

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: August 3, 2016

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:


1. A memo from Gary Fenton, Recreation and Parks Director, providing an update on Tar River projects
2. A memo from Kevin Mulligan, Public Works Director, regarding maintenance on East 5th Street, East 4th Street, Rotary Avenue, and Harding Street
3. A memo from Fire/Rescue Chief Eric Griffin regarding recent specialized training
4. A memo from me regarding use of ballistic vests by the Fire/Rescue department
5. Minutes from the June 7, 2016, Redevelopment Commission meeting

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Attachments

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

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: August 3, 2016
Re: Status of Tar River Projects

Camping Platforms: After a series of delays associated with the installation of camping platforms at three sites along the Tar River, the project has finally been given the go ahead, according to Matt Butler with the Sound Rivers organization.

The first of the three platforms will be installed at River Park North. Construction is anticipated to begin on the River Park platform by August 22. Once completed, work will begin on the platform at the GUC site, followed by the one at the Phil Carroll Nature Preserve. The entire project is expected to be completed by mid November, weather and river levels permitting. Each will be opened for public use as they are completed.

Sheltered Overlook at River's Edge Park: Structural drawings and a site plan are completed. The overlook shelter has been ordered, with delivery anticipated by early September. Construction will follow.

Fishing Pier and Kayak Launch: This project has obviously been encumbered with a series of frustrating challenges, including identifying a site that qualifies for a no rise certification (NC Department of Public Safety requirement) and also receives approval from the U.S. Army Corps of Engineers. While the fishing pier has met the requirements of both organizations, the launch has not. Staff have decided to move forward with the pier to allow progress toward the completion of that component while efforts to obtain approval for the launch continue.


Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager



Find yourself in good company

Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Director of Public Works 
Date: August 3, 2016
Subject: Roadway Maintenance on East 5th Street

The City of Greenville Public Works Department will be performing roadway maintenance work on East 5th Street the week of August 1st beginning the morning of Tuesday, August 2nd. Detours will be installed to notify residents and other visitors of the travel way changes. This work will include tree trimming and/or removal and sidewalk and curb improvements as well as other improvements to the roadway rights-of-way as indicated by the attached photos. Once the work is completed on East 5th Street and the roadway is open for uninterrupted travel, similar work will commence the week of August 8th on East 4th Street, Rotary Avenue, and Harding Street. Detours will also be installed to notify residents and visitors of this work.

Should you have any questions, please contact me.

Attachments

cc: Kenneth Jackson, Operations Manager
Rik DiCesare, PE, Traffic Engineer
Kevin Heifferon, Buildings & Grounds Superintendent



ROAD CLOSED

DETOUR →








FIRE-RESCUE

MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Eric Griffin, Fire/Rescue Chief 

DATE: August 1, 2016

SUBJECT: Fire/Rescue Training

Recently, Fire/Rescue participated in a non-traditional training workshop held by the North Carolina School for the Deaf and Hard of Hearing. The goal of the workshop was to train our personnel how to better communicate with people who are deaf, blind or hard of hearing. The training lasted three days. The workshop, called "A Different, Different World", teaches people like firefighters and EMS personnel how to handle situations when people have disabilities. Crews took part in various scenarios that required them to communicate and solve problems without speaking or hearing and in some situations with limited or no visibility. Each scenario was designed to simulate some of the problems people who are deaf, hard of hearing, or deaf-blind experience in environments designed to meet the needs of people who are hearing only.

Staff left the training with a better understanding of how to provide emergency services in situations where speech communication is of little use and where formal and informal body communication is the key to success. They also gained a heightened sensitivity for and appreciation of those who face unique communication challenges in the community. Additional training of this type will be provided in the future to ensure our staff is well prepared to meet the needs of our community.



Find yourself in good company

Memorandum

To: Honorable Mayor and City Council Members
From: Barbara Lipscomb, City Manager *BL*
Date: August 3, 2016
Subject: Fire/Rescue Use of Ballistic Vests

You recently received correspondence from an individual indicating an interest in adopting bullet proof clothing for the Fire/Rescue Department. Please see the attached correspondence from Fire/Rescue Chief Eric Griffin responding to this matter.


