



Agenda

Greenville City Council

March 8, 2018
6:00 PM

City Council Chambers
200 West Fifth Street

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

I. Call Meeting To Order

II. Invocation - Council Member Bell

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. Appointments

1. Appointments to Boards and Commissions

VII. Consent Agenda

2. Minutes from the February 5, 2018 City Council meeting

3. Resolution and Deed of Release for the abandonment of a utility easement and a portion of a sanitary sewer easement at College View Apartments AKA Eastern on Tenth
4. Acceptance of grant funds from the NC Governor's Crime Commission for the purchase of video recording equipment
5. Resolution Authorizing Certain Signatures on City of Greenville Purchase Orders, Contracts, Agreements, and Cash Disbursements
6. Greenville Urban Area Metropolitan Planning Organization's (MPO) Professional Services Consultant Recommendation for Development of the 2045 Metropolitan Transportation Plan
7. Contract Award for the Atlantic Avenue Parking Lot Improvements
8. Report on Bids and Contracts Awarded
9. Naming of the Greenville Transportation Activity Center as the G. K. Butterfield Transportation Center

VIII. New Business

Public Hearings

10. Ordinance to annex Brook Hollow, Section 4, Phase 3 involving 5.4420 acres located at the current terminus of Cambria Drive
11. Ordinance requested by Kate Vincent Kittrell to rezone 12.048 acres located along the eastern right-of-way of Dickinson Avenue and adjacent to Cross Creek Apartments and Townhomes from RA20 (Residential-Agricultural) to OR (Office-Residential)
12. Ordinance requested by Arlington Crossing, LLC to rezone 5.498 acres located along the northern right-of-way of West Arlington Boulevard and adjacent to the Norfolk Southern Railroad from MO (Medical-Office) to MCG (Medical-General Commercial)

Other Items of Business

13. Revised Policy and Procedures for the Conditional Service, Sale, Possession, and Consumption of Malt Beverages and Unfortified Wine at the Town Common
14. Ordinance amending the Noise Ordinance with regard to events at the Town Common
15. 2018-2020 City Council Goals and Priorities

16. Budget Ordinance Amendment #7 to the 2017-2018 City of Greenville Budget (Ordinance #17-040), the Special Revenue Grants Fund (Ordinance #11-003), and Capital Projects Fund (Ordinance #17-024)
17. Discussion of vegetation requirements for business expansion

IX. City Manager's Report

X. Comments from Mayor and City Council

XI. Adjournment



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Appointments to Boards and Commissions

Explanation: **Abstract:** The City Council fills vacancies and makes reappointments to the City's boards and commissions. Appointments are scheduled to be made to nine of the boards and commissions.

Explanation: City Council appointments need to be made to the Affordable Housing Loan Committee, Community Appearance Commission, Historic Preservation Commission, Human Relations Council, Pitt-Greenville Airport Authority, Pitt-Greenville Convention & Visitors Authority, Planning & Zoning Commission, Police Community Relations Committee, and the Youth Council.

The City's Board and Commission Policy on the Pitt-Greenville Convention & Visitors Authority states that the City Council shall make the nomination to the County on five of the members, and appointment of County members shall be made by the Pitt County Commissioners based on the nominations of City Council. The County seat for Christopher Jenkins is up for nomination.

The City Council updated the Board and Commission Policy on August 15, 2016. A provision for extended vacancies was included:

Nominations for Extended Vacancies

In the event there is a vacancy on a City board or commission which has been on the City Council agenda for appointment by City Council for more than three (3) calendar months in which a regular City Council meeting has been held, then any Council Member may make a nomination to fill the vacancy without regard to any other provision relating to who has the authority to make the nomination. If there is more than one nomination, the appointment shall be conducted in accordance with the procedure for nominations and elections in Robert's Rules of Order.

Under this provision, the following seats are open to nominations from the City Council:

- Ryan Naziri - Community Appearance Commission

- Kathy Moore - Human Relations Council, Shaw University Seat
- Maurice Whitehurst - Human Relations Council, Pitt Community College Seat
- Christopher Jenkins - Pitt-Greenville Convention & Visitors Authority, County - Resident not involved in tourist or convention-related business
- 8 vacant seats - Youth Council, Pitt County High Schools

Fiscal Note: No direct fiscal impact.

Recommendation: Make appointments to the Affordable Housing Loan Committee, Community Appearance Commission, Historic Preservation Commission, Human Relations Council, Pitt-Greenville Airport Authority, Pitt-Greenville Convention & Visitors Authority, Planning & Zoning Commission, Police Community Relations Committee, and the Youth Council.

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

Attachments / click to download

 [Muni Report Appointments to Boards and Commissions 998631](#)

Appointments to Boards and Commissions

March 2018

Affordable Housing Loan Committee

Council Liaison: Council Member Kandie Smith

Name	District #	Current Term	Reappointment Status	Expiration Date
Kevin Fuell	1	First term	Eligible	February 2018
William Kitchin	5	First term	Eligible	February 2018
Matt Smith	4	First term	Eligible	February 2018

Community Appearance Commission

Council Liaison: Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Angelica Diaz	2	Filling unexpired term	Resigned	April 2020
Ryan Naziri	4	Filling unexpired term	Resigned	July 2018

Historic Preservation Commission

Council Liaison: Council Member William Litchfield

Name	District #	Current Term	Reappointment Status	Expiration Date
Justin Edwards	4	Filling unexpired term	Eligible	Jan 2018
William Gee	5	First term	Not seeking additional term	Jan. 2018

Human Relations Council

Council Liaison: Mayor Pro-Tem Rose Glover

Name	District #	Current Term	Reappointment Status	Expiration Date
Jessica Stokes	5	First term	Resigned	Sept. 2019

Kathy Moore <i>(Shaw University)</i>	3	First term	Did not seek additional term	October 2016
Maurice Whitehurst <i>(Pitt Community College)</i>	2	Second term	Did not meet attendance Requirement	Oct. 2015

Pitt-Greenville Airport Authority

Council Liaison: Mayor P.J. Connelly

Name	District #	Current Term	Reappointment Status	Expiration Date
Julia Carlson <i>(Mayor P.J. Connelly)</i>	3	Second term	Resigned	Jun. 30, 2019

Pitt-Greenville Convention & Visitors Authority

Council Liaison: Council Member Brian Meyerhoeffer

Name	District #	Current Term	Reappointment Status	Expiration Date
Christopher Jenkins <i>(Resident not involved in tourist or convention related business)</i>	County		Resigned	July 2017

Planning & Zoning Commission

Council Liaison: Council Member Will Bell

Name	District #	Current Term	Reappointment Status	Expiration Date
William Bell <i>(Council Member Will Bell)</i>	3	First term	Resigned	May 2020

Police Community Relations Committee

Council Liaison: Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Gregory Barrett <i>(Council Member Kandie Smith)</i>	1	First term	Resigned	Oct. 2018

Leonard Naipaul 2 First term Resigned Oct. 2019
(Mayor Pro-Tem Rose Glover)

Youth Council

Council Liaison: Mayor Pro-Tem Rose Glover

Name	Current Term	Reappointment Status	Expiration Date
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8 spots open; 8 spots open to the City Council

*Seats that are open to nomination from the City Council are highlighted.

Applicants for Affordable Housing Loan Committee

Debora Spencer
2104 Stoney Street
Greenville, NC 27834

Application Date: 7/10/2017

Home Phone: (252) 258-6642

Business Phone:

Email: spencergdsch@yahoo.com

District #: 1

Applicants for Community Appearance Commission

Christopher Powell
108 B Chandler Drive
Greenville, NC 27834

Application Date: 6/24/2016

Home Phone: (252) 714-0286

Business Phone:

District #: 1

Applicants for Historic Preservation Commission

Shelva Jones Davis
127 Antler Road
Greenville, NC 27834

Application Date: 1/31/2017

District #: 5

Home Phone: (252) 321-0494
Business Phone:
Email: shelva.davis@gmail.com

Eric Hogue
2911 Tripp Lane
Greenville, NC 27834

Application Date:

District #: 1

Home Phone:
Business Phone: (252) 375-1445
Email: ericdhogue@gmail.com

Andrew T. Morehead, Jr.
409 S. Harding Street
Greenville, NC 27858

Application Date: 1/3/2018

District #: 3

Home Phone: (252) 414-9303
Business Phone: (252) 328-9702
Email: moreheada@ecu.edu

Charles Ogletree
2072 G Quail Ridge Road
Greenville, NC 27858

Application Date: 8/24/2017

District #: 4

Home Phone: (252) 689-4771
Business Phone: (252) 796-7379
Email: cwounc1962@gmail.com

Len Tozer
202 Bristol Court
Greenville, NC 27834

Application Date: 1/13/2018

District #: 5

Home Phone: (252) 756-5845
Business Phone: (252) 355-7966
Email: jtjgvle@gmail.com

Applicants for Human Relations Council

Eric Hogue

2911 Tripp Lane
Greenville, NC 27834

District #: 1

Application Date:

Home Phone:

Business Phone: (252) 375-1445

Email: ericdhogue@gmail.com

Bridget Moore
4128A Bridge Court
Winterville, NC 28590

District #: 5

Application Date: 8/28/2014

Home Phone: (252) 355-7377

Business Phone: (252) 355-0000

Email: bmoore2004@netzero.com

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

District #: 5

Application Date:

Home Phone: (252) 412-4584

Business Phone:

Email: taft1986@yahoo.com

Stephanie Winfield
1103 Red Banks Road
Greenville, NC

District #: 4

Application Date: 7/14/2017

Home Phone:

Business Phone:

Email: ladona12@gmail.com

Applicants for Pitt-Greenville Airport Authority

Louis M. Jones
94 Tuckahoe Drive
Greenville, NC 27858

District #: 4

Anna L. Logemann
1105 Turtle Creek Road Unit G
Greenville, NC 27858

District #: 4

Don Mayo
1501 Reins Court
Greenville, NC

District #: 4

James Morris
3521 Warwick Drive
Greenville, NC 27858

District #: 5

Application Date: 12/15/2017

Home Phone: (252) 756-7660
Business Phone: (704) 617-1098
Email: mjones94@suddenlink.net

Application Date: 4/26/2017

Home Phone: (336) 624-6514
Business Phone:
Email: annlogemann85@gmail.com

Application Date: 9/12/2017

Home Phone: (252) 355-0867
Business Phone: (252) 493-7531
Email: dmayo@email.pittcc.edu

Application Date:

Home Phone: (252) 717-9163
Business Phone: (252) 717-9163
Email: jymorris@suddenlink.net

Applicants for Pitt-Greenville Convention & Visitors Authority (County)

Applicant Interest Listing

Convention & Visitors Authority

Debbie Avery
3010 Sapphire Lane
Winterville NC 28590

Day Phone: (252) 531-4590
Evening Phone: (252) 756-9832
Fax:
E-mail: davery60@hotmail.com

Gender: F
Race: White
District: 4
Priority:

Applied for this board on: 2/9/2017

Application received/updated: 02/09/2017

Applicant's Attributes: County Planning Jurisdiction
District 4
VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	East Carolina	BS - Education	
Education	Ayden Grifton High		
Experience	First State Bank		1978-1984
Experience	ECU School of Medicine	Standardized Patient	2007-present
Experience	Pitt County Schools	Middle School Science Teacher	30 years
Experience	Winterville Chamber of Commer	Executive Director	
Volunteer/Prof. Associations	Winterville Kiwanis Club		
Volunteer/Prof. Associations	Winterville Watermelon Festival		

Gloria Brewington-Person
1005 Cortland Road
Greenville NC 27834

Day Phone: (252) 495-2674
Evening Phone:
Fax:
E-mail:

Gender: F
Race: African
District: 1
Priority:

Applied for this board on: 8/29/2017

Application received/updated: 08/29/2017

Applicant's Attributes: Greenville City Limits

Applicant Interest Listing

South of the River

VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Greenville Youth Explosion	Committee Member	
Pitt County Democratic Party	Member	
Pitt County Schools	Retired	
N.C. Dept. of Corrections		
East Carolina University	B.A Teacher Certification, Special Ed.	
JH Rose	Diploma	

Chenele Coleman-Sellers

3467 Old River Road
Greenville NC 27834

Day Phone: (252) 258-0644
Evening Phone:
Fax: (919) 237-1957
E-mail: chenele1128@gmail.com

Gender: F
Race: African
District: 2
Priority:

Applied for this board on: 5/19/2016

Application received/updated: 07/06/2017

Applicant's Attributes: County Planning Jurisdiction
VolAg Northwest
North of the River
District 2

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)		
Organization	Description	Date(s)
Education	ECPI University	AAS
Education	Eastern High School	
Experience	Community Non-profits & Farms	Medical Asst, Customer Service, & Pu
Experience	Department of Veteran Affairs	MSA
Volunteer/Prof. Associations	Alliance Medical Ministry	

Applicant Interest Listing

Volunteer/Prof. Associations	Veteran Affairs
<u>Boards Assigned To</u>	
Home and Community Care Block Grant Committee	10/3/2016 to 10/3/2019
Person over 60 years of age	

Robert Corbett

3879 Bell Road
P.O. Box 61
Fountain NC 27829

Day Phone: (252) 749-4421
Evening Phone:
Fax:
E-mail: rcorbett27829@gmail.com

Gender: M
Race: White
District: 4
Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant's Attributes: Fountain ETJ
South of the River
VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Farmville High School		
Experience	Tobacco Processing		40+ yrs
Experience	Standard Commerical Tobacco		22+ yrs
Experience	Imperial Tobacco		18+ yrs
Experience	NC National Guard		
Volunteer/Prof. Associations	Fountain Wellness Ctr Board		
Volunteer/Prof. Associations	Rural Fire Board		
Volunteer/Prof. Associations	Meals on Wheels		
Volunteer/Prof. Associations	Past Fireman		

<u>Boards Assigned To</u>	
Fire District Commission	2/15/2016 to 12/31/2015
Fountain FD	

Applicant Interest Listing

Brad Guth
113 Loran Circle
Greenville NC 27858

Day Phone: (704) 240-1095
Evening Phone: (252) 689-4323
Fax:
E-mail: bradjguth@bellsouth.net

Gender: M
Race: White
District: 6
Priority:

Applied for this board on: 4/22/2016

Application received/updated: 04/22/2016

Applicant's Attributes: Greenville ETJ
VolAg Southeast
South of the River

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	University of Tenn Knoxville TN	MS	
Education	Furman U. Greenville SC	BA	
Education	Travelers Rest High School, SC		
Experience	Gaffney Main Street Program, G	Executive Director	
Experience	Pride of Kinston, Kinston NC	Executive Director	
Experience	City of Lincolnton, NC	Business & Community Development	
Experience	Craven County Schools	Teacher	
Volunteer/Prof. Associations	Lincoln County Apple Festival		
Volunteer/Prof. Associations	Habitat For Humanity		
Volunteer/Prof. Associations	Rotary		
Volunteer/Prof. Associations	Gaston-Lincoln Comm Action/H		
Volunteer/Prof. Associations	Lincolnton-Lincoln Co. Chamber		
Volunteer/Prof. Associations	Lincolnton-Lincoln Co. Historic		
Volunteer/Prof. Associations	United Way of Lincoln County		

Boards Assigned To

Convention & Visitors Authority
Monday, January 22, 2018

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Applicant Interest Listing

Pitt County Planning Board	9/12/2016 to 9/30/2019
District 6	

Ralph Hall Jr
111 Hardee Street
Greenville NC 27858

Day Phone:
Evening Phone: (252) 756-0262
Fax:
E-mail: bajhall@aol.com

Gender: M
Race: White
District: 6
Priority: 0

Applied for this board on: 2/26/2003

Application received/updated: 02/26/2003

Applicant's Attributes: District 6
Greenville ETJ
VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	University of South Carolina	Civil Engineering	1955-1957
Education	Edenton High		
Experience	Phillippines Construction	Project Manager	1962-1966
Experience	Foreign Service Staff Officer	Civil Engineer	1966-1969
Experience	Odell Associates	Hospital Construction Engineer	1969-1973
Experience	PCMH	Vice-President of Facilities	1973-2001
Volunteer/Prof. Associations	N.C. Bio-Medical Association		
Volunteer/Prof. Associations	N.C. Association of Health Care		
Volunteer/Prof. Associations	American Society of Health Care		
Volunteer/Prof. Associations	American Cancer Society		
Volunteer/Prof. Associations	State Board of Directors		

<u>Boards Assigned To</u>

Applicant Interest Listing

Industrial Revenue & Pollution Control Authority	3/15/2004 to 3/15/2007
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Emis Lee
834 Aspen Lane
Greenville NC 27834

Day Phone: (252) 341-5696
Evening Phone: (252) 689-2381
Fax: (252) 321-4626
E-mail: elee@email.pitcc.edu

Gender: M
Race: African
District: 2
Priority:

Applied for this board on: 2/10/2015

Application received/updated: 02/06/2015

Applicant's Attributes: District 2
County Planning Jurisdiction
North of the River
VolAg Northeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>			
	Organization	Description	Date(s)
Education	Elizabeth City State University	B.A.	
Education	Roanoke High		
Experience	PCC Putreach w/ Emis Lee	Radio Broadcaster	
Experience	Pitt Community College	Director of College Outreach	
Experience	United States Army	2nd Lieutenant	
Volunteer/Prof. Associations	Mentor		
Volunteer/Prof. Associations	West Greenville Community Dev	Board Member	
Volunteer/Prof. Associations	Eastern Carolina Counseling Cen	Former Board Member	

<u>Boards Assigned To</u>	
Development Commission	6/6/2016 to 12/31/2018
P.C. Nursing Home/Adult Care Community Advisory	3/7/2016 to 3/17/2019

Applicant Interest Listing

Ashley Moore
4695 Old Tar Road
Winterville NC 28590

Day Phone: (252) 321-6700
Evening Phone: (252) 341-8223
Fax:
E-mail: atmoore75@gmail.com

Gender: M
Race: White
District: 5
Priority:

Applied for this board on: 3/23/2017

Application received/updated: 03/23/2017

Applicant's Attributes: Winterville City Limits
South of the River
VolAg Southeast
District 5

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	East Carolina University		
Education	DH Conley	High School	
Experience	Stormwater Advisory Board		
Volunteer/Prof. Associations	Winterville Historical Society		

Boards Assigned To			
	Pitt County Board of Adjustment		1/8/2018 to 1/1/2021
	Alternate		

Donald Rhodes
4785 US 258
Farmville NC 27828

Day Phone: (252) 753-4609
Evening Phone: (252) 916-5566
Fax:
E-mail: drhodes@centurylink.net

Gender: M
Race: White
District: 4
Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant's Attributes:

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)

Applicant Interest Listing

Education	East Carolina University	BS, MAED
Education	West Edgecombe High School	
Experience	Self employeed - Mosquito Auth	Co-owner & operator
Experience	Pitt County Schools	
Experience	Edgecombe County Public Schoo	
Volunteer/Prof. Associations	Fountain Fire Rural Board	
Volunteer/Prof. Associations	SECU Board	

<u>Boards Assigned To</u>		
Animal Services Advisory Board At large		2/6/2017 to 2/6/2020
Fire District Commission Fountain FD		2/15/2016 to 12/31/2015
Pitt County Board of Adjustment Alternate		1/8/2018 to 1/1/2021

Eric Vibbert
2760 Barefoot Lane
Winterville NC 28590

Day Phone: (252) 329-2900
Evening Phone: (252) 916-4025
Fax: (252) 329-0352
E-mail: eric.vibbert@marriott.com

Gender: M
Race: White
District: 6
Priority:

Applied for this board on: 1/17/2018

Application received/updated: 01/17/2018

Applicant's Attributes: Winterville City Limits
South of the River
VolAg Southeast

<u>Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)</u>		
<u>Organization</u>	<u>Description</u>	<u>Date(s)</u>

Applicant Interest Listing

Courtyard Marriott	General Manager
USMC	Military
Mince High School	Diploma

Michael Weimar
2362 Vicky Lane
Greenville NC 27858

Day Phone: (252) 378-5461
Evening Phone: (252) 689-2206
Fax:
E-mail: mpweimar@gmail.com

Gender: M
Race: White
District: 3
Priority:

Applied for this board on: 8/10/2017

Application received/updated: 08/10/2017

Applicant's Attributes: VolAg Southeast
South of the River
County Planning Jurisdiction

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	State University of NY at Brockp	B.S. Business Admin. /Marketing	
Education	Spencerport High		
Experience	Sherwin-Williams Company	Sales Rep	
Volunteer/Prof. Associations	Pitt County Republican Party		
Volunteer/Prof. Associations	Covenant Church		

Guilford Whitfield
3478 Hwy 258
P.O. Box 496
Fountain NC 27829

Day Phone: (252) 749-3425
Evening Phone: (252) 749-6201
Fax:
E-mail:

Gender: M
Race: African
District: 4
Priority:

Applied for this board on: 1/29/2016

Application received/updated: 01/29/2016

Applicant's Attributes: Fountain ETJ
South of the River

Applicant Interest Listing

VolAg Southwest

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	2 years of College	Commercial Artist	
Education	High School - yes		
Experience	Retired CIA		20+ years
Volunteer/Prof. Associations	Town of Fountain		

<u>Boards Assigned To</u>	
Fire District Commission Fountain FD	2/15/2016 to 12/31/2015

Aundrea Williams

2100 Flagstone Ct.

Unit 05

Greenville NC 27834

Day Phone: (252) 258-5005

Evening Phone:

Fax:

E-mail: aundreawilliams@yahoo.co

Gender: F

Race: African

District: 1

Priority:

Applied for this board on: 12/12/2016

Application received/updated: 12/12/2016

Applicant's Attributes: Greenville City Limits

VolAg Southwest

South of the River

District 1

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	Shaw University	B.S. Business Admin, M.S. Human Re	
Education	J.H. Rose High School		
Experience	Vidant Medical Center	Financial Coordinator	

<u>Boards Assigned To</u>	

Applicant Interest Listing

Animal Services Advisory Board	10/16/2017 to 2/7/2018
At large	

Eric Williams
527 Rachel Lane
Grimesland NC 27858

Day Phone: (252) 258-5002
Evening Phone:
Fax:
E-mail: logetw423@gmail.com

Gender: M
Race: African
District: 3
Priority:

Applied for this board on: 12/11/2014

Application received/updated: 02/01/2016

Applicant's Attributes: County Planning Jurisdiction
South of the River
VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
Education	East Carolina University		
Education	J.H. Rose High		
Experience	East Carolina University	Helpdesk Tech. Spec.	
Experience	NC National Guard Army		

<u>Boards Assigned To</u>	
P.C. Nursing Home/Adult Care Community Advisory	3/7/2016 to 3/17/2019

IL Yoon
102 Bishop Dr.
Winterville NC 28590

Day Phone: (252) 367-9836
Evening Phone: (804) 447-4655
Fax:
E-mail: neilyoon1@gmail.com

Gender: M
Race: Asian
District:
Priority:

Applied for this board on: 12/13/2016

Application received/updated: 12/13/2016

Applicant's Attributes: Greenville ETJ
South of the River

Applicant Interest Listing

VolAg Southeast

Experience (Educ./Vol./Prof. Assoc./Military/Other Appointed Positions, etc.)			
	Organization	Description	Date(s)
	Republic of Korean Army		
Education	Korea University	Bachelors degree	
Education	Kyung-Moon High School	Seoul, Korea	
Experience	Finix-One Corperation	President	Dec.13-present
Experience	Adam's Auto Wash	Vice-President	Aug.08-Aug. 2013
Experience	Deok-u Co., LTD	Overseas Marketing Manager	Jan.05-July 08
Experience	Carrefour S.A. France	Marketing Manager	July 99- Dec. 03
Volunteer/Prof. Associations	Seoul Olympic Volunteer		1988
Volunteer/Prof. Associations	Korean Association of Greenville	President	

Applicants for Planning and Zoning Commission

Jim Hooker
3605 Bayley Lane
Greenville, NC 27858

District #: 5

Billy Parker
305 Woodspring Lane
Greenville, NC 27834

District #: 1

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

District #: 2

Deryck Steven Wilson
1744 Beaumont Drive
Greenville, NC 27858

District #: 4

Application Date: 4/7/2016

Home Phone: (703) 994-5001

Business Phone:

Email: jameshooker@cox.net

Application Date: 5/20/2017

Home Phone: (252) 714-4111

Business Phone: (252) 756-2388

Email: parkersbarbecue@gmail.com

Application Date:

Home Phone: (910) 840-0337

Business Phone: (252) 215-4000

Email: tjr@wardandsmith.com

Application Date: 11/27/2017

Home Phone: (252) 714-5950

Business Phone: (252) 321-5200

Email: deryck.wilson@me.com

Applicants for Police Community Relations Committee

Whitley Taylor Pollard
609 Elm Street
Greenville, NC 27858

Application Date: 7/14/2016

Home Phone: (252) 717-6764

Business Phone:

Email: pollardwhitely@gmail.com

District #: 3

Applicants for Youth Council

None.



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

- Title of Item:** Minutes from the February 5, 2018 City Council meeting
- Explanation:** Proposed minutes from the City Council meeting held on February 5, 2018 are presented for review and approval
- Fiscal Note:** There is no direct cost to the City.
- Recommendation:** Review and approve proposed minutes from the City Council meeting held on February 5, 2018
-

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[Proposed Minutes For the February 5, 2018 City Council Meeting 1074577](#)

PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, FEBRUARY 5, 2018



The Greenville City Council met in a regular meeting on the above date at 6:00 p.m. in the Council Chambers, third floor of City Hall, with Mayor P. J. Connelly presiding. The meeting was called to order, followed by the invocation by First Lieutenant/Medical Operations Officer James Johns of the North Carolina National Guard, 42nd Civil Support Team and the Pledge of Allegiance by Council Member Brian V. Meyerhoeffer, Jr.

Those Present:

Mayor P. J. Connelly; Mayor Pro-Tem Rose H Glover; and Council Members Kandie D. Smith, Will Bell, Rick Smiley, William F. Litchfield, Jr. and Brian V. Meyerhoeffer, Jr.

Those Absent:

None

Also Present:

Ann E. Wall, City Manager; Emanuel D. McGirt, City Attorney; Carol L. Barwick, City Clerk; and Polly W. Jones, Deputy City Clerk

INTRODUCTION OF CITY STAFF

City Manager Ann Wall recognized Joe Durham as the newly hired Interim Director of the Community Development Department. She stated that Interim Director Durham formerly served as the Deputy County Manager for Wake County, County Manager for Edgecombe County, and the Planning Director for the City of Rocky Mount.

APPROVAL OF THE AGENDA

Motion was made by Council Member Smiley and seconded by Council Member Bell to approve the items on the agenda. Motion carried unanimously.

PUBLIC COMMENT PERIOD

John Joseph Laffiteau – Rodeway Inn and Suites, Room 253, 301 Greenville Blvd. SE
Mr. Laffiteau made comments about a March 2014 incident involving him and the Sheppard Memorial Library staff. Mr. Laffiteau asked that the City Council consider his request for a



lie detector test to be administered to him and the Library staff. He explained, in his opinion, how research has supported the accuracy of polygraph tests.

Kelsey Curtis – No Address Given

Ms. Curtis stated that she is the owner of Knee Deep Adventures, a kayak, paddleboard and outdoor equipment shop in Greenville. She thanked those who helped to reanalyze and reverse the decision that was made for her company to stop dropping off kayaks at the Town Common. Ms. Curtis stated that if the Mayor and City Council have any questions about how the Tar River might be used, she would like to share her experiences along the river and expertise in kayaking and paddle boarding. She and others hope to see more improvements made along the Tar River.

CONSENT AGENDA

City Manager Wall introduced the following items on the Consent Agenda:

- Minutes from the November 13 and December 11, 2017 and January 8 and January 11, 2018 City Council meetings
- Resolution accepting dedication of rights-of-way and easements for Langston West Sections 8 and 9 – (Resolution No. 004-18)
- *Removed For Separate Discussion* Request by Wells Fargo Bank to donate property located at 507 Roosevelt Avenue to the City of Greenville
- *Removed For Separate Discussion* Resolution declaring certain Police equipment as surplus and authorizing its disposition to the Ayden Police Department – (Resolution No. 005-18)
- *Removed For Separate Discussion* Approval of the purchase of a new 911 Telephone System in the Police Department’s Communications Center and back-up equipment for the Emergency Operations Center
- *Removed For Separate Discussion* Approval of the purchase of 35 vehicles for the Police Department
- *Removed For Separate Discussion* Approval of the purchase and installation of equipment and lights for Police Department vehicles
- Approval of the purchase of five vehicles for the Public Works Department Sanitation Division



- Approval of the purchase of a backhoe for the Recreation and Park Department
- Report on Bids and Contracts Awarded
- Various tax refunds greater than \$100

Several requests were received from the Mayor and City Council to remove items under the Consent Agenda for separate discussion:

- Council Member Litchfield requested to remove two items, including the request by Wells Fargo Bank to donate property located at 507 Roosevelt Avenue to the City of Greenville and approval of the purchase and installation of equipment and lights for the Police Department vehicles.
- Council Member Smith requested to remove the approval of the purchase of 35 vehicles for the Police Department.
- Council Member Meyerhoeffer requested to remove the approval of the purchase of a new 911 Telephone System in the Police Department's Communications Center and back-up equipment for the Emergency Operations Center.
- Mayor Connelly requested to remove the consideration of the resolution declaring certain police equipment as surplus and authorizing its disposition to the Ayden Police Department.

Motion was made by Council Member Smiley and seconded by Council Member Bell to approve the remaining items under the Consent Agenda. Motion carried unanimously.

CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION

REQUEST BY WELLS FARGO BANK TO DONATE PROPERTY LOCATED AT 507 ROOSEVELT AVENUE TO THE CITY OF GREENVILLE

Council Member Litchfield stated that obviously, Wells Fargo Bank foreclosed the property at 507 Roosevelt Avenue. He asked whether Wells Fargo Bank put the property on the open market for sale.

Planner II Karen Gilkey responded that evidently, the bank recently completed the foreclosure process. Through the Community Reinvestment Act (CRA), Wells Fargo Bank has a program where it donates properties to municipalities or nonprofits. Wells Fargo Bank is aware that the property is city-owned at 1009 West 5th Street and asked whether the City would be interested in the property at 507 Roosevelt Avenue.



Council Member Litchfield stated that there is a cost of approximately \$9,000 associated with the structure demolition. Council Member Litchfield asked if the City has done any testing for asbestos, lead-based paint, or anything else that might increase that cost.

Planner Gilkey responded that the testing has not been done at this moment because the property is not owned by the City. From experience, the asbestos, if any, will probably be found in the original flooring of the house and no asbestos could be associated with a roof because the tin roof is no longer on the house. Staff already included the cost for the asbestos testing in the rough estimate along with any other expenses such as the demolition.

Council Member Litchfield asked how many of these properties have the City received via donation through these types of services and whether this is a common practice that the City has done over the years.

Planner Gilkey responded that this is the City's first one from Wells Fargo Bank. Usually with the banks having so many foreclosures on their books, if they can get rid of them, they have done so. The City has been approached by Bank of America about a property, but due to staff's familiarity with many problems at that house, the City declined the donation.

Planner Gilkey stated that regarding the property at 507 Roosevelt Avenue, there are plans to enhance the value of the city-owned property. The donated property would actually become a driveway.

Council Member Smith asked whether the City is still planning to sell the property on 5th Street to the original owners.

Planner Gilkey responded that at this point, once the lots are combined, the City has a choice of whether to put the property back out for sale or whether to rehab it. There is some concern that the property might sit there too long and it would be faster for the City to fix it instead of the property owners.

Council Member Smith asked what would be the City's intended use of the property at 1009 West 5th Street.

Planner Gilkey responded that it could be a single-family home or office space. The 5th Street lot is zoned CDF and the Roosevelt Avenue lot is R6S.

Council Member Smith asked about the cost to rehab this house.

Planner Gilkey responded that no serious estimate has been done on the structure. The house is still in shape and it can be salvaged. If the zoning becomes commercial, there is no parking so the property behind it is needed to create enough parking to pass the zoning requirement.



Council Member Smith asked whether the property on 5th Street is historic.

Planner Gilkey responded yes. What the City could do to the property would be limited by the historic preservationists' requirements.

Council Member Litchfield asked whether the intent is to demolish or rehab the property at 507 Roosevelt Avenue.

Planner Gilkey responded that the intent is to demolish the vacant duplex and combine the lot at 507 Roosevelt Avenue with the property at 1009 West 5th Street. The property at 1009 West 5th Street will then be rehabbed and sold. Presently, there is no land for parking at 507 Roosevelt Avenue.

Mayor Connelly asked whether staff has been inside of the house.

Planner Gilkey responded she has never been inside the house at 507 Roosevelt Avenue. She is aware of every code enforcement complaint received about the property. There have been 28 cases with multiple inspections (10 public nuisance, five weeded lot, four minimum housing and five junk vehicle cases, four six-month lights off inspections, and the last case was abandoned structure since 1998).

Mayor Connelly stated that most of the cases were probably attributed to the absenteeism of the owner or potentially the bank.

Planner Gilkey stated that actually all those complaints were from the prior owner.

Mayor Connelly stated that it is unfair to judge a house by a prior owner. His concern is whether the house is structurally sound because the City has a tendency to bulldoze its history sometimes. A duplex like this could potentially be a lower cost alternative for housing and would keep a historical feature.

Mayor Connelly stated that he is not speaking in opposition of the City taking ownership of the property, but he is opposed to demolishing a house instead of potentially being able to salvage a house that might be sound and have some unique features from the era that it was built.

Acting Housing Administrator Gloria Kesler stated that she has actually been in the house. The City has tried to purchase it for the past ten years. There were issues with the tenants. The house is torn up in the back part on the left unit, which has been boarded up awhile. She is unaware of the conditions of the right unit.

Acting Housing Administrator Kesler stated that there was a tenant who she relocated from the left unit to a better living situation. The house does need some repair. The big issue is there is no parking because there is not enough land to add anything and street parking would be the alternative.



Mayor Connelly asked whether the structure is wood siding.

Planner Gilkey responded yes. The duplex was built in 1963. If the City saved the duplex, it would be converted into single-family housing. The City could not divide the lot and sell each half of the building plus the City would be required to add parking, which cannot be done because the house is on the majority of the land.

Mayor Pro-Tem Glover asked whether staff has an estimate of the cost to rehab that house.

Planner Gilkey responded no. This one was automatically a tear down because the City wants to preserve the larger house, which is a historic house and could be possibly added to the National Register of Historic Places, if the owner chooses to do so.

Council Member Litchfield asked if Wells Fargo owns the property and if the bank is unable to sell the property, is the property meeting code enforcement requirements currently.

Planner Gilkey stated that as long as the structure is boarded and secured, Wells Fargo Bank will not have a problem with the City's Code Enforcement Division. If that is not done, the bank will collect code enforcement fines and at this moment, there are no fines due on this property.

Council Member Litchfield asked about the tax liabilities on the property.

Planner Gilkey responded that before the foreclosure, the prior owner paid the last tax bill.

Motion was made by Council Member Smith and seconded by Mayor Pro-Tem Glover to authorize acceptance of the donation from Wells Fargo Bank and authorize the City Manager to sign the donation agreement. Motion carried unanimously.

RESOLUTION DECLARING CERTAIN POLICE EQUIPMENT AS SURPLUS AND AUTHORIZING ITS DISPOSITION TO THE AYDEN POLICE DEPARTMENT

Mayor Connelly stated that it is good news that Greenville is partnering with some nearby communities and finding a need for its surplus equipment. He wanted the general public to be aware that the City is working with other communities and being able to hand the equipment over to the Town of Ayden where it will be useful. It is a great method of reaching out to the Ayden Police Department (APD) and maybe the City can have reciprocal agreements with them and other municipalities.

Chief of Police Mark Holtzman stated the Greenville Police Department (GPD) receives a lot of in-kind services from the Town of Ayden. The Chief of the APD has been gracious by supplying an officer over the past year to assist with GPD's Gang Unit. The APD has dedicated a lot of man hours to the City of Greenville and sharing this equipment is a nice way to give back to them.



Mayor Connelly asked staff to explain what type of equipment is being given to the Town of Ayden.

Fleet Superintendent Angel Maldonado responded that actually the City does not want to sell equipment such as the blue light bars to the general public. So staff always seeks other government agencies that would use the equipment. That would be a better choice and the City is assured of no misuse of the equipment such as having the general public equipping their vehicles with the GPD's equipment.

Mayor Connelly asked whether the City has any other surplus equipment that some other municipalities could use or that the City does not potentially want to get in the hands of private citizens.

Superintendent Maldonado responded that a GPD motorcycle was shared with the Town of Winterville. All law enforcement vehicles are handled the same way.

Mayor Pro-Tem Glover stated that this is a practice that the City has done over the years, making sure that the City supports the smaller communities. When the City of Greenville received the earmark funding, Congressman G. K. Butterfield asked the City to look out for its neighboring cities, especially those without the money to purchase emergency and sanitation vehicles or equipment. It may not come up that often, but it is good that Greenville is able to assist them.

Motion was made by Council Member Smiley and seconded by Council Member Bell to relinquish ownership of ten (10) emergency blue lights to the Ayden Police Department for official use.

APPROVAL OF THE PURCHASE OF A NEW 911 TELEPHONE SYSTEM IN THE POLICE DEPARTMENT'S COMMUNICATIONS CENTER AND BACK-UP EQUIPMENT FOR THE EMERGENCY OPERATIONS CENTER

Council Member Meyerhoeffer stated that he has no objection to updating the Greenville Police Department's 911 Telephone System and Emergency Operations Center (EOC) at the cost of \$300,000. However, it states that the City might spend \$20,000 on the construction associated with this update. Council Member Meyerhoeffer asked staff to give clarification for what is being spent there.

Chief of Police Mark Holtzman explained that one cost is for buying the equipment and the next cost is where to house the equipment. An air conditioned room holds the phone equipment, which looks like computers on a large rack and the space is limited. The GPD cannot remove the old equipment and replace it with the new equipment, which must stand up against the old equipment before removing anything else. There is a need for additional physical space in that room.



Chief Holtzman stated that staff looked at two options and one being to expand the inside of the Communications Center at a cost of \$300,000. A cheaper alternative is within the GPD building. The Information Technology Department (IT) worked with the Public Works Department to locate a space where there is another similar cabinet that can be built out on the second floor of the GPD building. So in order to expand that one without impacting the telecommunication center in order not to encroach on their space, the downstairs space is better. Essentially, 60 square feet will be added. This is forward thinking, leaving a little space to grow and it is the cheaper of two alternatives. The GPD is still waiting for bids to come back and the hard cost will be shared with the City Council.

Council Member Smiley asked whether there is additional back-up equipment going into the EOC. Is the equipment going into a small room in the EOC that is supposed to be the back-up communications facility or actually in the server room?

Chief Holtzman responded that the equipment would be in the server room and staff has looked at a partnership with the County back-up center, but that plan is not ready to bring to the City Council yet.

Motion was made by Mayor Pro-Tem Glover and seconded by Council Member Meyerhoeffer to approve the purchase through the HGAC Contract for the new 911 telephone system in communications and back-up equipment for the Emergency Operations Center. Motion carried unanimously.

APPROVAL OF THE PURCHASE OF 35 VEHICLES FOR THE POLICE DEPARTMENT

Council Member Smith asked about the average life-span of the vehicles purchased by the City.

Public Works Director Mulligan responded that the replacement for these vehicles is about 8-9 years. The Detectives' vehicles are usually replaced in 8-10 years, but the patrol cars are replaced after five years.

Council Member Smith stated that she looked at the life-span average for the patrol cars from 2000 to 2011 and she is wondering why the average is so low now. Council Member Smith asked whether the GPD is purchasing these 35 vehicles because there are available funds in the Vehicle Replacement Fund to do so or is there a true need.

Director Mulligan responded that there is certainly a need. Staff looks at each vehicle and goes through criteria for the replacement of the vehicle – mileage, age, and maintenance costs. The patrol cars are the hardest driven cars and the Detectives' cars are not driven in the same fashion as the patrol cars. Across the country, if patrol cars are used 24 hours daily, they may not last five years and have a life-span of three years. The patrol cars being replaced are averaging 100,000 miles and the maintenance costs of the patrol cars after the five years start to increase.



Council Member Smith asked are the five-year life-span cars given to the smaller municipalities.

Fleet Superintendent Angel Maldonado responded no. On some occasions, the City has given the vehicles to other cities and they were returned, but, in this case, all of these vehicles are going to surplus.

Council Member Smith asked why the new vehicles are so expensive, if the City is buying them in bulk.

Superintendent Maldonado responded that the 35 vehicles are a package deal. These packaged deal vehicles are designed for the purpose of a police department use. They have bigger radiators, larger coolers, and different electrical systems than regular cars, and they come equipped so that the City can add the equipment needed. For example, these vehicles are designed for a longer period of time of use. The City's regular vehicles are designed for some travel, but not for an extended use as these vehicles are designed. Also, the suspension is different and accommodates for the hard braking, acceleration and different wheel maneuverability by the police officers.

Superintendent Maldonado stated that the 35 vehicles are under the North Carolina Sheriff's Association Contract (Sheriff's Association Contract) and they are especially equipped for policing.

Council Member Smith stated that in 2010, the City purchased 14 vehicles and the City is replacing them now. The new vehicles are still about \$36,000, but the City is buying more than in 2010; therefore, the cost should be lower for the larger amount of vehicles being purchased now.

Superintendent Maldonado explained that the City is getting a larger discount because the vehicles are being purchased under the Sheriff's Association Contract.

Council Member Smith asked how often is the contract negotiated.

Superintendent Maldonado responded that the contract is negotiated annually in November.

Council Member Smith asked what impact the expenditure in the amount of \$1,238,879.14 has on the Vehicle Replacement Fund.

Assistant City Manager Michael Cowin responded that the purchase of the 35 vehicles are within the budget for this fiscal year. The City must take a look at the use of its fleet in the next year or so. The City has seen its Vehicle Replacement Fund having a fund balance of approximately \$7 million and it is probably down to \$2 million at this point. The City must take a hard look on how it is funding the replacement of vehicles in the future.



Assistant City Manager Cowin stated that the previous City Council was able to take part in a budget session a couple of years ago where this specific issue was discussed. The money coming into the Fund does not meet the need going out of the Fund and that cannot be done forever. During the past year, an analysis was done of the City's fleet and it was discussed on an administrative level, and staff will bring back to the City Council on how the City can make this viable in the future.

Council Member Meyerhoeffer asked about the cost of one vehicle, if the City was not buying them in bulk. Council Member Meyerhoeffer stated that will help to paint the picture of how much the City is saving by purchasing in bulk.

Superintendent Maldonado responded that the price for the public would be \$42,000 and the City would pay \$36,772 each in bulk.

Council Member Meyerhoeffer asked whether the City is permitted to sell these vehicles to the public as surplus in order to recoup some of the cost of the new vehicles.

Superintendent Maldonado responded yes. Staff actually removes all of the police equipment and then they are sold at auction.

Council Member Meyerhoeffer asked about the return amount on the sale of the vehicles.

Director Mulligan responded that it could be between \$400 and \$5,000 for each depending on their life and type. The surplus funds go back in the Vehicle Replacement Fund for purchasing vehicles.

Council Member Bell suggested that the public should be made aware of the condition of the surplus vehicles before purchasing them such as high mileage, a bullet hole, and/or the vehicle being rolled over in a policing chase.

Motion was made by Council Member Smiley and seconded by Council Member Meyerhoeffer to approve the purchase of vehicles for the Police Department in the amount of \$1,238,879.14.

APPROVAL OF THE PURCHASE AND INSTALLATION OF EQUIPMENT AND LIGHTS FOR POLICE DEPARTMENT VEHICLES

Council Member Litchfield stated that obviously, a lot goes into the planning and preparation of these vehicles. Not only does the City purchase these vehicles at about \$36,722, the City has to pay an additional upfit cost of about \$20,000 for each vehicle

Public Works Director Kevin Mulligan stated that the 16 patrol cars' cost average is about \$17,000 each for equipment plus the cost for the installation of the equipment and the nonpatrol vehicles cost is \$5,000.



Council Member Litchfield asked is there a bid process for having a company to install and provide the equipment. Council Member Litchfield stated that he feels that it would be prudent to see if the City can get a better deal closer to Greenville.

Director Mulligan responded what is before the City Council tonight is a contract for the purchase of equipment for 16 patrol cars as well as the installation of that equipment. Adamson Industries is the recipient of the Federal contract for general services for this type of installation. This method cost is approximately the same as what has been done in the past. For the past years, the City purchased these vehicles and installed the equipment. If the City purchases 20 vehicles, each vehicle requires about 40 or 50 hours of labor time for installation mixed in with staff servicing the other 650 City vehicles through the course of the year. Those 20 vehicles would roll out on the streets in 8-9 months.

Director Mulligan stated that Adamson Industries would purchase the equipment at 5% less than what the City would pay. Adamson Industries would deliver these vehicles to the City within 30 days after their receipt of the vehicles.

Council Member Litchfield stated that the total cost of the equipment and upfit of one vehicle is approximately \$19,800.

Director Mulligan responded that is correct, \$17,000 for the equipment and the remainder is the installation cost.

Council Member Litchfield stated that the bid process was not used to obtain these services. Other companies sell and install this type of equipment, but the City would be using a company in Massachusetts.

Director Mulligan responded that the City would be using a company in Massachusetts. Adamson Industries provides these specialized services across the country, submitted its prices in response to a Federal contract and is the winning contract of that GSA. This company only provides services to emergency vehicles, which enables them to turn around in that 30-day period once they receive the vehicles.

Council Member Litchfield asked whether the City has the ability to choose other contractors.

Director Mulligan responded that the City would have the ability to place the contract out for bid.

Council Member Litchfield stated that sometimes the Federal government does things differently than municipalities. It may be prudent to look at the City getting a better deal somewhere closer to Greenville.

Fleet Superintendent Angel Maldonado explained that there is no additional cost to the City for transportation. The vehicles would be delivered from the manufacturer, which is Ford,



directly to Adamson Industries. This company is also considered similar to a dealership so there is no fee for transportation that is added to the cost. Also, by using this contract, the City is assured that Adamson Industries' personnel are trained by Ford and have accreditation, making sure that the equipment is installed properly.

Superintendent Maldonado stated that last year, there was an issue with carbon monoxide in some of the vehicles because of the improper installation of the equipment. The Public Works Fleet Division has trained certified mechanics that are able to do the work, but as mentioned, the Fleet Division's workload will not permit them to turn around those vehicles in the same 30-day period as Adamson Industries. By using a company already vetted and that meets the criteria of installing the equipment properly, the City is assured that installation is warranted and the vehicles are safe.

Council Member Litchfield suggested that staff use the bid process for this contract to have a better understanding of what the cost might be if the City uses someone else. It might be helpful for the citizens since the City is spending an additional \$317,000 plus \$1,238,879.14 to purchase these vehicles.

Council Member Litchfield stated that the City is buying these vehicles from Asheville Ford. There are four or five Ford dealerships in Pitt County.

Superintendent Maldonado stated that he has personally gone to the local dealership and asked them to be a part of the Sheriff's Association Contract. Every year when the contract comes up, he approaches the local dealership with the paperwork. Their response is that it is too cumbersome to do the work.

Superintendent Maldonado stated that if the local dealership is part of the Sheriff's Association Contract, Greenville, Ayden, and even Greenville Utilities Commission would be buying from them. He has not been successful with the local dealership initiating that process.

Director Mulligan stated that certainly it has been a mission of staff to reach out to them, but staff has yet to have success of getting them to be a part of this State contract.

Mayor Connelly stated that his concern is the amount the City would be spending for the equipment installation.

Superintendent Maldonado stated that in the past, the City used a local vendor, but the equipment was improperly installed and the car caught on fire. Larger states and cities have used Adamson Industries, including New York, Virginia, and Vermont.

Mayor Connelly asked are there other companies in the United States that provide these services.



Superintendent Maldonado responded that there is a company in Texas, a dealership, that is able to provide the same services, but their prices are higher than Adamson Industries.

Mayor Connelly stated that the Fleet Division has technicians who are above and beyond the national average for successfully installing this equipment in the vehicles. Those technicians were able to install the last fleet, but it was a time issue of having them ready for use.

Director Mulligan stated that the complicated upfit for patrol cars required 8 months of the old cars continuing to be on the road, increasing their maintenance costs. Using the contract with Adamson Industries will get the cars to the GPD quicker. This company's labor rates are about the same that would be charged out to the GPD. Local shop mechanic rates are \$80-\$115 an hour. The contract makes sense because the equipment is cheaper and will be received faster, and the technician rates are less than what local mechanic rates are.

Mayor Connelly asked whether the City received any competitive bids from local mechanics to justify those labor rates.

Superintendent Maldonado responded if the cars are taken to Hastings Ford, the labor rates are about \$100 an hour. Hastings Ford is in the same position as the City; they do not have the manpower to dedicate to this specific project. If the vehicles are taken to untrained technicians, installing the equipment in the wrong circuits or panel, it voids the warranty with Ford. The proper installation of the equipment will improve the inside space and use of the vehicle.

Council Member Litchfield asked whether the \$317,000 was approved in the budget.

Superintendent Maldonado responded that the cost of the items for the upfit and purchase price of the vehicles are within the budget.

Council Member Litchfield asked when is the City expected to take ownership of these vehicles.

Director Mulligan responded that Adamson Industries is receiving the patrol cars in two shipments of eight.

Superintendent Maldonado stated that first staff would do the purchase order for Asheville Ford. The special ordered vehicles take about 4-5 months to be built. Once they are built, then they are shipped from the factory to Adamson Industries, who will start the process of installing the equipment. When ordering from the manufacturer, it is rare that all 16 cars will be shipped simultaneously.

Council Member Litchfield stated that would give the City an opportunity to do some labor in-house.



Director Mulligan stated that the City would not have received the patrol cars.

Council Member Litchfield stated the City has not looked for any other opportunities for other companies to provide the same service below cost and the City is sending these cars to Massachusetts. There is a company in Texas and Massachusetts providing the same services and the City has been doing the purchase and installation of the equipment for years. The City has qualified technicians, but there is probably some more qualified technicians too.

Director Mulligan stated that the contract is attractive because of the ability to get the vehicles at the GPD quickly. If the City was doing the work, it would take the City approximately a year to get the patrol cars on the streets.

Council Member Smith asked if all of the 35 vehicles would be upfitted with the Dash Cams.

Superintendent Maldonado responded that those cameras will be installed in all of the patrol vehicles. Currently, the Dash Cams are not installed in the Detectives' vehicles.

Council Member Smith asked why the Detectives' vehicles are not upfitted with dashboard cameras.

Chief of Police Mark Holtzman responded that it is mainly a cost issue of around \$200,000 just to get the Dash Cams plus the \$317,000 for the patrol cars equipment. The GPD did get a grant to offset some of the cost and will share that information with the City Council soon. Detectives are plain clothed and wearing suits, and are not pulling traffic stops and if they need to get into the mode for pulling traffic stops the marked cars are available for that purpose. Detectives primarily follow up on leads and do routine things and their vehicles are marked with blue lights inside their vehicles. If they have to get in that mode of getting out of the cars, all of the Detectives have body worn cameras.

Council Member Smith asked whether any of the dashboard cameras in the old cars could be salvaged and placed in the new cars.

Chief Holtzman responded that maybe those at the end of their life-span cannot be used. A few of the vehicles were crashed during the last few months and any equipment that can be salvaged will be salvaged.

Council Member Meyerhoeffer asked if the rationale behind this contract is that Adamson Industries would expeditiously deliver the equipped vehicles. Council Member Meyerhoeffer asked regarding equipping the vehicles, does the clock start when this company receives the patrol cars. Moreover, is there a penalty, if Adamson Industries is not delivering these vehicles within 30 days?



Superintendent Maldonado stated that he would receive an email from Asheville Ford when the cars are shipped from the factory to Adamson Industries. The City will start to hold Adamson Industries to its commitment to ship eight vehicles in each shipment.

Council Member Meyerhoeffer stated that the City should hold Adamson Industries accountable to that 30-day standard. If they are unable to make the delivery, the City should recoup some of the cost.

Director Mulligan stated that a penalty should not be needed because if the company does not meet the 30-day standard, it would be an essential loss of its contract with the government.

The motion made by Council Member Litchfield to direct staff to explore other options for upfitting the vehicles failed due to the lack of a second.

Council Member Smiley stated that the previous City Council asked staff to not use inside resources and to find a professional company that does this full-time and that is what staff has done. It is a successful and expedited way to put these vehicles on the street and now the City Council is directing staff to do the work in-house again.

Mayor Connelly asked how many employees are actually focused on installing the equipment for these vehicles.

Superintendent Maldonado responded that three are fully trained and certified to do the work.

Mayor Connelly asked whether it would be prudent that the City could potentially use those three employees to install the equipment in the patrol cars and hire three temporary mechanics or outsource the day-to-day operations.

Director Mulligan stated that he has not been able to dedicate three technicians to three cars with the rest of the fleet with Fire/Rescue, Transit, Solid Waste, Streets, Parks, and everything else out there. There is a line of 40 cars daily waiting for service.

Mayor Connelly asked whether the City could sign a contract with a local firm to hire mechanics who would help with the day-to-day operations.

Director Mulligan responded that the local firm's rate would potentially be 20% to 30% higher (\$90-\$115 per hour) than what the City is charging the departments (\$60 an hour). It would be a bit of a challenge having three trained technicians working on the patrol cars and temporary laborers working on the Fire/Rescue Department vehicles.

City Manager Wall stated that staff would be happy to go back and understand the alternatives before them, if the City would like to table this item. Staff could then bring a report back to the City Council.



Board of Adjustment

Chairperson William Johnson reported that the Board of Adjustment (BOA) is composed of 11 members. Nine City members are appointed by the City Council and two extraterritorial jurisdiction members are appointed by the Board of Pitt Council Commissioners. Currently there is one vacancy on the BOA and that is a County Alternate Member. The BOA had a quorum at every meeting this year. The BOA receives staff support from Planner Elizabeth Blount, Staff Support Specialist II Amy Nunez and Assistant City Attorney Donald Phillips.

Chairperson Johnson reported that the BOA has specific defined powers and duties. The members hear and decide appeals, requests for special use permits, variance requests, and requests for interpretations to the City's official zoning map or zoning ordinance. Last year, the BOA considered 24 requests for special use permits, one variance request, and one administrative appeal.

Chairperson Johnson reported that the BOA does an annual review of the public and private clubs, dining and entertainment establishments' operating special permits. The BOA receives a report from the Greenville Police Department annually indicating any incidents occurring at those businesses and in most cases, the incidents happened outside of the establishments.

Chairperson Johnson reported that the BOA holds a public hearing on each request and persons are invited to attend and speak in favor or in opposition of the requests. All hearings are advertised in the newspaper, a sign is placed on the property, and letters are mailed to every resident within the facility of the project. A special permit requires a simple majority and a variance requires a four fifths vote.

Chairperson Johnson reported that the BOA acts in a quasi-judicial capacity on all items, meaning that no ex parte communication is allowed. All testimony appearing before the members is by the applicant or the people opposed to or in favor of the application and it is all sworn testimony. The BOA must confine its decisions to the evidence presented by the applicant or someone who is an expert. The BOA does not accept opinions from anyone when considering the applications.

Community Appearance Commission

Chairperson Thomas Alligood gave an overview of the responsibilities and actions of the Community Appearance Commission (CAC) during the past year. In 1979, the CAC was established to assist in the implementation of programs, to develop ideas, and to encourage and improve community appearance on matters related to beautification in the City of Greenville and extraterritorial jurisdiction.

