



Agenda

Greenville City Council

June 13, 2013
7:00 PM
City Council Chambers
200 West Fifth Street

Assistive listening devices are available upon request for meetings held in the Council Chambers. If an interpreter is needed for deaf or hearing impaired citizens, please call 252-329-4422 (voice) or 252-329-4060 (TDD) no later than two business days prior to the meeting.

I. Call Meeting To Order

II. Invocation - Mayor Thomas

III. Pledge of Allegiance

IV. Roll Call

V. Approval of Agenda

VI. Special Recognitions

- Chuck Owens, Fire-Rescue Department Retiree

VII. Appointments

1. Appointments to Boards and Commissions
2. Nomination to the Pitt County Commissioners for the Chairperson of the Pitt-Greenville Convention and Visitors Authority

VIII. New Business

Public Hearings

3. Resolution to close a portion of East Rock Spring Road and a 20 foot wide access alley
4. Request for Capital Investment Grant Funds

5. Resolution authorizing an application to the Federal Transit Administration for a Section 5307 grant for federal operating and capital assistance for Greenville Area Transit (GREAT) for fiscal year 2013-2014

Public Comment Period

- The Public Comment Period is a period reserved for comments by the public. Items that were or are scheduled to be the subject of public hearings conducted at the same meeting or another meeting during the same week shall not be discussed. A total of 30 minutes is allocated with each individual being allowed no more than 3 minutes. Individuals who registered with the City Clerk to speak will speak in the order registered until the allocated 30 minutes expires. If time remains after all persons who registered have spoken, individuals who did not register will have an opportunity to speak until the allocated 30 minutes expires.

Other Items of Business

6. Ordinances adopting budgets for the 2013-2014 Fiscal Year:
 - a. City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention and Visitors Authority
 - b. Greenville Utilities Commission
7. Reimbursement resolution for financing Greenville Utilities Commission's Capital Projects
8. Reimbursement resolution for financing Greenville Utilities Commission's vehicle and heavy equipment purchases with installment purchase loan
9. Ordinance amending on-street parking restrictions for "Controlled Residential Parking Areas" as recommended by the University Neighborhood Revitalization Initiative Committee
10. BANA/ERP vendor recommendation for a new business applications software system
11. Uptown Traffic Calming Pilot Study Results
12. Local vendor preference policy
13. Consideration to explore North Carolina Certified Retirement Community Designation

IX. Comments from Mayor and City Council

X. City Manager's Report

XI. Adjournment



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Appointments to Boards and Commissions

Explanation: **Abstract:** The City Council fills vacancies and makes reappointments to the City's Boards and Commissions. Appointments are scheduled to be made to ten of the Boards and Commissions.

Explanation: City Council appointments need to be made to the Board of Adjustment, Greenville Utilities Commission, Historic Preservation Commission, Human Relations Council, Pitt-Greenville Convention and Visitors Authority, Planning and Zoning Commission, Public Transportation and Parking Commission, Recreation and Parks Commission, Redevelopment Commission, and the Youth Council.

Fiscal Note: No direct fiscal impact.

Recommendation: Make appointments to the Board of Adjustment, Greenville Utilities Commission, Historic Preservation Commission, Human Relations Council, Pitt-Greenville Convention and Visitors Authority, Planning and Zoning Commission, Public Transportation and Parking Commission, Recreation and Parks Commission, Redevelopment Commission, and the Youth Council.

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[Muni_Report__Appointments_to_Boards_and_Commissions_914698](#)

Appointments to Boards and Commissions

June/July 2013

Board of Adjustment

Council Liaison: Council Member Dennis Mitchell

Name	District #	Current Term	Reappointment Status	Expiration Date
Charles Ewen	3	First Term	Eligible	June 2013
Scott Shook	5	First term	Eligible	June 2013

Greenville Utilities Commission

Council Liaison: Council Member Max Joyner, Jr.

Name	District #	Current Term	Reappointment Status	Expiration Date
Don Edmonson	5	Second term	Ineligible	June 2013
Vickie Joyner	2	Second term	Ineligible	June 2013
John Minges	4	First term	Eligible	June 2013

Historic Preservation Commission

Council Liaison: Council Member Marion Blackburn

Name	District #	Current Term	Reappointment Status	Expiration Date
Richard Weir	5	First term	Resigned	January 2013

Human Relations Council

Council Liaison: Mayor Pro Tem Rose Glover

Name	District #	Current Term	Reappointment Status	Expiration Date
Geoffrey Kenan	1	Unexpired Term	Ineligible	September 2013
Gun Ho Lee	3	First term	Resigned	September 2012
Angel Mondragon	3	First term	Resigned	September 2013

Corey Rhodes 5 First term Resigned September 2014

Student Representative

Name	District #	Current Term	Reappointment Status	Expiration Date
Available (ECU)		Unexpired Term	Eligible	October 2012

Pitt Greenville Convention & Visitors Authority

Council Liaison: Mayor Pro-Tem Rose Glover

Name	District #	Current Term	Reappointment Status	Expiration Date
Beatrice Henderson	County	Filling unexpired term	Eligible	July 2013
Candace Hollingsworth	County	First term	Eligible	July 2013
Scott Hucks (City – 3)	4	Filling unexpired term	Eligible	July 2013
John Van Coutren (City – 1)	4	Second term	Ineligible	July 2013
Terry Shank (City – 3)	4	Second term	Resigned	July 2014

- 1: Owners/operators of hotels/motels
- 2: Members of tourist or convention-related businesses
- 3: Residents not involved in tourist or convention-related business

Planning & Zoning Commission

Council Liaison: Council Member Max Joyner, Jr.

Name	District #	Current Term	Reappointment Status	Expiration Date
Arthur Maxwell (Mayor Pro Tem Rose Glover)	3	First term	Eligible	May 2013

Public Transportation & Parking Commission

Council Liaison: Council Member Calvin Mercer

Current	Reappointment	Expiration
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Name	District #	Term	Status	Date
Adam Lawler	1	Unexpired term	Resigned	January 2013

Recreation & Parks Commission

Council Liaison: Council Member Kandie Smith

Name	District #	Current Term	Reappointment Status	Expiration Date
Freddie Outterbridge <i>(Mayor Pro Tem Rose Glover)</i>	2	Second term	Ineligible	May 31, 2015
Matt Smith <i>(Council Member Dennis Mitchell)</i>	4	First term	Eligible	May 31, 2015

Redevelopment Commission

Council Liaison: Council Member At-Large Dennis Mitchell

Name	District #	Current Term	Reappointment Status	Expiration Date
Dana Coles <i>(Council Member Kandie Smith)</i>	1	First Term	Resigned	November 2016

Youth Council

Council Liaison: Council Member Marion Blackburn

Name	District #	Current Term	Reappointment Status	Expiration Date
<i>Youth Council continued</i>				
13 Available Slots		Filling unexpired term	Eligible	September 2013

Applicants for Board of Adjustment

Cornell Allen
4030 Bells Chapel Road
Greenville, NC 27858

District #: 5

Application Date: 5/8/2011

Home Phone: (252) 215-0486
Business Phone: (252) 258-9718
Email: mrcallen2436@gmail.com

Dustin Mills
504 Daventry Drive
Greenville, NC 27858

District #: 5

Application Date: 4/9/2012

Home Phone: (919) 480-0791
Business Phone: (252) 558-0207
Email: dmills@pirhl.com

Howard Stearn
2818 Jefferson
Greenville, NC 27858

District #: 3

Application Date: 11/9/2011

Home Phone: (252) 862-6683
Business Phone: (252) 321-1101
Email: howardmstearn@gmail.com

Tyrone O. Walston
2706 Webb Street
Greenville, NC 27834

District #: 2

Application Date: 6/12/2012

Home Phone: (252) 412-7351
Business Phone: (252) 355-8736
Email: walston_tyrone@yahoo.com

Uriah Ward
106 Osceola Drive
Greenville, NC 27858

District #: 3

Application Date: 5/7/2013

Home Phone: (252) 565-2038
Business Phone:
Email: uriahward@yahoo.com

Applicants for Greenville Utilities Commission

Rebecca Cameron Blount
311 Middleton Place
Greenville, NC 27858

District #: 4

Eric S. Clark
1104 E. Rock Springs Road
Greenville, NC 27858

District #: 4

Brian Cooper
1149 Mulberry Lane, #34-G
Greenville, NC 27858

District #: 5

Charles H. Farley
206 Oxford Road
Greenville, NC 27858

District #: 4

Howard Stearn
2818 Jefferson
Greenville, NC 27858

District #: 3

Charles W. Tudor
101 Queen Anne's Road
Greenville, NC 27858

District #: 5

Application Date: 4/8/2013

Home Phone: (252) 830-0700
Business Phone: (252) 752-6000
Email: reblount@hotmail.com

Application Date:

Home Phone: (252) 756-9099
Business Phone: (252) 321-2600
Email: pirateesc@suddenlink.net

Application Date: 3/5/2011

Home Phone: (252) 439-0651
Business Phone: (252) 439-0651
Email: brianevans_99@yahoo.com

Application Date: 11/16/2011

Home Phone: (252) 717-4873
Business Phone:
Email: privatepilot@earthlink.net

Application Date: 11/9/2011

Home Phone: (252) 862-6683
Business Phone: (252) 321-1101
Email: howardmstearn@gmail.com

Application Date: 2/14/2012

Home Phone: (252) 414-2325
Business Phone: (252) 756-6101
Email: charles.tudor@greenvillenc.com

Applicants for Historic Preservation Commission

Scott H. Duke
2223-C Locksley Drive
Greenville, NC 27858

Application Date: 2/20/2012

District #: 4

Home Phone:
Business Phone: (252) 328-2950
Email: scotthduke@gmail.com

Terry King
1310 Thomas Langston Rd. #7
Winterville, NC 28590

Application Date: 8/25/2012

District #: 2

Home Phone: (252) 412-5228
Business Phone:
Email: terryeu2@aol.com

Dustin Mills
504 Daventry Drive
Greenville, NC 27858

Application Date: 4/9/2012

District #: 5

Home Phone: (919) 480-0791
Business Phone: (252) 558-0207
Email: dmills@pirhl.com

Tyrone O. Walston
2706 Webb Street
Greenville, NC 27834

Application Date: 6/12/2012

District #: 2

Home Phone: (252) 412-7351
Business Phone: (252) 355-8736
Email: walston_tyrone@yahoo.com

Applicants for Human Relations Council

Wanda Carr
2304 British Court
Greenville, NC 27834

District #: 1

Application Date: 10/13/2010

Home Phone: (252) 321-1409
Business Phone:
Email: carrwdc@hotmail.com

Isaac Chemmanam
402 Lochview Drive
Greenville, NC 27858

District #: 4

Application Date: 1/18/2012

Home Phone: (252) 561-8759
Business Phone: (252) 412-2045
Email: isaac.chemmanam@gmail.com

Scott H. Duke
2223-C Locksley Drive
Greenville, NC 27858

District #: 4

Application Date: 2/20/2012

Home Phone:
Business Phone: (252) 328-2950
Email: scotthduke@gmail.com

Hassam Kandil
3205 Larkspur Lane
Greenville, NC 27834

District #: 2

Application Date: 5/14/2013

Home Phone: (412) 576-3574
Business Phone: (252) 744-1400
Email: kandilh@ecu.edu

Aaron Lucier
1516 Thayer Drive
Winterville, NC 28590

District #: 5

Application Date: 2/23/2011

Home Phone: (252) 321-3910
Business Phone: (252) 328-2758
Email: luciera@ecu.edu

Angela Marshall
2609B Boone Court
Greenville, NC 27834

District #: 1

Application Date: 4/29/2011

Home Phone: (252) 258-4104
Business Phone: (252) 328-4173
Email: marshalla@ecu.edu

Brittney Partridge
925 Spring Forest Road, Apt. 9
Greenville, NC 27834

District #: 1

Application Date: 7/15/2010

Home Phone: (252) 489-8390
Business Phone:
Email: partridgeb06@students.ecu.edu

Travis Williams
3408 Evans Street Apt. E
Greenville, NC 27834

Application Date:

Home Phone: (252) 412-4584
Business Phone:

Human Relations Council continued

District #: 5

Email: taft1986@yahoo.com

Applicants for Pitt-Greenville Convention and Visitors Authority (City)

Brian Brown
2237 Penncross Drive
Greenville, NC 27834
District #: 5

Application Date: 2/23/2011
Home Phone: (252) 414-3943
Business Phone: (252) 353-7379
Email: bbrown@myrepexpress.com

Wanda Carr
2304 British Court
Greenville, NC 27834
District #: 1

Application Date: 10/13/2010
Home Phone: (252) 321-1409
Business Phone:
Email: carrwdc@hotmail.com

Brian Cooper
1149 Mulberry Lane, #34-G
Greenville, NC 27858
District #: 5

Application Date: 3/5/2011
Home Phone: (252) 439-0651
Business Phone: (252) 439-0651
Email: brianevans_99@yahoo.com

Ann Eleanor
102 Lindenwood Drive
Greenville, NC 27834
District #: 5

Application Date: 2/13/2011
Home Phone: (252) 227-4240
Business Phone:
Email: aeleonor@suddenlink.net

Terry King
1310 Thomas Langston Rd. #7
Winterville, NC 28590
District #: 2

Application Date: 8/25/2012
Home Phone: (252) 412-5228
Business Phone:
Email: terryeu2@aol.com

Bridget Moore
4128A Bridge Court
Winterville, NC 28590
District #: 5

Application Date: 7/13/2011
Home Phone: (252) 355-7377
Business Phone: (252) 756-1002
Email: bmoore2004@netzero.com

Applicants for Planning and Zoning Commission

Cornell Allen
4030 Bells Chapel Road
Greenville, NC 27858

Application Date: 5/8/2011

District #: 5

Home Phone: (252) 215-0486
Business Phone: (252) 258-9718
Email: mrcallen2436@gmail.com

Brian Brown
2237 Penncross Drive
Greenville, NC 27834

Application Date: 2/23/2011

District #: 5

Home Phone: (252) 414-3943
Business Phone: (252) 353-7379
Email: bbrown@myrepexpress.com

Dustin Mills
504 Daventry Drive
Greenville, NC 27858

Application Date: 4/9/2012

District #: 5

Home Phone: (919) 480-0791
Business Phone: (252) 558-0207
Email: dmills@pirhl.com

Bridget Moore
4128A Bridge Court
Winterville, NC 28590

Application Date: 7/13/2011

District #: 5

Home Phone: (252) 355-7377
Business Phone: (252) 756-1002
Email: bmoore2004@netzero.com

Tyler James Russell
3856 Forsyth Park Ct.
Winterville, NC 28590

Application Date:

District #:

Home Phone: (910) 840-0337
Business Phone: (252) 215-4000
Email: tjr@wardandsmith.com

Renee Safford-White
340 Beasley Drive, A3
Greenville, NC 27834

Application Date: 11/1/2011

District #: 1

Home Phone: (252) 752-1029
Business Phone: (252) 744-3070
Email: saffordwhiter@ecu.edu

Howard Stearn
2818 Jefferson
Greenville, NC 27858

Application Date: 11/9/2011

District #: 3

Home Phone: (252) 862-6683
Business Phone: (252) 321-1101
Email: howardmstearn@gmail.com

Uriah Ward
106 Osceola Drive
Greenville, NC 27858

Application Date: 5/7/2013

District #:3

Home Phone: (252) 565-2038
Business Phone:
Email: uriahward@yahoo.com

Applicants for Public Transportation & Parking Commission

None.

Applicants for Recreation & Parks Commission

Brian Cooper
1149 Mulberry Lane, #34-G
Greenville, NC 27858

District #: 5

Application Date: 3/5/2011

Home Phone: (252) 439-0651
Business Phone: (252) 439-0651
Email: brianevans_99@yahoo.com

Gordon M Darragh
1300 Oakview Drive
Greenville, NC 27858

District #: 4

Application Date:

Home Phone: (252) 752-2633
Business Phone: (252) 917-0090
Email: gmdarragh@yahoo.com

Deb Jordan
4321 Davencroft Village Drive
Winterville, NC 28590

District #: 5

Application Date: 1/31/2011

Home Phone: (252) 367-1754
Business Phone: (252) 737-2990
Email: jordand@ecu.edu

Aaron Lucier
1516 Thayer Drive
Winterville, NC 28590

District #: 5

Application Date: 2/23/2011

Home Phone: (252) 321-3910
Business Phone: (252) 328-2758
Email: luciera@ecu.edu

Jan Maclaga
3402 Foxwood Lane
Greenville, NC 27858

District #: 4

Application Date: 5/12/2011

Home Phone: (252) 756-4520
Business Phone:
Email: maclagaj@ecu.edu

Bridget Moore
4128A Bridge Court
Winterville, NC 28590

District #: 5

Application Date: 7/13/2011

Home Phone: (252) 355-7377
Business Phone: (252) 756-1002
Email: bmoore2004@netzero.com

Al Muller
212 Bristol Court
Greenville, NC 27834

Application Date: 2/11/2011

Home Phone: (252) 916-5667
Business Phone: (252) 328-6737

Recreation & Parks Commission continued

District #: 5

Knox Oakley
3906 Bach Circle
Greenville, NC 27858

Email: axm6737@gmail.com

Application Date: 1/31/2011

Home Phone: (252) 321-6970

Business Phone: (252) 531-2457

Email: k.oakley@tridim.com

Application Date: 6/1/2012

Home Phone: (252) 830-2092

Business Phone:

Email: chpennington@suddenlink.net

Application Date: 2/28/2011

Home Phone: (252) 758-3291

Business Phone: (252) 847-4400

Email: yahnker06@suddenlink.net

District #: 4

Charles H. Pennington
100 Hickory Street Apt. C205
Greenville, NC 27858

District #: 3

James Yahnker
413 Beasley Drive, Apt. M-7
Greenville, NC 27834

District #: 1

Applicants for Redevelopment Commission

Cornell Allen
4030 Bells Chapel Road
Greenville, NC 27858

District #: 5

Brian Brown
2237 Penncross Drive
Greenville, NC 27834

District #: 5

Wanda Carr
2304 British Court
Greenville, NC 27834

District #: 1

Terry King
1310 Thomas Langston Rd. #7
Winterville, NC 28590

District #: 2

Dustin Mills
504 Daventry Drive
Greenville, NC 27858

District #: 5

Brittney Partridge
925 Spring Forest Road, Apt. 9
Greenville, NC 27834

District #: 1

Tyler D Richardson
125 Squire Drive
Winterville, NC 28540

District #: 5

Katherine Wetherington
1503 East 4th Street
Greenville, NC 27858

District #: 3

Application Date: 5/8/2011

Home Phone: (252) 215-0486
Business Phone: (252) 258-9718
Email: mrcallen2436@gmail.com

Application Date: 2/23/2011

Home Phone: (252) 414-3943
Business Phone: (252) 353-7379
Email: bbrown@myrepexpress.com

Application Date: 10/13/2010

Home Phone: (252) 321-1409
Business Phone:
Email: carrwdc@hotmail.com

Application Date: 8/25/2012

Home Phone: (252) 412-5228
Business Phone:
Email: terryeu2@aol.com

Application Date: 4/9/2012

Home Phone: (919) 480-0791
Business Phone: (252) 558-0207
Email: dmills@pirhl.com

Application Date: 7/15/2010

Home Phone: (252) 489-8390
Business Phone:
Email: partridgeb06@students.ecu.edu

Application Date: 5/1/2013

Home Phone: (704) 641-1449
Business Phone:
Email: tdr0827@gmail.com

Application Date: 6/19/2010

Home Phone:
Business Phone:
Email: katherinewetherington@yahoo.com

Applicants for Youth Council

Jacob Barondes
3517 Wallingford Road
Greenville, NC 27858

Application Date: 5/31/2013

Home Phone: (252) 353-1797

Business Phone:

Email: -

District #:



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Nomination to the Pitt County Commissioners for the Chairperson of the Pitt-Greenville Convention and Visitors Authority

Explanation: **Abstract:** In accordance with the Interlocal Agreement between the City of Greenville, Pitt County, and the Pitt-Greenville Convention & Visitors Authority, the City Council will nominate three members of the Pitt-Greenville Convention & Visitors Authority to serve as Chairman. Those nominations will be forwarded to the Pitt County Board of Commissioners, who will elect the Chairman from those nominations.

Explanation: In accordance with Section 7 of the Interlocal Agreement between the City of Greenville, the Pitt County, and the Pitt-Greenville Convention & Visitors Authority, "... the Chairman of the Authority shall be designated by the Board of Commissioners of the County from a list of three (3) members of the Board of Directors nominated by the City Council of the City." The most recent Chairman was Joseph Fridgen, who has served a second term on the board and is no longer eligible to serve. A nomination of three members must be submitted to the Pitt County Commissioners so that they may select a Chairman from the list in accordance with the Interlocal Agreement. The current members are:

Kurt Davis, who is serving a first term that will expire July 2014

Beatrice Henderson, who is filling an unexpired term that will expire July 2013

Candace Hollingsworth, who is serving a first term that will expire July 2013

Scott Hucks, who is filling an unexpired term that will expire July 2013

Christopher Jenkins, who is filling an unexpired term that will expire July 2014

JJ McLamb, who is filling an unexpired term that will expire June 2015

Jose Morales, who is filling an unexpired term that will expire July 2014

Robert Sheck, who is serving a second term that will expire July 2015

John Van Coutren, who is serving a second term and is no longer eligible to serve

Chris Woelkers, who is continuing to fill the Chamber seat after a first term that had expired July 2012

Fiscal Note: No direct fiscal impact.

Recommendation: Nominate three members of the Pitt-Greenville Convention and Visitors Authority to the Pitt County Commissioners for consideration of appointment as Chairperson.

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City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Resolution to close a portion of East Rock Spring Road and a 20 foot wide access alley

Explanation: **Abstract:** The State of North Carolina, on behalf of East Carolina University, has requested the closure of a portion of East Rock Spring Road south of East 14th Street and a 20 foot wide access alley. City Council adopted the resolution of intent to close on May 6, 2013. A public hearing is scheduled for June 13, 2013.

Explanation: The City received a petition from State of North Carolina, on behalf of East Carolina University, requesting the closure of a portion of East Rock Spring Road lying and being on the south side of Fourteenth Street, along with a section of a twenty (20) foot alley which extends from the terminus of East Rock Spring Road to the abandoned railroad spur track.

The petitioner is the owner of all of the property adjoining the street sections requested to be closed. There are no structures on the properties. A portion of the property is currently being used for parking; the remaining is maintained lawn. The University does not have immediate plans for the redevelopment of the property.

The Planning and Zoning Commission gave a favorable recommendation to the petition for closure during their April 16, 2013, meeting.

City Council adopted a Resolution of Intent to Close a Portion of East Rock Spring Road and a 20 foot wide access alley during their May 6, 2013, meeting and also set the date for the public hearing on the regularly scheduled City Council meeting on June 13, 2013.

Required Notices: Pursuant to the provisions of G.S. 160A-299, the Resolution of Intent to Close was published in The Daily Reflector on four consecutive Mondays (May 20, May 27, June 3 and June 10, 2013), a copy thereof was sent by certified mail to all owners of property adjoining the street as shown on the Pitt County tax records, and a notice of the closing and public hearing has been

prominently posted in two places along the street sections to be closed.

Staff Comments: The petition has been reviewed by City staff and Greenville Utilities Commission with the following comments:

- 1) City staff recommends, as a condition of the street closing, a recombination map be submitted in accordance with the Subdivision Regulations.
- 2) Greenville Utilities has made a request for the placement of an easement over and upon the utilities that will remain in the closed street right-of-way.

Fiscal Note: Budgeted funds for the maintenance of these street sections will no longer be required upon adoption of a Resolution to Close by City Council. The City will no longer receive Powell Bill funds for the closed street sections.

Recommendation: Hold a public hearing and consider the Resolution to Close a Portion of East Rock Spring Road and a 20 foot wide Access Alley.

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Attachments / click to download

- [East Rock Spring Road Street Closing Map](#)
- [East Rock Spring Road Closure Resolution 955417](#)

FILE: CITY OF GREENVILLE

RESOLUTION NO. _____

**AN ORDER OF THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA
TO CLOSE A PORTION OF EAST ROCK SPRING ROAD AND A 20 FOOT WIDE ACCESS ALLEY**

WHEREAS, the City Council of the City of Greenville, at its May 6, 2013 meeting, adopted a resolution declaring its intent to close a portion of East Rock Spring Road and a 20 foot wide access alley; and

WHEREAS, pursuant to the provisions of G.S. 160A-299, said resolution was published once a week for four (4) successive weeks in The Daily Reflector setting forth that a hearing will be held on the 13th day of June, 2013, on the question of the closing a portion of said street; and

WHEREAS, a copy of the resolution was sent by certified mail to all owners of the property adjoining the portion of East Rock Spring Road and the access alley as shown on the County tax records, and a notice of the closing and the public hearing was prominently posted in at least two (2) places along said portions of streets; and

WHEREAS, a hearing was conducted on the 13th day of June, 2013, at which time all persons interested were afforded an opportunity to be heard on the question of whether or not the closing will be detrimental to the public interest or the property rights of any individual; and

WHEREAS, it appears to the satisfaction of the City Council of the City of Greenville, North Carolina, after conduction of said hearing, that the closing of a portion of East Rock Spring Road and a 20 foot wide access alley is not contrary to the public interest, and that no individual owning property in the vicinity of said street or in the subdivision in which said street is located would thereby be deprived of reasonable means of ingress and egress to their property; and

IT IS NOW THEREFORE ORDERED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE that, upon the effective date of this Order, the property described below be and the same is closed, and all right, title and interest that may be vested in the public to said area for street purposes is released in accordance with the provisions of G.S. 160A-299:

To Wit: The 40 foot + wide right of way of the 1200 block of East Rock Spring Road and the 20 foot wide access alley as shown on that plat entitled "Street Closing Map For a Portion of East Rock Spring Road & Alley", prepared by Spruill & Associates Inc. and dated December 20, 2012.

Location: Lying and being situate in the City of Greenville, Greenville Township, Pitt County, North Carolina, and being located south of Fourteenth Street; being bounded on the north, east and south by Fourteenth Street and Lots 1 through 6, Block A and Lots 1 through 6, Block B of the T.W. Rivers Subdivision (Map Book 3, Page 128) and the Revised Map, T.W. Rivers Subdivision (Map Book 4, Page 23) as owned by the State of North Carolina; and on the west by the "College Spur Right of Way" as shown on the aforementioned Map Book 3, Page 128.

Description: Commencing at NC Geodetic Monument "Ficklen" having NC grid coordinates of N=206219.133 meters and E=758001.099 meters (NAD 83/2001); thence N 72°04'50" W 1087.54 feet to NC Geodetic Monument "Stadium" having NC grid coordinates of N=206321.118 meters and E=757685.711 meters (NAD 83/2001); thence N 22°08'21" W 378.93 feet to an iron pipe set at the intersection of the south right of way of Fourteenth Street with the eastern right of way return curve of East Rock Spring Road and being the POINT OF BEGINNING; thence from said beginning point and with the eastern right of way of East Rock Spring Road along the arc of a curve to the left having a radius of 15.00 feet, a central angle of 91°07'00", an arc length of 23.85 feet and a chord of S 71°19'12" W 21.42 feet to an iron pipe set; thence continuing with said eastern right of way the following course and distances: S 25°45'39" W 54.85 feet to an existing iron pipe and S 25°45'39" W 19.08 feet to an iron pipe set; thence with the arc of a curve to the right having a radius of 80.00 feet, a central angle 90°00'00", an arc length of 125.66 feet and a chord of S 70°45'39" W 113.14 feet to an iron pipe set on the southern right of way of East Rock Spring Road; thence with said southern right of way along the arc of a curve to the left having a radius of 511.19 feet, a central angle of 5°17'17", an arc length of 47.18 feet and a chord of N 63°56'03" W 47.16 feet to an iron pipe set; thence along the arc of a curve to the left having a radius of 20.00 feet, a central angle of 54°20'33", an arc length of 18.97 feet and a chord of S 86°15'02" W 18.27 feet to an iron pipe set; thence along the arc of a curve to the right having a radius of 30.00 feet, a central angle of 143°52'47", an arc length of 75.34 feet and a chord of N 48°58'51" W 57.04 feet to a parker kalon nail set; thence along the arc of a curve to the left having a radius of 7.50 feet, a central angle of 94°19'00", an arc length of 12.35 feet and a chord of N 24°11'57" W 11.00 feet to a parker kalon nail set; thence along the arc of a curve to the left having a radius of 698.93 feet, a central angle 1°32'12", an arc length of 18.75 feet and a chord of N 72°07'33" W 18.75 feet to an iron pipe set; thence along the arc of a curve to the left having a radius of 698.93 feet, a central angle of 12°22'19", an arc length of 150.92 feet and a chord of N 79°04'49" W 150.63 feet to an existing iron pipe; thence N 85°37'58" W 8.94 feet to an iron pipe set; thence along the arc of a curve to the left having a radius of 7.50 feet, a central angle of 63°32'51", an arc length of 8.32 feet and a chord of S 62°13'36" W 7.90 feet to an iron pipe set; thence along the arc of a curve to the right having a radius of 30.00 feet, a central angle of 8°37'32", an arc length of 4.52 feet and a chord of S 34°45'57" W 4.51 feet to an existing iron pipe; thence continuing along the arc of a curve to the right having a radius of 30.00 feet, a central angle of 19°38'44", an arc length of 10.29 feet and a chord of S 48°54'05" W 10.24 feet to an iron pipe set; thence continuing along the arc of a curve to the right having a radius of 30.00 feet, a central angle of 5°43'55", an arc length of 3.00 feet and a chord of S 61°35'25" W 3.00 feet to a point; thence with the western terminus of the right of way of East Rock Spring Road and the eastern side of the "college spur right of way" as shown in Map Book 3, Page 128 along the arc of a curve to the right having a radius of 401.56 feet, a central angle of

8°28'14", an arc length of 59.37 feet and a chord of N 19°49'34" W 59.31 feet to point; thence with the northern right of way of East Rock Spring Road along the arc of a curve to the right having a radius of 30.00 feet, a central angle of 77°41'49", an arc length 40.68 feet and a chord of S 64°13'47" E 37.64 feet to an iron pipe set; thence along the arc of a curve to the left having a radius of 7.50 feet, a central angle of 60°51'57", an arc length of 7.97 feet and a chord of S 55°48'51" E 7.60 feet to an iron pipe set; thence S 85°39'27" E 14.79 feet to an existing iron pipe; thence along the arc of a curve to the right having a radius of 718.93 feet, a central angle of 12°02'59", an arc length of 151.20 feet and a chord of S 79°02'36" E 150.92 feet to an existing railroad spike in a root; thence along the arc of a curve to the right having a radius of 718.93 feet, a central angle of 5°25'20", an arc length of 68.04 feet and a chord of S 70°18'26" E 68.01 feet to an existing iron pipe; thence along the arc of a curve to the right having a radius of 550.96 feet, a central angle of 8°20'21", an arc length of 80.19 feet and a chord of S 65°38'17" E 80.12 feet to a parker kalon nail set; thence along the arc of a curve to the left having a radius of 40.23 feet, a central angle of 90°00'00", an arc length of 63.19 feet and a chord of N 70°45'39" E 56.90 feet to an iron pipe set on the western right of way of East Rock Spring Road; thence along said western right of way N 25°45'39" E 75.12 feet to an iron pipe set; thence along the arc of a curve to the left having a radius of 15.00 feet, a central angle of 89°42'34", an arc length of 23.49 feet and a chord of N 19°05'38" W 21.16 feet to an iron pipe set on the southern right of way of Fourteenth Street; thence with said southern right of way of Fourteenth Street along the arc of a curve to the right having a radius of 2409.69 feet, a central angle of 0°21'18", an arc length of 14.92 feet and a chord of S 63°46'16" E 14.92 feet to an existing iron pipe; thence continuing with the southern right of way of Fourteenth Street S 63°07'15" E 39.77 feet to an existing iron pipe and S 63°07'15" E 15.30 feet to the POINT OF BEGINNING containing 0.4159 acre and being a portion of East Rock Spring Road and Alley.

IT IS FURTHER ORDERED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE that the City of Greenville does hereby reserve its right, title, and interest in any utility improvement or easement within the street closed pursuant to this order. Such reservation also extends, in accordance with the provisions of G.S. 160A-299(f), to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the City of Greenville.

IT IS FURTHER ORDERED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE that this Order shall become effective when the following condition is met:

The recordation of a final plat to recombine all of the properties owned by the petitioners which adjoin the closed street and alleyway in accordance with the provisions of the Subdivision Regulations for Greenville, North Carolina.

IT IS FURTHER ORDERED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE that, upon the effective date of this Order, the Mayor and City Clerk are authorized to execute quit-claim deeds or other legal documents to prove vesting of any right, title or interest to those persons owning lots or parcels adjacent to the street in accordance with G.S. 160A-299(c), provided all costs shall be paid by any adjoining landowner requesting such action, all documents must be approved by the City Attorney, and all documents, when appropriate, must reserve to the City any easements retained by the City. The intent of this paragraph is to authorize the execution of quit-claim deeds when requested by adjacent property owners; however, none are required and this paragraph is not intended to alter the vesting of title by operation of law as established by G.S. 160A-299(c).

IT IS FURTHER ORDERED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE that a copy of this Order shall be filed in the Office of the Register of Deeds of Pitt County after the effective date of this Order.

ADOPTED this the 13th day of June, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

NORTH CAROLINA
PITT COUNTY

I, Polly Jones, Notary Public for said County and State, do hereby certify that Carol L. Barwick personally appeared before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as an act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and official seal this 13th day of June, 2013.

