

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: April 6, 2016

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from me regarding updates on Town Common Design Development and Tar River Legacy Plan
2. A memo from me regarding Project Tool-Up
3. A memo from Merrill Flood, Assistant City Manager, regarding workforce and turnover analysis
4. A memo from Merrill Flood, Assistant City Manager, providing an operational report on the Greenville Aquatics and Fitness Center
5. Notice of the April 12, 2016, Police Community Relations Committee meeting and summary minutes from the March 8, 2016, meeting
6. A memo from Les Everett, Chief Building Inspector, regarding permits issued in March for new residential and commercial construction
7. A report from the Inspections Division for March

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Attachments

cc: Dave Holec, City Attorney
Carol Barwick, City Clerk



Find yourself in good company

Memorandum

To: Honorable Mayor and City Council Members
From: Barbara Lipscomb, City Manager 
Date: April 6, 2016
Subject: Town Common Design Development and Tar River Legacy Plan

The Recreation and Parks Department has prepared status reports for the Town Common Design Development Phase I project and the Tar River Legacy Plan Phase I implementation; copies are attached.

You can access each project under the Recreation and Parks Department tab on the City's website for future updates; links to each page can be accessed below. The Town Common report can be found under the "Work Product" tile on the linked page and the Tar River Legacy plan update can be found under the "Project Documents" tab on the Tar River Legacy page. Information will continue to be updated at various points throughout each project.

Town Common Phase I

<http://www.greenvillenc.gov/government/recreation-parks/town-common-phase-1>

Tar River Legacy Plan

<http://tarriverlegacyplan.greenvillenc.gov/>

Attachments

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Town Common Design Development

Project Status Report

Period Ending: February- March 2016

Project Manager: Lamarco M. Morrison

Project Description: This project consists of the schematic design, and design development of the Town Common Phase I Renovations. This project also includes the design-build services for an inclusive playground.

Yes	No	Overall Status – At a Glance
	x	Will the project be completed on approved schedule?
	x	Will the project be completed within the approved budget?
x		Will the project deliverables be completed within acceptable quality levels?
x		Are project issues being addressed successfully?
x		Are project risks being successfully mitigated?
x		Are all customer concerns being addressed successfully?
<i>Explanation of items checked 'No' above:</i> <ul style="list-style-type: none">The City is waiting on results from the archeological testing and report being generated by ECU Department of Anthropology. The results from the report will most likely impact the schematic design for improvements on the previous Sycamore Hill Baptist Church site. This process has delayed the Consultant in completing the schematic drawings by two weeks. Please see Exhibit – A for the preliminary summary of the archaeological testing.Extensive site work, associated with grading, drainage and parking improvements, has increased the cost to build the inclusive playground by approximately \$200,000. The City, in conjunction with the East Group, has identified bid alternates to bring the project back within the approved budget.		
<i>Significant accomplishments this period:</i> <ul style="list-style-type: none">February 2, 2016 – The East Group completed the topographic and boundary.February 4, 2016 – The City purchased the Liberty Swing (wheelchair accessible) for the inclusive playground.February 8, 2016 – The design team, Rhodeside & Harwell, Inc. and the East Group, completed the schematic design for the inclusive playground and adjacent parking area.February 19, 2016 – The City executed a Memorandum of Understanding granting the ECU Department of Anthropology to conduct an archaeological study at the old Sycamore Hill Baptist Church.March 4, 2016 – The ECU Anthropology Department mobilized and began field work at the historic site of the Sycamore Hill Baptist Church. The testing was completed on March 18, 2016.March 21, 2016 – The city executed the design-build contracts with Landscape Structures, Inc.March 31, 2016 – The City received the site plans and cost estimates for the inclusive playground.		

Significant accomplishments planned for next period:

- Landscape Structures Inc. and the East Group will submit site plans to the City's Planning and Building Inspection Divisions for review and building permits. The purchase order for the inclusive playground equipment will be processed.
- Rhodeside and Harwell, Inc. will complete schematic alternatives for the Phase I Town Common Improvements and present at the April 14th City Council meeting.
- ECU will complete the archaeological study and submit a report of their findings for the City's review.
- Comments regarding the schematic alternatives will be submitted to RSI for consideration in completing the final schematic plan for the Phase I design development.

Major issues, Scope changes, Pending change orders, Risks (impact, resolution):

- Preliminary cost estimates have revealed that the site work for the inclusive playground will cost approximately \$200,000 which is over the budget of \$750,000. City staff, in conjunction with the East Group, has identified add alternates to bring the project back within budget. The add alternates include the zipline play structure, the workout circuit and the mister (water feature). These components may be added back to the project if additional funding is identified.
- The possibility of grave remains on the previous Sycamore Hill Baptist Church site may affect design/development on the far west side of the project site. The City is waiting on the archaeological report before moving forward with design in that area.
- Conflicts with Phase I design elements and existing park elements not in the design scope are proving difficult to address without expanding the scope of the schematic design. Rhodeside and Harwell will discuss their concerns during the April 14th City Council meeting.

Project Control Information

Project Initiation

PROJECT NAME:	Town Common Design Development
PROJECT MANAGER:	Lamarco M. Morrison
DATE MOU EXECUTED:	N/A
FUNDING SOURCE:	<input checked="" type="checkbox"/> CIP, <input type="checkbox"/> COPS, <input type="checkbox"/> Bond, <input type="checkbox"/> Federal Funds, <input type="checkbox"/> Other
RESPONSIBILITY CODE(S):	010-04-40-51-000-000-532291- 062-04-40-51-000-000-530200-PLAY- Design-build Construction
CLIENT DEPARTMENT:	Greenville Recreation and Parks Department
CLIENT CONTACT:	252-329-4649
PROJECT SCOPE:	<ul style="list-style-type: none">• Design Development for future improvements, and the construction of an inclusive playground at 105 East 1st Street, Greenville, NC 27834 .

