



TO: Mayor and City Councilors
FROM: Rich Olson, City Manager
REF: FYI ~ Week Ending September 23, 2011
COPY: Email Distribution

1. This week, the contractors on the Elizabeth Street utility relocation project (NCDOT U4438) were delayed because of weather conditions that slowed construction. However, the contractors for Phase II of Contract 2 are confident that they are still on target to complete Phase II by mid-October, although the target date was delayed about a week. The current target completion date is now October 21st. Last week, progress on the gravity sewer was slowed by rain and very wet conditions on the construction site. Other work that follows the gravity sewer, specifically the 24 inch sewer force main and the forming of the curb and gutter on the south side of Colonial Avenue was also delayed, simply by the requisite sequencing of the work. The City is aware of the congestion and the limited parking on Poindexter Street during this phase of the construction. The contractor will be more vigilant about not allowing employees or construction related vehicles to use the limited space available. Again, we remind everyone to be cautious when driving near the construction area. The section of Colonial Avenue from Poindexter Street to Martin Luther King Drive and McMorrine Street from Main Street to Elizabeth Street will have the most impact on traffic until Phase II is complete. Be aware of the street signs, as some traffic is being re-routed, in particular the section of Colonial Avenue from Water to Poindexter Streets. Again, we thank everyone in advance for their patience and cooperation as we make these improvements to our downtown.
2. This past week, construction was supposed to start on the Water Street intersection project near Riverside Avenue. The water elevations in the Pasquotank River have remained high since Hurricane Irene passed by Elizabeth City. To start that project while the water elevation is high would extend the construction time and the necessary inconvenience to motorists. In view of the upcoming ECSU Homecoming, the contractor has agreed to delay the start of construction until October 17th.

3. On September 20, 2011, City staff opened bids for Contract 3 of the utility relocation associated with the Elizabeth Street project (NCDOT U4438). The City received three bids ranging from the low bid of \$3,665,441 to \$4,951,155. The low bidder was TA Loving Company. Contract 3 has been broken into two separate scopes of work, due to the two available funding sources: NCDOT and CDBG. The NCDOT part of the project, which includes Pearl Street, Glade Street and a portion of North Road Street, came in at \$2,555,071. NCDOT is responsible for paying 100% of the costs associated with that part of the project. The second part of the contract is North Road Street, which is being funded by a \$950,000 Economic Recovery Community Development Block Grant. That phase of the project came in at \$1,110,370. City staff is recommending that the shortfall be funded with money held in an escrow account for water improvements. This item will appear on the City Council's agenda for September 26, 2011.
4. On Thursday, September 22, 2011, City staff opened bids on the raw water transmission line project. The scope of this project is to install a new 14 inch raw water line from the Water Treatment Plant to Forest Park Road. The project is being funded in part by a \$500,000 Rural Center Grant. The City received five bids ranging from a low bid of \$681,871.25 to \$1,176,886. The low bid was submitted by ELJ, Inc. The total project cost, including construction, engineering design and contract administration is \$817,500. The City's share of the project is \$317,500, which will be paid for out of the water improvements escrow account. This item will appear on the City Council's agenda for September 26, 2011.
5. It is with pleasure that I report that the City of Elizabeth City has been selected as a recipient under the North Carolina Forest Service's Urban and Community Forestry Grant Program. The project, entitled "Elizabeth City Tree Inventory - Part 2", was selected among 23 other proposals and will receive a grant award of \$15,000. The grant period will begin on October 3, 2011 and end on August 31, 2012. This is the second grant that the City has received from the Urban and Community Forestry Grant Program. The first grant, in the amount of \$2,500, was used to begin an inventory of trees located on public property in the City. This additional funding will allow for the completion of the inventory project, which includes data collection, reporting, preparation of a maintenance and removal list, and documentation of proper tree care procedures. I would like to thank Vincent Mani, Community Development Manager and the

members of the City's Urban Forestry Commission for their work on securing this grant.

6. This week, I attended the International City/County Management Association meeting in Milwaukee, WI. The conference, which is held in a different location throughout the United States and Canada annually, allows me to receive a portion of the 40 hours of continuing education I need yearly to maintain my Credentialed Manager certification. The conference has several tracks in which you can participate; and my emphasis this year was on staff development and performance measurements. I will be working with Katherine Felton on several staff development initiatives, as well as several new benchmarking projects.
7. The Planning Commission has scheduled a special called meeting on October 11, 2011 at 4 p.m. in order to expedite the applications for amendments to Conditional Use Permits for the three internet sweepstakes businesses in Elizabeth City. Triple S Sweepstakes and Past Times Sweepstakes are requesting that their number be increased from 20 terminals to 40 terminals and Sweepstakes I is requesting their number be increased from 20 terminals to 32 terminals. City staff has received from each business the necessary information to modify their Conditional Use Permit. Staff still has concerns about parking for one of the businesses, but believes that we will be able to work through it. Due to this special meeting of the Planning Commission, the required public hearings will be able to be held by the City Council on November 14, 2011.
8. The new Chick-fil-A restaurant located at 1706 W. Ehringhaus Street beside Walgreens received their Certificate of Occupancy this week. They are planning on opening to the public next Thursday, September 29.
9. I received a call this week from the Veterans Administration advising that a grand opening ceremony for the new VA Clinic being constructed off Halstead Boulevard Extended will be held on November 10. We will receive additional information in the form of a press release; however, I wanted you to "save the date" on your calendar to attend the ceremony for this important addition to our community.
10. I approved the parade permit today for the Elizabeth City Jaycee's annual Christmas parade. The event will be held on Saturday, December 3 from 5:30 p.m. to 7:30 p.m. Assembly for parade participants will begin at 2 p.m. in the Westover Avenue/Catalina Avenue area near the National Guard Armory. The parade will take the usual route down Ehringhaus

Street to Road and Main Streets and follow Water Street back to Ehringhaus. My office has already started receiving calls from citizens interested in the parade!

11. The Elizabeth City Urban Forestry Commission is sponsoring "The Biggest Tree in Elizabeth City" contest. The contest is open to all 4th and 5th grade students that reside in Elizabeth City. The commission is hoping that students will search for and find the biggest tree of any species within the City limits. It is possible that the winning tree can be submitted for state recognition by the NC Department of Forestry. The instruction forms for student submissions are available at the elementary schools. The deadline for entry is October 7th and the winner will be announced during our annual Arbor Day tree planting ceremony on October 21st.

12. Upcoming Event Reminders:

- City Council Work Session, Monday, September 26 at 5:30 p.m. in Council Chambers
- City Council Regular Session, Monday, September 26 at 7:00 p.m. in Council Chambers

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