



**EFFICIENT
SERVICE**

NON TRADITIONAL

EMPLOYEE
COMRADERY

ART

FLEXIBLE COMMUNITY FOCAL POINT
COLLABORATIVE WORKSPACE
COMMUNITY **SOURCE OF PRIDE**



New Municipal Complex Study

04 June 2018



Goals of Study

- Determine space needs for population targets for McKinney with focus on:
 - Consolidation
 - Efficient Customer Service
 - Revitalization Opportunities
- Develop Conceptual Options for Municipal Complex

Basis of Study

- Departmental space needs for *population targets of :



172,000 - Current

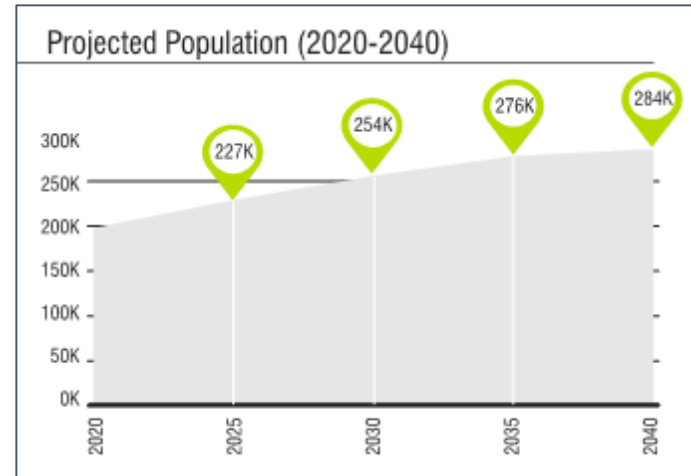


250,000 - Future



375,000 - Long-term

- Service Area (w/ETJ) = ~116 sq. miles



* Population targets provided by City Staff

City Departments in Study

- City Manager's Office
- City Attorney
- City Secretary
- Council Chambers
- Communications/Marketing
- Human Resources
- Information Technology
- Housing & Community Development
- Parks Administration
- Finance
- Purchasing
- Utility Customer Operations
- Development Services
- Engineering
- Planning
- Building Inspection
- Code Services
- Municipal Court

Current Facilities – Owned by City

Facilities - Owned by City	Addresses	Square Footage
City Hall	222 N. Tennessee Street	22,500
Development Services	221 N. Tennessee Street	22,300
Carey Cox Park (Parks Admin Offices)	1611 N. Stonebridge Drive	5,422
TOTAL		50,222

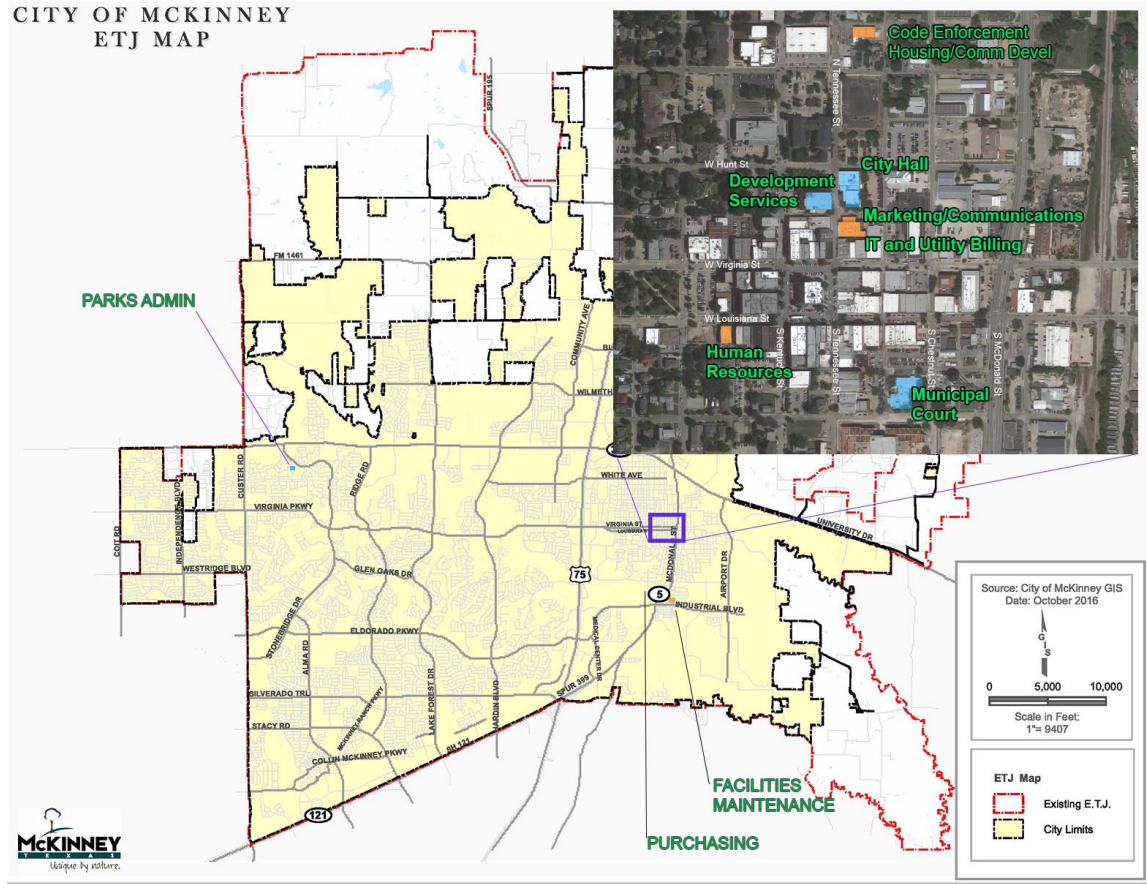
Facilities - Owned by City	Addresses	Square Footage
Municipal Courts	130 S. Chestnut Street	16,631
TOTAL		16,631