Chairperson Alligood reported that the CAC has three main duties. The first is to initiate, promote, and assist in the implementation of programs of general community beautification and appearance. Second, members of the CAC seek to coordinate the activities of individuals, agencies, organizations, public and private, and city departments whose plans, activities, and programs bear upon the appearance of Greenville. Thirdly, the



members encourage improved community appearance, both on public and private property.

Chairperson Alligood stated the CAC is composed of 11 members, who are appointed by the City Council, and they serve three-year terms. Currently, there are three vacancies on the Commission. The CAC's typical agenda topics include its community appearance awards and requests for neighborhood improvement grants. Last year, the CAC completed its review of its handbook to ensure the members are following policies and procedures. The CAC has established a process to acknowledge and recognize the exemplary efforts from individuals, businesses, institutions, and community groups that enhance the appearance of the City.

Chairperson Alligood reported that there are award programs at two levels, monthly and bi-annual awards. For the monthly awards, nominations are submitted by members of the CAC. All nominees must be located in the City of Greenville and the ETJ. In 2017, awards were given to the Town Common Inclusive Playground, Go Science Center, Dickinson Avenue Public House, and the Dickinson Avenue Antique Market. When businesses are awarded, they are given a yard or an indoor window sign and a certificate signed by the Mayor.

Chairperson Alligood reported that any neighborhood or homeowner association can apply for a grant for the beautification of their neighborhood. The maximum award amount is \$750 toward their project.

Mayor Connelly stated that he would like for the City to partner with the CAC to help with moving forward the Adopt-A-Street Program to collect trash the way it was done recently on Portertown Road.

City Manager Wall stated that staff has been assigned to work on each of the priorities identified by the City Council at its January Planning Session. Staff will certainly include the CAC in the priority related to cleanliness and beautification of the City.

Neighborhood Advisory Board

Chairperson Ann Maxwell reported through the members' work on the Neighborhood Advisory Board (NAB), they develop close friendships and learn so much from one another. The members share their knowledge and ideas as they strive to make their neighborhoods stronger. The NAB certainly develop connections as it works with City staff and all City departments and the NAB shares a very deep commitment to make the neighborhoods better and to improve Greenville.

Chairperson Maxwell stated that it is evident that the NAB members feel strongly about attending meetings and accomplishing goals because they always have a quorum. Before developing its goals for the year, the NAB invited all neighborhood liaisons to attend a special meeting in May 2017 to discuss neighborhoods' concerns. The members were then able to see common concerns, serving as a guide to develop NAB's work plan. Flooding and



drainage problems and poorly maintained rental property were mentioned by all districts. The appearance of the City's neighborhoods is always a concern.

Chairperson Maxwell reported that the NAB will promote the Adopt-A-Street Program in their meetings because they work with neighborhoods throughout the City. NAB Member Brenda Diggs was part of the litter index survey and shared the information with other members. NAB Member Carolyn Glast attended the Town Hall meeting in November 2017, which was organized by Mayor Pro-Tem Glover, to share the importance of having a neighborhood association.

Chairperson Maxwell reported that the NAB planned other activities to support its mission. One of the activities was the National Night Out, which enables the NAB to build a stronger relationship with the Greenville Police Department (GPD). This year, the NAB had a tent downtown to share information about forming a neighborhood association. In fact, the neighborhood gatherings have increased tremendously that the GPD is looking at ways to better use resources for the City for the next National Night Out.

Chairperson Maxwell reported that in August 2017, eight members attended the North Carolina Museum of Natural Sciences to see the RACE Exhibit. The Exhibit showed them that there is so much history that they were never taught. They realize that the dialogue must continue as everyone work and grow together.

Chairperson Maxwell reported that in September 2017, the NAB asked the public to hear Stan Riggs, a distinguished research professor with the Department of Geological Science at East Carolina University. The topic, Greenville and Storms: Why Do We Storm?, helped the members and public understand the issues that the City faces as it addresses stormwater issues. Dr. Riggs praised Greenville for its comprehensive stormwater study and the NAB realized it could be an important advocate for the implementation of the suggestions in the plan. Additionally, City Engineer Daryl Hines attended one of NAB's meetings and answered questions about stormwater.

Chairperson Maxwell reported that in December 2017, the NAB members had a float in the Jaycee Christmas Parade and hoped that they sparked some interest in neighborhoods. At the NAB's January meeting, Planner Chantae Gooby answered questions about ordinances and guidelines for development. The members will continue to learn and ask questions so that they can better fulfill their mission of serving as a liaison between the neighborhoods and the City of Greenville.

CITY OF GREENVILLE'S PARTICIPATION IN ECONOMIC DEVELOPMENT FEASIBILITY STUDY AND STRATEGIC PLAN DEVELOPMENT

City Manager Wall explained that this is a request from the Pitt County Committee of 100 (Committee of 100). The City of Greenville is being asked to participate with Pitt County, Greenville Utilities Commission (GUC), and the Committee of 100 to engage a firm to prepare a multi-year action plan of programs and projects related to economic



development. This will include the governance of how these economic development services are provided in Pitt County. The project will assess community support and also position the City's work plan success of this effort. This effort would provide for a study and the cost would be shared between the four participants.

Council Member Smith asked about how would this study be different from previous studies related to economic development that the City currently has with its partners. Council Member Smith stated that a joint study was done by the City of Greenville and Pitt County. Some of the elected officials have visited other areas, which was based on economic development. There has been a lot of concern about the City continuing to do studies, and the feeling is that no actions are being taken from these studies.

City Manager Wall responded that 1) this plan will identify specific programs and projects that will promote economic development and specifically address how these services are provided in the County, 2) this plan will address community support for that plan and build support within the community, which has been missing in previous work, and 3) it is a collaborative effort between four important partners in economic development. By bringing those four agencies together to fund this study, the City can build greater collaboration moving forward. In those three ways, this study is a little different.

City Manager Wall acknowledged that part of the strategic planning process will be to look at some of the work that has been done in those prior studies so that work is not to no avail and will be accounted for as this strategic plan is developed.

Council Member Smith asked whether the Chamber of Commerce (Chamber) asked to be a part of this study because that organization has been pushing for economic development.

City Manager Wall responded no. At this point, this effort is between those partners that are intricately involved in economic development and are the significant funders.

City Manager Wall stated that she feels that the Chamber is for economic development. The effort of this is intended to focus on the players who are the most significant funders of the economic development activities in Greenville and Pitt County.

Council Member Smith asked about the total cost of the study.

City Manager Wall responded that the cost is estimated at \$50,000. The Pitt County Committee of 100 would provide \$20,000 and the City of Greenville, Pitt County, and Greenville Utilities Commission would provide \$10,000 each for this study.

Council Member Smith asked how soon results are expected.

City Manager Wall responded that it would take about a month or so for the firm to get mobilized. She will get back to the City Council with the exact deadline, but there should be some indication by early summer.



Council Member Smith asked whether the Pitt County Committee of 100 gave a presentation about its proposal.

City Manager Wall stated that she had conversations with the Committee of 100 as well as staff members from the GUC and Pitt County. This study was discussed and approved by the Committee of 100 Board. The Pitt County Development Corporation reviewed the request, and it received favorable indication and the request will be going soon before the Board of Pitt County Commissioners.

Council Member Smith stated that she still has reservations about the City continuing to do studies, especially since a study was recently done for \$20,000 and it was placed aside. Also, a study related to economic development was done with the County already and it was not used. In her opinion, regardless that the City has different partners participating in this project, the information on economic development, involving the County and the City, is going to be quite the same. Getting these same studies prepared without any action is the problem.

Mayor Connelly stated that he is frustrated with studies as well, but one thing that is exciting and driving for him is there are four partners funding the mechanism. But, as a community, he feels that everyone is going to be at the table. This initiative is just a funding mechanism to move it forward. Clearly, the City has not seen significant advancements in its economic development over the years. Now, the City has a wonderful opportunity where everyone wants to be and should be at the table together.

Mayor Connelly stated that economic development has been the number one priority for the City Council. This is an opportunity to look at some of the communities that have been successful at doing this such as Nash and Edgecombe Counties and the Carolinas Gateway Partnership. There was an announcement about 800 jobs and another for 130 jobs. That's close to 1,000 jobs for their communities, which is fantastic. This may be the first stepping stone for the City moving forward as a community and as a region in whole.

Council Member Bell stated that at its Planning Session in January 2018, the City Council directed staff to move forward with economic development. The City should reach out to the 10 municipalities in Pitt County to see if they could contribute \$1,000 each toward the \$10,000, if the other partners are willing to have them.

City Manager Wall stated that many partners are needed at the table to work with them on economic development. At this point, the City really needs to work with the three partners and what is most important is that economic development opportunities are created for the entire County.

Mayor Connelly stated that he is sure that Winterville, Ayden, Grifton, Bethel, and other municipalities should be at the table. Because they are not contributing does not mean that they are not important. If either of them get a company to move into their areas, all of the municipalities in Pitt County win.



Council Member Smith stated that economic development has been on the forefront for many years. The City developed an economic development department as well as a committee. She enjoys that the City is working with and being social with other people, but, in her opinion, if the City is just social and no action is taken that is just a party. It is time out for parties, if the City Council wants to make sure the City of Greenville is moving forward, growing, and creating jobs for people. The City Council must make sure it is having expectations of things being done because she has seen it going in the opposite direction. If this study is done, she would like to receive a list of actions taken.

Council Member Litchfield stated that having these separate organizations and institutions come together and fund this study are great, but action is where opportunity is created. The City needs commitment from each party involved otherwise it is just another study and a waste of \$10,000.

Motion was made by Council Smiley and seconded by Council Member Meyerhoeffer to approve the City's participation in the economic development feasibility study and strategic plan development and to approve the allocation of \$10,000 from the Contingency Fund to pay the City's share of the cost. Motion carried unanimously

AMENDMENT TO THE 2018 SCHEDULE OF CITY COUNCIL MEETINGS TO ADD MONTHLY WORKSHOP MEETINGS

City Manager Wall explained that the City Council is being asked to consider an amendment to the 2018 Schedule of City Council Meetings to add monthly workshop meetings as discussed at the January 2018 Planning Session. A workshop has been added to the following Monday meetings:

- March 19 – 4:00 PM – (Workshop in Conference Room 337)
- April 9 – 4:00 PM – (Workshop in Conference Room 337)
- May 7 – 4:00 PM – (Workshop in Conference Room 337)
- June 11 – 4:00 PM – (Workshop in Conference Room 337)
- August 20 – 4:00 PM – (Workshop in Conference Room 337)
- September 10 – 4:00 PM – (Workshop in Conference Room 337)
- October 8 – 4:00 PM – (Workshop in Conference Room 337)
- November 5 – 4:00 PM – (Workshop in Conference Room 337)
- December 10 – 4:00 PM – (Workshop in Conference Room 337)

City Manager Wall stated that the added monthly workshop meetings will be held in City Hall Conference Room 337 from 4:00 p.m. to 6:00 p.m. prior to the selected Monday meetings.

Motion was made by Council Member Smiley and seconded by Council Member Bell to amend the 2018 Schedule of City Council Meetings. Motion carried unanimously.



REVIEW OF FEBRUARY 8, 2018 CITY COUNCIL MEETING

The Mayor and City Council reviewed the agenda for the February 8, 2018 City Council meeting.

CITY MANAGER'S REPORT

City Manager Wall reported that the City of Greenville had seven retirements between January 1, 2018 and February 1, 2018. A total of 205 years represents the years of service for the following employees:

<i>Retiree</i>	<i>City Department</i>	<i>Years of Service</i>
Warren Brookins	Fire/Rescue	29
Jeffrey May	Fire/Rescue	29
Eddie Meeks	Fire/Rescue	29
Joe Peszko	Community Development	29
Kathleen Shank	Recreation and Parks	31
Johnny Spruill	Public Works	24
Thomas Brown	Public Works	32

City Manager Wall thanked those employees for their tenure with and dedication to the City of Greenville, and she wished them well in their retirement.

City Manager Wall stated that the Mayor and City Council have been provided with a copy of the *Popular Annual Financial Report (Year Ended June 30, 2017)*. This is a summary of comprehensive annual financial reports, including a balance sheet, and income statement and represents the information on the sources of City funding, the revenues, as well as its expenditures. It includes information about property taxes, capital improvements review, bond referendum, and statistical information on the City of Greenville.

City Manager Wall stated this report is really a wonderful way for the community to understand how the City uses its funds. Community members can find a copy on the City's website and in the lobby at City Hall.

City Manager Wall thanked Assistant City Manager/Chief Financial Officer Michael Cowin, Director of Financial Services Bernita Demery, and the staff of the Financial Services Department for preparing this document.



COMMENTS FROM MAYOR AND CITY COUNCIL

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

ADJOURNMENT

There being no further business before the City Council, motion was made by Council Member Bell and seconded by Council Member Smiley to adjourn the meeting. Motion carried unanimously, and Mayor Connelly declared the meeting adjourned at 8:22 p.m.

Respectfully Submitted

Polly Jones
Deputy City Clerk



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Resolution and Deed of Release for the abandonment of a utility easement and a portion of a sanitary sewer easement at College View Apartments AKA Eastern on Tenth

Explanation: **Abstract:** Greenville Utilities Commission seeks to abandon a utility easement and a portion of a sanitary sewer easement located across College View Apartments AKA Eastern on Tenth (parcel no. 04539).

Explanation: To facilitate the redevelopment of this property, the property owner, Preiss College View JV, LLC, is requesting that the City of Greenville abandon: (1) a Utility Easement recorded in Map Book 81 at Page 27, Pitt County Public Registry, within College View Drive which was withdrawn from public dedication by the City of Greenville City Council by Resolution No. 066-16 on December 8, 2016, recorded in Deed Book 3504 at Page 241, Pitt County Public Registry; and (2) a portion only of a 20' wide Sanitary Sewer Easement recorded in Deed Book S46 at Page 832, Pitt County Public Registry.

This tract was the original site of the College View Apartments which have now been demolished and are being replaced with a new project to be known as Eastern on Tenth.




At its regular meeting on February 15, 2018, the GUC Board of Commissioners authorized the execution of a resolution requesting City Council to abandon such easements and request the execution of a Deed of Release for same in favor of the current owner.

Fiscal Note: No costs to the City.

Recommendation: Authorize the execution of the attached Resolution and Deed of Release

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

Attachments / click to download

-  [Resolution](#)
 -  [Deed of Release](#)
 -  [Map](#)
-

RESOLUTION _____

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF GREENVILLE, NORTH CAROLINA,
ABANDONING A UTILITY EASEMENT WITHIN
COLLEGE VIEW DRIVE WHICH WAS WITHDRAWN
FROM PUBLIC DEDICATION BY THE CITY COUNCIL
OF THE CITY OF GREENVILLE, NORTH CAROLINA, BY RESOLUTION NO. 066-16
ON DECEMBER 8, 2016 RECORDED IN DEED BOOK 3504 AT PAGE 241
AND MAP BOOK 81 AT PAGE 27, PITT COUNTY PUBLIC REGISTRY, AND FURTHER ABANDONING A PORTION ONLY OF A
20' WIDE SANITARY SEWER EASEMENT DESCRIBED IN
DEED BOOK S46 AT PAGE 832, PITT COUNTY PUBLIC REGISTRY,
AND AS HEREIN MORE PARTICULARLY DESCRIBED,
AND AUTHORIZING EXECUTION OF DEED OF RELEASE

Statement number 1
Page 1 of 6

WHEREAS, Greenville Utilities Commission of the City of Greenville, North Carolina (hereinafter referred to as "Commission"), heretofore was granted a Utility Easement within College View Drive on the north side of East Tenth Street (NCSR 1598) (Reference is hereby made to Map Book 81 at Page 27, Pitt County Public Registry); and

WHEREAS, Commission heretofore also acquired a Sanitary Sewer Easement across a portion of Tax Parcel No. 04539 (according to the records in the Office of the Tax Administration, Pitt County, North Carolina) which was the original site of College View Apartments, which have now been demolished; and

WHEREAS, the Utility Easement within former College View Drive and a portion only of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832 entitled "Grant of Sanitary Sewer Easement" dated April 14, 1978 are no longer needed by Commission and Commission anticipates no use or need in the future of such Utility Easement within the former College View Drive, or the portion of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832 which is abandoned; and

WHEREAS, the Utility Easement within former College View Drive and the portion of the 20' wide Sanitary Sewer Easement to be abandoned are both shown in the shaded portion of the map entitled "Easement Abandonment and Acquisition Map College View Apartments aka Eastern on Tenth City of Greenville, Greenville Township, Pitt Co., N.C." dated December 22, 2017 and revised January 17, 2018, denominated Drawing No. Z-2616-EA (Two (2) Sheets) and prepared by Patrick W. Hartman, Professional Land Surveyor, Registration Number L-4262, Rivers & Associates, Inc., Engineers, Planners, Surveyors, Landscape Architects, 107 East Second Street, Greenville, North Carolina 27858, telephone (252) 752-4135, which is marked Exhibit "A" and is attached hereto and made a part hereof, and to which reference is hereby made for a more particular and accurate description of the easements to be abandoned,

and the diagram entitled "College View Apartments AKA Eastern on Tenth Easement to be Abandoned Pitt Co., NC" dated January 19, 2018 and prepared by Greenville Utilities Commission, P.O. Box 1847, Greenville, NC 27835, telephone (252) 752-7166, fax (252) 329-2172, which is marked Exhibit "B" and is attached hereto and made a part hereof, and to which reference is hereby made for a more particular and accurate description of the easements to be abandoned; and

Attachment number 1
Page 2 of 6

WHEREAS, the current owner of such property has requested such easements to be abandoned and has agreed to grant new easements to the City of Greenville, North Carolina, for the use and benefit of Greenville Utilities Commission, for the redevelopment of such property; and

WHEREAS, Commission desires to abandon only a portion of the Sanitary Sewer Easement on Exhibit "A" and Exhibit "B" as to be abandoned, but desires to retain the previous grant of the remaining portions of such 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832; and

WHEREAS, such abandonments as described herein are deemed by Commission to be reasonable and in the best interest of Commission and all parties and therefore requests that the City of Greenville, North Carolina, acknowledge such abandonments and release the easements herein described as shown on Exhibit "A" and Exhibit "B".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, North Carolina, in Regular Session held in the Council Chambers of City Hall of the City of Greenville, North Carolina, on the _____ day of _____, 2018, as follows:

1. That the City Council of the City of Greenville, North Carolina, does hereby abandon such Utility Easement within the former College View Drive, and the portion of the 20' Sanitary Sewer Easement described in Deed Book S46 at Page 832, which said easements are shown in the shaded portion on Exhibit "A" and also shown on Exhibit "B", which are attached hereto and made a part hereof; and

2. That the appropriate City Officials be and are hereby empowered to make, execute and deliver to Preiss College View JV, LLC, 1700 Hillsborough Street, Raleigh, North Carolina 27605, or the then current owner of the subject property encumbered by the easements herein described, an instrument in a form suitable for recording to release whatever interests the City of Greenville, North Carolina, for the use and benefit of Greenville Utilities Commission, might have in and to such Utility Easement within the former College View Drive,

and the portion of the 20' Sanitary Sewer Easement described in Deed Book S46 at Page 832,
which are shown as to be abandoned as hereinabove described.

Adopted this the _____ day of _____, 2018.

CITY OF GREENVILLE

Attachment number 1
Page 3 of 6

By _____
P.J. CONNELLY, Mayor

(SEAL)

ATTEST:

CAROL L. BARWICK, Clerk

NOTES:

1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT-OF-WAYS, AND ABSTRACTS OF RECORD WHICH MAY BE OF RECORD.
3. PROPERTY IS LOCATED IN A ZONE "X" (AREA DETERMINED TO BE OUTSIDE 0.2% ANNUAL CHANCE 100 YEAR FLOODPLAIN) AND ZONE "AL" (AREA AFFECTED BY FLOOD DAMAGE INSURANCE RATE WAIVER PROGRAM) AS DETERMINED BY FEMA FLOOD INSURANCE RATE WAIVER PROGRAM. EFFECTIVE JULY 2, 2014, FLOOD FLOOD ELEVATION = 20.0 FEET. ANY FUTURE CHANGES IN FLOOD ELEVATION OR FLOOD DAMAGE INSURANCE RATE WAIVER PROGRAM SHALL BE SHOWN ON THIS MAP.
4. THE DESIGNATION NOTED OVER WATER, SANITARY SEWER, OR ELECTRIC EASEMENTS ARE NOT TO BE CONSIDERED AS A GUARANTEE OF FUTURE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC UNDERGROUND ESTIMATED MATHS. PROVIDED UTILITIES ARE LOCATED UNDERGROUND.
5. UNLESS OTHERWISE NOTED, ALL UTILITIES SERVING THESE PARCELS TO BE ABANDONED. ALL SERVICE PERMITS ARE ABANDONED BY REMOVAL OF SMD UTILITY SERVICES.
6. THE PURPOSE OF THIS MAP IS FOR EASEMENT ACQUISITION AND ABANDONMENT ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSE OR CONFORMANCE.



LEGEND:

- BOUNDARY LINE
- ADJOINING OTHER PARCEL LINE
- EXISTING OF WAY (ROW)
- EXISTING
- SANITARY SEWER LINE
- STORM DRAINAGE PIPE
- EXISTING FROM ROW
- SP SET FROM PIPE
- (DST.) DISTURBED
- FIBER OPTIC MARKER
- PT. PUNCH TYP
- NO PAINT SET
- T.S.A. TO BE ABANDONED
- B/B BACK TO BACK
- M/P ROW OR FORMERLY
- P.H. PARCEL NUMBER
- D.E. DEED BOOK
- A.L.E. MAP BOOK
- P.C. PAGE
- C.M.P. CORRUGATED METAL PIPE
- CONCRETE PIPE
- (T) TOTAL
- S.S. SANITARY SEWER
- S.S. SANITARY SEWER MARKER
- S.S. SANITARY SEWER MANHOLE
- CATER BARR (CS)
- UTILITY/ASS EASEMENT (TO BE ABANDONED)
- SANITARY SEWER EASEMENT (TO REMAIN)
- BUFFER
- DRAINAGE EASEMENT (TO REMAIN)
- ROOT SLOPE EASEMENT (TO REMAIN)
- ROOT DRAINAGE EASEMENT (TO REMAIN)
- NEW SEWER EASEMENT
- NEW ELECTRIC EASEMENT
- NEW WATER EASEMENT

REFERENCES:

- D.B. 3553 P.G. 801
- D.B. 3504 P.G. 241 - STREET ABANDONMENT
- A.L.E. 81 P.C. 27 - STREET ABANDONMENT
- D.B. 3357 P.G. 64
- D.B. 3358 P.G. 610
- A.L.E. 5 P.G. 85
- A.L.E. 5 P.G. 70
- A.L.E. 1 29 P.G. 189
- D.B. 8 40 P.G. 622
- D.B. 8 40 P.G. 721
- D.B. 215 P.G. 73
- D.B. 5 46 P.G. 826
- D.B. 5 46 P.G. 826
- STATE HIGHWAY BOOK 1 P.G. 12-F
- P.N. 04639
- P.N. 10024
- RIVERS DRAWING W-3692

REFERENCES:

- D.B. 3553 P.G. 801
- D.B. 3358 P.G. 610
- P.N. 10024

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- D.B. 3553 P.G. 801
- D.B. 3358 P.G. 610
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- D.B. 3358 P.G. 610
- P.N. 10024

REFERENCES:

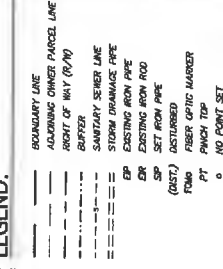
- D.B. 3553 P.G. 801
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1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. PROPERTY IS SUBJECT TO ANY EASEMENTS, RIGHT-OF-WAYS, AND ABSTRACTS OF RECORD WHICH MAY BE OF RECORD.
3. PROPERTY IS LOCATED IN A ZONE "X" (AREA DETERMINED TO BE OUTSIDE 0.2% ANNUAL CHANCE 100 YEAR FLOODPLAIN) AND ZONE "AL" (AREA AFFECTED BY FLOOD DAMAGE INSURANCE RATE WAIVER PROGRAM) AS DETERMINED BY FEMA FLOOD INSURANCE RATE WAIVER PROGRAM. EFFECTIVE JULY 2, 2014, FLOOD FLOOD ELEVATION = 20.0 FEET. ANY FUTURE CHANGES IN FLOOD ELEVATION OR FLOOD DAMAGE INSURANCE RATE WAIVER PROGRAM SHALL BE SHOWN ON THIS MAP.
4. THE DESIGNATION NOTED OVER WATER, SANITARY SEWER, OR ELECTRIC EASEMENTS ARE NOT TO BE CONSIDERED AS A GUARANTEE OF FUTURE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC UNDERGROUND ESTIMATED MATHS. PROVIDED UTILITIES ARE LOCATED UNDERGROUND.
5. UNLESS OTHERWISE NOTED, ALL UTILITIES SERVING THESE PARCELS TO BE ABANDONED. ALL SERVICE PERMITS ARE ABANDONED BY REMOVAL OF SMD UTILITY SERVICES.
6. THE PURPOSE OF THIS MAP IS FOR EASEMENT ACQUISITION AND ABANDONMENT ONLY AND IS NOT TO BE USED FOR ANY OTHER PURPOSE OR CONFORMANCE.



REFERENCES:

- D.B. 3553 P.G. 801
- D.B. 3358 P.G. 610
- P.N. 10024

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- D.B. 3553 P.G. 801
- D.B. 3358 P.G. 610
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- P.N. 10024

REFERENCES:

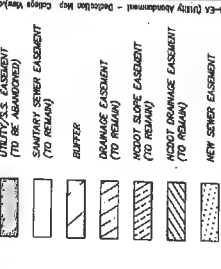
- D.B. 3553 P.G. 801
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- D.B. 3553 P.G. 801
- D.B. 3358 P.G. 610
- P.N. 10024

REFERENCES:

- D.B. 3553 P.G. 801
- D

EASEMENT ACQUISITION

LEGEND:
SEE SHEET 1

NOTES:
SEE SHEET 1

REFERENCES:
SEE SHEET 1

CURVE TABLE

STATION	CHORD BEARING	CHORD LENGTH
C1	S 1.19° E 50.00'	50.00'
C2	S 78.00° E 78.00'	110.33'
C3	S 33.44° E 40.00'	48.23'
C4	S 15.83° E 75.00'	77.41'
C5	S 15.22° E 30.00'	30.00'
C6	S 25.00° E 30.00'	30.00'
C7	S 48.55° E 30.00'	30.00'
C8	S 48.55° E 30.00'	30.00'
C9	S 48.55° E 30.00'	30.00'
C10	S 48.55° E 30.00'	30.00'

EASEMENT DEDICATION

THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS MAP AND ALLOTMENT TO BE THEIR OWN VOLUNTARY ACT AND DEED TO GREENVILLE UTILITIES COMMISSION WATER SEWER AND ELECTRIC EASEMENTS FOREVER AS SHOWN ON THIS EASEMENT ACQUISITION MAP.

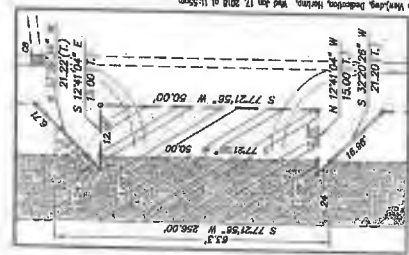
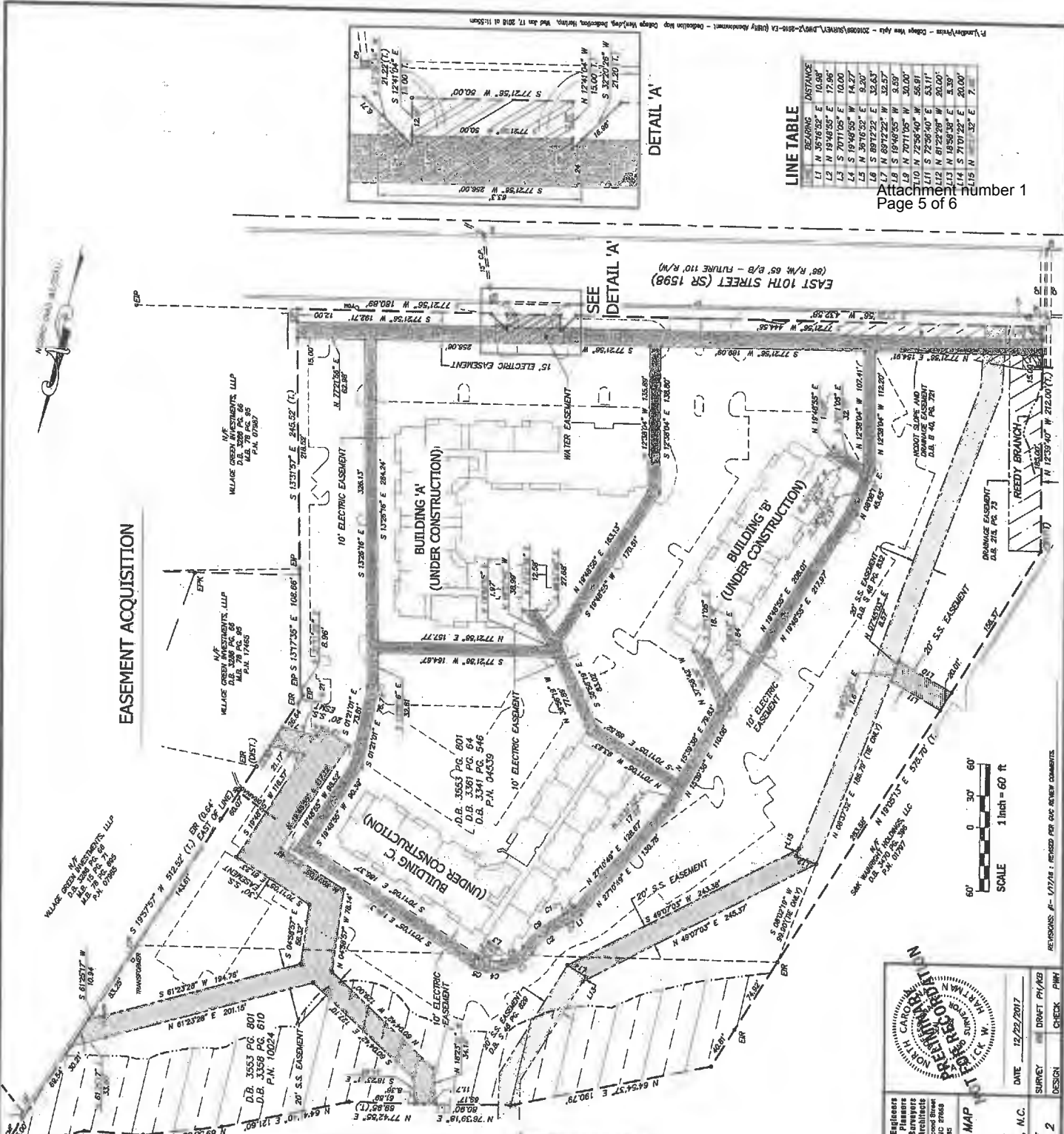
SIGNED _____
ATTEST _____

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____, 2017.
NOTARY PUBLIC
MY COMMISSION EXPIRES _____



Rivers
PLANNERS ARCHITECTS & ASSOCIATES, INC.
107 East Second Street
Greenville, NC 27608
riversandassociates.com Since 1916 (866) 786-1150

EASEMENT ABANDONMENT AND ACQUISITION MAP
COLLEGE VIEW APARTMENTS
aka EASTERN ON TENTH
CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.
DATE 12/22/2017
SURVEY DRAFT P/KB
DESIGN CHECK P/WH
SHEET 2 OF 2
DRAWING NO. Z-2616-EA
SCALE 1" = 60'

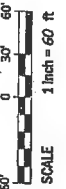


DETAIL 'A'

LINE TABLE

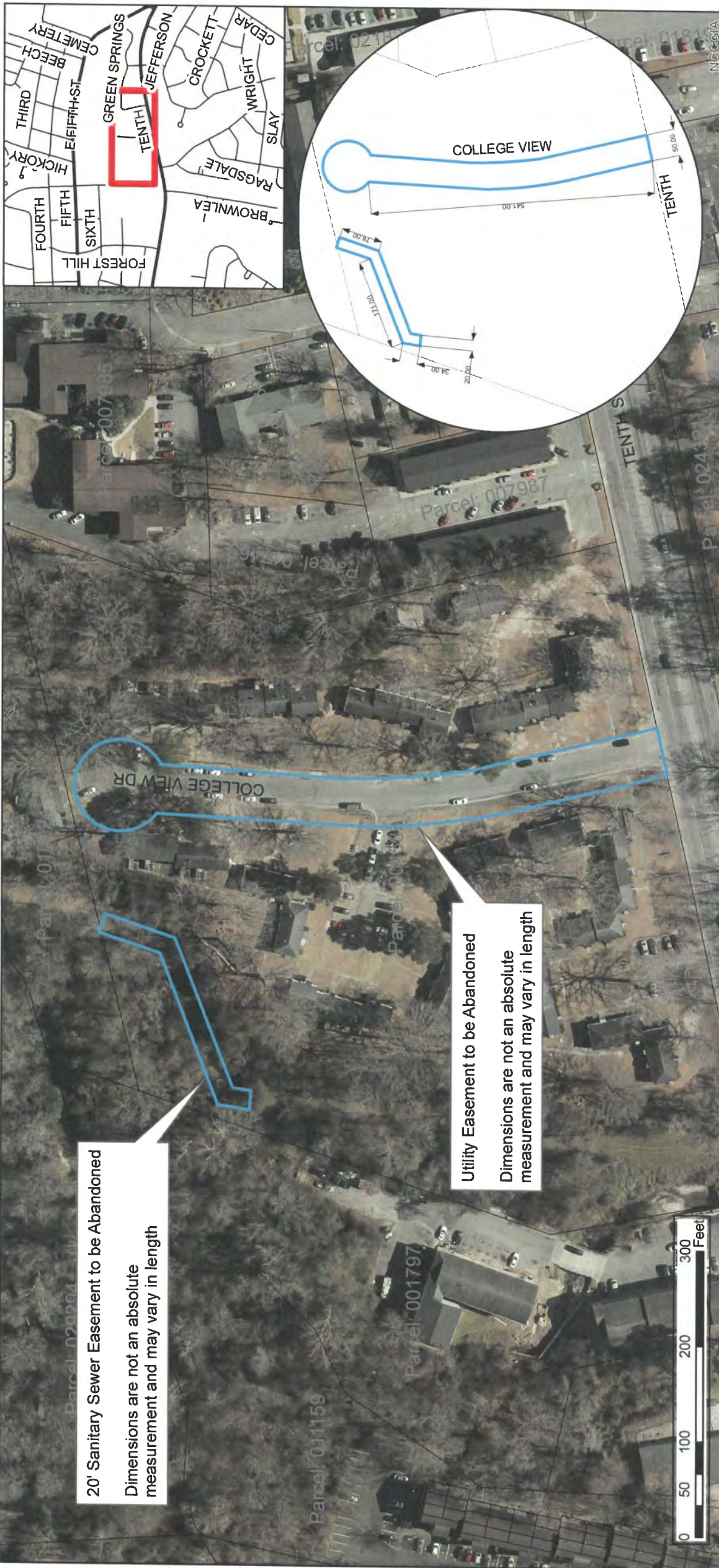
LINE	BEARING	DISTANCE
L1	N 12° 10' 00" E	10.00'
L2	N 87° 16' 32" E	10.00'
L3	N 87° 16' 32" E	10.00'
L4	S 70° 11' 03" E	10.00'
L5	S 19° 48' 55" W	14.37'
L6	S 36° 16' 32" E	9.20'
L7	S 89° 12' 22" E	32.63'
L8	N 89° 12' 22" W	32.57'
L9	S 19° 48' 55" W	9.59'
L10	N 70° 11' 03" W	30.00'
L11	S 72° 56' 40" E	53.11'
L12	N 81° 22' 28" W	20.00'
L13	N 19° 58' 35" E	3.39'
L14	S 71° 07' 22" E	20.00'
L15	N 32° 52' 00" E	7.00'

Attachment number 1
Page 5 of 6



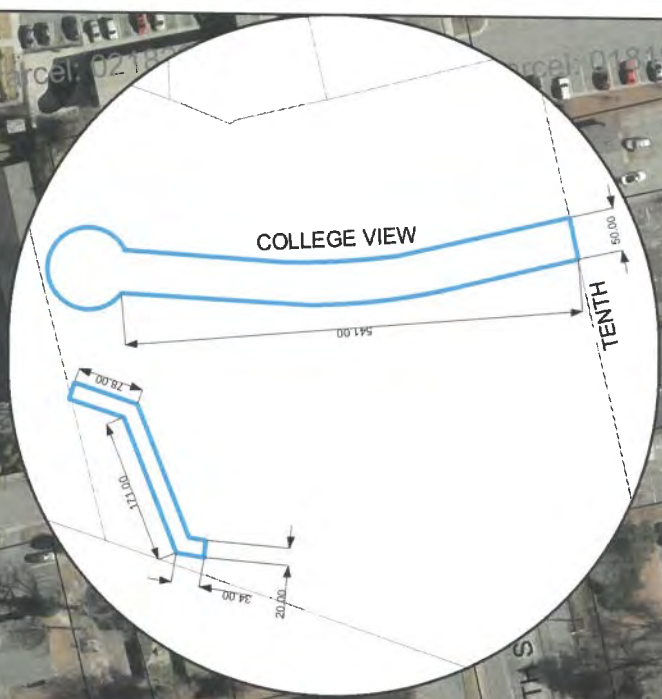
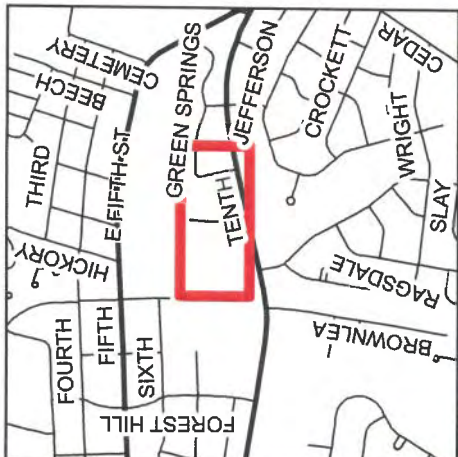
SCALE 1 inch = 60 ft

REVISIONS: #1 - 1/17/16 - REVISED PER OAC REVIEW COMMENTS



20' Sanitary Sewer Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

Utility Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length



**College View Apartments
 AKA Eastern on Tenth
 Easement to be Abandoned
 Pitt Co., NC**

Date Created: 1/19/2018
 Created by: GDS
 Requested by: Cliff Cahoon



Greenville Utilities
 P.O. Box 1847
 Greenville, NC 27835
 (252) 752-7166
 Fax (252) 329-2172

Disclaimer:
 Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

Attachment number 1
 Page 6 of 6

Prepared by: Phillip R. Dixon, Attorney
File: Greenville Utilities
Post Office Box 1847
Greenville, NC 27835

Attachment number 2
Page 1 of 12

NORTH CAROLINA

DEED OF RELEASE

PITT COUNTY

THIS DEED OF RELEASE, made and entered into this the _____ day of _____, 2018, by and between the City of Greenville, North Carolina, a municipal corporation in Pitt County, North Carolina, party of the first part (hereinafter called GRANTOR), and Preiss College View JV, LLC, 1700 Hillsborough Street, Raleigh, North Carolina 27605, party of the second part (hereinafter called GRANTEE).

W I T N E S S E T H

THAT WHEREAS, the GRANTOR for the use and benefit of Greenville Utilities Commission previously received a grant of a Utility Easement within College View Drive on the north side of East Tenth Street (NCSR 1598) (Reference is hereby made to Map Book 81 at Page 27, Pitt County Public Registry), which has been withdrawn from public dedication by the City Council of the City of Greenville, North Carolina, by Resolution No. 066-16 dated December 8, 2016 and recorded in Deed Book 3504 at Page 241, and as shown in Map Book 81 at Page 27, Pitt County Public Registry; and

WHEREAS, the GRANTOR for the use and benefit of Greenville Utilities Commission heretofore also acquired a 20' wide Sanitary Sewer Easement dated April 14, 1978 and appears of record in Book S46 at Page 832, Pitt County Public Registry, and such portion of such 20' wide Sanitary Sewer Easement and the Utility Easement within the former College View Drive are no longer needed by GRANTOR; and

WHEREAS, the current owner of the underlying fee interest in such property has requested abandonment of such easements as shown to be abandoned on Exhibit "A" and Exhibit "B"; and

WHEREAS, Greenville Utilities Commission has advised GRANTOR that it has no plans or interest in such property encumbered by such easements shown as to be abandoned; and

WHEREAS, Greenville Utilities Commission has therefore requested GRANTOR to execute a Deed of Release to GRANTEE, or the then current owner of such property, to indicate its abandonment and release of the Utility Easement heretofore within former College View Drive, and the portion of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832, Pitt County Public Registry, which are shown as to be abandoned on Exhibit "A" and Exhibit "B" which are attached hereto and made a part hereof; and

Attachment number 2
Page 2 of 12

WHEREAS, the City Council of the GRANTOR, acting on the recommendation of Greenville Utilities Commission, has duly adopted the Resolution abandoning the Utility Easement within former College View Drive which has been withdrawn from public dedication and the portion of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832, Pitt County Public Registry, both easements to be abandoned being shown on Exhibit "A" and Exhibit "B" which are attached hereto and made a part hereof, and a copy of which said Resolution is attached hereto as Exhibit "C" and made a part hereof.

NOW THEREFORE, pursuant to and in accordance with said Resolution, GRANTOR does hereby remise, release, discharge and forever quitclaim unto GRANTEE, Preiss College View JV, LLC, 1700 Hillsborough Street, Raleigh, North Carolina 27605, or the current owners of the subject property, their successors and assigns, all the GRANTOR's rights, title and interest in and to the said easements shown as to be abandoned in the shaded areas on Exhibit "A" and also on Exhibit "B", which said Exhibits are attached hereto and made a part hereof, and as more particularly described herein.

IN TESTIMONY WHEREOF, GRANTOR has caused this Deed of Release to be executed in its name by its Mayor, attested by the City Clerk, and its official seal hereto affixed, all by Resolution duly entered by the City Council of GRANTOR, on the day and year first above written.

CITY OF GREENVILLE, NORTH CAROLINA

By: _____
P.J. CONNELLY, Mayor

[SEAL]

Attest:

CAROL L. BARWICK, City Clerk

NORTH CAROLINA

PITT COUNTY

I, _____, a Notary Public of the aforesaid County and State, certify that CAROL L. BARWICK personally came before me this day and acknowledged that she is City Clerk of the City of Greenville, North Carolina, and that by authority duly given and as the act of the City of Greenville, North Carolina, the foregoing instrument was signed in its name by its Mayor, P.J. Connelly, sealed with its official seal and attested by her as its City Clerk.

Attachment number 2
Page 3 of 12

WITNESS my hand and official stamp or seal, this the _____ day of _____, 2018.

NOTARY PUBLIC

My Commission Expires: _____

20' Sanitary Sewer Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

Utility Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

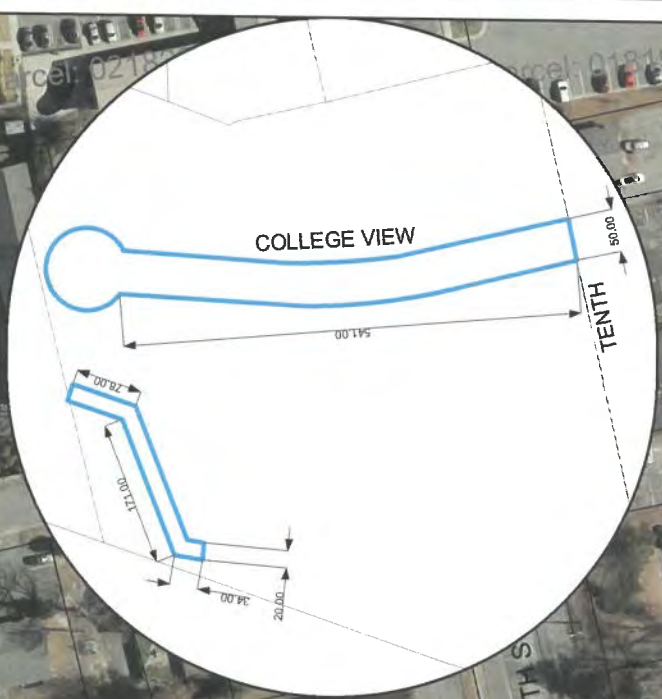
Disclaimer:
 Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

College View Apartments AKA Eastern on Tenth Easement to be Abandoned Pitt Co., NC

Date Created: 1/19/2018
 Attachment number 2 of 12
 Created by: GDS
 Requested by: Cliff Cahoon



Greenville Utilities
 P.O. Box 1847
 Greenville, NC 27835
 (252) 752-7166
 Fax (252) 329-2172



RESOLUTION _____

RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF GREENVILLE, NORTH CAROLINA,
ABANDONING A UTILITY EASEMENT WITHIN
COLLEGE VIEW DRIVE WHICH WAS WITHDRAWN
FROM PUBLIC DEDICATION BY THE CITY COUNCIL
OF THE CITY OF GREENVILLE, NORTH CAROLINA, BY RESOLUTION NO. 066-16
ON DECEMBER 8, 2016 RECORDED IN DEED BOOK 3504 AT PAGE 241
AND MAP BOOK 81 AT PAGE 27, PITT COUNTY PUBLIC REGISTRY, ATTACHMENT NUMBER 2
AND FURTHER ABANDONING A PORTION ONLY OF A Page 7 of 12
20' WIDE SANITARY SEWER EASEMENT DESCRIBED IN
DEED BOOK S46 AT PAGE 832, PITT COUNTY PUBLIC REGISTRY,
AND AS HEREIN MORE PARTICULARLY DESCRIBED,
AND AUTHORIZING EXECUTION OF DEED OF RELEASE

WHEREAS, Greenville Utilities Commission of the City of Greenville, North Carolina (hereinafter referred to as "Commission"), heretofore was granted a Utility Easement within College View Drive on the north side of East Tenth Street (NCSR 1598) (Reference is hereby made to Map Book 81 at Page 27, Pitt County Public Registry); and

WHEREAS, Commission heretofore also acquired a Sanitary Sewer Easement across a portion of Tax Parcel No. 04539 (according to the records in the Office of the Tax Administration, Pitt County, North Carolina) which was the original site of College View Apartments, which have now been demolished; and

WHEREAS, the Utility Easement within former College View Drive and a portion only of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832 entitled "Grant of Sanitary Sewer Easement" dated April 14, 1978 are no longer needed by Commission and Commission anticipates no use or need in the future of such Utility Easement within the former College View Drive, or the portion of the 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832 which is abandoned; and

WHEREAS, the Utility Easement within former College View Drive and the portion of the 20' wide Sanitary Sewer Easement to be abandoned are both shown in the shaded portion of the map entitled "Easement Abandonment and Acquisition Map College View Apartments aka Eastern on Tenth City of Greenville, Greenville Township, Pitt Co., N.C." dated December 22, 2017 and revised January 17, 2018, denominated Drawing No. Z-2616-EA (Two (2) Sheets) and prepared by Patrick W. Hartman, Professional Land Surveyor, Registration Number L-4262, Rivers & Associates, Inc., Engineers, Planners, Surveyors, Landscape Architects, 107 East Second Street, Greenville, North Carolina 27858, telephone (252) 752-4135, which is marked Exhibit "A" and is attached hereto and made a part hereof, and to which reference is hereby made for a more particular and accurate description of the easements to be abandoned, and the

diagram entitled "College View Apartments AKA Eastern on Tenth Easement to be Abandoned Pitt Co., NC" dated January 19, 2018 and prepared by Greenville Utilities Commission, P.O. Box 1847, Greenville, NC 27835, telephone (252) 752-7166, fax (252) 329-2172, which is marked Exhibit "B" and is attached hereto and made a part hereof, and to which reference is hereby made for a more particular and accurate description of the easements to be abandoned; and

Attachment number 2
Page 8 of 12

WHEREAS, the current owner of such property has requested such easements to be abandoned and has agreed to grant new easements to the City of Greenville, North Carolina, for the use and benefit of Greenville Utilities Commission, for the redevelopment of such property; and

WHEREAS, Commission desires to abandon only a portion of the Sanitary Sewer Easement on Exhibit "A" and Exhibit "B" as to be abandoned, but desires to retain the previous grant of the remaining portions of such 20' wide Sanitary Sewer Easement described in Deed Book S46 at Page 832; and

WHEREAS, such abandonments as described herein are deemed by Commission to be reasonable and in the best interest of Commission and all parties and therefore requests that the City of Greenville, North Carolina, acknowledge such abandonments and release the easements herein described as shown on Exhibit "A" and Exhibit "B".

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, North Carolina, in Regular Session held in the Council Chambers of City Hall of the City of Greenville, North Carolina, on the _____ day of _____, 2018, as follows:

1. That the City Council of the City of Greenville, North Carolina, does hereby abandon such Utility Easement within the former College View Drive, and the portion of the 20' Sanitary Sewer Easement described in Deed Book S46 at Page 832, which said easements are shown in the shaded portion on Exhibit "A" and also shown on Exhibit "B", which are attached hereto and made a part hereof; and

2. That the appropriate City Officials be and are hereby empowered to make, execute and deliver to Preiss College View JV, LLC, 1700 Hillsborough Street, Raleigh, North Carolina 27605, or the then current owner of the subject property encumbered by the easements herein described, an instrument in a form suitable for recording to release whatever interests the City of Greenville, North Carolina, for the use and benefit of Greenville Utilities Commission, might have in and to such Utility Easement within the former College View Drive,

and the portion of the 20' Sanitary Sewer Easement described in Deed Book S46 at Page 832,
which are shown as to be abandoned as hereinabove described.

Adopted this the _____ day of _____, 2018.

CITY OF GREENVILLE

Attachment number 2
Page 9 of 12

By _____
P.J. CONNELLY, Mayor

(SEAL)

ATTEST:

CAROL L. BARWICK, Clerk

EASEMENT ACQUISITION

LEGEND:
SEE SHEET 1

NOTES:
SEE SHEET 1

REFERENCES:
SEE SHEET 1

CURVE TABLE

ARC LENGTH	CHORD BEARING	CHORD LENGTH
S 1.79	N 50.00° E	5.79
S 7.23	N 37.07° E	42.25
S 33.44	N 44.92° E	32.47
S 44.87	N 74.41° E	15.80
S 15.22	S 84.31° E	15.06
S 1.89	N 25.32° W	1.29
S 25.36	N 73.55° E	11.29
S 44.55	N 37.07° E	42.25
S 3.76	N 50.47° E	3.76

EASEMENT DEDICATION

THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS MAP AND ALLOTMENT TO BE THEIR OWN WORK AND TO BE THE PROPERTY OF RIVERS & ASSOCIATES, INC. TO GREENVILLE UTILITIES COMMISSION WATER, SEWER AND ELECTRIC EASEMENTS FOREVER AS SHOWN ON THIS EASEMENT ACQUISITION MAP.

