



Agenda

Greenville City Council

September 9, 2013
6:00 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 - Council Member Joyner

III. Pledge of Allegiance

IV. Roll Call

V. Approval of Agenda

- **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.

VI. Consent Agenda

1. Minutes from the February 14, April 8, and April 15, 2013, City Council meetings
2. Continuance of Resolution Authorizing Funding for Economic Development Project
3. Contract award for the 2013 Pavement Preservation Seal Project
4. Grant contract with the North Carolina Department of Environment and Natural Resources to purchase recycling roll-out carts

5. Proposal for ICMA to Conduct a Comprehensive Analysis of the City's Fire/Rescue Department
6. Report on Contracts Awarded
7. Purchase of target system by the police department for use in firearms training
8. Resolution Amending the Thresholds for the Formal and Informal Bidding Process in Order to Conform to the North Carolina Statutory Monetary Amounts for these Thresholds
9. Resolution Exempting Projects from the Statutory Procurement Process Established by Article 3D of Chapter 143 of the North Carolina General Statutes when the Estimated Professional Fee is Less than Fifty Thousand Dollars
10. Amendment to the authorized position allocations within the Planning Division of the Community Development Department
11. Resolution approving an interlocal agreement with the Pitt-Greenville Convention and Visitors Authority
12. Resolution expressing support for the City of Greenville's participation in the *Let's Move! Cities, Towns, and Counties* Initiative
13. Ordinances amending Greenville Utilities Commission's capital project budget ordinances for the Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project and the Westside Pump Station and Force Main Project
14. Budget ordinance amendment #2 to the 2013-2014 City of Greenville budget (Ordinance #13-026)

VII. New Business

15. Presentations by Boards and Commissions
 - a. Firefighter's Relief Fund Committee
 - b. Public Transportation and Parking Commission
 - c. Recreation and Parks Commission
16. Approval of Scope and Fee for Uptown Parking Deck Design Services
17. Facility Type Alternatives for the Greenville Transportation and Activity Center
18. Resolution adopting the City of Greenville Local Preference Policy
19. Amendment to the Neighborhood Advisory Board ordinance

VIII. Review of September 12, 2013, City Council Agenda

IX. Comments from Mayor and City Council

X. City Manager's Report

XI. Adjournment



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Minutes from the February 14, April 8, and April 15, 2013, City Council meetings

Explanation: Proposed minutes from regular City Council meetings held on February 14 and April 8, 2013, and a City Council budget workshop held on April 15, 2013, are presented for review and approval.

Fiscal Note: There is no direct cost to the City.

Recommendation: Review and approve proposed minutes from regular City Council meetings held on February 14 and April 8, 2013, and a City Council budget workshop held on April 15, 2013.

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

Attachments / click to download

- [Proposed_Minutes_of_the_February_14_2013_City_Council_Meeting_961113](#)
- [Proposed_Minutes_of_April_8_2013_City_Council_Meeting_958767](#)
- [Proposed_Minutes_of_April_15_2013_City_Council_Meeting_961079](#)



PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
THURSDAY, FEBRUARY 14, 2013

A regular meeting of the Greenville City Council was held on Thursday, February 14, 2013 in the Council Chambers, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 7:00 pm. Council Member Smith gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr. and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, City Clerk Carol L. Barwick and Deputy City Clerk Polly W. Jones

APPROVAL OF THE AGENDA

City Manager Barbara Lipscomb stated the public hearing on the ordinance requiring the repair or demolition and removal of the dwelling located at 908 Fairfax Avenue was not advertised and, therefore, needs to be removed from the agenda and rescheduled for March 7, 2013.

Mayor Pro-Tem Glover asked that the discussion of the contract with the Greenville-Pitt Chamber of Commerce be continued to February 25, 2013 because Chamber President Susanne Sartelle was unable to be here.

Upon motion by Council Member Joyner, seconded by Council Member Blackburn, the City Council voted unanimously to approve the agenda with the changes noted by the City Manager and Mayor Pro-Tem Glover.



APPOINTMENTS

Affordable Housing Loan Committee

Council Member Smith continued the appointment of Melissa Grimes' seat and made a motion to reappoint Howard Conner to a second three-year term that will expire February 2016. The motion was seconded by Council Member Joyner and it carried unanimously.

Historic Preservation Commission

Council Member Blackburn continued the appointment of Ann Schwarzmann's seat, who did not seek a second term.

Human Relations Council

Mayor Pro Tem Glover continued the appointment of the East Carolina University seat and made a motion to appoint Helen Pase to fill an unexpired term that will expire September 2015, in replacement of Abdel Abdel-Rahman, who was no longer eligible to serve. The motion was seconded by Council Member Joyner and it carried unanimously.

Pitt-Greenville Convention & Visitors Authority

Mayor Pro Tem Glover continued the replacement of Joseph Fridgen's seat, who had resigned.

Public Transportation & Parking Commission

Council Member Mercer continued the appointment of Eric Foushee's seat, who had resigned.

Youth Council

Council Member Blackburn continued these appointments due to lack of applicants.

OLD BUSINESS

REVISIONS TO 1ST STREET PARKING IMPROVEMENT PROJECT

Economic Development Officer Carl Rees stated parking improvements in Greenville's Uptown Commercial District were identified as a goal by the City Council for the current year. As part of their current year program of work, the Redevelopment Commission hired land planning and engineering firm Kimley-Horn and Associates to develop alternatives that would lead to the addition of parking along the 1st Street corridor between Reade and Cotanche Streets. The proposed plan was discussed in January, with the discussion



resulting in general support. There were concerns related to costs, particularly with regard to resurfacing along First Street and other areas of the City.

Mr. Rees stated Traffic Engineer Rik DiCesare can address those concerns and will discuss proposed revisions to the plan.

Mr. DiCesare briefly reviewed the original plan, which had a travel lane in each direction, a bike lane, slanted parking along one side of the street and parallel parking on the other. He stated there is a yellow line down the center of the street at present and the expense of removing that line was much of the cost in the original plan.

Mr. DiCesare then presented a revised plan, which includes a road diet to reduce the existing four lanes on 1st Street to two and includes parallel parking on both the north and south sides of 1st Street, a street level median delineated only by painted striping to provide a safer environment for pedestrians crossing the road, and bike lanes along the corridor. Mr. DiCesare reported that this recommended parking alternative provides a net gain of 86 parking spaces and minimally impacts traffic along the corridor.

Mr. Rees stated that, with City Council approval, Kimley-Horn will produce construction documents for the project by March 11, 2013, with restriping scheduled to take place approximately three months later following a competitive bid process. Staff estimates the cost for restriping along 1st Street at approximately \$20,000. Final estimates for restriping will be completed as part of the construction documentation process by Kimley-Horn. Funds for the restriping portion of this project have been designated in the current Redevelopment Commission budget through the 2004 general obligation bond issue for Center City revitalization.

Mayor Thomas asked if the new plan incorporates speed bumps. Mr. DiCesare stated it does not.

There being no further discussion, Council Member Joyner moved to approve the revised parking plan for 1st Street. Council Member Blackburn seconded the motion, which passed by unanimous vote.

NEW BUSINESS

PUBLIC HEARINGS



**ORDINANCE TO ANNEX ARBOR HILLS SOUTH, PHASE 3, INVOLVING 4.2563 ACRES
LOCATED AT THE CURRENT TERMINUS OF ROCKLAND DRIVE AND ABOUT 800 FEET
WEST OF EASTERN PINES ROAD**

Community Development Director Merrill Flood showed a map depicting the proposed annexation area, which is located within Grimesland Township in voting district #4. The property is currently vacant with no population. A population of 41 people is estimated at full development. Current zoning is RA20 (Residential-Agricultural), with the proposed use being 19 single-family dwellings. Present tax value is \$106,408, with tax value at full development estimated at \$2,988,708. The property is located within Vision Area C.

Mayor Thomas declared the public hearing for the proposed annexation open at 7:11 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Also hearing no one, Mayor Thomas closed the public hearing at 7:12 pm.

Council Member Joyner moved to adopt the ordinance to annex Arbor Hills South, Phase 3, involving 4.2563 acres located at the current terminus of Rockland Drive and about 800 feet west of Eastern Pines Road. Council Member Blackburn seconded the motion, which passed by unanimous vote.

**ORDINANCE TO ANNEX LANGSTON WEST, SECTION 4, INVOLVING 3.2150 ACRES
LOCATED AT THE CURRENT TERMINUS OF ROUNDING BEND ROAD AND 950+ FEET
NORTH OF THOMAS LANGSTON ROAD**

Community Development Director Merrill Flood showed a map depicting the proposed annexation area, which is located within Winterville Township in voting district #2. The property is currently vacant with no population. A population of 17 people is estimated at full development. Current zoning is R9S (Residential-single-family), with the proposed use being eight single-family dwellings. Present tax value is \$60,281, with tax value at full development estimated at \$2,365,881. The property is located within Vision Area E.

Mayor Thomas declared the public hearing for the proposed annexation open at 7:13 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Also hearing no one, Mayor Thomas closed the public hearing at 7:14 pm.

Council Member Joyner moved to adopt the ordinance to annex Langston West, Section 4 involving 3.2150 acres located at the terminus of Rounding Bend Road and 950 ft. +/- feet north of Thomas Langston Road. Council Member Blackburn seconded the motion, which passed by unanimous vote.



ORDINANCE REQUESTED BY INCOME INVESTMENTS, LLC TO REZONE 1.15 ACRES LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF EVANS STREET AND 8TH STREET FROM DOWNTOWN COMMERCIAL FRINGE (CDF) TO DOWNTOWN COMMERCIAL (CD)

Planner Chantae Gooby stated Income Investments, LLC have requested to rezone 1.15 acres located at the northeast corner of the intersection of Evans Street and 9th Street from CDF (Downtown Commercial Fringe) to CD (Downtown Commercial). The subject area is located in Vision Area G.

According to Ms. Gooby, Evans Street is considered a connector corridor from Reade Circle continuing south. Connector corridors are anticipated to contain a variety of higher intensity activities and uses. The Future Land Use Plan Map recommends commercial (C) for the area bounded by Reade Circle, Cotanche Street, West 10th Street, and Evans Street. The subject property is located in the designated regional focus area described as the central business district (Uptown area).

Based on the analysis comparing the existing zoning (1,264 trips) and requested rezoning, Ms. Gooby stated the proposed rezoning classification could generate 805 trips to and from the site on Evans Street, which is a net decrease of 459 trips per day. Since the traffic analysis for the requested rezoning indicates that the proposal will generate less traffic than the existing zoning, a traffic volume report was not generated.

On the 1969 zoning series map, the subject property was zoned CDF (Downtown Commercial Fringe). It served as the former location of Ham's Restaurant. Water and Sewer are located in the right-of-way along Evans Street. There are no known historical designations on the site, nor are there any known environmental conditions/constraints.

Surrounding land uses and zoning are as follows:

North: CD - two (2) vacant commercial buildings

South: CD - Trent Lee, III MD office and one (1) duplex building

East: CD - Georgetown Apartments

West: CDF- Marathon Restaurant and parking lot

Ms. Gooby stated under the current zoning (CDF), the site could yield 9,940+/- square feet of commercial/retail/restaurant space. Under the proposed zoning (CD), the site could yield 22,592+/- square feet of restaurant/office/multi-family. There are no setbacks or on-site parking requirements for the CD district. The anticipated build-out time is within 2-3 years.

Ms. Gooby stated that, in staff's opinion, the request is in compliance with Horizons: Greenville's Community Plan, the Future Land Use Plan Map, and the Center City



Revitalization Plan. "In compliance with the comprehensive plan" should be construed as meaning the requested zoning is (i) either specifically recommended in the text of the Horizons Plan (or addendum to the plan) or is predominantly or completely surrounded by the same or compatible and desirable zoning and (ii) promotes the desired urban form. The requested district is considered desirable and in the public interest, and staff recommends approval of the requested rezoning.

Ms. Gooby stated the Planning and Zoning Commission voted to recommend approval of the request at its January 15, 2013, meeting.

Mayor Thomas declared the public hearing for the proposed annexation open at 7:17 pm and invited anyone wishing to speak in favor to come forward.

Durk Tyson

Mr. Tyson indicated he was present on behalf of the applicant and would be happy to answer any questions that might arise.

Hearing no one else wishing to comment in favor of the application to rezone, Mayor Thomas invited comment in opposition. Hearing none, Mayor Thomas closed the public hearing at 7:18 pm.

Council Member Joyner moved to adopt the ordinance to rezone 1.15 acres located at the northeast corner of the intersection of Evans Street and 9th Street from Downtown Commercial Fringe (CDF) to Downtown Commercial (C). Council Member Blackburn seconded the motion, which passed by unanimous vote.

ORDINANCE INITIATED BY THE GREENVILLE CITY COUNCIL TO AMEND THE ZONING ORDINANCE TO CREATE STANDARDS FOR CONVENIENCE STORES, TOBACCO SHOPS, AND HOOKAH CAFES

Interim Assistant City Manager Chris Padgett stated the purpose of this text amendment to the Zoning Ordinance, which was initiated by the Greenville City Council, is to propose standards related to the location of convenience stores, tobacco shops, and hookah cafes. The City Zoning Ordinance currently does not define or provide standards for tobacco shops or hookah cafes. Recognizing that a number of new establishments have opened within the community in recent years that specialize in the retail sales of tobacco-related products, City Council initiated this text amendment to ensure the appropriate location of these facilities within the City's jurisdiction.

Mr. Padgett provided a brief overview of the current standards applicable to convenience stores and tobacco shops, an inventory of existing establishments located within the community, information related to the city-wide inspection of existing establishments and



the findings associated with these inspections, and an outline of proposed modifications to the City's standards for review and consideration.

Mr. Padgett stated that it is staff's opinion that the proposed standards contained within the proposed zoning text amendment are needed to ensure the appropriate location and permitting process for these land uses. It is staff's further opinion that the proposed text amendment is in compliance with Horizons: Greenville's Community Plan and, if adopted, would benefit plan objectives related to preserving neighborhood livability. Mr. Padgett said the Planning and Zoning Commission voted unanimously to recommend approval of the request at its January 15, 2013, meeting.

Council Member Blackburn asked if there are restrictions on ABC Stores. City Attorney Dave Holec replied that those are governed by the State.

Council Member Joyner asked if the proposed amendment impacts hours of operation for the establishments affected by the ordinance, and if the hours of existing facilities are known. Mr. Padgett stated the proposed amendment does not impact hours of operation at the present time. He indicated he was unsure of exact hours of operation for existing facilities, but stated many are open until the early morning hours.

Council Member Joyner asked if there was input from the Police Department and whether the Police Chief feels the proposed changes will be beneficial. Mr. Padgett stated the Police Department has been involved from a Code Enforcement standpoint only. Police Chief Hassan Aden stated he has not personally reviewed the proposed amendment, but he knows Code Enforcement supports it

Mayor Thomas declared the public hearing for the proposed text amendment open at 7:28 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Also hearing no one, Mayor Thomas closed the public hearing at 7:29 pm.

Council Member Blackburn moved to adopt the ordinance to amend the Zoning Ordinance to create standards for convenience stores, tobacco shops, and hookah cafes. Council Member Joyner seconded the motion, which passed by unanimous vote.

(REMOVED FROM AGENDA) ORDINANCE REQUIRING THE REPAIR OR THE DEMOLITION AND REMOVAL OF THE DWELLING LOCATED AT 908 FAIRFAX AVENUE

This item has been rescheduled for March 7, 2013



PUBLIC COMMENT PERIOD

Mayor Thomas opened the public comment period at 7:33 pm and explained procedures to be followed by anyone who wished to speak.

- **Andrew Davis – 206 Burrington Road**
Mr. Davis thanked the City Council for their work to improve communities and safety. He stated he wants to address neighborhood associations. He is originally from Jacksonville, FL. In Jacksonville, everyone in a neighborhood has a voice. The associations are not targeted toward a select few – rather both homeowners and renters alike can be involved. He feels only involving property owners in making decisions for a neighborhood is very discriminative. It shuts out the voice of the people who live in the communities, particularly when the majority population of Greenville is renters.
- **Kristina Williams – 203 S. Elm Street**
Ms. Williams stated she is a 12 year resident, coming from a military family. She rents her home and has lived in a variety of neighborhoods, but she is not allowed to vote on neighborhood issues because she hasn't lived in her home a specific period of time. This practice disenfranchises residents. Greenville is 65% rental. Her neighborhood is about 80% rental. She feels they should have a voice in all matters concerning their neighborhood, whether they rent or own. On an unrelated note, Ms. Williams stated she is a business owner here and she is very impressed with the City's revitalization efforts
- **Charles Harley – 2009 Mercury Drive**
Mr. Harley stated he feels, as a renter, people should take pride in the property they are renting. As a homeowner, people should look for feedback on what is happening around their property. If renters are not allowed to vote, they will take less pride in their home and in their neighborhood. Pride in where someone lives is what helps keep the City up. This is especially important in the downtown area, where there is a high concentration of renters, because that is often what potential new businesses or residents see first.
- **Todd Wilson – 703 Willow Street**
Mr. Wilson thanked elected officials working on Valentine's Day to address some of the tough issues. As both a resident and renter, he has been in Greenville for 20 years. He's seen many changes in that time, mostly for the good. He has been asked to participate and to volunteer his skills with neighborhood watch, which is something he feels should be implemented on a City-wide basis. Citizens should take an active role. Sadly, current protocol does not allow renters to have a voice in



policies and programs, which causes feelings of disenfranchisement and exclusion. 65% of Greenville's residents are renters with no voice or vote in their own destiny in this city. Renters are actively solicited and encouraged to pay dues in these associations, but they have no voice. Renters are a vital part of the demographic of this city. The City needs to create change in a positive way, enabling all to have an equal and important vote if they choose to do so.

There being no one else present who wished to address the City Council, Mayor Thomas declared the public comment period closed at 7:46 pm.

Council Member Smith asked if renters are allowed to sit on the Neighborhood Advisory Board. Community Development Director Merrill Flood stated the City has no policy which addresses that specifically, but individual neighborhood associations may have it in their guidelines.

OTHER ITEMS OF BUSINESS

ONE-STOP VOTING FOR 2013 MUNICIPAL ELECTIONS

City Clerk Carol Barwick stated the City Clerk's Office recently received an inquiry from the Pitt County Board of Elections Director asking if the City would like to host an additional One-Stop voting site for early voting in the 2013 municipal election. Two One-Stop voting sites will be in operation beginning no earlier than October 17, 2013 and closing no later than 1:00 pm on November 2, 2013 as part of the existing agreement for municipal elections. These sites will be at the Pitt County Agricultural Center and the Community Schools Building.

Each municipality in Pitt County has the option to request additional One-Stop voting sites within their jurisdiction at their own expense, and the sites could be open either from 8:00 am to 5:00 pm or from 11:00 am to 7:00 pm. The City has hosted one additional site for the previous two elections for a period of one week each time. In 2009, the Municipal Building served as a One-Stop site, but the site was moved in 2011 to the Pitt Area Transit System's (PATs) Conference Room because the Board of Elections determined that the Municipal Building was too small to serve as a suitable location.

Ms. Barwick stated the cost of hosting one additional site for a one-week period has been estimated at \$2,919.46 for this year. If the City Council desires to host an additional site, funding would come from the FY2013-2014 budget.



Council Member Joyner made a motion to host a One-Stop voting site at the PATS Conference Room and another One-Stop voting site at East Carolina University (ECU). Council Member Mitchell seconded the motion.

Council Member Blackburn stated hosting a second One-Stop voting site did not appear to be the intent of the agenda item and to suggest a site on campus is unprecedented. There is no evidence to suggest whether a site on campus would be useful.

City Attorney Dave Holec stated the existing elections contract includes two One-Stop voting sites, which are shared with other municipalities in Pitt County and paid for on a pro-rated basis. The Board of Elections allows a municipality to request additional sites, at the sole expense of that municipality, but the final decision on whether requested additional sites will be approved rests with the State Board of Elections.

Council Member Blackburn asked Mr. Holec to comment on the importance of polling places in insuring an egalitarian approach and on influencing votes.

Mr. Holec stated accessibility does have an important impact on who is able to vote. The theory behind one-stop voting is to make it more accessible, giving more people the ability to vote. Location can influence voting. This will not change polling places on the actual Election Day. Sites have to be pre-cleared by the Department of Justice as well.

Council Member Joyner stated this is a matter of being inclusive. He feels it is important to get people involved in election process. Polling places should be near where people are located, which included those people who are in school here. Council Member Mitchell stated he had assumed more locations would be something the entire City Council would support. He asked why there was an objection to a site on campus.

Mayor Thomas asked if anyone could vote on campus, or if that location would be just for students.

Mr. Holec stated all One-Stop voting sites were open to all eligible voters.

Council Member Mercer stated there is a precedent that two years ago there was the site at PATS. He is willing to support a repeat of that, but on principle, he feels the selection of voting sites is something political entities should not pick. He stated current elected officials who could be on the ballot in November should not be making important decisions such as the location of polling places, which could determine the outcome of the election. He said he strongly feels this should be a decision by the Board of Elections.

Council Member Blackburn stated she feels this is a decision coming out of left field. If the Council wants a central location, it should be one that serves the full city.



Council Member Mercer moved to table the original motion to the next City Council meeting so the City Clerk could obtain and provide information on voting patterns at sites that have been used in past elections. Council Member Blackburn seconded the motion.

The City Council briefly discussed whether delaying the decision would create any problems for the Board of Elections, after which they voted unanimously to table discussion to February 25, 2013

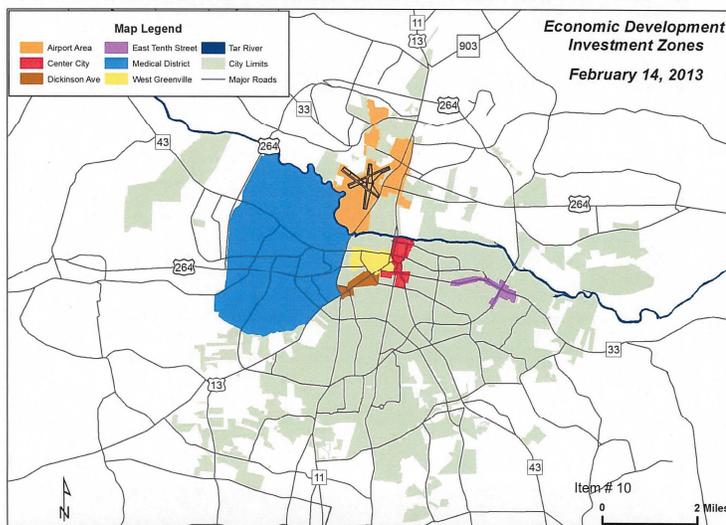
(REMOVED FROM AGENDA) DISCUSSION ON CONTRACT FOR SERVICES WITH THE GREENVILLE-PITT COUNTY CHAMBER OF COMMERCE

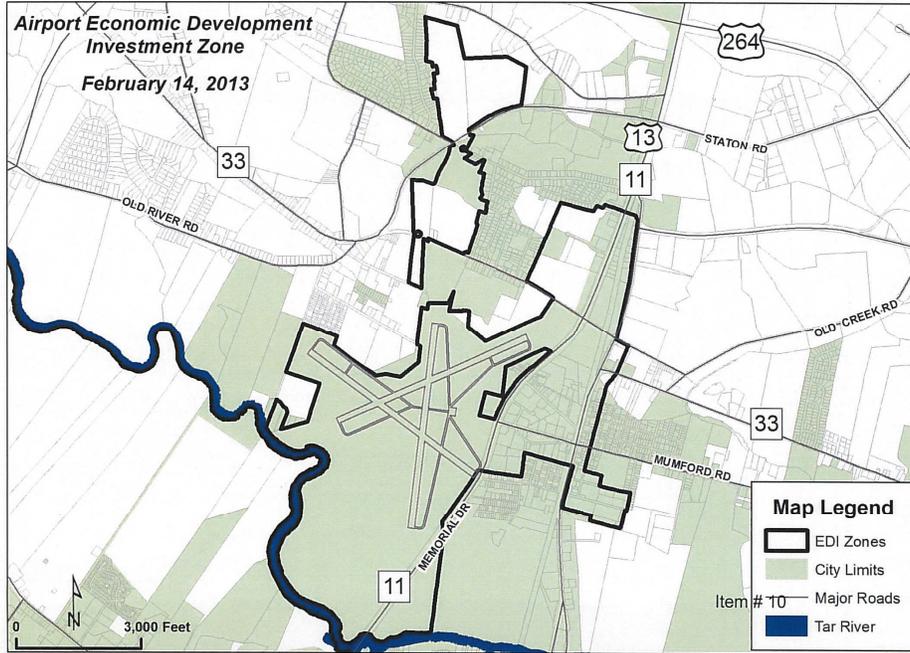
This item has been rescheduled for February 25, 2013.

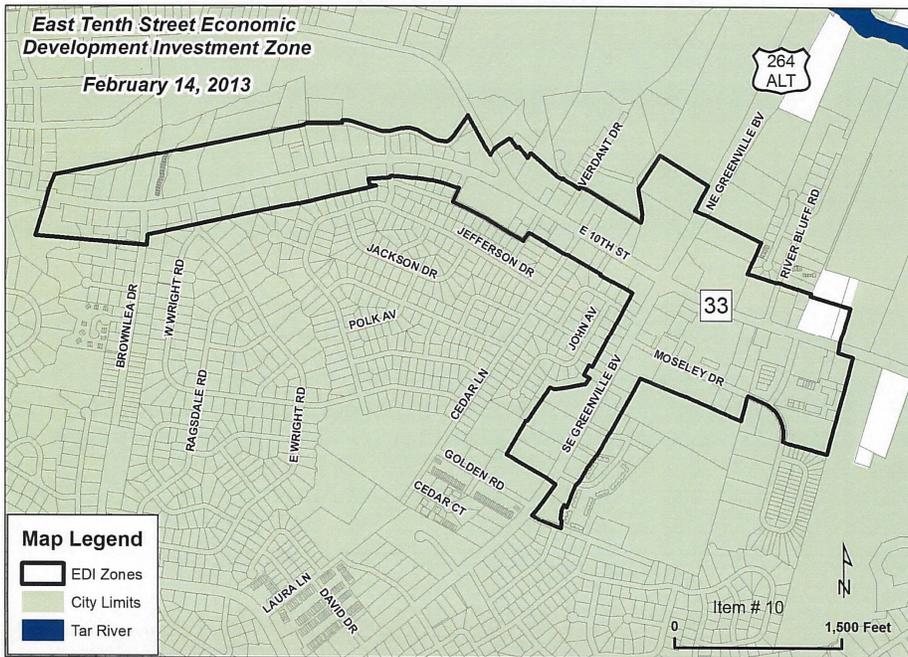
ECONOMIC DEVELOPMENT INVESTMENT ZONE DESIGNATIONS

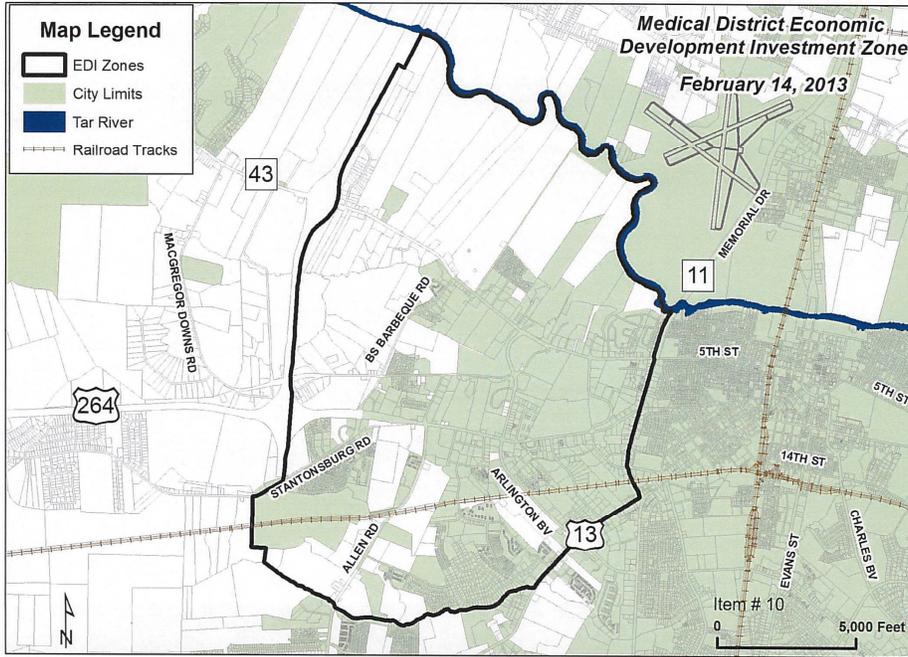
Economic Development Officer Carl Rees stated that among the action items listed in the City of Greenville’s Strategic Economic Plan is to “study options for developing an economic development incentives toolkit.” As a first step, City staff provided a report on possible economic development incentive options to the City Council at their December 13, 2012 meeting. Council Members provided valuable input during that meeting, which staff continues to evaluate as they draft a possible incentive options policy.

As part of the options report, City staff suggested the creation of four (4) new Economic Development Incentive (EDI) zones in addition to the maintenance of both the West Greenville Redevelopment Area and Center City Revitalization Area as EDI zones. The six (6) EDI zones would be (1) Airport Area, (2) Center City, (3) Dickinson Avenue, (4) East Tenth Street, (5) Medical District and (6) West Greenville and they are depicted on the following maps:











Mr. Rees stated that adoption of these six (6) total EDI zones does not commit the City Council to any particular policy or program but does signal to the business community the City's desire to increase economic development within the zones. Establishment of these EDI zones does not alter or supersede any existing land use policy or regulation currently in effect nor does it prevent any future land use policies from being considered.

Mr. Rees stated it is the intention of staff to craft projects, programs, and policies for each of the EDI zones that, over time, will dovetail with the efforts of the private sector to build jobs and tax base in the target areas.

Council Member Blackburn expressed concern about including the Town Common in an EDI zone, particularly the language which suggests developing commerce and providing incentives. This suggests the Town Common is open for development. She asked if it could be removed from the EDI zone. Mr. Rees replied that it could.

Council Member Joyner asked if other parks were located within EDI zones. Mr. Rees stated some are.

Council Member Blackburn asked if any of those parks have proposals that include multi-story buildings or a shopping mall type of atmosphere. Mr. Rees stated he was not aware of any.

Council Member Joyner asked if such a proposal exists for the Town Common. Mr. Rees stated opportunities for investment in the 1st Street corridor have been discussed and some designs showed buildings in that area.

Council Member Blackburn asked if the structures presented in the Planning Session were multi-story. City Manager Barbara Lipscomb stated those were simply concept drawings to illustrate that some development was possible with most of the park still open.

Council Member Joyner moved to approve the resolution and accompanying map that establish six (6) economic development investment zones within the corporate limits of the City of Greenville. Council Member Mitchell seconded the motion.

Council Member Blackburn moved an amendment to approve the six EDI zones, but to exclude the Town Common from any EDI zone. Council Member Mercer seconded the motion.

Council Member Joyner stated that he was not aware of any Council Member having brought up development of the Town Common in the past several months, yet some Council Members have been fanning the flame to get people riled up. He asked if a Council Member wished to exclude one park from the EDI zones, why would they not want to remove all parks from EDI zones.



Council Member Mitchell stated if this City Council removes the Town Common from an EDI zone, a future City Council could still vote to develop and build on the Town Common. He asked if tonight's issue only impacts incentives.

Mr. Rees stated the intent of staff is to tie projects to these areas. If the Town Common was not in a designated area, incentives would not apply.

Council Member Mercer referenced Council Member Joyner's comment that he was unaware of any Council Member with plans to develop the Town Common and the suggestion that the idea of doing so was riling people up. He stated that one way to alleviate public concern from their misinformation would be to pass the proposed amendment which deletes the Town Common from the EDI zone.

Mayor Thomas stated he feels this issue has been grossly exaggerated and embellished and that the City Council is spending too much time chasing shadows when it needs to focus on things that are real. Too much time is being spent measuring issues against any possibility of what could happen.

On the amendment to approve the six EDI zones, but to exclude the Town Common from any EDI zone, the City Council voted 2 to 4 and the motion failed. Mayor Pro-Tem Glover and Council Members Smith, Joyner and Mitchell cast the dissenting votes.

Council Member Blackburn stated she feels it is unfortunate to feel she must vote against the EDI zones, which she feels are very important, just because the Town Common is included in one of them. If the City Council is sincere that it does not intend to build on the Town Common, it should be removed from the EDI zone.

Council Member Mercer stated most people do not like incentives, except those who are getting them, but many Council Members support them. Although economic development without incentives would be nice, incentives are necessary at times and on principle, if they are done with a return on investment, Council Member Mercer stated he is very open to them. He stated he is in general support of the EDI zones, but will look at the incentive packages with a critical eye to ensure the City gets a return on its investment. He said he looks forward to rational and thoughtful debate and discussion on the design of incentives packages. With regard to the Town Common, he feels that is a divisive issue.

Council Member Mitchell stated the Town Common was only a divisive issue because people chose to make it one. The City needs to send a message to investors and businesses that these are distressed areas and the City wants them to come for potential development.



Council Member Mitchell moved to call the question, seconded by Council Member Joyner.

Council Member Blackburn asked if it was appropriate to call the question when the City Council has adopted a policy establishing a procedure which allows for two rounds of debate.

City Attorney Dave Holec said the City Council should follow established procedure.

Council Member Blackburn stated she supports Economic Development and, in general, she supports these EDI zones. As a concept, these zones can help advance the City. Unfortunately, she feels she has seen tonight that this City Council is unwilling to remove the Town Common from an EDI zone, which indicates that it is up for grabs for development. She stated she cannot support development of large intensity on the Town common and must, therefore, vote against this item.

Council Member Mercer stated staff provided good maps and he looks forward to discussion of incentive programs that may be attached to each of the zones. Although there has been opportunity for the City Council to unanimously support the EDI zone package, which he feels would enhance public confidence, the only thing standing in the way has been something Council Members have said is not an issue. He wondered why, if there are no plans to develop the Town Common, would Council Members vote against removing it from an EDI zone so that this item could be approved with a unanimous vote. He stated he will vote against this item, not because he is against the EDI zones, but because the City Council was unwilling to remove the Town Common.

There being no further discussion, the City Council voted 4 to 2 to approve the resolution and accompanying map that establish six (6) economic development investment zones within the corporate limits of the City of Greenville. Council Members Blackburn and Mercer cast the dissenting votes.

COMMENTS FROM MAYOR AND CITY COUNCIL

The Mayor and City Council made general comments about past and future events.

CITY MANAGER'S REPORT

City Manager Lipscomb made no comments.



ADJOURNMENT

Council Member Joyner moved to adjourn the meeting, seconded by Council Member Mitchell. There being no discussion, the motion to adjourn passed by unanimous vote and Mayor Thomas adjourned the meeting at 9:31 pm.

Respectfully submitted,

A handwritten signature in black ink that reads "Carol L. Barwick". The signature is written in a cursive style and is set against a light blue rectangular background.

Carol L. Barwick, CMC
City Clerk

PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, APRIL 8, 2013



The Greenville City Council met in a regular meeting on the above date at 6:00 p.m. in the City Council Chambers, third floor of City Hall, with Mayor Allen M. Thomas presiding. The meeting was called to order, followed by the invocation by Mayor Thomas and the Pledge of Allegiance to the flag.

Those Present:

Mayor Allen M. Thomas; Mayor Pro-Tem Rose H. Glover; Council Member Kandie D. Smith; Council Member Marion Blackburn; Council Member Calvin R. Mercer; Council Member Max R. Joyner, Jr.; and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

Barbara Lipscomb, City Manager; David A. Holec, City Attorney; Carol L. Barwick, City Clerk and Polly Jones, Deputy City Clerk

APPROVAL OF THE AGENDA

City Manager Lipscomb stated that the Greenville-Pitt County Chamber of Commerce requested that discussion on their contract for services with the City be tabled for the Thursday, April 11, 2013 City Council meeting. The Director, Susanne Sartelle, is out of town and will return on Thursday.

Motion was made by Council Member Joyner and seconded by Council Member Mercer to approve the agenda with the requested change. Motion carried unanimously.

PUBLIC COMMENT PERIOD

Bianca Shoneman - Uptown Greenville, P.O. Box 92

Ms. Shoneman stated that the Five Points Plaza Rules of Use is up for negotiation. Uptown Greenville was a part of the original team that designed guidelines for use of the Five Points Plaza. Uptown Greenville would like to support the recommendations from the City staff to reduce the application submission time of 60 days and to drop the requirement of a Special Use Permit. Ms. Shoneman expressed Uptown Greenville's support of the parking deck for uptown Greenville and the City's economic development incentives. The City's investment grant is an important tool that will be utilized by several investors to spread economic

development not only in the Uptown District, but throughout Greenville. It is a great program and Uptown Greenville hopes that the City Council will support that with its vote this evening. The Greenville-Pitt County Chamber of Commerce is a great partner throughout the community and Uptown Greenville expresses their support for their continued engagement.

Chip Pennington - 100 Hickory Street

Mr. Pennington commented about the proposed downtown parking deck, stating that a parking deck should be properly patrolled because they are the most dangerous places where citizens or visitors park.

Todd Wilson - 703 Willow Street

Mr. Wilson stated that neighborhood associations exist to help people in their respective neighborhoods. When there are exclusionary tactics in a neighborhood association, an individual cannot vote and have say-so about issues and agendas that directly affect where that individual lives. Renters bear the responsibility of owners' properties as well as the community and city in which they live. If individuals have an actual say-so and a vote in what is happening in their neighborhoods, those individuals will take responsibility and have respect for where they live. This is not only related to the East Carolina University area, but the entire City in each respective community. Everyone should come together and stop these exclusionary tactics. If people want to pay dues and be an active participant in their community's neighborhood association, they should be given the respect that they deserve and allowed to vote on the issues that directly affect them.

CONSENT AGENDA

City Manager Barbara Lipscomb introduced the following items on the Consent Agenda:

- Minutes from the September 10 and November 8, 2012 City Council meetings
- Encroachment agreement with Irish Creek Section 2 Owners' Association, Inc., to install a subdivision sign in the right-of-way of Guinness Drive
- Revisions to Five Points Plaza Rules of Use
- Purchase of one Brammo all-electric motorcycle for specialized Police patrols
- Purchase of 30 police package bicycles
- Electric capital project budget ordinance amendment for Greenville Utilities Commission's Outage Management System Software and Implementation Project (Ordinance No. 13-011)

Motion was made by Council Member Joyner and seconded by Mayor Pro-Tem Glover to approve all items on the Consent Agenda. Motion carried unanimously.

NEW BUSINESS

PRESENTATIONS BY BOARDS AND COMMISSIONS

Community Appearance Commission

Interim Chairperson Brenda Diggs of the Community Appearance Commission (CAC) gave the purpose of CAC and stated that this commission fully understands how important the appearance of Greenville is including its livability and economic vitality. CAC sponsors the following programs to enhance the appearance of Greenville:

- *Community Appearance Awards*
During the past year, CAC has formally recognized 11 property owners for their efforts to promote architectural and landscaping excellence in the development of their properties. Certificates are awarded to each winner and on-site signage will soon be available for award winners.
- *Neighborhood Improvement Grants*
6 projects with a total value of \$6,508 were constructed this past year with the assistance of \$4,350 grant funding from the City.
- *Adopt-A-Street*
Currently, the Adopt-A-Street Program includes 97 streets throughout the City and 11 of them were added during the past year.

As part of its annual Work Improvement Program, CAC has identified the following areas of concern and will address any matters assigned by the City Council:

- Improve the maintenance of grass and other vegetation in street rights-of-way areas.
- Reduce non-Code compliant signage in street rights-of-way
- Reduce accident debris along public streets and within street intersections
- Add a residential fence ordinance to the City Code.

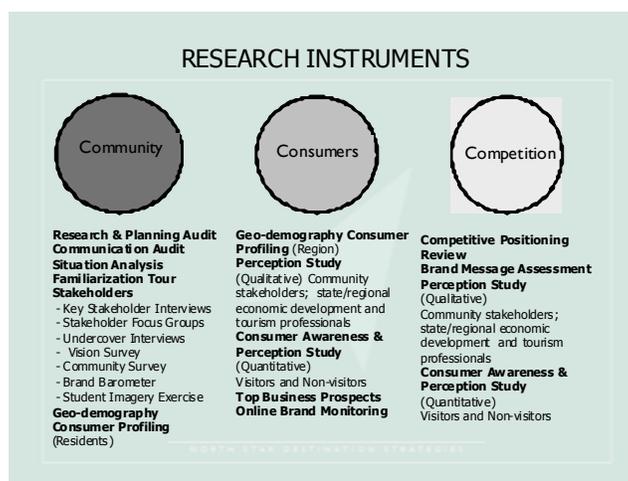
BRANDING CAMPAIGN UPDATE

Ed Barlow, Vice President/Director of Planning of North Star Destination Strategies (North Star), stated that every person, product, place, and community has a brand. North Star says that "Your brand is what they say about you when you're not around." Branding is what you do about it. Branding has a branding problem. A lot of people think that branding is

only about a logo and a line. A brand is about emotion, experience and how people can emotionally connect with a community. Marketing is how you communicate and branding is who you are. North Star studied Greenville in 3 different areas: 1) community, 2) consumer, and 3) competition. This research tells North Star what Greenville’s current brand perceptions are. This evening he will be sharing the insights that North Star gleaned from that research and its strategic recommendation. North Star wants to uncover that competitive advantage for Greenville and fan out the logo and line as a valuable tool and to give recommendations on how to implement that across a range of entities and sectors of the community. It can impact many ways that the City wants to bring the brand to life, i.e. policy, parks and recreation, the private sector, merchandising, purpose initiatives, events, etc. Branding can impact Greenville’s reputation by the following:

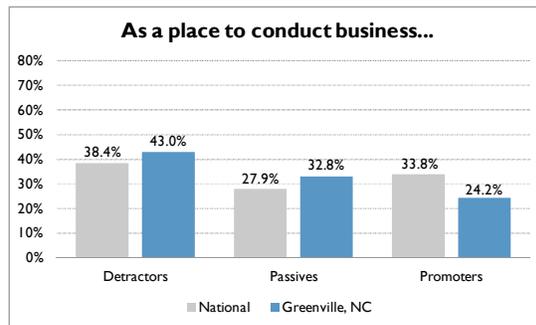
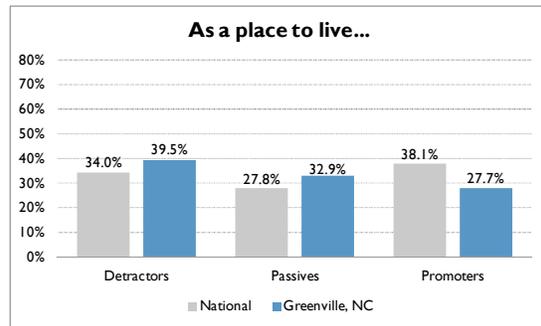
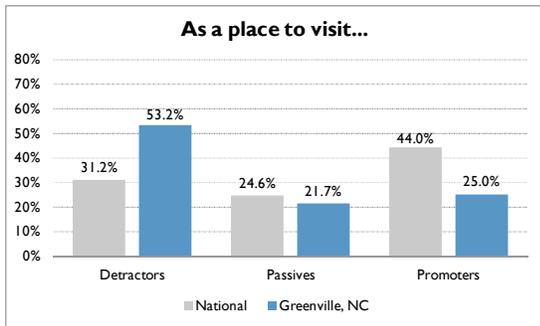
- ❖ Gaining a true understanding of your community’s reputation in a rigorous and scientific fashion.
- ❖ Collaborating with business and civic society to agree on a community strategy – a narrative of who this community is and where it is going.
- ❖ Maintaining a steady stream of innovative products, services, policies, initiatives and communications in multiple sectors that demonstrates the truth of that narrative.

North Star wants to create confidence with this, empower engagement and attract investment. Sometimes a process like this gives residents permission to believe or maybe believe again in the positives about their community, which should be a part of the conversations of what is being said about Greenville. A lot of different qualitative and quantitative pieces of research have gone into this process. North Star was in Greenville in January 2013 for focus groups, interviews and men in the street and followed that up with different surveys.



