


NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: March 20, 2013

SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A memo from me regarding 401K Contributions
2. A memo from me regarding appointments to the Greenville Utilities Commission
3. A memo from Captain Ken Laws, Greenville Police Department, regarding tobacco shops calls for service
4. A memo from Merrill Flood, Community Development Director, regarding a review of Neighborhood Association Bylaws
5. A memo from Carl Rees, Economic Development Manager, providing an update on the parking deck and office building
6. A memo from Merrill Flood, Community Development Director, regarding a community meeting by Bradley Housing Developers, LLC
7. A memo from Chris Padgett, Interim Assistant City Manager, regarding special events permits recently approved

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Attachments

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

MEMORANDUM

TO: Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: March 20, 2013

SUBJECT: 401K Contributions

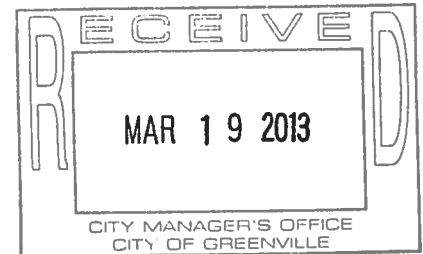
Council Member Glover requested information regarding the amount spent by the City toward 401K contributions. As you are aware, we are required to participate in the Local Governmental Employees' Retirement System. In addition, the City contributes monthly to a 401K plan for all employees.

For FY 12/13, the City's 401K contribution is estimated to total \$961,592. Included in that amount are non-mandatory contributions totaling approximately \$428,220. Attached is a memo from Leah Futrell, Interim Human Resources Director, outlining more detailed information for the City of Greenville's retirement plans.

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

MEMORANDUM



TO: Chris Padgett, Interim Assistant City Manager

FROM: Leah B. Futrell, Interim Director of Human Resources *Ashtin*

DATE: March 18, 2013

SUBJECT: City of Greenville Retirement Plans

The City offers the following retirement plans to eligible employees:

Mandatory retirement plan for eligible employees:

- Local Governmental Employees' Retirement System (LGERS)
All full-time and designated part-time employees are required to enroll for membership in LGERS. Employees contribute 6% of their annual compensation on a pre-tax basis; the 6% rate is specified in statute.

The City is also required to contribute to LGERS—the current contribution amounts are 6.74% of payroll for general employees and 6.77% of payroll for sworn Police Officers. It is estimated that the City will contribute a total of \$2,607,205 during FY 2012/2013 for general employees and sworn Police Officers.

Voluntary, supplemental retirement plans for eligible employees:

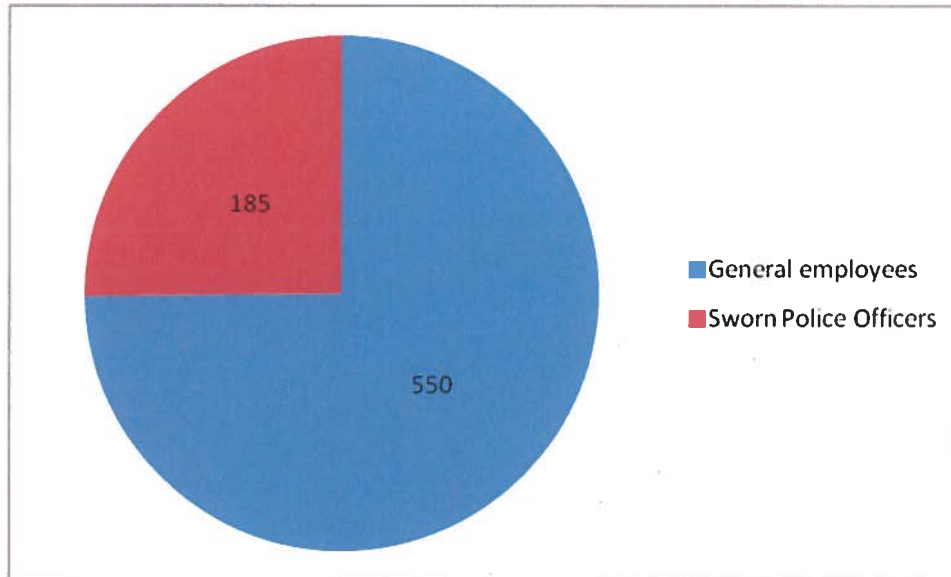
- NC 401(k) Plan
The NC 401(k) Plan is a voluntary plan that allows eligible employees to supplement their retirement savings. This plan is voluntary in that eligible employees are not required to contribute in order to receive the City's contribution. Currently, 70% of eligible employees contribute toward this plan. The City contributes \$30 per pay period for each full-time and designated part-time general employee. Prior to July 1, 2012, the City contributed \$40 per pay period for each full-time and designated part-time general employee. For sworn Police Officers, the City is *required* to contribute 5% of their pay towards the NC 401(k) Plan. For FY 2012/2013, it is estimated that the City will contribute \$428,220 for general employees and \$533,372 for sworn Police Officers (\$961,592 total).
- ICMA-RC Deferred Compensation (457) Plan
The City does not contribute towards this supplemental retirement plan but makes it available to eligible employees who voluntarily choose to contribute. Currently, approximately 12% of eligible employees voluntarily contribute toward this supplemental retirement plan.

The attached charts depict the number of employees enrolled in LGERS and the NC 401(k) Plan and the City's cost. Please contact me if you have any questions.

cc: Barbara Lipscomb, City Manager

Local Governmental Employees' Retirement System (LGERS)

As of March 15, 2013

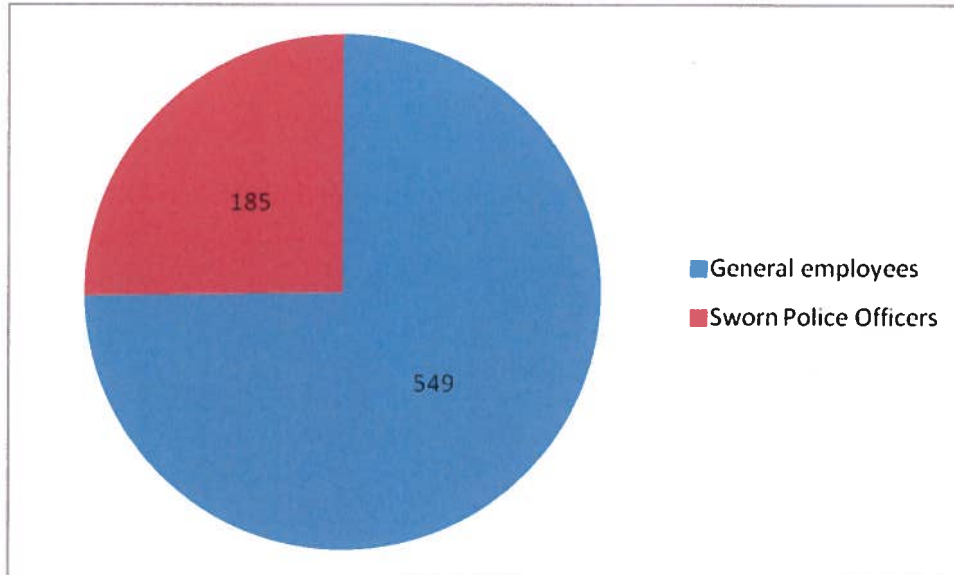


General Employees (Count: 550)		
	FYTD Amount	Anticipated FY Cost
City contributes 6.74%/pay period	\$1,305,020	\$1,885,028

Sworn Police Officers (Count: 185)		
	FYTD Amount	Anticipated FY Cost
City contributes 6.77%/pay period	\$499,969	\$722,177

Total (Count: 735)		
	FYTD Amount	Anticipated FY Cost
	\$1,804,989	\$2,607,205

NC 401(k) Plan
As of March 15, 2013




General Employees (Count: 549)		
	FYTD Amount	Anticipated FY Cost
City contributes \$30/pay period	\$317,412	\$428,220

Sworn Police Officers (Count: 185)		
	FYTD Amount	Anticipated FY Cost
City contributes 5%/pay period	\$369,260	\$533,372

Total (Count: 734)		
	FYTD Amount	Anticipated FY Cost
	\$686,672	\$961,592

MEMORANDUM

TO: Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: March 20, 2013

SUBJECT: Greenville Utilities Commission Appointments

Council Member Joyner has requested information on the appointment process for Greenville Utilities Commission (GUC) members as well as upcoming appointments. The City Clerk has provided Attachment A which shows that there are three upcoming appointments:

<u>GUC Member</u>	<u>Term Expires</u>	<u>Nomination</u>
Don Edmonson	June 2013	Mayor
Vickie Joyner	June 2013	Council Member, At Large (Mitchell)
John Minges	June 2013	Eligible for Automatic Appointment for 2 nd term

The GUC Charter and the City's Board and Commission Policy specify the following:
The commission shall consist of eight members, one of whom is the City Manager. The members shall have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or development backgrounds.

Additionally, the Board and Commission Policy indicates that while members may automatically be reappointed to a second term, the Council has the ability to appoint a new member. The language is as follows: *Greenville Utilities Commissioners filling the first three-year term shall automatically fill a second three-year term unless the City Council initiates the replacement process.*

I have attached the GUC membership roster and terms, information from the GUC Charter on representation and reappointments, and a copy of the City's Board and Commission Policy.

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Attachments

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

**GREENVILLE UTILITIES COMMISSION
SCHEDULE OF UPCOMING APPOINTMENTS
AS OF JUNE 14, 2012**

<u>Position</u>	<u>Expiration Date</u>	<u>Nomination</u>
Julia Carlson	June 2011 (Appointed Stan Eakins 6/9/11)	Council Member, District 4
John Paylor	June 2012 (Appointed Chip Little 6/14/12)	Council Member, District 5
Don Edmonson	June 2013	Mayor
Vickie Joyner	June 2013	Council Member, At-large
John Minges	June 2013	Automatic Appointment For 2 nd Term
Eakins Seat	June 2014	Council Member, District 1
Little Seat	June 2015	Automatic Appointment For 2 nd Term
Edmonson Seat	June 2016	Automatic Appointment For 2 nd Term
Joyner Seat	June 2016	Automatic Appointment For 2 nd Term
Minges Seat	June 2016	Council Member, District 2
Eakins Seat	June 2017	Automatic Appointment For 2 nd Term
Paylor Seat	June 2018	Council Member, District 3
Edmonson Seat	June 2019	Council Member, District 4
Joyner Seat	June 2019	Council Member, District 5
Minges Seat	June 2019	Automatic Appointment For 2 nd Term



CITY OF GREENVILLE, NC

Greenville Utilities Commission

Council Liaison:	Council Member Max Joyner, Jr.		
Number of Members:	8	Term In Years:	3
		Date Established:	March 1, 1941
Duties:	To supervise and control the management, operation, maintenance, improvement, and extension of public utilities.		
Meeting Day:	Third Thursday of each month. Workshops, if needed, are held on the Second Tuesday of each month at 5:30 p.m.		
Meeting Time:	12:00 p.m.		
Meeting Location:	Conference Room of Greenville Utilities Commission Building, 401 South Greene Street.		
Requirements:	Six (6) members are appointed by the City Council and shall be bona fide residents of the City whom One(1) shall be the City Manager of Greenville; Two (2) members are nominated by the Pitt County Board of Commissioners and appointed by the City Council, shall be bona fide residents of Pitt County, but reside outside the city limits of Greenville and shall be customers of the Greenville Utilities Commission.		

Current Membership:

Name	Member Type	Expiration Date	Current Term
Barbara Lipscomb	City	Not Applicable	Not Applicable
Stanley Eakins	City; Vice-Chairperson	June 30, 2014	Second term
Don Edmonson	City	June 30, 2013	Second term
Phil Flowers	County	June 30, 2014	Second term
Virginia Hardy	County; Chairperson	June 30, 2015	Second term
Vickie Joyner	City	June 30, 2013	Second term
Chip Little	City	June 30, 2015	First term
John Minges	City; Secretary	June 30, 2013	First term

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 1991
RATIFIED BILL

CHAPTER 861
SENATE BILL 1069

AN ACT TO AMEND AND RESTATE THE CHARTER OF THE GREENVILLE UTILITIES
COMMISSION OF THE CITY OF GREENVILLE.

Section 1. For the proper management of the public utilities of the City of Greenville, both within the corporate limits of the City and outside the said corporate limits, a commission to be designated and known as the "Greenville Utilities Commission", is hereby created and established.

Sec. 2. The Greenville Utilities Commission shall consist of eight members, six of whom shall be bona fide residents of the City of whom one shall at all times be the City Manager of Greenville, and two of whom shall be bona fide residents of Pitt County but residing outside the city limits of Greenville, and all of whom shall be customers of the Greenville Utilities Commission. Each Greenville Utilities Commissioner shall hold office for an initial term of three years and, except as set forth herein, will be automatically reappointed to a single additional term of three years, with each term of three years expiring June 30 at the end of the designated term or until reappointed or replaced by the City Council. The first appointees shall hold their offices as follows: the Greenville City Council shall appoint an individual to serve until June 30, 1995; John W. Hughes, Sr. is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995, and shall not be eligible for a second term; Bernard E. Kane is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1995; R. Richard Miller is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1994, and shall not be eligible for a second term; and the Greenville City Council shall appoint an individual to serve until June 30, 1993; all of whom are bona fide residents of the City. William G. Blount is hereby appointed a Greenville Utilities Commissioner to serve until June 30, 1993, and shall not be eligible for a second term; and the Pitt County Board of Commissioners shall nominate an individual under the procedure established in Section 3 of this act, to be appointed by the Greenville City Council to serve until June 30, 1994; both of whom are Greenville Utilities Commission customers and bona fide residents of Pitt County residing outside the Greenville city limits.

