

NOTES

TO: Honorable Mayor and City Council Members

FROM: Richard Hicks, Interim Assistant City Manager *RH*

DATE: April 1, 2015

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Bernita Demery, Financial Services Director, regarding the 2015 Annual Other Post-Employment Benefits (OPEB) update
2. A memo from Carl Rees, Economic Development Officer, regarding upcoming information sessions for the Small Business Plan Competition
3. A memo from Les Everett, Chief Building Inspector, regarding permits issued in March for new residential and commercial construction
4. A report from the Inspections Division for March
5. Notice of the April 14, 2015, Police Community Relations Committee meeting and summary minutes from the March 12, 2015, meeting


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Attachments

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

Memorandum

To: Richard Hicks, Acting City Manager

From: Bernita W. Demery, CPA, MBA, Director of Financial Services 

Date: April 1, 2015

Subject: 2015 Annual Other Post-Employment Benefits (OPEB) Update

On February 10, 2015, the OPEB Trust Committee met for the annual OPEB Update. Trust committee members in attendance were Mayor Pro-Tem Calvin Mercer, City Manager Barbara Lipscomb, and me. Other meeting attendees included Council Member Rick Smiley and Human Resources Director Leah Futrell. The items discussed during the 2015 OPEB update included a review of the following:

- November 7, 2012 meeting minutes
- OPEB Trustee Agreement
- History of contributions/STIF History
- OPEB Financial Statements as of December 31, 2014
- Last Actuarial Report

The meeting highlights that took place included reviewing the current OPEB Trustee Agreement, which prompted no changes by the committee at this time. In addition, the committee discussed that currently the OPEB fund has a total of \$2.83 million, of which \$1.03 million is from interest earnings and \$1.8 million is from city contributions. (See Attachments) The City will continue to monitor the unfunded liability in the event that plan changes are warranted. The committee is scheduled to meet annually. The Joint City/GUC Pay and Benefits Committee would explore plan changes. Currently, the City is contributing \$400,000 per year to the fund with an increase of \$50,000 until FY 2017. Once the City reaches the \$500,000 contribution limit, this amount will remain as the City's annual contribution.

As a follow-up to the annual meeting, Council Member Smiley inquired about gaining a more in-depth explanation of the Actuarial Report. Attached are the questions presented by Council Member Smiley and the answers provided by the third party consulting firm, Cavanaugh Macdonald Consulting, LLC.

Attachments

cc: Mayor and City Council
Barbara Lipscomb, City Manager
Leah Futrell, Human Resources Director
Jeff McCauley, GUC-Chief Financial Officer

**OPEB STIF History
w/NC State Treasurer
Since Inception by Quarter
Financial Services
12/31/2014**

Fiscal Quarters	Interest Earned	City Contributions	Date of Contribution	Total Contributions	Total Balance
Quarter 1, 2010	275,471.00				275,471.00
Quarter 2, 2010	16,645.84	250,000.00	10/2/2009		542,116.84
Quarter 3, 2010	16,234.39				558,351.23
Quarter 4, 2010	-42,693.87			515,657.36	515,657.36
Quarter 1, 2011	61,805.80	250,000.00	9/13/2010		827,463.16
Quarter 2, 2011	53,608.98				881,072.14
Quarter 3, 2011	32,581.73				913,653.87
Quarter 4, 2011	10,547.35			408,543.86	924,201.22
Quarter 1, 2012	-89,088.52	-			835,112.70
Quarter 2, 2012	52,798.72	250,000.00	10/31/2011		1,137,911.42
Quarter 3, 2012	113,537.00				1,251,448.42
Quarter 4, 2012	-33,546.20			293,701.00	1,217,902.22
Quarter 1, 2013	55,394.61	-			1,273,296.83
Quarter 2, 2013	22,846.76	300,000.00	11/5/2012		1,596,143.59
Quarter 3, 2013	92,847.62				1,688,991.21
Quarter 4, 2013	14,541.75			485,630.74	1,703,532.96
Quarter 1, 2014	86,133.35	-			1,789,666.31
Quarter 2, 2014	118,289.16	350,000.00	10/21/2013		2,257,955.47
Quarter 3, 2014	35,577.32				2,293,532.79
Quarter 4, 2014	81,031.50			671,031.33	2,374,564.29
Quarter 1, 2015	(12,773.06)				2,361,791.23
Quarter 2, 2015	74,429.64	400,000.00	11/3/2014		2,836,220.87
Quarter 3, 2015					2,836,220.87
Quarter 4, 2015				461,656.58	2,836,220.87
Total	1,036,220.87	1,800,000.00		2,836,220.87	

Notes: *Application for STIF account was approved by the State Treasurer's Office May, 2009
Contribution will increase by \$50,000 each year*

BNY MELLON
CITY OF GREENVILLE - NCUF96080002

Asset Detail
by Asset Type with Sectors
12/31/2014

Report ID: GL80A
Base Currency: USD
Alternate Base Currency:
Exchange Rate:
Status: FINAL

Description	Price Base	Shares Par	Cost Base	Market Value Base	% of Total	Net Unrealized Gain/Loss Base
CASH & CASH EQUIVALENTS						
U.S. DOLLAR						
COMMINGLED FUNDS CASH EQUIVALENTS						
BR MONEY MKT FD B SEC ID: 949993307	1.0000	18.000	18.00	18.00	0.00%	0.00
BTC-UNINVESTED CASH SEC ID: 999505217	1.0000	0.440	0.44	0.44	0.00%	0.00
NORTH CAROLINA OPEB SHORT TERM VAR RT 12/31/2049 DD 07/01/08 SEC ID: 999F18663	1.0000	686,752.460	686,752.46	586,752.46	24.21%	0.00
SUBTOTAL COMMINGLED FUNDS CASH EQUIVALENTS		686,770.900	686,770.90	686,770.90	24.21%	0.00
INTEREST						
NC STIP INTEREST RECEIVABLE			279.95	279.95	0.01%	0.00
TOTAL CASH & CASH EQUIVALENTS U.S. DOLLAR		686,770.900	687,050.85	687,050.85	24.22%	0.00
TOTAL CASH & CASH EQUIVALENTS		686,770.900	687,050.85	687,050.85	24.22%	0.00
EQUITY						
U.S. DOLLAR						
COMMINGLED FUNDS US EQUITY						
BR RUSSELL 3000 ALPHA TILTS B #529270 SEC ID: 999782188	51.3940	27,577.880	956,723.52	1,417,338.59	49.97%	460,615.07
INTERNATIONAL COMMINGLED FUNDS						
BR GLOBAL EX-US ALPHA B B SEC ID: 999E12446	20.7667	21,655.320	423,673.26	449,709.04	15.86%	26,035.78
TOTAL EQUITY U.S. DOLLAR		49,233.200	1,380,396.78	1,867,047.63	65.83%	486,650.85
TOTAL EQUITY		49,233.200	1,380,396.78	1,867,047.63	65.83%	486,650.85
UNIT OF PARTICIPATION						
U.S. DOLLAR						
EQUITY						
NORTH CAROLINA NON PENSION LONG TERM SEC ID: 990057432	1.0000	282,122.390	282,122.39	282,122.39	9.95%	0.00
TOTAL ASSETS - BASE:		1,018,126.490	2,349,570.02	2,836,220.87	100.00%	486,650.85

Bernita Demery

From: Brian Nichols <briann@cavmacconsulting.com>
Sent: Thursday, March 05, 2015 5:28 PM
To: Bernita Demery
Cc: Jonatta Harmon; Beth Wright; Todd Green
Subject: RE: OPEB Annual Committee Meeting

Hi Bernita,

I worked on the valuation report for the City. Below (in red) are comments on the bullet points listed below from Rick Smiley. Some of the concepts discussed here are complex and may be better suited for a phone call. Please let us know if you would like to arrange a phone call to discuss further.

Actuarial Report

On page 6 of the Actuarial Report, it notes that Present Value of Benefits is \$35.8M (as of 31 Dec 2013).

