



# TOWN OF ADDISON

## Facilities Utilization Study

APRIL 14, 2020

LPA



**ADDISON CITY COUNCIL**

**JOE CHOW**  
MAYOR

**TOM BRAUN**  
MAYOR PRO TEMPORE

**LORI WARD**  
DEPUTY MAYOR PRO TEMPORE

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COUNCIL MEMBER

**GUILLERMO QUINTANILLA**  
COUNCIL MEMBER

**PAUL WALDEN**  
COUNCIL MEMBER

**MARLIN WILLESEN**  
COUNCIL MEMBER

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**ASHLEY MITCHELL** - DEPUTY CITY MANAGER  
**JOHN CRAWFORD** - DEPUTY CITY MANAGER

**CITY SECRETARY:**

**IRMA PARKER** - CITY SECRETARY

**CONFERENCE + THEATRE CENTRE:**

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ADMINISTRATOR  
**JACK PILAND** - THEATRE CENTRE SUPERVISOR

**DEVELOPMENT SERVICES:**

**CHARLES GOFF** - DIRECTOR OF DEVELOPMENT  
SERVICES

**ECONOMIC DEVELOPMENT + TOURISM:**

**ORLANDO CAMPOS** - DIRECTOR OF ECONOMIC  
DEVELOPMENT + TOURISM  
**MARY ROSENBLEETH** - DIRECTOR OF PUBLIC  
COMMUNICATIONS

**KEY ADDISON STAFF****FINANCE DEPARTMENT:**

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**FIRE DEPARTMENT:**

**DAVID JONES** - FIRE CHIEF

**GENERAL SERVICES:**

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**HUMAN RESOURCES:**

**PASSION HAYES** - DIRECTOR OF HUMAN RESOURCES

**INFORMATION TECHNOLOGY:**

**HAMID KHALEGHIPOUR** - EXECUTIVE DIRECTOR OF  
BUSINESS PERFORMANCE  
AND INNOVATION

**MUNICIPAL COURT:**

**LARRY DWIGHT** - PRESIDING JUDGE

**PARKS + RECREATION:**

**JANNA TIDWELL** - DIRECTOR OF PARKS AND RECREATION

**POLICE DEPARTMENT:**

**PAUL SPENCER** - POLICE CHIEF

**PUBLIC WORKS + ENGINEERING:**

**LISA PYLES** - DIRECTOR OF PUBLIC  
WORKS + ENGINEERING

**SPECIAL EVENTS:**

**JASMINE LEE** - DIRECTOR OF SPECIAL EVENTS

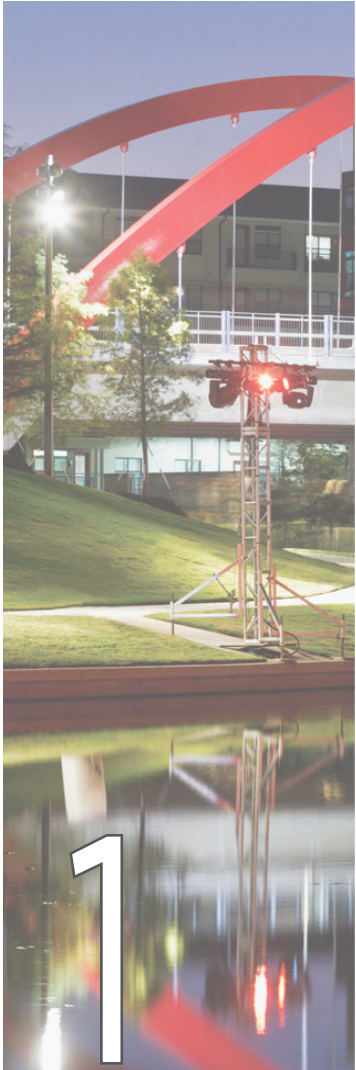
**LPA, INC.**

**GARY BLANTON**  
PRINCIPAL

**TERESA RODRIGUEZ**  
MANAGING DIRECTOR, INTERIORS

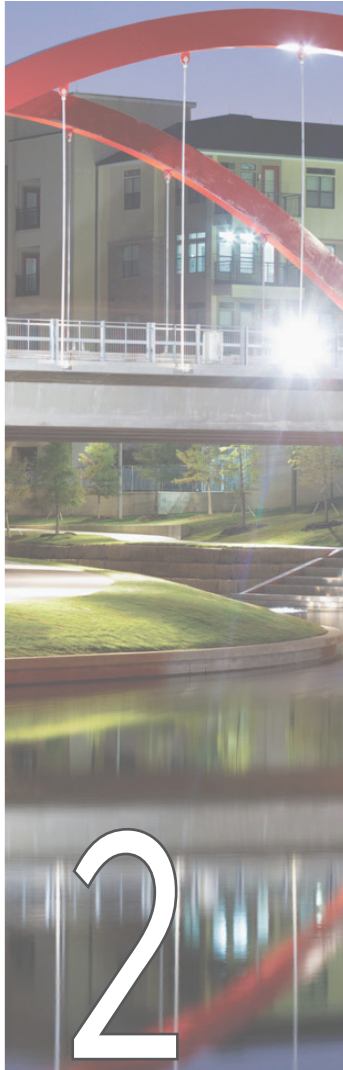
**BRIEN GRAHAM**  
PROJECT MANAGER





1

PAGE 5  
INTRODUCTION



2

PAGE 11  
EXISTING  
FACILITIES  
+  
ASSESSMENT



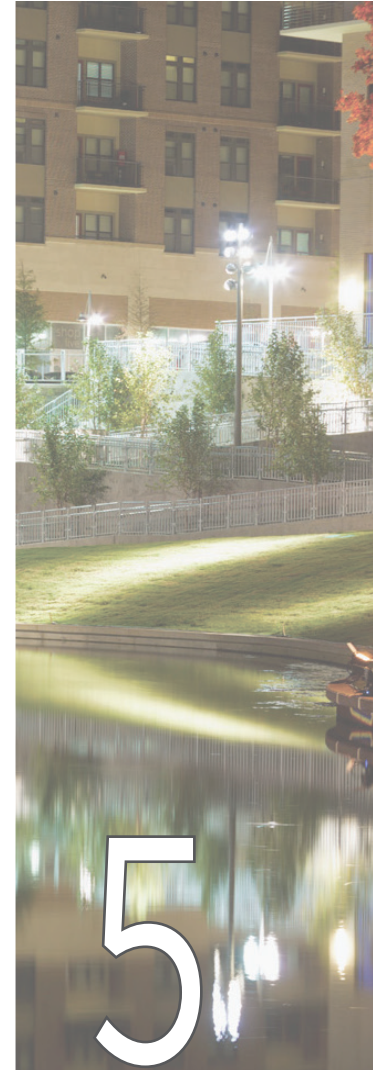
3

PAGE 38  
FACILITY  
UTILIZATION  
CONCEPTS



4

PAGE 57  
EXAMPLE  
WORKPLACE  
TYPOLOGIES



5

PAGE 68  
APPENDIX



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1

INTRODUCTION

FIRE LANE



## EXECUTIVE SUMMARY

In July 2019, the Town of Addison hired LPA, Inc. to study the utilization of Town of Addison facilities, and to make recommendations for the efficient use of existing facilities, as well as alternates including consolidation. Due to the continued growth in population through the construction of high-density multifamily developments, increased business density along Dallas North Tollway and Belt Line Road, as well as increased tourism and activities; with daily visitors up to 150,000 people, the town is concerned if current facilities will continue to serve the citizens and public well.

### GOALS OF STUDY

#### CHARGE

- Consider a phased, long-term plan with an actionable first phase
- Provide recommendations for repurposing existing facilities
- Improve delivery of city services to the community
- Improve space usage to lower long-term operating costs
- Improve functional department adjacencies and efficiencies
- Implement current occupancy standards
- Consider a strategic location for city services in a central facility or adjacent facility

#### DATA GATHERING

- ANALYZE CURRENT CONFIGURATION OF CURRENT FACILITIES
  - Strategy 1: Create consolidated floor plans for all facilities
  - Strategy 2: Meet with all departments to understand current use of facility
  - Strategy 3: Study current sites' ability to support future development/consolidation
- SET OPTIONS TO MAXIMIZE USE OF EXISTING FACILITIES
  - Strategy 1: Capture all staff and categorize by space allocation
  - Strategy 2: Create workplace standards for all employee categories
  - Strategy 3: Determine consolidation priorities based on departmental input.
- IDENTIFY PERSONNEL GROWTH/EQUIPMENT GROWTH
  - Strategy 1: Meet with departments and establish current and future growth needs by category
  - Strategy 2: Identify departmental findings for current & future staffing and equipment

#### INTERPRETATION

- CONSOLIDATION CONCEPTS
  - Strategy 1: Broad concepts rather than recommendations
  - Strategy 2: Concepts should be significantly differentiated
  - Strategy 3: Evaluation of options should be based on Town of Addison values & vision

### PRIMARY PLANNING FINDING THAT DROVE ALL CONCEPTS

- Previous Urban planning studies point to a consolidated facility at Addison Circle
- Facilities are adequate in size
- Not all departments would be consolidated
  - General Services consolidation
  - Town Hall / Finance consolidation
- Police & Fire Departments are separate issues
- Sites are adequate in size for all options provided

Service Center has an agreement with the airport to expand parking that allows for the site to support options

### CONCEPTS REPRESENT SPECTRUMS

- VISION: Refreshing → Rebranding
- CONSOLIDATION: Secondary Goal → Primary Goal
- VALUE: Defined by past investment → Defined by future investment
- PUBLIC ACCESS: Disparate Service Access → Consolidated Service Access

### GOALS AND STRATEGIES LEAD TO THE DEVELOPMENT OF 3 DISTINCT CONCEPTS

- CONCEPT 1: Restack and renovate current facilities with the goal of maximizing the efficiencies of current facilities
- CONCEPT 2: Restack and renovate with strategic additions to current facilities to address consolidation of functions at the Finance and Town Hall buildings. One of the current facilities would be re-purposed.
- CONCEPT 3A: New Civic Center that consolidates Town Hall, Finance, Police, Courts, and select departments from Service Center with the restack and renovation of Service Center site for remaining departments. New Fire Station and re-purposing of the Finance and Town Hall buildings.
- CONCEPT 3B: New Civic Center that consolidates Town Hall, Finance, Police, Courts, Conference Centre, and select departments from Service Center with the restack and renovation of Service Center site for remaining departments. New Fire Station and re-purposing of the Finance and Town Hall buildings.



## BACKGROUND

### TOWN OF ADDISON INFORMATION

The Town of Addison encompasses 4.35 square miles along the Dallas North Tollway corridor. It officially became the “Town of Addison” in 1982 during a strong period of growth and construction, during which several of the city’s current buildings were completed and remain in use today. The city officially moved into the 6,500 square foot McEntire residence, then known as Stonegate Hall to conduct city business after a \$100,000 renovation. The city staff at the time served a population of approximately 5,500 citizens. The Town of Addison is now endeavoring to assess it’s city facilities for the first time in approximately 40 years due to a current population that has nearly tripled in size to approximately 16,000 citizens, with up to 150,000 daily visitors, and staff of 270 to serve the needs of the community.

The following is a list of the buildings considered during this study, noting their construction dates, sizes, and departments accommodated within each facility.

#### Town Hall (1939), Renovation (1979)

- 6,544 SF
  - City Manager’s Office (8)
  - City Secretary (1)
  - City Attorney (1)
  - Mayor’s Office (1)
  - Human Resources (4)
  - Marketing (2)

#### Service Center (1980), Expansion (1986)

- 31,188 SF
  - General Services (6)
  - Special Events (4.5)
  - Information Technology (8.5)
  - Parks & Recreation (22)
  - Development Services (13)
  - Public Works (27.6)

#### Fire Station 2 (1982)

- 7,124 SF
  - Fire (10)
- 2020 Capital Improvements
  - Bay doors
  - Air Filtration

#### Central Fire (1984)

- 17,891 SF
  - Fire (48)
- 2020 Capital Improvements
  - Bay doors
  - Air Filtration

#### Police & Courts (1984)

- 29,339 SF
  - Police (77)
  - Municipal Court (7)
- 2019 Capital Improvements
  - Security Improvements - \$563,000

#### Finance Building (1983)

- 6,014 SF
  - Finance (21)

#### Theatre Centre (1991)

- 32,628 SF
  - Theater (1)

#### Conference Centre (1991)

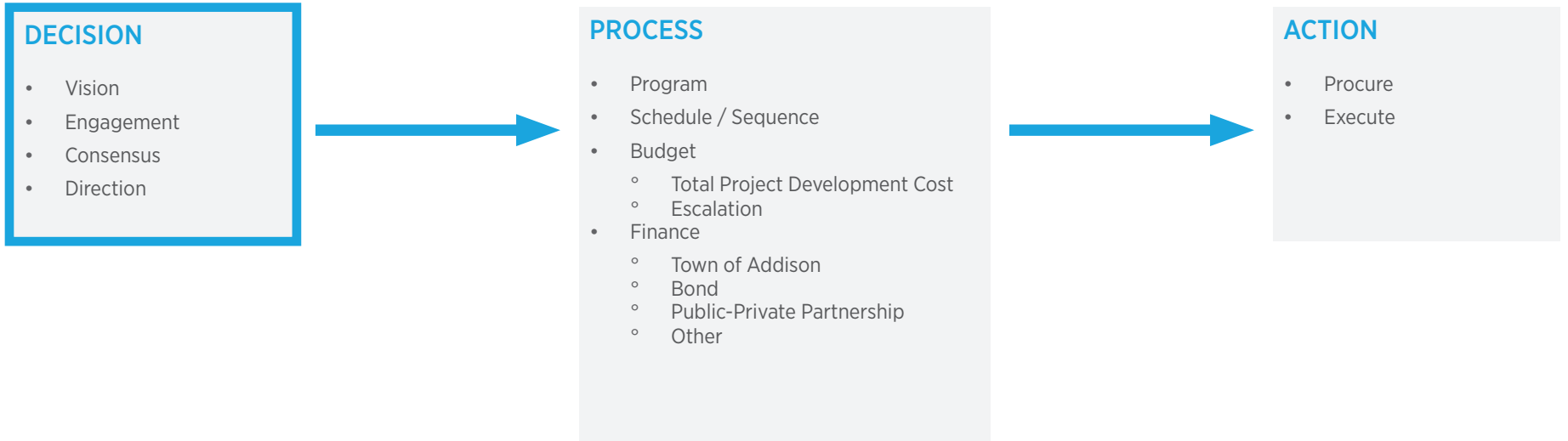
- 16,283 SF
  - Conference (8)

#### 2019 Approved Bond

- Roof Replacements
  - \$4,000,000
- HVAC Replacements
  - \$1,535,000
- ADA Compliance
  - \$1,500,000
- Police Gun Range Air Filtration System
  - \$366,000



## WHERE WE ARE





## GOALS + OBJECTIVES

	CONCEPT 1	CONCEPT 2	CONCEPT 3
Provide a logical, phased, long-term plan with an actionable first phase	●	●	●
Provide logical recommendations for re-purposing existing buildings	●	●	●
Improve the delivery of City services to the community	●	●	●
Improve space usage and efficiencies resulting in lower long-term operating cost		●	●
Improve functional department adjacencies and efficiency	●	●	●
Address the issue of aging facilities and maintenance costs			●
Implement new City occupancy standards		●	●
Unlock the intrinsic value of being strategically located at the city center			●
Locate all public facing functions and departments into centrally located and adjacent facilities			●

### CONCEPT 1

**\$20,000,000 TO \$35,000,000**

#### RENOVATE IN PLACE

Concept 1 involves the renovation and restacking of currently occupied city owned buildings. The following buildings will be renovated to maximize efficiency of existing space: Town Hall, Service Center, Finance Building, Police & Courts Building, Central Fire, Theatre Centre, and Conference Centre. These renovations will include reorganization and reallocation of existing spaces to bring existing city facilities in line with current workplace amenity standards.

### CONCEPT 2

**\$40,000,000 TO \$50,000,000**

#### STRATEGIC ADDITIONS

Concept 2 includes renovation of the Theater Centre and Police & Courts building, while relocating Municipal Courts to an alternate facility. Additionally, Service Center, Conference Centre, Finance Building, Town Hall, and Central Fire will all be renovated; including strategic additions to maximize land use and efficiency on city owned property.

### CONCEPT 3A

**\$75,000,000 TO \$90,000,000**

#### RENOVATE + NEW CONSTRUCTION

Concept 3A contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a one level below grade parking structure will be provided.

### CONCEPT 3B

**\$110,000,000 PLUS**

#### RENOVATE + NEW CONSTRUCTION

Concept 3B contemplates re-purposing of the existing Town Hall and Finance Building, and the demolition of the Conference Centre, Police & Courts building, and Central Fire. This option includes renovation of the Service Center; construction of a new Central Fire station; and the construction of a new Municipal Building with a one-stop public counter. Additionally, a new Conference and Event Center is planned, seating up to 1,000 people, with a two level below grade parking structure that can additionally be used for festival and event parking at Addison Circle Park.

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2

EXISTING FACILITIES + ACCESSMENT



## PRELIMINARY ASSESSMENT

### SPACE NEEDS ASSESSMENT

- Goals and Objectives
  - The goal and objective of this report is to provide quantitative data to inform a series of decisions to rework or relocate and consolidate existing facilities.
  - This Space Needs assessment is an opportunity for Town of Addison to create a road map for the rework or consolidation for the town's departments and define parameters for the mission/vision.
- Floor Plans & Existing Building Capacity
  - Based on the current headcount, the existing office facilities are oversized and not well utilized. Issues:
    - Inconsistency in workplace standards across the departments.
    - Multiple private offices are oversized for the space required to perform function.
    - Executive, Director levels should be provided private offices, all other roles can utilize workstations.
    - Lack of collaborative spaces
- Current findings by Building/Department follows.





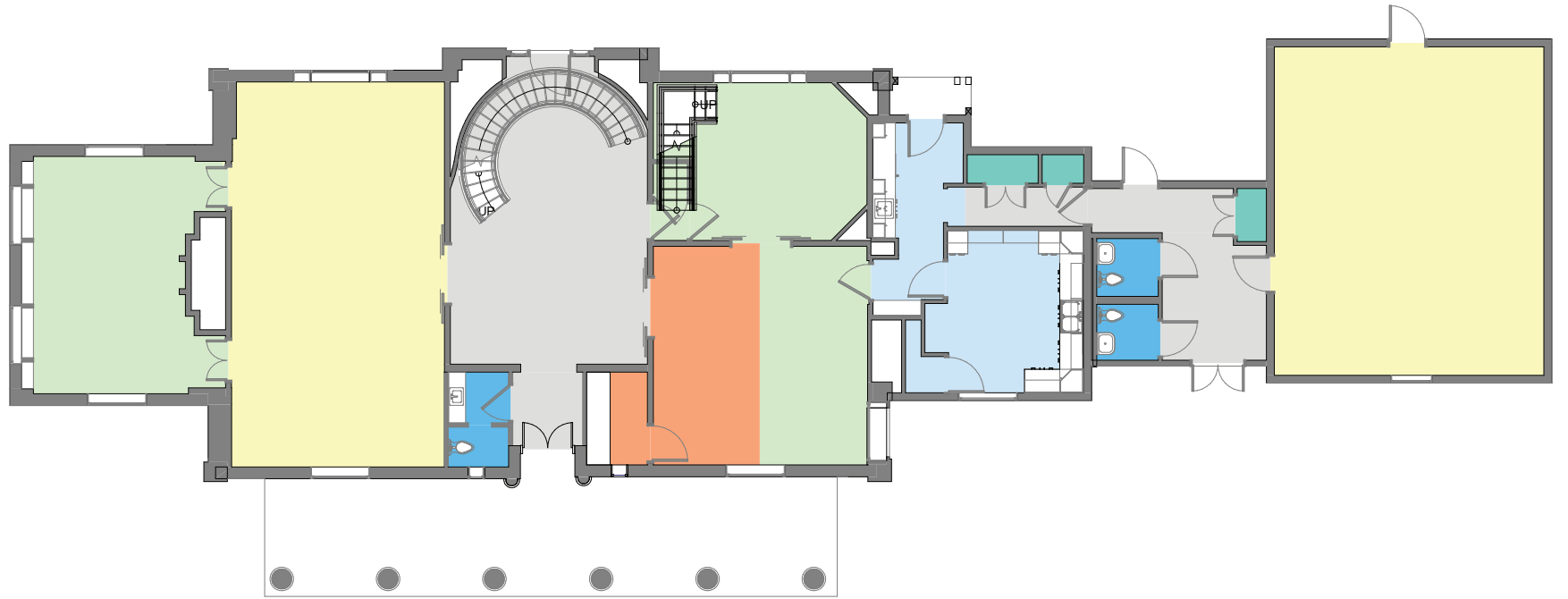
## EXISTING FACILITIES

	EXISTING TOWN FACILITIES								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 1 FTE	CONFERENCE CENTRE 8 FTE	FINANCE 13 FTE	FIRE OPERATIONS 47 FTE ADMINISTRATION 0 FTE	FIRE OPERATIONS 10 FTE	POLICE 72 FTE COURTS 5.8 FTE	GENERAL SERVICES 5.5 FTE SPECIAL EVENTS 4.5 FTE INFORMATION TECH. 7 FTE PARKS + RECREATION 6 FTE IN OFFICE 15 FTE IN FIELD PUBLIC WORKS 16.4 FTE IN OFFICE 11 FTE IN FIELD DEVELOPMENT SVCS 12 FTE	CITY COUNCIL 0 FTE CITY MANAGER 5.5 FTE CITY SECRETARY 1 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE HUMAN RESOURCES 4 FTE MARKETING 2 FTE	
CURRENT AREA	32,628 SF	16,283 SF	6,014 SF	17,691 SF	7,124 SF	29,339 SF	31,188 SF	6,544 SF	TOTAL SF 146,811 SF
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	77.8 FTE	51.4/ 77.4 FTE	17 FTE	2019 total staff 278.5 FTE

