

# NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: June 1, 2016

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from me providing an update on the 2015 Transportation Bond projects
2. A memo from Fire/Rescue Chief Eric Griffin regarding payments to the City of Greenville from the State Fire Protection fund
3. A memo from Kevin Mulligan, Public Works Director, regarding the Watershed Master Plan
4. A memo from Kevin Mulligan, Public Works Director, providing an update on the culvert under Arlington Boulevard near Merry Lane
5. A memo from Gary Fenton, Recreation and Parks Director, providing an update on the timeline for the Trillium playground project
6. A memo from me providing an update on police concerns
7. A memo from Police Chief Holtzman regarding the Police Athletic League (PAL)
8. A memo from Merrill Flood, Assistant City Manager, providing an update on the White's Theatre project
9. A memo from Merrill Flood, Assistant City Manager, regarding the addition of farm produce to the Sunday in the Park series
10. A memo from Merrill Flood, Assistant City Manager, regarding Parkside Commons

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Attachments

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



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## Memorandum


**To:** Honorable Mayor and City Council Members  
**From:** Barbara Lipscomb, City Manager *BL*  
**Date:** June 1, 2016  
**Subject:** 2015 Transportation Bond Projects Update

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There has been recent discussion regarding expenditures related to the 2015 Bond Projects. Most of these projects are actively in design and development with various implementation dates. As such, I requested the Public Works Department to provide the attached status report. Most of the design and development expenses are being paid from approved project funds and with the utilization of continuing contracts with various architectural and engineering firms. While there have not been funds spent on construction, funds have either been encumbered and or spent thus far on the "soft" costs related to engineering and design.

Attachment

# Memorandum

**To:** Barbara Lipscomb, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** June 1, 2016  
**Subject:** \$15.85 Million Transportation Bond Update

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The Transportation Bond is broken down as follows:

<b>1 – 10th St Connector</b>	<b>\$ 1.75M</b>
<b>2 – W 5th St Streetscape</b>	<b>\$ 1.95M</b>
<b>3 – Eastside Greenway</b>	<b>\$ 0.75M</b>
<b>4 – Road Improvements</b>	<b>\$ 10.0M</b>
<b>5 – Sidewalks (10-yr Master Plan)</b>	<b>\$ 1.40M</b>
<b>TOTAL =</b>	<b>\$15.85M</b>

**1. 10<sup>th</sup> Street Connector - \$1.75M** – The supplemental agreement for betterments on the 10<sup>th</sup> Street Connector was approved by Council at the May 9, 2016, meeting. The amount allocated by the bond will not be paid to NCDOT until the end of the project when it is closed out and NCDOT submits a final invoice to the City. The scheduled completion date for the project is December 2018, and we anticipate their invoice will be sent in the early part of 2019 with 60 days to make payment.

**2. West 5<sup>th</sup> Street Streetscape - \$1.95M** – Design plans for the project are 100% complete. This project was submitted for funding as part of the TIGER Grant application. TIGER grant awards are expected to be announced in October of 2016. The TIGER Grant application includes streetscape improvements on West 5<sup>th</sup> Street from Cadillac Street to South Pitt Street.

**3. Eastside Greenway - \$0.75M** – The monies allocated for this project are intended to be used for design and engineering and possible acquisition of the necessary right-of-way to construct a greenway from the eastern bend of the South Tar River Greenway at Green Mill Run to Eastside Park including some neighborhood connecting trails. Staff has submitted this project for funding consideration in the State Transportation Improvement Program (STIP). The City has been actively seeking project design and construction funding since 2011. If funded through the STIP, 80% would be Federal funds, and the City would be required to fund the remaining 20%.

**4. Road Improvements - \$10.0M** – Focus has been directed at assembling contracts for bidding the first phase of the Arlington Boulevard Resurfacing project. The first phase will include sections of Arlington Boulevard from Heart Drive to Memorial Drive. Also included will be the resurfacing of Red Banks Road from Greenville Boulevard to Arlington Boulevard.

The current plan is to mill and resurface with 2 inches of asphalt. Due to the condition of this road, a geotechnical firm has been contracted to obtain and analyze five foot deep cores on various sections of Arlington Boulevard. The results of this analysis will provide information on subgrade

strength and whether the roadway cross-section is sufficient to support the proposed pavement section. Barring any significant issues relating to the subgrade strength, staff anticipates advertising the first phase work mid-June and contract approval to Council in August.