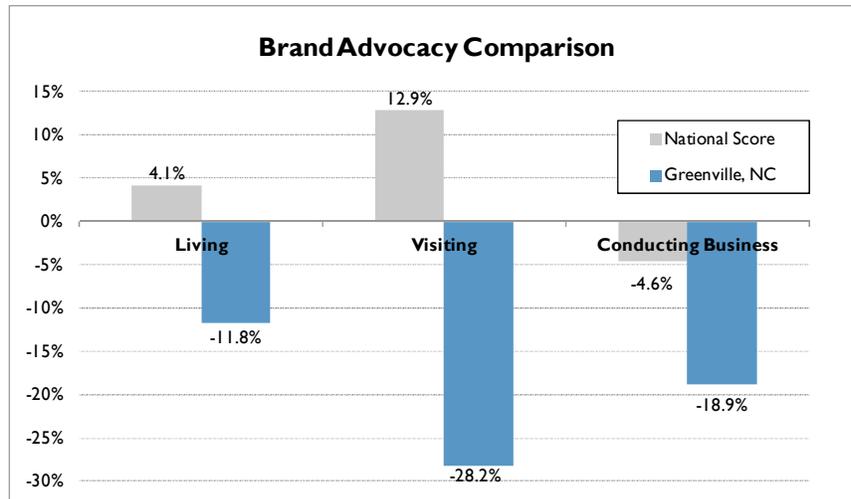
North Star looked at a brand barometer piece and demographic and psychographic information for residents as well as for the region, and North Star looked from the outside in. The brand barometer is a proprietary piece of research done by North Star for their communities. There is a national average on the charts and Greenville is in the blue.

BRAND BAROMETERS COMMUNITY



The simple questions that were asked were on a scale of 1 to 10 how likely are you to recommend Greenville as a place to live, visit and/or to conduct business. 1 is not being at all likely and 10 as being extremely likely. If someone marked a 9 or 10, the individual is considered as a promoter who is enthusiastic and is talking about Greenville and want more people to know about it. 7 or 8 are kind of on the fence and the individuals are happy, satisfied, but not really talking about it. 6 and below is a detractor which is increasingly more negative and vocal and that can damage Greenville’s brand. As a place to live, unfortunately, Greenville has more detractors and fewer promoters and is underperforming the national average as a place to visit and as a place to conduct business. North Star uncovered a lot of positives and reasons to believe in Greenville. Looking at this all together, North Star takes out the fence sitters and determines the Brand Advocacy Score for Greenville. Unfortunately, there is work to do in the community as far as developing some ambassadors, reframing conversation and getting the positives.

Brand Barometer
Brand Advocacy Score = % Promoters - % Detractors



North Star’s communitywide survey is a quantitative piece and one of those looking from within the community. There was a great response rate in Greenville, and 522 people took this survey and were asked about the best descriptor. The brand barometer did not show many ambassadors, but in looking at the best descriptor, Greenville is asset-based and all positive toward the top. The more negative terms that North Star may have learned through early pieces of research are not the best descriptors. Also, from that 522 people, the best reputation from outsiders shows that East Carolina University (ECU) and Pirate Sports is the top descriptor, but not far behind are the perceptions of being unsafe or unknown. There are several grids showing the frequency of responses.

RESEARCH RESPONSE RATES	IN MARKET Key Stakeholder Interviews Focus Groups Intercept Interviews 150+ different people	RESIDENTS Quantitative Community Survey 522 responses 95% ± 4.27 margin of error
	LEADERS Qualitative Vision Survey 139 responses	BUSINESS / ACADEMIA Qualitative Phone Conversations Dozens

ASSETS	IN MARKET ECU and Pirate Sports Vidant Health Friendly, small town PCC Hub of the East (economic engine) Diverse industries/mfg Parks and recreation Proximity to beach and Raleigh Talented workforce	RESIDENTS ECU Vidant Health Proximity to beach and Raleigh Cost of living Climate Parks and recreation Hub of the East PCC Events
	LEADERS ECU and Pirate Sports Vidant Health Proximity to beach and Raleigh Hub of the East Friendly, small town PCC Parks and recreation Downtown/Uptown Potential Housing stock	BUSINESS / ACADEMIA PCC and ECU Hub of the East Talent workforce (pipeline) Vidant Health (size) Proximity to beach and Raleigh Downtown/Uptown Volunteerism Friendly, welcoming, young town Diverse industries/mfg Responsive County ECD

Research Response Rates shows the frequency of responses and the first one will be Assets. In each of these, In Market, which is information gathered by North Star during their trip to Greenville in January 2013, will be in frequency of mention, but they are all mentioned as assets and the most frequently mentioned are at the top. The Residents group is the 522 people in the quantitative survey and a vision survey was done among community and business leaders and those are 139 responses listed as Leaders. North Star followed up

later in the research with a lot of phone conversations with business leaders and people in the academic community (Business/Academia) and even some regional voices as well. In the Assets grid in the order of frequency, ECU and the Vidant Medical Center (Vidant) are high on the list everywhere. Residents (the 522 people) are more likely to highlight quality of life factors and experiences. The Business/Academia leaders mentioned Pitt Community College (PCC) as one of the first things in every conversation. Hub of the East is a high priority for that group as well. Their interest is of business and workforce advantages. There was mention of potential housing stock among community leaders. In the survey, the Leaders group considered ECU, PCC, healthcare, cost of living and recreation as great assets, but this group was concerned about retail selection, entertainment, transportation selection, workforce skills and public school system.

	IN MARKET	RESIDENTS
CHALLENGES	Poor public schools Traffic/congestion Perceptions as remote & boring Crime Depressed downtown Division among leaders Silos (City, County, Chamber, ECU) Confusion with SC Rundown aesthetics	Crime Division among leaders Perceptions as unsafe & boring Depressed downtown Poor public schools Traffic/congestion Rundown aesthetics Deteriorating Infrastructure Brain drain
	LEADERS	BUSINESS / ACADEMIA
	Crime Traffic/congestion Division among leaders Lack of unity Weak job growth/unemployment Depressed downtown Poor public schools Perception as unsafe Small airport Deteriorating infrastructure	Poor public schools Siloes and conflicting agendas Perceptions as remote & poor Division among leaders Risk aversion Crime Brain drain (tough for singles) Town & gown strain (property) Unskilled workforce Rundown aesthetics

	IN MARKET	RESIDENTS
OPPORTUNITIES	Riverfront access/development Downtown revitalization Hub of the East Healthcare Marketing and promotion Strong vision (coordinated) Diversify beyond ECU/Vidant Events Traffic flow (Connector)	Hub of the East Downtown revitalization Healthcare Riverfront access/development Arts and culture Strong vision Bold Investment/Incentives Improve airport Traffic flow
	LEADERS	BUSINESS / ACADEMIA
	Hub of the East Downtown revitalization Bold investment/incentives Start-ups and entrepreneurs Leverage ECU and PCC Diversify beyond ECU/Vidant Improve airport Traffic flow Infrastructure Improvements	Regionalism (Hub of the East) Downtown mixed-use Collaboration (C's) Clinical trials Risk takers & big thinkers Business/ECU partnerships Improve K-12 (align with ECU) Downtown incubator Young professionals Parking garage

The Challenges grid shows the results from North Star’s trip to Greenville in January and traffic and crime topped those conversations. This is the only group out of 4 highlighting with frequency that there is confusion with Greenville, South Carolina, and the negative perceptions highlighted from this group were remote and boring. Leaders had some similar concerns or challenges, but added lack of unity, weak job growth/ unemployment, and small airport. Crime, division among leaders and brain drain were the major concerns as a challenge for the Residents group and brain drain is another concern. The Business/Academia people mentioned poor public schools during every conversation and then silos and conflicting agendas were concerns of this group and these people wanted the City, County, Chamber of Commerce and the University to be a bit more aligned and communicate. Also, risk aversion and town & gown strain (identified as wonderful, positive or strong or weak needs to get better and a range of things) were concerns for this group including some faculty members. The town & gown strain was more negative during this set of conversations, and most of it was focused on their property concerns. Another concern for this group was having things to do for singles. The Opportunities grid shows that riverfront access/development, downtown revitalization, Hub of the East were In Market’s concerns. The Hub of the East with the Business/Academia’s conversations was mentioned, but in the context of regionalism, which was key opportunity from this group. The Leaders is seeing diversity beyond ECU/Vidant, having a strong vision for those different entities mentioned, bold investment/incentives as key opportunities and improve airport showing up among Leaders. The Business/Academia people want risk takers and big thinkers, a place of clinical trials in Greenville, business/ECU partners, and downtown

mixed-use and incubator. 522 voices from the community survey wanted to change crime and entertainment facilities in Greenville. The 139 community leaders' responses to what should Greenville's economic growth goals be were defining Greenville as Hub of Eastern North Carolina and developing downtown/updown as well as job creation.

MISSING	IN MARKET	RESIDENTS
	Strong vision (and action) Downtown attraction (hotel) Marketing and PR (brag) Commercial draw along river Performing arts center Entertainment Strong town & gown (awareness) Community pride Research as economic dvlpmnt	Gathering places (beyond college) Strong vision for growth Downtown boutique retail Community pride More amenities for families & YP Effective leaders External awareness (Where?) Entertainment
	LEADERS	BUSINESS / ACADEMIA
	Performing arts center Aggressive economic development Minor league baseball Location on interstate Skilled workforce Retail/entertainment Downtown parking Downtown family activities Entrepreneurs Marketing and PR	Strong vision (collaboration) Identity Opportunity for trailing spouses Political will for hard decisions Downtown attraction (perf. arts) Gathering spots Bold investment/ incentives Large industry taxpayers Public schools in planning mtgs Amenities for YPs and late 20s

North Star asked several questions that revealed things that people consider missing in Greenville. The Missing grid indicates that strong vision (and action), downtown attraction (hotel) and no surprise are from the In Market conversations, and a focus on riverfront and downtown development along with promotion are In Market concerns. The Leaders group was focused on the fact that access development was missing specifically performing arts center, minor league baseball and activities for families. Interestingly the Leaders group mentioned that an interstate is missing. Some people in the business sector that actually shipped out a lot of product said their being located on an interstate might attract more business. However, others said that not having an interstate is really not a problem because they ship boats, medicine, etc. all over the world so it is an interesting exchange there. The Residents group mentioned gathering places (beyond college), community pride and effective leaders. A big concern for Business/Academia is opportunities for those trailing spouses as well as political will for some hard decisions. North Star saw bold investment/incentives mentioned in Business/Academia conversations as something missing. This same group also mentioned that a public school leader is missing from key conversations whether that is planning or economic development. Also, Business/Academia is looking for more for young professionals. North Star did a communitywide survey asking the 522 people what would make them more likely to use Greenville's airport (PGV) over others like Raleigh-Durham Airport in Raleigh. North Star also asked the 139 leaders in the qualitative survey what would make them choose to use PGV and their response was greater convenience and proximity more so than more direct flights. The responses received from the 522 people about their downtown issues concerns or the greatest issues facing downtown were considered unsafe and not enough to do. Their responses about two things that are most important to Greenville were ECU and Vidant followed by Hub of Eastern North Carolina.

The following are 5 of the 14 Voices from the Research provided by North Star:

- "We are the economic engine of the East."

- “To grow Greenville, we need to have a vision outside of next week.”
- “4000 square miles of waterfront, boaters paradise? Where is our San Antonio riverfront?”
- “We have amazing ingredients. We just need to put it all in the perfect package. And let people know about it.”
- “Once you get people here, they are blown away.”

To find out what outsiders are saying about Greenville, a Consumer Awareness and Perception (CAP) Study was conducted among a total of 100 North Carolina residents in Raleigh, Durham, and Wilmington. Greenville residents did not participate in this survey. 88 residents of Norfolk, Portsmouth and Newport News were also included in the 188 total responses that were collected for the CAP Study. Familiarity questions were submitted to these residents. 130 respondents were not at all familiar with Greenville, and therefore were terminated from the survey. Wilmington, North Carolina was the top answer to which city (Wilmington, Goldsboro, Rocky Mount, Greenville, Wilson and New Bern) would be considered as the Hub of Eastern North Carolina. Raleigh, North Carolina was the answer when the choice was between Eastern North Carolina and Raleigh and the two markets that North Star looked at were considered. When Wilmington was excluded from the list of cities to be considered as the Hub of the East, Greenville was the top answer. Greenville was the top answer to the question of which community is the best place to go in Eastern North Carolina for medical care, sports, nightlife, events, jobs, arts and culture, shopping, dining and recreation. Greenville was the top answer for sports and Wilmington, Greenville, and then Fayetteville were the top answer for jobs. Greenville is described as asset-based (meaning the University and medical care). From a visitation standpoint, people are finding their way to the University campus or encountering students during their visits. What is particularly interesting is visitors are not describing Greenville as a party school as non-visitors might have expectations of Greenville. Also, this City is not being described as unsafe or rural aspects of non-visitors' expectations. Visitors are less likely to say that Greenville is far away so they probably arrived in Greenville faster. People think that Greenville is far away than it is and that is an outside perception that certainly will be focused on. Looking at the same question between the 2 markets, Greenville was described as smart and progressive, but also boring by Raleigh and was identified as unsafe and with healthcare by the eastern part of North Carolina. Greenville is mostly described as a diverse town, but visitors are not noticing or engaging the river aspect of Greenville at all. 83 percent of those who participated in the CAP Study have visited Greenville and the 17 percent have not visited Greenville because they are not interested in what it has to offer or unaware of things to do there. The importance of people being in Greenville is being advocates and ambassadors so the City should focus some strong efforts there. What would make that 17 percent more likely to visit Greenville are recommendations by family and friends as well as experiential sort of offerings. So looking at the primary purpose from this set is visit family and friends. That is why people were coming to this city, but the brand barometer indicates that they are not likely to recommend Greenville as a place to visit. Friends and families are the key to Greenville's success and they would have to know what is enjoyable for them. Higher education and small-town atmosphere are the most important to Greenville's identity.

North Star wants to find what is true, authentic and honest. A lot of great things were learned about Greenville. There is a long list of advantages with building Greenville's brand, and North Star wants to make sure that people are able to make positive emotional connections with Greenville. ECU and Vidant are important to Greenville's brand, but they are not Greenville's entire brand. Greenville is a growing city, but rooted in tradition. A lot of North Star's conversations highlighted the welcoming small-town atmosphere, but with the assets and advantages of larger metro. People said that Greenville was a farming community, but, presently, Greenville is putting all of its expertise into biotech interests and advancing that tradition forward. Greenville is the Hub of the East with the assets to back it up and characteristics of a capital, which is historically based on transportation, competition, trading centers, etc. Some people might respond that Wilmington or another city that they associate with the Hub may be a candidate to be a capital, but those facts point to one place and that place is Greenville. Greenville has a growing population, healthcare access, ease and expertise, culture and diversity, educational institutions, industrial diversity, and retail.

The following are the Greenville, North Carolina Brand Platform and the Platform Rationale:

Greenville, NC Brand Platform

Target Audience: *For those who value the sincerity and commitment in a firm handshake*

Frame-of-Reference: *Greenville, home to East Carolina University and Vidant Healthcare,*

Point-of-Difference: *serves as the capital of Eastern North Carolina*

Benefit: *where your pursuit of health, wealth, and wisdom keep good company.*

Platform Rationale

For those who value the sincerity and commitment in a firm handshake

- An interesting observation from our visit there in Greenville: Firm handshakes. Not a cold dead fish in the group.
- A firm handshake signals:
 - we are serious and open for business
 - personal attention and service
 - concern for your interests
 - a place of strong values
 - generosity
 - small town charm (not a faceless. crowded metro)
 - integrity, focus and follow through
 - we're glad you're here
 - our interest in you enjoying your time in Greenville

Platform Rationale

Greenville, home to East Carolina University and Vidant Healthcare

- While these two major anchors are not solely your brand, they are present marquee recognition that are critical to your competitive advantage.
- Inclusion of the word choice home furthers your position as a welcoming place.

Platform Rationale

serves as the capital of Eastern North Carolina

- Greenville is rightfully the capital of the region:
 - Healthcare
 - Higher education
 - Industrial assets
 - Cultural diversity
 - Central location
 - Retail density
 - Progressive ideas
- Every conversation about assets and opportunities highlighted the service aspect of Greenville and its institutions and community focus.

Platform Rationale

where your pursuit of health, wealth, and wisdom keep good company.

- This benefit serves tourism, economic development and community interests equally well.
- These three (health, wealth, and wisdom) are not singular considerations.
- Each encompasses personal, physical, intellectual, economic, and cultural.
- Keeping good company loops around to the small-town aspect and friendly neighbors while asserting a strong case for economic development for long term vitality in business and industrial sectors.
- The benefit highlights the importance of the region. The more significant the regard for the region and its parts the greater the regard for its capital.
- Eastern North Carolina and its capital is where you can keep good company both personally and professionally.

Everyone at North Star was involved in crafting this strategy for the City Council and they are excited to move into the bottom half of the hourglass and create a process. North Star feels that this strategy has great creative directions that North Star can pursue on Greenville's behalf, and this strategy will be a great tool as the City Council moves forward. It is an internal guiding statement and as the City starts to implement its brand, this strategy will serve as a valuable footer.

The following are the next steps:

- Approval of Brand Platform (strategy)
- Development of Creative Elements for Brand Identity Guide
 - Logo, Strapline, Creative Expressions of the Brand
 - Brand Action recommendations

- Assembly and Shipment of Final Brand Print Report
- Final Presentation in Greenville (proposed September 9)

Mayor Thomas asked if North Star has a breakdown of the demographics of the respondents.

Mr. Barlow responded that in the outside piece, it was about 60 percent female and 40 percent male and sort of a standard bell curve on age and income. He has all of the information and it can be shared with the Mayor and City Council.

Council Member Blackburn asked Mr. Barlow to explain In Market quadrant.

Mr. Barlow responded that was North Star's visit to Greenville in January 2013 when North Star talked to a range of people in the area through one-on-one interviews and focus groups, and they did man on the street interviews where the research bias was removed. The In Market quadrant was all of those conversations put together.

Council Member Mitchell asked if North Star feels that this is something on the brink of being very big as far as defining what Greenville is as a community and to be able to showcase those assets to other people.

Mr. Barlow responded absolutely, and when Greenville can uncover its competitive advantage and all should move forward together even though the City's message to visitors may be a bit different than its message to economic development. The communities that can do that from that single strategic sort of point are the most effective, and all will help each other out and help each other advance whether actually realize it or not. By going through this sort of process and knowing where there is some deficits to getting the message out, North Star can focus on that and develop some tools to improve that. North Star commends communities for going through a process whether it is with North Star or another firm to get out what is real and honest about their community. Greenville's brand should not build around something that is negative and every community has advantages and bright spots some more than others, and Greenville has a long list and the opportunity is great.

Council Member Mercer asked North Star to provide an electronic version of their PowerPoint presentation to the Mayor and City Council.

Economic Development Director Carl Rees responded that staff will provide the Mayor and City Council with a PowerPoint version of North Star's presentation as early as tomorrow.

Mayor Thomas asked if North Star feels that Greenville is doing a good job by having a Convention & Visitors Bureau (CVB) and by being as aggressive as possible out in the market and what is North Star's thoughts about the role of CVB in helping to send a message that there is a big opportunity for professional promotion for this community.

Mr. Barlow responded that in this process, North Star's scope was not necessarily an organization's evaluation, but a CVB serves an important role and is a good way to get messages out to some of those outside groups that can affect those outside perceptions. Greenville should make sure that CVB, Chamber of Commerce or an internal organization can communicate what Greenville has to offer. He feels that the people in Greenville either appreciate or are unaware of everything that is in Greenville.

Mayor Thomas asked if North Star feels that the media is a partner with a community.

Mr. Barlow responded that his observation is the media's responsibility is to challenge, report, and celebrate things and hopefully, they are a good partner in every community. When Greenville thrives and grows, so does the media's market and that is where their advertising dollars can come from.

UPDATE ON UPTOWN OFFICE AND PARKING DECK PROJECTS

Economic Development Director Carl Rees stated that on December 10, 2012, the Greenville City Council authorized staff to move forward with a joint procurement process that would culminate with selection of a private sector development partner to construct and own an office building on the 423 Evans Street site as well as a construction manager at risk (CMR) to oversee construction of the municipal parking deck. The City Council directed staff to move forward with a further detailed study of the Moseley Parking Lot located at the corner of Fourth and Cotanche Streets. This location of choice was based on proximity to most of the businesses and some opportunity towards additional development potentially in the Uptown District. The pre-cast deck construction would be a 256-space parking structure on 4 levels, 64 spaces per level with dimensions of approximately 122' x 191' and height of 36'. Amenities for the parking deck would include stairs and elevator, energy efficient lighting, cameras, and emergency call stations. The construction timeline would be 4 months of design, 3 months of site work, 2 months of pre-cast construction, and 2 months for the finishing work. Generic estimates for a pre-cast deck at Fourth and Cotanche Streets equate to \$13,500 per space. The construction cost for a 256-space parking deck is \$3,464,000 plus a 10 percent contingency, making the total cost under \$4 million. Efforts will be made to ensure that the exterior of the parking deck conforms to surrounding architectural styles. A vacant lot at 423 Evans Street was purchased by the Redevelopment Commission with a hope to entice the private sector to construct a 4-5 story office building at that site. The Redevelopment Commission has been able to secure interest from an institutional partner and Greenville-Pitt County Convention and Visitors Bureau (CVB) to occupy portions of the office building. The idea would be to have some extra Class A office space in the building, a floor or two that would be available to lease. This project will maintain a walkway from Evans Street to the parking deck for connectivity purposes. Some issues with the site are a portion of Evans Street is one-way in the Uptown District and access from the rear portion of the location would be needed during construction of the office building. Maintaining access is very important and a concern of the business owners. Responses from construction firms interested in building the parking deck and developers interested in constructing the office building are due back on April 19,

2013. The Redevelopment Commission will do some evaluation along with those who are interested in that building. Staff, on behalf of the City Council, will do some evaluation of the construction firms. There is a tremendous amount of information that these firms have to submit so that staff can ensure that they are qualified and legally able to do this sort of work. Recommendations for the selection of the office building developer by the Redevelopment Commission and the selection of the parking deck contractor will be made to the City Council in early May 2013. Groundbreaking for the projects are expected in October 2013 following the design phase. There is no action required by the City Council at this time for the projects to proceed.

Council Member Mitchell asked are the institutional partner and CVB still committed to doing the project.

Economic Director Rees responded at this point, the answer to that question is yes. The institutional partner and CVB should ensure the pricing for the office spaces wanted by both. CVB is interested in a leasing situation, the institutional partner is interested in an ownership situation, and that pricing has to be right for them to proceed.

Council Member Mercer asked was there discussion in a meeting that the procurement process for the project was briefly delayed based on staff's understanding that some Council Members might prefer that CVB should lease rather than own space in the building.

City Attorney Holec stated that Pitt-Greenville Convention and Visitors Authority (PGCVA) does not have the legal authority to own property. The reason being is PGCVA is a creature of the State legislature and the Charter is actually established by legislation. In order for an entity like that to have the authority to own property, it has to be specifically stated within the legislation, and it is not.

Council Member Mercer asked if it was decided by all of the relevant parties that it would be beneficial for CVB to be located downtown and PGCVA to own property, could the legislature change the Charter and then PGCVA owning property would be possible.

City Attorney Holec stated that is a potential and would require going back to the State legislature and having that acted upon. In this case, what was suggested as a possibility was some type of long-term lease and that was discussed as an option available, but he is not certain how that has translated into what is being planned out.

Council Member Joyner stated that it would probably cost CVB approximately \$600,000-\$900,000 to own one floor in the building, and that money is supposed to be used to promote Greenville and not to own real estate. If a private firm owns that building, the City will receive property tax. A third of the entities in Greenville are owned by nonprofits, and the City does not receive any property tax from them. He feels a better job needs to be done about marketing Greenville because according to North Star's branding study, most people hear about Greenville from their friends and relatives.

Sales and Marketing Manager Andrew Schmidt of CVB stated that currently, 95 percent of CVB's marketing dollars is used for marketing to special events, associations and meeting and convention planners. CVB is not spending money currently to marketing leisure groups and because of the way that the hotel/motel tax is set up, most of the money goes to the Convention Center. If CVB moves downtown, which is where they would like to relocate, it will help them to get to that leisure market in an inexpensive way, through foot traffic.

Mayor Pro-Tem Glover stated that the interest to own property and to move CVB downtown to promote the City is not something new, and the interest has been discussed by CVB.

Council Member Blackburn asked if the parking deck and the CVB will be done at the same time.

Economic Development Director Rees stated that to be correct, and it is important that the citizens and City Council understand that the City went out with a parallel or dual solicitation process, but there are two separate instruments. On one side is the Redevelopment Commission with a "call for developers" to find a builder or private sector partner to build this office building. On the other side is a qualification based solicitation to find essentially a CMR to build and deliver the parking deck to the City at a pre-agreed to price. The City is trying to coordinate the two timeframes because if the City had a parking deck sitting on the Moseley Parking Lot, it would be difficult to construct this building. At some point, there would be a crane sitting in the middle of Evans Street and tractor trailers bringing steel and other materials. This is humanly possible but not realistic. The City Council, Redevelopment Commission, and uptown wanted a parking deck and the idea about the building must be staged right. After the City's negotiating back and forth and at the end of the day, the pricing from the developers of this building could come back so high that CVB cannot afford to lease or buy, and the institutional partner could not either. In that case, the building may not be built, but the parking deck still moves forward.

Council Member Blackburn asked if the design will be done in-house or contracted separately.

Economic Development Director Rees responded that the design will be contracted separately. The CMR will not do the design, but the CMR will work with and advise staff as the City selects designers who are needed and appropriate, and help the City with cost control on that project.

Council Member Mitchell asked how much did the Redevelopment Commission pay for the parcel of land.

Economic Development Director Rees responded that the appraised value was \$198,000 and they paid \$182,000. He is not sure that those are exact, but those amounts are very close.

Council Member Mitchell stated that the Exhibit Hall Managers receive their portion of the money from the hotel sales tax and a portion of that is used by them to market the Convention Center. A large percentage of CVB's funding goes towards bringing conventions to the Convention Center as well.

Sales and Marketing Manager Schmidt stated that when people stay in hotels, CVB collects 6 per cent. 3 per cent goes to the retirement debt on the building, 1 percent is for the Exhibit Hall Managers to market and operate the Convention Center, and CVB has 2 per cent left. One of the reasons to have CVB downtown is primarily for identity purposes because half of the time, people believe that he is working with the Convention Center, but he represents the community and sells Greenville and Pitt County. The Convention Center and CVB are two different groups even though currently they are located in the same building. CVB's marketing budget is for soliciting meetings and conventions. He does not spend a lot of time marketing the Convention Center, which is a tool to sell the community. CVB does a lot of marketing through their office to bring athletic tournaments, family reunions, etc. to Greenville. There are so many meeting event planners that they do not have the numbers to use the Convention Center. Also, there are 25 more hotels in Greenville and his responsibility is to help fill rooms and meeting space. CVB works with the Convention Center in some respects, i.e. having a tradeshow or 2 together, but a lot of his time is spent marketing the community for other reasons. CVB's goal is to get people to shop and eat in Greenville and for those people to like Greenville so much that they will maybe stay overnight and take advantage of all the amenities that Pitt County and Greenville have to offer.

Mayor Thomas stated that CVB does not report to the City Manager.

Sales and Marketing Manager Schmidt responded that the CVB Director reports directly to PGCVA, an executive committee consisting of a group of citizens who have applied to serve through the City's Talent Bank and the County's Statement of Interest. However, the City Council approves the PGCVA's bi-annual budget.

City Attorney Holec stated that there is another document that is involved and that is the interlocal agreement between the PGCVA and the parties, the City and Pitt County, and that was entered into in order to construct the Convention Center. That does have some authorities granted to the City.

Mayor Thomas asked if the City went through a bidding process once and because the prices were too high, the City is rebidding with the same dimensions and elements with a hope of a better answer.

Economic Development Director Rees responded that to be correct, and a few things have been changed. The City has become more flexible on how it would allow the building to be constructed. The City had inappropriately assigned the cost of the walkway to the users of the building. With the parking deck actually being built on that parcel of land, there are some deficiencies and economies of scale on the entire site that the City may be able to

achieve as well. Also, the City lowered the amount of profit essentially that the City would allow the developer to take on the project.

Mayor Thomas asked if the building was not being done, what would be the timeframe for the completion of the parking deck.

Economic Development Director Rees estimated that months from May, the parking deck would be completed.

Mayor Thomas stated that there are other projects waiting for this parking deck and 60-80 percent of this deck is expected to be leased.

Economic Development Director Rees stated that hopefully, the City will lease 180-190 spaces in the parking deck. Also, there are interests from projects on the drawing board as well as from existing businesses which would like to have spaces in the parking deck.

Council Member Mercer stated that he is not advocating that CVB should buy this property. He is advocating that all of the pieces are put on the table and the City Council makes a rational decision to give, if possible, a win-win for everybody. If the CVB wants to purchase rather than lease then City Attorney Holec has said that can happen. A short term lease could be done and get the project going, and it would not delay the timeline with the understanding that when the State legislature finally gets around to changing the Charter, then PGCVA could purchase. If PGCVA is interested in the purchase, the City Council would have to consider the tax angle on this and he very well might not support it. He would like to look at the advantages to the City of having PGCVA own rather than lease property, look at the loss of taxes and see if the advantages are greater than the loss of taxes.

Economic Development Director Rees stated that there is a party that was not entered into the equation and that is the private development partner and they would want some assurance that either that they have this part of the building leased for 3-5 years and/or there is the ability to purchase. The City would really need to work out what the terms are in the master development agreement. The developer would not be comfortable with a 1-year lease.

Council Member Mercer stated it seems that there could be an agreement stating that CVB commits to leasing this space until the legislature changes the Charter and then the space is purchased. It seems durable and that is without compromising the timeline or delaying the project.

Mayor Thomas asked if it will take the legislature two years to consider making a change on a local bill.

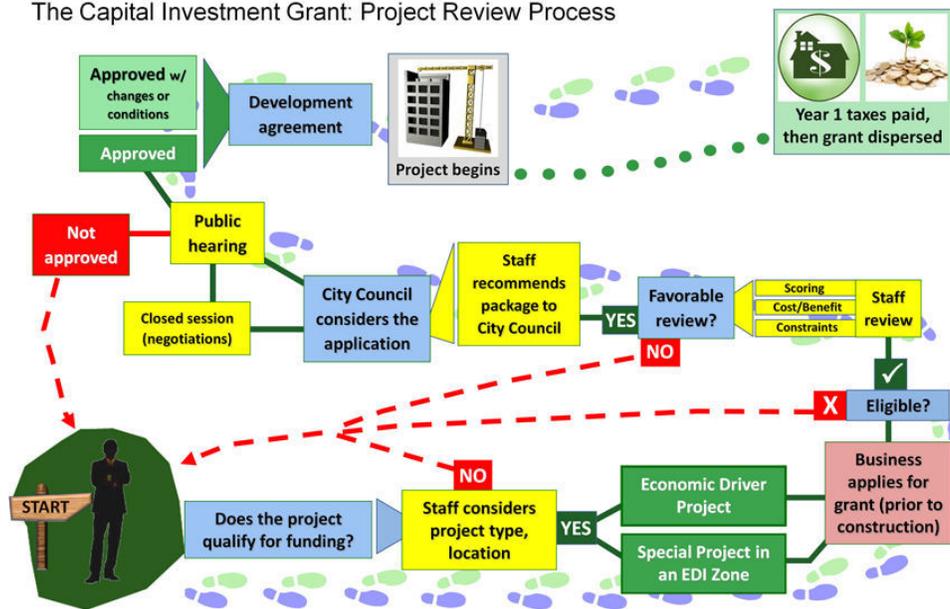
City Attorney Holec responded that it would have to be noncontroversial which would require PGCVA, the City and Pitt County to all agree.

City Manager Lipscomb noted that this information was presented as an update report.

CAPITAL INVESTMENT GRANT PROGRAM - APPROVED

Economic Development Director Carl Rees gave a brief background on this item and stated that after hearing from the City Council and some of the City's allies in economic development, staff concluded that this Capital Investment Grant Program was likely to be the centerpiece of the City's economic development incentives strategy. The purpose of this program is to support attraction and retention of quality jobs and to promote tax base development through new investments in business. There are advantages to this type of economic development incentive. It is extremely flexible. There are a wide range of projects that the City can support, i.e. a grocery store that may be locating in one of the City's food deserts in one of the low wealth communities. Also, the City could support projects that might employ 200-400 people in a technology or manufacturing sector. In different areas of the City for different purposes, the City could support large economic driver projects. For example, if someone wants to put a new lifestyle commercial center in the southwestern part of Greenville, the Capital Investment Grant Program could support that. This sort of economic incentive program can fit the different projects in the 6 economic development zones (Airport Area, Medical District, Dickinson Avenue, West-Greenville Redevelopment Area, Center City, and East Tenth Street) that were adopted by City Council a month ago. This is a self-supporting grant program that is funded from the increases to the City's property tax revenues that are generated as a result of incentivized projects. For any particular piece of property in Greenville, as long as the owner is paying his/her taxes on a regular basis, the City is receiving tax payments every year. If the property is sold or the owner decides to put a significant improvement on a vacant tract located in the southwest part of the City such as a new large shopping center, the value of the property has increased. If there is an issue with that project, the City can essentially grant back a portion of that new money and that is the ad valorem property taxes. It is important that the City assess each particular project carefully and individually. In the policy, certain qualifications, eligibility, and requirements were set up. An application is required where extensive information is provided as backup about finances for the project such as appraisals for the land. Also, a scoring system has been developed to help staff evaluate the projects. Staff has learned from Charlotte and City Manager Lipscomb's experience in Gainesville, Florida that these scoring systems can be very helpful as a tool in that they show the developer what the City's values are and what is important to the City as projects are brought to the City. Ultimately, the decisions will be made by the City Council. Staff gives the City Council guidelines in terms of years and the amount of the incentive. Everything is documented in the terms of a performance agreement with that private entity, whether it may be a developer or industry, to insure that they perform. The developer or industry will never receive an incentive payment or a grant payment unless they are performing. Unless they put that asset on the ground, they pay taxes. If there was a job requirement, i.e. the developer or industry stated that for 3 years they are going to create 50 jobs a year, each year they will receive that payment if those employment targets are met. The following is the pathway that staff uses to explain the Project Review Process:

The Capital Investment Grant: Project Review Process



It is somewhat unique but important for the private sector to understand that when the private sector talks about its need for the City to join with it financially in their project that means that the City is a partner. While that private sector may need something from the City, the City needs the private sector’s quality jobs and construction in order to partner with the private sector. This will not be the only type of incentive that staff will ever ask the City Council to consider or may wish to consider. The City already has the Business Plan Competition in place and for 3 years it has been a solid success. Staff feels that the Capital Investment Grant Program is a very flexible incentive program that can be used across the board to support the economic development goals of the City Council, and it is highly recommended by staff. Staff heard a comment from the City Council that perhaps it may be a good policy for the City Council to consider review of those Economic Development Investment (EDI) Zones every 5-10 years. That is not how those zones were initially adopted, but staff thought that it may be worthwhile to bring to the City Council’s attention that it may be a good idea to revisit those EDI Zones every 5-10 years. It is a very rational suggestion.

Council Member Mitchell asked how long does the City keep the money.

Economic Development Director Rees responded that the City is collecting money before making a payment. But depending upon the time of the year and agreement, the money that is actually going out the City probably will have not had that long. It is important to know that the City has an impact at that baseline and the City is still getting the same collections that it had all along. If the City Council wished to do a 100 percent disbursement of that entire increment, that would be extremely unusual. More than likely the City is benefitting from the additional granting back 60 percent of the money, but the City has 40 percent that is there to do all the good needed with roads, recreational facilities, safety, etc.

Council Member Mercer asked if that 0-3 is a lower score where it states “supports retention of existing businesses”.

Economic Development Director Rees responded that is not the only score that businesses receive. Essentially what that is doing is if they are doing a bang up job of the other stuff and are creating jobs and doing a great job with a building and supporting and retaining existing jobs, they get more points than somebody that is doing the exact same project, but it is competing with something new.

Council Member Mercer asked if this program would include an existing business wanting to do a major expansion and would the existing business be in that category or not.

Economic Development Director Rees responded yes and the City would have to be careful about that. If the City had a small retailer saying that they are interested in adding 5,000 square feet on a building and will hire 10 more employees, this is really probably not the program for them. It might be different if the small retailer is in one of those targeted EDI Zones where the City has identified economic development, particularly some retail and commercial opportunities north of the river and the Pitt-Greenville Airport. But if the small retailer was somewhere else in Greenville in a commercial area that is thriving and flourishing, this probably would not be the program for them.

Council Member Mercer read that “it is expected that projects completed with the assistance of this grant otherwise would not have been completed without such assistance”. He stated that the City is helping to “close the deal” and that is tricky and takes a lot of skill on staff to negotiate this. He supports the idea of reviewing EDI Zones on a regular basis because the City is growing and obviously these will become outdated.

Council Member Mitchell stated that Greenville has the potential and technically Greenville is the Hub of the East, but has not realized its potential or the fact that Greenville needs to stop competing with its peer cities and really start competing with more of higher level cities. These are the type of programs that Greenville needs to realize as being the Hub of the East, and Greenville will not get there by doing the same things and must do some bold and new visionary things. The Capital Investment Grant Program is one way and staff has captured this program in a way that the public can be at peace with it.

Council Member Joyner recommended that a sunset of 5 or 6 years should be included with the Capital Investment Grant Program because everything changes and that way the EDI Zones can be changed and the City can see if the program is working. There should be a sunset on a lot of the City’s rules.

Council Member Joyner asked if the County will be involved with this program.

Economic Development Director Rees responded that currently, staff is talking with the County. The County has a grant program similar to the Capital Investment Grant Program, but has not used it in some cases as the City would. The County would not have supported

a retail or residential project, and would support strictly industrial or a large business. Staff has had some discussions with the County and the Industrial Commission Board is having some discussions about this program. They are not at a point where they can say that something exactly like this is for them, but they do understand that economic development has changed since 1954 when they were established and they are taking a look at how the program works. There are some projects that have been submitted to staff and staff is looking at them as joint projects.

Council Member Joyner stated that he would like for staff to formally ask the County to be involved to help the City because the County has been a great partner with the City.

Motion made by Council Member Joyner and seconded by Council Member Mercer to adopt the Capital Investment Grant Program Guidelines and Scoring System with a sunset of 5 years.

Council Member Blackburn stated that if the City Council has gone through all of this trouble to develop the program, to institute a sunset clause into is not a good way to do business. This is a program that can be re-evaluated in 5 years. This is not a giveaway, but is an incentive based on real money and that is one of the reasons that the program is sound.

Council Member Joyner stated that is exactly what the sunset clause does in 5 years. The City Council would reevaluate the program and if the program is working, it would be continued. If it is not working well, changes can be made and the program can be approved again. A timeline should be placed on the program so that it can be reviewed in order to make sure that it is working properly or to make changes, if any.

Council Member Mercer asked would the sunset provision in any way send a problematic signal.

Economic Development Director Rees stated that he does see it as being important. For example, supposedly, the City Council adopts the sunset clause this evening and for the next few years the City's economic developers are recruiting business and industry and working with local business and industry on their desires to expand, and everything is good. As the City gets closer to that deadline, it may get harder because the City has this program, but it expires next year. Another example is next year, the City has an opportunity at a hotel project downtown and makes a commitment to the developers that for 8 years a certain amount of increment will be done in order to make that hotel project happen. If the City is not going to do any new grants, as the City gets closer to that fifth year and staff is being very honest with these businesses and informing them about immediacy for them to submit their requests, that would create possibly doubt in some minds.

Motion was made by Council Member Mercer and seconded by Council Member Blackburn to divide the question where there would be one vote on the approval of the program

guidelines and the review of the EDI Zones on a regular basis and a second vote on the sunset clause. Motion carried unanimously.

After further discussion, the motion carried unanimously to adopt the Capital Investment Grant Program Guidelines and Scoring System, and the review of the EDI Zones on a regular basis, which would enable staff to begin responding to, and facilitating, inquiries and requests from parties interested in local economic development incentives.

The motion to include the sunset clause passed with a 5:1 vote. Mayor Pro-Tem Glover and Council Members Mitchell, Joyner, Mercer and Smith voted in favor of the motion. Council Member Blackburn voted in opposition.

City Manager Lipscomb stated that the County Redevelopment Commission is working currently to redo their bylaws because the County is constrained to doing industrial development. It may be the exact right time for the meeting and on the General Fund side, the County may have some ability to adopt this program, but these are things that staff can explore.

Motion was made by Council Member Mitchell and seconded by Mayor Pro-Tem Glover to direct staff to set up a joint meeting with the County Commissioners and the City Council to discuss economic development. Motion carried unanimously.

DISCUSSION ON CONTRACT FOR SERVICES WITH THE GREENVILLE-PITT COUNTY CHAMBER OF COMMERCE – TABLED FOR THURSDAY, APRIL 11, 2013 CITY COUNCIL MEETING

NEIGHBORHOOD PLAN DEVELOPMENT - APPROVED

Director of Community Development Merrill Flood stated that as part of the 2012-2013 City of Greenville Strategic Goals there is an action item, “to initiate and complete one new neighborhood plan for an established City neighborhood”, under the goal to “Develop strategies to protect and preserve neighborhoods through systematic approaches.” Since 2007, the Community Development Department has worked with over 8 neighborhoods in the development of 5 neighborhood improvement plans. Staff working with neighborhoods and the planning effort has identified 2 neighborhood areas to work with to develop a neighborhood plan. The hope of staff’s neighborhood planning process is to bring communities together and if there is not a neighborhood association, help to establish one, assess issues that have been identified by the residents, work not through only the City’s resources, but State and maybe even County resources to address the issues identified. Staff is proposing to work in Oakgrove Estates in the spring and summer of 2013 and then the South Greenville area in the winter of 2013. South Greenville School is not included because it is an institutional use, but staff might hold meetings at this location to bring City staff into the community to hear the community’s needs.

Mayor Pro-Tem Glover asked if the City Council will receive information regarding when the meetings will be held at the South Greenville School.

Director of Community Development Flood informed the City Council that staff will send notifications of the dates and times of the meetings to the City Council.

Director of Community Development Flood stated that staff will be glad to take the locations of the distressed neighborhoods mentioned by Council Member Joyner that have been affected by Firetower Road being changed from a two-lane to a five-lane street. Staff will do an assessment and look at those neighborhoods as upcoming candidates. In response to Council Member Mitchell's inquiry as to whether there is a complete document containing the neighborhood plans, all of the plans are separate and published at the City's website.

Council Member Blackburn stated that this is good news, and she is delighted to see a plan that provides support for neighborhoods that want to unify and for residents who want to know each other.

Motion was made by Council Member Joyner and seconded by Mayor Pro-Tem Glover to authorize staff to complete neighborhood plans for Oakgrove Estates and the South Greenville Area. Motion carried unanimously.

NEIGHBORHOOD ADVISORY BOARD ORDINANCE REVISION - APPROVED

City Manager Lipscomb stated that Council Member Smith requested this item be placed on the agenda because of her concerns about equity and the Neighborhood Advisory Board (NAB).

Council Member Smith stated that her goal related to this item is to make sure that the City promotes inclusion and not exclusion. If there are any neighborhood associations wanting to be recognized by the City as a voting part of NAB, it is imperative that all individuals who are living in those neighborhoods are included regardless of the residents being homeowners or renters. She is asking that staff take a look at the current ordinance and bring back to the City Council something that clearly displays inclusion. There is a difference between a homeowners association and a neighborhood association. Residents living in a neighborhood should have a say-so about their safety and the area where they live, and to exclude individuals is appalling. If the City's ordinance is excluding renters who have an interest in their neighborhood and including only the homeowners as part of NAB, she feels that she is not doing her job as a City Council representative of District 1. There is a large population of renters in District 1, and they are not okay about being excluded from what is going on in their neighborhood and having a say-so about it. She is asking the City Council to look at this ordinance again so that it is supporting everybody in the City. Revising the ordinance will promote more people to be involved and to do better things in their neighborhoods and might develop more homeowners.

Council Member Mitchell asked staff about the membership of NAB.

Director of Community Development Flood stated NAB consists of ten board members with two board members being elected from each of the five districts from which Council Members are elected. Each neighborhood association appoints a liaison member to NAB and there are alternate liaison members as well. There is one board member vacancy and out of the responses received from the 9 board members, there are two neighborhood associations having language in their bylaws that has a restriction related to renters.

Council Member Mitchell stated that there may be other neighborhood associations that have restrictive bylaws that the City does not know about.

Director of Community Development Flood stated that to be correct because staff surveyed the 9 board members' neighborhood associations and their bylaws. There are 43-53 different recognized neighborhoods in the City and could be more than what staff surveyed.

Council Member Mitchell asked whether what the City Council adopts will have exclusionary language about being able to serve on NAB and a strict set of bylaws or the purpose is to be more inclusive in order to participate on the NAB.

Director of Community Development Flood responded if the City Council requested language that would be more inclusive, it would be that owners and renters alike have the same privileges and exercise the same privileges as members of a neighborhood association. Staff would clean up his generalization, but that would be what the City Council would expect to see come back from staff, unless the City Council wants something else.

Council Member Mitchell asked if NAB has reviewed the information provided to the City Council and if NAB has given an opinion.

Community Development Director Flood stated that staff shared the information with NAB, explaining that this is a concern. NAB is waiting for additional guidance from the City Council.

