



Agenda

Greenville City Council

February 21, 2011
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 - Mayor Pro-Tem Kittrell

III. Pledge of Allegiance

IV. Roll Call

V. Approval of Agenda

VI. Consent Agenda

1. Minutes from the December 6 and December 9, 2010 City Council meetings
2. First reading of an ordinance granting a taxicab franchise to Mahmoud Ahmad Atiyja, d/b/a Ace Cab
3. First reading of an ordinance granting a taxicab franchise to Yadollah Rezaei, d/b/a Alfa Taxi
4. First reading of an ordinance granting a limousine franchise to Royal Party Bus, LLC
5. Various tax refunds
6. Report on bid awarded

VII. Old Business

7. Legislative Initiatives for the 2011 Session of the North Carolina General Assembly

VIII. New Business

8. Citizen involvement in the budget process
9. Senator for Pitt County
10. City Council terms
11. EMS response times north of the Tar River
12. Proposed Albemarle Avenue basketball park
13. Environmental Advisory Commission budget request
14. City/GUC wellness programs
15. Citizens police review board
16. Mayor Pro Tempore selection process
17. City of Greenville 2011 Goals

IX. Comments from Mayor and City Council

X. City Manager's Report

XI. Adjournment



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Minutes from the December 6 and December 9, 2010 City Council meetings

Explanation: Proposed minutes from City Council meetings held on December 6 and December 9, 2010 are presented for review and approval.

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

Recommendation: Review and approve proposed minutes from City Council meetings held on December 6 and December 9, 2010.

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

Attachments / click to download

[Proposed Minutes of the December 6 2010 City Council Meeting 888823](#)

[Proposed Minutes of the December 9 2010 City Council Meeting 889468](#)

PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, DECEMBER 6, 2010



A regular meeting of the Greenville City Council was held on Monday, December 6, 2010 in the Council Chambers, located on the third floor at City Hall, with Mayor Patricia C. Dunn presiding. Mayor Dunn called the meeting to order at 6:00 pm, then gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Patricia C. Dunn; Mayor Pro Tem J. Bryant Kittrell, III; Council Member Marion Blackburn; Council Member Rose H. Glover; Council Member Max R. Joyner, Jr.; Council Member Calvin R. Mercer; Council Member Kandie Smith

Those Absent:

None

Also Present:

Wayne Bowers, City Manager; David A. Holec, City Attorney; Carol L. Barwick, City Clerk and Patricia A. Sugg, Deputy City Clerk

APPROVAL OF THE AGENDA

Council Member Joyner moved to approve the agenda as presented. Council Member Blackburn seconded the motion, which passed by unanimous vote.

CONSENT AGENDA

Mr. Bowers introduced items on the Consent Agenda, reading out the title of each as follows:

- Minutes from the September 9, 2010 City Council meeting
- First reading of an ordinance granting a limousine franchise to Patrick Sean Brown, d/b/a The Jolly Trolley (Scheduled for second reading/final adoption on December 9, 2010)



- First reading of an ordinance granting a taxicab franchise to Hannah Victoria Capps, d/b/a East Carolina Pedicab (Scheduled for second reading/final adoption on December 9, 2010)
- First reading of an ordinance granting a taxicab franchise to Leonard Lee Horton, d/b/a Easy Ride Taxi Service (Scheduled for second reading/final adoption on December 9, 2010)
- Ordinance enacting and adopting Supplement #2010-S2 to the City of Greenville's Code of Ordinances (Ordinance No. 10-98)
- Disclosure of family interest conflict in the structure located at 601 Contentnea Street and exception request to HUD's Conflict of Interest Rule
- (Removed from Consent Agenda for separate consideration) Amendment 1 to Contract for Storm Drainage Improvements; Group A – Skinner/Beatty Street Area
- Resolution accepting dedication of rights-of-way and easements for Westhaven South, Section 4; Cobblestone, Phase Three, Section Two, Lots 7-15 and 34-40 Brookville Drive; Green Mill Court; and Arbor Hills South, Phases 1 & 2, Cluster Subdivision (Resolution No. 10-66)
- Change order to the on-call civil engineering services contract with The East Group (Contract No. 1830A)
- Resolution authorizing the disposal of surplus computer equipment to Pitt Community College (Resolution No. 10-67)
- Budget ordinance amendment #5 to the 2010-2011 City of Greenville budget [Ordinance No. 10-57] (Ordinance No. 10-99)

Council Member Joyner stated he had questions related to Consent Item #7 and moved to remove it for separate consideration. Council Member Glover seconded the motion, which passed by unanimous vote.

Remaining items on the Consent Agenda were then approved by unanimous vote following a motion by Council Member Joyner, which was seconded by Mayor Pro-Tem Kittrell.

- (Removed from Consent Agenda for separate consideration) Amendment 1 to Contract for Storm Drainage Improvements; Group A – Skinner/Beatty Street Area

City Attorney Dave Holec stated the City contracted with Burney & Burney Construction Company, Inc. on August 14, 2009 to perform work associated with the Storm Drainage Improvement Project; Group-A-Skinner/Beatty Street Area. Change orders requested by the Contractor were discussed in a closed session of the City Council and direction was



given on settlement of these requests. In accordance with the requirements of the Open Meetings Law, the terms of a settlement discussed in closed session are to be reported to the public body and entered into its minutes as soon as reasonably possible after the settlement is concluded. Mr. Holec stated that Amendment 1 to the contract with Burney & Burney Construction Company, Inc. concludes the settlement by authorizing an additional payment of \$44,906, which is attributable to the removal and reinstallation of 125 feet of 84" corrugated metal pipe, unsuitable soil conditions during installation of 60" steel casing, and the cost differential for lifting the new top for a junction box into position with a 350-ton crane. Mr. Holec stated no action by Council is required at his time.

Council Member Joyner expressed a strong concern that the project is way behind schedule, despite having been initially presented as an emergency measure to alleviate flooding at the Public Works facility. He referenced various delays throughout the course of the project and said he felt someone should be held accountable. He asked that Council be provided a target completion date, a complete list of cost over-runs, and the name of the staff person overseeing the project for both this project and the Thomas Langston Road project within two weeks.

Council Member Glover agreed, saying she wanted to make it clear that delays were created by City personnel and not by Burney & Burney Construction Company, Inc.

OLD BUSINESS

- Ordinance amending Horizons Plan 2009-2010 Update: Planning and Zoning Commission recommended change to the Future Land Use Plan Map, Area of Interest 6 located on SW Greenville Boulevard (Ordinance No. 10-100)

Planner Tom Wisemiller stated the City Council adopted four of the six changes recommended by the Planning and Zoning Commission at its September 20th meeting and continued discussion of Area of Interest 6 to afford additional time for interested persons to evaluate the proposed recommended changes and to determine available options. The public hearing on this issue was held September 20th as part of the Horizons Plan 2009-2010 update and no additional public hearing is required.

Mr. Wisemiller described the area under consideration and reviewed the Planning and Zoning Commission's recommendation to amend the Future Land Use Plan Map to reflect the changes to Area of Interest 6 as illustrated in the Horizons: Greenville's Community Plan 2009-2010 Update.



Jon Day, who indicated he was speaking on behalf of property owner John Moye, stated that effective today, there was an agreement between Mr. Moye and the Red Oak Community.

Council Member Glover asked if anyone from the Red Oak Community wished to speak.

Freddie Outterbridge stated the neighborhood has met with Mr. Day several times and they now have a good understanding of what is to be done. He stated he'd signed the agreement with Mr. Day today with a smile and said it is his belief that a majority of the residents of Red Oak are happy.

There being no further discussion, Council Member Joyner moved to approve the Planning and Zoning Commission's recommendation to amend the Future Land Use Plan Map to reflect the changes to Area of Interest 6 as illustrated in the Horizons: Greenville's Community Plan 2009-2010 Update. Council Member Blackburn seconded the motion, which passed by unanimous vote.

NEW BUSINESS

- Presentations by boards and commissions
 - Firefighters' Relief Fund Committee

Committee Chairman Will Frankin stated the Firefighters' Relief Fund Committee is made up of five members who are entrusted with managing the Firefighters' Relief Fund. Their primary responsibility is to take the money that is earned in interest throughout the year, invest it and make distributions to retirees as appropriate. They also manage the Firefighters' Local Relief Fund, which is intended to insure there are no destitute firefighters. For example, if a firefighter is injured – whether on the job or elsewhere – they will step in to insure there is food on the table and basic needs are met while the firefighter is unable to work. The fund also supports some scholarships and provides a death benefit to spouses and other chosen beneficiaries. Mr. Franklin concluded with a summary of the past year's revenue and expenditures (benefits paid out to members).

- Investment Advisory Committee

Committee Chairman Rick Niswinder stated the Investment Advisory Committee had been established about four years ago as a source of external advice to the City's staff responsible for investment decisions. The investment portfolio is



currently about \$67 million, which is down about \$3 million from the prior year as a result of capital projects. Dr. Niswinder discussed current investment strategies and congratulated the Financial Services staff on their recent receipt of the Investment Policy Award.

- Greenville Bicycle and Pedestrian Commission

Commission Chairman Brad Clegg thanked the Council for establishing the Commission, stating it has been a pleasurable experience for him to be involved in its startup. He said he has high hopes the Commission will help put Greenville on the map as a vibrant biking community. Houses located near bikeways and walkways have increased property values, people who walk or bike on a regular basis are healthier, and both walking and biking are good for the environment. He discussed the Commission's accomplishments during the past year, which include preparation of a work plan for 2010-2011, submission of Greenville's bike lanes to Google Maps, and recommending that the City Council support Senate Bill 955 to require all bicycles have lights for nighttime operation. Mr. Clegg stated their ultimate goal is to make it possible for citizens to walk or bike all across Greenville, regardless of their destination.

- Progress update on the Greenville Urban Area Metropolitan Planning Organization Bicycle and Pedestrian Master Plan

Transportation Planner Daryl Vreeland gave a quick overview of the project which began with the City Council's August award of a contract to Greenways, Inc. to assist in the development of a master plan for the City's bike and pedestrian needs. There will be a final public input meeting on December 8th across from the Farmers' Market to accept comment on the draft master plan, which is expected to be completed by April 2011. The plan is expected to go to the Bicycle and Pedestrian Commission in January, and to the City Council in February or March.

Mr. Vreeland then introduced Matt Hayes, of Greenways, Inc., who explained that the plan does not only cover Greenville, but incorporates surrounding communities within Pitt County as well. He discussed steps that had been completed in development of the plan, ranging from steering committee meetings to analysis of crash data to a field analysis to determine where desired improvements are needed. About 200 miles of roadways were reviewed for pedestrian hazards and 71 intersections were inventoried.

Mr. Hayes then discussed the need for citizen education in the area of proper cyclist and pedestrian behavior, as well as a need to review policies at the state and federal levels to see how they can be strengthened and improved. He proposed a series of 57 desired steps in 8 task categories to be broken over 3 phases of implementation. He stated that flexibility is key as priorities are likely to change over time and the



Bicycle and Pedestrian Commission should continue to meet on a regular basis to discuss ongoing needs.

- Erosion of stream banks located on private properties

Senior Engineer Lisa Kirby reviewed discussion from previous City Council meetings related to stream bank erosion and the methodology employed to rank projects in order of priority. She discussed which projects were candidates for bank stabilization and which were in need of stream restoration. She stated staff continues to recommend a hybrid approach, which would address a number of bank stabilization projects on an annual basis and pursue stream restoration projects as grant funding becomes available. She discussed cost-sharing options between the City and property owners for bank stabilization projects, along with proposals for funding through current stormwater revenue sources. Ms. Kirby cautioned that a stormwater fee increase of \$0.18 - \$0.21 per household would be necessary to continue supporting these projects with stormwater revenues beyond FY2013-2014.

Council Member Joyner asked how much of the stormwater fund had been utilized for overhead costs in the current year. City Manager Bowers estimated the total to be about \$240,000. Council Member Joyner asked if that money could be directed toward the needed work rather than being applied to overhead costs.

Mr. Bowers stated the overhead charge is for central services that are charged to the General Fund. Council Member Blackburn asked if this was recommended by the auditors. Mr. Bowers stated it is a recommendation of staff, but the auditors have concurred it is appropriate.

Council Member Blackburn complimented Ms. Kirby and her staff on all the work done so far on finding solutions to the erosion problem. She commended the Hucks family for their faithfulness in attending meetings, then asked to clarify if their situation was a bank stabilization project or a stream restoration project. Ms. Kirby stated it is stream restoration.

Council Member Blackburn moved to enter into an 80/20 cost share arrangement for 30,000 linear feet of stream restoration to address the erosion problem at the Hucks' residence. Council Member Mercer seconded the motion.

Council Member Glover asked that someone from the Hucks family, whose property is in the most immediate jeopardy from erosion, be allowed to speak.

Upon consensus by the Council, Scott Hucks was asked if he wished to address the City Council.



Mr. Hucks, of 103 Nichols Drive, stated a concern had been raised previously that the work needed to solve the problem at his residence would cause problems for residents further downstream. He said it was his understanding that another project is going on which will divert most of the water, in which case he feels putting rock on his property will not pose a threat to his downstream neighbors. He expressed concern over what continued waiting will do to his property value.

Ms. Kirby stated the design was just finalized on the project referred to by Mr. Hucks and it will pull a majority of water from the stream on a regular basis, but it will likely be early summer of 2011 before work can begin.

Council Member Joyner stated he disagrees with the motion on the floor because it obligates the Hucks family to pay for a problem they did not cause. He asked if the work they are proposing can be done.

Ms. Kirby stated it can be done, but it will be necessary to get a permit from the Department of Environment, Health and Natural Resources. She stated that fixing the problem on the Hucks' property by adding rock is not an approach that will have the best impact on water quality, and it will be forcing the problem further downstream.

Council Member Mercer asked for a clarification of the City's obligations.

City Attorney Holec stated the City is not liable for the damage occurring at the Hucks' property from a legal perspective. Erosion caused by streams is a natural occurrence. He stated many cities have chosen to take a hands-off approach in similar situations, while others have assumed full liability and others have partnered with property owners in a cost-share arrangement.

City Manager Bowers stated that whatever approach is chosen, it will be necessary to amend the City's ordinances. By ordinance currently, the City is not allowed to work on private property. He recommended the Council authorize staff to bring necessary ordinance amendments back to the Council next month, along with options which will address the problem on the Hucks' property while keeping in motion programs for stabilization. He further recommended that applications be prepared to get in line for grants and that cost projections be prepared for the impact of future projects.

Council Members Blackburn and Mercer withdrew the motion and second currently on the floor.

Council Member Joyner moved to accept the City Manager's recommendation, seconded by Council Member Smith. The City Council voted unanimously to approve the motion.



- Railroad crossing agreement with CSX Transportation, Inc. for Thomas Langston Road Extension

City Manager Bowers stated the City Council approved a Municipal and Crossing Closures Agreement with the North Carolina Department of Transportation (DOT) and three railroads including CSX Transportation, Inc. (CSX) in June of this year. The agreement approved several projects, including a new street crossing of the CSX railroad line at the location of the new Thomas Langston Road Extension between Memorial Drive and Evans Street in exchange for the City closing three existing street crossings on the CSX line. Section 1 of that agreement requires that a separate agreement between the City and CSX be executed describing the specific work involved prior to commencement of the Thomas Langston Road Extension crossing. The proposed site-specific agreement, which was prepared by CSX, was received last Friday and was provided to the City Council over the weekend. Mr. Bowers stated the agreement is somewhat one-sided, but recommended the City Council authorize it in general form and him to complete and sign the agreement in order to keep the project moving along.

Upon motion by Council Member Joyner and second by Council Member Glover, the City Council approved the site-specific agreement in general form and authorized the City Manager to compete and sign necessary documents.

- 2010-2011 Capital Reserve Fund calculation and designations

Mr. Bowers stated that each year, following completion of the audit, the City Council considers a recommendation to transfer unrestricted and undesignated General Fund balance monies along with recommended capital improvement designations. The City did not designate any projects last year. Funds were held in reserve due to potential budget problems, and because of the continued economic recession, Mr. Bowers stated it is his recommendation that there be no designation of a fund balance transfer for unfunded capital projects this year. He asked that the City Council confirm what was approved last year.

Council Member Joyner moved to approve Mr. Bowers' recommendation to maintain funding in undesignated reserve. Council Member Blackburn seconded the motion, which passed by unanimous vote.



REVIEW OF DECEMBER 9, 2010 AGENDA

The Council did a cursory review of the December 9, 2010 City Council agenda and reviewed nominations for appointments to Boards and Commissions.

COMMENTS FROM MAYOR AND CITY COUNCIL

The Mayor and Members of the Council made general comments about past and future events.

Council Member Joyner recommended the City Council consider asking the Airport Authority to hire its own attorney rather than continue to rely on the City Attorney's services. He moved to add this issue to the December 9th agenda. Council Member Glover seconded the motion, which was approved by unanimous vote.

Council Member Blackburn moved to add an update on Neighborhood Task Force recommendations to the agenda for the Planning Retreat on January 29th. Council Member Joyner seconded the motion, which passed by unanimous vote.

Council Member Blackburn moved to add discussion of a letter the City Council received from members of the Environmental Advisory Commission related to underground petroleum contamination at the Town Common to the December 9th agenda. Council Member Joyner seconded the motion, which passed by unanimous vote.

Council Member Glover moved to add discussion to the Planning Retreat agenda relative to how the City responds to requests from citizens and how citizens are involved in the decision-making process. Council Member Joyner seconded the motion, which passed by unanimous vote.

Mayor Dunn stated she had received a request from the Mayor of Plymouth, NC for Greenville's support of Plymouth as a potential location for a new agricultural school under consideration by the North Carolina Legislature. Council Member Mercer moved to add consideration of a Resolution of Support in response to the Plymouth Mayor's request to the December 9th agenda. Mayor Pro-Tem Kittrell seconded the motion, which passed by unanimous vote.



CITY MANAGER'S REPORT

City Manager Bowers stated a memo had been sent to Council regarding conflicts with scheduling of the upcoming Joint meeting between the City Council and the Greenville Utilities Commission. He recommended rescheduling the meeting from December 14, 2010 to January 11, 2011.

Council Member Joyner moved to reschedule the meeting based on the City Manager's recommendation. Council Member Blackburn seconded the motion, which passed by unanimous vote.

Mr. Bowers then announced the Human Resources Department would host a holiday luncheon on December 9th from 11:30 am until 1:30 pm in the Gallery. He also advised the City Council that Public Information Officer Steve Hawley requested they plan to arrive early for the next Council meeting in order to record their annual holiday greetings.

ADJOURNMENT

Council Member Joyner moved to adjourn the meeting, seconded by Council Member Blackburn. There being no further discussion, the motion passed by unanimous vote and Mayor Dunn adjourned the meeting at 9:11 pm.

Respectfully submitted,

Carol L. Barwick, CMC
City Clerk

PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
THURSDAY, DECEMBER 9, 2010



A regular meeting of the Greenville City Council was held on Thursday, December 9, 2010 in the Council Chambers, located on the third floor at City Hall, with Mayor Patricia C. Dunn presiding. Mayor Dunn called the meeting to order at 7:00 pm. Mayor Pro-Tem Kittrell gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Patricia C. Dunn; Mayor Pro Tem J. Bryant Kittrell, III; Council Member Marion Blackburn; Council Member Rose H. Glover; Council Member Max R. Joyner, Jr.; Council Member Calvin R. Mercer; Council Member Kandie Smith

Those Absent:

None

Also Present:

Wayne Bowers, City Manager; David A. Holec, City Attorney; Carol L. Barwick, City Clerk and Patricia A. Sugg, Deputy City Clerk

APPROVAL OF THE AGENDA

City Manager Wayne Bowers recommended removing three public hearing items related to the repair or demolition of dwellings as follows: (1) 402 Tyson Street, because the property has already been torn down by the owner, (2) 313 Line Avenue, because Code Enforcement has entered into an agreement for repairs, and (3) 1205 Fleming Avenue, because a repair agreement is pending.

Mr. Bowers also reminded the City Council of items they voted to add to this agenda at their last meeting: (1) City Attorney's service as Airport Authority Attorney, (2) Environmental Advisory Commission recommendations regarding petroleum contamination at Town Creek, (3) Time for citizens to address budget items, and (4) Resolution of Support for a Regional AgriScience High School in Washington County.

Council Member Blackburn moved to approve the agenda with changes as discussed by the City Manager. Council Member Joyner seconded the motion, which passed by unanimous vote.



SPECIAL RECOGNITIONS

- Recognition of Pitt County Veterans Council

Recreation and Parks Director Gary Fenton briefly discussed replacement of the Fallen Soldiers' Monument at the Town Common, which was vandalized in October. The Recreation and Parks Department covered the initial cost, but the Pitt County Veterans Council (PCVC), with help from Neil and Connie Elks, went to work raising necessary funds for the replacement and Greenville Marble and Granite agreed to install the new monument at no cost. He then recognized James Kladis, PCVC President, who presented a check to the City as reimbursement for replacing the monument.

