



# Agenda

## Greenville City Council

January 13, 2014  
6:00 PM  
City Council Chambers  
200 West Fifth Street

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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.

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**I. Call Meeting To Order**

**II. Invocation - Mayor Thomas**

**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 25, June 10, August 5, and December 9, 2013 City Council meetings
2. Extension of Agreement with Greenville Public Access Television Corporation
3. Ordinance establishing a Greenville Utilities Commission Electric Capital Projects Budget for the 10th Street Connector Electric Infrastructure Relocation
4. Application for National Endowment for the Arts Our Town Grant

5. Approval to submit an Urgent Repair Grant Application to the North Carolina Housing Finance Agency
6. Budget ordinance amendment #5 to the 2013-2014 City of Greenville budget (Ordinance #13-026) and a budget ordinance to establish the ERP (Enterprise Resource Planning) Capital Project Fund
7. Various tax refunds greater than \$100

**VII. New Business**

8. Presentations by Boards and Commissions
  - a. Environmental Advisory Commission
  - b. Pitt-Greenville Airport Authority
9. Establishment of fair market value for properties associated with the Lincoln Park Neighborhood Redevelopment
10. Ordinance Amending the Manual of Fees Relating to Fees for Parade Permits and Facility Use
11. 2014 City Council Strategic Planning Session
12. Police Department Response to Recent Crime

**VIII. Review of January 16, 2014, City Council Agenda**

**IX. Comments from Mayor and City Council**

**X. City Manager's Report**

**XI. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

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**Title of Item:** Minutes from the February 25, June 10, August 5, and December 9, 2013 City Council meetings

**Explanation:** **Abstract:** Proposed minutes from City Council meetings held on February 25, June 10, August 5, and December 9, 2013, are presented for review and approval by the City Council.  
**Explanation:** Proposed minutes from City Council meetings held on February 25, June 10, August 5, and December 9, 2013, are presented for review and approval.

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

**Recommendation:** Review and approve minutes from City Council meetings held on February 25, June 10, August 5, and December 9, 2013.

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

**Attachments / click to download**

- [Proposed Minutes February 25 2013 City Council Meeting 969322](#)
- [Proposed Minutes of June 10 2013 City Council Meeting 956568](#)
- [Proposed Minutes of August 5 2013 City Council Meeting 961691](#)
- [Proposed Minutes of the December 9 2013 City Council Meeting 969958](#)

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, FEBRUARY 25, 2013



A regular meeting of the Greenville City Council was held on Monday, February 25, 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 6:00 pm. Council Member Blackburn gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose H. 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

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**APPROVAL OF THE AGENDA**

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City Manager Lipscomb stated she had a revision to the proposed workshop schedule which has discussion on workshops requested and has a proposed meeting schedule for March and April. Council Member Joyner made a motion to approve the agenda with the change noted by the City Manager. Council Member Blackburn seconded the motion, which passed by unanimous vote.

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**PUBLIC COMMENT PERIOD**

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Mayor Thomas opened the public comment period at 6:03 pm, explaining procedures which should be followed by anyone who wished to speak.

Marsha Wyly – 111 Martinsborough Road

Ms. Wyly said she was concerned about the opportunity for one stop voting on the ECU campus because the location would be difficult for the public to access. She also agreed with Council Member Mercer when he said at a previous meeting that the City Council had elected officials who could be on the ballot making important decisions which would



impact the outcome of the election. Ms. Wyly went on to say that ECU has eager students who will support one council member over another and that engaging the City Council in the site selection process is one thing that fosters mistrust in government. She said the City Council would essentially be paying for an election site in a location where students could influence the outcome of the election. Ms. Wyly asked that an alternate site other than ECU be considered so all citizens can vote and have their voices heard.

There being no one else present who wished to address the City Council, Mayor Thomas declared the public comment period closed at 6:06 pm.

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### OLD BUSINESS

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### **ONE STOP VOTING FOR 2013 MUNICIPAL ELECTIONS**

City Clerk Carol Barwick stated that an inquiry was presented at the last City Council meeting from the Pitt County Board of Elections Director asking whether the City wanted to host an additional one stop voting site for early voting in this year's municipal election. She noted that any additional sites requested by the City Council would be in addition to the two one stop voting sites which are already provided based on the City's 2009 agreement with the Board of Elections. The two sites provided in the agreement are located at the Pitt County Agricultural Center and the Community Schools Building. The cost to host a one stop site for a one-week period was estimated at \$2,919.46. Having additional sites or hosting a site for more than one week would further increase costs.

Ms. Barwick said that following the City Council discussion on February 14<sup>th</sup>, a motion was made by Council Member Joyner and seconded by Council Member Mitchell to host a one stop site at the Pitt Area Transit conference room, which was where the additional polling site was held in 2011, and to have a second site somewhere on campus at ECU. The motion called for both sites to be in operation for the same hours. Following additional discussion at that meeting, Council Member Joyner moved to table the matter until February 25<sup>th</sup>, so that additional data could be obtained on voting patterns at the various sites used in previous elections. Council Member Blackburn seconded that motion which passed unanimously.

Ms. Barwick then summarized additional information from the Board of Elections. In short, voter usage at the one stop sites during the 2009 and 2011 municipal elections was 4.1% and 4.46% of registered voters respectively. Those percentages included the two sites provided by the agreement, a site at the Winterville fire station, and the City's additional site, which in 2009, was at the Municipal Building and, in 2011, was in Pitt Area Transit System (PATs) conference room.



Ms. Barwick stated that Pitt County has had one stop voting since 1999. The City Council selected additional locations in 2009 and 2011. Based on information from the Board of Elections, Ms. Barwick said the sites provided prior to 2009 were only those that are currently in the City's agreement with the Board of Elections.

Council Member Joyner withdrew his motion, which was still pending from the February 14<sup>th</sup> meeting, to host the site at the PATS conference room and to have an additional site on campus at ECU. He then made a new motion to host sites at the PATS conference room and the Drew Steele Center for a one-week period from October 28 to November 2, 2013 from 11:00 am to 7:00 pm. He stated he was proposing this change due to unfavorable feedback on the use of Mendenhall at ECU as a polling site in 2012. Council Member Mitchell seconded the new motion.

Council Member Mercer said voting had been mentioned from 2009 and 2011. He was on the City Council then and says the record will show that on August 13, 2009, he said he was opposed to any outside individual or organization paying for an additional site, but he said he was in favor of a central polling place. In 2011, he said he preferred to leave the matter up to the Board of Elections. Tonight he does support an additional site at the City's expense that is centrally located, accessible by the City bus line and has adequate parking. He stated he is uncomfortable with the City Council choosing a site, although he said he would support having a site at the Drew Steele Center. Council Member Mercer said he still preferred to leave location selection up to the Board of Elections.

Council Member Blackburn stated that she was also uncomfortable making a decision on a polling place, since her name may be on the ballot. She said she would participate in the process since the City Council was asked for recommendations. However, she said the decision should be up to the Board of Elections. Council Member Blackburn said that the Drew Steele Center, which is the location she has advocated, provides more benefit to the community in the sense that it is accessible to anyone.

Council Member Mitchell said he did not oppose having a polling site at any location, but that voters should be able to participate in the election process. The City Council should encourage all citizens to vote and provide access to polling sites.

Council Member Mercer referenced comments he made that no organization or individual should pay for an outside site. Those comments were in regards to the NAACP offering to pay for a site at Carver Library. Council Member Mercer wanted those comments to be clarified. It is normal for the City Council to be asked for a polling site recommendation. Council Member Mercer felt there was a fear of an ECU location tipping the scales.



City Attorney Dave Holec said that per the City's agreement from 2009, the Board of Elections would only consider adding a third site upon request from the City Council. Council Member Joyner said the Board of Elections has requested in two prior elections and it did pass. Council Member Mercer asked if the City Council could tell the Board of Elections that the City Council wants to fund an additional site, but would like for the Board of Elections to select the site. City Attorney Holec said that was possible, but the request from the Board of Elections was to respond with the selection of a site. Council Member Mercer moved to amend the current motion by replacing the specific site with "one that is centrally located, convenient for students and the general public, on the City's bus line, handicapped accessible and with adequate parking." Council Member Blackburn seconded the motion. The amendment failed with a 2 to 4 vote, with Council Members Blackburn and Mercer voting in favor.

On the original motion, which was to host one stop voting at PATS and at the Drew Steele Center, the City Council voted unanimously to approve.

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**NEW BUSINESS**

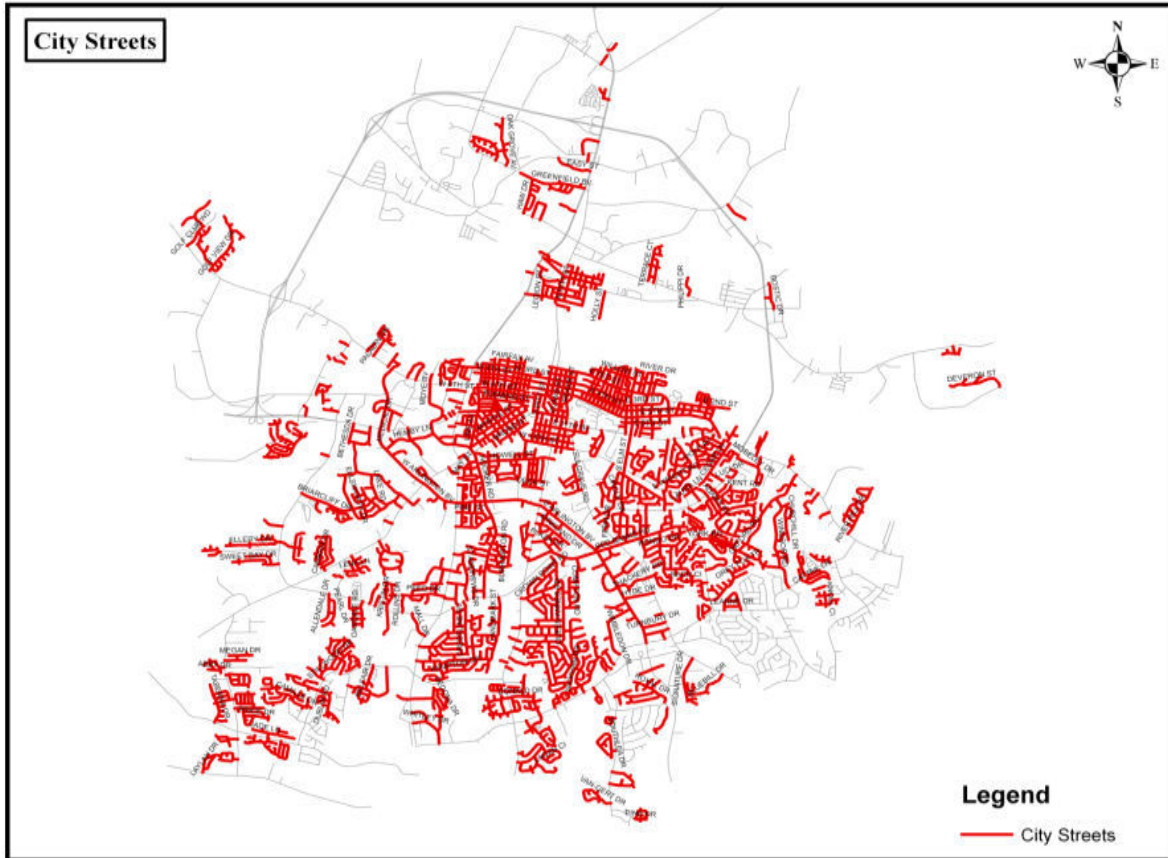
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**FOLLOW-UP FROM CITY COUNCIL PLANNING SESSION**

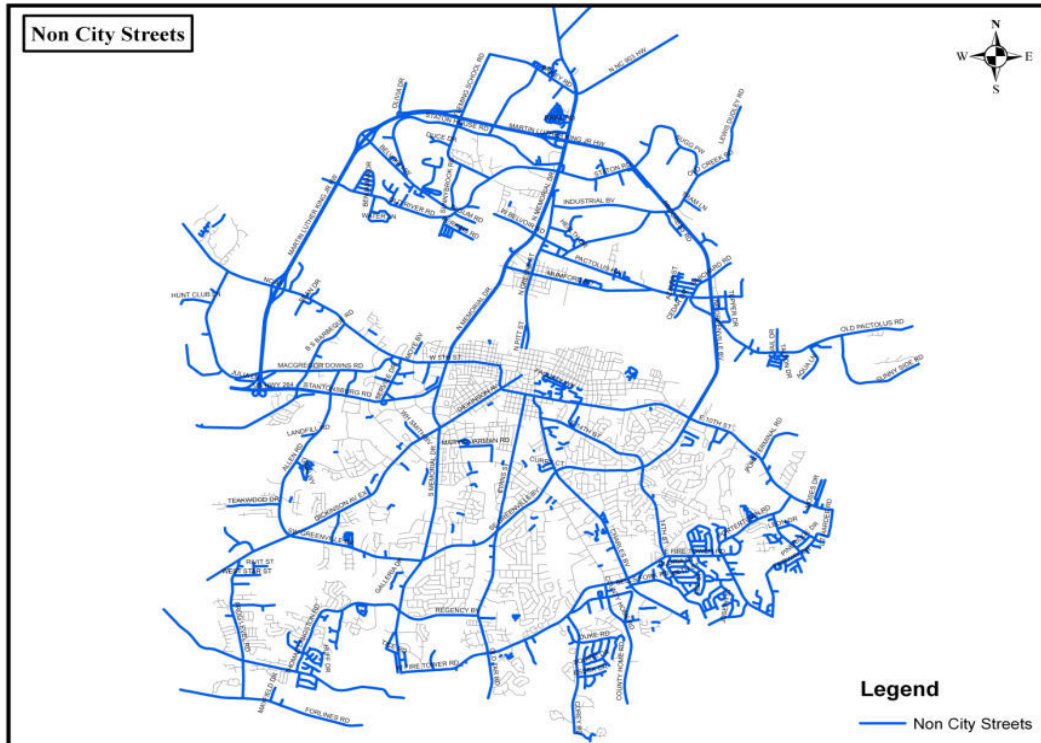
City Manager Lipscomb stated that Council Member Joyner requested an update on information discussed at the Planning Session. The two items discussed at the Planning Session were street improvements and the medical research park. Background information on streets and conditions were provided at the Planning Session. City Manager Lipscomb asked Public Works Director Kevin Mulligan to give a brief update on the street improvement program and she asked Interim Assistant City Manager Chris Padgett to present information on funding options following Mr. Mulligan's update.


**a. Street Improvements**

Public Works Director Kevin Mulligan thanked the City Council for the opportunity to address the state of the City's roadways. He stated he would be making a revised version of the presentation from the Planning Session. The City has a road network of 611 lane miles. In addition, there are also state-maintained roads, but the state-maintained roads were not included in that figure.







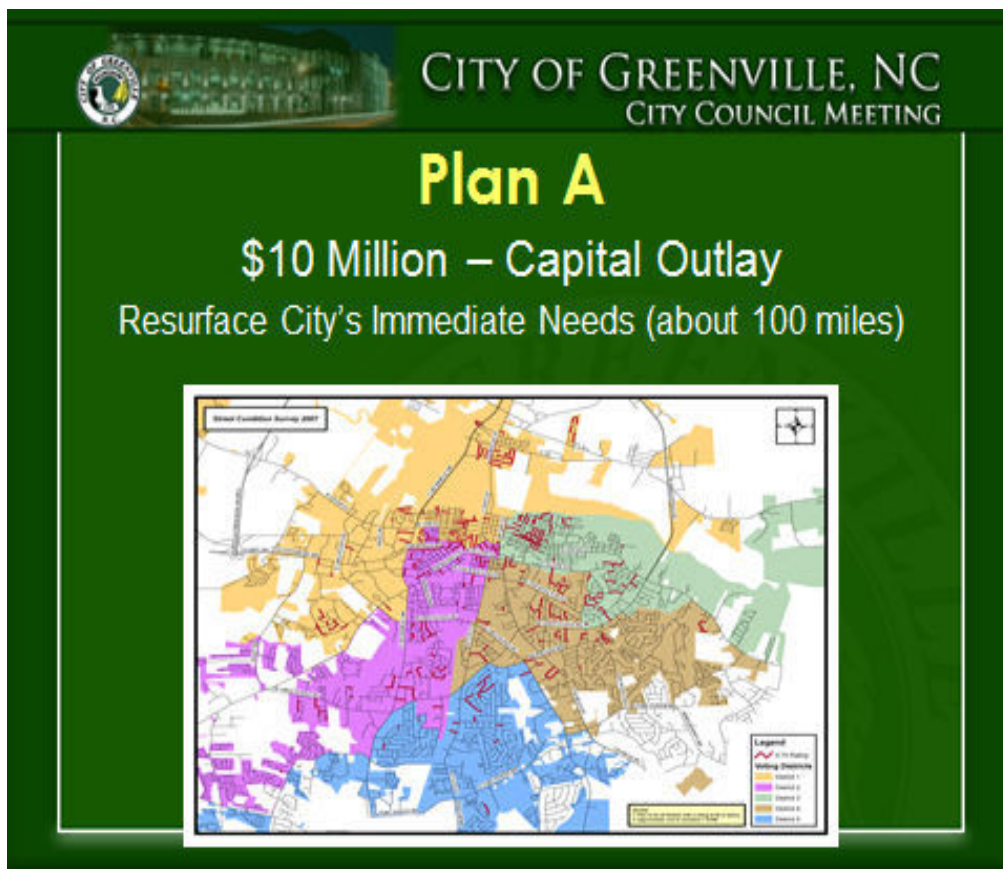
 CITY OF GREENVILLE, NC  
CITY COUNCIL MEETING

## Annual Maintenance of City Roads


- Powell Bill – Distribution = ~\$2,000,000+/Yr
- Operational Maintenance - ~\$1,600,000/Yr
- Net Available for All Capital - ~\$400,000/Yr
- FY 12/13 Resurfacing Program - \$500k  
(\$200k Powell Bill, \$300k General Fund)
- FY 12/13 Sidewalk Program - \$200k



Mr. Mulligan went on to say that the conditions of many of these roads are fair to poor. He focused on the immediate needs, including 100 miles of roads in poor condition throughout the City. The cost to resurface these roads is \$100,000 per mile, totaling \$10 million to resurface the worst 100 miles of roadway. He mentioned the potential use of Powell Bill funds to pay for improvements. He also mentioned future needs and protecting the City's investment in its roadways. The cost to rebuild roads altogether would be 10 times greater than simply maintaining them. Mr. Mulligan proposed two plans for protecting the City's investment in its roads. Plan A would consist of a \$10 million capital outlay to resurface the City's immediate needs of about 100 miles of roadway. Plan B, which would also have a \$10 million outlay, is made up of three parts. Part 1 of Plan B would entail using \$5 million to improve the worst 50 miles of city streets. Part 2 would allocate \$1 million to rehabilitate and resurface Arlington Boulevard from Stantonsburg Road to Evans Street. Lastly, Part 3 would utilize the remaining \$4 million for a Streetscape Project from Elm to Albemarle Streets that would serve as a Gateway Entrance to Downtown.



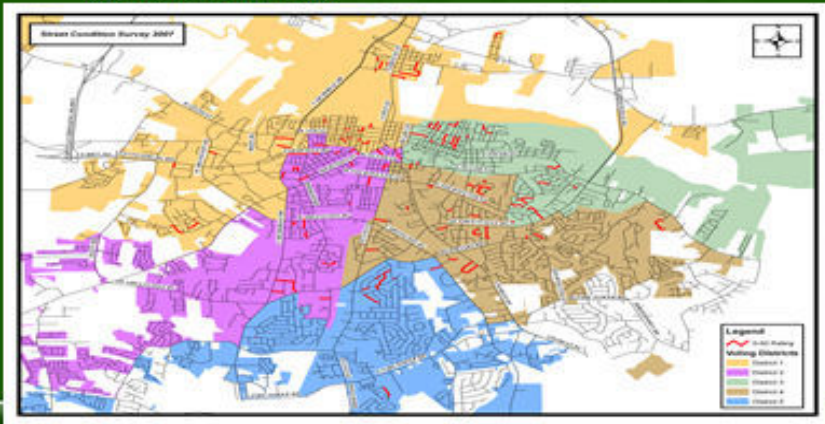



 CITY OF GREENVILLE, NC  
CITY COUNCIL MEETING

## Plan B

\$10 Million – Capital Outlay - 3 Parts

Part 1 - \$5 Million used to Resurface City's Worst Streets  
(about 50 miles)




 CITY OF GREENVILLE, NC  
CITY COUNCIL MEETING

## Plan B (cont'd)

\$10 Million – Capital Outlay

Part 2 - \$1 M to Rehabilitate & Resurface Arlington Blvd.  
from Stantonsburg Rd to Evans





**CITY OF GREENVILLE, NC**  
CITY COUNCIL MEETING

## Plan B (cont'd)

### \$10 Million – Capital Outlay

Part 3 – \$4M for a Streetscape Project on 5<sup>th</sup> St. (Elm to Albemarle) serving as a Gateway Entrance to Downtown



Mr. Mulligan said that improving the overall condition of the City's roads would make them ride better. He also stated that moving the rail road switching yard will improve traffic flows.

Council Member Blackburn asked about roads in the River Hills subdivision. Those roads were patched, but the patches have not held up. Mr. Mulligan said the preparations will begin in 2013. He said he believes some roads in River Hills have been prepped for resurfacing. There will be two resurfacing contracts this year based on maximizing use of funding. City Manager Lipscomb said those roads have been prepped and are programmed.

Council Member Blackburn inquired if the State had new thinking in regards to roads. Mr. Mulligan said in the future, the City will be looking to install new methodology into its streets. The State is on board, but their current initiative is to move cars more efficiently. City Manager Lipscomb said this program really only pertains to resurfacing the roads the City has, not new initiatives.

Mayor Thomas said Greenville is continuing to grow and has much traffic. Certain roads are designed for certain capacities, in both traffic numbers and weight limits. Mr. Mulligan said that both factors and changes in traffic patterns in general contribute to the deterioration issues.



Mayor Thomas mentioned that Powell Bill funding covers other line items besides roads, including sand, gravel, signage, and labor. He also said that the City has overages each year, although these overages cannot be counted on. Interim Assistant City Manager Chris Padgett estimated that last year's overages totaled \$2.4 million in the General Fund. About \$2.1 million of that was capital items carried forward into the following year, so only a few hundred thousand dollars were actually excess funds. For this year, the City is on track for a balanced budget.

Mayor Thomas said that the State Legislature is looking at funding resources. The City has counted on Powell Bill funds each year, but the State is looking to dump roads in the City's lap with no more money. City Manager Lipscomb said it was currently unclear what the legislature will do.

Mayor Pro-Tem Glover said that recently, the City Council was presented a list that included communities in need of street improvements. Oakdale subdivision was on that list. She said that no improvements had been made to that subdivision. Sanitation trucks travel those roads and make the conditions worse. Mayor Pro-Tem Glover continued that River Hills had been annexed since she came on the City Council and Oakdale is one of the City's oldest neighborhoods. Council Member Joyner clarified that the purpose of the plan presented was to improve River Hills, Oakdale and the other 100 miles of streets. The City Council has been trying to come up with plan to address it all, or at least a portion.

Council Member Mitchell asked if the City Council chose Plan B, in which the first step would be to use \$5 million to improve the worst 50 miles of city streets, what would happen to the other 50 miles of roads that would still need improvement. Mr. Mulligan said the roads would move into the future needs category.

Council Member Joyner said that the City Council needs a plan that addresses the maintenance of the roads that are currently in good condition, as well.

Mr. Padgett said the \$10 million number Mr. Mulligan used would likely require borrowing funds to get the process started. There are primarily two ways to do so; General Obligation bonds or Limited Obligation bonds. The General Obligation bond would require a citizen vote. At the staff level, the City has the ability to borrow money, but must have the fiscal responsibility to repay the debt service. There is also a difference in time frame for the two types of borrowing. The General Obligation bond would go on the November ballot, but would require a quick decision to pursue. A Limited Obligation bond would take about four months to complete with Local Government Commission approval. Limited Obligation bonds are more flexible in terms of when to begin. Regardless of which type of borrowing is used, the City must have the ability to repay. There are six potential revenue sources, which include cash or fund balance, property tax, sales tax, prepared food & beverage tax,



federal grants, and Powell Bill funds. There is about \$4.5 million in fund balance that is in excess of City Council policy to maintain 14% in fund balance.

Mr. Padgett said property tax revenues make up about 40% of the City's overall budget. During the budget meeting the City Council decided it did not wish to raise taxes. But Mr. Padgett pointed out that if the City must raise revenue to address street issues, raising property taxes could be an option.

Mr. Padgett also mentioned increasing sales tax. He said that a \$0.25 increase would equal about \$1.4 million annually. A sales tax increase would have to be approved by the General Assembly in the form of a local or general bill. Mr. Padgett said this option was unlikely to occur in the current session of the General Assembly because the session has already begun, and it would be difficult to introduce something new at this time.

Mr. Padgett said a prepared food and beverage tax would require General Assembly authorization, but this is unlikely. This money is typically geared toward tourism. A 1% increase would generate \$2.5 million.

Mr. Padgett said obtaining federal grant money would be difficult because local roads are usually considered a local issue. Although economic development projects exist, they may not be a feasible solution.

Mr. Padgett stated that the City does receive about \$2 million annually from the state as a result of the Powell Bill. When people purchase gas for their vehicles, a portion of funding is returned to the City for street work. This money could be used for debt service. At the end of last fiscal year, the City had \$1.9 million in Powell Bill funds.

Mr. Padgett said legislative bills are due March 5, 2013. It might be possible for the City Council to submit a placeholder bill until all details of the bill are formed.

Council Member Mitchell asked if Powell Bill funding could be used to pay down debt service on a General Obligation bond. Mr. Padgett said there is some fund balance available to use as a one-time contribution. In terms of borrowing ability, \$10 million would require around \$700,000 annually for 20 years. Capital programming in the budget would be recurring.

Council Member Mitchell asked if it was possible to fund debt service without raising property or sales taxes. Mr. Padgett said the City Council would have to evaluate through the budget process to piece together funding sources to pay off debt service. The \$700,000 would be difficult to do without some additional revenue. He said it was possible to do special revenue bonds, and borrow against future Powell Bill appropriations and use



Powell Bill money to pay for debt service. But again, Powell Bill funding is already used for other purposes.

Based on his experience, Mr. Padgett said that he thinks most cities split up their Powell Bill money paying for labor and materials.

Mr. Mulligan said the City needs an approach to handle the immediate issue of moving from its 75-year road resurfacing cycle. Other cities, such as Charlotte, are on 15 to 20-year cycles. Mayor Thomas said, in short, that the City needs a plan to get road repairs on a regular schedule and also create a sustainability fund.

Council Member Blackburn said she is more comfortable raising property taxes to increase revenue. She added that even a temporary increase would get the City on more stable footing.

Council Member Joyner said Ron Kimble stated that there is a two-year plan for the City of Charlotte. Every two years the City of Charlotte focusses on a different issue that needs to be addressed, rather than working on multiple opportunities at once.

Council Member Joyner mentioned that people who visit Greenville use its resources, yet the City is not receiving any financial contribution from them in return. Of the two choices presented by Mr. Mulligan, Council Member Joyner wanted to know which the City could afford to do and how to fund it. He said that he would prefer the staff present two to three solutions with funding mechanisms for each. He also stated that he wants the City Council to address this issue during its term.

Council Member Mercer said this is a matter of encouraging business and economic development to come to the City. With regard to Plan A and Plan B, he asked which plan would be a better investment in terms of economic development and recruitment possibilities. Mr. Padgett said he could only speculate and that this is a policy decision for the City Council. Larger street segments in a prominent area as proposed in Plan B, in terms of overall impact and visibility, would probably rate higher. Addressing more of its lower-rated facilities would help improve the City from the bottom up.

Council Member Mitchell asked if the portion of Arlington Boulevard from Stantonsburg Road to Evans Street in Plan B was also included in Plan A. City Manager Lipscomb said it is not. Mr. Mulligan said that area needs to be rebuilt, so it is not part of resurfacing aspect. If it was in Plan A, it would reduce the number of lane miles that could be redone.

Council Member Blackburn liked Council Member Joyner's mention of a hybrid approach to funding sources. She said that Plan B will give the community hope of continued progress.



Mayor Thomas recommended the staff come back with two to three specific alternative plans, and address funding mechanisms that the City Council can debate on.

Council Member Mercer said that he was cautious to borrow money and stated that it should be done carefully. Fortunately, previous City Councils have put the City in a situation with great borrowing capacity, but Council Member Mercer thinks we have about a \$1.4 million Powell Bill overage we would use, reducing the \$10 million to \$8.6 million. Mr. Padgett said the City Council should not spend the entire amount. The City has \$400,000 that could be applied to debt service, bringing it further down. If the \$400,000 is applied to debt service, it will detract from funds available for ongoing resurfacing initiatives. Council Member Mercer stated that he is not committing to anything until he sees figures and detailed plans. However, since Greenville attracts many people to use its services, Council Member Mercer is open to looking at ways these people can contribute for their use.

City Manager Lipscomb stressed the need to go through the budget process in order to look at options on how to move forward with a plan.

Council Member Mitchell made a motion for staff to bring options during the budget process. Council Member Joyner seconded the motion.

Council Member Blackburn noted that the presentation focused on \$10 million benchmark and questioned if the City Council is limiting to that amount. Mayor Thomas said that in regards to two-year options, the City Council is leaving amount and funding mechanism up to staff to bring options.

Upon motion by Council Member Mitchell and second by Council Member Joyner, the motion for staff to bring options during the budget process was approved by unanimous vote.

#### **b. Medical Research Park**

City Manager Lipscomb stated that a considerable amount of information was provided in the agenda packet on efforts over the past 30 to 40 years. She asked Community Development Director Merrill Flood to give a brief summary.

Mr. Flood began by pointing out that the original Medical District Land Use Development Plan was approved and adopted by the City Council in 1974 and included around 2,000 acres. It instilled the concept of protecting and creating the medical district as it is known today. Even in 1974, there was talk about creating a research and technology park for the medical district. The most recent update was in 2007, which expanded the medical district to 4,700 acres. Mr. Flood said if the City Council gives direction to move forward with the





medical research park project, the staff would meet with representatives of Vidant Medical Center, ECU and others to discuss how to best move forward. Then, in the future, the staff would meet with the City Council to discuss the findings.

Council Member Mitchell said he has been doing much research and that a medical research park could be a job creator and a positive impact on the economy. The City Council should be a facilitator in this project, but other partners may have a larger role. Improvements will not come overnight and maybe not even over five years, but this project will give the community potential to grow.

Mayor Thomas said that Mark Phillips of the North Carolina Biotech Center, housed in Research Triangle Park, believes that Greenville's Biotech campus is an ideal candidate to leverage the assets in the eastern part of the United States. Mayor Thomas mentioned AgBio and behavioral health studies. He further stated that in the next few years, 5 million members of the military will be getting out of the service. The highest concentration of military service members in the country is in Eastern North Carolina. Mayor Thomas pointed out that particular population is a large sample size for a behavioral study.

Council Member Blackburn said though the City Council will not be doing the medical research, it needs to have perspective of how to help its partners. She stated that these conversations with partners are the initial step. The City Council should serve as a vehicle for creating a roundtable.

Council Member Mitchell stressed the importance of keeping this discussion open, while also considering what is best suited for the area. Council Member Mitchell made a motion for the staff to talk to the partners and bring back a report to the City Council in 90 days. Council Member Blackburn seconded the motion.

Council Member Mercer said it is best to build on what is being done rather than starting something new. A key question is to determine what the appropriate role for the City is, and what entity will take the lead. ECU needs to be a strong partner. Funding is not unlimited, so it is important to keep a close eye on the budget. Council Member Mercer said that the City Council needs to look at the return to taxpayers. He said that the City Council should talk to Wanda Yuhas and John Chaffee, and also ECU Medical School and Vidant Medical Center. Council Member Mercer said that he is eager to consider any idea, and so he supports the motion.

Council Member Joyner said that the City does not need to lead the planning for a medical research park, but it does need to be a part of the process. The stakeholders should come up with the ideas. Council Member Joyner said a medical research park is important for the City because it will provide jobs. He also said that the medical park should pay city property taxes.



Council Member Blackburn said that she wants to incorporate all health sciences in this plan, including nursing and dental services. She agreed with the idea of approaching this project as a roundtable with other stakeholders.

Council Member Mitchell mentioned that Piedmont Triad Research Center was community-wide effort that began in the 1990's as a result of R.J. Reynolds leaving some of its buildings. The master plan came about in 2002, so he said that he understands this is not a quick fix. He said that he believes Piedmont Triad Research Center is run by Wake Forest Medical Center. It includes the institute for regenerative medicine, which Council Member Mitchell has been looking at in a research capacity.

