



AGENDA ITEMS	Council Meeting:
Check Reference No. <u>N/A</u>	Monday, March 25, 2024
Department: <u>WTP</u>	
Fund Number/Department Number: <u>31-8100-0220</u>	Public Hearing:
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

BACKGROUND: As of 3/18/2024, Account 31-8100-0220 (Overtime) is overspent by \$ 17,180.70 (207%). The account was budgeted for \$ 16,000.00. An estimate of \$ 35,000.00 is needed to cover overtime expences for the remainder of the budget year.

One Time

Recurring

Comment: A request to transfer \$ 35,000.00 from Account 31-8100-7300 (Capital Outlay Improvements) to Account 31-8100-0220 (Overtime). After the monies are transferred, this will leave a remaining balance of \$ 17, 819.30 in Account 31-8100-0220 (Overtime).

Analysis: A total of \$ 35, 733.83 has been expended for Overtime. According to the total amount expended as of 3/18/24, it is being estimated that an additional \$ 35,000.00 will be needed to cover overtime expences for the remainder of the budget year.

Department Head Recommendation: It is being recommended to transfer \$ 35,000.00 from Account 31-8100-7300 (Capital Outlay Improvements) to Account 31-8100-0220 (Overtime) to cover overtime expences for the remainder of the budget year.

Attachments: Yes No

Reviewed by:

Department Head: *Dawn Bell*
Date: 3/18/24
Finance Officer: *Alicia Steward*
Date: 3/21/24
City Manager: *[Signature]*
Date: 3/18/24

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

CITY OF ELIZABETH CITY
Statement of Revenue and Expenditures

03/18/2024
08:35 AM

<u>Expenditure Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Current Expd</u>	<u>YTD Expended</u>	<u>Unexpended</u>	<u>% Expd</u>
31-8100-0000	PUBLIC UTILITIES - WATER TREATMENT:	0.00	0.00	0.00	0.00	0.00	0
31-8100-0200	SALARIES & WAGES-REGULAR	28,195.87	392,190.00	21,937.54	231,543.18	160,646.82	59
31-8100-0220	SALARIES & WAGES-OVERTIME	140.55	16,000.00	2,553.13	33,180.70	17,180.70 -	207
31-8100-0400	PROFESSIONAL SERVICES	0.00	45,000.00	0.00	0.00	45,000.00	0
31-8100-0500	F. I. C. A.	2,150.75	31,227.00	1,851.97	20,087.41	11,139.59	64
31-8100-0600	GROUP INSURANCE	4,556.61	78,755.00	2,631.45	29,945.73	48,809.27	38
31-8100-0700	RETIREMENT	4,859.69	73,066.00	4,383.82	46,365.26	26,700.74	63
31-8100-1100	COMMUNICATIONS	417.98	25,000.00	598.16	6,551.03	18,448.97	26
31-8100-1101	POSTAGE	0.00	300.00	0.00	72.93	227.07	24
31-8100-1200	PRINTING	0.00	1,500.00	0.00	1,122.22	377.78	75
31-8100-1300	UTILITIES	15,822.44	225,000.00	416.16	158,841.85	66,158.15	71
31-8100-1400	TRAVEL & EDUCATION	0.00	7,000.00	44.00	1,753.72	5,246.28	25
31-8100-1500	MAINT & REPAIR-BLDGS & REALTY	0.00	20,000.00	0.00	1,213.39	18,786.61	6
31-8100-1600	MAINTENANCE & REPAIR-EQUIPMENT	1,138.86	130,000.00	733.77	41,675.55	88,324.45	32
31-8100-1700	MAINTENANCE OF VEHICLES	0.00	6,000.00	0.00	1,984.90	4,015.10	33
31-8100-2100	EQUIPMENT RENTAL	0.00	750.00	0.00	164.22	585.78	22
31-8100-2600	ADVERTISING	0.00	200.00	0.00	0.00	200.00	0
31-8100-3100	AUTO SUPPLIES	0.00	6,000.00	0.00	1,717.41	4,282.59	29
31-8100-3200	OFFICE SUPPLIES	0.00	2,500.00	0.00	299.22	2,200.78	12
31-8100-3300	DEPARTMENTAL SUPPLIES & EXP	2,145.85	25,000.00	124.53	4,866.15	20,133.85	19
31-8100-3302	CHEMICALS & LAB SUPPLIES	4,146.00	702,000.00	23,073.23	292,058.55	409,941.45	42
31-8100-3500	LAUNDRY	190.60	4,000.00	188.28	2,244.89	1,755.11	56
31-8100-4500	CONTRACTED SERVICES	0.00	355,000.00	4,267.87	189,482.61	165,517.39	53
31-8100-4503	PURCHASED WATER - RO	3,517.05	400,000.00	3,769.75	252,947.63	147,052.37	63
31-8100-5300	DUES & SUBSCRIPTIONS	0.00	10,000.00	0.00	4,151.45	5,848.55	42
31-8100-5400	WORKERS COMP/INS & BOND	0.00	11,000.00	0.00	12,052.87	1,052.87 -	110
31-8100-5410	INSURANCE LIABILITY	0.00	125,000.00	0.00	137,284.81	12,284.81 -	110
31-8100-5420	UNEMPLOYMENT INSURANCE	0.00	250.00	0.00	0.00	250.00	0

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31-8100-5870	SAF SHOE/EYE EXAM/PHY/GLASSES	514.96	1,500.00	176.00	1,068.27	431.73	71
31-8100-7300	CAPITAL OUTLAY IMPROVEMENTS	0.00	310,000.00	0.00	115,550.30	194,449.70	37
31-8100-7306	LEAD SERVICE LINE INVENTORY	0.00	30,000.00	0.00	0.00	30,000.00	0
31-8100-7400	CAPITAL OUTLAY - EQUIPMENT	0.00	340,000.00	0.00	23,813.89	316,186.11	7
	8100 PUBLIC UTILITIES - WATER TREATMEN	67,797.21	3,374,238.00	66,749.66	1,612,040.14	1,762,197.86	48