



MEMORANDUM

To: The Mayor and City Council

From: Montrè Freeman, City Manager
Dwan Bell, Public Utilities Director
Alicia Steward, Finance Director
Jon Hawley, Grants Administrator

Date: October 23, 2023

Re: Acceptance of Bid, Curb Ramp Retrofit Project

BACKGROUND:

In late 2021, the General Assembly appropriated \$250,000 to the City of Elizabeth City for sidewalk improvements. This appropriation, made through the State Capital and Infrastructure Fund (SCIF), will help the City further implement our Americans with Disabilities Act Transition Plan. This spring, City staff finalized our SCIF award with the Office of State Budget and Management, and designated the funds for the "Curb Ramp Retrofit Project" (CRRP). As the name indicates, this project will retrofit noncompliant curb ramps throughout the city; limited curb repairs may also be made.

To secure a contractor to perform the work, City staff solicited bids this summer, and the lowest, responsible bidder was Eastern Earthscapes, of Fremont, NC, who bid \$246,000. The Council voted to award the contract to Eastern Earthscapes during its August 28 regular session. Previously, the City adopted an FY22-23 budget amendment to record receipt of the \$250,000; now a budget amendment is needed for FY23-24 to allocate the funds specifically to the project and pay the contractor from the proper line item.

ANALYSIS:

The budget amendment is enclosed for review and adoption. As indicated above, the City has already received the full grant disbursement, and this amendment simply allocates the funds needed to pay the contractor. Notably, the amendment reallocates \$250,000, our full grant amount, while the contractor bid \$4,000 less than this amount. The difference will effectively serve as contingency, and may cover curb ramp repairs as needed and approved by staff. The project should be completed this fiscal year.

STAFF RECOMMENDATION:

By motion, adopt the enclosed budget amendment to allocate \$250,000 to the Curb Ramp Retrofit Project as described herein.



| | | |
|---------------------------------------|--|---|
| AGENDA ITEMS | Curb Ramp Retro Fit Project Budget Amendment | Council Meeting Date: |
| Reference No. | 2023.10.23 A | Monday, October 23, 2023 |
| Department: | Public Utilities - Street | |
| Fund Number/Department Number: | 10-5600- | Public Hearing: |
| | | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> |

BACKGROUND: In late 2021, the General Assembly appropriated \$250,000 to the City of Elizabeth City for sidewalk improvements. This appropriation, made through the State Capital and Infrastructure Fund (SCIF), will help the City further implement our Americans with Disabilities Act Transition Plan. This spring, City staff finalized our SCIF award with the Office of State Budget and Management, and designated the funds for the "Curb Ramp Retrofit Project" (CRRP). As the name indicates, this project will retrofit noncompliant curb ramps throughout the city; limited curb repairs may also be made.

Financial Impact: One Time Recurring

Comments:

Analysis: The budget amendment is enclosed for review and adoption. As indicated above, the City has already received the full grant disbursement, and this amendment simply allocates the funds needed to pay the contractor. Notably, the amendment reallocates \$250,000, our full grant amount, while the contractor bid \$4,000 less than this amount. The difference will effectively serve as contingency, and may cover curb ramp repairs as needed and approved by staff. The project should be completed this fiscal year.

Department Head Recommendation: Recommendation to approve transfer request to fund the Curb Ramp Retro Fit Project.

Attachments: Yes No

Reviewed by:

Department Head: Dwan Bell
 Date: 10/19/23
 Finance Officer: Alicia Howard
 Date: 10/19/23
 City Manager: [Signature]
 Date: 10/19/23

| FINANCE DEPT OFFICE USE | |
|----------------------------------|------------------------|
| <input checked="" type="radio"/> | Recommend for Approval |
| <input type="radio"/> | Do not recommend |



**AMENDMENT TO FISCAL YEAR 2024 BUDGET ORDINANCE
CITY OF ELIZABETH CITY**

BE IT ORDAINED by the City Council of the City of Elizabeth City, North Carolina:

SECTION I. To amend the Budget Ordinance for Fiscal Year 2024, the appropriations are to be changed as follows:

| Account # | Department / Account Title | Decrease | Increase |
|--------------|-----------------------------------|----------|---------------|
| 10-5600-7303 | Soilid Waste: Contracted Services | | \$ 250,000.00 |
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| | Total | \$ - | \$ 250,000.00 |
| | Total change in Expenses | \$ | 250,000.00 |

Section II. To amend Fiscal Year 2024 Budget Ordinance, the estimated revenues are to be changed as follows:

| Account # | Department/Account Title | Decrease | Increase |
|--------------|---------------------------|----------|---------------|
| 10-3990-0000 | Fund Balance Appropriated | | \$ 250,000.00 |
| | | | |
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| | Total | \$ - | \$ 250,000.00 |
| | Total change to Revenues | \$ | 250,000.00 |

This amendment will appropriate funds for the Curb Ramp Retrofit Project

ADOPTED, this 23rd day of October, 2023

Attest: _____
E. Kirk Rivers,
Mayor

April Onley, NCCMC
City Clerk