



# MEMORANDUM

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

**From:** Montre' Freeman, City Manager  
Dwan Bell, Public Utilities Director  
Deborah Malenfant, ECDI Director

**Date:** January 5, 2024

**Subj:** Consideration – Adopt Budget Amendment for Compactor Reimbursements

## ***BACKGROUND:***

The City of Elizabeth City and Pasquotank County jointly installed a new trash compactor pad and compactor on Elizabeth Street, which was a shared expense. The initial estimate for installation was \$18,000. This project is complete less the installation of a fence for security and aesthetics.

## ***ANALYSIS:***

Per the estimate being variable, Pasquotank County sent their outstanding portion remaining of the 50/50 shared cost of \$3,830 via Check #233369.

## ***STAFF RECOMMENDATION:***

By motion, approve the attached budget amendment to move \$3,830 from Revenue Account 40-3350-0000 to Sanitation Sanitation's Trash Compactor Lease Account 40-5800-3302 to be applied to the cost of the fence installation.



<b>AGENDA ITEMS</b>	<b>Council Meeting Date:</b>
<b>Check Reference No.</b> <u>Pasquotank Co Check No. 233369</u>	Monday, January 08, 2024
<b>Department:</b> <u>Public Utilities / Solid Waste Division</u>	
<b>Fund Number/Department Number:</b> <u>40-5800-3302</u>	<b>Public Hearing:</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**BACKGROUND:** Pasquotank County reimburses City for Downtown Recycling Fees

**Financial Impact:**  One Time  Recurring

**Comments:**

**Analysis:** Pasquotank County Check No. 233369 in the amount of \$3,830.00 was received on 12/06/2023 and deposited in to City revenue account 40-3350-0000

**Department Head Recommendation:** Approve transfer request to from Revenue Account 40-3350-000 to Sanitaiton Division's 40.5800.3302 for Trash Compactor Lease

**Attachments:**  Yes  No

**Reviewed by:**

<b>Department Head:</b> <u>Dwan Bell</u>	<b>FINANCE DEPT OFFICE USE</b>
<b>Date:</b> <u>1/3/24</u>	
<b>Finance Officer:</b> <u>R. L. AFD</u>	
<b>Date:</b> <u>01/03/2024</u>	
<b>City Manager:</b> _____	
<b>Date:</b> _____	

Recommend for Approval  
 Do not recommend

233369

**PASQUOTANK COUNTY**  
 PO BOX 529  
 ELIZABETH CITY, NC 27807-0529  
 (252) 335-4580

**ATLANTIC UNION BANK**  
 68-316/514

233369

DATE  
 21 12/06/2023

AMOUNT  
 \$3,830.00

PAY \*\*\*\*\*3,830 DOLLARS AND NO CENTS.

TO THE ORDER OF  
 CITY OF ELIZABETH CITY  
 P O BOX 347  
 ELIZABETH CITY NC 27907-0347

VOID IF NOT PRESENTED FOR PAYMENT, WITH IN 60 DAYS  
 THIS DISBURSEMENT HAS BEEN APPROVED BY THE  
 LOCAL GOVERNMENT BUDGET AND FISCAL CONTROL ACT

*Allen Small*  
 AUTHORIZED SIGNATURE

⑈ 233369 ⑈ ⑆051403164⑆ 2010058432⑈

----- 233369 -----

**PASQUOTANK COUNTY** 233369

12/06/23 232488      DOWNTOWN RECYCLING CENTER      3,830.00      VOUCHER  
315310

----- 21 ----- CITY OF ELIZABETH CITY      3,830.00      233369 -----