Sec. 3. The Greenville Utilities Commissioners otherwise than as herein provided shall be appointed by the City Council at their regularly monthly meeting in June of each year. It is the intention of this charter that the City Council shall appoint Greenville Utilities Commission members who have utilities expertise. Representation should include some members with financial, engineering, environmental, technical, or development backgrounds. The two members of the Greenville Utilities Commission residing outside the city limits shall be nominated by the Pitt County Board of Commissioners and appointed by the City Council. The City Council has the right to reject any nominee(s) from the Pitt County Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual meeting the residency

requirement. No person shall be eligible for appointment to the Greenville Utilities Commission who is an officer or employee of the City or Pitt County except that the City Manager of the City of Greenville shall at all times be a full member of the Greenville Utilities Commission. In the event a Greenville Utilities Commissioner resigns, dies, or otherwise becomes incapable of performing his or her duties, the City Council shall appoint, according to the same process described herein for regular appointments, a Greenville Utilities Commissioner to fill the unexpired term at any regular or special meeting of the City Council. Any Greenville Utilities Commissioner filling an unexpired term shall be deemed to have filled said term for the full three-year term. Except as otherwise permitted herein, no Greenville Utilities Commissioner shall serve more than two three-year terms. Greenville Utilities Commissioners filling the first three-year term will automatically fill a second three-year term unless the City Council initiates the replacement process.

Sec. 4. The Greenville Utilities Commissioners shall organize by electing one of their members Chair, whose term of office as Chair shall be for one year unless the Chair's term on the Greenville Utilities Commission shall expire earlier, in which event his or her term as Chair shall expire with the Chair's term on the Greenville Utilities Commission. The Chair shall not be entitled to vote on any proposition before the Greenville Utilities Commission except in case of a tie vote and only for the purpose of breaking the tie. The members of the Greenville Utilities Commission are authorized to fix their own salaries provided, however, that said salaries shall not exceed one hundred fifty dollars (\$150.00) per month for the members and two hundred fifty dollars (\$250.00) per month for the Chair provided, however, the City Council may, at its own discretion, increase these caps from time to time as is appropriate to reflect inflation, and provided, however, the City Manager shall receive no pay as a member of the Greenville Utilities Commission other than his or her salary as City Manager. The Greenville Utilities Commission shall meet at least once each month at a designated time and place unless the Chair designates some other meeting time and so notifies the other members of the Greenville Utilities Commission. The Greenville Utilities Commission and the Greenville City Council shall meet at least once each year to discuss mutual interests of the City of Greenville and the Greenville Utilities Commission. Minutes shall be kept for all regular meetings of the Greenville Utilities Commission.

Sec. 5. The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council. With approval by the City Council, the Greenville Utilities Commission may undertake any additional public enterprise service which may lawfully be operated by a municipality.

Sec. 6. The Greenville Utilities Commission shall employ a competent and qualified General Manager whose duties shall be to supervise and manage the said public utilities, subject to the approval of the Greenville Utilities Commission. The General Manager, under the direction of and subject to the approval of the Greenville Utilities Commission, shall cause the said utilities to be orderly and properly conducted; the General Manager shall provide for the operation, maintenance, and improvement of utilities; the General Manager shall provide for the extension of all utilities, except sewer extensions made beyond the area regulated by the City of Greenville are subject to the approval of the City Council, and shall furnish, on application, proper connections and service to all citizens and inhabitants who make proper application for

the same, and shall in all respects provide adequate service for the said utilities to the customers thereof; the General Manager shall attend to all complaints as to defective service and shall cause the same to be remedied, and otherwise manage and control said utilities for the best interests of the City of Greenville and the customers receiving service, and shall provide for the prompt collection of all rentals and charges for service to customers and shall promptly and faithfully cause said rentals and charges to be collected and received, all under such rules and regulations as the Greenville Utilities Commission shall, from time to time, adopt and in accordance with the ordinances of the City of Greenville in such case made and provided.

Sec. 7. All monies accruing from the charges or rentals of said utilities shall be deposited into the appropriate enterprise fund of the Greenville Utilities Commission and the Greenville Utilities Commission's Director of Finance shall keep an account of the same. The Greenville Utilities Commission shall at the end of each month make a report to the City Council of its receipts and disbursements; the Greenville Utilities Commission shall pay out of its receipts the cost and expense incurred in managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; provided, however, that should the funds arising from the charges and rentals of said utilities be insufficient at any time to pay the necessary expenses for managing, operating, improving, and extending said utilities, then and in that event only, the City Council of the City of Greenville shall provide and pay into the appropriate enterprise fund of the Greenville Utilities Commission a sum sufficient, when added to the funds that have accrued from the rents and charges, to pay the costs and expenses of managing, operating, improving, maintaining, extending, and planning for future improvements and expansions of said utilities; the Greenville Utilities Commission shall pay the principal on all such funds provided by the City Council with interest thereon; provided, further, that the Greenville Utilities Commission shall annually transfer to the City, unless reduced by the City Council, an amount equal to six percent (6%) of the difference between the electric and natural gas system's net fixed assets and total bonded indebtedness plus annually transfer an amount equal to fifty percent (50%) of the Greenville Utilities Commission's retail cost of service for the City of Greenville's public lighting. Public lighting is defined herein to mean City of Greenville street lights and City of Greenville Parks and Recreation Department recreational outdoor lighting. The preparation of a joint financial audit of the City of Greenville and the Greenville Utilities Commission operations by a single auditing firm is intended under the provisions of this charter and existing North Carolina statutes.

Sec. 8. In compliance with the time requirements of Chapter 159 of the General Statutes, the Greenville Utilities Commission shall prepare and submit to the City Council, for approval, a budget for the coming year showing its estimated revenue, expenses, capital expenditures, debt service, and turnover to the City of Greenville. In addition, the budget ordinance must identify construction projects of the Greenville Utilities Commission which include individual contracts in excess of one-half of one percent ($\frac{1}{2}\%$) of the Greenville Utilities Commission's annual budget. City Council approval of the Greenville Utilities Commission's budget will constitute approval of projects so identified and the contracts contained therein. Contracts in excess of one-half of one percent ($\frac{1}{2}\%$) of the Greenville Utilities Commission's annual budget not so identified and approved in the budget ordinance will require separate City Council approval.

Sec. 9. The Greenville Utilities Commission shall approve the employment and remuneration of all officers, agents, independent contractors, and employees necessary and requisite to manage, operate, maintain, improve, and extend the service of said utilities. It is,

however, the intention of this Charter that the Greenville Utilities Commission and the City of Greenville will implement and maintain mutual pay plans, personnel policies, and benefits for their respective employees. The Greenville Utilities Commission may require bond in such sum as it may deem necessary, which shall be approved by the City Council, of all officers, agents, and employees having authority to receive money for the Greenville Utilities Commission. The Greenville Utilities Commission shall have the authority to name and designate a person in its employ as secretary of the Greenville Utilities Commission.

Sec. 10. The Greenville Utilities Commission shall have authority at all times to discharge and remove any officer, agent, independent contractor, or employee of the Greenville Utilities Commission.

Sec. 11. All laws and clauses of laws in conflict with this act are hereby repealed, expressly including Chapter 146 of the Public-Local Laws of 1941, entitled "AN ACT TO PROVIDE A PERMANENT UTILITIES COMMISSION FOR THE CITY OF GREENVILLE, IN PITT COUNTY, AND TO REPEAL CHAPTER TWO HUNDRED AND ELEVEN OF THE PRIVATE LAWS OF ONE THOUSAND NINE HUNDRED AND FIVE, AND AMENDMENTS THERETO, RELATING TO THE WATER AND LIGHT COMMISSION OF THE CITY OF GREENVILLE.", except that this act does not revive any act repealed by that act.

The purpose of this act is to revise the charter of the Greenville Utilities Commission and to consolidate herein certain acts concerning the Greenville Utilities Commission. It is intended to continue without interruption those provisions of prior acts which are consolidated into this act so that all rights and liabilities that have accrued are preserved and may be enforced. This act shall not be deemed to repeal, modify, or in any manner affect any act validating, confirming, approving, or legalizing official proceedings, actions, contracts, or obligations of any kind.

No provision of this act is intended nor shall be construed to affect in any way any rights or interest, whether public or private:

- (1) Now vested or accrued in whole or in part, the validity of which might be sustained or preserved by reference to law to any provisions of law repealed by this act.
- (2) Derived from or which might be sustained or preserved in reliance upon action heretofore taken pursuant to or within the scope of any provisions of law repealed by this act.

All existing ordinances of the City of Greenville and all existing rules and regulations of the Greenville Utilities Commission not inconsistent with provisions of this act shall continue in full force and effect until repealed, modified, or amended.

No action or proceeding of any nature, whether civil or criminal, judicial or administrative, or otherwise pending at the effective date of this act by or against the City of Greenville or the Greenville Utilities Commission shall be abated or otherwise affected by the adoption of this act. If any provisions of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of this act which can be given effect without the invalid provision or application, and to this end the provisions of this act are declared to be severable.

Sec. 12. This act is effective upon ratification.

In the General Assembly read three times and ratified this the 7th day of July, 1992.

James C. Gardner
President of the Senate

Daniel Blue, Jr.
Speaker of the House of Representatives

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Please read the NCGA Web Site disclaimer for more information.*

Oct. 11, 2010

BOARD AND COMMISSION POLICY FOR THE CITY OF GREENVILLE

Having citizens to serve on boards and commissions gives them an opportunity to participate in local government. In order to maintain some consistency, a policy has been adopted to aid in the appointment process and in other areas dealing with the boards and commissions. In order to provide all citizens of Greenville with an opportunity to serve on City boards and commissions, this board and commission policy is being established.

Talent Bank

A pool of applicants for the various boards and commissions, called the talent bank, shall be maintained by the City Clerk's Office. This talent bank shall be updated on a biennial basis. Solicitation of applications for this pool of applicants shall be done through such methods as advertising in local newspapers, the City website and the government access channel.

Appointments

City Council Members shall be notified of upcoming appointments to City boards and commissions by the first day of the month preceding the month in which the appointment is to be made. A list of persons who have indicated an interest in serving on the board or commission through the talent bank shall also be provided to the City Council.

The list of upcoming appointments shall be advertised in the local newspaper, on the government access channel, and on the City's website at least four weeks prior to the meeting at which the appointment is to be made in order to provide citizens with an opportunity to indicate their interest in serving.

Prior to the 15th day of the month preceding the month in which the appointment is to be made, City Council Members shall submit any recommendations for upcoming vacancies to the elected official responsible for making a nomination to City Council to fill the vacancy on the board or commission. The elected official responsible for making a nomination to City Council to fill the vacancy shall be provided a copy of resumes from citizens for upcoming appointments as they are received by the City Clerk's Office.

During review of nominations for upcoming appointments, the elected official responsible for making a nomination to City Council to fill the vacancy may request the City Clerk's assistance in obtaining the nominees' addresses and any pertinent background information. The elected official responsible for making a nomination to City Council to fill the vacancy shall contact the individual to discuss the applicant's interest in the board and his/her ability to attend the meetings in accordance with this policy.

Several of the boards and commissions have representation from other entities. Also, criteria for the membership is noted in the by-laws or ordinance creating many of the boards and commissions. The criteria and/or appointment process are detailed below.

Affordable Housing Loan Committee. The committee shall have seven regular members and one alternate member. It shall be racially diverse and composed of persons with experience and an interest in housing. The members may be of the following professions: banker, lawyer, realtor, member of the building profession or developer, member of a social service organization, and a member of a local housing group. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Board of Adjustment. The board shall consist of seven regular members and four alternate members. Five of the regular members and three alternate members shall reside within the corporate limits of the City of Greenville at the time of their appointment and shall be appointed by the City Council. Two of the regular members and one alternate member shall reside outside of the corporate limits of the city but within the extraterritorial jurisdiction at the time of their appointment and shall be appointed by the Board of Commissioners. City members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The County Commissioners shall appoint county candidates and the appointment letter shall be sent from the County Clerk's Office for those appointments. A copy of the appointment letter shall be sent to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Board of Adjustment members applies to Board of Adjustment members appointed after October 11, 2010, other than Board of Adjustment members who are to be appointed by the Pitt County Board of Commissioners. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Five, for the first appointment, the Mayor, for the second appointment, Council Member, At-large, for the third appointment, Council Member, District One, for the fourth appointment, Council Member, District Two, for the fifth appointment, Council Member, District Three, for the sixth appointment, and, Council Member, District Four, for the seventh appointment.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Prior to City Council making an appointment as a result of a nomination, the elevation of alternate members in accordance with the Alternate Members section of this policy shall occur. In the event the term of an alternate member position is expiring and the person holding this alternate member position was appointed after October 11, 2010, and remains in this alternate member position after appointments are made to other positions to be filled at the same time and

the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the person holding this alternate member position will be automatically reappointed without the necessity of a nomination and the City Council shall make the reappointment by a motion of appointment. In the event the term of an alternate member position is expiring and the person holding this alternate member position was not appointed after October 11, 2010, and remains in this alternate member position after appointments are made to other positions to be filled at the same time and the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the nomination to fill the alternate member position will be made by the next elected official in the rotation order set forth above.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe. In the event any of the appointments will result in a new person being appointed as a regular member after the elevation of alternate members in accordance with the Alternate Members section of this policy, the regular member positions to be filled will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions. In a similar manner, the highest ranked alternate positions will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position on the Board held by the person who was nominated by the elected official will thereafter be assigned for nomination by the same elected official who made the initial nomination of that person. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for a position on the Board held by

the person who was nominated by Council Member, District 1, again, due to the expiration of the term or a vacancy in the position on the Board held by the person who was nominated by Council Member, District One, the nomination for that position will be made by Council Member, District One.