- Report from Pitt County Schools Superintendent Beverly Reep

Dr. Beverly Reep, Superintendent of Pitt County Schools, gave a brief summary of the school system's accomplishments during the past year, focusing on renovations to Eastern Elementary School, planned renovations at the Sadie Saulter School and the anticipated completion of construction of Lake Forest School, which they hope to populate in Fall 2011. She stated that grant funding secured through the Police Department covers the cost of a school resource officer for three years, thereby freeing up funding for additional lighting and security cameras.

Dr. Reep also discussed a variety of after school programs such as the Twilight Academy and Project Success, which are designed to provide additional instruction time to students who are falling behind and to supervise in-school suspensions rather than keeping students out of school. She thanked the City Council for youth outreach efforts of the City and its employees such as the Police Athletic League.

- Report from Pitt County Memorial Hospital President Steve Lawler

Pitt County Memorial Hospital (PCMH) President Steve Lawler extended holiday greetings on behalf of their 7,000 employees and physicians. PCMH is in the people business and they have great people working there who are genuinely committed to doing their best work for their patients. During the past year, the hospital has added 105 new jobs, most of which went to residents of Greenville and Eastern North Carolina. PCMH actively seeks out the best people to fill positions and they boast a 97% employee retention rate, which is one of the highest in the state.

Mr. Lawler summarized PCMH's accomplishments during the previous year, including of the establishment of a Patient and Family Care Center, changes to visiting hours, implementation of a Rapid Activation Team to address patient concerns. Two of the hospital's operating units were recognized as #1 in the nation



and PCMH achieved the highest satisfaction rate for any teaching hospital in the country.

APPOINTMENTS

- Appointments to boards and commissions

Human Relations Council

Motion was made by Council Member Joyner and seconded by Council Member Blackburn to appoint Michael Rouse as the student representative of Pitt Community College for a one-year term to expire October 2011, replacing Keisha Staton who resigned.

NEW BUSINESS

Public Hearings

- Second reading and final adoption of an ordinance granting a limousine franchise to Patrick Sean Brown, d/b/a The Jolly Trolley (Ordinance No. 10-101)

City Clerk Carol Barwick stated that Patrick Sean Brown has applied to establish a limousine franchise, under the trade name of The Jolly Trolley. He plans to operate one limousine. The Council approved first reading of this franchise ordinance at its December 6th meeting.

Mayor Dunn opened the public hearing at 7:31 pm, inviting comment either for or against the proposed franchise application. Hearing none, she declared the public hearing closed at 7:32 pm.

Council Member Mercer moved to adopt the ordinance granting a limousine franchise to Patrick Sean Brown, d/b/a The Jolly Trolley. Council Member Joyner seconded the motion, which passed by unanimous vote.

- Second reading and final adoption of an ordinance granting a taxicab franchise to Hannah Victoria Capps, d/b/a East Carolina Pedicab (Ordinance No. 10-102)

Ms. Barwick stated that Hannah Victoria Capps has applied to establish a taxicab franchise, under the trade name of East Carolina Pedicab. She plans to operate four pedicabs. The Council approved first reading of this franchise ordinance at its December 6th meeting.



Mayor Dunn opened the public hearing at 7:33 pm, inviting comment either for or against the proposed franchise application. Hearing none, she declared the public hearing closed at 7:34 pm.

Council Member Blackburn moved to adopt the ordinance granting a taxicab franchise to Hannah Victoria Capps, d/b/a East Carolina Pedicab. Council Member Joyner seconded the motion, which passed by unanimous vote.

- Second reading and final adoption of an ordinance granting a taxicab franchise to Leonard Lee Horton, d/b/a Easy Ride Taxi Service (Ordinance No. 10-103)

Ms. Barwick stated that Leonard Lee Horton has applied to establish a taxicab franchise, under the trade name of Easy Ride Taxi Service. He plans to operate one taxicab. The Council approved first reading of this franchise ordinance at its December 6th meeting.

Mayor Dunn opened the public hearing at 7:35 pm, inviting comment either for or against the proposed franchise application. Hearing none, she declared the public hearing closed at 7:36 pm.

Council Member Blackburn moved to adopt the ordinance granting a limousine franchise to Leonard Lee Horton, d/b/a Easy Ride Taxi Service. Council Member Joyner seconded the motion, which passed by unanimous vote.

- Ordinance requested by LakeSide Sports, LLC to rezone 74.53 acres located along the southern right-of-way of Old Pactolus Highway, adjacent to Santree Mobile Home Park, and north of the Tar River from R6MH (Residential-Mobile Home) to CH (Heavy Commercial) (Ordinance No. 10-104)

Planner Chantae Gooby explained the requested rezoning, giving a general description of property location and surrounding uses. She stated that Staff feels the request is in compliance with recent amendments to the Future Land Use Plan Map and the Horizons Plan. She stated that two protest petitions have been filed. After briefly explaining criteria for determining the validity of a protest petition, Ms. Gooby stated that either of the petitions could stand individually, but together they represent 50% of the surrounding property owners and therefore a vote to adopt the rezoning ordinance must constitute a super-majority of the City Council, or 5 of its 6 members.

Mayor Dunn opened the public hearing at 7:42 pm and invited anyone wishing to speak in favor of the request to come forward.



James P. Hopf, representing his son and daughter-in-law, who own/operate LakeSide Sports, LLC

Mr. Hopf asked that the City Council focus on objective facts, which are that the request is in compliance with the Future Land Use Plan Map, the Horizons Plan and is consistent with surrounding zoning patterns, surrounding property uses. The area has experienced growth in commercial, parks and student housing. There are no adverse environmental public health or safety issues related to the requested change. The property has been evaluated by an environmental consultant, and they have an opinion letter from Dr. Richard Spruill from East Carolina University stating there would be no adverse impact as a result of the requested change. Mr. Hopf stated there are floodway and floodplain issues that will impose limitations and they will work with City staff to accommodate those. With regard to health/safety, the change will have a positive impact on the property and the area. There is a history of undesirable activity on this property since it is currently a vacant field, but since LakeSide Sports, LLC has been involved, there has been no such activity going on. Mr. Hopf stated he has copies of service call records from the Greenville Police Department to substantiate this change in activity. Because there has been some opposition to the proposed change, Mr. Hopf described efforts taken to work with the community. Over 80 letters were sent to property owners in the area, and there were only 13 responses. Mr. Hopf stated they spoke to each respondent extensively and no concerns were expressed afterward. He stated they met with the Pastor of Iglesia Pentecostal Unida and his wife, and they held a meeting with residents/owners in area, which were followed up with further individual discussions. Most of the people they spoke to were satisfied afterward. Mr. Hopf said they made an effort to talk to residents of Santree Mobile Home Park and most were not aware LakeSide Sports, LLC was using the property; none expressed any concerns. He stated he was aware that some concerns had been expressed about noise, but any activity on the property will be governed by the City's noise ordinance and they will work within those guidelines.

Council Member Mercer asked how many acres would be utilized in the project. Mr. Hopf stated the project would use primarily the ponds located on the property, plus ingress and egress. He stated he did not know the actual acreage of the ponds, but it was a very small percentage of overall property size.

Council Member Blackburn asked if the Hopf's own the property. Mr. Hopf stated his son and daughter-in-law are leasing the property.

Chris Hopf – Owner/Operator of LakeSide Sports, LLC

Mr. Hopf asked for favorable consideration of the rezoning request by the City Council.



There being no one else present who wished to speak in favor of the requested rezoning, Mayor Dunn invited comment in opposition to the request beginning at 8:03 pm.

Donna Hemby – No address given

Ms. Hemby stated she was representing Santree Mobile Home Park in opposition to this rezoning request. Tenants of the mobile home park have been there since the early 1980's and they object to the noise and the extra traffic. They do not want this property to go commercial with their only separation being a chain link fence. There is no protection from trash that will accumulate from activities on the property, and they are concerned they will lose the wildlife in the area. Ms. Hemby asked that the City Council vote against the requested rezoning.

Council Member Smith asked if residents complained about the noise. Ms. Hemby replied that she'd had many telephone calls in October when LakeSide Sports held their "tricks or treats" event. In the early spring, they were there doing jumps and had bonfires and cooking. Tenants complained of the noise then, and each time, the Police Department was contacted; however, she stated she did not know whether they sent anyone to investigate. Ms. Hemby stated the ponds at the back also pose a problem in that one of the rails utilized by LakeSide Sports is only about 100 feet from a mobile home.

Council Member Blackburn asked if any residents of the mobile home park were in the audience, or if Ms. Hemby lives in the park herself. Ms. Hemby stated no residents were present and said she lives in the Blackjack area, but as park manager, she must drive to the park when complaints are received. She stated she finds it disturbing that the tenants often think the noise is caused by other residents of the park.

Council Member Joyner asked if hunting was allowed on the property. Ms. Hemby stated the owner's grandchildren and their sons are allowed to hunt there, but it is not open to the public for hunting. Council Member Joyner asked if she received complaints about noise from that activity. Ms. Hemby stated there were occasional complaints about shots, but those were typically confined to the far side of the property.

Hearing no one else who wished to speak in opposition to the requested rezoning, Mayor Dunn closed the public hearing at 8:13 pm.

Council Member Joyner moved to adopt the rezoning ordinance, seconded by Council Member Glover.

Council Member Blackburn stated she and Council Member Smith spent 4-5 hours on the property when LakeSide Sports was in full operation. The land naturally limits activities that can be done on the property; the proportion of water to land



makes it impractical for use as a mall or a retail business. Council Member Blackburn stated she and Council Member Smith walked into the residential area and could hear none of the sports activity even though it was in full operation at the time.

Council Member Smith stated when she and Council Member Blackburn were on the property, they spoke to many residents to inquire about their concerns and none were disclosed. Most residents were unaware of LakeSide Sports' use of the property.

There being no further discussion, the motion to adopt the rezoning ordinance passed by a vote of 5 to 1 with Council Member Mercer casting the dissenting vote.

- Ordinance requested by Stow Management, Inc. and Vintage Associates, LLC to rezone 9.143 acres located near the northwest corner of the intersection of North Memorial Drive and Staton House Road from IU (Unoffensive Industry) to CH (Heavy Commercial) (Ordinance No. 10-105)

Planner Gooby explained the requested rezoning, giving a general description of property location and surrounding uses. She stated the property is to the West of the industrial area, but outside of it. There are no adjoining residential uses and no traffic impact is anticipated. Staff feels the request is in compliance with the Horizons Plan and the Future Land Use Plan Map and therefore anticipates no negative impact.

Mayor Pro-Tem Kittrell stated his firm has the sales listing on the property and requested that he be excused from the discussion/vote because his involvement would constitute a conflict of interest.

Council Member Joyner moved to excuse Mayor Pro-Tem Kittrell from discussion/vote on this item for the reason stated. Council Member Mercer seconded the motion, which passed by unanimous vote.

Mayor Dunn opened the public hearing at 8:23 pm and invited anyone wishing to speak in favor of the request to come forward.

Mike Baldwin, speaking on behalf of Stow Management, said he had no comment to add, but was available to answer questions if needed.

Hearing no other comment in favor of the requested rezoning, Mayor Dunn invited comment in opposition to the request. Also hearing none, she closed the public hearing at 8:24 pm.



Council Member Mercer moved to adopt the rezoning ordinance, seconded by Council Member Joyner. There being no discussion, the motion was approved by unanimous vote.

- Ordinances amending the Greenville City Code relating to Urban Beekeeping and amending the zoning regulations to include definitions of “beekeeping; major use” and “beekeeping; minor use”, and to include applicable table of use provisions for each category (Ordinance Nos. 10-106 and 10-107)

Chief Planner Harry Hamilton discussed changes to City ordinances related to urban beekeeping and applicable zoning regulations which are proposed in response to complaints received in May or June about bee hives in residential neighborhoods. Mr. Hamilton summarized notification procedures and enforcement actions taken based on hives located in front yards of residences based on these hives being classified as accessory structures which must be located in a rear yard or remote location. One of the beekeepers moved his hives to an acceptable location, but the other beekeeper disagreed. After due consideration and consultation with the City Manager’s Office, any further enforcement was suspended pending development and approval of a more comprehensive animal control regulation.

Mr. Hamilton discussed aesthetic concerns about bee hives, as well as nuisance and safety considerations. He reviewed current ordinances applicable to accessory structures and building standards, and summarized proposed changes to the zoning ordinance, which were recommended by the Planning and Zoning Commission. Mr. Hamilton stated proposed changes would become effective sixty days after adoption by the City Council.

Assistant City Manager Thom Moton discussed the City’s current Animal Control Ordinance, stating that although that ordinance does not fall under the jurisdiction of the Planning and Zoning Commission, they included recommendations about the proposed changes to the Animal Control Ordinance in their motion to support proposed changes to the zoning ordinance. Mr. Moton stated known bee keepers in the area were invited to the November Planning and Zoning Commission meeting to share input on current and proposed requirements. Although some attended, no one offered comment to support or oppose proposed changes to either ordinance.

Mr. Moton summarized key points of proposed changes to the Animal Control Ordinance as relates to bee keeping, including factors such as site location and setback requirements, water supply, required permits and inspections, and enforcement and appeal procedures. Mr. Moton stated the ordinance will become effective sixty days after its adoption to afford a reasonable period for existing beekeepers to bring any nonconforming situations into compliance with the new regulations.



Mr. Hamilton introduced State Bee Inspector Adolphus Leonard, who spoke at the November Planning and Zoning Commission meeting. Mr. Leonard summarized his duties with the North Carolina Department of Agriculture and described honey bees as a part of the natural environment. He stated they are essential to the transfer of pollen enabling fruits and vegetables to grow and said they are relatively gentle. He explained some of the distinctions between honey bees and other types of bees which are more aggressive. He encouraged the City Council to adopt regulations which are not overly restrictive, stating that the national trend is toward less restriction and that North Carolina is one of the highest beekeeping states in the union.

Mayor Pro-Tem Kittrell asked Mr. Leonard if he had an opinion on the proposed ordinance changes. Mr. Leonard stated he felt the requirement for a 6 ft. wall was unnecessary, but might be a suitable compromise in lieu of the 25 ft. buffer in areas with limited space.

Council Member Mercer asked if the proposed wall was for aesthetics or safety. Mr. Moton stated it was for both purposes, but in terms of safety, the wall was proposed as a means of regulating the flight path of bees crossing a neighbor's property.

Mayor Dunn declared the public hearing open at 9:15 pm and invited comment on proposed amendments to zoning and animal control ordinances.

Chris Mansfield – 408 S. Harding

Mr. Mansfield stated he was interested in bee keeping and almost signed up for a course around Christmas time last year, but did not due to available timing. He indicated he has read the proposed ordinances and realizes now that under those regulations, he would not be able to keep bees on his property. While the regulations may be appropriate on large properties, he has a small lot with a garage and patio already located in the back. He stated the fencing and setback requirements would prevent him from having bees and he feels the proposals are overly restrictive in congested urban areas.

Hearing no one else who wished to speak on proposed ordinance amendments, Mayor Dunn closed the public hearing at 9:21 pm.

Council Member Glover moved to adopt proposed ordinances with fencing requirements and front yard restrictions removed. Council Member Joyner seconded the motion.

Mr. Moton reminded the Council there are two ordinances for which amendments are proposed.

Following considerable discussion of fencing, setback requirements, potential alternate locations for hives and other aesthetic considerations, Council Member



Glover withdrew her motion and Council Member Joyner withdrew his corresponding second.

Mayor Pro-Tem Kittrell moved to accept the recommendations of the Planning and Zoning Commission, adopting both ordinances, but with no fencing or setback requirements, but with location of hives restricted to backyards. Council Member Mercer seconded the motion, which lead to a tie vote with Mayor Pro-Tem Kittrell and Council Members Smith and Mercer voting 'yes' and Council Members Glover, Blackburn and Joyner voting 'no'. Mayor Dunn broke the tie by casting a 'yes' vote; hence the motion was approved.

City Manager Bowers stated before proceeding with the regular agenda, Community Development Director Merrill Flood wished to make an announcement. Mr. Flood stated this was Harry Hamilton's last City Council meeting because he would be retiring at the end of the month after more than 30 years in local government. He stated it has been a great pleasure to work with Mr. Hamilton, who is well respected throughout the state.

- Ordinance requiring the repair or the demolition and removal of the dwelling located at 100 E7 Tyson Street (Ordinance No. 10-108)

Lt. Earl Phipps discussed ownership of the property and described its present condition and presented informational statistics related to complaints received. Lt. Phipps stated the current tax value of the property is \$43,407.00 and cost of repair is estimated at \$46,646.80.

Mayor Dunn declared the public hearing open at 9:41 pm and invited comment in favor of the proposed order requiring repair or demolition. Hearing none, she invited comment in opposition to the proposed demolition. Also hearing none, Mayor Dunn declared the public hearing closed at 9:42 pm.

Council Member Joyner moved to adopt the ordinance. Council Member Glover seconded the motion, which was approved by unanimous vote.

- (Removed from the Agenda) Ordinance requiring the repair or the demolition and removal of the dwelling located at 402 Tyson Street
- (Removed from the Agenda) Ordinance requiring the repair or the demolition and removal of the dwelling located at 313 Line Avenue
- Ordinance requiring the repair or the demolition and removal of the dwelling located at 1400 West Fourth Street (Ordinance No. 10-109)

Lt. Earl Phipps discussed ownership of the property and described its present condition and presented informational statistics related to complaints received.



Lt. Phipps stated the current tax value of the property is \$16,992.00 and cost of repair is estimated at \$34,004.20.

Mayor Dunn declared the public hearing open at 9:43 pm and invited comment in favor of the proposed order requiring repair or demolition. Hearing none, she invited comment in opposition to the proposed demolition. Also hearing none, Mayor Dunn declared the public hearing closed at 9:44 pm.

Council Member Joyner moved to adopt the ordinance. Council Member Glover seconded the motion, which was approved by unanimous vote.

- (Removed from the Agenda) Ordinance requiring the repair or the demolition and removal of the dwelling located at 1205 Fleming Street

Public Comment Period

Mayor Dunn opened the public comment period at 9:45 pm and explained procedures to be followed by anyone who wished to speak. As there was no one registered with the City Clerk, Mayor Dunn asked if there was anyone present who wished to address the City Council. Hearing no response, Mayor Dunn closed the public comment period at 9:46 pm.

OTHER ITEMS OF BUSINESS

- Fiscal year 2012 federal agenda

Melissa Avstreich, of the Ferguson Group, gave a brief overview of the status of FY2011 Earmark Projects and stated she had spent time with City department heads and elected officials to develop a proposed list for the FY2012 Earmark/Competitive Grant Projects. She said the current list is a little different from prior years; availability of earmark funding for the coming year is still in question, so a column has been added to include competitive grants. Ms. Avstreich stated earmarks are expected from the Senate for next year based on last week's vote, but they are not expected from the House of Representatives.

Ms. Avstreich then reviewed a draft list of items identified as candidates for earmark/competitive grant funding, which the City Manager recommended the City Council review over the next month. He asked that the City Council provide comments or concerns about the list to either himself or Ms. Avstreich and stated the final list would be presented in January for final approval.



- Letter to East Carolina University relating to preservation and protection of single-family residential character of the University Area

Council Member Blackburn stated this item was included at her request. Prior to the meeting, Council Members were presented with a draft letter that reaches out to East Carolina University (ECU) in a formal and public way. The letter encourages ECU to continue its involvement and engagement with preserving and protecting the single-family residential character of the area surrounding the university, particularly in connection with foreclosed properties in the area. Additionally, it promotes a continued partnership between ECU and the City to keep single-family homes on the rise and to help neighborhoods thrive. She asked that the City Council authorize Mayor Dunn to send the letter to Chancellor Ballard at ECU.

Council Member Joyner moved to authorize Mayor Dunn to send the letter to Chancellor Ballard, seconded by Council Member Blackburn. There being no discussion, the motion was approved by unanimous vote.

- (Added) City Attorney's service as Airport Authority Attorney

Council Member Joyner stated this item was included at his request. He commended City Attorney Holec for his service to the Airport Authority over the past 14 years, but stated the Airport Authority is now in a financial position to hire an attorney without subsidy from the City. He moved that City Attorney Holec's service to the Airport Authority end effective in 90 days. Council Member Blackburn seconded the motion, which passed by unanimous vote.

- (Added) Environmental Advisory Commission recommendations regarding Town Creek petroleum contamination

Council Member Blackburn stated she requested this item be included for discussion due to its environmental significance to the community. She complimented the Environmental Advisory Commission on the excellent work they have done in calling attention to this issue. The many gas stations that were once in the area surrounding the Town Common had tanks which leaked, causing contamination. Although some remediation has occurred, leakage continues. Distillates are being deposited into Town Creek and the water is orange. Because this does not affect local drinking water, it has not been a priority, but it should be.

