



MEMORANDUM

TO: Members of the Finance Committee

FROM: Richard C. Olson, City Manager
Morgan Jethro, Community Development Manager

DATE: September 8, 2015

REF: Consideration – Call for a Special Meeting and Call for a Public Hearing to apply for funding via NCDENR CDBG Infrastructure Grant—Raw Water Transmission Main

BACKGROUND:

As a requirement of the Housing & Community Development Act, a public hearing is required to gain public input on proposed CDBG project applications. City Staff intends to apply for \$900,000 in grant assistance for the replacement of the City's raw water transmission main to the North Carolina Department of Environment and Natural Resources Community Development Block Grant (CDBG) Infrastructure Grant. Thirteen million dollars is available this funding cycle in a competitive grant process for infrastructure needs.

ANALYSIS:

The raw water transmission main is over 70 years old and has endured repeated breaks. The cast iron pipes have reached life expectancy and have become brittle. The main is fully exposed at a culvert crossing at Knobbs Creek, which makes the main vulnerable to vehicular accidents. The City currently has an estimated water loss of 30% annually as a result of the aged pipe, per water audits kept by the Public Works Department.

Due to budget constraints, this project consists of two phases. Phase 1 was funded in part with help from the NC Rural Economic Development Center in 2012. Phase two of this project involves the replacement of the existing 10" cast iron raw water transmission main with 9,000 linear feet of 14" PVC pipe beginning at Wellfield Road and continuing to the end of the Phase I project just

north of Knobbs Creek. Please see the attached photograph for the project vicinity.

The increased size of the pipe from 10" to 14" will accommodate the anticipated growth and demand on the City's water supply, which is anticipated to be 2.63 MGD by 2028, according to the Preliminary Engineering Report prepared by Hyman and Robey.

The benefit of this project is to protect the sole water supply of the city of Elizabeth City and provide uninterrupted service to its 6,273 residential and 1,007 commercial customers depending daily on the water system. The City has a 57% low-moderate income population. No matching funds are required; however there is a cap of \$2 million dollars per grant application.

PUBLIC HEARING REQUIREMENT:

It was City staff's belief that the City Council would not have to conduct a Public Hearing prior to submitting this application, since it is a duplicate of an application submitted earlier this year for which a public hearing was held. After learning on Friday, September 4 that a new Public Hearing would be required, staff determined that a Special Meeting would have to be held in order to have the meeting minutes transcribed and approved documenting the Public Hearing. (Submission of approved meeting minutes is also a requirement of the grant application.) The only way to accomplish this requirement is to have a Special City Council meeting on Monday, September 21 in order to hold the public hearing, with the minutes of that meeting submitted for approval by the Council during the Monday, September 28 City Council meeting. The deadline for this grant submission is Wednesday, September 30.

STAFF RECOMMENDATION:

By motion, recommend that the City Council ratify City staff's action to publicize a Public Hearing on September 21, 2015 by calling for a Special Meeting on September 21, 2015 at 5:30 p.m. in City Council Chambers; and further, call for a public hearing to be held during that meeting to gather public input regarding the City's intent to submit a CDBG application for the replacement of the Raw Water Transmission Main in the amount of \$900,000.00.

