

NOTES

TO: Honorable Mayor and City Council Members
FROM: Ann E. Wall, ^{KW} City Manager
DATE: October 13, 2021
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Valerie Shiuwegar, City Clerk, providing boards and commissions presentations provided by the Historic Preservation Commission, Human Relations Council, and the Youth Council
2. A memo from Kevin Mulligan, Public Works Director, regarding City Hall Council Chambers HVAC Unit #2 replacement beginning October 18, 2021
3. A memo from Kevin Mulligan, Public Works Director, regarding Community Tree Day on October 26, 2021
4. A memo from Kevin Mulligan, Public Works Director, regarding the Emerald Express Uptown Circulator Pilot program
5. A memo from Kevin Mulligan, Public Works Director, regarding Public Works Transit Division (GREAT) Integrated Mobility and Enhancement Plan

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Attachments



**City of Greenville
City Clerk's Office**

MEMORANDUM

TO: Ann Wall, City Manager
FROM: Valerie Shiuwegar, City Clerk
SUBJECT: Board Presentations –October 2021
DATE: October 12, 2021

Boards and commissions have been given the option of providing their annual reports to the City Council through Notes to Council. Attached to this memo are presentations provided by the Historic Preservation Commission, Human Relations Council, and the Youth Council.

cc: Emanuel McGirt, City Attorney
Tom Barnett, Planning & Development Services Director



PLANNING AND
DEVELOPMENT SERVICES

MEMORANDUM

To: Valerie Shiuwegar, City Clerk
From: Chantae Gooby, Chief Planner
Date: September 27, 2021
Subject: Historic Preservation Commission Activities for 2020 - 2021

CMG

CC: Ann Wall, City Manager
Ken A. Graves, Assistant City Manager
Thomas Barnett, Director of Planning and Development Services
Les Everett, Assistance Director of Planning and Development Services
Jeremy Jordan, Chair of Historic Preservation Commission

Due to COVID, the Historic Preservation Commission did not do a presentation to City Council in 2020. This update will be a summary of activities for FY 2020 and 2021. Despite the difficult climate as a result of COVID, the Historic Preservation Commission continued to work with property owners to safeguard the historic assets in the College View Historic District and all Local Landmarks (LLD).

The Commission approved 10 Major Work Certificates of Appropriateness. A Major Work is significant work or renovations to a historic house and/or grounds using the City's Design Guidelines to maintain historic integrity and the tax base.

The Commission continued to maintain its Certified Local Government (CLG) status by participating in virtual training offered by State Historic Preservation Office (SHPO). The CLG status allows the City to apply for historic preservation grants to promote the preservation of the City's historic assets.

The Commission was successful in procuring \$25,000 for the preparation of Survey and Research Reports for five (5) City-owned properties for potential designation as LLDs.

The Commission recommended approval of five (5) privately-owned properties to City Council to be designated as LLDs. All of the properties were approved. The designation of historic properties as LLDs helps to insure these properties will be here for generations.

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GREENVILLE HUMAN RELATIONS COUNCIL

Annual Report

Monday, October 5, 2020

Samar Badwan, Chairperson

Ordinance No. 382 established the Human Relations Council on February 10, 1972. The Council's mission is to serve as advocate for all people in pursuit of human and economic relationships, to promote activities, education and programs, which enhance human dignity, equal opportunity, mutual respect and harmony among the residents of Greenville.

The Council's vision is for an inclusive community where trust, acceptance, fairness and equity are community standards.

THE ROLE OF THE COUCIL, is to:

- Develop and strengthen ties among organizations working in the area of human rights.
- Study any conditions that present prejudice or discrimination against protected classes.
- Work to prevent discrimination by developing educational materials and programs to promote equal rights, understanding, inclusiveness and acceptance.
- Continue to partner and consult with state, federal and other governmental authorities on any matters, disputes, and controversies within the City's jurisdiction regarding fair housing complaints; specifically, tenant/landlord complaints.
- Make recommendations to City Council on procedures, programs or policies that promote diversity, acceptance, equal rights, understanding and inclusion.
- Provide information and referral resources on human rights issues to members of the community.
- Foster open communication about human rights issues in Greenville.

