



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending April 1, 2011

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1. City staff continues to work on a very difficult 2010-2011 budget. Numerous meetings have been held to discuss cuts to the proposed departmental budgets. I have balanced the General Fund budget, but continue to struggle with the Water and Sewer Fund and the Electric Fund budgets. I was hoping to have a budget to the City Council by April 4, 2011, but I will not be able to forward a copy to you until April 6, 2011. The Council's first budget meeting will be April 11, 2011 at 5:30 p.m. prior to your regular meeting.
2. On March 29, 2011, the City held a pre-construction meeting associated with the installation of the underground electric part of the Elizabeth Street Project. Over 20 people attended, including representatives from the City, CenturyLink, Piedmont Natural Gas, NCDOT and CEI. The boring subcontractor will begin his work on April 4. He will be mobilizing his equipment and should start digging the boring pit by the end of the week. The pit will be located at Burgess Street and Water Street, with the receiving pit being constructed on the north side of the Camden Causeway. This part of the contract is one of the most complex tasks within the contract. If everything goes as planned, the contractor believes his work will take ten days. There are several other smaller bores that will be done while they are in town.
3. This week, we received a letter from NCDENR/Public Water Supply approving our plans to replace the finishing filters at the water treatment plant. This is the second of two projects (the first being the cleaning and repair of the raw water tank) to be funded with the residual monies that were appropriated for the well field expansion project. With the final approval in place for the filter project, we can now finalize the plan and advertize this project for construction bids by the middle of this month.

We will open the bids before the end of May, anticipating construction soon after that.

4. Progress is being made on the Environmental Assessment (EA) as required for the CDBG-ER grant for the Pearl Street-North Road Street infrastructure project. This week, we received notice from the State Historic Preservation Organization (SHPO) that they had no concerns about the proposed project. Now, we wait for a response from the Catawba Indians to move the EA forward. The block grant that the City has been awarded is for \$950,000 and is for the replacement of water and sewer utilities in Pearl Street and a section of North Road Street from Glade Street to Ward Street. This project will become part of Contract III for the Elizabeth Street Utility Relocation Project and the CDBG funds will be used for the City's share of the project costs that will not be paid for as part of the NCDOT project. We hope to open construction bids for Contract III sometime in June.
5. On Tuesday, March 29, 2011, three new officers started work with the Elizabeth City Police Department. Probationary Police Officers Ronald Greer, Jr, Zachary Lovett, and Daniel Odell will complete a week-long orientation process before being assigned with a field training officer, where they will complete an additional 12 weeks of in-field training. During orientation, officers will be introduced to the various divisions and bureaus of the Police Department, including Traffic, Community Policing, K-9, Investigations, Evidence/Crime Scene Collection, and the Records Management System. Once assigned to the field training program, these three new officers will receive extensive in-field training that will equip them with the skills they need to complete their duties as a law enforcement officer and serve the citizens of Elizabeth City. Chief Crudup and I would like to welcome these three new officers aboard and wish them well as they begin their career in criminal justice with the Elizabeth City Police Department.
6. The American Public Power Association (APPA) has awarded the City of Elizabeth City Electric Department the RP3 Gold designation for a third time. On March 21, 2011, while attending the National APPA Conference in Nashville Tennessee, Karl Clow accepted the award on behalf of the City. The RP3 designation is based on criteria that demonstrate the City's commitment to providing excellent electric service in our community. The four areas that are graded include reliability, safety, workforce development and system improvement. With this designation, Elizabeth City has joined the ranks of a select group of outstanding utilities, demonstrating our commitment to providing safe and reliable power to

our citizens. I would like to congratulate the employees of our Electric Department for their diligence and commitment.

7. The Planning Commission will hold its regularly scheduled monthly meeting on Tuesday, April 5 at 4 p.m. in Council Chambers. The agenda for the meeting is available in the Planning Department section of the City's website, [www.cityofec.com](http://www.cityofec.com).

8. Upcoming Event Reminders:

- Council Finance Committee meeting on Monday, April 4 at 10 a.m. in Council Chambers
- Special City Council meeting on Monday, April 4 at 5:30 p.m. in Council Chambers
- Mayor's Redistricting Advisory Committee meeting on Tuesday, April 5 at 5:30 p.m. following the Planning Commission meeting in Council Chambers.
- Urban Forestry Commission meeting on Wednesday, April 6 at 5:30 p.m. in Council Chambers
- Mayor's Redistricting Advisory Committee meeting on Thursday, April 7 at 5:30 p.m. in Council Chambers
- The Elizabeth City Area Chamber of Commerce is sponsoring a Ribbon Cutting Celebration hosted by Family Advantage on Friday, April 8 at noon. This new business is located at 111 N. McMorrine Street in downtown Elizabeth City.

RCO/vdw