Phase II of Arlington Boulevard resurfacing is anticipated to be bid shortly after Phase I. Phase II will be Arlington Boulevard from Greenville Boulevard to Fire Tower Road. Storm drain repairs are delaying this section. Storm drainage repair work is scheduled for a section of Arlington Boulevard between Greenville Boulevard and Red Banks Road as well as at Merry Lane just south of Red Banks. The repair cost is \$60,000 and is being bid as an emergency repair.


Of the \$10 million from the Bond, it is anticipated to spend \$4.1 million in resurfacing in the coming year (FY17). Phase III of Arlington Boulevard is the section from Memorial Drive to Greenville Boulevard. This section will probably require full depth reclamation due to its condition and traffic volumes. The plan is for this project to be designed and bid with completion in FY18. Staff anticipates spending \$3.6 million during FY18 and \$2.3 million in FY19 on the project.

**5. Sidewalks (10-Year Masterplan) - \$1.4M** – Currently staff is completing the design of the Safe Routes to School (SRTS) sidewalk project (\$500,000) which includes the construction of sidewalk on East 5<sup>th</sup> Street going east from Beech Street to connect with a pedestrian bridge to an existing sidewalk on the east side of Greens Mill Run. Also included in this project are sidewalks on South Skinner Street and Norris Street as well as sidewalk on South Memorial Drive between Millbrook Street and West Arlington Boulevard. Plans are complete and are with NCDOT for review and concurrence. There will be some easement acquisition necessary before it will be ready for bid.

cc: Scott P. M. Godefroy, PE, City Engineer

**FIRE-RESCUE**

MEMORANDUM

TO: Barbara Lipscomb, City Manager  
FROM: Eric Griffin, Fire/Rescue Chief   
DATE: May 31, 2016  
SUBJECT: State Fire Protection Fund

North Carolina General Statute 58-85A-1 authorized the creation of a State Fire Protection Grant Fund. This fund is administered by the NC Department of Insurance through the Office of State Fire Marshal in the Risk Management Division. The purpose of the fund is to help provide some level of compensation to local fire districts and political subdivisions of the State for providing local fire protection services to State-owned buildings and their contents.

Payment in Lieu of Tax funds as a part of the State Fire Protection Grant Fund are typically distributed from the State to the primary fire departments in the third quarter of the fiscal year. The following chart depicts funds received by the City of Greenville over the past three years. All funds received are deposited into the City's General Fund account.

2014	\$393,938.00
2015	\$380,431.00
2016	\$386,926.00

On October 24, 2011, the City of Greenville, East Carolina University (ECU) and Pitt County Memorial Hospital (PCMH) entered into an inter-local agreement to purchase a 100-foot rear mounted aerial fire truck, capable of reaching elevated structures throughout the City and on the campuses of ECU and PCMH. The City of Greenville received \$234,071 from both organizations in 2012 as part of this agreement. While this agreement was not designated as Payment in Lieu of Taxes, it does represent a duplication of past practices between the three organizations for similar types of purchases of fire apparatus.



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# Memorandum

**To:** Barbara Lipscomb, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works  
**Date:** June 1, 2016  
**Subject:** Watershed Master Plan Update

Handwritten initials 'KM' inside a circle, likely representing Kevin Mulligan.

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The Watershed Master Plan is nearing completion, and staff would like to present this information to City Council. Due to the breadth of the subject matter, staff feels it would be best to present this information to the City Council in a workshop setting in order to allow adequate time for presentation and discussion. Please discuss with City Council and request potential dates for the scheduling of a workshop in August or September.


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

cc: Lisa Kirby, PE, Civil Engineer III



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# Memorandum

**TO:** Barbara Lipscomb, City Manager  
**FROM:** Kevin Mulligan, PE, Director of Public Works   
**DATE:** June 1, 2016  
**SUBJECT:** Update on Culvert under Arlington Boulevard near Merry Lane

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During a recent video inspection of the City's stormwater infrastructure along the Arlington Boulevard corridor, Public Works observed a failing pipe underneath Arlington Boulevard adjacent to Merry Lane. An emergency bid package to replace the failing 24-inch corrugated metal pipe has been assembled and advertised. Two bids were received and opened Monday, May 23, 2016. The lowest responsible, responsive bid was \$60,400. Public Works is currently evaluating this bid as well as the work previously performed by this contractor.

