



MEMORANDUM

TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

DATE: March 31, 2006

REF: FYI

PC: Departmental Directors, etal

1. I have had discussions with several property owners along the Halstead Corridor this past week concerning the annexation of some of their property. Jon Crouse has informed me that he will be requesting annexation of 65 acres on the north side of Halstead. The property in question lies north of the pond and east of the pond. In addition, he will request annexation of 140 acres on the south side of Halstead. A representative of Mr. Miles Brite has requested an annexation petition for property he has along Halstead. Mr. Brite owns approximately 163 acres along the corridor. I am not sure at this time how many acres will be included in his annexation petition. Rezoning requests will be filed with the petitions. It appears at this time that both property owners will request residential zoning.
2. City Staff is moving forward with the construction of a Community Resource/Training Center as part of the Hugh Cale Revitalization Strategies Grant. Today, we secured the adjoining lot (520 South Road Street) that was needed to accommodate the proposed 5,625 square foot facility. The following are upcoming tasks to be accomplished before construction may begin: a request to allow 17 and 21 feet side setbacks before the Board of Zoning Adjustments on April 18, 2006; a meeting with the architect on April 3, 2006 to draft preliminary design drawings; a groundbreaking ceremony on Friday, April 21, 2006; finalizing the Request for Proposal to manage and coordinate the facility; and finally, advertisement of the construction bid. Staff anticipates that construction will begin in early May 2006.

3. The Fire Department has received two Scott self-contained breathing apparatus air packs valued at \$5,000 from the Homeland Security Grant awarded to Emergency Management. The grant did not require a local funds match. Fire personnel use the apparatus to breathe in hazardous atmospheres.
4. Staff is working with Adelphia Cable on the expansion of its head-end facility located on the City's Wellfield Road property. The City originally leased Adelphia the property in 1985. The lease agreement expired in December 2005. Over the years, Adelphia has expanded the area covered by the lease, most recently in 2001. They have provided the City with a current survey of the property being used presently. Staff is trying to determine how much additional property Adelphia is requesting. A new lease agreement will be required and a new lease payment will be calculated. I will try to bring this matter to the Council for its consideration sometime in May.
5. The Elizabeth City Fire Department will conduct three live fire burn training sessions during the month of April. The burns are scheduled to take place on Saturday, April 15 at 305 Martin Luther King Drive, Wednesday, April 19 at 303 Martin Luther King Drive and Sunday, April 23 at 416B Sunset Circle. Alternative dates have been chosen should inclement weather cause the burns to be postponed.
6. A letter has been received from Lloyd Griffin, III, Chairman of the Albemarle Commission announcing an upcoming meeting scheduled for Tuesday, April 4 at 1:00 pm at the Commission Building in Hertford. The Albemarle Commission Board has recommended forming a Regional Water Committee composed of water system managers and elected officials to develop an action plan both locally and regionally that can be used as a comprehensive plan. The Board has stated that it is of the opinion that having a Regional Water Committee in place will provide a united, stronger, and more effective voice than individual efforts when seeking support from our legislators. The Commission Board is inviting town and county managers, water system managers and elected officials to participate in this upcoming meeting.
7. Fire Marshal Barry Overman traveled to Palm Coast, Florida this past week to re-certify K-9 Sheba in accelerant detection. Sheba scored 100% in each stage of her training and is now certified until 2007.
8. The Department of Planning and Community Development has published new brochures to assist property owners living in the Downtown and West Main Street historic districts. The brochure includes information relating

to routine maintenance, minor work and major work to the exterior of structures and the process for receiving a Certificate of Appropriateness. The brochure also includes a map outlining the districts. Staff will be working with neighborhood groups to help disseminate this information to property owners in the district. The brochures are also available for pick-up in the Planning Department located on the third floor of the Midgett Building, 302 E. Colonial Avenue.

9. The Wellness Committee kicked off its spring fitness promotion this morning by providing a healthy breakfast for the 52 City employees who have pledged to walk "100 Miles in 100 Days." The Committee provided brochures on healthy eating and exercise and each participant received a squeeze bottle and walking log. Representatives of Capstrat, a Raleigh-based fitness publication, were on hand to take pictures of the kick-off for their magazine. I would like to wish our 52 employees much success on their commitment to be fit and encourage all others to join in as well!

10. I will be out of the office from April 12 thru April 17 celebrating Easter with my boys in Tallahassee, Florida. Gayle will be finalizing plans for my oldest son's wedding, which is planned for Thanksgiving weekend in Live Oak, Florida. There is a budget work session scheduled for April 17, but I will return in time for the meeting. I will advise who will be appointed as acting City Manager next week. As always, I will be available by cell phone, if needed.

RCO/vdw