

NOTES

TO: Honorable Mayor and City Council Members
FROM: Barbara Lipscomb, City Manager *BL*
DATE: February 8, 2017
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Mark Holtzman, Chief of Police, regarding Lunch with the Chief
2. A memo from Leah Futrell, Human Resources Director, providing the 2016 Affirmative Action Report
3. A memo from Kevin Mulligan, Public Works Director, providing a plan for parking reassignment
4. Tuesday, November 1, 2016 Redevelopment Commission Meeting Minutes
5. The Recreation and Parks February 2017 Monthly Report

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Attachments

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



POLICE DEPARTMENT

Memorandum

To: Barbara Lipscomb, City Manager
From: Mark Holtzman, Chief of Police *MH*
Date: February 8, 2017
Subject: Lunch with the Chief

This month the Greenville Police Department will host "Lunch with the Chief" on Monday, February 13, 2017, from 11:00 a.m. – 1:00 p.m. at Parker's Restaurant, 2020 SE Greenville Boulevard. Citizens are encouraged to come out and speak with myself and other police department staff as we assist in delivering meals to the guest's tables. We would also welcome City Council members and City employees to join us as their schedules allow.

We look forward to participating in this Community Policing initiative. If anyone has any questions about this event, or coordinating future events, please contact Sgt. Dale Mills at 252-329-4339.

Memorandum

To: Barbara Lipscomb, City Manager

From: Leah B. Futrell, Director of Human Resources 

Date: February 6, 2017

Subject: 2016 Affirmative Action Program Annual Report

The attached 2016 Affirmative Action Program Annual Report details the status of the City's efforts to recruit, hire, and retain a diverse and inclusive workforce. This report also reflects the initiatives and activities taken by departments to further the goals of diversity and equal opportunity employment.

During 2016, the City continued its efforts to reach and recruit more diverse job applicants. Over the last five years, the total number of applicants for full-time positions has increased by 55%, from 2,786 in 2012 to 4,330 in 2016. For the same five year period—2012 through 2016—the number of minority applicants increased by 88%, from 1,173 in 2012 to 2,202 in 2016. Comparing 2016 to 2015, the total number of applicants increased by 9% and the total number of minority applicants increased by 31%.

Seventy-five (75) full-time employees were hired from the diverse pool of job applicants in 2016. Overall, 35% of the new hires were female and 23% were minorities. Approximately 27% of the new hires in the sworn positions of Police and Fire/Rescue Officer were minorities. The total number of female new hires in 2016 was more than double that of 2015, a 117% increase. Of particular note is the City's impressive stride in hiring females in the traditionally male-dominated occupation of Police Officer. During 2016, the City hired seven females as sworn Police Officers. These increases demonstrate that the City's inclusive recruitment methods and strategies to reach minorities and women and effectively encouraging them to apply have been successful.

Partnerships with workforce development organizations such as STRIVE and Region Q Youth@Work have strengthened over the past few years. Through its expanded partnership with Region Q Youth@Work, the City launched "Greenville Youth at Work" in 2016, employing 25 youth in various City departments. Not only did the youth gain valuable work experience while employed with the City, many of the youth earned Career Readiness Certificates which are portable skills credentials that provides employers and job seekers with a standard measure of key workplace skills.

Development and advancement of employees are critical components of ensuring that diversity reaches all levels of the City. In 2016, the City promoted 7% of its full-time workforce. Among the promotions in 2016, 12% were female and 31% were minorities. Female and minority employees were promoted to professional and/or supervisory positions such as Lieutenant/Deputy Fire Marshal, Network Analyst II, Planner II, Police Sergeant, Code Enforcement Supervisor, and Recreation Supervisor.

The Affirmative Action Program is dedicated to the principle that through good-faith efforts, the City of Greenville will be an equal opportunity employer and strive to increase diversity in the employment and promotional opportunities at all levels of the City's workforce. Thank you for your continued commitment and support of the City's Affirmative Action Program.

Attachment

AFFIRMATIVE ACTION PROGRAM ANNUAL REPORT



CALENDAR YEAR 2016

City of Greenville
Affirmative Action Program Annual Report
January 1, 2016 – December 31, 2016

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**CITY OF GREENVILLE
2016 AFFIRMATIVE ACTION PROGRAM
ANNUAL REPORT**

I. INTRODUCTION

The following report summarizes the various actions and activities undertaken to develop a workforce that reflects the diversity of the Greenville community labor force. In accordance with federal laws and City policy, the City of Greenville does not discriminate in its hiring procedures because of the individual applicant's race, color, religion, gender, age, national origin, disability, sexual orientation, genetic information, gender identity/reassignment or expression, military or veteran status, or marital status. The City declares and reaffirms to its employees and to the public its firm commitment to the policy of fair employment practices based on qualifications and merit. The purpose of this report is to evaluate past efforts and to establish future commitments to this program.

II. UTILIZATION ANALYSIS

A. Pitt County Labor Force Information
(Population and labor force 16 years and over)

	2010	2000	%
	Census	Census	Change
Labor force population	91,486	69,419	+32%
Percentage of Blacks in the population	32.4%	30.9%	+5%
Percentage of Black males in the labor force	15.2%	12.5%	+22%
Percentage of Black females in the labor force	18.2%	15.7%	+16%
Percentage of females in the population	54.0%	53.6%	+.7%
Percentage of females in the labor force	49.9%	49.2%	+1%
Percentage of other minorities in the labor force	6.4%	4.4%	+45%

B. City of Greenville employment status for five years as of December 31

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
1. Filled full-time positions	715	707	697	683	684
2. Percentage of Blacks	32%	32%	31%	31%	29%
3. Percentage of Black males	25%	25%	23%	23%	23%
4. Percentage of Black females	7%	7%	8%	8%	6%
5. Percentage of females	19%	20%	20%	20%	20%
6. Percentage of other minorities	3%	4%	4%	4%	4%

C. 2016 Applicant Information

1. Total number of applicants*	=	4,330	
• Number of White applicants	=	1,947	(45% of total)
• Number of Black applicants	=	1,984	(46% of total)
• Number of non-Black minority applicants	=	218	(5% of total)
• Number of applicants who did not disclose race	=	181	(4% of total)
2. Number of female applicants*	=	1,901	(44% of total)

*for full-time positions

III. PROGRAM MONITORING

- A. In past years, workforce data analysis has identified efforts to increase the number of female and minority applicants in specific occupational fields such as engineering, information technology, and protective services where, historically, there has been a lack of diversity. The hiring of minorities and women in these fields continues to be challenging due to the highly competitive demand in the labor market. Additionally, occupations such as engineers, computer programmers, and firefighters have been nontraditional occupations for women. The U.S. Department of Labor defines a nontraditional occupation for women as one in which women comprise 25 percent or less of total employment. Nonetheless, the City will continue to make good faith efforts in recruiting and advertising to minorities and women to overcome barriers and increase the number of females and minorities in those specific occupational fields. Targeted recruitment efforts and an increase in the total applicant pool have been identified as a promising avenue to accomplish this goal.
- B. The following is a comparison of historical recruiting efforts. The number of applicants varies based on the number of openings and number of recruitment cycles per year.

	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Total applicants	2,786	4,106	3,652	3,970	4,330
Total black applicants	1,034	1,495	1,527	1,502	1,984
Black female applicants	402	703	974	825	1,018
Black male applicants	624	792	553	664	939
Female applicants	747	1,367	1,808	1,570	1,901
Total minority applicants	1,173	1,666	1,708	1,687	2,202

**subgroups may not equal total due to some applicants electing not to disclose their race and/or gender.

- C. The attached Workforce/Applicant Analysis provides workforce composition and applicant data by department. The attached charts in Appendix C provide workforce composition data graphically and the breakdown of applicants, new hires, and promotions for the past two years.
- D. Appendix A, Analysis of EEO Job Categories, details the numbers and percentages of minorities and women in the eight EEO job categories, determined by the Equal Employment Opportunity Commission. All City of Greenville job titles are placed into one of these categories.

IV. ONGOING EFFORTS

- A. The following initiatives have been carried forth from the previous program:
 - 1. Continue recruiting activities at colleges and universities in North Carolina with a significant minority enrollment. The Police and Fire/Rescue Departments participated in several college career fairs with an internal pool of employees attending various recruiting functions.
 - 2. Continue to solicit the assistance of minority and female employees in the recruitment and selection process. For example, the Human Resources Department continues to provide interviewer training to diverse interview panels in all of the City's departments. The training emphasizes effective and legal interviewing techniques. After completion of the interviewer training, employees serve on various interview panels for the City's hiring and promotion processes.
 - 3. Continually analyze recruitment materials such as vacancy announcements to ensure alignment with job descriptions and that job requirements are set at the minimum level needed for hire.

4. Continue to utilize recruitment sources targeting minorities and females.
5. Evaluate photographic images of City work sites and programs to ensure they are consistent with workforce diversity efforts.
6. Review and continue to monitor the selection process for discriminatory biases or practices, whether unintentional or intentional.
7. Continue to provide equal opportunity to all employees for training, promotion, and special assignments.
8. Continue to ensure that each advertisement of a vacant position states in clear, distinguishable type that the City of Greenville is an equal opportunity/affirmative action employer.

V. ACCOMPLISHMENTS 2016

A. An analysis of the 2016 applicant pool shows the following:

1. The City experienced a moderate increase in the total number of applicants for full-time positions for 2016. The number of applicants increased by 9% from 2015 to 2016, from 3,970 applicants in 2015 to 4,330 applicants in 2016.

The combined recruitments for the Public Works, Recreation and Parks, and Police Departments accounted for 57% of the City's applicant pool in 2016. The 57% allocation is further broken down as follows: 21% for the Public Works Department, 19% for the Recreation and Parks Department, and 17% for the Police Department. An analysis of each department follows.

The Public Works Department recruited for 16 positions including, but not limited to, Building Facilities Technician II, Civil Engineer I, Civil Engineer II, Sanitation Crew Leader I, Master Mechanic, and Transit Driver. The applicant pool was very diverse with 59% of the applicants identifying as minorities and 25% identifying as female. This is an improvement from the department's 2015 applicant pool which was comprised of 38% minorities and 7% female.

The Recreation and Parks Department had a large number of applicants for the full-time positions of Recreation Assistant, Recreation Supervisor, Parks Coordinator, and Laborer. Forty-seven percent of the applicants for the department identified as minorities and 31% identified as female. In 2015, 37% of applicants for full-time positions in the Recreation and Parks Department were minorities and 34% were female.

The Police Department recruited for the sworn positions of Police Officer and Police Officer Trainee and for several civilian positions such as Telecommunicator, Senior Administrative Assistant, Property and Evidence Technician, and Victims Advocate. Among the applicants for sworn officer positions in 2016, 24% were female and 48% were minorities. This is a significant improvement over last year's sworn applicant pool of 12% female and 35% minorities. Overall, the Police Department attracted a large and diverse applicant pool in 2016 for both their sworn and civilian positions.

Other City departments such as the City Manager's Office, Human Resources Department, Community Development Department, and Financial Services Department also recruited for positions during 2016 that resulted in a diverse and large number of individuals applying for employment. As in previous years, the scope and methods of recruitment were reviewed in 2016 to ensure that prospective minority and female applicants are being reached and made aware of employment opportunities with the City of Greenville.

2. The number of Black applicants grew significantly from 1,502 in 2015 to 1,984 in 2016, a 32% increase. The number of non-Black minority applicants increased by approximately 18% in 2016 compared to 2015. The number of female applicants grew from 1,570 in 2015 to 1,901 in 2016, an impressive 21% increase. The City maintains a continuous focus on increasing diversity in the applicant pools of recruitments. For example, the Police and Fire/Rescue Departments utilize minority and female employees to serve as recruiters. Sharing their work experiences with prospective applicants, these employees engage in open and honest communication with prospective applicants regarding a career in public safety.
3. During 2016, the City continued to attract a well-qualified and diverse applicant pool. Of the 4,330 applicants for full-time positions in 2016, 46% were Black, 5% were non-Black minorities, and 44% were female. These percentages are reflective of the diversity within the Pitt County labor force which consists of 33.4% Blacks, 6.4% non-Black minorities and 49.9% females, according to the 2010 US Census. The City will continue to expand its efforts to attract a diverse applicant pool by utilizing various recruitment options available for vacant positions.

- B. Seventy-five full-time employees were hired in 2016, compared to 54 full-time employees in 2015. Overall, 32% of new hires in 2016 were females compared to 22% of new hires in 2015. In total, 23% of new hires in 2016 were minorities compared to 35% of new hires in 2015. A breakdown of new hires by race and gender is shown below.

	White <u>male</u>	White <u>female</u>	Black <u>male</u>	Black <u>female</u>	Non-Black Minority <u>male</u>	Non-Black Minority <u>female</u>
2016	40 (53%)	18 (24%)	9 (12%)	3 (4%)	2 (3%)	3 (4%)
2015	27 (50%)	8 (15%)	12 (22%)	3 (6%)	3 (6%)	1 (2%)

- C. Forty-nine full-time employees (approximately 7% of the full-time workforce) were promoted in 2016, compared to 62 full-time employees in 2015. Overall, 12% of promotions in 2016 were women and 31% were minorities, with the breakdown by race and gender as follows:

	White <u>male</u>	White <u>female</u>	Black <u>male</u>	Black <u>female</u>	Non-Black Minority <u>male</u>	Non-Black Minority <u>female</u>
2016	31 (63%)	3 (6%)	11 (22%)	2 (4%)	1 (2%)	1 (2%)
2015	39 (62%)	5 (8%)	16 (25%)	2 (3%)	1 (2%)	0 (0%)

- D. Retention of a diverse workforce is also a focus of this report. In 2016, the City had a total of 62 full-time employee separations (approximately 9% of the full-time workforce). Of these, 29% (18) were due to retirement and 2% (1) was due to discharge, disability, or death. Resignations made up the remainder of the separations, accounting for 69% (43). Females accounted for 34% (21) of the overall separations and 39% (24) were minorities.

- E. City departments continue to employ interns from colleges and universities in North Carolina. Internships provide students with professional work experience and exposure to employment with the City.

- F. Departmental Accomplishments:

City Attorney's Office:

- The City Attorney's Office recruited for the position of Assistant City Attorney in 2016. The vacancy was advertised in several locations to attract a diverse applicant pool. The advertising venues included *Greater Diversity News*, *The Daily Reflector*, *The Raleigh News and Observer*, online job boards, and industry mailing lists and associations.

City Clerk's Office:

- The City Clerk's Office experienced no new hires, promotions, transfers, or separations.

City Manager's Office:

The City Manager's Office employs a holistic approach to fostering and supporting a diverse workforce and community. Those efforts were manifested by the following activities in 2016:

- Ensured position vacancies were posted internally/externally for periods sufficiently long enough to provide traditionally under-represented job applicants a greater opportunity to seek employment with the City.
- Promoted workforce diversity through the appointment of project teams to ensure leadership opportunities are available to employees in all departments. Examples in 2016 included the Personnel Advisory Review Committee, City of Greenville United Way Campaign Committee, Joint City/GUC Wellness Committee, Business Application Needs Assessment (BANA) work groups, and MUNIS training.
- City Manager and Human Resources Director held a total of 27 meetings with small groups of employees from Public Works (14) in March, Recreation and Parks (6) in September, and administrative departments (7) in November/December to foster communication with employees and provide them opportunities to ask questions and air any concerns. Issues and questions raised by employees were compiled so that they could be addressed through appropriate action and responses by management.
- Conducted an analysis of positions and workload in the Public Works Department, resulting in a departmental reorganization to more effectively align personnel and operational responsibilities
- Promoted employee development and retention internally through the following means:
 1. Meeting with new employees during orientation
 2. Selecting employees from various departments to attend the Greenville-Pitt County Chamber of Commerce Leadership Institute course and the UNC School of Government's Municipal Administration Course
 3. Supporting the City's in-house training program including the Supervisory Training and Refresher (STAR) course
 4. Including budgetary funds to allow for staff to attend outside professional training and conferences
 5. Providing budgetary funds for the employee Educational Tuition Assistance Program
 6. Posting information on COGNET, an internal City computer network communications tool, to enable more convenient access to information about City policies, procedures, and resources
 7. Holding three Department/Division Heads meetings during the year to discuss various issues affecting the City organization and employees
 8. Providing free bus passes to employees to help with transportation issues
 9. Providing a variety of employee wellness programs and initiatives to educate them and encourage them to exercise and take steps to be healthy
 10. Attending Fire-Rescue Academy Graduation on July 8 and the Junior Fire Academy on July 15, as well as participating in the Fire-Rescue Pinning and Awards Ceremony on September 29 to recognize Fire-Rescue Department employees receiving promotions and awards
 11. Ensuring that all supervisors received training on the new performance evaluation system
 12. Coordinating executive training for department heads which consisted of reading "The Heart-Led Leader" by Tommy Spaulding, having a facilitated discussion led by Dr. Bob Kasey of the Human Resources Department, and attending the Chamber of Commerce leadership event on October 28 featuring Tommy Spaulding

