



CITY OF  
**ELIZABETH CITY**  
HARBOR OF HOSPITALITY *North Carolina*

**TO:** Mayor and Members of the City Council  
**FROM:** Rich Olson, City Manager  
**REF:** City Manager's Weekly FYI ~ April 9, 2020  
**COPY:** Email Distribution

1. I have posted a copy of my Recommended FY 2020-2021 Budget on the City's website. City Council members should receive their paper copies by tomorrow. I am proposing to spend \$68,696,826 next year. This is a decrease of \$7,414,198 from the City Council's approved FY 2019-2020 Budget. As I explained in my budget message, staff had to rework the budget due to concerns of the lasting impact of the COVID-19 virus. We have been informed by the state that we will most likely see a 20% drop in our sales tax revenue through the end of this fiscal year and beginning of next fiscal year. Due to these concerns, I am proposing a 2¢ per \$100 tax increase. In addition to stabilizing what should be a short-term impact, I am also proposing to transfer \$500,000 from our Reserve account to balance the budget. There is no proposed COLA for City employees and no hiring of additional staff members. We have received our Water & Sewer Rate study conducted by the consultant Raftelis. To fund the much needed improvements to the system, they have recommended a 2% increase in our water rates and a 50% increase in our sewer rates. An average customer will see their monthly bill increase by \$11.39. Our sewer rates are some of the lowest in the state. This increase will allow for the bulk of the improvements to be made to the sewer system within the next 10 years. Staff is developing a plan in which the City Council can discuss and debate the budget.
2. The EC Small Business Micro Grant Program guidelines and application have been finalized. The City Council has agreed to provide initial seed money of \$52,000 to Elizabeth City Downtown, Inc. for the program, which will allow for grants of up to \$1,500 for small, independent businesses in Elizabeth City affected by the COVID-19 pandemic. The application deadline is April 22<sup>nd</sup>. The guidelines and application have been posted on the City's website. Click [HERE](#) -- scroll to the bottom of the page. It is a pretty simple application; however, it does require some

diligence on the applicant's part. We encourage businesses to review the guidelines completely and submit applications with as much information as possible. An application can't be reviewed until relevant information is submitted. We encourage you to utilize the resources of our local partner business development organizations such as COA's Small Business Center, the Small Business & Technology Development Center at ECSU, SmartUp, River City Community Development, Eastern Women's Entrepreneurship Center, the Elizabeth City Area Chamber of Commerce, and the Elizabeth City-Pasquotank Economic Development Commission. We encourage you to apply for other grants and federal small business assistance programs, whether they be loan or grant based, if it makes financial sense for your business. Do not delay in applying for assistance. There are limited funds available. For more information contact the Elizabeth City Downtown, Inc. office at 252-338-4104, 252-340-2784 or email: [elizabethcitydowntown@embarqmail.com](mailto:elizabethcitydowntown@embarqmail.com). The Small Business Micro Grant Fund is open to contributions from other organizations, businesses, entities, or individuals that would like to contribute to the Micro Grant fund so that more grants can be awarded, please contact ECDI at the numbers above. We encourage small business owners to reach out to our area's business development agencies and organizations (listed above) for assistance in maneuvering the financial and other resource options that are available to them. Also, Visit Elizabeth City has set up a local COVID-19 business resource page that has a lot of useful information for small businesses. Click [HERE](#) to reach that page. Pasquotank County Emergency Management posts daily updates on our local COVID-19 situation. Click [HERE](#) for that page.

3. On Tuesday, members of the Elizabeth City Police Department partnered with IHOP of Elizabeth City to deliver breakfast to several essential agencies in Pasquotank County. Meals were delivered to Sentara Albemarle Medical Center, North Carolina Highway Patrol, Pasquotank County Sheriff's Department, Sentara Family



Medicine Physicians, Pasquotank County 911 / Central Communications Center, North Carolina Department of Motor Vehicles, Elizabeth City Fire Department, Elizabeth City State University Campus Police, Camden County Sheriff's Department, Pasquotank County Department of Social Services, Pasquotank-Camden EMS, Albemarle District Jail, and Pasquotank County Emergency Management. In total, 510 meals were delivered in our area. It was our honor to serve those who collaborate with us in the community during the Coronavirus Pandemic.

4. Mid-day Wednesday, the Elizabeth City Fire Department finally cleared the grain bin fire at the Tyson Farms Grain Company located on US 17 South. The Elizabeth City Fire Department, along with Inter-County VFD, had maintained a presence on scene since last Thursday. Both departments cleared the scene most evenings, while a fire watch was maintained by personnel from the facility. Gregerson Salvage Inc. from South Dakota will remain on scene for a few more days until all remaining grain has been removed from the bin. These are very difficult fires to fight and I want to thank all of those who assisted with this call.



5. This week, several businesses and individuals throughout the community made donations to the Elizabeth City Police Department. On Monday, Chick-fil-A donated breakfast biscuits to members of the Police Department. Paradiso



Restaurant and New Community Church partnered to provide free meals to First Responders in the area. Elle Lynn Boutique donated 100 individual-sized hand sanitizers for members of the Elizabeth City Police Department, and Dorothy Kee donated 20 handmade face masks for members of the department as well. These donations are truly appreciated by the Elizabeth City Police Department. Thank you all!

### **UPCOMING EVENTS:**

In observance of Good Friday, City offices will be closed for business on Friday, April 10<sup>th</sup>. Friday's trash and recycling will be collected on Monday, April 13<sup>th</sup>, 2020. Please have your trash and recycling cart at the curb by 8:00 a.m.