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**To:** City Manager; City Council Members  
**Fr:** Scott Stevenson, Facilities Maintenance Manager  
**Date:** October 28, 2020  
**Re:** November 2020 Monthly Manager's Report

***Facilities Management Division -***

The Facilities staff has struggled over the last month with staff shortages due to medical leave. Staff has continued to maintain the schedule that allows for extra cleaning, and disinfecting, at all City buildings. The Police Department and LARC are receiving two custodial visits daily and they are also being cleaned over the weekend. Facilities staff is continuing the installation of touchless soap, and hand sanitizer dispensers in all City of Laramie buildings. Staff is also moving forward with the installation of touchless faucets for use in all hand washing areas and touchless drinking fountain/bottle fillers to replace current drinking fountains throughout City owned buildings. Keypad locks have been added in several main campus locations and these buildings are now open to the public. The west entrance door at City Hall has been repaired and a new keypad lock was installed on this door in preparation of opening it to public use. A keypad lock is also scheduled to be installed at the west entrance to the City Hall Annex. Storefront glass partitions, with doors, are also being considered at the entrance into the Finance and Utility Billing offices. Quotes for these partitions are being solicited. Staff is working on cleaning up and re-landscaping the Recreation Center parking lot islands. It is anticipated that this project will be ongoing and be completed over the course of a couple of years. Staff continues to respond to requests from all departments for sanitizer, sanitizing wipes, and disposable surgical masks. The Facilities Work Order System received thirty (30) work orders in September, with nine (9) still open and in progress. A total of thirty-four (34) work orders were completed and closed out this month.