



August 17, 2012

TO: Mayor and Members of Council  
FROM: Denise Turner Roth, City Manager  
SUBJECT: Items for Your Information

**IFYI HIGHLIGHTS**

- Corporate & Limited Liability Company Information
- War Memorial Commission Composition
- RFP# 08-12 for MSW Management Services Update
- Best & Final Offer Process Update
- Hayes-Taylor YMCA Relocation Proposal
- Guilford County Parks Management Update

**Council Follow-Up Items**

❖ Corporate and Limited Liability Company Information

As a follow-up to a request from Councilmember Vaughan at the August 6, 2012 City Council meeting, attached is a memorandum from City Attorney S. Mujeeb Shah-Khan, dated August 17, 2012, providing information on the corporate and limited liability company information provided to Council.

❖ War Memorial Commission Composition

As a follow-up to a request from Council at the August 6, 2012 City Council meeting, attached is a copy of a memorandum from City Attorney S. Mujeeb Shah-Khan, dated August 17, 2012, that was sent to Council regarding the War Memorial Commission Composition.

❖ RFP# 08-12 for MSW Management Services Update

Attached is a memorandum from Field Operations Director Dale Wyrick, dated August 17, 2012 providing an update on the evaluation of proposals by Gershman, Brickner, and Bratton, Inc. (GBB).

❖ Best and Final Offer Process Update

Attached is a memorandum from Field Operations Director Dale Wyrick, dated August 17, 2012 providing an update on the Best and Final Offer Process for recycling proposals.

**Hayes-Taylor YMCA Relocation Proposal**

Attached is a memorandum from Interim Parks & Recreation Director Chris Wilson, dated August 17, 2012, regarding the Hayes-Taylor relocation to Barber Park. This item is on the August 21, 2012 Council agenda.

**Guilford County Parks Management Update**

Attached is a memorandum from Parks & Recreation Planning & Project Development Division Manager Ednasha McCray, dated August 17, 2012, providing an update on the transition of the two Guilford County-owned facilities that are managed by the City of Greensboro based on the presentation that was made by County staff at the August 9, 2012 County Commissioners meeting.

**Contact Center Feedback**

Attached is the weekly report generated by our Contact Center for the week of August 6, 2012 through August 10, 2012.

**Small Group Meetings**

For the week of August 10, 2012 through August 16, 2012, there were no small group meetings between City Staff and [more than two but less than five] Councilmembers.

**Zoning Commission Meeting**

Attached is the results for the August 13, 2012 Zoning Commission meeting.

DTR/mv  
Attachments

cc: Office of the City Manager  
Global Media



August 17, 2012

**TO:** Denise Turner Roth, City Manager

**FROM:** S. Mujeeb Shah-Khan, City Attorney

**SUBJECT:** Corporate and Limited Liability Company Information Provided to Council

During the August 6, 2012 Council Meeting, Councilmember Nancy Vaughan requested that City staff attempt to provide the names of principals of Limited Liability Companies ("LLC"), rather than the LLCs' registered agents as part of the information provided to Council.

In response to this request, the City Attorney's Office worked with the City Clerk's Office, as well as various departments, to review our process to ensure that we continue to have the information needed to determine what corporations or LLCs (and those associated with the corporations or LLCs) are involved in agenda items. Once that information is obtained, members of the City Attorney's Office examine publicly available records (such as information from the North Carolina Secretary of State's Office and the Guilford County Register of Deeds) to locate whatever information can be found. However, the information available is often limited. For example, item 11 on the August 21, 2012 Council Agenda involves Koury Ventures Limited Partnership. A review of the North Carolina Secretary of State's records only notes that Ronald Mack is the registered agent for the partnership, and no information concerning the principals of the partnership is available.

While we would hope that more information concerning the principals for the LLCs would be available, we are limited by what is publicly available.

If you have any questions, please contact me at your convenience.

SMS

Office of the City Attorney  
City of Greensboro



August 17, 2012

**TO:** Denise Turner Roth, City Manager  
**FROM:** S. Mujeeb Shah-Khan, City Attorney  
**SUBJECT:** War Memorial Commission Composition

Attached is a memorandum I have provided to the Mayor and Council with respect to the issue of the composition of the War Memorial Commission.

If you have any questions, please contact me at your convenience.

