

NOTES

TO: Honorable Mayor and City Council Members
FROM: Barbara Lipscomb, City Manager *BL*
DATE: February 15, 2017
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Merrill Flood, Assistant City Manager, regarding filling of vacancies in the Inspections Division
2. A memo from Gary Fenton, Recreation and Parks Director, providing a Recreation and Parks development update
3. A memo from Gary Fenton, Recreation and Parks Director, regarding marketing initiatives for the Greenville Aquatics and Fitness Center
4. A memo from Gary Fenton, Recreation and Parks Director, regarding corporate recruitment for the Greenville Aquatics and Fitness Center
5. A memo from Brock Letchworth, Public Information Officer, regarding the 2017 Citizens Academy
6. A memo from Les Everett, Chief Building Inspector, regarding building permits issued during January for new residential and commercial construction
7. A monthly report from the Inspections Division for January
8. An agenda for the February 15, 2017 Police Community Relations Committee and minutes from the January 10, 2017 meeting
9. A letter from Ed Applegate, HR Business Partner at Convergys Corporation, regarding a notification of program closure

mc

Attachments



Find yourself in good company

TO: Barbara Lipscomb, City Manager
FROM: Merrill Flood, Assistant City Manager
DATE: February 15, 2017
SUBJECT: Filling of Vacancies in the Inspections Division

As requested, I am providing an update regarding the filling of vacant positions within the Inspections Division. This information was also provided to the City Council at the February 9, 2017 City Council Meeting during the City Manager's Report. The Inspections Division recently experienced turnover of 3 full-time inspectors; one retired and two others accepted positions in other jurisdictions. These vacancies occurred generally throughout the month of January 2017 at various dates.

On February 7, 2017, Tim Fulford who retired on January 1, 2017, was brought back in a part time temporary role after completing the required 30-day lay-out period as required by the NC Local Government Retirement System. Also, Mr. William Whaley was hired on a temporary basis in the plans reviewer capacity on February 10, 2017 to review plans on a temporary basis. Les Everett, Chief Building Inspector, is also working to establish a mutual aid type agreement on an ongoing basis with Washington County to contract additional inspector services as needed. These temporary positions will be in place until the vacancies are filled by individuals with the required NC Building Inspector certifications.

The recruitment process over the past weeks has yielded qualified candidates, and staff is in the process of evaluating the qualifications of those individuals for further follow-up.

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: February 15, 2017
Re: Recreation and Parks Development Update

Three updates related to Town Common:

- **Radio Tower:** An Invitation to Bid and bid documents for the demolition of the radio tower at Town Common have been posted on the “Current Bid Opportunities” page of the City’s website. Recreation and Parks will facilitate a pre-bid conference in Room 328 of City Hall on February 21, 2017 at 2:00 p.m. A site visit will be offered immediately following the pre-bid conference. Bids will be received at the Recreation and Parks Administrative Office in Jaycee Park at 4:00 p.m. on Wednesday, March 1, 2017.
- **Sycamore Hill Gateway Plaza and the Town Common Restroom Facility:** Today the City released an RFQ seeking design professionals for the development of construction documents related to the Sycamore Hill Gateway Plaza and the restroom facility at Town Common. The RFQ will be advertised on the “Current Bid Opportunities” page of the City’s website for a 30 day period, and then Statements of Qualifications (SOQ) will be received Wednesday, March 15, 2017. The SOQs will be evaluated by a review panel made up of City staff from Recreation and Parks, Planning, Community Development, and Financial Services.
- **Bradford Creek Golf Course Request for Proposals (RFP):** A request for proposals has been issued on February 10, 2017 to thirty-four (34) private Golf Management operators for management of the Golf Course Operations. Responses to the proposal are due March 17, 2017. Staff will evaluate the proposals and make a recommendation to City Council.

Please let me know if you have any questions.

cc: Merrill Flood, Assistant City Manager
Lamarco Morrison, Parks Planner

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: January 25, 2017
Re: Marketing Initiatives, Greenville Aquatics & Fitness Center

We recently received an inquiry from some Council Members regarding staff efforts used to encourage more participation and new members at the Greenville Aquatics and Fitness Center . . . how staff works to market the facility.

Examples of the normal marketing initiatives employed at the Greenville Aquatics and Fitness Center include:

- Advertisements in the Daily Reflector, 0 to 3 annually.
- Publishing GAFC information in yearly magazines such as Health File, Medical Directory, Pitt County Fact Book, Her Magazine, etc.
- Staff submit information to publications such as: Greenville Times, NC East African American Caucus, The Daily Drum, Sudden-link Media-Eastern Carolina Network, Chamber of Commerce map book, and Rx Express Marketing (ads on shopping bags used in local stores such as Harris Teeter, CVS, and others).
- The City's Public Information Office, which supports GAFC marketing through the designing of flyers, advertisements and announcements which are then utilized on GTV-9, on the City's website, on our FaceBook page and in the Recreation and Parks program brochure. Examples are on the final page of this document.

In addition, the PIO staff developed a 30-second commercial (for GTV9 & Social Media) promoting first of the year specials, and recently a 2-minute membership drive video. Shots of the GAFC are also included in two other video productions airing on GTV9: The Youth @ Work program and the Recreation & Park Commission Meeting intro.

In addition, attractive bulletins are frequently posted on GTV9 that promote GAFC programs.

- A GAFC banner rotates through the GRPD's indoor facilities, along with handouts, posters and flyers being displayed and available at those sites.
- GAFC updates are regularly posted on our FACEBOOK page.
- GAFC has acquired TWITTER and Instagram pages.
- GAFC is listed on the YELP search engine.

- The GAFC is listed on sites that offer memberships covered through insurance companies, such as *Silver Sneakers*, *Silver & Fit*, and *PRIME*.
- 6-10 times a year staff participate in health fairs, employee fairs, and public and business events such as the Business EXPO.
- 4-8 times a year GAFC staff present at meetings of local businesses groups or service clubs such as Kiwanis, Jaycees, church groups, etc.
- GAFC offers public training programs such as the American Red Cross lifeguard training & family water safety program.
- GAFC hosts a **Family Fun Day** yearly, inviting the public to sample the facility and participate in free programming.
- The annual **Kids Triathlon** ("*Splash and Dash*") is open to the public and brings many youngsters and their families to the GAFC, possibly for the first time.
- GAFC has partnerships with groups such as the ECU Lifelong Learning and area schools hosting programs on site.
- E-mail announcements and updates sent to GAFC members are also posted on the GAFC page of the GRPD website
- Staff use "every avenue available" to announce programs and promote memberships, as listed in the document "Marketing Guidelines and Contact Information," attached.

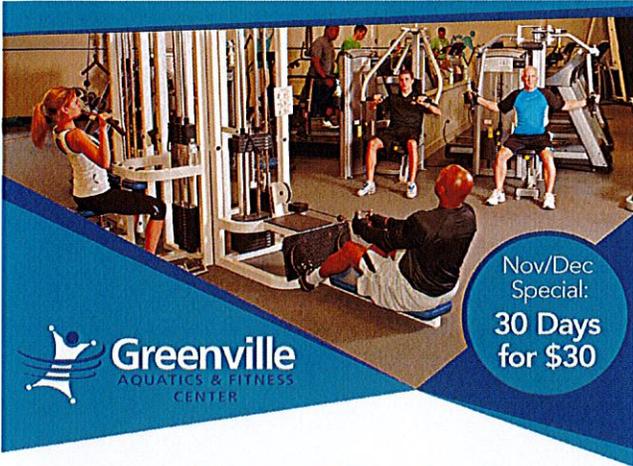
NOTE: — Tracking the effectiveness of advertising initiatives is a challenging endeavor, as response can fluctuate due to economy, time of year, and the growth or decline of other facilities in the area. A common trend for the public in regard to the timing of looking for new fitness opportunities is New Years, springtime, summer specials, and staff work to focus on those annual opportunities.

Staff work to gather information from new members— How did you learn about us? Why did you choose us? We hear a wide variety of sources/reasons such as displeasure with another facility, location, medical/health need, referrals, and of course, word of mouth.

Marketing of the GAFC is an on-going endeavor and challenge for center staff, but they always will welcome new ideas and opportunities for "getting the word out."

Please let me know if there are any questions.

cc: Merrill Flood, Assistant City Manager
 Don Octigan, Interim Recreation Superintendent
 Kathleen Shank, Recreation Manager



Nov/Dec
Special:
**30 Days
for \$30**

Celebrate GAFC's 30 Year Anniversary!

Member Appreciation Days November 1–December 31

Non-members: *Enjoy 30 days at GAFC for only \$30!*

Black Friday Special: First 30 new members to join on November 25 can get 6 months for the price of 3 when they join with our quarterly payment plan.

