

NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: February 14, 2018

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Brock Letchworth, Public Information Officer, regarding the Town Creek Culvert public meetings on Thursday, March 1, at 9:30 AM and Monday, March 5, at 6:00 PM in the Council Chambers
2. A memo from Mark Holtzman, Police Chief, regarding certification of Forensics Division personnel
3. A memo from Bernita Demery, Director of Financial Services, regarding the 2018 Annual MWBE Mix-N-Meet on Wednesday, April 4, 2018 from 9:00 AM- 12:00 PM
4. An agenda for the February 13, 2018 meeting of the Police Community Relations Committee and minutes from the January 9, 2018 meeting

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Attachments

Memorandum

To: Ann Wall, City Manager

From: Brock Letchworth, Public Information Officer *KBL*

Date: February 14, 2018

Subject: Town Creek Culvert Public Meetings

As we approach the start of construction on the Town Creek Culvert drainage project in the uptown area, the Public Information Office has worked with the Public Works Department to plan a pair of informational meetings for business owners and the public.

The meetings will be held on Thursday, March 1, at 9:30 AM and Monday, March 5, at 6:00 PM in the Council Chambers of City Hall. We scheduled multiple meetings at different times of the day in an effort to accommodate varying schedules of those who may want to attend. Additionally, we plan to record the meetings, broadcast them on GTV-9, and post them on the Town Creek Culvert Web page, <http://tcc.greenvillenc.gov>.

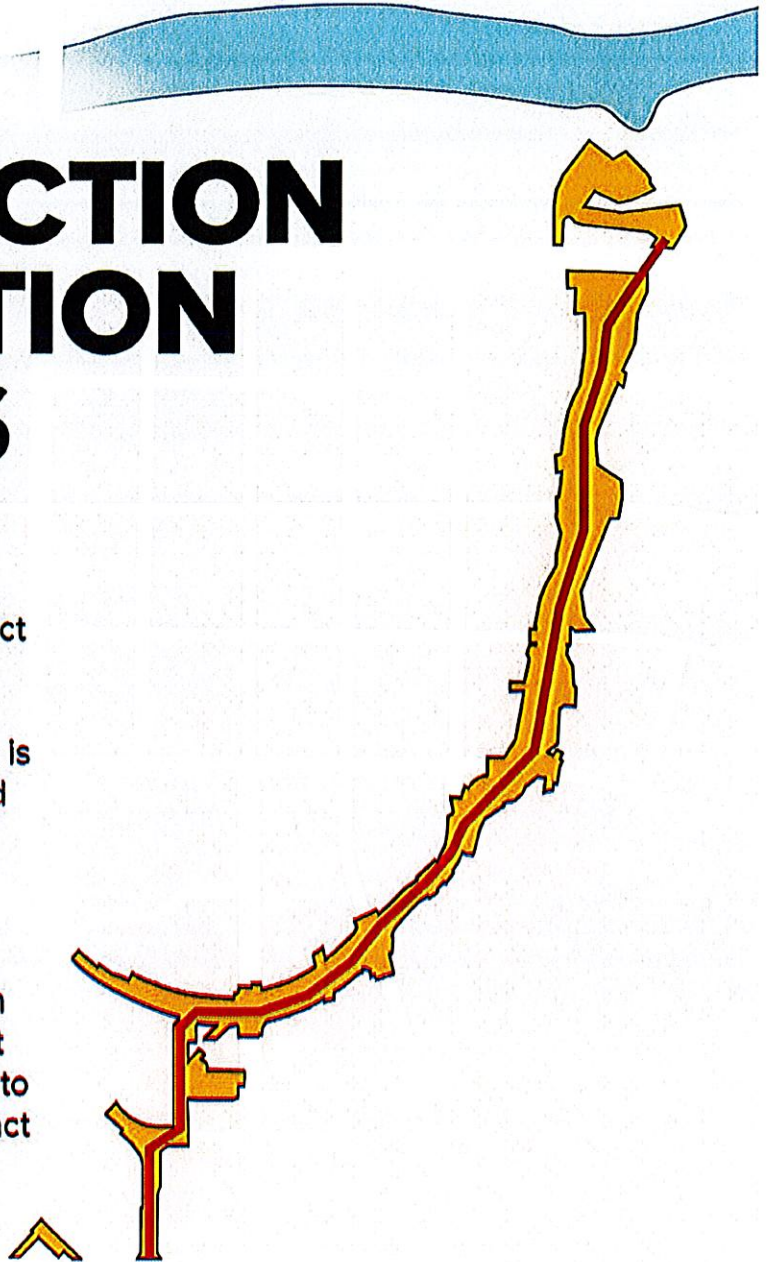
In an attempt to spread the word about the meetings, we are going door-to-door to deliver notices to those in the uptown area and nearby neighborhoods. Additionally, we have sent out notices via the City's social media accounts, local organizations, and to the local media. We also have information posted on the City's online calendar, and we will be advertising in our weekly City Page Ad.

