

NOTES

TO: Honorable Mayor and City Council Members

FROM: Chris Padgett, Assistant City Manager C.N.P. /als

DATE: April 24, 2013

SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A memo from Merrill Flood, Community Development Director, regarding a Public Input Meeting on the UNRI Committee's parking recommendations, scheduled for April 29, 2013, at 6:00 p.m. in the City Council Chambers of City Hall
2. A memo from Bernita Demery, Financial Services Director, regarding collections data for parking fines in the University Neighborhood area, as requested by a citizen through Council Member Mercer
3. A memo from Kevin Mulligan, Public Works Director, providing the road resurfacing list for 2013
4. A memo from Kevin Mulligan, Public Works Director, providing an update on the Guaranteed Energy Savings Performance Contract
5. A memo from me providing an update on the City Council Action Item related to implementing a Citizen Alerting System
6. A memo from me regarding special event permits recently issued

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Attachments

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

COMMUNITY DEVELOPMENT

MEMO

DEPARTMENT

TO: Chris Padgett, Assistant City Manager

FROM: Merrill Flood, Director Community Development Department 

DATE: April 23, 2013

SUBJECT: UNRI Parking Recommendations, Public Input Meeting Scheduled

In an effort to insure that the residents within the University Neighborhood Revitalization Initiative (UNRI) overlay district have an opportunity to provide input regarding the changes in parking requirements recommended by the UNRI Committee, a public input meeting has been scheduled for April 29, 2013 at 6:00 pm in the City Council Chambers.


This meeting has been scheduled in order to allow all of the residents in the overlay area, including students, to attend the meeting if they choose and provide input regarding the proposed changes. The meeting notice is being provided as follows:

- Door hangers hand delivered to all structures within the overlay district on April 23, 2013
- Published in the Daily Reflector on April 24 (a special ad) and April 29, 2013
- Published in the East Carolinian on April 25, 2013

Please contact me if you have questions.



**FROM THE OFFICE OF THE
DIRECTOR OF FINANCIAL SERVICES
MEMORANDUM**

TO: Chris Padgett, *Interim Assistant City Manager* 

FROM: Bernita Demery, *Director of Financial Services*

DATE: April 11, 2013

SUBJECT: Parking Ticket Collection in TRUNA

This memo is in response to a request by Councilman Calvin Mercer to the City Manager as to the parking ticket collection rate in the Tar River University Neighborhood. The parking software database in Financial Services does not provide a breakdown by designated geographical area. In order to isolate the collection rate for a particular area, Financial Services requested IT provide an extract of all parking tickets issued in the TRUNA area within the last three years. A three year period was chosen to provide a balanced statistic. A map of the area reviewed is attached. The information derived from the extract is as follows:

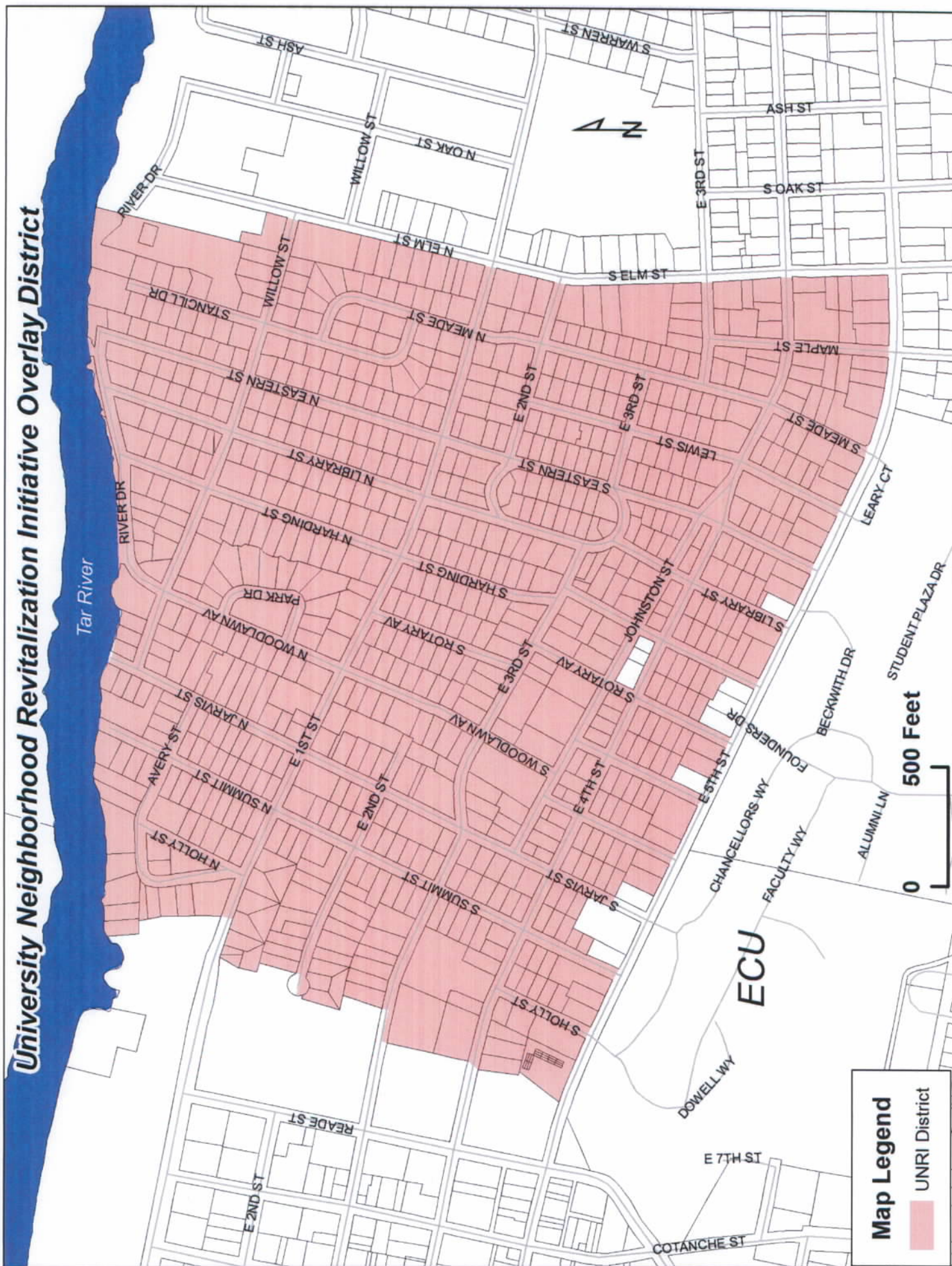
TOTAL NUMBER OF TICKETS REVIEWED	6,407
NUMBER AND PERCENTAGE OF IN STATE TICKETS	5,357 or 84%
NUMBER AND PERCENTAGE OUT OF STATE TICKETS	1,050 or 17%
TOTAL CHARGES	\$ 218,400
TOTAL PAID	\$ 142,699
ADJUSTED – (Due to appeals, etc.)	\$ 25,051
UNPAID	\$ 50,705
OVERALL COLLECTION PERCENTAGE	65%
PERCENTAGE OF UNPAID TICKETS THAT ARE OUT OF STATE	39%

Please note that although the number of out of state tickets represent only 17% of the tickets issued, they represent 39% of the unpaid balance. It is significantly difficult to collect on out of state tickets because we do not have direct access to many of the varying state's identification data; without which we cannot obtain a correct mailing address.

Attachment

cc: Barbara Lipscomb, *City Manager*
Robert Williams, *Police Captain*
Corey Barrett, *Code Enforcement Officer*

Tar River



MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Kevin Mulligan, PE, Director of Public Works

DATE: April 24, 2013

SUBJECT: Road Resurfacing List for 2013

As part of the Good Roads Initiative the Public Works Department has worked to identify roads to resurface. The road selection was based on a combination of factors including the conditional assessment from the 2007 “windshield” roadway inventory, investigations of our Street Superintendent as well as the City Engineer. The table and figure below show that roads that are to be resurfaced – the roadway will be milled down 2-inches and then approximately 2-inches of asphalt will be applied to the surface. The striping of the roadway, if required, will then complete the resurfacing aspect of this road improvement project. Prepping for these roads was completed in 2012 and 2013. Where required, a crack-sealing or other asphalt improvement was performed to maximize the effectiveness of the road resurfacing program.

