



**TO:** Mayor and City Councilors  
**FROM:** Rich Olson, City Manager  
**REF:** FYI ~ Week Ending March 18, 2011  
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1. On Thursday, City staff met with representatives from AC Schultes and Ground Water Management Associates to inspect the work at the well field and to review progress on the November punch list of work items that needed to be completed. Most all of the items have been completed. Items that have yet to be accomplished include a test run and verification of the SCADA data and controls from the Water Treatment Plant and the delivery of operation and maintenance manuals. NC Public Water Supply has signed off on three of the four wells and they should be in full production during the first week of April. Well #16 is still pumping too much sand. AC Schultes will be working on that well soon and we are expecting it will be in production by mid-May. After the four new wells are in full production mode, we will then make improvements to the existing wells. The most important upgrade is to put a transducer into each wellhead so that we can monitor the depth of water and performance of each well in our system. As we schedule the remaining well field work, we have to be mindful of the repairs to the raw water reservoir at the Water Treatment Plant and the replacement of a portion of the raw water transmission lines from the well field to the plant to avoid any extended interruption of the delivery of well water to the plant.
2. The fencing for the Roanoke Avenue Drainage Project was delivered from the fabricator to Albemarle Fence Company this week. We are expecting that the fence will start going up on site next week and should be complete by the end of March. We are also expecting to see RPC Contractors back on site next week to complete the paving of the roads that were disturbed. The last major component to the work, which is to finish the sewer pump station, is dependent on the City cleaning and inspecting the tributary sanitary sewers. Bio-Nomics is expected in Elizabeth City to do the cleaning and inspection work during the first week of April.

3. During their meeting on Wednesday night, the Airport Authority Board awarded the terminal rehab contract to A.R. Chesson Construction Company, contingent on NCDOT contractual services certification of the DBE participation. It does appear that A. R. Chesson met their goal of 3%. The City Council approved these improvements to the City's terminal building during the Council meeting held on November 22, 2010. There were a total of four bids received. A. R. Chesson's total bid is \$314,014. John E. Bassett, Inc. was the second lowest bidder at \$334,337. The total project budget, including owner expenses, is projected to be \$419,754. The project is fully funded. The work is scheduled to begin in mid-April with a scheduled completion of mid-August. Airport staff will occupy a temporary facility during construction. A second project yet to be bid will run concurrently, most likely during the summer months, with the terminal rehab project. The auto parking lot will be rehabbed through a State Aid to Airports grant of \$250,000. The local match brings the project budget to \$275,000. Additional information will be provided when this bid is awarded. The terminal project will include:

- replacement of the flat roof with a pitched, standing seam metal roof;
- replacement of the HVAC system and duct work;
- new electrical service;
- replacing of major portions of the building's plumbing;
- total demolition and replacement of the bathrooms;
- new carpeting, paint and drop ceiling;
- remodeled kitchen and new furniture;
- installation of an airside glass entrance vestibule;
- removal of a non-structural wall enlarging the conference room;
- improved audio-visual support in the conference room;
- finish out of the rear storage room and office, which will house the ECSU flight training facility

All work will be in compliance with ADA specifications.

4. On Monday, March 21 the City will open construction bids for the raw water reservoir, the Pearl Street pump station (utility relocation Contract #1) and the utility relocation work south of Elizabeth Street (utility relocation Contract #2). This will be the second attempt to open construction bids on these projects; hence, we will not be restricted from opening bids if we do not have three bidders. Anticipating that all will go well, staff will be presenting all three projects to the City Council on March 28 for consideration.

5. Staff has sent a copy of the original bid documents for the Water Street/Shepard Street Intersection Improvement Project to NCDOT Division 1 for their review and approval. If necessary, we will modify the bid documents and re-bid this project in late April. We have also asked for a draft copy of a proposed Municipal Agreement for the project in hopes of presenting the agreement to the City Council for approval on March 28, in anticipation of approval from the Board of Transportation in early May.
6. The Mayor's Redistricting Advisory Committee held their first meeting on Wednesday, March 16. 2010 Census information was provided for each ward and staff offered several scenarios for adjusting the imbalance of population in the four wards. The committee members asked staff for additional information, which will be provided. The committee decided to meet on a weekly basis in order to provide City Council with a timely recommendation on the redistricting change.
7. The vendor for the Downtown Wayfinding Sign Project estimates that we will have about two weeks until delivery of a sample sign. The sign frame should be ready to go to the powder coaters early next week. This means that the sign will likely ship during the first of the following week arriving at our vendor during the mid to latter part of that week. When completed and received by the vendor, they will deliver it to Elizabeth City and set it up on a display base for everyone to view and inspect.
8. Upcoming Event Reminders:
  - Mayor's Redistricting Advisory Committee meeting on Tuesday, March 22 at 5 p.m. in Council Chambers

RCO/vdw