For the eighth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in this position due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position, when it is time to make another appointment for the eighth position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Two and then when it is time to make another appointment for the eighth position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Three.

Community Appearance Commission. The commission shall consist of 11 members, all of whom shall be citizens and residents of the city. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Environmental Advisory Commission. The commission shall have seven members that are designated as follows: (A) a lawyer or other person with knowledge of environmental regulations and environmental safety practices; (B) a building contractor, land developer or someone familiar with construction techniques; (C) a member of a local environmental group; (D) an educator of the natural or physical sciences or physician; (E) a professional engineer; (F) an at-large member from the Greenville community; and (G) an at-large member with skills and interest in environmental public health, safety and/or medicine. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The mayor or a member of city council shall be designated as an ex-officio, non-voting member of the commission

Firefighter's Relief Fund Committee. The committee shall consist of five trustees. The firefighters shall elect two members, the City Council shall elect two members, and the Commissioner of Insurance shall appoint one representative to serve as trustee and he shall serve at the pleasure of the Commissioner.

Greenville Bicycle and Pedestrian Commission. The Commission shall consist of 12 members, all of whom shall be citizens and residents of the city. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members. The Director of the Recreation and Parks Department and the Director of the Public Works Department shall serve as ex-officio, non-voting advisors to the Commission. East Carolina University, the Pitt County Planning Department, and the Eastern Carolina Injury Prevention Program shall each designate a representative to serve as a non-voting advisor to the Commission.

Greenville Utilities Commission. The commission shall consist of eight members, one of whom is the City Manager. The charter specifies that the members shall have utilities expertise.

Representation should include some members with financial, engineering, environmental, technical, or development backgrounds. Five City members shall be appointed by the City Council in accordance with this policy, and appointment letters for the City members sent by the City Clerk's Office. Two County candidates shall be nominated by the County Commissioners, at which time the County Clerk shall submit to the City Clerk a letter of recommendation. (The two candidates shall be bonafide residents of Pitt County but residing outside the city limits, who shall be customers of Greenville Utilities.) The City Clerk's Office shall then obtain background information on the nominee and provide it along with the letter to the City Council liaison. The information shall be provided to City Council for consideration at a regular City Council meeting. The City Council shall have the right to reject any nominee from the Board of Commissioners and to request additional nominees. If the Pitt County Board of Commissioners fails to recommend a nominee to the City Council within 60 days of the original date requested by the City Council, then the City Council may appoint any individual that meets the residency requirement. The City Clerk's Office shall send a letter of appointment to the new members informing them of the appointment. A copy of the letter for County appointments shall be sent to the County Clerk. Greenville Utilities Commissioners filling the first three-year term shall automatically fill a second three-year term unless the City Council initiates the replacement process.

The procedure hereinafter set forth for the nomination and appointment of commissioners applies to commissioners appointed after October 11, 2010, other than commissioners who are to be nominated by the Pitt County Board of Commissioners. Additionally, whenever a commissioner has completed a first three year term, the commissioner will be automatically appointed to a second three year term, without a nomination, unless City Council initiates the replacement process for the commissioner.

Nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Four, for the first appointment, Council Member, District Five, for the second appointment, the Mayor, for the third appointment, Council Member, At-large, for the fourth appointment, Council Member, District One, for the fifth appointment, Council Member, District Two, for the sixth appointment, Council Member, District Three, for the seventh appointment, and, thereafter, the rotation shall be repeated.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which has been appointed by City Council after October 11, 2010, the nomination of a person to fill the unexpired term will be made by the Council Member or the Mayor who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy prior to the completion of a term of office in a commissioner position which was not

appointed by City Council after October 11, 2010, the nomination will be made in accordance with the reverse order of the rotating basis set forth above and such nomination will complete the Council Member's or the Mayor's turn in the rotation for filling unexpired terms not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Historic Preservation Commission. The commission shall consist of ten members, the majority of whom shall have demonstrated special interest, experience, or education in history, architecture, and/or archaeology. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Housing Authority. The authority shall consist of seven commissioners. One commissioner shall be appointed by the Mayor and all other commissioners shall be appointed by City Council. No commissioner may be a city official. At least one of the commissioners shall be a person who is directly assisted by the public housing authority. The City Council shall appoint the person directly assisted by the authority unless the authority's rules require that the person be elected by other persons who are directly assisted by the authority. If the commissioner directly assisted by the public housing authority ceases to receive such assistance, the commissioner's office shall be abolished and another person who is directly assisted by the public housing authority shall be appointed by the City Council.

The procedure hereinafter set forth for the nomination and appointment of commissioners applies to commissioners appointed on or after June 30, 2009, (the effective date of Session Law 2009-211). Appointments will be made by City Council unless the appointment is required to be made by the Mayor to ensure that the authority has a commissioner appointed by the Mayor or unless the appointment to be made is the commissioner on the authority appointed as the commissioner who is directly assisted by the authority and the authority's rules require that the person appointed is elected by other persons directly assisted by the authority.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members on a rotating basis in the following order: Council Member, At-Large, for the first appointment, Council Member, District One, for the second appointment, Council Member, District Two, for the third appointment, Council Member, District Three, for the fourth appointment, Council Member, District Four, for the fifth appointment, Council Member, District Five, for the sixth appointment, and, thereafter, the rotation shall be repeated. City Council is not required to appoint the person nominated by a Council Member and may, but is not required to, request another nomination from the Council Member making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member is not appointed and another nomination from the Council Member making the

nomination is not requested, any City Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

At all times, at least one (1) of the commissioners shall have been appointed by the Mayor. Therefore, the appointment by City Council will not occur until the next appointment whenever the appointment to be made is the only commissioner position on the authority who has been appointed by the Mayor. The Mayor shall make the appointment or reappointment in this event by filing with the City Clerk a certificate of appointment or reappointment.

At all times, at least one (1) of the commissioners shall be a person directly assisted by the authority. Therefore, the nomination by a Council Member and the appointment by City Council will not occur until the next appointment whenever the appointment to be made is the commissioner on the authority appointed as the commissioner who is directly assisted by the authority and the authority's rules require that the person appointed is elected by other persons directly assisted by the authority. City Council shall confirm the appointment of the person who is elected by other persons directly assisted by the authority after receipt of written notice of the election of this person from the authority whenever the authority's rules require that the person appointed as the person directly assisted by the authority is elected by other persons directly assisted by the authority. City Council shall make the confirmation of the appointment by a motion of appointment. In the event the authority's rules do not require that the person appointed as the commissioner directly assisted by the authority is elected by other persons who are directly assisted by the authority and the appointment to be made is the commissioner on the authority who is appointed as the commissioner directly assisted by the authority, the nomination by a Council Member on the rotating basis will not occur until the next appointment and, instead of a nomination, a recommendation from the authority will be sought. City Council is not required to appoint the person recommended by the authority and may, but is not required to, request another recommendation from the authority in the event the initial recommended person is not appointed. In the event the person recommended by the authority is not appointed and another recommendation from the authority is not requested, any Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which has been appointed by City Council, the nomination of a person to fill the unexpired term will be made by the Council Member who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy in a commissioner position which was not appointed by City Council and which is not either the required Mayor appointment or person directly assisted by the authority appointment, the nomination will be made in accordance with the reverse order of the rotating basis set forth above and such nomination will complete the Council Member's turn in the rotation for filling unexpired terms not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member and may, but is not required to, request another nomination from the Council Member making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member is not appointed and another nomination from the Council Member making the nomination is not requested, any City Council Member may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in a commissioner position which is either the required Mayor appointment or the person directly assisted by the authority appointment, the procedure to appoint and recommend or elect shall be the same as the procedure to appoint and recommend or elect a person for a full term.

Human Relations Council. The 18-member council shall consist of fifteen citizens, one East Carolina University student, one Shaw University student, and one Pitt Community College student. The fifteen citizens shall reside within the corporate limits of the city. The three students shall reside within the corporate limits of the city during the school year. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Investment Advisory Committee. The three-member committee shall be composed of three members that have a background in investing and money management (i.e., bankers, stock brokers, accountants, economists, etc.). All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters to the members.

Neighborhood Advisory Board. The Neighborhood Advisory Board shall consist of ten board members with two board members being elected from each of the five districts from which Council Members are elected. Each neighborhood association shall appoint a liaison member to the Neighborhood Advisory Board and an alternate liaison member shall serve at the pleasure of the neighborhood association. The alternate liaison member, while attending a meeting of the liaison members or of the Neighborhood Advisory Board in the absence of the liaison member from the same neighborhood association, may serve as the liaison member and shall have and may exercise the powers of the liaison member.

The liaison members of the Neighborhood Advisory Board shall elect, at the initial meeting of the liaison members and annually thereafter, at a meeting of the liaison members established by the Neighborhood Advisory Board for that purpose, ten board members of the Neighborhood Advisory Board with two board members being elected from each of the five districts from which Council Members are elected. The liaison members of the Neighborhood Advisory Board who represent neighborhood associations of neighborhoods located primarily within a district from which a Council Member is elected shall only be eligible to vote for board members for said district. The board members of the Neighborhood Advisory Board elected from a district from which a Council Member is elected must be a liaison member for a neighborhood association of a neighborhood located primarily within said district. For the purpose of determining eligibility to vote and to serve as a board member, a neighborhood is located primarily within the district if the majority of the residences in the neighborhood served by the neighborhood association are located within said district.

The Neighborhood Liaison/Ombudsman shall serve as an ex-officio, non-voting member of the Neighborhood Advisory Board. The Liaison Members of the Neighborhood Advisory Board shall consist of the liaison members appointed by each neighborhood association. In addition to electing the board members of the Neighborhood Advisory Board, the liaison members shall

offer feedback to the board members of the Neighborhood Advisory Board at least twice each year at a meeting of the Neighborhood Advisory Board.

Pitt-Greenville Airport Authority. The authority shall have eight members, four appointed by the City Council and four appointed by the Pitt County Commissioners. The City Council and Pitt County Commissioner liaisons shall serve as voting members of the authority. City members shall be appointed by the City Council in accordance with this policy. Appointment letters shall be sent by the City Clerk's Office for City Members. County members shall be appointed by the County Commissioners and appointment letters for those members sent by the County Clerk's Office. A copy of the letter shall be forwarded to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Authority members applies to authority members appointed after October 11, 2010, other than Authority members who are to be appointed by the Pitt County Board of Commissions. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Three, for the first appointment, Council Member, District Four, for the second appointment, Council Member, District Five, for the third appointment, the Mayor, for the fourth appointment, Council Member, At-large, for the fifth appointment, Council Member, District One, for the sixth appointment, Council Member, District Two, for the seventh appointment, and, thereafter, the rotation shall be repeated.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

In the event there is a vacancy prior to the completion of the term of office in an Authority member position which has been appointed by City Council after October 11, 2010, the nomination of a person to fill the unexpired term will be made by the Council Member or the Mayor who made the initial nomination to City Council to appoint the commissioner. In the event there is a vacancy prior to the completion of the term of office in a commissioner position which was not appointed by City Council after October 11, 2010, the nomination will be made in accordance with the reverse order of the rotation set forth above and such nomination will complete the Council Member's or the Mayor's turn in the rotation for filling unexpired terms not previously appointed by City Council only. City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor

making the nomination is not requested, any City Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Pitt-Greenville Convention and Visitors Authority. The authority shall have eleven members as follows: Four owners or operators of hotels, motels, or other taxable accommodations, two of whom shall be appointed by the Pitt County Board of Commissioners and two of whom shall be appointed by the City Council; two individuals who are directly involved in a tourist or convention-related business but do not own or operate a hotel, motel, or other taxable accommodation, one appointed by the Board of Commissioners and one appointed by the City Council; two residents of Greenville, appointed by the City Council, and two residents of Pitt County but not of Greenville, appointed by the Pitt County Board of Commissioners, none of whom is involved in a tourist or convention-related business or owns or operates a hotel, motel, or other taxable accommodation; and one individual who is a member of the Pitt-Greenville Chamber of Commerce, appointed by the Chairman of the Board of Directors of the Pitt-Greenville Chamber of Commerce. City members of the Convention and Visitors Authority Board shall be appointed by the City Council. Appointment letters shall be sent by the City Clerk's Office for the City appointments. The City Council shall also make a nomination to the County on five of the members, and appointment of County members shall be made by the Pitt County Commissioners based on the nominations of City Council. The Board of Commissioners has the right to reject any nominee from the City Council and request additional nominees. If the City Council fails to recommend a nominee to the County within sixty days after a written request for nominees is sent by the County to the City, then the Board of Commissioners may appoint any individual meeting the eligibility requirements of the Enabling Legislation. The County Clerk shall be responsible for sending out appointment letters for County members. The Chamber of Commerce shall appoint one of its members and is responsible for sending out the appointment letter for that appointment and sending a copy of the letter to the City Clerk's Office, at which time the records are updated.