Current Facilities – Leased by City

Facilities - Leased by City	Addresses	Square Footage	Annual Rent
Marketing and Communications Leased Property	216 N. Tennessee Street	1,560	\$ 31,584
Human Resources	201/203 W. Louisiana Street	4,000	\$ 97,200
Code Enforcement	410 N. Tennessee Street	5,000	\$ 65,046
Housing and Community Development	406 N. Tennessee Street	2,000	\$ 26,019
IT / Utility Billing Facility Leased Property	210 N. Tennessee Street	16,940	\$ 320,400
Facilities Maintenance	115 B Industrial Boulevard	10,020	\$ 108,000
TOTAL		39,520	\$ 648,249

\$650,000 annual cost for leased space; does not include maintenance, triple-net (varies \$5-\$8 psf), utilities, etc.

Map of Facilities



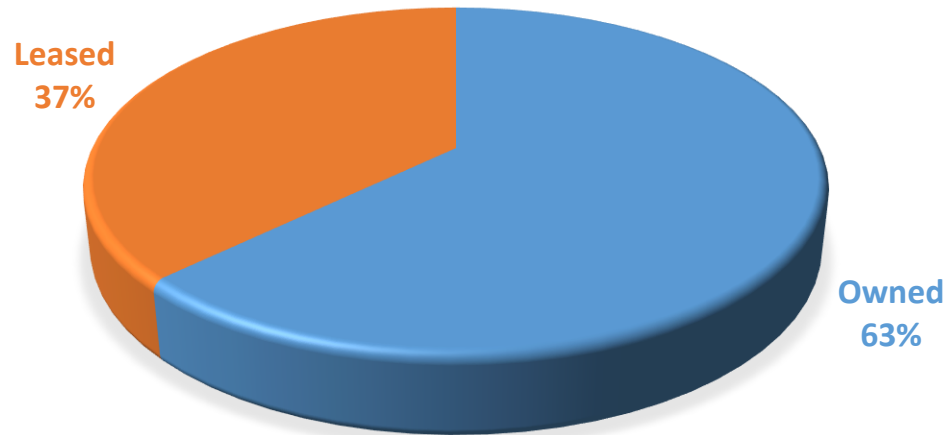
Map of Facilities



Summary – with Court

	SQUARE FOOTAGE
City Owned Facilities	66,853
City Leased Facilities	39,520
TOTAL SPACE – CURRENT	106,373

