



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending June 2, 2006

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1. The City Council had scheduled a work session for June 5, 2006 prior to the regular meeting. The purpose of the work session was to hear presentations from non-profit groups interested in managing the Hugh Cale Resource/Training Center. Since the deadline has been extended to June 30, 2006 due to compliance issues with Federal Code, there is no need to have a work session on June 5. After consulting with the City Clerk and Mayor Foster, the meeting has been cancelled.
2. I am happy to report that all permits have now been obtained for the airport ramp expansion at TAMSCO. All bid documents and permits will now be sent to the Economic Development Administration for EDA's final review of the project. The City hopes to advertise for bids within the next thirty days and award a contract by the end of July or the first of August. The project is scheduled for completion by October 1, 2006.
3. Dennis Branch, Grants Administrator for DCA, conducted an auditing visit on May 31, 2006 on year three activities for the Hugh Cale Revitalization Strategies Grant. A review of randomly chosen disbursements and accounting procedures was performed and there should not be any findings in this area. On the June 5, 2006 agenda, there are a number of items associated with the grant. These items include a resolution approving the Resident Displacement and Relocation Plan, a resolution approving a Fair Housing Plan and a resolution approving the Citizens' Participation Plan. The City has previously adopted each of these plans, but since the grant is assigned a new number each year, the plans must be adopted annually. DCA requires that the grant have a separate budget ordinance for each year and calls for public hearings for Year II and Year III also appear on the agenda. When the City is allowed to access Year IV funding later this year, all of the above items will have to be adopted again. In addition to documentation records, Mr. Branch

performed a field inspection of a home which had been rehabilitated by the City and Elizabeth City Neighborhood Corp (ECNC). This inspection was conducted to assess the quality of workmanship of the rehab project. Mr. Branch met with representatives of River City CDC, ECNC and Elizabeth City State University to discuss the grant. The City should receive Mr. Branch's monitoring report in approximately 45 days.

4. The City has received a proposed contract from Hazen and Sawyer for design work associated with the Charles Creek Bridge. The contract has been forwarded to NCDOT for its review and approval. I have requested that Hazen and Sawyer decrease the total days for completion of the design work from 180 to 120 days. This project has already taken eight years and needs to be completed as soon as possible. Under the schedule submitted by Hazen and Sawyer, the project will not be completed before December 2008. Once NCDOT approved the contract, I will place it on the City Council agenda for approval.
5. City staff met with Jeff Dixon concerning the status of the Boys and Girls Club last week. He informed staff that the Boys and Girls Club's Board of Directors is in the process of signing a contract with a nationally-known realtor to market the club property to a larger audience. Staff also talked with Mr. Dixon and the club manager about plans for this summer. They both indicated that the club will offer a summer program for area youth. To what extent these programs will be offered is still being discussed.
6. Councilman Stallings requested an update on the City's contract for recreational services with Camden County. Camden County has notified the City that due to the increase in fees, the Commissioners decided to establish their own Parks and Recreation Department. City staff had included \$95,917 in the budget as revenue from Camden County. Due to the loss of revenue, the following changes have been made to the fiscal year 2006-2007 budget:

Deletion of a Recreation Specialist position	\$39,462
Rails/Trails Grant (local share)	\$52,736
	\$92,198
Total	\$92,198

The remaining \$3,719 will be made up through surcharge fees for out of county residents.

7. Lt. John Young submitted a grant application this week to the National Football League, Youth Football Foundation for \$8,500. This application, if granted, would allow the Police Athletic League to finance a flag football

league for eight teams that would include 200 youths between the ages of 6 and 10 and add an additional tackle football team of 35 members to the existing Police Athletic League's existing tackle football program.

8. The Elizabeth City Fire Department will be conducting live fire burn training on Sunday, June 4. The training will take place at 416B Sunset Circle and is scheduled to begin at 8:00 a.m. Sunset Circle will be closed during the training.
9. The preconstruction conference for the Wetlands Restoration Project adjacent to Charles Creek will be held at 1:00 p.m. on Monday, June 5. The lot next to the "Fish Courts" will be converted to wetlands. This project has been delayed several times by the State due to cost overruns and issues with contractors. There are no local funds involved with this project.
10. Officers from the Elizabeth City Police Department attended the 1st Judicial District's Community Dialogue on Domestic Violence and Child Welfare on May 31, 2006 in Edenton. The task force consisted of area law enforcement, judges, district attorneys and social service agencies that provide service in the 1st Judicial District. This district is comprised of Dare, Currituck, Camden, Pasquotank, Gates, Perquimans and Chowan counties. The meeting's purpose was to develop strategies and to identify funding sources to provide additional intervention methods in the areas of domestic violence and child welfare on both the local and district levels.
11. The Elizabeth City Fire Department will be providing fire extinguisher training to childcare center workers. Childcare providers are required to attend fire safety training each year. Each worker that attends the class will receive two credit hours through the Division of Child Development. We have received notification that approximately 200 workers will attend this training that will be held on Saturday, June 3rd from 9:00 to 11:00 a.m. at Northeastern High School.
12. The youth soccer organization in which the Parks and Recreation Department participates will be hosting a regional tournament this weekend at Northeastern Park. The Harbor of Hospitality AYSO Soccer tournament will host teams from Virginia and North Carolina in three different age divisions. Play begins Saturday morning at 9 a.m. with a championship game held around 2 p.m. on Sunday. A large group of U. S. Coast Guard personnel will be volunteering for the event. I would like to thank them for their help with the tournament.

13. On Thursday, June 1, Fire Marshal Overman and Fire Inspector/Public Educator Richardson participated in a radio talk show at WCNC to promote the City's "Tot Finder" program. This program is for anyone who has small children in their home. The occupants receive a set of reflective stickers to put on the outside of a child's bedroom door. If there is a fire in the house, the firefighters can see the stickers when they search the house and know to check that room for a small child. Please contact Dena Richardson at 338-3913, extension 309 if you are interested in this program.

14. I would like to thank the staff members of the Fire Department who worked to refurbish the planting beds around the Annex and Midgett buildings and the employee parking lot this week. The new plantings are a nice addition to our complex!

15. I will be out of the office from June 8 thru June 18 on vacation. Sarah Blanchard will serve as the Acting City Manager during my absence. I will be available most of the time by cell phone. There are two special events that are scheduled while I am on vacation. The APBA power boat races are scheduled for June 10th and 11th. Jim Overman will be in charge of providing support for that event. River City CDC's annual Juneteenth celebration is planned for June 18th. Dick Gregory will be the keynote speaker for the event and staff anticipates a large crowd to attend. The staff contact person for this event will be Sandra Anderson.

RCO/vdw