

The City of Elizabeth City held its regular work session on the above date and time in the City Council Chambers of the Municipal Administration Building with Mayor J. H. Bell, Jr. presiding and Council Members C. C. Austin, J. M. Baker, L. A. Hummer, R. E. King, W. A. Lehmann, D. K. Stallings and J. B. Walton in attendance. Mayor Pro Tem E. K. Rivers arriving at 5:55 p.m. Staff members attending were: City Manager R. C. Olson, City Clerk D. S. Pierce-Tamplen, Finance Director S. E. Blanchard, Public Utilities Director E. T. Weatherly, Planning Director J.C. Brooks, Human Resource Director K. W. Felton, Fire Chief W. C. Pritchard, Inspections Director S. E. Ward, Police Chief W. J. Anderson, and Electric Superintendent K. F. Clow.

Mayor Bell opened the meeting by welcoming those attending. He called upon Councilman J. B. Walton for the invocation. Mayor Bell led the Pledge of Allegiance to the Flag of the United States of America.

1} APPROVAL OF THE AGENDA:

Mayor Bell called for approval of the prepared agenda.

A motion was made by Councilman D. K. Stallings, seconded by Councilman R.E. King to approve the agenda as presented. Those voting in favor of the motion were: Stallings, King, Austin, Baker, Hummer, Lehmann and Walton. Against: None. Motion carried.

2} PRESENTATION-EMERGENCY MANAGEMENT:

Mayor Bell called upon City Manager R. C. Olson for comments.

Mr. Olson said that during the last City Council Meeting several members of City Council expressed a desire to have Christy Saunders, EMC Coordinator, appear before you and give an update concerning the City and Pasquotank County's emergency management program. There has been a large amount of concern especially after Hurricanes Katrina and Rita. Based on that concern, Christy will give a presentation on the program and how they proposed to keep us abreast the whole year.

Christy Saunders presented a power point presentation on what will be done when it comes to emergency preparedness. She highlighted whose responsibility it was to do the various things that are required in a situation of emergency. The first responsibility is always at the local level. She then reviewed the level of responsibility and what is expected from each. She briefly touched on what to do with your pets, what to do if you are required to evacuate as well as the procedures following for opening shelters.

3} PRESENTTION – ANNUAL FINANCIAL REPORT:

Mayor Bell called upon Ms. Donna Winborne from Hollowell & Associates to present the City's Annual Financial Report.

Ms. Winborne advised that Hollowell & Associates audited the governmental activities, the business-type activities and each major fund of the City as of the year ended June 30, 2005. The financial statements are the responsibility of the City's management.

An Audit was conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the US. In her opinion, the financial statements referred to presented fairly in all material respects the respective financial position of the governmental activities, business type activities and each major fund of the City. The respective changes in financial position and cash flows were applicable. She proceeded to go over some financial highlights such as the following:

*The assets of the City of Elizabeth City exceeded its liabilities at the close of the fiscal year by \$69,732,222. Of this amount, \$16,532,659 may be used to meet the government's ongoing obligation to citizens and creditors.

*The government's total net assets increased by \$4,129,702 primarily due to revenue increased in both governmental and business-type activities including increased property and sales taxes, investment earnings and charges for sanitation, electric, water and sewer services.

*As of the close of the current fiscal year, the City's governmental funds reported combined ending fund balance of \$6,626,902, an increase of \$2,207,187 in comparison with the prior year. Approximately 40% of this total amount or \$2,692,044 is available for spending at the government's discretion. In 2004, the unreserved fund balance was \$982,500 or 22% of expenditures.

*At the end of the current fiscal year, unreserved fund balance for the General Fund was \$1,399,416 or 11 % of total general fund expenditures for the fiscal year. In 2004, unreserved fund balance in the General Fund was \$585,150 or 5% of total expenditures. The total fund balance available for appropriation is \$2,931,232 or 24% of the total general fund expenditures for the fiscal year. In 2004, the total fund balance available for appropriation was \$1,788,447 or 14% of the total expenditures.