Mayor Thomas said Doug Edgerton now works for NC Biotech center. Mr. Edgerton can come and discuss early phases. Mayor Thomas said if the result of the medical research park is a \$50 million annual payroll and creates 1,000 jobs that he would support this plan.

Council Member Mitchell said based on his research, each medical research park is unique in how it started, how it is funded and how it is partnered. He said although the City Council wants the medical park to pay city taxes, many of its partners are non-profit.

There being no further discussion, the City Council voted unanimously to approve the motion for the staff to talk to the partners and bring back a report in 90 days.

### **DISCUSSION ON PROPOSED IMPROVEMENTS TO SOUTH GREENVILLE RECREATION CENTER**

City Manager Lipscomb said the City Council's pursuit of energy savings issues has caused a dilemma. The City Council does not want to waste money but wants to move forward with some energy improvements. Ms. Lipscomb asked Recreation and Parks Director Gary Fenton to address the City Council and to provide some direction for the improvements.

Mr. Fenton mentioned the deplorable state of the South Greenville Gym. Despite its condition, the gym attracts crowds. The gym is used for Health and Physical Education classes, and after school kids and adults from other neighborhoods flock to the facility. Mr. Fenton said that improvements to South Greenville Recreation Center are a top priority, but an expensive one. As part of the Schneider Energy Savings Performance Project, Schneider analyzes various facilities to look for ways to reduce costs associated with utilities. Schneider looked at South Greenville Recreation Center and had various projects associated with it. Renovating this facility within a few years would render these changes a waste of money, but if renovations are unlikely, the City should move forward with the improvements. Mr. Fenton said certain aspects could be salvaged in renovations, but the City would likely lose the value of most in a renovation.



Council Member Blackburn asked if improvements could be done in the interim until a renovation took place. Mr. Fenton said only the gym would remain intact, but the rest of the building would be demolished and replaced. Council Member Blackburn then asked if improvements could be made to the gym now.

Mr. Mulligan said that the City Council could look at the plans for Schneider. He said that it may not make sense to pursue a small piece and leave the rest on the table. Mr. Fenton recommended not doing improvements if the City Council had any confidence that renovations may be pursued within two to three years. Council Member Joyner made a motion to go with the staff's recommendation to not do any improvements to the South Greenville Recreation Center. The motion was seconded by Council Member Mitchell.

Council Member Blackburn asked where the City Council was on its discussion with Pitt County Schools on these improvements. City Manager Lipscomb had a couple meetings with the superintendent and staff, who have advised that they are interested in collaboration. The school has started to lose some attendance, and they have asked for improvements in the neighborhood. One school in the area has closed already.

There being no further discussion, the motion to not do any improvements to the South Greenville Recreation Center passed by unanimous vote.

### **PROPOSED CITY COUNCIL WORKSHOP SCHEDULE**

City Manager Lipscomb presented a list of workshops planned over the next few months. All proposed dates and times are prior to already scheduled meetings or in lieu of the third monthly meeting. The potential dates and workshops included the Sanitation Workshop on March 7, Budget Kick-Off at Bradford Creek Golf Course on March 25, Economic Development Incentives on April 8, and Storm Water and Comprehensive Crime Plan on April 22.

City Manager Lipscomb had City Council members ask for discussion of specific items. Council Member Blackburn asked to discuss storm water in terms of concerns about drainage, building standard inconsistencies as well as fees, and also requested a discussion on downtown and master plan organizational approach. The staff had planned to talk about storm water issues in the Budget Session on March 25. Downtown issues need to be the third meeting in June. In the next meeting of the City Council, March 4, extension of the Uptown Greenville contract for services will be discussed. That will be a consent item on the agenda. Council Member Mercer asked for discussion on the budget process in terms of budget subcommittees. That discussion was also scheduled for March 4.

Council Member Blackburn questioned what the Comprehensive Crime Plan would be about, since Greenville has a new police chief. City Manager Lipscomb answered by saying



that it would be an overview of some of the changing directions that the City is taking. The Comprehensive Crime Plan would probably be presented later because the new police chief is getting ready to do a strategic program with his staff in a facilitated process. So the Comprehensive Crime Plan will just be an introduction to some of the changes the City has made, changes to code enforcement and the direction the City is going.

Council Member Mitchell asked how long the budget that the City Council is passing will run this year. Council Member Joyner said that the budget will run until June 30, 2014.

Council Member Mitchell also asked if these workshop meetings were budget workshop meetings. City Manager Lipscomb said they are not. She said there will be a Budget Kick-Off, but not every department will come before the City Council since the budget is in its final year of a two-year budget.

Council Member Mitchell was concerned about having the Downtown Master Planning issue on the agenda because no partners have discussed it. He asked for Council Member Blackburn to elaborate more on the subject. Council Member Blackburn stated that she wants a presentation of the City's view of downtown and also that she wanted to make sure that the City is thinking as creatively and being as aggressive as it can for the vision for downtown. Council Member Mitchell also said downtown is vital to the growth of the City, but added that he is hesitant because so many stakeholders are involved.

Council Member Mercer said he supported workshops that help the public better understand important issues. He asked if these workshops would be televised. City Manager Lipscomb said that they would not be, but instead would be held in a conference room in more of an informal process.

Council Member Joyner said that discussion flows more freely in the conference room. He previously asked to have all committees and meetings televised and could not get any support.

Council Member Mercer made a motion to approve the workshop schedule and televise all workshops. The City Council meetings are typically all televised except for the annual planning session. He said that this would be beneficial to the public. Council Member Blackburn seconded the motion.

Mayor Thomas said last year the City Council had a two-year budget process and asked if those meetings were filmed. Mr. Padgett said that they were filmed, but not on live television due to lack of equipment. He said the meetings were budget-related, so the City Council wanted them televised, but there is a precedent with Sanitation to not record or televise.



Council Member Joyner moved to follow the staff recommendations to hold workshop meetings in Conference Room 337 and not televise; however, the motion died for lack of a second.

Council Member Mitchell said if the meetings are in workshop format, he still favors holding them in Conference Room 337. He further stated that the meetings should be more conversational.

Council Member Blackburn said she supported the idea of televising the workshops and allowing the public to attend. She further stated that the public needed to see what the City Council is doing.

Public Information Officer Steve Hawley stated the City does not have technology to efficiently broadcast workshops from Conference Room 337. He added that when videotaping is done in the Greenville Utilities Commission board room, the City Council pays an outside contractor for the audio. Mr. Hawley said if workshops were televised regularly, the City Council would need to grant authorization to buy the equipment.

Council Member Smith stressed that change needed to be consistent, and all future workshops should be done the same way. She said the changes should not be made simply because of an impending election.

Council Member Mitchell said that he was not opposed to televising the workshops. However, he said the conference room setting was more appropriate for a workshop so materials could be spread out and considered.

Council Member Joyner asked if Council Member Mercer would accept a friendly amendment to televise all meetings. He stated he had asked for many years to have all committees and meetings televised but could not gain support.

Council Member Mercer asked if Council Member Joyner was referring to all future meetings of the City Council.

Council Member Joyner withdrew his amendment.

Mayor Pro-Tem Glover said it does not matter to her where the City Council has these workshops, but the workshops should be as convenient for the staff and the public as possible.

Based on information provided by Mr. Hawley, Council Member Mitchell moved to amend Council Member Mercer's motion by follow the staff recommendation to hold workshop meetings in Conference Room 337. Council Member Joyner seconded the motion.



Council Member Blackburn stated she did not agree with the amendment because the public should be able to watch the City Council's workshops.

Council Member Mercer observed that his main motion was to televise workshops, but the amendment to hold workshops in Conference Room 337 would introduce a controversy.

City Attorney Holec stated that in order to televise the workshops live, they must be held in the City Council Chambers. To clarify, Council Member Mercer's motion would be to approve the workshop schedule, hold those workshops in the City Council Chambers and televise them live. Council Member Mitchell's motion to amend would be to approve the workshop schedule, hold the workshops in Conference Room 337 and not to televise live.

Council Member Mitchell stated that although he was not opposed to televised meetings, the workshops should be held in a conference room environment. He said since technology prohibited televising the workshops live in the conference room, they could be recorded and rebroadcast at a later date.

The motion to amend to hold workshops in Conference Room 337 passed by a vote of 4 to 2, with Council Members Blackburn and Mercer casting the dissenting votes.

Council Member Mercer stated there was a series of workshops prior to his election to the City Council, but not so many since. The City Council already held a Sanitation Workshop that was not televised.

Council Member Mercer asked if Council Members could make motions in workshops. City Attorney Holec stated they could, but only related to the established subject of the workshop.

On the motion, as amended, to approve the workshop schedule, hold workshops in Conference Room 337 and televise at a later date, the City Council voted in favor 4 to 2 with Council Members Blackburn and Mercer casting the dissenting votes.

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**COMMENTS FROM THE MAYOR AND CITY COUNCIL**

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

Additionally, Mayor Thomas stated that representatives of the Eastern Region are working together on specific projects to keep the region moving forward. Metropolitan Planning Organizations and Rural Planning Organizations are working together to prioritize projects. Mayor Thomas indicated representatives from five or six other counties in the



East who would like to come before the City Council and present a potential resolution of support moving towards the creation of an interstate loop which would incorporate Greenville's Southwest Bypass.

Council Member Mitchell moved to add this item to the March 7, 2013 agenda. Council Member Joyner seconded the motion, which passed by a unanimous vote.

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**CLOSED SESSION**

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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)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee Council Member Blackburn seconded the motion, which passed by unanimous vote.

Mayor Thomas declared the City Council in closed session at 9:26 pm and called a brief recess to allow Council Members time to relocate to Conference Room 337.

Upon conclusion of closed session discussion, motion was made by Council Member Joyner and seconded by Council Member Mercer to return to open session. Motion was approved unanimously, and Mayor Thomas returned the City Council to open session at 11:20 pm.

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**ADJOURNMENT**

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Council Member Joyner moved to adjourn the meeting, seconded by Council Member Blackburn. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 11:21 pm.

Prepared By:  
Sara Ward, Clerical Assistant  
City Clerk's Office



Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk



PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, JUNE 10, 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 Pro-Tem Glover presiding until the arrival of Mayor Allen M. Thomas at 6:13 p.m. The meeting was called to order by Mayor Pro-Tem Rose H. Glover, followed by the invocation by Council Member Dennis J. Mitchell 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

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**APPROVAL OF THE AGENDA**

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

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**PUBLIC COMMENT PERIOD**

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Robert Chin, Chairman of the Environmental Advisory Commission (EAC) – 102 Graham Street

Mr. Chin stated that EAC is recommending that the City Council adopt a resolution opposing the disposal of hydraulic fracturing waste in Eastern North Carolina. He hopes that the City Council will exercise due diligence this evening and adopt a resolution that is in the best interest of the City of Greenville and the people of Eastern North Carolina.

David Barham – No address given

Mr. Barham raised a sign and stated that he was holding this sign on May 21, 2013 at noon in front of the Internal Revenue Service (IRS) building on Charles Boulevard. He was standing on the opposite side of the street 200 feet away from the front of that building, and a uniformed officer approached him saying something about the First Amendment. He



told the officer that it was not necessary to tell him about his First Amendment rights. The officer also stated that he did not have a problem with him being at that site, but while being six inches away from his face, the officer stated that he would have a problem with him standing in the parking lot, which is 175 feet away from the front of the IRS building. When he moved 50 feet away from the parking lot, the officer intimidated and harassed him, in his opinion, and almost put him in handcuffs the next day. The officer identified himself as a Homeland Security employee. If the Mayor and City Council are fine with citizens receiving that type of treatment while exercising their First Amendment rights, then it is fine with him as well.

Mayor Thomas stated that Mr. Barham should report his concern to City staff and if Mr. Barham has any other issues, staff should follow up on them.

Hugh Cox, Member of the Environmental Advisory Commission (EAC) – 1809 Sulgrave Road

Mr. Cox stated that since fracking (hydraulic fracturing) is legal in North Carolina, the issue is not fracking, but it is waste. What is done with perhaps millions of gallons of water, sand, and the 2 percent of what is unknown, which may include radiation and benzene, should be kept out of Eastern North Carolina. EAC is asking the City Council to support the resolution relating to opposing hydraulic fracturing waste disposal.

James Holley – 1906 Fairview Way

As a consulting hydrogeologist and a former member of the Environmental Advisory Commission, Mr. Holley stated that he is concerned about this concept of injecting wastewater into the Coastal Plains from wastewater that is generated from the oil industry and the natural gas fracking process. There has been a ban in North Carolina of injecting wastewater into the subsurface into our aquifers for quite a while, and he would like to see them not repeating past mistakes. He has advised City staff about the geology of the State of North Carolina, and he is available to answer questions, if any, that the City Council might have. He is in support of the wise resolution opposing the injection of wastewater generated from fracking into the aquifers in the groundwater system of North Carolina. The legislature may soften some of the language that is in original Senate Bill 76 and potentially remove that provision that will allow injection, and if that happens, it will be very positive. If the City Council makes a statement, it will help send a message from the City of Greenville as it has been done by others, i.e. in Dare County, that citizens do oppose the potential contamination of their drinking water aquifers in the Coastal Plains.

Bianca Shoneman, Executive Director of Uptown Greenville, Inc. – No address given

Ms. Shoneman stated that Uptown Greenville, Inc. is a 501(c)(3) private organization that exists solely on the premise of fostering and supporting a vibrant center city or uptown district. In the last year, Uptown Greenville, Inc. has hosted over 40 events that have brought 71 percent of the Greenville population to the City's Uptown District. Uptown Greenville, Inc. has engaged over 600 volunteers to hold those events. In addition, Uptown Greenville, Inc. has private developers that have proposed over 34,000 square feet of new



office and retail and over 226,000 square feet of residential development. To compete in the 21<sup>st</sup> Century a community must be stimulating and a creative place to live, work, play, shop, and entertain. Greenville must be a dynamic center city and uptown Greenville sets the tone for the remainder of the City. As our vision for the Uptown District moves forward, there is a great more to be done—more support from the public sector, more investment from the private sector, and more innovative public-private or public-public partnerships to take us where we want to go. The community is fortunate to have Uptown Greenville, Inc., a model of the public-public partnership, as a steward of the Uptown District. In response to this partnership, Uptown Greenville, Inc. is pleased to stand before the City Council this evening requesting support for their contract for services and the contract for the construction of the parking deck on the Moseley Lot.

Tony Khoury, Chairperson of Uptown Greenville, Inc. – No address given

Mr. Khoury thanked the present City Council and past City Councils, stating that uptown Greenville is a progression of things that have happened over the many years and many contributors have assisted in that. There is a lot of volunteer time on Uptown Greenville, Inc.'s many parts of trying to help the City Council help our community. Mr. Khoury commended Executive Director Bianca Shoneman of Uptown Greenville, Inc. for her enthusiasm. He requested the City Council's consideration of the renewal of Uptown Greenville, Inc.'s contract as well as consideration of the parking deck. Mr. Khoury stated that having a very good infrastructure in Greenville and attracting investment from outside of Pitt County are critical. That is how Greenville will get some investment dollars coming in so that the taxpayers will not be burdened with tax increases.

Michael Glenn – No address given

Mr. Glenn spoke in support of the proposed 2013-2014 City of Greenville budget and the uptown parking deck pre-construction services contract. He stated that, after all of this time, there is nothing new to add about the parking deck because it has been discussed, debated, analyzed, assessed, bid, sampled, surveyed and even googled, which are all the reasons for taking this step forward. While there has never been a better time to borrow money, it seems that the concerns are about over-borrowing for the costs of the parking deck construction. The people who are trying so hard to get beyond this hurdle and energize the discussion about growth are being held hostage by the parking deck discussion. The only word left is commitment. He implores the City Council to realize the impact of this decision and to move the construction of the parking deck forward.

Heather Deck, Riverkeeper with the Pamlico River Foundation – No address given

Ms. Deck spoke in support of the resolution opposing the disposal of hydraulic fracturing waste in Eastern North Carolina, stating that the Bill to allow the injection of wastewater fracking is moving through the State legislature. If the Senate and the House of Representatives do not come into an agreement, the two sides will have to work out their differences on the Bill before it moves forward. Even though the Senate does agree with the removal of the provision, it is important for the City of Greenville to send a message to the legislature that the protection of our groundwater resources including our drinking



water supplies is important. It would be great to have Greenville's message on the record because this issue could obviously be revisited in the future. Fracking is not the only option for disposal. James Holley's consulting firm is the one that communities and industries contact to understand what is happening in the geology of North Carolina and how our groundwater resources act in the Coastal Plains. For him to have concerns is another reason why the Pamlico River Foundation would have concerns as well. Groundwater and river water are interconnected, so there are areas where groundwater comes up and where actually surface water goes down into the groundwater so there can be cross contamination. If we contaminate our groundwater resources, that could come into the Tar River or the Pamlico River and contaminate these rivers.

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### CONSENT AGENDA

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

- Minutes from the December 10, 2012, December 13, 2012, and February 11, 2013 City Council meetings and the April 11, 2013 Joint City Council/Greenville Utilities Commission meeting
- Resolutions and deeds of release for abandonment of utility easements at Greenville Mall (Resolution Nos. 028-13 and 029-13)
- Resolutions and deeds of release for abandonment of utility easements in the Georgetown Apartments area (Resolution Nos. 030-13, 031-13 and 032-13)
- Ordinance amending Greenville Utilities Commission's FY 2012-2013 Budget for Operations and Capital Projects (Ordinance No. 13-023)
- Contract award for the 2012-2013 Street Resurfacing Project
- Contract award for new operating system for traffic signals
- Renewal of the contract for police services for the Greenville Housing Authority (Contract No. 2053)
- Renewal of the Uptown Greenville contract for services (Contract No. 2050)
- Contract to purchase five refuse trucks
- Report on contracts awarded



Motion was made by Council Member Joyner and seconded by Council Member Blackburn to pull the following items from the Consent Agenda for discussion: 1) Contract award for the 2012-2013 Street Resurfacing Project and 2) Renewal of the contract for police services for the Greenville Housing Authority. Motion carried unanimously.

Motion was made by Council Member Joyner and seconded by Council Blackburn to approve the Consent Agenda with the requested changes. Motion carried unanimously.

#### CONTRACT AWARD FOR THE 2012-2013 STREET RESURFACING PROJECT

Upon being asked how much is the larger street resurfacing plan, City Manager Barbara Lipscomb responded this item is \$700,000 toward the street resurfacing projects. Staff has not received the bid back for the microsurfacing of a number of streets, and that is anticipated to be an additional \$200,000. There is \$3 million of additional street work that will be done in the future.

Upon being asked if this is addressing the worst streets or is it addressing in priority order what staff has recommended in terms of how far does the City go down the list, City Manager Lipscomb responded the list is the first group of roads that staff is recommending for repair. Staff is using the 2007 street-paving index in terms of looking at the roads throughout the districts of the City and their conditions. Some of the streets will require total resurfacing, while others will have the microsurfacing done.

Upon being asked how much of the \$700,000 and the additional \$200,000 reserved for this project is coming out of the General Fund, Assistant City Manager Chris Padgett responded that the total Fund Balance allocation in the proposed budget is \$8.1 million, which includes \$1.1 million of Powell Bill Fund Balance allocation. About half of that Fund Balance is the \$550,000 that is budgeted in the current fiscal year and that will not be spent this year. These projects being talked about will not become effective until after July 1 so, that \$550,000 is reverting to Powell Bill Fund Balance and then simply being reallocated. In terms of new money being expended as part of the Resurfacing Program, it would be about \$550,000.

Motion was made by Council Member Mitchell and seconded by Council Member Joyner to award a construction contract for the 2012-2013 Street Resurfacing Project to Barnhill Contracting Company of Tarboro, North Carolina in the amount of \$702,867.95. Motion carried unanimously.

#### RENEWAL OF THE CONTRACT FOR POLICE SERVICES FOR THE GREENVILLE HOUSING AUTHORITY (Contract No. 2068)

Upon being asked the following questions, Chief of Police Hassan Aden provided the responses:



QUESTION: How many police officers are assigned to the Greenville Housing Authority?

RESPONSE: Four, of which three are paid by the Housing Authority and one is paid by the City, and the City provides police vehicles and basic equipment for all of them.

QUESTION: How often are the police officers rotated? Are certain officers permanently assigned to the Greenville Housing Authority or are they assigned there for six months and then rotated?

QUESTION: The police officers are permanently assigned to the Greenville Housing Authority. Currently, there is a vacancy and staff is seeking interest.

QUESTION: Do the officers receive any special training to work with the Greenville Housing Authority to deal with the population?

RESPONSE: Some police officers do. It is not standardized and a better job should be done with that. The four police officers do receive community policing training and work under community policing principles.

QUESTION: Do those police officers still follow guidelines of the Greenville Police Department that are set by the Chief of Police even though they are assigned to the Greenville Housing Authority?

RESPONSE: Absolutely.

Motion was made by Council Member Smith and seconded by Council Member Joyner to authorize the City Manager to execute the proposed contract for police services for the Greenville Housing Authority. Motion carried unanimously.

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**NEW BUSINESS**

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PUBLIC HEARINGS

PUBLIC HEARING ON PROPOSED FISCAL YEAR 2013-2014 BUDGETS INCLUDING PUBLIC HEARING TO BE HELD CONCURRENTLY ON PROPOSED STORMWATER MANAGEMENT UTILITY RATE INCREASE

City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention and Visitors Authority and Greenville Utilities Commission

City Manager Lipscomb stated that staff has presented several drafts of the budget to the City Council. Staff feels that the City Council has heard most of the detail of the budget, and this evening staff will present a high level overview of the budget with a few of the changes. Staff will not be covering individual departmental changes and special presentations that the City Council has already heard. The major change made is the carrying forth of items that were not completed this year. The total of the last budget heard by the City Council



was \$82.2 million, the carryover is approximately \$2.6 million, and the total Fiscal Year 2013-2014 Budget will be \$84.8 million. Assistant City Manager Chris Padgett will provide a few of the budgetary details for the public hearing.

Assistant City Manager Padgett stated the following during his presentation:

#### *Budget Overview*

The City Council will consider the adoption of the budget during their June 13, 2013 meeting. The following shows the proposed budget totals for all City funds totaling \$134.7 million:

#### All Funds

General Fund	\$ 84,803,595
Debt Service Fund	4,503,760
Public Transportation Fund	2,769,889
Fleet Maintenance Fund	4,667,056
Sanitation Fund	7,395,210
Stormwater Utility Fund	10,063,355
Community Development Housing Fund	1,453,265
Health Fund	13,387,670
Capital Reserve Fund	1,779,000
Vehicle Replacement Fund	<u>3,832,662</u>
Subtotal	\$134,655,462
Less Interfund Transfers	<u>\$(13,116,714)</u>
Total	\$121,538,748

When backing out \$13.1 million of the interfund transfers, which are funds effectively transferred from one fund in the budget into another fund, the budget total is \$121.6 million. The budgets for the Sheppard Memorial Library (SML), Convention and Visitors Authority (CVA) and Greenville Utilities Commission (GUC) are included as part of the City's budget. The proposed budget for SML is just under \$2.4 million, CVA is just under \$1 million, and GUC's proposed budget totals \$281.2 million. Some key elements of the proposed budget are:

- ✓ There is no change in property tax rate (\$.52 per \$100 valuation)
- ✓ No market or merit increases proposed, but over \$1.8 Million for employee benefits added (health, retirement, and unemployment)
- ✓ Focuses on capital investments and infrastructure improvements
- ✓ Carryover Items from FY13 to FY14 are \$2.6M
- ✓ Rate increases are proposed for Sanitation services, Stormwater Utility and Bradford Creek Public Golf Course



*General Fund*

The budget presented on May 13, 2013 included a total General Fund of just under \$82.2 million. The only substantive change that has been made since that presentation is that \$2.6 million of carry over items have been added, bringing the General Fund total to \$84.8 million. Adding the carry over items is a routine part of the budgeting process. The same thing at this point last year was done when staff added \$2.2 million of carryover items to the budget. The following three slides list all of the General Funds carryover items:

Account Description	Carry Over
Historic Loan Pilot Project	\$ 70,000
Facade Grant Award	56,008
F/R Traffic Signal	100,000
Financial Management System	72,475
PW Exp. & Purchasing Relocation	200,00
South Tar River Greenway (\$14,908 trans.)	-
City Hall Roof Replacement	127,789
Municipal Bldg. Roof Replacement	257,760
Municipal Bldg. Waterproof	187,947
Norfolk Southern RR Bridge Pain	11,342
Traffic Serv. Bldg. Improvement	74,411

Account Description	Carry Forward
Building Reuse Restoration Grant	\$ 250,000
PW Yard Fence	49,004
PW Roof Repairs/Replacement	50,000
Street Lighting Improvement	50,000
City Hall Upgrade	49,562
700 MHz Radio System (\$26,764 transferred)	-
Traffic Signal Improvement	100,000
Sidewalk Construction Program	40,630
Street Resurfacing	554,751
Eppes Center Improvements	25,875
Park Maintenance Shop Improvement	144,755

Account Description	Carry Forward
Dream Park	\$ 80,867
Renovation GAFC	2,694
Supplies and Materials (ANIMAL)	9,771
Equipment (TECH 10)	18,488
Equipment (TECH 11)	18,204
Supplies (TECH 11)	699
Equipment (JAG 10)	1,685
Supplies (JAG 10)	146
<b>Total</b>	<b>\$ 2,623,764</b>

Some are grant programs that typically run from year to year, i.e. the Historic Loan Pilot Project and Façade Grant Program. Others are capital projects that were not completed this year and need to be rolled forward to the next year, i.e. roof improvements to both City Hall and the Municipal Building. The total for these carry over items is \$2.6 million.

Upon being asked why the City did not spend that \$2.6 million on projects, Assistant City Manager Padgett responded that there are different reasons. Some are grant funds in which the monies are programmed in and they need to be carried over from year- to-year regardless. For example, roof improvement projects that in some cases have to slow down





because of the work that the City is doing with Schneider Electric related to energy efficiency. There are other improvements and staff was looking at a more comprehensive approach to improving facilities. In certain cases, staff is waiting on North Carolina Department of Transportation for some improvements. City Manager Lipscomb stated that in some cases, the City had changeovers in department heads and some items were placed on hold until department heads were replaced.

Assistant City Manager Padgett continued his presentation, identifying some of the larger upcoming projects for next year's budget, i.e. the uptown parking deck (\$4 million), BANA/ERP (Business Application Needs Assessment/Enterprise Resource Planning (\$2.5 million)), South Greenville Recreation Center (\$200,000), Town Creek Culvert (\$1 million), street improvements (\$4 million) and the Tar River Study (\$200,000).

#### *Other Funds*

Nine other funds make up the City side of the budget. The Debt Service Fund is increasing less than \$40,000 from the approved plan. A couple of things have been swapped. The estimated debt service for the parking deck, which is \$276,000 annually, has been added into this fund. At the same time, \$160,000 was removed annually, which was planned for the BANA/ERP Information Technology Project. There is a difference there. The reason that the \$40,000 increase does not match up with that net difference is that some refinancing was done this year of about \$19 million. The Public Transportation Fund, sometimes referred to as the Transit Fund, proposes a decrease in funding. That is primarily due to bus purchases made this year that were originally scheduled for next year. The Fleet Maintenance Fund is increasing due to a carry over for the purchase of new fleet software and funding for a master mechanic position to service the Transit bus fleet. The Sanitation Fund is being budgeted in accordance with the approved five-year plan. This includes a \$1.50 monthly rate increase. The monthly rate for basic curbside and multi-family customers is \$13.25 and premium backyard customers' rate is \$42.30. A rate increase of \$.50 ERU (Equivalent Residential Unit) per month is proposed for the Stormwater Utility Fund. This will generate approximately \$550,000 of additional revenue annually, which will be used to fund additional maintenance efforts (a three-man crew) and debt service on \$5.3 million for capital projects. There will be a three-person crew and an additional three-person crew to maintain our 60 plus miles of open ditches. Those positions will be made available to Sanitation employees as has been done across-the-board for the past several months. Only a minor adjustment was made in the Housing Fund to address state mandated increased employer contributions for the retirement system. Being self-funded, the City's results from year-to-year in the Health Fund can vary greatly. Last year, the City had revenues over expenditures by about \$1 million so it was a very good year for the Health Fund. This year, staff was anticipating a relatively large deficit in the Health Fund, but presently \$300,000-\$400,000 is anticipated and that is not as bad. There is Fund Balance to address these ups and downs; however, based on the City's previous years' experience, there have been a lot of large claims over \$50,000 this year. Staff has increased the proposed funding in the upcoming budget by \$1.4 million above current year. The Capital Reserve Fund includes the movement of \$1.8 million previously



designated for the parking deck out of the Capital Reserve to be used for other purposes. The Vehicle Replacement Fund increased just under \$60,000, which is attributed to carry over funds.

Upon being asked if the Vehicle Replacement Fund is being used to purchase the five new sanitation trucks, City Manager Lipscomb responded that to be correct.

Assistant City Manager Padgett responded to the following questions:

**QUESTION:** When talking about capitalizing or paying for the upfront cost of sanitation automation, will the money that the City gets back go into the Vehicle Replacement Fund?

**RESPONSE:** Over the next seven years, which is the full timeline for automating the City's fleet including backup vehicles, the City will spend out of the Vehicle Replacement Fund approximately \$3 million more than what had already been programmed. At the end of those seven years, the Sanitation Fund would have paid back the General Fund for the deficits that it has run year-to-year and recent years. It will have an 8 percent fund balance or reserve built up, and then it would go back to paying the Vehicle Replacement Fund. The Vehicle Replacement Fund has about a \$6.8 million fund balance currently and is capable of absorbing the capitalization cost associated with the transition.

**QUESTION:** Is that going to leave the City coming up short when there is a need to purchase police, recreation and parks, and other vehicles?

**RESPONSE:** The Public Works Director and Fleet Superintendent have looked at this as part of the Sanitation Plan. They have verified that the City will be able to continue to meet obligations moving throughout the process without causing a negative fund balance in the Vehicle Replacement Fund.

**QUESTION:** In addition to trying to pay back the General Fund and Vehicle Replacement Fund, is Sanitation going to be able to meet its obligation to the Vehicle Replacement Fund just like everybody else does every year?

**RESPONSE:** Sanitation has always paid their share into the Vehicle Replacement Fund. Their portion will be increasing because the costs of these new vehicles are higher than vehicles that were bought traditionally. Therefore, their rent over the vehicle life cycle will increase proportionally, and all those costs were captured in the plan that was presented to the City Council.

**QUESTION:** What City fees are increasing?

**RESPONSE:** As done annually with the budget ordinance, the Manual of Fees is adopted by reference. The only changes to the Manual of Fees are related to the Stormwater Utility Fund, the Sanitation Fund, and Bradford Creek Public Golf Course.



Upon being asked about the impact of the stormwater rate increase, Public Works Director Kevin Mulligan responded that over the course of a year, citizens will pay approximately \$12.00 more.

No presentation was given at the meeting by the Greenville Utilities Commission staff.

Mayor Thomas declared the public hearing open and solicited comments from the audience. There being none, the public hearing was declared closed.

The Council Members provided their feedback about the proposed budget.

Council Member Joyner expressed his concern about the staff reduction in the Building Inspections Division by one and a half positions, stating that when he first came in office, the City was getting about \$1.5 million a year from the building permitting process. That has dropped and is starting to rebound to probably about \$450,000 a year. He wants to make sure that there is flexibility so if building permits start to pick up, the City can add a person to the Building Inspections Division.

Director of Community Development Merrill Flood stated that the numbers are still down, and staff is beginning to see a small increase in activity and is monitoring the numbers. He meets with City Manager Lipscomb monthly and as the permit activity increases, he will talk to the City Manager at the appropriate time about unfreezing and filling the position.

City Manager Lipscomb stated that she has the list of positions that are being held, and she will approve those positions that the City can use to supplement the staffing, if necessary.

Council Member Joyner stated that the City's Building Inspections Division does a great job, but this Division is not as automated or does not have as much technology as it probably should. Some cities are adding a technology fee onto the building permit process. No one likes to pay more fees, but if technology speeds up the process and makes it more efficient, an additional fee might be required. Council Member Joyner requested that staff investigate what other cities are doing to determine if that is something that the City can do, and submit a report to the City Council.

Director of Community Development Flood stated that the City Council will hear some of this with the presentation on the BANA/ERP Project at the Thursday meeting. Staff will be talking about further automating the permitting activities and what fees will be necessary to do that.

Assistant City Manager Padgett stated that next year will be the budgeting process for the City's biannual budget and staff and the City Council will plan to review all of the City's fees including building inspections. Staff will certainly note the technology needs.



Council Member Joyner stated when the City Council does that, he would like input from the Home Builders Association and others especially from the people who deal with the permits.

