


NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: May 25, 2016

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A copy of a letter from me to County Manager Scott Elliott regarding a feasibility study for consolidation of animal control services
2. A memo from me providing an update on MPO projects
3. A memo from Michael Cowin, Assistant City Manager, regarding changes in property values by parcel types
4. A memo from Leah Futrell, Human Resources Director, regarding the impact of the Department of Labor's Overtime Final Rule to the City of Greenville
5. A memo from Merrill Flood, Assistant City Manager, providing an update on the Horizons 2026 Plan
6. A memo from Kevin Mulligan, Public Works Director, regarding the Koinonia Christian Center Church beautification donation
7. A memo from Kevin Mulligan, Public Works Director, regarding the Adopt-A-Street program
8. A memo from Gary Fenton, Recreation and Parks Director, regarding the community pool and Splashpoint at Dream Park opening dates

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Attachments

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



CITY MANAGER'S OFFICE

May 25, 2016

Mr. Scott Elliott
Pitt County Manager
1717 West Fifth Street
Greenville, NC 27834

Dear Mr. Elliott:

Thank you and your staff for attending the City Council meeting held on May 23, 2016. As you know, the Council discussed a number of concerns related to the provision of animal control services and the Animal Shelter.

The City Council decided to move forward with budgeting the total animal fees for Shelter operations of approximately \$28,000 for the 2016-17 fiscal year, representing a doubling of the cost of these fees. However, City Council has requested of the Pitt County Commission that City and County staffs move forward with discussion and analysis on the feasibility of a merged or consolidated Animal Control Services program and Animal Shelter and report back to both entities on an expedited basis, but no later than a six-month time period. The expedited time period for the study is to reduce or limit delays on decisions which could impact the proposed Animal Shelter expansion design and construction. The City Council expressed a willingness to share in the cost of a feasibility study. However, there may be other communities in Pitt County that may also want to consider and participate in a study of a consolidated entity.

My understanding is that you will inform the Pitt County Commission of the City of Greenville's request and provide a response to me as to direction or decision by the Commissioners. Thank you again for keeping us advised regarding concerns about the Animal Shelter and related concerns in Pitt County.

Sincerely,

A handwritten signature in blue ink that reads 'Barbara Lipscomb'.

Barbara Lipscomb
City Manager

dr

cc: Mayor and City Council Members
Mark Holtzman, Chief of Police



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Memorandum

To: Honorable Mayor and City Council Members
From: Barbara Lipscomb, City Manager *BL*
Date: May 23, 2016
Subject: Update on MPO Projects

Attached for your information is excerpted information from the agenda packet of the May 18, 2016 meeting of the MPO Transportation Advisory Committee (TAC). This information provides updates on specific transportation projects in Greenville's jurisdiction, including road construction, road resurfacing, bridge replacement, traffic signals, etc. Please note that there was discussion regarding the city-wide traffic synchronization system. The City's monetary contribution of \$1,000,000 toward this project is currently anticipated in the FY19 budget (or before if we get an opportunity to advance this project).

If you have any questions, please let me know.

dr

Attachments

Greenville MPO

May 2016

U-3315 10th Street Connector, from 10th Street to NC 11/Memorial Dr, Awarded to S.T. Wooten Co., work began October 12, 2015, approximately 15% complete, completion in November 2018.

R-2250 NC 11/ 903 (Greenville Southwest Bypass) from NC 11 to US 264 (Greenville Bypass, 4 lane divided facility on new location, Design/Build project, awarded to Barnhill Contracting Co., property acquisitions have begun, anticipate construction in June, completion date is November 2019.

