

Memorandum



DATE June 3, 2016

TO Members of the Economic Development Committee:
Rickey D. Callahan (Chair), Casey Thomas, II (Vice Chair), Adam Medrano,
Lee M. Kleinman, Carolyn King Arnold, and B. Adam McGough

SUBJECT Update on Oak Cliff Municipal Center Addition

On June 6, 2016 you will be briefed on the proposed addition to the Oak Cliff Municipal Center. Please find the briefing material attached.

Should you have any questions, please contact either myself at (214) 670-3296 or David Cossum at (214) 670-4127.



Ryan S. Evans
First Assistant City Manager

c: Honorable Mayor and Members of the City Council
A.C. Gonzalez, City Manager
Christopher D. Bowers, Interim City Attorney
Rosa Rios, City Secretary
Craig D. Kinton, City Auditor
Daniel Solis, Administrative Judge
Eric D. Campbell, Assistant City Manager
Jill A. Jordan, P.E., Assistant City Manager
Mark McDaniel, Assistant City Manager
Joey Zapata, Assistant City Manager
Jeanne Chipperfield, Chief Financial Officer
Sana Syed, Managing Director, Public Information Office
David Cossum, Director Sustainable Development and Construction
Elsa Cantu, Assistant to the City Manager – Mayor and City Council

Update on Oak Cliff Municipal Center Addition

Economic Development Committee

June 6, 2016



Purpose

- Provide an update on plans for the expansion of the Oak Cliff Municipal Center (OCMC) building to enhance service to our customers.
- Summarize the challenges and needs associated with the facility
- Review Costs and Funding
- Discuss Next Steps

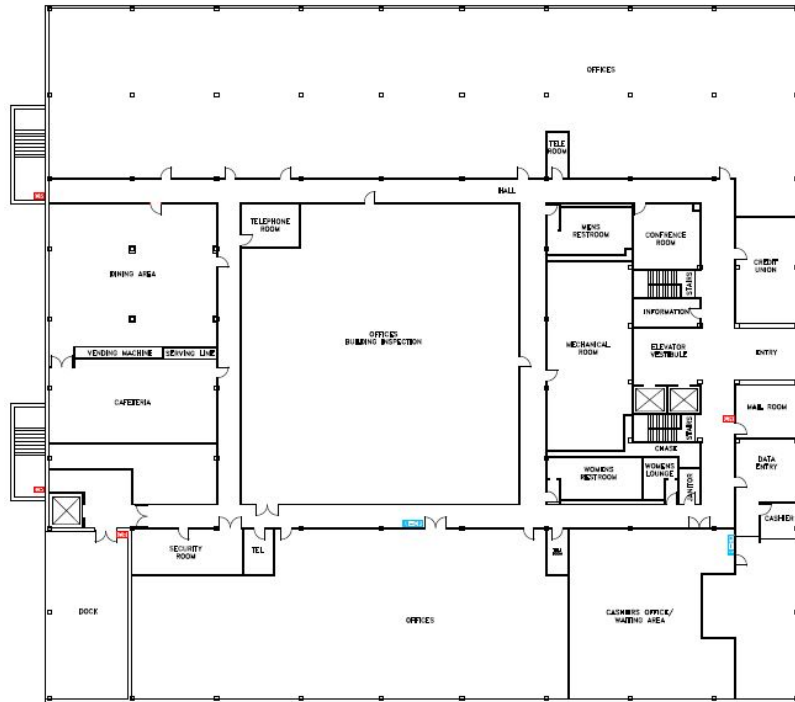


OCMC Overview

- OCMC is the City's "front door" for development, as all permits for construction or additions are issued from this facility
- Customers include developers and builders, their architects and engineers, small business owners and home owners.