Council Member Blackburn stated that these groups are based on volunteer time from people who may be busy with their jobs and families and other obligations. Some of them have standing committees, regular meetings, and events. NAB is a wonderful way for people to come together. If the City starts tinkering with neighborhood associations' bylaws, the City will be imposing additional burdens on something that is already an effort that is above and beyond. She is concerned that the City wants to get in the business of policing the organizations that the City is trying to cultivate and nurture. Homeowner associations have dues and homeownership is a membership requirement. Some of the most active volunteers come from these homeowners associations and the City does not want to discourage them or create a situation where those volunteers will be kicked off of

NAB. She feels that this is a top-heavy, top-down way to approach a board and it sets a dangerous precedent.

Council Member Smith clarified that she is not asking staff to look at how neighborhood associations operate, but she did recommend that the City needs to be inclusive. A homeowners association is very different than a neighborhood association. Asking associations to be inclusive affects crime, giving input and the community coming together. If the City is recognizing neighborhoods and allowing them to be part of NAB, the City must make sure that it is all inclusive and not restricting people who live in the area because they cannot pay \$2,000 dues. A neighborhood association does not have certain requirements for dues, but can set an amount for dues or require homeownership so others cannot be part of a neighborhood association. She will not accept any rhetoric stating that including renters in neighborhood associations is negative. Their presence would only strengthen NAB.

Mayor Pro-Tem Glover stated that property owners, renters, and others can participate in the neighborhood associations and be full and equal members. The problem with the current ordinance is it states there should be only one neighborhood association for each neighborhood. In District 2, all of the subdivisions organizations report problems or concerns to their neighborhood organizations and both collaborate. The way to get rid of neighborhood problems is involving the majority of the people who live in the neighborhood whether they are renters, homeowners or whosoever. District 2 has a lot of renters. NAB is a City supported board so all taxpayers have a voice and can provide their input about the funds that the City gives to NAB. While NAB is a standalone board, if the City is going to support a board in a monetary way as well, City Council should have some oversight. The City is using our constituents' money and if everybody is not included in having a say-so about NAB and neighborhood associations, the City will be excluding people by setting certain rules. The better way is to include all people because it helps to have eyes in the community, which is important. She would like to have the language changed in the ordinance and NAB's and neighborhood association's bylaws amended indicating that all neighborhood associations are welcomed.

Mayor Thomas stated that the City already has an existing set of ordinances related to NAB.

Community Development Director Flood stated that to be correct and it is the ordinance that was used to create NAB. The ordinance basically has that language, defines what a neighborhood is and how the City would recognize a neighborhood association. He is hearing from the City Council's comments that an inclusionary bit of language should be in the ordinance that does not differentiate between homeowners versus renters being accepted or recognized in a neighborhood association and in order to participate in NAB, a neighborhood association must have that inclusionary language in its bylaws.

Council Member Joyner asked if there can be only one neighborhood association in a certain district.

Community Development Director Flood responded that there can be one neighborhood association for each neighborhood. There can be a geographic area that can be made up of several neighborhoods and neighborhood associations.

Council Member Joyner stated that there are instances where staff found that there are neighborhood associations that by the ordinance wording that they represent those neighborhoods, but they do not let everybody in the neighborhoods have a vote. Therefore, all person in these neighborhoods do not have a voice.

Community Development Director Flood responded that staff found in the surveys that two neighborhoods have a restriction of a 4-year residency requirement in order to be part of the neighborhood association, if the person did not own property. Another neighborhood association had language that basically stated that a person had to be an owner of property in order to be a part of the neighborhood association. It would be open to any property owner within the defined neighborhood. So, there were 2 instances where 2 recognized associations have language restricting the ability for renters to participate in their neighborhood associations.

Motion was made by Council Member Smith and seconded by Council Member Joyner to direct staff to bring back to the City Council a revised ordinance to include the language that all neighborhood associations are inclusive and all neighborhood associations that meet the criteria are welcomed.

Mayor Pro-Tem Glover requested an amendment to change the language of the Neighborhood Advisory Board's bylaws to state that there is not a limit on the number of neighborhood associations in the City. This amendment was accepted by Council Members Smith and Joyner.

Director of Community Development Flood stated that Council Member Smith's motion in effect requires the neighborhood to come back together and change their bylaws to be inclusive. Obviously, if they do not, a group may form its own neighborhood association.

Council Member Mitchell requested an amendment that staff's revisions of the ordinance should be reviewed by the Neighborhood Advisory Association. This amendment was accepted by Council Members Smith and Joyner.

Council Member Mercer stated that the motion is not to have staff to come back with some of their best recommendations. The motion before the City Council is giving staff a very specific direction about coming back to the City Council with a particular type of recommendation. Given that there is clearly disagreement on the City Council about this motion, he would like to table this item until the City Council receives more information.

Motion was made by Council Member Mercer and seconded by Council Member Blackburn that this item be tabled until 1) the Neighborhood Advisory Board gives the City Council

written input about their view of this motion and 2) staff gives the City Council information about what the City's peer cities are doing on this issue.

Council Member Smith stated that she is not willing to table anything that is not going to be inclusive of all the City's citizens. If neighborhoods are being recognized by the City and part of the City's Neighborhood Advisory Board, those neighborhoods should be inclusive, and if any neighborhoods are in opposition of this should do what they desire. She is not providing staff with the exact wording to do that because as professionals, staff will provide the wording of the revisions for the ordinance. While staff is doing research, staff will also research other neighborhoods and what is being done in the City's peer cities anyway. If the purpose of tabling this item is the continuance to exclude people, she is not in agreement with that.

Mayor Pro-Tem Glover stated that hopefully, no peer city would be exclusive in their practices of accepting neighborhood associations into their neighborhoods and they want people to be inclusive and not to be discriminatory. Regardless of people being transient in a neighborhood, they should be welcomed to join a neighborhood association. Their voices are important as anybody's in the NAB. Organizations formed by renters, homeowners or anyone else should not be excluded to participate on NAB.

Council Member Mercer stated that neighborhoods are different. There are different sections of the City that have different characteristics and needs. That is why in an earlier agenda item, the City Council went through process of neighborhood plans. This was a previous item and everybody supported this. A neighborhood plan does not have to be done for different neighborhoods in the City, if the City is going to have the one size fits all for all the neighborhoods. But neighborhoods are not the same so the City would have different neighborhood plans. Some neighborhoods have stresses in certain areas and some neighborhoods are about to fall off the cliff because of one thing and other neighborhoods may have strengths but they may have weaknesses in another area. So for the City Council to come and say that one size fits all on the neighborhood associations, he feels perhaps that does not take into account the distinctive characteristics of different neighborhoods. That is why he would like to have more information in front of him regarding what other cities are doing and how they handle this before he takes a vote on this item.

Council Member Mitchell stated that over the past few years, the Neighborhood Advisory Board has done a good job of organizing neighborhoods and bringing new neighborhoods into the fold of the City. It is not easy to encourage people in a neighborhood to form a neighborhood association. Either motion allows for the City Council to receive more information. The City might not want to interrupt a process where new neighborhoods are being created throughout the City.

Mayor Thomas stated that Greenville is a 68 percent renter community and should be trying to get as many people involved as possible. The City does have a one size, fits all rule and it is in the ordinance currently where every neighborhood association has to adhere to in order to be recognized. Sometimes when looking at that it may be found that the City is

excluding certain groups based off of criteria set up. Every citizen in Greenville has the right to be represented. Exclusionary tactics are not needed anywhere in this city for any reason.

The motion to table this item until 1) the Neighborhood Advisory Board gives the City Council a written notice about their view of this motion and 2) staff gives the City Council information about what the City's peer cities are doing on this issue failed with a 3:4 vote and Mayor Thomas broke the tie. Council Member Mitchell, Blackburn and Mercer voted in favor of the motion and Mayor Thomas, Mayor Pro-Tem Glover and Council Members Smith and Joyner voted in opposition.

The motion to direct staff to bring back to the City Council a revised ordinance to include the language that all neighborhood associations are inclusive; all neighborhood associations that meet the criteria are welcomed; there is not a limit on the number of the neighborhood associations in the City; and staff's revisions of the ordinance should be reviewed by the Neighborhood Advisory Association passed with a 4:2 vote. Mayor Pro-Tem Glover and Council Members Smith, Joyner and Mitchell voted in favor of the motion and Council Members Mercer and Blackburn voted in opposition.

BUDGET ORDINANCE AMENDMENT #7 TO THE 2012-2013 CITY OF GREENVILLE BUDGET, AMENDMENT TO THE AFFORDABLE HOUSING LOAN FUND, AND AMENDMENT TO THE SPECIAL REVENUE GRANT FUND – ADOPTED (ORDINANCE NO. 13-012)

Director of Financial Services Bernita Demery stated that the following 3 items are included in this budget ordinance amendment:

- To appropriate grant funds to be received from the Department of Transportation for radar replacements. The grant will support 75% of the costs, while the remaining 25% will be funded by Federal Forfeiture funds.
- To carry over funds from prior year for facade improvements. The purpose of this program is to provide an economic incentive to renovate building facades in the downtown revitalization area.
- To appropriate revenues received and expenses incurred during the past few years in the Affordable Housing Project Fund.

The budget ordinance amendment affects the following funds: increase the Special Revenue Grant Fund by \$35,000, increase the General Fund by \$73,453, and increase the Affordable Housing Project by \$900,000.

Fund Name	Original/Amended Budget	Proposed Amendment	Amended Budget 4/8/2013
Special Revenue Grant	\$ 1,038,446	\$ 35,000	\$ 1,073,446

General	\$77,846,699	\$ 73,453	\$77,920,152
Affordable Housing Project	\$ 3,003,600	\$900,000	\$ 3,903,600

Motion was made by Council Member Blackburn and seconded by Council Member Smith to adopt Budget Ordinance Amendment #7 to the 2012-2013 City of Greenville budget, amendment to the Affordable Housing Loan Fund, and amendment to the Special Revenue Grant Fund. Motion carried unanimously.

REVIEW OF APRIL 11, 2013 CITY COUNCIL AGENDA

City Manager Lipscomb stated that a request has been received to add Special Recognition of East Carolina University Men’s Basketball Team – CIT (CollegeInsider.com Tournament) Champions as an agenda item for the Thursday meeting.

The Mayor and Council reviewed the agenda for the April 11, 2013 City Council meeting.

COMMENTS BY MAYOR AND CITY COUNCIL

The Mayor and City Council made comments about past and future events.

CITY MANAGER’S REPORT

City Manager Lipscomb announced that Chief of Police Hassan Aden is in Washington, DC and testified today on Capitol Hill before a congressional panel about police legitimacy internationally. Chief of Police Aden is meeting with the First Prime Minister of Scotland. Staff will be receiving information, photos and DVDs about his participation which will be shared with the community.

CLOSED SESSION

Council Member Joyner moved to enter closed session in accordance with G.S. §143-318.11(a)(1) to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said laws rendering the information as privileged or confidential being the Personnel Privacy Statute and the Open Meetings Law and in accordance with G.S. §143-318.11(a)(3) to consult with an attorney

employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body. Council Member Blackburn seconded the motion, which passed by unanimous vote.

Mayor Thomas declared the City Council in closed session at 10:15 p.m., calling a brief recess to allow the Council and staff to relocate to Conference Room 337.

Upon conclusion of closed session discussion, motion was made by Council Member Blackburn and seconded by Council Member Smith to return to open session. Motion carried unanimously, and Mayor Thomas returned the City Council to open session at 11:20 p.m.

ADJOURNMENT

Motion was made by Council Member Joyner and seconded by Council Member Smith to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 11:21 p.m.

Respectfully Submitted



Polly Jones
Deputy City Clerk

PROPOSED MINUTES
BUDGET WORKSHOP OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, APRIL 15, 2013



The Greenville City Council held a budget workshop on the above date in the City Council Chambers, third floor of City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 6:00 p.m.

Those Present:

Mayor Allen M. Thomas; Mayor Pro-Tem Rose H. Glover; Council Member Kandie D. Smith; Council Member Marion Blackburn; Council Member Calvin R. Mercer; Council Member Max R. Joyner, Jr.; and Council Member Dennis J. Mitchell

Those Absent:

None

Also Present:

Barbara Lipscomb, City Manager; David A. Holec, City Attorney; Carol L. Barwick, City Clerk and Polly Jones, Deputy City Clerk

APPROVAL OF THE AGENDA

Motion was made by Council Member Joyner and seconded by Council Member Smith to approve the agenda. Motion carried unanimously.

PUBLIC COMMENT PERIOD

No comments were made by the public during the Public Comment Period.

Mayor Thomas announced that there is a tragic situation unfolding in Boston, Massachusetts, and he asked that everyone keep their thoughts and prayers for those who are impacted by this tragedy. His comments were followed by silent prayer. Also, Mayor Thomas read the "Let's Move!" Initiative Appreciation Month Proclamation.

Mayor Pro-Tem Glover stated that the citizens of Greenville were some of the first people to join the First Lady's "Let's Move!" Initiative, and a confirmation letter was received today for Greenville's continued support.

PREVIEW OF THE CITY’S PROPOSED OPERATING BUDGET FOR FISCAL YEAR 2013-2014

City Manager Barbara Lipscomb provided an introduction to staff’s presentation, stating that the purpose of this meeting is to obtain the City Council’s guidance for completing the budget for FY 2014. Staff has developed several changes to the approved plan that was established last year. Staff is incorporating existing FY 2014 goals that have been approved by the City Council, but several of those goals were not funded last year. Also, staff is including input from the 2013 Planning Session and past meetings of the City Council where the City Council has indicated interest in having certain projects in the budget with an additional emphasis on street maintenance. There are 5 major changes that are highlighted in this proposed budget and one is related to streets and roads. Last week, the City Council had indicated an interest in a Tar River study. Staff is including debt service for the parking deck, Dickinson Avenue Planning Study and the South Greenville Recreation Center Design Study. This is not the final budget and staff welcomes the City Council’s input and direction as staff moves toward finalizing the budget.

Assistant City Manager Chris Padgett stated the following during his presentation:

General Fund – 2013-2014 Adopted Plan

The General Fund Budget for FY 2013, which is the City’s current year budget, is \$75,111,601, and the Approved FY 2014 Financial Plan, which is the plan that was adopted along with the FY 2013 Budget last June, totaled \$75,239,951. That is an increase of \$128,351 or an increase of less than 1 percent. The following chart shows the Revenue services in the Approved FY 2014 Financial Plan.



Property tax and sales tax are the largest Revenue sources combining to total 60 percent and that is in line with previous years' budgets. The following slide shows the Approved FY 2014 Financial Plan's expenses by function with the percentages of each provided:



Public Safety accounts for about half of the General Fund Budget with the Police function at 30 percent. Fire/Rescue is 18 percent, Public Works is at 13 percent, and Recreation and Parks is 10 percent. The Other category is at 20 percent and includes a lot of management support functions of the City Manager's, City Attorney's, and City Clerk's Offices and Financial Services, Human Resources, Information Technology, and Community Development Departments.

General Fund – 2014 Revised Plan

The 2014 Revised Plan, the Plan that staff is presenting this evening, totals \$82,348,762, and that is an increase of \$7,108,810 or 9 percent above the Approved FY 2014 Financial Plan of last year. The following is a high level overview of the Approved FY 2014 Plan versus the Proposed or Adjusted Plan.



CITY OF GREENVILLE, NC
CITY COUNCIL MEETING

High Level Overview

Revised FY 2013-2014 Budget

	<u>2014 PLAN</u>	<u>2014 Plan vs.</u> <u>2013 Budget</u>	<u>2014</u> <u>ADJUSTED BUDGET</u>	<u>2014 Plan vs.</u> <u>2014 Adjusted</u>
Revenues \$	73,654,232	1.42%	\$ 76,652,250	4.07%
Appropriated Fund Balance	1,585,720	-36.31%	5,696,512	>100%
	75,239,952	0.17%	82,348,762	9.45%
Salaries and Benefits	49,289,572	1.24%	48,921,715	-0.75%
Operations & Capital	15,526,830	5.42%	16,018,704	3.17%
Outlay	2,917,028	-44.15%	3,352,028	14.91%
Capital Improvements	6,570,547	9.63%	13,506,315	>100%
Transfers	935,975	94.24%	550,000	-41.24%
Other	75,239,952	0.17%	82,348,762	9.45%

On the Revenue side of the equation, staff is showing a 9 percent increase and most of that increase is in Appropriated Fund Balance, which is proposed at \$5.7 million. On the Expenditure side, the biggest change is listed as Transfers where staff is proposing a \$6.9 million increase. Transfers are primary capital improvements and they have to be assigned to the Transfer line item so that they can be allocated into the proper capital accounts. The following is the summary of the revenue modifications from the Approved FY 2014 Financial Plan:

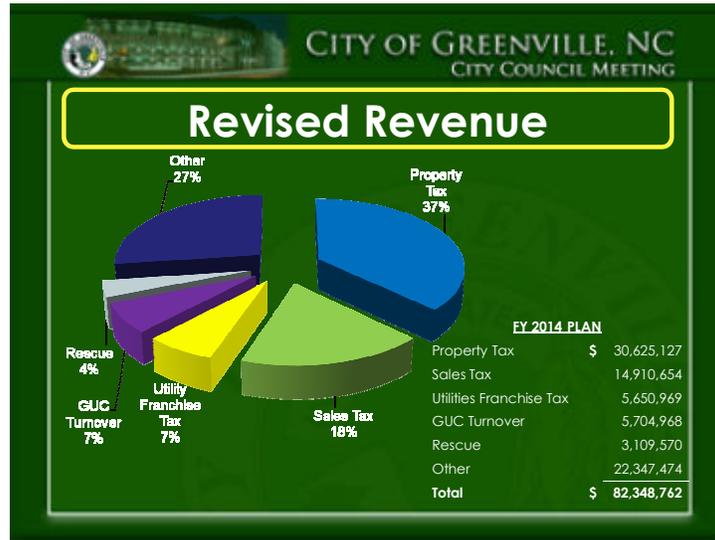
Summary of Changes (Revenues)

<u>Category</u>	<u>Amount of Change</u>
Property Tax	\$865,089(+)
Other Revenues	321,748 (-)
Investment Earnings	387,682(-)
GUC Transfer (Include Lighting)	1,063,359(+)
Transfer from Capital Reserve	1,779,000(+)
Appropriated Fund Balance	<u>4,110,792(+)</u>
Total	\$ 7,108,810(+)

Property Tax has an increase of \$865,089. The additional Revenues are primarily related to State changes in how the Vehicle Tax will be collected next year. It is really the timing of collections as such that the City would expect a 1-year windfall the upcoming fiscal year and then expect things to be more normalized in future years. Last year, Greenville Utilities Commission (GUC) was planning to take on some additional debt. This year, based on the Charter provisions of how they transfer money to the City, the GUC Transfer (include Lighting) would have ended up in a net reduction and what the City had budgeted for was a

\$600,000 decrease. GUC did not take on the debt, and the City will actually realize a \$400,000 increase. The net impact based on the Approved FY 2014 Financial Plan would be a \$1 million increase. The City will certainly expect GUC from time to time to take on debt and that will fluctuate the Revenue stream that the City receives from GUC.

The following is a breakdown of the Revised Revenue:



Property tax and sales tax percentages are down due to the increase in overall Revenues from the increased Appropriated Fund Balance.

Expenses in the Revised FY 2014 Plan increased \$7.1 million.

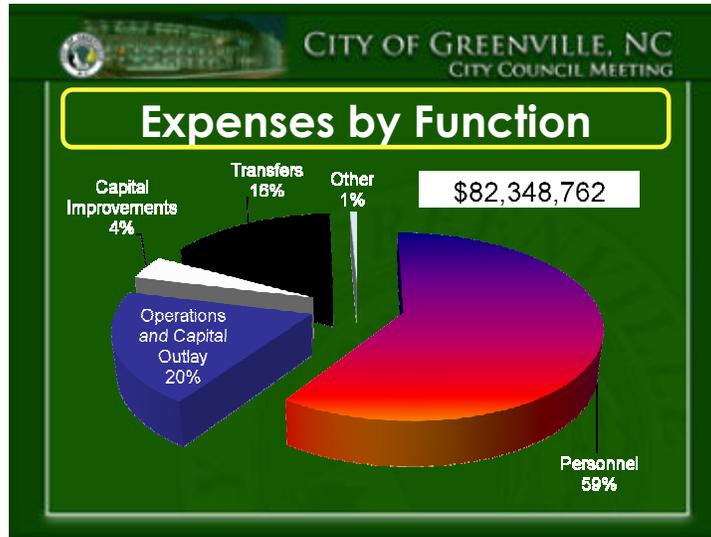
Summary of Changes (Expenses)

<u>Category</u>	<u>Amount of Change</u>
Personnel	\$367,857(-)
Utilities	102,724 (+)
Contingency	385,975(-)
Other Operations	389,150(+)
Capital Improvements	435,000(+)
Transfers to Other Funds	<u>6,935,768(+)</u>
Total	\$7,108,810(+)

The Personnel line item decreased by \$367,857 due to the decision not to add 5 new Fire/Rescue employees as previously proposed. Utilities have gone up by \$102,724. The

Contingency for next year has decreased \$200,000 to align with the City’s typical process to allocate \$200,000 for the second year of the 2-year budget cycle for Contingency. Most of the capital improvements are actually found in that Transfers to Other Funds line item, but that \$435,000 is for a specific project.

In the Expenses by Function, Personnel is 59 percent (\$48.9 million), Operations and Capital Outlay are 20 percent (\$16 million) and Transfers are 16 percent (\$13.5 million). That is where the biggest change from the Approved FY 2014 Financial Plan is with an additional \$6.9 million over what was previously budgeted.



FY 2014 Highlights

The FY 2014 Highlights for the General Fund include the following:

No Property Tax Increase	\$0.52/100 Valuation
Property Tax (Assessed Value)	+4.69 %
Debt Issuance	\$4,000,000
Enhanced – Capital Projects	\$13 M
Other Operations	\$1.4 M

FY 2014 Highlights - Capital

There are multiple projects and studies proposed in this budget request and the Capital Considerations are as follows:

Uptown Parking Deck (\$4.0M) – Staff increased the proposed budget from \$3.8 million to \$4.0 million because the City has to be absolutely sure as it goes through the design process that it is able to build an attractive facility that meets the users’ needs and leads to additional investment and development in the uptown area.

BANA/ERP (Computer System) (\$2.5M) - BANA/ERP is a new computer system that really impacts multiple city departments. Debt service is included in the Plan, but the preferable

approach would be to pay cash for this type of project rather than financing computer services for over 20 years.

South Greenville Planning/Design (\$200K) - This is a facility that has a lot of needs. Rather than trying to do the project in multiple phases, staff proposes to reconstruct the entire facility and make it a top notch facility for the youth. This is Recreation and Parks Department's #1 priority, and the total project is expected to cost \$3 million. Staff talked about the school system partnering with the City on this project and staff will investigate that possibility. \$200,000 is for the Planning and Design.

Town Creek Culvert Design (\$1M) - This is a relatively large and complicated stormwater project and the Study and Design component of the project is expected to cost \$1 million.

Tar River Study (\$250,000) - The City Council has requested a general study scope and staff is investigating what type of elements would be included in that study. A plan is needed to show how the City can better engage the river and use it as a resource in a number of ways.

Dickinson Avenue Land Use Development Plan - (\$150K) - There is a great deal of activity in Dickinson Avenue area due to several projects, and staff is expecting the interest in Dickinson Avenue to pick up as projects began to move forward. It is important that the City has the right type of plans in place to really identify what is wanted for that corridor and how parking will be provided for the entirety of the area.

Street Improvements - Initial Investment (\$4M) - The \$4 million includes about \$500,000 already included in the City's current year budget for this important infrastructure.

Building Repair Fund (\$150K) - Staff was able to put together a placeholder and to create this Fund in last year's budget with \$150K and that amount is remained in this proposed budget.

Multi-Facility Improvement Project (\$875K) - This project involves multiple facilities including the Hooker Road Warehouse, Public Works Operations Center, City Hall and Recreation and the Parks Buildings and Grounds Facility on Third Street. Fundamental changes will be made in these divisions and where they operate. There was already \$440,000 available in budgeted funds for various improvements and \$435,000 was added to address the problems.

The funding sources for the Capital Considerations are the following:

- General Fund (GF) Powell Bill Current Appropriation \$ 1.4M
- Fund Balance (GF) \$ 5.0M
- Powell Bill Fund Balance \$ 750K
- Capital Reserve \$ 1.8M
- Bond Proceeds \$ 4.0M

- Stormwater \$ 1.0M
- Total \$13.9M

FY 2014 Highlights - Operations

In additional to the capital items identified, there are also Operational Considerations.

- Additional funds to Health Insurance Fund (\$550K)
- Neighborhood Plans Implementation (\$75K)
- Summer Basketball League – Teens/Young Adults (\$20K)
- Rewrite Personnel Policies and Develop Evaluation System (\$90K)
- Efficiency Studies (\$120K)
- IT Implementation of Council Action Items (\$204K)

Departmental Overview

There are highlights of activities that each department will be doing and participating in for the next year based on the proposed budget.

City Manager’s Office - \$120,000 is reserved for the Efficiency Studies, and the City Manager’s Office would like to complete the Branding Study, which is split up between the City Manager’s Office, Community Development Department, and the Convention and Visitors Bureau. \$45,000 is reserved for that purpose. Staff has noticed that, over the past 15 months, they had to do a national search for a department head and there were substantial costs. So, staff used that experience and appropriated \$30,000 in the budget for Department Head Recruitment and Selection.

Community Development Department - The City Council is familiar with the following Community Development projects:

Activity	Amount
Parking Deck Construction	\$4M
Tar River Study	\$250K
Dickinson Avenue Land Use and Development Plan	\$150K
Neighborhood Plans Implementation	\$75K

Police Department - Some of the broader initiatives that Police Chief Hassan Aden indicated that the Police Department would be pursuing for this year are the following using existing resources.

Activity	Amount
Community Strategic Plan 2013-2015	No Costs
Reorganization of Code Enforcement	Using Existing Departmental Resources

Opportunities to Civilianize Positions

Using Existing Departmental Resources

Fire/Rescue Department - The Fire/Rescue Department will complete and open the Emergency Operations Center in the fall of 2013, and the project was previously funded. Also, an in-service new pumper-ambulance will be purchased for Fire Station 4. This is a one-of-kind unit for this area and effectively rather than getting a call and having to decide whether to take-off in the fire truck or the ambulance, Fire/Rescue personnel will have a unit that can address both of those needs, going on scene and providing fire safety as well Emergency Medical Services (EMS). There was a unique problem at Fire Station 4 and a unique solution was found, and this new unit was previously funded. Parking lot reconstruction is scheduled for Fire Station 3, and the \$100,000 proposed for that reconstruction was already in the FY 2014 Approved Plan.

Public Works Department

It takes a lot of man hours to complete the Energy Efficiency Project Improvements being done by Schneider Electric. That is a previously funded project. \$4M is going to do a lot of good for the Street Improvement Projects, but these projects require a lot of management and staff resources to oversee them. The \$50,000 for Street Lighting Improvements is one of the items that the City Council added late in the budgeting project last year. The Hooker Road Warehouse/Public Works Operations Center Improvement Project is set at \$875,000.

Recreation and Parks Department

Complete Dream Park Improvements is a previously funded project and children will be using the sprayground this summer. Complete Eppes Recreation Center Improvements is a previously funded project that will occur during the late summer or early fall. It is important that the City continues to push ahead on the South Greenville Recreation Center Planning and Design Project (\$200,000) and making sure that the City is making progress and engaged with Pitt County Schools on this project especially with the potential of their upcoming change in leadership. This project was previously funded as well. Also, staff is proposing to have a late night basketball league (\$20,000) for this summer.

Human Resources Department

The Business Application Needs Assessment/Enterprise Resource Planning (BANA/ERP) Implementation is an important project, which will take a lot of time on the behalf of multiple City departments. The core components of this system are going to be really centered on the Human Resources and Financial Services Departments. Those two departments will see more change probably than any other department. The Comprehensive Re-Write of City's Personnel Policies and Development of a New Performance Evaluation System is budgeted for \$90,000. A consultant is currently evaluating this department to do the initial assessment and as staff works forward with them and they identify best practices and make recommendations, the City Manager will be looking for how to implement those recommendations. No additional cost is anticipated. The New Supervisory Training Program is a training program for all City supervisors to ensure that they are knowledgeable about best practices of supervising employees, leadership as well as some of the legal requirements associated with managing employees. While there is already a voluntary training program, the City is looking at having a mandatory training program where all supervisors go through the same process doing the same things so that the City can be sure that they are competent in the areas that they need to be competent in.

Financial Services Department

Financial Services will be an important player on how the City will implement BANA/ERP successfully. Financial Services is the other department that is currently being reviewed concerning the Implementation of Efficiency Study Recommendations, and staff will be reporting back to the City Council on that.

Information Technology Department

This is where the BANA/ERP Implementation funding is in the budget at \$2.5 million. \$100,000 will be spent this year and next year for Video Surveillance. In the meantime, the City has a new Chief of Police who wants to be sure that the use of this technology is in line with his vision for the Police Department. Funding for Multiple City Council Action Items is a list of action items from the approved City Council goals that were not funded with the last budget process. Subscription Database for the City’s Website would be where citizens can go into the website and sign up and indicate that they would like to receive information about the City. When content is updated, that information will automatically be sent to them when changes are made. The City has a basic version of the 311 system that Code Enforcement Officers use and the City would like to expand this technology and equipment to other divisions. Equip the Disaster/Recovery Technology Processing Center is a component of equipment needs over at the new EOC. All of these action items including Implement Citizen Alerting System are budgeted for \$204,000. Staff will probably use an existing tool that is available to partner with the County to address the Implement Citizen Alerting System need and staff will provide information to the City Council as they move forward.

Other Funds

In the Original 2014 Plan, the City’s Debt Service Fund was \$4.5 million and \$4 million of additional Debt Service is proposed, which would result in about \$310,000 of annual Debt Service so that number will change. The Transit Fund is \$3.3 million in the Approved FY 2014 Financial Plan, but the City did purchase a couple of buses this year that the City wanted to purchase next year. That number will decrease to reflect the fact that the City has already made those purchases. Staff is proposing no change for the Fleet Fund of \$4.4 million. The Sanitation Fund is \$7.2 million. Staff had detailed conversations about Sanitation and the changes that staff is looking to implement there so the program/process previously approved by the City Council will be reflected in the City’s revised budget. The Stormwater Fund of \$3.9 million is in the Approved 2014 Plan. Staff has more information about Town Creek Culvert which is very big and important project. Staff is proposing no change to the Housing Fund of \$1.4 million. The Health Fund is budgeted at \$13.1 million. Staff showed the City Council a \$550,000 proposed increase to the Health Fund and that amount is going to be variable depending upon how that fund finishes this year. No change is proposed for the Vehicle Replacement Fund (\$3.8 million).

How Did We Get Here?

City Manager Lipscomb continued the presentation, stating that the proposed budget is balanced using several revenues and cost savings that cannot be counted on in future years including the following:

Activity	Amount
Fund Balance for “one-time” Capital Funding	\$5.7M
Increased Property Tax – State Changes in Vehicle Tax Collection	\$865K

Increased Receipt from GUC Turnover	\$1.1M
Last Year of Reduced Contribution to Vehicle Replacement Fund	\$536K Savings
No Merit / Market Increases	-
Potential General Assembly Actions Impacting City Revenues (i.e. Sales Tax, Privilege License)	?

Staff is recommending drawing down the Fund Balance for a “one-time” Capital Funding totaling \$5.7 million. \$865,000 is proposed for the Increased Property Tax - State changes in the Vehicle Tax Collection. There is the Increased Receipt for GUC Turnover in the amount of \$1.1 million because GUC delayed some of their improvements. If GUC does any improvements in the future, the City may not be receiving that level of turnover. Last year, there was a \$536,000 saving from the Reduced Contribution to the Vehicle Replacement Fund that will have to be replaced next year. The proposed budget does not include any merit or market increases for City personnel. Staff knows that there are a number of bills floating about that could impact City revenues relating to sales tax/privilege licenses fees, etc., but there is still uncertainty because the legislature is still in session. Some of the implications for future years is that the City will need some combination of additional revenues and/or cost reductions will need to be implemented as a part of the next biennial budget cycle. Potential revenue sources include an increase in the Property Tax Rate with a penny for streets and/or a penny for parks. The Public Works Department has indicated that some 600 miles of street improvements could be made and 100 miles that really need to be made. There is potentially a prepared Meals Tax for tourism enhancements (authorization in 2015 at the earliest). If the City finds that something in its studies that it would like to move forward on related to tourism, that is a possibility, but of course, it will have to be authorized through the State legislature. Certain types of cost reductions could include staffing, which usually comprises about 65 percent – 70 percent of General Fund costs. The City could also consider in the future reductions in service levels, if necessary.

Budget Schedule

The City Council will be finishing the budget in the next few weeks and the remaining budget schedule is as follows:

- **MONDAY MAY 13, 2013** PROPOSED CITY, GUC, SML AND CVA BUDGETS PRESENTED TO CITY COUNCIL
- **MONDAY JUNE 10, 2013** PUBLIC HEARING – FY 2013-2014 BUDGET
- **THURSDAY JUNE 13, 2013** ADOPTION OF FY 2013-2014 BUDGET

City Manager Lipscomb thanked Assistant City Manager Padgett, the Financial Services Department and all of the other Department Heads and staff for their input into the budget development.

Council Member Blackburn asked if it is prudent to take such a big hit of about \$5 million out of the Fund Balance at the beginning of the budget year and further, what is staff's assessment of how to draw down the Fund Balance.

City Manager Lipscomb responded the \$4 million for the parking deck is not using existing funds. The City issue bonds for \$4 million to complete that project, and, hopefully, the project can be done with that amount of money, which will free up the \$4.2 million to do other projects. Regarding the Fund Balance issue, staff did not transfer the excess from the Fund Balance this year that would have ordinarily been moved for Capital projects. Staff has basically taken that money and assembled it with other funds to help do projects identified in the Revised 2014 Plan. The City will still be maintaining 2 full months of operating Capital and the Fund Balance according to the City Council's policy, and funds have been pulled down from some of the other balances in different funds. The City has not totally emptied them, but the City will certainly not have the flexibility that it might have when looking through the current budget to find money for new projects. Staff feels that the Revised 2014 Plan is our best guess so far as to what the City Council is interested in doing. If it is found from the studies that the City may be performing that monies are wanted to do more, the City is going to have to be more tightly managed.

Assistant City Manager Padgett stated that the City Council was informed at a previous meeting that \$4.2 million was the amount of Unassigned Fund Balance that is above the City's 14 percent policy. So, staff used that as the baseline and that is \$4.2 million of the \$5 million. Then staff looked at the overall Fund Balance and identified several categories of committed Fund Balance. Those are voluntarily committed by previous City Councils for things, i.e. the North Carolina League of Municipalities Conference (NCLM) hosted by the City of Greenville for the first time, and the conference was very successful. During the next budget in process, the City Manager at the time said that Greenville would like to host that conference again. \$146,000 was placed into a committed line item in the budget for that purpose without knowing when or if hosting the NCLM Conference would ever happen. Rather than have that money sitting on the sideline, it was decided that the \$146,000 would be used to address some immediate needs. Along the same lines of thinking that there was some debt service funding about \$185,000 sitting in the budget the same way and it had not been allocated. Staff was able to take some of those committed dollars and combine them with \$4.2 million and get the City up to a threshold of \$5 million that the City was comfortable spending. Then the \$750,000 actually comes out of a portion of Fund Balance that is restricted to streets and that is the City's Powell Bill Fund. At year-end last year, the City had \$1.8 million in the Powell Bill Fund reserve and staff is proposing to use \$750,000 of those dollars.

Council Member Blackburn asked if the ongoing petroleum leak, wetlands restoration, filtering or whatever kind of project can be done as part of the Town Creek Culvert Project.

City Manager Lipscomb stated that Public Works Director Kevin Mulligan has had conversations with Neil Lassiter at the Department of Transportation about how the City can mesh pipes so that the City can get this project done. He will be able to provide more information about the petroleum leak.

Public Works Director Mulligan responded that there have been sampling and treatment programs there and extraction wells have been closed off. The City is at the early stage of

this study, design and planning for the rehab of Town Creek Culvert. In the initial stages, the extraction of what remains of that fuel is below threshold limits and below the criteria to what the City is held to, and that is why those extraction wells have been closed off. The City has to make some determination as to what the City would want to do there with what sort of minimum product remains. As far as the wetlands, there is a closed system at Town Creek Culvert and then as it goes under the bridge before it becomes an open channel system, staff will do something there to enhance that area.

Council Member Blackburn stated that it would be nice if the wetlands can be addressed as part of this project.

City Manager Lipscomb responded that staff will take that under consideration, but any funding for the wetlands would come out of the Stormwater Fund and would not be part of the General Fund.

Council Member Joyner stated that staff has done a great job with the proposed budget, and he did not see anything in staff's proposed budget that he would not support. It will cost the City more money, if the City continues to wait to do these projects so why not use some of this money for repairing the streets and other infrastructure improvements. The City will borrow money for building the parking deck, but the City should receive revenue from leasing parking spaces for the next 30-50 years. This budget addresses some of the needs of the City and staff has provided ways to raise revenue.

Council Member Mercer commended staff for their work and provided his feedback to staff about the budget, stating that reusing a number of one-time funds, monies that are not going to be there every year, to balance this budget will set the stage for property tax increases in the future or reduced staffing or reduction in services. The more he looks at the proposed budget the more he understands that staff is not only drawing down the big Fund Balance, but staff is drawing down a number of other lines that decrease the flexibility that the City will have in the future. Council Member Mercer asked if the Unrestricted Fund Balance that the Local Government Commission (LGC) requires, the 8 percent, and the City's policy is to have 14 percent, where was the Unrestricted Fund Balance before the City put together the 2-year Plan, where is it now, and where is it going to, if this budget is adopted.

Assistant City Manager Padgett responded that the LGC recommendation of 8 percent and City Council policy of 14 percent were completely different items. As of July 30, 2012, the Unassigned Fund Balance was \$14.6, almost \$14.7 million, which exceeds the City's policy of keeping 14 percent by about \$4.2 million. By making the change, staff is proposing to use that portion that is above the 14 percent policy. By adopting a budget as it has been presented, the City would be maintaining its financial policy.

City Manager Lipscomb stated that it is her understanding that if staff had done what is ordinarily done at the close of the budget, the \$4.2 million would have already been transferred to Capital Improvements anyway. Staff held the excess in the budget this year

because she was new and staff was not quite sure how things were going to pan out. Currently, staff is looking at making the transfer that would have been done a few months ago.

Council Member Mercer asked if there is an itemized account of that \$250,000 for the Tar River Study.

City Manager Lipscomb responded that staff has not done a lot of diagnostic study on what it would take to do the Tar River Study. Staff settled on \$250,000 as a potential amount knowing that a number of people including Council Member Mercer who has said they would like to see more in the Tar River area, in particular, ecotourism. If the City does a Request for Proposal, work with stakeholders, etc., staff was thinking that any funds left over could be used for improvements that the City would want to make.

Council Member Mercer stated that he would like to have some specificity of what the \$250,000 is being used for in relation to the Tar River Study.

Assistant City Manager Padgett stated that when there is talk about a river study, there are so many components, some very specific and some very broad, so staff wanted to make sure that there was a substantial placeholder in the budget. The City Council asked staff to go back and try to develop and bring back a general scope to share with the City Council. Once that is done, he feels that staff can better define this dollar amount and be able to be more specific.

Mayor Thomas asked if the reason the City kept that \$4.2 million is because the City is concerned about the revaluation process in the City and County and making sure that those revenues would be coming in.

Assistant City Manager Padgett responded that to be correct, and there was some degree of uncertainty given the results through the revaluation. The City wanted to watch the revenues for a period of time being sure that they were coming in to meet the budget.

Mayor Thomas asked is there a reason that the City should be concerned and upset about using that \$4.2 million for something that staff has proposed in this budget.

City Manager Lipscomb responded that staff wanted to point out to the City Council that this is sort of a philosophical shift in terms of the City not holding as much money as in the past. Hopefully, with this proposed budget, staff is doing the community and City Council's wishes.

Council Member Mitchell commended staff for their hard work and gave his feedback about the budget, stating that there are a lot of ideas in this proposed budget that he would not have thought of and as he is seeing them for the first time he feels they are great ideas. Staff's proposed budget shows that the City is able to be fiscally responsible as well as to make some investments. Ecotourism is a part of the Tar River Study, and this is a multi-

faceted study which will probably have studies within studies. As the Study being identified as a placeholder, any money left over will be used to make some of the recommended improvements.

Council Member Mitchell asked if the City Council develops the budget and at the end of the fiscal year whatever is left over from the 14 percent, is it used for Capital Projects.

Assistant City Manager Padgett stated that to be correct. The Fund Balance is recalculated every year to figure what percentage of Unassigned Fund Balance is there. The City's policy is anything in excess of 14 percent, the Director of Financial Services Demery does a memorandum which will manually transfer that overage that goes back to the Capital Reserve to be used for capital improvements. Staff did not do that in November 2012. So, of the \$5 million Fund Balance that is being proposed for appropriation, \$4.2 million of it would have been sent back, in a normal operating year, for Capital purposes anyway.

Council Member Mitchell asked if growth was projected in the City's budget and if so, how much in property tax, sales tax, privilege licenses and other areas.

Director of Financial Services Demery responded that generally 2 percent is used as a rule of thumb. Property tax growth was about 4.69 percent and it was difficult to project because of revaluation this year, and there were other areas such as sales tax, which is 1 percent.

City Manager Lipscomb responded that in a recent meeting, staff discussed the concept of going ahead and raising privilege license fees and the City Council requested staff to do more research and to look at other methodologies. The billings are being sent out and overtime, staff will be able to do some more research. Also, State legislature is looking at privilege licenses and they may change the format anyway.

Council Member Mitchell asked if there is anything allocated for the total redevelopment of the website.

Assistant City Manager Padgett stated that staff has already begun the process for the redevelopment of the City's website. Staff is waiting for the result of the branding study because whatever the City's new brand is staff wants to be consistent on how we are messaging the community. The website will be used a tool of communication and staff wants to make sure that is done the right way.

Council Member Mitchell asked if the City had to absorb some costs of the health insurance.

City Manager Lipscomb responded that \$550,000 was programmed for this proposed budget, and staff anticipates learning about the increase this fall. The health program is something that the City has to look at very seriously. With the increase of about 8-12 percent, the City will probably be looking at another \$1 million for the Health Fund, which needs to be addressed because the growth is beginning to be a bit much.

Council Member Smith asked if the decrease of personnel was the result of not going ahead with building another fire station and increasing staff.

City Manager Lipscomb responded that to be correct.

Council Member Smith asked if \$1 million is the total amount or the beginning cost for the Town Creek Culvert Project.

City Manager Lipscomb responded that the \$1 million is for the design component.

Council Member Smith asked once the City has the design component for this project will it come back around that funds will be allocated to actually work on or complete this project.

City Manager Lipscomb responded that the project is scheduled to be built in FY 2017 and the City will have to get this project completed.

Public Works Director Mulligan stated that to be correct, and on July 1, 2017, the Tenth Street Connector Project should be finished, and the City needs to be finished with the Town Creek Project as well.

Council Member Smith thanked staff for their effort in developing the proposed budget and gave her feedback about the budget, stating that it appears that for many years, money has been put aside for possible projects, which have not been completed. That is what caused the City's coffee cans to be filled and then previous City Councils would look into the coffee cans and consider projects to work on. The City Council is actually looking at improving Greenville, i.e. roads, programs and projects for the City's young adults and youth because they are seen on the front pages of newspapers everyday and robberies occur everyday and the City has to do something different. She likes that plans have been made to use the City's money instead of being concerned about the City having an accumulated big bank.

City Manager Lipscomb stated that along the lines of programs for the community, the City is in the process of making some revisions to the Aquatics & Fitness Center. As a part of that project, the City will be addressing a number of the interior renovations that are still outstanding, but the City needs to do the energy projects first so the money will not be wasted by investing and having to reinvest.

Mayor Pro-Tem Glover thanked City Manager Lipscomb and her staff and Department Heads and their staff for their dedication and involvement with developing the proposed budget for the City Council's input. Mayor Pro-Tem Glover stated that it includes everything that was discussed by the City Council about the budget and what staff feels that the City Council would like to hear about. She is supportive of the Tar River Study that would provide how it can be made more attractive, and there have been other studies done for a quarter of \$1 million, i.e. Greenways. She appreciates that improvements for the South Greenville Gym, which is used by Pitt County Schools as well as the community in the

area, and other facilities are included in staff's proposed budget. One of things that is very important is to identify money to work on the City's infrastructure. Staff has made good management decisions where to put these monies and where they are needed the most. Regarding personnel pay and benefits, there will be no gap in City employees' paychecks during FY 2014 because the City will absorb the increase in health insurance for them. She has never gone against the employees receiving a pay increase, but she realizes there is a possibility that the health insurance increase is going to be much more significant than the pay increase that employees would have received in their salaries.

Mayor Pro-Tem Glover asked if the Greenville Little League is a nonprofit and who maintains the grounds where they play baseball.

Recreation and Parks Director Gary Fenton responded that Greenville Little League actually maintains the diamond at Elms Street Park. The remainder of the Park is maintained by the City's Recreation and Parks Department.