- Promoted employee recognition through the following:
 1. Participated in the CDBG Week Opening Ceremonies and tour of CDBG activities on March 28
 2. Attended the National Public Works Week luncheon for Public Works employees on May 20
 3. Held four appreciation luncheons in November—Public Safety, Public Works, Recreation and Parks, and Administrative Departments—to thank employees for their outstanding efforts related to Hurricane/Flood Matthew.
 4. Recognized various employee award winners and retiring employees at City Council meetings
 5. Presented certificates to those employees with perfect attendance for the 2015 calendar year
- Secured City Council approval and funding for the City to employ 25 18-24 year-olds in the "Greenville Youth at Work" program, which provides employment, training, and educational activities to eligible youth who are low-income and have one or more barriers to employment. Participants were assigned to positions throughout City departments, including the City Manager's Office, for approximately seven weeks during the summer, and were provided GREAT bus passes if needed for transportation to their worksite.
- Continued efforts with Pitt Community College, East Carolina University, the Lucille W. Gorham Inter-generational Community Center, and others on workforce development initiatives.
- Continued coordinating with Greenville Utilities Commission on pay and benefits issues to assist in attracting, fairly compensating, and retaining a quality and diverse workforce.
- Continued offering internships to college students to give them exposure and real experience with working in a local government environment.
- Continued conducting job interviews by Skype, which is more cost-effective and efficient and allows staff to include more candidates to interview.
- Developed programming that was cablecast on the City of Greenville's government access channel, GTV-9, which promotes diversity and fosters an inclusive community.
- Continued providing funding for Greenville Public Access Television (GPAT), which provides an inclusive opportunity for all citizens and groups to develop programming for broadcast through local cable TV channel.
- Used various methods, including social media and advertising in *The East Carolinian* and *The Daily Reflector*, to recruit a diverse pool of applicants for the Citizens Academy and the City's boards and commissions.
- Participated in the following events which promoted diversity and inclusiveness:
 1. Martin Luther King, Jr. event at Pitt Community College on January 14
 2. Community Unity Breakfast on Martin Luther King, Jr. Day on January 18
 3. City Manager spoke at NCDOT's MWBE event on January 21
 4. Human Relations Council Annual Award Ceremony and Reception on February 27
 5. Pitt Community College President's Diversity Committee meeting in March
 6. UNC School of Government Seminar on April 29 on "Engaging Women in Public Service: Local Government Managers Seminar"
 7. Human Relations Council Inclusive Community Breakfast on September 22
 8. Annual Minority and Women Business Enterprise (MWBE) Mix-n-Meet Event on April 20 and the Minority/Women Business Enterprise (MWBE) MED Week Kick-Off lunch on September 27.
- Attended various workforce recognition and development events in the community, including the following:
 1. Chamber of Commerce Power Luncheon on October 19, which featured workforce development presentations by two State Community College

officials on "Business Leaders + NC Community Colleges = A Winning Formula"

2. Chamber of Commerce Small Business Awards Breakfast on May 3
 3. Chamber of Commerce Law Enforcement and Fire-Rescue Appreciation Dinner on June 7, which recognized City employees in the Police and Fire-Rescue Departments
 4. Eastern Carolina Vocational Center banquet on October 6, which recognizes and promotes employment of persons with disabilities
- City Manager continued serving on the Pitt Community College Continuing Education Advisory Committee, which helps to ensure that students are obtaining the skills necessary to become valuable and productive members of the workforce.
 - City Manager continued serving on the ECU MPA Advisory Board and met with MPA students when requested.
 - City Manager continued membership in the National Forum for Black Public Administrators.
 - Assistant City Manager served on ECU Urban Planning Advisory Board.
 - Assistant City Manager served on Mid-East Commission.
 - Set up City booth at the annual ECU Merchants Fair in August and at the Pitt County Fair in September and provided information on City organization, events, services, and job opportunities.
 - Participated in the City of Greenville United Way Fall Festival, which provided public exposure of various City employees, services, and departments.
 - Worked with other City representatives to evaluate professional services contracts to ensure vendors are supportive of the City's Affirmative Action Program (i.e., bank depository services, business application needs, software assessments).

Community Development:

- Conducted various recruitments for planner and other professional positions. A Black male was hired as a Planner I and a Black female was promoted to Planner II. Additionally, a Black male was promoted to Code Enforcement Supervisor.
- Advertised programs and workshops sponsored by the department through a variety of mainstream and minority media outlets including *The Daily Reflector*, *The Daily Drum*, and the WOOW radio station.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to a Black female participant.

Financial Services:

- Hired three females for the positions of Grants Accountant, Collections Technician II, and Accounting Generalist. The department also hired an Asian female for the position of Accounting Generalist. A female was promoted to the position of Collections Officer during the year as well.
- The Financial Services Director facilitated a workshop entitled "4 Generations in the Workplace: The Greatest Potential". The training was offered through the City's Human Resources Department to supervisory personnel participating in the Supervisory Training and Refresher (STAR) program. The workshop was presented to recognize generational differences in communication styles, values, and social trends and to communicate in such a way as to bridge the gap between generational communication styles. Additionally, the Financial Services Director served as a Black female representative on the discussion panel for the East Carolina University College of Business 2nd Annual Business Leadership Conference. This panel discussion was entitled "From ECU student to CEO and CFO Leadership" and it allowed students the opportunity to hear first-hand from a diverse group of university alumni about their journey to executive leadership.

- The MWBE Coordinator hosted several events in 2016 to promote diversity and inclusion. These include the MWBE Mix-n-Meet and the Minority Enterprise Development (MED) Week.
- The MWBE Coordinator sponsored several diversity events in 2016 such as the AMEXCAN Latino Festival and the NC Civil Holiday Pop Shop to showcase local MWBE firms.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to a Black female participant.

Fire/Rescue Department:

- Sponsored the third annual Jr. Fire Marshal Academy that included numerous minority participants and provided them and their families the opportunity to learn about careers in the fire and EMS industry as well as providing an opportunity for department members to interact with minority populations within the community.
- The department has 24 current officers that have participated, or are currently participating, in the City's Supervisory Training and Refresher (STAR) program. This program consists of multiple classes completed over the course of 6 months and includes training related to inclusiveness and equal employment opportunity practices.
- Sponsored a Black male to attend the Pitt Community College Fire-Rescue Training Academy in 2016. This sponsorship enabled the individual to participate in all trainings with all applicable personal protective equipment with no out of pocket expenses. Upon completion of the academy, the sponsored individual successfully completed a competitive hiring process with the department and was hired to the full-time position of F/R Officer I in October 2016.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to two Black males and one Black female.
- The department's management team held numerous informational sessions with prospective diverse applicants to go through the application process and offered hiring success tips and recommendations.
- Hired a White female to the position of Life Safety Educator, three Black males and one Hispanic male to the position of F/R Trainee, and one Black male to the position of F/R Officer I.
- Promoted three Black males to the position of F/R Officer II and one Black male to the position of Lieutenant/Deputy Fire Marshal in 2016.
- Continued use of North Carolina's Career Readiness Certificate (CRC) as part of the initial hiring process.
- Offered physical ability test practice sessions to introduce prospective candidates to the department's physical ability test and to teach proper techniques to complete the tasks involved. The test consists of a series of tasks designed to assess important physical abilities required for effective performance as a firefighter/EMT. Completing practice sessions before the test is designed to increase the success rate of applicants when performing the actual test.
- Taught numerous CPR classes to diverse populations at community schools and churches. Attendees were given information on career opportunities in the EMS and fire service fields.
- Participated in numerous events which promoted diversity and inclusiveness by educating citizens on the fire service industry. A few examples of events attended in 2016 are the Intergenerational Community Center Family Day, National Night Out, a career fair at Pitt Community College and numerous fire career and safety presentations at local public schools.

Human Resources:

- Provided training on Equal Employment Opportunity and effective interviewing practices to employees who may serve on an interview panel as an assessor. In accordance with the City's personnel policies, all individuals must receive this

- training before serving as an assessor on an interview panel to ensure that the City's Equal Employment Opportunity practices are followed and that selection processes are free from discriminatory biases or practices, whether unintentional or intentional.
- Participated in the Youth@Work program as a sponsor employer. Through the City's sponsorship of this program, disadvantaged youth were provided work experience with the City of Greenville to prepare them for future career success. The City expanded on its involvement in the program in 2016 by providing funding to allow for an additional 20 youths to participate in the program during the summer of 2016. The additional participants were among more than 25 youth participants that were provided work experience at the City of Greenville. Participants worked in several City departments such as the Police, Fire/Rescue, Recreation and Parks, Public Works, and Human Resources Departments.
 - Hired one employee, a Black female, for the position of HR Specialist II during 2016.
 - Provided training on the City's newly developed performance management system to all full-time supervisors and employees. The performance management system is designed to ensure the accurate and consistent evaluation of employee performance throughout the organization and to identify specific employee development goals.
 - Partnered with STRIVE to provide opportunities to individuals who will be transitioning into the workforce.
 - Twenty-eight supervisors and managers enrolled in the 2016-2017 Supervisory Training and Refresher (STAR) program. The class is diverse in terms of gender and racial makeup. The STAR Program is designed to help both new and experienced City supervisors and managers develop and enhance the knowledge, skills, and abilities required for successful supervision. The Program is a blend of the City's in-house training program, ICMA's *Effective Supervisory Skill Building Training Course*, and course work through the Pitt Community College Division of Continuing Education and East Carolina University's College of Business.
 - Conducted the Beginner Resources in Delivering Governmental Excellence (BRIDGE) Program. The BRIDGE Program is designed to help new employees maintain a high level of enthusiasm and bridge the gap between new hire and engaged, productive employee. New employees complete 10 hours of training that includes customer service and teamwork training during their first six months of employment with the City.
 - Offered online training to all new hires related to unlawful workplace harassment, workplace violence prevention, and drug and alcohol awareness.
 - Hosted a booth at the NC Works Veterans Job Fair and at the Marine Core Air Station Veterans Affairs Job Fair to educate veterans on the employment opportunities with the City of Greenville.
 - Attended the Pitt Community College Part-time Employment Career Fair to reach a diverse pool of the community college student population who are seeking part-time employment to aid in the affordability of community college. Additionally, the department attended a full-time employment career fair at Pitt Community College during the year.
 - The Director of Human Resources was invited to speak to students enrolled in leadership classes at East Carolina University's College of Business. The leadership courses are designed to instill students with teamwork skills and enhance their professional development.
 - A Human Resources Generalist performed mock interviews with students enrolled in leadership classes at East Carolina University's College of Business. The mock interviews are designed to assist students in attaining future employment.
 - Assisted City departments with a number of promotional processes.
 - Posted all job openings—full-time, part-time, and seasonal—on the City's website and governmentjobs.com to reach a larger audience, including media sources that reach minorities and women to ensure that prospective applicants are informed of

employment opportunities with the City of Greenville and have an opportunity to apply.

- Worked with departments to develop selection criteria that do not discriminate or tend to screen out women, minorities, and other protected class applicants.
- Made job descriptions available to applicants and to all involved in the screening and selection processes.
- Placed job opportunities advertisement, when appropriate, in minority news media and women's interest media.
- Disseminated information on job opportunities to organizations representing minorities and women when job opportunities occurred.
- Posted promotional opportunities for employees before considering external candidates, when appropriate.
- Posted job vacancies for a minimum of two weeks. When appropriate, job vacancies were posted for longer periods to allow sufficient time to establish a qualified and diverse applicant pool.
- Assisted in recommending panel members for interview panels and provided technical assistance on interviewing and selection.
- Continued an emphasis on employee training and development by providing a wide range of training programs.
- Provided reasonable accommodation to job applicants with disabilities when requested and appropriate.
- The Human Resources Manager attended and served as a committee member of the Pitt County Committee on Employment of People with Disabilities (PCCEPD). The committee provided several trainings with local employers to educate them on the accommodation and employment of people with disabilities.
- Assisted with the development of appropriate recruitment strategies for positions such as Civil Engineer II, Assistant City Attorney, Director of Community Development, and other professional and key positions.
- When requested, provided assistance in developing final interview questions.
- Recommended recruitment sources and strategies to departments to ensure that the widest possible range of applicants are informed of available positions and encouraged to apply.
- Encouraged departments to list paid and unpaid internships on City's website in order to heighten the City's visibility as an employer of choice.

Information Technology:

- Hired a Hispanic female to the position of IT Support Specialist II and promoted a Black male to the position of Network Analyst II.
- Worked with East Carolina University and Pitt Community College to recruit interns to work within the IT Department Support Group. Interns assist the City's Help Desk staff by answering phone calls, troubleshooting problems, and following up with submitted service tickets. The department's internship program prepares students for full-time positions in the information technology field. In 2016, two Black males and two White males were hired as interns.

Police Department:

- Hired 26 employees in 2016, 23 of which were hired for sworn police positions. New hires included one Black female, three Black males, one Hispanic female, one Hispanic male, and seven White females. The department also promoted 18 employees in 2016. One Hispanic female, one Hispanic male, and one White female were reclassified to the position of Police Officer from Police Officer Trainee. Additionally, one Black male and one White female were promoted to the position of Police Sergeant.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to three Black females and three Black males.

- Participated in many recruiting activities at colleges and universities in North Carolina including those with a predominantly minority enrollment. In 2016, the department attended job fairs at Appalachian State University, Western Carolina University, North Carolina Central University, Elizabeth City State University, Pitt Community College, the University of North Carolina at Asheville, East Carolina University, Wake Technical Community College, and Mt. Olive University. The department also hosted career booths at Pirate Fest and at Cherry Point Career Fairs.
- Mailed flyers to all individuals and organizations on the Greenville Police Department recruitment mailing lists, which includes institutions of higher learning and military bases. These flyers provide potential applicants an overview of what the department looks for in a qualified hire and what to expect during the recruitment process.
- Utilized the assistance of minority and female officers in the recruitment and selection process to cultivate a diverse candidate pool.
- Provided information brochures to the general public on sworn officer employment opportunities with the Greenville Police Department. The department provides this information to regional educational institutions, local minority churches, and other local civic organizations.
- Advertisements for employment opportunities were sent to local/regional newspapers, local minority radio stations, the North Carolina Justice Academy website, the military DORS (Defense Outplacement Referral System) website, the military TBB (Transition Bulletin Board) website and online job boards to reach a diverse population.

Public Works:

- Hired nine full-time employees for a variety of positions, including a White female for the position of Civil Engineer II and a Black male for the position of Building Facilities Technician II. The department also promoted ten employees which included four Black males.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to two Black male participants.
- Ensured job advertisements for professional positions were widely advertised in multiple sources.
- Continued to promote in-house training for employees. Training was offered on-site, as well as at other City facilities to accommodate employee work schedules and to promote an atmosphere of team building. These trainings were also held in an effort to increase employee job knowledge to prepare employees for career advancement.
- Partnered with a local temporary employment agency for seasonal labor. Seasonal hires are exposed to career opportunities in public works. This aids in expanding the diversity of recruitments for full-time vacant positions.
- The Sanitation Division partnered with the STRIVE program to assist participants in re-entering the workforce by providing work experience training opportunities to two Black males.
- Enabled residents to complete community service hours with the department. This provides community members with skills and knowledge related to public works which aids in preparing them for full-time job opportunities with the City.
- Continued to prepare the department's workforce for advancement by participating in courses and workshops to maintain certifications and professional licenses at various levels throughout the Department; sending employees to the City's Supervisory Training and Refresher (STAR) program; and encouraging employees to take advantage of the Employee Tuition Assistance Program.
- Participated in the City's MWBE Mix-n-Meet and Contractor Orientation Training to educate women and minority-owned businesses on the contract opportunities with the department.

Recreation and Parks:

- Promoted and hired three females for the position of Recreation Supervisor.
- Advertised job vacancies, including part-time positions, via a variety of media including flyers, department recreation center postings, department's brochures and the City's website, East Carolina University's Career Connection, Pitt Community College, *The East Carolinian* newspaper, *The Daily Reflector* newspaper, GTV-9, the North Carolina Recreation and Parks Association website, and the National Recreation and Parks Association Online Career Center.
- Participated in the Youth@Work program as a sponsor employer by providing work experience opportunities to three Black males, two Black females, and one White female.
- Conducted Lifeguard and Water Safety Instructor training to qualify citizens for aquatic positions with the City.
- Partnered with student practicums offering work experience in recreation and parks to high school, community college, and university students of diverse backgrounds.
- Offered the Junior Counselor Program to mentor and develop the future workforce. Junior Counselors work directly with summer campers, assist the administrative staff and camp counselors in implementing activities, and serve as positive role models for campers. The Junior Counselor Program was promoted through the Youth Council, local high schools, and the City's website and publications.
- Sent job announcements to professors within East Carolina University's Department of Recreation and Leisure Studies to announce during classes and to post in their classrooms. Job announcements were also provided to Pitt Community College for inclusion in their job opportunities database.
- Promoted volunteer and part-time opportunities in the department's brochures, department website, East Carolina University Intramurals Office, North Carolina High School Association, East Carolina University volunteer website and through the ECU Ambassadors.
- Provided internship opportunities to East Carolina University students interested in careers in parks and recreation.
- Provide seasonal employment opportunities to a diverse population. Examples of seasonal positions include lifeguards, program leaders, landscape grounds laborers, and camp counselors.

VI. PROGRAM FOR 2017

- A. As vacancies occur, the City of Greenville will strive to meet the following:
1. Make efforts to recruit a ratio of minority candidates that is representative of the makeup of the available workforce in the community.
 2. Increase the City of Greenville's total 2017 applicant pool compared to 2016 in order to provide a broader spectrum of applicants.
 3. Promote the recruitment, employment, and advancement of a diverse workforce, including gender, race, disability, religion, and sexual orientation.
 4. Continue to use the City's communication tools (e.g., website, GTV-9, Facebook, Twitter, YouTube, employee newsletter) to reinforce the City's commitment to diversity.
 5. Continue the internship recruitment program with local colleges to better serve City departments. Human Resources will continue to work with departments to post internship opportunities on the City's website, in addition to providing postings to college and university career centers.
 6. Continue focused recruitment efforts to attract, retain, and promote females and minorities within the organization. Some examples include:

City Manager's Office:

- Continue to recruit MPA interns from a diverse pool of state universities.
- Continue to discuss opportunities to meet staffing needs by using college interns, contract staffing, and programs such as STRIVE, WIOA, etc.

