



May 2, 2014

TO: Mayor and Members of Council
FROM: Jim Westmoreland, City Manager *(Handwritten initials)*
SUBJECT: Items for Your Information

UPCOMING MEETINGS

- May 5 at 5:30 pm District 2 Budget Meeting
- May 7 at 4:00 pm Council Work Session
- May 7 at 5:30 pm Council Meeting
- May 8 at 5:30 pm District 4 Budget Meeting
- May 9 at 10:00 am Economic Development Committee Meeting

Groovin' In the Garden: Jazz at Gateway Gardens

Attached is a flyer for the Greensboro Beautiful, and the Parks and Recreation Department's *Groovin' in the Garden: Jazz at Gateway Gardens*, which is scheduled for this Sunday, May 4, 2014, from noon to five.

Mel's Pressure Washing

Attached is a press release providing the initial review of Mel's Pressure Washing, a company hired by the City to perform pressure washing and vehicle lubrication services.

Tree Workshops

Attached is a memorandum from Planning Director Sue Schwartz, regarding two tree workshops that have been scheduled for the College Hill and the Charles B Aycock Historic Districts.

National Bike Month

Attached is a schedule of activities that will take place throughout the community to celebrate May being National Bike Month. For the full listing of Bike Month events, please visit www.greensboro-nc.gov/BikeMonth.

Code Compliance Quarterly Report

Attached is a memorandum from Neighborhood Development Director Barbara Harris, providing the quarterly report of the Minimum Housing Code for the time period of October 1, 2013 to December 31, 2013.

Community Budget Meetings

Below is the upcoming community budget meetings schedule by Council districts. For more information about the City's budget, visit www.greensboro-nc.gov/budgetprocess.

District 2	Monday, May 5	5:30 pm	Peeler Recreation Center
District 3	Tuesday, May 13	5:30 pm	Greensboro Science Center
District 4	Thursday May 8	5:30 pm	Lindley Recreation Center

Public Information Request Report

Attached is the weekly Public Information Request Report for the week of May 2, 2014.

Contact Center Feedback

Attached is the weekly report generated by our Contact Center for the week of April 21, 2014 through April 27, 2014.

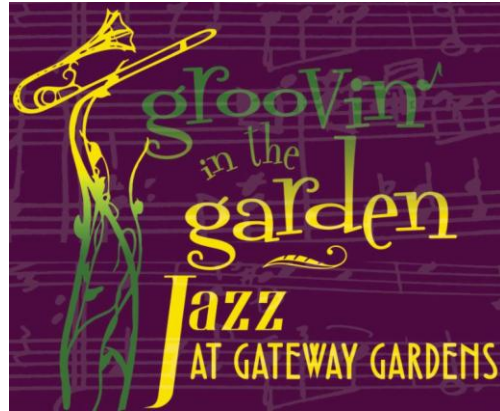
JRW/mm
Attachments



-Coming This Sunday- Groovin' in the Garden: Jazz at Gateway Gardens

**Sunday, May 4
12-5 pm
FREE ADMISSION**

Greensboro's newest garden will be the scene of a premier event, "Groovin' in the Garden: Jazz at Gateway Gardens" on Sunday, May 4, from noon to 5 pm. This garden event is the latest to be offered **free of charge** to the public by Greensboro Beautiful and the Greensboro Parks and Recreation Department.



Performances throughout the afternoon will include:

- The debut performance of the [Piedmont Triad Jazz Orchestra](#) (the area's newest premier jazz ensemble); the [Martha Bassett Band](#); and Greensboro Big Band
- Ensembles and performers from [The Music Center](#) (part of the Greensboro Parks and Recreation Department's City Arts division)
- *And much more!* ([click here to download a tentative event guide](#))

The [Greensboro Youth Council](#) has played a significant role in planning activities that appeal to youth, such as the creation of instruments from recycled materials, trying out a few instruments at an instrument "petting zoo", face painting, and temporary tattoos. Local food vendors will be available with a variety of menus.

Miniature replicas of the Alphabet Arch sculpture will be available for sale from Greensboro Beautiful. The Alphabet Arch, designed by local metal sculptor Jim Gallucci, adorns the entrance to the Michel Family Children's Garden at Gateway Gardens. Each mini-sculpture will be signed by Gallucci. [These collectible pieces will be available for \\$50.](#)

It promises to be an afternoon of fun and entertainment for all!

[Gateway Gardens](#) is located at [2924 E. Lee Street](#), across from Barber Park. Ample parking will be provided across the street at Gateway University Research Park. Complimentary shuttles to and from the event will be available throughout the afternoon.

