

NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: March 7, 2018

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Gary Fenton, Recreation and Parks Director, regarding upcoming special events during the months of March and April
2. An agenda for the March 13, 2018 meeting of the Police Community Relations Committee and minutes from the February 13, 2018 meeting
3. A memo from Ken Graves, Assistant City Manager, regarding the development review process
4. A flyer announcing the upcoming MWBE Mix & Meet event, scheduled for April 4, 2018 from 9:00 AM- 12:00 PM in the City Hall Gallery
5. A memo from Leah Futrell, Human Resources Director, regarding Family Fun Day on Saturday, April 21, 2018 from 11:00 AM to 3:00 PM at H. Boyd Lee Park
6. A memo from Les Everett, Chief Building Inspector, regarding building permits issued during February for new residential and commercial construction
7. Monthly Report from Inspections Division for February

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Attachments

Memo

To: Ann Wall, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: March 7, 2018
Re: NTC – Upcoming Special Events

There are several opportunities for Greenville citizens to enjoy special events in March and April. Listed below, these events are co-sponsored or organized by Recreation and Parks staff. Council Members and City staff are encouraged to stop by, if schedules permit.

- **Friday – Sunday, March 9-11 – Statewide Athletic Committee 10U & 12U Regional Basketball Tournaments**
 - For the 12th year, Recreation and Parks staff will host two sectional basketball tournaments which will bring 14 out-of-town teams to the Greenville area. The tournaments will each feature one Greenville team and seven other teams from Eastern North Carolina. Games will be held at South Greenville Recreation Center (Friday only), Drew Steele Center (Friday only) and D.H. Conley High School (Friday-Sunday). Winners will advance to the state tournaments March 16-18.
- **Saturday, March 24 – Exceptional Community Baseball League (ECBL) Opening Ceremonies**
 - ECBL's Opening Ceremonies are scheduled for Saturday, March 24th at 9:30am. The event will be held at the Sara Vaughn Field of Dreams in Elm Street Park. This will also mark the 11th anniversary of this all-inclusive field.
- **Friday, April 6 – Greenville Little Leagues Opening Ceremonies**
 - Greenville Little Leagues will open its 67th season at 6:00pm on Friday, April 6th. Opening Ceremonies will take place at Stallings Stadium at Elm Street Park. The opening night game will follow with the first pitch scheduled for 7:30pm.
- **Friday & Saturday, April 13 and 14 – PirateFest**
 - This very popular community event showcases Greenville's Town Common and Uptown District. The event will feature art displays and sales, family activities, concessions, and entertainment throughout both days. This event is a partnership with Uptown Greenville, Public Works Department, Pitt County Arts Council and Recreation & Parks Staff.
- **Friday, April 20 – Special Olympics Pitt County Spring Games**
 - The annual track and field event for Special Olympics of Pitt County will kick off with Opening Ceremonies beginning at 9:45am. The event, which will feature approximately 350 athletes, will be held at J.H. Rose High School. The Specialized Recreation staff coordinate this event which will utilize approximately 700 community volunteers.
- **Sunday, April 22 – Community Youth Arts Festival**
 - The festival is scheduled for 10:00 a.m. – 4:00 p.m. on Sunday, April 22 and will take place at Town Common. This event is a celebration of the Performing and Visual arts, with hands-on art instruction by various vendors throughout the park. Performances by various community groups will take place, including Pitt County School students. Presented by City of Greenville, East Carolina University, Pitt County Arts Council at Emerge, and Pitt County Schools.

Please let me know if there are any questions.

cc: Michael Cowin, Assistant City Manager



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POLICE COMMUNITY RELATIONS COMMITTEE A G E N D A

Tuesday, March 13, 2018, 6:30 PM
J.H. Rose High School

600 West Arlington Blvd.
Greenville, NC

- 1) Call to Order – Diane Kulik, Chair
- 2) Roll Call
- 3) Approval of the Agenda –March 13, 2018
- 4) Approval of Minutes – February 13, 2018
- 5) State briefly the mission of committee and purpose of meeting
- 6) Topic: School Safety, Prevention & Intervention

Speakers: Dr. Ethan Lenker, Superintendent of Pitt County Schools
Mark Holtzman, Chief of Police
Neil Elks, Pitt County Sheriff
Glen Webb, Corporal with Greenville Police Dept. & Vice
Chairman of the Pitt County Board of Commissioners

- 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.



