

**THURSDAY-10:00 A.M.      FEBRUARY 7, 2013      FINANCE COMMITTEE**

The Finance Committee of the City Council for the City of Elizabeth City held a meeting on the above date and time in the City Council Chambers of the Municipal Administration Building with Chairwoman L. A. Hummer presiding. Members in attendance were: R. T. Donnelly, L. M. Hill-Lawrence and J. W. Peel. City Staff members attending were: City Clerk D. S. Pierce-Tamplen and Finance Director S. E. Blanchard.

Chairwoman Hummer established a quorum was present and called the meeting to order at 10:00 a.m. She called for a moment of silent reflection after which she led the Pledge of Allegiance to the Flag of the United States of America.

**1}      APPROVAL OF THE AGENDA:**

Chairwoman called for action regarding the prepared agenda.

***A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to approve the agenda as presented. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.***

**2}      APPROVAL OF MINUTES:**

Chairwoman Hummer called for approval of the minutes of the January 24, 2013 Finance Committee meeting.

***A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence to approve the minutes of January 24, 2013 Finance Committee meeting as presented. Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.***

**3}      SUPPLEMENTAL AGREEMENT WITH NCDOT:**

Chairwoman Hummer called upon Finance Director Blanchard for comments.

Ms. Blanchard stated the City secured \$85,000 from an Enhancement Funds Grant for the construction of a sidewalk along the west side of Hughes Boulevard. Engineering plans and specifications were completed and approved

by NCDOT to build the sidewalk between Providence Road and the entrance to the Farm Fresh shopping area. The project was delayed last year first because the initial low bidder was disqualified by NCDOT and then because NCDOT was waiting to resolve issues regarding the Federal Wage Rate determinations. A second bid opening was held and all bids were rejected because the low bid was more than \$100,000 higher than the project as originally estimated. The revised construction documents have been submitted to NCDOT and we are waiting for their approval. In the interim, the Municipal Agreement securing the grant funds expired however, NCDOT has provided a Supplemental Agreement that extends the time for completion until December 31, 2013. The estimated cost of the project is \$120,000. The balance (\$35,000) of the project cost will be taken from the Powell Bill Fund.

***A motion was made by Mayor J. W. Peel, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to full City Council to authorize the City Manager to enter into the Supplemental Agreement with NCDOT for the construction of a sidewalk along the west side of Hughes Boulevard from Providence Road to the Farm Fresh shopping area entrance near Applebee's. Those voting in favor of the motion were: Peel, Hill-Lawrence, Donnelly and Hummer. Against: None. Motion carried.***

#### **4} AWARD OF AUDIT:**

Chairwoman Hummer called upon Finance Director Blanchard for comments.

Ms. Blanchard stated that the City requested proposal for audit services. Proposals were mailed to 41 firms including all local firms. Four proposals were received. Pittard, Perry and Crone, Inc. offered the most competitive proposal. They have significant governmental audit experience. They are headquartered in Goldsboro and have several other offices throughout North Carolina. The Belhaven office would provide the City's audit. Douglas Hollowell submitted a bid but there was a substantial difference in the bids.

***A motion was made by Councilman R. T. Donnelly, seconded by Mayor Pro Tem L. M. Hill-Lawrence to recommend to the City Council to award the City's audit contract to Pittard, Perry and Crone, Inc. for a four year term in the amount of \$96,000. Those voting in favor of the motion were: Donnelly, Hill-Lawrence, Hummer and Peel. Against: None. Motion carried.***

#### **5} BUDGET AMENDMENT FOR PURCHASE OF TWO CANINES:**

Chairwoman Hummer called upon Ms. Blanchard for comments.

Ms. Blanchard stated that the EC Police Department's K-9 Program has recently gone through a restructuring phase. Originally, there were four canines but we are down to only one now and he is very close to retirement. With the changes, the department needs to purchase two new canines to be added to the current roster, as well as train two new canine handlers. A quote has been provided from East Coast Canine, Inc. for a total cost of \$16,100.00. The funding resources recommended to be used in the financing this project is as follows:

\$7,912.00 Police donation revenue account  
3,188.00 Democratic National Convention Reimbursement  
5,000.00 K-9 Expenses Line Item in FY 12-13 Budget.  
\$16,100.00 Total

***A motion was made by Mayor J. W. Peel, seconded by Councilman R. T. Donnelly to recommend to City Council to adopt a budget amendment allowing for the purchase and training of two new canines. Those voting in favor of the motion were: Peel, Donnelly, Hill-Lawrence and Hummer. Against: None. Motion carried.***

**6} AGREEMENT FOR ENGINEERING SERVICES FOR CRESCENT DRIVE:**

Chairwoman Hummer called upon Ms. Blanchard for comments.

Ms. Blanchard stated in the Budget for this current year \$194,000 was approved for the sewer project and \$149,000 for a road resurfacing project on Crescent Drive. The City solicited qualifications statements from a number of engineers and invited McGill Associates to submit a proposal for the Crescent Drive sewer project. The scope of work is complete for both the design and the construction phases of the project. The total proposed fee is \$18,700.00.

***A motion was made by Mayor Pro Tem L. M. Hill-Lawrence, seconded by Councilman R. T. Donnelly to recommend to City Council to authorize the City Manager to enter into an engineering contract for the Crescent Drive sewer project as per the fee and scope of work as presented. Those voting in favor of the motion were: Hill-Lawrence, Donnelly, Hummer and Peel. Against: None. Motion carried.***

**7} ADJOURNMENT:**

There being no further business to come before the Committee at this time,  
Chairwoman Hummer adjourned the meeting at 10:17 A.M.

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Dianne S. Pierce-Tamplen, MMC  
City Clerk

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L. Anita Hummer  
Chairwoman