

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager *BL*

DATE: October 2, 2013

SUBJECT: Materials for Your Information

Please find attached the following material for your information:

1. A memo from Steve Hawley, Communications Manager/Public Information Officer, regarding the City of Greenville booth at the Pitt County Fair
2. A memo from me regarding the Emergency Operations Center Ribbon Cutting on October 17, 2013
3. A memo from Chris Padgett, Assistant City Manager, regarding special event permits recently issued

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Attachments

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

Memorandum




To: Chris Padgett, Assistant City Manager
From: Steve Hawley, Communications Manager / PIO
Date: 10/02/2013
Re: County Fair

The City of Greenville will have a booth in the Commercial building at this year's County Fair. We have put up the City's backdrop and a table full of information about various City initiatives and programs.

The Police Department paid for the booth and will staff it weekdays from 3pm – 9pm with crime prevention and recruiting officers. Hours that the building is open and the booth is not staffed, information will still be available for the public to take on the table.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: October 2, 2013

SUBJECT: Emergency Operations Center Ribbon Cutting Ceremony

A ribbon cutting ceremony for the new Emergency Operations Center is scheduled for Thursday, October 17, 2013 at 10:00 a.m. The ceremony will take place at the new Center, which is located at 3375 E. 10th Street, behind Fire-Rescue Station 6. At this time, Congressman G. K. Butterfield, who assisted the City with funding for this project, is scheduled to be present and make a few remarks. Please mark your calendars and plan to attend.

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

Memorandum

To: Honorable Mayor and City Council Members

From: Chris Padgett, Assistant City Manager *CNP*

Date: October 2, 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.

Type of Event	Event Date	Event Location	Event Organizer/ Sponsoring Agency	Law Enforcement Required
Annual Crop Walk (parade permit)	10/20/2013	St James Church (E. 6 th Street)	St. James UMC	Yes
ECU Homecoming Parade (street closing and parade permit)	11/9/2013	East 5 th and 6 th Streets from Brownlea Dr. to Forest Hills Dr.; Hilltop St. b/w 5 th and 6 th Streets	ECU Homecoming Committee	Yes

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