



MEMORANDUM

TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

DATE: April 7, 2006

REF: FYI

PC: Departmental Directors, etal

1. The North Carolina Department of Transportation (DOT) is preparing to move forward with improvements to the traffic signal infrastructure on Ehringhaus Street. These improvements will include upgrading the signal controllers and cabinets and the installation of a fiber optic based closed loop system, which will coordinate all of the signals on Ehringhaus Street. In addition, DOT will install a new traffic signal at the intersection of Ehringhaus and Cardwell Street/Hariot Drive. Work is anticipated to begin within 60 days. The project will take approximately 12 to 18 months to complete.
2. City staff has had a discussion with the North Carolina Department of Transportation (DOT) concerning street sweeping of the DOT roads located within the City. There are 36.3 miles of DOT roads that are swept for DOT via a contract with a third party. DOT is currently in the process of bidding the street sweeping contract for Division I. DOT is willing to enter into a reimbursable agreement with the City of Elizabeth City at the bid price for those roads located within the City. DOT is estimating \$150 per shoulder mile per cycle, which equates to \$16,335 per year. DOT historically only has had its contractor sweep the streets three times per year. By entering into the agreement, the City can offer a higher level of service and receive payment from DOT.
3. The Planning Department has received three applications for its April 25, 2006 Technical Review Committee meeting. They are: (1) a site plan submitted by Rivers Bend Development Corporation of Virginia Beach,

Virginia for seven condominium units at Rivers Bend Condominiums on Continental Drive, which is owned by William Ballinger; (2) a preliminary subdivision plat submitted by Hamilton Commercial Property of Virginia Beach, Virginia to subdivide 7.45 acres of property into five commercially-zoned parcels located at the intersection of Hughes Boulevard and Forest Park Road; and (3) a site plan from D & R Construction of Elizabeth City for a 2,400 square-foot office building at Jordan Plaza, at the site of the old Keys Locksmith store.

4. The Sanitation Division of the Public Works Department has initiated an aggressive public education program. The purpose of the education program is to inform City residents of the Sanitation pick-up schedules and how to help keep our City cleaner. Pick-up schedules include trash, limbs, leaves/grass, appliances and bulk household items. Other issues being addressed are recycling and keeping debris out of our City's gutters and storm drains. Some of the things the Sanitation Division has been working on are:
 - The leaf/grass collection schedule was printed in the Daily Advance on March 19, 2006
 - Channel 11 is running information requesting that citizens please keep the "Clutter Out of the City's Gutters"; the leaf/grass pick-up schedule; the appliance and bulk garbage schedule; encouraging citizens to recycle; and asking citizens to dispose of cigarette butts appropriately.
 - The April utility bill message will request that citizens "Please keep the clutter out of the City's gutters."
 - The Code Enforcement Officer is placing door hangers advising citizens of possible fines for placing yard debris in the gutter lines and placing bulk items out without an appointment
 - RO Givens Signs and Flowers Printing are making informational billboards to be installed on the trash and leaf trucks.
 - A Solid Waste/Recycling pamphlet will be included in the May utility bills.
 - Every 90-gallon garbage can within the City will have a sticker placed on it stating the exact day of trash collection.
 - On April 13, Janice Brown, Pasquotank County Recycling Coordinator and Larnetta Brothers, Elizabeth City Sanitation Superintendent will speak at the Elizabeth City Middle School to approximately 750 students about recycling.

Public education is the key to keeping the City clean. The Sanitation Division of the Public Works Department is the backbone to making it happen.

5. The Pasquotank/Camden/Elizabeth City Emergency Management Agency will host an Emergency Officials' Preparedness Conference on May 12, 2006 from 8 am to 4 pm at Corinth Baptist Church in Elizabeth City. This conference is in response to disasters that we have witnessed in other parts of our country and the world. These disasters have destroyed entire cities, life styles and even lives. The most noted part of any disaster in the news today is who is responsible for the countless tragedies and chaos following these events. That responsibility begins at home, on the local level. We all need to be prepared for the proper response to any disaster that may occur, including elected officials, emergency responders and members of the total support system for the City and County. This conference will provide valuable information on the process of emergency management in a disaster from the local to the federal level. Topics to be covered will be:

- Emergency Management – Concept of Operation
- Rumor Control
- Effective Communication
- Working with the Media
- Lessons learned from Katrina
- Disaster Recovery Preparedness
- NIMS and Incident Command Overview
- Overview of Pandemic Flu Exercise

North Carolina has always been the lead in pre-planning for disasters. Let's assure that we are at the local level, as well. Brochures will be available soon.