SIGNED _____
 ATTEST _____
 SWORN TO AND SUBSCRIBED BEFORE
 ME THIS _____ DAY OF _____, 2017.
 NOTARY PUBLIC
 MY COMMISSION EXPIRES _____

Rivers
 & ASSOCIATES, INC.
 Landscape Architects
 107 East Second Street
 Greenville, NC 27834
 (252) 786-4100
 riversandassociates.com

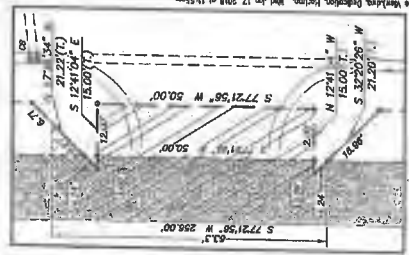
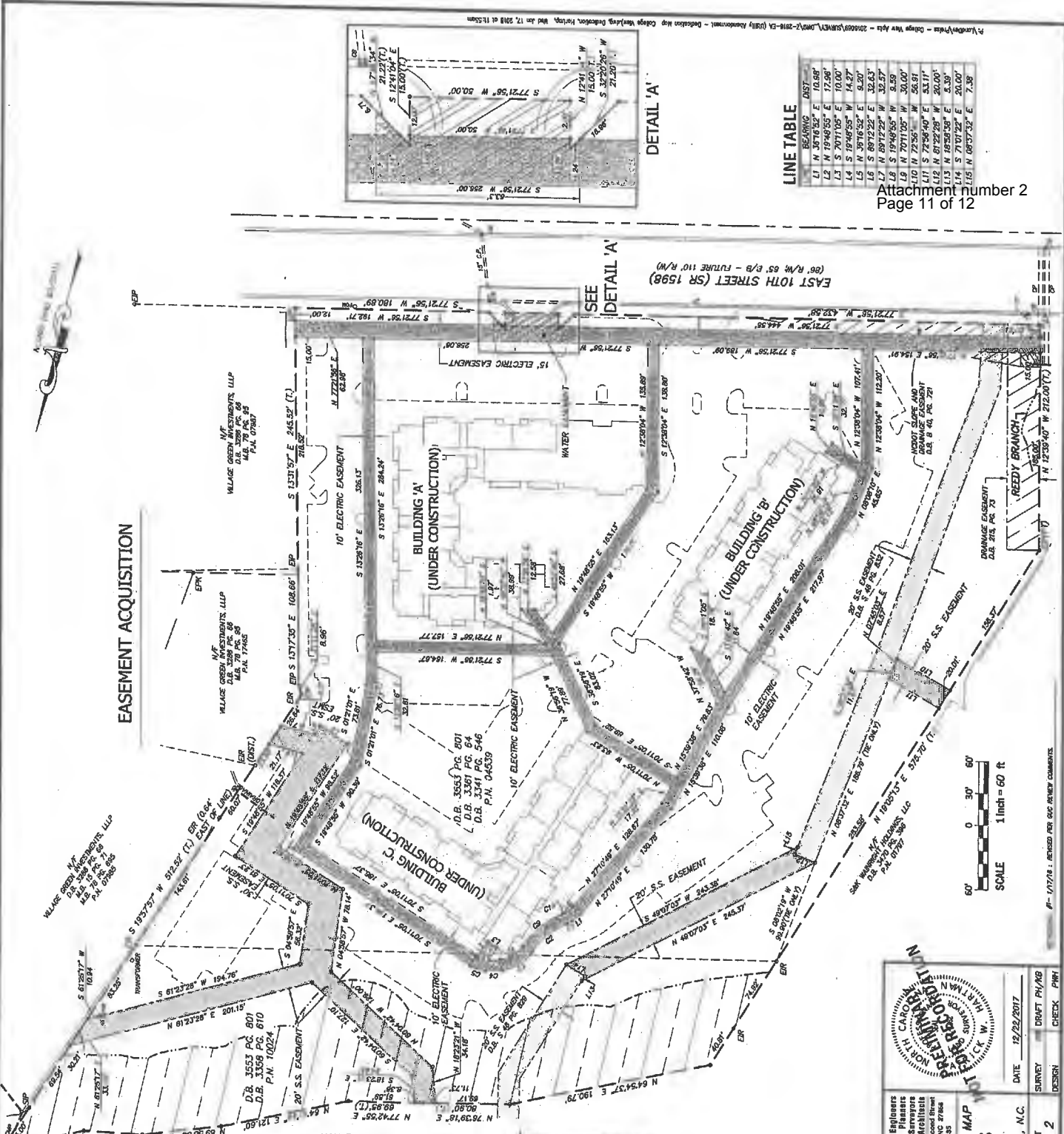
DATE: 12/22/2017
 SURVEY: DRAFT PH/AB
 DESIGN: CHECK: PHW

EASEMENT ACQUISITION AND ACQUISITION MAP
COLLEGE VIEW APARTMENTS
 aka EASTERN ON TENTH
 CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

SCALE: 1" = 60'

DRAWING NO. Z-2616-EA

SHEET 2 OF 2



LINE TABLE

POST	BEARING	DIST.
L1	N 57.62° E	10.98'
L2	N 19.48° S	12.98'
L3	S 70.11° W	10.00'
L4	S 19.48° S	14.27'
L5	N 39.16° S	9.20'
L6	S 69.12° E	32.63'
L7	N 89.12° W	32.57'
L8	S 19.48° S	9.59'
L9	N 70.11° W	30.00'
L10	N 72.36° E	56.91'
L11	S 72.36° E	53.17'
L12	N 15.55° S	4.00'
L13	N 85.52° E	4.00'
L14	S 71.02° E	30.00'
L15	N 09.57° E	7.35'

Attachment Number 2
 Page 11 of 12



SCALE 1 inch = 60 ft

20' Sanitary Sewer Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

Utility Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

Disclaimer:
 Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

**College View Apartments
 AKA Eastern on Tenth
 Easement to be Abandoned
 Pitt Co., NC**

Date Created: 1/19/2018

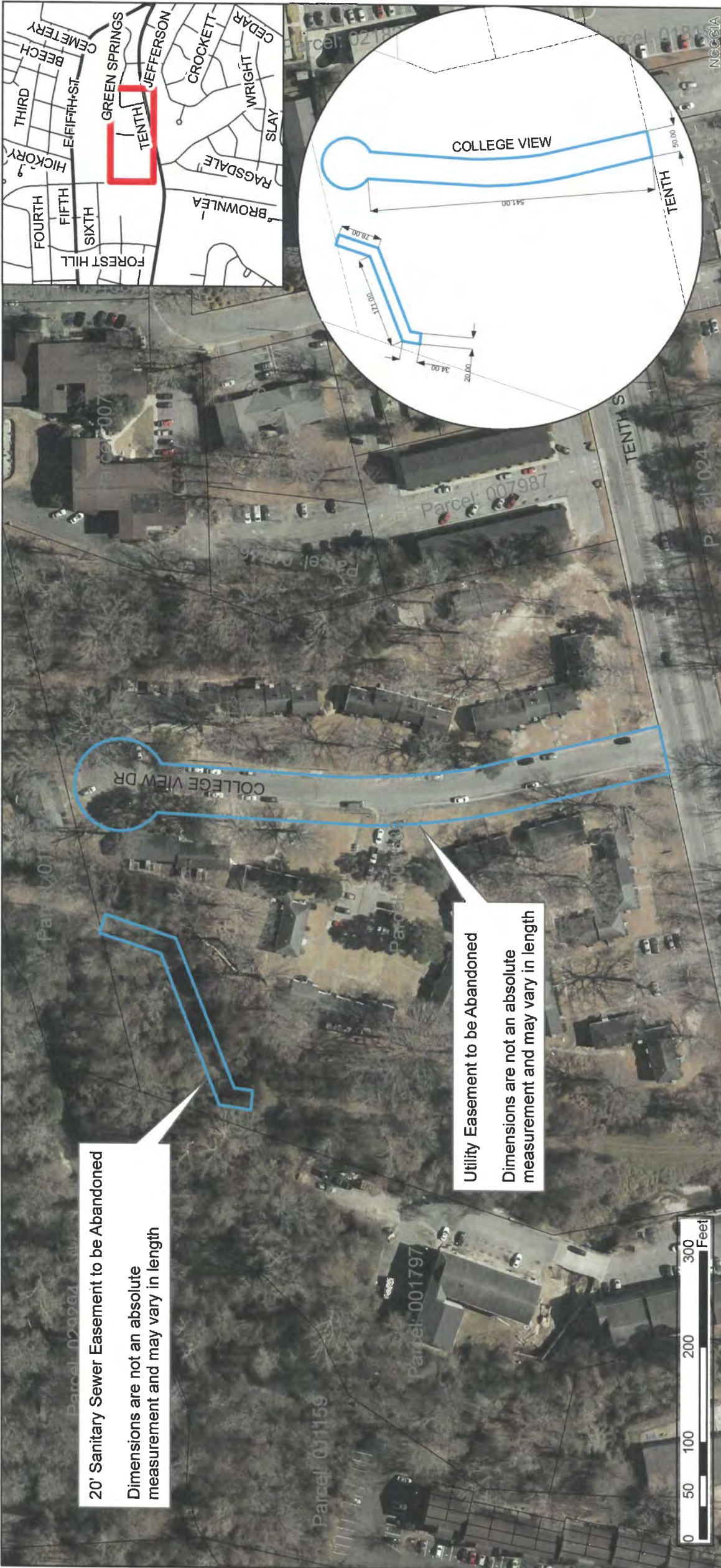
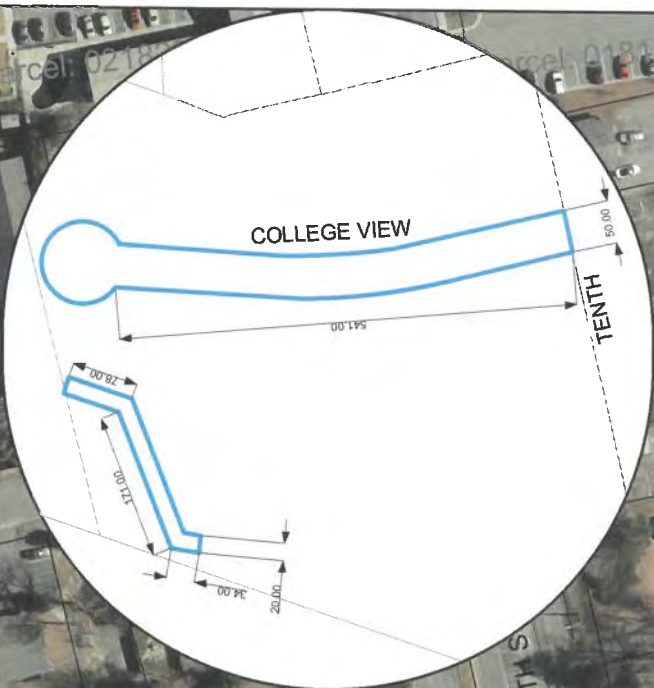
Created by: GDS

Requested by: Cliff Cahoon

Attachment number 2
 Page 2 of 12



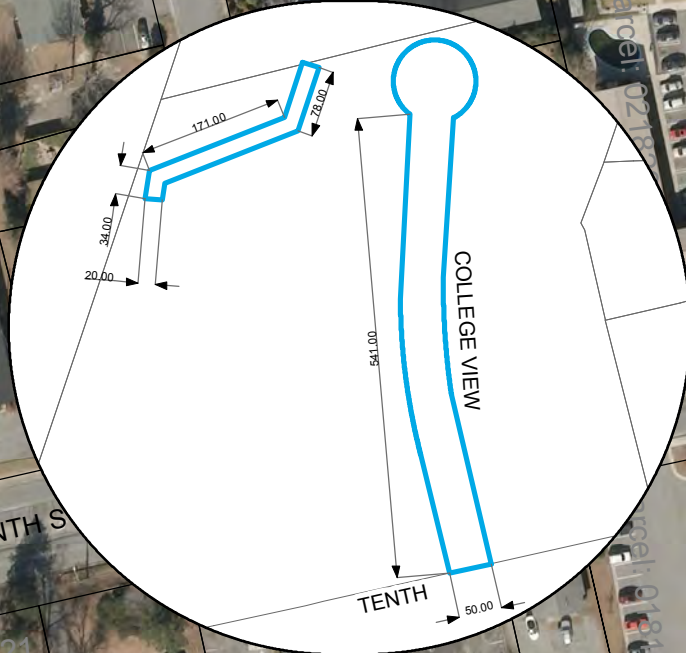
Greenville Utilities
 P.O. Box 1847
 Greenville, NC 27835
 (252) 752-7166
 Fax (252) 329-2172





20' Sanitary Sewer Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length

Utility Easement to be Abandoned
 Dimensions are not an absolute measurement and may vary in length



Disclaimer:
 Easements depicted on this map are for illustrative purposes only and may not be relied upon as an accurate representation for spatial reference. This map is not a certified survey and has not been reviewed by a local government agency for compliance with any applicable land development regulations. The source data is referenced from Pitt County Planning Department, the City of Greenville and GUC.

College View Apartments
AKA Eastern on Tenth
Easement to be Abandoned
 Pitt Co., NC
 Item # 3

Date Created: 1/19/2018
 Created by: GDS
 Requested by: Cliff Cahoon



Greenville Utilities
 P.O. Box 1847
 Greenville, NC 27835
 (252) 752-7166
 Fax (252) 329-2172

NCCGIA



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Acceptance of grant funds from the NC Governor's Crime Commission for the purchase of video recording equipment

Explanation: **Abstract:** The Greenville Police Department (GPD) has applied for and been accepted as a recipient of a NC Governor's Crime Commission grant to purchase video recording "dash cameras". This grant requires a 100% match from the City of Greenville.

Explanation: Just as GPD has been able to provide body worn cameras for all officers, GPD continues to work toward full implementation of recording systems (dash cameras) for each vehicle assigned to routine patrol. The dash cameras cost approximately \$6,500 each, which includes the camera, wiring, and all necessary mounting equipment. Currently, the department needs approximately 55 camera systems to reach full implementation.

GPD has applied for and been accepted as a recipient of a NC Governor's Crime Commission grant to purchase these cameras. This grant, if accepted, will provide the City of Greenville with \$98,355. It does require a 100% match from the City. The combined funding will allow GPD to purchase 30 of the 55 camera systems needed for full coverage.

Fiscal Note: This grant requires that all necessary equipment be purchased by June 30, 2018. The grant also requires a 100% match from the City, which will be funded in the current FY 2017-18 budget through lapsed salaries within the Police Department.

If approved, staff will prepare a Request for Proposals (RFP) in order to receive the best pricing and equipment available.

Recommendation: Staff recommends approval to accept the grant and dedication of funds from the appropriate expenditure account as determined by the City's Chief Financial Officer.

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

Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Resolution Authorizing Certain Signatures on City of Greenville Purchase Orders, Contracts, Agreements, and Cash Disbursements

Explanation: **Abstract:** Attached is a resolution approving the Financial Services Managers and Purchasing Manager, as deputy finance officers for the purpose of signing purchase orders, contracts, and agreements as part of the preaudit certification for the disbursement of funds. The resolution also approves the Financial Services Managers for the purposes of approving cash disbursements.

Explanation: North Carolina General Statute 159-28(a1) states that if a local written contract or written agreement requires the payment of money, or is evidenced by a written purchase order for supplies and materials, then the written contract, agreement, or purchase order shall include on its face a certificate stating that the instrument has been preaudited to assure that the budget ordinance includes an appropriation authorizing the obligation and an unencumbered balance remains in the appropriation sufficient to pay in the current fiscal year the sums obligated by the transaction. The Statute also states that the certificate shall be signed by the finance officer, or any deputy finance officer approved for this purpose by the governing board. This signature constitutes preaudit certification. An obligation incurred that has not been preaudited is invalid and may not be enforced.

The City's Financial Services Director position is currently authorized to perform preaudit certification in compliance with General Statute 159-28(a1) and cash disbursements under General Statute 159-28(b). The Local Government Commission has recommended that local units designate a secondary position to complete the preaudit certification and cash disbursements so as not to impede the unit's financial operations or to create instances where the unit would be out of compliance with the General Statute.

The attached resolution approves the Financial Services Managers and Purchasing Manager, as deputy finance officers for the purpose of signing purchase orders, contracts, and agreements as part of the preaudit certification for the disbursement of funds. This authorization shall be effective until the resolution is changed or

modified by City Council.

Fiscal Note: No fiscal impact.

Recommendation: Approve the attached resolution approving the Financial Services Managers and Purchasing Manager, as deputy finance officers for the purpose of signing purchase orders, contracts, agreements, and cash disbursements as part of the preaudit certification for the disbursement of funds.

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

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 [Deputy Finance Officers 2018 1070611](#)

RESOLUTION NO. -18

RESOLUTION AUTHORIZING SIGNATURES ON CITY OF GREENVILLE
PURCHASE ORDERS, CONTRACTS, AND AGREEMENTS

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

Section 1: That the Financial Services Managers and Purchasing Manager, are hereby designated as Deputy Finance Officers for the sole purpose of signing City of Greenville purchase orders, contracts, and agreements as part of the Preaudit Certification for the disbursement of funds.

Section 2: That the Financial Services Managers are hereby designated as Deputy Finance Officers for the purpose of signing City of Greenville cash disbursements.

Section 3: This resolution shall become effective immediately upon its adoption and shall remain in full force and effect until rescinded or modified by resolution of the City Council.

RESOLVED this the 8th day of March, 2018.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Greenville Urban Area Metropolitan Planning Organization's (MPO) Professional Services Consultant Recommendation for Development of the 2045 Metropolitan Transportation Plan

Explanation: **Abstract:** The Greenville Urban Area Metropolitan Planning Organization (MPO) is required by Federal and State regulations to update its long-range transportation plan titled the Metropolitan Transportation Plan (MTP) every five (5) years. To complete this update, the Greenville Urban Area MPO requests the City of Greenville, as the Lead Planning Agency, approve awarding Kimley-Horn a professional services contract to develop the 2045 MTP.

Explanation: Federal regulation 23 CFR 450 outlines that Metropolitan Planning Organizations (MPOs) must create and maintain a long-range transportation plan titled Metropolitan Transportation Plan (MTP) for MPOs as a part of its ongoing transportation planning processes with updates required every five (5) years. The MTP is a long-range planning document that has a planning horizon for twenty-five (25) years. The projects identified in the completed MTP will serve as the framework for all future submissions for the State Transportation Improvement Program. The MTP shall be continuous, cooperative, and comprehensive in implementing strategies, services, and projects addressing the following factors as defined in 23 CFR 450. 306:

1. Support the economic vitality of the metropolitan area with emphasis on competitiveness, productivity, and efficiency;
2. Increase the safety of the transportation system for both motorized and non-motorized users;
3. Increase the security of the transportation system for both motorized and non-motorized users;
4. Increase accessibility and mobility of people and freight;
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between transportation improvements and State and local planned growth and economic development patterns;
6. Enhance the integration and connectivity of the transportation system, across

- and between modes, for people and freight;
7. Promote efficient system management and operation;
 8. Emphasize the preservation of the existing transportation system;
 9. Improve the resiliency and reliability of the transportation system and reduce or mitigate storm water impacts of surface transportation; and
 10. Enhance travel and tourism.

In addition to the above factors, performance-based planning has now been mandated at the State and planning organization level. The North Carolina Department of Transportation (NCDOT) has released the first of four required sets of performance measures. The four categories of performance measures that must be incorporated in the 2045 MTP are:

- Safety
- Pavement and Bridge Condition
- CMAQ, Freight, System Performance, and Reliability
- Transit Asset Management

In September 2017, staff from the Greenville Urban Area MPO met with members of the North Carolina Department of Transportation (NCDOT) and the Federal Highway Administration (FHWA) to begin discussions on the planned update of the current 2014-2040 MTP. It was recommended that the MPO utilize a professional engineering and/or planning services firm to develop the mandated update tentatively titled the 2045 MTP. The 2045 MTP update will include new legislation, the Fixing America's Surface Transportation Act or FAST Act, that will drive the development process as new planning factors and the addition of above-mentioned performance measures are required for the first time within the 2045 MTP.

MPO staff developed a request for proposals (RFP) for services to update the MTP pursuant to the NCDOT's "Procurement of Consultant Services by MPOs" regulations. At the MPO's October 18, 2017, Technical Coordinating Committee (TCC) meeting and the November 8, 2018, Transportation Advisory Committee (TAC) meeting, the draft RFP was approved. The RFP was released on November 28, 2017, and an addendum to address consultant questions was released on December 11, 2017. At the conclusion of a forty-five (45) day open bid process, three qualified bids were received and opened on January 12, 2018. The Selection Committee, comprised of a representative from each of the MPO's jurisdictional members, convened on January 26, 2018, to evaluate all bids received in accordance with the process outlined in the RFP. At the conclusion of the evaluation process, Kimley-Horn's proposal was found to be the most responsive to the RFP and was therefore recommended by the Selection Committee for the award of a professional services contract to develop the Greenville Urban Area MPO's 2045 MTP.

Fiscal Note:

The 2045 Metropolitan Transportation Plan (MTP) process, per the scope identified (see attachment), is estimated to take fourteen (14) months to complete. This process will require extensive data analysis and public engagement in order to

link improvement recommendations to community vision and need. The budget for the 2045 MTP, as included in the RFP, is set as not to exceed \$175,000. The cost to develop the 2045 MTP is subject to an eighty-twenty (80-20) split with the jurisdictional members of the MPO cost sharing 20% (of which Greenville's percentage is approximately 12.7%) of the cost according to the Greenville Urban Area MPO's Memorandum of Understanding (MOU) and by-laws as adopted in 2013. The final net cost of this study for the City of Greenville is \$22,225.

Recommendation: Pursuant to Federal requirements, it is recommended that the City of Greenville City Council, acting as the Lead Planning Agency (LPA) of the Greenville Urban Area Metropolitan Planning Organization (MPO), approve the selection of Kimley-Horn as the consultant and grant the City Manager the authority to proceed in executing the contract to develop the 2045 Metropolitan Transportation Plan (MTP). The negotiated contract as outlined in the RFP is not to exceed \$175,000.

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

Attachments / click to download

 [MTP Agreement](#)



**CITY OF GREENVILLE,
NORTH CAROLINA
AS LEAD PLANNING AGENCY OF THE
GREENVILLE URBAN AREA METROPOLITAN PLANNING
ORGANIZATION (MPO)**

Request for Proposal #: 17-18-20

2045 Metropolitan Transportation Plan (MTP) Development

For the Greenville Urbanized Area

Date of Issue: November 28, 2017

Proposal Opening Date: January 12, 2018

At 2:00pm ET

Direct all inquiries concerning this RFP to:

Ryan Purtle
Transportation Planner/ MPO Coordinator
Greenville Urban Area Metropolitan Planning Organization
Email:RPurtle@Greenvillenc.gov
Phone: 252-329-4476



CITY OF GREENVILLE, NORTH CAROLINA

Request for Proposal

17-18-20

For internal State agency processing, including tabulation of proposals in the Interactive Purchasing System (IPS), please provide your company's Federal Employer Identification Number or alternate identification number (e.g. Social Security Number). Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page is to be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

ID Number:

Federal ID Number or Social Security Number

Vendor Name



CITY OF GREENVILLE, NORTH CAROLINA

Greenville Urban Area Metropolitan Planning Organization

1500 Beatty Street
Greenville, NC 27834

Refer **ALL** inquiries regarding this RFP to:

Ryan Purtle
Transportation Planner/MPO Coordinator
(252) 329-4476
RPurtle@Greenvillenc.gov

Request for Proposal # 17-18-20

Proposals will be publicly opened on: January 12, 2018

Contract Type: Professional Services

Description: 2045 Metropolitan Transportation Plan

Using Agency: Greenville Urban Area MPO

Requisition No.: None

In compliance with this Request for Proposals, and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein. By executing this proposal, the undersigned Vendor certifies that this proposal is submitted competitively and without collusion (G.S. 143-54), that none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and that it is not an ineligible Vendor as set forth in G.S. 143-59.1. False certification is a Class I felony. Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor's knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency. As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system. G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public Contract; or awarding or administering public Contracts; or inspecting or supervising delivery of the public Contract of any gift from anyone with a Contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

**Failure to execute/sign proposal prior to submittal shall render proposal invalid and it WILL BE REJECTED.
Late proposals cannot be accepted.**

VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #10):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:	FAX NUMBER:	
VENDOR'S AUTHORIZED SIGNATURE:	DATE:	EMAIL:

Offer valid for at least 60 days from date of proposal opening, unless otherwise stated here: _____ days. After this time, any withdrawal of offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If any or all parts of this proposal are accepted by the State of North Carolina, an authorized representative of the City of Greenville shall affix his/her signature hereto and this document and all provisions of this Request For Proposal along with the Vendor proposal response and the written results of any negotiations shall then constitute the written agreement between the parties. A copy of this acceptance will be forwarded to the successful Vendor(s).

<p>FOR CITY USE ONLY: Offer accepted and Contract awarded this ____ day of _____, 20____, as indicated on the attached certification, by _____</p> <p>(Authorized Representative of the City of Greenville)</p>
--

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1.0 PURPOSE AND BACKGROUND

The City of Greenville is located in Pitt County, North Carolina, in the eastern portion of the State. The MPO planning area is fully contained within Pitt County. The Greenville Metro Area has a population of approximately 177,220 residents (2016 US Census Metro Area estimate). This population is approximately a 5.4% increase in population over the year 2010 Metro Area population estimate of 168,148. The MPO anticipates this growth trend to continue in the future. It is estimated that the population of Pitt County could increase to 191,942 by 2036 (NC Office of State Budget and Management). The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). The City of Greenville is designated as the Lead Planning Agency for the MPO. The planning area for the MPO and this master plan is indicated on this map: <http://www.greenvillenc.gov/home/showdocument?id=760>

Geographically, the City of Greenville is the county seat of Pitt County, NC. The county is approximately 90 miles from, Atlantic Beach, NC, and approximately 85 miles from the state capital, Raleigh, NC.

As Lead Planning Agency (LPA), the City of Greenville is seeking proposals from qualified and professional consulting firms to work with the City in development of an updated Metropolitan Transportation Plan (MTP) for the entire Greenville Urban Area Metropolitan Planning Organization (MPO). It is anticipated the project will get underway in early 2018. The following jurisdictions are located within the MPO boundary: Town of Ayden, City of Greenville, Town of Winterville, Village of Simpson, and Pitt County (portion). This Request for Proposal (RFP) describes the elements requested for inclusion in the proposal.

This Plan will be titled the 2045 Metropolitan Transportation Plan (MTP). The MTP is used by Federal, State and local transportation professionals to plan and develop a safe, efficient and integrated multimodal transportation network within the Greenville Urbanized Area.

The 2045 MTP is expected to:*

1. Update and replace the 2014-2040 MTP
2. Incorporate all other Greenville Urbanized Area adopted Plans.
3. Comply with 13 USC 134, 49 USC 53, 23 CFR Part 450, MAP-21, FAST ACT and all other Federal and State requirements.
4. Identify and analyze of current transportation facilities outlining deficiencies and future year recommendations to increase safety, connectivity and access as they relate Plan forecast year.
5. Describe performance measures and targets for the current and plan year transportation network and how the 2045 MTP supports these measures.
6. Establish and discuss environmental mitigation techniques, land-use factors and economic development support
7. Operational and management strategies for congestion management and mobility as it pertains to the current and planned transportation network.
8. Establish congestion management and air quality conformance best practices
9. Establish a financial plan for implementation identifying public and private resources, additional financing strategies and ensuring estimated project costs and revenues are reported as year of expenditure values.

*the above list should be considered a minimum, with the expected Plan accomplishments exceeding the above list (for further detail see Section 5).

Under the provisions of the North Carolina Public Records Law, all proposals, after opening, will become public information. Unless a specific note is made to the contrary in your proposal or a subsequent contract,

we will assume that your proposal conforms to the City of Greenville's specifications and an award to you will bind you to comply fully with all of the following General Conditions and Stipulations.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

The detailed requirements set forth in the Proposal Format are mandatory. Failure by any firm(s) to respond to a specific requirement may result in disqualification. The City reserves the right to accept or reject any or all proposals. Vendors are reminded that proposals will be considered exactly as submitted. Points of clarification will be solicited from proposers at the discretion of the City. Those proposals determined not to be in compliance with provisions of this RFP and the applicable law and/or regulations will not be processed. All costs incurred by the proposer associated with RFP preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the proposer.

The information and proposed budget for the contractor selected for contract award will form the basis for negotiation of a contract. The City of Greenville reserves the right to issue a contract without further negotiation using the data contained in the RFP. Failure of a prospective contractor to accept this method of contract development will result in cancellation of the award.

Proposals shall not include the proposer's fee or cost estimate. Proposals will be evaluated solely based upon the criteria established within this RFP. The City of Greenville reserves the right to reject any or all Proposals, or any parts thereof, waive formalities, negotiate terms and conditions, and to select the consultant and service options that best meet the needs of the City and the Greenville Urbanized Area MPO. The project objective is to provide a blueprint for transportation network needs of the community. It is expected that all vendors will be able to furnish satisfactory evidence that they have the ability, experience, and capital to enable them to complete this project. Within thirty (30) days from receiving notice that the City of Greenville has awarded the contract, the firm awarded the contract shall submit to the City of Greenville an action plan and timetable for a proposed scope of services. City/MPO staff will not be conducting meetings with those consultants not selected.

The RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award. All attachments and addenda released for this RFP in advance of any Contract award are incorporated herein by reference.

2.1 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor's responsibility to read the Instructions, the City of Greenville's, acting as the LPA and on the behalf of the MPO, terms and conditions, all relevant exhibits and attachments, and any other components made a part of this RFP, and comply with all requirements and specifications herein. Vendors also are responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions, issues, or exceptions regarding any term, condition, or other component within this RFP, those must be submitted as questions in accordance with in the instructions in Section 2.5 PROPOSAL QUESTIONS. If the City of Greenville determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The City of Greenville may also elect to leave open the possibility for later negotiation and amendment of specific

provisions of the Contract that have been addressed during the question and answer period. Other than through this process, the City of Greenville rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor's proposal. This applies to any language appearing in or attached to the document as part of the Vendor's proposal that purports to vary any terms and conditions or Vendors' instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor's proposal shall constitute a firm offer. **By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded. Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor's proposal as nonresponsive.**

If a Vendor desires modification of the terms and conditions of this solicitation, it is urged and cautioned to inquire during the question period, in accordance with the instructions in this RFP, about whether specific language proposed as a modification is acceptable to or will be considered by the City of Greenville. Identification of objections or exceptions to the City of Greenville's terms and conditions in the proposal itself shall not be allowed and shall be disregarded or the proposal rejected.

A Vendor may, however, include a separate page along with its proposal, titled "Request for Proposed Modifications to Terms and Conditions," and identify specific modifications that it requests the City of Greenville to consider. The City of Greenville will evaluate all proposals without regard to any proposed modifications. Once a proposal has been identified as the one for which an award recommendation has been made but prior to approval of the recommendation, the City of Greenville, in its sole and absolute discretion, may consider any proposed modifications attached to that proposal. Any modification(s) to the terms and condition agreed to by the City of Greenville will be identified in the Certification of Award. Any ambiguity, vagueness, inconsistency or conflict, either internal to such modification(s) or arising when read in conjunction with other portions of the Contract, shall be construed strictly in favor of the City of Greenville. Only those proposed modifications identified in the award certification shall be part of the Contract, and the City of Greenville may ignore all proposed modifications, accept one or more and ignore others, accept all or, through negotiations after an award, agree to compromise language concerning one or more proposed modifications to be incorporated into a contract amendment. By executing and submitting its proposal in response to this RFP, Vendor understands and agrees that the City of Greenville may exercise its discretion not to consider any and all proposed modifications Vendor(s) may request and may accept Vendor's proposal under the terms and conditions of this RFP.

Contact with anyone working for or with the City of Greenville regarding this RFP other than the City of Greenville Contract Lead named on the face page of this RFP in the manner specified by this RFP shall constitute grounds for rejection of said Vendor's offer, at the City of Greenville's election.

2.2 RFP SCHEDULE

The table below shows the intended schedule for this RFP. The City of Greenville will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	City of Greenville	5:00pm November 28, 2017
Submit Written Questions	Vendor	5:00pm December 8, 2017
Provide Response to Questions	City of Greenville	5:00pm December 15, 2017
Submit Proposals	Vendor	2:00pm January 12, 2018
Contract Award	City of Greenville	Within 30 days
Contract Effective Date	City of Greenville	TBD by City of Greenville and Awarded Vendor

2.3 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the above due date.

Written questions shall be emailed to RPurtle@Greenvillenc.gov by the date and time specified above. Vendors should enter "RFP #17-18-20: Questions" as the subject for the email. Questions submittals should include a reference to the applicable RFP section and be submitted in a format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the City of Greenville's, acting as the LPA and on the behalf of the MPO, response, and any additional terms deemed necessary by the City of Greenville will be posted in the form of an addendum to the Interactive Purchasing System (IPS), <http://www.ips.state.nc.us> and to the City of Greenville RFP listing at www.greenvillenc.gov, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any City of Greenville personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely *only* on written material contained in an Addendum to this RFP.

2.4 PROPOSAL SUBMITTAL

Sealed proposals, subject to the conditions made a part hereof and the receipt requirements described below, shall be received at the address indicated in the table below, for furnishing and delivering those items or services as described herein.

Office Address of delivery by any method
<p><i>PROPOSAL NUMBER:17-18-20</i> Greenville Urban Area MPO 1500 Beatty Street Greenville, NC 27834</p>

IMPORTANT NOTE: All proposals shall be physically delivered to the office address listed above on or before the proposal deadline in order to be considered timely, regardless of the method of delivery. **This is an absolute requirement.** All risk of late arrival due to unanticipated delay—whether delivered by hand, U.S. Postal Service, courier or other delivery service is entirely on the Vendor. It is the sole responsibility of the Vendor to have the proposal physically in this Office by the specified time and date of opening. The time of delivery will be marked on each proposal when received, and any proposal received after the proposal submission deadline will be rejected. Sealed proposals, subject to the conditions made a part hereof, will be received at the address indicated in the table in this Section, for furnishing and delivering the commodity as described herein.

Vendors are cautioned that proposals sent via U.S. Mail, including Express Mail, may not be delivered by the Mail Service Center to the agency's office on the due date in time to meet the proposal deadline. All Vendors are urged to take the possibility of delay into account when submitting a proposal. **Attempts to submit a proposal via facsimile (FAX) machine, telephone or electronic means, including but not limited to email, in response to this RFP shall NOT be accepted.**

- a) Submit **two (4) signed, original executed** proposal responses, ten (10) photocopies, ten (10) un-redacted electronic copies on CD, DVD or flash drive and, if required, ten (10) redacted electronic (Proprietary and Confidential Information Excluded) copies on CD, DVD or flash drive of your proposal simultaneously to the address identified in the table above.
- b) Submit your proposal in a sealed package. Clearly mark each package with: (1) Vendor name; (2) the RFP number; and (3) the due date. Address the package(s) for delivery as shown in the table above. If Vendor is submitting more than one (1) proposal, each proposal shall be submitted in separate sealed envelopes and marked accordingly. For delivery purposes, separate sealed envelopes from a single Vendor may be included in the same outer package. Proposals are subject to rejection unless submitted with the information above included on the outside of the sealed proposal package.
- c) The electronic copies of your proposal must be provided on separate read-only CD's, DVD's or flash drives. The files on the discs **shall NOT** be password protected, shall be in .PDF or .XLS format, and shall be capable of being copied to other media including readable in Microsoft Word and/or Microsoft Excel.

Disc One must contain the entire Technical Proposal including any proprietary information and have the following label affixed to the disc: 1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Disc One - Technical Proposal Non-Redacted."

Disc two, if required for confidentiality, must contain the Technical Proposal **excluding** any proprietary information identified as confidential and proprietary in accordance with Attachment A, Paragraph 11 of the Instructions to Vendors. The City of Greenville, in responding to public records requests, will release the information on this disc. It is the sole responsibility of the Vendor to ensure that this disc complies with the requirements of A, Paragraph 11 of the Instructions to Vendors. The following label must be affixed to the disc: (1) Vendor name; (2) the RFP number; (3) the due date; and (4) the words "Disc Three Technical Proposal– Redacted Copy".

2.5 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Vendor RFP responses shall include the following items and those attachments should be arranged in the following order:

- a) Cover Letter
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Firm History and Experience: Proposer is requested to define the overall structure of the firm to include the following:
 - 1. Brief overview of firm's history, primary line of business as well as specialty areas.
 - 2. A description of the firm's principal business location and any other service locations, including the primary office that will service the City. Proposer will indicate the office location that each staff member will be based from.
 - 3. Length of time providing services as described herein.
 - 4. Expected communication responsibilities.
 - 5. Discuss any impending changes in your organization that could impact the delivery of services.
 - 6. Disclose any conflicts or perceived conflicts of interest as well as what procedures your firm utilizes to identify and resolve conflicts of interest.

d) Qualifications: Proposer is requested to provide a description of the proposed project team, staff qualifications, experience and credentials:

7. Description of service philosophy and what sets your company apart from other consulting firms.
8. Describe similar projects successfully undertaken by your company.
9. Introduce the project team by name with specific roles, qualifications, experience, present client load, distribution of responsibilities, and for each staff member state the anticipated percent of staff time that would be dedicated to this project.
10. Describe detailed history of each proposed project team member identifying work history that is similar to the role as proposed by consulting firm. Identify similarities of team members' previous work history to the role proposed for this master planning effort.
11. Project History Page (maximum of 5 pages, 1 per project): Proposer shall submit up to 5 pages of related project history, with one page dedicated to a single project showcasing similar projects as requested in this request for proposals. Each page shall detail:
 - i. Project title, location, project cost, and year completed; and
 - ii. Project Manager; and
 - iii. Percent of project completed by the proposer's firm; and
 - iv. Proposer firm's role(s) in development of the master plan; and
 - v. Client contact: phone number, email, and address; and Relevant staff from your firm: Identify key staff personnel, their role on that project, and indicate if they are proposed to have a role on the Greenville Urban Area MPO's planning project. If so, identify that proposed role.
 - vi. May include a small graphic of the cover page and/or relevant pages.
12. Indicate current responsibilities of person designated to serve as lead contact for the City of Greenville.
13. State level of organizational responsibility of key project staff members.
14. Include certifications held by Proposer's personnel.
15. Indicate back-up support capability.

e) Scope of Services: As indicated above, please include a draft scope of services with a detailed explanation of services offered, provide a detailed report of work proposed to be accomplished by NCDOT and the work tasks to be accomplished by the consultant.

f) References: Proposer is requested to provide a list of references with the RFP. Proposer may choose to use some, all, or none of the contacts mentioned in project history pages in item (d).11 above:

16. Provide the contact names and telephone numbers of five (5) references, preferably other municipalities, Counties, or MPO's.
17. Include name of the client, address, telephone number, and name of main contact.

g) Additional Information

18. Statement of Company Policy (for Personnel, Vacation, Sick Leave, Overtime, Pay Raise Policies, Travel and Subsistence Reimbursement, etc.)
19. Chart of Accounts
20. Financial Statements for the last fiscal year
21. Overhead Audit – [http://audit.transportation.org/Documents/AudAcctgGuide2012\(SPG-complete\).pdf](http://audit.transportation.org/Documents/AudAcctgGuide2012(SPG-complete).pdf)
22. Internal Control Questionnaire (ICQ), Certification of Final Indirect Costs letter (CCL) and Certification of Premium Overtime Policy must be completed each fiscal year and submitted with the overhead computation.

- h) Completed and signed version of EXECUTION PAGES, along with the body of the RFP (pages 2-20)¹, and signed receipt pages of any addenda released in conjunction with this RFP (if required to be returned).
- i) ATTACHMENT A: INSTRUCTIONS TO VENDORS
- j) ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS
- k) Completed and signed version of ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY VENDOR
- l) Completed and signed version of ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION
- m) Completed and signed version of ATTACHMENT E: CITY OF GREENVILLE MWBE FORM PACK
- n) ATTACHEMNT F: CERTIFICATE OF INSURANCE
- o) Completed and signed version of ATTACHMENT G: NCDOT FORM RS-2
- p) Completed and signed version of ATTACHMENT H: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS
- q) Completed and signed version of ATTACHMENT I: CONFLICT OF INTEREST CERTIFICATION
- r) If not registered with NCDOT as a vendor, Completed and signed version of ATTACHMENT J: NCDOT VENDOR REGISTRATION FORM (W-9)

The purpose of the Proposal is to demonstrate the qualifications, service level, competence, and capacity of the firms seeking to become a consultant of record for the City of Greenville. The vendor's proposal should include a Technical Proposal which addresses all the points outlined here as required. Proposals should be held to no more than 25 pages in length; this includes resumes and inserts and be printed on standard 8.5" x 11" paper and be bound. Tab dividers, cover page, letters of commitment from subcontractors, NCDOT's form RS-2, NCDOT's vendor registration form (W-9), certificate of insurance, conflict of interest certification, the City of Greenville MWBE Form Pack and the certification regarding debarment, suspension, ineligibility and voluntary exclusion for federal aid contracts will not be counted toward page limit

2.8 ALTERNATE PROPOSALS

Vendor may submit alternate proposals for various methods or levels of service(s) or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #___ *[for 'name of Vendor']*". Each proposal must be for a specific set of services and must include specific pricing. If a Vendor chooses to respond with various service offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.9 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

- a) **BAFO:** Best and Final Offer, submitted by a Vendor to alter its initial offer, made in response to a request by the issuing agency.
- b) **BUYER:** The employee of the State or Other Eligible Entity that places an order with the Vendor.
- c) **CONTRACT LEAD:** Representative of the City of Greenville, acting as the LPA and on the behalf of the MPO, who corresponds with potential Vendors in order to identify and contract with that Vendor providing the greatest benefit to the City of Greenville and who will administer this contract for the City of Greenville.

- d) **LPA:** Lead Planning Agency, The City of Greenville serves as the MPO's Lead Planning Agency
- e) **MPO:** Greenville Urban Area Metropolitan Planning Organization, regional transportation planning organization that is made up of elected officials and representatives from various local government agencies located within the Greenville urban area as well as representatives from the North Carolina Department of Transportation (NCDOT)
- f) **MTP:** Metropolitan Transportation Plan, a federally-mandated, long-term planning document detailing the transportation improvements and policies to be implemented in the MPO's planning area. This document is updated every 5 years.
- g) **QUALIFIED PROPOSAL:** A responsive proposal submitted by a responsible Vendor.
- h) **RFP:** Request for Proposal
- i) **STATE:** The State of North Carolina, including any of its sub-units recognized under North Carolina law.
- j) **STATE AGENCY:** Any of the more than 400 sub-units within the executive branch of the State, including its departments, boards, commissions, institutions of higher education and other institutions.
- k) **VENDOR:** Supplier, bidder, proposer, company, firm, corporation, partnership, individual or other entity submitting a response to a Request for Proposal.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

All qualified proposals will be evaluated and awards will be made to the Vendor(s) meeting the RFP requirements and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract to single Vendor, the City of Greenville reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the City of Greenville to do so.

The City of Greenville reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

During the evaluation period—from the date proposals are opened through the date the contract is awarded—each Vendor submitting a proposal (including its representatives, sub-contractors and/or suppliers) is prohibited from having any communications with any person inside or outside the using agency, issuing agency, other government agency office, or body (including the purchaser named above, department secretary, agency head, members of the general assembly and/or governor's office), or private entity, if the communication refers to the content of Vendor's proposal or qualifications, the contents of another Vendor's proposal, another Vendor's qualifications or ability to perform the contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals and/or the award of the contract. A Vendor not in compliance with this provision shall be disqualified from contract award, unless it is determined in the City of Greenville's discretion that the communication was harmless, that it was made without intent to influence and that the best interest of the City of Greenville would not be served by the disqualification. A Vendor's proposal may be disqualified if its sub-contractor and supplier engage in any of the foregoing communications during the time that the procurement is active (i.e., the issuance date of

the procurement to the date of contract award). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or general inquiries directed to the purchaser regarding requirements of the RFP (prior to proposal submission) or the status of the contract award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

Proposals will be reviewed and evaluated by a Selection Committee comprised of staff members from the City of Greenville, Pitt County, the Towns of Winterville and Ayden, the Village of Simpson, the North Carolina Department of Transportation and the Federal Highway Administration. The Selection Committee shall review all Vendor responses to this RFP to confirm that they meet the specifications and requirements of the RFP.

The City of Greenville will conduct a One-Step evaluation of Proposals:

Proposals will be received from each responsive Vendor in a sealed envelope or package.

All proposals must be received by the issuing agency not later than the date and time specified on the cover sheet of this RFP.

At that date and time, the package containing the proposals from each responding firm will be opened publicly.

At their option, the evaluators may request oral presentations or discussion with any or all Vendors for the purpose of clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Proposals will generally be evaluated according to completeness, content, and experience with similar projects, ability of the Vendor and its staff. Specific evaluation criteria are listed in 3.4 EVALUATION CRITERIA, below.

Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the Selection Committee reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the City of Greenville, MPO and its municipal partners and the North Carolina Department of Transportation.

The City of Greenville reserves the right to reject all original offers and request one or more of the Vendors submitting proposals within a competitive range to submit a best and final offer (BAFO), based on discussions and negotiations with the City of Greenville, if the initial responses to the RFP have been evaluated and determined to be unsatisfactory.

Upon completion of the evaluation process, the City of Greenville will make Award(s) based on the evaluation and post the award(s) to IPS under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the City of Greenville, MPO and its municipal partners and the North Carolina Department of Transportation.

3.4 EVALUATION CRITERIA

The Selection Committee may choose to select a consultant just based upon scoring of the proposals, or they may narrow down the submissions to no more than three finalists and then request them to give a presentation to the selection committee. The selection committee's recommendation will be brought forward to TCC and TAC of the Greenville Urban MPO for approval before recommending to the City Council of Greenville, as the LPA, that the contract be awarded to the recommended firm

The chosen consultant will be expected to meet with the selected Steering Committee, NCDOT, FHWA and MPO staff. The consultant will develop a plan and schedule detailing proposed meetings and frequency sufficient to provide the consultant necessary guidance and gather information, ideas, to update them on findings, progress, and Plan development future steps. Furthermore, it is envisioned the selected consultant will make a brief PowerPoint presentation for MPO-staff use summarizing key points, features, improvements, and highlights of the Plan and development process.

The Selection Committee will evaluate proposals based on the factors outlined below which shall be applied to all eligible, responsive proposals in selecting the successful Vendor. Award of such a contract may be made without discussion with proposers after responses are received. Proposals should, therefore, be submitted on the most favorable terms. The City reserves the right to void the contract if the successful proposer cannot perform services specified by the proposer's response

All qualified proposals will be evaluated and award made based on considering the following criteria, to result in an award most advantageous to the Greenville Urban Area MPO and the City of Greenville as the LPA:

- 1) **(35%)** Past performance - Performance evaluation ranking from previous work (composed of the following sub measures)
 - a) Quality score of similar work – (20%)
 - b) Proposed schedule feasibility – (10%)
 - c) Responsiveness to RFQ score – (5%)
- 2) **(15%)** Project Manager – Predicted ability to manage project (composed of the following sub measures)
 - a) Demonstrated experience in projects of similar type – (10%)
 - b) Quality of resume – (5%)
- 3) **(15%)** Approach to project – Project understanding and innovation that provides cost or time savings, or increased data reliability
 - a) Level of understanding – (10%)
 - b) Process and public involvement innovation – (5%)
- 4) **(10%)** Capacity of the project team to do the work - Evaluation of the ability of the proposed team's personnel and other resources to perform the project on time -
 - a) Ability to adequately complete project in a timely manner – (10%)
- 5) **(20%)** Team's documented qualifications – Technical expertise: Unique resources that yield a relevant added value to the deliverable
 - a) Demonstrated overall experience for the project – (10%)
 - b) Demonstrated Long Range Plan development/updating experience – (10%)
- 6) **(5%)** Location of assigned staff to the Greenville Urban Area MPO Boundary. (to be scored as follows)
 - a) Within 99 miles – full 5%
 - b) 100-199 miles – 4%
 - c) 200-299 miles – 3%
 - d) 300-499 miles - 2%
 - e) Greater than 500 miles – 1%

The relative merits of all proposals will be determined at the sole discretion of the Selection Committee. The successful candidate will be required to enter into a written agreement with the City of Greenville, as the Greenville Urban Area MPO LPA. This agreement will last for the period of time it is estimated to complete this study. The City of Greenville reserves the rights to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected. The City of Greenville will choose the proposal(s) that best fits its needs. The City and/or MPO will not conduct follow-up or debriefing interviews with those firms not selected at any stage of the selection process.

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY VENDOR. In addition to any other evaluation criteria identified in this RFP, the City of Greenville may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the City of Greenville:

- Level of quality provided by the Vendor
- Process and performance capability across multiple jurisdictions
- Protection of the City of Greenville's information and intellectual property
- Availability of pertinent skills
- Ability to understand the City of Greenville's business requirements and internal operational culture
- Particular risk factors such as the security of the City of Greenville's information technology
- Relations with citizens and employees
- Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This Request for Proposal serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the Department; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. As such, all terms in the Request for Proposal shall be enforceable as contract terms in accordance with the General Contract Terms and Conditions. The use of phrases such as "shall," "must," and "requirements" are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the Selection Committee will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the MPO's needs as described in the Request for Proposal. Except as specifically stated in the Request for Proposal, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the Selection Committee exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification or believes a change to a requirement would allow for the City of Greenville to receive a better proposal, the Vendor is urged and cautioned to submit these items in the form of a question during the question and answer period in accordance with Section 2.4.

4.1 CONTRACT TERM

The Contract shall have an initial term based upon the duration of the Vendor's proposed project schedule, in accordance with the federally mandated MPO adoption of the 2045 MTP, beginning on the date of

contract award (the “Effective Date”). The Vendor shall begin work under the Contract within 30 days of the Effective Date.

4.2 PRICING

Price shall not be used as a factor in the evaluation, ranking, and selection phase. All price or cost related items which include, but are not limited to, cost proposals, direct salaries/wage rates, indirect cost rates, and other direct costs are prohibited from use in evaluation criteria. The total budget for the proposed 2045 Metropolitan Transportation Plan Development is \$175,000.

4.3 INVOICES

- a) The Vendor must submit one monthly invoice within fifteen (15) calendar days following the end of each month in which work was performed.
- b) Invoices must be submitted to the following address: Greenville Urban Area MPO
Attn: Ryan Purtle, Transportation Planner
1500 Beatty Street
Greenville, NC 27834
- c) Invoices must be submitted to the Contract Lead in hard copy on the Contractor’s official letterhead stationery and must be identified by a unique invoice number. All invoice backup reports and spreadsheets must be provided in electronic format.
- d) Invoices must bear the correct contract number and purchase order number to ensure prompt payment. The Vendor’s failure to include the correct purchase order number may cause delay in payment.
- e) Invoices must include an accurate description of the work for which the invoice is being submitted, the invoice date, the period of time covered, the amount of fees due to the Vendor and the original signature of the Vendor’s project manager.

4.4 PAYMENT TERMS

The Vendor will be paid net thirty (30) calendar days after the Vendor’s invoice is approved by the Contract Lead.

4.5 FINANCIAL STABILITY

Each Vendor shall certify it is financially stable by completing the ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION. The City of Greenville is requiring this certification to minimize potential issues from Contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the City of Greenville within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification.

4.6 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the MPO. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person and contained within the proposal in the order outlined in Section 2.5.

4.7 REFERENCES

As stated in Section 2.5 (f), Vendors shall provide references for which your company has provided services of similar size and scope to that proposed herein. The Selection Committee may contact these users to determine the services provided are substantially similar in scope to those proposed herein and Vendor's performance has been satisfactory. The information obtained may be considered in the evaluation of the proposal. These references shall be contained within the proposal in the order outlined in Section 2.5.

4.8 BACKGROUND CHECKS

Vendor and its personnel may be required to provide or undergo background checks at Vendor's expense prior to beginning work with the City of Greenville. As part of Vendor background the details below must be provided to the City of Greenville:

- a) Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation or deception, of Vendor, its officers or directors, or any of its employees or other personnel to provide services on this project, of which Vendor has knowledge or a statement that it is aware of none;
- b) Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification or deception pending against Vendor of which it has knowledge or a statement it is aware of none;
- c) Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- d) Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- e) Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there are none.

Vendor's responses to these requests shall be considered to be continuing representations, and Vendor's failure to notify the City of Greenville within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing services under this contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform services under this contract.

4.9 PERSONNEL

Vendor shall not substitute key personnel assigned to the performance of this Contract without prior written approval by the Contract Lead. Vendor shall notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor's recommended substitute personnel. The Contract Lead will approve or disapprove the requested substitution in a timely manner. The City of Greenville, acting as the LPA and on the behalf of the MPO, may, in its sole discretion, terminate the services of any person providing services under this Contract. Upon such termination, the Contract Lead may request acceptable substitute personnel or terminate the contract services provided by such personnel.

4.10 VENDOR'S REPRESENTATIONS

- a) Vendor warrants that qualified personnel shall provide services under this Contract in a professional manner. "Professional manner" means that the personnel performing the services will possess the skill and competence consistent with the prevailing business standards in the industry. Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the City of Greenville under this Contract. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the City of Greenville. Names of any third party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor's obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).
- b) If any services, deliverables, functions, or responsibilities not specifically described in this Contract are required for Vendor's proper performance, provision and delivery of the service and deliverables under this Contract, or are an inherent part of or necessary sub-task included within such service, they will be deemed to be implied by and included within the scope of the contract to the same extent and in the same manner as if specifically described in the contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and Deliverables.
- c) Vendor warrants that it has the financial capacity to perform and to continue perform its obligations under the contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

5.0 SCOPE OF WORK

The selected consultant shall furnish professional planning and engineering services, including labor, subcontractor participation, materials, supplies, equipment, travel and transportation, necessary to develop the 2045 Metropolitan Transportation Plan (MTP). Federal guidance with regards to best practices should be evaluated within the development process.

The Consultant team will coordinate with MPO staff and members in the development process for the 2045 MTP, including all public involvement activities needed during Plan development. Public Involvement techniques should meet the MPO's Public Involvement Plan at a minimum. The Consultant should also incorporate innovative techniques and multiple initiatives for public participation throughout the development process.

5.1 GENERAL

To aid the development process, a steering committee shall be formed from MPO staff, member jurisdictions and pertinent stakeholders. Upon selection of a consultant, the MPO will select and form the Steering Committee and provide contact information to the Consultant. The Consultant should plan to also provide two presentations to the MPO's governing committees (Technical Coordinating Committee (TCC) and Transportation Advisory Committee (TAC)) at the 50% completion mark and as a final presentation for

plan adoption. Four total presentations to update the Steering Committee should be planned and coordinated between MPO staff, the Consultant and the Steering Committee.

The MPO will be updating their Travel Demand Model to the horizon year of 2045 in preparation for the 2045 MTP update. Completion of the model update is scheduled for August 2018. The Travel Demand model must be used in the development of the 2045 MTP as projects must be tested against the data contained within the model. Coordination to provide data from the model to the consultant prior to its completion shall be handled by MPO staff

The 2045 MTP will be a multi-modal plan and will include local, State and Federal highway systems; Greenville Area Transit, Pitt Area Transit, Vidant Medical Transit and ECU Transit; Pitt-Greenville Airport; commercial rail activity; Freight; bicycle and pedestrian facilities. This plan must be accepted and approved by the MPO, NC Department of Transportation and the Federal Highway Administration at completion.

The following MPO and local adopted plans and studies shall be utilized in development of the 2045 MTP:

- Adopted Long Range Land Use Plans for: Greenville, Winterville, Ayden, Simpson and Pitt County
- Active Transportation Master Plan (ATP)
- Comprehensive Transportation Plan (CTP) Highway Map
- City of Greenville Short Range Transit Plan
- Public Involvement Plan (PIP)
- Title VI Plan
- Southwest Bypass Corridor Study
- Greenville Boulevard and Arlington Boulevard Feasibility Studies
- All local transit plans, small area plans, studies or adopted documents

The primary City of Greenville staff, acting on behalf of the MPO, for this project are as follows:

- Kevin Mulligan, Director of Public Works, TCC Chairman
- Scott Godefroy, City Engineer
- Ryan Purtle, Transportation Planner

The Consultant shall furnish scope of services to develop the 2045 MTP that is creative with regards to approach, process and content. The development scope should ensure that the 2045 MTP is developed in accordance with Federal regulations and requirements as required in 13 USC 134, 49 USC 53, 23 CFR Part 450 and the FAST ACT. Innovative visualization and outreach techniques as a means to engage the public are an integral part of the development process and should be reflected as so in the scope.

The 2045 MTP shall assist the MPO in planning, developing and operating an innovative and integrated transportation network that will serve as a multi-modal system functioning to promote smart and sustainable mobility and development in the region.

5.2 OBJECTIVES

The 2045 MTP is expected to:*

1. Update and replace the 2014-2040 MTP
2. Incorporate all other Greenville Urbanized Area adopted Plans.
3. Comply with 13 USC 134, 49 USC 53, 23 CFR Part 450, MAP-21, FAST ACT and all other Federal and State requirements.

4. Utilize the MPO Travel Demand Model to identify transportation network deficiencies across all modes of transportation.
5. Identify and analyze of current transportation facilities outlining deficiencies and future year recommendations to increase safety, connectivity and access as they relate Plan forecast year.
6. Incorporate adopted performance measures for the following categories (as mandated by the FAST Act): 1) Safety, 2) Bridge/Pavement, 3) CMAQ, Reliability and Freight, 4) Transit Management
7. Identify, prioritize and program projects to the plan year of 2045 that mitigate network deficiencies and support the MPO's adopted performance measures
8. Establish and discuss environmental mitigation techniques
9. Study and discuss economic development and land-use factors as it pertains to the current and future year transportation network.
10. Study and discussion of socio-economic and demographic conditions with population trend; Land-use scenarios should be incorporated in an effort to utilize scenario planning for the 2045 Plan year.
11. Operational and management strategies for congestion management and mobility as it pertains to the current and planned transportation network.
12. Establish congestion management and air quality conformance best practices
13. Establish a financial plan for implementation identifying public and private resources with additional financing strategies while ensuring estimated project costs and revenues are reported as year of expenditure values.

**the above list should be considered a minimum, with the expected Plan accomplishments exceeding the above list of objectives.*

Deliverables at completion of the 2045 MTP shall at minimum include: **

1. Two (2) Final Plan presentations, one to each the Steering Committee and MPO Transportation Advisory Committee (TAC)
2. A copy of the Final Plan PowerPoint presentation for MPO use
3. Thirty (30) hard copies of the Final Plan, printed and bound in 8.5" x 11" format, tabbed, and 11" x 17" fan-folded pages inserted, as needed
4. Digital files including: a searchable PDF version of the Final Plan; Source images used in the Final Plan; all digital versions of materials used for public outreach and promotion
5. GIS shape files and layers formatted as described by the NCDOT's Transportation Planning Branch for use in the creation of the comprehensive Transportation Plan (CTP) mapping elements.

***Final deliverables shall be negotiated with the selected vendor as a part of the scope of service finalization.*

5.3 TASKS

As specified in Section 2.5, Vendors shall furnish a scope of services, listed by task item, required to produce a Federal and State compliant 2045 MTP that accomplishes and exceeds the objectives listed above. The selected vendor's scope of service provided within the proposal shall not be considered all encompassing. Once a vendor has been selected, the vendor, Selection Committee and primary staff, utilizing the vendors draft scope, will determine the full scope of the project and outline said scope as a part of the finalized contract.

5.4 PROJECT ORGANIZATION

Vendor shall describe the organizational and operational structure it proposes to utilize for the work described in this RFP, and identify the responsibilities to be assigned to each person Vendor proposes to staff the work.