Community Development Department:

- As positions become available, the department will provide job announcements to colleges and universities that offer planning degree programs, particularly those with a significant minority enrollment.
- Continue to work with communities, neighborhoods, and partners to provide information and outreach efforts to citizens who need assistance. The department will also provide outreach to minority groups through the Community Development Department's annual Contractor Workshop, financial literacy workshops, homebuyer education workshops and neighborhood events.

Fire/Rescue Department:

- Continue to solicit the assistance of minority and female officers in the recruitment and selection process.
- Continue to build upon the department's marketing plan that includes the use of the Internet, television, radio, and other media that target minorities and other non-traditional Fire/Rescue candidate pools. All department personnel will be encouraged to assist in the outreach to qualified job applicants.
- Continue to work with Pitt Community College to provide non-traditional Fire/Rescue candidates opportunities to receive firefighting and EMT certifications.
- When actively hiring for the Fire/Rescue Trainee position, the department will continue to provide coaching on the hiring process and training for the physical abilities test.

Financial Services Department:

- Host, sponsor and participate in numerous events to promote diversity including hosting the MWBE Mix-n-Meet and the 2017 MED Week.
- List vacancies on the NC Finance Connect website.

Human Resources Department:

- Continue to identify additional recruitment sources to increase the number of qualified and diverse applicants applying for City positions.
- Continue to offer a supervisory/management training program to increase managerial efficacy.
- Continue to provide training on City personnel policies including Equal Employment Opportunity and harassment to employees.
- Continue to partner with and build upon partnerships with Pitt Community College, the Workforce Innovation and Opportunity Act (WIOA) Youth@Work program, STRIVE, and other agencies that provide employment, education experiences, and essential skills training.

Information Technology Department:

- Continue to utilize an intern recruitment program with local colleges to better serve the City and give work experience in the IT field to members of diverse backgrounds.

Police Department:

- Continue to utilize media and brochures that contain information designed to attract minorities and women. Replace the department's recruitment video with an updated version to better reach potential diverse applicants.
- Continue to solicit the assistance of minority officers and female officers in the recruitment and selection process.
- Continue to hire and send diverse Police Trainees to Basic Law Enforcement Training at Pitt Community College when funding permits.

- Continue to set up informational booths at festivals, fairs, and trade shows to further give the department more face time with potential applicants in non-traditional recruiting settings.
- Continue recruitment activities at colleges and universities with a predominantly minority enrollment.
- Continue to utilize social media as a means to attract more applicants and provide current information about the department and job opportunities.

Public Works Department:

- Continue to review hiring procedures to ensure qualified minority candidates are represented on the shortlist for interviews. Additionally, the department will advertise internally before considering external candidates when appropriate.
- Continue to work with Human Resources to advertise positions in areas that increase the visibility of positions to female and minority candidates.
- Continue to offer employment training opportunities by participating in the STRIVE work training program.
- Continue in-house training for all employees and promote career advancement by encouraging employees to take advantage of the City's tuition reimbursement program to complete a two- and/or four-year degree.
- Continue to provide educational opportunities for employees in order to stay compliant with industry standards and to gain the skills needed for advancement.
- Find innovative sources to advertise department employment opportunities such as monthly public works industry periodicals and on GREAT bus schedules.
- Continue to participate in the MWBE Mix-n-Meet and contractor's orientations.

Recreation and Parks Department:

- Continue to partner with local groups and advertising outlets to attract a diverse applicant pool such as working with East Carolina University intramurals to recruit officials; working with Pitt Community College to recruit officials; speaking to classes at East Carolina University about job and volunteer opportunities; hosting a summer camp job fair, partnering with the North Carolina High School Association to recruit athletic staff; using social media to advertise for job opportunities; and attending the Pitt County Business Expo.

- B. Continue participation and support of the City's MWBE program and participation in the Minority Business Roundtable.
- C. Continue supporting the City Council's adoption of the National League of Cities Inclusive Communities Program by working with the Community Development Department's Human Relations Officer and the Human Relations Council.
- D. Continue to promote career advancement by encouraging employees to take advantage of the City's Tuition Assistance Program to obtain an associate, bachelor, and/or master's degree.
- E. Continue to foster employment training opportunities through Project Tool-Up and the restaurant preparatory training to provide entry-level opportunities for minority and disadvantaged residents in the Greenville community.
- F. Continue to encourage diverse special project work team formation.

VII. ACTION STEPS

In order to achieve its Affirmative Action Mission Statement, the City of Greenville will take the following steps.

- A. Continue to distribute recruitment brochures and flyers as follows:
 - 1. To any individual expressing an interest in employment with the Greenville Police Department in a sworn capacity or with the Greenville Fire/Rescue Department.
 - 2. To regional educational institutions sponsoring criminal justice degree programs, fire science technology, or liberal arts program.
 - 3. To local minority churches and social organizations.
 - 4. To military bases.
- B. Continue to advertise employment vacancies in local/regional newspapers and minority publications, radio stations identifying itself as an equal opportunity/affirmative action employer.
- C. After reviewing departmental data, it is recommended that the Greenville Police Department and the Greenville Fire/Rescue Department continue to attend job fairs prior to or during major recruitment efforts to promote the City as a progressive employer providing equal employment opportunities for all persons.
- D. Send Career Opportunities Notices for advertised vacancies to individuals and organizations on the City's mailing lists, which include institutions of higher learning and military bases. See Appendix B.
- E. Post vacancies for all departments on the City of Greenville website, providing continuous access to employees and members of the public and ensuring the widest possible dissemination of available job listings.
- F. Post vacancies on the Chamber of Commerce website where they are accessible to local businesses, the Young Professionals group, and the Minority Business Roundtable.
- G. Enhance recruiting efforts by attending more local and regional community events where prospective minority applicants may be present.
- H. Post vacancies on websites, publications and other media targeting minority and female candidates.
- I. Ensure job vacancy notices provide the position's full pay range in addition to starting or expected hiring range.
- J. Periodically advertise public safety vacancies on radio stations with predominantly minority/women listening audiences.
- K. Offer training opportunities for hiring managers so that they will fully understand the City's Affirmative Action policy and are effective in carrying it out.
- L. Where feasible, explore the creation of career development and/or mentoring programs to prepare employees for promotions.

- M. Recognize employees through performance reviews, service awards, and when appropriate and available, merit increases.
- N. Continue to promote workforce diversity through the appointment of project teams to ensure opportunities are available to employees.
- O. Continue to promote workforce development by (1) offering training opportunities to employees at all levels of the organization to help advance their knowledge, skills, and abilities; (2) selecting employees from various departments to attend the Municipal Administration Course at the UNC School of Government and the Greenville-Pitt County Chamber of Commerce Leadership Institute course; (3) supporting the City of Greenville's in-house training program; (4) budgeting funds to allow for staff to attend outside professional training and conferences; and (5) continuing to offer the Employee Tuition Assistance Program to employees.
- P. Continue to use various methods to recruit diverse pools of applicants for the Citizens Academy and the City's boards and commissions.
- Q. Continue membership in the National Forum for Black Public Administrators and use this organization to post appropriate managerial and executive level vacancies.
- R. Continue to identify other opportunities to promote the City's Affirmative Action Program.
- S. Continue to partner with East Carolina University and Pitt Community College to promote work study, internship, and volunteer opportunities including involvement in advisory committees.
- T. Continue to post vacancies in various City locations such as recreation facilities and City Hall to reach both applicants from the community and within the City's workforce.
- U. Continue to have multiple layers of oversight on hiring and promotional processes to ensure compliance with City policy.
- V. Continue participation in community events that foster workforce development, diversity, and inclusiveness.
- W. Continue to advise the public of programs and services offered by the City through advertisement, workshops, and information sessions in the community.

VIII. **BUDGET ESTIMATES**

A. **Media advertisements**

1. Newspapers/publications/professional associations	\$25,500
2. Radio/TV	\$4,000
3. Job fairs	\$5,700
4. Recruitment brochures/flyers	\$4,000
5. Internet websites	<u>\$3,900</u>
Total	\$43,100

The above figures do not reflect the cost of postage or total hours spent preparing and disseminating literature and ads, nor the number of hours involved in attending job fairs.

IX. PROGRAM EVALUATION

This program will be evaluated in January, 2018 by the Human Resources Director to determine whether any issues need to be addressed or changed, with the final report submitted in February, 2018. Program strategies will be continued or revised as necessary to meet the City of Greenville's affirmative action mission statement.

City of Greenville
Workforce Analysis
As of 12/31/16

	Total White		Total White Male		Total White Female		Total Black		Total Black Male		Total Black Female		Total Female		Total Non-Black Minority	
	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total	#	% of total
City Attorney																
Employees	3	100%	2	67%	1	33%	0	0%	0	0%	0	0%	1	33%	0	0%
Applicants (1 position)	43	67%	19	44%	10	23%	10	23%	2	5%	8	19%	19	44%	3	7%
City Clerk																
Employees	3	33%	0	0%	1	33%	1	33%	0	0%	0	0%	3	100%	1	33%
Applicants (0 positions)	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
City Manager																
Employees	14	71%	6	43%	4	29%	4	29%	2	14%	2	14%	6	43%	0	0%
Applicants (5 positions)	485	57%	156	32%	120	25%	160	33%	53	11%	105	22%	240	49%	27	6%
Community Development																
Employees	33	61%	14	42%	6	18%	12	36%	4	12%	8	24%	15	45%	1	3%
Applicants (8 positions)	472	44%	99	21%	107	23%	215	46%	65	14%	148	31%	274	58%	23	5%
Financial Services																
Employees	16	44%	1	6%	6	38%	8	50%	2	13%	6	38%	13	81%	1	6%
Applicants (5 positions)	283	44%	30	11%	93	33%	134	47%	22	8%	111	39%	219	77%	15	5%
Fire/Rescue																
Employees	148	82%	116	78%	8	5%	23	16%	21	14%	2	1%	8	5%	3	2%
Applicants (3 positions)	311	58%	159	51%	19	6%	112	36%	88	28%	22	7%	42	14%	16	5%
Human Resources																
Employees	8	63%	2	25%	3	38%	3	38%	1	13%	2	25%	5	63%	0	0%
Applicants (2 positions)	210	44%	28	13%	62	30%	102	49%	18	9%	83	40%	150	71%	8	4%
Information Technology																
Employees	18	67%	6	33%	6	33%	5	28%	4	22%	1	6%	8	44%	1	6%
Applicants (3 positions)	76	41%	30	39%	1	1%	37	49%	22	29%	15	20%	16	21%	6	8%
Police																
Employees	231	75%	139	60%	34	15%	40	17%	28	12%	12	5%	51	22%	18	8%
Applicants (6 positions)	731	40%	127	17%	164	22%	378	52%	96	13%	278	38%	465	64%	33	5%
Public Works																
Employees	153	39%	51	33%	9	6%	88	58%	80	52%	8	5%	17	11%	5	3%
Applicants (16 positions)	917	35%	256	28%	66	7%	487	53%	334	36%	144	16%	231	25%	56	6%
Recreation and Parks																
Employees	57	75%	32	56%	11	19%	14	25%	13	23%	1	2%	12	21%	0	0%
Applicants (4 positions)	802	48%	263	33%	120	15%	349	44%	239	30%	104	13%	245	31%	31	4%
City of Greenville (all departments)																
Employees	684	67%	369	54%	87	13%	198	29%	155	23%	43	6%	139	20%	30	4%
Applicants (53 positions)	4330	45%	1167	27%	762	18%	1984	46%	939	22%	1018	24%	1901	44%	218	5%

Note: Application total figures will not equal sums from category totals due to 145 applicants not disclosing gender and 181 not disclosing race

Appendix A: Analysis of EEO Job Categories For Calendar Year 2016

The following eight job categories have been established by the Equal Employment Opportunity Commission (EEOC) and are used by the City of Greenville. All City of Greenville job titles are placed into one of these categories.

1. Officials and Administrators
This group is of particular importance in affirmative action planning in that these employees exercise overall responsibility for execution of broad policies or direct individual departments or special phases of the City's operations. Positions in this category include City Manager, Assistant City Manager, City Attorney, City Clerk, and department heads. Persons in this category are generally at the upper end of the pay classification system. At the end of calendar year 2016, Officials and Administrators made up approximately 2% (14) of the City's 684 full-time employees. Females held 5 (36%) of this category's positions and minorities also held 6 (43%) of the positions.
2. Professionals
Employees in this category are required to have specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. This category includes a variety of professions, such as systems analysts, engineers, Police Captains, and Fire/Rescue Captains. Professionals comprised approximately 11% (74) of the City's full-time employees. Females held 21 (28%) of all professional positions, while minorities held 14 (19%) of the positions.
3. Technicians
Employees in this category are required to have a combination of basic scientific or technical knowledge and manual skills which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Police Sergeants, Fire/Rescue Lieutenants, and Building Inspectors are among the occupations in this category. At the end of calendar year 2016, approximately 23% (154) of the City's workforce was classified as Technicians. Minorities comprised 33 (21%) of the positions held and 21 (14%) were female.
4. Protective Service Workers
Protective service workers accounted for the largest occupational category of employees, representing approximately 32% (219) of the City's full-time workforce. Employees in this category are entrusted with public safety, security, and protection from destructive forces. Police and Fire/Rescue Officers are among the occupations in this category. At the end of 2016, females comprised 18 (8%) of the positions while minorities held 56 (26%) of the positions.
5. Paraprofessionals
Employees in this category perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Examples of paraprofessional positions include Recreation and Parks program assistants. There were 32 (5%) paraprofessionals at the end of 2016, of which 22 (69%) were female and 11 (34%) were minorities.
6. Administrative Support
This category consists of employees responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Included in this category are Staff Support Specialists, Administrative Assistants, Telecommunicators, and Communications Technicians. Administrative support employees accounted for 56 (8%) of the total workforce in 2016. Females comprised 44 (79%) of the administrative support positions while minorities comprised 18 (32%).

7. Skilled Craft Workers

Skilled craft workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Included in this occupational category are skilled Equipment Operators, Master Mechanics, and Welders. Of the 58 (8%) skilled craft workers at the end of 2016, minorities held 34 (59%) positions. There were no females employed in this category.

8. Service-Maintenance

Included in the Service-Maintenance category are positions such as Animal Control Officers, Custodians, Laborers, Refuse Collectors, and Transit Drivers. These and other service-maintenance workers perform duties which result in or contribute to the comfort, convenience, hygiene, or safety of the general public or which contribute to the upkeep and care of buildings, facilities, or grounds of public property. There were 77 (11%) employees in this category at the end of 2016. Eight (10%) of this category were female and 56 (73%) were minorities.

