



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending August 18, 2006

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1. At June 30, 2006, the undesignated fund balance, without Powell Bill, will increase from \$1,399,416 to \$2,383,649 or approximately 18% of current year expenditures. The City's fund balance available for appropriation (including Powell Bill) at year-end is approximately 31%, which is well over the 8% recommended by the Local Government Commission. In fiscal year 2002, the City's undesignated fund balance, including Powell Bill, was 6.23%. We are pleased to report this increase in undesignated fund balance.
2. During its meeting held on August 14, 2006, the City Council approved the bid award for the TAMSCO ramp expansion project to Barnhill Construction Company. Included in the agenda support documentation, it was noted that our contingency fund for the \$1,472,228 project was \$28,494. The City has had conversations with EDA, requesting additional funding. EDA has tentatively approved our request for \$20,857. The City will be required to file several additional forms. We should receive official notification of the award by August 28, 2006. With the additional EDA funding, the contingency equals 3% of the total project cost, which is still below the 5% we would like to maintain.
3. The City received word this afternoon from DENR that all swimming and fishing advisories, which were issued in relation to last Friday's sewer spill at Charles Creek, have now been lifted. The latest water tests indicate that danger to swimmers no longer exists. Fishing in the area may also resume.
4. The City has had CAE, Inc. Engineers and Planners to perform light design work and prepare contract documents for the North Carolina Department of Transportation's review on Southern Avenue. The

design work is estimated to take thirty days and the advertising will take an additional thirty days. CAE will also prepare the bid documents for the 45 blocks of street to be milled and overlaid, appropriated in this year's budget and approved by the City Council at its meeting held on August 14, 2006. The streets to be resurfaced are as follows: Southern Avenue (from Shepard Street to Edgewood Drive), Park Street, Russell Lane, Morgan Street, East Broad Street, Glade Street, Willow Street, Emily Street, Burgess Street, East Church Street and Crescent Drive. The City will utilize \$800,000 of its Powell Bill funds to upgrade the ten City streets. Funds for Southern Avenue will be provided by DOT. Construction is expected to begin around November of this year. We will work around ECSU's Homecoming activities.

5. Construction on the City's \$706,266 Roanoke Avenue sewer line replacement project is expected to conclude by August 25. The last portion of the new 8-inch gravity sewer main is being laid from Brooks Avenue to Road Street. Crews from Inner-View Construction will then install several 4-inch residential sewer lines in that area, followed by the installation of asphalt over the trench the following week.
6. The monument that once was located in the City's parking lot off of Church Street has been relocated to Mariners' Wharf. The Parks and Recreation maintenance crew will complete the monument by installing brickwork around the base next week. This will make an attractive addition to the park.
7. The FOG (Fats, Oils and Grease) Program is nearing the October 1, 2006 compliance date. All food handling facilities connected to the Elizabeth City sewer system will be required to comply with the FOG Regulations. A facility may apply for a variance from the regulations at no charge until the October 1 date, after which variance requests will cost \$300. A copy of the regulations can be found on the City's website ([www.cityofec.com](http://www.cityofec.com)).
8. A committee from local emergency agencies was formed several months ago to begin preliminary design of the new mobile command post. Now that the new fiscal year has begun, the mobile command post has been in the shop for minor repairs and will go to the paint shop during the latter part of September. Arrangements are being made to begin transferring equipment from the present vehicle. Additional equipment will be ordered to facilitate emergency operations on scene. Another meeting of the committee will take place in the near future to review and update preliminary design plans.

9. The City has received several complaints on the condition of Villa Drive. According to present Powell Bill maps, this road is a private road and therefore, the City receives no Powell Bill funding for its maintenance. According to the extension of service plan that was filed in 1998 at the time of annexation, however, the City was to take over all maintenance of the road, which we have not done. The Powell Bill map has also not been amended to reflect that the road is a City street. No Powell Bill funds can be spent on the road until July 1, 2007 when a new Powell Bill map is certified to the State of North Carolina. The City will utilize street department funds to maintain the road until that time.
10. On August 16, the Elizabeth City Fire Department completed reaccreditation as a North Carolina Fire and Rescue School Delivery Agency. In 1993, the Elizabeth City Fire Department became a delivery agency for the Firefighter Certification Program. This accreditation allows the department to certify its firefighters to State standards with the same curriculum that the local college uses. We utilize on-staff instructors to conduct classes on and off shift. Elizabeth City is one of the few fire departments in the state that is allowed to be accredited due to its equipment availability, the number and diversity of instructors available and the expertise level of its personnel. Reaccreditation consisted of monitoring an actual class in progress, written test procedures, practical or hands on testing, grading results of testing, security of test banks, Standard Operating Guidelines in place for testing and completion of extensive surveys. With minor adjustments to its present procedures, the Elizabeth City Fire Department was reaccredited for five more years.
11. On Wednesday, August 16, the Fire Marshal's Office hosted a meeting for its Juvenile Firesetter Intervention Program. Represented at the meeting were Law Officers from the surrounding counties, Social Services, Juvenile Justice, the Health Department, Kids First and First District Court Judge J.C. Cole. Each agency expressed an interest in our program and will be working with us to set up a network of resources to help the children who are referred to our program. For more information regarding this program you can contact the Fire Marshal at 338-3981, Ext. 309.
12. County Commission Chairman, Cecil Perry, COA President Lynne Bunch and Ray White, AEDC Executive Director will be interviewed on the television show "On The Record" with Joel Rubin on Sunday, August 20 at 10:30 a.m. on WVEC-TV, Channel 13. These local

representatives will discuss the growth of our area during the second part of the show.

13. Upcoming Event: The Elizabeth City Area Chamber of Commerce will host a Ribbon Cutting/Open House at Carolina Surgical Care, P.A., 1138 North Road Street on Tuesday, August 22 from 5:00 p.m. to 6:30 p.m.

RCO/vdw