5.5 TECHNICAL APPROACH

Vendor's proposal shall include, in narrative, outline, and/or graph form the Vendor's approach to accomplishing the tasks outlined in the Scope of Work section of this RFP. A description of each task and deliverable and the schedule for accomplishing each shall be included.

5.6 ACCEPTANCE OF WORK

In the event acceptance criteria for any work or deliverables is not described in contract documents or work orders hereunder, the City of Greenville, as the LPA and on the behalf of the MPO, shall have the obligation to notify Vendor, in writing ten (10) calendar days following completion of such work or deliverable described in the Contract that it is not acceptable. The notice shall specify in reasonable detail the reason(s) it is unacceptable. Acceptance by the City of Greenville shall not be unreasonably withheld; but may be conditioned or delayed as required for reasonable review, evaluation, installation or testing, as applicable of the work or deliverable. Final acceptance is expressly conditioned upon completion of all applicable assessment procedures. Should the work or deliverables fail to meet any requirements, acceptance criteria or otherwise fail to conform to the contract, the City of Greenville may exercise any and all rights hereunder, including, for deliverables, such rights provided by the Uniform Commercial Code as adopted in North Carolina.

5.7 WARRANTIES

Vendor warrants to the City of Greenville, acting as the LPA and on the behalf of the MPO, that all items furnished will be new (unless otherwise specifically requested in this RFP), of good material and workmanship, and Vendor agrees to replace any items which fail to comply with the specifications by reason of defective material or workmanship under normal use, free of City of Greenville or MPO's negligence or accident for a minimum of 90 days from date of acceptance. Such replacement shall include transportation costs free of any charge to the City of Greenville. This statement is not intended to limit any additional coverage, which may normally be associated with a product. Vendor shall assign to the City of Greenville all third party warranties applicable to such deliverables. Vendor warrants that the City of Greenville and/or MPO has all rights necessary to utilize all deliverables for their intended purpose free from all third party claims.

6.0 CONTRACT ADMINISTRATION

6.1 PROJECT MANAGER AND CUSTOMER SERVICE

The Vendor shall designate and make available to the City of Greenville, acting as the LPA and on the behalf of the MPO, a project manager. The project manager shall be the City of Greenville's and/or MPOs point of contact for contract related issues and issues concerning performance, progress review, scheduling and service.

6.2 POST AWARD MANAGEMENT REVIEW MEETINGS

The Vendor, at the request of the contract lead, shall meet periodically monthly with the contract lead and Steering Committee for Project Review meetings. The purpose of these meetings will be to review project

progress reports, discuss Vendor and MPO performance, address outstanding issues, review problem resolution, provide direction, evaluate continuous improvement and cost saving ideas, and discuss any other pertinent topics.

6.3 CONTINUOUS IMPROVEMENT

The City of Greenville, acting as the LPA and on the behalf of the MPO, encourages the Vendor to identify opportunities to reduce the total cost the MPO. A continuous improvement effort consisting of various ideas to enhance business efficiencies will be discussed at the periodic Business Review Meetings.

6.4 PERIODIC MONTHLY STATUS REPORTS

The Vendor shall provide periodic Management Reports to the designated Contract Lead on a monthly basis. This report shall include, at a minimum, information concerning the work accomplished during the reporting period; work to be accomplished during the subsequent reporting period; problems, real or anticipated, and notification of any significant deviation from previously agreed upon work plans and schedules. These reports shall be well organized and easy to read. The Vendor shall submit these reports electronically using Microsoft Excel and, as needed, either Microsoft PowerPoint or Microsoft Word. The Vendor shall submit the reports in a timely manner and on a regular schedule as agreed by the parties.

Within ten (10) business days of the award of the Contract the Vendor shall submit a final work plan and a sample report, both to the designated Contract Lead for approval.

6.5 DISPUTE RESOLUTION

The parties agree that it is in their mutual interest to resolve disputes informally. A claim by the Vendor shall be submitted in writing to the City of Greenville's, acting as the LPA and on the behalf of the MPO, Contract Lead for resolution. A claim by the Contract Lead shall be submitted in writing to the Vendor's Project Manager for resolution. The Parties shall negotiate in good faith and use all reasonable efforts to resolve such dispute(s). During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. If a dispute cannot be resolved between the Parties within thirty (30) days after delivery of notice, either Party may elect to exercise any other remedies available under this Contract, or at law. This term shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the contract shall be implemented by contract amendments agreed to in writing by the City of Greenville, acting as the LPA and on the behalf of the MPO, and Vendor.

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Attachments to this RFP begin on the next page.

ATTACHMENT A: INSTRUCTIONS TO VENDORS

1. **READ, REVIEW AND COMPLY:** It shall be the Vendor's responsibility to read this entire document, review all enclosures and attachments, and any addenda thereto, and comply with all requirements specified herein, regardless of whether appearing in these Instructions to Vendors or elsewhere in this RFP document.
2. **LATE PROPOSALS:** Late proposals, regardless of cause, will not be opened or considered, and will automatically be disqualified from further consideration. It shall be the Vendor's sole responsibility to ensure delivery at the designated office by the designated time.
3. **ACCEPTANCE AND REJECTION:** The City of Greenville, acting as the LPA and on the behalf of the MPO, reserves the right to reject any and all proposals, to waive any informality in proposals and, unless otherwise specified by the Vendor, to accept any item in the proposal. If either a unit price or an extended price is obviously in error and the other is obviously correct, the incorrect price will be disregarded.
4. **BASIS FOR REJECTION:** Pursuant to 01 NCAC 05B .0501, the City of Greenville, acting as the LPA and on the behalf of the MPO, reserves the right to reject any and all offers, in whole or in part, by deeming the offer unsatisfactory as to quality or quantity, delivery, price or service offered, non-compliance with the requirements or intent of this solicitation, lack of competitiveness, error(s) in specifications or indications that revision would be advantageous to the MPO, cancellation or other changes in the intended project or any other determination that the proposed requirement is no longer needed, limitation or lack of available funds, circumstances that prevent determination of the best offer, or any other determination that rejection would be in the best interest of the MPO.
5. **EXECUTION:** Failure to sign EXECUTION PAGE in the indicated space will render proposal non-responsive, and it shall be rejected.
6. **ORDER OF PRECEDENCE:** In cases of conflict between specific provisions in this solicitation or those in any resulting contract, the order of precedence shall be (high to low) (1) any special terms and conditions specific to this RFP, including any negotiated terms; (2) requirements and specifications in Sections 4, 5 and 6 of this RFP; (3) North Carolina General Contract Terms and Conditions in ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS; (4) Instructions in ATTACHMENT A: INSTRUCTIONS TO VENDORS; and (5) Vendor's Proposal.
7. **INFORMATION AND DESCRIPTIVE LITERATURE:** Vendor shall furnish all information requested and in the spaces provided in this document. Further, if required elsewhere in this proposal, each Vendor must submit with their proposal sketches, descriptive literature and/or complete specifications covering the products offered. Reference to literature submitted with a previous proposal or available elsewhere will not satisfy this provision. Proposals that do not comply with these requirements shall be subject to rejection without further consideration.
8. **SUSTAINABILITY:** To support the sustainability efforts of the State of North Carolina we solicit your cooperation in this effort. Pursuant to Executive Order 156 (1999), it is desirable that all responses meet the following:
 - All copies of the proposal are printed double sided.
 - All submittals and copies are printed on recycled paper with a minimum post-consumer content of 30%.

- Unless absolutely necessary, all proposals and copies should minimize or eliminate use of non-recyclable or non-reusable materials such as plastic report covers, plastic dividers, vinyl sleeves, and GBC binding. Three-ringed binders, glued materials, paper clips, and staples are acceptable.
- Materials should be submitted in a format which allows for easy removal, filing and/or recycling of paper and binder materials. Use of oversized paper is strongly discouraged unless necessary for clarity or legibility.

9. HISTORICALLY UNDERUTILIZED BUSINESSES: Pursuant to General Statute 143-48 and Executive Order #150 (1999), the City of Greenville invites and encourages participation in this procurement process by businesses owned by minorities, women, disabled, disabled business enterprises and non-profit work centers for the blind and severely disabled.

10. CITY OF GREENVILLE MWBE POLICY FOR PROFESSIONAL SERVICES OVER \$50,000: It is the policy of the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

Service providers responding to this solicitation shall comply with the MWBE program by making Good Faith Efforts to achieve the following aspirational goals for participation.

Professional Services	MBE	WBE
	4%	4%

Submitters shall submit MWBE information with their submissions on the forms provided. This information will be subject to verification by the City prior to contract award. As of July 1, 2009, contractors, subcontractors, suppliers, service providers, or MWBE members of joint ventures intended to satisfy City MWBE goals shall be certified by the NC Office of Historically Underutilized Businesses (NC HUB) only. Firms qualifying as "WBE" for the City's goals must be designated as a "women-owned business" by the HUB Office. Firms qualifying as "MBE" for the City's goals must be certified in one of the other categories (i.e.: Black, Hispanic, Asian American, American Indian, Disabled, or Socially and Economically Disadvantaged). According to new Statewide Uniform Certification (SWUC) Guidelines, ethnicity supersedes gender; therefore, firms who are certified as both a "WBE" and "MBE" will satisfy the "MBE" category only. Each goal must be met separately. Exceeding one goal does not satisfy requirements for the other. For required forms and additional information see Attachment E.

The City shall accept NCDOT certified firms on federally funded projects only.

Please note: A service provider may utilize any firm desired. However, for participation purposes, all MWBE firms who wish to do business as a minority must be certified by NC HUB. A complete database of NC HUB certified firms may be found at <http://www.doa.nc.gov/hub/>

11. SMALL PROFESSIONAL SERVICES FIRMS (SPSF): The City encourages the use of Small Professional Services Firms (SPSF). A firm certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and/or Women's Business Enterprise (WBE) automatically qualifies as an SPSF. Only firms certified by NCDOT qualify as a SPSF. North Carolina HUB-certified firms do not satisfy this requirement. The SPSF Program was developed to provide consulting opportunities for firms that meet the eligibility criteria to compete against other consulting firms that are comparably positioned in their industries. Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source. After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be

given priority consideration. The firm, at the time the proposal is submitted, shall submit a listing of all known small professional services firms (SPSF) that will participate in the performance of the identified work. The participation of each SPSF shall be submitted on a separate Form RS 2. In the event the firm has no SPSF/sub consultant participation, the firm shall indicate this on the Form RS-2 by entering the word 'none' or the number 'zero' and the form shall be signed and submitted with the proposal.

12. **RECIPROCAL PREFERENCE:** G.S. 143-59 establishes a reciprocal preference requirement to discourage other states from favoring their own resident Vendors by applying a percentage increase to the price of any proposal from a North Carolina resident Vendor. The "Principal Place of Business" is defined as that principal place from which the trade or business of the Vendor is directed or managed.
13. **CONFIDENTIAL INFORMATION:** To the extent permitted by applicable statutes and rules, the City of Greenville will maintain confidential trade secrets that the Vendor does not wish disclosed. As a condition to confidential treatment, each page containing trade secret information shall be identified in boldface at the top and bottom as "CONFIDENTIAL" by the Vendor, with specific trade secret information enclosed in boxes or similar indication. Cost information shall not be deemed confidential under any circumstances. Regardless of what a Vendor may label as a trade secret, the determination whether it is or is not entitled to protection will be determined in accordance with G.S. 132-1.2. Any material labeled as confidential constitutes a representation by the Vendor that it has made a reasonable effort in good faith to determine that such material is, in fact, a trade secret under G.S. 132-1.2. Vendors are urged and cautioned to limit the marking of information as a trade secret or as confidential so far as is possible.
14. **PROTEST PROCEDURES:** When a Vendor wishes to protest a Contract resulting from this solicitation that is awarded by the Division of Purchase and Contract, or awarded by an agency in an awarded amount of at least \$25,000, a Vendor shall submit a written request addressed to the City of Greenville Purchasing Manager at the Greenville City Hall, 200 W. Fifth Street, Greenville, NC 27834. A protest request related to an award amount of less than \$25,000 shall be sent to the purchasing officer of the agency that issued the award. The protest request must be received in the proper office within thirty (30) consecutive calendar days from the date of the Contract award. Protest letters **shall** contain specific grounds and reasons for the protest, how the protesting party was harmed by the award made and any documentation providing support for the protesting party's claims. **Note:** Contract award notices are sent only to the Vendor actually awarded the Contract, and not to every person or firm responding to a solicitation. Proposal status and Award notices are posted on the Internet at <https://www.ips.state.nc.us/ips/>. All protests will be handled pursuant to the North Carolina Administrative Code, 01 NCAC 05B .1519.
15. **MISCELLANEOUS:** Masculine pronouns shall be read to include feminine pronouns, and the singular of any word or phrase shall be read to include the plural and vice versa.
16. **COMMUNICATIONS BY VENDORS:** In submitting its proposal, the Vendor agrees not to discuss or otherwise reveal the contents of its proposal to any source, government or private, outside of the using or issuing agency until after the award of the Contract or cancellation of this RFP. All Vendors are forbidden from having any communications with the using or issuing agency, or any other representative of the City of Greenville or MPO concerning the solicitation, during the evaluation of the proposals (i.e., after the public opening of the proposals and before the award of the Contract), unless the City of Greenville or MPO directly contacts the Vendor(s) for purposes of seeking clarification or another reason permitted by the solicitation. A Vendor shall not: (a) transmit to the issuing and/or using agency any information commenting on the ability or qualifications of any other Vendor to provide the advertised good, equipment, commodity; (b) identify defects, errors and/or omissions in any other Vendor's proposal and/or prices at any time during the procurement process; and/or (c) engage in or attempt any other communication or conduct that could influence the evaluation and/or award of the Contract that is the subject of this RFP. Vendors not in compliance with this provision may be disqualified, at the option of the City of Greenville or MPO, from the Contract award. Only those communications with the using agency or issuing agency authorized by this RFP are permitted.

17. **TABULATIONS:** Proposal tabulations can be electronically retrieved at the Interactive Purchasing System (IPS), <https://www.ips.state.nc.us/ips/BidNumberSearch.aspx> or obtained from the City of Greenville Purchasing Office. Click on the IPS BIDS icon, click on Search for Bid, enter the proposal number, and then search. Tabulations will normally be available at this website not later than one working day after the proposal opening. Lengthy or complex tabulations may be summarized, with other details not made available on IPS, and requests for additional details or information concerning such tabulations cannot be honored.
18. **VENDOR REGISTRATION AND SOLICITATION NOTIFICATION SYSTEM:** The North Carolina electronic Vendor Portal (eVP) allows Vendors to electronically register free with the State to receive electronic notification of current procurement opportunities for goods and services of potential interests to them available on the Interactive Purchasing System, as well as notifications of status changes to those solicitations. Online registration and other purchasing information is available at the following website <https://www.ips.state.nc.us/>.
19. **WITHDRAWAL OF PROPOSAL:** a Proposal may be withdrawn only in writing and actually received by the office issuing the RFP prior to the time for the opening of Proposals identified on the cover page of this RFP (or such later date included in an Addendum to the RFP). A withdrawal request must be on Vendor's letterhead and signed by an official of the Vendor authorized to make such request. Any withdrawal request made after the opening of Proposals shall be allowed only for good cause shown and in the sole discretion of the Purchasing Division of the City of Greenville..
20. **INFORMAL COMMENTS:** The City of Greenville, acting as the LPA and on the behalf of the MPO, shall not be bound by informal explanations, instructions or information given at any time by anyone on behalf of the City of Greenville or MPO during the competitive process or after award. The City of Greenville is bound only by information provided in this RFP and in formal Addenda issued through IPS.
21. **COST FOR PROPOSAL PREPARATION:** Any costs incurred by Vendor in preparing or submitting offers are the Vendor's sole responsibility; the City of Greenville will not reimburse any Vendor for any costs incurred prior to award.
22. **VENDOR'S REPRESENTATIVE:** Each Vendor shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.
23. **SUBCONTRACTING:** Unless expressly prohibited, a Vendor may propose to subcontract portions of the work to identified subcontractor(s), provided that its proposal clearly describe what work it plans to subcontract and that Vendor includes in its proposal all information regarding employees, business experience, and other information for each proposed subcontractor that is required to be provided for Vendor itself.
24. **INSPECTION AT VENDOR'S SITE:** The City of Greenville reserves the right to inspect, at a reasonable time, the equipment/item, plant or other facilities of a prospective Vendor prior to Contract award, and during the Contract term as necessary for the City of Greenville, acting as the LPA and on the behalf of the MPO, determination that such equipment/item, plant or other facilities conform with the specifications/requirements and are adequate and suitable for the proper and effective performance of the Contract.

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ATTACHMENT B: NORTH CAROLINA GENERAL CONTRACT TERMS & CONDITIONS

1. **PERFORMANCE AND DEFAULT:** If, through any cause, Vendor shall fail to fulfill in timely and proper manner the obligations under this contract, the City of Greenville, acting as the LPA and on the behalf of the MPO, shall have the right to terminate this contract by giving written notice to the Vendor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Vendor shall, at the option of the City of Greenville and/or MPO, become its property, and the Vendor shall be entitled to receive just and equitable compensation for any acceptable work completed on such materials. Notwithstanding, Vendor shall not be relieved of liability to the City of Greenville or MPO for damages sustained by the City of Greenville or MPO by virtue of any breach of this contract, and the City of Greenville may withhold any payment due the Vendor for the purpose of setoff until such time as the exact amount of damages due the City of Greenville or MPO from such breach can be determined. The City of Greenville reserves the right to require at any time a performance bond or other acceptable alternative performance guarantees from a Vendor without expense to the City of Greenville or MPO.

In case of default by the Vendor, the City of Greenville may procure the goods and services necessary to complete performance hereunder from other sources and hold the Vendor responsible for any excess cost occasioned thereby. In addition, in the event of default by the Vendor under this contract, or upon the Vendor filing a petition for bankruptcy or the entering of a judgment of bankruptcy by or against the Vendor, the City of Greenville or MPO may immediately cease doing business with the Vendor, immediately terminate this contract for cause, and may act to debar the Vendor from doing future business with the City of Greenville.

2. **GOVERNMENTAL RESTRICTIONS:** In the event any Governmental restrictions are imposed which necessitate alteration of the material, quality, workmanship or performance of the goods or services offered prior to their delivery, it shall be the responsibility of the Vendor to notify, in writing, the Contract Lead at once, indicating the specific regulation which required such alterations. The City of Greenville and/or MPO reserves the right to accept any such alterations, including any price adjustments occasioned thereby, or to cancel the Contract.
3. **AVAILABILITY OF FUNDS:** Any and all payments to the Vendor shall be dependent upon and subject to the availability of funds to the agency for the purpose set forth in this contract.
4. **TAXES:** Any applicable taxes shall be invoiced as a separate item.
 - a. G.S. 143-59.1 bars the Secretary of Administration from entering into Contracts with Vendors if the Vendor or its affiliates meet one of the conditions of G.S. 105-164.8(b) and refuses to collect use tax on sales of tangible personal property to purchasers in North Carolina. Conditions under G.S. 105-164.8(b) include: (1) Maintenance of a retail establishment or office, (2) Presence of representatives in the State that solicit sales or transact business on behalf of the Vendor and (3) Systematic exploitation of the market by media-assisted, media-facilitated, or media-solicited means. By execution of the proposal document the Vendor certifies that it and all of its affiliates, (if it has affiliates), collect(s) the appropriate taxes.
 - b. All agencies participating in this Contract are exempt from Federal Taxes, such as excise and transportation. Exemption forms submitted by the Vendor will be executed and returned by the using agency.
 - c. Prices offered are not to include any personal property taxes, nor any sales or use tax (or fees)

unless required by the North Carolina Department of Revenue.

5. **SITUS:** The place of this Contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in Contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
6. **GOVERNING LAWS:** This Contract is made under and shall be governed, construed and enforced in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules.
7. **PAYMENT TERMS:** Payment terms are Net not later than 30 days after receipt of correct invoice or acceptance of goods, whichever is later. The using agency is responsible for all payments to the Vendor under the Contract. Payment by some agencies may be made by procurement card, if the Vendor accepts that card (Visa, MasterCard, etc.) from other customers, and it shall be accepted by the Vendor for payment under the same terms and conditions as any other method of payment accepted by the Vendor. If payment is made by procurement card, then payment may be processed immediately by the Vendor.
8. **AFFIRMATIVE ACTION:** The Vendor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of people with disabilities, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin or disability.
9. **INTELLECTUAL PROPERTY INDEMNITY:** Vendor shall hold and save the City of Greenville and/or MPO, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in any copyrighted material, patented or unpatented invention, articles, device or appliance delivered in connection with this contract.
10. **ADVERTISING:** Vendor agrees not to use the existence of this Contract or the name of the City of Greenville and/or MPO as part of any commercial advertising or marketing of products or services. A Vendor may inquire whether the City of Greenville or MPO is willing to act as a reference by providing factual information directly to other prospective customers.
11. **ACCESS TO PERSONS AND RECORDS:** During and after the term hereof, the contract lead, City of Greenville Auditor and any using agency's internal auditors shall have access to persons and records related to this Contract to verify accounts and data affecting fees or performance under the Contract, as provided in G.S. 143-49(9).
12. **ASSIGNMENT:** No assignment of the Vendor's obligations nor the Vendor's right to receive payment hereunder shall be permitted.

However, upon written request approved by the issuing purchasing authority and solely as a convenience to the Vendor, the City of Greenville may:

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

In no event shall such approval and action obligate the City of Greenville to anyone other than the Vendor and the Vendor shall remain responsible for fulfillment of all Contract obligations. Upon advance written request, the City of Greenville may, in its unfettered discretion, approve an assignment to the surviving entity of a merger, acquisition or corporate reorganization, if made as part of the transfer of all or substantially all of the Vendor's assets. Any purported assignment made in violation of this provision shall be void and a material breach of this Contract.

13. INSURANCE:

COVERAGE - During the term of the Contract, the Vendor at its sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the Contract. As a minimum, the Vendor shall provide and maintain the following coverage and limits:

Vendor shall maintain at its own expense:

1. **Commercial General Liability Insurance** in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.
2. **Professional Liability insurance** in an amount not less than \$1,000,000 per occurrence – if providing professional services;
3. **Workers Compensation Insurance** as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;
4. **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

REQUIREMENTS - Providing and maintaining adequate insurance coverage is a material obligation of the Vendor and is of the essence of this Contract. All such insurance shall meet all laws of the State of North Carolina. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in North Carolina. The Vendor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing North Carolina laws or this Contract. The limits of coverage under each insurance policy maintained by the Vendor shall not be interpreted as limiting the Vendor's liability and obligations under the Contract.

- 14. GENERAL INDEMNITY:** The Vendor shall hold and save the City of Greenville and/or MPO, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the Vendor in the performance of this Contract and that are attributable to the negligence or intentionally tortious acts of the Vendor provided that the Vendor is notified in writing within 30 days that the City of Greenville has knowledge of such claims. The Vendor represents and warrants that it shall make no claim of any kind or nature against the City of Greenville or MPO's agents who are involved in the delivery or processing of Vendor goods or services to the City of Greenville and/or MPO. The representation and warranty in the preceding sentence shall survive the termination or expiration of this Contract.

- 15. INDEPENDENT CONTRACTOR:** Vendor shall be considered to be an independent contractor and as

such shall be wholly responsible for the work to be performed and for the supervision of its employees. Vendor represents that it has, or will secure at its own expense, all personnel required in performing the services under this contract. Such employees shall not be employees of, or have any individual contractual relationship with the City of Greenville or MPO.

16. **KEY PERSONNEL:** Vendor shall not substitute key personnel assigned to the performance of this contract without prior written approval by the City of Greenville's assigned Contract Lead. The individuals designated as key personnel for purposes of this contract are those specified in the RFP and persons identified in Vendor's proposal.
17. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Vendor or its employees shall not be subcontracted without prior written approval of the City of Greenville's assigned Contract Administrator. Unless otherwise indicated, acceptance of a Vendor's proposal shall include approval to use the subcontractor(s) that have been specified therein in accordance with paragraph 20 of Attachment A: Instructions to Vendor.
18. **TERMINATION FOR CONVENIENCE:** The City of Greenville may terminate this contract at any time by providing 90 days' notice in writing from the City of Greenville to the Vendor. In that event, all finished or unfinished deliverable items prepared by the Vendor under this contract shall, at the option of the City of Greenville, become its property. If the contract is terminated by the City of Greenville as provided in this section, the City of Greenville shall pay for services satisfactorily completed by the Vendor, less any payment or compensation previously made.
19. **CONFIDENTIALITY:** Any City of Greenville and/or MPO information, data, instruments, documents, studies or reports given to or prepared or assembled by or provided to the Vendor under this contract shall be kept as confidential, used only for the purpose(s) required to perform this contract and not divulged or made available to any individual or organization without the prior written approval of the City of Greenville and/or MPO.
20. **CARE OF PROPERTY:** The Vendor agrees that it shall be responsible for the proper custody and care of any property furnished it by the City of Greenville and/or MPO for use in connection with the performance of this contract or purchased by or for the City of Greenville and/or MPO for this contract, and Vendor will reimburse the City of Greenville for loss or damage of such property while in Vendor's custody.
21. **PROPERTY RIGHTS:** All deliverable items and materials produced for or as a result of this contract shall become the property of the City of Greenville and MPO, and Vendor hereby assigns all ownership rights in such deliverables, including all intellectual property rights, to the City of Greenville and MPO; provided, however, that as to any preexisting works imbedded in such deliverables, Vendor hereby grants the City of Greenville and MPO a fully-paid, perpetual license to copy, distribute and adapt the preexisting works.
22. **OUTSOURCING:** Any Vendor or subcontractor providing call or contact center services to the State of North Carolina shall disclose to inbound callers the location from which the call or contact center services are being provided.

If, after award of a contract, the contractor wishes to relocate or outsource any portion of the work to a location outside the United States, or to contract with a subcontractor for the performance of any work, which subcontractor and nature of the work has not previously been disclosed to the City of Greenville in writing, prior written approval must be obtained from the State agency responsible for the contract.

Vendor shall give notice to the using agency of any relocation of the Vendor, employees of the Vendor, subcontractors of the Vendor, or other persons performing services under a City of Greenville contract to a location outside of the United States.

23. COMPLIANCE WITH LAWS: Vendor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business and its performance in accordance with this contract, including those of federal, state, and local agencies having jurisdiction and/or authority.

24. ENTIRE AGREEMENT: This RFP and any documents incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. This RFP, any addenda thereto, and the Vendor's proposal are incorporated herein by reference as though set forth verbatim.

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

25. AMENDMENTS: This contract may be amended only by a written amendment duly executed by the City of Greenville, as the LPA and on the behalf of the MPO, and the Vendor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.

26. WAIVER: The failure to enforce or the waiver by the City of Greenville of any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

27. FORCE MAJEURE: Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.

28. SOVEREIGN IMMUNITY: Notwithstanding any other term or provision in this contract, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity that otherwise would be available to the City of Greenville under applicable law.

This Space is Intentionally Left Blank

ATTACHMENT C: LOCATION OF WORKERS UTILIZED BY VENDOR

In accordance with NC General Statute 143-59.4, the Vendor shall detail the location(s) at which performance will occur, as well as the manner in which it intends to utilize resources or workers outside of the United States in the performance of this Contract. The City of Greenville will evaluate the additional risks, costs, and other factors associated with such utilization prior to making an award. Please complete items a, b, and c below.

a) Will any work under this Contract be performed outside the United States? YES NO

If the Vendor answered "YES" above, Vendor must complete items 1 and 2 below:

1. List the location(s) outside the United States where work under this Contract will be performed by the Vendor, any sub-Contractors, employees, or other persons performing work under the Contract:

2. Describe the corporate structure and location of corporate employees and activities of the Vendor, its affiliates or any other sub-Contractors that will perform work outside the U.S.:

b) The Vendor agrees to provide notice, in writing to the City of Greenville, of the relocation of the Vendor, employees of the Vendor, sub-Contractors of the Vendor, or other persons performing services under the Contract outside of the United States YES NO

NOTE: All Vendor or sub-Contractor personnel providing call or contact center services to the State of North Carolina under the Contract **shall** disclose to inbound callers the location from which the call or contact center services are being provided.

c) Identify all U.S. locations at which performance will occur:

This Space is Intentionally Left Blank

[This Attachment may be modified or deleted]

ATTACHMENT D: CERTIFICATION OF FINANCIAL CONDITION

Name of Vendor: _____

The undersigned hereby certifies that: [check all applicable boxes]

- The Vendor is in sound financial condition and, if applicable, has received an unqualified audit opinion for the latest audit of its financial statements.

Date of latest audit: _____

- The Vendor has no outstanding liabilities, including tax and judgment liens, to the Internal Revenue Service or any other government entity.

- The Vendor is current in all amounts due for payments of federal and state taxes and required employment-related contributions and withholdings.

- The Vendor is not the subject of any current litigation or findings of noncompliance under federal or state law.

- The Vendor has not been the subject of any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may impact in any way its ability to fulfill the requirements of this Contract.

- He or she is authorized to make the foregoing statements on behalf of the Vendor.

Note: This is a continuing certification and Vendor shall notify the Contract Lead within 15 days of any material change to any of the representations made herein.

If any one or more of the foregoing boxes is NOT checked, Vendor shall explain the reason in the space below:



Signature

Date

Printed Name

Title

[This Certification must be signed by an individual authorized to speak for the Vendor]

ATTACHMENT E: CITY OF GREENVILLE MWBE FORM PACK

Instructions

The submitter shall provide the following forms:

FORM 1—Sub-Service Provider Utilization Plan

This form provides the amount of sub-contracted work proposed on the project for MWBE. This proposed participation is based on the current scope of work. Submitter must turn in this form with submission. If the submitter does not customarily subcontract elements of this type of project, do not complete this form. Instead complete FORM 2.

FORM 2--Statement of Intent to Perform work without Sub-Service Providers

This form provides that the submitter does not customarily subcontract work on this type of project.

Sub-Service Provider Utilization Commitment

Submitted by the selected service provider after negotiation of the contract and prior to Award, this form lists the MWBE firms committed to participate on the project. This commitment will reflect any changes in the Plan due to adjustments in project scope.

NOTE: A firm is expected to maintain the level of participation proposed in FORM 1 – Sub-Service Provider Utilization Plan – unless there is a negotiated change in the service required by the City. A firm is also encouraged to increase MWBE participation in the Utilization Commitment as a result of ongoing Good Faith Efforts.

Proof of Payment Certification

Submitted by the selected service provider with each payment application, listing payments made to sub-consultants. This form is not provided with the submission.

In addition to the forms provided above, each service provider must provide a discussion of its diverse business policies and procedures to include the good faith efforts it employed to utilize minority and women-owned firms on this project. This discussion must include:

- 1. Outreach efforts that were employed by the firm to maximize the utilization of MWBE's.*
- 2. A history of MWBE firms used on similar projects; and*
- 3. The percentage participation of MWBE firms on these projects.*

NOTE: Those service providers submitting FORM 2 should discuss and provide documentation to justify 100% performance without the use of subconsultants (both majority and minority) per the statements of the form.

Minimum Compliance Requirements: All written statements, signed forms, or intentions made by the Submitter shall become a part of the agreement between the Submitter and the City for performance of contracts. Failure to comply with any of these statements, signed forms, or intentions or with the minority business guidelines shall constitute a breach of the contract. A finding by the City that any information submitted (either prior to award of the contract or during the performance of the contract) is inaccurate, false, or incomplete, shall also constitute a breach of the contract. Any such breach may result in termination of the contract in accordance with the termination provisions contained in the contract. It shall be solely at the option of the City whether to terminate the contract for breach or not. In determining whether a Submitter has made Good Faith Efforts, the City will evaluate all efforts made by the Submitter and will determine compliance in regard to quantity, intensity, and results of these efforts.

Sub-Service Provider Utilization Plan

FORM 1

(Must be included with submission if subcontracting any portion of work)

We _____, do certify that on the

 (Company Name)

_____ we propose to expend a minimum of
 _____%
 (Project Name)

of the total dollar amount of the contract with certified **MBE** firms and a minimum of
 _____% of the total dollar amount with **WBE** firms.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),

Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned intends to enter into a formal agreement with MWBE firms for work listed in this schedule conditional upon execution of a contract with the current scope proposed by the Owner.

The undersigned hereby certifies that he/she has read the terms of this agreement and is authorized to bind the submitter to the agreement herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

Statement of Intent to Perform work without Sub-Service Providers FORM 2

(Must be included with submission if not subcontracting any portion of work)

We, _____, hereby certify that it is our intent to perform *100% of the work required* for the _____ contract.

(Project Name)

In making this certification, the Proposer states the following:

i. It is a normal and customary practice of the Proposer to perform all elements of this type of contract with its own workforce and without the use of subconsultants. *The Proposer has substantiated this by providing documentation of at least three (3) other projects within the last five (5) years on which they have done so.*

Check box to indicate documentation is attached.

ii. The Proposer has a valid business reason for self-performing all work on the Contract as opposed to subcontracting with a MWBE. The Proposal must describe the valid business reason for self-performing, and the Proposer must submit with its Bid or Proposal documentation sufficient to demonstrate to the Authority reasonable satisfaction the validity of such assertions.

Check box to indicate documentation is attached.

iii. If it should become necessary to subcontract some portion of the work at a later date, the Proposer will notify the City and institute good faith efforts to comply with all requirements of the MWBE program in providing equal opportunities to MWBEs to subcontract the work. **The firm will also submit a Request to Change MWBE Participation Form (even if the final subconsultant is not MWBE).**

The undersigned hereby certifies that he or she has read the terms of this certification and is authorized to bind the Proposer in accordance herewith.

Date: _____

Name & Title of Authorized
Representative _____

Signature of Authorized
Representative _____

Sub-Service Provider Utilization Commitment

(Must be submitted after contract negotiation and prior to Award)

We _____, do certify that on the
 _____ (Company Name)
 _____ (Project) we will expend a minimum of _____% of the
 total dollar amount of the contract with certified **MBE** firms and a minimum of _____% of the
 total dollar amount of the work with **WBE**.

Name, Address, & Phone Number of Sub-Service Provider	*MWBE Category	Work description	% of Work

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),

Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

The undersigned will enter into a formal agreement with MWBE firms for work listed in this schedule. Failure to fulfill this commitment may constitute a breach of contract.

The undersigned hereby certifies that he/she has read the terms of this commitment and is authorized to bind the submitter to the commitment herein set forth.

Date: _____

Name & Title of Authorized Representative _____

Signature of Authorized Representative _____

REQUEST TO CHANGE MWBE PARTICIPATION

(Submit changes only if recipient of intent to award letter, continuing through project completion.)

Project: _____

Bidder or Prime Consultant: _____

Name & Title of Authorized Representative: _____

Address: _____ Phone #: _____

_____ Email Address: _____

Original Total Contract Amount: \$ _____

Total Contract Amount (including approved change orders or amendments):

\$ _____

Will this request change the dollar amount of the contract? Yes No

If yes, give the total contract amount including change orders and proposed change:

\$ _____

The proposed request will do the following to overall MWBE participation (please check one):

Increase Decrease No Change

Name of subconsultant: _____

Service provided: _____

Proposed Action:

___ Replace subconsultant

___ Perform work in-house

For the above actions, you must provide one of the following reasons (Please check applicable reason):

___ The listed MBE/WBE, after having had a reasonable opportunity to do so, fails or refuses to execute a written contract.

___ The listed MBE/WBE is bankrupt or insolvent.

 The listed MBE/WBE fails or refuses to perform his/her subcontract or furnish the listed materials.

___ The work performed by the listed subconsultant is unsatisfactory according to industry standards and is not in accordance with the plans and specifications; or the subconsultant is substantially delaying or disrupting the progress of the work.

If replacing subconsultant:

Name of replacement subconsultant: _____

Is the subconsultant a certified MWBE ? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Other Proposed Action:

Increase total dollar amount of work subconsultant* Add as an additional

Decrease total dollar amount of work Other

Please describe reason for requested action: _____

**If adding additional subconsultant:*

Is the subconsultant a certified MWBE? Yes No

If no, please attach documentation of outreach efforts employed by the firm to utilize an MWBE.

Dollar amount of original consultant contract \$ _____

Dollar amount of amended consultant contract \$ _____

Interoffice Use Only:

Approval Y N

Date _____

Signature _____

Pay Application No. _____
 Purchase Order No. _____

Proof of Payment Certification

MWBE Contractors, Suppliers, Service Providers

Project Name: _____

Prime Service Provider: _____

Current Contract Amount (including change orders): \$_____

Requested Payment Amount for this Period: \$_____

Is this the final payment? ___Yes ___No

Firm Name	MWBE Category*	Total Amount Paid from this Pay Request	Total Contract Amount	Total Amount Remaining

*Minority categories: Black, African American (**B**), Hispanic or Latino (**L**), Asian American (**A**) American Indian (**I**),

Female (**F**) Socially and Economically Disadvantaged (**S**) Disabled (**D**)

Date: _____

Certified By: _____

Name

Title

Signature

ATTACHMENT G: NCDOT FORM RS-2

**PRIME CONSULTANT
TO BE USED WITH PROFESSIONAL SERVICES CONTRACT ONLY
RACE AND GENDER NEUTRAL**

TIP No. and/or Type of Work (Limited Services)

(Consultant/Firm Name and Federal Tax Id)

<i>SERVICE / ITEM DESCRIPTION</i>		<i>Anticipated Utilization</i>
TOTAL UTILIZATION:		
RECOMMENDED BY:		
CONSULTANT:		
*BY:		
TITLE:		
SPSF Status:	Yes <input type="checkbox"/>	No <input type="checkbox"/>

“PRIME CONCONSULTANT” (FORM RS-2) RACE AND GENDER NEUTRAL

Instructions for completing the Form RS-2:

1. Complete a Prime Consultant Form RS-2 for the prime consultant firm.
2. Insert TIP Number and /or Type of Work (Limited Services)
3. Complete the Consultant/Firm name and Federal Tax ID Number for the primary firm information.
4. Enter Service/Item Description – describe work to be performed by the Prime Firm
5. Enter Anticipated Utilization – Insert dollar value or percent of work to the Prime Firm
6. *Signature of the Prime Consultant **is required** on each RS-2 Form to be submitted with the Letter of Interest (LOI) to be considered for selection
7. Complete “SPSF Status” section - Check the appropriate box regarding SPSF Status, check Yes if SPSF or No if not SPSF

ATTACHMENT H: CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY, ETC...

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR FEDERAL AID CONTRACTS**

(Compliance with 49CFR, Part 29)

I hereby certify that neither the below identified firm nor its principals are presently suspended, proposed for debarment, declared ineligible, or voluntarily excluded from entering into contract by any federal agency, or any department, agency, or political subdivision of any State and will immediately notify the City of Greenville and the Greenville Urban Area MPO of any such actions.

Name of Consultant / Firm _____

By: _____ Date _____
Signature of Authorized Representative

Title: _____

Instructions for Certification

1. By signing and submitting this certification with the proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted. If at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms 'covered transaction', 'debarred', 'suspended', 'ineligible', 'lower tier covered transaction', 'participant', 'person', 'primary covered transaction', 'principal', 'proposal', and 'voluntarily excluded', as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled * Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

<http://www.gpo.gov/fdsys/granule/CFR-2004-title49-vol1/CFR-2004-title49-vol1-part29/content-detail.html>

ATTACHMENT I: CERTIFICATION OF CONFLICT OF INTERESTS

**CONFLICT OF INTEREST CERTIFICATION FOR
CONSULTANTS/CONTRACTORS**

I certify that I have no present conflict of interest, that I have no knowledge of any conflict of interest that my firm may have, and that I will recuse myself from any capacity of decision making, approval, disapproval, or recommendation on any contract if I have a conflict of interest or a potential conflict of interest.

Consultants/Contractors are expected to safeguard their ability to make objective, fair, and impartial decisions when performing work for the MPO, and therefore may not accept benefits of any sort under circumstances in which it could be inferred by a reasonable observer that the benefit was intended to influence a pending or future decision of theirs, or to reward a past decision. Consultants performing work for the MPO should avoid any conduct (whether in the context of business, financial, or social relationships) which might undermine the public trust, whether or not that conduct is unethical or lends itself to the appearance of ethical impropriety.

For purposes of determining any possible conflict of interest, all firms, must disclose if any Greenville Urban Area Metropolitan Planning Organization Board Members, Employee(s), Advisory Committee Member(s), of if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a MPO employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

Yes _____ No _____

Name(s) _____ Position(s) _____

Name(s)	Position(s)

I realize that violation of the above mentioned standards could result in the termination of my work for the City of Greenville and the MPO.

DATE: _____ SIGNATURE: _____

Company: _____ NAME: _____
(Typed or Printed)

Address: _____ TITLE: _____

PHONE NO: _____ E-MA _____

ATTACHMENT J: NCDOT VENDOR REGISTRATION FORM, W-9

SUBSTITUTE FORM W-9

**VENDOR REGISTRATION FORM
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

Pursuant to Internal Revenue Service (IRS) Regulations, vendors must furnish their Taxpayer Identification Number (TIN) to the State. If this number is not provided, you may be subject to a 20% withholding on each payment. To avoid this 20% withholding and to insure that accurate tax information is reported to the Internal Revenue Service and the State, please use this form to provide the requested information exactly as it appears on file with the IRS.

**INDIVIDUAL AND SOLE PROPRIETOR: ENTER NAME AS SHOWN ON SOCIAL SECURITY CARD
CORPORATION OR PARTNERSHIP : ENTER YOUR LEGAL BUSINESS NAME**

NAME: _____

MAILING ADDRESS: STREET/PO BOX: _____

CITY, STATE, ZIP: _____

DBA / TRADE NAME (IF APPLICABLE): _____

BUSINESS DESIGNATION: INDIVIDUAL (use Social Security No.) SOLE PROPRIETER (use SS No. or Fed ID No.)
 CORPORATION (use Federal ID No.) PARTNERSHIP (use Federal ID No.)
 ESTATE/TRUST (use Federal ID no.) STATE OR LOCAL GOV'T. (use Federal ID No.)
 OTHER / SPECIFY _____

SOCIAL SECURITY NO. _____ - _____ - _____ (Social Security #)

OR

FED.EMPLOYER IDENTIFICATION NO. _____ - _____ - _____ (Employer Identification #)

COMPLETE THIS SECTION IF PAYMENTS ARE MADE TO AN ADDRESS OTHER THAN THE ONE LISTED ABOVE:

REMIT TO ADDRESS: STREET / PO BOX: _____
CITY, STATE, ZIP: _____

Participation in this section is voluntary. You are not required to complete this section to become a registered vendor. The information below will in no way affect the vendor registration process and its sole purpose is to collect statistical data on those vendors doing business with NCDOT. If you choose to participate, circle the answer that best fits your firm's group definition.

What is your firm's ethnicity? (Prefer Not To Answer, African American, Native American, Caucasian American, Asian American, Hispanic American, Asian-Indian American, Other: _____)

What is your firm's gender? (Prefer Not to Answer, Male, Female) **Disabled-Owned Business?** (Prefer Not to Answer, Yes, No)

IRS Certification

Under penalties of perjury, I certify that:

- 1. The number shown on this form is my correct taxpayer identification and
- 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- 3. I am a U.S. person (including a U.S. resident alien).

The IRS does not require your consent to any provision of this document other than the certifications required to avoid backup withholding. For complete certification instructions please see IRS FORM W-9 at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

NAME (Print or Type)

TITLE (Print or Type)

SIGNATURE

DATE

PHONE NUMBER

To avoid payment delays, completed forms should be returned promptly to:

**NC Department of Transportation
Fiscal/Commercial Accounts
1514 Mail Service Center
Raleigh, North Carolina 27699-1514**

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REQUEST FOR PROPOSAL #17-18-20

2045 Metropolitan Transportation Plan (MTP) Development

JANUARY 2018



Prepared for:

**Greenville Urban Area
Metropolitan Planning Organization (MPO)**

Prepared by:

Kimley»Horn



A) Cover Letter

January 12, 2018

Mr. Ryan Purtle
Transportation Planner/MPO Coordinator
Greenville Urban Area MPO
1500 Beatty Street
Greenville, NC 27834

Kimley-Horn

421 Fayetteville Street
Suite 600
Raleigh, NC 27601
www.kimley-horn.com

RE: Request for Proposal #: 17-18-20 – 2045 Metropolitan Transportation Plan (MTP) Development

Dear Mr. Purtle and Members of the Selection Committee:

Kimley-Horn understands the importance of the Greenville Urban Area MPO MTP and we are excited for the opportunity to partner with you to create an integrated strategy for the region. **During the last decade, we have specifically built our team to assist MPOs with long range transportation plans (LRTP).** For this update, the MPO needs a consultant with critical skills, such as performance-based planning, innovative outreach, multimodal integration, and financial planning. These skills are centerpieces of the Kimley-Horn team. As you select your consultant, please consider the following benefits Kimley-Horn offers you:

You will partner with a team that knows what works and what doesn't, resulting in successful project outcomes. Our nationally recognized and award-winning planning process has been demonstrated in progressive settings, such as Washington, DC; Austin, TX; Chattanooga, TN; and Tallahassee, FL. Our team also has a history of working with MPOs in the Carolinas, including Wilmington, Jacksonville, Rocky Mount, Goldsboro, Charlotte, and Raleigh, NC as well as Rock Hill, Sumter, Florence, Charleston, the Lowcountry, and Greenville, SC. This commitment allows us to focus on emerging issues, effective methods, and compliance with federal requirements. In the past five years, we've completed more than 20 Fixing America's Surface Transportation (FAST) Act/ Moving Ahead for Progress (MAP)-21 compliant plans.

Your project will stay on schedule, finish within budget, and remain our focus, giving you peace of mind that important milestones and goals will not be missed. As our core practice type, the frequency with which we work on federally-mandated LRTPs ensures an efficient and effective process from day one. Our experience also translates to better choices for our MPO clients as they respond to challenges inherent in every planning process. Most importantly, our streamlined consultant team has a history of successful partnerships, including your 2011 *Bicycle and Pedestrian Master Plan*. Our team's deep understanding of the area has been shaped by working with and within the region for years.

We believe an integrated transportation strategy can be transformative when it aligns with broader initiatives associated with economic vitality and quality of life. We look forward to the opportunity to serve the Greenville Urban Area MPO. If you have any questions, you can reach me at **919 653 2947** or **allison.fluitt@kimley-horn.com**. Thank you for your consideration of our qualifications.

Sincerely,



Allison Fluitt, P.E., AICP, Project Manager
919 653 2947 | allison.fluitt@kimley-horn.com

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B) Title Page

Kimley-Horn and Associates, Inc.

421 Fayetteville Street
Suite 600
Raleigh, NC 27601

919 677 2000



Jonathan Guy, P.E., AICP

803 403 8560

jonathan.guy@kimley-horn.com

Jonathan Guy will act as the **authorized representative** for this contract.

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C) Firm History and Experience

Firm History and Experience

Kimley-Horn is a national planning and design consulting firm that specializes in transportation and urban design. Founded 50 years ago, Kimley-Horn has a staff of more than 3,000 who serve a wide range of clients across many disciplines from more than 85 offices nationwide. Our multidisciplinary experience covers a wide range within transportation planning and engineering, landscape architecture and urban design, environmental planning and design, and public policy.

Kimley-Horn’s planners, urban designers, and engineers have a history of partnering with communities to develop progressive and context-sensitive transportation plans. In each community where we work, we strive to understand the values of that community and transform them into a vision that guides the planning process. Understanding the importance of diverse experiences, we intentionally partner with professionals of various backgrounds to create the opportunity for visionary thinking with a focus on implementation.

We continually look for ways to integrate transportation recommendations with other community initiatives and mandates. Our skill for understanding context enables us to craft specific solutions based on local character. Understanding how transportation infrastructure interfaces with the built environment and community character is a cornerstone of our planning approach.

Our holistic approach to the process and preparation of these plans emphasizes:

- True engagement of the public and stakeholders
- Collaboration among people from different backgrounds
- Integration of land use and transportation
- Multimodal approach to the transportation system
- Analytic foundation for decision making
- Consensus building
- Identification of realistic and implementable solutions
- Equity and fairness
- Sustainability and environmental stewardship

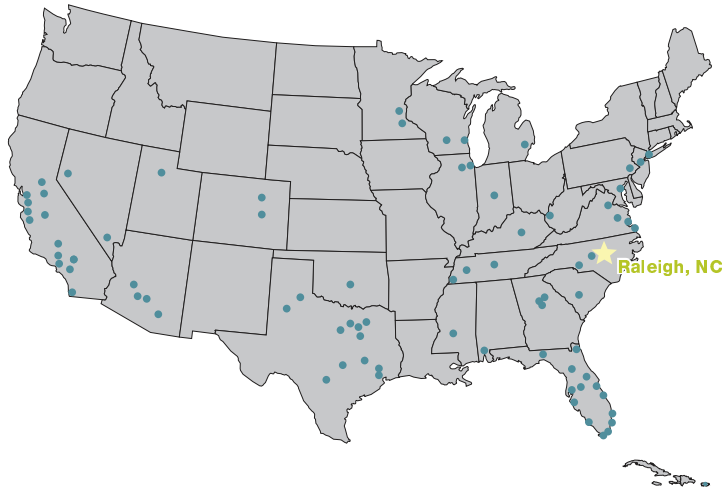
Kimley-Horn offers a wide range of services on projects national and local and for public infrastructure or private development. In addition to transportation and mobility planning, Kimley-Horn offers:

- Asset Management
- Aviation
- Energy
- Environmental
- Forensics
- Integrated Water
- Land Planning and Landscape Architecture
- Parking
- Roadway and Bridge
- Site Development
- Survey
- Technology
- Transit
- Transportation





Principal Business Location and Office that will Serve Greenville



We will serve the Greenville Urban Area MPO primarily from our Raleigh, NC office.

- Alabama**
Mobile
- Arizona**
Mesa
Phoenix
Prescott
Tucson
- California**
Capitola
Fresno
LA Downtown
LA San
Fernando Valley
Oakland
Orange
Pleasanton
Riverside
Sacramento
Salinas
San Diego
San Jose
- Colorado**
Aspen
Colorado
Springs
Denver
- Florida**
Boca-Delray
Fort Lauderdale
Fort Myers
Jacksonville
Lakeland
Miami
Ocala
Orlando
Sarasota
Tallahassee
Tampa
Vero Beach
West Palm Beach
- Georgia**
Alpharetta
Atlanta
Midtown
Peachtree
Corners
- Illinois**
Chicago
Downtown
Chicago
Suburban
- Indiana**
Indianapolis
- Kentucky**
Lexington
- Maryland**
Baltimore
- Michigan¹**
Troy
- Minnesota**
Rochester
Twin Cities
- Mississippi**
Ridgeland
- Nevada**
Las Vegas
Reno
- New Jersey**
Princeton
- New York²**
New York
White Plains
- North Carolina**
Charlotte
Durham
Raleigh
- Ohio**
Columbus
- Oklahoma**
Oklahoma City
- Pennsylvania**
Philadelphia
Pittsburgh
- South Carolina**
Columbia
- Tennessee**
Jackson
Memphis
Nashville
- Texas**
Austin
Austin South
Childress
College Station
Dallas
Fort Worth
Frisco
Houston
Las Colinas
Lubbock
McKinney
San Antonio
The Woodlands
- Utah**
Salt Lake City
- Virginia**
Newport News
Northern
Virginia
Richmond
Virginia Beach
- Washington DC**
- West Virginia**
Huntington
- Wisconsin**
Madison
Milwaukee
- Puerto Rico³**
San Juan

Affiliated Companies
¹ Kimley-Horn of Michigan, Inc.
² Kimley-Horn of New York, P.C.
³ Kimley-Horn Puerto Rico, LLC

Office Location of Each Staff Member

Staff Member	Role	Office Location	Firm
Allison Fluitt	Project Manager	Raleigh, NC	Kimley-Horn
Jonathan Whitehurst	QC/QA Manager; Planning Production Lead	Charlotte, NC	
Teresa Gresham	Planning Production Lead	Raleigh, NC	
Tim Padgett	Technical Production lead	Raleigh, NC	
Jonelle Hanson	Technical Production Lead	Raleigh, NC	
Jason Pace	Technical Production Lead	Raleigh, NC	
Nathaniel Heyward	Production Support	Charlotte, NC	
Lydia Statz	Production Support	Charlotte, NC	
Laura Ornstein	Production Support	Charlotte, NC	
Kristina King	Production Support	Raleigh, NC	
Allison Wright	Production Support	Raleigh, NC	
Brett Gallagher	Production Support	Raleigh, NC	
Stephen Stansbery	Public Engagement	Charlotte, NC	
Clarence Eng	Transit Planning	Tampa, FL	
William Roll	Congestion Management Planning	Lakeland, FL	
Mark Dunzo	Transportation Demand Management/ITS	Raleigh, NC	
Jeff Whitacre	Complete Streets	Fort Worth, TX	
Kenny Monroe	Freight Movement	Memphis, TN	
Jessica Rossi	Economic Analysis	Charlotte, NC	
Matt Hayes	Bicycle/Pedestrian Planning	Durham, NC	
Jason Reyes	Planning Production Lead	Durham, NC	

Length of Time Providing Services

Kimley-Horn has been operating since 1967. While the firm began as a transportation engineering firm, we quickly expanded our resume to transportation and land use planning. **Our core team has been working together to provide services identical to those described in your request for proposals (RFP) for more than a decade.** Please see the resumes beginning on page 8 for more information.

Expected Communication Responsibilities

The Kimley-Horn team is highly experienced in large-scale projects that demand close coordination among multiple team members. You and all our clients expect a high level of responsiveness, communication, and quality. These high standards have been ingrained in our planning staff by virtue of our continued service to clients that need us to stick to demanding schedules, a strict quality assurance program, and open lines of communication.

Our experience has shown that there really is no such thing as “over communication” between the client and the design team. For this reason, we recommend use of the following communications protocol, which we have employed successfully on numerous projects:

- A weekly conference call between the design team (with client participation, as needed) to discuss progress, schedule, and design issues
- A biweekly progress report summarizing, at a minimum, the following information:
 - Contact information for project managers and national resource team
 - Milestone list with anticipated and actual dates of completion

Design Data Sharing and Coordination

With regard to accurate sharing and communication of design data, Kimley-Horn has created and maintains a Sharefile that will be available to you and the entire project team. The project FTP folder is a secure method of file sharing that can be structured according to your preferences.

Impending Changes to Organization

Kimley-Horn was formed in 1967 and has maintained quality business practices since its founding. We do not anticipate any changes to our organization that would affect this project or our ability to serve the Greenville MPO.

If any changes to our team or organization do arise, we will promptly communicate the change as well as the steps we intend to take to mitigate or erase any undesirable affects on you or this project.

Conflicts of Interest or Perceived Conflicts of Interest

Neither Kimley-Horn nor Alta Planning, Inc. have any conflicts of interest regarding this project.

Procedures to Resolve Conflicts of Interest

Should a potential conflict of interest arise while working on any task pertaining to Greenville MPO 2045 MTP, you can be assured

that Kimley-Horn will immediately address any potential conflict of interest with the project manager and resolve the matter in accordance with good professional ethics and standards.

The entire Kimley-Horn team sincerely looks forward to providing professional engineering and related services to the MPO with the same high level of service and responsiveness you have come to expect with us over the years.

Diverse Business Practices

In response to the request in Attachment E, we have included our good faith efforts to use minority and women-owned firms. While we have not contracted with an MWBE for this contract, as a firm, we regularly contract with disadvantaged firms on projects and we fully support Greenville Urban Area MPO’s encouragement to use and involve MWBE firms for professional services contracts.

Outreach Efforts

We have strong partnerships with MWBE firms around the nation and use our pool of more than 3,000 employees to find the right subconsultant for each project.

