



**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager

**REF:** FYI ~ Week Ending November 9, 2006

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1. The Hugh Cale Resource/Training Center is 90% complete as of today. I will accompany the architect on a walk-thru tomorrow. We will be developing a punch list for the contractor to complete after we take possession of the building. I do expect to receive the keys for the building on Monday. The lease agreement for the building is on the November 13, 2006 agenda. Due to the use of the building, we were required to install a fire alarm system. This will necessitate a change order. This is the fourth change order on the facility. I will know within the next ten days the total cost of the building including all change orders.
2. City staff was visited by the Outdoor Advertising Coordinator with the North Carolina Department of Transportation in Raleigh this week. DOT staffers are in the area looking at off premise signs located in the State's rights-of-way that may be in violation of Federal regulations. Sign owners will be notified by DOT in the near future for remedy or removal of such signs. This action is State driven and not local.
3. Weather permitting, Barnhill Contracting Co. will pave Main Street from MLK Drive to Road Street on Friday, November 10. This should be an excellent time to do this project, as City and County offices will be closed in observance of Veteran's Day thus reducing normal traffic volume.
4. The Elizabeth City Police Department has completed three weeks of its four weeks Gun Buy-Back Program. During the preceding three weeks, the Department has expended \$250.00 dollars and has purchased eight firearms. The Gun Buy-Back program is being administered by the Department's Chaplains under the direction of the Community Policing Division. The final session of the program will be Tuesday, November 14 from 4 – 6 p.m. in the lobby of the Police Department.

5. Fire Chief William Pritchard recently attended the North Carolina Emergency Management Association Fall Conference in Atlantic Beach, NC. This conference pulls together emergency first responders from all over North Carolina and adjoining states to allow networking for information sharing. Some of the seminars available covered subjects such as U.S. Fires/National Response Coordination, NIMS/MIMCAST Updates, DOT/Incident Management Updates, Homeland Security Funding Updates, and a round table discussion on Hurricane Ernesto and associated problems. The City is fortunate to have someone with Chief Pritchard's expertise on staff.
6. The North Carolina Department of Transportation will hold a series of meetings across the state in the coming months to hear comments about its Draft 2007-2013 Transportation Improvement Plan. Locally, the meeting will be held on November 28, 2006 at the Edenton Town Hall from 2 – 4 p.m. Registration begins one hour prior to the meeting.
7. Upcoming Events:
  - a. The ribbon-cutting ceremony for the Junior Woman's Club's annual Mistletoe Shoe will be held at 9 a.m. on Friday, November 10 at Knobbs Creek Recreation Center. The show runs Friday from 10 a.m. – 6 p.m., Saturday, November 11 from 10 a.m. until 6 p.m. and Sunday, November 12 from Noon until 5 p.m. Mayor Pro Tem Hummer will represent the City at the ribbon cutting.
  - b. A Veteran's Day Service will be held at West Lawn Cemetery on Saturday, November 11 at 1 p.m. Mayor Foster will bring greeting from the City of Elizabeth City. Fire Department personnel are also participating in the ceremony. Firefighter Donald Williams will lay a wreath during the ceremony. Donald is a member of the National Guard and has served in Iraq.
  - c. The Elizabeth City Area Chamber of Commerce is hosting a Groundbreaking Ceremony for the new Griggs Lumber facility on Thursday, November 16 at 11 a.m. at 109 Impact Drive.

RCO/vdw