- If the City had closed on 31 Dec 2013, we would have needed to have \$35.8M in the bank to cover the post-employment health care costs of the beneficiaries based on investment growth and spending rates as estimated by the actuary. **Based on the census data, assumptions, methods and plan provisions detailed in the 12/31/2013 report, approximately \$16.5 million would be needed, based on the investment growth assumption of 7.0%, for current retirees and beneficiaries. The remaining amount of the Accrued Liability (AL) of \$19.3 million is attributable to current active employees and is a pro-rated amount based on individual service. This amount tends to be more volatile as employees terminate employment and other employees are hired to take their place.**
- Of this amount, we had \$2.3M in assets. **Agreed.**
- Leaving an unfunded liability of \$33.6 M - which are estimated expenses that the City must cover from future revenues. **Agreed but keep in mind that the unfunded liability is recalculated for each subsequent valuation and represents past accruals. Also included in future "expense" are active employee future accruals in the form of Normal Cost.**
- This amount is quite a bit less than the liability assumed in the CALCULATION - principally because of changes in our benefit structure. **There are a number of reasons this may be true – change in benefit structure certainly is a big part of it, as is changing demographics, changes in assumptions, and changes in plan assets different from expected.**

On page 7 of the Actuarial Report, it notes that our 2014-15 Annual Required Contribution (ARC) is calculated to be \$3.1M.

- \$1.2M of this was the normal (current year) costs of covering our beneficiaries. **The Normal Cost is the "cost" of benefits accruing during the year for current active employees.**
- \$1.9M of this was the "Unfunded Accrued Liability Amortization Payment" developed at the time of the CALCULATION. This number is essentially meaningless as a calculation at this point (though perhaps still useful as a working number), for several reasons: **The Amortization is recalculated for each valuation based on the Unfunded Accrued Liability calculated in the current valuation report so this current amount is unrelated to the CALCULATION.**
 - It could actually be TOO LOW. We have not been making this payment every year (instead we made \$250k, then \$300k, etc) - so this payment should be higher if we still want to payoff the

liability in 30 years. Again, this amount changes each valuation based on valuation results. Note that the number of years for amortization is currently 28 years and is reducing each year and thus accelerating the theoretical amortization payments. This is called a "closed" amortization method.

- It could actually be TOO HIGH. The cost of the unfunded liability has gone down for other reasons - so this payment could be lower and we could still get to fully funded status in 30 years. See response to prior bullet.
- It seems unlikely that these two sources of error would cancel each other out precisely. In actuarial terminology, your use of the word "error" are considered gains or losses due to experience different from the assumptions. In the long term the gains and losses should cancel out.

On page 8 of the Actuarial Report, it notes that our 2014 payment was 58% of our AOC and that our Net OPEB Obligation is \$18.9M.

- The 58% is an improvement, since we previously paid much less than 50% of the required payment. We are in fact increasing our payment by \$50k each year, but it appears that the bigger gain is that the AOC is going down - perhaps due to plan design, to reductions in actual claims, or both. Again, plan design, demographic, and assumption changes all play a role in changes to the AOC.
- The Net OPEB is the sum of underpayments relative to the amount we should have paid if we followed the CALCULATION. We could theoretically have paid the "Unfunded Accrued Liability Amortization Payment" called for in the CALCULATION each year (plus or minus some adjustments in the Annual OPEB Cost calculation on this page), but instead we paid \$250k, then \$300k, then \$350k, etc (plus, of course, the actual cost of claims every year). Those underpayments over the past ~5 years total \$18.9M. This is a good way to look at it, however following the CALCULATION is only correct until a new valuation is produced, at which time the Net OPEB Obligation (NOO) will consider the updated ARC and AOC relative to actual employer contributions in determining the shortfall that flows into the NOO.

From: Bernita Demery [<mailto:bdemery@GREENVILLENC.GOV>]

Sent: Friday, February 13, 2015 9:06 AM

To: Todd Green

Cc: Rick Smiley; Barbara Lipscomb; Calvin Mercer

Subject: FW: OPEB Annual Committee Meeting

Todd,

Would you provide responses per my voicemail message to the questions/comments below?

Thanks!

Bernita W. Demery, CPA, MBA

Director of Financial Services

City of Greenville, NC

Office: 252-329-4443

Mobile: 252-916-2522

Account Description	G/L Account	Opening Balance	Activity	Closing Balance
ASSETS				
CASH	110000	0.00	0.00	0.00
RECEIVABLE FOR INVESTMENTS SOLD	120010	0.00	0.00	0.00
INTEREST RECEIVABLE	120030	0.00	0.00	0.00
NC STIF INTEREST RECEIVABLE	121030	292.07	-12.12	279.95
INVESTMENTS AT AVERAGE COST	140000	1,659,096.85	3,440.76	1,662,537.61
NC STIF	145070	686,460.39	292.07	686,752.46
UNREALIZED APPRECIATION AT AVERAGE COST	150000	497,866.43	-11,215.58	486,650.85
		2,843,715.74	-7,494.87	2,836,220.87
LIABILITIES				
PAYABLE FOR INVESTMENTS PURCHASED	220010	0.00	0.00	0.00
		0.00	0.00	0.00
NET ASSETS:				
		2,843,715.74	-7,494.87	2,836,220.87
CAPITAL				
NET ASSETS AVAILABLE FOR PLAN BENEFITS	310000	2,374,564.29	0.00	2,374,564.29
		2,374,564.29	0.00	2,374,564.29
INCOME				
INTEREST INCOME	620030	990.65	280.65	1,271.30
MASTER TRUST INVESTMENT GAIN/LOSS	625010	1,032.12	172.27	1,204.39
MASTER TRUST CHANGE IN UNREALIZED APPRECIATION	625012	-3,637.62	-464.37	-4,101.99
MASTER TRUST CHANGE IN REALIZED GAIN/LOSS	625014	4,991.06	320.65	5,311.71
MASTER TRUST INTEREST INCOME EARNED	625015	5,547.52	975.68	6,523.20
MASTER TRUST CLASS ACTION	625034	22.97	0.00	22.97
STOCK LOAN INCOME	625050	119.10	37.12	156.22
REALIZED GAIN/LOSS AT AVERAGE COST	640000	644.09	0.00	644.09
UNREALIZED GAIN/LOSS AT AVERAGE COST	650000	49,086.76	-11,215.58	37,871.18
MISCELLANEOUS INCOME	670000	12,920.43	2,398.71	15,319.14
RECEIVED FROM PLAN ADMINISTRATOR	697000	400,000.00	0.00	400,000.00
		471,717.08	-7,494.87	464,222.21
EXPENSE				

Account Description	G/L Account	Opening Balance	Activity	Closing Balance
INVESTMENT ADVISORY FEES	710440	-2,565.63	0.00	-2,565.63
		-2,565.63	0.00	-2,565.63
NET ASSETS:		2,843,715.74	-7,494.87	2,836,220.87
FULL TRIAL BALANCE:		2,843,715.74	-7,494.87	2,836,220.87



Cavanaugh Macdonald

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PLEASE REMIT A COPY OF THIS
INVOICE WITH YOUR PAYMENT

August 15, 2014

Ms. Bernita W. Demery
Director of Financial Services
City of Greenville
P.O. Box 7207
Greenville, NC 27858

Re: Invoice for the December 31, 2013 Actuarial Valuation of the Health Care Plan of the City of Greenville

Dear Ms. Demery:

We have performed the December 31, 2013 Actuarial Valuation of the Health Care Plan of the City of Greenville. The fee for this service is \$6,170.00. The City of Greenville should send a check payable to "Cavanaugh Macdonald Consulting, LLC" addressed to my attention at the address shown below.

If any questions should arise, please call us at 678-388-1700.

