


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: February 27, 2013

SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A memo from me regarding adding an item to the City Council Agenda
2. A memo from me regarding the Animal Shelter
3. A memo from Dave Holec, City Attorney, regarding a recent meeting with Legislators and the City's 2013 Legislative Initiatives, along with copies of letters from the City Manager to local Legislators
4. A memo from Chief Hassan Aden regarding the Greenville Police Department's Strategic Planning Session
5. A memo from Chris Padgett, Interim Assistant City Manager, regarding Casual Friday Dress Guidelines
6. A memo from Merrill Flood, Community Development Director, regarding the Resolution from the Neighborhood Advisory Board endorsing a rental registry
7. A memo from Merrill Flood, Community Development Director, regarding an invitation to the Winslow Pointe Grand Opening, scheduled for March 20, 2013
8. A copy of the agenda for the February 28, 2013, Board of Adjustment meeting, and minutes from their January 24, 2013, meeting

als

Attachments

cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk

## MEMORANDUM

TO: Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: February 27, 2013

SUBJECT: Adding an Agenda Item

Attached please find a copy of the Policy on Mayor and Council Members Adding an Agenda Item. There have been some questions recently regarding this policy, so I thought it best to resubmit a copy to everyone.

als

cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk

## **POLICY ON MAYOR AND COUNCIL MEMBERS ADDING AN AGENDA ITEM**

An item will be added to the agenda of a City Council meeting at the request of the Mayor or a Council Member when the Mayor or Council Member submits to the City Manager a written request to have the item added to the agenda no later than noon on the Friday prior to the Wednesday when agenda material is scheduled to be distributed to the Mayor and Council Members for the meeting which the item is to be on the agenda. The written request will contain sufficient information to ensure that the request is accurately reflected in the agenda material distributed to the other members of City Council. A written request may be in the form of an email sent to the City Manager.

An item will also be added to an agenda of a City Council meeting at the request of the Mayor or a Council Member when City Council votes at a City Council meeting to have the item added to the agenda. Unless the item requires action prior to the date of the next scheduled meeting, the item will be added to an agenda for a future meeting rather than the same meeting at which the request to have the item added to the agenda is made. A majority vote of the members present and not excused from voting shall be required to add the item to the agenda for a future meeting. A two-thirds vote of the members present and not excused from voting shall be required to add the item to the agenda at the same meeting.

This policy was adopted on March 3, 2011.

## MEMORANDUM

TO: Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: February 27, 2013

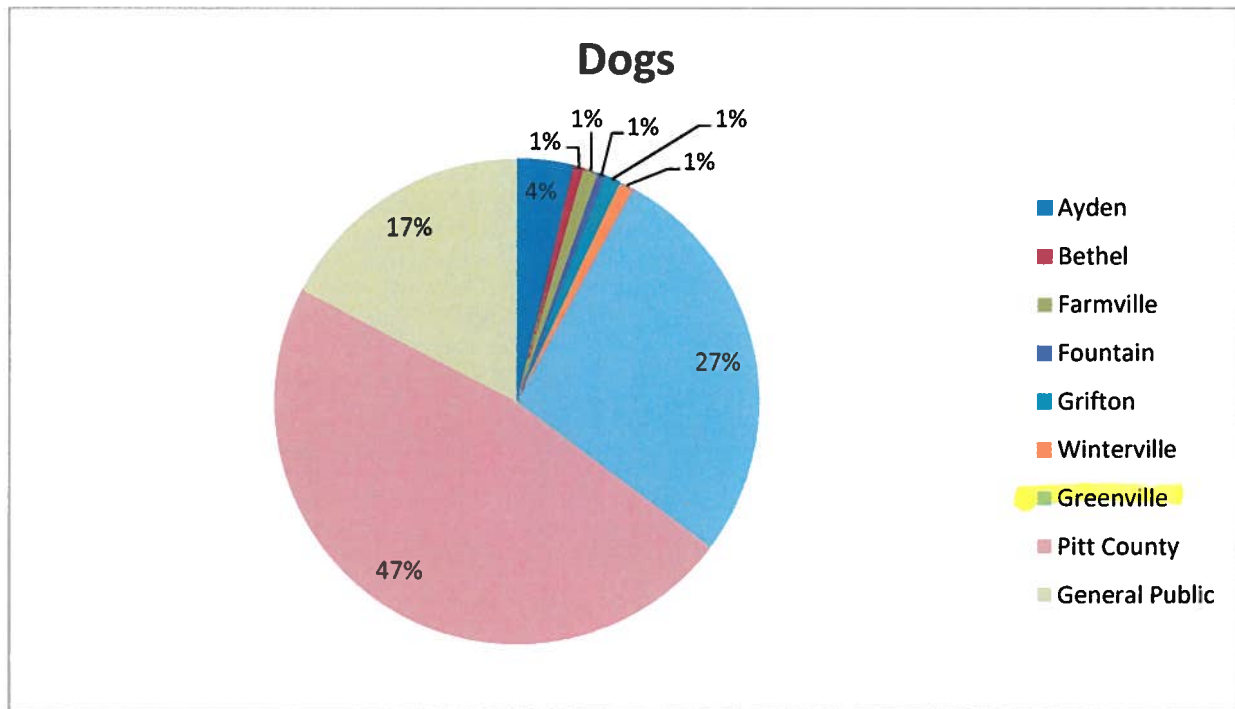
SUBJECT: Animal Shelter

Chief Aden and I attended a meeting with the Pitt County Manager, representatives of Pitt County Animal Control, and other local officials involved with Animal Control. The County provided an update on Animal Control and advised that the fee for handling animals will increase from \$10 to \$20 per animal, effective FY14, which is the first increase after a ten year period. Attached is a copy of some of the information provided about the service.