OCMC Overview



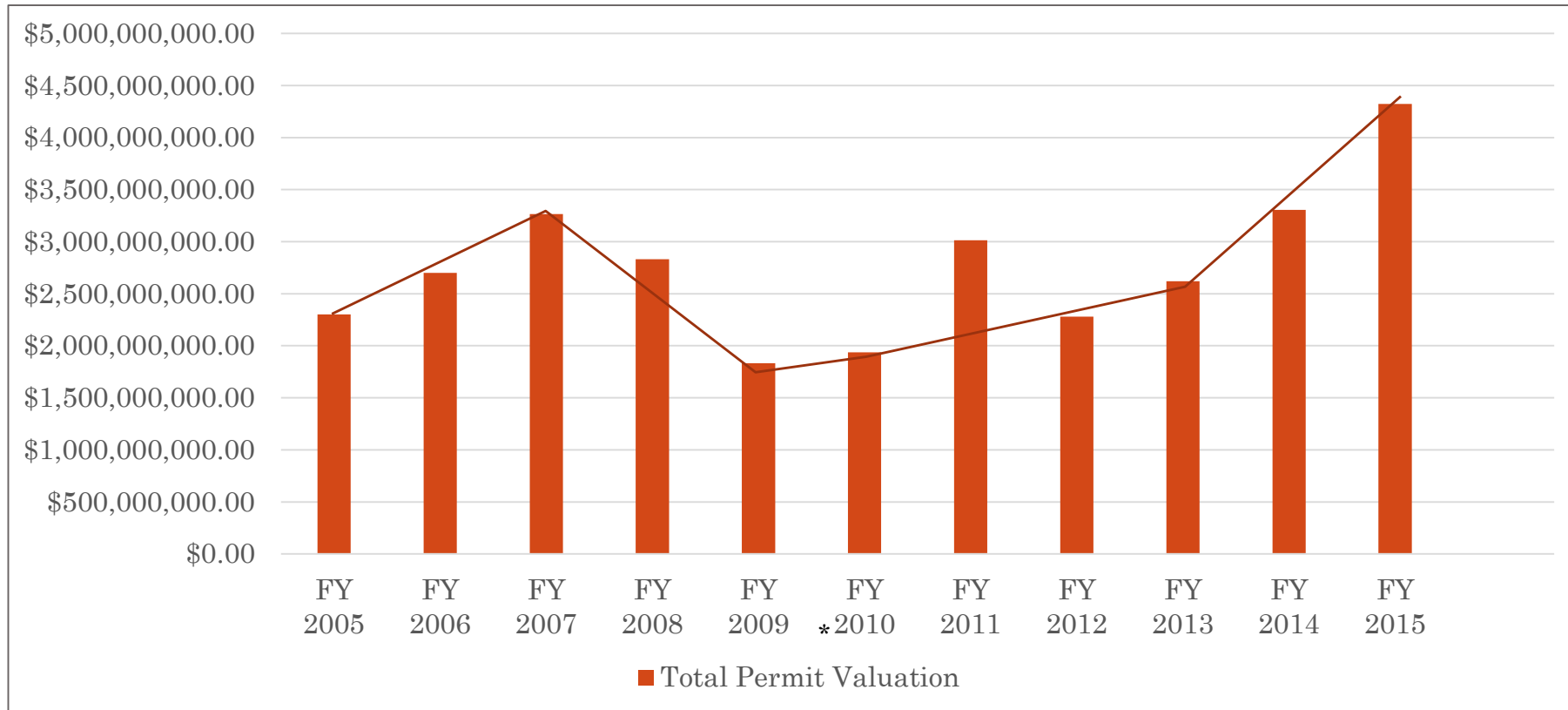
- OCMC was originally constructed in 1955 as a Southwestern Bell facility and was acquired by the City in 1985
- Departments with employees housed at OCMC include:
 - Sustainable Development and Construction
 - Public Works
 - Trinity Watershed Management
 - Code Compliance
 - Dallas Police Department
 - Dallas Water Utilities

OCMC Overview



- Sustainable Development and Construction employees at OCMC include:
 - Building Inspection - 130
 - Engineering – 30
 - Real Estate – 26
 - Subdivision and GIS - 12
- Other departments with employees at OCMC
 - Public Works and Transportation (PWT) – 128
 - Trinity Watershed Management (TWM) – 75
 - Code Compliance Services (CCS) – 61
 - Dallas Police Department (Parking Enforcement) – 33
 - Dallas Water Utilities - 6

