



PROPOSAL FOR  
**CITY WIDE FACILITIES MASTER PLAN**

CITY OF KYLE  
DECEMBER 16, 2025

# ACKNOWLEDGMENTS

Thank you to all of the staff who took time out of their schedules to meet and discuss their departments.

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# EXECUTIVE SUMMARY



## Executive Summary

### Scope

The City of Kyle Facilities Master Plan provides a strategic framework to guide future decisions regarding staffing, space allocation, and departmental growth. The City engaged HDR to conduct the first phase of a Facility Master Plan to consider new facility / facilities, renovation and/or addition to existing facilities, or other building options that maximize space to improve efficiency and work performance. Phase I of this project focuses on accommodating new employee hires over the next 5 years to 2030 at the Public Safety Center and City Hall.

### Current Conditions

Both City Hall and the PSC are experiencing significant spatial constraints due to accelerated population growth and departmental expansion. Existing spaces have been repurposed to accommodate staff, often at the expense of operational efficiency. Common issues include overcrowded offices, inadequate storage, and shared workspaces not designed for current staffing levels.

### Demographic Analysis of Growth Trends

Kyle is one of the fastest-growing cities in the U.S. and multiple sources were investigated to determine current and future populations. Historical data shows an exponential percentage of growth from 1990 – 2020 with a 368% increase between 2000 to 2010 alone. The U.S. Census Bureau estimated more than 5,000 persons / year annual growth consistently for 3 years beginning in 2020 and slowing to half that from 2023-2024. Using the the U.S. Census Bureau's population difference from 23 to 24, it is believed the current 2025 population is approximately 68,795. The 2030 projected population ranges from 77,830 – 83,605.

### IT Analysis

The IT infrastructure at both facilities varies in quality and scalability. While the PSC's IT rooms are generally well-equipped and capable of supporting future expansion, the City Hall's MDF lacks the ability to expand. Cooling, UPS (Uninterrupted Power Supply) backup, and access control systems are in place, but several rooms require organizational improvements and better cable management.



## Executive Summary Continued

### Department Space Usage Assessments

Spatial challenges were documented during touring facilities. Stakeholders also helped us to understand the day-to-day issues they dealt with due to the influx of staff and lack of space. Some of those challenges are as follows.

- Greater number of staff sharing office space designed for less people.
- Department personnel who should be located together are officing on multiple floors, or separated by officing at both the City Hall and PSC.
- Service areas such as copy rooms, general and file storage are converted into office spaces.
- Insufficient number of conference rooms for private conversations and departmental meetings.

### Space Needs Standards

Each project typically uses uniform space standards to describe a hierarchy of spaces based on the user's position and use. Typically they describe furnishings, square footage and layout within a space. Their use ensures consistency and functionality within the floor plan. Both the City Hall and PSC utilized space standards in their layouts, but they no longer meet their intent of ensuring consistency and functionality since spaces are repurposed for other uses. The standardized square footages are used to size spaces in the programming effort.

### Programming

The programming effort only addresses the space needs for new staff located within the next 5 years and any service spaces. It does not address existing spaces where 3 current personnel may be sharing an office, but in reality should have their own. All new spaces utilize the correct space standard. All 10 departments accommodate 113 new employees in an additional 24,775 net square feet, and 21,760 net or 30,200 gross square feet to accommodate 91 new staff by 2030, not including Parks and Recreation.

### Benchmarking Against Other Cities

The cities of San Marcos, Cedar Park, and Flower Mound were selected for comparing departmental staffing levels against the City of Kyle. Their populations are currently in the range we expect Kyle to be at by 2030. Based upon comparative analysis, the overall staffing proposed for by Kyle for 2030 is reasonable.



## Executive Summary Continued

### Space Options

Based on 5 year staffing projections, the existing space at the City Hall and Public Safety Center is limited to support future operations. The options do not take into consideration when departmental staff may be hired and require space, nor are space standards followed. New hires may be accommodated if there is a continued willingness to group multiple staff within a space designed for less occupants and relocate staff as necessary.

- The Police Department, City Management, Communications, Talent and Culture, City Attorney / Legal, and IT will be able to move staff anytime within the next 5 years.
- The Transportation and Public Works (TPW) Department will not be able to move 14 new hires into the City Hall or PSC. The new Water Utilities Public Works Transportation Headquarters opens Q4 of 2027, at which time adequate space will be available and Public Works can move out of the City Hall opening space for other departments.
- Strategic Development can utilize TPW's vacated space opening Q4 of 2027 for their 9 additional employees.
- Finance may also use some of TPW's vacated space, but adequate space to serve 20 new staff is not available at the City Hall.
- Parks and Recreation plans to increase staff by 22 new hires by 2030 and their space at their facility is limited. Communications is currently sharing space at Parks and Recreation.

### Other Considerations

Additional space options are available through facility upgrades and planned construction.

An estimated 21,760 net square feet or 30,200 gross square foot existing building may be an option. The other is to expand the existing City Hall which would require a minimum 30,200 square foot addition to support new staff till 2030.

The last option is a new 63,656 square foot City Hall which serves current and new staff, 146 personnel till 2030. Starting construction Q2 2028 allows occupancy of the new facility Q4 2030. Construction cost is estimated at \$54 to \$57 million, and \$65 to \$69 for project costs.



## Intent of Master Plan

The Facilities Master Plan for the City of Kyle establishes a strategic framework to guide future decisions related to staff expansion, spatial distribution, and programmatic requirements. Rather than relying solely on independent staffing projections, the plan incorporates direct contributions from departmental stakeholders to ensure anticipated requirements align with operational conditions.

Kyle, Texas recognized among the fastest-growing municipalities in the United State is undergoing exceptional expansion. Rapid development within the city highlights the necessity for a flexible and forward-looking Facilities Master Plan.

Even with comprehensive planning efforts, substantial changes in population, economic activity, and infrastructure are anticipated. The arrival of major corporate entities and continued development along the I-35 corridor exemplify the pace of growth. Accordingly, the Facilities Master Plan serves as a dynamic document, subject to periodic updates that reflect shifting priorities, resource availability, and long-term objectives.

The study concentrates on two primary municipal buildings: the Public Safety Center and City Hall. Included within the scope are evaluations of existing spatial conditions, validation of population forecasts, and collaborative engagement with departmental leadership to align future facility requirements with projected community growth.



## OBJECTIVES

- Document Existing Conditions: Identify the current locations of all staff and departments and produce accurate as-built floor plans for the Public Safety Center (PSC) and City Hall.
- Assess Future Space Needs: Distribute questionnaires and conduct interviews with department leadership to understand space requirements, projecting staff and service spaces needs five years into the future.
- Forecast Community Growth: Research and develop population projections for the year 2030 to inform facility planning and service delivery.
- Evaluate Facility Conditions: Assess the spatial constraints, and functional limitations of the PSC and City Hall.
- Benchmark Peer Communities: Analyze cities of similar size to Kyle's anticipated size in 2030 to evaluate staffing levels.
- Review IT Infrastructure: Conduct a review of the City's technology systems at the City Hall and PSC, and their ability to expand.
- Develop a Strategic Planning Document: Create a comprehensive, forward-looking document which supports 5 year departmental growth and identifies space optimization opportunities at the PSC and City Hall.

# STAGE 1

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FACILITY DEFICIENCIES AND CONDITION ASSESSMENTS



STAGE 1 | FACILITY DEFICIENCIES AND CONDITION ASSESSMENTS

## **AS-BUILT DRAWINGS**




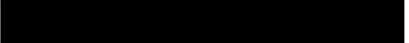

The objective of the current phase is to produce accurate as-built plans that reflect any modifications to existing layouts and document staff locations within the Public Safety Center and City Hall. These plans serve multiple purposes, including the identification of staffing arrangements, departmental zones, adjacency among personnel, in work and support areas, and distinctions between secure and non-secure spaces.

As the project progresses, the as-built drawings will be analyzed to determine which areas may be suitable for re-purposing in support of anticipated growth over the next five years. A direct comparison between the original and updated plans highlights the significant impact of municipal expansion on the spatial configurations of both facilities.

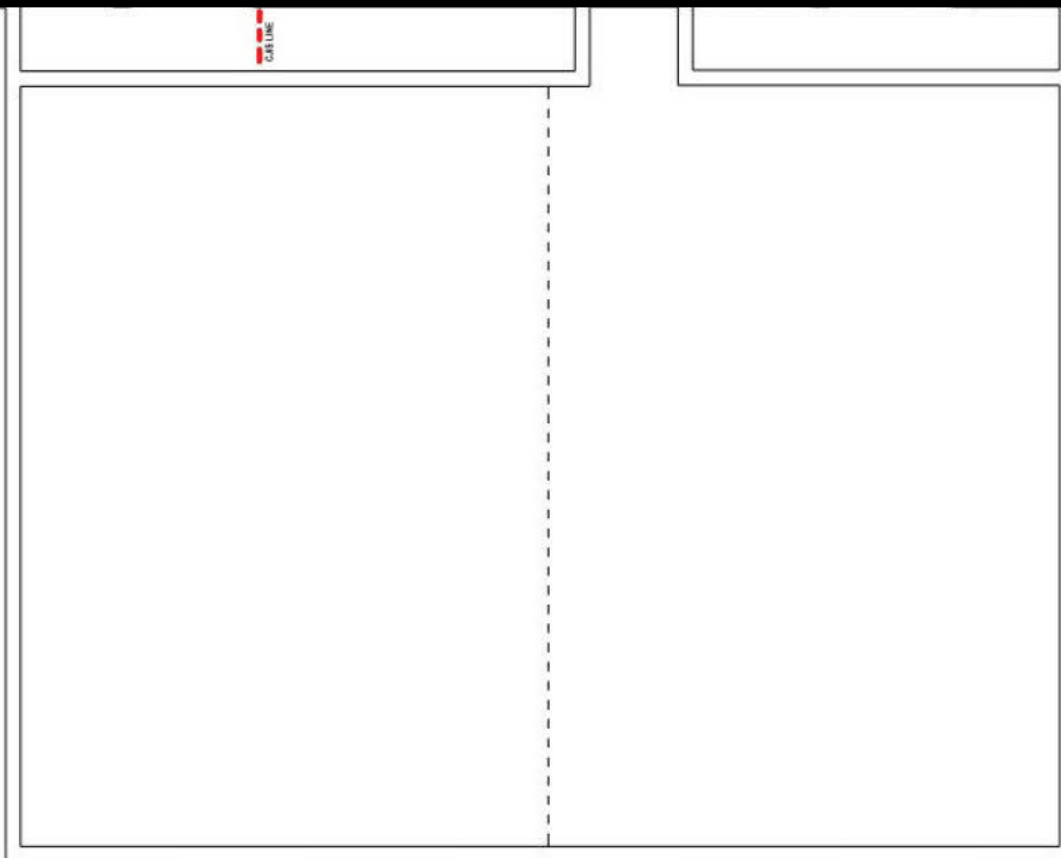
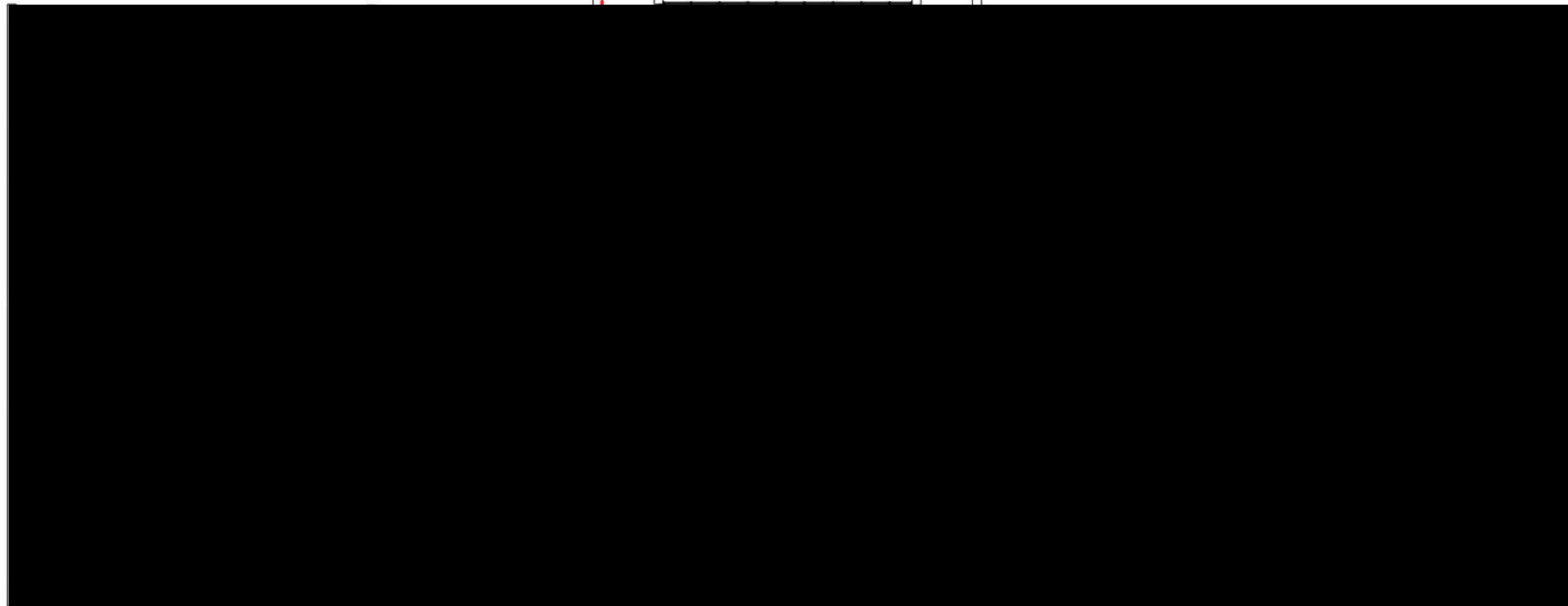
Each drawing includes legends that indicate departmental assignments, and room labels specify current usage. This phase is conducted in parallel with departmental consultations focused on staffing needs and programmatic requirements.









**DEPARTMENT LEGEND**

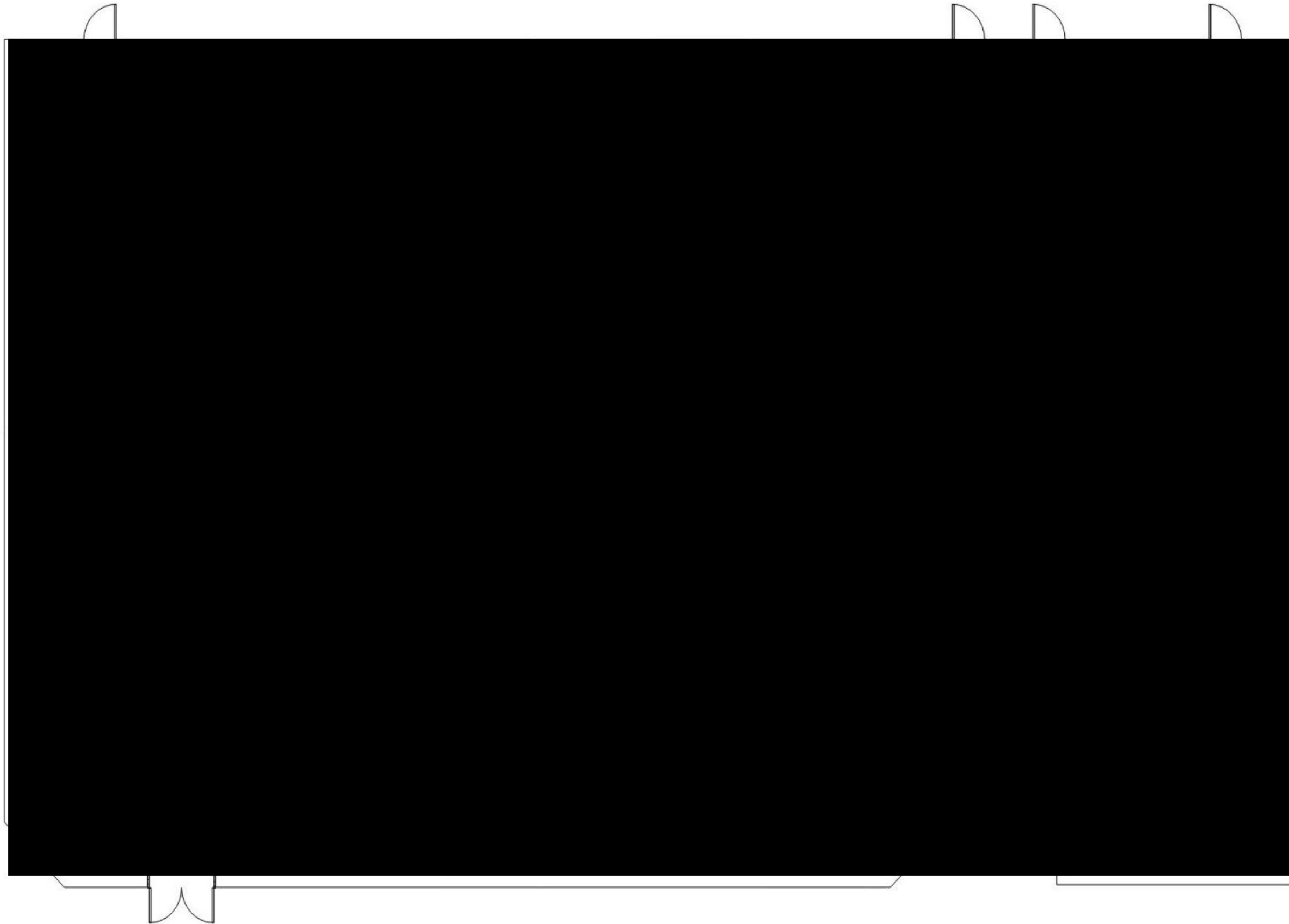
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-  CRIMINAL JUSTICE INFORMATION SERVICES (CJIS LINE)

**PUBLIC SAFETY CENTER: FIRST FLOOR PLAN**



**DEPARTMENT LEGEND**

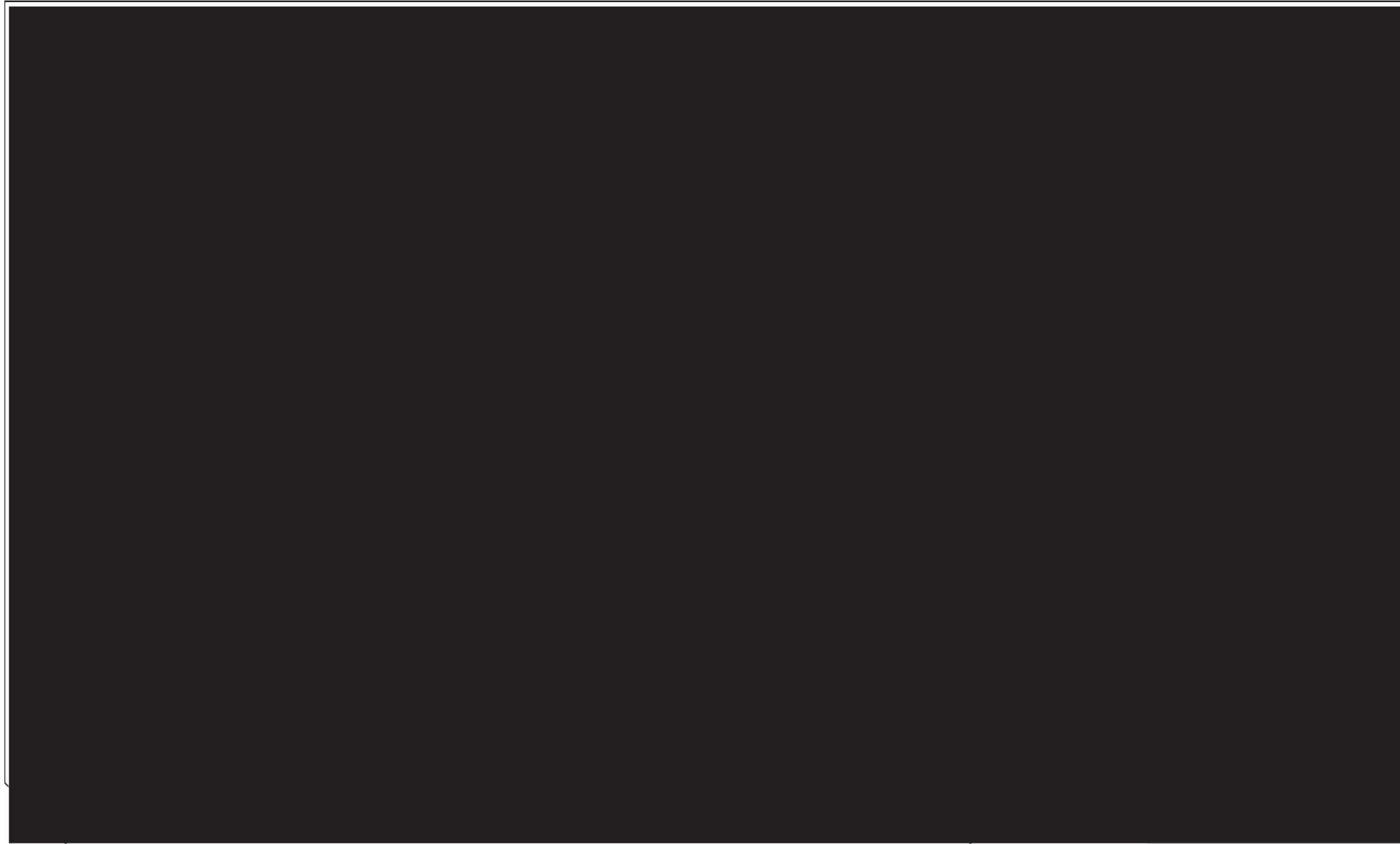
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**DEPARTMENT LEGEND**



**CITY HALL: FIRST FLOOR PLAN**



**DEPARTMENT LEGEND**

**CITY HALL: SECOND FLOOR PLAN**

# STAGE 2

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## NEEDS ASSESSMENT STUDY AND PROGRAMMING



STAGE 2 | NEEDS ASSESSMENT STUDY AND PROGRAMMING

## DEMOGRAPHIC ANALYSIS OF GROWTH TRENDS

Population data was studied from multiple sources, including the U.S. Census Bureau, Texas Water Development Board (TWDB), Data USA, Matrix Consulting Group, and the Capital Area Metropolitan Planning Organization's (CAMPO) 2050 Regional Transportation Plan.

### Growth Trends

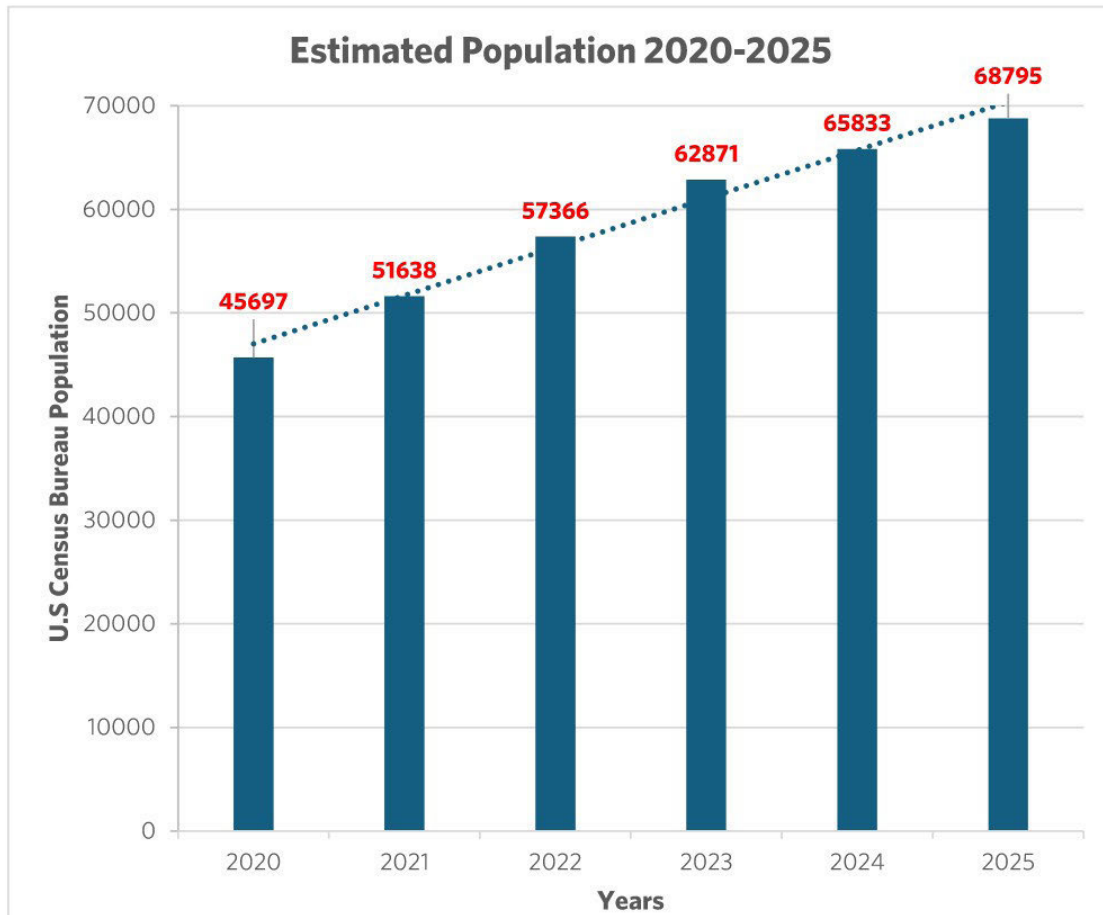
Over the span of three decades, the population underwent significant expansion, reshaping patterns of growth and development. Between 1990 and 2000, the number of residents increased by an impressive 162%, establishing a foundation for even more dramatic change. The subsequent decade, from 2000 to 2010, recorded an extraordinary 368% rise—almost 5x it's starting population

HISTORICAL POPULATION: 1990 - 2020								
	1990	2000	2010	2020	Growth / Year	% Growth / Year	Growth / 10 Yrs	% Growth / 10 Yrs
U.S. Census Bureau	2,280	5,988			371	16.3%	3,708	162.6%
		5,988	28,016		2,203	36.8%	22,028	367.9%
			28,016	45,697	1,768	6.3%	17,681	63.1%

Over the past five years, Kyle has experienced an average annual population increase of 5,724 residents, based on data from the U.S. Census Bureau. By 2025, projections from the Kyle Economic Development Board estimate the population will reach 65,050, highlighting the city's sustained attractiveness and strategic role within the region. Independent analyses from sources such as Data USA and Matrix Consulting Group support the upward trajectory, with five-year growth rates ranging between 24.6% and 48.4%, depending on the methodology applied.