The Council is responsible for a number of projects, events and activities aligned with its mission. In order to accomplish our work, the Council depends on:

1. **Internal Work Group:** A group primarily comprised of Human Relations Council members and city staff, which collaborate on coordinating events, projects and activities.
2. **External Work Group:** A group comprised of both Council members and community members who share information and collaborate on projects related to shared goals and objectives.
3. **Coordinator:** The Human Relations' Council staff liaison oversees and coordinates activities and all events. The staff liaison works with the Council and members of the community to accomplish the Council goals.

INITIATIVES

The Council's 2020 events, projects and activities included:

1. In observation of Human Relations Month, Council sponsored the City's annual award ceremony and reception on Saturday, February 28, 2021. The awards ceremony recognize and promote residents who are dedicated for their humanitarian and volunteerism efforts. Volunteers create better environments for others; they create healthier communities, and they brighten lives. It allows us to create connections with a wide variety of people from all sorts of walks of life.
2. Senior Citizens Holiday Celebration. Held annually the first Thursday in December. The 2021 was a drive through event held at the Drew Steele Center. Senior Citizens were greeted and served a boxed lunch by City staff (police and fire/rescue) the Human Relations Council and volunteers.
3. The Human Relations Council sponsored their "critical conversation" dialogue on Thursday, July 16, 2020. This event was by invitation only and was held at St. Paul's Episcopal Church at 6:00 pm. Twenty-five (25) people were invited to engage in a conversation on "racial equity". Rev. Jennifer Copeland, Executive Director of North Carolina Council of Churches served as the facilitator.

The following racial equity task forces were established from the July 16th dialogue: Law Enforcement, Business and Economic, Criminal Justice, and Education. Numerous meetings were held by each task force. The Human Relations Council will provide a report to elected officials later this year.

The following initiatives were cancelled in 2020 due to COVID-19:

1. The month of April is Fair Housing Month. Due to the pandemic, the Council did not sponsor any of their annual fair housing event. This was a collaborative decision made by the Human Relations Council and the Greenville Property Managers Association.
3. First Time Homebuyers Workshops monthly. Sponsors are the City of Greenville and the Greenville Human Relations Council.
4. The City's Inclusive Community Breakfast. This event is held annually on the fourth Thursday in September.
5. The City's **GAME P.L.A.Y** events.

In conclusion, we live in times of great opportunities and challenges – and both require civic character and conduct that respects and honors the civil and human rights of all residents. The Council is entrusted with a noble charge of improving the relationships within our city by planting seeds of change, by cultivating an atmosphere of mutual appreciation, and by respecting our diverse community. We thank you for your time and especially for your continued support and leadership in all our efforts.

GREENVILLE YOUTH COUNCIL

Annual Report

October 4, 2021

Olivia Thorn, Vice Chair

The Greenville Youth Council was created August 11, 2005 for high school students. The purpose and establishment of the Council has provided an opportunity for youth to be more involved in the community and has created a platform where youth can express their concerns and the challenges.

The **mission** is to encourage youth to get involved in the community and local government; and the **vision** is a community where every youth feels valued, empowered and connected.

The Council has nine (9) members with two (2) members (George Huo and Morgan Worsley) to be appointed this month. There are nine (9) vacant slots and the Council's recruitment efforts are ongoing. The staff liaison and the Advisors of the Youth Council (Human Relations Council Members) attend all meetings and assist with implementing events/activities of the Council. Youth Council meetings are held on the fourth Monday at 6:30 pm. The Council does not meet in June and July.

The Council is a great way for the City to continue its efforts of providing a creative outlet for the youth to continue learning the value of teamwork, respect for self and others, a strong work ethic and what it means to be a responsible citizen.

The Council's focus is to give the next generation of youth leaders a voice in Greenville and Pitt County by empowering members to advocate for causes relevant to all youth and to collaborate and serve as one united voice.

The Council participated in the November 14, 2019 GAME P.L.A.Y event held at South Greenville Recreation facility. The Council also contributed to food drives for the Joy Soup Kitchen and Community Crossroads. On February 24, 2021, the Council held a round table discussion on Education: Equality vs Equity. The Council discussed the difference between equality and equity and why equity is important. Even in the face of a global pandemic, the Council held a community dialogue: COVID-19 and Mental Health. The panel discussion included Representative Brian Farkis, Wendy Shouse, Therapist of Tedi Bear Children's Advocacy Center, representations of Pitt County Schools (Ms. Monica Jacobson, Ms. Karen Harrington, and Ms. Kim Anderson); and other students from public and private schools.