SMS

Office of the City Attorney  
City of Greensboro



August 17, 2012

**TO:** Mayor and Council  
**FROM:** S. Mujeeb Shah-Khan, City Attorney  
**SUBJECT:** War Memorial Commission Composition

During the August 6, 2012 City Council meeting, Council discussed a concern over the distribution of seats on the War Memorial Commission across electoral districts. Currently, District 1 has no representation on the Commission. As Council requested that I provide options to remedy the issue, this memorandum provides four options for your consideration.

### **1. Working Within The Selection Process**

As I understand it, a seat is coming open on the Commission that Council has not yet filled. If Council wishes, it may select an individual from District 1 to fill the seat. That individual would serve on the Commission for a three year term. This option would be the easiest of all options as it would not require an amendment to the City Code.

### **2. Expand the Commission**

Currently, the Commission consists of nine voting members and three ex officio members. If Council wished to expand the number of seats on the Commission, a City Code amendment would be required. I would recommend that any expansion be by at least two seats so that the Commission has an odd number of voting members (to prevent ties for full Commission votes).

The proposed amendment to the City Code would look like this:

Sec. 2-198. - Membership.

(a) The war memorial commission shall be composed of ~~nine (9)~~ eleven (11) regular voting members and three (3) ex officio nonvoting members. The ~~nine (9)~~ eleven (11) voting members shall be appointed by the city council for terms to begin on August 15, when terms normally expire. Appointments shall be made in a manner to provide for overlapping and staggered terms of office, ~~i.e., commencing with appointments due in August, 1994, three (3) members shall be appointed for terms to expire in 1997, one (1) member shall be appointed for a term to expire in 1996, which will coincide with the expiration date of two (2) existing members, and three (3) members shall be appointed for terms to expire in 1995.~~

The additional seats are not restricted to a particular district; however, Council is free to select new members from any district.

### **3. Expansion of Commission Combined With a Residency Requirement**

Council may choose to expand the Commission, but add a requirement that one of the new seats must be filled by a resident of the Coliseum's electoral district (currently District 1, but this is subject to change with redistricting). The proposed amendment could look like this:

Sec. 2-198. - Membership.

(a) The war memorial commission shall be composed of ~~nine (9)~~ eleven (11) regular voting members and three (3) ex officio nonvoting members. The ~~nine (9)~~ eleven (11) voting members shall be appointed by the city council for terms to begin on August 15, when terms normally expire. One of the seats created in 2012 will be reserved for a resident of the electoral district wherein the Coliseum is located. Appointments shall be made in a manner to provide for overlapping and staggered terms of office, ~~i.e., commencing with appointments due in August, 1994, three (3) members shall be appointed for terms to expire in 1997, one (1) member shall be appointed for a term to expire in 1996, which will coincide with the expiration date of two (2) existing members, and three (3) members shall be appointed for terms to expire in 1995.~~

This option would solve the issue of ensuring that the electoral district where the Coliseum is located would have a representative even if later redistricting changes the Coliseum's District.

#### 4. Tournament Host Committee Chair Shift

Another solution was suggested where a new seat would be created for the Tournament Host Committee Chair, thus allowing the current Chair's seat (he is currently a Commission member) to become an open seat. With an open seat, a new member from District 1 could be appointed. However, this option would mean you would have a Commission with ten voting members as opposed to nine, creating a possibility of tie votes at a meeting of the full Commission. Also, if the position of Tournament Host Committee Chair is modified or eliminated, you could end up with a seat that cannot be filled. If Council wishes to pursue this option, it could be part of a modified Option 3, with one of the new seats reserved for the Tournament Host Committee Chair.

Council could also create an *ex officio* nonvoting seat for the Tournament Host Committee Chair, thus freeing up one of the nine voting seats. However, this could be subject to the willingness of the current Chair to step away from a voting seat. This change would require a City Code amendment.

#### Recommendation

In order to remedy the issue raised by Council, I would recommend that instead of expanding the Commission or creating residency requirements, Council work within the selection process to select a representative from District 1, which Council could do this year or next as openings develop. Other options will take time to approve, and Option 1 could be handled soon.

If you have any questions, please contact me at your convenience.

