



Shawn Machado
Assistant City Manager

MEMORANDUM

TO: Thomas A. Golden, Jr., City Manager 

FROM: Shawn Machado, Assistant City Manager

CC: Doreen Burgess & Conor Baldwin

DATE: March 20th 2024

SUBJECT: MOTION RESPONSE: 3/19/2024 C. Gitschier – Request City Manager have the proper Department report on the status of the elevator in the Pollard Memorial Library.

Work on the Pollard Memorial Library elevator will commence in mid to late April. The contractor (Otis) is waiting on the traveling cable. The traveling cable is an electric connection from the elevator car to the controller. Otis expects the materials around the end of April. As time gets closer and the arrival date remains firm, Otis feels comfortable starting the first part of replacement with the hydraulic jack in mid to late April.