

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: June 15, 2016

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Merrill Flood, Assistant City Manager, regarding the Neighborhood Advisory Board District 2 meeting on Thursday, June 16, 2016
2. A memo from Police Chief Mark Holtzman regarding the Youth Police Academy
3. A memo from Police Chief Mark Holtzman regarding National Night Out
4. Notice from Greenville Utilities Commission (GUC) regarding temporary conversion to chlorine
5. A memo from Merrill Flood, Assistant City Manager, regarding Oxford Home concerns in the Elmhurst Inglewood area
6. Minutes from the March 1, 2016, Redevelopment Commission meeting

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Attachments

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



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TO: Barbara Lipscomb, City Manager

FROM: Merrill Flood, Assistant City Manager

DATE: June 12, 2016

SUBJECT: Neighborhood Advisory Board District 2 Meeting

Please see the attached notice of the Neighborhood Advisory Board, District 2 meeting. The meeting has been scheduled by the Neighborhood Advisory Board for Thursday June 16, 2016 at 6:00 pm at Arlington Boulevard Baptist Church at 1007 West Arlington Boulevard.

Staff will be available to provide additional information as needed.

NEIGHBORHOOD ADVISORY BOARD MEETING

HOSTED BY DISTRICT 2

June 16, 2016

6:00 PM–7:30 PM

*Arlington Boulevard Baptist Church
1007 West Arlington Boulevard*

City staff will be present to address neighborhood concerns. Refreshments will be served.



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*For more information or to RSVP, call Tiana Keith
252.329.4228 or email tkeith@greenvillenc.gov.*



POLICE DEPARTMENT

Memorandum

To: Barbara Lipscomb
City Manager

From: Mark Holtzman 
Chief of Police

Date: June 15, 2016

Subject: Youth Police Academy

This year's Youth Police Academy will take place July 11 - 15, 2016. The camp days run from 9:00 a.m. - 4:00 p.m. This camp is designed to expose youth to the law enforcement profession and build positive relationships. The camp will feature instruction blocks from police K9 handlers, forensics officers, the traffic safety unit, the GPD's Emergency Response Team, and members of the local media. There will also be a session on physical fitness. This camp is free of charge, includes lunch each day, and a graduation on the last day of camp.

We invite the Mayor and each City Council member to select a child that they think deserves to attend this highly sought-after camp experience. This can be a child that is interested in law enforcement, has achieved a significant accomplishment, is underprivileged, or has served their community in an extraordinary way. Participants should be between 9 - 12 years of age.

Please submit your nomination at your convenience, but no later than Friday, June 24. We will need the parent's name and phone number along with the child's name. We look forward to meeting these children and providing an exciting experience. Many children that have attended in the past tell us this was their favorite camp of the summer.



POLICE DEPARTMENT

Memorandum

To: Barbara Lipscomb
City Manager

From: Mark Holtzman 
Chief of Police

Date: June 15, 2016

Subject: National Night Out 2016

This year's National Night Out (NNO) event will take place on August 2, 2016. Suggested times for the event are 6:00 p.m. - 8:00 p.m. The purpose of NNO is for the community and law enforcement to partner in taking a stand against crime. This event will be held in the same format as last year. Various neighborhoods throughout the city will host events and police officers will assist with each event. Last year there were 19 separate events and we are anticipating similar participation this year.

This year we would like to have a NNO theme for the City of Greenville. With the surge in traffic-related fatalities and injuries, efforts will be focused on pedestrian safety. We would like each neighborhood to make this a priority. Appropriate handouts for the events will include items such as reflective arm bands, bicycle lights, neighborhood signs, and safety information handouts.

The application date for the neighborhoods wishing to participate in NNO is July 1, 2016. They can fill out an online form at the below link:
<http://www.greenvillenc.gov/government/police/community-policing/greenville-national-night-out-application>



RECEIVED

JUN 15 2016

CITY MANAGER'S OFFICE

June 13, 2016

Ms. Barbara Lipscomb
City Manager
City of Greenville
Post Office Box 7207
Greenville, North Carolina 27835

Dear Barbara:

In December 2002, Greenville Utilities changed the disinfectant used in our drinking water from chlorine to chloramines, which is a mixture of chlorine and ammonia. This change was made to improve drinking water quality and meet new federal/state drinking water regulations. Chloramines are an effective disinfectant and also reduce the level of byproducts that are regulated by the US Environmental Protection Agency.