SMS

cc: Denise Turner Roth/City Manager  
Mike Speedling/Assistant City Manager  
Sandy Neerman/Interim Assistant City Manager  
Matt Brown/Coliseum Director  
Mike Williams, Esq./Associate General Counsel



August 17, 2012

**TO:** Denise Turner Roth, City Manager

**FROM:** Dale Wyrick, P.E., Field Operations Director

**SUBJECT: RFP# 08-12 for MSW Management Services: GBB Evaluation Update**

The purpose of this memo is to provide you with an update on the evaluation of proposals by Gershman, Brickner, and Bratton, Inc. (GBB) in response to RFP #08-12 for MSW Management Services. On Tuesday, August 14, we received a revised scope of work from GBB that includes the following additional tasks:

1. Provide an additional cost analysis where city forces would be responsible for the operation of the transfer station for 3 and 5 year terms given the following:
  - Assume 225,000 tons received annually, and the City's operating costs are \$1,350,000 annually, or \$6.00 per ton
  - Assume 125,000 tons received annually, and the City's operating costs are \$1,000,000 annually, or \$8.00 per ton
2. Develop a list of clarifying interview questions for companies and interview companies in partnership with City staff
3. Provide a recommendation for a contractor to haul and dispose of the City's MSW
4. Provide a presentation to the Greensboro City Council summarizing these findings and answer questions from the Council.

Fees for this additional work will be \$15,000. GBB's initial fee was \$12,000, so our total fixed fee for services will be \$27,000.

Also, as described in Task #2, GBB and city staff will be interviewing Hilco Transport, Republic Services, and Waste Connections next week to seek additional clarification on their proposals.

If further is required, please advise.

DDW

Field Operations Department  
City of Greensboro



August 17, 2012

**TO:** Denise Turner Roth, City Manager

**FROM:** Dale Wyrick, P.E., Field Operations Director

**SUBJECT: Best and Final Offer Process for RFP #11-12: Processing and Marketing of Recovered Recyclables for the City of Greensboro**

The purpose of this memo is to provide you with an update on the evaluation of proposals received in response to RFP #11-12 Processing and Marketing of Recovered Recyclables. Per City Council direction on August 6, 2012, the City will accept best and final offers from ReCommunity and Waste Management for further evaluation.

On Monday, August 13, 2012, both companies were issued Best and Final Price Forms for their completion. Those offers are to be turned in to our Purchasing Department by 3:00 p.m. on Monday, August 20, 2012.

The remaining process timeline is as follows:

- Staff Interviews for Both Companies: Week of August 27, 2012 (specific dates and times TBD)
- City Council Work Session: September 10, 2012 (Both companies will present to the Council at this work session)
- Council Selects Vendor: September 18, 2012

If further is required, please advise.

DDW



August 17, 2012

**TO:** Denise Turner Roth, City Manager  
**FROM:** Chris Wilson, Interim Director  
**SUBJECT:** Hayes-Taylor YMCA Relocation Proposal

Over the past few months, staff has continued discussions with the YMCA about relocating the Hayes-Taylor YMCA to Barber Park, and has worked through revisions of the conceptual design since it was initially presented at a public informational meeting on January 28, 2012.

The proposed project, to be located on a 19.29 acre portion of the existing park property, includes outdoor fields, walking paths and trails connecting to the park, a minimum of 250 parking spaces, and a minimum 55,000 square foot, two-story building featuring classroom space, a daycare, an indoor aquatic facility, meeting rooms, a gym, fitness areas and rooms, and an indoor walking track. On February 8, 2012, the Parks and Recreation Commission recommended approval of this conceptual design.

On May 14, 2012, the Zoning Commission unanimously approved a request to rezone the 19.29 acres of parkland at Barber Park from Parks and Natural Resource Area (PNR) to a Conditional Office (CD-O) Zoning designation, in order to permit the uses proposed as a part of the project. This CD-O Zoning designation includes conditions that the uses for the area be limited to physical fitness center/sports instructional school, day care center, outdoor recreation (accessory use) and all governmental facilities.

The YMCA has proposed to lease the land needed for the project from the City, under a base lease term of 40 years, which is the lease term limit defined by the City's Charter. At the end of the first seven years, the YMCA and the City can negotiate to extend the lease for an additional seven years, on terms agreeable to both parties. The YMCA and the City can enter into this seven year lease extension negotiation every seven years and renew the lease a total of eight times, for a total of an additional 56 years. If the lease term is not extended and/or expires, the YMCA has the option to purchase the land at the end of the term at fair market value, offset by the value of the future use of the facilities and fields by the City. If all options are exercised, the total guaranteed lease time under this lease is 96 years.