Attachments

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FIRE-RESCUE

MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Eric Griffin, Fire/Rescue Chief 

DATE: August 2, 2016

SUBJECT: Ballistic and Puncture Resistant Vest

May 7, 2009, Fire/Rescue Chief Mike Burton placed into effect a policy concerning the Use of Ballistic Vests in the Fire/Rescue Department. This policy stated that ballistic vests or puncture resistant vests are not to be issued by Greenville Fire/Rescue Department, nor are such vests authorized to be worn while on duty. This particular policy remains in effect to date.

In 2009, some members of the department worked together as a committee to research the use of ballistic or puncture resistant vests. Based on the information they obtained during this research, they recommended against the use of these types of vests. Below are some of the issues that were discovered:

- Vests should be fitted to each individual user
- Each vest costs approximately \$1,000.00
- Each vest has a 5 year recommended replacement schedule
- Maximal effectiveness is gained through wearing the vest on all calls
- Vests are not designed to be worn under fire fighting gear or in superheated environments

Many of the Fire/Rescue employees during that time expressed concerns about the vest because of the increased weight, inability to dissipate the additional body heat generated by wearing the vest and the tactical appearance. To date, there has not been any documented history of violence towards Fire/Rescue personnel that would warrant the use of ballistic or puncture resistant vests. The current practice of working directly with law enforcement to ensure Fire/Rescue personnel are providing services within a secure environment has been very effective. The safety of the community and our personnel is a high priority. Fire/Rescue will continue to work towards maintaining a positive relationship with the community by providing all emergency services in a highly professional manner.

July 21, 2016

Note to Mayor and City Council Members:

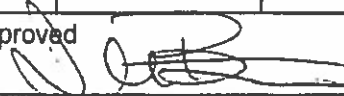
The attached document was dropped off at City Hall today by a gentleman who did not want to give his name. He stated, "In light of recent events, I want each Council Member to have a copy of this." He asked that I put a copy in each of your mailboxes.

A handwritten signature in cursive script that reads "Donna Raynor".

Donna Raynor
Executive Assistant to the City Manager



STANDARD OPERATING PROCEDURE Greenville Fire/Rescue Department

Subject: Use of Ballistic Vests		Section Number	Effective Date 5/7/2009	Revised Date
Page 1 of 1	Reference	Approved 		

Ballistic vests or puncture resistant vests are not to be issued by the Greenville Fire Rescue Department, nor are such vests authorized to be worn while on duty.

(In March of 2009 a team of GFR members were assigned to complete the research on the use of ballistic or puncture resistant vests, and to make a recommendation to staff. This team consisted of Lt. Dalvin Jackson (Lead), EMS Specialist Lisa Christ, EMS Specialist Lewis Coble, EMS Specialist David Brown, FR I Wesley Taylor, and FR II Rodney Bailey. The effort included consultation with Linda McCarthy, the City of Greenville Risk Manager. In addition, Battalion Chief Eric Griffin completed research and conducted a survey in November 2008 on this subject. This SOP is based upon the collective work of all above.)

**Redevelopment Commission
Meeting Minutes
Tuesday, June 7, 2016
Greenville, North Carolina**

Present:

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Angela Marshall | <input checked="" type="checkbox"/> Tracie Gardner | <input type="checkbox"/> Sharif Hatoum |
| <input checked="" type="checkbox"/> Jeremy King | <input checked="" type="checkbox"/> Patricia Dunn | |
| <input type="checkbox"/> Judy Siguaw | <input checked="" type="checkbox"/> Richard Patterson | |

Absent:

