



<b>AGENDA ITEMS</b>	<b>Council Meeting:</b>
Check Reference No. <u>100692</u>	Tuesday, May 13, 2024
Department: <u>WWTP</u>	
Fund Number/Department Number: <u>31-8200-1700</u>	<b>Public Hearing:</b>
	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**BACKGROUND:** On 5/18/24 an insurance check was received for Truck #437 2019 Ford F-150 ( Vin # 29358) assigned to the WWTP due a vehicle incident involving a deer being hit.



One Time



Recurring

**Comment:** A request to transfer Check # 100692 in the amount of \$ 5, 776.00 from Revenue Account 31-3350-8300 to Account 31-8200-1700 (Maintenance & Repair Vehicles).

**Analysis:** As of 5/8/24, Account 31-8200-1700 (Maintenance & Repair Vehicles) is \$ 3, 565.48 (122%) overspent. This account was budgeted for \$ 16,000.00 in which \$ 19, 565.48 has been expended. The request to move check # 100692 in the amount of \$ 5, 776.00 will bring this account back into good standing, leaving a remaining balance of \$ 2, 210.52.

**Department Head Recommendation:** It is being recommended to transfer Check # 100692 in the amount of \$ 5, 776.00 from Revenue Account 30-3350-8300 to Account 31-8200-1700 (Maintenance & Repair Vehicles).

**Attachments:**  Yes  No

**Reviewed by:**

Department Head: Dwan Bell  
Date: 5/8/24  
Finance Officer: Alicia Steward  
Date: 5/8/24  
City Manager: Dante Reese  
Date: 5/9/24

**FINANCE DEPT OFFICE USE**

Recommend for Approval

Do not recommend



Commercial Electronic Office - Transaction Search  
Date Printed:05/07/2024 12:21 PM PT

Check 100692 - 5,776.00 USD

THIS CHECK CONTAINS MULTIPLE FRAUD DETERRENT SECURITY FEATURES

Interlock, Microprinting, Hologram, Color Image Transfer, Security Thread, and Watermark

VOID VOID VOID

Date: 05/15/2023  
Check #: 100692

Pay Exactly Five Thousand Seven Hundred Seventy-Six and 00/100 US Dollars

Amount  
\$5,776.00

VOID AFTER ONE YEAR

TO THE ORDER OF ELIZABETH CITY, CITY OF

WELLS FARGO BANK, N.A. New: 2019 Ford F150...29358

*John R. Wilt*  
Authorized Signer

⑈0000100692⑈ ⑆12⑆000248⑆2062640480437⑈

59634665

ENDORSE HERE TO THE ORDER OF  
WELLS FARGO BANK, NA-NC  
053000219  
CITY OF ELIZABETH CITY  
541914545T  
ON 15/5/19/2023 CI-100692

DO NOT WRITE IN THESE SPACES. THESE SPACES ARE RESERVED FOR FINANCIAL INSTITUTION USE.

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

05/08/2024  
12:49 PM

<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>
31-8200-0000	PUBLIC UTILITIES - WASTEWATER TREATMEI	0.00	0.00	0.00	0.00	0.00	0.00	0
31-8200-0200	SALARIES & WAGES-REGULAR	0.00	296,708.00	0.00	262,800.85	0.00	33,907.15	89
31-8200-0220	SALARIES & WAGES-OVERTIME	0.00	43,000.00	0.00	34,386.26	0.00	8,613.74	80
31-8200-0400	PROFESSIONAL SERVICES	0.00	26,000.00	0.00	5,100.00	0.00	20,900.00	20
31-8200-0500	F. I. C. A.	0.00	24,917.00	0.00	22,398.91	0.00	2,518.09	90
31-8200-0600	GROUP INSURANCE	0.00	66,822.00	0.00	48,415.34	0.00	18,406.66	72
31-8200-0700	RETIREMENT	0.00	58,302.00	0.00	51,424.93	0.00	6,877.07	88
31-8200-1100	COMMUNICATIONS	0.00	10,000.00	0.00	7,338.33	0.00	2,661.67	73
31-8200-1101	POSTAGE	0.00	7,000.00	0.00	0.00	0.00	7,000.00	0
31-8200-1200	PRINTING	0.00	300.00	0.00	135.22	0.00	164.78	45
31-8200-1300	UTILITIES	102.76	220,000.00	0.00	139,911.09	0.00	80,088.91	64
31-8200-1400	TRAVEL & EDUCATION	0.00	5,750.00	0.00	2,623.43	0.00	3,126.57	46
31-8200-1500	MAINT & REPAIR-BLDGS & REALTY	73.79	45,000.00	0.00	28,012.00	880.00	16,108.00	64
31-8200-1600	MAINTENANCE & REPAIR-EQUIPMENT	7,517.28	125,000.00	0.00	80,129.01	18,808.39	26,062.60	79
31-8200-1700	MAINTENANCE OF VEHICLES	60.00	16,000.00	791.85	19,565.48	0.00	3,565.48 -	122
31-8200-2100	EQUIPMENTAL RENTAL	0.00	2,000.00	0.00	633.20	0.00	1,366.80	32
31-8200-3100	AUTO SUPPLIES	0.00	50,000.00	0.00	17,147.66	0.00	32,852.34	34
31-8200-3200	OFFICE SUPPLIES	0.00	3,000.00	27.96	769.31	361.29	1,869.40	38
31-8200-3300	DEPARTMENTAL SUPPLIES & EXP	228.27	30,000.00	834.90	15,842.72	2,662.71	11,494.57	62
31-8200-3301	PRETREATMENT LAB TESTS	0.00	7,500.00	0.00	1,918.36	0.00	5,581.64	26
31-8200-3302	CHEMICAL & LAB SUPPLIES	7,038.00	235,000.00	8,024.50	97,821.09	116,149.90	21,029.01	91
31-8200-3500	LAUNDRY	285.82	9,000.00	0.00	7,891.29	0.00	1,108.71	88
31-8200-4500	CONTRACTED SERVICES	21,896.00	455,803.00	0.00	152,224.48	217,314.36	86,264.16	81
31-8200-5300	DUES & SUBSCRIPTIONS	0.00	19,400.00	0.00	11,948.45	150.00	7,301.55	62
31-8200-5400	WORKERS COMP/INS & BOND	0.00	0.00	0.00	14,244.30	0.00	14,244.30 -	0
31-8200-5410	INSURANCE LIABILITY	0.00	0.00	0.00	76,181.64	0.00	76,181.64 -	0
31-8200-5870	SAF SHOE/EYE EXAM/PHY/GLASSES	100.00	1,000.00	0.00	947.07	0.00	52.93	95
31-8200-7300	CAPITAL OUTLAY IMPROVEMENTS	0.00	150,000.00	0.00	0.00	97,598.41	52,401.59	65

**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>
31-8200-7400	CAPITAL OUTLAY-EQUIPMENT	0.00	100,000.00	0.00	15,504.65	48,710.43	35,784.92	64
	<b>8200 PUBLIC UTILITIES - WASTEWATER TRE</b>	<b>37,301.92</b>	<b>2,007,502.00</b>	<b>9,679.21</b>	<b>1,115,315.07</b>	<b>502,635.49</b>	<b>389,551.44</b>	<b>81</b>