Sincerely,

Todd B. Green, ASA, FCA, MAAA
Principal and Consulting Actuary

TBG:bcn

3550 Busbee Pkwy, Suite 250, Kennesaw, GA 30144

Phone (678) 388-1700 • Fax (678) 388-1730

www.CavMacConsulting.com

Offices in Englewood, CO • Kennesaw, GA • Bellevue, NE • Hilton Head Island, SC

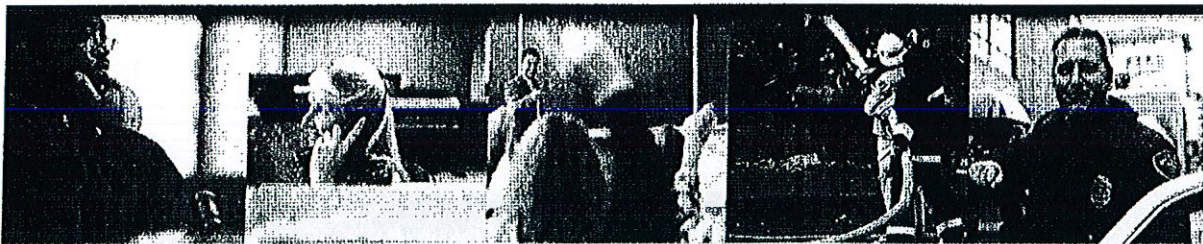


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THE CITY OF GREENVILLE
ACTUARIAL VALUATION OF THE HEALTH CARE PLAN

PREPARED AS OF DECEMBER 31, 2013



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August 15, 2014

Ms. Bernita W. Demery
Director of Financial Services
City of Greenville
P.O. Box 7207
Greenville, NC 27858

Re: December 31, 2013 Actuarial Valuation of the Health Care Plan of The City of Greenville

Dear Ms. Demery:

Enclosed are the results of the December 31, 2013 Actuarial Valuation of the Health Care Plan of the City of Greenville. In preparing the valuation, the actuary relied on data provided by the City and the North Carolina Local Governmental Employees' Retirement System (NCLGERS). While not verifying the data at source, the actuary performed tests for consistency and reasonability.

The valuation was based on an assumed interest rate of 7.00%. Schedule A summarizes the valuation results, including a summary of membership data, the valuation balance sheet and the actuarially determined contribution rates. Schedule B contains the required Governmental Accounting Standards Board (GASB) disclosure information. Schedule C outlines the full set of actuarial assumptions and methods employed. Schedule D provides a summary of the benefit and contribution provisions as interpreted for valuation purposes.

The annual required contribution was determined in accordance with the accounting requirements under GASB Statement No. 43 and GASB Statement No. 45. The assumptions recommended by the actuary are, in the aggregate, reasonably related to the experience under the Plan and to reasonable expectations of anticipated experience under the Plan and meet the parameters for the disclosures under GASB Statement No. 43 and GASB Statement No. 45.

3550 Busbee Pkwy, Suite 250, Kennesaw, GA 30144

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Ms. Bernita W. Demery
August 15, 2014
Page 2

The impact of the Affordable Care Act (ACA) was addressed in this valuation. Review of the information currently available did not identify any specific provisions of the ACA that are anticipated to significantly impact results. While the impact of certain provisions such as the excise tax on high-value health insurance plans beginning in 2018 (if applicable), mandated benefits and participation changes due to the individual mandate should be recognized in the determination of liabilities, overall future plan costs and the resulting liabilities are driven by amounts employers and retirees can afford (i.e., trend). The trend assumption forecasts the anticipated increase to initial per capita costs, taking into account health care cost inflation, increases in benefit utilization, plan changes, government-mandated benefits, and technological advances. Given the uncertainty regarding the ACA's implementation (e.g., the impact of excise tax on high-value health insurance plans, changes in participation resulting from the implementation of state-based health insurance exchanges), continued monitoring of the ACA's impact on the Plan's liability will be required.

Future actuarial results may differ significantly from the current results presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. Since the potential impact of such factors is outside the scope of a normal annual actuarial valuation, an analysis of the range of results is not presented herein.

This is to certify that the independent consulting actuaries are Members of the American Academy of Actuaries and have experience in performing valuations for public retirement systems, that the valuation was prepared in accordance with principles of practice prescribed by the Actuarial Standards Board, and that the actuarial calculations were performed by qualified actuaries in accordance with accepted actuarial procedures, based on the current provisions of the Plan and on actuarial assumptions that are internally consistent and reasonably based on the actual experience of the Plan.

If you have any questions, please call us at 678-388-1700.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Todd B. Green'.

Todd B. Green, ASA, FCA, MAAA
Principal and Consulting Actuary

A handwritten signature in black ink, appearing to read 'Alisa Bennett'.

Alisa Bennett, FSA, EA, FCA, MAAA
Principal and Consulting Actuary

TBG/AB:bcn



DECEMBER 31, 2013
ACTUARIAL VALUATION OF THE HEALTH CARE PLAN
OF
THE CITY OF GREENVILLE

TABLE OF CONTENTS

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The Health Care Plan of the City of Greenville

SCHEDULE A – SUMMARY OF PRINCIPAL RESULTS

Membership as of December 31, 2013			
Active Members			
Law Enforcement Officers			
Number			186
Annual Compensation	\$	10,225,560	
Firefighters			
Number			146
Annual Compensation	\$	7,533,931	
General Employees			
Number			411
Annual Compensation	\$	19,059,403	
Retired Members			
Number			225

Valuation Balance Sheet as of December 31, 2013			
Accrued Actuarial Liabilities			
Present Value of Benefits (Based on Credited Service to Date)			
Payable in Respect of:			
(1) Present Retired Members and Beneficiaries	\$	16,498,674	
(2) Present Active Members		19,345,086	
(3) Total Accrued Actuarial Liabilities [(1) + (2)]	\$	35,843,760	
Present and Prospective Assets			
(4) Present Assets	\$	2,257,955	
(5) Present Value of Future Accrued Liability Contributions			
(Unfunded Accrued Liability) [(3) – (4)]		33,585,805	
(6) Total Present and Prospective Assets [(4) + (5)]	\$	35,843,760	



**SCHEDULE A – SUMMARY OF PRINCIPAL RESULTS
(CONTINUED)**

Annual Required Contribution (ARC) For Fiscal Year Ending June 30, 2015		
Contribution Component	ARC Dollar Amount	ARC as a Percentage of Compensation
Normal Cost	\$ 1,160,282	3.15%
Unfunded Accrued Liability Amortization Payment	1,914,258	5.20%
Total Contribution	\$ 3,074,540	8.35%

Annual Required Contribution (ARC) Based on the December 31, 2013 Actuarial Valuation		
Fiscal Year End	ARC Dollar Amount	Amortization Factor
6/30/2016	\$ 3,207,785	17.1876

The future ARC as shown in the above table may only be used if the following conditions are met:

- There are no changes to the following sections in the Summary of Benefit and Contribution Provisions (Schedule D):
 - Eligibility for Allowance
 - Amount of Allowance
 - Other Post-Employment Benefits
 - Dependent Coverage

If any of the above conditions are not met, an updated valuation may need to be performed to determine the updated ARC.



The Health Care Plan of the City of Greenville

SCHEDULE B – ACCOUNTING INFORMATION

GASB Statement No. 43 and GASB Statement No. 45 set forth certain items of required supplementary information to be disclosed in the financial statements of the City. The following required supplementary information was prepared for illustrative purposes. The City is responsible for the preparation and fair presentation of its financial statements in accordance with U.S. generally accepted accounting principles and is subject to audit to obtain reasonable assurance the financial statements are free from material misstatement.

