



EDENTON TOWN COUNCIL PLANNING RETREAT (2024)

Purpose: Work together as a council to define priority Town needs and concerns and to develop a focused response to addressing such issues in 2024.

- Review the 2023 Edenton Vision Statement.
- Review and discussion of Town Department Priorities (2024) & Accomplishments in 2023.
- Discuss major issues facing Edenton including infrastructure needs, affordable housing, lack of progress on the Hotel Hinton, expanded recreational opportunities, etc.
- Update the Council on use of the American Rescue Funds.
- Discuss with Representatives the State legislative priorities to be addressed on behalf of Edenton.
- Develop list of achievable goals for 2024.

Schedule

8:30 am – 9:00 am: Discussion/Updating of Vision Statement (with coffee and breakfast items available)

9:00 am – 10:15 am: Discussion of Town Department Priorities/Accomplishments (Annual Update & Recast)

10:15 am – 10:30 am: Break

10:30 am – Noon: Discussion of Major Town Issues. (Develop list of potential issues prior to meeting. Invite suggestions from council members.)

Time Period where Senator Sanderson & Representative Goodwin will join

Noon – 1:00 pm: Lunch (Catered)

1:00 pm – 2:00 pm: Informal meeting with Bob Steinburg to discuss Town lobbying priorities.

2:00 pm – 2:30 pm: Update for the use of the American Rescue Funds in response to community needs.

2:30 pm: Wrap-up and summation of 2024 Town Council goals.

Documents to Be Reviewed by Council in Advance of Planning Session

1. 2023 Edenton Vision Statement
2. List of 2024 Priorities for Council (Major Issues/Concern Facing Edenton)
3. Updated Use of the American Rescue Funds

2024 Council Priorities

(Choose Five of the Below Concerns You Would Most Like to Discuss)

1	North Edenton	Focus on continued improvements for the Edenton Village Shopping Center (tenants); the creation of a North Edenton redevelopment zone for Residential Improvements; the creation of an Education District for the institutions of JAHHS, COA, B&G Club; and the Streetscaping (Paving, Sidewalks, and Lighting to accommodate improvements).
2	Hotel Hinton	Apply pressure on SAGA to complete the Hotel Hinton Project or consider Town of Edenton ownership to develop site. Grant dollars for the Town seem the best finance option for the Town to improve the space. This could become mixed use for Community needs such as housing, a smaller hotel, and community event/use space.
3	Hayes Farm	Release to the public the Interim Recreation plan for Hayes Outdoor space which include parking, walking trails, and public beaches. Finalize annexation of the Hayes site to assist with Town services (Roads, ROW, Trash, etc..) and future Town use of space (Equestrian retirement program & mounted patrol).
4	Harbortowns	Utilize the (up to) 2 million in funding from the Harbortowns group to help the Town downtown improvements including – Completing a parking study and recommendations; improved town waterfront and boating facilities to their best uses; and downtown improvements such as lighting, more public restrooms; and possibly background music
5	Paving Cycle	Complete a forth major round of paving throughout the Town. The Town should also focus on a paving assessment that would include the review of the roads paved and the new prioritization for upcoming streets (asset management). This plan should also consider items such as Sidewalks, Road Diets.
6	Town & County Relationship Improvements	Begin Monthly meetings with the Town Manager, County Manager, Mayor, County Commissioner Chair & rotating two (2) board members from each group to stay informed. These conversations will include the use of Swain Auditorium, Improved Recreation & Overall Recreation Development Plan, Long Term Agreement Review (fire, rec, DDE, etc..)
7	Confederate Monument	If moved, consider the design needs for the new location & the upfit of the existing Town Center.
8	Planning & Land Use review	Revisit the Towns Planning and land use Master Plans for updating the Zoning, Architectural/Design Standards (Town Wide), Expansion of the Historic Districts (& Nation Registry), Implementation of Green Belt.
9	Housing	Work to create plans for local affordable housing that includes Down Payment Assistance Program, Loan Funding for Upper-Story Broad St redevelopment (residential), site development for Coke Ave property, and the consideration of additional apartment units.
10	Neighborhood Parks	Finalize the Site Design and Construction for Park improvements. Consider expansion of existing parks and new locations
11	Destination Downtown Edenton (DDE)	Helping Ches and other groups find tenants or a plan to fill vacant store fronts downtown (& Hotel Hinton items from item #2). Consider major overhaul of the organization structure, budgeting, and branding.
12	Waste Water Treatment Plant	Finalize Phase I & II of WWTP project – this is renovation efforts and expansion design.