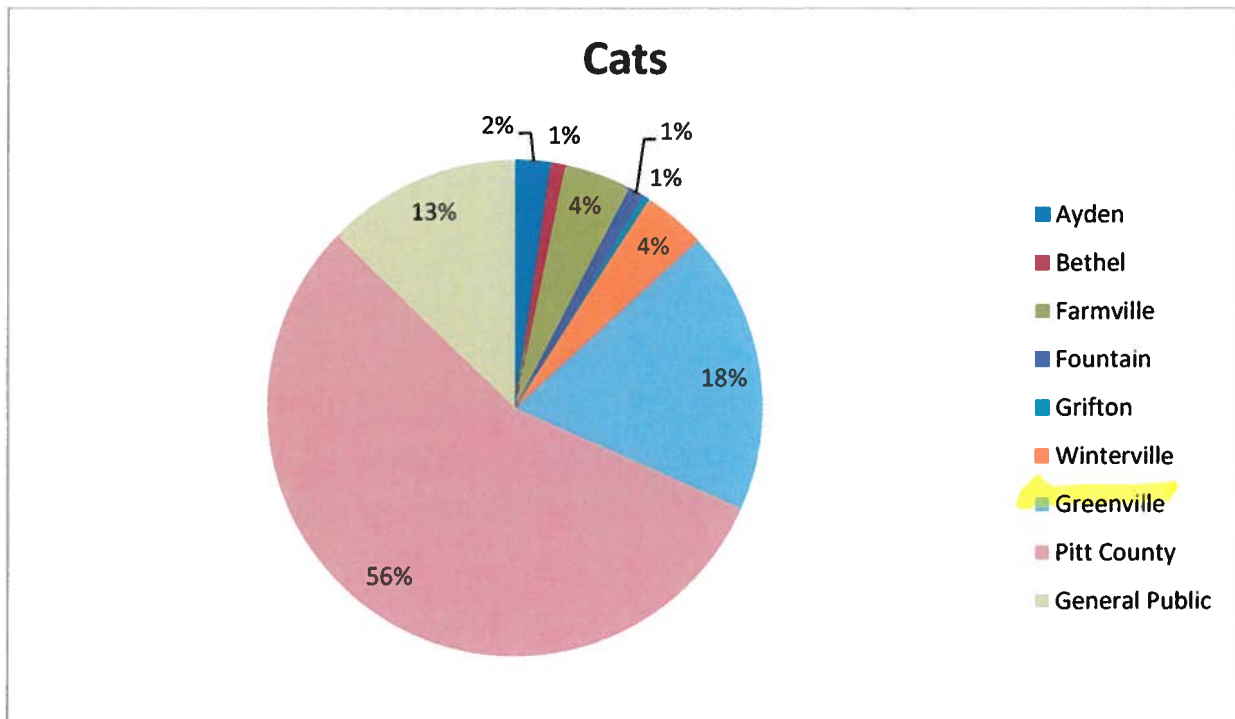
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cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk

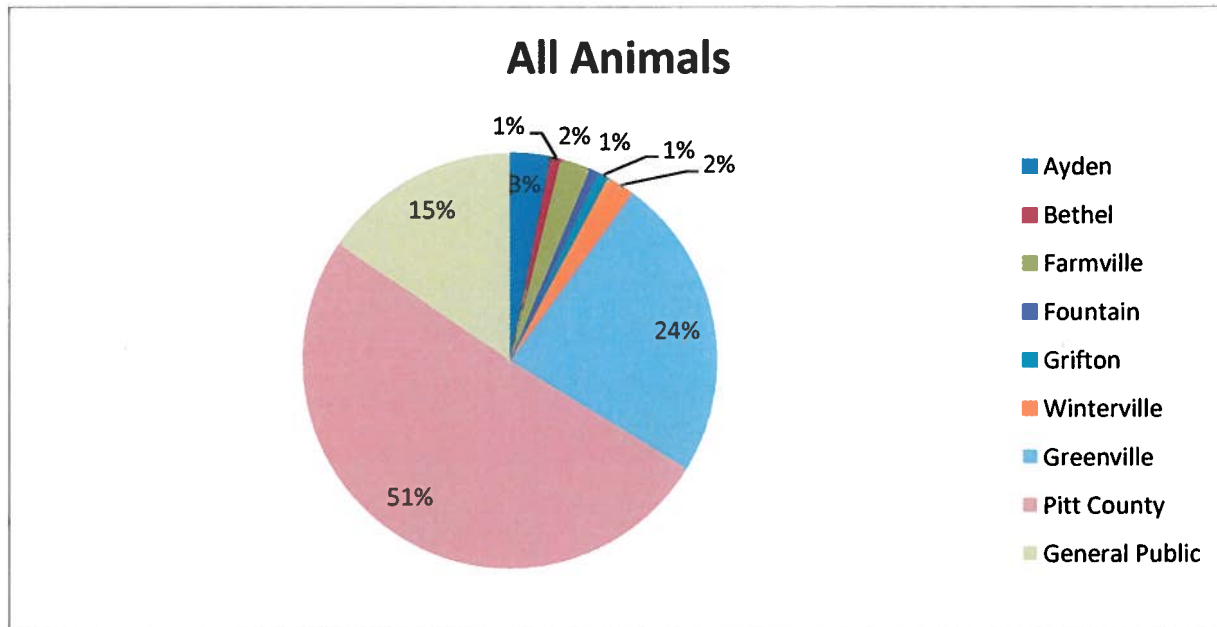
## 2012 Animal Shelter Statistics



**2,301 dogs handled by the shelter in 2012**



**1,614 cats handled by the shelter in 2012**



**3,915 total animals handled by the shelter in 2012**

	Dogs	Cats	Total
Ayden	87	37	124
Bethel	15	15	30
Farmville	23	71	94
Fountain	11	16	27
Grifton	26	8	34
Winterville	21	66	87
Greenville	628	298	926
Pitt County	1,090	897	1,987
General Public	400	206	606
<b>Total</b>	<b>2,301</b>	<b>1,614</b>	<b>3,915</b>

**Total shelter budget: \$426,942\***

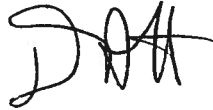
**Cost per animal served: \$109.05**

\*(single budget includes shelter operations and County animal control)

## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** David A. Holec, City Attorney



**DATE:** February 27, 2013

**SUBJECT:** Meeting with Legislators

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On Wednesday, February 20, 2013, Mayor Thomas, City Manager Lipscomb, and I met with Senator Louis Pate, Senator Don Davis, Representative Brian Brown, Representative Susan Martin and Representative Jean Farmer-Butterfield to discuss the City of Greenville's 2013 legislative initiatives.

For your information, attached is a copy of a letter sent to Senator Pate thanking him for meeting with us to discuss the City's legislative initiatives. A similar letter was sent to Senator Davis, Representative Brown, Representative Martin and Representative Farmer-Butterfield.

Also attached is a copy of the information provided to the legislators on the City's 2013 Legislative Initiatives.

