



STAFF REPORT
City of Dripping Springs
PO Box 384
511 Mercer Street
Dripping Springs, TX 78620

Submitted By: Michelle Fischer

Council Meeting Date: June 7, 2022

Agenda Item Wording: Discuss and consider approval of a Professional Services Agreement between the City of Dripping Springs and Herron Design Studio for City Hall offices remodel design and construction documents.

Agenda Item Requestor: Mayor Bill Foulds, Jr.

Summary/Background: In 2016, Herron Design Studios prepared remodel plans for the current city hall that included additional office space within the existing building. The city decided to not move forward on most of the remodel plan and installed cubicles instead of constructing office space. City Staff has grown considerably since then and is in need of additional office space. This space will be needed before a new city hall can be built. Staff recommends that Herron Design Studios be engaged by the city to prepare a remodel plan that will provide more office space than the 2016 version, as well as enlarge the kitchen/break room area, provide a file storage area, and enlarge an existing conference room or design a new one that could accommodate large meetings, including accommodating small commission/committee/board meetings. Large public meetings, such as City Council and Planning & Zoning Commission meetings, could be held at Dripping Springs Ranch Park. Plans can be completed in time to obtain a cost estimate for FY 2023 budgeting purposes. The cost of the plans is proposed to come from the contingency line item initially, then when the budget is amended in the near future, a budget line item can be made for this special project.

**Commission
Recommendations:** N/A

**Recommended
Council Actions:** Recommend approval of the Professional Service Agreement

Attachments: Professional Services Agreement with Proposal

Next Steps/Schedule: If approved, execute agreement and have Herron Design Studio commence work.