Groovin' in the Garden is made possible by sponsorships and private donations to Greensboro Beautiful, with promotional support from [88.5 WFDD](#), Public Radio for the Piedmont.

GREENSBORO
Beautiful
Make it. Keep it.





**CITY OF GREENSBORO
FOR IMMEDIATE RELEASE**

Contact: Donnie Turlington
Phone: 336-373-3769

City Completes Initial Review of Mel's Pressure Washing Issue

GREENSBORO, NC (May 2, 2014) – The City of Greensboro has determined that there were violations of its policies after reviewing an issue involving a company hired to perform pressure washing and vehicle lubrication services. The business, Mel's Pressure Washing, is owned by the wife of City employee Melvin Dick.

Once the City learned of the allegations involving a potential conflict of interest with a City employee, City Manager Jim Westmoreland charged an internal team with reviewing the issues to identify any potential missteps taken by the City or the vendor. "We are concerned anytime we identify policy violations and we are working to correct those issues immediately," says Westmoreland. "Over the last several weeks our team has taken the necessary time to conduct a comprehensive and thorough review of our internal policies and practices to identify any violations. Based on the initial findings I received today, I am very concerned about some of our financial policies and have implemented a series of follow-up actions to insure we obtain a complete picture on these issues and ways to improve."

The initial review identified specific personnel policy violations in the equipment services division regarding the City's secondary employment and gift policies. The City's secondary employment policy requires that employees disclose their outside employment with their supervisors and do not work during time they are employed by the City. The gift and conflict of interest policies discourage employees from taking financial contributions for personal interests and gain.

The review also identified policy violations with the vendor being paid primarily through the use of City procurement cards and without a qualified City service contact. The payments often exceeded the daily limit of the cards and included the use of two cards to make the payments, which violates the procurement card policy. In addition, two City procurement cards were provided to the vendor to charge for services rendered without any direct City oversight.

“With this news, it’s vitally important to me that we immediately gain a better understanding of how our policies failed and our work processes allowed these issues to occur and to identify improvements to ensure we do not have these kinds of issues in the future,” says Westmoreland. Westmoreland says the City is working to further understand the full scope of violations and today is taking the following actions:

- Suspending the use of procurement cards within the equipment services division;
- Implementing personnel changes and actions within the division (Due to the constraints of North Carolina personnel law, the personnel actions are not being disclosed at this time.);
- Continuing to identify and discontinue instances where the City’s procurement card and service contract policies and processes have been violated;
- Immediately retaining the assistance of an outside forensic audit consultant to assist with the further review of the procurement card policy violations, examine the organization-wide use of procurement cards, and provide recommendations on system improvements;
- Identifying and correcting policy deficiencies and enhancing internal controls within the financial and equipment services functions;
- Reinforcing to the City’s department directors and employees the importance of adhering to the City’s procurement card policy, sound financial and business practices, and core values.

Between 2005 and 2014, the City paid Mel’s Pressure Washing approximately \$577,000 (over nine year period, includes all services for both equipment services division and engineering and inspections department), including checks and card payments, to clean the City truck wash bays, clean and detail City-owned vehicles and buildings, and to provide hydraulic equipment lubrication services. The vendor relationship pre-dates Melvin Dick’s employment with the City, which started in 2007.

In mid-April, the City suspended the use of Mel's Pressure Washing and issued a request for bids from area businesses for both the pressure washing/cleaning and the lubrication services. A new business has been retained to provide lubrication services and the City is finalizing its decision regarding the washing services. The City has ceased all operations with Mel's Pressure Washing.

#

The City works with the community to improve the quality of life for residents through inclusion, diversity, and trust. As the seventh largest employer in Greensboro, the City has a professional staff of 2,800 employees who maintain the values of honesty, integrity, stewardship, and respect. The City is governed by a council-manager form of government with a mayor and eight council members. For more information on the City, visit www.greensboro-nc.gov or call 336-373-CITY (2489).

Planning Department
City of Greensboro



May 1, 2014

TO: David Parrish, Assistant City Manager

FROM: Sue Schwartz, FAICP

SUBJECT: Tree Workshops

Two tree workshops have been scheduled for the College Hill and Charles B. Aycock Historic Districts. Foresters from W. H. Lock and Associates will present the results of the tree inventories they conducted in these two historic neighborhoods over the past year.

College Hill

Monday, May 12, 2014, 7 pm to 9 pm
Fellowship Hall, Presbyterian Church of the Covenant
500 S. Mendenhall Street

Charles B. Aycock

Monday, May 19, 2014, 7 pm to 9 pm
Community Center, St. Leo's Place
805 Sullivan Street

Using handheld GPS units, the foresters collected data including species, size, and condition for all trees 4" in diameter and larger. This information was downloaded into the City's Geographic Information System so that it can be mapped. Interactive versions of the maps will be made available online this summer.