2023 Town of Edenton Vision Statement

Edenton Town Council 2023 – 2033 Vision Statement

The Edenton Town Council met on Monday, January 16, 2023 to update the Vision Statement for the Town of Edenton and to review short term goals. Several drafts were reviewed and revised, the Vision Statement was discussed during the January 23, 2023 council committee meeting and formally on February 14th 2023.

The Mayor and Town Council have formulated their direction and vision for Edenton with the following statement as their guiding principle:

We see Edenton, as a Town where history, hospitality and natural beauty come together to form a community that is proud of its past and excited about its future. The Mayor and Town Council also recognize the importance of its citizenry and believe that future prosperity is rooted in relationships of equality, respect and inclusiveness that encourage preservation and celebration of Edenton’s unique and diverse heritage.

The Mayor and Town Council’s vision for Edenton over the next ten years is:

1. To be a municipal government that works collaboratively with citizens and other governments to plan for and respond to citizen needs and provide timely, efficient, effective and customer friendly services
2. To enhance and diversify our downtown business district through aggressive support, supplemented by quality shopping centers and a diverse industrial mix in outlying areas that will translate into job opportunities and expanded tax base.
3. To enhance outdoor opportunities for both residents and visitors through expansion of neighborhood parks, access to water for boating and swimming, and creation of additional walking and bicycle trails.
4. To have a sound, stable infrastructure that meets the needs of citizens, business and industry including well maintained streets, clean and reliable supply of water, clean and reliable wastewater treatment, environmentally sensitive storm water disposal and a reliable electrical distribution system.
5. To strive to be a crime-free community through education, enforcement and vigilance on the part of all citizens and our police authority
6. To be a welcoming and friendly home for all, especially young families, by looking towards the future and preserving the honor of Edenton being named one of America’s prettiest Towns by Forbes.com. The Town will grow our population as sustainable opportunities present themselves, and maintain its strong sense of small-town values and citizens involvement. The Town will preserve and promote its historic resources and unique downtown and focus on community attractiveness. The Town will strive to support our medical facilities and the strong medical infrastructure that is crucial to the health and well-being of our citizens

7. To be known as a desirable destination for visitors. The Town will support this through enhancing its small-town charm and serenity while working to strengthen the economic viability of the downtown and waterfront.
8. To support and implement environmental practices that protect the quality of our waterways, our land and our air by supporting the Mayor’s Task Force on Litter Prevention, Recycling and the Environment, and working cooperatively with government agencies at all levels as well as our citizenry in recognition that Edenton is an “outdoor” town and that our quality of life is dependent upon the quality of our natural resources.
9. To create an adequate and sustainable annual budget that insures uninterrupted delivery of public safety, fire and other quality services to our citizens and to have a sound, stable fiscal reserve to meet unanticipated needs and emergencies.

Strategies to Achieve Vision

1. *To be a municipal government that works collaboratively with citizens and other governments to plan for and respond to citizen needs and provide timely, efficient, effective and customer friendly services.*

Strategies

- a. Implement initiatives to improve the information gap between the Town and the public such as quarterly newsletters, Conversations with Council Members, Town Council meeting summaries, social media posts and use of the Town website
- b. Work with Chowan County collaboratively on existing and future programs to benefit the citizens of Edenton and Chowan County.
- c. Work with the North Carolina Human Relations Commission to maintain a Human Relations Committee to address racial reconciliation concerns and support Edenton as an affirming community open to diverse lifestyles and differences in belief

2. *Enhance and diversify our downtown business district through aggressive support, supplemented by quality shopping centers and a diverse industrial mix in outlying areas that will translate into job opportunities and expanded tax base.*

Strategies:

- a. Hire professional engineer to develop technical plans for street light and streetscape plan of the North Oakum Street corridor and a street light

replacement plan for the entire Broad Street corridor.

