

City Hall Center Moving Plan

Police Department:

1. PD staff will pack and move all evidence items in the Main Vault, CPAT and long-term evidence rooms- No help from movers.
2. File Cabinets total of 47-three options
 - a. PD staff moves file cabinets-rents or buys file cabinet dolly
 - b. PD staff loads into bids file cabinet contents and moving company move bins and empty file cabinets. Bids provided by movers. Approximately 250 bins needed for the 47 file cabinets contents.
 - c. Moving company packs bins, moves empty file cabinets and unpacks bids. Bids provided by movers.
3. Moving company moves bikes, blood drying cabinet, electric wheelchair and other bulk items (shedder, ticket draws (5 total)).
4. PD staff moves ammunition and firearms
5. Office and other items outside of what has been discussed above-two options
 - a. PD staff load bins provided by moving company and moving company moves to new city hall to designed locations.
 - b. Moving company packs and unpacks and moves bins provided by movers
 - c. Of the 300 estimated bins needed for this work. It is estimated that there are 50 boxes already packed and 250 bins needed.
6. The city IT consultant will be moving all phones, personal computers and copiers.
7. PD Department will be moved separately then City Hall offices. Approximately 3-4 weeks prior.
8. The actual move will be during working hours on a Monday-Friday. No weekends hours

City Hall Offices of Clerk, Finance, Building and Administration:

1. No furniture being moved. Only one-file cabinet (4 draw) in building department and a few miscellaneous items (shedder and plotter).
2. Copy machine will be moved by company city is renting from.
3. The city IT consultant will be moving all phones, personal computers and copiers.
4. The actual move will be during working hours on a Monday-Friday. No weekends hours
5. Office and other items outside of what has been discussed above-two options
 - a. City Staff loads bins provided by moving company and moving company moves the bins to locations designated at the new city hall.
 - b. Moving company packs bins and moves the bins to locations designated at the new city hall. City staff will unpack bins
 - c. Of the 746 estimated bins needed for this work. It is estimated that there are 250 boxes already packed and 500 bins needed.

Items City still needs to do:

- a. Determine items at the old city hall that will be used at other city facilities outside of the new city hall. These items will be marked.
- b. Determine items that will be actioned off or thrown away. These items will need to be marked.