Planning and Zoning Commission. The commission shall be composed of nine regular members and three alternate members. Appointments of members appointed by City Council shall be made to promote the representation of a variety of interests. This representation should include some members with environmental, neighborhood preservation, development and business interests. Seven regular City members and two alternate members shall reside within the corporate limits of the City and shall be appointed by the City Council. Appointment letters shall be sent from the City Clerk's Office for the City appointments. The County Commissioners shall appoint two regular County members and one alternate member. The appointment letter for County appointees shall be sent from the County Clerk's Office. A copy of the appointment/reappointment letters shall be sent to the City Clerk's Office, at which time the City records shall be updated.

The procedure hereinafter set forth for the nomination and appointment of Planning and Zoning Commission members applies to commission members appointed after October 11, 2010, other than Planning and Zoning Commission members who are to be appointed by the Pitt County Board of Commissioners. Appointments will be made by City Council unless the appointment is required to be made by the Pitt County Board of Commissioners.

When the appointment is made by City Council, nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District Two, for the first appointment, Council Member, District Three, for the second appointment, Council Member, District Four, for the third appointment, Council Member, District Five, for the fourth appointment, the Mayor, Council Member, At-large, for the sixth appointment, and Council Member, District One, for the seventh appointment

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Prior to City Council making an appointment as a result of a nomination, the elevation of alternate members in accordance with the Alternate Members section of this policy shall occur. In the event the term of an alternate member position is expiring and the person holding this alternate member position remains in this alternate member position after appointments are made to other positions to be filled at the same time and the elevation of alternate members in accordance with the Alternate Members section of this policy has occurred, the person holding this alternate member position will be automatically reappointed without the necessity of a nomination and the City Council shall make the reappointment by a motion of appointment.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe. In the event any of the

appointments will result in a new person being appointed as a regular member after the elevation of alternate members in accordance with the Alternate Members section of this policy, the regular member positions to be filled will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions. In a similar manner, the highest ranked alternate positions will be assigned to the elected officials whose time it is to make the nominations for positions in the order of the rotation to make the nominations for positions.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position on the Commission held by the person who was nominated by the elected official will thereafter be assigned for nomination by the same elected official who made the initial nomination of that person. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for a position on the Commission held by the person who was nominated by Council Member, District One again, due to the expiration of the term or a vacancy in the position on the Commission held by the person who was nominated by Council Member, District One, the nomination for that position will be made by Council Member, District One.

For the eighth and ninth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in these two positions due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position and Council Member District Two has made the most recent nomination for the ninth position, when it is time to make another appointment for either position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Three and then when it is time to make another appointment for either position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Four.

Police Community Relations Committee. The committee shall be composed of seven members (one from each district, one at-large and one appointed by the Mayor). Members are appointed directly by the Mayor and individual Council Members. Members should not hold any elected office.

Public Transportation and Parking Commission. The commission shall be composed of seven members, all of whom shall be citizens and residents of the City. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

Recreation and Parks Commission. The commission shall be composed of nine members, all of whom shall be residents of the City. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

The procedure hereinafter set forth for the nomination and appointment of commissioner members applies to commissioner members appointed after October 11, 2010.

Nominations to the City Council will be made by City Council Members or the Mayor on a rotating basis in the following order: Council Member, District One, for the first appointment, Council Member, District Two, for the second appointment, Council Member, District Three, for the third appointment, Council Member, District Four, for the fourth appointment, Council Member, District Five, for the fifth appointment, the Mayor, for the sixth appointment, and, Council Member, At-large, for the seventh appointment.

City Council is not required to appoint the person nominated by a Council Member or the Mayor and may, but is not required to, request another nomination from the Council Member or the Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a Council Member or the Mayor is not appointed and another nomination from the Council Member or the Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

When more than one position is to be filled for the first seven positions filled after October 11, 2010, the positions to be filled will be assigned to the elected officials whose time it is to make a nomination as follows: first, if any of the positions to be filled is held by a person residing in a district which a Council Member whose time it is to make a nomination is elected to represent, that Council Member will be assigned to make the nomination for that position, (provided that, if more than one position to be filled are held by persons residing in the same district which a Council Member whose time it is to make a nomination for these positions is elected to represent, the Council Member will be assigned to make the nomination for the position held by person residing in his district alphabetically by last name of the person holding the position) and then, for any remaining positions, elected officials whose time it is to make a nomination will be assigned in the order of the rotation to make the nomination for positions held by persons alphabetically by the last name of the person holding the position. For example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and Council Member, District Three and Council Member District Four are to make the nominations, the Council Member from District Three will make the nomination for the position held by Jane Roe and the Council Member from District Four will make the nomination for the position held by John Doe. As a further example, if two positions are to be filled and the persons holding the positions are John Doe residing in District One and Jane Roe residing in District Three and the elected officials to make the nomination are Council Member, District Four and Council Member District Five, the Council Member, District Four will make the nomination for the position held by John Doe and the Council Member District Five will make the nomination for the position held by Jane Roe.

When a position is filled after a nomination for the first seven positions filled after October 11, 2010, the position will thereafter be assigned for nomination by the same elected official who made the initial nomination for that position. For example, if a position is filled after a nomination by Council Member, District One, and it is time to make an appointment for that position again, due to the expiration of the term or a vacancy, Council Member, District One, will make the nomination for that position.

For the eighth and ninth position filled after October 11, 2010, nominations will be made in the rotation order indicated above whenever it is time to make an appointment in these two positions due to expiration of a term or a vacancy. For example, if a vacancy occurs in the eighth position and Council Member District One made the most recent nomination for the eighth position and Council Member District Two has made the most recent nomination for the ninth position, when it is time to make another appointment for either position again due to expiration of a term or a vacancy, the nomination will be made by the Council Member, District Three and then when it is time to make another appointment for either position again due to expiration of a term or a vacancy the nomination will be made by the Council Member, District Four.

Redevelopment Commission. The commission shall consist of seven members, all of whom shall be residents of the City. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

The Mayor and each Council Member nominates to City Council the persons to serve on the Redevelopment Commission. When a vacancy occurs in a position filled after a nomination by an elected official, the same elected official who made the nomination will make the nomination for that position again.

City Council is not required to appoint the person nominated by the Council Member or Mayor and may, but is not required to, request another nomination from the Council Member or Mayor making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a the Council Member or Mayor is not appointed and another nomination from the Council Member or Mayor making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Sheppard Memorial Library Board. The board shall consist of nine members. City members shall be appointed by the City Council in accordance with this policy. Appointment letters shall be sent from the City Clerk's Office for the City appointments. The County Commissioners shall appoint county candidates, and the appointment letters for County members shall be sent from the County Clerk's Office. A copy of the appointment/reappointment letter shall be sent to the City Clerk's Office, at which time the City records shall be updated. The City Council liaison to the Sheppard Memorial Library Board shall serve as a voting ex-officio member of the Board.

Youth Council. The Greenville Youth Council shall be composed of twenty-five members as follows: three representatives from each of the Pitt County public high schools; one representative from each of the private schools located in Pitt County (Trinity Christian School, Greenville Christian Academy, Calvary Christian Academy, and The Oakwood School); one home schooled student; and two youth members from the Human Relations Council. All members shall be appointed by the City Council in accordance with this policy and the City Clerk's Office shall send the appointment letters for those members.

When an appointment is to be made by City Council on a particular board or commission, the City Council liaison shall contact the City Clerk's Office by noon on the Monday prior to the

Thursday City Council meeting with a name of the person to be recommended for appointment. (Exceptions to this are (1) the Police Community Relations Committee, to which the Mayor and City Council Members each make individual appointments without a vote of City Council, (2) the Housing Authority, to which either, in accordance with the procedure set forth in the Housing Authority section above, the Mayor makes the appointment or City Council appoints commissioners after receipt of a nomination from Council Members on a rotating basis or City Council appoints a commissioner after receipt of a recommendation from the Housing Authority or City Council confirms the appointment of a commissioner who is elected by other persons directly assisted by the Housing Authority and (3) the Redevelopment Commission, to which the Mayor and each Council Member make a nomination for the individual members so that the Commission consists of members appointed by City Council after receipt of a nomination by either the Mayor or a Council Member.) If a talent bank form is not on file for the individual, the City Council Member shall be responsible for providing one to the City Clerk prior to that time. The City Clerk's Office shall be responsible for providing a copy of the talent bank form to all City Council Members at the Monday night meeting so that a recommendation can be made by the City Council liaison for appointment on Thursday night. Talent bank forms shall be provided to City Council on Monday night and the recommendation discussed, giving other City Council Members an opportunity for comment on the recommendation. A consensus on appointees shall be made at the Monday meeting. If written information is unavailable to be presented at the Monday night meeting, the City Council liaison shall provide a copy of the talent bank form to the City Clerk's Office by Wednesday at noon to be submitted to Council in the Wednesday Notes to Council. Official action on appointments shall be taken at the Thursday Council meeting held during the month in which the appointment is due, unless a recommendation has not been selected, at which time the appointment shall be continued to the following month.

Appointment to a Board at the Conclusion of Service on a Board

When a citizen completes at least one full term on a board or commission, that person shall be eligible to serve on another as a City member at the completion of the term. However, a one-year waiting period is required in order to serve on the same board or commission.

Alternate Members

On certain boards and commissions, members shall originally be appointed as Alternate Members in order to provide a learning period unless there are more vacancies on the Board than the number of alternate slots for the Board at the time of appointment. The alternates vote only when a regular member is absent or unable to vote. City alternates shall be provided for various boards as follows:

Affordable Housing Loan Committee	Alternate
Board of Adjustment	Alternate Nos. 1, 2 and 3
Planning and Zoning Commission	Alternate Nos. 1 and 2

Alternates shall move up in rank or to a regular member slot as vacancies become available on the board and in accordance with the following rotation. In the instance of only one alternate,

when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, the alternate shall move up and a new alternate member appointed. In the instance of two alternates, when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, Alternate #1 shall be elevated to a regular member, Alternate #2 shall be elevated to Alternate #1, and a new Alternate #2 appointed. In the instance of three alternates, when a vacancy becomes available to replace a regular member who is ineligible for reappointment or is not reappointed, Alternate #1 shall be elevated to a regular member, Alternate #2 shall be elevated to Alternate #1, Alternate #3 shall be elevated to Alternate #2, and a new Alternate #3 appointed. In the event that there are two elevations at one time, the Alternate members shall move in the order in which they would have normally been elevated. The action to make an automatic elevation up in rank or to a regular member slot shall be scheduled for the first available City Council meeting and the City Council shall make the elevation by a motion of appointment.

Reappointments

Persons serving on City boards and commissions having a term of more than three years shall be ineligible for consideration for reappointment. Persons serving on City boards and commissions having a term of three years or less shall be eligible for consideration for reappointment to a second term, but shall be ineligible for a third term. Persons serving unexpired terms on any City board or commission shall be eligible for consideration for appointment to a full term. On joint City and County boards, such as the Pitt-Greenville Airport Authority and the Sheppard Memorial Library Board, City appointees may be reappointed to a second term. The purpose of this exception is to create the same reappointment policy for City appointees as that of the County on joint City/County boards; this policy shall be reviewed if the County of Pitt amends the County appointment policy with regard to joint City/County boards. The Housing Authority shall also be excepted.

Resignation of Board or Commission Members Elected to Public Office

Members of City boards or commissions who are elected as Mayor or as a City Council Member shall submit a resignation from the board or commission prior to becoming installed as an elected official.

Service of a Full-Time Employee on a Board or Commission

A full-time employee of the City of Greenville shall not be eligible to serve on a city authority, board, commission or committee as an appointee of the Mayor, City Council or a Council Member. If such a member becomes a full-time employee of the City of Greenville, that shall constitute a resignation from the authority, board, commission or committee upon which he serves, effective upon the date a replacement is appointed. The prohibition established herein shall not apply to any current full-time City employee who is currently serving on an authority, board, commission or committee for so long as said employee serves on the same body until the completion of the current term. The prohibition established herein shall not apply to service resulting from being an ex-officio member.

Serving on Two Boards Simultaneously

With the exception of ad hoc committees, task forces, or other like groups created by the City Council for a specified length of time and for a specified purpose, individuals shall not serve on more than one city board or commission as a City Council appointment at the same time.

Individuals shall not hold more than two appointive offices or more than one appointive office and an elective office concurrently in violation of North Carolina General Statute 128-1.1.

Designation of Liaisons and their Roles and Responsibilities

Designation. The Mayor shall designate City Council Members and the Mayor as liaisons to boards and commissions whose members are appointed by the City. Prior to the designation of the liaisons, the Mayor shall ask Council Members to which boards and commissions they prefer to be designated as liaison. The Council Members shall be provided an opportunity to discuss their choices with the Mayor.

Length of Designation. The liaisons shall serve until the end of their elected two-year term as a City Council Member or the Mayor.

Roles of the Liaisons. The liaison is a communication link between the City Council and the appointed board or commission. The liaison role is not to regularly and actively discuss subjects on the agenda with the board or commission members, but to offer insight into overall City goals and policies that have been adopted by the City Council as it may relate to an issue being considered by the board or commission. The liaison, from time to time as appropriate, shall inform City Council of major activities of the board or commission.

Attendance. The attendance at board or commission meetings is at the discretion of the liaison. While attendance at every meeting is not required, attendance sufficient to understand the subjects before the board or commission is important.