Design Phase

DESIGN SCHEDULE		DESIGN BUDGET	
ADVERTISE DATE:	August 24, 2015	ORIG. DESIGN BUDGET:	\$237,000.00
BID DATE:	September 8, 2015	AUTHORIZED CHANGES:	\$0.00
C.C. APPROVAL DATE:	December 10, 2015	TOTAL DESIGN BUDGET:	\$237,000.00
C.C. AGENDA NUMBER:	11	DESIGN CONTINGENCY:	\$12,500.00
LANDSCAPE ARCHITECTURAL FIRM:	Rhodeside & Harwell, Inc.	PRIOR DESIGN ACTUALS:	\$36,830.00
TELEPHONE NUMBER:	703-683-7447	PERIOD'S DESIGN COSTS:	\$14,120.00
		TOTAL DESIGN ACTUALS:	\$50,950.00
ENGINEERING FIRM:	The East Group		
TELEPHONE NUMBER:	252-758-3746		
COMMENTS: The schematic phase of the project is the only design phase that has been approved by City Council. The schematic plan must be approved before RHI is allowed to continue with design development.			

Construction Phase

CONSTRUCTION SCHEDULE		CONSTRUCTION BUDGET	
ADVERTISE DATE:	November 12, 2015	ORIG. CONSTR. BUDGET:	\$750,000.00
BID DATE:	November 24, 2015	AUTHORIZED CHANGES:	\$0.00
C.C. APPROVAL DATE:	December 10, 2015	TOTAL CONSTR. BUDGET:	\$750,000.00
C.C. AGENDA NUMBER:	10	CONSTR. CONTINGENCY:	\$0.00
CONSTRUCTION FIRM:	Landscape Structures of Minnesota, Inc.	PRIOR CONSTR. COSTS:	\$0.00
TELEPHONE NUMBER:	763-972-5243	PERIOD'S CONSTR. COST:	\$17,915.01
CONTACT NAME:	Elaine Harkess	TOTAL CONSTR. ACTUAL:	\$17,915.01
COMMENTS: Design is 85% complete.			
CONSTRUCTION IN PROGRESS	PLANNED DATE	FORECAST DATE	ACTUAL DATE
Contract Negotiations	December 11, 2015	January 15, 2016	March 23, 2016
Construction Documents	December 11, 2015	April 1, 2016	
Plan Review and Approvals	April 1, 2016	April 18, 2016	
Construction Activities	April 25, 2016	July 18, 2016	
Substantial Completion	July 19, 2016	July 22, 2016	
Create Punch List	July 23, 2016	July 25, 2016	
Project Closeout Procedures	July 26, 2016	July 30, 2016	
Final Completion	July 28, 2016	August 1, 2016	
COMMENTS: Site Plan submittals and equipment order will be completed in early April, 2016. Trillium has given the City a 30 day extension for the installation of the playground equipment.			

Recent Photographs

PROJECT - Town Common Design Development

Report Date – March 30, 2016



Description

Photo taken January 13, 2016, shows participants at the Public Open House held at the Third Street Community Center.



Description

Photo taken March 17, 2016, shows the ECU Graduate Students using Geomatic equipment to search for artifacts at the old Sycamore Hill Baptist Church Site.

Exhibit A – Archaeological testing at the former site of the Sycamore Hill Missionary Baptist church and cemetery

Preliminary Summary

Background (from <http://sycamorehillmbcnc.org/history.html>)

Sycamore Hill Missionary Baptist church was first known officially as the African Baptist Church from 1867 to 1869 with the name Sycamore Hill coming in the early 1880s. A large edifice was erected at the corner of First and Greene in 1917.

As a result of the Shoreline Drive Development (Urban Renewal), the church building was sold to the Redevelopment Commission and the congregation moved to a new church on Eighth Street in mid 1968. Burials in the church cemetery were moved to the Brown Hill cemetery. In February of 1969 the vacant building was burned by an arsonist.

The Project

The City of Greenville is considering options to develop the Town Commons. Those plans include commemorating the historic church (a granite marker currently designates its former location). It has also been suggested that not all the bodies were removed from the church cemetery in the late 1960s. The City Planners requested additional data pertaining to the church and cemetery's location and sub-surface integrity upon which to base their management decisions.

The Procedure

On March 4, a Terrestrial Laser Scanner (TLS) was employed over the area encompassing the site of the former church and cemetery. This device is able to detect and map minute differences in the topography of the area revealing variations from grave pits or building foundations. This was followed on March 17 & 18 by a ground penetrating radar (GPR) survey of the area. The GPR uses electromagnetic waves to detect anomalies (graves, foundations, etc.) under the ground surface. Based on the findings of the TLS and GPR surveys, five 2' x 10' trenches were excavated to sterile subsoil.

The Findings

The TLS survey revealed no regularly patterned topography that might suggest graves or building foundations. The GPR survey was similarly negative, though it did pick up modern utility lines in the area. Excavation trenches were placed in areas where historic maps suggested the church building stood. Four of those trenches revealed absolutely no architectural evidence. In the final trench excavated what may have been the bottom of a builder's trench (without any extant foundation footing) was revealed. In all of the trenches a light scattering of brick fragments and glass were recovered.

Interpretation & Recommendation

It appears from the archaeology and the examination of historic records that the church and cemetery were thoroughly razed from its lot. The basement appears to have been a walk-in type that was dug into the side of a low hill (Figure 1). So, when the building was demolished and the lot taken down to street level, there was nothing left except the bottom of the builder's trenches for the foundation. Any graves that were not moved (and there is scant historical evidence that there were more than the 42 that were moved) would be totally gone after the lot had been leveled.



Figure 1: Church in 1967 prior to demolition

It is our preliminary recommendation that no further archaeology is necessary for the lot.