Mayor Pro-Tem Glover asked how does the Recreation and Parks Department maintain the grounds where the Jackie Robinson League plays baseball.

Recreation and Parks Director Fenton responded that the Recreation and Parks Department maintains the entire Thomas Foreman Park as well as the diamonds. The Recreation and Parks Department also provides a staff member who works part-time in the summer and the Jackie Robinson League covers the costs of their officials.

Council Member Blackburn stated that her concern is the City has a proposed budget that is \$7 million greater than what was originally planned for FY 2014. She understands that the City is kick-starting some projects, but the City is not providing a moderate pay increase for City employees who were 2 years without a pay increase. One pay increase was provided last year and the City budgeted one this year, but that pay increase was removed from the budget. Regarding health insurance cost increases, the City employees will pay more for their doctor and hospital visits. A larger concern is just because the City is taking \$4 million it does not mean the City has to spend all of the \$4 million. Drawing down to where the City is cutting close to the bone is a concern, when historically the reason the City has built up this Fund Balance is so that the City does not get into a crisis situation. The City is balancing a budget, but is not looking at a sustainable model and her response to that is to take it moderately and cautiously. The City got through a difficult economic period without a furlough, cuts, and a reduction of services, and that is something to be proud of and it is part of this City's legacy. When the City addresses roads, sidewalks, bikeways, and all alternative transportation options that reduce the need for future roads, the City should be thinking about the future and getting people on bikes and walking and to do it a time when the City is making these big changes. A great improvement for an area for walkability purposes would be to install a sidewalk on First Street going from the Town Common up to Brownlea Drive. Reorganizing the Code Enforcement Division and how the City is going to civilianize some positions are also her concerns.

Mayor Thomas stated that staff's presentation was enlightening and responsive to the discussions of the City Council. Last year, there was the first property value loss since the Great Depression so the City Council did something different and implemented a department by department review and held numerous budget workshops. It was impressive the way that staff stepped up and did a great job. The City Council found efficiencies and cut about \$2.5 million from taxes instead of raising the citizens' taxes, and that was done knowing that the County would probably have to raise taxes and utilities, gas and other costs would be overwhelming for citizens. So, the City Council adopted a "bridge" budget with a 5:1 vote. Last year, money was set aside because property values and revenues did not step up, but this year, the City has more revenues than expected. Sometimes there is a need to invest into the community, if it is going to be made better long term and he feels that this proposed budget does this. He is looking forward to finishing this budget and Greenville becoming the best roads and infrastructure city.

ADJOURNMENT

Motion was made by Council Member Joyner and seconded by Council Member Mercer to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 8:36 p.m.

Respectfully Submitted



Polly Jones
Deputy City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Continuance of Resolution Authorizing Funding for Economic Development Project

Explanation: **Abstract:** A unique DNA analysis firm, “Project Sequence”, is considering the establishment of a forensic DNA analysis laboratory in Greenville. In order to advance the project, City of Greenville will need to provide funding in the amount of \$100,000 to help capitalize a fund that will be used to purchase laboratory and office equipment, then subsequently lease that equipment back to the company at favorable terms.

Explanation: This item was originally scheduled for action by City Council on August 8, 2013, but was continued until September 12, 2013. With work to secure additional funding for the project ongoing, the item should be continued until the October 10, 2013, City Council meeting.

Fiscal Note: Funding of \$100,000 from the City will be paired with potential funding from Pitt County and the Golden Leaf Foundation to allow purchase of laboratory and office equipment which will subsequently be leased to Project Sequence.

Recommendation: Continue this item until the October 10, 2013, City Council meeting in order to finalize additional non-City funding sources for the project.

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City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Contract award for the 2013 Pavement Preservation Seal Project

Explanation: **Abstract:** The 2013 Pavement Preservation Seal Project will provide approximately 50,000 square yards of seal coating which is new to the City of Greenville. This work will provide a new surface for City-maintained streets located in the Sedgefield Subdivision. Bennett Paving, Inc. of Roebuck, South Carolina, submitted the lowest bid for this contract.

Explanation: With the 2013 Pavement Preservation Seal Project, Public Works introduces a technology for pavement maintenance which is new to the City of Greenville. The seal coating application is intended to help extend the useful life of streets in fair to good condition while providing cost savings when compared to standard milling and resurfacing methods.

Bids for the 2013 Pavement Preservation Seal Project were opened initially on August 1, 2013. Due to incomplete bid packages, none of the three bids received were considered responsive. After consideration, re-striping of City streets was removed from this advertisement and an additional road was added to the project and then re-advertised. Bids for the re-advertisement were opened on August 23, 2013. The bid summary is attached. Bennett Paving, Inc. of Roebuck, South Carolina, submitted the lowest responsive bid in the amount of \$301,700. Due to the recent nature of this bid opening, staff will still need to review Bidder Qualifications for Bennett Paving in accordance with the contract documents.

Note: This unit price contract was advertised with a quantity of 70,000 square yards. The unit price that was submitted for this work was \$4.31/sq yard which resulted in a low bid submission of \$301,700 due to the additional streets to be resealed. The bid amount of \$301,700 exceeds what the City has available for this pilot project. The preservation seal project has been reduced to 50,000 sq yards to address only the Sedgefield subdivision. The resulting bid price is \$215,500 (50,000 sq yards multiplied by \$4.31/sq yard). Bennett Paving has agreed to honor the submitted unit price with the reduction in scope.

Fiscal Note: Funding for this project will come from the General Fund and Powell Bill funds that are included in the FY 14 budget. The proposed budget for this project, including a 5% contingency, is \$226,275.

Recommendation: Award a construction contract for the 2013 Pavement Preservation Seal Project to Bennett Paving, Inc. in the amount of \$215,500, contingent upon satisfactory review of Bidders Qualifications package.

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[2013 Pavement Preservation Project Bid Summary](#)

2013 Pavement Preservation Seal Project

BID SUMMARY SHEET

City of Greenville, North Carolina

Engineering Division

Re-Bid Opening: August 23, 2013 @ 10:00 a.m.

<i>Contractor</i>	<i>Rec'd Addenda 1&2</i>		<i>5% Bid Bond or Check</i>				<i>NCA Form Submitted</i>		<i>Total Base Bid</i>
	<i>Yes</i>	<i>No</i>	<i>Yes</i>	<i>No</i>			<i>Yes</i>	<i>No</i>	
Bennett Paving, Inc.	X		X				X		\$301,700.00
Coastal Asphalt, LLC	X		X				X		\$325,000.00
RAM Pavement Services, Inc.	X		X				X		\$350,000.00



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Grant contract with the North Carolina Department of Environment and Natural Resources to purchase recycling roll-out carts

Explanation: **Abstract:** The North Carolina Department of Environment and Natural Resources (NCDENR) offers grant opportunities for cities to apply for funds to assist in purchasing residential roll-out carts for recycling use. The Sanitation Division applied for this grant and received the maximum award in the amount of \$75,000. The City qualified for this grant based on its goal to increase recycling. The grant will be used to fund recycling cart purchases for residents who receive automated (curbside) garbage and recycling service in 2014.

Explanation: Attached for City Council approval is a grant contract that will be awarded to the City of Greenville from NCDENR. The NCDENR supports recycling initiatives and will, with City Council's approval, award this grant to aid the City of Greenville's recycling program. This grant would allow the City of Greenville to purchase 95-gallon roll-out carts that would be distributed to residential households.

Additionally, the purpose of this grant is to assist local governments in transitioning the existing curbside recycling programs from bins to a uniform program using roll-out carts. This would also aid in the conversion to a completely automated collection system.

City Council is requested to authorize the City Manager to file and execute all sections of this grant. NCDENR will be notified of the City's intent to accept the terms of the recycling roll-out cart grant. The deadline for accepting this grant is October 1, 2013.

Fiscal Note: The grant award is \$75,000 and requires a City contribution from the Sanitation Fund of at least \$75,000. These funds will be a portion of a total project cost estimated at \$977,500.

Recommendation: Approve the grant contract for acceptance of the NCDENR Recycling Cart Grant and authorize the City Manager to execute the contract between the City of Greenville and NCDENR.

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

Attachments / click to download

 [NCDENR Grant Contract](#)

STATE OF NORTH CAROLINA
COUNTY OF WAKE

GRANTEE'S FEDERAL
IDENTIFICATION
NUMBER: **.*1235

This Contract is hereby made and entered into this ^{2013 (2)} 1st day of September, 201~~2~~, by and between the NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES, (the "Agency") and THE CITY OF GREENVILLE, (the "Grantee") (referred to collectively as the "Parties").

1. **Contract Documents:** This Contract consists of the Grant Contract and its attachments, all of which are identified by name as follows:

- (1) Grant Contract No. **5508**
- (2) General Terms and Conditions (Attachment A)
- (3) Agency's Request for Proposal (RFP) (Attachment B)
- (4) Grantee's Response to Agency's RFP, including line item budget and budget narrative (Attachment C)

These documents constitute the entire agreement between the Parties and supersede all prior oral or written statements or agreements. The Parties may enter into Contract Amendments in accordance with the General Terms and Conditions as described in Attachment A.

2. **Precedence Among Contract Documents:** In the event of a conflict between terms of the Contract Documents, the term in the Contract Document with the highest relative precedence prevails. The order of precedence is established by the order of documents in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment has the highest precedence and the oldest amendment has the lowest precedence.

3. **Contract Period:** This Contract shall be effective on **October 1, 2013** and shall terminate on **September 30, 2014**.

4. **Project Period:** The Grantee begins the project on **October 1, 2013**. The Grantee undertakes and completes the project in a sequence that assures expeditious completion in light of the purposes of this agreement. Grantee completes the project on **September 30, 2014**.

5. **Grantee's Duties:** The Grantee provides the project as described in Attachment C, City of Greenville Curbside Recycling Roll-Out Cart Program and in accordance with the approved budget in Attachment C.

6. **Agency's Duties:** The Agency shall pay the Grantee in the manner and in the amounts specified in the Contract Documents.

The total amount paid by the Agency to the Grantee under this Contract shall not exceed **SEVENTY FIVE THOUSAND DOLLARS (\$75,000.00)**.

This amount consists of:

Type of Funds	Funding Source	CFDA No.
Receipts	Solid Waste Trust Fund	

Accounting Code Information:

Dollars	GL Company	GL Account	GL Center
\$75,000.00	1602	536962	6760

- a. There are no matching requirements from the Grantee.
- b. There are no matching requirements from the Grantee; however, the Grantee has committed the following match to this project:

In-Kind	\$
Cash	\$
Cash and In-Kind	\$
Cash and/or In-Kind	\$
Other / Specify:	\$

- c. The Grantee's matching requirement is \$, which shall consist of:

In-Kind	\$
Cash	\$
Cash and In-Kind	\$
Cash and/or In-Kind	\$
Other / Specify:	\$

- d. The Grantee has committed to an additional \$ 902,500.00 cash to complete the project as described in Attachment C.

The contributions from the Grantee shall be sourced from non-federal funds.

The total contract amount is \$977,500.00

7. Reversion of Unexpended Funds

Any unexpended grant funds shall revert to the Agency upon termination of this Contract.

8. Reporting Requirements:

Any Grantee receiving at least \$15,000 but less than \$500,000 in state funds from the Agency within any fiscal year is required to file with each funding state agency a sworn accounting of receipts and expenditures of state funds in the format approved by the State Auditor. This accounting must be attested to by the Grantee fiscal officer and one other authorizing officer of the Grantee. This accounting must be filed with each funding state agency within six months after the end of the Grantee's operating year. If the Grantee receives STATE funds of \$500,000 or more during its fiscal year, it must file with the State Auditor and each funding agency its audited financial statements in accordance with the standards and formats prescribed by the State Auditor in Memorandum NGO-2 "Grantee Audit Reports." If the Grantee receives \$500,000 or more in FEDERAL awards during its fiscal year from any source, including federal funds passed through the State or other grantors, it must obtain a single audit or program-specific audit conducted in accordance with the Federal Office of Management and Budget's Circular A-133 "Audits of States, Local Government and Non-Profit Organizations." If the above amounts are not met by one single funding agency, but rather any combination of funding agencies, then the appropriate reports shall be sent to the Office of the State Auditor and to the Agency. Also, a corrective action plan for any audit findings and recommendations must be submitted along with the audit report or within the period specified by the applicable OMB Circular or Memorandum.

9. Payment Provisions: The Agency reimburses the Grantee for actual allowable expenditures with the Agency retaining a minimum of ten percent (10%) of the Agency's funds until all required activities are completed and reports/deliverables are received and accepted by the Agency. An allowable expenditure is defined as one associated with work performed to meet the milestones that have been addressed during the specific reporting period. The Agency may withhold payment on invoices when the Grantee fails to accomplish the milestones stated in Attachment C.

10. Invoices: The Grantee submits invoices to the Agency Contract Administrator at least quarterly. The final invoice must be received by the Agency within 45 days after the end of the contract period.

Amended or corrected invoices must be received by the Agency's Office of the Controller within six months after the end of the contract period. The Agency will not pay any invoice received more than 6 months after the end of the effective period.

11. Contract Administrators: Each Party submits notices, questions and correspondence to the other Party's Contract Administrator. The name, address, telephone number, fax number, and email address of the Parties' initial Contract Administrators are set out below. Either Party may change the name, address, telephone number, fax number, or email address of its Contract Administrator or Principal Investigator or Key Personnel by giving timely written notice to the other Party.

Any changes in the scope of the contract which increase or decrease the Grantee's compensation are not effective until approved in writing by the Agency's Head or Authorized Agent.

<p>Agency Contract Administrator: Joseph Fitzpatrick DENR – Environmental Assistance and Outreach 1639 Mail Service Center Raleigh, NC 27699-1639 Telephone: (919) 707-8121 Email: joseph.fitzpatrick@ncdenr.gov</p>

Grantee Contract Administrator:	Grantee Principal Investigator or Key Personnel
Cheryl Tafoya City of Greenville 1500 Beatty Street Greenville, NC 27834 Telephone: (252) 329-4048 Fax: Email: ctafoya@greenvillenc.gov	Same Company Name Street Address City State Zip Telephone: Fax: Email:

12. **Grantee Principal Investigator or Key Personnel:** The Grantee shall not substitute the Principal Investigator or key personnel assigned to the performance of this contract without prior approval by the Agency Contract Administrator.
13. **Supplantation of Expenditure of Public Funds:** The Grantee assures that funds received pursuant to this Contract shall be used only to supplement, not to supplant, the total amount of federal, state and local public funds that the Grantee otherwise expends for community waste reduction and recycling services and related programs. Funds received under this Contract shall be used to provide additional public funding for such services; the funds shall not be used to reduce the Grantee's total expenditure of other public funds for such services.
14. **Disbursements:** As a condition of this Contract, Grantee acknowledges and agrees to make disbursements in accordance with the following requirements:
- a. Implement adequate internal controls over disbursements;
 - b. Pre-audit all vouchers presented for payment to determine:
 - Validity and accuracy of payment
 - Payment due date
 - Adequacy of documentation supporting payment
 - Legality of disbursement
 - c. Assure adequate control of signature stamps/plates;
 - d. Assure adequate control of negotiable instruments; and
 - e. Implement procedures to insure that account balance is solvent and reconcile the account monthly.
15. **Outsourcing:** The Grantee certifies that it has identified to the Agency all jobs related to the Contract that have been outsourced to other countries, if any. Grantee further agrees that it will not outsource any such jobs during the term of this Contract without providing notice to the Agency and obtaining written approval from the Agency Contract Administrator prior to outsourcing.
16. **Assurances For Non-Federally Funded Contracts:** The GRANTEE certifies that with regard to:
1. **Debarment And Suspension** - To the best of its knowledge and belief that it and its principals:
 - (a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local government agency;
 - (b) have not within a 3-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

- (d) have not within a 3-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. **Lobbying** - To the best of his or her knowledge and belief, that:

- (a) No Federal, State or local government appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal, State or local government agency; a member of Congress, North Carolina's General Assembly or local government body; an officer or employee of Congress, North Carolina's General Assembly or local government body, or an employee of a member of Congress, North Carolina's General Assembly or local government body, in connection with the awarding of any Federal, State or local government contract, the making of any Federal, State or local government grant, the making of any Federal, State or local government loan, the entering into of any Federal, State or local government cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal, State or local government contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal, State or local government appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency; a member of Congress, North Carolina's General Assembly or local government body; an officer or employee of Congress, North Carolina's General Assembly or local government body; or an employee of a member of Congress, North Carolina's General Assembly or local government body in connection with the Federal, State or local government contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

3. **Drug-Free Work Place Requirements** - It will comply by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- (b) Establishing a drug-free awareness program to inform employees about -
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a) above;
- (d) Notifying the employee in the statement required by paragraph (a), above, that, as a condition of employment under the grant, the employee will -
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
- (e) Notifying the agency within ten days after receiving notice under subparagraph (d)(2), above, from an employee or otherwise receiving actual notice of such conviction;
- (f) Taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), above with respect to any employee who is so convicted -

- (1) Taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- (g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f), above.
- 4. Will comply with the provisions of the Equal Employment Practices Act set out in Article 49A of Chapter 143 of the North Carolina General Statutes.
 - 5. Will comply, as applicable, with the provisions of the Wage and Hour Act, Occupational Safety and Health Act of North Carolina, Controlled Substance Examination Regulation, Retaliatory Employment Discrimination, Safety and Health Programs and Committees, Workplace Violence Prevention, and other applicable provisions of Chapter 95 of the North Carolina General Statutes regarding labor standards.
 - 6. Will comply with all applicable requirements of all other federal, state and local government laws, executive orders, regulations and policies governing this program.

17. Signature Warranty:

The undersigned represent and warrant that they are authorized to bind their principals to the terms of this agreement.

N.C.G.S. §133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you (Grantee) attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

IN WITNESS WHEREOF, the Grantee and the Agency execute this agreement in two (2) originals, one (1) of which is retained by the Grantee and one (1) of which are retained by the Agency, the day and year first above written.

CITY OF GREENVILLE

NORTH CAROLINA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

Dee Freeman, Secretary

By _____
Grantee's Signature

By _____
Department Head's Signature or Authorized Agent

Typed / Printed Name

Michael G. Bryant
Type / Printed Name

Title

Director, Division of Purchase & Services
Title

ORIGINAL

**General Terms and Conditions
Governmental Entities
May 1, 2011**

DEFINITIONS

Unless indicated otherwise from the context, the following terms shall have the following meanings in this Contract. All definitions are from 9 NCAC 3M.0102 unless otherwise noted. If the rule or statute that is the source of the definition is changed by the adopting authority, the change shall be incorporated herein.

- (1) "Agency" (as used in the context of the definitions below) means and includes every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political sub-agency of government. For other purposes in this Contract, "Agency" means the entity identified as one of the parties hereto.
- (2) "Audit" means an examination of records or financial accounts to verify their accuracy.
- (3) "Certification of Compliance" means a report provided by the Agency to the Office of the State Auditor that states that the Grantee has met the reporting requirements established by this Subchapter and included a statement of certification by the Agency and copies of the submitted grantee reporting package.
- (4) "Compliance Supplement" refers to the North Carolina State Compliance Supplement, maintained by the State and Local Government Finance Agency within the North Carolina Department of State Treasurer that has been developed in cooperation with agencies to assist the local auditor in identifying program compliance requirements and audit procedures for testing those requirements.
- (5) "Contract" means a legal instrument that is used to reflect a relationship between the agency, grantee, and sub-grantee.
- (6) "Fiscal Year" means the annual operating year of the non-State entity.
- (7) "Financial Assistance" means assistance that non-State entities receive or administer in the form of grants, loans, loan guarantees, property (including donated surplus property), cooperative agreements, interest subsidies, insurance, food commodities, direct appropriations, and other assistance. Financial assistance does not include amounts received as reimbursement for services rendered to individuals for Medicare and Medicaid patient services.
- (8) "Financial Statement" means a report providing financial statistics relative to a given part of an organization's operations or status.
- (9) "Grant" means financial assistance provided by an agency, grantee, or sub-grantee to carry out activities whereby the grantor anticipates no programmatic involvement with the grantee or sub-grantee during the performance of the grant.
- (10) "Grantee" has the meaning in G.S. 143-6.2(b): a non-State entity that receives a grant of State funds from a State agency, department, or institution but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission. For other purposes in this Contract, "Grantee" shall mean the entity identified as one of the parties hereto. For purposes of this contract, Grantee also includes other State agencies such as universities.
- (11) "Grantor" means an entity that provides resources, generally financial, to another entity in order to achieve a specified goal or objective.
- (12) "Non-State Entity" has the meaning in N.C.G.S. 143-6.2(a)(1): A firm, corporation, partnership, association, county, unit of local government, public authority, or any other person, organization, group, or governmental entity that is not a State agency, department, or institution.
- (13) "Public Authority" has the meaning in N.C.G.S. 143-6.2(a)(3): A municipal corporation that is not a unit of local government or a local governmental authority, board, commission, council, or agency that (i) is not a municipal corporation and (ii) operates on an area, regional, or multiunit basis, and the budgeting and accounting systems of which are not fully a part of the budgeting and accounting systems of a unit of local government.
- (14) "Single Audit" means an audit that includes an examination of an organization's financial statements, internal controls, and compliance with the requirements of Federal or State awards.
- (15) "Special Appropriation" means a legislative act authorizing the expenditure of a designated amount of public funds for a specific purpose.
- (16) "State Funds" means any funds appropriated by the North Carolina General Assembly or collected by the State of North Carolina. State funds include federal financial assistance received by the State and transferred or disbursed to non-State entities. Both Federal and State funds maintain their identity as they are sub-granted to other organizations. Pursuant to N.C.G.S. 143-6.2(b), the terms "State grant funds" and "State grants" do not include any payment made by the Medicaid program, the Teachers' and State Employees' Comprehensive Major Medical Plan, or other similar medical programs.
- (17) "Sub-grantee" has the meaning in G.S. 143-6.2(b): a non-State entity that receives a grant of State funds from a grantee or from another sub-grantee but does not include any non-State entity subject to the audit and other reporting requirements of the Local Government Commission.

(18) "Unit of Local Government has the meaning in G.S. 143-6.2(a)(2): A municipal corporation that has the power to levy taxes, including a consolidated city-county as defined by G.S. 160B-2(1), and all boards, agencies, commissions, authorities, and institutions thereof that are not municipal corporations.

Relationships of the Parties

Independent Contractor: The Grantee is and shall be deemed to be an independent contractor in the performance of this Contract and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Grantee represents that it has, or shall secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of, or have any individual contractual relationship with, the Agency.

Subcontracting: To subcontract work to be performed under this contract which involves the specialized skill or expertise of the Grantee or his employees, the Grantee first obtains prior approval of the Agency Contract Administrator. In the event the Grantee subcontracts for any or all of the services or activities covered by this contract: (a) the Grantee is not relieved of any of the duties and responsibilities provided in this contract; (b) the subcontractor agrees to abide by the standards contained herein or to provide such information as to allow the Grantee to comply with these standards, and; (c) the subcontractor agrees to allow state and federal authorized representatives access to any records pertinent to its role as a subcontractor.

Sub-grantees: The Grantee has the responsibility to ensure that all sub-grantees, if any, provide all information necessary to permit the Grantee to comply with the standards set forth in this Contract.

Assignment: The Grantee may not assign the Grantee's obligations or the Grantee's right to receive payment hereunder. However, upon Grantee's written request approved by the issuing purchasing authority, the Agency may:

- (a) Forward the Grantee's payment check(s) directly to any person or entity designated by the Grantee, or
- (b) Include any person or entity designated by Grantee as a joint payee on the Grantee's payment check(s).

Such approval and action does not obligate the State to anyone other than the Grantee and the Grantee remains responsible for fulfillment of all contract obligations.

Beneficiaries: Except as herein specifically provided otherwise, this Contract insures to the benefit of and is binding upon the parties hereto and their respective successors. It is expressly understood and agreed that the enforcement of the terms and conditions of this Contract, and all rights of action relating to such enforcement, are strictly reserved to the Agency and the named Grantee. Nothing contained in this document shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the Agency and Grantee that any

third person receiving services or benefits under this Contract is an incidental beneficiary only.

Indemnity

Indemnification: In the event of a claim against either party by a third party arising out of this contract, the party whose actions gave rise to the claim is responsible for the defense of the claim and any resulting liability, provided that a party may not waive the other party's sovereign immunity or similar defenses. The parties agree to consult with each other over the appropriate handling of a claim and, in the event they cannot agree, to consult with the Office of the Attorney General.

Default and Termination

Termination by Mutual Consent: Either party may terminate this agreement upon thirty (30) days notice in writing from the other party. In that event, all finished or unfinished documents and other materials, at the option of the Agency, shall be submitted to the Agency. If the contract is terminated as provided herein, the Grantee is paid in an amount which bears the same ratio to the total compensation as the services actually performed bear to the total services of the Grantee covered by this agreement; for costs of work performed by subcontractors for the Grantee provided that such subcontracts have been approved as provided herein; or for each full day of services performed where compensation is based on each full day of services performed, less payment of compensation previously made. The Grantee repays to the Agency any compensation the Grantee has received which is in excess of the payment to which he is entitled herein.

Termination for Cause: If, through any cause, the Grantee fails to fulfill in timely and proper manner the obligations under this agreement, the Agency thereupon has the right to terminate this contract by giving written notice to the Grantee of such termination and specifying the reason thereof and the effective date thereof. In that event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Grantee, at the option of the Agency, be submitted to the Agency, and the Grantee is entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Grantee is not relieved of liability to the Agency for damages sustained by the Agency by virtue of any breach of this agreement, and the Agency may withhold payment to the Grantee for the purpose of set off until such time as the exact amount of damages due the Agency from such breach can be determined.

Waiver of Default: Waiver by the Agency of any default or breach in compliance with the terms of this Contract by the Grantee is not a waiver of any subsequent default or breach and is not a modification of the terms of this Contract unless stated to be such in writing, signed by an authorized representative of the Agency and the Grantee and attached to the contract.

Availability of Funds: The parties to this Contract agree and understand that the payment of the sums specified in this Contract is dependent and contingent upon and subject to the appropriation, allocation, and availability of funds for this purpose to the Agency.

Force Majeure: Neither party is in default of its obligations hereunder if and it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

Survival of Promises: All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable federal or State statutes of limitation.

Intellectual Property Rights

Copyrights and Ownership of Deliverables: Any and all copyrights resulting from work under this agreement shall belong to the Grantee. The Grantee hereby grants to the North Carolina Department of Environment and Natural Resources a royalty-free, non-exclusive, paid-up license to use, publish and distribute results of work under this agreement for North Carolina State Government purposes only.

Compliance with Applicable Laws

Compliance with Laws: The Grantee understands and agrees that is subject to compliance with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.

Equal Employment Opportunity: The Grantee understands and agrees that it is subject to compliance with all federal and State laws relating to equal employment opportunity.

Confidentiality

Confidentiality: As authorized by law, the Grantee keeps confidential any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Grantee under this agreement and does not divulge or make them available to any individual or organization without the prior written approval of the Agency. The Grantee acknowledges that in receiving, storing, processing or otherwise dealing with any confidential information it will safeguard and not further disclose the information except as otherwise provided in this Contract or without the prior written approval of the Agency.

Oversight

Access to Persons and Records: The State Auditor and the using agency's internal auditors shall have access to persons

and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with General Statute 147-64.7 and Session Law 2010-194, Section 21 (i.e., the State Auditors and internal auditors may audit the records of the contractor during the term of the contract to verify accounts and data affecting fees or performance). The Contractor shall retain all records for a period of three years following completion of the contract or until any audits begun during this period are completed and findings resolved, whichever is later.

Record Retention: The Grantee may not destroy, purge or dispose of records without the express written consent of the Agency. State basic records retention policy requires all grant records to be retained for a minimum of five years or until all audit exceptions have been resolved, whichever is longer. If the contract is subject to Federal policy and regulations, record retention may be longer than five years since records must be retained for a period of three years following submission of the final Federal Financial Status Report, if applicable, or three years following the submission of a revised final Federal Financial Status Report. Also, if any litigation, claim, negotiation, audit, disallowance action, or other action involving this Contract has started before expiration of the five-year retention period described above, the records must be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five-year period described above, whichever is later.

Time Records: The Grantee will maintain records of the time and effort of each employee receiving compensation from this contract, in accordance with the appropriate OMB circular.

Miscellaneous

Choice of Law: The validity of this Contract and any of its terms or provisions, as well as the rights and duties of the parties to this Contract, are governed by the laws of North Carolina. The Grantee, by signing this Contract, agrees and submits, solely for matters concerning this Contract, to the exclusive jurisdiction of the courts of North Carolina and agrees, solely for such purpose, that the exclusive venue for any legal proceedings shall be Wake County, North Carolina. The place of this Contract and all transactions and agreements relating to it, and their situs and forum, shall be Wake County, North Carolina, where all matters, whether sounding in contract or tort, relating to the validity, construction, interpretation, and enforcement shall be determined.

Amendment: This Contract may not be amended orally or by performance. Any amendment must be made in written form and executed by duly authorized representatives of the Agency and the Grantee.

Severability: In the event that a court of competent jurisdiction holds that a provision or requirement of this Contract violates any applicable law, each such provision or requirement shall continue to be enforced to the extent it is not in violation of law or is not otherwise unenforceable and all other provisions and requirements of this Contract shall remain in full force and effect.

Headings: The Section and Paragraph headings in these General Terms and Conditions are not material parts of the agreement and should not be used to construe the meaning thereof.

Time of the Essence: Time is of the essence in the performance of this Contract.

Care of Property: The Grantee agrees that it is responsible for the proper custody and care of any State owned property furnished him for use in connection with the performance of his contract and will reimburse the State for its loss or damage.

Ownership of equipment purchased under this contract rests with the Agency. Upon approval of the Agency Contract Administrator, such equipment may be retained by the Grantee for the time the Grantee continues to provide services begun under this contract.

Travel Expenses: All travel, lodging, and subsistence costs are included in the contract total and no additional payments will be made in excess of the contract amount indicated in above. Contractor must adhere to the travel, lodging and subsistence rates established in the Budget Manual for the State of North Carolina.

Sales/Use Tax Refunds: If eligible, the Grantee and all sub-grantees shall: (a) ask the North Carolina Department of Revenue for a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to G.S. 105-164.14; and (b) exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their reimbursement reports.

Advertising: The Grantee may not use the award of this Contract as a part of any news release or commercial advertising.

Recycled Paper: The Grantee ensures that all publications produced as a result of this contract are printed double-sided on recycled paper.

Sovereign Immunity: The Agency does not waive its sovereign immunity by entering into this contract and fully retains all immunities and defenses provided by law with respect to any action based on this contract.

Gratuities, Kickbacks or Contingency Fee(s): The parties certify and warrant that no gratuities, kickbacks or contingency fee(s) are paid in connection with this contract, nor are any fees, commissions, gifts or other considerations made contingent upon the award of this contract.

Lobbying: The Grantee certifies that it (a) has neither used nor will use any appropriated funds for payments to lobbyist; (b) will disclose the name, address, payment details, and purpose of any agreement with lobbyists whom the Grantee or its sub-tier contractor(s) or sub-grantee(s) will pay with

profits or non-appropriated funds on or after December 22, 1989; and (c) will file quarterly updates about the use of lobbyists if material changes occur in their use.

By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32: It is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Correction, Crime Control and Public Safety, Cultural Resources, Environment and Natural Resources, Health and Human Services, Juvenile Justice and Delinquency Prevention, Revenue, Transportation, and the Office of the Governor). This prohibition covers those vendors and contractors who:

- (1) have a contract with a governmental agency; or
- (2) have performed under such a contract within the past year; or
- (3) anticipates bidding on such a contract in the future.

For additional information regarding the specific requirements and exemptions, vendors and contractors are encouraged to review Executive Order 24 and G.S. Sec. 133-32.

Executive Order 24 also encouraged and invited other State Agencies to implement the requirements and prohibitions of the Executive Order to their agencies. Vendors and contractors should contact other State Agencies to determine if those agencies have adopted Executive Order 24."

Curbside Recycling Roll-Out Cart Grant Program

APPLICATION GUIDELINES

N.C. Department of Environment and Natural Resources
Division of Environmental Assistance and Outreach

The purpose of this grant is to assist local governments with implementing curbside recycling programs using roll-out carts or transitioning existing curbside recycling programs from bins to roll-out carts. The Division of Environmental Assistance and Outreach (DEAO) will administer the Curbside Recycling Roll-out Cart Grant Program through the Solid Waste Management Trust Fund. This grant is limited to curbside recycling programs servicing residential and commercial units.

With the release of these application guidelines DEAO is accepting applications for funding from municipalities, counties and solid waste authorities seeking to implement curbside recycling programs using roll-out carts or seeking to transition existing curbside recycling programs from bins to roll-out carts. **Applicants should carefully read this entire document prior to submitting an application.** Applicants are strongly encouraged to contact Joseph Fitzpatrick at (919) 707-8121 or joseph.fitzpatrick@ncdenr.gov to discuss application requirements and funding options prior to submitting an application.

Eligible Entities:

- North Carolina counties, municipalities and solid waste authorities are eligible for funding through the Curbside Recycling Roll-out Cart Grant Program.
- Funding is available only for curbside recycling programs serving residential and/or commercial entities.
- Municipal and county collection programs addressing curbside collection of residential food waste for composting **will be** considered for funding.
- School recycling programs are **not** eligible for funding from this grant program. Counties and municipalities seeking to purchase roll-out carts for school recycling programs should apply through the Community Waste Reduction and Recycling Grant Program. For more information on this grant program please contact Rob Taylor at (919) 707-8139 or rob.taylor@ncdenr.gov.

Available Funding:

The Division of Environmental Assistance and Outreach plans to offer grants through the Curbside Recycling Roll-out Cart Grant Program on an ongoing basis for the duration of the funding availability. Approved applications will be funded in the order in which they were received. Contracts will be initiated once all application requirements are met. In the event that funding is not available when an application is submitted, DEAO will place applicants on a waiting list in the order in which they were received and approved and initiate the contract as soon as funds become available. **There is no due date for applications.**

Funding Options:

There are three funding options available through the Curbside Recycling Roll-out Cart Grant Program.

1. **Direct Purchase of Carts** – DEAO will reimburse grantees for the direct purchase of carts, not to exceed a rate of \$25.00 per roll-out cart, up to a maximum reimbursement of \$75,000 (**see eligibility requirements for further details**). Grant contracts will be written for one year only.
2. **Rental of Carts from Hauler for Bin to Cart Conversion** – DEAO will offer a one-time payment to grantees for the differential cost associated with renting roll-out carts from your recycling service provider for up to \$10.00 per service unit (i.e. household) over the cost of contracted recycling service using bins, with a maximum reimbursement of \$75,000. This option is only available to communities that are switching from bins to carts. The applicant must provide a copy of the service provider's **bid for a five year contract** that identifies the monthly or annual cost per household using carts and the size of the

carts, and must also provide documentation identifying the present cost of recycling service using bins. The annualized difference between the two will be the reimbursement rate per household served.

3. ***Rental of Carts from Hauler for Curbside Start up Program*** – DEAO will provide a one-time payment of \$10.00 per service unit (i.e. household) for communities that implement a first-time curbside recycling program renting **90+ gallon** roll-out carts from your recycling service provider, with a maximum of payment of \$75,000. This option is only available to communities that are starting a new curbside recycling program using **90+ gallon** carts and the applicant must provide a copy of the service provider's **bid for a five year contract** identifying the cost per household using roll-out carts and specifying the cart size.

Local Government Eligibility Requirements:

1. **Collection Frequency** - Only communities intending to collect recyclables on a weekly or bi-weekly (every other week) basis are eligible for funding. Programs collecting two times per month are not eligible.
2. **Cart Size** – The cart size requirements spelled out in funding options below must be met in order to be eligible for funding through this grant program.
 - a. ***Funding Option 1, Direct Purchase of Carts:***
 - i. ***Weekly Collection:*** minimum 65+ gallon cart size is required. **Maximum funding provided will be \$25.00/cart.**
 - ii. ***Bi-Weekly Collection:*** 90+ gallon cart size is strongly encouraged. **Maximum funding for carts collected bi-weekly will be funded at \$25.00/ cart for 90+ gallons and \$20.00/ cart for 89 gallons or smaller.**
 - b. ***Funding Option 2, Rental of Carts from Hauler when switching from bins to carts:*** minimum 65+ gallon cart is required. For communities with b-weekly collection, 90+ gallon cart size is strongly encouraged.
 - c. ***Funding Option 3, Rental of Carts from Hauler for Curbside start-up:*** Communities seeking funding under funding option #3, Rental of Carts from Hauler for Curbside Start up Program, must adopt 90+ gallon carts. Applicants seeking this funding option and using smaller carts will not be considered.
3. **Cart Distribution** - Carts must be distributed to residents free of charge. Voluntary roll-out cart programs that require interested residents purchase carts are not eligible through this grant.
4. **RFID (Radio Frequency ID) Tags** – For applicants seeking funding for direct-purchase carts, RFID tags **must** embedded in carts at the time of manufacturing. This requirement is explained in further detail in the next section
5. **New Programs** - only communities implementing new curbside recycling programs or converting from bins to roll-out carts for the first time are eligible for funds through this grant.
6. **Recurring Eligibility** - To ensure that sufficient funds are available for all communities interested in converting to roll-out carts for recycling, local governments will be limited to one grant through this grant program.
7. **Retroactive Costs** - DENR grant-making rules do not allow for the retroactive reimbursement of costs associated with the purchase of roll-out carts. Any purchases made prior to the grant contract being signed by both DENR and the local government will not be reimbursed. It is estimated that grant contracts would be in place approximately three months after a grant is formally awarded.
8. **Applicant must be in good standing with DENR** -
 - a. Applicants with delinquencies on existing DEAO grants (e.g., failure to submit final report) will not be considered for funding until such delinquencies are corrected.

- b. Applicants with outstanding Notices of Violations related to solid waste management rules and statutes will not be eligible for funding until the Division of Waste Management has determined the violation(s) has been corrected.
- c. Applicants that have failed to complete and submit the required Local Government Solid Waste and Materials Management Annual Report will not be considered for funding.
- d. As a condition of grant award, DEAO may work with applicants to revise initially submitted proposals before entering into a contract. Any changes to initial proposals must be approved by DEAO and the applicant, and the resultant final grant application will become an attachment to the Grant Contract.

RFID (Radio-Frequency ID) Tags:

The use of RFID technology is strongly encouraged by the Division of Environmental Assistance and Outreach. Roll-out carts have a service life of 15 years and DEAO forecasts future use of this technology in recycling programs throughout North Carolina. In consideration of future planning and grant cycles, DEAO has made the purchase of carts with embedded RFID tags a **requirement** for communities seeking grants through funding option #1.

Purchasing carts with embedded RFID tags does increase the initial cost by approximately \$2.00/cart. In comparison, the cost of implementing RFID technology for carts that are already deployed could be as high as \$5.00/cart. RFID technology is not only less expensive if accomplished during manufacturing, but implementing at initial purchase also allows you to avoid the difficulty of upgrading carts in the field at a later date.

The use of this technology provides a powerful data collection and management system for analyzing the efficiency and effectiveness of your recycling collection system. RFID technology enables you to determine the participation and set out rate of the collection system. Perhaps more importantly, this information can be used to increase collection system productivity and enhance customer service and educational campaigns. Many RFID data management systems also offer additional analysis tools and may be linked with truck-based scale systems for weighing recyclables at the point of collection.

Most major cart manufacturers have switched from low frequency RFID tags to more reliable ultra high frequency tags. Most are also now using tags with non-proprietary coding which allows decisions about data management systems to be made at a later date. Unless you plan to use your cart manufacturer's data management system, it is important to check with your manufacturer to ensure that its RFID tags are non-proprietary. Use of a non-proprietary system will allow you to implement the data management system of your choosing when the carts are distributed or at a later date.

A factsheet with additional information on Radio-Frequency Identification Tags has been prepared by DEAO and is available on our website.

Contract Period:

The contract period for this grant is one year. The applicant must expend funds and submit a final report within the contract period unless the time is extended by written agreement between the applicant and the N.C. Department of Environment and Natural Resources. Requests for no-cost time extensions must be submitted to the division at least 60 days prior to the contract expiration date. Funds not expended by the end of year one will be forfeited.

Curbside Recycling Roll-Out Cart Grant Program Application Requirements:

The following information outlines the mandatory components of the application.

1. **Contact Page** including:
 - Name and title of main contact
 - Organization
 - Address
 - Telephone and fax numbers

- E-mail address
 - Federal Tax Identification Number
2. **Funding Option:** Indicate which funding option sought, direct purchase or rent from hauler.
 3. **Project Description:** Provide a description of your plan for implementing the roll-out cart program. Include the number of households/units served, the service provider (local government or contract hauler), the size (gallons) of the roll-out carts to be purchased, collection frequency, collection method (fully automated or semi-automated), and the name and location of your recycling processor.
 4. **Materials Collected:** List materials to be collected using roll out carts. The following materials must be included in your program: aluminum and steel cans, corrugated cardboard, mixed paper (to include newspaper and glossy magazines), and all plastic bottles. Collections including glass bottles and jars are encouraged but not required.
 5. **Measurement Plan:** a brief description of your plans to track the effect of the roll-out cart program. Include steps on how you will measure program participation (or set out rate), diversion tracking/data collection method, and the intentions for current or future use of RFID tags. If your program is a conversion from bins to cart, include current data on your bin program.
 6. **Public Outreach Plan:** a detailed description of your plan for recycling program promotion and how you will educate your residents about the new cart program. Include plans for distributing educational materials, a list of methods that will be used to educate the community about the program and how program participation will be promoted. If available, please provide examples of any educational brochures, flyers or mailers which you plan to use. DEAO Staff is available to provide feedback on and assistance with the development of program brochures and educational and promotional materials.
 7. **Implementation Timeline.**
 8. **Program Budget:** Use the included budget format

Budget Example (Funding Option 1)
FY 201X/201X

Quantity	Item	DEAO Funding	Grantee Funds	Total
3,000	96 Gallon roll-out recycling cart with built in RFID tag @ \$50.00 each	\$75,000	\$75,000	\$150,000
	Total Project Expenditures	\$75,000	\$75,000	\$150,000

Budget Example (Funding Option 2)
FY 201X/201X

Units Served	Item	DEAO Funding	Total
3,000	96 Gallon roll-out recycling cart rented from hauler with a demonstrated differential annual cost of \$10.00 over collection using bins	\$30,000	\$30,000
	Total Project Expenditures	\$30,000	\$30,000

Budget Example (Funding Option 3)
FY 201X/201X

Units Served	Item	DEAO Funding	Total
6,750	Implement first-time curbside recycling program to serve 6,750 units using 96 gallon carts rented from hauler @ \$10.00/unit	\$67,500	\$67,500
	Total Project Expenditures	\$67,500	\$67,500

9. **Service Provider Bids:** if renting containers from your contractor include a copy of your service provider's bid clearly identifying the cost of recycling service using roll-out carts and the size of cart to be rented.
10. **Quote:** If purchasing carts, provide copies of an itemized quote obtained from the cart vendor that specifies the size of cart and indicates inclusion of RFID tag.

NOTE: Any expenses incurred before a contract is signed by both DENR and the grant recipient are not reimbursable.

How to Submit Applications:

Applicants must submit an electronic copy of their proposal preferably in MS Word format. Receipt of all proposals will be acknowledged by e-mail or other correspondence. Submit electronic versions to joseph.fitzpatrick@ncdenr.gov. Please submit electronic versions as Microsoft Word (preferred) or Adobe Acrobat attachments.

Other General Terms and Conditions:

All grantees are subject to the following terms and conditions. In addition to any terms and conditions addressed at the following link: <http://portal.ncdenr.org/web/deao/recycling/lg/financial-assistance>,

- **EIN and NC E-Procurement Registration** – Grantees will be required to provide the local government's EIN (Federal ID number) and to register with the state's NC E-Procurement system before a contract can be initiated. You may register for NC E-Procurement using the following link: <http://eprocurement.nc.gov/>
- **Publications** – Documents and publications associated with a grant contract should be submitted electronically, though if printed must be printed on recycled paper containing at least 30 percent post-consumer content.
- **Final reports** – a draft final report is required to be submitted to DEAO at least 30 days prior to the contract end date, and a final report is required to be submitted by the contract end date. Final Reports should be submitted electronically. If submitted by hard copy, all hard copies submitted should be double-sided and on recycled paper as stated above. The final report format will be provided by the assigned grant administrator.
- **Extensions** – No-cost time extensions are possible but not guaranteed for grant contracts. Grantees seeking no-cost time extensions must submit a request for a time extension 60 days prior to the contract end date. The request for extension must indicate how long the grantee is seeking to extend the project and the reason that the extension is being requested (i.e., why the project cannot be completed on time). Any request for an extension must include a new timeline of project milestones and payments, as well as a new budget (if budget changes are also being requested).
- **Reimbursement** – DEAO grants are funded on a reimbursement basis. Requests for reimbursement must include proof that the funds were spent and must have the term "invoice" clearly stated on the request. Checks are usually issued between 15 and 30 days after a reimbursement request is received by DEAO. Requests for disbursement of funds for grantees with funding options #2 and #3 must include a copy of a signed and executed contract with the service provider and must certify that service using carts has been initiated.
- **Final 10 Percent of Funds** – DEAO will continue to reimburse grantees until 90 percent of the award amount has been expended. The final 10 percent of funds will be held until an acceptable final grant contract report has been received by DEAO.

