

1 **PRESENT:** Mayor William L. Lewis, Jr.; Commissioners Tyrone Cantey, Josh Kohr, Karen
2 Lewis, Danny Walsh and Brenda Wilson

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4 **STAFF**

5 **PRESENT:** City Manager Chris McGee; Assistant City Manager/City Clerk Cindy Morgan,
6 Information Technology Director Chad Ives; Network Administrator Todd
7 Jachimiak; Parks and Recreation Director Travis Adams; Senior Center Special
8 Events Coordinator Jeanne Butcher; Planning Director Katrina Marshall; Code
9 Enforcement Officer Sue Steinhauser; Finance Director Lee Tillman; Accounts
10 Payable Technician Jacie McVicker; Fire Chief Tom Dorn; Police Chief Chris
11 Morning; Public Works Director Patrick Lee; Public Utilities Director Rick Day;
12 Public Utilities Supervisor Eric Smith; TEC Sales Manager Pam Holder; Public
13 Information Officer Greta Meadows; and Deputy City Clerk Mary Weigl

14
15 After notice duly given, Mayor Will Lewis called the special meeting of the Havelock Board of
16 Commissioners to order at 7:04 p.m. on January 17, 2023 at Big Apple Pizza Bistro with a quorum
17 present.

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19 The Commissioners discussed general government matters with the attendees. The following
20 slides are hereby incorporated into the minutes. No official action was taken during the meeting.
21



City of Havelock

Interactive Listening Session

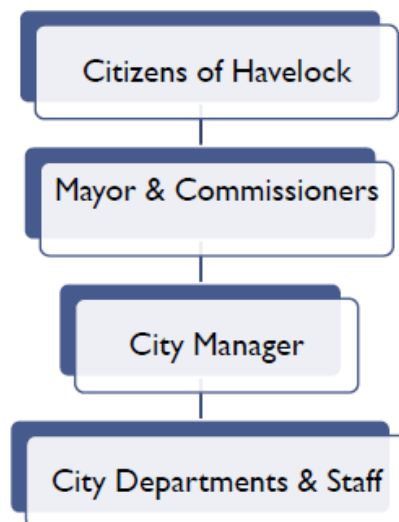
Session #1 – General Government
January 17, 2023



Havelock Governing Body

Mayor Will Lewis
Commissioner Danny Walsh (Mayor Pro Tem)
Commissioner Brenda Wilson
Commissioner Josh Kohr
Commissioner Karen Lewis
Commissioner Tyrone Cantey

City of Havelock Organizational Chart



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City of Havelock Management Team

- Chris McGee, City Manager
- Cindy Morgan, Assistant City Manager/City Clerk
- Lee Tillman, Finance Director
- Katrina Marshall, Planning & Inspections Director
- Chad Ives, IT Director
- Travis Adams, Parks & Recreation Director
- Patrick Lee, Public Works Director
- Rick Day, Public Utilities Director
- Chris Morning, Chief of Police
- Tom Dorn, Fire/EMS Chief
- Pam Holder, TEC Sales Manager
- Angie Hall, HR Manager
- Greta Meadows, Public Information/Special Projects Coordinator

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Join us in planning Havelock's Future

01/17: General Government
02/21: Economic Development
03/21: Infrastructure
04/18: Parks & Recreation
07/18: Public Safety & Health
08/15: Arts/Cultural Resources

CITY OF HAVELOCK MISSION
City of Havelock and our community will work together to enhance quality of life and deliver efficient, high quality services while providing for growth and responsible development.

CITY OF HAVELOCK CORE VALUES
At the City of Havelock, our work is driven by our values. We are committed to upholding a Culture of Excellence by providing Open Communication, Accountability and Leadership through Stewardship for our citizens, visitors and future generations.

