	Shared City Hall Staff Areas				1,713	
3.1000	City Hall Building Support Spaces				2,070	
	Totals:	11.0		53.0	17,233	
	Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc			1.15	2,585	
	Building Gross Square Feet total		1,968		19,818	

	4.0 Municipal Court Components	Current		Future Space Needs		
		Staff Positions	Department Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
4.100	Municipal Court spaces (courtrm is counted in shared section 5)				2,768	
	Totals:	4		10	2,768	
	Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc			1.06		
	Building Gross Square Feet total		2,962		2,934	

	5.0 Shared Municipal Components	Current		Future Space Needs		
		Staff Positions	Department Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
5.100	Shared Municipal Spaces				10,197	
5.200	Senior Center	1	2,793	1	3,135	
	Totals:	1		1	13,332	
	Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc			1.06		
	Building Gross Square Feet total		2,793		14,132	

	6.0 Library	Current		Future Space Needs		
		Staff Positions	Department Gross Square Feet	Staff Positions	Dept Gross Square Feet	Size increase
6.100	total spaces	5	10,000	7	19,565	
	Totals:	5.0		7.0	19,565	
	Dept. Gross to Building Gross Factor: this factor accounts for un-programmed SF such as common bldg corridors, exterior wall thicknesses, etc			1.00		
	Building Gross Square Feet total		10,000		19,565	

		Current		Future Space Needs		
	Preliminary Municipal Space Needs Total SF:				91,997	

	Building Components	Current		Future Parking Needs	
				staff	public
1.000	Police program parking			32	5
	(future staff count assumes: 1 records, 8 patrol (16 @ shift change), 3 detectives, 5 admin, 1 evidence, 3 dispatch (6 @ shift change); public count assumes: 1 @ dispatch, 1 @ records, 2 @ interview, 1 @ bond out)				
2.000	Fire program parking			28	3
	(future staff count assumes: 1 chief, 1 fire marshal, 13 on shift includes 1 capt, 1 LT, 11 crew (26 @ shift change); public count assumes: 3 visitors)				
3.000	City Hall related program parking			46	10
	(future staff count assumes: 11 admin, 10 utility billing, 2 IT, 5 HR, 10 bldg dept, 2 public works, 6 ECD); public count assumes: 1 @ admin, 3 @ UB, 1 @ HR, 3 @ bldg dept, 2 @ ECD)				
4.000	Municipal Court program parking			6	45
	(future staff count assumes: 1 judge, 1 prosecutor, 1 court admin, 3 deputy clerks; public count assumes: 45 at any given time)				
5.000	Shared program parking			3	53
	(future shared count assumes: 25 @ senior center, 3 @ museum, 25 @ in meeting rm / community center at any given time)				
6.000	Library program parking			8	60
	(future count based on zoning formula: 82 seems high? Please confirm staff parking break out)				
	parking totals:			123	176

Van Alstyne, TX Municipal Space Program

1.100 Police Public Areas

	Component	Current Staff Positions 2016	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.101	Public Entry Vestibule				0	70	0	0	can share; this space is being counted in tab "5.0 shared spaces program"
1.102	Police First Floor Public Lobby				0	600	0	120	can share; this space is being counted in tab "5.0 shared spaces program"
1.103	Police Second Floor Public Lobby				1	150	150	0	near admin & interview suite entries
1.104	First Floor Public Restrooms				0	180	0	65	can share; this space is being counted in tab "5.0 shared spaces program"
1.105	Second Floor Public Restrooms				1	70	70	0	single user m/f restrooms outside of interview & admin suites.
1.106	Citizen Report Room				1	100	100	0	current: none; proposed: directly off lobby, 1 can double as attorney / client room
1.107	Records Request Room				1	120	120	0	proposed: directly off lobby, can double as attorney / client room
1.108	Display Cases				0	20	0	0	current:none; proposed: incorporate in lobby (low priority)
1.109	Community Room				0	1,000	0	0	can share with courts & city hall; this space is being counted in tab "5.0 shared spaces program"
1.110	JV / Property Return Lobby				1	80	80	0	space allocated under property/evidence category; juvenile
	Total Staff:	0	0	0			520	185	Net Square Feet
							1.10		Net to Department Gross Factor
							572		Department Gross Square Feet

1.200 Police Records

adjacency preference: first flr off lobby

	Component	Current Staff Positions 2016	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.201	Records Supervisor	0	0	0	0	160	0		private office with large window overlooking clerks desks.
1.202	Public Service counter				1	15	15		proposed: 1 transaction service counters w/ ballastic rated glazing (5'W x 3'D/each)
1.203	Officer Service counter				1	15	15		restricts access to the records department to records personnel only.
1.204	Records Clerk wrkstations	0	1	1	1	72	72		current: 0; proposed: 1FT positioned w/ full view of front counter; locate near court clerk & dispatch
1.205	Records File Storage area				1	120	120	47	proposed: high density storage system adj to records & dispatch (expansion potential)
1.206	Archived Records Storage area				1	100	100		propose: to keep onsite in high density shelving system w/ current records (plan for future expansion strg space)
1.207	Records Destruction Staging Area				1	20	20		near exit / deliveries door if possible
1.208	Copy / Workroom / Reproduction				1	150	150		Shared: main copy workroom for records, dispatch, courts; w/ view of front counter.
1.209	Central Form & Office Supply Storage				1	100	100		Shared: central supply storage for entire police bldg
1.210	Records staff lockers				0	1	0		small lockable areas for personal items, can occur at workstation; combine in dispatchers area
1.211	Coffee / Break Area				0	60	0		shared with main police break area
1.212	Lock-box / cash drawer				0	20	0		For bond out money, petty cash, etc...
	Total Records Staff:	0	1	1			592	47	Net Square Feet
							1.28		Net to Department Gross Factor
							758		Department Gross Square Feet

1.300 Patrol Division

adjacency preference: first flr

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.301	Patrol Sergeants	2.0	4.0	4.0	2	210	420		proposed: (2) seargents share 1 office
1.302	Corporal Workstations	0.0	2.0	4.0	2	36	72		proposed: (2) 6'x6' open workstations
1.303	Patrol Secretary	0.0	0.0	0.0	0	120	0		function to happen in admin
1.304	Code Compliance officer	0.0	1.0	2.0	1	64	64		2 staff can share hoteling wrkst, locate near public lobby (civilian)
1.305	Traffic office	0.0	0.0	0.0	1	120	120		
1.306	Roll Call / Training Room				1	600	600		proposed: classroom seating for 16; size to accommodate future shift size + special teams
1.307	Report Writing Stations	2	4	6	6	20	120		task lighting, power, shelf & file/form storage; area for copy/printing/scanning/faxing;
1.308	Juvenile holding room				0	80	0		area counted in CID
1.309	Patrol Copy / Print				1	80	80		proposed: more separated alcove area
1.310	Patrol Storage / equipment				1	150	150		this should be located near the briefing room
1.311	Quartermaster Storage Room				1	200	200		proposed: yes
1.312	Patrol Officer Go-Bag Strg	6	12	25	25	4	100		go-bag lockers to be locked to store equip; 2 tier lockers (18"W x 24"D x 36"H)
1.313	Flex Patrol meeting space				1	160	160		Seating for 4-6 people; locate in patrol area off main bldg corridor
1.314	Honor Guard Program space needs				0	64	0		future strg included below
1.315	Volunteers In Police Service (VIPS) Program space needs				0	80	0		future strg included below
	Citizens Police Academy Program needs				0	0	0		future strg included below
1.316	Police Explorers Program strg space needs				1	120	120		shared citizen programs strg room
1.317	School Resource Officer (SRO) workstations	0.0	1.0	4.0	1	64	64		will need 1/school; access to hoteing wrkst (future need combined include caged in area in sallyport)
	Bike Patrol team related needs:								
1.318	Bicycle repair & maintenance area				1	60	60		
1.319	Bicycle Patrol storage area				1	56	56		
1.320	Bicycle washing area				0	56	0		not needed
	SWAT team related needs:								
1.321	Armory Equipment Storage & Workshop (combined with dept)				1	150	150		work bench area; flash bangs, gas, rifles(10), pistols(10), shotguns(10)
1.322	SWAT lockers				10	10	100		current: 0; proposed: 1 team of (10) along ext wall for ventilation, include work bench area
1.323	SWAT vehicle parking space				0	250	0		exterior parking space (covered) near SWAT exit door (handler would have these spaces at home - not a high priority)
	Canine Unit related needs:								
1.324	Canine Food & Equipment Storage				0	60	0		not needed
1.325	Canine outdoor kennel cage & run area				0	24	0		not needed
	Total Staff	8.0	20.0	39.0			2,636		Net Square Feet
							1.30		Net to Department Gross Factor
							3,427		Department Gross Square Feet

