TO: Mayor and Members of the City Council
FROM: Rich Olson, City Manager
REF: City Manager's Weekly FYI ~ May 24, 2019
COPY: Email Distribution

1. Periodically, I utilize my FYI to announce extra special items. As part of personal privilege, I am proud to announce that my granddaughter Savannah Grace Olson, has graduated from Kindergarten in North Texas. Though they do not center any honors in Kindergarten, both her grandmother and myself know she was the smartest child in her class. She is committed to excellence as she moves onto the first grade.

2. Earlier today, City of Elizabeth City officials held a Memorial Day Remembrance event at Veteran’s Memorial Park, honoring local native Franklin D. Miller, the City’s only Medal of Honor recipient, with the unveiling of a permanent memorial marker. Franklin Douglas "Doug" Miller was born in Elizabeth City, NC on January 27, 1945. Miller joined the army February 17, 1965, and was an American and United States Army Special Forces staff sergeant during the Vietnam War who was awarded the United States military's highest decoration—the Medal of Honor—for his actions above and beyond the call of duty on January 5, 1970. The half-hour event featured United States Coast Guard Commander Warren D. Judge as the keynote speaker. The program included the Honorable Bettie J. Parker, Mayor of Elizabeth City, Ms.
Lucille Vogel, Chaplain for American Legion Post 82, and other honors led by Veterans of Foreign Wars Post 6060; 78 Citizens came out to honor S/SGT Frank Miller. Thank you Director Dexter Harris and Superintendent of Parks Jeffrey Simpson for your leadership with this project.

3. The NC Potato Festival held this past weekend was considered to be a grand success! Approximately 42,000 people visited the festival over the three-day event, which was a record attendance. The weather was hot, but attendees seemed to enjoy themselves. There was something for everyone of all ages at the festival to enjoy! Elizabeth City Downtown, Inc. would like to thank all City Departments for their involvement in making the festival a success. This community event certainly would not happen without teamwork, collaboration, and a lot of hard work by the City, the County, and departments within. A big thank you also goes to our citizens and citizens from the surrounding communities who attended, the businesses that participated, the many volunteers, the organizing committee, and the sponsors of the event. In an effort to provide safety and security, the Police Department utilized the assistance of various law enforcement agencies to help with the operations. In reviewing the expenses for the 2019 North Carolina Potato Festival, the overall operational cost for the Elizabeth City Police Department was $6,040.42. Additional overtime costs for the Parks and Recreation department, Public Works department, and Fire were $6,767.84, for total of $12,808.26 in overtime pay. A report of all calls received during the festival weekend was also provided. The following is a listing of Calls for Service that occurred: Recovery of Property 9, Injury report 1, Fight in Progress 4, Missing Person 11, EMS 7, Assistance 3, Disturbance 2, Festival Assistance 2, Intoxicated Person 2, Misc. 1, Careless / Reckless Driving 1, Possible Missing Person 1, TOTAL 44.

4. On Thursday, the Elizabeth City Fire Department had a dedication ceremony for Engine 1. During the ceremony the department’s new engine had its traditional “first wipe” at Fire Station 1 on Halstead Boulevard. Fire Chief Corey Mercer, firefighters, and city officials showcased the new pumper, a 2019 E-One Typhoon Rescue Pumper. With the purchase of this new engine, it allows the City to phase out an older vehicle and have more reliable fire trucks that cost much less in maintenance.
5. On Tuesday, City employees represented the City of Elizabeth City at the Annual NC Department of Labor Safety Awards Banquet in Ahoskie, NC. The banquet was held by the Ahoskie Chamber of Commerce with the Commissioner of Labor, Cherie Berry as the keynote speaker for the evening. The N.C. Department of Labor’s Safety Awards Program recognizes private and public firms throughout the state that achieve and maintain good safety records. The Safety Awards is an incentive to continue to stimulate interest in accident prevention and to promote safety in the workplace. Annual safety awards are presented during the ceremony that take place each spring at 30 locations across the state. To qualify for an annual safety award, a firm must have no fatalities during the calendar year at the site or location for which the award was given, and have maintained an incidence rate at least 50 percent below the average for its particular industry group. Last night, the City of Elizabeth City received Gold award. The Gold Award is based on the Days Away Restricted or Transferred (DART) rate, which includes cases of 0 days away from work, no restricted activity or job transfer.