The roads that will be micro-surfaced are also presented in the attached table and figure. The micro-surfacing program is new to the City. The costs for this program are expected to be about half of the cost for road resurfacing. Based on the success of the micro-surfacing application the City may be able to expand this program and greatly reduce the cost to improve and protect our roadway infrastructure. The key to micro-surfacing is to be able to address the road when it first shows signs of wear. If ignored a milled resurfacing application will be required or potentially a rebuild.

These roads are part of a bid package that will be available to the Public on April 29, 2013. The bids are due in late May and we hope to award the road resurfacing contract as part of the June council session. The micro-surfacing contract will be bid separately and we expect to award this contract in August.

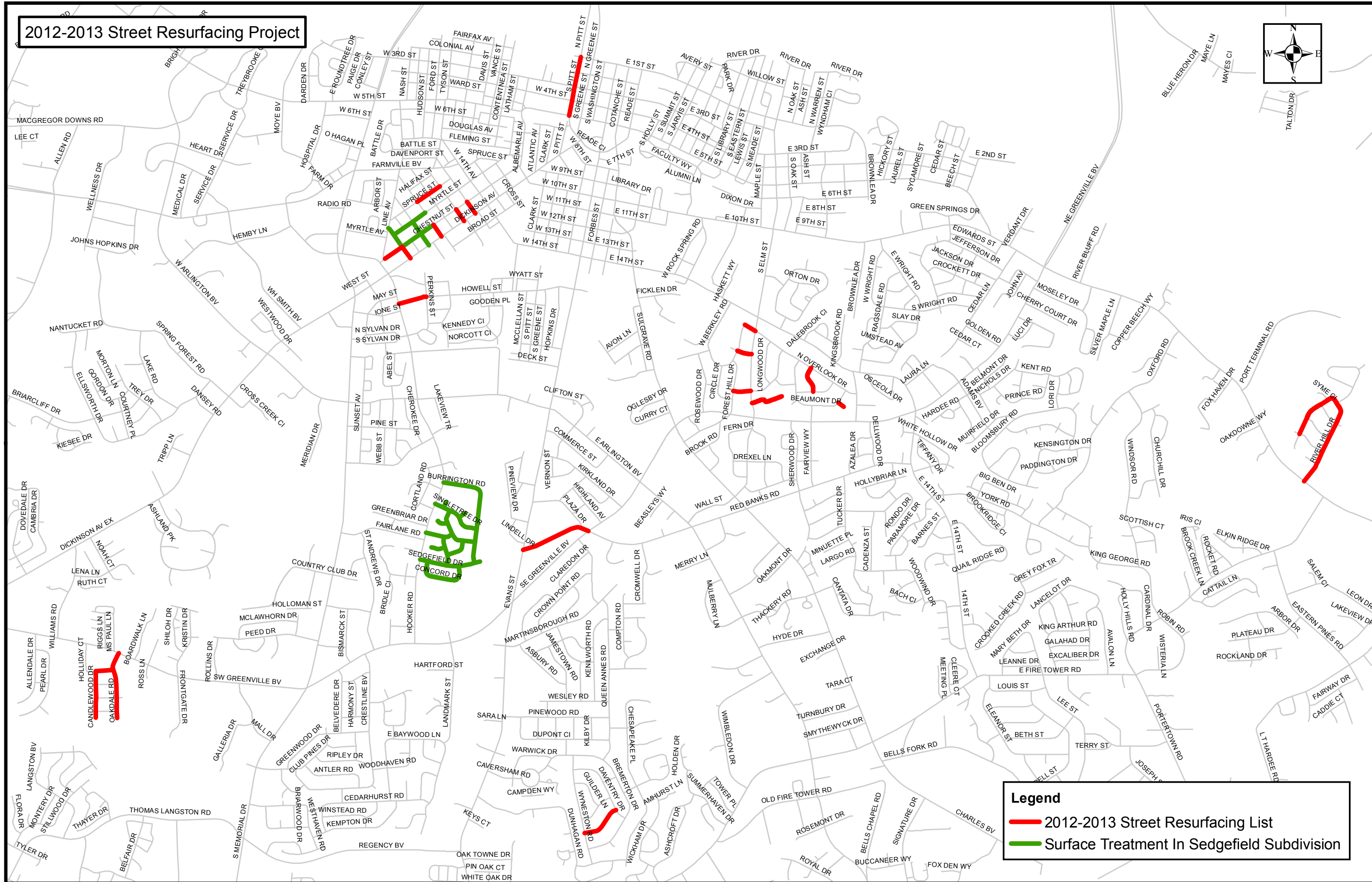
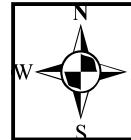
The Department is currently assembling the Request for Proposal so that we may update the roadway conditions analysis. It is anticipated that we will conduct this survey after the roads listed in the table below have been rehabilitated. This contract will provide us with the latest conditional survey of our roads utilizing LIDAR and will be the basis for the continuation of the Council’s Good Roads Initiative.