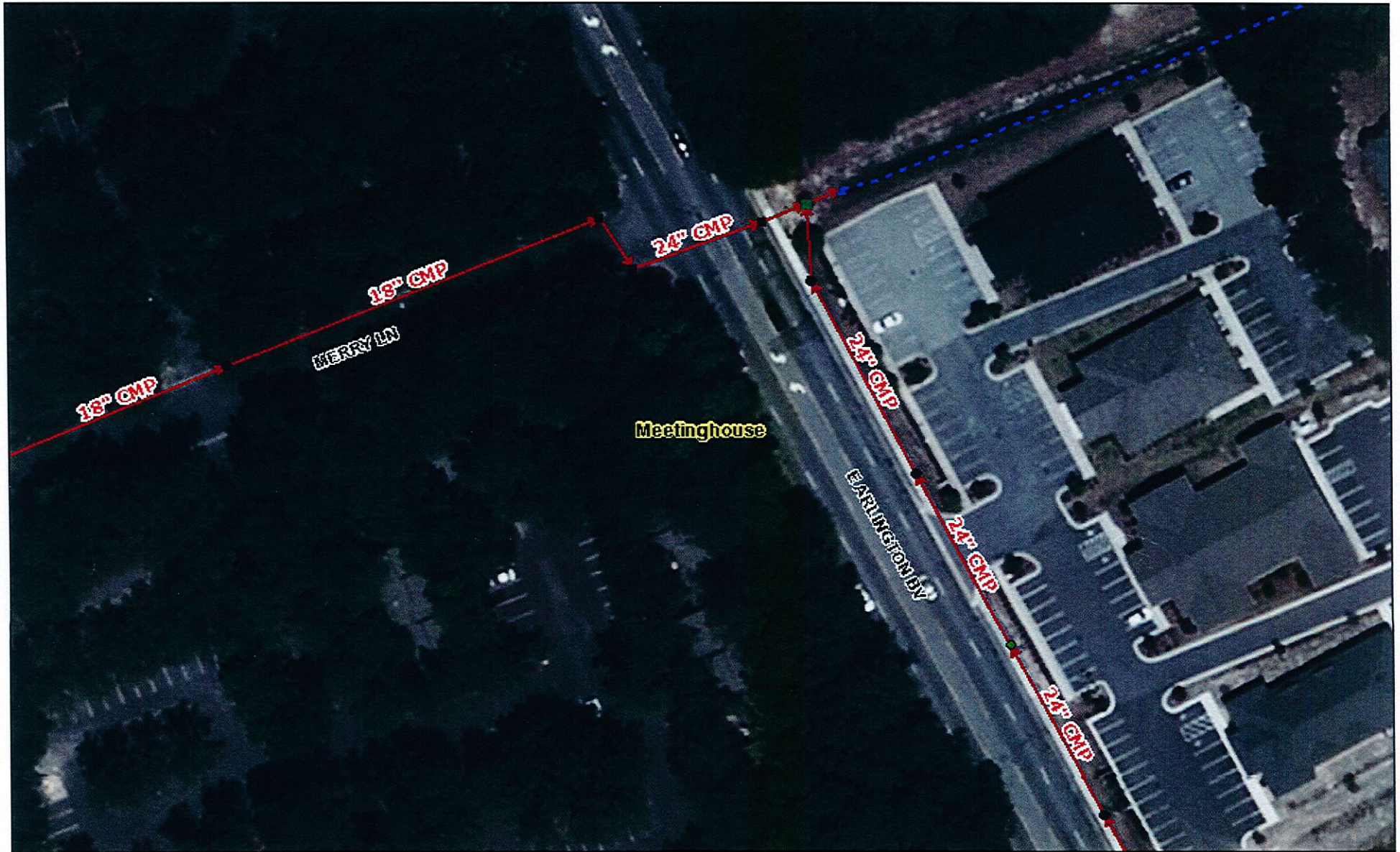
The project is anticipated to take two weeks to complete. It is also anticipated that Arlington Boulevard will be closed for three consecutive days during this two-week period. A detour has been designed and signage will be placed prior to the road closing. The attachments to this memorandum show the detours as well as the impacted pipe section at Arlington Boulevard and Merry Lane.

