



STAFF REPORT

Meeting Date: October 17, 2017

Agenda Item #: 6d

TO: Mayor and Town Council
FROM: Dustin Graham, Public Works Director
THRU: Susan Parker, Town Administrator
RE: Cobia Street & North Shore Drive Extension Project
ATTACH: Street Paving Procedure

Summary: In May, 2017 the Town Clerk received (2) two street paving petition packets. North Carolina General Statutes, Article 10, §160A – 216 through 160A-235 requires that the clerk review the petitions. She consequently certified the petitions as sufficient. After which, the Town Council directed the Town Administrator to determine the feasibility and cost estimate for this project. An engineering firm has surveyed and engineered the project area and has determined that this project does not require additional state permits.

To protect the competitive bid process, staff has calculated an estimate of the per parcel assessment by applying 100% of the costs incurred from engineering and probable estimated construction costs.

Cobia Street \$2,300 per parcel
North Shore Extension: \$2,000 per parcel

The probable estimated construction costs were prepared by the engineering firm. The actual cost of the project and per parcel cost will be determined after the project has been completed.

Background:

- June 19, 2017: Town Clerk certified as to the sufficiency of the petition for improvement to Cobia Street from Canal Drive to the Feeder Canal.
- June 19, 2017: Town Clerk certified as to the sufficiency of the petition for improvement to the private section of the North Shore Drive Extension.
- June 26, 2017: Town Council directed staff to obtain project cost estimate.

Financial Implications: Town has sufficient funds in the unassigned portion of the General Fund balance to proceed with this project. After project completion, the Town Council will determine the amount of the special assessment to be levied.

Legal Implications: N/A

Recommendation: If the Town Council wishes to proceed with this project, direct staff to develop a preliminary resolution based upon the answers to the following questions:

1. A statement of intent to undertake the project;
2. A general description of the nature and location of the project;
3. A statement as to the proposed basis for making assessments, which shall include a general description of the boundaries of the area benefitted if the basis of assessment is either area or value added;
4. A statement as to the percentage of the cost of the work that is to be assessed;
5. A statement as to which, if any, assessments shall be held in abeyance and for how long;
6. A statement as to the proposed terms of payment of the assessment; and
7. An order setting a time and place for a public hearing on all matters covered the preliminary resolution which shall be not earlier than three weeks nor later than 10 weeks from the date of the adoption of the preliminary resolution.