PRINCIPLES OF EXCELLENT SERVICE

Concern for the Individual	Embracing Innovation
Respect for Personal Liberties	Transparency
Unified Team	Professionalism
Taking Ownership	Public Confidence
	Efficiency

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Session #1 General Government

- Budgeting Process
- City Funds & Accounting
- General Fund – Departmental Operations
- Quick Statistics
- Annual Budgets – Tax Rate, Fees, Revenues & Expenditures
- City Boards & Committees

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Budgeting 101

Annual City Budget Schedule

- **January**
 - CIP, capital outlay requests and major program request changes are due
- **March & April**
 - Board of Commissioners hold Annual Planning Retreat
 - Operating requests are submitted
 - Departments review and make cuts to achieve goals
- **May**
 - Budget is made available for public inspection, public hearing is scheduled and advertised
 - Board of Commissioners hold various Budget Workshops
- **May/June**
 - Board of Commissioners will hold a public hearing
- **June (4th Monday of the month)**
 - Board of Commissioners plan to adopt a budget
- **July 1**
 - New Fiscal year begins

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Fund Accounting

- General Fund
- E911 Fund (Special Revenue)
- Enterprise Funds
 - Water
 - Sewer
 - Solid Waste
 - Tourist and Event Center
- Capital Projects
 - ARPA (\$6.3M)
 - Automated Meter Infrastructure
 - Hwy 70 Sewer Line Replacement
 - Sewer Plant Well Replacement

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General Fund

- Board of Commissioners
- Administration
- Finance/Customer Service
- Planning & Inspections
- Information Technology
- Public Safety (Police & Fire/EMS)
- Public Works (Streets & Buildings)
- Parks & Recreation

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FY 2022-2023 Quick Stats

FY 2022-2023 Quick Stats

✓ Number of Employees -	133
✓ Number of Street Miles -	47.5
✓ Number of Square Miles -	6.3
✓ Number of Parks -	12
✓ Number of Utility Customers -	5,761
✓ Number of Sewer Main Miles -	80
✓ Population (2020 Census) -	16,621
✓ Average Home Value -	\$120,035

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Annual Budgets

FY 2022-2023 Adopted Budget

✓ General Tax Rate -	\$0.59
✓ Ad Valorem Tax Base -	\$796,000,000
✓ Value of 1 cent -	\$79,600

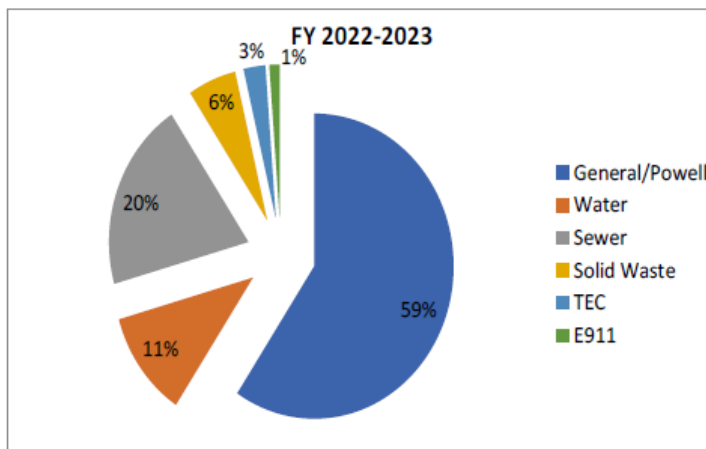
FY 2022-2023 Adopted Annual Budgets

✓ General Fund -	\$15,557,838
✓ Water Fund -	\$2,934,255
✓ Sewer Fund -	\$4,689,950
✓ Solid Waste Fund -	\$1,271,714
✓ Tourist & Event Center Fund -	\$473,163
✓ E911 Fund -	\$234,000
✓ Total -	\$25,160,920

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Annual Budgets



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General Fund \$15,557,838

Revenues

- 31% - State Shared and Collected
 - Sales, Franchise and Beer/Wine Taxes
- 6% - Powell Bill
 - Gas Tax
- 35% - Property & MV Tax
 - .01 of tax rate generates \$79,600
 - Current tax rate is .59
 - Average home value \$120,035
 - Craven County tax revaluation-2023
- 28% - Fees, Permits, Contributions & Fund Balance



