

# AGENDA ITEM SUMMARY SHEET

## City of Rollingwood

Meeting Date: March 25, 2026

### **Submitted By:**

Staff, on behalf of Mayor Gavin Massingill

### **Agenda Item:**

Discussion and possible action on the City Hall improvement project

### **Description:**

This agenda item allows City Council to discuss the potential improvement or reconstruction of City Hall. At its February 18, 2026 meeting, Council reviewed the preliminary needs assessment spreadsheet, which outlined space requirements, functional considerations, and identified deficiencies in the existing facility. That review provided a brief summary of the City's and Westlake Fire Department's needs for the facility.

For this meeting, Council is invited to further discuss and refine those identified needs, including priorities, desired outcomes, and any additional considerations that should inform the project moving forward. This discussion is intended to help clarify the Council's direction and expectations before initiating the next phase.

Additionally, Council is encouraged to consider whether to engage a qualified consultant or project facilitator to assist with early-stage project development. Such services could include support in preparing and issuing a Request for Proposals (RFP) for architectural services, providing guidance on contract management, and helping navigate key decisions to ensure the project begins and continues on a well-structured and informed path.

Taking this step could help streamline the process, reduce risks, and position the City for a more efficient and successful project delivery. Council's direction at this stage will be critical in establishing a clear roadmap for advancing the City Hall project.

### **Action Requested:**

To propose changes, if necessary, to the needs assessment document, and to authorize staff to issue an RFP for buyer rep/project management services for the project.

### **Fiscal Impacts:**

The fiscal impact on the City depends upon Council's direction but is expected to be covered by funds already budgeted for such services.

### **Attachments:**

- Combined Space Needs – With ESD 9 Updates
- Combined Space Needs
- B&W Version of Combined Space Needs