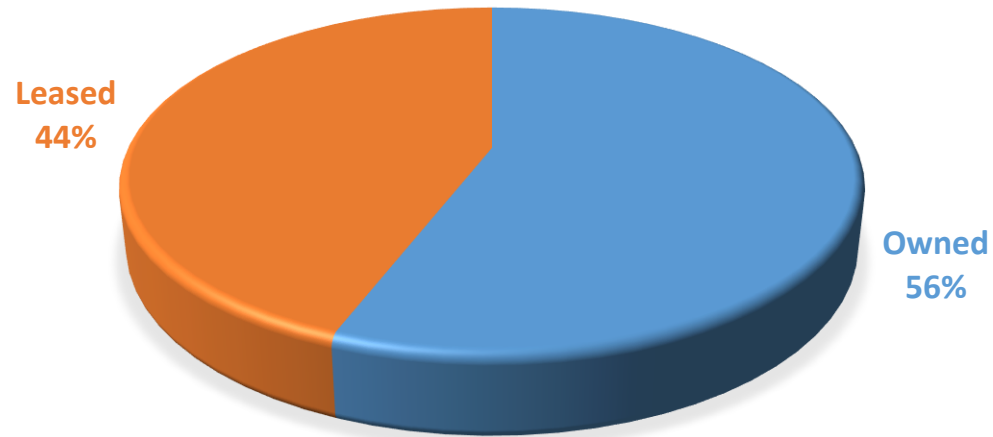
EXISTING



Summary – without Court

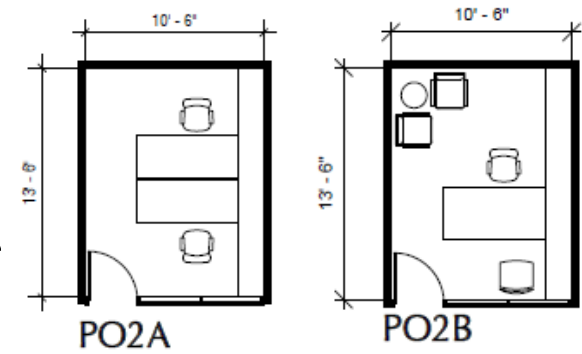
	SQUARE FOOTAGE
City Owned Facilities	50,222
City Leased Facilities	39,520
TOTAL SPACE – CURRENT	89,742

EXISTING



Factors Considered in Study

- *Technology advanced capabilities*
- *Storage reduction / paper-light*
- *Work areas responding to collaborative work trends*
 - *Standardize office and workstation sizes*
- *Business reference center (Library Master Plan)*
- *Centralize training spaces/break room*
- *Staff meeting/conference demands*
- *Large community meeting spaces*



Methodology

- Questionnaires completed by Staff
- Departmental meetings (3 times)
- Management review and direction
- Establish space standards
- Develop space program needs

Municipal Complex Master Plan 3 - Departmental Questionnaire

Department this form represents: Development Services

If you are in charge of more than one department with dissimilar functions please fill out a separate form for each department.

If you are having difficulty with this Pdf Form, please call Gina Irwin (972) 960-9970 or email girvin@bsw-architects.com with your concerns.

Please answer the following questions about yourself:

Name: Chris Cottle

Title: Director of Development Services

Telephone Number: 972-569-1090 Fax: 972-346-9006

Email: _____

Current Location of this Department: Development Services Complex

ORGANIZATION CHART
Please insert below or attach a current org chart for the department(s) represented on this form. The org chart file can be sent separate from this form, if that is simpler.

```

graph TD
    Director[Director of Development Services] --> Building[Building Inspections/ Building Official]
    Director --> Code[Code Compliance]
    Director --> Planning[Planning]
    Building --> Chief[Chief Bldg. Inspector]
    Building --> Senior[Senior Bldg. Inspector]
    Building --> Plumbing[Plumbing Inspectors]
    Building --> BuildingIns[Building Inspectors]
    Code --> Permit[Permit Technicians]
    Code --> Plans[Plans Examiners]
    Planning --> SeniorPlanner[Senior Planner]
    Planning --> Tech[Planning Technicians]
    
```

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Municipal Complex Master Plan 3 - Departmental Questionnaire

STAFFING

Total number of current staff in your department: 12

In the chart below, please list the position and number you expect to employ during the specific year indicated. In the last column, indicate the type of space that position will occupy. (i.e. office, cubicle, counter, open, or other.) If you need more space, please copy this page.