Curbside Recycling Roll-Out Cart Grant Program Application:

1. Contact Page

- Cheryl Tafoya
- City of Greenville Public Works Department Sanitation Division
- Mailing Address : 1500 Beatty Street, Greenville, NC 27834
- Physical Address: 1500 Beatty Street, Greenville, NC 27834
- Office: (252) 329-4048 Fax: (252) 329-4535
- ctafoya@greenvillenc.gov
- Federal Tax Identification Number: 56-6000229

2. Funding Option

The City of Greenville will use the Direct Purchase Funding Option.

3. Project Description:

The City of Greenville is transitioning to automated curbside collection in the near future and is requesting funds to convert its residential curbside recycling program from the use of various types of containers to 95 gallon carts for an automated collection program. Extensive study and analysis show that the City can lower operating costs by converting to 95-gallon recycling carts serviced every other week. This new program is expected to increase the capture of more household recyclables, and boost recycling participation in the City of Greenville.

Main Details of the project:

- Approximately 17,500 households will be converted to using roll out carts
- Service is provided by the City of Greenville Sanitation Division
- 95-gallon rollouts will be purchased and delivered
- Collection every other week per household
- Fully and semi-automated collection
- Each resident will be assigned a serialized cart and the number will be recorded with the address at the time of delivery using Radio Frequency Identification (RFID) tags
- Recycling will still be collected on the same route day as garbage collection

The City will continue to provide all refuse services and will purchase new automated trucks to operate the program. These carts will be embedded with RFID tags as well as hot stamped with "Recyclables Only" on the lid. The bid price is \$52.26 /cart which include assembly, distribution, and a hangtag brochure for the resident. We are exploring data-hosting sites about hosting the data. The data and customer service benefits of adding RFID readers to the fleet are impressive and methods to collect the data using cloud technology are available. The City plans to phase in RFID-tag embedded containers to replace residential owned containers, as well and upgrade vehicles with RFID reading equipment.

The City will measure set-out rates through the use of RFID technology. The transition to curbside roll-out containers will begin in January 2014. We will notify and educate our residents about the changes that are coming through various media methods. The City will distribute carts to all residences during January 2014 along with the brochure containing recycle information. It is estimated that distribution will take approximately four weeks. The conversion to 95-gallon roll out carts will encompass all single family residents.

Materials Collected:

- Aluminum and steel cans
- Corrugated cardboard
- Mixed paper (paperboard, office, newspaper, magazines, telephone books, and junk mail)
- Plastic bottles
- Glass bottles and jars
- Collected materials will be delivered to Eastern Carolina Vocational Center (ECVC) in Greenville. We are working with ECVC to ensure that we are updated on any upcoming material changes and our recycling program will seek to add new materials as we are able to do so.

4. Measurement Plan:

Approximately 35-40% of households participate in Greenville's weekly recycling program. For Fiscal Year 2011-2012 our curbside recycling program collected 5,538.19 tons of single stream recycling and served 17,500 households. Eastern Carolina Vocational Center reports a very low contamination rate for City of Greenville recyclables.

Records of tonnages are based on weight tickets that are provided to our drivers with every trip to Eastern Carolina Vocational Center; trucks are weighed coming into the facility with the vehicle number noted, and the tare weight of the appropriate truck, is subtracted to determine the total recycle material weight on the ticket provided. Tonnages are recorded in a large spreadsheet for each trip to Eastern Carolina Vocational Center. The daily tonnages are cross-checked monthly against a monthly statement from Eastern Carolina Vocational Center. We keep detailed records of all of our material weights, and cross-check tonnage tickets. Tonnages, including recyclables, are kept based on fiscal years rather than calendar years.

The new recycling program will be monitored using tonnages in the beginning, but maybe monitored using the RFID technology. The City's new automated recycling truck(s) may come with a RFID Reader installed to measure set outs and compare the numbers with the total number of households on a given route. The City has route data, which will allow the set out rates for recycling containers to be compared to the total number of households on a particular route. We also have baseline tonnage data available and will be able to compare recycling tonnages over various time periods.

Future trucks will have RFID readers and may use a third-party data host to record the data. It is anticipated that there will be a substantial increase in the amount of recyclables collected curbside. The extensive amount of outreach required to make this transition will provide an opportunity to educate the residential community about the benefits of recycling, what's recyclable and changes in recycling. We plan to use this important opportunity to the utmost to further increase the capture of recyclables.

5. Public Outreach Plan

The City plans to use multiple types of media to inform residents and the community about the changes that will go on. We want everyone to participate and will use the following outlets:

- (GEM) Greenville Employee Newsletter
- Greenville Work Week Newspaper
- Greenville's City Channel (G-TV Cable)
- The Daily Reflector Newspaper
- Bilingual Brochure on Recycling Information
- Information to be included on GUC bill to residents
- Chamber of Commerce email newsletter
- Distribution of new carts with brochure
- City Bulletin Boards in City Facilities

6. Implementation Timeline

It is expected that this grant proposal will result in a one year grant contract with an expected start date of October 1, 2013 and an expected end date of September 30, 2014.

- October 31, 2013 - Begin curbside recycling services with 95 gallon rollout carts
- September 30, 2014 - Submit grant final report to close out project

7. Program Budget

Quantity	Item	DEAO Funding	Grantee Funds	Total
17,000	95 Gallon roll-out recycling cart with built in RFID tags, assembled and distributed, recorded geographically, and brochure@ \$57.50 each total - \$51.50/cart \$5.50 - Assembly/Distribution 1.00 – RFID tag - 0.50 brochure	\$75,000	\$902,500	\$977,500
	Total Project Expenditures	\$75,000	\$902,500	\$977,500

8. Service Provider Bids

- The City of Greenville will be the recycling service provider and the carts will be purchased directly by the City.

9. Quote

- The City of Greenville will encourage cart manufacturers to bid. Attached is an itemized copy of the quote from Otto.

OTTO ENVIRONMENTAL CART QUOTATION



DATE: 05.29.13

ATTN: Delbert Bryant
COMPANY: City of Greenville, NC
PHONE: (252)329-4337
EMAIL: dbryant@greenvillenc.gov

FROM: Samuel Smith
OTTO ENVIRONMENTAL SYSTEMS (NC), LLC

PHONE: 919-414-2453
EMAIL: sam.smith@otto-usa.com

Mr. Bryant,

Thank you for your interest in Otto Environmental Systems. I appreciate the opportunity to submit a proposal to you for the Otto **MSD-95E** residential rollout recycling carts. The carts will be fitted with 1" steel front "catch" bars, 10" wheels, can be hot stamped with a logo; your community, or a generic recycling symbol on each side, and will have sequential serial numbers.

Otto is the world's leader in injection molded roll out carts and recycle bins.

We are very proud to offer:

OTTO QUOTATION:

- (17,000) Otto MSD-95E gallon cart @ \$51.50 each* \$ 875,500.00
- Freight from Charlotte to Greenville @ \$658.00 per TL @ 38 Truck Loads \$ 25,004.00

Total **\$ 900,504.00**

** Due to the instability of the resin price market, rates are subject to change after 90 days. Shipping cost, as quoted is based on date of quotation. Actual freight charges will be billed. Applicable taxes apply.*

Cart Options:

RFID Tags	\$ 1.00 per cart
A & D	\$ 5.50 per cart
Hangtag/Brochure	\$ 0.50 per cart

Mr. Bryant, I look forward to doing business with you now and in the future. If you have any other questions or I can be of additional service, please do not hesitate to call me at 919-414-2453.

Samuel L Smith III

Mid-Atlantic Area Manager
Phone: 919.414.2453
Efax: 980-275-5840

APPROVED AS TO FORM:

BY: _____
David A. Holec, City Attorney

PRE-AUDIT CERTIFICATION:

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Bernita W. Demery, Director of Financial Services

Account Number _____

Project Code (if applicable) _____



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Proposal for ICMA to Conduct a Comprehensive Analysis of the City's Fire/Rescue Department

Explanation: **Abstract:** One of the City Council goals is to increase organizational efficiencies through government efficiency assessments. Thus far, studies have been conducted for the Human Resources Department, Financial Services Department, and Bradford Creek Golf Course, with plans to conduct a study of the Fire/Rescue Department and possibly, another department or service. Staff is asking Council to consider a proposal for the International City Manager's Association (ICMA) to conduct an analysis of the Fire/Rescue Department.

Explanation: City Council, through development of the City Goals, has authorized staff to review City Departments to determine where additional efficiencies can be achieved. Since the retirement of the former Fire Chief, the Interim Fire Chief has been involved in addressing some of the concerns of the Fire Department as they relate to policies and internal communications. In addition, the City Manager has had numerous discussions with ICMA regarding the Fire/Rescue service. ICMA performs management studies of public safety agencies as a part of their service offerings to local governments.

Attached is ICMA's Proposal for Comprehensive Analysis of Fire/EMS Services for the City of Greenville. The Fire/Rescue Department is one of the City's largest departments and consists of two services which are managed and operated jointly - fire prevention and suppression and emergency rescue services. The study would consist of a review of the existing fire and rescue service including a data-driven forensic analysis to identify actual workload, organizational structure and culture, staffing levels, cost and quality of service delivery, strategic planning relating to the growth of the City and station locations, communications (dispatch), potential impacts related to the Affordable Care Act, etc., based on comprehensive data analysis.

The study will be conducted by a team of subject matter experts who have extensive experience in managing emergency service agencies and extensive

consulting experience completing hundreds of similar studies nationwide.

Fiscal Note:

The proposed fee for the comprehensive analysis has been negotiated to \$59,400 plus \$5,000 in proposed travel expenses. This fee includes a 10% savings because of the City Manager's membership in ICMA. Funds are provided in the approved FY 14 budget for this purpose.

Recommendation:

Approve the Proposal for ICMA to conduct a Comprehensive Analysis of the City's Fire/Rescue Department and authorize the City Manager to execute a contract with ICMA for the provision of this service.

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

Attachments / click to download

 [Proposal for Analysis](#)

Proposal for Comprehensive Analysis of Fire / EMS Services Greenville, North Carolina

FIRE/EMS



OPERATIONS

C E N T E R F O R P U B L I C S A F E T Y M A N A G E M E N T

Submitted by:

ICMA Center for Public Safety Management
International City/County Management Association
777 North Capitol Street NE, Suite 500
Washington, DC 20002
716-969-1360

ICMA

Leaders at the Core of Better Communities

Item # 5



Leaders at the Core of Better Communities

September 1, 2013

Barbara Lipscomb
City Manager
Greenville, NC

Dear Ms. Lipscomb:

The ICMA *Center for Public Safety Management* is pleased to submit this proposal for an analysis of emergency services for Greenville. The ICMA approach is unique and more comprehensive than ordinary accreditation or competitor studies. In general, our analysis involves the following major outcomes:

- Examine the department's organizational structure and culture;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency and improved performance;
- Conduct a data-driven forensic analysis to identify actual workload;
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department.

This proposal is specifically designed to provide the local government with a thorough and unbiased analysis of emergency services in your community. We have developed a unique approach by combining the experience of dozens of subject matter experts in the areas of emergency services. The team assigned to the project will have hundreds of years of practical experience managing emergency service agencies, a record of research, academic, teaching and training, and professional publications, and extensive consulting experience completing hundreds of projects nation-wide. The team assembled for you will be true "subject matter experts" not research assistants or interns.

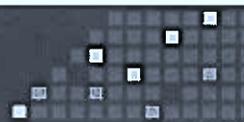
ICMA has provided direct services to local governments worldwide for almost 100 years, which has helped to improve the quality of life for millions of residents in the United States and abroad. I, along with my colleagues at ICMA, greatly appreciate this opportunity and would be pleased to address any comments you may have. You may contact me at 716.969.1360 or via email at lmatarese@icma.org

Sincerely,

A handwritten signature in blue ink, appearing to read "Leonard A. Matarese".

Leonard A. Matarese, ICMA-CM, IPMA-HR
Director, Research and Project Development
ICMA Center for Public Safety Management

The Association



International City/County Management Association (ICMA)

The International City/County Management Association (ICMA) is a 100 year old, non-profit professional association of local government administrators and managers, with approximately 9,000 members located in 32 countries.

Since its inception in 1914, ICMA has been dedicated to assisting local governments in providing services to its citizens in an efficient and effective manner. Our work spans all of the activities of local government – parks, libraries, recreation, public works, economic development, code enforcement, Brownfield's, public safety, etc.

ICMA advances the knowledge of local government best practices across a wide range of platforms including publications, research, training, and technical assistance. Our work includes both domestic and international activities in partnership with local, state and federal governments as well as private foundations. For example, we are involved in a major library research project funded by the Bill and Linda Gates Foundation and we are providing community policing training in Panama working with the U.S. State Department. We have personnel in Afghanistan assisting with building wastewater treatment plants and have teams in Central America providing training in disaster relief working with SOUTHCOM.

The **ICMA Center for Public Safety Management (ICMA/CPSM)** is one of four Centers within the US Programs Division of ICMA providing support to local governments in the areas of police, fire, EMS, Emergency Management and Homeland Security. In addition to providing technical assistance in these areas we also represent local governments at the federal level and are involved in numerous projects with the Department of Justice and the Department of Homeland Security.

ICMA/CPSM is also involved in police and fire chief selection; assisting local governments in identifying these critical managers thru original research we have conducted identifying the core competencies of police and fire managers and providing assessment center resources.

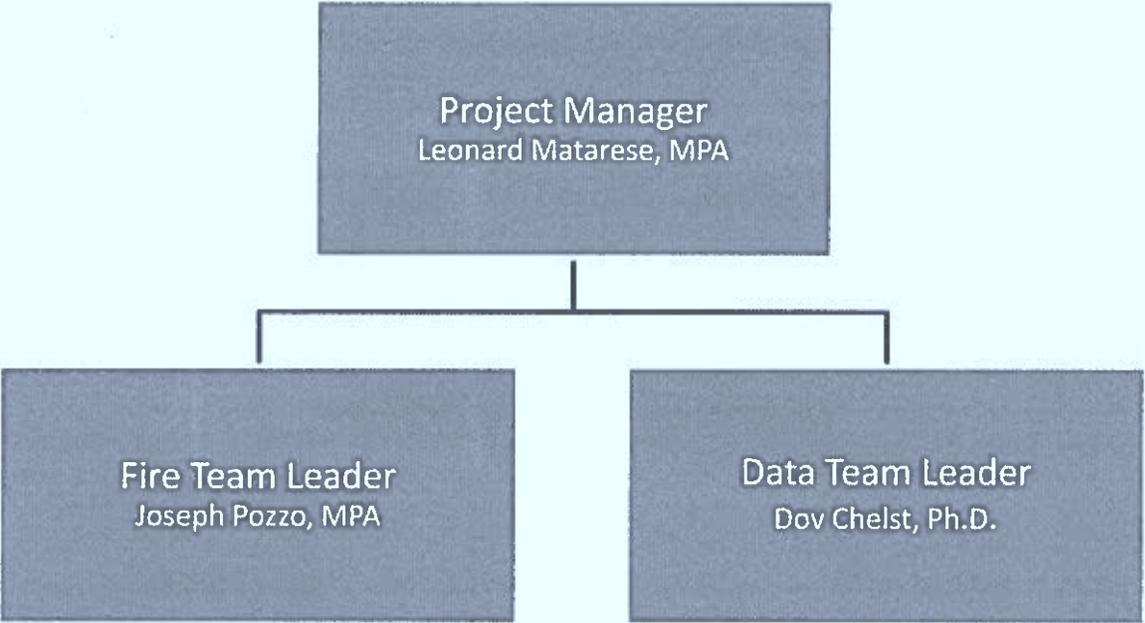
Our local government technical assistance includes workload and deployment analysis, using our unique methodology and subject matter experts to examine department organizational structure and culture, identify workload and staffing needs as well as industry best practices. We have conducted over 150 such studies in 30 states and 91 communities ranging in size from 8,000 population Boone, IA, to tourist meccas such as 586,000 population Las Vegas, to state capitols such as 800,000 population Indianapolis, IN.

Thomas Wieczorek is the Director of the Center for Public Safety Management. Leonard Matarese serves as the Director of Research & Program Development.

Project Staffing

The proposal will look at the fire and EMS services of Greenville. For this project, the ICMA has assembled a premier team of experts from a variety of disciplines and from across the United States. The goal is to develop recommendations that will enable it to produce the outcomes necessary to provide critical emergency services consistent with the community's financial capabilities. The team will consist of a Project Manager, two Team Leaders and several senior public safety Subject Matter Experts selected from our team specifically to meet the needs of the community.

The management organizational chart for the project includes the following Key Team Members:



Project Manager

Director of Research and Project Development, ICMA Center for Public Safety,

Leonard Matarese, MPA, ICMA-CM, IPMA-CP

- **Background**

Mr. Matarese is a specialist in public sector administration with particular expertise in public safety issues. He has 44 years' experience as a law enforcement officer, police chief, public safety director, city manager and major city Human Resources Commissioner. He was one of the original advisory board members and trainer for the first NIJ/ICMA Community Oriented Policing Project which has subsequently trained thousands of municipal practitioners on the techniques of the community policing philosophy over the past 18 years. He has managed several hundred studies of emergency services agencies with particular attention to matching staffing issues with calls for service workload.

Recognized as an innovator by his law enforcement colleagues he served as the Chairman of the SE Quadrant, Florida, Blue Lighting Strike Force, a 71 agency, U.S. Customs Service anti-terrorist and narcotics task force and also as president of the Miami-Dade County Police Chief's Association – one of America's largest regional police associations. He represents ICMA on national projects involving the United States Department of Homeland Security, The Department of Justice, Office of Community Policing and the Department of Justice, Office Bureau of Justice Assistance. He has also served as a project reviewer for the National Institute of Justice and is the subject matter expert on several ICMA / USAID police projects in Central America. As a public safety director he has managed fire / EMS systems including ALS transport. He was an early proponent of public access and police response with AEDs.

Mr. Matarese has presented before most major public administration organizations annual conferences on numerous occasions and was a keynote speaker at the 2011 annual PERF conference. He was a plenary speaker at the 2011 TAMSEC Homeland security conference in Linköping, Sweden and at the 2010 UN Habitat PPUD Conference in Barcelona, Spain.

He has a Master's degree in Public Administration and a Bachelor's degree in Political Science. He is a member of two national honor societies and has served as an adjunct faculty member for several universities. He holds the ICMA Credentialed Manager designation, as well as Certified Professional designation from the International Public Management Association- Human Resources. He also has extensive experience in labor management issues, particularly in police and fire departments and is currently editing an ICMA book on the selection of police and fire chiefs.

Data Assessment Team

ICMA Center for Public Safety Senior Team Members

Dov Chelst, Ph.D., Director of Quantitative Analysis

- **Background**

Dr. Chelst is an expert in analyzing public safety department's workload and deployment. He manages the analysis of all public safety data for the Center. He is involved in all phases of The Center's studies from initial data collection, on-site review, large-scale dataset processing, statistical analysis, and designing data reports. To date, he has managed over 140 data analysis projects for city and county agencies ranging in population size from 8,000 to 800,000.

Dr. Chelst has a Ph.D. Mathematics from Rutgers University and a B.A. Magna Cum Laude in Mathematics and Physics from Yeshiva University. He has taught mathematics, physics and statistics, at the university level for 9 years. He has conducted research in complex analysis, mathematical physics, and wireless communication networks and has presented his academic research at local, national and international conferences, and participated in workshops across the country.

Senior Public Safety Subject Matter Expert

David Martin, Ph.D., Senior Researcher in the Center for Urban Studies, Wayne State University

- **Background**

Dr. Martin specializes in public policy analysis and program evaluation. He has worked with several police departments to develop crime mapping and statistical analysis tools. In these projects he has developed automated crime analysis tools and real-time, dashboard-style performance indicator systems for police executive and command staff. Dr. Martin teaches statistics at Wayne State University. He is also the program evaluator for four Department of Justice Weed and Seed sites. He is an expert in the use of mapping technology to analyze calls for service workload and deployments.

Senior Public Safety Subject Matter Expert

Gang Wang, Ph.D., Fire & EMS Services Data Analyst

- **Background**

Gang Wang received the dual bachelor degrees in industrial design and management science, and the M.S. in information system from Chongqing University in China and the Ph.D. degree in industrial engineering from Wayne State University. He has five years experience in enterprise information system and eight years experience in data analysis and applied mathematical modeling. He has rich experience in areas of automotive, travel and public safety with particular emphasis in fire / EMS analysis. He has published a book chapter and several journal articles.

Operations Assessment Team – Fire Unit

Director, ICMA Center for Public Safety Management

**Thomas Wieczorek, Retired City Manager Ionia, MI; former Executive Director
Center for Public Safety Excellence**

- **Background**

Thomas Wieczorek is an expert in fire and emergency medical services operations. He has served as a police officer, fire chief, director of public safety and city manager and is former Executive Director of the Center for Public Safety Excellence (formerly the Commission on Fire Accreditation International, Inc.). He has taught a number of programs at Grand Valley State University, the National Highway Traffic Safety Administration (NHTSA), and Grand Rapids Junior College. He has testified frequently for the Michigan Municipal League before the legislature and in several courts as an expert in the field of accident reconstruction and fire department management. He is the past-president of the Michigan Local Government Manager's Association; served as the vice-chairperson of the Commission on Fire Officer Designation; and serves as a representative of ICMA on the NFPA 1710 career committee.

He most recently worked with the National League of Cities and the Department of Homeland Security to create and deliver a program on emergency management for local officials titled, "Crisis Leadership for Local Government Officials." It has been presented in 43 states and has been assigned a course number by the DHS. He represents ICMA on the NFPA 1710 and 1730 Standards Committees and is a board member on the International Accreditation Service, a wholly owned subsidiary of the International Code Council.

He received the Mark E. Keane "Award for Excellence" in 2000 from the ICMA, the Association's highest award and was honored as City Manager of the Year (1999) and Person of the Year (2003) by the Rural Water Association of Michigan, and distinguished service by the Michigan Municipal League in 2005.

Senior Manager of Fire and EMS

**Chief Joseph Pozzo (Ret.), MPA, CFO. Former Deputy Director, Volusia County
Department of Public Protection; former Director and Fire Chief, Volusia County,
Florida, Retired Fire Chief, Loudon County, Virginia, former Fire Chief Portsmouth,
Virginia.**

- **Background**

Chief Pozzo has enjoyed a thirty-four (34) year career in public service. Before joining the ICMA team, Chief Pozzo served as the Deputy Director of the Department of Public Protection Volusia County, Florida, where he was responsible for the operations of Fire, EMS, Emergency Management, Medical Examiner, Beach Safety, Corrections, and Animal Services. He was formerly Chief of the Volusia County Fire Services. This agency is a combination department providing fire suppression and EMS services with career firefighters and volunteer members. The agency operates out of 23 stations.

Prior to Chief Pozzo's appointment in 2010 in Volusia County, he served as the Chief of the Loudoun County Department of Fire and Rescue. This agency is a

combination fire and rescue system providing fire, rescue, and emergency management services to one of the fastest growing counties in the nation. The fire and rescue system provides these services to over 275,000 permanent residents living in 520 square miles of diverse suburban and rural area located within the National Capital Region. Fire, Rescue and Emergency Management services are executed through 450+ career staff and over 1,300 volunteer members operating out of nineteen stations. Prior to his appointment with Loudoun County, Chief Pozzo served as Chief of the Portsmouth Fire, Rescue and Emergency Services Department. This agency is one of the oldest professional departments on the eastern seaboard and serves over 95,000 residents within a 30 square miles area. Chief Pozzo also served in the City of Virginia Beach, Va. Fire Department for 19 years reaching the level of Battalion Chief prior to embarking on his career as a Fire Chief/Director.

He holds a Master of Public Administration degree from Troy University where he graduated with honors, a B.A. in Public Administration from Saint Leo University and several associate degrees including an AAS in Fire Science and Protective Services. He holds the *Chief Fire Officer Designation* from Center for Public Safety Excellence and has served as an Adjunct Instructor for the Virginia Department of Fire Programs.

Senior Associate

Gerard J. Hoetmer, MPA, retired Executive Director of Public Entity Risk Institute, Fairfax, Virginia

- **Background**

Gerry Hoetmer is an expert in fire services, emergency management, and risk management. He served as the founding executive director of the Public Entity Risk Institute, a nonprofit organization that provided training, technical assistance, and research on risk management issues for local government and other public and quasi-public organizations. During his tenure as executive director he was a member of the National Academy of Sciences Disaster Roundtable. Prior to his position as executive director at PERI, Mr. Hoetmer worked at ICMA for 19 years, most recently as the director of research and development. He has written extensively on local government emergency management, the fire service, code enforcement, and risk management issues.

Seminal works include the first report to Congress on fire master planning and the first edition of *Emergency Management: Principles and Practices for Local Government*. In addition to providing expert testimony before Congress and local arbitration boards on fire staffing and scheduling issues, Mr. Hoetmer represented ICMA on the NFPA 1500 Standard on Occupational Safety and Health; NFPA 1201, the Standard for Providing Emergency services to the Public; and the NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments. Mr. Hoetmer has developed and conducted training programs and seminars at FEMA's Emergency Management Institute and the National Fire Academy in Emmitsburg, Maryland.

He holds a Bachelors from the State University of New York, New Paltz and the Master of Public Administration degree from the University of Colorado at Denver

Senior Associate

Chief John (Jack) Brown (Ret.), BA, MS, EFO, Director, Arlington County Office of Emergency Management, Retired Assistant Chief Fairfax County Fire & Rescue Department

- **Background**

Jack Brown's 40 year public safety career includes 29 years with the Fairfax County, Virginia Fire & Rescue Department, where he retired as Assistant Fire Chief of Operations. He served in a number of operational and staff positions, including the Office of the Fire Marshal where he attained NFPA certification as a Fire Inspector II and Fire Investigator. As an investigator, he conducted post fire and post blast investigations, assisting in the prosecution of offences involving arson and illegal explosives. He served as a Planning Section Chief and Task Force Leader for the Fairfax County Urban Search and Rescue Task Force (VA TF-1). He deployed to Nairobi, Kenya as Plans Chief in response to the 1998 embassy bombing and as Task Force Leader on a deployment to Taiwan in response to an earthquake in 1999.

Upon his retirement from Fairfax County in 2000, he became the Assistant Chief for the Loudoun County Department of Fire, Rescue and Emergency Management, where he led a team of firefighters to the Pentagon on 9/11 and assisted the Arlington County Fire Department as the initial Planning Section Chief for the incident. Jack served as Planning Section Chief on a Northern Virginia multi-jurisdictional emergency management task force that reestablished the New Orleans Emergency Operations Center just after Hurricane Katrina. He retired from Loudoun County in 2006 to pursue a career in emergency management.

Brown retired from the Coast Guard Reserve as a Chief Warrant Officer 4, specializing in port safety and security, with 33 years of combined Army and Coast Guard Reserve service. After 9/11, he served on active duty for 47 months, including 15 months in the Middle East. He received the Bronze Star Medal for actions in Baghdad, Iraq while supporting combat operations during Operation Iraqi Freedom.

Brown holds a bachelor's degree in Fire Science Administration from the University of Maryland and a master's degree in Quality Systems Management from the National Graduate School, Falmouth, Massachusetts. He is a 1997 graduate of the National Fire Academy's Executive Fire Officer Program at the National Emergency Training Center, Emmitsburg, Maryland. He has been an adjunct professor at the Northern Virginia Community College and the University of the District of Columbia in the Fire Science curriculums. He is a graduate of the Executive Leadership Program in the Center for Homeland Defense and Security at the Naval Postgraduate School, Monterey, California.

Associate

Chief Steven G. Knight, Ph.D., MPA, BS, EFO, CFO, Assistant Chief, St. Petersburg, FL Fire and Rescue Department.

- **Background**

Dr. Steve Knight is a 20-year veteran of the fire and EMS service and is currently the assistant fire chief with the St. Petersburg, Florida Fire and Rescue Department. St. Petersburg Fire & Rescue protects the lives and property of over 260,000 residents and responds to over 40,000 emergency incidents annually from 12 stations. During his tenure with SPFR, Chief Knight has served as the chief of rescue. Knight also currently serves for the Center for Public Safety Excellence, Commission on Fire Accreditation International as a technical advisor and peer assessor.

Chief Knight received the outstanding research award by the National Fire Academy/ United States Fire Administration in 2007, as well as the A. Don Manno Award for Excellence in Research by the National Society for Executive Fire Officers also in 2007.

Knight holds a Ph.D. from the University of South Florida in curriculum and instruction and a minor in research and measurement, a master's degree in public administration from Troy University and a bachelor's in Fire & Safety Engineering from the University of Cincinnati. Chief Knight is also a graduate of the Executive Fire Officer Program through the U.S. Fire Administration, Federal Emergency Management Agency. Knight is an accredited Chief Fire Officer through the Center for Public Safety Excellence and holds numerous Florida state fire and EMS technical certifications. Knight also serves as an adjunct instructor at St. Petersburg College in the Fire Science and Public Safety Administration Program, is the former Program Director – Emergency Medical Services at Manatee Technical Institute.

Associate

Chief Mike Iacona, MPA, Fire Chief/Director Flagstaff Fire Department, Flagstaff Arizona; former Director and Fire Chief , Orange County, Florida Fire Rescue Department.

- **Background**

Chief Iacona has 38 years of fire service experience, with the last 17 years as Fire Chief. He currently serves as fire chief for the City of Flagstaff, Arizona and has held this position since 2002. Prior to this, he was the Director of Orange County Fire Rescue, Florida, which included oversight of the County's emergency management functions. In addition to duties associated with fire chief, he has served in various capacities, rising through the ranks from fire fighter/paramedic to chief fire officer. Mike has led a fire training division, was the Chief of Operations, served as Emergency Manager in EOC Operations, was Chief Negotiator in multiple IAFF Contract deliberations. He has supervised the development of several fire master plans, was a volunteer fire fighter coordinator, led multiple fire code adoption processes, was in charge of personnel and payroll functions and implemented fire impact fees. He also has wildland fire experience, supervising a fuel management program, the adoption of a Wildland Interface Code, and the adoption of a Community Wildfire Protection Plan (CWPP).

Chief Iacona holds a Master's Degree in Public Administration and did his undergraduate work in Urban Planning at Florida Atlantic University, in Boca Raton, FL. He is a graduate of the National Fire Academy's Executive Fire Officer Program and attended The Program for Senior Executives in State and Local Government at the Harvard Kennedy School.

Project Schedule



Milestone 1 – Full execution of the agreement

Agreement will identify Project Launch date.

Milestone 2 – Project Launch

We will conduct an interactive telephone conference with local government contacts. Our project leads will launch the project by clarifying and confirming expectations, detailing study parameters, and commencing information gathering.

Milestone 3a – Information Gathering and Data Extraction- 30 Days

Immediately following project launch, the operations leads will deliver an information request to the department. This is an extensive request which provides us with a detailed understanding of the department's operations. Our experience is that it typically takes an agency several weeks to accumulate and digitize the information. We will provide instructions concerning uploading materials to our website. When necessary, the lead will hold a telephone conference to discuss items contained in the request. The team lead will review this material prior to an on-site visit.

Milestone 3b – Data Extraction and Analysis – 14 Days

Also immediately following the project launch the Data Lead will submit a preliminary data request, which will evaluate the quality of the Computer Aided Dispatch (CAD) system data. This will be followed by a comprehensive request for data from the CAD system to conduct the response and workload analysis. This request requires a concerted effort and focused response from your department to ensure the timely production of required for analysis. Delays in this process will likely extend the entire project and impact the delivery of final report. The data team will extract one year's worth of Calls for Service (CFS) from the CAD system. Once the Data Team is confident the data are accurate, they will certify that they have all the data necessary to complete the analysis.

Milestone 3c – Data Certification – 14 days

Milestone 4a – Data Analysis and Delivery of Draft Data Report – 30 days

Within thirty days of data certification, the analysis will be completed and a draft, unedited data report will be delivered to each of the departments for their review and comment. After the data draft report is delivered, an on-site visit by the operations team will be scheduled.

Milestone 4b – Departmental Review of Draft Data Report – 14 days

The department will have 10 days to review and comment on the draft unedited data analysis. During this time, our Data team will be available to discuss the draft report. The Department must specify all concerns with the draft report at one time.

Milestone 4c – Final Data Report – 10 days

After receipt of the department's comments, the data report will be finalized within 10 days.

Milestone 5 – Conduct On-Site Visit – 30 days

Subject matter experts will perform a site visit within 30 days of the delivery of the draft data report.

Milestone 6 – Draft Operations Report – 30 days

Within 30 days of the last on-site visit, the operations team will provide a draft operations report to each department. Again the departments will have 10 days to review and comment.

Milestone 7 – Final Report 15 days

Once the Department's comments and concerns are received by ICMA the combined final report will be delivered to the city within 15 days.

TOTAL ELAPSED TIME: 105 - 135 days

The ICMA Approach: Fire/EMS

Operations Review

Using information analyzed by the data team, an operational assessment by ICMA technical experts will be conducted to evaluate the deployment of emergency resources.

The ICMA team will evaluate equipment, maintenance, records, policies, procedures, mapping, implemented technology and innovations, facilities, training, and staff to create recommendations for future service delivery.

The team may meet with elected and appointed officials as well as identified community leaders to determine the outcome they are seeking from deployment of resources.

Observations and recommendations will be developed around key performance and analysis areas in the completion of the report and include:

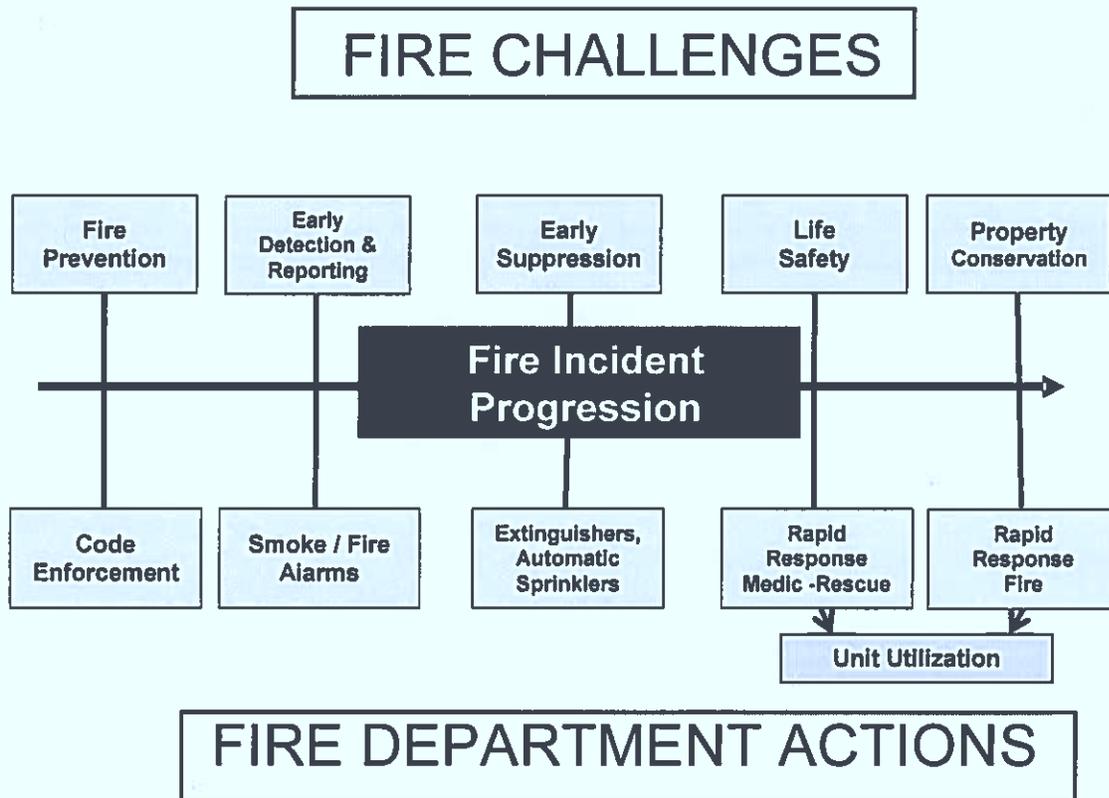
- Comprehensive Data Analysis
 - Incident Type Workload
 - Response Time
 - Unit Workload
 - Analysis of Busiest Hour
- Governance and Administration
 - Organizational Structure and staffing levels
 - Organizational Leadership
 - Staffing and Deployment
 - External Relationships
- Organizational Behavior/Management/Processes
 - Time Allocation of Staff
 - Organizational Communication
 - Strategic Planning
 - Performance Measurement
 - Organizational Culture
- Financial Resources (Operating and Capital Resources)
- Programs (To include fire suppression, EMS, fire prevention, public education, fire investigation, technical rescue, hazardous materials, emergency management, , and other service delivery programs)
- Risk Management/All hazards approach to community protection
- ISO/Accreditation Benefit Analysis
- Review of current and planned fire station locations
- Anticipated service delivery concerns raised by the Affordable Care Act.
- Review of the current dispatch / communications system operated by the county, with emphasis on the limited ability to dispatch units rather than just stations.
- Review of current EMS transport system and alternatives.

Using GIS technology we will review the current locations of deployed equipment and stations with recommendations developed for the future. Key to making these determinations will be response time for dispatched units and call density.

The ICMA data team has created a methodology for determining resource utilization that quantifies the maximum and minimum deployment of personnel and equipment. It is unlike any other approach currently used by consultants and is indicative of the desire by ICMA to deliver the right resources at the right time.

Fire Suppression Services

Fire departments staff their stations and train their personnel to respond to a wide array of fire and vehicular accident emergencies. In addition, many departments use the long intervals between calls for service for a variety of fire prevention, training and station activities. Research in the United Kingdom as well as by FEMA has shown that the most cost-effective approach to fire deployment is the elimination of calls. If a call is received, eliminating hazards decreases the risk faced by first responders and may result in a more positive outcome. These preventive strategies should include building effective code enforcement and fire prevention activities as well as strong public education programs promoting smoke detectors fire extinguisher use and placement in homes and businesses. The effort may also include early fire suppression through the use of automatic sprinkler systems and other fire protection systems. All of these prevention and response challenges are illustrated below.



The resulting data study ICMA completes will gather and analyze data on the efficiency and effectiveness of the current deployment on the fire runs. Resource utilization will be quantified for concentration, location, and unit utilization.

The study will also analyze fire call data to provide a comprehensive review of how fire services are delivered to the community including a detailed analysis of workloads and response times. The analysis of the workloads should begin with an in-depth study of the types of calls handled and their severity. The goal of this data gathering would be to explicate the fundamental nature of the fire challenge faced by the Fire Department.

The study will pay special attention to fires reported in residences or buildings. Some examples of questions to be answered as a part of the study include: What was the average response time of the first arriving fire suppression unit capable of deploying extinguishing agent? How long did the engine companies work at the scene?

For each call type, we will determine the time spent on-scene and the manpower personnel who worked the scene. This data will be aggregated to determine an overall average total time spent on fire calls per 24-hour period and by shift for each engine company. It will document any dramatic variations by time of day and day of week as well as seasonal variations. It will also require the review the department's non-emergency productive hours that fire personnel carry out between emergency calls. The study will also analyze data to determine the proportion of calls and the associated workload that arise within the community's borders compared to mutual aid calls.

Response time is an important statistic in emergency service systems. We will determine:

- Average response time of first arriving fire suppression unit capable of deploying extinguishing agent.
- Distribution of response times for different call categories
- Response time for the second arriving engine company, where possible

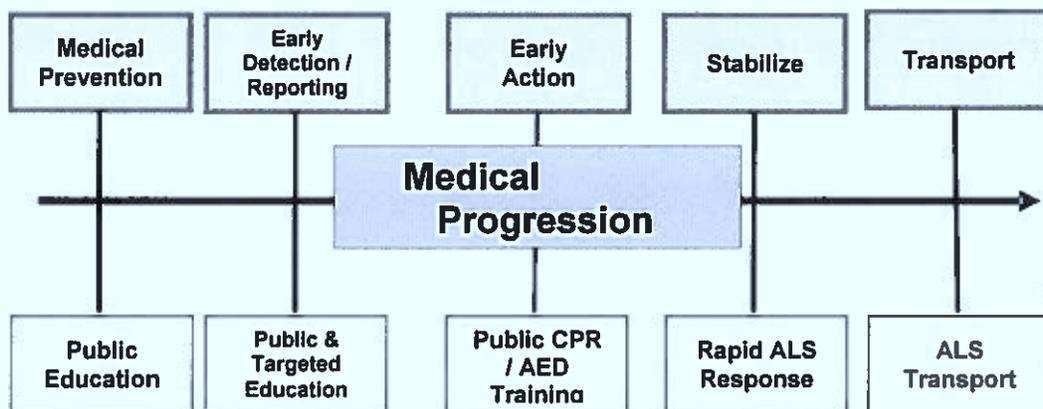
We will also identify and review calls that experienced unusually long response times.

EMS

Emergency Medical Services

Fire Departments provide emergency medical services in addition to fire suppression duties. In this project we will analyze EMS call data to provide a comprehensive review of emergency medical services including a detailed analysis of workloads and response times. The analysis of the workloads will begin with an in-depth study of the types of calls handled and their severity. The goal is to explicate the fundamental nature of the emergency medical challenge faced by the community's Fire Department. We will pay special attention to the most critical emergencies such as heart attack and serious vehicular accidents.

EMS CHALLENGES



EMS DEPARTMENT ACTIONS

For each call type, we will determine the time spent on-scene and the manpower personnel who worked the scene. These data will be aggregated to determine an overall average total time spent on fire calls per 24-hour period for each ambulance company and the unit hour utilization (UHU). We will also determine how much EMS calls contribute to the workload of fire engine companies since they also respond to most calls. We will document any dramatic variations by time of day and day of week as well as seasonal variations.

Response time is an important statistic in emergency service systems. We will determine not only average response time but also the distribution of response times for different call categories. We will also identify and review calls that experienced unusually long response times.

Analysis of the Busiest Hours of the Year

Fire departments often speak of the "worst case scenario" or "resource exhaustion" when developing staffing and deployment plans. In reality, an agency can never staff for the worst case scenario, because whatever situation can be envisioned, there can always be a more serious event that can be planned.

What is needed to make staffing and apparatus decisions is a clear understanding of what levels of demand can reasonably be expected over specific periods of time in a specific jurisdiction. For example, what are the busiest calls for service times over a one year period and what levels of staffing and apparatus were needed to handle this workload?

To answer this question requires a detailed analysis of calls for service, broken down minute by minute, identifying which units were busy and how many units remained available to respond to a new call for service. More sophisticated analysis can take into consideration available mutual aid resources.

There is significant variability in the number of calls from hour to hour. One special concern relates to the fire resources available for the highest workload hours. We tabulate the data for each of 8760 hours in the year. We identify how often the fire department will respond to more than a specified number of calls in an hour. In studying call totals, it is important to remember that an EMS run typically lasts, on average, a different amount of time than a fire category call.

Example of "Busiest Hour Analysis"

What follows is an example of an ICMA study of a fire department with 17 units staffed all the time. For the vast majority of these high volume hours, the total workload of all units combined is equivalent to 3 or fewer units busy the entire hour. For the ten highest volume hours, 0.1% of the hours, the total workload exceeded 3 hours. All of these high volume hours occurred between 10 a.m. and 9 p.m.

The hour with the most work was between 1000 and 1100 on September 12, 2009. The 21 calls involved 34 runs. The combined workload was 417 minutes. This is equivalent to 7 firefighting units being busy the entire hour. However, in the City there are 17 units staffed all of the time. During the worst portion of the hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were busy more than 30 minutes during this hour.

The hour with the most calls was between 1400 and 1500 on October 13, 2009. The 23 calls involved 28 runs. The combined workload was 379 minutes. This is equivalent to between 6 and 7 firefighting units being busy the entire hour. However, in the city there are 17 units staffed all of the time. During the worst portion of the hour, there were always at least 7 units still available to respond immediately. Only 3 of the 17 units were busy more than 30 minutes during this hour.

Table 1. Frequency Distribution of the Number of Calls

Number of Calls in an Hour	Frequency
0-5	6397
6-10	2263
11-15	98
16 or more	2

Observations:

- A total of 6,397 hours (73%) in a year have received 0-5 calls.
- A total of 2,263 hours (25.8%) in a year have received 6-10 calls.
- A total of 100 hours (1.2%) in a year have received 11 or more calls.