The City will receive some shared facility usage and other programming opportunities at the new facility. A request to negotiate a lease under agreed upon terms, along with the conceptual plans, is scheduled for the August 21, 2012 Council agenda. The YMCA staff has been asked to prepare a presentation of the conceptual plans as a part of this agenda item.

CW/nm

cc: Nasha McCray, Division Manager, Planning and Project Development  
Wade Walcutt, Division Manager, Community Recreation Services  
Dan Maxson, Division Manager, Administrative Services  
Mike Williams, Attorney



August 17, 2012

**TO:** Denise T. Roth, City Manager  
**FROM:** Ednasha McCray, Planning & Project Development Division Manager  
**SUBJECT:** Guilford County Parks Management Update

On Thursday, June 7, 2012, Guilford County Commissioners adopted a proposal to establish a County parks and recreation department, beginning January 2013. This proposal, adopted with the County's FY 12-13 budget, includes County administration and management of five County parks and a reduction in the County's parks operating budget. This decision will create the County's first parks and recreation department, as they have always utilized partnerships with other municipalities to manage their park operations. The two County-owned facilities that are managed by the City, Bur-Mil and Hagan-Stone Parks, will be impacted by this decision and will no longer be a part of the City's parks system after January 2013.

On Thursday, August 9, 2012, County staff provided an update on a plan of operation for development of the County parks and recreation department to the County Commission. The presentation outlined the following goals and tasks that are either underway or have been completed:

- Reviewing, restructuring, and optimizing staffing levels and resources
- Conducting outreach and orientation for transitioning impacted City staff at Bur-Mil and Hagan-Stone into the new system
- Development of a single, uniform standardized operating procedures manual to address particular areas of concern such as security, gun control, cash control, risk management, sex offenders, and County vs. municipality policies
- Efficiency plans for equipment, reservations, technology, and facilities maintenance
- Optimizing contracts, such as major mowing, lifeguard services, pool maintenance, and consolidation of contracts for other services, such as uniforms, alarm systems, etc.
- Defining the costs and savings of this system-wide transition

The next steps that the County will proceed with include:

- Developing more details for framework of the parks department as outlined
- Continuing meetings and discussions with park managers and impacted City park staff

A copy of the presentation, as presented to the County Commission, is attached for your review. Our staff will continue to offer support to the County as they work through the details of this transition.

EM/ww

Attachment: Guilford County Management of Parks presentation (presented on August 9, 2012)

cc: Sandy Neerman, Interim Assistant City Manager  
Chris Wilson, Interim Director  
Wade Walcutt, Division Manager, Community Recreation Services  
Dan Maxson, Division Manager, Administrative Services  
Jenny Caviness, Division Manager, Youth Services

**Public Affairs  
Contact Center Weekly Report  
Week of 8/6/12 – 8/10/12**

**Contact Center**

5152 calls answered this week

**Top 5 calls by area**

Water Resources

Balance Inquiry – 1221

New Sign up – 227

General Info – 202

Cutoff Requests – 120

Bill Extension – 108

Field Operations

Bulk Guidelines – 97

HHW/Landfill/Transfer – 95

E-Waste – 82

Repair Can/Garbage – 59

No Service/Garbage - 42

All others

Police/Watch Operations – 233

Courts/Sheriff – 73

Police Records - 55

Privilege License – 46

Overgrown Lots – 42

**Comments**

We received a total of **4** comments this week:

**Field Operations – 1 comment:**

- Customer wanted to say that the City of Greensboro does not take enough items that should be recycled. She said that High Point does 100% recycling and that they take a lot of items that the City of Greensboro does not take (example: yogurt containers, lids on bottles, cosmetic plastic casings). She was also upset that the Household Hazardous Waste Collection facility is not open for residents on Mondays and Tuesdays. She feels that we should pick up all hazardous waste not just electronics. She said that Greensboro should talk to High Point about giving them the recycling items that Greensboro does not recycle. This way, she would not have to throw away all of these items.

**Public Affairs – 1 comment:**

- Customer would like to recommend a more user friendly website for accessing board members of various boards.

**Water Resources – 2 comments:**

- Why don't we offer some kind of incentive for our customers that pay on time? We'll penalize \$20 even if it is one day late, but we don't offer incentives for our customers that pay on time.
- Caller lives at this address and was having trouble with drainage on her property. We sent a crew out to correct the problem and she was so impressed. The guys were working really hard on digging this ditch and they were doing a fabulous job cleaning up after themselves. They even put grass back and re-seeded everything. It really looks wonderful and she is so grateful for everything they have done.

