

NOTES

TO: Honorable Mayor and City Council Members
FROM: Ann E. Wall, City Manager
DATE: April 18, 2018
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Gary Fenton, Director of Recreation and Parks, regarding upcoming spring events
2. A memo from Carlton Dawson, Code Enforcement Supervisor, regarding the 2018 Spring Clean-Up
3. A memo from Kevin Mulligan, Director of Public Works, regarding installation of sidewalks for various NCDOT widening projects
4. A memo from Kevin Mulligan, Director of Public Works, regarding bid results for police vehicle equipment purchase and installation services
5. A memo from Gary Fenton, Director of Recreation and Parks, regarding potential North Carolina Recreation Trails Grant status

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Attachments

Memo

To: Ann Wall, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: April 18, 2018
Re: Upcoming Spring Events

Recreation and Parks staff have been busy this spring preparing for various events. This past weekend's PirateFest was as an example of GRPD staff supporting an event through managing entertainment, providing art and nature activities, keeping Town Common clean, and addressing other tasks as needed.

Our staff are grateful for the opportunity to be a part of such a dynamic event.

The pace will continue as we close out April and move into May. Listed below are additional events managed directly or co-sponsored by Recreation and Parks. As always, City staff and City Council Members are invited to stop by at each of these great events, if schedules permit.

- **Friday, April 20th – Special Olympics Pitt County Spring Games in Rose H.S. Stadium**
 - Approximately 400 Special Olympians will participate in this annual event, which will kick off with Opening Ceremonies at 9:45 a.m. The Specialized Recreation staff coordinate and host the Spring Games with the help of almost 700 community volunteers. A truly impactful event.
- **Sunday, April 22nd – Community Youth Arts Festival at Town Common**
 - A collaborative effort between the GRPD, the Pitt County Arts Council at Emerge, the ECU School of Art and Design and the Pitt County Schools, the new *Community Youth Arts Festival* – coming this weekend – brings a community arts event formerly held at ECU and our *Celebration of Youth Expression* into one terrific new collaboration at Town Common. This “ten to four” event will highlight visual and performing artists who’ll share their creative talents with area children. Various musical, dance and theatrical groups will also be featured and children will have the opportunity to visit with artists demonstrating wheel thrown ceramics, watercolor painting, weaving, blacksmithing, paper-making, printmaking, sculpture, portraiture and various other visual art media.



Beginning at 1:30 there will be an all-youth, performing arts competition at the amphitheater. About 20 youngsters will compete, including vocalists, dancers, a steel drum group and more.

- **Friday, April 27th – Saturday, April 28th – Pitt County Relay for Life at Boyd Lee Park**
 - This is the 4th year this *Relay for Life* event will be held at the park, and organizers are expecting at least 60 teams to participate. Opening Ceremonies will kick-off at 6:00 p.m. Friday, followed by the Survivor/Caregiver Walk and the Luminaria Ceremony. Activities are

planned throughout the night with a closing ceremony concluding the event at 9:00 a.m. Saturday. *Relay for Life* will be held in the multi-purpose field, and is managed and operated solely by Relay for Life of Pitt County organizers.

- **Thursday, May 17th – Saturday, May 19th – Greenville Aquatics & Fitness Center Open House**
 - Aquatics & Fitness Center staff are planning an Open House for May 17th – May 19th. The event will give the community an opportunity to tour the facility, interact with staff, and experience the dynamic GAFC programs. Membership specials will be offered and visitors can experience the center’s many options, including basketball and pickleball, various exercise classes, the weight room, and the indoor heated pool.
 - The Open House schedule:
 - Monday, May 17th 5:30 a.m. – 9:00 p.m.
 - Friday, May 18th 5:30 AM – 8:00 p.m.
 - Saturday, May 19th 8:00 AM – 4:00 p.m.

Please let me know if there are any questions.

cc: Michael Cowin, Assistant City Manager



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Memorandum

To: Ann E. Wall, City Manager

From: Carlton Dawson, Code Enforcement Supervisor

Date: April 17, 2018

Subject: 2018 Spring Clean-Up

The City of Greenville 2018 Annual Spring Clean –Up was a huge success with historic participation from over 200 volunteers. The clean-up efforts began on Monday, April 9, 2018 and continued through Saturday, April 14, 2018 to include a collaborated celebration at the Lucille W. Gorham Inter-Generational Community Center with food and fun enjoyed by all. Many thanks to our ECU partners and staff at the LWGI-GCC.

