

MINUTES

AD HOC CITY HALL FRONT COUNTER RECONFIGURATION COMMITTEE MEETING

OCTOBER 3, 2016

The Ad Hoc City Hall Front Counter Reconfiguration Committee meeting was called to order by Neil Herzberg at 4:45 p.m. Members present were Donovan Mayer, Belinda Ludwig, JoLyn Lindquist, Angel Murdock, and Renee Eckerly. Jennifer Welling and Alice McColley were absent.

Motion was made by Mayer to approve the minutes of the August 29, 2016 Ad Hoc City Hall Front Counter Reconfiguration Committee meeting. Seconded by Lindquist and unanimously carried.

IDEAS FROM OTHER CITIES

The Committee discussed the layout of other cities and the following:

- Bullet proof glass – sound is sent through a gap in the glass sheets, no microphone.
- Counter was 36” from floor and is ADA compliant. Current counter at 42”.
- Current soffit goes all the way to the ceiling so glass would be 48”. Bullet proof glass was an inch thick.
- Kevlar is on the bottom of the counter and in the door; plus in the walls.
- Make tray wider and window slide in correct direction.
- Other city has three panic buttons; 1 at the counter, 1 in the hall, and 1 at another desk.
- Next phase would be cameras outside; there are no cameras anywhere now.
- Other city laid out all documents and made cabinets to fit. Measure depth of drawers and dividers in drawers; slotted drawer for payment receipts.
- Discussed 2-way microphones.
- Discussed the number of sliding windows; the more sliding windows and mechanisms, the more costly it will be.
- License area has 3 pieces of equipment.
- Discussed a cash drawer slide through.
- Pull out shelves for receipts/printer; all cables were behind the counter.
- Discussed new lighting and brightness.

It was suggested to get a price for a security system.

Lon Negen, Architect will be invited to the next meeting.

NEXT MEETING

The next meeting is Tuesday, October 25, 2016 at 4:30 p.m.

There being no further business, the meeting was adjourned at 5:42 p.m.