

NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: May 9, 2018

SUBJECT: Materials for Your Information


Please find attached the following materials for your information:

1. A memo from Kevin Mulligan, Director of Public Works, regarding fleet study results
2. A memo from Gary Fenton, Director of Recreation and Parks, regarding the Action Sports Park Site Selection Analysis
3. Greenville Red Light Camera Program Monthly Scorecard

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Attachments

Memorandum

TO: Ann Wall, City Manager
FROM: Kevin Mulligan, PE, Director of Public Works 
DATE: May 9, 2018
SUBJECT: Fleet Study Results – Presentation Scheduled for May 7, 2018 City Council Meeting

The Public Works Department was assigned to present the Fleet Study Results at the May 7, 2018 City Council Workshop but was unable to due to time constraints.

Attached for your review is the presentation detailing the analysis of the study conducted by Matrix Consulting, which began in July 2017, along with their recommendations to the City and the impacts to the Vehicle Replacement Fund.

Should you have any questions, do not hesitate to contact me.

cc: Angel Maldonado, Fleet Superintendent

Overview of Fleet Utilization Report

May 7, 2018



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City Fleet = 520 vehicles



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City Fleet = 520 vehicles



City Equipment = 167




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Operations and Maintenance



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Scope of report

- Analyze current fleet size, composition, and use.
- Develop recommendations for allocation of vehicles and equipment.
- Review current vehicle replacement policies.
- Develop a 10-year replacement schedule with projected cost.



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Study methodology

- Collection of data on the City's fleet including type, assigned department, acquisition date, meter reading, and replacement cost.
- Statistics on utilization including average use levels for each type of vehicle.
- Meet with departments regarding their operational needs for vehicles.
- Assessment of fleet replacement practices and comparison to industry best management practices.
- Analysis of past fleet replacement funding and funding required to sustain the 10-year plan.



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Study findings

- City vehicles are well-utilized.
- Average replacement cycle is 8.4 years, which is typical for a fleet of this size.
- Off-fleet vehicles are a concern.
- There is a funding imbalance. (Currently replacing at 100%; funding at 30%.)
- The Vehicle Replacement Fund (VRF) covers the cost of vehicle/equipment replacement, but a procedure to cover vehicles involved in accidents is needed.