cc: Scott P. M. Godefroy, City Engineer

2013 Mill & Resurfacing List				
Street Name	From	To	Road Resurfacing (ft)	
			Length	Width
S. Pitt Street	1st Street	5th Street	1750	30
Red Banks Rd	Evans Street	Greenville Blvd	2,716	56
Oakdale Road	Greenville Blvd	Cul-de-sac	1,723	32
Candlewood Dr	Holliday Ct	End of pvmt	1,200	32
Holliday Court	Oakdale Road	Candlewood Dr	447	32
Paris Ave	Dickinson Ave	Chestnut Street	330	25
Raleigh Ave	Dickinson Ave	Chestnut Street	370	20
N. Watauga Ave	Dickinson Ave	Chestnut Street	365	25
Chestnut Street	Wilson Street	Line Street	510	30
Spruce Street	N. Watauga Ave	Paris Street	710	30
Wilson St	Dickinson Ave	Chestnut Street	359	32
Howell Street	Hooker Road	Perkins Street	720	40
River Hill Drive	E. 10th Street	Bramblewood Dr	3,734	33
Hillside Drive	Elm Street	Dead End	810	33
Treemont Drive	Elm Street	E. Berkley Drive	329	32
W. Overlook Drive	Elm Street	E. Berkley Drive	310	32
S. Overlook Drive	Forest Hills Drive	Elm Street	386	23
Beaumont Circle	Beaumont Drive	Beaumont Drive	353	25
Oaklawn Ave	N. Overlook Drive	Evergreen Drive	675	32
Wallingford Road	Daventry Drive	Wyneston Road	1069	32

2013 Micro-Surface Treatment List				
Street Name	From	To	Road Treatment (ft)	
			Length	Width
Burrington Road	E. 10th Street	Cul-de-sac	2738	32
Singletree Drive	Dickinson Ave	Cotanche Street	1,240	32
Harrow Circle	Cotanche Street	Elm Street	200	32
Sir Walter Drive			694	32
Roanoke Place	Evans Street	Greenville Blvd	345	32
Chadwick Lane	St. Andrews Dr	Dead End	603	32
Homestead Road	Hooker Road	Cul-de-sac	149	26
Lancaster Drive	Hooker Road	Webb Street	1300	32
Farmhouse Place	Sunset Ave	Sunset Ave	269	32
Cambridge Drive	Arlington Blvd	Sunset Ave	640	32
Sedgefield Drive	Pine Street	Pittman Drive	465	55
Concord Drive	Aztec Lane	Millbrooke Street	1486	32
N. Skinner Street			739	32
Wilson Street			604	32
Myrtle Street			995	32
Chestnut Street			1698	32

2012-2013 Street Resurfacing Project



MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Kevin Mulligan, PE, Director of Public Works (KM)

DATE: April 23, 2013

SUBJECT: Guaranteed Energy Savings Performance Contract Update

The following is an update on the status of the Guaranteed Energy Savings Performance Contract with Schneider Electric. During the months of January 2013 to April 2013, Schneider Electric and City staff have transitioned from the planning phase to the implementation phase. The implementation began January 14, 2013, with the installation of lighting and plumbing improvements. Additionally, plans have been completed for the project components that require engineered drawings.

The following is a list, by building, of work that has been completed or is in progress:

City Hall - Lighting and water conservation improvements have been completed, and a new HVAC unit has been installed within the GTV control room. Work remaining to be completed is the installation of a solar system, upgraded HVAC controls, and HVAC test and balancing.