1.400 Detective Division

adjacency preference: second floor

	Component	Current Staff Positions 2016	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.401	Investigations Waiting Area				1	80	80	0	proposed: may have separate small interview waiting area - especially if on second floor.
1.402	CID secretary	0	0	1	1	64	64	0	future wrkst
1.403	CID Sergeant	0	0	1	1	150	150	0	proposed: private office w/ window looking into detective work area
1.404	Narcotics / Intelligence Office	0	0	0	1	150	150	0	part of future task force housed elsewhere; secured room w/ safe
1.405	Detectives	0	1	3	3	72	216		proposed: 8'x9' semi-private cubicles with open mtg space in center; Workstations each have lateral file strg & wardrobe towers;
1.406	Teaming Island / Area				1	50	50		Island in center of workstations for brief team meetings and layout space.
1.407	Computer forensics / Video enhancement work space	0	0	1	1	100	100		current: none; proposed: a private room is needed for these cyber crimes
1.408	Equipment Room				1	80	80		for lighting & other big equipment
1.409	Secure file storage				1	80	80		proposed: strg for cold case files & high profile cases such as homicides
1.410	Crime Scene Investigations (CSI) storage area				0	80	0		proposed: all photography, collection & evidence handling shelf strg, large safe, - move by evidence processing
1.411	Conference Room / Major Case				0	250	0		proposed: for team mtgs, large cases, mtg w/ victims families; share w/ police admin conference rm
1.412	Copy / Print Area				1	30	30		proposed: small counter w/ upper & lower cabinets
	Interview Suite								Adjacent to Investigations (liked Tolleson)
1.413	Hard Interview Room				1	90	90		current: only 1; proposed: audio & covert video monitoring capabilities
1.414	Soft Interview Room				1	140	140		Current: none; proposed: optional audio and covert video recording capabilities
1.415	Adult Interview Suite restroom				1	70	70		current: none
1.416	JV Interview Lounge / Holding				0	140	0		locate near report writing & public access; seating for 4
1.417	Narcotics Area				0	120	0		separate entry not visible from main entry; confirm size
1.418	Interview monitor area				0	80	0		may be viewed at individual workstations or conf rm
	Total CID Staff:	0	1	5			1,300		Net Usable Square Feet
							1.40		Net to Department Gross Factor
							1,820		Department Gross Square Feet

1.500 Police Administration

adjacency preference: second floor

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.501	Admin. Waiting Area				1	85	85		seating for 2-3
1.502	Admin Secretary	0	1	1	1	64	64		current: none
1.503	Chief of Police	1	1	1	1	220	220		
1.504	Deputy Chief	0	0	1	1	200	200		
1.505	Lieutenants	0	0	2	2	150	300		proposed: (2) 1 over patrol; 1 over CID/code/school/court; where should they be located?
1.506	Crime Victims Liason / Social Worker	0	0	0	0	200	0		not needed
1.507	Admin Conference Room				1	280	280		proposed:10 at table w/ credenza; share with CID for major cases?
1.508	Small Meeting Room				0	220	0		not needed
1.509	Administration restroom				1	70	70		
1.510	Admin staff closets				4	12	48		locate within private offices
1.511	Secure File Storage				1	65	65		
1.512	Copy / Print / supply strg				1	100	100		no
	Total Admin Staff:	1	2	5			1,432		Net Square Feet
							1.28		Net to Department Gross Factor
							1,833		Department Gross Square Feet

1.600 Evidence Processing / Evidence Storage

adjacency preference: first floor

	Component	Current Staff Positions 2015	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.601	Evidence Technician (civilian)	0	1	2	2	64	128		confirm # of wrksts
1.602	Property Check-In (Bag and Tag)				1	120	120		current: crammed; proposed: include 1 comp wrkst for evidence use, storage for packaging supplies, etc.
1.603	Evidence Lockers				1	20	20		Pass thru lockers between bag and tag area and property custodian workroom, includes one refrigerated unit. (area included in other spaces)
1.604	Temporary Evidence Lockers				1	10	10		Temporary lockers to keep evidence secure while being processed; before final submittal to property clerk (area included in other space)
1.605	Large Item Evidence Area				1	120	120		Permanent storage for large items of evidence that will not fit within the high density shelving system; mowers, garden equip
1.606	General Evidence Strg				1	400	400		proposed: high density mobile storage system 10'H; confirm expansion % desire 200-300%?
1.607	Evidence Strg for Valuables				1	25	25		Secure safe for valuables; \$ gets deposited in city's bank account
1.608	Evidence Strg for Firearm				0	80	0		incorporate in gen strg area
1.609	Evidence Strg for Drugs				1	120	120		proposed: separate rm w/ designated exhaust; confirm bulk quantities?
1.610	Evidence Strg for Refrigerated Items				1	80	80		for blood-kits, rape kits, (all blood to be refrigerated in the future - walk in cooler?)
1.611	Combustible Storage Rm				1	70	70		gas cans, oxygen tanks, etc
1.612	Property Return Counter / vestibule				1	40	40		Secure window and pass thru to return property to public.
1.613	Property Strg for found / stolen items				1	100	0		confirm need for found bike strg; include small screened in exterior area for this)
	Evidence Processing								
1.614	Evidence Technician Work Area, Evidence Processing and Photography Area				1	200	200		proposed: work area with layout and work space for fingerprinting, tool impressions, photographing; plan for a fume hood chamber, emergency eye wash, sink, casting material; Strg for camera, lenses, tripod, scales & flashes.
1.615	Indoor Vehicle Processing Bay				1	600	600		Separate/secure garage; Flr mounted under car lighting, climate controlled, utility sink, hose bib, fir mounted car winch.
1.616	Blood Drying Room / Cabinets				1	80	80		Contains blood drying cabinets and provides space for drying out wet evidence
1.617	Chemical Storage Room				1	50	50		Is a separate rm needed or can they be stored in cabinets?
1.618	Alternate Light Source / Fingerprint Rm				1	80	80		for fingerprint and DNA evidence: how often would this get used?
	Total Property Staff:	0.0	1.0	2.0			2,143		Net Square Feet
							1.10		Net to Department Gross Factor
							2,357		Department Gross Square Feet

1.700 Booking & Holding (alt option to make smaller - if all go to county)

adjacencies: first floor near public side of site for easy release

	Component	Current Staff Positions 2015	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.701	Booking Area				1	190	190		Work counter w/ computer wrkst for completing paperwork, processing files, editing video downloads from vehicle, review DWI results etc; Counter to have clear view of entire area to monitor detainees.
1.702	Fingerprint / Photo				1	40	40		only for juveniles; Accommodates livescan machine, clear space for photos and ceiling mounted camera, space for ink roll fingerprint machine (SF included above)
1.703	DUI Testing Area				0	70	0		Work counter with sink, sobriety test pattern on floor, intoxilyzer machine, audio and visual recording capabilities, separated from general booking area. - done at county
1.704	Detox Cell (drunk tank)				1	135	135		for 3-4
1.705	Separation / Isolation Cell				0	90	0		not needed
1.706	Male Cell				1	70	70		sight & sound separated
1.707	Female Cell				1	70	70		sight & sound separated
1.708	Holding area shower				1	25	25		proposed: single ADA shower stall in room.
1.709	JV / flex Cell				1	70	70		sight & sound separated
1.710	Vehicle Sallyport				1	685	685		Accommodates 2 vehicles stacked, large enough to accommodate an ambulance
1.711	Decon Area				1	30	30		proposed: eyewash area within sallyport
1.712	Detainee Property Area				0	60	0		separate room not needed, provide couple lockers in holding area
1.713	Janitor Closet				1	50	50		proposed: mopsink & strg shelving for holding area cleaning supplies
1.714	Interview Room				1	80	80		proposed: accessed from inner security vestibule, full A/V monitoring
1.715	Security Vestibules				2	48	96		Vestibule to sallyport needs to be large enough to accommodate gurney
1.716	Bond Out Transaction Counter				1	65	65		transaction window w/ deal tray
1.717	Release / Property Return Vestibule & Lobby				0	190	0		this area is counted in public space
	Total Staff:	0	0	0			1,606		Net Square Feet
							1.44		Net to Department Gross Factor
							2,313		Department Gross Square Feet