POLICE DEPARTMENT

“School Safety, Prevention & Intervention”

Greenville Police Department
Police Community Relations Committee

School Safety Panel -

Dr. Ethan Lenker, Pitt County Superintendent of Schools

Mark Holtzman, Greenville Chief of Police

Neil Elks, Pitt County Sheriff

Glen Webb, Greenville Police Officer & Vice Chairman of the
Pitt County Board of Commissioners

- Prevention, "*See or Hear Something, Say Something*", Everyone needs to work as a team to report warning signs for a potential shooter / first line of defense
- Warning signs for possible violent behavior & causes
- How you can share information discreetly with Greenville Police, Pitt County Schools and Pitt County Sheriff
- What safety measures do we have in place now? How can we improve & afford it?
- Resource Officers
- Professional Help, where can you get it?

Question and Answer Period after Presentations.

WHEN - **Tuesday March 13, 2018**

6:30 PM

WHERE - **J. H. Rose High School – Lecture Hall**

600 West Arlington Blvd.,

Greenville, NC

(from Arlington Blvd., take Marvin Jarman which is parallel to tracks, go left to parking lot)

**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 Eppes Recreational Center Multi-purpose 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	Diane Kulik, Chairperson
Scott Snyder, District 4	Jermaine McNair, Mayoral
Carol Bass, District 5	

Committee members absent:

None

City Staff Members present:

Chief of Police Mark Holtzman	Sgt. Scott Stanton	Kristen Klindworth
Sgt. Dale Mills	Sgt. C. Espinoza	Officer A. Blackmon
Sylvia Horne	Officer B. Gillen	Officer J.L. Aldridge
Asst. Attorney Donald Phillips	Officer B. Quick	
Lt. David Anderson	Officer S. Paldino	
Devinder Culver	Officer R. McClain	

City Council:

Mayor P.J. Connelly
Council Member At-Large, Brian Meyerhoeffer
Council Member Kandie Smith, District 1
Council Member Rick Smiley, District 4

Others:

Senator Don Davis
Major Paula Dance, Pitt County Sheriff
Mr. Jarrette Pittman, Asst. District Attorney
Citizens – NC Civil, Neighborhood Advisory Board, Pitt Co. DEMS, Community Self-Empowerment, NCDPS, WBIS Politics, Greenville Community Development.

APPROVAL OF THE AGENDA

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

Motion: Jermaine McNair
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 December 12, 2017 Minutes.

Motion: Carol Bass
Seconded: Greg Rubel

The minutes was unanimously approved by the committee.

Chairperson Diane Kulik asked for a motion for approval of the January 9, 2018 Minutes.

Motion: Carol Bass
Seconded: Scott Snyder

The minutes was unanimously approved by the committee.

MISSION AND PURPOSE OF MEETING

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

TOPIC: N.C. CIVIL PRESENTATION/WESTGATE PROJECT

Jermaine McNair introduced himself and thanked everyone for coming out the meeting. He give a brief overview from last year meeting on the Westgate Initiative project before he updated the citizen as to where the project is today.

One year after starting a project to transform their community, people gathered together to talk about the progress they've made and the work that still needs to be done.

Police officers, city council members, and community members gathered at CM Eppes Recreation Center on Tuesday for an update on the Westgate Project in Greenville.

It's an initiative founded as a partnership between the non-profit group NC Civil and the Greenville Police Department and built with the idea of creating a responsive relationship between the community of West Greenville and law enforcement.

"Last year was a year of us coming together around that common cause, learning our own strengths and weaknesses, and figuring out how we can create one collective way to service our community better," says Jermaine McNair, the founding director of NC Civil.