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

## Attachments

cc: Lisa Kirby, PE, Senior Engineer

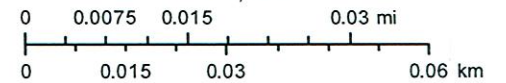
# Stormwater pipe at Arlington Blvd and Merry lane



June 1, 2016

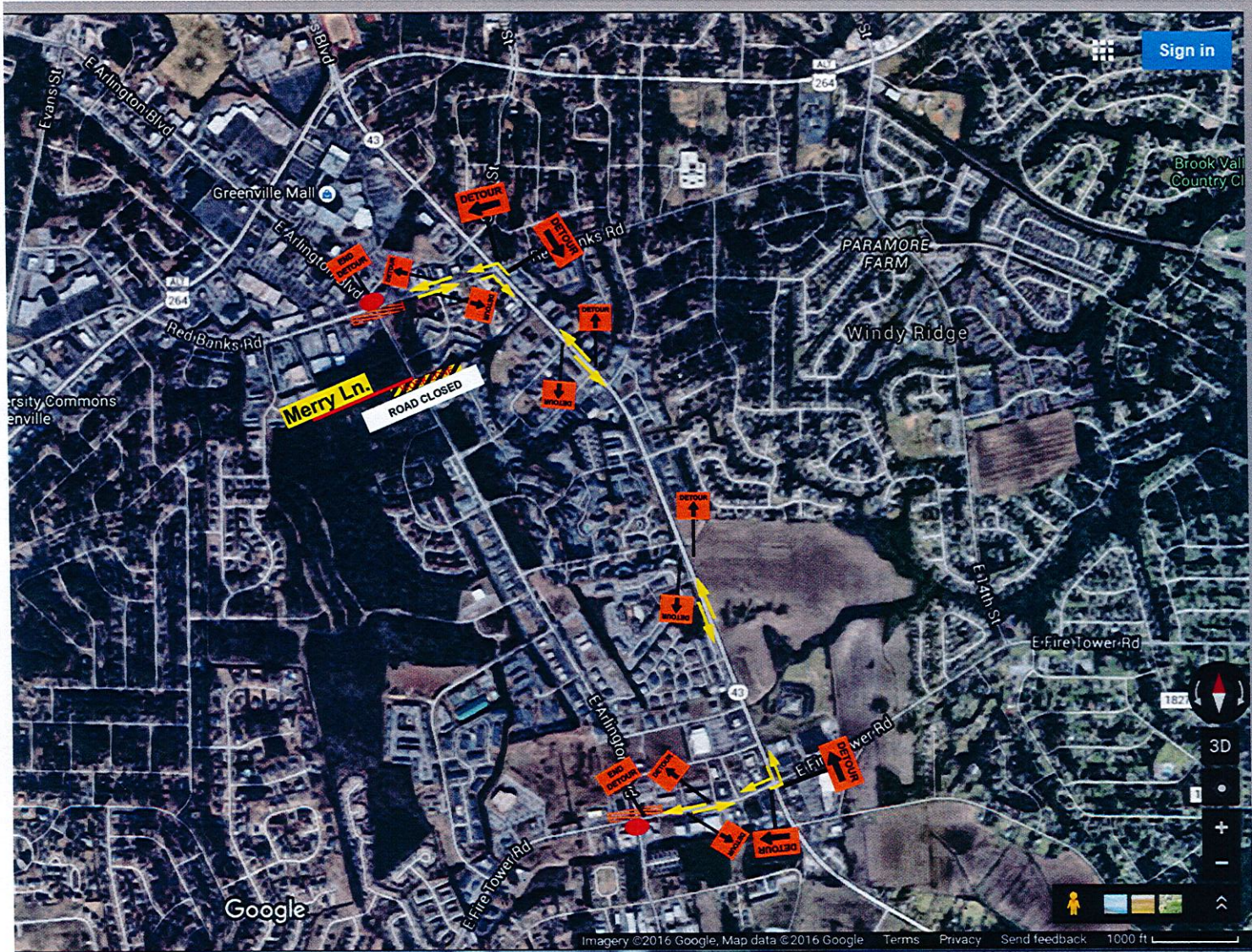
- |                              |                  |                             |                |
|------------------------------|------------------|-----------------------------|----------------|
| ■ Catch Basin                | ● Junction Box   | ■ Slab Top Inlet            | - - - Channels |
| ● Difficult Access Structure | ▲ Pipe End       | ● Underground Pipe Junction | — Culvert      |
| ● Drop Inlet                 | ▲ Pond Structure | ● Yard Inlet                | ➔ Pipes        |

