



STAFF REPORT

Board of Aldermen

AN ORDINANCE AMENDING THE ADOPTED 2023 BUDGET FOR THE CITY OF BRANSON TO ADJUST MONIES FOR ADDITIONAL EXPENSES IN THE CAPITAL OPERATING BUDGET FUND AND APPROVING THE CONTRACT WITH OTIS ELEVATOR COMPANY FOR CITY HALL ELEVATOR UPGRADE AND AUTHORIZING THE MAYOR TO EXECUTE THE CONTRACT.

FIRST READING: SEPTEMBER 26, 2023

FINAL READING: SEPTEMBER 26, 2023

Initiated By: Public Works/Engineering

Approved By: *Cathy Stepp*

Financial Impact: Other (See additional explanation under Detailed Analysis)

Community Plan 2030: G-4: Capital Improvements Program

FACTS:

Two bids were received for the Elevator Upgrade at City Hall on August 1, 2023.

Otis Elevator Company submitted a bid for a total of \$142,750.00 and Minnesota Elevator, Inc. (MEI) submitted a bid totaling \$139,633.00. MEI placed additional language on the bid form stating that they do not intend to agree to liquidated damages and they were not willing to comply with the stated completion date. Otis Elevator Company had no such stipulations on their submitted bid form & complied with city requests.

The elevator upgrade project was approved in the Capital fund as the city's elevator is over 25 years old and parts are no longer available. We are proposing adjusting funds from the Capital fund reserves account and recommend approval of this budget amendment for 2023. Staff recommends the contract with Otis Elevator in the not to exceed amount of \$142,750.00.

Staff is recommending a double read on this item.

DETAILED ANALYSIS:

An estimated \$88,000.00 was budgeted in the Capital Operating Fund in FY2022 and then rolled to fiscal year 2023. This budget adjustment is necessary to account for the additional expense in the Capital Operating Fund and the amount of the budget adjustment is \$54,750.00.

BACKUP DOCUMENTATION:

No Additional Information