921 Staton Road • (252) 329-4041 • greenvillenc.gov

Find yourself in good company®

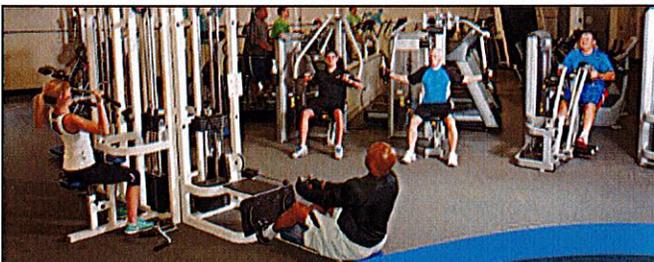


Host your next birthday party with us!

Ages 4 & up

- 1 hour of swimming
- 1 hour in the party room
 - 8 balloons
 - Up to 20 children

Saturdays 1:30 PM–3:30 PM, Sundays 3:30 PM–5:30 PM
 Package cost: \$150, Discounted Greenville Resident: \$100, GAFC Member: \$70
 Register at the Aquatics & Fitness Center or call 329-4041



A MEMBERSHIP CLUB THAT OFFERS:

- An indoor swimming pool with aquatics programs
- Cardio equipment, bikes, and free weights
- Exercise classes featuring Zumba, Muscle Max, Aerobics, Yoga, and MORE!
- Full-court, air-conditioned gym



Call 252.329.4041 for more information or visit greenvillenc.gov.



Ages: 6-24 months

WATER BUGS SWIM CLASS

Greenville Aquatics & Fitness Center

Water Bugs introduces infants and parents to the aquatic environment. Parents are taught proper entries, holding techniques, and the importance of playing with infants in the water during formative years. Class also includes play group days so participants can access the pool to practice skills.

2017 Winter/Spring Schedule

401005.01	Tuesday & Thursday	January 31–February 23	5:30 PM–6:00 PM
401005.02	Monday & Wednesday	February 27–March 22	5:30 PM–6:00 PM
401005.03	Tuesday & Thursday	April 4–27	5:30 PM–6:00 PM

Class fee: \$52, Discounted Greenville Resident: \$35, GAFC Members: \$25



Register online at greenvillenc.gov or at the Aquatics & Fitness

MARKETING GUIDELINES AND CONTACT INFORMATION
Greenville Recreation & Parks
GAFC Program / Event Marketing Form

Name of program/event: _____

Date of program/event: _____

Press release completion: _____

Poster Completion: _____ Copies printed: _____

Coordinator Approval:

Name _____ Phone # _____ Date _____

Release Dates:

2 months: _____

1 month: _____

2 weeks: _____

1 week: _____

Media Source contacted

	2 months	1 month	2 weeks	1 week
City PIO team	_____	_____	_____	_____
Daily reflector	_____	_____	_____	_____
Channel 7 WITN	_____	_____	_____	_____
Channel 9 WNCT	_____	_____	_____	_____
Channel 12 WCTI	_____	_____	_____	_____
Public Cable-GPAT 23	_____	_____	_____	_____
WCZI/WPGM Radio	_____	_____	_____	_____
City WEB SITE	_____	_____	_____	_____
Henry Hinton talk show	_____	_____	_____	_____
Pirate Radio talk show	_____	_____	_____	_____
Pitt County Chamber	_____	_____	_____	_____

Media Sources

City Page, Cable Channel, etc.

Public TV – GPAT 23 - Frank Schenck (Shank) 756-3018 Locusno1@aol.com

TV Channel 7 756-9566 fax
News Director email- stephanie.shoop@witn.com
Post community events- <http://www.witn.com/community>

PITT County Schools - Heather Mayo position open at this time

Daily Reflector Main 252-329-9500
Kim Grizzard - kgrizzard@reflector.com
Calendar of Events – Natalie Sayewich is nsayewich@reflector.com
Community Column – community@reflector.com.
Request Scene around gallery- Bobby Burns baburns@reflector.com
Her magazine- Jane Welborn judson@reflector.com
Mixer Editor- Natalie Sayewich nsayewich@reflector.com

Bobby Burns, Executive Editor, 329-9572, baburns@reflector.com

All other email addresses follow the pattern of first initial & last name, followed by @reflector.com.

Mike Grizzard, Associate Editor, 329-9580

Nate Summers, Sports Editor, 329-9595

Tony Castleberry, sports writer, 329-9591

Ronnie Woodward, sports writer, 329-9592

Shannon Keith, city reporter, 329-9579

ECU's TV channel 99 – Donna McDonald 744-2228 mcdonaldd@ecu.edu

WCZI/WPGM Radio: 94.3 country, Hot 96, 103.7 98.3 light, & 94.1 Eagle. 1 min. ad is \$10 on 98.3, \$25 on 94.1, \$35 on Hot 96 **will do PUBLIC ANNOUNCEMENTS**

Pirate Radio 317-1250
Troy Dreyfus troy@pirateradio1250.com
Jonathan Ellerbe ellerbe@pirateradio1250.com

Channel 9 – 355-8500
Children's Programming Loi Hamm lhamm@wnct.com
Newsdesk@wnct.com to put info. On Community Calendar go to website.

Channel 12 –638-1212
Carolyn Stevens Program Director cstevens@wcti12.com

Programming programming@wcti12.com

107.9 WNCT 757-0011, Fax-757-0286
Wayne Carlyle carlyle@1079wnct.com

103.7 WTIB 355-1037
Production Director prod@ibxmedia.com

Greenville Times- Ryan info@greenville-times.com

Greenville-Pitt County CVB calendar & e-newsletter-email info@visitgreenvillenc.com

Pitt County Chamber of Commerce: Bi-weekly email is used for community events such as 5ks benefitting non-profits, health fairs, kid's triathlons, etc. Cannot take membership specials or programs. Please send us a short, 2-3 sentence summary of events. Also include contact info or Web site for more information.

Newsletter

The newsletter can be used for the same things as above plus, if space allows, can run new programs you offer, community pool opening & membership specials. Please send us a short paragraph (approx 50 words) about the topic. Feel free to include a photo.

Greenville Recreation & Parks Department

Media Release

FOR IMMEDIATE RELEASE

Contact Info

- At a minimum, every press release should include the full name of the appropriate contact person, their phone number, & their email address. A website URL should also be added, & a mailing address can be added optionally.

Headline

- The headline is like a title. It needs to convey your general news & grab the interest of the reader right away.
- A common error is trying to make the headline overly "cute" rather than having it tell the journalist immediately what the news is. Make sure you have a solid & interesting news angle to begin with.

Opening Paragraph

- The opening or lead paragraph expands upon the headline by answering the following questions briefly: **who?, what?, when?, where?, & why?**

News Release Body

- Supporting details, statistics, or background information. This is where you would include quotes in your press release.
- Begin with the most newsworthy information first, then trickle down with the least newsworthy supporting details.

Boilerplate (optional)

- The boilerplate is a more general background or "about us" paragraph.
- **Example:** "Murfreesboro Parks & Recreation has been among the first to set a pace in Tennessee for outstanding parks, community centers, state of the art facilities & programs."

Call to Action

- If you want the media / readers to take any specific action, you'll mention that at the end of the press release. Example: "For more information, please contact Contact's Name at contact's phone number."

Closing

- You need to let the reader know when your release is finished, so they don't assume that there's another page or addenda attached. There are a few different symbols you can use to close a press release, including "###" & "XXX".
- If you do have a second page, you could end your first page with something like -more-, & if you have any addenda attached (such as photos), you should mention it at the end of the news release.

- **Be imaginative in your wording.** Most times the media will print your exact words. What will entice the readers to come to your program or event?
- **K.I.S.S.** - keep it short & sweet.
- **Attach photos from previous events & programs.** A picture is worth a thousand words.
- **3 most important parts of your email:**
 - **The subject:** Serves as the title of your email. Introduces your hook. Doesn't have to be a sentence - should lead into your point, be catchy.
 - **1st Paragraph:** Introduce your idea in complete terms. What action you want the reader to take - come to the program, go to your website, etc.
 - **Last Paragraph:** Wrap things up. Reaffirm your point & close.
- **Build a Great Body:**
 - Put important things first. Each paragraph gets less attention than the one before it.
 - Use a casual tone. Make it fun, but not too cute.
 - Use an active voice, instead of the passive.

NEWSLETTERS:

- Choose an alignment & stick to it.
- Paragraph indents. First paragraphs should not be indented.
- Use strong, heavy fonts for headlines & sub-headlines.
- Use readable body copy -such as Garamond, Times New Roman.

WITN

Channel 8
(Channel 8 cable)
 NBC affiliate

Programming: 5:30 a.m.-7 a.m.
 Noon-12:30 p.m.
 5 p.m.-6:30 p.m.
 11 p.m.-11:30 p.m.

