TO: Mayor and Members of the City Council

FROM: Rich Olson, City Manager

REF: City Manager's Weekly FYI ~ June 7, 2019

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1. As previously reported, our Tyler Technologies “Go Live date” is Monday, June 10, 2019. We have been working with Tyler on our new bill format in an effort to make the bill easier for our customers to read. Our Customer Service Department had a booth at the Potato Festival, during which they spoke with several hundred people and displayed the new billing layout. We will be sending a flyer with your first bill, but you can also take a look at the layout now from the link on our website by clicking here.

2. On Tuesday, I was in Raleigh attending the Local Government Commission’s meeting. One of the items included on their agenda was the approval of debt financing for the new Senior Citizens’ Center. After very little discussion, the LGC approved our application. With their approval, the City can now move forward with the purchase of The Daily Advance building. Working with our lender for the project, BB&T, we have tentatively approved closing on the building on June 14, 2019. City staff will work with County staff to hold a brief ceremony after the deed is executed and given to the City. The City can now retain the architectural firm of JFK to do the necessary design work to adapt the building for use as a senior center. A contract for their service will be on the June 10, 2019 agenda for the City Council’s consideration. Staff’s goal is to have the building operational in early 2020.

3. Back in 2014, the City purchased five parcels of land for the Phase II expansion of Aviation Park. The City worked with the respective property owners, who provide owner financing for the purchase of their properties. During the last week of May, the City made the final payment to each property owner; the deeds of trust are now cancelled, and we own the properties. The City has had options on four other parcels consisting of 37.06 acres, which we renewed once again this year. The City continues
to work on aviation-related projects, which we eventually hope will relocate to the Phase II property.

4. On Tuesday, May 28th, Risk Manager Anna Spence was awarded the 2019 Directors Award from the NC Safety Conference, Inc. To be selected for this award, you must exhibit qualities of leadership and fortitude concerning safety and health issues as it relates to providing a safer work environment across the state. Candidate selection is at the discretion of the Executive Director of the NC Safety Conference, Inc. This award was established in 2009 by Dennis Parnell, Executive Director of the NC Safety Conference, Inc. to recognize the individual who excels in promoting the Conference, NC Industrial Commission Safety Education Section, and their respective Safety Council. Anna works with the NC Safety Conference, Inc. to provide annual OSHA Safety training to our employees to ensure they carry safety principals throughout the workday. Congratulations and thank you for all you do!

5. This week, the Human Resources Department staff coordinated the City's open enrollment for health, dental, and vision insurance. A series of mandatory employee meetings were held at Knobbs Creek Recreation Center with our insurance provider for the fiscal year 2019-2020, MedCost. MedCost is an entity of the NC League of Municipalities. This year, the City continued with offering the buy-up plan options for both dental and vision insurance. Flex Spending Accounts will continue to be offered to our employees. Each employee will be required to pay a total of $39.71 each month, which is split over two pay periods, towards their health insurance costs; this equates to $476.52 annually. Retirees will have the same plan option as active employees and will also pay $39.71 each month towards their health insurance coverage; they also have an option plan where they do not have to pay for buy-up costs. All completed forms for changes will need to be returned to Human Resources by Friday in order to complete processing for the upcoming fiscal year.
6. On June 6th, the Safety Committee held its third Annual Safety Rodeo at the Elizabeth City Regional Airport. There were 43 participants for the Rodeo. Everyone who participated did an excellent job with each course. We had a great turn out and many employees participated and supported their coworkers. The Safety Committee also appreciates the support and assistance from the following departments to organize this event: Public Utilities, Parks and Rec, Electric, and Police. We would also like to thank our volunteers/judges: Dennis Gordon, Carethia Brown, Mack Wilson, Randy Ingram, Tommy Hopson, Joyce Pendleton, Chris Forehand, Tammy Sharp, Lisa Rich, Amy Durden, Jinger Hickman, Charles Reed, Ernest Goodwin, and members from the Safety Committee. We could not have done this without your help. The Sub-Committee presented each 1st place winner with their trophy Safety Award Recognition/Employee Appreciation Day today.

7. Last Saturday, the Elizabeth City Fire Department joined a statewide smoke alarm canvassing initiative, installing 28 smoke detectors within city limits. Five of the homes canvassed had no smoke alarms at all! Thank you to our community members for opening their homes and allowing us to check their alarms and install new ones as needed. Our staff enjoyed the opportunity to make our community just a little safer.