- b. Continue to collaborate with the Edenton Chowan Partnership, NC Department of Commerce, Economic Development Partnership of NC, NC East Alliance, Albemarle Commission, Edenton Chowan Chamber of Commerce and Chowan County to facilitate expansions for existing industries and recruit and entice new investment and job creation opportunities.
 - 1. Work in collaboration to focus on vacancies in the Downtown district.
 - 2. Create an Incentives packet for new and existing property owners,
- c. Advocate for expansion of natural gas to more neighborhoods in Edenton.
- d. Work to retain and attract state and federal agencies to locate in our community, and advocate for continued presence of such agencies.
- e. Promote regional economic development efforts with the Tidewater, VA area to Edenton and Northeastern NC, with focus on the Virginia Ports Authority and the railroad. Promote the benefits of Edenton and Chowan County being a part of the Foreign Trade Zone that connects us with the Ports of Virginia.
- f. Strive through the use all available tax incentives, tax credits and other economic development tools to redevelop buildings and opportunities in our downtown.
 - g. Strive through the use of all available tax incentives, tax credits and other economic development tools to redevelop buildings and opportunities for growth in our downtown and other business areas.
- h. Support development of office incubator space & live work space to help attract entrepreneurs to live in Edenton.
- i. Encourage and support a broader range of activities in the downtown area in the evening and especially on Sundays.
- j. Encourage and support specific retail & business needs for the community including clothing, restaurants, and home appliance sales.

3. *Broaden and enhance Edenton by expanding outdoor activities supplemented by a variety of recreational and cultural activities for residents and visitors.*

- a. Work with community partners to develop and build a sailing and water-sports center. Encourage protection of existing public boating access & look to supplement water access.

- b. Recruit and encourage entrepreneurial ventures that support the public's enjoyment of our natural assets, such as an "outfitter" and bicycle rentals.
- c. Be more vigorous in marketing Edenton Harbor as a destination for boaters, kayakers, fishermen and other water-related activities. Expand the types of water-crafts, for example add inventory of peddle boats to the Town's fleet that is available to public for rent.
- d. Pursue development of boardwalk/nature trail on Filbert's Creek.
- e. Support the Chowan County Tourism Development Authority and the Edenton Historical Commission Strategic Plan and Vision
- f. Consider ways to bridge connections with Edenton to our regional neighbors, including Albemarle Plantation and Scotch Hall
- g. Investigate feasibility of adding fuel service at Edenton Harbor
- h. Identify land for development of a dog park and seek grant funding opportunities.
- i. Work cooperatively with the Hayes Farm development to create additional outdoor recreational opportunities including water access for swimming and boating.

4. *To have a sound, stable infrastructure that meets the needs of citizens, business and industry including well maintained streets, clean and reliable supply of water, clean and reliable wastewater treatment, environmentally sensitive storm water disposal and a reliable electrical distribution system.*

- a. Consider long term funding approaches for flood hazard mitigation projects such as drainage system improvements
- b. Advocate for NC Legislative changes in funding for rural towns to maintain streets, sidewalks and storm water systems.
- c. Continue to advocate for high speed, affordable broad-band internet access throughout Chowan County and the entire northeast region.
- d. Continue to invest in our fine general aviation airport and aviation services, and support the Airport Commission in its efforts to promote our aviation assets.

- e. Expand access to recreation needs throughout Chowan County and the entire northeast region
- f. Encourage sustainable options for housing supplies for homeowners and new homeowners.

5. To strive to be a crime-free community through education, enforcement and vigilance on the part of all citizens and our police authority.