At the workshops, the foresters will discuss how the inventory can be updated as trees are removed and new trees planted and how the information can be used to guide reforestation efforts in the neighborhoods. The inventory will also help to identify suitable locations for new trees that will not conflict with overhead power lines. The foresters will also offer advice about caring for trees and proper tree pruning techniques.

If there are any questions of a need for further information, please contact Mike Cowhig at 373-2755 or mike.cowhig@greensboro-nc.gov . Thank you.

JMC

MAY

BIKE MONTH

2014

See a bike with the event?
Come ready to ride!



in the Greensboro Area

Visit greensboro-nc.gov/BikeMonth for more information.



Orange events require a mountain bike!


FRI 2 **BIKE DOWNTOWN FOR FIRST FRIDAY** | 6-9 pm | *Next to the Green Bean*
Network with local bicycle community and learn about the launch of the new **Bicycle Benefits** program.

MON 5 **GREENSBORO VELO CLUB MEETING** | 6:30 pm | *The Worx*
Social event for local bicyclists to eat, drink and hear from cycling-related speakers.

BIKE TO SCHOOL DAY: MAY 7TH

SAT 10 **POLICE RIDE TO DC STOP IN GSO** | 10:15 am | *Greensboro Municipal Building*
Memorial ride begins in Charlotte on May 9th and concludes in DC on May 12th.

RIBBON CUTTING ON THE GREENWAY | 1-4 pm | *Corner of Smith and Prescott Streets*
A celebration for the completion of the Downtown Greenway's Meeting Place at the Tradition Cornerstone.

SUN 11 **CYCLOFEMME RIDE***  | Please RSVP | 11:00 am | *Wildlife Education Center, Bur Mil Park*
ALL ability Social Mountain bike ride. Contact Laura Mulcahy at biketriad@gmail.com to RSVP.

BIKE TO WORK WEEK: MAY 12TH-16TH

COMMUTER CONVOYS


Bike to Work led by experienced cyclists in the community - Perfect for new or interested commuters!
Routes planned between UNCG and Downtown and points along the Atlantic & Yadkin Greenway.

MON 12 **RIDE WITH THE CITY***  | 7:30 am | *City Hall*
Kick off Bike to Work week with a downtown ride led by local elected officials and city leaders!

THU 15 **BIG MEETING** | 7:15 pm | *Lewis Recreation Center*
Monthly open meeting of Bicycling in Greensboro (BIG) to discuss bicycling advocacy issues.

BIKE TO WORK DAY: MAY 16TH

SAT 17 **CHANGING GEARS WORKDAY & GIVEAWAY** | 9:30 am | *Interactive Resource Center*
The work session will be until 1:30pm and the training & giveaway will be from 1:00 - 2:30pm.

BIKES & BREWS PUB ROLL*  | Adults 21 & over | 3:00 pm | *M'Coul's Parking Lot*
Leisurely social roll around downtown with stops at three establishments and optional post-ride dinner.

MON 19 **CYCLE CINEMAS** | 7:00 pm | *Geeksboro Coffeehouse Cinema*
Screening of Triplets of Belleville - an animated comedy about the kidnapping of a Tour de France cyclist.

WED 21 **RIDE OF SILENCE***  | 6:00 pm | *Wrangler Headquarters*
Memorial ride honoring bicyclists that have been injured or killed on public roadways.

THU 22 **BICYCLE & PEDESTRIAN PLAN UPDATE PUBLIC MEETING** | 5:30-7:30 pm | *Action Greensboro Office*
Presentation on work for the BiPed plan update and opportunity for public input and feedback.

SAT 31 **WOMEN'S ONLY RIDE**  | 10:00 am | *cycles de ORO*
25 mile road ride with prizes and yogurt!

Free Workshops from cycles de ORO

FRI	9	Road side emergency repairs 101
MON	12	Derailleur tune up & maintenance
FRI	23	Brakes (road) tune up & maintenance
FRI	30	Wheel truing, spoke replacement

FUNDRAISER RIDES

SAT	3	BIKE MS: GEARS AND CHEERS
SAT	10	KEYSTONE COPS FOR THE ARTS
SAT	17	TOUR de LIONS
MON	26	WHEELS 4 HOPE BIKE RIDE

Local Weekly Group Rides

Road Rides

- Cycles de Oro -Sundays
- Greensboro Velo Club Coffee Ride* - Saturdays
- Trek: Steve's Ride* - Saturdays

Mountain Bike Rides

- Fat Tire's Isle of Misfit Toys*, Sundays
- Trek: Robin's Ride*, Mondays
- Cycles de Oro, Tuesdays



*No-Drop Ride - No rider gets left behind - Perfect for beginner cyclists!



