



# Memo

**To:** Mayor and Board of Aldermen  
**From:** Liza Walker, Assistant City Administrator  
**Date:** Thursday, February 15, 2024  
**Re:** City Hall Facility Maintenance Program

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Currently, the City Hall Facility Maintenance Program with Premium Mechanical and Automation, Inc. is on a mid-year to mid-year cycle. I am updating the agreement to operate on a calendar-year cycle. The annual agreement price will remain the same that it has been for the past decade.

I plan to bring this agreement to the Board for a vote at the upcoming February 20, 2024, Board Meeting.