



# STAFF REPORT

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**MEETING DATE:** February 5, 2024

**MEETING TYPE:** City Council

**SUBMITTED BY:** James Quin, City Administrator

**AGENDA CAPTION:** Discuss and Consider Approving Resolution R2024-02-1167 OF THE CITY COUNCIL OF THE CITY OF HUTCHINS, TEXAS, APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO NEGOTIATE AND EXECUTE THE TERMS AND CONDITIONS OF THE AIA STANDARD FORM OF AGREEMENT FOR BETWEEN OWNER (CITY OF HUTCHINS) AND ARCHITECT (BRANDSTETTER CARROLL INC.) FOR INTERIOR DESIGN AND FURNITURE, FURNISHINGS, AND EQUIPMENT (FF&E) DESIGN SERVICES

Presented by James Quin, City Administrator.

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## **Background Information**

The City Hall \$10,775,000 bond issue included the cost of the building. It did not include the purchase of property which totaled \$750,000. These funds could have been used for a good portion of the furniture, fixtures and equipment (FF&E) for the building. The estimated cost for fully equipping the City Hall is 1.3 million dollars.

The attached proposal from Architect Brandstetter Carroll INC illuminates the cost of the FF&E. Much of the furniture has a useful life of twenty+ years and much of the equipment and fixtures should last for the life of the building. The advantage of having the architectural firm manage the purchase of the FF&E is the uniformity of design of the interior. This cannot be achieved by purchasing separate items from Buy Board.

The City's financial advisor has indicated that the 1.3 million can be included in a 3 million-dollar tax note to be issued in March 2024. This tax note includes the purchase of vehicles, equipment and the reconstruction of Chatman Street which is included in the FY 2023/24 CIP. The tax note has no effect upon the tax rate.

It is anticipated that the architectural fee of \$84,500 will be underwritten by City Hall interest earnings.

## **Budget Implications**

1.3 million dollars plus \$84,500 architect fee.

## **Operational Impact**

Funding the FFE will enable the City to achieve consistency of furniture design for the offices, provide light fixtures throughout the City Hall particularly the public space and the Event Center and enable the Council Chambers to be completed including Council dais and furniture.

**Legal Review**

The AIA agreement and proposal have been reviewed the City Attorney

**Staff Recommendation**

It is recommended that the City Council approve the Resolution and FFE agreement.

**Supporting Documentation and Attachments**

Resolution, AIA agreement and FFE proposal.