



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending May 19, 2006

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1. Jim Overman has informed me that Camden County has decided not to participate in the City's recreation program next year. This year, the City's recreation contract with Camden called for a payment of \$59,662. The City proposed that the rate increase to \$95,917 in fiscal year 2006-2007. The increase was warranted after a review of the cost the City incurs in supporting recreation activities in Camden County and the level of participation by Camden County residents. Effective July 1, 2006, the City will stop maintaining fields and parks within Camden County. I have asked Jim Overman to begin the transition of turning over the actual recreation programs to Camden County. I have also asked the Parks and Recreation staff to develop an "out-of-county" participation fee, which will be charged to not only Camden County residents but to anyone outside Pasquotank County. Due to the decrease in work load for the Parks and Recreation Department staff, we will not be filling a vacant Recreation Specialist position. Jim Overman will provide technical support to Camden County, if requested.
2. On May 16, the Public Utilities Department opened bids on two projects. The first project is the extension of a new water line from Hughes Boulevard to Forest Park Road along the Halstead Connector. Five bids were received with George Raper and Son being the lowest bid at \$313,687. Staff will recommend the award of the contract to George Raper and Son at your May 22, 2006 meeting. The second bid opening was for Phase III of the Main Street Streetscape project. No bids were received. Three companies had requested the plans and specifications for the project: RPC Contracting, Barnhill Construction and Paul Howard Construction. Since no bids were received, staff re-advertised the project and established a new bid opening date of June 1, 2006. Under State

statutes, since the project was re-advertised, we will not need to adhere to the three-bidder requirement for the second bid opening.

3. During the April 24, 2006 City Council meeting, Council approved a request by Adelpia Communications Corporation to renew its head end facility lease agreement, and in addition, increase the size of the parcel being leased at the City's well field. Council also approved staff's recommendation that the lease payment be due annually, in advance in the amount of \$4,427.25 for the first five years. Adelpia's regional office in Charlottesville, Virginia returned the executed lease agreement this week indicating acceptance of the new terms and conditions.
4. The Elizabeth City Fire Department, along with volunteer fire departments in Pasquotank County, is in the process of increasing fire response districts from five miles to six miles. On January 1, 2001, the NC Department of the State Fire Marshal increased response districts from five to six miles to assist residences outside of fire districts to reduce insurance costs significantly. Fire response boundaries have been extended in areas that had no designated fire department. Since the City contracts with Pasquotank County for primary response in the Central Fire District, areas along the Halstead Corridor and the new US 17 Bypass were affected. Elizabeth City is now responsible for all the properties on the Halstead Corridor, one-half mile to the south of the Halstead Intersection on 17 Bypass (up to the railroad overpass), three miles to the north of the Halstead Intersection on US 17 Bypass and 2.41 miles west of the US 17 Bypass. Although this expansion includes a large amount of land acreage, no commercial or residential structures will be impacted at this time. Due to the limited access to crossovers on the US 17 Bypass, we will continue to request automatic mutual aid from Providence Volunteer Fire Department and Intercounty Volunteer Fire Department on possible emergencies encountered, since there is no exact way to pinpoint emergency locations within this portion of the Central Fire District response areas. The Elizabeth City Fire Department will cover all emergencies on the Halstead Corridor. Some other minor modifications to the response district were initiated to improve response to emergencies, but no major changes were made. The remainder of the Central Fire District borders directly with other existing fire districts.
5. The City's audit firm, Douglas A. Hollowell, P.C. will be here on May 25th and 26th for preliminary audit work and will return in August after fiscal year close-out is completed. The Finance Department will then prepare the Comprehensive Annual Financial Report, which is due October 31, 2006. The CAFR will be presented to City Council in November.

6. City staff has been very busy this week assisting the organizers of the Albemarle Potato Festival ready the downtown area for the event, which will be held tomorrow from 10 a.m. until 6:00 p.m. Main Street, from Water Street to Elliott Street, will be closed beginning at 6 p.m. this evening until 7 p.m. tomorrow evening for the festival. Additional activities will occur at Mariner's Wharf Park. ECDI Director, Peggy Langley reports that new entertainment, activities and events are scheduled for this year's festival and that volunteer support has been tremendous. Mayor Pro Tem Hummer will assist with the opening ceremonies at 10:00 a.m. tomorrow morning on behalf of Mayor Foster, who has an out of town engagement. I would like to thank all staff members who have worked so hard in preparation for the festival!

7. Upcoming Events:

- The annual Memorial Day Service will be held on Monday, May 29, 2006 at 1:00 p.m. in the Garden of Honor at West Lawn Cemetery. Mayor Foster will be a guest speaker.
- The Chamber of Commerce will host a ribbon cutting and open house on Tuesday, May 30, 2006 at 5:00 p.m. for the Community Home Care & Hospice located at 1601 N. Road Street. Please RSVP directly to the Chamber by calling 335-4365 by May 25.

RCO/vdw