

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: March 13, 2013

SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A press release regarding Interim Fire/Rescue Chief
2. A press release from GUC concerning "Operation Spring Clean"
3. A memo from Bernita Demery, Financial Services Director, providing a FEMA Update from Hurricane Irene
4. A memo from Bernita Demery, Financial Services Director, regarding the upcoming 2013 MWBE Mix-n-Meet event
5. A memo from Gary Fenton, Recreation and Parks Director, regarding the Dream Park Sprayground

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Attachments

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



News Release

City of Greenville, NC

DATE: *March 13, 2013*
SUBJECT: *Interim Fire-Rescue Chief Announced*
CONTACT: *City Manager Barbara Lipscomb, 329-4432*

Greenville City Manager Barbara Lipscomb has announced the appointment of Eric Griffin to the post of Interim Fire-Rescue Chief.

Griffin will assume the role on March 25, 2013, following the resignation of Chief Bill Ale. Eric has been a member of the Greenville Fire-Rescue Department for more than 20 years and worked his way up through the ranks to his current position as Deputy Chief.

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March 13, 2013

NEWS RELEASE

FOR IMMEDIATE RELEASE

Contact: Sue Hatch
Public Information Officer
252-551-1522
Hatchsc@guc.com

“Operation Spring Clean”

Greenville Utilities will soon begin “Operation Spring Clean,” a preventive maintenance program to ensure that GUC customers continue to receive high quality water. “Operation Spring Clean” will begin March 17th and continue through June 14th. During the 13-week program, all 628 miles of water distribution lines on GUC’s system will be cleaned. The program involves opening fire hydrants and allowing them to flow freely for a short time.

“To minimize inconvenience to customers, cleaning will be conducted Sunday through Friday from 10 p.m. to 6 a.m.,” said Randy Emory, GUC's Director of Water Resources. “Water service will not be interrupted because of “Operation Spring Clean; however, we advise customers to avoid using water (if possible) when their lines are being cleaned. Although there is no health risk, the cleaning process involves flushing the pipes with high velocities of water. As a result, water may be discolored for a short period of time. GUC advises customers to avoid washing clothes until the water is clear.”

If customers experience any air or discolored water in their water lines as a result of Operation Spring Clean, GUC recommends turning on the cold water faucet in the bathtub and running the water for 5 to 10 minutes.

In addition to the list below, weekly notices will be published in The Daily Reflector, on GTV, and posted on GUC's website, www.guc.com, and Twitter page to identify areas scheduled to be cleaned. GUC will attempt to contact all businesses known to be open during 10 p.m. - 6 a.m. to advise them when cleaning will be done in their vicinity.

Customers may call GUC at 551-1551 from 8 a.m. - 5 p.m. or 551-1567 after hours for specific information on the Operation Spring Clean schedule.

Operation Spring Clean Schedule

Week 1- March 17-March 22

All areas NW of the Tar River and Memorial Dr. to the end of Greenville Utilities' water distribution system.

Week 2- March 24-March 29

All areas NE of the Tar River extending from Greene St. and Memorial Dr. to the end of Greenville Utilities' water distribution system.

Week 3- March 31 to April 5

All areas between Stantonsburg Rd. and Hwy. 43 to Greene St. and south of the Tar River.

Week 4- April 7-April 12

All areas east of Greene St. between East Fifth and south of Tar River.

Week 5- April 14-April 19

All areas between Dickinson Ave. and Stantonsburg Rd. to Evans St. and to the end of Greenville Utilities' water distribution system.

Week 6 – April 21-April 26

All areas between Dickinson Ave. to Charles Blvd. and south to Greenville Blvd.

Week 7- April 28-May 3

All areas between Dickinson Ave. to Charles Blvd. and south to Greenville Blvd.

Week 8- May 5-May 10

All areas south of E. Fifth St. between Charles Blvd. to Greenville Blvd.

Week 9- May 12-May 17

All areas from Greenville Blvd between 264Alt to Old Tar Rd. to the end of Greenville Utilities' water distribution system.

Week 10- May 19-May 24

All areas from Greenville Blvd between 264Alt to Old Tar Rd. to the end of Greenville Utilities' water distribution system.

Week 11- May 26-May 31

All areas from Greenville Blvd. between Old Tar Rd. to Charles Blvd. to the end of Greenville Utilities' water distribution system.

Week 12 - June 2-June 7

All areas from Greenville Blvd. between Old Tar Rd. to Charles Blvd. to the end of Greenville Utilities' water distribution system.

Week 13 - June 9-June 14

All areas from Greenville Blvd. between Charles Blvd. to Hwy. 33 East to the end of Greenville Utilities' water distribution system.

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**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: March 6, 2013

SUBJECT: FEMA Update from Hurricane Irene

Attached is an update to FEMA funds received as reimbursement for Hurricane Irene. As previously indicated, the total reimbursement to the city from FEMA is in the amount of \$1,314,366. After final inspection is completed, it is estimated that the city will receive an additional \$407,666.

On February 25, 2013, the Public Works Department submitted to Financial Services two of the four large projects that required a "Summary of Documentation for Hurricane Irene Closeout." The summaries were submitted to the North Carolina Division of Emergency Management (NCDEM) for review and approval. Once additional summaries are received from Public Works, the information will be forwarded to the NCDEM for approval.

