



CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

TO: Mayor and Members of the City Council
FROM: City of Elizabeth City
REF: Elizabeth City's Weekly FYI ~ August 21, 2020
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Administration

Developmental Associates, the City's hired consulting firm who will be helping us find a new City Manager, has created a citizen feedback survey to glean input from the community about their take on what the City should seek in a new City Manager. Please take a moment and contribute your valuable input [HERE](#) – thanks in advance!

Community Development Department

Nothing to Report

Elizabeth City Downtown Inc.

ECDI Downtown COVID-19 Small Business and Nonprofit Micro Grant Program – Funded by Wells Fargo Foundation -- A third Micro Grant program, funded with \$25,000 Wells Fargo Foundation, is open to qualified brick and mortar small businesses and to 501(c)(3) nonprofit entities who rely on sales, retail, or revenue-generating activities to fund operations and who are located within the downtown Central Business District. Interested small businesses or qualified nonprofits can apply for this grant by completing a short application and providing the necessary documentation. Grant amounts will be up to \$1,000 per business or nonprofit, depending on the number of qualified applications received. All entities that submit complete applications (with all required supporting documents) by the deadline, which meet the grant criteria, and show a 30% loss or higher related to business interruption due to COVID-19 will receive funding consideration. Priority will be given to those businesses still required to be closed and/or with limited capacity restrictions. Prior grant funding received will be considered in determining amounts awarded, if any. Cumulative grant assistance cannot exceed the amount of documented loss.

Click [HERE](#) for application and guidelines (look to right-hand sidebar). For more information, contact Deborah Malenfant, Elizabeth City Downtown, Inc., 106 S. Water Street, Elizabeth City, NC 27909. 252-338-4104; 252-340-2784; elizabethcitydowntown@embarqmail.com

The City of Elizabeth City 2020-21 Business Improvement Grant program is open and accepting applications. The first round deadline is September 1st at midnight. The grants have proven successful in spurring economic development and improvements to the City's building inventory, especially in the downtown area. \$80,000 has been approved for the program for the 2020-21 fiscal year, with \$60,000 being designated specifically for downtown properties and \$20,000 designated for properties outside of the downtown Central Business District. Projects must have a reasonable timetable for completion within the fiscal year. Grants for projects that cannot be started and reasonably completed during the current fiscal year may not be recommended for approval. Please read guidelines to understand what is required to be submitted as part of your application. Below is a summary of what must be included in an application packet:

- Application with all information provided and clearly legible
- Proof of Commercial Lease (if applicant is not property owner or if applicant is requesting scoring based on a new tenant)
- Signed and Notarized Permission from Property Owner (if applicant is not property owner)
- Before photos, preferably in digital format
- Itemized bids from at least two (2) licensed contractors, including supplier cost estimates
- Proposed floor plan
- Project timetable
- Inspection reports from the City of Elizabeth City Inspections Department and Fire Marshal, if applicable
- Approval by the Historic Preservation Commission for the project, if applicable (can happen concurrently)
- Verification of Commercial zoning and/or land use
- City of Elizabeth City Business Registration

Grant program guidelines, application, and scoring rubric can be found on the City's website by clicking [HERE](#). Application and guidelines are located at the bottom of the page and on the top-right sidebar. For additional information, the BIG program contact person is Deborah Malenfant, Elizabeth City Downtown, Inc., 252-338-4104, elizabethcitydowntown@embarqmail.com.

Downtown Digs Elizabeth City Raffle – Buy a ticket for a chance to win free living in a downtown Weatherly Lofts loft-style apartment for one year. Prize includes one year's free rent, free parking,



free Wi-Fi, a \$2,400 utilities allowance, and a \$5,000 decorating allowance. Alternate cash prize option is \$15,000. Tickets are \$100 each (Early Bird period August 15-31 buy 1 ticket get one free). Odds of winning will be kept to no more than 1 in 1000. Raffle sponsored by 501(c) 3 nonprofit entity. This is a fundraising event; proceeds go toward downtown revitalization. For details or to request tickets visit www.downtowndigsec.com or call the ECDI office at 252-338-4104 or 252-340-2784.

