



## Staff Report

August 16, 2021 Council Workshop Meeting

Public Works Operations Facility Site and Space Needs Analysis

Presenter: Denis Ryan, PW Operations Supervisor

Time Estimate: 15 Minutes

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**BACKGROUND:** The current Public Works Operations Center was constructed in 1993. At that time, the Camas population served was approximately 7,500 residents with 26 regular operations and maintenance staff. The original facility design included an additional equipment repair bay, additional overhead storage space, and an additional restroom on the west end of the facility. These items were eliminated during construction for budgetary reasons. The Facility is limited in yard space and parking with not enough space to park employee owned and city-owned vehicles and equipment. Today, the Public Works Operations Center has 53 regular year-round employees in addition to seasonal temporary staff. The City's population is quickly approaching 25,000 residents. The Urban Growth Boundary is now well north of Lacamas Lake and population growth and development continues at a fast pace.

**SUMMARY:** The current operations center located in the Oak Park neighborhood is no longer in a central location that best serves the community. The facility and space are too small, outdated and not able to service today's needs. To best plan for future growth and maintain levels of service, a Site and Space Needs Analysis should be conducted.

In May, the City advertised a Request for Qualifications (RFQ) for an experienced firm that could assist in developing the following deliverables:

- Conduct a detailed on-site assessment of the facility, evaluating staffing and fleet size.
- Review challenges related to space and functionality of current operations
- Investigate current equipment storage needs based on existing City assets and facilities
- Complete an evidence-based assessment of the City's current operational facility needs and projected needs through 2035, the year for which population and employment estimates are available, understanding a new facility and site will need to allow room for expansion to serve the community well beyond 2035.
  - Coordinate with city staff on space and features required for a new facility
  - Estimate the total gross sq. ft. of office, warehouse and mechanic space

- needed to support current and future City functions.
- Estimate the total gross acres of yard space needed to support current and future City functions.

After reviewing qualifications, similar experiences, and proposed approaches from qualified firms, staff found that TCF Architecture of Tacoma Washington proves best to meet these deliverables. The total estimated cost for services is \$81,770. It should be recognized future additional efforts would be needed as the City considers the following:

- Conceptual plan(s) for a future Operations Center(s) based on assumed population and full-time employee (FTE) growth through the planning horizon, including land area, building and office space needs.
- Investigate and review potential sites throughout City and Urban Growth Boundary for locating facilities and providing benefits, challenges, and other considerations for each site.
- Create a budgetary total project cost estimate based on the completed conceptual plans.

### **EQUITY CONSIDERATIONS:**

What are the desired results and outcomes for this agenda item?

- That this item be placed on the September 7, 2021 consent agenda for Council's consideration.
- Determine the City's needs as they relate to a new Operations Center to meet current and future demands.

What is the data? What does the data tell us?

- Existing facility does not meet current needs. Since 1993, staffing levels have more than doubled while population has nearly tripled. Both staffing and population will continue to rise as development continues.

How have communities been engaged? Are there opportunities to expand engagement?

- None at this time. Upon the completion of the analysis, there may be opportunities to engage communities as planning decisions are made.

Who will benefit from, or be burdened by this agenda item?

- N/A

What are the strategies to mitigate any unintended consequences?

- N/A



Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact.

- N/A

Will this agenda item improve ADA accessibilities for people with disabilities?

- Possibly in future stages. Potential buildings will be designed to be ADA compliant.

What potential hurdles exist in implementing this proposal (include both operational and political)?

- N/A

How will you ensure accountabilities, communicate, and evaluate results?

- Staff anticipates presenting final report and recommendations to Mayor and Council upon completion.

How does this item support a comprehensive plan goal, policy or other adopted resolution?

- N/A

**BUDGET IMPACT:** There is currently \$75,000 included in the 2021-2022 adopted Budget to support this effort. As such, a small amendment will be needed as part of the 2021 Fall Omnibus should Council approve the contract.

**RECOMMENDATION:** This item is for Council's information only. Staff recommends placing the Professional Service Agreement with TCF Architecture on the Consent Agenda at the September 7, 2021 Regular Council Meeting.