Address: P.O. Box 468
 Washington, NC 27889

Phone (dial direct) 252-946-3135
 Washington 252-9463131 (business hours) 946-3135 (after hours)
 Greenville 355-5951

FAX: Washington 946-0558
Greenville 355-1916

Contacts:

Greenville Reporter Billy Weaver
billy.weaver@witntv.com
355-5951, 355-1916(FAX)

Brian Meador-Anchor

STORMS: 946-3135

WNCT-TV Programming: 5:30 a.m.-7 a.m.
Channel 9 Noon-12:30 p.m.
(Channel 10 cable) 6 p.m.-11 p.m.
CBS affiliate
WNCT.com

Address: 3221 S. Evans St.
Greenville, NC 27834

Mailing Address: P.O. Box 898
Greenville, NC 27835

Phone: 355-8500 (business hours) 355-8559 (after hours)
355-8542 (all hours)
355-8541
355-8540

FAX: 355-8549
Email: newsdesk@wnct.com
Contacts: Vicki Jones-General Manager
Brian Bailey-Sports Director
Marisela Burgos-Reporter

WFXI FOX-TV 65

Address: 5441 Highway 70 East
Morehead City, NC 28557

Phone: (252) 756-0814 (Greenville)

FAX: 252-240-2028
Email Address: Leonard@fox8fox14.com

Web Address: www.fox8fox14.com

Pitt County Television Inc. (PCTV)

Address: 300-B West Arlington Blvd
Greenville, NC 27834
FAX: 756-4497

Government Access Channel (GTV)

Address: City of Greenville
P.O. Box 7207
Greenville, NC 27835

Contact: Brock Letchworth, Public Information Officer
Bletchworth@greenvillenc.gov
Phone: (252) 329-4131

Greenville Cable TV

Address: P.O. Box 446
Greenville, NC 27834

PSA: 756-9898
Phone: 756-5677
FAX: 756-4954

LOCAL NEWSPAPERS

The Daily Reflector

P.O. Box 1967
Greenville, NC 27835

Switchboard: 752-6166
Newsroom: 931-4211
FAX: 754-8140

Al Clark, Executive Editor
Brian Colligan, Editorial Page Editor
Cherie Speller, Associate Editor
Michelle Ferencak, Newsroom Assistant
Jim Gentry, Sports Editor
Tony Castleberry, Sports Writer
Nate Summers, Sports Writer
Randy Jones, Sports Writer
John Swartz, Sports Writer

STORMS: 931-4213 (business hours)
752-9583 (FAX)

The News & Observer

215 South McDowell Street
P.O. Box 191
Raleigh, NC 27602
Phone: (919) 829-4500
Chip Alexander, Sports Reporter
(919) 829-8945
Email: sports@newsobserver.com

Greenville Times

P.O. Box 8373
Greenville, NC 27834
Phone: 756-1129
FAX: 756-1129
Email: greenvilletimes@mac.com

The "M" Voice & WOOW 1340 AM

P.O. Box 8361
Greenville, NC 27835
Phone: 757-0365, 757-0425
FAX: 757-1793
Email: mvoicenews@yahoo.com

The Daily Drum

3107 Evans St Suite G
Greenville, NC 27834
Phone: (252) 931-0678
Email: dailydrum@cmghost.net

East Carolinian

Student Publications, East Carolina University
Greenville, NC 27834
Greg Katski, Sports Editor
Megan Buchauer, News Staff Writer
Phone: 328-6366
FAX: 328-6558
Classifieds Email: jonesjef@ecu.edu

**The Daily Southerner,
The Bethel Herald & The Edgecombe Review**

P.O. Box 1199
504 W Wilson St.
Tarboro, NC 27886
Phone: 823-3106
FAX: 823-4599
Terry Smith-News Editor

Calvin Adkins-Sports Editor
Email: tsmith@dailysoutherner.com

Farmville Enterprise

P.O. Box 247
121 S. Main St.
Farmville, NC 27828
Mark Wilson, Group Manager
Phone: 753-4126
FAX: 753-4127
Email: jdrake@nccox.com

RADIO

WNCT-FM 107.9-(Oldies)

2929 Radio Station Road
Greenville, NC 27834
Tel: 252-757-0011
Fax: 252-757-0286
Brad Hood, General Manager
Email: newsdesk@wnct.com

WXNR (99.5)-99X (new rock)

Greenville
2929 Radio Station Road
Greenville, NC 28535
Lisa McHugh
Phone: 252-757-0011

New Bern
207 Glenburnie Drive
New Bern, NC 28560
Susan Ward.
Phone: 252-633-1500

Jacksonville
1007 Suite 4 Hargett Street
Jacksonville, NC 28540
Jack Inman
Phone: 910-455-1065

WIKS-FM KISS 102 FM-(Urban contemporary)

V103.3 WMGV FM-(soft rock/adult contemporary)

WSFL-(classic rock) John Boy & Billy

All in same building
207-A Glenburnie Drive

New Burn, NC 28560
Phone: 633-1500
FAX: 6330718

**WERO (Arrow 93.3/WDLX 930 AM) 140,000 (age 18-34)
(Contemporary Hit Radio (CHR) top 40)**

Highway 17 S
Washington, NC 27889
(800) 260-0933

WRNS 95.1 (country) (ages 18-54) #1 in the market

1361 Colony Drive
New Bern, NC 28562
Local: 252-639-7900
Toll Free: 888-682-9767
Wayne Carlyle, Program Director/Music Director
Email: sallyb@bob933.com

94.3 Talk Radio (All American Country)

1307 South Glenburnie Rd.
New Bern, NC 28560
Phone: 830-0943
Phone: 355-1037
FAX: 756-9566 (Please fax PSA)

WZMB 91.3

East Carolina University
Mendenhall Student Center-Basement
Greenville, NC 27858
Phone: 328-4751
FAX: 328-4773
Email: tysona@ecu.edu

Public Radio East (WTEB) 89.3 WKNS 90.3

800 College Court
New Burn, NC 278562
Phone: 638-3434
FAX: 638-3538
WTEM.org
Email: news@publicradioeast.org

WCBZ Thunder Country FM 96.3/103.7

408 W. Arlington Blvd.
Greenville, NC 27858
Phone: 355-1037
FAX: 726-3188/355-2234

Email: Michael@ibxmedia.com

WRDU 106 FM

3100 Smoketree Court, Suite 700

Raleigh, NC 27604

Phone: 919-876-1061

FAX: 919-876-2929

Email: joshzach@clearchannel.com

WMGV-light adult contemporary 103.3

207 Glenburnie Drive

New Bern, NC 28560

Tel: 252-633-1500

Fax: 252-633-0718

WSFL/WXNR

601 Country Club Dr. Suite C

Greenville, NC 27834

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: February 15, 2017
Re: Corporate Recruitment – Greenville Aquatics and Fitness Center

For many years, some of the Greenville Aquatics and Fitness Center's most regular customers were the employees of businesses located on the north side of the city. Some of that diminished when businesses faced economic challenges, though staff has never stopped encouraging them and their employees to become GAFC members.

Staff has been working on contacting past and new potential corporate members. In the fall of 2016, GAFC staff incorporated exercise science and public health interns from ECU in our corporate recruitment efforts. This included written contact to the corporations with a follow-up meetings on site, if the corporate leadership agreed to the invitation and meeting.

This effort is designed to reintroduce the GAFC and its services to companies that previously had corporate accounts and to introduce our facility and its wellness opportunities to new businesses. These efforts will continue in the spring of 2017 and will be ongoing.

The quarterly rotation of our ECU Public Health and Exercise Science interns has enabled us to offer our corporate members not only "discount memberships," but physical and educational programs and lectures to enhance each company's wellness component.

Companies/organizations contacted in 2016 appear below:

Apria Health Care	Grady-White Boats	Salt Wood Products
Equipment Plus	Ryder	Exsel
Hendrix-Barnhill	Tri Est. Ag Group, Inc.	Hardwood Specialist
Two Men & A Truck	The Hammock Source	ARC-3
Dillon Supply Company	ECU – Aramark	Coastal Medical Transport
Metallix	UPS	Ihrie Supply
UNX, Inc.	FedEx	
Pitt County	Mayne Pharma	

Please let me know if there are any questions.

cc: Merrill Flood, Assistant City Manager



Memorandum

To: Honorable Mayor and City Council Members

From: Barbara Lipscomb, City Manager

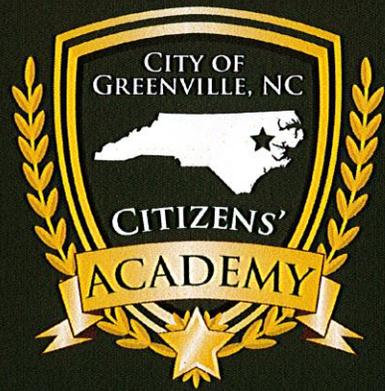
Date: February 15, 2017

Subject: Citizens' Academy

Promotion of the 2017 Greenville Citizens' Academy started this week. Recruitment efforts will include advertising on GTV9, radio ads on WOOW-AM, Pirate Radio 1250, and WTIB-FM, advertising in The Daily Reflector City Page Ad, social media ads, and a flyer.

The deadline for applications is March 17. Classes begin on March 28. Classes will be held each Tuesday for the seven weeks with the exception of one Saturday session (April 22).

2017 Citizens' Academy



A free, six-week course highlighting how your City government works through hands-on activities, behind-the-scenes tours, and presentations by City staff.

The academy begins March 28, 2017 at Greenville City Hall at 6:30 PM.