Since its inception, the Westgate Project has boasted a number of accomplishments including pop-up markets and fairs that introduce members of the community to certain partners that are looking to make improvements in the area.

It has also created an understanding between the police department and NC Civil that any young person between the age of 16 and 24 arrested in the west zone is offered help through the organization with the idea that an arrest does not have to be a life-defining event.

"It's a great outreach," says Lt. David Anderson, the west zone commander. "So it gives us the opportunity to reach out to the community and have some good candid discussions and let the community know essentially what we are doing."

As the project enters its second year, leaders say that collaboration will be the key in the future as they work to continue building stronger partnerships to better serve the area.

Tuesday night, NC Civil also introduced the Community Employment Pipeline, which was created in pursuit to increase the community's access to resources and careers with organizations such as Vidant Health and Pitt Community College.

Chairperson Diane Kulik asked for a motion to adjourn the meeting.

Motion: Carol Bass

Seconded: Scott Snyder

Meeting adjourned at 7:48 p.m.



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MEMORANDUM

TO: Ann Wall, City Manager
FROM: Ken Graves, Assistant City Manager
DATE: March 7, 2018
SUBJECT: Development Review Process

When I arrived to the City of Greenville, one of my first tasks was to review the development review process. I asked Christian Lockamy of the Economic Development Division to assist with assessing our current process. Christian and I met with individual departments involved in the development process as well as, some local development stakeholders to listen to their issues and suggestions as it relates to the current development review process.

From these early meetings one item in particular suggested by all parties was to reactivate the Technical Review Committee (TRC). The TRC was a standing meeting among City staff to review and discuss plans after they had been submitted. The focus of the meeting was to discuss any conflicts pertaining to the request by various departments and help provide a comprehensive response to the applicant.

I have given Joe Durham, Interim Community Development Director, the directive to move forward with reactivating the TRC. Meetings should begin in the next couple of weeks.

Business Opportunity Fair and Matchmaking Session



MWBE
MINORITY AND WOMEN
BUSINESS ENTERPRISE

MIX&MEET

April 4, 2018 • 9:00 AM–12:00 PM
City Hall Gallery • 200 West 5th Street

Meet and network with diverse and local vendors while enjoying a light breakfast at our Annual MWBE Mix-&-Meet event.

Don't forget to sign up for our afternoon session "Doing Business with NCDOT"

Please RSVP by March 26 at <https://goo.gl/2hVXBZ>



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Utilities

For more information, please contact Ferdinand Rouse at (252) 329-4462

Memorandum

To: Ann E. Wall, City Manager
From: Leah B. Futrell, Director of Human Resources 
Date: March 7, 2018
Subject: **Family Fun Day**

Family Fun Day for all full-time and designated part-time employees is quickly approaching and the committee is working hard to ensure a successful event. As a reminder, Family Fun Day is scheduled for Saturday, April 21st, from 11:00 am until 3:00 pm at H. Boyd Lee Park. The event promises to be very enjoyable, with food and fun activities for all ages.

Family Fun Day will serve as an opportunity for staff to come together in a fun and relaxed social environment. This is especially important given the large number of City employees who work at various locations and may not have an opportunity to get to know employees in other departments. Employees who have to work the day of the event will be encouraged to join their families on their lunch break. In addition to being fun and enjoyable, the event also is intended to serve as another reminder to employees that they are the City's most important asset and that their dedication and hard work are valued.

A postcard (copy attached) will be mailed to the home of City employees so that they can save the date for this event. Internal communications also will be used to encourage employees and their families to attend Family Fun Day.

Cigna, the City's third-party administrator for health insurance, is the lead sponsor of Family Fun Day, having pledged \$20,000. The City's cost for this event will be de minimis as a result of the generous donations of Cigna and other partners.

As always, thank you for your continued support. Please let me know if you have any questions.

CITY OF GREENVILLE EMPLOYEES

FAMILY FUN DAY!

