

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

**From:** Susan Caddell, Director of Finance

**Subject:** Budget Amendment for CVB Building

**Date:** August 5, 2021

City staff has been in discussions with the feasibility of acquiring a facility located within the historic downtown district, for a visitor center/public restroom. As part of this assessment, a simple design schematic needs to be completed to ensure the building will meet our needs and to provide guidance on the need for an elevator and ADA compliance. The attached budget amendment allocates funds from our CVB Building Fund for that study.

Kyle Kramm and I will be available for questions prior to and during the meeting. Please let me know if you have any questions.