Gold Awards Recipients:

**First Year**
- Central Maintenance/Fleet
- Electric
- Inspections
- Parks and Recreation
- Water Treatment

**Sixth Consecutive Year**
- Customer Service
- Human Resources

**Seventh Consecutive Year**
- Public Works

**Ninth Consecutive Year**
- Administrative

**Tenth Consecutive Year**
- Energy

**Twelfth Consecutive Year**
- Warehouse Division

**Fourteenth Consecutive Year**
- Planning
6. Friday, May 17th through Wednesday, May 22nd, Finance Director Suzanne Tungate attended the Government Finance Officers Association (GFOA) conference in Los Angeles, CA. This was the 113th conference where attendance totaled over 5,100 finance directors and staff from the US, Canada, and Sweden. Ms. Tungate attended work sessions on various topics including Managing Construction Project Risk, GASB 87: A Guide to new Lease Reporting, Disaster Recovery, Tips from Senior CFOs, Staying on Your Toes: Fraud Schemes, Leading vs. Managing vs. Coaching, and Working Successfully with Department Heads and Elected Officials. In addition to attending lectures, the conference gives ample opportunity to meet and discuss topics with peers in many other jurisdictions.

7. This past Wednesday, the Public Utilities Department hosted their annual Touch-A-Truck event at Waterfront Park in celebration of National Public Works Week. This event served to educate the community about the great services Public Utilities provides the City of Elizabeth City, including Water and Sewer Maintenance, Solid Waste Collection, Street Maintenance, Water and Wastewater Treatment, Fleet Maintenance, Plant Maintenance, and GIS. At the event, a crowd of roughly 150 individuals were able to see, touch, explore, and honk Public Utilities vehicles and equipment, such as mini-excavators and trash trucks. Children enjoyed educational activities related to each division. Throughout the day, the event also raised over 30 pounds of nonperishable items from community donations for the Food Bank of the Albemarle. The event was a great representation of the department and they are already making plans on how to make it bigger and better next year!

8. On Wednesday, May 15th, one of the City’s grapple trucks was involved in an accident. This is the grapple truck proposed in the budget to be replaced. Due to the pending budget adoption, staff will hold off on deciding whether the truck is to be repaired. Additionally, a second grapple truck is out of service due to issues with the lifting arm. Repairs are in progress, but in the meantime, services will be hindered as we are down to one grapple truck. Please be patient if it takes a little longer to pick up bulk yard waste and white goods.

9. The contractor in the Rosebud area has been diligently working to install the valley gutters. Rosebud Avenue is completed, Rosedale Drive is 95% completed, and weather permitting, the contractor will be starting on Rosewood Avenue on Tuesday. City Staff would like to thank all residents
in the areas of construction for their patience. We look forward to completing this project.

10. New street blade signs are in the process of being installed throughout the City. The replacement project began in the downtown area and has expanded to the perimeter of the following streets: Maple Street, Meekins Street, Cardwell Street, Alexander Court, Edgewood Drive, Rivershore Road, and Captains Court. We look forward to expanding north of Elizabeth Street in the upcoming budget year.

11. During the last two months, the plans and specifications for Phase II of the Raw Water Transmission Line Project have been under review by various state agencies. On Thursday morning, staff received word that the final approval has been issued. The next step is for the engineer on the project to submit the bid and design package to the funding agency for approval. While approval of the package is not required until January 2020, staff is hopeful that submitting the package three months early will obtain a timelier approval, and allow the project to be put out for bid sooner.