We routinely call, email, and meet with MWBEs to ask for their help to complete complicated tasks.

History of MWBE Firms

Kimley-Horn has a company policy of meeting or exceeding our clients’ minority business participation goals. Through corporate policies and philosophy, our firm actively seeks to encourage and promote the use of MWBE firms. We provide interested minority firms with the opportunity to serve as subconsultants on our teams and we actively seek to increase our large database of qualified MWBE firms for use on future projects. Our aggressive MWBE utilization policy ensures that Kimley-Horn is consistently furthering the positive economic development momentum through the use of minority businesses.

Our commitment to retaining minority firms to assist on projects is demonstrated by the amounts Kimley-Horn has paid to such firms for the past 5 years.

Year	Total Paid	No. of Minority Businesses Utilized
2016	\$16.5 million	186
2015	\$15.5 million	198
2014	\$12.2 million	190
2013	\$10.9 million	191
2012	\$11 million	204

Percentage Participation

We have not partnered with an MWBE firm for this project but, as the opportunity arises, we are open and willing to partner with MWBEs on future projects with the Greenville Urban Area MPO.

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D) Qualifications

Qualifications

Service Philosophy

Our team’s philosophy centers around four basic tenets:

- 1. Outreach**—Engagement is critical and our team will combine time-tested techniques and innovative technology to engage targeted stakeholders and the public. When outreach is taken seriously, it generates information on par with technical data.
- 2. Informed Decision Making**—Our approach transcends visioning and analysis. It focuses on generating and communicating relevant information to stakeholders so that informed decisions guide the plan’s development.
- 3. Communication**—Creating successful plans requires expertise, focus, and hard work. However, our team’s familiarity with creating data-driven and replicable transportation planning processes means we don’t need to make it sound more complicated than it really is. Our deliverables are designed for all people, not just technical specialists.
- 4. Implementation**—We will build upon our superior record of developing regional long range transportation plans that effectively improve mobility, are implementable, and have created lasting improvements to the region and its collection of individual communities. The result will be a prioritized plan that includes clear direction on what to do next and how it can be funded.

Similar Projects

- **Sumter, SC**—we used alternate funding analysis as an educational tool for a local sales tax initiative
- **Capital Area MPO**—we used land use scenario modeling to inform the development of CTP-level recommendations
- **Washington, DC**—we used mobility scenarios to advance a plan that shifted resources from capacity projects (widening and new roadways) to transit investments and active transportation
- **Huntington, WV**—we linked the performance measures directly to the guiding principles and asked the steering committee to assign weighting values to the principles themselves
- **Chattanooga, TN**—we started with community leadership, making sure the outreach was well-timed, and went beyond educating and informing the public
- **Charlotte, NC**—we worked diligently to ensure that the profile of participation hit targets aligned with the demographic profile and geography of the 14-county region
- **Asheville, NC**—we identified and worked closely with local bike advocacy groups and employers to achieve high participation levels in surveys that provided invaluable planning input

Project Team

Our Team: Experienced and Cohesive

Our team includes planners, engineers, mobility specialists, economists, and designers. As a group, Kimley-Horn has intentionally paired these skills to serve MPOs in a way others

aren’t capable. This team works together every day and on every project. This experience brings efficiencies that free up resources (both time and money) for innovation and an emphasis on quality.

Project Leadership

Allison Fluitt, P.E., AICP will serve as your project manager. She will be your day-to-day contact and will serve as the front line of communication between the Kimley-Horn team and project stakeholders. Allison has led and contributed to more than 20 FAST Act/MAP-21 compliant LRTPs from Florida to North Dakota in the past 5 years, including **8 years** in the Carolinas. Allison also has significant experience working in eastern North Carolina, having completed LRTPs in Jacksonville, Goldsboro, and Wilmington and contributed to other transportation plans in Greenville (2011 *Bicycle and Pedestrian Master Plan* led by Alta), New Bern, Havelock, Onslow County, and the Albemarle region.

Jonathan Whitehurst, AICP will serve as QC/QA manager. He has worked with Allison on more than a dozen LRTPs during the last 12 years.

With a background in communications and professional experience in system-level multimodal transportation plans at various scales, he can hone a message so it resonates with diverse audiences. Jonathan will be involved in each task and decision, enabling you to coordinate directly with him if that is most convenient. He also will serve as task leader for public engagement, land use integration, transit, and reporting

and plan documents. Please refer to our project organizational chart on page 15 for more information.

Production Leads

MTPs require skills in planning and technical disciplines. It also requires significant guidance and participation from subject matter specialists. We organized our MTP team to include production leads for both the planning and technical aspects of the process. These team members have a history of working together on MTPs to execute a balanced approach that blends data, analytics, stakeholder input, and public feedback. We intentionally limit the production leads to a small core team to ensure ease of communication with project leadership and production support.

Staff Continuity

Our team doesn’t just have a history of delivering LRTPs on time, on budget, and with excellent results. We have a history of delivering these plans together and as a part of Kimley-Horn. We take pride in the longevity of our staff. Allison Fluitt has worked her entire 14-year career as a transportation planner at Kimley-Horn. Likewise, Jonathan Whitehurst has spent his 12-year career at Kimley-Horn. Effective project management comes from a team that has worked together for years on similar projects. Since 2004, this team has done just that.



Production Support

As shown in the matrix on page 16, our team includes a diverse skill set that often overlaps. This allows us to not merely rely on an individual, but rather a bench of specialists familiar with their role and the most effective ways to support the process. The skills matrix highlights the key skills and subject areas that will comprise the update of the plan. The production support team are composed of analysts from Raleigh and Charlotte that work with Allison and Jonathan daily. Familiarity of skills and understanding of work load are key contributors to the efficiency of the production support team.

National Resource Team

Our project team's organization and Kimley-Horn's unique business model provide you with unparalleled access to national subject matter specialists. As a one-profit-center firm, Kimley-Horn lacks the internal barriers many companies have, which prevent personnel from working in other geographies. We leverage this flexibility by treating our planning group as a national resource. As a result, our core team has working relationships with specialists in fields ranging from public engagement to congestion management planning.

Our Process: Consistent and Communicative

Administering the development of an MTP requires a team that is adaptable to the shifts that usually occur during the process. Anticipating these shifts from scoping through adoption has proven critical to the dozens of MTPs our team has completed. To ensure this project has a smooth startup that adequately addresses the needs of those involved, the Kimley-Horn team intends to use several tools, such as the following:

Project Work Plan with Communication Protocol

Upon notice to proceed (NTP), we will submit a project work plan to streamline communication between the project team, MPO staff, and stakeholders. The work plan will include a planning process overview, public engagement plan, communication protocol, and project milestone schedule. The work plan will be a dynamic document, adaptable to shifts in the project schedule, engagement activities, or project deliverables.

The communication protocol is a critical part of the project work plan. This element will identify the project contacts within the Kimley-Horn team as well as the MPO, the planning committees, NCDOT, Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and other stakeholders identified by the MPO. Managers for each task will be identified and the project communication chain will be established.

Scheduled Coordination Calls

We will work with the MPO to establish the preferred form and approach to consistent communication (email, telephone, etc.). We also will schedule regular coordination calls during which upcoming milestones, key schedule issues, and outstanding data needs will be coordinated and discussed.

Monthly Progress Reports

We will prepare monthly progress reports for use by MPO staff throughout the project. Progress reports will outline recent activities, upcoming milestones, and current issues to be resolved. The progress reports will be included with a copy of each month's invoice for your convenience.

Community of Planners

Many of our clients are curious about how other MPOs address challenges or emerging trends and methods. Our local team maintains contact with practitioners, non-profits, and agencies across the nation as a "community of planners" that share experiences. We build these relationships by working with other offices and new MPOs and serving on national committees focused on creating innovative planning solutions. It's not unusual for our previous and existing clients to forge new connections and strengthen professional relationships. These connections regularly outlive single planning processes and become lasting, mutually supportive relationships.

Quality Control

Our team is structured with checks and balances, meaning that each task and deliverable is reviewed and edited before it hits the desk of our project manager and QC/QA manager for their final review and revision; every team member plays an oversight role. Our team's longevity and history of collaboration are critical components of delivering on our mandate for quality. Each team member knows their responsibility, and because we're one team, we are motivated to protect the integrity of our reputation through quality.

Team Member Histories and Distribution of Responsibilities

Resumes for the project leads and national resources are included on the following pages. These individuals make up the key team members proposed for this project. Each of these team members is available immediately upon NTP to complete each task to meet or exceed your standards. Many of our key team members often work together on projects. Clients our team currently is serving include the **Rocky Mount MPO**, **GPATS**, and **FLATS**. These responsibilities will not impede our progress on your project in any way and, in fact, will offer valuable insights that the team can use throughout the duration of the MTP development process. The experience and expected contribution of the support personnel can be found in the matrix on page 16.

Allison Fluit, P.E., AICP
Project Manager



Relevant Experience

- Rocky Mount Connect 2045 LRTP, NC
- Mobility Plan (moveDC), Washington, DC
- CRTPA Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Kanawha-Putnam 2040 Regional Transportation Plan, Charleston, WV
- 2040 Metropolitan Transportation Plan, Wilmington, NC
- Jacksonville Urban Area 2040 LRTP, NC
- Memphis Livability 2050 Regional Transportation Plan, TN/MS

Professional Qualifications
M.S., Civil Engineering, University of Texas, Austin, 2003
B.S., Civil Engineering, University of Tennessee, 2002
Professional Engineer in NC
American Institute of Certified Planners
Availability: 50%

Jonathan Whitehurst, AICP
QC/QA Manager; Planning Production Lead



Relevant Experience

- Baton Rouge Regional Mobility Strategy, LA
- 2040 Metropolitan Transportation Plan, Wilmington, NC
- CRTPA Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Kanawha-Putnam 2040 Regional Transportation Plan, Charleston, WV
- GPATS Horizon 2040 and Woodruff Road Corridor Plan, Greenville County, SC
- Jacksonville Urban Area 2040 LRTP, NC

Professional Qualifications
Master of Urban and Environmental Planning, University of Virginia, 2006
B.A., Journalism and Mass Communications, University of North Carolina, 2001
American Institute of Certified Planners
Availability: 50%

Jason Reyes
Planning Production Lead



Relevant Experience

- Greenville Urban Area MPO Active Transportation Plan, Greenville, NC
- WalkBikeNC (Statewide Pedestrian and Bicycle Plan), Statewide, NC
- Burlington Bikeways and Greenways Master Plan, Burlington, NC
- Various Municipal Bicycle and Pedestrian Transportation Plans, Statewide, NC

Professional Qualifications
M.S., Community and Regional Planning, University of Texas at Austin, 2005
B.S., Sociology, Mary Washington College, 2000
American Institute of Certified Planners
Availability: 50%

Teresa Gresham, P.E.
Planning Production Lead



Relevant Experience

- U-3315, Stantonsburg Road/Tenth Street Connector, Greenville, NC
- U-5606, Dickinson Avenue Improvements, Greenville, NC
- Transportation Visioning Study, Kernersville, NC
- U-5760, Big Mill Farm Road/Hopkins Road Improvements, Kernersville, NC
- NCDOT Public Involvement Assistance and Community Studies On-Call, Statewide, NC
- U-5845, South Churchton Street Improvements, Hillsborough, NC

Professional Qualifications
M.S., Civil Engineering, University of Texas, Austin, 2001
B.S., Civil Engineering, Michigan Technical University, 2000
Professional Engineer in NC and SC
Availability: 50%

Tim Padgett, P.E.
Technical Production Lead



Relevant Experience

- Greenville Travel Demand Model Update, Greenville, NC
- NCDOT On-Call Modeling, Statewide, NC
- 2040 Metropolitan Transportation Plan, Wilmington, NC
- Mobility Plan (moveDC), Washington, DC
- 2040 Multimodal Regional Transportation Plan, Chattanooga, TN and Northern GA
- NCDOT Travel Demand Modeling On-Call, Statewide, NC

Professional Qualifications
MCE, Transportation Engineering, North Carolina State University, 1998
B.S., Civil Engineering, North Carolina State University, 1992
Professional Engineer in NC
Availability: 25%



Jonelle Hanson, AICP

Technical Production Lead



Relevant Experience

- Kanawha-Putnam 2040 Regional Transportation Plan, Charleston, WV
- GPATS Horizon 2040 and Woodruff Road Corridor Plan, Greenville County, SC
- College Station Transportation Plan, Existing and Future Conditions Analysis, TX
- Longview Transportation MPO, TX
- Dallas CityMap, TX
- Denton Mobility Plan, TX
- Sherman-Denison MPO, 2040 Metropolitan Transportation Plan Update, TX

Professional Qualifications

Master of City and Regional Planning, University of Texas, Arlington, 2012
B.A., Communication and Business, Christopher Newport University, 2005
American Institute of Certified Planners
Availability: 50%

Jason Pace, P.E.

Technical Production Lead



Relevant Experience

- U-3315, Stantonsburg Road/Tenth Street Connector Project, Greenville, NC
- U-5606, Dickinson Avenue Improvements, Greenville, NC
- EB-5539 South Tar Greenway, Phase 3, NC
- EB-4996 Green Mill Run Greenway, Phase 2, NC
- U-5501, Reedy Creek Road Design Study, Cary, NC

Professional Qualifications

B.S., Civil Engineering, North Carolina State University, 2002
Professional Engineer in NC and SC
Availability: 40%

Stephen Stansbery, AICP

Public Engagement



Relevant Experience

- CRTPA Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Austin Strategic Mobility Plan and Street Design Guide, Austin, TX
- Transportation and Land Use Plan, Greer, SC
- RFATS 2040 Long Range Transportation Plan, Rock Hill, SC
- SUATS 2040 Long Range Transportation Plan and Travel Demand Model, Sumter, SC
- Mobility Plan (moveDC), Washington, D.C.

Professional Qualifications

Master of City and Regional Planning, Ohio State University, 1995
B.S., Physical Geography, Florida State University, 1993
American Institute of Certified Planners
Availability: 35%

Matt Hayes, AICP

Bike/Ped | Alta



Relevant Experience

- Greenville Urban Area MPO Active Transportation Plan, Greenville, NC
- WalkBikeNC (Statewide Pedestrian and Bicycle Plan), Statewide, NC
- Raleigh Bicycle Transportation Plan, Raleigh, NC
- Burlington Bikeways and Greenways Master Plan, Burlington, NC
- Rocky Mount Bicycle Pedestrian Plans, NC

Professional Qualifications

M.A., Geography, University of North Carolina, Chapel Hill, 2002
B.S., Biology, Samford University, 1999
American Institute of Certified Planners
Availability: 30%

Clarence Eng, AICP

Transit Planning



Relevant Experience

- Tampa Innovation District Mobility Master Plan, Tampa, FL
- Miami Beach Light Rail/Modern Streetcar P3 Program Management, Miami, FL
- US 192 Bus Rapid Transit, Osceola County, FL
- Catawba Regional COG, Corridors Study (US 521 North and SC 9 North), Lancaster County, SC
- Hillsborough County 2050 Transit Plan, Tampa, FL
- Richmond Broad Street BRT, Richmond, VA

Professional Qualifications

MPI, University of Southern California, 1996
MUD, University of Southern California, 1996
BLA, University of Montreal, 1991
American Institute of Certified Planners
Availability: 30%

William Roll, AICP, CNU-A
Congestion Management Planning



Relevant Experience

- Hillsborough County MPO, Congestion Management Plan, Tampa, FL
- Hernando-Citrus MPO, Congestion Management Plan, Brooksville, FL
- Polk TPO, Congestion Management Process, Polk County, FL
- Regional Intergovernmental Council, Congestion Management Plan Element, Charleston, WV
- GPATS, Congestion Management Plan Element, Greenville, SC
- Martin County MPO, Congestion Management Plan Element, Stuart, FL

Professional Qualifications
 MPA, University of Central Florida, 1996
 B.A., Geography, Stetson University, 1994
 American Institute of Certified Planners

Availability: 25%

Mark Dunzo, P.E.
Transportation Demand Management/ITS



Relevant Experience

- CRTPA Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Mobility Plan (moveDC), Washington, DC
- Jacksonville Urban Area 2040 LRTP, NC
- KYOVA 2040 MTP and Downtown Access Study, WV/OH/KY
- SUATS 2040 LRTP and Travel Demand Model, Sumter, SC

Professional Qualifications
 MCRP, University California, Berkeley, 1995
 M.S., Civil Engineering, University of California, Berkeley, 1993
 B.S., Civil Engineering, Massachusetts Institute of Technology, 1991
 Professional Engineer in MI and NC

Availability: 30%

Jeffrey Whitacre, P.E., AICP
Complete Streets



Relevant Experience

- Old Town Complete Streets Planning and Implementation, Burleson, TX
- Main Street Complete Street Planning and Implementation, Mansfield, TX
- Pedestrian and Bicycle Master Plan, Missouri City, TX
- Fort Worth Bicycle Implementation Program Manager, TX

Professional Qualifications
 MPA, University of Texas, Arlington, 2012
 M.E., Traffic Engineering, Texas A&M University, 2005
 B.S., Civil Engineering, Texas A&M University, 2004
 Professional Engineer in TX
 American Institute of Certified Planners

Availability: 30%

Kenny Monroe, P.E., PTOE
Freight Movement



Relevant Experience

- Memphis MPO Regional Freight Plan, Memphis, TN
- Chattanooga 2040 Multimodal Regional Transportation Plan, Chattanooga, TN and northern GA
- CRTPA Connections 2040 Regional Mobility Plan, Tallahassee, FL
- Memphis Urban Area MPO, Congestion Management Plan System, Memphis and Shelby County, TN
- Highway/Railroad Grade Crossing Preemption, Regions 6 and 7, MS

Professional Qualifications
 M.S., Civil/Transportation Engineering, University of Memphis, 2001
 B.S., Civil Engineering, Christian Brothers University, 1993
 Professional Engineer in KY, MS, and TN
 Professional Traffic Operations Engineer

Availability: 35%

Jessica Rossi, AICP
Economic Analysis



Relevant Experience

- Student and Market-Rate Apartment Housing Analysis, Greenville, NC
- Envision Loudoun Comprehensive Land Use and Transportation Plan, Loudoun County, VA
- CONNECT Our Future Regional Plan, Charlotte, NC
- Socioeconomic Forecasting for Piedmont-Triad Region, Greensboro, NC
- Socioeconomic Forecasting for Bristol VA-TN Region, Bristol, TN
- Southwest Area Plan for Capitol Area Metropolitan Planning Organization, Raleigh, NC

Professional Qualifications
 M.A., Community and Regional Planning, University of Rhode Island, 2005
 B.A., Environmental Studies and Political Science, Alfred University, 2002
 American Institute of Certified Planners

Availability: 10%



Project History Pages

GPATS HORIZON 2040 LRTP AND WOODRUFF ROAD CORRIDOR STUDY

Greenville, SC

Kimley-Horn is concluding a major update to the GPATS LRTP, travel demand model, and congestion management plan. Our team is leading the update to a plan compliant with the FAST Act and MAP-21 performance measures. INRIX data was leveraged as part of the model validation and calibration process. Kimley-Horn drew upon regional scenario planning efforts and other data sources from across the region and the state to more accurately forecast the population and employment demands for the area in the future. For the LRTP, a robust public outreach process was conducted employing a MetroQuest online survey as well as a statistically-valid survey instrument, an approach that yielded more than 30,000 data points. This engagement-driven process resulted in unanimous adoption of a plan that fundamentally shifts funding allocations to provide for bicycle, pedestrian, and transit—a first for the region. Special consideration is being given to the Woodruff Road corridor. This corridor study considers alternate travel patterns and identifies areas for improvement, studied using origin-destination data gathered from StreetLight. The ultimate objective of the modeling and LRTP development is to create a plan that goes beyond federal requirements by giving policy makers the tools they need to support an implementable and multimodal plan.

 **Project Cost**
\$461,000

 **Year Completed**
Ongoing

 **Percent Completed by Kimley-Horn**
90%

 **Client Contact**
Keith Brockington
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 **Relevant Staff and Role***

- Allison Fluitt (Project Manager)
- Jonathan Whitehurst (Deputy Project Manager)
- Stephen Stansbery (Project Director)
- Tim Padgett (Project Engineer)
- William Roll (Project Planner)
- Jonelle Hanson (Project Analyst)
- Kristina King (Project Analyst)
- Lydia Statz (Project Analyst)

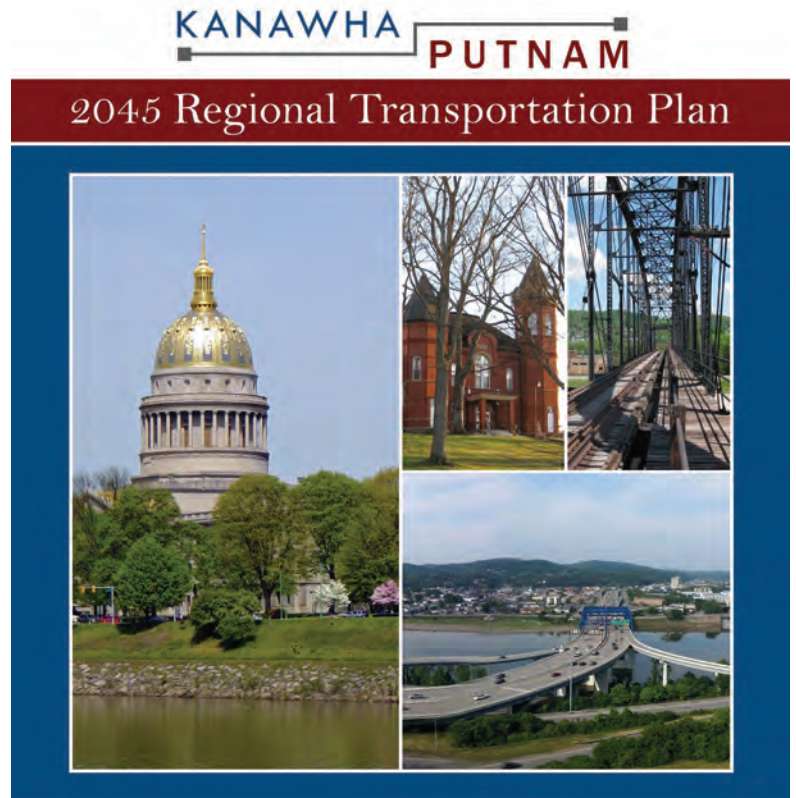


* Each of the team members listed in this section on each project page will be involved in the MTP project. Please see the organizational chart for details about each individual's role.

KANAWHA-PUTNAM 2040 REGIONAL TRANSPORTATION PLAN

Charleston, WV

Kimley-Horn was retained by the Regional Intergovernmental Council (RIC) to develop their LRTP, update their travel demand model, and provide air quality conformity support. Kimley-Horn is partnering with the MPO to complete the LRTP, placing special emphasis on goal setting, prioritization and performance measures, recommendations development, and financial constraint. Kimley-Horn also is taking the lead on the public involvement strategy for the project, with a special focus on Title VI compliance. For the travel demand model, Kimley-Horn has obtained INRIX data for the two-county area. This detailed data will be used to assist the model calibration, validation, and to maintain and expand upon the congestion management process underway within the region.



Project Cost
\$341,252

Year Completed
2017

Percent Completed by Kimley-Horn
100%

Client Contact
Kara Greathouse

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Relevant Staff and Role

- Allison Fluitt (Project Manager)
- Jonathan Whitehurst (Project Planner)
- Stephen Stansbery (Project Planner)
- Tim Padgett (Project Engineer)
- William Roll (Project Planner)
- Jonelle Hanson (Project Analyst)
- Kristina King (Project Analyst)

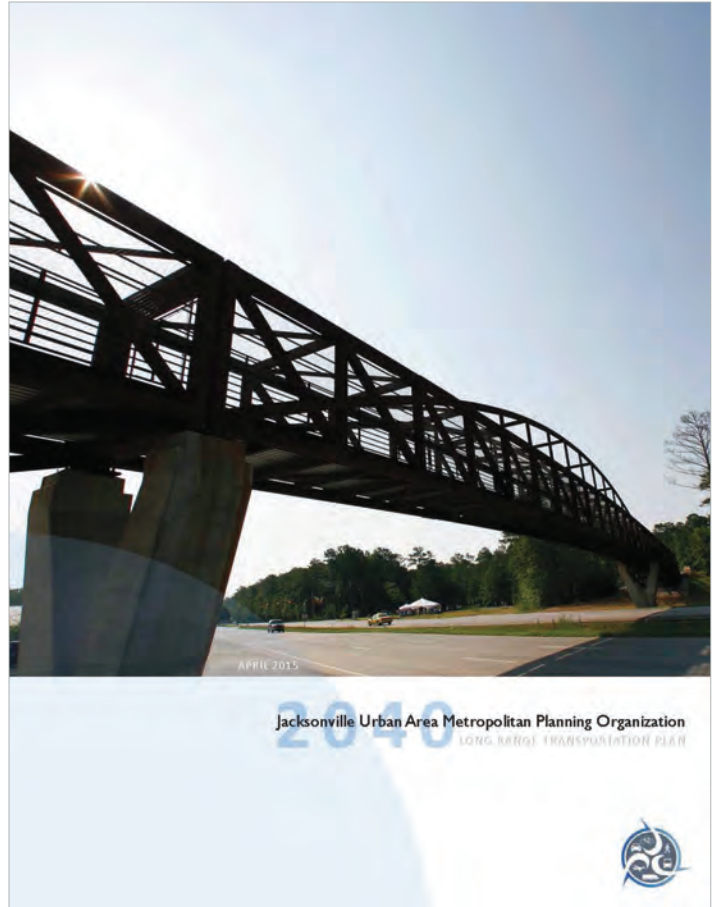


JUMPO 2040 LRTP

Jacksonville, NC

Kimley-Horn completed the first major update since 2005 to the Jacksonville region's LRTP. Since the completion of the original plan and a minor update in 2010, new federal transportation legislation (MAP-21) was introduced, NCDOT offers new guidance on the long range planning process, transportation funding programs and levels have shifted, and the region's demographics have evolved. The new plan fulfilled new requirements and characterized current and future transportation needs, outlined the region's long range transportation vision, applied the regional travel demand model, documented financially constrained multimodal transportation strategies to address needs through the year 2040, and identified long-term opportunities beyond the current ability to fund projects. The new plan also included a series of detailed project sheets for roadway recommendations to provide additional detail to agency partners and stakeholders and to help advance implementation.

In addition, Kimley-Horn currently is working with JUMPO in an extension of staff capacity on an update to the region's LRTP.



Project Cost

\$131,920



Year Completed

2015



Percent Completed by Kimley-Horn

88%



Client Contact

Peggy Holland

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pholland@jacksonvillenc.gov



Relevant Staff and Role

- Allison Fluitt (Project Manager)
- Jonathan Whitehurst (Project Planner)
- Stephen Stansbery (Project Planner)
- Tim Padgett (Project Engineer)
- William Roll (Project Planner)

CRTPA CONNECTIONS 2040 REGIONAL MOBILITY PLAN AND STARMETRO TRANSIT DEVELOPMENT PLAN

Tallahassee, FL

The Capital Region Transportation Planning Agency (CRTPA) selected Kimley-Horn to prepare the 2040 Regional Mobility Plan and StarMetro Transit Development Plan for the Tallahassee region. This four-county region contains notable destinations, such as Florida State University, Florida A&M University, the Florida State Capitol, and the Apalachicola National Forest. The Regional Mobility Plan provides a comprehensive look at the multimodal transportation needs of the area and how they relate to the forecasted economic growth. This process is designed to respond to growth and development pressures through a transportation network that fit land use and includes provisions for all travel modes. This plan also includes a diagnostic assessment of the successes and failures of recent MPO planning efforts with the ultimate objective being to create a more nimble and adaptable plan for the future. Based on the findings of this diagnostic assessment, the outreach strategy for the Regional Mobility Plan has embraced a bottom-up approach, involving intensive up-front work sessions with staff and policy makers from local jurisdictions. This approach, paired with close coordination with the region's Policy Board, has helped the region move toward a series of prioritized recommendations that generate directly from local needs while also creating a process that is being embraced by state and federal agencies.

The StarMetro Transit Development Plan is a 10-year planning effort for the region's primary transit agency that was conducted in tandem with the Regional Mobility Plan development. This plan allows the region to consider long-term transit strategies, such as bus rapid transit (BRT), alongside the multimodal needs identified through other elements of the planning process.



Project Cost

\$975,000

Year Completed

2017

Percent Completed by Kimley-Horn

87%

Client Contact

Jack Kostrzewa

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Relevant Staff and Role

- Allison Fluitt (Project Manager)
- Jonathan Whitehurst (Project Planner)
- Mark Dunzo (Project Engineer)
- Kenny Monroe (Project Engineer)
- Stephen Stansbery (Project Planner)
- Tim Padgett (Project Engineer)
- William Roll (Project Planner)



ROCKY MOUNT MPO 2045 LRTP

Rocky Mount, NC

Kimley-Horn has been selected to develop a LRTP for the Rocky Mount MPO. Tasks will include project administration, community involvement, development of guiding statements, an existing conditions assessment, development of multimodal transportation recommendations, a financial analysis, and report documentation. Key deliverables will include an online questionnaire and other social media/website content; public outreach summary; branding, project mapping; recommendations for collector streets, safety, bicycle/pedestrian, transit, and freight; financial analysis documentation; and the final report documentation. A key feature of this plan will be to educate stakeholders and committee members on the multimodal nature of the plan, with interactive sessions at the rail station, airport, and on a bus. The project is scheduled to be completed by May 2018.

Concurrent with LRTP development, the City is preparing a Comprehensive Bicycle Plan with the assistance of **Alta Planning + Design**. These two plans will be integrated throughout the development process.



Project Cost

\$140,000



Year Completed

Ongoing



Percent Completed by Kimley-Horn

100%



Client Contact

Bob League

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Relevant Staff and Role

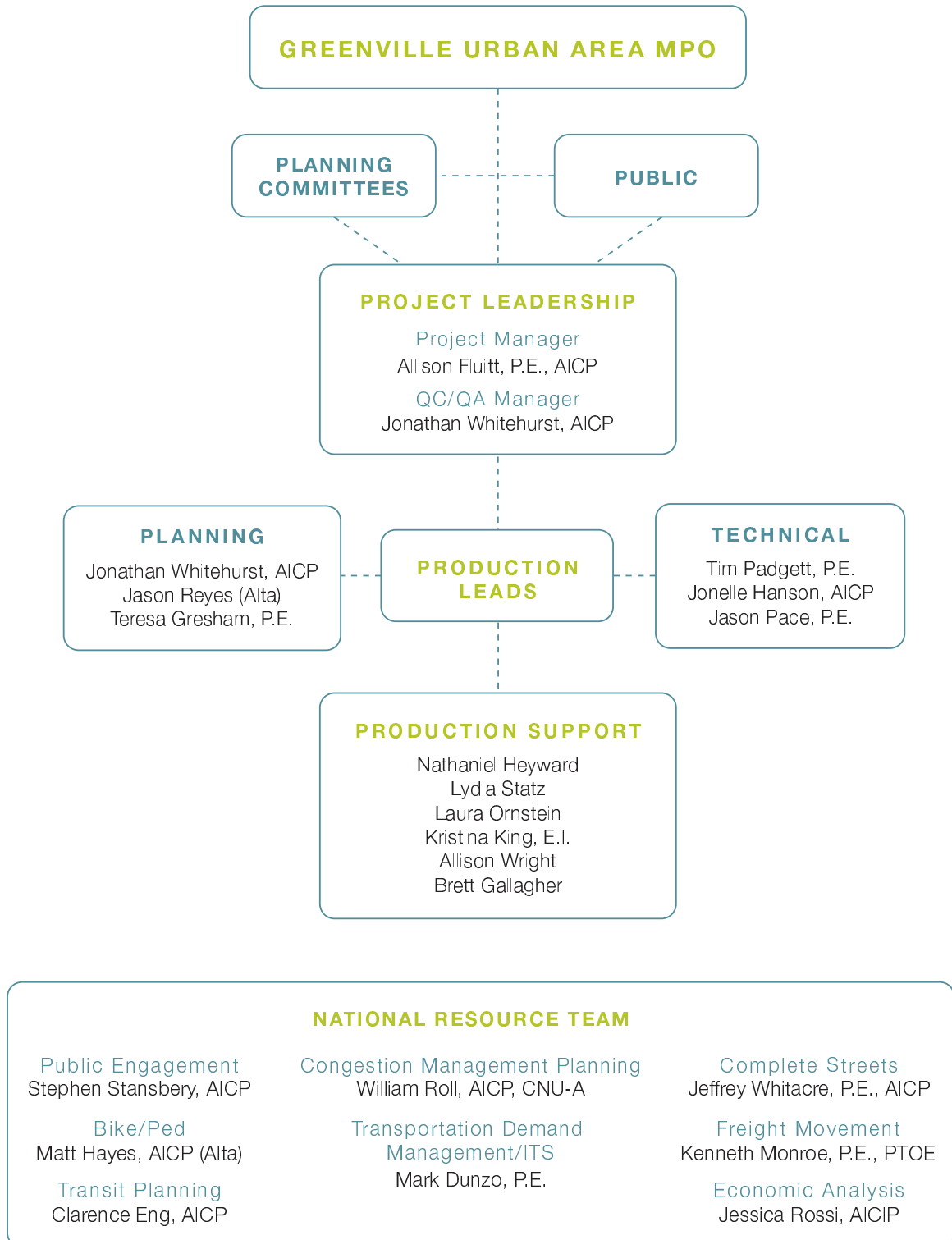
- Allison Fluitt (Project Manager)
- Stephen Stansbery (Project Planner)
- Tim Padgett (Project Engineer)
- Jonathan Whitehurst (Project Planner)
- William Roll (Project Planner)
- Jonelle Hanson (Project Analyst)
- Kristina King (Project Analyst)
- Lydia Statz (Project Analyst)
- Matt Hayes (Bike Planner | Alta)
- Jason Reyes (Bike Planner | Alta)

Current Responsibilities of Lead Contact

Allison Fluitt, P.E., AICP has the availability to not only meet, but exceed your expectations for communication and collaboration on this project. She currently is working with the Capital Area MPO, the City of Rocky Mount, and the City of Greenville, SC on similar projects and will be able to apply lessons learned from these contracts to your project, helping you succeed.

Level of Organizational Responsibility and Personnel Certifications

Personnel certifications are included, as applicable, after each team member's name in the organizational chart below.





Project Matrix and Back-Up Support Capability

The following matrix shows our team’s abilities in the areas that will be vital to this project’s success. It also shows our back-up support capabilities in the form of our production support team (more details in the organizational chart on the previous page).

		Access Management and ITS	Active Transportation	Air Quality	Congestion Management	Context-Sensitive Solutions	Data Management/GIS	Economic Market Conditions	Environmental Impacts	Financial Analysis	Freight and Rail	Land Use Integration	Modal Integration	Modeling and Spatial Analysis	Performance Measures	Public Engagement	Reporting and Plan Documents	Traffic Analysis and Microsimulation	Transit
Project Leadership	Allison Fluit	•	•	☀	•	•			•	☀	•		☀		☀	•	•		•
	Jonathan Whitehurst		•			•	•			•		☀	•		•	☀	☀		☀
Production Leads	Jason Reyes (Alta)		☀			•							•						
	Teresa Gresham								☀			•							
	Tim Padgett			•	•		•					•		☀	•			☀	
	Jonelle Hanson				•	•	•						•	•	•		•	•	
	Jason Pace									•			•		•			•	
National Resource Team	Stephen Stansbery	•	•			☀		•	•			•	•		•	•			•
	Matt Hayes (Alta)		•			•					•						•		
	Clarence Eng		•									•	•						•
	William Roll	•			☀									•	•				
	Mark Dunzo	☀				•								•				•	
	Jeffrey Whitacre	•	•			•							•						
	Kenneth Monroe	•	•	•							☀								•
	Jessica Rossi					•		☀		•		•	•		•		•		
Production Support	Nathaniel Heyward		•			•	☀	•		•			•			•	•		
	Lydia Statz						•			•	•	•		•					
	Laura Ornstein					•		•	•			•			•				•
	Kristina King		•		•					•						•	•	•	
	Allison Wright	•		•					•						•				
	Brett Gallagher	•		•							•		•						•

☀ - denotes task leader



E) Scope of Services

Scope of Services

Project Understanding

The Kimley-Horn team has worked in the Greenville area on a variety of planning efforts during the last decade and we have a keen awareness of what is happening in your region. At the same time, federal and state transportation programs have evolved to emphasize accountability and performance-based decisions.

Federal and State Programs Have Evolved

Transportation revenues have been fluctuating due to changes in travel behavior, enhanced fuel efficiencies, more non-petroleum fuel systems, and most recently, environmental disaster response efforts. Transportation funding programs are reacting to guidance from MAP-21 and the FAST Act, with the competition for resources at an all-time high. The NCDOT Strategic Transportation Prioritization (SPOT) program has introduced performance-based decision-making at the state level as a primary driver for funding and implementation. Addressing these factors will require a thorough understanding of how federal and state guidance is interpreted and satisfied across the state and the Southeast as well as adaptability to adjust the approach to incorporate new guidance or requirements that may emerge.

The Greenville Urban Area MPO Region Has Grown

The 2040 MTP responded first to the expanded planning area for the MPO. Integrating all the portions of the expanded geography continues to be a major focus for the region. Significant development shifts in Uptown Greenville, the Vidant Medical area, Winterville, Ayden, and Simpson as well as the implications of the future Greenville Southwest Bypass, continue to shape the conversation about how the region will grow. Local planning efforts by the region's jurisdictions have added further richness to the planning landscape.

The Kimley-Horn Team Has Innovated

As a consultant team specializing in the preparation of regional transportation plans, we have had the opportunity to learn from and be a part of developing best practices across the nation. We've had the pleasure of leading national, award-winning LRTPs, such as moveDC, which received the 2015 APA National Award of Excellence for Transportation Planning and the 2015 ACEC Award for Transportation Engineering Excellence. We have been pleased to see our MTP process and deliverables recognized as best practices, such as our public outreach approach for the Sioux Falls, SD MPO (recognized by FHWA) and our planning process for the Huntington, WV-KY-OH MPO (recognized by Transportation for America's Innovative MPO Guidebook). We also have been gratified to see our innovative MTP and mobility solutions applied within North Carolina in places such as Jacksonville, Wilmington, Asheville, and Rocky Mount.

Services Offered and Proposed Work

We begin the overview of our project approach by describing the role of public engagement in the MTP process. We conclude by presenting five phases that build toward federal compliance and adoption.

Public Engagement

When conducted responsibly, engagement documents the thoughts of advocates while representing broader values held by the public. Our approach will address:

- **Number.** In some places, simply increasing the number of participants is an improvement when compared to previous plans. We will work with you to select methods and an approach that will have success in creating interest and participation.
- **Inclusivity.** In some places, gaining adequate geographic and demographic representation is imperative. This also works in concert with Title VI requirements. Given the Greenville area's diversity (40+% minority population), engaging all members of the community will be a key part of the planning process.
- **Quality.** In most places, agencies wish to increase the quality of involvement by participants. The public often is apathetic to involvement efforts because there is a history of not feeling valued and previous participation has yielded little influence on outcomes. Meaningful public outreach allows the MPO to have a greater level of confidence when communicating with elected officials.

A combination of number, inclusivity, and quality infuses confidence in engagement outcomes and increases the credibility of the plan. In many cases, an added result is improved opinions about the sponsoring agency as you get credit for involving the public in an effective way.

Public Engagement Strategy

Public engagement is paramount to success in diverse areas such as the Greenville region. Upon selection, we'll work with you to develop a unique public engagement strategy that meets or exceeds the Greenville Urban Area MPO Public Involvement and Title VI Plans. The engagement strategy will outline opportunities for involvement while showing how each element of engagement integrates with the planning process.

Planning Committees

Kimley-Horn has a history of working with the planning committees within the region. We know the Technical Coordinating Committee (TCC), Technical Advisory Committee (TAC), and the MTP steering committee have different roles in the planning process. We will tailor our interaction to respond to their interests and to play to their strengths. As requested in the RFP, we anticipate meeting twice with the TCC, twice with the TAC, and four times with the MTP steering committee.



Community Meetings

The Kimley-Horn team will partner with the steering committee and MPO staff to plan, schedule, and conduct two rounds of public workshops. These meetings will be designed to effectively engage the public at times most beneficial to the project. Consideration also will be given to geographic locations of each workshop; a given workshop series may include events at multiple locations to reach participants in Greenville, Winterville, Ayden, Simpson, or elsewhere in the MPO area. A variety of participatory planning techniques will be used, including activities like mobility chip games, digital dotmocracy, priority decision trees, make-my-road exercises, keypad polling, and table questions.

Consensus versus Informed Consent

The outcome of engagement will not always be consensus. Many planning teams suggest they will build consensus, yet we seldom hear of success stories where all stakeholder groups agree with the entirety of an outcome. We emphasize a more realistic approach that seeks informed consent from participants. Informed consent is an endorsement of the final recommendation not because each person is in total agreement, but because individuals actively participated, can identify the influence of their participation, and understand why a recommendation has been made. Informed consent results from a transparent process where participants are equally informed and understand an outcome may not always mirror their immediate priorities. In fact, decisions often are made by choosing advantages rather than weighing pros and cons.

Stakeholder and Focus Group Sessions

We typically include direct ways to engage key stakeholders and important focus groups. Stakeholder interviews and focus group sessions have proven to be effective in reaching advocacy groups (e.g., bicycle and pedestrian groups, public health advocates), developers, and historically underrepresented groups (e.g., low income population, minority, Hispanic communities). We will work with you to identify these individuals and groups and to design effective strategies for engaging them.

Digital Engagement

Our team can employ a digital engagement web portal to educate the public about the MTP and collect meaningful feedback. Our experience developing other LRTPs has included informational websites, interactive websites, MetroQuest surveys, WikiMapping, standard surveys, and interactive online maps.

Additional Outreach Techniques

The activities discussed above represent our team's flexible approach to stakeholder and public engagement. The scale of this

effort can be altered to match the resources you wish to allocate to engagement. In addition to committee meetings, community events, stakeholder activities, and digital engagement, the engagement strategy we tailor to this project will consider using the following:

- Public events (e.g. community clubs, Freeboot Fridays, Piratefest)
- Social media
- Newsletters, e-blasts, and media spotlights
- Campus events

Project Phases

Phase 1 – Visioning and Conditions Assessment

Data gathering will employ a comprehensive approach that blends previous planning efforts with mapping and GIS, demographics, land use data, the travel demand model, and existing multimodal conditions. We will work with you to determine the data sources needed for this assessment. This data identification process will heavily reference the recently completed comprehensive transportation plan along with the current MTP, with emphasis on creating a GIS network that is suitable for use not only in this plan, but also in the future.

Our data collection and analysis efforts will center around three subject areas. First, we will review current planning documents, policies, and programs in the study area. Second, we will review available land use, demographic, and socioeconomic data to understand trends within the region. Third, we will assess and analyze the existing transportation network to understand the quantity and quality of the existing system—going beyond roadways to include intersections and interchanges, sidewalks, bicycle facilities, trails, and transit service.

This phase also will include significant engagement, including committee meetings, the first round of community event, stakeholder activities, and online surveys. The multilayered engagement in this initial phase will contribute to the understanding of existing conditions and creation of a vision and supporting guiding principles.

Engagement Opportunities

- Project Branding
- TAC and TCC Meetings
- Steering Committee Meeting
- Digital Engagement with Survey
- Stakeholder and Focus Group Sessions
- Community Event (Visioning Workshop)
- Digital Communication (website, social media, eblasts)

Deliverables

Conditions Assessment Briefing. The data gathering and inventory phase of the project will be summarized in a conditions assessment briefing. This briefing also will describe the vision and introduce the guiding principles. All deliverables will be provided

as digital flipbooks and placed on the project website. The briefing will be adapted as a chapter of the final MTP.

Guiding Principles and Performance Measures

This planning process requires guiding principles be established to represent the standard by which all transportation decisions will be evaluated. Similarly, informed consent can only be achieved when plan participants work together at the beginning of the process to create guiding principles and performance criteria. This process requires decision makers to understand potential alternatives and likely outcomes. It also requires strong leadership to see that the established vision is adhered to incrementally as decisions are made.

The Kimley-Horn team will partner with the steering committee and MPO staff to establish and record the project guiding principles in a way that guides remaining project objectives and recommendations. This process will draw upon the goals and objectives established in the 2040 MTP while updating as needed to reflect changing local priorities as well as state and federal performance-based planning requirements.

Phase 2 – Recommendation Development

Our approach shows different modes separately to highlight the specific issues to be addressed for each. We emphasize that all modal networks will be developed in concert with each other. Most importantly, our approach responds to the planning factors and performance measure goals of MAP-21 and the FAST Act to ensure the plan meets the needs of state and federal reviewers.

Roadways

We will use the conditions assessment to assess roadway needs based on forecasted growth, existing and future roadway deficiencies, and areas identified by stakeholders and members of the public. We will apply the MPO's Travel Demand Model along with other quantitative tools to assess existing conditions and potential needs. Recommendations will include capacity improvements as well as access management and complete streets projects. We also will review where we can enhance the network connections between land uses and travel modes. These recommendations will be closely coordinated with the safety, freight, transit, bike, and other modal recommendations being established in the MTP. Roadway recommendations will be tested to determine their effectiveness at enhancing community mobility. Special consideration will be given to the elements outlined on the following:

- **Access Management.** Access management helps minimize the effects of congestion and/or improve safety in a cost-effective way. Lower cost access management solutions also can extend the usable life of an existing roadway section

without adding new pavement. We will develop a tool box of feasible policy measures illustrate them as part of identified demonstration corridors. Recommendations will be documented with conceptual (diagrammatic) recommendations outlining potential solutions. By providing conceptual details for access management strategies, we can help define projects that can quickly move into implementation.

- **Collector Streets.** Referencing the MPO's previous planning efforts and using data obtained during the conditions assessment, the region's proposed collector street network will be updated based on social, economic, land use, and environmental factors. We have developed and applied street spacing standards based on densities and intensities of land use that enable us to realistically distribute these types of roadways across the area. This effort will be complemented by policies that address potential changes to local ordinances to help facilitate a more connected network. These policies will consider land suitability and constructibility to allow local planners to collaborate effectively with developers.

Bicycle and Pedestrian

The bicycle and pedestrian element of the MTP will guide short- and long-term transportation and land use planning decisions for walking and biking facilities. The MPO can advance the recommendations from the recently updated *Bicycle and Pedestrian Master Plan* and the 2040 MTP to ensure they continue to represent the best and most implementable non-motorized solutions. It also offers the opportunity to align top priorities from the Bicycle and Pedestrian Master Plan with projects identified for other modes. The 2045 MTP also should establish an overarching vision for a safe, connected, and convenient walking and bicycling network that is accessible to all ages and abilities and is feasible and fundable. The recommendations of the bicycle and pedestrian element will prioritize multimodal choices, transportation equity, and quality of life.

Based on the review of the previous plan and additional analysis, a network of walkways and bikeways will be proposed to establish local connectivity for accessing key destinations within MPO communities as well as regional connections where appropriate. The recommendations also will include a custom suite of programmatic and policy recommendations that can be implemented by the Greenville Urban Area MPO as a regional agent or facilitated and supported by the MPO for its member agencies. This process will help each community to be a safer, healthier, and more enjoyable place for residents and visitors.

Transit Services

With local City of Greenville transit and ECU Transit playing a significant role in the region's transit mobility, the MTP will need to contribute to a regional vision for public transportation. Our public engagement process will draw upon available transit data as well as stakeholder feedback to gather information on transit performance and planning in the area. We will review current transit service conditions using population and employment densities, major activity centers, roadway conditions, supporting bicycle and pedestrian infrastructure, and transit facilities. We will



draw on the NCDOT *Public Transportation Statewide Strategic Plan* as well as coordination with the two transit agencies to determine the best method for assessing demand and projecting future growth. Based on projected demand and under-served areas, we will review the existing and planned transit system and work with both agencies to augment its recommendations where necessary to arrive at short-, middle-, and long-term needs. We also will seek to understand how to coordinate with and support regional rail service. Through this process, we will identify supportive policy measures and strategic initiatives that will align with the region's public transit goals. Our team will identify barriers to the success of the transit system, including programmatic and policy-based issues along with initiatives to overcome these barriers. Transit stakeholder participation will be invaluable to assess how much the MTP will rely on existing plans and visioning documents and how much new ground will be covered.

Freight, Rail, and Aviation

With the presence of major freight corridors such as US 264, rail service through CSX, Norfolk Southern, the Carolina Coastal Railway, and the Pitt-Greenville Airport, this region has an interest in the effective movement of freight. The future Greenville Southwest Bypass also will have important freight implications. We will work with the steering committee to identify the new freight providers, facilities, and opportunities that have emerged since the completion of the currently adopted MTP. This effort will tie in with freight priorities in surrounding regions as well as statewide freight planning efforts. The FAST Act has identified freight movement as a nationwide priority. As a result, the approach for the freight element will need to be nimble enough to adapt to emerging requirements as additional guidance becomes available. Freight, rail, and aviation recommendations will be folded into the multimodal network development and complemented with policy measures that support efficient performance.

Safety

Safety spans all travel modes and represents a basic function the public expects of its transportation system. To comprehensively address safety, Kimley-Horn will look beyond major infrastructure projects to consider intersection and corridor safety and evacuation routing. Using the existing intersection and corridor safety assessment conducted as part of the conditions assessment, we will identify 10 locations in need of mitigation and improvement. Through a combination of aerial and field review, we will develop multimodal recommendations for each location. Recommended safety improvements will be presented in a descriptive as well as visual form as a part of their associated project sheets. Policy measures identified for system safety will be documented, along with associated issues and costs, if available.

Operational and Management Strategies

We will draw upon our extensive background in ITS planning and design to review current ITS system performance as well as needs that are outstanding in the network. We will identify Intelligent Transportation System (ITS) projects applied to specific facilities, modes, and corridors and describe how they will interact with the rest of the MTP. This assessment will include the current performance and application of the statewide ITS architecture. We also will work with the planning committees to understand the types of travel demand management (TDM) strategies currently in place or proposed, identify performance metrics by which to understand their effectiveness, and identify additional strategies. This task will explore transportation technologies, such as connected or autonomous vehicles, and what they could mean for the region in the future.

Engagement Opportunities

- TAC and TCC Meetings
- Steering Committee Meeting
- Digital Communication (website, social media, eblasts)

Integrated Mobility

The Kimley-Horn team is renowned for bringing an integrated mobility approach to its transportation plans. To do this, we will employ the following tools:

- **Context Sensitive Solutions (CSS).** Our CSS approach goes beyond a conventional transportation decision making process governed by automobile travel demand and level of service criteria. While important, these inputs are balanced with other context-related criteria, including community objectives, street typology, and the urban form and intensity of the adjacent development. Kimley-Horn literally wrote the book on this approach, as the primary author on ITE-CNU's *Context Sensitive Solutions in Designing Major Urban Thoroughfares for Walkable Communities*. This approach enables us to identify transportation scenarios and solutions that best accommodate existing development and respond to the region's major development initiatives.
- **Complete Streets.** A multimodal street balances the needs of all modes of travel, giving people the option to walk, bike, ride transit, or drive. The American Planning Association (APA) has recognized members of our team for their contributions to APA's Complete Streets (PAS 559), Best Policy and Implementation Practices. "Complete streets" can be a loaded term in some conversations. Our approach does less to emphasize the terminology and instead focuses on balancing the transportation system to best allocate available space between travel modes. Embracing this approach allows us to integrate modal recommendations so they support one another rather than compete for importance or space.

Deliverables

Preliminary Recommendations Briefings. This phase will be summarized in preliminary recommendations briefings. These briefings will provide mapping and supporting tables and text to describe the multimodal recommendations. We anticipate that the briefings will be distributed over the course of several weeks by mode to minimize the burden on MPO staff.

Phase 3 – Performance-Based Planning

To be most effective and to meet federal mandates, the 2045 MTP must go beyond a series of systemwide multimodal recommendations and determine how to best move those recommendations forward. In essence, the MTP must be actionable and grounded in performance-based planning principles. To that end, we will work with MPO staff and stakeholders to determine how best to prioritize recommendations.

Performance-Based Prioritization

The 2045 MTP process will result in hundreds of multimodal transportation projects. However, to be most effective, the projects must be combined with policies, programs, and partnerships that can help advance implementation. The transportation system of the future also must respond to the desired land use trends and patterns for the area.

The Kimley-Horn team focuses on performance-based prioritization processes that address federal goals while advancing local considerations. Priority improvements will be identified and properly priced to support the creation of a financially-constrained plan. The Greenville Urban Area MPO should be familiar with the state’s SPOT program that seeks to quantitatively assess the potential benefits of transportation improvements. To create the prioritization criteria for the region, we will build from state and federal metrics while also remaining sensitive to the 2045 MTP’s guiding principles and public feedback. This process ensures that the 2045 MTP is compliant with MAP-21 and FAST Act guidance while also making the best decisions on how to allocate potential future funding.

We will work with MPO staff and the planning committees to customize a prioritization process for the 2045 MTP. We see the prioritization process as a place to bring in state and federal criteria as well as local needs. The prioritization process will be tied directly to the vision and guiding principles for the plan, reinforcing the importance of the local feedback received earlier in the plan development. This process will allow the MPO to have a quantitatively-based methodology with integrated public feedback.

Engagement Opportunities

- TAC and TCC Meetings
- Steering Committee Meeting
- Stakeholder and Focus Group Sessions
- Community Event (visioning workshop)
- Digital Communication (website, social media, eblasts)

Deliverables

Prioritized Project Lists. We will develop separate but coordinated prioritization process for roadway, bicycle, and pedestrian projects. The result of the prioritization process will be communicated to the MPO in a series of maps and tables by mode.

Phase 4 – Funding and Implementation

The project prioritization process referenced in Phase 3 will be used as a practical tool to compare all modes using a combination of spatial analysis, travel demand modeling, and field assessment. The evaluation criteria will be used as a guide for evaluating performance metrics within the region. These phases are critical inputs into Phase 4, which will determine which projects receive funding as short-term priorities.

Cost Estimates: Capital and Operating

We will develop planning-level cost estimates for recommendations in each mode based on constructibility, environmental and social characteristics/mitigation, and the proposed cross section. Cost estimates will be determined using available local, regional, and state data sources. Projects committed in the Transportation Improvement Program will be incorporated to ensure consistency with plan recommendations. Maintenance and operations costs will be included to understand long-term (i.e., life cycle) costs of system improvements. These cost estimates will be used alongside the criteria identified in the prioritization exercise to help assess the cost-benefit comparison for candidate projects.

The methodology, project prioritization technique, and design and scheduling assumptions will be documented. Projects will be presented so their purpose and need will be clearly communicated. This will provide a useful tool if funding situations change or new priorities are identified after the completion of the plan. We work closely with our roadway engineers during the development of these project cost estimates, thereby providing you a set of numbers that can more easily be translated into funding and implementation.

Funding Sources and Revenues

We will use a three-step process to develop the funding strategy for the 2045 MTP:

1. **Identify Existing Funding Sources.** Using our knowledge of state and federal funding programs, our team will develop a reasonable estimate of future revenues and will identify what share of these funds have been committed or pledged to existing projects. Coordination with the planning committees will provide guidance for estimating traditional sources of revenue. Funding sources such as Safe Routes to School (SRTS), Transportation Alternatives, and others at the federal and state level will be considered. We also will examine stand-alone transit funds and revenues.