Notary Public

My Commission Expires: August 5, 2016

NOTES

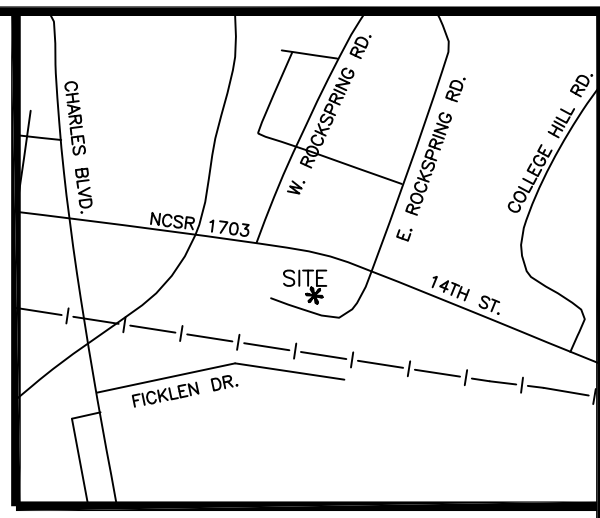
- THIS IS A STREET CLOSING SURVEY FOR THE 1200 BLOCK OF EAST ROCK SPRING ROAD & ALLEY
- ALL DISTANCES SHOWN ARE HORIZONTAL FIELD DISTANCES; NO GRID FACTOR APPLIED
- THE COMBINED NC GRID FACTOR USED FOR COORDINATE CALCULATIONS IS 0.99989392
- AS PER FEMA FLOOD INSURANCE RATE MAP 3720468700J, DATED JANUARY 2, 2004, THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARD AREA; LOCATED IN UNSHADED ZONE X
- THE LOCATION OF UNDERGROUND UTILITIES SHOWN HEREON ARE PLOTTED FROM ABOVE GROUND APPURTENANCES AND RECORD DRAWINGS; NO GUARANTEE IS MADE AS TO THEIR EXACT LOCATION
- CURVED LINES FROM A TO B AND FROM E TO F WERE CALCULATED FROM THE ORIGINAL SUBDIVISION MAP RECORDED AT MAP BOOK 3, PAGE 28
- THE LINES FROM B-C-D-A AND FROM E-G-F WERE CALCULATED FROM THE REVISED SUBDIVISION MAP RECORDED AT MAP BOOK 4, PAGE 23
- THIS PLAT HAS BEEN PREPARED WITHOUT THE BENEFIT OF A TITLE REPORT AND IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS OF WAY, RESTRICTIVE COVENANTS OR OTHER TITLE MATTERS WHICH MAY BE OF RECORD AND NOT EXPRESSLY SHOWN HEREON
- GREENVILLE UTILITIES COMMISSION (GUC) RESERVES A BLANKET TEMPORARY ELECTRIC AND ACCESS EASEMENT FOR THE PURPOSES OF MAINTAINING AND SERVICING THE EXISTING ELECTRIC LINES, POLES, LIGHTS, GUY WIRES, AND OTHER APPURTENANCES; SAID EASEMENT TO REMAIN IN EFFECT UNTIL GUC AND ECU MUTUALLY AGREE TO REMOVE SAID ELECTRIC LINES

CURVE DATA

CURVE "E" TO "G"	CURVE "G" TO "F"
R=511.19'	R=30.00'
Δ=17°21'23"	Δ=17°37'05"
L=12.10'	L=9.22'
N 67°15'23"W	S 50°16'13"W
12.10'(CHORD)	9.19'(CHORD)

LEGEND

- EXISTING IRON PIPE
- IRON PIPE SET
- ⊕ EXISTING IRON SHAFT
- ⊙ P.K. NAIL SET
- △ EXISTING CONCRETE MONUMENT
- ⊕ EXISTING RAILROAD SPIKE IN ROOT
- NO POINT SET
- S- SANITARY SEWER LINE
- W- WATER VALVE
- W- WATER LINE
- PP- POWER POLE
- U- OVERHEAD UTILITY LINE
- G- GAS LINE
- MH MANHOLE
- R/W RIGHT OF WAY



REFERENCES

D.B. J-23, P. 627
M.B. 4, P. 23
M.B. 3, P. 128
ORDERS & DECREES BOOK 11, P. 445-455
SPECIAL PROCEEDING No. 2477
PITT COUNTY REGISTRY

STATE OF NORTH CAROLINA
D.B. 1458, P. 42
M.B. 3, P. 128

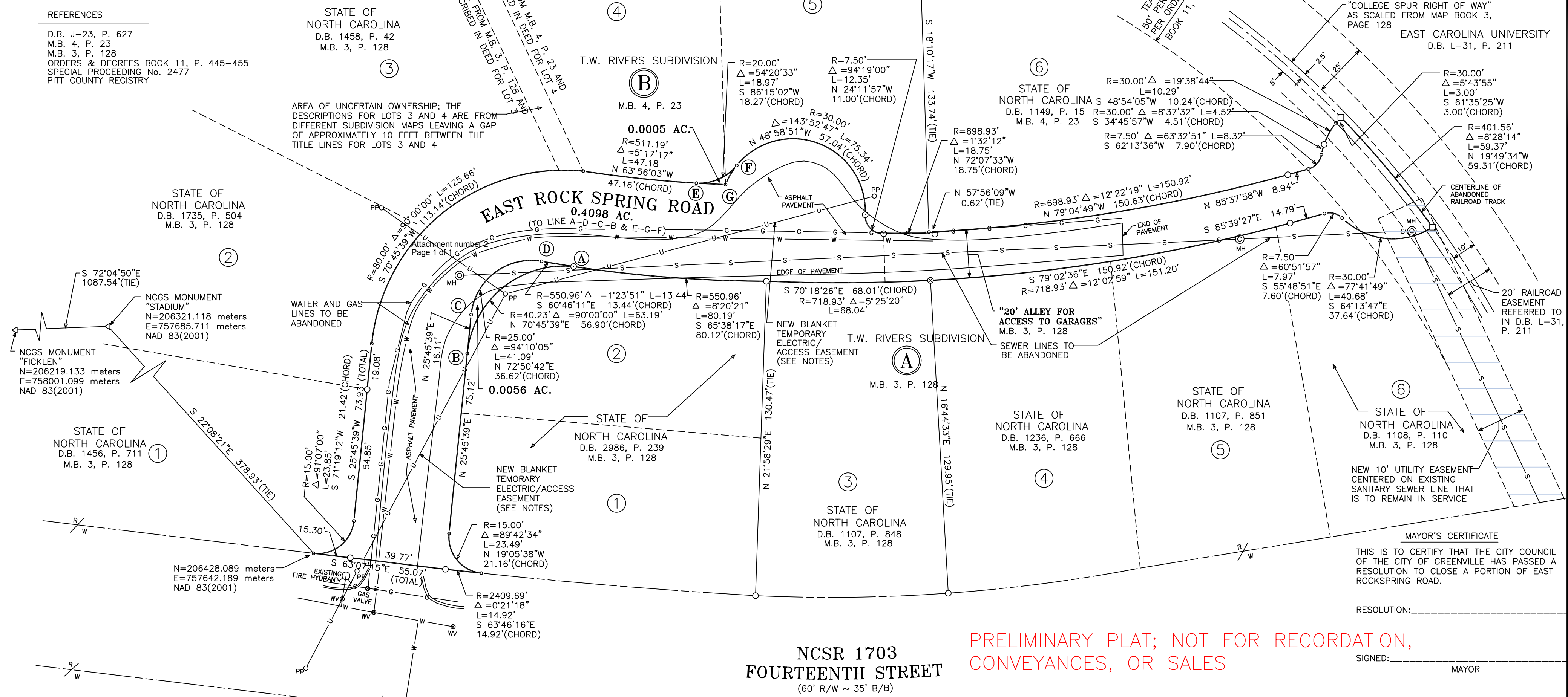
STATE OF NORTH CAROLINA
D.B. 1108, P. 625
M.B. 4, P. 23

STATE OF NORTH CAROLINA
D.B. 1108, P. 625
M.B. 4, P. 23

STATE OF NORTH CAROLINA
D.B. 1149, P. 15
M.B. 4, P. 23

VICINITY MAP
SCALE: 1"=1000'

EAST CAROLINA UNIVERSITY
D.B. L-31, P. 211



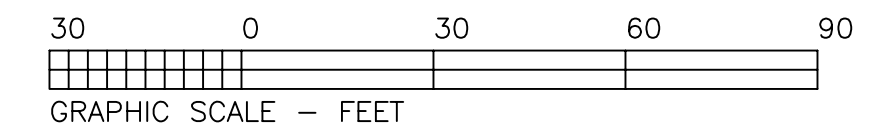
PRELIMINARY PLAT; NOT FOR RECORDATION, CONVEYANCES, OR SALES

MAYOR'S CERTIFICATE
THIS IS TO CERTIFY THAT THE CITY COUNCIL OF THE CITY OF GREENVILLE HAS PASSED A RESOLUTION TO CLOSE A PORTION OF EAST ROCKSPRING ROAD.

RESOLUTION: _____
SIGNED: _____ MAYOR
SIGNED: _____ CITY CLERK

STREET CLOSING MAP FOR A PORTION OF EAST ROCK SPRING ROAD and ALLEY

CITY OF GREENVILLE
GREENVILLE TOWNSHIP ~ PITT COUNTY ~ NORTH CAROLINA
DATE: DECEMBER 20, 2012 SCALE: 1"=30'



Spruill & Associates Inc.

2747 East Tenth Street
Greenville, North Carolina 27858
(252) 757-1200



PRELIMINARY PLAT; NOT FOR RECORDATION, CONVEYANCES, OR SALES

I CERTIFY THAT THIS SURVEY IS A STREET CLOSURE SURVEY AND IS AN EXCEPTION TO THE DEFINITION OF A SUBDIVISION IN THE CITY OF GREENVILLE.

STEPHEN N. SPRUILL L-2723
APPROVED:

GREENVILLE SUBDIVISION ADMINISTRATOR

STATE OF NORTH CAROLINA, PITT COUNTY
I, STEPHEN N. SPRUILL, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, THAT THE RATIO OF PRECISION AS CALCULATED IS 1:_____, THAT ANY BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION REFERENCED HEREON, THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY HAND AND SEAL THIS DAY OF _____ 2013

PROFESSIONAL LAND SURVEYOR L-2723



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Request for Capital Investment Grant Funds

Explanation: **Abstract:** The Greenville City Council adopted a Capital Investment Grant policy in April of 2013. The policy allows the City to provide limited economic development incentives for worthy projects that take place in the City's established Economic Development Investment Zones, as well as for certain other catalytic projects. City Council has been asked to consider such a grant for a project in the Center City Economic Development Investment Zone.

Explanation: The Greenville City Council adopted a Capital Investment Grant policy in April of 2013. The policy allows the City to provide limited economic development incentives for worthy projects that take place in the City's established Economic Development Investment Zones, as well as for certain other catalytic projects. A copy of the adopted policy has been included with this agenda item. City Council has been asked to consider such a grant for a project in the Center City Economic Development Investment Zone.


Under North Carolina state law, a public hearing is required prior to consideration of such incentives. On the basis of objections, debate and discussion at the hearing, changes may be made from what has been proposed.

Fiscal Note: The proposed economic development incentive is a grant in an amount of up to \$85,000 annually for a seven (7) year period. The proposed funding source for the economic development incentive is the General Fund revenue of the City of Greenville with the proposed grant to be distributed in accordance with the guidelines of the City of Greenville Capital Investment Grant Program.

Recommendation: Consideration of proposed economic development incentive grant. (Staff will make a detailed recommendation to the City Council in a presentation prior to the public hearing on this matter.)

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Capital Investment Grant Funds](#)

City of Greenville

Capital Investment Grant Program Guidelines

I. Introduction

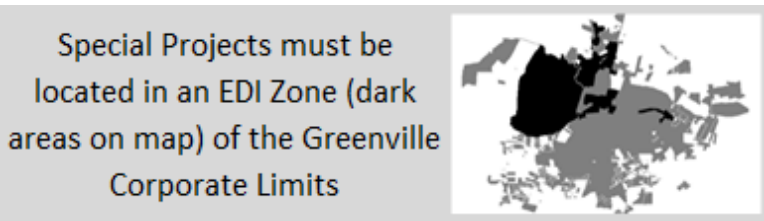
The purpose of the Capital Investment Grant program is to support attraction and retention of quality job growth and tax base development through new investment in business. Economic development projects that infuse new private investment into the Greenville economy may be eligible for cash grant funds. The grant program is supported by increases of property tax revenue to the City of Greenville generated as a result of incentivized projects, which otherwise might not have been completed. All grant awards are approved by the City Council of the City of Greenville. The grant awards are dispersed in annual installments only after property taxes have been paid.

Qualifying Projects/Areas: Qualifying projects under the Capital Investment Grant program fall into two general categories:

1. **Economic Driver Projects** are projects with new investments (relocations or expansions of business operations) in "targeted" industry sectors or other driving or basic industries (e.g., biomed facility), which are expected to have a significant positive communitywide and/or regional economic development impact, or major investments in non-targeted sectors (e.g., distribution or call center) or commercial projects that exceed a \$15 million investment threshold. Because Economic Driver projects are expected to generate new quality job growth for Greenville's citizens and/or increase the size and diversity of the City's tax base, they qualify to apply for grant funds provided that they are located *within the Greenville corporate limits*.



2. **Special Projects in EDI (Economic Development Investment) Zones** are projects not meeting the general qualifying standards (above) may qualify for a Capital Investment Grant provided that they are located in the Greenville Corporate Limits if they are located within designated EDI Zones and either (a). involve "catalytic" mixed-use (re)development and/or promote City Council goals (e.g., providing neighborhood-serving commercial in underserved areas), or (b). have the potential to transform districts, including community empowerment areas (e.g., West Greenville), further the City's Uni-Med Marketplace strategic vision (e.g., Center City, Medical District), or strengthen Greenville's status as a commercial hub and destination place for consumers and tourists in eastern North Carolina.



Capital Investment Grant Program Guidelines

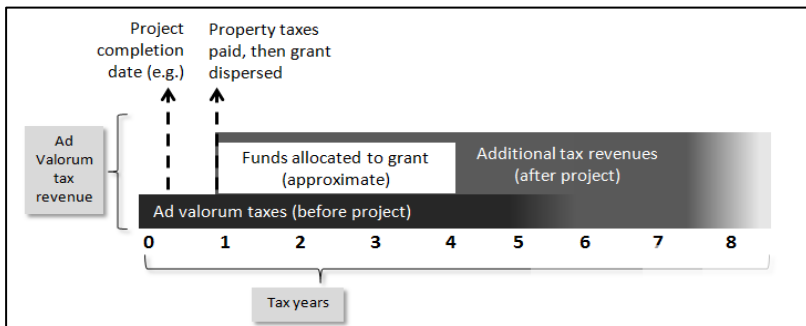
II. Policy Rationale and Fiscal Approach

The Capital Investment Grant program aims to attract projects that generate net positive economic value to the community, which were not expected to be feasible and/or be pursued to completion in the absence of the incentives – i.e., the economic and fiscal benefits are expected to exceed the costs of public investment. The grant program is effectively self-supported by the net increases in ad valorem tax revenue generated by new incentivized projects. After all annual installments have been allocated, it is expected that the City will enjoy the full value from the incentive private capital investment – increased and/or diversified tax base, employment, “spin off” economic activities, etc.

Annual installments are based on the annual increased tax revenue generated to the City of Greenville.

The annual installment is equal to no more than 75-percent of the increased ad valorem property tax revenue to the City of Greenville, while the remaining increased property tax revenue effectively

contributes to the City’s general revenue collections. It is expected that a project aided by a Capital Investment Grant otherwise would not have been completed without the incentive (“but for”); and that by helping to “close the deal” on an economically beneficial project, the incentive program at least partly enabled the jurisdiction to outperform the fiscal results that would have ensued in the absence of the incentive.



To maintain fiscal neutrality, the size of the annual installment is to be calculated in absolute terms – a larger capital investment will generate a higher “baseline” from which to dispense funds: the tax increment generated by a \$10 million private capital investment will be ten times larger than the tax increment generated by a \$1 million investment; therefore the potential annual installment for the \$10 million investment would generally be ten times larger than the annual installment for a \$1 million project.

The total size of the grant award, however, takes into consideration the extent to which a project furthers the City’s strategic planning goals. Although the size of annual installments is largely dependent on the increased annual tax revenue generated to the City of Greenville, the City Council can adjust the total amount of grant funds offered over the life of a Capital Investment Grant incentive package by increasing or decreasing the total number of annual installments awarded to the project. Cash grants typically represent up to 75-percent of 4-6 years (depending on prioritization) of expected increased property tax revenue; however, in special cases, the grant offer might be based on 7 - 12 years of additional revenue (e.g., to support a small, undercapitalized project of strategic importance; or to support a very large-scale economic driver project).

Annual payments will be made in March of each year based on the actual increased real ad valorem property tax revenue generated to the City of Greenville by the project from the previous tax year. The annual payments will be up to and not exceed the increased ad valorem property tax revenue generated to the City of Greenville by the project using the formula determined by staff and approved by the Greenville City Council. Disbursements will only be made if property taxes for the project are paid in full.

Capital Investment Grant Program Guidelines

III. Qualifying for a Grant Award

Staff initially consults with grant applicants to determine whether a prospective project qualifies for funding under the Capital Investment Grant program. If staff determines that a project does *not* qualify within one of two categories, staff will not recommend to City Council that the project be considered for funding under the program.

Economic Driver Projects: If a capital business investment (relocation or expansion) meets general qualifying standards as an Economic Driver Project, that project may be eligible for funding *anywhere within the Greenville corporate limits*. These projects are expected to generate significant positive communitywide and/or regional economic development impacts that will broadly benefit all citizens of Greenville. Economic Driver Projects will either create a high number of net new quality jobs (e.g., >50 new jobs) for citizens in the local/regional economy, or attract/retain talent in specialized, high-value fields that make Greenville more competitive economically. Economic Driver Projects not only generate direct economic benefits at the incentivized facility; they also tend to generate indirect economic activities from other local firms providing goods and services to the Economic Driver Project.

The City of Greenville may seek to capitalize on its existing strategic advantages in target sectors. Smaller-scale capital investments in these sectors may also qualify for grant funding, provided that they are expected to have disproportionately positive impacts. Even modest growth in target sectors might have the potential to enhance Greenville's economic competitiveness, spur innovation and entrepreneurial activities, and raise the community's economic profile.

Special Projects in EDI Zones: Projects not meeting the general qualifying standards as an Economic Driver Project, may qualify for a Capital Investment Grant provided that they are located in the Greenville Corporate Limits if they are located within designated EDI Zones and either (a). involve "catalytic" mixed-use (re)development and/or promote City Council goals (e.g., providing neighborhood-serving commercial in underserved areas), or (b). have the potential to transform districts, including community empowerment areas (e.g., West Greenville), further the City's Uni-Med Marketplace strategic vision (e.g., Center City, Medical District), or strengthen Greenville's status as a commercial hub and destination place for consumers and tourists in eastern North Carolina.

The City of Greenville has adopted six EDI Zones: Airport Area, Center City, Dickinson Avenue, East Tenth Street, Medical District, and West Greenville (See Appendix C: Map of EDI Zones).

Examples of catalytic projects within an EDI Zone:

- Hotel
- Retail/commercial anchor
- Mixed-use residential project in the Center City
- Major arts/entertainment venue

In reviewing grant requests for Special Projects in EDI Zones, staff and the City Council will consider, among other factors, to what extent the project promotes the goals and strategies addressed in relevant area and corridor plans or studies, including *Center City – West Greenville Revitalization Plan*, the *Medical District Plan*, the *Streetscape Master Plan*, and *Horizons* comprehensive plan. Additionally, the Council will consider to what extent a project supports economic development that will positively impact broad, diverse segments of the public.

Capital Investment Grant Program Guidelines

A few examples of goals and strategies addressed in City Council's Strategic Goals, the *Horizons* comprehensive plan, or other plans, which might be especially relevant to Capital Investment Grant projects in EDI Zones:

- Increase neighborhood-serving retail in underserved areas.
- Bring more retail and professional activities downtown (Center City, Dickinson Avenue).
- Expand and define the boundaries of downtown to connect to the residential neighborhoods both east and west of the center city (Center City, Dickinson Avenue, West Greenville, Medical District).
- Promote joint opportunities for quality development which enhance the growth, image, and identity of downtown Greenville and East Carolina University (Center City, Dickinson Avenue, East Tenth Street).
- Increase the scope of uses and activities in the downtown to create night and weekend activity (Center City, Dickinson Avenue, West Greenville).
- Increase the density and the scope of land use in the downtown core to create night and weekend activity (Center City, Dickinson Avenue, West Greenville).
- Encouragement of infill retail and entertainment uses along Evans Street and the key parcels on the Tenth Street corridor to provide critical mass.
- Development of an arts and science/cultural/entertainment district in the area bounded by Dickinson Avenue, Reade Circle, Evans Street, and Tenth Street (Center City, Dickinson Avenue, West Greenville).

The above is a partial list of goals and strategies that might apply to Special Projects in EDI Zones. Projects that promote multiple strategic goals are more likely to qualify and/or be prioritized for funding.

Applicants are urged to contact staff to ascertain whether a proposed project qualifies within one of the above two categories – Economic Driver Projects or Special Projects in EDI Zones.

IV. Scoring System

Qualifying projects may be eligible for a range of funding levels under the Capital Investment Grant depending on how well the project promotes the City of Greenville's strategic goals. To prioritize the most economically impactful investments, a points system (Appendix A) will be utilized for determining appropriate levels of funding for different types and scales of projects, which apply both to qualifying Economic Driver Projects and Special Projects in EDI Zones. The points system recognizes projects to the extent that they are expected to have significantly positive economic and fiscal impacts on Greenville (e.g., creation of new high quality jobs); that they further the City's land development and strategic economic goals; that they increase the numbers of for lease and homeownership residential units in the Center City; that they increase the supply of premium spec office space; and that they demonstrate the financial viability of public and private investment in the project.

Projects that score especially high on the prioritization scale (over 40 points) can be offered a larger number of annual installments (e.g., 7 years) and/or higher funding levels, while lower priority projects (over 30 points) will be limited to 3 or 4 years of installments. In addition, the City Council may adjust the size of annual installments (up to 75-percent of the increased property tax generated to the City by the project) to account for new job creation or other values; other factors being equal, a grant amount that corresponds to the increase in property tax revenue over 7 years would be considerably larger than one that corresponds to only 4 years of the increase.

Staff will use the scoring system to evaluate projects and then recommend to City Council an appropriate grant package. The final grant offer is at the sole discretion of City Council, which can use staff guidelines, scoring, and recommendations as frameworks for adjusting grant amounts as needed.

Capital Investment Grant Program Guidelines

Qualifying projects *may* be eligible for grant funds but are *not entitled* to receive funds (City Council discretion). The amount of grant funds offered, if any, is at the sole discretion of City Council.

An applicant may request any or all of the above incentives, subject to available funding, qualification, and execution of formal agreements as necessary. Approval of an application under the Capital Investment Grant program does not grant a project vested rights for development or grant any third-party benefit. The City Council reserves the right to set priorities among applications under consideration if necessary. The City Council also reserves the right to revoke or amend the incentives which may be offered at any time and for any or no reason. The City Council may reject an application if the applicant does not provide additional information requested, or if circumstances change during consideration. The City Council may offer other incentives for projects that the City Council initiates.

V. Eligibility

In order for a qualifying project to be eligible for incentives, the applicant must submit a request and that request must be approved by the Greenville City Council prior to commencing construction

The applicant will be required to agree that in the event some or all of the Project/Project Site is transferred by the applicant to a form or type of ownership that is exempt, in whole or in part, from City or County property taxes, the City of Greenville's obligations to provide incentives may be reduced or subject to repayment, and any further grant payments shall cease. There will be default language in the development agreement that protects the City of Greenville from changes within the project after approval and that incentives can be withdrawn, or be required to be repaid, if default occurs.

The applicant must demonstrate that the project would not be feasible but for the incentives amount requested. Staff may utilize an independent party to verify the "but for" gap.

The potential increased property tax revenue generated to the City by a project will be calculated based on the project uses. Staff will work closely with the Pitt County Property Appraiser's office to generate the best possible estimate. In the event that the amount of the increased City or County ad valorem property taxes related to the Project or Project Site is less than the estimated amount for any reason, the amount of the incentive will be reduced accordingly. Each year the actual increased property tax revenue generated by the project will be determined and used as a basis for calculating the payment to the applicant

Capital Investment Grant Program Guidelines

VI. Application Process

1. Applicant (property owner or agent with property owner's written consent) will submit an application to the Office of Economic Development including:
 - a. Description of the proposed project including location, preliminary design, square footage of commercial, and/or number of residential units;
 - b. Current taxable value for the property;
 - c. Estimated taxable value after construction of the entire project;
 - d. Construction pro forma demonstrating that the project would not be undertaken but for the public funds necessary to make the project financially feasible;
 - e. Summary of the incentive funds that are requested for the project (number of annual installments and percent of increment requested: up to 75-percent);
 - f. Information about any governmental approvals required, including land use and zoning changes, etc.; and
 - g. Other information as requested by staff considering the particular project.
2. Staff may consult with a real estate development professional or other consultant in reviewing the application and shall prepare a Cost/ Benefit Analysis for any project.
3. Based on a favorable review, staff will make a recommendation to the City Council based on evaluation of the information provided in the application and supporting materials.
4. Based on an evaluation of the information provided in the application, and considering the recommendation by staff, the City Council may accept or reject the application, or may approve the application with changes or conditions.
5. Following approval the staff shall prepare or cause to be prepared a development agreement with the property owner/applicant, which must be entered into before any disbursement of funds by the City of Greenville.

Economic development incentive programs must balance the need for speed (market responsiveness) with need to satisfy all legal requirements and to ensure the public has an opportunity to comment upon proposed incentives. The City of Greenville is required to hold public hearings to approve the incentives available as a result of the Capital Investment Grant program.

VII. Terms and Conditions

A written development agreement will be required. The development agreement will include any agreed upon performance requirements such as a schedule of additional payroll or jobs to be created or retained and capital investment to be made by the business enterprise. It will also include the terms for repayment of the incentive if the business fails to meet the performance requirements specified in the agreement.

Disqualifications: Factors which will preclude applicants from participating in the program include non-payment of taxes or other City fees, non-compliance with local regulations, and conflicts-of-interest.

Confidentiality: Project details, including local incentives negotiations and offers, may remain confidential until the public hearing, subject to the North Carolina Public Records Law.



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Resolution authorizing an application to the Federal Transit Administration for a Section 5307 grant for federal operating and capital assistance for Greenville Area Transit (GREAT) for fiscal year 2013-2014

Explanation: **Abstract:** Each year, the City relies upon funding from the Federal Transit Administration (FTA) to help support the operating and capital needs of the Greenville Area Transit (GREAT) system. Obtaining this funding requires the action recommended herein.

Explanation: Attached for City Council consideration is a resolution authorizing the filing and execution of a federal grant application for operating and capital funds designated for the City of Greenville to assist with the operations of the Greenville Area Transit (GREAT) system. The grant funding supports transit systems that are open to the public in areas with populations between 50,000 and 200,000. The federal funds are available to reimburse the City for 50% of the operating and 80% of the capital expenditures.

The City Council has previously authorized the City Manager to file and execute all Section 5307 grant applications. Once City Council adopts the attached resolution, the City Manager will file and execute the application.

Fiscal Note: The total federal amount allocated for the City of Greenville is \$1,656,041. Maximum matching funds are estimated at \$553,142 and are included in the fiscal year 2013-2014 City budget.

Recommendation: Conduct a public hearing to receive comments on the proposed grant application, and adopt the attached resolution approving the grant request and authorizing the filing and execution of the application for these federal funds.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [FY_14_CC_FTA_Grant_Resolution_954749](#)

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION TO THE
FEDERAL TRANSIT ADMINISTRATION FOR A SECTION 5307 FEDERAL GRANT
FOR OPERATING AND CAPITAL ASSISTANCE FOR GREENVILLE AREA TRANSIT

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the contract for financial assistance will impose certain obligations upon the Applicant, including the provision by the Applicant of the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

WHEREAS, it is required by the U. S. Department of Transportation in accord with the provisions of Title VI of the Civil Rights Act of 1964 as amended, the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA:

1. That the City Manager is authorized to execute and file applications on behalf of the City of Greenville with the Federal Transit Administration and the North Carolina Department of Transportation to aid in the financing of planning, capital and/or operating assistance projects authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, and other Federal and State Statutes authorizing a project administered by the Federal Transit Administration and/or the North Carolina Department of Transportation.
2. That the City Manager is authorized to execute and file the Annual Certifications and Assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That the City Manager is authorized to submit additional information as the Federal Transit Administration or the North Carolina Department of Transportation may require in connection with the application or project.
4. That the City Manager is authorized to set forth and execute affirmative minority business policies in connection with the project.

5. That the City Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration and the North Carolina Department of Transportation on behalf of the City of Greenville.

ADOPTED this the 13th day of June, 2013.

Allen M. Thomas, Mayor

CERTIFICATION

The undersigned duly qualified City Clerk, acting on behalf of the City of Greenville, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Greenville City Council on June 13, 2013.

Carol L. Barwick, City Clerk

Date

SEAL



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

- Title of Item:** Ordinances adopting budgets for the 2013-2014 Fiscal Year:
- a. City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention and Visitors Authority
 - b. Greenville Utilities Commission

Explanation: **Abstract:** Adoption of ordinances for the 2013-2014 fiscal year for the City of Greenville, Sheppard Memorial Library, Pitt-Greenville Convention & Visitors Authority and Greenville Utilities Commission.

Explanation: Attached are the Fiscal Year 2013-2014 budget ordinances for the City of Greenville (including Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority) and Greenville Utilities Commission. The amounts to be approved include unspent amounts approved within Fiscal Year 2012-2013 that are requested to be reappropriated. The ordinances establish the fiscal year 2013-2014 budgets. Also attached for consideration is the proposed Manual of Fees which is adopted as part of the budget ordinance.

Fiscal Note: The 2013-2014 budget ordinances provide revenues and appropriations for the following funds:

General Fund	\$ 84,803,595
Debt Service Fund	4,503,760
Public Transportation Fund	2,769,889
Fleet Maintenance Fund	4,667,056
Sanitation Fund	7,395,210
Stormwater Management Utility Fund	10,063,355

Community Development Housing Fund	1,453,265
Health Fund	13,387,670
Capital Reserve	1,779,000
Vehicle Replacement	3,832,662
Sheppard Memorial Library	2,385,621
Pitt-Greenville Convention and Visitors Authority	976,334
Greenville Utilities Commission	\$281,225,218

Recommendation: Approval of budget ordinances for the 2013-2014 Fiscal Year.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [GUC Ordinance](#)
 - [Budget Ordinance FY 2013 2014 Draft 954275](#)
 - [Manual of Fees PDF Cleaned 700646](#)
-

ORDINANCE NO. 13-

CITY OF GREENVILLE, NORTH CAROLINA
2013-2014 BUDGET ORDINANCE

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section I: Estimated Revenue. It is estimated that the following revenues will be available for the City of Greenville during the fiscal year beginning July 1, 2013 and ending June 30, 2014:

GENERAL FUND

Unrestricted Intergovernmental Revenues:

Ad Valorem Taxes;

Current Year Taxes - Operations	\$	30,625,127	
Prior Year's Taxes and Penalties		100,250	
Subtotal			\$ 30,725,377

Sales Tax	\$	14,910,654	
Video Programming & Telecommunication Services Tax		988,360	
Rental Vehicle Gross Receipts		124,554	
Utilities Franchise Tax		5,650,969	
Motor Vehicle Tax		947,925	
Other Unrestricted Intergovernmental Revenues		773,961	
Subtotal			\$ 23,396,423

Restricted Intergovernmental Revenues:

Restricted Intergovernmental Revenues	\$	906,300	
Powell Bill - State allocation payment		2,190,005	
Subtotal			\$ 3,096,305

Licenses, Permits, & Fees:

Privilege Licenses	\$	635,694	
Other Licenses, Permits & Fees		4,441,905	
Subtotal			\$ 5,077,599

Sales and Services:

Rescue Service Transport	\$	3,109,570	
Parking Violation Penalties, Leases, and Meters		320,760	
Other Sales and Services		594,405	
Subtotal			\$ 4,024,735

Other Revenues:

Other Revenue Sources	\$	368,049	
Subtotal			\$ 368,049

Investment Earnings:

Interest on Investments	\$	1,416,062	
Subtotal			\$ 1,416,062

Other Financing Sources:

Transfer from Greenville Utilities Commission	\$	6,482,380	
Appropriated Fund Balance		8,132,745	
Other Transfers		2,083,920	
Subtotal			\$ 16,699,045

TOTAL GENERAL FUND REVENUES

\$ 84,803,595

DEBT SERVICE FUND

Powell Bill Fund	\$	64,008	
Occupancy Tax		508,173	
Transfer from General Fund		<u>3,931,579</u>	
TOTAL DEBT SERVICE FUND			<u>\$ 4,503,760</u>

PUBLIC TRANSPORTATION FUND

Operating Grant 2013-2014	\$	1,184,913	
Capital Grant 2013-2014		425,611	
Planning Grant 2013-2014		32,103	
State Maintenance Assistant Program		285,000	
Hammock Source		1,023	
Miscellaneous Revenue		1,155	
Pitt Community College Bus Fare		9,021	
Bus Fares		195,000	
Bus Ticket Sales		69,000	
Pitt County Bus Service		5,022	
Transfer from General Fund		214,889	
Appropriated Fund Balance		<u>347,152</u>	
TOTAL TRANSPORTATION FUND			<u>\$ 2,769,889</u>

FLEET MAINTENANCE FUND

Fuel Markup	\$	1,965,015	
Labor Fees		949,699	
Pool Car Rentals		13,716	
Other Revenue Sources		1,563,626	
Appropriated Fund Balance		<u>175,000</u>	
TOTAL FLEET MAINTENANCE FUND			<u>\$ 4,667,056</u>

SANITATION FUND

Refuse Fees	\$	6,911,561	
Extra Pickup		5,307	
Recycling Revenue		13,748	
Cart and Dumpster		155,000	
Solid Waste Tax		56,997	
Transfer from the General Fund		252,597	
TOTAL SANITATION FUND			<u>\$ 7,395,210</u>

STORMWATER MANAGEMENT UTILITY FUND

Utility Fee	\$	3,710,491	
Transfer from Stormwater Drainage Maintenance Fund		976,000	
Bond Proceeds		5,300,000	
Appropriated Fund Balance		<u>76,864</u>	
TOTAL STORMWATER MANAGEMENT UTILITY FUND			<u>\$ 10,063,355</u>

COMMUNITY DEVELOPMENT HOUSING FUND

Annual CDBG Grant Funding	\$	781,037	
HUD City of Greenville		387,237	
Transfer from Small Business Loan		73,622	
Transfer from General Fund		<u>211,369</u>	
TOTAL COMMUNITY DEVELOPMENT HOUSING FUND			<u>\$ 1,453,265</u>

HEALTH FUND

Employer Contributions - City of Greenville	\$	9,138,498	
Employee Contributions - City of Greenville		2,024,039	
Other Health Sources		<u>2,225,133</u>	
TOTAL HEALTH FUND			<u>\$ 13,387,670</u>

CAPITAL RESERVE FUND

Appropriated Fund Balance	\$	1,779,000	
TOTAL CAPITAL RESERVE FUND			<u>\$ 1,779,000</u>

VEHICLE REPLACEMENT FUND

Transfer from Other Funds	\$	3,772,949	
Appropriated Fund Balance		<u>59,713</u>	
TOTAL VEHICLE REPLACEMENT FUND			<u>\$ 3,832,662</u>
TOTAL ESTIMATED CITY OF GREENVILLE REVENUES			<u>\$ 134,655,462</u>

SHEPPARD MEMORIAL LIBRARY FUND

City of Greenville	\$	1,086,686	
Pitt County		543,343	
Pitt County-Bethel/Winterville		5,730	
Town of Bethel		29,689	
Town of Winterville		172,746	
State Aid		179,853	
Desk/Copier Receipts		130,500	
Interest		1,000	
Miscellaneous Revenues		31,000	
Greenville Housing Authority		10,692	
Local Grants		100,000	
Capital - City Funded		62,800	
Appropriated Fund Balance		<u>31,582</u>	
TOTAL SHEPPARD MEMORIAL LIBRARY FUND			<u>\$ 2,385,621</u>

PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY

Occupancy Tax (2%)	\$	810,000	
Interest on Checking		100	
Appropriated Fund Balance		<u>166,234</u>	
TOTAL PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY FUND			<u>\$ 976,334</u>

Section II: Appropriations. The following amounts are hereby appropriated for the operation of the City of Greenville and its activities for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

GENERAL FUND	
Mayor & City Council	\$ 388,957
City Manager	1,305,183
City Clerk	273,769
City Attorney	453,843
Human Resources	2,629,432
Information Technology	2,904,800
Fire/Rescue	13,404,759
Financial Services	2,388,772
Contingency	200,000
Other Post Employment Benefits	350,000
Police	22,912,155
Recreation & Parks	7,483,635
Public Works	9,970,627
Community Development	1,902,446
Capital Improvement	5,966,389
Transfers to Other Funds	13,283,400
Indirect Cost Reimbursement	(1,014,572)
TOTAL GENERAL FUND	<u>\$ 84,803,595</u>
DEBT SERVICE FUND	
Debt Service	\$ 4,503,760
PUBLIC TRANSPORTATION FUND	
Public Transportation	\$ 2,769,889
FLEET MAINTENANCE FUND	
Fleet	\$ 4,667,056
SANITATION FUND	
Sanitation Service	\$ 7,395,210

STORMWATER MANAGEMENT UTILITY FUND

Stormwater Management Utility \$ 10,063,355

COMMUNITY DEVELOPMENT HOUSING FUND

Community Development Housing/CDBG \$ 1,453,265

HEALTH FUND

Health Fund \$ 13,387,670

CAPITAL RESERVE FUND

Capital Reserve Fund \$ 1,779,000

VEHICLE REPLACEMENT FUND

Vehicle Replacement Fund \$ 3,832,662

TOTAL CITY OF GREENVILLE APPROPRIATIONS \$ 134,655,462

SHEPPARD MEMORIAL LIBRARY FUND

Sheppard Memorial Library \$ 2,385,621

PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY

Pitt-Greenville Convention and Visitors Authority \$ 976,334

Section III: Encumbrances. Appropriations herein authorized and made shall have the amount of outstanding purchase orders as of June 30, 2013, added to each appropriation as it appears in order to account for the expenditures in the fiscal year in which it was paid.

