

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *RLH*

DATE: April 29, 2015

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Gary Fenton, Recreation and Parks Director, providing an update on the First Tee program
2. A memo from Kevin Mulligan, Public Works Director, regarding removal of the traffic signal at 4th and Cotanche Streets
3. A memo from Kevin Mulligan, Public Works Director, regarding the inmate labor program, provided in response to a citizen inquiry at a recent City Council meeting

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Attachments

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

Memo

To: Barbara Lipscomb, City Manager
CC: Richard Hicks, Interim Assistant City Manager
From: Gary Fenton, Director of Recreation and Parks
Date: April 29, 2015
Re: First Tee Chapter in Pitt County

Some time ago the City entered into a First Tee Curriculum Provider Agreement to allow us to plan and host youth programs at Bradford Creek Public Golf Course, utilizing First Tee's **PLAY**er curriculum. This was done as an "interim measure" — allowing us to offer a First Tee program — until chapter status could be granted by the national office and the Pitt County Chapter incorporated into *The First Tee of Eastern North Carolina*.

We hosted our initial First Tee curriculum program at Bradford Creek last fall. Another one, with 34 participants, is currently underway.

Recently, Ms. Sue Parson, Director of Central Atlantic Region Affairs for The First Tee, notified us through Mr. Macon Moye that the First Tee home office had approved the expansion of The First Tee of Eastern North Carolina into Pitt County. This will allow us to join *The First Tee of Eastern North Carolina* and ultimately provide the full range of First Tee programs.

The First Tee of Eastern North Carolina includes six other county chapters: Craven, Jones, Pamlico, Lenoir, Carteret and Onslow. Its mission is to impact, inspire and influence the lives of young people by providing learning facilities and educational programs that build character and citizenship, instill life-enhancing values, and promote healthy choices through the game of golf and other enduring character-building activities.

Obviously, Bradford Creek will be the focal point for this service in Pitt County.

Being incorporated into *The First Tee of Eastern North Carolina* means that fundraising for the Pitt County Chapter can commence, with funds held in a Pitt County Chapter account of the Carol F. Petrea Youth Golf Foundation. The Foundation governs, leads and oversees the First Tee local organizations in northeast South Carolina, and in eastern and southeastern North Carolina.

The Foundation does business as The First Tee of Brunswick County, The First Tee of The Grand Strand, The First Tee of the Cape Fear Region, and **The First Tee of Eastern North Carolina** (www.thefirstteeenc.org), where the Pitt County chapter "resides." Our chapter will have representation on the Board of the *First Tee of Eastern North Carolina*.

The goal is for the program to be introduced into all Pitt County elementary schools, but it will begin with a “pilot program” involving two Pitt County schools. It will be used as an after-school/Saturday and in-school program to teach youngsters about First Tee’s core values — honesty, integrity, sportsmanship, respect, confidence, responsibility, perseverance, courtesy, and judgment — through golf.

The vision is to be involving 15,000 Pitt County youth by 2019.

Mr. Moye will be working over the next four to six weeks to publicize that Pitt County and Bradford Creek will now be an active member of the First Tee of Eastern North Carolina and will be assembling a team to begin the initial fundraising efforts.

We will provide further updates as the program progresses.

Memorandum

TO: Barbara Lipscomb, City Manager
FROM: Kevin Mulligan, PE, Public Works Director
DATE: April 29, 2015
SUBJECT: Stage Down and Removal of Traffic Signal Control at 4th and Cotanche Streets

As a result of the completed construction of the 4th Street parking deck, the traffic signal at 4th and Cotanche Streets can now be removed. The removal plan will begin with the “stage down” of the traffic signal at this intersection.

During the design of the 4th Street parking deck it was discovered that the traffic signal pole mast arm was in conflict with the parking garage building footprint. Public Works evaluated options to remove this conflict between the garage footprint and the traffic signal. The necessity of this traffic signal was analyzed and it was determined that this location did not meet the warrants required for a traffic signal. It was therefore recommended that this traffic signal be replaced with stop sign controls. The signal has been placed on "flashing red" mode throughout the construction process, and stop signs were placed at each of the three approaches at this intersection. This operation has been maintained throughout the construction of the garage to act as a transition period for the final plan at this intersection.

Ongoing Monitoring and Maintenance

Traffic patterns resulting from the new operations have been field observed for the following reasons:

- Determine the effectiveness of the change in traffic control;
- Determine the level of compliance by users (motorists);
- Determine a change, if any, in related safety of pedestrian crossings; and
- Determine additional treatments that may be required to ensure that the all-way stop control is safely accommodating all users of the intersection (motorists and pedestrians).

The observations over the last several months indicate that the transition period from the previous signal control to the current all-way stop control has been successful. Additional traffic controls at this intersection are not required. The all-way stop control safely accommodates all users of the intersection.

Final Disposition of Traffic Signal Equipment

The “stage down” process to remove the signal heads at 4th and Cotanche is as follows:

- Turn off the power to these heads (signals will be “dark”);
- Cover (bag) the signal heads on each of the approaches until they can be removed;

- Remove any signs on the mast arms. Any regulatory signs will need to be relocated to existing poles or posts within the intersection;
- Remove the signal heads and mast arms; and
- Remove all other signal related equipment such as field wiring and pedestrian signals. All materials/equipment will be returned to Public Works/Traffic Services and inventoried for bench stock needs.

The traffic signal poles supporting the mast arms will be retained in place as they also support mounting locations for street luminaires and cameras.

Should you have questions, do not hesitate to contact me.

cc: Rik DiCesare, Traffic Engineer

Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Director of Public Works
Date: April 29, 2015
Subject: Inmate Labor Agreement

The City of Greenville Public Works Department instituted the Inmate Labor Agreement with the North Carolina Department of Corrections in 1996. The program has been utilized during the past 19 years to assist Public Works crews in maintaining ditches, curbside sanitation collections as well as grounds maintenance work. Presently, the Public Works Buildings and Grounds Division utilizes the inmate labor program for mowing, path maintenance, and general landscape maintenance for both cemeteries and the Public Works complex.

Public Works currently has 8 inmates, who work 40 hours per week, assigned to its operation. Public Works does not have the full allocation of inmates each day but averages approximately 6 inmates per work day. At an average of 6 inmates per day, the total work load for the inmate work program is approximately 12,000 hours annually.

The cost of the program is \$1.00 per 8 hour work day for each inmate assigned to our program. The Department of Corrections utilizes 312 work days per year for projected cost. The total projected cost of the inmate labor program to the City for FY 2015 is about \$2,500. The City's cost of the daily transport of inmates to and from the Greene Correctional Institution is about \$20,000 per year.

Public Works relies upon this program to assist in completing the work assignments of the Department. The alternatives for the City, if we did not utilize this program, would be to contract out the work or to employ additional personnel. The cost of either alternative would, at a minimum, be \$100,000 more than what is currently contracted with the Department of Corrections.

cc: Kenneth Jackson, Public Works Operations Manager
Kevin Heifferon, Building and Grounds Superintendent