



MEMORANDUM

To: Mayor and Members of the City Council

From: Rich Olson, City Manager

Date: April 24, 2017

Re: Consideration – Authorization to modify the \$25,000 vehicle purchase appropriation from 105400.7400 Inspections Department cost center to 105310.7400 Fire Inspections cost center.

BACKGROUND:

With the adoption of the Fiscal Year 2016-17 Budget, the City Council authorized \$25,000 for the purchase of a vehicle for the Inspections Department. The purchase is intended to replace one of the aged vehicles assigned to the Minimum Housing Inspection Division. As the Council is already aware, the Rental Housing Inspection Program is no longer active being that State legislation has redefined and limited local government inspection of rental housing units. The individuals previously assigned to this division have been reclassified within the City of Elizabeth City organization. Similarly, their vehicles have been surplus and reassigned to other divisions within organization. The appropriation to purchase one (1) vehicle within this budget cycle has already occurred however.

ANALYSIS:

After evaluating departmental needs and the condition of the existing passenger vehicle fleet, City staff made the determination that the Fire Department Inspection Division presents the greatest need for a replacement vehicle in this last quarter of the current budget year. The 2002 Chevrolet S-10 that was purchased by Pasquotank County (when the City was conducting fire inspections for the County) has experienced reoccurring engine problems, and now the breaks have failed. The Department's Senior Fire Inspector and Public Fire Educator Dena Richardson, currently operates this vehicle. This vehicle's sole use is for conducting the North Carolina State mandated fire inspection program for the City, as well as providing all fire prevention education commitments at local schools, daycares, etc. This vehicle has served the fire department well for 15 years but continues to have maintenance issues that are

ongoing. Replacement of this vehicle will ensure a safe vehicle to continue delivery of these fire programs.

FINANCIAL:

The Finance Committee discussed this matter during their meeting of April 20, 2017. Upon motion made by Mayor Peel, seconded by Councilman Donnelly, the Committee unanimously recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, authorize staff to modify the \$25,000 vehicle purchase appropriation from 105400.7400 Inspections Department cost center to 105310.7400 Fire Inspections cost center.