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Age of the Fleet

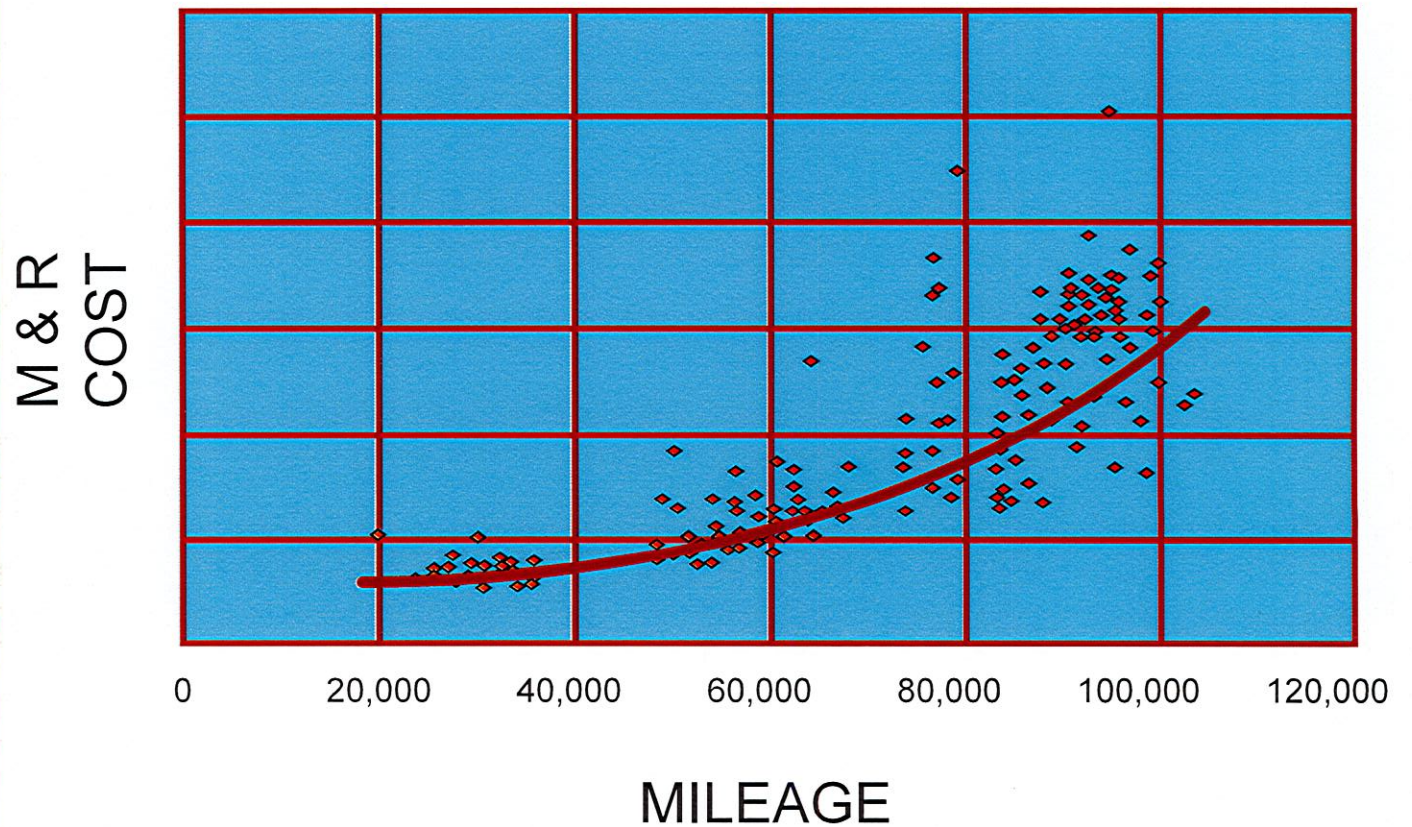
- The City's established replacement policy works out to be an average of 8.4 years (this is a typical average for cities).
- The average age of the vehicles should be one-half the average replacement cycle – 4.2 years for the City.
- The City's actual average fleet age of 7 years is 67% higher than expected.



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Impact of vehicle age on repair costs



Extending vehicle replacement schedule?

- City purchases a pickup truck for \$30,000.
- Expected life span: 10 years.
- Annual maintenance cost starts at \$1,000 and increases \$1,000 every five years.

<u>10 years</u>		<u>15 years</u>
30,000		30,000
<u>+15,000</u>	O&M	<u>+30,000</u>
45,000		60,000
<u>- 7,000</u>	Resale value	<u>- 1,500</u>
\$38,000	Total investment	\$58,500



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Recommendations and Actions

- City should create a process to limit the number of off-fleet vehicles. (Action — City Manager’s Office approval.)
- The City needs to increase annual funding for fleet replacement. (Action — Propose budget to increase funding from 30% to 40% in FY2019 and 50% in FY2020.)
- Replacing vehicles at the appropriate time will save the City money.
- Several underutilized vehicles are being reassigned or sold.
- Create a pool vehicle system.
- Evaluate capital purchase/finance of large vehicles.



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Memo

To: Ann Wall, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: May 9, 2018
Re: Action Sports Park Site Selection Analysis (BMX and Skatepark)

On April 23, 2018, Recreation and Parks facilitated a project kickoff meeting with Stewart Engineering to discuss the Action Sports Park Site Selection Analysis.

In March, the City entered into a professional services agreement with Stewart for a feasibility study to analyze the merits of potential sites for the proposed Action Sports Park, to include a BMX and skatepark. Please find attached minutes from the kickoff meeting. Discussions centered on the scope and goals of the project as well as next steps.

In early June, staff will schedule a project meeting with Stewart, the Mirra family, and other stakeholders and advocacy groups to discuss the potential project sites further and gather additional input.

