

# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Ann E. Wall, City Manager  
DATE: March 14, 2018  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Joseph Durham, Interim Community Development Director, regarding a \$1 million Community Development Block Grant awarded to Pitt County for disaster recovery assistance related to Hurricane Matthew
2. A letter from Betty Ann Caldwell, NCDOT Division 2 Project Manager, regarding a local officials informational meeting on March 29, 2018 about the Allen Road widening project
3. A memo from Kevin Mulligan, Public Works Director, regarding agenda item #7 from February 5, 2018 Council meeting

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Attachments

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**COMMUNITY DEVELOPMENT**

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# MEMO

**DEPARTMENT**

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**TO:** Ken A Graves, Assistant City Manager

**FROM:** Joseph Durham, Interim Director of Community Development Department

**DATE:** March 1, 2018

**SUBJECT:** Notes to Council - Community Development Block Grant Funds-  
Disaster Recovery - Pitt County

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Pitt County was recently awarded a grant from the Department of Emergency Management. This 1 million dollar grant is funded under the Community Development Block Grant – Disaster Recovery (CDBG-DR). This represents additional resources to our community to assist families impacted by Hurricane Matthew. Since this is a Pitt County program our role will be to assist the County in identifying and referring eligible City of Greenville clients. We have initiated an outreach program as well as reviewing our list of clients with potential unmet needs.

**The qualifying criteria for the CDBG-DR are as follows:**

- Be an owner occupant of the dwelling
- Have damage(s) to the home that occurred during Hurricane Matthew
- Have household income that does not exceed 80% of the area median income for number of members in the household
- Priority will be given to households with damage(s) over \$8,000, those 65 years of age and older, those with disabilities and those with households less than 60% of the area median income

**Eligible Activities are:**

- Up to \$53,000 for single-family rehabilitation with less than 50% damage
- Up to \$125,000 for single family reconstruction with damages of 51% or more
- Up to 25% for single family out of pocket repair reimbursements completed within 1 year anniversary date of the storm
- Manufactured Home repair up to \$15,000 with damage up to 50%
- Manufactured Home replacement up to \$75,000 with damage of 50% or more
- Home buyout for properties heavily damaged that are not in the FEMA buyout program
- Homeowner Assistance to help families move to higher ground who applied to HMGP or HUD buyout program for acquisition

- Homeowner Assistance to help families move to higher ground who applied to HMGP or HUD buyout program for acquisition
- Small rental assistance for landlords with less than 8 units, whose properties major to severed damage and have not been repaired

Please feel free to contact me at (252) 329-4500 if there are questions or if additional information is needed. Thank you

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MAR 12 2018



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

CITY MANAGER'S OFFICE

ROY COOPER  
GOVERNOR

JAMES H. TROGDON, III  
SECRETARY

Elected Officials  
Pitt County and City of Greenville

RE: **Invitation to Local Official's Informational Meeting**  
State Transportation Improvement Program Project No. U-5875  
Allen Road (S.R. 1203) Widen to Multi-Lanes  
From Stantonsburg Road (S.R. 1467) to U.S. 13 (Dickinson Avenue Extension)

Dear Sir or Madam:

The North Carolina Department of Transportation (NCDOT) invites you to attend a Local Official's Informational Meeting to be held for the above-referenced project. The meeting is scheduled for:

**Date:** *March 29, 2018*  
**Time:** *10:00 a.m. – 11:30 a.m.*  
**Location:** *Commissioner's Auditorium  
Pitt County Office Building  
1717 W. 5<sup>th</sup> Street, Greenville, NC 27834*

The purpose of this meeting is to provide you with information on the project and to gather your comments. An informal, drop-in style open house will be held later in the day from 4:00 p.m. until 7:00 p.m. in the *Multi-Purpose Room of Lakeforest Elementary School* located at *3300 Briarcliff Drive* in *Greenville*. You are welcome to attend either or both of the meetings. The opportunity to submit written comments will be provided at the meeting or no later than April 29, 2018.

Please contact NCDOT Division 2 Project Manager Betty Ann Caldwell, PE by email at [bacaldwell@ncdot.gov](mailto:bacaldwell@ncdot.gov) or via phone by calling (252) 439-2808 or Susan Westberry, AICP with SEPI Engineering and Construction by email at [swestberry@sepiengineering.com](mailto:swestberry@sepiengineering.com) or phone at (910) 550-3257 if you or your representative have any questions.

Thank you and we look forward to meeting with you.

Sincerely,  
*Betty Ann Caldwell*  
Betty Ann Caldwell, PE  
NCDOT Division 2 Project Manager

Mailing Address:  
NC DEPARTMENT OF TRANSPORTATION  
DIVISION 2  
PROJECT DEVELOPMENT GROUP  
PO BOX 1587  
GREENVILLE, NC 27835-1587

Telephone: (252) 439-2800  
Customer Service: 1-877-368-4968

Website: [www.ncdot.gov](http://www.ncdot.gov)

Location:  
105 PACTOLUS HIGHWAY  
GREENVILLE, NC 27835

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works  
**Date:** March 6, 2018  
**Subject:** Agenda item #7 from February 5, 2018 Council Meeting

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During the February 5, 2018 Council session there was significant discussion on a consent agenda item that was pulled for further discussion. The agenda item was item #7 titled "Approval of the purchase and installation of equipment and lights for Police Department Vehicles".

The Public Works Department requested approval for the purchase and installation of equipment to outfit 16 Police Department patrol vehicles. Specifically, the item was recommending approval for a purchase order between Adamson Industries and the City in the amount of \$317,952.51. The cost of the equipment is \$271,688.64 or \$16,981 per vehicle. Installation costs are \$2,891.49 per vehicle.

During review of the discussion it is clear that the number of companies that can provide this type of service was not communicated clearly. While it is not known how many companies can perform this service, there are many more than two companies that perform equipment installations for public safety vehicles. The Fleet Manager indicated that Public Works contacted two companies – one in Boston and one in Texas. What was not explained fully was that these companies were accessible because they were the recipient of a national bid contracts that enabled the City to access these contracts. While the pricing and turnaround time for vehicle delivery are a marked improvement over performing this work in-house, there are still other options that are available to perform this type of work.

Based on our further discussions, Public Works is moving forward with a separate bid for the installation of equipment to outfit 16 Police Department patrol vehicles. The bid information is as follows:

## **Police Vehicle Equipment Purchase & Installation Services**

- **Department:**Public Works
- **Category:**Formal Bid
- **RFP Number:**17-18-34
- **Start Date:**02/28/2018 10:58 AM
- **Close Date:**03/21/2018 2:00 PM

The City will analyze the bids to make sure that the low bidder has the required certifications. The City will also compare the bids received to our existing contract with Adamson and make a recommendation on procedure moving forward.

The current equipment order of 16 patrol vehicles will be placed on hold pending the bid results. The Fleet Manager has contacted the supplier of the patrol cars and the delivery location is a requirement prior to the initiation of vehicle fabrication. This will temporarily delay the fabrication of the 16 patrol vehicles until we can provide the destination of the equipment outfitter.