



TO: Mayor and City Councilors

FROM: Rich Olson, City Manager

REF: FYI ~ Week Ending December 2, 2011

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1. The construction of Phase III of the Elizabeth Street Utility Relocation Project on McMorrine Street between Elizabeth Street and Main Street is complete, except for the top course of asphalt paving. Phase IV (the last phase of this project) started this week. Barricades and detour signs were put in place during the Thanksgiving weekend. On Monday of this week, pavement removal started on Martin Luther King Drive and Colonial Avenue west of MLK. Starting next week and thru the Christmas holidays, the contractor will be installing water distribution pipes, sewerage collection pipes and a 24 inch sanitary sewer force main. They will also be constructing a small sewer lift station on the east side of the City Hall parking lot. Phase IV of this project has created a challenging traffic pattern in and around City Hall and other public buildings in the area; and we continue to make minor modifications to the traffic patterns to make the best of a difficult situation. Public parking at City Hall is minimal at best and City employee parking is also severely compromised. During this week's construction meeting, based in part on suggestions from business owners in the Contract 1 project area, it was decided to wait until after Phase IV of this contract is complete to put the final paving course on all the streets at the same time. We estimate that Phase IV will be complete by mid-February and that the weather will be favorable in early March to complete the final paving. This change in project schedule will minimize interference with the businesses on Colonial Avenue and Poindexter Street during the holiday season and the finished project will not be compromised by continuing construction work south of Elizabeth Street. Thank you for your continued patience with the downtown utility project – the end is in sight!
2. Contract 3 of the Elizabeth Street Utility Relocation Project involves utility relocation work including water, sewer and drainage and the replacement of the streets and sidewalks north of Elizabeth Street. This project is very

similar to Contract 2, which is nearing completion in the Colonial Avenue area, but will hopefully have less complexity. The City is expecting the contractor to mobilize next Monday and start working on Tuesday of next week. The first part of the work to be done is the replacement of the water main on Pearl Street. Initially, we expect street closings for thru traffic in the block during the day when there is active construction. As the project ramps up, we will be able to notify everyone of specific work areas and street closings during the Contract 3 work.

3. The City opened our new Customer Service Department satellite office at Southgate Mall on Monday, November 28. At this new location, we provided services to 1,486 customers this week. We strongly encourage our customers to utilize this satellite office to avoid the construction downtown. City Hall still had over 850 customers to visit the Customer Service Department this week. I have received several phone calls thanking the City for opening the satellite office, but they voiced their concerns about not being able to pay their bill via the drive up window.
4. The Parks and Recreation Department contracted with the USDA several weeks ago to relocate the domestic ducks and geese from Charles Creek, Dog Corner and Fish Court Parks. Twenty birds have been removed from the parks and relocated to a farm with a pond in Bertie County. Another ten will be relocated sometime in the future. Parks Superintendent Jeffrey Simpson and Parks and Recreation Director Bobbi White assisted the USDA with the round-up to make sure no birds were harmed or mistreated in the process. Informational signs have been ordered with the assistance of the USDA, NC Wildlife Commission, and NC State University's Wildlife Biology Department. These signs will be placed in the parks to inform the public of ways they can help the waterfowl by not feeding them – "Observe but do not feed". These signs should be in place by the first of next year.
5. The Elizabeth City Police Department, together with the City's fifteen active Community Watch Groups, held their annual year end banquet/recognition service on Thursday, December 1, 2011 at Knobbs Creek Recreation Center. There were approximately 300 people in attendance at the event, including elected officials, citizens, and members of the Elizabeth City Police Department. Ms. Renee' Robinson, Special Operations Assistant Director of the North Carolina SBI was the keynote speaker. Ms. Robinson explained the purpose and assets of the SBI and how the bureau can assist the citizens of Elizabeth City. There was a special awards ceremony that recognized the hard work and efforts of the police officers, as well as volunteers who assist the department with day-to-day operations. The Community Watch Group presidents were also

recognized for their service and dedication to this City. Chief Crudup and I enjoyed the food and fellowship shared at last night's event. Partnerships between the police and our citizens play an important part of crime prevention and it is always rewarding to celebrate our victories together.

6. ElectriCities' Legislative Relations Department has confirmed that a regional meeting including Edenton, Hertford and Elizabeth City elected officials and staff members will be held in the evening on January 19, 2012 at Albemarle Plantation. I will provide more information about the meeting as I receive it, but ask that you save this date on your calendar.
7. The City Council has received an invitation from VFW Post 6060 to attend the Pearl Harbor Day Service being held at Waterfront Park on Wednesday, December 7, 2011 at 7:30 a.m.
8. Again this year, the Elizabeth City Police Department is sponsoring "Santa Cop." Those wishing to help may donate unwrapped toys and gifts that will be distributed on Christmas Eve to area children who would not otherwise have a very happy Christmas. Donations will be accepted until December 20 and may be dropped off at the police station. Additional information is available by contacting Officer T. J. Etheridge by calling 335-4321.
9. Upcoming Event Reminders:
 - The Downtown Waterfront Market will host a special holiday market at Mariners' Wharf Park on Saturday, December 3 and Saturday, December 10 from 10 a.m. to 2 p.m. Stop by and to your last minute Christmas shopping!
 - The Elizabeth City Jaycees annual Christmas parade will be held tomorrow evening beginning at 5:30 p.m. The parade will follow the traditional route from the former Boys and Girls Club area down Ehringhaus Street, Road Street, Main Street and Water Street, ending at the Waterfront Park area.

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