Voting. The liaison is not a voting member of the board or commission and may not make motions at a meeting of the board or commission. The exception to this is the Sheppard Memorial Library Board of Trustees and the Pitt-Greenville Airport Authority where the liaison is a voting member and should participate as a full member.

Appointments. The liaison is to review the applications in the talent bank for vacancies on the board or commission and to make nominations of persons to City Council to fill the vacancies. The exception to this is Housing Authority, the Police Community Relations Committee, the Redevelopment Commission, Board of Adjustment, Greenville Utilities Commission, Pitt-Greenville Airport Authority, Planning and Zoning Commission, and Recreation and Parks Commission.

City Council is not required to appoint the person nominated by the liaison and may, but is not required to, request another nomination from the liaison making the nomination in the event the initial nominee is not appointed. In the event the person nominated by a liaison is not appointed

and another nomination from the liaison making the nomination is not requested, any Council Member or the Mayor may make a nomination. City Council shall make the appointment by a motion of appointment.

Attendance of Members

All appointed members of the various boards and commissions are expected to attend all regular meetings. Whenever a member of any board or commission has missed three or more consecutive regular meetings or fails to attend seventy-five percent of all regularly scheduled meetings, the staff liaison to the board or commission shall notify the City Clerk of the member's attendance record. The City Clerk's Office shall send a letter to the member asking to be notified about the person's ability to attend future meetings. A copy of the letter shall be sent to the City Council liaison. If, within 30 days, the member responds that he desires to continue serving and will attend future meetings on a regular basis, the City Clerk's Office will notify the City Council liaison, and the attendance will be monitored for a period of three months, at which time replacement or other appropriate action may occur if the attendance requirements are still not met. However, if the person either fails to respond to the letter within 30 days or indicates that he is unable or unwilling to attend, the City Council liaison will be notified by the City Clerk's Office and the vacancy placed on the next possible City Council agenda for replacement or other appropriate action. The appointment shall be for the duration of the unexpired term of the member whose position has been vacated.

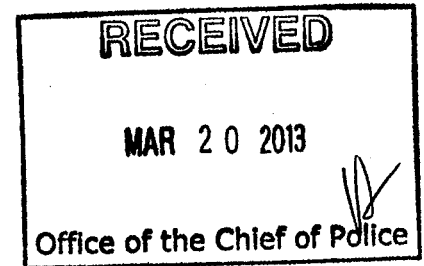
Failure to observe any requirement of this policy shall not affect the validity or legality of any appointment.

This policy adopted by the Greenville City Council on October 11, 2010, replaces previous board and commission policies that have been adopted by the Greenville City Council.



GREENVILLE POLICE DEPARTMENT MEMORANDUM

DATE: March 19, 2013 ✓
TO: Hassan Aden, Chief of Police
FROM: Captain Kenneth T. Laws *KTL*
SUBJECT: Tobacco Shops Calls For Service



This memorandum is in response to City council members, Mr. Max Joyner and Mrs. Rose Glover, requested information related to criminal activity associated with tobacco shops to include:

- Whether other communities limit hours of operation.
- General police records associated with these facilities.
- Analysis of whether police responses occur primarily during certain hours (i.e. late night/early morning).

Several cities, of similar size and larger, were contacted to inquire about the limitation of business hours for tobacco shops. No city contacted has any such limitations for this type of establishment. The following cities were contacted:

- High Point
- Rocky Mount
- Cary
- Charlotte
- Burlington
- Asheville
- Durham

To complete this analysis of tobacco shops, call for service were researched for a three year period (2010 to 2012). Calls for service directly related to these businesses appear to be insignificant. Tobacco shops account for a total of 176 calls for service out of a total of 49,584 for this three year period. However, those are calls that can be directly related to the business. Several tobacco shops are located in retail malls or plazas that have a common address. In my research I found numerous incidents that are reported to the Police Department with a common address and no specific business name or suite. Even after reading specific reports it is not plausible to relate the incidents to the tobacco store. For example Star II Tobacco Store physical address is 728 Southwest Greenville Blvd. For that location there are only 17 calls for service in a three year period. However, the Greenville Grande Shopping Center, which is where the Star II Tobacco store is located, has over 700 calls for service during that same time period. With the common types of calls being suspicious activity in the parking lot, trespassing, and juvenile complaints there is no way to determine if they are directly related to the tobacco store.

The last question raised by council persons related to time of day for police responses to tobacco stores. The chart below reflects the primary times for police response to be between 4:00 pm and 12:00 am. During this time period 47.7% of calls to tobacco stores occurred.

Greenville Tobacco Stores	00000 (0000)	00001 (0000)	00002 (0000)	00003 (0000)	00004 (0000)	00005 (0000)	Grand Total
139 SW GREENVILLE BV TOBACCO AND GIFTS			2	1	3	3	9
1400 CHARLES BV NC TOBACCO DISCOUNT			1		1		2
2753 E 10TH ST KING MINI MART	6	2	3	2	6	8	27
3010 E 10TH ST 252 TOBACCO SHOP - 3010 E 10TH ST	1		5		3	3	12
TOBACCO AND WIRELESS	1		1		1		3
405 E 14 TH ST JOLLY ROGERS REVENGE	11	3	5	15	20	11	65
4125 OLD TAR RD TOBACCO PLUS	1			1	4	1	7
501 S MEMORIAL DR 501 DREAM TOBACCO MART	5		7	5	2	6	25
701 HOOKER RD SPEED MART CONVENIENT STORE	2		1	2	2	2	9
728 SW GREENVILLE BV STAR II OUTLET	1	1	4	3	6	2	17
Grand Total	28	6	29	29	48	36	176
Percentage of Total	15.91%	3.41%	16.48%	16.48%	27.27%	20.45%	100.00%

Statistically there is not a significant correlation of crime and tobacco stores. With the exception of two armed robberies all other crimes at these stores appear to be routine calls for service that do not have a higher frequency of occurrence than other stores in Greenville.

COMMUNITY DEVELOPMENT

MEMO

DEPARTMENT

TO: Barbara Lipscomb, City Manager

FROM: Merrill Flood, Director Community Development Department 

DATE: March 20, 2013

SUBJECT: Review of Neighborhood Association Bylaws Represented on the Neighborhood Advisory Board

As requested by City Council during its February 14, 2013 meeting, staff has completed a review of the neighborhood association bylaws represented on the Neighborhood Advisory Board in order to determine if there are restrictions related to rental households. The current Neighborhood Advisory Board has representation from 9 recognized neighborhoods throughout the city. Of the 9 Neighborhood Associations seated on the Neighborhood Advisory Board, 2 Neighborhood Associations were identified with restrictions related to rental residents.

Sample bylaws suggested as a guide for new associations by the City recommends that membership include owner and rental households for neighborhood associations. This information is included in the attached report prepared by staff.

Please contact me if additional information is needed.

cc: Seth Laughlin, Planner II

Community Development

Department

MEMO

TO: Merrill Flood, Community Development Dept. Director

FROM: Seth Laughlin, Planning Liaison *SL*

DATE: March 18, 2013

SUBJECT: Neighborhood Association Voting Members per Bylaws

Staff was asked by City Council on February 14, 2013 to review the bylaws the "neighborhood associations" represented on the Neighborhood Advisory Board to determine if renters are allowed full participation. An important distinction must be made in consideration of the differences between Neighborhood Associations and Homeowner Associations. Staff has provided definitions of "neighborhood associations and homeowner's associations" below to illustrate the differences between the two entities.

- *Neighborhood association* - a group of residents who meet regularly to improve their neighborhood. It may include homeowners, renters, apartment residents, business owners, school and church officials, and members of non-profit organizations.
- *Homeowners' associations* are formal legal entities created to maintain common areas; they have the authority to enforce deed restrictions. Unlike neighborhood associations, membership includes only property owners.

Several neighborhood associations within the City of Greenville base their bylaws on a sample document made available by the Community Development Department. These sample bylaws are available in the Neighborhood Ombudsman's office in the Municipal Building or on the City's webpage. These recommended sample bylaws include "all residents" as members and as having the right to cast a vote at all neighborhood meetings (See Article III of the attached sample by-laws document).

In order for a particular neighborhood association to restrict membership rights to certain members or residents, language would have to be developed and adopted into said association's bylaws **separate** from the standard language supplied by the City.

Staff reviewed the bylaws of the recognized neighborhoods of the nine (9) current NAB sitting members for standards defining membership and voting. Please see this information below listed by association name:

1. **College Hill/ Coghill:**

- A member shall be one adult resident per household whose dues are current. Each member shall have one vote.

2. **Countrywide Estates:**

- The neighborhood has recorded restrictive covenants and is working to adopt its bylaws for the Neighborhood Association.

3. **Eastwood:**

- Membership in the association shall be open to any property owner in the defined neighborhood. There shall be no more than one voting member per home.

4. **Forrest Hills:**

- Membership in the association shall be open to any adult (18 or older), legal resident or property owner who supports the objectives and functions of the association. Each member of the association shall have one vote

5. **Greenbrier:**

- Membership is open to both renters and property owners. Each member shall have one vote with no more than one vote per home.

6. **Greenfield Terrace**

- Membership is open to both renters and property owners. Each member shall have one vote with no more than one vote per home.

7. **The Oaks:**

- Membership is open to both renters and property owners. Each member shall have one vote with no more than one vote per home.

8. **Red Oak**

- Anyone who resides in the neighborhood, pays membership dues, attends meetings and contributes to the well being of the neighborhood shall be eligible for membership and office. Each member, 18 years or older, or family shall have the right to cast one vote.

9. **Tar River University Neighborhood Association:**

- Membership shall be open to any adult who is a legal resident and property owner in the Tar River University Neighborhood or any adult who has legally resided in the Tar River University Neighborhood for 4

years. Associate membership is open to any adult who supports the objectives and functions of the Corporation. Associate members shall enjoy all rights and privileges of membership with the exception of voting. Each member of the Corporation shall have one vote.

10. Vacant Seat

Staff Summary: Of the nine (9) current NAB sitting member neighborhoods, only two (Eastwood and Tar River University Neighborhood Association) have bylaws restricting membership of renters.

Attachment
City Doc # 776359
City of Greenville Sample Neighborhood Association By-Laws

ARTICLE I ***Name of Organization.*** The name of the organization shall be _____.

ARTICLE II ***Boundaries.*** The boundaries of the _____ (organization) _____ shall be defined as follows: Beginning at the _____.

ARTICLE III Membership

Section 1 ***Membership qualification.*** Membership in _____ shall be open to all residents, business owners, business licensees, and nonprofit organizations located within the boundaries as defined in Article II.

Section 2 ***Membership voting.*** All residents, property owners, and business licensees (18 years of age or older) located within the boundaries as defined in Article II shall have one vote at any general or special meeting. One representative from each nonprofit shall have one vote at any general or special meeting.

ARTICLE IV Meetings

Section 1 ***General meetings.*** There shall be at least 10 meetings per calendar year. The meetings shall be convened the _____ of the month at ____ p.m. with decisions being made by a majority of members present. Notification of general meetings shall require at least ____ days advanced written or telephone notice to all members.

Section 2 ***Special meetings.*** Special meetings of the membership may be called by the President as deemed necessary. Notification and purpose(s) of the special meeting shall require ____ days advanced written or telephone notice to all members.

Section 3 ***Executive meetings.*** In cases where a decision must be made quickly, the President can call an executive meeting consisting of the President, Vice-President, Secretary, Treasurer, and one additional active member. In such cases, a summary of the action taken must be made at the next regularly scheduled general meeting. Action taken at an executive meeting that requires follow-up action must be voted on at the next regularly scheduled general meeting.

Section 4 ***Quorum.*** A quorum for any general or special meeting shall be the number of members in attendance. Unless otherwise specified in these bylaws, decisions at these meetings will be made by a majority vote of members present.

ARTICLE V Officers

Section 1 ***President.*** The President shall prepare the agenda; shall preside at all board and membership meetings; and shall appoint members of committees not elected, with a majority approval of the other officers, except for members of any Grievance Committee. The President also shall act as the official spokesperson of the association unless the members choose to elect one.

Section 2 ***Vice-President.*** The Vice-President shall assist the President; and shall function as "Acting President" in the President's absence. The Vice-President also shall function as "Acting Chairperson" of any committee that lacks a chairperson.

Section 3 **Secretary.** The secretary shall keep minutes and written records of majority and minority opinions expressed at all meetings; shall be responsible for all correspondence; and shall make records available for inspection for any proper purpose at any reasonable time.

Section 4 **Treasurer.** The treasurer shall be held accountable for all funds; shall give an accounting update at each general meeting; and shall receive, safeguard, and disburse funds, but such disbursement shall require the signature of one other officer.

Section 5 **Elections.** All four executive officers shall maintain office for one year. Nominations for each office shall be made at the general meeting in ____, with the election being held at the general meeting in ____.

Section 6 **Termination for nonattendance.** If officers fail to attend _____ consecutive membership and special meetings, then automatic resignation will be assumed.

Section 7 **Declaring a conflict of interest.** Whenever an officer determines that he or she has a conflict of interest relating to an item under discussion, he or she must inform the body hearing the proposal of the conflict of interest and may not vote on that matter.

ARTICLE VI Miscellaneous

Section 1 **Checking account.** A checking account will be held in the association's name at the following institution: _____.