8. This past weekend in Raleigh the Pasquotank/Camden Volleyball Team took place in the 2019 Special Olympics North Carolina Summer Games. The Games began Friday with preliminary division rounds to make sure teams are placed against other teams of like ability. Friday’s divisions led to Saturday’s seeding games, where the team finished 2-1. The loss they suffered came at the hands of Burke County and ultimately seeded Pasquotank/Camden in the second spot going into the medal round day on Sunday. Pasquotank/Camden drew Cabarrus County, who they defeated after two tough sets, and advancing to the gold medal game, where they faced off against the Burke County Braves again. After a tied nail biter, Pasquotank/Camden emerged victorious with a 15-12 margin of victory in the third set to secure the gold. Way to go team!
9. On May 30th, one employee tested for the A-Surface Water Treatment certification. I am pleased to report that Bob Rice was successful in his efforts and is now an A-Surface Certified Operator! While the water treatment plant is not a surface water plant, this certification allows us the opportunity to explore surface water as a potential future water source. We encourage all operators to continue their education and certifications to advance and have a successful career. Congratulations and great job!

10. More good news! Our contractor, C & W Grading, has completed Rosebud Avenue and Rosedale Drive sections of the drainage project. In addition, they are also more than halfway finished with Rosewood Avenue. Staff continues to work alongside the contractor and hopes to have it finished within the next few weeks.

11. Water and sewer line repairs and construction on Carolina Avenue, Hunter Street, Dance Street, Lincoln Street, Jones Avenue, and Park Street are nearly complete. Please be advised that the construction on Shirley Street and Morgan Street will be underway soon. We appreciate your patience as these improvements continue to progress.

12. Over the past several weeks, you may have noticed this truck making its way around Elizabeth City. This vehicle is a vacuum truck and is used to pick up yard debris throughout the City on a weekly basis. As it picks up leaves, this truck simultaneously uses a propeller to grind up debris into smaller particles to make room for greater volumes of pickup. As the debris is processed, the truck forces its exhaust through a ventilation system in the roof of the machine, which can be visibly seen during dryer conditions. In newer vehicles of this type, the exhaust ventilation systems are designed to blow downward where they transfer any small debris that may have escaped immediately to the ground to then be sucked up by the street sweeper. The Public Utilities department currently has two vacuum trucks to service the City, both one of the newer design and the older one. When the newer vehicle
requires maintenance or there are large volumes of pickup needs, staff relies on the older vehicle to service the City. Staff appreciates the patience our residents show when the older truck is in use. Without it, yard debris pickup would move at a much slower pace. A couple of things to keep in mind with vacuum trucks operations:

- Exhaust from these vacuum trucks are necessary to allow the truck to operate as quickly and efficiently as possible. Without this discharge, the truck would become clogged and would require frequent stops to clear out build up within the vehicle.

- Vacuum trucks are extremely sensitive to weather conditions. Dust clouds become more apparent during dry weather conditions and vacuum trucks cannot operate under rainy conditions.

- The vacuum trucks service every part of the City once a week! To see where your house falls on our pickup schedule, visit our GIS webpage at: http://data-e-city.opendata.arcgis.com/

13. On Thursday, Criminal Intelligence Officers Agent Lamont E. Butts and Agent Barbara J. Morgan participated in a Live Virtual Construct (LVC) Joint UAS Exercise for First Responders located at Dixon-Patterson Hall on the campus of Elizabeth City State University. The joint training was a scenario-based training by the use of drones. The drone training consisted of using a drone simulator to keep surveillance of a suspect with gun using real time video footage from the drones. The use of drones will enhance law enforcement efforts to protect the quality of life in our City through advanced technology. Dr. Kuldeep Rawat of Elizabeth City State University and Dr. Andrew Shepherd of Sinclair College conducted the joint training exercise.