Council Member Blackburn then moved to accept the EAC's recommendation for the City to initiate discussion with the North Carolina Division of Waste Management and request soil and water samples be taken to assess potential liability. Council Member Mercer seconded the motion, stating he felt this was a good recommendation. He asked that state assistance be requested if warranted by the test results. Council Member Blackburn accepted this as a friendly amendment to the original motion.



There being no further discussion, the motion was approved by unanimous vote.

- (Added) Time for citizens to address budget items

Council Member Glover stated she requested this topic for discussion because numerous citizens and business owners had contacted her to request that they be given the opportunity to address City budget issues. She said it gives the community a feeling of ownership when they work closely with the City Council in making plans, and it reflects an open and honest government.

Mayor Pro-Tem Kittrell stated that citizens and business owners have an opportunity to speak during the public hearings held for each budget process, but comments are rare.

Council Member Glover stated there are concerns about time limits on those who wish to speak at a public hearing. She moved to change the time limit for speakers at any public hearing on the City's budget to 10 minutes per person. Council Member Joyner seconded the motion, which passed by unanimous vote.

- (Added) Resolution of Support for a Regional AgriScience High School in Washington County (Resolution No. 10-68)

Mayor Dunn stated the Mayor of Plymouth had requested Greenville's support in their desire to establish an agricultural school in their area.

Council Member Joyner moved to adopt the resolution of support, seconded by Mayor Pro-Tem Kittrell. There being no discussion, the motion was approved by unanimous vote.

COMMENTS FROM MAYOR AND CITY COUNCIL

The Mayor and Members of the Council made general comments about past and future events.

In addition, Council Member Mercer stated that Census data should be available in April and will likely lead to the redrawing of voting districts for the State Legislature. He moved to add discussion to the agenda for the Planning Retreat on urging the Legislature to redistrict in such a manner that Pitt County has its own Senator. Council Member Blackburn seconded the motion, which passed by unanimous vote.



Council Member Glover moved to add a discussion of City Council terms to the agenda for the Planning Retreat. Council Member Joyner seconded the motion, which passed by unanimous vote.

Council Member Smith moved to add a comparison of 1999-2000 data to current date for EMS response times to calls from north of the river to the agenda for discussion at the Planning Retreat. Council Member Joyner seconded the motion, which passed by unanimous vote.

Council Member Smith moved to add a comparison of 1999-2000 data to current date for EMS response times to calls from north of the river to the agenda for discussion at the Planning Retreat. Council Member Joyner seconded the motion, which passed by unanimous vote.

CITY MANAGER'S REPORT

City Manager Bowers stated a memo had been sent to Council regarding conflicts with scheduling of the upcoming Joint meeting between the City Council and the Greenville Utilities Commission. He recommended rescheduling the meeting from December 14, 2010 to January 11, 2011.

Council Member Joyner moved to reschedule the meeting based on the City Manager's recommendation. Council Member Blackburn seconded the motion, which passed by unanimous vote.

CLOSED SESSION

Motion was made by Council Member Mercer to enter closed session to prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law and to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Council Member Joyner seconded the motion, which passed by unanimous vote.



Mayor Dunn declared the City Council in closed session at 10:20 pm, calling a brief recess to allow the Council and Staff to relocate to Conference Room 337, where she reconvened the closed session at 10:30 pm.

Upon conclusion of closed session discussion, motion was made by Council Member Joyner and seconded by Council Member Blackburn to return to open session. Motion was approved unanimously, and Mayor Dunn returned the City Council to open session at 12:05 am, calling a brief recess to allow Council to relocate to the Council Chambers.

ADJOURNMENT

Mayor Dunn reconvened the meeting at 12:09 am, noting that City Clerk Barwick was eligible for consideration of a salary adjustment as a probationary increase. Upon motion of Council Member Mercer, seconded by Council Member Joyner, City Council unanimously approved granting to City Clerk Barwick a three percent (3%) increase in salary effective at the beginning of the first pay period after completion of her probationary period.

Council Member Joyner moved to adjourn the meeting, seconded by Council Member Blackburn. There being no further discussion, the motion passed by unanimous vote and Mayor Dunn adjourned the meeting at 12:11 am.

Respectfully submitted,

Carol L. Barwick, CMC
City Clerk



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: First reading of an ordinance granting a taxicab franchise to Mahmoud Ahmad Atiyja, d/b/a Ace Cab

Explanation: Mahmoud Ahmad Atiyja, d/b/a Ace Cab, has made application for a franchise to operate one taxicab. The Financial Services, Community Development, and Police Departments have all reviewed the application packet and find no reason not to grant the applicant's request. A public hearing on this request is scheduled for March 3, 2011 and will be advertised in The Daily Reflector on February 21 and February 28, 2011. Notification of the public hearing was mailed to all current vehicle for hire franchise owners.

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

Recommendation: Approve first reading of the attached ordinance granting a taxicab franchise to Mahmoud Ahmad Atiyja, d/b/a Ace Cab.

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

Attachments / click to download

[Application Packet from Ace Cab](#)

[Franchise to Atiyha Mahmoud Ahmad d b a Ace Cab 1st Reading 889539](#)

ORDINANCE NO. 10-____
AN ORDINANCE GRANTING A TAXICAB FRANCHISE
TO ATIYHA MAHMOUD AHMAD, D/B/A ACE CAB

WHEREAS, the City of Greenville is authorized by G.S. §160A-304 to license and regulate all vehicles operated for hire within the City of Greenville; and

WHEREAS, the City of Greenville has adopted an ordinance, Chapter 1 of Title 11 of the Greenville City Code, requiring the operators of taxicab businesses within the City to obtain a franchise from the City permitting said operation, and said ordinance sets forth certain requirements and criteria that must be satisfied in order to obtain and maintain the franchise for the operation of a taxicab business; and

WHEREAS, Atiyha Mahmoud Ahmad, d/b/a Ace Cab, is an applicant for a franchise permitting the operation of one (1) taxicab within the City limits; and

WHEREAS, following investigation into the qualifications of the applicant, the City Council has determined that the applicant satisfies the requirements and conditions for the operation of a taxicab business within the City and has presented evidence substantiating the public convenience and necessity of such a business;

NOW, THEREFORE, BE IT ORDAINED by the Greenville City Council that:

Section 1. A taxicab franchise is hereby issued to Atiyha Mahmoud Ahmad, d/b/a Ace Cab, to permit the operation within the City of Greenville of not more than one (1) taxicab.

Section 2. The franchise holder must comply with the requirements of Chapter 1 of Title 11 of the Greenville City Code or successor ordinance, including but not limited to inspection, equipment and insurance requirements, and must begin operations within sixty (60) days of the grant of this franchise. These requirements apply to all vehicles under the franchise. Failure to comply with the requirements and begin operations within sixty (60) shall render the franchise null and void without further action of the Greenville City Council.

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

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

Section 5. This ordinance shall become effective immediately upon its adoption following its second reading.

First reading approved on the 21st day of February, 2011.

Patricia C. Dunn, Mayor

ATTEST:

Carol L. Barwick, City Clerk

889539

Item # 2

APPLICATION FOR TAXICAB FRANCHISE

(NOTE: \$30 application fee must be presented with application in order for application to be considered.)

To the Mayor and City Council of the City of Greenville

The undersigned hereby makes application for a taxicab franchise under the provisions of Chapter 564, Session Laws 1945, and presents the following information:

1. The applicant is familiar with the ordinances of the City of Greenville relating to liability insurance, drivers regulations, regulations of rates, and other matters pertaining to the operation of taxicabs.
2. The individual, corporate or trade name and business address of the applicant is:
Mahmoud Atiyha by ACE CAB 3802 Sterling Pointe Dr Unit B4 Winterville, NC 28590
3. The Applicant is:
 - A. An individual and sole owner of the taxicab business to be operated under the above name.
 - B. A corporation chartered under the laws of the State of North Carolina in the year _____, and the officers of the corporation are _____
 - C. A partnership, as shown by articles hereto attached, and the names of partners are: _____
4. The Applicant operates in the following cities: Greenville, NC
5. The Applicant is requesting franchise to operate 1 taxicabs.
6. In support of this application, the following Exhibits are attached.
 - Exhibit A. A full statement of facts which, if supported by substantial testimony at the hearing, will support a finding of public convenience and necessity for this operation.
 - Exhibit B. A complete list of Applicant's motor equipment showing year, make, model, and carrying capacity of each unit.
 - Exhibit C. Financial statement showing assets, liabilities and net worth of applicant.
 - Exhibit D. Statement showing applicant has made complete arrangement for off-street parking of all motor vehicles.
 - Exhibit E. Statement of proposed fares for transportation of persons and property.
 - Exhibit F. Statement of experience of applicant in conducting taxicab business.
 - Exhibit G. For persons who plan to be a driver: Official results of a drug screening for the applicant(s) from a practicing licensed physician AND a waiver from the physician who conducted the drug screening releasing those results to the Greenville Police Department

HAND PRINT OR TYPE

LAST NAME <u>Atiyha</u>		FIRST NAME <u>Mahmoud</u>		MIDDLE NAME <u>Ahmad</u>	
ALIAS OR NICKNAME	SEX <u>M</u>	AGE <u>23</u>	WEIGHT <u>170</u>	HEIGHT <u>5' 8"</u>	ID NO.
ADDRESS <u>3802 Sterling Pointe Dr Unit B4</u>		HAIR	EYES	COMPLEXION	
OCCUPATION <u>Taxi Driver, Dispatcher</u>		DRIVERS LICENSE NO.		license # IDENTIFICATION NO.	
PLACE OF BIRTH <u>Jerusalem</u>		DATE OF BIRTH <u>08/22/1987</u>		SOCIAL SECURITY NO.	

Signature of Applicant Mahmoud Atiyha

Subscribed and sworn to before me this 6th day of January, 2011.

My Commission Expires: 07/02/2015

Carol K. Barwick Item # 2
 Notary Public

CITY OF GREENVILLE OFFICIAL RECEIPT

DATE: 11/06/11 TIME: 10:00 AM BY: [Signature]

TO: POLICE DEPARTMENT FROM: [Name]

TOTAL: \$1,000.00
PAID: \$1,000.00
BALANCE: \$0.00

REMARKS: [Description of payment]

Dear Mayor Pat Dunn and the City Council of Greenville,

My name is Mahmoud Atiyha and I'm currently looking to start my own taxicab franchise. The name of my franchise is Ace Cab. My mission is to provide the best taxi service in Greenville, NC. Ace Cab will be recognized as a leader in providing efficient, safe, and reliable taxi service to the city of Greenville. I want everybody to have a lovely and wonderful experience to my service. The reason I want to operate a taxi cab service in Greenville, NC is to help the community to find a way of transportation for as getting to their job, school, sporting event, evening night out, and much more reasons. I'm currently employed at Courtesy Cab in Greenville, NC. I have been obtaining my full privileged driver's license. This was an essential part of my driving career because at the time I needed a job to help out my family. So at a young age I learned the responsibility of driving. I've always had a sense of exhilaration when it comes to driving. I will be driving a 2000 Honda van. It has a maximum capacity of six people. I'm 23 years old and currently a student at Pitt Community College with 3.5 GPA in construction management. My idea on establishing a taxi cab franchise has never been inferential. I've always had an ambition to own my own business. I have the competency to manage and obtain a professional place of business. I have the drive and determination to keep a successful taxi cab franchise. The business address will be at the apartment that I and my brother live in. The lease is under his name Muwia Azzam. I recently had drug screening done for Courtesy Cab. I also worked for red white & blue taxi company. I would like to see my application reviewed for further reading and evaluation, so I can successfully up start my new business.

Greenville, NC need more taxi service because Greenville is steadily growing. Everybody doesn't own a vehicle therefore has no way of getting around. There is more college students enrolling at ECU and Pitt Community every year and a lot of students need to find a way to get around; the locals' of Greenville also need away of transportation. The more transportation you have for a grown city the more it brings in to the city so it works out hand in hand. The bus only takes you certain location and only makes certain pickups a taxi cab can pick you up and take you where ever you want. That's why Greenville need more taxi services. I own no property but pay rent for housing and have no outstanding loans.

phone # 252-469-5561
Mike.themana@yahoo.com

HEARTHSIDE RENTALS

3493-D S. EVANS STREET
GREENVILLE, NC 27834
252-355-5923

A notice to vacate from the LESSEE is required in writing 30 days prior to the move out date. Otherwise, the security deposit is automatically forfeited.

TO SUBLEASE AN APARTMENT:

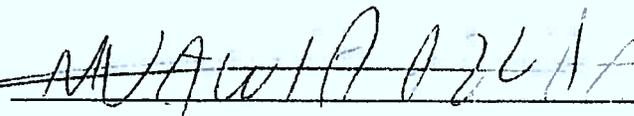
The person moving has to come into the office and fill out intent to vacate form (30 day notice form). The person taking over the lease needs to fill out an application and be approved. Once they are approved we will draw up a new lease with the new name but with the dates and amounts that are on the original lease. The original security deposit will stay with the apartment. This means the new person will pay the moving tenant the security deposit. We will inspect the apartment after the original tenant moves out and before the new tenant moves in. The walk thru will be done by request only.

TERMINATION FEE:

If for some reason beyond your control (illness, job loss or transfer, etc.) you are forced to move before your lease terms is fulfilled, you must pay a termination fee to void the balance due on your lease. The termination fee is equal to 2 months rent and is payable by MONEY ORDER NO LATER THAN 2 WEEKS PRIOR TO MOVE OUT. **A WRITTEN 30-DAY NOTICE IS STILL REQUIRED TO QUALIFY FOR THIS PROCESS.** If there are no damages or other levies, your security deposit will be refunded in full. In multiple Tenant situations, if one tenant wishes to stay and one vacate, the existing tenant may continue the remainder of the lease with out penalty, or may sublease the leaving tenant's portion of lease.

If you move out prior to the end of the lease agreement with out paying the termination fee: You will forfeit your security deposit, be held liable for rent on that unit until it is re-occupied or end of lease, be charged for any damages and be charged a \$75.00 re-rental fee. Any or all of the above costs not paid within 30 days shall be reported to the Credit Bureau for Collection. It will also appear on your credit report as an unpaid judgment.

SIGNATURE: _____



Hearthside Rentals
3493-D S. Evans Street
Greenville, NC 27858
252-355-5923
www.hearthsideinnmanagement.com

Renter's Insurance Addendum:

Hearthside Rentals advises all residents to obtain a "Renter's Insurance Policy" to cover their personal property and/or personal injuries and any other damages that may occur in their residence. According to the terms of the rental agreement, the Owner and/or Hearthside Rentals is not responsible for any damages to tenants personal property.

Renter's Insurance can provide you with coverage for loss, damage, or destruction of your property. It may also provide coverage for additional living expenses you may incur in the event the residence becomes uninhabitable. Such insurance can also protect you from any liability claims resulting from your own activities. For example, if you negligently cause a fire, you may be held responsible for damages to the property and the property of others. Similarly, if a guest were to have an accident in your residence, you could be held personally responsible for the guest's injuries.

We strongly encourage all resident to obtain a renters insurance policy. These policies are usually reasonable in cost. Consult your insurance agent as soon as possible.

DATE: 6-29-10 MA

Tenant: MAWA A22A

Tenant: _____

Tenant: _____

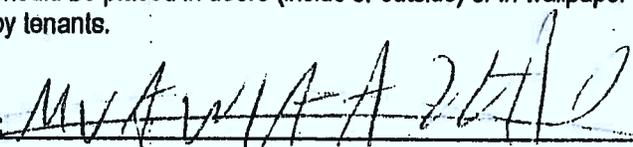
Address: _____

ADDITIONAL TERMS AND CONDITIONS

THE FOLLOWING TERMS AND CONDITIONS ARE AMENDMENTS TO THE LEASE IN WHOLE OR IN PART:

1. The Security Deposit CANNOT be used as your last month's rent.
2. There is a \$250.00 liquidated damage fee for violation of the pet clause, which will be billed to you. You will be given 24 hours to remove the pet. If the pet is not removed within the allotted time, you will be given a 30-day notice to move, for breach of your lease.
3. Your rent is due on the 1st of each month and is late after the 5th at the end of the business day each month. Court papers will be filed on the 15th of each month.
4. You are responsible for changing the heat and a/c filter once a month.
5. You are responsible for checking the smoke detector monthly. If the battery needs replaced it is your responsibility for replacing it. If there is another problem with it please call the office and we will send our maintenance man to repair or replace it.
6. Your address must be on the check or money order or it will be considered late.
7. You are responsible for maintaining utilities in your apartment the entire time you live there, if for some reason the power is cut off (example: electric cut off for non-payment) you will be responsible for any inspections that may occur to reinstate the power. This includes gas, electric, and water/sewer where applicable.
8. If your apartment has gas logs, you are responsible for any inspections required to connect service.
9. You are responsible for professionally cleaning the carpet at the time the unit is vacated and you must turn in a PAID receipt with your keys, or we will hold the money from your security deposit to have it cleaned.
10. Due to the fact that Hearthsides Rentals does not insure your personal belongings we strongly recommend that you obtain renter's insurance. Hearthsides Rentals and the property owner assume no liability for your personal belongings.
11. Satellite Dishes are allowed only with written permission. Dish must be located on the Apartment Balcony or Patio. Only one dish will be allowed per apartment.
12. No excessive use of alcohol, NO illegal drugs, and loud music and loud partying are not tolerated.
13. Please do not drive on the grass when moving in or out.
14. No nails should be placed in doors (inside or outside) or in wallpaper border. No painting or wallpapering will be done by tenants.

SIGNATURE: _____

A handwritten signature in black ink, appearing to be 'MVAWAA 2/10', written over a horizontal line.

THE OTHER 30 DAYS WRITTEN NOTICE PRIOR TO THE LAST DAY OF THE THEN CURRENT PERIOD OF THE TENANCY.

2. **Rent:** Tenant shall pay the Rent, without notice, demand or deduction, to Landlord or as Landlord directs. The first Rent payment, which shall be prorated if the Initial Term commences on a day other than the first day of the Payment Period, shall be due on July 01, 2010 (date). Thereafter, all rentals shall be paid in advance on or before the **FIRST** day of each subsequent Payment Period for the duration of the tenancy.

3. **Late Payment Fees and Returned Check Fees:** Tenant shall pay the Late Payment Fee if any rental payment is not received by midnight on the fifth (5th) day after it is due. *This late payment fee shall be due immediately without demand therefor and shall be added to and paid with the late rental payment. Tenant also agrees to pay the Returned Check Fee for each check of Tenant that is returned by the financial institution because of insufficient funds or because the Tenant did not have an account at the financial institution.*

4. **Tenant Security Deposit:** The Security Deposit shall be administered in accordance with the North Carolina Tenant Security Deposit Act (N.C.G.S. § 42-50 et. seq.). IT MAY, IN THE DISCRETION OF EITHER THE LANDLORD OR THE AGENT, BE DEPOSITED IN AN INTEREST-BEARING ACCOUNT WITH THE BANK OR SAVINGS INSTITUTION NAMED ABOVE. ANY INTEREST EARNED UPON THE TENANT SECURITY DEPOSIT SHALL ACCRUE FOR THE BENEFIT OF, AND SHALL BE PAID TO, THE LANDLORD, OR AS THE LANDLORD DIRECTS. SUCH INTEREST, IF ANY, MAY BE WITHDRAWN BY LANDLORD OR AGENT FROM SUCH ACCOUNT AS IT ACCRUES AS OFTEN AS IS PERMITTED BY THE TERMS OF THE ACCOUNT.

Upon any termination of the tenancy herein created, the Landlord may deduct from the Tenant Security Deposit amounts sufficient to pay: (1) any damages sustained by the Landlord as a result of the Tenant's nonpayment of rent or nonfulfillment of the Initial Term or any renewal periods, including the Tenant's failure to enter into possession; (2) any damages to the Premises for which the Tenant is responsible; (3) any unpaid bills which become a lien against the Premises due to the Tenant's occupancy; (4) any costs of re-renting the Premises after a breach of this lease by the Tenant; (5) any court costs incurred by the Landlord in connection with terminating the tenancy; and (6) any other damages of the Landlord which may then be a permitted use of the Tenant Security Deposit under the laws of this State. No fees may be deducted from the Tenant Security Deposit until the termination of the tenancy. After having deducted the above amounts, the Landlord shall, if the Tenant's address is known to him, refund to the Tenant, within thirty (30) days after the termination of the tenancy and delivery of possession, the balance of the Tenant Security Deposit along with an itemized statement of any deductions. If the extent of Landlord's claim against the security deposit cannot be determined within 30 days, Landlord shall provide Tenant with an interim accounting no later than 30 days after termination of the tenancy and delivery of possession of the Premises to Landlord and shall provide a final accounting within 60 days after termination of the tenancy and delivery of possession of the Premises to Landlord. If there is more than one person listed above as Tenant, Agent may, in Agent's discretion, pay said balance to any such person, and the other person(s) agree to hold Agent harmless for such action. If the Tenant's address is unknown to the Landlord, the Landlord may deduct the above amounts and shall then hold the balance of the Tenant Security Deposit for the Tenant's collection for a six-month period beginning upon the termination of the tenancy and delivery of possession by the Tenant. If the Tenant fails to make demand for the balance of the Tenant Security Deposit within the six-month period, the Landlord shall not thereafter be liable to the Tenant for a refund of the Tenant Security Deposit or any part thereof.