EEO JOB CATEGORIES
Full-Time Employees
As of 12/31/16

Job Category	ALL EMPLOYEES				RACE/ETHNIC CATEGORIES											
	Total	Male	Female	W	MALE						FEMALE					
					B	H	API	AIAN	W	B	H	API	AIAN			
Officials & Administrators	14	9	5	7	2	0	0	0	0	1	4	0	0	0		
	2%	64%	36%	50%	14%	0%	0%	0%	0%	7%	29%	0%	0%	0%		
Professionals	74	53	21	44	9	0	0	0	0	16	5	0	0	0		
	11%	72%	28%	59%	12%	0%	0%	0%	0%	22%	7%	0%	0%	0%		
Technicians	154	133	21	106	22	3	1	1	1	15	5	1	0	0		
	23%	86%	14%	69%	14%	2%	1%	1%	10%	3%	3%	1%	0%	0%		
Protective Service Workers	219	201	18	152	35	11	3	0	0	11	4	2	0	1		
	32%	91%	9%	69%	16%	5%	1%	0%	5%	2%	2%	1%	0%	0%		
Paraprofessionals	32	10	22	7	3	0	0	0	0	14	6	0	1	1		
	5%	31%	69%	22%	9%	0%	0%	0%	44%	19%	0%	0%	3%	3%		
Administrative Support	56	12	44	10	2	0	0	0	0	28	13	2	1	0		
	8%	21%	79%	18%	4%	0%	0%	0%	50%	23%	4%	2%	0%	0%		
Skilled Craft Workers	58	58	0	24	32	2	0	0	0	0	0	0	0	0		
	8%	100%	0%	41%	55%	3%	0%	0%	0%	0%	0%	0%	0%	0%		
Service-Maintenance	77	69	8	19	50	0	0	0	0	2	6	0	0	0		
	11%	90%	10%	25%	65%	0%	0%	0%	0%	3%	8%	0%	0%	0%		
TOTAL	684	545	139	369	155	16	4	1	1	87	43	5	2	2		
	100%	80%	20%	54%	23%	2%	1%	0%	0%	13%	6%	1%	0%	0%		

Race/Ethnic Categories:

White (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
Black (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.
Hispanic: All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
Asian or Pacific Islander: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands.
American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

2016 Workforce Composition by EEO Job Category – Net Change from 2015

OFFICIALS & ADMINISTRATORS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	9	9	0
Female	5	5	0
Non-Minority	9	8	-1
Minority	5	6	+1
Black	5	6	+1
Hispanic	0	0	0
Asian/PI	0	0	0
AI/AN	0	0	0
TOTALS	14	14	0

PROFESSIONALS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	52	53	+1
Female	22	21	-1
Non-Minority	59	60	+1
Minority	15	14	-1
Black	14	14	0
Hispanic	1	0	-1
Asian/PI	0	0	0
AI/AN	0	0	0
TOTALS	74	74	0

TECHNICIANS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	126	133	+7
Female	18	21	+3
Non-Minority	112	121	+9
Minority	32	33	+1
Black	28	27	-1
Hispanic	2	4	+2
Asian/PI	1	1	0
AI/AN	1	1	0
TOTALS	144	154	+10

PROTECTIVE SERVICE WORKERS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	200	201	+1
Female	16	18	+2
Non-Minority	160	163	+3
Minority	56	56	0
Black	40	39	-1
Hispanic	12	13	+1
Asian/PI	3	3	0
AI/AN	1	1	0
TOTALS	216	219	+3

PARAPROFESSIONALS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	9	10	+1
Female	19	22	+3
Non-Minority	17	21	+4
Minority	11	11	0
Black	11	9	-2
Hispanic	0	0	0
Asian/PI	0	1	+1
AI/AN	0	1	+1
TOTALS	28	32	+4

ADMINISTRATIVE SUPPORT			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	13	12	-1
Female	49	44	-5
Non-Minority	35	38	+3
Minority	27	18	-9
Black	24	15	-9
Hispanic	2	2	0
Asian/PI	1	1	0
AI/AN	0	0	0
TOTALS	62	56	-6

SKILLED CRAFT WORKERS			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	47	58	+11
Female	0	0	0
Non-Minority	23	24	+1
Minority	24	34	+10
Black	21	32	+11
Hispanic	3	2	-1
Asian/PI	0	0	0
AI/AN	0	0	0
TOTALS	47	58	+11

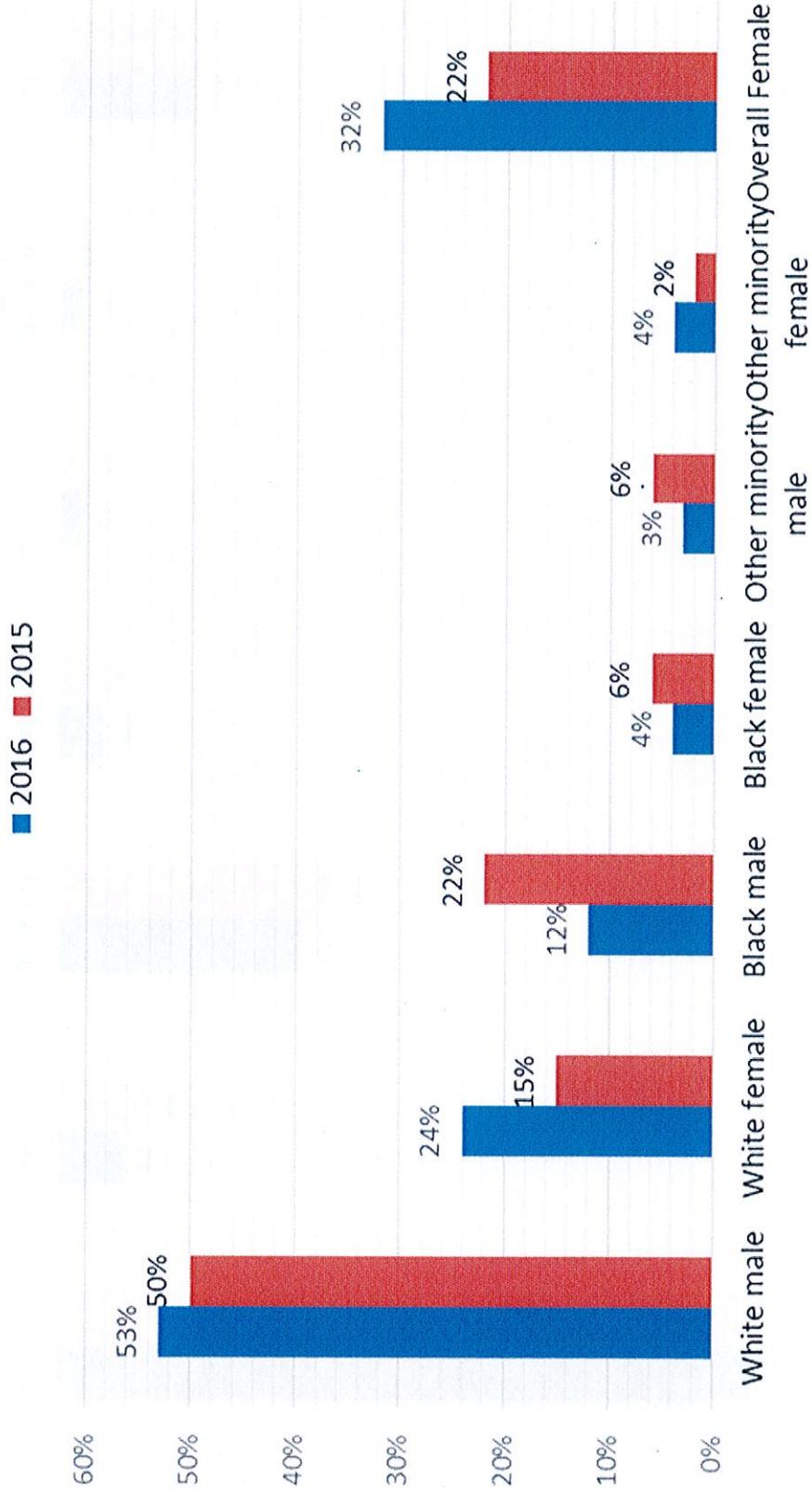
SERVICE-MAINTENANCE			
	<i>Dec. 2015</i>	<i>Dec. 2016</i>	<i>Net Change</i>
Male	89	69	-20
Female	9	8	-1
Non-Minority	28	21	-7
Minority	70	56	-14
Black	70	56	-14
Hispanic	0	0	0
Asian/PI	0	0	0
AI/AN	0	0	0
TOTALS	98	77	-21

Appendix B: Recruitment Mailing List

#	Organization	City	State	Zip Code
1	Barton College	Wilson	NC	27893
2	Beaufort County Community College	Washington	NC	27889
3	Beaufort County Department of Social Services	Washington	NC	27889
4	Beaufort County JobLink Career Center	Washington	NC	27889
5	Bennett College	Greensboro	NC	27401
6	Bethel Library	Bethel	NC	27812
7	Campbell University	Buies Creek	NC	27506
8	Carver Branch Library	Greenville	NC	27834
9	Coastal Carolina Community College	Jacksonville	NC	28546
10	Community Christian Church	Greenville	NC	27835
11	Cornerstone Missionary Baptist Church	Greenville	NC	27834
12	Craven Comm. College	New Bern	NC	28562
13	Department of Social Services	Greenville	NC	27835
14	Division of Services for the Blind	Greenville	NC	27834
15	East Branch Library	Greenville	NC	27858
16	East Carolina Behavioral Health	Greenville	NC	27858
17	East Carolina University	Greenville	NC	27858
18	ECVC	Greenville	NC	27834
19	Edgecombe Community College	Tarboro	NC	27886
20	Elizabeth City State University	Elizabeth City	NC	27909
21	Fayetteville State University	Fayetteville	NC	28301
22	Greene County JobLink Career Center	Snow Hill	NC	28580
23	Greenville Community Shelter	Greenville	NC	27834
24	Hindu Temple ENC	Greenville	NC	27858
25	Islamic Center in Greenville	Greenville	NC	27834
26	J. H. Rose High School	Greenville	NC	27834
27	Joint Public Affairs Office	Jacksonville	NC	28545
28	Journey Church (Drew Steele center)	Greenville	NC	21858
29	Koinonia Christian Center	Greenville	NC	27858
30	Korean Mission Baptist Church	Greenville	NC	27858
31	Lenoir Comm. College (JobLink Career Center)	Kinston	NC	28502
32	Lenoir Community College	Kinston	NC	28501
33	Marine & Family Services	Cherry Point, Camp Lejeune, Camp Pendleton	NC	28533
34	Martin Community College	Williamston	NC	27892
35	Martin County Community Action	Greenville	NC	27834
36	Martin County JobLink Career Center	Williamston	NC	27892
37	Memorial Baptist Church (Hispanic, Chinese)	Greenville	NC	27858
38	Mideast Commission	Washington	NC	27889
39	Mt. Calvary FWB	Hookerton	NC	28538
40	Multi-branch Pitt libraries outreach	Greenville	NC	27858
41	N. C. Central University	Durham	NC	27707
42	Nash Community College	Rocky Mount	NC	27804
43	Navy	Naval Station Norfolk, Fort Eustis, Langley AFB	VA	23604
44	NC A & T State University	Greensboro	NC	27411
45	NCWORKS Greenville	Greenville	NC	27834
46	North Carolina STRIVE	Greenville	NC	27834
47	North Carolina Wesleyan College	Rocky Mount	NC	27804

#	Organization	City	State	Zip Code
48	Pamlico Comm. College	Grantsboro	NC	28529
49	Peace Presbyterian Church	Winterville	NC	28590
50	Philippi Church of Christ	Greenville	NC	27834
51	Phillippi Missionary Baptist Church	Simpson	NC	27879
52	Pitt Community College	Greenville	NC	27835
53	Pitt County Employment Security Commission JobLink Center	Greenville	NC	27834
54	Pitt County JobLink (Vocational Rehabilitation)	Greenville	NC	27835
55	Pitt County NAACP	Greenville	NC	27834
56	SCLC	Greenville	NC	27834
57	Seymour Johnson Air Force Base	Goldboro	NC	27531
58	Shaw University	Raleigh	NC	27601
59	Sheppard Memorial Library	Greenville	NC	27858
60	St Gabriel Parish (Hispanic)	Greenville	NC	27834
61	St. Paul's Episcopal Church	Greenville	NC	27858
62	Sycamore Hill Baptist Church	Greenville	NC	27835
63	Tar River Catholic Charities	Greenville	NC	27858
64	The Salvation Army	Greenville	NC	27835
65	The University of North Carolina at Pembroke	Pembroke	NC	28372
66	Unidos Por Cristo Church	Grimesland	NC	27837
67	United Pentecostal Church	Greenville	NC	27834
68	University of Mount Olive	Mt. Olive	NC	28365
69	Vocational Rehab	Greenville	NC	27836
70	Wilson Technical Community College	Wilson	NC	27893
71	Winterville Library	Winterville	NC	28590

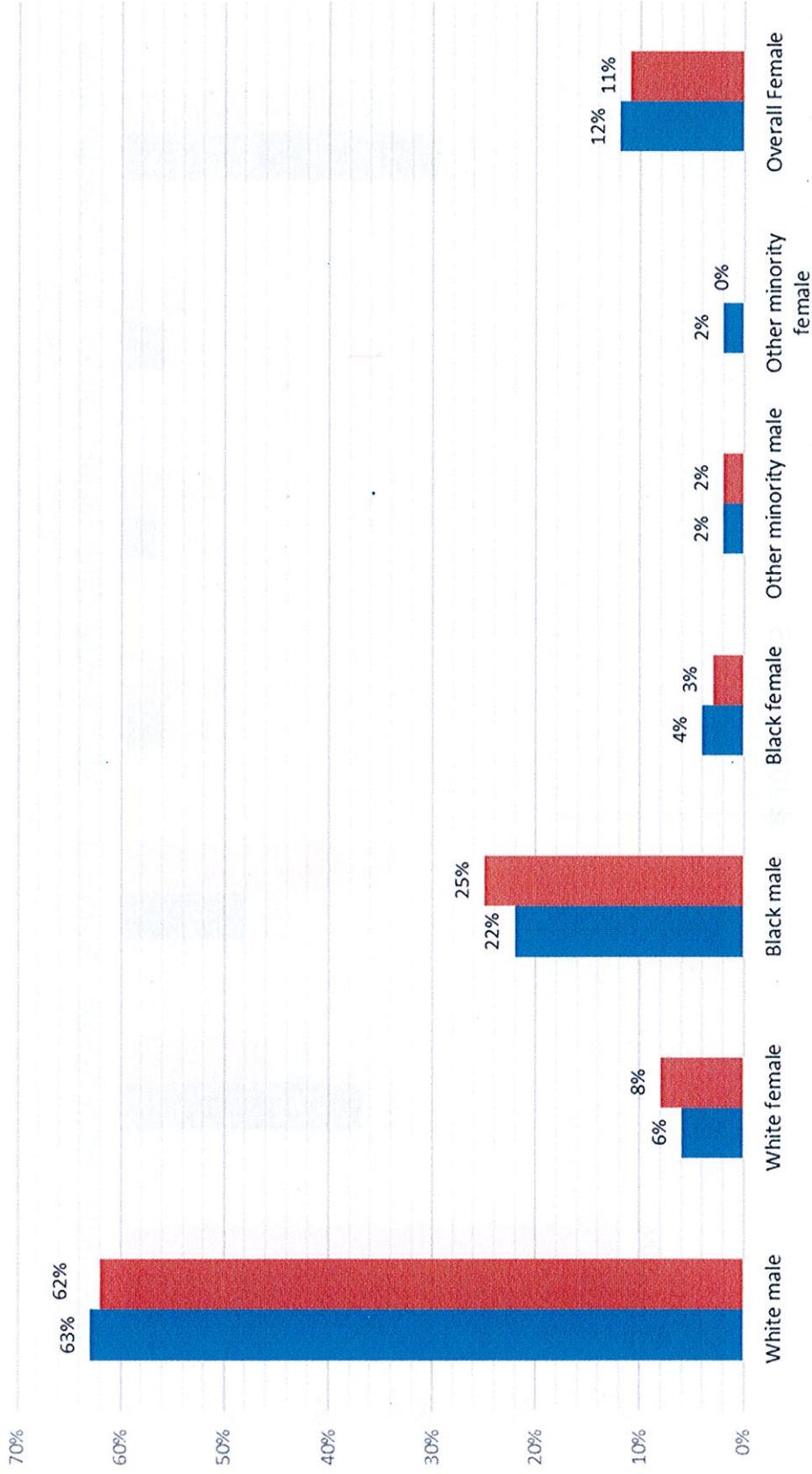
City of Greenville New Hire Demographics for 2015 & 2016



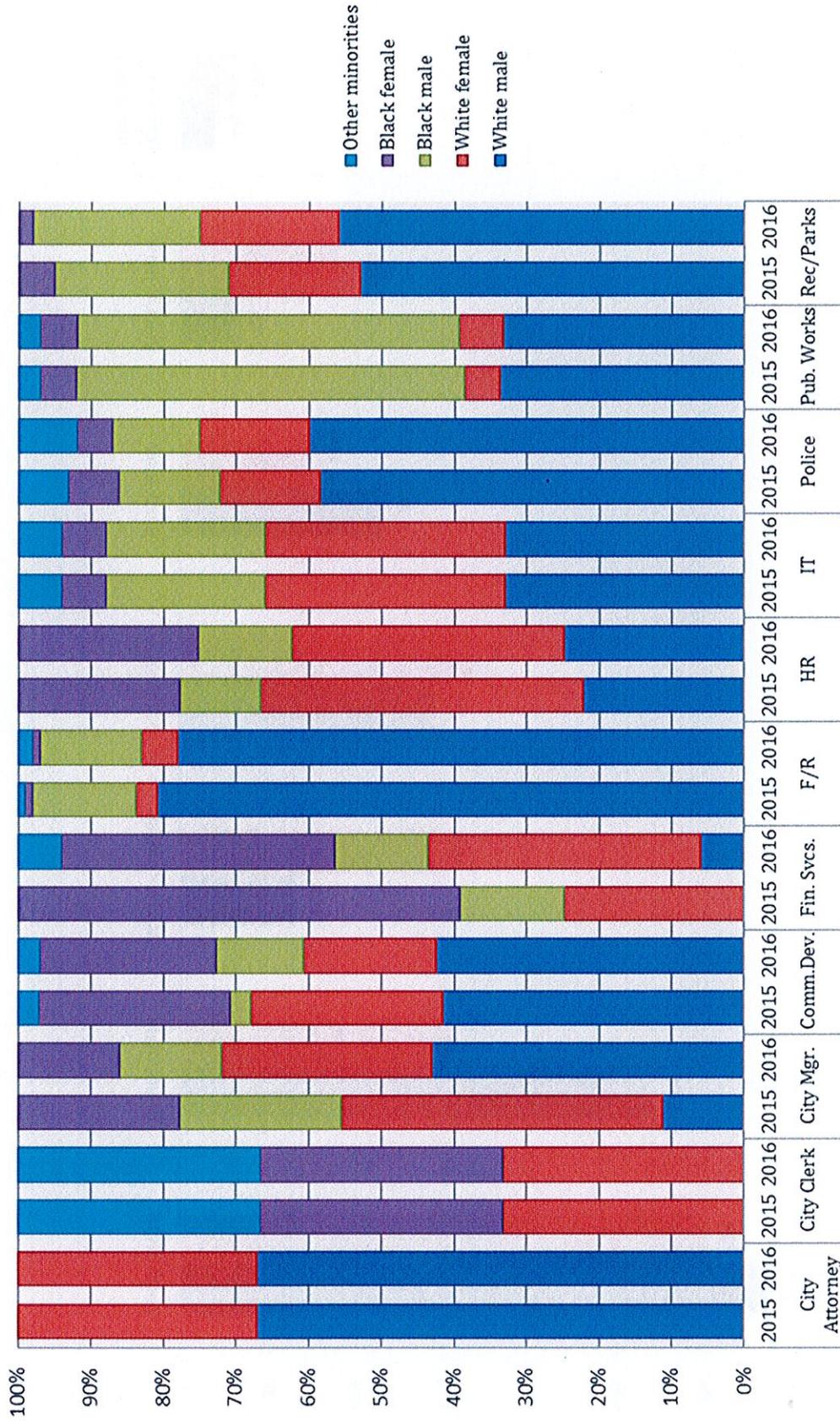
City of Greenville
Human Resources Department
100 North Main Street
Greenville, SC 29601
864.671.2000