2017 Current	# in position	Future Positions No. in Positions				Comments
Position Title		2022	2027	2032	2037	
Director of Devel. Services	1	1	1	1	1	Office
Building Official	1	1	1	1	1	Office
Planning Director	0	0	1	1	1	Office
Senior Planner	1	1	2	2	3	Cubicle w/plan review area
Chief Building Official	1	1	1	2	2	Office
Sr. Building Inspector	1	1	2	2	3	open/cubicle
Bldg/Plumb Inspectors	3	4	7	8	10	open/cubicle
Plans Examiner	2	3	3	4	5	cubicle w/plan review area
Permit Tech	2	2	4	4	4	cubicle/front counter
Planner	0	1	2	2	3	cubicle w/plan review area
Admin Assistant	0	1	2	2	3	counter
TOTALS	12	16	26	29	36	

YOUR DEPARTMENT'S ACTIVITIES

1. Briefly, what is the purpose or mission of your department?
To provide professional planning, code compliance and inspection services to the citizens and development community, while safeguarding life and property.

2. Briefly describe the physical activities that happen in your department. What would a visitor see actually happening?
Assisting the public and contractors with permits, questions, etc. meeting with developers and potential businesses. Reviewing development and zoning plans.

3. What's the general condition of the department's space? Any mechanical/cosmetic issues?
Building was built in the 1930s. Water leaks, dated mechanical and plumbing, with some updates, but generally tired. Limited space.

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Staffing – Municipal Complex & Court

DRAFT DATA

	Current		Build-Out
	172,000	250,000	375,000
CITY HALL DEPARTMENTS	Total	Total	Total
City Manager	11	14	18
City Attorney	0	0	0
City Secretary	4	6	7
Financial Services	23	27	36
Purchasing	9	16	17
Utility Customer Operations	26	38	44
Communications-Marketing	8.5	14	16
Housing & Community Development	8	14	16
Human Resources	14.5	17.5	21
Information Technology	41	54	63
Development Services	7	14	17
Planning	16	21	21
Engineering	53	75	75
Building Inspection	31	40	38
Code Services	19.5	29	36
Parks & Recreation Admin	10	20	29
Total	281.5	399.5	454
Staff Per Capita	1.637	1.598	1.211

	Current		Build-Out
	172,000	250,000	375,000
MUNICIPAL COURT	Total	Total	Total
Municipal Court	20.5	31.5	57.5
Total	20.5	31.5	57.5
Staff Per Capita	0.119	0.126	0.153

* for Departments Studied

Example Department Space Program

City of McKinney										
Communications & Marketing										
Space Description	2017 Staff	Space Codes/Unit Sizes			PROJECTED SQUARE FOOTAGE NEEDS					
		Space Code	Unit Size	Unit Area NSF	population 250,000			population 375,000		
					{a}	{b}	{c}	{b}	{c}	
					Qty. of Staff	Qty. of Space	Total Space	Qty. of Staff	Qty. of Space	Total Space
Communications & Marketing										
Waiting (4)				120		1	120		1	120
Director	1	PO4	13.5x21.5	290	1	1	290	1	1	290
Communication/Media Specialist	2	WS4	7x8	80	3	3	240	3	3	240
Web Coordinator	1	WS4	7x8	80	1	1	80	1	1	80
Graphic Designer II	1	WS4	7x8	80	2	2	160	2	2	160
Staff Conference (16)			14x31	434		1	434		1	434
Work/Copy/Coffee			10x12	120		1	120		1	120
Files			10x13	130		1	130		1	130
(3+5) 4-drawer lats										
Supply/Storage			10x12	120		1	120		1	120
(4+4) Storage cabs=(7) 36" shelves										
Communication/Media Manager	1	PO3	10.5x13.5	142	2	2	284	2	2	284
shared conf. room			10.5x13.5	142		1	142		1	142
Comm. Coordinator		WS4	7x8	80	1	1	80	2	2	160
Studio				1,500		1	1,500		1	1,500
Control Room										
Video Producer	2.5	WS2	6x7	60	4	4		5	5	
Contractor workspace in Studio		WS2	6x7	60		1			1	
Storage				200		1	200		1	200
Net Subtotal							3,900			3,980
25% Gross Circ. Factor							1,300			1,327
Total Gross Area [square footage]	8.5				14		5,200	16		5,307