This year the volunteers and participants consisted of civic groups, church groups, fraternal organizations, neighborhood associations, City Departments, individual citizens, and stakeholders. During the week-long event, volunteers did an amazing job of collecting trash from all areas of the city to include properties near schools, parks, and the entryways to the city. Their outstanding efforts resulted in the collection of over 110 bags of trash with a total weight of around 3,300 pounds of trash removed from our city.

In addition to the volunteer efforts, the Public Works Department did an outstanding job of collecting household items placed at the curb from individual households during the Spring Clean-Up campaign. These items consisted of household goods, car tires, and yard debris. The Code Enforcement Division assisted in coordination of these efforts with citizens and the Public Works Department for a quicker response and removal of trash.

These clean-up efforts beautify our city, increase civic pride, promote the feeling of neighborliness, and present a more attractive city to visitors and folks residing here in Greenville. These efforts are also in line with the City Council 2018-2020 goals and priorities:

Ensure the cleanliness of the city and beautify entrances to our community.

Action Step 1: Develop a plan to enhance city entrances and gateways including litter removal...

We have received a lot of positive feedback from citizens and volunteers looking forward to another outstanding Spring Clean-Up event next year.


The 2018 Spring Clean-Up event tally follows:

**CITY OF GREENVILLE
2018 SPRING CLEAN UP EVENT TALLY**

GROUP/INDIVIDUAL	# OF VOLUNTEERS	LOCATION CLEANED	BAGS COLLECTED
TRUNA	40	E. 5 th -Eastern-1 st -Avery-Beech St-Tar River	30
Springshire	40	Rotary St.-5 th St.	18
Delta Sigma Theta (DST)	18	Fairlane Rd.	1
BSOM Reachout Group	10	Macgregor Downs	7
Richard Crisp	1	North Overlook	1
Margaret Reid	2	Fleming School Road	1
Corey's Chapel Church	19	Perkins Street-Skinner St.	6
Lulu's Hispanic Outreach Group	20	Dickinson Avenue	16
Fed Ex-Ground	13	Staton Rd & Northland Dr.	10
City Manager's Office	13	North Greene St. - Mumford Rd	11 + 1 shopping cart with debris
Public Works Dept.	6	Airport Rd.-Greene St.	5
Community Development	7	W. 5 th St.- Tyson St.	4
CCCNA	11	Jaycee Park-Cedar Ln	?
IGCC Event Volunteers	17	n/a	n/a

Total # Volunteers	217	Total # of Bags	110	Total lbs of Trash (qty x 30 lbs)	3,300 Ibs
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Memorandum

To: Ann Wall, City Manager
From: Kevin Mulligan, PE, Director of Public Works 
Date: April 18, 2018
Subject: Installation of Sidewalks for various NCDOT Widening Projects

NCDOT has requested direction regarding the installation of sidewalk on various state routes that are scheduled for widening and improvement. During the programming of each of these road improvement, provisions for sidewalks on each side of the road may be included per municipality direction. Sidewalks are considered betterments with the cost of the sidewalks being shared between NCDOT and the City. NCDOT is requesting that the City enter into a Municipal Agreement committing to pay for 40% of the cost of a 5-foot sidewalk as well as perform future maintenance.

Prior to initiating final design and right of way acquisition, NCDOT is requesting the City to approve the appropriate Municipal Agreements to cover the following widening projects:

- 1) Allen Road Widening (U-5875) - from Dickinson Avenue to Stantonsburg Road
- 2) Fire Tower/Portertown Road (U-5785/U-5870) – from Turnbury Drive Ext. to NC 33 (East 10th Street)

For the projects listed above, the roads cross City/County boundaries thus creating an issue with regard to funding those sidewalks which are outside of the City limits. NCDOT has provided preliminary estimates of the cost of sidewalks for each project. Pitt County has declined to enter into an agreement with NCDOT to commit to pay for their pro-rata share of the cost of sidewalks located within the county. With the County not participating in the cost of the new sidewalk within County boundaries, there are several possibilities for City Council to consider:

1. City funds sidewalk installation within City limits only
2. City funds sidewalk installation for both the City and County boundaries
3. City funds sidewalk installation in both the City and County but leaving areas without sidewalk which are not currently developed and not detract from the continuity of the sidewalk installation.