City of Greenville Employee Promotions Demographics for 2015 & 2016

■ 2016 ■ 2015

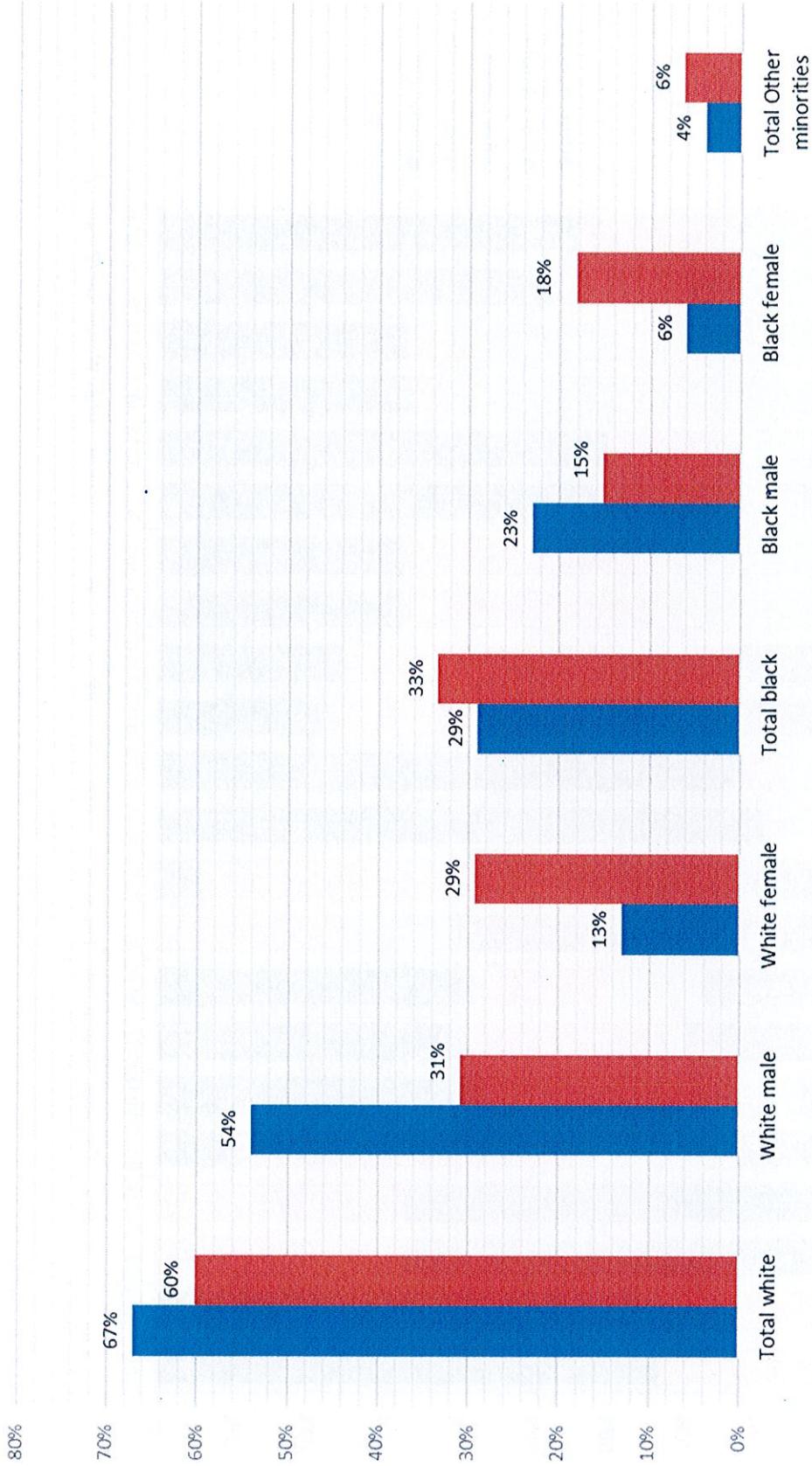


City of Greenville Departmental Workforce Analysis for 2015 & 2016



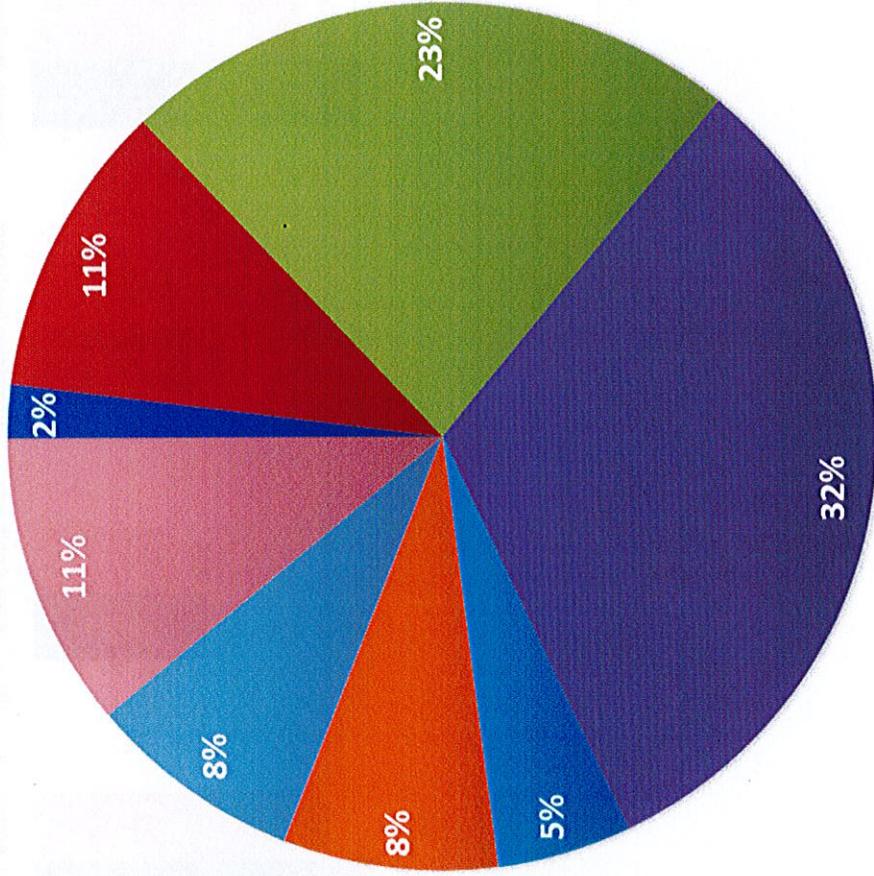
Comparison of City of Greenville Full-Time Employees to 2010 Pitt County Labor Force Census

■ 2016 City Full-Time Employees ■ 2010 Pitt County Census



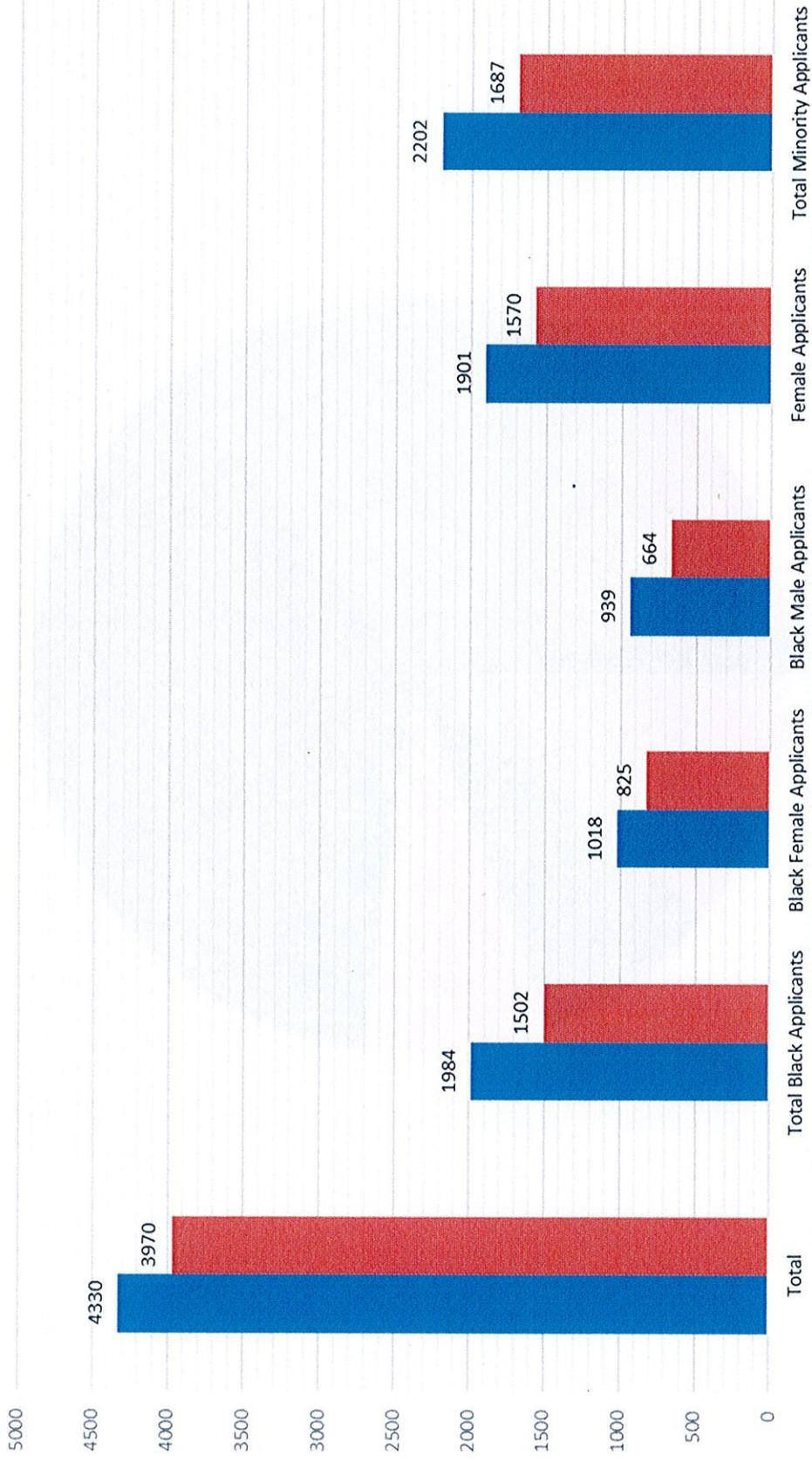
City of Greenville EEO Job Categories for 2016

- Officials/Administrators
- Professionals
- Administrative Support
- Technicians
- Protective Service Workers
- Paraprofessionals
- Skilled Craft Workers
- Service-Maintenance



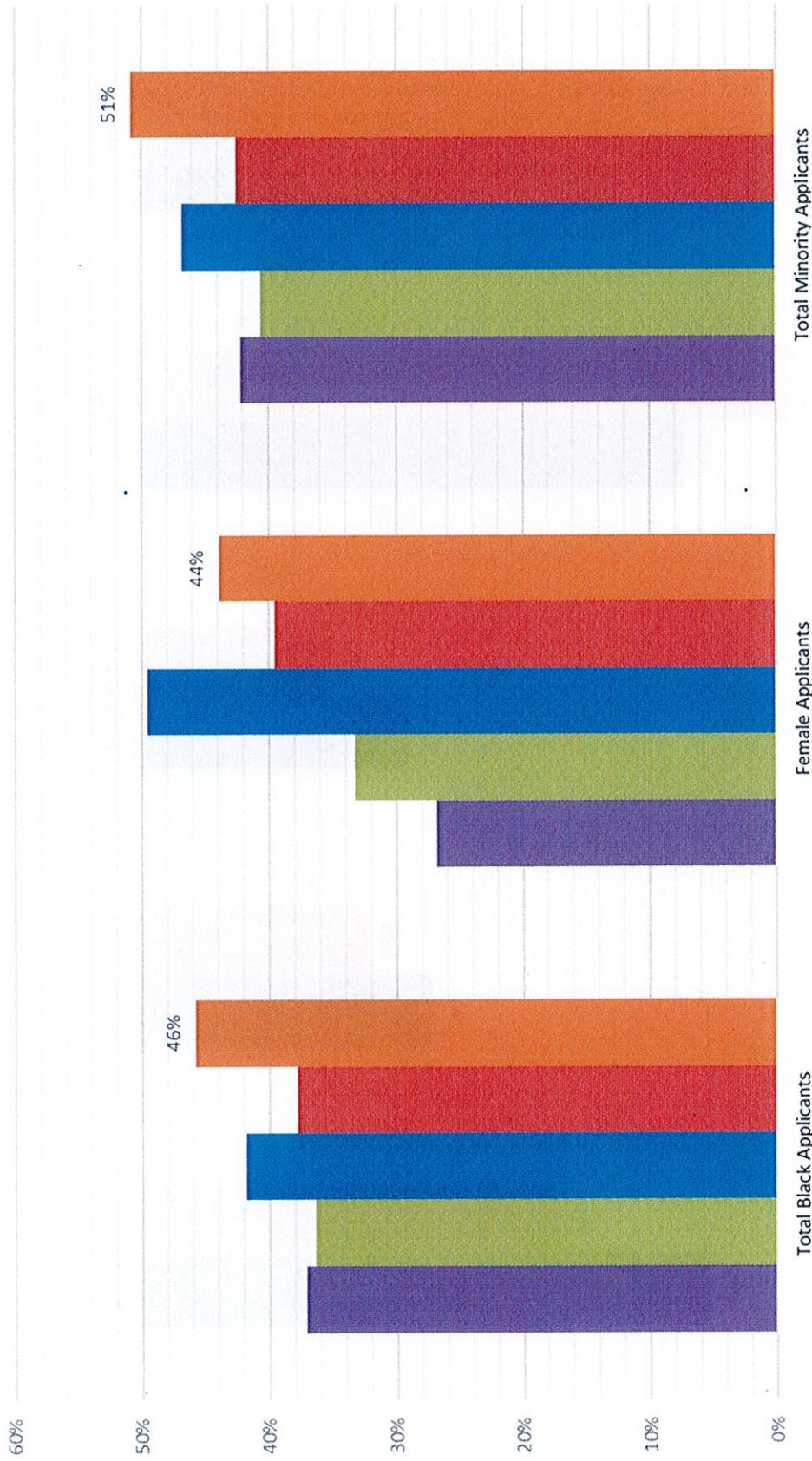
City of Greenville Applicant Demographics for 2015 & 2016

■ 2016 ■ 2015



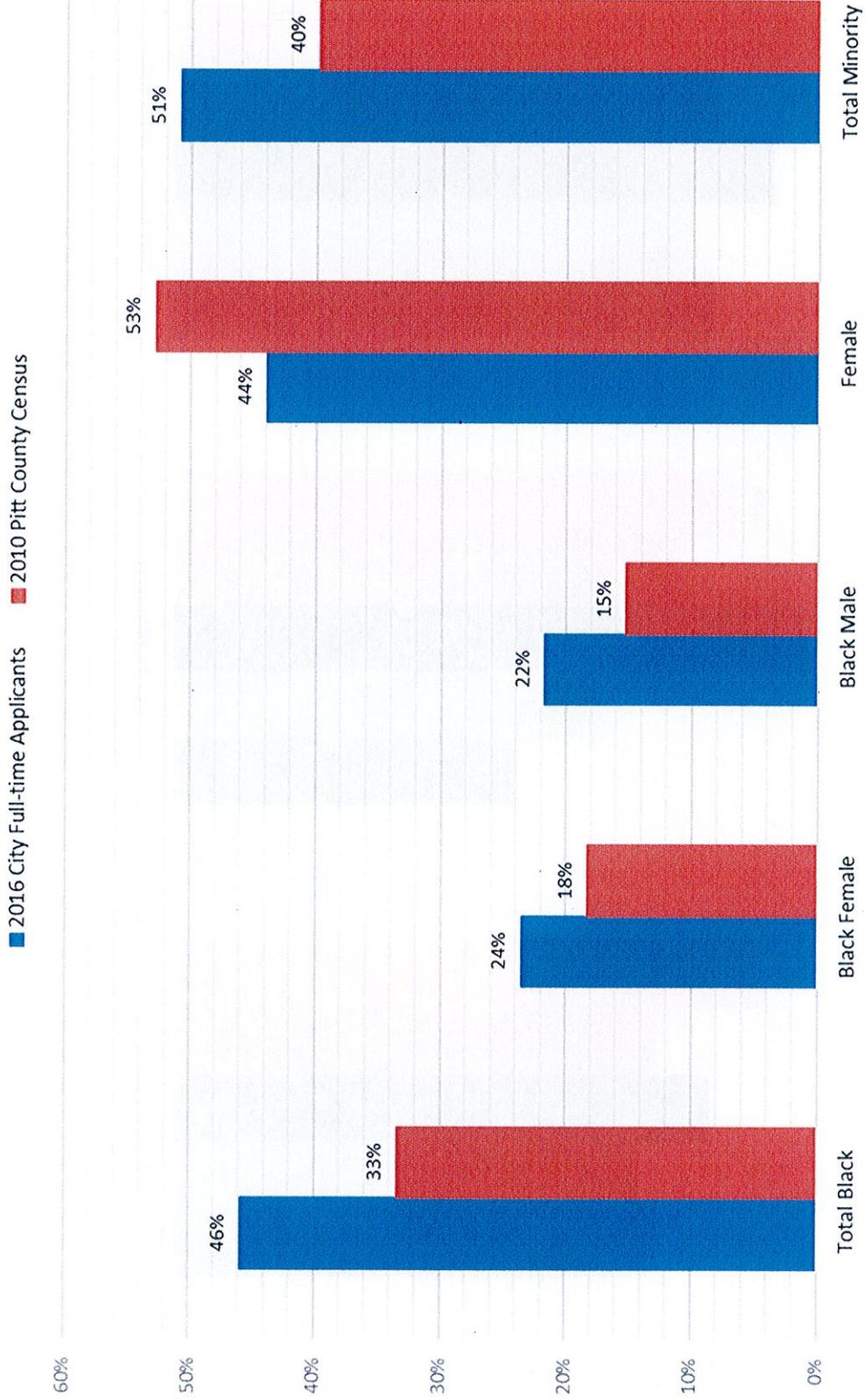
City of Greenville Demographic Percentages of Yearly Applicant Pools for 2012-2016

