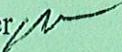


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael Cowin, Assistant City Manager 

DATE: October 18, 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 Halloween preparations
2. A memo from Leah Futrell, Director of Human Resources, regarding an Employee Health Clinic Update

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Attachments

# Memorandum

**To:** Ann Wall, City Manager

**From:** Mark Holtzman, Chief of Police 

**Date:** October 18, 2017

**Subject:** Halloween Preparations

The Greenville Police Department, East Carolina University, and Uptown Greenville have been collaborating to make this year's Halloween a safe and enjoyable time for all ages.

## **TRUCK or TREAT**

This year, Uptown Greenville has arranged for local vendors and food trucks to be stationed along the 100 block of 5<sup>th</sup> Street from **9:00 p.m. to 1:00 a.m. on Halloween night, Tuesday, October 31.**

## **PARKING**

The Five Points lot and the 4<sup>th</sup> Street Parking Deck will both be open for public parking this year.

## **CHECKING STATIONS**

There will be four checking stations located throughout uptown Greenville. These checking stations are optional; however, if someone does not wish to go through a checking station, they will not be allowed to enter the event area. For security reasons, no weapons (real or costume) will be permitted in the designated event areas. The checking stations are as follows:

- 5<sup>th</sup> and Reade
- 5<sup>th</sup> and Evans
- Cotanche and Reade (near "Chico's")
- Cotanche and 4<sup>th</sup> (near Parking Deck)

## **SECURITY**

Event One staff will assist the Greenville Police Department to work security at the uptown entrance points. Security staff will be dressed in identifying neon shirts and vests, similar to what one might be used to seeing at East Carolina University sporting events. This will allow for a smooth transition into the uptown area and free up emergency personnel to allow them to

respond and be available for true emergency situations and calls for service. Extra police officers will still be stationed in the uptown area and throughout the city. Additional GPD staffing has also been planned for the weekend prior to Halloween.

### **NEIGHBORHOODS**

School resource officers will be dispersed throughout the city to provide high-visibility patrols in neighborhoods known for a high volume of foot traffic during trick-or-treat hours.

### **EAST CAROLINA UNIVERISTY – HALLOWEEN HAVOC**

Halloween Havoc is a substance free event offered by ECU for the students that starts at 10:00 p.m. and ends at 2:00 am on October 31 at the Student Recreation Center. It includes organized activities such as a haunted house and costume contest, as well as free food and beverages.

### **ECU TRANSIT**

Halloween service will run on Monday, October 31. Buses will operate point-to-point from apartment complexes to Mendenhall with service ending at 2:30 a.m.



*Find yourself in good company*

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Leah B. Futrell, Director of Human Resources  
**Date:** October 18, 2017  
**Subject:** **Employee Health Clinic Update**

A handwritten signature in black ink, appearing to be 'LF', is written over the 'From:' line of the memorandum.

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The City's Employee Health Clinic, located at 1400 Brownlea Drive, opened on May 1, 2017. During its first five months of operation (May 1<sup>st</sup> - September 30<sup>th</sup>), the Clinic has had 446 individual visits from eligible employees and pre-65 retirees. Although some of the 446 individual visits may include returning employees or retirees, 446 individual visits represent nearly 60% of the City's full-time workforce. This number represents high utilization of the Clinic's services.

The Clinic is staffed by Vidant medical professionals who evaluate and treat a variety of ailments and provide various wellness services. Services provided include, but are not limited to, treatment of illnesses and injuries, pre-employment screenings (physicals and drug screens), biometric screenings, vaccinations, blood pressure monitoring, fitness for duty exams, OSHA screenings, respirator clearances, allergy shots, etc. There is no cost to eligible employees and retirees for use of the Clinic; additionally, employees are not charged sick leave when visiting the clinic during working hours.

In addition to lowering the City's health insurance costs over time, the Clinic's services are designed to increase the use of preventive and wellness services and programs, lessen the severity of common illnesses due to scheduling and cost barriers, and augment management of chronic conditions that require regular checkups.

Currently, the Clinic is open 40 hours per week - Monday through Friday, from 7:00 am until 4:00 pm. As a result of the Clinic's popularity and success, the City, in the coming months, will be expanding services such as adding pharmacy services for the onsite distribution of commonly prescribed drugs, allowing spouses and dependents age 13 and over to use the Clinic's services, and expanding the onsite hours of the physician and/or nurse practitioner.

Thank you for your support of this excellent benefit provided to City employees and retirees. Please let me know if you have questions or require additional information.