Municipal Building - Lighting improvements have been completed, and the installation of a new HVAC system for the third floor of the building should begin in the next few weeks. Remaining work to be completed is the test and balancing of the HVAC system.

Police-Fire/Rescue Building - Lighting and water conservation improvements have been completed. Remaining work to be completed is the installation of a solar hot water system and HVAC control system.

5th Street Police Substation - Lighting improvements have been completed and are the only improvement at this building.

Eppes Recreation Center/Thomas Foreman Park - The lighting upgrade has been completed, and the HVAC controls have been installed. The HVAC controls have not been released by Schneider Electric to Parks Maintenance staff as of this date to manage.

Guy Smith Stadium - The one recommended improvement in this facility was water conservation upgrades. This has been completed.

Public Works Complex - Lighting upgrades in the Public Works buildings have been completed. The HVAC control system is in progress and is approximately 65% complete.

Replacement of older HVAC units for the Public Works assembly room has been finished while replacement of HVAC systems at the Traffic Services building is about 75% complete. Remaining work to be completed is the test and balancing of the all HVAC units conditioning the administrative building of Public Works.

Evans Park Building - Lighting and water conservation improvements for this building have been completed. No other improvements were scheduled for this building.

Elm Street Recreation Building - Lighting and water conservation improvements for this building have been completed. HVAC controls have been installed but have not been released by Schneider Electric to Parks Maintenance staff to manage.

Jaycee Park Building - Lighting improvements to this building including the East Branch Library side have been completed. HVAC controls are about 75% complete, and HVAC test and balancing has not been scheduled as of this date.

Sports Connection - Lighting and water conservation improvements have been completed for this building. HVAC controls have been installed but have not been released by Schneider Electric to Parks Maintenance staff to manage.

Gardner Training Center - The only energy reduction improvement for this building is a lighting upgrade which has been completed.

H. Boyd Lee Park - Lighting upgrades have been completed at the park while HVAC control installation is 50 % complete.

River Park North Building - The only improvement in this building is HVAC control installation. This installation is 90% complete.

Greenfield Terrace Building - The only improvement in this building is HVAC control installation which is about 90% complete.

Greenville Aquatics and Fitness Center - Lighting upgrades and water conservation improvements are complete. An electrical upgrade to the main panel is nearing completion. Work remaining to be completed includes mechanical upgrades and installation of a new chlorine generator for the pool.

Bradford Creek Golf Course - The only improvement recommended for this location is lighting upgrades which has been completed.

The project period for this project ends in December 2013. The next update will be in July 2013. If you have any questions, do not hesitate to contact me at 329-4521.

cc: Scott P.M. Godefroy, PE, City Engineer
Kenneth Jackson, Public Works Operations Manager

MEMORANDUM

TO: Mayor and City Council Members

FROM: Chris Padgett, Assistant City Manager *C.P.*

DATE: April 24, 2013

SUBJECT: Update on Efforts to Implement a Citizen Alerting System

Goal #5 (Public & Community Safety), Action Item #11, of City Council's adopted Strategic Goals is to implement a citizen alerting system. This goal is assigned to the Police Department, IT, and Public Information Office.

Staff from various City departments has been working on this project. The City Manager and I met with the project team last month to review their recommendation. A memo outlining this meeting and project status is attached for your review.

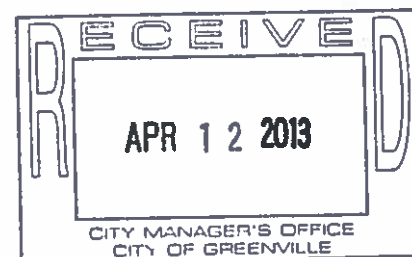
The recommendation and planned approach is to continue using Pitt County's Emergency Notification System (ENS) with an expanded use of their Alert Me system. If this is found insufficient, the project team will continue evaluating the GovInteract product.

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Attachment

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

MEMORANDUM



TO: Chris Padgett, Interim Assistant City Manager

FROM: Jon Hoggard, Systems Analyst *JH*

DATE: April 11, 2013

SUBJECT: Citizen Alerting System

The following information is being provided as an update to the Citizen Alerting System project. The project is an effort to address our community safety initiative as defined by the City of Greenville 2012-2013 strategic goals.

