

**City Council Special Meeting  
Planning Retreat Session II  
March 1, 2014**

The City Council of the City of Elizabeth City met for a Special Meeting (Planning Retreat) on Saturday, March 1, 2014 at Montero’s Restaurant, located at 414 McArthur Drive, Elizabeth City, NC.

MEMBERS PRESENT: Mayor Joe Peel  
Councilwoman Jean Baker  
Councilman Ray Donnelly  
Mayor Pro Tem Anita Hummer  
Councilman Tony Stimatz  
Councilman Kem Spence  
Councilman Montravias King (Arrived at 9:32 a.m.)

MEMBERS ABSENT: Councilman Michael Brooks  
Councilman Darius Horton

OTHERS PRESENT: City Manager Rich Olson  
City Clerk Vivian White  
Facilitator Madeleine Henley, Walking Stick Associates

The City Council Special Meeting was called to order by Mayor Joe Peel at 9:05 a.m. Mayor Peel welcomed everyone to the second session of the 2014 planning retreat and recognized Madeleine Henley, facilitator.

Ms. Henley reviewed the Council’s work from the previous evening’s session and provided an overview of the agenda for the final session. She led the Council in a discussion regarding how to accomplish the Council’s vision for the City in the coming two years.

After considerable work and discussion, the City Council expanded their established goals and objectives by consensus, as follows:

<b>Goal</b>	<b>Objective</b>	<b>Deadline</b>
1. Ensure Sound Fiscal Responsibility	Increase General Fund revenue by 2% annually	7/1/2014
	Achieve a 15% General Fund Balance by 7/1/14, and maintain annually thereafter	7/1/2014 and beyond
	Build a \$200,000 Stormwater Utility Fund Balance, and maintain annually thereafter	7/1/2014
	Achieve a \$5 million Electric Fund Balance by 7/1/14, \$6 million by July 1, 2015 and \$7 million by 7/1/16	7/1/2014 and beyond
	Write and submit a minimum of 20 grants each year	7/1/2014
	Achieve and Maintain \$1.5 million Water and Sewer Fund Balance while maintaining infrastructure	7/1/2015
	Create Solid Waste Enterprise Fund (possible timing of rate increase with prospective electric rate decrease)	7/1/2015

2. Improve City's Infrastructure	Create new city website including intranet, and necessary support staff	7/1/2015
	Complete migration of legacy systems	7/1/2015
	Develop a traffic management plan that includes maximum utilization of existing brick streets to the extent possible	7/1/2015
	Develop Alternate Transportation plan for pedestrians and bikers	7/1/2015
	Repair infrastructure and repave Road Street from Ehringhaus to Elizabeth	7/1/2015
	Explore Special Storm Water district – Halstead Blvd. Extended Area	7/1/2015
	Study relocation of Public Safety function	7/1/2015
3. Strengthen Inter-governmental Relationships, including Institutions of Higher Education	Develop partnership with County to get Passport Agency within City (US Postal Service)	7/1/2015
	Draft Interlocal Agreement with County for cemetery maintenance	7/1/2015
	Develop Pilot Internship Program	7/1/2015
	Hold quarterly meetings with USCG and educational partners (Mayor) to maintain positive relationships	7/1/2015
	Meet with Legislative and Congressional delegations semi-annually	7/1/2015
	Schedule meeting with the School Board by February 2014 to explore partnerships	2/1/2014
	Create Joint use agreements with the School Board	2/1/2014
4. Provide Youth and Senior Activities	Placeholder for Vision 2020 Initiatives	
	Complete Middle School Project	9/1/2014
	Make Arts of the Albemarle a line item (\$22,500 annually)	7/1/2014
	Explore partnerships for dog park and mini golf	7/1/2015
5. Deliver Cost Effective, Quality Services	Placeholder for Vision 2020 Initiatives	
	Conduct regular citizen survey (Use ICMA model)	7/1/2015
	Complete Smart Grid implementation	7/1/2019
6. Improve the Quality of All Neighborhoods	Develop pilot Neighborhood Master Plan - create Council Workshop by 7/1/14	7/1/2015
	Develop Neighborhood Assessment Standards, then perform assessments	7/1/2015
	Create Special Overlay District for Ehringhaus Street	7/1/2015
	Conduct City-wide street light survey	7/1/2015
	Develop aesthetic based ordinance to address blight in neighborhoods	7/1/2015
	Create Neighborhood Identity signage program	7/1/2015

7. Increase the Quantity and Quality of Jobs	Continue Business Investment Program	Ongoing
	Revise Downtown Improvement Grant Program	7/1/2014
	Create one 3P partnership by 7/1/15	7/1/2015
	Develop STEM curriculum resolution for a vote at a future Council meeting	7/1/2015
	Develop, with County, a quasi-governmental agency to provide job/leadership training for local citizens	7/1/2015

City Manager Olson discussed budget preparations for fiscal year 2014-2015 and received the following guidance from the Council:

1. A COLA for City employees should be considered once health insurance costs are determined.
2. Community Support Grants should be continued in the amount of \$50,000.
3. An increase in Solid Waste fees should be considered toward the goal of establishing an enterprise fund.
4. The Budget Calendar should be adopted using the meeting format for fiscal year 2013-2014.
5. Staffing increases to include an IT Director and Retail Business Recruiter should be explored.
6. Hopeline funding should be \$15,000 annually.
7. Arts of the Albemarle funding should be a line item in the amount of \$22,500 annually.
8. The manner of providing healthcare for retirees should be explored.

A brief discussion of the proposed Conflict of Interest amendment to the Code of Ethics was referred for consideration during the next City Council meeting.

There being no further business to be discussed, Mayor Peel adjourned the second session of the 2014 planning retreat at 2:26 p.m.

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Joseph W. Peel  
Mayor

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Vivian D. White, NCCMC  
City Clerk