



# MEMORANDUM

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**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager  
Morgan Jethro, Community Development Manager

**DATE:** January 7, 2015

**REF:** Consideration – Call for Public Hearing to Closeout CDBG Grant 11-C-2352, S. Road Street Infrastructure

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***BACKGROUND:***

The City of Elizabeth City was awarded an infrastructure improvements grant for S. Road Street in December 2012 in the amount of \$750,000. All work for the project has been completed, and all grant funds have been expended and reimbursed.

***ANALYSIS:***

It is the policy of the Community Development Block Grant program to require a Public Hearing for grant closeout. To date, no complaints regarding the project have been reported to the Planning & Community Development Department, and all work has been performed satisfactorily. A grant monitoring visit by our grant representative, Vanessa Alexander, will be scheduled for later in the month of January, and the project will be officially closed out.

***STAFF RECOMMENDATION:***

By motion, call for a public hearing to be held on Monday, January 26, 2015 at 7:30 p.m. in Council Chambers to receive comment regarding the closeout of CDBG Grant 11-C-2352, S. Road Street Infrastructure.

**Planning and Community Development Department  
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