

MAYOR AND COUNCIL COMMUNICATION

DATE: December 5, 2023
TO: Mayor and Council
FROM: Melinda Moritz, Public Works Director
THROUGH: Crystal Caldera, City Manager
SUBJECT: Presentation and Discussion to Consider Approval of an Ordinance Authorizing a Budget Adjustment from the General Fund Reserve in the Amount of \$35,800 for the Capital Acquisitions of the City Hall Front Entrance Renovation and a Crack Seal Trailer.

SPONSOR(S): None

PURPOSE & BACKGROUND

The purpose of this item is to approve an Ordinance authorizing a budget adjustment in the amount of \$35,800 from the General Fund Reserve for two capital acquisitions that are more expensive than what was originally budgeted.

City Hall Storefront Replacement

The City Hall front entrance near the Council Chambers needs to be replaced and staff budgeted \$30,000 for the project. The lowest bid for this project is \$43,663.56, which is a shortfall of \$13,663.56 and does not include funds for contingencies. Staff is requesting a budget adjustment of \$20,214, which includes \$6,550 (15%) for any contingencies.

Crack Seal Trailer

The City Council budgeted \$40,000 for a crack seal trailer, but the lowest quote received was \$55,586.10. This leaves a shortfall of \$15,586. Staff is requesting a budget adjustment in the amount of \$15,586 to purchase this item.

Fiscal Impact

Store Front Budgeted	\$30,000
Cost for Project	\$43,664
Contingency (15%)	<u>\$ 6,550</u>
Deficit	\$20,214
Budget Adjustment Needed	\$20,214

Crack Seal Trailer Budgeted	\$40,000
Cost for Equipment	<u>\$55,586</u>
Deficit	\$15,586
Budget Adjustment Needed	\$15,586

Total Budget Adjustments: \$35,800

Recommendation

Staff recommends approval.

APPROVED: _____ DISAPPROVED: _____

APPROVED WITH THE FOLLOWING AMENDMENTS:

ATTEST:

SAUNDRA PASSAILAIGUE, TRMC
City Secretary