1:1,128








Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and





**MAP KEY: TCD's**

-  Barrel
-  Barricade- Type I or III
-  28" Cone
-  2 Number of devices per location
-  Detour Route

**Arlington Blvd. Closure at Merry Ln.**  
**Overview Map**  
**Culvert Repair**

**Sheet # 1 of 4**

**dej 05/16/2016 Rev. 1**



**Arlington Blvd. Closure at Merry Ln.**  
**Red Banks Rd. Detail**  
**Culvert Repair**

**Sheet # 2 of 4**

dej 05/16/2016 Rev. 1

MAP KEY:		TCD's
	Barrel	
	Barricade- Type I or III	
	28" Cone	
	Number of devices per location	
	Detour Route	

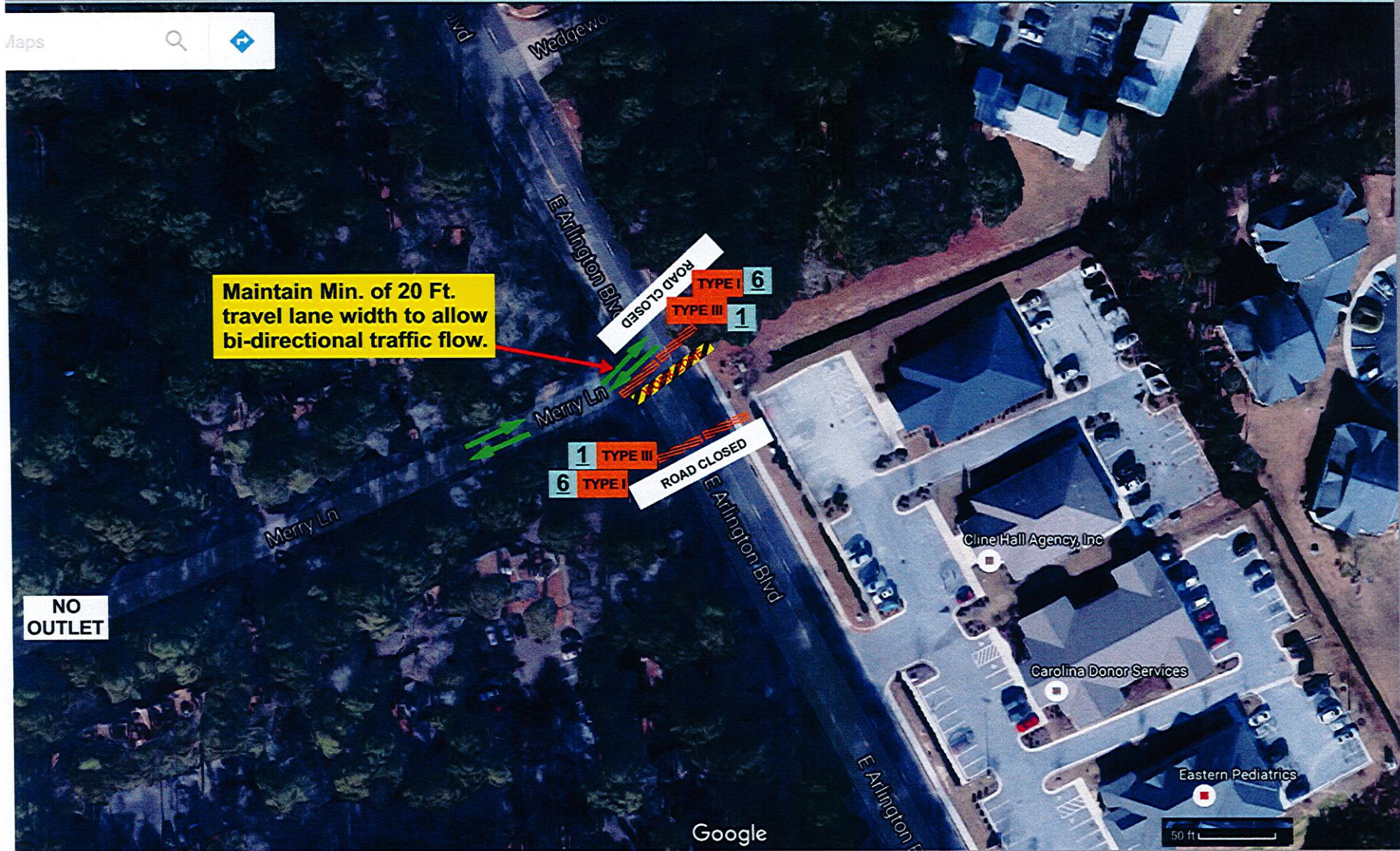
ARLINGTON BLVD. CLOSED AT MERRY LN.