Annual OPEB Cost and Net OPEB Obligation for Fiscal Year Ending June 30, 2014	
(A) Employer Annual Required Contribution (ARC)*	\$ 3,093,128
(B) Valuation Discount Rate	7.00%
(C) Interest on Net OPEB Obligation [(B) x (I)]	1,220,280
(D) Amortization Factor	18.2204
(E) Adjustment to Annual Required Contribution	956,761
(F) Annual OPEB Cost [(A) + (C) - (E)]	\$ 3,356,647
(G) Employer Contributions Made for Fiscal Year Ending June 30, 2014	1,946,032
(H) Increase (Decrease) in Net OPEB Obligation [(F) - (G)]	\$ 1,410,615
(I) Net OPEB Obligation Beginning of Fiscal Year	17,432,573
(J) Net OPEB Obligation End of Fiscal Year [(H) + (I)]	\$ 18,843,188

* Based on the ARC from the December 31, 2011 Actuarial Valuation Report. We assumed there have been no changes to the plan, benefit structure or population covered that would require an updated Actuarial Valuation ARC be used.

Trend Information*			
Fiscal Year Ending	Annual OPEB Cost (AOC)	Percentage of AOC Contributed	Net OPEB Obligation
6/30/2012	\$ 3,580,513	27.9%	\$ 15,015,637
6/30/2013	\$ 3,580,513	32.5%	\$ 17,432,573
6/30/2014	\$ 3,356,647	58.0%	\$ 18,843,188

* Historical information was provided in the City's June 30, 2013 Annual Financial Report.



The Health Care Plan of the City of Greenville

**SCHEDULE B – ACCOUNTING INFORMATION
(CONTINUED)**

Schedule of Funding Progress							
Actuarial Valuation Date	Actuarial Value of Assets [A]	Actuarial Accrued Liability (AAL) [B]	Unfunded AAL (UAAL) [B - A]	Funded Ratio [A / B]	Covered Payroll [C]	UAAL as a Percentage of Covered Payroll [(B - A) / C]	
12/31/2005	\$ 0	\$ 47,415,875	\$ 47,415,875	0.0%	\$ 29,022,160	163.4%	
12/31/2007	\$ 0	\$ 48,322,035	\$ 48,322,035	0.0%	\$ 32,836,798	147.2%	
12/31/2008	\$ 250,000	\$ 43,474,907	\$ 43,224,907	0.6%	\$ 35,295,193	122.5%	
12/31/2009	\$ 542,117	\$ 39,371,279	\$ 38,829,162	1.4%	\$ 37,779,784	102.8%	
12/31/2011	\$ 1,137,911	\$ 32,964,864	\$ 31,826,953	3.5%	\$ 37,453,447	85.0%	
12/31/2013	\$ 2,257,955	\$ 35,843,760	\$ 33,585,805	6.3%	\$ 36,818,894	91.2%	

Additional Valuation Information	
Valuation Date	December 31, 2013
Actuarial Cost Method	Projected Unit Credit
Amortization Method	Level Percentage of Pay, Closed
Remaining Amortization Period	28 Years
Amortization Factor	17.5451
Asset Valuation Method	Market Value of Assets
Actuarial Assumptions:	
Investment Rate of Return*	7.00%
Medical Trend Assumptions	
Pre-Medicare Trend Rate	7.75% - 5.00%
Post-Medicare Trend Rate	5.75% - 5.00%
Year of Ultimate Trend Rate	2019
*Includes Inflation at	3.00%

The assumed investment rate of return reflects the fact that assets are set aside within the City of Greenville that are legally held exclusively for retiree health benefits.



The Health Care Plan of the City of Greenville

SCHEDULE C – OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS

INTEREST RATE: 7.00% per annum, compounded annually.

GENERAL EMPLOYEES: Representative values of the annual rates of separation from service are as follows:

Service	Withdrawal		Age	Annual Rates of Withdrawal and Vesting*		Base Mortality**		Disability	
	Male	Female		Male	Female	Male	Female	Male	Female
0	30.0%	30.0%	25	6.0%	8.0%	0.04%	0.02%	0.04%	0.05%
1	17.3%	20.0%	30	6.0%	7.0%	0.06%	0.03%	0.10%	0.09%
2	14.5%	16.0%	35	6.0%	7.0%	0.09%	0.05%	0.25%	0.15%
3	12.0%	13.0%	40	4.0%	5.0%	0.12%	0.07%	0.45%	0.30%
4	10.0%	12.5%	45	4.0%	4.0%	0.17%	0.11%	0.55%	0.40%
			50	4.0%	4.0%	0.24%	0.17%	0.80%	0.48%
			55	4.0%	4.0%	0.36%	0.25%	1.00%	0.65%
			60	4.0%	4.0%	0.59%	0.39%	1.00%	0.85%
			65			0.86%	0.58%		
			69			1.09%	0.73%		

* These rates apply only after five years of membership in the system.

** Base mortality rates as of December 31, 2003, projected using Scale AA.

Annual Rates of Retirement – Males							
Age	5	10	15	20	25	30	35
50				5.0%	7.0%	30.0%	30.0%
55				4.0%	10.0%	25.0%	17.5%
60	8.0%	8.0%	8.0%	8.0%	27.5%	40.0%	25.0%
65	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%	40.0%
70	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
75	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%

Annual Rates of Retirement – Females							
Age	5	10	15	20	25	30	35
50				7.0%	5.0%	25.0%	25.0%
55				5.0%	10.0%	32.5%	17.5%
60	9.0%	9.0%	9.0%	9.0%	30.0%	40.0%	27.5%
65	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%	35.0%
70	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%	25.0%
75	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



The Health Care Plan of the City of Greenville

SCHEDULE C - OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS
(CONTINUED)

LAW ENFORCEMENT OFFICERS: Representative values of the annual rates of separation from service are as follows:

Service	Withdrawal		Age	Annual Rates of Withdrawal and Vesting*		Base Mortality**		Disability	
	Male	Female		Male	Female	Male	Female	Male	Female
0	15.0%	15.0%	25	4.50%	4.50%	0.04%	0.02%	0.12%	0.25%
1	10.0%	10.0%	30	4.50%	4.50%	0.06%	0.04%	0.16%	0.32%
2	9.0%	9.0%	35	4.50%	4.50%	0.09%	0.06%	0.40%	0.45%
3	7.5%	7.5%	40	3.50%	3.50%	0.12%	0.09%	0.60%	0.59%
4	7.5%	7.5%	45	3.50%	3.50%	0.17%	0.13%	0.80%	0.80%
			50	3.50%	3.50%	0.24%	0.20%	0.80%	0.80%
			55	3.50%	3.50%	0.36%	0.30%		
			60	3.50%	3.50%	0.59%	0.47%		
			65			0.86%	0.66%		
			69			1.09%	0.83%		

* These rates apply only after five years of membership in the system.

** Base mortality rates as of December 31, 2003, projected using Scale AA.

Age	Annual Rates of Retirement						
	5	10	15	20	25	30	35
50			4.0%	4.0%	4.0%	40.0%	40.0%
55	30.0%	30.0%	30.0%	30.0%	30.0%	65.0%	40.0%
60	20.0%	20.0%	20.0%	20.0%	20.0%	65.0%	30.0%
65	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%
70	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%	30.0%
75	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



**SCHEDULE C - OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS
(CONTINUED)**

FIREFIGHTERS: Representative values of the annual rates of separation from service are as follows:

Service	Withdrawal		Age	Annual Rates of Withdrawal and Vesting*		Base Mortality**		Disability	
	Male	Female		Male	Female	Male	Female	Male	Female
0	10.0%	10.0%	25	1.50%	1.50%	0.04%	0.02%	0.16%	0.16%
1	5.0%	5.0%	30	1.50%	1.50%	0.06%	0.04%	0.30%	0.30%
2	5.0%	5.0%	35	2.00%	2.00%	0.09%	0.06%	0.50%	0.50%
3	5.0%	5.0%	40	1.50%	1.50%	0.12%	0.09%	0.68%	0.68%
4	4.0%	4.0%	45	1.50%	1.50%	0.17%	0.13%	0.83%	0.83%
			50	1.50%	1.50%	0.24%	0.20%	1.20%	1.20%
			55	1.50%	1.50%	0.36%	0.30%	1.50%	1.50%
			60	1.50%	1.50%	0.59%	0.47%	2.00%	2.00%
			65			0.86%	0.66%		
			69			1.09%	0.83%		

* These rates apply only after five years of membership in the system.