**cc:** Barbara Lipscomb, City Manager

attachment

PO Box 7207  
Greenville, NC 27835  
www.greenvillenc.gov



Telephone: (252) 329-4419  
Fax: (252) 329-4435  
Email: amthomas@greenvillenc.gov

**ALLEN M. THOMAS**  
MAYOR  
CITY OF GREENVILLE

February 22, 2013

The Honorable Louis Pate  
NC Senate  
16 W. Jones Street, Room 1028  
Raleigh, NC 27601-2808

**RE: 2013 City of Greenville Legislative Initiatives**

Dear Senator Pate:

On behalf of the City Council of the City of Greenville, I express appreciation for your willingness to consider the City of Greenville's 2013 legislative initiatives during the meeting held on Wednesday, February 20, 2013. Your willingness to discuss and consider the initiatives approved by City Council is appreciated.

Your support of the City's legislative initiatives will enhance the ability of the City to meet the needs of its citizens. Again, on behalf of City Council, thank you for your efforts.

Sincerely,

Allen M. Thomas  
Mayor

cc: City Council Members



# *CITY OF GREENVILLE*

## *2013 LEGISLATIVE INITIATIVES*



**SUMMARY OF  
CITY OF GREENVILLE  
2013 LEGISLATIVE INITIATIVES**

1. *Preservation of Municipal Revenue Sources*
2. *Additional Municipal Revenue Sources*
3. *Retention of the Equity Formula so that Eastern North Carolina Transportation Needs are Addressed*
4. *Continuation or Expansion of State Funding of Statewide and Regional Organizations Which Assist in Economic Development Efforts*

*A further description of and resolutions relating to these legislative initiatives are contained on the following pages.*

## **1. PRESERVATION OF MUNICIPAL REVENUE SOURCES**

Support efforts to preserve the existing revenue sources of cities. One issue to be addressed during the 2013 Session will be approval of the budget for the State. In past sessions, proposals were considered which involved transferring municipal revenue sources to State revenue sources. Cities are reliant upon these revenue sources in order to provide services to their citizens. Any transfer of municipal revenue sources from cities will result in passing the State's budget problems on to cities. Cities, in turn, would then be required to either reduce services provided to citizens or increase revenues. It is important that existing municipal revenue sources be preserved.

### **RESOLUTION NO. 004 - 13**

#### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE SUPPORTING THE PRESERVATION OF MUNICIPAL REVENUE SOURCES**

WHEREAS, cities are reliant upon municipal revenue sources in order to provide services to its citizens such as public safety, recreation, economic development, and transportation;

WHEREAS, as the North Carolina General Assembly addresses the issue of the State budget, it should not approve a State budget which results in passing on to cities budget problems by transferring municipal revenue sources to become State revenue sources;

WHEREAS, it is important that existing municipal revenue sources be preserved for cities; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to take the necessary action during the 2013 Session of the North Carolina General Assembly which will preserve municipal revenue sources;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby express its support for the preservation of municipal revenue sources and that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to take the necessary action during the 2013 Session to preserve municipal revenue sources.

This the 17th day of January, 2013.

/s/ Allen M. Thomas  
Allen M. Thomas, Mayor

ATTEST:

/s/ Carol L. Barwick  
Carol L. Barwick, City Clerk

## **2. Additional Municipal Revenue Sources**

Support efforts to grant additional authorities to cities to implement new revenue sources. It is expected that tax reform will be an issue addressed during the 2013 Session. While addressing this issue, it would be appropriate to consider and grant more flexibility to cities in funding their services. An example of one option available to certain cities, as a result of local acts, is a prepared food and beverage tax. Allowing all cities the authority to implement new revenue sources would assist Greenville in having a broader revenue base and being not as reliant on ad valorem property taxes.

### **RESOLUTION NO. 005 - 13**

#### **RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE SUPPORTING ADDITIONAL MUNICIPAL REVENUE SOURCES**

WHEREAS, cities are reliant upon municipal revenue sources in order to provide services to its citizens such as public safety, recreation, economic development, and transportation;

WHEREAS, as the North Carolina General Assembly addresses the issue of tax reform, it would be appropriate to consider and grant more flexibility to cities in funding their services;

WHEREAS, it would be beneficial that existing municipal revenue sources be supplemented by new municipal revenue sources so that cities will have a broader revenue base and not be as reliant on ad valorem property taxes; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to take the necessary action during the 2013 Session of the North Carolina General Assembly which will grant additional authorities to cities to implement new municipal revenue sources;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby express its support for the grant of additional authorities to cities to implement new municipal revenue sources and that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to take the necessary action during the 2013 Session to support the grant of additional authorities for new municipal revenue sources.

This the 17th day of January, 2013.

/s/ Allen M. Thomas  
Allen M. Thomas, Mayor

ATTEST:

/s/ Carol L. Barwick  
Carol L. Barwick, City Clerk

### **3. Retention of the Equity Formula**

Support the existing Equity Formula utilized for allocating highway construction funds in North Carolina. The Equity Formula was created in 1989 by the North Carolina General Assembly for the purpose of distributing equitably the Transportation Improvement Program funds among the regions of the State. The Equity Formula has allowed areas of North Carolina which are not within the major urban population centers of North Carolina to address critical transportation improvement projects. The Equity Formula is based upon fairness and equity and has allowed transportation improvement projects to be completed in eastern North Carolina. There have been proposals to adjust the Equity Formula which are anticipated to adversely impact eastern North Carolina including the City of Greenville. Retaining the existing Equity Formula will assist in addressing eastern North Carolina transportation needs.

RESOLUTION NO. 006 - 13  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE  
SUPPORTING THE EQUITY FORMULA SO THAT EASTERN NORTH CAROLINA  
TRANSPORTATION NEEDS ARE ADDRESSED

WHEREAS, the Equity Formula was created in 1989 by the North Carolina General Assembly for the purpose of distributing equitably the Transportation Improvement Program funds among the regions of the State;

WHEREAS, the Equity Formula has allowed areas of North Carolina which are not within the major urban population centers of North Carolina to address critical transportation improvement projects;

WHEREAS, the Equity Formula is based upon fairness and equity and has allowed transportation improvement projects to be completed in eastern North Carolina;

WHEREAS, there have been proposals to adjust the Equity Formula which are anticipated to adversely impact eastern North Carolina including the City of Greenville; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to take the necessary action during the 2013 Session of the North Carolina General Assembly which will retain the Equity Formula so that eastern North Carolina transportation needs are addressed;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby express its support for the Equity Formula so that eastern North Carolina transportation needs are addressed and that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to take the necessary action during the 2013 Session to retain the Equity Formula so that eastern North Carolina transportation needs are addressed.