Special sign: Contractor to provide or City will provide at cost of \$150 per sign.

ARLINGTON THRU TRAFFIC NEXT LEFT

Special sign: Contractor to provide or City will provide at cost of \$150 per sign.

Notes: 1. Space advance warning signs a minimum of 250 Ft. apart.



**Arlington Blvd. Closure at Merry Ln.**  
**Work Zone Detail--CLOSURE ZONE**  
**Culvert Repair**

**Sheet # 3 of 4**

**MAP KEY: TCD's**






- Barrel
- Barricade- Type I or III
- 28" Cone
- Number of devices per location



## Arlington Blvd. Closure at Merry Ln. Fire Tower Rd. Detail Culvert Repair

Sheet # 4 of 4

dej 05/16/2016 Rev. 1

MAP KEY: TCD's	
	Barrel
	Barricade- Type I or III
	28" Cone
	Number of devices per location
	Detour Route

ARLINGTON  
BLVD.  
CLOSED AT  
MERRY LN.

Special sign: Contractor to provide or City will provide at cost of \$150 per sign.

ARLINGTON  
THRU TRAFFIC  
NEXT RIGHT

Special sign: Contractor to provide or City will provide at cost of \$150 per sign.

Notes: 1. Space advance warning signs a minimum of 250 Ft. apart.

# Memo

**To:** Barbara Lipscomb, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks *GF*  
**Date:** June 1, 2016  
**Re:** Trillium Playground Project Deadline Extension

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I would like to remind everyone that Trillium Health Resources has approved an extension on the completion date for the new accessible playground at Town Common. The completion date for the playground is now September 30, 2016. However, all equipment purchases must be ordered by June 29, 2016 to make the completion date. This new date provides time to secure additional funds to include as many of the unfunded items in the playground as possible.

We hope to begin construction in July. A ribbon cutting ceremony is being planned for early October and City Council will be notified with details of the date and event once determined.

cc: Merrill Flood, Assistant City Manager



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# Memorandum

**To:** Honorable Mayor and City Council Members  
**From:** Barbara Lipscomb, City Manager *ML*  
**Date:** June 1, 2016  
**Subject:** Police Concerns

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As a follow-up to the community meeting sponsored by Council Member Smith, staff has been moving forward on additional items as listed below.

1. Chief Holtzman and I will be meeting with ECU officials related to utilizing ECU officers to provide additional assistance in the Uptown area. We have shared drafts of prior proposed agreements concerning this matter. However, ECU has advised that they are interested in developing an extended citywide jurisdiction agreement. They indicate that this is done in Raleigh, Greensboro, and other university communities, which provides flexibility to assist GPD under our direction throughout the City. Such an agreement, when developed, would need to be approved by their Board of Trustees which meets again in September 2016.
2. A meeting with bar/club owners was held to discuss perceptions related to disparate treatment of patrons. There was open dialogue from various perspectives. While there was no specific follow-up, there is at least one state law that we will be researching in conjunction with the City Attorney's Office related to ethnic intimidation. I plan to bring an appropriate resolution to City Council later this year and have proposed revisions to state legislation ready for the 2017 legislative session. Attached is a memo from Police Chief Holtzman providing additional information.

Attachment

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## Memorandum

To: Barbara Lipscomb, City Manager  
From: Mark Holtzman, Chief of Police  
Date: June 1, 2016  
Subject: Bar/Club Owners Meeting

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As you are aware, on April 27<sup>th</sup> of this year I held a regular meeting with our local bar/club owners to discuss issues and receive feedback concerning the following topics:

- Halloween Event Planning
- Police Staffing Needs Downtown
- Feedback from Downtown/ECU assault public discussions

Attendance at the meeting included representation from Uptown, GPD staff (City Manager Lipscomb attended the first part of the meeting but had to leave to attend another meeting that evening), Mayor Pro-Tem Smith, and several club owners.