We will inform Council of the meeting details — date, time, location — once they have been determined.

cc: Michael Cowin, Assistant City Manager



STEWART

MEETING NOTES

DATE: April 23, 2018
TIME: 11:00 am – 12:30 pm
PROJECT: Greenville Action Park – Feasibility Studies
Stewart # C18041.00
LOCATION: City Hall
RE: Project Kick-Off Meeting

Meeting Attendees:

Ann Wall (City Manager)
Michael Cowan (Assistant City Manager)
Ken Graves (Assistant City Manager)
Gary Fenton (Parks and Recreation Director)
Lamarco Morrison (City Project Manager)
Albi McLawhorn (MHA Works)
Brad Siedlecki (Pillar Design)
Jennifer Wagner (Stewart)
Carol Jemiolo (Stewart)

1. Introductions & Roles

- a. City of Greenville - Lamarco Morrison – PM
- b. PM, Stewart (Prime) - Jennifer Wagner
- c. MHA Works – Architect/local land knowledge
- d. Pillar Design – Industry and Community knowledge

2. Project Scope and Goals

- a. Develop a feasibility study to analyze the merits of three sites identified by the City.
 - i. Site analysis and documentation
 - ii. Connectivity and accessibility to other amenities and destinations
 - iii. Summary of permit and zoning restrictions
- b. Project Goals – Stewart led a discussion on the goals and priorities for the park. Elements identified as top priority are shown with an asterisk. *
 - i. **City:**
 1. Cost
 2. Maintenance
 3. Expansion opportunities*
 4. Economic engine for city
 5. Destination park*
 - ii. **User/Program:**
 1. Age/group appeal
 2. Amenities offered
 - a. Required elements:*
 - i. BMX
 - ii. Skate



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- iii. Restrooms
- iv. Concessions
- v. Parking
- vi. Playground
- b. Additional to consider:
 - i. Canopy walk (Gary referenced Holden Arboretum canopy walk in Indiana)
 - ii. Camping
 - iii. Offerings for those who don't ride/skate
 - iv. Water sports
 - v. Modal (dirt bikes)
 - vi. Mountain bike trails
 - vii. Outdoor beer garden or pavilion (Ann referenced the White Water Center in Charlotte)
 - viii. Cable parks (Albi referenced)
- 3. Access/walkable/bike-able*
- 4. Highlight Mirra family legacy*
- 5. Adaptable/ stay on cutting edge for trends
- iii. **Site:**
 - 1. Visibility/branding
 - 2. Expansion opportunities*
 - 3. Cost to develop the site (grading, remediation, etc.)
 - 4. Opportunities for camping
 - 5. Existing elements as a pro: ponds, rivers*
 - 6. Highlight natural aspects; beauty/uniqueness of site*

3. Sites for Review

- a. The group discussed the potential sites for review and the known merits of each. The original contract is to evaluate three sites. The group developed a list of five to consider.
 - i. **Former landfill site**
 - 1. Pro's
 - a. River view and trees
 - b. Connectivity to greenway
 - c. City owned site
 - d. Possible mountain bike trail grant
 - 2. Con's
 - a. Vehicular connection is through neighborhood and around cemetery.
 - b. Possible remediation concerns/ necessity to avoid digging into the landfill cap could reduce grading opportunities.
 - ii. **Flowers & Taylor Warehouse site**
 - 1. Pro's
 - a. Ability to connect and expand into River Park North
 - b. Greenway and pond connection
 - c. Minimal neighbor concerns



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2. Con's
 - a. Warehouse demolition costs, especially with asbestos in building could raise costs
 - b. On other side of river from City; harder to access.
 - c. Smaller site if it doesn't expand into River Park North.
 - d. Traffic on access road
- iii. **Jaycee Park**
 1. Pro's
 - a. Existing BMX facility could be expanded upon
 - b. City owned site
 - c. Possible greenway connection through neighborhoods
 2. Con's
 - a. Existing playground and ballfield would have to be removed/relocated.
 - b. Smaller site with no expansion opportunities.
 - c. Entrance is through a neighborhood.
- iv. **Carroll Site**
 1. Pro's
 - a. On north side of river from City but could be accessed via greenway if a bridge is added
 - b. Pond/river/beach access
 2. Con's
 - a. Not owned by City; requires land acquisition
- v. **Mumford Road Property**
 1. Pro's
 - a. North side of river but could access greenway and water
 - b. RV and camping would be good here
 2. Con's
 - a. FEMA indicated building here is not feasible
- b. Original vision was for a 10-acre park but if destination park and expansion opportunities are critical, a larger parcel seems more appropriate.
- c. Being along the Tar River is not necessarily a requirement per the Tar River Plan, but the idea of locating along the water could be a huge asset for water sports and greenway connectivity.