To apply, visit greenvillenc.gov or call (252) 329-4131. Application deadline is March 17. Class size is limited to 25 students.



Find yourself in good company®

Memorandum

To: Barbara Lipscomb, City Manager

From: Les Everett, Chief Building Inspector 

Date: February 8, 2017

Subject: New Building Permit Report

The following is a list of Building Permits issued for NEW Residential and Commercial construction during the month of January, 2016.

Builder	Address	Type	Cost
Cade, Inc	1019 Davenport Farm Rd	Commercial/business (new)	443,000
Russell, Rocky Builders, Inc.	2237 Sweet Bay Dr A	Duplex Townhome	271,800
Russell, Rocky Builders, Inc.	2237 Sweet Bay Dr B	Duplex Townhome	0
Spain Builders, Llp	2220 Chavis Dr A	Duplex Townhome	270,750
Spain Builders, Llp	2220 Chavis Dr B	Duplex Townhome	0
Clark, Bill Homes Of	500 Becky Anne Dr	Single Family Residential (new)	207,375
Clark, Bill Homes Of	833 Emerald Park Dr	Single Family Residential (new)	154,900
Clark, Bill Homes Of	3584 South Bend Rd	Single Family Residential (new)	282,150
F & A Construction, Llc	2408 Bray Ct	Single Family Residential (new)	189,075
Kuhn Homes,llc, Will	2532 Sawgrass Dr	Single Family Residential (new)	100,000
Kuhn Homes,llc, Will	2536 Sawgrass Dr	Single Family Residential (new)	168,300
Mq Construction, Inc	1213 Brighton Dr	Single Family Residential (new)	176,250
Mq Construction, Inc	925 Dearborn Ct	Single Family Residential (new)	216,825
Mq Construction, Inc	921 Dearborn Ct	Single Family Residential (new)	162,975
Mq Construction, Inc	917 Dearborn Ct	Single Family Residential (new)	176,250
Privateer Building & Develop	311 Mary Beth Dr	Single Family Residential (new)	214,725
Roberson Builders, Llc	3601 Warwick Ct	Single Family Residential (new)	268,125
	Total		3,302,500

(Previous year and month comparison of new construction)

2016-2017

2015-2016

July

July

Residence: 15 Permits 2,702,205
 Multi-Family: 12 Permits 4,870,745
 (12 Bldgs/136 Units)
 Business: 1 Permit 400,000
 Total: 28 Permits 7,972,950

Residence: 17 Permits 3,505,850
 Duplex T: 2 Permits 178,000
 (1 Bldgs/2 Units)
 Business: 2 Permits 2,388,361
 Total: 21 Permits 6,072,211

August

Residence:	9 Permits	2,054,450
Duplex T:	12 Permits	1,429,800
(6 Bldgs/12 Units)		
Multi-Family:	4 Permits	8,695,680
(4 Bldgs/96 Units)		
Business:	3 Permits	6,292,000
Total:	28 Permits	18,471,930

September

Residence:	10 Permits	2,839,500
Duplex T:	4 Permits	525,000
(2 Bldgs/4 Units)	(4 Bldgs/8 Units)	
Shell:	1 Permit	600,000
Business:	1 Permit	905,650
Total:	16 Permits	4,870,150

October

Residence:	17 Permits	3,423,225
MF Townhomes:	20 Permits	1,945,520
(3 Bldgs/20 Units)		
Business:	2 Permits	3,420,000
Total:	39 Permits	8,788,745

November

Residence:	15 Permits	2,856,000
Duplex T:	6 Permits	688,500
(3 Bldgs/6 Units)		
Multi-Family:	4 Permits	4,758,000
(4 Bldgs/78 Units)		
Business:	2 Permits	675,000
Shell:	1 Permit	2,165,000
Total:	28 Permits	11,142,500

December

Residence:	21 Permits	4,637,650
Duplex T:	6 Permits	1,300,800
(3 Bldgs/6 Units)		
Multi-Family:	2 Permits	18,311,136
(2 Bldgs/29 Units)		
Business:	2 Permits	10,444,257
Total:	31 Permits	34,693,843

January

Residence:	12 Permits	2,316,950
Duplex T:	4 Permits	542,550
(2 Bldgs/4 Units)		
Business:	1 Permit	443,000
Total:	17 Permits	3,302,500

F/Y Total: 187 Permits 89,242,618

August

Residence:	16 Permits	2,290,400
Duplex T:	4 Permits	345,000
(1 Bldg/2 Units)		
Total:	20 Permits	2,635,400

September

Residence:	15 Permits	2,035,650
Duplex T:	8 Permits	654,500
(4 Permits/8 Units)		
Business:	1 Permit	2,790,000
Total:	24 Permits	5,480,150

October

Residence:	6 Permits	939,300
Duplex T:	2 Permits	168,000
(1 Bldg/2 Units)		
Business:	1 Permit	950,000
Total:	9 Permits	2,057,300

November

Residence:	20 Permits	3,068,700
Duplex T:	14 Permits	1,204,600
(7 Bldgs/14 Units)		
MF Townhomes:	7 Permits	481,965
(1 Bldg/7 Units)		
Multi-Family:	1 Permit	1,494,590
(1 Bldg/24 Units)		
Business:	2 Permits	969,150
Total:	44 Permits	7,218,985

December

Residence:	10 Permits	1,466,000
Duplex T:	2 Permits	200,000
(1 Bldg/2 Units)		
MF Townhomes:	12 Permits	630,000
(1 Bldg/12 Units)		
Business:	1 Permit	1,959,375
Total:	25 Permits	4,255,375

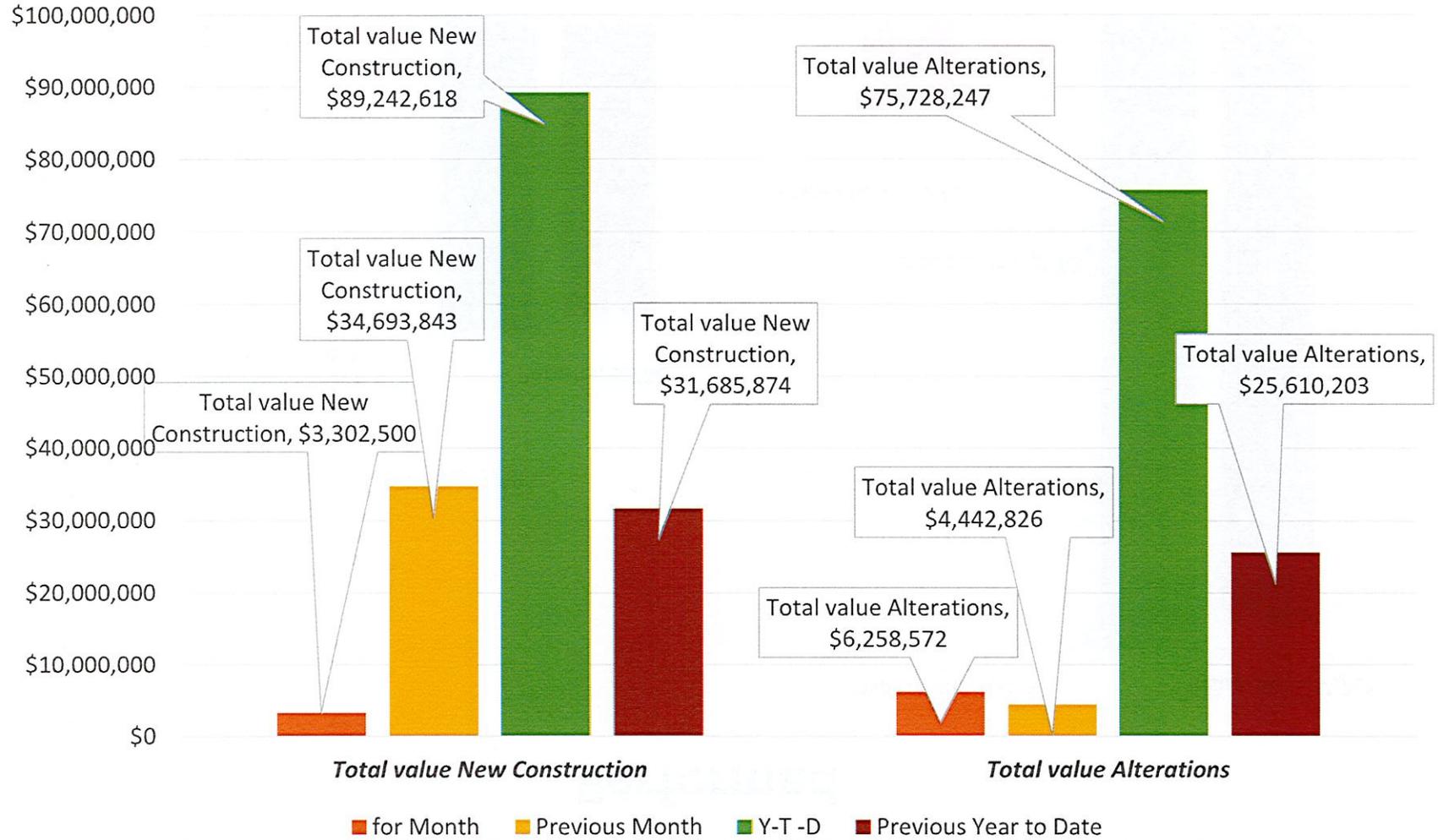
January

Residence:	12 Permits	1,518,300
Duplex T:	4 Permits	301,200
(2 Bldgs/4 Units)		
Business:	2 Permits	2,146,953
Total:	18 Permits	3,966,453

