



MEMORANDUM

To: Mayor and City Councilors
From: Rich Olson, City Manager
Date: March 19, 2015
Re: Consideration – Authorization to Submit TDA Application for Coast Guard City Events Expenses

BACKGROUND:

During the month of May, the City of Elizabeth City will be celebrating being named a Coast Guard City. The Coast Guard City Planning Committee (the Committee) has scheduled a number of events including a formal dedication ceremony, a reception for Admiral Paul Zukunft, Commandant of the Coast Guard, and several other events. The Committee is seeking \$5,000 from the Tourism Development Authority (TDA) to underwrite the cost of the event.

ANALYSIS:

The Committee continues to work with the Coast Guard on the event date. The event was originally scheduled for May 9, 2015; however, the Commandant's schedule on that day became so compressed that we have asked the Coast Guard to move the event to May 28-29. The tentative schedule would be for the Commandant to arrive on May 28 and meet with the Base Command staff and tour the base. It is my understanding that the Commandant has never been to the Elizabeth City Coast Guard Base. A reception for the Commandant and the Coast Guard would occur in the early evening on May 28. The formal Coast Guard City dedication would take place mid-morning on May 29. Several other events are being planned for that day as well. A tentative budget has been developed as follows:

Reception	\$1,500.00
Commemorative Coins	\$2,500.00 (gift)
Miscellaneous Expenses	<u>\$1,000.00</u>
Total	\$5,000.00

The Committee is seeking funds to underwrite these costs. Staff has had discussions with TDA staff and they believe this would be an eligible expense from the TDA fund. The City's balance in the TDA fund as of February 28 was

City Manager's Office

P. O. Box 347 • 306 E. Colonial Avenue • Elizabeth City, NC 27907
Phone: 252-337-6864 • Facsimile: 252-335-2503

\$46,693, but we have since received \$14,410 for replacement park benches, which leaves a present balance in our account of \$32,283.

FINANCIAL:

The Finance Committee discussed this matter during their meeting of March 19, 2015. Upon motion made by Councilman Horton, seconded by Mayor Peel, the committee recommended approval by the City Council.

STAFF RECOMMENDATION:

By motion, authorize City staff to submit an application to the Tourism Development Authority in the amount of \$5,000 to underwrite the costs of the Coast Guard City naming expenses.

RCO/vdw