** Base mortality rates as of December 31, 2003, projected using Scale AA.

Age	Annual Rates of Retirement						
	5	10	15	20	25	30	35
50				2.5%	5.0%	27.5%	27.5%
55	3.0%	3.0%	3.0%	3.0%	8.0%	50.0%	27.5%
60	2.0%	2.0%	2.0%	2.0%	50.0%	50.0%	50.0%
65	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
70	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
75	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%	100.0%



**SCHEDULE C - OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS
(CONTINUED)**

DEATHS AFTER RETIREMENT (HEALTHY): According to the RP-2000 Healthy Annuitant Mortality table with Projection Scale AA from 2004 set forward two years for male General Employees, all Firefighters, all Law Enforcement Officers, and unadjusted for female General Employees.

DEATHS AFTER RETIREMENT (DISABLED): According to the RP-2000 Mortality tables for disabled annuitants set back six years for males and set forward one year for females.

LEAVE CONVERSION: Creditable service for unreduced retirement from NCLGERS has been increased by one year.

ASSET VALUATION METHOD: Market Value.

ACTUARIAL METHOD: Costs were determined using the Projected Unit Credit Actuarial Cost Method. The annual service cost is the present value of the portion of the projected benefit attributable to participation service during the upcoming year, and the Actuarial Accrued Liability (AAL) is equal to the present value of the portion of the projected benefit attributable to service before the valuation date. Service from hire date through full retirement eligibility date was used in allocating costs.

HEALTH CARE COST TREND RATES: The following chart details trend assumptions for annual health care claims. The post-65 monthly stipend for those hired after July 1, 2011 is assumed to not increase with trend.

Year	Annual Rate of Increase	
	Under Age 65	Age 65 & Older
2014	7.75%	5.75%
2015	6.75%	5.50%
2016	6.25%	5.25%
2017	5.75%	5.00%
2018	5.25%	5.00%
2019 & Beyond	5.00%	5.00%



The Health Care Plan of the City of Greenville

SCHEDULE C - OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS
(CONTINUED)

AGE RELATED MORBIDITY: Per capita costs are adjusted to reflect expected cost changes related to age. The age related increase to the net incurred claims was assumed to be:

Participant Age	Annual Increase
Under 30	0.0%
30 – 34	1.0%
35 – 39	1.5%
40 – 44	2.0%
45 – 49	2.6%
50 – 54	3.3%
55 – 59	3.6%
60 – 64	4.2%
65 and Older	0.0%

ANTICIPATED PLAN PARTICIPATION: Representative values of the assumed annual rates of member participation and spouse coverage are as follows:

Anticipated Plan Participation			
Age at Retirement	Years of Service With City at Retirement	Participation: Hired On Or Before July 1, 2011	Participation: Hired After July 1, 2011
Any	5 – 19	20.00%	N/A
55 – 59	20 – 24	100.00%	75.00%
55 – 59	25 or more	100.00%	93.75%
60 or older	20 – 24	100.00%	87.75%
60 or older	25 or more	100.00%	100.00%
Spouse Coverage		15.00%	15.00%

SPOUSE AGE DIFFERENCE: Wives are assumed to be four years younger than husbands.



**SCHEDULE C - OUTLINE OF ACTUARIAL ASSUMPTIONS AND METHODS
(CONTINUED)**

ANNUAL EXPECTED MEDICAL/PRESCRIPTION DRUGS CLAIMS (AGE ADJUSTED TO AGE 65): The following chart details the annual expected claims for the year following the valuation date:

Annual Expected Claims		
Age Adjusted Claims		
Pre-65	\$	11,540
Non-Age Adjusted Claims		
Post-65		
<u>Attained Age*</u>		
65	\$	2,491
66-69	\$	2,810
70-74	\$	3,080
75 & Older	\$	3,593

* There are current Medicare eligible retirees grandfathered into other Medicare Supplement plans.

BENEFITS VALUED: The benefits listed below were valued for the stated upon duration.

Lifetime Benefits Valued:

- Medical Coverage (including vision coverage)
- Prescription Drug Coverage
- Life Insurance (for those hired prior to August 15, 1975)



The Health Care Plan of the City of Greenville

SCHEDULE D – SUMMARY OF BENEFIT AND CONTRIBUTION PROVISIONS

Eligibility for Allowance

A participant must be eligible and approved to receive retirement benefits in accordance with the regulations of the North Carolina Local Governmental Employees Retirement System (NCLGERS) and have worked a minimum of five (5) years with the City if hired before July 1, 2011 or a minimum of twenty (20) years with the City if hired on or after July 1, 2011.

Amount of Allowance

For employees before July 1, 2011, the City will contribute toward the cost of retiree health insurance base plan premiums using the following schedule:

Years of Service at Retirement	Base Plan Contribution Percentage*
20 or more	95% for retiree, 0% for dependents
5 – 19	0% for retiree, 0% for dependents

** Employees who retired prior to 1/1/1993 are provided with a 100% City contribution.*

For employees hired on or after July 1, 2011, the City will contribute toward the cost of retiree health insurance base plan premiums using the following schedule:

Years of Service at Retirement	Base Plan Contribution Percentage For Retirement Age 55-59	Base Plan Contribution Percentage For Retirement Age 60-64
20 to 24	50% for retiree, 0% for dependents	65% for retiree, 0% for dependents
25 or more	75% for retiree, 0% for dependents	95% for retiree, 0% for dependents



The Health Care Plan of the City of Greenville

**SCHEDULE D – SUMMARY OF BENEFIT AND CONTRIBUTION PROVISIONS
(CONTINUED)**

The City's contribution percentage is applied to the Core (or base) benefit plan. If the retiree elects the Enhanced benefit plan, the retiree is responsible for paying any additional premium.

Participating retired employees with a minimum of twenty (20) years of service shall have their coverage transferred to a Medicare supplemental plan after qualifying for Medicare. For those hired before July 1, 2011, the City will continue to contribute the same percent as previously described. For those hired on or after July 1, 2011, the City will reimburse \$250 per month toward the cost of the supplemental plan. Retired employees with less than twenty (20) years of service are not eligible to stay on the plan.

Other Post-Employment Benefits

Health care, prescription drugs, and vision benefits are provided in the City's retiree health care plan to retirees under age 65. Medicare eligible retirees hired before July 1, 2011 are provided with a Medicare supplemental plan along with Medicare Part D coverage. Medicare eligible retirees hired on or after July 1, 2011 are reimbursed a flat dollar amount to cover health care expenses.

The City pays 50% of the total premium cost for a retiree life insurance benefit in the amount of \$7,000 for those retirees who were hired prior to August 15, 1975.

Dependent Coverage

The retiree may continue dependent coverage (and pay the full premium for this coverage) if enrolled in dependent coverage at the time of retirement. Dependent coverage terminates upon the spouse becoming eligible for Medicare.



**SCHEDULE D – SUMMARY OF BENEFIT AND CONTRIBUTION PROVISIONS
(CONTINUED)**

**Representative Monthly Retiree
Premium Amounts**

The following are the total monthly premiums charged for each tier of coverage for those participating in City's health plan.

Tier	Monthly Rate Effective 1/1/2014	
	Core	Enhanced
Employee Only	\$564.83	\$602.23
Employee and Spouse	1,186.13	1,264.69
Employee and Child(ren)	1,157.89	1,234.56
Family	1,693.45	1,805.59

Once the retiree becomes eligible for Medicare, they have Medicare Supplement Plan F. The following is the monthly premium rate by attained-age.

Attained-Age Plan F*	Rate as of June 1, 2014
65	\$ 132.00
66-69	159.25
70-74	182.25
75 and above	226.00

*Several retirees eligible for Medicare before June 1, 2010 were grandfathered into other Medicare supplement plans.

In addition to Medicare Supplement Plan F, Medicare eligible retirees will also have Medicare Part D coverage. Effective January 1, 2014, the cost of coverage is \$78.60 per month.