If the Landlord removes Agent or Agent resigns, the Tenant agrees that Agent may transfer any Tenant Security Deposit held by Agent hereunder to the Landlord or the Landlord's designee and thereafter notify the Tenant by mail of such transfer and of the transferee's name and address. The Tenant agrees that such action by Agent shall relieve Agent of further liability with respect to the Tenant Security Deposit. If Landlord's interest in the Premises terminates (whether by sale, assignment, death, appointment of receiver or otherwise), Agent shall transfer the Tenant Security Deposit in accordance with the provisions of North Carolina General Statutes § 42-54.

5. **Tenant's Obligations:** Unless otherwise agreed upon, the Tenant shall:

- (a) use the Premises for residential purposes only and in a manner so as not to disturb the other tenants;
- (b) not use the Premises for any unlawful or immoral purposes or occupy them in such a way as to constitute a nuisance;
- (c) keep the Premises, including but not limited to all plumbing fixtures, facilities and appliances, in a clean and safe condition;
- (d) cause no unsafe or unsanitary condition in the common areas and remainder of the Premises used by him;
- (e) comply with any and all obligations imposed upon tenants by applicable building and housing codes;
- (f) dispose of all ashes, rubbish, garbage, and other waste in a clean and safe manner and comply with all applicable ordinances concerning garbage collection, waste and other refuse;
- (g) use in a proper and reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning, and other facilities and appliances, if any, furnished as a part of the Premises;
- (h) not deliberately or negligently destroy, deface, damage or remove any part of the Premises (including all facilities, appliances and fixtures) or permit any person, known or unknown to the Tenant, to do so;
- (i) pay the costs of all utility services to the Premises which are billed directly to the Tenant and not included as a part of the rentals, including, but not limited to, water, electric, telephone, and gas services;
- (j) conduct himself and require all other persons on the Premises with his consent to conduct themselves in a reasonable manner and so as not to disturb other tenants' peaceful enjoyment of the Premises; and
- (k) not abandon or vacate the Premises during the Initial Term or any renewals or extensions thereof. Tenant shall be deemed to

have abandoned or vacated the Premises if Tenant removes substantially all of his possessions from the Premises.

(l) n/a

6. **Landlord's Obligations:** Unless otherwise agreed upon, the Landlord shall:

- (a) comply with the applicable building and housing codes to the extent required by such building and housing codes;
- (b) make all repairs to the Premises as may be necessary to keep the Premises in a fit and habitable condition; provided, however, in accordance with paragraph 10, the Tenant shall be liable to the Landlord for any repairs necessitated by the Tenant's intentional or negligent misuse of the Premises;
- (c) keep all common areas, if any, used in conjunction with the Premises in a clean and safe condition;
- (d) promptly repair all facilities and appliances, if any, as may be furnished by the Landlord as part of the Premises, including electrical, plumbing, sanitary, heating, ventilating, and air conditioning systems, provided that the Landlord, except in emergency situations, actually receives notification from the Tenant in writing of the needed repairs; and
- (e) within a reasonable period of time based upon the severity of the condition, repair or remedy any imminently dangerous condition on the Premises after acquiring actual knowledge or receiving notice of the condition. Notwithstanding Landlord's repair or remedy of any imminently dangerous condition, Landlord may recover from Tenant the actual and reasonable costs of repairs that are the fault of Tenant.

7. **Smoke and Carbon Monoxide Detectors:** Pursuant to North Carolina General Statutes § 42-42 and 42-43, the Landlord shall provide and install operable smoke detectors, either battery-operated or electrical, having an Underwriters' Laboratories, Inc., listing or other equivalent national testing laboratory approval. Effective January 1, 2010, if the Premises has a fossil-fuel burning heater or appliance, fireplace, or an attached garage, the Landlord shall provide and install a minimum of one operable carbon monoxide detector per level in the Premises, either battery operated or electrical, that is listed by a national, OSHA-approved testing laboratory. The Tenant shall notify the Landlord, in writing, of the need for replacement of or repairs to a smoke or carbon monoxide detector. The Landlord shall replace or repair the smoke or carbon monoxide detector within 15 days of receipt of notification if the Landlord is notified of needed replacement or repairs in writing by the Tenant. The Landlord shall ensure that a smoke or carbon monoxide detector is operable and in good repair at the beginning of the Initial Term of the Tenancy. The Landlord shall place new batteries in any battery-operated smoke or carbon monoxide detectors at the beginning of the Initial Term of the tenancy. ~~The Tenant shall replace the batteries as needed during the tenancy.~~

8. **Rules and Regulations:** The Tenant, his family, servants, guests and agents shall comply with and abide by all the Landlord's existing rules and regulations and such future reasonable rules and regulations as the Landlord may, at Landlord's discretion, from time to time, adopt governing the use and occupancy of the Premises and any common areas used in connection with them (the "Rules and Regulations"). Landlord reserves the right to make changes to the existing Rules and Regulations and to adopt additional reasonable rules and regulations from time to time; provided however, such changes and additions shall not alter the essential terms of this lease or any substantive rights granted hereunder and shall not become effective until thirty (30) days' written notice thereof shall have been furnished to Tenant. Tenant also agrees to abide by any applicable homeowners' association regulations as they now exist or may be amended. A copy of the existing Rules and Regulations, and any applicable homeowners' association regulations, are attached hereto and the Tenant acknowledges that he has read them. The Rules and Regulations shall be deemed to be a part of this lease giving to the Landlord all the rights and remedies herein provided.

9. **Right of Entry:** Landlord hereby reserves the right to enter the Premises during reasonable hours for the purpose of (1) inspecting the Premises and the Tenant's compliance with the terms of this lease; (2) making such repairs, alterations, improvements or additions thereto as the Landlord may deem appropriate; and (3) showing the Premises to prospective purchasers or tenants. Landlord shall also have the right to display "For Sale" or "For Rent" signs in a reasonable manner upon the Premises.

10. **Damages:** Tenant shall be responsible for and liable to the Landlord for all damage to, defacement of, or removal of property from the Premises whatever the cause, except such damage, defacement or removal caused by ordinary wear and tear, acts of the Landlord, his agent, or of third parties not invitees of the Tenant, and natural forces. Tenant agrees to pay Landlord for the cost of repairing any damage for which Tenant is responsible upon receipt of Landlord's demand therefor, and to pay the Rent during the period the Premises may not be habitable as a result of any such damage.

11. **Pets:** If pets are not allowed, Tenant agrees not to keep or allow anywhere on or about the Property any animals or pets of any kind, including but not limited to, dogs, cats, birds, rodents, reptiles or marine animals. If pets are allowed, Tenant acknowledges that the amount of the Pet Fee is reasonable and agrees that the Landlord shall not be required to refund the Pet Fee in whole or in part. If pets are allowed, Tenant agrees to reimburse Landlord for any primary or secondary damages caused thereby whether the damage is to the Premises or to any common areas used in conjunction with them, and to indemnify Landlord from any liability to third parties which may result from Tenant's keeping of such pet or pets.

The Tenant shall remove any pet previously permitted within 24 hours of written notification from the Landlord that the pet, in the Landlord's sole judgment, creates a nuisance or disturbance or is, in the Landlord's opinion, undesirable. If the pet is caused to be removed pursuant to this paragraph, the Landlord shall not be required to refund the Pet Fee; however, the Tenant shall be entitled to acquire and keep another pet of the type previously authorized.

12. **Alterations:** The Tenant shall not paint, mark, drive nails or screws into, or otherwise deface or alter walls, ceilings, floors, windows, cabinets, woodwork, stone, ironwork or any other part of the Premises or decorate the Premises or make any alterations, additions, or improvements in or to the Premises without the Landlord's prior written consent and then only in a workmanlike manner

using materials and contractors approved by the Landlord. All such work shall be done at the Tenant's expense and at such times and in such manner as the Landlord may approve. All alterations, additions, and improvements upon the Premises, made by either the Landlord or Tenant, shall become the property of the Landlord and shall remain upon and become a part of the Premises at the end of the tenancy hereby created.

13. **Occupants:** The Tenant shall not allow or permit the Premises to be occupied or used as a residence by any person other than Tenant and the Permitted Occupants.

14. **Rental Application:** In the event the Tenant has submitted a Rental Application in connection with this lease, Tenant acknowledges that the Landlord has relied upon the Application as an inducement for entering into this Lease and Tenant warrants to Landlord that the facts stated in the Application are true to the best of Tenant's knowledge. If any facts stated in the Rental Application prove to be untrue, the Landlord shall have the right to terminate the tenancy and to collect from Tenant any damages resulting therefrom.

15. **Tenant's Duties Upon Termination:** Upon any termination of the Tenancy created hereby, whether by the Landlord or the Tenant and whether for breach or otherwise, the Tenant shall: (1) pay all utility bills due for services to the Premises for which he is responsible and have all such utility services discontinued; (2) vacate the Premises removing therefrom all Tenant's personal property of whatever nature; (3) properly sweep and clean the Premises, including plumbing fixtures, refrigerators, stoves and sinks, removing therefrom all rubbish, trash, garbage and refuse; (4) make such repairs and perform such other acts as are necessary to return the Premises, and any appliances or fixtures furnished in connection therewith, in the same condition as when Tenant took possession of the Premises; provided, however, Tenant shall not be responsible for ordinary wear and tear or for repairs required by law or by paragraph 6 above to be performed by Landlord; (5) fasten and lock all doors and windows; (6) return to the Landlord all keys to the Premises; and (7) notify the Landlord of the address to which the balance of the Security Deposit may be returned. If the Tenant fails to sweep out and clean the Premises, appliances and fixtures as herein provided, Tenant shall become liable, without notice or demand, to the Landlord for the actual costs of cleaning (over and above ordinary wear and tear), which may be deducted from the Security Deposit as provided in paragraph 4 above.

16. **Tenant's Default:** In the event the Tenant shall fail to:

(a) pay the rentals herein reserved as and when they shall become due hereunder; or

(b) perform any other promise, duty or obligation herein agreed to by him or imposed upon him by law and such failure shall continue for a period of five (5) days from the date the Landlord provides Tenant with written notice of such failure,

then in either of such events and as often as either of them may occur, the Landlord, in addition to all other rights and remedies provided by law, may, at its option and with or without notice to Tenant, either (i) terminate this lease or (ii) terminate the Tenant's right to possession of the Premises without terminating this lease. Regardless of whether Landlord terminates this lease or only terminates the Tenant's right of possession without terminating this lease, Landlord shall be immediately entitled to possession of the Premises and the Tenant shall peacefully surrender possession of the Premises to Landlord immediately upon Landlord's demand. In the event Tenant shall fail or refuse to surrender possession of the Premises, Landlord shall, in compliance with Article 2A of Chapter 42 of the General Statutes of North Carolina, reenter and retake possession of the Premises only through a summary ejectment proceeding. If a summary ejectment proceeding is instituted against Tenant, in addition to any court costs and past-due rent that may be awarded, Tenant shall be responsible for paying Landlord the relevant Complaint-Filing Fee, Court Appearance Fee or Second Trial Fee, only one of which Landlord is entitled to charge and retain. The Complaint-Filing Fee may be charged if: (i) Tenant was in default of this lease, (ii) the Landlord filed and served a complaint for summary ejectment and/or money owed, (iii) Tenant cured the default or claim, and (iv) Landlord dismissed the complaint prior to judgment. The Court Appearance Fee may be charged if: (i) Tenant was in default of the lease, Landlord filed, served, and prosecuted successfully a complaint for summary ejectment and/or monies owed in small claims court, and (iv) neither party appealed the judgment of the magistrate. The Second Trial Fee may be charged for a new trial following an appeal from the judgment of a magistrate, provided Landlord proves: (i) that Tenant was in default of the lease and (ii) Landlord prevailed. (NOTE: If the rent is subsidized by HUD, the US Department of Agriculture, a State Agency, a public housing authority, or a local government, any fee charged pursuant to this paragraph 16 shall be calculated on Tenant's share of the rent only.) In the event Landlord terminates this lease, all further rights and duties hereunder shall terminate and Landlord shall be entitled to collect from Tenant all accrued but unpaid rents and any damages resulting from the Tenant's breach. In the event Landlord terminates the Tenant's right of possession without terminating this lease, Tenant shall remain liable for the full performance of all the covenants hereof, and Landlord shall use reasonable efforts to re-let the Premises on Tenant's behalf. Any such rentals reserved from such re-letting shall be applied first to the costs of re-letting the Premises and then to the rentals due hereunder. In the event the rentals from such re-letting are insufficient to pay the rentals due hereunder in full, Tenant shall be liable to the Landlord for any deficiency. In the event Landlord institutes a legal action against the Tenant to enforce the lease or to recover any sums due hereunder, Tenant agrees to pay Landlord reasonable attorney's fees in addition to all other damages. No fees may be deducted from the Tenant Security Deposit until the termination of the tenancy.

17. **Landlord's Default; Limitation of Remedies and Damages:** Until the Tenant notifies the Landlord in writing of an alleged default and affords the Landlord a reasonable time within which to cure, no default by the Landlord in the performance of any of the promises or obligations herein agreed to by him or imposed upon him by law shall constitute a material breach of this lease and the Tenant shall have no right to terminate this lease for any such default or suspend his performance hereunder. In no event and regardless of their duration shall any defective condition of or failure to repair, maintain, or provide any area, fixture or facility used in connection with recreation or recreational activities, including but not limited to swimming pools, club houses, and tennis courts, constitute a material breach of this lease and the Tenant shall have no right to terminate this lease or to suspend his performance hereunder. In any

legal action instituted by the Tenant against the Landlord, the Tenant's damages shall be limited to the difference, if any, between the rent reserved in this lease and the reasonable rental value of the Premises, taking into account the Landlord's breach or breaches, and in no event, except in the case of the Landlord's willful or wanton negligence, shall the Tenant collect any consequential or secondary damages resulting from the breach or breaches, including but not limited to the following items: damage or destruction of furniture or other personal property of any kind located in or about the Premises, moving expenses, storage expenses, alternative interim housing expenses, and expenses of locating and procuring alternative housing.

18. Removal, Storage and Disposition of Tenant's Personal Property:

(a) Ten days after being placed in lawful possession by execution of a writ of possession, the Landlord may throw away, dispose of, or sell all items of personal property remaining on the Premises. During the 10-day period after being placed in lawful possession by execution of a writ of possession, the Landlord may move for storage purposes, but shall not throw away, dispose of, or sell any items of personal property remaining on the Premises unless otherwise provided for in Chapter 42 of the North Carolina General Statutes. Upon the Tenant's request prior to the expiration of the 10-day period, the Landlord shall release possession of the property to the Tenant during regular business hours or at a time agreed upon. If the Landlord elects to sell the property at public or private sale, the Landlord shall give written notice to the Tenant by first-class mail to the Tenant's last known address at least seven days prior to the day of the sale. The seven-day notice of sale may run concurrently with the 10-day period which allows the Tenant to request possession of the property. The written notice shall state the date, time, and place of the sale, and that any surplus of proceeds from the sale, after payment of unpaid rents, damages, storage fees, and sale costs, shall be disbursed to the Tenant, upon request, within 10 days after the sale, and will thereafter be delivered to the government of the county in which the rental property is located. Upon the Tenant's request prior to the day of sale, the Landlord shall release possession of the property to the Tenant during regular business hours or at a time agreed upon. The Landlord may apply the proceeds of the sale to the unpaid rents, damages, storage fees, and sale costs. Any surplus from the sale shall be disbursed to the Tenant, upon request, within 10 days of the sale and shall thereafter be delivered to the government of the county in which the rental property is located.

(b) If the total value of all property remaining on the Premises at the time of execution of a writ of possession in an action for summary ejectment is less than one hundred dollars (\$100.00), then the property shall be deemed abandoned five days after the time of execution, and the Landlord may throw away or dispose of the property. Upon the Tenant's request prior to the expiration of the five-day period, the Landlord shall release possession of the property to the Tenant during regular business hours or at a time agreed upon.

19. Bankruptcy: If any bankruptcy or insolvency proceedings are filed by or against the Tenant or if the Tenant makes any assignment for the benefit of creditors, the Landlord may, at his option, immediately terminate this Tenancy, and reenter and repossess the Premises, subject to the provisions of the Bankruptcy Code (11 USC Section 101, et. seq.) and the order of any court having jurisdiction thereunder.

20. Tenant's Insurance; Release and Indemnity Provisions: The Tenant shall be solely responsible for insuring any of his personal property located or stored upon the Premises upon the risks of damage, destruction, or loss resulting from theft, fire, storm and all other hazards and casualties. Regardless of whether the Tenant secures such insurance, the Landlord and his agents shall not be liable for any damage to, or destruction or loss of, any of the Tenant's personal property located or stored upon the Premises regardless of the cause or causes of such damage, destruction, or loss, unless such loss or destruction is attributable to the intentional acts or willful or wanton negligence of the Landlord. The Tenant agrees to release and indemnify the Landlord and his agents from and against liability for injury to the person of the Tenant or to any members of his household resulting from any cause whatsoever except only such personal injury caused by the negligent, or intentional acts of the Landlord or his agents.

21. Agent: The Landlord and the Tenant acknowledge that the Landlord may, from time to time in his discretion, engage a third party ("the Agent") to manage, supervise and operate the Premises or the complex, if any, of which they are a part. If such an Agent is managing, supervising and operating the Premises at the time this lease is executed, his name will be shown as "Agent" on the first page hereof. With respect to any Agent engaged pursuant to this paragraph, the Landlord and the Tenant hereby agree that: (1) Agent acts for and represents Landlord in this transaction; (2) Agent shall have only such authority as provided in the management contract existing between the Landlord and Agent; (3) Agent may perform without objection from the Tenant, any obligation or exercise any right of the Landlord imposed or given herein or by law and such performance shall be valid and binding, if authorized by the Landlord, as if performed by the Landlord; (4) the Tenant shall pay all rentals to the Agent if directed to do so by the Landlord; (5) except as otherwise provided by law, the Agent shall not be liable to the Tenant for the nonperformance of the obligations or promises of the Landlord contained herein; (6) nothing contained herein shall modify the management contract existing between the Landlord and the Agent; however, the Landlord and the Agent may from time to time modify the management agreement in any manner which they deem appropriate; (7) the Landlord may, in his discretion and in accordance with any management agreement, remove without replacing or remove and replace any agent engaged to manage, supervise and operate the Premises.

22. Form: The Landlord and Tenant hereby acknowledge that their agreement is evidenced by this form contract which may contain some minor inaccuracies when applied to the particular factual setting of the parties. The Landlord and Tenant agree that the courts shall liberally and broadly interpret this lease, ignoring minor inconsistencies and inaccuracies, and that the courts shall apply the lease to determine all disputes between the parties in the manner which most effectuates their intent as expressed herein. The following rules of construction shall apply: (1) handwritten and typed additions or alterations shall control over the preprinted language when there is an inconsistency between them; (2) the lease shall not be strictly construed against either the Landlord or the Tenant; (3) paragraph headings are used only for convenience of reference and shall not be considered as a substantive part of this lease; (4) words in the

singular shall include the plural and the masculine shall include the feminine and neuter genders, as appropriate; and (5) the invalidity of one or more provisions of this lease shall not affect the validity of any other provisions hereof and this lease shall be construed and enforced as if such invalid provision(s) were not included.

23. **Amendment of Laws:** In the event that subsequent to the execution of this lease any state statute regulating or affecting any duty or obligation imposed upon the Landlord pursuant to this lease is enacted, amended, or repealed, the Landlord may, at his option, elect to perform in accordance with such statute, amendment, or act of repeal in lieu of complying with the analogous provision of this lease.

24. **Eminent Domain and Casualties:** The Landlord shall have the option to terminate this lease if the Premises, or any part thereof, are condemned or sold in lieu of condemnation or damaged by fire or other casualty.

25. **Assignment:** The Tenant shall not assign this lease or sublet the Premises in whole or part.

26. **Waiver:** No waiver of any breach of any obligation or promise contained herein shall be regarded as a waiver of any future breach of the same or any other obligation or promise.

27. **Other Terms and Conditions:**

(a) (Check if applicable) The Premises were built prior to 1978. (Attach Standard Form # 430 - T, "Disclosure of Information on Lead-Based Paint and Lead-Based Paint Hazards.")

(b) If there is an Agent involved in this transaction, Agent hereby discloses to Tenant that Agent is acting for and represents Landlord.

