



MEMORANDUM

To: Mayor and Members of the City Council

From: Montrè Freeman, City Manager
Sean Clark, Parks and Recreation Director
Alicia Steward, Finance Director
Jon Hawley, Grants Administrator

Date: February 10, 2023

Re: Consideration - Project Ordinance, Budget Amendment for George Wood Park

BACKGROUND/ANALYSIS:

In late 2021, the City of Elizabeth City won a Public Beach and Coastal Waterfront Access Grant from the NC Division of Coastal Management for the George M. Wood Memorial Park Restoration Project. Following City Council review and acceptance, City staff entered into a grant contract with DCM effective January 1, 2022. Our grant amount is \$92,180, plus a 10-percent local match of \$10,300, for a total project budget of \$102,480.

The GMW Park project entails replacing deckboards and stringers throughout the boardwalk, which was closed in 2020 after storm damage. It also provides for installing handrails and edge protections, as well as a handicapped accessible parking spot to bring the park into compliance with the Americans with Disabilities Act.

Following competitive bidding last spring, the City hired Sawyer Residential and Marine Construction to perform the project for \$92,330. Sawyer Residential has completed its work. With the contract cost being less than our grant budget, City staff also authorized Mr. Sawyer to replace the fencing at the boardwalk's entrance, at an additional cost of \$5,000. Lastly, to ensure a parked vehicle would not block the boardwalk entrance, Parks and Rec had some additional concrete poured at a cost of \$1,050.

To properly account for the project, a project ordinance and budget amendment are necessary. Those are attached to this memo for review.

STAFF RECOMMENDATION:

By motion, adopt the required project ordinance and budget amendment, for accounting purposes.



ORDINANCE # 2023-02-01
GEORGE M. WOOD PARK RESTORATION PROJECT
GRANT PROJECT ORDINANCE

BE IT ORDAINED by the City Council of Elizabeth City, North Carolina, that pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

I. The project authorized is the George M. Wood Restoration Project.

II. The officers of this unit are hereby directed to proceed with the project within the terms of the project documents and the budget contained herein.

III. City budget line item 10-6200-1510 (Parks and Rec / Maintenance and Repair) is hereby reduced by \$9,733, for the purpose of reallocating funds to the project.

IV. The following revenue is anticipated to be available to complete this project:

[10-3490-6219]	NC DCM (Access Grant)	\$88,542
[10-6200-1510]	Maintenance and Repair funds	\$9,838
	Total Revenue:	\$98,380

V. The following amount is appropriated for project expenses:

[10-6200-7302]	Construction	\$98,380
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VI. Copies of this capital project ordinance shall be made available to the Budget Officer and Finance Director for direction in carrying out this project.

Adopted this 13th day of February, 2023.

E. Kirk Rivers
Mayor

April D. Onley, NCCMC
City Clerk



AGENDA ITEMS		Meeting Date: 2/13/23						
Grant Reference No. <u>CW24531</u>								
Department: <u>Parks and Recreation (10-6200)</u>								
Fund Number/Department Number: <u>10-6200-7302</u>		Public Hearing:						
		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>						
BACKGROUND: Project awarded to Sawyer Residential and Marine Construction; contract executed 4/5/22 for \$92,330, but additional \$5,000 in work approved. Separate company also hired for minor concrete work costing \$1,050. Available grant funds cover these costs. Final cost \$98,380, including grant funds projected at \$88,542 and local funds projected at \$9,838. Grant period is 6/30/23.								
Financial Impact:								
<input checked="" type="checkbox"/> One Time <input type="checkbox"/> Recurring								
Comments								
Analysis:								
To anticipate revenue from the NC Division of Coastal Management, we are increasing the revenue line DCM-GW Park Grant (10-3490-6219) by \$88,542, reallocating local revenue of \$9,838 (Maintenance and Repair, 10-6200-1510), and we are increasing the expense line (10-6200-7302) by \$98,380.								
Department Head Recommendation:								
Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No								
Reviewed by:								
Department Head: _____ Date: _____ Finance Officer: <u><i>Alvin Howard</i></u> Date: <u>2/10/23</u> City Manager: _____ Date: _____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center; padding: 2px;">FINANCE DEPT OFFICE USE</th> </tr> <tr> <td style="text-align: center; padding: 5px;"><input checked="" type="radio"/></td> <td style="padding: 5px;">Recommend for Approval</td> </tr> <tr> <td style="text-align: center; padding: 5px;"><input type="radio"/></td> <td style="padding: 5px;">Do not recommend</td> </tr> </table>	FINANCE DEPT OFFICE USE		<input checked="" type="radio"/>	Recommend for Approval	<input type="radio"/>	Do not recommend
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