



To: Mayor and Council

From: Dylan Mulfinger

Subject: 2020 City Hall Improvement Plan

Date: 06/22/2020

The City Hall improvement plan will allow for employees in City Hall to social distance during the current pandemic. All improvements will help with service to the community and provide a safer office space for employees at City Hall. The City Administrator is requesting that council allow for an expedited process for improvement where the Administrator will get two quotes from each company contracted, then accept the low bid. This expedited process will help the city on the goal of opening City Hall.

The following improvements will be made:

- Front door will be equipped with a buzzer system
- The City will install two new service windows with an option for a third if budget allows
- The City will purchase new office equipment for the new offices
- Sheet rock will be removed to mitigate any mold
- Tables will be brought in to allow for patrons to sign documents
- Old jail cells will be converted into restrooms

The City Council budgeted \$80,000 for improvements to City Hall in FY2021. The goal for this project is to spend under \$30,000. These improvements will allow for City Hall to be open to the public and stay open should the pandemic become worse in the fall. These improvements also set up a better facility and allow for more room for employees and a different setup once conditions improve in the future.