



# MEMORANDUM

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**To:** Mayor and Members of the City Council

**From:** Reginald Goodson, City Manager  
Brian Lewis, Interim Finance Director  
Dwan Bell, Public Utilities Director  
Jon Hawley, Grants Administrator

**Date:** November 5, 2025

**Re:** Consideration - Budget Amendment, local matches for Asset Management Plan Update grants

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***BACKGROUND/ANALYSIS:***

This spring, the City of Elizabeth City won \$300,000 in grants to update its Asset Management Plan (AMP) for the water and wastewater systems. The AMP is a comprehensive inventory and condition assessment of our water and sewer assets and includes a long-term Capital Improvement Plan. The NC Department of Environmental Quality awarded the City these grants in the form of two Asset Inventory and Assessment awards, each for \$150,000.

The grants require 10% local matches, meaning \$15,000 each for \$30,000 total. Finance and Public Utilities request the Council adopt a budget amendment to cover these matching costs using available funds in Public Utilities' Professional Services line item. Staff also request the Council adopt an amended grant project ordinance to reflect the specific sources of matching funds.

***STAFF RECOMMENDATION:***

By motion: adopt the proposed budget amendment and an amended grant project ordinance for the Asset Management Plan Update project.



**GRANT PROJECT ORDINANCE #2025-11-03**  
**Asset Management Plan Update**  
**Grant Nos. AIA-D-0321, AIA-W-0317**

**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 Asset Management Plan Update, and the project's estimated duration is 16 months.

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

68-3490-8281	NCDEQ Grant, AIA-D-0321 (Water)	\$150,000
68-3490-8282	NCDEQ Grant, AIA-W-0317 (Sewer)	\$150,000
68-3970-0001	Transfer from Water-Sewer Fund	\$ 30,000

**Total Revenues: \$330,000**

**IV.** The following amount is appropriated for project expenses:

68-8100-0401	AMP Update (Professional Services)	\$330,000
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**Total Expenses: \$330,000**

**V.** Copies of this grant project ordinance shall be made available to the Budget Officer and Finance Director for direction in carrying out this project.

Adopted this 10<sup>th</sup> day of November 2025.

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E. Kirk Rivers  
Mayor

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April D. Onley  
City Clerk



AMENDMENT TO FISCAL YEAR 2026 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 2026, the appropriations are to be changed as follows:

Account #	Department / Account Title	Decrease	Increase
31-8200-0400	Professional Services (W&S Maintenance)	\$ 30,000.00	
31-6600-9168	Transfer to W&S Grant Project Fund		\$ 30,000.00
	<b>Total</b>	<b>\$ 30,000.00</b>	<b>\$ 30,000.00</b>

Total Change in Expenses \$ -

**Section II.**

To amend Fiscal Year 2026 Budget Ordinance, the anticipated revenues are to

Account #	Department/Account Title	Decrease	Increase
	<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>

Total Change to Revenues \$ -

ADOPTED, this 10th day of November 2025

Attest:

\_\_\_\_\_  
E. Kirk Rivers,  
Mayor

\_\_\_\_\_  
April Onley, NCCMC  
City Clerk

JOSH STEIN  
Governor  
D. REID WILSON  
Secretary  
SHADI ESKAF  
Director



June 18, 2025

The Honorable E. Kirk Rivers, Mayor  
City of Elizabeth City  
306 E. Colonial Ave.  
Elizabeth City, NC 27909

SUBJECT: SRP Funding Offer  
Sewer Asset Management Plan Update  
Project No. AIA-W-0317

Dear Mayor Rivers:

The City of Elizabeth City has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions set forth in the Offer and Acceptance Document. Enclosed are two (2) copies of an offer-and-acceptance document, extending funding in the amount of \$150,000. Funds will not be disbursed unless this offer is accepted.

Upon your acceptance, please submit the following items via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

1. One (1) copy of the original offer-and-acceptance document, executed by the Authorized Representative for the project, along with the signed "Standard Conditions and Assurances" for SRP Projects. **Please retain the second copy for your files.**
2. 1.5% Fee invoice (attached) and payment.
3. A resolution (sample copy attached), adopted by the governing body, accepting the offer, and making the applicable assurances contained therein.
4. Sales Tax Certification, if applicable (attached).
5. One (1) copy of all executed service agreements and/or contracts.