# TOWN HALL

## FIRST FLOOR

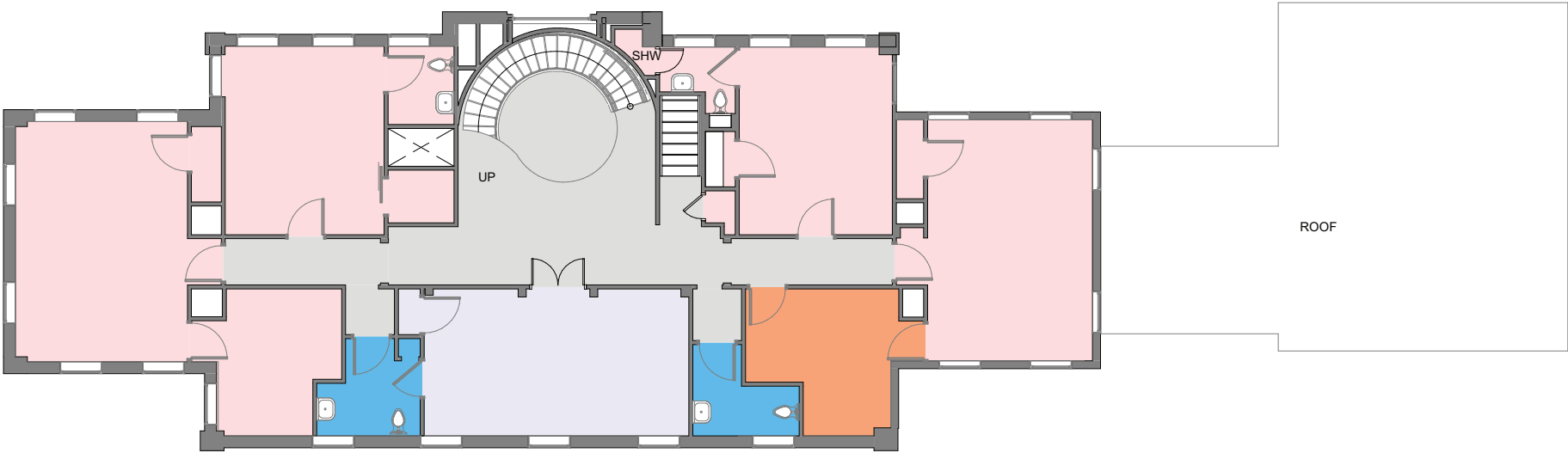
AREA: 3,757 GSF



CITY ADMIN	FINANCE	IT	RENTABLE SPACE
CONFERENCE ROOM	FIRE ADMIN	LEGAL	SPECIAL EVENTS
COMMON	FIRE OPERATIONS	MARKETING	SUPPORT
COUNCIL	FOOD PREP	PARKS	THEATRE CENTRE
COURTS	GENERAL SERVICES	POLICE	TOILET
DEVELOPMENT SERVICES	HR	PUBLIC WORKS	WATER TOWER THEATRE



TOWN HALL  
 SECOND FLOOR  
 AREA: 2,787 GSF



- |  |  |  |   |
|--|--|--|---|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #f8d7da; border: 1px solid #c3e6cb;"></span> CITY ADMIN           | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> FINANCE          | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> IT           | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #c3e6cb;"></span> RENTABLE SPACE      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> CONFERENCE ROOM      | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #c3e6cb;"></span> FIRE ADMIN       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> LEGAL        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> SPECIAL EVENTS      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> COMMON               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #c3e6cb;"></span> FIRE OPERATIONS  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> MARKETING    | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> SUPPORT             |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #c3e6cb;"></span> COUNCIL              | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> FOOD PREP        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> PARKS        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> THEATRE CENTRE      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> COURTS               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> GENERAL SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> POLICE       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> TOILET              |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> DEVELOPMENT SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> HR               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> PUBLIC WORKS | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> WATER TOWER THEATRE |

## TOWN HALL

### CITY MANAGER'S OFFICE:

Total Number of Employees: 6  
 Projected 10-year Headcount: 7  
 Function: The Town Hall of Addison serves as the primary government building with the offices of the City Manager and the City Council and Boards & Commissions meetings are held.

#### Functional Requirements:

- Receptionist in main lobby
- Secondary Lobby in Executive Suites
- City Council on ground floor; Pre-function space
- Seating for 30-40 guests on City Council days

#### Functional Adjacencies:

- Marketing
- City Secretary
- Legal

#### Preferred Departmental Shared Support Areas:

- Legal Office (outsourced) as flex space; to double as meeting space
- Copy/Print Room with access control
- Small Mail Area
- Restrooms with locker space
- Council Chambers & work areas could double as Reception / Assembly Gathering space
- Outdoor Patio Space / Urban Courtyard / Rooftop Deck

#### Collaboration Spaces:

- Huddle Rooms for 4-5
- Large Conference Room with Catering Area
  - Doubles as training, strategic planning area
  - Videoconferencing capabilities

#### Security Concerns:

- Internal Multi-layered Security Access
- Visual Privacy
- Security Cameras

#### Current Department Space Total:

- 1,270 SF

### MARKETING:

Total Number of Employees: 2  
 Projected 10-Year Headcount: 4  
 Function: Provides marketing and recruitment deliverables for numerous departments throughout the Town of Addison.

#### Functional Requirements:

- Workspace for 4
- TV in office with news feed
- Receiving area for media

#### Functional Adjacencies:

- Tourism
- Special Events
- Conference Centre
- City Manager
- Police

#### Preferred Departmental Shared Support Areas:

- Layout/drawing space
- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room

#### Collaboration Spaces:

- Conference Rooms
  - Large Conference (seating for 10-12)

#### Preferred Departmental Non-Shared Support Area:

- Air conditioned storage/archive space for merchandise/history books

#### Current Department Space Total:

- 341 SF

### HUMAN RESOURCES:

Total Number of Employees: 4  
 Projected 10-Year Headcount: 4  
 Function: Provides human resources needs and requirements for all Town of Addison staff.

#### Functional Requirements:

- Workspace for 4
  - Needs ground floor presence
- Acoustical privacy

#### Functional Adjacencies:

- Parks
- Public Works

#### Preferred Departmental Shared Support Areas:

- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room (secondary meeting space)

#### Collaboration Spaces:

- Conference Rooms
  - Training Room (seating 30-40)
  - Large Training room (seating for 75-100)

#### Preferred Departmental Non-Shared Support Area:

- Paperwork Layout Space
- Digital Task fulfillment area
- Conference room with acoustical privacy

#### Security Concerns:

- Panic button in offices
- Sidelight windows at office doors
- Visibility to front entry

#### Current Department Space Total:

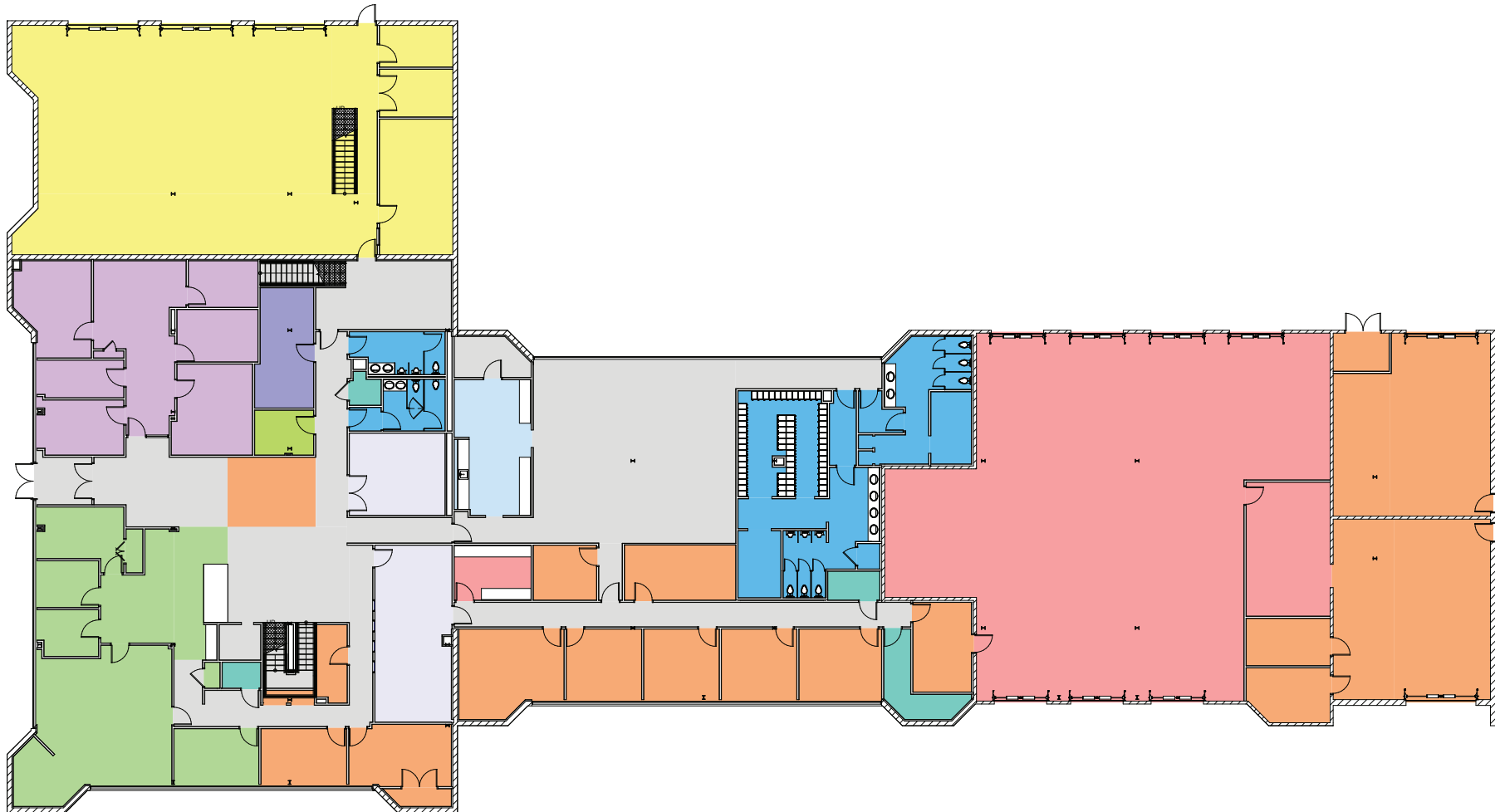
- 660 SF



# SERVICE CENTER

## FIRST FLOOR

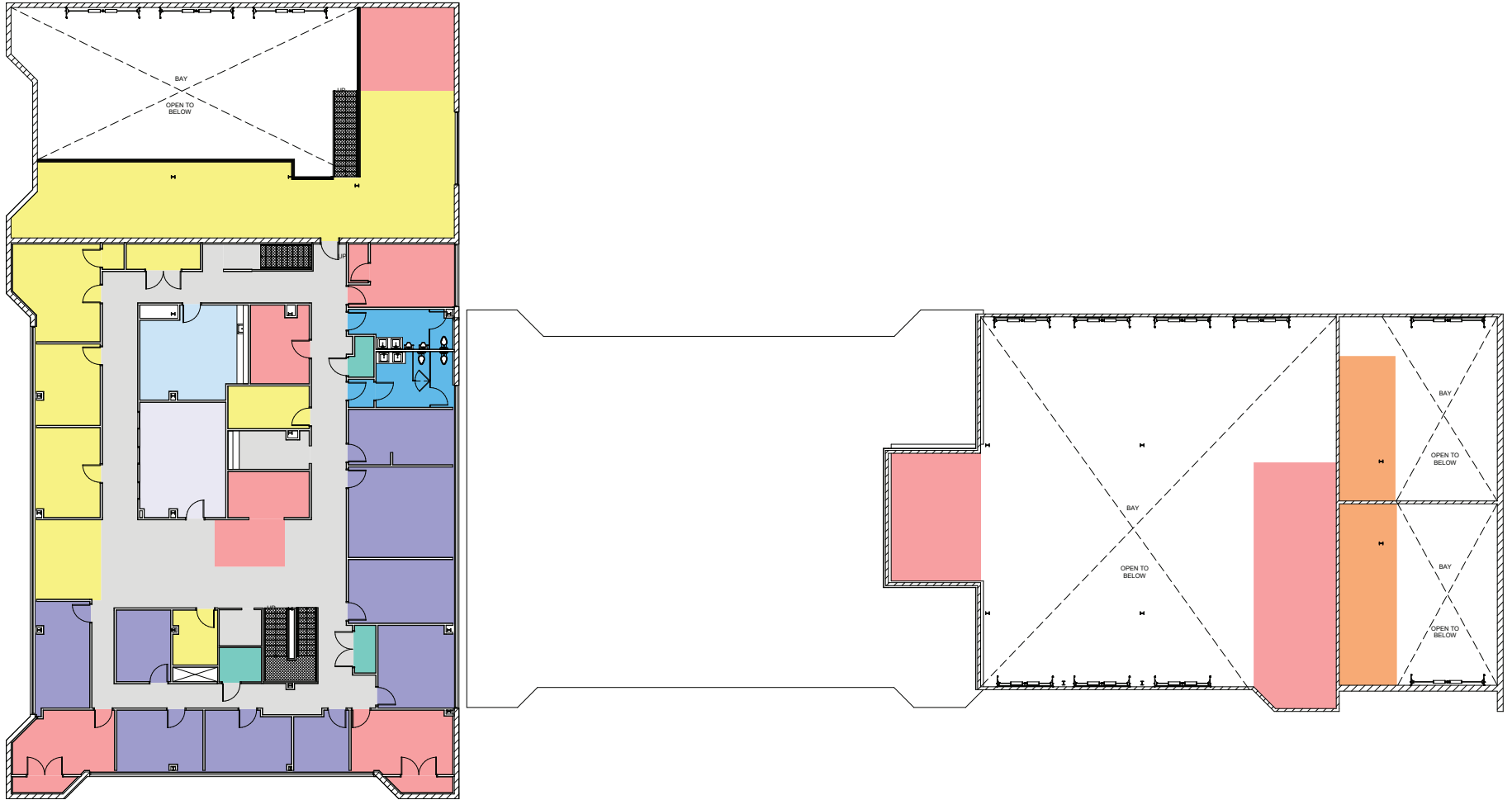
AREA: 21,231 GSF



<span style="color: #FFC0CB;">■</span> CITY ADMIN	<span style="color: #4CAF50;">■</span> FINANCE	<span style="color: #9575CD;">■</span> IT	<span style="color: #FFEB3B;">■</span> RENTABLE SPACE
<span style="color: #E1BEE7;">■</span> CONFERENCE ROOM	<span style="color: #FF9800;">■</span> FIRE ADMIN	<span style="color: #8BC34A;">■</span> LEGAL	<span style="color: #D1C4E9;">■</span> SPECIAL EVENTS
<span style="color: #F5F5F5;">■</span> COMMON	<span style="color: #FFCC80;">■</span> FIRE OPERATIONS	<span style="color: #FF9800;">■</span> MARKETING	<span style="color: #4DB6AC;">■</span> SUPPORT
<span style="color: #FFF176;">■</span> COUNCIL	<span style="color: #BBDEFB;">■</span> FOOD PREP	<span style="color: #FFEB3B;">■</span> PARKS	<span style="color: #0070C0;">■</span> THEATRE CENTRE
<span style="color: #9C27B0;">■</span> COURTS	<span style="color: #FF8A65;">■</span> GENERAL SERVICES	<span style="color: #00897B;">■</span> POLICE	<span style="color: #42A5F5;">■</span> TOILET
<span style="color: #81C784;">■</span> DEVELOPMENT SERVICES	<span style="color: #C8E6C9;">■</span> HR	<span style="color: #FF9800;">■</span> PUBLIC WORKS	<span style="color: #9575CD;">■</span> WATER TOWER THEATRE

## SERVICE CENTER SECOND FLOOR

AREA: 9,957 GSF



CITY ADMIN  
CONFERENCE ROOM  
COMMON  
COUNCIL  
COURTS  
DEVELOPMENT SERVICES

FINANCE  
FIRE ADMIN  
FIRE OPERATIONS  
FOOD PREP  
GENERAL SERVICES  
HR

IT  
LEGAL  
MARKETING  
PARKS  
POLICE  
PUBLIC WORKS

RENTABLE SPACE  
SPECIAL EVENTS  
SUPPORT  
THEATRE CENTRE  
TOILET  
WATER TOWER THEATRE



## SERVICE CENTER

### SPECIAL EVENTS:

Total Number of Employees: 4.5  
Projected 10-year Headcount: 6  
Function: Special Events department handles all sponsorship, sales, marketing & merchandise for Town of Addison events.

#### Functional Requirements:

- Workspace for 4.5-6
- Storage Needs
  - Merchandise & Promotional Items
  - Event Equipment
  - Event Collateral (Tickets, Parking passes)

#### Functional Adjacencies:

- Marketing
- Tourism
- Addison Circle Park
- Access to Conference & Theatre Center

#### Preferred Departmental Shared Support Areas:

- Reception Area (Seating for 4-5)
- Department Assistant (shared with General Services)
- Break Room
- Copy/Print Room

#### Collaboration Spaces:

- Conference Space
  - Seats 10-12 (at least once a week)

#### Preferred Departmental Non-Shared Support Area:

- Creative Space – large collaboration space for 10

#### Current Department Space Total:

- 1,198 SF

### INFORMATION TECHNOLOGY:

Total Number of Employees: 9  
Projected 10-year Headcount: 9 (no additional)  
Function: IT group handles all servers, public safety, mission critical and technical operations for Town of Addison

#### Functional Requirements:

- Workspace for 9
- Server Farm (protected from flooding or other natural disasters) – 140 SF
- Dispatch support communication for FAA & Dispatch
  - Located at Police Department
  - Located at Vault at airport
- IT Lab
  - For repair and storage of equipment
  - Seating for 1-2 staff

#### Functional Adjacencies:

- Parks (for department administration)

#### Preferred Departmental Shared Support Areas:

- Break Room
  - Would like space to also double as a training area for 30-40 people
  - Currently use Fire Department EOC Room
- Outdoor Gathering/Entertainment Space
- Mail/Receiving Area for equipment near building Entry
- Storage for equipment (temporary holding until audit)
- Private phone rooms throughout

#### Collaboration Spaces:

- Conference Room
  - Seating for 12-15 for department training
  - Lunch and learns/vendor presentations for 10-25

#### Current Department Space Total:

- 1,165 SF

### DEVELOPMENT SERVICES:

Total Number of Employees: 13 (Includes one part-time)  
Projected 10-year Headcount: 19 (Includes two part-time)  
Function: Development handles all planning, zoning, building inspection, environmental health and safety and code enforcement for the Town of Addison.

#### Functional Requirements:

- Workspace for 13
  - (1) Hoteling workstation
- Permit clerk area with access to transaction equipment
- Plan Review Area
- Reference Library
- Reprographic Area with large scale plotter
- Off-site storage for files, plans, signage and chemical storage
- Plan Review Layout Space

#### Functional Adjacencies:

- Public Works
- Parks

#### Preferred Departmental Shared Support Areas:

- Storage for drawings, supplies
- Location for forms
- Copy/Print Room
- Mail Room – more convenient location near entry preferred

#### Collaboration Spaces:

- Conference Rooms
  - Large Conference/Training Style Room – seating for 16-24  
Development Committee Review Meeting
  - Medium Conference – seating for 10-16  
P+Z Work Sessions
  - Assembly Space – piggy back off Special Events (?)

#### Current Department Space Total:

- 1,450 SF

## SERVICE CENTER - CONTINUED

### PARKS:

Total Number of Employees: 21  
Projected 10-Year Headcount: 26 (includes one part-time employee for Planning)  
Function: Parks and Public Works departments deal with maintenance of landscaping and site elements for the Town of Addison.

#### Functional Requirements:

- Workspace for 5-6 (one hoteling station included in count)
- Departmental Receptionist/Admin/Greeter
  - Secondary to Entry Receptionist
  - Public may apply/pick up permits

#### Functional Adjacencies:

- Public Works
- Planning
- Access to fleet vehicles

#### Preferred Departmental Shared Support Areas:

- Plan Review Layout Space
- Storage for drawings
- Copy/Print/Plotter Room
- Uniform Storage Area
- Break Room (secondary meeting space)
- Outdoor Gathering/Entertainment Space (covered)

#### Collaboration Spaces:

- Developers Plan Review
  - Secondary access for confidential information
- Internal Department Meeting Rooms (seating for 10 or less)
- Dedicated Training Area for field crew (seating for 25-30)
- Client/Vendor Meetings

### Off-site Support Areas:

- More off-site storage preferred for landscaping materials
- Storage for stone monoliths (covered)
- Secure storage for boat for pond maintenance, chemical storage
  - Current mezzanine storage space is adequate (shared with General Services)
- Dumpster/waste receptacles

### Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras

### Current Department Space Total:

- 4,900 SF

### PUBLIC WORKS:

Total Number of Employees: 27.6  
Projected 10-Year Headcount: 33  
Function: Parks and Public Works departments deal with maintenance of landscaping and site elements for the Town of Addison.

#### Functional Requirements:

- Workspace for "TBD"
- Departmental Receptionist/Admin/Greeter
  - Secondary to Entry Receptionist

#### Functional Adjacencies:

- Development
- Parks
- General Services

#### Preferred Departmental Shared Support Areas:

- Plan Review Layout Space
- Filing Area
- Copy/Print/Plotter Room
- Mail Room access
- Break Room (secondary meeting space)

#### Collaboration Spaces:

- Conference Rooms
  - Extra Large Conference/Training Style Room – seating for +/- 30
  - Large Conference (seating for 15-20)
  - Training Area (surveyor water tower – learning center??)

