



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending March 25, 2011

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1. Prior to the demolition of the old Charles Creek Bridge, the City salvaged the dedication plaque, which was installed on the bridge. The City's intent was to provide the plaque to the Museum of the Albemarle for display. The museum has decided not to display the plaque. Staff has had discussions with English Construction Company about installing the old plaque below the new dedication plaque, which will be installed shortly. English has agreed to do this. The bridge is on schedule and we should be able to use it by the first of May. Staff will be working on a formal ribbon cutting and dedication ceremony, which should take place in the next 45 days. Once we have had a chance to discuss dates with each member of the Council we will schedule the ceremony.
2. Several years ago, the City made a formal request to NCDOT to allow us to install an in-street pedestrian sign at the intersection of Water and Fearing Streets. The request was made due to a number of near misses at this intersection. Our letter has finally worked its way up to Kevin Lacy, State Traffic Engineer. Based on our letter and several other communities' concerns, NCDOT has developed criteria that now must be met. NCDOT Division I Engineer Jerry Jennings believes that the Water Street location would meet the newly established criteria. He is requesting that we submit an encroachment agreement and a sketch for the proposed sign. NCDOT is also considering allowing Mid-Atlantic Christian University to install the signs on Poindexter Street.
3. The South Park Recreation Complex's current construction and completion is on schedule for July of this year. Barnhill Contracting is working on the final laser grading of the complex and parking lot. Upon completion of the grading, asphaltting of the parking lot and roadways will begin. The irrigation contractor will begin the additional irrigation next week after Barnhill gets those areas outside the ball fields ready for installation. The

infields of four of the five fields have had the infield conditioner added and blended; and three have been laser graded and are ready to set bases. The fourth field should be blended and graded today. The fifth field is waiting for the remaining ball field clay. The trees and shrubs for the landscaping are about 90% complete and will be finished once the asphalt is poured in parking lot. The site furnishings have been received and are in the process of being assembled and put into place. The concession stand and bathroom facility is about 65% complete and should be finished in about three weeks. The picnic shelter structure is up and we started putting the roof on this week. The lights and wiring for the picnic shelter are complete. The ball field lighting is all wired and the only thing left to complete is inside the electrical room of the concession stand. This step will be completed once the building contractor is ready. The playground is complete and ready for play. We are in the process of getting bids on the turf work. You will find on your agenda for Monday's meeting the request to award the bid for the fencing. The fencing will be ready to start in the next two to three weeks. The fence contractor will install all of the fence posts for the job and then wait until July to install the fence. This will give the turf contractor time to sod and sprig the turf. The sodding and sprigging is to begin the end of May or the first of June depending on weather. Once the turf is down, we will begin to grow in the sod and sprigs for one month before the fencing company comes back to finish installing the fence. Once the fence is complete in July we will finish growing in the sod and sprigs and be ready for play in late August. We currently have seven tournaments scheduled for the complex this upcoming fall starting on August 20th and running through November.

4. On Wednesday morning, staff attended NCDOT's pre-construction meeting for project U-4438, which includes the replacement of the eastbound Route 158 bridge over the Pasquotank River, the reconstruction of Elizabeth Street and related drainage work. There were about 150 people in attendance, but it is hard to know how many general contractors for the project were represented. NCDOT staff presented a rather broad brush overview of the intent of the project and highlighted some of the unique and critical features of the project and the contract documents. Most of the contractors' questions dealt with the reconstruction of Elizabeth Street. Questions focused on the sequencing of construction, vibration monitoring, foam concrete placement under the deck of the eastern end of Elizabeth Street and drainage related issues. The two issues discussed that the City had comment on were: the timing of the utility relocation work (the City committed to have the utility relocation work in the vicinity of the state project completed by January 2012); and secondly, the City's issue related to the discharge of potentially contaminated water into the City's Waste Water Treatment Plant. The

City advised the contractors that we would work cooperatively with the state, but some of our concerns were the timing and volume of the discharge. We will have limitations during high flow events, and the City wants to review the constitution of the contaminants in the water to be discharged to the plant.

5. We completed the first round of meetings on next year's budget with each department director this week. I would like to thank the department directors for being realistic with their proposed budgets. At this point, we are only working on the expense side of the budget, because we have not yet received any revenue projections from the state. It is still staff's intention to get the proposed budget to the Council by the first week in April.
6. This week, construction started on the perimeter fence for the stormwater retention ponds for the Roanoke Avenue Drainage Project, Phase 2. We expect that the fence work will be complete during the first week of April. The remaining punch list items for this project should be addressed before the end of May.
7. The Elizabeth City Police Department has three taxicab franchises that have become available. On March 29, 2011 the availability of these franchises will be advertised in The Daily Advance. On April 4, 2011 at 11 a.m., a drawing will be held in the City Council Chambers of the Municipal Administration Building to award the franchises.
8. Upcoming Event Reminders:
 - City Council Work Session, 5:30 p.m. on Monday, March 28 in Council Chambers
 - City Council Regular Session, 7 p.m. on Monday, March 28 in Council Chambers
 - Mayor's Redistricting Advisory Committee meeting, 4 p.m. on Tuesday, March 29 in Council Chambers
 - Chamber of Commerce Business Expo Flashback Celebration, Tuesday, March 29 from 5 – 8 p.m. at the K. E. White Graduate Center

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