ESTIMATED POPULATION: 2020 - 2025										
	2020	2021	2022	2023	2024	2025	Growth / Year	% Growth / Year	Growth / 5 Yrs	% Growth / 5 Yrs
U.S. Census Bureau	45,697	51,638					5,941	13.0%	-	-
		51,638	57,366				5,728	11.1%	-	-
			57,366	62,871			5,505	9.6%	-	-
				62,871	65,833		2,962	4.7%	-	-
U.S. Census Bureau	45,697					67,649*	4,390	9.6%	21,952	48.0%
Data USA	45,697			52,439		56,933*	2,247	4.9%	11,236	24.6%
Matrix Consulting Group	45,697				65,050	67,828	4,426	9.7%	22,131	48.4%

\*Extrapolated linearly

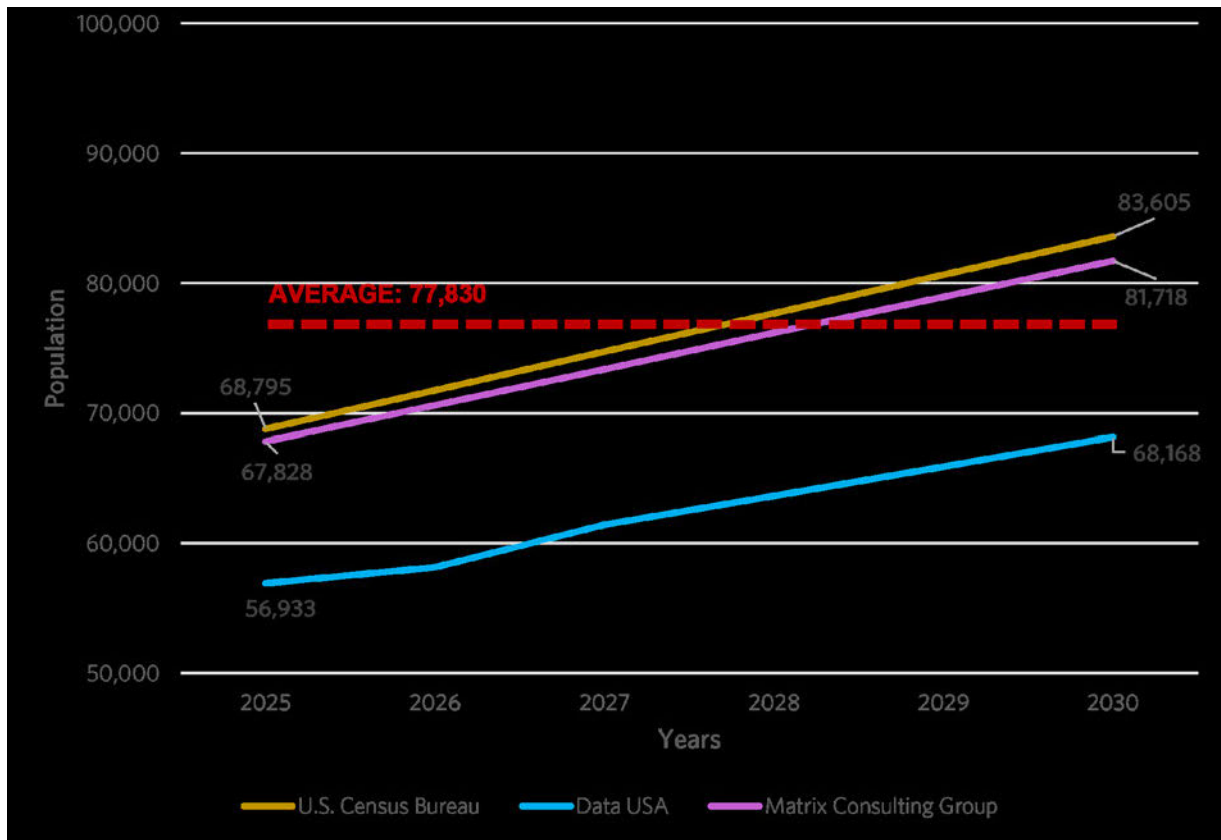


Projections for 2030 indicate continued and substantial population growth in Kyle. Estimates from the Kyle Economic Development Board place the future population at 77,050, while an average across multiple data sources suggests a slightly higher figure of 77,830, reinforcing a consistent upward trajectory. Between 2025 and 2030, the city is expected to gain approximately 2,662 residents annually, resulting in a 4.17% yearly growth rate. Over the five-year period, the total increase is projected to reach 13,311 individuals, representing an overall growth of 20.5%.

These population forecasts emphasize Kyle’s ongoing momentum as one of the fastest-growing communities within both the region and the State of Texas.

5 YEAR POPULATION PROJECTIONS: 2025 - 2030						
	2025	2030	Growth / Year	% Growth / Year	Growth / 5 Yrs	% Growth / 5 Yrs
<b>U.S. Census Bureau</b>	68,795*	83,605*	2,962	4.5%	14,810	21.50%
<b>Data USA</b>	56,933*	68,168*	2,247	3.94%	11,235	19.70%
<b>Matrix Consulting Group</b>	67,828	81,718*	2,778	4.09%	13,890	20.4%
<b>AVERAGES:</b>	<b>77,830</b>		<b>2,662</b>	<b>4.17%</b>	<b>13,311</b>	<b>20.5%</b>

\*Extrapolated linearly



## IT ANALYSIS



FIGURE 1: [REDACTED]



FIGURE 2: [REDACTED]

## PUBLIC SAFETY CENTER

[REDACTED]

[REDACTED]

Three internet service providers [REDACTED] were identified as active providers for the facility. While service availability is confirmed, further clarification regarding distribution methods and potential aggregation remains pending. The room includes a modest amount of information technology infrastructure, featuring a single 2-post rack sized to accommodate anticipated future expansion.

(FIGURE 1&2)

### MAIN IT [REDACTED]

The information technology room functioned as the facility's Main Distribution Frame (MDF) and represented the largest dedicated area for network infrastructure. Sufficient rack capacity was available to support anticipated growth. [REDACTED]

[REDACTED] Overall, the space was appropriately equipped for expansion, with adequate electrical power, HVAC systems, and rack infrastructure in place.

(FIGURE 3)

### IDF ROOM [REDACTED]

The room, equipped with two 2-post racks, supported telecommunications for the adjacent building area and reflected a standard Intermediate Distribution Frame (IDF) configuration commonly implemented throughout the facility.

(FIGURE 4)

### IDF ROOM [REDACTED]

Direct access to the room was not available; however, layout and function were confirmed to be consistent with the configuration of the Intermediate Distribution Frame (IDF) room. [REDACTED]





FIGURE 3: 



FIGURE 4: 




**IDF ROOM** 

The room functioned as a standard Intermediate Distribution Frame (IDF) and 



(FIGURE 5)

**IDF ROOM** 

The room also functioned as a standard Intermediate Distribution Frame (IDF) 



(FIGURE 6)

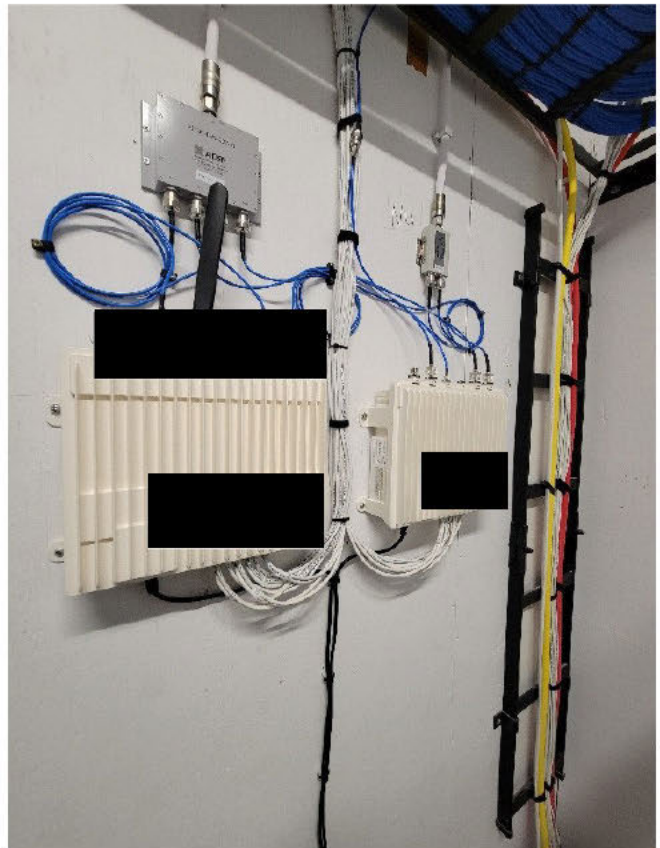


FIGURE 5: 



FIGURE 6: [REDACTED]

### HVAC

All accessed information technology rooms were properly cooled and dehumidified. Most areas relied on split system units to maintain appropriate climate control.

[REDACTED] designated as the primary IT room, utilized two Computer Room Air Conditioning (CRAC) units to provide dedicated cooling for the environment.

(FIGURE 7,8,&9)

### Power

All information technology rooms accessed during the assessment were equipped with Uninterruptible Power Supplies (UPS) and generator-backed circuits to ensure continuous power for critical equipment.

In the Intermediate Distribution Frame (IDF) room, the outlet configuration typically included emergency quad receptacles supported by a generator, positioned adjacent to a 240VAC NEMA L6-30R receptacle for each 2-post rack.

The [REDACTED] serving as the MDF, received power from a dedicated UPS, which supplied downstream bus ducts and a distribution panel.

(FIGURE 10, 11, 12, & 13)

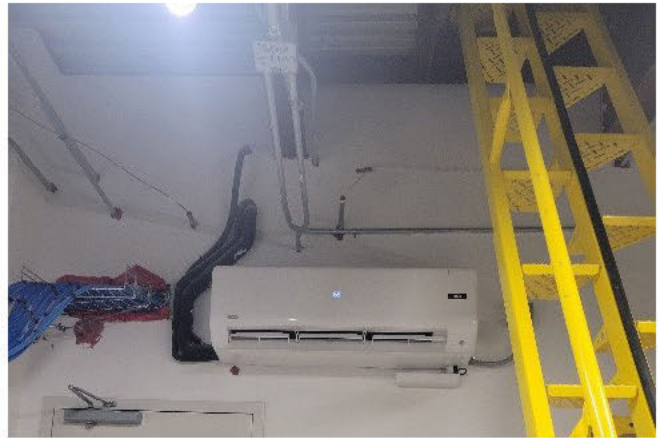


FIGURE 7: [REDACTED]



FIGURE 8: [REDACTED]



FIGURE 9: [REDACTED]



FIGURE 10: POWER



FIGURE 12: POWER



FIGURE 11: POWER



FIGURE 13: POWER

**Grounding**

All information technology spaces accessed during the evaluation were equipped with appropriate ground bars to ensure proper bonding of equipment within each room.



(FIGURE 14 & 15)

**Access Control System (ACS)**

Access Control System (ACS) controllers were strategically installed throughout various information technology rooms to enable card reader access control for doors across the facility.

(FIGURE 16)

**Condition of Space**

All information technology spaces accessed during the evaluation were properly cooled and dehumidified. Most rooms relied on split system units to maintain climate control. Room [redacted] designated as the [redacted], utilized two Computer Room Air Conditioning (CRAC) units to provide dedicated cooling for the environment.

(FIGURE 17)

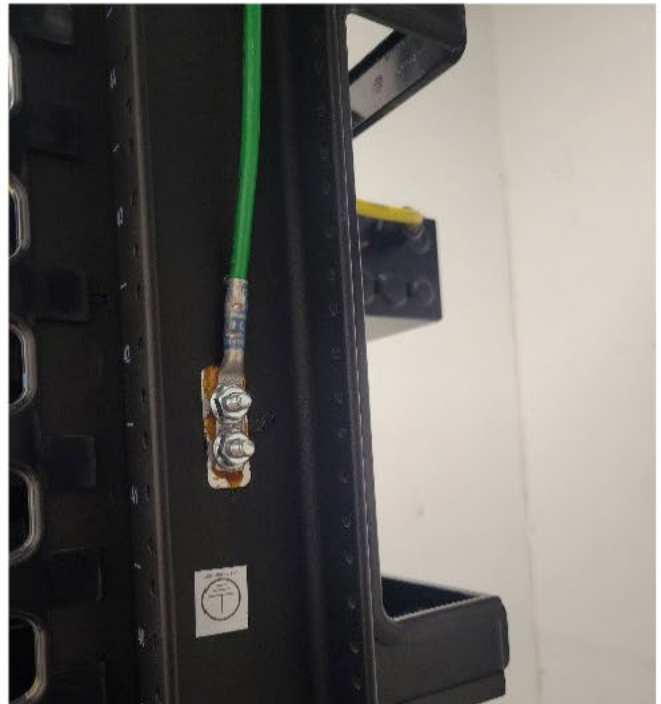


FIGURE 15: GROUNDING

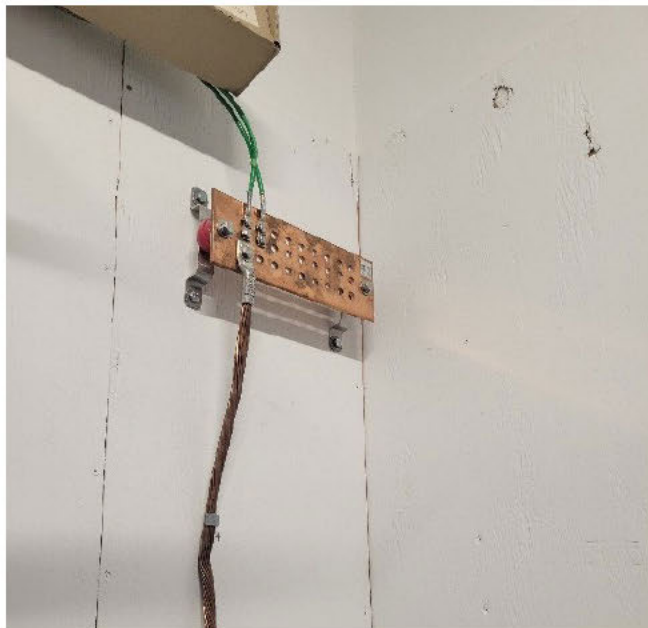


FIGURE 14: GROUNDING



FIGURE 16: [redacted]

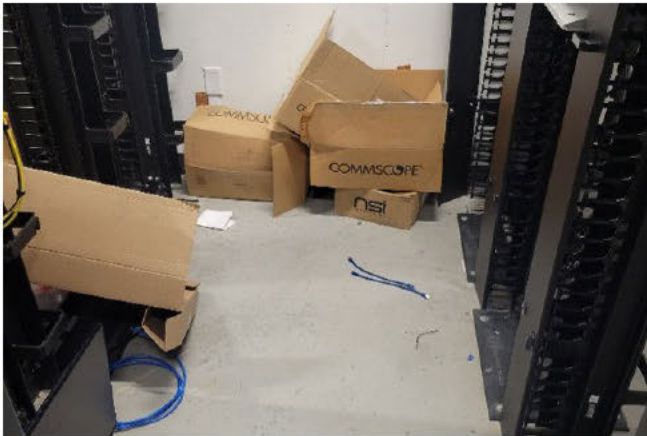


FIGURE 17: CONDITION OF SPACE

## CITY HALL

The designated space serves as the Main Distribution Frame (MDF), housing operations at

(FIGURE 1)

Cooling for the room is provided by two HVAC split system units, and grounding appears to align with applicable standards. While the electrical infrastructure was originally supported by a single large uninterruptible power supply (UPS), it was later transitioned to multiple smaller units to better accommodate operational needs following the retirement of the original UPS.

(FIGURE 2,3 &4)

The room currently offers limited capacity for future expansion. The single equipment cabinet is fully utilized, with additional hardware temporarily placed on the adjacent floor area. Unstructured cabling and inactive equipment contribute to a visually dense environment, which may affect organization and efficiency.

(FIGURE 5, 6 &7)

The Main Distribution Frame (MDF) appears to occupy a space that may have originally served as a reception area, While this configuration is unconventional for housing critical infrastructure, it highlights the adaptive reuse of existing space, and may not fully align with best practices for IT environments.



FIGURE 1:



FIGURE 2:

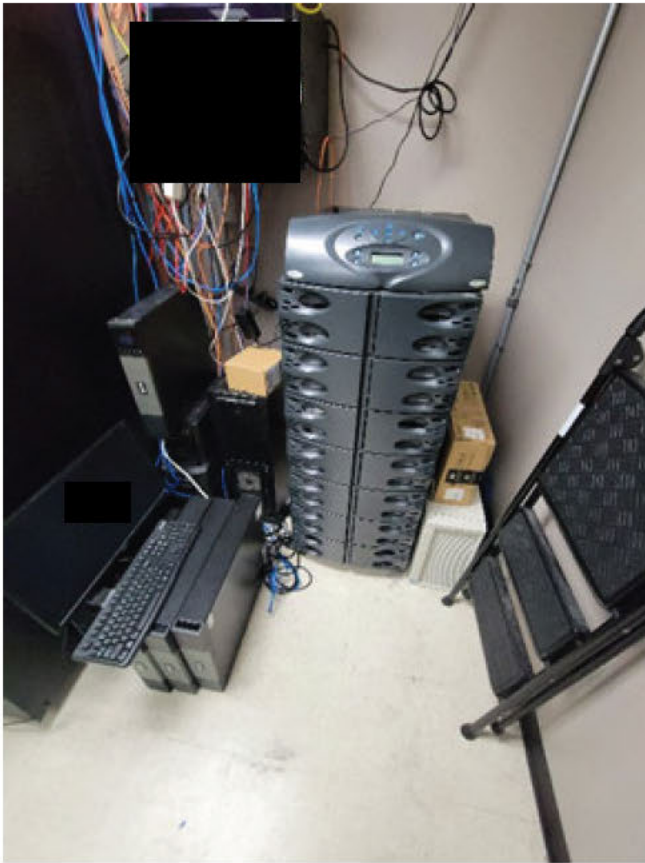


FIGURE 3: [REDACTED]



FIGURE 5: [REDACTED]



FIGURE 4: [REDACTED]



FIGURE 6: [REDACTED]



FIGURE 7: [REDACTED]

**Elec [REDACTED]**

Elec [REDACTED] serves as the only other information technology room within City Hall, functioning as an Intermediate Distribution Frame (IDF) for the facility. Located [REDACTED] to the Main Distribution Frame (MDF), [REDACTED]

Several spatial and organizational constraints observed in the MDF are also present in Elec [REDACTED] particularly the limited capacity for future expansion. A portion of cabling bypasses existing cable management systems, and the transition between ceiling infrastructure and equipment racks has not been formalized, resulting in a less structured configuration.

Additionally, several ceiling tiles have been removed and remain uninstalled, which affects the overall appearance and condition of the room.

(FIGURE 8,9&10)

**Conclusion for City Hall IT Infrastructure**

The existing information technology infrastructure at the facility offers limited scalability to support ongoing municipal growth.

[REDACTED]

[REDACTED] Planning for adequate server capacity to meet future operational demands will be essential to ensure long-term functionality and system resilience.



FIGURE 8: ELEC [REDACTED]

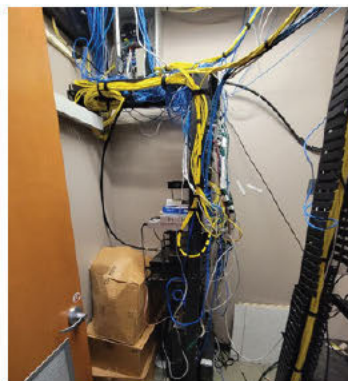


FIGURE 9: ELEC [REDACTED]

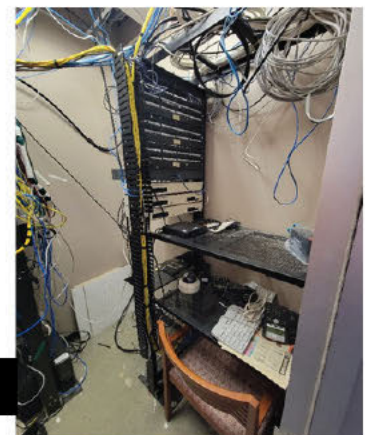


FIGURE 10: ELEC [REDACTED]

## DEPARTMENT SPACE USAGE ASSESSMENTS

HDR routinely conducts facility and departmental assessments across a wide range of projects. Many clients are encountering similar space-related challenges as those observed in Kyle, largely due to the rapid growth occurring throughout Texas, particularly along the I-35 corridor. Common issues associated with expansion manifest both in physical infrastructure and operational workflows.

- Service areas such as storage and copy rooms repurposed for office use - lack of service and storage space.
- Bookshelves, copy equipment, and file storage located in corridors and stairwells
- Office spaces originally designed for one staff member now accommodating multiple individuals
- Lack of private areas for staff conversations without relying on conference rooms
- Frequent interruptions due to overlapping conversations or the need to leave the office for phone calls
- Increased reliance on conference rooms for meetings with staff, vendors, and external agencies—often requiring scheduled access or waiting periods
- Reduced operational efficiency caused by departmental scattering and shared workspaces not designed for multiple occupants

Space usage assessments were conducted for ten departments through staff interviews. These evaluations revealed a range of challenges and specific needs requiring attention. Some of those challenges are described by department below.

### 1.0 City Administration

The HAM Radio space could be repurposed for City Administration or other departmental needs.

Animal Control: Approximately 5–6 staff members are expected to relocate to a new facility within the year.



### 2.0 Transportation and Public Works

Current facilities cannot accommodate the entire department simultaneously.

The Floodplain Administrator, Engineering Associates, and Water/Wastewater Modeling Analyst currently share a single office.

The Engineering Associates, Water/Wastewater Modeling Analyst, Storm-water Inspector, and CIP Division Manager are co-located in one office.

### Identified Needs:

- Individual offices for CIP and Planning Assistant Director, and Storm-water Coordinator.
- Individual offices for Engineering Associates, Water/Wastewater Modeling Analyst, Storm-water Inspector, and CIP Division Manager.



### 3.0 Strategic Development

All staff are currently housed at City Hall.

Limited meeting space has resulted in service delays.

Furniture and flooring are outdated.

No capacity for departmental expansion.

Storage areas have been converted into workspaces.

Inadequate space for computer equipment and monitors.

Inspectors operate from vehicles; other staff work from a table at the second-floor foyer.

**Identified Needs:**

- Dedicated offices for the Project Development Coordinator, Senior Planner, Inspections Supervisor, Code Compliance Technician, and Building Code Program Manager.
- Bullpen area for 7 inspectors and 2 code enforcement officers.
- Flexible space for testing and temporary use by other City departments (e.g., Fire).
- Lobby-adjacent conference room to host meetings without entering departmental areas.
- Training room with a capacity of 60.
- Large and small private conference rooms.
- Adequate storage space.
- Expansion space for future hires in Building, Planning, and Code Compliance.



**4.0 Finance**

All Financial Services staff are located at City Hall, but offices are split between the first and second floors.

Requisitions are processed at a desk at the second-floor lobby.

**Identified Needs:**

- Conference room for 8; current reliance on Executive Session and Glass Conference Rooms causes disruptions.
- Secure counting room for cash and checks, equipped with a safe, table, and security camera.
- Staff breakroom.

**Identified Needs Continued:**

- General storage space.
- Enhanced exterior lighting in the City Hall parking lot for nighttime visibility.
- Monitored electronic badge access to Financial Services areas.

**5.0 Police**

Department will expand further into the facility. CJIS needs to be considered in the expansion.



**6.0 Communications**

Currently located in the Parks and Recreation building, which was recently acquired and remodeled.

Space limitations prevent adherence to standard office layouts.

The Chief Communications Officer has a notably small office.

A location adjacent to Council Chambers is preferred.

**Identified Needs:**

- Private offices for the Assistant Communications Director and Communications Manager.

**Identified Needs:**

- Equipment storage for cameras, video gear, etc.
- Mother's room.
- Shared breakroom (capacity: 10) with Parks and Recreation.
- Conference room (capacity: 10).
- Bullpen for 5 staff.
- Editing bay within the studio.
- Larger studio with a rolling overhead door for large-scale productions.
- Public Education Grant (PEG) stations.