W-5601K NC 33 Extend 3 lane section in front of Rivercrest Subdivision approx.700 ft, Awarded to Rose Brothers Paving Co Inc., approximately 23% complete

SS-4902 AI NC 43 install new traffic signal at the intersection with Signature Dr, estimated completion date June 2016

EB-4996 Green Mill Rd Greenway from Evans St to Charles St, contractor has begun work, anticipated completion Summer 2016

EB-5539 South Tar Greenway from Town Commons to Nash St., R/W certification is complete, contract should be Let this Spring/Summer

EB-5618 15 intersection pedestrian improvements in Greenville, work has begun on various pedestrian features

BD-5102W Bridge 431 on SR 1591 Industrial Blvd, Let date January 2016, awarded to Keystone Contracting Co, Inc., work began March 28, 2016 with 90 days to complete

BD-5102Y Bridge 415 on SR 1108 Littlefield Rd, Let date January 2016, awarded to S.T. Wooten Corp., work began March 21, 2016, approximately 11% complete, completion date August 5, 2016

Resurfacing

US 13/Dickinson Ave resurface from NC 11/Memorial Dr to approx. 500 ft past SR 1127 Frog Level Rd, awarded to Rose Brothers Paving Co Inc, anticipated start mid-May

Greenville Blvd mill and resurface from NC 11/Memorial Dr to US 13/Dickinson Ave, awarded to Barnhill Contracting Co., available July 1, 2016 with a completion date of November 1, 2016

US 13/US 264A resurface from US13/US 264A split to 1600 ft west of SR 2102 National Ave, awarded to Barnhill Contracting Co., available July 1, 2016 with a completion date of November 30, 2016

Secondary Roads

Awarded to Barnhill Contracting Co., available July 1, 2016 with a completion date of October 31, 2016