APR
21

CITY OF GREENVILLE EMPLOYEES

FAMILY FUN DAY!

APRIL 21 • 11:00 AM–3:00 PM
BOYD LEE PARK • 5184 COREY RD

ENJOY FOOD, GAMES,
INFLATABLES, & MUCH
MORE... IN GOOD
COMPANY!



Greenville
NORTH CAROLINA

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Memorandum

To: Ann Wall, City Manager

From: Les Everett, Chief Building Inspector 

Date: March 2, 2018

Subject: New Building Permit Report

The following is a list of Building Permits issued for NEW Residential and Commercial construction during the month of February 2018.

Builder	Address	Type	Cost
Arc Building Concepts Llc	3741 S Memorial Dr	Commercial/business (new)	499,000
Aldridge & Southerland Bldrs	3709 Nantucket Rd A	Duplex Townhome	249,000
Aldridge & Southerland Bldrs	3709 Nantucket Rd B	Duplex Townhome	0
Aldridge & Southerland Bldrs	3707 Nantucket Rd A	Duplex Townhome	249,000
Aldridge & Southerland Bldrs	3707 Nantucket Rd B	Duplex Townhome	0
Everett East Construction	2217 Remington Ct A	Duplex Townhome	165,000
Everett East Construction	2217 Remington Ct B	Duplex Townhome	0
Porter Building Company, Llc	2224 Brookville Dr A	Duplex Townhome	210,000
Porter Building Company, Llc	2224 Brookville Dr B	Duplex Townhome	0
Spain Builders, Llp	2312 Chavis Dr A	Duplex Townhome	225,750
Spain Builders, Llp	2312 Chavis Dr B	Duplex Townhome	225,750
Spain Builders, Llp	2316 Chavis Dr A	Duplex Townhome	225,750
Spain Builders, Llp	2316 Chavis Dr B	Duplex Townhome	225,750
Spain Builders, Llp	2320 Chavis Dr A	Duplex Townhome	225,750
Spain Builders, Llp	2320 Chavis Dr B	Duplex Townhome	225,750
Caviness & Cates Bldg &	2200 Cushing Ct	Single Family Residential (new)	162,300
Caviness & Cates Bldg &	2205 Cushing Ct	Single Family Residential (new)	130,800
Clark, Bill Homes Of	624 Arbor Dr	Single Family Residential (new)	156,900
Clark, Bill Homes Of	520 Kiese Dr	Single Family Residential (new)	159,900
Clark, Bill Homes Of	102 Ravenwood Dr	Single Family Residential (new)	179,550
Clark, Bill Homes Of	704 Ravenwood Dr	Single Family Residential (new)	204,900
Clark, Bill Homes Of	706 Ravenwood Dr	Single Family Residential (new)	187,725
Clark, Bill Homes Of	708 Ravenwood Dr	Single Family Residential (new)	153,600
Clark, Bill Homes Of	705 Arbor Dr	Single Family Residential (new)	162,150
Kuhn Homes, Llc	3113 Chesswood Ln	Single Family Residential (new)	140,850
Kuhn Homes, Llc	2117 Coleman Dr	Single Family Residential (new)	231,225
Kuhn Homes, llc, Will	3805 E Baywood Ln	Single Family Residential (new)	180,150
Kuhn Homes, llc, Will	3817 E Baywood Ln	Single Family Residential (new)	222,900
Kuhn Homes, llc, Will	3809 E Baywood Ln	Single Family Residential (new)	181,725
Kuhn Homes, llc, Will	3813 E Baywood Ln	Single Family Residential (new)	181,650

Muse, Tracy W.	2205 Tulls Cove Rd	Single Family Residential (new)	155,925
Spain Builders, Llp	2240 Tulls Cove Rd	Single Family Residential (new)	123,750
Spain Builders, Llp	2248 Tulls Cove Rd	Single Family Residential (new)	123,750
Tozer Builders, Inc.	3605 Ramsey Dr	Single Family Residential (new)	86,700
Tozer Builders, Inc.	3609 Ramsey Dr	Single Family Residential (new)	110,325
Tozer Builders, Inc.	3613 Ramsey Dr	Single Family Residential (new)	86,700
Wallace Construction Co, Dill	1009 Sedbrook Ln	Single Family Residential (new)	217,125
Wallace Construction Co, Dill	2009 Sedbrook Ln	Single Family Residential (new)	254,325
	Total		6,521,425