■ 2012 ■ 2013 ■ 2014 ■ 2015 ■ 2016



City of Greenville
Human Resources
31

Comparison of City of Greenville Full-Time Applicants to 2010 Pitt County Labor Force Census



Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Public Works Director
Date: February 8, 2017
Subject: Closure of PD/FR Parking Lot, Adjoining Lot and Plan for Parking Reassignment

The Police Department/Fire Rescue (PD/FR) parking lot currently situated at the southwest corner of the Pitt-Greene Connector/Dickinson Road intersection is planned to be closed to accommodate a private development project. The public lot immediately to the east of this lot will also be closed. A parking transition plan for those vehicles currently parking in those lots has been developed. The following information summarizes the investigation of that process including recommendations on specifics of where the current users of these lots will be reassigned and what action items need to be progressed:

The current delineated capacity of both lots is 174 spaces. However, that is not the number of vehicles that need to be accommodated elsewhere. Both of these lots are not fully utilized, and some of the spaces are currently storing both PD/FR equipment and vehicles. These vehicles/equipment will be relocated off-site to existing storage facilities. Also, the smaller adjoining lot is available to the public. Both Police and Fire Rescue were contacted to determine the minimum daily parking needs to be accommodated elsewhere. After this initial vehicle count was received, a more conservative estimate for parking needs was established. This has increased the number of parking spaces provided but will minimize conflicts. The revised information provided is as follows:

Police (PD):	110 vehicles parking daily
Fire Rescue (FR):	33 vehicles parking daily
Municipal Bldg. (MB):	4 vehicles parking daily

Total: 147 vehicles

These 147 vehicles will be re-assigned to the following locations:

Greene St. Lot

The current users of the Greene St. lot are primarily City of Greenville employees. The northeast corner of the lot is leased to the Chamber of Commerce. The graphic on the following page (Figure 1) illustrates the parking bay boundaries for each use as they are used today.

The Chamber of Commerce was contacted to confirm their minimum space needs. Staff discussed this issue with Trent McGee, Director of Public Policy and Operations, of the Chamber. The Chamber currently leases 15 spaces in this parking lot from the City of Greenville.

Existing use of the Greene St. Lot:

- 75 spaces, 4 HC spaces: City of Greenville unassigned employee spaces (Boundary outlined in red on Fig. 1)

- 31 spaces, 1 HC space: Chamber of Commerce employees and visitors spaces (Note: Chamber lease is for 15 spots. Boundaries outlined and area shaded in yellow on Fig. 1)
- Total 106 spaces, 5 HC spaces

An additional 8 spaces can be gained for City of Greenville employee use with pavement marking modifications as illustrated on Figure 2. Based on the above investigation of current use and proposed improvements, the Greene St. lot will be delineated and reserved for use as follows:

Future capacity and proposed use of the Greene St. lot:

- 99 spaces, 4 HC spaces unassigned
(Boundary outlined in red on Fig.2)
- 15 spaces, 1 HC space: Chamber of Commerce employees and visitors
(Boundary outlined and area shaded in yellow on Fig. 2)
- Total: 114 regular spaces, 5 HC spaces

Net available parking space increase to City (in this lot) = 24 spaces

OPTION: Inspections, Code Enforcement, Public Information, Finance, Planning and IT – Will have 16 City vehicles parked in this lot. Personnel who are provided a City vehicle for their daily use will only park their City assigned vehicles in these spots during the day. The City vehicles will be stored on the Public Works Compound, in a designated and reserved area, and personnel will swap out their personal vehicles upon arrival in the morning and departure at the end of the day within the Public Works parking lot. This will provide an additional 16 spaces (Inspections: 8, Code Enforcement: 4, Public Information: 1, Finance: 1, Planning: 1, IT: 1) that are currently being used by an employee for their personal vehicle and City vehicle. This would increase the number of parking spaces gained in the Greene Street lot to 40 spaces.

CenturyLink Parking Lot

The City and CenturyLink have agreed on a lease pending City Council approval. The lease is for the southern portion of the parking lot at the W. 5th Street location across from City Hall. This will provide the City with 28 - 30 parking spaces as shown in Figure 3.

Parking Deck

A specific area within the parking deck will be designated for the displaced PD/FR staff (93) or (77), dependent on option, as listed in the criteria above. This will be accomplished primarily on the second level. Currently, spaces are reserved in the deck starting at space #110 and working upward. So, the 93 or 77 spaces can be assigned from that point, specifically space numbers #109 through #17 (93 spaces) or #109 through #33 (77 spaces).

Summary of Vehicle Reassignment

Based on the above information, the assumptions for reassignment of the identified need (147 vehicles/users) are as follows:

- 30 PD vehicles reassigned to CenturyLink lot (see attached)
- 24 PD/FR/MB vehicles reassigned to the Greene St. lot (due to increased capacity of this lot)
- 93 PD/FR personnel (and other City personnel) reassigned to Parking Deck

Option: By moving City assigned vehicles to Public Works, City would gain 16 spots at the Greene St. lot and would alter the parking assignments as follows:

- 30 PD vehicles reassigned to CenturyLink lot
- 40 PD/FR/MB vehicles reassigned to the Greene St. lot
- 77 PD/FR personnel (and other City personnel) reassigned to Parking Deck

Action Items Required

It is expected that this parking transition plan will become active on or about March 1, 2017. The following tasks will need to be accomplished to affect the transition plan as described above.

Greene St. Lot:

1. All persons with City vehicles currently parking in the Greene St. lot will be notified that there will be a “dedicated” area for these vehicles. This will be accomplished by e-mail to all Department Heads. The attached figure shows the parking area that will be designated for those City employees.
2. The designated parking areas established for this purpose will be signed on-site to ensure that no other users will park in these areas.
3. The additional spaces (8) that can be gained for general City of Greenville employee use will be installed with pavement markings (4” white), as shown on Figure 2.
4. All vehicles that park here will be required to display a City of Greenville sticker on the rear of the vehicle.

Parking Deck:

1. The identified persons to be relocated from the existing PD/FR lot to the parking deck will be notified that there will be a “dedicated” area for their vehicles in the parking deck. This will be accomplished by written and oral communications with the impacted Department Heads (Fire & Police).
2. The designated parking area established for this purpose will need to be signed on-site to ensure that no other users will park in these areas.
3. All vehicles that park in these assigned spots will need to be identifiable as City of Greenville vehicles (marked vehicles) or have a City of Greenville sticker affixed to the rear of the vehicle.

CenturyLink Lot:

1. Users of the up to 30 PD vehicles to be relocated from the existing PD/FR lot to the CenturyLink lot will need to be notified of this new parking assignment by their Department Head. It is expected that this will be ready by mid-February of this year.
2. The designated parking area established for this purpose will be signed on-site to ensure that no other users will park in these areas.

General:

1. The legends on each of the signs that need to be placed at each location are currently being designed.
2. All areas reserved for specific parking use will be signed accordingly.
3. It is the intent that these spaces will be by permit only and will be reflected on the signs.
4. All vehicles parking in the Greene St. lot will additionally require a special City of Greenville sticker to be affixed on the vehicle to assist Code Enforcement in enforcing the parking of that lot.
5. All newly allocated parking areas are assigned for group use. The spaces in each area will not be individually assigned; rather the parking block area (at each location) will provide the number of spaces required and will be individually available on a first come/first serve basis.
6. Crosswalks and lighting in these areas are scheduled to be improved. All street lights in the Uptown area will be converted to LED fixtures in early 2017. Additionally, Public Works will upgrade crosswalks in the impacted areas.

Attachments

cc: Rik DiCesare, P.E., PTOE: Traffic Engineer

**Figure 1
Existing Parking Use**

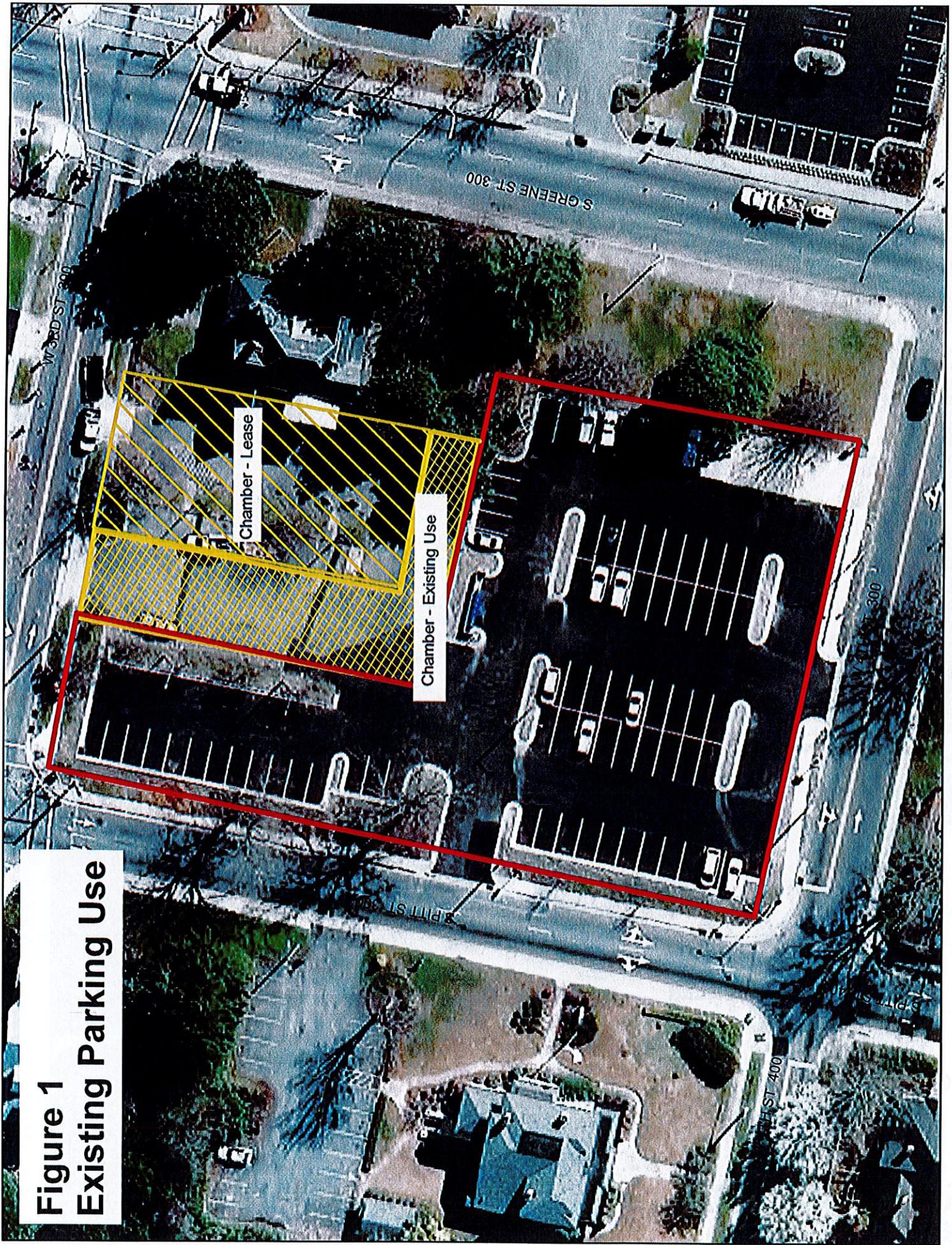
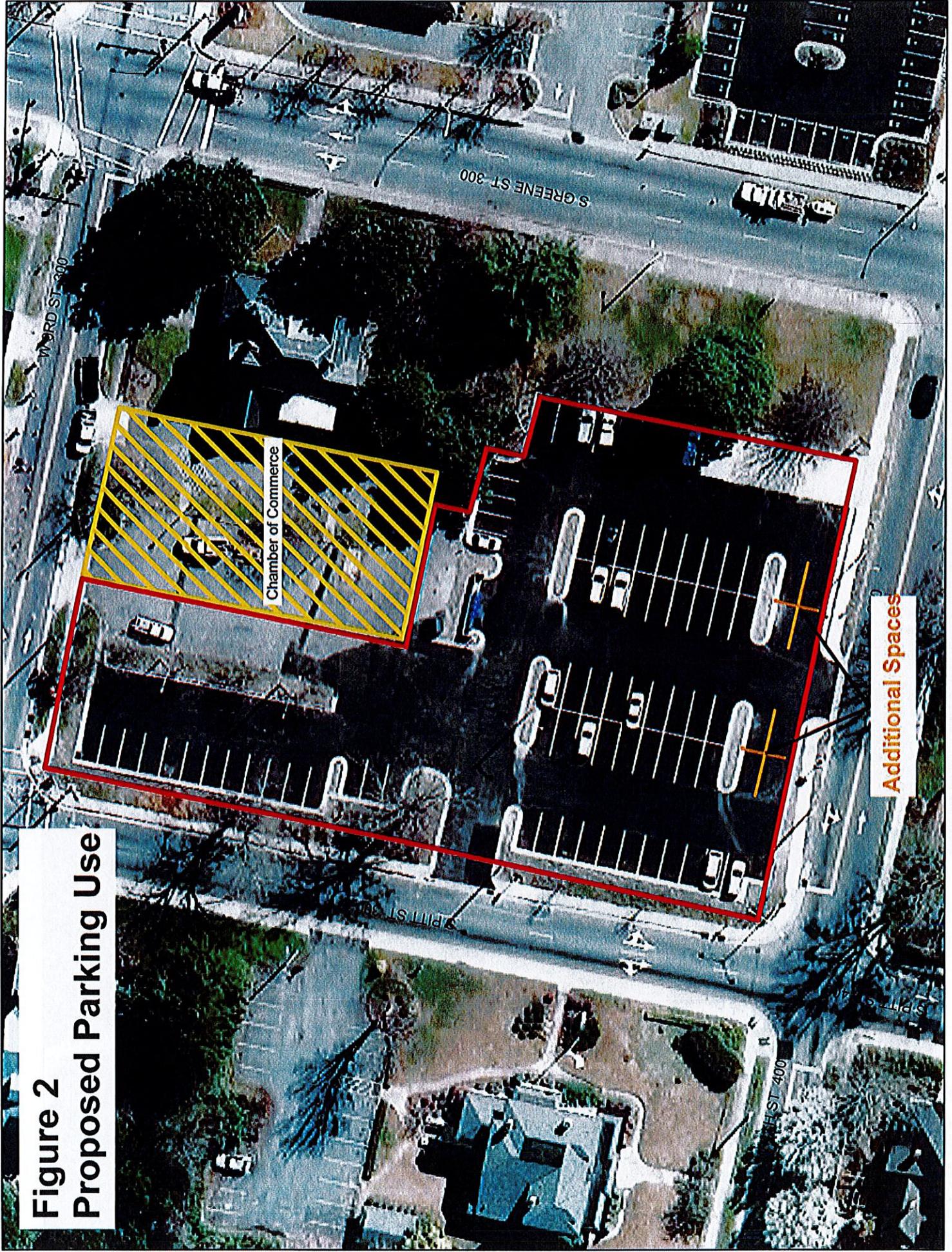