(c) The following additional terms and conditions shall also be a part of this lease:

n/a

(d) Itemize all addenda to this Contract and attach hereto:

SEE ADDITIONAL TERMS, SUBLEASE AGREEMENT AND TERMINATION FEE

28. **Inspection of Premises:** Within SEVEN days of occupying the Premises, Tenant has the right to inspect the Premises and complete a Move-in Inspection Form

29. **Notice:** Any notices required or authorized to be given hereunder or pursuant to applicable law shall be mailed or hand delivered to the following addresses:

Tenant: the address of the Premises

Landlord: the address to which rental payments are sent.

30. **Execution; Counterparts:** When Tenant signs this lease, he acknowledges he has read and agrees to the provisions of this lease. This lease is executed in TWO (number) counterparts with an executed counterpart being retained by each party.

31. **Entire Agreement:** This Agreement contains the entire agreement of the parties and there are no representations, inducements or other provisions other than those expressed in writing. All changes, additions or deletions hereto must be in writing and signed by all parties.

THE NORTH CAROLINA ASSOCIATION OF REALTORS®, INC. MAKES NO REPRESENTATION AS TO THE LEGAL VALIDITY OR ADEQUACY OF ANY PROVISION OF THIS FORM IN ANY SPECIFIC TRANSACTION.

TENANT MUAWIA AZZAM (SEAL)
MUAWIA AZZAM

Date: 6/29/10

LANDLORD _____ (SEAL)
MCCLEES PROPERTIES

By: Stacey Strickland, AGENT

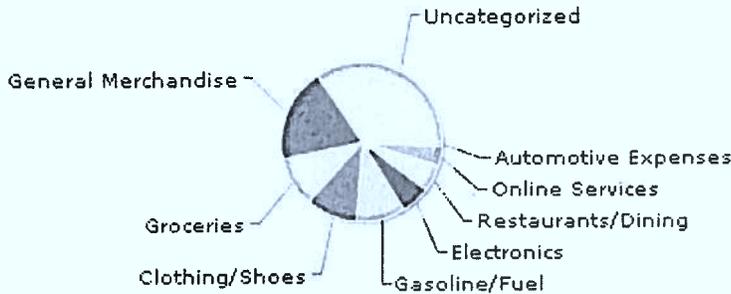
Date: 6/29/10 (SEAL)

[Print](#) | [Close Window](#)

My Portfolio Overview Account Dashboard

Expense Analysis

My Expenses for 12/06/2010 - 01/06/2011



Net Worth Summary

Account Type	Account Information	Balance
Banking Total Banking: \$5,589.86	Bank of America (All except WA & ID) - CampusEdge checking. Edit Nickname Update Last updated 01/08/2011 11:24 AM EST	\$800.00
	Bank of America (All except WA & ID) - Regular Savings. Edit Nickname Update Last updated 01/06/2011 11:24 AM EST	\$4,789.86
Total Assets: \$5,589.86		
Account Type	Account Information	Balance
Credit Cards Total Credit Cards: \$783.51	Bank of America (All except WA & ID) - Credit Card - Business Card Edit Nickname Update Last updated 01/06/2011 11:24 AM EST	\$0.00
	Bank of America (All except WA & ID) - Credit Card - WorldPoints Edit Nickname Update Last updated 01/06/2011 11:24 AM EST	\$783.51
Total Liabilities: \$783.51		
Total Net Worth Summary: \$4,806.35		

The information on this page represents the balance of your account(s) when data was last collected. If you have excluded any of your accounts from the net worth calculation, those accounts will not appear in your Net Worth Summary

Investments Detail

The Investments Detail module allows you to easily monitor and research your current investment holdings.

Bill Reminders

Status	Due Date	Bill	Minimum Payment	Amount Due
Item # 2				

DATE	DUO DATE	DESCRIPTION	AMOUNT PAID	AMOUNT DUE
	01/16/2011	Bank of America (All except WA & ID) - Credit Card - WorldPoints Mark as Paid View Bill Edit Site Update Last updated 01/06/2011 11:24 AM EST	\$0.00	-\$191.56
Total Bills Due:			\$0.00	-\$191.56

Rewards Summary

The Rewards Summary module allows you to view point and mileage balances for your reward programs.

PAAS - Keystone Client

Edit Application Developer Tools Commands Help

My ShortCuts

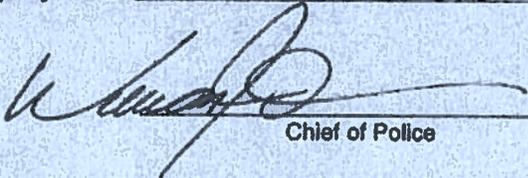
- Tax Bill Inquiry
- Enter Over-the-counter Payments
- Transaction Reversal Process

PAAS Tax Bill Inquiry TC0035

Bill Nbr: 10VZSV1596 Bill Date: 12/14/10 Bill Status: C
 Account: 173988 ATIYHA, MAHMOUD AHMAD Bill Class: VV
 Desc/Loc: 2000 HOND VAN ODYSSEY LX Bill Type: V
 Parcel ID: District: 01 01
 Map/Blk/Lt: Tax Year(s): 10
 Real Value: Principal: \$60.88 Correspondence:
 Pers Value: 4,580 Discount: 0.00 as of
 Exemptions: Interest: 0.00 as of 01/06/11
 Deferments: Penalty: 0.00
 Conditions: Balance Due: 60.88

Eff Date:	Trans:	Amount:	Paid By:	Reference

10.1.2.20 XPAAS (EDE.DPJ) Edgecombe County v4.92 CAPS NUM 1/6/2011

	No. 1421
	TAXI DRIVERS PERMIT GREENVILLE, N.C.
	Issued <u>9/21/2010</u> Expires <u>9/21/2011</u>
	Name <u>Mahmoud Atiyha</u>
	N.C. Operators No. <u>[REDACTED]</u>
	Age <u>23</u> Sex <u>M</u> Color <u>W</u>
	Residence <u>1500 Macon Pl, Tarboro NC</u>
	Company Name <u>Red, White & Blue Cab</u>
	 Chief of Police

STATE OF NORTH CAROLINA 

 Secretary of Motor Vehicles	DRIVER LICENSE
	MAHMOUD AHMAD ATIYHA 3802 STERLING POINTE DR UNIT B4 WINTERVILLE NC 28590-8821
	class C endors None restr. None issued 12-10-2010 expires: 08-23-2012 sex M ht 5-08 eyes BRO hair BRK Tape
	birthdate <u>08-22-1987</u> 



FINANCIAL SERVICES MEMORANDUM

TO: Carol L. Barwick, City Clerk's Office

FROM: Brenda Matthews, Financial Services Collections

DATE: January 28, 2011

SUBJECT: Taxicab Applications for:
Mahmoud Ahmad Atiyha d/b/a Ace Cab
Christina Gutierrez & Nelson Felipe Napa d/b/a Royal Party Bus, LLC
Yadollah Rezaei d/b/a Alfa Taxi

We have checked Collections records for taxes, licenses, citations, parking fees, rescue transports, and miscellaneous receivables owed in the names above. We did not find any debt owed in any of the names listed.

There were no unpaid property tax records in the names and/or addresses of the above individuals. If I can provide further assistance, please call.

CC: Bernita Demery, Director of Financial Services
Kimberly Branch, Financial Services Manager

Doc # 177282

Carol Barwick

From: Michael Dail
Sent: Wednesday, January 26, 2011 2:27 PM
To: Carol Barwick
Cc: Merrill Flood
Subject: Taxi Franchises

Carol,

I have reviewed the current taxi franchise request and here are my findings that related to zoning:

Ace Cab

Mahmoud Ahmad Atiyha can operate a taxi franchise with one vehicle out of his home at 3802 Sterling Pointe Drive, Unit B-4 as an incidental home occupation. It is important to note that only one cab can be stored at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home.

Royal Party Bus, LLC

Cristina Gutierrez can operate a limousine service office at her home at 1300 Graves Street as an incidental home occupation. However a bus (commercial vehicle not typically associated with a residence) is not allowed to be stored at her residence. Also in the information provided she wishes to have four people work out of her home this is not allowed either. To qualify as an incidental use home occupation the applicant would have to find suitable storage for the bus and only she can work out of her home.

Alfa Taxi

Yadollah Rezaei can operate a taxi franchise with two vehicles out of his home at 303 Alice Drive, Apt A as an incidental home occupation. It is important to note that only one cab can be stored and/or parked at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home. Therefore the second cab must be store at an appropriate location offsite and any employees cannot work out of or visit his home regarding company business.

Michael R. Dail, II
Planner
City of Greenville
Community Development Dept.
(252) 329-4116



GREENVILLE POLICE DEPARTMENT

MEMORANDUM

January 27, 2011

TO: Chief William Anderson

FROM: Cpl. C.B. Viverette *CBV*

SUBJECT: Taxi/Limousine Franchise Application for Mahmoud Ahmad Atiyha d/b/a Ace Cab

DMV

*** DRIVER LICENSE STATUS: CLS C ACTIVE ***

C	D	12-10-10	08-22-12	N	N	N	N	N	N	ACTIVE
11-27-10	01-04-11	CONV: (202)IMPROPER EQUIPMENT - SPEEDOMETER								
		COURT: LENOIR COUNTY COURT, NC								
		COURT: AOC #: 2010IF 703563			CITATION ID: 05158E31					
06-08-09	07-14-09	CONV: (313)SPEEDING (60 MPH IN A 55)								3
		COURT: PITT COUNTY COURT, NC								
		COURT: AOC #: 2009CR 703087			CITATION ID: 0254E189					

AOC

Charged	Speeding	Edgecombe Co.	2008CR004071
Charged	Exceeding Safe Speed	Same	Same
Charged	Reckless to Endanger	Edgecombe Co.	2009CR701248
Convicted	Exceeding Safe Speed	Edgecombe Co.	2008CR703697
Charged	Reckless to Endanger	Edgecombe Co.	Same
Convicted	Speeding	Edgecombe Co.	2009CR703087

DCI

No Record

NEW WORLD

Charged	Dec/2010	Unsafe Lane Change	Pitt County
Charged	Jun/2009	Fail to Yield to Emergency Vehicle	Pitt County

NCAWARE

No Record

This franchise is being presented on the same night as the proposed amendments to the Vehicle for Hire Ordinance. If that ordinance is adopted the number of vehicle for hire franchises, including pedi-cabs will be limited to 15. If that happens, and this franchise is approved, it will be the 14th Vehicle for Hire Franchise.

However, I can find no reason to deny the franchise as requested. I therefore recommend approval.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: First reading of an ordinance granting a taxicab franchise to Yadollah Rezaei, d/b/a Alfa Taxi

Explanation: Yadollah Rezaei, d/b/a Alfa Taxi, has made application for a franchise to operate two taxicabs. The Financial Services, Community Development, and Police Departments have all reviewed the application packet, and all findings have been brought to the applicant's attention so they can be addressed prior to the second/final reading of the ordinance. A public hearing on this request is scheduled for March 3, 2011 and will be advertised in The Daily Reflector on February 21 and February 28, 2011. Notification of the public hearing was mailed to all current vehicle for hire franchise owners.

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

Recommendation: Approve first reading of the attached ordinance granting a taxicab franchise to Yadollah Rezaei, d/b/a Alfa Taxi.

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

Attachments / click to download

- [Application Packet from Alpha Taxi](#)
- [Franchise to Yadollah Rezaei d b a Alfa Taxi 1st Reading 889540](#)

ORDINANCE NO. 10-____
AN ORDINANCE GRANTING A TAXICAB FRANCHISE
TO YADOLLAH REZAEI, D/B/A ALFA TAXI

WHEREAS, the City of Greenville is authorized by G.S. §160A-304 to license and regulate all vehicles operated for hire within the City of Greenville; and

WHEREAS, the City of Greenville has adopted an ordinance, Chapter 1 of Title 11 of the Greenville City Code, requiring the operators of taxicab businesses within the City to obtain a franchise from the City permitting said operation, and said ordinance sets forth certain requirements and criteria that must be satisfied in order to obtain and maintain the franchise for the operation of a taxicab business; and

WHEREAS, Yadollah Rezaei, d/b/a Alfa Taxi, is an applicant for a franchise permitting the operation of two (2) taxicabs within the City limits; and

WHEREAS, following investigation into the qualifications of the applicant, the City Council has determined that the applicant satisfies the requirements and conditions for the operation of a taxicab business within the City and has presented evidence substantiating the public convenience and necessity of such a business;

NOW, THEREFORE, BE IT ORDAINED by the Greenville City Council that:

Section 1. A taxicab franchise is hereby issued to Yadollah Rezaei, d/b/a Alfa Taxi, to permit the operation within the City of Greenville of not more than two (2) taxicabs.

Section 2. The franchise holder must comply with the requirements of Chapter 1 of Title 11 of the Greenville City Code or successor ordinance, including but not limited to inspection, equipment and insurance requirements, and must begin operations within sixty (60) days of the grant of this franchise. These requirements apply to all vehicles under the franchise. Failure to comply with the requirements and begin operations within sixty (60) shall render the franchise null and void without further action of the Greenville City Council or loss of a vehicle authorized under the franchise if all vehicles do not comply with the requirements within the sixty (60) days period.

Section 3. The franchise holder has requested to operate the franchise as an incidental home occupation. Only one vehicle may be stored and/or parked at the franchise holder's residence. The franchise holder must provide a copy of the lease for the vehicle that is not to be maintained as an incidental home occupation to the City Clerk. Only the franchise holder may work out of the residence. No other taxi operator may operate out of or visit the franchise holder's residence incidental to the operation of the franchise.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 6. This ordinance shall become effective immediately upon its adoption following its second reading.

First reading approved on the 21st day of February, 2011.

Patricia C. Dunn, Mayor

ATTEST:

Carol L. Barwick, City Clerk

889540

Item # 3

APPLICATION FOR TAXICAB FRANCHISE

(NOTE: \$30 application fee must be presented with application in order for application to be considered.)

To the Mayor and City Council of the City of Greenville

The undersigned hereby makes application for a taxicab franchise under the provisions of Chapter 564, Session Laws 1945, and presents the following information:

1. The applicant is familiar with the ordinances of the City of Greenville relating to liability insurance, drivers regulations, regulations of rates, and other matters pertaining to the operation of taxicabs.
2. The individual, corporate or trade name and business address of the applicant is:
ALFA-TAXI 303 ALICE DR APT # A GREENVILLE, NC. 27831
3. The Applicant is:
 - A. An individual and sole owner of the taxicab business to be operated under the above name.
 - B. A corporation chartered under the laws of the State of North Carolina in the year 2010, and the officers of the corporation are _____
 - C. A partnership, as shown by articles hereto attached, and the names of partners are: _____
4. The Applicant operates in the following cities: GREENVILLE, NC
5. The Applicant is requesting franchise to operate 2 taxicabs.
6. In support of this application, the following Exhibits are attached.
 - Exhibit A. A full statement of facts which, if supported by substantial testimony at the hearing, will support a finding of public convenience and necessity for this operation.
 - Exhibit B. A complete list of Applicant's motor equipment showing year, make, model, and carrying capacity of each unit.
 - Exhibit C. Financial statement showing assets, liabilities and net worth of applicant.
 - Exhibit D. Statement showing applicant has made complete arrangement for off-street parking of all motor vehicles.
 - Exhibit E. Statement of proposed fares for transportation of persons and property.
 - Exhibit F. Statement of experience of applicant in conducting taxicab business.
 - Exhibit G. For persons who plan to be a driver: Official results of a drug screening for the applicant(s) from a practicing licensed physician AND a waiver from the physician who conducted the drug screening releasing those results to the Greenville Police Department

HAND PRINT OR TYPE

LAST NAME <u>REZAEI</u>		FIRST NAME <u>YADOLLAH</u>		MIDDLE NAME		
ALIAS OR NICKNAME	SEX <u>M</u>	AGE <u>1953</u>	WEIGHT <u>175lb</u>	HEIGHT <u>5'8</u>	ID NO. <u>-</u>	
ADDRESS <u>303 ALICE DR APT # A</u>		HAIR <u>BLACK</u>	EYES <u>BROWN</u>	COMPLEXION <u>-</u>		
OCCUPATION <u>TAXI DRIVER & FRANCHISE OWNER</u>		DRIVERS LICENSE NO.		IDENTIFICATION NO.		
PLACE OF BIRTH <u>IRAN</u>		DATE OF BIRTH <u>05-22-1953</u>		SOCIAL SECURITY NO.		

Signature of Applicant Yadollah Rezaei

Subscribed and sworn to before me this 23rd day of Dec, 2010.

My Commission Expires: 01/02/2015

Carol L. Bannock Item # 3
Notary Public

CITY OF GREENVILLE OFFICIAL RECEIPT

*** COLLECTOR'S RECEIPT ***

PROPERTY TAX RECEIPT FOR 2014

Exhibit (A)

A = As we know back bones of financial -
institution of united state of America are
small business.

B = The main Resources of Hiring Employee also
are small business.

By Hiring Employee in long Run Duration
help bring down unemployment

C = The most important fact is so many senior citizens
and handicap citizen also use TAXI as source of
Transportation. During my sixteen years of TAXI
Business this industry is one of vital Transpo-
rtation of All kind of fact of lives.

without of question TAXI cab company is also
help to make easier for Traffic to flow through
Towns

Exhibit (B)

1- Plymouth VAN VOYAGER
year 1998
color Green

2- FORD Windstar VAN
year 1996

**STATE OF NORTH CAROLINA
REGISTRATION CARD**

NC LIC NUMBER STM3965	PLT VALID THRU 08/15/2011	INSPECTION DUE 07/31/2011	GROSS WT
VEHICLE ID # 2FMDA5141TBB48055	TITLE # 770148042054073	EQUIP #	
MAKE/SERIES FORD	STYLE VN	YEAR 1996	FUEL G
SHIPPING WEIGHT			TOTAL FEE 33.00
CLASSIFICATION PRIVATE/PASS VEH	VEHICLE BRAND		
CUSTOMER ID # OWNER 1 000027788344	CUSTOMER ID # OWNER 2	COUNTY ORANG	

JAMALALLAH ROWHANIHOSSEINABAD

500 UMSTEAD DR APT F203
CHAPEL HILL NC 27516-1647

JAMALALLAH ROWHANIHOSSEINABAD
License 28.00
RTA 5.00
1996 FORD VN
2FMDA5141TBB48055
770148042054073
921 01/05/2011 T180921

TOTAL 33.00

G06 - GOVERNMENT EMPLOYEES INSURANCE CO
INSURANCE COMPANY AUTHORIZED IN NC

4019601766 POLICY NUMBER

SIGNATURE



2FMDA5141TBB48055



25711553

DAMAGE DISCLOSURE STATEMENT
VEHICLES FIVE (5) YEARS OLD AND NEWER (Applies to Numbers 1 and 4)
Alterations or erasures void this form.

STATE LAW REQUIRES THAT EVERY SELLER DISCLOSE TO THE BUYER IF HE KNOWS OR REASONABLY SHOULD KNOW, THE INFORMATION LISTED BELOW. FAILURE TO DO SO WILL RESULT IN CIVIL LIABILITY.

<u>PLYMOUTH</u>	<u>VAN</u>	<u>1998</u>	<u>2P4FP2530WR773792</u>
<small>MAKE</small>	<small>BODY STYLE</small>	<small>YEAR MODEL</small>	<small>VEHICLE IDENTIFICATION NUMBER</small>
1. Has this vehicle been damaged by collision or other occurrence to the extent that damages exceed 25% of its value at the time of the collision or other occurrence? If yes, list parts that were damaged. _____			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
2. Was this vehicle a salvage motor vehicle?* (ANY Year) If yes, in which state was it titled? _____			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
3. Is this vehicle a flood vehicle?* (ANY Year)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
4. Is this vehicle a recovered theft vehicle? If yes, list parts that were damaged. _____			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
5. Has this vehicle been reconstructed?* (ANY Year)			Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
I declare that the above information is true to the best of my knowledge.		ACKNOWLEDGEMENT OF BUYER:	
<u>Francis Gary Edwards</u> <small>SIGNATURE OF SELLER</small>		<u>Yadollah Rezaei</u> <small>SIGNATURE OF BUYER</small>	
Address of Seller <u>2240 Dickinson Ave</u>		<u>Greenville 27834</u>	

NOTICE TO BUYER: RETAIN THIS INFORMATION. STATE LAW REQUIRES YOU TO DISCLOSE SIMILAR DAMAGE INFORMATION WHEN YOU SELL OR TRANSFER TITLE TO THIS VEHICLE.