(Previous year and month comparison of new construction)

2017-2018July

Residence:	32 Permits	6,930,800
Duplex T:	2 Permits	255,000
Multi-Family:	21 Permits	1,562,400
(3 Bldgs/21 Units)		
Business:	2 Permits	484,411
Total:	57 Permits	9,232,611

August

Residence:	26 Permits	5,447,950
Duplex T:	14 Permits	1,897,200
(7 Bldgs/14 Units)		
Multi-Family:	5 Permits	42,195,680
(5 Bldgs/188 Units)		
Business:	3 Permits	4,150,000
Total:	48 Permits	53,690,830

September

Residence:	22 Permits	4,215,037
Duplex T:	6 Permits	1,550,500
(3 Bldgs/6 Units)		
Shell:	1 Permit	564,000
Business:	2 Permits	3,109,600
Total:	31 Permits	9,439,137

October

Residence:	24 Permits	5,518,400
Duplex T:	20 Permits	2,752,175
(10 Bldgs/20 Units)		
Business:	2 Permits	545,000
Shell:	1 Permit	557,769
Church:	1 Permit	4,250,000
Total:	48 Permits	13,623,344

2016-2017July

Residence:	15 Permits	2,702,205
Multi-Family:	12 Permits	4,870,745
(12 Bldgs/136 Units)		
Business:	1 Permit	400,000
Total:	28 Permits	7,972,950

August

Residence:	9 Permits	2,054,450
Duplex T:	12 Permits	1,429,800
(6 Bldgs/12 Units)		
Multi-Family:	4 Permits	8,695,680
(4 Bldgs 96 Units)		
Business:	3 Permits	6,292,000
Total:	28 Permits	18,471,930

September

Residence:	10 Permits	2,839,500
Duplex T:	4 Permits	525,000
(2 Bldgs/4 Units)		
Shell:	1 Permit	600,000
Business:	1 Permit	905,650
Total:	16 Permits	4,870,150

October

Residence:	17 Permits	3,423,225
MF Townhomes:	20 Permits	1,945,520
(3 Bldgs/20 Units)		
Business:	2 Permits	3,420,000
Total:	39 Permits	8,788,745

November

Residence:	21 Permits	4,622,475
Duplex T:	6 Permits	702,000
(3 Bldgs/6 Units)		
MF Townhomes:	10 Permits	725,000
(1 Bldg/10 Units)		
Business:	2 Permits	1,100,282
Total:	39 Permits	7,149,757

December

Residence:	35 Permits	5,664,050
Duplex T:	8 Permits	868,400
(4 Bldgs/8 Units)		
Duplex:	2 Permits	182,100
(1 Bldg/2 Units)		
MF Townhomes:	6 Permits	1,012,080
(1 Bldg/6 Units)		
Business:	1 Permit	1,496,000
Total:	52 Permits	9,222,630

January

Residence:	14 Permits	2,912,550
Duplex T:	14 Permits	1,796,400
(7 Bldgs/14 Units)		
Duplex:	4 Permits	434,436
(2 Bldgs/4 Units)		
Business:	2 Permits	899,000
Total:	34 Permits	6,042,386

February

Residence:	23 Permits	3,794,925
Duplex T:	14 Permits	2,227,500
(7 Bldgs/14 Units)		
Business:	1 Permit	499,000
Total:	38 Permits	6,521,425

F/Y Total: 347 Permits 114,922,120

Cc: Ann Wall, City Manager
Doc: 1075662

November

Residence:	15 Permits	2,856,000
Duplex T:	6 Permits	688,500
(3 Bldgs/6 Units)		
Multi-Family:	4 Permits	4,758,000
(4 Bldgs/78 Units)		
Business:	2 Permits	675,000
Shell:	1 Permit	2,165,000
Total:	28 Permits	11,142,500