MEMORANDUM

To: Barbara Lipscomb, City Manager

From: Carl Rees, Economic Development Officer

Date: March 27, 2015

Subject: Small Business Plan Competition Information Sessions

The Small Business Plan Competition provides grant funds to assist small business owners and entrepreneurs. Over the last five years funding from the program has helped a total of 27 Greenville businesses to start, expand or relocate into the City's redevelopment areas.

In an effort to make the application process user friendly, the City will conduct two information sessions prior to the upcoming application deadline of July 1, 2015. During these information sessions prospective applicants can learn more about the program and will be able to ask competition grant reviewers questions regarding scoring criteria.

Small Business Plan Competition Information Sessions

Date: April 9, 2015
Session 1: 3:30-4:30
Session 2: 5:30-6:30
Location: Sheppard Memorial Library, Meeting Room A

For questions about the sessions please call Casey Verburg with the Office of Economic Development at 252.329.4111 or e-mail at cverburg@greenvillenc.gov.

Grant funds from the Small Business Plan Competition may be used for many purposes to include operating expenses, improvements to real property, and the expansion of current business operations. Funding is available on a competitive basis, with two grant cycles per year. Two to three awards are typically made in each cycle with grant awards of between \$15,000 and \$30,000.

cc: Merrill Flood, Community Development Director

Memorandum

To: Barbara Lipscomb, City Manager

From: Les Everett, Chief Building Inspector 

Date: April 1, 2015

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, 2015.

Builder	Address	Type			Cost
Lynndale, Inc.	3211 E 10th St F	Commer	Shell		176,400
Lynndale, Inc.	3211 E 10th St	Commer	Business		115,000
Bella Homes, Llc	4401 Lagan Ci	Single	Residential	(new)	176,200
Bella Homes, Llc	4405 Lagan Ci	Single	Residential	(new)	176,200
Clark, Bill Homes Of	2512 Sapphire Ct	Single	Residential	(new)	111,650
Clark, Bill Homes Of	104 Loudon Ct	Single	Residential	(new)	133,400
Clark, Bill Homes Of	4009 Randy Ln	Single	Residential	(new)	145,800
Clark, Bill Homes Of	709 Emerald Park Dr	Single	Residential	(new)	129,750
Clark, Bill Homes Of	3660 Thornbrook Dr	Single	Residential	(new)	138,200
Clark, Bill Homes Of	3624 Thornbrook Dr	Single	Residential	(new)	134,000
Roberson Builders, Llc	809 Megan Dr	Single	Residential	(new)	145,150
Russell, Rocky Builders, Inc.	2313 Great Laurel Ct	Single	Residential	(new)	116,550
Russell, Rocky Builders, Inc.	2314 Great Laurel Ct	Single	Residential	(new)	116,550
Tozer Builders, Inc.	510 Chesapeake Pl	Single	Residential	(new)	224,950
	Total				2,039,800

(Previous year and month comparison of new construction)

2014-2015

July

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

2013-2014

July

Residence:	25 Permits	2,913,900
Duplex T:	8 Permits	599,500
(4 Bldgs/8 Units)		
Business:	2 Permits	715,323
Total:	35 Permits	4,228,723

August

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

September

Residence:	13 Permits	2,302,130
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:	22 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
Commercial:	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

August

Residence:	16 Permits	2,293,000
Duplex T:	4 Permits	349,500
(2 Bldgs/4 Units)		
Multi-Family:	3 Permits	1,240,470
(3 Bldgs/22 Units)		
Shell:	1 Permit	740,000
Business:	1 Permit	500,000
Total:	25 Permits	5,122,970

September

Residence:	28 Permits	3,766,200
Duplex T:	2 Permits	211,100
(1 Bldgs/2 Units)		
Business:	3 Permits	474,700
Total:	33 Permits	4,452,000

October

Residence:	18 Permits	2,839,350
Duplex T:	12 Permits	1,001,750
(6 Bldgs/12 Units)		
Business:	2 Permits	261,371
Shell:	1 Permit	405,485
Total:	33 Permits	4,507,956

November

Residence:	10 Permits	1,580,400
Duplex T:	2 Permits	140,000
(1 Bldg/2 Units)		
Church:	1 Permit	927,000
Total:	13 Permits	2,647,400

December

Residence:	15 Permits	2,297,350
Duplex T:	4 Permits	311,500
(2 Bldgs/4 Units)		
Multi-Family:	3 Permits	1,642,740
(3 Bldgs/24 Units)		
Total:	22 Permits	4,251,590

January

Residence:	12 Permits	2,035,550
Duplex T:	8 Permits	700,700
(4 Bldgs/8 Units)		
Business:	1 Permit	NA
Total:	21 Permits	2,736,250

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:	168 Permits	54,168,180
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February

Residence:	20 Permits	3,335,580
Duplex T:	4 Permits	394,000
(2 Bldgs/4 Units)		
Business:	1 Permit	465,000
Total:	25 Permits	4,194,580

March

Residence:	15 Permits	2,230,930
Duplex T:	4 Permits	372,000
(2 Bldgs/4 Units)		
Multi-Family:	2 Permits	27,108,710
(2 Bldgs/253 Units)		
Business:	5 Permits	3,698,144
Total:	26 Permits	33,409,784

F/Y Total:	233 Permits	65,571,253
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Cc: Merrill Flood, Director of Community Development

Doc: 10000984

Community Development Department / Inspections Division
City of Greenville
Mar-15

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

2014-2015	March	
Building Permits	# of Permits	Value
Residence	12	\$ 1,748,400.00
Residence Addition	3	\$ 38,300.00
Residence Alteration	5	\$ 209,033.00
Duplex Townhomes	0	\$ -
Duplex Alteration	1	\$ 4,000.00
Duplex Additions	0	\$ -
Multi-Family	0	\$ -
Multi-Family Townhomes	0	\$ -
Multi-Family Additions	0	\$ -
Multi-Family Alterations	1	\$ 18,500.00
Business	1	\$ 115,000.00
Cell Tower & Foundation	0	\$ -
Shell	1	\$ 176,400.00
Office	0	\$ -
Hotel/Motel	0	\$ -
Educational	0	\$ -
Business Additions	2	\$ 5,500.00
Business Alterations	11	\$ 2,723,852.00
Churches	0	\$ -
Church Addition	0	\$ -
Church Alterations	0	\$ -
Clubhouse	0	\$ -
Swimming Pool	1	\$ 32,367.00
Storage/Accessory	13	\$ 1,624,547.00
Garage/Carport	0	\$ -
Storage Additions	0	\$ -
Storage Alterations	0	\$ -
Garage Additions	0	\$ -
Garage Alterations	0	\$ -
Retaining Wall	0	\$ -
Foundation	0	\$ -
Signs	17	\$ 63,839.00
Roofing	5	\$ 141,674.00
Family Care	0	n/a
Change of Occupancy	1	n/a
Day Care	0	n/a
Temp. Utilities	18	n/a
Mobile Homes	3	n/a
Safety Review	2	n/a
Driveway	15	n/a
Land Disturbance	25	n/a
Demolition	1	n/a
Tents	0	n/a
Total for Month	138	\$ 6,901,412.00
	for month	to date
Total Value New Construction	\$ 2,039,800.00	\$ 56,029,980.00
Total Alterations	\$ 4,861,612.00	\$ 39,718,519.00

	For Month	To Date
Building Permits	166	1251
Mechanical Permits	128	1391
Plumbing Permits	41	344
Electrical Permits	126	1383
Total Permits	461	4369
Building Inspections	313	2825
Plumbing Inspections	223	1709
Mech. Inspections	306	2732
Elect. Inspections	300	2560
Privilege License Inspections	9	104
Fire Inspections	0	11
Stop Work Orders	0	3
Condemnations	0	3
ABC Lic. Insp	3	28
Non- Residential Min. Code Insp.	0	4
Total Inspections	1154	9979
Commercial Plan Reviews	20	208
Residential Plan Reviews	26	203
Sign Plan Reviews	16	146
Site Plan Reviews	5	60
BOA Reviews	2	20
Turnover	\$ 37,910.94	\$ 520,877.66

doc #985371

Respectfully Submitted,


Les Everett
Chief Building Inspector

cc: Merrill Flood, Director of Community Development

TO: Police Community Relations Committee Members
FROM: Greenville Police Department
SUBJECT: MEETING NOTICE
DATE: March 26, 2015

The Police Community Relations Committee will meet at 7:00 p.m. on April 14, 2015 at The Church of Jesus Christ of Latter Day Saints, 307 Martinsborough Road, Greenville, NC 27858.