1.800 911 Dispatch

adjacencies: near records and public lobby

	Component	Current Staff Positions 2014	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
	Work area								
1.801	Dispatch Workstations	1	2	2	2	100	200		proposed: 10'x10' consoles min.
1.802	Training Workstations (assist supervisor?)	0	0	1	1	100	100		proposed: backup function console / spare
1.803	Communications Supervisor	1	1	1	1	120	120		private office
1.804	Manual/Reference Material Storage				1	20	20		Circular carousels, included in workstation square footage.
1.805	Copy / Print Area				0	50	0		proposed: to be shared w/ records & court clerks nearby if possible
1.806	Storage, Files				1	50	50		vault for bond money, counter with layout space and storage, validation records located near records
	Support Area								
1.807	Entry				1	50	50		
1.808	Public Window ./ Drop Box				1	20	20		Security glazing w/ deal tray; used after hrs from 6pm-6am; Public should not be able to see into console setting or any staff areas; for bond payments on weekends / holidays
1.809	Staff Window				1	20	20		proposed: pass-thru window to records required, area already included in GF
1.810	Restrooms				1	80	80		proposed: single user male / female restrooms; close to consoles
1.811	Locker Space	5	5	7	7	2	14		Half size lockers (18" w x24" deep x72" high) and coat closet/alcove
1.812	Break Area				1	120	120		seating for 4, kitchenette, bulletin board, schedule, sink, microwave, coffee machine, full size fridge, TV.
1.813	Lounge / Incident Recovery Room				0	100	0		soft lounge seating, calm, soothing environment, confirm need?
1.814	Communications Equip. Rm.				1	200	200		includes I.T. server room, phone demark room, etc... (Murphy was too small)
1.815	Exterior patio space				0	100	0		proposed: locate dept w/ access to outside patio, area included in exterior section
	Total Staff:	5	5	7			994		Net Square Feet
							1.20		Net to Department Gross Factor
							1,193		Department Gross Square Feet

1.900 Police Shared Staff Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.901	Police Staff Entry Lobby				1	100	100		
1.902	Staff Vestibule				1	50	50		
1.903	Police staff kitchen / break area				1	250	250		current: shares spaces w/ jail & roll call; proposed: separate break area near staff entry; seating for 10-12; with TV
1.904	Staff mailboxes / future duty bag area				1	40	40		current: open slots in corner of squad rm; proposed: locate near briefing rm
1.905	Vending				2	9	18		proposed: locate 2 vending machines near break area
1.906	Men's Locker Room and Showers	8	25	43	43	16	688		plan for 43 full size lockers; 3 shwrs & 2 lavs
1.907	Women's Locker Room and Shower	6	9	12	12	16	192		plan for 12 full size lockers
1.908	Staff Men's restroom				1	198	198		connected to locker rooms; 2 sinks, 1 toilet, 1 urinal
1.909	Staff Women's restroom				1	160	160		connected to locker rooms; 2 sinks, 2 toilets
1.910	Fitness Room				0	1,000	0		proposed: to share fitness rm with fire in separate building; see shared section
1.911	Court Prep / Nursing Mothers Rm				1	80	80		proposed: contains recliner
	Total Staff:	14	34	55			1,776		Net Square Feet
							1.17		Net to Department Gross Factor
							2,078		Department Gross Square Feet

1.1000 Police Bldg Services & Support

	Component	Current Staff Positions 2014	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - Existing (SF)	Remarks
1.1001	General Building Storage				1	150	150		yes
1.1002	Receiving Dock				0	120	0		confirm need / size? receiving, workbench, etc.; want
1.1003	Janitor Closet				2	45	90		current: 2; proposed: 2;
1.1004	Technology Closet				2	50	100		distributed throughout the building
1.1005	Maint. Desk, Vehicle Repair, Parts and Storage				1	80	80		want over need; oil, wiper blades, jack, spare tire near sallyport
1.1006	Vehicle maintenance bay				0	600	0		20x30 min for changing tires, etc (can this happen in vehicle processing bay?)
1.1007	Mechanical Room				1	300	300		current: located upstairs; proposed: multiple smaller rooms
1.1008	Sprinkler / Water Room				1	100	100		
1.1009	Electrical Room				1	150	150		
1.1010	Phone / IT Room				1	150	150		current: shared w/ j.c. and elec closets
1.1011	Stairs*				2	160	320		proposed: 2 stairs needed only if there is a 2nd level
1.1012	Elevator*				1	80	80		only needed if there is a 2nd level
1.1013	Elevator machine room*				1	80	80		only needed if there is a 2nd level
							1,600		Net Square Feet
							1.10		Net to Department Gross Factor
							1,760		Department Gross Square Feet

Van Alstyne, TX Fire Station Space Program

2.100 Fire Administration and Training Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - existing (SF)	Remarks
2.101	Fire Chief office	0	1	1	1	220	220	103	office at central; 2-3 stations projected by 2025
2.102	Captain	0	3	3	1	180	180		1/shift
2.103	Lieutenant	3	3	6	2	144	288		1/shift (confirmed to be 12x12)
2.104	Fire Marshal office	0	1	1	1	200	200		locate at fire station
2.105	Fire Marshal evidence storage				1	100	100		important for chain of custody; fuels, fireworks, etc; temp controlled, ventilated to outside; close to bay to not spread contaminants; secured
2.106	Watch Desk / Radio Room / Receptionist	1	1	1	1	240	240		proposed: 2-3 comp wrkst, near printer / charging station (for operations staff) with door for privacy
2.107	Fire Prevention Education / Children's Area				1	120	120		current: none; proposed: locate close to public lobby with good visibility; closer to fire marshal - public
2.108	Mobile Integrated Healthcare (in lobby)	0			1	100	100		current: none; proposed: future patient treatment by EMS staff (locate near entry AND app bay for easy patient transfer)
2.109	Fire Admin Staff restrooms	0			2	70	140		proposed: 2 single user ADA accessible restroom
2.11	Fire Admin Conference Room	0			1	240	240		proposed: meeting space for 10 (close to the front entry)
2.111	Fire Admin File Records Storage				0	100	0		current:?: proposed: assumes more digital files - rm not needed
2.112	Fire Admin General Storage				1	100	100		keep for now.
2.113	Fire Admin Copy / Work				1	30	30		create alcove area by receptionist
2.114	Training Officer work space	0	?	?	1	200	200		Proposed: future position, separate area for testing
2.115	Training Room / Disaster mustering area				1	750	750		current: none - has to use community room; proposed: smaller space for 25 shared with police; muster rm, shelter (consider moving)
2.116	Training Room Storage				1	100	100		locate directly off training rm (for tables, chairs, etc)
2.117	Computer Training / Testing Room / Library				0	140	0		proposed: area w/ multiple computers for training may occur in training room
2.118	EMS coordinator workstation				0	64	0		not needed.
							3,008	103	Department Net Square Feet
							1.17	1.00	Net to Department Gross Factor
							3,519	103	Department Gross Square Feet

2.200 Residential Living Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - existing (SF)	Remarks
2.201	Kitchen				1	300	300		current: very small kitchen; proposed: larger w/ refridgerator in pantry, commercial gas range w/ hood, icemaker, microwave, dishwasher, coffee maker, garbage disposer
2.202	Dining area				1	335	335		proposed: seating for 14
2.203	Day / recreation room				1,000	550,000	550,000		current: small 6 recliners; future: area for 10-12 recliners + couch for overflow; consider platform seating; large flat screen TV, ceiling fans
2.204	Captain	0.000	3.000	3.000	1.000	56.000	56.000		include bed, night stand, under strg for linens, privacy walls - no door (liked Allen's)
2.205	Lieutenant	3.000	3.000	6.000	2.000	56.000	112.000		include bed, night stand, under strg for linens, privacy walls - no door (liked Allen's)
2.206	Driver / Engineer	0.000	6.000	9.000	3.000	56.000	168.000		include bed, night stand, under strg for linens, privacy walls - no door (liked Allen's)
2.207	Firefighter / EMT	3ft/6pt	12.000	24.000	8.000	56.000	448.000		include bed, night stand, under strg for linens, privacy walls - no door (liked Allen's)
2.208	Single-user shower / restrooms				3.000	75.000	225.000		locate near sleeping quarters; each to include: 1 tit, 1 lav, 1 shwr
2.209	Personal Lockers				42.000	12.000	504.000		locate near showers; not in sleeping quarters
2.210	Residential Laundry area				1.000	80.000	80.000		current: none - have to use equip extractor; proposed: 1 washer, 2 dryers, 1 sink, folding table; locate near kitchen?
2.211	Vending area				0.000	15.000	0.000		not desired here
2.212	Fitness Room				0.000	1000.000	0.000		This space will be shared with Police in a common area and counted elsewhere in program.
2.213	Storage Supply / Janitor's Closets				2.000	35.000	70.000		storage shelving; 1/flr
							2,848	0	Department Net Square Feet
							1.30	1.00	Net to Department Gross Factor
							3,702		Department Gross Square Feet