4. Determine milestone dates and discuss Next Steps

- a. Milestones/Determine Schedule
 - i. The team worked through the project schedule and determined milestones, including needing to meet with the Mirra family and other stakeholders soon to confirm direction and keep them in the loop. This meeting should be set up for early/mid May.

ACTION: CITY



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- ii. Goal is to have a feasibility study to City Council before their July break. This might be aggressive depending on when a meeting with the Mirra family can occur.
- iii. Ad detailed schedule will be sent out for all to review and conform. **ACTION: STEWART**
- b. Questions to consider
 - i. It was determined that a Public Process during this phase isn't necessary but a meeting with stakeholders is important.
 - ii. Should a master planning phase be included after the feasibility study is complete to begin fundraising and to determine phasing before entering into detailed design? It was determined that this could occur during SD.
- c. Next Steps
 - i. Stewart to confirm direction on five sites. **ACTION: STEWART AND CITY.**
 - ii. Stewart to begin site analysis and documentation. **ACTION: STEWART**
 - iii. Team to meet with Mirra family and other stakeholders. **ACTION: DESIGN TEAM AND CITY.**
 - iv. Team to agree on schedule. **ACTION: STEWART AND CITY.**

The outline above is the writer's understandings of the major topics and conclusions of the meeting. If this does not correspond with the understanding of anyone in attendance, please notify the writer within 7 days. If no notification is received, the minutes as submitted will be finalized.

Signed:

Jennifer Wagner, PLA
Planning & Design Project Manager
Stewart

Greenville RLC Program MONTHLY SCORECARD

Program launched November, 2017.



Ten cameras are used across five intersections within the city.



The worst time for red-light running violations is between **3pm and 4 pm.**



The most notorious day for red-light running is **Friday.**
Sixty percent of the violations issued come from vehicles registered **outside the city.**



The program generates about **six red-light running violations** per cameras, per day.

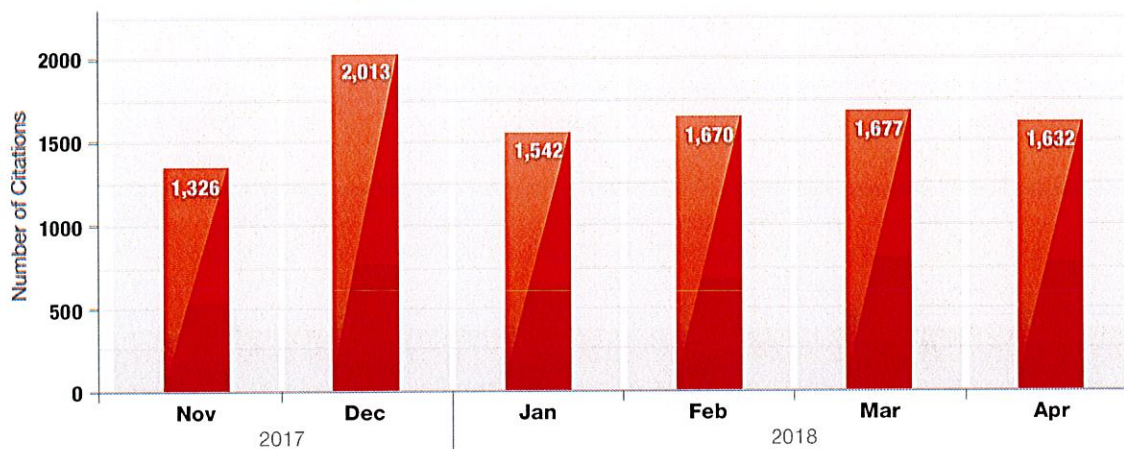


The location with the most violations is the intersection of



ARLINGTON BLVD @ GREENVILLE BLVD.

Total Violations Per Month



Citations Per Location in April, 2018

Location Description

CHARLES BLVD @ E FIRE TOWER RD
E 14TH ST @ CHARLES BLVD
E ARLINGTON BLVD @ GREENVILLE BLVD
E ARLINGTON BLVD @ E FIRE TOWER RD
MEMORIAL DR @ W ARLINGTON BLVD

of Citations

237
303
691
197
204

Total Issued

1,632