Section IV: Taxes Levied. There is hereby levied a tax rate of 52 cents per one hundred dollars (\$100) valuation of taxable properties, as listed for taxes as of January 1, 2013, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Section V: Salaries.

(a) Salaries of Elected Officials. The annual salaries of the Mayor, Mayor Pro-Tem, and other members of the City Council shall be as follows:

Mayor	\$ 13,900
Mayor Pro-Tem	\$ 9,600
Council Members	\$ 8,700

(b) Salary Cap of Greenville Utilities Commission Members. Pursuant to Section 4 of the Charter of the Greenville Utilities Commission of the City of Greenville, the monthly salaries of members of the Greenville Utilities Commission shall not exceed the following caps:

Chair	\$ 350
Member	\$ 200

Section VI: Amendments.

(a) Pursuant to General Statutes 159-15, this budget may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the City Manager is authorized to transfer funds from one appropriation to another within the same fund in an amount not to exceed \$10,000. Any such transfers shall be reported to the City Council at its regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the City Manager may authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts and the expenditure is reported to the City Council as soon as possible, and the appropriate budget amendments are submitted at the next regular meeting.

Section VII: The Manual of Fees, dated July 1, 2013, is adopted herein by reference.

Section VIII: Community Development. The City Council does hereby authorize grant project funds for the operation of FY 2013-2014 CDBG Entitlement and Community Development Home Consortium programs under the Community Development Block Grant Program and Home Consortium Program for the primary purpose of housing rehabilitation and other stated expenditures.

Section IX: Greenville Utilities Commission. The City Council adopts a separate ordinance for the budget of the Greenville Utilities Commission.

Section X: Distribution. Copies of this ordinance shall be furnished to the City Manager and the Director of Financial Services of the City of Greenville to be kept on file by them for their direction in the disbursement of funds.

ADOPTED this the 13th day of June, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

CITY OF GREENVILLE NORTH CAROLINA



JULY 1, 2013
Last Revised June 30th 2013
Document Number 700646v13

MANUAL OF FEES

INTRODUCTION

The Manual of Fees represents the compilation into one document the fees and charges established by the City Council.

Revisions may be made in this Manual as fees and charges are subsequently amended, established, or altered. All changes and amendments shall be filed with the City Clerk, and such changes shall become effective when filed.

The Manual of Fees was adopted by the City Council and first printed on March 12, 1981. The second printing of the Manual of fees was amended by the City Council on June 9, 1983.

The third printing of the Manual of Fees was amended and revised by the City Council on June 24, 1991, by Ordinance No. 2341.

The fourth printing of the Manual of Fees was amended and revised by the City Council on June 8, 1992, by Ordinance No. 2471.

The fifth printing of the Manual of Fees was amended and revised by the City Council on June 10, 1993, by Ordinance No. 2653.

The sixth printing of the Manual of Fees was amended and revised by the City Council on June 9, 1994, by Ordinance 94-87.

The seventh printing of the Manual of Fees was amended and revised by the City Council on June 8, 1995, by Ordinance 95-67.

The eighth printing of the Manual of Fees was amended and revised by the City Council on June 13, 1996, by Ordinance 96-49.

The ninth printing of the Manual of Fees was amended and revised by the City Council on June 12, 1997, by Ordinance 97-61.

The tenth printing of the Manual of Fees was amended and revised by the City Council on August 14, 1997, by Ordinance 97-72.

The eleventh printing of the Manual of Fees was amended and revised by the City Council on June 15, 1998, by Ordinance 98-85.

The twelfth printing of the Manual of Fees was amended and revised by the City Council on June 10, 1999, by Ordinance 99-77.

The thirteenth printing of the Manual of Fees was amended and revised by the City Council on June 8, 2000, by Ordinance 00-83.

The fourteenth printing of the Manual of Fees was amended and revised by the City Council on June 14, 2001, by Ordinance 01- 82.

The fifteenth printing of the Manual of Fees was amended and revised by the City Council On June 15, 2002 by Ordinance 02-64.

INTRODUCTION Continued

The sixteenth printing of the Manual of Fees was amended and revised by the City Council on June 12, 2003 by Ordinance 03-54.

The seventeenth printing of the Manual of Fees was amended and revised by the City Council on June 10, 2004 Ordinance by 04-70.

The eighteenth printing of the Manual of Fees was amended and revised by the City Council on June 9, 2005 Ordinance by 05-66.

The nineteenth printing of the Manual of Fees was amended and revised by the City Council on June 8, 2006 Ordinance by 06-58.

The twentieth printing of the Manual of Fees was amended and revised by the City Council on September 25, 2006 by Ordinance 06-100 and on September 14, 2006 by Ordinance 06-96.

The twenty-first printing of the Manual of Fees was amended and revised by the City Council on February 5, 2007 by Ordinance 07-14.

The twenty-second printing of the Manual of Fees was amended and revised by the City Council on June 14, 2007 by Ordinance 07-93.

The twenty-third printing of the Manual of Fees was amended and revised by the City Council on June 12, 2008 by Ordinance 08-73.

The twenty-fourth printing of the Manual of Fees was reviewed by the City Council on June 11, 2009 and *remains in effect* by Ordinance 08-73.

The twenty-fifth printing of the Manual of Fees was amended and revised by the City Council on June 10, 2010 by Ordinance 10-57.

The twenty-fifth printing of the Manual of Fees was amended and revised by the City Council on October 11, 2010 by Ordinance 10-80.

The twenty-fifth printing of the Manual of Fees was amended and revised by the City Council on November 8, 2010 by Ordinance 10-97.

The twenty-sixth printing of the Manual of Fees was reviewed by the City Council on June 09, 2011 and *remains in effect* by Ordinance 11-038.

The twenty-sixth printing of the Manual of Fees was amended and revised by the City Council on October 10, 2011 by Ordinance 11-058.

The twenty-sixth printing of the Manual of Fees was amended and revised by the City Council on November 17, 2011 by Ordinance 11-070.

The twenty-seventh printing of the Manual of Fees was amended and revised by the City Council on June 14, 2012 by Ordinance 12-027.

The twenty-eighth printing of the Manual of Fees was amended and revised by the City Council on June 13, 2013 by Ordinance 13-XXX

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CERTIFICATION, COPY FEES AND MISCELLANEOUS FEES

Account Number	Code	Service	Fee
Administrative Services			
010-0000-340-12-01	MR	Notary - 1 Signature	3.00
		2 Signatures	4.00
		3 Signatures	5.00
010-0000-340-12-01	MR	Rental of Council Chambers by Outside Groups (3 Hr Minimum)	Actual Staff cost but minimum \$150
010-0000-340-12-01	MR	Citizens Academy Fee	\$25.00
Publications			
010-0000-340-12-01	MR	For cemetery lot ownership when original deeds are lost	10.00
010-0000-340-12-01	MR	For reports, manuals, and other official documents	10.00
010-0000-340-12-01	MR	Schedule of Traffic Regulations	30.00
Copies			
010-0000-340-12-01	MR	Any Information not specifically listed	.25/page (For each page over seven pages)
010-0000-340-12-01	MR	Requiring research of Council, Board, or Commission minutes twenty years old and older	2.00/page
010-0000-340-12-01	MR	Video Copy Fee	15.00
010-0000-340-12-01	MR	Video Mailing Fee (to cover postage & envelope)	3.00
010-0000-330-03-00	MT	Motor Vehicle Fee	20.00
Miscellaneous			
010-0000-101-00-00	MR	Returned Check Fee	25.00
010-0000-340-12-25	MR	Flag Sales	Varies/Cost plus 10% plus Tax

INFORMATION TECHNOLOGY FEES

Account Number	Code	Service	Fee
Provide Existing Database Information			
010-0000-340-12-01	MR	8mm Tape Cartridge	\$20.00
010-0000-340-12-01	MR	CD	2.00
010-0000-340-12-01	MR	DLT 4 Tape Cartridge	75.00
010-0000-340-12-01	MR	4mm Tape Cartridge	15.00
			For each page over seven pages
010-0000-340-12-01	MR	14.875" x 11" Computer Paper	.25/page
010-0000-340-12-01	MR	8.5" x 11" Computer Paper	.25/page
010-0000-340-12-01	MR	Digital GIS – Non-Profit/Public User Per Layer (CDROM)	25.00
		Citywide Layers (CDROM)	25.00
010-0000-340-12-01	MR	Digital GIS – Commercial User Per Layer (CDROM)	100.00
		Citywide Layers (CDROM)	500.00
010-0000-340-12-01	MR	AS400 Magstar Tape Cartridge	80.00
010-0000-340-12-01	MR	Service Charge for Research Labor	25.00

***No charge if less than one hour of research; \$25 for research requiring from 1 to 5 hours
Additional Charge of \$25 for research exceeding 5 hours for a maximum of \$50***

MISCELLANEOUS PUBLICATIONS

Account Number	Code	Service	Fee
010-0000-340-12-01	MR	Audit	25.00
010-0000-340-12-01	MR	Budget	25.00
010-0000-340-12-01	MR	Capital Improvement Program	15.00
010-0000-340-12-01	MR	City Code	125.00
010-0000-340-12-01	MR	City Code Supplement	30.00
010-0000-330-18-12	LL	Comprehensive Plan (on disk)	40.00
010-0000-330-18-12	LL	Economic Base Report	15.00
010-0000-330-18-12	LL	Landscape Ordinance	5.00
010-0000-330-18-12	LL	Land Development Ordinance (on disk)	10.00
010-0000-340-12-01	MR	Manual of Fees	10.00
010-0000-340-12-01	MR	Manual of Standard Design and Detail	15.00
010-0000-340-12-01	MR	M/WBE Directory (Minority/Women Business Enterprise)	25.00
010-0000-340-12-01	MR	Noise Ordinance	5.00
010-0000-340-12-01	MR	Parking Ordinance	5.00
010-0000-330-02-00	OL & OR	Privilege License (see Privilege License Section)	
010-0000-340-12-01	MR	Pay Plan	5.00
010-0000-340-12-01	MR	Peat Marwick Convention Center Report	10.00
010-0000-340-12-01	MR	Personnel Policies Manual	10.00
010-0000-340-12-01	MR	Purchasing Procedures Manual	10.00
010-0000-340-12-01	MR	Special District Report	5.00
010-0000-340-12-01	MR	Subdivision Ordinance	10.00
010-0000-340-12-01	MR	Zoning Ordinance	40.00
010-0000-340-12-01	MR	Zoning Ordinance Supplements	10.00

PUBLIC WORKS FEES

Account Number	Code	Service	Fee
Administration			
010-0000-340-10-00	BC	Charter Bus Rates (1 hr. Minimum):	
		*City Tour Bus	70.00/hr.
		Waiting Time	40.00/hr.

***Note: City Tour Bus Guidelines**

1. The rate charged is \$70 per hour with a \$40 per hour waiting time charge when the vehicles cannot return to the Public Works Department.
2. Please make your request in writing for use of the bus to the Public Works Department a minimum of two weeks in advance if possible. Include all the pertinent information in your request. You will be advised of the availability of the bus promptly.
3. The bus will be reserved on a "first come-first serve" basis.
4. The driver will be provided by the Public Works Department except as specified by the City Manager. (CDL Required)
5. Any damages occurring to the bus through the negligence of the passengers will be the responsibility of the individual requesting the vehicle.
6. The bus seats 25 passengers plus the driver. There are overhead compartments for storage.
7. The City Manager may waive or reduce the hourly charter for City sponsored activities and actual costs will be absorbed by the City. If you are requesting that the \$70 per hour be waived or reduced, please submit your request in writing to the City Manager for his approval. Once approved by the City Manager, a copy will be forwarded to the Public Works Department. Specify that you are requesting **NOT** to pay the \$70 per hour for use of the bus. However, when the \$70 per hour is waived or reduced, other expenses such as fuel, driver's fee, etc. must be paid.
8. No overnight or out-of-state trips unless sponsored by the City of Greenville.
9. Call 329-4532 if you have questions or need further information.

Sanitation

032-0000-330-16-00	Refuse Fee-Backyard Pickup (Premium)	\$42.30 /per month
	Refuse Fee-Curbside Pickup (Basic)	\$13.25 /per month
	Multi-Family Containers	\$13.25 /per month
	Containers 6 or 8 yards	\$100 over cost Rounded to the Nearest Dollar
	Roll Out Carts	\$65
	Each additional curbside container	\$5/ per month
	Yard waste over 4 Cubic Yards	\$25/per collection
032-0000-330-16-00	Sanitation Nuisance Abatement Fee	\$150 for the first hour and \$125 each additional hour

**PUBLIC WORKS FEES
Continued**

Account Number	Code	Service	Fee
Buildings and Grounds			
010-0000-340-07-00	C3	Grave/Crypt Openings & Closings	450.00
010-0000-340-07-00	C3	Cremation Niche Openings & Closings	150.00
010-0000-340-07-00	C3	Wait Time Per Hour	50.00
010-0000-340-07-00	C3	Tree Removal	50.00
010-0000-340-07-00	C3	Shrubbery Removal Per Lot	50.00
010-0000-340-06-00	C2	Crypt/Mausoleum Installation Permit	100.00
010-0000-340-06-00	C2	Monument Permit**	40.00
010-0000-340-06-00	C2	Certification of Cemetery Lots	10.00
010-0000-340-06-00	C2	Trading or Resale of Cemetery Lots	25.00

**A permit for a government issued Veteran's flush mounted foot marker is required but the permit fee will be waived for the foot marker. (Foot marker only, the fee will apply to government issued headstones.)

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee	
Buildings and Grounds Cont.				
		Sale of Cemetery Spaces	City – Resident	Non-Resident
010-0000-340-06-00	C2	Single Grave Lot	550.00	750.00
010-0000-340-06-00	C2	Four Grave Lot	2200.00	3000.00
010-0000-340-06-00	C2	Eight Grave Lot	4400.00	6000.00
010-0000-340-06-00	C2	Inside Mausoleum Space	5000.00	5200.00
010-0000-340-06-00	C2	Outside Mausoleum Space	2500.00	2700.00
010-0000-340-06-00	C2	Outside Cremation Niche Space	1750.00	1950.00
010-0000-340-06-00	C2	Hillside West Mausoleum Space	2000.00	2200.00
<i>Prices are for Monday through Friday, 8AM-5PM. Grave opening/closing before 8AM and after 5PM Monday through Friday, holidays, Saturdays, and Sundays; add \$50 per grave. Wait Time will be billed at the rate of \$50 per hour when the funeral director does not comply with the scheduled closing time as indicated on the "Request for Opening/Closing Grave". Grave lots are no longer available in Cherry Hill and Brownhill Cemeteries.</i>				
Garage				
010-0000-340-09-00	TE	Labor/ECU		67.50
010-0000-340-09-00	TE	Fuel Overhead		.25
010-0000-340-09-00	TE	Parts Overhead		.12
Streets				
010-0000-340-03-01	USC	Utility Cuts		See Tables
010-0000-340-03-02	USC1	Other Cuts		See Tables

ASPHALT CUTS:

1-25 Sq Ft	Minimum	275.00
26-50 Sq Ft	(Per Sq Ft)	10.68
51-100 Sq Ft	(Per Sq Ft)	7.22
101-200 Sq Ft	(Per Sq Ft)	6.80
200+	(Per Sq Ft)	4.38

Note: The above table is based on 2 inch thickness of asphalt. The fees will be increased 30% per 2 inches of additional thickness.

PUBLIC WORKS FEES continued

CURB & GUTTER CUTS:

1-10	(Per Lin Ft)	488.00
11-50	(Per Lin Ft)	39.00
51-100	(Per Lin Ft)	38.82
101-200	(Per Lin Ft)	29.79
200+	(Per Lin Ft)	25.28

CONCRETE CUTS:

1-25	(Per Sq Ft)	355.00
26-50	(Per Sq Ft)	12.47
51-100	(Per Sq Ft)	7.15
101-200	(Per Sq Ft)	5.28
200+	(Per Sq Ft)	4.21

Note: The above table is based on 4 inch thickness of cement. The fees will be increased 20% per 2 inches of additional thickness.

Note: For repair work outside of the City limits, there is a \$5.00 per mile additional charge.

Account Number	Code	Service	Fee
Transit			
030-0000-340-15-00	TF	Bus Fares:	
		Elderly & Handicap	.50
		Regular	1.00
		Transfers	Free
		(Bus passes/ticket books transfer free of charge)	
030-0000-340-16-00	TS	Bus Passes:	
		44 Rides (E & H)	20.00
		22 Rides (E & H)	10.00
		44 Rides (Regular)	40.00
		22 Rides (Regular)	20.00
		Day Pass (Regular)	2.00
		Day Pass (E & H)	1.00
		Kid's Summer Pass (Ages 6 to 16)	15.00
	NA	*Paratransit Per Trip	2.00

*** Note: These riders must be unable to access the Great Bus due to disability.**

PUBLIC WORKS FEES continued

Various DESCRIPTION	Equipment Rentals/Hourly		See Table CITY
	NCDOT	FEMA	
Truck, Pickup	10.18	14.00	12.22
Sport Utility Vehicle	4.06	14.00	9.86
Truck, 10,000 GVW Utility Body	10.06	20.00	12.07
Truck, 10,000 GVW w/Crew Cab	8.60	20.00	17.01
Truck, 24,000 GVW, SWB, Dump	14.40	25.00	25.25
Truck, 50,000 GVW, Tandem	25.25	60.00	61.54
Tractor, Wheel 30 to 40 DBHP	28.75	39.00	52.88
Tractor, Backhoe & Loader	18.31	23.50	43.75
Tractor, Crawler	44.69	65.00	53.63
Grader, Motorized 25,000 lb & up	30.45	58.00	36.54
Street Sweeper, Dual Vacuum	69.00	59.00	125.00
Air Compressor 750 CFM	9.27	20.00	11.12
Bucket Truck, 36 Feet	19.30	15.35	61.53
Bucket Truck, 47 Feet	19.30	15.35	61.53
Bucket Truck, 65 Feet	35.63	15.35	72.25
Excavator HYD Backhoe	40.85	65.00	80.27
Loader, Wheel	28.38	40.00	34.06
Mixer, Concrete	3.00	3.00	3.60
Mower, Rotary Flail	23.00	26.40	27.60
Mower, Flail Boom	23.00	27.71	27.60
Mower, Riding	13.54	13.54	16.24
Trailer 15 Ton Low Bed	9.75	10.25	11.70
Pump, Water 3" Centrifugal	4.88	4.10	5.86
Brush Chipper	20.38	16.00	24.46
Sprayer, 3PT Hitch	19.10	4.00	22.92
Stump Cutter	10.75	11.82	12.90
Welder	4.88	5.00	5.86
Spreader Body 5 CY	6.45	5.50	11.86
Snow Plow	32.75	38.00	39.30
Concrete Saw	6.00	6.00	7.20
Fork Lift	21.63	23.00	25.96
Soil Compactor Hand Held	3.00	11.00	3.60
Chain Saw w/12" to 16" Bar	1.50	1.75	1.80
Chain Saw w/17" to 26" Bar	3.00	3.20	3.60
Cutoff Saw	1.50	2.87	1.80
Brush Cutter, Hand Held	1.60	3.30	1.92
Sand Blaster	15.10	22.00	18.12
Traffic Line Striper	29.50	37.00	35.40
Striper	10.10	3.35	12.12
Line Grinder	8.40	9.00	10.08

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee
Square Footage	Costs of Construction		
Type Construction			Rate: \$/Sq.Ft.
Commercial			65.00
General:			
	Multi-family (apartments., townhouses, condos)		55.00
	Shell (exterior walls, roof, floor slab or some combination thereof)		30.00
Residential			
	Single-family and/or duplex		50.00
	Additions (commercial or residential)		45.00
	Storage buildings		20.00

Example: (Actual square footage) x (square footage cost) = Computed construction cost;
 1970 square feet x \$50.00 per square foot = \$98,500

Building Permit Fees

Service: Single-family, multi-family, multi-family additions, multi-family alterations, commercial, commercial additions, commercial alterations, industry, industry additions, industry alterations, church, Hotel/motel and roofing.

(Computed costs of construction)			
010-0000-330-10-01	IB	\$100.00 to 5,000.00	35.00
010-0000-330-10-01	IB	5,001.00 to 15,000.00	50.00
010-0000-330-10-01	IB	15,001.00 to 30,000.00	75.00
010-0000-330-10-01	IB	30,001.00 to 50,000.00	110.00
010-0000-330-10-01	IB	50,001.00 to 75,000.00	150.00
010-0000-330-10-01	IB	75,001.00 to 100,000.00	200.00
010-0000-330-10-01	IB	100,001.00 & over	200.00 + \$3.00/\$1,000 over \$100,000

Example: Computed cost = \$98,500; Permit Fee = \$200

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee
Inspections			
Service: New duplex, duplex additions, duplex alterations, residential additions, residential alterations, new storage additions, storage alterations, new garage/carports, garage/carport additions, garage/carport alterations, swimming pools and signs.			
(Computed costs of construction)			
010-0000-330-10-01	IB	\$ 100.00 to 5,000.00	35.00
010-0000-330-10-01		5,001.00 to 15,000.00	65.00
010-0000-330-10-01		15,001.00 to 30,000.00	100.00
010-0000-330-10-01		30,001.00 to 50,000.00	135.00
010-0000-330-10-01		50,001.00 to 75,000.00	170.00
010-0000-330-10-01		75,001.00 to 100,000.00	245.00
010-0000-330-10-01		100,001.00 & over	245.00 + 3.00/1,000 Over \$100,000
Other Permit Fees			
010-0000-330-10-02	IP	Sewer, septic tank, gas and water	25.00
010-0000-330-10-01	IB	Insulation (insulation work only)	35.00
010-0000-330-10-01	IB	Demolition	100.00
010-0000-330-10-04	ID	Driveway (single-family and duplex)	30.00
010-0000-330-10-04	ID	Driveway (multi-family and commercial)	45.00
010-0000-330-10-02	IP	Plumbing (per fixture)	For 1 st , plus \$20.00 each additional \$6.00 each w/minimum of \$50.00
010-0000-330-10-02	IP	Lawn Irrigation w/new construction (considered a per fixture)	6.00
		Lawn Irrigation existing property	25.00
010-0000-330-10-03	IM	Mechanical (per unit)	50.00
010-0000-330-10-01	IB	Mobile Home	50.00
010-0000-330-10-01	IB	House moving	125.00
010-0000-330-10-01	IB	Tent	40.00
010-0000-330-10-02	IP	Sprinkler Systems	150.00
010-0000-330-10-03	IM	Refrigeration, Installation & Repair	50.00/unit
010-0000-330-10-03	IM	Off Six Months Minimum Housing	35.00
010-0000-330-10-03	IM	Off Six Months Gas	25.00

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee
Electrical Permits			
010-0000-330-11-00	IE	Commercial: General: Hospitals, hotel/motel, business occupancies, industrial, and manufacturing (Service Equipment Included)	\$.08/sq.ft. for 1 st 6,000 sq.ft. plus .04/sq.ft. over 6,000 sq.ft. each floor
010-0000-330-11-00	IE	Commercial storage and warehouse, farm buildings (Up to 75 outlets) (Service Equipment Included)	65.00 Flat Fee
010-0000-330-11-00	IE	Residential: General: Single-family, duplex, multi-family (apts., townhomes, and condominiums) (Service Equipment Included)	\$.06/sq.ft. each floor
Example: (Actual square footage) x (square footage cost) = Permit fee; 1970 square feet x \$.06 square feet = \$118.20 Actual Permit Cost			
010-0000-330-11-00	IE	Mobile homes/office trailer services	50.00
010-0000-330-11-00	IE	Change of electrical service	50.00
010-0000-330-11-00	IE	Temporary construction service	50.00
010-0000-330-11-00	IE	Signs (electrical)	50.00
010-0000-330-11-00	IE	Pole service	50.00
010-0000-330-11-00	IE	Swimming pool	50.00
010-0000-330-11-00	IE	Mobile Home Park Pedestal Minimum: Up to 20 outlets (storage buildings, additions, additional circuits, dryers, HVAC, etc.)	50.00 50.00

NOTE: Over 20 outlets, use appropriate square footage rate.

NOTE: Service Fees below apply to all Inspection Division Fee areas:

010-0000-330-10-05	IR	Re-inspection	50.00 for 1 st time, \$100 each time after
010-0000-330-10-10	MR	Temporary Utility Permit	50.00
010-0000-330-24-00	MR	Penalty Fee (Minimum)	100.00

NOTE: Will be assessed on anyone who actually begins construction without securing all proper permits pursuant to the North Carolina State Building Code.

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee
Engineering			
010-0000-330-21-01	EE	Erosion control plan (Grading Permit)	100.00 per acre of land disturbing activity
010-0000-330-21-02	ES	Street closings (right of way abandonments)	600.00 per street plus \$100/ each additional street or portion thereof
010-0000-330-21-03	ER	Right of way Encroachment Agreements *No fee when the City of Greenville provides funding for either wholesale or partial improvements that require an encroachment agreement through The Neighborhood Grant Program.	500.00*
010-0000-340-12-13	SB	Handicapped Signs	18.00
010-0000-340-12-13	SB	Maximum Penalty Signs	8.00
010-0000-340-12-13	SB	Maximum Penalty Stickers	3.00
010-0000-340-12-13	SB	Van Accessible Signs	8.00

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee	
Engineering cont.				
010-0000-340-12-13	SB	Barricade Delineator (Left or Right)	13.00	
010-0000-340-12-13	SB	2-Way Street Name Signs	For 9"	For 6"
		(Under 36")	58.00	50.00
		(36" – 48")	74.00	60.00
		(49" – 60")	90.00	75.00
010-0000-340-12-13	SB	4 Way Street Name Signs	For 9"	For 6"
		(Under 36")	91.00	75.00
		(36" – 48")	123.00	99.00
		(49" – 60")	156.00	118.00
		(Over 60")	188.00	132.00
010-0000-340-12-13	SB	No Parking-Fire Lane	18.00	
010-0000-340-12-13	SB	Community Watch	20.00	
010-0000-340-12-13	SB	11' Channel Posts	23.00	
		12'	26.00	
		14'	38.00	
010-0000-340-12-13	SB	10' Aluminum Pole	36.00	
010-0000-340-12-13	SB	Hardware (1 set)	2.00	
Color CAD/GIS Maps				
010-0000-330-21-04	EP	City map (1" = 1000')	30.00	
010-0000-330-21-04	EP	City map (1" = 1500')	25.00	
010-0000-330-21-04	EP	City map (1" = 2000')	20.00	
010-0000-330-21-04	EP	GIS (8 ½" x 11")	5.00	
010-0000-330-21-04	EP	GIS (11" x 17")	17.00	
010-0000-330-21-04	EP	GIS (30" x 42")	30.00	
010-0000-330-21-04	EP	Special Map Requests	20.00	
Blueprint/Photocopy Maps				
010-0000-330-21-04	EP	Planimetric (1" = 100')	10.00	
010-0000-330-21-04	EP	Topos, (1" = 100')	10.00	
010-0000-330-21-04	EP	Topos, (1" = 200')	15.00	
010-0000-330-21-04	EP	City Map (1' – 1000')	10.00	
010-0000-330-21-04	EP	City Map (1' – 2000')	5.00	

PUBLIC WORKS FEES continued

Account Number	Code	Service	Fee
Publications			
010-0000-330-21-04	EP	Storm Drainage Ordinance	1.50
010-0000-330-21-04	EP	Erosion Control Ordinance	3.00
010-0000-330-21-04	EP	Flood Damage Prevention Ordinance	3.00
010-0000-330-21-04	EP	Driveway Ordinance	3.00
010-0000-330-21-04	EP	Street List	3.00
010-0000-330-21-04	EP	Subdivision List	3.00
010-0000-330-21-04	EP	MSDD	25.00
010-0000-330-21-04	EP	MSDD (shipping)	5.00
<u>Printing/Misc.</u>			
<u>Photocopies</u>			
010-0000-330-21-04	EP	Bond (20" x 24") small	3.00
010-0000-330-21-04	EP	Vellum (20" x 24") small	4.00
010-0000-330-21-04	EP	Film mylar (20" x 24") small	8.00
010-0000-330-21-04	EP	Bond (24" x 36") medium	4.00
010-0000-330-21-04	EP	Vellum (24" x 36") medium	5.00
010-0000-330-21-04	EP	Film mylar (24" x 36") medium	10.00
010-0000-330-21-04	EP	Bond (30" x 42") large	5.00
010-0000-330-21-04	EP	Vellum (30" x 42") large	8.00
010-0000-330-21-04	EP	Film mylar (30" x 42") large	15.00
010-0000-330-21-04	EP	Small photo copies (8 ½" x 11", 8 ½" x 14")	.25/page over seven pages \$2.00 minimum
010-0000-330-21-04	EP	Photo copies (11" x 17")	1.00
010-0000-330-21-04	EP	Shipping	3.00
037-0000-331-00-00		Stormwater Utility Fees - For each equivalent rate unit, as defined by Section 8-3-2 of the Greenville City Code, there shall be a service charge per month for the purposes of supporting stormwater management programs and structural and natural stormwater and drainage systems, said charge to be effective on and after July 1, 2003. One Unit equals 2,000 square feet.	3.35/ per unit/per month

POLICE FEES

Account Number	Code	Service	Fee
010-0000-330-20-05	PT	Accident Report First Copy Only for Driver/Individual involved Additional Accident Copies and all Incident Copies	No Charge 5.00
		Mail Order Requests (fee to cover postage, envelope stationery & storage)	Additional 2.00
010-0000-330-20-06	PU	Fingerprinting	15.00
010-0000-330-20-07	PV	Photographs 8 X 10 5 X 7 3 X 5	15.00 10.00 7.00
010-0000-330-20-08	PW	Police Fees/Miscellaneous House Moving Demolition Security Application for Street Blocking	50.00* 50.00 25.00
010-0000-330-20-09	PX	Parade Permits	50.00
010-0000-330-20-09	PX	Parade Staffing	110.00/ per hr (Rate provides for 2 officers and 2 Cars)
010-0000-330-20-10	PY	Solicitation Permits	30.00
010-0000-330-20-11	PZ	Outdoor Amplified Sound Permits	50.00
010-0000-330-20-12	TI	Semi - Annual Taxicab Inspection	20.00
010-0000-330-20-14	T2	Taxi License Renewal Application	19.00
010-0000-330-20-15	T3	Taxi License Initial Application	30.00
010-0000-330-20-08	PW1	Administrative Tow Fee	30.00
010-0000-330-20-17	LF	Peddler's License Application Fee	60.00
010-0000-330-20-17	I6	Itinerant Merchant License	374.00

POLICE FEES continued

Account Number	Code	Service		Fee
	I6	Itinerant Merchant License Renewal		219.00
010-0000-330-20-08	PW	Towing Operator Inspection Fee		25.00
* <i>This fee will be collected by the Engineering Department.</i>				
010-0000-340-12-16		Off-Duty Fee	Company Charge	Employee Pay
			\$30.00	\$27.00
010-0000-330-2019		Alarm Permit Fee		\$15/first Yr \$ 5/subsequent yrs
010-0000-321-32-16	RL	Pal Program		\$0 - \$25

Revised 6/07

ANIMAL CONTROL FEES

Account Number	Code	Service	Fee
010-0000-330-08-00	AP	Animal Control Civil Penalties:	
		Public Nuisance	25.00
		Failure to acquire Rabies Vaccination	50 /1 st Offense 100 2 nd /150 3 rd
		Cruelty to Animals	50 /1 st Offense 100 2 nd /150 3 rd
		Unkept Kennels or Pens	25 /1 st Offense 50 2 nd / 75 3 rd
		Lack of restraint by chain or leash (Leash Law Violation)	50.00/1 st Offense 100 2 nd /150 3 rd
		All other sections	15.00
		Animal Noise	100.00
010-0000-330-08-00	AP	Exotic Animal Fees:	
		Circus, exhibitions, shows	250.00
		Pet store permit	150.00
		Individual permit	75.00

PARKING FEES

Account Number	Code	Service	Fee
Leased Parking			
* Refer to Account Number and Revenue Codes listed below		<u>Monthly Rates:</u> Single space in paved lot Single space in un paved lot Contractor (maximum 4 spaces/month)	According to Lease Agreement
010-0000-340-04-30	LP# 1	Merchant Lot # 1	
010-0000-340-04-39	LP#10	Harris Lot # 10	
010-0000-340-04-32	LP# 3	Moseley Lot # 3	
010-0000-340-04-33	LP# 4	Texaco Lot # 4	
010-0000-340-04-34	LP# 5	Crepe Myrtle Lot # 5	
010-0000-340-04-35	LP# 6	Blount Harvey Lot # 6	
010-0000-340-04-36	LP# 7	Edwards Lot # 7	
010-0000-340-04-37	LP# 8	Holiday Lot # 8	
010-0000-340-04-38	LP# 9	Hooker Lot # 9	
042-0000-120-00-00	LCD	Community Development Lot	

PILOT PROGRAM – USE OF FIVE POINTS PLAZA PARKING LOT - UPTOWN GREENVILLE

The City of Greenville welcomes persons, organizations or groups to use the Five Point Plaza for various purposes provided that the proposed use enhances the vibrancy of the Uptown District and generates increased patronage of the Uptown businesses and venues. The nature and scheduling of all activities must be approved by the *Five Point Plaza Activities Committee*. A "Special Event Permit Application" must be completed and signed by the applicant. Applications may be submitted on-line through the City's web site by visiting www.greenvillenc.gov/fivepoints or a hardcopy may be picked up at the front desk of the Greenville City Hall, 200 West 5th Street.