The following were discussed in 2021. Due to the pandemic, the Council was unable to implement and they remain as part of the Council's 2022 goals:

- **Adopt A Street Program.** The Council would like to participate in the City's Adopt A Street Program.
- **State Youth Council.** The Council wants to be chartered by the State. This will provide opportunities for the Council to attend leadership training and get to meet other youth and learn about other local councils.

- Volunteer at the Little Willie Center and provide supplies for children they serve.
- Volunteer at the Joy Soup Kitchen and provide food items needed to help serve the homeless during the Thanksgiving holidays.
- Volunteer and participate in the upcoming GAME P.L.A.Y. event scheduled for Thursday,
- Create ways to become more transparent by utilizing various channels of communication.
- The Council would like to sponsor a fun event for youth (youth fest).
- The Council will continue its series of “Letting Our Voices Be Heard” community dialogues in 2022. These dialogues are designed to give youth a platform, where they can discuss the latest current events and hot social trends in an informal setting, and share and discuss matters of the heart. The first dialogue for 2022 will again focus on Mental Health issues.

Thank you for your time and support.

Memorandum

To: Ann E. Wall, City Manager
From: Kevin Mulligan, PE, Public Works Director 
Date: October 12, 2021
Subject: City Hall Council Chambers HVAC Unit #2 Replacement

The Public Works Department will be replacing the HVAC Unit #2 Air Handler and Condenser units at City Hall. This unit provides heating and cooling to the Council Chambers room. The new 30 ton split-system will be replacing the existing 16 year old units. The replacement cost is funded through the City's Facility Improvement Plan.

Public Works staff developed the replacement scope of work in conjunction with the Brady Trane Design Team to ensure the new units would meet the same criteria as the existing units. Public Works coordinated with the Purchasing Division to develop and advertise the Request for Proposals through the City's website. Local vendor ENECO East, LLC was awarded the contract at a cost of \$104,650.

The installation schedule has been selected to minimize impacts with use of the Council Chambers. The installation will begin on Monday, October 18th at 7am with the closure of the City Hall visitor's parking lot. The parking lot will be closed to all traffic until approximately 6pm on Monday. Buildings staff will coordinate the lot closure with Parking Enforcement. Please see "Exhibit A".

Installation Schedule:	City Hall Parking Lot	Closed at 7am October 18 th
	City Hall Parking Lot	Re-opens 6pm October 18 th
	HVAC unit installed/tested	October 18 th – 22 nd

ENECO East will arrive on-site Monday, October 18th, at approximately 7am and will begin dismantling the two existing HVAC units. ENECO East will coordinate the arrival and set up of the crane and support equipment. The two existing units will be removed and installed in 4 separate crane lifts. The new unit placement is expected to begin by noon and continue for approximately 4 hours. All pedestrian traffic in the work zone will be restricted on this date.

Upon completion of the units being set in place, the crane and all support equipment will be removed from the site. The parking lot is expected to be cleared and opened for use by 6pm on October 18th.

On Tuesday, October 19th, the Public Works/ENECO East team will begin the HVAC auxiliary item installation, automation controls installation and high voltage electrical installation. The new units will be installed and auxiliary items completed on Wednesday mid-day, after which, the Mechanical contractor will begin the process of air purge and line set evacuation in preparation for Freon gas to be introduced into the system.

Brady Trane factory trained technicians will be on site along with ENECO East and City staff on Thursday morning to begin startup and testing of the new units. Technicians will exercise the equipment through a set of check points and start up procedures. All automated controls and start up parameters will be recorded and a startup record will be provided. The new units will be covered by a 5 year parts, refrigerant and labor warranty with an additional 10 year warranty covering the compressors and heat exchanger parts.

The system will be monitored throughout Friday by Buildings staff and ENECO East staff, and final parameters and temperatures will be set to ensure proper operation. Buildings Staff will continue to operate the system throughout the weekend and make periodic site visits. The new systems will be placed on the HVAC controls weekly schedule and the Council Chambers will be acclimated and ready for use.

cc: Kevin Heifferon, Assistant Director of Public Works
Devin Thompson, Buildings and Grounds Superintendent

Attachment

Attachment A

HVAC Unit # 2 Replacement
Parking Lot Closed
October 18th at 7 am
Expected Re-opening
October 18th at 6 pm.