**See definitions on reverse side.*

Form 38
(Rev. 12/05)

NORTH CAROLINA DEPARTMENT OF MOTOR VEHICLES
30-DAY TEMPORARY MARKER RECEIPT

DEALER # 70220

NUMBER **17888729**

DATE OF SALE
12-2-10

VOID IF ALTERED

RECEIPT EXPIRES 30
DAYS AFTER SALE DATE

PURCHASER <u>YADOLLAH REZAEI</u>	
STREET, RFD <u>101 SULLY CT.</u>	CITY <u>CHAPEL HILL</u>
NAME OF COMPANY AFFORDING LIABILITY INSURANCE <u>NATIONWIDE INS.</u>	POLICY NUMBER <u>61FB8821283001</u>
MAKE, YEAR, STYLE <u>PLYMOUTH, '98, VOYAGER</u>	SERIAL NO. <u>2P4FP2530WR773792</u>
TITLE AND LICENSE FEES COLLECTED BY DEALER: \$ <u>154.00</u>	GROSS WEIGHT FOR WHICH TRUCK OR TRACTOR IS TO BE LICENSED
CHECK PLATE <input type="checkbox"/> PRIVATE CARRIER <input type="checkbox"/> FARM TRUCK <input type="checkbox"/> OTHER, SPECIFY	CLASSIFICATION <input type="checkbox"/> FOR HIRE CARRIER <input type="checkbox"/> SPECIAL MOBILE EQUIPMENT <u>PRIV.</u>

I, the undersigned, do hereby certify that the rules and regulations governing the issuance of 30-day Temporary Markers have been fully complied with.

DEALER CPAW By: Francis Gary Edwards
ADDRESS 2240 Dickinson Ave Greenville

This copy must be given to purchaser with corresponding 30-day temporary marker.

Dealer _____
Address _____
City _____ State _____ Zip _____

CONTRACTUAL DISCLOSURE STATEMENT
"The information you see on the window form (Buyer's Guide) for this vehicle is part of the contract. Information on the window form overrides any contrary provisions in the contract of sale."

Sold To _____ Date _____
Address _____
City _____ State _____ Zip _____ Phone _____

Year	Make	Serial No.	Model	Title No.
1999	Chrysler	2P4FP2530	VOYAGER	

Make
Model
Year
Serial No.
Mileage

SOLD AS IS

Tax	\$	69.
Title Fee	\$	85.
Dock Fee	\$	130.
Total	\$	2604.
Cash Paid	\$	2000.
Less Trade-in	\$	
Total Down Payment	\$	
Balance Due	\$	

I certify that the car I am trading in is free from all encumbrances whatsoever, and that I am of legal age. I understand DEALER has no warranty and is selling this vehicle AS IS. Insurance Company _____

Dealer _____ Purchaser's Signature _____

Personally appeared before me _____ who first being duly sworn states that he is the sole owner of the above described vehicle and same is free of lien or encumbrances of any kind. He also states that this is a true and correct bill of sale.

Sworn to before me this _____ day _____ of _____ 20 _____
Seller's Signature _____

Notary Public _____ Buyer's Signature _____

ODOMETER DISCLOSURE STATEMENT

Federal law (and State law, if applicable) requires that you state the mileage upon ownership. Failure to complete or providing a false statement may result in fines or imprisonment.

(transferor's name - PRINT) _____ state that the odometer, (of the vehicle described below) now reads _____ (no tenths) miles and to the best of my knowledge that it reflects the actual mileage of the vehicle described below, unless one of the following statements is checked.

- (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits
- (2) I hereby certify that the odometer reading is NOT the actual mileage WARNING - ODOMETER DISCREPANCY.

MAKE	BODY TYPE	MODEL
CHRYSLER	VAN	VOYAGER
VEHICLE ID-NUMBER	STOCK NUMBER	YEAR
144P2530WR773792		1999
COLOR	TRIM	
PEARL		

TRANSFEROR'S PRINTED NAME (SELLER)	TRANSFEROR'S SIGNATURE (SELLER)	
FRANK GUY EDWARDS	<i>Frank Guy Edwards</i>	
TRANSFEROR'S STREET ADDRESS	DATE OF STATEMENT	
3200 KENNEDY HWY	12/10/99	
CITY	STATE	ZIP CODE
GREENVILLE	SC	29615
PRINTED NAME OF PERSON SIGNING		
X FRANK GUY EDWARDS		

TRANSFEREE'S PRINTED NAME (BUYER)	TRANSFEREE'S SIGNATURE - BUYER	
FRANK GUY EDWARDS	<i>Frank Guy Edwards</i>	
STREET ADDRESS	DATE	
111 SOLLY CT	12/10/99	
CITY	STATE	ZIP CODE
GREENVILLE	SC	29614
RECEIPT OF COPY ACKNOWLEDGED		
X TRANSFEREE'S SIGNATURE - BUYER		
X PRINTED NAME OF PERSON SIGNING		
FRANK GUY EDWARDS		

ALFA TAXI
EXHIBIT (C) OPERATING EXPENSES

CAR PER MONTH

1 = INSURANCE

220.⁰⁰

150.⁰⁰

2 = MAINTENANCE

3 = GAS AVERAGE

500.⁰⁰

4 = DMV

50.⁰⁰

5 = SECURITY EXPENSES
FOR ALL CAR

300.⁰⁰

\$1220.⁰⁰

CAR PER MONTH

TAXICAB FARES

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

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.35	4.70	5.05	5.40	5.75	6.10	6.50
2	4.35	4.35	4.70	5.05	5.40	5.75	6.10	6.50
3	4.70	4.70	4.70	5.05	5.40	5.75	6.10	6.50
4	5.05	5.05	5.05	5.05	5.40	5.75	6.10	6.50
5	5.40	5.40	5.40	5.40	5.40	5.75	6.10	6.50
6	5.75	5.75	5.75	5.75	5.75	5.75	6.10	6.50
7	6.10	6.10	6.10	6.10	6.10	6.10	6.10	6.50
8	6.50	6.50	6.50	6.50	6.50	6.50	6.50	6.50

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

The following rates are for fares across town:

ZONES	1	2	3	4	5	6	7	8
1	4.00	4.60	5.20	5.80	6.40	7.00	7.60	8.20
2	4.60	5.20	5.80	6.40	7.00	7.60	8.20	8.80
3	5.20	5.80	6.40	7.00	7.60	8.20	8.80	9.40
4	5.80	6.40	7.00	7.60	8.20	8.80	9.40	10.00
5	6.40	7.00	7.60	8.20	8.80	9.40	10.00	10.60
6	7.00	7.60	8.20	8.80	9.40	10.00	10.60	11.20
7	7.60	8.20	8.80	9.40	10.00	10.60	11.20	11.80
8	8.20	8.80	9.40	10.00	10.60	11.20	11.80	12.50

Ironwood/Bradford Creek	Standard Fare	6.50
	Across Town	12.50
Over two persons (per person extra)		1.50
Stops en route to destination		1.50
Waiting time (per hour)		16.50
Trunks or footlockers (each)		2.00
Baggage (each)		1.25
Rates outside zones unless previously specified (per mile)		2.00

EXHIBIT (F)

As TAXI DRIVER SINCE 1996 I HAVE BEEN DRIVING AND
DISPATCHING AND MANAGING TAXI FOR AIRPORT AND TOWN
AND TARHEEL TAXI AND ALFA TAXI IN CHAPEL HILL, NC
AND ALSO OWN AND MANAGE ALFA TAXI IN CHAPEL HILL
SIXTEEN YEARS IN THIS BUSINESS I THINK I AM INTITLED
TO HAVE PREFERRED LICENSE IN GREENVILLE NORTH CAROLINA
THANK YOU



CHAPEL HILL TRANSIT
Town of Chapel Hill
6960 Millhouse Road
Chapel Hill, NC 27514-2401

phone (919) 969-4900 fax (919) 968-2840
www.townofchapelhill.org/transit

TAXI FRANCHISE CERTIFICATE

In accordance with Chapter 20 of the Code of Ordinances of the Town of Chapel Hill, this franchise is being issued to Yadollah Rezaei

Name(s)

1289 N. Fordham Blvd., Ste. 307, Chapel Hill, NC 27514 for the operation of a Taxi Service within the Town.

The name of the company under which this operation will take place is:

Alfa Taxi

The maximum number of vehicles to be operated under this franchise is:

Eight (8)

This franchise is effective 9/28/09 and will remain valid for

Date

an indefinite period unless there is a change in ownership of the company operating this business or unless the owners fail to maintain a current business license for this operation.

This franchise is also required to be operated in accordance with the provisions of the Code of Ordinances of the Town of Chapel Hill which governs the operation of Taxi/Limousine Services within the Town.

By: _____

A handwritten signature in black ink, appearing to be "K. Stephen Spade", written over a horizontal line.

K. Stephen Spade

Transit Director

TOWN OF CHAPEL HILL NORTH CAROLINA

No. 7541

In receipt of the appropriate fee, grants this

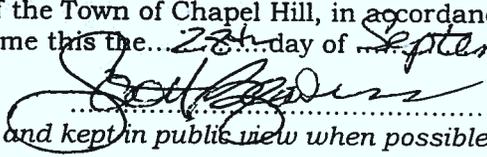
2009 **LICENSE** 2010

To continue in effect until June 30, 2010 (unless sooner revoked for cause by the granting official)

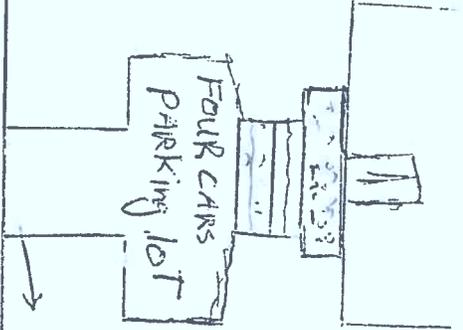
Unto: ALFA TAXI
1289 N. FORDHAM BLVD, STE 307
CHAPEL HILL, NC 27514

TO: OPERATE A TAXI

In the Town of Chapel Hill, subject to all ordinances, Rules and Regulations pertaining to this subject, now or hereafter passed by the Town Council of Chapel Hill or by any official empowered to issue such regulations. IN WITNESS HEREOF the Revenue Collector of the Town of Chapel Hill, in accordance with the Ordinances of the Town of Chapel Hill, has subscribed his name this the... 28th... day of September... 2009.....


.....Revenue Collector

(This license must be framed and kept in public view when possible to do so.)

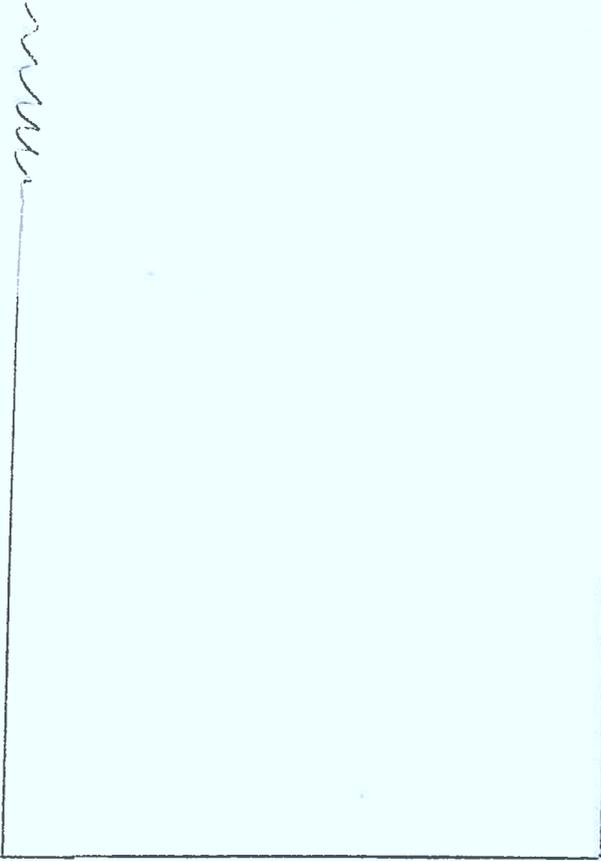


303 Alice Dr

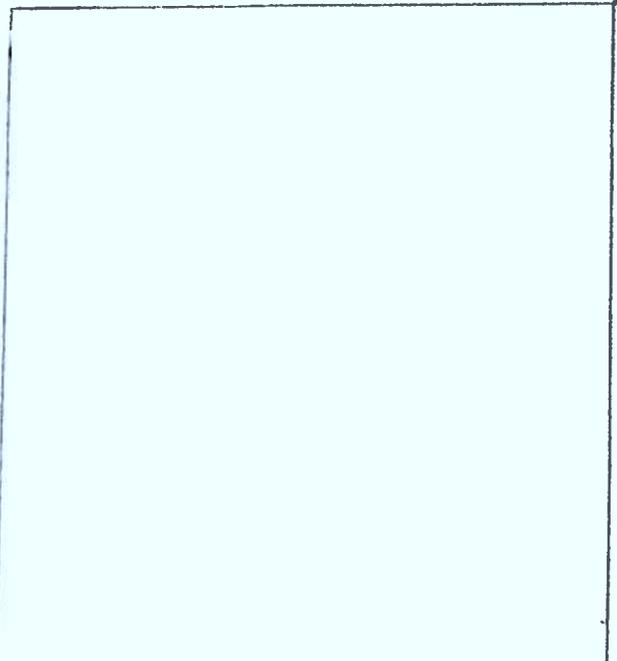
ALICE DR

KRISTIN DR

ALICE DR



KRISTIN DR



GREENVILL Highway



FINANCIAL SERVICES MEMORANDUM

TO: Carol L. Barwick, City Clerk's Office

FROM: Brenda Matthews, Financial Services Collections

DATE: January 28, 2011

SUBJECT: Taxicab Applications for:
Mahmoud Ahmad Atiyha d/b/a Ace Cab
Christina Gutierrez & Nelson Felipe Napa d/b/a Royal Party Bus, LLC
Yadollah Rezaei d/b/a Alfa Taxi

We have checked Collections records for taxes, licenses, citations, parking fees, rescue transports, and miscellaneous receivables owed in the names above. We did not find any debt owed in any of the names listed.

There were no unpaid property tax records in the names and/or addresses of the above individuals. If I can provide further assistance, please call.

CC: Bernita Demery, Director of Financial Services
Kimberly Branch, Financial Services Manager

Doc # 177282

Carol Barwick

From: Michael Dail
Sent: Wednesday, January 26, 2011 2:27 PM
To: Carol Barwick
Cc: Merrill Flood
Subject: Taxi Franchises

Carol,

I have reviewed the current taxi franchise request and here are my findings that related to zoning:

Ace Cab

Mahmoud Ahmad Atiyha can operate a taxi franchise with one vehicle out of his home at 3802 Sterling Pointe Drive, Unit B-4 as an incidental home occupation. It is important to note that only one cab can be stored at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home.

Royal Party Bus, LLC

Cristina Gutierrez can operate a limousine service office at her home at 1300 Graves Street as an incidental home occupation. However a bus (commercial vehicle not typically associated with a residence) is not allowed to be stored at her residence. Also in the information provided she wishes to have four people work out of her home this is not allowed either. To qualify as an incidental use home occupation the applicant would have to find suitable storage for the bus and only she can work out of her home.

Alfa Taxi

Yadollah Rezaei can operate a taxi franchise with two vehicles out of his home at 303 Alice Drive, Apt A as an incidental home occupation. It is important to note that only one cab can be stored and/or parked at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home. Therefore the second cab must be store at an appropriate location offsite and any employees cannot work out of or visit his home regarding company business.

Michael R. Dail, II
Planner
City of Greenville
Community Development Dept.
(252) 329-4116



GREENVILLE POLICE DEPARTMENT

MEMORANDUM

January 27, 2011

TO: Chief William Anderson

FROM: Cpl. C.B. Viverette

SUBJECT: Taxi/Limousine Franchise Application for Yadollah, Rezaei d/b/a Alfa Taxi

DMV

*** DRIVER LICENSE STATUS: CLS C ACTIVE ***

CLASS	GRP	TYP	ISSUE DT	EXPIR DT	CDL	DISQ	PROB	LMT	COND	STATUS
C		D	12-13-10	05-22-13	N	N	N	PRIV	RESTR	ACTIVE
ENDORS:			RESTRICT: 0							

11-11-09	ACDNT: ORANGE COUNTY, NC ACDNT: CASE ID:102734051									
01-13-08	04-02-08	CONV:	(308)RUNNING RED LIGHT							3
		COURT: ORANGE COUNTY COURT, NC								
		COURT: AOC #: 2008IF 000149 CITATION ID: C8769018								
05-21-06	06-26-06	CONV:	(313)SPEEDING (30 MPH IN A 20)							2
		COURT: ORANGE COUNTY COURT, NC								
		COURT: AOC #: 2006IF 002728 CITATION ID: C7346789								
03-04-04	07-19-04	CONV:	(311)STOP SIGN VIOLATION							3
		COURT: ORANGE COUNTY COURT, NC								
		COURT: AOC #: 04IF 001339 CITATION ID: C4176792								

AOC

Charges PENDING Orange County 2010CR 710116

T-EXPIRED REGISTRATION CARD/TAG 20-111(2)

I-DRIVE LEFT OF CENTER 20-146(A)

DCI

No Record

NEW WORLD

No Record

NCAWARE

No Record

This franchise is being presented on the same night as the proposed amendments to the Vehicle for Hire Ordinance. If that ordinance is adopted the number of vehicle for hire franchises, including pedi-cabs will be limited to 15. If that happens, and this franchise is approved, it will be the 16th Vehicle for Hire Franchise.

Additionally, Mr. Rezaei has charges pending in Orange County for Driving Left of Center and displaying an Expired Registration.

Based on the above, I recommend Denial of the requested franchise.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

-
- Title of Item:** First reading of an ordinance granting a limousine franchise to Royal Party Bus, LLC
- Explanation:** Royal Party Bus, LLC, has made application for a franchise to operate one limousine. The Financial Services, Community Development, and Police Departments have all reviewed the application packet, and minor findings have been brought to the applicant's attention so they can be addressed prior to the second/final reading of the ordinance. A public hearing on this request is scheduled for March 3, 2011 and will be advertised in The Daily Reflector on February 21 and February 28, 2011. Notification of the public hearing was mailed to all current vehicle for hire franchise owners.
- Fiscal Note:** There is no direct cost to the City.
- Recommendation:** Approve first reading of the attached ordinance granting a limousine franchise to Royal Party Bus, LLC.

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

Attachments / click to download

- [Application Packet from Royal Party Bus, LLC](#)
- [Franchise for Royal Party Bus, LLC 1st Reading 889541](#)

ORDINANCE NO. 10-____
AN ORDINANCE GRANTING A LIMOUSINE FRANCHISE
TO CRISTINA GUTIERREZ AND NELSON FELIPE NAPA, D/B/A ROYAL PARTY BUS, LLC

WHEREAS, the City of Greenville is authorized by G.S. §160A-304 to license and regulate all vehicles operated for hire within the City of Greenville; and

WHEREAS, the City of Greenville has adopted an ordinance, Chapter 1 of Title 11 of the Greenville City Code, requiring the operators of limousine businesses within the City to obtain a franchise from the City permitting said operation, and said ordinance sets forth certain requirements and criteria that must be satisfied in order to obtain and maintain the franchise for the operation of a limousine business; and

WHEREAS, Cristina Gutierrez and Nelson Felipe Napa, d/b/a Royal Party Bus, LLC, are co-applicants for a franchise permitting the operation of 1 limousine within the City limits; and

WHEREAS, following investigation into the qualifications of the applicant, the City Council has determined that the applicant satisfies the requirements and conditions for the operation of a limousine business within the City and has presented evidence substantiating the public convenience and necessity of such a business;

NOW, THEREFORE, BE IT ORDAINED by the Greenville City Council that:

Section 1. A limousine franchise is hereby issued to Cristina Gutierrez and Nelson Felipe Napa, d/b/a Royal Party Bus, LLC, to permit the operation within the City of Greenville of not more than 1 limousine.

Section 2. The franchise holder must comply with the requirements of Chapter 1 of Title 11 of the Greenville City Code or successor ordinance, including but not limited to inspection, equipment and insurance requirements, and must begin operations within sixty (60) days of the grant of this franchise. These requirements apply to all vehicles under the franchise. Failure to comply with the requirements and begin operations within sixty (60) shall render the franchise null and void without further action of the Greenville City Council.

Section 3. The franchise holder has requested to operate the franchise as an incidental home occupation. No vehicles authorized under this franchise may be parked or stored at the franchise holder's resident. The franchise holder must provide a copy of the lease for the storage and/or parking of the vehicle authorized under this franchise to the City Clerk. Only the franchise holder may work out of the residence. No other employee or operator may operate out of or visit the franchise holder's residence incidental to the operation of the franchise.

Section 4. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 6. This ordinance shall become effective immediately upon its adoption following its second reading.

First reading approved on the 21st day of February, 2011.

Patricia C. Dunn, Mayor

ATTEST:

Carol L. Barwick, City Clerk

889541

Item # 4

APPLICATION FOR LIMOUSINE FRANCHISE

(NOTE: \$30 application fee must be presented with application in order for application to be considered.)