- a. Support, encourage and maintain strong communication with the neighborhood watch groups and Citizens Against Violence through communication, education and enforcement.
- b. Reduce the number of uninhabitable and dangerous structures abandoned or “boarded up” that provide shelter and gathering places for criminal elements and undesirables and negatively impact the value of neighboring properties through implementation of the Town’s two Neighborhood Redevelopment Plans (editorially improvement from 2017 document) and vigorous enforcement of the Minimum Standards Housing Code, Unsafe Building Code and Prevention of Demolition by Neglect Ordinance.
- d. Publicize to landlords the availability of a free NC Department of Public Safety website that will let landlords know who has criminal history in our state. Offender Public Information Search / Inmate Locator <https://www.ncdps.gov/dps-services/crime-data/offender-search>
- d. Develop a “crime free rental agreement” for landlords and encourage its use.
- e. Enhance police/community partnerships by officers engaging in community policing efforts that include: foot patrols, bike patrols, golf cart patrols, citizen watch group meetings and personal police zones that improve communications and increase individual officer accountability.
- f. Renew concentration on enforcement of noise ordinance, especially focusing on loud music emanating from vehicles and loud mufflers.
- g. Explore strategies available within the two Redevelopment Zones to establish residential housing incentives for town employees to live in our neighborhoods.
- h. Expand use of Geo-Policing strategies using crime data and information from citizens that targets nuisances and crimes trends in specific neighborhoods.
- i. Support establishment of citizens-based Crime Stoppers program.
- j. Evaluate expansion of the National Register Historic District to include North

Edenton to make available federal and state historic preservation tax credits to rehabilitate deteriorating dwelling units.

- k. Work with residents, housing organizations and financial institutions to support neighborhoods that offer affordable housing for Edenton's growing work force and encourage home ownership within these neighborhoods.

6. *To be a welcoming and friendly home for all, especially young families, by looking towards the future and preserving the honor of Edenton being named one of America's prettiest Towns by Forbes.com. The Town will grow our population as sustainable opportunities present themselves, and maintain its strong sense of small-town values and citizens involvement. The Town will preserve and promote its historic resources and unique downtown and focus on community attractiveness. The Town will strive to support our medical facilities and the strong medical infrastructure that is crucial to the health and well-being of our citizens.*

- a. Encourage new housing option for all segments of the community, with special emphasis on properties within the two redevelopment zones.
- b. Support economic development efforts to create high-skill manufacturing jobs that will help us retain young people in the community. Continue to support our diverse industrial base.
- c. Encourage new housing options for all segments of the community with a focus on affordable housing for Edenton's growing work force."
- d. Implement ADA Transition Plan to ensure all Town-owned buildings, facilities and publicly maintained areas including parking lots and sidewalks are handicap accessible.

7. *To be known as a desirable destination for visitors. The Town will support this through enhancing its small-town charm and serenity, while working to strengthen the economic viability of the downtown and waterfront.*

- a. Continue to support the strategies identified in the Town's Strategic Communications Plan to market and promote Edenton as a desirable and attractive place for all to live, especially young people and veterans.
- b. Continue to support the Chowan Arts Council and civic organizations efforts to provide quality cultural events
- a. Continue to be a partner in the development and operation of the Albemarle Sound Ferry project as a resource for promoting new visitors to Edenton and promoting closer relationships with our inner-harbor neighbors.

- b. Continue to support Destination Downtown Edenton and the Main Street Program with emphasis on expanding dining opportunities on Sundays.
- e. Encourage TDA & DDE to continue to grow Edenton as a ‘wedding destination’ and a “weekend getaway” destination.
- f. Continue to support expansion of interpretation of our rich African-American history, with special focus on supporting partnerships to restore and redevelop Kadesh AME Zion Church and the important architectural structures on E. Gale Street.

1. Support expansion of redevelopment zones

- g. To aggressively promote restoration of the Hotel Hinton as an additional housing and conference resource for our visitors.

