



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending June 23, 2006

**COPY:** Email Distribution

1. On June 22, 2006, staff met with Department of Transportation (DOT) representatives to discuss the milling and overlay of Southern Avenue, now that all sewer work has been completed. Due to funding shortfalls, DOT does not have funds to do the work in the immediate future. Staff discussed with DOT the possibility of the City and DOT entering into a reimbursable agreement. The agreement, which would be similar to the Streetscape agreement, would allow the City to prepare the plans and specifications for the project. DOT would approve the bid specifications and the City would let the project. The estimated cost for the work is \$450,000. DOT would pay the entire cost of the project back to the City after January 1, 2007, but before June 30, 2007. DOT is in the process of preparing the agreement and I will place it on the Council's agenda for the July 10, 2006 meeting for approval. It is my intention to package the Southern Avenue project with the 45 blocks of milling and overlay work the Council approved in the fiscal year 2006-2007 budget. The overall project will be \$1.3 million and the City should receive good bids due to the economies of scale. Staff will shortly bring back recommendations to the Council on the City streets being proposed for the work.
2. The deadline for receiving applications for the position of Chief of Police has ended and a total of 73 resumes were received. Geographic locations for the applicants extended from Elizabeth City to Colorado, as follows: Elizabeth City, 3; elsewhere in North Carolina, 10; Florida, 8; Connecticut, 4; Alabama, 1; Colorado, 2; Delaware, 2; Georgia, 5; Illinois, 1; Indiana, 1; Maryland, 2; Michigan, 2; Mississippi, 2; Missouri, 1; New Jersey, 5; New York, 4; Ohio, 5; Pennsylvania, 2; South Carolina, 3; Tennessee, 2; Virginia, 4; Wisconsin, 3; Wyoming, 1. Most of the applicants have served as Chief of Police or in high ranking command positions for larger departments and over a dozen have worked in North Carolina sometime in their career. I have distributed questionnaires to all

personnel in the police department requesting their input on the character traits they value most in a chief and issues they would like to see addressed in the coming months. I am also providing questionnaires to each of you today by hand-delivery. I will use the information received as one of the criteria to begin narrowing down the applicant pool.

3. The Technical Review Committee (TRC) has received five applications for its June 27, 2006 meeting. The meeting will begin at 10:00 a.m. in the A. P. Midgett Municipal Building's third floor conference room. The items for consideration are:
  - (a) Application **CUP-02-06** by Seventh-Day Adventists, Inc. - Property located at 1117 US Highway 17 South. Applicant is requesting to use the church as a pre-kindergarten through 8<sup>th</sup> grade elementary school for approximately 15-20 students.
  - (b) Application **SUB-08-06** by Donald Parks Sr. of HAP, LLC to subdivide ±54.61 acres into 150 lots. The site is located on the south side of Savin Road.
  - (c) Application **SUB-09-06** by Steve Pepler of Bay Island Residential LLC to subdivide ±36.40 acres into 108 lots at The Reserve at Herons Ridge. Property is located on the corner of River Road and Asbury Lane.
  - (d) Application **SP-08-06** by Sunrise Bay Development, LLC. Property to construct a 5,700 square foot building on ±.42 acre Lot 41, Phase II of Halstead Commercial Park at the Halstead/Rich Blvd Intersection.
  - (e) Consideration of revised Site Plan **SP-01-06** by Quail Run Business Center, LLC located on Lot 4b, Skippers Corner for a 6,000 square foot metal building.
4. Staff has received notification that the City of Elizabeth City has been selected to receive a 2006 Employer Award from the Employment Security Commission of North Carolina. The award is presented annually to those employers who best support the ESC by posting employment opportunities. The award will be presented to all regional recipients at a luncheon being held on July 19 in Greenville, NC. Various regional and state officials will be in attendance to honor the recipients of the award. Human Resources Director Katherine Felton will represent the City.