2.300 Apparatus Bay Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - existing (SF)	Remarks
2.301	Apparatus								current: (4) narrow bays 14'w x 55'd fits 6 vehicles; proposed: 3 wider bays (16'-8"w x 80'd)
	E-14 Ladder Truck				1				(42'L x 9'W x 12'H)
	Engine #2 backup				1				(32'L x 9'W x 10'H)
	Brush truck				1				(20'L x 9'W x 8'H)
	Ambulance				2				(20'L x 9'W x 9'H)
	Emergency 911 truck				1				(20'L x 9'W x 9'H)
	other vehicles / future?								
	Work Bay (30'x16')						0	0	proposed: work / training bay area for minor repairs, equipment checkout, dedicated garage door
	Apparatus equipment totals:				6		4160	2870	The total proposed SF varies from the client's initial estimate, please confirm.
2.302	Mezzanine Storage Areas and Stair				1	0	0	0	current: none; proposed: would mezzanine strg be desired in the future?
							4160	2870	Department Net Square Feet
							1	1	Net to Department Gross Factor
							4160	2870	Department Gross Square Feet

2.400 Apparatus Support & Maintenance Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space Needs (SF)	Space - existing (SF)	Remarks
2.401	PPE Gear Storage				42	12	504		current: 19 lockers in app bay, bad for UV protection; proposed: wall-mounted racks, uv light sensitive area, adjacent to bays
2.402	Spare PPE Gear & general Storage				1	200	200		current: small closet; proposed: to be closer to app bays;
2.403	Protective Gear Laundry				1	100	100		current: in strg bldg; proposed: extractor / washer / dryer / laundry sink in main bldg
2.404	EMS Storage				1	144	144		12x12 space needed
2.405	Equipment Wash / Disinfection Decon Room				1	150	150		full bath (toilet/lavatory) w/ decon shower; doubles as safe room
2.406	Workshop / tool storage				1	100	100		current: against wall in app bay; proposed: larger workbench and tool storage area
2.407	Hose Storage / Hose Dryer Area				1	100	100		current: against corner of app bay; no hose drying racks (no hose tower needed)
2.408	SCBA Room				1	144	144		current: against wall of app bay; can't fill with trucks in place; proposed: compressor and tank storage in dedicated area w/ outside access
2.409	HAZMAT / CBRNE Equip storage				0	100	0		separate space not needed.
2.41	Trench Rescue Shoring Storage				0	360	0		separate space not needed.
2.411	Other fire equipment mezzanine storage				1	300	300		try to provide mazzanine if possible.
2.412	Mechanical equip areas				1	150	150		exact SF TBD
2.413	Water / Fire Protection Room				1	100	100		water service and fire protection equip.
2.414	Electrical Room				1	80	80		main electrical service panels and switchgear
2.415	Emergency Generator enclosure				0	100	0		sized to support full building load (located outside)
2.416	Lawn equipment area				0	100	0		discuss need?; For lawn and outdoor equipment storage, accessed from exterior
2.417	IT/Telephone				1	50	50		network switching and telephone equipment
2.418	Stairs*				2	160	320	160	if 2 stories
2.419	Elevator*				1	80	80	0	if 2 stories
2.42	Elevator machine room*				0	80	0	0	may not need depending on elevator type
							2522	160	Department Net Square Feet
							1.1	1	Net to Department Gross Factor
							2774.2	0	Department Gross Square Feet

Van Alstyne, TX City Hall Space Program

3.100 City Hall Public Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard (SF)	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.101	Public Entry Vestibule				0	70	0	0	can share with courts; this space is being counted in tab "5.0 shared spaces program"
3.102	Public First Floor Lobby				0	1,200	0	0	can share with courts; this space is being counted in tab "5.0 shared spaces program"
3.103	Public Second Floor Lobby				0	250	0	0	if a 2nd flr scheme is considered.
3.104	Public Restrooms - Men				0	175	0	0	can share with courts; this space is being counted in tab "5.0 shared spaces program"
3.105	Public Restrooms - Women				0	175	0	0	can share with courts; this space is being counted in tab "5.0 shared spaces program"
3.106	Family Restroom				0	80	0		count in shared space program
3.107	City Hall Display Cases				1	50	50	0	try to incorporate with museum displays
3.108	Kiosk Machine Area				1	20	20	0	for court & utility payments
3.109	City Hall Receptionist / Greeter	0	0	0	0	64	0		not needed
	Total Staff:	0	0	0			70	0	Net Square Feet
							1.20	1.00	Net to Department Gross Factor
	SF to Staff Ratio:						84	0	Department Gross Square Feet

3.200 City Hall Administration

adjacency preference:

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.201	Waiting Area				1	100	100	0	Physical barrier to guests; 2 levels of waiting; 2-3 chairs in suite, some in hallway
3.202	Coat Closet				1	20	20	0	Off of waiting area
3.203	Admin Executive Assistant	0	1	1	1	64	64	0	future position
3.204	City Manager	1	1	1	1	220	220	210	confirm size & needs
3.205	Assistant City Manager	0	1	2	2	200	400	0	future position
3.206	Assistant to City Manager	0	1	3	3	64	192	0	future position
3.207	City Clerk	1	1	1	1	200	200	210	
3.208	Assistant City Clerk	1	1	1	1	64	64		
3.209	City Attorney	0	1	1	1	220	220		
3.210	Assistant City Attorney	0	1	1	1	150	150		lockable office
3.211	future workspace	0	2	3	3	64	192		for possible future positions - interns, media specialist, garphic artist
3.212	Admin Conference Room				1	380	380		goal of 12 for directors mtgs; sink - counter within
3.213	Coffee Bar / kitchenette area				1	50	50		separate for all admin staff
3.214	Admin Storage				1	150	150		this area is combined with space below, could strg space be shared
3.215	Copy /Print / Supply Strg				1	150	150		assumes separate from other dept's
3.216	Admin Suite Restrooms				0	80	0		confirm
	Total Staff:	3	10	14			2,552		Net Square Feet
							1.23		Net to Department Gross Factor
							3,139		Department Gross Square Feet

3.300 Finance & Utility Billing

adjacency preference: first floor, easy public access

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
	Finance					804			
3.301	Reception/Waiting				1	100	0		secured waiting area w/ 2 chairs?
3.302	Finance Director	0	1	1	1	220	220		w/ 4 person table; adjacent to vault if possible; closet could be smaller
3.303	Asst Finance Director	0	1	1	1	200	200		
3.304	Payroll clerk	0	1	2	2	64	128		
3.305	Finance Clerk: Accounts Payable	0	0	2	2	64	128		wrkst
3.306	Finance Clerk: Purchasing	0	1	2	2	64	128		wrkst
3.307	Finance clerical support	0	0	0	0	64	0		
	Utility Billing					184			
3.308	Utility Customer Service Coordinator	0	0	0	0	150	0		not needed
3.309	Utility Billing Clerks	1	2	2	2	64	128		locate at service counters, need for security transaction windows
3.310	Customer Service Technicians (meter readers)	0	0	0	0	36	0		not needed
3.311	Utility payment drop box / kiosk				1	16	16		locate near public counter; can it open into meter reader area?
3.312	Public service counter space	2	2	2	2	20	40		Service counter with 2 secured windows and deal trays; (1) ADA station
3.313	Service area & drive thru window	0	0	0	0	20	0		
	Shared Finance & Utility Billing					560			
3.314	work area				1	100	100		printers, supply storage, copy machine, scanner. coffee maker; timecard kiosk needed
3.315	File Storage				1	150	150		confirm file quantities
3.316	Supply Storage				1	100	100		
3.317	Vault with Safe				1	10	10		store cash and checks
3.318	Conference Room				1	200	200		also be used by auditors / business guests; (8 people); can this double as citizen complaint rm as well?
3.319	Kitchenette/Break area (alcove)				0	50	0		staff can use main city hall break room
	Total Staff:	3	8	12			1,548		Net Usable Square Feet
							1.25		Net to Dept Gross Factor (1.26-1.48 range)
							1,935		Department Gross Square Feet

3.400 Information Technology

adjacency preference:

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.401	IT Manager	1	1	1	1	150	150		needs acoustical privacy apart from open wrkst for sensitive phone calls
3.402	IT Network Administrator	0	1	1	1	64	64		
3.403	IT Tech	0	1	1	1	64	64		
3.404	Server Room				1	300	300		1 central server for all 3 networks; doubles as secure concrete safe room; prefers 2nd flr location if possible (in addition); concerned about protection.
3.405	IT Dept Storage / Staging Room				1	250	250		staging area for up to 25 computers at a time, near 1st flr delivery door if possible; provide counter space for computer set up
3.406	Public Surplus Auction Storage Room				0	100	0		auctions 2/yr; not really needed.
3.407	Part Time Tech Clerk	0	0	0	0	64	0		8x8 open wrkst; locate near front of dept by public access; confirm need?
3.408	IT small meeting room				1	150	150		for IT Dept & vendor mtgs; 4 chairs
3.409	Computer Training Room				0	500	0		most classes are 4-6 people; webinars training sessions; shared w/ other depts as multi-purpose (500sf can seat 16 in training setting)
	Total Staff	1.0	3.0	3.0			978		Net Square Feet
							1.29		Net to Department Gross Factor
							1,262		Department Gross Square Feet

3.500 Human Resources

adjacency preference: near admin, isolated from public, discrete entry for city staff

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.501	HR Waiting Area				1	100	100		secured waiting area (2 chairs) w/ door
3.502	Secretary	0	1	1	1	64	64		
3.503	HR Director	0	1	1	1	180	180		office
3.504	HR Assistant	0	0	2	1	64	64		wrkst
3.505	Main Street Coordinator / Mrktg	0	1	1	1	150	150		office
3.506	Future office space	0	0	0	0	120	0		not needed
3.507	File room for confidential files / vault				1	200	200		needs to be in secure room; filing cabinets w/ counter top; banker boxes
3.508	HR Records Room				1	100	100		should not be on an outside wall; secured; confirm exact size
3.509	HR Copy / Print Area				1	32	32		8'x4' alcove w/ upper - lower cabinets
3.510	HR application kiosk / cubicle				2	24	48		2 computers in line of site of one staff office
3.511	HR Small Meeting / Conference / Training Rm				1	240	240		For interviews (6 people)
	Total Staff:	0	3	5			1,178	0	Net Square Feet
							1.24	1.20	Net to Department Gross Factor
							1,461	0	Department Gross Square Feet

3.600 Planning / Development Services (new)

adjacency preference: easy public access, "one stop shop" city hall location preference

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10vrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.601	Waiting / Permitting Area				1	200	200		proposed: long flexible counter the clerks walk up to; 4-5 contractors ave
3.602	Director of Planning / Dev Serv.	0	1	1	1	220	220		
3.603	Chief Building Official (CBO) inspector	0	0	0	0	180	0		
3.604	Bldg Inspector / Code Enforcement officer	0	1	2	2	64	128		
3.605	City Engineer	0	1	2	2	180	360		
3.606	Utility Customer Service Coordinator	0	0	0	0	150	0		
3.607	Administrative Assistant	0	0	0	1	64	64		
3.608	Permit Clerks	0	1	2	2	64	128		
3.609									
3.610	Fire Marshall / Safety Coordinator / Emergency Management Coord	0	0	0	0	150	0		
3.611	Plan Reviewer	0	2	2	2	64	128		
3.612	City Planner	0	1	1	1	150	150		
3.613	GIS Technician	0	0	0	0	64	0		
3.614	Grant Writer/Archivist	0	0	0	0	150	0		
3.615	Conference Room				1	300	300		proposed: conference room for 8-10
3.616	Map Room/ Library/Plan Review				1	200	200		locate near front counter for access to contractors
3.617	Copy / Plotter / Supply wrkrm				1	150	150		color copier, plotter, supplies (close to clerks)
3.618	Active Plan Storage				1	60	60		
3.619	Archive Permit & Plan Storage				1	300	300		plan for the future;
3.620	Mud Room / Locker Room				1	150	150		locate in more central area dept near ext door; lockers for 4-6
	Total Staff:	0.0	7.0	10.0			2,538		Net Usable Square Feet
							1.30		Net to Department Gross Factor
							3,299		Department Gross Square Feet

3.700 Public Works (positions shown for new complex only)

adjacency preference: locate within planning / development services

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10vrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.701	Waiting Area				1	64	64		waiting area (2 chairs) w/ door
3.701	Public Works Director	0	1	1	1	200	200		office
3.702	Admin Assistant	0	0	2	1	64	64	210	wrkst
3.703	Future office / wrkst	0	0	0	1	64	64	0	maybe for code compliance or animal control officer
3.704	Public works file storage area				1	80	80	0	could be lockable cabinets in shared strg room
3.705	Small Meeting / Conference / Training Rm				0	240	0	0	to be shared with other departments
	Total Staff:	0	1	3			472	210	Net Square Feet
							1.24	1.20	Net to Department Gross Factor
							585	252	Department Gross Square Feet

3.800 Economic & Community Development Center

adjacency preference: second floor of city hall

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10vrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.801	Waiting Area				1	100	100	462	secured waiting area (2 chairs) w/ door
3.802	Receptionist / other staff	2	2	3	3	64	192	0	workstation
3.803	Community Development Director	1	1	1	1	200	200	115	office
3.804	Economic Development Director	1	1	1	1	200	200	231	office
3.805	Mainstreet Coordinator / mrktg	0	1	1	1	200	200	0	
3.806	Copy / print / supply strg				1	63	63	146	
3.807	Restroom				0	70	0	60	not needed; share with other city staff
3.808	Kitchenette				1	24	24	111	not needed; share with other city staff
3.809	Meeting / Conference Rm				1	380	380	227	current: 8 seats; proposed: 12 min
	Total Staff:	4	5	6			1,359	1352	Net Square Feet
							1.24	1.20	Net to Department Gross Factor
							1,685	1,622	Department Gross Square Feet

3.900 Shared City Hall Staff Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.901	Staff Entry Vestibule				1	70	70		
3.902	Staff Entry lobby				1	100	100		
3.903	Staff kitchen / break area				1	150	150		kitchen: fridge, DW, stove, microwave, coffee maker; confirm seating #
3.904	Staff mailboxes				0	5	0		area is counted in central copy/work room
3.905	Vending				0	15	0		proposed: locate 2 vending machines near break area
3.906	staff restrooms				2	160	320		plan for a set on each staff level
3.907	Centralized Copy/Work areas				1	150	150		
3.908	Nursing Mother's Area				1	80	80		needed
3.909	Shared staff wide training room				1	500	500		this will be strategically located for all staff to share (16 people)
	Total Staff:	0	0	0			1,370		Net Square Feet
							1.25		Net to Department Gross Factor
							1,713		Department Gross Square Feet

3.1000 City Hall Building Services & Support

adjacencies: near back, staff entry

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
3.1001	General Building Storage				1	400	400		provide 1 main flexible strg rm (20x20) to contain shelving for cleaning supplies, pallette space (4?) for water / paper; holiday decoration strg; washer/dryer, sink, 1 wrkst
3.1002	Receiving Dock / Staging Area				1	120	120		consider overhead door or large double doors for fork lift access
3.1003	Janitor Closets				2	40	80		at least 1/flr
3.1004	Technology Closets				2	50	100		300 feet; stack with holes in the floor to run cables
3.1005	Mechanical Room				1	300	300		combination of indoor & rooftop equip; make sure to oversize for future servers.
3.1006	Sprinkler / Water Room				1	100	100		
3.1007	Electrical Room				1	150	150		exterior generator
3.1008	Phone / IT Room				1	150	150		
3.1009	Stairs*				2	160	320		
3.1010	Elevator*				1	80	80		
3.1011	Elevator machine room*				0	80	0		may not be needed
							1,800		Net Square Feet
							1.15		Net to Department Gross Factor
							2,070		Department Gross Square Feet