12. This week, Southern Bank received building plan approvals from the Building Inspections Division to have a new bank building constructed at 1875 West City Drive, which is located at the corner of Forrest Park Road, and also backs up to Halstead Boulevard Extended. The bank is presently still operating at the existing East Ehringhaus and South Road Street office location. Upon the project’s completion, they will be moving to their new address, which will consist of a 7,884 square foot single story building, with three (3) drive-thru lanes, and 39 off-street parking spaces. Revelle Builders from Murfreesboro is the general contractor for this project. A tentative “ground breaking” is scheduled for later next week.

13. On Tuesday evening, the Elizabeth City Board of Zoning Adjustments approved the Special Use Permit for the establishment of a new bed and breakfast for Elizabeth City. The Philemon House Bed and Breakfast, being operated by Melanie Owens at 613 Maple Street, will become the newest of our B&Bs in town. They will be offering 3 rooms in their home for guests. We are glad to see our hospitality enhanced with another accommodation for Elizabeth City’s out-of-town guests.
14. The Business Improvement Grant (BIG) for the renovations and repair work for Stella’s II at 516 South McMorrine Street is in the final steps of being closed out. During the November 13, 2017 City Council meeting, Stella’s II was approved for a BIG in the amount of $4,652.15, for a total estimated project cost of $9,304.30. It is estimated that the total investment on the project was $12,000. Renovations included the removal and disposal of a 23’ x 37’ section of flooring, the installation of steel commercial doors for the main and rear entrances, and winterizing the building via sealing cracks and installation of insulation. City staff from the Inspections Department, Fire Department, and Elizabeth City Downtown met on-site on May 9th and conducted the final inspection. The intended business will be a small restaurant and will be owner-operated.

15. Summer is finally here! Elizabeth City / Pasquotank County Parks and Recreation are pleased to announce the opening of the Splash Pads at Fun Junktion and Enfield Park. Beginning Saturday, May 25, 2019, both splash pads will be open daily. The hours of operation are 10:00 a.m. – 7:00 p.m. Come out and enjoy all the facilities Parks and Recreation has to offer.

16. On the heels of the festival, Elizabeth City Downtown announces the start of the 2019 ECDI Summer Entertainment Series to be held over the next four months at Mariners’ Wharf Park on the beautiful downtown waterfront. The series begins on June 4th with the Mariners’ Wharf Film Festival, eight (8) weeks of classic and semi-classic movies shown on the big screen for the enjoyment of the community. Movies are shown for eight (8) consecutive Tuesday evenings, starting at 8:30 p.m. from June 4th through July 23rd,
with a rain date of July 30th. The Elizabeth City-Pasquotank Park & Recreation Department will host their Kids Flix events at 8:15 p.m. on the evenings of June 14th, July 26th, and August 16th. The annual Music on the Green at Mariners’ Wharf Park continues the Tuesday evening celebrations with free concerts in the park from 6:00-8:00 p.m. each Tuesday from August 6th through September 24th. Live music performances by local bands for your enjoyment. All of these events are FREE to the entire community. Bring a lawn chair or a blanket and come down to the waterfront to enjoy the movies and music. For more information about the ECDI Summer Entertainment Series, click on the links above for the individual events or contact Deborah Malenfant, ECDI, at 252-338-4104, elizabethcitydowntown@embarqmail.com. For more information about Kids Flix, contact the Parks & Recreation Department at 252-335-1424.

UPCOMING EVENTS:

In Observance of Memorial Day, all City Offices will be closed On Monday, May 27, 2019. Monday’s trash and recycling will be collected on Tuesday, May 28, 2019, please have your trash and recycling carts out by 8:00 am.

The City Council will meet in Work Session and Regular Session on Tuesday, May 28, 2019, beginning at 5:30 p.m. in Council Chambers, located in the Gardner Municipal Building at 306 East Colonial Avenue.