Discussion regarding the Halloween event centered on the coming year's event which will fall on a Monday (October 31<sup>st</sup>). This same weekend, Saturday October 29<sup>th</sup>, is also the ECU Homecoming football game where large crowds are expected to be uptown following the game, adding to our staffing needs. I also approached Uptown with assistance in creating more food and drink options for patrons, similar to Chapel Hill's 'Homegrown Halloween' event. Plans have not been finalized at this point.

Police staffing needs due to overly large crowds at night clubs continues to place a heavy demand on our resources and overtime budget. The group agreed to share more information through our center city police unit if they anticipate any significant changes to their weekly operations.

Lastly, I provided feedback to the group of club owners on the perception of racial bias on entry to nightclubs following the community meetings recently held at City Hall and ECU. I urged the group to take the concerns serious as their reputation weighs heavily on our community. The group shared their nightly operations and screening practices relating to dress code, gang members, poor attitudes, etc. No specific outcomes were expressed, however several owners made it apparent that they will remain attentive to this issue.



POLICE DEPARTMENT

# Memorandum

To: Barbara Lipscomb  
City Manager

From: Mark Holtzman  
Chief of Police

Date: June 1, 2016

Subject: Police Athletic League (PAL)

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Following our last meeting in April with members of the PAL Board and City Officials, we have continued our efforts to expand the PAL program.

Summer camps this year will be expanded to a fifth day along with an expansion of the after school programs which will stay open till 7:00 PM beginning next school year. Both of these efforts are due in large part to a generous private [anonymous] pledge of \$25,000.

We will continue to evaluate the PAL program for improvements with programming, staffing, and overall needs of the community. We are also looking into a small scale PAL satellite site in the Westpointe community for this summer.





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**TO:** Barbara Lipscomb, City Manager  
**FROM:** Merrill Flood, Assistant City Manager *MF*  
**DATE:** June 1, 2016  
**SUBJECT:** White's Theater Project Update

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During the March 17, 2016, meeting of City Council, staff provided an update of the first steps to be taken with the renovation of the White's Theater. This information was presented during the discussions of the approval of the Letter of Intent with Community Smith Builders.

As discussed at that time the work is progressing with the removal of the "fly-loft". This work is being paid for with funds from the Environmental Protection Agency Brownfield Revolving Loan program and Center City Bond funds earmarked for the project. Over the next several weeks the "fly-loft" will be removed and the building will be closed in with a new roof over this section of the building.

Staff wanted to provide a project update and if there are additional questions staff will be glad to provide informational updates as needed. A photo of interior work is provided below.





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**TO:** Barbara Lipscomb, City Manager

**FROM:** Merrill Flood, Director of Community Development Department *MF*

**DATE:** June 1, 2016

**SUBJECT:** Addition of Farm Produce to the Sunday in the Park Series

In keeping with the adopted 2016 Strategic Plan of the City Council to establish a Farmer's/Organic Market, staff has contracted with Uptown Greenville to develop a pilot program as part of the Sunday in the Park Series. Uptown Greenville will expand the produce portion of the Umbrella Market to the Sunday in the Park concert series beginning June 12, 2016 for a six week period. This will allow time for evaluation of the event in order to make modifications and, or evaluate how it is received by the public.

Uptown Greenville has been a great partner in coordinating events in Uptown and we look forward to the addition of this feature to the Sunday in the Park series.

## 2016-2018 Goals and Objectives

### Overall Priorities

Points	Result
33	Town Common - do the whole thing
13	Farmer's/Organic Market
11	Long Term Debt Strategy
9	River Access/Tar River Vantage Points
6	Tar River Legacy Plan Additions
6	Virtual Buildings
3	Red Light Cameras
3	Lighting - LED
3	Arts Coalition
0	Southside Police Precinct (already underway)



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**TO:** Barbara Lipscomb, City Manager

**FROM:** Merrill Flood, Assistant City Manager

**DATE:** May 31, 2016

**SUBJECT:** Parkside Commons

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The Parkside Commons Elderly Housing Development located on John Hopkins Drive is nearing completion. The developer, Taft Family Offices, is developing a 98-unit elderly affordable housing development utilizing the North Carolina Low Income Tax Credit program and HOME funds awarded to the development in the 2014 allocation. The Affordable Housing Loan Committee recommended and City Council approved an allocation of \$150,000 in HOME funds for the development. The total costs of the development are \$10,675,476.

Plans to hold a ribbon cutting are still being developed, but staff felt that it would be good for the City Council to see the progress of the development.

If there are questions, staff will be glad to provide additional information.