2. Identify Potential Uncertain Funding Sources for Planned Improvements.

Our team will identify planned improvements eligible for FHWA or FTA discretionary programs. Identifying projects eligible for such funds provides guidance to technical staff and policy makers in the future. This also is a forum for examining the impact of Transportation Investment Generating Economic Recovery (TIGER) funds for key projects.

3. Identify New Sources of Revenue.

We will work with MPO staff to understand what alternate funding mechanisms can be considered. The added step will explore the positive impact of considering alternate funds. We will work with you to understand what types of funding are palatable and reach out to the steering committee and the public to gather data on what they are most receptive to. We will document these potential funding sources along with potential issues or opportunities associated with their implementation.

When integrated with the prioritized list of projects, a high-level fiscal constraint for the multimodal strategies will result. For previous plans, we have expressed the outcome in the following:

- An Excel-based cost estimation tool showing the input values used to obtain multimodal project costs.
- An Excel-based financial toolkit containing cost and revenue data, associated assumptions and methodology, financially constrained plan projects, and remaining unfunded needs.

Each of these tools will be set up to be dynamic, enabling you to use these tools following the completion of the 2045 MTP. Most importantly, we will associate projects with estimated costs and how they address the guiding principles, thereby infusing flexibility into the planning process to account for smaller projects. Short-term projects also will be translated into a format appropriate for the Transportation Improvement Program.

Action Plan

The implementation plan ties together the findings from the 2045 MTP into an actionable approach. The implementation plan will draw on the prioritized recommendations and groupings by horizon year. The result will be quicker and more strategic implementation of the region's most critical transportation needs. We will coordinate with the planning committees and federal and state agencies as we develop the action plan to ensure information needed to advance priorities are part of the documentation. The action plan will be complemented by policy and program recommendations that support the 2045 MTP vision. We envision the action plan serving as a playbook that the MPO can use as a guiding document for how best to address the broader needs in the plan.

Engagement Opportunities

- TAC and TCC Meetings
- Steering Committee Meeting
- Stakeholder and Focus Group Sessions
- Community Event (Visioning Workshop)
- Digital Communication (website, social media, eblasts)

Deliverables

Financially-Constrained Project Lists. Much like the prioritized list of projects, we will submit maps and tables that show which projects are in the funded plan. Excel-based spreadsheets used in the financial planning process will be submitted part of the technical documentation delivered following adoption.

Phase 5 – Documentation and Adoption

Communication of the 2045 MTP process and outcomes will occur throughout the planning process by way of summary

Scenario Planning

While scenario planning is a requirement, federal guidelines lack specificity and allow MPOs to decide how to integrate meaningful alternatives analysis. Simply stated, scenario planning is a process (rather than a specific tool) that uses data, metrics, and models to evaluate alternatives based on their ability to maximize system performance and achieve specific goals and performance targets. Our approach to scenario planning with an MTP process usually focuses on one of the three following methodologies:

- **Mobility Scenarios.** Competition among travel modes is common and many regions struggle with the best way to allocate resources to achieve a desired vision for transportation. Mobility scenarios test different ways to allocate these resources (e.g., funding, rights-of-way) among travel modes. The scenarios are evaluated quantitatively (e.g. percent mode split) and qualitatively (e.g. effect on quality of life) as a precursor to prioritization.
- **Land Use Scenarios.** At the MPO level, land use scenarios often result from large-scale activities by member jurisdictions to create, test, and select a regional vision for land use. These processes typically use software to develop and run models. As part of an MTP process, land use scenarios are most helpful when they inform the socioeconomic inputs to the region's travel demand model.
- **Funding Scenarios.** For regions contemplating new funding mechanisms, a scenario planning process can be created that considers alternate sources of revenue and the impact those sources would have on the list of funded projects. Comparing multiple funding options against a business-as-usual scenario illustrates the positive impact that can be realized by considering alternate funds.

briefings, maps, and exhibits. The intent is to provide tangible representation of progress to ensure a more streamlined adoption process. We inform participants and decision-makers throughout the process so no surprises occur at the end.

Documentation

The 2045 MTP will be captured in narrative and graphics through a variety of deliverables that we will work with you to determine. These deliverables will present the information for easy interpretation by the public, while also outlining the process by which staff and elected officials can effectively implement the plan’s recommendations and strategies. Deliverables will include:

- **Summary Report.** This deliverable will provide a concise documentation of the planning process, participants, issues, and recommendations. The report will be written for a diverse audience and rely heavily on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. The final workbook will be formatted for print and provided as an electronic flipbook.
- **Technical Documentation.** Supporting technical documentation will be provided, including analysis, spreadsheets, and GIS files (map packages and geodatabases).
- **Communication Package.** As a supplement to the adopted summary report, we often create a communication package that

includes an executive summary, presentation, and information boards that can be used by staff to represent the process and outcomes of the 2045 MTP.

Adoption

Adoption of the 2045 MTP will require close coordination with the MPO’s governing committees. To your credit, you have incorporated multiple presentations to the TCC and TAC into the scope of work presented in the RFP. In addition to these meetings, we will design the planning process to keep these committees, stakeholders, and the public informed and engaged throughout plan development. We will work with staff to determine the best approach and schedule to facilitate adoption prior to your deadline of August 2019.

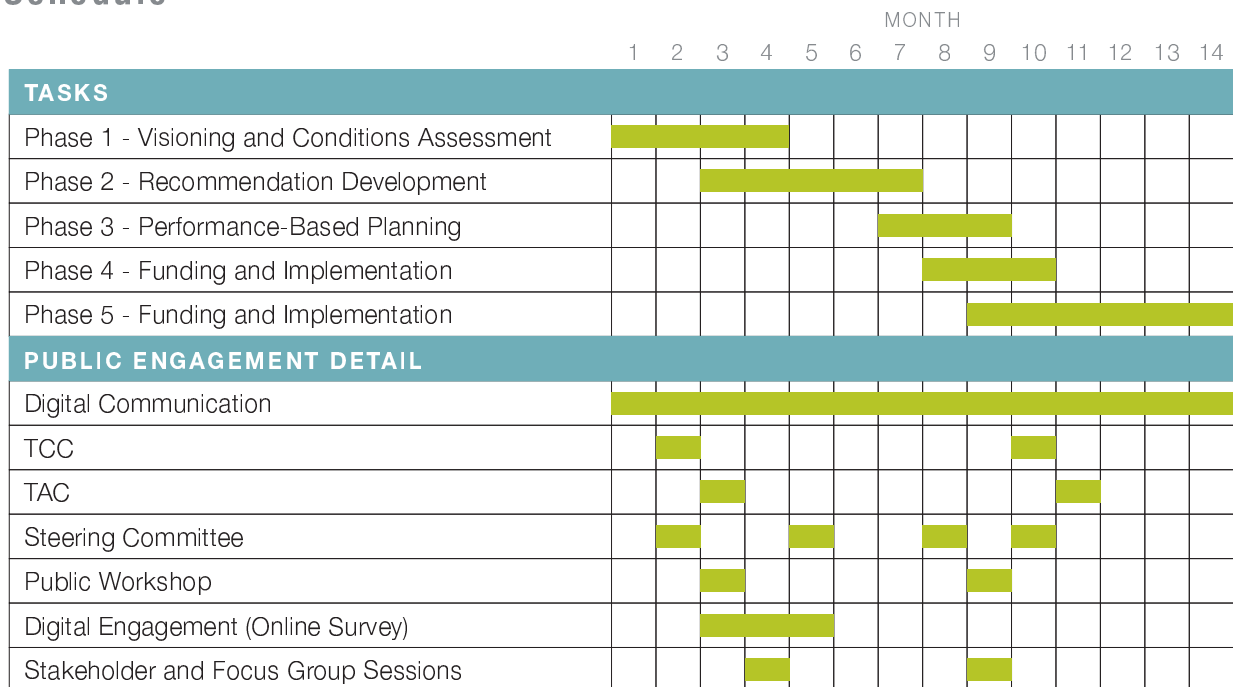
Engagement Opportunities

- TAC and TCC Meetings
- Steering Committee Meeting
- Digital Communication (website, social media, eblasts)

Deliverables

2045 Metropolitan Transportation Plan. The 2045 MTP is not a single document. It’s a coordinated communication package that speaks to technical and lay audiences. It’s the culmination of a coordinated process that informs along the way and allows people to see the results of their participation.

Schedule



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F) References

References



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pholland@jacksonvillenc.gov



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Tallahassee, FL 32301

850 891 6809

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Bob League | Rocky Mount

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Rocky Mount, NC 27802

252 972 1129

bob.league@rockymountnc.gov



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Contract Award for the Atlantic Avenue Parking Lot Improvements

Explanation: **Abstract:** The Atlantic Avenue Parking Lot Improvements will provide a paved asphalt parking lot with 205 spaces west of the Greenville Transportation Activity Center (GTAC). E. R. Lewis Construction of Greenville, NC, submitted the lowest Base Bid for this contract in the amount of \$623,043.00.

Explanation: In November 2015, the City entered into an agreement with Sidewalk Greenville, LLC for the sale of property located on the corner of Reade Circle and Dickinson Avenue (former police and fire parking lot). As part of the sale of the property and subsequent development agreement, the City is contractually obligated to construct a parking lot that contains 200 parking spaces. The location of this lot, as specified in the development agreement between the City and Sidewalk Greenville, LLC is a vacant lot bound by South Clark Street, Bonners Lane, and Atlantic Avenue. The agreement stipulates that the parking lot shall be leased to Sidewalk Greenville, LLC for an initial period of 40 years, with a potential 10-year renewal period. This project will construct the surface parking lot per the agreement.

The Base Bid for the project includes construction of 205 surface parking spaces, widens the portion of Bonners Lane along the northern property line (to a 28 foot back-to-back of curb street section), installs sidewalk along the southern side, and replaces a section of failing stormwater pipe that runs along Atlantic Avenue through the south side of the proposed parking lot. The design of this project was recently completed, and the bid documents were advertised. The layout of the parking lot and other associated improvements are included as part of this agenda item.

An add-alternate was also included in the project. This alternate would extend 8th Street from the intersection with S. Clark Street, across the southern property line of the project to a new intersection with Atlantic Avenue. The 8th Street extension would be a 28-foot back-to-back of curb street section with sidewalk on one side.

This roadway would be a continuation of the roadway currently being installed as part of the GTAC project, currently in construction.

Bids for the Atlantic Avenue Parking Lot Improvements were opened on February 13, 2018. Seven bids were received. The low bid for work associated with the Base Bid was submitted by E. R. Lewis Construction of Greenville, NC, in the amount of \$623,043.00. The bid from E. R. Lewis for the add-alternate associated with the extension of 8th Street is \$72,891.75. The total of these two bid items is \$695,934.75.

Fiscal Note:

Funding for this project will come from the Capital Projects Fund. The total proposed budget for this project is \$765,528.23, which includes the Base Bid, the Add Alternate, and a 10% contingency.

Recommendation:

Award a contract for the construction of the Atlantic Avenue Parking Lot Improvements to E. R. Lewis Construction of Greenville, NC, in the amount of \$695,934.75 for the Base Bid and the Add Alternate.

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

Attachments / click to download

- [Atlantic Avenue Map](#)
 - [Atlantic Avenue Aerial](#)
 - [Contract btwn City and Contractor](#)
-

City of Greenville
Atlantic Avenue Parking Lot

January 2018

AGREEMENT

THIS AGREEMENT is by and between _____ CITY OF GREENVILLE _____ (“Owner”) and

_____ (“Contractor”).

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

- Construction of approximately 200 space asphalt parking lot,
- Underground stormwater detention system
- Reconstruction and widening of approximately 300 LF of Bonner’s Lane,
- Construction of approximately 285’ of Eighth Street (Alternate Bid No. 1)

ARTICLE 2 – THE PROJECT

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

**CITY OF GREENVILLE
ATLANTIC AVENUE PARKING LOT**

ARTICLE 3 – ENGINEER

3.01 The Project has been designed by Ark Consulting Group, PLLC (Engineer), which is to act as Owner’s representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

3.02 Once the Notice of Award has been issued, the Owner may assume all or part of the responsibilities of the Engineer and Resident Project Representative.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

- A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Days to Achieve Substantial Completion and Final Payment*

- A. The **Base Bid items of Work** will be substantially completed within 90 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 120 days after the date when the Contract Times commence to run.
- B. **The Alternate Bid No. 1 items of Work will be substantially completed within 120 days after the date when the Contract Times commence to run as provided in Paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 14.07 of the General Conditions within 150 days after the date when the Contract Times commence to run.**

4.03 *Liquidated Damages*

- A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty), Contractor shall pay Owner \$250.00 for each day that expires after the time specified in Paragraph 4.02 above for Substantial Completion until the Work is substantially complete. After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by Owner, Contractor shall pay Owner \$200.00 for each day that expires after the time specified in Paragraph 4.02 above for completion and readiness for final payment until the Work is completed and ready for final payment.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to Paragraph 5.01.A below:
 - A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the **25th** day of each month during performance of the Work as provided in Paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established as provided in Paragraph 2.07.A of the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements.

- 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Engineer may determine or Owner may withhold, including but not limited to liquidated damages, in accordance with Paragraph 14.02 of the General Conditions.

- a. 95% of Work completed (with the balance being retainage). If the Work has been 50% completed as determined by ENGINEER, and if the character and progress of the Work have been satisfactory to OWNER and ENGINEER, and CONTRACTOR has provided written consent of surety, OWNER, on recommendation of ENGINEER, may determine that as long as the character and progress of the Work remain satisfactory to them, there will be no retainage on account of Work subsequently completed. The 50% of work completed shall be based on CONTRACTOR's pay request with off-site materials excluded and a maximum of 20% of on-site stored materials included.

- b. 95% of cost of materials and equipment not incorporated in the Work (with the balance being retainage) but delivered and suitably stored in a location and manner agreed to in writing and pursuant to paragraph 14.02.A.1 of the General Conditions.

- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to **100** percent of the Work completed, less such amounts as Engineer shall determine in accordance with Paragraph 14.02.B.5 of the General Conditions and less **200** percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion.

City of Greenville
Atlantic Avenue Parking Lot

January 2018

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 14.07 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 14.07, **less any sum Owner is entitled to set off against Engineer's recommendation, including but not limited to liquidated damages.**

ARTICLE 7 – INTEREST

- 7.01 All moneys not paid when due as provided in Article 14 of the General Conditions shall bear interest at the maximum legal rate.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Agreement, Contractor makes the following representations:
 - A. Contractor has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.
 - B. Contractor has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has carefully studied all: (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions relating to existing surface or subsurface structures at the Site (except Underground Facilities), if any, that have been identified in Paragraph SC-4.02 of the Supplementary Conditions as containing reliable "technical data," and (2) reports and drawings of Hazardous Environmental Conditions, if any, at the Site that have been identified in Paragraph SC-4.06 of the Supplementary Conditions as containing reliable "technical data."
 - E. Contractor has considered the information known to Contractor; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor, including any specific means,

methods, techniques, sequences, and procedures of construction expressly required by the Contract Documents; and (3) Contractor's safety precautions and programs.

- F. Based on the information and observations referred to in Paragraph 8.01.E above, Contractor does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.
- G. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- H. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- J. **Contractor has correlated the information known to Contractor, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.**

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 *Contents*

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 8, inclusive).
 - 2. General Conditions (pages 1 to 65, inclusive).
 - 3. Supplementary Conditions (pages 1 to 7, inclusive).
 - 4. Detail Specifications as listed in the table of contents.
 - 5. Drawings consisting of 10 sheets with each sheet bearing the following general title: Atlantic Avenue Parking Lot Improvements (Ark Consulting Group, PLLC Drawing No. D-1129).
 - 6. Addenda (numbers 1 to 1 , inclusive), attached to end of contract documents.
 - 7. Exhibits to this Agreement (enumerated as follows):

- a. Contractor's Bid (pages 1 to 10, inclusive).
 - b. Documentation submitted by Contractor prior to Notice of Award (pages n/a to n/a, inclusive).
8. Payment and Performance Bonds, provided after contract award.
 9. Certificate of Insurance, provided after contract award.
 10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
 - a. Notice to Proceed (pages NP-1 to NP-1, inclusive).
 - b. Work Change Directives.
 - c. Change Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
 - C. There are no Contract Documents other than those listed above in this Article 9.
 - D. The Contract Documents may only be amended, modified, or supplemented as provided in Paragraph 3.04 of the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 Assignment of Contract

- A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

City of Greenville
Atlantic Avenue Parking Lot

January 2018

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement. Counterparts have been delivered to Owner and Contractor. All portions of the Contract Documents have been signed or have been identified by Owner and Contractor or on their behalf.

This Agreement will be effective on _____ (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR:

City of Greenville

By: _____

By: _____

Title: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

1500 Beatty Street

Greenville, NC 27834

License No.: _____

(Where applicable)

APPROVED AS TO FORM:

Emanuel D. McGirt, City Attorney

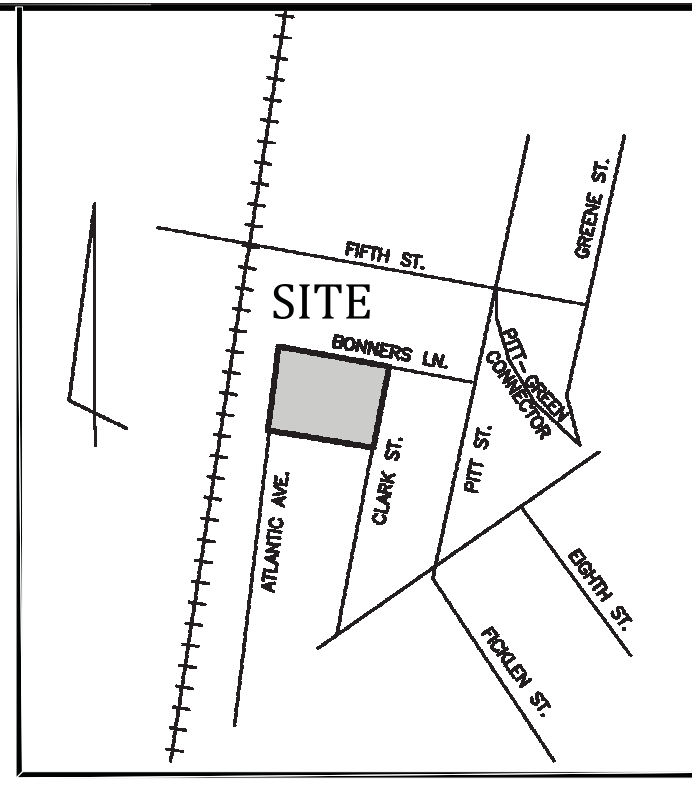
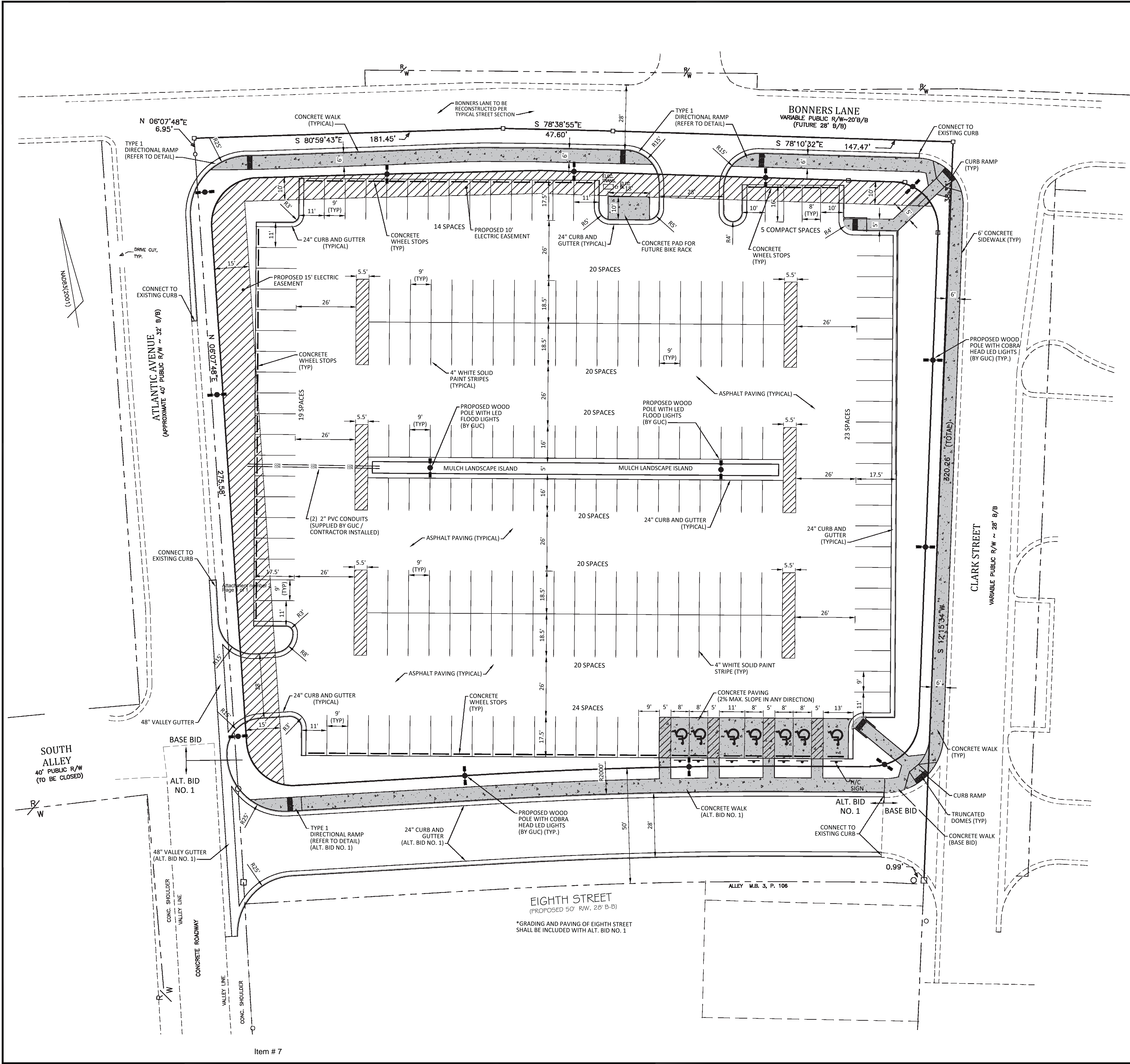
PRE-AUDIT CERTIFICATION:

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

Acct. #: _____

Project Code: _____

Bernita Demery, Director of Financial Services



Vicinity Map
NOT TO SCALE

Site Data

TOTAL ACREAGE IN SITE:	2.34± AC.
TAX MAP NUMBER:	34551, 05512, 06262, 13546
TAX PARCEL NUMBERS:	01760, 15813, 19875, 19874
CURRENT ZONING:	CD (DOWNTOWN COMMERCIAL)
ACREAGE IN COMMON AREA:	0 AC.
ACREAGE IN RECREATION AREA(S) AND THE LIKE:	0 AC.
TOTAL NUMBER OF UNITS / BEDROOMS:	0
GROSS FLOOR AREA:	0 S.F.
BUILDING LOT COVERAGE:	0% EXIST., 0% PROPOSED
BUILDING HEIGHT IN FT. & STORIES:	N/A
TOTAL NO. OF PARKING SPACES REQUIRED:	0 SPACES (INCL. 0 HC)
TOTAL NO. OF PROPOSED PARKING SPACES:	205 SPACES (INCL. 7 HC)
TOTAL SQ. FEET OF EXIST. IMPERVIOUS AREA:	15,161 SF (14.9%)
TOTAL SQ. FEET OF PROP. IMPERVIOUS AREA:	78,541 SF (77.0%)
IMPERVIOUS AREA FOR PARKING:	78,541 SF
DISTURBED ACREAGE:	3.0 AC.
REFERENCES:	MAP BOOK 76, PAGE 58 ATLANTIC AVENUE

General Notes:

- CITY OF GREENVILLE DRIVEWAY APPROVAL PERMIT IS REQUIRED.
- ANY UNUSED DRIVEWAY MUST BE CLOSED IN ACCORDANCE WITH THE CITY OF GREENVILLE'S DRIVEWAY ORDINANCE.
- CONTACT NORTH CAROLINA ONE-CALL CENTER, INC. (NC ONE-CALL) AT 811 TO HAVE ALL UNDERGROUND UTILITIES LOCATED PRIOR TO EXCAVATING OR TRENCHING.
- ALL REQUIRED IMPROVEMENTS SHALL CONFORM TO THE CITY OF GREENVILLE MANUAL OF STANDARD DESIGNS AND DETAILS (MSDD) AND THE GREENVILLE UTILITIES MANUAL FOR THE DESIGN AND CONSTRUCTION OF WATER AND WASTEWATER SYSTEM EXTENSIONS.
- CONTRACTOR SHALL NOTIFY PUBLIC WORKS, STREET MAINTENANCE DIVISION 48 HOURS PRIOR TO MAKING CONNECTIONS TO EXISTING STORM DRAINS LOCATED WITHIN PUBLIC STORM DRAINAGE EASEMENTS OR RIGHT-OF-WAY.
- THIS PROPERTY IS LOCATED IN A FLOOD ZONE X (AREA DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN) AS SHOWN ON THE FEMA FLOOD INSURANCE RATE MAP NUMBER 3720488800K, EFFECTIVE JULY 7, 2014.
- ELECTRIC AND TELEPHONE UTILITIES SHALL BE INSTALLED UNDERGROUND.
- PAVEMENT SECTIONS ARE AS INDICATED ON PLAN SHEET C-6.
- PROVIDE ALL NECESSARY SIGNAGE FOR HANDICAP PARKING.
- PARKING LOT SHALL BE STRIPED IN ACCORDANCE WITH PLAN.
- CONTRACTOR SHALL BE RESPONSIBLE FOR STAKING OF LIGHT POLES AND COORDINATION WITH GREENVILLE UTILITIES FOR INSTALLATION OF LIGHT POLES AND RELOCATION OF EXISTING OVERHEAD ELECTRIC.
- THIS PROJECT DISTURBS MORE THAN 0.5 ACRE. STORMWATER MANAGEMENT PLAN APPROVAL IS REQUIRED.
- THIS PROJECT DISTURBS MORE THAN 1 ACRE. EROSION CONTROL PLAN APPROVAL IS REQUIRED.
- REFUSE COLLECTION SHALL BE PROVIDED BY PRIVATE SERVICE.
- ALL DIMENSIONS ARE TO BACK OF CURB UNLESS OTHERWISE NOTED.
- SITE SHALL MEET ALL RELATED ACCESSIBILITY CODE REQUIREMENTS.

Survey Note:

BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN HEREON WAS PREPARED BY SPRUILL & ASSOCIATES AS SHOWN ON DRAWING ENTITLED TOPOGRAPHIC SURVEY AND COMPOSITE BOUNDARY MAP FOR CITY OF GREENVILLE DATED NOVEMBER 16, 2017, ATTACHED TO THIS DRAWING SET FOR REFERENCE.

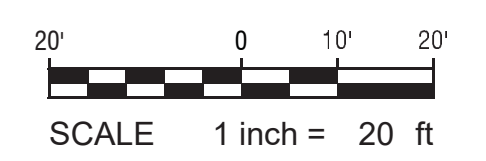
Sheet Index:

Sheet No. C-1	Site Layout
Sheet No. C-2	Demolition
Sheet No. C-3	Erosion Control
Sheet No. C-4	Grading
Sheet Nos. C-5 - C-9	Details

Survey (SPRUILL & ASSOCIATES Surveyor) 1 Sheet

Owner / Developer

CITY OF GREENVILLE
1500 BEATTY STREET
GREENVILLE, NC 27834
PHONE: (252) 329-4522

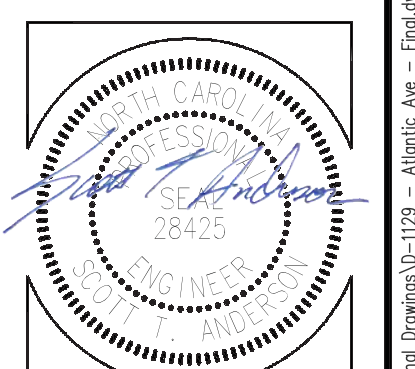


Final Drawings Issued For Bidding Purposes Only

REVISIONS:



SITE PLAN
ATLANTIC AVENUE PARKING LOT
City of Greenville, Pitt County, North Carolina



Project Manager: STA
Drawn By: EW
Checked By: BTO
Project Number: 17042
Drawing Number: D-1129

C-1
Date: 01-19-2018

Atlantic Avenue Parking Lot



Atlantic Ave. Parking Lot

GTAC

University Edge

W 5TH ST

S GREENE ST

BONNERS LN

SALLEY ST

PITT-GREENE CONNECTOR

READE CI

CLARK ST

S PRITT ST

ATLANTIC AV

DICKINSON AV

W 8TH ST

Item #7



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Report on Bids and Contracts Awarded

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

Explanation: The Director of Financial Services reports that the following bids and/or contracts were awarded during the months of January and February.

<u>Date Awarded</u>	<u>Description</u>	<u>Vendor PO Number</u>	<u>Amount</u>	<u>MWBE Vendor?</u>	<u>Does Local Preference Apply?</u>
1/30/2018	Equipment for Police Cars	West Chatham Warning Devices PO# 18000253	\$83,719.19	No	No
2/5/2018	Police Citywide Camera Expansion Phase 3	East Carolina Communications PO# 18000266	\$78,848.70	No	No
2/12/2018	Uniforms for Fire Rescue	Municipal Emergency Services PO# 18000288	\$60,252.00	No	No




Fiscal Note: Funding for the bids and contracts awarded is included in the City of Greenville's

2017-2018 budget ordinance.

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

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

Attachments / click to download

-  [Bid Tab PO# 18000253](#)
 -  [Bid Tab PO# 18000288](#)
 -  [Bid Tab PO#18000266](#)
-



Request for Verbal/Written Quotations

City of Greenville
 Financial Services/Purchasing
 P.O. Box 7207
 201 West Fifth Street
 Greenville, NC 27835
 Telephone: 252-329-4664
 Fax: 252-329-4464

Requestor	Vendor 1	Vendor 2	Vendor 3
	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>
Department: Public Works	West Chatham Warning Devices	Batteries of NC	Mobile Communications
Requestor: Karen Braxton			
Date: 1/26/18			

No.	Description			
1	Equipment for Police Cars	\$83,719.19	\$85,348.52	\$38,785.30
2				
3				
4				
5				

Subtotal	-	-	
Tax	-	-	
Total	\$83,719.19	\$85,348.52	\$38,785.30-Incomplete Bid

Note: All pricing shall include all discounts and freight. Additionally, all pricing should be FOB Destination to the City of Greenville. A copy of this Request for Verbal Quotes Form shall be forwarded to the Purchasing Division as an attachment to the purchase order requisition and will be filed with applicable purchase order for proper documentation of award and compliance with all City policies and procedures.



Request for Verbal/Written Quotations

City of Greenville
Financial Services/Purchasing
P.O. Box 7207
201 West Fifth Street
Greenville, NC 27835
Telephone: 252-329-4664
Fax: 252-329-4464

Requestor	Vendor 1	Vendor 2	Vendor 3
	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>
Department: Information Technology	Carolina Video Security	East Carolina Communications	Anixter
Requestor: Freddie Wilkins			
Date: 2/1/2018			

No.	Description			
1	Police Citywide Camera Expansion Phase 3	\$87,317.00	\$78,848.70	\$87,818.36
2				
3				
4				
5				

Subtotal	-	-	-
Tax	-	-	-
Total	\$87,317.00	\$78,848.70	\$87,818.36

Note: All pricing shall include all discounts and freight. Additionally, all pricing should be FOB Destination to the City of Greenville. A copy of this Request for Verbal Quotes Form shall be forwarded to the Purchasing Division as an attachment to the purchase order requisition and will be filed with applicable purchase order for proper documentation of award and compliance with all City policies and procedures.



Request for Verbal/Written Quotations

City of Greenville
 Financial Services/Purchasing
 P.O. Box 7207
 201 West Fifth Street
 Greenville, NC 27835
 Telephone: 252-329-4664
 Fax: 252-329-4464

Requestor	Vendor 1	Vendor 2	Vendor 3
	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>	Local <input type="checkbox"/> MWBE <input type="checkbox"/>
Department: Fire Rescue	Municipal Emergency Services	Safe Industries	
Requestor: Jesse Harris			
Date: 2/8/2018			

No.	Description	Quantity	Unit of Measure	Unit Cost	Extension	Unit Cost	Extension	Unit Cost	Extension
1	Fire Rescue Jacket	24	Each	\$1,186.79	\$28,482.96	\$1,250.00	\$30,000.00		
2	Fire Rescue Pant	24	Each	\$1,013.71	\$24,329.04	\$1,075.00	\$25,800.00		
3	Fire Rescue Boot	24	Each	\$310.00	\$7,440.00	\$310.00	\$7,440.00		
4									
5									

Subtotal	-	-	
Tax	-	-	
Total	\$60,252.00	\$63,240.00	

Note: All pricing shall include all discounts and freight. Additionally, all pricing should be FOB Destination to the City of Greenville. A copy of this Request for Verbal Quotes Form shall be forwarded to the Purchasing Division as an attachment to the purchase order requisition and will be filed with applicable purchase order for proper documentation of award and compliance with all City policies and procedures.



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Naming of the Greenville Transportation Activity Center as the G. K. Butterfield Transportation Center

Explanation: **Abstract:** The construction of the Greenville Transportation Activity Center is nearing completion. At the November 13, 2017 meeting, the City Council unanimously approved naming the facility in honor of Congressman G. K. Butterfield, who was instrumental in securing federal funds for construction of the facility. Formal action is necessary to officially name the facility as the G. K. Butterfield Transportation Center.

Explanation: Construction on the City's intermodal facility is nearing completion. This project started as a City Council goal to create a facility which would encourage multiple modes of transportation within the city, provide a central access point where people could transfer from one mode to another, and create a hub not only for transportation within the city, but also a catalyst for revitalization and economic development. The revitalization of the Dickinson Avenue corridor has been spurred on by the designation of this site as the Transportation facility.

The transportation facility is a central location where local and regional transportation services will connect. The Greenville Area Transit system (GREAT bus system), Pitt Area Transit (PATs), ECU Transit, and Greyhound would all utilize the facility for connections along with taxis and the new Amtrak Connector. Airport, medical, and hotel shuttles could locate there too.

The two-story, nearly 10,000 square foot building is being funded through a combination of federal and local funds. The federal funding is primarily a result of the efforts of Congressman G. K. Butterfield, and the City is grateful for his assistance with obtaining funding for this much-needed project. The Transportation facility will benefit this community for years to come, and naming it after the congressman will serve as a reminder of his vital role in making it a reality.

At the November 13, 2017 meeting, the City Council unanimously approved naming the facility in honor of Congressman Butterfield. City Council is asked to take formal action to officially name this facility the "**G. K. Butterfield Transportation Center**".

Fiscal Note: There are no cost impacts associated with the naming of this facility.

Recommendation: Name the City's Transportation facility, located between Clark and Pitt Streets just south of Bonners Lane, the "**G. K. Butterfield Transportation Center**"

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Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Ordinance to annex Brook Hollow, Section 4, Phase 3 involving 5.4420 acres located at the current terminus of Cambria Drive

Explanation: **Abstract:** The City received a voluntary annexation petition to annex Brook Hollow, Section 4, Phase 3 involving 5.4420 acres located at the current terminus of Cambria Drive. The subject area is vacant and is anticipated to accommodate 20 duplex buildings (40 units).

ANNEXATION PROFILE

A. SCHEDULE

1. Advertising date: February 26, 2018
2. City Council public hearing date: March 8, 2018
3. Effective date: June 30, 2018

B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 5.4420
4. Voting District: 2
5. Township: Greenville
6. Zoning: R6A (Residential [Medium Density Multi-family])
7. Land Use: Existing: Vacant

Anticipated: 20 duplex lots (40 units)

8. Population:

	Formula	Number of People
Current Population	-----	0
Estimated at full development	40 x 2.18*	87
Current Minority	-----	0
Estimated Minority at full development	87 x 43.4%	38
Current White	-----	0
Estimated White at full development	87 - 38	49

*2.18 average Greenville household size

9. Rural Fire Tax District: Red Oak

10. Greenville Fire District: Station #5 (Distance of 2.5 miles)

11. Present Tax Value: \$81,359
Estimated Future Tax Value: \$6,936,680

Fiscal Note: The total estimated tax value at full development is \$6,936,680.

Recommendation: Approve the attached ordinance to annex Brook Hollow, Section 4, Phase 3

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Attachments / click to download

 [Survey](#)

 [Ordinance - Brook Hollow, Section 4 Ph 3 1073894](#)

ORDINANCE NO. 18-
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 6:00 p.m. on the 8th day of March, 2018, after due notice by publication in The Daily Reflector on the 26th day of February, 2018; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G.S. 160A-31, as amended.

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

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled "Brook Hollow, Section 4, Phase 3" involving 5.4420 acres as prepared by Spruill & Associates.

LOCATION: Lying and being situated in Greenville Township, Pitt County, North Carolina, located at the current terminus of Cambria Drive.

GENERAL DESCRIPTION:

Being that certain tract or parcel of land lying and being situate in Greenville Township, Pitt County, North Carolina and being bounded on the north and east by Brook Hollow, Section Three, on the south by Brook Hollow, Section Four, Phase 2 and on the west by the property of Leon Raymond Hardee, as Trustee of the Linda Ipock Hardee Living Trust and being more particularly described as follows:

Commencing at a P.K. nail in the centerline intersection of Dickinson Avenue (US Highway 13) and Williams Road (NCSR 1135) and running S 66°55'05" W, 1,556.03 feet to an existing iron pipe on the northern right-of-way of Dickinson Avenue; thence S 66°19'34" W, 596.86 feet to an existing iron bar located 1.00 foot within the northern right-of-way of Dickinson Avenue adjacent to the southeast corner of the property of Joy Tyson Clark as recorded in Deed Book X-23, Page 429 and Deed Book X-33, Page 683 of the Pitt County Registry; thence N 06°13' 19" W, 1,534.42 feet to an existing iron pipe at the northwest corner of Lot 22B of Brook Hollow, Section Four, Phase 2 as recorded at Map Book 81, Page 127 of the Pitt County Registry, said existing iron pipe being located on the east line of the property of Leon Raymond Hardee as Trustee of the Linda Ipock Hardee Living Trust as described in Deed Book 3528, Page 348 of the Pitt County Registry and being the POINT OF BEGINNING; thence from said beginning point along the east line of the aforementioned property

of Leon Raymond Hardee as Trustee of the Linda Ipock Hardee Living Trust N 16°47'15"E, 930.00 feet to an existing iron pipe at the southwest corner of Lot 33A of Brook Hollow , Section Three as recorded at Deed Book 71, Page 112 of the Pitt County Registry; thence with south line of said Lot 33A S 73°12'45"E, 106.00 feet to an existing iron pipe on the western right-of-way line of Cambria Drive; thence along the western right-of-way of Cambria Drive S16°47' 15"W, 6.35 feet to an existing iron pipe; thence crossing the right-of-way of Cambria Drive and along the south lines of Lots 33A, 139B and 139A of said Brook Hollow, Section Three S 73° 12'45"E, 156.00 feet to an existing iron pipe at the northwest corner of Lot 154B of the aforementioned Brook Hollow, Section Three; thence along and with the west line of Lots 154A and 154B through Lots 156A and 156B, Lot 158A, and Lots 159A and 159B through Lots 163A and 163B of said Brook Hollow, Section Three S 16°47' 15" W, 887.65 feet to an existing iron pipe at the northeast corner of Lot 128A of the Recombination of Lots 128A & 128B, Brook Hollow, Section Four, Phase 2 as recorded at Map Book 82, Page 92 of the Pitt County Registry; thence with the north line of said Lot 128A and crossing the right-of-way of Cambria Drive N 73°12'45" W, 156.00 feet to a point on the western right-of-way line of Cambria Drive; thence with the western right-of-way of Cambria Drive S 16°47'15" W, 36.00 feet to a point at the northeast corner of Lot 22B, Brook Hollow, Section Four, Phase 2 as recorded at Map Book 81, Page 127 of the Pitt County Registry ; thence with the north line of said Lot 22B N 73°12'45"W, 106.00 feet to the POINT OF BEGINNING, containing 5.4420 acres and being Pitt County Tax Parcel Number 02822.

Attachment Number
Page 2 of 2

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G.S. 160A-23, be annexed into Greenville municipal election district two. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district two.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 30th day of June, 2018.

ADOPTED this 8th day of March, 2018.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

NORTH CAROLINA
PITT COUNTY

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

WITNESS my hand and official seal this ____th day of ____, 2018.

Notary Public

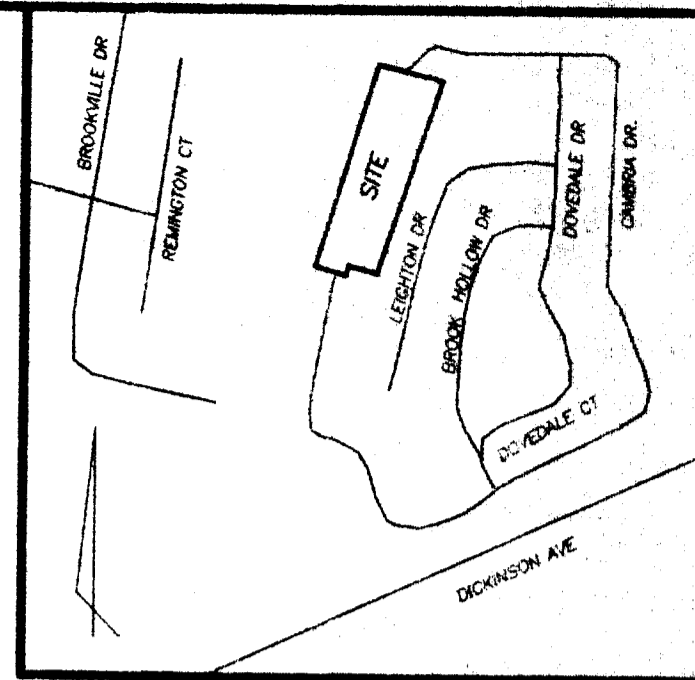
My Commission Expires: _____

1073894

NOTES

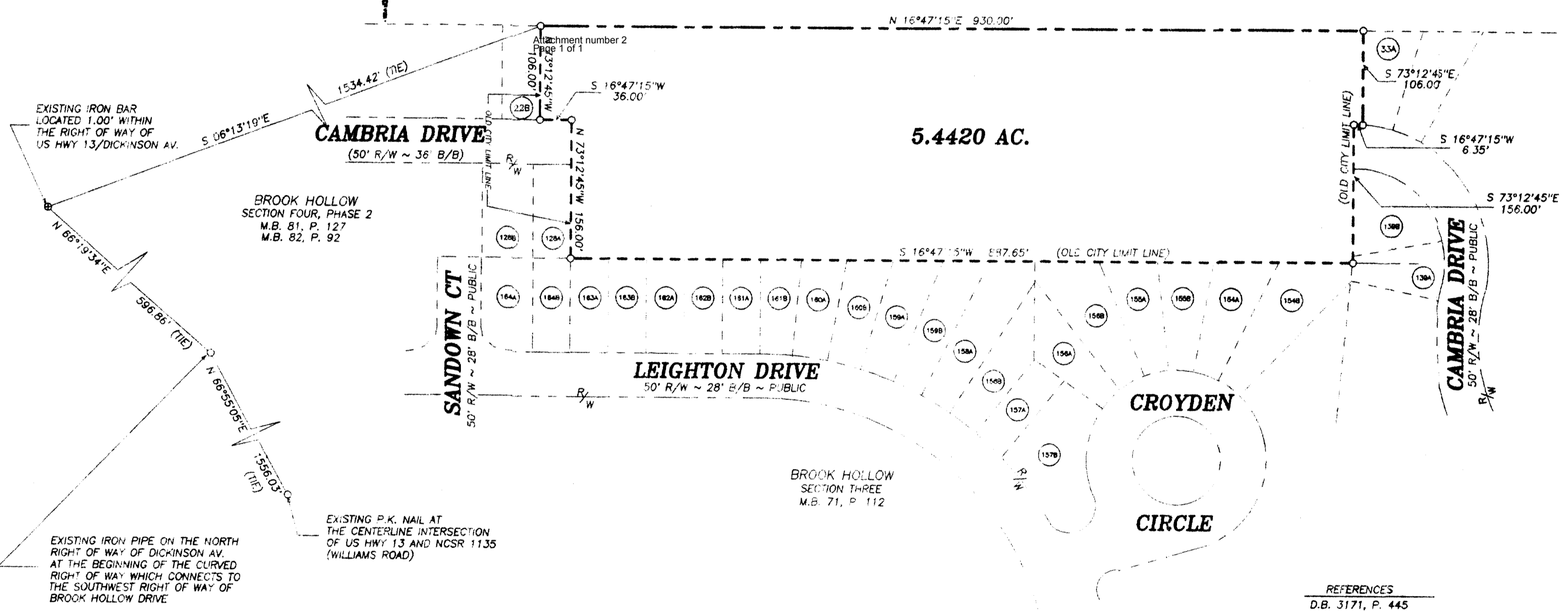
- LOCATION OF IMPROVEMENTS TO PROPERTY NOT A PART OF THIS SURVEY
- THIS IS AN ANNEXATION MAP OF PITT COUNTY TAX PARCEL 02822

NORTH (D.B. x 23, P. 132)



VICINITY MAP, 1"=1000'

LEON RAYMOND HARDEE AS TRUSTEE
OF THE
LINDA IPOCK HARDEE LIVING TRUST
D.B. 3526, P. 348



BROOK HOLLOW SECTION THREE M.B. 71, P. 112

- LEGEND**
- IRON PIPE SET
 - ⊕ EXISTING IRON BAR
 - EXISTING IRON PIPE
 - NO POINT SET
 - 1/4" RIGHT OF WAY
 - OLD CITY LIMIT
 - - - NEW CITY LIMIT
 - CITY LIMIT

REFERENCES
D.B. 3171, P. 445
M.B. 79, P. 68
PITT COUNTY REGISTRY

I, STEPHEN N. SPRULL, CERTIFY THAT THIS MAP WAS MADE FROM AN ACTUAL FIELD SURVEY MADE BY ME AND IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND IS EXEMPT FROM G.S. 47-30 AS SET FORTH IN SECTION (j) THEREOF.

P.L.S.
N.C. REG. NO. L-2723

PITT COUNTY, NORTH CAROLINA

I, A NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT STEPHEN N. SPRULL, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AND ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT.

WITNESS MY HAND AND OFFICIAL STAMP OR SEAL THIS _____ DAY OF FEBRUARY _____

NOTARY PUBLIC
MY COMMISSION EXPIRES 10-12-2019

PRELIMINARY PLAT; NOT FOR RECORDATION, CONVEYANCES, OR SALES

ANNEXATION MAP FOR
BROOK HOLLOW, SECTION FOUR, PHASE 3
BEING A PORTION OF
DEED BOOK 3171, PAGE 445
GREENVILLE TOWNSHIP ~ PITT COUNTY ~ NORTH CAROLINA

Sprull & Associates Inc
2747 East Tenth Street
Greenville, North Carolina 27658
(252) 757-1200 Firm No. C-978

SURVEYED: DMJ APPROVED: SNS
DRAWN: CLB DATE: 1/10/2018
CHECKED: JAD SCALE: 1"= 100'

MAP NO.	PLATS RECORDED	BOOK	PAGE
	ANNEXATION PLAT OF BROOK HOLLOW, SECTION TWO	69	8
	ANNEXATION PLAT OF BROOK HOLLOW, SECTION THREE	70	200
	ANNEXATION PLAT OF BROOK HOLLOW, SECTION FOUR, PHASE 1	78	31
	ANNEXATION PLAT OF BROOK HOLLOW, SECTION FOUR, PHASE 2	81	67

MAP SHOWING AREA ANNEXED BY
THE CITY OF GREENVILLE

EFFECTIVE DATE: _____ ORDINANCE NO. _____ AREA: **5.4420 AC.**



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Ordinance requested by Kate Vincent Kittrell to rezone 12.048 acres located along the eastern right-of-way of Dickinson Avenue and adjacent to Cross Creek Apartments and Townhomes from RA20 (Residential-Agricultural) to OR (Office-Residential)

Explanation: **Abstract:** The City has received a request from Kate Vincent Kittrell to rezone 12.048 acres located along the eastern right-of-way of Dickinson Avenue and adjacent to Cross Creek Apartments and Townhomes from RA20 (Residential-Agricultural) to OR (Office-Residential).

Required Notices:

Planning and Zoning meeting notice (property owner and adjoining property owner letter) mailed on February 6, 2018.
On-site sign(s) posted on February 6, 2018.
City Council public hearing notice (property owner and adjoining property owner letter) mailed on February 27, 2018.
Public hearing legal advertisement published on February 26 and March 5, 2018.

Comprehensive Plan:

The Future Land Use and Character Map recommends residential, high density (HDR) at the southwestern corner of the intersection of Dickinson Avenue and West Arlington Boulevard.

Residential, High Density

Residential areas composed primarily of multi-family housing in various forms. Defined by existing development patterns where building size and style tend to be consistent within a development, with large blocks, and limited connectivity between different building types and uses. Future development should take a more traditional neighborhood pattern where different residential types are connected in a walkable pattern. High density residential is typically appropriate near activity

centers and corridors.

Intent:

- Provide better vehicular and pedestrian connectivity between developments
- Improve architectural variety and site design for new developments
- Improve streetscape features such as consistent sidewalks, lighting and street trees

Primary uses:

Multi-family residential

Two-family residential

Attached residential (townhomes)

Secondary uses:

Office

Single-family residential detached (small lot)

Institutional/Civic (churches and schools)

Thoroughfare/Traffic Report Summary (PWD- Engineering Division):

Based on the possible uses permitted by the requested rezoning, the proposed rezoning classification could generate 998 trips to and from the site on Dickinson Avenue, which is a net increase of 567 additional trips per day.

During the review process, measures to mitigate the traffic will be determined. A traffic assessment may be required.

History/Background:

In 1972, the property was incorporated into the City's extra-territorial jurisdiction (ETJ), as part of a large-scale ETJ extension, and was zoned RA20.

Present Land Use:

Farmland

Water/Sewer:

Water and sanitary sewer are available.

Historic Sites:

There are no known effects on historic sites.

Environmental Conditions/Constraints:

There are no known environmental conditions/constraints.

Surrounding Land Uses and Zoning:

North: OR - Brookdale Senior Living and Barrett Place Apartments
South: OR - Cross Creek Apartments and Townhomes
East: OR - Meridian Park Apartments
West: RA20 - Two (2) single-family residences

Density Estimates:

Under the current zoning, the site could accommodate 40-45 single-family lots.

Under the proposed zoning, the site could accommodate 150 multi-family units (1, 2 and 3 bedrooms) based on similar site comparison of Cross Creek Townhomes.

The anticipated build-out time is within 2-5 years.

Fiscal Note:

No cost to the City.

Recommendation:

In staff's opinion, the request is in compliance with Horizons 2026: Greenville's Community Plan and the Future Land Use and Character Map.

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

The Planning and Zoning Commission voted unanimously to approve the request at its February 20, 2018 meeting.

If the City Council determines to approve the zoning map amendment, a motion to adopt the attached zoning map amendment ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest.

If City Council determines to deny the zoning map amendment, in order to comply with this statutory requirement, it is recommended that the motion be as follows:

Motion to deny the request to rezone and to make a finding and determination that the rezoning request is inconsistent with the adopted comprehensive plan including, but not limited to, Policy 1.1.1 guide development with the Future Land Use and Character Map and Policy 1.1.6 guide development using the Tiered Growth Approach, and further that the denial of the rezoning request is reasonable and in the public interest due to the rezoning request does not promote, in addition to the furtherance of other goals and objectives, the safety and general welfare of the community because the requested zoning is not consistent with the

recommended Future Land Use and Character designation.

Note: In addition to the other criteria, the Planning and Zoning Commission and City Council shall consider the entire range of permitted and special uses for the existing and proposed zoning districts as listed under Title 9, Chapter 4, Article D of the Greenville City Code.

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

Attachments / click to download

-  [Attachments](#)
 -  [Ordinance - Kate Vincent Kittrell 1073286](#)
 -  [Minutes - Kate Vincent Kittrell 1074112](#)
-

ORDINANCE NO. 18-

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
REZONING TERRITORY LOCATED WITHIN THE PLANNING AND ZONING
JURISDICTION OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on the 8th day of March, 2018, at 6:00 p.m., in the Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance rezoning the following described territory;

WHEREAS, the City Council has been informed of and has considered all of the permitted and special uses of the districts under consideration;

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance zoning the following described property is consistent with the adopted comprehensive plan and other officially adopted plans that are applicable and that the adoption of the ordinance zoning the following described property is reasonable and in the public interest due to its consistency with the comprehensive plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable;

WHEREAS, as a further description as to why the action taken is consistent with the comprehensive plan and other officially adopted plans that are applicable in compliance with the provisions of North Carolina General Statute 160A-383, the City Council of the City of Greenville does hereby find and determine that the adoption of this ordinance is consistent with provisions of the comprehensive plan including, but not limited to, Policy 1.1.1 guide development with the Future Land Use and Character Map and Policy 1.1.6 guide development using the Tiered Growth Approach; and

WHEREAS, as a further explanation as to why the action taken is reasonable and in the public interest in compliance with the provisions of North Carolina General Statute 160A-383, the City Council of the City of Greenville does hereby find and determine that the adoption of this ordinance will, in addition to the furtherance of other goals and objectives, promote the safety and general welfare of the community because the requested zoning is consistent with the recommended Future Land Use and Character designation and is located in a Primary Service Area;

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

Section 1. That the following described territory is rezoned from RA20 (Residential-Agricultural) to OR (Office-Residential).

TO WIT: Kate Vincent Kittrell

LOCATION: Located along the eastern right-of-way of Dickinson Avenue and adjacent to Cross Creek Apartments and Townhomes.

DESCRIPTION: Beginning at an existing iron pipe located on the southern right-of-way of Dickinson Avenue said existing iron pipe being located at the intersection of the southwest property corner of the property belonging to HCRI North Carolina Properties, III Limited Partnership recorded in Deed Book 2689, Pages 419-421 and Map Book 48, Page 117 and the northwest property corner of the property belonging to Kate Vincent Kittrell recorded in Deed Book 205, page 805, Pitt County Registry; thence from said point of beginning and leaving the southern right of way of Dickinson Avenue S 42-05-13 E, 10.20 feet to an existing iron pipe; thence continuing S 42-05-13 E, 1,111.70 feet to an existing iron pipe; thence continuing S 42-05-13 E, 595.31 feet to an existing iron pipe located in the centerline of Reedy Branch; thence running along the centerline of Reedy Branch the following courses and distances S 18-31-49 W, 38.68 feet to a point; thence S 50-53-47 W, 23.49 feet to a point; thence S 36-12-08 W, 17.24 feet to a point; thence S 02-01-58 E, 31.58 feet to a point; thence S 48-42-12 W, 25.08 feet to a point; thence S 08-54-34 W, 18.52 feet to a point; thence S 56-37-28 W, 45.59 feet to a point; thence S 22-01-35 W, 85.79 feet to a point; thence S 35-03-41 W, 50.39 feet to a point; thence leaving the centerline of Reedy Branch N 42-09-09 W, 5.11 feet to an existing iron pipe; thence continuing N 42-09-09 W, 1,148.93 feet to an existing iron pipe; thence continuing N 42-09-09 W, 264.11 feet to an existing drill hole; thence continuing N 42-09-09 W, 109.61 feet to an existing iron pipe; thence continuing N 42-09-09 W, 132.82 feet to an existing iron pipe; thence N 41-19-34 W, 149.96 feet to an existing iron pipe; thence continuing N 41-19-34 W, 9.74 feet to an existing iron pipe located on the southern right of way of Dickinson Avenue; thence running along the southern right of way of Dickinson Avenue N 48-46-14 E, 35.65 feet to a point; thence leaving the southern right of way of Dickinson Avenue S 41-13-46 E, 159.98 feet to an existing iron pipe; thence N 48-46-14 E, 110.00 feet to an existing iron pipe; thence N 41-13-46 W, 159.98 feet to a point located on the southern right of way of Dickinson Avenue; thence running along the southern right of way of Dickinson Avenue N 48-46-14 E, 159.28 feet to the point of beginning containing 12.048 acres.