#### Preferred Departmental Non-Shared Support Area:

Overnight Dorm Room – shower and beds (2-3) for overnight stays during inclement weather

#### Fleet & Equipment Storage:

- All city vehicles parked in Service Center
- Auction equipment/vehicles located at Celestial Pump House or re-used by other departments
- Backflow meter rentals
- Vactor vacuum for sewage
- Bucket Truck
- Brine & Sanding equipment
- Dump trucks
- Airport Fleet

### Current Department Space Total:

- 4,383 SF



## SERVICE CENTER - CONTINUED

### GENERAL SERVICES:

Total Number of Employees: 6  
Projected 10-Year Headcount: 8  
Function: General Services maintains the facilities within the Town of Addison.

### Functional Requirements:

- Workspace for 6-7 (includes City Attorney hoteling office)
- Receptionist/Admin/Greeter

### Functional Adjacencies:

- Special Events (for shared admin)
- Fleet vehicle storage
- No departmental adjacencies required

### Preferred Departmental Shared Support Areas:

- Copy/Print
- Plan Review Layout Space
- Mail Room (not large enough)
- Break Room
- Outdoor Gathering/Entertainment Space (recreational area with grill, space for 75-100)

### Preferred Departmental Non-Shared Support Area:

- Storage
  - Tool Shop/Storage
  - Reference Library for manuals
  - Large cage storage with workshop (400-900sf)
  - Attic Stock storage
- Off-site Storage
  - More storage Needed
  - More purge cycles needed
- Fleet Vehicle Storage
  - OK to remain in garage
- Personal Vehicle Parking
  - Covered Parking

### Collaboration Spaces:

- Training Space
- Large Conference
- Medium Conference
- Huddle Rooms

### Security Concerns:

- Secure access gate, Security cameras, Site lighting

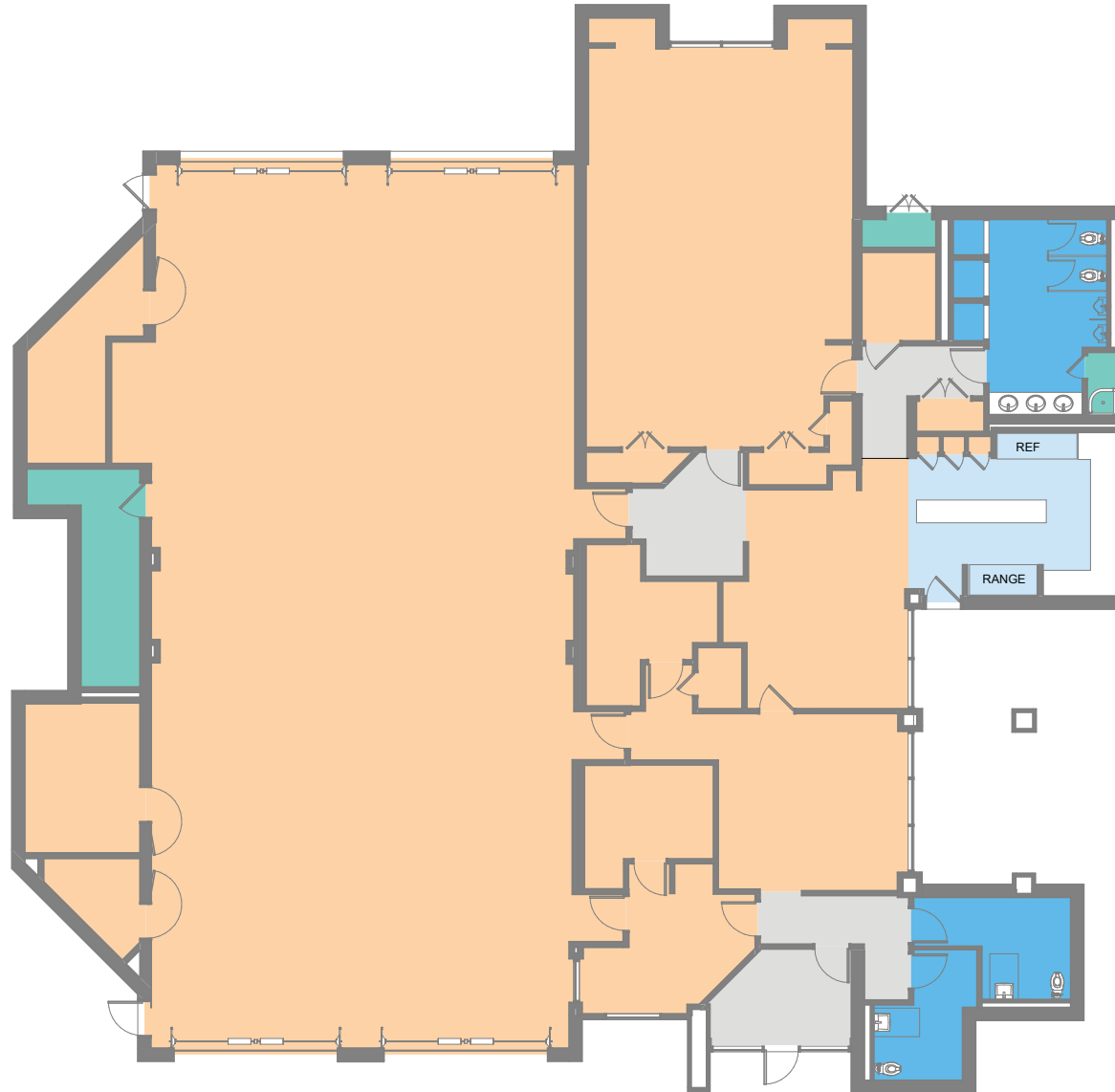
### Current Department Space Total:

- 5,261 SF

## FIRE STATION #2

### MAIN FLOOR

AREA: 7,124 GSF



CITY ADMIN  
CONFERENCE ROOM  
COMMON  
COUNCIL  
COURTS  
DEVELOPMENT SERVICES

FINANCE  
FIRE ADMIN  
FIRE OPERATIONS  
FOOD PREP  
GENERAL SERVICES  
HR

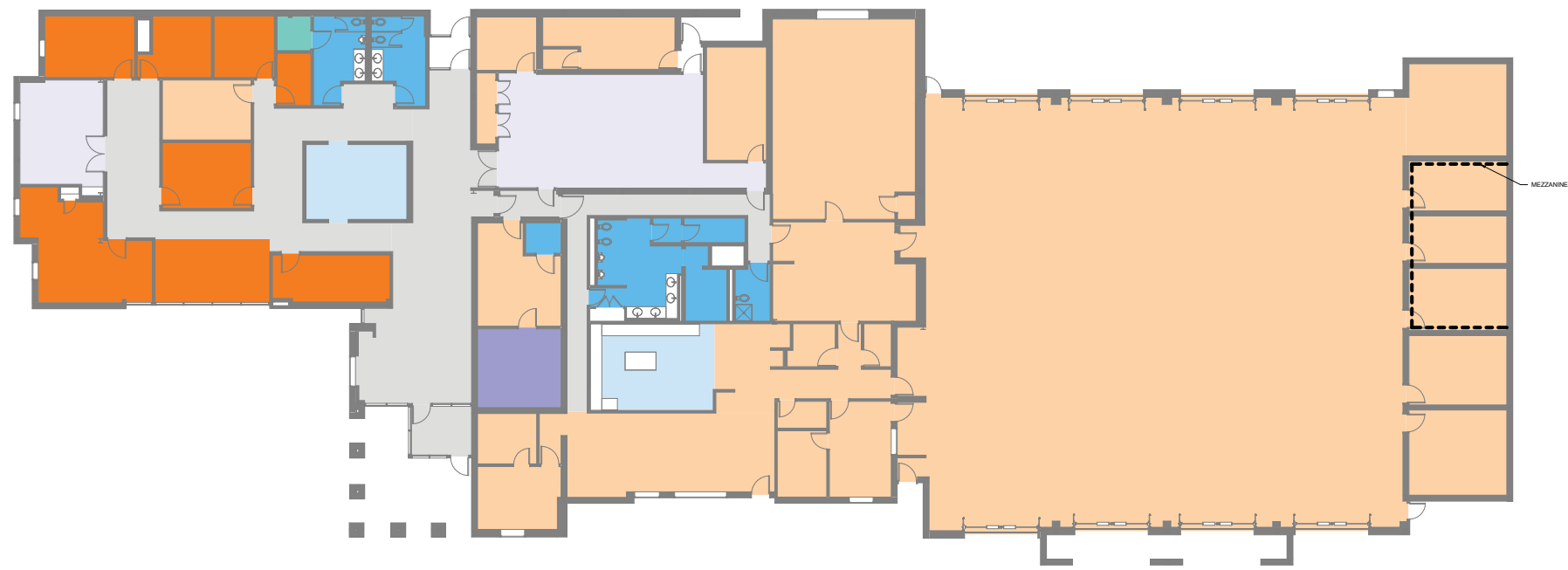
IT  
LEGAL  
MARKETING  
PARKS  
POLICE  
PUBLIC WORKS

RENTABLE SPACE  
SPECIAL EVENTS  
SUPPORT  
THEATRE CENTRE  
TOILET  
WATER TOWER THEATRE

# CENTRAL FIRE STATION

## MAIN FLOOR

AREA: 17,891 GSF



- |   |   |   |  |
|---|---|---|--|
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| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> CONFERENCE ROOM      | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> FIRE ADMIN       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> LEGAL        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> SPECIAL EVENTS      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> COMMON               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> FIRE OPERATIONS  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> MARKETING    | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> SUPPORT             |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> COUNCIL              | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> FOOD PREP        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> PARKS        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> THEATRE CENTRE      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> COURTS               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> GENERAL SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> POLICE       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> TOILET              |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> DEVELOPMENT SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> HR               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> PUBLIC WORKS | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> WATER TOWER THEATRE |



## FIRE DEPARTMENT

Total Number of Employees: 58  
 Projected 10-Year Headcount: 63  
 Function: The fire department handles emergency and life safety operations for the Town of Addison in two service center locations: Central Fire and Fire Station 2

### Functional Requirements:

Central Fire Department:

- Security Entry / Lobby
  - Doorbell Preferred
  - Seating for 1-2 guests
- Workspace for 10 in Operations; 7 in Administration & Fire Prevention; can be located on second level

Fire Station 2:

- Secure Lobby / Entry
- Workspace for 5-6
- Small Supply Closet for Narcotics

### Functional Adjacencies:

- Police Station

### Preferred Departmental Shared Support Areas:

- Plan Review Space
- Library / Small Study Space
- Development & Prevention Space
- Consolidated Dispatch
- Training Area for Emergency Operations for Town for up to 25
- Workout Area required in Apparatus Bay; Outdoor Dedicated Training Area
- Large conference room
- EMS Room
- (2) Climate Controlled medication rooms

### Living Spaces

Central Fire Department:

- Dormitories for 14
- (2) private quarters for Lieutenant and Captain
- Day Room
- Small Break Room
- Dining Room
- Shower Facilities with lockers; existing restrooms are not ADA compliant

Fire Station 2:

- Current facility remodeled recently
- Commercial washers & dryers

### Apparatus & Support Rooms:

- Additional bay and a half at each station preferable
- Multiple upgrades to current systems
- Fueling Station
- Repair Shop
- Outdoor areas to work
- Negative pressure in Decon Room

### Security Concerns

- Secure Access to all public doors
- Site lighting, motion sensor controlled
- Security cameras

### Current Department Space Total:

- Central Fire Station: 16,508 SF
- Fire Station 2: 7,620 SF

# POLICE + COURTS

## FIRST FLOOR

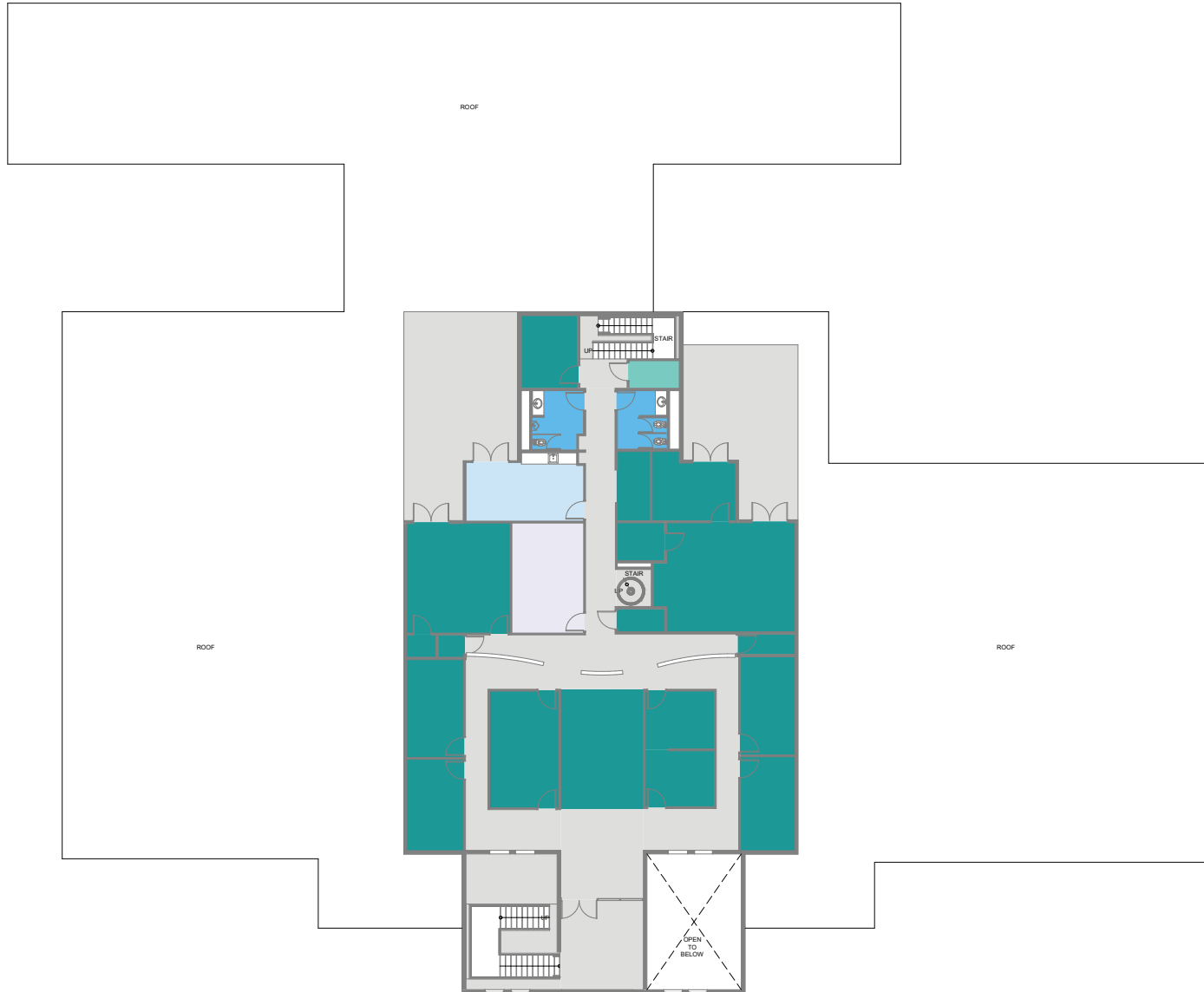
AREA: 23,299 GSF



## POLICE + COURTS

### SECOND FLOOR

AREA: 6,040 GSF



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|--|--|--|---|
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| <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> CONFERENCE ROOM      | <span style="display: inline-block; width: 15px; height: 10px; background-color: #fff3cd; border: 1px solid #c3e6cb;"></span> FIRE ADMIN       | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> LEGAL        | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> SPECIAL EVENTS      |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> COMMON               | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> FIRE OPERATIONS  | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> MARKETING    | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> SUPPORT             |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> COUNCIL              | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> FOOD PREP        | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> PARKS        | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> THEATRE CENTRE      |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> COURTS               | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> GENERAL SERVICES | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> POLICE       | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> TOILET              |
| <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> DEVELOPMENT SERVICES | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> HR               | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d4edda; border: 1px solid #c3e6cb;"></span> PUBLIC WORKS | <span style="display: inline-block; width: 15px; height: 10px; background-color: #d1ecf1; border: 1px solid #c3e6cb;"></span> WATER TOWER THEATRE |



## POLICE + COURTS

### POLICE DEPARTMENT:

Total Number of Employees: 76  
Projected 10-Year Headcount: 86  
Function: The police department handles emergency and life safety operations for the Town of Addison at 4943 Addison Circle.

#### Functional Requirements:

- Secured Entry / Lobby with Receptionist
  - Guest seating for 6-8
- Consolidated dispatch center
- Records Transaction Area
- Animal Control: office space, animal shelter and animal handling areas
- Area for Citizen Volunteers
- Increase in Addison population equates to increase in patrol officers needed
- Larger property & evidence rooms
- Drug processing Area with filtration system
- Workspace for supervisors in private offices; workstations for officers
- Armory Range with biometric access control
- Secure Parking

#### Functional Adjacencies:

- Fire Department

#### Preferred Departmental Shared Support Areas:

- Patrol Briefing Room
- (2) Large Conference Rooms
- Large Training Room
- Consolidated Dispatch
- Large Training Area
- (2-3) Interview Rooms
- Workout Area with Locker Room
- Break Room
- Copy / Print Area

#### Storage:

- Property Room Expansion
- Battery charging station lockers

### Security Concerns:

- Secure Access gate for staff vehicles
- Site lighting, motion sensor controlled
- Security cameras

### Functional Concerns:

- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient

### COURTS:

Total Number of Employees: 7  
Projected 10-Year Headcount: 10  
Function: Courts handles all cases processed through Town of Addison police department.

#### Functional Requirements:

- Receptionist or Greeter at entry for customer access with Ballistic Panels
  - Seating for up to 50 in Lobby for Jury Selection
- Transaction counter in enclosed area with access to staff behind
- Window Court
  - Guest Seating for 10
- Courtroom
- Jury Room
- Judge's Chambers
- Office for Prosecutor
- Office for Defense Attorney
- Police Debriefing Area
- Additional Parking

#### Functional Adjacencies:

- Preferable to have Police Department Adjacency

#### Preferred Departmental Shared Support Areas:

- Medium Conference Room
- Court Room can double as Training Room
- Copy/Print
- Storage
- Break Room

#### Preferred Departmental Non-Shared Support Areas:

- Safe Room

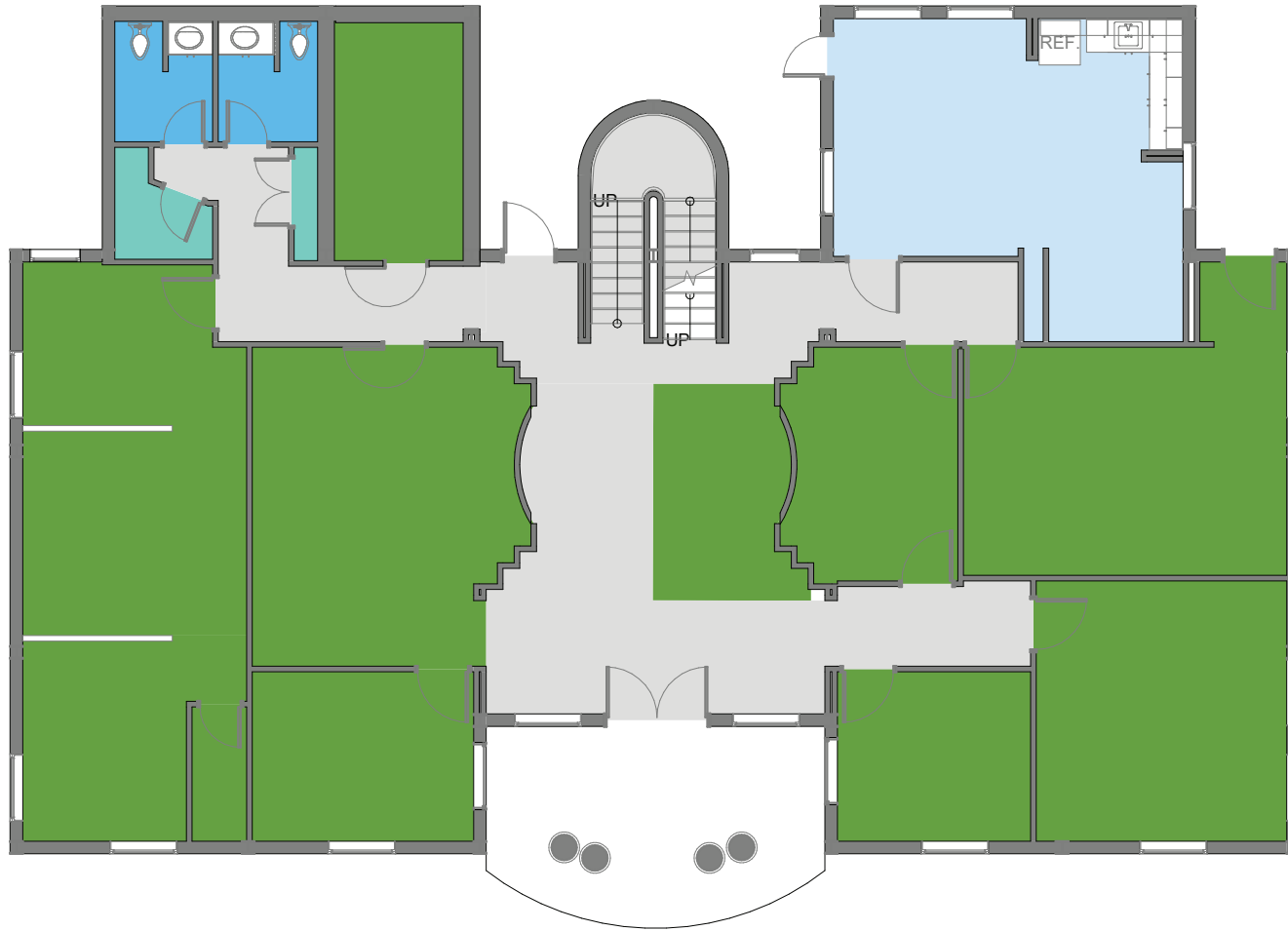
#### Current Department Space Total:

- 26,186 SF

## FINANCE BUILDING

### FIRST FLOOR

AREA: 3,332 GSF



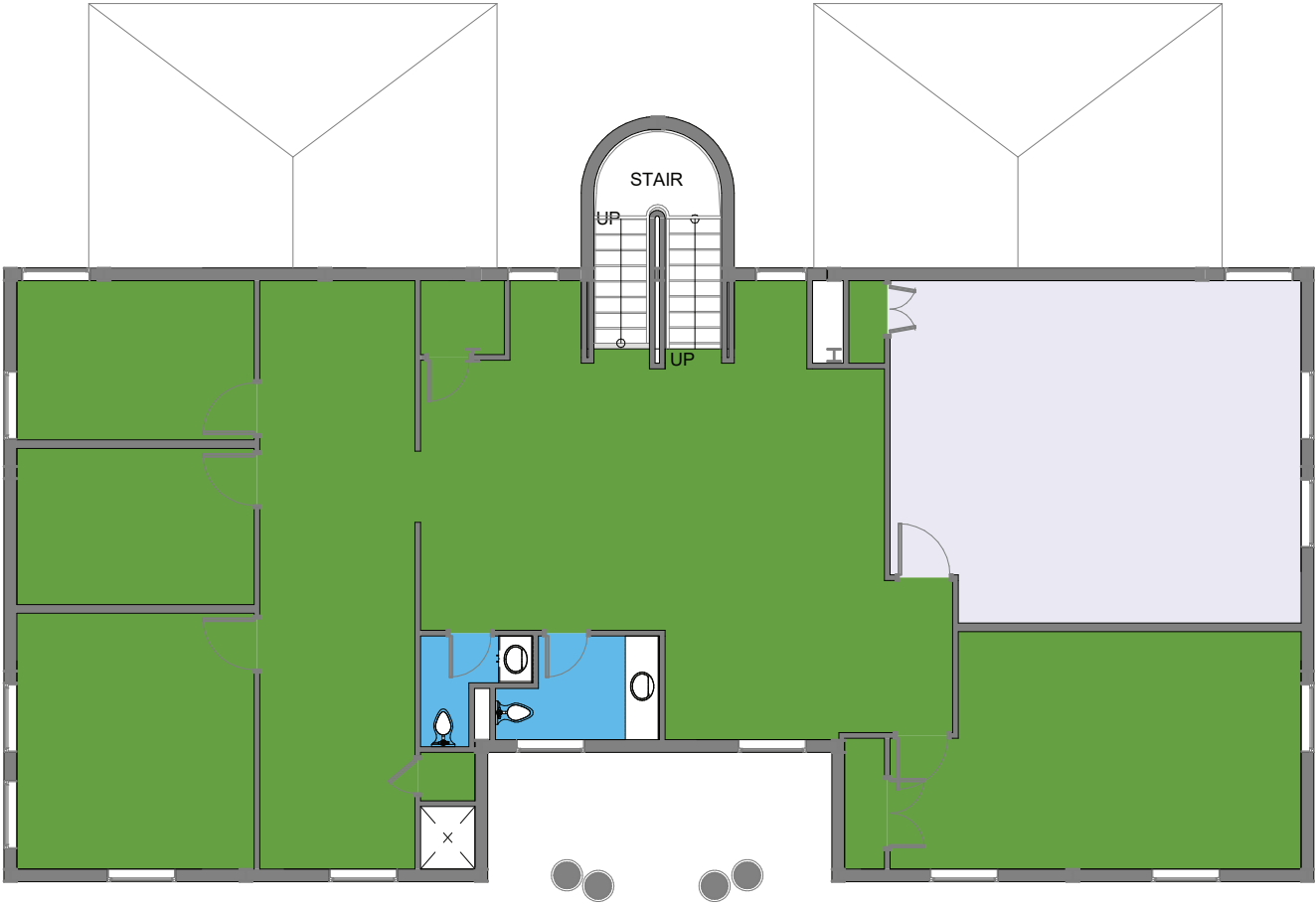
CITY ADMIN  
CONFERENCE ROOM  
COMMON  
COUNCIL  
COURTS  
DEVELOPMENT SERVICES

FINANCE  
FIRE ADMIN  
FIRE OPERATIONS  
FOOD PREP  
GENERAL SERVICES  
HR

IT  
LEGAL  
MARKETING  
PARKS  
POLICE  
PUBLIC WORKS

RENTABLE SPACE  
SPECIAL EVENTS  
SUPPORT  
THEATRE CENTRE  
TOILET  
WATER TOWER THEATRE

# FINANCE BUILDING SECOND FLOOR AREA: 2,682GSF



- |  |  |  |   |
|--|--|--|---|
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| <span style="display:inline-block; width:15px; height:15px; background-color:lightgrey;"></span> CONFERENCE ROOM       | <span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> FIRE ADMIN           | <span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> LEGAL    | <span style="display:inline-block; width:15px; height:15px; background-color:lightpurple;"></span> SPECIAL EVENTS |
| <span style="display:inline-block; width:15px; height:15px; background-color:lightgrey;"></span> COMMON                | <span style="display:inline-block; width:15px; height:15px; background-color:lightcoral;"></span> FIRE OPERATIONS  | <span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> MARKETING    | <span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span> SUPPORT               |
| <span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> COUNCIL                  | <span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> FOOD PREP         | <span style="display:inline-block; width:15px; height:15px; background-color:yellow;"></span> PARKS        | <span style="display:inline-block; width:15px; height:15px; background-color:blue;"></span> THEATRE CENTRE        |
| <span style="display:inline-block; width:15px; height:15px; background-color:purple;"></span> COURTS                   | <span style="display:inline-block; width:15px; height:15px; background-color:lightcoral;"></span> GENERAL SERVICES | <span style="display:inline-block; width:15px; height:15px; background-color:teal;"></span> POLICE         | <span style="display:inline-block; width:15px; height:15px; background-color:lightblue;"></span> TOILET           |
| <span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> DEVELOPMENT SERVICES | <span style="display:inline-block; width:15px; height:15px; background-color:lightgreen;"></span> HR               | <span style="display:inline-block; width:15px; height:15px; background-color:orange;"></span> PUBLIC WORKS | <span style="display:inline-block; width:15px; height:15px; background-color:purple;"></span> WATER TOWER THEATRE |



## FINANCE

Total Number of Employees: 16  
 Projected 10-Year Headcount: 16  
 Function: Finance Department manages all accounting, purchasing and record keeping for all departments within the Town of Addison.

### Functional Requirements:

- Receptionist or Greeter at entry for customer access for utility billing, security (approximately 5 customers on a weekly basis).
- Transaction counter in enclosed area with access to staff behind

### Functional Adjacencies:

- Work with all departments, no particular adjacencies

### Preferred Departmental Shared Support Areas:

- Copy/Print
- Filing Room
- Storage
  - Can be shared with Special Events
- Break Room
- Mail Room

### Preferred Departmental Non-Shared Support Area:

- Safe Room
  - Stores festival collateral with monetary value (i.e.. Admissions tickets)
- Parking
  - 40-45 spaces would be ideal (20 visitor spaces)

### Collaboration Spaces:

- Huddle Room for 4-5
- (2) conference rooms are preferred (6-8)
- Training Room
- Large Conference Room
  - Doubles as training, strategic planning area
  - Videoconferencing capabilities
  - City Manager Meetings

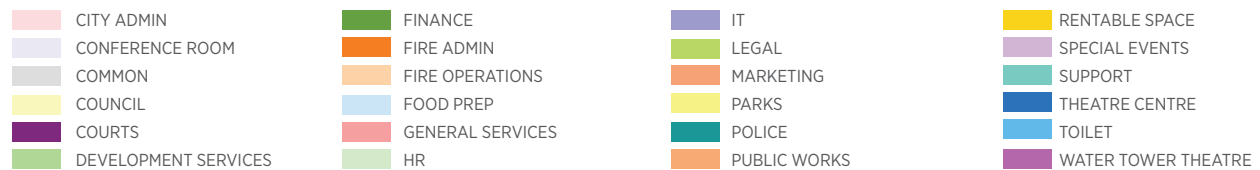
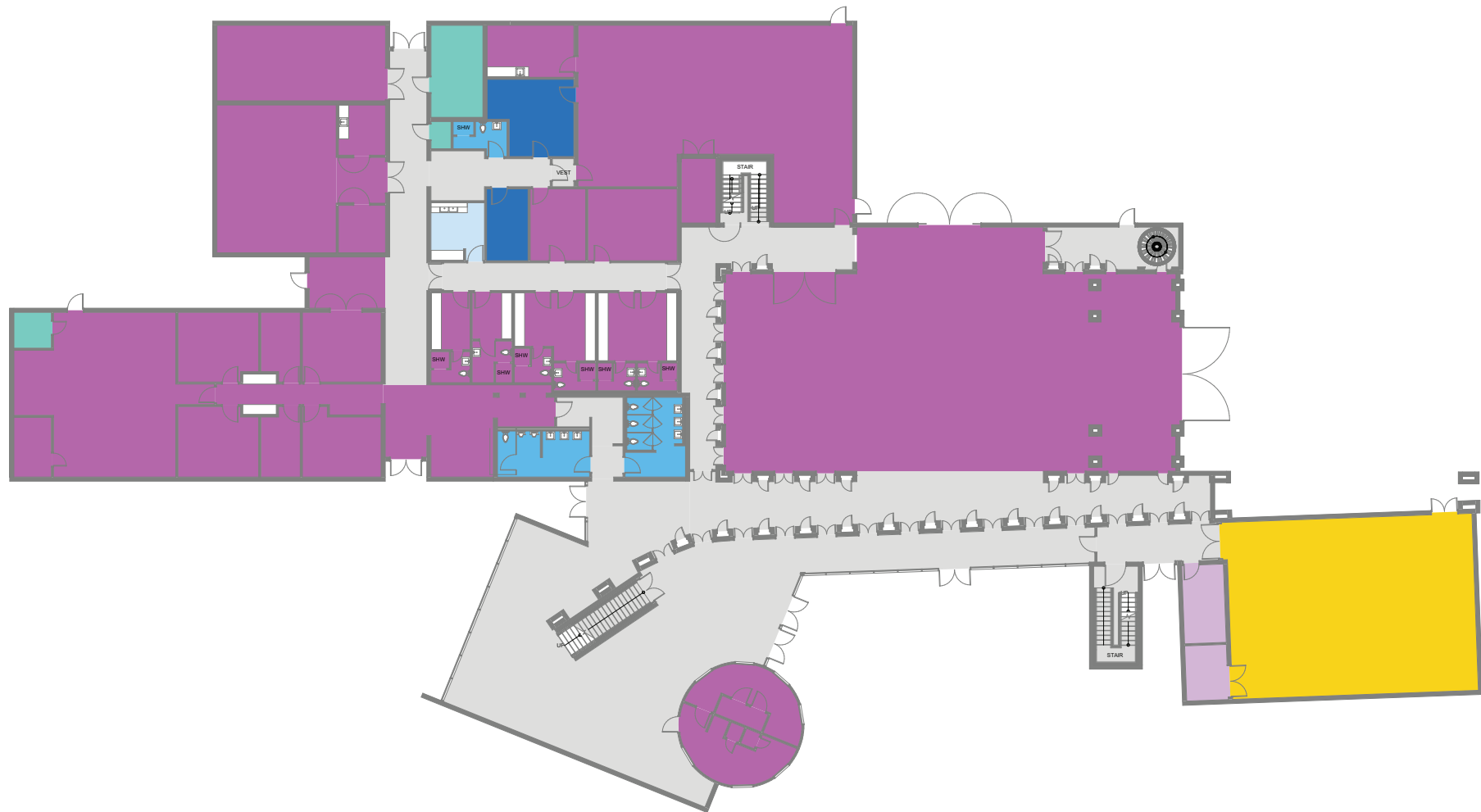
### Current Department Space Total:

- 4,996 SF

# THEATRE CENTRE

## FIRST FLOOR

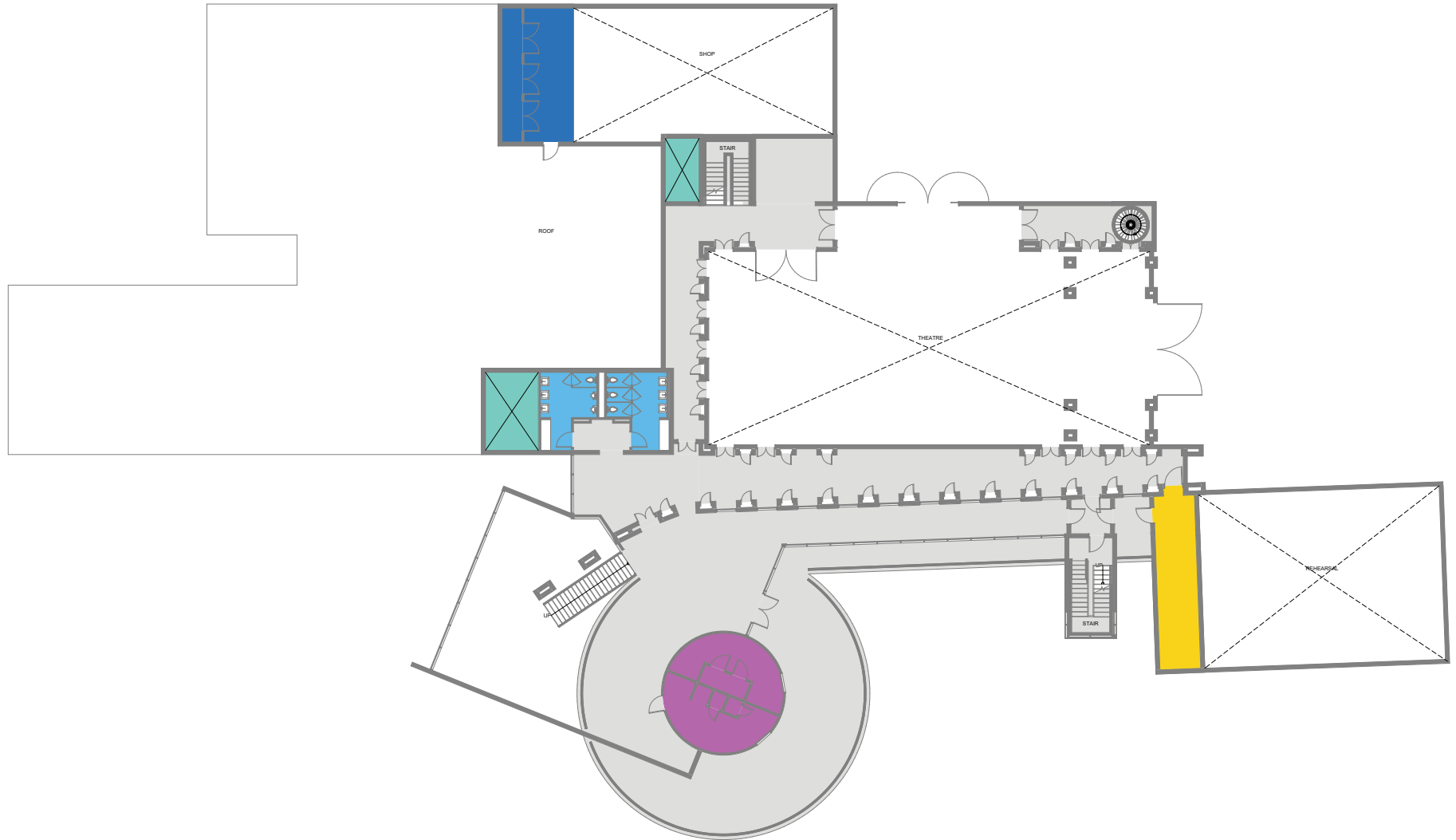
AREA: 22,025 GSF



# THEATRE CENTRE

## SECOND FLOOR

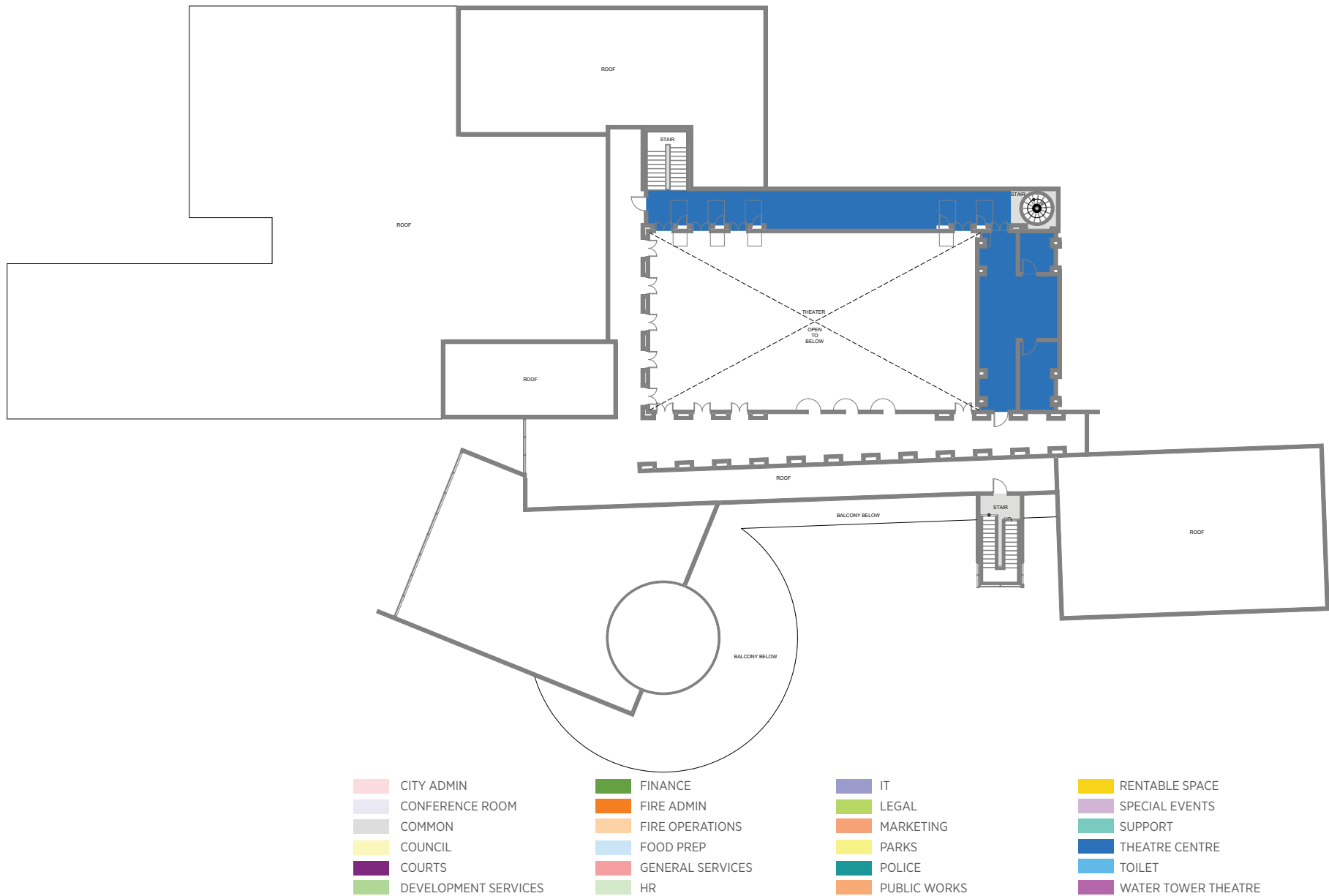
AREA: 7,612 GSF



- |   |   |   |  |
|---|---|---|--|
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #f8d7da; border: 1px solid #f5c6cb; margin-right: 5px;"></span> CITY ADMIN           | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> FINANCE          | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> IT           | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> RENTABLE SPACE      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> CONFERENCE ROOM      | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> FIRE ADMIN       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> LEGAL        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> SPECIAL EVENTS      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> COMMON               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> FIRE OPERATIONS  | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> MARKETING    | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> SUPPORT             |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> COUNCIL              | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> FOOD PREP        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #fff3cd; border: 1px solid #ffeeba; margin-right: 5px;"></span> PARKS        | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> THEATRE CENTRE      |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> COURTS               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> GENERAL SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> POLICE       | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> TOILET              |
| <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> DEVELOPMENT SERVICES | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d4edda; border: 1px solid #c3e6cb; margin-right: 5px;"></span> HR               | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> PUBLIC WORKS | <span style="display: inline-block; width: 15px; height: 15px; background-color: #d1ecf1; border: 1px solid #bee5eb; margin-right: 5px;"></span> WATER TOWER THEATRE |



THEATRE CENTRE  
THIRD FLOOR  
AREA: 1,739 GSF



## THEATRE CENTRE

Total Number of Employees: 1  
 Projected 10-Year Headcount: 3  
 Function: Theatre Center handles multiple large events at the following locations: Addison Center Theatre, Stone Cottage, Water Tower Theatre

### Functional Requirements:

- Workspace for 3 FTE; up to 6 interns for the theatre
- Departmental Receptionist/Greeter
- 5-7 Shows per Theatre Season
- Location for Kids' Camp (up to 20)
- Theatre Expansion seating / capacity for up to 700

### Functional Adjacencies:

- Conference Center

### Preferred Departmental Shared Support Areas:

- Recording Studio (to be future rental studio space)
- Studio Box Office
- Print Copy Area with Plotter

### Preferred Departmental Non-Shared Support Area:

- Dedicated Boardroom for 20
- Catering Kitchen

### Storage:

- Forklift/ additional storage in Scene Shop
- Parking for box truck in Theatre Outdoor Storage Yard

### Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras

### Functional Concerns:

- Existing site lighting is insufficient
- Interior theatre lighting to be upgraded to LED/ RGB/DMX controls
- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient
- Better Wayfinding is needed

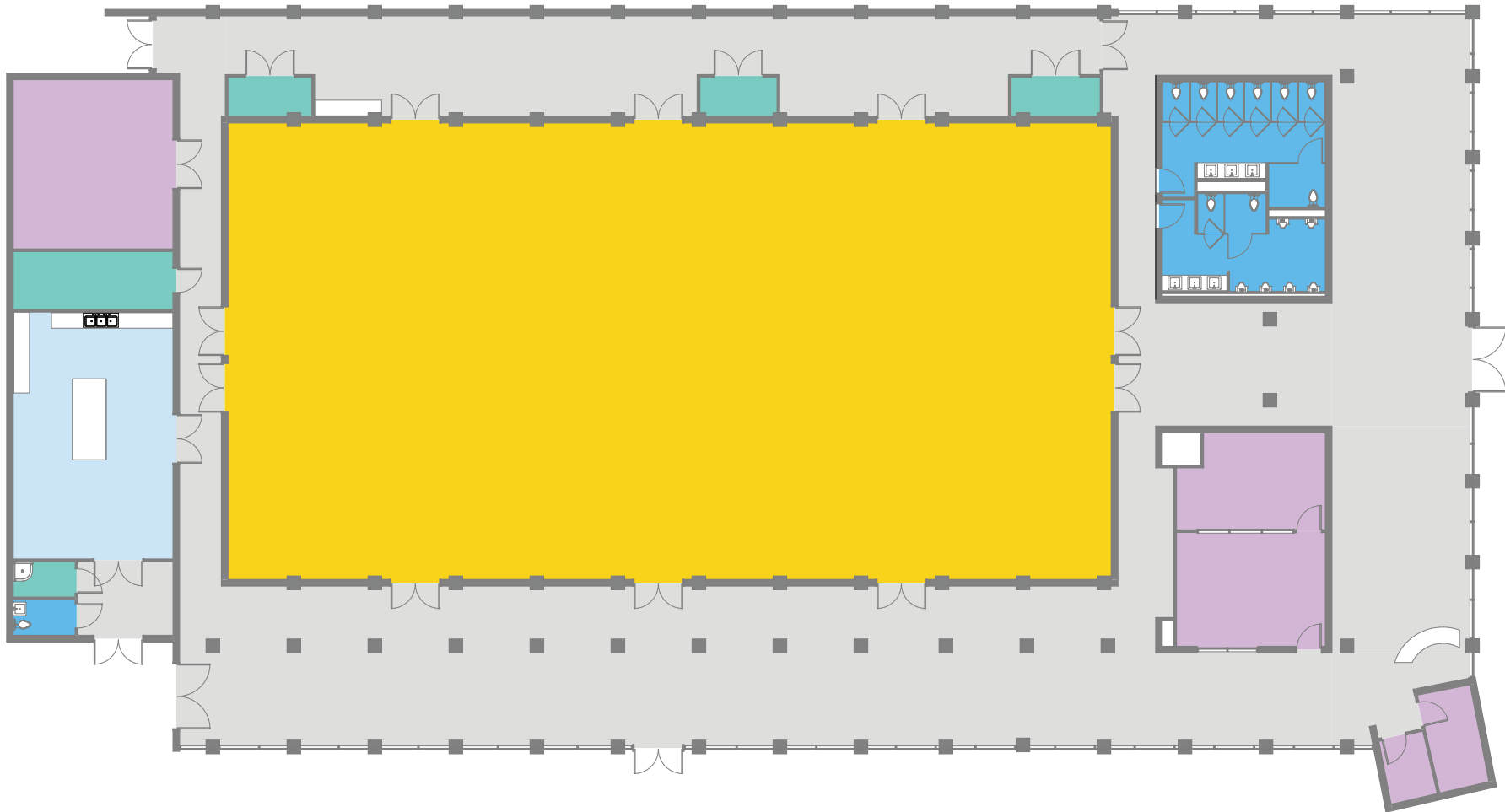
### Current Department Space Total:

- - SF

# CONFERENCE CENTRE

## MAIN FLOOR

AREA: 16,283 GSF



CITY ADMIN	FINANCE	IT	RENTABLE SPACE
CONFERENCE ROOM	FIRE ADMIN	LEGAL	SPECIAL EVENTS
COMMON	FIRE OPERATIONS	MARKETING	SUPPORT
COUNCIL	FOOD PREP	PARKS	THEATRE CENTRE
COURTS	GENERAL SERVICES	POLICE	TOILET
DEVELOPMENT SERVICES	HR	PUBLIC WORKS	WATER TOWER THEATRE



## CONFERENCE CENTRE

Total Number of Employees: 8  
 Projected 10-Year Headcount: 10  
 Function: Conference Center handles multiple large events at the following locations: Conference Center, Pavilion in Park, Stone Cottage, Addison Circle

### Functional Requirements:

- Workspace for 8-10
- Departmental Receptionist/Greeter
- Large Lobby that is open and versatile for gathering & events
- Expanded seating for 800-1000
- Expanded / shared parking for up to 700

### Functional Adjacencies:

- Tourism
- Special Events
- Marketing

### Preferred Departmental Shared Support Areas:

- 4-5 Breakout Spaces
- Restrooms to be reworked
- Break Room
- Copy/Print
- Boardroom or large conference room

### Preferred Departmental Non-Shared Support Area:

- Warehouse or additional storage on-site for A/V, catering equipment & tools

### Receiving Area / Dock Loading:

- Raised dock is not existing in current building.
- Client shipments are unable to be received easily
- Better access entry for car loading
  - Existing front doors are not sufficient

### Security Concerns:

- Secure Access gate
- Site lighting, motion sensor controlled
- Security cameras
- 

### Functional Concerns:

- Existing sound system is not sufficient & speakers are too low
- Existing ceiling is not able to be modified to run or rework conduit
- Wifi access needs to be increased
- Electrical capacity is maxed out
- Low voltage systems are insufficient
- Conference Reserve system is needed
- Better wayfinding is needed

### Current Department Space Total:

- - SF

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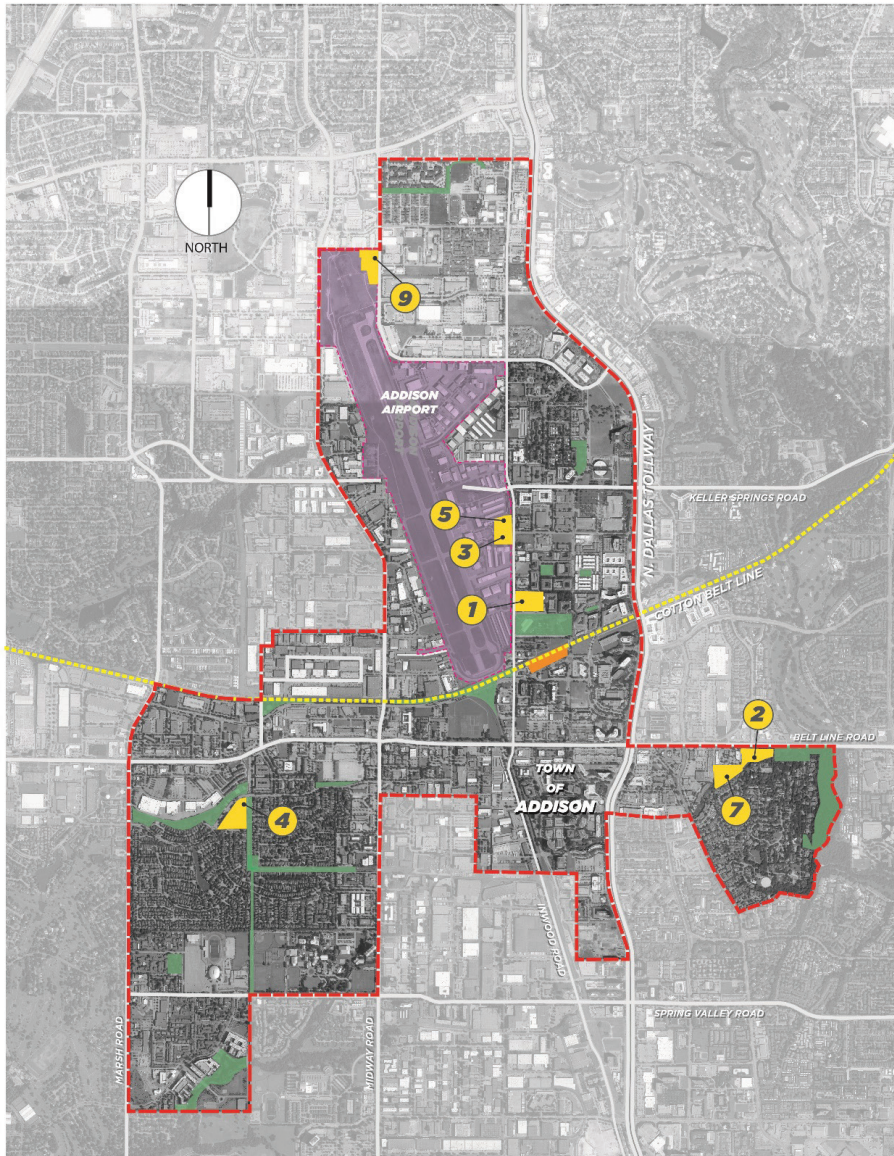


3

FACILITY UTILIZATION CONCEPTS



## CONCEPT 1 - RENOVATE IN PLACE



- 1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2** FINANCE BUILDING (REPURPOSED)
- 3** CENTRAL FIRE (RENOVATIONS)
- 4** FIRE STATION 2 (RENOVATIONS)
- 5** POLICE & COURTS (RENOVATIONS & RELOCATE COURTS)
- 6** SERVICE CENTER (RENOVATIONS)
 

HUMAN RESOURCES	MARKETING
INFORMATION TECHNOLOGY	TOURISM
DEVELOPMENT SERVICES	SPECIAL EVENTS
PUBLIC WORKS	FINANCE
PARKS & RECREATION	GENERAL SERVICES
- 7** TOWN HALL (RENOVATIONS)



## CONCEPT 1 - RENOVATE IN PLACE

### RENOVATE | RESTACK

- Service Center: Renovate / Restack
- Theatre and Conference Centre: Renovate / Restack
- Finance Building: Renovate / Restack
- Town Hall: Renovate / Restack
- Police & Courts Building: Renovate / Restack / Relocate Courts. (+/- 6400 SF addition needed.)
- Fire Station #1: Renovate / Restack / Addition
- Fire Station #2: Renovate / Minor Restack
- Municipal Courts relocate to new location.

### FINDINGS

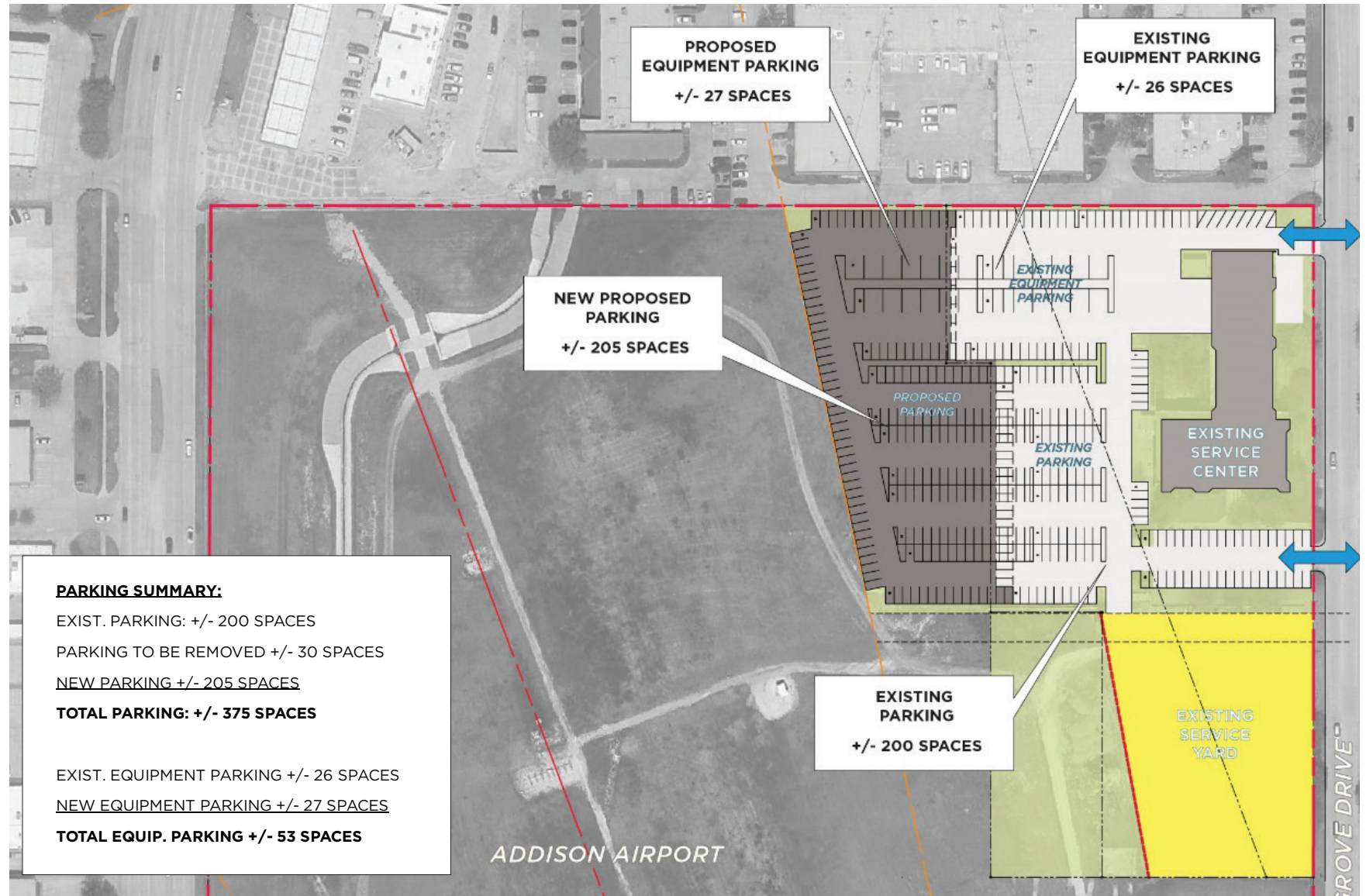
- The City owns the buildings
- With renovations, the buildings could continue to serve the needs of the city.
- Renovations will be disruptive to City departments
- Limited flex area available for staging
- Maintaining the existing facilities will maintain the status quo - some departments may be consolidated, but the City staff will still be spread out over several buildings
- The scope of the renovations will likely lead to the need to improve the support facilities of each building
- Inadequate parking capacity



## CONCEPT 1 - RENOVATE IN PLACE

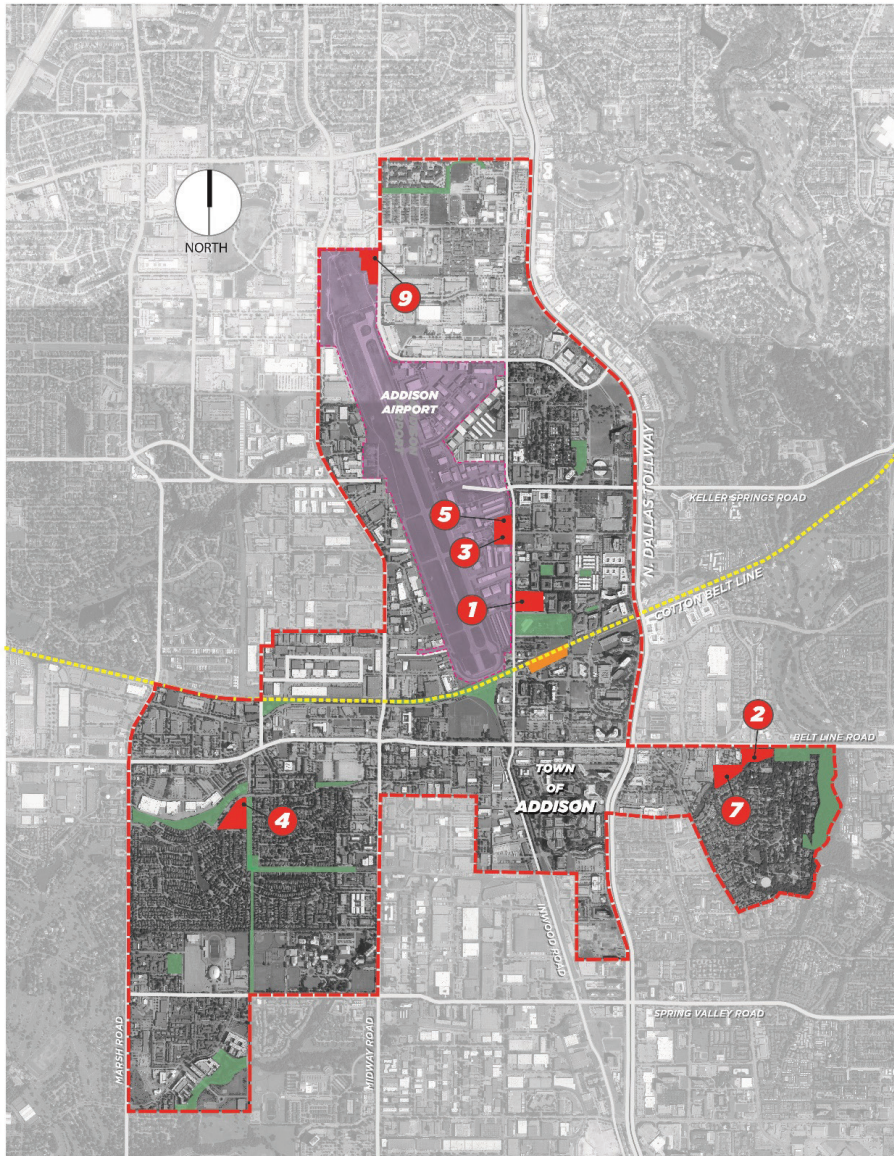
	CONCEPT 1							
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	REPURPOSED	FIRE OPERATIONS/ ADMINISTRATION 51 FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD DEVELOPMENT SVCS 19 FTE  HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE FINANCE 13 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE
	3 FTE	10 FTE	REPURPOSED	51 FTE	12 FTE	86 FTE	83 / 124 FTE	12 FTE
								10-yr staff 308 FTE
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE
								2019 total staff 278.5FTE

## CONCEPT 1 - PARKING ASSESSMENT





## CONCEPT 2 - STRATEGIC ADDITIONS



- 1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)
- 2** FINANCE BUILDING (ADDITION)
- 3** CENTRAL FIRE (ADDITION)
- 4** FIRE STATION 2 (RENOVATIONS)
- 5** POLICE & COURTS (ADDITIONS & RELOCATE COURTS)
- 6** SERVICE CENTER (RENOVATIONS)
  - HUMAN RESOURCES
  - INFORMATION TECHNOLOGY
  - DEVELOPMENT SERVICES
  - PUBLIC WORKS
  - PARKS & RECREATION
  - MARKETING
  - TOURISM
  - SPECIAL EVENTS
  - GENERAL SERVICES
- 7** TOWN HALL (ADDITION)
  - CITY COUNCIL
  - CITY MANAGER
  - CITY SECRETARY
  - CITY ATTORNEY
  - MAYOR'S OFFICE



## CONCEPT 2 - STRATEGIC ADDITIONS

### RENOVATE | RESTACK | STRATEGIC ADDITIONS

- Service Center: Renovate / Restack.
- Some departments currently located in Service Center would relocate to restacked Finance Building or Town Hall Addition.
- Theatre and Conference Centre: Renovate / Restack / Strategic Addition to add break out space, administrative spaces and support spaces to Conference Center.
- Finance Building: Renovate / Restack / Addition. Consolidate Town Hall Departments into Finance Building with an addition.
- Town Hall: Renovate / Restack / Addition. Addition for more effective council / conference center. Convert existing Council Chambers to Office Space.
- Police & Courts Building: Renovate / Restack / Relocate Courts to provide additional PD space. Possible Strategic Addition to existing police HQ. ( +/- 3400 SF addition needed. )
- Fire Station #1: Renovate / Restack / Addition
- Fire Station #2: Renovation / Minor Addition

### FINDINGS

- Added capacity at the Service Center
- Maximizes use of existing facilities - work with what the City currently owns
- Maintains the use of Town Hall and preserves its iconic image as Town Hall
- Service Center renovation will be highly disruptive to ongoing operations
- Renovations at Police & Courts Building will be disruptive to ongoing operations
- Police & Courts Building systems are outdated and lack capacity
- Fire Station building systems are outdated and lack capacity
- Service Center needs more parking and an addition does not address this deficiency
- Departments in Town Hall / Finance Building will still be disconnected
- Is there adequate parking for an addition at Town Hall?