No Entrance

Crane Support
Vehicles
Work Zone

Crane
work
zone

No Parking

No Entrance

Air Handler
Unit #2

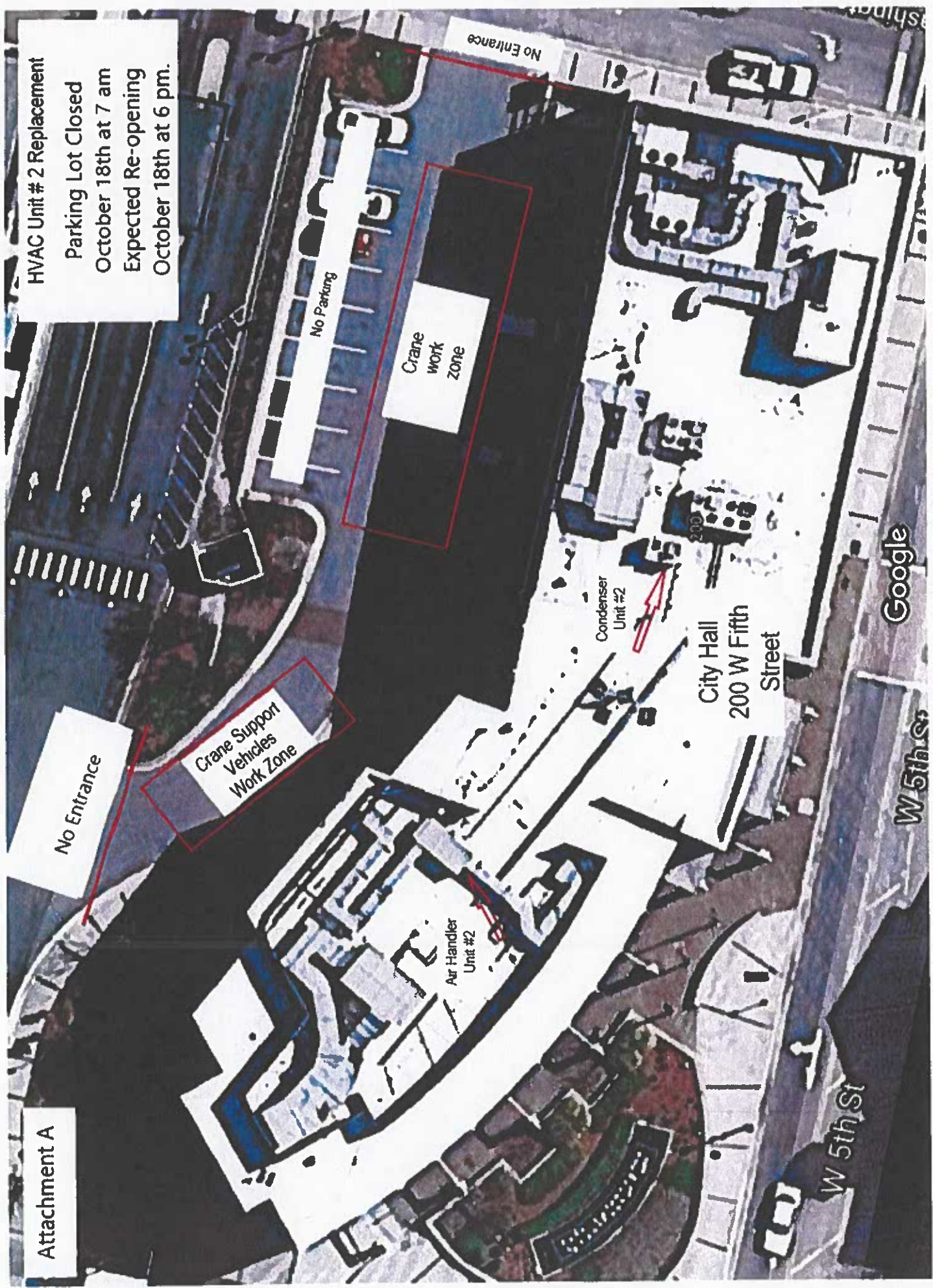
Condenser
Unit #2

City Hall
200 W Fifth
Street


W 5th St

Google

W 5th St



Memorandum

To: Ann E. Wall, City Manager
From: Kevin Mulligan, PE, Director of Public Works 
Date: October 12, 2021
Subject: Community Tree Day 2021

RELEAF, the City of Greenville and The Boys and Girls Club of Pitt County are proud sponsors of the 11th annual Greenville Community Tree Day. City Council members are invited to join us on Tuesday, October 26th from 2:00 pm to 4:00 pm at the vacant lot located on the south-east corner of W. 10th Street and S. Memorial Drive, adjacent to the Cook Out Restaurant.