Table 2. Top Ten Hours with the Most Calls Received

HOURS	Number of Calls	Number of Runs	Total Busy Minutes
13-Oct-2009 1400	23	28	379
12-Sep-2009 1000	21	34	417
20-Jun-2009 2000	15	16	252
02-Feb-2009 1900	15	16	213
10-Jul-2009 1000	14	15	226
15-Feb-2009 1900	14	20	317
29-Jul-2009 1700	14	18	274
23-Feb-2009 1100	14	15	180
17-Mar-2009 1500	14	17	193
01-Mar-2009 1800	13	14	185

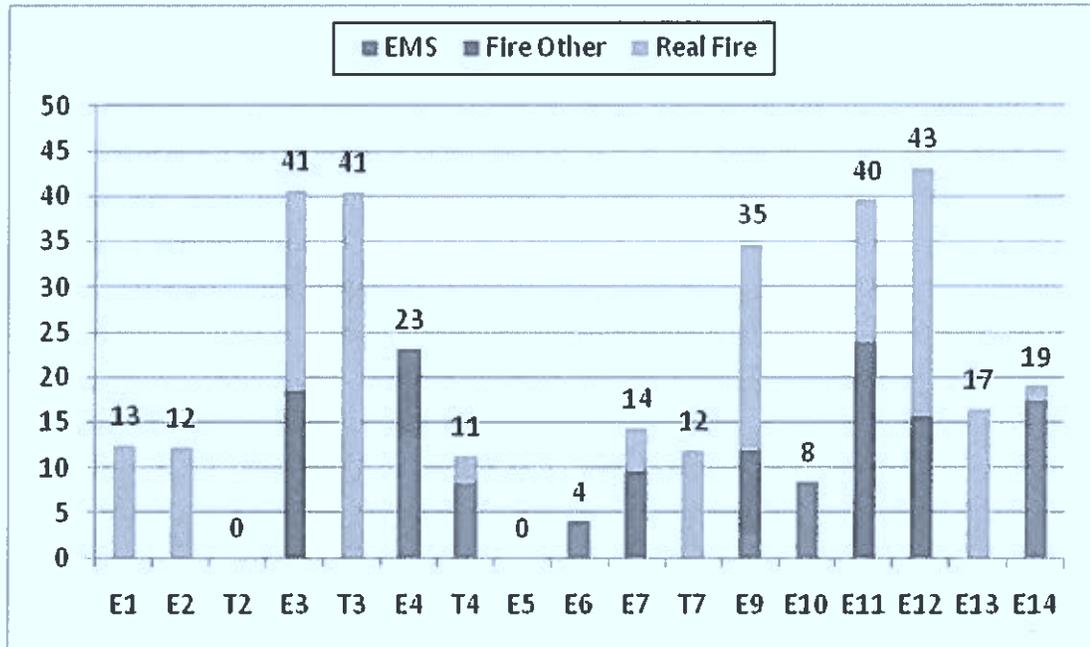
Table 3. Deployed Minutes by Unit for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009

Station	1	2	3	4	5	6	7	9	10	11	12	13	14	Number of Units	
Unit	E1	E2	E3	E4	E5	E6	E7	E9	E10	E11	E12	E13	E14	Busy	Free
0-5														1	16
5-10		1.9	0.7											3	14
10-15										0.6				7	10
15-20			0.5											8	9
20-25		1.1												7	10
25-30														5	12
30-35														5	12
35-40											1.3			6	11
40-45							1.2					1.6		9	8
45-50				1.8				1.8	1.9	1.6			1.7	11	6
50-55			0.9					2.5	0.8	2.5				12	5
55-60						0.8								11	6
Total	12.5	12.3	40.6	23.1	0.0	4.1	14.3	34.8	8.4	39.6	43.2	16.5	19.0		

Note: The numbers in the cells are the busy minutes within the 5 minute block. The cell values greater than 2.5 are coded as red. Observations:

- Between 10 a.m. and 11 a.m. on September 12, 2009, the fire department responded to 21 calls and dispatched 34 units to these calls.
- In the city there are 17 units staffed all of the time. During the worst portion of this hour, there were always at least 5 units still available to respond immediately. Only 5 of the 17 units were busy more than 30 minutes during this hour.

Figure 1. Workload by Unit and Call Type for the Hour between 10 a.m. and 11 a.m. on 12-Sep-2009



Observations:

- Engine companies E3, E11 and E12 were busy more than 40 minutes during this hour.
- Truck T3 was busy more than 40 minutes during this hour.
- Eleven units were busy less than 20 minutes. Two units responded to no calls.

Proposed Fees

The quotation of fees and compensation shall remain firm for a period of 90 days from this proposal submission.

ICMA will conduct the analysis of the fire, and EMS departments for \$66,000 exclusive of travel. The project would be billed in three installments: 40% within 14 days of signing the contract; 40% with delivery of the fire and EMS draft data analysis; 20% with delivery of the final report. Following delivery of the draft reports, the city will have 30 days to provide comments as to accuracy and a final report will be delivered within 30 days of the comment period.

A travel budget of \$5,000 is proposed.

NOTE: If the chief administrative officer of the jurisdiction is a member of ICMA, the fee, exclusive of travel, will be reduced by 10%.

Deliverables

Draft reports for fire/EMS will be provided for department review in electronic format.

In order to be ecologically friendly, ICMA will deliver the final report in computer readable material either by email or CD or both. The final reports will incorporate the operational as well as data analysis. Should the municipality desire additional copies of the report, ICMA will produce and deliver whatever number of copies the client request and will invoice the client at cost.

Should the City desire additional support or in-person presentation of findings, ICMA will assign staff for such meetings at a cost of \$2,000 per day/per person along with reimbursement of travel expenses.

Conclusion



Part of ICMA's mission is to assist local governments in achieving excellence through information and assistance. Following this mission, ICMA *Center for Public Safety Management* acts as a trusted advisor, assisting local governments in an objective manner. In particular, ICMA's experience in dealing with public safety issues combined with its background in performance measurement, achievement of efficiencies, and genuine community engagement, makes ICMA a unique and beneficial partner in dealing with issues such as those being presented in this proposal. We look forward to working with you further.



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Report on Contracts Awarded

Explanation: **Abstract:** The Director of Financial Services reports monthly the bids and/or contracts awarded over a certain dollar threshold by the Purchasing Manager and City Manager.

Explanation: The Director of Financial Services reports that the following contracts were awarded during the months of July and August, 2013.

Date Awarded	Description	Vendor	Amount	M/WBE
7/19/13	3 - 2013 Ford F150 Super Cab Pick Up Trucks Note-State Contract Purchase Contract #070G PO #080923	Capital Ford, Inc.	\$73,007.00	No
8/6/13	1- 2013 Toyota Tacoma 1-2013 Toyota Prius V 1-2013 Toyota Camry Note-State Contract Purchase Contract #070B PO #081090	Fred Anderson Toyota/Scion	\$71,845.46	No

Fiscal Note: Total funding in the amount of \$162,500 for the purchase of these vehicles was included in the 2013-2014 Vehicle Replacement Fund.

Recommendation: That the award information be reflected in the City Council minutes.

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Attachments / [click to download](#)



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Purchase of target system by the police department for use in firearms training

Explanation: **Abstract:** The police department wishes to use federal asset forfeiture funds to purchase a computer-controlled target system designed to create an interactive experience for the police officer that is currently unavailable in firearms training.

Explanation: Firearms training in law enforcement must evolve to allow officers the opportunity to participate in live-fire exercises that will better prepare them for the stressors encountered when the use of issued firearms is required. The JTS BLACK system is an interactive steel target system that allows the instructor to tailor a course of fire that is random and unpredictable for the officer in training. This requires the officer to make decisions, engage multiple threats from various distances and angles, and work more closely with fellow officers to ensure threats are engaged safely. This system is like none other and adds a factor that has not been provided before--the officer in training will not know how many rounds he/she must fire/hit the target with before it will fall. In light of the changing paradigms in law enforcement armed encounters, this system will better prepare the officer for the unfortunate times when deadly force with a firearm is needed.

Fiscal Note: This acquisition, if approved, will be made with federal asset forfeiture funds. The cost is \$45,300 including delivery, set-up, and training.

No bidding is necessary as this item is only available from one vendor. Three additional vendors, who have provided services to the Greenville Police Department, were contacted and each confirmed that they do not offer a similar product. These three vendors are "Action Target," "Qualification Targets Inc.," and "L.E. Targets Inc."

Recommendation: Approval to move forward with the acquisition of JTS Black Target system.

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City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Resolution Amending the Thresholds for the Formal and Informal Bidding Process in Order to Conform to the North Carolina Statutory Monetary Amounts for these Thresholds

Explanation: **Abstract:** The North Carolina General Statutes require that local governments follow a specified procedure and award criteria when contracting for goods or services when specified monetary amount thresholds are involved. Local governments may also use these procedures for other contracts when less than the statutory thresholds are involved. The resolution provides that the City of Greenville will conform with thresholds established by the North Carolina General Statutes.

Explanation: The North Carolina General Statutes require that certain contracts for the procurement of goods and services be awarded pursuant to a specified procedure and award criteria. The contracts which are governed by these statutory provisions 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).

Local governments have the option to apply these same procedures and award criteria to other contracts. The City of Greenville has done this as follows:

- (1) statutory informal bid procedure and award criteria when contracting for

the purchase of apparatus, supplies, materials, and equipment, costing:

- State - \$30,000 to \$90,000
- City - \$10,000 to \$90,000

(2) the statutory formal bid procedure and award criteria for contracts for construction or repair services, costing:

- State - \$500,000 or more
- City - \$300,000 or more

When developing the proposed Local Preference Policy for City Council consideration, this local decision was reviewed. The use of the statutory informal procedure and award criteria on the purchase of apparatus, supplies, materials, and equipment costing from \$10,000 to \$30,000 limits the contracts which would be subject to the Local Preference Policy. Since Council requested the strongest Local Preference Policy allowed by law, it is recommended that the City conform to the statutory established thresholds for these contracts.

It is also recommended that the City conform to the statutory thresholds specified for all other contracts and that these thresholds automatically change when state law changes without the necessity of further Council action.

Conforming to the monetary amount thresholds established by the North Carolina General Statutes is the standard practice for North Carolina cities.

Fiscal Note:

Amending the thresholds for the formal and informal bidding process will not have a fiscal impact.

Recommendation:

Adopt the attached resolution amending the thresholds for the formal and informal bidding process in order to conform to the North Carolina statutory monetary amounts for these thresholds.

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[Resolution Amending the Thresholds for the Formal and Informal Bidding Process 961307](#)

RESOLUTION NO. 13-____
RESOLUTION AMENDING THE THRESHOLDS FOR
THE FORMAL AND INFORMAL BIDDING PROCESS IN ORDER TO CONFORM TO THE
NORTH CAROLINA STATUTORY MONETARY AMOUNTS FOR THESE THRESHOLDS

WHEREAS, North Carolina General Statute 143-129 requires the City of Greenville to utilize a formal bidding process and an informal bidding process for the purchase of apparatus, supplies, materials, or equipment greater than certain monetary amounts and for construction or repair services greater than certain monetary amounts and North Carolina General Statute 143-64.31 requires that, unless exempted by a resolution of City Council, a best qualified selection procedure be utilized when securing architect, engineering, surveying, or construction management at risk services greater than a certain monetary amount;

WHEREAS, the City of Greenville uses the statutory monetary amounts for the formal and informal bids process but chose to use the \$300,000 monetary amount rather than the statutory \$500,000 monetary amount as the threshold for utilizing the statutory formal bidding process for construction or repair services and chose to use a \$10,000 monetary amount rather than the statutory \$30,000 monetary amount as the threshold for utilizing the statutory informal bid process for the purchase of apparatus, supplies, materials, or equipment and for construction or repair services; and

WHEREAS, it is appropriate for the thresholds used by the City of Greenville for the formal and informal bidding process to conform with the thresholds established by the North Carolina General Statutes:

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville as follows:

Section 1. The informal bidding process shall be utilized for the purchase of apparatus, supplies, materials, or equipment in all proposals in the estimated amount of thirty thousand dollars (\$30,000) to less than ninety thousand dollars (\$90,000) and for construction or repair services in all proposals in the estimated amount of thirty thousand dollars (\$30,000) to less than five hundred thousand dollars (\$500,000);

Section 2. The formal bidding process shall be utilized for the purchase of apparatus, supplies, materials, or equipment in all proposals in the estimated amount of ninety thousand dollars (\$90,000) or more and for construction or repair services in all proposals in the estimated amount of five hundred thousand dollars (\$500,000) or more.

Section 3. The best qualified selection process shall be utilized for architectural, engineering, surveying, or construction management at risk services in all proposals in the estimated amount of thirty thousand dollars (\$30,000) or more, unless City Council exempts the project from this process.

Section 4. The amounts, as herein set forth, for the formal bidding process, informal bidding process, and the best qualified selection process shall be adjusted automatically, without further action by City Council, to conform with the amounts established by the North Carolina General Statutes, when amended by the North Carolina General Assembly.

Section 5. The purchase of apparatus, supplies, materials or equipment and the contracting for services for which the formal bidding process, informal bidding process, or best qualified selection process is not required by the provisions of the North Carolina General Statutes and this resolution shall be accomplished utilizing a process determined to be in the best interest of the City of Greenville.

Section 6. All inconsistent provisions of former resolutions, ordinances, or policies are hereby repealed.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Resolution Exempting Projects from the Statutory Procurement Process Established by Article 3D of Chapter 143 of the North Carolina General Statutes when the Estimated Professional Fee is Less than Fifty Thousand Dollars

Explanation: **Abstract:** During the 2013 Session of the North Carolina General Assembly, a law was enacted which amended the monetary threshold amount and the types of services when certain professional service contracts may be exempted from the qualifications based selection process. A resolution is required in order to implement the new threshold and services established by this new law which is effective on September 23, 2013.

Explanation: During the 2013 Session of the North Carolina General Assembly, a law was enacted which amended the monetary threshold amount and the types of services when certain professional service contracts may be exempted from the qualifications based selection process. Prior to the new law, the required statutory selection process was a qualifications based selection process and it applied to contracts for architectural, engineering, surveying and construction management at risk services. By a resolution adopted by City Council on November 8, 2001, City Council, as allowed by law, exempted projects from the statutory selection process for architectural, engineering, or surveying services when the estimated professional fee was less than \$30,000. The new law raises the monetary threshold amount when a blanket exemption may be declared to \$50,000 and the services now included are architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services. The new law also eliminated the ability of the City to exempt a particular project from the statutory required qualifications based selection process for these services when the professional fee exceeds this threshold amount. Previously, a particular project, regardless of the amount of the fee, could be exempted in the sole discretion of the local government.

The new law has an impact on the proposed Local Preference Policy. Local preferences may be applied only when state or federal law does not required a

different procedure. Therefore, it is recommended that Council adopt a resolution which will exempt these services from the statutory selection process to the fullest extent allowed by law.

Fiscal Note: Amending the exemption from the statutory required qualifications based selection process will not have a fiscal impact.

Recommendation: It is recommend that City Council adopt the attached Resolution Exempting Projects from the Statutory Procurement Process Established by Article 3D of Chapter 143 of the North Carolina General Statutes when the Estimated Professional Fee is Less than Fifty Thousand Dollars

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 [RESOLUTION_EXEMPTING_PROJECTS_FROM_THE_STATUTORY_PROCUREMENT_PROCESS_962064](#)

RESOLUTION NO. -13
RESOLUTION EXEMPTING PROJECTS FROM THE STATUTORY PROCUREMENT
PROCESS ESTABLISHED BY ARTICLE 3D OF CHAPTER 143 OF THE NORTH
CAROLINA GENERAL STATUTES WHEN THE ESTIMATED PROFESSIONAL FEE IS
LESS THAN FIFTY THOUSAND DOLLARS

WHEREAS, the provisions of Article 3D of Chapter 143 of the North Carolina General Statutes establish a process for the procurement of architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services; and

WHEREAS, North Carolina General Statute 143-64.32 authorizes units of local government to exempt from the procurement process established by Article 3D of Chapter 143 of the North Carolina General Statutes proposed projects when the estimated professional fee is in an amount less than fifty thousand dollars (\$50,000);

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville as follows:

Section 1. Projects of the City of Greenville are hereby exempted from the statutory procurement process for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services in accordance with the provisions of Article 3D of Chapter 143 of the North Carolina General Statutes when the estimated professional fee is in an amount less than fifty thousand dollars (\$50,000).

Section 2. This resolution shall become effective on or after September 23, 2013.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Amendment to the authorized position allocations within the Planning Division of the Community Development Department

Explanation: **Abstract:** The Community Development Director is proposing to reclassify a vacant Planner II position within the division to a Planner I. The primary focus of the Planner I position will be to review various development requests to insure compliance with the provisions of the zoning ordinance and to implement the zoning compliance program.

Explanation: As a result of the retirement of the Site Plan Administrator within the Planning Division of the Community Development Department, a re-evaluation of duty assignments was completed. Adjustments in assignments resulted, and the Community Development Director recommends a reclassification of the Planner II position responsible for development administration duties to the classification of Planner I. This reclassification will promote additional cross training within the division and allow professional growth opportunities for existing qualified staff. In addition, this change will reduce the personnel costs of the division by approximately \$6,000 because the salary range for a Planner I is less than that of a Planner II.

Position Title	Current Number of Positions	Revised Number of Positions	Pay Grade
Planner II	4 (1 of the 4 positions is currently vacant)	3	114
Planner I	0	1	112

Fiscal Note: The requested reclassification is expected to reduce personnel costs by approximately \$6,000.

Recommendation: Approve the request to amend the position allocation within the Planning Division of the Community Development Department.

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City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Resolution approving an interlocal agreement with the Pitt-Greenville Convention and Visitors Authority

Explanation: **Abstract:** The Pitt-Greenville Convention and Visitors Authority markets and promotes activities relating to travel and tourism. In order to assist the Authority in performing this function, the supervision of the Authority's personnel by the City of Greenville is proposed.

Explanation: The Pitt-Greenville Convention and Visitors Authority promotes travel and tourism and makes tourism-related expenditures for Pitt County and the City of Greenville. The Authority is directed by a Board of Directors consisting of members appointed by the Pitt County Board of Commissioners, the City Council, and the President of the Board of Directors of the Chamber of Commerce. This Board of Directors establishes the policies for the Authority, which are carried out by the personnel of the Authority.

Supervision of the personnel of the Authority by the City will assist the Authority as it undertakes activities and programs which provide for the promotion of travel and tourism and makes other tourism-related expenditures to benefit areas within the corporate limits of Greenville and Pitt County. It is recommended that this supervision occur by the City Manager or designee of the City Manager. Supervision of the Executive Director of the Authority will occur in a manner similar to supervision of a Department Head by the City Manager. Supervision of the other employees will be indirect by being accomplished through the Executive Director of the Authority. The Board of Directors of the Authority will continue to retain the authority to appoint the personnel necessary to perform its functions and to approve, amend, implement, and maintain its pay plan, personnel policies, and employee benefits.

Attached is a copy of the interlocal agreement providing for the supervision of the Authority's personnel by the City of Greenville. It has a one (1) year term, but either the City or the Authority may terminate the agreement at any time with 30 days notice.

The Board of Directors of the Authority approved the interlocal agreement at its August 27, 2013, meeting.

Fiscal Note:

The interlocal agreement provides that the City will receive a monthly amount of \$1,000 which is to be utilized by the City for the purpose of promoting travel and tourism or making tourism-related expenditures.

Recommendation:

Approve the attached resolution which approves the interlocal agreement with the Pitt-Greenville Convention and Visitors Authority relating to the supervision of personnel.

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Attachments / click to download

- [☐ Resolution Approving Interlocal Agreement with the Pitt Greenville Convention and Visitors Authority Relating to the Supervision of Pers](#)
 - [☐ CVA Management Agreement Interlocal Agreement 960482](#)
-

RESOLUTION - 13
RESOLUTION APPROVING INTERLOCAL AGREEMENT WITH THE PITT-
GREENVILLE CONVENTION AND VISITORS AUTHORITY RELATING TO THE
SUPERVISION OF PERSONNEL

WHEREAS, pursuant to the provisions of North Carolina General Statute 160A-489 and the provisions of North Carolina General Statute 158-7.1, the City of Greenville is authorized to engage in marketing and promotion efforts relating to the convention center and travel and tourism;

WHEREAS, pursuant to the provisions of Chapter 143 of the 1987 Session Laws of the North Carolina General Assembly and Chapter 410 of the 1993 Session Laws of the North Carolina General Assembly, the Pitt-Greenville Convention and Visitors Authority is authorized to engage in marketing and promotion activities relating to the convention center and travel and tourism and is authorized to contract with any person, firm or agency to advise or assist it in the expenditure of funds; and

WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes empowers the City of Greenville and the Pitt-Greenville Convention and Visitors Authority to enter into an interlocal agreement in order to execute an undertaking whereby a unit of local government exercises any power, function, public enterprise, right, privilege, or immunity either jointly with or on behalf of another unit of local government;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the Interlocal Agreement with the Pitt-Greenville Convention and Visitors Authority to provide for the supervision of the personnel of the Pitt-Greenville Convention and Visitors Authority in order to assist it as it undertakes activities and programs which provide for the promotion of travel and tourism and other tourism-related expenditures to benefit areas within the corporate limits of Greenville and Pitt County, North Carolina.

BE IT FURTHER RESOLVED by the City Council of the City of Greenville that the Mayor is hereby authorized to execute the Interlocal Agreement for and on behalf of the City of Greenville.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

**NORTH CAROLINA
PITT COUNTY**

**INTERLOCAL
AGREEMENT**

THIS AGREEMENT, made and entered into this the ___ day of September, 2013, by and between the City of Greenville, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the CITY, and the Pitt-Greenville Convention and Visitors Authority, an authority duly organized and operating pursuant to the laws of the State of North Carolina, Party of the Second Part and hereinafter referred to as the AUTHORITY;

WITNESSETH:

WHEREAS, pursuant to the provisions of North Carolina General Statute 160A-489 and the provisions of North Carolina General Statute 158-7.1, the CITY is authorized to engage in marketing and promotion efforts relating to the convention center and travel and tourism;

WHEREAS, pursuant to the provisions of Chapter 143 of the 1987 Session Laws of the North Carolina General Assembly and Chapter 410 of the 1993 Session Laws of the North Carolina General Assembly, the AUTHORITY is authorized to engage in marketing and promotion activities relating to the convention center and travel and tourism and is authorized to contract with any person, firm or agency to advise or assist it in the expenditure of funds; and

WHEREAS, Part 1 of Article 20 of Chapter 160A of the North Carolina General Statutes empowers the CITY and the AUTHORITY to enter into an interlocal agreement in order to execute an undertaking whereby a unit of local government exercises any power, function, public enterprise, right, privilege, or immunity either jointly with or on behalf of another unit of local government;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and

promises contained herein, the parties hereto agree as follows:

1. Purpose. The purpose of this Agreement is to provide for the supervision of the personnel of the AUTHORITY in order to assist it as it undertakes activities and programs which provide for the promotion of travel and tourism and other tourism-related expenditures to benefit areas within the corporate limits of Greenville and Pitt County, North Carolina.
2. Marketing and Promotion. The AUTHORITY shall promote travel and tourism and make tourism related expenditures for Pitt County and the City of Greenville. Promotion of travel and tourism shall mean to advertise or market an area or activity, publish and distribute pamphlets and other materials, conduct market research, or engage in similar promotional activities that attract tourists or business travelers to the area. Tourism-related expenditures mean expenditures designed to increase the use of lodging facilities and to attract tourists or business travelers to the area.
3. Supervision. The CITY, by and through its City Manager or designee of the City Manager, shall supervise the personnel of the AUTHORITY including, but not limited to, the Executive Director of the AUTHORITY. Supervision of the personnel of the AUTHORITY by the City Manager or the designee of the City Manager shall be accomplished by direct supervision of the Executive Director of the AUTHORITY and indirect supervision, through the Executive Director of the AUTHORITY, of the other employees of the AUTHORITY. When supervising employees of the AUTHORITY, the City Manager or designee of the City Manager and the Executive Director of the AUTHORITY shall be in similar roles (other than the authority to appoint or dismiss employees) as the City Manager and a department head of the CITY. As such, the employees of the AUTHORITY will report to the Executive Director of the AUTHORITY and the Executive Director is responsible for the day to day operations

and employee performance evaluations. The Executive Director and the City Manager or designee of the City Manager will meet at least bi-weekly to review progress on the functions and activities of the AUTHORITY. Supervision includes, but is not limited to, the following:

- (a) Direct and supervise the employees of the AUTHORITY in the administration of the functions and activities of the AUTHORITY;
- (b) Provide oversight of the implementation of the policy directions of the Board of Directors of the AUTHORITY by the employees of the AUTHORITY;
- (c) Meet with the employees of the AUTHORITY, as necessary, in order to review the functions and activities of the AUTHORITY being performed by the employees of the AUTHORITY;
- (d) Evaluate the performance of the personnel of the AUTHORITY;
- (e) Recommend personnel actions to the Board of Directors of the AUTHORITY, as necessary; and
- (f) Make recommendations to the Board of Directors of the AUTHORITY related to the functions and activities of the AUTHORITY.

4. Meetings. The City Manager or designee of the City Manager shall attend the meetings of the Board of Directors of the AUTHORITY and of the Executive Committee of the AUTHORITY.

5. Retained Personnel Authority. The AUTHORITY, through its Board of Directors, shall continue to have the authority to appoint the personnel necessary to perform its functions and to approve, amend, implement, and maintain its pay plan, personnel policy, and employee benefits. As an illustration, the AUTHORITY maintains the authority to make personnel

decisions relating to its employees including, but not limited to, appointment, removal, suspension, and pay adjustments.

6. Payment. The AUTHORITY shall pay the CITY on a monthly basis the sum of One Thousand and No/100ths Dollars (\$1,000.00). Payment shall be made no later than fifteen (15) days after receipt of an invoice from the CITY. The CITY agrees that it will utilize the sums paid by the AUTHORITY for the purpose of promoting travel and tourism or making tourism related expenditures.
7. Duration. The term of this Agreement shall be for a period of one (1) year commencing on the first day of October 1, 2013. This Agreement may be extended for additional terms upon mutual agreement of the parties.
8. Cancellation. Either the CITY or the AUTHORITY may terminate this Agreement at any time, with or without cause, by providing written notice to the other party of its intent to terminate the Agreement at least thirty (30) days prior to the specified date of termination.
9. Indemnification. The AUTHORITY shall indemnify and hold harmless the CITY and its officers and employees against any liability, whatsoever, that may arise relating to the operations of the AUTHORITY, except that the CITY shall be responsible for any acts or omissions of the CITY or its officers and employees.
10. Notices. All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed sufficiently given when deposited in the mail, first-class postage prepaid, and addressed to the respective party as follows:

CITY:
City Manager
City of Greenville
P.O. Box 7207
Greenville, NC 27835

AUTHORITY:
Chairman
Pitt-Greenville Convention and Visitors Authority
P.O. Box 8027
Greenville, NC 27835

or to such other addresses as either party shall subsequently designate by notice given in accordance with this section.

11. Other Agreements. The provisions of this Agreement do not amend the provisions of other agreements in which the CITY and the AUTHORITY are both parties. Specifically, the provisions of this Agreement do not amend the provisions of the Interlocal Agreement between the CITY, the AUTHORITY, and Pitt County dated September 18, 1997, do not amend the provisions of the Memorandum of Understanding and Agreement between the CITY and the AUTHORITY dated July 1, 2011, and do not amend the provisions of the Operational Management Agreement between the CITY, the AUTHORITY, Exhibit Hall Managers, LLC, and Greenville Prime Investors, LLC, dated September 20, 2011. The provisions of the aforementioned agreements remain in full force and effect.
12. Assignment of Agreement. It is mutually agreed by the parties hereto that this Agreement is not transferable by any party without the written consent of the other party to this Agreement.
13. Entire Agreement. This Agreement constitutes the entire understanding of the parties.
14. Binding Effect. This Agreement shall be binding upon the successors and assigns of the parties.
15. Interpretation. All of the terms and conditions contained herein shall be interpreted in accordance with the laws of the State of North Carolina.
16. Amendments. This Agreement shall not be modified or otherwise amended except in writing

signed by the parties.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, in duplicate originals, as of the day and year first above written, all pursuant to authority duly granted.

CITY OF GREENVILLE

By: _____
Allen M. Thomas, Mayor

APPROVED AS TO FORM:

David A. Holec, City Attorney

PITT-GREENVILLE CONVENTION AND
VISITORS AUTHORITY

By: _____
Robert Sheck, Secretary

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Bernita Demery, Finance Director
City of Greenville

PRE-AUDIT CERTIFICATION

This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.

Bernita Demery, Deputy Finance Director
Pitt-Greenville Convention and Visitors Authority



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Resolution expressing support for the City of Greenville's participation in the *Let's Move! Cities, Towns, and Counties Initiative*

Explanation: **Abstract:** *The Let's Move! Cities, Towns and Counties (LMCTC) initiative is a program to help address the nation's childhood obesity epidemic. The National League of Cities, as well as the National Association of Counties, has partnered with Let's Move to advance this initiative. By passing this resolution, the City of Greenville will indicate its desire to join other cities, towns, and counties across the nation in becoming an LMCTC site, thereby endorsing and participating in the Let's Move initiative.*

Explanation: Changes in daily living patterns over the past several decades have resulted in many Americans having sub-standard diets coupled with inactive lifestyles. This has had a particularly negative impact on youngsters nationwide - including many right here in Greenville - who are now significantly overweight or even obese.

A lifetime of being overweight may be a short, as well as medically expensive, lifetime. It is imperative that we do what we can to encourage youngsters at an early age to eat well and participate in regular physical activity, through providing opportunities and incentives for continually making healthy choices regarding diet and activity levels.

Participation in the program requires working to accomplish five major goals intended to foster a reduction in childhood obesity.

Participating cities/counties/towns commit to, over time:

1. Helping early care and education program providers incorporate best practices for nutrition, physical activity and "screen time" into their programs.
2. Prominently displaying "MyPlate" in all municipally or county-owned or operated venues where food is served.

3. Increasing participation in the School Breakfast Program and National School Lunch Program.
4. Implementing healthy and sustainable food service guidelines aligned with the Dietary Guidelines for Americans in all municipally or county-owned or operated venues that serve food.
5. Mapping local play spaces, completing a needs assessment, developing an action plan, and launching a minimum of three proven policies, programs or initiatives aimed at increasing access to play.

The Recreation and Parks Department will take the lead role in this effort, and coordinate with Pitt County towards the attainment of some of the above goals.

Fiscal Note: Only minor expenses are anticipated, which will be absorbed through the Recreation and Parks operating budget.

Recommendation: Approve the resolution and endorse the City's participation in the *Let's Move* initiative.

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 [Let_s_Move_Resolution_961723](#)

RESOLUTION NO.
RESOLUTION EXPRESSING SUPPORT FOR THE CITY OF GREENVILLE'S
PARTICIPATION IN THE *LET'S MOVE! CITIES, TOWNS AND COUNTIES* INITIATIVE

WHEREAS, since the 1970s, the nation's childhood obesity rates have quadrupled and are now at epidemic levels, with over 23 million American youth — nearly one in three — being overweight or obese;

WHEREAS, overweight and obese children are at higher risk than their healthy-weight peers for a variety of serious illnesses;

WHEREAS, it is projected that over 30% of the boys and 20% of the girls born after 2000 will develop type two diabetes in their lifetimes;

WHEREAS, the estimated annual health care costs of obesity-related illnesses in the U.S. is \$190 billion;

WHEREAS, these costs are expected to rise significantly if today's obese children become tomorrow's obese adults;

WHEREAS, *Let's Move!* is a comprehensive initiative launched by First Lady Michelle Obama and dedicated to solving the challenge and long-term implications of childhood obesity; and

WHEREAS, local elected officials across North Carolina and the nation are stepping forward to help address the nation's childhood obesity epidemic by participating in the *Let's Move! Cities, Towns and Counties* initiative;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that the City does hereby support and endorse the mission of *Let's Move* and is committed to being a participant in this initiative.

BE IT FURTHER RESOLVED that the City Clerk is directed to send a copy of this resolution to the National League of Cities and the North Carolina League of Municipalities.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Ordinances amending Greenville Utilities Commission's capital project budget ordinances for the Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project and the Westside Pump Station and Force Main Project

Explanation: **Abstract:** Greenville Utilities Commission (GUC) seeks to amend the sewer capital project ordinances to reflect the funding source change for the Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project and the Westside Pump Station and Force Main Project.

Explanation: GUC received an EPA grant in the amount of \$291,000 for the Westside Pump Station and Force Main Project. The current budget for this project is \$15,287,368.98. The proposed budget amendment will decrease the State Revolving Fund (SRF) Loan funding source by \$291,000 and increase the EPA Grant funding source by \$291,000. The budget for the project will remain unchanged at \$15,287,368.98.

As part of the FY 2013-14 budget, the Board approved SCP 117 – Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project in the amount of \$3,360,000, and the funding source for the project was long-term debt. GUC received a State Revolving Loan which provides a much lower rate than other long-term financing options. The proposed budget amendment will decrease the long-term debt funding source by \$3,360,000 and increase the SRF Loan funding source by \$3,360,000. The budget for the project will remain unchanged at \$3,360,000.

On August 15, 2013, the GUC Board of Commissioners approved the amended capital project budgets and recommends similar action be taken by the City Council.

Fiscal Note: No costs to the City.

Recommendation: Adopt attached ordinances amending Greenville Utilities Commission's sewer capital project budget ordinances for the Westside Pump Station and Force Main Project and the Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project.

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 [Ordinance SCP 117](#)

 [Ordinance SCP 100](#)

ORDINANCE NO. 13-____
AMENDING ORDINANCE NO. 13-027
FOR SEWER CAPITAL PROJECT BUDGET
WWTP ULTRAVIOLENT DISINFECTION EQUIPMENT REPLACEMENT PROJECT

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

Section 1. The Sewer Capital Project Budget is amended, so that as amended, it shall read as follows:

	Current Budget	Change	Proposed Revised
Revenue:			
Long Term Debt	\$3,360,000.00	(\$3,360,000.00)	\$0.00
State Revolving Loan Fund	\$0.00	\$3,360,000.00	\$3,360,000.00
Total Revenue	\$3,360,000.00	\$0.00	\$3,360,000.00
 Expenditures:			
Project Cost	\$3,360,000.00	\$0.00	\$3,360,000.00
Total Expenditures	\$3,360,000.00	\$0.00	\$3,360,000.00

Section 2. All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the _____ day of _____, 2013

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

ORDINANCE NO. 13-____
AMENDING ORDINANCE NO. 12-006
FOR SEWER CAPITAL PROJECT BUDGET
WESTSIDE PUMP STATION AND FORCE MAIN PROJECT

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

Section 1. The Sewer Capital Project Budget is amended, so that as amended, it shall read as follows:

	Current Budget	Change	Proposed Revised
Revenue:			
Bond Proceeds-2008A Series	\$1,300,000.00	\$0.00	\$1,300,000.00
State Revolving Loan Fund	\$13,987,368.98	(\$291,000.00)	\$13,696,368.98
EPA Grant	\$0.00	\$291,000.00	\$291,000.00
Total Revenue	\$15,287,368.98	\$0.00	\$15,287,368.98
 Expenditures:			
Project Cost	\$15,287,368.98	\$0.00	\$15,287,368.98
Total Expenditures	\$15,287,368.98	\$0.00	\$15,287,368.98

Section 2. All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 3. This ordinance shall become effective upon its adoption.

Adopted this the _____ day of _____, 2013

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Budget ordinance amendment #2 to the 2013-2014 City of Greenville budget (Ordinance #13-026)

Explanation: **Abstract:** The budget amendment is for City Council to review and approve proposed changes to the adopted 2013-2014 budget.

Explanation: Attached is an amendment to the 2013-2014 budget ordinance for consideration at the September 9, 2013, City Council meeting. For ease of reference, a footnote has been added to each line item of the budget ordinance amendment, which corresponds to the explanation below:

A To appropriate funds not spent during the prior year to renovate the PAL Center at Eppes. These funds were approved during the June 10, 2013, City Council meeting (Total - \$27,000).

B To appropriate unspent funds received during prior year(s) as donations, for all departments. Similar carryovers occur annually (Total - \$148,262).

C To adjust the operating budget for the Bradford Creek Golf Course to align with the Plan of Action presented to the City Council during the June 10, 2013, meeting (Total - \$52,282).

D To reallocate budgeted funds approved as a "Transfer" into Capital Improvements, based on the nature of the expense. These funds will be used for the Dickinson Avenue Study (Total - \$150,000).

E To appropriate Program Income into the Housing Fund from funds received during the prior year. This appropriation takes place annually (Total - \$61,456).

F To reallocate budgeted funds approved as a "Transfer" into Capital Improvements, based on the nature of the expense. These funds will be used for preliminary engineering and architectural design for renovations of the South Greenville Recreation Center (Total - \$200,000).

Fiscal Note:

The budget ordinance amendment affects the following funds: increase the General Fund by \$227,544 and increase the Housing Fund by \$61,456:

<u>Fund Name</u>	<u>Original /Amended Budget</u>	<u>Proposed Amendment</u>	<u>Amended Budget 9/9/2013</u>
General	\$ 86,277,844	\$ 227,544	\$ 86,505,388
Housing	\$ 1,555,689	\$ 61,456	\$ 1,617,145

Recommendation:

Approve budget ordinance amendment #2 to the 2013-2014 City of Greenville budget (Ordinance #13-026)

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Attachments / click to download

 [Budget Amendment FY 2013_2014_958470](#)

ORDINANCE NO. 13-
CITY OF GREENVILLE, NORTH CAROLINA
Ordinance (#2) Amending the 2013-2014 Budget (Ordinance No. 13-026)

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

Section I: Estimated Revenues and Appropriations. **General Fund**, of Ordinance 13-026, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	ORIGINAL 2013-2014 BUDGET	#2 Amended 9/9/13	Total Amendments	Amended 2013-2014 Budget
ESTIMATED REVENUES				
Property Tax	\$ 30,725,377	\$ -	\$ -	\$ 30,725,377
Sales Tax	14,910,654	-	-	14,910,654
Video Prog. & Telecom. Service Tax	988,360	-	-	988,360
Rental Vehicle Gross Receipts	124,554	-	-	124,554
Utilities Franchise Tax	5,650,969	-	-	5,650,969
Motor Vehicle Tax	947,925	-	-	947,925
Other Unrestricted Intergov't Revenue	773,961	-	-	773,961
Powell Bill	2,190,005	-	-	2,190,005
Restricted Intergov't Revenues	906,300	-	56,961	963,261
Privilege License	635,694	-	-	635,694
Other Licenses, Permits and Fees	4,441,905	-	-	4,441,905
Rescue Service Transport	3,109,570	-	-	3,109,570
Parking Violation Penalties, Leases, & Meters	320,760	-	-	320,760
Other Sales & Services	594,405	C 27,803	27,803	622,208
Other Revenues	368,049	-	-	368,049
Interest on Investments	1,416,062	-	-	1,416,062
Transfers In GUC	6,482,380	-	-	6,482,380
Other Financing Sources	2,083,920	-	-	2,083,920
Appropriated Fund Balance	9,466,137	A,B,C 199,741	283,637	9,749,774
TOTAL REVENUES	\$ 86,136,987	\$ 227,544	\$ 368,401	\$ 86,505,388
APPROPRIATIONS				
Mayor/City Council	\$ 388,957	\$ -	\$ -	\$ 388,957
City Manager	1,307,015	-	-	1,307,015
City Clerk	273,769	-	-	273,769
City Attorney	453,843	-	-	453,843
Human Resources	2,632,937	-	-	2,632,937
Information Technology	3,089,753	-	-	3,089,753
Fire/Rescue	13,465,164	B 21,404	21,404	13,486,568
Financial Services	2,388,772	B 1,880	1,880	2,390,652
Recreation & Parks	7,532,229	B,C 140,051	140,051	7,672,280
Police	23,120,136	B 15,476	72,437	23,192,573
Public Works	10,196,796	-	(820,540)	9,376,256
Community Development	1,917,798	B 1,733	822,273	2,740,071
OPEB	350,000	-	-	350,000
Contingency	200,000	C 20,000	20,000	220,000
Indirect Cost Reimbursement	(1,014,572)	-	-	(1,014,572)
Capital Improvements	6,550,990	A,D 177,000	377,000	6,927,990
Total Appropriations	\$ 72,853,587	\$ 377,544	\$ 634,505	\$ 73,488,092
OTHER FINANCING SOURCES				
Debt Service	\$ 3,995,586	\$ -	\$ -	\$ 3,995,586
Transfers to Other Funds	9,287,814	D (150,000)	(266,104)	9,021,710
	\$ 13,283,400	\$ (150,000)	\$ (266,104)	\$ 13,017,296
TOTAL APPROPRIATIONS	\$ 86,136,987	\$ 227,544	\$ 368,401	\$ 86,505,388

Section II: Estimated Revenues and Appropriations. **Community Development Housing Fund**, of Ordinance 13-026, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	ORIGINAL 2013-2014 BUDGET		Amended 9/9/13	Total Amendments	Amended 2013-2014 Budget
<u>ESTIMATED REVENUES</u>					
Annual CDBG Grant Funding	\$ 781,037		\$ -	\$ 70,411	\$ 851,448
HUD City of Greenville	387,237		-	(29,261)	357,976
Program Income	-	E	61,456	61,456	61,456
Transfer from Small Business Loan	73,622		-	(22,622)	51,000
Transfer from General Fund	211,369		-	83,896	295,265
TOTAL REVENUES	\$ 1,453,265		\$ -	\$ 163,880	\$ 1,617,145
<u>APPROPRIATIONS</u>					
Housing Fund	\$ 1,453,265	E	61,456	\$ 163,880	\$ 1,617,145
Total Expenditures	\$ 1,453,265		\$ 61,456	\$ 163,880	\$ 1,617,145
TOTAL APPROPRIATIONS	\$ 1,453,265		\$ 61,456	\$ 163,880	\$ 1,617,145

Section III: All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Presentations by Boards and Commissions

- a. Firefighter's Relief Fund Committee
- b. Public Transportation and Parking Commission
- c. Recreation and Parks Commission

Explanation: The Firefighter's Relief Fund Committee, Public Transportation and Parking Commission, and Recreation and Parks Commission will make their annual presentations to City Council at the September 9, 2013, City Council meeting.

Fiscal Note: N/A

Recommendation: Hear the presentations from the Firefighter's Relief Fund Committee, Public Transportation and Parking Commission, and Recreation and Parks Commission

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

Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Approval of Scope and Fee for Uptown Parking Deck Design Services

Explanation: **Abstract:** Development of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. The City Council has selected Walker Parking Consultants/Engineers, Inc. as the lead design firm for the project. The next step in the construction process is to engage Walker Parking to complete design of the parking deck.

Explanation: Review of opportunities for construction of a parking deck in Greenville's Uptown Commercial District was identified as a goal by the City Council for the current year. City Council has selected a City-owned parking lot at the corner of 4th and Cotanche Streets for construction of the parking deck. In December of 2012, the Greenville City Council authorized staff to move forward with a procurement process that would culminate with selection of a construction manager at risk (CMAR) to oversee construction of the municipal parking deck. City Council selected Barnhill Contracting Company to serve as construction manager for the parking deck project in May of 2013.

Following selection of the construction management firm, City staff utilized a competitive procurement process in order to select a qualified design firm to complete construction plans for the parking deck project. Following a recommendation from City staff, the City Council selected Walker Parking as lead design firm at the August 5, 2013, City Council meeting. Walker is a specialty parking firm who has completed tens of thousands of parking deck spaces in projects throughout North Carolina and the United States. In addition, Walker has joined forces on this project with local firms to include Robert Griffin Architecture, Rivers and Associates, as well as The East Group.

One unique advantage offered by Walker Parking is their ability to advise the City on parking fee and space allocation for the parking deck. While a combination of lease, hourly, and free parking has been initially identified by staff for the deck, Walker will be able to advise the City on how to maximize efficient use and cost recovery for the parking deck based on their years of experience managing similar parking structures across the United States.

Fiscal Note:

Walker Parking Consultants/Engineers, Inc. has agreed to complete all site analysis, design development, and construction document development services for a fee not to exceed \$272,000. Funding for this portion of the project is available through a capital project budget ordinance approved by the Greenville City Council in June 2013. With such approval, General Fund dollars may be used to pay for these and other expenses associated with construction of the parking deck and may be subsequently reimbursed to the General Fund once the City takes on debt to pay for the project.

Recommendation:

Authorize the City Manager to enter into a design services contract with Walker Parking Consultants/Engineers, Inc. in an amount not to exceed \$272,000.

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

Attachments / click to download

 [Parking Deck Proposal](#)



Walker Parking Consultants
13860 Ballantyne Corporate Place
Suite 140
Charlotte, NC 28277

Office: 704-247-6230
Cell: 704-608-0487

August 28, 2013

Carl J. Rees
Economic Development Officer
City of Greenville
201 W. Fifth Street
Greenville, NC 27834

Re: Professional Services Proposal
Uptown Parking Deck
Greenville, North Carolina
Walker Proposal No. 13CLT030

Dear Carl:

Walker Parking Consultants is pleased to submit this proposal for prime design services for the new Uptown Parking Deck for the City of Greenville. Our proposal is based on information contained in the original RFP and from our scoping meeting held on August 6, 2013. The following proposal includes Walker's understanding of the project, proposed scope of services, proposed schedule, and professional fees.