Respectfully,

Charles R. Ewen, PhD
Department of Anthropology
East Carolina University

Tar River Legacy Plan – Phase I Implementation

Project Status Report Period Ending: March 2016

Project Manager: Lamarco M. Morrison
Bershuan Thompson (Adventure Park Planning)

Project Description: The Tar River Legacy Plan was adopted by Council in 2014, and funding for catalyst projects was allocated as part of the FY15-16 budget. This project consists of the design and construction for three camping platforms and a covered river overlook structure. Additionally, this project includes the planning and feasibility analysis for an adventure park on City-owned land north of the Tar River, previously known as Pinecrest Mobile Home Park.

Yes	No	Overall Status – At a Glance
x		Will the project be completed on approved schedule?
	x	Will the project be completed within the approved budget?
x		Will the project deliverables be completed within acceptable quality levels?
x		Are project issues being addressed successfully?
x		Are project risks being successfully mitigated?
x		Are all customer concerns being addressed successfully?
<i>Explanation of items checked 'No' above:</i> <ul style="list-style-type: none">Based on the latest FEMA flood insurance mapping, the locations of the proposed camping platforms are being built in the floodway. Consequently, a No-Rise Certification for each of the three camping platforms is required, which also requires additional funding. City Council approved a budget amendment in 2015 allocating funds for the No-Rise Certifications.		
<i>Significant accomplishments this period:</i> <ul style="list-style-type: none">January 11, 2016 – City Council approved the Memorandum of Understanding (MOU) and lease with Sound River, Inc. to build three camping platforms on parkland adjacent to the Tar River.January 19, 2016 – Recreation and Parks executed an agreement with Kris Bass Engineering for professional services related to provide a No-Rise Certification for the proposed camping platforms.January 21, 2016 – The City executed the MOU and lease agreements with Sound Rivers to design and build three camping platforms.February 23, 2016 – Recreation and Parks issued an RFP for the provision of structural drawings and installation of a covered river overlook on parkland adjacent to the Greenville Off Leash Dog Park. Tar River Park location.February 29, 2016 – The City executed a contract with The East Group for a provision of a topographic and boundary survey for the river overlook site.		

- March 7, 2016 – City staff met with Outdoor Ventures to discuss the feasibility of an adventure park on City-owned land. City staff conducted a tour of potential sites for the adventure park Ventures that included the Pinecrest Mobile Home Park and the old landfill at 2805 East Second Street.
- March 11, 2016 – The City received quotes from two vendors for the provision of a river overlook structure. The project is being value engineered to reduce the cost of construction. The RFP with the reduced scope will be reissued in early April, 2016.
- March 24, 2016 – Kris Bass Engineering completed the No-Rise Certifications for the three camping platforms. The documents have been submitted to NCDENR for approvals and building permits.
- March 30, 2016 – The City received a proposal from Strategic Adventures to perform a business feasibility analysis to build an adventure park on the Pinecrest Mobile Home Park site.

Significant accomplishments planned for next period:

- The City will receive the topographic and boundary survey for the river overlook site.
- The City will award the contract for the river overlook structure, and an RFP for a No-Rise Certification will be issued.
- Sound Rivers, Inc. will obtain building permits for the camping platforms, and mobilize to River Park North to begin construction of the first camping platform.
- Strategic Adventures will submit the feasibility analysis for the adventure park at the Pinecrest Mobile Home Park site.
- Recreation and Parks will select two additional sites for river overlooks and an observation platform. An RFQ will be issued for the procurement of engineering design services for the proposed structures.

Major issues, Scope changes, Pending change orders, Risks (impact, resolution):

- The business feasibility study may reveal that an adventure park is not suitable for the City of Greenville. The City may opt to develop a portion of the selected site into a passive park with greenways, and an issue an RFP for the construction and operation of an RV Park, as recommended in the Tar River Legacy Plan.

Project Control Information

Project Initiation

PROJECT NAME:	Town Common Design Development
PROJECT MANAGER:	Lamarco M. Morrison
DATE MOU EXECUTED:	N/A
FUNDING SOURCE:	<input checked="" type="checkbox"/> CIP, <input type="checkbox"/> COPS, <input type="checkbox"/> Bond, <input type="checkbox"/> Federal Funds, <input type="checkbox"/> Other
RESPONSIBILITY CODE(S):	010-04-40-51-000-000-533410-
CLIENT DEPARTMENT:	Greenville Recreation and Parks Department
CLIENT CONTACT:	252-329-4649
PROJECT SCOPE: The design and construction for three camping platforms and a covered river overlook structure. Additionally, this project includes the planning and feasibility analysis for an adventure park on City-owned land north of the Tar River, previously known as Pinecrest Mobile Home Park.	

Design Phase

DESIGN SCHEDULE		DESIGN BUDGET	
ADVERTISE DATE:	August 13, 2013	ORIG. DESIGN BUDGET:	\$200,000.00
BID DATE:	September 19 , 2013	AUTHORIZED CHANGES:	\$0.00
C.C. APPROVAL DATE:	December 12, 2013	TOTAL DESIGN BUDGET:	\$200,000
C.C. AGENDA NUMBER:	16	DESIGN CONTINGENCY:	\$13,000.00
LANDSCAPE ARCHITECTURAL FIRM:	Rhodeside & Harwell, Inc.	PRIOR DESIGN ACTUALS:	\$191,130.00
TELEPHONE NUMBER:	703-683-7447	PERIOD'S DESIGN COSTS:	\$0.00
		TOTAL DESIGN ACTUALS:	\$191,130.00
COMMENTS: The design phase for this project only included the overall master plan and has been completed. Additional engineering and No-Rise Certifications may be needed for future development projects.			