Electrical Department

Nothing to Report

Finance Department: Grants

Elizabeth City and the City-County Parks and Recreation Department have won \$3,000 to support our new "Pop-Up PE" activities, courtesy of the Albemarle Community Trust, a charitable entity under the Albemarle Electric Membership Corporation. Parks and Recreation's new Pop-Up PE activities will provide free, structured, and safe play opportunities for children at City and County parks. These Pop-Up activities are a response to COVID-19's continuing social distancing requirements, and Elizabeth City-Pasquotank Public Schools' decision to begin the school year with primarily virtual education. Our Pop-Up activities will help ensure all our kids have access to play and exercise, despite lack of access to recess and gym classes during virtual learning. Albemarle Community Trust's support will help us purchase a small trailer, play equipment and cleaning supplies necessary for the program. The City offers its sincere thanks to the Albemarle Community Trust for helping us quickly launch this new program! The City would also like to thank several partner organizations who lent their support to our application, including Pasquotank County, Albemarle Regional Health Services, and the Pasquotank Cooperative Extension.

There is still time to sign up for the City's "Fair Housing" Webinar on Wednesday. The webinar will feature expert speakers from the Fair Housing Project and Legal Aid of North Carolina. They will detail how Fair Housing laws protect tenants and home-buyers from discrimination, how to resolve discriminatory situations, and special considerations due to COVID-19. The webinar will be from noon to 1:30 p.m. It is free and open to all, but advance registration is required. Please click [here](#) to sign up. If you have any questions, please contact the City's Grants Administrator, Jon Hawley, at 337-6861, ext. 251.

Human Resources Department

Nothing to Report

Parks & Recreation

On Monday, our local schools began with most students in a remote instruction plan. With this in mind and through a grant provided by the Albemarle Community Trust, the Parks and Recreation Department will be offering two new programs to assist families with their need to exercise, experience a park activity, and socialize in a safe manner. Pop-up PE will be held at the River Road Soccer Complex on Mondays, Enfield Park on Wednesdays, and Fun Junktion on Fridays from 9:00 a.m. to 3:00 p.m. each day. We are also having pop-up activities on Tuesdays and Fridays at various parks throughout the City and County. Activities will include: lawn games, Try Archery, Exercise in the Park, and fishing. Times will vary according to the activity. Please see our department's Facebook page and website starting Tuesday, August 25th for a schedule of days, times, and activities.

Police Department

This week, Lowes of Elizabeth City donated 1,000 disposable protective masks, six boxes of nitrile gloves, and two cases of hand sanitizer to the Elizabeth City Police Department. Our officers are mandated to wear a face mask and gloves on each face-to-face call for service and the department's supply of PPE must be continually replenished. These donated supplies will help keep our officers safe as they provide a public service to the citizens of our community. The City is greatly appreciative to the Lowes Management Team for their donation and we really appreciate their continued support.



On Saturday, August 8th, Elizabeth City Police Department and Elizabeth City State University were pleased to host their 9th Annual Back to School Bash. The event was held during the morning at Roebuck Stadium. School supplies were packaged to distribute to approximately 400 students. A total of 125 students in the area were served on the day of the event and the remaining supplies were donated to the Elizabeth City Pasquotank Public Schools system and Camden County Schools system.



This year was different due to the COVID-19 pandemic, which put an emphasis on social distancing and limited gatherings. We are thankful to all those who donated and volunteered to help make this event a success; we wish all of our area students a safe and productive school year!