**Overall**

Call volume continued to be heavy for the week.

**ZONING COMMISSION RESULTS**

**MEETING OF AUGUST 13, 2012**

AGENDA ITEM	REQUEST/LOCATION	**PROPOSED USE <small>* (Not binding if not stated as a condition)</small>	ACTION/VOTE	STAFF RECOMMENDATION	STATUS	SPEAKERS
Z-12-08-001	County RS-30 to City R-3 5815 Carla Lane	All uses allowed in the R-3 zoning district	Favorable Recommendation 9 to 0	Approval	September 4, 2012 City Council Meeting	1 for; 0 opposed
	Jesus T. Borjas and Ramos Tovar CD-O to CD-O 709 Green Valley Road Charles E. Melvin for SEBR 715, LLC.	All uses permitted in the O (Office) zoning district except any use in the Residential uses category and the Social Service Facilities subcategory of the Permitted Use Table of the Land Development Ordinance.	Continued 9 to 0	Approval	Continued to the September 10, 2012 Zoning Commission Meeting	1 for and 1 opposed to continuance
Z-12-08-003	R-5 to PI North of Bluford Street, south of Salem Street and east of North Dudley Street James T. Griffin for North Carolina A & T State University R-5 to PI	All uses allowed in the PI zoning district	Favorable Recommendation 5-3-1	Approval	September 4, 2012 City Council Meeting (Approval with less than 6 affirmative votes)	1 for; 2 opposed
	1015, 1017, 1021 and 1023 Bluford Street James T. Griffin for North Carolina A & T State University R-3 to CD-C-M 2900 and 2904 Groometown Road Jose and Ruth Sierra	All uses allowed in the PI zoning district	Approved 8-0-1	Approval	Final unless appealed	1 for; 0 opposed
Z-12-08-005	CD-PI to CD-O A portion of 1210 New Garden Road Summit Healthcare Group, LLC for Guilford College	All uses allowed in the C-M (Commercial-Medium) zoning district except bars, nightclubs, brew pubs, sexually oriented businesses and any use with a drive-thru	Denied 9 to 0	Approval	Final unless appealed	1 for; 1 opposed
	R-3 and CD-C-L to PUD South of Horse Pen Creek Road and west of Four Farms Road Bradford J. Deaton for Wanda K. Winfree et al.	Limited to all office uses in the office sub-category of the Permitted Use Table of the Land Development Ordinance and all medical facilities except hospitals and specialty hospitals.  A maximum of 10,800 square feet of office space and a maximum of 240 multi-family dwelling units.	Approved 9 to 0	Approval	Final unless appealed	1 for; 2 opposed
Z-12-08-007			Withdrawn 9 to 0	Approval	Withdrawn	1 for; 0 opposed

\*\*\* Please see staff report for full list of conditions and uses

If you have any questions about these results, please contact Frederick Boateng or Mike Kirkman at 336-373-2144

# COUNTY MANAGEMENT OF PARKS

August 9, 2012

**GUILFORD COUNTY**  
STATE of NORTH CAROLINA



## County Management of Parks

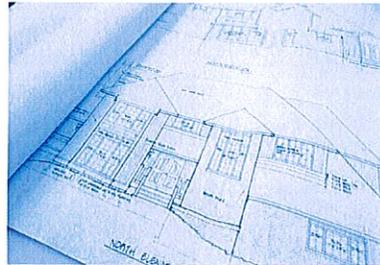
- FY12-13 Budget adopted June 7, 2012 includes County administration and management of 5 County parks
- Reduced parks operation budget by \$170,025.
- Requested 60 day update on Plan of Operation

**GUILFORD COUNTY**  
STATE of NORTH CAROLINA



# Goals

- Staffing Review
- Standardized Operating Procedures
- Develop plans for Efficiencies
  - Large Equipment
  - Reservations
  - Technology
  - Facility Maintenance
- Optimizing Contracts
- Define Cost/Savings



## Staffing Review

- Current staff: 30 full-time and 20 part-time positions
- Three full-time positions will be reallocated to the Facilities Department
- Restructuring of positions where duplications exist
- Optimize usage of staff by resource sharing
- Reduce peak seasonal staff



# Staffing

- Discussions with park managers
- Site visits
- Plan outreach for all employees affected
- Conduct orientation for affected staff