Construction Phase

CONSTRUCTION SCHEDULE		CONSTRUCTION BUDGET	
ADVERTISE DATE:	N/A; MOU and Lease Agreement	ORIG. CONSTR. BUDGET:	\$194,000.00
BID DATE:	N/A	AUTHORIZED CHANGES:	\$15,000.00
C.C. APPROVAL DATE:	January 11, 2015	TOTAL CONSTR. BUDGET:	\$209,000.00
C.C. AGENDA NUMBER:	11	CONSTR. CONTINGENCY:	\$6,000.00
CONSTRUCTION FIRM:	Sound Rivers, Inc.	PRIOR CONSTR. COSTS:	\$2,800.00
TELEPHONE NUMBER:	252-946-7211	PERIOD'S CONSTR. COST:	\$0.00
CONTACT NAME:	Matt Butler	TOTAL CONSTR. ACTUAL:	\$2,800.00
COMMENTS: Construction includes the cost of the No-Rise Certifications and construction of the camping platforms only.			
CONSTRUCTION IN PROGRESS	PLANNED DATE	FORECAST DATE	ACTUAL DATE
Contract Negotiations	January 11, 2016	January 25, 2016	January 21, 2016
Construction Documents	February 1, 2016	March 31, 2016	
Plan Review and Approvals	April 1, 2016	April 18, 2016	
Construction Activities	April 19, 2016	July 19, 2016	
Substantial Completion	July 19, 2016	July 25, 2016	
Create Punch List	July 23, 2016	July 25, 2016	
Project Closeout Procedures	July 26 , 2016	July 30, 2016	
Final Completion	July 30, 2016	July 30, 2016	
COMMENTS: Only one camping platform will be constructed at a time. Therefore, the substantial completion for each will be different; the completion of all three camping platforms is forecasted for July 25, 2016. The construction of the river overlook project will occur simultaneously with the construction of the camping platforms.			

Recent Photographs

PROJECT - Tar River Legacy Plan Implementation – Phase I

Report Date – March 30, 2016



Description

Photo taken August 21, 2015, shows the proposed site of the camping platform at the Phil Carroll Nature Preserve. Construction at this site will begin in early summer.



Description

Photo taken April 27, 2016, shows the proposed location of the new covered river overlook at the parkland adjacent to the Off Leash Dog Park.



Find yourself in good company

Memorandum

To: Honorable Mayor and City Council Members
From: Barbara Lipscomb, City Manager *BL*
Date: April 6, 2016
Subject: Greenville Tool-Up Project

The Greenville Tool-Up Project started with seven individuals participating. Staff is hopeful that this pilot program will result in the participants being placed for appropriate jobs in our local industrial companies.

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TO: Barbara Lipscomb, City Manager
FROM: Merrill Flood, Assistant City Manager
DATE: April 5, 2016
SUBJECT: Workforce and Turnover Analysis

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During the March 21, 2016, budget meeting of City Council, information was requested by City Council on the current diversity make-up of the City of Greenville Workforce and Turnover in employment within departments. Two reports have been attached from Director of Human Resources, Leah Futrell on these requested topics. The Workforce Analysis is provided for the previous calendar year ending December 31, 2015. The attached turn-over report tracks turn-over for the previous fiscal years beginning with fiscal year 2012/13 and includes the previous fiscal year 2014/15.

Please consider including these summary reports for the Notes to Council Packet.

City of Greenville
Workforce Analysis
As of 12/31/15

	Total	Total White		Total White Male		Total White Female		Total Black		Total Black Male		Total Black Female		Total Female		Total Non-Black Minority	
	#	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total
City Attorney	3	3	100%	2	67%	1	33%	0	0%	0	0%	0	0%	1	33%	0	0%
City Clerk	3	1	33%	0	0%	1	33%	1	33%	0	0%	1	33%	3	100%	1	33%
City Manager	9	5	56%	1	11%	4	44%	4	44%	2	22%	2	22%	6	67%	0	0%
Community Development	32	21	66%	14	44%	7	22%	10	31%	1	3%	9	28%	17	53%	1	3%
Financial Services	17	4	39%	0	0%	4	24%	13	76%	3	18%	10	59%	14	82%	0	0%
Fire/Rescue	148	123	83%	118	80%	5	3%	23	16%	21	14%	2	1%	7	5%	2	1%
Human Resources	9	6	67%	2	22%	4	44%	3	33%	1	11%	2	22%	6	67%	0	0%
Information Technology	18	12	67%	6	33%	6	33%	5	28%	4	22%	1	6%	7	39%	1	6%
Police	234	169	72%	137	59%	32	14%	48	21%	32	14%	16	7%	50	21%	17	7%
Public Works	155	60	39%	53	34%	7	5%	90	58%	83	54%	7	5%	14	9%	5	3%
Recreation & Parks	55	39	71%	29	53%	10	18%	16	29%	13	24%	3	5%	13	24%	0	0%
City of Greenville (all departments)	683	443	65%	362	53%	81	12%	213	31%	160	23%	53	8%	138	20%	27	4%

TURNOVER RATES BY DEPARTMENT
3-YEAR PERIOD (FYs 12/13 – 14/15)

	FY 12/13	FY 13/14	FY 14/15
City Attorney's Office	0%	0%	0%
City Clerk's Office	0%	0%	0%
City Manager's Office	29%	0%	11%
Community Development	14%	6%	3%
Financial Services	10%	20%	5%
Fire/Rescue	6%	8%	5%
Human Resources	11%	0%	0%
Information Technology	5%	11%	11%
Police	5%	5%	10%
Public Works	9%	11%	11%
Recreation & Parks	16%	7%	3%
City Average	7%	8%	8%



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TO: Barbara Lipscomb, City Manager

FROM: Merrill Flood, Assistant City Manager

DATE: April 5, 2016

SUBJECT: Operational Report, Greenville Aquatics and Fitness Center

Recreation and Parks Department Director, Gary Fenton provided the attached report in response to questions from Councilmember Connelly regarding efforts to market the Aquatics and Fitness center to corporate partners. The report details background information on the center and existing corporate members.

Please consider including these summary reports for the Notes to Council Packet.

Operational Report

Greenville Aquatics & Fitness Center

3/24/16

● **HISTORY —**

The GAFC became a city-operated service in the mid-80s, when East Carolina Vocational Center (ECVC) agreed to lease it to the City, and Recreation and Parks began operating it as a public recreational facility. Approximately 20 years later, the city sought and secured a \$500,000 Parks and Recreation Trust Fund (PARTF) grant to address some facility deterioration and provide some major repairs and improvements to the center.