A copy of the notice we are delivering locally is included with this letter. If you have any questions, just let me know.

PUBLIC CONSTRUCTION INFORMATION MEETINGS

The Town Creek Culvert drainage project is the largest infrastructure project ever undertaken by the City of Greenville. Construction on this \$33 million project is expected to begin in March of 2018 and last for approximately 30 months in the center city area.

Residents and business owners are invited to attend any of the construction information meetings or visit the project Web page at <http://tcc.greenvillenc.gov> to learn more about the benefits and impact of the Town Creek Culvert project.



MARCH 1 • 9:30 AM
MARCH 5 • 6:00 PM

**COUNCIL CHAMBERS
GREENVILLE CITY HALL
200 W 5TH STREET**

 **CityofGreenvilleNC**

 **@greenvillegov**

 **tcc.greenvillenc.gov**

**TOWN CREEK
CULVERT**
CITY OF GREENVILLE, NC





Greenville
NORTH CAROLINA

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Memorandum

RECEIVED

To: Ann Wall, City Manager
From: Mark Holtzman, Chief of Police 
Date: January 29, 2018
Subject: Certification for Forensics Division

JAN 30 2018

CITY MANAGER'S OFFICE

You may recall during the December 14, 2017, City Council meeting, GPD requested to redirect asset forfeiture funds previously approved to pursue accreditation for the Forensics Division to instead purchase needed equipment for the unit. During the discussion, Council Member Smith asked for a compiled list of training needs and associated costs to pursue individual certifications for Forensics personnel. The attached memo, from Captain R.A. Williams, provides the requested information. We anticipate moving forward with the training plans as indicated within our current training budget.

Attachment

asa

Memorandum

To: Mark R. Holtzman
Chief of Police

From: Captain R.A. Williams *RAW*
Criminal Investigations Bureau

Date: January 23, 2018

Subject: IAI Certifications for Forensics Services Unit Personnel

One of the priorities that you have set for our Forensics Services Unit is that the personnel assigned to the unit begin obtaining the training required to pursue professional certification through the International Association of Identification (IAI). Although our personnel have received some training throughout their careers, they have never been afforded the opportunity to pursue certifications at this level.

As Sgt. Staffelbach and I began to research this, we realized that the process involved with obtaining these certifications was going to be a lengthy one. Additionally, we noted that the required training must be approved by the IAI Board and is not typically offered locally. This will likely result in significant travel / training costs. There are three organizations regularly offering training that is IAI Board-approved. They are Trittech Forensics, Ron Smith & Associates, and the Federal Law Enforcement Training center (FLETC). The information provided here was selected from Trittech Forensics and FLETC based on currently published training calendars.

The training and testing required to obtain these certifications is rigorous. The following statistics will provide some perspective on the process:

- The pass rate for first-time students taking the examination to become Certified Latent Print Examiners is approximately 70%. This number is only recently up from 50%.
- According to the IAI website, in the State of North Carolina, there are only:
 - Forty-one (41) IAI Certified Latent Print Examiners
 - Two (2) IAI Certified Forensic Photography & Imaging Specialists
 - Forty-six (46) IAI Certified Crime Scene Investigators

Below is a synopsis of each certification that we will be pursuing along with the cost information that is available at this time. Some of the information is not complete simply because the organizations that provide these courses have not posted training schedules for all of 2018. As such, costs directly related to travel can only be estimated at this time.

