



Memorandum

To: Mayor Nelson and Members of the City Council
From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer
Date: October 17, 2024
Subject: City Hall Renovation Update

Staff wanted to provide the City Council with a brief renovation update.

- Phase 1 is nearly complete. The Police Department has moved into their new space. We are still waiting on the fixtures for the holding cell, which should arrive in mid-November, and the pass-through lockers for the evidence room, which should arrive by the end of November. Recreation has moved into their space. We set up a temporary work space for Kay in the main Recreation office, as the Director's office is in Phase 2. We are using the Link area for absentee voting. Staff has received many positive comments from residents about Phase 1.
- Phase 2 demolition is underway. The Contractor is making great progress in those areas. The Contractor is currently building the IT room to facilitate moving the server racks. We anticipate the IT room to be substantially complete by the end of the month, at which time CIT will move our IT infrastructure. We will also coordinate with Zayo to move the fiber optic box into the new IT room as well. During that move, Administration and Parks and Recreation will have limited access to phones and the network. We will keep you informed and update the residents via social media. We will have temporary internet access to allow absentee balloting to proceed.
- The purchase of the remaining furniture is on the agenda for the October 21 meeting.

I have attached the most recent 3 week look ahead for your review. If you would like a tour of the progress so far, please let me know.

If you have any questions, please do not hesitate to contact me at 763-784-6491.