The meeting begins at 7:00 pm.

AGENDA

- I. Meeting called to order
2. Approval of agenda – April 14, 2015
3. Approval of minutes – March 12, 2015
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

Speakers: District Attorney, Kimberly Robb
Superior Court Judge, Marvin Blount
Judge Brian DeSoto

Journey through the Criminal Justice System, accusation to conviction

- Bond Hearing
- Trial
- Sentencing Phase
- Appeal

7. Question and answer period will not include specific on-going cases in Pitt County Court house.

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

March 12, 2015
Greenville, NC

Chairperson Diane Kulik called the Police Community Relations Committee meeting to order at 6:30 p.m. at the J.H. Rose High School Auditorium, 600 West Arlington Blvd, Greenville, NC 27834.

Chairperson Diane Kulik asked for a motion for approval of the March 12, 2015 agenda.

Motion: Mr. Richard Crisp
Second: Mr. Tim Webster

The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES:

Chairperson Diane Kulik asked for a motion for approval of the February 10, 2015 minutes.

Motion: Mr. Tim Webster
Second: Mr. Richard Crisp

The minutes were unanimously approved by the committee.

INTRODUCTION OF COMMITTEE MEMBERS:

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

MISSION OF COMMITTEE AND PURPOSE OF MEETING:

Chairperson Diane Kulik read the purpose of the meeting:

- 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.

Chairperson Diane Kulik stated that a lot of what PCRC do is go out into the different voting districts and discuss different topics. The next thing Chairperson Diane Kulik brought up was the next meeting which is on April 14, 2015 held in the Lynndale Subdivision at The Church of Jesus Christ Latter Day Saints. The speaker is Superior Court Judge Marvin Blount. Mr. Blount will be in Halifax County during the day. Chairperson Diane Kulik stated that she needed to move the meeting to 7:00 p.m. instead of 6:30 p.m.

Chairperson Diane Kulik asked for a motion for approval to move the April 14, 2015

PCRC meeting time from 6:30 p.m. to 7:00 p.m.

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

The PCRC meeting time from 6:30 p.m. to 7:00 p.m. were unanimously approved by the committee.

COMMITTEE MEMBERS PRESENT:

Lennard Naipaul; District 2	Richard Crisp; District 4
Tim Webster, District 5	Diane Kulik; Chairperson, At-Large
Jermaine McNair, Mayoral	Shawan Sutton; District 1

COMMITTEE MEMBERS ABSENT:

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CITY STAFF MEMBERS PRESENT:

Assistant City Attorney, Bill Little; Sgt. Dale Mills, Platoon C; Sylvia Horne, Administration Services Support Specialist; Devinder Culver, Focused Deterrence Unit; Interim Chief of Police Ted Sauls.

COUNCIL MEMBERS PRESENT:

Mayor Pro-Tem Calvin Mercer, Council Member At-Large

OTHERS:

Several students, parents and citizens.

NEW BUSINESS – “Stand Against Bullying Now”

Chairperson Diane Kulik thanked everyone for coming out to the meeting and briefly went over a few rules to the citizens before the speaker gave his presentation.

She reviewed the following items:

1. Asking the citizens to hold all their questions until the speaker finishes speaking
2. Allow 15 minutes for questions from the citizens
3. Allow a citizen to ask “one question” so that others will have a chance to ask their question and if time permits then you can go back to them and allow them to ask another question.

Assistant City Attorney Bill Little informed the citizens that if they had a question about a specific case, student or incident they wanted to ask about, because of federal and state privacy laws particularly involving juveniles or students and where there is federal funding is involved the individuals on the panel cannot discuss those cases. He stated that this was not the appropriate board to be able to discuss a specific incident. He asked if there were any questions. There were no questions.

Chairperson Diane Kulik introduced the four guest speakers to the citizens.

Sheriff Neil Elks of Pitt County Sheriff's Office- On Bullying Cases in Pitt County

Sheriff Elks thanked everyone for coming out to the meeting. He stated that as he looked around, there was a broad audience of children, people who had graduated from school, parents and seniors. Sheriff Elks stated that bullying applies to the entire audience. Some people think that bullying only pertains to little children but it doesn't. Bullying goes through some people's entire life.

Sheriff Elks defined Bullying as: **an aggressive or unwanted behavior. Used again and again to isolate, hurt or control a person.**

He stated now that kids don't get a break from being bullied because it's constantly with them all the time. Now it's through technology and can follow kids everywhere they go; through the internet, telephone, texting and different ways of electronic communications. Sheriff Elks stated now in school they teach a bullying program to give kids tools to comprehend and deal with any bullying a kid may be faced with. Sheriff Elks stated that bullying is changing its way of directions now. It used to be where friends got behind the bully laughing him/her on. Now people are seeing the dynamic changing. Now kids are standing up to the bully. The bully is not the coolest dude as he/she use to be and that shows the law enforcement/ school resource officers, teachers, principals, parents and students they have made great progression in those areas. Sheriff Elks told the kids not to be ashamed when they see someone being bullied.....and to tell the person that it is WRONG! He told them to stand up for their friends even though the friend may not have the courage to stand up for themselves. He told the kids to tell their teacher, school resource officer (SRO), principal, preacher, scout leader, or tell a friend if they are being bullied or felt threatened by someone. Sheriff Elks stated that there is new laws now facing bullying. Now a kid can be charged with assault, intimidating a witness, or aggravated assault. Sheriff Elks stated that back in 2014 the sheriff's office witnessed two students who chose to take their lives all behind being bullied. Both cases were very similar. One of the students, Sheriff Elks knew personally. He didn't go into details regarding either case. He informed the students that law enforcement is their friend and an advocate to help speak out for them and he wanted the kids to remember that. Sheriff Elks then informed the adults that bullying is in the workplace as well, which some people may look at it as harassment. There are people with bad habits and they just don't go away over night. But in any cases it should be reported. Sheriff Elks reminded everyone that usually the kids that are picked on or the big guys or the little kid in class or the kid that has the glasses on or the kid that doesn't have the nicest clothes. He said remember these are your friends. You will always want to grow up with them and twenty years from now they will still be your friends and you would have wished that you would have done something to have helped them. Again Sheriff Elks reminded everyone that law enforcement is their friend and what is told to them will stay private but dealt with. He thanked everyone for allowing him the opportunity to come out and speak on bullying.

Coach Ruffin McNeill ECU – “Bullying”

Coach McNeill introduced himself and talked about how he was inspired to write his book on bullying as he was walking one day. The book is about what he believes in: “Avoiding Bad Company the (ABC's).” It's about having a circle around you and your job and to protect that circle and pick who belongs in the circle. Coach McNeill stated that he tells the football players to travel in “packs.” He stated that this method tends to

discouraged bullying. He stated that a bully by himself is a coward. Coach McNeill stated bullying not only applies to kids, but adults as well. Coach McNeill stated that he has some things that he is non-negotiable about and that is abuse to children, women and the elderly. Coach McNeill stated that no one has the right to bully another person because of the way they look, what they don't have or the person is defenseless. Coach McNeill stated that at a college level and on his football team they put water on bullying immediately, and that was not going to happen to a freshman, a student without a scholarship, a guy who was not as big or built. His job was to eliminate bullying. We want to treat everybody equally, treat everybody the same." His motto is to: "Respect the Respect. Respect Your Team, Class, School, Yourself, Parents, and Yourself.