Certified Latent Print Examiner – Det. William Stokes

The requirements for the completion of the Certified Latent Print Examiner certification are as follows:

- Bachelor's Degree plus 2 years full-time experience as outlined by the Latent Print Certification Board
- Minimum of 160 Hours of Certification Board approved training in latent print matters
- Complete 16 hours of qualifying court testimony training
- Participation in a mock court which can be either developed internally (i.e. by the agency/company) or from a reliable external source (i.e. local IAI division or representatives, training provider)
- Completion of certification testing
- Required ongoing continuing education and re-certification every five (5) years

The schedule below will provide the initial 80 hours of the required 160 hours of board-approved training:

Course	Location	Registration	Flight**	Hotel	Meals	Other	Total
Intro to Fingerprint Science & Tenprints	Peoria, AZ	\$579	\$553	\$1,080	\$243		\$2,455
Comprehensive Latent Print Comparison	Grapevine, TX	\$589	\$506	\$714	\$243		\$2,052
Textbooks						\$208	\$208
Parking						\$45	\$45
Certification Application Fee						\$300	\$300
Grand Total							\$5,060*
* Based on current class and travel availability. Does not include taxes or local fees such as taxi fares.							
** Flight costs are from Raleigh or Greenville based on lowest fare found.							

Forensic Photography & Imaging – Det. Charles Farrar

The requirements for completion of the Forensic Photography & Imaging certification are as follows:

- Must be actively engaged as an examiner, analyst, practitioner or supervisor in the discipline of forensic science whose duties include the discipline of photography, and must have a minimum of two (2) years of experience in photography within this discipline
- 40-hours of basic or advanced hands-on photography courses, no time limit
- 40-hours of forensic-specific hands-on photography courses within the previous 5 years
- Completion of certification testing comprised of a comprehensive written exam and ten (10) practical examinations
- Required ongoing continuing education and re-certification every five (5) years

The schedule below will provide 80 hours of board-approved training, after which Det. Farrar would be eligible to test for his certification:

Course	Location	Registration	Flight	Hotel	Meals	Other	Total
Digital Photography for Law Enforcement I	Glynco, GA	\$2,010	----	----	----	----	\$2,010
Digital Photography for Law Enforcement II	Glynco, GA	\$4,018	----	----	----	----	\$4,018
Textbooks						\$169	\$169
Certification Application Fee						\$300	\$300
Grand Total							\$6,497*
* Training hosted at FLETC and price includes registration, meal, and room. Travel would be in a City vehicle.							

Crime Scene Certification – Det. Dan Wilkins

There are four levels within the area of Crime Scene certification. The first level is Crime Scene Investigator. The requirements for completion of the Crime Scene Investigator Certification are as follows:

- Must have a minimum of one (1) year in crime scene related activities
- Must have completed a minimum of 48 hours of Crime Scene Certification Board approved instruction in crime scene related courses within the last five (5) years
- Completion of certification testing
- Required ongoing continuing education and re-certification every five (5) years

The schedule below will provide 80 hours of board-approved training, after which Det. Wilkins would be eligible to test for his certification:


Course	Location	Registration	Flight	Hotel	Meals	Other	Total
Digital Photography for Law Enforcement I	Glynco, GA	\$3,081	----	----	----	----	\$3,081
Textbooks						\$174	\$174
Certification Application Fee						\$300	\$300
Grand Total							\$3,555*
* Training hosted at FLETC and price includes registration, meal, and room. Travel would be on a City vehicle.							

The total cost outlined here is \$15,112. This total is based on currently listed training dates and locations and could vary somewhat due to the availability of training dates, locations, and the type of travel required to attend training. Additionally, it should be noted that while this will

provide sufficient training hours for two members of the Forensic Services unit to obtain IAI certifications, it will only allow for half of the hours required to obtain the Latent Print Examiner Certification for Det. Stokes. An additional 80 hours of training will be required for that process.

The fourth detective in the Forensic Services Unit is not included in this proposal as he is scheduled for retirement this year. Once a selection is made to fill the vacancy created by that retirement, a decision will be made on an IAI course of study for that detective that would most benefit the needs of the unit. Additional ongoing costs should be anticipated for continuing professional education and for recertification every five years in these areas for certified personnel.

Memorandum

To: Department Heads and Department Administrators
From: Bernita W. Demery, CPA, MBA, Director of Financial Services 
Date: February 7, 2018
Subject: 2018 Annual Mix-N-Meet Update

Wednesday, April 4, 2018, the MWBE Program will host the annual Mix-N-Meet Business Opportunity Fair and Matchmaking Session.

The event will take place from 9:00am-12:00pm on the 3rd Floor East Wing of City Hall. Those that have a direct or indirect role in the buying process for your department are invited to attend and meet firms interested in doing business with the City and GUC.

