

Department Source: Public Works

To: City Council

From: City Manager & Staff

Council Meeting Date: January 5, 2026

Re: Setting a Public Hearing for the proposed Remodel of the City Hall 1st Floor Utility
Customer Service (UCS) and Treasury Areas

Impacted Ward: Citywide

Executive Summary

Staff has prepared for Council consideration a resolution setting a public hearing for January 20, 2026 for the proposed remodel of approximately 2,350 square feet around the former Daniel Boone Tavern lobby, located at City Hall 701 E. Broadway. An interested parties (IP) meeting was held November 19, 2025. The total estimated construction cost for this project is \$800,000 with funding coming from previously allocated general fund revenue.

Discussion

Staff intends to remodel the 1st Floor of the Daniel Boone Building in the UCS and Treasury areas. This project will reconfigure approximately 2,350 square feet for the functions of these two divisions. The primary objective of the project is to provide seven (7) transaction stations with ballistic separate between the staff and customers. The UCS space will have four (4) transaction stations and Treasury will have three (3) transaction stations. On the customer side of the transaction stations, horizontal writing surfaces will be provided for customers to complete forms. The Treasury suite will also receive a new standing safe anchored to the floor.

Public Works retained professional architectural and engineering services to assist in the planning and establish a preliminary design, including code guidance related to modifications of the existing building for the renovations. They suggested overall phasing, a timeline and an opinion of probable cost. The Concept Design Report is included with the public hearing memorandum.

A BeHeard web site was created and information presented to inform the public of the basic concept and receive comments from November 1, 2025 to December 10, 2025. The BeHeard Report - City Hall UCS Treasury Remodel is included with the public hearing memorandum.

A press release was issued November 13, 2025 advising of the (IP) meeting concerning the renovations. The IP meeting was held November 19, 2025. Information was presented to inform the public of the basic concept and receive comments. Seven (7) persons signed in and no written comments were received. The IP Meeting Sign In sheet is included with the public hearing memorandum.

Staff is recommending that this project be executed through a design-build contract to expedite construction to minimize disruption to both the public and staff's use of the existing space.

Fiscal Impact

Short-Term Impact: Estimated construction cost for this project is \$800,000 with funding coming from previously allocated general fund revenue.

Long-Term Impact: NA

Strategic & Comprehensive Plan Impact

Strategic Plan Impacts:

Primary Impact: Inclusive and Equitable Community, Secondary Impact: Organizational Excellence, Tertiary Impact: Reliable and Sustainable Infrastructure

Comprehensive Plan Impacts:

Primary Impact: Mobility, Connectivity, and Accessibility, Secondary Impact: Not applicable, Tertiary Impact: Not Applicable

Legislative History

Date	Action
NA	NA

Suggested Council Action

Adopt the resolution setting a public hearing for January 20, 2026 for the proposed remodel of approximately 2,350 square feet around the former Daniel Boone Tavern lobby, located at City Hall 701 E. Broadway.