6. On April 6, 2006, a FOG Program Educational session was held at the Hampton Inn in Elizabeth City for food handling facilities. The meeting was scheduled for 2:30PM to 3:30PM to minimize the impact to restaurant operations. Over 50 people attended the session including FOG-related vendors, haulers, schools, hospital, Albemarle Regional Health Services and restaurants. URS Engineering provided a presentation of the new FOG regulations. A draft of the proposed FOG regulations, along with the PowerPoint presentation will be placed on the City's website. The FOG Program will be presented to City Council for final adoption on April 24, 2006. Over 70% of the City's sewer blockages are caused by oil and grease problems. The need to address this problem is critical.
7. On April 26, 2006, Emergency Management, along with City staff, will be involved in a tabletop exercise to test our local response to the Pandemic Influenza health problem. The goal of the Pandemic CIPHER 2006 is to test the ability of State and Local Government and the State hospital

system to respond to a pandemic influenza outbreak that overwhelms the State's medical system and requires the implementation of Critical Incident Management Procedures. There will be a two-day statewide full-scale exercise held May 24 and 25 in which staff will also participate.

8. Parks and Recreation Director Jim Overman and Tourism Director Russ Haddad have coordinated a weekend event for June 10th and 11th at Waterfront Park and Dog Corner Park. The American Power Boat Association will run a series of races on Saturday that will be in view from downtown parks overlooking the river. There will be no charge for any of the racing events other than the entry fees for the estimated 50 boats that race. This will be a different class of boat from last year and much more suitable for our venue. On the same Saturday, several of the local Bass Clubs have joined efforts to raise funds for Kids First. The Bass Clubs are expecting to have as many as 40 boats for their one-day event, which will be directed from Dog Corner Park. The two organizations are working together to coordinate parking, races, and weigh-in on Saturday. On Sunday the APBA races will be directed from Waterfront Park with races starting after church hours. It will be necessary to close one block of Water Street directly in front of Waterfront Park. The American Powerboat Association has obtained permits from the Coast Guard and North Carolina Wildlife Resources to limit boating during the races. A permit for the street closing has been submitted to Department of Transportation and me.
9. The Elizabeth City Police Department has received an overwhelming response for its first Police-A-Kid-Emy scheduled during Spring Break, April 17-21, 2006. The Department has received 164 applications for the camp. The ECPD, the Elizabeth City/Pasquotank County Police Athletic League (PAL) and 21st Century Learning are sponsoring the camp. The camp will be held at the Elizabeth City Middle School. Activities will also take place at Knobs Creek Recreation Center, Gateway Cinema and Albemarle Lanes, culminating with a trip to Bush Gardens in Virginia. The camp was initially planned for 80 campers; however, it was then increased to 100. Due to the overwhelming response, 164 applications have been accepted. The Police Department is now looking for volunteers to assist with the weeklong activities. Anyone wishing to help is asked to please contact Sgt. Wade Brite at 252-335-4321, ext. 234. A pre-registration session is scheduled for April 13 and 14, in the lobby of the Police Department for campers and parents to pick up their t-shirts and information packets.

10. Reuben M. Clayton, Regional District Director for Congressman G. K. Butterfield will be in Elizabeth City on Thursday, April 13 to meet and talk with constituents. Mr. Clayton will be in the City Council Chambers from 10 a.m. until 4 p.m. that day and appointments are not necessary.
11. City Offices will be closed on Friday, April 14 in observance of the Easter Holiday. As a reminder, I will be out of the office from Wednesday, April 12 thru Monday, April 17 visiting my boys in Florida. I will be back in time for the Budget Meeting, which is scheduled for 5:30 p.m. on Monday, April 17. Sarah Blanchard will serve as Acting City Manager in my absence. As always, I will be available by cell phone should you need to contact me.

RCO/vdw