



Committee of the Whole Memorandum

To: Committee of the Whole
From: Jim Culotta, City Administrator
Date: 12/11/17
Re: Utility Bill Drop Box

EXECUTIVE SUMMARY

Staff seeks direction on the possible relocation of the utility bill drop box at City Hall. The current box is located on the Elm Street side of City Hall and requires climbing several steps. Please see the attached pages which shows the proposed new location adjacent to the City Hall parking lot and samples of utility drop boxes. Funds were not earmarked for this expense in the 2017/2018 budget but contingency funds are available. Estimated cost is approximately \$1,000. Following a discussion on November 20th, the Finance Committee asked for this item to be brought before the Committee of the Whole.

ATTACHED

1. Drop Box Location and Box Samples