A meeting was held with Barbara Lipscomb on March 8, 2013 to review the recommendation of the project team regarding a solution to meet our citizen alerting needs. During that meeting, Barbara specifically asked why we could not use Pitt County's ENS. It was stated that we currently do use their system. The Greenville Police Department makes requests to Pitt County Emergency Management to distribute alerts on a limited basis. That partnership appears to be working well and the emergency alerting needs of GPD are being met.

However, it is understood that a segment of the City's population does not have landline phones and therefore are not being reached through the Pitt County Emergency Notification System (ENS) using just the Emergency Subscriber List (ESL) provided by the local phone service. Therefore, it was requested for the project team to identify how Pitt County Emergency Management addresses this segment of the population.

The project team conducted a phone call with Pitt County Emergency Management (Noel Lee, Troy McCarter and Angela Brown) to discuss aspects of their Emergency Notification System. Pitt County Emergency Management uses the Alert Me system to provide alert notifications to residents that do not have landline phone numbers based on a local address. Today, many persons do not have a land line phone number linked to a local address. The growing trend shows that more people are switching to mobile phones or internet capable smart phones that can receive text messages and/or email.

Persons that want to be notified of alerts for a specific geographic location (their address) but do not have a phone number directly associated with that location can sign up for the Alert Me system. This allows the citizen to specify a primary, secondary and other phone that will receive text alerts if the device is capable. It also allows the ability to specify a primary and secondary email address.

It was confirmed that if GPD issued a request to Pitt County Emergency Management to distribute an alert for a specific location within the City limits, persons that had a landline

phone number or had registered a phone with the Alert Me system for that geographic location would receive the alert by voicemail, text message and email depending on the capabilities of the phone that was registered and the choices that were selected during registration.

During our follow up to the call, it was noted that the existing partnership with Pitt County Emergency Management could be leveraged and the citizens of Greenville could benefit from registering with the Alert Me system in order to receive alerts distributed by GPD. However, there were several concerns noted. First, the increase of the number of alerts and their level of criticality may not be welcomed by Pitt County Emergency Management as their dispatchers are already handling a number of emergency calls at any given time. The increase in requests to dispatch alerts for Greenville could be burdensome. Secondly, given that delivering emergency type notification through our partnership with Pitt County works adequately, there still exists the fact that citizens are required to register their devices. Therefore, a campaign to increase participation would be necessary to increase the number of subscribers to the Alert Me system. Finally, the previously recommended ENS solution by GovInteract offers the City additional flexibility and capability to manage the distribution of its emergency and non-emergency alerts even at the risk of being redundant with what is being provided by Pitt County Emergency Management.

I polled the project sponsors to see if there was a preference among them to pursue either the use of the Alert Me system or the original recommendation of the GovInteract Emergency Notification Service. The limited response indicated that we should go with the Alert Me system provided by Pitt County and see if that meets our needs for citizen alerting. If we experience any shortcomings in pursuing that option, it would be advised to resume our due diligence in evaluating the GovInteract product.

cc: Hassan Aden, Chief of Police
Eric Griffin, Interim Chief of Fire/Rescue
Steve Hawley, Public Information Officer
Rex Wilder, Director of Information Technology

Memorandum

To: Honorable Mayor and City Council Members

From: Chris Padgett, Assistant City Manager *C.N.P.*

Date: April 24, 2013

Subject: Notice of Special Event Permits Approved

The following special event applications were approved by the Greenville Police Department. If you have any questions about this report, contact me or Chief Aden.

Name of Event	Event Date	Event Location	Event Organizer/ Sponsoring Agency	Law Enforcement Required
Grand Opening/Live Music (amplified sound)	4/20/2013	3004 E. 10 th Street	Legacy Ink Tattoo	No
Pool Party / Live Music (amplified sound)	4/26/2013	University Manor	Erin Hawley	No
5K Fun Run (amplified sound)	4/27/2013	Boyd Lee Park	Campus Christian Fellowship	No
Concert /Charity Event (amplified sound)	4/28/2013	Town Common	Alpha Kappa Psi-Eta Omicron	No
Building Hope National Day of Prayer (amplified sound, street closing)	5/2/2013	Pitt County Courthouse	Building Hope	No
Law Enforcement United Bicycle Ride (parade permit)	5/7/2013	NC 11 at Fred's Food Club	Greenville Police Department	Yes

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