Neighborhood Development Department
City of Greensboro



April 30, 2014

TO: Chris Wilson, Interim Assistant City Manger

FROM: Barbara Harris, Director

SUBJECT: Code Compliance Program Quarterly Activity Report
(Oct. 1, 2013 – Dec. 31, 2013)

Per Article II, Division I, Section 11-32(c) of Chapter 11 of the Greensboro Code of Ordinances, entitled "Minimum Housing Code," attached is the quarterly activity report, respectfully submitted for your review.

BH/eb
Attachment



City of Greensboro
 Neighborhood Development Department - Code Compliance Program
 Quarterly Activity Report
 January 1, 2014 - March 31, 2014

	<u>QTR ending 12/31/13</u>	<u>QTR ending 3/31/14</u>
1 Active Cases <i>(as of Mar. 31, 2014)</i>		
Housing (owner occupied & rental)*	658	638
Nuisance	121	118
Vehicle	101	56
Zoning	59	38
TOTAL Active Cases	939	850
<i>*includes cases referred to Min. Housing Standards Commission</i>		
2 Cases Closed <i>(during Jan 1, 2014 - Mar. 31, 2014)</i>		
Housing (owner occupied & rental)	100	115
Nuisance	286	200
Vehicle	208	260
Zoning	504	747
TOTAL Cases Closed	1,098	1,322
3 Cases Granted Extensions Beyond 90 days by Director of Neighborhood Dev.	8	10
<i>*cases actively being repaired and brought into compliance</i>		
4 Cases Before Minimum Housing Commission		
New Cases / Units Heard	66	30
Continued Cases / Units Heard	34	32
Total Cases / Units Heard	100	62
Outcomes:		
Repair or Demolish Orders Upheld	45	23
Cases / Units Continued	46	34
Cases / Units Recinded (brought into compliance)	9	5
	100	62
5 Demolitions		
Total Units Demolished	3	1
Total Units Pending Demolition	68	108
Bids Let for Contract to Demolish	9	5
Asbestos Testing	5	4
Demolitions Canceled (in compliance or demo by owner)	9	5



Current Public Records Requests Update May 2, 2014

Date Requested	Requestor	Subject	Status
8/5/2013	Mike Carter	Email Correspondence from 8/1/11 to 8/5/13	GPD and Legal reviewing email search.
1/13/2014	Terra McKee	GPD Crime Analysis Unit Emails from 1/1/12 to 1/13/14	GPD and Legal reviewing email search.
2/4/2014	Terra McKee	City of Greensboro lawsuits	Legal compiling information.
2/14/2014	Paul Clark	Civil Rights Museum Records	Legal reviewing email search.
2/20/2014	Mallory Horne	Email Search	Response received from requestor on 4/22/2014. Legal reviewing email search.
3/5/2014	George Hartzman	Koury Rain Tax Payments	Legal reviewing the information.
3/14/2014	Earl Jones	Vendor contracts	Staff compiling information.
3/17/2014	George Hartzman	Settlement of claims	Legal reviewing this request.
3/24/2014	Jorge Cornell	Request for all public records RE: Jorge Cornell	Initial response mailed to requestor on 4/30/2014. Legal reviewing information.
4/14/2014	Margaret Banks	Email search for Mel's Pressure Washing, Melvin Dick, Mattie Dick	First batch of emails provided on 4/22/2014. Legal reviewing remainder of email search.
4/15/2014	Billy Jones	City Council Meeting minutes for April 1, 2014.	Follow-up email sent to requestor on 4/30/2014. Staff compiling information.
4/17/2014	Jeff Sykes	Email search from July 14, 2013 to Sept. 30, 2013	Legal reviewing email search.
4/24/2014	Ben Holder	Payments to vendors	Staff compiling information.
4/25/2014	Ben Holder	Copies of Search Warrants for the week of April 21-25	Staff compiling information.
4/28/2014	G.H. Christian	Uncashed checks/warrants	Staff compiling information.
4/28/2014	Kelley Smith	7601 Boeing Drive	Staff compiling information.
4/29/2014	Ben Holder	GPD consultants	Initial response mailed to requestor on 4/30/2014. Staff compiling additional information.
4/30/2014	Billy Jones	Greensboro Downtown Greenway LLC	Staff compiling information.
4/30/2014	Sal Leone	Search Warrants	Staff compiling information.
5/1/2014	Sean Armbrust	Wesley Long Professional Building	Staff compiling information.