State drinking water guidelines recommend that water systems using chloramines periodically switch back to free chlorine (chlorine alone) for a period of time. The temporary use of chlorine will ensure that a high level of disinfection is maintained throughout the water distribution system.

Attached is a news release that we plan to distribute to the local media in reference to our conversion to chlorine as a disinfectant in our water treatment process. I'm providing this information to you in the event you feel it is appropriate to inform any members of your staff and/or town officials before the conversion, which begins June 20 and continues through August 1. In addition to the news release, our Public Information Officer has prepared other communications to inform the public of the conversion.

If I can provide further information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to read "Anthony Cannon", written over a white background.

Anthony C. Cannon
General Manager/CEO

P.O. Box 1847
Greenville, NC
27835-1847
www.guc.com

Your Local
Advantage



June 16, 2016

NEWS RELEASE

FOR IMMEDIATE RELEASE

Contact: Steve Hawley
Public Information Officer/
Communications Manager
252-551-1522
hawleysl@guc.com

GUC: Temporary Conversion to Chlorine

Beginning June 20 and continuing until August 1, Greenville Utilities will temporarily change the disinfectant used in the water treatment process. GUC will be using chlorine rather than chloramines during this period of time.

Since December 2002, GUC has used chloramines, a mixture of chlorine and ammonia, as the disinfectant in its water treatment process. "Chloramines are an effective disinfectant and also reduce the level of byproducts that are regulated by the US Environmental Protection Agency," said Randy Emory, Director of Water Resources. "State drinking water guidelines recommend that water systems using chloramines periodically switch back to free chlorine (chlorine alone) for a period of time. This brief, scheduled change in disinfectant is a standard water treatment practice to keep water mains clean and free of potentially harmful bacteria throughout the year." GUC last switched to chlorine from June 22 through August 3, 2015.

During the temporary switch to free chlorine, customers may notice a slight change in the taste or smell of their tap water. The mild chlorine taste and smell is normal and poses no health risk. Most customers will not need to take any precautions as the water remains safe to drink and is treated according to both state and federal standards. People and businesses that normally take special precautions to remove chloramines from tap water, such as dialysis centers, medical facilities and aquatic pet owners, should continue to take the same precautions during the temporary switch from chloramines to free chlorine.

For additional information, please go to www.guc.com or contact GUC at 551-1551.



Find yourself in good company

TO: Barbara Lipscomb, City Manager
FROM: Merrill Flood, Assistant City Manager *M*
DATE: June 14, 2016
SUBJECT: Oxford Home Concerns Elmhurst Inglewood Area

At the April 11, 2016 meeting of City Council, a citizen spoke regarding concerns about the establishment of a home classified as an "Oxford Home" at 1901 Fairview Way. Staff was first notified of this location in October of 2015 and has investigated the issues surrounding this location. At this time the location meets conditions and standards to allow the establishment of the location as an Oxford Home. The citizen that spoke indicated that Wilmington, NC had recently identified methods to regulate these land uses. We are investigating Wilmington's ordinances to learn more regarding their approach to this land use.

Staff will continue to monitor this location and any changes in State or Federal law that may allow the establishment of additional standards for future Oxford Homes in the City.

**Redevelopment Commission
Meeting Minutes
Tuesday, March 1, 2016
Greenville, North Carolina**

Present:

- Angela Marshall
- Jeremy King
- Judy Siguaw

- Tracie Gardner
- Patricia Dunn
- Richard Patterson

- Sharif Hatoum
at 5:38 PM

Absent:

- Angela Marshall
- Jeremy King
- Judy Siguaw

- Tracie Gardner
- Patricia Dunn
- Richard Patterson

- Sharif Hatoum

Staff:

- Merrill Flood
- McClean Godley (City Council Liaison)
- Roger Johnson
- Tom Wisemiller

- Casey Verburg
 - Christian Lockamy
 - Betty Moseley
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I. Welcome

II. Roll Call

III. Approval of Minutes – February 2, 2016

Mr. King stated that there has been an item added to the agenda. The new item is V. Consideration of Merchants Parking Lot Design Study. This is in regards to the parking lot off of Washington Street behind the theatre.

