



# **INFORMATION MEMORANDUM**

TO: Mayor and City Council

FROM: Kevin Muenchow, Director of Fleet and Facilities Management

DATE: June 6, 2017

SUBJECT: Architectural Services for Phase One of New Service Center Project

The FY2016-17 budget includes funding in the Non-Bond Utilities CIP Fund for the architectural design and construction plan development for phase one of the new Service Center Project. In the last 5 years, a space needs assessment has been completed, as well as a preliminary site design and phasing for the new Service Center Project. This project supports the City of Farmers Branch Guiding Principles.

The funding for the architectural design and construction plan development is the next step in the new Service Center Project and will not exceed \$738,000, which is \$2,000 under the budgeted amount. Once this is completed, the next step in a future budget will be to contract with a construction management company for oversight of the project and establish a project timeline.

The new Service Center Project has been an active project since 2008 reflected in the timeline below:

- 2008-2009 – Internal Service Center Committee established to evaluate the departmental needs and develop a conceptual site plan considering the needs, as well as work flow, operational efficiencies, safety, etc.
- 2011-2012 – Search for possible land locations
- 2012 – space needs assessment completed by Quorum
- 2013 – Continue search for land locations
- 2014-15 – Conceptual phased site plan completed by Quorum

Service Center Project Information and Background:

The existing 5.6 acre Service Center was built in 1967 on an existing landfill requiring methane monitoring. The old Animal Shelter is located on this site, which is currently being used for Public Works Utilities division field crew staging and office. The Fleet Management maintenance and repair shop and Central Warehouse are attached to the main building. There are 93 employees operating out of the Service Center and up to 19 seasonal employees. The departments operating from the service center are:

- Public Works Street Division crews
- Public Works Solid Waste Division crew
- Public Works Utilities Division crews
- Parks and Recreation field crews
- Fleet Management maintenance and repair shop
- Central Warehouse – Fleet and Facilities Management

The space needs assessment performed by Quorum identified the following facts related to the need for a new Service Center:

- Not enough building area to accommodate employees, equipment, materials and operations.
- Minimum site acreage of 10.2 acres to efficiently conduct all necessary operations currently being performed, but recommended 13-14 acres
- Service Center restrooms are typically built to accommodate 3.5 to 5 employees per fixture. Current ratio is 15.
- Service Center meeting space typically range from 35 square foot to 70 square foot per employee, compared to current ratio of 15 square foot per employee.
- Service Center total square footage per employee for covered and enclosed typically ranges from 405 to 750 square foot per employee. The current ratio is 148 per employee