This the 17th day of January, 2013.

/s/ Allen M. Thomas  
Allen M. Thomas, Mayor

ATTEST:  
/s/ Carol L. Barwick  
Carol L. Barwick, City Clerk

**4. CONTINUATION OR EXPANSION OF STATE FUNDING OF STATEWIDE AND REGIONAL ORGANIZATIONS WHICH ASSIST IN ECONOMIC DEVELOPMENT EFFORTS**

Support State funding of statewide and regional organizations which assist in economic development. The North Carolina Rural Center has a focus on job creation programs and receives funding from the State. North Carolina's Eastern Region economic development partnership is one of seven State sanctioned regional economic development partnerships in North Carolina and it previously received State funding on a recurring basis as a component of the State budget. The City has received assistance from both organizations in funding. Additionally, the Eastern Region economic development partnership has served as a resource for the City for assistance in recruiting business and providing advice on structuring economic development initiatives. The Rural Center has provided a building re-use grant to the City which helped fund the architectural study on the Uptown Theater. Additionally, the City has recently endorsed the application for a Rural Center grant by One Source Communications, Inc. involving a pledge of the creation of 50 jobs. The Eastern Regional economic development partnership acted as the primary sponsor for a BMX Showcase event and has assisted financially in other Greenville based projects in which the City was not involved. Continued and possibly expanded State funding of these organizations will promote economic development.

RESOLUTION NO. 007 - 13  
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE  
SUPPORTING STATE FUNDING OF STATEWIDE AND REGIONAL  
ORGANIZATIONS WHICH ASSIST IN ECONOMIC  
DEVELOPMENT EFFORTS

WHEREAS, the North Carolina Rural Center has a focus on job creation programs and receives State funding and North Carolina's Eastern Region economic development partnership is one of seven State sanctioned regional economic development partnerships in North Carolina and it previously received State funding on a recurring basis as a component of the State budget;

WHEREAS, the City of Greenville has received assistance from both organizations in funding and, additionally, the Eastern Region economic development partnership has served as a resource for the City for assistance in recruiting business and providing advice on structuring economic development initiatives;

WHEREAS, continued and possibly expanded State funding of statewide and regional organizations which assist in economic development efforts will promote economic development; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to take the necessary action during the 2013 Session of the North Carolina General Assembly which will provide State funding of statewide and regional organizations which assist in economic development efforts;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby express its support for State funding of statewide and regional organizations which assist in economic development efforts and that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to take the necessary action during the 2013 Session to provide State funding of statewide and regional organizations which assist in economic development efforts.

This the 17th day of January, 2013.

/s/ Allen M. Thomas  
Allen M. Thomas, Mayor

ATTEST:

/s/ Carol L. Barwick  
Carol L. Barwick, City Clerk



# City of Greenville

## North Carolina

P.O. Box 7207 – Greenville, N.C. 27835-7207

CITY MANAGER'S OFFICE

February 25, 2013

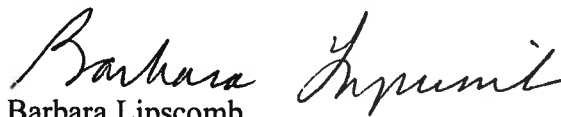
Senator Louis Pate  
N.C. Senate  
16 West Jones Street, Room 1028  
Raleigh, NC 27601-2808

Dear Senator Pate:

Thank you for meeting with Mayor Allen Thomas, City Attorney Dave Holec, and me last Wednesday to discuss the City of Greenville's 2013 legislative initiatives. I enjoyed meeting you, and I appreciate the time you spent with us discussing issues that are important to our community, including funding for streets and roadway projects as well as the 10<sup>th</sup> Street Connector Project stormwater connection issues.

If you have questions or would like additional information on City of Greenville projects or issues, please feel free to contact me. I look forward to meeting with you again in the near future.

Sincerely,

  
Barbara Lipscomb  
City Manager

dr

cc: Mayor and City Council  
Dave Holec, City Attorney



# City of Greenville

North Carolina

P.O. Box 7207 – Greenville, N.C. 27835-7207

CITY MANAGER'S OFFICE

February 25, 2013

Senator Don Davis  
N.C. Senate  
300 N. Salisbury Street, Room 518  
Raleigh, NC 27603-5925

Dear Senator Davis:

Thank you for meeting with Mayor Allen Thomas, City Attorney Dave Holec, and me last Wednesday to discuss the City of Greenville's 2013 legislative initiatives. I enjoyed meeting you, and I appreciate the time you spent with us discussing issues that are important to our community, including funding for streets and roadway projects as well as the 10<sup>th</sup> Street Connector Project stormwater connection issues.

If you have questions or would like additional information on City of Greenville projects or issues, please feel free to contact me. I look forward to meeting with you again in the near future.

Sincerely,

Barbara Lipscomb  
City Manager

dr

cc: Mayor and City Council  
Dave Holec, City Attorney





# City of Greenville

## North Carolina

P.O. Box 7207 – Greenville, N.C. 27835-7207

CITY MANAGER'S OFFICE

February 25, 2013

Representative Brian Brown  
N.C. House of Representatives  
300 N. Salisbury Street, Room 604  
Raleigh, NC 27603-5925

Dear Representative Brown:

Thank you for meeting with Mayor Allen Thomas, City Attorney Dave Holec, and me last Wednesday to discuss the City of Greenville's 2013 legislative initiatives. I enjoyed meeting you, and I appreciate the time you spent with us discussing issues that are important to our community, including funding for streets and roadway projects as well as the 10<sup>th</sup> Street Connector Project stormwater connection issues.

If you have questions or would like additional information on City of Greenville projects or issues, please feel free to contact me. I look forward to meeting with you again in the near future.

Sincerely,

Barbara Lipscomb  
City Manager

dr

cc: Mayor and City Council  
Dave Holec, City Attorney



# City of Greenville

## North Carolina

P.O. Box 7207 – Greenville, N.C. 27835-7207

CITY MANAGER'S OFFICE

February 25, 2013

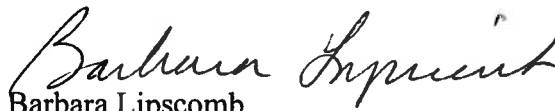
Representative Susan Martin  
N.C. House of Representatives  
300 N. Salisbury Street, Room 306C  
Raleigh, NC 27603-5925

Dear Representative Martin:

Thank you for meeting with Mayor Allen Thomas, City Attorney Dave Holec, and me last Wednesday to discuss the City of Greenville's 2013 legislative initiatives. I enjoyed meeting you, and I appreciate the time you spent with us discussing issues that are important to our community, including funding for streets and roadway projects as well as the 10<sup>th</sup> Street Connector Project stormwater connection issues.

