
Infrastructure & Development Committee

DEPARTMENT: Public Works

FROM: Errick Thompson, Director

MEETING: May 21, 2025

SUBJECT:

Receive a report, hold a discussion, and provide staff direction on the draft facility condition assessment. (*Staff Contact: Errick Thompson, Director of Public Works*)

SUMMARY:

The Burleson City Council approved funding for a Facility Master Plan and Condition Assessment on April 1, 2024, with Terracon Consultants.

The scope of work includes assessing 29 City facilities, comprising approximately 300,000 square feet, which make up the City's portfolio of buildings.

Over the past several years, the focus on longer-term facility planning has grown significantly due to the city's rapid growth. Recent planning initiatives include:

- 20-year staffing and space needs for the Burleson Police Department and Public Safety Communications (BRW Architects, Matrix Consultants, and BSW Architects)
- 20-year Fire and Emergency Medical Staffing Plan (Fitch & Associates)
- Library Master Plan (720 Design)
- Parks and Recreation Master Plan Update (Kimley-Horn)

In addition to the Terracon report focusing on the existing facility condition assessment, phase two of this project is related to space needs across the city and result in the facility master plan. This phase includes in-person workshops with city departments to:

1. Review department's function and organization (organizational charts)
2. Review floor plan drawings
3. Confirm the location of all staff (seating charts)
4. Validate workspace quantity, capacity, and utilization (% use of offices, cubicles, desks, etc.) by location
5. Discuss any prior budgeted or planned facility improvements, if applicable
6. Address staffing projections and implications for space needs

7. Evaluate the functional adequacy of facilities to perform operations
8. Review the physical condition of facilities and identify challenges
9. Discuss desired locations for new facilities and potential sites, if applicable
10. Document any additional facility-related opportunities or challenges.

The purpose of this committee report is to provide a high-level overview of the draft facility assessment, which outlines current facility conditions, and to provide the status of the master plan phase of the project.

RECOMMENDATION:

N/A

PRIOR ACTION/INPUT (Council, Boards, Citizens):

April 1, 2024 – City Council approved the contract with Terracon Consultants.

REFERENCE:

Contract #10240319

FISCAL IMPACT:

N/A

STAFF CONTACT:

Errick Thompson, P.E., CFM®
Director of Public Works
ethompson@burlesontx.com
817-426-9646