8. *To support and implement environmental practices that protect the quality of our waterways, our land and our air by working cooperatively with government agencies at all levels, the Chowan Edenton Environmental Group and our citizenry in recognition that Edenton is an “outdoor” and that our quality of life is dependent upon the quality of our natural resources.*

- a. Continue initiatives to ensure that all town facilities are energy-efficient and continue to search for ways to inform citizens about energy conservation measures.
- b. Support research, education and outreach programs to protect and improve water quality of Edenton Bay, the Chowan River, Albemarle Sound and the Town’s three creeks – Queen Anne Creek, Filberts Creek and Pembroke Creek. Monitor and support ongoing scientific research to find the source(s) and triggers that cause algae blooms in our waterways. Support State, Health and County officials in educating the public when blooms occur.
- c. Work with regional partners to advocate for a “riverkeeper program” to monitor the health of the Albemarle Sound and Chowan River.
- d. Continue to support the NC Coastal Land Trust’s efforts to acquire preservation easements and open space to protect the rural characteristics of our community.
- e. Continue to seek opportunities to implement the Greenway and Open Space Master Plan.
- f. Seek grant opportunities to help fund acquisitions of open space.

- g. Support the Mayor’s Task Force on Litter Prevention, Recycling and the Environment as a resource for reducing roadside litter, implementing curbside recycling, encouraging reduction in single-use plastics by individuals and businesses, and developing programs and policies that protect our waters and the natural beauty of our surroundings.

9. ***Create an adequate and sustainable annual budget that insures uninterrupted delivery of public safety, fire and other quality services to our citizens and to have a sound, stable fiscal reserve to meet unanticipated needs and emergencies.***

- a. Maintain a sound, stable fiscal reserve to meet unanticipated needs and emergencies.
- b. Monitor the Town’s Financial Management Policies & Goals on an annual basis.

Town Departments Annual Update

Items in Blue are Annual update since the 6-month review

Items in Green are positive or progress made (6 month)

Items in Red are still needing attention

Police Department

- Expand Camera & Shot Spotter System (Includes Networking Private Systems) – Included in the FY23/24 Budget; Department received 300k DOJ grant to further Councils Commitment
- Proactive Training & Response specifically for Gun Violence & Prevention – NE Task Force Created with DA office; Homeland Security Agent Office in Edenton PD & Working with Federal Prosecutors
- Improved Public Outreach and Proactive Community Policing for all Police Zones. – Increased CO budget for co-sponsorship
- Improve Relationship between the Town PD, Sheriff's Department, and Regional Agencies - NE Task Force Created with DA office
- Modernize Police Fleet and Equipment - Included in the FY23/24 Budget 3 more patrol cars; Cars to arrive in January 2024
- Utilize Virtual Academy for Overall Training – Chief King created roadmap for new and existing officers
- Expand Recruitment Network – Chief King to be new Police Chief Association President – 24/25
- Expand Grant Knowledge for Local and State Training – Working with Vendor Grant Writing Teams and Training admin staff for applications
- Expand Health & Wellness Program for Officers – Still TBD
- Expand training to include first responder - Still TBD

Fire Department

- New Fire Station land purchase & design build – New site leased, purchase to occur in October; Closing in January of 2024
- Radio & air pack purchase – Completed in Loan and Included in the FY23/24 Budget
- Ladder truck replacement – TBD with the County
- Improve Community Outreach (Coloring Contest, Smoke Detectors, Etc.) – Hosting Public Service Day in August & Second year for the Summer Camp
- Expand training to include first responder and/or basic paramedic – Still TBD with EMS & County
- Eliminate shift & Department drama by creating boundaries (Simply follow the Chain of Command)
 - Consider Interpersonal Communication Training for Staff – Staffing relations have improved & Still need to host a training course
- Increased involvement in CO & TRC process – Increased involvement with formal TRC & TLT monthly meetings