The following is a breakdown of the estimated sidewalk cost range for the above scenarios for Allen Road and Fire Tower/Portertown Road (all costs reflect the required City contribution):

ALLEN ROAD WIDENING (U-5875) - Dickinson Avenue to Stantonsburg Road

SCENARIO	ROADWAY	ESTIMATED COST (Dollars)
1. City Limits Only	Allen Road	\$120,000 - \$160,000
2. Both City/County	Allen Road	\$240,000 - \$280,000
3. City Boundary Extended	Allen Road	\$190,000 - \$230,000

FIRE TOWER/PORTERTOWN RD. WIDENING (U-5785 & U-5870) - Charles Blvd to NC33 (10th Street)

SCENARIO	ROADWAY	ESTIMATED COST (Dollars)
City Limits Only	Fire Tower/Portertown Rd	\$150,000 - \$190,000
City/County	Fire Tower/ Portertown Rd	\$290,000 - \$330,000
City Boundary Extended	Fire Tower/ Portertown Rd	\$200,000 - \$240,000

It is important to note that the above sidewalk estimate, provided by NCDOT, for the Fire Tower/Portertown Rd project, does not include the extended project limits. The original limits of the project were 10th St to Charles Blvd. The quadrant loop designs at Turnbury Drive and Kittrell Rd were not considered as part of the original sidewalk cost estimate shown in the above table.

Staff estimates the sidewalk costs for these additional sections would be approximately \$100,000. This sum would be added to the costs listed for each scenario in the above table.

Staff recommends option 3 for both Allen and Firetower/Portertown Roads. Option 3 is the installation of sidewalks within the City boundary but with sidewalks extended outside of the City limits. The extended sidewalks would have logical start and stop points. The City share for the installation of sidewalk on Allen Rd will be approximately \$190k to \$230k. The City share for the Firetower/Portertown Rd sidewalk installation will be approximately \$300k to \$340k. Maps are attached for the Allen Road and the Fire Tower/Portertown Road projects to reflect staff's recommendations for sidewalk installations. The recommended scenarios will provide more consistent runs of sidewalk while also minimizing gaps, where possible.

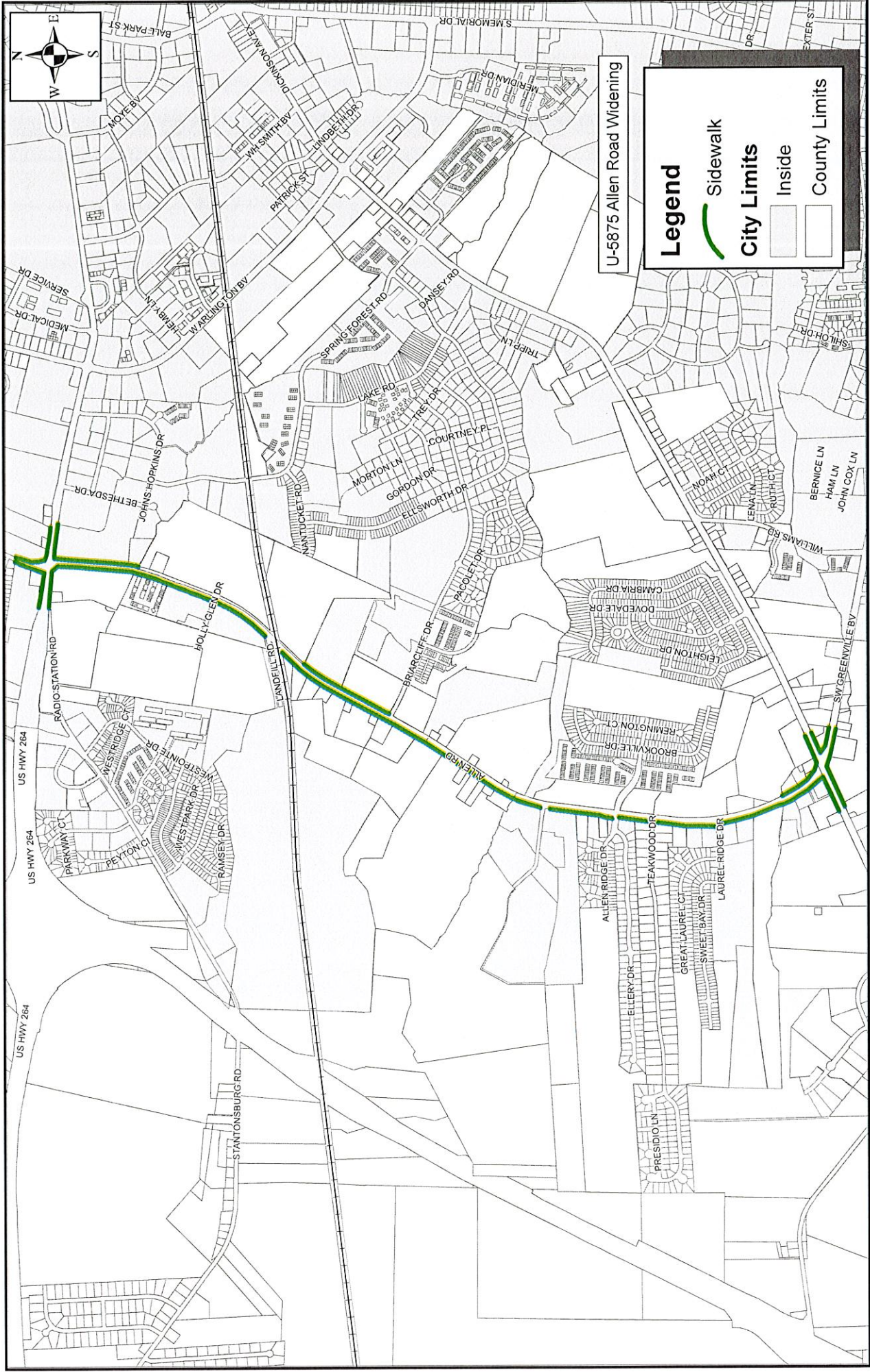
cc: Scott P. M. Godefroy, PE, City Engineer