December

Residence:	21 Permits	4,637,650
Duplex T:	6 Permits	1,300,800
(3 Bldgs/6 Units)		
Multi-Family:	2 Permits	18,311,136
(2 Bldgs/29 Units)		
Business:	2 Permits	10,444,257
Total:	31 Permits	34,693,843

January

Residence:	12 Permits	2,316,950
Duplex T:	4 Permits	542,550
(2 Bldgs/4 Units)		
Business:	1 Permit	443,000
Total:	17 Permits	3,302,500

February

Residence:	21 Permits	4,728,375
Duplex T:	2 Permits	210,000
(1 Bldg/2 Units)		
MF Townhomes:	6 Permits	1,084,800
(1 Bldg/6 Units)		
Business:	3 Permits	1,226,583
Total:	32 Permits	7,249,758

F/Y Total: 219 Permits 96,492,376

Community Development Department / Inspections Division
 City of Greenville
 Feb-18

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

2017-2018	February	
Building Permits	# of Permits	Value
Residence	23	\$ 3,794,925.00
Residence Addition	1	\$ 17,000.00
Residence Alteration	9	\$ 212,120.00
Duplex Townhomes	14	\$ 2,227,500.00
Duplex Alteration	1	\$ 17,250.00
Duplex Additions	0	\$ -
Multi-Family	0	\$ -
Multi-Family Townhomes	0	\$ -
Multi-Family Additions	0	\$ -
Multi-Family Alterations	3	\$ 121,780.00
Business	1	\$ 499,000.00
Cell Tower & Foundation	0	\$ -
Shell	0	\$ -
Duplex	0	\$ -
Hotel/Motel	0	\$ -
Educational	0	\$ -
Business Additions	1	\$ 220,000.00
Business Alterations	7	\$ 677,909.00
Churches	0	\$ -
Church Addition	0	\$ -
Church Alterations	1	\$ 64,600.00
Clubhouse	0	\$ -
Swimming Pool	3	\$ 112,450.00
Storage/Accessory	6	\$ 109,800.00
Garage/Carport	0	\$ -
Storage Additions	0	\$ -
Storage Alterations	0	\$ -
Garage Additions	0	\$ -
Garage Alterations	0	\$ -
Retaining Wall	1	\$ 3,558.00
Foundation	0	\$ -
Signs	22	\$ 110,552.00
Roofing	4	\$ 212,235.00
Family Care	1	n/a
Change of Occupancy	0	n/a
Day Care	0	n/a
Temp. Utilities	36	n/a
Mobile Homes	2	n/a
Safety Review	12	n/a
Driveway	30	n/a
Land Disturbance	33	n/a
Demolition	1	n/a
Tents	0	n/a
Total for Month	212	\$ 8,400,879.00
	<i>for month</i>	<i>to date</i>
Total Value New Construction	\$ 6,521,425.00	\$ 114,922,120.00
Total Alterations	\$ 1,679,454.00	\$ 45,334,601.00

Building Permits	212	1837
Mechanical Permits	154	1464
Plumbing Permits	70	495
Electrical Permits	219	1713
Total Permits	655	5509
Building Inspections	451	3677
Plumbing Inspections	332	2176
Mech. Inspections	331	2727
Elect. Inspections	403	3292
Fire Inspections	1	24
Stop Work Orders	2	8
Condemnations	0	2
ABC Lic. Insp	1	24
Total Inspections	1521	11930
Commercial Plan Reviews	20	158
Residential Plan Reviews	46	331
Sign Plan Reviews	17	145
Site Plan Reviews	9	60
BOA Reviews	0	18
Turnover	\$ 87,609.12	\$ 980,514.18

doc #1057395

Respectfully Submitted,


 Ann Everett
 Chief Building Inspector

cc: Ann Wall, City Manager