

Tualatin Services Center - Update

**Council Work Session
October 22, 2018**



Services Center Concept

- Expansion of Public Works operations complex at Herman Rd and SW 108th
- Co-locates like departments on one site:
 - Public Works
 - Engineering
 - Development Services & Planning
 - Permit counters
 - Possibly Municipal Court



Benefits

- One-stop-shop for the public
- Easy access for the development community
- More parking
- Increase in staff efficiency by being co-located
- Enables Finance & Administration to move back to City-owned buildings
- Limits the need to rent additional office space



Conceptual Design Process

How much space is required?

What are the options for cost effective construction and location?

What are the effects on the future Operations Master Plan?

How will land use and parking requirements be met?

What is the preliminary cost estimate?

What additional information is needed to move forward to formal RFP architectural design?

Communications Program

Internal communications – input and education

- Department input on space needs
- Executive Committee updates
- All-staff updates
- Task Force input on design
- Council updates

External communications – education

- Customers (permit users, development community)
- Business neighbors
- City residents

Financing

Goal: Determine funds available for appropriate sizing of the building

Financing options

- Utilize existing one-time funds available
- Utilize Full Faith and Credit Financing for remaining capital cost
 - On-going expenses paid for by funds having staff in the building
 - Determination of allocation after design of building



Financing

Existing Funds - \$4.0 million

- General Fund - \$1.6 million
- Building/Water/Sewer/Storm Drain - \$2.4 million

Full Faith and Credit Financing - \$4.0 million

- Repurpose annual Seneca Lease payment (General Fund)
- Remaining annual debt service allocated between Building/Water/Sewer/Storm Drain/Road Operating Funds



Design Considerations

- What are the space needs for each department?
- What can we afford?
- What level of growth is assumed/planned for?
- What amenities are included?
- Are there sustainable building elements that should be included?



Conceptual Design

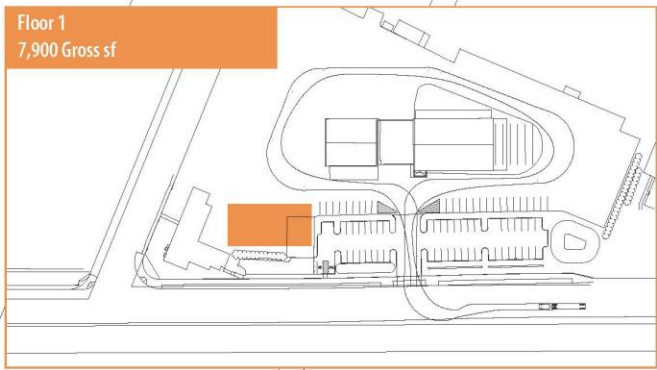
- 15,000 square feet; two floors
- New building, not remodel of existing building
- Initial planning includes Municipal Court, Operations, Engineering, Community Development, permitting, conference rooms, storage
- Public spaces on both floors
- Required public parking: 50 spaces (70-120 total)



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Floor 1
7,900 Gross sf



MAINTENANCE BUILDING

MAINTENANCE TRUCK CLEARANCE

SW 108TH AVENUE

EOC BUILDING

COURTYARD

ENTRY

CURRENT OPS LOCATION

PUBLIC PARKING

BIO-RETENTION

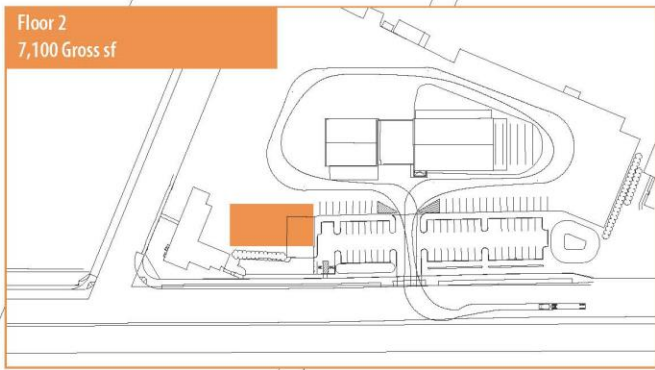
SW HERMAN ROAD

25 ft



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Floor 2
7,100 Gross sf



SW 108TH AVENUE

EOC BUILDING

COURTYARD

CURRENT OPS
LOCATION

OPEN TO BELOW

MAINTENANCE TRUCK
CLEARANCE

MAINTENANCE
BUILDING

PUBLIC PARKING

BIO-RETENTION

SW HERMAN ROAD

25 ft



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Council Direction Needed

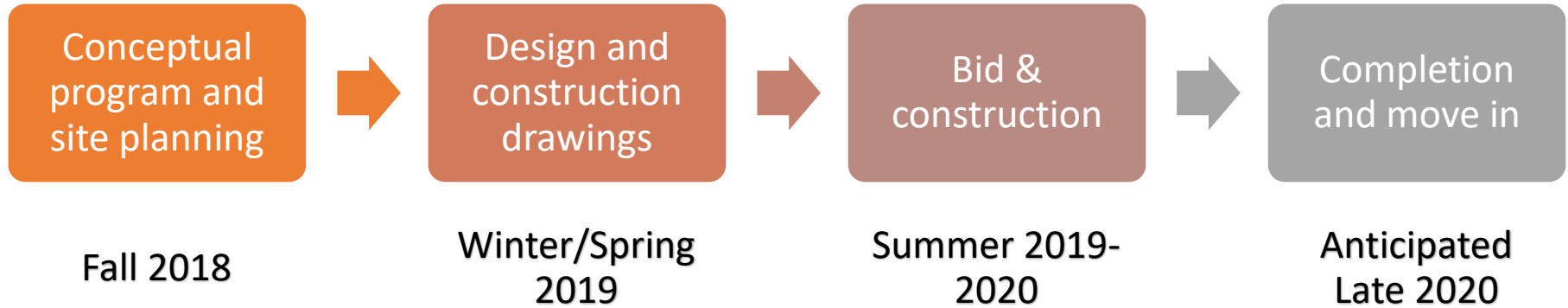
1. *Space needs* – Is there agreement to pursue an expanded operations center to house more service-oriented functions?
2. *Funding* – Are the funding goals and options presented the right approach?



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Schedule



Next Steps

- Create the employee Task Force
- Refine the space needs
- Create a site plan from the conceptual design
- Next Council update: completion of site design