5. I received a letter from County Manager Randy Keaton advising that the Board of Commissioners voted unanimously at its June 5, 2006 meeting to approve the City's request for the County to donate a lot acquired through the Hurricane Floyd Hazard Mitigation Project to the City. The lot, which is located at 901 S. Road Street, will be used as the site of a stormwater retention pond in conjunction with the Roanoke Avenue Drainage Project. I would like to thank the County Commissioners for this generous gift to the City.
6. A letter was received this week from Charlie Thompson, Chief of DCA's Grants Management Section, advising that the City's request to use program income generated through the Hugh Cale Revitalization Strategies Grant to supplement construction costs for the Resource/Training Center has been approved. We anticipate executing a construction contract with A. R. Chesson Construction Company by the end of next week.
7. The City received notification this week from the U.S. Department of Justice approving the following five annexations:
  - (a) A 21.63 acre residentially zoned parcel located on the south side of Perkins Lane owned by Perkins Lane LLC.
  - (b) A 21.366 acre residentially zoned parcel located on the south side of Perkins Lane owned by Down East Developers of NC, LLC
  - (c) A 56.08 acre parcel located adjacent to Savin Road and owned by J. A. Cooper
  - (d) An 18.82 acre parcel located on the south side of Halstead Boulevard Extension owned by Eugene and Shirley Meads
  - (e) A 134.88 acre parcel located at the northwest intersection of Halstead Boulevard and Thunder Road owned by Eugene and Shirley Meads.
8. I received and executed the Inmate Labor Contract renewal agreement with the Department of Corrections (DOC) for the coming fiscal year this week. The renewal agreement is similar to the one the Council originally approved and calls for DOC to provide the City with eleven inmates per day at a cost of \$2,860 annually. The work performed by the inmates for the City has an actual value of \$183,000 annually. Ms. Larnetta Brothers, Sanitation Superintendent, is the staff contact person with DOC and she

has done an excellent job coordinating the work of the inmate laborers. At the request of staff, I have contacted Superintendent Ernest Sutton and requested that four additional inmates be added to the City's agreement. Mr. Sutton is determining whether the City's existing agreement can be amended or if a new agreement will be required in order to honor our request.

9. I am pleased to report that the Department of Transportation has installed traffic signals at the intersection of Ehringhaus Street and Cardwell Street/Hariot Drive. These signals were approved by DOT as a result of a request made by the City Council in October 2002. The project has been on hold by DOT since that time due to budgetary considerations. The signals have not yet been energized. We anticipate that the lights will "blink" for a period of time prior to full activation.
10. A pre-construction conference was held today for the Streetscape Phase III project. The project consists of milling and resurfacing and new decorative lighting along Main Street from MLK Drive to Road Street. The contractor for the project will be Barnhill Contracting Company for the paving section and B & M Contracting for the lighting section. The project is anticipated to start the middle of July and be completed by the middle of November. Although we realize that the project will create inconveniences, the public works department will work with the contractors to minimize the impact on both pedestrian and vehicular traffic as best we can. We plan to provide periodic progress reports to businesses in the project area by email through ECDI Director Peggy Langley at least bi-monthly.
11. Staff continues to work with Mrs. Janice Baker, Interim Vice Chair for Business and Finance at ECSU regarding the installation of a 350Kw generator at the K. E. White Center to support its use as an emergency shelter. We have now been informed that action is required by the Council of State in order to approve the construction of the structure being proposed to house the generator. This reverses the information received previously that no action was required. In order to accommodate the City's goal to have the generator in service before the hurricane season advances, Mrs. Baker is working with the State Property Office to expedite the matter. We are anticipating that the issue will be placed on the next Council of State meeting, scheduled for the beginning of July, for approval and issuance of a "Right of Entry". Once approved, the City will proceed with construction and installation of the generator.
12. The Elizabeth City Police Department has hired two new Police Officers this week. Darrell Felton, a native of our region, was a transfer officer

from the Asheville Police Department and has six years of law enforcement experience. Felton's last duty assignment at the Asheville Police Department was in the traffic fatality investigation unit. Mike Lawrence, a former officer of the department, begins his employment with the department on June 27. Lawrence had been serving as a trooper with the North Carolina State Highway Patrol for the previous three years. He also has six years of law enforcement experience. Both of the new officers bring considerable experience with them from their former agencies. The department is currently staffed with 51 of the 54 sworn officers allocated by City Council and the department is actively recruiting experienced officers to fill the remaining vacancies.

13. Arrangements have been made for the City to host the upcoming Joint City/County meeting which will be conducted on July 31, 2006. The meeting will be held in the Education Center of Albemarle Hospital beginning at 6 p.m.
14. I will be attending the Change of Command Ceremony on Friday, June 30 in Norfolk, VA for outgoing District Commander Colonel Yvonne J. Prettyman-Beck and Colonel Dionysios Anninos, incoming District Commander of the US Army Corps of Engineers. The ceremony will be at 10 a.m. If any Councilor would like to accompany me, please call the office by Monday, June 26. I feel it is important that the City is represented in order to show our support of the Dismal Swamp Canal and its importance to Elizabeth City.
15. This is a reminder that the Pasquotank Arts Council's street party "A Taste of Elizabeth City" will be held tomorrow evening in Downtown Elizabeth City. Main Street, between Poindexter Street and McMorrine Street, will be closed for the event beginning at 5 p.m. The street will reopen for normal traffic at 11:30 p.m. PAC advised today that a large crowd is expected, but that tickets will still be available at the door tomorrow beginning at 7 p.m.

RCO/vdw