8 roads in Cherry Oaks Subdivision

8 roads in Ridgewood Subdivision

Firetower Rd

U-5785 NC 43 to 14th

U-5870 14th to NC 33

4 lane divided with median, Right-of-Way FY 2017, Construction June 2019

Preliminary surveys, traffic study, best fit alignment

SPOT ID	Mode	Project Category	Route / Facility Name	From / Cross Street	To / Cross Street	Description	Specific Improvement Type	Cost To NCDOT	Statewide Mobility Quantitative Score (Out of 100)	Regional Impact Quantitative Score (Out of 70)	Division Needs Quantitative Score (Out of 50)	Funding Region	Division(s)	MPO(s)/RPO(s)	
All Region B (Div 2+3) point eligible (+ Statewide unfunded) projects, ordered by regional score															
A150605	Aviation	Regional Impact	OAI - Albert I. Ellis			Acquire land for roadway relocation, P&T and runway	0500 - Runway Length/Width	\$ 300,000	N.A	65.44	47.38	B	03	Jacksonville Urban MPO	
A150604	Aviation	Regional Impact	OAI - Albert I. Ellis			Acquire land for runway extension and roadway	0500 - Runway Length/Width	\$ 300,000	N.A	65.41	47.13	B	03	Jacksonville Urban MPO	
A150610	Aviation	Regional Impact	OAI - Albert I. Ellis			Extend runway 23 and taxiway A 900' (construction)	0500 - Runway Length/Width	\$ 300,000	N.A	67.07	48.71	B	03	Jacksonville Urban MPO	
A130385	Aviation	Regional Impact	EWI - Coastal Carolina			This project includes the design and construction of Apron Expansion - Design and Construction	1340 - Corporate and T-hanger Taxiway: Construction 1300 - Apron Apron / Helipad Requirements	\$ 300,000	N.A	63.68	38.18	B	02	New Bern MPO	
A130258	Aviation	Regional Impact	POV - Pitt-Greenville					\$ 300,000	N.A	63.08	35.34	B	02	Greenville Urban Area MPO	
H150357	Highway	Regional Impact	US 17 (Market Street) SR	New Center Drive		Improve intersection at Market Street & New Center Drive	10 - Improve Intersection	\$ 668,000	N.A	61.24	35.77	B	03	Wilmington Urban Area MPO	
H111203-A	Highway	Regional Impact	NC 210	US 17	North of NC 172	Widen to a Multi-Lane Facility with Greenway	1 - Widen Existing Roadway	\$ 33,612,000	N.A	50.24	37.91	B	03	Jacksonville Urban MPO	
H090128-B	Highway	Statewide Mobility	US 70 (New Route - Kinston Bypass)	NC 148 (Harvey Parkway)	US 70 East of NC 58	Construct Freeway on New Location.	5 - Construct Roadway on New Location	\$ 130,717,000	67.28	45.93	36.25	B	02	East Carolina RPO	
H150377	Highway	Regional Impact	US 17 (BUS/Marine Blvd)	SR 1336 (Henderson Dr)		Improve intersection/coordination with SR 1718	10 - Improve Intersection	\$ 500,000	N.A	45.29	30.18	B	03	Jacksonville Urban MPO	
H150966	Highway	Statewide Mobility	US 17	NC 172 (Sneads Ferry Road) SR		Install "super-street" on US 17 with a "Green-T" for NC	21 - Realign Multiple Intersections	\$ 2,500,000	69.41	45.26	24.96	B	03	Jacksonville Urban MPO	
T150466	Transit	Regional Impact	Route 301 Amenity Upgrades			Install new/upgraded amenities at bus	2 - Facility	\$ 6,000	N.A	45.15	32.61	B	03	Wilmington Urban Area MPO	
H150368	Highway	Statewide Mobility	US 17	US 17B (Marine Blvd)		Upgrade at-grade signalized intersection to interchange or grade	7 - Upgrade At-grade Intersection to Interchange or Grade	\$ 17,000,000	63.55	44.57	32.04	B	03	Jacksonville Urban MPO	
H150343	Highway	Regional Impact	Greenville Citywide Signal System			Upgrade existing signal system hardware and replace fiber optic infrastructure, install additional detection/camera/counting hardware at selected	13 - Citywide Signal System	\$ 8,572,500	N.A	44.51	30.19	B	02	Greenville Urban Area MPO	
A130298	Aviation	Regional Impact	OAI - Albert I. Ellis			The project will realign and extend the access roadway	1330 - General Aviation Terminal Building Construct	\$ 300,000	N.A	44.48	28.24	B	03	Jacksonville Urban MPO	
H111205-B	Highway	Regional Impact	NC 210	North of NC 172	South of SR 1518 (Old Yorkshire Rd)	Widen to a Multi-Lane Facility with Greenway and	1 - Widen Existing Roadway	\$ 13,186,000	N.A	44.37	30.80	B	03	Jacksonville Urban MPO	
H090640	Highway	Regional Impact	NC 102	Ayden Elementary School		Construct right turn lane on NC 102 WB into Ayden Elementary School	10 - Improve Intersection	\$ 500,000	N.A	44.36	27.84	B	02	Greenville Urban Area MPO	
H110981	Highway	Regional Impact	US 421 (Front Street)	US 17 (Business/76/4 St) (One East Boulevard)	US 421 (Burnett Boulevard)	Widen to Four Lane Divided Arterial, Add Multiple Path and	1 - Widen Existing Roadway	\$ 26,000,000	N.A	44.21	34.79	B	03	Wilmington Urban Area MPO	
H090795-B	Highway	Statewide Mobility	US 70	Taberna Way		Convert at grade intersection to interchange	7 - Upgrade At-grade Intersection to Interchange or Grade	\$ 52,200,000	70.69	43.60	29.94	B	02	New Bern MPO	
H150020	Highway	Regional Impact	NC 133 (Castle House Road)	North 23rd Street		Construct a roundabout on NC 133/Castle House	10 - Improve Intersection	\$ 1,030,000	N.A	42.72	30.29	B	03	Wilmington Urban Area MPO	
H090223-B	Highway	Statewide Mobility	US 17	North of SR 1433 (Antioch Road)	NC 43	Widen to Multi-Lanes.	1 - Widen Existing Roadway	\$ 36,200,000	61.77	41.96	28.34	B	02	Down East RPO, New Bern MPO	
A130386	Aviation	Regional Impact	EWI - Coastal Carolina			The project includes the design of apron and taxiway/ taxi	1900 - Hangars	\$ 300,000	N.A	41.52	24.63	B	02	New Bern MPO	
T150465	Transit	Regional Impact	Route 301 Amenity Upgrades			Install new/upgraded amenities at bus	2 - Facility	\$ 7,500	N.A	41.49	30.08	B	03	Wilmington Urban Area MPO	
H090780	Highway	Statewide Mobility	US 70	Morehead City	Beaufort Causeway	Widening and improvement of the Hatteras River	1 - Widen Existing Roadway	\$ 57,401,000	63.72	41.28	32.44	B	02	Down East RPO	
A130266	Aviation	Regional Impact	POV - Pitt-Greenville			Hanger Site Preparation & Access Road - Design	1900 - Hangars	\$ 300,000	N.A	41.07	24.23	B	02	Greenville Urban Area MPO	
H150962	Highway	Statewide Mobility	US 70	Jim Sutton Road/Wilke Mealey Road		Convert at grade intersection to interchange	7 - Upgrade At-grade Intersection to Interchange or Grade	\$ 16,000,000	53.27	41.07	26.63	B	02	East Carolina RPO	
H150880	Highway	Regional Impact	NC 58 (West Port Macon Blvd)	Atlantic Beach Causeway		Add additional right turn lane from Atlantic Beach	10 - Improve Intersection	\$ 580,000	N.A	40.88	24.79	B	02	Down East RPO	
H141009	Highway	Statewide Mobility	US 70 (Arendell Street)	4th Street	SR 1175 (Radio Island Road)	Convert the existing 2-4 lane facility to a 4 lane boulevard	1 - Widen Existing Roadway	\$ 97,400,000	64.20	40.54	31.92	B	02	Down East RPO	
H150851	Highway	Regional Impact	NC 55 (Neuse Blvd)	US 17 Bus./MLK		Construct Roundabout	10 - Improve Intersection	\$ 1,700,000	N.A	40.36	26.27	B	02	New Bern MPO	
H129127	Highway	Regional Impact	NC 43	US 17	US 70	Construct Roadway on New Location	5 - Construct Roadway on New Location	\$ 7,500,000	N.A	40.30	26.38	B	02	New Bern MPO	
H090803-A	Highway	Statewide Mobility	US 17	US17 Bypass	SR 1571/Scotts Hill Loop Road	Improve safety and preserve capacity of roadway 17	4 - Upgrade Arterial to Superstreet	\$ 30,800,000	57.39	40.14	26.45	B	03	Wilmington Urban Area MPO	
H090103-A	Highway	Statewide Mobility	US 17	NC 43	SR 1433 (Sprull town Road) to South of SR 1177 (Pittsum		1 - Widen Existing Roadway	\$ 14,700,000	61.11	39.91	27.15	B	02	Down East RPO	