The application packet contains "*Rules for Use of the Five Points Plaza*", a listing of other information and documents required as a part of the application process, and the fees associated with the use of Five Points Plaza. Applications must be submitted a maximum of 10 months prior to the event and a minimum of 4 months (120 days) prior to the event. Please allow fourteen days from the submission date of the application packet for review and approval processes by the committee. All fees are due at the time application is made and are refundable should the request be denied less a \$25 non-refundable processing fee.

PARKING FEES – PENALTIES

Account Number	Code	Service	Fee
Parking Penalties			
010-0000-360-09-00	PB	Overtime Parking Downtown:	
		If paid within 10 calendar days	\$ 5.00
010-0000-360-09-00	PB	If paid between the 11 th calendar day after issuance and the 30 th day	10.00
010-0000-360-09-00	PB	If paid after 30 days	15.00
Overtime Parking Residential & All Areas Not Otherwise Designated:			
010-0000-360-09-00	PB	If paid within 10 calendar days	20.00
010-0000-360-09-00	PB	If paid between the 11 th calendar day after issuance and the 30 th day	35.00
010-0000-360-09-00	PB	If paid after 30 days	50.00
Illegal Parking Downtown:			
010-0000-360-09-00	PB	If paid within 10 calendar days	15.00
010-0000-360-09-00	PB	If paid between the 11 th calendar day after issuance and the 30 th day	20.00
010-0000-360-09-00	PB	If paid after 30 days	25.00
Illegal Parking Residential & All Areas Not Otherwise Designated:			
010-0000-360-09-00	PB	If paid within 10 calendar days	20.00
010-0000-360-09-00	PB	If paid between the 11 th calendar day after issuance and the 30 th day	35.00
010-0000-360-09-00	PB	If paid after 30 days	50.00
010-0000-360-05-00	RX	Residential Parking Permit Decals	5.00 per decal per year
010-0000-360-05-00	RX	Duplicate Residential Parking Permit Decals	5.00
Parking in a Fire Lane:			
010-0000-360-09-00	PB	If paid within 10 calendar days	50.00
010-0000-360-09-00	PB	If paid between the 11 th calendar day after issuance and the 30 th day	65.00
010-0000-360-09-00	PB	If paid after 30 days	80.00
Designated Handicap Spaces:			
010-0000-360-09-01	HP	If paid within 10 calendar days	100.00
010-0000-360-09-01	HP	If paid between the 11 th calendar day after issuance and the 30 th day	150.00
010-0000-360-09-01	HP	If paid after 30 days	200.00
010-0000-360-09-01	HP	If paid after 60days	250.00
010-0000-360-26-00	UP	Parking on Unimproved Surfaces	25.00 per occurrence

PARKING FEES – PENALTIES continued

The following lots are subject to penalties as described in the previous section.

Account Number	Code	Service	Fee
010-0000-340-19-08	PC	Harris Lot #10	
010-0000-340-19-05	PD	Blount Harvey Lot #6	
010-0000-340-19-04	PE	Moseley Lot #3	
010-0000-340-19-03	PF	Hodges Lot #2	
010-0000-340-19-03	PF	Hodges Lot #2	
010-0000-340-19-06	PG	Edwards Lot #7	
010-0000-340-19-07	PH	Hooker Lot #9	
010-0000-340-19-11	PJ	Georgetown Lot #13	
010-0000-340-19-02	PM	Merchants Lot #1	
010-0000-340-19-01	PO	On Street Parking	
010-0000-340-19-09	PR	Roses Lot #11	
 Parking Fees Meters			
		Meters	
010-0000-340-04-20		City Meters – Single Post 30 minutes	\$.25
010-0000-340-04-23		Multi-Space 2 Hour Limit w/ \$.75 for 1 hour (1 hour minimum) \$ 1.50 for 2 hours (2 hours maximum)	.75

PRIVILEGE LICENSE FEES

Account Number	Code	Service	Fee
010-0000-330-01-00		The annual privilege license tax for business activity not otherwise set forth in the schedule of fees or by state statute shall be as follows: Annual gross receipts not exceeding \$25,000 Annual gross receipts exceeding \$25,000 annually	50.00 50.00 Plus \$.50 for each additional \$1,000 or fraction thereof of gross receipts, provided the maximum tax for each separate location shall be \$2,000.
		A schedule of privilege license taxes shall be maintained in the office of the Collections Supervisor and shall be open for public inspection (Ordinance No. 963, 5-8-80; Ordinance No. 1494, § 2, 5-13-85)	

TAXICAB FARES

Taxi Cabs operating within the jurisdictional city limits may elect to charge fares and fees by the installation and use of a taximeter or by use of the approved zone map and the fares and fees provided herein. The election decision is made by the franchise holder and will apply to all taxicabs operating under the particular franchise.

Taximeter Rates and Fees:

- \$2.75 Drop fee
- \$0.25 per 1/6th of mile
- \$0.50 surcharge night time from 11 pm to 6 am per person
- \$0.30 per minute wait time at fares request
- \$1.25 per luggage bag over two
- \$2.00 per person over first two
- \$2.00 per trunk or large suitcase
- \$0.10 per grocery bag over 3

Pedi-Cab Rates and Fees:

- \$1.50 per person per 1/2 mile or fraction thereof
- \$0.30 per minute wait time at fares request
- \$1.25 per luggage bag over two
- \$2.00 per person over first two
- \$2.00 per trunk or large suitcase
- \$0.10 per grocery bag over 3

The following rates shall be applicable for each standard zone fare:

ZONES	1	2	3	4	5	6	7	8
1	6.00	6.35	6.70	7.05	7.40	7.75	8.10	8.50
2	6.35	6.35	6.70	7.05	7.40	7.75	8.10	8.50
3	6.70	6.70	6.70	7.05	7.40	7.75	8.10	8.50
4	7.05	7.05	7.05	7.05	7.40	7.75	8.10	8.50
5	7.40	7.40	7.40	7.40	7.40	7.75	8.10	8.50
6	7.75	7.75	7.75	7.75	7.75	7.75	8.10	8.50
7	8.10	8.10	8.10	8.10	8.10	8.10	8.10	8.50
8	8.50	8.50	8.50	8.50	8.50	8.50	8.50	8.50

The fare charged shall be the amount of the highest zone which is traveled through. Only one fare shall be charged for one or two persons traveling from the same point of origin to the same point of destination.

TAXICAB FARES, continued

The following rates are for fares across town:

ZONES	1	2	3	4	5	6	7	8
1	6.00	6.60	7.20	7.80	8.40	9.00	10.60	10.20
2	6.60	7.20	7.80	8.40	9.00	9.60	11.20	10.80
3	7.20	7.80	8.40	9.00	9.60	10.20	11.80	11.40
4	7.80	8.40	9.00	9.60	10.20	10.80	11.40	12.00
5	8.40	9.00	9.60	10.20	10.80	11.40	12.00	12.60
6	9.00	9.60	10.20	10.80	11.40	12.00	12.60	13.20
7	9.60	10.20	10.80	12.40	12.00	12.60	13.20	13.80
8	10.20	10.80	11.40	12.00	12.60	12.20	13.80	14.50

Ironwood/Bradford Creek Standard Fare 9.50

Across Town 14.50

Over two persons (per person extra)

Waiting time (per hour) 18.00

Trunks or footlockers (each) 2.00

Baggage (each) 1.50

Grocery bags (each bag over 3) .10

Rates outside zones unless previously specified (per mile) 2.75

Pedi-cab rates: \$1.50 per person per ½ mile or fraction

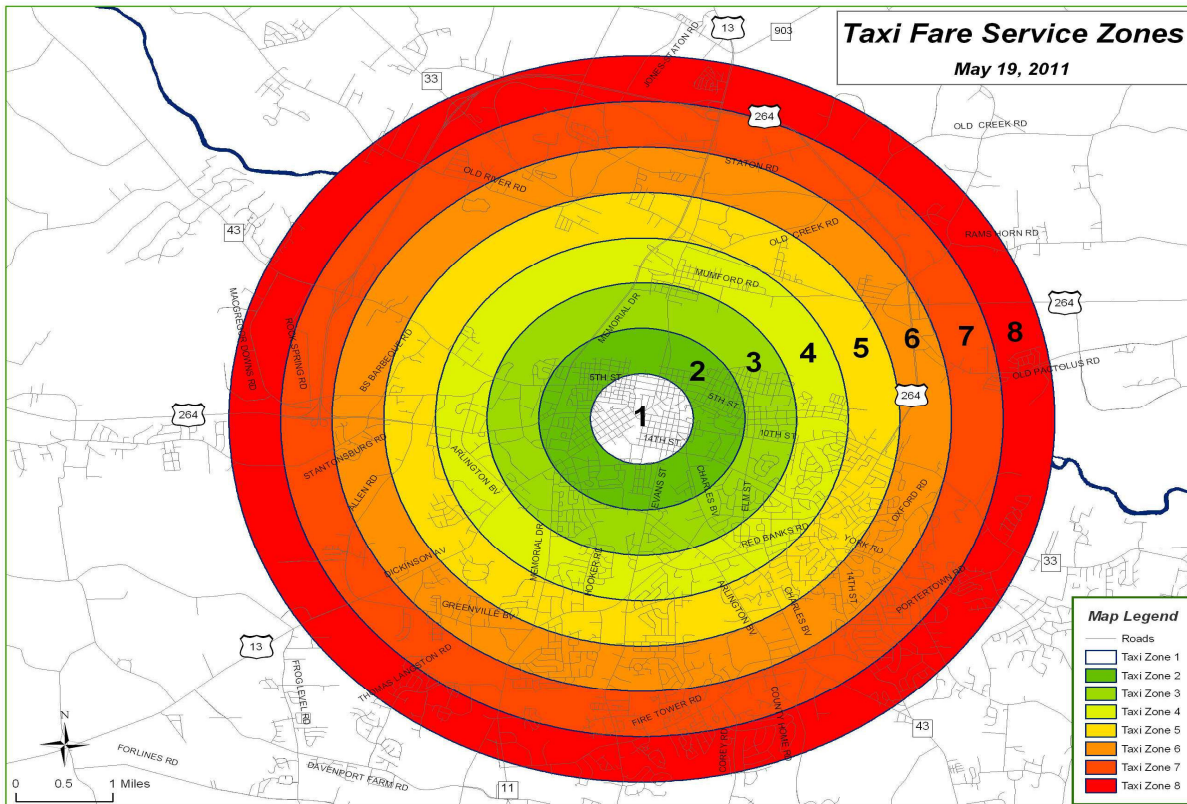
Waiting time (per hour) 18.00

Trunks or footlockers (each) 2.00

Baggage (each) 1.50

Grocery bags (each bag over 3) .10

TAXICAB FARES, continued



FIRE/RESCUE FEES

Account Number	Code	Service	Fee
010-0000-330-22-07	FR	EMS/Call Reports Pursuant to G.S. 90-411 Walk-In Requests Mail Order Requests (fee to cover postage, envelope, stationery & storage) Per G.S. 44-49 Attorney's Exempt From Payment	10.00 .25/page over seven pages 2.00+ .25/page over seven pages
010-0000-330-22-07	FR	Extraction Tank Permit	125.00/tank
010-0000-330-22-07	FR	Installation Tank Permit	150.00/tank
010-0000-330-22-07	FR	Re-piping Permit	50.00
010-0000-330-22-07	FR	Tank Abandonment	50.00/tank
010-0000-330-22-07	FR	Follow-up Tank Inspection	50.00
010-0000-330-22-09	FM	Burn Permit: Burning	50.00
010-0000-330-22-07	FR	Permits: Fair/Carnival, Tents, Explosives, Pyrotechnics Fumigate/Fogging , Exhibits, Trade Shows	50.00
010-0000-330-22-07	FR	Permits: Mall Displays, Private Fire Hydrant	50.00
010-0000-340-01-00	RI	EMS Basic Transport Fee: BLS BLS – Emergency ALS ALS – Emergency ALS 2 Oxygen Delivery No transport/treatment fee No transport/treatment fee (ALS) Head Immobilization Ground Mileage, Per Statute Mile	0.00 375.00 0.00 475.00 600.00 30.00 100.00 200.00 30.00 9.00
010-0000-340-25-00	EM	EMS Dedicated Standby Unit & Crew Crew Only	100.00/hr. 35.00/hr.
010-0000-330-22-10	FE	ETJ Business Inspections: Minimum Hourly Except for those under fire protection contracts (initial inspection)	60.00 30.00
010-0000-330-22-11	FL	State Required Inspection for Licenses: City ETJ	50.00 80.00

FIRE/RESCUE FEES continued

Account Number	Code	Service	Fee
010-0000-330-22-09	FB	Special Requested Business Inspections:	
		City	50.00
		ETJ	80.00
010-0000-330-22-11	FL	Special Requested Business Inspections w/plan reviews	
		City	60.00 /per building
		ETJ	90.00 /per building
010-0000-330-22-11	FL	Sprinkler Review and Field Test	
		City	100.00/per building
		ETJ	130.00/per building
010-0000-330-22-11	FL	Sprinkler Review and Field Test Follow Up (Reinspection)	
		City	50.00
		ETJ	65.00
010-0000-330-22-09	FM	Hazardous Materials Spills	30.00 per man-hour
010-0000-330-22-09	FM	Fire Inspection Follow Up (Reinspections)	50.00
010-0000-330-22-07		Extrication/Disentanglement Fee	250.00

Fire Protection Service: The following formula is hereby established for determining the extraterritorial fire protection fee each fiscal year: Total property value divided by 100 multiplied by 10% equals the billed amount. In no event shall the annual cost of service under this agreement exceed the sum of \$50,000.

PLANNING FEES

Account Number	Code	Service	Fee
010-0000-330-18-01	AA	Preliminary Plat	\$550 base fee plus \$50 per acre or additional major fraction thereof Min \$600
010-0000-330-18-02	BB	Final Plats (including minor subdivisions)	\$440 base fee plus \$50 per acre or additional major fraction thereof Min \$490
010-0000-330-18-03	AB	Rezoning	\$550 base fee plus \$50 per acre or additional major fraction thereof Min \$600
010-0000-330-18-04	AE	Board of Adjustment Cases	\$385 flat fee for residential related special use permits included under Sec 9-4-78 (f)(2) & (3); \$50 flat fee for an appeal of an administrative decision to issue a citation for parking on an unimproved surface as a violation of a parking area surface material requirement as set forth in Section 9-4-248 (a) : All other cases \$500 flat fee ; refund of Appeals of Administrative Decisions or Interpretation case fee where the Board of Adjustment finds in favor of the applicant
010-0000-330-18-04	AE	Board of Adjustment Renewal Cases – Special Use Permit Renewals for public or private clubs and billiard parlors or pool halls in any zoning district	\$275
010-0000-330-18-05	AF	Site Plans	\$495 base fee plus \$50 per acre or additional major fraction thereof Min \$545
010-0000-330-18-09	JJ	Landscape Plans	1st Inspection: \$110 base fee plus \$25 per acre or additional major fraction thereof (\$150 minimum) not to exceed \$500; Each Additional Inspection, \$75 flat fee

NOTE: Planning fees are based on the minimum charge.

PLANNING FEES continued

Account Number	Code	Service	Fee
010-0000-330-18-06	FF	Preliminary Plat Minor Alterations	\$ 330.00 Flat fee
010-0000-330-18-07	GG	Final Plat Minor Alterations	330.00 plus 30/sheet
010-0000-330-18-08	HH	Site Plan Minor Alterations	330.00 Flat fee
010-0000-330-18-09	II	Landscape Plan Minor Alterations	165.00 Flat fee
	JJ		
010-0000-330-18-10		Landscape Plan Inspection	210.00
010-0000-330-18-11	KK	Street Name Change	440.00 base fee +\$10/ certified notice
010-0000-330-18-14	AM	Amendments (Zoning/Subdivision Text, Comprehensive Plan)	495.00 flat fee
010-0000-330-18-13	AX	Annexation; Petition (voluntary)	440.00 flat fee
010-0000-330-18-15	SU	Planning & Zoning Commission Special Use Permit (Planned Unit Development-PUD; Land Use Intensity-LUI)	880.00 flat fee
010-0000-330-18-16		Zoning Certificate Letter	\$25 Flat Fee
010-0000-330-18-17		COA Major Works General Public	\$50 Flat Fee
010-0000-330-18-18		COA Minor Works In-House	\$20
010-0000-330-04-50		Rental Income	\$5 Flat Fee

Maps from the Planning Department:

010-0000-330-18-12 LL

- 8 1/2" x 11" (color)
- 11" x 17" (color)
- 17" x 24" (color)
- 24" x 36" (color)
- 34" x 48" (color)

Readily Available Maps: (All maps include property lines unless otherwise indicated.)

Hydric Soils:

- 1. \$ 25.00; 2. \$30.00

PLANNING FEES continued

Account Number	Code	Service	Fee
Black and White Laser Printer:			
		City Limits, ETJ, and Industrial Area	\$ 5.00
			\$ 17.00
			\$ 22.00
			\$ 27.00
			\$ 30.00
Historic District:			
			\$ 7.50
			\$ 10.00
			\$ 12.50
			\$ 15.00
			\$ 17.50
Special Area Plans:			
			\$ 15.00
			\$ 20.00
			\$ 25.00
			\$ 30.00
Special Request: (May require multiple data layers)			
		(Black and White)	\$ 10.00
		(Color)	\$ 20.00
		(Color)	\$25.00
		(Color)	\$30.00
		(Color)	\$35.00

If the time exceeds 30 minutes in designing a special request map, then a programming fee of \$25 per hour will be applied and \$25 for each subsequent hour. Any maps produced for display, public hearing, and City Council meetings will follow the same prices as the Special Area Plans.

RECREATION AND PARKS FEES

NOTE: As a result of the diversity of programs, programs may be added or dropped at any time and, therefore, the fees are subject to change as approved by the Recreations and Parks Commission. Additionally, the Recreation and Parks Commission may waive, in whole or in part, fees which are related to programs conducted in cooperation with another organization or individual which is assuming all or a portion of the expense of the program. NR means Non-City Resident, NCR means Non-County Resident and NM means Non-Members. Non Resident Fees equal 150% of Resident Fees unless otherwise indicated. All Recreation and Parks programs listed are examples and may not be inclusive of all offerings at all times. Similar programs may be offered or substituted at staff discretion.

Revenue Account	Code	Service	Fee
010-0000-340-02-02	RP	Pedal Boat Rental / Group Rental Science & Nature Center	\$4 /30 min \$32/hour \$10/\$3 NR Under 12 / \$2/\$3 NR 12& Over
<u>Effective 9/1/12</u>			
		Annual Fishing Permit	\$12 R / \$20 NR
		Boat Launch Fees	\$ 2 R / \$4 NR
		Camping Fee	\$4 R/ \$8 NR \$10 per campsite
		Jon Boat Rental	\$7.00 / 5 Hours
		Fishing Permits	\$1.50/ \$3 NR
		Large Shelter Reservation	Full day \$30 Resident Full day \$45 Non-Resident
		Small Shelter Reservation	Full day \$20 Resident Full day \$30 Non-Resident
		Cleanup Fee	\$50
010-0000-340-02-01	RR	Adult Recreation and Fitness Karate/Self Defense Weightlifting Ladies Exercise Adult Dance	\$0 - \$200/\$0 - \$300 NR
010-0000-340-02-12		Riverbirch Adult Tennis Lessons Youth Tennis Lessons	\$0 - \$200/\$0 - \$300 NR \$0 - \$50/\$0-\$75 NR
010-0000-340-02-01	RR	Sports Connection Entrance Fee/Individual Gym Fee Tokens for batting Cage (1-12 rounds) Pitching/Hitting Lessons Packages Concessions Birthday Parties	\$1 - \$150 R \$1 - \$200 NR \$100 - \$300 R \$150 - \$450 NR

RECREATION AND PARKS FEES continued

Revenue Account	Code	Service	Fee
010-0000-340-02-10	R4	Arts Classes Youth Arts & Crafts Ceramics Classes Potters Club Drawing & Painting Decorative Arts Fiber Arts Dance	\$20 - \$250 Residents/ \$30-\$375 Non-Residents
010-0000-340-02-11	R5	Public Outdoor Pool (Community Pool) Admission Swimming Lessons Instructor Training Life Guarding	\$1.50 - \$2.50 Daily Resident \$10 - \$50 Season Pass Resident \$2.25 - \$3.25 Daily Non-Resident \$15 - \$55 Season Pass Non-Resident New Rates Effective June 1, 2013 \$20 - \$100 R /\$30- \$150 NR \$100- \$300
010-0000-340-20-00	R7	Youth Sports Greenville Jr. Champ Youth Basketball Youth Indoor Soccer Future Stars Soccer Youth Flag Football Small Fry/Big Fry Baseball Mini Fry Baseball Babe Ruth Transitional League Karate/Self Defense Cheerleading Youth Weightlifting Gymnastics Sports Plus Day Camp	\$0 - \$50 Residents/ \$0 - \$75 Non-Residents

RECREATION AND PARKS FEES continued

Account Number	Code	Service	Fee
010-0000-340-20-00	R7	Adult Sports Adult Basketball Leagues Adult Whiffle Ball Leagues Adult Softball Leagues Adult Summer Basketball Indoor Soccer	\$75-\$550 Team Fee Individual Participation Fee \$10-\$50 R -\$15-75 NR
010-0000-340-20-00	R7	Mens Exercise	\$0 - \$200/\$0 - \$300 NR
010-0000-340-02-01	R4	Special Events Kid's Dog Show Fourth of July KidsFest Sunday in The Park MLK Day Celebration Black History Month Celebration	\$0 - \$15
010-0000-340-23-01		PirateFest Town Common Vendor Fees	\$0 - \$300
010-0000-340-21-00	R8	Summer Camps Camp Escape Extended Care Tot Lot Outdoor Living Skills / Nature Sports Camps Day Camps Creative writing Sports Mini Camp CIT/Jr Leadership	\$0 - \$150/per week Residents \$0 - 225/per week Non-Resident
010-0000-340-02-16	RI	Senior Recreational Programs Bridge Classes Senior Olympics Senior Clubs Gone Fishing Senior Trips	\$0-\$35/Resident \$0 - \$53/Non-Resident \$10 - \$2500 Residents \$12 - \$3200 Non-Residents

RECREATION AND PARKS FEES continued

Account Number	Code	Service	Fee
010-0000-340-04-01	RT	Amphitheater Call 329-4567	Class I - \$600/day Class I - \$900/day NR Class II- \$300/day Class II- \$450/day NR Class III-\$100/day Class III-\$150/day NR \$20 Hour Staff Fee
010-0000-340-04-01	RT	Barnes-Ebron-Taft Building at Greenfield Terrace	Class I - \$65/hr Class I - \$98/hr NR Class II- \$35/hr Class II- \$53/hr NR Class III-\$25/hr Class III-\$38/hr NR
010-0000-3401-0401	RT	Meeting Rooms Multipurpose Rooms / Jaycee Auditorium Elm Street Center	Class I - \$60/hr Class I - \$90/hr NR Class II- \$30/hr Class II- \$45/hr NR Class III-\$15/hr Class III-\$23/hr NR
036-0000-340-34-02	B2	Bradford Creek Clubhouse Call 329-GOLF	\$100 - \$200 per hour; \$100 Deposit
010-0000-340-04-01	RT	Community Pool Call 329-4041	Class I - \$40/hr Class I - \$60/hr NR Class II- \$20/hr Class II- \$30/hr NR Class III-\$12/hr Class III-\$18/hr NR Per 10 Attendees
		Elm Street Lawn Games Area Call 329-4550	\$50 per hour; Staff may be required

RECREATION AND PARKS FEES continued

Account Number	Code	Service	Fee
		Greenville Aquatics & Fitness Center (Gym, Gym & Pool, Pool, Entire Facility) Call 329-4041 for details	Varies
010-0000-340-04-01	RT	Guy Smith +Stadium Call 329-4567	Class I - \$300/day Class I - \$450/day NR Class II - \$200/day Class II - \$300/day NR Class III - \$100/day Class III - \$150/day NR All Classes – \$35/hr light fee; \$30/marketing fee
010-0000-340-04-01	RT	Sarah Vaughn Field of Dreams	Class I - \$60/hr Class I - \$90/hr NR Class II- \$30/hr Class II- \$45/hr NR Class III-\$15/hr Class III-\$23/hr NR
010-0000-340-04-01	RT	Softball / Baseball / Cricket Field Rentals Call 329-4550	Class I - \$30/hr Class I - \$45/hr NR Class II- \$20/hr Class II- \$30/hr NR Class III-\$10/hr Class III-\$15/hr NR All Classes – \$35/hr light fee; \$30/marketing fee
		Soccer / LaCrosse / Football Multipurpose Fields	Class I - \$30/hr Class I - \$45/hr NR Class II- \$20/hr Class II- \$30/hr NR Class III-\$10/hr Class III-\$15/hr NR All Classes – \$35/hr light fee; \$100/marketing fee

RECREATION AND PARKS FEES continued

Account Number	Code	Service	Fee
010-0000-340-04-01	RT	GYMNASIUMS Drew Steele Eppes H. Boyd Lee South Greenville	Class I \$100 /hr R Class I \$150/hr NR Class II \$ 50/hr R Class II \$ 75/hr NR Class III \$ 25/hr R Class III \$ 38/hr NR
010-0000-340-04-01	RT	Skate Park/Roller Hockey Rink at JC Park	Class I \$100 /hr R Class I \$150/hr NR Class II \$ 50/hr R Class II \$ 75/hr NR Class III \$ 25/hr R Class III \$ 38/hr N
010-0000-340-04-01	RT	Tennis Courts Call 329-4559	Class I - \$10/hr Class I - \$15/hr NR Class II- \$5/hr Class II- \$3/hr NR Class III-\$2/hr Class III-\$4/hr NR
010-0000-340-04-01		Family Rental for Athletic Tournaments	For tournament rates, call Athletic Office, 329-4550
010-0000-340-02-02		Science & Nature Center Facility Deck & Surrounding Theater Entire Facility (6) Tables, (50) Chairs	\$25/hr R \$37.00/hr NR \$75.00/h R \$112.00/hr NR \$375/8hrs R \$563/8hr NR \$290/3 hrs R \$435/3hrs NR \$50/ per event

CLASS DEFINITIONS

Class I Any event for which admission is charged or any other type of compensation is realized including donations. This class does not include non-profit organizations. All Class I rentals must receive administrative approval.

Class II Any event where no admission is charged nor any other type of compensation is realized.

Class III Any event hosted by an organization which can provide proof of non-profit/federal tax exempt status.

RECREATION AND PARKS FEES continued

Account Number	Code	Service	Fee
010-0000-340-04-01	RT	River Park North Large Picnic Shelter, Thomas Foreman Park Large Picnic Shelter Call 329-4562	Half Day Rentals: \$30 for residents; \$45 for non- residents Full Day Rentals: \$60 for residents; \$90 for non-residents ½ day is 4 hours maximum 250 maximum capacity; groups of 75 or more pay \$50 cleanup fee
010-0000-340-04-01	RT	Matthew Lewis, Boyd Lee Park Shelters	Half Day Rentals: \$30 for residents; \$45 for non- residents Full Day Rentals: \$60 for residents; \$90 for non- residents ½ day is 4 hours maximum 250 maximum capacity; groups of 75 or more pay \$50 cleanup fee
010-0000-340-04-01	RT	All other Shelters Call 329-4567	Half Day Rentals: \$20 for residents; \$30 for non-residents Full Day Rentals: \$40 for residents; \$60 for non-residents ½ day is 4 hours maximum 250 maximum capacity; groups of 75 or more pay \$50 cleanup fee
Extras:			
010-0000-340-04-01	RT	Press box; Scoreboard/Panel Box Call 329-4550 Staging Call 329-4539	\$50 (up to 4 hours); 10 per hour staff fee \$35 for 4x8 section
		Bingo Game Call 329-4542	\$25 per day
		Bunny Suit Call 329-4542	\$25 per day

Greenville Aquatics and Fitness Center Membership Fees

Revenue Account	Code	Service	Fee
010-0000-340-02-06	Q4	Family Membership (City Employee)	13.00/Mthly
010-0000-340-02-07	Q5	Family Membership (GUC Employee)	13.00/Mthly
010-0000-340-02-09	Q7	GAFC Recreational Programming Strength and Conditioning Resistance Training Senior Strength Karate at GAFC Tai Chi at GAFC Womens Self Defense Workshop Bench Press Competition Chair Aerobics Water Aerobics Swim Lessons Dolphin Swim Club Master Swim Pool Parties Concession Sales	\$0-\$150/ Members \$0-\$200/Non-Members \$0-\$400/Non-Member/Resident (Effective 09/01/12)

010-0000-340-02-03 Q1 Memberships

Membership Type For Residents	Yearly Fees	Quarterly Fees	Monthly Draft Fee
Family, Individual, Student, Senior, Corporate	\$190-\$550	\$50-\$250	\$16-\$200
Membership Type For Non-Residents	Yearly Fees	Quarterly Fees	Monthly Draft Fee
Family, Individual, Student, Senior, Corporate	\$225-\$700	\$75 - \$500	\$20 - \$300

Non-Resident Rates Effective September 1, 2012

Quarterly Memberships – application fee included in first three months; Bank Draft Memberships pay 3 months in advance plus application fee.

Bradford Creek Golf Course

Revenue Account	Code	Service	Fee
010-0000-340-30-00	GF	Golf Green and Ball Fees All Range Ball and Range Fees Various Play Offerings	\$5 to \$45
	B1	Golf Classes and Tournaments	\$10 to \$150
010-0000-340-3100		Golf Clinics	
010-0000-340-3200		Summer Youth Golf Camp	
010-0000-340-3300		Spring Youth Camp	
010-0000-340-3400		Junior Golf Team	
010-0000-340-3500		Coastal Plains Tournament	

COMMUNITY DEVELOPMENT FEES

Code Enforcement

Revenue Account	Code	Violation	Fee
N/A		Abandoned vehicles	50.00 + cost of towing and storage
N/A		Public Nuisance	50.00 + cost of mowing
010-0000-340-1201		Administrative Filing Fee for Grass Liens	\$10.00

ORDINANCE NO. _____
CITY OF GREENVILLE, NORTH CAROLINA
2013-14 GREENVILLE UTILITIES COMMISSION BUDGET ORDINANCE

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES ORDAIN:

Section I. Estimated Net Revenues and Fund Balances. It is estimated that the following non-tax revenues and fund balances will be available during the fiscal year beginning July 1, 2013 and ending June 30, 2014 to meet the subsequent expenditures, according to the following schedules:

<u>REVENUE</u>		<u>BUDGET</u>
A. <u>Electric Fund</u>		
Rates & Charges	\$193,576,676	
Fees & Charges	970,000	
U.G. & Temp. Service Charges	95,000	
Miscellaneous	654,219	
Interest on Investments	135,000	
Installment Purchase	<u>1,146,091</u>	
 Total Electric Fund Revenue		 \$196,576,986
B. <u>Water Fund</u>		
Rates & Charges	\$15,657,316	
Fees & Charges	308,000	
Miscellaneous	165,995	
Interest on Investments	37,843	
Installment Purchase	<u>265,676</u>	
 Total Water Fund Revenue		 \$16,434,830
C. <u>Sewer Fund</u>		
Rates & Charges	\$17,178,507	
Fees & Charges	278,000	
Miscellaneous	209,689	
Interest on Investments	21,000	
Installment Purchase	612,367	
Appropriated Fund Balance	<u>1,365,947</u>	
 Total Sewer Fund Revenue		 \$19,665,510
D. <u>Gas Fund</u>		
Rates & Charges	\$39,104,068	
Fees & Charges	133,500	
Miscellaneous	136,256	
Interest on Investments	54,000	
Installment Purchase	120,068	
Appropriated Fund Balance	<u>9,000,000</u>	
 Total Gas Fund Revenue		 <u>\$48,547,892</u>
 TOTAL REVENUE		 <u><u>\$281,225,218</u></u>

Section II. Expenditures. The following amounts are hereby estimated for the Greenville Utilities Commission to be expended for managing, operating, improving, maintaining, and extending electric, water, sewer and gas utilities during the fiscal year beginning July 1, 2013 and ending on June 30, 2014, according to the following schedules:

		<u>BUDGET</u>
Electric Fund	196,576,986	
Water Fund	16,434,830	
Sewer Fund	19,665,510	
Gas Fund	<u>48,547,892</u>	
TOTAL EXPENDITURES		<u><u>\$281,225,218</u></u>

Section III. Estimated Net Revenues and Fund Balances. It is estimated that the following non-tax revenues and long term debt proceeds will be available to fund capital project expenditures that will begin in the fiscal year beginning July 1, 2013:

		<u>BUDGET</u>
Electric Fund - Long Term Debt Proceeds		9,572,500
Water Fund - Long Term Debt Proceeds		2,865,750
Sewer Fund - Long Term Debt Proceeds		8,970,750
Gas Fund - Long Term Debt Proceeds		<u>9,731,000</u>
TOTAL CAPITAL PROJECT REVENUE		<u><u>\$31,140,000</u></u>

Section IV. Capital Project Expenditures. The following amounts are hereby estimated for the Greenville Utilities Commission capital projects budgets that will begin during the fiscal year beginning July 1, 2013:

		<u>BUDGET</u>
Electric OPTICS		14,405,000
Electric Bells Fork to Hollywood Substation Upgrade Project		2,370,000
Water Treatment Plant Sedimentation Basin Upgrade Project		355,000
Water Treatment Plant Impoundment Dredging Project		350,000
Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project		3,360,000
Wastewater Southside Pumping Station Upgrade Project		3,450,000
Gas Systems Western Loop High Pressure Gas Main Extension Project		2,850,000
Gas Systems LNG Plant Tank Additions Project		<u>4,000,000</u>
TOTAL CAPITAL PROJECT EXPENDITURES		<u><u>\$31,140,000</u></u>

Section V: Amendments. (a) Pursuant to General Statutes 159-15, this budget may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the General Manager/CEO of Greenville Utilities Commission is authorized to transfer funds from one appropriation to another in an amount not to exceed \$100,000. Any such transfers shall be reported to the Greenville Utilities Commission and the City Council at their next regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the General Manager/CEO may authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts and the expenditure is reported to the Greenville Utilities Commission as soon as possible, and appropriate budget amendments are submitted to the City Council, if necessary, at its next regular meeting.

