



CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

TO: Mayor and Members of the City Council
FROM: City of Elizabeth City
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Administration

If you haven't already, please take a moment contribute to the anonymous survey created by Developmental Associates [HERE](#) – this is a great opportunity to give input from the perspective of the community on the challenges and strengths our city and new manager will be facing.

Yesterday, the City submitted its Coronavirus Relief Fund (CRF) Plan to Pasquotank County as per the NC Pandemic Recovery Office (NCPRO) requirements. On March 27, 2020, the federal government made funding available under section 601(a) of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). CARES Act established the Coronavirus Relief Fund (the "Fund") and appropriated \$150 billion to the Fund. Through the fund, Pasquotank County will receive a total of \$1,670,852 and the City of Elizabeth City will receive a total of \$450,000 from the County's allocation. The City's plan proposes using funds to pay for Hazard Pay to essential employees, the micro-grant program administered by ECDI, testing and PPEs for employees, cleaning supplies for public facilities and parks, thermal cameras, technology and communication assets to facilitate social distancing virtual onboarding, training and working. The NC General Assembly approved allocations to be distributed to municipalities and counties to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. Local governments are required to submit plans in order to access their allocations; municipalities submit to their respective county and counties submit all plans to the State for consideration. Plans may be amended after their submittal. Monthly report is required and all

funds must be incurred by December 30, 2020. Unspent and misappropriated funds are subject to State claw back.

Community Development Department

Nothing to Report

Elizabeth City Downtown Inc.

Nothing to report

Electrical Department

Nothing to Report

Finance Department / Grants

On Tuesday, Governor Roy Cooper announced three major new programs to help North Carolinians through the economic hardships of COVID-19. In the coming days, the state will accept applications for eviction prevention, utility bill assistance, and other activities to ensure basic needs are met. These programs include: \$94 million through the NC Office of Resilience and Recovery to help larger communities with eviction prevention and utility payment assistance; \$53 million in Emergency Solutions Grants through the NC Department of Health and Human Services for families facing homelessness; and \$28 million through the NC Department of Commerce in Community Development Block Grant-Coronavirus (CDBG-CV) funds for smaller communities, such as Elizabeth City. Details on the Emergency Solutions Grants are still forthcoming, but City staff are studying the specifics of the CDBG-CV program to determine if we have eligible projects, including potential rental assistance and utility bill relief.

As advertised, the Fair Housing Project and Legal Aid of North Carolina hosted a Fair Housing webinar on Wednesday for Albemarle-area residents. Requested and coordinated by Elizabeth City City staff, the webinar discussed non-discrimination law, the Fair Housing complaint process, special considerations for COVID-19, and the legal responsibilities of both landlords and tenants. Though there were few attendees, many City residents would benefit from this information. Thankfully, the Fair Housing Project has provided a recording that can be accessed [here](#) anytime. We encourage you to watch the webinar (which is one hour) and share it with others. The City also extends its thanks to our speakers, Fair Housing Project Co-Director Jack Holtzman, and Ayanda Meachem, Supervising Attorney at the Legal Aid Ahoskie office.

Human Resources Department

The NC League of Municipalities completed the City's annual Workers' Compensation Audit. The audit was performed using our Workers' Compensation (WC) claim reports, payroll reports, employees placed in the correct job codes, federal quarterly reports, Employment Security Commission Reports, and our

General Ledger / Trial Balance Report of fiscal year 2019- 2020. After successful completion of the audit, City staff received great news about the outcome. We are expected to receive a credit of \$18,654.43. The League's Finance Department will submit a check to the City for this credit within the next month. Two of the main factors contributing to the receipt of this credit are the continued delay of the Department of Corrections Inmate program by the state of North Carolina and lower payroll costs due to numerous vacancies throughout the City. Other factors included the minimizing loss of time of claims, safety training sessions, and estimating WC payroll higher than the League's estimation for the last fiscal year. I would like to commend Liability Coordinator / Safety Analyst, Anna Spence and Senior HR Analyst, Monica Cole for working on the WC renewal and helping the City receive this credit. This will be the fifth year in a row that the City has received a credit. Looking at the projected renewal for 2020-2021, the City is on track with what the League is projecting our WC premiums to be for the upcoming fiscal year.