All work associated with this project must be completed within the approved milestone schedule as shown on your Letter of Intent to Fund or per the latest approved Funding Deadline Extension.



North Carolina Department of Environmental Quality | Division of Water Infrastructure  
512 N. Salisbury Street | 1633 Mall Service Center | Raleigh, North Carolina 27699-1633  
919.707.9160

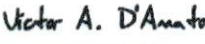
Once the subject project has commenced, the enclosed "AIA/MRF Disbursement Request Form" must be completed and submitted with all disbursement requests. A reference copy of the Disbursement Request Form has been enclosed for your convenience. You are free to reproduce this form should additional copies be needed. Additional information and template forms can be found on DWI's website under the "I Have Funding – Construction and Disbursement" page. Disbursement requests should be sent to Pam Whitley, via Laserfiche at the following link: <https://edocs.deq.nc.gov/Forms/DW-Document-Upload-Form>.

Please be aware that the Division is migrating all of our Disbursements (i.e. Claims) to our EBS system **starting July 1, 2025**, and you will be required to apply for an NCID log-in in order to access our EBS system. You can find all the appropriate information for gaining access to the EBS system on our website at the following link: <https://www.deq.nc.gov/construction-disbursement-funds>.

As a reminder, a memorandum requesting your federal identification number was included with the Letter of Intent to Fund. You must complete and submit this form no later than the time when you choose to submit your first request for disbursement.

On behalf of the Department of Environmental Quality, I am pleased to extend this offer of SRP funds, made available by the North Carolina Water Infrastructure Fund. Should you have any questions concerning this offer of funding, or any of the stipulations outlined in this offer package, please contact Catherine Renbarger at [catherine.renbarger@deq.nc.gov](mailto:catherine.renbarger@deq.nc.gov) or (919) 707-9198.

Sincerely,

DocuSigned by:  
  
52CD62E8DA6B44F...  
Victor A. D'Amato, PE  
Division of Water Infrastructure, NCDEQ

Enclosures: Offer-and-Acceptance Document (2 copies)  
1.5% Fee Invoice  
Resolution by Applicant's Governing Body to Accept an Offer of Funding  
Sales Tax Certification Form  
AIA/MRF Disbursement Request Form

CC: E. Kirk Rivers, Mayor ([krivers@elizabethcitync.gov](mailto:krivers@elizabethcitync.gov))  
Jonathan Hawley, Grants Administrator ([jhawley@elizabethcitync.gov](mailto:jhawley@elizabethcitync.gov))  
Brandon Inscore; WithersRavenel; Cary, NC ([binscore@withersravenel.com](mailto:binscore@withersravenel.com))  
Amanda Whitaker; WithersRavenel; Cary, NC ([awhitaker@withersravenel.com](mailto:awhitaker@withersravenel.com))  
Anita Spencer (via DocuSign)  
DWI Administrative Unit (via DocuSign)  
Catherine Renbarger (via DocuSign)  
Matthew Rushing, EI (via DocuSign)  
[DEQ.DWI.FundingOffer@deq.nc.gov](mailto:DEQ.DWI.FundingOffer@deq.nc.gov)  
FILE: SRP (Agreement Number 2000081910)



STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE

Funding Offer and Acceptance

Legal Name and Address of Award Subrecipient

City of Elizabeth City  
306 E. Colonial Ave.  
Elizabeth City, NC 27909

Project Number:

AIA-W-0317

UEID:

MWM9ANGYMEB7

Funding Program

Drinking Water <input type="checkbox"/>	Wastewater <input checked="" type="checkbox"/>	Total Grant Offered
Distressed <input type="checkbox"/>	Not Distressed <input checked="" type="checkbox"/>	
SRP Asset Inventory & Assessment Grant (AIA) <input checked="" type="checkbox"/>		\$ 150,000
SRP Merger/Regionalization Feasibility Grant (MRF) <input type="checkbox"/>		

Project Name:

Sewer Asset Management Plan Update

Total Financial Assistance Offer:

\$ 150,000

Match Percentage (10%)\*:  
(includes 1.5% Fee)

\$15,000

1.5% Fee\*\*:

\$ 2,250

\*Match percentage is based on the number of LGU indicators exceeding the state benchmark and the grant amount.  
\*\*1.5% fee is calculated based on the grant amount.