PROJECT UNDERSTANDING

As part of an uptown economic development initiative, the City of Greenville has decided to invest in a public parking deck to be located in an active area of uptown. The parking deck will be sized to accommodate 250-275 spaces and will be located on the southwest corner of Cotanche and Fourth Streets. The areas adjacent to the parking deck will be designed as public pedestrian-friendly alleys providing plaza-style links to Evans, Fourth, and Cotanche.

The parking deck is expected to equivalent in height to a 3-story building (4 parking tiers) and will have a footprint of approximately 190 feet long by 122 feet wide. The deck will likely be constructed of precast concrete. Two stair/elevator towers are envisioned and will be placed in locations of predominate pedestrian flow. The user groups are expected to be credentialed monthly parkers and paid hourly parkers. Parking is expected to be complimentary on nights and weekends.

SCOPE OF SERVICES

Walker will serve as the prime consultant for the project and will contract with and coordinate various consultants as will be discussed below. **Walker** will provide parking consulting, functional



design, and structural engineering for the parking structure with in house staff. We will also provide project management and coordination of specific design disciplines including architecture, civil engineering, mechanical/electrical/plumbing engineering, and traffic engineering.

As parking deck experts, **Walker** will take a lead role in determining the size, height, and placement of the deck on the site, and locations of vehicle entry and exit points. Walker will also layout the parking stalls, design and detail the garage signage, configure the entry/exits, perform a code analysis, specify the access control equipment, and will provide various material specifications. **Walker** will also provide all structural engineering for the parking deck including durability features, waterproofing, and associated specifications. We will also provide recommendations for floor drainage, lighting levels and fixture types, stairs and elevators, and pedestrian movements based upon parking structure design best practices.

The design team will include the following consultants:

- **RGG Architecture** will serve as the architect for the project. RGG will focus on the exterior appearance of the structure as well as stairs, elevators, and pedestrian movements.
- **Rivers & Associates** will serve as the civil engineer and landscape architect. Rivers will be handling all aspects of civil engineering for the project, including grading, utilities, and street tie-ins. Rivers will also be a key player in the layout of the pedestrian plazas and alleys.
- **The East Group** will provide mechanical, electrical, plumbing, and fire protection services.
- **Davenport Transportation Consultants** will be the traffic engineer for the project. Davenport will provide a limited traffic impact analysis and will consult with the team on the entry/exit locations.
- **Harris & Associates** will provide cost estimates as needed during the design phase for budget control.

We anticipate that the project will consist of traditional design phases including Schematic Design, Design Development, Construction Document, Bidding, and Construction Administration. To determine the look and feel of the parking deck, a conceptual phase consisting of elevation and site studies will be conducted concurrent with schematic design. Also, a public input session will be held to invite ideas from the community. The schematic/conceptual phase will culminate with a presentation to the City Council.

Our full scope of services is outlined below:



A. SITE ANALYSIS AND CONCEPT DESIGN

1. Attend bi-weekly planning meetings with the City of Greenville personnel and various stakeholder groups.
2. Confirm program requirements for the project, such as construction cost budget, height limitations, parking capacity, elevator requirements, user needs (visitors, employees, etc.), parking controls, security requirements, ceiling heights, stall/aisle widths, etc.
3. Working with the Owner and design team, determine location of the deck on the site including orientation of parking bays, bay sizes, and setbacks.
4. Determine location of vehicular entrances and exits based upon user arrival/departure patterns and existing peak hour traffic on adjacent streets.
5. Develop up to three different functional design options including various ramping schemes, parking angles, traffic flow, etc. Discuss the advantages and disadvantages of each scheme with the owner and design team and reach a consensus as to the preferred scheme.
6. Conduct an exterior elevation study to assist in determining the architectural direction of the parking deck.
7. Conduct a site study to determine the extent of the pedestrian plaza/alley areas and relocation options for the trash and recycle units currently located on the site.
8. Design the parking geometrics including stall sizes and angles, and drive aisle sizes.
9. Design typical floor slopes for positive drainage and patron comfort to include establishing floor elevations and locating floor drains and mechanical risers.
10. Determine structural framing system and column spacing which respects the parking layout and turning maneuverability while providing a cost-effective design.
11. Prepare and present schematic drawings which will illustrate facility size, internal traffic flow, parking geometry, ingress/egress, stair and elevator locations, floor elevations, etc.
12. Attend and help facilitate a public input session on September 9, 2013.
13. Provide a rendering of the preferred architectural solution and present to City Council at their early October meeting.



14. Assist construction manager in preparation of a Request for Proposal for early selection of a precast manufacturer. Respond to pre-bid questions and provide input as needed on evaluation of bids and final selection.
15. Conduct a traffic impact analysis with input from the city traffic engineer. Make appropriate adjustments to the project plan if needed.

B. CONSTRUCTION DOCUMENTS

1. Attend bi-weekly planning meetings with the City of Greenville personnel, construction manager, and others as needed. Also attend parking advisory meetings as requested.
2. Further develop the approved schematic design to evaluate appropriate systems with particular emphasis on architectural expression, function, durability, electrical systems, mechanical systems, and overall economy.
3. Evaluate building code implications such as firewalls, openness, mechanical ventilation, fire safety, handicap accessibility, etc.
4. Prepare 50% construction drawings and preliminary specifications. Discuss and determine any construction phasing requirements for the project.
5. Perform a durability analysis for the selected structural system and make recommendations to the Owner regarding options to maximize the life of the structural system and reduce life cycle and maintenance costs.
6. In cooperation with the Owner, establish the method of operation, access control, and revenue control, if any, for the facility. Specify the equipment for the parking access control system and revenue control system with input from the University.
7. Design entry/exits, islands, curbs, queuing areas, etc. consistent with the selected method of operation. Evaluate vehicle egress locations and functionality with regards to external traffic flows around the site.
8. Coordinate technical work activities between disciplines.
9. Work with the construction manager and selected precast manufacturer to produce an efficient and cost-effective structural design.
10. Prepare construction drawings and technical specifications for selected design disciplines, including civil engineering, landscaping, architecture, life safety, parking, structural, mechanical, electrical, plumbing, and fire protection.



11. Conduct milestone printing at 90% complete construction documents. Work with construction manager on constructability and potential value engineering options.
12. Make revisions as needed to the 90% drawings and specifications based on feedback from the owner and construction manager.
13. Issue final construction documents and specifications to the owner and construction manager.
14. Deliverables will be provided electronic format (PDF) as needed by all parties. Access will be provided to Walker's FTP site or other project website for transmission of electronic data.

C. PRECONSTRUCTION AND CONSTRUCTION ADMINISTRATION

1. Assist construction manager in the City of Greenville building department permitting process.
2. Provide interpretations of documents and respond to bidder questions.
3. Evaluate substitution requests or value engineering suggestions from the trade contractors.
4. Attend a pre-construction jobsite meeting.
5. Attend periodic construction progress meetings.
6. Perform construction observations in conjunction with the progress meetings on an average of once every two (2) weeks during construction. A total of twelve (12) visits are included in the basic services for the parking structure. A report shall be issued following each jobsite visit describing the status of the construction.
7. Design team will review shop drawings and materials sample submittals relative to each discipline.
8. For parking consulting services, provide a site visit to review signage installation and to review parking equipment installation.
9. Issue interpretations and clarifications as requested and respond to Requests for Information.
10. Prepare a final punch list for the parking structure and participate in a final punch list review.



11. Assist the General Contractor in the preparation of maintenance and operational manuals for the parking structure, including contractor warranties, system description and maintenance procedures.
12. Perform an eleventh-month warranty review walk-through.

SCHEDULE

After consultation with the City of Greenville and the construction manager, the following is an anticipated schedule of deliverables:

Concepts/Schematic Design:	August 26, 2013 to October 7, 2013
▪ Public Input Session	9/9/13
▪ Complete schematic design package	9/27/13
▪ Assist with Precaster RFP	9/27/13 to 10/7/13
▪ City Council Presentation	10/7/13
Construction Documents	October 8, 2013 to February 11, 2014
▪ Release precaster RFP & Schematics	10/8/13
▪ Select precaster	10/29/13
▪ Issue Site Plan approval drawings on	10/29/13
▪ 50% CD Printing	11/11/13
▪ Value Engineering meetings with precaster	11/21/13
▪ 90% CD printing	12/20/13
▪ Owner/CM Review	12/30/13 to 1/14/14
▪ Finalize construction documents	1/15/14 to 2/11/14
Permitting/Bidding/Construction Administration	February 12, 2014 to November 12, 2014
▪ Issue permit set	2/12/14
▪ Permit review	2/12/14 to 3/4/14
▪ Review precast shop drawings	2/17/14
▪ Review foundation/rebar drawings	3/31/14
▪ Construction Start	4/25/14



Carl Rees
City of Greenville
Uptown Parking Deck
Page 7

PROFESSIONAL FEES

For the scope of services discussed above we propose a lump sum design fee of **\$270,000** plus reimbursable expenses. Normal reimbursable expenses include travel, plotting, reproduction, communications, and delivery. We estimate that expenses will not exceed \$8,000. Our General Conditions for Design Services are enclosed for your review. The fee may be broken out in phases as follows:

Site Analysis and Concept Design	25%	\$64,500
Construction Documents	45%	\$116,100
Pre-Construction & Construction Administration	30%	\$77,400
Sub-Total		\$258,000
<hr/>		
Traffic Impact Analysis	Lump Sum	\$12,000
Total Fee		\$270,000

AUTHORIZATION

Trusting that this meets with your approval, we ask that you sign in the space below to acknowledge your acceptance of the terms contained herein, and to confirm your authorization for us to proceed. We will follow up with an AIA Document B-101 "Standard Form of Agreement Between Owner and Architect".

Sincerely,

WALKER PARKING CONSULTANTS

Joey, D. Rowland, P.E.
Managing Principal

Enc. *General Conditions for Design Services*

AUTHORIZATION: City of Greenville

Accepted by: _____

Printed Name: _____

Title: _____

Date: _____

GENERAL CONDITIONS OF AGREEMENT FOR DESIGN SERVICES



SERVICES

Walker Parking Consultants ("WALKER") will provide the CLIENT professional services that are limited to the work described in the attached letter ("the services"). Any additional services requested will be provided at our standard hourly rates or for a mutually agreed lump sum fee. The services are provided solely in accordance with written information and documents supplied by the CLIENT, and are limited to and furnished solely for the specific use disclosed to us in writing by the CLIENT. No third-party beneficiary is contemplated. All documents prepared or provided by WALKER are its instruments of service, and any use for modifications or extensions of this work, for new projects, or for completion of this project by others without WALKER's specific written consent will be at CLIENT's sole risk.

PAYMENT FOR SERVICES

WALKER will submit monthly invoices based on work completed plus reimbursable expenses. Reimbursable expenses will be billed at 1.15 times the cost of travel and living expenses, purchase or rental of specialized equipment, photographs and renderings, document reproduction, postage and delivery costs, long distance telephone and facsimile charges, additional service consultants, and other project related expenses. Payment is due upon receipt of invoice. If for any reason the CLIENT does not pay WALKER within thirty (30) days of date of invoice, WALKER may, at its option, suspend or withhold services. The CLIENT agrees to pay WALKER a monthly late charge of one and one half percent (1½%) per month of any unpaid balance of the invoice plus attorney's fees and other costs incurred to collect the unpaid sum.

STANDARD OF CARE

WALKER will perform the services in accordance with generally accepted standards of the profession using applicable building codes in effect at time of execution of this Agreement. WALKER's liability caused by its acts, errors or omissions shall be limited to \$1,000,000.

PERIOD OF SERVICE

In the event that no contract administration phase services are to be provided by WALKER, services shall be complete the earlier of (1) the date when final documents are accepted by the CLIENT or (2) thirty days after final documents are delivered to the CLIENT. If contract administration phase services are provided by WALKER, services shall be complete upon the earlier of (1) the time of approval by WALKER of final payment to the contractor or (2) thirty (30) days after completion of the work designed by WALKER.



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Facility Type Alternatives for the Greenville Transportation and Activity Center

Explanation: **Abstract:** The Greenville Transportation and Activity Center (GTAC) is a planned transportation transfer facility where local and regional transportation services will connect. The facility is planned to be located on the southwest corner of Pitt Street and Bonners Lane. Several facility type alternatives, including associated cost estimates, will be presented for City Council's consideration.

Explanation/Description of Project: The Greenville Transportation and Activity Center (GTAC), formerly called the Greenville Intermodal Transportation Center (ITC), is a planned facility that will encourage and facilitate the use of multiple modes of transportation within the City, provide a central access point where people can transfer from one mode to another, and create a hub of activity not just for transportation, but also for revitalization and economic development.

The GTAC will serve as a transfer facility where local and regional transportation services will connect. The Greenville Area Transit System (GREAT), Pitt Area Transit System (PATS), ECU Transit, and potentially Greyhound, will all utilize the facility for connections along with taxi service, the new Amtrack Bus Connector, bicyclists, and pedestrians. The facility may also accommodate airport, medical district, and hotel shuttles with future passenger rail service also a possibility nearby.

This new facility is intended to replace the current transfer point located on Reade Street between Third and Fourth Streets. The current transfer point has only two shelters with benches, lacks restroom facilities or any other rider amenities, and is generally considered inadequate. The GTAC, as proposed, will provide a modern transfer facility with seating, restrooms, vending, and other amenities that will meet the needs of both current transit riders, future transit riders, and others that will utilize the center such as taxi riders, bicyclists, pedestrians, and various shuttle riders. Two of the three facility type alternatives

to be presented provide customer seating and other amenities in a temperature-controlled environment.

Facility Type Alternatives:

In December 2012, City Council selected Site 5, property at the corner of Pitt Street and Bonners Lane, as the locally preferred alternative for the GTAC facility. At that time, City Council also asked that staff develop and return with alternatives for facility size and programming to include estimated costs. Since then, City staff has worked with the consultant to develop several facility designs (size, operational options, and associated costs). To determine off-site improvement costs, bus routing was developed to and from the site. In August 2013, these facility designs were presented to the two project steering committees and to the Public Transportation and Parking Commission for their input. Each group recommended that the City pursue the Full Program facility.

The three facility design alternatives include a Minimal Program facility, Intermediate Program facility and Full Program facility. The basic site layouts, bus routing and non-building related capital costs for all three facility types are the same (see attached site plans and cost estimates). The difference in the various facilities are the size, service levels, ancillary components, and building costs (see attached building layouts and cost estimates).

Next Steps:

Complete the current study with Moser, Mayer, Phoenix & Associates (MMP). This includes:

- Refine facility type, layout, and associated budget as needed
- Complete Categorical Exclusion (CE) or Environmental Impact Study (EIS)

Move forward with next phase of work:

- FTA approvals (including additional grant funding)
- Land acquisition
- Final design (architectural and engineering)
- Construction

Fiscal Note:

Facility Capital Costs:

The source of funds to complete the site selection process, environmental investigation and permitting, land acquisition, and construction of the proposed transportation center are based on a cost share formula wherein 80% is federal, 10% is state, and 10% is local. To date, the City has received a grant for \$2,867,722, of which approximately \$230,000 has already been spent on previous activities or is dedicated to the current contract with Moser, Mayer, Phoenix & Associates.

The projected capital cost for the three facility type alternatives are as follows:

- Minimal Program facility: \$5,508,842 (local contribution of \$559,000)
- Intermediate Program facility: \$5,917,713 (local contribution of \$592,000)
- Full Program facility: \$7,917,144 (local contribution of \$792,000)

For reference, the projected capital cost for the initial locally preferred site and facility type was \$11,051,812 in 2008 (approximately \$12,446,135 after adjusting for inflation through 2014). This project would have required a local match of approximately \$1,245,000).

It should be noted that the City currently has \$614,000 of local funds already budgeted for this project (in a capital account). As such, it is anticipated that either the Minimal Program or Intermediate Program facilities could be constructed without additional City contribution. An additional City contribution of approximately \$178,000 would be needed to construct the Full Program facility.

Facility Operational Costs:

It is recognized that any new City building or facility will include operational costs. Staffing, security, custodial services, building maintenance, supplies, and utilities are some of the expected costs to operate a transportation center. Operational costs for the three facility type alternatives have been developed based upon the facility being open (for 71 hours a week) and applicable cost share formulas. The local portion of such operational costs would be provided through the City's General Fund. A detailed accounting of these anticipated annual operational costs are attached and reflect the following:

- Minimal Program facility: \$157,780 (local contribution of \$71,042)
- Intermediate Program facility: \$166,840 (local contribution of \$74,222)
- Full Program facility: \$198,565 (local contribution of \$84,163)

Recommendation: Consider selecting one of the three facility type alternatives as the preferred facility type for the Greenville Transportation and Activity Center.

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

Attachments / click to download

- [GTAC Facility Options](#)
- [GTAC Costs](#)
- [Background Summary](#)



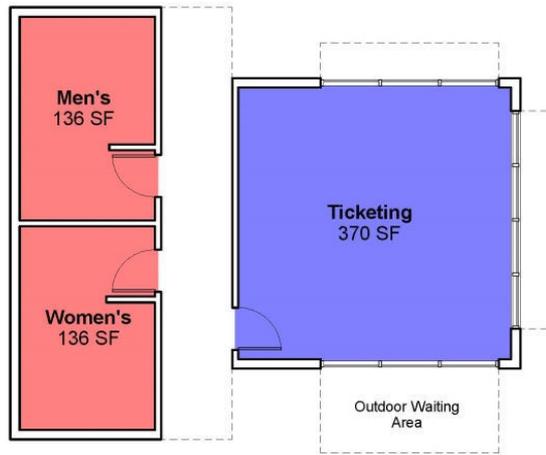
GREENVILLE TRANSPORTATION and ACTIVITY CENTER

OPTION 1 - MINIMAL PROGRAM



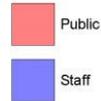
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REV 05-14-13





① Level 1
1/8" = 1'-0"

Department Legend



Room Schedule	
Name	Area
Ticketing	370 SF
Women's	136 SF
Men's	136 SF
	642 SF

"Minimal Program"

Greenville
Transportation and
Activity Center
(GTAC)
City of Greenville, NC



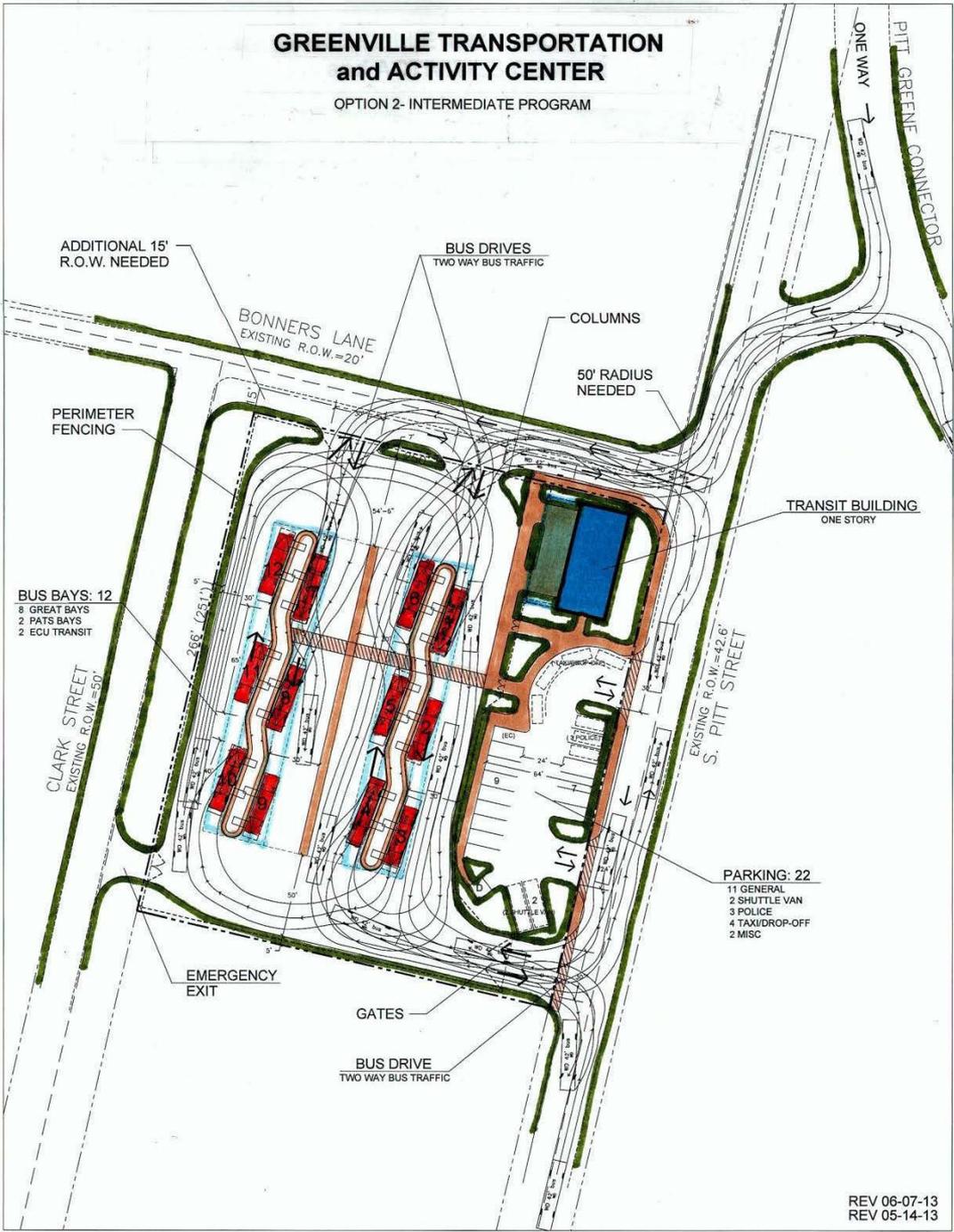
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GREENVILLE TRANSPORTATION and ACTIVITY CENTER

OPTION 2- INTERMEDIATE PROGRAM



ADDITIONAL 15'
R.O.W. NEEDED

BUS DRIVES
TWO WAY BUS TRAFFIC

BONNERS LANE
EXISTING R.O.W. = 20'

COLUMNS

50' RADIUS
NEEDED

PERIMETER
FENCING

TRANSIT BUILDING
ONE STORY

BUS BAYS: 12
8 GREAT BAYS
2 PATS BAYS
2 ECU TRANSIT

CLARK STREET
EXISTING R.O.W. = 50'

EXISTING R.O.W. = 42.6'
S. PITT STREET

PARKING: 22
11 GENERAL
2 SHUTTLE VAN
3 POLICE
4 TAXI/DROP-OFF
2 MISC

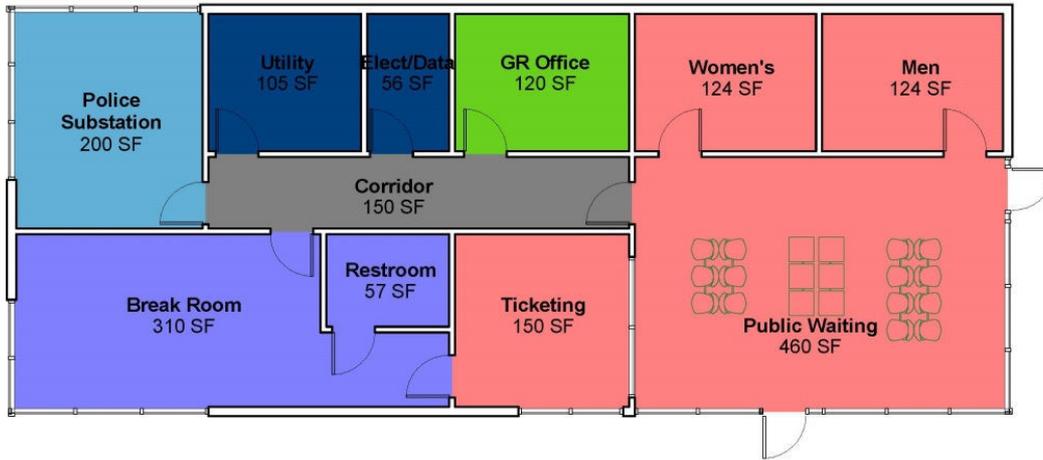
EMERGENCY
EXIT

GATES

BUS DRIVE
TWO WAY BUS TRAFFIC

REV 06-07-13
REV 05-14-13





Room Schedule	
Name	Area
Police Substation	200 SF
Utility	105 SF
Elect/Data	56 SF
GR Office	120 SF
Women's	124 SF
Men	124 SF
Public Waiting	460 SF
Ticketing	150 SF
Restroom	57 SF
Break Room	310 SF
Corridor	150 SF
	1856 SF

① Level 1
1/8" = 1'-0"

Department Legend



"Intermediate Program"

Greenville
Transportation and
Activity Center
(GTAC)
City of Greenville, NC





GREENVILLE TRANSPORTATION and ACTIVITY CENTER

OPTION 3 - FULL PROGRAM



ADDITIONAL 15'
R.O.W. NEEDED

BUS DRIVES
TWO WAY BUS TRAFFIC

BONNERS LANE
EXISTING R.O.W.=20'

COLUMNS

50' RADIUS
NEEDED

PERIMETER
FENCING

TRANSIT BUILDING
TWO STORIES

BUS BAYS: 12
9 GREAT BAYS
2 PATS BAYS
2 ECU TRANSIT

EXISTING R.O.W.=42.6'
S. PITT STREET

PARKING: 20
9 GENERAL
2 SHUTTLE VAN
3 POLICE
4 TAXI/DROP-OFF
2 MISC

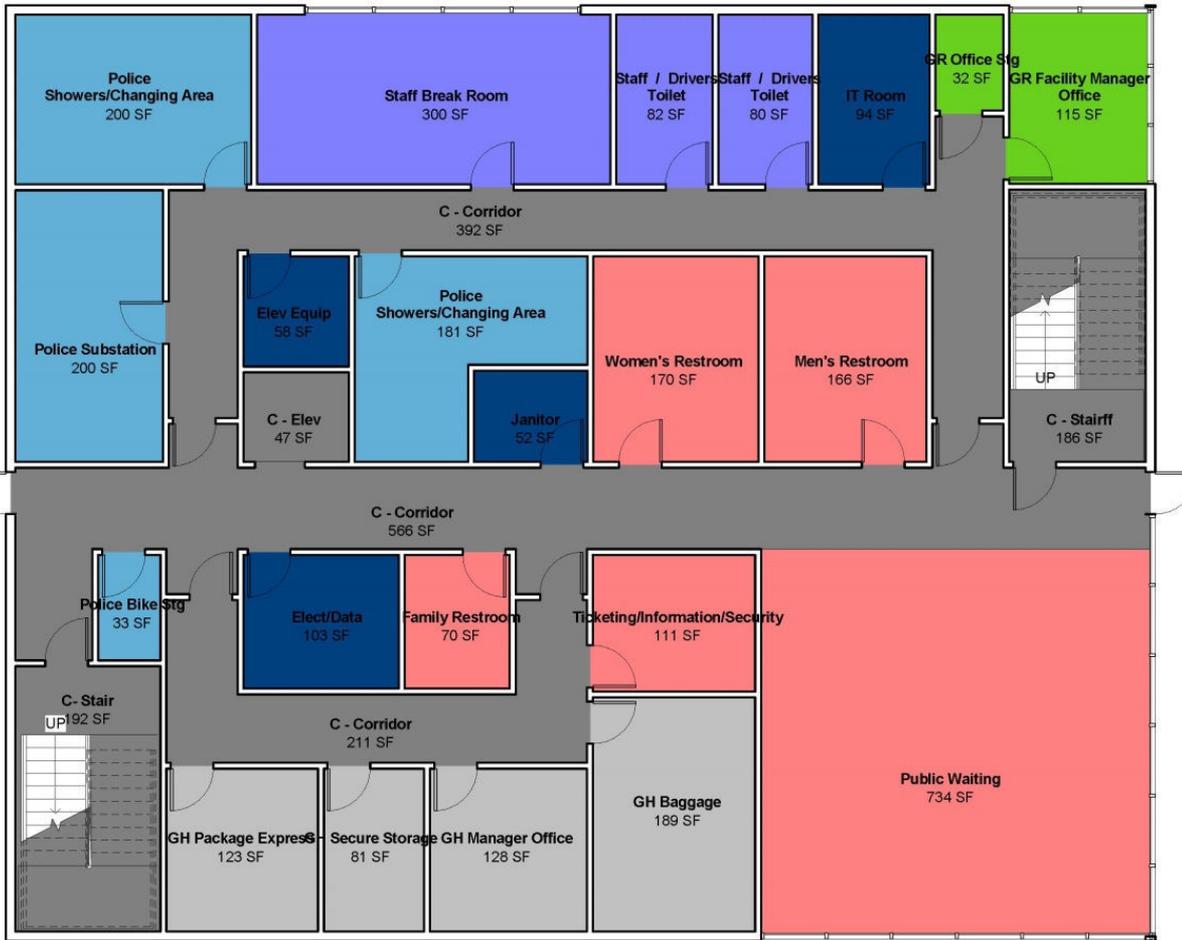
EMERGENCY
EXIT

GATES

BUS DRIVE
TWO WAY BUS TRAFFIC

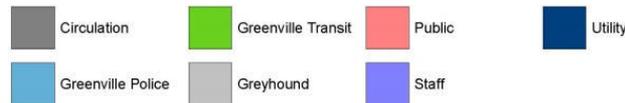
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① Level 1
1/8" = 1'-0"

Department Legend



Level 1 - Room Schedule			
Level	Name	Count	Area
Level 1	C - Corridor	3	1168 SF
Level 1	C - Elev	1	47 SF
Level 1	C - Stairff	1	186 SF
Level 1	C - Stair	1	192 SF
Level 1	Elect/Data	1	103 SF
Level 1	Elev Equip	1	58 SF
Level 1	Family Restroom	1	70 SF
Level 1	GH Baggage	1	189 SF
Level 1	GH Manager Office	1	128 SF
Level 1	GH Package Express	1	123 SF
Level 1	GH Secure Storage	1	81 SF
Level 1	GR Facility Manager Office	1	115 SF
Level 1	GR Office Stg	1	32 SF
Level 1	IT Room	1	94 SF
Level 1	Janitor	1	52 SF
Level 1	Men's Restroom	1	166 SF
Level 1	Police Bike Stg	1	33 SF
Level 1	Police Showers/Changing Area	2	381 SF
Level 1	Police Substation	1	200 SF
Level 1	Public Waiting	1	734 SF
Level 1	Staff / Drivers Toilet	1	82 SF
Level 1	Staff / Drivers Toilet	1	80 SF
Level 1	Staff Break Room	1	300 SF
Level 1	Ticketing/Information/Security	1	111 SF
Level 1	Women's Restroom	1	170 SF
			4895 SF

"Full Program"

Greenville
Transportation and
Activity Center
(GTAC)

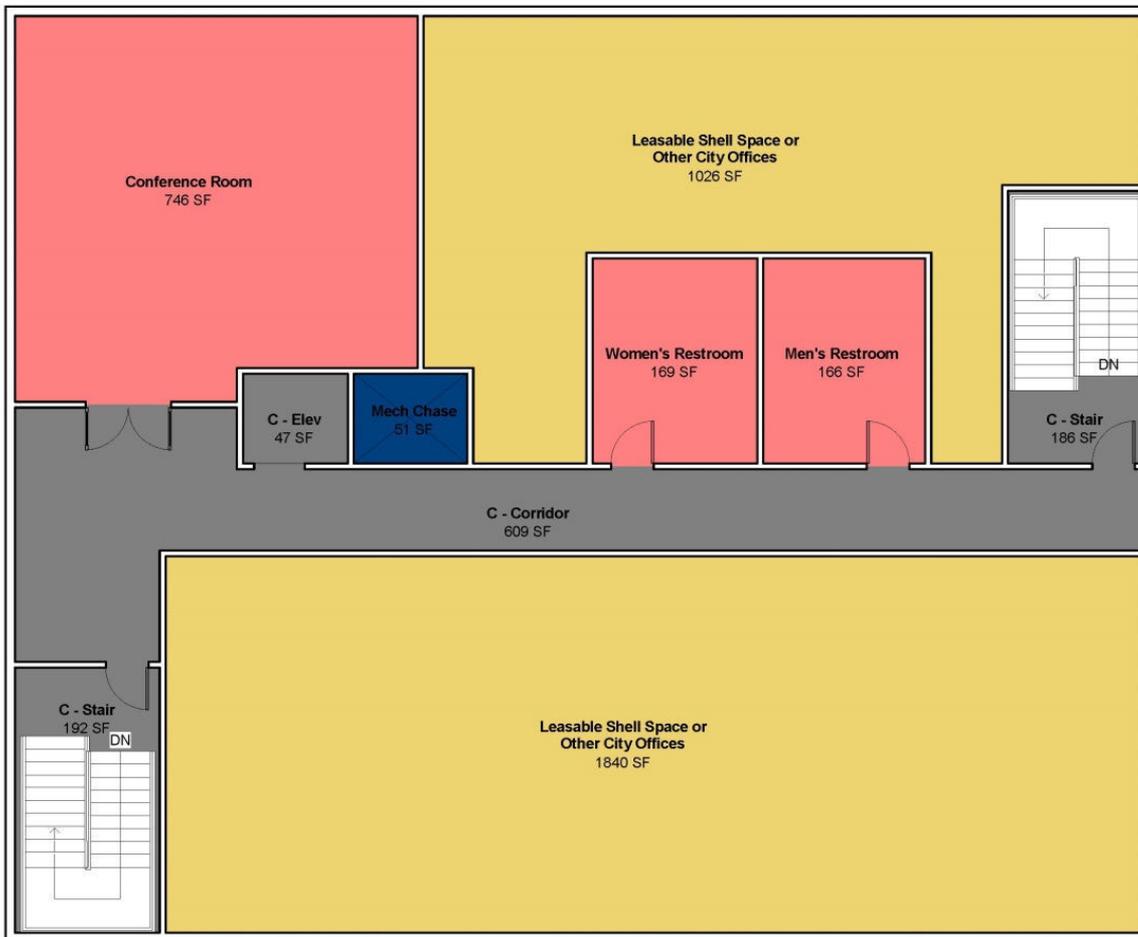
City of Greenville, NC



MOSER
MAYER
PHOENIX
ASSOCIATES, PA

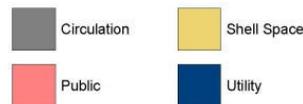
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① Level 2
1/8" = 1'-0"

Department Legend



Level 2 - Room Schedule			
Level	Name	Count	Area
Level 2	Conference Room	1	746 SF
Level 2	C - Elev	1	47 SF
Level 2	Mech Chase	1	51 SF
Level 2	Leasable Shell Space or Other City Offices	1	1840 SF
Level 2	Leasable Shell Space or Other City Offices	1	1026 SF
Level 2	C - Corridor	1	609 SF
Level 2	C - Stair	1	186 SF
Level 2	C - Stair	1	192 SF
Level 2	Women's Restroom	1	169 SF
Level 2	Men's Restroom	1	166 SF
			5031 SF

"Full Program"

Greenville
Transportation and
Activity Center
(GTAC)

City of Greenville, NC





GREENVILLE TRANSPORTATION ACTIVITY CENTER
8/26/2013

MINIMAL PROGRAM

Gross Building Area (SF):	540
Canopy Area (SF):	15,000
Site Area (Acres)	1.75

DESCRIPTION	BUDGET	REMARKS
Hard Costs		
Land Acquisition/Demolition/Environmental		
Land Cost	\$ 605,000.00	City estimate
Demolition	\$ 50,000.00	City estimates based upon recent redevelopment project experience
Environmental	\$ 40,000.00	City estimates based upon recent redevelopment project experience
Subtotal	\$ 695,000.00	
Construction--on site		
Building	\$ 121,500.00	\$225/SF
Canopy	\$ 1,650,000.00	\$110/SF
Site Construction	\$ 875,000.00	\$500,000/Acre
LEED Certification Items	\$ 118,000.00	5% of construction cost
Subtotal	\$ 2,764,500.00	
Construction--off site		
Pitt Street Improvements	\$ 255,000.00	Estimate provided by City staff
Clark Street Improvements	\$ 310,000.00	Estimate provided by City staff
Bonnors Lane Improvements	\$ 120,000.00	Estimate provided by City staff
Pitt/Reade Intersection Improvements	\$ 35,000.00	Estimate provided by City staff
Reade/Greene Turn Improvements	\$ 45,000.00	Estimate provided by City staff
Subtotal	\$ 765,000.00	
Other		
Furniture	\$ 6,075.00	5% of construction costs
Artwork/Accessories/Plants	\$ 5,000.00	Allowance
External Fiber Connection	\$ 15,060.00	Estimate provided by City IT Department
Network/Telephony	\$ 10,600.00	Estimate provided by City IT Department
Video/Camera/Access Control	\$ 30,170.00	Estimate provided by City IT Department
Misc. Equipment/Appliances	\$ 2,000.00	Allowance
Audio Visual Equipment & wiring	\$ -	Allowance
Window Coverings	\$ 2,000.00	Allowance
Subtotal	\$ 70,905.00	
Subtotal of Hard Costs	\$ 4,295,405.00	
Contingency @ 10%	\$ 429,540.50	
Total of Hard Costs	\$ 4,795,850.50	
Soft Costs		
Surveys		
Topo	\$ 10,000.00	
Geotechnical	\$ 10,000.00	
Design Fees		
Programming/Feasibility Studies	\$ 152,540.00	Current contract
Building/Site/Canopy	\$ 249,000.00	10% of construction cost
Off-site improvements	\$ 76,000.00	10% of construction cost
COG Construction Inspection	\$ 115,000.00	Estimate provided by City staff
FFE	\$ 1,500.00	Allowance
Re-imbursable Expenses	\$ 15,000.00	Allowance
Construction Testing	\$ 50,000.00	Allowance
Subtotal	\$ 679,040.00	
Contingency @ 5%	\$ 33,952.00	
Subtotal of Soft Costs	\$ 712,992.00	
PROJECT TOTAL	\$ 5,508,842.50	



GREENVILLE TRANSPORTATION AND ACTIVITY CENTER (GTAC)
"MINIMAL PROGRAM"
PROJECT ON-GOING OPERATING COST AND FUNDING

8/19/2013

	<u>Federal</u>	<u>State</u>	<u>City</u>	<u>Total</u>
Customer Service Representative (1.8 FTEs)	\$18,460	\$0	\$18,460	\$36,920
Contract Security (3,692 Hrs./Yr.)	46,150	0	46,150	92,300
Contract Custodial (1,144 Hrs./Yr.)	13,728	0	3,432	17,160
Contract Maintenance	4,000	0	1,000	5,000
Facility Materials and Supplies	3,200	0	800	4,000
Utilities (\$3.75 / Sq. Ft.)	1,200	0	1,200	2,400
Totals	\$86,738	\$0	\$71,042	\$157,780

Notes: At a minimum, GTAC will be open:

12.5 Hours per day Monday through Friday (6:15 a.m. - 6:45 p.m.)

8.5 Hours per day Saturday (9:15 a.m. - 5:45 p.m.)

Equaling 71.0 Hours per week or 3,692.0 Hours per year

Customer Service Representative (PT)	\$10.00 per hour
Contract Security	\$25.00 per hour
Contract Custodial	\$15.00 per hour

Custodial Hours:

4.0 Hours per day Monday through Friday

2.0 Hours per day Saturday

Equaling 22.0 Hours per week or 1,144.0 Hours per year

GREENVILLE TRANSPORTATION ACTIVITY CENTER
8/26/2013

INTERMEDIATE PROGRAM

Gross Building Area (SF):	2,070
Canopy Area (SF):	15,000
Site Area (Acres)	1.75

DESCRIPTION	BUDGET	REMARKS
Hard Costs		
Land Acquisition/Demolition/Environmental		
Land Cost	\$ 605,000.00	City estimate
Demolition	\$ 50,000.00	City estimates based upon recent redevelopment project experience
Environmental	\$ 40,000.00	City estimates based upon recent redevelopment project experience
Subtotal	\$ 695,000.00	
Construction--on site		
Building	\$ 362,250.00	\$ 175/SF
Canopy	\$ 1,650,000.00	\$110/SF
Site Construction	\$ 875,000.00	\$325,000/Acre
LEED Certification items	\$ 130,000.00	5% of construction cost
Subtotal	\$ 3,017,250.00	
Construction--off site		
Pitt Street Improvements	\$ 255,000.00	Estimate provided by City staff
Clark Street Improvements	\$ 310,000.00	Estimate provided by City staff
Bonnars Lane Improvements	\$ 120,000.00	Estimate provided by City staff
Pitt/Reade Intersection Improvements	\$ 35,000.00	Estimate provided by City staff
Reade/Greene Turn Improvements	\$ 45,000.00	Estimate provided by City staff
Subtotal	\$ 765,000.00	
Other		
Furniture	\$ 18,112.50	5% of construction costs
Artwork/Accessories/Plants	\$ 5,000.00	Allowance
External Fiber Connection	\$ 15,060.00	Estimate provided by City IT Department
Network/Telephony	\$ 20,990.00	Estimate provided by City IT Department
Video/Camera/Access Control	\$ 47,300.00	Estimate provided by City IT Department
Misc. Equipment/Appliances	\$ 10,000.00	Allowance
Audio Visual Equipment & wiring	\$ 2,000.00	Allowance
Window Coverings	\$ 2,000.00	Allowance
Subtotal	\$ 120,462.50	
Subtotal of Hard Costs	\$ 4,597,712.50	
Contingency @ 10%	\$ 459,771.25	
Total of Hard Costs	\$ 5,177,946.25	
Soft Costs		
Surveys		
Topo	\$ 10,000.00	
Geotechnical	\$ 10,000.00	
Design Fees		
Programming/Feasibility Studies	\$ 152,540.00	Current contract
Building/Site/Canopy	\$ 271,000.00	10% of construction cost
Off-site Improvements	\$ 76,000.00	10% of construction cost
COG Construction Inspection	\$ 115,000.00	Estimate provided by City staff
FFE	\$ 5,000.00	Allowance
Re-imbursable Expenses	\$ 15,000.00	Allowance
Construction Testing	\$ 50,000.00	Allowance
Subtotal	\$ 704,540.00	
Contingency @ 5%	\$ 35,227.00	
Subtotal of Soft Costs	\$ 739,767.00	
PROJECT TOTAL	\$ 5,917,713.25	



GREENVILLE TRANSPORTATION AND ACTIVITY CENTER (GTAC)
"INTERMEDIATE PROGRAM"
PROJECT ON-GOING OPERATING COST AND FUNDING

8/19/2013

	<u>Federal</u>	<u>State</u>	<u>City</u>	<u>Total</u>
Customer Service Representative (1.8 FTEs)	\$18,460	\$0	\$18,460	\$36,920
Contract Security (3,692 Hrs./Yr.)	46,150	0	46,150	92,300
Contract Custodial (1,144 Hrs./Yr.)	13,728	0	3,432	17,160
Contract Maintenance	6,000	0	1,500	7,500
Facility Materials and Supplies	4,800	0	1,200	6,000
Utilities (\$3.75 / 5sq. Ft.)	3,480	0	3,480	6,960
Totals	\$92,618	\$0	\$74,222	\$166,840

Notes: At a minimum, GTAC will be open:

12.5 Hours per day Monday through Friday (6:15 a.m. - 6:45 p.m.)
8.5 Hours per day Saturday (9:15 a.m. - 5:45 p.m.)

Equaling 71.0 Hours per week or 3,692.0 Hours per year

Customer Service Representative (PT) \$10.00 per hour
 Contract Security \$25.00 per hour
 Contract Custodial \$15.00 per hour

Custodial Hours:

4.0 Hours per day Monday through Friday
2.0 Hours per day Saturday

Equaling 22.0 Hours per week or 1,144.0 Hours per year

GREENVILLE TRANSPORTATION ACTIVITY CENTER
8/26/2013

FULL PROGRAM

Gross Building Area (SF): 10,500
Canopy Area (SF): 15,000
Site Area (Acres): 1.75

DESCRIPTION	BUDGET	REMARKS
Hard Costs		
Land Acquisition/Demolition/Environmental		
Land Cost	\$ 605,000.00	City estimate
Demolition	\$ 50,000.00	City estimates based upon recent redevelopment project experience
Environmental	\$ 40,000.00	City estimates based upon recent redevelopment project experience
Subtotal	\$ 695,000.00	
Construction--on site		
Building	\$ 1,837,500.00	\$ 175/SF
Canopy	\$ 1,650,000.00	\$110/SF
Site Construction	\$ 875,000.00	\$500,000/Acre
LEED Certification Items	\$ 170,000.00	5% of construction cost
Subtotal	\$ 4,532,500.00	
Construction--off site		
Pitt Street Improvements	\$ 255,000.00	Estimate prepared by City staff
Clark Street Improvements	\$ 310,000.00	Estimate prepared by City staff
Bonnars Lane Improvements	\$ 120,000.00	Estimate prepared by City staff
Pitt/Reade Intersection Improvements	\$ 35,000.00	Estimate prepared by City staff
Reade/Greene Turn Improvements	\$ 45,000.00	Estimate prepared by City staff
Subtotal	\$ 765,000.00	
Other		
Furniture	\$ 55,125.00	3% of construction costs
Artwork/Accessories/Plants	\$ 5,000.00	Allowance
External Fiber Connection	\$ 15,060.00	Estimate provided by City IT Department
Network/Telephony	\$ 38,585.00	Estimate provided by City IT Department
Video/Camera/Access Control	\$ 69,600.00	Estimate provided by City IT Department
Misc. Equipment/Appliances	\$ 10,000.00	Allowance
Audio Visual Equipment & wiring	\$ 5,000.00	Allowance
Window Coverings	\$ 5,000.00	Allowance
Subtotal	\$ 203,370.00	
Subtotal of Hard Costs	\$ 6,195,870.00	
Contingency @ 10%	\$ 619,587.00	
Total of Hard Costs	\$ 7,018,827.00	
Soft Costs		
Surveys		
Topo	\$ 10,000.00	
Geotechnical	\$ 10,000.00	
Design Fees		
Programming/Feasibility Studies	\$ 152,540.00	Current contract
Building/Site/Canopy	\$ 422,000.00	10% of construction cost
Off-site Improvements	\$ 76,000.00	10% of construction cost
COG Construction Inspection	\$ 115,000.00	Estimate provided by City staff
FFE	\$ 5,000.00	Allowance
Re-imbursable Expenses	\$ 15,000.00	Allowance
Construction Testing	\$ 50,000.00	Allowance
Subtotal	\$ 855,540.00	
Contingency @ 5%	\$ 42,777.00	
Subtotal of Soft Costs	\$ 898,317.00	
PROJECT TOTAL	\$ 7,917,144.00	



GREENVILLE TRANSPORTATION AND ACTIVITY CENTER (GTAC)
"FULL PROGRAM"
PROJECT ON-GOING OPERATING COST AND FUNDING

8/19/2013

	<u>Federal</u>	<u>State</u>	<u>City</u>	<u>Total</u>
Customer Service Representative (1.8 FTEs)	\$18,460	\$0	\$18,460	\$36,920
Contract Security (3,692 Hrs./Yr.)	46,150	0	46,150	92,300
Contract Custodial (1,560 Hrs./Yr.)	18,720	0	4,680	23,400
Contract Maintenance	12,000	0	3,000	15,000
Facility Materials and Supplies	9,600	0	2,400	12,000
Utilities (\$3.75 / Sq. Ft.)	9,473	0	9,473	18,945
Totals	\$114,403	\$0	\$84,163	\$198,565

Notes: At a minimum, GTAC will be open:

12.5 Hours per day Monday through Friday (6:15 a.m. - 6:45 p.m.)
8.5 Hours per day Saturday (9:15 a.m. - 5:45 p.m.)

Equaling 71.0 Hours per week or 3,692.0 Hours per year

Customer Service Representative (PT) \$10.00 per hour
 Contract Security \$25.00 per hour
 Contract Custodial \$15.00 per hour

Custodial Hours:

5.0 Hours per day Monday through Friday
5.0 Hours per day Saturday

Equaling 30.0 Hours per week or 1,560.0 Hours per year

GTAC Background Information

- **December 2000** - Mayor Nancy Jenkins commented on the 2002-2008 NCDOT TIP that transit was expected to become more important in eastern North Carolina in the next few years and that the City should progress with the planning for the construction of an intermodal center in Greenville.
- **2003** - A Regional Transit Feasibility Study was conducted by Wilbur Smith and Associates. The study concluded that a coordinated, regional transportation service would provide the best service to area residents.
- **2006** - The Greenville Intermodal Transportation Center Feasibility Study Final Report was prepared by Martin, Alexiou and Bryson. The consultant concluded that a Greenville Transportation Center is feasible and recommended that the City move forward.
- **May 2007** - The City contracted with Moser, Mayer, Phoenix & Associates (MMP) to complete planning and design activities. An Intermodal Transportation Center (ITC) Steering Committee was formed.
- **July 2007** - Community meetings were conducted to gather input on facility programming needs.
- **September 2007** - The ITC Steering Committee met to review findings from July 2007 community meetings and preliminary reports.
- **October 2007** - MMP submitted programming options and site selection for City review.
- **March 2008** - The ITC Steering Committee recommended a preferred site.
- **May 2008** - City Council approved the site recommended by the ITC Steering Committee. The selected site was located on the two blocks bounded by Evans, Cotanche, 8th and 9th Streets.
- **Summer 2008** - Completion of Phase 1 ESA.
- **October 2008** - City Council authorized staff to begin property acquisition.
- **Spring 2009** - Property appraisals underway.
- **April 2009** - Preparation of Environmental Assessment Report.
- **May 7 & 14, 2009** - Public Hearings - Environmental Assessment Draft.
- **June 2011** - Federal Transit Administration gave final environmental clearance to the site.
- **July - September 2011** - Staff and City Council members received comments from multiple stakeholders questioning whether the selected site is the appropriate location for the facility. During the same period, property at the intersection of Reade Circle and Dickinson Avenue, which had previously been slated for private development, was confirmed to be available as a potential site.
- **October 2011** - City Council adopted Resolution Determining to Consider Alternative Intermodal Transportation Center Sites. Acquisition activities for the selected site were suspended, and staff began to plan for a second site selection process.

