TO: Mayor and Members of the City Council
FROM: Rich Olson, City Manager
REF: City Manager's Weekly FYI ~ April 12, 2019
COPY: Email Distribution

1. On Wednesday, Mayor Bettie J. Parker, Pasquotank County Board Chairman Jeff Dixon, County Manager Sparty Hammett, and myself met to finalize the agenda for the Joint City / County meeting scheduled for April 29, 2019. We have asked Ashley Anderson from the law firm Sanford Holshouser to provide an overview of economic development incentives that are permissible for local units of government to offer companies. She will also provide a brief overview of how we can use Opportunity Zones to enhance economic development. In addition, staff will provide updates on the Senior Citizens’ Center and the Elizabeth City Middle School project. There will be a conversation on the Homeless in the County and how we can work together to address the issue. Additional discussions will be on; mowing along Halstead Boulevard, which the City and County pay jointly and litter along city and state roads. Lastly, there will be a Closed Session to discuss economic development projects and possible incentives to offer. The location for this year’s Joint City / County meeting will be at the Albemarle Sentara Medical Center, Educational room; dinner will be served at 5:30 p.m. for elected officials and staff. Opening of the meeting will begin promptly at 6:00 p.m.

2. During the last 45 days the Utility Billing Conversion Committee has achieved several project milestones, including finalizing the customer bill layout and formatting; initiating user training for City Customer Service and Data Processing staff; identifying system security protocols; and accepting the General Ledger (GL) scope of work. The utility bill layout will be finalized this week. Training will be entering a second week starting Monday, and will continue through Good Friday. During this time, the City Hall Customer Service location will remain closed to utility customers. In-person payments and inquiries are being accepted at the 407-B Griffin Street location. City Hall remains open to the public for anyone having other business with the City. The closing of City Hall Customer Service
has been of tremendous benefit to customer service representatives; their training has gone uninterrupted from the normal “transaction distractions” allowing them to concentrate on learning the new Tyler software features. Earlier this week, Directors Simpson and Tungate held a telephone conference with Tyler representatives to discuss and establish our security protocols and accessibility with the new software. Data Processing and Tyler personnel have completed the general ledger accounts receivables import option. By executing this scope of the project, transactions processed in Customer Service will be uploaded in the Edmunds Financial software automatically. Alongside these project achievements the team continues to work with the Tyler Technologies representatives on two key conversion elements — the business process review (BPR) and the reference (meter) reads. The team has 30 days to complete the inventorying and updating accounts containing reference readings. Despite our delay with getting these project elements satisfied, other conversion project tasks within Project Control Point 3 continue to be executed and completed, namely user training, hardware acquisition, and system configuration and testing. Utility customers will also be mindful that we are suspending automatic draft and budget billing starting in May. (A full-size of the flyer image will be included with April and May billing statements.) These customer conveniences will resume after our ‘Go Live’ date on June 10. In addition to auto draft and budget billing, the new Tyler software will allow the City to offer e-billing, online service application, up to the minute usage of water and electric utilities, and more!

3. On Monday, April 8, 2019, electrical department personnel were called into work due to thunderstorms, which came through our area and caused widespread power outages. One of the outages was caused by a tree falling onto lines of a 34 kV sub-transmission system and causing the breaker to lockout; resulting in several outages. Electrical personnel removed the tree and restored power at 10:35 p.m. The power was restored within two hours and less than 1000 customers were affected. Additionally, there were several reports of meters being damaged due to lightning strikes in the area. Electrical crews have changed out 15 meters due to the storm. We suspect that a few more will turn up damaged over time.

4. I have retained JKF Architectures from Greenville, North Carolina to provide the City a cost estimate for the proposed renovations to The Daily Advance Building. Prior to the city submitting our application to the Local Government Commission (LGC), we will need to include an architectural estimate on the probable cost to do the work. JKF recently completed the design work associated with the auditorium at College of the Albemarle (COA). They also provided the drawings and cost estimates for the renovations of the National Guard Armory. City staff hopes to submit our LGC application by April 30th, which will allow us to be on the June 6,
2019 LGC meeting. The cost estimate is the final piece of information needed to submit our application.

5. The Elizabeth City Police Department has partnered with the Albemarle Behavioral Health Crisis Continuum Workgroup to present “Mental Health Matters.” The event will take place on May 14, 2019, 10:00 a.m. at Elizabeth City State University, K.E. White Center. This is event is free to the public. It will be an informative event that will highlight the challenges faced in Camden, Pasquotank, and Perquimans Counties related to child and adult mental illness. Participants will gain knowledge about Mobile Crisis Management Services and how utilization of this service can assist schools, colleges, magistrates, faith based organizations, human service agencies, first responders, and other stakeholders in linking individuals to needed services and resources. Registration for this event can be done by clicking on the link https://www.eventbrite.com/e/mental-health-matters-tickets-60103433989. For additional information, please contact Mr. Keith Hamm at (252)722-2489, email khamm@integratedfamilyservices.net; or Lieutenant Jamie Judge (ECPD Support Services Division Commander) at (252)621-7107, email jjudge@cityofec.com. Chief Buffaloe and I both believe this event will be beneficial to all community members.

6. From March 28 to April 4, 2019, Electrical Superintendent, Anthony Pollard attended the APPA Lineman Rodeo and the APPA Engineering and Operations Conference (as a judge). The rodeo is held to display a lineman’s duties on a daily basis; and only the best are selected to show off their talents in a number of tasks. The Engineering and Operations Conference is comprised of seminars on best practices and new technologies in the electric utility industry. Andy attended the Disaster Preparedness and Automated Meter Reading seminars in addition to a few Safety seminars. He is bringing back relevant information to address safety issues, new procedures to implement Disaster Preparedness and instituting AMI once all preparations are completed.