## CONCEPT 2 - STRATEGIC ADDITIONS

	CONCEPT 2								
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD	
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE	CONFERENCE CENTRE 10 FTE	FINANCE 13 FTE	FIRE OPERATIONS/ ADMINISTRATION 51FTE	FIRE OPERATIONS 12 FTE	POLICE 86 FTE COURTS 10 FTE TBD	GENERAL SERVICES 8 FTE SPECIAL EVENTS 6 FTE INFORMATION TECH. 9 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21FTE IN FIELD DEVELOPMENT SVCS 19 FTE  HUMAN RESOURCES 4 FTE MARKETING 4 FTE TOURISM 2 FTE	CITY COUNCIL N/A CITY MANAGER 8 FTE CITY SECRETARY 2 FTE CITY ATTORNEY 1 FTE MAYOR'S OFFICE 1 FTE	
	3 FTE	10 FTE	13 FTE	51 FTE	12 FTE	86 FTE	91 / 111 FTE	12 FTE	10-yr staff 308 FTE
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE	2019 total staff 278.5FTE

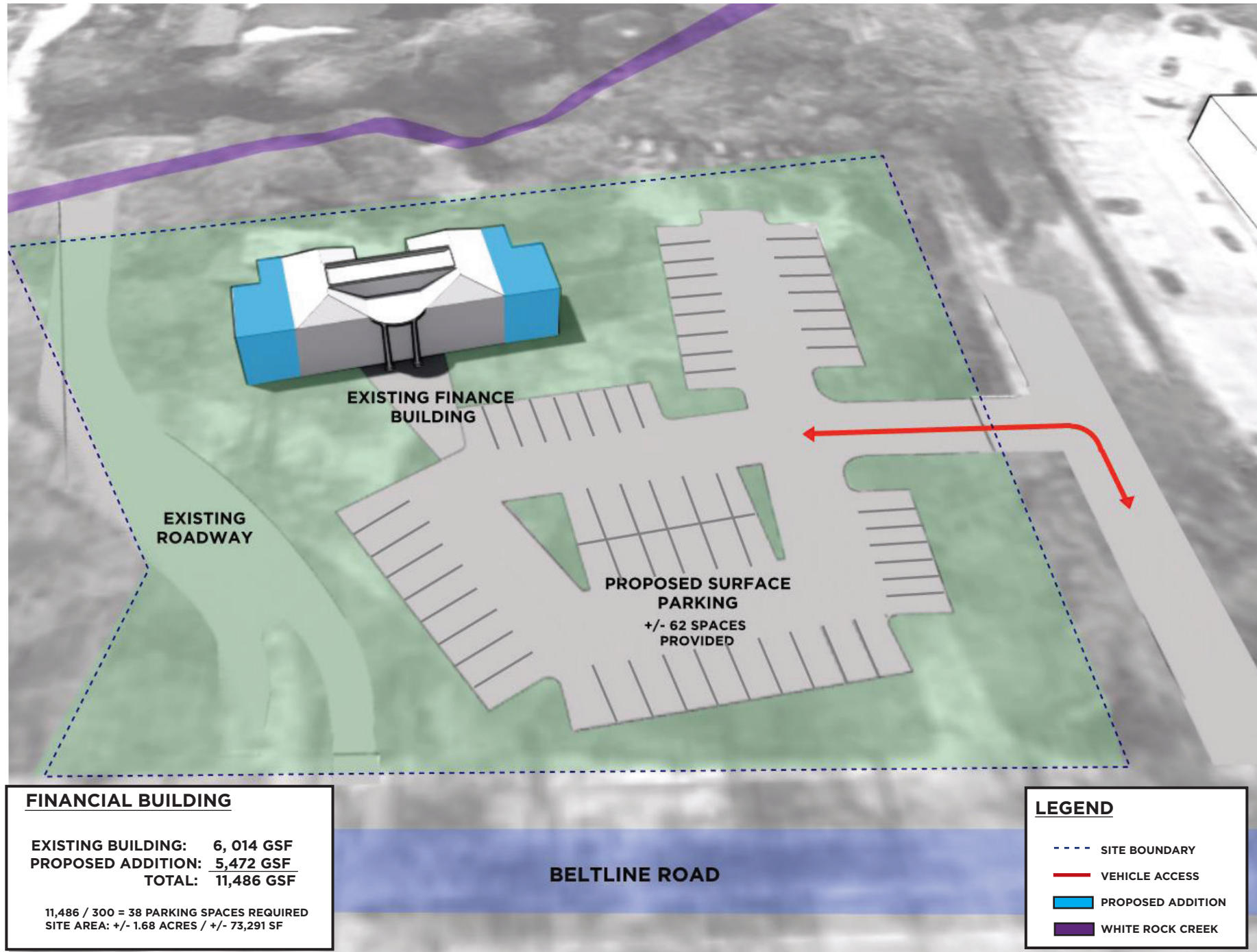


## CONCEPT 2 - STRATEGIC ADDITIONS





## CONCEPT 2 - STRATEGIC ADDITIONS





## CONCEPT 2 - STRATEGIC ADDITIONS



### TOWN HALL

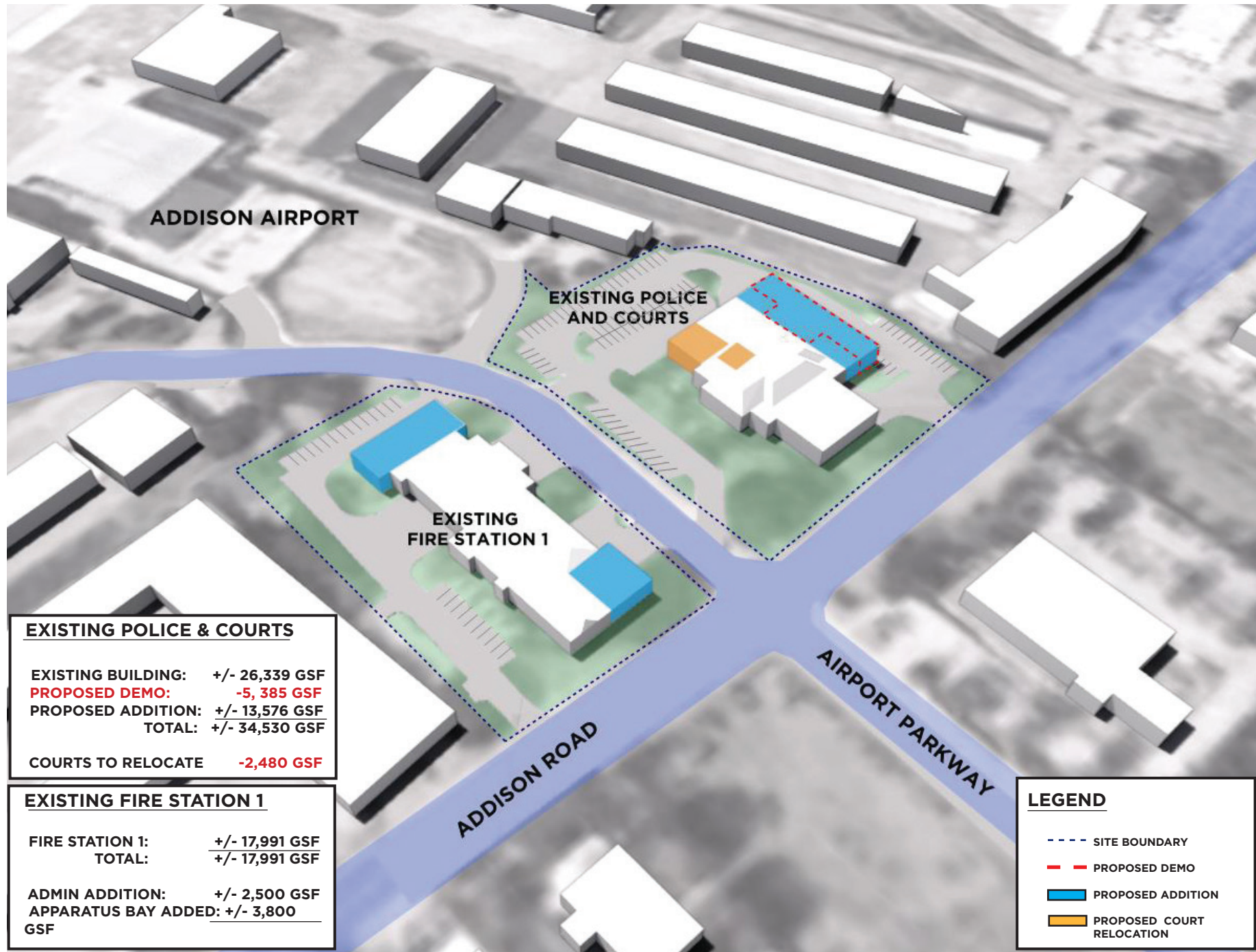
EXISTING BUILDING: 6,544 GSF  
**DEMO 943 GSF**  
 PROPOSED ADDITION: 5,000 GSF  
 TOTAL: 10,601 GSF

10,601 / 300 = 36 PARKING SPACES REQUIRED  
 18 EXISTING PARKING SPACES  
 ADD ADDITIONAL 17 PARKING SPACES  
 ADD +/- 6,200 SF OF PAVEMENT

### LEGEND

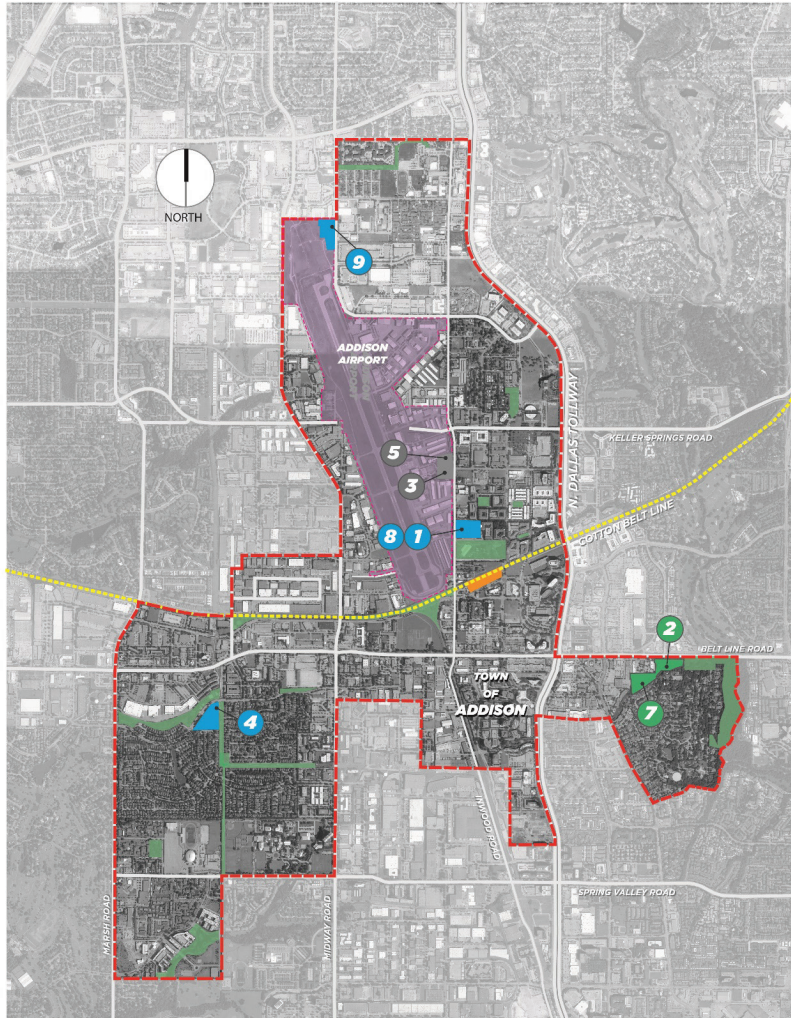
- - - SITE BOUNDARY
- PROPOSED ADDITION
- COUNCIL CHAMBERS
- WHITE ROCK CREEK

## CONCEPT 2 - STRATEGIC ADDITIONS





## CONCEPT 3 - NEW CONSTRUCTION



**1** CONFERENCE AND THEATRE CENTRE (RENOVATIONS)

**2** FINANCE BUILDING (REPURPOSED)

**3** CENTRAL FIRE (REPLACED)

**4** FIRE STATION 2 (RENOVATIONS)

**5** POLICE & COURTS (REPLACED)

**6** SERVICE CENTER (RENOVATIONS)

GENERAL SERVICES  
PUBLIC WORKS  
PARKS & RECREATION

**7** TOWN HALL (REPURPOSED)

**8** NEW MUNICIPAL CENTER

CITY COUNCIL  
CITY MANAGER  
CITY SECRETARY  
CITY ATTORNEY  
MAYOR'S OFFICE  
SPECIAL EVENTS  
INFORMATION TECHNOLOGY

DEVELOPMENT SERVICES  
HUMAN RESOURCES  
MARKETING  
COURTS  
TOURISM  
FINANCE  
POLICE

ECONOMIC DEVELOPMENT  
CONFERENCE CENTRE (3B)

## CONCEPT 3 - NEW CONSTRUCTION

### RENOVATE | RESTACK | RELOCATE | NEW MUNICIPAL FACILITY

- Service Center: Renovate / Restack.
- Some departments move to New Civic Center at Theater and Conference Center site
- The following departments will remain at Service Center: Public Works, General Services, and Parks & Recreation
- Theatre and Conference Centre: Renovate / Restack.
  - Existing Conference Centre will be demolished to accommodate the new municipal building.
- Add New Civic Center.
- Add New Police Headquarters. ( +/- 30,000 SF )
- Add structured parking to be shared between Town Hall Municipal Building / New Police Building and New Conference Center. (Concept 3B)
- New Conference Centre with break out spaces. (Concept 3B)
- Finance Building: Re-purpose
- Town Hall: Re-purpose
- Municipal Courts will be located within the New Civic Center.
- Fire Station #1
  - After the Police HQ is relocated to the New Municipal Building, the existing Police and Courts building will be demolished.
  - A New Fire Station with Fire Department Administrative Offices will be built on the former Police HQ site.
  - Once complete, the existing Fire station would be demolished.

Fire Station #2: Renovate / Limited scope additions.

### FINDINGS

- New consolidated City facility
- Supports concepts of Addison Circle Comprehensive amendment
- Greater adjacency between city departments | closer to Service Center
- Addresses equipment parking issues at Service Center
- Added parking capacity for Addison Circle Park events
- Courts could be a specially built space
- Added capability and capacity at Conference Centre
- Conference Centre spaces could possibly be shared with New





## CONCEPT 3 - NEW CONSTRUCTION

	CONCEPT 3							
	THEATRE CENTRE 15650 ADDISON RD	CONFERENCE CENTRE 15650 ADDISON RD	FINANCE BUILDING 5350 BELTLINE RD	CENTRAL FIRE 4798 AIRPORT PKWY	FIRE STATION 2 3950 BELTWAY DR	POLICE & COURTS 4799 AIRPORT PKWY	SERVICE CENTER 16801 WESTGROVE DR	TOWN HALL 5300 BELTLINE RD
DEPARTMENT AND FTE TOTALS	THEATRE CENTRE 3 FTE				FIRE OPERATIONS 12 FTE		GENERAL SERVICES 8 FTE PARKS + RECREATION 6 FTE IN OFFICE 20 FTE IN FIELD PUBLIC WORKS 12 FTE IN OFFICE 21 FTE IN FIELD	
	3 FTE	3A - 10 FTE 3B - REPLACED	REPURPOSED	REPLACED	12 FTE	REPLACED	26 / 67 FTE	REPURPOSED
EXISTING FTE	1 FTE	8 FTE	13 FTE	47 FTE	10 FTE	72 FTE	51.4 / 77.4 FTE	16.5 FTE
								10-yr staff 312 FTE
								2019 total staff 278.5 FTE

NEW CIVIC CENTER		
DEPARTMENT AND FTE TOTALS	CITY COUNCIL CITY MANAGER CITY SECRETARY CITY ATTORNEY MAYOR'S OFFICE SPECIAL EVENTS INFORMATION TECHNOLOGY DEVELOPMENT SERVICES HUMAN RESOURCES MARKETING ECONOMIC DEVELOPMENT TOURISM MUNICIPAL COURTS FINANCE	N/A 8 FTE 2 FTE 1 FTE 1 FTE 6 FTE 9 FTE 19 FTE 4 FTE 4 FTE 4 FTE 2 FTE 10 FTE 13 FTE
		83 FTE

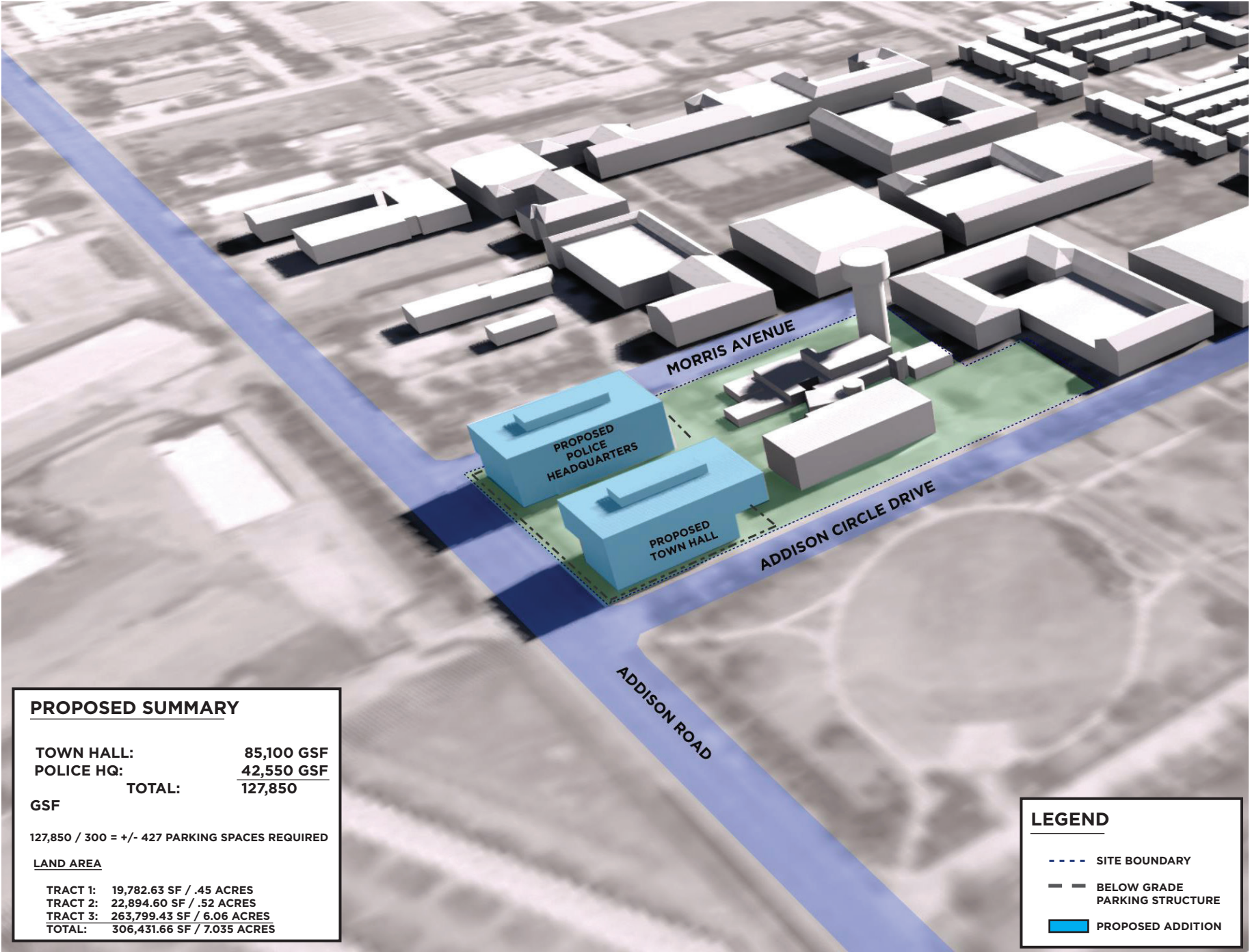
  

NEW POLICE STATION		
DEPARTMENT AND FTE TOTALS	POLICE	86 FTE
		86 FTE

NEW CENTRAL FIRE STATION		
DEPARTMENT AND FTE TOTALS	FIRE OPERATIONS /ADMINISTRATION	51 FTE
		51 FTE

CONCEPT 3A - NEW CIVIC CENTER



**PROPOSED SUMMARY**

TOWN HALL:	85,100 GSF
POLICE HQ:	42,550 GSF
TOTAL:	127,850

GSF

127,850 / 300 = +/- 427 PARKING SPACES REQUIRED

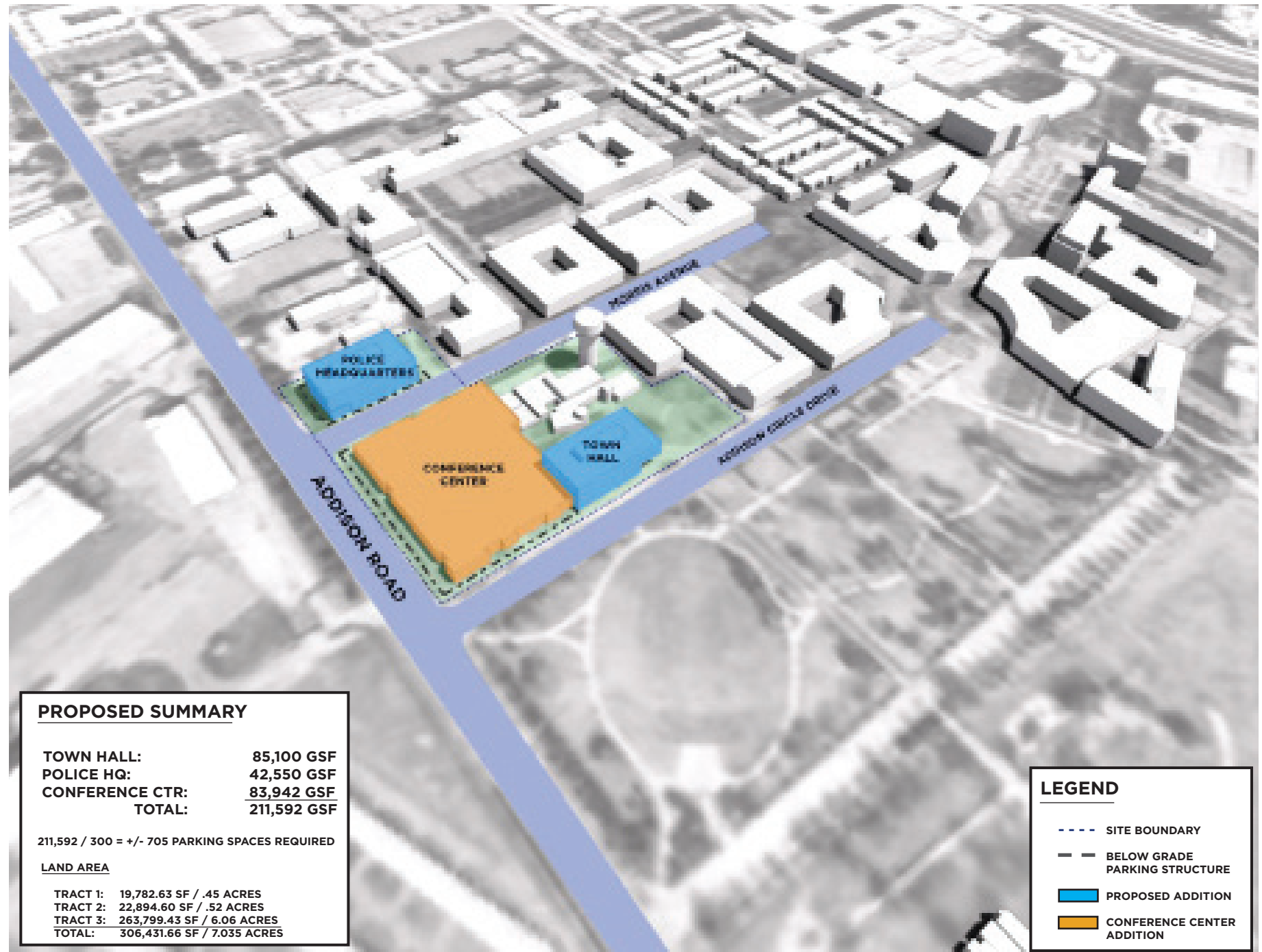
LAND AREA

TRACT 1:	19,782.63 SF / .45 ACRES
TRACT 2:	22,894.60 SF / .52 ACRES
TRACT 3:	263,799.43 SF / 6.06 ACRES
TOTAL:	306,431.66 SF / 7.035 ACRES