At that same time ECVC agreed to donate the GAFC part of their building to the City, with an appraised value of over \$500,000, which then served as the City's ("50-50") match to the \$500,000 PARTF grant. No cash match was required.

Improvements included a new gym floor, a massive renovation of the pool and its filter system, and replacement of old fitness equipment. The "reopening" occurred in May, 2008.

● **CURRENT YEAR ROUND STAFF —**

- 1 — Recreation Manager - GAFC Director Kathleen Shank
- 1 — Recreation Supervisor Barbara Avery (Wellness Program for COG and GUC employees / Fitness — Manages weight equipment orientations for new members, the Kids Play Area (KPA), a variety of center fitness programs, kids programs, health fairs, City blood drives, occasional supervision of the facility, etc.)
- 1 — Recreation Supervisor Mike Godwin (Aquatics) — Manager of Pool operations (Indoor at GAFC, year round / outdoor at the Community Pool, June - August); guard preparation, training and drills; operation of filter and water treatment systems; swimming instruction; competitive swimming; sprayground operations (May through August), etc.
- 1 — Recreation Assistant John Barrow — Supervises facility; maintenance and athletic programming, children's camps, and special events; assists with front desk as needed.
- 3 — "Designated part-time" employees — Membership maintenance, reception, tasks as needed.

● **HOURS OF OPERATION — 75 hours/week**

5:30 am — 9:00 pm Monday — Thursday

5:30 am — 8:00 pm Friday

8:00 am — 4:00 pm Saturday

1:00 pm to 6:00 pm Sunday

Closed: Easter, July 4th, Thanksgiving, Christmas Eve, Christmas

- **FINANCES —**

Last full fiscal year (FY15) —

Budgeted Expenses:	\$796,710	Actual Expenses:	\$739,490
Budgeted Revenues:	\$571,900	Actual Revenues:	\$595,883
Budgeted Recovery:	72%	Actual Recovery:	81%

- **MEMBERSHIP STATISTICS —**

Current total general membership:	2,319
+ GUC Employees / family members:	436
+ City of Greenville employees/family members:	<u>881</u>
TOTAL MEMBERSHIP	3,635

Note: 521 members are 60+ years of age

- **“RENTAL PARTNERS” —**

Various schools utilize the indoor pool for swim team practices, including South Central, JH Rose, and DH Conley. Use is during the earliest and latest operational hours, as well as after operational hours, November through January. The schools each pay \$1,250 per season, depending on total hours utilized. A local scuba group also rents regularly.

- **CORPORATE MEMBERSHIPS —**

Though corporate memberships do not require a direct payment to GAFC by the particular business, in all cases corporations must request a plan for their employees, and provide special, “company-personalized” membership application forms to them.

The Platinum Plan

Employees agree to a credit card payment or bank draft from their checking accounts to pay membership fees. Plan does not require a minimum number of employees from a company but does require that the employee agree to be a member for a minimum of three months unless leaving employment with the company. The employee picks up the total cost with the company offering a waiver on the application fee to their employees. Some companies chose to share a portion of the monthly membership fee with their employees.

Platinum Corporate Members: Agri-Supply (1 member), Animal Care Veterinary Hospital (3), Attends (1), Averitt Express (1), BB&T (1), Cintas (1), Convergys (6), Country Mart (2), Dougherty Equipment (1), DSM (20), Fed-Ex Ground (1), Fuji (3), Garriss Evans (1), Grady-White Boats (17), Green County Health Care (2), Greenville Dialysis Center (1), Home School Group (2), Metrics (6), Hyster-Vale (33), NCDOT (1), Overton’s (2), Pitt County Govt (16), Pitt County Schools (36), PORT Humans Services Staff (14), Super Shred (1), Walter B. Jones Treatment Center (1), Suddenlink (2), UPS (2),

A number of past Platinum members no longer have any employees registered.

The Gold Plan

Company will pay all or portion of the employee monthly membership fee, and establish an employee payroll deduction process for any portion of the fee that the company is not covering. Plan does not require a minimum number of employees, but does require a minimum three-month membership unless employee leaves the company. GAFC bills the company monthly for their employees' fees.

Gold Members include: Allpine Oil (5 Members), Brown and Wood (3), C.A. Lewis (3), ECVC (7), Cooke Communications (45), Housing Authority (19), Orthopedics East (10), Pinnacle Home Care (3), Service Roofing (7), The East Group (2), Paradigm Group Home (6), Practicon (17), Special Olympics (21), ASMO, (51), PORT Human Services (10).

TO: Police Community Relations Committee Members

FROM: Greenville Police Department

SUBJECT: MEETING NOTICE

DATE: April 1, 2016

The Police Community Relations Committee will meet at 6:30 p.m. on April 12, 2016 at The Church of Jesus Christ of Latter-Day Saints, 307 Martinsborough Road, Greenville, NC 27858.

The meeting begins at 6:30 p.m.

AGENDA

- I. Meeting called to order
2. Approval of agenda – April 12, 2016
3. Approval of minutes – March 8, 2016
4. Introduction of committee members
5. State briefly the mission of committee and purpose of meeting

The purpose of the committee is to:

- Serve as a liaison between the community and the police
- To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police
- To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department
- To assist and promote the community education efforts concerning safety awareness and community and individual awareness.

6. New Business

Mark Holtzman, Chief of Police, Greenville
Richard Tyndall, Lt., Special Operations Division

- Law Enforcement Video - "Run/Hide/Fight"
- Active Shooter vs Hostage
- What to Expect from Law Enforcement
- See Something – Say Something
- Survival Mindset and What If?

7. Public Expression and Questions

Greenville Police Department

Police Community Relations Committee

What Should You Do In An Active Shooting?

Do You And Your Family Have A Plan?