Airport

- Start Phase I (airport design plan) – Project to start back as one project runway & lighting combined; State separated project back to two parts – lighting currently being rebid
- Start Phase II (Airport Design Plan) – Pending upon State budget earmark; 4.5 million in State funds process underway (expected 1/11/2024)
- Absorb Property from ECP (6 Lots along property) – Stopped due to building restrictions
- Replant Areas Outside of Approach Angles – Delayed for cost estimates
- Establish Ground Lease on existing Airport property (Unused Open Space) – Negotiating two private hangers' addition (New Lease Documents developed by Town Attorney)

Town Department's 2024 Update

Electric Department

- Second Substation/Switch Station (for 2 Airport Circuits) – Conversation & Negotiations started with Electricities Letter of Interest from Town by the end of Jan 2024
- AMI Metering for Electric Meters (Started Conversation with Electricities) – Pilot Vendors Identified & in the FY23/24 Budget
- Improve electric customer portal (may be part of Billing Update) – Work still to be done after pilot testing
- Improved/Upgraded lighting Down Town & along water front – Still ongoing, overall system replacement in the FY23/24 Budget
- Continue to upgrade distribution network - Still ongoing, overall system replacement in the FY23/24 Budget
- Consider adding Line Clearing crew and/or Linemen – Delayed for budget reasons (revisiting for FY24/25)
- Improve accounting financials for department – Major steps taken in this year's rate
- Required Training path for all employees (including certified tree trimming)- Department Created this in the spring
- Consider Generation Project for Town CP Peak cost for wholesale pricing. 1500kW
- Pole testing with Utility Asset Management
- Began work with Utility Cloud for mapping Electric grid

Town Hall

Finance (& Billing & Collections)

- New Billing system (Improved customer service) – delayed for budget reasons; Updated Quotes for FY24/25
- Increased recovery of delinquent accounts (Policy updates) – Customer Service reps mailer & call schedule has made improvements – on going
- Reading & Billing Schedule Time Reduction for Meter Reading Crews – Scheduling has greatly reduced break-in work for ED
- Consider Increasing department Head Counts to reduce overtime (Over worked employees) – Started with ATM & PIO;

Human Relations

- Simpler Pay role System for Staff & departments – Updated pay scale during but time entry still needs improvement
- Digital Access to all forms and documents for employees (possible update to key-net) – Should be part of the website update for employees – New Website was Launched 12/11/2023

Planning & Zoning

- Clean and Clear process for all services, zoning, and permitting - Should be part of the website update for residents & Businesses
- Increased approach to Nuisance & Code Violations – Contracted with ACE for additional support
- Proper Notice to department Heads for TRC – part of the TLT monthly meeting (Town Leadership Team)
- Increased Architectural Design & Landscaping Requirements – Still pending new businesses
- Parking Study for Historic District – Quotes being reviewed
- Increased involvement in CO process with Inspections - Still pending new businesses; however new monthly code meetings being more strict.

Town Department's 2024 Update

Public Works

- Basic Computer Training Course(s) – *Classes TBD with the NCLM; Working w/ COA about Spring 2024 Training*

Water Treatment Plant

- Phase II WTP Project (Near Completion) – *pending final engineering certification; Completed Late summer 2023*
- Phase III WTP Project – Raw Water Interconnect & 2 New Well Sites (*Awarded & Funded 2022 Spring ARPA DWI*); *Preliminary Engineering Report Submitted to the State*
- Phase IV WTP Project – Third Well Site Added (Application Submitted Fall 2022) – *Delayed in funding; Resubmitted fall 2023 application*

