

TO: The Mayor and Common Council

FROM: Glenn Steckman

RE: City Manager Report

June 21, 2024

City Hall HV Replacement Project:

With the upcoming city hall renovations to begin Monday July 15, city staff will be relocating to two buildings: the Richard Foster Building and the Public Safety Buildings. Both buildings have internet capacity to continue city services uninterrupted.

The Carrie M. Mc Lain Museum already has work stations available in the back office of their space to house Finance, HR and Building Inspector. The Public Safety Building's Training Room and former ambulance offices will serve the Clerk's Office and other administrative staff. The movement of personnel will start July 1 and will continue gradually until 7/11. Some desk equipment, file cabinets and all phones and desktop computers will move.

Staff has been briefed and a plan of responsibility has been drafted. Everyone understands the benefits of this temporary dislocation.

The first phase of the renovations will deal with asbestos and lead abatement. Then replacing duct work, radiators and the heating plant will be next. During this time renovation period, there will be no heat in city hall. City Hall is scheduled to reopen in mid to late October.

Starting July 15 all scheduled public meetings will take place at the Richard Foster Building Community Room.

Westmark Visit:

As of this report everything has gone well. The pop-up shops (repainted bus stops) are busy. The Visitor Center has been overflowing and the Rec Center with the Berry Festival and craft sales is packed. Trinh's coffee shop had a line of customers. The Westmark visit demonstrates what the economic impact of "port of call" visit can have versus the cruise ship turn around visit the city normally experiences.

Sound System Council Chambers:

The Chariot Company has reviewed the sound system in council chambers. They will be making recommendations to improve the sound in the chambers. However, due to city hall HV improvements, nothing will be done until the fall of this year.