### 7.0 Parks and Recreation

The addition of a future Special Events Coordinator will fully utilize the building's capacity.



### 8.0 Talent and Culture

Individual offices for the Payroll Assistant, Business Specialist, and Compensation Specialist.

New office space required for the Prosecutor at City Hall, adjacent to the court.



### 9.0 City Attorney / Legal

Prefers staff offices to be located near the City Secretary.

Identified Needs:

- Conference room (capacity: 8-10).



### 10.0 IT Support

Multiple technicians are currently working out of an operational storage room.

Identified Needs:

- Copy room.
- Dedicated storage room.
- Large conference room (capacity: 18).

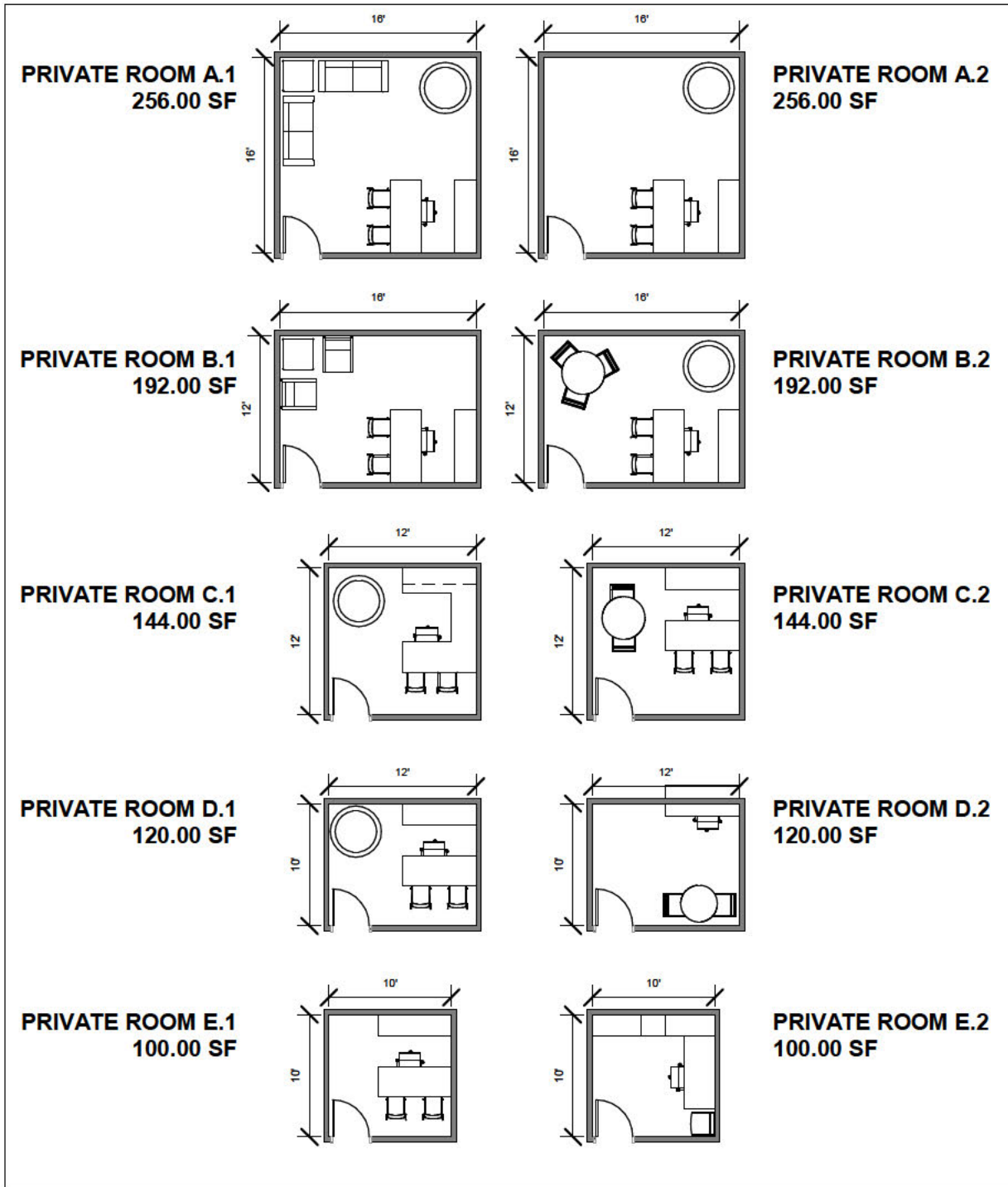


## **SPACE NEEDS STANDARDS**

Standardized requirements for individual spaces are established to ensure consistency in planning units for similar functions, to justify space allocations, and to support designers in articulating specific spatial needs. The following guidelines recommend space allocations and dimensions, typical furnishings, and expected assignments for recurring areas such as private offices, workstations, and related environments.

Recommendations are based on functional criteria, with primary emphasis placed on measurable needs such as furniture, storage, work areas, and the number of individuals to be accommodated. Accompanying diagrammatic plans illustrate potential arrangements for each space type, offering alternative layouts to support design flexibility. These diagrams serve as general guidance rather than prescriptive standards. However, the suggested dimensions are intended to reflect meaningful requirements for each space type.

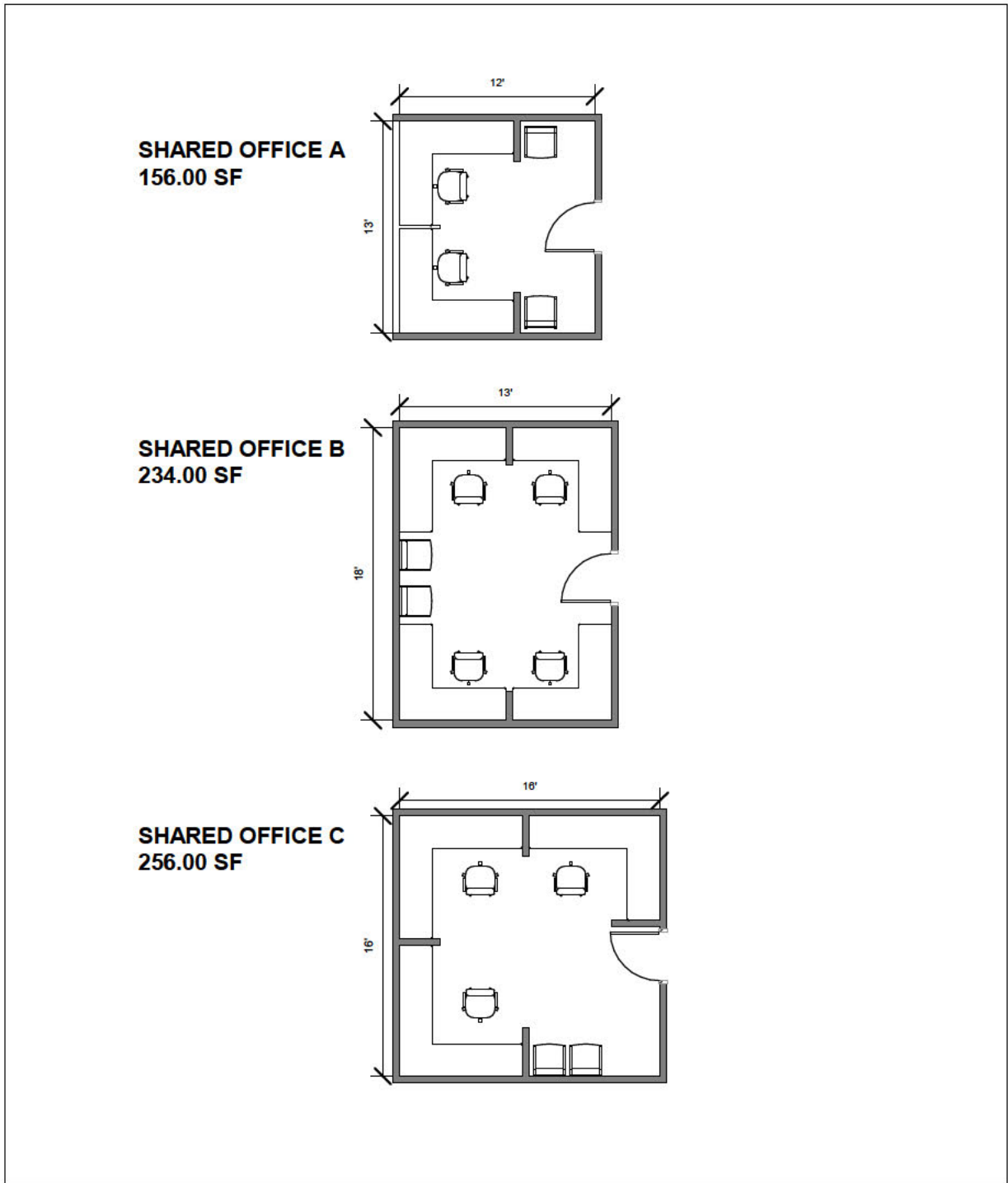
The proposed standards align with prevailing industry practices and are designed to provide the City of Kyle with efficient, adaptable, and functionally effective planning units.



SPACE STANDARDS

PRIVATE OFFICES

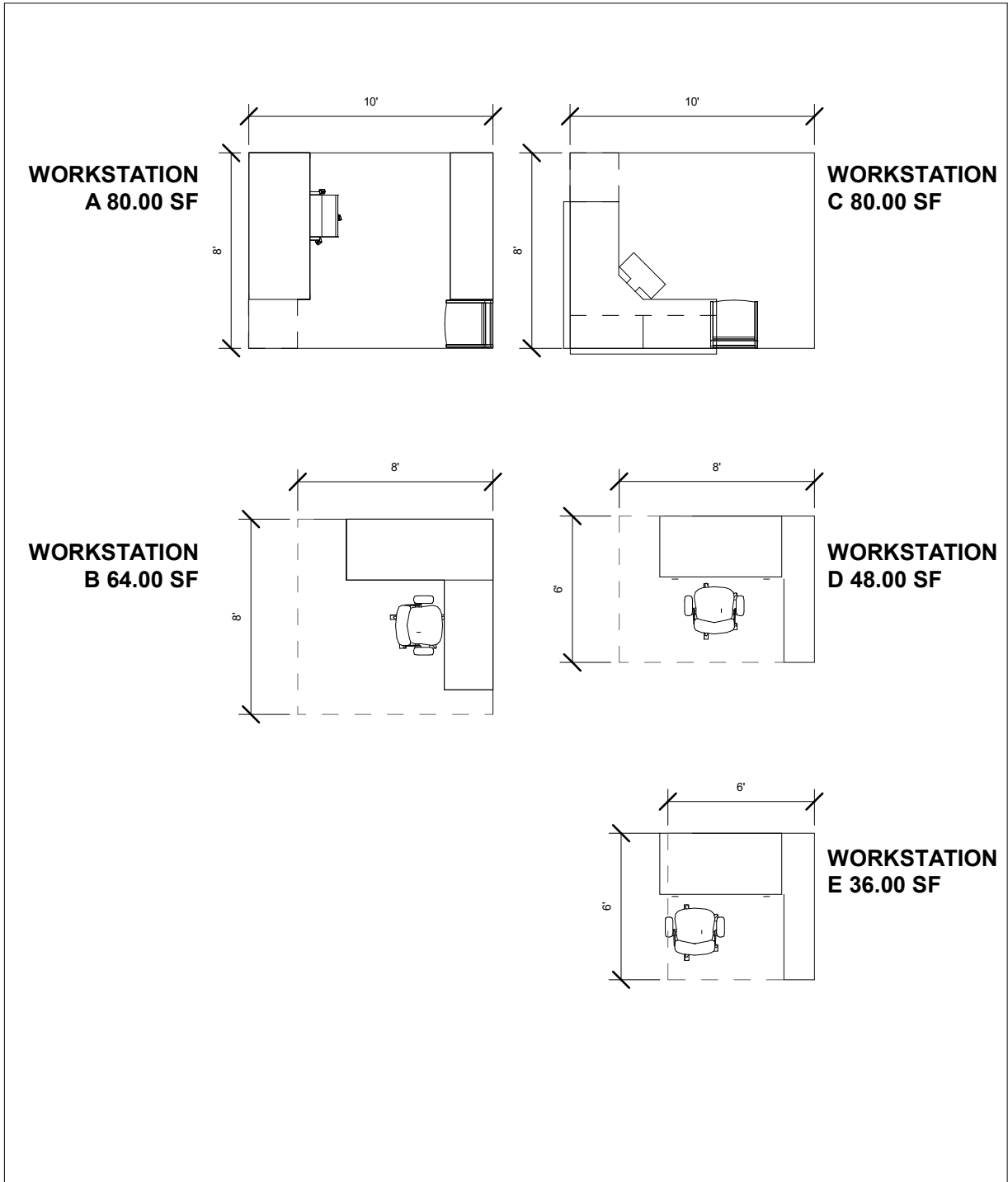
FIGURE A101



SPACE STANDARDS

SHARED OFFICES

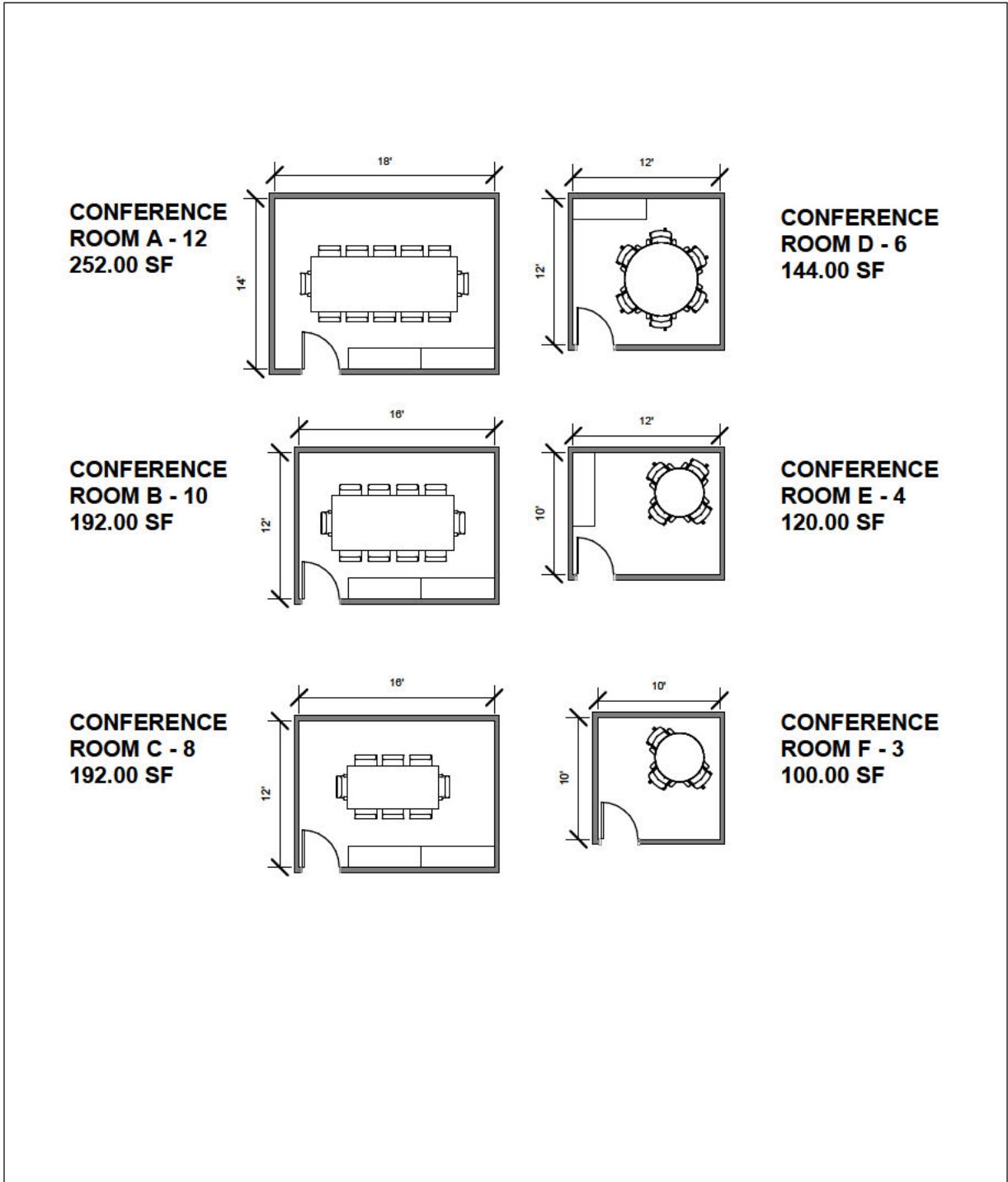
FIGURE  
A102



SPACE STANDARDS

OPEN WORKSTATIONS

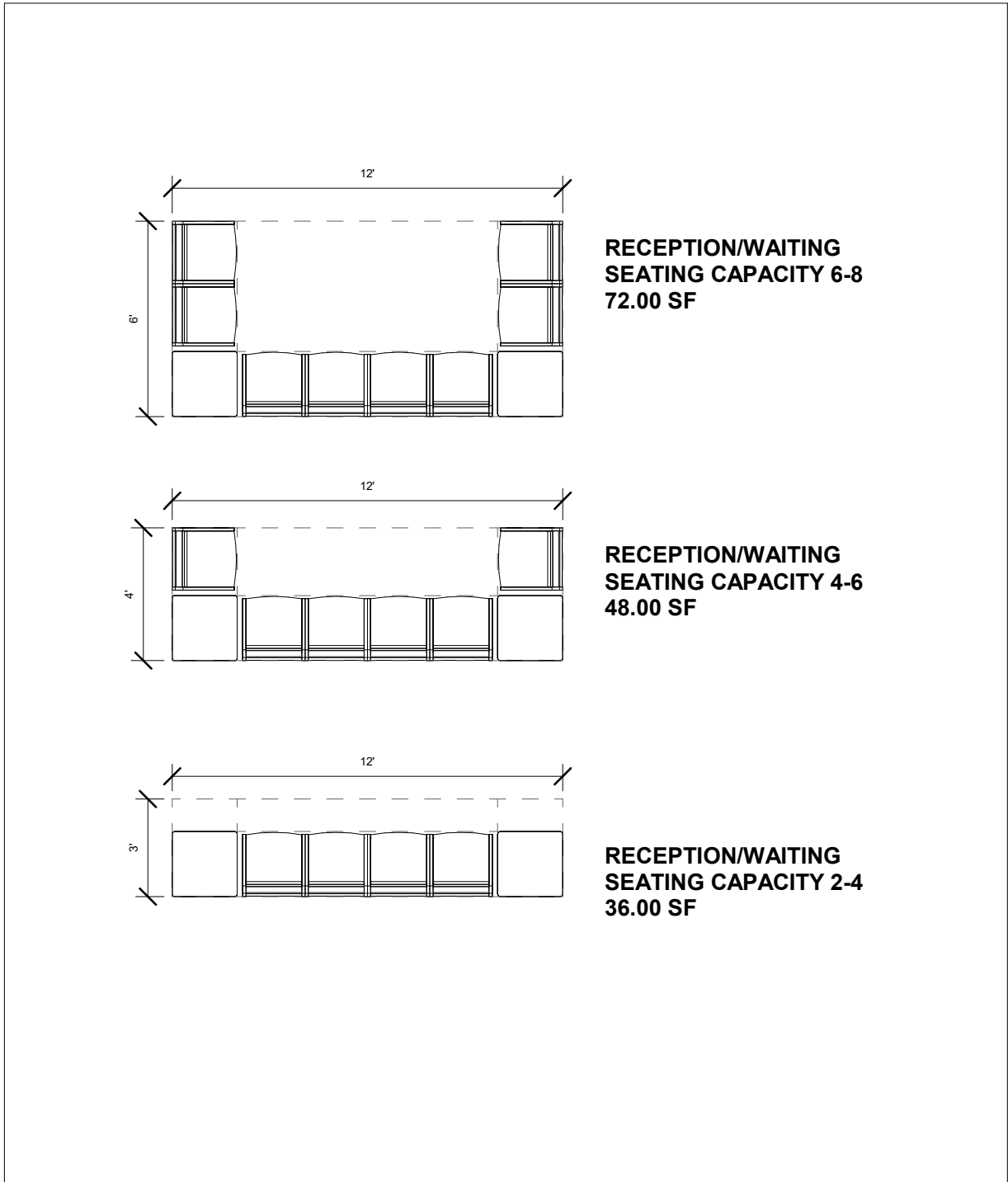
FIGURE  
A103



SPACE STANDARDS

CONFERENCE ROOMS

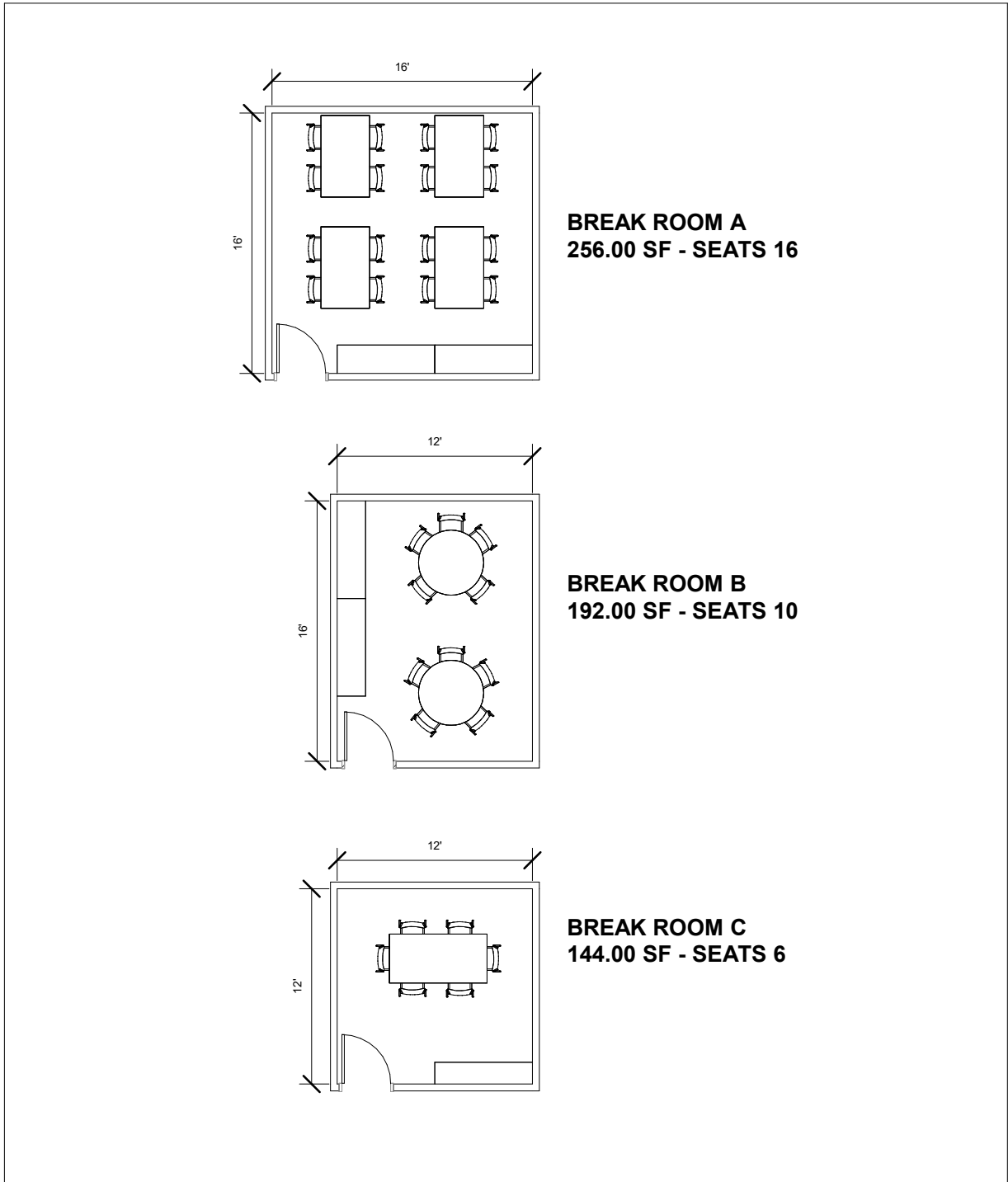
FIGURE A104



SPACE STANDARDS

RECEPTION/WAITING

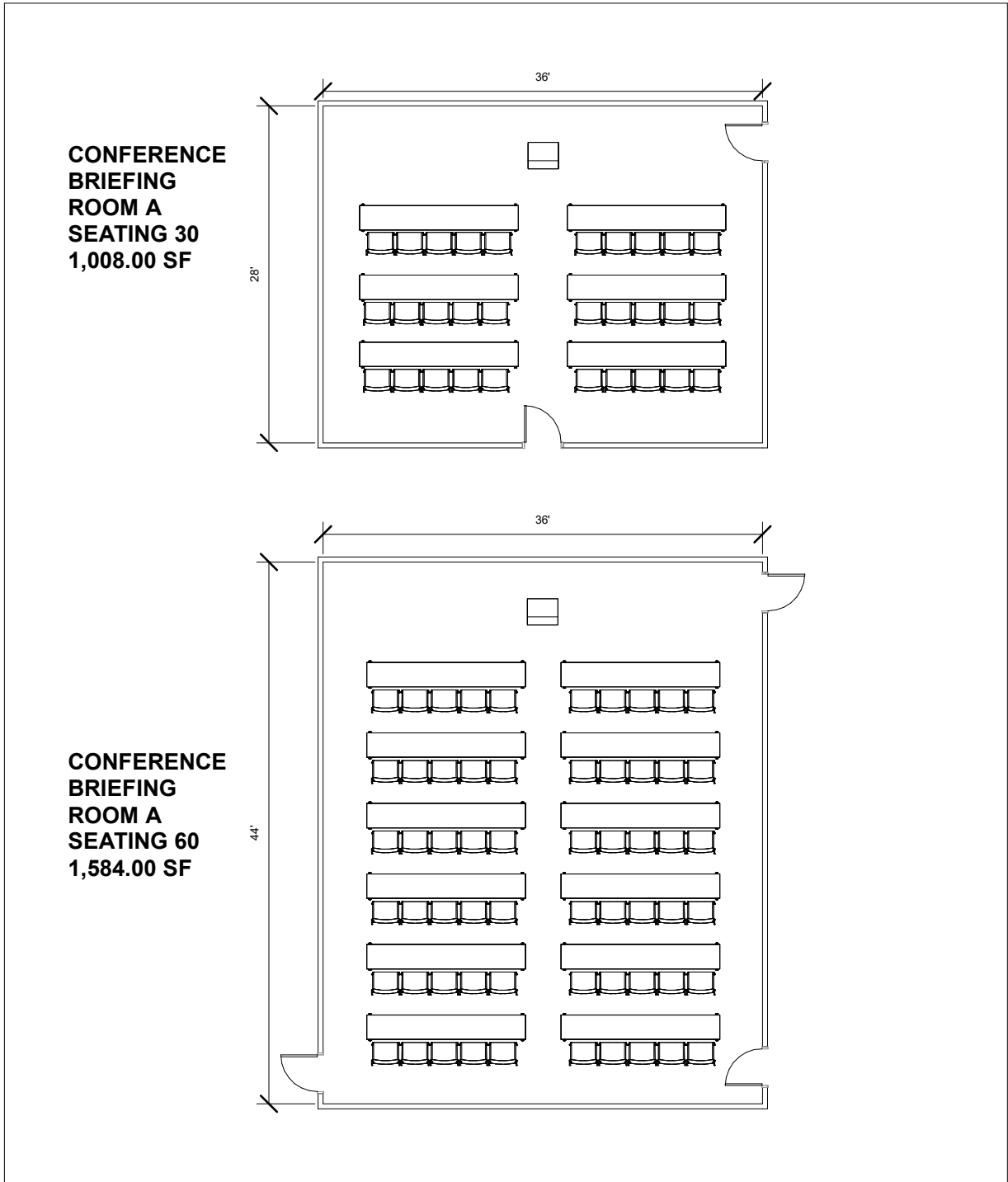
FIGURE  
A105



SPACE STANDARDS

BREAK AREA

FIGURE  
A106



SPACE STANDARDS

BRIEFING ROOM

FIGURE A107

# PROGRAMMING

## QUESTIONNAIRES

Prior to beginning the interviews and programming effort, the Team developed a questionnaire distributed to eleven different departments originally identified by the City of Kyle. These departments included City Administration, Public Works / Transportation / Fleet, Development Services, Finance, Police, Communications, Parks and Recreation, Administrative Services, Legal, Economic Development, and IT Support. Since that time, the City has restructured its organization, consolidating the departments from eleven to ten and updating titles to better reflect current functions.