Water & Sewer System

- Phase II Water Distribution AIA (Awarded & Funded 2022 Spring ARPA DWI) – *Started Summer 2023*
- Phase II Sewer I&I Project (Converted to VUR in Spring 2022) – *Awaiting Engineering Review by state*
- Phase I Sewer AIA (Awarded & Funded 2022 Spring ARPA DWI) (**200,000**) – *Awarded not bid (projects combined)*
 - Phase II AIA funded March 2023 (**400,000**) - *Awarded not bid (projects combined)*
- Water Main Extension (from Paradise to Peanut Drive) – *Delayed/Stopped for funding needs; Reapplied to DOC for funding and SIED Grant under review*
- Complete Phase II AMR Installation (Started Fall 2022) – *Two routes remaining to complete – in process; completed; Installed a total of 2219 meters.*
- Identify replacement Vac Truck – *Complete, Letter of Intent submitted; Working on LSL Funding application for cost reduction; Deliver date Middle of January 2024*
- Replace Mini-Excavator – *delayed for further investigation*
- Electrical Certification for Pump Station(s) – *Still on going for training; 3 staff members enrolled in February 12,2024 for basic electricity training.*

Waste Water Treatment Plant

- Phase I WWTP Renovation – (Accepting Bids till January 2022) – *Contractor Selected; August 1st LGC approval; 5.1 million in 100% grant 5.9 million in loan; Clearing Complete; Piping work starting in January*
- Phase II WWTP Expansion (Fall 2022 application submitted for expansion purchase) – *pending approval by DWI*
- Phase IIb WWTP Interconnect Design Build Planning (Fall 2022 application submitted for expansion) – *pending approval by DWI*

Stormwater, Streets, Sidewalks

- Develop Stormwater Fee(s) – *created FY23/24*
- Third Round of Paving (possible all streets W/O C&G) – *Completed 20 roads, 4th round likely in the spring of 24*
- Bulkhead Along the Cannon Strip – *still seeking funding*
- Revisit flooding hotspots for improvements (from Wooten Study) – *Still TBD*
 - *Upgraded storm water pipe from 36 inch to 48-inch pipe on Old Hertford Road*
- Street Scaping Additional areas in Town
 - *This included pour in place sidewalk around trees in Down Town Area – Still TBD*
- *Working with MTF towards second CW on East side SW outfall ditch (electric pole yard area)*
- *Rehab existing CW for proper flows (Hicks/Granville)*

Town Department's 2024 Update

Sanitation

- New Recycling Trailer (Restart Curb Side Recycling) – included in FY23/24 budget; Launched Dec 6 2023
- Purchase Spare Trash Truck - included in FY23/24 budget (new truck purchase, creates reliable spare); Vehicle in Service
- Replace 18-Wheeler with New Day Cab (Reduce Use of Army Truck)

Landscaping

- Replace Diseased Crepe Myrtles - (ongoing)
- Support Streetscaping Improvements - (ongoing)
- Project Lead for Neighborhood Park Improvements – still collecting public input; project lead when decisions are final; Dewayne, Tosh, and David working with Hudson Veal of Carolina Park and Play

Maintenance Shop

- Repaint Exterior of PW Building - Completed
- Install Drainage System for Gas Fuel Pumps - Completed
- Install Cover/Awning at Gas Pumps – TBD ; getting quotes
- Inventory & Accounting of Shelved parts & shop tools - TBD
- Diesel Mechanic Certification for Employees - TBD

Organization Improvements

- Department approved Training Courses/Classes – **Requirement** to Add or Update in existing Employee Policy – in progress; Started in Fall/Winter of 2023
- Cross Train Inter-Department Employees (Flow-to-Work Culture – We will not perform because someone isn't here) – in progress with new hires; still work to be completed for the seasoned employees
- Weekly (Brief) Management Report Blurb – Department will need to keep me abreast on items worth sharing with Council & General Public. **KEEP IT SIMPLE** – Started; Weekly Managers report created May 2023
- Restart the Monthly Lunch & Learns – Educating Employees is Crucial – Started in Fall/Winter of 2023
 - Department Heads will be responsible for creating calendar for this. Should include relevant topics for employees
- Expand an Overall Health & Wellness Program for all Employees - Still in planning
- Monthly Town Leadership Team (TLT) meetings – former Safety monthly meeting – Started; Started Spring of 2023
- Adding IT & Data Management Position – created FY23/24; Still need to Hire
- Adding Public Information Officer Position - complete
- Adding an Executive Assistant Position and/or HR director (one of which will manage Department Admin Staff) - Still in planning
- Adding a Code & Building Inspections Officer – Contracted with ACE to supplement needs; Started July 2023
- Start succession planning for retirement of key senior employees (Captain Brown, Tammy, Woodley, Debbie Whitehurst, Chief Bass)