If you have questions or would like additional information on City of Greenville projects or issues, please feel free to contact me. I look forward to meeting with you again in the near future.

Sincerely,

  
Barbara Lipscomb  
City Manager

dr

cc: Mayor and City Council  
Dave Holec, City Attorney



# City of Greenville

## North Carolina

P.O. Box 7207 – Greenville, N.C. 27835-7207

CITY MANAGER'S OFFICE

February 25, 2013

Representative Jean Farmer-Butterfield  
N.C. House of Representatives  
16 West Jones Street, Room 1220  
Raleigh, NC 27601-1096

Dear Representative Farmer-Butterfield:

Thank you for meeting with Mayor Allen Thomas, City Attorney Dave Holec, and me last Wednesday to discuss the City of Greenville's 2013 legislative initiatives. I enjoyed meeting you, and I appreciate the time you spent with us discussing issues that are important to our community, including funding for streets and roadway projects as well as the 10<sup>th</sup> Street Connector Project stormwater connection issues.

If you have questions or would like additional information on City of Greenville projects or issues, please feel free to contact me. I look forward to meeting with you again in the near future.

Sincerely,

Barbara Lipscomb  
City Manager

dr

cc: Mayor and City Council  
Dave Holec, City Attorney



## GREENVILLE POLICE DEPARTMENT MEMORANDUM

DATE: February 26, 2013

TO: Barbara Lipscomb  
City Manager

FROM: Hassan Aden  
Chief of Police

SUBJECT: Notes to Council – Strategic Planning Session

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The Greenville Police Department will conduct a strategic planning session on Saturday, March 9, 2013. This strategic planning session will involve invited members of the community in the first phase and a cross section of the department in the second phase.

The focus for the first phase will be for community members and police employees to participate in a facilitated process to develop mission and vision statements for the Greenville Police Department. These will be directly aligned with the City's Mission Statement.

The second phase will focus on the prioritization of goals and the establishment of implementation strategies and timelines. The final product will be a concise three-year executable Strategic Plan that will be presented to City Council within the next few months.

This example of community involvement is not typical in American policing; it is, however, indicative of the Greenville Police Department's commitment to involve our community in this important process that will take the GPD into its next chapter.

## MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Chris Padgett, Interim Assistant City Manager *C.M.A.*

DATE: February 27, 2013

SUBJECT: Business Casual Friday Dress Guidelines

As you are aware, it has been a practice in some City departments to allow non-uniformed employees to dress more casually on Fridays than on other workdays. This practice has been very popular with employees and has been noted by City department heads as a means of improving employee morale. Per your direction, the Interim Human Resources Director researched casual Friday dress policies / guidelines to determine how other entities have formalized this practice and developed draft guidelines in the form of an administrative procedure. The draft guidelines were presented on two separate occasions to the City's department heads for input and a final version was developed (see attached).

Business Casual Friday is a privilege that is offered to provide a more comfortable and relaxed work atmosphere on Fridays. This procedure applies to all full-time and part-time non-uniformed employees working in City office settings. It does not apply to uniformed employees, employees working in the field, or employees at a work location or within a job classification calling for other attire (e.g., athletics facility, Police Detective, etc.).

Business Casual Friday is optional; employees may instead choose to dress in standard business attire. On certain occasions, standard business attire may be more appropriate on a Friday. Staff has been instructed that if they are conducting or attending meetings or events with individuals from outside of the City of Greenville, they are expected to represent the City in a professional manner and dress appropriately.

The anticipated start date is Friday, March 1, 2013.

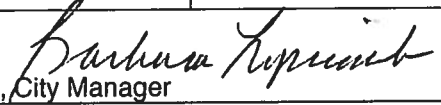
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cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk  
Department Heads



## ADMINISTRATIVE PROCEDURE

### *City of Greenville*

<b>Procedure Title:</b>  <b><i>Business Casual Friday Dress Guidelines</i></b>	<b>Procedure Number:</b> 17	<b>Effective Date:</b> March 1, 2013
	<b>Version:</b> <input checked="" type="checkbox"/> Original Version <input type="checkbox"/> Replaces Version Dated:	<b>Issuing Department/Division:</b>  City Manager's Office
	<b>Approved By:</b>  Barbara Lipscomb, City Manager 	

### **PURPOSE**

Fridays have been designated as "Business Casual Friday" for **non-uniformed** employees. Some departments, such as Police, Fire/Rescue, Public Works, and Recreation and Parks, provide uniforms or have dress and personal appearance regulations which are a condition of employment; therefore, this procedure does not apply to employees who wear uniforms or in situations where employees' attire is addressed through departmental regulations.

"Business casual" encompasses many looks but it really means casual clothing that is appropriate for a professional work environment. The key is "business" casual, which is a privilege that is offered to provide a more comfortable and relaxed work atmosphere on Fridays.

Business Casual Friday is optional. Employees do not have to dress in business casual attire on Fridays; employees may instead choose to dress in standard business attire. On certain occasions, standard business attire may be more appropriate on a Friday. Examples of standard business attire are "dress" shirts and slacks or suits for men and "dress" skirts, blouses, slacks, dresses, and suits for women. If you are conducting or attending meetings or events with individuals from outside of the City of Greenville, you are expected to represent the City in a professional manner and dress appropriately.

### **SCOPE**

This procedure applies to all full-time and part-time non-uniformed employees working in City office settings. It does not apply to uniformed employees, employees working in the field, or employees at a work location or within a job classification calling for other attire (e.g., athletics facility, Police Detective, etc.).

### **PROCEDURE**

Listed below is an overview of acceptable business casual attire, as well as a list of some of the more common items that are not appropriate for a professional work environment. Obviously, this list is not intended to be all-inclusive. Rather, these items should help set the general parameters for proper business casual wear and allow you to make intelligent judgments about items that are not specifically addressed. A good rule of thumb is that if you are not sure if

something is acceptable, choose something else or check with your supervisor. Department heads and supervisors are responsible for monitoring compliance to this procedure within their department. Employees who do not meet a professional standard may be sent home to change. Disciplinary action may be applied if dress code violations continue.