Section VI: Appropriation. The capital project revenue and expenditure authorizations shall extend from year to year until each project is completed.

Section VII: Distribution. Copies of this ordinance shall be furnished to the General Manager/CEO and the Chief Financial Officer of the Greenville Utilities Commission, and the Director of Financial Services of the City of Greenville to be kept on file by them for their direction in the disbursement of funds.

Adopted this the _____ day of June, 2013.

Allen M. Thomas, Mayor

Attest:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Reimbursement resolution for financing Greenville Utilities Commission's Capital Projects

Explanation: **Abstract:** Greenville Utilities Commission (GUC) seeks establishment of a reimbursement resolution for its capital projects to obtain financing at a later date.

Explanation: At their meeting on June 13, 2013, the GUC Board of Commissioners is expected to adopt the FY 2013-14 budget and approve establishing capital projects for the enterprise operations. The Board is also expected to adopt a reimbursement resolution and recommend similar action by City Council.

Fiscal Note: No costs to the City.

Recommendation: Adopt the attached reimbursement resolution for GUC's capital projects.

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[Resolution](#)

RESOLUTION NO. 13-__
RESOLUTION DECLARING THE INTENTION OF THE
CITY COUNCIL OF THE CITY OF GREENVILLE TO REIMBURSE THE
GREENVILLE UTILITIES COMMISSION, OF THE CITY OF GREENVILLE, NORTH
CAROLINA, A BODY POLITIC DULY CHARTERED BY THE STATE OF NORTH
CAROLINA, FROM THE PROCEEDS OF ONE OR MORE TAX EXEMPT
FINANCING FOR CERTAIN EXPENDITURES MADE AND TO BE MADE IN
CONNECTION WITH THE ACQUISITION AND CONSTRUCTION OF CERTAIN
CAPITAL IMPROVEMENTS

WHEREAS, the Greenville Utilities Commission of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina, (the Commission) has determined to pay certain expenditures (the “Expenditures”) incurred no more than 60 days prior to the date hereof and thereafter relating to the acquisition and construction of certain improvements (collectively, the “Project”) more fully described in Exhibit A attached hereto, consisting of improvements to its electric, gas, sanitary sewer and water systems (collectively, the “System”); and

WHEREAS, the City Council of the City of Greenville, North Carolina (the “City Council”) has determined that those moneys previously advanced by the Commission no more than 60 days prior to the date hereof to pay such Expenditures are available only on a temporary period and that it is necessary to reimburse the Commission for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the “Debt”);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL as follows:

Section 1. The City Council hereby declares concurrence with the Commission’s intent to reimburse the Commission from the proceeds of the Debt for the Expenditures made with respect to the Project no more than 60 days prior to the date hereof and thereafter. The City Council reasonably expects on the date hereof that it will reimburse the Commission for the Expenditures from the proceeds of a like amount of the Debt.

Section 2. Each Expenditure was or will be either (a) of a type chargeable to capital account under general federal income tax principles (determined as of the date of the Expenditures), (b) the cost of issuance with respect to the Debt, (c) a non-recurring item that is not customarily payable from current revenues of the System, or (d) a grant to a party that is not related to or an agent of the Commission or City of Greenville, North Carolina (the “City”) so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Commission or City.

Section 3. The principal amount of the Tax Exempt Financing estimated to be issued to reimburse the Commission for Expenditures for the Improvements is estimated to be not more than \$31,140,000.

Section 4. The Commission and the City will make a reimbursement allocation, which is a written allocation by the Commission and the City that evidences the Commission’s

use of proceeds of the Debt to reimburse an Expenditure no later than 18 months after the later of the date on which such Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The City Council recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, (expenditures by "small issuers" based on the year of issuance and not the year of expenditure), and expenditures for construction projects of at least 5 years.

Section 5. The resolution shall take effect immediately upon its passage.

Adopted this the ____ day of _____, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

EXHIBIT A

THE IMPROVEMENTS

The Improvements referenced in the resolution include, but are not limited to, all operating and capital expenditures associated with the purchase, design, and construction of:

Electric OPTICS	\$14,405,000
Electric Bells Fork to Hollywood Substation Upgrade Project	\$2,370,000
Water Treatment Plant Sedimentation Basin Upgrade Project	\$355,000
Water Treatment Plant Impoundment Dredging Project	\$350,000
Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project	\$3,360,000
Wastewater Southside Pumping Station Upgrade Project	\$3,450,000
Gas Systems Western Loop High Pressure Gas Main Extension Project	\$2,850,000
Gas Systems LNG Plant Tank Additions Project	\$4,000,000
Total	<u>\$31,140,000</u>



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Reimbursement resolution for financing Greenville Utilities Commission's vehicle and heavy equipment purchases with installment purchase loan

Explanation: **Abstract:** Greenville Utilities Commission (GUC) seeks establishment of a reimbursement resolution to enable vehicles and heavy equipment to be purchased at various times and obtain financing at a later date.

Explanation: At their meeting on June 13, 2013, the GUC Board of Commissioners is expected to adopt GUC's FY 2013-14 budget and approve the purchase of vehicles and heavy equipment necessary to maintain the service level GUC provides to its customers. The Board is also expected to adopt a reimbursement resolution and recommend similar action by City Council.

Fiscal Note: No costs to the City.

Recommendation: Adopt the attached reimbursement resolution for GUC's vehicles and heavy equipment.

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[Reimbursement Resolution](#)

RESOLUTION NO. 13-__
RESOLUTION DECLARING THE INTENTION OF THE
CITY COUNCIL OF THE CITY OF GREENVILLE TO REIMBURSE THE
GREENVILLE UTILITIES COMMISSION, OF THE CITY OF GREENVILLE, NORTH
CAROLINA, A BODY POLITIC DULY CHARTERED BY THE STATE OF NORTH
CAROLINA, FROM THE PROCEEDS OF ONE OR MORE TAX EXEMPT
FINANCING FOR CERTAIN EXPENDITURES MADE AND TO BE MADE IN
CONNECTION WITH THE ACQUISITION AND CONSTRUCTION OF CERTAIN
CAPITAL IMPROVEMENTS

WHEREAS, the Greenville Utilities Commission of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina, (the Commission) has determined to pay certain expenditures (the “Expenditures”) incurred no more than 60 days prior to the date hereof and thereafter relating to the acquisition and construction of certain improvements (collectively, the “Project”) more fully described in Exhibit A attached hereto, consisting of improvements to its electric, gas, sanitary sewer and water systems (collectively, the “System”); and

WHEREAS, the City Council of the City of Greenville, North Carolina (the “City Council”) has determined that those moneys previously advanced by the Commission no more than 60 days prior to the date hereof to pay such Expenditures are available only on a temporary period and that it is necessary to reimburse the Commission for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the “Debt”);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL as follows:

Section 1. The City Council hereby declares concurrence with the Commission’s intent to reimburse the Commission from the proceeds of the Debt for the Expenditures made with respect to the Project no more than 60 days prior to the date hereof and thereafter. The City Council reasonably expects on the date hereof that it will reimburse the Commission for the Expenditures from the proceeds of a like amount of the Debt.

Section 2. Each Expenditure was or will be either (a) of a type chargeable to capital account under general federal income tax principles (determined as of the date of the Expenditures), (b) the cost of issuance with respect to the Debt, (c) a non-recurring item that is not customarily payable from current revenues of the System, or (d) a grant to a party that is not related to or an agent of the Commission or City of Greenville, North Carolina (the “City”) so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Commission or City.

Section 3. The principal amount of the Tax Exempt Financing estimated to be issued to reimburse the Commission for Expenditures for the Improvements is estimated to be not more than \$2,144,002.

Section 4. The Commission and the City will make a reimbursement allocation, which is a written allocation by the Commission and the City that evidences the Commission’s

use of proceeds of the Debt to reimburse an Expenditure no later than 18 months after the later of the date on which such Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The City Council recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, (expenditures by "small issuers" based on the year of issuance and not the year of expenditure), and expenditures for construction projects of at least 5 years.

Section 5. The resolution shall take effect immediately upon its passage.

Adopted this the ____ day of _____, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

EXHIBIT A

THE IMPROVEMENTS

The Improvements referenced in the resolution include, but are not limited to, all operating and capital expenditures associated with the purchase of:

1 - 2 Ton Knuckle Boom	\$210,000.00
1 - 2 Ton Line Truck	\$240,000.00
2 - 2 Ton Dump Truck	\$167,500.00
1 - 2 Ton Utility Body Truck	\$83,000.00
1 - 2 Ton Bucket Truck	\$200,000.00
1 - F550	\$55,000.00
1 - Trencher with Boring Rig	\$170,000.00
1 - Compact Backhoe	\$55,000.00
1 - Valve Truck	\$60,000.00
3 - ½ Ton Ext Cab	\$66,000.00
1 - 6,000# Electric Forklift	\$42,000.00
1 - 1 Ton Utility Truck	\$79,602.00
1 - Sewer Truck System	\$385,000.00
1 - Sport Utility Vehicle	\$28,500.00
1 - 60" Forestry Cutter Attachment	\$42,500.00
4 - Mixers for BRP Tanks	\$60,000.00
1 - ½ Ton Crew Cab	\$38,400.00
1 - Backhoe/Front Loader	\$70,000.00
2 - Compact Trucks	\$43,000.00
1 - ¾ Ton Pickup	\$26,500.00
Total Vehicles & Heavy Equipment	\$2,122,002.00
Financing Costs	<u>\$22,000.00</u>
Total	<u>\$2,144,002.00</u>



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Ordinance amending on-street parking restrictions for “Controlled Residential Parking Areas” as recommended by the University Neighborhood Revitalization Initiative Committee

Explanation: **Abstract:** City Council is asked to consider an ordinance that will amend Chapter 2, Title 10, Article T, “Controlled Residential Parking Areas”, of the City Code of Ordinances. The proposed revisions will allow the City to implement Controlled Residential Parking Monday – Friday, 7:00 a.m. – 5:00 p.m. in the UNRI Overlay District without requiring a petition signed by at least 51% of the residents.

Explanation: Attached for City Council consideration is an ordinance that will amend Chapter 2, Title 10, Article T, “Controlled Residential Parking Areas”, of the City Code of Ordinances. The proposed revisions will allow the City to implement Controlled Residential Parking Monday – Friday, 7:00 a.m. – 5:00 p.m. in the UNRI Overlay District without requiring a petition signed by at least 51% of the residents.

A public input meeting was held on April 29, 2013, in Council Chambers. Invitees included residents of the entire University Neighborhood Revitalization Initiative (UNRI) overlay district, the UNRI Overlay District Committee, and the Public Transportation and Parking Commission. The purpose of the meeting was to provide information to impacted residents, answer their questions, and receive input from them.

The UNRI Overlay District Committee met with City personnel and requested implementation of Controlled Residential Parking along all streets within the district. Excluded from this controlled area would be streets abutting Woodlawn Park, South Tar River Greenway, and properties belonging to ECU. The district is described as being a portion of the area bounded on the north by the Tar River, on the east by Elm Street, extended to the Tar River, on the south by E. 5th Street, and on the west by Reade Street, extended to the Tar River.

Currently, Controlled Residential Parking is allowed on a petition basis by at least 51% of the residents on each block. The area north of 1st Street will require residents to obtain a Permit C to park on-street Monday – Friday, 7:00 a.m. – 5:00 p.m. The areas shown around Woodlawn Park and the Greenway will become “2-Hour Parking”. The area south of 1st Street and north of 5th Street will require residents to obtain a Permit A to park on-street Monday – Friday, 7:00 a.m. – 5:00 p.m. Street frontage abutting State property will become “2-Hour Parking”. Additionally, it is recommended that the requirement for a petition in the UNRI district be eliminated, thus eliminating confusion in this area as to which streets are restricted and which are not.

The attached ordinance presents the proposed changes that would address the UNRI Overlay District Committee's request. The provisions of the ordinance were approved by the Public Transportation and Parking Commission on May 8th.

Fiscal Note:

The proposed changes will require “Controlled Residential Parking” signs to be installed throughout the remainder of the UNRI District at an estimated cost of \$18,000.

Recommendation:

Approve the attached ordinance amending Chapter 2, Title 10, Article T, “Controlled Residential Parking Areas”, of the City Code of Ordinances.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[On Street Parking](#)

[An Ordinance Amending Article T Chapter 2 of Title 10 Controlled Parking Areas 955556](#)

ORDINANCE NO. 13-
ORDINANCE AMENDING ARTICLE T OF CHAPTER 2 OF TITLE 10 OF THE
GREENVILLE CITY CODE AMENDING THE PROVISIONS RELATING TO
CONTROLLED RESIDENTIAL PARKING AREAS

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN:

Section 1: That Section 10-2-241 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting said section so that it shall read as follows:

SEC. 10-2-241 CRITERIA FOR ESTABLISHMENT.

(A) Designation of controlled residential parking areas shall be based upon any of the following:

(1) Areas based upon the following minimum criteria as determined by a study by the Traffic Division of the Public Works Department:

(a) The majority of the street frontage, measured at the right-of-way line, of the proposed controlled residential parking area must be in a residential zoning district.

(b) The proposed controlled residential parking area shall be applicable on a minimum per block basis. The proposed controlled residential parking area may apply to one or both sides of the block.

(c) A petition, identifying the boundaries of the streets within the proposed controlled residential parking area, must be presented to the Traffic Division of the Public Works Department and signed by adult residents of at least 51% of the living units contained in each block face of the proposed controlled residential parking area.

(d) A parking study must be completed, conducted between the hours of 8:00 a.m. to 4:00 p.m. on a weekday with one observation made each two hours. The study must reveal that at least 70% of the parking capacity of the proposed controlled residential parking area is occupied and that a minimum of 33% of the parked vehicles must be registered to addresses outside the proposed controlled residential parking area.

(2) Area within Parking Area A, being a portion of the area described in section 9-4-200.2 (A)(3) within which a University Neighborhood Revitalization Initiative (UNRI) Overlay District may be located, and being the area bounded on the south by E. 5th Street, on the east by Elm Street, on the north by E. 1st Street, and on the west by Reade Street except for the following streets:

(a) Portions of streets which abut property owned by the State of North Carolina.

- (3) Area within Parking Area C, being a portion of the area described in section 9-4-200.2 (A)(3) within which a University Neighborhood Revitalization Initiative (UNRI) Overlay District may be located, and being the area bounded on the south by East 1st Street, on the east by Elm Street, extended to the Tar River, on the north by the Tar River, and on the west by Reade Street, extended to the Tar River, except for the following streets:
 - (a) Portions of streets which abut Woodlawn Park
 - (b) Portions of streets which abut the South Tar River Greenway
- (4) Areas not included within Parking Area A or Parking Area C which are designated in the Schedule of Traffic Regulations as controlled residential parking areas as of June 10, 2013.

(B) In accordance with the provisions of section 10-2-31(D), the Director of Public Works is authorized to amend the Schedule of Traffic Regulations by designating the streets or portions of streets within the city which meet the criteria of this section as controlled residential parking areas. The streets or portions of streets within Parking Area A and Parking Area C shall be designated as controlled residential parking areas in which parking is prohibited on Monday through Friday between the hours of 7:00 a.m. and 5:00 p.m. except by permit.

Section 2: That Section 10-2-247 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting said section so that it shall read as follows:

SEC. 10-2-247 COMPLIANCE TO SIGNS.

(A) When signs are erected adjacent to streets designated as a controlled residential parking area giving notice that parking is prohibited during specified time periods except by permit, no person shall park a vehicle during restricted periods as designated in the Schedule of Traffic Regulations, unless the vehicle has a properly displayed residential parking permit decal for the area.

(B) When signs are erected adjacent to streets designated as a controlled residential parking area giving notice that parking time is limited to two hours during specified time periods except by permit, no person shall park a vehicle for longer than two hours during restricted periods as designated in the Schedule of Traffic Regulations, unless the vehicle has a properly displayed residential parking permit decal for the area.

(C) A residential parking permit shall not guarantee or reserve the holder a parking space within a designated controlled residential parking area.

Section 3. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

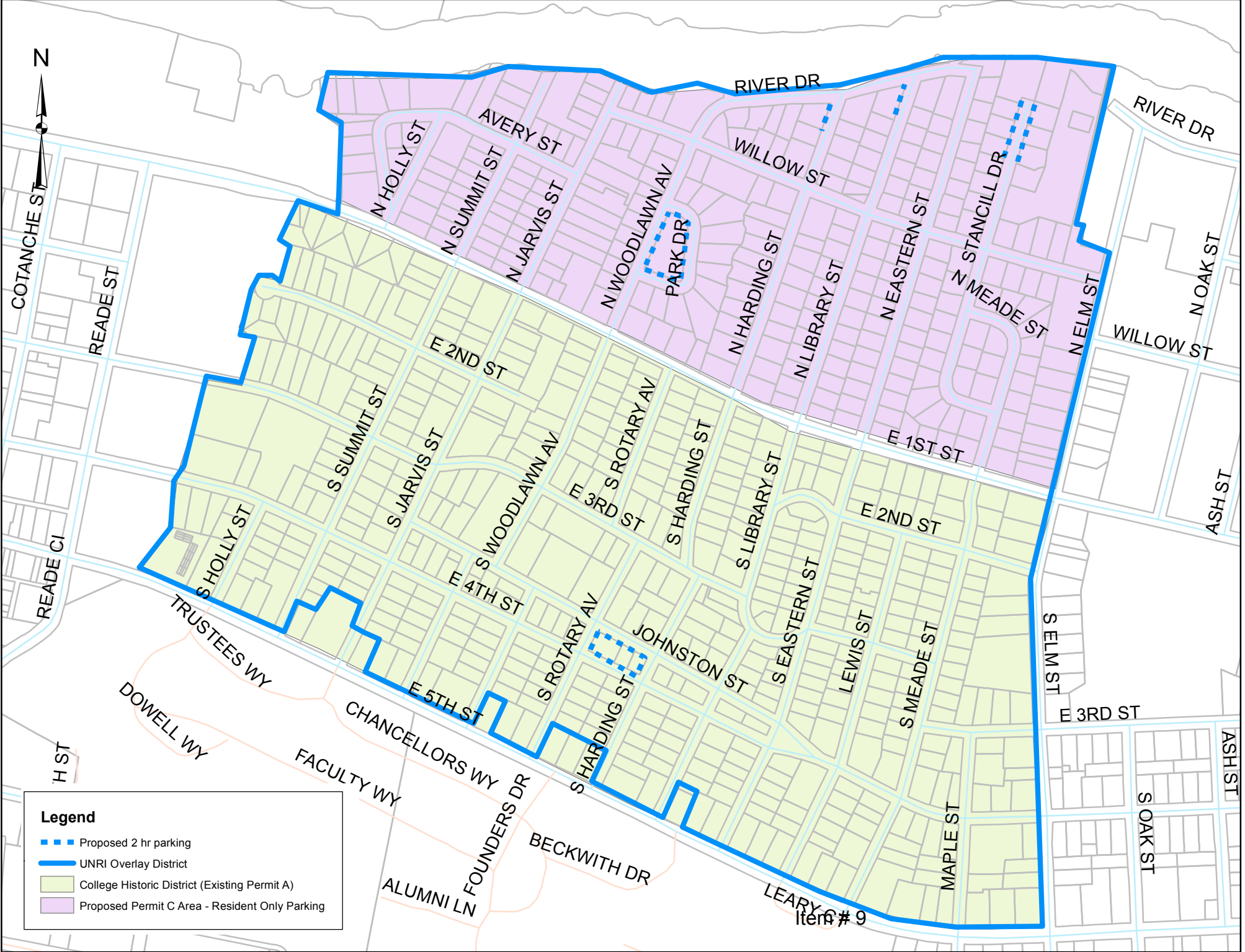
Section 5. This ordinance shall become effective the 1st day of August, 2013.

This the 13th day of June, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



Legend

- - - Proposed 2 hr parking
- UNRI Overlay District
- College Historic District (Existing Permit A)
- Proposed Permit C Area - Resident Only Parking



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: BANA/ERP vendor recommendation for a new business applications software system

Explanation: **Abstract:** The City Council has authorized that a recommendation be made for replacing the City's current Business Financial software systems with an Enterprise Resource Planning (ERP) system. In an effort to meet this directive, staff from multiple City departments has worked over the past year to select a recommended vendor. Staff will present the recommendation along with features and benefits of the preferred solution.

Explanation: The City has experienced a growing number of challenges within its current SunGard HTE financial system software over the years. The SunGard HTE software system was implemented in 1992 and has been maintained by the Information Technology Department, keeping the software up to date with upgrades as they became available. Challenges for the users have manifested themselves in many ways. There is a lack of integrated functionality, which makes it difficult for City employees to access the necessary information they need to make daily business decisions and to service the citizens in an optimal manner. In order to overcome these limitations, the development of shadow systems (i.e. Excel spreadsheets) or the licensing of additional niche software to store and manage information has occurred. Even though these steps have helped satisfy the immediate needs, it has caused increasingly disparate data repositories that in turn have decreased reporting capabilities. It also has caused the duplication of data that is not easily integrated within a single system. These ongoing measures to overcome deficiencies offer a significant risk to the organization as the "footprint" of applications continue to grow without a shift to a more centralized, modern, and integrated ERP software system. The City recognizes the obstacles that are hindering efficient operation of its current business financial software and the risks involved in continuing to utilize those software systems into the future.

On September 21, 2010, the Financial Services Director, Human Resources Director, Recreation and Parks Director, and Community Development Director along with Information Technology staff, met with the City Manager and

Assistant City Manager to discuss software needs. The City Manager authorized a committee be formed to select a consultant to perform an assessment related to business financial needs. Subsequently, Plante & Moran, PLLC was contracted to perform a business applications needs assessment for the City. The Information Technology Department was charged to manage the project to assess our current financial applications and related business financial needs.

The scope of the Business Applications Needs Assessment (BANA) project addresses the needs of the City for core and expanded business financial functions. In addition, other missing business financial functions of the City have been identified. The interaction of the current core financial and human resource systems with other ancillary systems caused additional software applications to be included within the scope of the assessment. It was the intent to address all business application needs throughout the City as they related directly to the current core financial and human resource systems and the overall need of the organization. As a part of the assessment, Plante & Moran, PLLC completed an interview process in which they met with staff from every department within the City. The interview process helped identify the business financial needs as well as the shortcomings of the current business financial systems. The result of that assessment was summarized and delivered to the Executive Steering Committee on May 14, 2012, as the plan of action.

The plan of action from Plante & Moran, PLLC recommended that the City continue with its existing plans to replace the current business financial software systems due to the risks identified in continuing to maintain the existing environment. The plan of action details the City's course of action to address all of its business financial system needs. Even though a vendor may partner with other potential solution providers to offer a solution that addresses multiple needs, no single proposed solution can accommodate every requirement. It was understood that any missing functionality that could not be provided by the prospective vendors would be identified as gaps and would also be addressed within the scope of the project. Those gap items have been identified as the following: Cemetery Management Software, Housing Software, MWBE Compliance and Reporting, Request for Service Software, Special Event Management Software, and Travel Request Software.

The City, with the help of Plante & Moran, PLLC, advertised a competitive Request for Proposals (RFP) to seek a replacement ERP software system. Multiple staff from all City departments spent a number of hours developing and refining software specifications that became a part of the Request for Proposals. On September 11, 2012, the City advertised the Request for Proposals #12-13-03 for ERP System Replacement. The City received four responsive proposals as a result of the RFP submission. Upon receipt of the proposals, the City began executing a consistent evaluation methodology that was defined and approved during the RFP development process. The evaluation methodology utilized a system to assess and score each vendor solution on a number of criteria. Based on the evaluation results, successful vendors progressed through each of the rounds of evaluation with the final evaluation round identifying the preferred solution. The preferred solution offers the best value and is the best solution to meet the needs of the City now and into the future.

On May 1, 2013, the final evaluation round was completed and the Executive Steering Committee selected Tyler Technologies, Inc. as the ERP software vendor to recommend for replacing our existing business financial systems. The Tyler Munis ERP solution offers a robust and user friendly system that will serve the City well. There are a number of peer government organizations that have implemented the Tyler Munis ERP solution and have had favorable results. Those organizations are as follows:

- City of Asheville, NC
- New Hanover County
- Pitt County

In addition, the Tyler Munis user group community within the State of North Carolina is active and growing. The City looks to benefit from the ERP solution implementation in multiple ways:

- A set of best practice business processes that improves accountability and efficiency across all functions
- Integrated solution that eliminates the need for redundant data stores and niche software
- Business analytics that aids City leaders in decision support
- Real-time dashboards and reporting that provide key performance information
- Financially sound business partner with a track record of innovative product development
- Web-based solution
- Mobile workforce capability

Fiscal Note:

The ERP system project contains many components required to deliver a complete system implementation. The associated costs for these components are to be managed within the project scope identified in the plan of action over an estimated span of 18-24 months. There are one-time costs and ongoing costs related to the implementation of the ERP system. The standard annual recurring costs will take affect after the ERP system is implemented. The scope of the ERP system implementation addresses core and expanded ERP software components, as well as missing functionality identified as gap items. Gap items will be addressed with solutions that meet their unique requirements. Their estimated costs are included within the scope of the project and may not be within the requested budget. Some of the project costs categories are as follows:

- Software Licensing
- Implementation Services
- Business Process Development
- Training
- Project Management
- Hardware

The budget for the ERP system implementation project is \$2.5 million. The annual recurring cost for our current SunGard HTE environment is \$171,580. The estimated annual recurring cost for the new ERP system is \$198,143.

Recommendation: It is recommended that City Council approve the selection of Tyler Technologies, Inc. as the ERP software vendor and grant the City Manager the authority to proceed in executing the ERP Plan of Action and to utilize the allocated budget in order to implement an ERP solution. The negotiated contracts are not to exceed \$2.5 million.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [BANA 2012_03_14_Project_Charter_Final_953375](#)
 - [BANA 2012_05_09_Plan_of_Action_Final_927918](#)
 - [BANA Notes to City Council Memo 928384](#)
 - [BANA Memo to Chris Padgett Notes to City Council 942861](#)
-

City of Greenville Enterprise Resource Planning (ERP) System Selection Project Charter

VISION STATEMENT:

The project will provide an integrated enterprise financial system that will support City staff in the delivery of Government services and activities, take advantage of best practices, and significantly improve the efficiency and effectiveness of the City's customer service and business processes.

PROJECT OVERVIEW:

The City will assess its needs and select a new Enterprise Resource Planning (ERP) software system environment by December 2012. The project is focused on replacing current legacy systems which provide ERP functions and that are not meeting the City's needs, as well as determining a preliminary plan of action for integration of other key City systems.

PROJECT PURPOSES:

- a. Assess the City's software needs and replace certain core business systems and shadow systems with a modernized transaction based, integrated ERP system, where appropriate.
- b. Improve City-wide communication through improved access to financial information.
- c. Have more effective business processes and maximize the replacement of paper-oriented processes using e-forms and workflow.
- d. Improve ability for City employees to perform self-service actions related to financial information.
- e. Provide better front-end services by improving the City's back-end services and systems.
- f. Replace the legacy City systems which are not currently meeting the City's needs.

PROJECT OBJECTIVES:

The City hopes to accomplish the following objectives with the successful completion of this project:

1. Incorporate "best business practices" where possible.
2. Develop a system that is user-friendly and empowers departments to improve their business processes.
3. Add and improve functionality in back-office functional areas.
4. Improve quality and accessibility of information for decision support.
5. Eliminate paper-based workflow processes and forms where possible.
6. Reduce redundant "shadow systems", data entry, storage, and paper processing.
7. Improve operational effectiveness and productivity.
8. Enable e-Government initiatives, including enhanced customer service and web self-service.
9. Reduce the number of systems the City owns and supports with their related costs by consolidating into one integrated ERP system.

10. Inventory all existing legacy “systems” and tools in order to identify areas of functionality that must align with the needs of the organization.
11. Specifically address gaps where the current ERP system does not provide an option to meet the City’s immediate needs; assess and recommend a solution to meet business requirements as part of an integrated/expanded ERP or interfaced standalone system.

BUSINESS DRIVERS:

- a. Increase collaboration and access to data.
- b. Eliminate conflicting information, shadow systems (spreadsheets, multiple systems with the same basic functionality, etc.).
- c. Significantly reduce process time through making better software functionality available to perform business process reengineering and implementation of best practices.
- d. Provide better visibility to customers regarding the status of their business transaction.
- e. Eliminate paper-based processes and forms.
- f. Expand self service options.
- g. Insure quality is a focal point at the beginning of the business transaction.
- h. Provide technology solutions for areas of business without software/hardware tools.

PROJECT INFLUENCES:

1. Available resources for implementing the selected solution such as staff time and financial resources.
2. Existing processes have been in existence for an extended period of time that are paper-based and are based on existing technology.
3. The project approach focused on the City issuing a single RFP for an integrated Enterprise Resource Planning (ERP) system that incorporates functionality representing best business practices to support City staff in the delivery of services.
4. The RFP will be developed with the intent of maximizing functionality requested from a single ERP vendor thus maximizing vendor relationships to provide a comprehensive response targeted to meeting the City’s business needs throughout all organizational departments.
5. The City does not have a technology strategic plan and is considering assessing its overall technology environment in order to develop a long term plan.

CRITICAL SUCCESS FACTORS:

- a. Ensuring that all of the ERP needs of the City are thoroughly defined, documented and understood by the vendors.
- b. Willingness for business process reengineering during the ERP implementation effort.
- c. Vendor understanding of what the City is trying to accomplish with a new system.
- d. Obtaining buy-in from the departments on the process for defining the needs and selecting a new system.

- e. Gaining ownership by the departments on the selected system.
- f. Ensuring that the selection process is conducted under a sound and unbiased process.
- g. The City providing adequate resources to the selection and implementation of the system.
- h. City staff performing appropriate due diligence in reviewing the potential vendor solutions to ensure that the selected solution will meet their needs.
- i. Having users that are computer literate and can effectively use the system.
- j. Having user support teams and a help system in place to provide quality, timely help to trained users and to provide training to new employees and users.

PROJECT CONSTRAINTS:

1. Staffing resources during the implementation effort.
2. External assistance scoped to control consulting costs.
3. There is no formal training function that currently exists within the City (materials, support staff, etc.).
4. User buy-in and capacity for change during implementation. Employees having the attitudes, conditions and resources to overcome a resistance to change. Enabling employees to overcome resistance by creating capacity and preparing them to manage change.
5. Adhering to the guiding principle of utilizing Commercial Off The Shelf (COTS) applications to their fullest extent possible. Resisting the temptation to customize applications rather than configure.

PROJECT SCOPE:

- This project will impact the business processes that the City employs to accomplish most financial and human resources related tasks. Many City employees will be affected as current paper-based processes are moved to the new ERP system including the following areas:
 - Accounts Payable
 - Bank Reconciliation
 - Budgeting (including Position budgeting)
 - Business Licensing
 - Cash Management
 - Cash Receipting
 - Payroll (including time entry) and Human Resources
 - Debt Management
 - Capital/Fixed Assets
 - General Ledger & Financial Reporting
 - Investment Management
 - Miscellaneous Billing and Accounts Receivable
 - Planning & Zoning
 - Permits
 - Inspections & Code Enforcement
 - Project & Grant Accounting
 - Purchasing and Inventory
 - Request for Service / CRM
 - Work Order Processing
 - Fleet, Equipment & Facilities Management
 - Master Address and Land Use Management
 - Cost Recovery and Special Assessments
 - Integration of ERP to other City software

- Parks and Recreation
 - Others
- The project scope will include the evaluation and assessment of the existing software interfaces to our SunGard HTE system. The work effort will include evaluating the use of our currently interfaced software in order to make recommendations on incorporating into a new ERP system. The following areas are included in this specific scope of work:
 - Click2Gov
 - Selectron IVR
 - Payroll and Payables Direct Deposit
 - E-Procurement Card
 - Automated Time Sheet
 - Code Enforcement
 - Parking Ticket Processing
 - ESRI & Geographical Information Systems
- The project scope will include the evaluation and assessment of existing standalone software that is not currently interfaced with our SunGard HTE system. The work effort will include evaluating the ability to use standalone software to effectively integrate into an ERP system and identify the components required for a successful integration. The following areas are included in this specific scope of work:
 - EMS Billing
 - Recreation & Parks
 - Registration
 - Reservation
 - Point of Sale
 - Refuse Billing
 - Stormwater Billing
 - Document Management System
 - Automated Time Sheet
 - Public Safety
 - Computer Aided Dispatch (CAD)
 - Records Management System (RMS)
- The project scope will include the evaluation and assessment of potential areas of software need. The work effort will include the identification of missing or needed software functionality in order to address deficiencies noted within the current systems or processes. The following areas are included in this specific scope of work:
 - Citywide Work Orders
 - Grant Administration
 - Debt Administration
 - Project Management and Scheduling/Estimation
 - Community Development
 - Employee Benefits and Administration
 - Professional Development and Training
 - Minority and Women Business Enterprise Tracking and Reporting
 - Customer Resource Management
 - Travel Authorization with Expense Tracking
 - Recreation & Parks Facility Reservation (online)
 - Recreation & Parks Membership Application (online)
 - Time and Attendance
 - TeleStaff (proposed)

GUIDING PRINCIPLES:

The City shall adhere to the following principles throughout the planning, design and implementation of the project:

1. Information is a City asset to the extent that it is not confidential or private.
2. Establish common processes and practices across the City, wherever possible.
3. Focus on process and transaction quality; build quality at the source.
4. Provide relevant, timely, and consistent management information.
5. Minimize resources allocated to transactional activities; focus more on information to run the business.
6. We will embrace process improvement strategies and shall encourage the implementation of out-of-the box functionality (what is normally termed in the industry as "vanilla") and best business practices embedded in the software. We will use the functionality provided by the software "out-of-the-box". There will be virtually no customization (we modify the source code) of the software; it will be considered only as a last resort with Steering Committee approval. We will configure the system to meet our unique needs within the options offered by the product.
7. The Steering Committee shall be composed of select department leadership staff or other City executives who are committed to dedicating appropriate staff resources to ensure the success of the project.
8. The City shall embrace financial accounting best practices.
9. Decisions related to project activities and system implementation shall be developed for the betterment of the entire City.
10. Department needs shall be given adequate consideration in the development of project policies and activities.
11. The project shall minimize system interfaces, and prioritize integration over best-of-breed solutions, unless significant, mission-critical reasons exist for not doing so.
12. The City shall commit to providing adequate staffing and financial resources to ensure the success of the project, during and after its completion.
13. The Steering Committee commits to ensuring that adequate training is available to project team staff and City system users during the implementation, prior to placing the system into production, and after the system is in production.
14. The project shall strive to decentralize operational responsibilities and approvals to the degree reasonable and possible.
15. The City's IT architecture and standards shall be followed and will be communicated as "high priority requirements" in the system RFP.