Figure 2
Proposed Parking Use



Chamber of Commerce

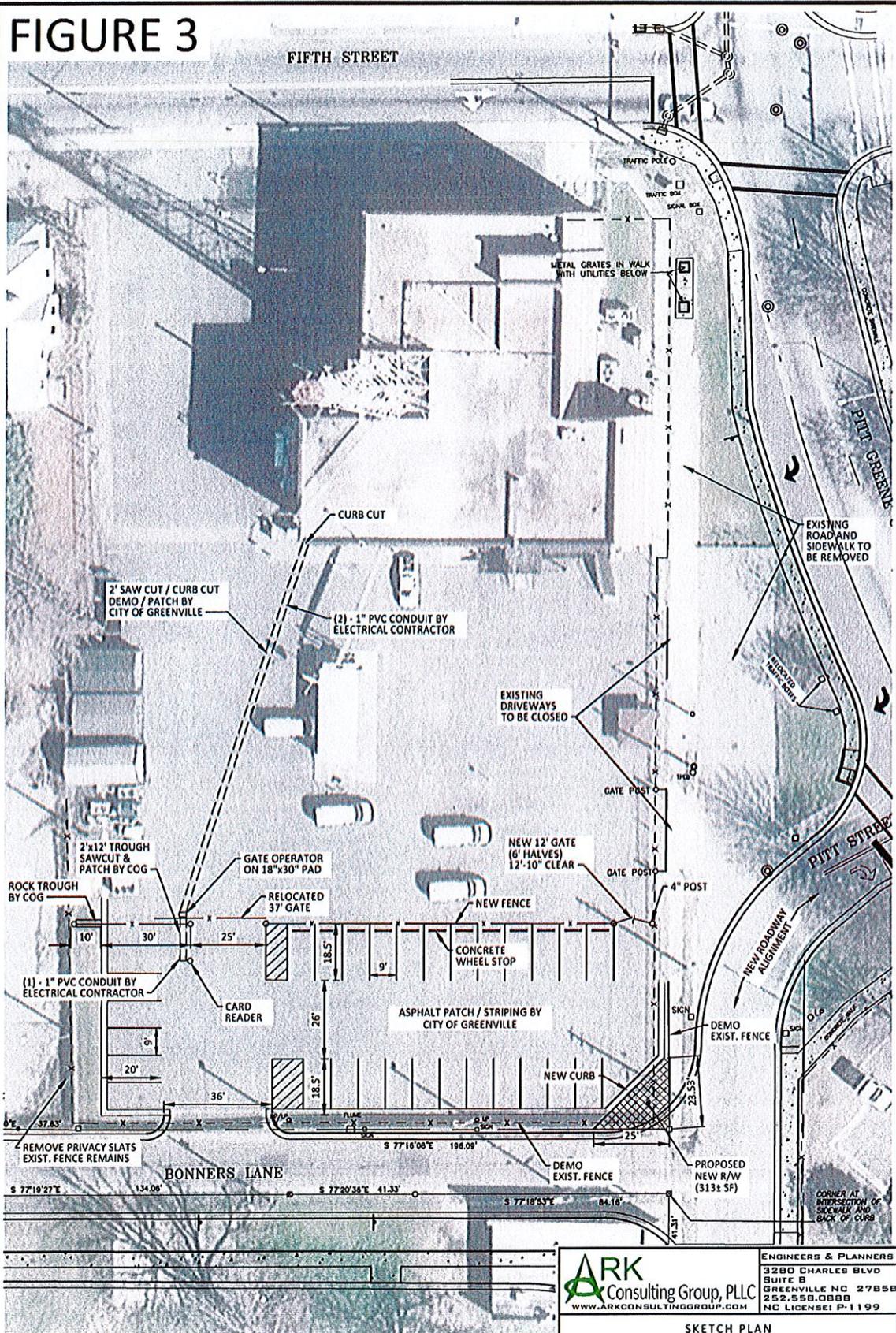
Additional Spaces

S GREENE ST 300

WORD ST 300

HST 400

FIGURE 3



ARK
 Consulting Group, PLLC
 www.ARKCONSULTINGGROUP.COM

ENGINEERS & PLANNERS
 3280 CHARLES BLVD
 SUITE B
 GREENVILLE NC 27858
 252.558.0888
 NC LICENSE# P-1199

SKETCH PLAN
CENTURYLINK
 LOCATED AT CORNER OF BONNERS LANE AND PITT STREET
 CITY OF GREENVILLE, PITT COUNTY, NC



SCALE 1" = 30'	DATE 01-20-2016	SHEET 1 of 1
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D:\Propose (Ark Consulting Group)\01 - Ark Projects\Active Projects\Greenville\15012 - Greenville Transportation Activity Center\0 - Drawings\02 - Working Drawings\CTAC - Centurylink - 2016-01-20.dwg, Enball, Scott, Thu Jan 26, 2017 at 3:00pm

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

Present:

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

Absent:

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

Staff:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Merrill Flood | <input type="checkbox"/> Christian Lockamy |
| <input type="checkbox"/> McClean Godley (City Council Liaison) | <input checked="" type="checkbox"/> Betty Moseley |
| <input type="checkbox"/> Roger Johnson | <input checked="" type="checkbox"/> David Holec |
| <input checked="" type="checkbox"/> Tom Wisemiller | <input checked="" type="checkbox"/> Ben Griffith |
-

I. Welcome

II. Roll Call

III. Approval of Minutes – October 4, 2016

Motion was made by Ms. Marshall and seconded by Ms. Siguaw to approve the meeting minutes from October 4, 2016 as presented. Motion carried unanimously.

IV. Request from CommunitySmith, LLC to Extend the Closing Date on the Uptown Theatre Property Transaction

Mr. Wisemiller presented a request from CommunitySmith, LLC to extend the closing date on the Uptown Theatre property transaction. Originally, the closing was to be 60 days from the approval of the sale. CommunitySmith, LLC has made significant progress, but must complete a few additional steps that were attached to the property. They need to complete exempt recombination process for the small parcel at the rear of the property and remove title exceptions. Extending the closing to December 31, 2016 will allow sufficient time to complete these steps and likely ensure no additional extensions are necessary.

Mr. King stated that the small parcel, approximately 20 feet wide, needed to be surveyed and recombined to the larger parcel. This is a legitimate request.

Mr. Holec stated that the contract does provide extension upon mutual agreement by both parties.

Staff recommends that the Redevelopment Commission approve the request from CommunitySmith, LLC to extend the closing date on the Uptown Theatre property transaction to December 31, 2016.

Motion was made by Ms. Siguaw and seconded by Ms. Marshall to approve the request from CommunitySmith, LLC to extend the closing date on the Uptown Theatre property transaction to December 31, 2016. Motion carried unanimously.

V. Discussion of the Small Business Plan Competition Winter of 2016 Grant Cycle

Mr. Wisemiller stated that after the July cycle for the Small Business Plan Competition, there was \$10,000 remaining in the budget for this program for fiscal year 2016-17. Grant awards have typically been \$15,000. \$40,000 has already been budgeted to this program for fiscal year 2017-18 for the next two SBPC grant cycles. The RDC SBPC committee recommends rolling over the current \$10,000 in funds, so that \$50,000 will be available for the next two grant cycles. If the RDC rolls over the current \$10,000 in funds, the program could fund three \$15,000 awards during fiscal year 2017-18.

Staff recommends that the Redevelopment Commission rollover the remaining \$10,000 in fiscal year 2016-17 funding to the Small Business Plan Competition funds for fiscal year 2017-18, as per the recommendation of the Small Business Plan Competition Committee.

Mr. King stated that originally the RDC used bond funds to support the Small Business Plan. Once the bond funds ran out the program has been supplemented by City Council on a year-to-year basis. This program has been very successful. Applicants can be awarded \$15,000 for meeting basic requirement and possibly up to \$30,000 for capital requirements.

Motion was made by Mr. Hatoum and seconded by Ms. Siguaw to rollover the remaining \$10,000 in fiscal year 2016-17 funding to the Small Business Plan Competition funds for fiscal year 2017-18, as per the recommendation of the Small Business Plan Competition Committee. Motion carried unanimously.

VI. Discussion of the GO Science Lease Committee

Mr. Wisemiller stated that at the October 4th, 2016 RDC meeting, the board voted to form a committee to discuss the conditions of a new lease agreement with GO Science. The committee is to consist of two board members from RDC and two board members

from GO Science. The next steps are to select the two RDC committee members and schedule the first meeting with GO Science representatives.

Mr. King stated that the lease committee will have the authority to negotiate any parameters for the lease. The lease will still need to be approved by the board.

Ms. Dunn stated that the last thing the board wanted was to see an organization fail. The board should be willing to make the accommodations necessary to ensure they succeed. At the last meeting, they were able to show a list of the things they had done and a list of the people serviced. The recommendations made last time was to help them be successful.

Mr. King stated that in his opinion, GO Science has already failed. He will keep an open mind and will consider any recommendation made by the lease committee. As far as the lease goes, the committee should put forth parameters that they are looking for in a lease.

Mr. Wisemiller stated that at the last RDC meeting, there was discussion regarding setting forth measurable parameters.

Mr. King stated that the lease committee should negotiate the lease with two of their representatives. They need to be able to agree to common grounds which should include the parameters the committee feels necessary. There should be some performance requirements. Examples include: 1. Hire someone who has a science background, preferably someone with a science education background. 2. Be in compliance with all wage and hour act rules and all legislation. You should be able to provide a certified opinion letter from an attorney stating that your wage practices are in compliance with the law. 3. Provide RDC with audited financial statements from an independent auditor.

Ms. Marshall asked Mr. King if he would consider getting with the lease committee, since he has experience with lease agreements and can articulate the expectations, beforehand to list the expectations.

Mr. King replied that he would suggest a one week window to meet with the committee to suggest expectations for the lease.

Ms. Dunn stated that since the committee is comprised of volunteers, then the schedule should accommodate their time. If the parameters are going to be determined by Mr. King, then there is no need for two other volunteers to sit down with GO Science just to have a conversation about the agreement.

Ms. Marshall stated that she saw this as a negotiation, not just a conversation. At the conclusion of the meeting, she expects there to be a clear path regarding the expectations for the GO Science lease.

Ms. Siguaw stated that she felt RDC was trying to manage GO Science and that it was not appropriate. We should either say yes you are doing what we want and move forward

or no to the lease, but to say what we want in regards to their management or who is hired is over-stepping the boundary.

Mr. King stated that it was the job of the landlord to decide if they were qualified tenants. It is our job as landlord to decide if they can meet the requirements of the lease.

Ms. Dunn stated that according to the minutes from the last meeting, a motion was made stating, "that a subcommittee be formed consisting of two board members from the Redevelopment Commission and two board members from the GO Science Board to discuss the conditions of a new lease agreement." She suggested that RDC proceed with implementing that motion.

Ms. Marshall stated that once the lease committee is formed, then all of the other concerns will be addressed. The committee will discuss the terms of the lease. They will not tell them how to run their business. We can put certain parameters and performance guidance as terms of the lease. During the meeting when this motion was made, GO Science was present and did not disapprove of the motion.

Mr. Holec stated that it was a common provision for a lease to state that the tenant will comply with all Federal, State and Local laws.

Mr. King asked if it was also a provision to require a nonprofit to submit audits once a year.

Mr. Holec replied yes, that is a provision allowed.

Mr. King asked if it would be a reasonable provision, or a clause, to require the business to be open for a certain number of hours.

Mr. Holec replied yes.

Mr. King asked if it would be a reasonable provision in the lease to require them to be able to meet their financial requirements for expanding.

Mr. Holec replied yes that can be included.

Mr. Flood stated that the board could either inform the committee of their concerns tonight, or the committee could meet with GO Science and bring the results back for discussion and/or approval.

Motion was made by Mr. King and seconded by Ms. Marshall to appoint Ms. Angela Marshall and Mr. Sharif Hatoum to the Lease Subcommittee to negotiate the lease and report back to the board. Motion carried unanimously.

Ms. Marshall requested that the other board members send their concerns to her and Mr. Hatoum via email.

VII. Public Comment Period

No comments were received.

VIII. Report from Secretary

a. Monthly Financial Report

Mr. Flood gave the monthly financial report.

IX. Comments from Commission Members

No comments were received.

X. Adjournment

Motion was made by Ms. Dunn and seconded by Ms. Marshall to adjourn the Redevelopment meeting at 6:38 PM. Motion carried unanimously.

Respectfully submitted,

Signature on file

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

FEBRUARY 2017

DIRECTOR

1. At the request of City Council, staff are issuing a Request for Proposals (RFP) to look into the possibility of the Bradford Creek Public Golf Course being operated under a private golf course management company. This is being done to investigate whether there is a more economical way to operate the course. Responses to the RFP will be due back mid-March. At that point, they will be evaluated based on such criteria as the degree of any costs to the City, quality of service to the public, etc. From those evaluations, a decision as to whether to move forward with this new operational method.

Obviously this creates some understandable uncertainty and worry for the Bradford Creek staff, and that is truly unfortunate. But while we wait for the results of the RFP process, staff continue to look for ways to reduce costs or increase revenues – and service – at the Bradford Creek Golf Course.

2. Staff have been busy planning for our spring and summer programs, and the department's new spring and summer program brochure is now available for the public. It is also available electronically within the Recreation and Parks Department's pages on the City's website at www.greenvillenc.gov.
3. Accolades continue to come in regarding the Town Common Playground. Landscaping has now been completed, and the facility will look even more dynamic come spring!
4. A key fob entry system is being instituted at South Greenville Recreation Center, and over 800 people have registered and 254 have been issued a key fob, which is scanned each time they visit the center. Once their photo has been taken, that image will appear on the computer screen each time they check in. A convenient and effective security measure.

In February and beyond. . .

1. 2/1 Red Cross Blood Drive held at Public Works.
2. 2/1 *ABCs of Painting* began; Jaycee Park Center for Arts & Crafts.
3. 2/1 *Painting Studio* began; Jaycee Park Center for Arts & Crafts.
4. 2/1 *Addicted to Art* began; Jaycee Park Center for Arts & Crafts.
5. 2/2 *Mommy/Daddy & Me Crafts Corner*; Jaycee Park Center for Arts & Crafts.
6. 2/4 *Special Olympics* track practice began.
7. 2/6 Summer camp registration began.
8. 2/6 *Greenie League* Registration began.
9. 2/7 *Bucket Drumming* began; Eppes Recreation Center.
10. 2/7 *iPhone and iPad* classes for Seniors began; South Greenville Recreation Center.
11. 2/8 AM & PM sessions of *Learn to Throw* began; Jaycee Park Center for Arts & Crafts.
12. 2/8 New Session of *Creative Oasis* begins; Specialized Recreation.
13. 2/8 *Specialized Recreation Valentine's Day Dance*
14. 2/9 *Creating for the Kitchen* begins; Jaycee Park Center for Arts & Crafts.
15. 2/11 *Clay Castles Workshop* held; Jaycee Park Center for Arts & Crafts.
16. 2/13 *Future Stars Soccer* registration ends.
17. 2/13 *Youth Basketball* Tournament begins.
18. 2/13 Staff members Sara Caropreso, Darris Sawyer, Chasity McCurdy, and Sophie Duncan attending NCRPA Special Events Planning Workshop in Chapel Hill
19. 2/15 *Wellness - Lunch and Learn: Diabetes* (Session 1).

20. 2/16 *Alphabet Soup* begins; Jaycee Park Center for Arts & Crafts.
21. 2/17 *A.B.L.E Social Group* program; Specialized Recreation.
22. 2/18 Hosting *Jr. NBA Skills Challenge* for ages 14 & under at South Greenville Recreation Center.
23. 2/19 & 26 *Ronald Vincent Indoor Batting Clinic*, 1:30-3:30 PM at The Sports Connection.
24. 2/19 Championship Day for Youth Basketball (tentative date).
25. 2/22 *Wellness – Lunch and Learn: Diabetes* (Session 2).
26. 2/23 Team Fee Deadline for *Adult Futsal, Kickball and Volleyball*.
27. 2/23 *Youth Basketball* ends; Eppes Recreation Center.
28. 2/25 *Intra-squad Tri-Meet* at Aqua Venture (GAFC swim team).
29. 2/25 Summer camp job fair at Drew Steele Center from 10:00 AM-2:00 PM.
30. 2/25 *STAR's Cultural Arts Day*; Jaycee Park Center for Arts & Crafts; Specialized Recreation.
31. 2/25 Job Fair to recruit summer camp staff; Drew Steele Center.
32. 3/1 *Wellness – Lunch and Learn: Diabetes* (Session 3).

PARKS DIVISION

PARKS COORDINATOR

1. GAFC plumbing renovation has been substantially completed. There are just a few minor details to finish the project. 
2. Held a pre-bid meeting for the H. Boyd Lee Park HVAC Replacement after rejecting the bids in December. One contractor attended this meeting, however this contractor failed to submit a bid on time. After receiving direction from the Purchasing Manager, a local contractor was contacted and submitted a bid on 1/21, which is currently being reviewed by staff.
3. Parks Coordinator and Parks Superintendent met with Councilmember P.J. Connelly and representatives of the Westhaven Neighborhood to discuss a possible location for a playground for 5-12 year olds. The proposed location was accepted with the understanding the existing backstop will be replaced with a smaller backstop and installed in a different location. Currently waiting on pricing and layout from Cunningham Construction for the new playground.
4. Interviews were held for three (3) vacant Designated Part-Time Park Ranger positions. Anticipate receiving final approval from Human Resources shortly.
5. Currently working developing bid packages for FY18 Facility Improvement Program (FIP) projects.



PARKS MAINTENANCE

1. Landscape crews – annual ballfield restoration active; leaf and debris collection completed; graded area of Greenway to drain water from asphalt trail; hauled away debris from River Park North cleanup days; winter storm prep at all facilities; snow and ice removal of parking lots and sidewalks at all facilities; and set up for Bradford Creek Soccer Complex for *Beast of the East Soccer Tournament* and spring soccer season.
2. Custodial crews – provided cleaning services and litter collection.
3. Technician crews – Installed new doggie pot waste stations on Greenway and new park signs at various park locations; and assessing signage for possible replacement. Smaller completed projects included repairing HVAC units at River Park North and H. Boyd Lee Park; hole patched in surfacing at Kristin Drive Playground; removed graffiti at South Greenville and Kristin Drive Playgrounds; installed eye wash station at South Greenville Recreation Center; assembled furniture and table games at Jaycee Park and South Greenville Recreation Center, etc.
4. Hurricane Matthew recovery efforts have continued with meetings and documentation with FEMA representatives. Projects have been identified and repairs are ongoing.