- **April 2012** - City Council approved a contract with Moser, Mayer, Phoenix & Associates to lead the site selection / preliminary design / environmental review process.
- **May 2012** - Two committees were selected to lead the site selection process. The Stakeholders Steering Committee includes over 40 individuals and the Technical Steering Committee over 30. The committees consist of individuals representing a broad range of entities, perspectives, and backgrounds.
- **July - November 2012** - A detailed public involvement process was coordinated by the consultant. Public involvement efforts included community rider surveys, one-on-one surveys, general public surveys, an open house, and eight total committee meetings.
- **July - November 2012** - The two steering committees have had four meetings each (July 10-11; August 27-28; October 2; November 5). They considered numerous locations as potential GTAC sites, evaluated each site based on objective criteria established by the committees, and ultimately determined that two sites (Sites 5 and 7) are acceptable and appropriate locations for the proposed facility.
- **December 10, 2012** - City Council selected Site 5 (property at the corner of Pitt Street and Bonners Lane) as the locally preferred alternative. City Council also asked that staff develop and return with alternatives for facility size and programming to include estimated costs.
- **January – July 2013** - City staff worked with the consultant to develop several facility designs (size, operational options, and associated costs). To determine off-site improvement costs, bus routing was developed to and from the site.
- **August 20 - 21, 2013** - Three facility designs were presented to the two project steering committees and to the Public Transportation and Parking Commission for their input. Each group recommended that the City pursue the Full Program facility.



City of Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Resolution adopting the City of Greenville Local Preference Policy

Explanation: **Abstract:** City Council requested that a Local Preference Policy be prepared for its consideration. The policy provides a preference to local businesses in the procurement of goods and services for the contracts which the City may apply a local preference when applying federal and state law.

Explanation: At its June 13, 2013, meeting, City Council requested that a Local Preference Policy be prepared for its consideration. City Council requested that the policy be the strongest preference policy allowed by law.

Due to the provisions of federal and state law, a local preference policy cannot be utilized for certain contracts. After removing the contracts which federal or state law do not allow a local preference, the following contracts may be subject to a Local Preference Policy and are included in the proposed policy when bids or proposals are sought:

- 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, construction management at risk services, design-build services, and public-private partnership construction services costing less than \$50,000; and
- 4) Contracts for services (other than contracts for architectural, engineering, surveying, construction management at risk services, design build services, and public-private partnership construction services).

Please note that a new law enacted by the North Carolina General Assembly during the 2013 Session impacted the listing in #3 and #4 above. Session Law 2013-401, effective September 23, 2013, expanded the listing of service contracts required to use the qualifications based selection process to include design-build services and public-private partnership construction services in addition to architectural, engineering, surveying, and construction manager at risk services. Additionally, the new law increased the threshold for the contracts

which can be exempted from the statutory qualifications based selection process from \$30,000 to \$50,000. However, the new law eliminated the ability of the City to exempt projects having a fee for services greater than \$50,000 by separate action by Council.

The attached Local Preference Policy does the following:

- 1) Includes a purpose statement. The purpose of the policy is to ensure the best overall value in the procurement of goods and services while supporting the City's economic development by supporting local business. It further notes the additional benefit derived when goods and services are provided by local businesses which have the opportunity to be more timely and responsive.
- 2) Defines as local the geographic area of the corporate limits of the City of Greenville. Other possibilities considered were (a) Pitt County, (b) Pitt County and all of the counties which share a border with Pitt County (Edgecombe, Martin, Beaufort, Craven, Lenoir, Greene, and Wilson), and (c) an eastern region (area bounded by I-95, Virginia-North Carolina border, Atlantic Ocean, and NC 50). The corporate limits of the City was chosen since this more directly achieved the purpose of the policy.
- 3) Provides that for a local business to be eligible for a preference, it must have paid and be current on any applicable City of Greenville privilege license fees and property taxes in the City of Greenville. Additionally, provisions are included to ensure that the local business has a substantial presence in the City and not just a token presence.

For a bid involving the submittal of a price, the bidder must either:

- (a) Have an office or store from which all or a portion of its business is directed or managed and which is located within the corporate limits of the City of Greenville, consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office or store located within the corporate limits of the City of Greenville and have at least three (3) employees whose work assignments are directed from said office or store.

For proposals not involving submittal of a price as a bid (proposals involving qualifications for service contracts), the bidder must either:

- (a) Have an office from which all or a portion of its business is directed or managed and which is located within the corporate limits of the City of Greenville, consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office located within the corporate limits of the City of Greenville and have at least three (3) employees whose work assignments are directed from said office; or
- (c) Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a) or (b) above to subcontract with said firms or companies to perform at least twenty five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

A form providing certifications relating to these qualifications is to be submitted by the bidder when each bid or proposal is submitted.

Another option considered in determining that a business is local was that the City of Greenville is the principal place from which the trade or business of the bidder is directed or managed. This would be difficult to verify and would result in the elimination of "branch" offices or stores.

4) Provides a preference when bids are submitted involving the submittal of a price. A local business may match the bid of the lowest responsible, responsive bidder who is non-local provided the local business' bid is within 5% or \$10,000, whichever is less, of the lowest bid. This results in no additional expense to the City and is not expected to be a deterrent to the willingness of both local and non-local businesses to submit competitive bids. This dollar range is the amount considered legally acceptable.

5) Provides a preference when proposals are submitted without a price being submitted as a bid (proposals involving qualifications for service contracts). A local business receives 5% of the points to be awarded a bidder in an evaluation of the qualifications of bidders. This results in a preference to local businesses but also ensures that the qualifications of businesses are evaluated so that the City is receiving the service it requires.

6) Ensures flexibility in the purchasing process by stating that the Local Preference Policy does not apply when bids or proposals are not sought. Bids or proposals will not be sought either when an emergency situation occurs or when either the Purchasing Manager or Department Head determines that not seeking bids or proposals is in the best interest of the City.

7) Provides that the policy will be effective for requests for bids or proposals issued on or after December 1, 2013. This date was chosen since prior to implementation of the policy, the required forms will need to be developed, the Purchasing Manual revised, staff educated, and the vendor community educated.

8) Allows all businesses, whether local or not, to submit a bid or proposal and to be awarded a contract. The policy provides a preference and does not provide a guarantee that contracts are to be awarded to a local business.

The attached memo dated July 18, 2012, provides information concerning the legal considerations relating to a preference policy.

Fiscal Note:

Implementation of the Local Preference Policy is not expected to have any fiscal impact on the cost to the City of its goods and services.

Recommendation:

If Council determines to proceed with a Local Preference Policy, adoption of the attached resolution will result in the adoption of the Local Preference Policy.

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

Attachments / click to download

 [Memo Local Vendor Preference Policy](#)

 [Resolution Adopting Local Preference Policy 960868](#)

RESOLUTION NO. -13
RESOLUTION ADOPTING THE CITY OF GREENVILLE
LOCAL PREFERENCE POLICY

WHEREAS, the economic development of the City of Greenville will be promoted by the implementation of a Local Preference Policy in the procurement of goods and services in that it supports local business;

WHEREAS, in addition to promoting economic development, a Local Preference Policy provides a benefit to the City of Greenville in that local businesses have the opportunity to be more timely and responsive in providing goods and services; and

WHEREAS, the City Council of the City of Greenville hereby finds and determines that the Local Preference Policy herein adopted accomplishes the aforementioned goals while ensuring fiscal responsibility and the provision of goods and services in a manner which best serves the needs of the City of Greenville;

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

Section 1. That the City of Greenville Local Preference Policy is hereby adopted, said policy to read as follows:

CITY OF GREENVILLE LOCAL PREFERENCE POLICY

Section 1. Purpose.

The purpose of the Local Preference Policy is to ensure the best overall value in the procurement of goods and services while providing a preference to local businesses to support the City's economic development. The City's economic development is supported by the Local Preference Policy in that the policy supports local business. An additional benefit of a Local Preference Policy is the benefit derived by the City when goods and services are being provided by local businesses which have the opportunity to be more timely and responsive when providing goods and services.

Section 2. Definitions.

- (a) Eligible Local Bidder means a bidder that has paid and is current on any applicable City of Greenville privilege license fees and on property taxes in the City of Greenville and who meets the qualifications set forth in Section 5.
- (b) Non-Local Bidder means a bidder that is not an Eligible Local Bidder as defined in subsection (a).

- (c) Responsible bidder means the bid or proposal is submitted by a bidder that has the skill, judgment and integrity necessary for the faithful performance of the contract, as well as sufficient financial resources and ability.
- (d) Responsive bidder means that the bid or proposal submitted by a bidder complies with the specifications or requirements for the request for bids or request for proposals.

Section 3. Policy.

The policy of the City of Greenville is to provide a preference to local businesses in the procurement of goods and services for the contracts which the City may apply a local preference when applying federal and state law. When the request for bids involves the bidder submitting a price, a price-matching preference will be given to Eligible Local Bidders on contracts for the purchase of goods and services. The preference will allow an Eligible Local Bidder to match the price and terms of the lowest responsible, responsive bidder who is a Non-Local Bidder, if the Eligible Local Bidder's price is within five percent (5%) or \$10,000, whichever is less, of the lowest responsible, responsive Non-Local Bidder's price. When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, a factor in the evaluation of proposals shall be whether the proposal is submitted by an Eligible Local Bidder. Five percent (5%) of the points to be awarded to a bidder in an evaluation of proposals shall be awarded to an Eligible Local Bidder.

Section 4. Local Preference Eligible Contracts.

The provisions of the Local Preference Policy shall apply when bids or proposals are sought for the following:

- 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, construction management at risk services, design-build services, and public-private partnership construction services costing less than \$50,000; and
- 4) Contracts for services (other than contracts for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services).

Notwithstanding the foregoing, the provisions of the Local Preference Policy shall not apply to contracts involving a project funded by a federal grant unless the grant has specific language which overrides the prohibition of the Grants Management Common Rule which does not allow local preferences and the provisions of the Local Preference Policy shall not apply when bids or proposals are not sought due to an emergency situation or when either the Purchasing

Manager or Department Head determines that not seeking bids or proposals is in the best interest of the City of Greenville.

Section 5. Qualifications.

In order to qualify for the local preference, an Eligible Local Bidder must complete the Bidder's Certification for Local Preference Form and include it with the bid or proposal. The Eligible Local Bidder must have paid and be current on any applicable City of Greenville privilege license fees and on property taxes in the City of Greenville.

When the request for bids involves the bidder submitting a price, in order for a bidder to be an Eligible Local Bidder, the bidder must either:

- (a) Have an office or store from which all or a portion of its business is directed or managed and which is located within the corporate limits of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office or store located within the corporate limits of the City of Greenville and have at least three (3) employees whose work assignments are directed from said office or store.

When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, in order for a bidder to be considered as an Eligible Local Bidder, the bidder must either:

- (a) Have an office from which all or a portion of its business is directed or managed and which is located within the corporate limits of the City of Greenville consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or
- (b) Have an office located within the corporate limits of the City of Greenville and have at least three (3) employees whose work assignments are directed from said office;
- (c) Have an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a) or (b) above to subcontract with said firms or companies to perform at least twenty five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

Section 6. Process When Bid Involves Price.

Bids will be evaluated in accordance with the award criteria stated in the request for bids to determine the lowest responsible, responsive bid when the request for bids involves the bidder submitting a price. If the lowest responsible, responsive bid is submitted by an Eligible Local Bidder, then there will be no consideration of the price-matching preference. If the lowest responsible, responsive bid is submitted by a bidder who is not an Eligible Local Bidder and there are no submitted bids from an Eligible Local Bidder that is within 5% or \$10,000, whichever is less, of the lowest responsible, responsive bid, then none of the Eligible Local Bidders will qualify for the price-matching preference. The award will be made to the lowest responsible, responsive bidder.

If the lowest responsible, responsive bid is submitted by a Non-Local Bidder and there are one or more Eligible Local Bidders that submit a bid within 5% or \$10,000, whichever is less, of the lowest responsible, responsive bid, then the Bidder's Certification for Local Preference Form of the Eligible Local Bidder(s) shall be reviewed to determine whether the Eligible Local Bidder's certification is compliant. Additional clarification may be sought of the certification and/or information in an Eligible Local Bidder's certification and additional documentation may be requested if necessary. Failure to supply the requested information will result in the Eligible Local Bidder not receiving a price-matching preference.

If only one Eligible Local Bidder qualifies for the price-matching preference, the Eligible Local Bidder will first be offered the contract award and will have two (2) business days to accept or decline the award based on the lowest responsible, responsive bidder's price. If the lowest responsible, responsive Eligible Local Bidder declines to accept the contract award, then the award is made to the lowest responsible, responsive bidder.

If more than one Eligible Local Bidder qualifies for the price-matching preference, then the qualified Eligible Local Bidders shall be prioritized according to their original bids, from lowest to highest, so that the Eligible Local Bidder who submitted the lowest responsible, responsive bid should get the first opportunity to match the quote of the lowest responsible, responsive Non-Local Bidder. The Eligible Local Bidder will first be offered the contract award and will have two (2) business days to accept or decline the award based on the lowest responsible, responsive Non-Local Bidder's price. If the lowest responsible, responsive Eligible Local Bidder declines to accept the contract award, then the contract should be offered to the next lowest responsible, responsive Eligible Local Bidder and will continue in this manner until either a responsible, responsive Eligible Local Bidder within five percent (5%) or \$10,000, whichever is less, of the lowest responsible, responsive bid accepts the contract award or the award is made to the lowest responsible, responsive bidder if no qualified Eligible Local Bidder accepts the award. If two responsible, responsive Eligible Local

Bidders qualify for the price-matching preference and both bid the same amount, then the Eligible Local Bidder which will be offered the contract award will be chosen by lot.

At any time, all bids may be rejected.

Section 7. Process When Considering Qualifications for Service Contracts.

When the request seeking proposals is based upon qualifications for a service contract without a price being submitted as a bid when the proposal is submitted, the request seeking proposals shall state that being local is a factor to be considered in determining the qualifications of the bidder. The proposals will be evaluated in accordance with an award criteria developed to determine the best qualified responsible, responsive bidder submitting a proposal. The Bidder's Certification for Local Preference Form shall be reviewed to determine whether the Eligible Local Bidder certification is compliant. Five percent (5%) of the points to be awarded to a bidder in an evaluation shall be awarded to each Eligible Local Bidder submitting a proposal. Once the best qualified responsible, responsive bidder submitting a proposal is determined, the price is then negotiated. If an agreement on the price does not occur, then the City will negotiate with the next best qualified responsible, responsive bidder submitting a proposal.

Although being local is a factor in determining the best qualified responsible, responsive bidder submitting a proposal, other factors such as specialized experience and expertise will be a component of the award criteria when determining the best qualified proposal.

At any time, all proposals may be rejected.

Section 8. False or Substantially Inaccurate or Misleading Certifications.

If at any time during or after the procurement process, the City determines that certifications or information in the Bidder's Certificate for Local Preference Form are false, substantially inaccurate or misleading, the City Manager or designee may:

- (1) Cancel the Eligible Local Bidder's contract and/or purchase order that was awarded based on the preference: The Eligible Local Bidder shall be liable for all costs it incurs as a result of the cancellation and all increased costs of the City that may be incurred by awarding the contract to the next lowest bidder;
- (2) Exclude the bidder from any preference in any future City bidding opportunities for a period of time determined by the City Manager or designee; and/or

- (3) Debar the bidder from doing business with the City for a period of time determined by the City Manager or designee.

Section 2. That all resolutions and clauses of resolutions in conflict with this resolution are hereby repealed.

Section 3. That this resolution shall become effective for requests for bids or proposals issued on or after December 1, 2013.

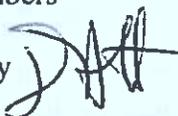
This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

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 1 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 Greenville, North Carolina

Meeting Date: 9/9/2013
Time: 6:00 PM

Title of Item: Amendment to the Neighborhood Advisory Board ordinance

Explanation: **Abstract:** City Council is considering an amendment which will require that the Neighborhood Associations which participate in the Neighborhood Advisory Board be inclusive and which will allow a neighborhood to have more than one Neighborhood Association which participates in the Neighborhood Advisory Board. The inclusiveness in membership requirement focused upon property owners and renters. After reviewing optional amendments and a request by the Neighborhood Advisory Board to allow it time to develop a plan for inclusivity, City Council requested the Neighborhood Advisory Board to develop inclusivity standards and report back to City Council.

Explanation: At its April 8, 2013, meeting, City Council directed that an amendment for Council consideration be prepared which would (1) add an additional requirement for a Neighborhood Association to participate as Liaison Members and Board Members of the Neighborhood Advisory Board that the Neighborhood Advisory Board is required to be inclusive and (2) delete the limitation that there be only one Neighborhood Association per neighborhood. Council also directed that this amendment is to be reviewed by the Neighborhood Advisory Board.

At its August 5, 2013, meeting, City Council continued this item to a September meeting.

At its May 6, 2013, meeting, City Council was provided the following:

- 1) Current definition of Neighborhood Association within Section 2-3-81 of the City Code.
- 2) Draft amendment labeled as Option One which provides that residents (including residents who are property owners and residents who are renters) are to be allowed to be full and equal members of the Neighborhood Association

commencing immediately when the resident starts to reside in the neighborhood. The added language is shown in bold, underlined and the stricken language is shown by strike-through.

3) Draft amendment labeled as Option Two which provides that property owners and residents (including residents who are renters) are to be allowed to be full and equal members of the Neighborhood Association commencing immediately when the property owner assumes ownership and when the resident starts to reside in the neighborhood. The added language is shown in bold, underlined and the stricken language is shown by strike-through. The language which is different in Option 2 from Option 1 is shown in bold, underlined and italicized.

* * * *

CURRENT DEFINITION WITHIN SECTION 2-3-81

Neighborhood association. An organized group of residents within a specific neighborhood within the corporate limits of the city and that operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. There shall be only one neighborhood association for each neighborhood.

OPTION ONE - Inclusiveness of Residents (Including Property Owners and Renters)

Neighborhood association. An organized group of residents within a specific neighborhood within the corporate limits of the city and that **is inclusive in its membership**, operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. **A Neighborhood Association is inclusive in its membership when it (1) allows all residents living in the neighborhood, including residents who are property owners and residents who are renters, to participate in the Neighborhood Association as full and equal members commencing immediately when the resident starts to reside in the neighborhood and (2) does not have any different standards for property owners and renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Notwithstanding the foregoing, a Neighborhood Association may, without adversely impacting its status of being inclusive in its membership, (1) limit membership to persons who are eighteen (18) years or older, (2) limit the right of members to vote to one (1) person or another number of persons for each dwelling unit, and/or (3) require the payment of dues, fees, and other charges by all members provided that the required total payment for a member shall be no more**

~~than \$50 annually. There shall be only one neighborhood association for each neighborhood.~~

OPTION TWO - Inclusiveness of Residents (Including Renters) and Property Owners

Neighborhood association. An organized group of residents ***and property owners*** within a specific neighborhood within the corporate limits of the city and that is inclusive in its membership, operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. **A Neighborhood Association is inclusive in its membership when it (1)allows all property owners owning property in the neighborhood and all residents living in the neighborhood, including residents who are renters, to participate in the Neighborhood Association as full and equal members commencing immediately when the property owner assumes ownership and the resident starts to reside in the neighborhood and (2) does not have any different standards for property owners and renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Notwithstanding the foregoing, a Neighborhood Association may, without adversely impacting its status of being inclusive in its membership, (1) limit membership to persons who are eighteen (18) years or older, (2) limit the right of members to vote to one (1) person or another number of persons for each dwelling unit with a resident having priority when determining who may vote, and/or (3) require the payment of dues, fees, and other charges by all members provided that the required total payment for a member shall be no more than \$50 annually.** ~~There shall be only one neighborhood association for each neighborhood.~~

City Council was also advised at this meeting that the Neighborhood Advisory Board at its April 30, 2013, meeting reviewed the draft amendments. At the conclusion of this meeting, the Neighborhood Advisory Board approved a motion to request that City Council allow the Neighborhood Advisory Board three months to develop a plan for inclusivity.

At its May 6, 2012, meeting, City Council reviewed the above options and considered the request of the Neighborhood Advisory Board. Council approved a motion which requested that the Neighborhood Advisory Board develop recommendations on inclusivity standards and report back to Council on August 8, 2013.

At its July 18, 2013, meeting, the Neighborhood Advisory Board unanimously approved the following statement and the following Option 3:

STATEMENT

We, the Neighborhood Advisory Board (“the board” or “NAB”), believe the best community is one where all residents’ ideas, beliefs and lifestyles are valued, regardless of socio-economic status, race, gender, ethnicity or creed, whether property owner or renter. We believe our board has consistently reflected these ideals, capturing the diverse nature of this city we all love and want to see grow in positive and beneficial ways. With this belief, we do not want any changes that exclude any homeowners or neighborhoods from the Neighborhood Advisory Board. On the current board, homeowners’ associations constitute about 25 percent of the membership--a significant but certainly not dominant voice.

Because of the unique makeup of our city, we believe increasing our board membership by two--one regular member and one alternate--will allow us to reach out to city residents even more effectively. We propose these new seats be dedicated to residents living in rental properties in the city and will be voted in by neighborhood liaisons from across the city. Furthermore, realizing a strong neighborhood is often comprised of more than the residents themselves, we will encourage neighborhood associations to create board positions within their own organizations for applicable subgroups such as churches, small businesses, retirement homes, non-profits or other entities that share an interest in working with residents for a strong and vibrant neighborhood.

In building an inclusive community, the board also believes that it is important to have only one association in each geographic area, to do otherwise would be divisive. The new community policing program that was initiated by Chief Aden is designed so that each neighborhood has an officer who works with that neighborhood and attends all neighborhood meetings. This program will enhance the quality of life in neighborhoods as the police and residents build strong working relationships.

The board has been actively reaching renters. Indeed, we have an actively participating liaison to the board from communities with large rental populations. We are pleased we were able to cement some of those relationships at our annual neighborhood symposium (if you weren’t there, you missed a great testament to our diversity and efforts toward creating a truly inclusive vehicle for empowering all residents to take leadership positions in their neighborhoods and city wide). We will continue to foster these relationships and build new ones, including rental communities--as we include all communities--at our table to share ideas and concerns.

We believe neighborhoods throughout the city benefit from the exchange of ideas that takes place on the NAB, we promote and support that exchange and we hope only to see it grow.

For all of the above reasons, we recommend option three.

(NOTE: signature page included as an attachment)

OPTION THREE– Inclusiveness by adding a Board Member position

(regular and alternate) on the Neighborhood Advisory Board required to be a renter who rents his residence within the corporate limits of the city and by including a recommendation that neighborhood associations have positions on their association board for subgroups within the neighborhood.

- Rewrite the definition of neighborhood association in section 2-3-81 as follows:

Neighborhood association. An organized group of residents **and/or pproperty owners** within a specific neighborhood within the corporate limits of the city and that operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. There shall be only one neighborhood association for each neighborhood. **For the purpose of this article, a neighborhood association may be a neighborhood association, a homeowners association, or a combination of these. In order to increase inclusivity, it is recommended, although not required, that a neighborhood association have board positions which reflect subgroups within the neighborhood such as churches, non-profits, businesses, renters, retirement homes, tenant associations, and other subgroups.**

- Rewrite provisions relating to the composition of the Neighborhood Advisory Board in section 2-3-83 as follows:

SEC. 2-3-83 COMPOSITION.

(A) The Neighborhood Advisory Board shall consist of ~~ten~~**eleven** regular Board Members, with two regular Board Members being elected from each of the five districts from which Council Members are elected **and one regular Board Member being a renter of his residence located within the corporate limits of the city and being elected at large**, and ~~five~~**six** alternate Board Members, with one alternate Board Member being elected from each of the five districts from which Council Members are elected **and one alternate Board Member being a renter of his residence located within the corporate limits of the city and being elected at large.**

(B) Regular Board Members of the Neighborhood Advisory Board shall serve staggered terms with each term being two years. The Neighborhood Advisory Board shall designate which initial regular Board Member from each of the five districts from which Council Members are elected shall have an initial term of one year and which initial regular Board Member from each of the five districts from which Council Members are elected shall have an initial term of two years to the end that thereafter the terms of the regular Board Members from the same district shall not expire at the same time. Alternate Board Members of the Neighborhood Advisory Board shall serve terms of two years. **The terms of the at large regular Board Member and the at large alternate Board Member shall expire in even numbered years.**

(C) Each neighborhood association shall appoint a Liaison Member to the Neighborhood Advisory Board and an alternate Liaison Member to the Neighborhood Advisory Board. The Liaison Member and the alternate Liaison Member shall serve at the pleasure of the neighborhood association. The alternate Liaison Member, while attending a meeting of the Liaison Members or of the Neighborhood Advisory Board in the absence of the Liaison Member from the same neighborhood association, may serve as the Liaison Member and shall have and may exercise the powers of the Liaison Member.

(D) The Liaison Members of the Neighborhood Advisory Board shall elect, at a meeting of the Liaison Members established by the Neighborhood Advisory Board for that purpose, the regular Board Members and alternate Board Members of the Neighborhood Advisory Board. Elections shall be conducted annually. With the regular Board Members having staggered terms, one regular Board Member from each of the five districts from which Council Members are elected will be elected annually. One alternate Board Member from each of the five districts from which Council Members are elected will be elected biannually. The Liaison Members of the Neighborhood Advisory Board who represent neighborhood associations of neighborhoods located primarily within a district from which a Council Member is elected shall only be eligible to vote for Board Members for the district. The Board Members of the Neighborhood Advisory Board elected from a district from which a Council Member is elected must be a Liaison Member for a neighborhood association of a neighborhood located primarily within the district. For the purpose of determining eligibility to vote and to serve as a Board Member, a neighborhood is located primarily within the district if the majority of the residences in the neighborhood served by the neighborhood association are located within said district. **The at large regular Board Member and the at large alternate Board Member are positions which require that the person be a renter of his residence located within the corporate limits of the city. The election of the at large regular Board Member and at large alternate Board Member shall occur biannually in even number years. All Liaison Members of the Neighborhood Advisory Board will be eligible to vote for the at large regular Board Member and the at large alternate Board Member.**

(E) Each alternate Board Member of the Neighborhood Advisory Board, while attending any meeting of the Neighborhood Advisory Board and serving in the absence of a regular Board Member, shall have and may exercise all powers and duties of a regular Board Member of the Neighborhood Advisory Board. An alternate Board Member of the Neighborhood Advisory Board **elected for a district** may serve only for a regular Board Member of the Neighborhood Advisory Board elected from the same district. **The at large alternate Board Member may serve only for the at large regular Board Member.**

(F) The Neighborhood Liaison/Ombudsman shall serve as an ex-officio, nonvoting member of the Neighborhood Advisory Board.

(G) The Liaison Members of the Neighborhood Advisory Board shall consist of the Liaison Members appointed by each neighborhood association. In addition to electing the Board Members of the Neighborhood Advisory Board in accordance

with the provisions of subsection (D) above, the Liaison Members shall offer feedback to the Board Members of the Neighborhood Advisory Board at least twice each year at a meeting of the Neighborhood Advisory Board.

- Rewrite the quorum requirements for election of Board Members of the Neighborhood Advisory Board in section 2-3-85 as follows:

SEC. 2-3-85 QUORUM.

(A) In order for the Liaison Members of the Neighborhood Advisory Board to elect Board Members of the Neighborhood Advisory Board for a district, at least ~~60%~~ **a majority** of the Liaison Members of the neighborhood associations from that district shall be present at a meeting of the Liaison Members of the Neighborhood Advisory Board. **In order for the Liaison Members of the Neighborhood Advisory Board to elect Board Members of the Neighborhood Advisory Board for the at large position at least a majority of the Liaison Members of the neighborhood associations within the corporate limits of the city shall be present at a meeting of the Liaison Members of the Neighborhood Advisory Board.**

(B) In order for the Neighborhood Advisory Board to take action, a majority of the Board Members of the Neighborhood Advisory Board shall be present.

Fiscal Note: There is no fiscal impact as a result of the ordinance change.

Recommendation: If City Council determines to amend the Neighborhood Advisory Board ordinance, it may do so by approving one of the attached ordinances.

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

Attachments / click to download

- [NAB Statement and Signatures](#)
- [Opt. 1 Draft Ordinance Amendment to Neighborhood Advisory Board 952855](#)
- [Opt. 2 Draft Ordinance Amendment to Neighborhood Advisory Board 952856](#)
- [Option Three Draft ordinance Amendment to Neighborhood Advisory Board 959260](#)

OPTION ONE - Inclusiveness of Residents (Including Property Owners and Renters)

ORDINANCE NO. 13 -
ORDINANCE AMENDING THE DEFINITION OF A NEIGHBORHOOD ASSOCIATION
CONTAINED IN SECTION 2-3-81 OF THE GREENVILLE CITY CODE

The City Council of the City of Greenville, North Carolina, does hereby ordain:

Section 1. That Section 2-3-81 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting the definition of Neighborhood Association contained in said section so that it shall read as follows:

Neighborhood association. An organized group of residents within a specific neighborhood within the corporate limits of the city and that is inclusive in its membership, operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. A Neighborhood Association is inclusive in its membership when it (1) allows all residents living in the neighborhood, including residents who are property owners and residents who are renters, to participate in the Neighborhood Association as full and equal members commencing immediately when the resident starts to reside in the neighborhood and (2) does not have any different standards for property owners and renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Notwithstanding the foregoing, a Neighborhood Association may, without adversely impacting its status of being inclusive in its membership, (1) limit membership to persons who are eighteen (18) years or older, (2) limit the right of members to vote to one (1) person or another number of persons for each dwelling unit, and/or (3) require the payment of dues, fees, and other charges by all members provided that the required total payment for a member shall be no more than \$50 annually.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. 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 4. This ordinance shall become effective on December 1, 2013.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

OPTION TWO - Inclusiveness of Residents (Including Renters) and Property Owners

ORDINANCE NO. 13 -
ORDINANCE AMENDING THE DEFINITION OF A NEIGHBORHOOD ASSOCIATION
CONTAINED IN SECTION 2-3-81 OF THE GREENVILLE CITY CODE

The City Council of the City of Greenville, North Carolina, does hereby ordain:

Section 1. That Section 2-3-81 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting the definition of Neighborhood Association contained in said section so that it shall read as follows:

Neighborhood association. An organized group of residents and property owners within a specific neighborhood within the corporate limits of the city and that is inclusive in its membership, operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. A Neighborhood Association is inclusive in its membership when it (1) allows all property owners owning property in the neighborhood and all residents living in the neighborhood, including residents who are renters, to participate in the Neighborhood Association as full and equal members commencing immediately when the property owner assumes ownership and the resident starts to reside in the neighborhood and (2) does not have any different standards for property owners and renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Notwithstanding the foregoing, a Neighborhood Association may, without adversely impacting its status of being inclusive in its membership, (1) limit membership to persons who are eighteen (18) years or older, (2) limit the right of members to vote to one (1) person or another number of persons for each dwelling unit with a resident having priority when determining who may vote, and/or (3) require the payment of dues, fees, and other charges by all members provided that the required total payment for a member shall be no more than \$50 annually.

Section 2. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 3. 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 4. This ordinance shall become effective on December 1, 2013.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

OPTION THREE – Inclusiveness by adding a Board Member position (regular and alternate) on the Neighborhood Advisory Board required to be a renter who rents his residence within the corporate limits of the city and by including a recommendation that neighborhood associations have positions on their association board for subgroups within the neighborhood.

ORDINANCE NO. 13 -
ORDINANCE AMENDING PROVISIONS OF THE GREENVILLE CITY CODE RELATING
TO THE NEIGHBORHOOD ADVISORY BOARD

The City Council of the City of Greenville, North Carolina, does hereby ordain:

Section 1. That Section 2-3-81 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting the definition of Neighborhood Association contained in said section so that it shall read as follows:

Neighborhood association. An organized group of residents and/or property owners within a specific neighborhood within the corporate limits of the city and that operates under a formal association bylaws, holds at least two board or membership meetings a year, has elected officers, maintains records of meetings, maintains an association membership roster, and has placed on file with the Neighborhood Liaison/Ombudsman a current set of bylaws and amendments and a list of current officers. There shall be only one neighborhood association for each neighborhood. For the purpose of this article, a neighborhood association may be a neighborhood association, a homeowners association, or a combination of these. In order to increase inclusivity, it is recommended, although not required, that a neighborhood association have board positions which reflect subgroups within the neighborhood such as churches, non-profits, businesses, renters, retirement homes, tenant associations, and other subgroups.

Section 2. That Section 2-3-83 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. 2-3-83 COMPOSITION.

(A) The Neighborhood Advisory Board shall consist of eleven regular Board Members, with two regular Board Members being elected from each of the five districts from which Council Members are elected and one regular Board Member being a renter of his residence located within the corporate limits of the city and being elected at large, and ~~five~~ six alternate Board Members, with one alternate Board Member being elected from each of the five districts from which Council Members are elected and one alternate Board Member being a renter of his residence located within the corporate limits of the city and being elected at large.

(B) Regular Board Members of the Neighborhood Advisory Board shall serve staggered terms with each term being two years. The Neighborhood Advisory Board shall designate which initial regular Board Member from each of the five districts from which Council Members are elected shall have an initial term of one year and which initial regular Board Member from each of the five districts from which Council Members are elected shall have an initial term of two years to the end that thereafter the terms of the regular Board Members from the same district

shall not expire at the same time. Alternate Board Members of the Neighborhood Advisory Board shall serve terms of two years. The terms of the at large regular Board Member and the at large alternate Board Member shall expire in even numbered years.

(C) Each neighborhood association shall appoint a Liaison Member to the Neighborhood Advisory Board and an alternate Liaison Member to the Neighborhood Advisory Board. The Liaison Member and the alternate Liaison Member shall serve at the pleasure of the neighborhood association. The alternate Liaison Member, while attending a meeting of the Liaison Members or of the Neighborhood Advisory Board in the absence of the Liaison Member from the same neighborhood association, may serve as the Liaison Member and shall have and may exercise the powers of the Liaison Member.

(D) The Liaison Members of the Neighborhood Advisory Board shall elect, at a meeting of the Liaison Members established by the Neighborhood Advisory Board for that purpose, the regular Board Members and alternate Board Members of the Neighborhood Advisory Board. Elections shall be conducted annually. With the regular Board Members having staggered terms, one regular Board Member from each of the five districts from which Council Members are elected will be elected annually. One alternate Board Member from each of the five districts from which Council Members are elected will be elected biannually. The Liaison Members of the Neighborhood Advisory Board who represent neighborhood associations of neighborhoods located primarily within a district from which a Council Member is elected shall only be eligible to vote for Board Members for the district. The Board Members of the Neighborhood Advisory Board elected from a district from which a Council Member is elected must be a Liaison Member for a neighborhood association of a neighborhood located primarily within the district. For the purpose of determining eligibility to vote and to serve as a Board Member, a neighborhood is located primarily within the district if the majority of the residences in the neighborhood served by the neighborhood association are located within said district. The at large regular Board Member and the at large alternate Board Member are positions which require that the person be a renter of his residence located within the corporate limits of the city. The election of the at large regular Board Member and at large alternate Board Member shall occur biannually in even number years. All Liaison Members of the Neighborhood Advisory Board will be eligible to vote for the at large regular Board Member and the at large alternate Board Member.

(E) Each alternate Board Member of the Neighborhood Advisory Board, while attending any meeting of the Neighborhood Advisory Board and serving in the absence of a regular Board Member, shall have and may exercise all powers and duties of a regular Board Member of the Neighborhood Advisory Board. An alternate Board Member of the Neighborhood Advisory Board elected for a district may serve only for a regular Board Member of the Neighborhood Advisory Board elected from the same district. The at large alternate Board Member may serve only for the at large regular Board Member.

(F) The Neighborhood Liaison/Ombudsman shall serve as an ex-officio, nonvoting member of the Neighborhood Advisory Board.

(G) The Liaison Members of the Neighborhood Advisory Board shall consist of the Liaison Members appointed by each neighborhood association. In addition to electing the Board Members of the Neighborhood Advisory Board in accordance with the provisions of subsection (D) above, the Liaison Members shall offer feedback to the Board Members of the

Neighborhood Advisory Board at least twice each year at a meeting of the Neighborhood Advisory Board.

Section 3. That Section 2-3-85 of the Code of Ordinances, City of Greenville, be and is hereby amended by rewriting said section so that it shall read as follows:

(A) In order for the Liaison Members of the Neighborhood Advisory Board to elect Board Members of the Neighborhood Advisory Board for a district, at least a majority of the Liaison Members of the neighborhood associations from that district shall be present at a meeting of the Liaison Members of the Neighborhood Advisory Board. In order for the Liaison Members of the Neighborhood Advisory Board to elect Board Members of the Neighborhood Advisory Board for the at large position at least a majority of the Liaison Members of the neighborhood associations within the corporate limits of the city shall be present at a meeting of the Liaison Members of the Neighborhood Advisory Board.

(B) In order for the Neighborhood Advisory Board to take action, a majority of the Board Members of the Neighborhood Advisory Board shall be present.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. 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 6. This ordinance shall become effective on December 1, 2013.

This the 9th day of September, 2013.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

We, the Neighborhood Advisory Board (“the board” or “NAB”), believe the best community is one where all residents’ ideas, beliefs and lifestyles are valued, regardless of socio-economic status, race, gender, ethnicity or creed, whether property owner or renter. We believe our board has consistently reflected these ideals, capturing the diverse nature of this city we all love and want to see grow in positive and beneficial ways. With this belief, we do not want any changes that exclude any homeowners or neighborhoods from the Neighborhood Advisory Board. On the current board, homeowners’ associations constitute about 25 percent of the membership--a significant but certainly not dominant voice.

Because of the unique makeup of our city, we believe increasing our board membership by two--one regular member and one alternate--will allow us to reach out to city residents even more effectively. We propose these new seats be dedicated to residents living in rental properties in the city and will be voted in by neighborhood liaisons from across the city. Furthermore, realizing a strong neighborhood is often comprised of more than the residents themselves, we will encourage neighborhood associations to create board positions within their own organizations for applicable subgroups such as churches, small businesses, retirement homes, non-profits or other entities that share an interest in working with residents for a strong and vibrant neighborhood.

In building an inclusive community, the board also believes that it is important to have only one association in each geographic area, to do otherwise would be divisive. The new community policing program that was initiated by Chief Aden is designed so that each neighborhood has an officer who works with that neighborhood and attends all neighborhood meetings. This program will enhance the quality of life in neighborhoods as the police and residents build strong working relationships.

The board has been actively reaching renters. Indeed, we have an actively participating liaison to the board from communities with large rental populations. We are pleased we were able to cement some of those relationships at our annual neighborhood symposium (if you weren’t there, you missed a great testament to our diversity and efforts toward creating a truly inclusive vehicle for empowering all residents to take leadership positions in their neighborhoods and city wide). We will continue to foster these relationships and build new ones, including rental communities--as we include all communities--at our table to share ideas and concerns.

We believe neighborhoods throughout the city benefit from the exchange of ideas that takes place on the NAB, we promote and support that exchange and we hope only to see it grow.

For all of the above reasons, we recommend option three.

District 1

Kim Carney

Kim Carney

Carolyn Glast

Carolyn Glast

District 2

Betty Hines

Betty Hines

David Douglas

David Douglas

District 3

Ann Maxwell

Ann Maxwell

Laura C. McKenna

Laura McKenna

District 4

Caroline Doherty

Caroline Doherty

Lisa Wilborne

Lisa Wilborne

District 5

Brenda Diggs

Brenda Diggs

Sharon Stang

Sharon Stang