To the Mayor and City Council of the City of Greenville

The undersigned hereby makes application for a limousine franchise under the provisions of Chapter 564, Session Laws 1945, and presents the following information:

1. The applicant is familiar with the ordinances of the City of Greenville relating to liability insurance, drivers regulations, regulations of rates, and other matters pertaining to the operation of limousines.
2. The individual, corporate or trade name and business address of the applicant is:
ROYAL PARTY BUS LLC. 1300 GRAVES ST GREENVILLE NC. 27834
3. The Applicant is:
 - A. An individual and sole owner of the limousine business to be operated under the above name.
 - B. A corporation chartered under the laws of the State of North Carolina in the year 2010 and the officers of the corporation are
CRISTINA GUTIERREZ & NELSON NAPA
 - C. A partnership, as shown by articles hereto attached, and the names of partners are:

4. The Applicant operates in the following cities: Raleigh
5. The Applicant is requesting franchise to operate 1 limousines.
6. In support of this application, the following Exhibits are attached:
 - Exhibit A. A full statement of facts which, if supported by substantial testimony at the hearing, will support a finding of public convenience and necessity for this operation.
 - Exhibit B. A complete list of Applicant's motor equipment showing year, make, model, and carrying capacity of each unit.
 - Exhibit C. Financial statement showing assets, liabilities and net worth of applicant.
 - Exhibit D. Statement showing applicant has made complete arrangement for off-street parking of all motor vehicles.
 - Exhibit E. Statement of proposed fares for transportation of persons and property.
 - Exhibit F. Statement of experience of applicant in conducting limousine business.
 - Exhibit G. For applicants who plan to be a driver: Official results of a drug screening for the applicant(s) from a practicing licensed physician AND a waiver from the physician who conducted the drug screening releasing those results to the Greenville Police Department

HAND PRINT OR TYPE

LAST NAME <u>NAPA</u>		FIRST NAME <u>NELSON</u>		MIDDLE NAME <u>FELIPE</u>	
ALIAS OR NICKNAME	SEX <u>M</u>	AGE <u>28</u>	WEIGHT <u>240</u>	HEIGHT <u>5'11</u>	ID NO.
ADDRESS <u>1817 ROSEMONT DR #28</u>		HAIR <u>B/K</u>	EYES <u>BRN</u>	COMPLEXION <u>BLACK</u>	
OCCUPATION <u>DRIVER</u>		DRIVERS LICENSE NO.		IDENTIFICATION NO.	
PLACE OF BIRTH <u>ECUADOR</u>		DATE OF BIRTH <u>9/8/1982</u>		SOCIAL SECURITY NO.	

Signature of Applicant [Handwritten Signature]

Subscribed and sworn to before me this 18th day of January 2011.

My Commission Expires: 07/02/2011

[Handwritten Signature]
Notary Public

Notary Public # 4

CITY OF GREENVILLE OFFICIAL RECEIPT

City of Greenville
CUSTOMER RECEIPT

Batch ID: JLOPEZ 1/10/11 09 Receipt no: 374972

Description	Qty	Amount	Description	Tr	By
POLICE DEPARTMENT F	1	\$30.00	TAXI LICENSE	INI	TS
CASH / CASH		010000002202015			
		010000001010000			

Tender detail
COB CASH \$30.00
Total tendered: \$30.00
Total payment: \$30.00

Trans date: 1/10/11 Time: 14:10:59

Royal Party Bus, LLC



City of Greenville
Finance/ Revenue
P.O. Box 7207
Greenville, NC 27835
252-329-4450

HOME OCCUPATION ASSESSMENT FORM

I, CRISTINA V. GUTIERREZ; hereby request to operate
(Print Full Name)

Royal Party Bus LLC (Royal Party Limos) at the following location:
(Type of Business Activity)

1300 GRAVES STREET GREENVILLE NC Phone Number: (252) 341-9486
(Street Address of Residence)

Dwelling Type: Single Family Detached Home
 Duplex
 Multi-Family (i.e. Apartments)

Characteristics of Activity

1. Does the activity involve the sale of products or delivery of services at the residential address specified above? No (If yes, explain) _____
2. Does the activity involve assembly or manufacture of products at the address specified above? No (If yes, explain) _____
3. Does the activity involve distribution, reception, or storage of materials or products at the address specified above? No (If yes, explain) _____
4. Total number of persons who provide assistance at the address listed above or are employed in the activity: 4. (If any) Are they paid or volunteers? Paid
5. Number of persons listed in the question above (number 4) who are not full time residents at

6. Number of available parking spaces (minimum 9'x18' per space): 3
NOTE – ON STREET PARKING AND/OR PARKING ON ADJACENT LOT(S) DO NOT QUALIFY.
7. Estimated number of trips (visits) per day from persons (patrons) requesting products or services: 0; Do trips overlap? (If yes, explain) _____
8. Will the activity be visible from any adjacent street or property line of the address listed by you on the reverse of this form? 0 (If yes, explain) _____
9. Will the activity require advertisements? No (If yes, explain) _____
10. Will the activity generate noise, odor, fumes, smoke, or other similar characteristics at the address listed by you on the reverse of this form? NO (If yes, explain) _____
11. Number of vehicles and/or trailers used in connection with the activity that will be parked or stored at the address listed by you on the reverse of this form: 1
Description of each: BUSINESS TRUCK^{SVU}, 2000 FORD E450
12. Describe the specific areas (rooms), within the dwelling where the activity will be conducted:
THREE BEDROOM House. small desk in kitchen
AREA (NOOK)
13. Describe the method of operation: Vehicle will be parked in the
DRIVE WAY AND ONLY USED FOR BUSINESS AND Promotional advertisement

The aforesaid is a complete description of the proposed activity. I agree to amend the assessment form and resubmit the same for reconsideration and approval prior to any change in the activity as listed under items 1-13 above.

I further understand that a special use permit of the Board of Adjustment may be required prior to any operation of the activity.

Signature

Date

1 / 1

Exhibit A.

I purchased a limousine for the reason that I have a tax preparation business that I have establish and allows me to have well over 2000 clients. I decided to purchase the Limousine because I have had clients speak of lives lost in accidents because of Drunk Drivers. The saying for my limousine business will be “ You Drink We Drive is peace of mind ”.

I also provide for wedding, sweet sixteen's, and birthday & private parties, and the limousine is a very convenient way to make sure all the guest arrive on time at the same time to their destinations. We also provide the relief they need when it comes to transportation.

This service will insure our Greenville residents will not be Driving under the influence, if they choose to use our service, as they might hurt themselves or someone else, and or loose their lives while they take another. This inspired me to better serve my clients, and the public.

Why have any residents of Greenville drinking and driving? When we could provide the service for small and large group's, from the student and corporate consumers, to the general public. This is my contribution to the city of Greenville, the residents and the Greenville law enforcement as they have has given me safety and peace mind.

In conclusion I believe that the service I will provide, would be an important benefit to the city of Greenville, it's residents and visitors. I hope and desire to provide this important service.

Cristina V. Gutierrez
Royal Party Bus LLC.
DBA. Royal Party Limos

Exhibit B.

Vin.	Yr.	Make	Model	Plate #
1FDXE45SOYHB83247	2000	FORD	E450	

Capacity 15 Passengers Including the Driver

Exhibit C. Financial Statement Showing Assets

Limousine Truck:

Payments	Rate pre Hour	Cost pre Day
None paid in Full	\$110.00	\$100.00

Exhibit D. Arrangement for off street Parking

The vehicle will be parked at my home's drive way, 1300 Graves Street
North Carolina 27834

Exhibit E. Statement of Proposed Fares

Limousine Truck:

\$110 per Hour

Exhibit F. Statement of Experience

I Have 9 years with my Driver's license in N.C and 10 years customer
Service and 1 year driving my limousine.



Department of the Treasury
Internal Revenue Service
PO Box 606
Buffalo, NY 14225

ROYAL PARTY BUS LLC
ROYAL PARTY LIMO
% CRISTINA V GUTIERREZ MBR
1300 GRAVES ST
GREENVILLE NC 27834-9522 008

In reply refer to: 0153759699
Dec 09, 2010 LTR 147C

Taxpayer Identification Number:

Form(s):

Dear Taxpayer:

This letter is in response to your telephone inquiry of December 9th, 2010.

Your Employer Identification Number (EIN) is . . . Please keep this number in your permanent records. You should enter your name and your EIN, exactly as shown above, on all business federal tax forms that require its use, and on any related correspondence documents.

If you have any questions regarding this letter, please call our Customer Service Department at 1-800-829-0115 between the hours of 7:00 AM and 10:00 PM. If you prefer, you may write to us at the address shown at the top of the first page of this letter. When you write, please include a telephone number where you may be reached and the best time to call.

Sincerely,

MS STEVENSON
06-21517
Customer Service Representative



Menu Choose Menu Option



Motor Carrier Details

US DOT:	2105421	Docket Number:	MC734362
Legal Name:	ROYAL PARTY BUS LLC		
Doing-Business-As Name:	ROYAL PARTY LIMO		
Business Address	Business Telephone and Fax	Mail Address	Mail Telephone and Fax
1300 GRAVES STREET GREENVILLE NC 27834	(919) 397-5236 Fax: (252) 355-8375	1817 ROSEMONT DR #28 GREENVILLE NC 27858	
Undeliverable Mail	NO		
Authority Type	Authority Status	Application Pending	
Common	NONE	YES	
Contract	NONE	YES	
Broker	NONE	NO	
Property	Passenger	Household Goods	Private
NO	YES	NO	NO
Enterprise	NO		
Insurance Type	Insurance Required	Insurance on File	
BIPD	\$1,500,000	\$1,500,000	
Cargo	NO	NO	
Bond	NO	NO	
Mexican Owned:	YES		

BOC-3: YES

Blanket Company: ALL AMERICAN AGENTS OF PROCESS

Web Site Content and BOC-3 Information Clarification

| [Active/Pending Insurance](#) | [Rejected Insurance](#) | [Insurance History](#) | [Authority History](#) | [Pending Application](#) | [Revocation](#) |

Friday, January 14, 2011 at 15:51:42

[FMCSA Home](#) | [DOT Home](#) | [Privacy Policy/Disclaimer](#) | [Accessibility](#) | [Related Sites](#) | [Help](#)



United States Department of Transportation - Federal Motor Carrier Safety Administration

866-637-0635
Headquarters

Item # 4

SOSID: 1179521
Date Filed: 12/10/2010 3:58:00 PM
Elaine F. Marshall
North Carolina Secretary of State
C201033600023

State of North Carolina
Department of the Secretary of State

Limited Liability Company
ARTICLES OF ORGANIZATION

Pursuant to §57C-2-20 of the General Statutes of North Carolina, the undersigned does hereby submit these Articles of Organization for the purpose of forming a limited liability company.

1. The name of the limited liability company is: ROYAL PARTY BUS, LLC
2. If the limited liability company is to dissolve by a specific date, the latest date on which the limited liability company is to dissolve: *(If no date for dissolution is specified, there shall be no limit on the duration of the limited liability company.)* _____
3. The name and address of each person executing these articles of organization is as follows: *(State whether each person is executing these articles of organization in the capacity of a member, organizer or both. Note: This document must be signed by all persons listed here).*
CRISTINA V GUTIERREZ 1300 GRAVES ST GREENVILLE NC 27834 - Both
NELSON FELIPE NAPA 1817 ROSEMONT DR APT 28 GREENVILLE 27858 - Both
4. The street address and county of the initial registered office of the limited liability company is:
 Number and Street 1300 GRAVES St
 City, State, Zip Code GREENVILLE NC 27834 County PITT
5. The mailing address, *if different from the street address*, of the initial registered office is:

6. The name of the initial registered agent is: CRISTINA V GUTIERREZ
7. Principal office information: *(Select either a or b.)*
 - a. The limited liability company has a principal office.
 The street address and county of the principal office of the limited liability company is:
 Number and Street _____
 City, State, Zip Code _____ County _____
 The mailing address, *if different from the street address*, of the principal office of the corporation is:

 - b. The limited liability company does not have a principal office.

8. Check one of the following:

(i) **Member-managed LLC:** all members by virtue of their status as members shall be managers of this limited liability company.

(ii) **Manager-managed LLC:** except as provided by N.C.G.S. Section 57C-3-20(a), the members of this limited liability company shall not be managers by virtue of their status as members.

9. Any other provisions which the limited liability company elects to include are attached.

10. These articles will be effective upon filing, unless a date and/or time is specified:

_____ day of November, 2010

Cristina V. Gutierrez
Signature

ORGANIZER

MEMBER

Cristina V. Gutierrez BOTH
Type or Print Name and Title

Nelson F. Napa
Signature

MEMBER

Nelson F. Napa BOTH
Type or Print Name and Title

ORGANIZER

919.807.2039



FINANCIAL SERVICES MEMORANDUM

TO: Carol L. Barwick, City Clerk's Office

FROM: Brenda Matthews, Financial Services Collections

DATE: January 28, 2011

SUBJECT: Taxicab Applications for:
Mahmoud Ahmad Atiyha d/b/a Ace Cab
Christina Gutierrez & Nelson Felipe Napa d/b/a Royal Party Bus, LLC
Yadollah Rezaei d/b/a Alfa Taxi

We have checked Collections records for taxes, licenses, citations, parking fees, rescue transports, and miscellaneous receivables owed in the names above. We did not find any debt owed in any of the names listed.

There were no unpaid property tax records in the names and/or addresses of the above individuals. If I can provide further assistance, please call.

CC: Bernita Demery, Director of Financial Services
Kimberly Branch, Financial Services Manager

Doc # 177282

Carol Barwick

From: Michael Dail
Sent: Wednesday, January 26, 2011 2:27 PM
To: Carol Barwick
Cc: Merrill Flood
Subject: Taxi Franchises

Carol,

I have reviewed the current taxi franchise request and here are my findings that related to zoning:

Ace Cab

Mahmoud Ahmad Atiyha can operate a taxi franchise with one vehicle out of his home at 3802 Sterling Pointe Drive, Unit B-4 as an incidental home occupation. It is important to note that only one cab can be stored at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home.

Royal Party Bus, LLC

Cristina Gutierrez can operate a limousine service office at her home at 1300 Graves Street as an incidental home occupation. However a bus (commercial vehicle not typically associated with a residence) is not allowed to be stored at her residence. Also in the information provided she wishes to have four people work out of her home this is not allowed either. To qualify as an incidental use home occupation the applicant would have to find suitable storage for the bus and only she can work out of her home.

Alfa Taxi

Yadollah Rezaei can operate a taxi franchise with two vehicles out of his home at 303 Alice Drive, Apt A as an incidental home occupation. It is important to note that only one cab can be stored and/or parked at his property and it must be a vehicle that is typically associated with a residence. Also no other individuals may work out of his home. Therefore the second cab must be store at an appropriate location offsite and any employees cannot work out of or visit his home regarding company business.

Michael R. Dail, II
Planner
City of Greenville
Community Development Dept.
(252) 329-4116



GREENVILLE POLICE DEPARTMENT

MEMORANDUM

January 27, 2011

TO: Chief William Anderson

FROM: Cpl. C.B. Viverette *CBV*

SUBJECT: Taxi/Limousine Franchise Application for Nelosn Felipe Napa d/b/a Royal Party Bus, LLC

DMV

*** DRIVER LICENSE STATUS: CLS C ACTIVE ***

CLASS	GRP	LIC TYP	ISSUE DT	EXPIR DT	CDL	DISQ	PROB	LMT PRIV	COND RESTR	STATUS
C		O	12-16-10	09-08-18	N	N	N	N	N	ACTIVE

AOC

No Record

DCI

No Record

NEW WORLD

No Record

NCAWARE

No Record

This franchise is being presented on the same night as the proposed amendments to the Vehicle for Hire Ordinance. If that ordinance is adopted the number of vehicle for hire franchises, including pedi-cabs will be limited to 15. If that happens, and this franchise is approved, it will be the 15th Vehicle for Hire Franchise.

However, I can find no reason to deny the franchise as requested. I therefore recommend approval.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Various tax refunds

Explanation: The Director of Financial Services reports the refund of the following taxes:

<u>Payee</u>	<u>Description</u>	<u>Amount</u>
Enterprise Leasing Co SE	Refund of taxes paid	\$121.87
Toyota Motor Credit Corp	Refund of taxes paid	\$106.10
Pitt County Tax Collector	Refund of taxes paid	\$118.93
Volkswagon Credit Leasing Ltd	Refund of taxes paid	\$105.75
Darlene Gardiner	Refund of taxes paid	\$172.41
Honda Lease Trust	Refund of taxes paid	\$116.60

Fiscal Note: The total to be refunded is \$741.66.

Recommendation: Approve taxes refunded.

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

Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Report on bid awarded

Explanation: The Director of Financial Services reports that the following bid was awarded during the month of January, 2011.

Date Awarded	Description	Vendor	Amount	M/WBE Yes/No
1/10/11	Digital Video Recorder System for Transit Buses Note: This was a State Contract Purchase. No Bid Tabulation attached.	Digital Recorders	\$86,500.22	No

Fiscal Note: The equipment purchase was funded using American Recovery and Reinvestment Act (ARRA) funds. No City funds were expended.

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

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

Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Legislative Initiatives for the 2011 Session of the North Carolina General Assembly

Explanation: At its February 10, 2011, meeting, City Council approved four (4) legislative initiatives for the 2011 Session of the North Carolina General Assembly. The approved legislative initiatives relate to the following:

1. Preservation of Municipal Revenue Sources
2. Update of Current Law on City-initiated Annexation
3. Local Act: Protection of Email Subscriber Lists
4. East Carolina University School of Dental Medicine

City Council continued until its meeting on February 21, 2011, further consideration of two (2) additional potential legislative initiatives. A description of these potential legislative initiatives is as follows:

Enforcement of ABC Laws by Local Law Enforcement

Seek legislation to grant more flexible authority for local law enforcement officers to enforce ABC laws. There is a need to supplement and enhance the enforcement efforts of the ABC laws. There are a limited number of ABC officers and ALE officers. In Pitt County there are only 3 ABC officers and in the 9-county ALE district which includes Pitt County, there are 6 ALE officers, a supervisor and a deputy supervisor. This limited number of ABC and ALE officers is not sufficient to adequately enforce the ABC laws with the number of permitted establishments and the geographic area involved. Local law enforcement involvement would provide additional resources to enforce the ABC laws. Compliance with the ABC laws by establishments would reduce the likelihood of illegal activities at the establishments and potential violence.

Local Act: Revenue Source from Establishments Having ABC Permits

Seek legislation to provide the authority for the City of Greenville to levy a tax or fee on the sale of alcoholic beverages at all or a class of establishments having ABC permits with the proceeds being dedicated for law enforcement purposes. The City of Greenville is required to expend significant resources to address the adverse impacts caused by certain establishments which have ABC permits. The City of Greenville incurs annual expense of approximately \$500,000 for law enforcement personnel in order to maintain public safety in the downtown area due to the concentration of private clubs in the downtown area. It is equitable to fairly apportion the expense borne by the City of Greenville to the establishments causing the need for the expenditure.

Attached is additional information relating to this potential legislative initiative.

Fiscal Note:

The development of the Legislative Initiatives will not have a fiscal impact.

Recommendation:

Determine whether Council desires to include in its legislative initiatives either or both of the additional potential legislative initiatives and approve the resolutions relating to these identified initiatives.

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

Attachments / click to download

- [Resolution Enforcement of ABC Laws by Local Law Enforcement 887971](#)
 - [Establishments Having ABC Permits 887958](#)
 - [Beer and wine licenses 889527](#)
 - [Tax or Fee Entertainment District 889525](#)
-

RESOLUTION NO. ___ -11
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
SEEKING THE ENACTMENT OF LEGISLATION GRANTING MORE
FLEXIBLE AUTHORITY TO LOCAL LAW ENFORCEMENT OFFICERS
FOR ENFORCEMENT OF ABC LAWS

WHEREAS, there is a need to supplement and enhance the enforcement efforts of the ABC laws since there are a limited number of ABC and ALE officers to adequately enforce the ABC laws due to the number of permitted establishments and the geographic area involved;

WHEREAS, local law enforcement involvement would provide additional resources to enforce the ABC laws;

WHEREAS, compliance with the ABC laws by establishments would reduce the likelihood of illegal activities at the establishments and potential violence; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to enact legislation which would grant more flexible authority for local law enforcement officers to enforce ABC laws;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to enact legislation granting more flexible authority for local law enforcement officers to enforce ABC laws.

This the 10th day of February, 2011.

Patricia C. Dunn, Mayor

ATTEST:

Carol L. Barwick, City Clerk

RESOLUTION NO. _____ - 11
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
SEEKING ENACTMENT OF LEGISLATION RELATING TO A REVENUE SOURCE
FROM ESTABLISHMENTS HAVING ABC PERMITS

WHEREAS, the City of Greenville is required to expend significant resources to address the adverse impacts caused by certain establishments which have ABC permits including incurring an annual expense of approximately \$500,000 for law enforcement personnel in order to maintain public safety in the downtown area due to the concentration of private clubs in the downtown area;

WHEREAS, an equitable manner to provide the funds for the expenses incurred by the City of Greenville for law enforcement purposes relating to ABC permitted establishments is by a tax or fee on the establishments causing the need for the expenditure; and

WHEREAS, it would be appropriate for the North Carolina General Assembly to enact legislation which would authorize the City of Greenville to levy a tax or fee on the sale of alcoholic beverages at all or a class of establishments having ABC permits with the proceeds being dedicated for law enforcement purposes;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby respectfully request the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to enact legislation which will authorize the City of Greenville to levy a tax or fee on the sale of alcoholic beverages at all or a class of establishments having ABC permits with the proceeds being dedicated for law enforcement purposes.

