



MEMORANDUM

To: Mayor and Members of the City Council

From: Brian Lewis, Assistant Finance Director
Alicia Steward, Finance Director

Date: March 24, 2023

Ref: Consideration – Approval of Amendment of the Grace St/Herrington Village Pump Station Project.

BACKGROUND:

Occasionally, budget amendments are needed after the initial budget is adopted by the City Council in June for the following fiscal year. These amendments are necessary for a variety of reasons – to carry forward projects that were approved in the prior year, but were not completed before June 30th; to reflect contracts that were approved in the current year, but were not foreseen and previously budgeted; and for increases in costs that were estimated in the budget at a lower amount.

On July 11, 2022, the Council adopted ARPA funding for pump station improvements at the Grace Street and Herrington Village locations. After approval of the Grace Street/Herrington Village project, ARPA reporting guidelines changed allowing salary revenue replacement as an allowable expense for ARPA funds. On September 26, 2022, the Council adopted the Salary Revenue Replacement plan for the City of Elizabeth City.

ANALYSIS:

With approval of the Salary Revenue Replacement plan, the Finance Department is asking for council approval to revise the original Grace Street/Herrington Village pump station resolution adopted on July 11, 2022 to be funded through the unrestricted funds from the Salary Revenue Replacement plan adopted on September 26, 2022.

STAFF RECOMMENDATION:

By motion, approve the attached General Fund budget amendment to modify the appropriation of funds for the Grace Street/Herrington Village Pump Station Project.



AMENDMENT TO FISCAL YEAR 2023 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 2023, the appropriations are to be changed as follows:

Account #	Account Name	Decrease	Increase
60-5700-6000	ARPA Unassigned		\$500,000
31-8280-7308	Grace St./Herrington Village Pump Station Project	\$500,000	
31-8280-7308	Grace St./Herrington Village Pump Station Project		\$500,000
	Total	\$500,000	\$1,000,000

Section II. To amend Fiscal Year 2023 Budget Ordinance, the estimated revenues are to be changed as follows:

Account #	Account Name	Decrease	Increase
60-3490-5166	ARPA/CSLFEF Funds		\$500,000
31-3490-3200	ARPA Fund	\$500,000	
31-3990-0000	Retained Earnings Appropriated		\$500,000
	Total	\$500,000	\$1,000,000

ADOPTED, this 27th day of March, 2023.

E. Kirk Rivers
Mayor

Attest:

April Onley, NCCMC
City Clerk



AGENDA ITEMS	Council Meeting Date:
Grant Reference No. _____	Monday, March 27, 2023
Department: <u>Public Utilities - Water & Sewer</u>	
Fund Number/Department Number: <u>31-8280</u>	Public Hearing:
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

BACKGROUND: On July 11, 2022 Council Adopted ARPA funding for pump station improvements at the Grace Drive and Herrington Village locations. After approval of the Grace St/Herrington Village project ARPA reporting guidelines changed allowing salary revenue replacement as an allowable expense for ARPA funds. On September 26, 2022 Council adopted the Salary Revenue Replacement plan for the City of Elizabeth City.

Financial Impact: One Time Recurring

Comments:

Analysis: With approval of the Salary Revenue Replacement plan the Finance Department is asking for council approval to revise the original Grace St./ Herrington Village pump station resolution adopted on July 11, 2022 to be funded through the unrestricted funds from the Salary Revenue Replacement plan adopted on September 26, 2022.

Department Head Recommendation: By motion, approve the attached General Fund budget amendment to modify the appropriations of funds for the Grace St./ Herrington Village Pump Station Project.

Attachments: Yes No

Reviewed by:

Department Head: _____ Date: <u> / / </u> Finance Officer: _____ Date: <u> / / </u> City Manager: _____ Date: <u> / / </u>	FINANCE DEPT OFFICE USE <input type="radio"/> Recommend for Approval <input type="radio"/> Do not recommend
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RESOLUTION #2022-07-02
**Authorizing ARPA Fund Utilization for Grace Drive
and Herrington Village Pump Station Improvements**

BE IT RESOLVED by the City Council of the City of Elizabeth City that the following statements have been made and hereby authorized by the body whole:

WHEREAS on June 28, 2022, the City Council of the City of Elizabeth City did meet in open session, wherein a majority of the members were physically present; and

WHEREAS, during that meeting, the Council voted to authorize a sum of \$500,000 in ARPA funds to be used for pump station improvements at the Grace Drive location; and

WHEREAS, it came to the Council's attention that, as the Herrington Village pump station is interconnected with the Grace Drive pump station, that motion must be amended to include the Herrington Village pump station as well; and

WHEREAS, the original motion was amended to reflect the following:

"By motion, the Council authorizes the use of \$500,000 in ARPA funding for pump station improvements at the Grace Drive and Herrington Village locations."

Adopted this 11th day of July, 2022

E. Kirk Rivers
Mayor

April D. Onley, NCCMC
City Clerk