*The General Fund budget for the fiscal year ended June 30, 2005 was adopted with a \$.67 per \$100 assessed valuation property tax rate. This increase of \$.05 was necessary to fund debt service for street and sidewalk improvements and other capital needs.

*The City's total debt increased by \$3,521,029 (21%) during the current fiscal year. The key factor was the City's incurring debt to fund street/sidewalk and water/sewer improvements in this fiscal year.

Ms. Windborne then presented an overview of the financial statements. Several members of Council asked questions of Ms. Windborne.

4} **PRESENTATION – QUARTERLY UPDATE OF EC/PC TOURISM DEVELOPMENT AUTHORITY:**

Mayor Bell recognized Russ Haddad, Tourism Director for comments.

Mr. Haddad presented an overview of the goals of the Tourism Development Authority. He discussed future plans for advertising and promotion of the City of Elizabeth City. The projected amount of \$50,875.00 will be the County and the City's share of the 6% Occupancy tax. The main mission of the Tourism Development Authority is advertising to promote Elizabeth City and Pasquotank County as a destination. The overall strategy is that Elizabeth City is a central location. They are working the new web site as much as possible.

5} **COMMITTEE REPORTS:**

A} Albemarle Economic Development Commission – Councilwoman Baker, Councilman King and Councilman Lehmann.

Councilwoman Baker stated that the marketing plan is out and the web site is up and running. The site can be reached at www.discoveryec.com. She encouraged everyone to visit this site.

B} Central Communications Advisory Board – Councilman Stallings.

Councilman Stallings reported that the Central Communications Board did not have a meeting this month.

C} Elizabeth City-Pasquotank County Airport Authority – Councilman Lehmann.

Councilman Lehmann reported he had no report.

D} Firemen's Relief Fund Board – Councilman Walton.

Councilman Walton reported that the Firemen's Relief Fund Board did not have a meeting this month.

E} Joint Land Use Plan Committee – Mayor Pro Tem Rivers.

Mayor Pro Tem Rivers reported that the Committee did not have a meeting this month.

F} Joint Redevelopment Committee – Councilwoman Austin and Councilman Lehmann.

Councilwoman Austin reported that the Committee did not hold a meeting this month.

G} North Carolina Eastern Municipal Agency – Councilwoman Austin.

Councilwoman Austin reported they had a called meeting in which the proposed rate hike was discussed. They didn't want to talk a lot about it as the plans have not been finalized yet. The Rate Committee will be meeting on December 6th and they will take it to the ElectriCities Board of Directors on December 14th and the NCEMPA on the 15th. After that we should have a pretty good idea on what to expect. The rate increase will go into effect on January 1, 2006.

H} Solid Waste Committee – Councilwoman Hummer.

Councilwoman Hummer reported that she didn't attend the meeting as she went to the wrong location. She asked City Manager Olson for comments.

Mr. Olson said that he too attended the wrong meeting. Basically, there was a discussion concerning a trash compactor and the pick-up of the compactor in the downtown area. We also had a brief discussion on the Camden Landfill.

6} **ADJOURNMENT:**

Mayor Bell made mention of a letter to the editor in today's Daily Advance from former Camden County Commissioner J. C. Rountree. He felt that it was an excellent letter.

There being no further business to come before the Work Session, he called for a motion to adjourn.

A motion was made by Mayor Pro Tem E. K. Rivers, seconded by Councilman D. K. Stallings to adjourn. Those voting in favor of the motion were: Rivers, Stallings, Austin, Baker, Hummer, King, Lehmann and Walton. Against: None. Motion carried.

Mayor Bell adjourned the meeting at 6:50 p.m.

Dianne S. Pierce-Tamplen, MMC
City Clerk

John H. Bell, Jr.
Mayor