During the August 10, 2020 City Council meeting, permission was granted to the Police Department to submit a preliminary grant application to the Bureau of Justice Assistance (BJA) for the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This grant program is the primary provider of federal criminal justice funding to states and local government to prevent, control crime and improve the justice system. The Elizabeth City Police Department applied for three DATAPILOT 10 devices; Techno Power Kits, Naloxone (Narcan) Units, and Naloxone Carry Pouches, totaling \$10,115.00 of equipment and resources. In an effort to enhance the Criminal Intelligence Unit, this grant opportunity will allow us to obtain funds to purchase the latest technology to gain immediate and accurate information from mobile devices of suspect(s), which will help with criminal investigations. The DATAPILOT 10 gives the department the ability to collect data and review it on-scene or examine it back in the lab or store for litigation hold requests. The Techno Power Kits and the Data Kits will protect and enhance the DATAPILOT 10 capabilities while working criminal investigations. Lastly, the Naloxone (Narcan) Units and Carry Pouches will be used by Law Enforcement Officers who are often the first to arrive on the scene of an overdose. Having Naloxone on hand in these situations is critical, and could potentially save a life. Naloxone works by blocking or reversing the effects of opioid medication, including extreme drowsiness, slowed breathing, or loss of consciousness. The Elizabeth City Police Department is committed to having Naloxone (Narcan) in our possession to help save lives.

Also during the August 10, 2020 City Council meeting, the Police Department was granted permission to participate in the Skydio drone manufacturing company's "Free Drone for First Responders" program. This program is similar to a grant program; however, there is no formal application needed, only the request for the free drone to be given to the company. This is being done for first responders to begin or enhance their agencies drone programs. This is a first-come, first-served opportunity. There are no matching funds required; the drone and attachments applied for are listed at a value of \$2,600.00

Public Utilities Department

Back in June, one of the clarifier drive units failed. This failure resulted in the plant being significantly overloaded as capacity was cut in half. As a result, the City incurred three violations for total suspended solids in June. Staff worked quickly following the failure to place an unplanned, emergency order for a replacement drive unit and retain contractors for installation. The drive unit was received last week and installation occurred this week. The clarifier should be



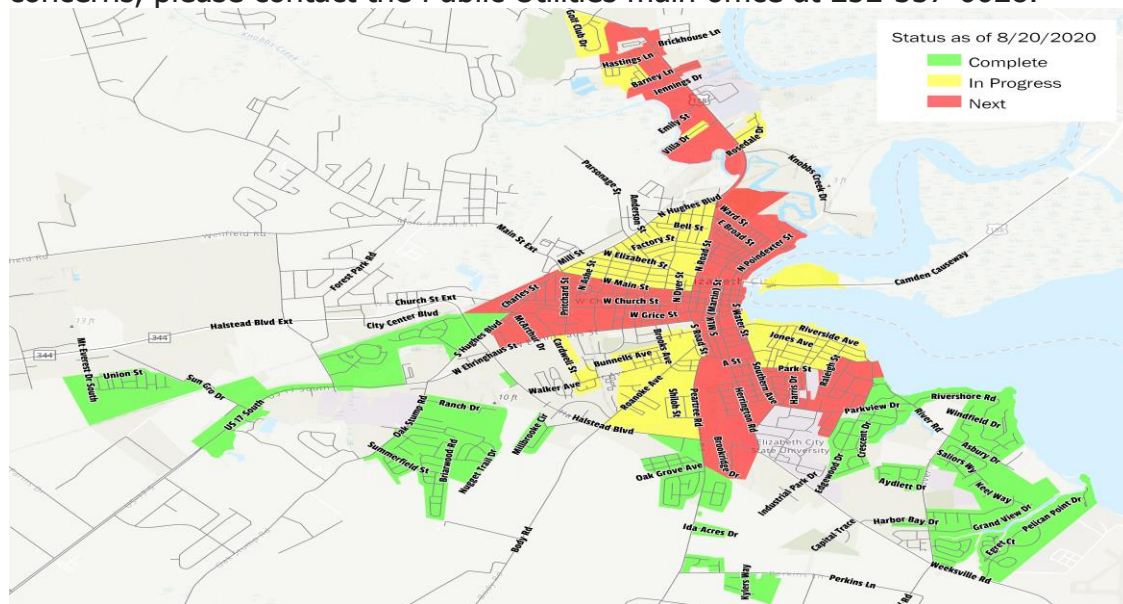
back in service by the end of the day today. This equipment was 25 years old and had exceeded its life expectancy. We must continue to move towards proactive replacement of aging infrastructure to avoid catastrophic failures such as this.

