

# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Ann Wall, City Manager  
DATE: November 1, 2017  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Leah Futrell, Director of Human Resources, regarding reclassifications and allocations within the Public Works Department
2. A memo from Thomas Weitnauer, Interim Community Development Director, regarding upcoming installation of Distributed Antenna Systems in Greenville
3. A memo from Eric Griffin, Fire/Rescue Chief, regarding the letter on unattended or vacant structures

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Attachments





*Find yourself in good company*

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Leah B. Futrell, Director of Human Resources   
**Date:** November 1, 2017  
**Subject:** **Reclassifications and allocations within the Public Works Department**

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Following is a summary of upcoming position reclassification and allocation changes within the Public Works Department. These changes are being made to better align departmental operations and the long-term needs of the Public Works Department.

Reclassification of **vacant** Administrative Assistant position to Communications Technician position

The vacant Administrative Assistant position within the Public Works Department provides an opportunity to reclassify the position to a much needed Communications Technician position for the Public Works Department. The responsibilities of the Communications Technician position will be similar in nature to those of the existing Communications Technician position that is part of the City Manager's Office. Working at the Public Works facility for convenient access to staff and projects, the Communications Technician will report to the Communications Manager/PIO in the City Manager's Office to ensure coordination of activities. The Communications Technician position will enhance communications related to Public Works projects and services. There is no fiscal impact to this change because both the Administrative Assistant and Communications Technician classifications are in the same pay grade (pay grade 111).

Reclassification of four **vacant** Refuse Collector positions to Sanitation Crew Leader I positions


Currently, the Sanitation Division has four vacant Refuse Collector positions and there are no plans to fill the vacant positions because, as anticipated, the automation of solid waste services has resulted in the need for fewer Refuse Collectors. There is a need, however, for additional Sanitation Crew Leader I positions. Therefore, the four vacant Refuse Collector positions are being reclassified to three Sanitation Crew Leader I positions. Sanitation Crew Leaders are responsible for operating heavy sanitation equipment in an efficient and safe manner. Increasing the number of Sanitation Crew Leader I positions from 22 to 25 affords coverage when employees are on vacation or otherwise not at work, increases the Division's ability to further assist with bulky item collection, and reduces the likelihood of delays in scheduled yard waste collections. The reclassification provides more flexibility and efficiency with solid waste service delivery, while affording employees in the Sanitation Division more opportunities to work in skilled positions. Overall, the reclassification will result in a salary savings for the Sanitation Division since four vacant Refuse Collector positions are being reclassified to three Sanitation Crew Leader I positions.

Please let me know if you have questions or require additional information.



COMMUNITY DEVELOPMENT

MEMORANDUM

**To:** Ann Wall, City Manager  
**From:** Tom Weitnauer, Interim Director   
**Date:** November 1, 2017  
**Subject:** Upcoming Installation of Distributed Antenna Systems (DAS) in Greenville

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Within the next few weeks through the next several years, citizens and visitors in Greenville will begin seeing the deployment of a fairly new type of technology with roadway rights-of-way and in some cases, on private property within close proximity to rights-of-way. Since there is also an agenda item on City Council's November 13 Consent Agenda related to Distributed Antenna Systems (DAS), staff felt this would be an opportune time to provide the following information.

Between December, 2016 and May 2017, City Council adopted 3 ordinances to regulate small cellular systems known as distributed antenna systems (DAS). DAS, and other small cell systems known by other nomenclature, work in conjunction with traditional macrocell (large cell tower) deployments to provide increased coverage in areas with very high cell phone usage. Allowing this new and smaller telecommunication technology could substantially improve service levels in high-density areas, such as downtown Greenville and along major roadway corridors, while reducing the need for additional macrocell antennas. The City's ordinance numbers 16-066, 16-067 and 17-036 added definitions, established locations where DAS would be allowed, and created aesthetic review criteria and administrative review and permitting procedures. According to wireless carrier industry representatives, the City of Greenville was one of the first cities in North Carolina to adopt such regulations which attracted interest by carriers in investing this technology in Greenville.

To help fulfill the Federal Communication Commission's priority to deploy this 5<sup>th</sup> cellular technology throughout the state of North Carolina, the General Assembly ratified wireless communication laws in July 2017 to allow wireless carriers to locate within rights-of-way and reduce certain authority local governments previously had to establish their own location and aesthetic guidelines. Since the City proactively adopted local DAS regulations prior to state-wide laws and cooperated with wireless industry representatives, several carriers are already in position to obtain permits to install small cell equipment using most of the City's previously adopted regulations. The good news is many carriers already engineered their equipment so that it would not exceed the City's height requirement of 35 feet, rather than the new state-allowed maximum of 50 feet, and aesthetic regulations,

allowed by the new state law, continue to allow the City to require poles and equipment that are not as objectionable as they may otherwise be viewed by the public.

It is likely City Council and your constituents will notice new equipment in upcoming weeks and years, so staff felt it timely to remind and inform you that due to the recently ratified state laws, the City is limited in what can be prohibited. Due to the foresight the City had in adopting our own local ordinances, we are in a better position than other cities and feel this investment by cellular carriers and the technological advancements it will make for the current and future generation have many positive benefits.

There are approximately 40 permits currently in review and we anticipate the first area where people will notice the equipment will be in several locations along Reade Circle and other areas throughout Uptown Greenville. Most of the equipment included in the applications are black poles with black cylinders on top. Installations will include new black posts where posts didn't previously exist, installations on top of existing traffic light posts, installations on top of existing light posts and full replacements of traffic light and street light posts outfitted with cylinders on top or on the side of the main posts. The cost of installing DAS and any replacement equipment is borne by cellular providers rather than the City or GUC. Administrative review is led by the Public Works Department with numerous City staff members, GUC and in many cases NC-DOT.

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# Memorandum



**To:** Ann Wall, City Manager  
**From:** Eric Griffin, Fire/Rescue Chief *EG*  
**Date:** October 30, 2017  
**Subject:** Letter on Unattended or Vacant Structures

Greenville Fire/Rescue's Life Safety Services Division is introducing a new version of a letter that is required to be placed on unattended or vacant structures per Section 106 of the North Carolina Fire Prevention Code. This letter will be affixed on the premises in a conspicuous place at or near the entrance to request an inspection.

Additionally, a written letter requesting inspection will be mailed by registered or certified mail to the last known address of the owner and/or occupant of the building.

Below is an example of the letter. It is 4" x 5" in size and contains a mild adhesive for placement on the structure. This high visibility version replaces a plain standard letter used in previous years.

A vertical rectangular card with a green background and white text. At the top center is the Greenville North Carolina Fire/Rescue logo. Below the logo, the text 'NOTICE TO BUILDING OWNER' is centered in a large, bold, sans-serif font. Underneath, there is a line for 'Bldg. Address'. The main body of text reads: 'Section 106 of the North Carolina Fire Prevention Code requires the fire code official to affix a letter on unattended or vacant structures in a conspicuous place at or near the entrance to such premises requesting an inspection.' Below this is another line of text: 'Please contact the Fire Marshal at 252-329-4416 to arrange an inspection.' At the bottom, there are two lines for 'Fire Official' and 'Date'.