Council Member Blackburn stated that her ongoing concern is that the City is not giving our employees a salary increase as well as how and when changes are made to the budget. Specifically, the combination of doing two things at the same time with the budget drawing down the City's cash reserve and at the same time looking at a \$4 million loan to fund the parking deck. Her other concern is with what is being done with the Tar River Study because this is a lot of money for a nebulous goal. The City has a Town Common Master Plan and no parameters have been set for the Tar River Study, which she is uncomfortable with voting for because she needs more information. A new pier is needed at the Town Common. Could that be done by splitting it up with spending a lesser amount for a river study?

Upon being asked if the City has ever seen a larger lending capacity as presently, and will the \$4 million loan be one of the largest in terms of actual debt compared to most times in the past?

City Attorney Holec stated that the City has not seen more lending capacity. Instead, what the City currently owes is lower than it has been in the past, but Director of Financial Services Bernita Demery would be the better one to respond.

Director of Financial Services Demery responded that the City has approximately \$29 million worth of debt outstanding. This is the lowest debt level that the City has had in the past 10 years, and this is the lowest lending rate that she has seen.

City Manager Lipscomb stated that regarding the cash reserve, staff is taking the funds that were left over in the previous year and instead of spending them back then, the City is spending them now. That is a carry over and the City is using those funds for public improvements to the community. At the January 2013 Planning Session, all members of the City Council agreed that action should be taken on the City's streets, roads, and infrastructure. Regarding the parking deck, the City has the opportunity to take advantage of some of the lowest interest rates that it will ever see. The City is borrowing the money on a fixed asset that is going to be there for 20 years and will not be paying a whole lot in interest for it. It is a prudent way of handling the money as opposed to paying cash for computer software and hardware that may be obsolete in 20 plus years. Staff appreciates the City Council's concerns. In Notes to Council, staff sent out a draft of where the City is at this time in terms of the river study. Staff is studying other cities' river studies to find out what is needed for the City's request for proposal. The amount of the river study was based upon the City of Richmond doing a transformative river study. Their total process was about \$500,000 and the City's original amount that was suggested was about \$250,000 because the span of the City's river is about half of Richmond's river. That amount is an estimate and staff is looking at the environmental impacts, tourism as an impact,



recreational amenities, etc. as part of the study. The City Council asked for a public participation process. When Richmond did their study, their public participation process was \$100,000. The Town Common area is only a quarter of a mile of the 7-mile portion of the Tar River. Staff will develop the request for proposal or request for qualifications to see if there are interested parties, what they will advise us to do in terms of the study and to see how much it will cost. A decision can be made later. City Manager Lipscomb encouraged the City Council to consider leaving the Tar River Study money in the budget and it will come back to the City Council for approval. The Tar River Study might have some other kind of recommendations that may not affect the Town Common Master Plan. More of the river concerns are being looked at opposed to necessarily the development of the one parcel.

Council Member Mercer stated that the City has invested money in roads every year, and spending a considerable amount more is proposed in this budget. He has long supported a parking deck uptown, that position has not changed, and he has been a member of City Councils that have delivered over to this City Council \$1.8 million to build that parking deck. He was excited about the original funding formula and program for the parking deck of using that \$1.8 million and borrowing about \$2.3 million and building an office next door to the parking deck, which would have supported the deck. Currently, the office part of that program has collapsed. He recommends reducing the street resurfacing plan from \$4 million to \$3 million, use that difference of \$1 million for the parking deck and rather than borrowing \$4 million, borrow \$3 million for the parking deck. That might be a more helpful fiscally prudent way of approaching the funding of the deck. If the budget looks favorable in the next few months, this can be revisited. He is concerned about how the parking deck is funded.

Upon being asked if the construction of an office building was necessary in order to have the parking deck, City Manager Lipscomb responded that the two were never tied together. The construction of the two was optional. The bid for the building was too high. The contractor said that both of them are small projects and if they are put together, maybe there will be enough economy of scale so that the overall rate of construction would be more favorable. The construction of the two was put together, and it was found out that the lease rates for the building project would be high for the parties who had indicated interest. When they indicated that they were not interested, staff decided to go forward with the parking deck.

Council Member Smith stated that she wants the public to know that the building was not tied to the parking deck. This parking deck has been talked about for a number of years by previous City Councils. Over the years, she has heard other Council Members mention the money was placed in the fund for the parking deck, but she never heard comments about a building being tied to the parking deck. She wants to make sure that the public realizes the building was a separate issue. Currently, this City Council is looking at the recommendation from staff including the Financial Services Department whose been receiving so many awards and Director of Financial Services has been with the City for 25



years. Their job and profession is to make sure that they know the market and when and what the City can borrow, how low the debt is as a city and looking at the City's favorable conditions and the wiggle room that is needed.

Upon being asked how many times the City has had to go below the 14 percent, Director of Financial Services Demery responded that the City has not gone below the 14 percent and it has not always been mandatory to have 14 percent. Previously, it was 8-12 percent and the City would make transfers based on that 8-12 percent, how the economy was doing and how many projects that the City had ready to go.

Mayor Pro-Tem Glover stated that she was on the City Council when the idea of having a parking deck in the City was thought about and when the money was set aside for the parking deck. It was never tied to a building. The City's Financial Services Department has been very good with the City's money, and the City's auditors say that it is a good time for the City to borrow money while the interest rates are almost nothing. Also, the auditors have indicated that Greenville is in a much stronger financial position than most cities of the State of North Carolina.

Council Member Mercer commented on the amount of money that is being proposed in the budget for a river study. He does not feel that the City should devote \$250,000 for another study of the river and the Town Common Master Plan could be used as a starting point for the river study. If the river study can be done with saving \$100,000 or \$150,000, there would be community interest of taking some of that money and actually beginning to implement some aspects of the Town Common Master Plan that was approved in September 2010. In addition, he wants to make sure that the five-year old small business grant program is in the budget and is fully funded. It has been extraordinarily successful.

Economic Development Manager Rees informed the City Council that the Small Business Competition Program has helped 19 businesses. The program is funded this year through the very last bit of the funding from the 2004 General Obligation Bond funds as well as an infusion of some additional HUD economic development dollars. This year the program is funded enough so the City can meet the average number in dollar amount of approved applications that the City has had for the last few years.

Upon being asked if there will be a need for pilings to handle the parking deck, Economic Development Manager Rees responded that there will be a need for some sort of enhancements to the subterranean work to the infrastructure's underground foundation, and it has not been determined what exactly that will be. Based on the final design of the deck, a structural engineer and civil engineers will design whatever subterranean support is needed for the parking deck. There will be a need for something like pilings underneath the parking deck.



Council Member Mercer expressed that he would have a hard time with any proposal to close Evans Street for any length of time, which would hurt the businesses while the City builds a building there.

SECOND PUBLIC HEARING FOR THE 2013-2018 CONSOLIDATED PLAN AND THE 2013-2014 ANNUAL ACTION PLAN FOR THE CDBG AND HOME PROGRAMS

Planner Nikki Jones stated that the Consolidated Plan serves as the City's application to receive federal funding for two entitlement programs 1) Community Development Block Grant (CDBG) and 2) Home Investment Partnership Program. The last Consolidated Plan update was in 2008. The components of the Plan are needs assessment, market analysis and strategic plan. While conducting the needs assessment, staff realized that there is a disproportionately greater need in our community and that is through the Hispanic population. Throughout the market analysis, staff looked at housing units, cost of housing and the condition of housing. While there is a lot of multi-family housing, not all of that housing is truly affordable. Throughout the strategic plan, staff prioritized the resources and then showed how those resources would be delivered to the community. There is various affordable housing in Greenville. Some of the barriers are credit scores and issues, lack of full-time employment, and non-minimum wage jobs. Staff's priorities and goals have not changed drastically over the past five years.

Consolidated Plan  
Top Priorities and Goals for 2013-2018

1. Reduce substandard housing and blight
2. Preserve and increase owner-occupied housing for low income families and individuals
3. Improve public infrastructure within communities of low wealth
4. Increase and cultivate economic development opportunities within low wealth communities
5. Preserve housing for lower income households through scattered site rehabilitation
6. Produce affordable housing opportunities for both owner occupants and renters
7. Elimination of environmental hazards in targeted low income communities
8. Promote and assist in efforts to develop and maintain housing for special needs populations
9. Support programs that provide enrichment to low income communities.

However, there are a few changes and one is increasing and cultivating economic development opportunities within low wealth communities. Another change is producing affordable housing opportunities for both owner occupants and renters. The Annual Action Plan is another major component of the City's Consolidated Plan and serves the same purpose; however, it is detail-oriented.



## Annual Action Plan Top Priorities and Goals for 2013-2014

1. Owner Occupied Rehabilitation
2. Homeownership
3. Acquisition & Demolition of Substandard Units
4. New construction
5. Conversion of Rental units to homeownership
6. Development of Small Business & Commercial Corridor
7. Streetscape/Infrastructure
8. Support Nonprofits
9. Eliminate lead-based paint hazards

As far as owner occupied rehabilitation, over the past three or four years, the City has been averaging about 11 and the goal this year is to have 15. The development of a small business within West Greenville and a commercial corridor covers the goal of creating a commercial center along West Fifth Street and a grocery store. Staff is currently working on the redevelopment of Lincoln Park, one of the oldest subdivisions within West Greenville, where there is a lot of property. Throughout this process, staff received comments from the citizens and that is how staff created the priorities and goals. Some of it was from staff's experience and going to boards and commissions, but the vast majority of what staff received and put into the plan was from public comments. One of the biggest public comments during the community meetings was Greenville needs to consider a lease-purchase program to assist in homeownership. Greenville has a lease-purchase program, but it has not been pushed and used as much as it should. Staff wants to support and to provide transitional and supportive housing opportunities for veterans and the homeless. Staff feels that with the new Veterans Administration Clinic coming to Greenville, there is going to be an influx of veterans and the City needs to prepare for that. Staff heard that workforce development is the key priority. 21<sup>st</sup> Century jobs require 21<sup>st</sup> Century training. There should be a way that the City can provide and/or support workforce development programs maybe through a nonprofit. In the past, the City provided bi-monthly workshops and staff would like to provide at least one homeowner workshop monthly at the Carver Library. Staff received comments about the focus on Dickinson Avenue as a commercial corridor. The following numbers are going to look a little different from what was submitted in the City Council's agenda package because the City actually had a five percent reduction in home funds.

CITY OF GREENVILLE, NC CITY COUNCIL MEETING		
Proposed Activities	HOME	CDBG
Administration/Planning	\$35,797.60	\$170,289.60
Housing Rehabilitation	\$200,815.00	\$370,158.40
Down payment Assistance	\$17,667.00	
CHDO/New Construction	\$53,696.40	
Public Service		\$75,000.00
Acquisition/Clearance		\$84,000.00
Relocation		\$15,000.00
Economic Development		\$137,000.00
New Construction	\$50,000.00	
<b>TOTAL</b>	<b>\$357,976.00</b>	<b>\$851,448.00</b>





However, recently, staff received guidance from HUD and the City has about a five percent increase in CDBG funds dedicated towards economic development. That is a trend throughout the nation and shows the importance of economic development. The total for the proposed activities for HOME is \$357,976 and \$851,448 is the total for CDBG. The real change is the Economic Development line item at \$137,000 and part of that is \$50,000 dedicated to the Small Business Competition.

Council Member Joyner stated that when driving through West Fifth Street, there are many vacant homes and the City's heritage is being torn down. Council Member Joyner asked, while staff is talking about acquisition and demolition, at what point will the City try to rehabilitate some of the houses instead of considering demolition. Some of those houses are too far gone for repair and blocks of the neighborhood have completely changed.

Planner Jones responded that it is a balancing act because if a house is rehabilitatable, the City as well as historic preservation people would certainly love to do that, but much of what has been purchased is not rehabilitatable. If it cost \$60,000 on the tax roll, it may cost \$120,000 to rehabilitate it and cost benefit is considered. For example, in the Lincoln Park subdivision, the City wants to build specs as bungalow craftsman that blend in with the neighborhood.

Council Member Joyner stated that when he visits other cities, he can see where they are rehabilitating houses and where there is rebuilding, and it is something that is not normal for an area. Council Member Joyner requested that staff research what other cities are doing with housing rehabilitation.

Planner Jones responded that one of the reasons staff is pushing a craftsman bungalow style in Lincoln Park is because it is similar to the neighborhood, but on West Fifth Street, the City did not get that. If it is cost effective, the City will certainly rehabilitate a home.

Mayor Pro-Tem Glover stated that there is mixed housing in Lincoln Park, and she does not recommend that the City build houses that look the same or blend in with a subdivision. However, she does recommend that the City build houses that stand out and inspire people to say that they want to live there. Previous City Councils approved tearing down the historic value of West Greenville especially going south so the City did not have a chance to rehabilitate any of those homes. She realizes that staff is rehabilitating houses wherever possible and if numerous heirs are not involved with the properties and not creating problems, it easier for the City to rehabilitate houses.

Upon being asked when will the lease-purchase program start and will this program be offered by the City or by another organization, Planner Jones responded that ideally, the City would do it through CHDO (Community Housing Development Organization), but it does not necessarily work out like that all of the time. For example, there is a house on Hudson Street that needs to be sold, and if the City cannot sell it, he feels that would be a perfect location for a lease-purchase.



Council Member Smith stated that people have asked her what they could do through CHDO in order to get to the lease-purchase point. More people watch GTV9 than not and advertising this information at GTV9 will elicit some telephone calls to the City Council Members or to the City departments giving staff leads on people who can purchase those homes.

Council Member Smith requested staff to advertise the lease-purchase program information so that citizens will not feel that it is hidden, and she suggested that the information should be available at GTV9. Additionally, Council Member Smith requested that staff advertise the monthly homeownership workshops on GTV9 as well.

Planner Jones provided a chronology of the action taken by staff relating to this agenda item:

#### Chronology

- 1st Community Meeting (Carver Library) – 2/27/13
- 1st Public Hearing – 3/7/13
- 2nd Community Meeting (Sheppard Memorial Library) – 3/13/13
- Affordable Housing and Loan Committee Public Meeting – 5/8/13
- Redevelopment Commission Public Meeting – 6/4/13

Mayor Thomas declared the public hearing open and solicited comments from the audience. There being none, the public hearing was declared closed.

Motion was made by Council Member Mitchell and seconded by Mayor Pro-Tem Glover to approve the 2013-2018 Consolidated Plan and the 2013-2014 Annual Action Plan, and to authorize the City Manager to sign all required documents. Motion carried unanimously.

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#### OTHER ITEMS OF BUSINESS

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#### PRESENTATIONS BY BOARDS AND COMMISSIONS

##### Police Community Relations Committee

Chairperson Shawan Sutton of the Police Community Relations Committee gave the purpose of the Committee, and she gave a summary of where meetings were held and the names of the guest speakers and their topics at those meetings. Chairperson Sutton informed the City Council that the Committee collaborated with the City's Code Enforcement Division and Lucille W. Gorham Inter-Generational Community Center, and 626 participants were involved. That is an indication that the community is willing to work with the Greenville Police Department.



**FISCAL YEAR 2013-2014 REDEVELOPMENT COMMISSION WORK PLAN AND BUDGET**

Chairperson Chris Mansfield of the Redevelopment Commission stated that seven years ago, the Commission started out with about a \$10 million budget. That was general obligation bond funds as well as some grant money successfully found by City staff for revitalization activities in the West Greenville and Center City Center revitalization areas. Having spent down the \$10 million to approximately \$1.7 million, the Commission is presenting itself as a vehicle for facilitating partnerships. In the Commission’s Work Plan for Fiscal Year 2013-2014, the Commission has 13 items and six of them are high priorities, which are as follows:

1. West 5<sup>th</sup> Streetscape Phase II Construction
2. West Greenville Commercial Center/Business Incubator
3. Dickinson Avenue Area Redevelopment
4. 1<sup>st</sup> Street Redevelopment and Town Common Master Plan Implementation
5. “Downtown Draw”
6. 423 Lot

After summarizing the Redevelopment Commission’s budget for fiscal year 2013-2014, Economic Development Manager Carl Rees informed the City Council of what was stated in a letter from the City’s bond counsel. He stated that it is permissible for the Center City bond funds to be used in another revitalization area, if the City Council makes a finding that use of the Center City bond funds in a different revitalization area will promote Center City revitalization efforts.

**Redevelopment Commission Budget FY 2013 – 2014**

<b>Center City Bond Funds</b>		
<b>Item</b>	<b>Amount</b>	<b>Notes</b>
Evans Gateway	\$250,000	Gateway treatment at 10th and Evans
Cotanche to Reade alley improvements	\$275,000	To facilitate redevelopment of E. 5th St. commercial buildings
Uptown Theatre repairs	\$148,000	Repair of fly-loft and interior cleaning and demolition
Dickinson Avenue Streetscape Plan	\$150,000	Paid out to NCDOT as part of Dickinson Ave planning process
Parking Pay Station - Phase II	\$50,000	Installation around Pitt County Courthouse area
First Street parking striping	\$20,000	Per First Street parking plan
Small Business Plan Competition	\$60,000	Final year of bond funding
Reade & Dickinson Corridor Plan	\$90,000	Supplemented by \$10,000 from Brownfield grant for market-driven study
Evans Street public space	\$150,000	Create public venue & walkway at 423 Evans in the event that office building not constructed
719 Dickinson Avenue repairs	\$200,000	Prepare building for occupancy by Go-Science (required approval by City Council)
<b>Total</b>	<b>\$1,393,000</b>	

<b>West Greenville Bond Funds</b>		
<b>Item</b>	<b>Amount</b>	<b>Notes</b>
West 5th Streetscape, Phase II design	\$60,000	Complete design project
Acquisition	\$220,000	Per RDC acquisition policy
Commercial Center predevelopment	\$45,000	Fifth Street and Vance area
Small Business Plan Competition	\$30,000	Final year of bond funding; supplemented by CDBG program funds
<b>Total</b>	<b>\$355,000</b>	



Motion was made by Council Member Mitchell and seconded by Council Member Smith to approve the 2013 – 2014 Redevelopment Commission Annual Program of Work along with the accompanying budget.

Council Member Blackburn made comments about the language in the Work Plan relating to the Town Common. She stated that the Commission should flesh out the language for understanding what is intended by the language so that there is not an interpretation that may or may not be the intention of the Redevelopment Commission. There is a lot of emphasis and references to mixed-use development on the Town Common as a possibility. There are references to a large-scale mixed-use redevelopment, pulling commercial activity and underused space. She would like the Town Common to remain as a public park and primarily an open space. In the language, there are three different possibilities on how to approach the Town Common: 1) to continue to pursue implementation of the Master Plan 2) incremental implementation and picking and choosing elements and 3) actively seek private development on the Town Common.

Economic Development Manager Rees stated that the opportunities at the Town Common and the potential opinions or reaction of the community are viewed as something of a spectrum. On one end of the spectrum, the City has a \$13 million plan that has many exciting elements. Private developers agree with staff and the Commission that if the City Council voted tonight on \$13 million bond funds to implement that master plan, the City would see private development activity following that immediately. Creating that kind of space would be the draw that private developers would want to have and make an investment. Somewhere in the middle of the spectrum is the City determining what few things would get that same energy and draw into the Town Common, if \$2-\$3 million was spent. The south end of downtown is alive with development, and there is not so much at the north end. At the opposite end of the spectrum would be that the City wants to put a proposal together with all of the things that the City wants to see on Town Common, and all or some of these things are improvements that are discussed in the Master Plan. In that proposal is included the assertion that the City might be willing to sell off all or some of the Town Common for private development. Therefore using that to leverage public investment is wanted on the Town Common. There is really no suggestion that any of this spectrum is what the City is pursuing and is only the spectrum conversation. There is a section in the Master Plan that talks about exploring with some of the groups of citizens what does the idea of infusing public-private space in the Town Common means to different people in the community. For example, having a private concession area during the warm months of spring and summer, rented canoes or kayaks, and a civic building where weddings and other events at the Town Common would be the types of explorations that the Redevelopment Commission is suggesting that the City Council flesh out.

Council Member Blackburn stated that she respects the Redevelopment Commission immensely and the great work that has been done. However, if the selling of part of the Town Common is a possibility included in the Work Plan, she will have a hard time voting in favor of the Work Plan.



Economic Development Manager Rees stated that the Redevelopment Commission would be unable to sell a part of the Town Common. There is no suggestion that is what will be done, and it is only a discussion of the spectrum of where things are. In terms of trying to effect a plan, the full spectrum and the idea would be where can the City get where the community and the City Council can support it in order to attempt to implement some or all of the Town Common Master Plan.

Chairperson Mansfield stated that the future direction of the Town Common is a subject that has the potential to engender policy disagreements, but it has a potential to galvanize economic development in the urban core and increase the City's tax base. The design principles that the Commission adopted with the consultant is the Commission wanted to activate the edges and the entrance and improve visibility of the park. The Commission wanted to make the Tar River more accessible, create varying experiences for different users and narrow First Street and that is what is being done with the parking plan. One of the principles is to spur private enterprise, but it does not necessarily say where and it certainly does not say to sell off acreage at the Town Common. The natural history of the park and its relationship to the Tar River have to be appreciated. The Commission wanted to reflect the history of the people who had lived there and the culture that went along with that and link it to the Greenway and River Park North. The Commission understands that the City and the public have little interest at this time to sell portions of the Town Common to a private entity. While the Town Common is likely to remain a publicly owned space, there have been numerous examples in recent years of successful public-private partnerships. A public-private partnership is a contractual agreement between a public agency and a private sector entity in which the skills and assets of each sector are shared in delivering a service or facility for the use of the general public. In addition to the sharing of resources, each party shares in the risks and rewards. The primary intent of a private enterprise on the Town Common is as a revenue generator for the City. This could potentially help finance portions of the redevelopment of the Town Common and provide the City with additional tax base. A secondary reason is that it helps to encourage activity in the park as well as potentially spurring activity on adjacent parcels. Under existing conditions, it states that there are currently no private entity conducting business on a regular basis in the park. There are many ways to develop the Town Common and the Master Plan can be used.

Council Member Joyner asked about the vote of the Redevelopment Commission regarding the Work Plan.

Chairperson Mansfield responded that the vote on the Work Plan was unanimous.

Council Member Mercer commented on the Dickinson Avenue project, stating there is no question, when people look back at our City Center 10 years from now, that is going to be an area quite different in a good way. Less than three years, a Master Plan was put together that had wide public input. That plan concluded that Greenville and the public have little interest at this time to sell portions of the Town Common to a private entity and a



residential component was not appropriate in the Town Common. In the Master Plan on Page 14, the statement is that "Because of the contentious history, the stakeholders did not think new residential development is compatible with the legacy of the place. However, stakeholders were open to civic uses, mixed-use, educational public uses and so on in the new Master Plan." A big deal was made of maintaining African-American history in the Town Common Master Plan. There are African-American volunteer firefighters, Rough and Ready, and the Sycamore Hill Baptist Church to be considered. He would welcome the Redevelopment Commission and City staff to give the City Council specific recommendations referencing the Master Plan. That is the incremental approach. The City Council has already adopted a plan and why open up the discussion again and why is another plan needed. There is enough flexibility in the Work Plan to get plenty of public input, and his hesitation is in the context of general strong support for the various items including Dickinson Avenue, a hotel, the "Downtown Draw", etc.

Motion was made by Council Member Mercer and seconded by Council Member Blackburn that given the concerns about this one aspect of the Commission's Work Plan, to divide the question and have the Town Common aspect voted on separately. The motion failed with a 2 to 4 vote. Council Members Mercer and Blackburn voted in favor of the motion and Mayor Pro-Tem Glover and Council Members Mitchell, Joyner and Smith voted in opposition.

The motion to approve the 2013 – 2014 Redevelopment Commission Annual Program of Work along with the accompanying budget passed with a 4:2 vote. Mayor Pro-Tem Glover and Council Members Mitchell, Joyner and Smith voted in favor of the motion and Council Members Mercer and Blackburn voted in opposition.

Motion was made by Council Member Mitchell and seconded by Council Member Joyner to adopt the finding that using up to \$200,000 of Center City Revitalization Bond proceeds to complete repairs to the building owned by the Redevelopment Commission at 729 Dickinson Avenue will promote Center City revitalization efforts. Motion carried unanimously.

#### BRADFORD CREEK PUBLIC GOLF COURSE PLAN OF ACTION

Assistant City Manager Padgett stated the following during his presentation:

Bradford Creek Public Golf Course (Bradford Creek) had traditionally been designated as an enterprise fund and operated in a deficit in recent years. Last year, the City Council designated Bradford Creek as a recreational facility of the Recreation and Parks Department. In addition, the City Council directed staff to use an outside consultant to conduct a management and operation analysis of the golf course to improve operations and efficiency. Golf Convergence conducted the analysis and their report was presented to the City Council on January 14, 2013. Upon receiving the consultant's report, the City Council voted to refer the matter to staff for a recommendation on how to proceed with the golf



course operations and capital needs and how to fund them. Staff presented a plan of action to the City Council on March 25, 2013, and the City Council provided some general feedback at that time. Although there was no vote taken at that budget workshop session, the City Council provided the following general direction to staff:

- Develop a vision for Bradford Creek.
- Ensure that the Plan of Action includes long-term needs and that the consultant feels it is a viable plan.
- Ensure that the facility is open and inclusive and that children from all backgrounds benefit from its programs.
- Additional input needed, particularly on desired Capital Improvements

The consultant's report was quite substantial including detailed recommendations, which can be generally combined with three broad recommendations:

- Realign staffing to recognize the seasonal nature of the business, the skills and interest of existing staff, and the need to retain a general manager.
- Golfers acknowledge their responsibility for paying fair market value for the experience provided by supporting an increase in greens fees.
- Capital investment is made by the City to bring the golf course in-line with current industry standards. (\$400,000 initial; \$130,000 annually)

The plan of action that the City Council has received addresses these three recommendations. The City is not able to invest in the capital at the rate that the consultant recommended, but staff does propose capital investment at a level that will improve the facility and meet the needs of its customers.

The vision statement created for the facility is "Bradford Creek Public Golf Course is an open and inclusive facility that provides a quality and value-based golfing experience for its customers. It serves as a gateway to the game for individuals, including children, who may not otherwise have the opportunity to play. As such, the facility is intended to supplement, rather than compete against, the three high quality private golf courses located within the city. The facility benefits the City by providing a quality recreation program that improves the community's overall quality of life, is supportive of the community's economic development objectives, and is a benefit to citizens." The proposed plan of action has three components.

*1. Operational Modifications* - The proposed plan of action begins with operational modifications to the Pro Shop and maintenance.

- *Pro Shop*
  - Retain a part-time Business and Marketing Manager
  - Ensure full utilization of the Fore Reservation System
  - Eliminate one Pro Shop Attendant Position (scheduled retirement)
  - Provide additional part-time pro-shop coverage



- Develop and implement a Marketing Plan
- *Maintenance Modifications*
  - Improve tees, fairways and rough by implementing a fertilizer and weed control program
  - Raise part-time maintenance wages to attract more skilled part-time labor and to alleviate the need for additional full-time employees

The impact of all these recommendations is

- Increased focus on marketing and customer service
- Full utilization of available technology
- Greater focus on maintenance of the golf course (City asset)
- Increase / improve the youth programs being offered
- Labor is better aligned with seasonal nature of golf
- Annual increase in operating expenditures of \$3,367

One of the items that staff was asked to look at in more detail and to provide some additional information on was Bradford Creek's youth programs. The golf course offers a variety of youth programs as follows:

- |  |   |
|--|---|
| - Bradford Creek Junior Golf Assn.*    | - Costal Plains Jn. Amateur*                |
| - Practice with the Pro's for Juniors* | - Tar Heel Youth Golf Association*          |
| - SNAG Golf Clinics*                   | - Kevin Williams Junior Golf Camp*          |
| - Junior Golf Camp*                    | - Cornerstone Church Clinic*                |
| - PGA Junior Golf Camp*                | - PAL (Police Athletic League) Golf Clinics |
| - PGA Junior Golf League*              | - Boys and Girls Clubs Clinics              |

The programs listed with an asterisk are fee-for-service offerings meaning that there is a fee associated with participating in those programs. Some of the fees can be quite high, up to \$140, and some are as low as \$20. The PAL Golf Clinics and Boys and Girls Clubs Clinics are offered free of charge. The goal that staff talked to the golf course personnel about for next year is to increase the opportunities offered through those two offerings from 350 to 500 participants in the first year and then look at moving forward of either increasing these two offerings or other offerings. Another potential opportunity is the First Tee Organization (First Tee), which is a national recognized program, it is PGA (Professional Golfers Association) affiliated and there are a number of these organizations across the country. This group would actually come to the golf course, build a physical structure at that location and be a resident of the golf course. First Tee is interested in reaching out to youth across the community. Staff is starting to have some initial conversation with the First Tee Organization, and nothing has been finalized at this point.

2. *Fee Schedule* – A big portion of this change is related to the Fee Schedule. Immediate fee increases are proposed, typically \$2. If the City Council approves a budget





with the proposed fee schedule effective July 1, 2013, staff would make customers aware of the fee change within two weeks. The specials that the facility currently has for Seniors, Ladies and College Days would remain, but those rates would increase along with all of the other rates. Range Ball fees would increase \$1 to \$2. An anticipated net impact of fee increases is \$58,900 of additional annual revenue. The City cannot go multiple years without looking at these rates again. The rate structure of this facility should be reviewed annually or semi-annually to insure that the City is competitive in the market, but the City is also meeting its revenue goals.

*3. Capital Improvements* - The Five-Year plan is based upon a \$50,000 per year investment and includes funding for the following:

- |   |          |
|---|----------|
| • Bunker Renovation Program                     | \$80,000 |
| • Reduction of Maintained Turf                  | \$30,000 |
| • Fairway modifications / Drainage Improvements | \$55,000 |
| • Cart Path Repair                              | \$10,000 |
| • Bulkhead Replacement                          | \$15,000 |
| • Capital Reserve for Irrigation System         | \$30,000 |
| • Clubhouse Improvements                        | \$19,000 |
| • Landscaping Improvements                      | \$8,000  |
| • Targeted Tree Removal                         | \$5,000  |

Bradford Creek has long-term needs. The original irrigation system was not made out of the best materials and repairs are done on a regular basis. Repair of the irrigation system is divided into two phases. The additional Capital Reserve for Phase 1 of the irrigation system is \$345,000 and \$30,000 is already included in year five to start a reserve fund for that purpose. Reconstructing the greens will cost approximately \$245,000 and there will be a loss of revenues because the golf course will be down for two months. Resurfacing the parking lot will cost \$47,770, and the pond bank stabilization cost is estimated at \$28,000. The current operating loss for this facility is \$52,082. That means if the City does nothing, the average loss expected at the golf course during a given year is right at \$52,000. The golf course will run a deficit of about \$90,000 this year depending on how the City ends up in June. There was already a \$50,000 subsidy programmed into the budget so the City Council is looking at another \$40,000 that the Recreation and Parks Department budget will have to come up with to supplement. The impact of the operational modifications is a \$3,367 loss. The proposed fee increases would be \$58,900 of additional revenue and that means once the plan is implemented, on an average year, the golf course should have revenues over expenditures barely of about \$3,400.

The goal of this plan was always to create a mechanism recognizing that this type of enterprise is going to be volatile. The goal was to start trying to build a reserve fund into the budget so that when the golf course has a bad year, it can be absorbed within that fund itself and not negatively impact the rest of the General Fund or the Recreation and Parks Department budget. The recommendation from staff on the operations side would be an



operating subsidy of \$10,000. \$13,451 would be the anticipated average year profitability for the facility. The capital side has not changed. Currently, the City provides a \$50,000 operational subsidy to the golf course. The plan would be to shift that from operations to capital and to spend our money and invest in our assets, which is the golf course. The total City contribution as proposed would be \$60,000 (\$10,000 for operations and \$50,000 for capital). The total subsidy that the General Fund would be providing to the Bradford Creek Public Golf Course would be less than seven percent of that budget. This proposed plan has a great deal of input from the Golf Course Advisory Committee at various times over the past six months. The Recreation and Parks Commission reviewed this plan last month. The Commission voted unanimously to recommend it to the City Council for approval with the direction that the City should get something implemented now so that the City does not continue to see this enterprise lose money.

Council Members Joyner, Mitchell and Blackburn, as well as Mayor Thomas, made positive comments about the First Tee Organization and supported having this organization provide their services to Bradford Creek.

Motion was made by Council Member Mitchell and seconded by Council Member Joyner to approve the Plan of Action as provided. Motion carried unanimously.