Van Alstyne, TX Municipal Court Program

4.100 Municipal Court & Council Chamber

adjacency preference: first floor, near public entry

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - "wants" (SF)	Space - Existing (SF)	Remarks
4.101	Court / training / board room						2,048		
	Dais				1	350	350		provide raised dais (7"+/-) for at least 11 (7 council in the future, police, fire, city attorney, city engineer); provide some separation or bar depth in dais design
	Judges Bench				0	100	0		yes, but area is included in dais; include microphone
	Court Clerk position				0	30	0		yes, but area is included in dais
	Witness Stand				0	50	0		not needed
	Court Reporter / Recorder				0	50	0		yes, but area is included in dais
	6 person Jury Box				1	100	100		confirm need; allow for space for temp chairs if jury is assembled.
	Police officer seating area				8	6	48		provide flexible seating for officers along one wall in view of the door.
	Defense and Prosecutor Table Area				1	350	350		proposed: allow space in front of spectator seating for tables and / or podium
	Public Seating Area				100	12.0	1,200		proposed: movable seating for 75+; plan for 100 if possible; confirm quantity
	Courtroom support spaces:					696			
4.102	Sound Lock vestibule				1	80	80		best practice for noise reduction; could VE if needed
4.103	Attorney / Witness Rooms				1	160	160		one for (4), can also use prosecutor's conf rm below
4.104	Detainee holding cell				1	80	80		Locate adjacent to court room and near back exit; may not need if near police booking?
4.105	Detainee restroom				1	56	56		confirm if this is needed next to cell; (Moore municipal court has one)
4.106	Chair / Table / Equipment Storage				1	160	160		possibly between court & exec session rms (tables, chairs, podium strg)
4.107	Exhibit Storage closet				0	50	0		not needed
4.108	AV Room				1	160	160		confirm if AV staff need direct view of court room to see cameras or will new technology not require this? (10x15)
4.109	Public waiting				0	300	0		
4.110	Security Screening position				0	200	0		space for magnetometer for future use; plan for queuing area in lobby
4.111	Security Screening equipment closet				1	35	0		current: none; proposed: included in other strg closet
	Court staff work areas:					1,518			
4.112	JV Conference / Jury Deliberation Rm				0	250	0		proposed: should accomodate 6-7 at conference table, for juvenile cases too. (see 4.115)
4.113	Judges chamber	1	1	1	1	220	220		private office
4.114	Associate Judge	0	0	0	0	64	0		shared desk to sign judgements, warrants, 15-20min /day; locate near clerks
4.115	Executive / Work Session Conf Rm				1	500	500		location work sessions prior to council mtgs; adj to kitchenette
4.116	Private Restrooms				1	70	70		for Judge and Council Members (single user)
4.117	Prosecutor's Office	1	1	1	1	150	150		private office / conference rm areas for 5-6
4.118	Municipal Court Administrator	1	1	1	1	180	180		private office
4.119	Juvenile Case Manager	0	0	0	0	64	0		
4.120	Deputy Court Clerks	4 2	5	6	3	64	192		
4.121	Court Marshall	1	1	1	1	36	36		clerk station in the court room
4.122	Probation Officer	0	0	0	0	64	0		
4.123	Staff Customer Service Counter positions				2	20	40		5'x4' walk up space; provide better audio maybe 1 is directly from court rm (1 at ADA height); ballastic rated w/ deal trays
4.124	Court copy work area				1	50	50		near files and service windows, counter top needed, wall space for calendar / scheduling on flat screen moniotrs?, lockable closet for safe
4.125	Court Staff restrooms				0	50	0		
4.126	Court Staff break area				0	100	0		
4.127	File Area				1	80	80		
	Total Staff:	4	9	10			2,214		Net Square Feet
							1.25	1.00	Net to Department Gross Factor
	SF to Staff Ratio:						2,768		Department Gross Square Feet

Van Alstyne, TX Municipal Shared Program

5.100 Municipal Shared Spaces

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
5.101	Shared Fitness Room				1	1,000	1,000		to be shared between police & fire & possibly city hall staff; separate entry away from other staff entries; public works would use as well.
5.102	Public Entry Vestibule				1	70	70		
5.103	First Floor Shared Public Lobby				1	1,800	1,800		lobby area includes space for ATM, Records self service kiosk, display cases, security checkpoint, queuing
5.104	First Floor Shared Public Men's restroom				1	200	200		
5.105	First Floor Shared Public Women's restroom				1	200	200		
5.106	Shared Community / Disaster Mustering Rm (divisible to 1200)				1	2,300	2,300		should hold 65 people for full police dept mtg (2/yr); most training for 50; make room divisible in 2; also needs to accommodate cots for overnight emergency stays; public works suggests 100; civic center might be booked; secured voting booths
5.107	Training Room B				0	800	0		to be shared with executive session room
5.108	Shared Courtroom / Board Room / Training Rm				1	2,048	2,048		
5.109	Chair / Table / Equip Strg Room				1	120	120		
5.110	Food Prep / Kitchenette for community room				1	100	100		easily accessible by both fire & police; may have operable partitions.
5.111	City Museum displays				6	72	432	0	directly off public lobby
5.112	City Museum storage				1	1,000	1000	0	
	Total Staff	0	0	0			9,270		Net Square Feet
							1.10		Net to Department Gross Factor
							10,197		Department Gross Square Feet

5.200 Senior Center

adjacency preference:

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
5.201	Lobby / Reception				0	150	0	0	not needed, can use shared bldg lobby
5.202	Coordinator	0	1	1	1	56	56	0	workstation / desk near front door
5.203	Office	0	0	0	0	220	0	0	not needed.
5.204	kitchenette for seniors				0	24	0	0	part of multipurpose rm
5.205	Coat closet				1	20	20	0	
5.206	Multipurpose Room				1	2,150	2150	2150	prefer to keep one large open space
5.207	Activity Room				0	1,200	0	0	not needed
5.208	Prep Kitchen				1	300	300	297	confirm size and FFE (meals on wheels uses it)
5.209	Storage				1	200	200	215	compare size & quantity needs
5.210	Restrooms				0	320	0	140	not needed if adj to common lobby public restrooms
	Total Staff:	0	1	1			2,726	2802	Net Square Feet
							1.15	0	Net to Department Gross Factor
							3,135	2,802	Department Gross Square Feet

Van Alstyne, TX Library

6.100 Library Public Areas

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
6.101	Lobby				1	500	425		Provide room for gathering before and after programs
6.102	Public Restrooms				1	600	600	283	Men's and Women's
6.103	Large Meeting Room				1	1,500	1,500	330	Projector screen, projector, smart board, sound system
6.104	Kitchenette				1	100	100	70	
6.105	Meeting Room Storage				1	200	200	160	storage for 10 chair dollies, A/V cabinet, 2 table dollies, and a laptop cart
6.106	Public Circulation Area				1	150	150		self service holds, self-check kiosk
6.107	Help Desk	1	2	2	1	220	220		Book display, help desk with two workstations
6.108	Business Center				1	120	120		Copier/scanner/fax/ counter, close proximity to help desk for notary
6.109	Exhibit Space				1	120	120		
6.110	Janitor Closet				1	100	100	50	
	Total Staff	1	2	2			3,535		Net Square Feet
							1.15		Net to Department Gross Factor
							4,065		Department Gross Square Feet

6.200 Library Staff Area

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
6.201	Staff Workroom	1	2	2	1	615	615	128	Mending supplies, work table, teen workstation, children services workstation, check-in station
6.202	Director's Office	1	1	1	1	180	180	185	
6.203	Drive Up Drop off				1	75	75	0	4 sorting carts, no RFID
6.204	Staff Restroom				1	80	80	0	
6.205	Staff Storage				1	350	350	100	Storage for supplies, forms, and pamphlets
6.206	Staff Breakroom				1	300	300	0	Seating for 8, lounge chair, end table, serving counter with storage
6.207	Delivery/Receiving				1	200	200		utility shelving
	Total Staff:	2	3	3			1,600	413	Net Square Feet
							1.15	0	Net to Department Gross Factor
							1,840	413	Department Gross Square Feet

6.300 Library -Adult Collection

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
6.301	New Books				1	200	200	0	800 volumes shelved, seating for 4
6.302	AV Collection				1	40	40	0	1,200 volumes shelved shared between Audio Books, Music, and DVDs
6.303	Adult Collection				1	4,792	4792	1400	50,000 volumes shelved, seating for 14, end tables, charging stations, book displays, study tables, etc.
6.304	Quiet Reading Room				1	592	592		Total seating for 10, 5 tables for 1, 5 lounge seats, magazine and newspaper volumes
6.305	4 person study room				2	110	220		study table and 4 chairs
6.306	6 person study room				1	325	325		study table and 6 chairs, 2,170 volumes for geneology and history collection
6.307	Public computers				1	850	850	700	16 computer stations, 2 printers
6.308	Media Lab				1	690	690		10 computer/equipment tables, 10 task chairs, storage cabinet
6.309							0		
	Total Staff:	0	0	0			7,709	2100	Net Square Feet
							1.15	0	Net to Department Gross Factor
							8,865	2,100	Department Gross Square Feet

