



**TO:** Mayor and City Councilors  
**FROM:** Rich Olson, City Manager  
**REF:** FYI ~ Week Ending December 16, 2011  
**COPY:** Email Distribution

1. In 2010, the City Council approved a contract with CEI to install underground electric associated with the relocation of utilities caused by North Carolina Department of Transportation (NCDOT) Project U4438 (Elizabeth Street project). CEI has completed all the work called for prior to the actual construction on Elizabeth Street. The remaining work, the installation of the decorative street lights and underground circuit to provide electric, cannot be completed until after all construction work has been completed on Elizabeth Street, which should occur in the fall of 2013. NCDOT has decided to cancel the contract with CEI rather than keep it open. We will rebid the project in 2013. NCDOT estimates the value of the remaining contract to be \$480,900. A new three-party agreement will be executed once NCDOT and the City accept the new bid in 2013.
2. The contractors are making excellent progress on Phase IV of Contract 2 of the Elizabeth Street utility relocation project. All of the water and sewer utilities in Martin Luther King Drive and Colonial Avenue are expected to be complete this week, except for the final pressure testing and chlorination. During the holiday weeks, they will be installing a small pump station near the City Hall parking lot and a pressure main across the parking lot to a couple of buildings at the north end of Pool Street. To address the loss of parking for City employees, I have authorized our meter readers to take their vehicle home for the next two weeks. As the water and sewer lines are being completed, the contractor will be working on the storm water drainage system, placing the stone base for the roads and completing the curb, gutter and sidewalks on Martin Luther King Drive and Colonial Avenue. We do not expect any more "surprises" on this contract; and if the weather continues to cooperate, we can expect a completion earlier than the projected mid-February date. The top course of paving for the entire project area will be completed as soon as possible after Phase IV of the work is completed. A short stretch of warm weather

is needed to place the final pavement course. Again, be reminded that the Customer Service Department has opened a remote location at Southgate Mall for the convenience of customers wanting to pay utility bills, open accounts or change their accounts with the City. Thank you for your continued patience with the downtown utility project – the end is in sight!

3. The contractor did mobilize this past week and began construction of the new water main on Pearl Street associated with Contract 3 of the Elizabeth Street utility relocation project. As is typical, the project did start with a surprise! Working with City crews, the contractor found that on the west end of Pearl Street there was about 235 feet of 12 inch water pipe. Beyond that, we discovered that the 12 inch water pipe continued up Road Street to Cypress Street. There was no record of the referenced sections of 12 inch water pipe; but unlike most underground surprises in construction, this discovery was in the best interest of the City and will likely save on construction costs. We will be able to incorporate the discovered 12 inch pipe into the project design and eliminate the pipe that was scheduled to be constructed in this area.
4. This week, I met with representatives of the North Carolina League of Municipalities, our health insurance provider, and Medcost, our benefit services coordinator. As of July 1, the League switched provider networks from CIGNA to Medcost. Since July 1, the City has experienced \$498,021.09 in claims paid compared to \$585,725.17 during the same period in 2010. I believe those numbers speak highly of the emphasis the City has placed on our wellness program. Last week, we completed our fourth wellness assessment, which allows our employees to track their progress; and most importantly, to know their numbers on key health indicators. The City spends about \$2,000,000 annually on health insurance. It is the most expensive benefit we offer our employees. If this trend continues, I do not expect any increase in our health insurance premiums next year.
5. The USDA and the Parks and Recreation Department conducted a second domestic goose round-up last Sunday at Dog Corner Park. Nine domestic geese were removed and placed in Bertie County. There are two additional domestic geese that have eluded capture and the USDA will return one more time to try again. There are still several dozen mallards and four Muscovy ducks that will remain in the parks along Charles Creek. Our "You Can Help Waterfowl...by NOT Feeding Them" signs should be installed by the first of the new year at Dog Corner, Charles Creek and Fish Court Parks.

6. We have received information from the North Carolina's Northeast Commission that their State of the Region event will be held in Williamston on Friday, February 24, 2012 from 9 a.m. to 1 p.m. Please save this date on your calendar and plan to attend, if possible. We will provide more information as it becomes available.
7. The Pasquotank County/Elizabeth City Comprehensive Transportation Plan (CTP) Steering Committee met on Tuesday, December 13, 2011. The agenda included a review of the CTP Survey results. Based on demographics and lower than expected response rate, the committee concluded that a third distribution of the survey will be implemented in winter 2012. In Round 3, the Committee hopes to obtain response from low-income populations, students/youth population, the aged, and others not strongly accounted for in first two rounds. Different methods of distribution will be used in Round 3. The committee also reviewed the Draft Transit Maps. After noting the need for municipal boundary corrections, Park-and-Ride locations, and greenway trails, the committee referred the map back to staff for further editing. Lastly, the meeting included discussion of bicycle route and multi-use trail recommendations; and a subcommittee may be established for this Plan item. Regular meetings of the Committee have been changed to the 2<sup>nd</sup> Wednesday of each month at 9:00 a.m. in the Community Room of the Pasquotank County Public Safety Building. Follow the CTP Steering Committee on the Web at [www.ncdot.gov/doh/preconstruct/tpb/](http://www.ncdot.gov/doh/preconstruct/tpb/).
8. The City of Elizabeth City is currently seeking qualified individuals to serve as a member of the Historic Preservation Commission or the Board of (Zoning) Adjustment. Special consideration will be given to applicants with a background in landscaping, architecture, architectural history and archaeology, as well as those having a demonstrated background in historic preservation, planning, land use development, or land use law. Membership is on a volunteer basis. Information can be obtained from the City Clerk's office or the Planning Department by calling (252) 337-6955 or (252) 337-6672.
9. Upcoming Event Reminders:
  - Most City offices will be closed on Monday, December 26 and Tuesday, December 27 for the Christmas holiday. Monday's and Tuesday's garbage and recycling routes will be collected on Wednesday, December 28. Wednesday's and Thursday's routes will be collected on Thursday, December 29.

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