Closed Public Information Requests For the Week of May 2, 2014

Tracking Number	Date Requested	Date Closed	Business Days Open	Requestor	Subject
3303	3/5/2014	4/30/2014	8 weeks	Jason Huber	Complaint Review Committee Information
3425	4/15/2014	4/28/2014	13 days	Ben Holder	Agenda, notes, meetings City manager Jim Westmoreland attended
3426	4/15/2014	4/28/2014	13 days	Ben Holder	Request regarding pressure washing
3427	4/15/2014	4/28/2014	13 days	Ben Holder	Inquiry regarding Ramey Kemp and Associates
3433	4/17/2014	4/28/2014	11 days	Billy Jones	History of payments from City to organizations
3440	4/23/2014	5/2/2014	9 days	John Hammer	GPD Documents
3452	4/28/2014	4/29/2014	1 day	Vasiliki Starborn	Start date and current salary information
3454	4/28/2014	4/28/2014	0 days	William Marshburn	GPD Calls for Service 4693 Long Valley Rd
3455	4/29/2014	5/2/2014	3 days	Ben Holder	Possible 911 call to Phongsavanh market
3457	4/29/2014	5/2/2014	3 days	Ben Holder	War Memorial

Weekly Totals (4/28/14 - 5/2/14):		
	Number of PIRTS Opened	10
	Number of PIRTS Closed	10
	Average Completion Time	8.70 days
Totals Since January 1, 2014:		
	Number of PIRTS Opened	266
	Number of PIRTS Closed	299
	Average Completion Time	15.41 days

Contact Center Weekly Report Week of 04/21/14 – 04/27/14

Contact Center

4559 calls answered this week

Top 5 calls by area

<u>Water Resources</u>	<u>Field Operations</u>	<u>All others</u>
Balance Inquiry – 531	Storm Debris Pickup – 359	Police/Watch Operations – 274
IVR/Pay by Phone – 128	Bulk Guidelines – 96	Privilege License – 73
New Sign up – 127	Holiday Schedule – 83	Computer Help Desk – 60
Cutoff Requests – 124	Collection Day – 77	Courts -- 38
Sign-up/Owners – 80	HHW/Landfill/Transfer – 76	Parking Enforcement – 28

Comments

We received a total of 10 comments this week:

Executive – 2 comments:

- Customer says he just received his At Your Service for April and May on April 22, where it reminds about the holiday collection schedule for Good Friday and Memorial Day. He feel like it should have been included in the last insert, so that he was not notified about the Good Friday collection schedule after the date has passed.
- I just wanted to take a moment to let someone know about my excellent experience with the city's employees yesterday when they came to make a repair in my front yard. I actually had a great experience with two crews, one who came on Monday, April 21 to investigate the problem and the other crew who came on Tuesday, April 22 to repair it. Both crews were very kind and extremely helpful in a situation that was very stressful for us as homeowners. The city's employees went out of their way to make sure we were taken care of and the problem was fixed quickly. The work was performed and cleaned up thoroughly and quickly. I have never met a nicer, more well-mannered group of individuals in this industry. These city employees certainly made my day and I am very grateful for their friendliness, kindness, and the excellent work they performed.

Field Operations – 7 comments:

- On April 18, caller's tire was blown by a pothole and her car was damaged again today by another big pothole on Holts Chapel Rd. Customer is upset by the state of the roads in Greensboro. Within the same week, she damaged her car twice. She thinks we need to do a better job of maintaining them.
- Entire street was missed Thursday for garbage collection (holiday week). Caller is not happy with service level.
- Caller wanted to say thanks for coming back and getting his recycling can along with his neighbors.
- Blackmoor Rd. was missed for recycle cans. Caller is not happy with the service level.
- Thank you to the crew for storm debris. Really appreciates this. Crew was very professional in their job. Wanted to let the crews know.
- Caller is upset that they are always the last to be picked up when there is a state of emergency. Caller states they are the last for storm debris pickup, the last to receive power in outages, and the last to get snow removal. They do not understand why they are always put at the bottom of the list. Caller would like the city to know this is ridiculous and they are very upset with how things are being run in the city.
- I've called daily since the storm. This is a disgrace that no one has come to pick up the storm debris.

Water Resources – 1 comment:

- Customer thinks it's not really fair to charge tenants a deposit and make them come into the office. It doesn't really make sense.

Overall

Calls about storm debris collection and calls related to the holiday garbage collection schedule for the Good Friday holiday caused a significant impact to our call volume last week. Call volume was very busy through the end of the week.