**LEGEND**

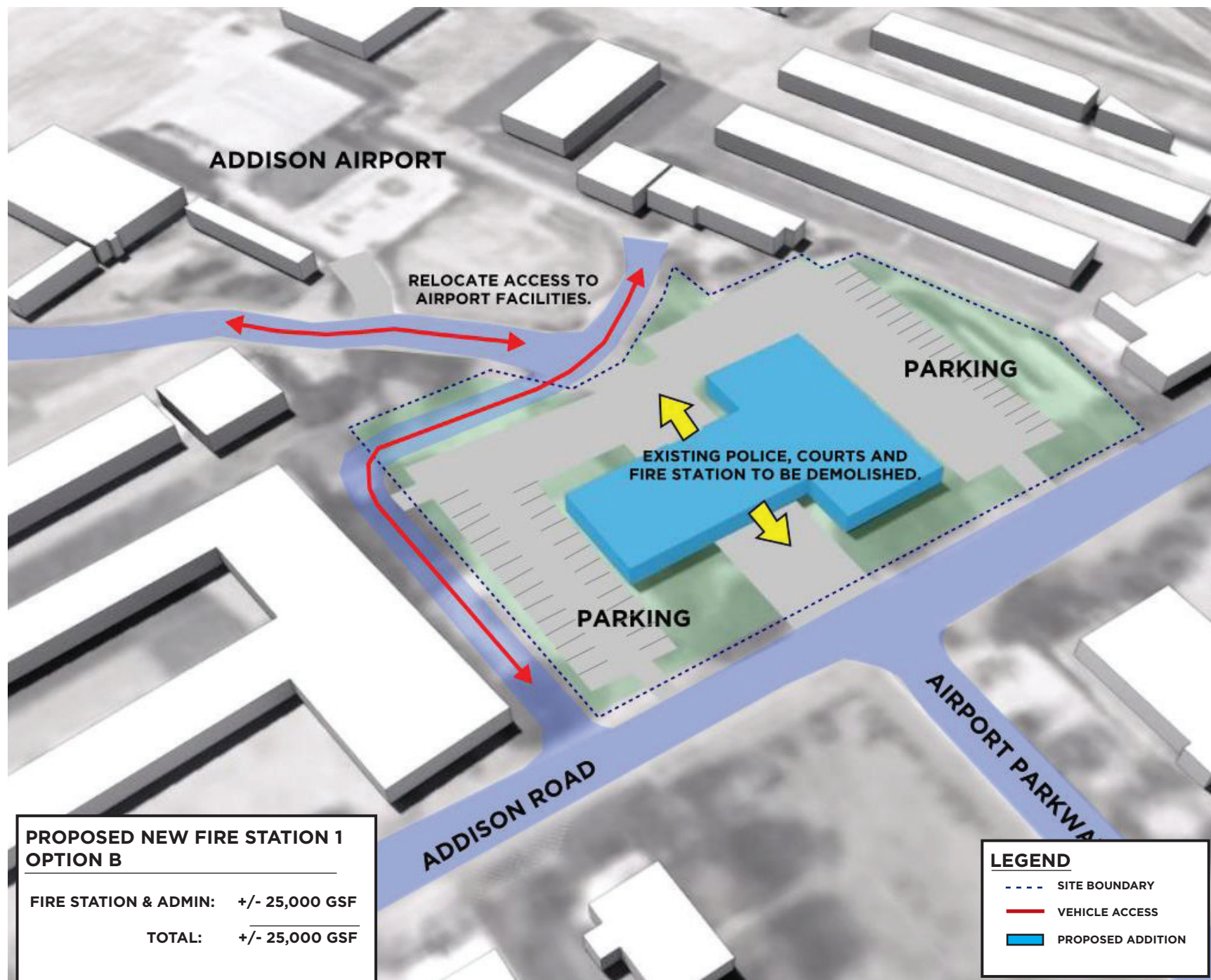
- SITE BOUNDARY
- - - BELOW GRADE PARKING STRUCTURE
- PROPOSED ADDITION

## CONCEPT 3 - NEW CIVIC CENTER + CONFERENCE CENTER





# CONCEPT 3 - FIRE STATION 1



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# 4 EXAMPLE WORKPLACE TYPOLOGIES



EXAMPLE WORKPLACE TYPOLOGIES - WORKSTATIONS

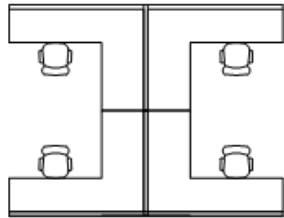
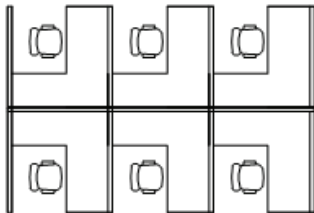
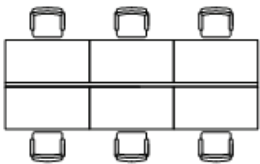
Typical Workplace Typologies			
Type	Assigned	Ratio (Preferred)	Target Size
Bench	FTE	1:1.2 (Includes Hoteling)	25 sf
Workstation - Small	FTE	1:1	36 sf
Workstation - Large	FTE	1:1	64 sf

Work Areas:

Agile and flexible working are a common paradigm that must be considered in the competition for new talent. Workstyles have emerged that allow employees better collaboration and the choice to determine where they work in different areas or amenities within a building. Through the improvement of both workstation and office footprints to maximize the value of floor space available, a change in working practices increases collaboration and supports the increase of activities undertaken in more efficiently laid plans.

TYPE OF SPACES - OPEN WORKSPACE

- BENCH SYSTEM
    - Benching workstations are smaller and should be utilized by employees that require less storage or large layout space such as call center employees or hoteling (transient) employees. Workstations can be laid out in packs of 4-6 and are typically 4' - 5' in length.
- SMALL WORKSTATIONS
    - Small workstations should be utilized by employees that require less storage or large layout area but require assigned space for job function. Workstations can be laid out in packs of 4-6 and are typically 36 - 48sf.
- LARGE WORKSTATIONS
    - Large workstations should be utilized by employees that require more storage or large layout area and assigned space for job function. Workstations can be laid out in packs of 4-6 and are typically 49 - 64sf.



EXAMPLE WORKPLACE TYPOLOGIES - WORKSTATIONS



## EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS

Typical Collaboration Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Phone Booth	Open	50:1	16 sf
Huddle	Open	60:1	36 sf
Focus/Small Meeting Room	Open	20:1	150 sf
Project Room (Small)	Open	20:1	200 sf
Project Room (Large)	Open	40:1	250 sf
Conference Room (Small)	Open	100:1	275 sf
Conference Room (Large)	Open	200:1	350 sf
Boardroom	Open	250:1	600 sf
Library-Filing	Open	250:1	64 sf

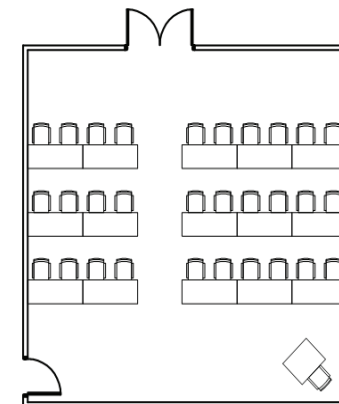
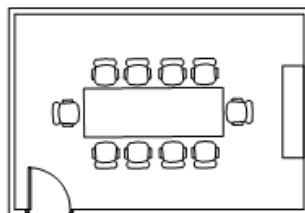
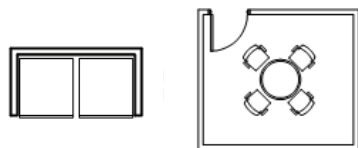
### Meeting & Collaborative Spaces:

Strategically located open and closed collaboration spaces will enhance the work process for all departments allowing for teams to work effectively together. Space plan layouts should encourage cross-collaboration between departments.

Semi-enclosed collaboration spaces should be located at key intersections of primary circulation, providing acoustical privacy for nearby workspaces. Enclosed collaboration spaces should be more formal, reservable and with full height acoustical walls for pin ups and digital displays. Technology must be considered within these spaces with ability to video conference and view digital screens per space requirements, as well as writable and tackable surfaces. The furniture in these spaces can be traditional conference tables with chairs or more informal, flexible seating.

### TYPE OF SPACES - PRIVATE, CONFERENCE AND AMENITY

- **HUDDLE AND PHONE ROOMS**
  - An enclosed space intended for individual focused work or private conversation. Provides privacy for those working in open settings. Unassigned space, available to all.
- **LARGE CONFERENCE / BOARDROOM**
  - An enclosed room primarily used for meetings that require privacy. Typically utilizes additional audio-visual and/or video conferencing capabilities. Reservations may be required to secure space. Allows for privacy. Unassigned space available to all. Seats 10 - 20
- **AMENITY**
  - Large gathering spaces typically used for a large meeting and often set up for educational needs. Utilize additional audio-visual and/or video conferencing capabilities. Furniture may be reconfigured to allow the room to be used in a variety of ways.
  - rooms may have movable partitions to divide the space into smaller meeting





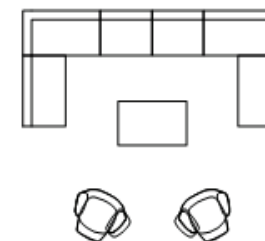
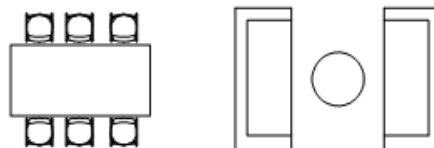
## EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS

Typical Collaboration Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Phone Booth	Open	50:1	16 sf
Huddle	Open	60:1	36 sf
Focus/Small Meeting Room	Open	20:1	150 sf
Project Room (Small)	Open	20:1	200 sf
Project Room (Large)	Open	40:1	250 sf
Conference Room (Small)	Open	100:1	275 sf
Conference Room (Large)	Open	200:1	350 sf
Boardroom	Open	250:1	600 sf
Library-Filing	Open	250:1	64 sf

### TYPE OF SPACES - OPEN COLLABORATION

- **SMALL COLLABORATION**
  - An open area used for informal meetings that do not require privacy. Typically located near or in open work areas. Seats 2 - 4. May be included in configuration of certain types of systems furniture.
- **PROJECT COLLABORATION**
  - An open area used for team meetings related to project specific work that do not require privacy. Typically located near or in open work areas. Tables can be high to allow for standing meetings or high backed seating may be utilized
- **LARGE COLLABORATION**
  - A large open area used for team meetings related to project specific work that do not require privacy. Typically located near or in open work areas. A variety of furnishings can be used and configured to allow for teaming. Seats 8 - 10.



## EXAMPLE WORKPLACE TYPOLOGIES - MEETING + COLABS



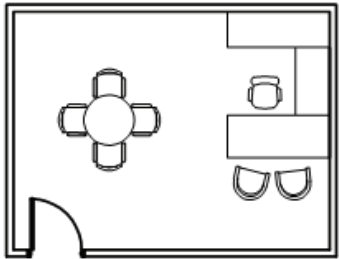
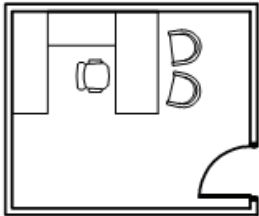
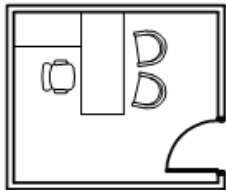
EXAMPLE WORKPLACE TYPOLOGIES - OFFICES

Typical Private Office Typologies

Type	Assigned	Ratio (Preferred)	Target Size
Executive	FTE	1:1	250 sf
Director	FTE	1:1	150 sf
Associate Director	FTE	1:1	100 sf

TYPE OF SPACES - PRIVATE OFFICE

- ASSOCIATE DIRECTOR PRIVATE OFFICE
  - Associate Director level private offices allow for a desk, credenza, and two guest chairs. Larger meetings may be held in outside collaborative private conference spaces by reservation. Private offices are typically 100 - 125sf.
- DIRECTOR PRIVATE OFFICE
  - Director level private offices allow for a desk, credenza, storage and two guest chairs. Larger meetings may be held in outside collaborative or private conference spaces by reservation. Private offices are typically 125 - 150sf.
- EXECUTIVE PRIVATE OFFICE
  - Executive level private offices allow for a desk, credenza, storage and two guest chairs as well as an additional small conference table that seats 4. Private offices are typically 250 - 300sf.





## EXAMPLE WORKPLACE TYPOLOGIES - OFFICES



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Changing Lives by Design®



# 5

## APPENDIX

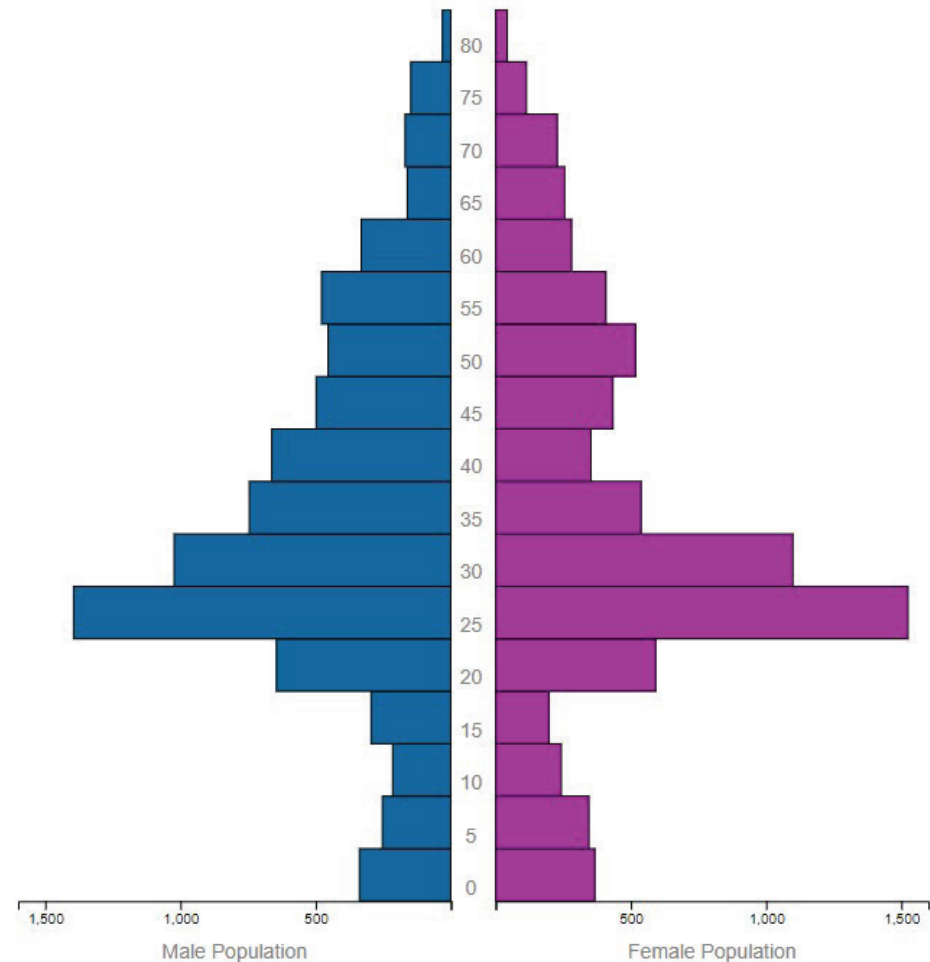


## SURVEY ASSESSMENT

LPA, Inc. and the Town of Addison staff created a survey to gauge Addison resident's level of satisfaction with current Town of Addison facilities and customer service capabilities. The survey, consisting of 22 questions, was circulated with the assistance of social media, via Survey Monkey from September through October 2019. There were a total of 62 participants, with a large majority of the participants in the 55+ age demographic. This is significant because Addison's population is mostly comprised of residents in the 25 - 35 demographic.

It's worth noting that an overwhelming number of respondents have never visited a city facility, or average less than one visit per month. Although survey participants haven't frequented city facilities, there is a perception that the city's facilities should remain unchanged and untouched. Further study would need to be conducted, in the hopes of gaining a larger participant base truly representative of Town of Addison's citizenry to gain an understanding of public sentiment for city facilities, ideas for improvement, and support for any proposed changes.

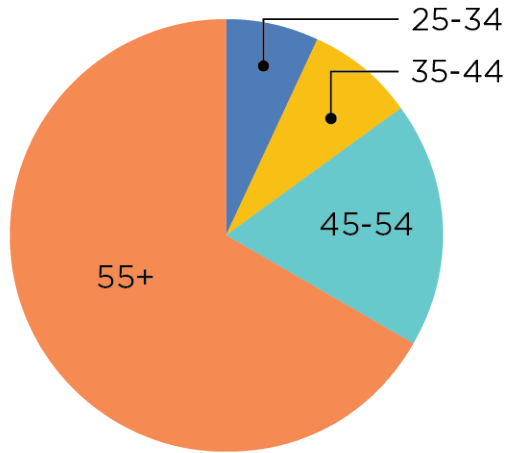
## ADDISON POPULATION PYRAMID - 2019





Q1: What is your age?

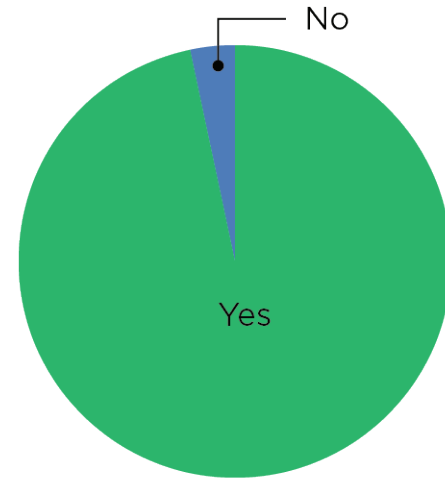
Answered: 60  
Skipped: 2



Answer Choices	Responses	
18 - 24	0.00%	0
25 - 34	6.67%	4
35 - 44	8.33%	5
45 - 54	18.33%	11
55+	66.67%	40
<b>TOTAL</b>		<b>60</b>

Q2: Are you an Addison resident?