This year RELEAF and the City, along with help from Boys and Girls Club participants, intend to plant approximately 43 trees on the vacant lot. This beautification project will provide positive economic impacts by enhancing property values as well as environmental impacts by reducing traffic noise, decreasing glaring headlight impacts from vehicles and by providing shade and reducing air pollution. Releaf is funding the event from their successful grant application with the 2021 "North Carolina Urban Forest Council Legacy Tree Fund Grant Program".

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

cc: Kevin Heifferon, Assistant Director of Public Works
Devin Thompson, Buildings and Grounds Superintendent

Memorandum

To: Ann E. Wall, City Manager

From: Kevin Mulligan, PE, Public Works Director 

Date: 10/12/21

Subject: Emerald Express - Uptown Circulator Pilot Program

Below, is an update on the Emerald Express pilot program which is part of the City Council approved Emerald Loop Plan. Public Works has been testing the trolleys for use as an Uptown Circulator. We believe it will be beneficial to the growth and vibrancy of the Uptown region. The potential value of expanding mobility options within Uptown Greenville will also have direct positive effects on economic development.

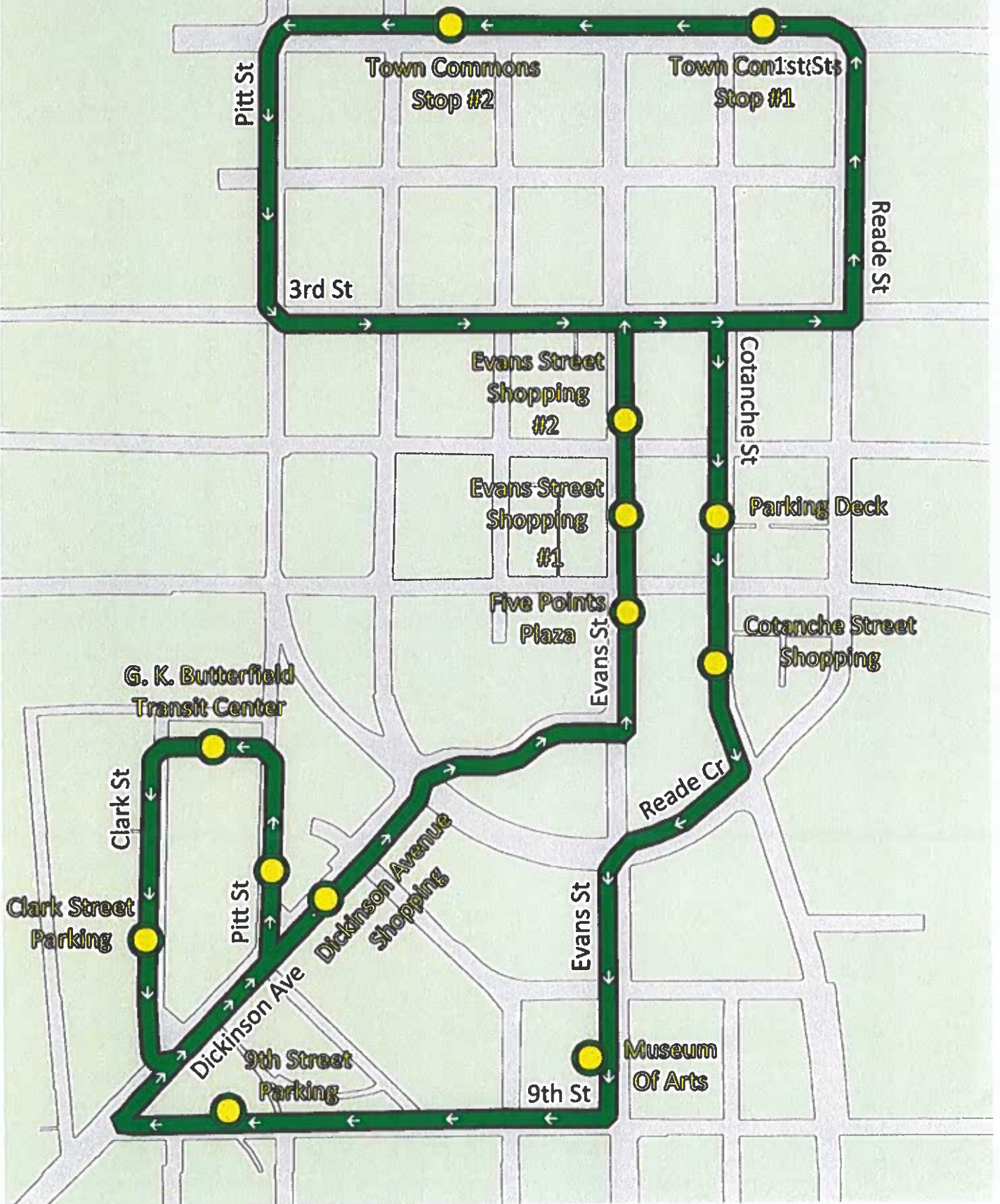
The proposed Emerald Express pilot will utilize the City's trolleys to connect citizens to shopping, parking, recreation, restaurants and other amenities that Uptown Greenville has to offer. The trolley service is expected to begin on November 4th of this year. The service days and hours are listed below while the Emerald Express route/stops are attached:

- Schedule: Thursday – Saturday; Noon – 8PM, excluding holidays.
- Vehicles: (2) Trolleys; One (1) backup shuttle van – One trolley will be in service Thursday, Friday and Saturday from noon to 8pm.
- Stops/Headway: See attached map for the route and designated trolley stops associated with the Emerald Express. There are currently thirteen (13) stops with an approximate headway or route length of 20 minutes.

The pilot program is expected to operate for 6 to 9 months. The pilot period will serve to determine the sustainability of this endeavor. During this period, the Transit Division we will be collecting ridership data and gauging interest from the public through various means.


Attachment

Figure 1 - Emerald Express Route



Memorandum

To: Ann E. Wall, City Manager

From: Kevin Mulligan, PE, Public Works Director 

Date: 10/12/21

Subject: GREAT - Integrated Mobility and Enhancement Plan

Plan Overview: Public Works Transit Division (GREAT) and the Greenville Area Metropolitan Planning Organization have identified the need to develop an Integrated Mobility & Enhancement Plan (IMEP) for the City's fixed route bus service provided by GREAT Transit.

The objectives of the IMEP are as follows:

- Identify and address the unmet transit/transportation needs of the community, while including an overview of the university, hospital, and rural general public transit systems for feasibility of enhanced coordination.
- Provide a guide for improvements with efficiency and effectiveness of service delivery, including route expansions/modifications, and capital improvements to include bus shelter and stop amenities and upgrades.
- Guide the integration of transit improvement options as part of the new Complete Streets policy, NCDOT's project prioritization process, among others.

The City/MPO have budgeted \$124,000 for this project. The anticipated completion of this plan is scheduled for May 2022.

Details:

The IMEP will analyze all aspects of the current transit system which include administrative oversight, service operations (routes, coverage, frequency), financial/grant management, and fixed assets/capital planning. This assessment takes a focused look into the potential of an enhanced mobility network for the City of Greenville and its surrounding municipalities.

Currently, the transit market in the Greenville region has four (4) options for bus transportation. This study will collect and evaluate data to provide recommendations on redundancy in service and coverage. In addition to analyzing the fixed-route and demand-response transportation options, this study takes a comprehensive look at Greenville's overall transit/mobility market. For example, this plan takes a look into microtransit options and other alternative modes of mobility that may be more appropriate for certain areas of the greater Greenville region. Microtransit and on-demand service options will be analyzed in areas of lower density and demand. This analysis will identify improvements to the existing mobility network.

The study intends to outline the Greenville's demographic and socioeconomic information, travel patterns, land use, zoning policy, economic development patterns, and transportation infrastructure, including sidewalks, pedestrian access, and first mile/last mile connectivity to bus stops.

Public involvement and participation will be a key component for this study. The IMEP will engage with community leaders and business to gain insightful feedback through focus groups, steering committee meetings and other means of interactive outreach.

Expected Deliverables/Outcomes:

- Formalized service standards for amenities and other transit services
 - Improved bus shelters/stops
- Plan for improved route and service delivery
 - Recommendations for necessary frequency and/or coverage in appropriate areas
 - Recommendations for increasing ridership and improved perception of public mobility
 - Coordination with GREAT/PATS/ECU/Vidant
- Developed funding and capital plans
 - Identify alternative sources of revenue to promote financial sustainability
- Integrate mobility solutions to promote NCDOT's Complete Streets Initiative
 - Encourage use of alternative modes of transportation
 - Increased connectivity between transit, bike/pedestrian, microtransit, greenways