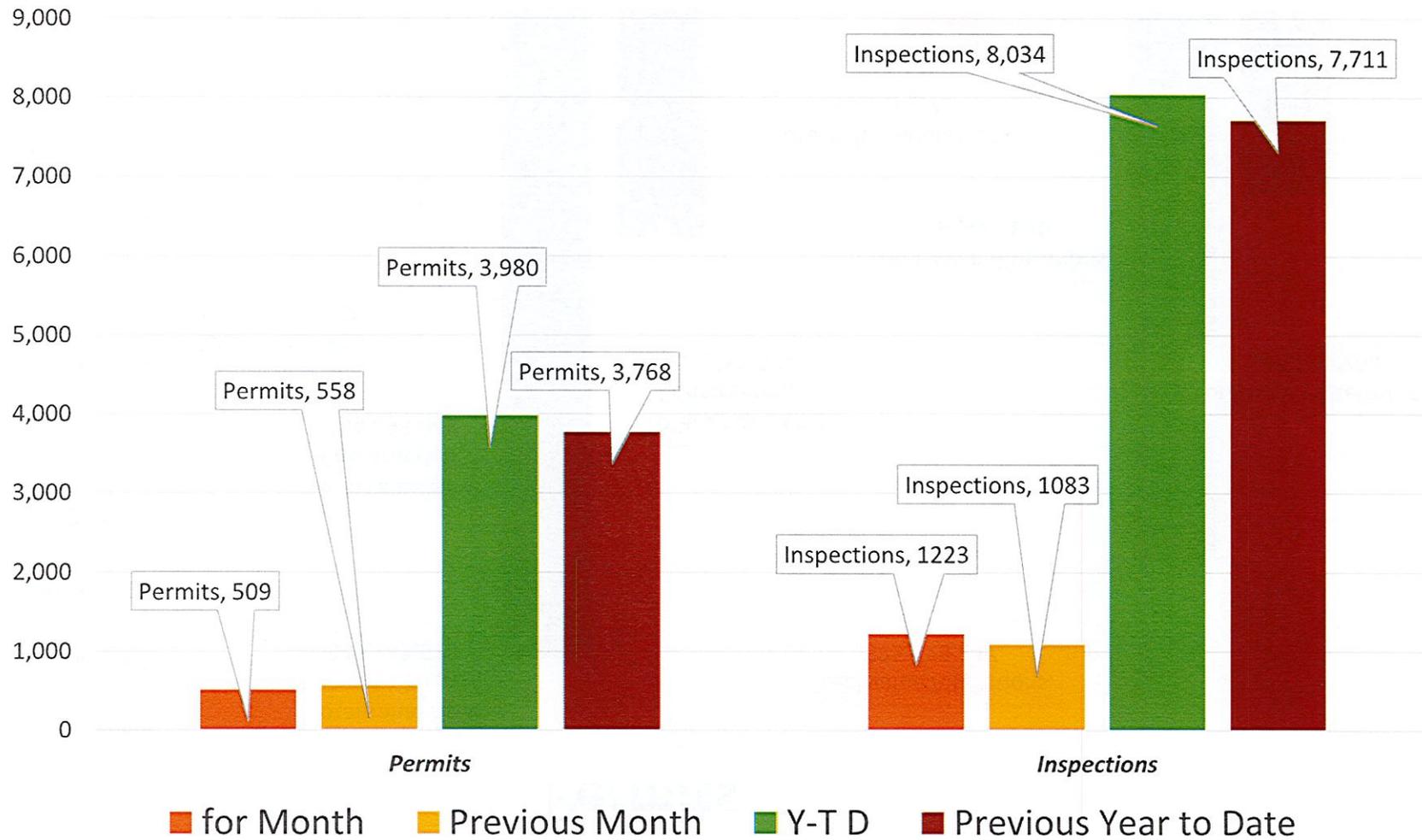
F/Y Total: 161 Permits 31,685,874

Cc: Merrill Flood, Assistant City Manager
Doc: 1045180

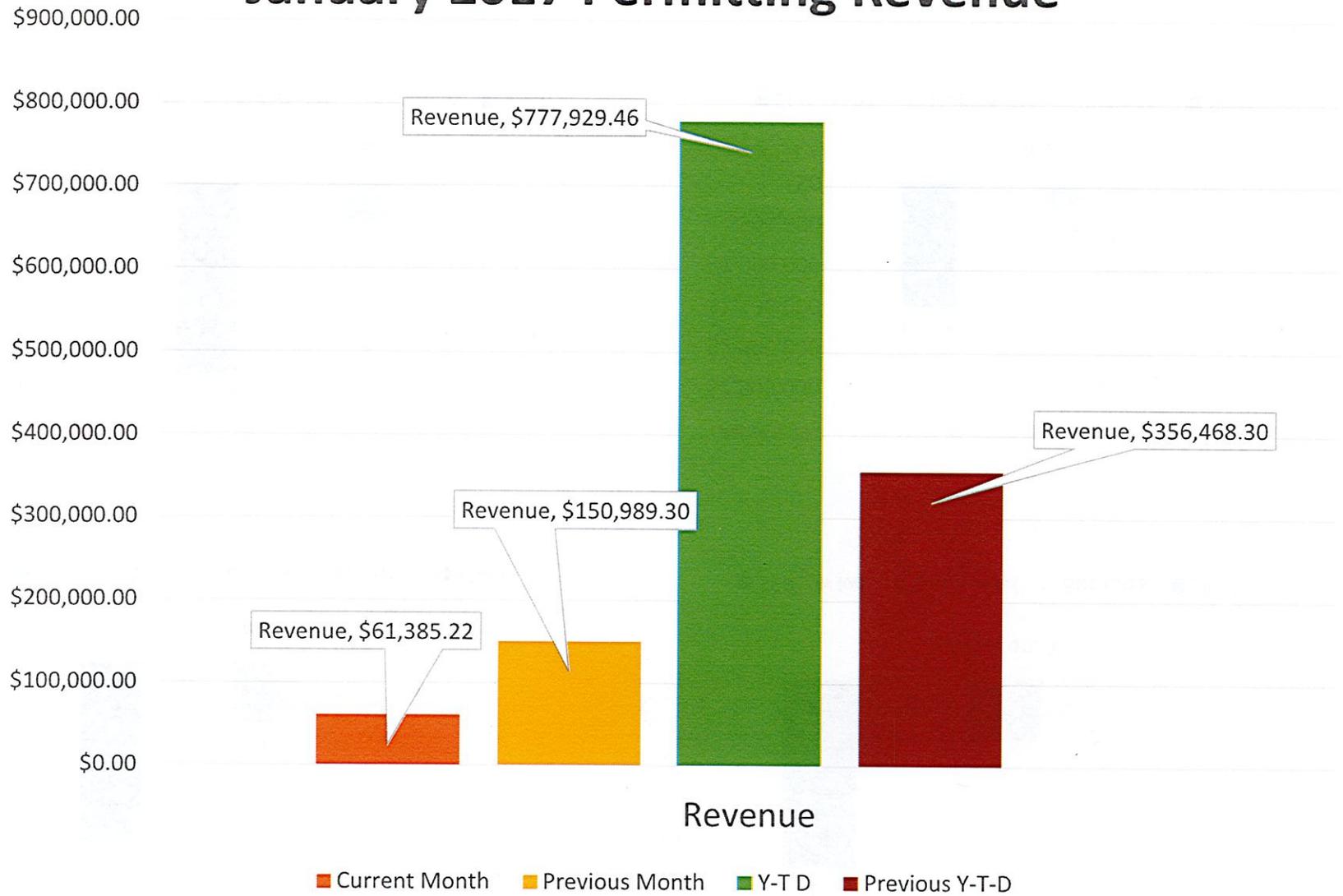
January 2017 Value of ALL Construction Permits



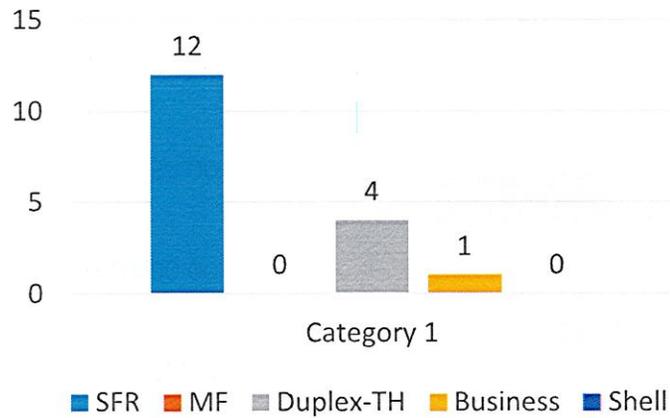
January 2017 Permits Issued & Inspections Performed