The updated departments now include City Management, Transportation and Public Works, Strategic Development, Finance, Police, Communications, Parks and Recreation, Talent and Culture, City Attorney/Legal, and Information Technology. For consistency and comparative value, this benchmarking study continues to reference the original eleven-department framework used during the initial data collection and analysis.

Particular interest concerned currently unfilled positions and future staffing in the next five years, spaces lost as staff expanded and repurposed service spaces, future space requirements for more efficient operations, a hierarchy of space sizes, and department locations specific to the PSC and City Hall. Staff responses aided the HDR team by creating a picture of current and future needs. The questions are as follows and individual questionnaires are located in the appendix.

1. Are all administrative positions currently filled? Is there currently a need for additional positions?
2. Administrative staff elsewhere which should be located at the PSC or City Hall?
3. Please provide city office size or furniture layout standards if available.

Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy.

If no requirements or standard sizes exist, please write "N/A" on the following line:

4. Please address the following which currently or may affect your space layout or location:
5. Required adjacent offices
6. Operations or change in operations
7. Outside influences
8. Interaction with other agencies
9. Expectation of meeting with the public or vendors
10. Expectation of meeting privately with staff
11. Possibility of sleeping in the space during an emergency event
12. New fixtures, furnishings or equipment
13. Social factors influencing change
14. Remote work / touchdown station for other agencies
15. Special security elements of your space
16. Service spaces utilized by admin
17. Other

# PROGRAMMING

## ON-SITE STAFF INTERVIEWS/ PROGRAMMING

The task commenced with site visits to the Public Safety Center, City Hall, and Parks and Recreation facilities during scheduled interviews. HDR engaged with more than 20 City staff leaders to review questionnaires, observe daily operations, discuss organizational structures, and collect data necessary for developing a Space Needs Program tailored to each department. Organizational charts provided by staff offered valuable insight and contributed meaningfully to the planning process.

### Understanding The Program.

- Documents current and proposed square footages, identifies service spaces required for efficient operations, and outlines estimated staffing projections over the next five years for ten departments.
- Existing square footages for departments located outside the Public Safety Center or City Hall were not recorded; however, anticipated staff increases and associated space requirements were identified. The scope of the assessment was directed by the City of Kyle to focus exclusively on the Public Safety Center and City Hall.
- Not all spaces within the Public Safety Center or City Hall were included in the program. Only areas currently occupied by staff, those suitable for internal relocation, and spaces considered viable for re-purposing were documented.

The high-level program outlines both current and projected staffing requirements for each department. Included within the program are employee counts and existing square footage figures, calculated using established space planning standards. After departmental staff reviewed the program and provided suggested revisions, the project team gained a clear understanding of square footage needs and staffing levels, enabling effective benchmarking against peer cities of comparable size.

### What Does the Program Tell Us?.

- Approximately 25,000 additional square feet are necessary to meet spatial needs by 2030.
- Approximately 113 new employees will need to be hired for efficient operations and adequate City and community services.

PROGRAM SUMMARY: ALL DEPARTMENTS				
CITY DEPARTMENTS		EXISTING STAFF	PROPOSED ADDL SF	NEW STAFF
1.0	City Management	7	206	1
2.0	Transportation and Public Works	85	2,233	14
3.0	Strategic Development	22	6,576	9
4.0	Finance	19	4,066	20
5.0	Police	140	2,587	23
6.0	Communications	13	2,645	6
7.0	Parks and Recreation	61	3,015	22
8.0	Talent and Culture	5	401	3
9.0	City Attorney / Legal	10	1,051	4
10.0	Information Technology	16	1,995	11
<b>Total Square Footage</b>		<b>378</b>	<b>24,775</b>	<b>113</b>

PROGRAM SUMMARY: CITY HALL & PSC				
CITY DEPARTMENTS		EXISTING STAFF	PROPOSED ADDL SF	NEW STAFF
1.0	City Management	7	206	1
2.0	Transportation and Public Works	85	2,233	14
3.0	Strategic Development	22	6,576	9
4.0	Finance	19	4,066	20
5.0	Police	140	2,587	23
6.0	Communications	13	2,645	6
7.0	Parks and Recreation	-	-	-
8.0	Talent and Culture	5	401	3
9.0	City Attorney / Legal	10	1,051	4
10.0	Information Technology	16	1,995	11
<b>Total Square Footage</b>		<b>317</b>	<b>21,760</b>	<b>91</b>

**1.0 CITY MANAGEMENT**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
1.01 Mayor	1			409	409						
1.02 Council Offices	3	3		110	330						
1.03 City Manager	1	1		374	374						
1.04 Deputy City Manager	1	1		300	300						
1.05 Assistant City Manager	1	1		249	249						
1.06 Chief of Staff							1	1	156	156	
1.07 Council Chamber / Multipurpose / Court Executive Session / Conference / Break Room	0	1		2,295	2,295	Located at City Hall					
1.08 Council Lounge	0	1		420	420	Located at City Hall					
1.09 Council Lounge Kitchen	0	1		113	113						
1.11 Council Lounge Storage	0	1		74	74						
<b>SUBTOTAL</b>	<b>7</b>				<b>5,371</b>		<b>1</b>			<b>156</b>	
<b>CIRCULATION+WALLS (32%)</b>					<b>1,719</b>					<b>50</b>	
<b>TOTAL City Management</b>					<b>7,090</b>					<b>206</b>	

Note: Staff and spaces located at PSC unless noted otherwise.

**2.0 TRANSPORTATION AND PUBLIC WORKS**

**INFRASTRUCTURE AND DEVELOPMENT**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
2.00 Deputy City Manager	-	-	-	-	-	Reference at City Management					
2.01 Director of Transportation & Public Works	1	1		289	289	Located at City Hall					
2.02 Management Assistant	1	1		61	61	Located at City Hall					
2.03 Deputy Director, Transportation & Public Works	1	-	-	-	-	is this the same as 2.01					
<b>Street Construction and Maintenance</b>											
2.04 Division Manager, Street Construction & Maintenance	1	-	-	154	-	Shared with water/wastewater modeling analyst & storm water inspector					
2.05 Maintenance Foreman	1	-	-	-	-						
2.06 Crew Leader	1	-	-	-	-						
2.07 Tech II	1	-	-	-	-						
2.08 Tech I	9	-	-	-	-						
2.09 Streets Superintendent	1	-	-	-	-						
2.10 Construction Foreman	1	-	-	-	-						
2.11 Crew Leader	1	-	-	-	-						
2.12 Tech II	7	-	-	-	-		1	1	48	48	July 2025 Budget Request
2.13 Tech I	8	-	-	-	-		1	1	36	36	July 2025 Budget Request
2.14 Drainage Foreman	1	-	-	-	-						
<b>Facilities</b>											
2.15 Division Manager, Facilities	1	-	-	-	-						
2.16 Building Maintenance Supervisor							1	1	144	144	July 2025 Budget Request
2.17 Building Maintenance Technicians	7	-	-	-	-		1	1	48	48	July 2025 Budget Request
2.18 Building Maintenance Specialists	4	-	-	-	-						
2.19 Division Manager, Inspections	1	-	-	-	-						
2.20 Inspector Supervisor	1	-	-	-	-						
2.21 Inspectors	7	-	-	-	-						
<b>Traffic and Transportation Management</b>											
2.22 Assistant Director, Traffic and Transportation Management	1	-	-	153	-	Same as 2.04 Shared with W/WW Modeling Analyst & Storm Water Inspector					
2.23 Division Manager, Traffic Management	1	-	-	-	-						
2.24 Traffic Engineer	1	-	-	-	-						
2.25 Signals & Traffic Management	1	-	-	-	-						
2.26 Signs & Marking	1	-	-	-	-						
2.27 Right of Way Management	1	-	-	-	-						
2.28 Division Manager, Transportation	1	-	-	-	-						
2.29 Development Coordination	1	-	-	-	-						
2.30 Active Transportation	1	-	-	-	-						
2.31 Traffic Safety Program	1	-	-	-	-						
2.32 Signal Systems Engineer							1	1	120	120	July 2025 Budget Request
2.33 Development Review Engineer							1	1	120	120	July 2025 Budget Request
2.34 Multimodal Safety Program Engineer							1	1	120	120	July 2025 Budget Request
<b>CIP and Planning</b>											
2.35 Assistant Director, CIP & Planning	1	1		122	122	Located at City Hall					
2.36 Division Manager, Transportation Planning	1	1		150	150	Located at City Hall; shares office with W/ WW Modeling Analyst, Engineer Associates, CIP Division Manager, and Floodplain Administrator	1	1	156	156	July 2025 Budget Request
2.37 Uber & Transit Program	1	-	-	-	-						
2.38 Transportation Plan Management	1	-	-	-	-						
2.39 Grants & Partnership	1	-	-	-	-						
2.40 Grants Program Manager							1	1	144	144	July 2025 Budget Request
2.41 Division Manager, Capital Delivery	1	-	-	-	-						
2.42 Project Managers	2	-	-	-	-						
2.43 Project Managers	2	2		64	128	Located at City Hall					
2.44 Land Acquisition	1	1		64	64	Located at City Hall					
2.45 Public Information and Marketing Program Manager							1	1	156	156	July 2025 Budget Request
2.46 Project Managers							2	2	156	312	July 2025 Budget Request
Project Coordinators							2	2	144	288	July 2025 Budget Request

City Engineer									
2.47	Assistant Director, City Engineer	1	1	150	150				
2.48	Floodplain Administrator	1	-	-	0	Located at City Hall; shares office with Division Manager - ref. note at 2.40			
2.49	Engineer Associate	2	-	-	0	Located at City Hall; shares office with Division Manager - ref. note at 2.40			
2.50	Water/Wastewater Modeling Analyst	1	-	-	0	Located at City Hall; shares office with Division Manager - ref. note at 2.40			
2.51	Engineering Standards Review	1	-	-	-				
2.52	Pavement & Asset Management	1	-	-	-				
2.53	Engineering Design	1	-	-	-				
									0
SUBTOTAL		85			964		14		1,692
CIRCULATION+WALLS (32%)					308				541
TOTAL Transportation and Public Works					1,272				2,233

Note: Compiled with the use of the June 7th, 2025 Council Budget Presentation.

**3.0 STRATEGIC DEVELOPMENT**

**INFRASTRUCTURE AND DEVELOPMENT**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	STAFF		SPACE QTY	SPACE AREA	TOTAL AREA		
3.00	Director of Strategic Development	1	1	263	263						
3.01	Chief Development Officer	1	1	160	160						
<b>Planning Services</b>											
3.02	Assistant Director of Planning	1	1	153	153						
3.03	Senior Planner	1	1	74	74	Shares space with Project Development Coordinator; multiple monitors					
3.04	Project Development Coordinator	1	-	-	0	Shares space with Senior Planner	1	1	144	144	
3.05	Senior Planner	1	-	-	0	Currently Vacant; location not provided; multiple monitors	1	1	120	120	Share a private office; multiple monitors
<b>Building and Code Program</b>											
3.06	Building Official	1	1	153	153						
3.07	Building Code Program Manager	1	1	150	150	Shares office with Code Compliance Tech and Inspections Supervisor					
3.08	Sr. Permit Tech						1	1	120	120	
3.09	Permit Coordinator	2	1	63	63		1	1	64	64	Share w/ bullpen
3.10	Code Compliance Tech	1	-	155	0	Shares office with Building Code Program Manager and Inspections Supervisor; multiple monitors	1	1	64	64	Cubicle, multiple monitors
<b>Code Enforcement</b>											
3.11	Code Enforcement Supervisor						1	1	144	144	
3.12	Code Enforcement Officers	2	2	63	126						
<b>Inspections</b>											
3.13	Inspections Supervisor	1	-	-	0	Shares office with Building Code Program Manager and Code Compliance Tech					
3.14	Building Inspectors	6	-	-	0	In the field, no room currently in City Hall for inspectors					
3.15	Program Manager						1	1	156	156	Office
3.16	Hoteling Station						0	1	90	90	For test taking; sound deadening, other City agencies such as Fire
3.17	Lobby Conference Room						0	1	120	120	Seats 4
3.18	Training Room						0	1	2,400	2,400	Seats 60
3.19	Large Conference Room						0	1	360	360	Seats 12
3.20	Small Conference Room						0	1	144	144	Seats 6
3.21	Storage						0	1	200	200	
3.22	Bull Pen						0	1	380	380	Bullpen area where Inspections Supervisor can meet with inspectors, plus 2 code enforcement; docking stations, monitors, table, drawing layout space, close off for testing
<b>Economic Development</b>											
3.23	Economic Development Director	1	1	286	286						
3.24	Retention Specialist	1	1	106	106						
3.25	Development Coordinator						1	1	100	100	
3.26	Downtown Redevelopment Manager						1	1	120	120	
3.27	Conference Room						0	1	192	192	Seats 8
3.28	Events Storage						0	1	64	64	Ice chests, hard hats, swag, shovels, shelves
SUBTOTAL		22			1,534		9		4,982		
CIRCULATION+WALLS (32%)					491				1,594		
TOTAL Strategic Development					2,025				6,576		

Note: All staff and spaces located at City Hall unless noted otherwise.

**4.0 FINANCE**

**ADMINISTRATIVE & COMMUNITY SERVICES**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE	QTY	TOTAL AREA	
4.00 Assistant City Manager	-	-	-	-	-	Reference City Management					
4.01 Director of Finance	1	1		154	154						
<b>Budget and Financial Planning</b>											
4.02 Assistant Director	2	1		147	147		1	1	220	220	
4.03 Budget Manager	1	1		146	146		2	2	220	440	
<b>CIP &amp; Fixed Assets Analysis &amp; Reporting</b>											
4.04 Senior Financial Analyst	1	-		-	0	Shares space w/ Staff Accountant; verify location					
<b>Budget Analysis &amp; Reporting</b>											
4.05 Budget Analyst	2	1		97	97	Currently 2 vacant, expects filling by August; not in an office, in a cubicle	1	1	48	48	Cubicle space
<b>Accounting and Financial Reporting</b>											
4.06 City Controller	1	1		157	157	Shares office with Accounting Manager	2	2	156	312	
4.07 Accounting Manager	1	-		-	0		2	2	156	312	
<b>Accounts Payable</b>											
4.08 Staff Accountant	2	1		147	147		1		120	0	
<b>General Accounting &amp; Reporting</b>											
4.09 Staff Accountant	2	1		147	147		1		120	0	
<b>TRZ/380/COS/Receivables</b>											
4.10 Staff Accountant	1	-		-	0	Shares space with Sr. Financial Analyst					
4.11 Conference Room				259			0	1	192	192	Seats 8
4.12 City Treasurer							1	1	132	132	
4.13 Counting Room							0	1	120	120	Secure, small safe, file cabinet, table, security camera
4.14 Breakroom				158			0	1	192	192	Quiet, seats 8
4.15 General Storage				22			0	1	200	200	
4.16 Controller							3	3	120	360	
<b>Utility Billing</b>											
4.17 Utility Billing Supervisor	1	1		147	147	Located at City Hall; shares office with Billing Clerk					
4.18 Utility Billing Clerk	1	-		-	0	Located at City Hall; shares office with Supervisor					
4.19 Call Taker							1	1	36	36	Locate at City Hall; Utility billing
<b>Procurement</b>											
4.20 Purchasing Supervisor	1	1		149	149	Located at City Hall; shares office with Purchasing Specialist					
4.21 Purchasing Specialist	1	-		-	0	Shares office with Purchasing Supervisor					
4.22 Purchasing Agents							2	2	100	200	
4.23 General Storage							0	1	120	120	File boxes, speakers, swag, decorations
<b>Fleet Services</b>											
4.24 Division Manager, Fleet Services	1	-		-	-						
4.25 Maintenance Technician							1	1	48	48	July 2025 Budget Request
4.26 Fleet Shop Coordinator							1	1	100	100	July 2025 Budget Request
4.27 Fleet Equipment Mechanic							1	1	48	48	July 2025 Budget Request
										0	
<b>SUBTOTAL</b>	<b>19</b>				<b>1,291</b>		<b>20</b>			<b>3,080</b>	
<b>CIRCULATION+WALLS (32%)</b>					<b>413</b>					<b>986</b>	
<b>TOTAL Finance</b>					<b>1,704</b>					<b>4,066</b>	

Note: All staff and spaces located at City Hall unless noted otherwise.

**5.0 POLICE**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
5.00 City Manager	-	-	-	-	-	Reference City Management					
5.01 Chief of Police	1	1		551	551						
5.02 Assistant Chief of Police	1	1		262	262						
5.03 Public Information and Community Engagement Specialist	1	1		151	151						
5.04 Strategic Analyst	1	1		118	118						
5.05 Emergency Management Coordinator	1	1		108	108						
5.06 Professional Standards Commander	1	1		156	156						
<b>Administrative Services Bureau</b>											
5.07 Executive Assistant	1	1		256	256						
5.08 Management Assistant - Accounts Payable	1	1		117	117						
5.09 Management Assistant - Human Resources	1	1		191	191						
<b>Emergency Communications Bureau</b>											
5.10 Emergency Communications Manager	1	1		148	148						
5.11 Real Time Crime Center Analyst	1	1		108	108						
5.12 Real Time Crime Center Analyst	1	1		56	56		1	1	100	100	
5.13 Emergency Communications Supervisor	1	1		118	118						
5.14 Lead Telecommunications Operator	3	1		1277	1277		1	1	64	64	
5.15 Emergency Communications Compliance Coordinator	1	1		118	118						
5.16 Telecommunications Operator	11	1		0	0	Shares Dispatch					
5.15 Telecommunications Operator							3	3	64	192	
5.16 Telecommunications Operator							2	2	64	128	
5.17 HAM Radio Operator	0	1		190	190	Citizen volunteer					
<b>Records Bureau</b>											
5.18 Records Manager	1	1		156	156	Verify location	1	1	120	120	
5.19 Records Supervisor	2	1		153	153						
5.20 Records Specialist	3	2		73	146						
5.21 Records Compliance Coordinator	1	2		42	84						
5.22 NIBRS Compliance Coordinator	1	1		120	120	Verify location					
5.23 Records Clerk	6	6		42	252						
5.24 Patrol Secretary	1	1		75	75						
<b>Operations Bureau</b>											
5.25 Patrol Secretary	1	1		102	102						
<b>Silver Operations</b>											
5.26 Silver Operations Commander	1	1		295	295						
5.27 (Days) Adam Patrol Sergeant	1	1		75	75	Current: Mental Health Officer					
5.28 Adam Patrol Corporal	1	0		0	0						
5.29 Adam Patrol Officers	5	0		0	0						
5.30 (Nights) Baker Patrol Sergeant	1	1		75	75	Current: SEC.					
5.31 Baker Patrol Corporal	1	0		0	0		1	0	0	0	
5.32 Baker Patrol Officers	5	0		0	0						
5.33 (Evenings) Edward Patrol Sergeant	1	1		75	75	Current: Mental Health Civilian					
5.34 Edward Patrol Corporal	1	0		0	0		1	0	0	0	
5.35 Edward Patrol Officers	3	0		0	0						
<b>Mental Health Division</b>											
5.36 Mental Health Sergeant	1	1		0	0	Verify location					
5.37 Mental Health Officers	1	1		0	0	Verify location					
5.38 Mobile Crisis Care Coordinators	1	1		0	0	Verify location					
<b>Field Training</b>											
5.39 Officers	2	1		0	0	Shares SSB Space					
5.40 Services Selection Board	0	1		370	370						
5.41 Services Selection Board Training	0	1		374	374						
<b>Blue Operations</b>											
5.42 Blue Operations Commander	1	1		149	149						
5.43 Police Services Specialist	1	1		75	75						
5.44 (Days) Charlie Patrol Sergeant	1	1		75	75	Current: Mental Health Officer					
5.45 Charlie Patrol Corporal	1	0		0	0						
5.46 Charlie Patrol Officers	5	0		0	0						
5.47 (Nights) David Patrol Sergeant	1	1		75	75	Current: Intern					
5.48 David Patrol Corporal	1	0		0	0		1	1	120	120	
5.49 David Patrol Officers	6	0		0	0						
5.50 (Evenings) Frank Patrol Sergeant	1	1		75	75	Current: Animal Control					
5.51 Frank Patrol Corporal	1	0		0	0						
5.52 Frank Patrol Officers	4	0		0	0						
<b>Traffic Division</b>											
5.53 Traffic Sergeant	1	1		107	107	Current: Patrol SGT.					
5.55 Traffic Officers	6	2		106	212		3	3	100	300	
5.56 Police Services Specialist											
<b>Criminal Investigations</b>											
5.57 Criminal Investigations Commander	1	0		0	0	Verify location					
<b>Narcotics Division</b>											
5.58 Narcotics Investigators	10	10		56	560		2	2	64	128	
5.59 Narcotics Sargent	1	1		117	117		1	1	144	144	
<b>Victim Services Division</b>											
5.60 Victim Services Coordinator	1	1		163	163						
5.61 Crime Victim Liaison	1	1		174	174	Grant funded					
<b>Criminal Investigations Division</b>											
5.62 Crime Against Persons Sergeant	1	1		238	238	Current: shares office space with "CPAAA"					
5.63 Crime Against Persons Detectives	3	0		0	0						
5.64 Property Crimes Sergeant	1	0		0	0						
5.65 Property Crimes Detectives	2	0		0	0						
<b>Crime Analysis Division</b>											
5.66 Crime Analysts	1	1		107	107		1	1	120	120	
<b>Forensics and Evidence Division</b>											
5.67 Forensic Investigators	2	2		213	426	Forensic & Evidence Share Office Space and there is an additional Forensic Office					
5.68 Evidence Technician	1	1		212	212	Forensic & Evidence Share Office Space					

Executive Services Bureau									
5.69	Executive Services Commander	1	0	0	0	Verify location			
<b>Community Services Division</b>									
5.70	Community Services Sergeant	1	1	56	56				
5.71	Community Policing Officers	1	0	0	0		1	1	100
5.72	Warrants Officers	1	1	156	156	Located at City Hall	1	1	100
5.73	Background Investigator	1	1	80	80		1	1	100
5.74	Sex Offender Compliance / Juvenile Officer	1	1	56	56	Current: Crime Analyst #2			
<b>Special Services Division</b>									
5.75	Special Services Sergeant	1	1	118	118				
5.76	Training Coordinator	1	1	108	108				
5.77	Training Office	1	1	116	116				
5.78	Fleet Coordinator	1	1	216	216		1	1	144
5.79	Quartermaster / Armory	1	1	436	436				
5.80	Training Officer	1	1	116	116				
<b>Animal Control Division</b>									
5.81	Animal Control Supervisor	1	1	149	149				
5.82	Animal Control Officers	3	3	75	225				
5.83	Canine Officer						1	1	100
<b>SUBTOTAL</b>					140				10,874
<b>CIRCULATION+WALLS (32%)</b>									3,480
<b>TOTAL Police</b>									14,354
<b>SUBTOTAL</b>								23	1,960
<b>CIRCULATION+WALLS (32%)</b>									627
<b>TOTAL Police</b>									2,587

Note: All staff and spaces located at PSC unless noted otherwise.