It Can Happen in any Public Place

Tuesday April 12, 2016 @ 6:30 pm

Mark Holtzman, Chief of Police, Greenville

Richard Tyndall, Lt., Special Operations Div

- **Law Enforcement Video - “Run/Hide/Fight”**
- **Active Shooter vs Hostage**
- **What to Expect from Law Enforcement**
- **See Something – Say Something**
- **Survival Mindset and What If?**

Church of Jesus Christ of Latter Day Saints

307 Martinsborough Rd., Greenville, NC

Question and Answer Period after Presentations

**SUMMARY MINUTES FOR THE
POLICE COMMUNITY RELATIONS COMMITTEE**

March 8, 2016
Greenville, NC

Chairperson Diane Kulik called the Police Community Relations Committee meeting to order at 6:30 p.m., at Arlington Boulevard Baptist Church, 1007 West Arlington Boulevard, Greenville, NC 27834.

Chairperson Diane Kulik asked for a motion for approval of the March 8, 2016 agenda.

Motion: Mr. Tim Webster
Second: Mr. Lennard Naipaul

The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES:

Chairperson Diane Kulik asked for a motion for approval of the February 9, 2016 minutes.

Motion: Mr. Tim Webster
Second: Mr. Lennard Naipaul

The minutes were unanimously approved by the committee.

INTRODUCTION OF COMMITTEE MEMBERS / ROLL CALL:

Chairperson Diane Kulik asked each member and staff to introduce themselves and let everyone know which district they represented.

COMMITTEE MEMBERS PRESENT:

Diane Kulik; Chairperson, At-Large	Jermaine McNair; Mayoral
Tim Webster, Vice Chair; District 5	Lennard Naipaul; District 2
Gregory Barrett; District 1	

COMMITTEE MEMBERS ABSENT:

Mary Catherine Stokes; District 4	Jennifer Betz; District 3
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CITY STAFF MEMBERS PRESENT:

Sylvia Horne, Secretary; Sgt. Joe Friday, Focused Deterrence Unit; Devinder Culver, Focused Deterrence Unit; Sgt. Daniel Blanchard, Shift D; APO Jeff Baxter, Financial Crimes; MPO Niki Cates, Special Victims Unit.

COUNCIL MEMBERS PRESENT:

OTHERS:

Mrs. Betty Hines, Chairperson of the Neighborhood Advisory Board
Mrs. Brenda Diggs, President of the Oaks Neighborhood Association, and member of the Neighborhood Advisory Board

Mrs. Joyce Williams, President of the Cambridge Neighborhood Association

Citizens from: Singletree, Cambridge, Westpointe, Cherry Oaks, Beech Cove, The Oaks, Red Oak, and Lynndale Subdivisions

NEW BUSINESS:

Chairperson Diane Kulik thanked everyone for coming out to the meeting and asked each member to tell what district they were from. She acknowledged Mr. Jermaine McNair receiving the Best Irons Humanitarian Award for 2016. Mr. McNair briefly explained the legacy of the Best Irons Humanitarian Award to the citizens at the meeting.

Chairperson Diane Kulik stated that she set up a Neighborhood Watch in her community in 2002 and encouraged others to do the same. Chairperson Diane Kulik cautioned the citizens to be aware of suspicious activities throughout their neighborhood like people going through mailboxes and showing up at their home uninvited.

Chairperson Diane Kulik stated that if a neighborhood didn't have a Neighborhood Watch, to please start one. She informed the citizens that if something happened that felt wrong to them, to call the police. She stated that a Neighborhood Watch in all kinds of ways can keep a view of what's going on throughout the neighborhood and the community.

Guest Speaker MPO Niki Cates, Criminal Investigations – Special Victims Unit

Topic: Crime Prevention Through Environmental Design

Officer Cates introduced herself and stated that she was going to give the citizens tips on how to bring security measures to their homes, businesses and neighborhoods. Officer Cates then passed out some brochures to all the citizens.

Officer Sonya Cates talked about methods used with "crime prevention through environmental design" which works through 3 basic principles:

- Natural surveillance: This means having adequate lighting and landscaping where would-be thieves can't hide.
- Natural access control: Refers to having distinct points of entering and exiting.
- Defensible space: Refers to having front porches and apartment balconies that add to street surveillance.

Officer Cates stated that (CPTED) Crime Prevention Through Environmental Design works off of a principal referred to as eyes for a street which means opening up a citizen's view from the inside of their residence outside. She stated that a lot of people have a misconception that if you keep your windows closed from your home, CPTED proves that - that is not an effective method.

Officer Cates stated that the common criminal obviously does not like to be seen. "What the police want to do is teach the citizens how to make the appearance that the criminals are being watched at all times."

Officer Cates stressed proper lighting, home maintenance and other safety measures as she discussed crime prevention through environmental design. She suggested placing motion detectors in the front yard at each corner of the home, as well as using doorstoppers to prevent doors from being kicked in.

Officer Cates stated that a citizen could use something as cheap as window alarms that chirp to also help prevent crime. Officer Cates encouraged the citizens to know their neighbors and routines to know when something is out of the ordinary. She said yard work and landscaping also deter criminal activity and there is a guideline that says you should keep your shrubs lower than two feet because it reduces ambush points.

Officer Cates spoke about lighting. She stated that LED lighting is a huge benefit. Because LED lighting actually gives off a light that identifies colors. Color rendering sources on the lights also help victims provide better descriptions of those involved in crime. So if a citizen makes a call to the police department they can now give a better description of the colors that the criminals are wearing; such as: a blue, white, red shirt, or brown pants, jeans or black pants.

Officer Cates stated that Police Department received a grant for LED lighting. The area that the LED lighting was placed was in the Fourth Street area of downtown. This area has now been a deterrent to crime.

Other benefits of LED lighting include stopping offenders from being able to shoot out the lights due to a larger number of bulbs.

In closing Officer Cates stated that the police department did a six and nine months study of (CPTED) and found the program to work. And now at two years there has been a 77% reduction in criminal activities.

Also the Greenville Police Department offers (CPTED) as a free assessment for citizens' homes within the city limits.