Acceptable and unacceptable Business Casual Friday attire includes the following:

**Slacks/pants:**

Acceptable:

- Khakis
- Casual slacks and trousers
- Jeans in good condition (i.e., not ripped, tattered, or frayed)
- Capri pants
- Cargo pants

Unacceptable:

- Skin-tight or baggy pants or jeans
- Faded/discolored or worn-out jeans/pants
- Sweatpants
- Bib overalls
- Shorts
- Spandex and other form-fitting pants
- Exercise pants
- Cutoffs

**Shirts:**

Acceptable:

- Casual shirts and blouses
- Polo and golf-type shirts
- Turtlenecks

Unacceptable:

- T-shirts
- Sweatshirts
- Tank tops
- Tube tops
- Halter tops
- Midriff tops
- Muscle shirts
- Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans

**Dresses/skirts:**

Acceptable:

- Business casual dresses and skirts with modest hemlines

Unacceptable:

- Mini-skirts
- Spaghetti strap dresses
- Sundresses

**Footwear:**

Acceptable:

- Loafers
- Boots
- Flats
- Business casual sandals
- Athletic shoes/sneakers in good condition

Unacceptable:

- Worn-out or unkempt footwear
- Flip-flops
- Beach shoes

All attire must be neat and project a professional image. Inappropriate attire suggests a lack of consideration for co-workers, citizens, and the City's mission. The Human Resources Department is available as a resource to managers, supervisors, and employees for interpretation of this procedure. The wearing of safety equipment supersedes any and all portions of this procedure. The City of Greenville reserves the right to revise or eliminate this procedure at any time or to revoke this procedure on an individual, division, or department-wide basis if the guidelines set forth are not adhered to.

## **EXCEPTIONS**

Exceptions to this procedure may be made on a case-by-case basis for medical conditions and other applicable circumstances. Requests of this nature must be submitted for review by the Department Head to the Director of Human Resources.



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**COMMUNITY DEVELOPMENT**

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# MEMO

**DEPARTMENT**

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**TO:** Barbara Lipscomb, City Manager

**FROM:** Merrill Flood, Director Community Development Department

**DATE:** February 20, 2013

**SUBJECT:** NOTES TO CITY COUNCIL

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Please find attached a resolution that endorses the Implementation of the rental registry for the City of Greenville from the chair of the Neighborhood Advisory, and the Interim Neighborhood Liaison Ombudsman.

If you have questions, please feel free to contact me @4500.

Thank you.

**RESOLUTION FROM THE NEIGHBORHOOD ADVISORY BOARD  
THE CITY OF GREENVILLE**

**WHEREAS**, the Neighborhood Advisory Board works to preserve and strengthen neighborhoods in the City of Greenville;

**NOW, THEREFORE, BE IT RESOLVED** by the Neighborhood Advisory Board of the City of Greenville that:

1. it respectfully endorses the implementation of a rental registry for the City of Greenville; and
2. the neighborhood planner shall communicate this resolution to members of the Greenville City Council

This the 17th day of January, 2013.



Ann Maxwell

Chair, Neighborhood Advisory Board

ATTEST:

, Secretary

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COMMUNITY DEVELOPMENT

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# MEMO

DEPARTMENT

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**TO:** Barbara Lipscomb, City Manager

**FROM:** Merrill Flood, Director Community Development Department 

**DATE:** February 27, 2013

**SUBJECT:** Winslow Pointe Grand Opening and Ribbon Cutting Ceremony

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Please find attached the invitation from the NRP Group for the Grand Opening and Ribbon Cutting Ceremony on March 20, 2013 at 10:00 AM at 901 Hooker Road. A program is being developed by the NRP Group and will be shared prior to the event.

If you have any questions, please contact me.



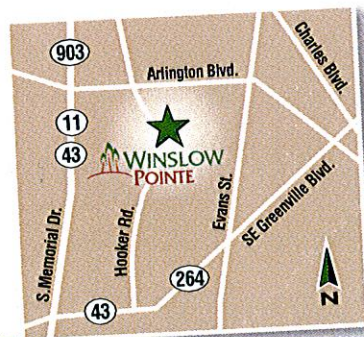
## Please join us for the VIP Grand Opening of Winslow Pointe Apartment Homes

Ribbon Cutting, Property Tours, Pastries  
and Refreshments and Closing Speaker  
Mayor Allen M. Thomas

**WHEN:** Wednesday, March 20, 2013  
10:00 am to 12:00 pm

**WHERE:** 901 Hooker Road, Greenville, NC 27834

**RSVP:** By Wednesday, March 13 to Jennifer Bielewicz  
at [jbielewicz@nrpgroup.com](mailto:jbielewicz@nrpgroup.com)



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**PROPOSED AGENDA  
GREENVILLE BOARD OF ADJUSTMENT  
Thursday, February 28, 2013  
7:00 PM  
City Council Chambers  
200 West Fifth Street**

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**I. ROLL CALL**

**II. APPROVAL OF MINUTES – January 24, 2013**

**III. NEW BUSINESS**

**1. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY BETTER CONNECTIONS INC.**

The applicant, Better Connections, Inc., desires a special use permit to operate a mental health, emotional or physical rehabilitation day program facility pursuant to Appendix A, Use (8)ff(1). of the Greenville City Code. The proposed use is located at 101 W. 14th Street, Suite 10. The property is further identified as being tax parcel number 03624.

**2. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY GREER VENTURES**

The applicant, Greer Ventures, desires a special use permit to operate a automobile sales and service facility pursuant to Appendix A, Use (11)f. of the Greenville City Code. The proposed use is located at 210 SE Greenville Boulevard. The property is further identified as being tax parcel number 07996.

**3. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY JEFFERY BROOKS AND DEONNA DALTON**

The applicants, Jeffery Brooks and Deonna Dalton, desires a special use permit to operate a dining and entertainment establishment pursuant to Appendix A, Use (6)m(1). of the Greenville City Code. The proposed use is located at 123 E. Fifth Street. The property is further identified as being tax parcel number 54850.

**4. PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY INCOME INVESTMENTS, LLC**

The applicant, Income Investments, LLC, desires a special use permit to operate a dormitory development pursuant to Appendix A, Use (2)e(1). of the Greenville City Code. The proposed use is located at 600 Cotanche Street. The property is further identified as being tax parcel number 28624, 23585, 13451, 31724, 25898 and 24837.