Answered: 61  
Skipped: 1

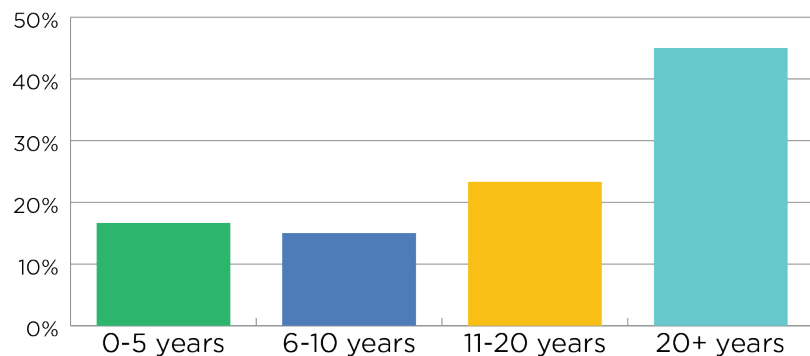


Answer Choices	Responses	
Yes	96.72%	59
No	3.28%	2
<b>TOTAL</b>		<b>61</b>

**Q3: If yes, how long have you been an Addison resident?**

Answered: 60

Skipped: 2

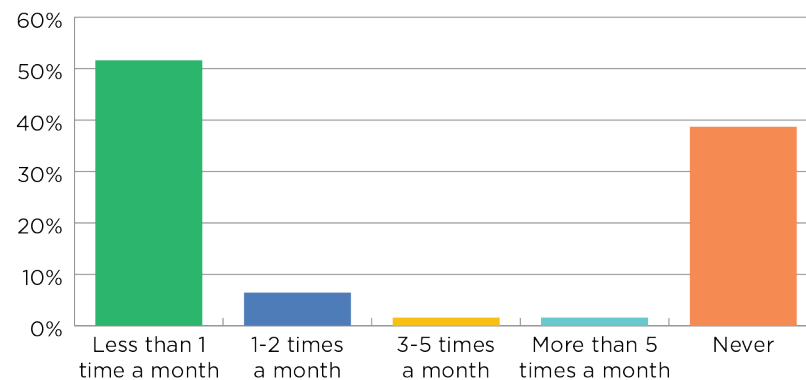


Answer Choices	Responses	
0 - 5 years	16.67%	10
6 - 10 years	15.00%	9
11 - 20 years	23.33%	14
20+ years	45.00%	27
<b>TOTAL</b>		<b>60</b>

**Q4: How often do you visit city departments to conduct business? I.e. paying a bill, obtaining a permit, etc.**

Answered: 62

Skipped: 0

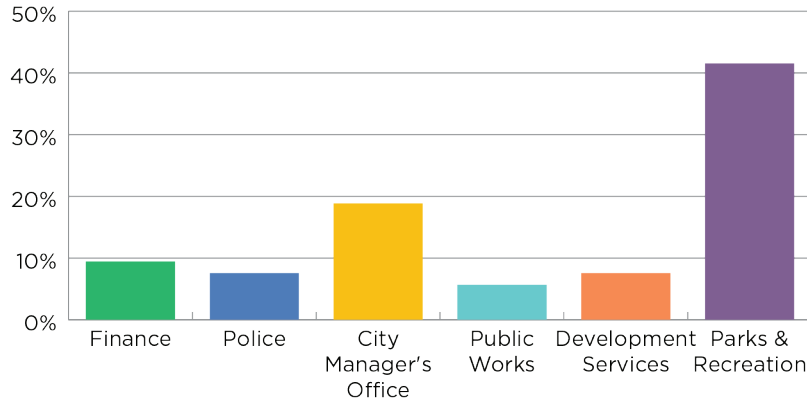


Answer Choices	Responses	
Less than 1 time a month	51.61%	32
1 - 2 times a month	6.45%	4
3 - 5 times a month	1.61%	1
More than 5 times a month	1.61%	1
Never	38.71%	24
<b>TOTAL</b>		<b>62</b>

#### Q5: Which city department do you visit most often?

Answered: 53

Skipped: 9

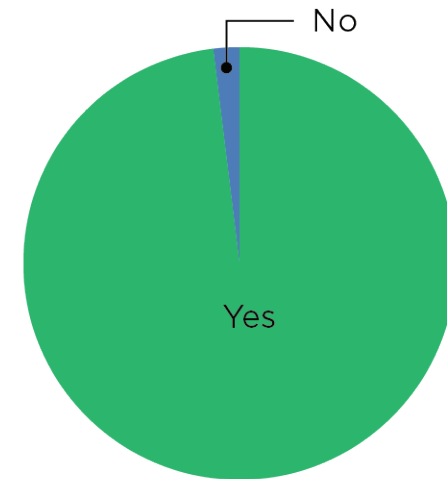


Answer Choices	Responses	
Finance	9.43%	5
Police	7.55%	4
City Manager's Office	18.87%	10
Public Works	5.66%	3
Development Services	7.55%	4
Parks & Recreation	41.51%	22
<b>TOTAL</b>		<b>53</b>

#### Q6: Is the department/building you visit most often, easily accessible?

Answered: 53

Skipped: 9



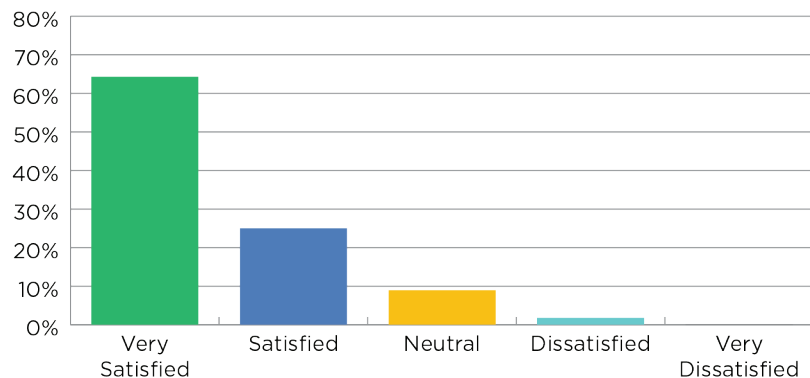
Answer Choices	Responses	
Yes	98.11%	52
No	1.89%	1
<b>TOTAL</b>		<b>53</b>



### Q7: How satisfied are you with the ease of access to services provided?

Answered: 56

Skipped: 6

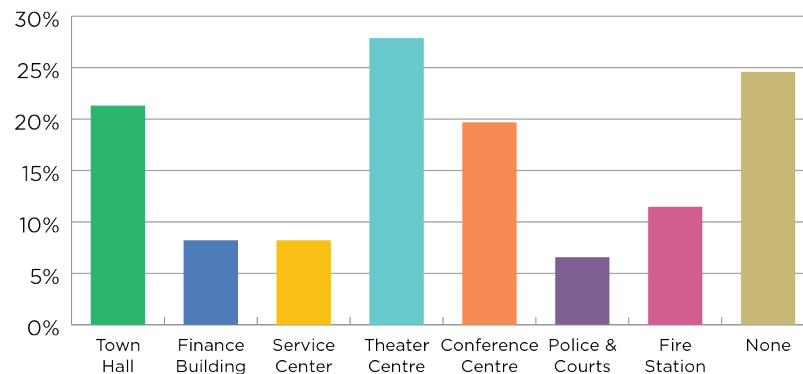


Answer Choices	Responses	
Very satisfied	64.29%	36
Satisfied	25.00%	14
Neutral	8.93%	5
Dissatisfied	1.79%	1
Very Dissatisfied	0.00%	0
<b>TOTAL</b>		<b>56</b>

### Q8: What city building do you visit most often?

Answered: 61

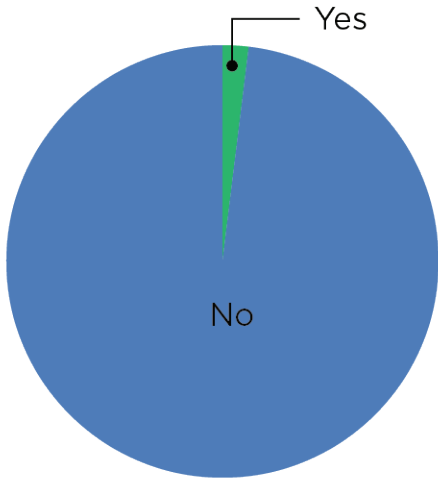
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Answer Choices	Responses	
Town Hall	21.31%	13
Finance Building	8.20%	5
Service Center	8.20%	5
Theatre Centre	27.87%	17
Conference Centre	19.67%	12
Police & Courts	6.56%	4
Fire Station	11.48%	7
None	24.59%	15
<b>TOTAL</b>		<b>61</b>

Q9: Have you had any issues determining which transactions take place at which department/building? If so, please explain.

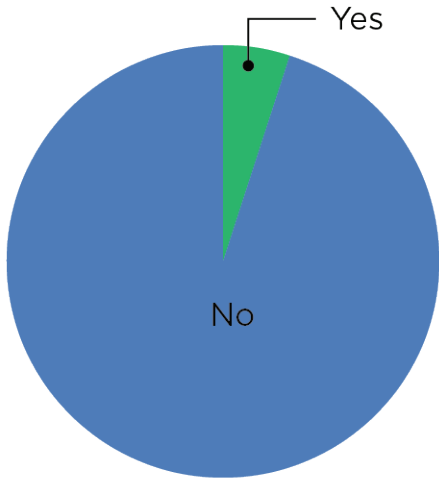
Answered: 59  
 Skipped: 3



Answer Choices	Responses	
Yes	1.64%	1
No	95.08%	58
TOTAL		59

Q10: Have you had to travel to multiple buildings to handle transactions?

Answered: 60  
 Skipped: 2



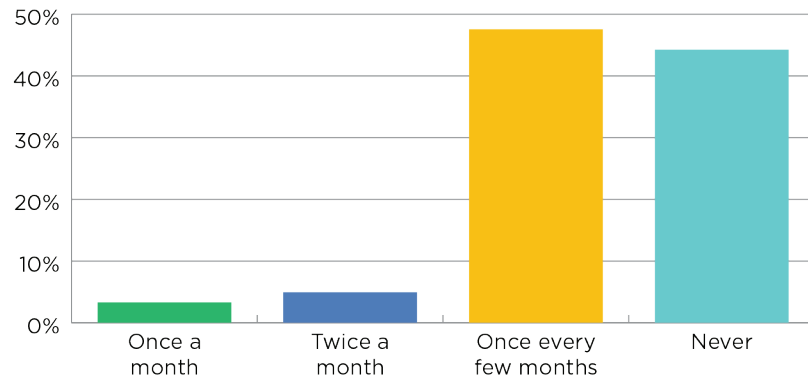
Answer Choices	Responses	
Yes	5.00%	3
No	95.00%	57
TOTAL		60

"No directory wall letting you know where to go for what you need."

**Q11: Have you attended a City Council meeting? If yes, how many?**

Answered: 61

Skipped: 1

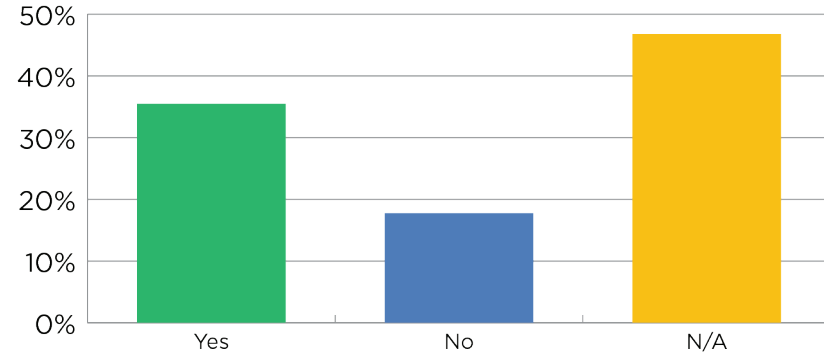


Answer Choices	Responses	
Once a month	3.28%	2
Twice a month	4.92%	3
Once every few months	47.54%	29
Never	44.26%	27
<b>TOTAL</b>		<b>61</b>

**Q12: Is the current seating space in the Council Chamber adequate?**

Answered: 62

Skipped: 0



Answer Choices	Responses	
Yes	35.48%	22
No	17.74%	11
N/A	46.77%	29
<b>TOTAL</b>		<b>62</b>



**Q13: If no, what additional improvements would make the space adequate?**

Answered: 15  
Skipped: 47



*"Expansion or move the meeting to a larger facility for meetings you can predict will have stronger attendance."*

*"I watch online. Make sure that remains."*

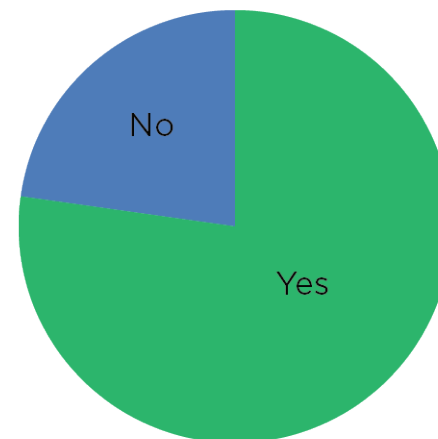
*"Replace step at entry with ramp."*

*"Space is limited. Perhaps move meeting to difference facility (theatre?) if attendance is expected to be significant. Preregister online to attend meetings?"*

*"With meetings - both Council and P&Z meetings being broadcast/recorded, there is almost never a need to physically attend a meeting. If so, the broadcast to the living room with extra seating is very affective and satisfies the need. If appropriate, meetings about which there is anticipation for a lot of folks to attend are or could be moved to Conference Center."*

**Q14: Have you attended any other public meetings in the Town of Addison?**

Answered: 62  
Skipped: 0

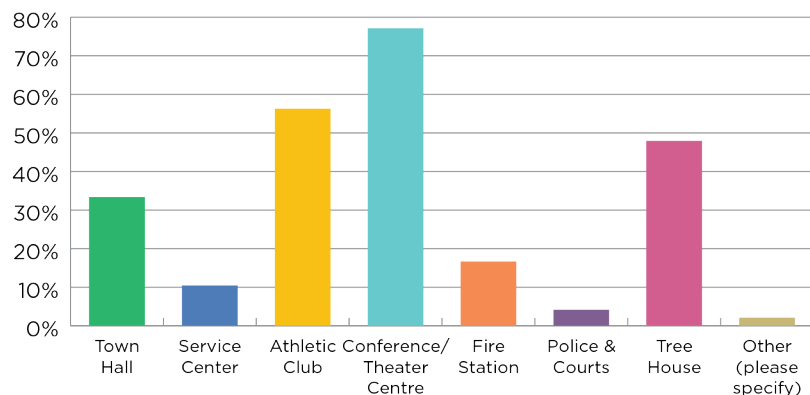


Answer Choices	Responses	
Yes	77.42%	48
No	22.58%	14
TOTAL		62

### Q15: If yes, where did this meeting occur?

Answered: 48

Skipped: 14



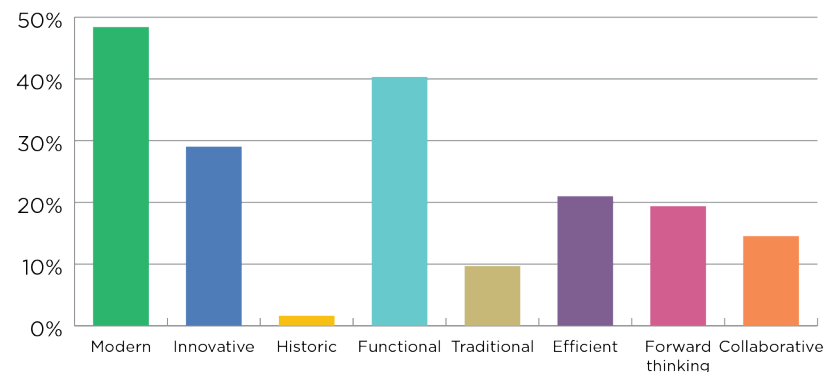
Answer Choices	Responses	
Town Hall	33.33%	16
Service Center	10.42%	5
Athletic Club	56.25%	27
Conference/Theatre Centre	77.08%	37
Fire Station 1	16.67%	8
Police & Courts	4.17%	2
TreeHouse	47.92%	23
Other (please specify)	2.08%	1
<b>TOTAL</b>		<b>48</b>

"In our parks."

### Q16: How would you describe the Addison brand? (Select up to 3)

Answered: 62

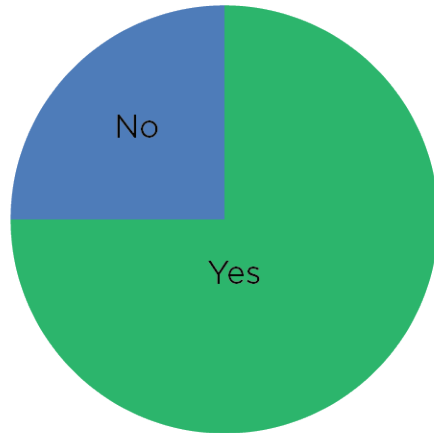
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Answer Choices	Responses	
Modern	48.39%	30
Innovative	29.03%	18
Historic	1.61%	1
Functional	40.32%	25
Traditional	9.68%	6
Efficient	20.97%	13
Forward-thinking	19.35%	12
Collaborative	14.52%	9
<b>TOTAL</b>		<b>62</b>

**Q17: Do the current city buildings reflect the Addison brand effectively?**

Answered: 56  
Skipped: 6



Answer Choices	Responses
Yes	75.00% 42
No	25.00% 14
TOTAL	56

**Q18: If no, what do the current buildings lack that would adequately reflect the Addison brand?**

Answered: 17  
Skipped: 45



"The brand is modern, the buildings are older."

"Finance building looks colonial/dated - not modern."

"Being more streamlined, professional looking."

"Need modern buildings, perhaps Town Hall with all departments located within it."

"I said YES, but to tell you why - The current buildings have character and convey the charm and history of Addison. I would never want to see the Town Hall or the Finance Building re-purposed - they are wonderful assets and should remain so."

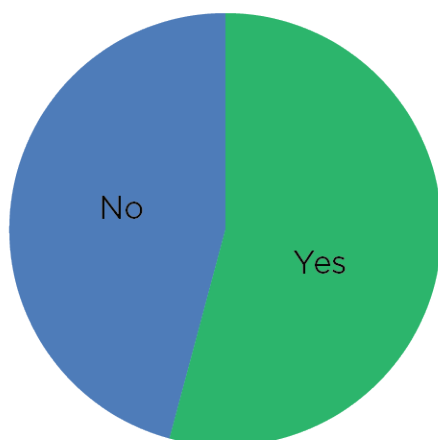
"Nothing is lacking. If changes are made too different, it will negatively impact Addison brand."

"Handicap access."



**Q19: Would a centralized location make it easier to do business with the city?**

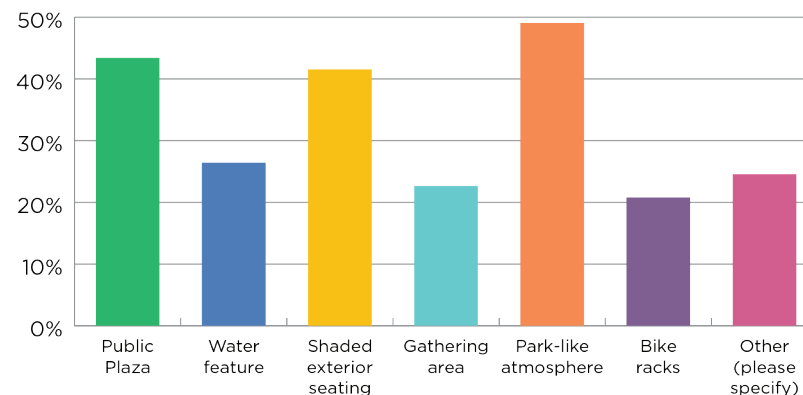
Answered: 57  
Skipped: 5



Answer Choices	Responses
Yes	54.39% 31
No	45.61% 14
<b>TOTAL</b>	<b>57</b>

**Q20: What amenities would you like to see in a centralized location?**

Answered: 53  
Skipped: 9



Answer Choices	Responses
Public plaza	43.40% 23
Water feature	26.42% 14
Shaded exterior seating	41.51% 22
Gathering area	22.64% 12
Park-like atmosphere	49.06% 26
Bike racks	20.75% 11
Other (please specify)	24.53% 13
<b>TOTAL</b>	<b>53</b>

Q20: What amenities would you like to see in a centralized location? - CONTINUED

Answered: 53  
 Skipped: 9



"One place to pay bills, register pets, etc. would be good. Could care less about the amenities of it, would love the functionality of it."

"Digital signage with Town announcements."

"No amenities needed. You're there to conduct business and leave."

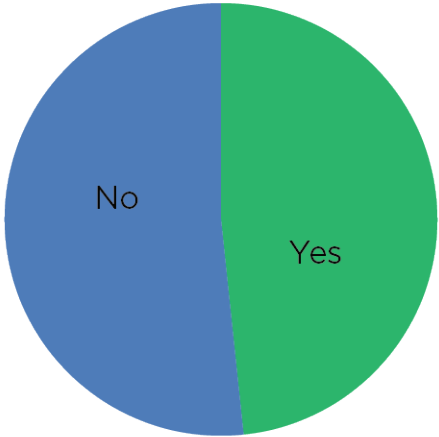
"I object to the "centralized location" and do not want to see this happen. An advantage of the departments being located in different areas is that the staff have an opportunity to observe and experience the different areas. Note: I STRONGLY DISAGREE with re-purposing Town Hall or the Finance Building."

"Do NOT support the centralization. The wonderful character of the town would be ruined. The fact there are town offices in different areas is a good thing that keeps staff aware of various areas and residents."

"Do not support centralized building. One of the features of Addison brand is the character of the buildings and the fact there is staff in different parts of the town."

Q21: Would you agree or disagree with re-purposing Town Hall?

Answered: 58  
 Skipped: 4

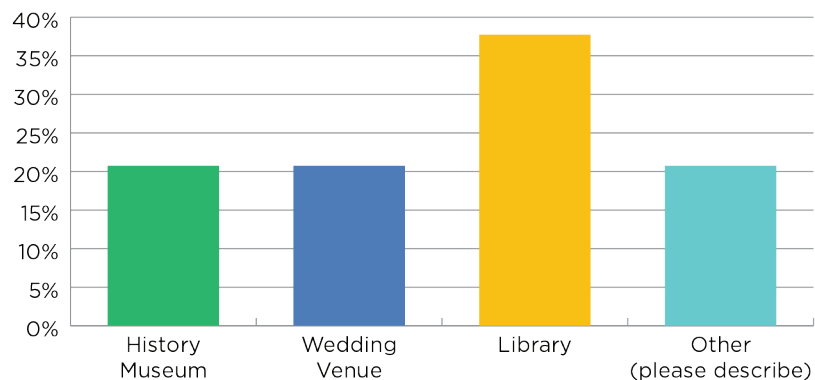


Answer Choices	Responses	
Agree	48.28%	28
Disagree	51.72%	30
TOTAL		58

**Q22: If the current Town Hall building were to be re-purposed, what type of facility would like it to become?**

Answered: 53

Skipped: 9



Answer Choices	Responses	
History Museum	20.75%	11
Wedding Venue	20.75%	11
Library	37.74%	20
Other (please describe)	20.75%	11
<b>TOTAL</b>		<b>53</b>

"NO, NO, NO - Town Hall is classic, conveys the richness of Addison rather than being a modern, characterless structure. The setting is perfect, could never be replicated. Why, why, why???"