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Memorandum

To: Barbara Lipscomb, City Manager
From: Michael Cowin, Assistant City Manager
Date: May 24, 2016
Subject: Change in Property Values by Parcel Type

A question has been asked of staff regarding the change in property values per revaluation for residential property as compared to commercial property. The following is a summary of the number of parcels that increased in value, decreased in value, or stayed the same per revaluation broken down by parcel type. Overall, approximately 32.1% of parcels increased in value, approximately 51.4% decreased in value, and the remaining 16.5% had no change. The worksheet attached further details the change in values by parcel type (i.e. residential, commercial, and vacant). Please let me know if you have any questions.

Attachment

City of Greenville
 Change in Property Values Based on Revaluation
 Summary by Parcel Type


Parcel Type	# of Parcels	% Total
Residential	24,181	82.0%
Commercial	3,563	12.1%
Vacant	1,748	5.9%
Total	29,492	100.0%

Change in Value	Residential Parcels		Commercial Parcels		Vacant Parcels		Total Parcels	
	# of Parcels	% of Total	# of Parcels	% of Total	# of Parcels	% of Total	# of Parcels	% of Total
Increased in Value								
Greater than 10%	1,990	8.2%	898	25.2%	127	7.3%	3,015	10.2%
Between 5-10%	2,184	9.0%	637	17.9%	16	0.9%	2,837	9.6%
Between 1-4%	3,015	12.5%	571	16.0%	41	2.3%	3,627	12.3%
	7,189	29.7%	2,106	59.1%	184	10.5%	9,479	32.1%
Decreased in Value								
Between 1-4%	4,017	16.6%	297	8.3%	87	5.0%	4,401	14.9%
Between 5-10%	5,101	21.1%	103	2.9%	186	10.6%	5,390	18.3%
Greater than 10%	4,601	19.0%	288	8.1%	480	27.5%	5,369	18.2%
	13,719	56.7%	688	19.3%	753	43.1%	15,160	51.4%
No change	3,273	13.5%	769	21.6%	811	46.4%	4,853	16.5%
Total	24,181	100.0%	3,563	100.0%	1,748	100.0%	29,492	100.0%
Decreased/No Change	16,992	70.3%	1,457	40.9%	1,564	89.5%	20,015	67.9%



