



# Agenda Report

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**Agenda of:** October 28, 2025

**Department:** Police

**Subject:** Architectural Facility Needs Assessment/ Police Department

**Recommended Motion:** Accept and approve proposal for the Architectural Facility Needs Assessment.

**Background:** The City Council has been discussing facilities that will be needed in the future to address the growth that has been experienced in the past few years. The Capital Improvement Plan had identified a new police facility in 2025; however, there was no funding source. Last year, I attended the Texas Police Chiefs Conference and met with several architects to discuss a facility needs assessment for our future at Castroville.

It is important to have a professional facility needs assessment to ensure its physical infrastructure aligns with its operational, safety, and community service goals- both now and in the future. A professional needs assessment also shows that the city is proactively addressing its limitations and is planning responsibly. It also provides a tool to communicate with our stakeholders; such as city council, taxpayers, and the general public as to why this investment is necessary. This assessment will review our current facility and its condition and provide us with an operational and functional assessment.

There were several architects that were contacted; however, Brinkley-Sargent-Wiginton firm was the most responsive and they provided an in-depth proposal. This firm is well respected and has designed hundreds of municipal buildings. In this packet it describes the scope of the work and the cost to complete a professional needs assessment.

**Fiscal Impact:** \$24,405

☐ Budgeted ☒ Requires Budget Amendment

**Source of Funding:** Fund Balance

**Attachments:**

**Urgency (0-5 = Low Urgency to High Urgency):** 3

**Impact (0-5 = Low Impact to High Impact):** 4

**Submitted by:** Chief James Kohler