Motion was made by Mr. Patterson and seconded by Ms. Siguaw to approve the amended agenda. Motion carried unanimously.

Motion was made by Ms. Dunn and seconded by Mr. Patterson to approve the meeting minutes from February 2, 2016 as presented. Motion carried unanimously.

IV. Authorization of Contractor Selected to Complete the Uptown Theatre Remediation and Building Stabilization

Mr. Wisemiller stated that at the February meeting the commission approved the Brownfields sub-grant. The theatre is in need of remediation for items such as asbestos, lead-based paint surfaces, biological contamination, and removal of impacted materials. The building stabilization consists of removal of chimney and fly loft, and putting a new roof on. The remediation and stabilization must be done concurrently. The environmental remediation work is necessary regardless of project outcome.

Project Budget is approximately \$290,000:

- \$125,000 sub-grant from the Revolving Loan Fund program can be used on brownfields eligible expenses
- \$165,000 from Center City bond funds can be used either on building stabilization or remediation

Ms. Dunn asked if the Brownfields funds were a revolving loan or a grant.

Mr. Wisemiller replied that the funds will not need to be paid back. This is a sub-grant to do clean-up projects.

Mr. Wisemiller continued the theatre report. The Public Works Department (PWD) advertised the bid package in January.

Three bids were received:

- Progressive Contracting Company = \$271,300
- American Builders, Inc. = \$185,000
- IMEC Group, LLC = \$168,200 (low bidder)

All three contractors met the initial requirements. PWD has been vetting IMEC Group's references and working with them to ensure that both parties are in agreement. IMEC Group is currently satisfying additional regulatory requirements associated with this type of project. Once it is determined that IMEC Group is in compliance with all requirements, PWD will proceed to negotiate a contract with IMEC Group to complete the work.

Ms. Dunn asked if someone in the Public Works Department was overseeing the project.

Mr. Wisemiller replied correct. Also, the consultant, Cardno, will assist us in determining what parts of the project are Brownfields eligible so we can get full value of the sub-grant.

Ms. Dunn stated that there was quite a difference in the bids received. She asked what factors accounted for that.

Mr. Wisemiller replied that he will need to follow up with PWD.

Mr. King asked if there was a contingency.

Mr. Wisemiller replied yes, five percent.

Mr. King stated he wants to be sure that IMEC is fully aware of all that needs to be done and the full scope of the work. If they are unable to fulfill the requirements, will the project go to the next responsible bidder?

Mr. Wisemiller replied that if IMEC was deemed unable to fulfill the requirements then the bid would go to Americans Builders, then Progressive Contracting Company and then open back up for bids.

Mr. Hatoum stated that he felt the developer could utilize the resources better since they are bringing in contractors.

Mr. Wisemiller replied that the letter of intent from the developer states they will invest about a million dollars for improvements and the City will take care of the remediation and stabilization part according to the abatement plan.

Ms. Dunn asked if staff anticipated any overruns and how will the overruns be handled.

Mr. Wisemiller replied that the contingency is about five percent. IMEC cannot ask for any more than that.

Ms. Siguaw asked how much of the project will qualify for the \$125,000 sub-grant.

Mr. Wisemiller replied that the initial guess is about \$80,000.

Staff recommends that the Redevelopment Commission authorize the Public Works Department to hire IMEC Group, LLC to complete the Uptown Theatre Remediation and Building Stabilization, contingent on IMEC Group, LLC being compliant with all relevant regulatory requirements associated with the project.

Motion was made by Mr. King and seconded by Mr. Patterson to authorize the Public Works Department to hire IMEC Group, LLC to complete the Uptown Theatre Remediation and Building Stabilization, contingent on IMEC Group, LLC being compliant with all relevant regulatory requirements associated with the project; in the event IMEC is deemed unable to fulfill the requirements then the Public Works Department is authorized to proceed with the next lowest qualified bidder. Motion carried unanimously.

V. Consideration of Merchants Parking Lot Design Study

Mr. King gave an overview of the project and the consideration of the Merchants Parking Lot Design Study.

Mr. Hatoum asked if the parking lot was privately owned.