6.400 Library - Teen Collection

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
6.401	Teen Collection	1	1	1	1	1,125	1125	300	3,200 total volumes shelved, 6 lounge chairs, 1 study table for 4, 5 computers, book display, 8 seats for gaming stations
	Total Staff:	1	1	1			1,125	300	Net Square Feet
							1.15	0	Net to Department Gross Factor
							1,294	300	Department Gross Square Feet

6.500 Library - Children Collection

	Component	Current Staff Positions	No. of Staff Positions (+5 yrs)	No. of Staff Positions (+10yrs)	No. of Units	Space Standard	Space - Needed (SF)	Space - Existing (SF)	Remarks
6.501	Children's Collection	1	1	1	1	2,340	2340	1,500	13,976 total volumes shelved, seating for 34 to include study tables, chairs, lounge chairs, end tables, 6 computer stations, 6 AWE computer stations
6.502	Children's Program Room				1	900	900	500	Floor seating for 50
6.503	Program Room Storage				1	125	125	0	storage for puppets, craft supplies
6.504	Family Restroom				1	80	80	0	
	Total Staff:	1	1	1			3,445	2000	Net Square Feet
							1.15	0	Net to Department Gross Factor
							3,962	2,000	Department Gross Square Feet

5.0 SITE EVALUATION / DESIGN CONCEPT DIAGRAMS:

The second half of this study was the conceptual phase which kicked off with design workshops with the key stakeholders on November 10, 2016. These stakeholders included Larry Cooper, Frank Baker, Jennifer Gould, Tim Barnes, Jeremy Powell and Steve White.

Before this workshop, the City provided four potential site locations.

To start the workshop, the Dewberry team shared Municipal Master Plan examples around the metroplex and across the United States for feedback from the group. These precedent studies led into an efficient planning workshop.

The following site design options were discussed:





Site Option A - Downtown:

- 2.5 acres
- Existing underground utilities would have to be re-routed and abated
- Existing water pump to remain
- City would be required to purchase lot on the corner of N Waco Street and E Van Alstyne Parkway for surface parking
- Fire station would be built during Phase One before demolition of existing facility
- Police would be temporarily relocated during demolition of the existing facility and construction of new facility.
- Library would remain off site
- Additional property would be required nearby for surface parking for staff and visitors.
- Staff parking to be shared with public, no secure parking will be provided



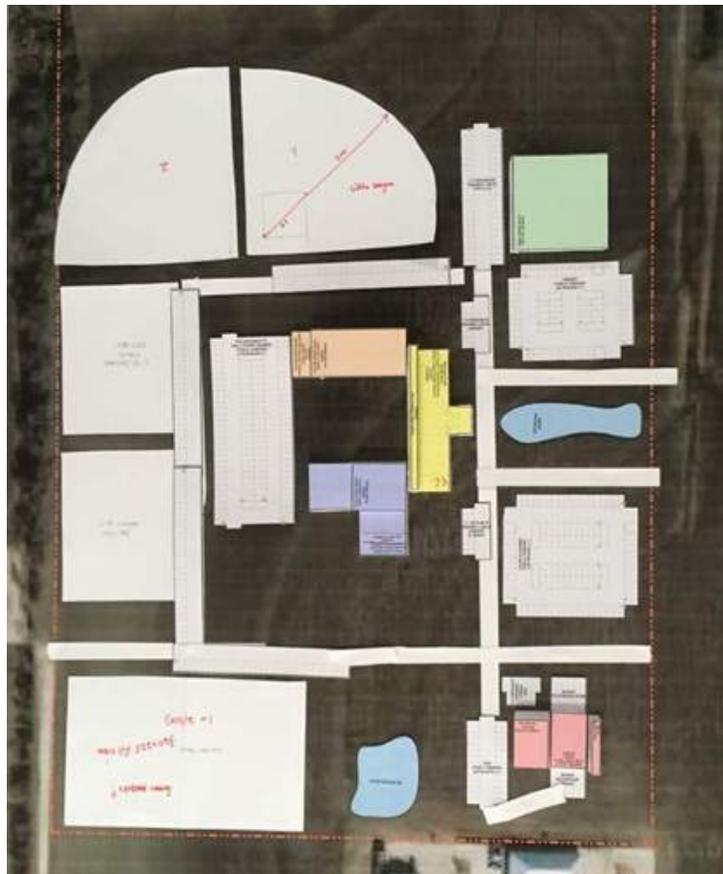
Site Option B - Kelly Lane:

- 22.2 acres
- Kelly Lane is proposed to become a 6 lane road, providing access to this site without extensive improvement
- Municipal complex oriented on site similar to the precedent shown, Southlake Town Square, provides ample park, circulation, and community space
- Practice Soccer and Baseball fields can be accommodated, City will provide minimal maintenance to practice fields
- Public can access the site from downtown via S Waco street to Nevils Street with minimal improvement required
- Secure staff parking is provided in addition to ample public parking
- All municipal facilities are collocated on single site
- Fire station has quick access to Kelly Lane and S Waco Street via Nevils Street
- Incorporate proposed Phase 6 hike and bike trail into site circulation
- City Hall and Police can be accessed by public through the shared municipal building, which will include the Senior Center, Community Center, and Museum display



Site Option C - South of Landmark Bank

- 21.7 acres
- Across US Route 75 from downtown
- Practice Soccer and Baseball fields can be accommodated. City will provide minimal maintenance to practice fields
- Fire station has quick access to W Van Alstyne Parkway from Cartwright Road
- Cartwright Road is proposed to become a 6 lane road, providing access to this site without extensive improvement
- Proximity to Grayson College
- City to sell US Route 75 frontage property for
- Commercial development
- Secure staff parking is provided in addition to ample
- Public parking
- Efficient loop site circulation reduces pavement
- Development
- City Hall and Police can be accessed by public through the shared municipal building, which will include the Senior Center, Community Center, and Museum display