**6.0 COMMUNICATIONS**

**ADMINISTRATIVE & COMMUNITY SERVICES**

		EXISTING				COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
		STAFF	SPACE	QTY	SPACE AREA		TOTAL AREA	STAFF	SPACE QTY	SPACE AREA	
6.00	Assistant City Manager	-	-	-	-	Reference City Management					
6.01	Chief Communications Officer	1	1	-	-						
6.02	Assistant Communications Director	1	1	-	-	Shared office with Communications Manager					
6.03	Senior Designer	1	1	-	-	Locate in bullpen for 5 w/ Communications Manager and Communications Specialist					
6.04	Film and Audio Production Manager	1	1	-	-						Locate in studio adjacent to Council Chambers
6.05	Audio and Film Production Specialist	1	1	-	-		1	1	48	48	Locate in Studio adjacent to Council Chambers
6.06	Communications Manager	1	0	-	-	Shared office with Assistant Communications Director					Reference note regarding Senior Designer
6.07	Communications Specialist	1	1	-	-						Reference note regarding Senior Designer
6.08	Title						1	1	0	0	Emily McCabe on the org chart
6.09	Public Education Grant (PEG) Stations						2	2	36	72	
6.10	Studio	0	1	-	-		0	1	700	700	Locate adjacent to City Council Chambers, rolling overhead door
6.11	Corporate Communications Specialist						1	1	48	48	In a room? Located in bullpen
6.12	Editing Bay						0	1	0	0	Located in the Studio, enclosed with door
6.13	Mother's Room						0	1	100	100	Counter, comfortable chair, trash can, paper towels, sink, refrigerator
6.14	Breakroom						0	1	192	192	Seats 10, share w/ Parks
6.15	Equipment Storage						0	1	120	120	Cameras, video equipment, lockable
6.16	Conference Room						0	1	256	256	Seats 10
6.17	Bull Pen						0	5	36	180	Seats 5
<b>311 Division</b>											
6.18	Assistant Director	1	1	149	149	Located at City Hall	0	1	132	132	Locate at City Hall
6.19	311 Supervisor	1	1	148	148	Located at City Hall	1	1	156	156	Locate at City Hall
6.20	Call Takers	4	4	36	144	Located at City Hall					
<b>SUBTOTAL</b>					13				6	2,004	
<b>CIRCULATION+WALLS (32%)</b>										641	
<b>TOTAL Communications</b>										2,645	

Note: All staff and spaces located at Parks and Rec building unless noted otherwise.

**7.0 PARKS AND RECREATION**

**ADMINISTRATIVE & COMMUNITY SERVICES**

	EXISTING				COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA		TOTAL AREA	STAFF	SPACE QTY	SPACE AREA	
7.00	Assistant City Manager	-	-	-	-					
7.01	Director of Parks and Recreation	1	-	-	-					
7.02	Management Assistant	1	-	-	-					
7.03	Business and Strategic Planning Manager	1	-	-	-					
7.04	Assistant Director	1	-	-	-					
7.05	Events and Outreach Manager	1	-	-	-					
7.06	Community Event Coordinator	1	-	-	-					
7.07	Special Events / Interpretive Design Coordinator	1	-	-	-					
7.08	Recreation Specialist	1	-	-	-					
7.09	Recreation Division Manager	1	-	-	-					
7.10	Aquatics Coordinator	1	-	-	-					
7.11	Aquatics Maintenance Tech	1	-	-	-					
7.12	Athletics, Arts, and Cultural Coordinator	1	-	-	-					
7.13	Family Service Coordinator	1	-	-	-					Current opening
7.14	Therapeutic and Inclusive Coordinator	1	-	-	-					Current opening
	<b>Parks, Trails, Environmental, Conservation Division (Parks TEC)</b>									
7.15	Parks Deputy Director	1	-	-	-					
	<b>Beautification Division</b>									
7.16	Beautification Division Manager	1	-	-	-					
7.17	Parks Supervisor	1	-	-	-					
7.18	Beautification East Crew 1 Parks Crew Leader	1	-	-	-					
7.19	East 1 Parks Technician	2	-	-	-					
7.20	Beautification East Crew 2 Parks Crew Leader	1	-	-	-					
7.21	East 2 Sr. Parks Technician	1	-	-	-					
7.22	East 2 Parks Technician	2	-	-	-					
7.23	Beautification West Crew 1 Parks Crew Leader	1	-	-	-					
7.24	West 1 Sr. Parks Technician	1	-	-	-					
7.25	West 1 Parks Technician	1	-	-	-					
7.26	Beautification West Crew 2 Parks Crew Leader	1	-	-	-					
7.27	West 2 Sr. Parks Technician	1	-	-	-					
7.28	West 2 Parks Technician	2	-	-	-					
7.29	Electrician	1	-	-	-					
7.30	Sr. Parks Technician	1	-	-	-					
	<b>Conservation Division</b>									
7.31	Conservation Division Manager	1	-	-	-					
7.32	Trails and Outdoor Education Parks Supervisor	1	-	-	-					
7.33	Trails Parks Technician	3	-	-	-					
7.34	IPM Technician	1	-	-	-					
7.35	Native Landscaping Parks Supervisor	1	-	-	-					
7.36	Native Landscaping Crew Leader	1	-	-	-					
7.37	Native Landscaping Sr. Parks Technician	1	-	-	-					
7.38	Native Landscaping Parks Technician	1	-	-	-					Current opening
	<b>Park Maintenance</b>									
7.39	Parks Maintenance Division Manager	1	-	-	-					
7.40	Playgrounds and Amenities Parks Technician	1	-	-	-					
7.41	Ballfields Parks Crew Leader	1	-	-	-					
7.42	Ballfields Parks Technician	1	-	-	-					
7.43	Clean Team Sr. Parks Technician	1	-	-	-					
7.44	Clean Team Parks Technician	2	-	-	-					
7.45	Strike Team 1 Parks Crew Leader	1	-	-	-					
7.46	Strike Team 1 Sr. Parks Technician	1	-	-	-					
7.47	Strike Team 1 Parks Technician	2	-	-	-					
7.48	Strike Team 2 Parks Crew Leader	1	-	-	-					
7.49	Strike Team 1 Parks Technician	1	-	-	-					
7.50	Large Area Mowing Sr. Parks Technician	2	-	-	-					
7.51	Irrigation Supervisor	1	-	-	-					
7.52	Parks Technician	1	-	-	-					
7.53	Parks Planning and Project Manager	1	-	-	-					
	<b>Park Planning</b>									
7.54	Parks Planning and Project Manager	1	-	-	-					
	<b>New Senior Center - 2026 Occupancy</b>									
7.55	Guest Services Coordinator					1	1	144	144	
7.56	Programming Position					1	1	100	100	
7.57	Special Events Coordinator					1	1	144	144	Maximizes facility usage — name ?
	<b>Lake Kyle Park</b>									
7.58	Landscape and Parks Maintenance Manager					1	1	156	156	
7.59	Title					4	4	100	400	4 offices
7.60	Trails System Manager					1	1	156	156	
	<b>New Recreation Center - 2029 Occupancy</b>									
7.61	Fitness Coordinator					1	1	100	100	Housed at 1500 Dacy Lane or 208 Republic Drive
7.62	Operational Coordinator					1	1	100	100	Housed at 1500 Dacy Lane or 208 Republic Drive
7.63	Facilities Supervisor					1	1	144	144	Assuming no aquatics
7.64	Sports Programming Coordinator					1	1	120	120	
7.65	Title					2	2	100	200	PTE's if not privatized

7.66	Front Desk					1	1	36	36	PTE
7.67	Maintenance Supervisor					1	1	144	144	PTE
7.68	Business Administrator					1	1	120	120	PTE
7.69	Guest Administrator					1	1	100	100	PTE
7.70	Athletics Coordinator					1	1	120	120	PTE
<b>Sports Complex - 4 Fields</b>										
7.71	Maintenance					1	0	0	0	Report to Break Room and then to the field Report to Break Room and then to the field
7.72	Ground Crew					1	0	0	0	
<b>SUBTOTAL</b>		61			0	22			2,284	
<b>CIRCULATION+WALLS (32%)</b>									731	
<b>TOTAL Parks and Recreation</b>					0				9,015	

**8.0 Talent and Culture**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
8.00	City Manager	-	-	-	-	Reference City Management					
8.01	Director of Talent and Culture	1	1	263	263						
8.02	Admin Services	1	1	96	96		1	1	100	100	
<b>Human Resources</b>											
8.03	Payroll Assistant	1	1	258	258	shared with business spec, and compensation spec.					
8.04	Business Specialist	1	-	-	0						
8.05	Compensation Specialist	1	-	-	0						
8.06	HR Office Manager						1	1	156	156	
8.07	HR General Assistant						1	1	48	48	Can share a space
<b>SUBTOTAL</b>		5			617		3		304		
<b>CIRCULATION+WALLS (32%)</b>					197				97		
<b>TOTAL Talent and Culture</b>					814				401		

Note: All staff and spaces located at PSC unless noted otherwise.

**9.0 CITY ATTORNEY / LEGAL**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
9.00	City Manager	-	-	-	-	Reference City Management					
9.01	City Attorney	1	1	298	298	6 person table in office or conference room					All offices adjacent, close to city secretary
9.02	Assistant City Attorney						1	1	156	156	
9.03	Attorney						1	1	132	132	
9.04	Paralegal	1	1	96	96		1	1	64	64	Cubical Seats 8
9.05	Conference Room						0	1	192	192	
<b>Municipal Court</b>											
9.06	Municipal Clerk	1	1	151	151	Located at City Hall					
9.07	Lead Court Clerk	1	1	36	36	Located at City Hall					
9.08	Court Clerk	2	2	36	72	Located at City Hall					
9.09	Prosecutors Office						1	1	132	132	Locate at City Hall, close to Court
9.10	Defendant's Meeting Room						0	1	120	120	Seats 4
9.11	Warrant Officer	-	-	-	0	Included in Police					
9.12	City Secretary	1	1	182	182						
9.13	Assistant City Secretary	1	1	96	96						
9.14	Executive Assistant	1	1	175	175						
9.15	Records Analyst	1	1	96	96	Cubicle					
<b>SUBTOTAL</b>		10			1,202		4		796		
<b>CIRCULATION+WALLS (32%)</b>					385				255		
<b>TOTAL City Attorney/ Legal</b>					1,587				1,051		

Note: All staff and spaces located at PSC unless noted otherwise.

**10.0 IT SUPPORT**

**ADMINISTRATIVE & COMMUNITY SERVICES**

	EXISTING					COMMENTS	PROPOSED FOR 5 YEARS: 2025 - 2030				COMMENTS
	STAFF	SPACE	QTY	SPACE AREA	TOTAL AREA		STAFF	SPACE QTY	SPACE AREA	TOTAL AREA	
10.00	Assistant City Manager	-	-	-	-	Reference City Management					
10.01	IT Director	1	1	195	195						
10.02	Assistant Director	1	1	132	132						
10.03	Help Desk Specialist	1	1	214	214	Previous a Flex Space					
10.04	Assistant Tech 1	2	1	225	225	Shared w/ Help Desk Specialist					
10.05	Storage / Tech	1	1	212	212						
10.06	System Admin Network	1	1	195	195		1	1	156	156	
10.07	Tech 2	3	1	132	132	Also Storage. Anticipated to remain shared.	5	5	48	240	
10.08	GIS Analyst	2	1	235	235						
10.09	Application Analyst	1	1	126	126		3	3	100	300	
10.10	IT Business Analyst	1	1	128	128						
10.11	Data Analyst	1	1	126	126		2	2	120	240	
10.12	Business Analyst	1	1	163	163						
10.13	Copy Room						0	1	100	100	
10.14	Storage Room						0	1	120	120	
10.15	Conference Room						0	1	355	355	Seats 18
<b>SUBTOTAL</b>		16			2,083		11		1,511		
<b>CIRCULATION+WALLS (32%)</b>					667				484		
<b>TOTAL IT Support</b>					2,750				1,995		

Note: All staff and spaces located at PSC unless noted otherwise.

## BENCHMARKING AGAINST OTHER CITIES

Staffing benchmarking is the process of comparing one city's staffing levels against another to determine if a department is possibly over or understaffed. Although it is not a science, it will provide a range to confirm the department is operating close to industry standard.

The City of Kyle was compared to the cities of San Marcos, Cedar Park, and Flower Mound, which are all close to the population Kyle is expected to be in 2030. The original 11 departments prior to the reorganization were used since they easily correspond to departments at the comparison cities.

Based upon the findings, the departments are all within reasonable staff ranges.

	CITY ADMINISTRATION		PUBLIC WORKS / TRANSPORTATION / FLEET		DEVELOPMENT SUPPORT		FINANCE	
	# of Staff	Per 1,000	# of Staff	Per 1,000	# of Staff	Per 1,000	# of Staff	Per 1,000
San Marcos - <b>74,316</b>	17	1.7	119	11.9	55	5.5	26	2.6
Cedar Park - <b>78,380</b>	17	1.7	128	12.8	31	3.1	13	1.3
Flower Mound - <b>79,990</b>	11	1.1	132	13.2	24	2.4	41	4.1
<b>AVERAGES:</b>	15	1.5	126	12.6	37	3.7	27	2.7
<b>City of Kyle – 77,830 2030 Staff Anticipated</b>	16	1.6	103*	10.3	26	2.6	28	2.8

\*Water Utilities, Public Works, Transportation Headquarters Project for 130 staff, expected occupancy Q4 2027.

	POLICE		COMMUNICATIONS		PARKS AND RECREATION		ADMINISTRATIVE SUPPORT	
	# of Staff	Per 1,000	# of Staff	Per 1,000	# of Staff	Per 1,000	# of Staff	Per 1,000
San Marcos - <b>74,316</b>	196	19.6	10	1	75	7.5	21	2.1
Cedar Park - <b>78,380</b>	145	14.5	6	0.6	48	4.8	27	2.7
Flower Mound - <b>79,990</b>	181	18.1	8	0.8	106	10.6	34	3.4
<b>AVERAGES:</b>	174	17.4	8	0.8	76	7.6	27	2.7
<b>City of Kyle – 77,830 2030 Staff Anticipated</b>	163	16	12	1.2	63	6.3	27	2.7

	LEGAL		ECONOMIC DEVELOPMENT		IT SUPPORT	
	# of Staff	Per 1,000	# of Staff	Per 1,000	# of Staff	Per 1,000
San Marcos - <b>74,316</b>	6	0.6	6	0.6	26	2.6
Cedar Park - <b>78,380</b>	5	0.5	3	0.3	6	0.6
Flower Mound - <b>79,990</b>	4	0.4	24	2.4	14	1.4
<b>AVERAGES:</b>	5	0.5	11	1.1	15	1.5
<b>City of Kyle - 77,830 2030 Staff Anticipated</b>	5	0.5	4	0.4	27	2.7

## SPACE OPTIONS

This task involves a high-level evaluation of existing space within the Public Safety Center (PSC) and City Hall to identify areas that may be suitable for re-purposing or “loading” to support City staff growth through 2030. Loading meaning a space has more individuals in it than it was designed. There are new projects such as the WUPWT Headquarters and Animal Shelter which will open in 2027 and 2028, respectively. When they relocate to their new facilities, their vacant spaces can be reallocated to other departments.

OPTIONS SCHEDULE						
	2025	2026	2027	2028	2029	2030
<b>IMMEDIATE</b>	[Bar spanning 2025-2030]					
<b>ANIMAL CONTROL</b>				Q1 2028 Opening		
<b>WUPWT</b>			Q4 2027 Opening			
<b>NEW CONSTRUCTION / EXISTING FACILITY</b>	[Bar spanning 2025-2030]					

Accommodating additional staff over the next five years, through 2030, will continue to be a significant challenge. Kyle will face the same issues currently experienced, and with the addition of 91 new staff members across both the PSC and City Hall, these challenges are expected to intensify. Key concerns associated with integrating this level of staffing growth include:

- Office spaces exceeding capacity, resulting in reduced privacy and increased difficulty conducting phone conversations.
- Insufficient storage and service areas to house the additional office supplies, equipment, and materials required to support new staff.
- Inability to create new support spaces that are typically essential for departmental functions, such as meeting rooms, collaboration areas, or specialized work zones.
- Department personnel spread across multiple floors, rather than being located in close proximity, which reduces operational efficiency and slows communication.
- Departments that are typically adjacent or co-located becoming physically separated, disrupting workflows, reducing collaboration, and creating inefficiencies in day-to-day operations.

PROGRAM SUMMARY: CITY HALL & PSC				
CITY DEPARTMENTS		EXISTING STAFF	PROPOSED ADDL SF	NEW STAFF
1.0	City Management	7	206	1
2.0	Transportation and Public Works	85	2,233	14
3.0	Strategic Development	22	6,576	9
4.0	Finance	19	4,066	20
5.0	Police	140	2,587	23
6.0	Communications	13	2,645	6
7.0	Parks and Recreation	-	-	-
8.0	Talent and Culture	5	401	3
9.0	City Attorney / Legal	10	1,051	4
10.0	Information Technology	16	1,995	11
<b>Total Square Footage</b>		<b>317</b>	<b>21,760</b>	<b>91</b>

## Opportunities / Conclusions

### The opportunities for each department are broken into 4 divisions; Immediate, Delayed, Insufficient, and New.

- **Immediate Opportunities** identify growing departments which can be accommodated within the five-year window as staff are hired

- These include the **Police Department, City Management, Communications, Talent and Culture, City Attorney / Legal, and IT.**

- **Delayed** describes space which will be vacated by Transportation and Public Works (TPW) at City Hall and allows another department to allocate the space.

- Sufficient space for all of **Strategic Development's** new hires is not available until TPW moves to their new facility.
- Adequate space for 14 new hires is not available for **TPW** at City Hall until the WUPWT Headquarters is completed Q42027.

- **Insufficient** describes departments which will not have adequate space for new hires in the next 5 years.

- **Finance** may be able to use some of TPW's open space once they move, but there isn't enough space at City Hall for 17 additional staff.

**Parks and Recreation** are expecting 22 additional staff over the next 5 years. Their facility is currently experiencing space shortages. Since they are not located in the PSC and City Hall, their staff counts for existing and new employees has not been included in final staff count to accommodate.

Reference the following Department Space Sufficiency sheets for additional detail.

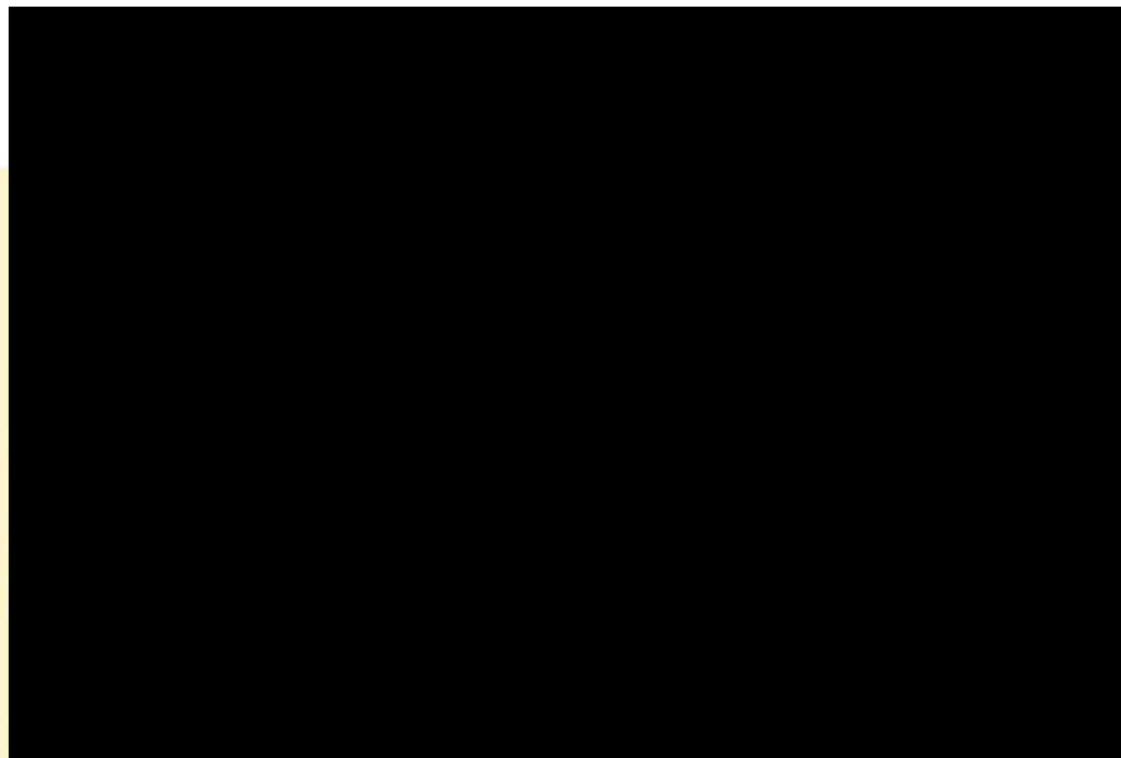
# Space Sufficiency

## Department

**Sufficient**  
**Immediate**  
**Repurpose**

**Requires 1,960 SF - 2,080 net SF provided.**

- 1.
- 2.
- 3.
- 4.

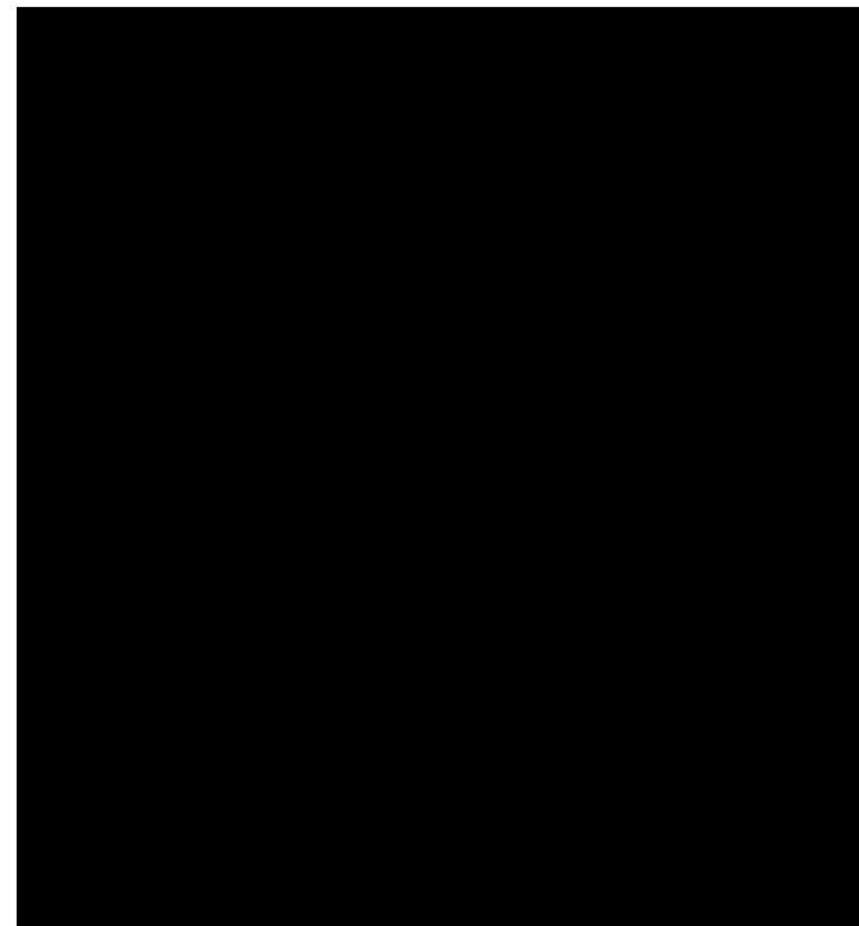


# Space Sufficiency

## Department

**Sufficient**  
**Shared Space**

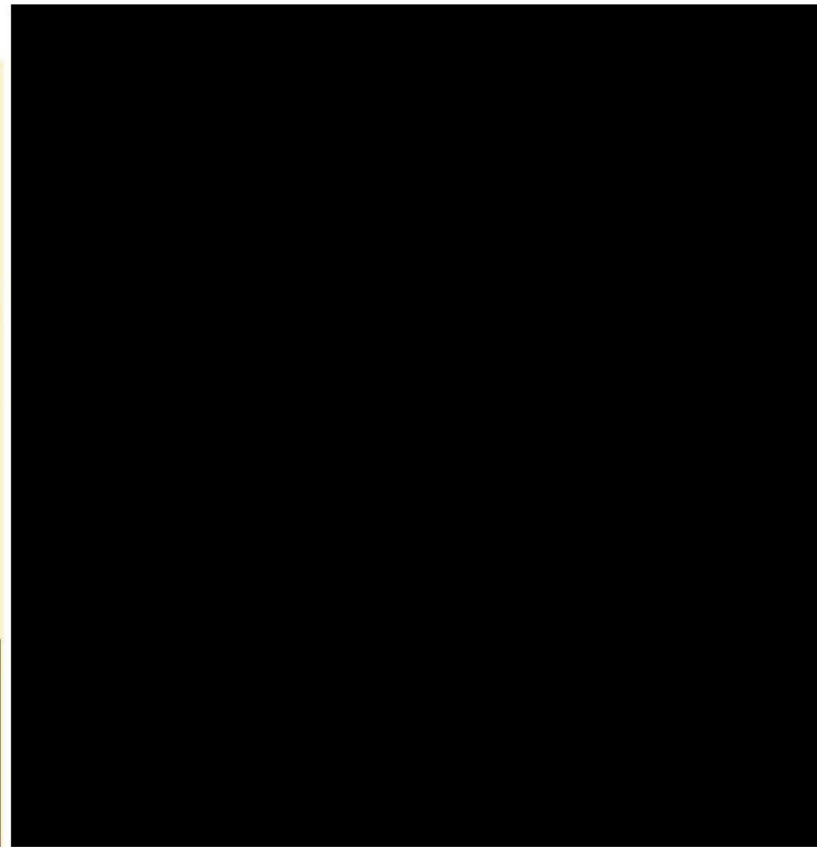
- 1.