- | | | |
|---|--|---|
| <input type="checkbox"/> Angela Marshall | <input type="checkbox"/> Tracie Gardner | <input checked="" type="checkbox"/> Sharif Hatoum |
| <input type="checkbox"/> Jeremy King | <input type="checkbox"/> Patricia Dunn | |
| <input checked="" type="checkbox"/> Judy Siguaw | <input type="checkbox"/> Richard Patterson | |

Staff:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Merrill Flood | <input checked="" type="checkbox"/> Casey Verburg |
| <input type="checkbox"/> McClean Godley (City Council Liaison) | <input type="checkbox"/> Christian Lockamy |
| <input checked="" type="checkbox"/> Roger Johnson | <input checked="" type="checkbox"/> Betty Moseley |
| <input checked="" type="checkbox"/> Tom Wisemiller | <input type="checkbox"/> |
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I. Welcome

II. Roll Call

III. Approval of Minutes – March 1, 2016

Motion was made by Ms. Dunn and seconded by Ms. Marshall to approve the meeting minutes from March 1, 2016 as presented. Motion carried unanimously.

IV. Consideration of Revision to Small Business Plan Competition Grant Guidelines

Ms. Verburg stated that during the last meeting with the Small Business Plan Competition committee, two of the members suggested revising the guidelines to include leases. The revision would require applicants to include a copy of the lease or similar document that indicates intent when submitting for grant. The reason is because only two applicants in each designation are selected per round. The designations are Center City and West Greenville. Lease payment arrangement improves financial projections and cash flow analysis.

Staff recommends that the Redevelopment Commission decide tonight whether to revise the Guidelines, so that staff can keep future applicants fully abreast of program requirements.

Mr. King asked if there have been issues prior.

Ms. Verburg replied that there has been an increase in interest in the program. Many of the applicant in the last round had no locations. They were immediately disqualified because only two applicants per designation can be awarded. Currently they do submit a lease before receiving a benefit.

Ms. Marshall asked if the applicants from the last two rounds were existing businesses or new ones. If they are existing, then there is a good likelihood that they do have leases.

Ms. Verburg replied most were existing businesses. There were a couple that were new that either had a location in mind or had conditions involved.

Mr. King stated that part of the purpose of the small business plan is to have businesses expand or relocate to the designated areas or to open a business in the area. However, on the scoring sheet, the business that either is currently located in the area or has a lease in the area will score higher than the one willing to locate in the area provided they receive the grant. According to the revision request, if the applicant has a letter of intent that includes the terms and rent, then they will not be required to have a fully executed lease.

Ms. Verburg replied correct. Additionally, the letter of intent must include the applicants' responsibilities.

Ms. Marshall asked if the letter of intent would state all of those things.

Ms. Verburg replied that the letter of intent must state same information for all applicants.

Mr. King stated that typically under a lease the tenant must be responsible for repairs, insurance, and other costs. There is not a shortage of leasable space in the West Greenville or Center City areas.

Ms. Verburg stated that the problems are not in the price but finding a building that meets their needs.

Ms. Dunn stated that having an understanding of the lease is basic good business. Most people will not commit to a lease if they do not understand what they are getting in to. We are awarding public money to people and we need to know as much as we can. If we award the money and they fail because they did not understand the lease, then that is not a win for anybody. It is only reasonable that they understand the terms and conditions, and if they don't, should we really be awarding them money.

Ms. Marshall stated that if she was starting a business she would find out how much it will cost her. She doesn't want to see the Small Business Plan Committee policing leases. There are lawyers and small business associations to assist with these questions. There should be a letter of intent to note which area they plan to go into.

Ms. Dunn stated to award money there must be some indication that they will be successful.

Ms. Verburg stated that if they are an existing business then they will submit prior tax forms for the business. If they are new, then they will submit personal tax records. Once they have been selected, they must submit a signed lease before getting any money. They also have to have a credit check done prior to the award.

Ms. Marshall stated that they also submit a five year plan /projection with their application. There is enough information submitted that you can find out if they have enough business sense to do what is submitted. You get to question everything they submit.

