



**TO:** Mayor and City Councilors  
**FROM:** Rich Olson, City Manager  
**REF:** FYI ~ Week Ending June 3, 2011  
**COPY:** Email Distribution

1. In conjunction with Pasquotank and Camden Counties, the City issued a Request for Proposals yesterday to various professional firms for debris management and removal services related to natural or manmade disasters. Sealed proposals are due by June 20, 2011 at 4:30 p.m. at my office. The contracting activity being requested is to secure the services of an experienced contractor capable of efficiently removing large volumes of disaster-generated debris. A copy of the RFP is available on the homepage of the City's website. An advertisement for the RFP will also appear in Sunday's Daily Advance. I would like to thank Christy Saunders for her help in getting the RFP on the street.
2. The City has been notified by the Government Finance Officers Association that our comprehensive annual financial report for the fiscal year ended June 30, 2010 qualifies for a Certificate of Achievement for Excellence in Financial Reporting. This is the highest form of recognition in governmental accounting and financial reporting and its attainment represents a significant accomplishment. A plaque will soon be received from the GFOA and will be presented during an upcoming Council meeting. Sarah Blanchard and her staff are to be commended for this outstanding achievement, as this is the 21<sup>st</sup> consecutive year that the City has been awarded this designation.
3. **Update on Elizabeth Street Utility Relocation (NCDOT Project U-4438)** –The deployment of the drilling equipment to jack and bore a casing pipe for the gravity sewer on Colonial Avenue between Water and Poindexter Streets took a bit longer than anticipated last week. Controlling ground water in a deep excavation is always a challenge; but, the contractors did an excellent job and now have a secure dry hole to work in. Sewer work on Water Street is going a bit faster than anticipated; however, about 200 feet north of Colonial Avenue, the contractor encountered reasonably dry soils with a strong smell of fuel. NCDOT was contacted and we were directed to stop work until the

contractor made arrangements for the proper disposal of contaminated soils. Early next week, the contractor should begin the process of disposing of the contaminated soils and will complete the sewer work on Water Street. Also early next week, the contractors will complete the process of jacking the casing for the deep gravity sewer and will be removing the rest of the pavement and brick pavers on the north side of Colonial Avenue, as well as removing the north side sidewalk (between Water and Poindexter Streets), all in preparation to open dig a trench to bury a 24 inch sewer force main and a water main. To accommodate the continuation in the first phase of work, we expect the street closures to be the same as they are currently for the next six weeks. We thank everyone in advance for their patience and cooperation, and especially their understanding of the need for this major interruption of normal traffic flow, as we move forward with this major infrastructure project that will provide downtown Elizabeth City with a whole new look in the project area.

4. Due to a scheduling conflict with the Finance Committee meeting, I will not be able to attend the NCEMPA Weatherization Team meeting in Rocky Mount on Monday. I have made arrangements, however, to receive an update after the meeting. We were going to review an update on the State's Weatherization Assistance Program and the State's efforts to get weatherization stimulus funds allocated at a quicker pace. In addition, the committee has been working with several business partners on a Point-of-Sale Insulation Rebate Program, which would dovetail off the City of Elizabeth City's existing program that has been highly successful. Finally, discussions will be held to incorporate in the NCEMPA budget funding for weatherization-related programs. Mark Otersen of Electricities will provide a detailed update to me after the meeting.
5. For the next ten weeks, the City has the benefit of a graduate studies intern, Mohammad Sayemuzzaman, who will be evaluating and making recommendations on the process operations at the Waste Water Treatment Plant in areas that the City can save on power costs. In the first two weeks of work, Mohammad has evaluated the entire WWTP and has been able to focus his work on the air blowers and circulation pumps in the six aeration basins. Mohammad estimates that these blowers and pumps account for about 80% of the energy consumption at the plant, which costs the City about \$8,000 per month. The next task is to evaluate equipment and instrumentations at the plant that can contribute to a reduction in the plant's overall power use. We look forward to future updates on his work and his final report and recommendations to the City, which we should receive in mid-September.
6. This week, progress was made on the drawdown of the three million gallon raw water reservoir. The lowering of the water level in the raw

water reservoir allowed us to see exactly how bad the buildup of sludge in the reservoir is and how poor the condition of the baffle walls are in the tank. (See the accompanying pictures at the end of this memo). The contractor decided that he had to mobilize special pumps from Florida to help empty and clean the reservoir as required. The pumps should be here next week. At this point, we do not anticipate any significant delays in the completion of this project.

7. Tuesday, June 7<sup>th</sup> is the 2011 Mariners' Wharf Film Festival Grand Opening. This popular film festival is sponsored by Elizabeth City Downtown, Inc. We will again be able to relive the drive-in movie experience--sans the car--with Elizabeth City's beautiful waterfront at Mariners' Wharf as the backdrop. Classic American films will be shown on a large screen on eight consecutive Tuesdays at 8:30 p.m. from June 7<sup>th</sup> to July 26<sup>th</sup>. There is no admission and all screenings are free to the public. We have a great line-up of classics to show - including a Western! For a complete listing of movies, please visit [www.marinerswharffilmfestival.com](http://www.marinerswharffilmfestival.com). Should a screening be canceled due to inclement weather, it will be rescheduled at a later date. New date(s) will be announced at the festival and also on Twitter and Facebook.
8. New this year to the City's outdoor movie experience will be the Kids' Flix Outdoor Movie Nights conducted by the Parks and Recreation Department. The movies will also be shown at Mariners' Wharf Park beginning at 8:30 p.m. on Friday, June 24<sup>th</sup>, Friday, July 29<sup>th</sup>, and Friday, August 26<sup>th</sup>. The kid-friendly movies will be appropriate for children of all ages. Popcorn, sodas and water will be available to purchase during the event, so bring your lawn chairs and blankets and enjoy good family fun on the lawn!
9. Join the Elizabeth City-Pasquotank County Parks and Recreation Department on July 4<sup>th</sup> from 6 p.m. – 9 p.m. at Waterfront and Mariners' Wharf Parks. This free, fun-filled family event will feature inflatable games, horseshoes, corn hole matches, bocce, sack races, face painting, a watermelon eating contest, relays, volleyball, games, cars, motorcycles, exhibitions, food vendors, DJ TAZ and Connected Bank. There will be a special appearance by Miss NC Teen USA and of course.....FIREWORKS! Donations are still being accepted by the Parks and Recreation Department to support the cost of the fireworks.
10. I would like to remind everyone that the Atlantic Hurricane Season began on June 1. Although we normally see the most tropical storm activity in September, everyone should be reminded to check their emergency preparedness plans and be mindful of hurricane season.

11. Upcoming Event Reminders:

- City Council Finance Committee meeting, Monday, June 6 at 10 a.m. in Council Chambers
- City Council Budget Work Session, Monday, June 6 at 5:30 p.m. in Council Chamber
- Planning Commission meeting, Tuesday, June 7 at 4 p.m. in Council Chambers
- Historic Preservation Commission meeting, Thursday, June 9 at 4:30 p.m. in Council Chambers

RCO/vdw

Raw Water Reservoir Pictures from Item #6



This picture depicts how bad the wall is and what the contractor will have to clean as part of the project.



From this picture, we see 3 to 4 feet of the wall and 14 feet of sludge. You also can see a baffle wall in mid-picture under the cat walk that has since buckled and fallen down.



From this picture, we can see about 6 feet of an 18 foot wall (with 12 feet of sludge).