#### CONTRACT FOR UPTOWN PARKING DECK PRE-CONSTRUCTION SERVICES

Vice-President Martin Moser of Barnhill Contracting Company (Barnhill Contracting) stated the City Council is voting this evening to enter into a contract for pre-construction services, which are all about managing the design phase of the parking deck project and setting it up for success. Throughout the pre-construction phase, Barnhill Contracting will provide detailed cost estimates, scheduling, and constructability review, which is providing live construction input during the design process. There will be a phase of local contractors and minority businesses solicitation and outreach. At the conclusion of the preconstruction phase, Barnhill Contracting will go through a process of publicly bidding all the trade packages. There will be a compilation of that into a final guaranteed maximum price (GMP) of the project, which will be presented to the City of Greenville for approval. Only after that GMP, the conclusion of the preconstruction stage is construction and then authorization is required when Barnhill Contracting moves into the construction phase of the project. That pre-planning and upfront effort during the pre-construction phase certainly pays dividends in trying to do analysis of value to provide feedback on alternates. Barnhill Contracting will participate in the selection of the engineer and designer for the project.

Council Member Blackburn explained that her concern with moving ahead with the parking deck is there have been many changing variables that continue to surround this project. She and others who she respects and trusts want a parking deck uptown and many of them want a parking deck uptown at the Moseley Lot. When the parking deck was teamed with a sister project at 423 Evans Street, it was going to be possibly and likely the location of the City's new Convention and Visitors Bureau. At that point, she had enough persuasive



evidence to go with the parking deck at that location. Since the variables have changed, this has left her in the unfortunate position of saying Barnhill Contracting Company, the City's Economic Development Office, and Uptown Greenville do good work, but she has some hesitation about this project at the current chosen location.

Motion was made by Mayor Pro-Tem Glover and seconded by Council Member Joyner to authorize the City Manager to enter into a pre-construction services contract with Barnhill Contracting Company in an amount not to exceed \$43,500. The City Council voted 5:1 to approve the motion with Mayor Pro-Tem Glover and Council Members Mercer, Joyner, Smith, and Mitchell voting in favor of the motion and Council Member Blackburn voting in opposition.

REPORT ON HYDRAULIC FRACTURING (FRACKING) AND CONSIDERATION OF A RESOLUTION RELATING TO FRACTURING WASTE DISPOSAL (Resolution No. 033-13)

Motion was made by Council Member Mitchell and seconded by Council Member Joyner to adopt the resolution opposing the subsurface injection of fracking waste in Eastern North Carolina. Motion carried unanimously.

CONSIDERATION OF A RESOLUTION TO KEEP THE WALTER B. JONES ALCOHOL AND DRUG ABUSE TREATMENT CENTER OPEN AND RESOLUTION IN SUPPORT OF FUNDING FOR THE RURAL CENTER, GOLDEN LEAF FOUNDATION, AND THE WALTER B. JONES ALCOHOL AND DRUG ABUSE TREATMENT CENTER (Resolution Nos. 034-13 and 035-13)

City Manager Lipscomb stated that Council Members Mercer and Blackburn requested that an item be included on the agenda for consideration of a resolution urging the North Carolina General Assembly to keep the Walter B. Jones Alcohol and Drug Abuse Treatment Center open. Mayor Allen Thomas requested that an item be included on the agenda for consideration of a resolution in support of funding for the Rural Center, Golden LEAF Foundation, and the Walter B. Jones Center.

Mayor Thomas explained that an amendment to the City Council's motion is to include support of the function of the Eastern Region. He had close discussions with Chairman Jimmy Garris of the Pitt County Board of Commissioners for the past several weeks about the City being concerned about our funding resources in the East and losing jobs in the East. The City Council and County Commissioners both have their legislative goals. County Commissioner Beth Ward added that last component about the Eastern Region economic partnership along with the other elements, which the Pitt County Board of Commissioners voted unanimously this past week.

After a brief discussion, motion was made by Council Member Blackburn and seconded by Mayor Pro-Tem Glover to adopt the resolution to keep the Walter B. Jones Alcohol and Drug Abuse Treatment Center open and to adopt the amended resolution in support of



funding for the Rural Center, Golden LEAF Foundation, and the Walter B. Jones Alcohol and Drug Abuse Treatment Center. Motion carried unanimously.

BUDGET ORDINANCE AMENDMENT #9 TO THE 2012-2013 CITY OF GREENVILLE BUDGET (ORDINANCE #12-027), AMENDMENT TO THE INSURANCE LOSS RESERVE FUND (ORDINANCE #07-93), AMENDMENT TO THE CEMETERY DEVELOPMENT PROJECT FUND (ORDINANCE #03-34), AMENDMENT TO THE STORMWATER DRAINAGE CAPITAL PROJECT FUND (ORDINANCE #06-66), AMENDMENT TO THE STORMWATER DRAINAGE MAINTENANCE IMPROVEMENT CAPITAL PROJECT FUND (ORDINANCE #09-67), AND ORDINANCE ESTABLISHING THE CITY OF GREENVILLE DOWNTOWN PARKING DECK BUDGET (Ordinance Nos. 13-024 and 13-025)

Motion was made by Council Member Mitchell and seconded by Council Member Blackburn to approve budget ordinance amendment #10 to the 2012-2013 City of Greenville budget (Ordinance #12-027), amendment to the Insurance Loss Reserve Fund (Ordinance #07-93), amendment to the Cemetery Development Project Fund (Ordinance #03-34), amendment to the Stormwater Drainage Capital Project Fund (Ordinance #06-66), amendment to the Stormwater Drainage Maintenance Improvement Capital Project Fund (Ordinance #09-67), and the ordinance establishing the City of Greenville Downtown Parking Lot budget. Motion carried unanimously.

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**REVIEW OF JUNE 13, 2013 CITY COUNCIL AGENDA**

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The Mayor and Council reviewed the agenda for the June 13, 2013 City Council meeting.

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**COMMENTS BY MAYOR AND CITY COUNCIL**

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

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**CITY MANAGER'S REPORT**

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City Manager Lipscomb stated that 10 years ago, she worked with a community and brought in the First Tee Organization to provide services. First Tee is a first class operation and does a first class job, and it is exciting to have them working with Greenville. The City is finishing almost the first year of its Economic Development Office, and the major economic development study has been done. Questions were asked about where does the City go from here so she asked Economic Development Manager Carl Rees to provide a



brief update on where the City is presently and will be moving forward in the next few months with economic development.

### Update on Economic Development

Economic Development Manager Rees stated the following during his update on economic development.

In April 2012, the City Council developed, created and approved the Strategic Economic Plan for Greenville, North Carolina: A Roadmap to Community Prosperity. Thirteen (13) goals were part of that document. There is an example for all of the goals and a few are the following for regaining jobs and increasing revenue and investing for future success:

### Regain Jobs and Increase City Revenue

Goal #1 *Attract and retain jobs by reaching out to companies in targeted economic sectors; complement the efforts of Greenville's economic development partners by focusing on business operations that wish to locate in close proximity to a university or medical campus, at a downtown location, or along a major commercial corridor.*

The City helped One Source Communication to get a grant for its expansion from the North Carolina Rural Center, and the City Council has been supportive of continuing to fund the Rural Center. That will create 50 good paying jobs with benefits for Greenville citizens.

Goal #2 *Develop retail to full potential, maximizing revenue impact and neighborhood vitality.*

Greenville has been promoted at a local event as well as a national one. The City's interest in a shopping center has yielded actual targets, and there were discussions about grocery stores as well as some additional opportunities.

Goal #3 *Nurture the success of local entrepreneurs and small businesses.*

The Economic Development Office works with the Chamber of Commerce and the private sector to create SEED (Support Economic and Entrepreneurial Development), which is a coworking space in uptown Greenville where entrepreneurs can come and work on their ideas.



Goal #4 *Increase Greenville's profile in regional and state forums, emphasizing that Greenville serves the eastern North Carolina region and is a rising uni-med community.*

The City launched a branding study and the City Council received a major report on that study and will receive another one in September 2012.

Goal #5 *Diversify the City's tax base and revenue sources to increase the City's General Revenue.*

Pipeline projects are being developed and biotechnology and back office sectors.

#### Invest for Future Success

Goal #9 *Develop sports, recreational, arts, cultural, and entertainment offerings.*

A sports development group has been assembled including representatives from the Convention and Visitors Bureau, The Pitt-Greenville Chamber of Commerce and City staff working on how to bring additional sporting events to Greenville.

Goal #11 *Support and promote the community's existing resources for developing human capital: training; primary, secondary and technical education; career and small business support services.*

A partnership was formed with East Carolina University and their operation re-entry program is a way to get high skilled well-motivated workforce into our community.

Goal #13 *Foster a proactive culture within the City government that anticipates needs and trends, cultivates new ideas, pursues innovations, and constantly seeks new ways to promote the City's strategic and long-range goals.*

A multi-departmental team was created to develop Uptown District out-door policing and the City Council approved that last month.

The Economic Development Office's approach for the upcoming fiscal year beginning on July 1, 2013 is to become much more targeted. A lot of their work is going to be much more directed at pursuing economic development opportunities within their targeted clusters of emphasis and these include back offices and data centers, digital media, software simulation, pharmaceutical manufacturing, medical device manufacturing, advanced manufacturing and retail. Retail really was not addressed so much in the report, but it is an important component as well. For each of those target clusters, there are ingredients. The City must have or develop the workforce, the product is needed, and where is the project going and what is the real estate asset or the building. The City must



let people know that they are wanted in Greenville and to get them here. Incentives might be required in order to close a deal and potential infrastructure is needed, i.e. electric, water, sewer, roads, and access to a nearby port. In addition, partners and performance measures are needed. In terms of marketing, Greenville having abundant and high-quality water is a great asset. Greenville has quality highways that allow for shipping of completed products to other regions. Additionally, the City has key partners—Greenville Utilities Commission, Electricities, North Carolina Department of Commerce, and Pitt County Development Commission. Staff visited two craft breweries to understand how they operate, what the requirements are. There are several tradeshow that are related to beverage in general, brewing, micro brewing and craft brewing. Staff will promote Greenville with our marketing material and other information at the tradeshow. Then our goal will be to create two pipeline projects in the next year for companies that want to bring craft brewing or micro brewing operations to Greenville. Staff will present a full and much more detailed report in August 2013.

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**CLOSED SESSION**

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Council Member Mitchell 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 Open Meetings Law and, in accordance with G.S. §143-318.11(a)(2), to prevent the premature disclosure of an honorary degree, scholarship, prize or similar award and, in accordance with G. S. §143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body. Council Member Blackburn seconded the motion, which passed by unanimous vote.

Mayor Thomas declared the City Council in closed session at 9:38 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 Mitchell and seconded by Mayor Pro-Tem Glover to return to open session. Motion was approved unanimously, and Mayor Thomas returned the City Council to open session at 10:37 p.m.



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**ADJOURNMENT**

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Motion was made by Council Member Smith and seconded by Mayor Pro-Tem Glover to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 10:38 p.m.

Respectfully Submitted

A handwritten signature in cursive script that reads "Polly Jones".

Polly Jones  
Deputy City Clerk



PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, AUGUST 5, 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 Pro-Tem Rose H. Glover and the Pledge of Allegiance to the flag.

Those Present:

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

Those Absent:

Council Member Kandie D. Smith

Also Present:

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

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**APPROVAL OF THE AGENDA**

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

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**PUBLIC COMMENT PERIOD**

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Chip Pennington, 100 Hickory Street

Mr. Pennington presented U. S. Open golf hats to City Council Members and to Mayor Thomas.

Ann Eleanor – No address given

Ms. Eleanor thanked Council Member Joyner, City Manager Lipscomb, and the City staff for the City's time recently to survey ditches in the Carolina East Neighborhood Association (CENA) area to determine needs for and the cleaning of those ditches. CENA plans to incorporate wording changes in its bylaws once the City Council agrees and passes the rule. However, she wants to register her concerns that CENA could be excluded from participation in the Neighborhood Advisory Board (NAB) and eligibility for City funds, if their board does not include representation from subgroups. CENA's geographic area includes only residential properties. She would welcome more participation by CENA

residents as they have minimum attendance at and/or involvement with the Association activities by homeowners much less renters. They can incorporate approved wording into their bylaws, but they cannot make people join or participate. Separately, CENA and Old West Haven will be participating in a Police Department National Night Out (NNO) activity tomorrow night. Ms. Eleanor encouraged residents to participate in NNO activities in their neighborhoods and in the community at-large.

Al Rice – No address given

As Commander of the Disabled American Veteran (DAV), Chapter 37, Mr. Rice thanked the City of Greenville, Pitt County, and the surrounding counties for helping with the Golden Corral - Camp Corral. (Camp Corral is a free summer camp for military children, with priority given to wounded, disabled, or fallen military families.) He stated that the Pitt County Veterans Council is number one in the nation again and the veterans raised \$28,000, which could not have been done without Pitt County and the surrounding counties. His biggest complaint is that he helped to obtain the permits for the parade and the street closure for DAV's use of the Town Common, and the City of Greenville wants to charge veterans a fee for those permits. Veterans paid their debt when they put on their uniforms and fought for our country and, regardless, if they were in the war or not, that was a debt paid. Chief of Police Aden has taken care of those permits. Mr. Rice requested that the City Council make an amendment to waive the street closing permit fee for their parades because he feels that it is unfair that the veterans have to pay that money.

Mayor Thomas asked that staff make a note of Mr. Rice's request for follow up.

Robert Montaquila

Mr. Montaquila thanked the City Council, Sanitation Division and City staff for the additional service that was provided due to the accumulation of trash by students moving out of the University area. On Saturday morning, he did not have to pick up garbage and handle some of the move outs because Sanitation trucks were there on Friday and Saturday picking up garbage, furniture and bulk items. The City finally understands that there are unique circumstances in that area and extra help is needed and some additional care is required in order to maintain that neighborhood. He is really proud of this City Council, the Public Works Director and Sanitation crew because they have done a great job.

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**CONSENT AGENDA**

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

- Minutes from the January 14 and January 17, 2013, City Council meetings
- Amendment to the position allocation within the Accounting Division of the Financial Services Department

- Resolution amending the Assignment of Classes to Salary Grades and Ranges (Pay Plan) by civilianizing the Police Accreditation Coordinator, Police Public Information Officer, and Code Enforcement Coordinator classification titles and pay grades (Resolution No. 046-13)
- Ordinance amending the Traffic Regulations in City Code Title 10, Chapter 2 (Ordinance No. 13-030)
- Resolution authorizing the disposition of 13 surplus bicycles to Building Hope Community Life Center (Resolution No. 041-13)
- Purchase of two used BMW motorcycles for use by the Police Department Traffic Safety Unit
- Approval of purchase order for 13 Ford Interceptors to be assigned to the Police Department
- Contract with NextBus, Inc. for the purchase, installation, operation, and maintenance of a real-time passenger information system for the Greenville Area Transit (GREAT) bus system (Contract No. 2059)
- Authorization to transfer the deed of trust on 1228 Farmville Boulevard to another property within the city limits
- Preliminary engineering agreement with CSXT for design review of plans associated with the South Tar River Greenway Phase 3 project
- Resolutions and deeds of release for abandonment of utility easements in the Georgetown Apartments area (Resolution Nos. 042-13, 043-13 and 044-13)

Mayor Pro-Tem Glover asked if the salary for the Police Accreditation Coordinator will be less than the salary for a police officer.

City Manager Barbara Lipscomb responded that the salary grades for all three of the positions are going to be slightly less than the police officer position.

Motion was made by Council Member Joyner and seconded by Council Member Blackburn to approve all items on the Consent Agenda. Motion carried unanimously.

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## NEW BUSINESS

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### PRESENTATIONS BY BOARDS AND COMMISSIONS

#### Historic Preservation Commission

Chairperson Ryan Webb of the Historic Preservation Commission (HPC) gave the mission of HPC and the names of the City Council Liaison, members and City staff liaisons. He stated that there are 4 National Historic Districts in the City and 1 locally designated historic district, which is the College View Historic District (CVHD) and that is the only district that has an overlay with it. There are around 21 locally designated landmarks throughout the City that HPC also has purview over. The benefits of Historic Preservation are as follows:

- Retention of history and authenticity
- Increased commercial value
- Retention of existing building materials
- Rehabilitation often costs less than new
- Reuse of infrastructure
- Energy savings

Not only is it good for cultural reasons to save historic properties, but it is also good for economic reasons. Some of HPC's achievements include the following:

#### 2012/2013 Achievements

- Development of Historic Preservation Booklet
  - Copies delivered in January
- Review and Update of Design Guidelines
  - Utilized Historic Preservation Office (HPO) Pass Thru grant for 60% of project budget (\$12,000)
  - Public hearing for adoption of updated document at the 8/27/2013 HPC regular meeting
- Resumed Local Landmark Designations
  - HPC makes recommendations to City Council for ordinance adoption
  - Wiley Cobb House: 300 S Pitt Street Survey and Research report public hearing at the 8/27/2013 HPC regular meeting
- 19 Façade Improvement Grant-supported projects in Uptown area representing over \$150,000.00 in improvements.

The Façade Improvement Grant (FIG) helps to preserve and enhance the unique historic character and architectural quality of Greenville's central business district. FIG is a matching grant program with funding up to \$5,000 per façade. That means that if the building has 3 facades that face 3 different streets, they may be eligible for up to 3 grants. An example of a FIG project is the The Distillery located at 120 E. 5<sup>th</sup> St, which is the original City Hall. FIG added an awning and replaced all the windows on all three sides, and

perhaps when someone sees what the second floor view looks like from the second floor, it might encourage using the second floors which are underused. Another example is the Varsity Club (former Boli's). Some upcoming projects are the painting of the Jones-Lee House, which is a locally designated landmark and the addition of awnings at the Scullery. HPC definitely encourages smaller projects as well as larger projects, i.e. East 5<sup>th</sup> Street Superblock Project, which is the area at 5<sup>th</sup>, Reade and Cotanche Streets, and the building at 703 Dickinson Avenue. HPC also has the Historic Preservation Loan Pilot Program, which promotes the following:

- Opportunity to obtain interest-free loans for properties within the CVHD and Locally Designated Landmarks
- Complete substantial renovations to structures within the CVHD and for Locally Designated Landmarks and; significant structural element of grounds such as: fences, walls, and driveways.
- Residential, commercial, and non-profit entities are eligible to participate in this program.
- Program was adopted by City Council in April of 2011

One of the recent projects from this program is the driveway replacement at 206 South Library Street. Some of the projects that HPC is working on includes the following:

- Greenville Transportation and Activity Center
  - Design and landscaping of center should take into account Dickinson Avenue Historic District
- 10<sup>th</sup> Street Connector Project
- Historical elements in other projects (Town Common redevelopment, preservation of the fire tower)
- Retain downtown historic fabric and character

The 1929 Sanborn map of Dickinson Avenue coming into Five Points Plaza shows that about 20 or 30 of these buildings are currently gone and a lot of the parking lots are underused. HPC would like to encourage having some of these underused parking lots developed before anything else is torn down. Some opportunities, properties and projects that are endangered are CSX Office over by the old railroad switching light, which is slated to be torn down. It is a very old building and there are funds available from the railroad to move or renovate the building. The fire training tower on Chestnut Street is a City owned unique property, and it would be easy to move forward with getting it designated as a local landmark. There are a lot of issues over in the West Greenville Redevelopment area with underutilized houses with potential and have alternatives for rehabilitation. They are all at the corner of Chestnut Street and Paris Avenue. ECU has the 4<sup>th</sup> Street area on its master plan to turn into an extended campus. There are 8 bungalows that are currently slated to be demolished and they probably cannot be saved in their current location, but HPC would encourage people to move them or salvage some of the architectural elements.

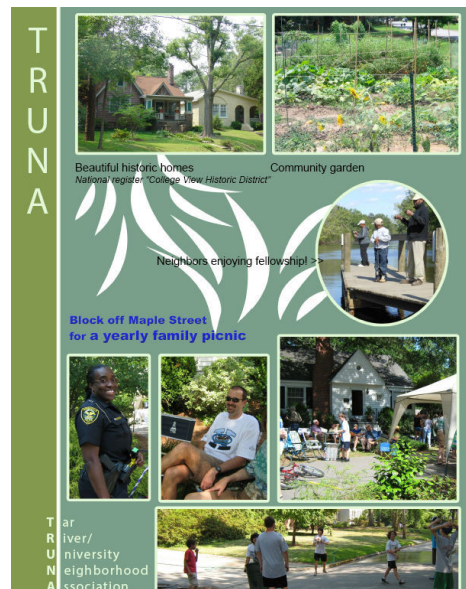
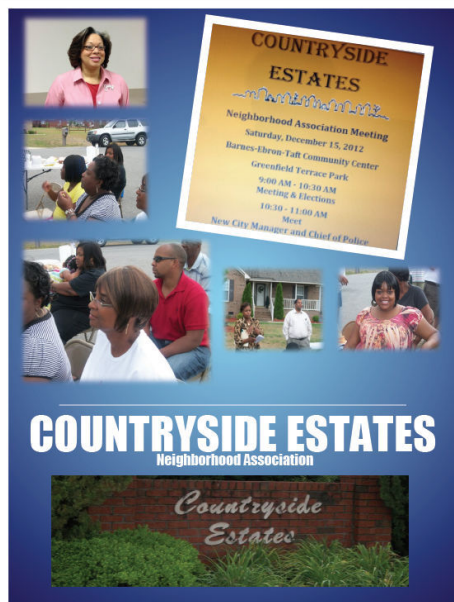
Neighborhood Advisory Board

Chairman Ann Maxwell of the Neighborhood Advisory Board (NAB) stated that there is high attendance at the NAB meetings and there is always a quorum. It is important that all neighborhoods are represented, and NAB always works for inclusivity. The following are highlights of their achievements:

2012/2013 Achievements

- Hosted 3<sup>rd</sup> Annual free city-wide symposium
  - “Picture This Greenville”
  - Well over 100 citizens in attendance!
- Partnered with Greenville Police Department
  - Chief Aden’s Community Policing Initiative
- Establishment of new neighborhood associations
  - Ripples of Hope
  - Westpointe
- Community Participation
  - Partnered with Re-Leaf and City for Meadowbrook tree planting
  - Partnered with Uptown Greenville: Jolly Trolley rides to Umbrella Market
- Broader participation
  - Renters and homeowners alike
  - Meetings are very dynamic with high attendance
    - Quorums for every meeting!

“Picture This Greenville” was created because often people have said that they wished more citizens of their neighborhoods were involved. It was decided that NAB needed to do more picturing of the kinds of things that people enjoy doing in their neighborhoods in order to get more people involved. The following are samples of “Picture This Greenville” for Countryside Estates and the Tar River University Neighborhood Associations.



“Picture This Greenville” was a part of the NAB’s third annual free city-wide symposium, which was attended by over 100 citizens. Mayor Thomas gave the greeting and Roger Kammerer gave a history of the Town Common and Chief of Police Aden was present. NAB is supportive of the Greenville Police Department’s Civic Liaison Program where an assigned police officer attends every meeting held by a neighborhood association group. The police officer becomes a part of a community in terms of understanding their needs and resolving issues, which is powerful. At the NAB meetings, Chief Aden receives constant accolades for the work that he is doing in Greenville. NAB wants to make sure that all of their topics at the symposium educate people in the community about what the City is doing. A Greenville Transportation and Activity Center (GTAC) presentation was done by Assistant City Manager Padgett because NAB feels that it is important to keep the citizenry involved with what is happening in Greenville. As a neighborhood initiative, citizens are asked to speak about things that they are doing in their neighborhood that would encourage others in our neighborhoods to participate. The Ripples of Hope Neighborhood Association is made up mostly of renters and that ties in directly with what the City Council has asked NAB to do in terms of inclusivity. While there has been a question about the membership of NAB, the Eastwood Neighborhood Association has bylaws that exclude renters from voting and yet their elected liaison to NAB is someone who rents. That person is now a member of NAB and represents their whole neighborhood as a renter. The Greenbriar Neighborhood Association offers a meeting with young girls every Friday night to do activities and different people from the City meet with them as well empowering young people to be better citizens. People have shared what they are going to do in their neighborhoods for National Night Out. More people are getting involved because of the Neighborhood Advisory Board. The NAB had a successful symposium because of their new partnerships with the East Carolina University faculty, Greenville Police Department, and other neighborhoods.

### 2013-2014 ECONOMIC DEVELOPMENT INITIATIVES

City Manager Lipscomb informed the City Council that the presentation by Economic Development Manager Carl Rees incorporates staff’s report from the activities of the past fiscal year and the economic development initiatives for the next fiscal year.

Economic Development Director Carl Rees stated that about 14 months ago the Economic Development Office (EDO) was founded and this City Council adopted the City’s first strategic economic plan. That plan was built on a visioning model. It was agreed that Greenville is and can be a great university-medical or Uni-Med community, and 13 strategic goals were developed. Greenville’s City Council and citizens wish to pursue economic development, and it has been a busy year. For much of the year, staff has worked to build local, regional and statewide partnerships that are required to really engage in economic development. The City launched and completed an economic development assessment and launched and has nearly completed a branding initiative to rebrand itself. Staff has promoted Greenville at multiple trade shows. The City through the Economic Development Office has been awarded more than \$650,000 in grants in the last year. There have been private investment commitments in the Uptown District in excess of \$35 million.

Greenville's construction of its first parking deck has been launched, and the City had a small part in assisting a local telecommunications company with expanding business creating 50 new high paying jobs for citizens in Greenville. Staff launched the City's new economic development web page, and over the upcoming weeks and months, staff will be adding more information. It is hoped that the web page represents the City to economic development interest whether it be business industry or partners from around the country. Small business resources, transportation (i.e. ground transportation, easy access on Highway 264, airport, rail and ports) and utilities (i.e. the availability and relative inexpensive water resources in the City are being promoted). On the business and industries web page, there is more about the City's present businesses as well as information from executives with local companies that talk about what it means to do business in Greenville. The quality of life is covered with data on the cost of living in Greenville. These are what businesses and industries look at and this puts the City in a good position. The website is a very important tool for the City as it pursues its economic initiatives. Through the economic development assessment completed by Creative Economic Development, the City learned that it has target sectors that are right for the City to pursue. These target sectors are:

- Back office and data centers
- Digital media/software/simulation
- Pharmaceutical manufacturing
- Medical device manufacturing
- Advanced manufacturing
- Retail

Requirements for success in attracting target sectors are the following:

- Workforce
- Product
- Marketing
- Incentives
- Infrastructure
- Partners
- Performance measures

It is very important to have workers who have the skillsets and are available regionally, and that pay requirements are such that business and industries can hire them. Product means that there must be a building, a site or somewhere for these businesses to go. Marketing is telling people that the City is doing a branding study and the City has a website and about the City's strengths to get them interested. The City Council has had significant discussions about incentives. There needs to more discussion, but at the end of the day, it often takes some public investment in order to close a deal. Also, the City Council has had discussions about infrastructure and a good road system, a good air service and rail, etc. are important. The City has spent a year of trying to build its partnerships and the City will continue to do that. Staff tested each of the target sectors against all of the



requirements and went to the effort to list out what staff thought were all of the partners needed to pursue each one of these requirements. Staff has reached out and staff continues to reach out to the partners to make sure they are aboard with the City. They are not necessarily a requirement for success on the frontend, but performance measures are important as well. Staff has provided performance measures for talent, quality of life, business attraction and retention, urban revitalization, and marketing.

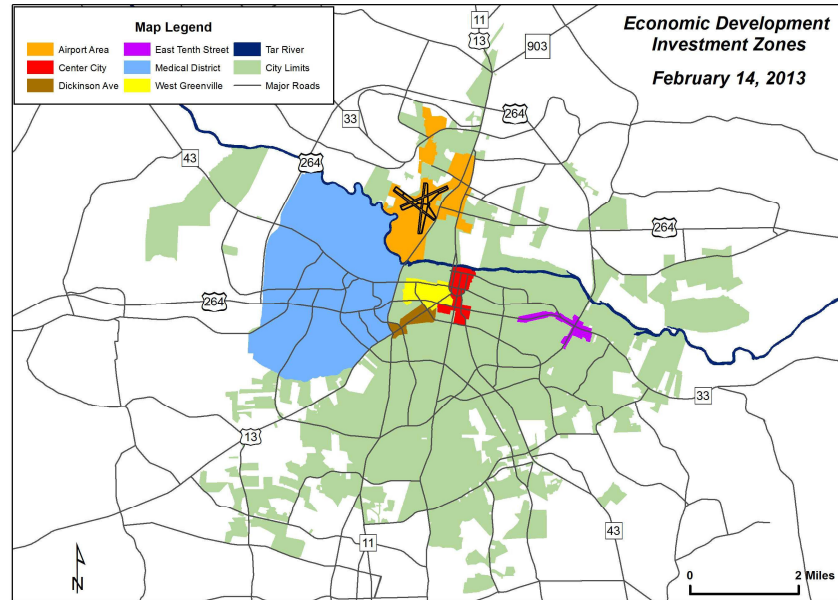
Talent is the workforce, which must be trained, available and at competitive wage rates in order to attract and to grow business, and one of the more important initiatives is to complete a workforce study. People want to know that they are coming to a community to open a business and to lead a certain lifestyle in a community. It is very important for the City to pursue things related to sports, arts, and culture. Go-Science is close to launching Phase 1 of their project and recently had its groundbreaking. EDO is working with Uptown Greenville, Inc. and the Redevelopment Commission to find out what a good use to put in the theater building and to attract people downtown and will be something of interest. Something that is completely new for the City this year is to launch a business retention and expansion program. This is where EDO staff actually goes out and meets with local businesses, and there is usually an accompanying survey so that staff can check and understand how businesses are doing. It is important to add additional retail businesses in the Uptown District. Staff feels that the City has opportunities through some of the marketing that was done in the last year to work with developers with larger retail projects. EDO wants to develop relations with eight businesses or industries in the City's target sectors that are interested in creating or growing a business in Greenville. It is hoped that in the next 11 months the City will land four of those new projects in target sectors. Economic development was added onto the City's Urban Development Division and staff continues to working with partners on revitalization in the Uptown and West Greenville areas. Staff will continue to work on the recently adopted Redevelopment Commission Work Plan and the programs with HUD. In addition to the work with the 10<sup>th</sup> Street Connector and the partnership with the North Carolina Department of Transportation to completely rebuild Dickinson Avenue from Reade Street to Memorial Drive, a market based study for the entire Dickinson corridor will be completed to determine what can be done to bring that area back to life. Marketing is important and the City needs to develop sector-specific marketing collateral for its target sectors. Also, Greenville will be promoted at tradeshows and bringing site selectors to Greenville with partners to get that done. Most importantly is for the City to begin the implementation of strategies identified in the branding study, which will be presented to the City Council in September 2013.

After discussion, motion was made by Council Member Mitchell and seconded by Council Member Joyner to approve the 2013-2014 Economic Development Initiatives. Motion carried unanimously.

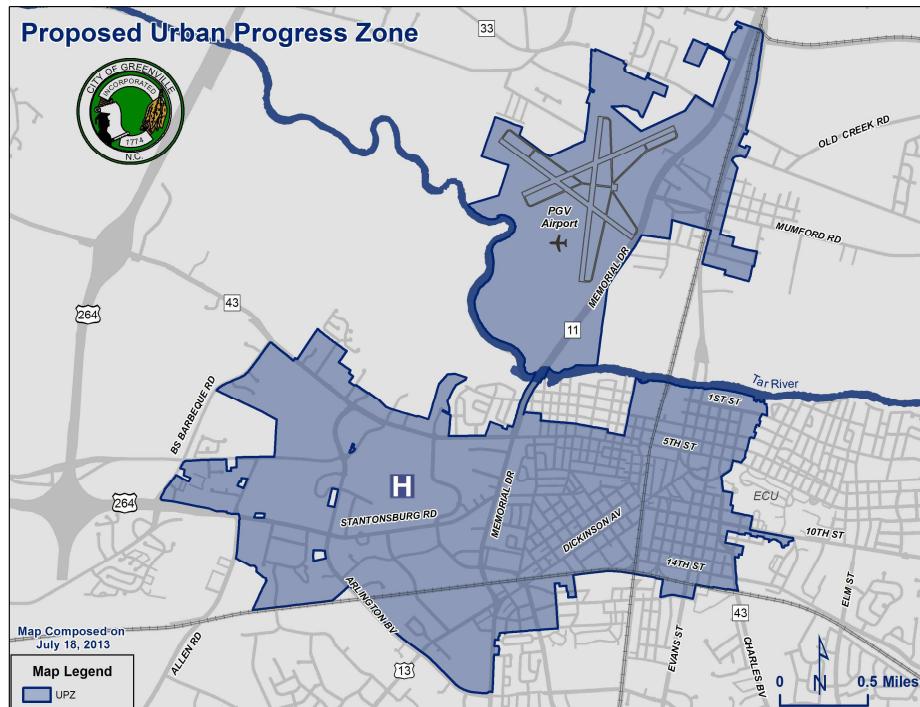
RESOLUTION REQUESTING THE DESIGNATION OF AN AREA AS AN URBAN PROGRESS ZONE (Resolution No. 045-13)

Economic Development Manager Carl Rees stated that staff started working on this item approximately three months ago. Everything is changing about economic development at the State level particularly when it relates to incentives. Presently, most of the State's incentives are still in effect. However, in the most recent legislative session and budget bills signed by the Governor of North Carolina, most of the State's economic development incentives sunset in the next two years as early as January 1, 2014 and others later. The City's economic development operation and the majority of economic development operations across the State are working a little in the dark, and staff feels absolutely certain, but does not know, that there will be probably new and different programs. At the same time, staff is trying to move the City's economic agenda with what is in place. Designation of an Urban Progress Zone (UPZ) has been made available by the legislature to attract and expand business within a municipal jurisdiction. Cities across the State have this zone and the City of Greenville does not. Until presently, the State of North Carolina has also operated under a three-tier system. Tier 1 is most distressed counties and many of the likely populated counties in Eastern North Carolina are Tier 1 counties. Counties in North Carolina that have a little urbanization to them are Tier 2 (such as Pitt County) and Tier 3 counties (least distressed) would be Mecklenburg County, Wake County, Guilford County and other big urban counties. The economic development incentives for the State of North Carolina have been structured historically along this tier system. There are grants and tax credits and a number of other programs. The economic development legislative committee of North Carolina Economic Development Association has been assured that there will be some version of tiers still in place and it is believed that will be part of the new package of incentives. The UPZ program provides North Carolina state tax credits to qualifying businesses to include an enhanced state income tax credit for each new job created, with a minimum of 5 jobs created during the taxable year, as well as a 7 percent state income tax credit for business property investment. Businesses interested in pursuing state tax credits through the UPZ must meet certain eligibility requirements to include activity in certain business sectors such as aircraft maintenance and repair, manufacturing, customer service centers, and information technology. If this is continued or reformatted in some way next year, this can continue to be a great tool for Greenville. Planner Christian Lockamy has put this program together.