Department heads, managers, and supervisors as well as department administrators are strongly encouraged to attend. Attendees will have the chance to increase their awareness of the number and variety of firms available to fulfill purchasing needs with the advantage of face-to-face interaction. In addition, local firms will be invited to attend.

The format will be that of a "reverse tradeshow" where firms will set up displays to showcase their businesses. Some examples of the types of vendors that may attend are caterers, printers, promotional products specialists – generalists who can satisfy the needs of any department. This portion will be two hours only from 9:00am-11:00am.

Additionally, a "matchmaking" session will take place where specialized vendors may set up appointments to talk directly with outside organizations from around the city that contract these services. Vendors will likely include firms in construction and professional services. These appointment requests will be made to you and your project managers as the firms register.

A light breakfast will be available for all attending the Mix-n-Meet. In order to manage event flow, the MWBE Coordinator is asking for you and your staff to **RSVP their attendance by March 26, 2018**. Please email the names of the individuals attending to Ferdinand A. Rouse at frouse@greenvillenc.gov.

Please contact me or Ferdinand with questions. Thank you in advance for making this another rewarding event for the City.

cc: Ann E. Wall, City Manager
Michael Cowin, Assistant City Manager
Ken Graves, Assistant City Manager
Denisha Harris, Purchasing Manager
Ferdinand A. Rouse, MWBE Coordinator
Jeff McCauley, GUC Chief Financial Officer



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POLICE COMMUNITY RELATIONS COMMITTEE A G E N D A

Tuesday, February 13, 2018, 6:30 PM
Eppes Recreation Center
Multipurpose Room

400 Nash Street
Greenville, NC 27835

6:00 p.m. Meet & Greet with West Zone Commander Lt. David Anderson
and West Zone Officers

- 1) Call to Order – Diane Kulik, Chair
- 2) Roll Call
- 3) Approval of the Agenda –February 13, 2018
- 4) Approval of Minutes – December 12, 2017
January 9, 2018
- 5) State briefly the mission of committee and purpose of meeting
- 6) Topics: N.C. Civil Presentation/Westgate Project
Community Employment Pipeline Project

Speaker: Jermaine McNair
- 7) Public Expression and Questions
- 8) ADJOURN

NOTE:

To maintain order of the board and clarity of recording, please allow one person to speak at a time. Thank you.

The Police Committee Relations Committee Mission Statement

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.

SUMMARY MINUTES FOR THE POLICE COMMUNITY RELATIONS COMMITTEE

Chairperson Diane Kulik called the Police Community Relations Committee meeting to order at 6:30 p.m., at City Hall Conference Room, Greenville, NC.

INTRODUCTION OF COMMITTEE MEMBERS

Chairperson Diane Kulik asked each committee member and city staff to introduce themselves.

Committee members present:

Greg Rubel, District 3

Scott Snyder, District 4

Carol Bass, District 5

Jermaine McNair, Mayoral

Diane Kulik, Chairperson

Committee members absent:

Lennard Naipaul, District 2

City Staff Members present:

Sgt. Dale Mills

Sylvia Horne

Billie Jo Viverette

APPROVAL OF THE AGENDA

Chairperson Diane Kulik stated that she wanted to add to the agenda two items. She wanted each committee member to discuss for 5 minutes citizens' concerns in each district; and then she wanted to add time for her to show everyone how to put programs together. She asked for a motion for approval of the amended December 12th, 2017 agenda.

Motion: Greg Rubel

Seconded: Carol Bass

The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES

Chairperson Diane Kulik asked for a motion for approval of the November 27th, 2017 minutes.

Motion: Scott Snyder

Seconded: Carol Bass

Chairperson Diane Kulik informed everyone that Mr. Lennard Naipaul resigned due to health reasons.

The committee then discussed topic ideas for the monthly meetings in 2018. After much discussion, the following topics were agreed upon by the committee for each month.