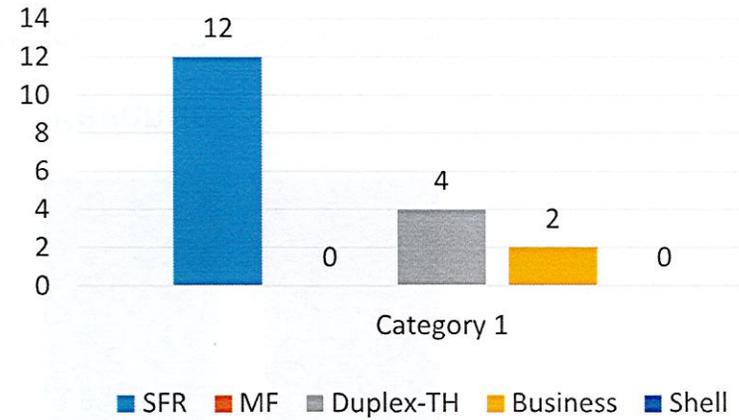
January 2017 Permitting Revenue



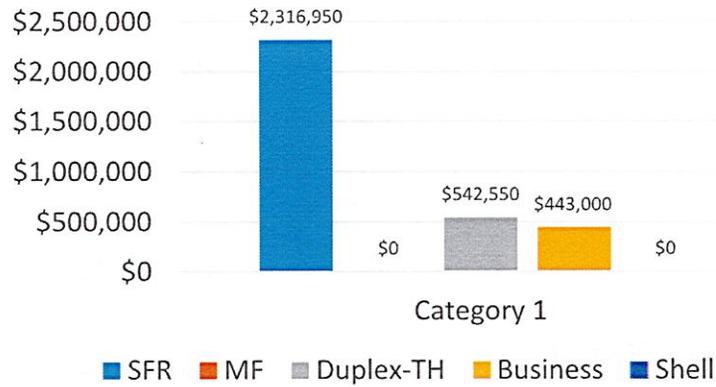
January 2017 New Construction Permits



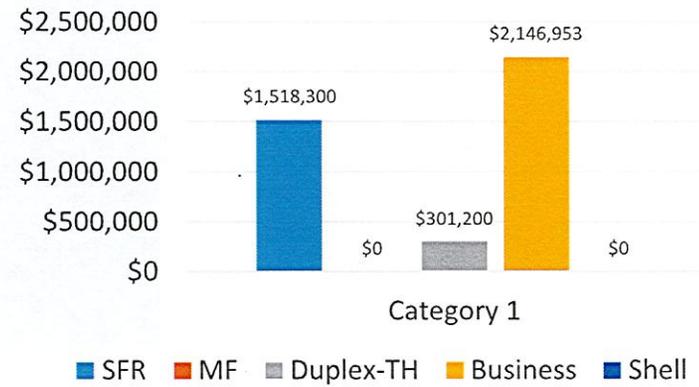
January 2016 New Construction Permits

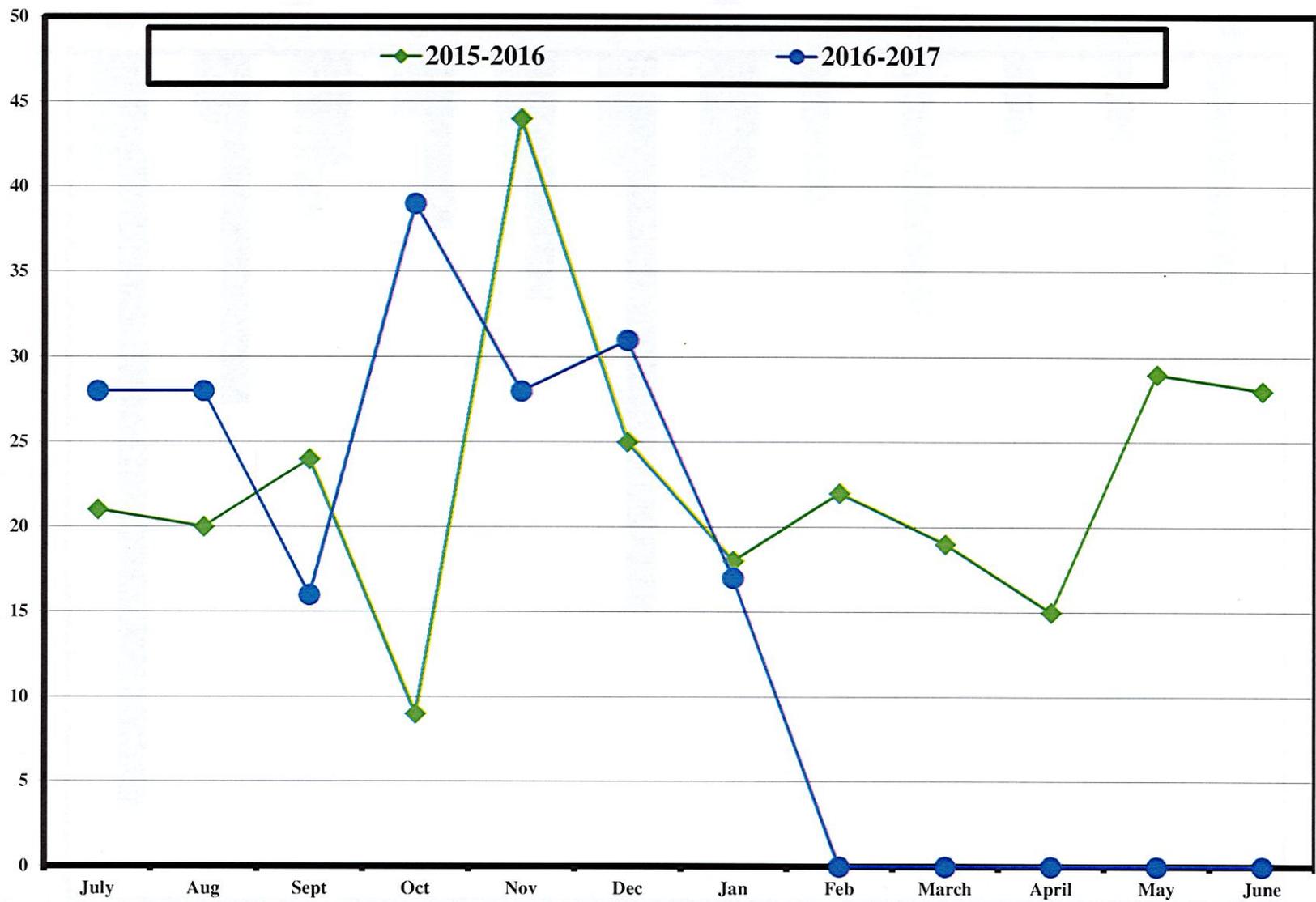


January 2017 New Construction Permit Valuation



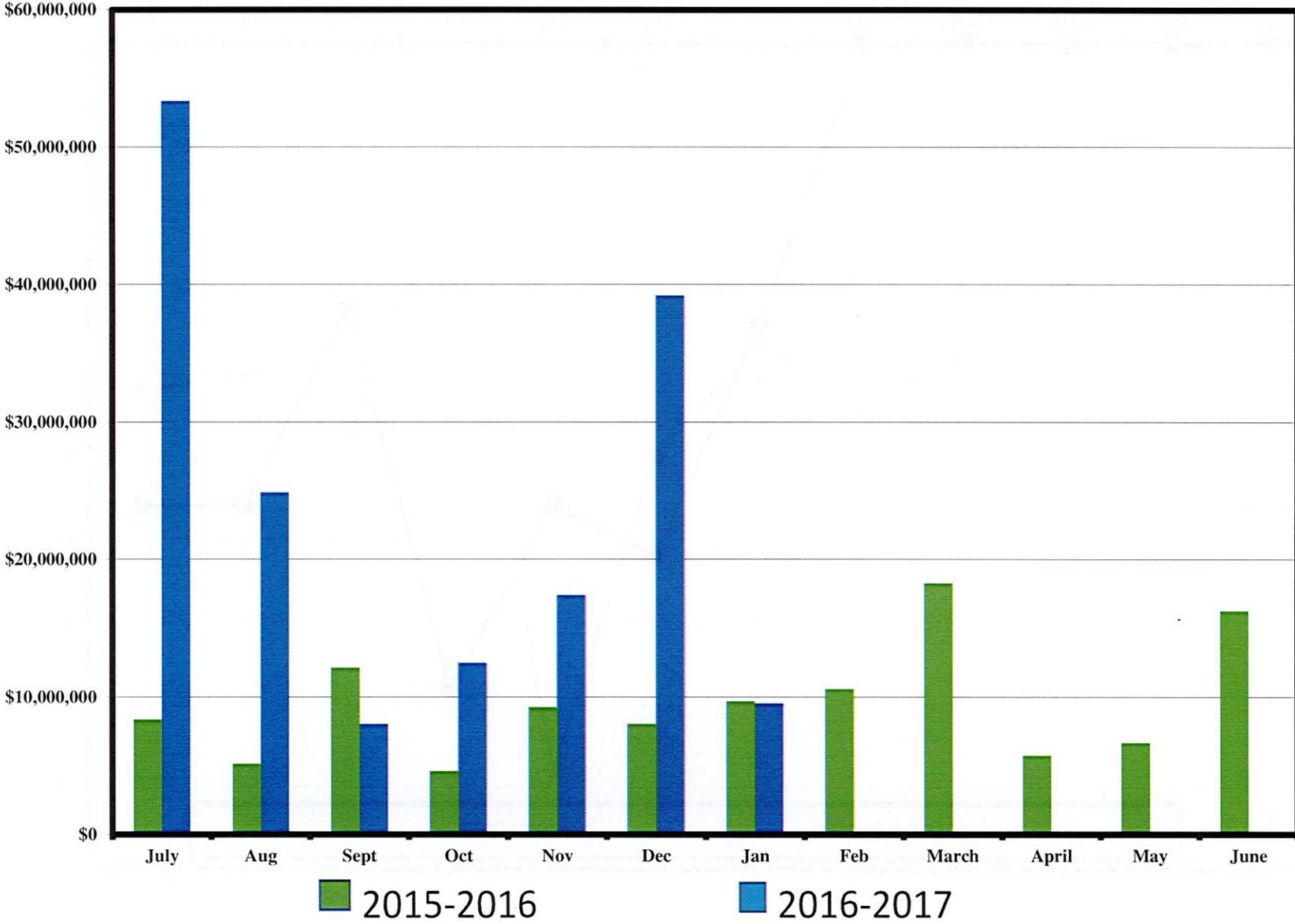
January 2016 New Construction Permit valuation