Planner Lockamy briefly outlined the criteria that the North Carolina Department of Commerce has laid out for designated and urban progress zone. He stated that the following is a map of economic development investment zones, which were adopted by the City Council in February 14, 2013:



In creating the urban progress zone, staff tried to replicate these boundaries as much as possible. Part of the criteria for establishing this zone is cities in North Carolina that have the population of 10,000 people or more are eligible to apply for this designation. In order to create the urban progress zone, it has to be comprised by one or more census tracts as defined by the most recent federal decennial census. All of the area in the urban progress zone has to be inside the primary corporate limits of the municipality that is applying. As far as the census tracts, every contiguous census tract that encompasses the zone has to meet the poverty level threshold. That means that more than 20 percent of the population has to be below the poverty level. This criteria was established using American Community Survey Data, specifically the five-year estimate from 2007 to 2011, and staff was able to identify six contiguous census tracts in our jurisdiction where delineating this UPZ can begin. The UPZ has a size limitation. It cannot exceed more than 15 percent of the total land area of the municipality. Currently, Greenville has 35.41 square miles and after staff finished delineating the UPZ, staff had it at 5.19 square miles. So, it was just underneath that 15 percent threshold with 14.666 percent. The following is a map of the proposed urban progress zone.



In the middle of the zone, there are areas that actually cut out, little donut holes that represent the areas that were not in the City limits so those areas do not qualify. The zone encompasses Allen Road, B's Barbeque Road, Highway 43 and goes up Highway 11 and covers the Airport, comes down Greene Street down to the Tar River and is bounded on the East by the Tar River neighborhoods, East Carolina University down to Fourteenth Street and the railroad tracks.

Motion was made by Council Member Blackburn and seconded by Council Member Joyner to adopt the resolution creating an Urban Progress Zone in Greenville and to authorize staff to submit the Urban Progress Zone application to the North Carolina Department of Commerce for their review and designation. Motion carried unanimously.

#### SELECTION OF UPTOWN PARKING DECK DESIGN FIRM (Contract Nos. 2064 and 2065)

Economic Development Manager Carl Rees stated that the City has had a progression of steps working toward constructing Greenville's first parking deck in the uptown commercial district. In December 2012, the City Council approved selection of a City-owned parking lot at the corner of Fourth and Cotanche Streets for construction of the parking deck. In May 2013, the City Council selected Barnhill Contracting Company to serve as construction manager at risk for the project. Staff utilized a competitive procurement process in order to select a qualified design firm to complete construction plans for the parking deck project. Five firms submitted their qualifications for the project. A team of City staff members, along with advisors from Barnhill Construction Company selected four firms for interviewing on July 23, 2013. Walker Parking Consultants (Walker Parking) was selected as the parking deck design firm.

Engineer Joey Roland of Walker Parking stated that their firm is a national firm with 14 offices that has been around for almost 50 years. He is from the Charlotte, North Carolina office, and he has been designing parking garages for over 20 years.

Mayor Thomas commended Walker Parking for involving local firms to participate in the design of the uptown parking deck. It is always great to have that local knowledge in a community.

Council Member Joyner stated that he is receiving many positive comments and questions about the parking deck. He is excited about this project, and he is impressed that this firm has looked at the qualified people in Greenville and is using them to help to do the work.

Mr. Roland stated that Walker Parking Consultants would not do the project only with their people from Charlotte because they think it is important to have local input.

Upon being asked about having solar panels installed at the proposed parking deck, Mr. Roland responded that it certainly is possible to do and requests for solar panels have come up many times in their projects. Walker Parking has found that the installation of solar panels is not necessarily a great generator of power and if the entire roof is covered with solar panels, they would only get a certain amount of energy back. It is something that will be considered, but most normally, solar panels do not figure so well in parking decks. The primary goal is to park cars and to stay within the budget. If it is convenient for the City to have a third party to handle solar panels, that is a win-win.

Motion was made by Council Member Blackburn and seconded by Council Member Joyner to select Walker Parking Consultants to serve as designer for the Uptown Parking Deck Project, and to authorize City staff to enter into negotiations with Walker Parking Consultants to develop a scope of services for design with the associated fee subject to approval by City Council. Motion carried unanimously.

BUDGET ORDINANCE AMENDMENT #1 TO THE 2012-2013 CITY OF GREENVILLE BUDGET AND AMENDMENT TO THE SMALL BUSINESS LOAN FUND, – ADOPTED (Ordinance No. 13-031)

Director of Financial Services Bernita Demery stated that this budget ordinance amendment affects the following four funds:

General	\$140,857
Sanitation	\$ 5,000
Small Business Loan	\$123,810
Vehicle Replacement	\$490,000

The following are the proposed budget ordinance amendments:

<u>Fund</u>	<u>Original/ Amended Budget</u>	<u>Proposed Amendment</u>	<u>Amended Budget 8/5/2013</u>
General	\$86,136,987	\$140,857	\$86,277,844
Sanitation	\$ 7,659,636	\$ 5,000	\$ 7,664,636
CD – Small Business Loan	\$ 945,787	\$123,810	\$ 1,069,597
Vehicle Replacement	\$ 3,832,662	\$490,000	\$ 4,322,662

Council Member Mercer asked about the \$490,000 for the Vehicle Replacement Fund.

Director of Financial Services Demery responded that the \$490,000 was accumulated in the Vehicle Replacement Fund because of previous rentals and it will be used to purchase more efficient equipment for the Stormwater Division.

Motion was made by Council Member Joyner and seconded by Council Member Blackburn to adopt Budget Ordinance Amendment #1 to the 2013-2014 City of Greenville budget (Ordinance #13-026) and the amendment to the Small Business Loan Fund (Ordinance #98-75). Motion carried unanimously.

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**REVIEW OF AUGUST 8, 2013 CITY COUNCIL AGENDA**

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The Mayor and Council reviewed the agenda for the August 8, 2013 City Council meeting.

Motion was made by Council Member Joyner and seconded by Council Member Mitchell to reschedule the discussion of the amendment to the Neighborhood Advisory Board Ordinance for a September 2013 meeting. Motion carried unanimously.

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**COMMENTS BY MAYOR AND CITY COUNCIL**

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

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**CITY MANAGER'S REPORT**

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No comments were made by City Manager Lipscomb.

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**ADJOURNMENT**

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Motion was made by Council Member Blackburn and seconded by Council Member Joyner to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 8:12 p.m.

Respectfully Submitted



Polly Jones  
Deputy City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, DECEMBER 9, 2013



A regular meeting of the Greenville City Council was held on Monday, December 9, 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 6:00 pm, after which Pastor Sidney A. Locks, Jr. gave the invocation. The Greenville Fire-Rescue Department Honor Guard, accompanied by the Greenville Public Safety Pipe and Drum Corps, presented the colors, Jocelien Whitehead, Miss Black NC Talented Teen USA, sang the Star Spangled Banner. The Pledge of Allegiance was led by Miss Ava Thomas and Miss Holly Thomas.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Rose Glover, Council Member Kandie Smith, Council Member Marion Blackburn, Council Member Calvin R. Mercer, Council Member Max R. Joyner, Jr., Council Member Dennis J. Mitchell, Council Member-Elect Rick Smiley and Council-Member Elect Richard W. Croskery

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

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**PRESENTATION OF CERTIFIED ELECTION RESULTS**

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City Manager Barbara Lipscomb read the names of the individuals receiving the most votes for the Office of Mayor and the six seats on the Greenville City Council during the November 5, 2013 general election as certified by the Pitt County Board of Elections. The following individuals received the highest number of votes:

Allen M. Thomas – Mayor  
Kandie Smith – Council Member, District #1  
Rose H. Glover – Council Member, District #2  
Marion Blackburn – Council Member, District #3  
Rick Smiley – Council Member, District #4  
Richard W. Croskery – Council Member, District #5  
Calvin R. Mercer – Council Member At-Large





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**INSTALLATION CEREMONY**

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Judge Marvin Blount administered the Oath of Office to incoming elected officials, beginning with Mayor Allen M. Thomas and followed by Council Members Calvin R. Mercer, Kandie Smith, Rose H. Glover, Marion Blackburn, Rick Smiley and Richard W. Croskery.

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**ELECTION OF MAYOR PRO-TEM**

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Mayor Thomas called for nominations for the selection of Mayor Pro-Tem.

Mayor Pro-Tem Glover nominated Council Member Smith. Council Member Blackburn nominated Council Member Mercer.

Hearing no further nominations, Mayor Thomas declared that the nominations are closed. Mayor Thomas then called for a vote on the nomination of Council Member Smith for Mayor Pro-Tem. The vote was 2 to 4, with Council Members Glover and Smith voting in favor and Council Members Mercer, Blackburn, Smiley and Croskery voting against.

Mayor Thomas then called for a vote on the nomination of Council Member Mercer. The vote was 4 to 2 with Council Members Mercer, Blackburn, Smiley and Croskery voting in favor and Council Members Smith and Glover voting against.

Mayor Thomas announced that Council Member Mercer received a majority vote and was elected Mayor Pro-Tem.

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**COMMENTS FROM MAYOR AND CITY COUNCIL**

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Mayor Thomas and members of the City Council thanked those who supported them in this year's election and expressed their enthusiasm for working together during the coming two years.

Mayor Thomas and members of the City Council paid special tribute, sharing fond memories of local resident Charles "Chip" Pennington, who passed away on Friday, November 22, 2013. Mr. Pennington was a frequent presence at City Council meetings and was a strong supporter of local programs for recreation and Greenville's youth.



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**ADJOURNMENT**

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Council Member Blackburn moved to adjourn the meeting, seconded by Council Member Smith. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 6:47 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



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Extension of Agreement with Greenville Public Access Television Corporation

**Explanation:** **Abstract:** Greenville Public Access Television Corporation (GPAT) operates the public access channel that is cablecast on the cable television system operating within the corporate limits of the City pursuant to an agreement between the City and GPAT. The initial term of the current agreement is for a 2-year period which will expire on June 30, 2014. In accordance with the terms of the agreement, GPAT has requested that the agreement be extended for an additional 2-year period.

**Explanation:** Greenville Public Access Television Corporation (GPAT) operates the public access channel that is cablecast on the cable television system operating within the corporate limits of the City pursuant to an agreement between the City and GPAT. The agreement outlines the services and responsibilities of GPAT in providing public access programming and services. The agreement also provides for quarterly payments by the City to GPAT to be used for public access purposes if City Council approves an amount for this purpose in its annual budget. The approved amount for Fiscal Year 2013-14 is \$33,000 and the amount, if any, for Fiscal Year 2014-15 and future fiscal years will be determined by Council during its budget process.

GPAT has requested, by the attached letter dated December 27, 2013, that the term of the agreement be extended in accordance with the provisions of the agreement. The initial term of the current agreement is for a two (2) year period from July 1, 2012, to June 30, 2014. The agreement provides that GPAT may request an extension for two (2) additional periods of two (2) years each by submitting a letter on or before January 31 in the year in which the agreement is to expire. The letter meets this requirement. If the City agrees to the extension, the extension would be for a two (2) year period commencing on July 1, 2014, and terminating on June 30, 2016. Council approval of the extension is required. The agreement provides that, if the City agrees to the extension, a letter concurring with the extension is to be sent by May 15. If the extension is granted, GPAT can request another two (2) year extension in 2016.

GPAT has provided this service, pursuant to an agreement with the City, since 2006.

A copy of the following is attached:

- 1) GPAT letter dated December 27, 2013, requesting an extension;
- 2) GPAT Annual Plan and Budget for 2014-2015;
- 3) GPAT Cablecast Report for July 1, 2013 through December 14, 2013;
- 4) GPAT 2014-2015 draft Budget; and
- 5) Agreement between City and GPAT dated April 9, 2012.

**Fiscal Note:**

There will be a fiscal impact as a result of the extension of the agreement. The amount of the fiscal impact will be determined by City Council as a component of its budget deliberations for each fiscal year of the agreement.

**Recommendation:**

In order to extend the term of the agreement, approval by Council is required. This can be accomplished by approval of a motion to extend the agreement for a two (2) year period commencing on July 1, 2014, and terminating on June 30, 2016.

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

**Attachments / click to download**

[GPAT Documents 1-4](#)

[GPAT Agreement](#)

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*Greenville-Pitt Public Access Television Corporation*

P.O. Box 8087  
Greenville, N.C. 27835

December 27, 2013

Steve Hawley  
Communications Manager/Public Information Officer  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27858

Dear Steve,

This letter is to confirm the desire of the Greenville-Pitt Public Access Television Corporation (GPAT) Board of Directors to continue its agreement with the City of Greenville for a period of two years beginning July 1, 2014 and ending on June 30, 2016, as outlined in Nos. 19 and 21 of the current contract.

GPAT continues to provide and promote fair and equal access to cable television for residents and organizations of the City of Greenville and the County of Pitt in North Carolina.

We look forward to our continued partnership to offer a voice to the citizens of Greenville through the public access channel. Thank you in advance for your continued support.

Sincerely,



Cherie Speller  
Chairperson

## **Greenville-Pitt Public Access Television Corporation Annual Plan and Budget 2014-2015**

The Greenville-Pitt Public Access Television Corporation provides and promotes fair and equal access to cable television for residents and organizations of the City of Greenville.

Established by the Greenville City Council in 1999, the corporation is non-profit and currently operates on SuddenLink cable channel 23 in Greenville and most of Pitt County.

Its mission is to provide public access television of the people, by the people, for the people of Greenville and Pitt County.

The following goals are consistent for the channel:

- 1) **Local programming:** The channel expects to continue airing a minimum of 75 percent of local original public access programming.
- 2) **Training:** The channel expects to continue and expand its effort to offer training. It has proven to be more effective one-on-one as producers work to provide a program for the channel. The channel continues to provide general information to various groups through meetings and other avenues.
- 3) **Public use:** Use of the channel continues to serve nonprofit groups and other agencies through the PRC series. Our goal is to continue to expand this effort as we serve and are available to the broader community.
- 4) **Staffing:** The channel has one full-time director. The channel also uses volunteers and occasionally uses freelance videographers for special projects.
- 5) **The channel has invested in more equipment as the current equipment ages and expects to invest more as funding allows. Projected needs include security cameras, microphones, cameras and a communications system.**

Other areas of focus for the board in 2014-2015 will continue to include fundraising efforts to help meet the channel's financial needs.

In addition, a budget draft for 2014-2015 and a program report from July-December, 2013, are enclosed.

## **GPAT Cablecast Report July 1, 2013 through December 14, 2013**

GPAT cablecast a total of 544 different programs (totaling more than 300 hours), for 37 local producers.

495 programs (90 percent) were produced in Pitt County. Producers indicated that 458 were created within the City of Greenville. Of the 37 productions not created in Greenville, 23 included images and/or sounds of citizens of Greenville.

111 programs (totaling 39 hours) were produced or created by GPAT. (20 percent of all programs.)

By categories (totals for the period):

Entertainment	35 programs	19 hours 16 min
Informational	86 programs	27 hours 46 min
Political	28 programs	13 hours 06 min
Religious	384 programs	237 hours 50 min
<b>TOTAL</b>	<b>544 programs</b>	<b>300 hours 15 min</b>

# GPAT

## 2014-2015 Budget Draft

July 1, 2014 – June 30, 2015  
Revised December, 2013

Income	<b>Budget</b> <b><u>2014-2015</u></b>
City of Greenville    \$8,250 x 4	\$33,000
State funds	32,000
County of Pitt	8,000
Fundraising	2,000
Taping, editing fees	<u>200</u>
<b>TOTAL</b>	<b>\$75,200</b>
Expenses	
Station Manager	\$40,563
Production Asst- contract	3,000
Rent	9,600
Dues and Subscriptions	200
Insurance	5,000
Audit	1,700
Building- maintenance	1,000
Equipment- maintenance/purchase	7,037
Internet	1,560
Telephone	1,320
Satellite	420
Postage	300
Production Supplies	2,000
Computer software	1,000
Office Supplies	250
Miscellaneous	<u>250</u>
<b>TOTAL</b>	<b>\$75,200</b>



**NORTH CAROLINA  
PITT COUNTY**

**AGREEMENT**

THIS AGREEMENT, made and entered into this the 9<sup>th</sup> day of April, 2012, 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 sometimes referred to as the CITY, and Greenville Public Access Television Corporation, a North Carolina nonprofit corporation, Party of the Second Part and hereinafter sometimes referred to as GPAT;

**WITNESSETH**

WHEREAS, the CITY desires to provide support for the use of a public access channel provided pursuant to federal law and the franchise agreement with the company which operates a cable television system within the corporate limits of the CITY; and

WHEREAS, GPAT has indicated its interest in continuing to serve the community by operating the public access channel by providing public access programming and services.

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the CITY and GPAT agree as follows:

1) **SCOPE OF SERVICES.** In exchange for the funding provided by the CITY to GPAT pursuant to this Agreement, GPAT shall provide the following services:

A. **Operate Public Access Cable Channel.** Operate the public access channel for public access programming purposes, with the primary purpose being to administer, coordinate, and assist those requesting access on a non-discriminatory basis.

B. **Provide Equal Access.** Provide access to the use of the equipment, facilities, channels, and services relating to the public access channel on a non-discriminatory basis to all members of the community for non-commercial programming purposes, whether individuals, groups, or organizations, on a first-come, first-served non-discriminatory basis, pursuant to operating rules promulgated by GPAT.

C. **Operating Policies and Procedures.** Implement policies and procedures for use and operation of the public access equipment, facilities, and channel and file such policies and procedures with the CITY.

D. **Compliance with Laws, Rules, and Regulations.** Administer the public access channel and facilities in compliance with applicable laws, rules, and regulations.

E. Cablecast. Provide for the cablecasting of programs on the public access channel. Programming must be on the public access channel at all times except when there are technical difficulties and/or acts of nature that prohibit it provided that in no event shall there be no cablecasting of programs on the public access channel for a period of two hundred forty (240) consecutive hours or a total of three hundred sixty (360) hours in any thirty (30) day period unless approved by the CITY and GPAT. Programming includes video and billboard/powerpoint but does not include screen savers. Other than the time utilized for Classic Arts Showcase programming, at least seventy five percent (75%) of the time utilized for programming on the public access channel must originate from residents of Greenville or nonprofit entities from Greenville. Classic Arts Showcase programming shall be a minimum of fourteen (14) hours per week and on a regular schedule as determined by GPAT. A daily schedule of programming on the public access channel will be generated and included as part of the daily billboard portion of the programming on the public access channel.

F. Maintenance of Equipment. Provide regular maintenance and repair of all video equipment purchased with funds received pursuant to this Agreement and/or donated, loaned, or leased to GPAT by the CITY.

G. Promotion. Promote the use and benefit of the public access channel and facilities to cable subscribers, the public, public access users, and nonprofit entities. Particular emphasis will be placed on promotion to nonprofit entities located in Greenville and Pitt County so as to make them aware of GPAT's presence and the benefits of having their videos on the public access channel.

2) CHANNEL OPEN TO PUBLIC. GPAT agrees to keep the public access channel open to all potential users regardless of their viewpoint, subject to Federal Communications Commission regulations and other relevant laws. Neither the CITY nor GPAT shall have the authority to control the content of programming placed on the public access channel so long as such programming is lawful. Provided that, nothing herein shall prevent GPAT or the CITY from producing or sponsoring programming, prevent GPAT or the CITY from underwriting programming, or prevent the CITY or GPAT from engaging in activities designed to promote production of certain types of programming or use by targeted groups as consistent with applicable law and rules for use of the channel. GPAT may develop and enforce policies and procedures which are designed to promote local use of the channel and make programming accessible to the viewing public, consistent with such time, manner and place

regulation as are appropriate to provide for and promote use of the public access channel, equipment and facilities.

3) **INDEMNIFICATION.** GPAT shall indemnify, defend, and hold harmless the CITY, its officers, agents, and employees and volunteers from and against any and all claims, suits, actions, causes of action, losses, damage, or liabilities of any kind, nature or description, including payment of litigation costs and attorneys' fees, brought by any person or persons for or on account of any loss, damage or injury to person, property or any other interest, tangible or intangible, sustained by or accruing to any person or persons, howsoever the same may be caused, directly or indirectly arising or resulting from any alleged acts or omission of GPAT, its officers, employees, agents or subcontractors arising out of or resulting from the performance of this Agreement.

GPAT shall indemnify and hold harmless the CITY, its officers, agents, employees and volunteers from and against any and all claims or other injury, including costs of litigation and attorneys' fees, arising from or in connection with claims or loss or damage to person or property arising out of the failure to comply with any applicable laws, rules, regulations or other requirements of local, state or federal authorities, for claims of libel, slander, invasions of privacy, or infringement of common law or statutory copyright, for breach of contract or other injury or damage in law or at equity which claims, directly or indirectly, result from GPAT's use of channels, funds, equipment, facilities or staff granted under this Agreement or the franchise agreement.

The CITY shall indemnify, defend, and hold harmless GPAT, its officers, agents and employees from and against any and all claims, losses, liabilities, or damage including payment of reasonable attorneys' fees arising out of or resulting from the performance of this Agreement, caused in whole or part by any act or omission of the CITY.

4) **COPYRIGHT CLEARANCE.** Before cablecasting video transmissions, GPAT shall require all users to agree in writing that they shall make all appropriate arrangements to obtain all rights to all material cablecast and clearances from broadcast stations, networks, sponsors, music licensing organizations' representatives, and without limitation from the foregoing, any and all other persons as may be necessary to transmit its or their program material over the public access channel that is operated and managed by GPAT. GPAT shall maintain for the applicable statute of limitations for CITY's inspection, upon reasonable notice by CITY, copies of all such user agreements.

5) **COPYRIGHT AND OWNERSHIP.** GPAT shall own the copyright of any programs which it may choose from time to time to produce. The copyright of programming produced by the public shall be held by such person who produces said programming.

6) **DISTRIBUTION RIGHTS.**

A. GPAT shall require that all programs produced with funds, equipment, facilities, or staff provided under this Agreement shall be distributed on the channel whose use is authorized by this Agreement. This requirement shall not be interpreted to restrict other distribution (beyond distribution on the channel authorized by this Agreement), so long as such other distribution is consistent with any pertinent guidelines established in the public access operating policies and procedures.

B. At the end of each program cablecast on the public access channel whose use is authorized by this Agreement, GPAT shall display a credit for at least three seconds stating that "Partial funding for the operation of this channel is provided by the City of Greenville" except in the case of technical difficulties. Such credit shall also state that opinions expressed in public access programs are the sole responsibility of the program producers, and not the City.

7) **EQUIPMENT AND FACILITIES.**

A. GPAT shall be responsible for maintenance of all equipment and facilities purchased with funds provided pursuant to this Agreement.

B. GPAT shall own all equipment and facilities acquired by it and purchased with funds received pursuant to this Agreement, except that upon termination or non-renewal of this Agreement all such equipment or facilities purchased with funds received pursuant to this Agreement shall be transferred to the CITY.

C. Upon the dissolution of GPAT, it shall, subject to the approval of the CITY, transfer all assets of GPAT representing equipment and facilities purchased with funds provided pursuant to this Agreement, and/or the proceeds of either to the CITY, or at the CITY's option, to such organizations designated by the CITY to manage access which shall at the time qualify as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code (or the corresponding provisions of any future United States Internal Revenue Law).

8) **INSURANCE.** GPAT shall maintain in full force and effect at all times during the term of this Agreement insurance as required by this Section. The cost of such insurance shall be borne by GPAT and may be included in GPAT's annual budget.

A. Comprehensive Liability Insurance. Comprehensive liability insurance, including protective, completed operations and broad form contractual liability, property damage and personal injury coverage, and comprehensive automobile liability including owned, hired, and non-owned automobile coverage. The limits of such coverage shall be: (1) bodily injury including death, \$1,000,000 for each person, each occurrence and aggregate; (2) property damage, \$1,000,000 for each occurrence and aggregate.

B. Equipment Insurance. Insurance shall be maintained on all equipment and facilities, including fixtures, funded in whole or in part under this Agreement to replacement cost. The insurance shall include, at a minimum, insurance against loss or damage beyond the user's control, theft, fire or natural catastrophe.

C. Workers' Compensation. Workers' Compensation Insurance and Employer's Liability with limits as required by North Carolina law upon the employment of any individual as an employee of GPAT.

D. Cablecaster's Errors And Omission Insurance. Insurance shall be maintained to cover the content of productions which are cablecast on the public access channel in, at minimum, the following areas: libel and slander; copyright or trademark infringement; infliction of emotional distress, invasion of privacy; plagiarism; misuse of musical or literary materials. This policy shall not be required to cover individual access producers.

E. City as Co-Insured Or Additional Insured. The CITY shall be named as a co-insured or additional insured on all of the aforementioned insurance coverages. The policies shall provide that no cancellation, major change in coverage or expiration may be affected by the insurance company of GPAT without first giving the CITY thirty (30) days written notice prior to the effective date of such cancellation or change in coverage. Any insurance or self-insurance maintained by the CITY, its officers, agents, employees, or volunteers shall be in excess of the GPAT insurance and shall not contribute to it.

F. Notification Of Coverage. GPAT shall file with the CITY proof of insurance coverage as required by the provisions of this Section.

9) NON-DISCRIMINATION IN EMPLOYMENT AND SERVICE.

A. GPAT shall not discriminate against any person, employee or applicant for employment or subcontractor on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap.

B. GPAT shall not discriminate in the delivery of services on the basis of race, color, creed, religion, sex, sexual preference, marital status, ancestry, national origin or physical or mental handicap.

10) **INDEPENDENT CONTRACTOR.** It is understood and agreed that GPAT is an independent contractor and that no relationship of principal/agent or employer/employee exists between the CITY and GPAT. If in the performance of this Agreement any third persons are employed by GPAT, such persons shall be entirely and exclusively under the control, direction and supervision of GPAT. All terms of employment, including hours, wages, working conditions, discipline, hiring and discharging or any other term of employment shall be determined by GPAT and the CITY shall have no right or authority over such persons or terms of employment.

11) **ASSIGNMENT.** Neither this Agreement nor any interest herein shall be assigned or transferred by GPAT, except as expressly authorized in writing by the CITY.

12) **ANNUAL REPORT.** Prior to September 1 of each year, GPAT shall submit to the CITY an annual report for the preceding fiscal year (July 1-June 30). This report shall contain, at a minimum, the following information:

- A. Statistics on programming and services provided including but not limited to the following:
  - 1. Amount of programming (number of programs and total time);
  - 2. Types of programming with a breakdown of the numbers and percentages of each;
  - 3. Breakdown of programming by source type (citizens, nonprofit entities, and location);
- B. Current and complete listing of GPAT's Board of Directors; and
- C. Year-end financial statements with an independent certified public accountant's review and opinion in conformity with Generally Accepted Accounting Principles, said independent certified public accountant to be acceptable to the Director of Financial Services of the CITY.

13) **RECORDS, CPA REVIEW AND OPINION.**

- A. GPAT shall maintain all necessary books and records, in accordance with generally accepted accounting principles.
- B. Upon reasonable request from the CITY, GPAT shall, at any time during normal business hours, make available all of its records with respect to all matters

covered by this Agreement and shall respond to all requests for information relating to all matters covered by this Agreement.

- C. GPAT shall submit on an annual basis to the CITY a copy of Form 990 or 990EZ filed with the Internal Revenue Service and an independent certified public accountant's review and opinion in conformity with Generally Accepted Accounting Principles, said independent certified public accountant to be acceptable to the Director of Financial Services of the CITY.

14) **FUNDING AND OTHER RESOURCES.** The CITY agrees to make the following funds and resources available to GPAT:

- A. **Channel Capacity.** Certain channel capacity (spectrum on the cable system) has been dedicated for public access use pursuant to the provisions of law. The CITY agrees to permit GPAT to manage that channel capacity for public access programming purposes.
- B. **Funding for Public Access Facilities and Equipment and Public Access Services.** The CITY will provide to GPAT funds which have been approved in the annual budget of the CITY to be provided to GPAT for public access channel purposes. GPAT shall utilize such funds for the purposes delineated in Section 1 of this Agreement in accordance with the provisions of Section 16 of this Agreement. These funds shall be disbursed to GPAT on a quarterly basis, in accordance with the schedule specified in Section 17 of this Agreement.
- C. **Funding Discretionary.** Notwithstanding any other provision of this Agreement, it is understood and agreed that the provision of funds to GPAT pursuant to this Agreement is dependent upon the approval of funds in the annual budget of the CITY to be provided to GPAT for public access channel purposes and that the approval of said funds in the annual budget of the CITY is in the sole discretion of City Council and City Council may or may not approve said funds in the annual budget of the CITY.
- D. **Government Access Channel Postings.** The CITY will assist in soliciting local programming for the public access channel by including information on the government access channel on how to put local videos and community information on the public access channel. The CITY will include information on the government access channel about the schedule of programming on the public access channel.

15) **ANNUAL PLAN AND BUDGET.** On or before December 31 of each year in which this Agreement is in effect, GPAT shall provide to the CITY an Annual Plan and Budget outlining activities and programs planned for the following fiscal year beginning on July 1 and ending on June 30. Such plan shall contain:

1. A statement of anticipated number of hours of local original public access programming;
2. Training classes to be offered and frequency of classes;
3. Plans for increasing public use of the public access channel;
4. Other access activities planned by GPAT; and
5. A detailed operating and capital equipment and facilities budget.

16) **EXPENDITURE OF FUNDS.** GPAT shall spend funds received from the CITY solely for the purposes listed in its Annual Plan and Budget which are related to the purposes delineated in Section 1 of this Agreement. Funds not expended in the year covered by the Annual Plan and Budget may be carried over by GPAT into succeeding years. Upon termination of this Agreement, all funds of any kind received from the CITY and not expended by GPAT shall be returned to the CITY. GPAT shall provide for such fiscal control and accounting procedures as are necessary to assure property disbursement and accounting for funds received from the CITY.

17) **RECEIPT OF APPROVED FUNDING.** Provided that GPAT has complied with the provisions of this Agreement, the CITY shall make quarterly payments to GPAT of the funds approved in the annual budget of the CITY to be provided to GPAT for public access channel purposes. Those payments shall be made in quarterly installments of twenty-five percent (25%) of said amount approved in the annual budget of the CITY for the applicable fiscal year of the CITY, said quarterly installments to be made on or before August 15, November 15, February 15, and May 15.

18) **FUNDING FROM OTHER SOURCES.** GPAT may, during the course of this Agreement, receive supplemental funds from other sources, including, but not limited to, fundraising activities.

19) **TERM OF AGREEMENT.** This Agreement shall be for a period of two (2) years commencing on July 1, 2012, and ending on June 30, 2014, unless terminated earlier, as provided in this Agreement. This Agreement may be extended, by mutual agreement of the CITY and GPAT, in writing, for two additional periods of two (2) years each in accordance with Section 21 of this Agreement.