**IV. ADJOURN**

DRAFT MINUTES PROPOSED FOR ADOPTION BY THE BOARD OF ADJUSTMENT  
JANUARY 24, 2013

The Greenville Board of Adjustment met on the above date at 7:00 PM in the City Council Chamber of City Hall.

Scott Shook, Chairman-X

Charles Ewen (Acting Chairman)*	Claye Frank *
Linda Rich *	Sharon Ferris *
Justin Mullarkey *	Bill Fleming *
Kevin Faison *	Thomas Taft, Jr. X

The members present are denoted by an “\*” and those absent are denoted by an “X”.

VOTING MEMBERS: Ewen, Faison, Rich, Ferris, Mullarkey, Frank, Fleming

OTHERS PRESENT: Mr. Chris Padgett, Interim Assistant City Manager  
Mr. Bill Little, Assistant City Attorney  
Mr. Michael Dail, Planner  
Mr. Chris Kelly, Engineering  
Mrs. Elizabeth Blount, Secretary  
Mr. Jonathan Edwards, Communications Technician

**MINUTES**

Mr. Frank made a motion to approve the December 20th minutes as presented, Ms Rich seconded and the motion passed unanimously.

**PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY PATHWAYS -APPROVED**

The applicant, Pathways to Life, desires a special use permit to operate a mental health, emotional or physical rehabilitation day program facility pursuant to Appendix A, Use (8)ff(1). of the Greenville City Code. The proposed use is located at 1029 W.H. Smith Boulevard. The property is further identified as being tax parcel number 80651.

Mr. Dail delineated the area on the map. He stated that the property is located in the western portion of the city’s jurisdiction, near the medical center.

**Zoning of Property:** MCG (Medical General Commercial)

**Surrounding Zoning:**

North: CG (General Commercial)  
South: CG (General Commercial)  
East: CG (General Commercial)  
West: CG (General Commercial)

**Surrounding Development:**

North: Miller-Motte College  
South: Vacant, Salvation Army  
East: Vacant, East Carolina University Parking Lot  
West: Various Office and Medical Uses

**Description of Property:**

The subject property is currently vacant. The owners of the property plan to build a 12,804 square foot commercial building. The property is 1.30 acres in size and has no street frontage. Access to the property from W.H. Smith Boulevard is by a private drive.

**Comprehensive Plan:**

The property is located within Vision Area "F" as designated by the Comprehensive Plan. The proposed use is in general compliance with the Future Land Use Plan which recommends commercial development for the subject property.

**Notice:**

Notice was mailed to the adjoining property owners on January 10, 2013. Notice of the public hearing was published in the Daily Reflector on January 14, 2013 and January 21, 2013.

**Related Zoning Ordinance Regulations:**

Definition:

*Mental health, emotional or physical rehabilitation day program facility.*

(1) An establishment qualified for a license by the State of North Carolina which provides a day treatment, day activity or other extended counseling service to persons who do not reside at the establishment and who are physically disabled, mentally retarded, developmentally disabled, persons recuperating from alcohol or drug related problems, persons adjusting to society as an alternative to imprisonment, children or adolescents who are emotionally disturbed and need special educational services, and persons recuperating from mental or emotional illness, but not including mentally ill persons who are dangerous to others. Persons receiving service at the establishment may be at the facility for no longer than 18 hours within any 24-hour period.

(2) Dangerous to others means that within the recent past, the individual has inflicted or attempted to inflict or threatened to inflict serious bodily harm on another, or has acted in such a way as to create a substantial risk of serious bodily harm to another, or has engaged in extreme destruction of property; and that there is a reasonable probability that his conduct will be repeated. Previous episodes of dangerousness to others, when applicable, may be considered when determining reasonable probability of future dangerous conduct. Professionals or paraprofessionals providing assistance to the occupants shall be allowed in addition to the maximum occupancy.

**Staff Recommended Conditions:**

The facility must comply with all requirements, licensing, rules, health certifications, background checks and other requirements imposed or directed by the NC Division of Health, Human Services; the Commission or Council on MR/Developmental Disabilities; and Community Alternative Programs for DD/MR adults and/or juveniles.

At no time will clients of the training center be permitted to wait or be outside without being accompanied

by a staff member of the training center to supervise and ensure proper behavior of the clients including but not limited to aggressive actions, littering, fighting, yelling, loitering or other unacceptable behavior.

**Other Comments:**

The proposed project must meet all related NC State fire and building codes prior to occupancy.

Mr. Fleming asked if the facility typically had problems.

Mr. Dail stated no. The recommended condition is to prevent loitering by the clients.

Mr. Bryan Fagundus, representative of Rivers and Associates, spoke in favor of the request. He stated that the applicant had several locations in Greenville and the proposal will help consolidate and provide treatment space. The site plan has been approved by staff.

Mr. Fleming asked if the proposed location is behind the building facing W H Smith Blvd.

Mr. Fagundus stated it is slightly to the left.

Mr. Fleming asked if the building will occupy the entire track of land.

Mr. Fagundus stated no.

Mr. Fleming asked about access to the parking.

Mr. Fagundus stated there is a private driveway off W.H. Smith Boulevard.

Ms Ferris asked for the number of clients.

Mr. Fagundus stated he did not know the exact number but that the treatment space is 3300 square feet.

Ms Rich asked how many facilities will be consolidated.

Mr. Fagundus stated two.

Ms Rich asked was the applicant going to close the other two.

Mr. Fagundus stated yes.

Mr. Ewen asked what type of treatment would be done at the facility.

Mr. Dail stated the definition in the finding of facts detailing the type of treatment that the application may serve at the facility.

Mr. Fagundus summarized the definition with the term "behavioral health".

No one spoke in opposition to the request.



**Staff Recommendation:**

Planning staff had no objection to the request.

Acting Chairman Ewen closed the public hearing and opened for board discussion.

No board discussion.

Acting Chairman Ewen read the required findings criteria. No objections.

**Mr. Mullarkey made a motion to adopt the finding of facts with the stated conditions, Mr. Frank seconded and the motion passed unanimously.**

**Ms Ferris made a motion to approve the petition with the stated conditions, Mr. Fleming seconded and the motion passed unanimously.**

**PUBLIC HEARING ON A REQUEST FOR A SPECIAL USE PERMIT BY S.T. WOOTEN CORPORATION**

The applicant, S.T. Wooten Corporation, desires a special use permit to operate a asphalt plant pursuant to Appendix A, Use (15) e. of the Greenville City Code. The proposed use is located north of Staton Road. The property is further identified as being tax parcel number 07528.