## Standardized Operating Procedures

- Five separate parks will have a single uniform operating procedures manual
- Particular areas of concern to be addressed include:
  - Security
  - Gun control
  - Sex offenders
  - Cash control
  - Credit cards
  - County vs. Municipality policies
  - Risk Management



# Plans for Efficiencies

## Equipment

- Central location of large equipment such as tractors, backhoes, bush hog, excavator, etc.
- Authorization to operate equipment
- Certification requirement
- Scheduled maintenance of equipment
- Promote resource sharing
- **Potential one time costs**
  - 2 pick-up trucks - \$40,000
  - 2 utility vehicles - \$18,000

**GUILFORD COUNTY**  
STATE of NORTH CAROLINA



# Plans for Efficiencies (cont.)

## Reservations

- Standardize fees and reservations between five parks
- Create single point of service for reservations
- Simplify program registration process
- Expand program offerings
  
- **One time costs**
  - Reservation Management Software – Not to exceed \$118,000

**GUILFORD COUNTY**  
STATE of NORTH CAROLINA



# Plans for Efficiencies (cont.)

## Technology

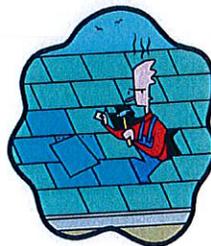
- Single vendor for phones, cell phones and internet
- Consolidate websites for parks
- Replacement of city leased equipment
- Streamline business and standardized process with use of technology
- **One time costs**
  - Replacement computers and telecommunications - \$40,000



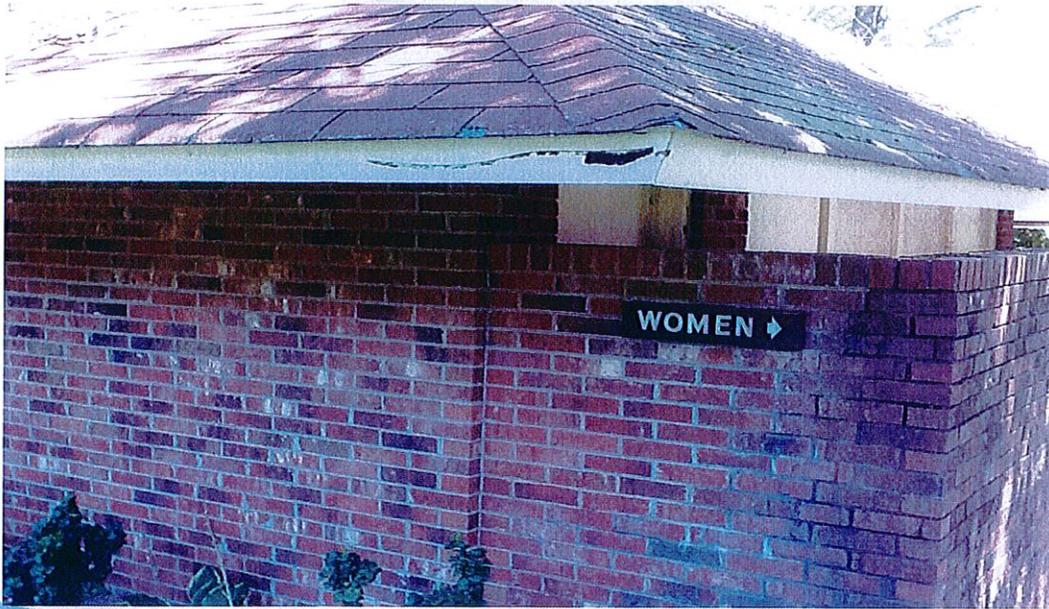
# Plan for Efficiencies (cont.)