Section 2 **Fiscal year.** The fiscal year will be from _____ to _____.

ARTICLE VII **Amendments.** The bylaws may be amended at any regular meeting provided that the proposed items have been circulated to all members at least ____ days prior to the meeting at which they are to be considered and that two-thirds (2/3) of members in attendance approve the amendment.

GREENVILLE, NC



ECONOMIC
DEVELOPMENT

MEMO

To: Barbara Lipscomb, City Manager

From: Carl Rees, Economic Development Manager *CR*

Date: March 20, 2013

SUBJECT: Parking Deck and Office Building Update

As outlined during the December 10, 2012 City Council meeting (agenda materials attached), staff has recommended that a joint procurement process be utilized in order to select a private sector development partner for the Evans Street office building project and a construction manager at risk (CM) for the adjacent parking deck. Staff expects the City to benefit from the combination of the two projects both in pricing and efficiency. The office building is expected to bring new office users to the Uptown District as well as provide additional tax base while the parking deck will serve existing businesses while also leveraging new investment.

The procurement process for the project was briefly delayed based on staff understanding that some Council-members might prefer for the Convention and Visitor's Bureau (CVB) to lease rather than own the space that they will occupy in the building. With the CVB's recent decision to lease space in the building, the dual procurement process commenced on March 1st with proposals from developers and CM firms due on April 19th. The Redevelopment Commission will make recommendations on the development team for the private office building at their meeting on May 7th with the Council slated to finalize the selection of a construction manager at risk for the parking deck on May 9th.

Next steps in the process include preparation of a master development agreement that will guide the sale of the vacant lot at 423 Evans Street to a private developer as well as the lease and sale terms of office space in the building to the CVB and to an institutional partner slated to occupy two floors of the building. City staff will work with the selected CM to prepare the building plans and cost estimates for the parking deck. In order to finalize the projects, City Council will be required to consider the sale of the vacant lot at 423 Evans Street as well as enter into a contract with the construction manager at risk to deliver the parking deck at an agreed to price.

Due to site constraints associated with adjacent buildings, it is expected that portions of the City's Moseley parking lot at the corner of Fourth and Cotanche Street will be used as a staging and construction equipment access area during the early stages of the office building construction project. As such, alignment of construction schedules and mobilization for the office project and the parking deck project will be critical. While timelines will not be finalized until the private developer and CM are in place, it is expected that groundbreaking for the projects can

DOC #950316

take place in October following design of both structures. Once the Moseley parking lot is no longer needed for staging and access for the office building, site work can begin for the parking deck. Site work is likely to be completed in approximately three (3) months with the majority of the parking deck superstructure completed in six (6) weeks. Interior work on the parking deck is likely to require an additional two months prior to occupancy. City staff will work with officials at East Carolina University to develop temporary parking alternatives for those patrons who have been displaced from the Moseley parking lot as a result of construction.

Please do not hesitate to contact me should you have any questions or require additional information.

Cc: Chris Padgett – Interim Assistant City Manager
Merrill Flood, Community Development Director



City of Greenville, North Carolina

Meeting Date:
12/10/2012
Time: 6:00 PM

Title of Item: Report on uptown parking deck feasibility

Explanation: **Abstract:** Review of opportunities for construction of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. Based on cost estimates and revenue projections for a 256-space parking deck, staff is of the opinion that the structure could be financed, constructed, and maintained with an annual additional budget impact of \$29,232.

Explanation: Review of opportunities for construction of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. As requested by the Greenville City Council and Redevelopment Commission, the attached report provides detailed information regarding the feasibility of constructing a 256-space parking deck on a City-owned parking lot located at the corner of Fourth and Cotanche Streets.

Fiscal Note: Staff estimates the cost for construction of a parking deck at approximately \$3,810,400. The City currently has reserves earmarked for construction of a parking deck in the amount of \$1,779,565, thus creating the need to borrow an additional amount of \$2,364,191 in order to construct the parking deck. This figure includes interest and other fees associated with the debt issuance. Based on revenue projections for the parking deck, staff is of the opinion that the parking deck could be financed, constructed, and maintained with an annual additional budget impact of \$29,232.

Recommendation: City Council authorize a competitive procurement process for construction of a parking deck that will result in an alignment of the construction processes for the public/private office project at 423 Evans Street and the proposed parking deck that is immediately behind that site.

GREENVILLE, NC



ECONOMIC
DEVELOPMENT

MEMO

To: Barbara Lipscomb, City Manager

From: Carl Rees, Economic Development Manager *CR*

Date: November 28, 2012

SUBJECT: Uptown Parking Deck Feasibility Report

As requested by the Greenville City Council and Redevelopment Commission, this memorandum provides detailed information regarding the feasibility of constructing a parking deck in the City's Uptown Commercial District.

Background:

Review of opportunities for construction of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. Based on this goal, City staff completed due diligence work on a total of six (6) potential sites, then delivered a report to City Council in August of 2012. The site research included evaluations of surrounding traffic patterns, density analysis of existing business activity, identification of issues that might impact development costs and rankings of the ability of a potential site location to influence new development. The report is attached and marked as "Appendix A".

Based on the findings in the report, City Council directed staff to further evaluate two (2) sites, a City-owned parking lot at the corner of Fourth and Cotanche Streets, as well as a property across the same intersection owned by East Carolina University (ECU). City Council gave preference to the City-owned site but directed staff to investigate the willingness of the administration at ECU to collaborate with the City on a parking deck on the ECU property. Based on discussions with several members of the ECU administration, it appears that the university is not interested in partnering on a parking deck at their Fourth and Cotanche Street property. University administration members did voice support however for the City's downtown revitalization efforts and noted that further conversations should not be ruled out about other collaborations in the Uptown District including for parking. With the understanding that the ECU site was not available, this review is entirely focused on the City-owned property at Fourth and Cotanche Streets.

Site Considerations:

The site is currently used as a municipal parking lot with a total parking capacity of 77 spaces. There is a common-use refuse facility in the central portion of the parking lot. The dimensions of the site are approximately 200 feet along Cotanche Street and 120 feet along Fourth Street. A survey of the property is included and marked as "Appendix B". The site is served by one-way south traffic on

property is included and marked as "Appendix B". The site is served by one-way south traffic on Cotanche Street and two-way traffic along Fourth Street. Removal of nine (9) angled parking spaces along Cotanche Street will be required in order to appropriately site the parking deck. There are currently two (2) service alleys that border the parking lot, one on the back side of businesses fronting on Fifth Street and one on the back side of businesses fronting on Evans Street. Although design work for the parking deck has not been completed, it is expected that these two pedestrian access areas will be maintained and that an additional pedestrian access will be created that will tie the parking deck site to Evans Street.

There are two (2) municipal parking lots across Fourth Street from the proposed deck site. The Harris Lot has 32 spaces with a mix of lease and 2-Hour time limited parking while the Roses Lot has a total of 24, 2-Hour parking spaces. With construction of a parking deck across Fourth Street, it is recommended that both the Harris and Roses Lots be classified as entirely 2-Hour time limited parking with all lease spaces moved to the parking deck. The City may consider metering these parking lots in the future as parking demand increases in the Uptown District.

In order to assess the geological capacity of the site to host a heavy structure such as a parking deck, the local office of Terracon was engaged to complete soil borings and analysis that included encountered soil conditions, seismic site classification, design values for deep foundation systems and earthwork recommendations. The geotechnical analysis completed by Terracon indicates that the soil conditions at the site are not substantially different than most other sites in Greenville's Uptown Commercial District and thus foundation enhancements and/or a pier system will be required for a structure of the magnitude of a parking deck. A copy of the report from Terracon is included and marked as "Appendix C".

Construction Considerations:

There are two primary options for construction of parking decks which include poured in place and pre-cast. The first method is the oldest and is often used in sites with limited access as well as in sites where the parking deck is an integral part of a larger, complex construction project. Pre-cast parking decks are a great option for sites such as Fourth and Cotanche where there is adequate room for a crane to erect structural members and panels that have been transported to the site. Pre-cast construction is often a less expensive option and can match the durability of poured in place structures provided that routine maintenance tasks are completed by the owner. Pre cast decks can usually be erected much more quickly as all the pieces of the parking deck have been formed off-site in factory conditions and are transported to the construction site on a "just in time" basis.

For the Fourth and Cotanche street site, it appears that a four level parking deck could be erected that would provide vehicular access from both Fourth and Cotanche Streets. The height of such a structure would be approximately 36' feet above grade. This height would be similar to several adjacent buildings. A two-bay deck on this site would allow for approximately 64 parking spaces on each level with a total parking space yield of some 256 spaces. A model lay-out of a parking deck configured for the selected site is provided as "Appendix D". It is expected that the parking deck would include required handicap accessibility features, stair and elevator access, energy efficient lighting, emergency call stations and security cameras wired into the existing City of Greenville network. Although attended parking might not be offered initially, staff recommends that the parking deck be constructed in such a manner that an attendant booth could be added at a later date. A variety of exterior up-fit options can be considered during the design phase but it is expected that the exterior would be treated in such a manner that the parking deck is compatible with the

surrounding structures. Based on consultations with a regional pre-cast parking deck construction firm it appears that a parking deck could be erected and finished within a six-month window.

Construction Cost

Construction costs for parking structures can range from close to \$10,000 per space for a precast parking deck with no exterior architectural finish to close to \$20,000 for a poured in place parking deck with high end architectural features. Parking decks at the extreme low end of the range are typically those that are wrapped entirely by a primary structure. For the 256 space parking deck under consideration for the Fourth and Cotanche Street site, staff has secured preliminary estimates prepared by a regional contractor and pre-cast parking deck construction firm that place the cost at \$13,500 per parking space. This per space construction cost would equate to a total of \$3,464,000 for the finished four level parking structure. This preliminary estimate may be adjusted up or down based on the final design process to include variations in finish levels desired by the City. In order to provide a level of flexibility in the cost estimate as well as to account for any unknown variables that might emerge during the design process, a 10% contingency is recommended for the project resulting in a final construction estimate of \$3,810,400.

Operating and Maintenance Cost

Industry estimates place operating costs in a range of \$250 to \$500 per space per year. Some factors that drive up operating costs include parking management that relies on human resources as well as environmental factors such as snow and ice removal and/or frequent cleaning related to the removal of road or sea salt. Typical operating expenses include utilities, elevator service contracts, routine cleaning, communication fees, and insurance premiums. For a parking deck in Uptown Greenville, it is expected that annual maintenance costs would likely fall in a range between \$300 per space for an unattended parking deck to \$350 per space for a deck that employs part-time parking attendants. It is recommended that approximately \$50 per space per year be reserved for significant maintenance of the parking deck that must take place every 10 years.

Revenue Estimates

While there are many parking revenue models that might be developed for a 256 space parking deck in Uptown Greenville, staff is recommending a simple parking management and revenue plan for initial implementation. With additional office projects expected to come on-line in the next 12-18 months in the blocks surrounding the Fourth and Cotanche Street site, the demand for daytime lease parking will continue to grow. A common strategy for management of parking spaces in a parking deck is to make lower floor spaces available for lease patrons who pay a higher rate than those parking patrons utilizing spaces on an hourly basis. It is recommended that an initial lease/hourly split of the 256 available spaces include the lower three floors of lease parking with the top floor made available for hourly parking patrons. Lease spaces would be reserved for patrons Monday Through Friday from 7:00 a.m. until 5:00 p.m. but would convert to free parking during evening and weekend hours. The metered spaces on the top level would also convert to free parking during evening and weekend hours. Staff recommends that management of the hourly spaces be conducted via the Duncan parking pay stations that have been successfully deployed in other Uptown District locations with existing municipal parking enforcement resources utilized to enforce hourly limits.

The table below depicts a preliminary revenue forecast for the parking management strategy described above. It should be noted that parking management strategies for the deck can be

adjusted over time to include parking fees for evening parking. It is important to note that should such a strategy be implemented, other parking lots within the Uptown District would need to be converted to evening fee parking as well. Although a full study of such a strategy has not been conducted, staff estimates that a three (3) evening per week parking program management by an outside vendor could generate revenues of approximately \$90,000 per year after expenses.

Parking Type	Total Spaces	Monthly/Hourly Fee	Notes	Annual Revenue
Monthly lease	192	\$52 per month	Escalates \$2 annually and assumes 80% occupancy	\$119,808
Unlimited hourly	64	\$.75 per hour	Current rate and assumes 60% occupancy	\$48,000
First year revenue total:				\$167,808
Average 20-year revenue:				\$177,360

Financial Summary

The construction cost and revenue estimates described in previous sections of this memorandum are intended to represent an approximate, but not final projection of revenues and expenses required to construct a 256 space parking deck at the City-owned site at the corner of Reade and Cotanche Streets. Final projections can only be completed once a construction contract is in hand and debt agreements have been structured and approved by the Local Government Commission.

Construction of a parking deck in Uptown Greenville has been under consideration since as early as 2003 with previous City Councils even taking the proactive step to set aside funds in reserve for construction of a parking deck in the Uptown District. While that reserve fund has previously reached levels of as much as \$3.8 million, the fund currently stands at \$1,779,565. Previous expenditures from the account have been utilized to increase parking at Shepard Library and in the Five Points area. None-the-less, the availability of this reserve fund makes construction of the City's first parking deck much more attainable.