Typical Formula is $a \times b = c$

Support spaces summary

- Atrium
- Lobby
- Council
- Café / Staff Break
- Staff / Public Meeting



Summary of Space Needs – City Hall

DRAFT DATA

City of McKinney

TOTAL - City Hall / Municipal Campus

	2017	Projected Square Footage Needs			
		population 250,000		population 375,000	
Space Description	Staff	Staff	Total Space	Staff	Total Space
Department Summary - City Hall					
Lobby/Community/Training Spaces	-		21,151		21,151
Council Chamber	-		6,051		6,051
City Manager's Office	8	11	5,832	14	6,505
Org. Development & Performance	3	3	666	4	771
City Attorney Suite			1,882		2,279
City Secretary	4	6	1,922	7	2,028
Records Storage/Vault			1,659		1,659
Communications & Marketing	8.5	14	5,200	16	5,307
Human Resources	14.5	17.5	4,447	21	4,885
Information Technology	41	54	12,475	63	13,489
Finance	23	27	5,999	36	6,976
Purchasing	8	14	4,497	14	4,497
Utility Customer Operations	26	38	4,131	44	4,404

	2017	Projected Square Footage Needs			
		population 250,000		population 375,000	
Space Description	Staff	Staff	Total Space	Staff	Total Space
Development Services	7	14	4,768	17	5,088
Engineering	42	60	9,580	57	9,530
Planning	16	21	5,622	21	5,622
Building Inspection	31	40	6,099	38	6,099
Code Services	19.5	29	4,423	36	4,959
Housing & Community Development	8	14	3,187	16	3,397
Parks Administration	10	20	5,496	29	6,731
Staff Support			4,938		5,076
Building Support			13,571		13,571
Net Subtotal	269.5		133,592		140,073
11% General Circ. Factor			16,511		17,312
8% Mech/Bldg. Env. Factor			11,617		12,180
Total		382.5	161,721	432.5	169,566

Summary of Space Needs – Municipal Court

DRAFT DATA

City of McKinney						
TOTAL - City Hall / Municipal Campus						
	2017	Projected Square Footage Needs				
		population 250,000		population 375,000		
Space Description	Staff	Staff	Total Space	Staff	Total Space	
Department Summary - Municipal Court						
Court Administration	20.5	31.5	12,369	57.5	15,781	
Courtrooms	-	-	11,661	-	16,165	
Net Subtotal	20.5		24,030		31,946	
11% General Circ. Factor			2,970		3,948	
8% Mech/Bldg. Env. Factor			2,090		2,778	
Total		31.5	29,089	57.5	38,672	

Projected Deficit – City Hall

Component	250,000 Staff	250,000 Space Needs	375,000 Staff	375,000 Space Needs
City Hall	382.5	161,721	432.5	169,566
<i>Current Space</i>		89,752		89,752
DEFICIT		-71, 969		-79,814

Projected Deficit – Court

Component	250,000 Staff	250,000 Space Needs	375,000 Staff	375,000 Space Needs
Municipal Court	31.5	29,089	57.5	38,672
<i>Current Space</i>		<i>16,631</i>		<i>16,631</i>
DEFICIT		-12,458		-22,041

Total Square Footage – Municipal Complex

DRAFT DATA

Component	250,000 Staff	250,000 Space Needs	375,000 Staff	375,000 Space Needs
City Hall	382.5	161,721	432.5	169,566
Municipal Court	31.5	29,089	57.5	38,672
TOTAL	414	190,810	490	208,238

Parking Summary

	STAFF	CITY	PUBLIC	TOTAL
City Hall Parking Subtotal	407	104	216	
<i>7% reduction</i>	28	0	0	
TOTAL – CITY HALL	379	104	216	699

Municipal Court Parking Needs	58	16	150	
<i>5% reduction</i>	3	0	0	
TOTAL - COURT	55	16	150	221

Subtotal each type	434	120	366	
	TOTAL MUNICIPAL PARKING			920

Conceptual Overview – Premise for Site Requirements

- 169,566 SF City Hall stand-alone
 - 5 level structure
 - Parking for 699 requires ~244,650sf
 - Structured parking?
 - Reduction for on-street parking?
 - Plaza space ~ 40-50,000 sf
 - *Estimated site 6 to 10 acres*
- 38,672 SF Court stand-alone
 - 1 or 2 level structure
 - Parking for 221 requires ~77,350 sf
 - Estimated site ~3 to 4 acres

Next Steps

- Select Site
- Develop Concepts for Site and Building
 - City Hall Complex
- Develop Comprehensive Budgets
- Staff will advise on options for securing the delivery of city hall;
 - Decision by the council on which method can be made later.



Thank You