



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending August 25, 2006

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1. Staff continues to work on the Roanoke Avenue Retention Pond Project, which is an integral part of the overall Roanoke Avenue Drainage Project. The Pasquotank County Board of Commissioners has graciously agreed to donate the parcel located at 721 South Road Street to the City for the project. This property was acquired with FEMA funds from the Hurricane Floyd Hazard Mitigation Project. The City Attorney has arranged a closing date of Tuesday, August 29, at which time Esther and John McLean have agreed to sell two parcels, 907 Boston Avenue and 907 S. Road Street, to the City. Funds for the purchase will come from the Roanoke Avenue Drainage Fund. The two remaining property owners have discussed their property with the City and staff will continue to pursue the purchase of these properties.
2. The GIS Division and the Water and Sewer Utility Division of Public works are soliciting proposals from qualified firms to locate and digitally map features of the City's current water and sewer infrastructure. The data will be used in the City's geographic information system. Features that will be located and mapped include water distribution lines, gravity sewer and force mains, valves, manholes, fire hydrants, wells, outfall lines and blow-offs. The City currently utilizes the ArcView level of ArcMap and ArcCatalog. Specifically, the GIS department uses ArcView 9.1 in a Windows XP Environment, Arcpad 7 with GPSCorrect and the GPS Analyst extension which runs on the Trimble GEO XH unit. The City currently relies on old and often inaccurate maps to determine water and sewer locations, or what the people who have been here the longest can remember. This system will provide a permanent and accurate location map of the system which will be stored permanently in a computer environment. Proposals will be accepted until August 29, 2006.

3. Staff continues to be frustrated by the State Property Office's regulations that have been placed on the City to install a new emergency generator at the K. E. White Graduate Center. We have received approval from the State Property Office and the University on the site plan we had submitted. Now we face issues with the design of the building, including making the generator building handicapped accessible and the materials of which the building is to be constructed. A project that we had budgeted \$20,000 is quickly approaching \$100,000. Staff is rethinking the feasibility of the project and the reasonableness of some of the State's imposed restrictions. We have asked Christy Saunders, the Elizabeth City/Pasquotank County Emergency Coordinator, to intervene on our behalf. It is doubtful that this project will be completed this year.
4. Planning staff has arranged a meeting on Wednesday, October 11, 2006 for David Owens of the Institute of Government to come to Elizabeth City to make a presentation on new state legislation concerning Conditional Zoning. Conditional Zoning is a technique whereby the owner and local government may impose site-specific conditions on the property that address conformance of the development and use of the site. Both the owner and local government must agree to the conditions. Planning Commissioners of Elizabeth City, Pasquotank County and Camden County will be invited along with their County Commissioners. Council members interested in attending this session are asked to advise the Planning Department of your attendance. This should be a highly informative meeting for all attending.
5. I will be out of the office from Friday, September 8 through Wednesday, September 13 attending the ICMA Conference in San Antonio, Texas. I will advise Council who the Acting City Manager during my absence will be in next week's FYI.

RCO/vdw