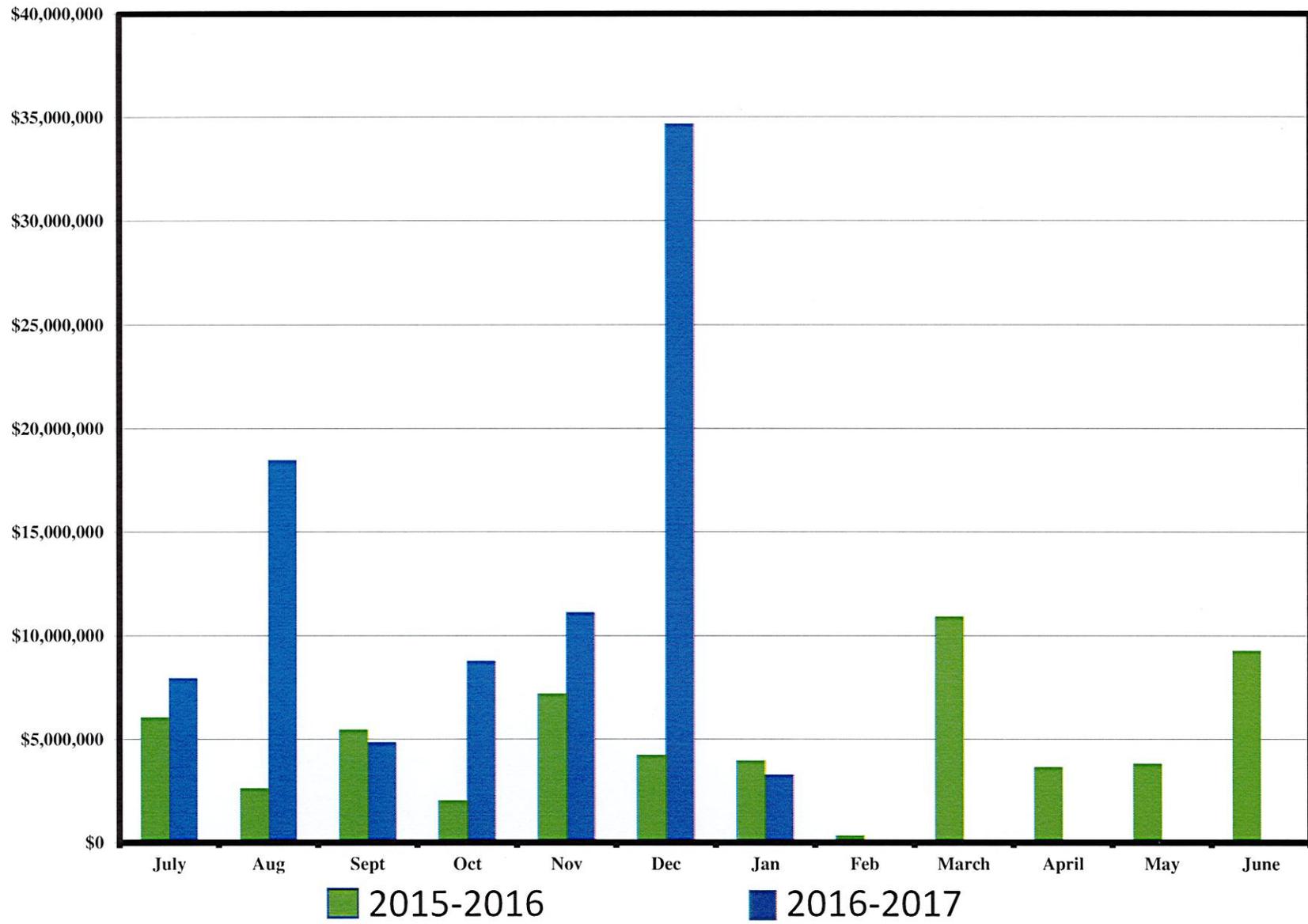


Total New Construction Permits

Total Value of All Construction



Total Value of NEW Construction





Find yourself in good company®

POLICE COMMUNITY RELATIONS COMMITTEE A G E N D A

Wednesday, February 15, 2017
Eppes Recreation Center, Multipurpose Room

400 Nash Street
Greenville, NC 27834

- 1) Call to Order – Diane Kulik, Chair
- 2) Roll Call
- 3) Approval of the Agenda – February 15, 2017
- 4) Approval of Minutes – January 10, 2017
- 5) State briefly the mission of committee and purpose of meeting
- 6) Guest Speakers:
 - “WESTGATE COALITION INITIATIVE” - Speaker, Jermaine McNair**
 - “GREENVILLE POLICE RECRUITMENT” - Speaker, Officer Christopher Burack**
 - New Project for Community Policing & Building
 - Taking Responsibility and Repairing Relationships
 - Calling Local Businesses & Organizations To Get Involved
 - Greenville Police Recruitment & Current Openings
- 7) Public Expression and Questions
- 8) ADJOURN

NOTE:

To maintain order of the board and clarity of recording, please allow one person to speak at a time. Thank you.

The Police Community Relations Committee Mission Statement

Serve as a liaison between the community and the police. To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police. To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department. To assist and promote the community education efforts concerning safety awareness and community and individual awareness.



POLICE DEPARTMENT

**Greenville Police Department
Police Community Relations Committee**

**“Westgate Coalition Initiative”
A Partnership Project for Community Policing
&
“Greenville Police Recruitment, Current Openings”**

**Wednesday, February 15, 2017
6:30 p.m. – 7:30 p.m.**

Guest Speakers: Jermaine McNair & Chris Burack

- **New Project for Community Policing & Building**
- **Taking Responsibility and Repairing Relationships**
- **Calling Local Businesses & Organizations to get Involved**
- **Greenville Police Recruitment & Current Openings**

**Eppes Recreation Center, Multipurpose Rm
400 Nash Street, Greenville, NC**

**SUMMARY MINUTES FOR THE
POLICE COMMUNITY RELATIONS COMMITTEE**

January 10, 2017
Greenville, NC

Chairperson Diane Kulik called the Police Community Relations Committee meeting to order at 6:30 p.m., at the Barnes-Ebron-Taft Community Center, 120 Park Access Road, Greenville, NC 27835.

APPROVAL OF THE AGENDA:

Chairperson Diane Kulik asked for a motion for approval of the January 10, 2017 agenda.

Motion: Mr. Tim Webster
Second: Mr. Greg Rubel

The agenda was unanimously approved by the committee.

APPROVAL OF THE MINUTES:

Chairperson Diane Kulik asked for a motion for approval of the December 13, 2016 minutes.

Motion: Mr. Tim Webster
Second: Mr. Greg Rubel

The minutes were unanimously approved by the committee.

INTRODUCTION OF COMMITTEE MEMBERS / ROLL CALL:

Chairperson Diane Kulik asked each member and staff to introduce themselves and let everyone know which district they represented.

MISSION OF COMMITTEE AND PURPOSE OF MEETING:

Ms. Kulik read the purpose of the meeting:

- To serve as a liaison between the community and the police;
- To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police;
- To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department;
- To assist and promote the community education efforts concerning safety awareness and community and individual awareness.