Cities and counties across the nation are adopting CPTED principles and incorporating them into local ordinances to ensure the proper design of neighborhoods and commercial areas in order to reduce crime.

Guest Speaker Det. Jeff Baxter, Criminal Investigations - Financial Crimes Unit

Topic: Scams

MPO Baxter introduced himself and stated that he worked property crimes for about five years and he's interviewed so many people in the city who have broken into houses. And often times the criminals he has spoken with the have tried to enter into a citizen's home and the alarm goes off; most of the time criminal leaves the property. MPO Baxter stated that most of the criminals do not enter the property to hurt people. The criminal is breaking into the house to steal the citizens' electronics, valuables, and jewelry. Most of the criminals who take things from people's homes have drug addictions or have financial problems.

Detective Baxter gave people tips for battling identity theft and for avoiding being tripped up by scams.

The first scam MPO Baxter discussed was the IRS scam.

MPO Baxter cautioned to never give money to anyone posing as the Internal Revenue Service and to be wary of scam calls. He stated that the Internal Revenue Service does not call citizens. He stated that if the Internal Revenue Service needed to contact anyone they would send information through the mail and if they did show up to your door they would show proper credentials and identification. MPO Baxter stated that the Internal Revenue Service is not going to call and say: "you know what, you owe the IRS \$2000.00 and if you don't pay us, by tomorrow, then we are coming to arrest you." MPO Baxter asked the citizens if they heard that story. MPO Baxter stated that the IRS scam is huge. The scammer will call and leave a message and when the citizen returns the call the scammer gives the citizen a made up file or case number and tells the citizen to pay by a green dot card or a Visa prepaid card. Once the citizen pays with the card the scammer asks for the three digit code from the back of the card and the money goes into the scammer account just like that. If the citizen doesn't pay the scammer, the scammer will tell the citizen they will have an arrest warrant for the citizen the next day. MPO Baxter stated to the citizens, "Whatever you do, don't send them money."

MPO Baxter informed the citizens that if they received such a call. They are to call the Greenville Police Department non-emergency number at 329-4300 or if it is an emergency to call 911.

MPO Baxter stated that another scam he is seeing is debit card scanning. He stated that if you go through a fast food drive-through and you pay with your debit card, often times the person that's working the drive-through will take your debit card, take your order, but then they will take their smart phone out and take a picture of the front of your debit card, turn the car around and take a picture of the back where the three digit code is. And now they have all of your information. The scammer sometimes goes online and pays their personal bills and orders things off the Internet.

MPO Baxter gave an example of how he was a victim of a credit card scam. And how it took weeks to get his situation straightened out.

MPO Baxter talked about text scams. He dealt with an individual that stated he received a text message that said, "your long-lost uncle left you \$6.5 million dollars." In order for the student to get the money the scammer informed him that he had to pay \$1,800.00 dollars in fees and services. So the student paid the money. The money went over to a bank in London. But before the money was release the scammer told the student that they have ran into a problem and they needed more money (\$6,000.00 dollars) for late tax fees. When the student tried to borrow money from his friends, his friends got involved and told him it was a scam. They suggested that he call the Greenville Police Department. MPO Baxter spoke with the student to confirm that it was a scam. The student did not send the \$6000.00 dollars but he lost the \$1800.00.

Another scam MPO Baxter informed the citizen about was people acting as a family member in distress or being involved in an accident that they need to send a lump sum of money for emergency fees or court cost.

MPO Baxter stated that there are other scams as well such as Dark Web (chat rooms), eBay, Craig list, credit cards, and gas stations scams who will try to steal your identity. MPO Baxter recommended shredding mail, not providing personal identification over the phone, and performing monthly credit checks.

MPO Baxter informed the citizens to make sure they knew what's in their credit report by looking to see that no credit cards have been established in their name without their consent.

MPO Baxter thanked everyone for coming out to the meeting, and again reminded all individuals who believe they have been victims of property or financial crimes are encouraged to contact the police department at 329-4300.

Note: There were several handouts, brochures, and booklets passed out to all the citizens.

Public Expression and Questions

The citizens asked several questions, and made comments and concerns regarding identity theft and scams.

Chairperson Diane Kulik **did not** ask for a motion to adjourn the meeting.

The next meeting is on April 12, 2016. Meeting place will be announced at a later date.


ADJOURN – 7:50 p.m.

Respectfully submitted,

Sylvia Horne
Administration Bureau Secretary
Greenville Police Department
Document (#1023916)

Memorandum

To: Barbara Lipscomb, City Manager

From: Les Everett, Chief Building Inspector 

Date: April 4, 2016

Subject: New Building Permit Report

The following is a list of Building Permits issued for NEW Residential and Commercial construction during the month of March, 2016.

Builder	Address	Type	Cost
Be&k Building Group	1240 Sugg	Commercial/business (new)	8,176,675
Farrior And Sons, Inc.	4100 Humber Dr 100	Commercial/business (new)	688,000
Russell, Rocky Builders, Inc.	2236 Sweet Bay Dr A	Duplex Townhome	181,550
Russell, Rocky Builders, Inc.	2236 Sweet Bay Dr B	Duplex Townhome	0
Russell, Rocky Builders, Inc.	2235 Sweet Bay Dr A	Duplex Townhome	185,000
Russell, Rocky Builders, Inc.	2235 Sweet Bay Dr B	Duplex Townhome	0
O'brien Building Llc	2919 Lee Ct A	Duplex	120,000
O'brien Building Llc	2919 Lee Ct B	Duplex	0
Bella Homes, Llc	209 Blackwater Dr	Single Family Residential (new)	131,400
Cameron, Robert H	1009 Jade Ln	Single Family Residential (new)	117,500
Cameron, Robert H	1004 Jade Ln	Single Family Residential (new)	117,500
Clark, Bill Homes Of	3349 Pacolet Dr	Single Family Residential (new)	96,050
Clark, Bill Homes Of	848 Emerald Park Dr	Single Family Residential (new)	129,750
Clark, Bill Homes Of	1113 Compton Rd	Single Family Residential (new)	225,500
Clark, Bill Homes Of	501 Mary Lee Ct	Single Family Residential (new)	144,600
Elks, A Construction	605 Vassar Rd	Single Family Residential (new)	194,250
Harris Residential Bldrs	3613 Prestwick Pl	Single Family Residential (new)	163,100
Harris Residential Bldrs	3709 Prestwick Pl	Single Family Residential (new)	163,100
Russell, Rocky Builders, Inc.	4007 Hidden Laurel Ct	Single Family Residential (new)	117,400
	Total		10,951,375