Mr. King stated that is was okay to request a signed lease before getting any money. However, for the application at minimum, a letter of intent; maximum a signed lease. We don't want something binding prior to the award.

Ms. Verburg stated that the concerns was location and the ability to pay the lease.

Ms. Dunn asked what the down side was to knowing this information.

Ms. Verburg replied that it may push people out further from applying immediately or at a specific time.

Mr. King asked if any of the successful applicants that went out of business attributed it to a bad lease.

Ms. Verburg replied that she was not aware of that happening.

Ms. Dunn asked what prompted staff to put this item on the agenda.

Ms. Verburg replied that the next round is July 1st. A Small Business Plan committee member made a request to make this a requirement.

Ms. Marshall asked if the requirement is approved, will the change be made in time for the July competition.

Ms. Verburg replied that the change would not be effective until August since City Council does not meet in July. The commission has the right to table this item until the next RDC meeting.

Motion was made by Mr. King and seconded by Ms. Marshall to table consideration of revision to Small Business Plan Competition Grant guidelines until next Redevelopment Commission meeting. In favor of the motion was Mr. King, Ms. Marshall, Ms. Gardner, and Ms. Dunn. Opposed was Mr. Patterson.

V. Update of Merchants Parking Lot Design Study

Mr. Wisemiller stated that at the last RDC meeting, members approved \$12,500 for a parking lot design study. The lot is located off of Washington Street, behind the theatre. The purpose for doing the lot improvements is to:

- 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

An outline for the project includes completing a parking lot study and conceptual redesign of the lot. Execute a contract with East Group for \$13,000, and then hold stakeholder meetings and seek input from business owners. Based on the study recommendations, staff might come back to RDC to request additional Center City Bond funds for final design and construction of the lot improvements

Mr. King asked what pot of money will be used to pay for the study.

Mr. Flood replied that the Brownfields grant is covering the theatre remediation which freed up RDC bond funds to cover other improvements.

VI. Update on Uptown Theatre Remediation and Building Stabilization Project

Mr. Wisemiller stated that the remediation is going at a good pace. The goal of the remediation and stabilization is to remediate asbestos, lead-based paint surfaces, biological contamination, and removal of impacted materials, remove chimney, fly loft, utility building, and install a new roof. The project budget is \$290,000; \$125,000 is Brownfields sub-grant, \$165,000 is Center City Bond funds.

In February the Public Works Department selected IMEC Group, LLC as the low bidder (\$168,200) after completing all necessary reviews. The remediation work began in April. Interior environmental remediation is about two-thirds completed. Demolition is about half completed. There is a change order for ceiling removal.

Mr. King asked if there was a fund breakdown yet.

Mr. Wisemiller replied not yet.

VII. Update on the Imperial Site Brownfields Cleanup Project

Mr. Wisemiller delineated the location and gave a project background. In April 17, 2008 the Imperial Site plant was gutted by fire. After the fire, there were several code violations and public safety concerns; however the former owner claimed financial hardship and could not correct the issues. On November 5, 2012, City Council approved for the Redevelopment Commission to purchase and remediate the property for one dollar. An additional \$1,033,000 payment would be due the owner after cleanup. An EPA brownfields grant was received in the amount of \$400,000. There was an additional match of \$80,000. Since that time, RDC has been facilitating the redevelopment of this property.

Cleanup Grant Timeline:

- 2013-2016: accepted cleanup grant, pre-cleanup planning, State of NC brownfields agreement
- 03/2016: Cardno selected HEPACO for on-site cleanup work (4 bids total)
- 07/2016: Cleanup work to begin, removing fuel tanks
- 12/2016: Estimated closeout
- 03/2017: \$1,033,000 payment due

The Imperial site has been a focal point of recent and ongoing redevelopment and economic development plans and initiatives:

- Strategic property acquisitions
- Dickinson Avenue corridor
- Parking for Sidewalk Development
- Virtual Building
- DFI/Mixed-use development

The Imperial site is about 6.82 acres. There have been additional parcels purchased bringing the total to 9.14 acres.

