



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending October 14, 2011

COPY: Email Distribution

1. Except for yesterday's rain, the weather has been and is forecasted to be favorable for the Elizabeth Street Utility Relocation Project's road and utility construction work downtown during the next week. The underground utilities have been completed in Phase II. The curb, gutter and sidewalk work is continuing on schedule, as well as the placement of the road base, all of which will be substantially complete next week. The contractors are on schedule to have the base course of pavement complete by the October 21. We then will open Poindexter Street and Colonial Avenue east of McMorrine Street on October 24. On October 24, the contractors will be ready to start Phase III, which includes McMorrine Street north and south of Colonial Avenue. Again, we remind everyone to be cautious when driving near the construction area. The bid and contract documents for Contract 3 (North Road and Pearl Streets) have been approved by NCDOT. The City is expecting that utility construction north of Elizabeth Street will start within a month.
2. Today, City staff and I met with NCDOT and their contractor, Archer Western, to discuss coordination of the City's utility construction work and the start of the Elizabeth Street/Camden Bridge replacement project. The first work that will be done west of the bridge will be the construction of the major drainage way from Road Street across the school district property to a large culvert under Martin Luther King Drive; then again cross country to a second set of large culverts under Poindexter Street to an enlarged retention pond in the northwest corner of Water and Elizabeth Streets. During today's meeting, we reviewed the work required to coordinate the crossing of existing and proposed City utilities at a number of locations along the proposed drainage system. Archer Western will be setting up to redirect traffic away from the southerly (eastbound) bridge over the Pasquotank River on Monday night

starting at 7 p.m. On Tuesday, October 18, all traffic across the Camden Bridge will be on the northerly bridge with one lane eastbound and one lane westbound. At the present time, all lanes of traffic on Elizabeth Street will remain open. This traffic configuration will certainly bottle neck traffic traveling both east and west across the Pasquotank River and is expected to stay that way for the next three years while the bridge is being reconstructed. Also, with the initial redirection of bridge traffic, motorists will not be allowed to make a left turn onto Water Street when coming across the bridge from Camden. I have asked Chief Crudup to provide police support during expected heavy traffic periods the first few days until motorists get accustomed to the changes. As I have been doing with the Elizabeth Street Utility Relocation Project, I will also give a project update on a weekly basis for the work the state is doing to replace the bridge and reconstruct Elizabeth Street.

3. On August 8, 2011, the City Council amended our tower attachment agreement with US Cellular to allow them to install three additional antennas on the Pool Street water tower. The antennas will be located on the cat walk. The City received notice that a subcontractor will begin the installation work next week. City staff is in the process of evaluating whether it would make economic sense to enter into a tower maintenance agreement for our three water towers. The potential agreement would cover annual inspections and any needed maintenance work, as well as exterior and interior painting of the tanks on a regular schedule.
4. Installation of the City's new phone system will begin next week. The City had fully utilized all circuits available on the old system. In addition, the new phone system will have automated attendant capability that will help alleviate the phone backlog that is experienced in the Customer Service Department on busy days. Callers will be able to connect automatically with their intended party and eliminate numerous transfers to other departments.
5. Chief Charles Crudup advises that the Elizabeth City Police Department has been awarded a total of \$3,025 in available grant funds to purchase 11 bulletproof vests for its officers. The Bulletproof Vest Partnership, administered by the Office of Justice Programs' Bureau of Justice Assistance (BJA), is a unique U.S. Department of Justice initiative designed to provide a critical resource to state and local law enforcement. The Elizabeth City Police Department will benefit from the purchase of these additional vests, which will be distributed to newly hired police officers and/or police officers in need of a replacement vest. The grant funds require a 50% match on the part of the City.

6. The City has received authorization from CI (formerly DCA) to begin the closeout process for the City's CDBG Revitalization Strategies/Hugh Cale Grant. On June 15, 2009, the City submitted the findings of the audit performed by McGladrey and Pullen to DCA. In that audit, McGladrey and Pullen identified three findings. The first finding was associated with program income from the sale of property on Southern Avenue. CI agreed with City staff's argument and this finding has been dismissed. The second finding resulted from a Conflict of Interest when the City paid a company controlled by then-Councilman Rivers \$300 for rent. CI failed to agree with staff's argument and did not set aside that finding. The City has issued a check to CI for \$300. The third finding was concerning the use of an unlicensed contractor for rehabilitation work done on a property. Since the North Carolina General Contractor Licensing Board only requires a licensed contractor when the value of the work exceeds \$30,000 and the work performed on the property was only \$27,885, CI has also dismissed this finding. City staff will now submit the closeout documents to CI.
7. The Planning Commission met on Tuesday, October 11 and acted on three conditional use permit amendments. All three cases were for an increase in the number of terminals for the internet sweepstake cafes currently located in the city. CUP-02-09A is a request by James Sutherland of Triple S Sweepstakes (Port Elizabeth Shopping Center) to increase the number from 20 terminals to 40 terminals. CUP-04-09A is a request by Robert Luther of Sweepstakes I (McPherson Plaza) to increase the number from 20 terminals to 32 terminals; and CUP-05-09A is a request by Richard Chapman of Pastimes Sweepstakes (Sears/Food Lion Shops) to increase the number from 20 terminals to 40 terminals. A request to call for the required public hearings will be placed on the agenda for Council's October 26 meeting. The public hearings will be scheduled for November 14.
8. The Historic District Neighborhood Association will again sponsor this year their annual Halloween celebration on Monday, October 31 from 6 – 6:30 p.m. As has been done in the past, the City will install barricades for street closures to provide a safe trick-or-treat experience for the children. I have prepared a letter that will be delivered to the Main Street area residents by the neighborhood association. The letter has also been placed on the homepage of our website and a notice has been placed on Channel 11.
9. We received a beautiful plaque yesterday from the US Coast Guard in appreciation for our help with the 2011 Coast Guard Day. I will have it on display during the next City Council meeting so you can all see it!

10. Upcoming Event Reminders:

- The Elizabeth City Area Chamber of Commerce is sponsoring a ribbon cutting hosted by Mid-Atlantic Christian University on Friday, October 21 at noon to celebrate their new boat docks! Lunch will be served in their cafeteria. Please RSVP by calling the Chamber at 335-4365 if you plan to attend.

RCO/vdw