# Space Sufficiency

## Department

[Redacted]	<b>Insufficient</b>
[Redacted]	[Redacted]
[Redacted]	<b>Sufficient</b>
[Redacted]	Delayed Q4
[Redacted]	[Redacted]
[Redacted]	[Redacted]
1.	[Redacted]
2.	[Redacted]
3.	[Redacted]



# Space Sufficiency

## Department

[Redacted]	<b>Sufficient</b>
[Redacted]	Immediate
[Redacted]	[Redacted]
[Redacted]	<b>Shared Space</b>
[Redacted]	[Redacted]
1.	[Redacted]
2.	[Redacted]
3.	[Redacted]
4.	[Redacted]
5.	[Redacted]



# Space Sufficiency

## Department

**Insufficient**  
**Immediate**

1. [Redacted]

2. [Redacted]



### DEPARTMENT LEGEND



● CRIMINAL JUSTICE  
INFORMATION SERVICES  
(CJIS LINE)

# Space Sufficiency

## Department Continued:

**Sufficient**  
**Delayed**

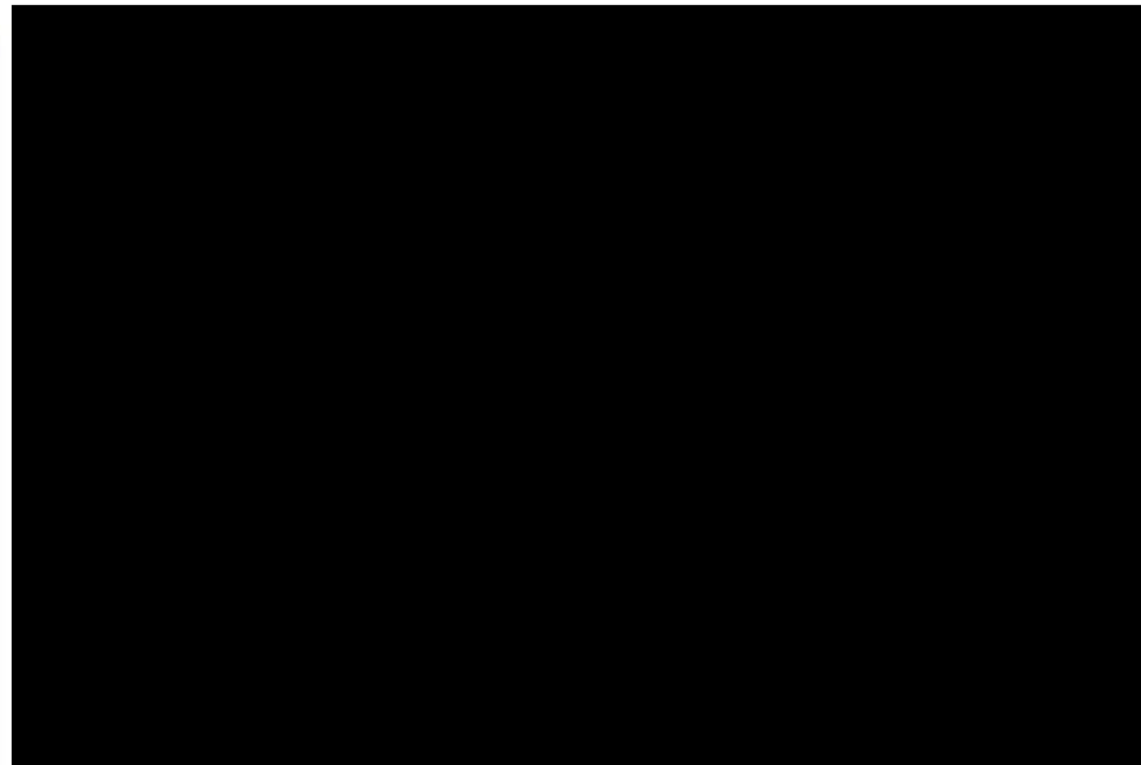
**Repurpose**  
**Shared Space**

1. Occurs after Q1 2028.

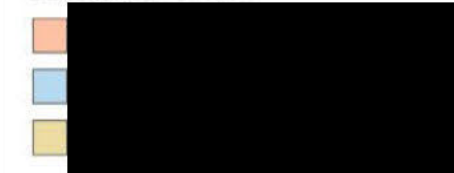
2. [Redacted]

3. [Redacted]

4. [Redacted]



### DEPARTMENT LEGEND



# Space Sufficiency

## Department

**Insufficient**  
**Immediate**

1. Insufficient space for staff and support spaces at City Hall.

DEPARTMENT LEGEND



# Space Sufficiency

## Department Continued:

**Insufficient**  
**Delayed**  
**WUPWT Q4**  
**Repurpose**  
**Shared Space**

1. [Redacted]  
2. [Redacted]  
3. Insufficient support space.

DEPARTMENT LEGEND



# Space Sufficiency

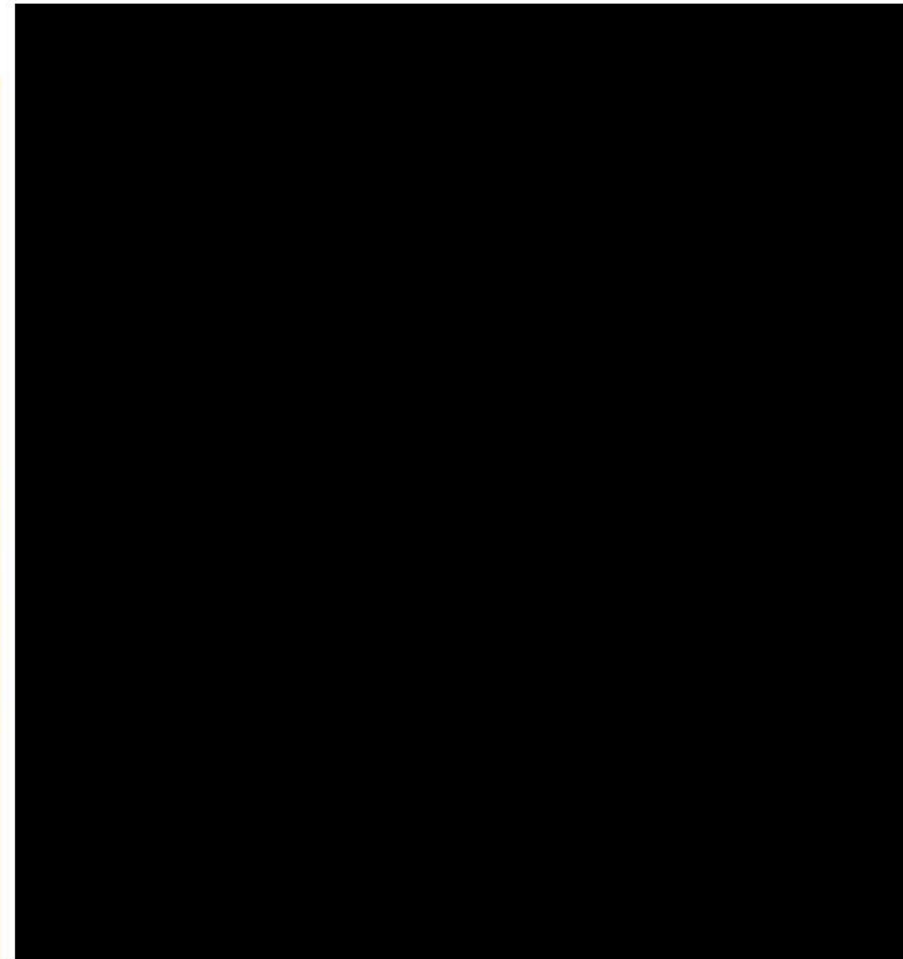
## Department



Sufficient

Immediate

Shared Space



### DEPARTMENT LEGEND



# Space Sufficiency

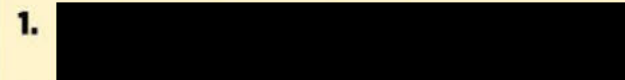
## Department



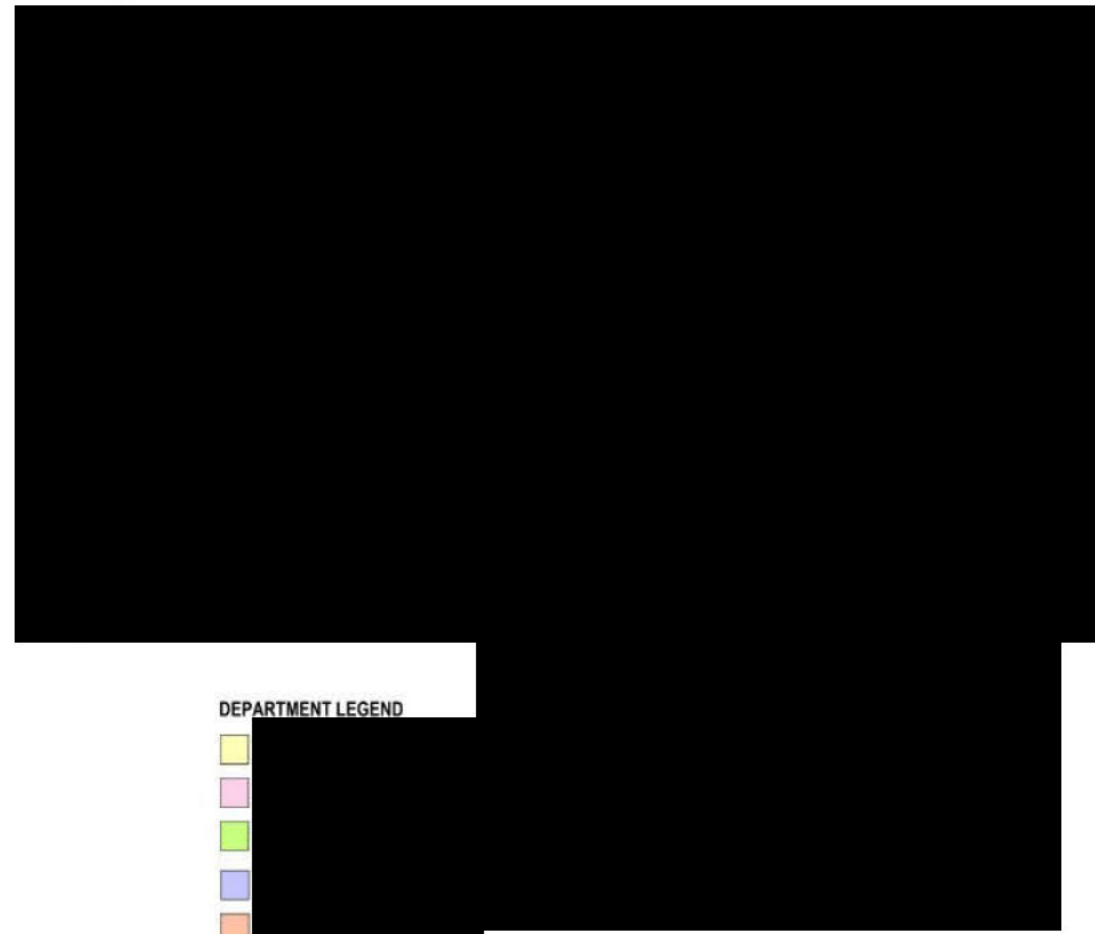
Sufficient

Immediate

Shared Space



1. [Redacted]
2. Insufficient support space.



### DEPARTMENT LEGEND



# Space Sufficiency

DEPARTMENT LEGEND  
[Pink Box]  
[Green Box]  
[Red Box] CRIMINAL JUSTICE

## Department

[Redacted] **Sufficient**  
Immediate  
[Redacted]  
**Repurposed Space**

[Redacted]

1. Training / Flex Space repurposed.
2. Insufficient support spaces.



# Space Sufficiency

## Department

[Redacted] **Insufficient**  
Immediate  
[Redacted]

**Requires 2,284; 3,015 Gross**

1. Not investigated fully due to scope focus on departments within PSC and City Hall.



## Opportunities / Conclusions Cont.

- **New** describes the last option of remodeling / renovating existing facilities, or expanding the current City Hall, or building a new City Hall. All options are designed to open in 2030 and accommodate new hires over the next 5 years.

### Existing Facility:

Repurpose remodel / renovation of an existing facility is a viable option. A **Minimum of 21,760 net or 30,200 gross SF** are required to accommodate the expected 91 new employees and service spaces, not including Parks and Recreation.

### Positives:

- Least costly suggestion regarding all of the opportunities.
- Works in conjunction with the existing City Hall and PSC.
- Allows reuse of existing City facilities, possibly of historic downtown feel.
- Allows remodel / renovation without interrupting staff.

### Negatives:

- May require purchase of property.
- Inheriting facility issues; plumbing, structure, hazardous materials, etc.
- Existing layout or final design may not work well with department processes.
- May still have departments separated in different buildings and floors within the building.
- Design may not allow implementation of space design standards.

### City Hall Expansion:

Another option is to expand the current City Hall, remodeling interior spaces and building a new addition. **A Minimum of 30,200 gross SF** are required to accommodate the expected 91 new employees, not including Parks and Recreation.

### Positives:

- Mid-range costs regarding the opportunities.
- Floor plan can be tailored to the department's needs and work methods, provide support and service spaces, and locate departments adjacent to one another for more effective work.
- Space design standards could be implemented.
- New city council chambers / court could be incorporated into the design.
- Communications and other departments located at the PSC may be able to move back to City Hall.
- Continues use of the historic city hall and location downtown.

## Opportunities / Conclusions Cont.

### Negatives:

- May drastically reduce ability to park.
- Construction occurs around working staff.
- Increases congestion at the railroad track juncture.

### New City Hall:

The final option is constructing a 63,536 gross square foot City Hall for both current and future employees.

- o Estimated Construction Cost: **\$54,110,000 – \$57,300,000**
- o Estimated Project Cost: **\$64,900,000 - \$68,760,000**

### Positives:

- Best working environment for staff and visitors.
- Introduces energy saving process and equipment for lower operating costs.

### Negatives:

- Most expensive option.
- May not have property downtown to spur commercial influx.

For comparison, the PSC is a two story 76,295 SF facility and the City Hall a two story 17,100 SF facility.



# APPENDIX

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## PROGRAMMING QUESTIONNAIRE



### GENERAL

Please answer these questions as completely as possible and return form to Flint Britton via email [flint.britton@hdrinc.com](mailto:flint.britton@hdrinc.com) . Please feel free to call me if you have any questions at 469-834-8192 (Work M) or 512- 699-0166 (Personal M).

**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Perwez A. Moheet, CPA  
 Position: Director of Finance  
 Department: Financial Services  
 Room Number (If Applicable): \_\_\_\_\_
  
- General: Staff Positions
  - Are all administrative positions currently filled? Is there currently a need for additional positions?  
  
 Eleven (11) of thirteen (13) authorized full-time positions are filled. The two vacant positions are currently in the recruitment process. Anticipate all 13 positions to be filled by August 2025.
  - Administrative staff elsewhere which should be located at the PSC or City Hall?  
  
 All Financial Services department staff are presently officed at the Kyle City Hall, No change in location anticipated.
  
- Please provide ~~county~~ City office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: N/A
  
- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices  
  
 It is highly preferred for offices occupied by the Financial Services staff/team members to be located in close proximity to each other for interaction, communication, and overall efficiency.

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations

No major changes anticipated other than standard growth in staffing over the Next 5-10 years.

- Outside influences

Daily online and in-person interactions with other City department staff and external government agencies, commercial businesses, and contractors/vendors.

- Interaction with other agencies

Occurs frequently and for some team members on a daily basis.

- Expectation of meeting with the public or vendors

Access to a private conference room to schedule and hold meetings with the public, other City department staff, government agency officials, commercial businesses, and contractors/vendors.

- Expectation of meeting privately with staff

Access to a private conference room and or private office with doors that can be closed to schedule and hold meetings regarding personnel matters, employee evaluations, etc.

- Possibility of sleeping in the space during an emergency event

Not very likely, unless road closures and health/safety risks due to emergency events require that department staff/team members must shelter in place.

- New fixtures, furnishings or equipment

No change expected in the current standard office fixtures, furnishings, and equipment allocated and assigned to the department.

- Social factors influencing change

Standard office environment conducive to interactions and communications among team members including celebrations for team successes, accomplishments, etc.

## PROGRAMMING QUESTIONNAIRE



- Remote work / touchdown station for other agencies

Remote work opportunities are limited for this City department but do occur and is allowed under special circumstances. No touchdown stations required for other City departments or outside agencies.

- Special security elements of your space

Offices, work areas, and workstations assigned to the Financial Services department staff/team members must be physically secured (locked) with electronic badge access that can be tracked and monitored. No open public access should be allowed.

- Service spaces utilized by admin

Secured space (non public) for copiers, scanners, file cabinets, storage, kitchenette/breakroom, bathrooms, etc.

- Other

Proper outdoor lighting around City Hall building for safety and security of personnel and definitely good lighting in the employee parking lot/parking areas.

**Thank you for completing this form.**

## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Victoria Vargas  
 Position: Director of Economic Development  
 Department: \_\_Economic Development\_\_\_\_\_  
 Room Number (If Applicable): My department has 2 offices at the PSC
  
- General: Staff Positions
  - Are all administrative positions currently filled? I do not currently have any open positions in my department .
  - Is there currently a need for additional positions? There is a current need (*request made to the City Manager as part of the FY 26 Budget*) for another position in my department. And I anticipate over the next 5 years a need for 1-2 additional staff.
  
  - Administrative staff elsewhere which should be located at the PSC or City Hall? The one other person in the department also has an office at the PSC, next door to my office. There is currently a second desk in that office that would accommodate another position if it is funded in the coming FY.
  
- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: \_\_\_My office is at the PSC and has the same set up as the office next door where my one other staff member is located. The only difference is that the office of my one other staff member has two desks. \_\_\_\_\_
  
- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices- I do not require adjacent offices for my staff, but in close proximity is preferred. Also, there is quite a lot of collaboration on project with the Community Development Department, therefore, I would recommend being in close proximity to Community Development.

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations  
none expected
  
- Outside influences  
n/a
  
- Interaction with other agencies  
Our department interacts with other governmental agencies/utility partners on a limited capacity; a small office or conference room is sufficient for these meetings
  
- Expectation of meeting with the public or vendors  
A space that holds 40-50 people would be ideal for hosting workshops and seminars for small business owners; a place easily accessible to the public with AV capabilities
  
- Expectation of meeting privately with staff  
Our department meets weekly with various individuals/groups/developers/land owners related to business negotiations (confidential at times). We also meet existing business owners, regional partners, Board Meeting. a good percentage of these meetings need a private setting, free of interruptions; the PSC Conference Room and Council Conference Room are good for these meetings, but at times Mayor and/or Council Members need to access their offices and their break room
  
- Possibility of sleeping in the space during an emergency event  
N/A to our department
  
- New fixtures, furnishings or equipment  
Our offices are at the PSC and I do not anticipate needing any new FFE if we remain at the PSC. Long term over the next 5 years, I would anticipate adding 1-2 new positions and needed

## PROGRAMMING QUESTIONNAIRE



- Social factors influencing change

There is a desire from my department to have access to a space with a treadmill or similar exercise equipment to use over the lunch hour- PSC had one but was converted to a mother's nursing room; a "quiet room" for private phone calls, or a space to rest for a few minutes (we used to have one at city hall that was turned into a mother's nursing room). Working for the City for over 16 years now, my office was located at at City Hall for 14 of those years and I never saw an "open work space" be effective; it is a very distracting work environment and continues to be- especially when you have several different departments in a small suite. I believe cubicals or separating walls are needed for an effective work environment; open space is good when teams want to collaborate, so having that as an option is good- but not as a permanent work space. (This is my opinion from my experience)

- Remote work / touchdown station for other agencies

remote work if an occasional offering in the department- but mostly in-office is preferred.

- Special security elements of your space

N/a

- Service spaces utilized by admin

n/a

- Other

**Thank you for completing this form.**

## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Aimee Alcorn-Reed  
 Position: City Attorney  
 Department: City Attorney's Office  
 Room Number (If Applicable): \_\_\_\_\_

- General: Staff Positions
  - Are all administrative positions currently filled? Is there currently a need for additional positions?  
 All of my current positions are full. I did request one position for next fiscal year. I understand that there is an office available for tha person.
  - Administrative staff elsewhere which should be located at the PSC or City Hall?

My department is located entirely at the PSC right now.

- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: \_\_\_\_\_

N/A

- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices  
 If we ever moved out of the PSC, I would like two adjacent offices (one for me and one for my staff) and a desk or cubicle nearby for paralegal.

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations  
Office based operations. No change.
  
- Outside influences  
N/A
  
- Interaction with other agencies  
N/A
  
- Expectation of meeting with the public or vendors  
Rarely. Can use any available room.
  
- Expectation of meeting privately with staff  
I need a door that closes for me and for any attorneys hired for confidential conversations.
  
- Possibility of sleeping in the space during an emergency event  
Unlikely.
  
- New fixtures, furnishings or equipment  
It would be nice to have a larger conference table available in one of the offices.

## PROGRAMMING QUESTIONNAIRE



- Social factors influencing change

N/A

- Remote work / touchdown station for other agencies

N/A

- Special security elements of your space

Looking doors and cabinets.

- Service spaces utilized by admin

N/A

- Other

In the next five years, I anticipate the one new employee I requested for next fiscal year and then, maybe, one other depending on needs.

**Thank you for completing this form.**

## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: David Lopez  
 Position: Director  
 Department: Parks and Recreation  
 Room Number (If Applicable): \_\_\_\_\_
  
- General: Staff Positions
  - Are all administrative positions currently filled? Is there currently a need for additional positions? **Yes. Yes.**
  
  - Administrative staff elsewhere which should be located at the PSC or City Hall?  
**N/A**
  
- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: N/A
  
- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices  
 Possibly adding two new coordinator positions. Could be housed at 1500 Dacy Lane or 208 Republic Drive.





## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Linda Klepper  
 Position: Chief Communications Officer  
 Department: Communications  
 Room Number (If Applicable): \_\_\_\_\_

- General: Staff Positions

- Are all administrative positions currently filled? Is there currently a need for additional positions?

Yes, all positions are currently filled. I do anticipate 2 more positions within the next 5 years.

- Administrative staff elsewhere which should be located at the PSC or City Hall?

Communications staff should be co-located with City Hall if possible.

- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: N/A

- Please address the following which currently or may affect your space layout or location:

- Required adjacent offices

It would be preferred if the Comms dept could co-locate with CMO and City Hall.

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations

As we grow the city would benefit from a fully functional PEG studio.

- Outside influences

N/A

- Interaction with other agencies

N/A

- Expectation of meeting with the public or vendors

Appropriate conference room space would be helpful

- Expectation of meeting privately with staff

All managers/supervisors would need to meet privately with staff. I have 4 managers in Comms department.

- Possibility of sleeping in the space during an emergency event

N/A

- New fixtures, furnishings or equipment

N/A

## PROGRAMMING QUESTIONNAIRE



- Social factors influencing change

N/A

- Remote work / touchdown station for other agencies

N/A

- Special security elements of your space

Standard security would suffice. Need limited access to any areas where video equipment is stored.

