



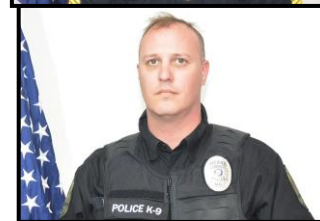
CITY OF
ELIZABETH CITY
HARBOR OF HOSPITALITY *North Carolina*

TO: Mayor and Members of the City Council
FROM: Rich Olson, City Manager
REF: City Manager's Weekly FYI ~ March 13, 2020
COPY: Email Distribution

1. On Monday, Elizabeth City Police Sergeant Ervin Rodriguez and Elizabeth City Police Officer Jeremy Lunsford were presented awards at the City Council session. Both officers received an EMS cardiac arrest challenge coin from Chief



Jerry Newell and Captain Larry Glass of Pasquotank County Emergency Management Systems (EMS). Mayor Bettie Parker also presented the officers with Mayoral Certificates for Exemplary Police Service and Life-Saving pins. On June 8, 2019, Officer Lunsford and Sgt. Rodriguez were dispatched to an unresponsive person; both officers performed CPR on an 86-year old female, who was subsequently resuscitated and transported by EMS to the hospital. Chief Buffaloe and I are extremely grateful when a life-threatening situation has a happy ending. These officers are to be commended for a job well done!



2. On Wednesday, Chief Orlando Rosario, Jr. of Stantonsburg Police Department met with Chief Buffaloe and Deputy Chief Avens to receive eight MDTs that the City Council approved for donation. The Elizabeth City Police Department, in replacing its inventory from the Dell



Toughbook to the Getac Tablet, felt the donation would be put to great

use by a local law enforcement partner. MDTs are beneficial in that they allow law enforcement officers to have enhanced access to criminal record information. Chief Buffalo and I are glad this donation could be made to help a neighboring police department.

3. Yesterday afternoon, Governor Roy Cooper and state Public Health and Emergency Management officials exclusively addressed local government leaders on a conference updating the state's response to COVID-19. Participating in the call along with Governor Cooper was the Governor's Director of Intergovernmental Affairs Jordan Whichard, Director of NC Emergency Management Michael Sprayberry, Secretary of the North Carolina Department of Health and Human Services (NCDHHS) Dr. Mandy Cohen, and NCDHHS Chief Medical Officer Dr. Elizabeth Cuervo Tilson. Attending the call on behalf of the City of Elizabeth City were Mayor Bettie Parker, City Manager Rich Olson, and Assistant City Manager Angela Cole. The call lasted just short of 30 minutes and included a repeat of much of the information presented during the Governor's press conference an hour earlier. The team reassured attendees that state officials are working as a cohesive unit, systematically and comprehensively, to address the coronavirus outbreak affecting our country and state. The NC DHHS office reports 14 positive COVID-19 cases – eight in Wake County, two in Forsyth County, two in Mecklenburg County, one in Johnston County, one in Durham County and another in Chatham County. Presently there are no reported cases in the northeast Albemarle region, including Elizabeth City. The Governor and NCDHHS officials also recommended starting Friday, today, that event organizers cancel or postpone all gatherings of more than 100 people. The events include large gatherings where people are in close contact, like concerts, sports events, and conferences. Governor Cooper concluded the conference, reminding everyone that a coordinated effort is paramount to our citizens remaining healthy and economically sustainable. We are advised to make sure all first responders are working together to counteract "community spread" of the COVID-19 virus; being vigilant will mean a drastic change to community and social norms. In keeping with Governor Cooper's model, local Emergency Management Coordinator Christy Saunders will be leading an informational meeting among our elected officials and top administrators. The group will receive a presentation from Director of Albemarle Regional Health Services (ARHS) Battle Betts, Jr. and learn of the concerted public health efforts already underway for their eight-county service area, which includes all of Pasquotank and Camden Counties. As reported earlier this week, the City Council March 23, 2020 Work Session agenda is planned to feature a public presentation from Director Betts. At this time, the City will continue normal operations and service delivery next week. In keeping with the Governor's guidelines and common-sense practices, the City advises and encourages utility customers to use the self-service payment kiosk located at City Hall or make payments via the City's website at www.cityofec.com.

4. Earlier this week, the City's approved contractor, Roof Engineering Corporation of Norfolk, Virginia, mobilized and initiated the Elizabeth City Public Safety Administration Building (PSAB) roofing project. The seven-person crew started with the removal of the old membrane and cushioning barrier. A new vapor barrier, which is being affixed using a torch method, will achieve a strong foundation for the exterior layer application. The vapor barrier application is about 50% complete. Work will continue through the weekend, weather permitting. In addition to the roof, the contractor will install an exterior ladder, coping, downspouts, and other appurtenances. The City's heating and air conditioning contractor, Piedmont Service Group reported that the disconnection of the rooftop units was executed with ease. Attached are photographs of the project's progress. The City received extensive damage to the PSAB last September during Hurricane Dorian. The total project is contracted to cost \$259,000 and should be complete before the end of April 2020.



5. During the City Council Regular Meeting held Monday, March 9, the meeting's broadcast was stopped short of the official adjournment. The online recording and the weekly broadcast also stop short of the full meeting duration. The City's vendor has been notified and once the footage has been corrected, the full meeting will be available via the [City Council Videos](#) page on our website. We apologize to our viewers for the inconvenience.
6. On Thursday, a special meeting was held at 4:00 p.m. in Council Chambers for the Planning Commission to review a proposed text amendment to the Halstead Boulevard Extension Overlay District. This proposal is to update and clarify the ordinance that was adopted in 2006. This proposal also includes several changes to the current design standards for the overlay district. Planning staff has been working on this proposal for some time. In the spring of 2019, staff organized a landscape committee to discuss reasons why the current landscape ordinance in the

Halstead Overlay District was ineffective. The committee then reviewed case studies of recently approved commercial development in the Halstead Overlay district and compared it to other communities' requirements. Based on these efforts, staff has proposed a complete update of the Halstead Boulevard Extension Overlay District Regulations in its entirety.

7. The 2020 Census has begun! The Census mailings began on Tuesday, March 10th. While Census Day is not until April 1st, you do not need to wait until then to complete your forms. Beginning on April 1st, Census questionnaires will be either mailed to the households or a questionnaire will be left at the door. Most households will receive an invitation to participate in the Census on-line while some households will also receive a paper questionnaire. The invitations will include a code that ties the responses to an address. This guarantees that the household is counted in the correct community. You can respond online even if you do not have a code number. The 2002 Census response website is at <http://my2020census.gov>. The questionnaire is quick and easy and will take about 10 minutes to complete. Having an accurate count is very important for the City of Elizabeth City. The census count determines how much of the more than \$675 billion in federal funds the City will receive. We have many programs that are directly affected by the census count including grants to our school district; Community Development Block Grants; the State Vocational Rehabilitation Services Program; the WIC program (Special Supplemental Nutrition Program for Woman, Infants, and Children); the Head Start program; and the Child Care Development Block Grant, which is based on the population of children under five years of age. If you have any further questions regarding the census you can contact the City's Census representative Monica Cole.
8. For the month of March, our Code Enforcement Division has had a total of 13 new cases so far. From 03/01/2020 to 03/05/2020, 16 cases have been closed; 54 cases are still active.