Pursuant to North Carolina General Statute 159G:

- The Subrecipient is eligible under State law,
- The project is eligible under State law, and
- The project has been approved by the Department of Environmental Quality as having sufficient priority to receive financial assistance.

The Department of Environmental Quality, acting on behalf of the State of North Carolina, hereby offers the financial assistance described in this document.

For The State of North Carolina:

Shadi Eskaf, Director, Division of Water Infrastructure  
North Carolina Department of Environmental Quality

DocuSigned by: <b>Victor A. D'Amato</b> 52CD82E9DA8B44E	6/19/2025
Signature	Date

On Behalf of (Applicant):

City of Elizabeth City

Name of Representative in Resolution:

Title (Type or Print):

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE SUBRECIPIENT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

	August 25, 2025
Signature	Date

## STANDARD CONDITIONS AND ASSURANCES FOR SRP AIA GRANTS

1. The Subrecipient acknowledges that no disbursements will be made until the 1.5% fee has been received by the Division of Water Infrastructure (Division).
2. If the project is co-funded with Federal funding sources (e.g., State Revolving Funds, CDBG-Infrastructure, American Rescue Plan Act), the conditions and assurances of the Federal funding program will also apply.
3. The Subrecipient acknowledges that no disbursements will be made until applicable service agreements or contracts are submitted. The description of work listed on invoices must be included in the scope of work shown on the agreements or contracts.
4. All projects must comply with North Carolina General Statute 143-64.31, Article 3D Procurement of Architectural, Engineering, and Surveying Services. Any services provided that were not selected in compliance with state requirements will be ineligible for disbursement.
5. The Subrecipient is responsible for paying for ineligible project costs as determined by the Division.
6. The Subrecipient agrees to establish and maintain a financial management system that adequately accounts for revenues and expenditures. Adequate accounting and fiscal records must be maintained during the project and these records must be retained and made available for a period of at least three (3) years following completion of the project.
7. Partial disbursements will be made promptly upon request, subject to adequate documentation of incurred eligible costs and grant match, and the Subrecipient's compliance with the conditions and assurances of this grant. Requests for disbursement must be made using the Division's disbursement form.
8. All funds provided pursuant to North Carolina General Statute 159G must be expended solely for carrying out the approved project, and an audit shall be performed in accordance with G.S. 159-34, as amended. The Subrecipient must expend all of the requisitioned funds for the purpose of paying the costs of the project within three (3) banking days following the receipt of the funds from the State. Please note that the State is not a party to any contract(s) and the Subrecipient is expected to uphold its contract obligations regarding timely payment.
9. Payment of the sums specified herein are subject to and contingent upon the availability, allocation, and appropriation of funds to the Department of Environmental Quality by the State or Federal government.
10. The Subrecipient, if a local government unit or public authority, must comply with the requirements of NC GS 159-34 in having its accounts audited each fiscal year and to submit a copy of the audit report to the Secretary of the Local Government Commission by the established deadlines. Failure to comply with these requirements may result in delays in disbursement of the funds to the Subrecipient and/or the rescission of this Funding Offer.
11. Local government units designated as distressed must complete associated requirements of statute §159G-45(b).
12. The Subrecipient must provide summaries of project progress every other month during the project or as otherwise directed by the Division.
13. The Subrecipient must provide a digital copy of the final report in a universally readable format. If a project includes updating or developing a GIS database or shapefiles, at a minimum the current utility service boundaries must be provided as a polygon shapefile, including any service gaps within the boundary.
14. The Subrecipient must provide an executive level summary of the work performed, any conclusions made, and the next steps to be taken as a result of this work.
15. The Subrecipient must provide approved minutes or a resolution confirming the final report has been presented to the Subrecipient's governing board.
16. A maximum of 95% of the grant will be paid prior to receipt of the documentation described in Standard Condition and Assurance Nos. 12, 13, and 14. After receipt of this documentation, the final disbursement request will be processed.