Coach McNeill stated that once you gain the respect from others then the environment starts growing. The environment is where he starts all the time; if the environment is right then everything else will fall into place because it protects and won't allow others to come in to be a bully to others who is within the environment.

Coach McNeill asked the question: How do you prevent bullying and he answered by saying being proactive like having a meeting on March 12, 2015. He has a motto: "Action Pirates – Well Done Is Better Than Well Said." He applauded the group for being proactive because it is the 1st step to stopping bullying. He informed the students to identify the bully and point him/her out to someone. He asked the students not to be a bystander and let bullying happen. He couldn't understand how people could watch people fight and video the fight without helping the person or try to break the fight up. Another avenue Coach McNeill shared was to talk and communicate. He stated that more students are smarter and stronger than one student by themselves. Coach McNeill encouraged students not to fight but call for help and letting someone know when you are being mistreated such as a: teacher, minister, police officers, other friends etc. Coach McNeill stated that it was okay to be cool, or to dress and wear your hair different or even wear glasses. But it still does not give anybody the right to take advantage of anyone. He thanked the committee and the citizens for allowing him to speak at the meeting. He encouraged everyone to remain pro-active and not to sit back and do nothing. Again he reminded the committee and citizens "Well Done is Better Than Well Said."

Interim Chief of Police Ted Sauls – "Cyber Bullying"

Interim Chief Sauls gave the definition of Cyber Bullying. It is: "The use of electronic communications to bully a person typically by sending messages of an intimidating or threatening nature."

Interim Chief Sauls asked the citizens to give a show of hands if they felt like they had been a victim or a part of "cyber bullying." Interim Chief Sauls posed the question to everyone attending that each person knows when they look at something wrong on phone or internet. He asked how many times a person forwarded something when they know it's wrong and before they realize the impact it has on someone else. A person can put a stop to cyber bullying simply by deleting the email or message and not forwarding the message to hurt others.

Interim Chief Sauls asked the citizens and students the following questions:

What is social media?

Answer: internet, Facebook, Instagram, Twitter, Vine, Kick, Snapchat,

How many ways can we text alone?

Answer: same as above

Asked the parents how many are reading their child's social media?

Answer: 6

Interim Chief Sauls stated that the problem with cyber-bullying is sometimes the only person who knows about it is the victim.

Unlike the old days when a kid might come home with a black eye, which would be a good indicator to their parents something was wrong, bullying through social media can be done in secret.

Interim Chief Sauls stated now there is a feature on the iphone that will allow you to voice record your real voice and press to send a voice message. This has allowed a coward to be an even bigger coward because they don't have to talk face to face.

Interim Chief Sauls stated he didn't want to make anyone feel paranoid. The mission is just to get the parents to have a closer relationship with their children and protect them. Parents need to know what their children are receiving from social media.

Interim Chief Sauls asked the question: How many kids know someone who has been bullied? How many kids know someone who has been bullied by the internet, text messages or emails?

Interim Chief Sauls told the students that someday it could be them, adult or not, or it could be their best friend. There is a saying in law enforcement "If you see something, say something." This is the biggest defense to bullying. Interim Chief Sauls informed the students that if they see a bad text message, that is a great opportunity to delete and get it off the air. Don't be the person to prolong the message by sending it. He told the students to do themselves a favor and disconnect yourself from your device. He suggested to the students to get involved with something where they could be active and meet other people.

Interim Chief Sauls directly spoke to the parents. He asked them when the police department gets involved (When there is cyber bullying)? If a person is being harassed by email, text, and phone calls. Those are criminal acts and the police department needs to be contacted. There are special detectives that work strictly on those crimes.

Interim Chief Sauls commended the teachers and principal for wearing their SNITCH t-shirts to the meeting. SNITCH stands for Students Not Intimidated To Change Hurt. Interim Chief Sauls stated that as long as there are people like that in our schools that are willing to find their resources officers, police officers, and talk to them and say I got a problem, my friend needs help, we can stop bullying .

Lastly, Interim Chief Sauls told the story of how his daughter at school helped her friend who was given alcohol by another little boy at school, not knowing what she was given. She took her friend to the bathroom first since her friend felt sick then she took her to the principal's office to share what had happened. Two other girls became victims as well. The principal called Interim Chief Sauls to let him know how proud he was of his daughter for having the courage of helping her friend and to let them know what was going on at school. By his daughter standing up and helping her friend and having the courage to TELL WHAT HAPPENED. It stopped the process of other people getting hurt. Interim Chief Sauls encouraged the citizens, students, and parents to take the message and apply it to the slogan: "If you see something say something."

Ms. Monica Jacob, Principal of J.H. Rose High School – “Pitt County School Policy, New Initiative on Bullying, and How To Get Help At Your School”

Ms. Jacob thanked everyone for coming out to the meeting and introduced herself to everyone. She stated the key component of any anti-bullying initiative is to have the knowledge about what bullying is and what to do so that you can stop it.

Ms. Jacob stated another part of bullying is communication among our parents, students and other community partners.

Ms. Jacob stated that as a representative for the school system and JH Rose High School, she wanted to share the school definition of what bullying is: It is a pattern of communication acts that places someone in actual or reasonable fear of hurt or feel like the person is in a hostile environment.

Ms. Jacob shared how Pitt County Schools and JH Rose in particular handles bullying situations. JH Rose's Code of Conduct book does address bullying and it also addresses cyber bullying. Speaking specifically for JH Rose, they do not have any particular chain of command that they require their students to go through to get help. The school wants the students to feel comfortable talking to anyone. So if the student builds a relationship whether if it's someone in the office, a custodian, a teacher. The school just wants the student to feel comfortable in going to someone and talking to them. The school has an open door policy with the administrators and school resource officers. Once student share information with whomever they choose, those individuals will know who to take the information to so the school can investigate the matter further. Ms. Jacob stated that depending on the circumstances and that's how the school makes the decision. The school will decide if they would need to bring the resource officer in because the incident will need to be reported further to the police or sheriff dept. or if a counselor will need to be brought into the school or to call for a mediator. The number one person who will be called is the parent.

Ms. Jacob informed the parents that they would be getting an alert message very soon from the schools in the next couple of weeks about a new initiative that Pitt County Schools has started. It is a hotline for anti-bullying. Each school will have their own special number a student can call to notify some if they are being bullied. Each school will have someone to monitor the phone service and will notify an administrator so that the case can be investigated further.

Ms. Jacob stated that as an administrator and staff, they knew there was a need for an anti-bullying program, but also very important the students saw the need as well. Ms. Jacob stated that she had two students and the Assistant Principal who wanted to share where JH Rose High School was going with their anti-bullying initiative SNITCH.

Assistant Principal Ms. Willis explained how the name SNITCH was created. She stated her son came home one day and told her that he got punched in the stomach for helping a little girl who was being bullied. He told his teacher and she handled the situation, but the bully called Ms. Willis' son a snitch. Ms. Willis' son said if a snitch means doing the right thing, then I guess I am a snitch. Ms. Willis thought then..... the name needs to be changed. Her son said that he wanted to come up with a t-shirt. Ms. Willis said just because someone else is hurting does not mean that the individual has

to put their hurt on someone else.

Charron Colclough, 15, and Elera Jennings, 18, are Snitches, and they do not mind if everyone knows it.

Charron Colclough said she hopes to visit elementary schools and read the poem she wrote about being bullied to the children there.

The two students at J.H. Rose High School read poems Thursday night at a meeting about bullying, and they just about knocked everyone's socks off with their expressions about what it is like to be bullied and their struggles to overcome it.

Public Expression and Questions

There were several question and concerns made by the citizens. (All recorded on tape)

Chairperson Diane Kulik adjourned the meeting.

The next planning meeting is on April 14, 2015. Meeting place is to be announced.

ADJOURN – 7:50 p.m.

Respectfully submitted,

Sylvia Horne
Administration Bureau Secretary
Greenville Police Department
Document (#1000403)