January 9 th , 2018	Community Policing Initiatives Jermaine McNair
February 13 th , 2018	Undecided
March 13 th , 2018	Open Forum for Citizens Concerns Greg Rubel
April 10 th , 2018	Pitt County Courts System Diane Kulik
May 8 th , 2018	Police Departments Recruitments Process; Costs/Benefits Scott Snyder
June 12 th , 2018	Awareness and Safety recommendations for Women; What would you do in a crisis situation? Carol Ann Bass
July, 2018	No meeting held
August, 2018	No meeting held
September 11 th , 2018	Undecided
October, 9 th , 2018	Halloween Events preparation discussion with the Greenville Police Department Sgt. Dale Mills
November 13 th , 2018	Chat with the Police Chiefs of Pitt County
December 11 th , 2018	PCRC Committee Planning Meeting

Elections of new officers for the committee were then discussed. The committee discussed nominations for Chairperson and Vice Chairperson. Diane Kulik was nominated and agreed upon by the committee to be Chairperson; and Greg Rubel was nominated and agreed upon by the committee to be Vice Chairperson. Jermaine McNair will continue to be the Mayoral representative until the term ends.

The meeting was adjourned at 8 pm.



POLICE COMMUNITY RELATIONS COMMITTEE

West Greenville Community Town Hall

Tuesday, February 13, 2018

**Eppes Recreation Center
Multipurpose Room
400 Nash Street**

6:00 p.m.

- **Meet & Greet with West Zone Commander David Anderson and West Zone Officers**

6:30 p.m.

- **N.C. Civil Presentation/Westgate Project
Jermaine McNair**
- **Community Employment Pipeline Project**

Question and Answer Period after Presentations

SUMMARY MINUTES FOR THE POLICE COMMUNITY RELATIONS COMMITTEE

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Committee members present:

Greg Rubel, District 3

Diane Kulik, Chairperson

Scott Snyder, District 4

Carol Bass, District 5

Committee members absent:

Jermaine McNair

City Staff Members present:

Sgt. Dale Mills

Officer A. Blackmon

Sylvia Horne

Officer S. Paldino

Billie Jo Viverette

Officer R. Kurtz

Lt. David Anderson

Officer R. McClain

Devinder Culver

APPROVAL OF THE AGENDA

Chairperson Diane Kulik asked for a motion for approval of the agenda.

Motion: Carol Bass

Seconded: Greg Rubel

The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES

Chairperson Diane Kulik stated that the December minutes will sent out before the next meeting.

Chairperson Diane Kulik read the Police Community Relations Committee mission statement.

Chairperson Diane Kulik explained because of the snow and staff unable to attend tonight, the purpose of tonight's meeting was changed. She explained that the meeting originally scheduled for tonight will be moved to February's meeting. Tonight's agenda was changed to New Neighborhood Patrol Unit Initiative and Safety Concerns in Neighborhoods.

Lt. David Anderson discussed the initiative from a commanding officer's perspective. He explained that he is the West Zone Commander and that there are two officers assigned to each zone. He discussed the various crime reduction initiatives that they apply to reduce the highest crimes in each zone. He stated that the combination of crime analysis, information given by citizens and the hard work of the Neighborhood officers is what makes the Neighborhood Patrol Unit Initiative a success.

Officers Blackmon and Paldino discussed their daily routines and the issues that they work on in the East Zone. They discussed how they work together with property owners to combat criminal activity.

Chairperson Diane Kulik asked Scott Snyder what the biggest problems that occur in the Brook Valley area. Scott stated that the problems that occur the most is crimes of opportunity; vehicle doors being left unlocked, garage doors left open, and similar incidents.

Greg Rubel stated that they hasn't been any major incidents in the Truna and University area. He stated that the increase in incidents usually occurs when the students are gone.

Chairperson Diane Kulik asked Officer McClain what area he worked in. He stated he was in the South Zone. He discussed how a lot of people use Facebook to share information about current incidents. He stated that all the neighborhood officers attend roll call and review End of Shift reports that details daily activities. He stated that they review the reports and discuss what areas and activities that they need to work on. They also receive information from Crime stoppers as well.

It was discussed by the Neighborhood officers the numerous ways that they can be contacted; via cell phone numbers, telephone numbers at each zone, or by emails.

It was asked if there were any statistics to show that the Red Light camera program was working to help deter crime. Sgt. Mills stated that they have heard that several thousand tickets have been issued, but the statistics are being reviewed but are not complete as of yet.

Chairperson Diane Kulik thanked everyone from the Police Department for coming and sharing all the good information; and for the hard work they do every day.

A motion was made by Greg Rubel to adjourn the meeting and seconded by Carol Bass.

Meeting adjourned at 7:30 p.m.