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Memorandum

To: Barbara Lipscomb, City Manager
From: Leah B. Futrell, Director of Human Resources 
Date: May 24, 2016
Subject: Impact to the City of the Overtime Final Rule

On May 18, 2016, President Obama and Secretary of Labor Perez announced the publication of the Department of Labor's final rule updating the overtime regulations of the Fair Labor Standards Act (FLSA). Following are the key provisions of the final rule that will become effective on December 1, 2016:

- Updates the salary level required for the executive, administrative, and professional ("white collar") exemption from \$455 per week (\$23,660 per year) to \$913 per week (\$47,476 per year). In other words, all employees classified as exempt (not entitled to overtime) must earn at least \$47,476 per year beginning December 1, 2016.
- Automatically updates the salary basis threshold every three years based on wage growth with the first update on January 1, 2020. According to the Department of Labor, the new salary threshold is estimated to be \$51,168 in 2020. These automatic updates should not pose a problem for the City, provided that the joint City/GUC Pay Plan is reviewed and updated annually to maintain market competitiveness.


The impact of the final rule to the City is minimal because the City has only two exempt classifications (positions) with a minimum salary that is less than the new threshold. In order to comply with the new final rule, the City will change the FLSA classification of the two positions from exempt to non-exempt (hourly pay status) which will make the positions overtime-eligible. No budget issues are anticipated with this approach since the positions usually require only limited overtime. When overtime is required, the work schedules of the employees in the two impacted classifications will be adjusted, when feasible, during the same workweek to avoid or reduce overtime wage payments. Overtime, however, will be paid when adjustments to the employees' work schedules are not feasible. As stated previously, given that only two City classifications are impacted by the final rule, increased overtime cost for the City is expected to be negligible.

Please let me know if you have any questions regarding the final rule and its impact to the City.



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Memorandum

To: Barbara Lipscomb, City Manager
From: Merrill Flood, Assistant City Manager 
Date: May 25, 2016
Subject: Horizons 2026

Public meetings regarding the Horizons 2026 plan have been concluded. Staff is working with the consultant to update the plan after addressing the issues raised during these meetings. A Public Open House meeting will be coordinated for June 20, 2016. The Comprehensive Plan Committee will then be asked to meet on July 11, 2016, to consider adoption of the final version of the plan.

Following that meeting, the Planning and Zoning Commission will consider the plan at their July 19, 2016, meeting. We then anticipate bringing the proposed Horizons 2026 plan to City Council in August.

If you have any questions, do not hesitate to contact me.

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Find yourself in good company

Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Director of Public Works
Date: May 25, 2016
Subject: Koinonia Christian Center Church Beautification Donation

The City of Greenville was fortunate to receive a donation of \$4,000.00 from the Koinonia Christian Center Church in 2015. City staff met with Ms. Veronica Grice of Koinonia on March 26, 2016, to discuss the Church's preference for use of the donation. Options for consideration were: planting trees in the Kristen Drive area, planting trees on Arlington Boulevard near the W. 5th Street intersection, or enhancing the appearance of areas in the uptown area. Ms. Grice was very excited and chose the uptown appearance enhancement idea as the Church's preference. She stated that she trusted in City staff to decide the best use of the donation for maximum impact in the uptown area. Public Works staff discussed how best to utilize the donation in the uptown area considering areas in the most need of appearance improvements and what will provide the greatest aesthetic improvement.

The Koinonia donation will provide enough funds to purchase three (3) additional steel planters (example attached) along with the flowers and potting soil needed to establish additional beauty in the uptown area. The three planters will be placed in the Merchants Alley this summer and provide a continuation of beautification from the recently completed Live United Courtyard on 4th Street to the soon-to-be renovated Park Theater. The maintenance of the additional planters will be incorporated with the existing uptown planter maintenance plan.

Should you have any questions, do not hesitate to contact me.