**20) TERMINATION OF AGREEMENT.**

A. The CITY shall have the right upon thirty (30) days written notice to GPAT to terminate this Agreement for:

1. Breach of any provision of this Agreement by GPAT;
2. Malfeasance, misfeasance, misappropriation of funds provided to GPAT pursuant to this Agreement;
3. Loss of 501(c)(3) status by GPAT;
4. Loss of dedicated channel capacity for public access programming purposes; or
5. Loss of the authority of the CITY to manage or designate a person or entity to manage the dedicated channel capacity for public access programming.

B. GPAT may avoid termination pursuant to Subsection (A)(1) above by curing any such breach to the satisfaction of the CITY within thirty (30) days of notification or within a time frame agreed to by the CITY and GPAT.

C. GPAT shall have the right upon thirty (30) days written notice to the CITY to terminate this Agreement if the CITY approves an annual budget of the CITY for a fiscal year of the CITY during the term of this Agreement in which there are no funds which have been approved in said annual budget to be provided to GPAT for public access channel purposes, said right to terminate shall expire if written notice is not given to the CITY prior to the end of the fiscal year of the CITY in which funds have not been approved to be provided to GPAT for public access channel purposes.

**21) EXTENSION OF AGREEMENT.** This Agreement may be renewed or extended for two (2) additional periods of two (2) years each, pursuant to the following process:

A. If GPAT seeks an extension of this Agreement, it shall submit to the CITY a letter of intent requesting extension on or before January 31 of the year in which the Agreement is to expire.

B. If the CITY agrees to an extension, then the CITY shall respond to GPAT's letter of intent requesting an extension with a letter concurring with the extension on or before May 15 of the year in which the Agreement is to expire.

**22) TIME.** Time is of the essence in this Agreement and for the performance of all covenants and conditions of this Agreement.

23) **COOPERATION.** Each party agrees to execute all documents and do all things necessary and appropriate to carry out the provision of this Agreement.

24) **APPLICABLE LAW.** This Agreement shall be interpreted and enforced under the laws of the State of North Carolina.

25) **NOTICES.** All notices and other communications to be given by either party may be given in writing, depositing the same in the United States mail, postage prepaid and addressed to the appropriate party as follows:

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

TO:  
Chairperson  
Greenville Public Access Television Corporation  
P.O. Box 8087  
Greenville, NC 27835

Addresses for the purpose of this section can be changed by written notice to the other party.

26) **ENTIRE AGREEMENT.** This Agreement is the entire agreement of the parties and supersedes all prior negotiations and agreements whether written or oral. This agreement may be amended only by written agreement, and no purported oral amendment to this Agreement shall be valid.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed in duplicate originals as of the day and year first above written.

CITY OF GREENVILLE

BY:  (SEAL)  
Thomas M. Moton, Jr., Interim City Manager

GREENVILLE PUBLIC ACCESS  
TELEVISION CORPORATION

BY:  (SEAL)  
Cherie Speller, Chairperson

APPROVED AS TO FORM:

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

PRE-AUDIT CERTIFICATION

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

*Bernita W. Demery*  
Bernita W. Demery, Director of Financial Services

Account Number 010-1060-402.03-01

Project Code (if applicable) \_\_\_\_\_

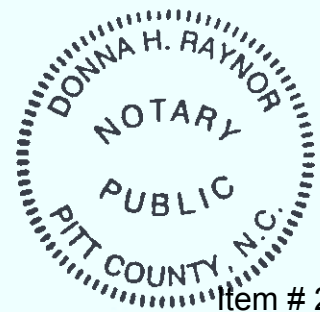
NORTH CAROLINA  
PITT COUNTY

I, *Donna H. Raynor*, Notary Public in and for the aforesaid County and State, do hereby certify that Cherie Speller, Chairperson of Greenville Public Access Television Corporation, a nonprofit corporation, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 14<sup>th</sup> day of May, 2012.

*Donna H. Raynor*  
Notary Public

My Commission Expires: 12/25/2015



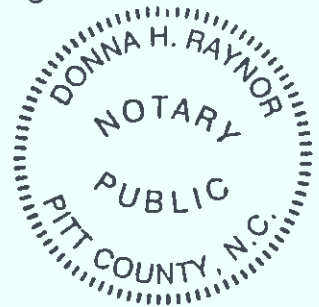
NORTH CAROLINA  
PITT COUNTY

I, Donna H. Raynor, Notary Public in and for the aforesaid County and State, do hereby certify that Thomas M. Moton, Jr., Interim City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 23<sup>rd</sup> day of April, 2012.

Donna H. Raynor  
Notary Public

My Commission Expires: 12/25/2015





# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Ordinance establishing a Greenville Utilities Commission Electric Capital Projects Budget for the 10th Street Connector Electric Infrastructure Relocation

**Explanation:** **Abstract:** Greenville Utilities Commission seeks approval for Electric Capital Projects Budget for the removal and/or relocation of existing utility power lines along the new 10th Street Connector (from Stantonsburg Road to Evans Street).

**Explanation:** A partnership between the City of Greenville, East Carolina University (ECU), and Pitt County Memorial Hospital (PCMH) was formed in 2003 to address the need for a direct connector between downtown Greenville/ECU's main campus and the PCMH/Health Science Campus. The partnership funded planning studies to expedite construction of the concept. The Greenville City Council unanimously voted to provide bond monies for the Stantonsburg Road/Tenth Street Connector in August 2004. In 2008, preliminary designs were completed and in 2012 the North Carolina Department of Transportation (NCDOT) began acquiring rights-of-way for construction. This project will connect the intersection of Stantonsburg Road and Memorial Drive with the intersection of Tenth Street and Evans Street. A critical piece of this project will be the grade separation/overpass of the CSX Railroad and Tenth Street so citizens traveling along Tenth Street can continue without being stopped by a train. NCDOT construction is planned to begin in December 2014.

Due to the urban nature of this project, there are many existing utility conflicts within the proposed route. GUC staff has worked with NCDOT planners over the past several years to identify these conflicts and design Electric System facility relocations to prepare for the connector's construction. GUC has validated the location of the existing facilities, and NCDOT has agreed to reimburse GUC for the non-betterment cost of this relocation through a Utility Relocation Agreement. GUC will relocate all existing distribution facilities in conflict with the new road into a new public utility easement provided by NCDOT. GUC will also adjust the height of an existing 115 kV transmission line along the CSX railway to allow the necessary clearance for the bridge crossing. The estimated total cost of this project and reimbursement is \$1,535,000.

At its December 19, 2013 regular meeting, the GUC Board of Commissioners adopted the 10th Street Connector Electric Utility Relocation Electric Capital Projects Budget for \$1,535,000 and recommends similar action by City Council.

**Fiscal Note:** No cost to the City.

**Recommendation:** Adopt the attached ordinance for the 10th Street Connector Electric Utility Relocation Electric Capital Projects Budget for \$1,535,000

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Attachments / click to download

 [Ordinance 10th Street Connector Project](#)

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ORDINANCE NO. 14-\_\_\_\_\_  
FOR ELECTRIC CAPITAL PROJECTS BUDGET  
10th STREET CONNECTOR PROJECT

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

Section 1. Revenues. Revenues of the Electric Capital Projects Budget, 10th Street Connector Project, is hereby established to read as follows:

Revenue

Capital Fund Balance	<u>\$1,535,000</u>	
Total Revenue		<u><u>\$1,535,000</u></u>

Section 2. Expenditures. Expenditures of the Electric Capital Projects Budget, 10th Street Connector Project, is hereby established to read as follows:

Expenditures

Project Costs	<u>\$1,535,000</u>	
Total Project Expenditures		<u><u>\$1,535,000</u></u>

Section 3. All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 4. This ordinance shall become effective upon its adoption.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Application for National Endowment for the Arts Our Town Grant

**Explanation:** **Abstract:** In collaboration with the Pitt County Arts Council, the City of Greenville will serve as co-applicant for a \$150,000 grant (\$75,000 local match) through the National Endowment for the Arts (NEA) Our Town grant program.

**Explanation:** The ongoing collaboration between the City of Greenville and the Pitt County Arts Council has produced a growing list of accomplishments to include the Eppes Memorial project which was the City's first commissioned artwork, the rotating art site at Reade Circle, and upcoming projects to include a public art installation at the City's Dream Park and a new public art opportunity at the proposed traffic circle at West Fifth and Tyson Streets. The Arts Council's youth arts program has provided opportunities to dozens of teens from low-wealth families to try their hands at creating public art works across Greenville. Funding for these public arts projects has come from a mix of City bond funds administered by the City's Redevelopment Commission, private fundraising, and modest grants from the North Carolina Arts Council.

In an effort to expand public art opportunities in Greenville, City and Arts Council staff have developed an application to the National Endowment for the Arts (NEA) Our Town grant program that, if funded, would allow the Arts Council to host an "Artist in Residence" over a two-year period and would also provide for the creation of new public artwork to be installed as part of the Evans Street Gateway project at the intersection of Tenth and Evans Streets. The section of Evans Street starting at Tenth Street and terminating at 1st Street had previously been designated by the City Council as Greenville's "Avenue of the Arts".

The Pitt County Arts Council has provided a briefing document for the proposed grant application which is attached with this agenda item along with summary information about the grant program from the NEA. The grant application will be submitted to the NEA in mid-January with a notification from the agency expected during the summer.



**Fiscal Note:**

The Redevelopment Commission has approved \$50,000 in matching funds to accompany an additional \$25,000 match from the Arts Council. The Redevelopment Commission's match came from funds that had previously been earmarked for the creation and installation of public artwork as part of the Evans Street Gateway Project. Should the NEA fail to fund the grant application, the matching funds will remain earmarked for the public art project.

**Recommendation:**

Staff recommends that City Council support the joint application to the NEA Our Town grant program and authorize the City Manager to execute any forms necessary to complete the application.

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

**Attachments / click to download**

 [PCAC Grant Brief](#)

 [Our Town Grant](#)

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## **National Endowment for the Arts Our Town Grant Introduction**

The Pitt County Arts Council will be submitting an application for the NEA “Our Town” Grant in January. We request the City of Greenville’s partnership in this application, however the Pitt County Arts Council will be the fiscal agent and lead partner on the project. Please see the summary below. This is a matching grant, and the City of Greenville will be investing \$50,000 for the public art component, and the Pitt County Arts Council will be matching the remainder. Any questions can be remitted to Holly Garriott, Executive Director, Pitt County Arts Council at 252-551-6947 or [holly@pittcountyart.org](mailto:holly@pittcountyart.org).

### **Executive Summary**

The Pitt County Arts Council, in partnership with the City of Greenville, is requesting \$75,000 from the National Endowment for the Arts, to help implement a three-prong program utilizing public art, a resident artist program, and creative marketing to increase the community awareness and cultural vitality of the Uptown District of Greenville, NC. The goals of this project are:

1. To increase the awareness and vitality of a cultural downtown area through public art, the presence of a resident artist, and creative marketing.
2. To engage artists as entrepreneurs, by giving them the space, money, and resources to operate their own studio in the downtown area, the opportunity to engage with the community, and the encouragement, resources, and skills to hopefully stay and open a business in the downtown area afterward their residence.
3. To market Greenville/Pitt County as the “cultural” hub of eastern North Carolina.

We will implement this project by:

1. Commissioning an artist to create a sculptural gateway into the Uptown District.
2. Beginning the Greenville/Pitt County Artist in Residence program that will be housed at the Pitt County Arts Council at Emerge in Uptown Greenville. This artist will receive a monthly stipend, rental to a studio space, and business resources to help give him/her the skills to continue as a professional artist.
3. Creating a “Cultural District” in the Greenville Uptown Area, and launching a Marketing Plan to advertise the arts, culture, and Uptown District of Greenville/Pitt County.



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## GRANTS

### OUR TOWN: Grant Program Description

Art works to improve the lives of America's citizens in many ways. Communities across our nation are leveraging the arts and engaging design to make their communities more livable with enhanced quality of life, increased creative activity, a distinct sense of place, and vibrant local economies that together capitalize on their existing assets. The NEA defines these efforts as the process of Creative Placemaking:

"In creative placemaking, partners from public, private, nonprofit, and community sectors strategically shape the physical and social character of a neighborhood, town, tribe, city, or region around arts and cultural activities. Creative placemaking animates public and private spaces, rejuvenates structures and streetscapes, improves local business viability and public safety, and brings diverse people together to celebrate, inspire, and be inspired."

Ann Markusen, Markusen Economic Research Services  
Anne Gadwa Nicodemus, Metris Arts Consulting  
From *Creative Placemaking*

Through Our Town, subject to the availability of funding, the National Endowment for the Arts will provide a limited number of grants, ranging from \$25,000 to \$200,000, for creative placemaking projects that contribute toward the livability of communities and help transform them into lively, beautiful, and sustainable places with the arts at their core. Our Town will invest in creative and innovative projects in which communities, together with their arts and design organizations and artists, seek to:

- Improve their quality of life.
- Encourage greater creative activity.
- Foster stronger community identity and a sense of place.
- Revitalize economic development.

Through Our Town projects, the NEA intends to achieve the following outcome: *Livability: American communities are strengthened through the arts.* See "Intended NEA Outcome" for more details.

### Partnerships

A key to the success of creative placemaking is involving the arts in partnership with committed governmental and private sector leadership. All Our Town applications must reflect a partnership that will provide leadership for the project. These partnerships must involve two primary partners: a nonprofit organization and a local government entity, as defined by these guidelines. One of the two primary partners must be a cultural (arts or design) organization. The highest ranking official of the local government is required to submit a formal endorsement letter designating the project as the only one being submitted for the local government. See "How to Prepare and Submit an Application/Attachment 1.0" for more information.

Additional partners are encouraged and may include an appropriate variety of entities such as state level government agencies, foundations, arts organizations and artists, nonprofit organizations, design professionals and design centers, educational institutions, real estate developers, business leaders, and community organizations, as well as public and governmental entities.

You may find it helpful to contact your local arts agency as you begin the process within your community.

### Projects

The Arts Endowment plans to support a variety of diverse projects across the country in urban and rural communities of all sizes. Please review the list of grants on our website to see the types of projects that have been funded recently through Our Town and the related Mayors' Institute on City Design 25<sup>th</sup> Anniversary Initiative.

Our Town projects should represent the distinct character and quality of their communities and must reflect the following principles:

- A systemic approach to civic development and a persuasive vision for enhanced community livability.

Item # 4

Clearly defined civic development goals and objectives that recognize and enhance the role that the arts and design play at the center of community life.

An action plan aligned with the project vision and civic development goals.

A funding plan that is appropriate, feasible, indicates strong and wide community support, and includes a well-conceived strategy for maintaining the work of the project.

Artistic excellence of the design and/or arts organizations, designers, or artists involved with the project.

Projects may include arts engagement, cultural planning, and design activities such as:

#### Arts Engagement

Arts engagement projects support artistically excellent artistic production or practice as the focus of creative placemaking work.

Innovative programming that fosters interaction among community members, arts organizations, and artists, or activates existing cultural and community assets.

Festivals and performances in spaces not normally used for such purposes.

Public art that improves public spaces and strategically reflects or shapes the physical and social character of a community.

#### Cultural Planning

Cultural planning projects support the development of artistically excellent local support systems necessary for creative placemaking to succeed.

Creative asset mapping.

Cultural district planning.

The development of master plans or community-wide strategies for public art.

Support for creative entrepreneurship.

Creative industry cluster/hub development.

#### Design

Design projects that demonstrate artistic excellence while supporting the development of environments where creative placemaking takes place, or where the identity of place is created or reinforced.

Design of rehearsal, studio, or live/work spaces for artists.

Design of cultural spaces – new or adaptive reuse.

Design of public spaces, e.g., parks, plazas, landscapes, neighborhoods, districts, infrastructure, bridges, and artist-produced elements of streetscapes. Community engagement activities including design charrettes, design competitions, and community design workshops.

When eligible, previous Our Town grantees and their communities may apply to Our Town for a **distinctly different project, or a distinctly different phase of the project**, from that which was funded.

We understand that creative placemaking projects are often multi-year, large-scale initiatives. Please specify in your application which phase or phases of your project are included in your request for NEA funding. All phases of a project -- except for those for facilities noted below -- are eligible for support. The NEA reserves the right to limit its support of a project to a particular phase(s) or cost(s). All costs included in your Project Budget must be expended during your period of support.

If relevant to your project, you will be required to provide information in accordance with the **National Environmental Policy Act** and/or the **National Historic Preservation Act**. See here for more information.

#### We Do Not Fund

Funding under Our Town is **not** available for:

Projects that do not involve the required partnership that will provide leadership for the project. Partnerships must involve at least two primary partners: a nonprofit organization and a local government entity, as defined by these guidelines. One of the two primary partners must be a cultural (arts or design) organization.

Activities that are not tied directly to long-term civic development goals.

Projects where the arts, design, or cultural activity are not core to the project's plan.

Capacity building initiatives for artists that are not integral to a broader civic development strategy.

Construction, purchase, or renovation of facilities. (Design fees, community planning, and installation of public art are eligible; however, no Arts Endowment or matching funds may be directed to the costs of physical construction or renovation or toward the purchase costs of facilities or land.)

Market demand surveys for artist space projects.

Costs (and their match) to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise comply with the National Environmental Policy Act and/or the National Historic Preservation Act.

Subgranting or regranting, except for local arts agencies that are designated to operate on behalf of their local governments or are operating units of city or county government. (See more information on

#### TO APPLY

[Application Calendar](#)

[Grant Program Description](#)

[Award Information](#)

[Applicant Eligibility](#)

[How to Apply](#)

[How to Prepare and Submit an Application](#)

[Application Instructions](#)

[Application Review](#)

[Award Administration](#)

[Other Information](#)

[FAQs](#)

subgranting.) Subgranting activity by designated local arts agencies must be directly relevant to the Our Town project activities.

Financial awards to winners of competitions.

Fund raising or financing activities.

General operating support.

Seasonal support.

Costs for the creation of new organizations.

Direct grants to individuals. (The Arts Endowment encourages applicant organizations to involve individual artists in all possible ways.)

Individual elementary or secondary schools -- charter, private, or public -- directly. Schools may participate as additional partners in projects for which another eligible organization applies. Local education agencies (school districts) and community colleges can apply on behalf of a local government. If a single school also is the local education agency, as is the case with some charter schools, the school may apply with documentation that supports its status as the local education agency applying on behalf of the local government.

State and regional education agencies and institutions.

Commercial (for-profit) enterprises or activities.

Cash reserves and endowments.

Awards to individuals or organizations to honor or recognize achievement.

Generally, professional training in degree-granting institutions.

Work toward academic degrees and the pursuit of academic careers.

Projects that replace arts instruction provided by a classroom teacher or an arts specialist.

Literary publishing that does not focus on contemporary literature and/or writers.

Generally, publication of books or exhibition of works by the applicant organization's staff, board members, faculty, or trustees.

Exhibitions of, and other projects that primarily involve, single, individually-owned, private collections.

Projects for which the selection of artists or art works is based upon criteria other than artistic excellence and merit. Examples include festivals, exhibitions, or publications for which no jury/editorial judgment has been applied.

Expenditures that are related to compensation to foreign nationals and artists traveling to or from foreign

countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury

Department Office of Foreign Asset Control. For further information, see

<http://www.treas.gov/offices/enforcement/ofac/> or contact the Arts Endowment's Grants & Contracts Office at [grants@arts.gov](mailto:grants@arts.gov)

Project costs that are supported by any other federal funds or their match.

## Intended Outcome

Through Our Town projects, the Arts Endowment intends to achieve the following outcome from our strategic plan: *Livability: American communities are strengthened through the arts.*

The anticipated long-term results for Livability projects are measurable community benefits, such as growth in overall levels of social and civic engagement; arts- or design-focused changes in policies, laws, and/or regulations; job and/or revenue growth for the community; or changes in in-and-out migration patterns. You will be asked to address the anticipated results in your application. If you receive a grant, you will be asked to provide evidence of those results at the end of your project. Given the nature of Livability projects, benefits are likely to emerge over time and may not be fully measurable during the period of a grant. You will need to provide evidence of progress toward achieving improved livability as appropriate to the project. Before applying, please review the reporting requirements for **Livability** LINK. We recognize that some projects involve risk, and we want to hear about both your successes and failures. Failures can provide valuable learning experiences, and reporting them will have no effect on your ability to receive NEA funds in the future.

Beyond the reporting requirements for all grantees, selected Our Town grantees may be asked to assist in the collection of additional information that can help the NEA determine the degree to which agency objectives were achieved. For example, Our Town grantees may be asked to participate in surveys or interviews, and/or may be asked to assist in publicizing and promoting these data collection efforts. You may be contacted to provide evidence of project accomplishments including, but not limited to, work samples, community action plans, cultural asset studies, programs, reviews, relevant news clippings, and playbills. Please remember that you are required to maintain project documentation for three years following submission of your final report.

We may publish grantees' reports and products on our website. Please note that all federal grantmaking agencies retain a royalty-free right to use all or a portion of grantees' reports and products for federal purposes.

## Deadline Date

You are required to submit your application electronically through Grants.gov, the federal government's online application system. **The Grants.gov system must receive your validated and accepted application no later than 11:59 p.m., Eastern Time, on January 13, 2014.** We strongly recommend that you submit at least

10 days in advance of the deadline to give yourself ample time to resolve any problems that you might encounter. We will not accept late applications.

The Grants.gov Contact Center is available 24 hours a day, 7 days a week.

[Grants.gov](#)

[Sample Application Narratives](#)

[Grants by Project Type](#)

[Grants by State](#)

[Our Town Videos](#)

[NEA ARTS Magazine on Creative Placemaking](#)

[Creative Placemaking Report](#)

[Site Map](#)

[Site Policies](#)

[USA.gov](#)

## RELATED MATERIALS

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1100 Pennsylvania Ave, NW, Washington, DC 20506  
202.682.5400 | [webmgr@arts.gov](mailto:webmgr@arts.gov)



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Approval to submit an Urgent Repair Grant Application to the North Carolina Housing Finance Agency

**Explanation:** **Abstract:** The North Carolina Housing Finance Agency (NCHFA) has issued a Notice of Funds Available (NOFA) for Urgent Repair Grants in 2014. This competitive grant is designed to assist low and very-low income homeowners that have a home with elevated lead levels along with a child under the age of 6 years old. Moreover, the grant supports households that have members who are elderly and disabled. The maximum household income is 50% of area median income (AMI) adjusted for household size.

**Explanation:** This is a request to submit an Urgent Repair Grant application to the North Carolina Housing Finance Agency (NCHFA) in response to the most recent Notice of Funding Available (NOFA). The City of Greenville will be in competition with all Entitlement Communities in North Carolina. The grant funding will enable cities to provide deferred, forgiven loans of up to \$8,000 for emergency repairs/modifications to low and very-low income residents.

The total available amount is \$3.5 million, and there is a maximum grant award of \$50,000 for Entitlement Communities. The duration of the grant extends eighteen (18) months. The grant award covers hard and soft costs. The grant application does not define a minimum match percentage; however, the cities that provide a match will be ranked higher. Moreover, the City of Greenville has applied for this grant in the past and was denied. The NOFA states that this will allow the city to gain additional consideration in the application process.

This grant is an excellent opportunity to assist low and very-low income homeowners that the City cannot normally support when using our federal funds.

**Fiscal Note:** There is a maximum grant award of \$50,000 and the City will apply for the maximum award. A 10% match will be required from the City; thus our match may be up to, but no greater than, \$5,000. The match funds would come from the U.S. Department of Housing and Urban Development Community Development

Block Grant (CDBG) funds that the City of Greenville receives.

**Recommendation:** Staff recommends that the City Council approve a submission of the Urgent Repair Grant application to the North Carolina Housing Finance Agency.

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Attachments / click to download

 [Urgent Repair Grant Guidelines](#)

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# **APPLICATION GUIDELINES**

**For the 2014 cycle of the**

## **URGENT REPAIR PROGRAM (URP14)**

**NORTH CAROLINA HOUSING FINANCE AGENCY**

**POST OFFICE BOX 28066**

**RALEIGH, NORTH CAROLINA 27611-8066**

**(919) 877-5700**

**December 2013**

# Application Guidelines

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# APPLICATION GUIDELINES

## For the Urgent Repair Program

### 1. Introduction

The North Carolina Housing Finance Agency announces the availability of funds under the Urgent Repair Program ("URP").

A total of \$3.5 million will be made available under the 2014 cycle of the Urgent Repair Program (URP14) to nonprofit organizations, local governments and regional councils statewide who may apply for funding through a competitive application process. Applicant eligibility and ranking criteria are described under sections 5 and 9, respectively.

Last year's URP funding cycle ("URP13"), was very competitive, with 48 applicants requesting a total of \$5.3 million. With \$3.5 million available, 45 projects were funded. Although the same amount of funding is available under URP14, with an increase in the maximum funding per project, we expect 34 to 38 of the applicants to receive awards.

The goals of the Urgent Repair Program are: 1) to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income homeowners with special needs; and 2) to provide accessibility modifications and other repairs necessary to prevent the imminent displacement of very low-income homeowners with special accessibility needs, such as frail elderly and persons with disabilities.

The Urgent Repair Program objectives are:

- 1) To assist very low-income and low-income owner-occupant households with one or more fulltime household members with special needs (elderly  $\geq$  62 years of age, handicapped or disabled, single-parent, large households (five or more), or households with children who have elevated blood lead levels (between 10 $\mu$ g/dl and 19 $\mu$ g/dl), in all areas of the state;
- 2) To serve households with urgent repair needs which cannot be met through other state- or federally-funded housing assistance programs; and,
- 3) To enable frail elderly homeowners, and others with physical disabilities, to remain in their homes by providing essential accessibility modifications.

Under URP14, recipients of funds will be expected to develop and adhere to fair, open and competitive procedures for the procurement of goods and services and for the selection of Program beneficiaries. These Application Guidelines provide a brief overview of the Program. Additional information on Program and application requirements is contained in the accompanying Application for Funding.

## 2. Background

In 1994 the North Carolina Housing Finance Agency (NCHFA) initiated the Urgent Repair Program ("URP94") as a one-year demonstration program with funds from the North Carolina Housing Trust Fund. The program was approved by the North Carolina Housing Partnership in response to the frequently expressed need for repair funding to respond to emergency situations and prevent displacement without being required to bring a whole house up to code.

A total of \$1 million of URP94 funds was allocated to sub-contractors under the U.S. Department of Energy's Weatherization Assistance Program through a non-competitive application process. An additional \$250,000 was available to other non-profit organizations, non-entitlement local governments, public agencies, and regional councils through a competitive application process. A total of 47 organizations received URP94 funding which enabled them to assist more than 650 households.

A comprehensive study of the 1994 demonstration cycle indicated that it had filled a vital niche, and that there was strong, broad-based support for continuing the program. At the same time, the study elicited some thoughtful suggestions which led to numerous improvements in the design of the Urgent Repair Program. After many additional program adjustments over the past 19 years, URP is now a very popular tried and true product, filling a vital service niche. Close to \$39.8 million in URP funding has been committed to date to assist nearly 11,000 households with repairs and accessibility modifications.

From May of 2002, until February of 2004 a portion of recaptured URP funds (from recipients that were unable to use their entire allocation within the allotted time) was dedicated to a special Displacement Prevention Partnership Program fund ("DPP"). Under DPP, very-low income homeowners are referred to NCHFA by either of two state agencies (Department of Environment and Natural Resources (DENR) or the Independent Living Rehabilitation Program at the Division of Vocational Rehabilitation Services) if they face imminent displacement due to either lead-paint poisoning or mobility limitations requiring home modifications. Since 2004, over \$7.67 million has been set aside for DPP. To date, modifications have been completed on almost 2,800 households, all through local offices of Independent Living Services.

Those with experience under the recent cycles of URP have found some significant changes in the guidelines. The significant changes included raising the maximum eligible hard costs, revising program support expense allowances, changing the form of assistance from grants to loans, and reducing the percentage of assisted households that must fall below 30% of the area median income. This year continues that trend. To avoid confusing one cycle with another, we will often refer to the current cycle as URP14.

### 3. Funding

The total amount of funding available under URP14 is \$3.5 million. Support for URP14 comes from the State appropriated North Carolina Housing Trust Fund.

Under this program cycle, funding limitations will apply to only the large entitlement cities. These five units of local government that receive CDBG funds directly from HUD may apply for a maximum of \$50,000. These "Large Entitlements" are the cities of Charlotte, Durham, Greensboro, Raleigh and Winston-Salem.

The maximum allocation to an organization or government agency proposing to serve a multi-county service area (two or more counties in their entirety) is \$200,000. The maximum allocation to an organization or government entity proposing to serve an area of less than two entire counties is \$100,000. Only applicants proposing to serve areas with populations of 5,000 or more are eligible. The minimum allocation is \$50,000.

**Eligible applicants may submit only one application.** Funding provided to recipient organizations will be in the form of conditional grants.

URP14 assistance provided by Recipients to eligible households **cannot exceed \$8,000 in hard and soft costs** per dwelling unit. There is no minimum amount of Program funds that can be spent on any assisted dwelling unit.

A share of each Recipient's URP14 allocation may be used for program support expenses, but must be accounted for and claimed on a unit-by-unit basis. Eligible program support expenses are those necessary and reasonable costs directly associated with the delivery of program assistance, such as: (1) salaries and benefits for technical staff, or fees to consultants for work write-ups, cost estimates, inspections, etc.; or (2) office supplies and materials consumed in carrying out repairs. The maximum amount available varies with the amount of the hard costs. All URP assisted units may receive base program support of \$200. Units with hard costs exceeding \$500 may receive additional soft costs up to 10% of the hard cost for eligible program support expenses, so long as the total soft cost for the unit does not exceed \$800, as indicated by the table below.

URP14 Hard Costs	Maximum Program Support
From \$501 to \$8,000	\$200 + 10% of the Hard Cost (not to exceed \$800)
Up to \$500	\$200

For instance, if the hard costs associated with the repair or modification of a given unit is \$3,250 the Recipient may claim up to \$525 for program support expenses (\$200 + \$325).

**4. Schedule**

Applications for Program funding must be received at NCHFA by **5:00 pm, January 27, 2014**. Applications will be rated according to the criteria described below. Program awards will be announced by the end of April, 2014. After the implementation workshop on June 10, 2014 for program administrators and technical staff, Funding Agreements will be executed. Successful applicants will be given a maximum of 18 months to complete their URP projects, and must report program progress quarterly.

**5. Eligible applicants**

Eligible applicants for URP14 funds include: 1) nonprofit organizations; 2) units of local government; and, 3) regional councils. Applicants for Program funding are directly responsible for the administration of projects being funded, even when contracting with third parties for administration.

**6. Eligible households**

Only households with special needs as defined in Section 1 (Introduction), paragraph 5 are eligible for assistance under URP. A minimum of 50% of the households assisted under a Recipient's URP14 allocation must have incomes which fall below 30% of the area median income. No URP funds may benefit households with incomes exceeding 50% of the area median. Only owner-occupied housing is eligible for assistance under the Urgent Repair Program. Income limits will be defined using the most recent HUD income estimates, as provided by the NCHFA (see URP income limits at our web site [www.nchfa.com](http://www.nchfa.com) under the Urgent Repair Program section).

**7. Eligible activities**

URP14 funds may be used exclusively to alleviate housing conditions which pose an imminent threat to the life or safety of very low-income households with special needs, or to their ability to remain in their homes independent of institutional confinement. Upon completion, housing units repaired/modified under URP do not have to meet any housing codes or habitability standards, but the work performed under the Program must meet North Carolina State Residential Building Code standards and be performed in accordance with all state and local permitting, inspections, licensing and insurance requirements.

**8. Eligible forms of assistance**

Assistance provided to owner-occupants by Recipient organizations under URP14 shall be in the form of a loan covering the construction and program support costs of the URP funds associated with the repair/modification of the unit. Homeowners will receive an

unsecured deferred, interest-free loan, forgiven at the rate of \$1,000 per year, until the principal balance is reduced to zero. Recipients must use the loan documents provided by the Agency. Recipients will be expected to have adequate project procedures to ensure that Program documents are properly processed.

## 9. Application review and ranking process

Applications for Program funds will be reviewed and ranked on applicant capacity to operate the project, past performance under Agency Programs, if applicable, and the project location (whether they are serving an underserved county). A four-step review process will be used: threshold review, competitive ranking, Agency board approval, and execution of Funding Agreements.