JOSH STEIN  
Governor  
D. REID WILSON  
Secretary  
SHADI ESRAF  
Director



NORTH CAROLINA  
Environmental Quality

June 18, 2025

The Honorable E. Kirk Rivers, Mayor  
City of Elizabeth City  
306 E. Colonial Ave.  
Elizabeth City, NC 27909

SUBJECT: SRP Funding Offer  
Water Asset Management Plan Update  
Project No.: AIA-D-0321

Dear Mayor Rivers:

The City of Elizabeth City has been approved for funding assistance according to the subject funding offer. This offer is made subject to the Assurances and Conditions set forth in the Offer and Acceptance Document. Enclosed are two (2) copies of an offer-and-acceptance document, extending funding in the amount of \$150,000. Funds will not be disbursed unless this offer is accepted.

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2. 1.5% Fee invoice (attached) and payment.
3. A resolution (sample copy attached), adopted by the governing body, accepting the offer, and making the applicable assurances contained therein.
4. Sales Tax Certification, if applicable (attached).
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North Carolina Department of Environmental Quality | Division of Water Infrastructure  
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Sincerely,

DocuSigned by:  
*Victor D'Amato*  
52CD62E9DA6B44F...

Victor A. D'Amato, PE  
Division of Water Infrastructure, NCDEQ

Enclosures: Offer-and-Acceptance Document (2 copies)  
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Brandon Inscore; WithersRavenel; Cary, NC ([binscore@withersravenel.com](mailto:binscore@withersravenel.com))  
Amanda Whitaker; WithersRavenel; Cary, NC ([awhitaker@withersravenel.com](mailto:awhitaker@withersravenel.com))  
Anita Spencer (via DocuSign)  
DWI Administrative Unit (via DocuSign)  
Catherine Renbarger (via DocuSign)  
Matthew Rushing, EI (via DocuSign)  
[DEQ.DWI.FundingOffer@deq.nc.gov](mailto:DEQ.DWI.FundingOffer@deq.nc.gov)  
FILE: SRP (Agreement Number 2000081911)



**STATE OF NORTH CAROLINA  
DEPARTMENT OF ENVIRONMENTAL QUALITY  
DIVISION OF WATER INFRASTRUCTURE**

**Funding Offer and Acceptance**

<b>Legal Name and Address of Award Subrecipient</b>	<b>Project Number:</b>	<b>AIA-D-0321</b>
City of Elizabeth City 306 E. Colonial Ave. Elizabeth City, NC 27909	<b>UEID:</b>	<b>MWM9ANGYMEB7</b>

**Funding Program**

Drinking Water <input checked="" type="checkbox"/>	Wastewater <input type="checkbox"/>	<b>Total Grant Offered</b>
Distressed <input type="checkbox"/>	Not Distressed <input checked="" type="checkbox"/>	
SRP Asset Inventory & Assessment Grant (AIA) <input checked="" type="checkbox"/>		<b>\$ 150,000</b>
SRP Merger/Regionalization Feasibility Grant (MRF) <input type="checkbox"/>		

<b>Project Name:</b>	<b>Total Financial Assistance Offer:</b>	<b>\$ 150,000</b>
Water Asset Management Plan Update	<b>Match Percentage (10%) *:</b>	<b>\$15,000</b>
	<b>(includes 1.5% Fee)</b>	
	<b>1.5% Fee**:</b>	<b>\$ 2,250</b>

*\*Match percentage is based on the number of LGU indicators exceeding the state benchmark and the grant amount.  
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For The State of North Carolina: **Shadi Eskaf, Director, Division of Water Infrastructure  
North Carolina Department of Environmental Quality**

DocuSigned by: <b>Victor D'Amato</b> 520862E0B46B44F..... Signature	6/19/2025 ..... Date
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On Behalf of (Applicant): City of Elizabeth City  
Name of Representative in Resolution: \_\_\_\_\_  
Title (Type or Print): \_\_\_\_\_

I, the undersigned, being duly authorized to take such action, as evidenced by the attached CERTIFIED COPY OF AUTHORIZATION BY THE SUBRECIPIENT'S GOVERNING BODY, do hereby accept this Financial Award Offer and will comply with the Assurances and the Standard Conditions.

 _____ Signature	August 25 2025 _____ Date
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## STANDARD CONDITIONS AND ASSURANCES FOR SRP AIA GRANTS

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