American Rescue Plan Summary

Revenue	Budget	Expended	Available
Phase 1	735,235.01		-
Phase 2	735,235.00		-
	1,470,470.01		
Expenses			
Revenue Replacement	614,235.01	614,235.01	-
AMR Project	121,000.00	116,750.00	4,250.00
Recycling Trailer	40,000.00	40,000.00	-
Recreation: Parks/Playgrounds	510,235.00	24,426.90	485,808.10
Housing	185,000.00	16,150.00	168,850.00
	1,470,470.01		

Recreation

===== ACCOUNT ACTIVITY ANALYSIS PAGE 1 =====									
BC2001 BEGINNING 07/01/19 ENDING 06/30/24									
ACCOUNT NUMBER: 12-660-101 ASN: DESCRIPTION: GF SM CAP: RECREATION COMPLEX/SAILING PROGRAM ACCOUNT TYPE: EXPENSE									
TRANS DATE	PO NUMBER	INVOICE NUMBER	CHECK NUMBER	TRANSACTION/ VENDOR NAME	BEGINNING BAL/BUDGET	DEBITS	CREDITS	BALANCE	
07/01/19				BUDGET BALANCE	0.00			0.00	
03/09/23		230224	01*32779	ROBIN PAYTON PAYNE	0.00	2,317.50	0.00	2,317.50	
03/22/23		3	01*32911	COASTAL ENVIRONMENTAL SOL	0.00	559.40	0.00	2,876.90	
03/28/23		230324	01*32940	EDENTON-CHOWAN RECREATION	0.00	9,830.00	0.00	12,706.90	
06/02/23		230531	01*33404	ROBIN PAYTON PAYNE	0.00	4,395.00	0.00	17,101.90	
06/15/23	2023552	996	01*33550	DALE LAND MANAGEMENT INC	0.00	5,200.00	0.00	22,301.90	
06/15/23	2023552	996	01*33550	DALE LAND MANAGEMENT INC	0.00	1,800.00	0.00	24,101.90	
11/21/23		CHO23009	01*34447	RINEHART APPRAISALS	0.00	325.00	0.00	24,426.90	
TOTALS					0.00	24,426.90	0.00	24,426.90	

Housing

===== ACCOUNT ACTIVITY ANALYSIS PAGE 2 =====									
BC2001 BEGINNING 07/01/19 ENDING 06/30/24									
ACCOUNT NUMBER: 12-660-200 ASN: DESCRIPTION: GF SM CAP: USDA HOUSING ACCOUNT TYPE: EXPENSE									
TRANS DATE	PO NUMBER	INVOICE NUMBER	CHECK NUMBER	TRANSACTION/ VENDOR NAME	BEGINNING BAL/BUDGET	DEBITS	CREDITS	BALANCE	
07/01/19				BUDGET BALANCE	0.00			0.00	
10/11/23		1105976	01*34164	ECS SOUTHEAST, LLP	0.00	1,300.00	0.00	1,300.00	
12/07/23		1121926	01*34530	ECS SOUTHEAST, LLP	0.00	1,550.00	0.00	2,850.00	
12/07/23		1121933	01*34530	ECS SOUTHEAST, LLP	0.00	750.00	0.00	3,600.00	
12/28/23		1114448	01*34635	ECS SOUTHEAST, LLP	0.00	1,500.00	0.00	5,100.00	
01/08/24		1131590	01*34711	ECS SOUTHEAST, LLP	0.00	11,050.00	0.00	16,150.00	
TOTALS					0.00	16,150.00	0.00	16,150.00	