

# Memorandum



CITY OF DALLAS

DATE April 21, 2026

Honorable Members of the Finance Committee  
TO Chad West (Chair), Kathy Stewart (Vice Chair), Zarin Gracey, Maxie Johnson, Jesse Moreno, Jaime Resendez, Gay Donnell Willis

SUBJECT **Upcoming Agenda Item for April 22, 2026, #26-1100A: Authorize Execution of Professional Services Contract with Kimley-Horn and Associates, Inc., for Architectural, Engineering, and Construction Administration Services for a New Southeast Service Center New Vehicle Maintenance Facility**

On April 22, 2026, the Office of Bond and Construction Management (BCM) will seek City Council authorization to execute a professional services contract with Kimley-Horn and Associates, Inc. The contract, in an amount not to exceed \$1,046,500.00, will provide architectural, engineering, and construction administration services for a new vehicle maintenance facility at the Southeast Service Center, located at 2761 Municipal Street.

## Background

On November 7, 2006, the Dallas voters approved the 2006 General Obligation Bond Proposition 6, which allocated funding for the design, construction, improvements, equipping, and furnishing of City facilities, including service and maintenance centers.

Subsequently, on March 28, 2012, the City Council authorized a professional services contract with Huitt-Zollars, Inc. (Resolution No. 12-0921) for the design and construction administration of a Facilities Maintenance Building at the Southeast Service Center. The project progressed to near completion of the Schematic Design phase before encountering scope changes and budget constraints, which necessitated a pause in design services and a re-evaluation of the project's direction.

To advance the project with available resources, the scope and size were modified to align with the established project budget. The project is funded through three sources totaling \$10.1 million. The 2006 General Obligation Bond provides \$1.4 million, the 2017 Bond contributes the largest share at \$6.8 million, reflecting the continued commitment to improving City infrastructure. The remaining \$1.9 million is provided through the Department of Equipment and Fleet Management (Internal Service Fund), bringing the total available budget to \$10,100,000.

The proposed facility will give the Department of Equipment and Fleet Management a modern space built specifically for maintaining and repairing City vehicles. It will include

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four to eight drive-through service bays sized for large municipal vehicles like trucks and heavy equipment, a covered canopy for additional protected work area, and office and restroom space for staff. The final number of bays and size of administrative areas will be determined during the programming phase, based on current and future fleet maintenance needs at the Southeast Service Center and budget available. The goal is to build the right-sized facility within the established \$10.1 million budget, one that reduces vehicle downtime, improves working conditions for EFM mechanics and technicians, and supports more efficient fleet operations for years to come.

The Southeast Service Center is one of five facilities operated by the Department of Equipment and Fleet Management (EFM). These service centers provide 24-hour support for City of Dallas vehicles, including mechanical and electrical repairs, preventive maintenance, state inspections, emissions testing, lubrication, fueling and road call assistance. Supporting images are provided in Attachment A.

We are providing this memorandum to ensure the Finance Committee is aware of the project's history, scope, and funding framework prior to its consideration by the full City Council. Please let us know if you have any questions or need further information as we prepare for the April 22, 2026 agenda item.

If you have any questions, please feel free to contact the Director of the Office of Bond and Construction Management, Jennifer Nicewander, P.E., at (972) 841-9847 or [jennifer.nicewander@dallas.gov](mailto:jennifer.nicewander@dallas.gov).

Service First, Now!



Donzell Gipson

Assistant City Manager  
(Attachment)

c: Kimberly Bizzor Tolbert, City Manager  
Tammy Palomino, City Attorney  
Mamatha Sparks, City Auditor (I)  
Biliera Johnson, City Secretary  
Preston Robinson, Administrative Judge  
Baron Eliason, Inspector General (I)  
Dominique Artis, Chief of Public Safety  
Dev Rastogi, Assistant City Manager

M. Elizabeth (Liz) Cedillo-Pereira, Assistant City Manager  
Alina Ciocan, Assistant City Manager  
Robin Bentley, Assistant City Manager  
Jack Ireland, Chief Financial Officer  
Ahmad Goree, Chief of Staff to the City Manager  
Directors and Assistant Directors



City of Dallas

**Attachment A**

**Southeast Service Center – Entrance & Low Ceilings**