Parks & Recreation

Parks and Recreation received a \$3,000 grant from Albemarle Electric Membership Corporation for the new Pop-up PE program, which begins August 31, 2020. These funds will be used to provide activity supplies such as an additional trailer, fishing poles, jump ropes, hula hoops, and much more. With students in the surrounding areas remote learning; the Pop-up PE program is providing activities at local parks for children to get fresh air, physical activity, and interact with peers in a safe environment. As we approach the fall season we are planning our youth sports, which will include soccer, T-ball, and baseball. Registration for these sports ends September 4th, with games beginning October 1st. Youth soccer will play at the River Road Soccer Complex on Tuesdays and Thursdays, baseball will play at South Park Sports Complex on Mondays and Wednesdays, and T-ball will play at Enfield Park on Mondays and Wednesdays. All three sports will undergo a slightly modified look as far as on-field competition is concerned in order to keep compliant with COVID-19 social distancing guidelines. It is our goal to offer the youth of our community a positive and fun athletic experience while doing so safely. Visit our Facebook page for a calendar of activities!

Senior Citizen Program

This week, the Albemarle Commission Agency on Aging Senior Nutrition Program, the ECPC Senior Center, and the Downtown Waterfront Market joined forces to ensure that the senior population in 10 area counties were provided with fresh fruit and vegetables. This Senior Nutrition Program was made possible through grant funding from the Albemarle Commission Agency and the Senior's Farmers Market Nutrition Program. The Senior Nutrition Program was designed to improve the nutrition of older adults and to increase the business for

area farmers. Normally, the Senior Farmer Market Nutrition program would provide vouchers that could be redeemed at our Downtown Waterfront Market. The Downtown Waterfront Market is the only USDA approved, operational market within these 10 counties; however, due to health concerns raised from the COVID-19 pandemic another redemption avenue was needed. If the seniors could not come to the market, the market would come to them! Produce bags were packed and delivered by staff, Mayor Parker, and volunteers from the ECPC Senior Center, ECPC Parks and Recreation Department, and the Albemarle Commission Agency. Seniors in Pasquotank, Camden, Currituck, Dare, Chowan, Tyrell, Hyde, Perquimans, Gates, and Washington benefited from this program. This program delivered 761 bags of fresh produce to seniors in need. A total of 185 bags worth \$4,440 were delivered to Pasquotank County seniors. The next round of produce deliveries will begin mid-September.

Police Department

Last month, the Elizabeth City Police Department received information regarding an Enforcement Health & Wellness Scholarship opportunity, which was being offered by the National Center for the Prevention of Community Violence in partnership with Lighthouse Health & Wellness and funded by Motorola Solutions Foundation. The National Center for the Prevention of Community Violence announced there would be scholarships given to law enforcement agencies across the nation; these scholarships would be available at no cost to departments. The goal of this initiative is the promotion of wellness and to provide first responders with confidential and anonymous access to health/wellness information and resources, using the latest technology via a mobile app. This week, the Police Department received notification from the National Center for the Prevention of Community Violence that we were selected for this scholarship, and to therefore receive this technology/wellness app. The award is for a 12-month subscription to customize a Lighthouse Health & Wellness Mobile App and Web-Portal for the agency. Staff believes this is a great opportunity and an additional resource to ensure every law enforcement officer in the department is provided with resources to promote a better health & wellness.

Public Utilities Department

We received notice from Emergency Management today that Piedmont Natural Gas will be closing the intersection of East Colonial Avenue and North McMorrine Street (109-block) for repairs on Monday, August 31st, 2020. The anticipated date of completion should be by Tuesday, September 1st with a later date of Wednesday, September 2nd dependent on weather conditions. We will keep you advised of any further closing or delays.