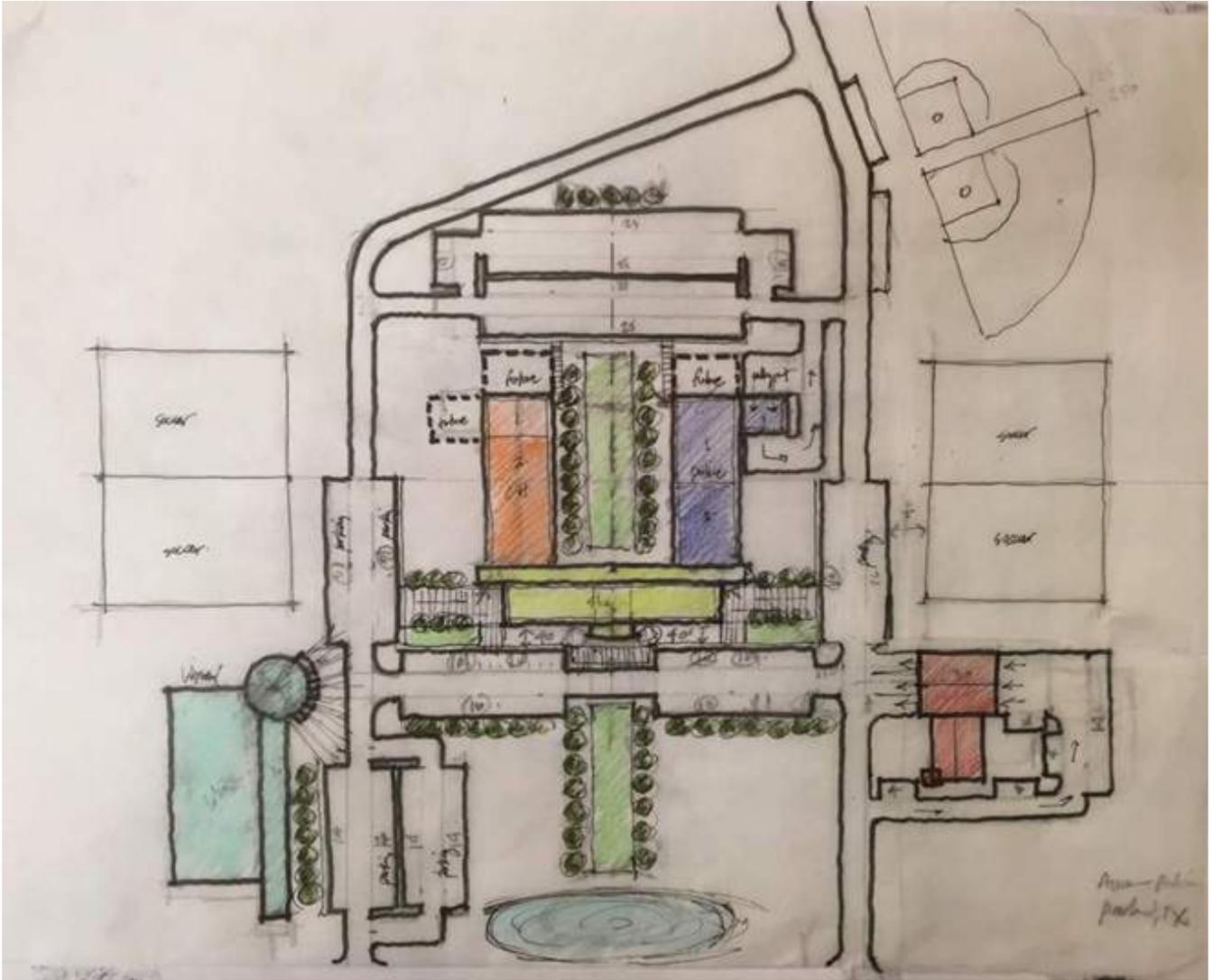


Site Option D - North of Independent Bank

- 29.6 acres
- Across US Route 75 from downtown
- City to sell US Route 75 frontage property for commercial development
- Cartwright Road, which is currently undeveloped north of W Van Alstyne Pkwy, is proposed to become a 6 lane road, providing access to this site without extensive improvement
- Practice Soccer and Baseball fields can be accommodated, City will provide minimal maintenance to practice fields
- City Hall and Police can be accessed by public through the shared municipal building, which will include the Senior Center, Community Center, and Museum display
- No current close proximity to other development

Concept Feedback:

The client felt that preliminary Concept B was more aligned with their overall goals and advised Dewberry to proceed in that general direction.



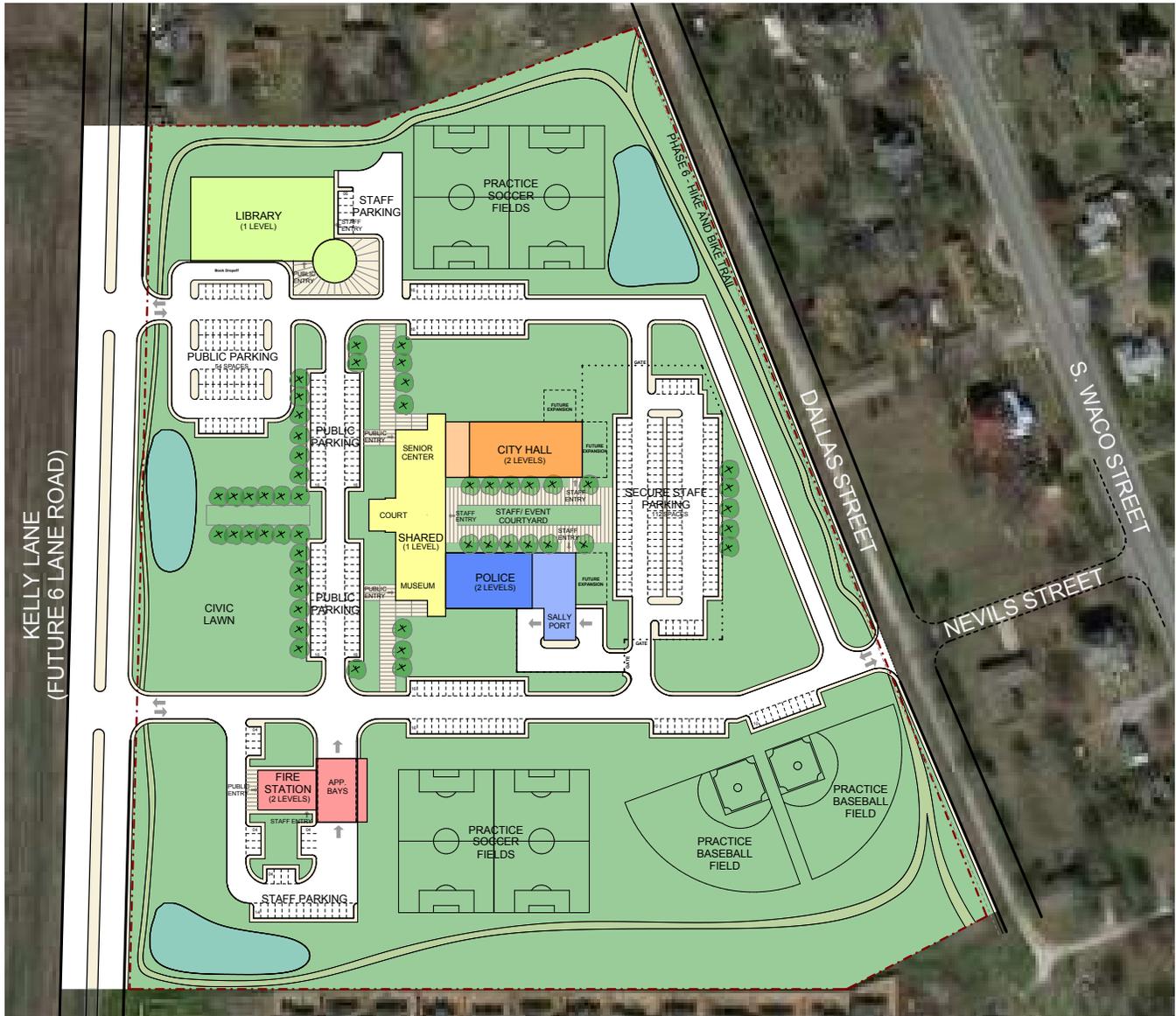
Conceptual site plan sketch



Site Option B - Looking East

FINAL MASTER PLAN:

This site plan represents the final conceptual master plan once completed.



6.0 FINAL SUMMARY

Conclusion:

Dewberry was commissioned by the City of Van Alstyne to conduct a space needs feasibility study to evaluate a range of options for addressing the current as well as the future needs for the Police, City Hall, Community Center, Senior Center, Fire and Library operations over the next 15 years.

Staff growth has been projected out 15 years in the program based on feedback from the client surveys and interviews during the study. The 15 year staff projections for staff were used in the conceptual stacking diagrams in this report for each department.

Space needs is based on accommodations for future staff anticipated to be employed by the City in the next 15 years. The quantity of building area space needed has been carefully assembled for each department.

The future parking needs for employee and visitor parking have also been estimated. In this report, a conceptual site master plan has been developed that includes parking layouts that optimize vehicle flow to and through the site and that address security concerns with some separated staff and public parking areas for each of the different municipal buildings.

A summary of the findings include the following:

Police program: 20,690sf | staff: 59 | parking: 32staff / 5 public

Fire program: 14,722sf | staff: 44 | parking: 28 staff / 3 public

City Hall program: 19,861sf | staff: 53 | parking: 46 staff / 10 public

Courts program: 2,934sf | staff: 10 | parking: 6 staff / 45 public

Library program: 19,565sf | staff: 7 | parking: 8 staff / 60 public

Shared program: 14,132sf | staff: 1 | parking: 3 staff / 53 public (Shared program includes Community Center, Senior Center, and Museum)

TOTAL program: 91,997sf | staff: 174 | parking: 123staff/176 public

Recommendations:

This report is intended as an initial assessment of the spaces and needs of these municipal buildings. The goal of this report is to provide a road map for fulfilling the needs of the city staff and community while also acting as a solid base from which to produce improved municipal and civic spaces that are functional, significant, and meaningful to the surrounding community.

Over the course of this study, it has been discovered and documented that the current Police, Fire, City Hall, Museum, Senior Center and Library facilities are all undersized. Many of the areas in each of these buildings are configured to facilitate the current needs of staff as they try to fulfill their duties to effectively and efficiently serve the needs of city residents today. These facilities are proving to be inadequate as the city grows into the future. These functionally outdated buildings also have aged buildings systems nearing the end of their useful life.

Four site options were considered during this study. After extensive consideration by the design team and key stakeholders, the 22 acre site located south of downtown Van Alstyne has been selected as the preferred location for the future Van Alstyne Municipal Master Plan. This site will be accessed via Waco Street and Kelly Lane, once planned improvements are made. This location will allow for adequate egress to and through the site, green civic lawn space and future growth opportunities.

Based on the above findings, Dewberry recommends that the City of Van Alstyne makes plans to acquire property in the range of 20 acres to accommodate all the municipal program functions in this study as well as for future community spaces as well. During the site planning workshop, it appeared that the property bounded by Kelly Lane and Dallas had the most potential and was the preferred early favorite due to its proximity to downtown to the NE as well as to future commercial development to the west along Kelly Lane.