Section 2. That the Director of Community Development is directed to amend the zoning map of the City of Greenville in accordance with this ordinance.

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

Section 4. That this ordinance shall become effective upon its adoption.

ADOPTED this 8th day of March, 2018.

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

1073286

Excerpt from the DRAFT Planning & Zoning Commission Minutes (02/20/2018)

ORDINANCE REQUESTED BY KATE VINCENT KITTRELL TO REZONE 12.048 ACRES LOCATED ALONG THE EASTERN RIGHT-OF-WAY OF DICKINSON AVENUE AND ADJACENT TO CROSS CREEK APARTMENTS AND TOWNHOMES FROM RA20 (RESIDENTIAL-AGRICULTURAL) TO OR (OFFICE-RESIDENTIAL) - APPROVED

Mr. Weitnauer delineated the property. It is centrally located in the city and is currently vacant. The parcel is located south of the intersection of Dickinson Avenue and West Arlington Boulevard adjacent to Cross Creek Apartments and Townhomes. A survey of the 12 acre parcel was shown. The property is in close proximity to an area Horizons 2026 has identified in the future for a Neighborhood Activity Center. This rezoning request could generate a net increase of 567 trips per day. Under the current zoning, the site could accommodate 40-45 single family lots. Under the requested zoning, the parcel could accommodate 150 multi-family units. If this rezoning is approved, it will have the same office-residential zoning as the properties that border it on three sides. The Future Land Use and Character Plan Map recommends high density residential at the southwestern corner of the intersection of Dickinson Avenue and West Arlington Boulevard. The map recommends commercial along S. Memorial Drive and at the intersection of Dickinson Avenue and Spring Forest Road. In staff's opinion, the request is in compliance with Horizons 2026: Greenville's Community Plan and the Future Land Use and Character Plan Map.

Chairman King opened the public hearing.

Mr. Maxwell asked about the small parcel that seems to be cut out of the request.

Mr. Weitnauer stated it is a single family residence on Dickinson Avenue that is not a part of the request.

Ms. Leech asked if another access cut would be made onto Dickinson Avenue and if there should be two for egress.

Mr. Rik DiCesare stated the traffic report indicated a worst case scenario where all traffic would go onto Dickinson Avenue. This section of Dickinson Avenue is currently at 50% capacity and can handle the additional traffic. When the site plan is submitted, Engineering and the Fire/Rescue Department will make sure of appropriate egress.

Mr. Wilson asked about interconnectivity to the stub out at the Cross Creek Apartments.

Mr. DiCesare stated that interconnectivity is desired but cannot say what will happen until a site plan is submitted.

Mr. Scott Anderson, of Ark Consulting, representative of the applicant, spoke in favor of the request. He stated this request was filling a gap since the surrounding properties already are zoned office residential. The intent is to have interconnectivity. There is a minimal 2% increase in traffic.

Ms. Marissa Allen, president of the Cross Creek Townhome Association, spoke in opposition of the request. She stated there is a lot of traffic in the morning and it is hard to get out of the development. Another development would create more traffic onto Dickinson Avenue and more traffic through her neighborhood if there was interconnectivity. There are two school bus stops at the current entrance.

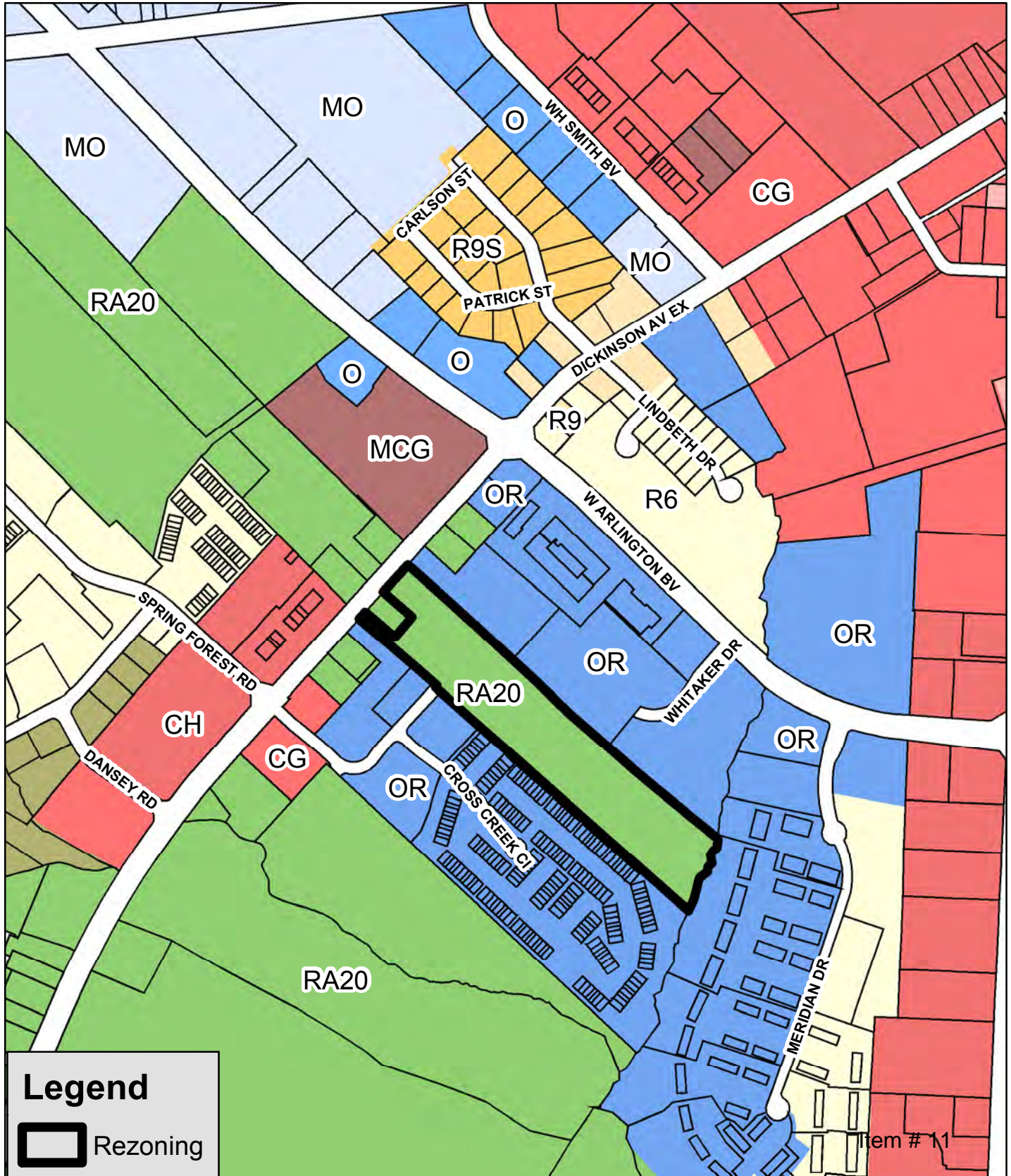
Chairman King closed the public hearing and opened for board discussion.

Ms. Leech stated Cross Creek only has one form of egress. She asked if it was a requirement to have two forms of egress.

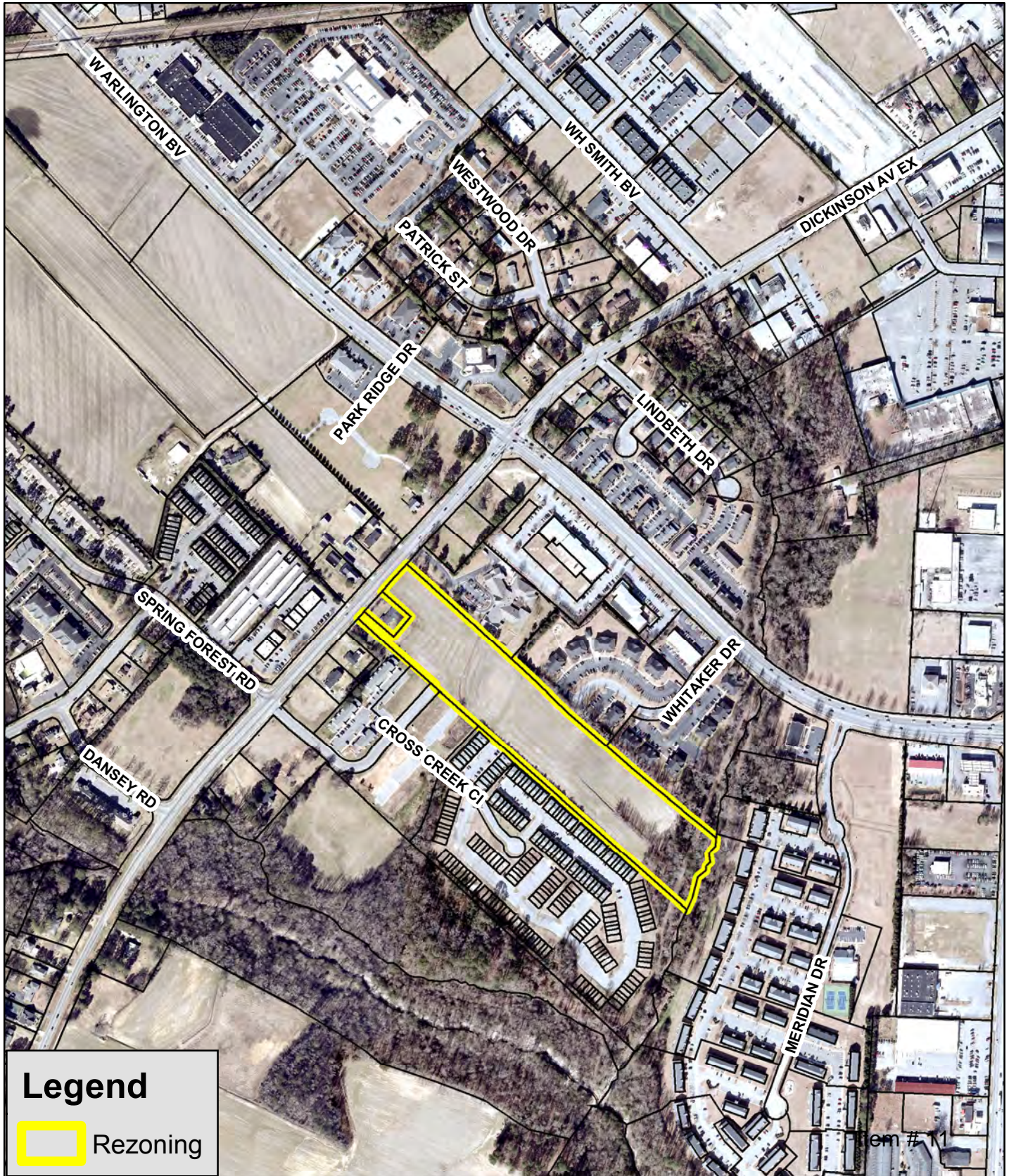
Mr. DiCesare stated it is all determined at site plan review and that staff will make sure that the request conforms to all access codes and development codes.

Motion made by Ms. Reid, seconded by Mr. Robinson, to recommend approval of the proposed amendment to advise that it is consistent with the Comprehensive Plan and to adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.

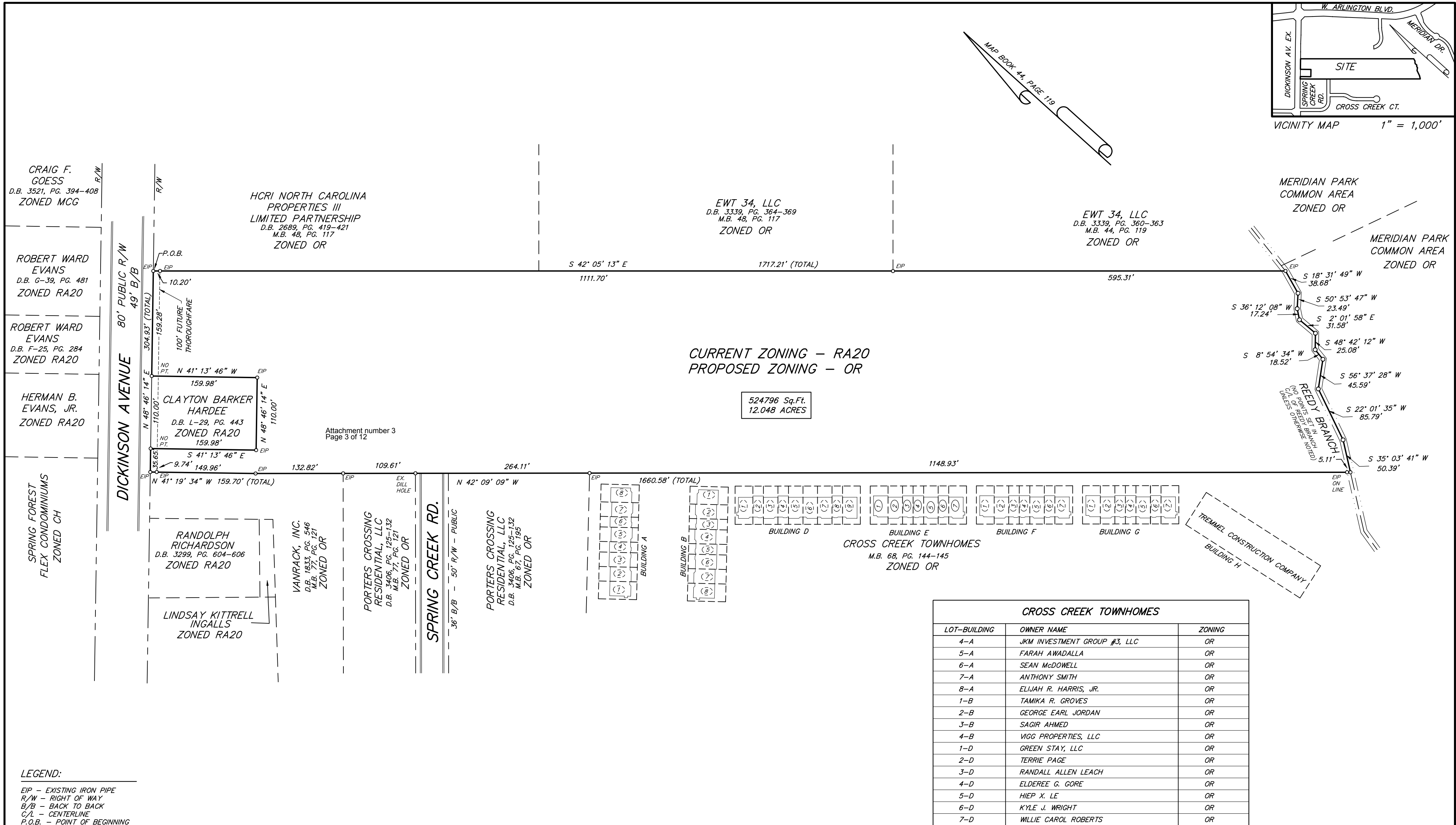
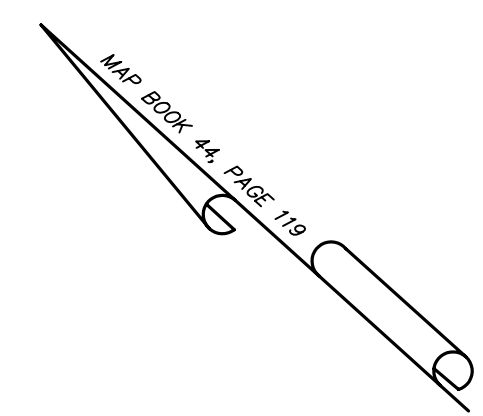
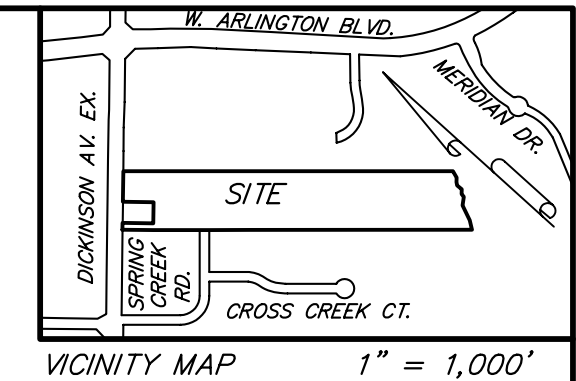
Kate Vincent Kittrell
From: RA20
To: OR
Acres: 12.048
February 6, 2018



Kate Vincent Kittrell
From: RA20
To: OR
Acres: 12.048
February 6, 2018



em # 11



CURRENT ZONING - RA20
PROPOSED ZONING - OR

524796 Sq.Ft.
12.048 ACRES

CROSS CREEK TOWNHOMES		
LOT-BUILDING	OWNER NAME	ZONING
4-A	JKM INVESTMENT GROUP #3, LLC	OR
5-A	FARAH AWADALLA	OR
6-A	SEAN McDOWELL	OR
7-A	ANTHONY SMITH	OR
8-A	ELIJAH R. HARRIS, JR.	OR
1-B	TAMIKA R. GROVES	OR
2-B	GEORGE EARL JORDAN	OR
3-B	SAGIR AHMED	OR
4-B	VIGG PROPERTIES, LLC	OR
1-D	GREEN STAY, LLC	OR
2-D	TERRIE PAGE	OR
3-D	RANDALL ALLEN LEACH	OR
4-D	ELDEREE G. GORE	OR
5-D	HIEP X. LE	OR
6-D	KYLE J. WRIGHT	OR
7-D	WILLIE CAROL ROBERTS	OR
8-D	ELDEREE G. GORE	OR
9-D	JOSHUA B. BRINSON	OR
1-E	MICHAEL DANIELS	OR
2-E	ROBBIE C. HOLLOWAY	OR
3-E	HUSKY PROPERTIES, LLC	OR
4-E	SHEREESE JOY HARRIS	OR
5-E	HUSKY PROPERTIES, LLC	OR
6-E	RANDALL R. GEDDES	OR
7-E	ASHLEY GLEN ALLEN	OR
1-F	TRACY L. WATSON	OR
2-F	ALEX J. FERIKES	OR
3-F	BAHRAM R. ZARGHAM	OR
4-F	RENEE HOPE PENNINGTON	OR
5-F	LINDA HURDLE WHITE	OR
6-F	M. EMDADUL HAQUE	OR
7-F	M. EMDADUL HAQUE	OR
1-G	SAMANTHA G. HOLLEN	OR
2-G	ZAHİ S. DARAWSHEH	OR
3-G	TIMOTHY TYLER BRADEN	OR
4-G	JOHN MATTI SIPPOLA THIELE	OR
5-G	SARAH A. CIPOLLA	OR
6-G	PATRICIA DANIELS	OR
7-G	DAVID R. STARNES	OR

LEGEND:
EIP - EXISTING IRON PIPE
R/W - RIGHT OF WAY
B/B - BACK TO BACK
C/L - CENTERLINE
P.O.B. - POINT OF BEGINNING

REZONING MAP FOR

KATE VINCENT KITTRELL

TAX PARCEL #13111
GREENVILLE TOWNSHIP
PITT COUNTY, NORTH CAROLINA

OWNER(S) KATE VINCENT KITTRELL
ADDRESS 2771 DICKINSON AVE. EXT., GREENVILLE, NC 27834
PHONE 252-756-4964

GARY S. MILLER & ASSOCIATES, P.A.
LAND SURVEYORS
1803 South Charles Blvd.
Greenville, N.C. 27858
License # C-0225

SURVEYED: GSM
APPROVED: GSM
DRAWN: BLW
DATE: 01-19-18
CHECKED: GSM
SCALE: 1" = 100'

Bar Scale
100 50 0 100 200

REFERENCE:
DEED BK. 205, PG. 805
DEED BK. 147, PG. 820
TAX PARCEL # 13111

I, Gary S. Miller, certify to the following:
This survey is of an existing parcel or parcels of land and does not create a new street or change an existing street;
that this map was drawn under my supervision from an actual survey made under my supervision (deed description recorded in Book 205, Page 805, or other reference source _____); that the boundaries not surveyed are indicated as drawn from information in Book _____, Page _____ or other reference source SEE REF. _____; that the ratio of precision or positional accuracy is 1:10,000+; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600).
Witness my hand and seal this 19th day of JANUARY, 2018.

Signed *G. Miller*
Professional Land Surveyor No. L-2562

NORTH CAROLINA
LAND SURVEYORS
SEAL
L-2562
GARY S. MILLER

END:
EIP - EXISTING IRON PIPE
R/W - RIGHT OF WAY
B/B - BACK TO BACK
P/X - PARKER/KALON NAIL
C/L - CENTERLINE
O/H - OVERHEAD
D/I - DROP INLET
P/L - PROPERTY LINE
P/P - POWER POLE
O/H - OVERHEAD
D/I - DROP INLET
M/B - MINIMUM BUILDING LINE
T/P - TELEPHONE PEDESTAL
E/T - ELECTRICAL TRANSFORMER
E/V - ELECTRICAL VAULT
F/H - FIRE HYDRANT

Case No: 18-05

Applicant: Kate Vincent Kittrell

Property Information

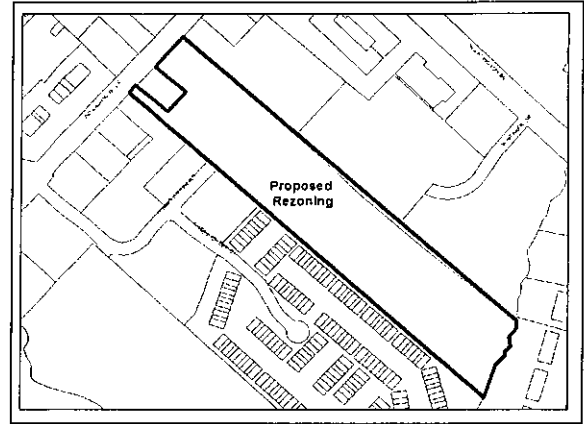
Current Zoning: RA20 (Residential-Agricultural)

Proposed Zoning: OR (Office-Residential)

Current Acreage: 12.048 acres

Location: Dickinson Ave, southwest of Arlington Blvd

Points of Access: Dickinson Ave



Location Map

Transportation Background Information

1.) Dickinson Ave- State maintained

	<u>Existing Street Section</u>	<u>Ultimate Thoroughfare Street Section</u>
Description/cross section	4-lane, curb & gutter	5-lane curb & gutter
Right of way width (ft)	80	100
Speed Limit (mph)	45	no change
Current ADT:	15,600 (*)	UltimateDesign ADT: 29,900 vehicles/day (**)
Design ADT:	27,600 vehicles/day (**)	
Controlled Access	No	
Thoroughfare Plan Status:	Major Thoroughfare	

Other Information: There are no sidewalks along Dickinson Ave that service this property.

Notes: (*) 2016 NCDOT count adjusted for a 2% annual growth rate
(**) Traffic volume based an operating Level of Service D for existing geometric conditions
ADT – Average Daily Traffic volume

Transportation Improvement Program Status: No planned improvements.

Trips generated by proposed use/change

Current Zoning: 431 -vehicle trips/day (*) **Proposed Zoning: 998** -vehicle trips/day (*)

Estimated Net Change: increase of 567 vehicle trips/day (assumes full-build out)

(* - These volumes are estimated and based on an average of the possible uses permitted by the current and proposed zoning.)

Impact on Existing Roads

The overall estimated trips presented above are distributed based on current traffic patterns. The estimated ADTs on Dickinson Ave are as follows:

1.) Dickinson Ave , North of Site (60%): **“No build” ADT of 15,600**

Estimated ADT with Proposed Zoning (full build) – 16,199
 Estimated ADT with Current Zoning (full build) – 15,859
Net ADT change = 340 (2% increase)

2.) Dickinson Ave , south of Site (40%): "No build" ADT of 15,600

Estimated ADT with Proposed Zoning (full build) – 15,999

Estimated ADT with Current Zoning (full build) – 15,772

Net ADT change = 227 (1% increase)

Staff Findings/Recommendations

Based on possible uses permitted by the requested rezoning, the proposed rezoning classification could generate 998 trips to and from the site on Dickinson Ave, which is a net increase of 567 additional trips per day.

During the review process, measures to mitigate the traffic will be determined. A traffic assessment may be required.

EXISTING ZONING	
RA20 (RESIDENTIAL-AGRICULTURAL) - PERMITTED USES	
(1) General	
	a. Accessory use or building
	c. On-premise signs per Article N
(2) Residential	
	a. Single-family dwelling
	b(1). Master Plan Community per Article J
	f. Residential cluster development per Article M
	k. Family care homes (see also 9-4-103)
	q. Room renting
(3) Home Occupations - None	
(4) Governmental	
	b. City of Greenville municipal government building or use (see also section 9-4-103)
(5) Agricultural/Mining	
	a. Farming; agricultural, horticulture, forestry (see also section 9-4-103)
	c. Wayside market for farm products produced on-site
	e. Kennel (see also section 9-4-103)
	f. Stable; horse only (see also section 9-4-103)
	g. Stable; per definition (see also section 9-4-103)
	h. Animal boarding not otherwise listed; outside facility, as an accessory or principal use
	l. Beekeeping; minor use (see also section 9-4-103)
(6) Recreational/Entertainment	
	f. Public park or recreational facility
	g. Private noncommercial park or recreational facility
(7) Office/Financial/Medical - None	
(8) Services	
	o. Church or place of worship (see also section 9-4-103)
(9) Repair - None	
(10) Retail Trade - None	
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None	
(12) Construction	
	c. Construction office; temporary, including modular office (see also section 9-4-103)
(13) Transportation - None	
(14) Manufacturing/Warehousing - None	
(15) Other Activities (not otherwise listed - all categories) - None	
RA20 (RESIDENTIAL-AGRICULTURAL) - SPECIAL USES	
(1) General - None	
(2) Residential	
	b. Two-family attached dwelling (duplex)
	g. Mobile home (see also section 9-4-103)
	n. Retirement center or home
	o. Nursing, convalescent or maternity home; major care facility

	o(1). Nursing, convalescent or maternity home; minor care facility
(3) Home Occupations	
	a. Home occupation; not otherwise listed
	b. Home occupation; barber and beauty shop
	c. Home occupation; manicure, pedicure or facial salon
(4) Governmental	
	a. Public utility building or use
(5) Agricultural/Mining	
	b. Greenhouse or plant nursery; including accessory sales
	m. Beekeeping; major use
	n. Solar energy facility
(6) Recreational/Entertainment	
	a. Golf course; 18-hole regulation length (see also section 9-4-103)
	a(1). Golf course; 9-hole regulation length (see also section 9-4-103)
	c(1). Tennis club; indoor and outdoor facilities
(7) Office/Financial/Medical - None	
(8) Services	
	a. Child day care facilities
	b. Adult day care facilities
	d. Cemetery
	g. School; junior and senior high (see also section 9-4-103)
	h. School; elementary (see also section 9-4-103)
	i. School; nursery and kindergarten (see also section 9-4-103)
(9) Repair - None	
(10) Retail Trade - None	
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None	
(12) Construction - None	
(13) Transportation - None	
(14) Manufacturing/Warehousing - None	
(15) Other Activities (not otherwise listed - all categories) - None	
PROPOSED ZONING	
OR (OFFICE-RESIDENTIAL) - PERMITTED USES	
(1) General	
	a. Accessory use or building
	b. Internal service facilities
	c. On-premise signs per Article N
	f. Retail sales; incidental
(2) Residential	
	b. Two-family attached dwelling (duplex)
	c. Multi-family development per Article I
	k. Family care homes (see also 9-4-103)
	n. Retirement center or home
	o. Nursing, convalescent or maternity home; major care facility
	p. Boarding or rooming house
	q. Room renting
(3) Home Occupations - None	

(4) Governmental	
b.	City of Greenville municipal government building or use (see also section 9-4-103)
c.	County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
d.	Federal government building or use
(5) Agricultural/Mining	
a.	Farming; agricultural, horticulture, forestry (see also section 9-4-103)
(6) Recreational/Entertainment	
f.	Public park or recreational facility
g.	Private noncommercial recreation; indoor only, not otherwise listed
(7) Office/Financial/Medical	
a.	Office; professional and business, not otherwise listed
b.	Operation/processing center
c.	Office; customer service, not otherwise listed, including accessory service delivery vehicle parking and indoor storage
d.	Bank, savings and loans or other savings or investment institutions
e.	Medical, dental, ophthalmology or similar clinic, not otherwise listed
(8) Services	
c.	Funeral home
e.	Barber or beauty salon
f.	Manicure, pedicure or facial salon
g.	School; junior and senior high (see also section 9-4-103)
h.	School; elementary (see also section 9-4-103)
i.	School; nursery and kindergarten (see also section 9-4-103)
j.	College and other institutions of higher learning
k.	Business or trade school
n.	Auditorium
o.	Church or place of worship (see also section 9-4-103)
p.	Library
q.	Museum
r.	Art gallery
u.	Art studio including art and supply sales
v.	Photography studio including photo and supply sales
w.	Recording studio
x.	Dance studio
y(2)	TV and/or radio broadcast facilities, including receiving and transmission equipment and towers not exceeding 120 feet in height or cellular telephone and wireless communication towers not exceeding 120 feet in height (see also section 9-4-103)
bb.	Civic organizations
cc.	Trade or business organizations
(9) Repair - None	
(10) Retail Trade	
s.	Book or card store, news stand

	w.	Florist
	ee.	Christmas tree sales lot; temporary only (see also section 9-4-103)
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None		
(12) Construction		
	a.	Licensed contractor; general electrical, plumbing, mechanical, etc... excluding outside storage
	c.	Construction office; temporary, including modular office (see also section 9-4-103)
(13) Transportation - None		
(14) Manufacturing/Warehousing - None		
(15) Other Activities (not otherwise listed - all categories) - None		
OR (OFFICE-RESIDENTIAL) - SPECIAL USES		
(1) General - None		
(2) Residential		
	d.	Land use intensity multi-family (LUI) development rating 50 per Article K
	e.	Land use intensity multi-family (LUI) development rating 67 per Article K
	i.	Residential quarters for resident manager, supervisor or caretaker; excluding mobile home
	m.	Shelter for homeless or abused (see also section 9-4-103)
	o(1).	Nursing, convalescent or maternity home; minor care facility
	r.	Fraternity or sorority house
(3) Home Occupations - None		
(4) Governmental		
	a.	Public utility building or use
(5) Agricultural/Mining - None		
(6) Recreational/Entertainment		
	c(1).	Tennis club; indoor and outdoor facilities
	h.	Commercial recreation; indoor only, not otherwise listed
	m(1).	Dining and entertainment establishment (see also section 9-4-103)
(7) Office/Financial/Medical		
	f.	Veterinary clinic or animal hospital (see also animal boarding; outside facility, kennel and stable)
(8) Services		
	a.	Child day care facilities
	b.	Adult day care facilities
	l.	Convention center; private
	s.	Hotel, motel bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
	ff.	Mental health, emotional or physical rehabilitation day program facility
	ff(1).	Mental health, emotional or physical rehabilitation day program facility
(9) Repair- None		
(10) Retail Trade - None		
	h.	Restaurant; conventional

	j.	Restaurant and/or dining and entertainment establishment; regulated outdoor activities
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None		
(12) Construction - None		
(13) Transportation		
	h.	Parking lot or structure; principal use
(14) Manufacturing/Warehousing - None		
(15) Other Activities (not otherwise listed - all categories)		
	a.	Other activities; personal services not otherwise listed
	b.	Other activities; professional services not otherwise listed

BUFFERYARD SETBACK AND VEGETATION SCREENING CHART

For Illustrative Purposes Only

Bufferyard Requirements: Match proposed land use with adjacent permitted land use or adjacent vacant zone/nonconforming use to determine applicable bufferyard.

PROPOSED LAND USE CLASS (#)	ADJACENT PERMITTED LAND USE CLASS (#)					ADJACENT VACANT ZONE OR NONCONFORMING USE		PUBLIC/PRIVATE STREETS OR R.R.
	Single-Family Residential (1)	Multi-Family Residential (2)	Office/Institutional, light Commercial, Service (3)	Heavy Commercial, Light Industry (4)	Heavy Industrial (5)	Residential (1) - (2)	Non-Residential (3) - (5)	
Multi-Family Development (2)	C	B	B	B	B	C	B	A
Office/Institutional, Light Commercial, Service (3)	D	D	B	B	B	D	B	A
Heavy Commercial, Light Industry (4)	E	E	B	B	B	E	B	A
Heavy Industrial (5)	F	F	B	B	B	F	B	A

Bufferyard A (street yard)		
Lot Size	Width	For every 100 linear feet
Less than 25,000 sq.ft.	4'	2 large street trees
25,000 to 175,000 sq.ft.	6'	2 large street trees
Over 175,000 sq.ft.	10'	2 large street trees

Street trees may count toward the minimum acreage.

Bufferyard B (no screen required)	
Lot Size	Width
Less than 25,000 sq.ft.	4'
25,000 to 175,000 sq.ft.	6'
Over 175,000 sq.ft.	10'

Bufferyard C (screen required)	
Width	For every 100 linear feet
10'	3 large evergreen trees 4 small evergreens 16 evergreen shrubs

Where a fence or evergreen hedge (additional materials) is provided, the bufferyard width may be reduced to eight (8) feet.

Bufferyard D (screen required)	
Width	For every 100 linear feet
20'	4 large evergreen trees 6 small evergreens 16 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard E (screen required)	
Width	For every 100 linear feet
30'	6 large evergreen trees 8 small evergreens 26 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Bufferyard F (screen required)	
Width	For every 100 linear feet
50'	8 large evergreen trees 10 small evergreens 36 evergreen shrubs

Bufferyard width may be reduced by fifty (50%) percent if a fence, evergreen hedge (additional material) or earth berm is provided.

Parking Area: Thirty (30) inch high screen required for all parking areas located within fifty (50) feet of a street right-of-way.

RESIDENTIAL DENSITY CHART			
Density Level	Future Land Use and Character Type	Applicable Zoning District(s)	Units per Acre***
High	Uptown Edge (UE)	CDF	17 units per acre
	Mixed Use, High Intensity (MUHI)	OR	17 units per acre
		R6	17 units per acre
	Residential, High Density (HDR)	R6	17 units per acre
		R6MH	17 units per acre
Medical-Transition (MT)	MR	17 units per acre	
High to Medium	Mixed Use (MU)	OR	17 units per acre
		R6	17 units per acre
		R6A	9 units per acre
	Uptown Neighborhood (UN)	R6S	7 units per acre
	Traditional Neighborhood, Medium-High Density (TNMH)	R6	17 units per acre
		R6A	9 units per acre
		R6S	7 units per acre
Medium to Low	Traditional Neighborhood, Low-Medium Density (TNLM)	R9	6 units per acre
		R9S	5 units per acre
		R15S	3 units per acre
	Residential, Low-Medium Density (LMHR)	R9S	5 units per acre
		R15S	3 units per acre
		RA20	4 units per acre
		MRS	4 units per acre

*** Maximim allowable density in the respective zoning district.



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Ordinance requested by Arlington Crossing, LLC to rezone 5.498 acres located along the northern right-of-way of West Arlington Boulevard and adjacent to the Norfolk Southern Railroad from MO (Medical-Office) to MCG (Medical-General Commercial)

Explanation: **Abstract:** The City has received a request from Arlington Crossing, LLC to rezone 5.498 acres located along the northern right-of-way of West Arlington Boulevard and adjacent to the Norfolk Southern Railroad from MO (Medical-Office) to MCG (Medical-General Commercial).

Required Notices:

Planning and Zoning meeting notice (property owner and adjoining property owner letter) mailed on February 6, 2018.
On-site sign(s) posted on February 6, 2018.
City Council public hearing notice (property owner and adjoining property owner letter) mailed on February 27, 2018.
Public hearing legal advertisement published on February 26 and March 5, 2018.

Comprehensive Plan:

The Future Land Use and Character Map recommends office/institutional for the area bounded by Dickinson Avenue, West Arlington Boulevard, the Norfolk Southern Railroad, and W. H. Smith Boulevard while recommending Residential, Low-Medium Density for the Westwood Subdivision.

Office/Institutional

These areas serve as a transition between more intense commercial areas and surrounding neighborhoods. The form of future development should take a more walkable pattern with shorter blocks, buildings near streets, shared parking, and connections to surrounding development.

Intent:

- Provide connectivity to nearby uses (paths, streets)
- Locate new buildings near street on at least one side and accommodate parking to the side or rear of buildings; cluster buildings to consolidate and share surface parking
- Improve/provide public realm features such as signs, sidewalks, landscaping
- Reduce access-points into development for pedestrian and vehicular safety

Primary uses:

Office

Institutional/Civic

Thoroughfare/Traffic Report Summary (PWD - Engineering Division):

The rezoning request would allow some of the uses, under the current zoning, that require a special use permit to be permitted by-right. Staff does not anticipate new construction; therefore, a traffic report was not generated.

History/Background:

In 1972, the property was incorporated into the City's extra-territorial jurisdiction (ETJ) as part of a large-scale ETJ extension and was zoned RA20. In 1999, the property was rezoned to MO.

Present Land Use:

Arlington Crossing Center

Water/Sewer:

Water and sanitary sewer are available.

Historic Sites:

There are no known effects on historic sites.

Environmental Conditions/Constraints:

There are no known environmental conditions/constraints.

Surrounding Land Uses and Zoning:

North: OR - Arlington Medical Park Offices

South: OR - Vacant

East: OR - Physicians East Office

West: OR and RA20 - Farmland

Density Estimates:

Staff would not anticipate new construction, but the requested rezoning would

allow some of the uses, under the current zoning, that require a special use permit would then be allowed by-right.

Additional Staff Comments:

In 2003, the MO (Medical-Office) district table of uses was amended to include a variety of limited commercial activities. The amendment, initiated by private developers with the support of the medical community, was proposed in response to the need for additional service/retail uses in the medical area.

One of the most significant changes was to allow only fast food restaurants in multi-unit structures (not less than 3 units) which was designed to allow "over the counter sales" while discouraging traditional high volume fast food restaurants commonly associated with highway corridors.

Under the current zoning, the only retail type uses allowed by-right are: pharmacy, florist and book and card shop, news stand, which all could be considered medically-related uses that complement the medical area. The proposed zoning would allow fast food and conventional restaurants and miscellaneous retail by-right.

Fiscal Note: No cost to the City.

Recommendation: In staff's opinion, the request is not in compliance with Horizons 2026: Greenville's Community Plan and the Future Land Use and Character Map.

"Not in compliance with the comprehensive plan" should be construed as meaning the requested zoning (i) is specifically noncompliant with plan objectives and recommendations including the range of allowable uses in the proposed zone, etc... and/or is of a scale, dimension, configuration or location that is not objectively in keeping with plan intent and (ii) does not promote or preserve the desired urban form. The requested zoning is considered undesirable and not in the public interest, and staff recommends denial of the requested rezoning.

The Planning and Zoning Commission voted 4:1 to deny the request at its February 20, 2018 meeting.

If the City Council determines to approve the zoning map amendment, a motion to adopt the attached zoning map amendment ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest. This action will amend the Future Land Use and Character Map for the subject property.




If City Council determines to deny the zoning map amendment, in order to comply with this statutory requirement, it is recommended that the motion be as follows:

Motion to deny the request to rezone and to make a finding and determination that the rezoning request is inconsistent with the adopted comprehensive plan including, but not limited to, Policy 1.1.1 guide development with the Future Land Use and Character Map and Policy 1.1.6 guide development using the Tiered Growth Approach, and further that the denial of the rezoning request is reasonable and in the public interest due to the rezoning request does not promote, in addition to the furtherance of other goals and objectives, the safety and general welfare of the community because the requested zoning is not consistent with the recommended Future Land Use and Character designation.

Note: In addition to the other criteria, the Planning and Zoning Commission and City Council shall consider the entire range of permitted and special uses for the existing and proposed zoning districts as listed under Title 9, Chapter 4, Article D of the Greenville City Code.

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

Attachments / click to download

-  [Attachments](#)
 -  [Ordinance - Arlington Crossing, LLC 1073269](#)
 -  [MInutes - Arlington Crossing, LLC 1074120](#)
-

ORDINANCE NO. 18-
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
REZONING TERRITORY LOCATED WITHIN THE PLANNING AND ZONING
JURISDICTION OF THE CITY OF GREENVILLE, NORTH CAROLINA AND AMENDING
HORIZONS 2026: GREENVILLE'S COMMUNITY PLAN

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on the 8th day of March, 2018, at 6:00 p.m., in the Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance rezoning and amending the Future Land Use Character and Map designation for the following described territory;

WHEREAS, the City Council has been informed of and has considered all of the permitted and special uses of the districts under consideration;

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council does hereby find and determine that the adoption of the ordinance zoning the following described property is reasonable and in the public interest due by encouraging the most appropriate use of land and is consistent with existing land use and future development patterns;

WHEREAS, as a further explanation as to why the action taken is reasonable and in the public interest in compliance with the provisions of North Carolina General Statute 160A-383, the City Council of the City of Greenville does hereby find and determine that the adoption of this ordinance will, in addition to the furtherance of other goals and objectives, promote the safety and general welfare of the community because the requested zoning encourages the most appropriate use of land that allows for the development needs of the community and is located in a Primary Service Area;

WHEREAS, the Horizons 2026: Greenville's Community Plan was adopted on September 8, 2016, by the City Council by the adoption of Ordinance No. 15-055 and includes text and a Future Land Use and Character Map;

WHEREAS, the Horizons 2026: Greenville's Community Plan serves as the City of Greenville's comprehensive plan for zoning purposes and will from time to time be amended by the City Council;

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, this ordinance is deemed an amendment to the comprehensive plan;

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

Section 1. That the following described territory is rezoned from MO (Medical-Office) to MCG (Medical-General Commercial).

TO WIT: Arlington Crossing, LLC

LOCATION: Located along the northern right-of-way of West Arlington Boulevard and adjacent to the Norfolk Southern Railroad

DESCRIPTION: Beginning at a point where the eastern right-of-way of Arlington Boulevard intersects the southern right-of-way of Norfolk and Southern Railroad. From the above described beginning, so located, running thence as follows:

With the southern right-of-way of Norfolk and Southern Railroad, N 83°08'38" E 404.68', thence leaving the southern right-of-way of Norfolk and Southern Railroad, S 43°25'45" E 616.37' to a point on the northern right-of-way of Physicians East Drive, thence with the northern right-of-way of Physicians East Drive, S 46°34'13" W 325.00' to a point on the eastern right-of-way of Arlington Boulevard, thence with the eastern right-of-way of Arlington Boulevard, N 43°25'45" W 857.50' to the point of beginning containing 5.498 acres.

Section 2. The Future Land Use and Character Map is hereby amended by re-designating the "Office/Institutional" category to the "Commercial" category for the area described in Section 1.

Section 3. That the Director of Community Development is directed to amend the zoning map of the City of Greenville in accordance with this ordinance.

Section 4. That the Director of Community Development is directed to amend the Future Land Use and Character Map of the City of Greenville in accordance with this ordinance.

Section 5. That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 6. That this ordinance shall become effective upon its adoption.

ADOPTED this 8th day of March, 2018.

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

1073269

Excerpt from the DRAFT Planning & Zoning Commission Minutes (02/20/2018)

ORDINANCE REQUESTED BY ARLINGTON CROSSING, LLC TO REZONE 5.498 ACRES LOCATED ALONG THE NORTHERN RIGHT-OF-WAY OF WEST ARLINGTON BOULEVARD AND ADJACENT TO THE NORFOLK SOUTHERN RAILROAD FROM MO (MEDICAL-OFFICE) TO MCG (MEDICAL-GENERAL COMMERCIAL) - DENIED

Mr. Weitnauer delineated the property. It is centrally located in the city and is an existing development known as Arlington Crossing. The parcel is located on West Arlington Boulevard adjacent to Physicians East in the Medical District. A survey of the 5.498 acre parcel was shown. The uses of the existing property are commercial. There are vacant parcels across Arlington Boulevard from the subject parcel. There is also vacant property on the north side of the Physicians East complex on W.H. Smith Boulevard. A map was shown where the Horizons 2026 plan identifies one Neighborhood Activity Center and two Community Activity Centers in relation to the subject site. An increase in traffic is not anticipated with this request because of the existing development and many of the tenant uses are the same allowed uses in the current medical office zoning and proposed medical general commercial zoning. The property was zoned Medical Office in 1993. At that time, the Zoning Ordinance's table of uses was amended to allow more retail and commercial uses. A significant change in the amendment added the allowance of fast food restaurants without drive-through windows in multiple unit buildings with at least 3 tenants. The amendment also added the allowance of limited retail such as florists and pharmacies. The requested zoning would allow fast food restaurants with drive-throughs, conventional restaurants and an expanded list of retail, by right, rather than with a special use permit. The Future Land Use and Character Plan Map recommends office/institutional for the area bounded by West Arlington Boulevard, W.H. Smith Boulevard, the railroad tracks and Dickinson Avenue while recommending low-medium density for the Westwood Subdivision. One reason for the office/institutional designation was to prevent the single family neighborhood from being surrounded on three sides with commercial uses. The existing Medical Office zoning is in compliance with the Future Land Use Map. Approval of this request could lead to rezoning requests of the remaining vacant properties in the area. In staff's opinion, the request is not in compliance with Horizons 2026: Greenville's Community Plan and the Future Land Use and Character Map.

Chairman King opened the public hearing.

Mr. Mike Baldwin, Baldwin Design Consultants, representative for the applicant, spoke in favor of the request. He provided a handout for Commissioners. He listed the current business at this property and stated they are all commercial uses. When the Comprehensive Plan was updated in 2016 it should have changed this area to medical commercial but it didn't. The goal of this rezoning is to reduce the number of special use permits for uses not permitted by-right. He stated that if this is rezoned it would lead to similar rezonings. He submitted today a request to rezone the area across the street from this request to medical commercial and medical residential. The Land Use Map has mixed use at West Arlington Boulevard and Stantonsburg Road and there should be mixed used here as well.

Ms. Reid asked Mr. Baldwin if he made a request to change the designation when the Comprehensive Plan was under review or attend any of the meetings.

Mr. Baldwin stated no.

Mr. Wilson asked why a special use permit would be needed.

Mr. Baldwin stated it is needed anytime a tenant changes.

Ms. Leech stated that if it was zoned commercial and all the units had fast food, the traffic would be very different than it is now. She stated that the request may not be in the best interest.

No one spoke in opposition.

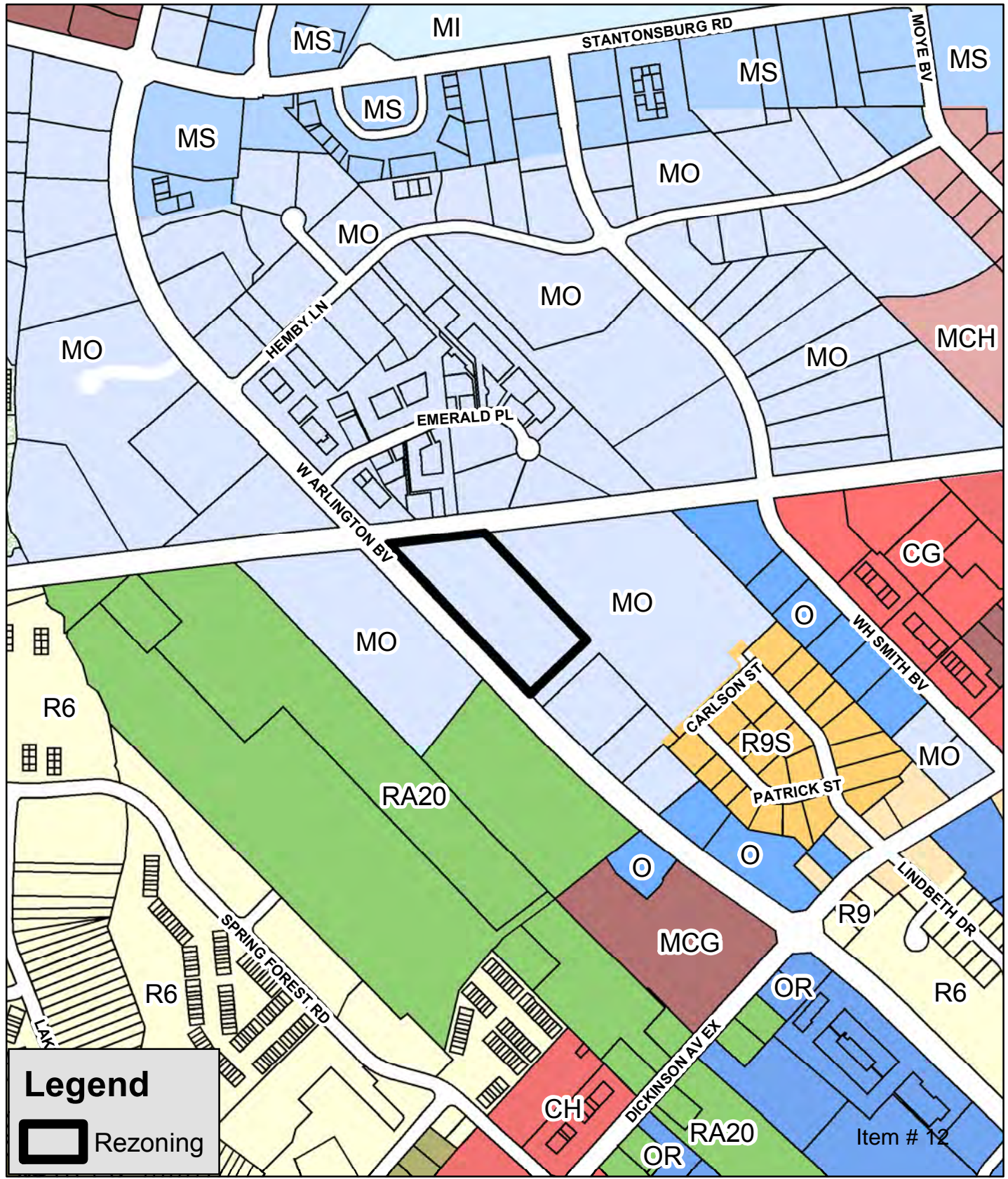
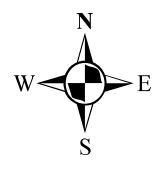
Chairman King closed the public hearing and opened for board discussion.

Mr. Robinson made a motion to recommend approval of the proposed amendment to advise that, although the proposed amendment is not consistent with the Comprehensive Plan, in this instance it is an appropriate zoning classification, and to adopt the staff report which addresses plan consistency. No second was made. Motion denied.

Mr. Weitnauer stated that an approved special use permit follows the land or space. Therefore if a restaurant moves out and a new restaurant moves into the same space, another special use permit is not needed.

Mr. Maxwell made a motion, seconded by Ms. Leech, to recommend denial of the proposed amendment to advise that it is inconsistent with the Comprehensive Plan and to adopt the staff report which addresses plan consistency and other matters. In favor: Maxwell, Leech, Reid, Wilson. Oppose: Robinson. Motion carried for denial.