- Service spaces utilized by admin

- Other

**Thank you for completing this form.**

## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Kelly Stilwell  
 Position: Building Official  
 Department: Development Services  
 Room Number (If Applicable): \_\_\_\_\_
  
- General: Staff Positions
  - Are all administrative positions currently filled? Is there currently a need for additional positions? **All postions are filled, no need for addtioanl at this time**
  
  - Administrative staff elsewhere which should be located at the PSC or City Hall?  
**We have seven building inspectors that have nowhere to do the admistrative duties assoscitaed with thre postions**
  
- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: \_\_\_\_\_
  
- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations  
Inspectors hav to work exclusivly from their vehicles
  
- Outside influences  
Na
  
- Interaction with other agencies  
Limited
  
- Expectation of meeting with the public or vendors  
Limited
  
- Expectation of meeting privately with staff  
Limesd meeting space avaiblilty has led to delays in service
  
- Possibility of sleeping in the space during an emergency event  
NA
  
- New fixtures, furnishings or equipment  
Furnitru and flooring is outdated

## PROGRAMMING QUESTIONNAIRE



- Social factors influencing change  
NA
  
- Remote work / touchdown station for other agencies  
NA
  
- Special security elements of your space  
Na
  
- Service spaces utilized by admin  
NA
  
- Other

**Thank you for completing this form.**

## PROGRAMMING QUESTIONNAIRE



### GENERAL

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**This questionnaire is directed towards determining administrative space needs for the next 5 years.** It will be used to inform the programming effort.

- Name: Jason Lutz  
 Position: Assistant Director of Planning  
 Department: Community Development  
 Room Number (If Applicable): \_\_\_\_\_
  
- General: Staff Positions
  - Are all administrative positions currently filled? Is there currently a need for additional positions?  
  
 No (one vacant). There may be the need for at least 3 additional staff positions in the next 5 years.
  
  - Administrative staff elsewhere which should be located at the PSC or City Hall?  
  
 No.
  
- Please provide county office size or furniture layout standards if available. Standards may have been agreed upon while programming the PSC. Basically, the size and furnishing of the office adjusts up or down based upon staff hierarchy. If no requirements or standard sizes exist, please write "N/A" on the following line: N/A
  
- Please address the following which currently or may affect your space layout or location:
  - Required adjacent offices  
  
 Need additional office space/desks for additional staff in the future. Need additional meeting space.

## PROGRAMMING QUESTIONNAIRE



- Operations or change in operations

Staff is considering modifications to some of our internal "Review" Processes to streamline workflow. This may contribute to additional staff and meeting space needs.

- Outside influences

- Interaction with other agencies

- Expectation of meeting with the public or vendors

- Expectation of meeting privately with staff

- Possibility of sleeping in the space during an emergency event

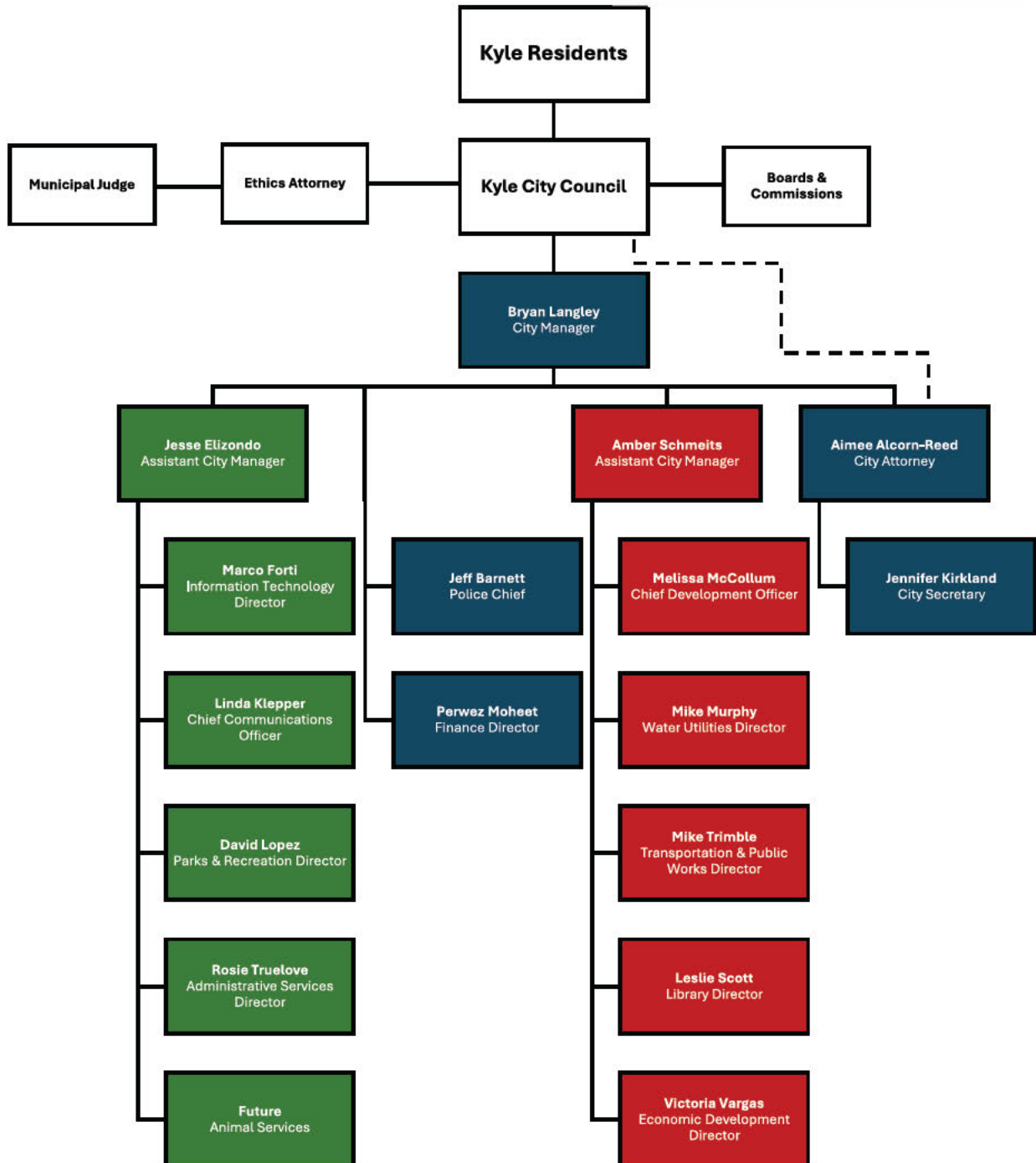
- New fixtures, furnishings or equipment

Yes, no automatic water for washing hands.



# CURRENT CITY OF KYLE ORGANIZATIONAL CHART

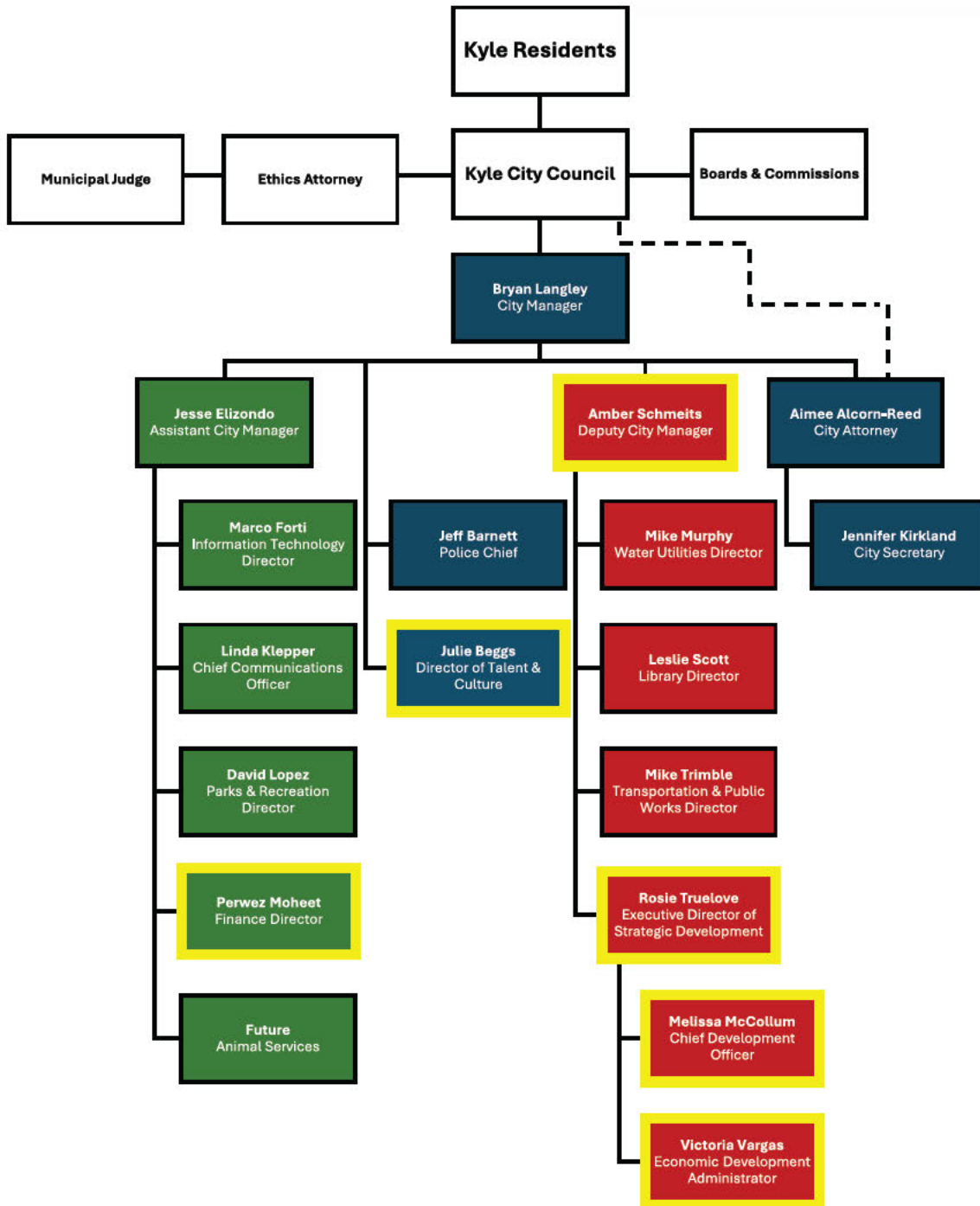
## Current City of Kyle Organizational Chart



Last Updated: 5/31/25

# NEW CITY OF KYLE ORGANIZATIONAL CHART

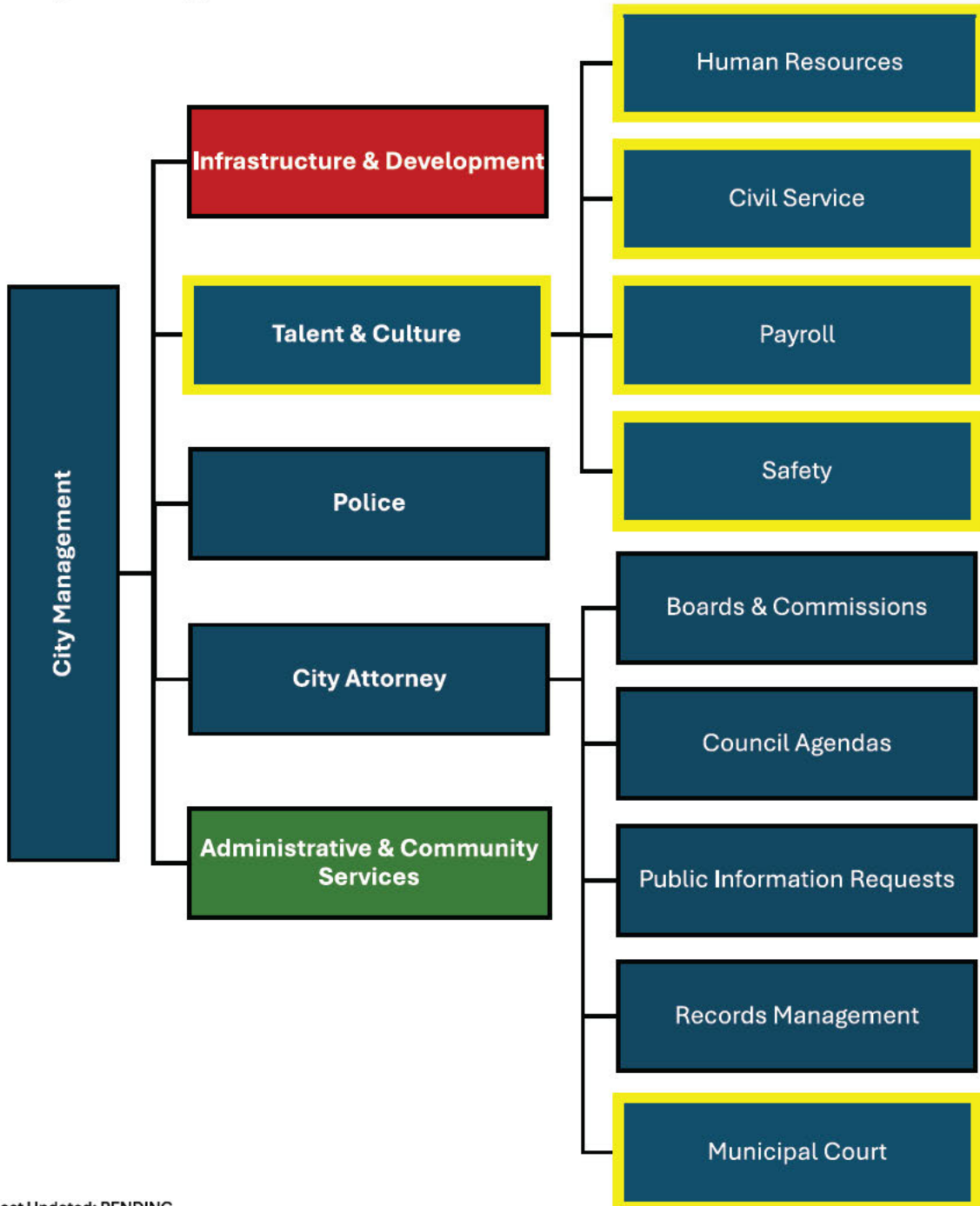
## New City of Kyle Organizational Chart



Last Updated: PENDING

# CITY MANAGEMENT ORGANIZATIONAL CHART

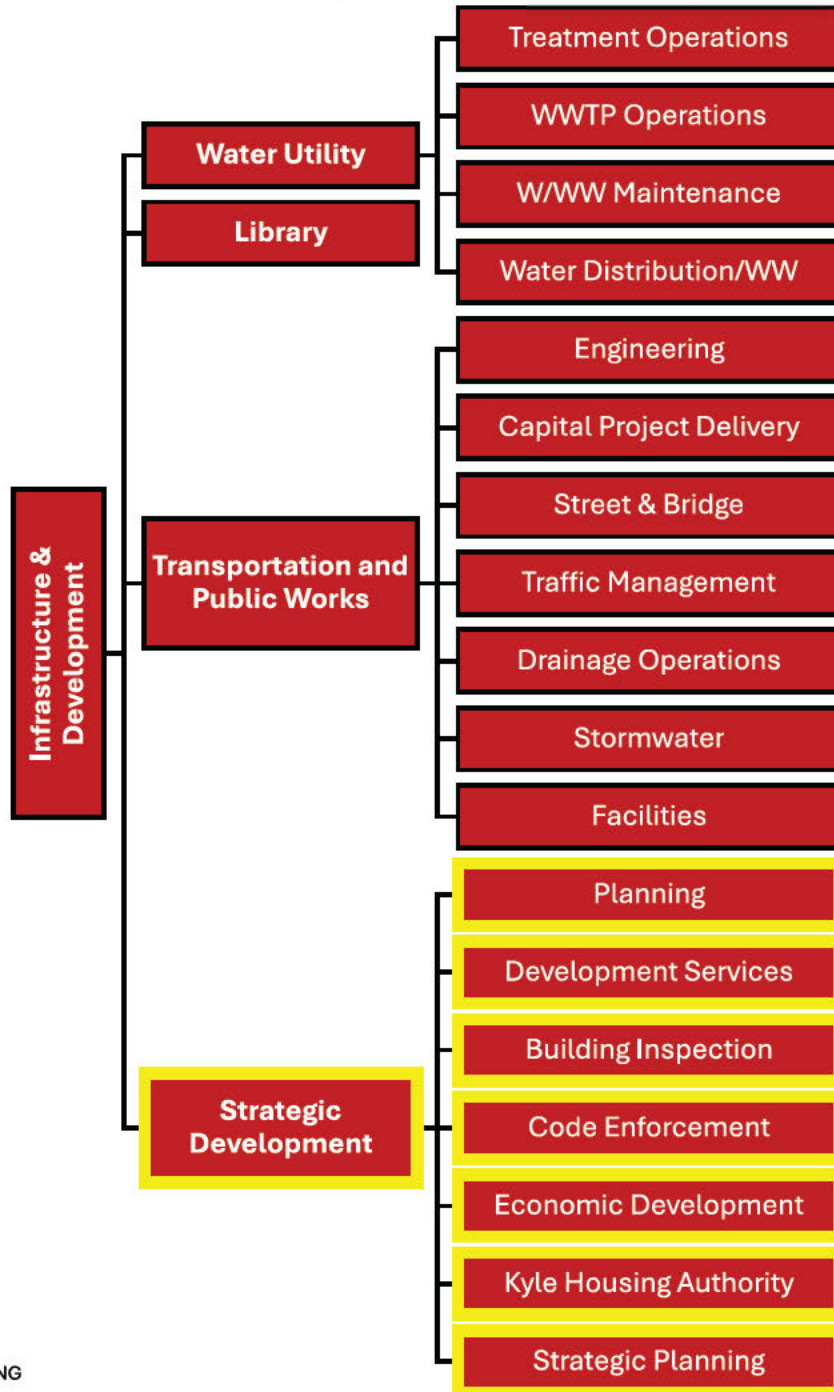
## City of Kyle Organizational Chart City Management