Upon reviewing and approving the summaries, the NCDEM will submit, to the City, a final inspection report for signature. The report will indicate the recommendation of additional funds. Once signed, the "Final Inspection Report" will be submitted to FEMA for a final decision. If FEMA accepts the recommendation by the NCDEM, the city is expected to receive the additional funds prior to the close of FY13; however, there is no guarantee on the amount or when the funds will be received.

Please let us know if you have any questions.

cc: Barbara Lipscomb, City Manager





CITY OF GREENVILLE, NC

Hurricane Irene FEMA/Insurance Reimbursement Status


| Amount | |
|-------------|---|
| \$1,802,801 | Project worksheets submitted |
| \$1,732,961 | Project worksheets approved |
| \$1,314,366 | FEMA Payments received |
| \$9,798 | NCDOT Reimbursement (Hurricane Irene Related) |
| \$407,666 | Balance due after final inspection |
| \$5,065 | Project worksheets pending approval |
| \$267,188 | Insurance payments received |



FROM THE OFFICE OF THE DIRECTOR OF FINANCIAL SERVICES

MEMORANDUM

TO: Department Heads and Department Administrators

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

DATE: March 11, 2013

SUBJECT: 2013 Annual Mix-n-Meet Update

Each year, the M/WBE Program hosts a business opportunity fair to introduce M/WBE firms to government procurement and to enhance the opportunities of M/WBE's who desire to sell their products and services to the City and GUC. In 2013, the M/WBE Program is excited to unveil its new Mix-n-Meet format. The new format will allow City of Greenville and GUC buyers, project managers, and management to interact directly with M/WBE's, increasing awareness of the number and variety of M/WBE firms available with an opportunity to learn face-to-face the offerings of each business.

The format will be that of a "reverse tradeshow" where M/WBE's will set up displays to showcase their businesses. Some examples of the types of vendors that may attend are caterers, printers, promotional products specialists – generalists who can satisfy the needs of any department. All City of Greenville and GUC employees who wish to attend are more than welcomed to interact with the vendors; however, I am sending a formal invitation to all Department and Division Heads as well as Department Administrators and those directly involved in the procurement/contracting functions of your departments. I appreciate your support for this worthwhile event.

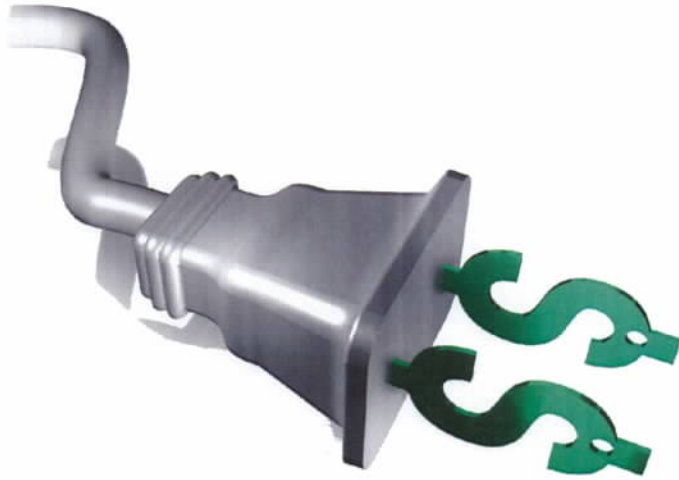
Additionally, a "matchmaking" session will take place where specialized vendors may set up appointments (lasting approximately 20 minutes) to talk directly with project managers who contract these services. Vendors will likely include M/WBE's in construction and the professional services. These appointment requests will be made to your project managers as the M/WBE's register.

The date is set for Wednesday, April 17th from 8:30am-11:30am. The event will take place in the 3rd Floor East Wing of City Hall unless otherwise notified. A continental breakfast will be available for all attending. In order to manage event flow, the M/WBE Coordinator is asking for your employees to RSVP their attendance by Tuesday, April 2, 2013. Please email the names of the individuals attending to Denisha at dharris@greenvillenc.gov. Also, please ask your project managers to reserve this time slot in anticipation of incoming appointments with the registered M/WBE's.

Please contact me with questions. I am looking forward to an exciting event.

Attachment

Save-the-Date



City of Greenville
& GUC

Mix-n-Meet


April 17, 2013

*Get plugged
in to the
Power of
Purchasing!*



You Are Invited!!

Memo

To: Mr. Chris Padgett, Interim Assistant City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: March 13, 2013
Re: Dream Park Ribbon Cutting

As you know, the Dream Park improvements are well underway, and include the City's first sprayground. Recreation and Parks staff are excited about this monumental project, and are looking forward to the additional services it will enable us to provide to our residents.

The project is currently ahead of schedule, and barring any unforeseen delays, we anticipate opening the sprayground on Saturday, June 15th, at noon.

The opening will be preceded by a dedication and ribbon cutting at 11:30 a.m., and we're hopeful that the Mayor and Council Members can all be in attendance.

Announcements and invitations will be issued closer to the actual event, but in the meantime I wanted to be sure that the Mayor and Council had plenty of notice.

Please let me know if you have any questions.

Thank you.