Attachment

cc: Kenneth Jackson, Operations Manager
Kevin Heifferon, Buildings & Grounds Superintendent



Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Director of Public Works
Date: May 25, 2016
Subject: Adopt-A-Street Program

The City of Greenville's Adopt-A-Street Program began in 1989 as a result of neighborhoods desiring to contribute towards maintaining cleaner and more beautiful streets in Greenville. The Adopt-A-Street Program has been under several different divisions; however, it has always been under the umbrella of the Public Works Department. This program originated under the Buildings and Grounds Division with the Community Appearance Commission (CAC) as the approval entity. The application form was initiated by the staff of Public Works, sent to the CAC, returned with a signature by the CAC, and completed by staff at Public Works. Under this program, signage was erected, but measures to ensure accountability, participation, or accomplishments related to Adopt-A-Street were not always performed or recorded.

As a result, I asked the Sanitation Division and Keep Greenville Beautiful to give the program a new home with all of its merits under one organization. Keep Greenville Beautiful accepted the program as its goals coincide within its mission of litter reduction and improving the City's aesthetics. As the transition occurs, an inventory of the program was essential. A letter was mailed out to all previously registered participants of the Adopt-A-Street Program. Over sixty letters were mailed to these registered organizations and only six responded. Based on the level of response, it confirmed the program needed updating and revamping. Keep Greenville Beautiful welcomes the opportunity to get the Adopt-A-Street Program energized to meet its highest potential and reduce litter in the City of Greenville.

Various cities in North Carolina and other states were studied to help develop the rules, goals, and expectations of a renewed Greenville's Adopt-A-Street Program. Staff surveyed 25 cities to find out the best management practices used in Adopt-A-Street programs. After a tedious review, guidelines were selected to pattern our program similar to the Adopt-A-Street Program in Austin, Texas. Modeling after Austin's program provides a variety of options to help meet the Adopt-A-Street mission. Listed below are a few of the requirements to be considered for incorporation in Greenville's Adopt-A-Street Program.

- Your group must adopt an available portion of a street within the City for **one year**.
- Your group must agree to clean up litter along the adopted street **at least four times per year**.
- Your group will be responsible for a yearly adoption fee.
- Keep Greenville Beautiful will coordinate the installation of your sign **after** an agreement has been signed and payment has been received.
- Keep Greenville Beautiful will provide your group with supplies and safety guidelines, by request, if needed.
- City of Greenville Adopt-A-Street participants will be required to report and request an inspection of their clean-up efforts.
- The City will collect litter bags free of charge.
- In addition to community based street clean-ups, the option to become a sponsor or pay a fee to a contractor to collect litter from your adopted street will be incorporated.


By adopting a street, groups will receive guidance in planning cleanups, cleanup supplies, trash collection, and a really cool street sign!

Adopt-A-Street applications are accepted year-round and are processed twice a year. All applications submitted between January 1st and June 30th will be considered for a start date of August 1st. Any applications received between July 1st and December 31st will be considered for a start date of February 1st.

Should you have questions or concerns, do not hesitate to contact me.

cc: Delbert Bryant, Sanitation Manager

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: May 25, 2016
Re: Greenville Community Pool and Splashpoint 2016 Opening Dates

The Greenville Community Pool at Guy Smith Park and Splashpoint at the Dream Park will open this Saturday, May 28th.

Located at 2113 Myrtle Avenue, the Community Pool will only be open Saturdays from 10:00 a.m. – 2:00 p.m. until Wednesday, June 8th. At that time, the pool will be open Mondays - Fridays, 1:30 pm – 5:00 pm; Saturdays 10:00 a.m. – 2:00 p.m., and will be closed Sundays. The daily fee is \$1.50 (under age 4 are free with paying adult). Season passes are also available at \$10 for children, \$15 for adults, and \$25 for families. Weekday mornings are utilized for camps, swim team practices, and group rentals. The pool season will end on August 19th.

Splashpoint sprayground at Dream Park, 1710 Chestnut Street, will be open both Saturdays and Sundays until June 8th. Beginning at that time, it will be open Mondays - Saturdays, 12:00 p.m. – 6:00 p.m. and Sundays 1:00 p.m. – 6:00 p.m. There is no admission fee, but adults must be accompanied by a child. Starting August 20th, the sprayground will operate weekends only through Labor Day, September 5th.

Those seeking additional information are encouraged to call 329-4041.

cc: Merrill Flood, Assistant City Manager