Last Updated: PENDING

# INFRASTRUCTURE & DEVELOPMENT ORGANIZATIONAL CHART

## City of Kyle Organizational Chart Infrastructure & Development



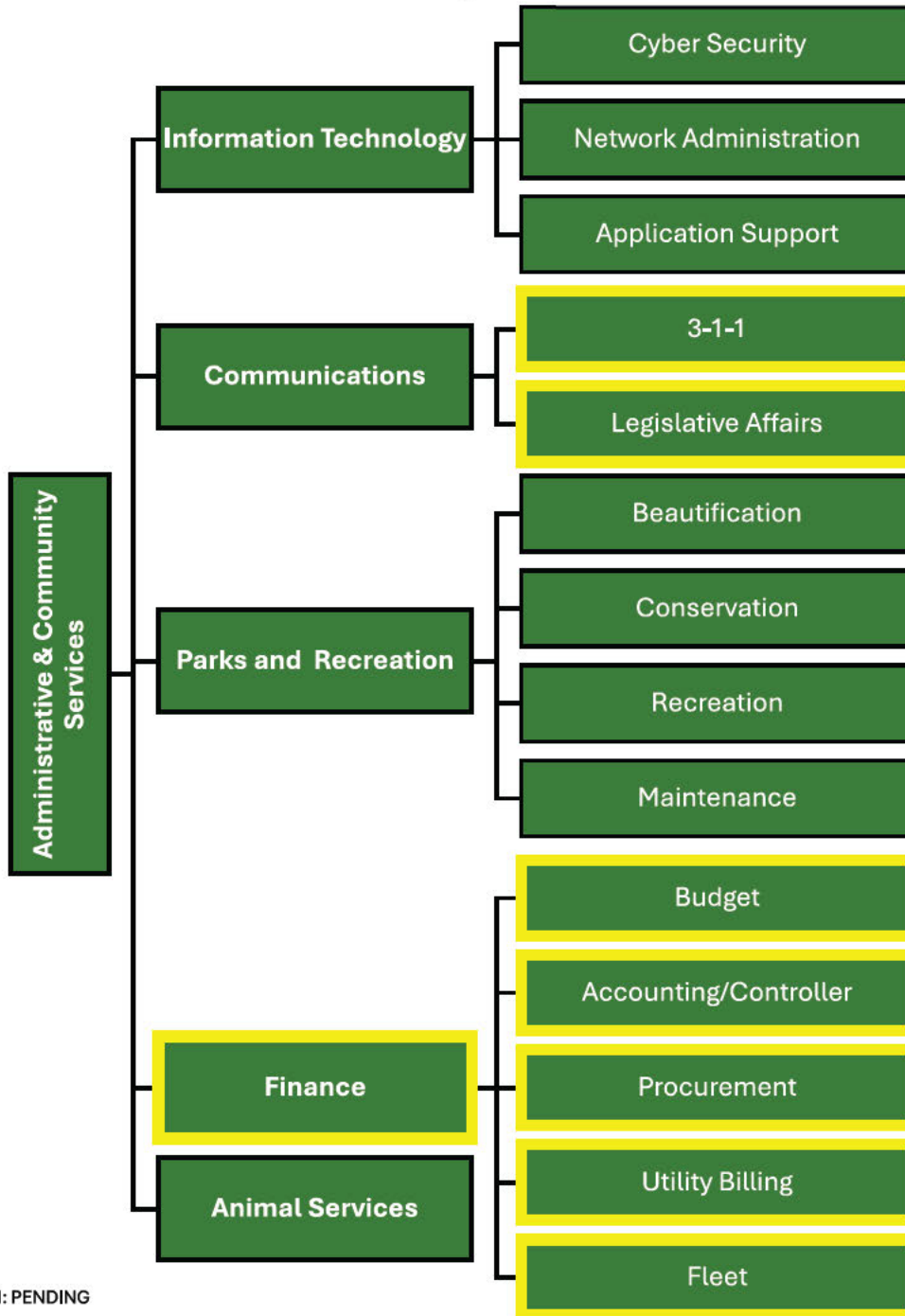
Last Updated: PENDING

# ADMINISTRATIVE & COMMUNITY SERVICES ORGANIZATIONAL CHART

## City of Kyle Organizational Chart

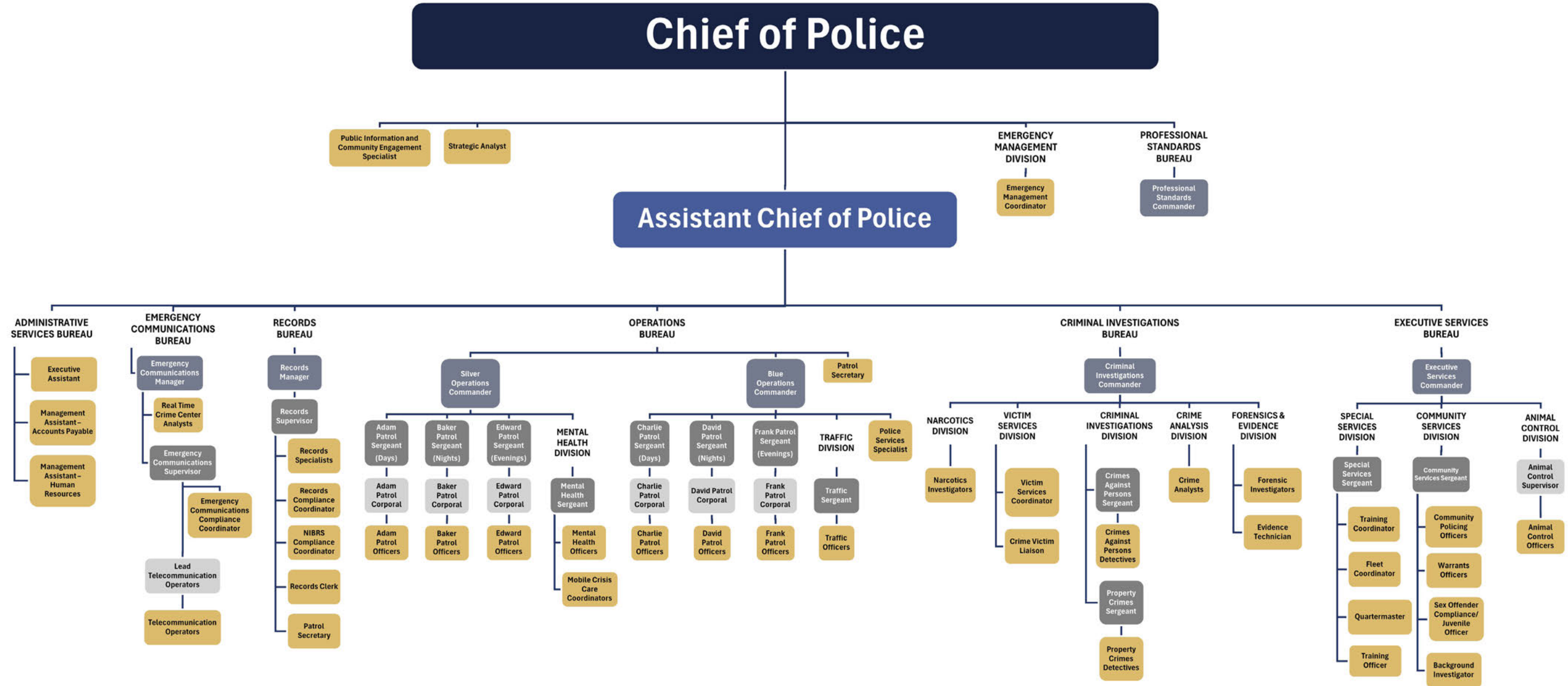


### Administrative & Community Services

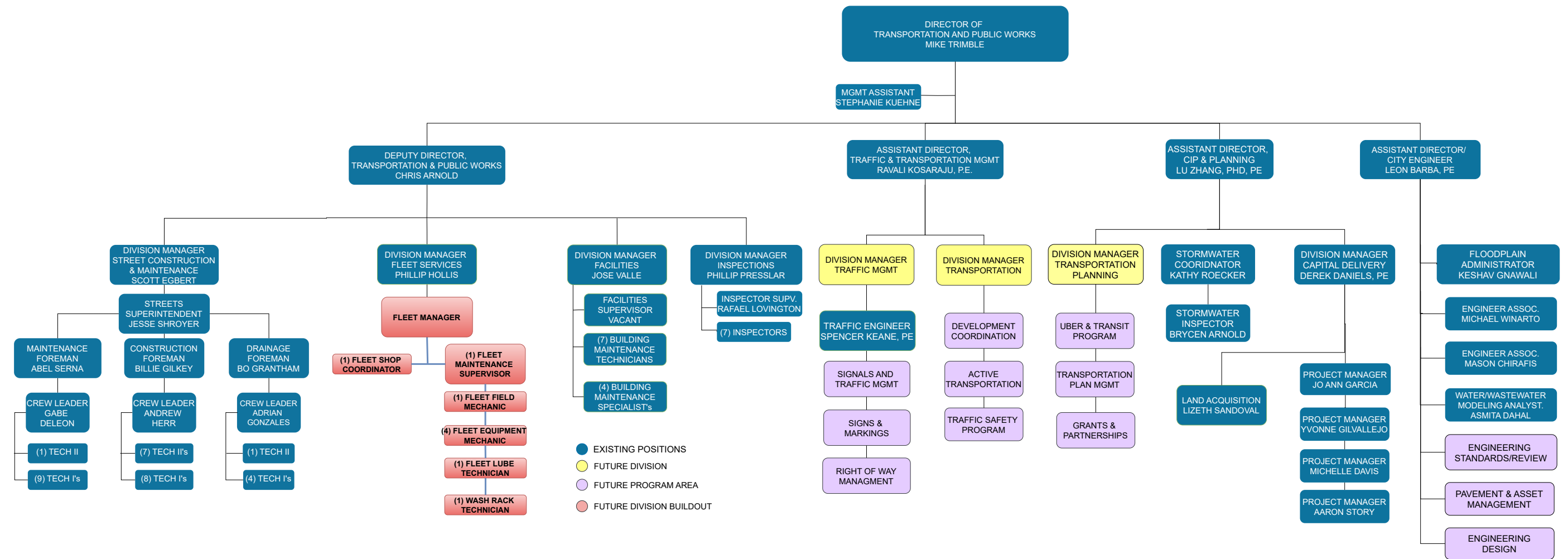


Last Updated: PENDING

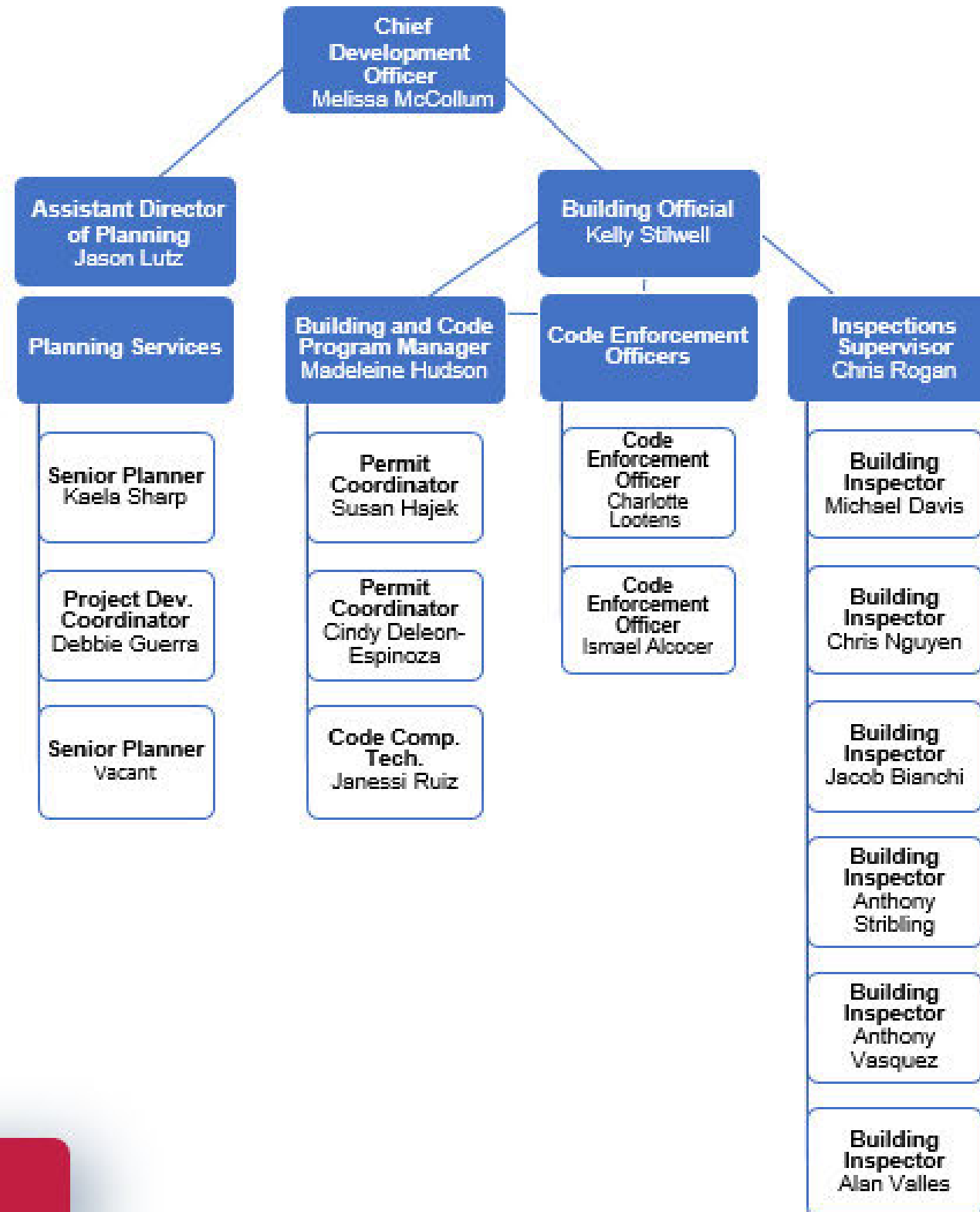
# CHIEF OF POLICE ORGANIZATIONAL CHART



# PUBLIC WORKS & TRANSPORTATION

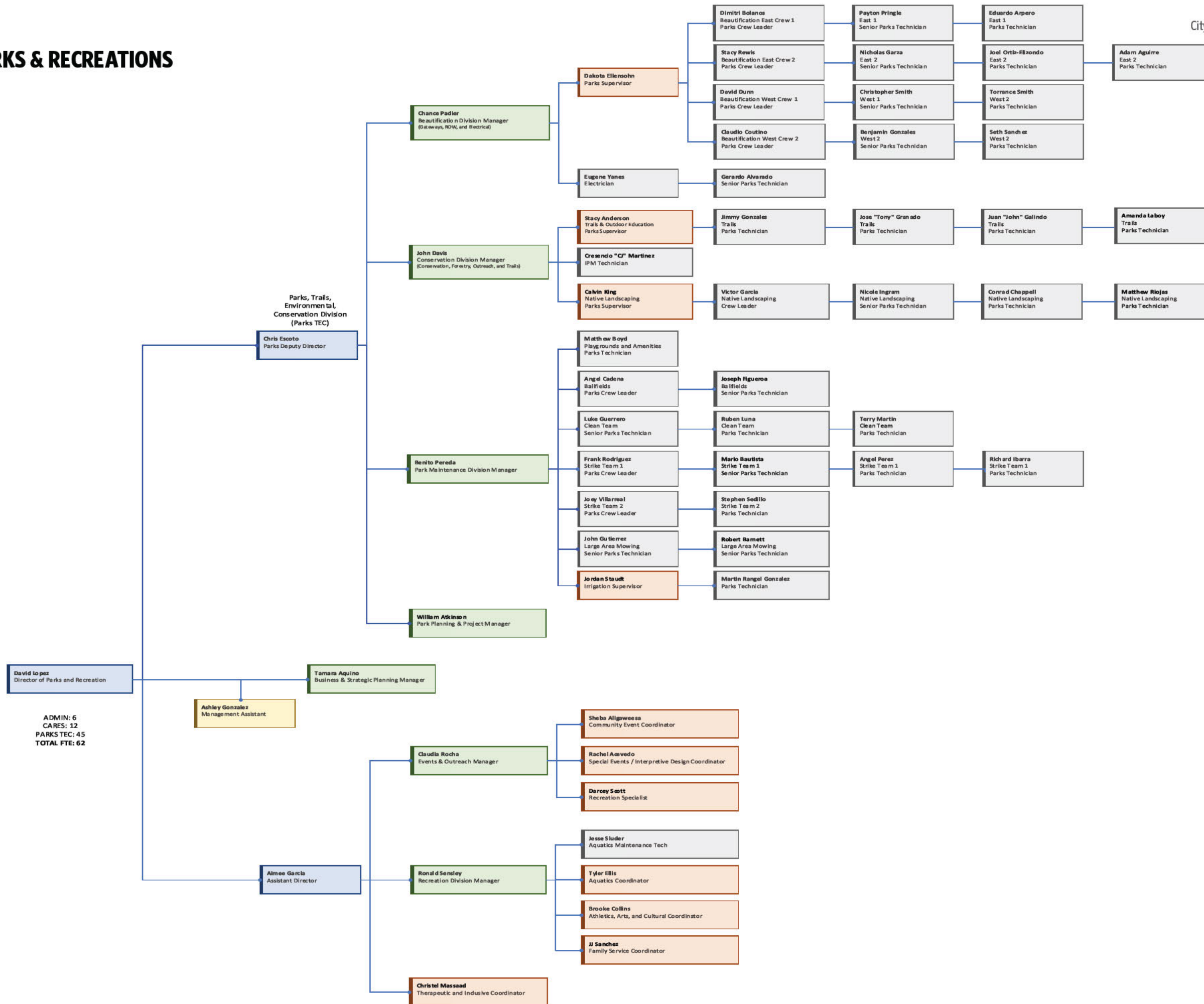


# DEVELOPMENT SERVICES



Development Services FY 25-26

# PARKS & RECREATIONS



ADMIN: 6  
CARES: 12  
PARKS TEC: 45  
TOTAL FTE: 62

# MEETING MINUTES

## City of Kyle - Spatial Needs Assessment Interview Agenda

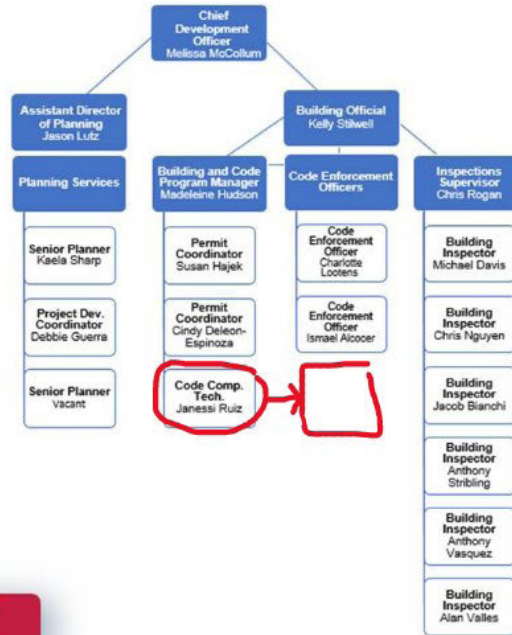
Wednesday, June 25, 2025 6:52 AM

1. Public Safety Center
  - a. City Manager
  - b. Clerk's Office
  - c. Law
  - d. Admin Operations
  - e. Economic Development
  - f. Parks Admin
2. City Hall
  - a. Finance
    - i. Perwez Moheet - Director of Finance
      - 1) Requested a portable for the parking lot
      - 2) Use the executive session room frequently
      - 3) Use glass conf room frequently
      - 4) 8 people is the sweet spot for meetings
      - 5) Proximity is important
    - ii. 3pm Wed 6/25
  - b. Procurement
  - c. TPW-CIP
    - i. Mike Trimble
      - 1) Director of Transportation
      - 2) Public Works
      - 3) Fleet
      - 4) Facilities
      - 5) CIP
      - 6) Office of City Engineering
      - 7) Traffic Management of Operations
    - ii. 4 ADs
    - iii. Chris is a Deputy Director
    - iv. 80 FTEs
    - v. Close to 100 at the end of the fiscal year
    - vi. Here because it's the only space they have
    - vii. At PW or here most of the time
    - viii. 11am Wed 6/25
    - ix. Budget requests for:
      - 1) 4 under CIP
      - 2) 3 planning/transpo
      - 3) 5 under CE
      - 4) 2 facilities
      - 5) 2 fleet
      - 6) 2 maintenance
      - 7) 3 traffic management
      - 8) +15 positions for the next 5 years, including (5) CIPs, fleet (3), engineering (3)
    - x. Michael, Mason, Asmita, Bryson, and Derek are in one office
      - 1) Derek and Lu should have an enclosed office
    - xi. Lou and Kathy and in one office
    - xii. Parcels around city hall that the city owns
    - xiii. No capacity for all to be in the office in person
  - d. Engineer Divisions
  - e. Planning Department/Development Services
    - i. Melissa McCollum - Chief Development Officer
    - ii. 1pm Wed 6/25
    - iii. Development Services team needs to be together as a 'hub'
    - iv. Melissa - CDO
      - 1) Closed office
    - v. Kelley
      - 1) Closed office
    - vi. Jason

# MEETING MINUTES

## Development Services

Wednesday, June 25, 2025 1:28 PM



### Development Services FY 25-26

2

- Move Janessi over and replace tech position
- +1 code enforcement officer set
- +1 planner
- +1 development tech

Dedicated space for Chris when he comes over

- Techs can be a cubicles
- Inspectors are in a bull pen
- Code enforcement officers in bull pen

All others prefer to have enclosed office

Planners need more screen real estate

2 out of 8 bull pen stations should be able to accommodate monitors

- Various conference rooms
- 10 people max
- 15-20 dev reviews
- 4-6 small

- 1-80 person room
- 2-10 person rooms
- Training facility similar to PSC

Break room

Fitness center with lockers and showers

- Communicate the most with engineering
- Breakouts with fire, etc

# MEETING MINUTES

## Meeting Minutes

Project:	City of Kyle – Facilities Master Plan	
Subject:	Master Plan Presentation	
Date:	Friday, September 19, 2025	
Location:	City of Kyle – Public Safety Center	
Attendees:	Bryan Langley – City of Kyle Amber Schmeits – City of Kyle Mike Trimble – City of Kyle Chris Arnold – City of Kyle Jose Valle – City of Kyle	Flint Britton – HDR Miles Vandewalle - HDR

### Draft PPT Review

- The team reviewed the PowerPoint file, which is essentially an executive summary of the master plan:
  - Bryan provided some comments regarding the IT department at City Hall:
    - Avoid discussing all “issues”. We don’t want to give the impression there’s something wrong with the system.
    - Bryan asked if the system was backed up and does it switch over to another unit if the primary unit goes down? Is there redundancy? Are there active VPNs?
    - HDR will revise to address these comments.
  - Animal Control will be completed in the 1<sup>st</sup> quarter of 2028. Construction is planned to start late in 2026.
  - The City of Kyle (CoK) is considering a commercial building at La Verde Park as a relief valve.
  - The CoK is planning to reuse the existing Public Works facility as a street service facility once they get into the new WUPWT headquarters.
  - The CoK noted that the estimated population projections for 2030 are reasonable.
  - The CoK requested that HDR indicate that Benchmarking and Space Standards are ways to ensure industry standards are met and staff assumptions are reasonable.
  - The CoK noted that there is no longer an Administrative Services department – it and other individuals shuffled to other departments in a reorganization. HDR plans to review the email attachment from Mike Trimble and make necessary updates.

## MEETING MINUTES

- Bryan didn't understand the current square footage column on the Programming Space Needs slide. HDR plans to update the slide and provide the overall floor plan with square footages for the PSC and the City Hall.
- Discussions were had related to how/when the IT department may move into a training flex space to accommodate future staff. Jose mentioned that there isn't any additional space in the secured parking lot, as they expect parking demand to grow as staff increases. As a result, the temporary IT staffing solution would need to be discussed at length.
- When discussing benchmarking, the CoK requested that HDR research and present data regarding the number of potential council seats (spectator) they may need in the future, and how it would compare to other benchmarked cities.
- The CoK mentioned that they could potentially do a development project that would house all of development services.
- The CoK mentioned that may potentially repurpose the current public works facility once the new building is complete.

### Additional Services

- The CoK requested that HDR present recommendations on what departments could be located next to each other.
- The CoK suggested that HDR meet with the Police Chief and other departments to gain deeper knowledge about the overall program, understand where departments need to be located and in relation to one another, understand when new staff will be hired, and create a schedule describing the repurposing of space and staff movement.
- The CoK noted that HDR needs to showcase the customer service function to demonstrate that the City is serving the public.
- The CoK requested that HDR present estimated construction costs as well as costs for furniture, fixtures, and equipment.
- The team discussed propositions for a new City Hall building:
  - The CoK requested that HDR provide the following:
    - benchmarking from other City Hall projects
    - estimated construction and project cost
    - potential project schedule

# MEETING MINUTES

- 20 year projections
- HDR suggested that real estate involvement may be necessary as part of this effort.
- HDR will meet with Mike Trimble the week after this meeting to discuss scope, schedule and additional services.

End of Meeting Minutes

# MEETING MINUTES

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**From:** Chris Arnold <carnold@cityofkyle.com>  
**Sent:** Monday, October 6, 2025 10:56 AM  
**To:** Vandewalle, Miles; Mike Trimble  
**Cc:** Britton, Flint; Jenkins, Sydney; Brenchley, Mike  
**Subject:** Re: FMP - Council presentation

**CAUTION: [EXTERNAL] This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Miles,

Apologies for the delay in getting back to you- answers are notated in **RED**.

1. Council Meeting:
  - a. We will plan to present the Facilities Master Plan at the council meeting on Tuesday, November 18th. **Confirmed- you are on the agenda for the 18th.**
  - b. We assume that all presentations will need to be submitted to you all NLT Friday, October 31st? **Confirmed -this is the deadline for the agenda items scheduled for November 18th.**
2. Council Meeting Prep:
  - a. Per your request below, we will plan to meet with you three, Bryan, and Amber to show them updates. It would make the most sense for us to schedule that meeting the week of 10/20 so that we can make any necessary edits afterward. **The week of 10/20 will work for us. Tuesday, 10/21 @ 2 pm looks available on our side. I have requested a tentative hold on the PSC Conference Room.**
3. Presentation + Master Plan Updates - For Council Meeting in November:
  - a. We will plan to present the same presentation with the following updates:
    - i. All comments under the 'Draft PPT Review' category in the meeting minutes from the discussion on 9/19. (Attached for reference if needed) **Acknowledged. I have reviewed and acknowledged that all comments have been noted in the meeting minutes @Mike Trimble may want to add additional information.**
    - ii. \*Updating the Master Plan to reflect the recently executed departmental reorganization
    - iii. \*Estimate size and cost for a new city hall building:
      1. Size calculations for this exercise will be based on population data and 5-year staffing projections, only, to be able to project out 20 years.
      2. We will make assumptions for now on some of the staffing square footages for the 20 year projections.
      3. Anticipated costs will be applied using a cost per square foot multiplier with annual escalation.
4. Exclusions - To be done at a later date:
  - a. \*All items listed in the 'additional services' category in the meeting minutes from the discussion on 9/19.

# MEETING MINUTES

\*The two items listed above with the asterisk would be considered additional services, as these extend beyond our original scope of work. Mike, I will get some numbers drafted and give you a call here in the next day or so to discuss. **Understood.**

Please let me know if you need additional information.  
Chris



**Chris Arnold**

*Deputy Director of Transportation and Public Works*  
Transportation & Public Works

520 Ranch to Market Rd 150, Kyle, TX 78640  
P (512) 361-8967 | E [carnold@cityofkyle.com](mailto:carnold@cityofkyle.com)  
W [cityofkyle.com](http://cityofkyle.com)



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**From:** Vandewalle, Miles <[Miles.Vandewalle@hdrinc.com](mailto:Miles.Vandewalle@hdrinc.com)>  
**Sent:** Monday, October 6, 2025 7:30 AM  
**To:** Mike Trimble <[mtrimble@cityofkyle.com](mailto:mtrimble@cityofkyle.com)>; Chris Arnold <[carnold@cityofkyle.com](mailto:carnold@cityofkyle.com)>  
**Cc:** Britton, Flint <[Flint.Britton@hdrinc.com](mailto:Flint.Britton@hdrinc.com)>; Jenkins, Sydney <[Sydney.Jenkins@hdrinc.com](mailto:Sydney.Jenkins@hdrinc.com)>; Brenchley, Mike <[Mike.Brenchley@hdrinc.com](mailto:Mike.Brenchley@hdrinc.com)>  
**Subject:** Re: FMP - Council presentation

Gentlemen,

Good morning! I just wanted to follow up on the note below, please. Is this in alignment with your expectations?

Thank you!

**Miles Vandewalle**, AIA, NCARB  
D 210 278 0414 M 210 214 8319

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*Upcoming Travel: Tue 10/7, Tue 11/4*  
*Upcoming PTO: Tue 10/14*

# MEETING MINUTES

**From:** Vandewalle, Miles <Miles.Vandewalle@hdrinc.com>  
**Sent:** Tuesday, September 30, 2025 4:09 PM  
**To:** Mike Trimble <mtrimble@cityofkyle.com>; Chris Arnold <carnold@cityofkyle.com>  
**Cc:** Britton, Flint <Flint.Britton@hdrinc.com>; Jenkins, Sydney <Sydney.Jenkins@hdrinc.com>; Brenchley, Mike <Mike.Brenchley@hdrinc.com>  
**Subject:** Re: FMP - Council presentation

Gentlemen,

Good afternoon! I just wanted to confirm a few things as we continue to move forward:

1. Council Meeting:
  - a. We will plan to present the Facilities Master Plan at the council meeting on Tuesday, November 18th.
  - b. We assume that all presentations will need to be submitted to you all NLT Friday, October 31st?
2. Council Meeting Prep:
  - a. Per your request below, we will plan to meet with you three, Bryan, and Amber to show them updates. It would make the most sense for us to schedule that meeting the week of 10/20 so that we can make any necessary edits afterward.
3. Presentation + Master Plan Updates - For Council Meeting in November:
  - a. We will plan to present the same presentation with the following updates:
    - i. All comments under the 'Draft PPT Review' category in the meeting minutes from the discussion on 9/19. (Attached for reference if needed)
    - ii. \*Updating the Master Plan to reflect the recently executed departmental reorganization
    - iii. \*Estimate size and cost for a new city hall building:
      1. Size calculations for this exercise will be based on population data and 5-year staffing projections, only, to be able to project out 20 years.
      2. We will make assumptions for now on some of the staffing square footages for the 20 year projections.
      3. Anticipated costs will be applied using a cost per square foot multiplier with annual escalation.
4. Exclusions - To be done at a later date:
  - a. \*All items listed in the 'additional services' category in the meeting minutes from the discussion on 9/19.

\*The two items listed above with the asterisk would be considered additional services, as these extend beyond our original scope of work. Mike, I will get some numbers drafted and give you a call here in the next day or so to discuss.

If you don't mind, please take a moment to review these and confirm that what I have outlined is in alignment with your expectations. If you have any questions, I am happy to help!

Thank you! We will be in touch.

**Miles Vandewalle**, AIA, NCARB  
 D 210.278.0414 M 210.214.8319

# MEETING MINUTES

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*Upcoming Travel: 10/7, 11/2-4*

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**From:** Vandewalle, Miles <Miles.Vandewalle@hdrinc.com>  
**Sent:** Thursday, September 25, 2025 2:44 PM  
**To:** Mike Trimble <mtrimble@cityofkyle.com>; Britton, Flint <Flint.Britton@hdrinc.com>; Chris Arnold <carnold@cityofkyle.com>  
**Cc:** Jenkins, Sydney <Sydney.Jenkins@hdrinc.com>  
**Subject:** Re: FMP - Council presentation

Understood. Thank you, Mike. We will target 11/18. Let me get a brief synopsis of the updates written up and send over for confirmation and we can get a walk thru on the calendar quickly.

**Miles Vandewalle**, AIA, NCARB  
D 210.278.0414 M 210.214.8319

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*Upcoming PTO: Friday, Sep 26*

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**From:** Mike Trimble <mtrimble@cityofkyle.com>  
**Sent:** Thursday, September 25, 2025 2:36 PM  
**To:** Britton, Flint <Flint.Britton@hdrinc.com>; Chris Arnold <carnold@cityofkyle.com>  
**Cc:** Vandewalle, Miles <Miles.Vandewalle@hdrinc.com>  
**Subject:** FMP - Council presentation

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Hey guys, I spoke with Bryan and Amber about the presentation timing. They would like us to take our time to put together the information and shoot for the November 18<sup>th</sup> Council meeting. They will want to see the updates and I recommend doing another walkthrough with them, given the information you are putting together. Chris can work with you on timing of that.

Let me know if any questions,

mike

**Mike Trimble, PfMP, CNU-A**  
Director of Transportation and Public Works  
Public Works



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