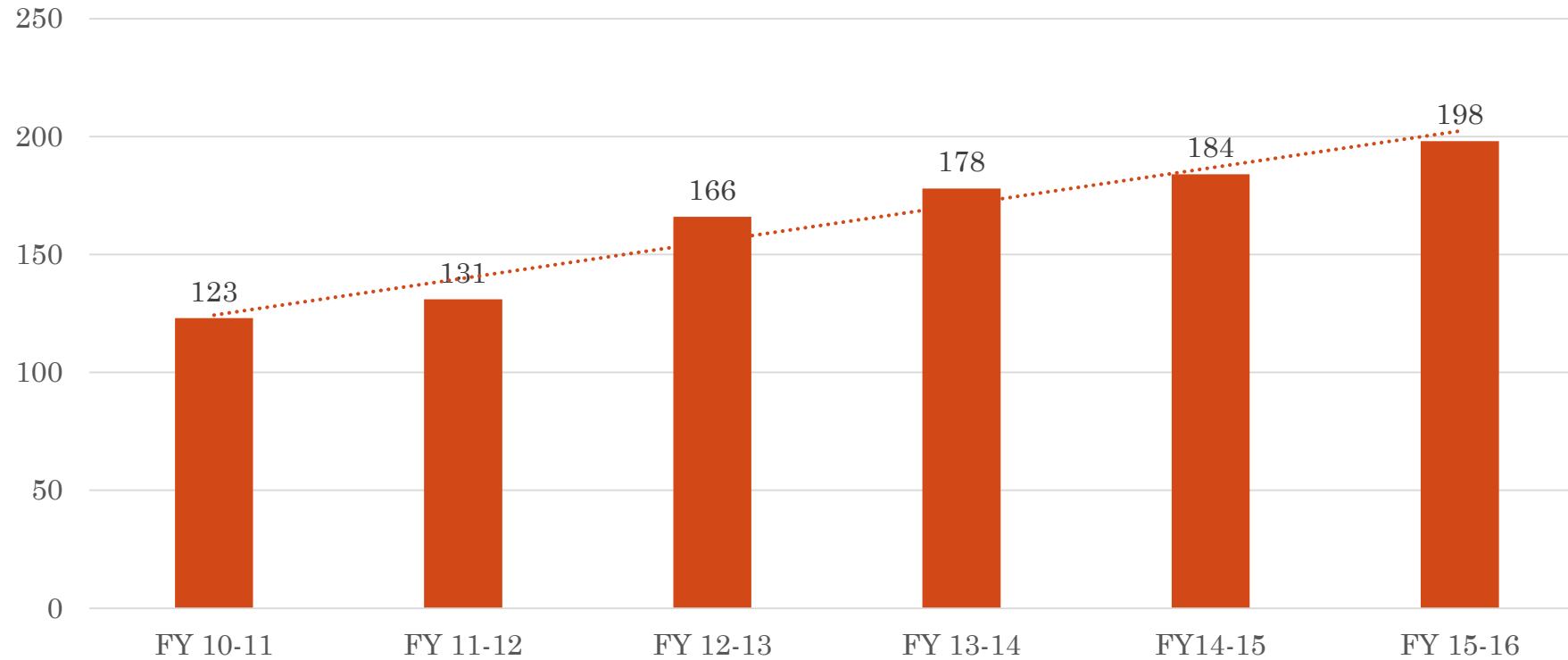
Increased Demand for Services Construction Activity



* 2011 spike attributable to Parkland, UT Southwestern and Love Field Projects

Increased Demand for Space Staffing Increases to Meet Demand

Sustainable Development & Construction
OCMC Existing Employee Count



Expansion Objectives

- Enhance service to all our customers.
- Provide adequate space for all Departments housed at OCMC
- Ensure building can utilize latest technology and utilize space efficiently
- Provide adequate parking



Issues with Current Facility

- Building Space limitations
- Inadequate parking for customers and employees
- Challenging floor plate and design of existing building



Challenges and Needs

- While a primary customer service objective is to leverage technology wherever feasible to enhance customer service and limit the need to visit OCMC there remains a need to accommodate customers at OCMC
 - Building Inspection permit review alone had 49,500 visitors last year, averaging 200 visitors a day.
 - All SDC services generate over 250 visitors a day to OCMC in addition to those generated by other departments housed at OCMC

Challenges and Needs



- Inadequate space
 - Staffing levels have increased at OCMC in an effort to keep pace with development and construction activities
 - Increased staffing has led to space constraints resulting in
 - Congested office suites
 - Limited storage space
 - Constraints on hiring
 - Challenges to renovation scenarios due to limited flex space
 - Inadequate customer areas

