



<b>AGENDA ITEMS</b>		<b>Council Meeting:</b>	
Check Reference No.	N/A	Tuesday, May 13, 2024	
Department:	Stormwater	<b>Public Hearing:</b>	
Fund Number/Department Number:	34-8500-6000	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

**BACKGROUND:** PO 23-00123 (AECOM) for the Flora St. Stormwater Improvement Project was budgeted for \$ 268,000.00 in which \$ 200,000.00 was grant funded, leaving the City responsible for the remaining balance of \$ 68,000.00. It was approved by former City Manager Hicks to fund this project from Account 34-8500-6000 (Contingency). On 1/11/24 PO 23-00123 had been closed with a remaining balance of \$ 59,000.00. This project has been ongoing and was just recently completed on 3/29/2024.



One Time



Recurring

Comment: N/A

**Analysis:** It is being requested to pay the final Invoice # 2000878774 in the amount of \$ 25, 400.00 from Account 34-8500-6000 (Contingency) for professional services rendered 1/27/24- 4/4/24. As of 5/10/24, Account 34-8500-6000 (Contingency) has a balance of \$ 384, 031.00.

**Department Head Recommendation:** It is being recommended to pay the final Invoice # 2000878774 in the amount of \$ 25, 400.00 from Account 34-8500-6000 (Contingency) for professional services rendered 1/27/24- 4/4/24.

**Attachments:**  Yes  No

**Reviewed by:**

Department Head: [Signature]  
 Date: 5/10/24  
 Finance Officer: [Signature] ASST Finance Dir.  
 Date: 05/10/2024  
 City Manager: [Signature]  
 Date: 5/10/24

FINANCE DEPT OFFICE USE	
<input type="radio"/>	Recommend for Approval
<input type="radio"/>	Do not recommend



AMENDMENT TO FISCAL YEAR 2024 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 2024, the appropriations are to be changed as follows:

Account #	Department / Account Title	Decrease	Increase
34-8500-6000	Stormwater Contingency	25,400.00	
34-8500-0400	Stormwater Professional Services		\$ 25,400.00
	<b>Total</b>	<b>\$ 25,400.00</b>	<b>\$ 25,400.00</b>

Total change in Expenses \$ -

**Section II.** To amend Fiscal Year 2024 Budget Ordinance, the estimated revenues are to be changed as follows:

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

Total change to Revenues \$ -

These amendments will appropriate funds to pay the final invoice for the Flora Stormwater improvement project.

ADOPTED, this 13th day of May, 2024

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

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

## **IMPORTANT REMITTANCE INFORMATION**

**Please include the AECOM invoice number when sending payment**

**INVOICE NUMBER: 2000878774**  
**Invoice Date: 17-APR-24**  
**Invoice Due Date: 17-MAY-24**  
**Amount Due: \$25,400.00 USD**  
**Project Number: 60690714**  
**Purchase Order: PO# 23-00123**

To process your payment timely and ensure credit is given, please include the AECOM invoice number when sending payment. Including this invoice number will allow AECOM to promptly apply your payment without delay or additional information requests placed upon your organization.

Failure to reference the AECOM invoice number when sending payment may result in delay of your account being credited.

To expedite payment processing, AECOM is asking its clients to submit payments electronically by ACH (Automated Clearing House) if possible.

ACH payments provide an alternative to paper checks, affording you the following advantages:

- Certainty of delivery
- Reduced operating costs through the elimination of paper check mailing

Regards,

AECOM Cash Application Department  
[CashAppsRemittance@aecom.com](mailto:CashAppsRemittance@aecom.com)

Check Payment to:  
AECOM Technical Services of  
North Carolina, Inc.  
An AECOM Company  
1178 Paysphere Circle  
Chicago, IL 60674

ACH Payment to:  
AECOM Technical Services of  
North Carolina, Inc.  
An AECOM Company  
Bank of America  
Account Number 5800937020  
ABA Number 071000039

Wire Transfer Payment to:  
AECOM Technical Services of North  
Carolina, Inc.  
An AECOM Company  
Bank of America  
New York, NY 10001  
Account Number 5800937020  
ABA Number 026009593  
SWIFT CODE BOFAUS3N



5438 Wade Park Blvd, Suite 200, Raleigh, NC 27607  
Tel: 919-461-1100

Federal Tax ID No. 36-3771338

ATTN : Dwan Bell  
ELIZABETH CITY, CITY OF  
410 Pritchard Street  
Elizabeth City, NC 27909  
United States

Invoice Date: 17-APR-24  
Invoice Number: 2000878774

Agreement Number: 60690714  
Agreement Description:

Payment Term: 30 DAYS  
PO# 23-00123

*Please reference Invoice Number and Project Number with Remittance*

Project Number : 60690714  
Bill Through Date : 27-JAN-24 - 04-APR-24  
Project Manager: Anirudha Vasudevan

Project Name : COEC\_FloraStreet\_SW Imp Design

**COEC\_FloraStreet\_SW Imp Design**

For Professional Services Rendered Through 27-JAN-24 - 04-APR-24

Funded Amt	\$268,000.00
Previous Billings	\$174,600.00
Services of Office Personnel:	
Lump Sum Amount	\$25,400.00
Reimbursable Amount	\$0.00
<b>TOTAL CURRENT INVOICE</b>	<b>\$25,400.00</b>

Funded Amount: \$268,000.00  
Bill To Date: \$200,000.00  
Remaining Balance: \$68,000.00

