Space Reprogramming for 1411 W. Beltline Road, Richardson, Texas 75080

Briefing Date:  
Jun 2 2020

Funding Source:  

Originating Department:  
Engineering and Project Management

Prepared by:  
Carolyn Thompson, Real Estate Services Manager

Recommended by:  
Jonathon Bazan, Assistant County Administrator

BACKGROUND INFORMATION:

Dallas County acquired property located 1411 W. Beltline Road, Richardson, Texas 75080 by deed conveyance dated February 26, 1962. By 1965, a single story 5,500 sf building was added to the site and the County began operating the Richardson Sub Courthouse. Since that time, the building has been occupied by the Justice of the Peace and also served as a small satellite office for the Precinct 3 Constable.

As part of the North Dallas Consolidations, the offices of the Justice of the Peace and Constable moved to the new North Campus at 6820 LBJ Freeway.

As options for the now vacant building were being reviewed, discussions began with HHS staff on whether this would be considered as a viable clinic location. The department currently operates the Immunization Clinic in leased space at 8202 Spring Valley Road which is in close proximity to the Beltline location. To move clinic operations to the Beltline building would make it an ideal location for community access and it would be in synergy with the surrounding neighborhood and the doctor’s office next door. Out of those department discussions, interest grew and staff has now received a formal request to re-purpose space at this location (see attached).

OPERATIONAL IMPACT:

At the Spring Valley site, there are two separate clinics operating and sharing space from the same storefront. The Dallas County Refugee Clinic and the Dallas County Community Immunization Clinic provides services from this location. The Refugee Clinic will be relocating to 601 Clara Barton Blvd in Garland, Texas within a few weeks, leaving approximately four staff members to operate in the current 3,000sf of leased space.

FINANCIAL IMPACT:

The Spring Valley lease is $5,000 per month ($60,000 annually) which could be realized in savings should the clinic be allowed to occupy the Beltline location. In addition, Dallas County Facilities would continue to service the building with utilities, maintenance and repairs, janitorial and pest control, much of which is covered on current contracts. The existing 10-year lease expires August 31, 2020.

PROJECT SCHEDULE:

Minor renovations at the Beltline site are needed in order to transition courthouse space into clinic space however, using internal resources as much as possible, it can be accomplished within a few
months. And if necessary, HHS staff is willing to enter into a short-term lease for six months in order to continue clinic operations at the Spring Valley location until the remodel has completed.

**SBE PARTICIPATION:**

n/a

**ADMINISTRATIVE PLAN COMPLIANCE:**

Reprogramming the vacant space at 1411 W. Beltline Road in Richardson, Texas aligns with the Administrative Plan by improving the appearance of County Facilities and ensuring compatibility with surrounding neighborhoods, and also aligns with the Dallas County strategy to reduce the overall use of leased space.

**RECOMMENDATION:**

Staff recommends reassigning as much space as required by the HHS Dallas County Community Immunization Clinic at 1411 W. Beltline Road, Richardson, Texas and relocating County operations from 8202 Spring Valley Road to this location upon completion of the required renovations.

**MOTION:**

On a motion made by TBD, and seconded by TBD, the following order will be voted on by the Commissioners Court of Dallas County, State of Texas:

Be it resolved and ordered that the Dallas County Commissioners Court does hereby reassign as much space as required by the Dallas County Community Immunization Clinic at 1411 W. Beltline Road, Richardson, Texas and relocating County operations from 8202 Spring Valley Road to this location upon completion of the required renovations.

**ATTACHMENTS:**

[Briefing Attachment - 1411 Beltline Memo Request](#)
TO: Carolyn Thompson  
Real Estate Services Manager

FROM: Ganesh Shivaramaiyer  
Assistant Director, Finance, Budget & Contracts

THROUGH: Dr. Philip Huang  
Director/Health Authority

DATE: May 7, 2020

SUBJECT: Immunization Clinic Relocation - 1411 W. Beltline Road, Richardson, TX 75080

Dallas County Health and Human Services (DCHHS) is requesting the permanent use of Dallas County facility located at 1411 W. Beltline Road, Richardson, TX 75080 for its North Dallas Immunization Clinic. Currently the Immunization Clinic is operating out of a leased facility located at 8202 Spring Valley, Suite #200, Dallas, TX 75240. The reasons for considering the relocation are as follows:

- referenced location in close proximity to the current Immunization Clinic location;
- leased facility costs $60,000/year – result in savings;
- with the Refugee Clinic moving out of the leased facility we do not need 70% of the leased space; and
- leased facility's 10-year lease term ends this year - the timing may be just right.

If the request for the use of the referenced facility is approved we anticipate modifications to the space to specifically support clinic operations. In anticipation of time required to accommodate the necessary modifications we are requesting that the current lease due to expire on August 31, 2020 be extended for an additional six (6) months. This will give your department and ours ample time to complete the relocation process without being rushed.

Thank you for your continued assistance in addressing the departments lease and space matters. Please feel free to contact me at (214) 819-1865 with any questions regarding the matter.

C: Joann Schulte, Deputy Health Authority  
Barbara Davis, Field Nurse Supervisor  
Sabrina Moats, Clinic Supervisor  
Masooma Hyder, Grants Management Officer  
Saad Mustafa, Grants Manager  
Josh Smetak, Financial Administration Coordinator