RIVER PARK NORTH (RPN)

1. **January Activities:**
 - a. 5 public programs, attendance 46 (*MLK Day of Service, First Day Hike, Christmas Bird Count, Race Directors Clinic, Sylvan Heights Bird Trip, etc.*)

- b. 45 private programs, attendance 57 (Birthday Party, Wellcome Middle School)
- c. 1 large shelter reservation, attendance 100.
- d. 2 drive-to camp site rentals, total 2 campers.

2. January Updates:

- a. RPN staff has completed replacing the wood on all park benches at the back of the park. Bench repairs at the front of the park were completed in the fall 2016.
- b. Completed testing of US Cellular remote trail camera.
- c. STEAM Lab planning meeting (NC Museum Grant) with GUC, ECU's STEM Center, Pitt County Schools, and LAST).
- d. MLK Day volunteers, with help from the maintenance crew, removed three truckloads of vegetation near the small shelter to open up a 270 degree view of water around the peninsula.



3. Coming in February

- a. 8 public programs (*Make a Wish Trail Blaze Challenge Meeting, South Tar Greenway Cleanup, Fairy Houses, Pettigrew State Park Trip, etc.*)
- b. 5 private/group programs (Birthday Party, Wellcome Middle School).
- c. Post Matthew South Tar Greenway cleanup scheduled for Saturday, 2/11 from 9:30 AM – 12:30 PM.
- d. Response to NC Connect PARTF grant application for accessible pedal boat facility expected in February or March.
- e. Posting for summer staff positions (Facility Attendant, Park Attendant, and Camp Counselors).

PARKS PLANNING

- 1. South Greenville Recreation Center
 - a. The contractor, Stocks & Taylor, has completed all of the interior punchlist items, LEED Commissioning and electrical work on the multipurpose field.
 - b. The contractor is currently completing closeout procedures including training for staff, as-built documentation, and providing repair and replacement materials to Parks Maintenance Staff.
- 2. Town Common
 - a. With the inclusive playground being substantially complete, the contractor continues to address punchlist and warranty related issues. All punchlist and identified warranty items will be completed in February.
 - b. The contractor has ordered all of the building material for the fishing pier and will mobilize to begin construction the week of 2/13.
 - c. City Council approved the request from GRPD to move forward with construction and bid documents for the Sycamore Hill Gateway Plaza and restroom facility. The RFQ for professional services will be advertised in mid-February.
 - d. Bid documents for demolition of the radio tower will be issued in mid-February. The demolition is scheduled to begin after 4/17.
- 3. Tar River Legacy Plan
 - a. GRPD has contracted with Unshakeable Builders to complete the concrete work and furniture installation at the overlook pavilion on River's Edge Park. The work will be complete in mid-February.
 - b. Sound Rivers and its contractor are substantially complete with the camping platform at River Park North. Construction on the second platform at the Phil Carroll Nature Preserve site, will begin in late February.

4. Park Land Acquisition
 - a. The final closing and contract to purchase the WestPointe parkland will occur in February. The first public input meeting is being scheduled for mid-February.

BRADFORD CREEK PUBLIC GOLF COURSE

1. January Revenues: \$23,910 Target: \$28,023
2. Rounds of Golf: 894
3. Weather or Maintenance Effected Days: 20
4. FootGolf Rounds: 4 Revenue: \$40
5. Total Revenue for Short Course/FootGolf FY 17 to-date: \$1,649
6. February Events
 - a. 2/7 *Carolinas Golf Association Rules Seminar* (High School and College Coaches) at Bradford Creek.
 - b. 2/19-21 Golf Pro attending Carolinas PGA Annual Conference and Merchandise Show to maintain certifications.

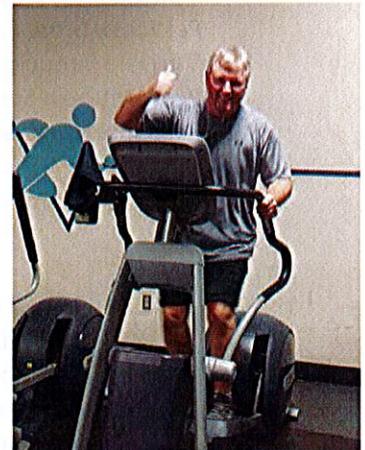
RECREATION DIVISION

AQUATICS & FITNESS CENTER (GAFC)

1. GAFC will be one of the host sites for the upcoming Coastal Plain Senior Pickleball League.
2. Staff resumed in-service training for Lifeguards.
3. Staff training held on weekends for recertifying CPR/AED & First Aid.
4. 2/6 GAFC *Waist Removal* program recruitment underway. Maximum registration: 12. Open to Exercise incentive program requiring participants to work 2 - 1 hour sessions weekly with assigned fitness trainer plus one (1) or more times weekly training on their own to complete requirements.

CITY OF GREENVILLE WELLNESS PROGRAM

1. 1/17 *Fitness Performance Life (FPL)* – Eight employee participants selected (4 COG/4 GUC); 10 week incentive program.
2. 1/23 *Live Healthy America (LHA)* National Challenge through Chamber of Commerce. Employees form teams of 2-10 members.
3. 1/23-24 51 registrants for *10-n-10 Incentive Weight Loss* program for COG/GUC employees. Employee with the highest percentage of weight loss will earn a \$50 bonus from Wellness. December winner: Freddie Martin. →



SPORTS CONNECTION

1. 1014 tokens sold.
2. Total attendance: 2,157.
3. 01/06 *Group Batting Lessons* (6 participants) and *Parent/Child/Individual Batting League* began.
4. 01/07 Registration continues for *Group Batting Lessons/Session 2*.
5. 01/10 Registration continues for the *Annual Ronald Vincent Batting Clinic*.

YOUTH ATHLETICS/ H. BOYD LEE PARK (BLP)

1. 1/2 *Future Stars Soccer* registration began.
2. 1/7 First day of *Youth Basketball* games.
3. 1/17-18 Youth Athletics Recreation Supervisor attended State Wide Athletics Committee (SWAC) Winter Meeting. Athletics will host two (2) sectional basketball tournament in March at D.H. Conley High School.

ADULT ATHLETICS / BLP

1. 1/4 *Adult Basketball* began with 17 teams playing games at South Greenville Recreation Center and Eppes Recreation Center.

RIVER BIRCH TENNIS CENTER (RBTC)

1. 1/3 *Winter After School* tennis class resumed after holiday break (21 participants).
2. 1/4 *Winter Quickstart* tennis class resumed after holiday break (22 participants).
3. 1/12 Tennis Pro, Chris Hinson spoke to Greenville Morning Rotary.
4. 1/27 Tennis Pro attended NC Tennis Association's Coaches Workshop & Tournament Directors' Workshop.
5. 1/28-29 Tennis Pro completed Professional Tennis Registry's 11-17 year old Teaching Certification Workshop.
6. 1 ball machine rental; 10 private lessons given.

DREW STEELE CENTER (DSC) / ELM STREET CENTER (ESC) / B.E.T. BUILDING

1. 7 B.E.T. Community Center rentals; total attendance 873.
2. 3 rentals held at the Drew Steele Center; total attendance 347.
3. 1/9 First day of *Youth Basketball* games.

SOUTH GREENVILLE RECREATION CENTER

1. 1/9 *After-School Sports Academy*; 14 participants.
2. 1/18 *Girls Leadership Program*; 15 participants.
3. Approximately 800 registered facility users to date.

EPPEs RECREATION CENTER/THOMAS FOREMAN PARK

1. 1/23 *Youth Basketball* games began; 45 participants.
2. Hosting *Adult Athletics Winter Basketball League* in January and February. →
3. Rentals:
 - a. Meeting room 3 rentals 25 in attendance



SPECIALIZED RECREATION

1. 1/17 *Swimming* practice began; 20 athletes.
2. 1/18 *Bowling* practice began; 61 athletes.
3. 1/19 *Sing for Joy Choir* began.
4. 1/20 *A.B.L.E. Paint Social* held; 15 participants. →
5. 1/21 *Cheerleading* practice began; 17 athletes (3 first time athletes).
6. 1/24 *Heart & Soul Choir* began.



ARTS AND CRAFTS CENTER

1. 1/4 *ABCs of Painting* began; 4 participants registered.
2. 1/4 *Painting Studio* began; 8 participants registered (full).
3. 1/4 *Addicted to Drawing* began; 4 participants registered.
4. 1/16 *Young Potter's Wheel* began; 4 participants registered.
5. 1/17 Both sections of *Let it Snow & Valentines Clay* began; 7 participants registered.
6. 1/18 *Addicted to Art* began; 4 participants registered.
7. 1/19 *Sewing 102* began; 6 participants registered (full).
8. 1/23 Monday sessions of *Ballet & Tap Dance* began; 34 participants registered.
9. 1/25 Wednesday sessions of *Ballet & Tap Dance* began; 32 participants registered.
10. 1/26 *Try it! Art Series* began; 7 participants registered.
11. 1/28 *Fairy Houses Workshop* began; 7 participants registered.
12. Rentals:
 - Auditorium 13 rentals 420 in attendance
 - Meeting room 1 rental 10 in attendance
 - Craft room 207 12 rentals 119 in attendance

SENIOR AND ACTIVE ADULT SERVICES

- 1/16 *Beginner, Intermediate, and Advanced Bridge* Classes began at Drew Steele Center; 32 participants.
- 1/27 Held District Senior Adults meeting for NCASCC (North Carolina Association of Senior Citizens Club); 11 participants.
- 1/30 Held State Senior Meeting for NCASCC; 24 participants.

Respectfully submitted,



Gary N. Fenton, Director of Recreation and Parks



River Park North
GREENVILLE, NORTH CAROLINA

CALENDAR OF EVENTS



JANUARY



FEBRUARY

CONTACT INFORMATION

Walter L. Stasavich
Science & Nature Center

1000 Mumford Road
Greenville, NC 27858

Phone: 252-329-4560
Fax: 252-329-4547

PARK OPERATING HOURS

May 1–August 31: 6:00 AM–8:00 PM
September 1–October 31: 7:00 AM–7:00 PM
November 1–February 28: 8:00 AM–5:00 PM
March 1–April 30: 7:00 AM–7:00 PM



1 First Day Hike
All Ages
Sunday January 1 9:00–11:00 AM
Start the year off on the right foot take a first day hike with Nature Center staff through the park. Bring your camera and dress for the weather, we will hike approximately 2 miles.
Fee: Free

7 OpenAva
Ages 5 & up (with adult)
Saturday January 7 2:00–3:00 PM
In this fun, creative program we'll learn why the ancient art form was created and how it's fun today. The outfit gets a little messy! All parts are available.
Fee: \$5, Greenville Resident Fee: \$3.

16 Milk Cow of Service
All Ages
Monday January 16 9:00–11:00 AM
Come for an hour or two and help maintain the trails at River Park North. Projects include removing debris, trash, and invasives from along the trails. Volunteers working for at least an hour will receive coupon for free admission to the nature center, bring work gloves, water and long pants.
Fee: Free

20 Croatan National Forest
Ages 12 & up (with adult)
Friday January 20 9:00 AM–4:00 PM
Bring your hiking shoes and see if you last for a half a day of hiking in the Croatan National Forest. No mountains or hills here just the flat lands and pockets of flatland North Carolina. What will we see in the pieces of the Croatan? Bring a backpack, we will picnic at the park. Meet at Joyce Park.
Fee: \$45, Greenville Resident Fee: \$12

27 Sylvan Heights Waterfowl Park
All Ages
Friday January 27 9:00 AM–3:00 PM
This is a waterfowl watching trip to Sylvan Heights Waterfowl Park and Ice-Cream. Sylvan Heights has the largest collection of waterfowl in the world. The trip will be guided by one of the staff members of the waterfowl park. The fee will cover coat of entry into the park and the guide fee. Meet at Joyce Park.
Fee: \$25, Greenville Resident Fee: \$20



10 Pettigrew State Park
Ages 12 & up (with adult)
Friday February 3 9:00 AM–9:00 PM
Would you like to hike through a cypress swamp and see waterfowl sitting on lake shelves? Come along on a hiking trip along the trails at Pettigrew State Park. You can see a hard earned Indian canoe that is located at the parking area of one of their buildings. There are only two of these canoes that are frozen, one is at Lake Phelps and the other is in the North Carolina History Museum. Meet at Joyce Park.
Fee: \$18, Greenville Resident Fee: \$15



11 Baldie Bird Review
Ages 6 & up (with adult)
Saturday February 11 2:00 PM–3:00 PM
Develop your child's bird-eye coordination, foster creativity, and create a habitat for wildlife in your back yard. All tools and materials will be supplied.
Fee: \$16, Greenville Resident Fee: \$12



18 Fairy House Festival
All Ages
Saturday February 18 2:00 PM–4:00 PM
Limited only by your imagination fairy houses are whimsical habitats built by families, children, and nature lovers. Reconnect with nature and spark your imagination, all are welcome. Come in costume, free hot chocolate and a campfire to keep warm.
Fee: Free

Ages: 2-3 years
AQUA TOTS SWIM CLASS
Greenville Aquatics & Fitness Center

Aqua Tots is the new way to transition swimmers from parent support to group learning. This class will start with parents in the water, but transition them out so swimmers can comfortably gain self-reliance. Aqua Tots prepares participants for swimming fundamentals by introducing new skills, equipment, and games. Parents also gain a better understanding of their child's skills.

2017 Winter/Spring Schedule

401006.04	Monday & Wednesday	January 30–February 22	5:30 PM–6:00 PM
401006.01	Tuesday & Thursday	February 28–March 23	5:30 PM–6:00 PM
401006.02	Monday & Wednesday	April 3–April 24	5:30 PM–6:00 PM

Class fee: \$75; Discounted Greenville Resident: \$50; GAFC Members: \$40

Greenville
 AQUATICS & FITNESS CENTER

Register online at greenvillenc.gov or at the Aquatics & Fitness Center. Please call (252) 329-4041 for more information.

GREENVILLE RECREATION & PARKS
2017 SUMMER TENNIS PROGRAMS

YOUTH TENNIS

Preschool Tennis	Ages: 3–4	Tuesday	9–9:45am	June 13–July 25
Preschool Tennis	Ages: 3–4	Tuesday	5:30–6:15pm	June 13–July 25
Preschool Tennis	Ages: 3–4	Thursday	9–9:45am	June 15–July 27
Preschool Tennis	Ages: 3–4	Thursday	5:30–6:15pm	June 15–July 27
Quickstart 6 & U	Ages: 5–6	Tues & Thurs	9–9:45am	June 13–July 27
Quickstart 6 & U	Ages: 5–6	Tues & Thurs	5:30–6:15pm	June 13–July 27
Quickstart 8 & U	Ages: 7–8	Mon, Wed, Fri	9–10am	June 12–July 28
Quickstart 8 & U	Ages: 7–8	Mon & Wed	5:30–6:30pm	June 12–July 26
Quickstart 10 & U	Ages: 9–10	Mon, Wed, Fri	10–11am	June 12–July 28
Quickstart 10 & U	Ages: 9–10	Mon & Wed	5:30–6:30pm	June 12–July 26
Youth Beginner Tennis	Ages: 11–15	Tues & Thurs	6:15–7:15pm	June 13–July 27
USTA Jr. Team Tennis Teams	10 & Under	TBA	TBA	June 12–July 27
USTA Jr. Team Tennis Teams	12 & Under	TBA	TBA	June 12–July 27
USTA Jr. Team Tennis Teams	14 & Under	TBA	TBA	June 12–July 27
USTA Jr. Team Tennis Teams	18 & Under	Mon-Thurs	10–11:30am	June 12–July 27

ADULT TENNIS

Beginner Plus Class	Monday & Wednesday	7:00 PM–8:00 PM	June 12–August 2
Intermediate Plus Class	Tuesday & Thursday	7:15 PM–8:15 PM	June 13–August 3

Preschool Tennis Fee: \$45, Discounted Greenville Resident: \$30
Morning Quickstart 8 & U and 10 & U Fee: \$75, Discounted Greenville Resident: \$50
All Other Programs Fee: \$60, Discounted Greenville Resident: \$40

Weather Make-Up Policy: If 3 or more classes are missed due to weather one additional week of class will be added for that program.

Register at River Birch Tennis Center or online at greenvillenc.gov beginning February 6. For more information, please contact Chris Hinson at (252) 329-4559 or chinson@greenvillenc.gov.

For full tennis program descriptions go to: webtrac.greenvillenc.gov > Athletics > Tennis Programs

Greenville
 NORTH CAROLINA
 RECREATION AND PARKS

Discover Your Creativity at

Cultural Arts Day
 SUPPORT TEAM FOR ACTIVE RECREATION

Saturday, February 25 • 9:30 AM–3:30 PM
Jaycee Park — 2000 Cedar Lane

Breakfast, lunch, and transportation are provided!

Greenville
 NORTH CAROLINA
 RECREATION AND PARKS

To register, please call Jaimie at (252) 847-4400

Fencing
 LESSONS

AT ELM STREET CENTER

Learn one of the most exciting, safe, and fastest growing sports in the nation at a recreational and competitive level! Eight-week sessions for beginner, intermediate, and advanced classes.

Tuesdays • January 10–February 28
 Wednesdays • January 11–March 1

Fee: \$38 | Discounted Greenville Resident Fee: \$25

Greenville
 NORTH CAROLINA
 RECREATION AND PARKS

Register at any Greenville Parks and Recreation facility or online at greenvillenc.gov. For more information, please call (252) 329-4650 or email rwarren@greenvillenc.gov.