



City of Havelock
Board of Commissioners
Budget Work Session Agenda
Monday, July 10, 2023
7:00 p.m.
Havelock City Hall

Item #	Agenda Topics	Presenter
I.	CALL TO ORDER	Mayor Will Lewis
II.	OPENING PRAYER/MOMENT OF SILENCE	Clergy Member or Mayor Lewis
III.	PLEDGE OF ALLEGIANCE	Mayor Will Lewis
IV.	WORK SESSION & CONSENT AGENDA: <i>A. Consent Agenda (A-B)</i> <i>B. Work Session Agenda</i>	Mayor Will Lewis
V.	WORK SESSION DISCUSSION ITEMS:	
<input type="checkbox"/> 1.	Armistead Property	City Manager Chris McGee
<input type="checkbox"/> 2.	General Personnel Matters: <i>Finance Department</i> <i>Mentorship/Assistance Agreement</i>	City Manager Chris McGee Assistant City Manager Cindy Morgan
<input type="checkbox"/> 3.	BRIEF REPORTS: <i>A. Future Meeting Discussions</i> <i>B. Interactive Listening Session #6</i> <i>C. Upcoming Parks & Recreation Events</i>	City Staff
VI.	ADJOURNMENT	Mayor Will Lewis



**City of Havelock, North Carolina
Board of Commissioners**

WORK SESSION AGENDA COMMUNIQUE

TO: Mayor William L. Lewis, Jr.
Board of Commissioners
City Attorney Troy Smith

FROM: City Manager Chris McGee
Assistant City Manager Cindy Morgan

SUBJECT: Board of Commissioners Meeting – Monday, July 10, 2023 – 7:00 PM

DATE: 7/7/2023

CC: Department Heads; Press

I. CALL TO ORDER:

Mayor Will Lewis will call the meeting to order.

II. OPENING PRAYER/MOMENT OF SILENCE:

The Mayor or a Board member shall request a clergy member to offer the opening prayer or the Board shall conduct a moment of silence.

III. PLEDGE OF ALLEGIANCE:

Mayor Will Lewis will lead the Commissioners and those in attendance in reciting the Pledge of Allegiance to the Flag.

“I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

IV. WORK SESSION & CONSENT AGENDA:

The City Clerk respectfully submits to Board, the Regular Agenda and the below Consent Agenda items, which there is thought to be of general agreement and little public interest or no controversy. These items may be voted on as a single group without Board discussion “or” if so desired, the Board may vote to remove any item(s) from the consent agenda and place same on the regular agenda for discussion and consideration.

Consent Agenda Item A	Minutes of the June 12, 2023 Board of Commissioners Final Budget Workshop
Consent Agenda Item B	FY 2023-24 Annual Craven County Ambulance Ordinance Agreement to provide Ambulance/Rescue/EMS Services (<i>appropriation increased from \$450,000 to \$500,000</i>)

Request: Commissioners motion and second are being sought as to approving or not, the following agenda matters:

- A. Consent Agenda as presented; and
- B. Work Session Agenda as presented.

City Manager’s Opinion: The Board may by majority vote add items to or subtract items from both the proposed consent and regular agenda. As of this writing, the manager understands that the presented consent agenda items are routine and therefore concurs with adopting the presented consent agenda.

V. WORK SESSION AGENDA ITEMS:

Item #1. Armistead Property

On December 29, 2016, the estate of the Armistead Family gifted a parcel of land (PID 6-221-017, 1.3 acres), located on East Main Street near Coldwell Banker to the City of Havelock/Eastern Carolina Aviation Heritage Foundation (ECAHF) - **(Exhibit #1A)**.

The City has been approached by someone interested in purchasing this property for development. Before Staff pursues this any further, the Board's feedback is being sought if this is something of interest. If so, the Board would need to dispose of the City property per NCGS 160A-265. A city may dispose of real or personal property belonging to the city by:

- (1) Private negotiation and sale;
- (2) Advertisement for sealed bids;
- (3) Negotiated offer, advertisement, and upset bid;
- (4) Public auction; or
- (5) Exchange.

Generally, the City of Havelock has preferred the negotiated offer, advertisement, and upset bid process.

Additionally, it should be noted that it was the intent of the donor that the proceeds from any sale of the property by the City, be used for the benefit of the Eastern Carolina Aviation Heritage Foundation, with a primary focus on aviation safety and education. Of general interest, there are a number of easements associated with the property as well.

Item #2. General Personnel Matters: *Finance Department Mentorship/Assistance Agreement*

For the Board's general information, please find attached an assistance agreement for soon to be retired Finance Director Lee Tillman to provide further mentoring and assistance to the City's Finance Department (**Exhibit #2A**). The Local Government Commission (LGC) has been notified and acknowledges that Ms. Tillman will specifically mentor Kim Walters, who was appointed as the City's Interim Deputy Finance Officer during this transition period. At an hourly rate of one-hundred dollars (\$100), the agreement will begin on September 1, 2023 and extends until June 30, 2024. However, the agreement can be terminated without penalty with a 48-hour notice. No official action is needed by the Board as funding has been placed in the budget to cover these expenses.

In a related matter, the position of Finance Director has been posted on the Government Jobs website, along with numerous other external sites to include finance specific sites. As of this writing, a recruitment brochure is being finalized and will be posted on the City's website. Applicants are being encouraged to apply by July 30, 2023 with interviews/skills assessments being conducted from August 31, 2023 - September 1, 2023.

Item #3. Brief Items:

A. Future Meeting Discussion Items

As an FYI, Staff is preparing the following items for future workshop meeting discussions:

- **Level of Service** - In an effort to properly manage budgetary constraints and increased service demands, the Board will be provided an overview of departmental responsibilities/expectations and some of the challenges moving forward. Staff plans to present during an August/September workshop.
- **Stormwater Utility Fee Implementation** - With a January 1, 2024 implementation date of a stormwater utility fee, Staff has started the process of

GIS mapping and billing integration, along with an associated stormwater utility management ordinance. Staff plans to narrow down an implementation timeline within a few weeks in order to have an ordinance provided to the Board in a timely manner for review and approval.

B. Interactive Listening Session #6 – Public Health & Safety

The City's sixth listening session will be held on Tuesday, July 18, 2023 from 7-9 pm at Mucho Bueno. This session will focus on public health and safety. The public is invited to attend and participate.

C. Upcoming Parks & Recreation Events

The Havelock Parks & Recreation Department will continue their "Summer Concerts/Movies in the Park." The next movie, "Top Gun: Maverick" will be featured on Thursday, July 20th at City Park beginning at dusk. The last movie of the summer, "DC League of Super Pets" will be shown on Thursday, August 17th. In addition, the following concerts will be held at City Park, beginning at 6:00 pm:

- August 3rd – Blackwater Band
- September 1st – I-42 Band with Bryan Mayer

VI. ADJOURNMENT/RECESS