

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Curtis E. Hawk, City Manager
Date: June 28, 2013
Subject: Selection of Architect for modifications at 6718 Baker Blvd.

City Council Action Requested:

Consider authorizing City Manager to proceed with selection of architect for modifications at 6718 Baker Blvd.

Background Information:

At the March 5, 2013 City Council meeting the City Council authorized City staff to purchase the property at 6718 Baker Blvd for use as a police facility, utilizing CCPD funds as authorized by the district board. The City closed on the property on May 31, 2013. As mentioned previously, the building is not suitable for immediate occupancy by RHPD. There will need to be modifications to the interior of the building to accommodate police personnel, and must also comply with ADA requirements.

It is recommended that we engage services of an architect in order to ascertain the nature of the modifications and the associated costs. The estimated costs are necessary as we go forward with the recommendation for improvements to be funded in the FY 2013-14 Annual Budget of the CCPD. The cost for the services of an architect are associated with the use of the building and are eligible for funding through the CCPD.

Board/Citizen Input:

Purchase and use of building were approved by the CCPD board

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Financial Impact:

Estimated at \$15-25K, although exact cost has not been determined. Funds are available in the CCPD budget and will not impact the General Fund.

Staff Contacts:

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