U-5875 Allen Road Widening

Legend

- Sidewalk
- City Limits
- Inside
- County Limits

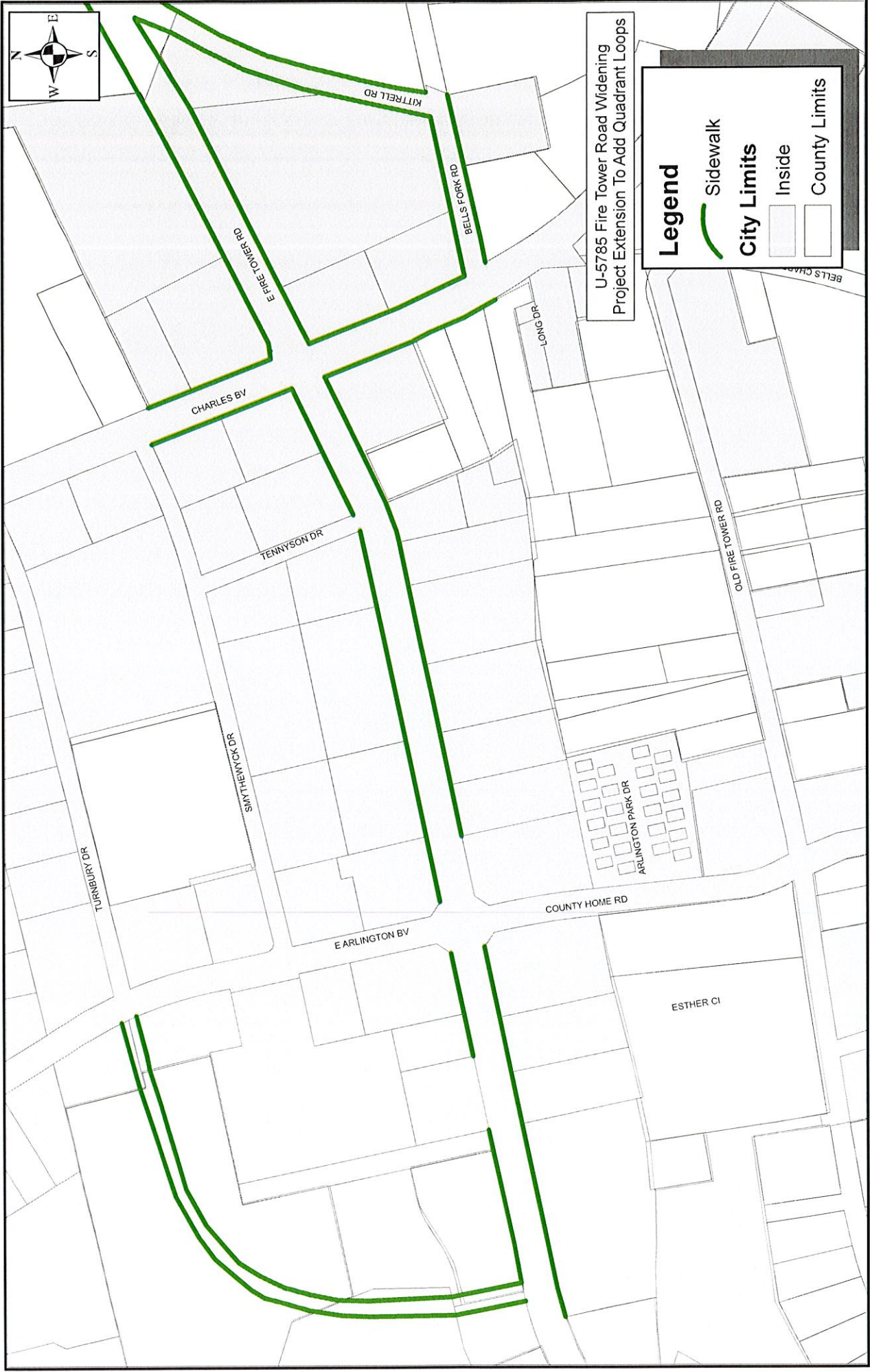




U-5785 Fire Tower Road Widening
Project Extension To Add Quadrant Loops

Legend




- Sidewalk
- City Limits**
 - Inside
 - County Limits





U-5785 Fire Tower Road Widening

Legend

-  Sidewalk
- City Limits**
 -  Inside
 -  County Limits



U-5870 Portertown Road Widening

Legend

- Sidewalk
- City Limits
- Inside
- County Limits

Memorandum

To: Ann Wall, City Manager
From: Kevin Mulligan, PE, Director of Public Works
Date: April 18, 2018
Subject: Bid results for Police Vehicle Equipment Purchase and Installation Services

On March 21, 2018 The City of Greenville solicited bids for, Police Vehicle Equipment Purchase & Installation Services. The work consisted of providing all labor, equipment, and materials to perform emergency vehicle equipment installation services for sixteen (16) new Ford SUV Police Interceptors.

This solicitation was released to compare the purchase and installation price of purchasing from the federal government via the General Services Administration (GSA) contract allowable under NCGS 143-129(e)(1) versus a traditional invitation to bid. The purchase and installation of equipment for 16 police sedans was previously brought to Council on February 5, 2018 (item #7). The cost for the equipment and installation, as presented to Council was \$317,952.51. The contract was awarded to Adamson Industries but staff requested to opportunity to send out a separate bid locally before proceeding with the award of this contract.


A pre-bid meeting was held on March 13, 2018 and two firms attended: Dana Safety Supply, Greensboro, NC and Crown of North America, Chicago, IL (via conference call).

During the bid process, the Police Department informed Public Works and Purchasing that, as a result of a software change, they would be removing the requirement for a computer screen and mount previously used. Their laptops will be mounted in the vehicle instead. This saves approximately \$5,000 per car. An addendum was issued to request pricing for a second package (Package 2) that omitted the deleted technology. The first package was maintained to provide an equal comparison to the GSA contract originally approved by Council.