Project Number : 60690714  
 Bill Through Date : 27-JAN-24 - 04-APR-24  
 Project Manager: Anirudha Vasudevan

Project Name : COEC\_FloraStreet\_SW Imp Design  
 Invoice Number : 2000878774

**Phase Lump Sum**

<u>Task Number</u>	<u>Description</u>	<u>Fee</u>	<u>Percent Complete</u>	<u>Earned</u>	<u>Previous</u>	<u>Current</u>
1.0	Information_Review	13,535.00	100.00%	13,535.00	13,535.00	0.00
2.0	Alternative Assess	23,120.00	100.00%	23,120.00	23,120.00	0.00
3.0	Public Meetings	12,496.00	99.99%	12,495.00	12,495.00	0.00
4.0	Wetlands Surveying	30,940.00	100.00%	30,940.00	30,940.00	0.00
5.0	GeoTech Assess	11,620.00	100.00%	11,620.00	11,620.00	0.00
6.0	Const. Docs/Permits	99,940.00	83.94%	83,890.00	58,490.00	25,400.00
7.0	Bid/Const.PhaseSvcs	44,710.00	0.00%	0.00	0.00	0.00
8.0	Project Management	24,400.00	100.00%	24,400.00	24,400.00	0.00
9.0	Funding Assistance	7,240.00	0.00%	0.00	0.00	0.00

**Total Phase Lump Sum:** 25,400.00

**Project Total : COEC\_FloraStreet\_SW Imp Design** 25,400.00

**Invoice Summaries**

Total Current Amount :	25,400.00
Retention Amount :	0.00
Pre-Tax Amount :	25,400.00
Tax Amount :	0.00
<b>Total Invoice Amount :</b>	<b>25,400.00</b>

**Billing Summaries**

<u>Billing Summary</u>	<u>Current</u>	<u>Prior</u>	<u>Total</u>	<u>Total Fee</u>	<u>Percent Complete</u>
Billings	25,400.00	174,600.00	200,000.00	268,000.00	74.63
Tax	0.00	0.00	0.00		
<b>Billing Total :</b>	<b>25,400.00</b>	<b>174,600.00</b>	<b>200,000.00</b>		

**CITY OF ELIZABETH CITY**  
Statement of Revenue and Expenditures - Operating

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Used</u>
34-8500-0000	STORMWATER UTILITY::	0.00	0.00	0.00	0.00	0.00	0.00	0
34-8500-0200	SALARIES & WAGES	0.00	31,494.00	1,204.80	27,999.36	0.00	3,494.64	89
34-8500-0400	PROFESSIONAL SERVICES	0.00	40,000.00	0.00	27,080.38	828.00	12,091.62	70
34-8500-0500	FICA	0.00	2,410.00	91.68	2,131.72	0.00	278.28	88
34-8500-0600	GROUP INSURANCE	0.00	2,387.00	198.43	2,182.77	0.00	204.23	91
34-8500-0700	RETIREMENT	0.00	5,638.00	215.66	4,976.11	0.00	661.89	88
34-8500-1100	COMMUNICATIONS	0.00	100.00	0.00	0.00	0.00	100.00	0
34-8500-1400	TRAVEL & EDUCATION	0.00	2,000.00	0.00	880.00	0.00	1,120.00	44
34-8500-1600	MAINTENANCE & REPAIR EQUIPMENT	0.00	10,000.00	0.00	17,739.10	0.00	7,739.10 -	177
34-8500-3300	DEPARTMENTAL EXPENSES	0.00	1,500.00	0.00	0.00	0.00	1,500.00	0
34-8500-3301	PUBLIC OUTREACH	0.00	2,500.00	0.00	0.00	0.00	2,500.00	0
34-8500-4500	CONTRACTED SERVICES	0.00	30,000.00	620.00	23,470.21	3,758.00	2,771.79	91
34-8500-5300	DUES & SUBSCRIPTIONS	0.00	10,000.00	0.00	1,304.00	0.00	8,696.00	13
34-8500-5410	INSURANCE LIABILITY	0.00	0.00	0.00	3,843.23	0.00	3,843.23 -	0
34-8500-6000	CONTINGENCY	0.00	442,921.00	23,290.00	58,890.00	0.00	384,031.00	13
34-8500-7300	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	33,600.00	0.00	33,600.00 -	0
34-8500-8101	DEBT PAYMENT - ROANOKE PHASE III	0.00	150,650.00	0.00	138,087.62	0.00	12,562.38	92
	<b>8500 STORMWATER UTILITY::</b>	<b>0.00</b>	<b>731,600.00</b>	<b>25,620.57</b>	<b>342,184.50</b>	<b>4,586.00</b>	<b>384,829.50</b>	<b>47</b>
	<b>STORMWATER UTILITY FUND Expenditure To</b>	<b>0.00</b>	<b>731,600.00</b>	<b>25,620.57</b>	<b>342,184.50</b>	<b>4,586.00</b>	<b>384,829.50</b>	<b>47</b>

<b>34 STORMWATER UTILITY FUND</b>	<b>Prior</b>	<b>Current</b>	<b>YTD</b>
<b>Revenues:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Expenditures:</b>	<b>0.00</b>	<b>25,620.57</b>	<b>346,770.50</b>
<b>Net Income:</b>	<b>0.00</b>	<b>25,620.57 -</b>	<b>346,770.50 -</b>