### 9.1 Threshold review

**Applications that do not include an attached resume for each person listed on table III C on page 7 will be considered incomplete.** The threshold review will eliminate any applications which are incomplete, were not received by the deadline, are from ineligible entities, or are not accompanied by the required application fee or a copy of the original application. The threshold review is also meant to eliminate applicants lacking minimal capacity to operate the project. The following factors will be considered:

- 1) The experience of the applicant in undertaking similar projects;
- 2) The past performance of the applicant, if applicable, under housing rehabilitation programs;
- 3) The capacity of the organization, including staffing support, to complete the project. **(Special attention will be given to the availability of qualified technical staff to diagnose repair or modification needs and implement the appropriate measures to address the needs, professionally and efficiently.)**

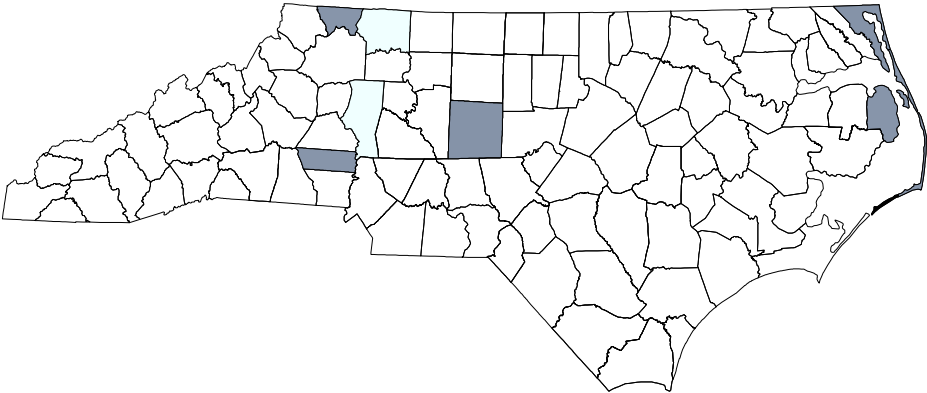
The capacity of units of local government or others proposing to administer the project through a third party will be rated based on that party's qualifications, experience and past performance under Agency programs, if applicable.

### 9.2 Competitive ranking

The next phase of the selection process will be to rate and rank applications based on a number of factors related to applicant capacity as determined by (1) staff qualifications and experience, (2) performance under past cycles of the Urgent Repair Program (including the percentage of targeted units completed under active grants and timeliness of grant completion), if applicable, or recent performance under other repair initiatives; and, (3) the accuracy and completeness of the URP14 application. A comprehensive and effective system for referring clients to

services other than housing will also be a positive rating factor. Points will be awarded for matching local funds (for hard costs only) as well as for proposing to serve counties underserved by the URP funds since the Program's inception (see below). Projects proposing to serve households with urgent repair needs which can be met through other state- or federally-funded housing assistance programs are discouraged and will be at a competitive disadvantage. (URP is designed to be used as funding of the last resort.) Points will also be awarded to organizations that applied for last year's URP cycle but were not recommended for funding. The Agency will not fund two applications with overlapping service areas.

**Counties Underserved with the Urgent Repair Program**



**Counties Underserved with the Urgent Repair Program**

Alleghany      Currituck      Dare      Lincoln      Randolph

**9.3 Agency Board approval**

After completion of the application review and ranking process, the final funding decision will be made by the Agency's board of directors. It is the goal of Agency staff to take their recommendations to the board in April 2014.

**9.4 Post-Approval Documentation and Funding Agreements**

Following board approval of the final ranking of applications, Applicants approved by the Agency board will receive conditional award letters and requests for additional documentation (Post Approval Documentation). Funding Agreements will be forwarded to Recipients following receipt by the Agency of



all information requested in the post approval documentation packet and attendance at the mandatory URP14 Implementation Workshop. Recipients will be given 45 days to execute and return the Funding Agreements to the Agency. Post approval documentation will include the following:

- 1) A copy of the Recipient's Procurement Policy;
- 2) Bonding/Honesty and Fidelity Insurance documentation. All Recipients must submit evidence that honesty and fidelity insurance coverage is available in an amount not less than 50% of their URP14 funding allocation;
- 3) Organizational Documents. Recipients which are not units of government may be asked to supply copies of their organizational documents, including articles of incorporation, by-laws and a listing of all directors, officers and staff;
- 4) Conflict of Interest Policy (for private-nonprofit organizations); and,
- 5) The Applicant's proposed URP14 Assistance Policy.

## **9.5 Funding award**

Upon receipt and approval by the Agency of the Post Approval Documentation packet, the Agency will forward the Funding Agreement to the Recipient. Once the executed Funding Agreement is returned to the Agency, an initial disbursement of 50% of the award amount will be sent to the Recipient organization. Project activities may commence upon receipt of the fully executed Funding Agreement. **Note: If all necessary documentation is not received by the Agency within 45 days of the date of the conditional award letter, the award may be canceled and the funds de-obligated.**

## **10. SPECIAL INSTRUCTIONS TO THE APPLICATION**

### **10.1 Requests for Application forms**

Program Application forms may be downloaded from the Agency website [www.nchfa.com](http://www.nchfa.com), or requested from the Agency by calling Amy Batel at (919) 877-5689, or by writing to the address shown below (see section 10.4).

### **10.2 Application deadline**

An original application and one copy per grant request must be **received** by the Agency by **5:00 p.m. on January 27, 2014.**

### 10.3 Application fee

The application must be **accompanied** by a **non-refundable application fee**. The application fee must be paid by a check made payable to the North Carolina Housing Finance Agency. The **application fee is \$50**.

### 10.4 Address

All applications must be mailed or delivered to:

The Strategic Investment Group  
North Carolina Housing Finance Agency  
3508 Bush Street  
Raleigh, North Carolina 27609-7509

### 10.5 Special Instructions

- 1) Automated application forms created in MS Excel are available at our website ([www.nchfa.com](http://www.nchfa.com)) or via e-mail. It is highly recommended that applicants use the automated version to take advantage of multiple automated calculations and general ease of use. The Excel version is designed such that the applicant tabs through the form, landing only where information is to be entered (the light yellow cells). All totals are automatically calculated (in the bright yellow cells). If you do not use the Excel version, please ensure that your application is typed or printed legibly in ink. Dollar amounts should be rounded to the nearest dollar. All applications should be signed and dated in ink on the "Certification" page by the applicant's chief administrative official as listed on the application under I.B.1. No applications will be accepted electronically or by Fax.
- 2) All applications should be submitted on the form provided. Except for requested attachments, please confine your responses to the provided space.
- 3) It is preferred that applications be fastened at the upper left corner by a single staple or binder clip. Covers, ring binders, and folders are discouraged, as are attachments or exhibits which are not specifically requested.
- 4) All attachments should be clearly marked in the upper right hand corner according to the instructions in the application. The attachments should be attached in the order that they were requested, at the back of the application following the last page.



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Budget ordinance amendment #5 to the 2013-2014 City of Greenville budget (Ordinance #13-026) and a budget ordinance to establish the ERP (Enterprise Resource Planning) Capital Project Fund

**Explanation:** **Abstract:** The budget amendment is for City Council to review and approve proposed changes to the adopted 2013-2014 budget and to establish the ERP Capital Project Fund.

**Explanation:** 1) Attached is an amendment to the 2013-2014 budget ordinance for consideration at the January 13, 2014, 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 fiscal year 2014 grant funds received from the Greater Greenville Foundation to assist the City with animal cruelty prevention through our Animal Control Unit (Total - \$2,628).

**B** To re-appropriate expected grant funds for the Police Department that were anticipated for spending during the prior year. (Total - \$24,841).

2) Attached is the budget ordinance to establish the ERP Capital Project Fund. This fund will track all costs associated with the approved replacement of the City's current Business Financial software. The recommended vendor was approved by City Council in June 2013. The first phase of implementation is set to begin on March 1, 2014. The cost of this project is estimated to be \$2,500,000.

**Fiscal Note:** The budget ordinance amendment affects the following funds: increase the General Fund by \$27,469, and increase the ERP Capital Project by \$2,500,000:

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<b><u>Fund Name</u></b>	<b><u>Original /Amended Budget</u></b>	<b><u>Proposed Amendment</u></b>	<b><u>Amended Budget 1/13/2014</u></b>
General	\$ 87,293,332	\$ 27,469	\$ 87,320,801
ERP Capital Project	\$ -	\$ 2,500,000	\$ 2,500,000

**Recommendation:** Approve budget ordinance amendment #5 to the 2013-2014 City of Greenville budget (Ordinance #13-026) and the budget ordinance to establish the ERP Capital Project Fund.

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**Attachments / click to download**

[Budget Amendment FY 2013 2014 958470](#)

[ERP City of Greenville 970156](#)

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ORDINANCE NO. 14-  
CITY OF GREENVILLE, NORTH CAROLINA  
Ordinance (#5) 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:

	<b>ORIGINAL 2013-2014 BUDGET</b>		<b>#5 Amended 1/13/14</b>		<b>Total Amendments</b>		<b>Amended 2013-2014 Budget</b>
<b>ESTIMATED REVENUES</b>							
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	A,B	27,469		526,244		1,432,544
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		-		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		-		629,767		2,713,687
Appropriated Fund Balance	9,466,137		-		-		9,466,137
<b>TOTAL REVENUES</b>	<b>\$ 86,136,987</b>		<b>\$ 27,469</b>		<b>\$ 1,183,814</b>		<b>\$ 87,320,801</b>
<b>APPROPRIATIONS</b>							
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		-		21,404		13,486,568
Financial Services	2,388,772		-		1,880		2,390,652
Recreation & Parks	7,532,229		-		140,051		7,672,280
Police	23,120,136	A,B	27,469		331,853		23,451,989
Public Works	10,196,796		-		(825,508)		9,371,288
Community Development	1,917,798		-		827,241		2,745,039
OPEB	350,000		-		-		350,000
Contingency	200,000		-		446,175		646,175
Indirect Cost Reimbursement	(1,014,572)		-		-		(1,014,572)
Capital Improvements	6,550,990		-		506,821		7,057,811
Total Appropriations	\$ 72,853,587		\$ 27,469		\$ 1,449,917		\$ 74,303,504
<b>OTHER FINANCING SOURCES</b>							
Debt Service	\$ 3,995,586		\$ -		\$ -		\$ 3,995,586
Transfers to Other Funds	9,287,814		-		(266,103)		9,021,711
	\$ 13,283,400		\$ -		\$ (266,103)		\$ 13,017,297
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 86,136,987</b>		<b>\$ 27,469</b>		<b>\$ 1,183,814</b>		<b>\$ 87,320,801</b>

**Section II:** All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 13th day of January, 2014.

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk

ORDINANCE NO. 14-\_\_\_\_  
ORDINANCE ESTABLISHING THE ERP  
CAPITAL PROJECT FUND

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

Section I: Estimated Revenues. It is estimated that the following revenues will be available for the ERP Capital Project Fund:

<b><u>ESTIMATED REVENUES</u></b>	<b><u>ORIGINAL 2013-2014 BUDGET</u></b>
Transfer from General Fund	\$ 2,500,000
<b>TOTAL REVENUES</b>	<b><u>\$ 2,500,000</u></b>

Section II: Appropriations. The following amounts are hereby appropriated for the ERP Capital Project Fund:

<b><u>APPROPRIATIONS</u></b>	
Software	\$ 819,962
Implementation & Training	195,910
Consulting	264,490
Data Conversion	70,864
Other Services	311,050
Hardware	437,972
Annual Maintenance	106,469
Contingency	293,283
<b>TOTAL APPROPRIATIONS</b>	<b><u>\$ 2,500,000</u></b>

Section III: All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section IV: This ordinance will become effective upon its adoption.

Adopted this 13th day of January, 2014

\_\_\_\_\_  
Allen M. Thomas, Mayor

ATTEST:

\_\_\_\_\_  
Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Various tax refunds greater than \$100

**Explanation:** **Abstract:** Pursuant to North Carolina General Statute 105-381, adjustment refunds are being reported to City Council. These are refunds created by a change or release of value for City of Greenville taxes by the Pitt County Tax Assessor. Pitt County Commissioners have previously approved these refunds; they are now before City Council for their approval as well. These adjustment refunds will be reported as they occur when they exceed \$100.

**Explanation:** The Director of Financial Services reports adjustment refunds of the following taxes:

<b><u>Payee</u></b>	<b><u>Adjustment Refunds</u></b>	<b><u>Amount</u></b>
Luther Junior Carr	Registered Motor Vehicle	\$780.16
Archie H. Cox, Jr.	Registered Motor Vehicle	\$150.51
Juana C. Flores	Individual Personal Property	\$142.21
Harold G. Hartman	Registered Motor Vehicle	\$293.19
Robert L. Hudson, Jr.	Registered Motor Vehicle	\$218.96
Davina Jones	Registered Motor Vehicle	\$118.80
Kimberly H. Pace	Registered Motor Vehicle	\$138.44
Carolyn R. Stokes	Registered Motor Vehicle	\$121.52
Trinity Free Will Baptist Church	Registered Motor Vehicle	\$164.84
Ben Williams	Registered Motor Vehicle	\$126.21
William C. Wilson	Real Property	\$282.60

**Fiscal Note:** The total to be refunded is \$2,537.44.



**Recommendation:** Approval of tax refunds by City Council

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# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

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**Title of Item:** Presentations by Boards and Commissions

- a. Environmental Advisory Commission
- b. Pitt-Greenville Airport Authority

**Explanation:** The Environmental Advisory Commission and the Pitt-Greenville Airport Authority will make their annual presentations to City Council at the January 13, 2014, City Council meeting.

**Fiscal Note:** N/A

**Recommendation:** Hear the presentations from the Environmental Advisory Commission and the Pitt-Greenville Airport Authority.

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# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Establishment of fair market value for properties associated with the Lincoln Park Neighborhood Redevelopment

**Explanation:** **Abstract:** The City owns seventeen (17) developable parcels within the West Greenville Redevelopment Area. All seventeen (17) of these parcels have been recombined and/or subdivided to comply with current zoning standards. Staff is requesting the City Council to establish fair market value for each parcel in order for the Community Development Department to publish a Request for Proposals (RFP) for the construction of homes in Lincoln Park.

**Explanation:** This is a request to establish fair market value on seventeen (17) developable parcels within the West Greenville Redevelopment Area. All seventeen (17) parcels are within a 500' radius of each other. These are all City-owned parcels. The City has been able to gain site control in this area over time due to dilapidated properties, foreclosures, and voluntary sales.

Staff anticipates an RFP being published in late January for the redevelopment of Lincoln Park. The RFP will outline construction specifications, eligible tenants/homeowners, price of each parcel, and a construction schedule. Furthermore, the RFP will solicit multiple developers to bid on each parcel. North Carolina General Statute 160A-279 authorizes the City to convey real property by private sale to a public entity or a private entity carrying out a public purpose.

Developing affordable housing is a primary objective for the Housing Division - as noted in the most recent 2013-2018 Consolidated Plan. Also noted in the Consolidated Plan, the City would like to be the catalyst in the development of above average affordable housing for both renters and homeowners. This project will serve as a catalyst for neighborhood redevelopment.

**Fiscal Note:** None

**Recommendation:** Staff recommends that the City Council establish fair market value for the City-owned properties located within the Lincoln Park Neighborhood Redevelopment area based on the appraisals.

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 [Lincoln Park Appraisals](#)

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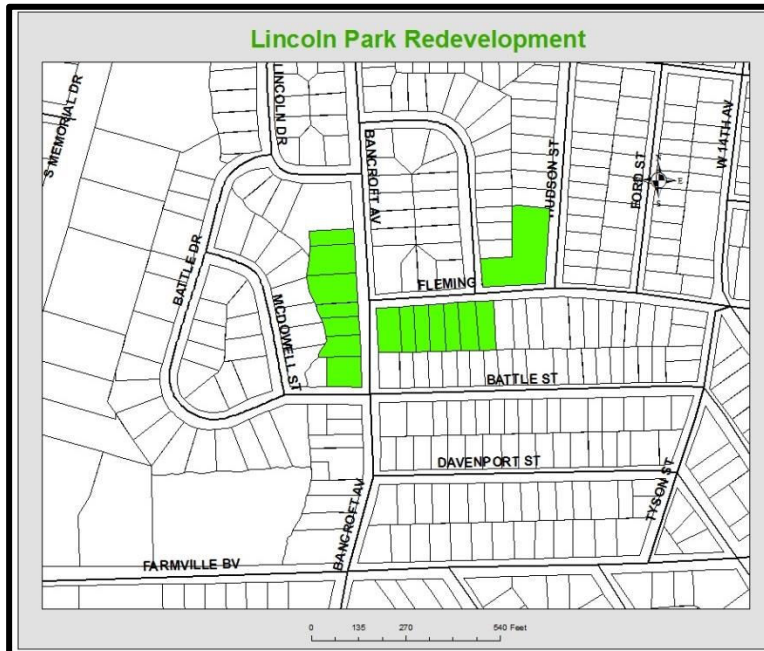


## MOORE & PINER, LLC Commercial Real Estate Services

COLLICE C. MOORE, MAI  
ANDY E. PINER  
WILLIAM H. PINER  
COLLICE C. MOORE, JR.

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TELEPHONE (252) 752-1010  
[www.mooreandpiner.com](http://www.mooreandpiner.com)

### Restricted Use Appraisal Report of: Lincoln Park Redevelopment for City of Greenville



#### Client/Intended User

Mr. Niki Jones, MPA  
Housing Administrator  
City of Greenville Community Development Department  
201 West Fifth Street  
Greenville, North Carolina 27835

**Effective Date of Valuation:** July 11, 2013

#### Prepared by

Andy E. Piner, State Certified General Appraiser  
Moore & Piner, LLC  
1105-A Corporate Drive  
Greenville, North Carolina 27858

*APPRAISALS - BROKERAGE - CONSULTING - DEVELOPMENT*



**MOORE & PINER, LLC**  
**Commercial Real Estate Services**

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FAX (252) 830-1240

July 15, 2013

Mr. Niki Jones, MPA  
Housing Administrator  
City of Greenville Community Development Department  
201 West Fifth Street  
Greenville, North Carolina 27835

**Re: Restricted Use Appraisal Report of:  
Lincoln Park Redevelopment for City of Greenville**

Dear Mr. Jones:

As requested, I have performed a study of the above referenced property for the purpose of estimating the present market value of the fee simple estate of sixteen (16) single-family residential lots located within the Lincoln Park area of Greenville. Given the scope and intended use of this appraisal assignment, I have prepared my findings within this Restricted Use Report format, in accordance with Standards Rule 2-2 [c] of the Uniform Standards of Professional Appraisal Practice (USPAP). **This Restricted Use Report is prepared for the sole and exclusive use of the Client, which is identified as the City of Greenville. The use of this appraisal report by others is not intended by the appraiser. The reader is cautioned that the opinions and conclusions set for this in this Restricted Use Report cannot be properly understood without additional information that has been retained in my files.**

**IDENTITY OF THE CLIENT/INTENDED USER**

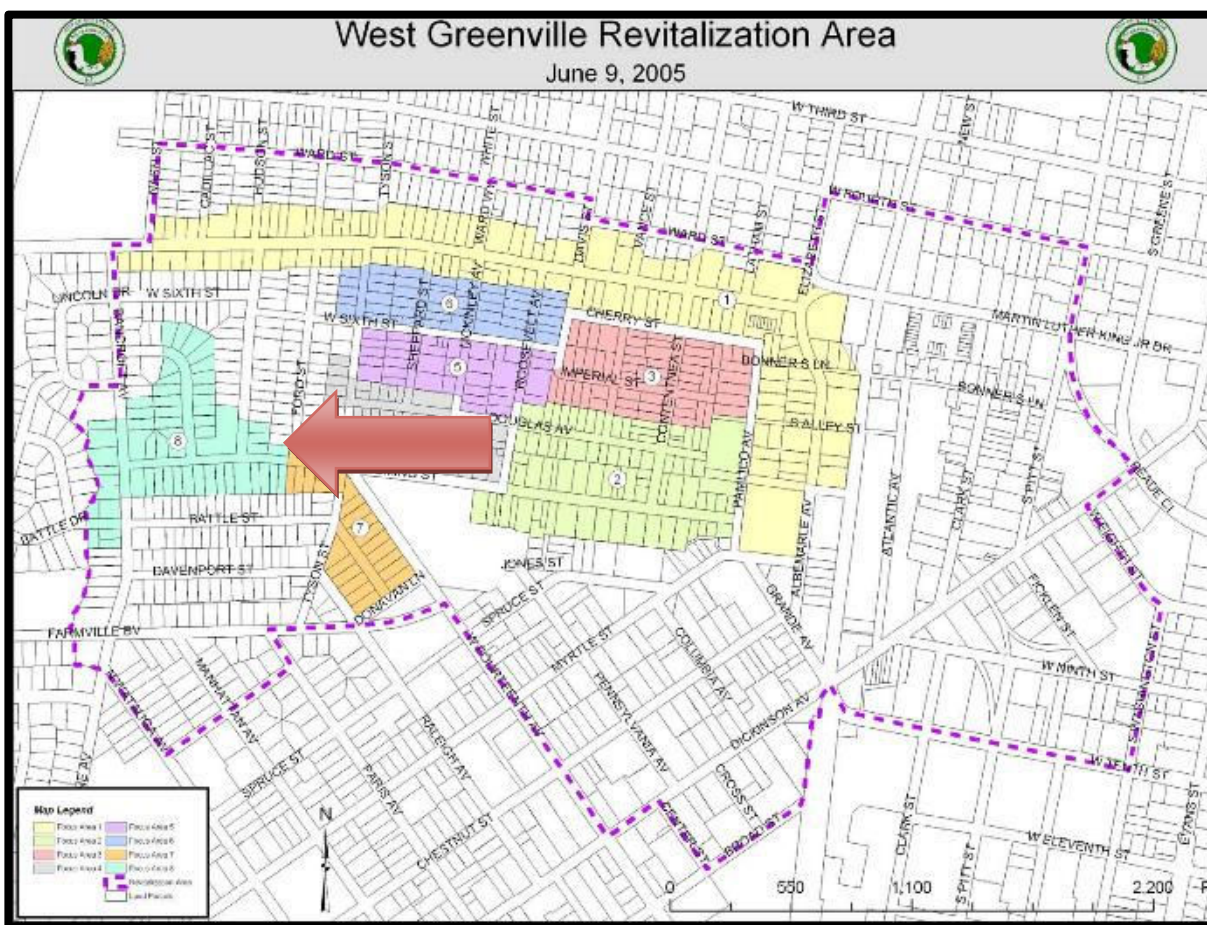
The Client/Intended User is identified as the City of Greenville. The use of this report by others is not intended by the appraiser.

## INTENDED USE OF THE APPRAISAL

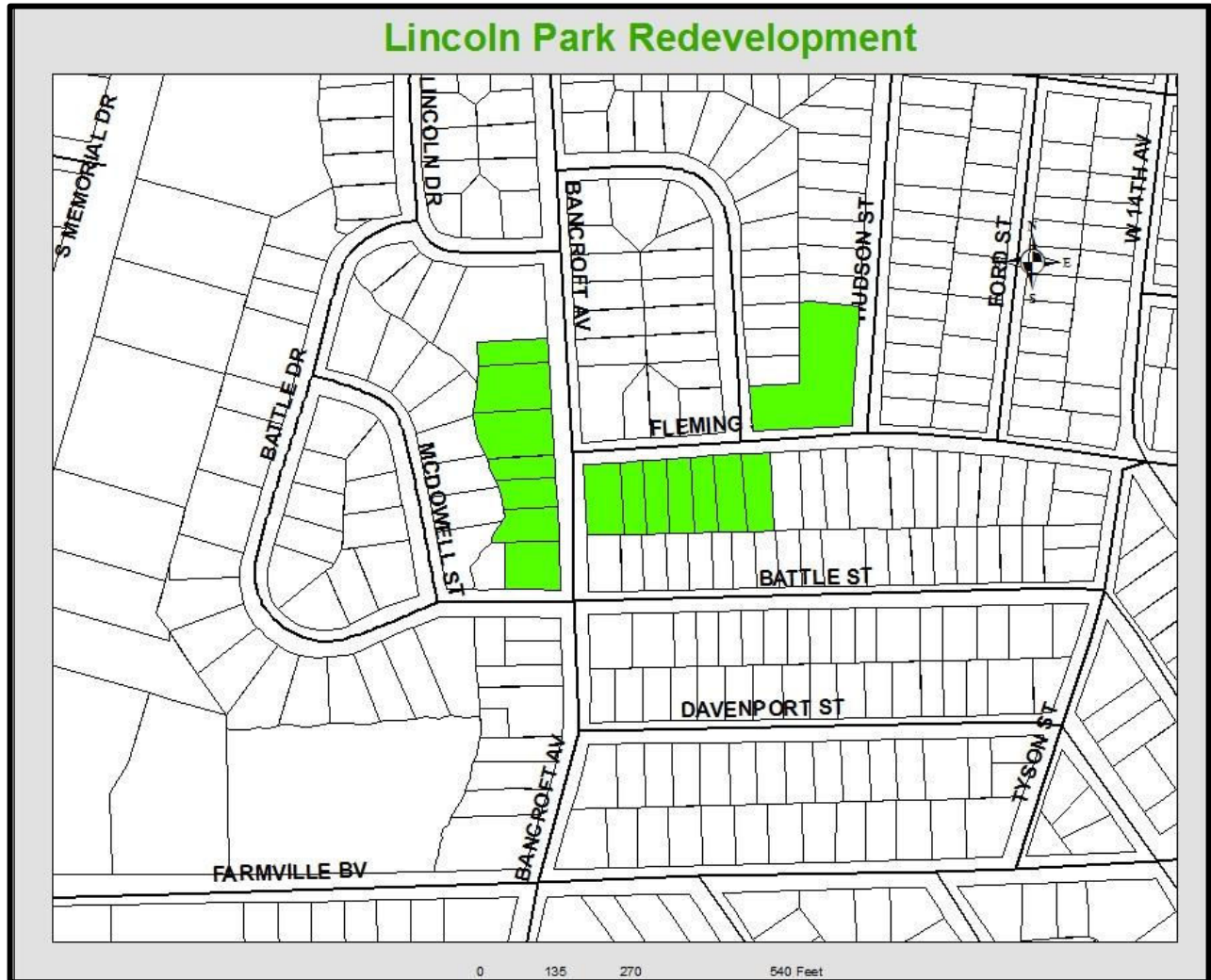
The intended use of this appraisal is to assist the Client/Intended User with establishing an estimate of market value for the sixteen (16) individual lots within the Lincoln Park Redevelopment area. This appraisal is not intended to be used for any other purpose.

## IDENTIFICATION OF THE PROPERTY

The subject property comprises sixteen (16) individual single-family residential lots that are part of Lincoln Park Redevelopment Focus Area 8, which is part of the larger West Greenville 45-Block Revitalization Program for the neighborhoods in and adjacent to Cherry View, Biltmore, Perkins Town, and Lincoln Park. The market area is west of the Central Business District, east of the Medical District, and south of the Tar River. The reader's attention is directed to the following excerpts which identify the subject property:

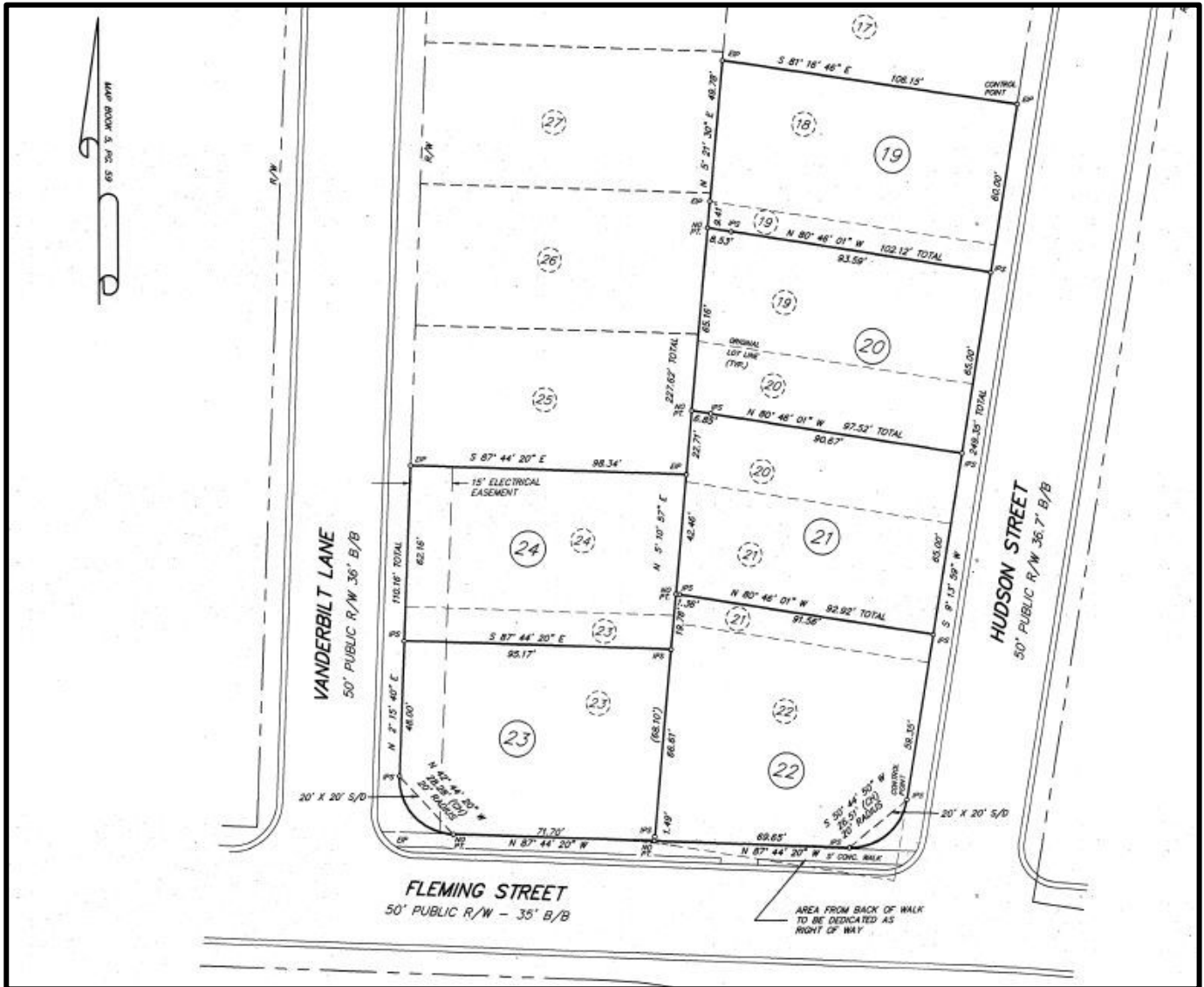


### Biltmore Addition- Subject Properties Highlighted in Green





### Biltmore Addition- Lots19-24



**Biltmore Addition- Lots19-24**



**View from Corner of Fleming Street and Vanderbilt Lane**



**View from Corner of Fleming Street and Hudson Street**



**Biltmore Addition- Tracts 1-5**

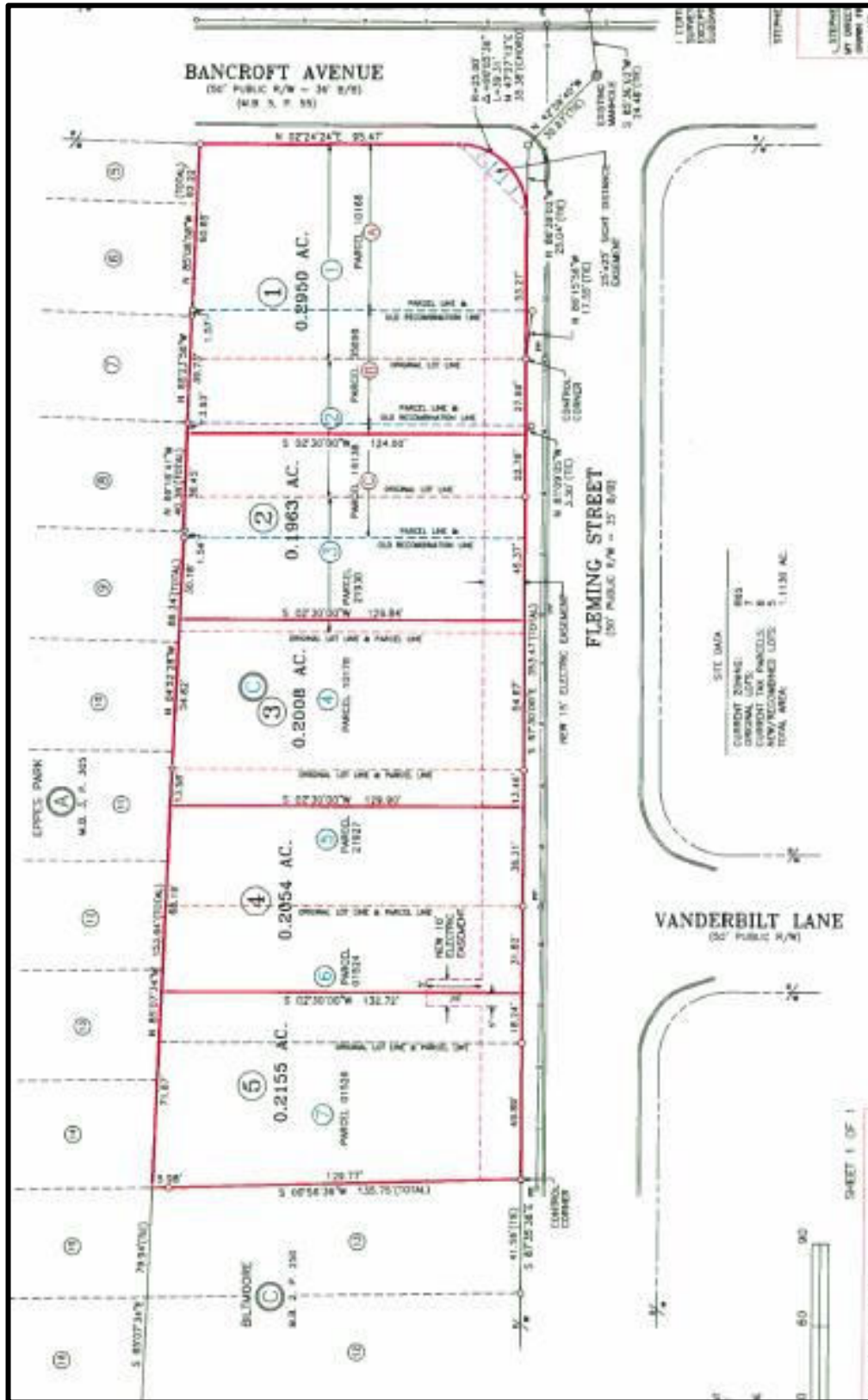


**View from Corner of Bancroft Avenue and Battle Street**



**View Along Battle Street Facing Southward**

### Biltmore Addition- Lots 1-5, Block C



**Biltmore Addition- Lots 1-5, Block C**



**View from Corner of Fleming Street and Bancroft Avenue**



**View Along Fleming Street Facing Westward**

As illustrated on the preceding pages, the subject property comprises sixteen (16) individual single-family residential lots that are part of Lincoln Park Redevelopment Focus Area 8. All of the lots are owned by the City of Greenville. Within my files, I have retained copies of the individual tax parcels and deeds of record. Some of the lots have been recombined to derive the sixteen (16) lots which comprise the subject of this appraisal. The individual lots are zoned Residential 6-S which allows single family residential uses. The lots are located on city-maintained streets that feature curb and gutter. All public utilities are available. The sites are not located in a special flood hazard area. In general, the lots are level and at street grade. However, Tracts 1-5 that front Bancroft Avenue and Battle Street, at Fleming Street, slope toward the western/rear property line. The surveys provided for use in this appraisal identify various utility and/or drainage easements; however, the lots are physically adaptable for single family residential use. The lots are of sufficient size and shape to adhere to minimum developmental standards in regards to frontage, setbacks, etc. A summary of the individual lots is provided as follows:

Lincoln Park Redevelopment		
Biltmore Addition- Lots 19-24		
Lot/Tract No.	Size	View
19	6,200 SF	Interior
20	6,488SF	Interior
21	6,189 SF	Interior
22	7,349 SF	Corner
23	6,268 SF	Corner
24	6,014 SF	Interior
Biltmore Addition- Tracts 1-5		
1	8,960 SF	Corner
2	12,584 SF	Interior
3	10,271 SF	Interior
4	10,934 SF	Interior
5	10,145 SF	Interior
Biltmore Addition- Lots 1-5, Block C		
1	12,850 SF	Corner
2	8,551 SF	Interior
3	8,747 SF	Interior
4	8,947 SF	Interior
5	9,387 SF	Interior

## **PROPERTY RIGHTS APPRAISED**

The estimate of market value reported herein is of subject's fee simple estate. On Page 78 of The Dictionary of Real Estate Appraisal, Fifth Edition, as published by the Appraisal Institute, fee simple estate is defined as "absolute ownership unencumbered by any other interest or estate, subject only to the limitations imposed by the governmental powers of taxation, eminent domain, *police power, and escheat.*"

I have not been provided a current title opinion I am unaware of any adverse easements, encroachments, or encumbrances affecting the use or marketability of the property. The property is subject to all matters of public record.

