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# MEMORANDUM

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**TO:** Mayor and City Councilors  
**FROM:** Rich Olson, City Manager  
**DATE:** March 24, 2006  
**REF:** FYI  
**PC:** Departmental Directors, etal

1. City staff continues to work with the Airport Authority and all the funding agencies on the ramp expansion project at the Airport. The project has been designed and sent to all permitting and funding agencies for review. Due to concerns by the Division of Water Quality, our stormwater management design had to be modified to reflect on-site bio-retention ponds. This will not affect the overall design of the project. A new schedule has been developed and is as follows:

Advertisement for Bids	April 1, 2006
Bid Opening	May 15, 2006
Bid Award	May 22, 2006
Pre-construction Conference	June 6, 2006
Begin Construction	July 15, 2006
Completion	September 15, 2006

The lease agreement with TAMSCO and its new parent company, DRS, has been executed and will be sent to all the funding agencies.

2. I have scheduled a tour of the new TAMSCO hangar for 9:00 a.m. on Thursday, March 30, 2006 for the City Council. Members of the Board of County Commissioners have also been invited to take the tour. Jeff Berry, TAMSCO Program Manager will host our tour and discuss with the City Council TAMSCO DSR's plans for the future. He will also provide us with an overview of TAMSCO's new parent company, DSR. I believe you will be impressed with their new facility!

3. Integra Development Partners, LLC has tentatively scheduled the Walker Landing (Elizabeth City Manor I & II Apartments) Bond closing for May 23, 2006 in Raleigh. The financing team is presently working on preparing the required documents and anticipates having them ready for City Council approval in early May. The team will meet weekly to discuss and review documents as the process progresses.
4. The Parks and Recreation Department has sent out requests for proposals to approximately twenty non-profit agencies in an effort to find someone interested in operating the concessions at Enfield Athletic Park. An ad was also placed in the Daily Advance. The Department will make every effort to have an agency under contract by the end of April, which marks the beginning of the summer softball season.
5. Renovations are going well in Customer Service and Accounting. Work on the renovations will continue next week, however, operations will resume downstairs on Monday. The Council Chambers will be vacated for the 5:30 p.m. work session on Monday night. Staff is looking forward to serving our customers in the newly renovated areas. The Finance Director would like to extend a special thanks to the following City employees: Public Works for their assistance in moving, Todd Williams for the excellent job he did on the electric rewiring, George Jackson for his numerous contributions to the move, and Finance staff for their patience throughout this process. We are very pleased with the appearance of the renovations.
6. This past week, staff conducted two community meetings for the residents, merchants and property owners in the Downtown area for the discussion of the installation of two proposed trash compactors in the Downtown area. A total of twenty citizens consisting of business owners and residents attended and provided comments and suggestions regarding this matter. A complete report will be presented to the City Council for review and direction regarding whether or not the City should proceed with this project.
7. In accordance with Section 5 of the Voting Rights Act, the Department of Planning and Community Development sent official notification to the Department of Justice this week concerning the five voluntary annexations that the City has acted upon since August of 2005. They are: Perkins Lane LLC for 21.63 acres on Perkins Lane, Down East Developers of NC, LLC for 21.36 acres on Perkins lane, J. A. Cooper for 56.08 acres on Savin Road, Eugene Meads for 134.88 acres on Halstead Boulevard Extension and Eugene Meads for 18.82 acres on the south side of Halstead

Boulevard. This information will also be forwarded to the Pasquotank County Board of Elections.

8. Ruby Tuesday restaurant obtained its building permit this week. The new restaurant will be located at 503 S. Hughes Boulevard (on the corner of Hughes Blvd. and the Halstead Connector). In addition, we expect to issue permits for Arby's (to be located at 1237 N. Road Street), the Super Wal-Mart (to be located at 101 Tanglewood Drive, off the Halstead Connector) and for the Tanglewood Shoppes (103 Tanglewood Drive) within the next week or two. Each of these entities has been in contact with the Inspections Department regarding securing the permits.
9. On April 13, 2006 between the hours of 10 a.m. and 4 p.m., Reuben M. Clayton, Regional District Director for Congressman G. K. Butterfield will be in Elizabeth City. The City will provide the use of the Council Chambers on behalf of Congressman Butterfield for Mr. Clayton to meet with constituents.
10. The Public Works Department is sponsoring a seminar for all food handling establishments on April 6, 2006 at 2:30 p.m. at the Hampton Inn to help restaurateurs and others affected by the Fats, Oil and Grease Control Program prepare for the new regulation. Enforcement of FOG regulations will begin on July 1, 2006. Along with City representatives, URS Corporation of NC, Albemarle Regional Health Services and various grease haulers and renderers will be in attendance to answer questions and offer information. An overview of the FOG program will be provided as well as information regarding good kitchen dry-cleaning practices, maintenance requirements, record keeping and the penalties and fines that will be imposed for violations.

RCO/vdw