



## MEMORANDUM

**To:** Mayor and City Council

**From:** Kent Collins, P.E., Interim Director of Public Works

**Date:** April 10, 2018

**Reference:** Work Session Discussion on Proposed Service Center Phase III Improvements

**2030:** Sustainable City Government, Goal 3  
Excellent and Well-maintained City Infrastructure and Facilities

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### General Information:

- The service center was constructed in 2002
- Phase I is complete (Primarily paving and foundations)
- Phase II is constructing the vertical structures (buildings, covered parking areas, bulk storage (Will be complete this month)
- Phase III is to add a fleet bay, reconfigure the interior and provide a façade upgrade to match the old town district.

### Introduction:

The Coppell Road Service Center was constructed in 2002 to house the field operations divisions of the Parks and Engineering Departments of the city. These operations include parks and ball field maintenance, fleet operations, water and wastewater operations, streets, drainage, facilities, and traffic operations, as well as supervisory and support staff for these operations. There are currently over 80 employees working out of this facility, with additional staff, vehicles, and equipment proposed in the 5 year plan.

In addition to staff, there are more than 160 assigned vehicles, trailers, and large apparatus housed at this location. In addition to the permanently housed vehicles, every vehicle, trailer, apparatus, and piece of equipment owned by the city comes through this facility for periodic maintenance and repairs performed by the fleet operations division. The growth of the city fleet has contributed to the need for expansion of this yard.

In addition to the Service Center, material, equipment, and apparatus are currently housed at remote facilities including Water Tower #2, Village Parkway Pump Station, and Wagon Wheel Park. The expansion of this yard will allow us to bring most of those items back to the central location where they are most accessible and protected.

**Analysis:**

Phase I of the Service Center Expansion included the construction of approximately 40,000 additional square feet of parking. This additional parking will accommodate the expanded fleet and allow for additional fleet expansion. Phase I also included expansion and upgrades to the water system in the back of the parking area, and replacement of some aging asphalt pavement.

In Phase I we included a secondary driveway from South Coppel Road that serves both the Service Center facility and Life Safety Park.

Phase II of the Service Center expansion included a cover for the bulk material storage enclosure, a covered vehicle and equipment storage area, and a covered auction storage area. These items will improve our operational efficiency, and prolong the life and value of our assets that currently sit unprotected from the elements. Phase II is anticipated to be completed this month.

Phase III of the Service Center expansion will include expansion of the existing office building and Fleet facility. This expansion will include an additional fleet service bay, additional office space, and renovation of the existing interior space. This renovation will expand the locker room and the crew work space. We have completed a space planning assessment that will help us in restructuring the interior space to provide efficiencies for both the Parks Department and the Public Works Department. This phase will also include an exterior façade upgrade to be incorporated into the theme of Old Town.

**Legal Review:**

This item did not require legal review.

**Fiscal Impact:**

The amount being requested is \$5 Million from the general fund.

**Recommendation:**

Staff will bring a contract to a future council meeting for consideration of approval.