Ms Rich asked to be recused on the proposed petition due to a potential conflict of interest.

Attorney Little stated that the potential conflict of interest is an indirect or potential direct financial interest of a family member involved with the S.T. Wooten Corporation. He stated that the recusation is a valid excusal so the applicant could sustain one negative vote. Mr. Mullarkey made a motion to recuse Ms Rich, seconded by Ms Ferris and the motion passed unanimously.

Mr. Dail delineated the area on the map. He stated that the property is located in the industrial area, off of Staton Road.

**Zoning of Property:** IU (Unoffensive Industry)

**Surrounding Zoning:**

North: IU (Unoffensive Industry)  
South: IU (Unoffensive Industry)  
East: IU (Unoffensive Industry)  
West: IU (Unoffensive Industry)

**Surrounding Development:**

North: Undeveloped  
South: Vacant Industrial Building  
East: Waste Industries, Servpro  
West: Vacant Industrial Building

**Description of Property:**

The subject property is 24.78 acres in size, has approximately 75 feet frontage along Staton Road and is currently undeveloped.

**Comprehensive Plan:**

The property is located within Vision Area "B" as designated by the Comprehensive Plan. The proposed use is in general compliance with the Future Land Use Plan which recommends industrial development for the subject property.

**Notice:**

Notice was mailed to the adjoining property owners on January 10, 2013. Notice of the public hearing was published in the Daily Reflector on January 14, 2013 and January 21, 2013.

**Other Comments:**

The proposed project must meet all related NC State fire and building codes prior to occupancy.

Attorney Phil Dixon, applicant's legal representative, spoke in favor of the request. He stated that the applicant purchased Greenville Paving and desired to relocate its operation to the proposed location. The proposed location is perfect for the trucks to enter and exit the highway. The plant will only take up a small portion of the 25 acres and the rest will be the loop for the trucks to load and the storage of material. He described the new environmentally friendly process and the company's impact on traffic in the area.

Mr. Andy Piner, real estate appraiser for Collice Moore & Piner, LLC, spoke in favor of the request. He stated that the petition would have no adverse impact on surrounding properties.

Mr. Scott Poague, Pitt County Development Commission representative, spoke in favor of the request. He stated that the applicant's asphalt operation is very clean, minimum noise, and has low odor emissions. Since the applicant is relocating an existing asphalt plant, there will not be any net increase in the emissions. There may be a lost in emissions since the facility will be new and more environmentally friendly.

Mr. Fleming asked how many employees will be at the new facility.

Mr. Poague stated five people on site and the trucks will average about 60 trips per day.

Mr. Fleming asked if the current plant was outside the city limits.

Attorney Dixon stated that the current plant is located in the Extraterritorial Jurisdiction.

Mr. Richard Vick, Vice-President of S.T. Wooten, spoke in favor of the request. He stated that the company is a family owned business that has construction material and construction services experience for 60 years. They currently employ 900+ employees and are based out of Wilson, NC. He also stated all the awards the company has received in the past ten years.

Attorney Dixon asked why the applicant wanted to come to Greenville.

Mr. Vick stated that the company has been interested in establishing a company in Greenville for a while.

Greenville Paving approached them about a buyout and they agreed. They hired a great number of Greenville Paving employees.

Attorney Dixon asked if the company could be more competitive if they had an asphalt plant in Greenville.

Mr. Vick stated yes because asphalt can only be hauled so far before it begins to cool. He also stated that the new facility would increase the economic development for Greenville. The company's long term goal is to have a regional office in Greenville.

Mr. Faison asked if the Greenville Paving facility was still operational.

Mr. Vick stated that S.T. Wooten purchased the plant, its equipment and another piece of property but did not purchase the property where the plant was located. They dismantled the structure and moved the equipment while Greenville Paving retained ownership of its property.

Mr. Brian Gurganus, Vice-President of S.T. Wooten, spoke in favor of the request. He stated that the selection of the proposed site was based on close proximity to primary road and access to Hwy 264 and surrounding industrial properties. The majority of the property will be used for stock piling material. Any waste produced through the process is recycled.

Attorney Dixon asked about the dust and bag houses on the proposed site.

Mr. Gurganus described the operations of an asphalt plant. The dust in the silos are captured in a bag house like a huge vacuum clean and recycled back into the asphalt mix. The company is also using the warm mix asphalt method which reduces the smell and the amount of fumes released.

Mr. Fleming asked where the raw material would come from.

Mr. Gurganus stated the majority would come from the Fountain Quarry and the sand is from Greenville Paving.

Mr. Ewen asked how long it will take to get the plant up and running.

Mr. Gurganus stated they would like for it to be in April.

Mr. Robert Spencer Lawyer, Jr., senior engineer of S.T. Wooten, spoke in favor of the request. He stated the proposed plant will be well below the noise and emission requirements per the city and the county. Department of Transportation stated that the driveway was sufficient for the 60 trips per day and there will be no impact on Staton Road.

Mr. Fleming asked if the productivity is based on the contracts that are signed.

Mr. Lawyer stated correct. Winter is normally a down time because of the weather so maintenance is performed. The company has submitted an air permit with the state of North Carolina.

No one spoke in opposition of the request.

**Staff Recommendation:**

Staff had no objection to the request but added a recommended condition that the S.T. Wooten Corporation obtain all environmental compliance permits prior to operation.

Acting Chairman Ewen closed the public hearing and opened for board discussion.

Mr. Fleming stated that the applicant made an excellent presentation.

Mr. Mullarkey stated that the company would be a plus economic development wise to the area.

Acting Chairman Ewen read the required findings criteria. No objections.

Attorney Little reiterated the recommended conditions.

**Mr. Fleming made a motion to adopt the finding of facts with the applicant agreeing to have all environmental compliance permits prior to operation, Mr. Frank seconded and the motion passed unanimously.**

**Mr. Mullarkey made a motion to approve the petition with the stated conditions, Ms Ferris seconded and the motion passed unanimously.**

**With no further business, Ms Ferris made a motion to adjourn, Mr. Frank seconded, and it passed unanimously. Meeting adjourned at 8:07 p.m.**

Respectfully Submitted

Michael R. Dail, II  
Planner