PROJECT MILESTONES AND TIMELINE:

- | | |
|--|------------------|
| • Plan of Action | Mid-April – 2012 |
| • Review Plan of Action by City | Late-April 2012 |
| ○ Evaluation of Needs: Upgrade or Replace? | Late-April 2012 |
| • Recommendation to Council | Late-April 2012 |

- Software Selection Phase:
 - Release of ERP RFP: May 2012
 - Select Preferred Vendor: October 2012
 - Negotiate ERP Contract: December 2012
- Implementation Management Phase: TBD. Target phased implementation 2013-2014

Note: See Project Schedule in SharePoint for the most current and complete schedule information.

PLAN OF ACTION DELIVERABLE

The project will include the development of a Plan of Action report which will provide an overall initial assessment of strengths, weaknesses, opportunities and threats (SWOT) on the existing key ERP system in order to assist the City with justifying the project to City Council. To assist with requesting project funding, the Plan of Action will include rough order of magnitude cost estimates for the single vendor ERP software system, which the City will later update when more definitive cost information is collected from vendors as part of their proposals. The Plan of Action will provide an inventory of all key *current* software systems in use to support the areas in scope for the project, categorized as to the level of availability in ERP systems available in the marketplace to similar size governments, as follows:

*Application Availability in the ERP Market		
Legend Code		Description
G	Generally Available	The module is generally available from most / many providers of ERP solutions to similar size entities
B	Best of Breed	The module is not generally available from most / many providers of ERP solutions to similar size entities and is typically selected and implemented as a separate best of breed system, then later integrated to ERP, as feasible, based on available funding and skills.
E	Expanded ERP	The module is available from certain, select providers of ERP solutions to similar size entities and if not selected and implemented as part of the integrated ERP system, would need to be obtained by the City from a separate best of breed system, then later integrated to ERP, as feasible, based on available funding and skills.

The Plan of Action will also identify key software systems and / or modules which have *not* been automated within the current ERP or standalone software systems in the scope of the project. Each of these “missing” software systems or modules will be similarly categorized based on their availability from ERP vendors. For each best of breed system, the City will address as part of other City technology planning and deployment plans which may be developed in the future. Additionally, each application will be categorized as follows:

*Legend for Current Applications		
Legend Code		Description
R	Replacement	The City is intending on replacing this application with the selected solution.
C	Consider	The City is considering replacing this application with the selected solution, based on the strength of the finalist vendor offering and cost / benefit of the replacement module
M	Maintain	The City is intending on retaining the application, not replacing it thru this effort
I	Interface	The City is intending on keeping the application and interfacing/integrating it with the selected solution.

For each interface required, the project will define a general interface description, interface direction and guidance on the need in the future environment. The interfaces will be included in the RFP for vendors to provide integration services pricing as part of the implementation effort.

PROJECT ORGANIZATION STRUCTURE

The following are the roles that will be employed for the City's Business Application Needs Assessment and System Selection phase of the project. These roles are essential for the success of the project and are intended to define the project reporting structure and lines of authority for decision-making. This structure will be modified once the selected vendor solution has been made and the implementation phase of the project begins.

The management component of the project consists of the Project Sponsor, the Steering Committee and Project Managers. The Project Managers report directly to the Steering Committee. Leadership is further broken down into Process Area Team leads and during the implementation may include the need to develop team leads for Communications and Change Management. Further description of the teams, membership and responsibilities are outlined in the following table:

Role	Employee Type	Responsibility
Project Sponsor	Interim City Manager - Thom Moton	<ul style="list-style-type: none"> ■ Assist in development of the project charter ■ Maintain the project vision ■ Act as the project champion ■ Be visibly committed to the project ■ Identify and support the City project managers ■ Lead the Steering Committee and remove project roadblocks ■ Provide comments/analysis of BANA reports ■ Approve action plans ■ Participate in contract negotiations ■ Obtain the necessary City resources to meet the project objectives ■ Provide a strategic perspective when defining the needs for a future ERP and associated processes, where appropriate

Role	Employee Type	Responsibility
Project Manager(s)	Jon Hoggard Renee Jones Nancy Gossett	<ul style="list-style-type: none"> ■ Participate in managing the City staff responsibilities and the City’s use of the Plante Moran consulting services defined in the consulting agreement ■ Act as the key liaison to the outside consultant. ■ Ensure that prompt and clear communications to City department staff is conducted ■ Oversee planning activities associated with project ■ Work with the Steering Committee and other City department leaders to coordinate City resources to meet the project objectives. ■ Manage City participation in project activities ■ Ensure that project deliverables are reviewed by appropriate City staff ■ Provide progress updates to City management, City Council and other interested stakeholders ■ Participate on the Project Steering Committee ■ Participate in contract negotiations ■ Develop and execute selection and implementation plans for non-ERP technology and process improvements
Project Administrator	Fran Bland	<ul style="list-style-type: none"> ■ Schedule various meetings ■ Act as a liaison between the outside consultant and the City related to various project logistics ■ Take minutes at meetings ■ Ensure project communications are distributed ■ Tabulate vendor demonstration evaluation sheets

Role	Employee Type	Responsibility
Project Executive Steering Committee	BANA Executive Steering Committee, to include: <ul style="list-style-type: none"> • Ken Jackson • Gerry Case • Bernita Demery • Gary Fenton • Merrill Flood • Rex Wilder • Chief Bill Ale • Capt. Rob Williams • Thom Moton 	<ul style="list-style-type: none"> ■ Assist in development of the project charter ■ Work with the City departments to ensure that all needs are identified ■ Work with City staff to make project decisions ■ Obtain the necessary City resources to meet the project objectives. ■ Determine vendor selection criteria ■ Review and provide feedback on project deliverables ■ Review and provide feedback on vendor proposals ■ Participate in proposal analysis meeting ■ Attend vendor demonstrations ■ Conduct reference checking and site visits, if performed ■ Provide input / make timely decision on a recommended final vendor ■ Participate in other project-related meetings ■ Provide a strategic perspective when defining the needs for a future ERP and associated processes, where appropriate
Outside Consultant	Plante Moran	<ul style="list-style-type: none"> ■ Participate in project activities identified in the consulting agreement. ■ Facilitate the needs assessment and selection phase ■ Apprise the City's project managers of current and potential project risks and discusses means of mitigating these risks ■ Work with the City's project managers in scheduling, planning and conducting the on-site visits ■ Provide guidance to the City throughout the project ■ Develop the key defined project deliverables

Role	Employee Type	Responsibility
ERP Process Owners and End-Users	<p>ERP Process Owners and End-Users to include:</p> <ul style="list-style-type: none"> • Lt. J.C. Williams - POL • Lt. Richard Allsbrook - POL • Carolyn Horton - POL • Terry Basden - POL • Rhonda Conner - POL • Cpl. Chris Viverette - POL • D.C. Eric Griffin - F/R • Ann Tess - F/R • Pam Reid - F/R • Kristin Gibson - F/R • B.C. Chuck Owens - F/R • Capt. Calvin Horne - F/R • Capt. Brock Davenport - F/R • Wayne Peaden - F/R • Ken Jackson - PW • Lisa Kirby - PW • Beverly Barnes - PW • Wendy Ross - PW • Colleen Sicley - PW • Les Everett - PW • Tim Corley - PW • Angel Maldonado - PW • Kevin Heifferon - PW • Brian Thompson - PW • Chris Padgett - CD • Elizabeth Blount -CD • Mike Dail - CD • Chantae Gooby - CD • Wayne Harrison - CD • Christian Lockamy - CD • Patrick House - CD • Laura Searfoss - CD • Carl Rees - CD • Sandy Edmundson - CD • Tom Wisemiller - CD • Sandra Anderson - CD • Linda Mims - CD • Betty Mosley - CD • Virgil Smith - CD • Mike Watson - CD • Karen Gilkey - CD • Sylvia Brown - CD • Gwen Turnage - CD • Jon Hoggard - IT • Kyle Pitchford - IT • Fran Bland - IT • Bob Coulter - IT • Donna Raynor - CMO • April Spruill - CMO • Steve Hawley - PIO 	<ul style="list-style-type: none"> ■ Provide information on current City processes, systems and shadow systems used ■ Articulate needs and desires for a new ERP and associated processes ■ Develop an understanding of how a future ERP and associated processes might operate ■ Quantify time spent on conducting current process-related activities ■ Review and approve module specifications ■ Review & feedback on appropriate sections of vendor proposal responses ■ Participate in vendor script development activities ■ Participate in software vendor demonstrations ■ Provide demonstration / due diligence feedback ■ Conduct due diligence on software vendors ■ Review project deliverables for accuracy and completeness

Role	Employee Type	Responsibility
	<ul style="list-style-type: none"> • Kimberly Branch - FS • Angeline Brinkley - FS • Tronette Greene - FS • Linda Roach - FS • Brenda Matthews - FS • Katie Lumb - FS • Tami Harrell - FS • Willie Moye - FS • Robert Jones - FS • Donna Peacock - FS • Debra Hodges - FS • Dora Burton - FS • Denisha Harris - FS • Katherine Lilley - FS • Juracy Lopez - FS • Robert Jones - FS • Donna Peacock - FS • Debra Hodges - FS • Dora Burton - FS • Choyou Gardner - FS • Frank Salvato - HR • Leah Futrell - HR • Cecilia Cutler - HR • Linda McCarthy - HR • Mark Gillespie - RP • Mike Cato - RP • Lamarco Morrison - RP • Dean Foy - RP • Steve Warner - RP • Rene Skeen - RP • Shana Kriewall - RP • Todd Riddick - RP • Kathleen Shank - RP • Dennis Vestal - RP 	
Technical Team	Kyle Pitchford	<ul style="list-style-type: none"> ■ Define technical requirements ■ Review and provide feedback on vendor proposals ■ Conduct due diligence on technical aspects of the vendors' solutions ■ Assess impact of solutions on the City technology infrastructure ■ Ensure vendor solutions conform with City technical standards

PROGRAM MANAGEMENT STANDARDS AND PROCEDURES

It is important to ensure that the entire project team is aware of the project standards and procedures, so that project deliverables are both uniform and easily referenced. SharePoint will be the primary source of project communications and archival of project information throughout the project.

Issues and Action Items Management:

- An issues and action items log will be placed on the project's SharePoint site. The issues database will include a description of the issue, a brief narrative of the potential impact to the project, date reported, date resolution needed, responsible party for follow up, and date resolved.
- The issues log review will be a part of the periodic Project Management meeting.
- The Team Leads will bring to the City Project Managers in a timely manner any and all issues that need approval / resolution.
- So as to not impede the progress of the team, all reported issues should have a 48-hour turnaround for an initial response. Project participants will notify the City Project Managers when an issue has been logged.

Budget Management:

- Budget tracking for the consulting project is anticipated to be limited to the City's engagement with Plante Moran. Tracking of the project budget during the selection phase of the project will be the responsibility of the City Project Managers and reported out to the Project Sponsor and / or Steering Committee on a monthly basis.
- A separate project budget will be developed by the City at the end of the selection project as the new ERP software is selected.

Meeting Management:

The following ground rules should be followed with respect to project meetings:

- Honor other people's time. Be prompt in showing up at meetings (i.e., meetings will start at the scheduled time and end at the scheduled time).
- Attendance is strongly encouraged. If not available, have your back-up attend and debrief your designated back-up prior to the meeting.
- Bring your calendar to the meeting. Keep your Outlook calendar current.
- Pagers/phones off/vibrate. No surfing / emailing.
- Respect everyone's opinion.
- Do not interrupt others while they speak. One person speaking at a time, no sidebars.
- Speak-up, silence is consent. We will either actively contribute to decisions or implicitly agree to the outcome. Strive for consensus.
- Get to the point. Stay focused, stay out of the weeds. Use the parking lot if necessary.
- Keep it functional, not personal.
- Major issues, action items and risks identified during the meeting should be communicated to the City Project Managers for logging purposes.

Decision Management:

- Various types of decisions will be made during the course of the project.
- A decision database will be maintained by the City Project Managers in the SharePoint site to track major decisions made during the course of the project to include:
 - Process-related decisions
 - Policy-related decisions
 - Significant system configuration decisions
 - Other key project decisions
- Significant project decisions will be escalated to the Steering Committee for review and decision-making.
- The results of these decisions will be communicated to and logged by the City Project Managers to the SharePoint site.

Timeline Management:

- Management of the project timeline during the course of the selection project will be the responsibility of the City Project Managers and the outside consultant, Plante Moran.
- Progress against the targeted project timeline will be monitored by the Project Management Team and discussed at the periodic project status meetings. Significant variances to the schedule will be communicated to the Project Sponsor by the City Project Managers.



Enterprise Resource Planning (ERP) Plan of Action

City of Greenville, NC
May 9, 2012

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May 9, 2012

1. Executive Summary

One of the main strengths of the City's current set of ERP business systems is that they enable City business processes (e.g., employees are paid on time, purchases are made, applicants are hired, financial reports are completed, funds are budgeted and accounted for, permits are issued, etc.) In general, the current business systems and processes facilitate basic financial, purchasing, human resource and other ERP related functions.

There are however some significant weaknesses with the City's aging business systems which cause inefficient employee manual and paper based processing. There is a lack of easy to use, integrated functionality as well as other functions which are missing altogether. For example, the core ERP system, HTE, has a dated and cumbersome "green screen" user interface which is cumbersome for employees to navigate and inquire on basic financial information that they seek to make daily City business decisions in their area of responsibility. In order to overcome these system limitations, staff increasingly develop shadow systems (e.g. Excel spreadsheets) or license additional niche software, to store and manage information. While this helps immediate needs, it causes increasingly disparate data repositories that ultimately decrease reporting capabilities, information timeliness and further emphasize the system limitations as well as the vulnerability for error during duplicate manual data entry and the loss of resources performing redundant tasks.

The primary risks of maintaining the current environment and not proceeding with an ERP system selection include many factors, but are founded in the limitations of the existing systems and how they are used. If the City were to not make changes to the existing environment, it would continue to experience many of the challenges associated with the current set of standalone systems including multiple points of data entry. City departments would likely continue to internally develop shadow systems and/or externally purchase systems to support their unique business requirements. While this may accomplish the short term goal of the specific department, it adds another standalone system to the growing "footprint" of application systems that are currently supporting the City. Without a shift to a more centralized and integrated solution to capture a majority of the City's ERP data within a more integrated database, the ongoing proliferation of "specialty" systems is likely to progressively intensify over time.

Based on the City's current systems, objectives for its ERP environment, and the risk identified for maintaining the existing environment, the City should continue with its existing plans to proceed with an ERP software system selection project. The following sections in this Plan of Action supplement the City's existing project work plan for the request for proposal (RFP) and system selection effort. The Plan of Action clarifies the City's tentative plans to replace and / or integrate existing business software systems.

1.1. Project Background

Through the Business Applications Needs Assessment (BANA) project, the City of Greenville, NC (the City) intends to assess its needs and select a new Enterprise Resource Planning (ERP) software system environment. The City has engaged Plante Moran, PLLC to assist with the project, which is focused on replacing current legacy systems which provide ERP functions that are not meeting the City's needs, as well as determining a preliminary plan of action for integration of other key City systems.

Under separate cover, the City has developed a project charter, which establishes and formalizes the City's project vision, purpose, objectives, business drivers, influences, critical success factors, constraints, scope, guiding principles, project organizational structure, milestones and timeline.

May 9, 2012

1.2. Project Objectives

As established in the BANA project charter, the City hopes to accomplish the following objectives with the successful completion of this project:

1. Incorporate "best business practices" where possible.
2. Develop a system that is user-friendly and empowers departments to improve their business processes.
3. Add and improve functionality in back-office functional areas.
4. Improve quality and accessibility of information for decision support.
5. Eliminate paper-based workflow processes and forms.
6. Reduce redundant "shadow systems", data entry, storage, and paper processing.
7. Improve operational effectiveness and productivity.
8. Enable e-Government initiatives, including enhanced customer service and web self-service.
9. Reduce the number of systems the City owns and supports with their related costs by consolidating into one integrated ERP system.
10. Inventory all existing legacy "systems" and tools in order to identify areas of functionality that must align with the needs of the organization.
11. Specifically address gaps where the current ERP system does not provide an option to meet the City's immediate needs; assess and recommend a solution to meet business requirements as part of an integrated/expanded ERP or interfaced standalone system.
12. Provide "quick wins" that can immediately eliminate or improve dysfunctional business processes.

1.3. Context for the Plan of Action

The Plan of Action is a deliverable of the City's business applications needs assessment project. The scope, format and tools used within of the Plan of Action were defined within the City's project charter and through other project management techniques. The Plan of Action was developed by Plante Moran, PLLC with significant input from City staff. Appendix B provides a summary of the various project activities which were performed to gain input. The Plan of Action is a "point in time" document which is intended to assist City management with making strategic decisions about whether and how to proceed with previously established plans to continue with the ERP system selection phase activities.

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2. SWOT Analysis

The following is a high level analysis of the strengths, weaknesses; opportunities and threats (SWOT) based on the City of Greenville's:

- Current systems environment
- BANA project status
- Tentative ERP system selection plans and implementation considerations

This "Situational SWOT" is intended to review the City's overall condition, beyond simply the business systems currently in place. It focuses not just on the current environment but also reflects the opportunities and threats related to the City's plans to improve its ERP software systems.

2.1. Strengths

The following strengths were identified:

1. Stable technical environment for HTE, the City's primary centralized enterprise business system
2. IT support staff have created workarounds to address user needs
3. Certain users satisfied with isolated functions
4. City commitment to engaging stakeholders in change process
5. Growing interest amongst staff to participate in selection of new technology
6. System performance (timely database queries)
7. Pent up demand: Users crave system changes to improve their access to business processes
8. Current banking relationship provides solutions that are not available in the current financial system.

2.2. Weaknesses

The following weaknesses were identified:

1. Various limitations in specific functionality in existing systems (e.g. short field names on entry screens, certain transactions from sub modules do not retain descriptions when posting to the GL, inability to perform "what if" budget analysis, lack of a central view of the total amount a customer owes amongst all modules in the system, etc.)
2. Significant shadow systems exist to assist with central or departmental information tracking (e.g. departmental expense tracking, manual time tracking, deposit tracking, etc.)
3. Lack of integration between many HTE components and other software currently used (further identified in Section 3.3) can limit the timeliness of decision making
4. Dated, green screen, cumbersome HTE user interface
5. Difficult HTE inquiry capabilities frustrate users and discourage use of current systems
6. HTE interface, inquiry feature limitations, and limited reports make access to information challenging
7. Support is limited from emerging IT professionals due to the older technology in place

May 9, 2012

2.3. Opportunities

The following opportunities were identified:

1. Emerging City project team structure designed to transition to implementation effort for future improvements
2. Vendor ERP solutions which are available in the marketplace are likely to incorporate best practices
3. Stronger standard system reports in a new system supplemented by a report writer
4. Opportunity to transition to an information self-service environment, to improve timeliness and decision making.
5. Opportunity to re-design process during implementation to take advantage of new systems
6. Opportunity to leverage lessons learned from other City software implementations (e.g. Public Safety)
7. Grass roots project involvement strengthens likeliness of implementation success
8. Large City-wide project is conducive to phasing, prompting incremental change and spreading resource requirements

2.4. Threats

The following threats were identified:

1. Goals of broad scope software replacement and City's appetite for system enhancements / best practices may outweigh available funding
2. Managing staff expectations that future system(s) may not provide all requested features
3. Managing expectations that system functions will solve problems – will require process redesign, procedure & policy changes and changes to roles and responsibilities
4. Managing expectations re: balance of robust data tracking capabilities vs. simple interface in a future systems environment
5. Strong institutional / current system knowledge concentrated in staff nearing retirement
6. General anxiety about change
7. Some users are entrenched in established systems and processes since HTE was implemented
8. The ongoing staffing requirements for support of a future system environment are currently unknown
9. Inherent complexity with data conversion and integration in a future environment

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3. ERP Software Plan of Action

3.1. Current Applications

3.1.1. Overview

As part of the Plan of Action, an inventory of all key current software systems has been developed to support the areas in scope for the project, as defined in the project charter. For each current system, the analysis categorizes the level of availability of that system from other ERP vendors which sell their products to similar size governments. Additionally the analysis identifies a recommended preliminary migration plan for the current application based on all factors.

3.1.2. Legend

The following tables identifies the categorization approach used to classify the City’s current software applications in advance of an ERP request for proposal process, as it relates to 1) each existing application’s availability in the ERP marketplace, as well as a 2) preliminary migration plan for the application.

*Application Availability in the ERP Market		
Legend Code		Description
G	Generally Available	The module is generally available from most / many providers of ERP solutions to similar size entities
B	Best of Breed	The module is not generally available from most / many providers of ERP solutions to similar size entities and is typically selected and implemented as a separate best of breed system, then later integrated to ERP, as feasible, based on available funding and skills.
E	Expanded ERP	The module is available from certain, select providers of ERP solutions to similar size entities and if not selected and implemented as part of the integrated ERP system, would need to be obtained by the City from a separate best of breed system, then later integrated to ERP, as feasible, based on available funding and skills.

**Migration Plan for Current Applications		
Legend Code		Description
R	Replacement	The City should intend on replacing this application with the selected future ERP solution.
C	Consider	The City should consider replacing this application with the selected ERP solution, based on the strength of the finalist vendor offering and cost / benefit of the replacement module.
M	Maintain	The City should intend on retaining the application, not replacing it thru this effort.
I	Interface	The City should intend on keeping the application and interfacing/integrating it with the selected ERP solution.

May 9, 2012

3.1.3. Current Application Inventory and Migration Plan

The following listing identifies the key software applications that have a role in the City's core functions defined as in scope for the project. For each, the Application Availability and Migration Plan are identified, using the legend provided in the preceding section. This list identified specific commercial off the shelf software and does not include the various spreadsheets and ancillary informal tracking mechanisms which have been deployed.

Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
1. HTE: GMBA - Integrated Accounting	This software includes General Ledger, Accounts Payable, Budgeting and core Financial Management	All	G	R	Multiple including General Ledger, Accounts Payable, Budgeting & treasury modules
2. HTE: Accounts Receivable	Used for miscellaneous billing	Financial Services	G	R	Accounts Receivable
3. IBM i-Series navigator	Essential to view "Demand Reports" printed from HTE's Naviline	Financial Services	G	R	Report Writer
4. IBM Cognos Impromptu / QREP	Used for custom reporting and inquiries on the AS400	IT, Various	G	R	Report Writer
5. HTE: Payroll / Personnel	Payroll management system controlling payroll accounting and aspects of personnel administration	All	G	R	Payroll / Human Resources
6. HTE: Fixed Assets	Maintains city assets, including depreciation	All	G	R	Fixed Assets
7. HTE: Business Licenses	Business license tracking and creation	Financial Services	G	R	Business Licenses
8. HTE: Purchasing / Inventory	Decentralized requisitions with approvals, proceed to purchase, receiving and invoicing. Management of decentralized inventory	All	G	R	Purchasing & Inventory Management

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Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
9. HTE: Procurement Card	Provides a streamlined method of automatically recording P-card purchases in the General Ledger.	Financial Services	E	R	Procurement
10. HTE: Land / Parcel Mgmt.	Maintains records of City land parcels and property owner information.	Various	E	R	Master Address
11. HTE: Cash Receipts	Receives payments from various sources to post to appropriate modules within HTE	Financial Services, Public Works, Rec & Parks	G	R	Cash Receipting
12. HTE: Fleet Management	Tracks maintenance for the City's fleet.	Public Works, Fleet division	G	R	Fleet, Equip. & Facilities
13. HTE: Parking Tickets	Parking Ticket application used to enter, maintain, track and bill for parking tickets. Interfaces with ancillary systems such as NCDMV and Auto Issue for importing and exporting parking ticket information.	Finance	E	R	Parking Ticket
14. HTE: Building Permits and Inspections	Management of building permits, building code enforcement and scheduling of inspections.	Various	G	R	Permits & Inspections, Code Enforcement
15. HTE: Code Enforcement	Management of code enforcement cases with the ability to generate notice letters.	Various	G	R	Code Enforcement
16. HTE: Housing Loans	Tracks housing loan information, payments, balances, etc.	Various	E	R	Housing

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Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
17. HTE: Click2Gov	Online payments for business licenses, parking tickets, building permits, and code enforcement violations. Also used for business license renewal and inspection scheduling.	Various	E	R	Various modules
18. IBM System iNavigator	Printer and Spool File Management not Report Writer	Various	G	R	General & Technical Requirements
19. City Customizations for HTE Financial modules	Various customizations including: <ul style="list-style-type: none"> Account inquiry Cleared check import for bank reconciliation 	Financial Services / IT	G	R	Various modules
20. City Customizations for HTE Payroll functions	Various customizations including: <ul style="list-style-type: none"> Daily Time / Adjustment Management Payroll processing Create PDF from HTE payroll register for departmental review WC Overtime reporting W2 printing GHA Salary Maintenance Training class attendance Sick Leave Incentives 	Human Resources / IT	G	R	Payroll / Human Resources
21. User Synchronization	City custom programming to updates on the Citywide network (Active Directory) from employee records in HTE Payroll.	IT	E	C	General / Technical Requirements
22. ESRI GIS	Geographic Information System ESRI suite components including ArcSDE, ArcIDE, ArcMap	IT, All	B	I	n/a

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Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
23. GTG Group Software	Custom GUI software for address points in HTE Land Management	IT	B	I	n/a
24. C2 Group Website	Investment Management and Tracking of investments managed by 3 rd party.	Financial Services	E	R	Investment Management
25. Investment Tracking	Investment Management and Tracking spreadsheets	Financial Services	E	R	Investment Management
26. Debt Tracking	Debt Tracking spreadsheets	Financial Services	E	R	Debt Mgmt.
27. Bank Reconciliation Customization tracking	Bank Reconciliation Customization on AS400 as well as a Deposit Tracking spreadsheet	Financial Services	G	R	Bank Reconciliation
28. Cash Mgmt.	Cash management spreadsheet	Financial Services	E	R	Cash Management
29. TriTech Sweet Amazon EMS Billing	Specialty billing software for EMS activities	Financial Services / Fire & Rescue	B	I	n/a
30. ImageTrend	EMS patient reporting software	Fire & Rescue	B	M	n./a
31. Fire Studio Essentials	Fire Training	Fire & Rescue	B	M	n./a
32. New World Systems: CAD & RMS (Aegis)	Integrated Police / Fire computer aided dispatch and records management system	Police, Fire & Rescue	B	M	n/a
33. Auto Issue	Hand Held Ticketing Device	Parking	B	I	n/a
34. Leave Record	Employee specific leave balance tracking spreadsheet	Human Resources	G	R	Payroll / Human Resources
35. IA Track by IPTM	Police management of internal affairs activities	Police	B	M	n/a

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Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
36. Training Officer 2000 from Sierra Pacific	Police training activity tracking	Police	B	M	n/a
37. Travel Form	Customization workflow application developed in Lotus Notes for travel authorization	Financial Services	E	R	Payroll
38. NeoGov	Recruiting / Applicant Tracking	Human Resources	E	C	Human Resources
39. Random Ware	Drug Testing	Human Resources	B	I	n/a
40. Risk Management claim tracking	Insurance claim tracking spreadsheets	Risk	E	R	Risk Management
41. CryWolf	False alarm billings. Software version upgrade pending.	Police	B	I	n/a
42. RecWare's Safari Software by Active Network	Software to automate activity / facility registration and reservations, point of sale, etc. for Rec & Parks activities. City is planning software upgrade to Active.NET version.	Rec & Parks	B	I	n/a
43. Manager Plus Pro / Easy Links from Quest Software	Work order request / work order management system used by the Recreation & Parks department	Rec & Parks	G	C	Work Order
44. Web QA	Citizen request for Service	Public Works, All	E	C	Request for Service
45. Fitness Center Membership	Rec & Parks MS Access Membership Database for the Fitness Center	Rec & Parks	B	N/A	n/a. Planned to be replaced with Active.NET upgrade
46. Fore!	Golf Course Management and Reservation Software for Rec & Parks	Rec & Parks	B	I	n/a

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Current Software	Application Notes/Description	Current Departmental Owner	Application Availability*	Migration Plan**	Expected ERP Module
47. MuniAgenda	Council agenda software	Clerk	B	M	n/a
48. Granicus	Online agenda, minutes, streaming video, etc. for Council and formal City meetings.	Clerk	B	M	n/a
49. Fuel Master 2000	Tracking fuel usage for each vehicle. City is planning software upgrade to FMU3500 in 2014.	Public Works	B	I	n/a
50. eCrash	Police accident reporting	Police	B	M	n/a
51. Mobile 311	Field based requests for service	Police	E	I	n/a
52. YAMAS Software	HVAC controls software	Public Works - Facilities	B	M	n/a
53. HEAT	IT Help Desk	Information Technology	B	M	n/a
54. eDocs	City's document management system	Information Technology	B	I	n/a
55. Boards and Comissions	MS Access database to manage members of City Boards and Commissions, terms, wards, etc.	Clerk	B	M	n/a

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3.2. Application Expansion

In addition to the existing systems, several key software systems and / or modules were identified through the needs assessment processes which have not been automated within the current ERP or standalone software systems. Each of these “missing” software systems or modules is identified below and categorized based on its availability from ERP vendors. It should be noted that this section is intended to focus on software systems and / or modules, not specific software functionality. Documentation of detailed functionality requirements will be performed, as appropriate, as part of the software specification development process to be included within a future ERP request for proposal.

Function	Overview	Prevalence in ERP	
		Software	Approach
1. Risk Management	Integrated functionality for identification, analysis and risk response for items such as property, incidents, claims, etc.	Limited	Scope as separate module in ERP request for proposal.
2. Employee Self Service	Web based self service portal for employee access to personnel records and payroll details.	Most	Include specifications with core ERP Payroll / HR
3. M/WBE Management	Management of minority and women owned businesses in the procurement process including contractor status, goals, payments, etc.	Some	Include specifications with ERP Procurement
4. Bid Management	Management of bids in the procurement process including invitations, documents, etc.	Some	Include specifications with ERP Procurement
5. Vendor Self Service	Web based self service portal for vendor access to vendor history, payment status, etc.	Most	Include specifications with ERP Accounts Payable / Procurement
6. Cemetery Management	Management of cemetery operations in include of plots, deeds, markers, financial activity, etc.	Limited	Scope as separate module in ERP
7. Contract Management	Software for creation, management, cancelation and de-obligation of City contracts.	Some	Scope as separate module in ERP

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Function	Overview	Prevalence in ERP	
		Software	Approach
8. Grant Tracking	Tracking of grant based financial activity.	Most	Include specifications with Project / Grant Accounting
9. Expanded Recreation & Parks Functions	League Scheduling, Online Facility Registrations, Online Membership Applications	None	Address with Active.NET upgrade project.
10. Work Order	Work order management	Most	Scope as separate module in ERP
11. Special Events Management	Special events management	Limited	Scope as separate module in ERP
12. Planning & Zoning	Management of municipal zoning, planning and project applications	Some	Scope as separate module in ERP

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3.3. Application Interfaces

The City would intend that information generally would need to be entered only once into its systems. In order to maximize that, modules within a future “out of the box” ERP system should be integrated in real-time with each other such that batch processes are not required to transfer information from one area of the system to another unless that is the preference of the City. An ERP environment would additionally need to interface with other City systems and external vendors. The following tables contain a listing of current and/or desired City application interfaces and their likely need in a future integrated software environment.