At the public bid opening, only two bids were received. One local company – Mobile Communications - submitted a partial bid but did not include the majority of the equipment and also did not include installation. Based on the advertised solicitation, this bid was rejected as unresponsive as it did not provide or “respond to” the procurement requested. A second bid was received from Adamson Industries (also the company providing GSA pricing). The company provided quotes for both packages. Package 1 (the same as the package quoted using the GSA contract) was approximately \$2,400 more than the original price. The price difference can be attributed to a recent increase in transportation costs not affected by purchase method. The third party vendor responsible for Adamson’s transportation has increased its price and that cost is being passed on to the consumer. Adamson priced Package 2 (minus the deleted technology) at \$234,179.04. This quoted amount matches pricing we would receive using GSA. The deletion of the computer screen and mount will save the city approximately \$83,770. The \$2,400 increase for transportation costs would not be allowable per the GSA contract method.

Based on the results of the bid, the City will proceed with contracting with Adamson Industries using the GSA pricing.

Memo

To: Ann Wall, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: April 18, 2018
Re: Trails Grant Status

Following an on-site meeting with NC Division of Parks and Recreation Trails Specialist Bob Taber and the subsequent submission of a preliminary \$100,000 grant application, the Recreation and Parks Department was invited to submit a second round - Part B - application for a trail development grant from NC's Recreational Trails Program.

If funded, the \$100,000 grant would require a \$25,000 local match, creating a total trail development budget of \$125,000. That match would be secured from Tar River Legacy Plan funding with the goal of developing a 1.6 mile bike trail on the former landfill property on Second Street. The Part B submission is due June 15th.

Our request will be among \$3 million worth of projects competing for \$1.4 million in available funding.

The Part B application will require acknowledgement and support of the project from the City; letters of support from community partners such as FROGGS and the Bicycle and Pedestrian Commission; a proposed project timeline; and maps of the proposed trail and its proximity to the Green Mill Run Greenway, as well as other supporting documentation. The council will be asked to approve a request to submit the grant at the May 7, 2018 meeting.

Application awards are expected to be announced by October.

Please let me know if there are any questions.

cc: Michael Cowin, Assistant City Manager