



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending January 7, 2011

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1. Today, the Veterans Administration held the groundbreaking for the new Community Based Outreach Clinic (CBOC), which will be constructed at City Center West. Over 300 people attended the event. Representatives from the City, Pasquotank County, the Town of Edenton, Camden County, Currituck County, Chowan County and Perquimans County were in attendance. The benefactors of the clinic, our local veterans, were there in strong numbers. I talked to many veterans who expressed appreciation to the Veterans Administration and the City, County and AEDC for working to secure the CBOC here in Elizabeth City. It is my understanding that construction of the facility will take about eight months.
2. Due to the extended cold temperatures for the month of December, the City set a record high kWh and Non-Coincident Demand kW usage. kWh usage for December was 38.2 million or approximately 4% higher than the previous record set January 2010 of 36.9 million KWH. Dennis Gordon and Ricky Albertson have set up a "Heating Degree Days" and "electric space heater" information table in the lobby at City Hall. Also, we are having seminars for customer service representatives on Heating Degree Days, energy bills and other related factors that affect energy usage. The total Heating Degree Days for December 2010 was 940, compared to last December at 619. Hopefully with this information, customer service representatives can better answer customer questions and concerns regarding their bills.
3. This week, the City received approval from the Public Water Supply Section of NCDENR for the proposed plan to clean and repair the raw water reservoir at the Water Treatment Plant. This project has long been on the list of deficiencies listed when Public Water Supply inspects the Elizabeth City Water Treatment Plant. We anticipate that we will advertize for construction bids before the end of the month. Financing for the

project is possible because of the available monies from the Well Field Expansion Project, due in part to the Stimulus Grant received for that project.

4. Councilwoman Lena Hill-Lawrence has received notification from the North Carolina League of Municipalities that she has been appointed by League President Chris D. Jones, III to serve on the General Government Legislative Action Committee for the upcoming year. I would like to congratulate Councilwoman Hill-Lawrence on her appointment to this important advocacy committee that will serve all the cities and towns of North Carolina.
5. I have been asked by ElectriCities to serve on a Weatherization Team. The purpose of the team will be to promote available weatherization assistance programs. The City Council heard last night during the ElectriCities regional meeting that only a fraction of the weatherization assistance program funding (WAP) has been allocated by the State of North Carolina. Millions of dollars are still available to our residents. Six years ago, the City of Elizabeth City created its own weatherization program, which has performed more than 2,500 whole house energy audits. In addition, City funds have been used to weatherize forty (40) residential structures, while WAP funds have been used for an additional forty (40) homes.
6. This week, concrete was placed for the first half of the Charles Creek Bridge deck. Approximately 180 cubic yards of concrete were poured. English Construction Company has not provided a date for the second pour. Especially now that the structure is beginning to look like a bridge, we continue to ask that all curious onlookers remain outside of the contractor work zone and behind the fence during active construction hours, as well as after hours, for the safety of all.
7. During the holidays, just as we were reaching substantial completion of the Waste Water Treatment Plant repairs from the September 14, 2010 disaster, we experienced problems with clarifier #1. To date, we have been able to disassemble the drive unit; and it appears that we only need to replace the bearings in the drive unit. The good news is that the WWTP personnel have been able to do most of the work themselves. Last year when clarifier #2 had the same problems, we rebuilt that drive unit and now can put it into service in clarifier #1. We are expecting to complete the work in the next week to ten days. The cost will be less than \$5,000. We also plan to have the original drive unit from clarifier #1 rebuilt and available for future use/replacement. This mechanical

equipment is now 15 years old and the problems such as we experienced during the holidays should be anticipated. I would like to thank the WWTP personnel for their crisis management over the last four month period.

8. Phase II of the Roanoke Avenue Drainage Project is substantially complete. Under a separate construction contract, the City is planning to construct perimeter fences around the retention ponds. We currently expect this work to be done in February.
9. The design for the reconstruction of City utilities is now in its final phase for the Elizabeth Street Reconstruction Project (NCDOT Project U-4438). We are expecting to advertize for construction bids on or about January 24, 2011. We are expecting that NCDOT will come to Elizabeth City near the end of this month or the beginning of February to host a Public Meeting to inform those affected by the project and other interested citizens regarding the latest project information. Following that meeting, the City will host meetings with the businesses and residents of the area that will be affected by the utility relocation project, which will precede the Elizabeth Street Reconstruction Project. The utility reconstruction on the south side of Elizabeth Street has been significantly more challenging as we have made provisions to move the electric, telephone and cable utilities underground. There is no doubt that Elizabeth City has a once in a lifetime opportunity to build the underground duct bank for the wire utilities and make a significant difference to curb appeal of our downtown central business district at this time. We want to thank CenturyLink and Time Warner for their cooperation and quick response as we proceed with the design.
10. The process of reclaiming waste concrete and asphalt that we generate in the City into a usable structural fill material to be used for sidewalk, street and utility repairs is almost complete. The contractor for this project is expecting to demobilize within the next two weeks. The preliminary estimates are that we have reclaimed approximately 4,000 to 6,000 tons of material. With some of the major projects that are in the immediate future for Elizabeth City, there may be an opportunity to create a win-win situation for the contractors and the City by selling this material to the contractor and creating another supply of waste concrete and asphalt to be reclaimed by the City. This will generate a three to five year stock pile of the material for the City, reducing our annual purchase cost to near zero for City maintenance work. We now spend more than \$20,000 per year to purchase these construction materials.

11. Preliminary plans are for the Mayor's Stormwater Management Task Force to have its kickoff meeting at 6 p.m. on January 18, 2011 at the Public Works Building on Prichard Street. We ask that anyone planning to attend use the outside stairway on the left side of the building to enter the second floor conference room.
12. The Parks and Recreation Department and the Electric Department will begin removing diseased trees next week along Main Street. The diseased trees are located in front of 604, 606, 616 and 800 Main Street. Residents were sent letters this week notifying them of the tree removal and letting them know that this is an ongoing project to beautify the landscape along the streets of Elizabeth City through the Urban Forestry Commission. The Commission has also purchased door hangers that will be used in the future to notify residents of any tree removal.
13. The first meeting of the Recreation Advisory Committee will be held on Thursday, January 13, 2011 at 2:30 p.m. at the Knobbs Creek Recreation Center. Mr. Steve Moler with the North Carolina Recreation Resources Service will speak to the committee during this meeting.
14. Councilors wishing the City to obtain a ticket for them for the Monday, January 17 Rev. Dr. Martin Luther King, Jr. breakfast, being hosted by the Elizabeth City Branch of the National Association of University Women, are reminded to call the office no later than Monday, January 10.
15. Upcoming Event Reminders:
 - The City Council will meet in regular session on Monday, January 10 at 7 p.m. in Council Chambers.
 - The Historic Preservation Commission meets on Thursday, January 13 at 5:30 p.m. in Council Chambers.

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