COMMITTEE MEMBERS PRESENT:

Diane Kulik; Chairperson, At-Large	Scott Snyder; District 4
Lennard Naipaul; District 2	Tim Webster, Vice Chair; District 5
Greg Rubel; District 3	Jermaine McNair; Mayoral

COMMITTEE MEMBERS ABSENT:

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CITY STAFF MEMBERS PRESENT:

Mark Holtzman, Greenville Chief of Police; Donald K. Phillips, Assistant Attorney; Sylvia Horne, Administrative Staff Support Specialist; Kristen Klindworth, Public Information Officer; Lt. David Anderson, West Zone Commander; Sgt. Phill Rollinson, Shift D; Officer Michael Cunningham, Shift D; Devinder Culver, Community Project Coordinator.

COUNCIL MEMBERS PRESENT:

Mayor Pro-tem Kandie Smith, District 1
(Attended PCRC meeting following her Town Hall meeting.)

OTHERS:

Citizens

NEW BUSINESS:

Chairperson Diane Kulik introduced herself and thanked everyone for coming out to the meeting. She then called a short business meeting to order and asked each police officer, city staff, and committee members to introduce themselves.

The Police Community Relations Committee held its meeting at the Barnes-Ebron-Taft Community Center and invited members of the community to come out and "Chat with the Chief" about what the student's top safety concerns are in Greenville.

Chairperson Diane Kulik announced that the PCRC will like to have a joint meeting with the Neighborhood Advisory Board on April 20, 2017.

Chairperson Diane Kulik asked for a show of hands and asked the PCRC members to vote on the joint meeting with the Neighborhood Advisory Board.

Vice Chair Timothy Webster made a motion that the PCRC April meeting be moved as a joint meeting with the Neighborhood Advisory Board to the third Thursday of April (April 20, 2017).

Mr. Greg Rubel seconded the motion.

The joint meeting with the Neighborhood Advisory Board and date change were unanimously approved by the committee. (Thursday, April 20, 2017)

Chairperson Diane Kulik asked for a show of hands and asked the PCRC members to vote on the time change of the joint meeting with the Neighborhood Advisory Board from 6:30 pm to 6:00 pm.

Vice Chair Timothy Webster made a motion that the PCRC meeting time be changed from 6:30 pm to 6:00 pm for a joint meeting with the Neighborhood Advisory Board.

Mr. Greg Rubel seconded the motion.

The time change for the joint meeting with the Neighborhood Advisory Board from 6:30 pm to 6:00 pm was unanimously approved by the committee.

Chairperson Diane Kulik then passed out the new attendance regulations forms. The old forms stated that if a PCRC member missed more than three meetings, the City Clerk's Office would notify the member and the member would have to state their intentions. The new forms states that a PCRC member can only miss two meetings within a calendar year.

Chairperson Diane Kulik passed out the City's Board and Commission Policy. Assistant Attorney Donald Phillips briefly explained the Policy and PCRC by-laws. He stated that on page 3 of the by-laws, the attendance policy would need to be revised to conform with the Board and Commission policy. The bylaws state that amendments to the bylaws will be introduced at one meeting and approved at the next meeting by the majority of the members.

Assistant Attorney Donald Phillips stated to the committee the more formal thing to do is to do a formal introduction by a motion then a second and then vote.

Vice Chair Timothy Webster made a motion that the PCRC introduce changes to the PCRC by-laws relating to attendance at the next meeting. Mr. Greg Rubel seconded the motion. The committee unanimously agreed to vote on the changes to the PCRC by-laws relating to attendance at the next meeting.

GUEST SPEAKER: Greenville Chief of Police, Mark Holtzman

Chief Mark Holtzman began his discussion by informing the citizens of a police operation entitled "Operation Janus." He stated that it was a three-day initiative focusing on offenders with outstanding warrants, gang and drug violations, and resulted in the arrest of 61 individuals and the service of more than 400 warrants.

Beginning in the early morning hours of Tuesday, January 3, 2017, approximately 40 law enforcement officers converged on the streets of Greenville in search of individuals wanted on outstanding warrants.

Officers and investigators from the Greenville Police Department, United States Marshals Service, North Carolina SBI, Pitt County Sheriff's Office, NC Department of Public Safety, and the Bureau of Alcohol, Tobacco and Firearms combined their extensive resources in this enforcement operation.

The operation concluded on Thursday, January 5, and resulted in 61 arrests and the seizure of five guns, heroin valued at \$81,660, cocaine valued at \$12,584, marijuana valued at \$1,950 and U.S. currency totaling \$8,100.

"Operations such as this one are vital in maintaining the safety of our neighborhoods. Chief Holtzman stated that he would like to thank all of the local, state, and federal partners for helping make this operation a success. Their efforts have helped make a safer start to the year possible.

This operation represents the Violent Crime Reduction Unit's overarching enforcement strategy, which aims to join anti-violence, anti-gang and narcotic resources from federal, state, and local partners, and utilize each agency's expertise to remove these criminals and their weapons, drugs, and cash from our communities. The initiative is not over as all violators were not apprehended and additional arrests are likely.

Police Chief Mark Holtzman stated that better lighting, better road striping and some concrete barriers should make the streets safer for pedestrians in Greenville.

Chief Holtzman brought out maps to show those who attended a Tuesday night meeting of the Police Community Relations Committee where the trouble spots are for pedestrians and how he hopes to make those areas safer.

He stated that new LED lights have been put up in areas near Dickinson Avenue and West 14th Avenue, and he hopes there will be new light poles put up to light dark areas, too. Because the residential roads in that area do not have sidewalks, he also would like to have a bike lane along the side of the road so kids and adults walking or on bikes would know that's the safe place to be, rather than walking in the middle of the street.

Chief Holtzman stated that on East 10th Street near River Bluff Road and on Stantonsburg Road near the hospital, where people end up standing in the center lane waiting to get across the street, he'd like to paint a crosswalk at those places and put some concrete barriers in the center lane so that people would have a safe place to stand while they try to get across the street. Tenth Street is scheduled to have a median put in, but he'd like the barriers in place in the meantime.

Chief Holtzman touched on a number of topics during his presentation, including his plans to consult with the Police Community Relations Committee on proposed policies. He stated that the police dept. needed to engage the intellectual muscle of the PCRC board.

The first policy will be the use of force policy. Anyone can look at it online on the department's website, and the Chief stated that he would like the committee to review policies then sit down at a table and discuss it with him.

The police department is also going to be training the officers on two issues — how to be fair and impartial and how to deescalate a tense situation.

After an increase in police killings across the nation, Bishop Rosie S. O'Neal of Koinonia Christian Center Church called and asked what she could do to help. Chief Holtzman told her he would like to train his officers in de-escalation techniques, but it is expensive.

The church donated some money to help fund the training on the condition that it be open to all law enforcement officers in the area. Chief Holtzman stated that the training would start soon.

Chief Holtzman also told the citizens the police department has produced a video that shows citizens what officers are doing when they conduct a traffic stop and what a driver should do when stopped. Kristen Hunter-Klindworth, the public information officer for the department, stated the video will be on the department's website later this week.

Ms. Hunter-Klindworth stated the school resource officers will show the video at local high schools, and she handed out business-card size pamphlets that told people their rights and responsibilities. The card, called the CARE card, is also being distributed through the Cops and Barbers program.

It tells people what to do if they're stopped for an investigation, what their rights are and how they should behave during a stop. It also gives information on how to file a complaint against an officer.

Chief Holtzman stated, "If everyone knows what the rules are, there's less violence. That's our goal of the Greenville Police Dept."

Public Expression and Questions

The citizens asked several questions, and made comments and concerns regarding pedestrian safety, city mapping, and traffic stops.

Chairperson Diane Kulik asked for a motion to adjourn the meeting.

Motion: Mr. Jermaine McNair

Second: Mr. Tim Webster

The committee unanimously adjourned the meeting.

The next meeting is on February 15, 2017. Meeting place will be announced at a later date.

ADJOURN – 7:46 p.m.

Respectfully submitted,

Sylvia Horne
Administration Bureau Secretary
Greenville Police Department
Document (#1043591)



RECEIVED

FEB 14 2017

CITY MANAGER'S OFFICE

February 9, 2017

Mayor Allen M. Thomas
City of Greenville
P.O. Box 7297
Greenville, NC 27835

Re: Notification of Program Closure

Dear Mayor Thomas,

In accordance with the Worker Adjustment and Retraining Notification Act, this letter is to advise you that Convergys Corporation plans to permanently close one of the client programs located at the Greenville Contact Center facility located at 1130 Sugg Parkway, Greenville, NC 27834

The closure is planned to occur on April 15, 2017. While every attempt will be made to move qualified employees to open positions on other programs, this closure could impact up to 169 employees. Note that Convergys will maintain a presence in the area through a significant number of positions on other programs. Additionally, the Senior Leadership team is aggressively trying to sell the open space left by the exiting program to other potential clients. Every attempt will be made to move qualified employees to open positions on other programs at the site.

If you need additional information, you may contact me at 252/413-6441.

Sincerely,

A handwritten signature in cursive script that reads "Ed Applegate".

Ed Applegate
HR Business Partner
Convergys Corporation