Mr. Flood replied that it is City owned.

Mr. Wisemiller delineated the parking on the map. This is the lot that would serve the theatre. It currently has an isle with dumpsters, a transformer box, and a grease pit. There are approximately 20 parking spaces.

Ms. Dunn asked how much was being proposed for the design study. Would it cover things like how to paint the lines and such?

Mr. Wisemiller replied that the proposal is for \$12,000. It will analyze the lot and make recommendations for more parking, better functionality, and how to make it more attractive. The isle takes up a considerable amount of space.

Ms. Dunn asked if the parking lot will be for merchants to lease.

Mr. Wisemiller replied that might be one use. The letter of intent, which the commission approved last month, states the following: "identify funding for improvements to the City-owned parking lot located on Parcel # 11436 and Parcel # 05937 which will reconfigure the parking lot in a manner that supports the Property and adjacent properties by relocating existing traffic islands and other measures and in order to accommodate tour buses and trailers typically used by performers at venues

similar to the Project at some location within 300 feet of the Property. The Parties, in consultation with the City, shall develop a mutually agreeable vehicle parking and traffic plan for the parking lot and surrounding areas no later than 120 days following the Effective Date.”

Improvements to the Merchant’s Parking Lot would aim to achieve the following goals:

- Accommodate the Uptown Theatre’s operational functions (tour buses, trucks)
- Upgrade the sanitation/utility infrastructure
- Increase efficiency of parking
- Make the lot more attractive, while supporting and complementing the adjacent business uses
- Build on existing improvements to Merchant’s Alley

To accomplish this, the proposal is to hire the East Group to complete a design study of the lot for \$12,500. The scope of services includes public input meeting(s). If the contract with IMEC Group goes forward, that contract would be more than \$100,000 under budget. RDC could use unneeded Center City Bond funds left over from the remediation and stabilization to pay for the East Group’s design study. Staff will come back to the RDC to request that additional Center City Bond funds be used for construction of the lot improvements.

Ms. Dunn asked if staff had an idea of how much the construction of improvements might cost.

Mr. Wisemiller replied that the total cost is to be determined.

Mr. Flood stated that this will be more of a schematic design than a study. The lot will need to be reconfigured to accommodate tour buses and the turning radius.

Staff recommends that the RDC authorize City staff to hire the East Group to complete a design study of the Merchant’s Parking Lot.

Motion was made by Ms. Dunn and seconded by Ms. Siguaw to authorize City staff to hire the East Group to complete a design study of the Merchant’s Parking lot. Motion carried unanimously.

VI. Discussion of Small Business Plan Competition Selection Subcommittee

Mr. Wisemiller stated that for the previous small business plan competition cycle in January, the board had elected to maintain the subcommittee members until the summer cycle. The current members are rotating off. There will be a couple of meetings prior to the summer cycle, so the board needs to address selecting a new subcommittee.

Mr. King stated that he cannot do it due to involvements with the small business owners.

Mr. Hatoum and Ms. Siguaw volunteered to serve.

Ms. Gardner requested clarification on the subcommittee.

Ms. Siguaw and Mr. King explained the small business plan process.

Ms. Gardner and Mr. Patterson volunteered to serve.

Mr. King asked if it was restricted to three members.

Mr. Wisemiller replied that he didn’t know of any reason why four people couldn’t serve.

Motion was made by Ms. Dunn and seconded by Mr. King to appoint Sharif Hatoum, Judy Siguaw, Tracie Gardner, and Richard Patterson to the Small Business Plan Competition Subcommittee. Motion carried unanimously.

VII. Public Comment Period

No comments received.

VIII. Report from Secretary

a. Monthly Financial Report

Mr. Flood gave the financial report.

Mr. King asked if there was a deficit in the Evans Gateway account.

Mr. Flood replied yes, however, the accounts will be trued up with any revenue. The overall budget does still have funds.

IX. Comments from Commission Members

No comments received.

X. Adjournment

Motion was made by Ms. Dunn and seconded by Ms. Siguaw to adjourn the Redevelopment Commission meeting at 6:16 PM. Motion carried unanimously.

Respectfully submitted,

Signature on file

Thomas G. Wisemiller
The Economic Development Project Coordinator
City of Greenville Community Development Department