Challenges and Needs

- Inadequate parking
 - Only 54 dedicated visitor spaces for all functions housed at OCMC
 - For the 530 employees officed at the OCMC, there are only 254 parking spaces immediately adjacent to the building
 - Additional parking spaces are accessible to employees, but require crossing 12th Street



- Employee Parking
- Customer Parking

Advantages to Expanding at OCMC

- A centralized location easily accessible to the Southern Sector and to all parts of the city is critical to SDC's mission
- Developer "One Stop Shop"
 - Proximity to Public Works (historic infrastructure information)
 - Proximity to Trinity Watershed Management (Flood Plain Information)
- No land acquisition costs
- OCMC helps support economic activity in the Southern Sector
- A new facility at a new location with all existing departments would more than triple the costs of construction, plus require land acquisition

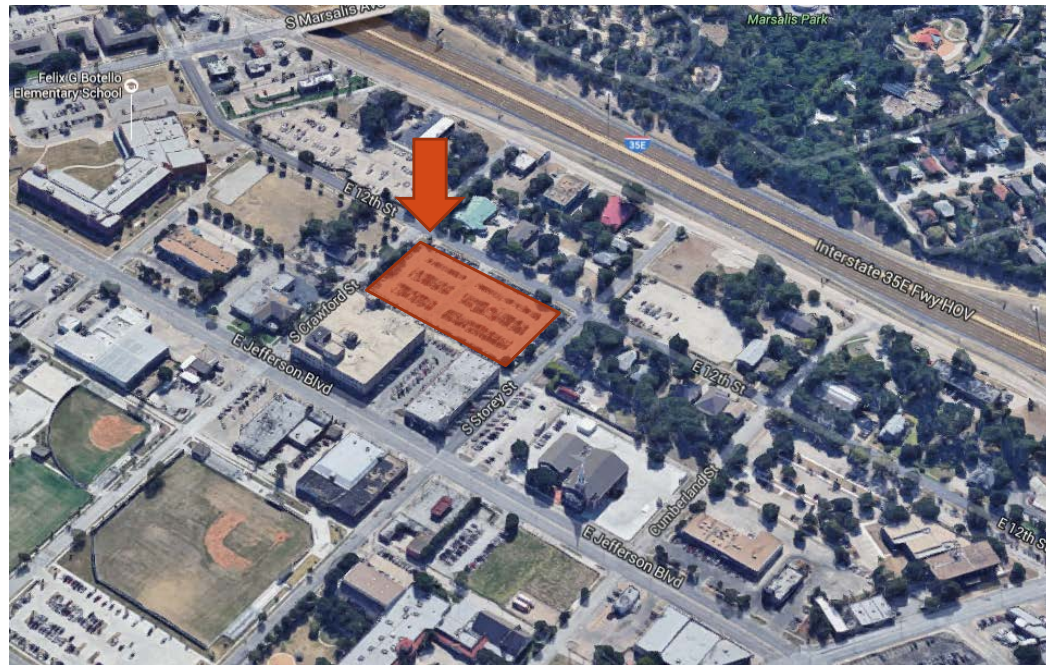


Efforts to Date

- An RFQ was advertised in 2015 for a design-build contract for the OCMC expansion
- A total of 10 vendors submitted proposals
- W. B. Kibler Construction Company Ltd. was determined to be the most qualified vendor



Building Specifications



- The proposed permit center expansion will:
 - Be built immediately behind the existing building on a portion of the employee parking lot
 - Be between 38,000 – 42,000 square feet
 - Include a parking garage for employees and customers
 - Be LEED Gold Certified or better
 - Utilize the latest technology for energy management and customer service
 - Include a conceptual design, structural review and cost estimate for the renovation of the existing OCMC

Cost & Funding

- The total proposed cost of the expansion is \$20,000,000 to be paid entirely from the Building Inspection Enterprise Fund
- No debt service will be incurred
- Positive benefit to other departments housed at OCMC that in part depend on the General Fund for facilities.

Next Steps

- On June 22 an item will appear before City Council to authorize the design of the expansion in the amount of \$2,072,303
- Design and pre-construction work is estimated to be completed by September 2017
- In November 2017 an item will appear before City Council to award the construction of the facility
- The expansion project is estimated to be completed by November 2019

Questions?