The table at right depicts sources and uses of funds required to construct the parking deck described in this memorandum. With interest rates at or near historic lows, it is expected that the City could realize rates of as little as 3% on twenty-year debt for this project. While a variety of debt instruments may be considered, an installment purchase agreement securitized by the parking deck is the most probable financing method. This method of financing does not require voter approval.

Parking Deck Budget

Total Revenue	\$177,360
Operating Costs/yr. w/o attendant	\$76,800
Avail. for debt serv.	\$100,560
Available Bond Debt	\$1,446,209
Total Deck Cost	\$3,810,400
GAP	\$2,364,191
Deck reserve fund:	\$1,779,565
GAP less reserves:	\$584,626
Annual budget impact:	\$29,232

Procurement Considerations

While construction of parking decks in downtown settings is quite common in urban areas across the United States, this will be the first municipal parking deck constructed in Greenville. Consequently it is important to recognize that construction of the parking deck will have ramifications throughout Greenville's urban core to include impacts on current parking policy, citizen perspectives regarding the Uptown District, and most importantly on businesses throughout the Uptown District.

Perhaps the project that will be most immediately impacted is the planned four-story office building slated for construction at 423 Evans Street. The office building will be home to the City's visitor center, and will also host three floors of class "A" office space above that use. The building is being constructed on property owned by the Redevelopment Commission and will be procured as a public/public/private partnership between the Redevelopment Commission, East Carolina University and a private developer. Office tenants within the building will create demand for as many as 40 parking spaces during daytime hours. Due to site constraints associated with adjacent buildings, it is expected that portions of the City's parking lot at the corner of Fourth and Cotanche Street would be used as a staging and construction equipment access area during the majority of the construction project. As such alignment of construction schedules and mobilization for the office project and the parking deck project will be critical. Staff also believes that there could be considerable economies of scale created by linking the office building and parking deck projects.

With a goal of aligning the 423 Evans office project and the parking deck project, staff is exploring a blended procurement process in which a "call for developers" is issued concurrently with a "request for qualifications". The blended process will seek to deliver a development team that will build and own a portion of the office building at 423 Evans Street with the City able to select that project's contractor to serve as a "construction manager at risk" (CM) for the parking deck project. The City would also have the ability to select the same design team being used for the office project to provide design services for the parking deck. The CM process was recently used by the City for construction of the Drew Steele Center and provides a streamlined process for completing construction projects while still maintaining the competitive nature of a public procurement process.

Should the City choose not to align the parking deck and office building project, other traditional methods of procurement could be considered. These include requesting the General Assembly to reinstate the City's ability to utilize a design/build process for construction of a parking deck. This authority was granted to the City in 2003 but expired in 2008. The design/build process allows a single procurement process to take place where the design and construction costs are bundled into one price to the project owner. Alternatively, the City could pursue the longer and more cumbersome process where a designer is competitively procured to complete construction plans and specifications. Once the plans are prepared, the City would utilize a formal bidding process to bid the project, and then select the lowest, qualified responding company to construct the parking deck. Due to time constraints this would be the least preferable of the procurement methods for construction of a parking deck.

APPENDIX “A”

I. How well does the site serve existing businesses?

Description	Rank
<p>Site 5: Corner of Cotanche & 4th (Moseley Lot)</p> <p>A parking deck on this site would accommodate a relatively high number of existing businesses within a 1,000 foot buffer, compared to other prospective sites. In the immediate vicinity of Site 5 is Uptown's primary retail/restaurant/bar cluster on east Fifth and Cotanche streets; a deck here would also conveniently serve historic Evans Street as well as the cluster of legal/professional services around the courthouse.</p>	<p>H I G H</p>
<p>Site 6: Corner of Cotanche & 4th (NE corner lot)</p> <p>Similar to site 5, a parking deck on this site would accommodate a high number of existing businesses within a 1,000 feet buffer, compared to other prospective sites. In the immediate vicinity of Site 6 is Uptown's primary retail/restaurant/bar cluster on east Fifth and Cotanche streets; a deck here would also conveniently serve historic Evans Street as well as the cluster of legal/professional services around the courthouse.</p>	<p>H I G H</p>
<p>Site 4: East of Reade, between 4th and 5th Streets</p> <p>This site has many of the same strengths and weaknesses in terms of serving existing businesses as Sites 5 & 6, but it is a little less favorable on all counts: good, not great, access to the primary Uptown retail/restaurant/bar cluster; fair access to historic Evans Street and the legal/professional services node, respectively.</p>	<p>M E D</p>
<p>Site 3: Corner of Pitt, Reade, and Dickinson Avenue</p> <p>This site has the highest number of businesses within the planning industry standard ¼ mile buffer; however, it has the lowest number of businesses within 1,000 feet. In the immediate vicinity are several small-scale existing businesses on or adjacent to Dickinson Avenue – barber shop, antiques, dance studio, auto repair. The site is almost 1,000 feet from the corner of Evans and Fifth Street (entry to historic Evans Street). A deck here would not be especially convenient to Uptown's primary retail/restaurant/bar cluster and it would not adequately serve the legal/professional services cluster.</p>	<p>M E D</p>

SITE ANALYSIS – UPTOWN PARKING DECK

Description	Rank
<p>Site 2: Corner of Pitt, 5th, and Greene Streets</p> <p>There are a significant number of businesses within the ¼ mile or 1,000 feet buffers; however, relatively few businesses are within the immediate vicinity except for Wells Fargo and a few non-profits or home-based businesses (site borders West Greenville residential neighborhood). A deck here would provide excellent access to the few businesses on W. Fifth Street (e.g. Winslow's, Starlight Café); good access to historic Evans Street and the legal/professional services cluster; but only fair access to Dickinson Avenue as well as Uptown's primary retail/restaurant/bar cluster.</p>	M E D
<p>Site 1: Corner of Pitt, 4th, and Greene Streets</p> <p>There are a significant number of businesses within the ¼ mile or 1,000 feet buffers; however, relatively few businesses are within the immediate vicinity except for Wells Fargo and a few non-profits or home-based businesses (site borders West Greenville residential neighborhood). A deck here would provide excellent access to the few businesses on W. Fifth Street (e.g. Winslow's, Starlight Café); good access to historic Evans Street and the legal/professional services cluster; but only fair access to Dickinson Avenue as well as Uptown's primary retail/restaurant/bar cluster.</p>	M E D

II. How well does the site leverage new development?

Description	Rank
<p>Site 3: Corner of Pitt, Reade, and Dickinson Avenue</p> <p>This site is located across Dickinson Avenue from the site selected by the General Services Administration for the new bankruptcy court project. There is little public parking near the proposed site to serve visitors to the courthouse. There are as many as three additional land assemblages in the vicinity that could host a range of private sector projects including office, multi-family residential and potentially a hotel project. Each of these projects would benefit from the proximate location of additional municipal parking. The City is also considering at least one nearby site for the intermodal transit center project. A deck at this location might also help to support small business development on Dickinson Avenue.</p>	<p>H I G H</p>
<p>Site 2: Corner of Pitt, 5th, and Greene streets</p> <p>Most of the land in the immediate vicinity of this site has been developed, including entire blocks to the south and east devoted to municipal government uses. The block is large enough however to host both a parking deck and additional development thus providing a significant development opportunity. A parking deck located on this site might also leverage development on the City-owned property identified as "Site 1" in this report.</p>	<p>H I G H</p>
<p>Site 4: East of Reade, between 4th and 5th streets</p> <p>This site is owned by East Carolina University and is identified by their master plan as an appropriate location for a parking deck and "general purpose" building. City planners have identified the site as a prime location for a hotel project which would be a heavy parking demand generator. In addition, the block immediately across Reade Street is currently being considered by several development interests for potential redevelopment and reuse.</p>	<p>M E D</p>
<p>Site 5: Corner of Cotanche & 4th (Moseley Lot)</p> <p>Most of the land in the immediate vicinity of this site has been developed and is currently in use. The block immediately across Cotanche Street is currently being considered by several development interests for potential redevelopment and reuse. It is worth noting that a parking deck in this location would be beneficial to the Visitor's Center project that is slated for an adjacent property that fronts on Evans Street.</p>	<p>M E D</p>

SITE ANALYSIS – UPTOWN PARKING DECK

Description	Rank
<p>Site 6: Corner of Cotanche & 4th (NE corner lot)</p> <p>Most of the land in the immediate vicinity of this site has been developed or is owned by East Carolina University (ECU) and slated for university related uses. City planners have identified the ECU owned site across Reade Street as a prime location for a hotel project, which would be a heavy parking demand generator. The block immediately across 4th Street is being considered by several development interests for potential development and reuse.</p>	M E D
<p>Site 1: Corner of Pitt, 4th, and Greene streets</p> <p>Although most of the land in the immediate vicinity of this site has been developed, a parking deck in this location might leverage redevelopment of the block identified in this report as “Site 2”. It is also possible that a deck in this location could spur redevelopment of existing businesses in the block immediately across Greene Street.</p>	L O W

III. How well will the site accommodate appropriate traffic patterns?

Description	Rank
<p>Site 1: Corner of Pitt, 4th, and Greene Streets</p> <p>The current volumes of traffic on S. Greene Street, W. 4th Street, and S. Pitt Street are modest; however, these streets do have relatively high street capacities compared to other prospective sites (S. Greene Street is 40 feet wide, with a street capacity of 28,290 average daily trips (ADT). Also, the street segments are relatively free of other constraints and/or negative factors, such as roadway sections with existing parking or nearby signalized intersections.</p> <p>The Greene Street (three lanes) and Pitt Street (two lanes) segments are both one-way streets, which have less overall capacity than two-way streets, but greater directional capacity.</p>	H I G H
<p>Site 3: Corner of Pitt, Reade, and Dickinson Avenue</p> <p>The current volumes of traffic on Dickinson Avenue and Pitt Street around the site are low-to-moderate. The street capacity of these segments is moderate. Accessing points to a deck from these street segments could not be within the functional boundary of the Dickinson/Pitt intersection, which requires special consideration and might limit access potentials along the roadway frontage of the site.</p> <p>Dickinson Avenue is a 52-foot wide, two-way street, yet which has a relatively low capacity for a commercial corridor (14,900 ADT), while Pitt Street is a medium capacity (19,140 ADT) one-way street.</p>	M E D
<p>Site 6: Corner of Cotanche & 4th (NE corner lot)</p> <p>Along with Site 5, this site has the lowest existing traffic volumes, among prospective sites, on its servicing street segments – E. 4th Street (2,300 ADT) and Cotanche Street (4,100). However, the street capacity of E. 4th Street (14,900 ADT) and Cotanche Street (19,140) is on par with sites 1 and 3.</p> <p>Likewise, this site has seven angled parking spaces and a loading zone on its west side, which will require special consideration and which might cause conflicts with ingress/egress access points to a parking deck; however, the site is not as constrained as Site 5.</p> <p>The two-lane E. 4th Street is relatively narrow for a two-way street (31 feet), while the Cotanche segment is 3-lane (32 feet wide)/2-lane (24 feet wide).</p>	M E D

Description

Rank

Site 4: East of Reade, between 4th and 5th streets

This site has moderate-to-high existing traffic volumes compared to other prospective sites. Specifically, E. 5th Street (13,000 ADT) has the highest existing volume of any street segments in this survey. On the other hand, the street capacity of E. 5th Street is relatively low (14,900), so there is not much capacity for additional traffic volume along that street.

As a result, this site remains on par with sites 3 and 6 (above). Like Site 6, a deck here would be served by a segment of E. 4th Street, which has relatively low current traffic volumes and only moderate capacity. Overall, the street segments serving the site have modest street capacity.

Both E. 5th and E. 4th streets two-way streets; however, the high-volume E. 5th Street segment is only 31 feet wide. Also, traffic operations at Reade/5th Street may create conflicts with parking deck access.

**M
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Site 2: Corner of Pitt, 5th, and Greene Streets

The current volumes of traffic on S. Greene Street and S. Pitt Street are modest; however, these streets do have relatively high street capacities compared to other prospective sites (S. Greene Street is 40 feet wide, with a street capacity of 28,290 ADT). Also, the street segments are relatively free of other constraints and/or negative factors, such as roadway sections with existing parking or nearby signalized intersections. The Greene Street (three lanes) and Pitt Street (two lanes) segments are both one-way streets, which have less overall capacity than two-way streets, but greater directional capacity.

East 5th Street (13,000 ADT) has the highest existing volume of any street segments in this survey. On the other hand, the street capacity of E. 5th Street is relatively low (14,900), so there is not much capacity for additional traffic volume along that street.

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Site 5: Corner of Cotanche & 4th (Moseley Lot)

This site has several drawbacks in terms of accommodating appropriate traffic patterns. Along with Site 6, which is also served by E. 4th and Cotanche streets, the existing traffic volumes here are tied for the lowest among prospective sites. And, like for Site 6, these segments offer only modest street capacities (14,900 ADT and 19,140, respectively). Again, these two segments are also relatively narrow (31 and 32/24 feet, respectively).

In addition, this site has more added constraints than Site 6: the access point on E. 4th Street is expected to be difficult given auxiliary turn lanes on 4th at Cotanche and Reade. Also, a road section of Cotanche has nine angled parking spaces on the west side, which must be removed in order to accommodate a two-bay parking deck.