## **DEFINITION OF VALUE**

In this appraisal, market value is defined as "The most probable price that a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- a. buyer and seller are typically motivated;
- b. both parties are well informed or well advised, and acting in what they consider their own best interests;
- c. a reasonable time is allowed for exposure in the open market;
- d. payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- e. the price represents the normal consideration for the property sold unaffected by special or creative financing, or sales concessions granted by anyone associated *with the sale.*" (12 C.F.R. Part 34.42(g); 55 Federal Register 34696, August 24, 1990, as amended at 57 Federal Register 12202, April 9, 1992; 59 Federal Register 29499, June 7, 1994)

Market value does not account for the unpredictable buyer who pays a price in excess of that which is reasonable and supported by market data, nor those transactions made under adverse conditions of sale.

## **DATE OF REPORT AND EFFECTIVE DATE OF VALUATION**

July 11, 2013 is intended as the effective date of valuation. July15, 2013 is the date of the report.



## **ESTIMATED EXPOSURE TIME/MARKETING TIME**

On Page 73 of The Dictionary of Real Estate Appraisal, Fifth Edition as published by the Appraisal Institute, exposure time is identified as *“The estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based on an analysis of past events assuming a competitive and open market.”*

Also, on Page 121 of The Dictionary of Real Estate Appraisal, Fifth Edition marketing time is identified as *“An opinion of the amount of time it might take to sell a real or personal property interest at the concluded market value level during the period immediately after the effective date of an appraisal. Marketing time differs from exposure time, which is always presumed to precede the effective date of an appraisal. (Advisory Opinion 7 of the Appraisal Standards Board of The Appraisal Foundation and Statement on Appraisal Standards No. 6, “Reasonable Exposure Time in Real Property and Personal Property Market Value Opinions” address the determination of reasonable exposure and marketing time.)”*

Considering the subject’s property type, location, physical characteristics, and current market conditions, it is my opinion that an estimate of about 180-365 days would be reasonable for both the estimated exposure time and estimated marketing time for a property such as the subject. This assumes that the property is and/or was actively marketed for sale within a reasonable range of estimated market value, and with appropriate marketing techniques. The Greenville Association of Realtors reports an average days on market of 202 days for 78 lot transactions, in the range of \$1,000 to \$25,000 between January 1, 2010 and July 15, 2013. Four of these seventy-eight transactions revealed an average days on market ranging from 1,010 days to 1,286 days. Also, there are thirteen (13) active listings of lots within Greenville, between the asking price of \$3,200 to \$15,000. These active listings reveal an average days on market of 240 days, ranging from 8 days to 1,035 days as of the date of this report.

## **SCOPE OF WORK**

After accepting the assignment and defining the appraisal problem, an initial cursory inspection of the property was made. Subsequently, over the next several weeks, I began my preliminary analysis and data collection for the subject property and the sale properties analyzed for comparative purposes. Information regarding zoning, utilities, land sales, etc., was obtained from the public records of Pitt County and the City of Greenville. The Client provided surveys of the individual sites. I have utilized the above referenced information to estimate the current fair market value of the individual lots by the Sales Comparison Approach. I have prepared my findings within this Restricted Use appraisal report in accordance with Standards Rule 2-2 [c] of the Uniform Standards of Professional Appraisal Practice (USPAP). I have adhered to the Competency Provision of USPAP.

## **ASSUMPTIONS AND LIMITING CONDITIONS**

This appraisal makes no use of any Extraordinary Assumptions or Hypothetical Conditions. The reader's attention is directed to the detailed list of standard assumptions and limiting conditions included within the addenda.

## **HISTORY OF THE PROPERTY**

The subject property involves an assemblage of individual parcels acquired from various owners by the City of Greenville between October 2006 and June 2010 based upon public records. I have not been provided a title search. I have retained the recorded deeds in my file. Many of these individual parcels were improved at the time of acquisition. Where applicable, the dwellings have since been removed or demolished to accommodate the Lincoln Park Redevelopment project. To the best of my knowledge, there have been no other sales or conveyances involving the ownership of subject within the past three years preceding the date of this report. Also, I am unaware of any pending sales or offers to purchase.

## **HIGHEST AND BEST USE**

According to the Dictionary of Real Estate Appraisal, Fifth Edition, Page 93 as published by the American Institute of Real Estate Appraisers, Highest and Best Use is defined as follows:

1. The reasonably probable and legal use of vacant land or an improved property that is physically possible, appropriately supported, financially feasible, and that results in the highest land value.
2. The probable use of land or improved property – with respect to the user and timing of use – that is adequately supported and results in the highest present value.

The highest and best use of the subject property as if vacant is for single family residential use as demand warrants. In general, new developments are demand driven. Speculative developments are not considered likely or financially feasible.

## **VALUATION OF THE PROPERTY**

The Sales Comparison Approach is the preferred valuation method for vacant sites. The typical units of comparison are the sales price paid per square foot and the overall price paid per lot.

## **SALES COMPARISON APPROACH**

In the Sales Comparison Approach, the subject property is compared to similar properties that have sold or for which offers to purchase have been made. A major premise of the Sales Comparison Approach is that the market value of a property is directly related to the prices of comparable, competitive properties. The real estate appraisal principle of substitution plays a significant factor in the Sales Comparison Approach in that the value of a property tends to be set by the price that would be paid to acquire a substitute property of similar utility or desirability without undue delay. To apply the Sales Comparison Approach, an appraiser follows a systematic procedure:

1. Research the market to obtain information on sales transactions, listings, and offers to purchase properties similar to subject.
2. Verify the information by confirming that the data obtained are factually accurate and the transactions reflect arms-length market considerations.
3. Select relevant units of comparison (e.g., dollars per acre, per square foot, or per income multiplier) and develop a comparative analysis for each unit.
4. Compare the subject property and comparable sale properties using the elements of comparison and adjust the sales price of each comparable appropriately or eliminate the property as a comparable.
5. Reconcile the various value indications produced from the analysis of comparables into a single value indication or a range of values. An imprecise market may indicate a range of value.<sup>1</sup>

The following summary of land sales is offered for comparison to subject:

---

<sup>1</sup>The Appraisal of Real Estate, 9<sup>th</sup> Edition, Page 315

<b>Land Sales Summary Chart</b>					
<b>Identity</b>	<b>Location</b>	<b>Date of Sale</b>	<b>Size</b>	<b>Sales Price</b>	<b>Unit Price</b>
Sale 1	1111 W. 4 <sup>th</sup>	5/8/13	5,325 SF	\$1,000	\$.19/SF
Sale 2	2208 Marin Way	6/12/13	16,338 SF	\$15,000	\$.92/SF
Sale 3	1501 E. Overlook	3/20/13	13,904 SF	\$20,000	\$1.44/SF
Sale 4	307 Vance/ 1015 Colonial	10/3/12	31,432 SF	\$11,000	\$.35/SF
Sale 5	2980 Dickinson	1/25/10	16,000 SF	\$25,000	\$1.56/SF
Listing 1	617 McKinley	Current	4,920 SF	\$3,200	\$.65/SF
Listing 2	Church and Pitt	Current	4,300 SF	\$3,500	\$.81/SF
Listing 3	1115 W. 4 <sup>th</sup>	Current	7,470 SF	\$6,500	\$.87/SF
Listing 4	Breckenridge	Current	22,216 SF	\$12,900	\$.58/SF
<b>Mean</b>			<b>13,545 SF</b>	<b>\$10,900</b>	<b>\$.82/SF</b>
<b>Median</b>			<b>13,904 SF</b>	<b>\$11,000</b>	<b>\$.81/SF</b>

The preceding chart summarizes five residential lot sales and four current residential listings. Sale 1 reflects a lower sales price of \$1,000 or \$.19/SF. The physical utility of this property is inferior to the subject sites in regards to frontage and width in order to adhere to building setback requirements per zoning development standards. Land Sales 2, 3, and 5 reflect the highest sales prices on a per lot or dollar basis as well as price per square foot. These three sales are superior to the subject property in regards to location.

As illustrated in the preceding chart, the market sales and listings reflect close mean and median indicators in regards to size, sales price, and unit price. The subject lots average 8,743 square feet. Assuming all other factors are similar or equal, smaller properties sell for higher per unit prices. The subject lots on Bancroft Street are larger and wider, but slope toward the back property line. Typically, lot prices within a neighborhood are more uniformed in sales price per lot and may not vary measurably in regards to size. Some lots within a subdivision are considered premium lots as a result of its specific location, size, or view such as on a corner or within a cul-de-sac. In my analysis of the market sales and listings, I have attempted to consider the overall market influences such as location, physical features, etc. Based upon my analysis of the market sales and listings, the estimated values for the individual lots are summarized as follows:

Lincoln Park Redevelopment		
Biltmore Addition- Lots 19-24		
Lot/Tract No.	Size	Estimated Market Value
19	6,200 SF	\$8,000
20	6,488SF	\$8,000
21	6,189 SF	\$8,000
22	7,349 SF	\$9,000
23	6,268 SF	\$8,500
24	6,014 SF	\$8,000
Biltmore Addition- Tracts 1-5		
1	8,960 SF	\$9,800
2	12,584 SF	\$11,000
3	10,271 SF	\$10,300
4	10,934 SF	\$10,300
5	10,145 SF	\$10,300
Biltmore Addition- Lots 1-5, Block C		
1	12,850 SF	\$11,500
2	8,551 SF	\$9,300
3	8,747 SF	\$9,300
4	8,947 SF	\$9,300
5	9,387 SF	\$9,300

I certify that I have no present or contemplated future interest in the property appraised. The estimates of market value reported herein for the individual parcels are not predicated upon minimum valuations, specific valuations, or amounts that would favor the client. **Also, as referenced previously, the use of this Restricted Use Appraisal Report is specifically restricted to the Client. My opinions and conclusions cannot be properly understood without the additional information that has been retained in my files.**

Respectfully submitted,



Andy E. Piner, State Certified General Appraiser



**ADDENDA**

**ASSUMPTIONS AND LIMITING CONDITIONS FOR  
RESTRICTED USE REPORT**

1. This is a Restricted Use Report which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(c) of USPAP. As such, it does not include discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning the data, reasoning, and analyses is retained in the appraiser's file. The information contained in this report is specific to the needs of the client and for the intended use stated in this report. The appraiser is not responsible for unauthorized use of this report.
2. No responsibility is assumed for legal or title considerations. Title to the property is assumed to be good and marketable unless otherwise stated in this report.
3. The property is appraised free and clear of any or all liens and encumbrances unless otherwise stated in this report.
4. Responsible ownership and competent property management are assumed unless otherwise stated in this report.
5. The information furnished by others is believed to be reliable. However, no warranty is given for its accuracy.
6. All engineering is assumed to be correct. Any plot plans and illustrative material in this report are included only to assist the reader in visualizing the property.
7. No survey or analysis of sub-surface minerals and/or deposits has been made and, unless stated otherwise in the report, they have not been considered as a contributing factor to the market value of the property.
8. It is assumed that there is full compliance with all applicable federal, state, and local environmental regulations and laws unless otherwise stated in this report.
9. It is assumed that all applicable zoning and use regulations and restrictions have been compiled with, unless a nonconformity has been stated, defined, and considered in this appraisal report.
10. It is assumed that all required licenses, certificates of occupancy, or other legislative or administrative authority from any local, state, or national governmental, or private entity or organization have been or can be obtained or renewed for any use on which the value estimates contained in this report are based.
11. Any sketch in this report may show approximate dimensions and is included to assist the reader in visualizing the property. Maps and exhibits found in this report are provided for reader reference purposes only. No guarantee as to accuracy is expressed or implied unless otherwise stated in this report. No survey has been made for the purpose of this report.
12. It is assumed that the utilization of the land and improvements is within the boundaries or property lines of the property described and that there is no encroachment or trespass unless otherwise stated in this report.

13. The appraiser is not qualified to detect hazardous waste and/or toxic materials. Any comment by the appraiser that might suggest the possibility of the presence of such substances should not be taken as confirmation of the presence of hazardous waste and/or toxic materials. Such determination would require investigation by a qualified expert in the field of environmental assessment. The presence of substances such as asbestos, urea-formaldehyde foam insulation, or other potentially hazardous materials may affect the value of the property. The appraiser's value estimate is predicated on the assumption that there is no such material on or in the property that would cause a loss in value unless otherwise stated in this report. No responsibility is assumed for any environmental conditions, or for any expertise or engineering knowledge required to discover them. The appraiser's descriptions and resulting comments are the result of the routine observations made during the appraisal process.
14. Unless otherwise stated in this report, the subject property is appraised without a specific compliance survey having been conducted to determine if the property is or is not in conformance with the requirements of the Americans with Disabilities Act. The presence of architectural and communications barriers that are structural in nature that would restrict access by disabled individuals may adversely affect the property's value, marketability, or utility.
15. Any proposed improvements are assumed to be completed in a good workmanlike manner in accordance with the submitted plans and specifications.
16. The distribution, if any, of the total valuation in this report between land and improvements applies only under the stated program of utilization. The separate allocations for land and buildings must not be used in conjunction with any other appraisal and are invalid if so used.
17. Possession of this report, or a copy thereof, does not carry with it the right of publication. It may not be used for any purpose by any person other than the party to whom it is addressed without the written consent of the appraiser, and in any event, only with property written qualification and only in its entirety.
18. Neither all nor any part of the contents of this report (especially any conclusions as to value, the identity of the appraiser, or the firm with which the appraiser is connected) shall be disseminated to the public through advertising, public relations, news sales, or other media without prior written consent and approval of the appraiser.
19. The appraiser will not be required to give testimony or appear in court or before any other commission or body by reason of this appraisal unless arrangements are previously made.
20. The estimate of market value reported herein is not contingent upon the reporting of a predetermined value or a direction in value that favors the cause of the client, the amount of the value estimate, the attainment of a stipulated result, or the occurrence of a subsequent event.
21. No termite inspection has been provided to me or conducted by me of this property. This report and value estimate is based upon the assumption that the property has been inspected by a reputable, licensed exterminator and that there is no active termite infestation or hidden damage.



## QUALIFICATIONS OF THE APPRAISER

Andy E. Piner  
1105-A Corporate Drive  
Greenville, North Carolina 27858  
Phone: (252) 752-1010  
Fax: (252) 830-1240  
Email: andy@mooreandpiner.com

### License/Certifications:

NC State-Certified General Real Estate Appraiser  
Licensed Real Estate Broker, State of North Carolina

### Professional Affiliations:

Associate Member, Appraisal Institute  
Greenville-Pitt Board of Realtors

### Employment History:

2000-Present	Moore & Piner, LLC Appraisals, Brokerage, Consulting & Development
1984-2000	Collice C. Moore & Associates Real Estate Appraisers
1980-1983	Moore & Sauter Associates Real Estate Appraisers

### Education:

East Carolina University-Bachelor of Science in Business Administration - 1982

### Appraisal Courses/Education:

<u>Course/Education Title</u>	<u>Place Taken</u>	<u>Year</u>	<u>Passed</u>
Residential Valuation	Univ. of N.C.	1982	Yes
Real Estate Appraisal Principles	Univ. of N.C.	1982	Yes
Basic Valuation Procedures	Univ. of N.C.	1982	Yes
Capitalization Theory & Techniques-Part A	Athens, GA	1984	Yes
Capitalization Theory & Techniques-Part B	Univ. of N.C.	1987	Yes

Case Studies in Real Estate Valuation	Univ. of N.C.	1988	Yes
Valuation Analysis & Report Writing	Univ. of N.C.	1988	Yes
Standards of Professional Practice	Univ. of N.C.	1989	Yes
Matched Pairs and Market Extraction	Wilson Community College	1998	Yes
General Demonstration Appraisal Report Writing Seminar	Atlanta, GA	1999	Yes
USPAP-Part C	Appraisal Institute Atlanta Area Chapter, Atlanta, GA	2000	Yes
General Market Analysis and Highest and Best Use	UNC-Greensboro	2008	Yes
Advanced Sales Comparison and Cost Approaches	UNC-Greensboro	2008	Yes
Comprehensive Examination, Modules I, II, III & IV	N/A	2010	Yes

The above courses are sponsored by The Appraisal Institute

**Approved Appraiser for the Following Clients:**

N. C. Department of Transportation	First Citizens Bank
N. C. Department of Administration	Bank of America
Pitt-Greenville Airport Authority	Paragon Bank
City of Greenville	TrustAtlantic Bank
City of Rocky Mount	Poyner and Spruill
PNC Bank (RBC Bank)	Colombo Kitchin Attorneys
Southern Bank & Trust Company	The East Carolina Bank
Wells Fargo	Branch Bank & Trust Company

Clients include attorneys, investors, and developers in Eastern North Carolina, as well as various cities and towns throughout Eastern North Carolina including the City of Greenville, Town of Tarboro, City of Rocky Mount, Town of Ayden, etc. The appraiser has appeared as an expert witness in the following counties: Pitt, Halifax, Edgecombe, Craven, Brunswick, Martin, Perquimans, Wayne, and Beaufort.

## CERTIFICATION OF THE APPRAISER

I certify that, to the best of my knowledge and belief:

The statements of fact contained in this report are true and correct.

The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions and are my personal, unbiased professional analyses, opinions, and conclusions.

I have no present or prospective interest in the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved.

My compensation is not contingent upon the reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value estimated, the attainment of a stipulated result, or the occurrence of a subsequent event.

I have not performed a previous appraisal, appraisal review, appraisal consulting assignment, etc, involving the subject property within the past three years prior to this assignment.

The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the requirements of the Code of Professional Ethics & Standards of Professional Practice of the Appraisal Institute, which include the Uniform Standards of Professional Appraisal Practice.

The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.

As of the date of this report, I have completed the Standards and Ethics Education Requirement of the Appraisal Institute for Associate Members.

I have made a personal inspection of the property that is the subject of this report.

No one provided significant professional assistance to the person signing this report.

The appraiser has performed within the context of the competency provision of the Uniform Standards of Professional Appraisal Practice.

This report was not based on a requested minimum valuation, a specific valuation, or the approval of a loan.



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**Andy E. Piner**



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

**Title of Item:** Ordinance Amending the Manual of Fees Relating to Fees for Parade Permits and Facility Use

**Explanation:** **Abstract:** At the December 12, 2013, City Council meeting, Council requested that a proposal be prepared for its consideration relating to there being no fees to nonprofit veterans organizations for parade and event permits for patriotic events. Since these fees are set forth in the Manual of Fees, an amendment to the Manual of Fees is required which is accomplished by an ordinance.

**Explanation:** At the December 12, 2013, City Council meeting, Council requested that a proposal be prepared for its consideration relating to there being no fees to nonprofit veterans organizations for parade and event permits for patriotic events. During discussion there were several different suggestions made by Council Members relating to this request. Since these fees are set forth in the Manual of Fees, an amendment to the Manual of Fees is required which is accomplished by an ordinance.

## **Parades**

The City Code defines a parade as any parade, march, ceremony, pageant or procession of any kind moving upon any public street, way, highway, road or other public place owned or under control of the city. Specified exceptions from this definition are funeral processions, picketing on the sidewalks or other orderly processions on the sidewalks that do not violate any other city or state law, and a governmental agency acting within the scope of its functions. Applying this definition, the Veterans Day parade, Christmas parade, St. Patrick's Day parade and ECU Homecoming parade are, of course, considered as a parade. Also included is the march conducted on Martin Luther King Jr. Day. And road races are also included (including those which are for the benefit of charities and often sponsored by nonprofit organizations).

The City Code requires that a parade permit be obtained and that a fee be paid as

set forth in the Manual of Fees. Applicable fees as set forth in the Police Fees section of the Manual of Fees include the following:

Parade Permit.....	\$50.00
Parade Staffing.....	\$110.00 per hour (Rate provides for 2 officers and 2 cars)
Off Duty Officers.....	\$30.00 per hour
Street Blocking Application.....	\$25.00
Outdoor Amplified Sound Permit.....	\$50.00

Examples of the fees charged are as follows:

2013 Veterans Day Parade	- \$50 parade permit \$50 Total
2013 Christmas Parade	\$50 parade permit, \$25 street blocking application \$75 Total
2013 St. Patrick's Day Parade	-\$ 50 parade permit \$900 officer staffing fee \$950 Total
2013 ECU Homecoming Parade	- \$50 parade permit \$25 street blocking application \$75 Total
2014 MLK, Jr. Day March	- \$50 parade permit \$50 Total
2013 5K Races (utilizing City established routes)	-\$ 50 parade permit \$180 officer staffing fee \$ 50 vehicle staffing fee \$280 Total
2013 Reindeer Dash for Cash	- \$ 50 parade permit \$ 25 street blocking application \$ 50 amplified sound permit \$2,040 officer staffing fee \$ 425 vehicle staffing fee \$2,590 Total

As noted above, staffing fees have not been charged for the Veterans Day parade, Christmas parade, ECU Homecoming parade, and Martin Luther King, Jr. march. Although not specifically exempted from this fee, it has occurred as a result of these being considered as community events co-sponsored by the City. This means that the fees charged for these parades and the march are only the parade permit, street blocking and amplified sound permit fees. The staffing fee has been charged for the St. Patrick's Day parade since the City was not considered as a co-sponsored of this parade.

Also, the staffing fee has been charged as \$30 per officer per hour and \$25 per vehicle per event.

The street block application fee applies when the parade requires a street to be

temporarily closed for the use as a staging area for the parade.

The Reindeer Dash for Cash is a 10 mile road race. The race is in honor of National Guard Captain Christopher Cash who was killed in the line of duty. The proceeds of the event are for the Captain Christopher Cash Memorial Foundation, 501(c)(3) organization.

During 2013, there were fifty eight (58) parade permit applications.

The fees charged pursuant to the Manual of Fees are designed to recoup some of the expense incurred by the City relating to each parade. The expense which the City incurred, through the Police Department budget for officers only based upon an average \$30 per hour overtime salary, for these parades is approximately \$6,000 for the Veterans Day parade, Christmas parade, ECU Homecoming parade, and Martin Luther King, Jr. march and \$15,000 for all other parades. The fees for the parade permit, street blocking application, and amplified sound permit also defray some of the administrative expense in processing the applications.

During 2013, the amount received by the City for parades was \$16,970. This is summarized as follows:

\$ 2,550	parade permit
\$ 100	street closing application
\$ 200	outdoor amplified permit
\$12,270	off-duty officers
<u>\$ 1,850</u>	vehicle fee (did not begin collecting until April 2013)
\$16,790	Total

### **Events**

For an event held at a recreation facility, the Recreation and Parks Fees section of the Manual of Fees would apply. Fees for the use of various facilities are set out on the attached pages 39 through 41 of the Manual of Fees. Nonprofits with federal tax exempt status are charged a lesser fee than other organizations. The Veterans Day ceremonies on the Town Common are not charged a fee since this is considered as ceremonies co-sponsored by the City and, additionally, the area on the Town Common where the event is held (the Town Common Veterans monument area) is not an area that persons may reserve for their use. However, a street closing application fee of \$25 and an outdoor amplified sound permit fee of \$50 was paid for each of these events. The fireworks display conducted by the Greenville Jaycees on the 4th of July on the Town Common is not charged a fee since this is considered as an event co-sponsored by the City. Also, the PirateFest event conducted on the Town Common and blocked First Street and Evans Street is not charged a fee since this is considered an event co-sponsored by the City. However, a street closing application fee of \$25 and outdoor amplified sound permit fee of \$50 was paid by Uptown Greenville, Inc. for PirateFest.

During 2012, the amount received by the City from nonprofits for use of recreation facilities was approximately \$8,500.

**Suggested Amendment:**

Based upon a review of the current practice being implemented related to parades and events and in order to no longer charge fees related to patriotic events, the following is suggested:

1) Specify that no fees will be charged for a parade permit, parade staffing, off duty officers, street blocking application, and outdoor amplified sound permit for the following:

Veterans Day parade  
Memorial Day parade (in the event a Memorial Day parade occurs)

Permits will still be required to be obtained from the City but with no fee.

2) Continue existing practice and specify that no fees will be charged for parade staffing and off duty officers for the following:

Christmas parade  
ECU Homecoming parade  
Martin Luther King Jr. Day march

Fees will continue to be charged for a parade permit, street blocking application, and outdoor amplified sound permit.

3) Continue existing practice and charge the fees set forth in the Police Fees section of the Manual of Fees for other processions which are parades. This would include the St. Patrick's Day parade and road races conducted by nonprofits.

4) Specify that there is no fee charged for use of a recreation facility and for off duty officers, street blocking application, and outdoor amplified sound permit for the following:

Veterans Day ceremonies at the Town Common  
Memorial Day ceremonies at the Town Common  
Fireworks display on 4th of July at the Town Common  
PirateFest

5) Continue existing practice and charge the fees set forth in the Recreation and Parks section of the Manual of Fees for other events which use recreation facilities. This would include those conducted by nonprofits.

6) Clarify the parade staffing charge in the Police Fees section so that it conforms to current practice of \$30 per hour per officer and \$25 per vehicle per event with a minimum charge for 3 hours of officer time.

**Fiscal Note:** There is a fiscal impact by eliminating the fee.

**Recommendation:** Adoption of the attached ordinance which amends the Manual of Fees would accomplish the suggested changes listed above.

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

**Attachments / click to download**

 [Recreation and Parks Fees](#)

 [Amending Manual of Fees Parade and Event Permits 970164](#)

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ORDINANCE NO. 14-  
ORDINANCE AMENDING THE MANUAL OF FEES RELATING TO FEES  
FOR PARADE PERMITS AND FACILITY USE

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

Section 1. That the Manual of Fees of the City of Greenville, North Carolina, be and is  
hereby amended by the addition to the list contained in the Police Fees section of the following:

There shall be no fee for a parade permit, parade staffing, off duty officers,  
street blocking application, and outdoor amplified sound permit for the Veterans Day  
parade and Memorial Day parade.

Section 2. That the Manual of Fees of the City of Greenville, North Carolina, be and is  
hereby amended by the addition to the list contained in the Police Fees section of the following:

There shall be no fee for parade staffing and off duty officers for the  
Christmas parade, ECU Homecoming parade, Martin Luther King, Jr. Day march,  
and PirateFest.

Section 3. That the Manual of Fees of the City of Greenville, North Carolina, be and is  
hereby amended by the addition to the list contained in the Recreation and Parks Fees section of the  
following:

There shall be no fee for the use of a facility at the Town Common for  
Veterans Day ceremonies, Memorial Day ceremonies, Fireworks Display on the 4<sup>th</sup> of  
July, and PirateFest.

Section 4. That the Manual of Fees of the City of Greenville, North Carolina, be and is  
hereby amended by the addition to the list contained in the Police Fees section of the following:

There shall be no fee for off duty officers, street blocking application, and  
outdoor amplified sound permit for Veterans Day ceremonies at the Town Common,  
Memorial Day ceremonies at the Town Common , Fireworks Display on the 4<sup>th</sup> of  
July at the Town Common, and PirateFest.

Section 5. That the Manual of Fees of the City of Greenville, North Carolina, be and is  
hereby amended by rewriting the fee relating to Parade Staffing contained in the Police Fees section  
so that it reads as follows:

Parade Staffing..... \$30.00 per hour per officer  
(a minimum of 3 hours per parade)  
\$25.00 per vehicle per parade

Section 6. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 7. 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 8. This ordinance shall become effective upon its adoption.

This the 13<sup>th</sup> day of January, 2014.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

## RECREATION AND PARKS FEES continued

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

## RECREATION AND PARKS FEES continued

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

## RECREATION AND PARKS FEES continued

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

### CLASS DEFINITIONS

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

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

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



# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

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**Title of Item:** 2014 City Council Strategic Planning Session

**Explanation:** **Abstract:** FountainWorks will present the plan for the 2014 City Council Strategic Planning Session.

**Explanation:** As indicated in the December 18, 2013, Notes to Council memo, FountainWorks will be the facilitator for the 2014 City Council Strategic Planning Session scheduled for January 24-25, 2014. Warren Miller and Julie Brenman conducted a Leadership Team planning retreat on December 20, 2013, with Department Heads and select Division Heads. As you are also aware, they have conducted phone interviews with each Council member. FountainWorks will present to City Council the plan and process for the upcoming Strategic Planning Session.

**Fiscal Note:** No fiscal impact

**Recommendation:** Hear the presentation from FountainWorks regarding the plan and process for the 2014 City Council Strategic Planning Session

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# City of Greenville, North Carolina

Meeting Date: 1/13/2014  
Time: 6:00 PM

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**Title of Item:** Police Department Response to Recent Crime

**Explanation:** Mayor Allen Thomas requested that an item be added to the agenda to have the Police Chief address recent criminal activity and present the Police Department's strategy and measurables for effectiveness.

Chief Aden will make a presentation to City Council at the January 13, 2014, meeting.

**Fiscal Note:** No cost to discuss the requested issue.

**Recommendation:** Hear Chief Aden's presentation.

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