Arlington Crossing, LLC
From: MO
To: MCG
Acres: 5.498
February 6, 2018

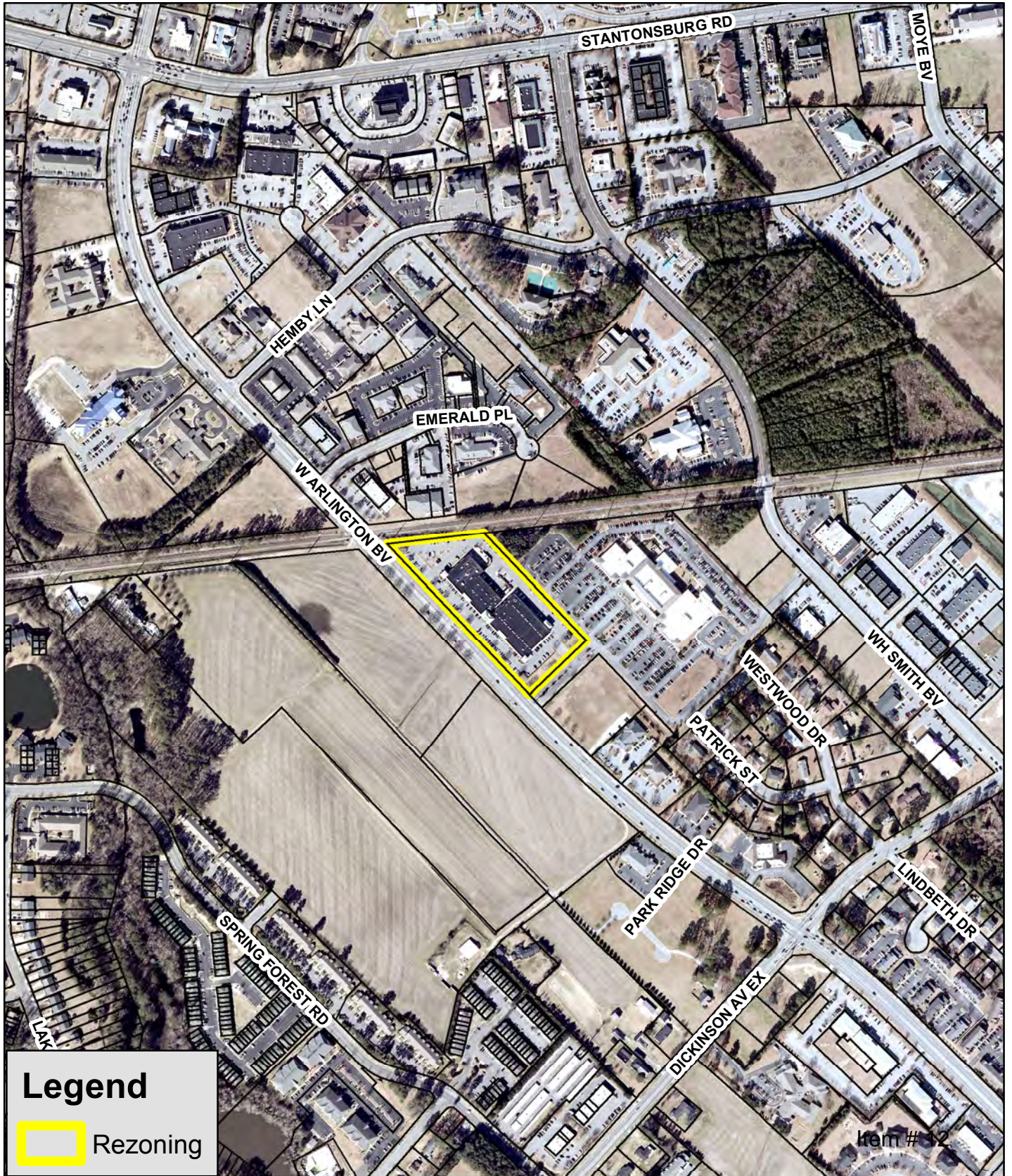


Legend

 Rezoning

Item # 12

Arlington Crossing, LLC
From: MO
To: MCG
Acres: 5.498
February 6, 2018



**PROPERTY OWNERS ADDRESSES
WITHIN 100 FEET OF PROPERTY**

SHERIF PHILIPS and wife,
ATEIAT PHILIPS
753 PINEPOINT ROAD
GREENVILLE, NC 27834

ALFRED E. GARRIS,
WAYNE DIXON, ETAL
3180 EAST FIRETOWER ROAD
GREENVILLE, NC 27858

CHANCE PROPERTIES, LLC
1862 OLD FORT ROAD
GREENVILLE, NC 27834

SOUTHERN SURGICAL
PROPERTIES, LLC
2455 EMERALD PLACE
GREENVILLE, NC 27834

ARLINGTON MEDICAL PARK
LOT 4 PROPERTY OWNERS
ASSOCIATION, INC.
2455 EMERALD PLACE
GREENVILLE, NC 27834

G N B INVESTMENTS, LLC
2485 EMERALD PLACE
GREENVILLE, NC 27834

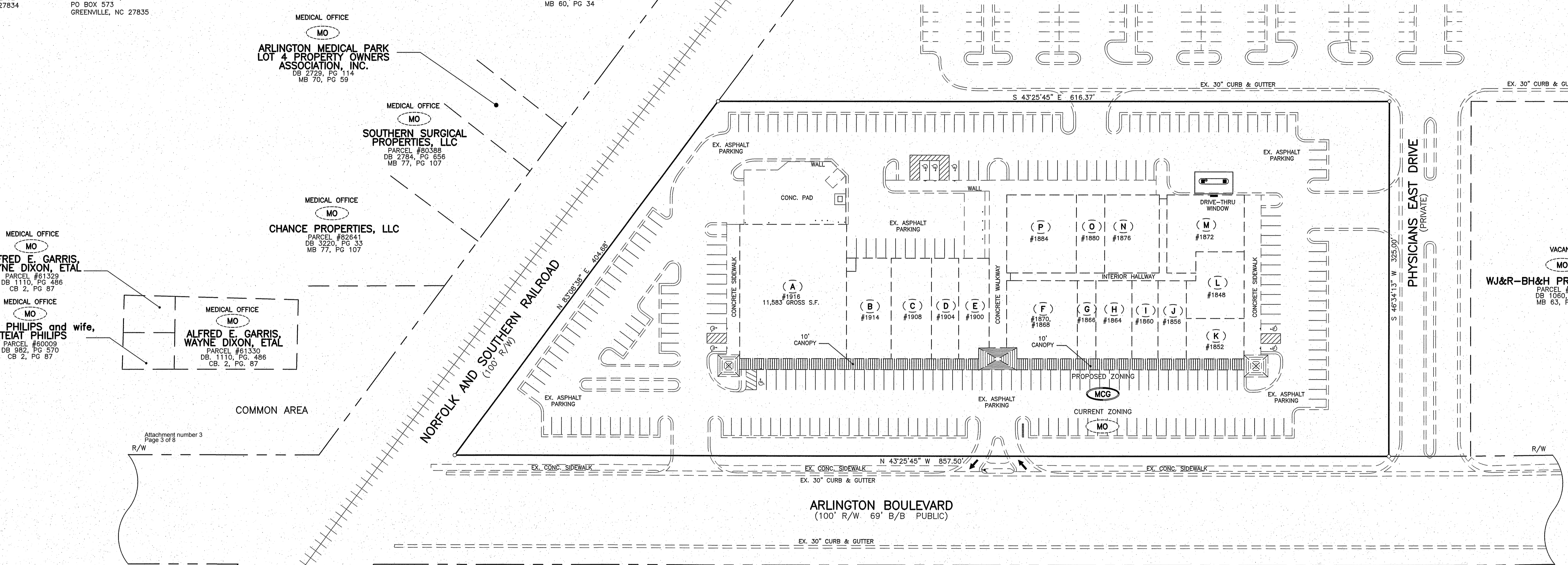
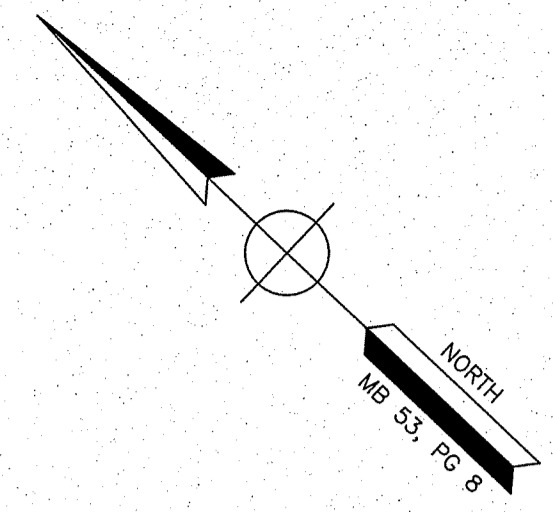
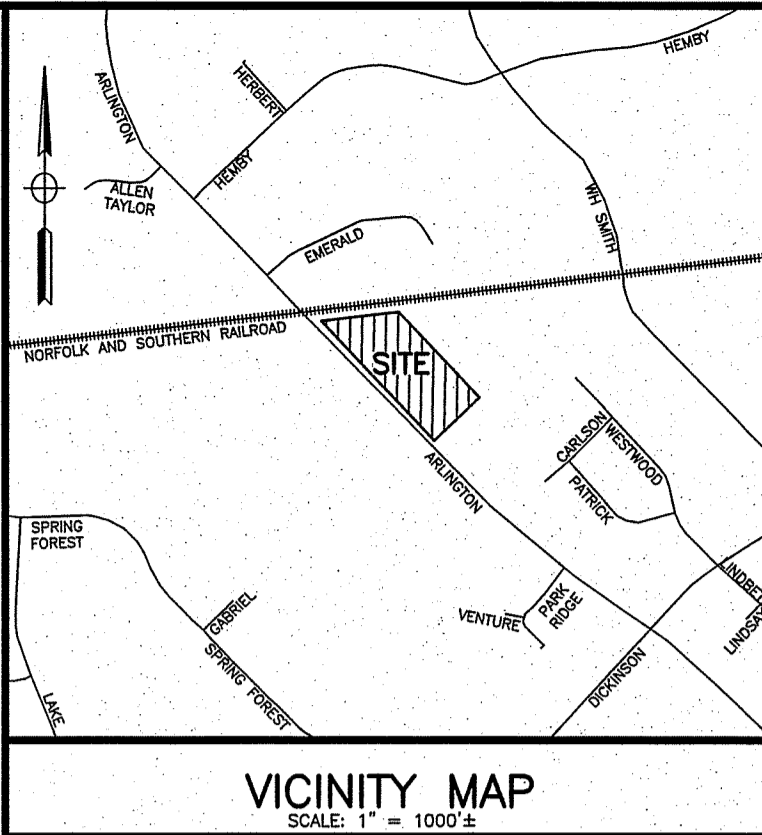
WINTER VILLAGE MEDICAL
PROPERTIES, LLC
1850 WEST ARLINGTON BOULEVARD
GREENVILLE, NC 27834

WJ&R BH&H PROPERTIES, LLC
PO BOX 11050
GOLDSBORO NC, 27532

ROBERT W. EVANS and,
DONALD E. EVANS
2690 DICKINSON AVENUE EXT.
GREENVILLE, NC 27834

EMW PROPERTIES
1560 PORTERTOWN ROAD
GREENVILLE, NC 27858

TFW COMMERCIAL
PROPERTIES, LLC
PO BOX 573
GREENVILLE, NC 27835



MEDICAL OFFICE
MO
ALFRED E. GARRIS,
WAYNE DIXON, ETAL
PARCEL #61339
DB 1110, PG 486
CB 2, PG 87

MEDICAL OFFICE
MO
SHERIF PHILIPS and wife,
ATEIAT PHILIPS
PARCEL #60009
DB 982, PG 570
CB 2, PG 87

MEDICAL OFFICE
MO
ALFRED E. GARRIS,
WAYNE DIXON, ETAL
PARCEL #61330
DB 1110, PG 486
CB 2, PG 87

MEDICAL OFFICE
MO
CHANCE PROPERTIES, LLC
PARCEL #82641
DB 3220, PG 33
MB 77, PG 107

MEDICAL OFFICE
MO
ARLINGTON MEDICAL PARK
LOT 4 PROPERTY OWNERS
ASSOCIATION, INC.
DB 2729, PG 114
MB 70, PG 59

MEDICAL OFFICE
MO
SOUTHERN SURGICAL
PROPERTIES, LLC
PARCEL #60388
DB 2784, PG 656
MB 77, PG 107

VACANT
MO
G N B INVESTMENTS, LLC
PARCEL #67166
DB 1841, PG 532
MB 60, PG 34

MEDICAL OFFICE
MO
WINTER VILLAGE MEDICAL PROPERTIES, LLC
PARCEL #05181
DB 1093, PG 299
MB 53, PG 8

VACANT
MO
WJ&R-BH&H PROPERTIES, LLC
PARCEL #48583
DB 1050, PG 111
MB 63, PG 114

MEDICAL OFFICE
MO
TFW COMMERCIAL
PROPERTIES, LLC
PARCEL #07219
DB 2306, PG 801
DB 822, PG 813

AGRICULTURAL
MO
EMW PROPERTIES
PARCEL #07719
DB 240, PG 431
DB 226, PG 4

AGRICULTURAL
RA-20
ROBERT W. EVANS
and DONALD E. EVANS
PARCEL #48337
ESTATE FILE # 2015-227
DB 226, PG 4

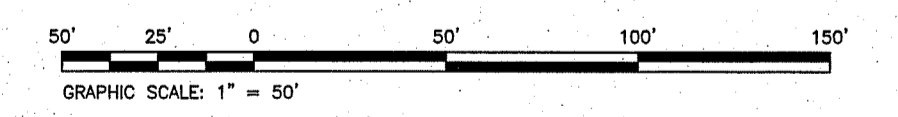
TENANT DIRECTORY

- (A) #1916: K&W CAFETERIA
- (B) #1914: ECU DE PROCTORING CENTER
- (C) #1908: UNIFORMS GALORE
- (D) #1904: MAIN STREET CHICKEN & BBQ
- (E) #1900: HWY 55 BURGERS SHAKES & FRIES
- (F) #1870, #1868: BETEENI MEDITERRANEAN GRILL & CAFE
- (G) #1866: MATY AFRICAN HAIR BRAIDING
- (H) #1864: 3HC HOME HEALTH AND HOSPICE CENTER
- (I) #1860: STATE FARM-CHRIS GODLEY
- (J) #1856: TROPICAL SMOOTHIE CAFE
- (K) #1852: FIREHOUSE SUBS
- (L) #1848: IN-TONE FITNESS
- (M) #1872: MEDICAL PARK PHARMACY
- (N) #1876: VACANT
- (O) #1880: VACANT
- (P) #1884: INNER BANKS MEDIA

NOTES

1. THIS PROPERTY IS NOT LOCATED IN A SPECIAL FLOOD HAZARDOUS AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY.
2. ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
3. THIS MAP IS OF AN EXISTING PARCEL OF LAND.
4. REFERENCE: DEED BOOK 1572, PG 1, AND MAP BOOK 53, PG 8 OF THE PITT COUNTY REGISTRY.

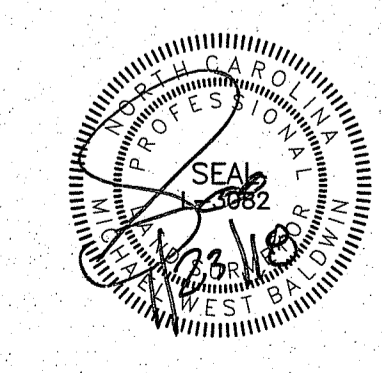
AREA TO BE REZONED: 5.498 ACRES



SHEET 1 OF 1
REZONING MAP
PARCEL #48582
TAX MAP #4677-36-4683

ARLINGTON CROSSING, LLC
REFERENCE: DEED BOOK 1572, PAGE 1 OF THE
PITT COUNTY REGISTRY
GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, N.C.

OWNER: ARLINGTON CROSSING, LLC
ADDRESS: 1713 ROSEWOOD DR.
GREENVILLE, NC 27858
PHONE: (252) 756-5896



CLOSURE CHECK BOUNDARY
CHECKED: MAH DATE: 01/23/18

Baldwin Design Consultants, PA
ENGINEERING - SURVEYING - PLANNING
1700-D EAST ARLINGTON BOULEVARD
GREENVILLE, NC 27858 252.756.1390

SURVEYED: N/A	APPROVED: MWB
DRAWN: MAH	DATE: 01/23/18
CHECKED: MWB	SCALE: 1" = 50'

X:\DRAWINGS\15-057 ARLINGTON\REZONING.dwg Tue, Jan 23, 2018 10:18am IMHIERREG

EXISTING ZONING	
MO (MEDICAL-OFFICE) - PERMITTED USES	
(1) General	
	a. Accessory use or building
	b. Internal service facilities
	c. On-premise signs per Article N
	f. Retail sales; incidental
(2) Residential	
	l. Group care facility
	n. Retirement center or home
	o. Nursing, convalescent or maternity home; major care facility
(3) Home Occupations - None	
(4) Governmental	
	b. City of Greenville municipal government building or use (see also section 9-4-103)
	c. County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
	d. Federal government building or use
(5) Agricultural/Mining	
	a. Farming; agricultural, horticulture, forestry (see also section 9-4-103)
(6) Recreational/Entertainment	
	f. Public park or recreational facility
	g. Private noncommercial recreation; indoor only, not otherwise listed
(7) Office/Financial/Medical	
	a. Office; professional and business, not otherwise listed
	d. Bank, savings and loans or other savings or investment institutions
	e. Medical, dental, ophthalmology or similar clinic, not otherwise listed
(8) Services	
	n. Auditorium
	r. Art gallery
	u. Art studio including art and supply sales
	y(3). TV and/or radio broadcast facilities, including receiving and transmission equipment and towers or cellular telephone and wireless communication towers not exceeding 80 feet in height
	ee. Hospital
	ii. Wellness center, indoor and outdoor facilities
(9) Repair - None	
(10) Retail Trade	
	d. Pharmacy
	s. Book or card store, news stand
	w. Florist
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None	
(12) Construction	

	c.	Construction office; temporary, including modular office (see also section 9-4-103)
(13) Transportation - None		
(14) Manufacturing/Warehousing - None		
(15) Other Activities (not otherwise listed - all categories) - None		
MO (MEDICAL-OFFICE) - SPECIAL USES		
(1) General - None		
(2) Residential		
	i.	Residential quarters for resident manager, supervisor or caretaker; excluding mobile home
(3) Home Occupations - None		
(4) Governmental		
	a.	Public utility building or use
(5) Agricultural/Mining - None		
(6) Recreational/Entertainment		
	m(1).	Dining and entertainment establishment (see also section 9-4-103)
	s.	Athletic club; indoor only
(7) Office/Financial/Medical - None		
(8) Services		
	a.	Child day care facilities
	b.	Adult day care facilities
	e.	Barber or beauty salon
	f.	Manicure, pedicure or facial salon
	j.	College and other institutions of higher learning
	l.	Convention center; private
	s.	Hotel, motel bed and breakfast inn; limited stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
	s(1).	Hotel, motel bed and breakfast inn; extended stay lodging (see also residential quarters for resident manager, supervisor or caretaker and section 9-4-103)
	ff(1).	Mental health, emotional or physical rehabilitation day program facility
	hh.	Exercise and weight loss studio; indoor only
	jj.	Health services not otherwise listed
	ll(1).	Dry cleaners; household users; drop-off/pick-up station only
(9) Repair- None		
(10) Retail Trade		
	c.	Wine shop; including on-premise consumption (see also section 9-4-103)
	f.	Office and school supply, equipment sales
	h.	Restaurant; conventional
	i.	Restaurant; fast food (limited to multi-unit structures which contain not less than three separate uses)
	j.	Restaurant and/or dining and entertainment establishment; regulated outdoor activities

	k.	Medical supply sales and rental of medically-related products including uniforms and related accessories
	t.	Hobby or craft shop
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None		
(12) Construction - None		
(13) Transportation - None		
(14) Manufacturing/Warehousing - None		
(15) Other Activities (not otherwise listed - all categories) - None		
PROPOSED ZONING		
MCG (MEDICAL-GENERAL COMMERCIAL) - PERMITTED USES		
(1) General		
	a.	Accessory use or building
	b.	Internal service facilities
	c.	On-premise signs per Article N
	f.	Retail sales; incidental
(2) Residential - None		
(3) Home Occupations - None		
(4) Governmental		
	b.	City of Greenville municipal government building or use (see also section 9-4-103)
	c.	County or state government building or use not otherwise listed; excluding outside storage and major or minor repair
	d.	Federal government building or use
(5) Agricultural/Mining		
	a.	Farming; agricultural, horticulture, forestry (see also section 9-4-103)
(6) Recreational/Entertainment		
	f.	Public park or recreational facility
	s.	Athletic club; indoor only
(7) Office/Financial/Medical		
	a.	Office; professional and business, not otherwise listed
	d.	Bank, savings and loans or other savings or investment institutions
(8) Services		
	e.	Barber or beauty salon
	f.	Manicure, pedicure or facial salon
	v.	Photography studio including photo and supply sales
	y(3).	TV and/or radio broadcast facilities, including receiving and transmission equipment and towers or cellular telephone and wireless communication towers not exceeding 80 feet in height
	z.	Printing or publishing service including graphic art, maps, newspapers, magazines and books
	aa.	Catering service including food preparation (see also restaurant; conventional and fast food)
	hh.	Exercise and weight loss studio; indoor only
	ii.	Wellness center, indoor and outdoor facilities
	kk.	Launderette; household users
	ll.	Dry cleaners; household users

(9) Repair	
	g. Jewelry, watch, eyewear or other personal item repair
(10) Retail Trade	
	a. Miscellaneous retail sales; non-durable goods, not otherwise listed
	d. Pharmacy
	f. Office and school supply, equipment sales
	h. Restaurant; conventional
	i. Restaurant; fast food
	k. Medical supply sales and rental of medically-related products including uniforms and related accessories
	l. Electronic; stereo, radio, computer, TV, etc... sales and accessory repair
	s. Book or card store, news stand
	t. Hobby or craft shop
	v. Video or music store; records, tape, CD and the like sales
	w. Florist
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None	
(12) Construction	
	c. Construction office; temporary, including modular office (see also section 9-4-103)
(13) Transportation - None	
(14) Manufacturing/Warehousing	
	c. Bakery; production, storage, and shipment facilities
(15) Other Activities (not otherwise listed - all categories) - None	
MCG (MEDICAL-GENERAL COMMERCIAL) - SPECIAL USES	
(1) General - None	
(2) Residential	
	i. Residential quarters for resident manager, supervisor or caretaker; excluding mobile home
(3) Home Occupations - None	
(4) Governmental	
	a. Public utility building or use
(5) Agricultural/Mining - None	
(6) Recreational/Entertainment	
	m(1). Dining and entertainment establishment (see also section 9-4-103)
	t. Athletic club; indoor and outdoor facilities
(7) Office/Financial/Medical - None	
(8) Services	
	a. Child day care facilities
	b. Adult day care facilities
	ff(1). Mental health, emotional or physical rehabilitation day program facility
	jj. Health services not otherwise listed
(9) Repair - None	
(10) Retail Trade	
	c. Wine shop; including on-premise consumption (see also section 9-4-103)

	j. Restaurant and/or dining and entertainment establishment; regulated outdoor activities
(11) Wholesale/Rental/Vehicle-Mobile Home Trade - None	
(12) Construction - None	
(13) Transportation - None	
(14) Manufacturing/Warehousing - None	
(15) Other Activities (not otherwise listed - all categories) - None	



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Revised Policy and Procedures for the Conditional Service, Sale, Possession, and Consumption of Malt Beverages and Unfortified Wine at the Town Common

Explanation: **Abstract:** City staff is moving forward with the Town Common activation plans as discussed with City Council on February 8, 2018. To allow for the specified and conditional sale, service, and consumption of unfortified wine and/or malt beverages at City events, private events, weddings, and similar proceedings, staff recommends amending an existing Policy and Procedures document.

Explanation: A revised "Policy and Procedures for the Conditional Service, Sale, and Consumption of Alcoholic Beverages" (i.e. Policy) is attached. This document speaks clearly to the lawful sale, service, and consumption of unfortified wine and/or malt beverages on the Town Common.

Previous language in the Policy stated that only the City or a non-profit organization sponsoring an event was allowed to serve and/or sell malt beverages or unfortified wine at the Town Common upon obtaining all ABC permits issued by the N.C. ABC Commission.

Revised language in the Policy states that the City, a non-profit organization, a political organization, or any other ABC permittee may serve and/or sell malt beverages and/or unfortified wine at the Town Common upon obtaining all ABC permits issued by the N.C. ABC Commission.

The revised Policy also contains various changes in wording so as to be consistent with North Carolina state law and City of Greenville Code. Such changes do not impact the substance of the original Policy.

Fiscal Note: There is no cost to change this policy. Staff expects that this policy revision will generate added revenue.

Recommendation: Staff recommends approval of the revised policy and procedures.

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

Attachments / click to download

 [Policy for Alcohol at the Town Common](#)



**Policy and Procedures
for the Conditional Service, Sale, Possession,
and Consumption of Malt Beverages and
Unfortified Wine at the Town Common**

1. These Policy and Procedures for the Conditional Service, Sale, Possession, and Consumption of Malt Beverages and Unfortified Wine at the Town Common govern each and every event at the Town Common, which is conducted, sponsored, or sanctioned by the City (“Town Common Event”). All other instances of sales, service, possession, and/or consumption of malt beverages and/or unfortified wine at or upon the Town Common are unlawful and subject to enforcement pursuant to City Code § 12-1-2.

2. Upon obtaining all ABC permits issued by the North Carolina Alcoholic Beverage Control (“ABC”) Commission (the “ABC Commission”) as may be required by law, the City of Greenville (the “City”), a nonprofit organization, a political organization, or any other ABC permittee authorized to sell and/or serve malt beverages and/or unfortified wine at a Town Common Event (“ABC Permit Holder”) may sell and/or serve malt beverages and/or unfortified wine at a Town Common Event only as follows:
 - A. The ABC Permit Holder may only sell and/or serve malt beverages and/or unfortified wine pursuant to and in conformity with the issued ABC permit.
 - B. The ABC Permit Holder must comply with all state and local laws including the provisions of Chapter 18B of the North Carolina General Statutes and the Administrative Rules adopted by the ABC Commission as found in the North Carolina Administrative Code.
 - C. The ABC Permit Holder must be the Town Common Event sponsor that rents and reserves from the City a specified and designated portion of Town Common for the Town Common Event (“Town Common Event Site”) by way of the execution of an approved lease or rental agreement with the City Recreation and Parks Department.
 - D. All sales, service, possession, and/or consumption of malt beverages and/or unfortified wine must take place within a designated and clearly delineated area within the Town Common Event Site, which is developed to the City’s specifications and established in cooperation with City staff, as determined by the nature of the event (the “Designated Area”). The ABC Permit Holder will be responsible for all costs associated with establishing and delineating the Designated Area.

- E. All sales and service of malt beverages and/or unfortified wine shall conclude by 10:00 p.m. All possession and consumption of malt beverages and/or unfortified wine shall conclude at 10:30 p.m. Any possession and consumption of malt beverages and/or unfortified wine after 10:30 p.m. shall be unlawful and shall be subject to enforcement pursuant to City Code § 12-1-2.
- F. At least two (2) special duty City police officers are required to be present at the Designated Area for the duration of the sales, service, possession, and consumption period. Depending upon the size of the Designated Area, additional City police officers may be required to be present, as determined by the City in its sole discretion. The ABC Permit Holder will be responsible for all expenses for the special duty City police officers assigned for the Town Common Event. There will be a minimum charge to the ABC Permit Holder of four (4) hours for each special duty City police officer assigned to the Town Common Event.
- G. As determined by the City, the applicant of the ABC Permit and/or a representative of the ABC Permit Holder named on the lease or rental agreement with the City must be present at the Designated Area for the duration of the sales, service, possession, and/or consumption period.
- H. The ABC Permit Holder, other than the City, must provide to the City proof of required insurance no later than fourteen (14) days prior to the event, or be subject to a late fee as established in the City's *Manual of Fees*. The Town Common Event WILL be cancelled if proof of required insurance coverage is not received by the City at least seven (7) days prior to the Town Common Event. The event insurance policy must specifically acknowledge that the Town Common Event includes alcohol sales and/or service, possession, and consumption. The insurance coverage must be public liability, property damage, and liquor liability insurance at amounts acceptable to the City and name the City of Greenville as an additional insured on all coverage.
- I. No glass containers are permitted.
- J. The ABC Permit Holder must assure that participants and attendees at the Town Common Event do not bring any alcoholic beverages into the Town Common Event Site or the Designated Area.



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Ordinance amending the Noise Ordinance with regard to events at the Town Common

Explanation: **Abstract:** In order to better activate the Town Common, staff recommends amending the Noise Ordinance to allow for more frequent events at the Town Common only. The updated City Code Section 12-5-6 will exempt the Town Common from the permit to exceed unamplified and amplified sound levels for events at the Town Common. The updated City Code Section 12-5-8 will permit the Chief of Police to allow more than two permits per month within a 1,000-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a 1,000-foot radius of each other for events at the Town Common. These changes only affect the Town Common, and other aspects of these ordinances remain the same.

Explanation: The current City Code Section 12-5-6 requires a “permit to exceed” outdoor amplified sound decibel levels, to include the Town Common. The updated ordinance will exempt the Town Common from this requirement.

The current City Code Section 12-5-8(C) states that “the chief of police or designee shall act upon all requests for permits. In considering and acting on all requests for permits pursuant to this chapter, the chief of police or designee shall consider, but shall not be limited to, the following in issuing or denying such permit: The timeliness of the application; the nature of the requested activity; previous experience with the applicant; the time of the event; other activities in the vicinity of the location proposed; the frequency of the application; the cultural or social benefits of the proposed activity; the effect of the activity on any residential area of the city and, previous violations, if any, of the applicant. In assessing “other activities in the vicinity” and the frequency of applications in the vicinity, the chief of police or designee **shall not issue more than two (2) permits per month within a one thousand-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a one-thousand-foot radius of each other.** In considering or acting upon a request for a “permit to exceed” requested by a group other than a fraternity or sorority, the chief of police or designee **shall limit permits granted at any specific location to**

no more than two (2) “permits to exceed” per year.”

The proposed revision to City Code Section 12-5-8 would revise 12-5-8(C) as follows:

(C) *Action by Chief of Police.* The Chief of Police or designee shall act upon all requests for permits.

(1) In considering and acting on all requests for permits pursuant to this chapter, the Chief of Police or designee shall consider but shall not be limited to the following in issuing or denying the permit: the timeliness of the application; the nature of the requested activity; previous experience with the applicant; the time of the event; other activities in the vicinity of the location proposed; the frequency of the application; the cultural or social benefits of the proposed activity; the effect of the activity on any residential area of the city and, previous violations, if any, of the applicant.

(2) In assessing “other activities in the vicinity” and the frequency of applications in the vicinity, the Chief of Police or designee shall not issue more than two permits per month within a 1,000-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a 1,000-foot radius of each other. However, the limitation on the issuance of permits in this subsection (2) shall not apply to events at the Town Common conducted, sponsored, or sanctioned by the city.

(3) In considering or acting upon a request for a “permit to exceed” requested by a group other than a fraternity or sorority, the Chief of Police or designee shall limit permits granted at any specific location to no more than two “permits to exceed” per year.

Fiscal Note: There is no cost for this action.

Recommendation: Staff recommends approval of the attached ordinance.

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

Attachments / click to download

 [Noise Ordinance Changes for Town Common--12-5-6 and 12-5-8 1075143](#)



ORDINANCE NO. 18 -

AN ORDINANCE TO AMEND CITY CODE, TITLE 12 (“OFFENSES AND PUBLIC NUISANCES”), CHAPTER 5 (“NOISE CONTROL”), SPECIFICALLY SECTIONS 12-5-6 (“EXCEPTIONS”) AND 12-5-8 (“PERMITS”)

WHEREAS, the Town Common, the City’s most visible civic space, sits on 20 acres of open space;

WHEREAS, the City Council desires that more recreational activities occur at Town Common;

WHEREAS, the Town Common is public space as defined by City Code section 12-5-2;

WHEREAS, City Code section 12-5-6 (which is part of Title 12, Chapter 5 of the City Code entitled “Noise Control”) provides that certain activities and sounds are exempt from the provisions of Table 1 and Table 2 of City Code section 12-5-4 and City Code section 12-5-5;

WHEREAS, City Code section 12-5-8(C) (which is part of Title 12, Chapter 5 of the City Code entitled “Noise Control”) provides that the Chief of Police or designee has authority to issue “outdoor amplified sound permits” and “permits to exceed”;

WHEREAS, City Code section 12-5-8(C) provides that in assessing “other activities in the vicinity” and the frequency of applications for permits in the vicinity, the Chief of Police or designee shall not issue more than two permits per month within a 1,000-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a 1,000-foot radius of each other.

WHEREAS, the City Council desires to exempt the Town Common from the provisions of Table 1 and Table 2 of City Code section 12-5-4, City Code section 12-5-5, and the limitation on the number of permits that can be issued;

WHEREAS, the above-described exemptions may increase the public’s recreational use of the Town Common; and

NOW, THEREFORE, the City Council of the City of Greenville, North Carolina, does hereby ordain:

SECTION 1. Section 12-5-6 of the Code of Ordinances is amended by rewriting subsections (N) and (O) and adding the below new subsection (P) which reads as indicated below:

“(N) Live performances by solo musicians, or solo musicians and one vocalist, with or without amplified sound, in commercial or business uses in the area from Reade Street west to Washington Street and Reade Circle north to Second Street, provided that no noise measurement taken at the property line shall exceed 90 dB(A);

(O) Athletic or concert events sponsored by East Carolina University, City of Greenville or Pitt County schools; and

(P) Unamplified and amplified sound at events at the Town Common conducted, sponsored, or sanctioned by the city.”

SECTION 2. Section 12-5-8(C) of the Code of Ordinances is rewritten as follows:

(C) *Action by Chief of Police.* The Chief of Police or designee shall act upon all requests for permits.

- (1) In considering and acting on all requests for permits pursuant to this chapter, the Chief of Police or designee shall consider but shall not be limited to the following in issuing or denying the permit: the timeliness of the application; the nature of the requested activity; previous experience with the applicant; the time of the event; other activities in the vicinity of the location proposed; the frequency of the application; the cultural or social benefits of the proposed activity; the effect of the activity on any residential area of the city and, previous violations, if any, of the applicant.
- (2) In assessing “other activities in the vicinity” and the frequency of applications in the vicinity, the Chief of Police or designee shall not issue more than two permits per month within a 1,000-foot radius of each other, or issue permits for events on consecutive weekends (Friday and Saturday) within a 1,000-foot radius of each other. However, the limitation on the issuance of permits in this subsection (2) shall not apply to events at the Town Common conducted, sponsored, or sanctioned by the city.
- (3) In considering or acting upon a request for a “permit to exceed” requested by a group other than a fraternity or sorority, the Chief of Police or designee shall limit permits granted at any specific location to no more than two “permits to exceed” per year.

SECTION 3: That all ordinances and clauses of ordinances in conflict with these ordinances are hereby repealed.

SECTION 4: Any part or provision of these ordinances found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina are hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinances.

SECTION 5: These ordinances are in full force and effect upon adoption.

This the 8th day of March, 2018.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: 2018-2020 City Council Goals and Priorities

Explanation: **Abstract:** Staff will present the 2018-2020 Goals and Objectives for consideration by City Council.

Explanation: City Council conducted its annual planning retreat on January 26-27, 2018. Part of the agenda included a goals setting session, in which Council determined the top priorities of the City for the next two years.

Staff has used the Council's direction and input provided during the Planning Session to develop the primary components of the goals and priorities for the next two years. Those goals and objectives will be presented for Council's approval.

Once approved, the City staff will establish timelines and measures for each action step. Staff will report progress on these goals quarterly.

Fiscal Note: No fiscal impact associated with adopting the 2018-2020 Goals and Objectives. Components of the plan that require specific financial resources will be considered during the budget development process.

Recommendation: Approval of the 2018-2020 City Goals and Objectives

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 [2018-2020 City Council Priorities 1073515](#)

2018-2020 City Council Goals and Priorities

Goals

- 1) Be a safe community
- 2) Build great places that thrive by creating and sustaining complete neighborhoods, growing a green, resilient, healthy, and vibrant city on both sides of the river
- 3) Grow the economic hub of eastern North Carolina through the proactive recruitment of businesses
- 4) Enhance accessible transportation networks, public building and public infrastructure development
- 5) Build a high performing organization and govern with transparency and fiscal responsibility

Priorities

1) Develop a proactive economic development program.

Action Step 1: Explore a formal economic development partnership.

Action Step 2: Explore creating “shovel-ready” industrial sites and/or park and shell buildings.

Action Step 3: Revise and expand the outdoor dining policy.

Action Step 4: Consider parking study recommendations.

Action Step 5: Develop programs to support small businesses.

Action Step 6: Modernize the permitting and plan review process.

Action Step 7: Consider the job creation grant.

2) Continue to maintain and construct core infrastructure in the city.

Action Step 1: Complete the GTAC intermodal facility.

Action Step 2: Continue with the final two years of the 5-year roadway resurfacing plan. Begin the development of the next 5-year roadway resurfacing plan.

Action Step 3: Design and construct the final phase of Arlington Boulevard between Red Banks Road and Hooker Road.

Action Step 4: Initiate construction of the Safe Routes to School sidewalk construction project.

Action Step 5: Initiate design for Fire/Rescue Station #7.

Action Step 6: Begin construction of the South Tar River Greenway between Pitt Street and Nash Street.

Action Step 7: Coordinate with the North Carolina Department of Transportation to initiate the next phase of the signal timing optimization project.

Action Step 8: Coordinate with NCDOT on roadway projects.

3) Partner with area groups to build a thriving arts and entertainment scene.

Action Step 1: Convene local arts groups to partner on visual as well as performing arts events.

Action Step 2: Continue efforts to activate the Town Common with concerts, activities, and programs.

Action Step 3: Work with partners to publish a single, annual directory of all local arts organizations and the arts and events opportunities they provide for residents and visitors.

Action Step 4: Meet with leadership of the recently renovated Uptown Theater regarding possible partnerships and promotional initiatives.

Action Step 5: Explore the development of an arts district.

Action Step 6: Develop opportunities for visual arts classes to be hosted outside at the Town Common.

Action Step 7: Investigate partnering with others to establish annual Food Truck Rodeo ("Food on First") with music, contests, games and entertainment at the Town Common

4) Ensure the cleanliness of the city and beautify entrances to our community.

Action Step 1: Develop a plan to enhance city entrances and gateways including litter removal, mowing, and additional landscaping.

Action Step 2: Work with the NCDOT to implement the gateway program.

Action Step 3: Market and attract additional partners to adopt city streets through the Adopt-a-City-Street program.

Action Step 4: Conduct a public information campaign to encourage a clean city and litter removal by neighborhoods and businesses.

5) Develop and implement a comprehensive approach to storm water management

Action Step 1: Continue to support the work of the Storm Water Advisory Committee (SWAC) through their review of ordinances, levels of service, revenues, and capital projects.

Action Step 2: Once the SWAC makes recommendations, provide a presentation to the City Council for final deliberations.

Action Step 3: Begin the construction of the Town Creek Culvert project.

Action Step 4: Complete the FY18 Storm Water Repair Project.

Action Step 5: Initiate design for the following priority storm water projects: St Andrews Stabilization Project; Elm Street between 4th Street and Tar River outfall; Arlington Boulevard crossings between Evans Street and Hooker Road; Harding Street and 1st Street systems.

6) Continue to implement the Town Common Master Plan

Action Step 1: Complete and dedicate the Sycamore Hill Gateway Project at the Town Common.

Action Step 2: Continue efforts to have a watercraft rental company/companies available on site at the Town Common.

Action Step 3: Develop a plan for more programming and activities at the Town Common.

Action Step 4: Create and issue an RFP for a restaurant/event space to be developed in the 1.46 acres of the Town Common which does not have development restrictions.

7) Continue to implement the Tar River Legacy Plan including river access and Tar River vantage points

Action Step 1: Explore the acquisition of riverside lake lands as recommended in the Tar River Legacy Plan.

Action Step 2: Develop mountain bike trails connecting to the greenway and river overlook.

Action Step 3: Investigate the creation of a gravel trail around the Beech Street connector pond along with fishing access.

Action Step 4: Identify a site for establishing an additional overlook and river access along the Tar River, design overlook and simultaneously seek no rise certification from the NC Department of Environment and Natural Resources and the US Army Corps of Engineers.

Action Step 5: Seek grant opportunities to expand trails and greenways along the river.

8) Enhance public safety through street lighting and cameras

Action Step 1: Establish a 5-year street lighting plan with GUC to include expectations, priorities, responsibilities, and costs regarding the scope of the citywide lighting project.

Action Step 2: Establish a 5-year conversion plan converting 1,000 lights per year.

Action Step 3: Assess and implement the installation of new poles/lights in areas where the LED lighting conversion has been completed with the goal of eliminating any remaining areas that are under lit.

Action Step 4: Leverage technology to [remotely] adapt the lighting level for public safety needs on an ongoing/recurring basis.

Action Step 5: Continue the expansion of the public safety camera network and the exploration of a neighborhood partnership program.

Action Step 6: Install new street lights and poles on major thoroughfares within the city not covered in the citywide LED conversion 5-year plan.

9) Build a high performing organization

Action Step 1: Provide “at market” pay and benefits to attract and retain top talent by allowing funds in budget to provide for market-based increases in pay and benefits.

Action Step 2: Offer internal and external opportunities for professional growth and development, through training, education, and mentoring.

Action Step 3: Expand efforts to make City government reflect the diversity of Greenville to effectively meet the needs of all citizens, by having diverse panels for every new-hire or promotional process.

Action Step 4: Expand the City’s Wellness program to enhance and maintain the optimal health of employees and retirees by increasing incentives.

Action Step 5: Expand the scope of services of the employee health clinic to enhance the health and wellbeing of employees and retirees on the plan.

Action Step 6: Provide employees with access to information regarding upcoming City initiatives and events.

Action Step 7: Sponsor annual teambuilding exercises for each work group including the department heads and City Council.



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Budget Ordinance Amendment #7 to the 2017-2018 City of Greenville Budget (Ordinance #17-040), the Special Revenue Grants Fund (Ordinance #11-003), and Capital Projects Fund (Ordinance #17-024)

Explanation: **Abstract:** This budget amendment is for City Council to review and approve proposed changes to the adopted 2017-2018 budget and other funds as identified.

Explanation: Attached for consideration at the March 8, 2018, City Council meeting is an ordinance amending the 2017-2018 City of Greenville budget (Ordinance #17-040), the Special Revenue Grants Fund (Ordinance #11-003) and Capital Projects Fund (Ordinance #17-024).

For ease of reference, a footnote has been added to each line item of the budget ordinance amendment, which corresponds to the explanation below:

<u>Item</u>	<u>Justification</u>	<u>Funds Amended</u>	<u>Net Adjustment</u>
A	Recognize funds received from U. S. Department of Justice for the COPS 2017 Hiring Program grant award.	General Fund Special Revenue	\$ - \$ 748,284
B	Recognize funds received from Governor's Crime Commission for the Transparency and Trust grant award.	General Fund Special Revenue	\$ - \$ 196,710
C	Utilization of federal and state forfeiture funds to purchase various equipment for the Police Department. Council approved at the 12/14/2017 meeting.	General Fund	\$ 69,706
D	Move money appropriated for Stormwater projects identified by the Watershed Master Plan to the Enterprise Capital Project fund.	Enterprise Capital Stormwater Utility	\$ 1,000,000 \$ -

E	Recognize funding to set-up utility and water/sewer connection at Westpointe Village park	R.&P. Capital Project Fund	\$ 25,000
		C.D. Capital Project Fund	\$ -

Fiscal Note:

The budget ordinance amendment affects the following funds:

<u>Fund Name</u>	<u>2017-18 Original Budget</u>	<u>Amend #7</u>	<u>2017-18 Budget per Amend #7</u>
General	\$ 92,156,088	\$ 69,706	\$ 92,225,794
Public Transportation	\$ 4,746,577	\$ -	\$ 4,746,577
Facilities Improvement	\$ 3,042,730	\$ -	\$ 3,042,730
Vehicle Replacement	\$ 5,268,695	\$ -	\$ 5,268,695
Sheppard Memorial Library	\$ 2,622,548	\$ -	\$ 2,622,548
Public Works Capital Projects	\$ 46,414,463	\$ -	\$ 46,414,463
Recreation and Parks Capital Projects	\$ 6,377,459	\$ 25,000	\$ 6,402,459
Special Revenue Grants	\$ 5,723,868	\$944,994	\$ 6,668,862
CD Capital Projects	\$ 18,399,815	\$ -	\$ 18,399,815
Stormwater Utility	\$ 8,185,766	\$ -	\$ 8,185,766
Police Capital Projects	\$ 5,541,814	\$ -	\$ 5,541,814
Enterprise Capital Projects	\$ 40,157,388	\$1,000,000	\$ 41,157,388
Convention and Visitors Authority (CVA)	\$ 1,303,203	\$ -	\$ 1,303,203
Capital Reserve	\$ 5,093,803	\$ -	\$ 5,093,803
Housing	\$ 5,864,566	\$ -	\$ 5,864,566

Recommendation:

Approve budget ordinance amendment #7 to the 2017-2018 City of Greenville budget (Ordinance #17-040), the Special Revenue Grants Fund (Ordinance #11-003) and Capital Projects Fund (Ordinance #17-024).

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

Attachments / click to download

- [Fund Balance & Contingency](#)
- [Budget Ordinance Amendment 7 1074718](#)

ORDINANCE NO. 18-
CITY OF GREENVILLE, NORTH CAROLINA
Ordinance (#7) Amending the 2017-18 Budget (Ordinance #17-040), the Special Revenue Grants Fund (Ordinance #11-003), and Capital Projects Fund (Ordinance #17-024)

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

Section I: Estimated Revenues and Appropriations. General Fund, of Ordinance #17-040 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	Budget Amendment #7			Total Amend #7	2017-18 Budget per Amend #7
		A.	B.	C.		
ESTIMATED REVENUES						
Property Tax	\$ 32,750,000	\$ -	\$ -	\$ -	\$ -	\$ 32,750,000
Sales Tax	18,823,000	-	-	-	-	18,823,000
Video Prog. & Telecom. Service Tax	923,767	-	-	-	-	923,767
Rental Vehicle Gross Receipts	133,378	-	-	-	-	133,378
Utilities Franchise Tax	7,102,077	-	-	-	-	7,102,077
Motor Vehicle Tax	1,503,457	-	-	-	-	1,503,457
Other Unrestricted Intergov't	878,341	-	-	-	-	878,341
Powell Bill	2,220,065	-	-	-	-	2,220,065
Restricted Intergov't Revenues	1,816,266	-	-	69,706	69,706	1,885,972
Licenses, Permits and Fees	4,512,792	-	-	-	-	4,512,792
Rescue Service Transport	3,127,484	-	-	-	-	3,127,484
Parking Violation Penalties, Leases,	216,363	-	-	-	-	216,363
Other Sales & Services	178,386	-	-	-	-	178,386
Other Revenues	805,125	-	-	-	-	805,125
Interest on Investments	500,000	-	-	-	-	500,000
Transfers In GUC	6,651,919	-	-	-	-	6,651,919
Transfer from CDBG	100,000	-	-	-	-	100,000
Transfer from Other Funds	95,000	-	-	-	-	95,000
Appropriated Fund Balance	9,818,668	-	-	-	-	9,818,668
Total Revenues	\$ 92,156,088	\$ -	\$ -	\$ 69,706	\$ 69,706	\$ 92,225,794
APPROPRIATIONS						
Mayor/City Council	\$ 457,998	\$ -	\$ -	\$ -	\$ -	\$ 457,998
City Manager	2,503,915	-	-	-	-	2,503,915
City Clerk	265,083	-	-	-	-	265,083
City Attorney	460,767	-	-	-	-	460,767
Human Resources	2,790,698	-	-	-	-	2,790,698
Information Technology	3,033,452	-	-	-	-	3,033,452
Fire/Rescue	15,000,060	-	-	-	-	15,000,060
Financial Services	2,302,180	-	-	-	-	2,302,180
Recreation & Parks	8,597,178	-	-	-	-	8,597,178
Police	26,432,147	(248,284)	(98,355)	69,706	(276,933)	26,155,214
Public Works	10,933,294	-	-	-	-	10,933,294
Community Development	2,542,368	-	-	-	-	2,542,368
OPEB	500,000	-	-	-	-	500,000
Contingency	30,000	-	-	-	-	30,000
Indirect Cost Reimbursement	(1,459,519)	-	-	-	-	(1,459,519)
Capital Improvements	-	-	-	-	-	-
Total Appropriations	\$ 74,389,622	\$ (248,284)	\$ (98,355)	\$ 69,706	\$ (276,933)	\$ 74,112,689
OTHER FINANCING SOURCES						
Transfers to Other Funds	\$ 17,766,466	\$ 248,284	\$ 98,355	\$ -	\$ 346,639	\$ 18,113,105
Total Other Financing Sources	\$ 17,766,466	\$ 248,284	\$ 98,355	\$ -	\$ 346,639	\$ 18,113,105
Total Approp & Other Fin Sources	\$ 92,156,088	\$ -	\$ -	\$ 69,706	\$ 69,706	\$ 92,225,794

Section II: Estimated Revenues and Appropriations. Special Revenue Grant Fund, of Ordinance #11-003 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	A.	B.	Total Amend #7	2017-18 Budget per Amend #7
ESTIMATED REVENUES					
Special Fed/State/Loc Grant	\$ 4,841,733	\$ 500,000	\$ 98,355	\$ 598,355	\$ 5,440,088
Transfer From General Fund	781,283	248,284	98,355	346,639	1,127,922
Transfer From Pre-1994 Entitlement	80,000	-	-	-	80,000
Transfer From Other Funds	20,852	-	-	-	20,852
Total Revenues	\$ 5,723,868	\$ 748,284	\$ 196,710	\$ 944,994	\$ 6,668,862
APPROPRIATIONS					
Personnel	\$ 1,256,039	\$ 748,284	-	\$ 748,284	\$ 2,004,323
Operating	3,161,154	-	-	-	3,161,154
Capital Outlay	1,306,675	-	196,710	196,710	1,503,385
Transfer to Other Funds	-	-	-	-	-
Total Appropriations	\$ 5,723,868	\$ 748,284	\$ 196,710	\$ 944,994	\$ 6,668,862

Section III: Estimated Revenues and Appropriations. Enterprise Capital Projects Fund, of Ordinance #17-024 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	D.	Total Amend #7	2017-18 Budget per Amend #7
ESTIMATED REVENUES				
Spec Fed/State/Local Grants	\$ 195,490	-	-	\$ 195,490
State Revolving Loans	16,340,571	-	-	16,340,571
Bond Proceeds/Town Creek Culvert	14,199,712	-	-	14,199,712
Transfer from Other Funds	9,421,615	1,000,000	1,000,000	10,421,615
Total Revenues	\$ 40,157,388	\$ 1,000,000	\$ 1,000,000	\$ 41,157,388
APPROPRIATIONS				
Stormwater Drain Maint Improvement	\$ 1,281,000	-	-	\$ 1,281,000
Town Creek Culvert Project	33,907,383	-	-	33,907,383
Watershed Masterplan Project	4,969,005	1,000,000	1,000,000	5,969,005
Total Appropriations	\$ 40,157,388	\$ 1,000,000	\$ 1,000,000	\$ 41,157,388

Section IV: Estimated Revenues and Appropriations. Stormwater Management Utility Fund, of Ordinance #17-040 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	D.	Total Amend #7	2017-18 Budget per Amend #7
ESTIMATED REVENUES				
Stormwater Utility Fee	\$ 5,928,998	\$ -	\$ -	\$ 5,928,998
Other Revenues	-	-	-	-
Transfer from Other Funds	-	-	-	-
Appropriated Fund Balance	2,256,768	-	-	2,256,768
Total Revenues	\$ 8,185,766	\$ -	\$ -	\$ 8,185,766
APPROPRIATIONS				
Personnel	\$ 1,487,637	\$ -	\$ -	\$ 1,487,637
Operating	3,560,129	-	-	3,560,129
Capital Projects	1,717,000	(1,000,000)	(1,000,000)	717,000
Transfer Out	1,421,000	1,000,000	1,000,000	2,421,000
Total Appropriations	\$ 8,185,766	\$ -	\$ -	\$ 8,185,766

Section V: Estimated Revenues and Appropriations. Recreation and Parks Capital Projects Fund, of Ordinance #17-024 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	E.	Total Amend #7	2017-18 Budget per Amend #7
ESTIMATED REVENUES				
Restricted Intergovernmental	\$ 1,550,124	\$ -	\$ -	\$ 1,550,124
Transfer from General Fund	2,527,864	-	-	2,527,864
Transfer from Debt Service	32,500	-	-	32,500
Transfer from Capital Reserve	122,153.00	-	-	122,153
Bond Proceeds	2,100,000.00	-	-	2,100,000
Transfer from CD Cap Project Fund	-	25,000	25,000	25,000
Transfer from FIP	44,818	-	-	44,818
Total Revenues	\$ 6,377,459	\$ 25,000	\$ 25,000	\$ 6,402,459
APPROPRIATIONS				
South Greenville Reconstruction	\$ 3,499,500	\$ -	\$ -	\$ 3,499,500
Trillium Park Equipment Project	1,000,000.00	-	-	1,000,000
Town Common Renovations	985,932.00	-	-	985,932
Water Sports Facility Project	244,942.00	-	-	244,942
Westside Land Acquisition & Dev	336,453.00	25,000	25,000	361,453
Tar River	310,632.00	-	-	310,632
Total Appropriations	\$ 6,377,459	\$ 25,000	\$ 25,000	\$ 6,402,459

Section VI: Estimated Revenues and Appropriations. Community Development Capital Projects Fund, of Ordinance #17-024 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2017-18 Budget per Amend #6	E.	Total Amend #7	2017-18 Budget per Amend #7
ESTIMATED REVENUES				
Transfers In / CD Small Business	\$ 4,997,546	\$ -	\$ -	\$ 4,997,546
Transfers / Ctr City Rev Project	160,500	-	-	160,500
Transfers / Trans from Energy Eff	275,000	-	-	275,000
Transfers from General Fund	1,040,000.00	-	-	1,040,000
Rstrc Intgv / Spec ST Fed Grant	400,000.00	-	-	400,000
Rstrc Intgv / Grant Proceeds	7,500.00	-	-	7,500
Investment Earnings	399,640.00	-	-	399,640
Bond Proceeds	10,048,747.00	-	-	10,048,747
Comm Dev / Sale of Property	412,488.00	-	-	412,488
Rental Income	221,305.00	-	-	221,305
Other Revenues	437,089	-	-	437,089
Total Revenues	<u>\$ 18,399,815</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,399,815</u>
APPROPRIATIONS				
GUC Energy Improvement Program	\$ 100,000	\$ -	\$ -	\$ 100,000
West Greenville Revitalization Proj	6,166,506.00	-	-	6,166,506
Center City Revitalization Project	5,349,156.00	-	-	5,349,156
Energy Efficient Revolving Loan Prog	550,000.00	-	-	550,000
4th Street Parking Garage Project	5,194,153.00	-	-	5,194,153
Imperial Site Purchase	1,040,000.00	(25,000)	(25,000)	1,015,000
Transfer to R&P Capital Project	-	25,000	25,000	25,000
Total Appropriations	<u>\$ 18,399,815</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 18,399,815</u>

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

Adopted this 8th day of March, 2018

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

City of Greenville
Budget Amendment #7
Fiscal Year 2017-18

GENERAL FUND

Fund Balance Appropriated per Amendment #7

	General Fund	Powell Bill Fund	Total
2017-18 Adopted Budget Ordinance			
General Fund	\$ 465,766	\$ -	\$ 465,766
Powell Bill	-	712,578	712,578
Subtotal	\$ 465,766	\$ 712,578	\$ 1,178,344
Capital Project Carryover From FY2016-17			
Eastside Park Development	\$ 123,900	\$ -	\$ 123,900
Fire/Rescue Parking Lot #3	139,551	-	139,551
Fire Station #2	244,665	-	244,665
Fire/Rescue Defibrillators	35,500	-	35,500
City Hall Upgrades	13,519	-	13,519
Purchasing Expansion	187,270	-	187,270
Greenmill Run Greenway	11,323	-	11,323
Mast Arm Poles	100,000	-	100,000
Parking Lot Upkeep	81,903	-	81,903
Street Lighting	76,225	-	76,225
Cemetary Enhancements	30,000	-	30,000
Signal Progression	35,000	-	35,000
Sidewalk Construction Program	-	412,056	412,056
911 Communications Center Update	312,830	-	312,830
Public Safety Storage	225,500	-	225,500
COPS 2016 Grant Match	181,500	-	181,500
Bathroom Construction - Westpointe	65,300	-	65,300
Westpointe Land Acquisition & Dev	26,485	-	26,485
Building Reuse Grant City Match	7,500	-	7,500
Firetower - NC 43 to 14th	187,480	-	187,480
Firetower - 14th to NC 33	531,160	-	531,160
Street Signal Conversion	912,000	-	912,000
14th Street Widening	201,963	-	201,963
Street Lights & Cameras	1,000,000	-	1,000,000
Sidewalk Development Parking Lot	288,734	-	288,734
Town Common Gateway	2,000,000	-	2,000,000
Dickinson Avenue Streetscape	711,266	-	711,266
Subtotal	\$ 7,730,574	\$ 412,056	\$ 8,142,630

Donation Carryover From 2016-17	205,109	-	205,109
Economic Development Carryover			
Revolving Loan Fund	\$ 266,585	\$ -	\$ 266,585
Subtotal	\$ 266,585	\$ -	\$ 266,585
Other Appropriations			
Façade Improvement Grant Funds	\$ 26,000	\$ -	\$ 26,000
	\$ 26,000	\$ -	\$ 26,000
Total Appropriated as of Amendment #7	<u>\$ 8,694,034</u>	<u>\$ 1,124,634</u>	<u>\$ 9,818,668</u>

City of Greenville
Budget Amendment #7
Fiscal Year 2017-18

GENERAL FUND

General Fund Contingency Available for Appropriation per Amendment #7:

2017-18 Contingency Fund Budget \$ 200,000

Appropriations As of Amendment #7:

North Carolina League of Municipalities Conference	\$ (50,000)	
Lawn Maintenance - Recreation and Parks	\$ (50,000)	
Community Development Housing Analysis	\$ (20,000)	
Uptown Greenville City Contribution	\$ (50,000)	
		(170,000)

Contingency Available for Appropriation per Amend #7 \$ 30,000



City of Greenville, North Carolina

Meeting Date: 3/8/2018
Time: 6:00 PM

Title of Item: Discussion of vegetation requirements for business expansion

Explanation: Mayor P. J. Connelly requested that an item be added to the agenda for discussion of vegetation requirements for business expansion. City staff will be prepared to discuss vegetation requirements when there is a business expansion on a parcel of land.

Fiscal Note: No direct cost to discuss this issue.

Recommendation: Discuss the vegetation requirements as requested by Mayor Connelly.

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

Attachments / click to download