**L
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W**

IV. How conducive is the site for minimizing development costs?

Description	Rank
<p>Site 4: Corner of Pitt, Reade, and Dickinson Avenue</p> <p>This site scores “high” in terms of projected development costs in that development costs are expected to be manageable (or “lower”) here compared to some other possible sites.</p> <p>This site has a relatively flat grade and minimal underground stormwater infrastructure. Construction of parking deck on this site might require minimal signal improvements depending upon the traffic patterns assessment. The site is City-owned and has been certified as having no known environmental concerns.</p>	H I G H
<p>Site 1: Corner of Pitt, 4th, and Greene streets</p> <p>This site has a relatively flat grade and no known underground stormwater infrastructure onsite. A deck at this location would likely have little impact on the surrounding street network.</p> <p>The site is City-owned. The City recently completed a surfacing project of the parking lot.</p>	H I G H
<p>Site 6: ECU lot on Cotanche & 4th (NE corner lot)</p> <p>This site has a relatively flat grade; however, a deck on this site would require demolition of existing building onsite. It may require minimal signal improvements depending upon traffic patterns assessment.</p> <p>This property is owned by ECU. The university would likely require a land swap or other financial arrangement to offset the land value.</p>	M E D
<p>Sites 5: Moseley Lot</p> <p>This site scores “medium” in terms of likely development costs because it has several factors that might complicate construction. It has significant grade changes across property toward southern end and along Cotanche. Construction of a deck against adjacent buildings/businesses, and protection of same, will be a consideration as well as loss of public parking during construction.</p> <p>The relatively small size of the site may potentially drive up the construction cost in order to accommodate steeper ramping.</p>	M E D

SITE ANALYSIS – UPTOWN PARKING DECK

Description

Rank

Site 4: East of Reade, between 4th and 5th Streets

This site scores “low” in this category because development costs are projected to be highest at this location compared to other possible sites. The site has significant grade challenges that will either need fill or retaining walls, although it might present a good opportunity for below-grade level parking. In addition, a parking deck project on this site would have to deal with stormwater and sanitary sewer infrastructure.

This property is owned by ECU. The university would likely require a land swap or other financial arrangement to offset the land value.

L
O
W

Site 2: Corner of Pitt, 5th, and Greene Streets

This site has a relatively flat grade and no known underground storm water infrastructure onsite. A deck at this location would likely have little impact on the surrounding street network. The site is in private ownership and would likely have a high acquisition cost.

The site has been used as a gas station and automotive repair facility for at least 50 years raising concerns over potential environmental contamination on the site. If underground fuel tanks remain on-site, there would be significant costs to remove the tanks.

L
O
W

Uptown Parking Deck: Site Analysis

Map Legend

Major_Roads

Parking Deck Sites

Tar River

1st St

Reade St

5th St

Cotanche St

EAST CAROLINA UNIVERSITY

Evans St

Greene St

Pitt St

Dickinson Ave

10th St

1,780 Feet

890

445

0



Summary Table: How each site ranked in all four categories

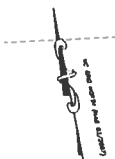
(A "high" ranking represents favorable conditions; a "low" rankings represents less favorable conditions)

Site	Location	Existing businesses	Leverage development	Traffic patterns	Development costs
1	Corner of Pitt, 4 th , and Greene streets	Med	Low	High	High
2	Corner of Pitt, 5 th , and Greene streets	Med	High	High	Low
3	Corner of Pitt, Reade, and Dickinson Avenue	Med	High	Med	Low
4	East of Reade, between 4 th and 5 th streets	Med	Med	Med	High
5	Corner of Cotanche & 4 th (Moseley Lot)	High	Med	Low	Med
6	Corner of Cotanche & 4 th (NE corner lot)	High	Med	Med	Med

APPENDIX “B”

WASHINGTON STREET	100' STREET	100' STREET	100' STREET
100' STREET	100' STREET	100' STREET	100' STREET
100' STREET	100' STREET	100' STREET	100' STREET
100' STREET	100' STREET	100' STREET	100' STREET

North Arrow - NTS



LEGEND

1. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

2. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

3. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

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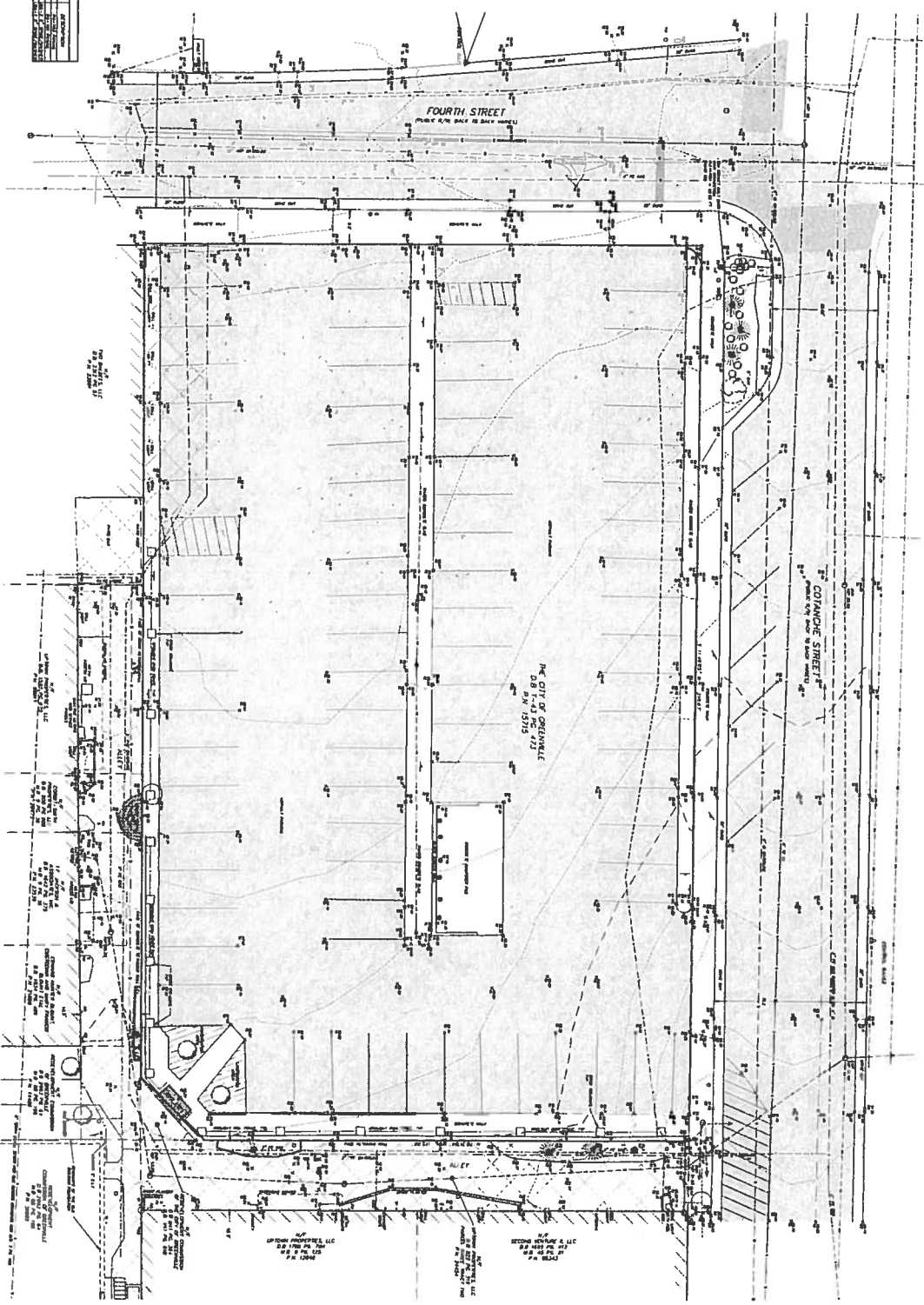
7. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

8. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

9. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

10. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

NO.	DESCRIPTION	DATE	BY
1	100' STREET	100' STREET	100' STREET
2	100' STREET	100' STREET	100' STREET
3	100' STREET	100' STREET	100' STREET
4	100' STREET	100' STREET	100' STREET
5	100' STREET	100' STREET	100' STREET
6	100' STREET	100' STREET	100' STREET
7	100' STREET	100' STREET	100' STREET
8	100' STREET	100' STREET	100' STREET
9	100' STREET	100' STREET	100' STREET
10	100' STREET	100' STREET	100' STREET



NO.	DESCRIPTION	DATE	BY
1	100' STREET	100' STREET	100' STREET
2	100' STREET	100' STREET	100' STREET
3	100' STREET	100' STREET	100' STREET
4	100' STREET	100' STREET	100' STREET
5	100' STREET	100' STREET	100' STREET
6	100' STREET	100' STREET	100' STREET
7	100' STREET	100' STREET	100' STREET
8	100' STREET	100' STREET	100' STREET
9	100' STREET	100' STREET	100' STREET
10	100' STREET	100' STREET	100' STREET

NOTES

1. ALL SURVEYED AREAS, EXCEPT WHERE SHOWN OTHERWISE, ARE UNIMPROVED LAND.

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APPENDIX “C”

Geotechnical Engineering Report

**Proposed Parking Deck
Cotanche Street and Fourth Street – Moseley Lot
Greenville, North Carolina**

November 27, 2012

Project No. 72125054

Prepared for:

City of Greenville
Economic Development
Greenville, North Carolina

Prepared by:

Terracon Consultants, Inc.
Greenville, North Carolina

Offices Nationwide
Employee-Owned

Established in 1965
terracon.com

Terracon

Geotechnical ■ Environmental ■ Construction Materials ■ Facilities

November 27, 2012



City of Greenville
Economic Development
PO Box 7207
Greenville, North Carolina 27835

Attention: Mr. Carl J. Rees
Economic Development Officer

Subject: Geotechnical Engineering Report
Proposed Parking Deck
Cotanche and Fourth Streets – Moseley Lot
Greenville, NC
Terracon Project No. 72125054

Dear Mr. Rees:

Terracon Consultants, Inc. (Terracon) has completed the geotechnical engineering services for the above referenced project. This study was performed in accordance with our proposal dated October 16, 2012. This report presents the findings of the subsurface exploration at the proposed site and provides geotechnical recommendations concerning the design and construction of earthwork, foundations and pavements for the proposed parking deck.

We appreciate the opportunity to be of service to you on this project. If you have any questions concerning this report, or if we may be of further service, please contact us.

Sincerely,

Terracon Consultants, Inc.

Barney C. Hale
Barney C. Hale, PE
Senior Geotechnical Engineer
Registered, NC 11285



Raymond L. (Levi) Denton, II
Raymond L. (Levi) Denton, II, PE
Geotechnical Department Manager

Enclosures

Terracon Consultants, Inc. 314 Beacon Drive Winterville, North Carolina 28590
P [252] 353 1600 F [252] 353 0002 Terracon.com NC Registration Number F-0869

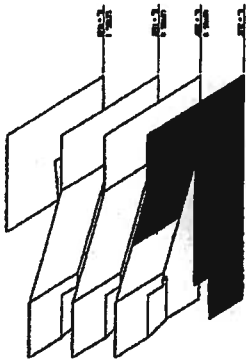
Geotechnical

Environmental

Construction Materials

Facilities

APPENDIX “D”



Proprietary Data is included in the information disclosed herein and is the sole property of United Communications.


This information is furnished in confidence and neither this document nor the information disclosed herein shall be reproduced or transmitted in any form or by any means, electronic or mechanical, for any other project except as specifically

COMMUNITY DEVELOPMENT

MEMO

DEPARTMENT

TO: Barbara Lipscomb, City Manager

FROM: Merrill Flood, Director Community Development Department 

DATE: March 20, 2013

SUBJECT: Community Meeting by Bradley Housing Developers, LLC

Bradley Housing Developers, LLC have submitted a rezoning petition to rezone just over 9 acres of property on Port Terminal Road just west of River Hill Subdivision. The Planning and Zoning Commission considered the request during the March 19, 2013, Planning and Zoning Commission meeting.

Bradley Housing Developers have scheduled a community meeting to discuss their plans for the property with area residents. The meeting is scheduled for March 27, 2013, at 6:45 pm in the JC Park Auditorium.

If there are additional questions, please contact me.

Memorandum

To: Honorable Mayor and City Council Members

From: Chris Padgett, Interim Assistant City Manager *C.N.P*

Date: March 20, 2013

Subject: Notice of Special Event Permits Approved

The following special event applications were approved by the Greenville Police Department. If you have any questions about this report, contact me or Chief Aden.

Name of Event	Event Date	Event Location	Event Organizer/ Sponsoring Agency	Law Enforcement Required
Back to School Bash (amplified sound)	3/23/2013	301 S. Jarvis Street	Christy's Euro Pub	No
Charity 5K Road Race (parade permit)	4/13/2013	Town Common	Autism Society of NC	Yes
Annual Fiesta Biathlon (parade permit, street closing, amplified sound)	4/21/2013	Chico's parking lot - downtown	Tricredible Triathlon Team	Yes
Community Event – Spring Clean Up (street closing)	4/27/2013	Ward Street	Intergenerational Center	No
National MS Walk (parade permit, amplified sound)	4/27/2013	Town Common	National MS Society	Yes
ECU ROTC 5K Run (parade permit)	4/29/2013	Library Road (ECU campus)	ECU Army ROTC	Yes
Carry Your Cross 5K Run/Walk (parade permit)	5/4/2013	100 Crestline Blvd	University Church of Christ	Yes
5K Charity Run (parade permit)	6/1/2013	Lynndale Court	Race for 2 nd Base	Yes

als

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