



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending October 20, 2006

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1. The bid opening for the milling and overlaying of Southern Avenue, Crescent Drive, East Broad Street, Burgess Street, East Church Street, Emily Street, Glade Street, Morgan Street, Park Street, Russell Lane, Willow Street and the Mariners' Wharf parking lot was held on October 18, 2006. The City received only two bids, one from RPC and one from Barnhill. Pursuant to State statute, staff was unable to open the bids received because the required three bids were not received. Staff has re-advertised the project and scheduled the new bid opening for Friday, October 27, 2006. If three bids are not received during the second round, we can open the bids received and award the contract to the lowest responsible bidder. The actual award of the contract was scheduled to be on the agenda for the City Council meeting of October 23, 2006, but has been removed. Due to the limited amount of time before cold weather becomes an issue, I may need to place this on a separate agenda for action during the Joint City/County meeting scheduled for October 30, 2006.
2. On October 18, 2006, Randy Keaton and I met with residents of Oxford Heights to discuss drainage issues in the development. Randy Keaton provided an overview of the snagging work that the County has done to Knobbs Creek over the last three years. The Knobbs Creek channel has been cleared of obstruction utilizing State funds up to the entrance into Oxford Heights. Discussions were held about utilizing the Hazard Mitigation Grant Program to possibly purchase those homes that are constructed in the floodway. A great deal of our discussion centered on the culverts that NCDOT installed several years ago at Main Street Extended. A request has been made to NCDOT to reevaluate the size of the existing culverts at this location. City staff will be meeting with District Engineer Anthony Roper to develop an evacuation plan for the

development. That plan would delineate if and when the gate on Lexington Drive could be opened.

3. The Technical Review Committee will meet on Tuesday, October 24, 2006 to review the following three cases: (1) Application SUB-12-06-H by Rallis, LLC for 11 acres located on the south side of the Halstead Boulevard Extension and west of Thunder Road. The applicant is proposing an eight-lot commercial subdivision known as Halstead Station. (2) Application SP-19-06 by Clarence Lane for a 4,000 square foot warehouse addition to C.C. Dickson Company located at 108 Mill Street. (3) Application SP-20-06 by Roanoke Bible College for seven unit townhome project located on 10.2 acres on the south side of North Poindexter Street.
4. The City of Elizabeth City and the County of Pasquotank will hold a second joint public meeting concerning future plans for parks and recreation facilities for the City and County. Public comments from this meeting will be incorporated into the joint comprehensive master plan that has been approved by both local governments. The meeting will be held at the Knobbs Creek Recreation Center located at 200 E. Ward Street at 7:00 p.m. on October 25, 2006.
5. The Elizabeth City Police Department was advised by the City's purchasing agent this week that the bid period for the surveillance camera system would be extended until November 10, 2006. The bids were originally scheduled to be opened on October 19, 2006, but the required three bids were not received. The Department has received information that at least two vendors will be submitting formal bids for this project.
6. The Elizabeth City Fire Department is pleased to announce the promotion of two of its personnel. Mark Rogerson has been promoted from the rank of Engineer to Fire Inspector. Troy McCullen has been promoted from the rank of Firefighter to Engineer. I would like to congratulate these two individuals on there promotion.
7. The Conditional Zoning Forum scheduled with David Owens of the School of Government will be held on Wednesday, October 25 from 2 to 4 p.m. in City Council Chambers. We are pleased to be able to host this session for City, Pasquotank County and Camden County officials as well as other interested persons.

RCO/vdw