14. This week, members of the Elizabeth City Police Department had the pleasure of visiting all of the elementary schools in the Elizabeth City-Pasquotank County School System to take part in the 5th Grade Graduation festivities. The Police Department implemented a new community policing initiative entitled The Chief’s List where any 5th grader in the school system making the A-B Honor Roll received a signed certificate from Chief Buffaloe, as well as a free ice cream – compliments of Dairy Queen. There were 98 awards presented at P.W. Moore, J.C. Sawyer, Sheep Harney, Central Elementary, and Pasquotank Elementary school. The 5th grade transition to middle school is one that the Police Department felt would be a memorable experience to be recognized by the Chief of Police; the schools were very gracious in receiving this new program and the Department plans to continue it at the end of every school year.
15. Last Friday evening, Reid Thomas, Restoration Specialist with the State Historic Preservation Office came to Elizabeth City to talk to some owners of historic homes about the State’s Historic Rehabilitation Tax Credit Program. With this program, the owners of a qualified historic home that is either owner-occupied or is income-producing, such as a rental, can receive a tax credit worth up to 15% or 20% of the costs for qualified rehabilitation expenses. Attendees learned that new roofing, painting, repairs, electrical, HVAC, plumbing or other work often qualifies. The State tax credits could be worth thousands of dollars for owners of historic homes. Mr. Thomas then visited a few of the attendees’ homes to give them an idea on whether their homes were qualified, and if their repair or remodeling projects might be qualified or not. It was a big help for the owners of these historic homes. If you missed the discussion and are interested in contacting Mr. Thomas, you can reach him at 252-830-6580, ext. 222 or reid.thomas@ncdcr.gov. You can also talk to our Planning Division. Additionally, application packets are available at 252-337-6672, mschelly@cityofec.com, or you can visit the Community Development Office on the first floor of the A. Parker Midgett Municipal Building at 302 East Colonial Avenue.

16. Mariners’ Wharf Film Festival screens Invasion of the Body Snatchers on June 11th - Tuesday evenings in the spring and summer come alive on the downtown Elizabeth City waterfront with Elizabeth City Downtown Inc.’s Summer Entertainment Series at Mariners’ Wharf Park. Starting in June, you can enjoy a classic movie at the park on Tuesday evening’s beginning at 8:30 p.m. The movies have traditionally been the black and white “classics” from the 1930’s through the 1960’s, but look for a few more recent classics and movies from different genres again this year. The flicks will still be shown on the big screen, drive-in movie style. The official film season begins Tuesday, June 4th
and continues through July 23rd, with a rain date of July 30th. Mark your calendars for the Tuesday Flicks! The second film of the season, shown on June 11th, will be the 1956 drama/horror/corny sci-fi classic **Invasion of the Body Snatchers** starring Kevin McCarthy, Dana Wynter, Larry Gates, Carolyn Jones, King Donovan. Extraterrestrial invaders mimic the likeness of humans in an insidious plot to take over Earth. Miles Bennell, a California doctor arrives at a San Francisco hospital in near-hysterical condition, raving about an alien invasion. His story, told in flashback, focuses on Bennell's home in tiny Santa Mira, where he discovers an alien plot to take over earth by methodically replacing humankind with zombie-like pod people. (This movie was a rainout from the 2018 season.) For more information, visit [www.marinerswharffilmfestival.com](http://www.marinerswharffilmfestival.com) or visit the Elizabeth City Downtown, Inc. [Facebook Event page](http://facebook.com). Preview ad opportunities are available. If you would like to advertise your business before the movies, contact Deborah Malenfant at 252-338-4104 or elizabethcitydowntown@embarqmail.com.

17. **First Friday ArtWalk – Friday, June 7th Downtown Elizabeth City**

Jump into June with the June 7th First Friday ArtWalk in downtown Elizabeth City from *4:00 p.m. to 8:00 p.m.* (*To allow for time to get to all locations, some businesses will be open and ready for you at 4:00 p.m. and some will stay open a little later.*) There will be 16 stops and 23 artists on this month’s ArtWalk, including the “After ArtWalk” Live Music events throughout downtown. Every First Friday of the month, many art studios and businesses in downtown Elizabeth City stay open later into the evening for our First Friday ArtWalk event. Guest artists along with food and music abound as the downtown nightlife buzzes with excitement. Come down to see all of our local creativity and stay for dinner and/or drinks at one of our many great downtown restaurants. Artists and activities are still being curated for the June ArtWalk. Click [HERE](http://facebook.com) for a link to the First Friday ArtWalk Facebook Event for June. As the participation list comes together, the Facebook event page will be updated. [HERE](http://facebook.com) is link to the FFAW webpage, which will also be updated soon.
The City Council will meet in Regular Session on Monday, June 10, 2019, beginning at 7:00 p.m. in Council Chambers, located on the second floor of the Gardner Municipal Building at 306 East Colonial Avenue.