## Facilities Maintenance

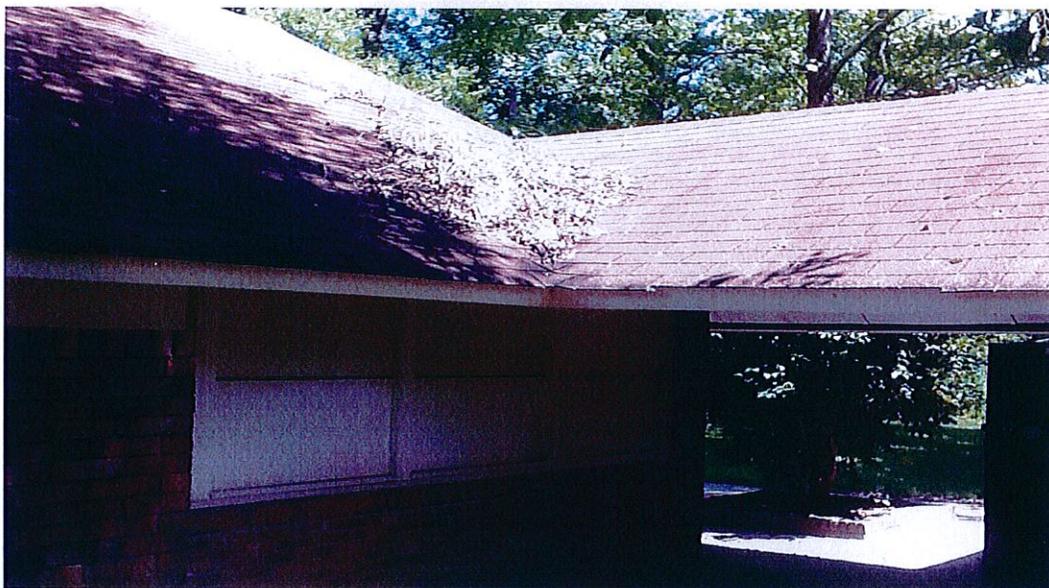
- Maintenance of park buildings and mechanical equipment
- Deferred maintenance will be addressed
- Increase preventive maintenance
- Reduce replacement costs



# Hagan-Stone Park



# Hagan-Stone



# Hagan-Stone



# Hagan-Stone



# Southwest Park



# Southwest Park



# Southwest Park



# Southwest Park



# Bur-Mil Park



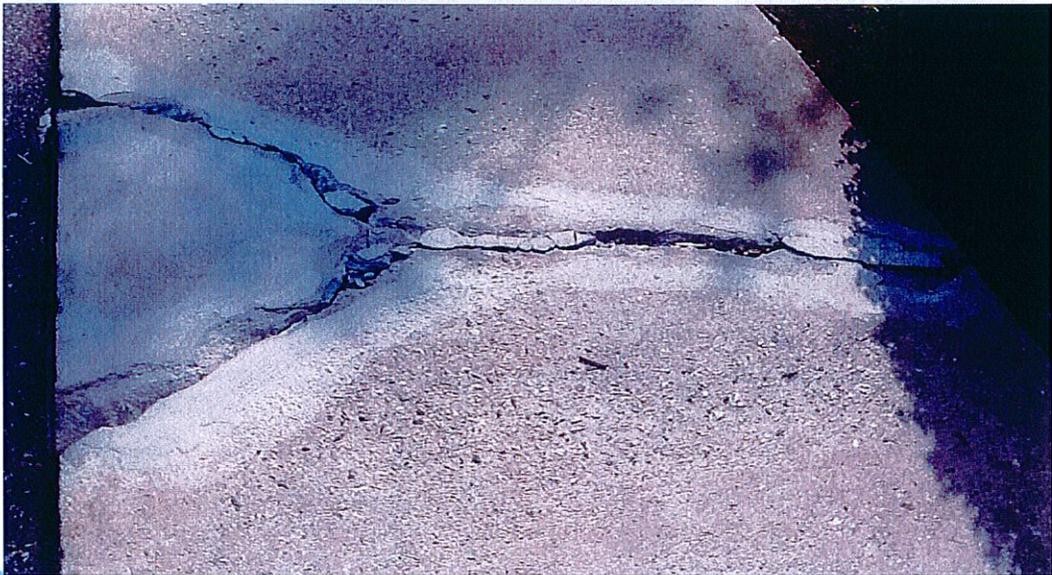
# Bur-Mil Park



# Bur-Mil Park



# Bur-Mil Park



# Bur-Mil Park



## Optimizing Contracts

- Major mowing for all parks will be contracted
- Lifeguard services
- Pool maintenance
- Consolidate contracts for services (i.e., copiers, uniforms, septic tanks, alarm systems, etc.)



# Summary

- Tasks underway and/or completed:
  - Staffing review
  - Operating procedure standardization
  - Plans for efficiencies
  - Optimizing Contracts
  - Define costs/savings
- Next Steps:
  - Develop details for framework outlined
  - Continue meeting with park managers
  - Meet with park staff to answer questions, etc.



- Questions
- Thank you