This week, Public Utilities staff went door-to-door surveying the homes served by the Ray Street water and sewer lines. The City thanks the Ray Street residents for their time and cooperation. A few surveys still need to be completed, and those homes will be revisited next week. All information collected will remain private and confidential. These surveys are part of the City's application to receive over \$900,000 from the Community Development Block Grant-Infrastructure program. If awarded, the City will use the grant to replace the aged water and sewer lines under Ray Street. This project will benefit our community in many ways. Ray Street's sewer line contains multiple pipe separations, which cause groundwater infiltration and potholes. The Ray Street water line is undersized and has accumulated significant calcification, which reduces the flow capacity. Upgrading the water and sewer lines will provide a long-term solution to these problems. As such, the City hopes to complete the surveys and move forward with the project

On July 1, 2020, AECOM, on behalf of the City submitted the plans and specifications for modifications and improvements to the raw water reservoir and water treatment plant. Since then, comments were received and appropriately addressed. On Friday August 14th, the City received project approval and authorization to construct from the Plan Review Unit of the Division of Water Resources (DWR). At this time, we are waiting approval of the bid and design package from the funding agency, Division of Water Infrastructure (DWI), in order to continue the project forward and advertise for bids. Their approval is expected any time prior to November 2, 2020. Staff is hoping the quick approval from DWR will mean an earlier approval from DWI so this project can be bid and awarded prior to the March 1, 2021 deadline. This project is another accomplishment in moving water treatment forward.

Solid Waste Collection (storm impact) – The Solid Waste Division is gradually getting back on track with limb pickup following all of the wind and rain that blew in with Hurricane Isaias at the beginning of August. The map included at the bottom of this text below depicts current route progress. Crews will continue work this Saturday, August 22, in effort to get caught up. Yard waste pickup is also experiencing some delay due to storm pick up efforts. Areas that have been serviced include Oxford Heights, Edgewood (with the exception of Penny Drive, pending limb pickup), Grandview area, Fairway Estates, Old Oak, Rosewood/Rosebud areas, Williams Circle, Raleigh Street, and the Rivershore Road / Crescent drive areas. Yard waste collection will resume on Tuesday to service areas unreached, weather permitting. Odd item pickup has also been extremely heavy with a total number of 96 service requests in the past two weeks. This is almost double the amount of requests received compared to this

time last year. The Public Utilities Department is asking for patience from residents as crews work on getting caught up. Storm debris pickup updates will be posted daily on their Facebook page. If you have an item in need of pick up, please remember to place limbs (shorter than 8ft in length and no wider than 4 inches in diameter) and grass clippings separate at the edge of your property for pick up. Odd items must be called in to the main Public Utilities office. Collection routes will resume as normal when complete with storm pick up. For questions or concerns, please contact the Public Utilities main office at 252-337-6628.



UPCOMING EVENTS

The City Council of the City of Elizabeth City will meet in Work Session and Regular Session on Monday, August 24, 2020, beginning at 5:30 p.m. Due to the Governor's Executive Orders and the ongoing pandemic, this meeting will not be open to the public; however, it will be live streamed on the City's website at <http://www.cityofec.com> as well as on Channel 11. Any member of the public who wishes to have their comments heard by the Council may submit them to the City Clerk at aonley@cityofec.com to have them read into the record. The Clerk will accept comments until 6:45 p.m. on Monday, August 24th. Please remember to include your name and address.