Data Flow	Source	Destination	Exists in Current Environment?
1. Synchronization of parcel / property owner address data in GIS parcel layer to ERP Master Address (changes, transfers, splits, combines, etc.).	ESRI GIS	ERP Master Address	Yes
2. Integrate GTG Group Software address point editing software update ERP master address	GTG Group Software	ERP Master Address	Yes
3. Receive cleared checks and deposit information from bank for bank reconciliation.	Wells Fargo	ERP Bank Reconciliation Management	No
4. When police call 3rd party for towing, they create a monthly list of these towing customers that are billed by the city for referring their service	New World Systems: CAD	ERP Misc. Billing /AR	No
5. Invoices and statements are printed by a third party	ERP Misc. Billing /AR	Wells Fargo	Yes
6. When parking tickets are written with the Auto Issue hand held the tag information is loaded into the Parking Ticket Module	Auto Issue	ERP Parking Tickets	Yes
7. Tag information from the Parking Ticket Module is exported to the DMV.	ERP Parking Tickets	DMV	Yes

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Data Flow	Source	Destination	Exists in Current Environment?
8. The DMV sends a file back with owner information to be imported to the Parking Ticket modules	DMV	ERP Parking Tickets	Yes
9. Cash Receipt summary information from the EMS Sweet billing software needs to be imported into the GL	Sweet EMS cash receipts	ERP GL	No
10. Export of Payroll data for Direct Deposit and online check presentment	ERP Payroll	Wells Fargo	Yes
11. Export of 401-K Contributions	ERP Payroll	Prudential NC 401-K	Yes
12. Export of NC State Retirement Contributions	ERP Payroll	ORBIT State System	Yes
13. Export of W-2 Files	ERP Payroll	Social Security Administration & State of North Carolina	No
14. Export of 1099 Files	ERP Payroll	Internal Revenue Service	No
15. Export of ICMA 457 Retirement	ERP Payroll	ICMA	No
16. Payroll export of garnishments and child support withholdings	ERP Payroll	North Carolina Department of Revenue, and others	No
17. Push ERP employee data to Drug Testing Software. Send test results to ERP employee record	Random Ware	ERP Payroll/ Human Resources	No
18. New customers and/or new rates need to be communicated to the 3rd party billing software through a work order. Also if a street light needs replacing, GUC needs to be notified.	ERP Work Orders	Greenville Utilities Commission's (GUC) software	No

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Data Flow	Source	Destination	Exists in Current Environment?
19. Send the false alarm daily cash receipting summary information to the ERP cash receipting or GL module.	CryWolf	ERP Cash Receipting	No
20. Send the Rec & Park's daily cash receipting and point of sale summary information to the ERP cash receipting module.	RecWare's Safari	ERP Cash Receipting	No
21. Send the Fore! daily cash receipting and point of sale summary information to the ERP cash receipting module.	Fore!	ERP Cash Receipting	No
22. Send Police daily cash receipting summary information to the ERP cash receipting or GL module.	New World Systems	ERP Cash Receipting	No
23. Push specialized Police training records from the NWS records system to the ERP Human Resources module.	New World Systems (future). Training Officer 2000 (current)	ERP Human Resources	No
24. AP Checks are printed by a third party	ERP Account Payable	Wells Fargo	Yes
25. Send Positive Pay files to bank.	ERP Accounts Payable	Wells Fargo Online Banking	Yes
26. Import fuel & vehicle information from Fuel Master to the ERP Fleet system.	Fuel Master	ERP Fleet	Yes
27. Requests for service originating from Mobile 311 to be integrated to Code Enforcement for letter printing, fines, etc.	Mobile 311	ERP Code Enforcement	No

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Data Flow	Source	Destination	Exists in Current Environment?
28. Interface between City's eDocs document management system to ERP	Open Text	ERP	No
29. Ability to view location of work orders from GIS	ERP Work Order	GIS	No
30. Send Fire / Rescue EMS Billing daily cash receipting summary information to the cash receipting or GL module of ERP.	Tritech Sweet Amazon EMS Billing	ERP Cash Receipting	No

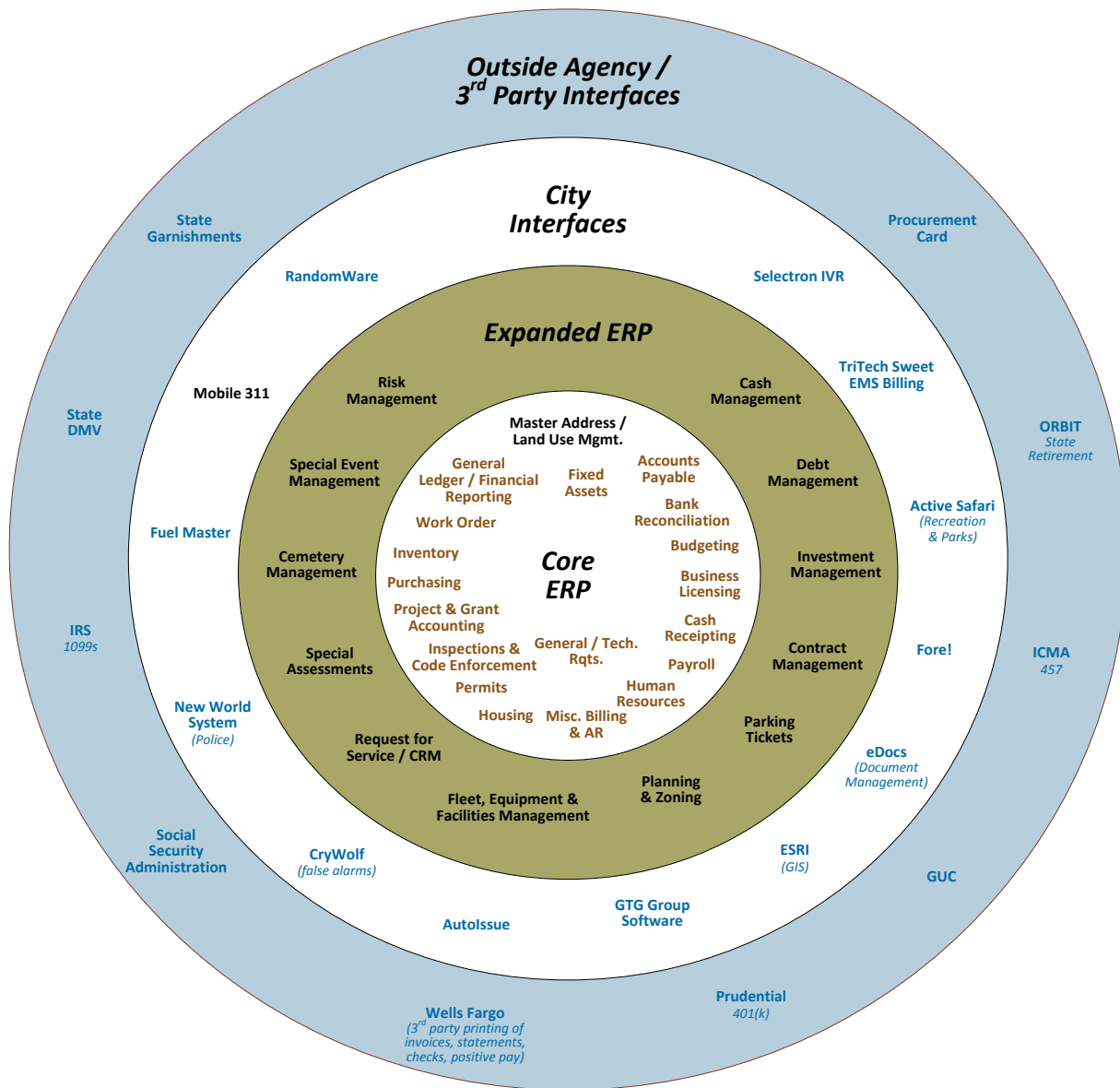
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3.4. Future ERP Conceptual Diagram

The software module listing and diagram on the following pages depicts the set of software that the City is considering for part of the future ERP environment, as follows:

1. **Core Functionality** – The City of Greenville *intends* on replacing the existing software / module.
2. **Expanded Modules** – Represents either a new module or an existing module that is being *considered*.
3. **System Interfaces** – Current City of Greenville software where integration either is needed, or may be needed based on the scope of the Expanded Modules selected.
4. **Outside Agency/3rd Party Interface** – Interfaces desired with outside agencies.

The following diagram depicts the solution set of software that the City is considering for purchase as part of this solicitation as follows:



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4. Other Planned Technology Initiatives

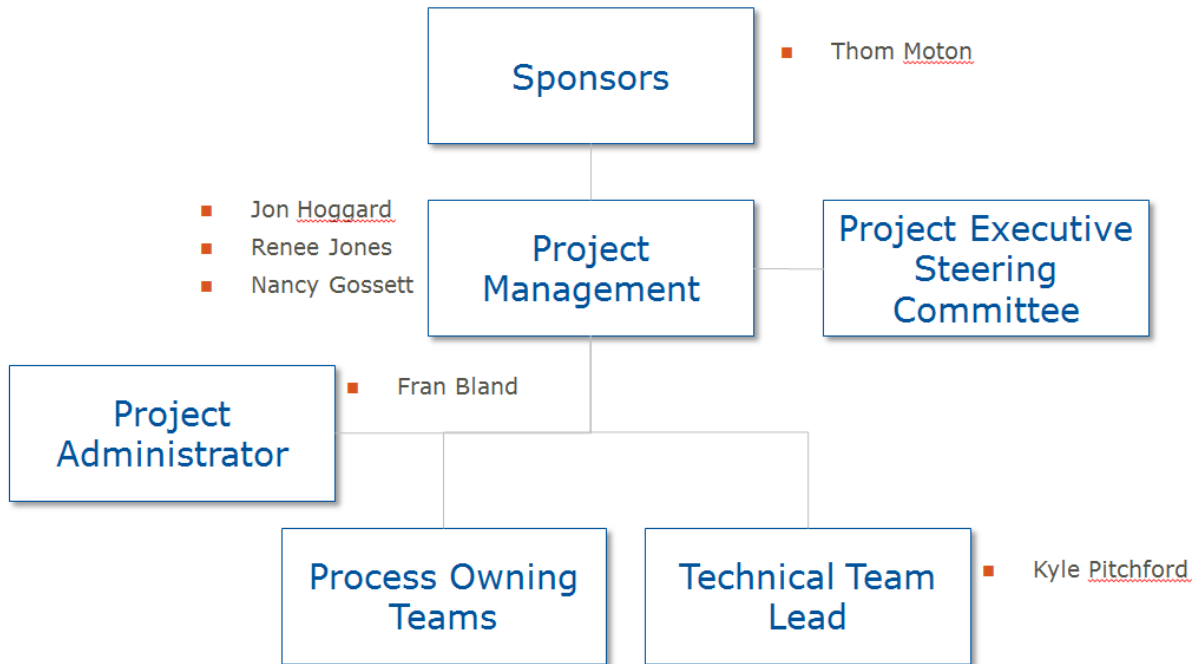
In addition to the ERP initiative, the following other technology initiatives are planned at the City. Any future ERP software implementation activities will need to be coordinated with City operations and IT projects.

Technology Initiative	Anticipated Timing
1. Fuel Software Upgrade: The Public Works Fleet division is planning on upgrading the current Fuel Master system from Fuel Master 2000 to FMU3500 to also include the AIM2 Automate Information Module.	2014
2. Recreation and Parks Software Upgrade: The Recreation and Parks Department is planning an upgrade of the current RecTrack Safari software from Active to the new Active.NET version and expanding the scope of modules through the upgrade.	2012
3. CryWolf False Alarm Billing Software Upgrade: The Police Department is planning a version upgrade to CryWolf.	2012
4. Expand use of Police Training Tracking in New World Systems RMS. The City's Police Department intend is to transition tracking of specialized Police training activities from the Training Officer 2000 software that is currently being used to New World Systems.	2012
5. UPS Upgrade: The City has committed funding and is currently investigating upgrading or replacing the data center UPSs in order to add capacity.	2012 Q3
6. Capacity Upgrade for Server Backups: The StoreServer / DataDomain components of the City's server backup architecture are currently close to capacity and upgrades are being planned. There is a potential, during implementation planning, to incorporate a future ERP backup strategy into this backup approach.	2012 Q3
7. MS Office Suite Upgrade: Microsoft Office 2007 is the office productivity suite used by the City and Outlook 2007 is used to access collaboration tools provided by the Exchange 2010 Server. The City has plans to move to Office 2010 by end of year 2012.	By end of 2012
8. Fire / EMS Scheduling: The City's Fire/EMS group is planning the implementation of the Telestaff product for unique Fire shift scheduling.	2012

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5. Appendix A: Project Organizational Structure

Included below is an overview of the organizational structure used on the needs assessment activities of the ERP System Selection project.



Additional details related to Project Executive Steering Committee participants as well as process owning Team Leaders are included within the Project Charter.

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6. Appendix B: Overview of Project Interviews

Project activities included many formal and informal interactions between Plante & Moran, PLLC consultants and various City staff to gain input on the ERP System Selection project. Included below is a listing which provides additional details related to many of the formal interviews performed in addition to the project kick off and various project management status meeting discussions. The scope, content format, and participants of interviews were planned and coordinated with the City's project management team.

1. Financial Services
2. Accounts Receivable & Miscellaneous Billings to include EMS and Parking Tickets
3. Cash Receipting / Collections
4. Contract Management
5. General Ledger, Grant and Project Accounting, and Financial Condition
6. Budgeting
7. Procurement
8. Public Works: Fleet, Work Order, Facilities Management, Inspections
9. City Manager's Office, City Clerk's Office (Including Contract Management)
10. Community Development - Planning, Zoning, Permits
11. Public Works Department - Zoning, Permits, Inspections
12. Performance Measures
13. Investments/Cash Management, Debt Management, Bank Reconciliation
14. Payroll
15. HR - Recruit, Risk, Performance
16. Request for Service (Web QA, 311)
17. Recreation and Parks
18. Master Address/Land Management/Geographic Information Systems (GIS)
19. Police
20. Fire / Rescue
21. CVB and Library
22. Information Technology
23. Information Technology: Infrastructure

MEMORANDUM

TO: Chris Padgett, Interim Assistant City Manager

FROM: Jon Hoggard, Systems Analyst

DATE: June 4, 2012

SUBJECT: Business Applications Needs Assessment (BANA) Notes to Council

The following information is being provided to serve as an update of the BANA project that is currently underway to select a new Enterprise Resource Planning (ERP) software solution.

Background: The City's financial and human resource related software applications have been in service for over 20 years. These essential applications are becoming outdated and more expensive to maintain. This software is from a company called SunGard HTE. City department heads have asked that the City pursue an Enterprise Resource Planning (ERP) software system that will provide new software to fit the business financial needs of this growing city. September 21, 2010, the Financial Services Director, Human Resources Director, Recreation and Parks Director, and Community Development Director along with Information Technology staff met with the City Manager and Assistant City Manager to discuss software needs. The City Manager authorized a committee be formed to select a consultant to perform a needs assessment related to business financial needs.

Purpose: Deliver the assessment provided by Plante & Moran, PLLC which completes the second phase of the project. The Business Applications Needs Assessment (BANA) project is a multi-phased project to assess our current software and select a solution to meet the needs of the City.

Summary: The ERP Needs Assessment yielded the recommendation to replace our current software applications due to the observed weaknesses and risks associated with continuing to maintaining the current system. The recommendation is to continue with existing plans to select an Enterprise Resource Planning (ERP) software system.

Milestones:

- December 8, 2011 Council meeting agenda item to approve consulting services agreement with Plante & Moran. (APPROVED)
- December 20, 2011 Service agreement between City and Plante & Moran, PLLC completed.
- February 7, 2012 BANA project kickoff meeting conducted in the Council chambers. Opening comments delivered by Thom Moton. Mark Warner and Tracey Rau of Plante & Moran, PLLC delivered presentation.
- February 7 - 10, 2012 Departmental interview sessions conducted onsite by Plante & Moran, PLLC. Unique software specifications and requirements developed by City staff and delivered to Plante & Moran, PLLC.
- March 2, 2012 Project Charter completed.
- April 24, 2012 First draft of Plan of Action delivered to BANA Executive Steering Committee along with estimated budget amounts for software replacement.
- May 9, 2012 Plan of Action completed. Assessment of current applications rendered to City by Plante & Moran, PLLC.
- May 21 -
June 15, 2012 Software specification review sessions conducted by City staff.
- June 18 - 21, 2012 Final specification review sessions with Plante & Moran, PLLC conducted onsite.

Attachment

cc: Rex Wilder, Director of Information Technology
Brent Messer, Applications Development Manager

MEMORANDUM

TO: Chris Padgett, Interim Assistant City Manager

FROM: Jon Hoggard, Systems Analyst

DATE: December 14, 2012

SUBJECT: Business Applications Needs Assessment (BANA) Notes to Council

The following information is being provided as an update of the BANA project that is underway to select a new Enterprise Resource Planning (ERP) software solution.

We are in the last phase of the project which is to select a new Enterprise Resource Planning (ERP) software system. Over the last six months the project team has been focused on developing and distributing a Request for Proposal for an ERP system replacement. That proposal was submitted on September 11, 2012 and responses were received from the following vendors: EnerGov Solutions, SunGard Public Sector, Tyler Technologies, Inc., and Unit 4 Business Systems.

The Executive Steering Committee evaluated the proposals based on the criteria defined in the project charter and have short-listed the following two vendors for further evaluation: SunGard Public Sector and Tyler Technologies, Inc. The short-listing of the vendors signifies the completion of Round 2 of the evaluation process.

The project team has been busy in developing the activities for the Round 3 evaluation. This evaluation consists of 4 days of on-site vendor demonstrations for the two finalist vendors. Multiple departmental personnel and the Executive Steering Committee will have the opportunity to evaluate and assess the capabilities of the vendor's software products during the vendor demonstrations.

The Round 3 evaluation also has due diligence activities. A series of questions will be posed to a number of customers of each vendor. These questions are specifically designed to help identify strengths and weaknesses and give valuable insight to the Executive Steering Committee to make a final selection.

In summary, the project is proceeding as planned with the intent to have a vendor selected by the end of the first quarter of 2013. The project team's focus in the short term is facilitating the vendor demonstrations and gathering feedback on the vendor's performance among their customer base.

cc: Rex Wilder, Director of Information Technology
Brent Messer, Applications Development Manager



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Uptown Traffic Calming Pilot Study Results

Explanation: **Abstract:** The Uptown Traffic Calming study was previously presented as a pilot study to City Council. A post study has been performed to determine if the application of certain traffic control devices met the goals of the traffic calming project. This follow-up presentation presents those results.

Explanation: The original study was presented in Notes to Council on September 5, 2012, and a formal presentation was made to City Council on February 11, 2013. A comprehensive plan was established through a cooperative effort between the Police Department and Public Works Department to seek an alternative approach to assist in the control of traffic without restricting vehicular access to a defined area in the City's uptown district.

A series of traffic control devices were deployed at key locations within the study area. Subsequently, speed and volume data were collected after the devices were installed. This information was compared to pre-installation data collected at each key location. This follow-up study interprets the statistical data and provides feedback on the devices' ability to meet the original goals of the pilot study.

Fiscal Note: The devices installed to date have been co-financed by the Police and Public Works Departments. At the present time, no other devices are being requested or scheduled for additional installation. On-going maintenance of these devices will continue to be financed by both departments.

Recommendation: Based on the results of the pilot study, the implementation of traffic calming devices has resulted in the desired traffic calming effects. It is the combined recommendation of the Police Department and Public Works Department that these traffic control devices be implemented on a permanent basis.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

 [Traffic Calming Count Data](#)



CITY OF GREENVILLE, NC

Uptown Traffic Calming Count Data

Count #	Location	Before (Sept.'12)	After (Jan '13)	After (April '13)	Actual Change	Percent Change (%)
1	5th Street, just west of Cotanche St					
	Volume: 6000 vpd					
	85th Percentile Speed (m.p.h.)	20.6	18.8	18.2	-2.4	-11.7%
	Maximum Speed (m.p.h.)	41.0	32.1	38.2	-2.8	-6.8%
2	Cotanche Street, near alley (south of 5th St.)					
	Volume: 5500 vpd					
	85th Percentile Speed (m.p.h.)	24.5	19.4	21.2	-3.3	-13.5%
	Maximum Speed (m.p.h.)	38.1	34.6	36.3	-1.8	-4.7%
3	Reade Circle, midway between Cotanche St & 5th St					
	Volume: 6900 vpd					
	85th Percentile Speed (m.p.h.)	25.0	21.7	21.9	-3.1	-12.2%
	Maximum Speed (m.p.h.)	39.6	35.2	32.4	-7.2	-18.2%



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Local vendor preference policy

Explanation:

Abstract:

Council Member Mitchell has requested that the topic of potentially developing a local vendor preference policy be placed on the agenda for discussion and consideration.

Explanation: The concept of the City developing a local vendor preference policy pre-dates this City Council. Staff has developed reports on this topic for City Council's review on two separate occasions. The most recent report was developed by the City Attorney and was distributed to City Council via Notes to Council on July 18, 2012. This report outlines the legal parameters and policy considerations in developing such a policy.

Local Spending FY 2011-2012

Recognizing that City Council would likely desire context regarding the extent of local spending by the City, staff examined City expenditures for FY 2011 - 2012. For the purpose of this analysis, a vendor was considered local if they provided a mailing address with a Greenville zip code. It is recognized that this approach does not yield exact results, but it was the most readily available method staff could utilize for this purpose. The results of this analysis reveal that the total City expenditures for the for construction, purchases of supplies/equipment and professional and general services was \$17,255,854, of which \$11,568,584, or 67%, was spent with local (Greenville) vendors.

Additional analysis was conducted to determine the local / non-local spending amounts within the categories of purchasing that could legally be subject to a local preference policy (see page 2 of City Attorney's report, attached). These include the following:

Contracts for the purchase of apparatus, supplies, and equipment costing less than \$30,000.

- Total spent with all vendors: \$6,212,836
- Total spent with local (Greenville) vendors: \$1,458,920 (23% of total)

Contracts for construction and repair costing less than \$30,000.

- Total spent with all vendors: \$1,861,540
- Total spent with local (Greenville) vendors: \$759,264 (40% of total)

Contracts for architectural, engineering, surveying, or construction management at risk services costing less than \$30,000.

- Total spent with all vendors: \$663,600
- Total spent with local (Greenville) vendors: \$264,084 (39% of total)

Contracts for services (other than contracts for architectural, engineering, surveying, or construction management at risk services).

- Total spent with all vendors: \$6,619,601
- Total spent with local (Greenville) vendors: \$1,755,990 (26% of total)

Examples of Local Preference Approaches

While the majority of the communities and other entities staff contacted (23 total) do not have any form of local preference policy adopted, the following entities have addressed the issue in various ways:

City of Burlington - Has a 5% matching local preference wherein local bids are accepted if they are within 5% of the lowest bid submitted. Burlington has defined local as any business located in Alamance County. This policy has been in place for two years, and according to City staff, it has not been used as they have not had any bid situations that fit this scenario.

City of Durham - Received special legislation from the General Assembly on June 11, 2011 to implement a race-gender neutral Small Local Business Enterprise Program. Using this authority they have proposed a Small Local Business Enterprise Program that limits bidding on certain types of contracts to only individuals and firms in Durham, Orange, Person, and Chatham Counties (Durham MSA). This limitation is generally applicable to construction contracts up to \$500,000 and architectural, engineering and surveying services contracts up to \$100,000. Contracts funded from grants and other governmental entities which restrict or prohibit the use of local preferences in contracting are exempted from this program.

City of Fayetteville - Fayetteville officials have had much discussion on this issue for several years. Officially, they do not have a local preference policy; however, on July 9, 2012, they adopted a *Hire Fayetteville First* policy which does have some local components. It should be noted that Fayetteville is still working towards how best to implement this policy.

City of Greensboro - In lieu of adopting a local preference policy, they operate under a local preference strategy to support local businesses. The strategy establishes a goal of 50% of total spending with local firms against which to monitor and track performance. They feel that this strategy allows them to

support local businesses without the risks of diminished competition and increased costs associated with formal local preference policies. The strategy applies to all purchases and professional services, regardless of price, and construction contracts less than \$90,000.

New Hanover County (Wilmington area) – Does not have a formal policy, but the Board adopted a resolution in 2006 that requests that all Boards, Departments, Agencies, and Committees appointed or funded by New Hanover County explore local options first, and contract with local businesses including minorities, socially and economically disadvantaged individuals, and other small businesses for services, supplies, and equipment whenever possible and to the extent permissible by federal, state, and local laws whenever quality, price, and availability are equal to that of services, supplies, and equipment outside New Hanover County.

Cape Fear Public Utility - Has a Local Preference Policy that was effective July 13, 2011. Their policy applies to Service Contracts not specifically addressed by NC General Statutes, Construction Contracts under \$30,000, and Purchases costing \$5,000-\$30,000. The business is considered local if it has a physical office within New Hanover County. Their policy also will allow the lowest local vendor to match the lowest non-local bid if they are within 5% of the lowest non-local bid.

Potential Advantages and Disadvantages

While the specific advantages and disadvantages of a local preference policy will depend upon the specific construct of said policy, there are some general concepts that should be examined when considering the development of such a policy:

Potential Advantages

- Spending local will help support local business and the local economy.
- New businesses will be attracted to the area so as to have greater opportunities of doing business with the City.

Potential Disadvantages

- Local preference policies sometimes lead to reciprocity. A policy established by one jurisdiction could lead other jurisdictions to establish similar policies which, in turn, diminish the ability of our local businesses to do business elsewhere.
- Local preference policies can potentially increase the cost of goods and services purchased by the City with taxpayer dollars.
- Local preference policies can potentially diminish the effectiveness of M/WBE programs.

Attachments

- Report from City Attorney Dated July 18, 2012
- Memo outlining Durham's proposed Small Local Business Enterprise Program
- Article from The Herald-Sun newspaper dated January 29, 2013, discussing Durham's proposed Small Local Business Enterprise

- Program
- Memo and other supporting materials related to the *Hire Fayetteville First* policy
 - City of Greensboro Local Preference Strategy

Fiscal Note: No fiscal impact anticipated at this time.

Recommendation: Provide staff with direction regarding any further action desired.

Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[Local Vendor Policy Memo](#)

[Durham Memo](#)

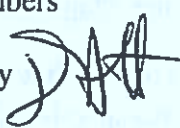
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MEMORANDUM

TO: Mayor and City Council Members

FROM: David A. Holec, City Attorney 

DATE: July 18, 2012

SUBJECT: Local Vendor Preference Policy

City Council has previously received information relating to a local vendor preference policy. The purpose of this memo is to provide information concerning the legal considerations relating to a preference policy.

LEGAL PARAMETERS

No Preference when State Law Establishes Mandates

State law requires that certain bids be awarded to the lowest responsive, responsible bidder taking into consideration quality, performance and the time specified in the bid for the performance of the contract. Responsive means that the bidder's bid complies with the specifications or requirements for the bid. Responsibility means the bidder has the skill, judgment and integrity necessary for the faithful performance of the contract, as well as sufficient financial resources and ability. This means local preferences are not allowed for these contracts. Contracts which are governed by this standard are the following:

- (1) Contracts for the purchase of apparatus, supplies, materials, and equipment costing \$30,000 or more but less than \$90,000 (informal bidding process);
- (2) Contracts for the purchase of apparatus, supplies, materials, and equipment costing \$90,000 or more (formal bidding process);
- (3) Contracts for construction or repair services costing \$30,000 or more but less than \$500,000 (informal bidding process); and
- (4) Contracts for construction or repair services costing \$500,000 or more (formal bidding process).

State law requires that contracts for architectural, engineering, surveying and construction management at risk services are to be based upon a qualifications-based selection process. This means that the firm is to be selected first on qualifications and then the price is negotiated. This means that a local preference does not become involved. This qualification based standard does not apply to contracts costing less than \$30,000 (City Council has determined to exempt these contracts as allowed by State law) and any other contract costing \$30,000 or more specifically

exempted by City Council (State law allows City Council to exempt specific contracts by the adoption of a resolution).

No Preference when Federal Law Establishes Mandates

The Grants Management Common Rule provides that a project funded by a federal grant cannot utilize a local preference unless the grant has specific language which overrides this prohibition. Therefore, local preferences are not allowed for these contracts.

Possible Contracts to Apply Local Preferences

After removing the contracts in which federal or State law does not allow a local preference, the following contracts are possibilities for having a local preference policy:

- 1) Contracts for the purchase of apparatus, supplies and equipment costing less than \$30,000;
- 2) Contracts for construction or repair costing less than \$30,000;
- 3) Contracts for architectural, engineering, surveying, or construction management at risk services costing less than \$30,000;
- 4) Contracts for architectural, engineering, surveying, or construction management at risk services costing \$30,000 or more when the specific contract is exempted by resolution adopted by City Council; and
- 5) Contracts for services (other than contracts for architectural, engineering, surveying, or construction management at risk services).

Legitimate Interest

A local preference must be supported by a legitimate interest. The policy establishing the local preference must state this interest and the policy must be designed to achieve this interest. This is critically important if a local preference policy is challenged. Examples of interests which could be utilized:

- 1) Supporting local business;
- 2) Reducing local unemployment; and
- 3) Enhancing the local tax base.

U.S. Constitutional Implications

The Equal Protection Clause of the United States Constitution provides that a person is not to be denied the equal protection of the laws. The Courts have utilized this language as a check against laws or policies that treat one group of people differently than another group of people. When the characteristic determining the type of treatment is based upon geographic location (i.e. a local preference), the local preference policy would survive an Equal Protection Clause

challenge so long as the reason for the treatment is legitimate and the law or policy has some rational relationship to that legitimate goal. The preference afforded is required to be reasonable.

CONSIDERATIONS IN DEVELOPING A POLICY

Defining Local

A preference policy will need to define what geographic area is considered as local (for example, Greenville city limits or Pitt County) and what constitutes the bidder being local. This is critically important if a local preference policy is challenged. Options for defining local would include:

- 1) Owner is resident within Greenville city limits (or Pitt County)
- 2) Owner is a taxpayer to Greenville (or Pitt County)
- 3) Majority of employees are residents within Greenville city limits (or Pitt County)
- 4) Store or business location within Greenville city limits (or Pitt County) -- any store or business location
- 5) Store or business location within Greenville city limits (or Pitt County) -- headquarters

Local Preferences When Bids Involve Price

A preference policy applicable to the situation when bids involve price will need to establish a procedure to provide a reasonable preference for the local bidders when bids are received from local and non-local bidders. To be reasonable, the percentage preference needs to be relatively small with up to 5% being acceptable. When a non-local bidder has the lowest responsive, responsible bid and there are local bidders having responsive, responsible bids, alternative methods to provide a local preference include the following:

1) Bid Price Matching

When considering which bid to award, local bidders within "x" percent of the lowest responsive, responsible bid from a non-local bidder are given the opportunity to match the lowest bidder's bid. The lowest responsive, responsible local bidder that elects to match the lowest bidder's bid is awarded the contract. Example: non-local bidder bids \$100,000, local bidder bids \$104,000, and a 5% range is determined to apply. Since the local bidder's bid is within 5% of the non-local bidder's bid, the local bidder would be given the opportunity match the lowest bidder's bid. If the local bidder agrees to do so, the contract would be awarded to the local bidder and the contract amount would be \$100,000

2) Bid Decrease for Local Bidder

When considering which bid to award, local bidders within "x" percent of the lowest responsive, responsible bid would have a "x" percent reduction applied to their bid for the sole purpose of determining which bid is lowest. The contract would then be awarded to the lowest responsive, responsible bidder using these reduced bids for the local bidders. But, the contract amount

would remain the actual amount bid. Example: non-local bidder bids \$100,000, local bidder bids \$104,000, and a 5% decrease is applied to the local bidder's bid for the sole purpose of determining who has the lowest bid. This makes the local bidder's bid \$98,800 (\$104,000-\$5,200). So the local bidder would receive the bid but the contract amount would be \$104,000.

Local Preferences When Considering Qualifications for Service Contracts, then Negotiating Price - Discussion

Utilizing a local preference when service contracts are involved is more difficult since service providers are not necessarily interchangeable. Although one service provider may be able to provide a particular service in a generally acceptable manner, another service provider may have particular expertise or experience which results in a "better" service being provided in order to meet the needs of the City. Some examples:

- (1) The design of the Five Points Plaza. A local landscape architect or engineering company may have been able to provide this service, but an out of town firm had special experience or expertise in performing this service having done a similar project at Duke University.
- (2) The grant project administration for the Brownsfield Grant. A local engineering firm may have been able to provide this service including the performance of the Phase I and Phase 2 environmental studies, but an out of town firm had particular expertise in managing Environmental Protection Agency Brownsfield grants including compliance with the reporting requirements of the grant.
- (3) The design of the system for the Wayfinding Sign project. A local sign company or graphic art company may have been able to provide this service, but an out of town graphic design company with a transportation planning sub-consultant had experience with similar projects including compliance with NC DOT wayfinding regulations.

Because of the need for the City to ensure that it is receiving the service which is in the best interest of the City, it would be best if the implementation of the local preference provisions would only occur when there is a determination made that a local firm is able to provide the service in the manner which meets the City's needs. In other words, for the City's purpose of receiving the service in a manner which meets the City's needs, all factors are basically equal between the local firm and the non-local firm so awarding the contract to the local firm is a form of a tie breaker which does not result in the City receiving a lesser service.

When developing a policy utilizing this tie breaker format, the issues will be who makes the determination as to the firms being basically equal and the extent of the range between firms where they are still considered basically equal. This will be a subjective determination.

The need to ensure that the City is not receiving a lesser service is the reason North Carolina cities have strategies to promote the opportunities for a local firm to receive the award of the contract rather than formal preference policies. These include ensuring that local firms are given notice of opportunities to bid and using local businesses for convenience when purchasing small items or obtaining quotes for informal bids.

Subject to being able to demonstrate, if a local preference policy is challenged, that the local preference has a rational relationship to achieving the legitimate goal defined in a preference policy, it is possible to have the fact that a firm is local being a listed factor to be considered when evaluating the qualifications of firms or being a listed factor when determining the eligibility of firms to be awarded a contract.

Local Preferences When Considering Qualifications for Service Contracts, then Negotiating Price – Examples

Examples of possible preference policies are as follows:

- (1) Have a preference policy applicable to the situation when the qualifications for service contracts are considered and price negotiated later which establishes a tie breaker procedure to provide a reasonable preference for the local firm.

When a non-local firm is determined to be the most qualified and there are local firms who are determined to be qualified to perform the service in the manner which serves the City's needs, alternative methods to provide a local preference include the following:

- a) Consider the firms as basically equally qualified, use the fact that the firm is local as a tie breaker, and proceed to negotiate the price with the local qualified firm. Contract with the local qualified firm provided that a determination is made that the price negotiated is reasonable and in the best interest of the City.
 - b) Solicit a price proposal from the firms determined to be qualified to perform the service. Then utilize the bid price matching method or bid decrease method on the price proposals described in the section entitled local preference when bids involve price.
- (2) Have a preference policy applicable to the situation when the qualifications for service contracts are considered and price negotiated later which provides that being local is a listed factor which is to be considered when evaluating the qualifications of the firms or that being local is a listed factor which is to be considered when determining the eligibility of firms to be awarded a contract.

ACTION REQUIRED

Council action to establish a preference policy will be required, if Council determines to establish a preference policy. Included within this will be re-consideration of the dollar amount

thresholds for when the formal bidding process is to be utilized. The Purchasing Manual of the City of Greenville will then be amended in order to conform with Council's actions.



CITY OF DURHAM | NORTH CAROLINA

Date: March 5, 2013

To: Thomas J. Bonfield, City Manager
Through: Wanda Page, Deputy City Manager
From: Deborah Giles, EO/EA Director

Subject: Small Local Business Enterprise Program Ordinance

Executive Summary

On June 16, 2011, the City of Durham was successful in gaining the passage of Session Law 2011-168 Senate Bill 297, a local act amending the Charter of the City of Durham to authorize the City to establish a Small Business Enterprise Program to promote the development of small businesses in the City and to enhance the opportunities for small businesses to participate in City contracts. Various local preference programs from around the country were reviewed and comments and input were received from internal and external stakeholders. The recommended program was modified based on input received. The City's construction and professional services contracts, specifically contracts that were \$500,000 or less were reviewed. Databases of general contracting, architectural, engineering and surveying individuals/firms licensed and residing in the Durham Metropolitan Statistical Area (MSA) who might potentially bid/propose on contracting opportunities were reviewed. The proposal for Durham's own, unique iteration of a local preference program –The Durham Small Local Business Enterprise Program is recommended. To implement this program, the accompanying Small Local Business Enterprise Program Ordinance, as drafted by the City Attorney's Office, requires approval.

Recommendation

The Department of Equal Opportunity/Equity Assurance recommends that the City Council adopt the Small Local Business Enterprise Program Ordinance establishing the Small Local Business Enterprise Program.

Background

On June 16, 2011, the City of Durham was successful in gaining the passage of Session Law 2011-168 Senate Bill 297, a local act amending the Charter of the City of Durham to authorize the City to establish a Small Business Enterprise Program to promote the development of small businesses in the City and to enhance the opportunities for small businesses to participate in

City contracts. The following is a chronology of the events leading to the presentation of the proposed Small Local Business Enterprise Program:

- February, 2010: N.C. implements an Enhanced Procurement Program by Executive Order of Governor Purdue. (Executive Order 50).
- February, 2010: Durham stakeholders approach the City about implementing a program for small local businesses.
- April, 2010: Request made to add item to City legislative agenda.
- April-November, 2010: Department of EOEA and City Attorney's office work on drafts of two possible program concepts-Enhanced Procurement and Small Business Enterprise Programs.
- December, 2010: City Council approves addition of both program concepts to its legislative agenda.
- January, 2011: Two program proposals presented to legislative delegation and they supported the Small Business Enterprise Program concept only.
- June, 2011: Senate Bill 297 approved by the General Assembly granting the City charter authority to develop a Small Business Enterprise Program to promote the development of small businesses in the Durham Metropolitan Statistical Area.
- June, 2011-September, 2012: EOEA and City Attorney work to refine acceptable SBE program draft. (Review of programs around the country, multiple reviews of contracting data, obtaining lists of firms/individuals licensed in construction & professional services, etc.)
- September, 2012: City Manager gives support to program draft.
- October, 2012: Draft SLBEP presented to City Department Heads for feedback.
- November, 2012: Town Hall meeting held on proposed program for feedback.
- November, 2012 –January, 2013: Review of input, drafting Q&A document, additional data review, program modification as appropriate.
- January 24, 2013-Presented overview of SLBEP to City Council and received input.
- February 28, 2013-Held second Town Hall meeting to receive input from the public and share modifications made since the previous meeting.

