



MEMORANDUM

To: Members of the City Council
From: Mayor Joseph W. Peel
Date: June 17, 2015
Re: Consideration – Appointments to Urban Forestry Commission (UFC)

BACKGROUND:

The Elizabeth City Urban Forestry Commission was established by ordinance effective December 2008. Membership of the commission includes seven members appointed by the Mayor with the approval of the City Council. All members shall reside in Pasquotank County with no more than two members living outside the corporate City limits. The ordinance provides that members serve staggered three-year terms and may not serve more than three successive terms.

ANALYSIS:

Two current members of the commission are ineligible for reappointment because they have served multiple successive terms. I have been actively seeking replacements for Ms. Susan Willoughby, whose term expired on December 31, 2013 and for Ms. Heather Griffin, whose term also expired on December 31, 2013. Both these commissioners have continued to serve pending identification of their replacements.

Attached are applications for board appointment that have been completed by Susan Correll-Hankinson and Debbie Sauls. Ms. Hankinson is a Master Gardener and Ms. Sauls is a landscape designer and certified arborist. I believe they will make excellent additions to the UFC.

(Note: There is one remaining seat to be filled for the UFC.)

MAYOR'S RECOMMENDATION:

By motion and **roll call vote**:

- Appoint Susan Correll-Hankinson to serve a three-year term on the UFC beginning immediately and expiring July 1, 2018.

By motion and **roll call vote**:

- Appoint Debbie Sauls to serve a three-year term on the UFC beginning immediately and expiring July 1, 2018.

JWP/vdw



CITY OF ELIZABETH CITY

Application for Board, Committee or Commission Appointment

PLEASE NOTE: This application is a public record under North Carolina law and will be shared with third parties upon request and without notice. If there is any information you do not want released to the public, please do not include it.

Is this application for appointment or reappointment?

PLEASE TYPE OR PRINT CLEARLY:

1. Personal Information:

Name: Susan Correll-Hankinson

Mailing Address: 2026 Rivershore Rd Email: Susanhank@me.com

City and State Elizabeth City, NC Zip Code 27909-6212

Telephone: Home: 335-0836 Cell: 252-599-2816 Business: —

*Sex: F *Race: W *Age: 59

**This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.*

Employed By: retired Current Position: _____

2. Where do you reside?

In Elizabeth City's City Limits? If so, which Ward? _____

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? _____

In Pasquotank County outside Elizabeth City's ETJ? _____

3. Are you currently serving on another board, committee or commission appointed by the City of Elizabeth City? If so, please identify:

NO

PLEASE NOTE: No resident of the City of Elizabeth City may serve in more than two appointed positions at one time in City of Elizabeth City government, unless exempted by nature of the position he or she may hold in governmental service.

4. If you previously served on a City board, committee or commission, did you fulfill your term to completion? NA

5. Please indicate by number your order of preference in serving on the following boards, committees or commissions:

- _____ Alcoholic Beverage Control Board
- _____ EC/PC Airport Authority
- _____ Board of Adjustment
- _____ Community Relations Commission
- _____ Elizabeth City Housing Authority
- _____ Historic Preservation Commission
- _____ Central Communication Advisory

- _____ Planning Commission
- _____ Personnel Appeals Committee
- _____ Parks and Recreation Advisory Board
- _____ Senior Citizen Advisory Committee
- _____ Storm Water Advisory Board
- _____ Tourism Development Authority
- 1 Urban Forestry Commission

6. List below any experience or qualifications you have that are relevant to the board/committee/commission for which you are applying. (Use additional sheet, if necessary.)

Current member of the Pasquotank Master Gardener Volunteers.

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 6-10-15

Signature: Susan Coull-Aiken

PLEASE SUBMIT THIS APPLICATION TO:

City Clerk's Office

P. O. Box 347

Elizabeth City, NC 27909

Fax: (252) 337-6956

Phone: (252) 337-6955

Email: vwhite@cityofec.com

OFFICE USE ONLY

Residence:

_____ Inside

_____ ETJ

_____ County

Appointed: _____

Term: _____

Date: _____



CITY OF ELIZABETH CITY
Application for Board, Committee or Commission Appointment

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Is this application for appointment or reappointment? _____

PLEASE TYPE OR PRINT CLEARLY:

1. Personal Information:

Name: Debbie Sauls
Mailing Address: 1961 Rivershore Road Email: dtSauls@gmail.com
City and State: Elizabeth City, NC Zip Code: 27909
Telephone: Home: _____ Cell: 252-339-6126 Business: 252-331-0338

*Sex: F *Race: Caucasian *Age: 61
**This information is requested for the sole purpose of assuring that a cross-section of individuals is appointed to serve our community.*

Employed By: Sauls Law Firm Current Position: Manager

2. Where do you reside?

In Elizabeth City's City Limits? If so, which Ward? Nixonton

In Elizabeth City's Extraterritorial Jurisdiction (ETJ)? _____

In Pasquotank County outside Elizabeth City's ETJ? _____

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- _____ Senior Citizen Advisory Committee
- _____ Storm Water Advisory Board
- _____ Tourism Development Authority
- 1 _____ Urban Forestry Commission

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I HAVE BEEN A LANDSCAPE designer AND certified Arborist.

Applicant Statement:

I understand that I am applying for appointment to a board, committee or commission for the City of Elizabeth City; that I will be required to take an oath of office to uphold the constitutions of the United States and North Carolina and the laws of the same, if appointed; that I will be required to meet the attendance and training requirements of the City if I am appointed, and may be removed from office for failure to meet attendance requirements; that for members of those boards, commissions or committees established by the City Council as requiring annual disclosure, completion of the City's General Disclosure Form, required by Section 2-114 of the City's Code of Ethics Conflict of Interest Ordinance shall be completed by February 1 of each year; and that my application will remain on file for consideration for a period of three (3) years, after which time I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying.

By my signature below, I hereby certify that all the information contained herein is true to the best of my knowledge and belief.

Date: 06/09/15 Signature: 

PLEASE SUBMIT THIS APPLICATION TO:

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P. O. Box 347
Elizabeth City, NC 27909
Fax: (252) 337-6956
Phone: (252) 337-6955
Email: vwhite@cityofec.com

OFFICE USE ONLY	
Residence:	_____
_____ Inside	_____
_____ ETJ	_____
_____ County	_____
Appointed:	_____
Term:	_____
Date:	_____