7. This past week, Engineer Kevin Wright, Firefighter Carson Spivey, Captain Walter Copeland and Captain Chris Byrum attended FDIC Fire Department Instructor's Conference -- the world’s largest firefighter training and expo, held in Indianapolis. Spivey studied tower rescue ops; Copeland recruitment; Wright electrical emergencies; Byrum officer development. FDIC International offers 34,000+ Fire & Rescue professionals from 65+ countries around the world, quality world-class instructors, classrooms and workshops. The first-hand knowledge and information gathered at the conference is unlike any other; the Elizabeth City Fire Department will benefit tremendously.
8. On Thursday, the Wellness Team sponsored our 1st Weight Loss Banquet celebrating City employees weight loss accomplishments. Our speaker for the evening was Knobbs Creek Golf Course Superintendent Nate Simpson. Nate delivered energetic and passionate remarks, discussing the importance of remaining physically active at all stages of life, eating healthy and sharing wellness with friends, family and coworkers. The reception culminated 10 weeks of the “Biggest Loser Team Challenge“ recognizing the 35 participating employees losing a combined 400-plus pounds. Through this initiative we accomplished our goal of helping create a greater bond among employees, and maintain a healthier lifestyle. I commend all employees who are dedicated to a lifelong journey of being healthy and fit. The next weight loss initiative program will begin later this month. As always, I appreciate the Human Resources Department and the EC Wellness Team for organizing initiatives aiding in employee training, education, morale and physical fitness.

9. On Friday, April 5th The North Carolina State Historic Preservation Office hosted its third annual Local Preservation Commission/Certified Local Government Staff workshop. In attendance was City Planner, Kellen Long. Elizabeth City continues to participate in the Certified Local Government Program that provides continued support for increasing local involvement in preservation efforts within our City. To be considered in the Certified Local Government Program, Municipalities must enforce state and local legislation for the designation and protection of historic resources, maintain a system for survey and inventory of historic properties, provide adequate public participation in the historic preservation program, and review national register nominations through a qualified local historic preservation commission. Throughout this workshop, staff members were able to engage with Adam Lovelady from the UNC School of Government, as well as staff from the State Historic Preservation office. Sessions for this workshop included tips for hiring a preservation consultant, how to engage the next generation in the historic preservation, effectively working with your historic preservation commission attorney, and how to plan for historic preservation and recovery in future weather events.
10. **The 26th Annual TarWheel Cycling Event is happening this weekend – Saturday, April 13th**

This weekend, we are anticipating having 250+ serious road cyclists of all skill levels out on the roads riding routes of 33, 62, and 100 miles from downtown Elizabeth City to Perquimans County and back. The riders will start and finish at Charles Creek Park in downtown EC. We will have shorter “Fun Rides” of 1 mile and 5 miles in and around the Riverside/River Road area starting at 9:00 am. **A two-block area of Riverside Drive from Water Street to Wareham Avenue will be closed from approximately 6:45 am until 8:30 am for safety purposes.** Once the cyclists depart, the road will re-open to traffic.

Please be aware of the riders as they cycle through our communities; show them our southern hospitality and help them out if they need assistance.

If you’re interested in riding in the event, you may still register either Friday night from 6:00 until 8:00 pm at Pailin’s Alley (606B E. Colonial Avenue) or on the morning of the ride between 7:00-8:30 am (Charles Creek Park, 719 Riverside Avenue). For more information visit [www.TarWheel.com](http://www.TarWheel.com) or contact Deborah Malenfant, ECDI, 252-338-4104 or 252-267-6920.

**UPCOMING EVENTS:**

In observance of Good Friday, the City of Elizabeth City Public Utilities Department will be closed Friday, April 19, 2019. Friday’s trash and recycling will be collected on Monday, April 22, 2019. Please have your trash and recycling cart at the curb by 8:00 a.m.

In observance of Good Friday, all City Offices will be closed on Friday, April 19, 2019.

The City Council of the City of Elizabeth City will meet in Budget Work Session on Monday, April 15, 2019 at 5:30 p.m. The meeting will be held in Council Chambers, located on the second floor of the Gardner Municipal Building at 306 East Colonial Avenue.

**Save the Dates for the 2019 NC Potato Festival – May 17-19, 2019**
Can you believe 2019 North Carolina Potato Festival is just over a month away?!
The festival will be held May 17, 18, and 19 in downtown Elizabeth City. This year’s theme is “Eat, Shop, and Play Downtown,” in recognition and celebration of all our downtown businesses and to celebrate the amazing growth and progress happening in downtown. Plan for the annual National Potato Peeling Contest, the Little Miss Tater Tot Contest, midway rides and games, the blocks-long Auto and Bike Show, antique tractor and equipment show, Cornhole Tournament, lots of vendors, interesting as well as traditional festival foods, and an amazing lineup of local and nationally-known musicians throughout the three-day event. And so much more!

There are still volunteer opportunities available, vendor spaces, Potato Peeling slots, Cornhole Tournament team slots, and, of course, sponsorship opportunities.

Please visit www.ncpotatofestival.com or contact the ECDI office at 252-338-4104 or elizabethcitydowntown@embarqmail.com for more information. We’ll keep you posted on updates!