


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael Cowin, Assistant City Manager 

DATE: January 31, 2018

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Mike Broadwell, Police Lieutenant, regarding 2017-2018 public safety camera installations
2. A memo from Ken Graves, Assistant City Manager, and Michael Cowin, Assistant City Manager, regarding the Lead Code Enforcement Officer position

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Attachments





POLICE DEPARTMENT

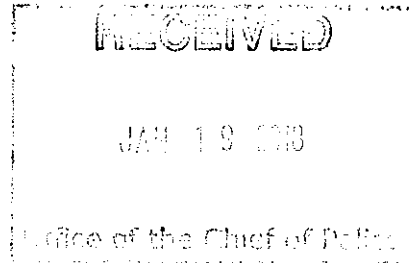
# Memorandum

To: Mark Holtzman *MH*  
Chief of Police

From: Mike Broadwell *MB*  
Lieutenant- Strategic Services

Date: January 19, 2018

Subject: 2017-2018 Public Safety Camera Installations



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The purpose of this memorandum is to provide an update on the public safety camera installations that are currently under way. This project is being coordinated by Freddie Wilkins with logistical assistance from Cpt. Ivey and multiple Zone Commanders throughout the city.

Camera installations began in October of 2017 with an estimated 80 cameras being added to the existing cameras throughout the city. These are being installed in six phases. Each phase is taking approximately one month and includes 15 cameras per phase.

Phase one and two are now complete with the installation of 30 cameras. 15 of these cameras were installed in the Uptown Greenville area and the remaining 15 were installed throughout the three geographic zones in the city. Phase three of this project is going to begin in early February. This will include 15 additional cameras installed in predetermined locations throughout the city.

The estimated cost for this camera project is \$383,818. This money should be spent by June 2018 and the installations are scheduled to be completed by June as well.



**To:** Ann Wall, City Manager

**From:** Ken Graves, Assistant City Manager  
Michael Cowin, Assistant City Manager

**Topic:** Lead Code Enforcement Officer Position

**Date:** January 30, 2017

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The Code Enforcement Division has requested to reinstate the Lead Code Enforcement Officer position that was previously lost to the Police Department as part of the expansion of parking services. With the City's continued growth, the reinstatement of this position is vital to Code Enforcement's ability to adequately enforce zoning ordinances and other code sections related to the usage of private property. A Lead Code Enforcement Officer position has been requested in an effort to focus attention on the areas of minimum housing and nuisance abatement, as well as assist in supervising Code Enforcement Officers. This position will be very influential in moving forward with the administrative procedures necessary to enforce demolitions of dilapidated and unsafe structures within the Greenville community.

With the addition of the Lead position, there will now be one Code Enforcement Officer assigned to each district plus an additional Code Enforcement Officer for the University area funded by East Carolina University.

The Lead Code Enforcement Officer position is recommended to be funded by reallocating the vacant Transportation Planner position from the Public Works Department to the Code Enforcement Division of the Community Development Department. This would reduce the allotted Transportation Planner positions from two to one. The Transportation Planner position has been vacant for approximately four years, and there are no future plans to fill it. The Transportation Planner is currently classified within Pay Grade 117. The Lead Code Enforcement Officer position is classified within pay Grade 112. Therefore, converting the vacant Transportation Planner position to the Lead Code Enforcement Officer position will result in a budget savings of approximately \$15,000.

The Code Enforcement Division, in cooperation with Human Resources, would like to move forward with the transfer immediately in order to begin the hiring process. Please let us know if you have any questions.