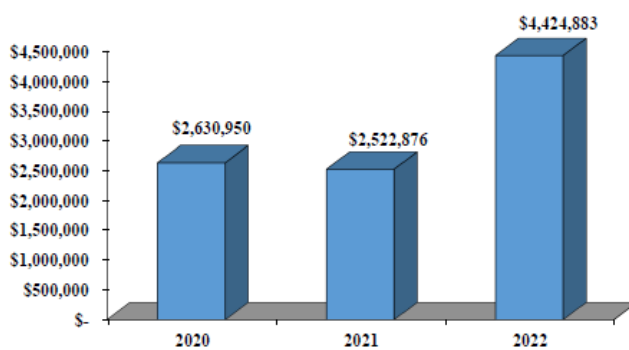
Fee Schedule

- The Board adopts a fee schedule annually as part of the budget process.
- It sets fees for:
 - Permits and Inspections
 - Water and Sewer Rates
 - Fire Inspection Rates
 - Recreation Fees
 - Solid Waste
 - Tourist and Event Center

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General Government Expenditures Comparison



The FY 22 increase is Hurricane Florence repairs.

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Local Government Commission

- G.S. 159-25(b)
 - Authorizes the Local Government Commission (LGC) and gives the Commission broad powers to set rules and regulations
 - The LGC recommendations, rules and regulations have the force of law.
 - **The City of Havelock has consistently received highest opinion a unit can receive.**

37



National Award

- Since 1990, the City of Havelock has received the “Certificate of Achievement for Excellence in Financial Reporting” award from the Government Finance Officer’s Association (GFOA).

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City Boards & Committees

Interested in Serving on a Committee...

Many volunteer members contribute their time, effort, and expertise to help improve the quality of life for all of our citizens.

Volunteer applications are available at City Hall or on our website: www.havelocknc.us

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Appointed City Boards

- Appearance Commission
- Board of Adjustment
- Eastern Carolina Aviation Heritage Foundation
- Havelock – Craven County Library Board
- Planning Board
- Recreation Advisory Board
- Havelock Cultural Arts Committee – COMING SOON!

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Questions/Comments/Feedback

- Stay in touch with us:
 - City Website: www.HavelockNC.us
 - Facebook
 - Instagram
- Board of Commissioners Meetings – 7:00 pm
 - Workshops on the 2nd Monday of the month
 - Regular/Televised meetings on the 4th Monday of the month
 - All BOC Meetings are open to the public. Public comments are only accepted during the televised meetings (4th Monday of each month).
 - Mayor's Office Hours: Mondays 3:00 – 5:00 pm

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Thank you for Attending!



City of Havelock



City of Havelock Proposed 2023 Listening Sessions

Topic	Date	Time	Location
General Government	Tuesday, January 17, 2023	7-9 pm	Big Apple
Economic Development/Growth	Tuesday, February 21, 2023	7-9 pm	La Casa Del Patron
Infrastructure & Stormwater	Tuesday, March 21, 2023	7-9 pm	Mucho Bueno
Parks & Recreation	Tuesday, April 18, 2023	7-9 pm	Boys & Girls Club
Public Health & Safety	Tuesday, July 18, 2023	7-9 pm	Musashi
Arts & Cultural Resources	Tuesday, August 15, 2023	7-9 pm	El Cerro

Note: A Special Meeting Notice of the Havelock Board of Commissioners will be posted prior to any of these sessions. For additional information, contact Havelock City Hall at (252) 444-6400.

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ADJOURNMENT/RECESS

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46 With there being no other business to discuss, Commissioner Wilson made a **motion to adjourn.**
 47 Commissioner Cantey seconded and the motion carried unanimously. (5-0)

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49 The meeting adjourned at 8:10 p.m.

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51 Date approved: _____

BOARD OF COMMISSIONERS
SPECIAL MEETING
JANUARY 17, 2023
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Attest:

Mary C. Weigl
Deputy City Clerk

William L. Lewis, Jr., Mayor