



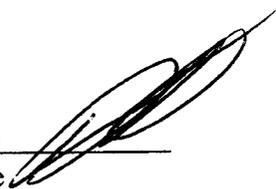
AGENDA ITEM REQUEST FORM

Item No. 9j

MUNICIPAL SERVICES

Department Submitting Request

DON PRINCE

Dept Head's Signature 

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE
MEETING
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

- Nov 9, 2010
- Dec 7, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 29 (5:00 pm)
- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Nov 22, 2010
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 30 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

*Subject to Change

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

SUBJECT TITLE: Create a Town Hall Conference Room

EXPLANATION: Town staff requests authorization from the Town Commission for the construction and furnishing of a conference room by combining the small lobby cubicle and the employee break room located in Finance. The wall would be removed between the two rooms; the walls would extend all the way to the ceiling and all electrical relocated making one conference room approximately 13ft by 19ft. The small employee restroom that is located in Finance would be renovated for an employee break room. The room currently located across from the Town Managers office is only 11ft by 12ft, is furnished with furniture from the old hotel that is now the Public Safety Complex, and is not adequate for a conference room. We propose the Town Commission authorize \$12,500 for this project to include furnishings, layout plans and drawings.

RECOMMENDATION: The Town Commission approves \$12,500 to for the construction and furnishing of a new conference room in the Town Hall lobby.

EXHIBITS:

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- Amount \$12,500
- Acct # 001-541-300-500-640
- Transfer of funds required
- From Acct# 001-519-000-500-497
- Contingency \$163,041

Reviewed by Town Attorney
 Yes No

Town Manager Initials CP