The proposed Small Local Business Enterprise Program is a race-gender neutral program for the purpose of supporting local small businesses and enhancing the tax base and employment opportunities. It is applicable only to individuals and firms in Durham, Orange, Person and Chatham Counties (Durham MSA) and would apply to all construction contracts up to \$500,000 and architectural, engineering and surveying services contracts up to \$100,000. Contracts funded from grants from other governmental entities which restrict or prohibit the use of local preferences in contracting are exempted from this program. To be eligible to participate in the program, a firm must:

- Be a non-governmental person or entity.
- Meet the size standards of the U.S. Small Business Administration with regards to number of employees and business income averaged over the last three-year period.
- Have a Principal office within the Durham MSA and at least 25% of the full time employees reside in the Durham MSA or a regional, branch or satellite office that has been established in the Durham MSA for a year or more, and at least 25% of the full time employees reside in the Durham MSA.

Individuals or firms meeting the eligibility criteria must apply for certification with the Department of Equal Opportunity/Equity Assurance (EOEA). When there are construction projects up to \$500,000 or professional services opportunities up to \$100,000, the user department and EOEA

will determine if the projects are appropriate for the Small Local Business Program. If there are insufficient firms, no eligible firms, or a project is highly specialized; a broader pool of firms may be utilized. Only certified local small businesses will receive advertisements to bid/propose on SLBE projects. Bids/proposals will be received, reviewed and awarded to the lowest responsible, responsive bidder or the proposer who best meets the evaluation criteria.

Issues and Analysis

During the course of the program development process, comments regarding the construction aspect of the proposed program were received. There were multiple comments and questions from the professional services providers, with vocal opposition from individuals and firms outside of the Durham MSA. Issues raised included the program's compliance with legal requirements of professional services contracting, availability of qualified firms to perform services, the restrictive boundary of the program and contract size. All issues raised were fully vetted by the City Administration and City Attorney's office. Some modifications were made to the original program proposal base on comments/issues raised. The administration is satisfied that the proposed program and ordinance comports with all requisite laws and the legislative authority granted.

Alternatives

The City may choose to modify the ordinance (ie. make the program only applicable to construction) or choose not to adopt the ordinance.

Financial Impact

There is no fiscal impact since the proposed new program will be implemented with existing staff and resources.

SDBE Summary

This is an ordinance and was not reviewed by the Department of Equal Opportunity/Equity Assurance for compliance with the Ordinance to Promote Equal Business Opportunities in City Contracting.

Attachment

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2011

SESSION LAW 2011-168
SENATE BILL 297

AN ACT AMENDING THE CHARTER OF THE CITY OF DURHAM TO AUTHORIZE THE CITY TO ESTABLISH A SMALL BUSINESS ENTERPRISE PROGRAM TO PROMOTE THE DEVELOPMENT OF SMALL BUSINESSES IN THE CITY AND TO ENHANCE THE OPPORTUNITIES FOR SMALL BUSINESSES TO PARTICIPATE IN CITY CONTRACTS.

The General Assembly of North Carolina enacts:

SECTION 1. Article 8 of Chapter VI of the Charter of the City of Durham, being Chapter 671 of the 1975 Session Laws, as amended, is amended by adding a new section to read as follows:

"Sec. 84.5. Small Business Enterprise Program. (a) The City may establish a race and gender neutral small business enterprise program to promote the development of small businesses in the Durham Metropolitan Statistical Area, and to enhance opportunities for small businesses to participate in City contracts. The City may define the term 'small business enterprise' as appropriate and consistent with the City's contracting practices. The City may establish bid and proposal specifications that include subcontracting goals and good faith efforts requirements to enhance participation by small business enterprises in City contracts. Notwithstanding the provisions of G.S. 143-129 and G.S. 143-131, the City may consider a bidder's efforts to comply with small business enterprise program requirements in its award of City contracts and, if a bidder is determined to have failed to comply with the requirements, the City may, within its discretion, refuse to award a contract to the bidder.

(b) The small business enterprise program authorized by this section is intended to supplement and not replace the requirements of G.S. 143-128.2, 143-131, or 143-135.5. Any goals or efforts established to achieve minority and women business participation consistent with the requirements of G.S. 143-128.2, 143-131, or 143-135.5 shall take precedence over goals for small business enterprise participation established under the program authorized by this section. A small business enterprise program established pursuant to this section shall be deemed consistent with the public policy of the State of North Carolina to promote and utilize small and underutilized business enterprises as set forth in G.S. 143-128.2, 143-128.3, and 143-135.5."

SECTION 2. If any provision of this act or its application is held invalid, the invalidity does not affect other provisions or applications of this act that can be given effect without the invalid provisions or applications, and to this end the provisions of this act are severable.

SECTION 3. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 17th day of June, 2011.

s/ Walter H. Dalton
President of the Senate

s/ Thom Tillis
Speaker of the House of Representatives



ARTICLE IV. SMALL LOCAL BUSINESS ENTERPRISE PROGRAM

Sec. 18-80. General

This Article establishes a Small Local Business Enterprise Program in order to increase employment opportunities for City residents and to enhance the city's tax base by promoting city contracting opportunities for small local business enterprises. If a contract is in the SLBE program, it will be awarded to only a small local business enterprise.

Sec. 18-81. Definitions.

As used in this Article, the following definitions have the meaning indicated, except where the context clearly requires a different meaning:

Bid means the offer to furnish services to the city.

Bidder means a person that has submitted a bid to the city.

Contract means any contract through which the city procures services.

Contractor means a person that has a contract with the city to provide services.

Director means the director of the equal opportunity/equity assurance department or his or her designee.

EO/EA means the city's equal opportunity/equity assurance department.

Small local business enterprise (SLBE) means a small business enterprise that is certified by the city as a SLBE.

SLBE program means the program authorized by this article.

SLBE project means a city project identified by the user departments, in consultation with the EO/EA department, as suitable for receiving bids from only from only SLBEs.

User department means a city department with primary responsibility for administering the relevant contract.

Sec. 18-82. Administration.

- (a) The city manager shall:
 - (1) Adopt rules to implement the SLBE program.

- (2) Encourage participation from as many potentially eligible SLBEs as practicable.
- (3) Certify small business entities as SLBEs, maintain certification records, and maintain a SLBE availability data base.
- (4) Coordinate with user departments to identify and classify contracting opportunities in order to solicit bids from SLBE with the expertise to perform the work.
- (5) Collect data to evaluate the SLBE program.

Sec. 18-83. Eligibility and certification process

- (a) A person including an SDBE certified under article III, may be certified as an SLBE if the city manager finds that it:
 - (1) is not a governmental person, as defined in section 1-2.
 - (2) meets the size standards described in the U.S. Small Business Administration pursuant to 13 CFR 121.201, averaged over the last 3-years;
 - (3) has its principal office located within the geographic area defined by the counties of Durham, Chatham, Orange and Person (Durham MSA) or having a regional, branch or satellite office in which at least 25% of the full time employees reside in the Durham MSA. "Principal office" means the physical location where the majority of the bidder's (a) employees, (b) principals, and (c) managers are required to work and where the majority of the bidder's accounting, financial, and payroll activities originate and are managed.
- (b) Certified will be granted for only the specific areas of work in which the SLBEs has been found by the city manager to have the skills, knowledge, and ability to perform in the field of endeavor in which certification is sought, as defined by normal industry practices, including licensure where required. Certification for specific areas of work does not mean the SLBE is prequalified to bid on any city contract, including contracts included in the SLBE program. Certification does not constitute a finding that the SLBE meets the requirements that the city may have for contract award.

- (c) The city shall certify the eligibility of joint ventures in which the joint venture partners are SLBEs.

Sec. 18-84. Maintenance of SLBE certification status and recertification.

- (a) Certification as an SLBE expires two years after being granted. Certification may be revoked when the director finds that the SLBE:
 - (1) ceases to meet the certification requirements to be an SLBE; or,
 - (2) provided materially false or misleading information to the city in seeking certification.
- (b) Failure of an SLBE to seek recertification by filing the necessary documentation with the city manager within 90 of notification of the expiration of its certification shall result in automatic decertification until such time that the city is able to recertify the SLBE pursuant to its normal application process.
 - (1) It is the responsibility of the SLBE to notify the city manager of any change in its circumstances affecting its continued eligibility for the SLBE program. Failure to do so within a reasonable time of the change may result in the firm's decertification.
 - (2) The city manager shall decertify a firm that does not continuously meet the eligibility criteria.

Sec. 18-85. Protest if denied certification or recertification or decertification.

A person that has been denied certification or recertification or that has been decertified may protest the denial or decertification only as follows:

- (1) Within seven days of receipt of denial of certification or recertification, or notice of decertification, the person may protest such action in writing to the city manager. The written protest must evidence that it was sent or postmarked within the seven days of receipt of denial of certification or recertification, or notice of decertification.
- (2) A hearing shall be held by the city manager at which hearing the protester may present additional facts and evidence in support of its eligibility. The city manager shall control all aspects of the hearing, including scheduling, conduct, witnesses, and evidence, and may

request the attendance of witnesses and production of documents. The protester's failure to comply promptly with these requests may be grounds for denial of relief sought by the protester.

- (3) The city manager shall send notice of the written decision to the protester within 30 days of the hearing. The city manager's decision shall be final.
- (4) A protester found to be ineligible to be certified as a SLBE shall not apply for certification for one year after the effective date of the final decision. However, if the denial or decertification is made in whole or in part because the protester had previous to the protest provided materially false or misleading information in support of its SLBE status the protester shall not apply for certification for two years after the effective date of the final decision.

Sec. 18-86. Selection of Contracts for SLBE program; contract award

A proposed contract shall not be awarded to a bidder that is not an SLBE if the contract meets the standards in subsections (1) and (2).

- (1) The contract is for:
 - a. construction and repair work involving the expenditure of public money less than \$500,000; or
 - b. architectural, engineering or surveying services when the estimated contract price is less than \$500,000; or
 - c. other services, in which the estimated expenditure of city money is less than \$500,000 if the city manager has, in his or her discretion, designated the contract for the SLBE program.
- (2) that the City manager has found a sufficient number, but not fewer than three, of the SLBEs certified for the specific area of work, if applicable, may be available to bid on the proposed contract.

Sec. 18-87. Termination of contract if SLBE status ends.

When the award of a contract is restricted to SLBEs pursuant to section 18-86, and the contractor's SLBE certification is revoked pursuant to section 18-84, the city manager has the authority to terminate the services of the contractor as of the date of revocation or as of a later date as provided by the notice of revocation. The termination does not affect accrued amounts owed to the contractor as of the date of termination.

Sec. 18-88. Effect on Equal Business Opportunity Program.

Nothing in this article is intended to prevent the operations of the provisions of article III (the Equal Business Opportunity Program) with respect to contracts placed in the SLBE program, when article III would apply in the absence of this article.

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City may favor local firms for small contracts

Jan 29 2013 @ 12:33 PM
 By Ray Gronberg gronberg@heraldsun.com, 919-419-6648

DURHAM —By spring, city officials may be ready to launch a program that would give small businesses in Durham and three other western Triangle counties a leg up in winning city construction and consulting contracts.

As Equal Opportunity and Equity Assurance Director Deborah Giles explained it Thursday, the program would allow local companies that have registered with the city to gain the exclusive right to bid on small projects.

It would be open only to firms in Durham, Orange, Chatham and Person counties – and closed to all others, a fact City Manager Tom Bonfield acknowledged is already stirring complaints in neighboring Wake County.

"There definitely will be some businesses impacted in the Wake County area that potentially would lose out" on city contracts, Bonfield said. "And they've been pretty vocal during the process."

The program capitalizes on a bill that passed the N.C. General Assembly in 2011. It authorized Durham officials to establish a "small business enterprise program" to "enhance opportunities" for such firms "to participate in city contracts."

Legislators stipulated that the program target firms in the "Durham metropolitan statistical area," a federally defined group of counties that includes the four Giles named Thursday during her briefing of the City Council.

The Triangle used to be in one statistical area, but analysts years ago broke it in two. Wake County is in the Raleigh-Cary metropolitan statistical area, sharing it with Franklin and Johnston counties.

The bill won final approval in the N.C. House in 2011 on a vote of 100-9, the nine all being members of the chamber's Republican majority who parted ways with fellow party members to oppose passage.

Durham officials requested the bill after having been forced several times by state bid laws to award business to out-of-town firms that had undercut the price of local competitors by small amounts.

Council members argued that a local preference would boost employment in this area.

The plan Giles and her staff propose basically targets firms in the construction and design business.

Companies that meet published guidelines would go into a database of firms eligible to bid on construction deals worth \$500,000 or less and architectural, engineering and surveying contracts of \$100,000 or less.

There would be staff-size and company-revenue targets to screen out the largest firms. None with more than 100 employees would be eligible.

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Chatham sheriff busts copper sellers

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Item # 12

And city officials would only allow a company to register if its "principal office" is in Durham, Orange, Chatham or Person counties, or if it has a branch office there that's been open at least a year and draws at least 25 percent of its staff from the four counties.

Once the program is in place, city department would relay to Giles' staff word of upcoming small-contract opportunities. Giles and her colleagues would consult the database to see if there are firms in it that can do the work.

If there are three or more, only registered companies would be allowed to bid for the deal. "So we'd still have competition," Councilman Steve Schewel observed.

Giles said about 12 percent of the construction contracts the city handed out between the summers of 2006 and 2012 would have met the \$500,000-or-under threshold.

Had the program been in place then, there'd have been "a potential gain for our local firms [of] almost \$16 million" in business, she said.

They in reality received \$8.3 million of the \$23.9 million in small construction deals the city signed – a little more than \$1 out of every \$3

Mayor Bill Bell and other officials acknowledged that projects could wind up costing the city more under a local-business preference.

But "if we're using small local firms versus something located out of the area, there's an economic benefit we gain in having money circulate in the community," Councilman Don Moffitt said. "Giving up a small amount in a bid could come back and benefit the city in a positive way."

Bell and the council said they wanted administrators to try keeping track of how much extra the local preference might be costing their government. The mayor also voiced interest in applying the requirement for in-the-area staff not just to branch offices, but to register firms with a principal office in the four counties

Giles said administrators are one to three months away from putting the finishing touches on the proposal. Before wrapping up their work they will secure feedback from business leaders and other members of the community.

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City of Fayetteville

CITY COUNCIL ACTION MEMO

TO: Mayor and City Council
FROM: Kristoff Bauer, Deputy City Manager
DATE: May 6, 2013
RE: Hire Fayetteville First Update

THE QUESTION:

Are the efforts undertaken by staff in response to Council discussion consistent with Council's policy interests.

RELATIONSHIP TO STRATEGIC PLAN:

BACKGROUND:

The City Council has taken three official actions in relation to this policy objective:

1. In July, 2012, the Council adopted Policy 135.02
2. In November, 2012, a budget amendment to support the cost of disparity study as discussed in that policy was not approved by Council.
3. In February, 2013, Council passed a motion including eight points of implementation.

ISSUES:

Staff has worked to develop a Hire Fayetteville First work plan from the discussion and direction provided by Council. That work plan and the assumptions underlying the tactics identified is described in the March 13, 2013 attached.

BUDGET IMPACT:

A fundamental assumption of the current work plan is that implementing strategies should rely solely on existing resources.

OPTIONS:

This item is for discussion purposes.

RECOMMENDED ACTION:

This item is for discussion purposes.

ATTACHMENTS:

Policy 135.02
HFF 8 Points
Update Memorandum

SUBJECT – CITY COUNCIL Hire Fayetteville First Jobs Creation Policy	Number 135.2	Revised	Effective Date 7-09-12	Page 1 of 1
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In an effort to promote economic opportunity for Fayetteville/Cumberland County businesses and to support job creation in the City of Fayetteville, it is the policy of the City of Fayetteville and the City’s Public Works Commission (collectively, the “City”) to use the City’s spending powers in a manner that promotes fiscal responsibility and maximizes the effectiveness of local tax dollars by ensuring that City spending for goods and services provides business opportunity to businesses having a principal place of business within Fayetteville/Cumberland County, and Historically Underutilized Businesses (HUBs) as defined in N.C. General Statutes 143-48.4, and 143-128.4 (a), and (b), as measures to support the local economy.

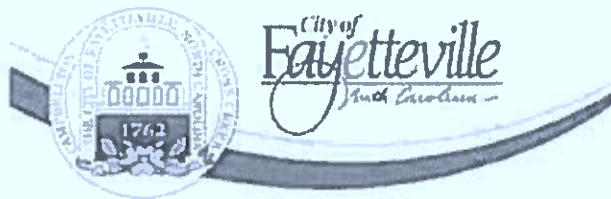
To implement the policy, the City does hereby do the following:

- City seeks to establish goals in the future contingent upon a disparity study for all City departments for local and HUB business participation relating to procurement of all goods and services in the following categories:
 - locally owned businesses
 - women owned businesses
 - minority owned businesses
 - disabled and disadvantaged owned businesses
 - veteran owned businesses

Hire Fayetteville First

Council Action February 11, 2013

- MOTION: Mayor Pro Tem Arp moved that the City Council should direct the implementation of the following steps of Fayetteville First to create a business environment that increases the percentage of local government expenditures to local businesses and facilitates the creation of jobs in the local economy.
1. Any and all actions they take should be to the benefit of all local businesses interested in pursuing City contracts (including PWC) without regard to size or socio-economic status.
 2. No actions should be taken that duplicate existing assistance offered by the SBA or other entities that provide assistance to businesses.
 3. The City can take immediate measures that will ensure all businesses have visibility on the acquisition and source selection process used for Request for Quotes (RFQs) and Request for Proposals (RFPs) at no additional cost to the City.
 4. All opportunities (RFQs and RFPs) shall be posted to include contracting and business opportunities on the City and PWC web site.
 5. A system shall be established to record and track City and PWC expenditures to various local businesses on a go-forward basis effective with purchases made March 1, 2013, and after.
 6. The tracking systems should be based on the North American Industry Classification System (NAICS), the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U S business economy (so as to not create a redundant process or system).
 7. City and PWC staff shall implement usage of "Matchforce" as a means of notification to registered vendors (each vendor self registers on Matchforce) by:
 - a. Entering all future solicitations (when appropriate in the acquisition process). This includes Request for Information (RFI), Request for Quotes (RFQs), and Request for Proposals (RFPs).
 - b. Directing Chamber, CEED, FBPL, etc , to promote to their members to register.
 - c. City/PWC Purchasing Agents review business profile to identify local business respondents.
 - d. City/PWC Purchasing Agents query the local business database to identify local vendors providing the goods and services they are looking for.
 8. Measures should be implemented immediately by the staff that provide the following:
 - a. Support Chamber of Commerce's "Buy Local" Promotional Campaign by providing links from City web site to Chamber web site with program details, include "Buy Local" on City correspondence, promote on Kaleidoscope, and consider banners.
 - b. Co-sponsor CEED's training classes on "Doing Business with Local Government."
 - c. Co-sponsor, with CEED and other economic development organizations, a Local Business Expo that provides training opportunities and dissemination of City and PWC contracting opportunities for local business. (Contracting/Purchasing Fair)



City Manager's Office

To: Mayor & City Council

CC: Theodore Voorhees, City Manager
Karen McDonald, City Attorney
Steve Blanchard, CEO/General Manager PWC

From: Kristoff Bauer, Deputy City Manager

Date: April 29, 2013

Re: Hire Fayetteville First

With the Council's most recent action on February 11th, staff transitioned implementation to PWC purchasing as the City's contract purchasing function. While staff is working to move forward on implementation as effectively as possible, that effort has been challenged by incomplete and, at times, inconsistent policy direction. I will provide a summary of actions, and current and proposed practices that we believe are responsive to Council's direction. I will then describe uncertainties that have and will continue to effect implementation.

Update:

Prior to Feb. 11th, staff had proposed a definition of "Local" in service of Policy 135.02, created a vendor registration form consistent with that policy and the proposed "Local" definition, placed that form on the PWC Purchasing web page (which is linked to the City's page), and developed a system for using those forms to update the City and PWC vendor databases. We have not launched a vendor registration campaign for reasons I will discuss in the next section.

We also had evaluated three software packages for the purpose of tracking purchasing activity. This included AIT's GOVTide product, which is in development, and two other software products developed by national vendors, in use in several communities, and recommended by a number of the consultants staff had previously contacted in research of the disparity study issue. This research, performed by City IT staff, has been transmitted to PWC Purchasing as background for their efforts. It should be noted, however, that no resources have been appropriated/authorized for the acquisition of a new application or purchasing system.

Based on the Feb. 11th Council action, staff performed an individual analysis of the eight tactics identified by Council. The following is a summary of that analysis:

Directed Tactic	Analysis
1. Any and all actions we take should be to the benefit of ALL local businesses interested in pursuing City Contracts (includes PWC) without regard to size or socio-economic status.	No Action Required
2. No actions should be taken that duplicate existing assistance offered by the SBA or other entities that provide assistance to businesses.	No Action Required
3. The City can take immediate measures that will ensure all businesses have visibility on the acquisition and source selection process used for Request for Quotes (RFQs) and Request for Proposals (RFP) at no additional cost to the City.	<p><u>Current Practices:</u></p> <p>Purchasing staff uses previous purchase history, internet searches by manufacturer, etc., yellow pages and bidders lists that have been developed over time, in order to identify potential sources of supply for needed items or services.</p> <p>NCGS currently require competitive bids for the purchase of materials, apparatus or supplies and construction/repair projects as follows:</p> <p>Purchases</p> <p>\$30,000 - \$89,999 informal bids – no advertisement required</p> <p>\$90,000 and above formal advertisement and sealed bids required</p> <p>Construction or Repair</p> <p>\$30,000 - \$499,999 informal bids – no advertisement required</p> <p>\$500,000 and above formal advertisement and sealed bids required</p> <p>Purchasing's current practice as far as advertisement is to post a notice on PWC's website for purchases in the amount of \$90,000 or more and construction and repair projects \$100,000 or more. <i>The City's website has a link that automatically takes potential bidders to PWC's web page where current bid opportunities are displayed.</i></p> <p>For purchases or construction/repair projects in the formal range, the NCGS require an advertisement be placed once, at least (7) days in advance of the bid opening, in a newspaper having general circulation in the area of the unit of government. The NCGS also allow electronic advertisement of bids in addition to, or in lieu of advertisement in a newspaper. Local government entities may</p>

	<p>utilize electronic advertisement as the sole means of advertisement upon approval of a resolution by the governing board. PWC and the City approved such a resolution in 2005. The main means of advertisement of bids since 2005 is the PWC website. Some funding agencies (FTA, FAA, federal grants, etc) require publication in the newspaper and Purchasing complies with those requirements as necessary.</p> <p>Construction or repair projects in the amount of \$300,000 or more are also advertised in Greater Diversity News (a minority newspaper based in Wilmington) due to the DBE requirements for projects \$300,000 or more.</p> <p>Plans and specifications for construction and repair projects are also routinely forwarded to the HCAC, AGCC, and the CRIC plan rooms. Contractors have access to the plans and specifications by logging on to the websites of these organizations or by visiting the respective plan room.</p> <p>In addition to posting a notice on PWC's website, Purchasing sends a "Notice of Bid Opportunity" to the following organizations: NAACP, NAWIC, NCIMED, CRIC, FPBL, SBTDC, FTCC Small Business Center, FCCCC, HCAC and the Airport Minority Advisory Council.</p> <p>In today's purchasing environment, web-based bid services scan governmental websites for bid opportunities and then notify members/subscribers of those bid opportunities. PWC purchasing is contacted regularly by vendors and/or contractors who have learned of bid opportunities through these on-line bid services. Such bid services include Onvia, Bid Ocean, Construction Journal, etc.</p> <p><u>Revision:</u></p> <p>Purchasing added CEED to the list of organizations receiving a "Notice of Bid Opportunity."</p>
<p>4. All opportunities (RFQs and RFPs) shall be posted to include contracting and business opportunities on the City and PWC web site.</p>	<p><u>Current Practices:</u></p> <p>See above</p> <p><u>Revision:</u></p> <p>Staff is developing an implementing operational policy for consideration that will include:</p> <p>Requests for bids for the purchase of apparatus, materials and supplies and construction or repair work in the amount of \$30,000 or greater would be posted to the PWC website for a minimum of five (5) days.</p> <p>Purchasing activity below \$30,000, of commodities purchased on a spot market (e.g. fuel), emergency acquisitions, and approved single source acquisitions will be excluded from this process.</p>

	<p>City staff is in the process of reviewing the existing references on the City's website and will correct the links so that they all point to PWC's page and more clearly refer to "Hire Fayetteville First"</p>
<p>5. A system shall be established to record and track City and PWC expenditures to various local businesses on a go-forward basis effective with purchases made 03/01/2013 and after.</p>	<p><u>Current Practice:</u></p> <p>(no funding was appropriated to implement this tactic) Purchasing can currently report on City and PWC expenditures by zip code. It is known that this will not produce information in strict conformance with the proposed "Local" definition as there are known discrepancies between business address and payment addresses in the existing vendor database. A report of this kind can be produced and would provide an approximation of local purchasing activity that is more informative than previously produced.</p> <p>If Council would like to see this report, it can be produced monthly, or at other intervals as desired by the Commission or Council.</p> <p><u>Revision:</u></p> <p>Purchasing is consolidating the existing vendor lists from both organizations and will mail out postcard to these vendors directing them to the PWC webpage in order to complete a Vendor Registration Form. This will allow each vendor to self-report their status(s), i.e. local, minority, veteran, etc. and allow future reports to be sorted based on this information. (no funding has been allocated for this effort)</p> <p>All vendors will have to complete a registration form for future purchasing activity. City and PWC communications staffs will brainstorm on publicity regarding this effort, but no funding has been allocated for advertising or a campaign of this kind.</p> <p><i>Limitations of this strategy include:</i></p> <ul style="list-style-type: none"> - Reliant on self-reported data - No tracking of vendor characteristic changes - No tracking of unsuccessful vendors <p>It is, however, low cost.</p>
<p>6 The tracking system should be based on the North American Industry Classification System (NAICS), the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy (so as to not create a redundant process or system).</p>	<p><u>Current Practice:</u></p> <p>This information is not collected.</p> <p><u>Revision:</u></p> <p>PWC will be transitioning to Oracle EBS in July and the City is upgrading its JDE financial system on a similar timeframe. Both systems will have the capacity to record a single NAICS or similar code for each vendor, but staff has not been able to identify a benefit of doing so. This tactic needs further discussion.</p>

<p>7. City and PWC staff shall implement usage of "Matchforce" as a means of notification to registered vendors (each vendor self-registers on Matchforce) by:</p> <ul style="list-style-type: none"> (a) Entering all future solicitations (when appropriate in the acquisition process). This includes Request for Information (RFI), Request for Quotes (RFQs) and Request for Proposals (RFPs). (b) Directing Chamber, CEED, FBPL, etc., to promote to their members to register. (c) City/PWC Purchasing Agents query the local business database to identify local vendors providing the goods and services they are looking for. 	<p><u>Current Practice:</u></p> <p>Purchasing Staff established a Matchforce profile in November 2012, but this process is not currently followed.</p> <p><u>Revision:</u></p> <p>Staff recommends, and is including in the proposed implementing operational policy, that Matchforce be used for solicitations in excess of \$30,000 consistent with Tactic 4 above. Purchasing will identify NAICS codes applicable to the solicitations being made and use that information to query the Matchforce database for vendors who may be interested. The City and PWC will make the organizations identified in (b) aware of the new process upon approval and implementation thereof.</p>
<p>8. Measures should be implemented immediately by the Staff that provide the following:</p> <ul style="list-style-type: none"> (a) Support Chamber of Commerce's "Buy Local" Promotional Campaign by providing links from City web sites to Chamber web site with program details; include "Buy Local" on City correspondence; promote on Kaleidoscope; and consider banners. (b) Co-sponsor CEED's training classes on "Doing Business with Local Government." (c) Co-sponsor, with CEED and other economic development organizations, a Local Business Expo that provides training opportunities and dissemination of City and PWC contracting opportunities for local business. (Contracting/Purchasing Fair.) 	<p><u>Current Practice:</u></p> <p>Purchasing is active in hosting seminars and workshops with CRIC and NCDOT. In addition, Purchasing's DBE Compliance Officer attends and often serves as a guest speaker at seminars, workshops and purchasing fairs sponsored by FTCC, CRIC and NCDOT. The DBE Compliance Officer provides information to attendees of the seminars and workshops on "How to Do Business with the City and PWC", as well as information on becoming certified through NCHUB's statewide certification and NCDOT's UCP certification program.</p> <p><u>Revision:</u></p> <ul style="list-style-type: none"> (a) COF and PWC communications will address this promotional campaign as best they can't in the absence of a funding allocation for this purpose. (b) Purchasing's DBE Compliance Officer will contact CEED in order to determine what measures need to be taken to accomplish this initiative. The City executes an annual grant to CEED and will look at that contract to see if the scope of work should be revised. (c) PWC's DBE Compliance Officer will contact CEED to determine additional opportunities to partner or sponsor specific CEED workshops or purchasing/contracting fairs. Additionally, the DBE Officer will investigate opportunities for workshop and seminar sponsorship or hosting through the North Carolina MWBE Coordinator's Network

Policy Direction:

There has been some criticism of staff's response to Council's interests in this area. Discussion regarding expectations and outcomes has not followed the traditional path through Council deliberation to clear direction and on to staff implementation. To make any progress, assumptions will have to be made and resources diverted to the efforts discussed above.

Ambiguities:

- Policy 135.02: Council has never acted to include a definition of "Local" in this policy or to formally approve the definitions for other categories proposed by staff from other sources.
- Policy 135.02: The policy directs staff to establish goals for the identified vendor characteristics based upon the completion of a disparity study, but has disapproved the funding for that study.
- Policy 135.02: The policy identifies several vendor characteristics, but the subsequent Council discussion focuses almost exclusively on "Local" businesses.
- 8-Points: This direction was not articulated as a Council policy. It was a detailed motion made in substitute for a motion regarding the disparity study. It is unclear how these tactics fit with Policy 135.02.
- 8-Points: These tactics seem to focus on "Local" business promotion. What is expected regarding the other business characteristics included in 135.02?
- 8-Points: The scope of transactions expected to be tracked is not clear. Staff believes that posting and tracking every expenditure, regardless of its magnitude, would be well outside what can be accomplished with existing resources. This is not to imply that we don't track every public dollar spent, we do, but we don't post every transaction. We also use procurement card systems that don't result in detailed vendor data on every transaction in our systems.
- 8-Points: There needs to be more discussion regarding the purpose of using the NAICS code system. While it is possible to associate a single NAICS code with each vendor, staff has not been able to ascertain how this could be consistently used for reporting purposes.
- Resources: This effort was not included in the City's FY 13 work plan and has already diverted significant resources from projects included in that plan. Council discussion and direction has at times included phrases like "at no additional cost to the City," but also includes activities that require resources to implement even at the most basic level. The City currently contracts with its utilities for purchasing services. This reduces the flexibility to divert those resources to new priorities. Simply, it is unclear what level of effort is expected.

Assumptions (These are the assumptions implicit in the update provided above):

- The "Local" definition produced by staff is appropriate (this definition is built into the vendor registration process and absence of clarity has delayed implementation of that effort).
- Reliance on self-reporting from vendors without validation is acceptable.
- Diversion of Purchasing and City and Utility Communications staffs to this effort is appropriate.
- Focusing on expenditures in excess of \$30,000 is sufficient.
- Using the NAICS code system may not be the best way of satisfying Council's interest in improved purchasing information and will not be used initially.
- It is no longer the Council's interest that staff establish acquisition goals based upon a disparity study.

City of Greensboro Purchasing Division Local Preference Strategy

Administered by the Financial and Administrative Services Department
Purchasing and Centralized Contracting Divisions

Summary

In an effort to support the local business community, the Purchasing and Centralized Contracting Divisions have established a local preference policy (LPP) designed to promote and support businesses with a physical presence within the City of Greensboro and surrounding counties. LPP's give local vendors an advantage over non-local vendors in the contracting process. However, although a formal LPP established by ordinance may give local businesses an advantage with the City of Greensboro, it may place them at a disadvantage in contract opportunities for other municipalities. Furthermore, the division acknowledges that a formal LPP may also have the unintended result of diminishing competition and an increase in the cost of goods and services.

Definitions

- ◆ **Local** - Businesses with a street address in the counties of Guilford, Forsyth, Davidson, Alamance, Rockingham, Randolph, Yadkin, Caswell, and Stokes.
- ◆ **Eligible Contracts** – The LPP will apply to all Purchasing and Professional Service contracts as well as Construction and Repair Contracts less than \$90,000.
Note: Construction and Repair contracts greater than \$90,000 are not managed by the Purchasing and Centralized Contracting Divisions.

Policy

The LPP establishes a goal of 50% of all eligible contract dollars be spent with local suppliers and contractors. The divisions will report quarterly the dollars and percentage of spend with local suppliers and contractors.

Strategy

The Purchasing and Centralized Contracting Divisions will ...

1. Encourage the use of procurement cards for small dollar purchases from local businesses.
2. In conjunction with the Small Business Development Office offer regular training to local businesses on how to participate and compete for City of Greensboro business.
3. Continue to enhance the e-Procurement system (GEPS) to encourage local suppliers to register for opportunities.
4. Continue training staff to improve awareness of local vendors and the commodities and services they offer.
5. Continue practice of reviewing bid specifications to promote open and fair competition for the local and small business community.
6. Continue practice of easing bond and insurance requirements in low risk contracts.
7. Develop a prominent web presence to promote opportunities for local suppliers.
8. Award all tie-bids when no material differences exist to local suppliers and contractors.



City of Greenville, North Carolina

Meeting Date: 6/13/2013
Time: 7:00 PM

Title of Item: Consideration to explore North Carolina Certified Retirement Community Designation

Explanation: Council Member Calvin Mercer requested this item be placed on the agenda for consideration of action initiating the required committee to explore the possibility of Greenville achieving N.C. Department of Commerce Certified Retirement Community status, with January 2014 being the proposed date of application.

Fiscal Note: The application fee for the Certified Retirement Community designation is \$10,000 or \$.50 per capita, whichever is greater. Therefore, based on Greenville's population, the application fee will be approximately \$43,000.

Recommendation: Discuss and consider the item as requested by Council Member Mercer.

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