The Dickinson Avenue Market and Planning Study in 2014 noted some road realignment to accommodate GTAC. The study also recommended promoting makers spaces in this area.

Part of the site will be used for sidewalk development and permanent parking.

Ms. Dunn asked what SDG stood for.

Mr. Wisemiller replied sidewalk development.

Ms. Dunn asked why it had the word “students” attached to it.

Mr. Wisemiller replied because it will be mixed use for students and market rate. This is trying to break it down. The market rates will have on-site parking but the students will probably use the sidewalk parking.

Mr. Flood stated that about 70 spaces will be on site. However, that will not be enough to accommodate all the bedrooms. The remainder of the parking is within 300 feet.

Ms. Dunn asked if requirements still state that dormitories don’t have same parking requirements as other apartment complexes.

Mr. Flood replied yes, dormitories require .7 instead of .5.

Ms. Dunn stated that every student comes with a car. The parking in the downtown area needs to be addressed.

Mr. Flood stated that in the future the Board of Adjustment may consider additional standards regarding dormitory parking. For now, .7 will be the standard applied to these projects.

Mr. King stated that the theory is less people want to drive.

Ms. Dunn stated that they may not want to drive, but they will have a car for getting to some places. They will not walk to Raleigh or to the beach.

Mr. King stated that many students opt for sharing or using public transportation. Many start college young and don’t have a driver’s license.

Ms. Dunn stated that Sheppard Memorial Library and Jarvis Memorial Methodist Church complain about people parking in their lots.

Ms. Marshall stated that in her experience, the students are leaving their cars at home because the ECU buses are taking them wherever they want to go.

Mr. Flood indicated that the size of the parcel has the shape for a parking deck. Based on City Council approval this will allow a balance of parking spaces.

Ms. Dunn asked if NC DOT was finished with the pipeline work on Dickinson Avenue.

Mr. Flood replied that it was still ongoing.

Ms. Dunn asked if NCDOT planned to repair and repave Dickinson Avenue.

Mr. Flood replied that they do have it on their improvement list. They plan to resurface from Reid Street to Memorial Drive in 2018 or 2019, after the Tenth Street Connector project is complete.

Mr. King asked if commitments had been made to parking and sidewalk development.

Mr. Flood replied yes, an agreement has been signed.

Mr. King stated that the Redevelopment Commission currently owns the Imperial Site, for a dollar, but the site could go back to owner if he is not paid \$1,033,000. The City can either pay or allow it to go back. The RDC acquired it for Brownfields purposes. Based on the locations of the other properties owned by the RDC in that area, we will still have a voice in the development.

Ms. Dunn asked if the City Council recommend using fund balance to buy this site.

Mr. Flood replied that it was suggested. The work still needs to be finalized.

Mr. King asked if we have a recent appraisal. If so, what is the value since all of the improvements in 2012?

Mr. Flood replied that staff will have to get an updated appraisal prior to any developments. Once the cleanup is complete EPA will need to certify it.

VIII. Update on Uptown Alley Improvements

Mr. Wisemiller gave the progress report for Hodges Alley. Public Works has noted that the drainage issues for this alley are rather complicated. Solutions for implementing this design concept have not been presented yet. As previously stated, Hodges Alley will not be open for vehicles. The plan is to install the archway, cleanup and level the alley while making it more attractive.

Mr. King asked if any of the drainage issues had anything to do with the Town Creek Culvert.

Mr. Wisemiller replied not that he was aware of; he suspected that the issue was more due to topography and the way the alley was designed.

IX. Public Comment Period

No comments were received.

X. Report from Secretary

a. Monthly Financial Report

Mr. Wisemiller gave the monthly financial report.

XI. Comments from Commission Members

No comments were received.

XII. Adjournment

Motion was made by Ms. Dunn and seconded by Mr. King to adjourn the RDC at 6:35 PM. Motion carried unanimously.

Respectfully submitted,

Signature on file

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