(Previous year and month comparison of new construction)

2015-2016

July

Residence:	17 Permits	3,505,850
Duplex T:	2 Permits	178,000
(1 Bldg/2 Units)		
Business:	2 Permits	2,388,361
Total:	21 Permits	6,072,211

2014-2015

July

Residence:	6 Permits	1,172,950
Duplex T:	2 Permits	180,000
(1 Bldgs/2 Units)		
Multi-Family:	1 Permit	873,290
Business:	6 Permits	7,382,075
Total:	15 Permits	9,608,315

August

Residence:	16 Permits	2,290,400
Duplex T:	4 Permits	345,000
(2 Bldgs/4 Units)		
Total:	20 Permits	2,635,400

September

Residence:	15 Permits	2,035,650
Duplex T:	8 Permits	654,500
(4 Bldgs/8 Units)		
Business:	1 Permit	2,790,000
Total:	24 Permits	5,480,150

October

Residence:	6 Permits	939,300
Duplex T:	2 Permits	168,000
(1 Bldg/2 Units)		
Business:	1 Permit	950,000
Total:	9 Permits	2,057,300

November

Residence:	20 Permits	3,068,700
Duplex T:	14 Permits	1,204,600
(7 Bldgs/14 Units)		
MF Townhome:	7 Permits	481,965
(1 Bldg/7 Units)		
Multi-Family:	1 Permit	1,494,570
(1 Bldg/24 Units)		
Business:	2 Permits	969,150
Total:	44 Permits	7,218,985

December

Residence:	10 Permits	1,466,000
Duplex T:	2 Permits	200,000
(1 Bldg/2 Units)		
MF Townhomes	12 Permits	630,000
(1 Bldg/12 Units)		
Business:	1 Permit	1,959,375
Total:	25 Permits	4,255,375

January

Residence:	12 Permits	1,518,300
Duplex T:	4 Permits	301,200
(2 Bldgs/ 4 Units)		
Business:	2 Permits	2,146,953
Total:	18 Permits	3,966,453

August

Residence:	12 Permits	1,865,600
Total:	12 Permits	1,865,600

September

Residence:	13 Permits	2,202,100
Duplex T:	4 Permits	351,550
(2 Bldgs/4 Units)		
Business:	3 Permits	5,576,995
Shell:	1 Permit	65,000
Church:	1 Permit	3,439,085
Total:	24 Permits	11,734,760

October

Residence:	15 Permits	2,202,100
Duplex T:	2 Permits	180,000
(1 Bldg/2 Units)		
Business:	2 Permits	884,020
Shell:	1 Permit	314,069
Multi-Family	4 Permits	5,978,280
(4 Bldgs/96 Units)		
Total:	24 Permits	9,558,469

November

Residence:	12 Permits	2,036,600
Duplex T:	2 Permits	165,200
(1 Bldg/2 Units)		
MF Townhome:	6 Permits	745,800
(1 Bldg/6 Units)		
Multi-Family:	4 Permits	6,092,040
(4 Bldgs/96 Units)		
Total:	24 Permits	9,039,640

December

Residence:	12 Permits	1,763,281
Business :	1 Permit	450,000
Total:	13 Permits	2,213,281

January

Residence:	13 Permits	2,307,350
Duplex T:	10 Permits	763,000
(5 Bldgs/10 Units)		
Total:	23 Permits	3,070,350

February

Residence:	13 Permits	2,024,100
Duplex T:	8 Permits	687,100
(4 Bldgs/8 Units)		
Business:	1 Permit	819,734
Total:	22 Permits	3,530,934

March

Residence:	11 Permits	1,600,150
Duplex T:	4 Permits	366,550
(2 Bldgs/4 Units)		
Duplex:	2 Permits	120,000
(1 Bldg/2 Units)		
Business:	2 Permits	8,864,675
Total:	19 Permits	10,951,375

F/Y Total:	202 Permits	46,168,183
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February

Residence:	14 Permits	1,935,050
Duplex T:	6 Permits	481,800
(3 Bldgs/6 Units)		
Business:	1 Permit	2,621,115
Total:	21 Permits	5,037,965

March

Residence:	12 Permits	1,748,400
Business:	1 Permit	115,000
Shell:	1 Permit	176,400
Total:	14 Permits	2,039,800

F/Y Total:	170 Permits	54,168,180
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Cc: Merrill Flood, Assistant City Manager

Doc: 1025552

The following is a monthly breakdown of activities of this Division as related to construction within our jurisdiction

	For Month	To Date
Building Permits	139	1328
Mechanical Permits	181	1545
Plumbing Permits	52	340
Electrical Permits	198	1641
Total Permits	570	4854
Building Inspections	405	2712
Plumbing Inspections	202	1481
Mech. Inspections	265	2657
Elect. Inspections	292	2748
Fire Inspections	7	31
Stop Work Orders	1	5
Condemnations	1	5
ABC Lic. Insp	1	30
Non- Residential Min. Code Insp.	0	6
Total Inspections	1174	9674
Commercial Plan Reviews	32	231
Residential Plan Reviews	29	188
Sign Plan Reviews	14	128
Site Plan Reviews	9	35
BOA Reviews	1	17
Turnover	\$ 75,979.08	\$ 476,305.72

doc #985371

Respectfully Submitted,

Les Everett

Chief Building Inspector

cc: Merrill Flood, Assistant City Manager