This the 10th day of February, 2011.

Patricia C. Dunn, Mayor

ATTEST:

Carol L. Barwick, City Clerk

§ 18B-1000. Definitions concerning establishments.

The following requirements and definitions shall apply to this Chapter:

- (1) Community theatre. – An establishment owned and operated by a bona fide nonprofit organization that is engaged solely in the business of sponsoring or presenting amateur or professional theatrical events to the public. A permit issued for a community theatre is valid only during regularly scheduled theatrical events sponsored by such nonprofit organization.
- (1a) Convention center. – An establishment that meets either of the following requirements:
 - a. A publicly owned or operated establishment that is engaged in the business of sponsoring or hosting conventions and similar large gatherings, including auditoriums, armories, civic centers, convention centers, and coliseums.
 - b. A privately owned facility located in a city that has a population of at least 200,000 but not more than 250,000 by the 2000 federal census and is located in a county that has previously authorized the issuance of mixed beverage permits by referendum. To qualify as a convention center under this subdivision, the facility shall meet each of the following requirements:
 1. The facility shall be located within an area that has been designated as an Urban Redevelopment Area under Article 22 of Chapter 160A of the General Statutes, and shall be certified by the appropriate local official as being consistent with the city's redevelopment plan for the area in which the facility is located.
 2. The facility shall contain at least 7,500 square feet of floor space that is available for public use and shall be used exclusively for banquets, receptions, meetings, and similar gatherings.
 3. The facility's annual gross receipts from the sale of alcoholic beverages shall be less than fifty percent (50%) of the gross receipts paid to all providers at permitted functions for food, nonalcoholic beverages, alcoholic beverages, service, and facility usage fees (excluding receipts or charges for entertainment and ancillary services not directly related to providing food and beverage service). The person to whom a permit has been issued for a privately owned facility shall be required to maintain copies of all contracts and invoices for items supplied by providers for a period of three years from the date of the event.

A permit issued for a convention center shall be valid only for those parts of the building used for conventions, banquets, receptions, and other events, and only during scheduled activities.

- (1b) Cooking school. – An establishment substantially engaged in the business of operating a school in which cooking techniques are taught for a fee.
- (2) Eating establishment. – An establishment engaged in the business of regularly and customarily selling food, primarily to be eaten on the premises. Eating establishments shall include businesses that are referred to as restaurants, cafeterias, or cafes, but that do not qualify under subdivision (6). Eating establishments shall also include lunchstands, grills, snack bars, fast-food businesses, and other establishments, such as drugstores, which have a lunch counter or other section where food is sold to be eaten on the premises.
- (3) Food business. – An establishment engaged in the business of regularly and customarily selling food, primarily to be eaten off the premises. Food businesses shall include grocery stores, convenience stores, and other establishments, such as variety stores or drugstores, where food is regularly sold, and shall also include establishments engaged primarily in selling unfortified or fortified wine or both, for consumption off the premises.
- (4) Hotel. – An establishment substantially engaged in the business of furnishing lodging. A hotel shall have a restaurant either on or closely associated with the premises. The restaurant and hotel need not be owned or operated by the same person.
- (5) Private club. – An establishment that is organized and operated solely for a social, recreational, patriotic, or fraternal purpose and that is not open to the general public, but is open only to the members of the organization and their bona fide guests. This provision does not, however, prohibit such an establishment from being open to the general public for raffles and bingo games as required by G.S. 14-309.11(a) and G.S. 14-309.13. Except for bona fide religious organizations, no organization that discriminates in the selection of its membership on the basis of religion shall be eligible to receive any permit issued under this Chapter.
- (5a) Residential private club. – A private club that is located in a privately owned, primarily residential and recreational development.
- (6) Restaurant. – An establishment substantially engaged in the business of preparing and serving meals. To qualify as a restaurant, an establishment's gross receipts from food and nonalcoholic beverages shall be not less than thirty percent (30%) of the total gross receipts from food, nonalcoholic beverages, and alcoholic beverages. A restaurant shall also have a kitchen and an inside dining area with seating for at least 36 people.
- (7) Retail business. – An establishment engaged in any retail business, regardless of whether food is sold on the premises.
- (8) Sports club. – An establishment that meets either of the following requirements:
 - a. The establishment is substantially engaged in the business of providing equine boarding, training, and coaching services, and the establishment offers on-site dining, lodging, and meeting facilities and hosts horse trials and other events sanctioned or endorsed by the United States Equestrian Federation, Inc.; or

b. The establishment is substantially engaged in the business of providing an 18-hole golf course, two or more tennis courts, or both.

The sports club can either be open to the general public or to members and their guests. To qualify as a sports club, an establishment's gross receipts for club activities shall be greater than its gross receipts for alcoholic beverages. This provision does not prohibit a sports club from operating a restaurant. Receipts for food shall be included in with the club activity fee.

- (9) Congressionally chartered veterans organizations. – An establishment that is organized as a federally chartered, nonprofit veterans organization, and is operated solely for patriotic or fraternal purposes.
- (10) Wine producer. – A farming establishment of at least five acres committed to the production of grapes, berries, or other fruits for the manufacture of unfortified wine.

City Tax or Fee on Establishments Having ABC Permits in Entertainment District

Authorize the City Council to designate an Entertainment District and levy a tax or fee on establishments issued an ABC permit located within the Entertainment District.

- Similar to municipal service district authority allowed by Article 23 of Chapter 160A of the North Carolina General Statutes.
- The Entertainment District would be defined based upon the need of the area to be provided law enforcement services in addition to or to a greater extent than the law enforcement services provided to the entire City.
 - Authorize City Council to develop standards for service district such as there being a concentration of private clubs issued ABC permits within the area.
 - Specify the process for designation of an Entertainment District
 - Preparation of report including map of proposed district, statement showing proposed district meets standards for a district, and plan for providing additional law enforcement services.
 - Public hearing after publication of notice.
 - Resolution adopted by City Council establishing district.
- Authorize the City Council to levy an annual tax or fee on establishments which have been issued an ABC permit which are located within the Entertainment District.
 - Amount of tax or fee may be based upon the occupancy of the establishment, the square footage of the establishment, the alcohol sales of the establishment, or the gross receipts of the establishment.
 - Tax or fee may be levied on private clubs only or on private clubs and additional specified establishments. An additional criteria could be included that the levy would only be upon an establishment which is regularly open and serving alcoholic beverages within two (2) hours of the time when the sale of alcoholic beverages is required by law to cease.
 - If the authority provides that the tax or fee may be levied on additional establishments, other than private clubs, which have been issued an ABC permit, then the establishments would be specified from the establishments eligible to receive certain ABC permits including the following:
 - (1) Community theatre
 - (2) Convention center
 - (3) Cooking school
 - (4) Eating establishment
 - (5) Food business

- (6) Hotel
- (7) Private club
- (8) Residential private club
- (9) Restaurant
- (10) Retail business
- (11) Sports club
- (12) Congressionally chartered veterans organizations
- (13) Wine producer

(Note: Establishment definitions contained in North Carolina General Statute 18B-1000)

- If the tax or fee is levied upon establishments, other than private clubs, which have been issued an ABC permit, then different rates may be established for the different establishments.
- Funds generated are required to be used only for the purpose of providing law enforcement services within the Entertainment District.

City Tax or Fee on Establishments Having ABC Permits Citywide

Authorize the City Council to levy a tax or fee on establishments issued an ABC permit located within the corporate limits.

- Amount of tax or fee may be based upon the occupancy of the establishment, the square footage of the establishment, the alcohol sales of the establishment, or the gross receipts of the establishment.
- Tax or fee may be levied on private clubs only or on private clubs and additional specified establishments. An additional criteria could be included that the levy would only be upon an establishment which is regularly open and serving alcoholic beverages within two (2) hours of the time when the sale of alcoholic beverages is required by law to cease.
 - If the authority provides that the tax or fee may be levied on additional establishments, other than private clubs, which have been issued an ABC permit, then the establishments would be specified from the establishments eligible to receive certain ABC permits including the following:
 - (1) Community theatre
 - (2) Convention center
 - (3) Cooking school
 - (4) Eating establishment
 - (5) Food business

- (6) Hotel
- (7) Private club
- (8) Residential private club
- (9) Restaurant
- (10) Retail business
- (11) Sports club
- (12) Congressionally chartered veterans organizations
- (13) Wine producer

(Note: Establishment definitions contained in North Carolina General Statute 18B-1000)

- If the tax or fee is levied upon establishments, other than private clubs, which have been issued an ABC permit, then different rates may be established for the different establishments.
- Funds generated are required to be used only for the purpose of providing law enforcement services.

Current Authorized City License Tax on Establishments Having Retail ABC Permits

North Carolina General Statute 105-113.77 requires that an annual license is to be obtained from the City, for a stated annual tax amount, by a person holding the following retail ABC permits:

ABC Permit	Current City Tax for Corresponding License
On-premises malt beverage.....	\$15.00
Off-premises malt beverage.....	5.00
On-premises unfortified wine, on-premises fortified wine, or both.....	15.00
Off-premises unfortified wine, off-premises fortified wine, or both.....	10.00

The tax stated above is the tax for the first license issued to a person. The tax for each additional license of the same type issued to that person for the same year is one hundred ten percent (110%) of the base license tax, that increase to apply progressively for each additional license.

* * *

A copy of North Carolina General Statutes 18B-1000 is attached.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Citizen involvement in the budget process

Explanation: A citizen contacted the Mayor and City Council stating that three minutes is not enough time for a citizen to address certain items in the budget and requested to have another forum for citizens to address the budget. The Financial Services Department was asked to research and document findings on the current practice for getting citizen involvement during the budget process.

Currently in the City of Greenville, direct citizen participation is limited to the single public hearing held late in the budget process. Citizens can also influence the budget development process by addressing City Council throughout the year by expressing budget-related comments at the City Council meetings' Public Comment Periods and at City board and commission meetings.

The attached article published in Popular Government magazine entitled *Creating Their Own Futures: Community Visioning and North Carolina Local Government* provides a place for the City Council to start when considering citizen involvement in the budget process. The article recommends local governments "gauge the value and level of participation" by asking the following questions:

- "What are our motivations...?"
- "What do we hope to gain by involving citizens? What do they need to know?" "What do we need to know from them?"
- "How will we decide what approach is right for our community?" "Who will make that decision?"
- "What are the added financial implications of involving citizens?"

This article cautions "Community planning processes that are highly citizen-driven are extremely time-intensive and often expensive. The challenge for a community is to balance the competing considerations of efficiency and cost-

effectiveness while building in mechanisms to encourage community involvement in decision making.” The article’s authors provide a table identifying the broad categories of citizen involvement that can be implemented in stages.

Three comparable North Carolina municipalities replied to staff’s requests for information on their citizen participation efforts.

a. Rocky Mount does not have any citizen engagement activities. This city has a public budget hearing, conducts a Citizen Academy once a year, and responds to citizen requests for information.

b. High Point utilizes a budget direction finder survey conducted by the Elaine Tatham Consulting Institute in Olathe, Kansas. Surveys are mailed to citizens, and the 118-page report is posted on the City’s website. In addition, High Point holds two budget hearings and conducts a Citizen Academy once a year.

c. Concord also conducts a citizen survey, but it is not budget related. Concord has a public budget hearing and conducts one Citizen Academy a year.

Attached is the approved 2011-2012 budget schedule. Any additional citizen comment opportunities would require an amendment to this schedule.

Fiscal Note: No direct cost to consider more citizen involvement in the budget process.

Recommendation: Discuss citizen involvement in the budget process.

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

Attachments / click to download

[Popular Government article](#)

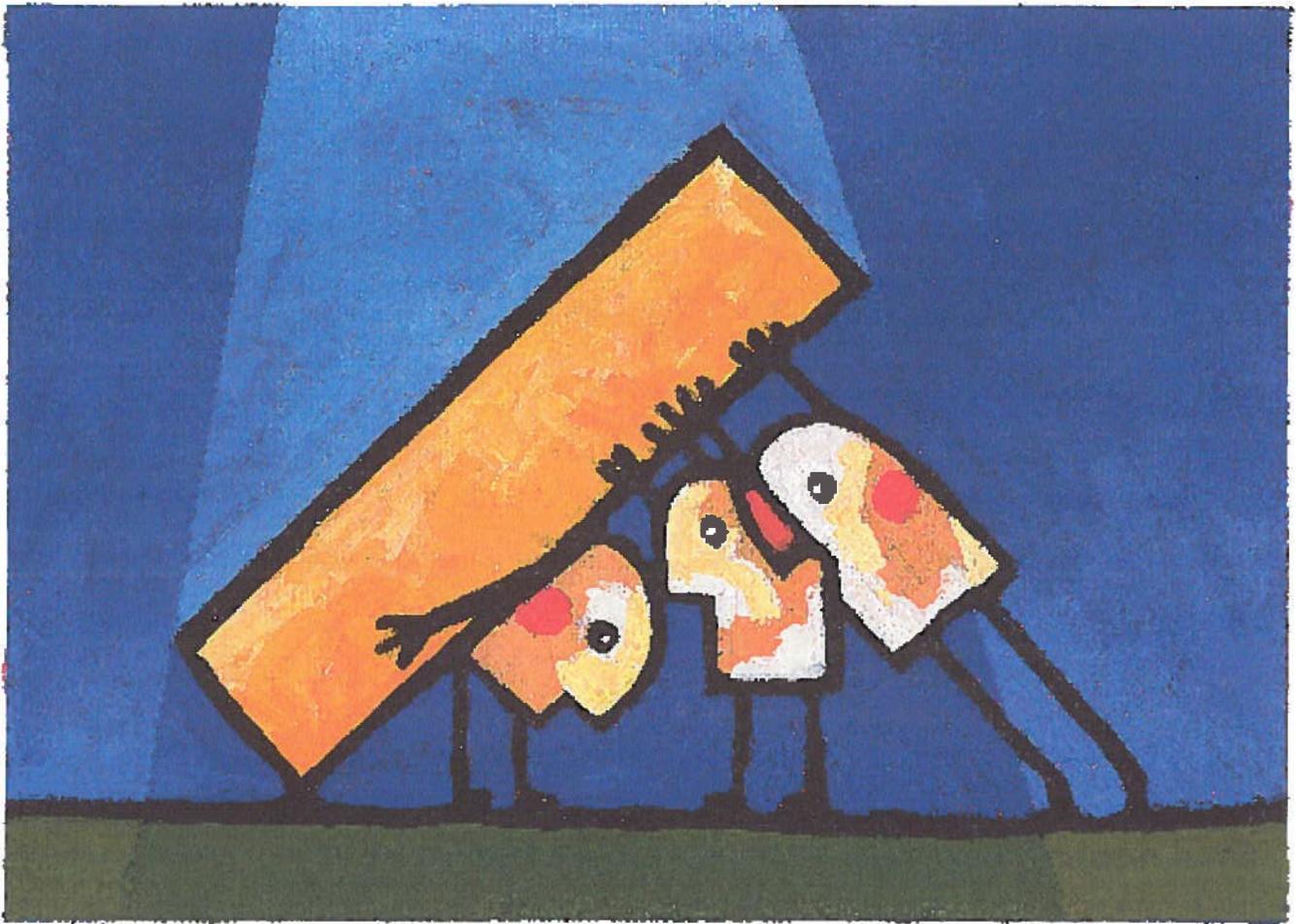
[Budget Schedule](#)

**CITY OF GREENVILLE, NC
BUDGET SCHEDULE
FISCAL YEAR 2011 - 2012**

Monday	November 8, 2010	Budget schedule presented to City Council
Saturday	January 29, 2010	City Council Planning Retreat
Monday	April 11, 2011	City Council Preview of Proposed City budget
Wednesday	May 4, 2011	Proposed City, GUC, SML, and CVA budgets distributed to City Council
Monday	May 9, 2011	Proposed City, GUC, SML, and CVA budgets presented to City Council
Monday	May 23, 2011	City Council Budget Review (if needed)
Monday	May 23, 2011	Public display of balanced budgets prior to the Public Hearing
Monday	June 6, 2011	Public Hearing - Fiscal Year 2011 - 2012 Budget
Thursday	June 9, 2011	Adoption of the Fiscal Year 2011 - 2012 Budget

Creating Their Own Futures: Community Visioning and North Carolina Local Governments

Lydian Altman and Ricardo S. Morse



In a memorable scene from Lewis Carroll's classic, *Alice in Wonderland*, Alice comes upon the Cheshire Cat and asks, "Would you tell me, please, which way I ought to go from here?" The Cheshire Cat replies, "That de-

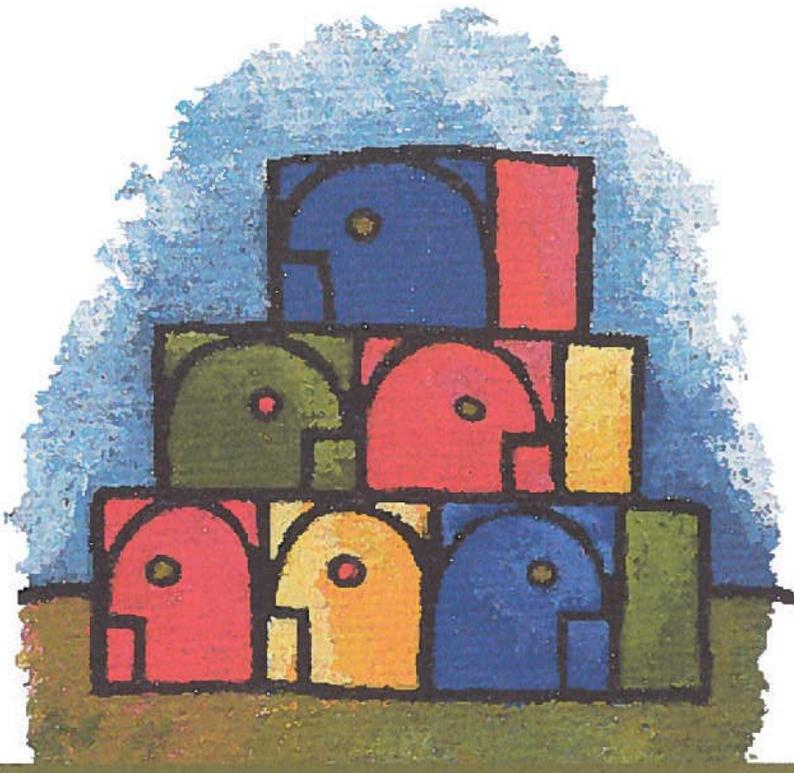
Altman is associate director of the Public Intersection Project at the School of Government. Morse is a School faculty member specializing in leadership, community and regional collaboration, and citizen participation. Contact them at lydian@sog.unc.edu and rmorse@sog.unc.edu.

pends a good deal on where you want to get to." Alice responds, "I don't much care where." The Cheshire Cat answers, "Then it doesn't matter which way you go."

Like Alice, community leaders often face the quandary of what path to take. The journey is not merely a personal one, however. The whole community will embark on it. But, unlike Alice, community leaders must make deliberate decisions about the direction and the destination of their community's journey.

Do community leaders faced with deciding "Where do we go from here?" really know where the community wants to go? Some presuppose that they understand a community's will, and they act until their assumption is proven wrong. Others simply act without considering where the community wants to go, thinking only of where they want the community to go.

But community leadership is not about the knowledge, the action, or the direction of a single person or organization. It is a collective process that cuts across



Guidebooks on Community Visioning and Planning

Building Our Future—A Guide to Community Visioning

An extensive guidebook published by University of Wisconsin Extension that includes specific content areas in addition to overall process guidance. Available as a free download at www.drs.wisc.edu/green/community.htm.

The Community Visioning and Strategic Planning Handbook

Another oft-cited resource, published by the National Civic League Press. Available as a free download at <http://ncl.org/publications/online/VSPHandbook.pdf>.

Planning for the Future: A Handbook on Community Visioning (3d ed.)

A concise overview, published by the Center for Rural Pennsylvania. Available as a free download at www.ruralpa.org/visioning3.pdf.

Vision to Action: Take Charge Too

Another extensive and user-friendly guidebook, published by the North Central Regional Center for Rural Development. Available as a free download at www.ncrcrd.iastate.edu/pubs/contents/182.htm.

local governments, schools, businesses, churches, civic organizations, and more. Thus, if a community is to know where it wants to go, it must consider the perspectives of all its component organizations and groups. This jointly developed, collective sense of direction is called “community vision.”

As a key decision maker and driving force in any community, a local government, in particular, needs a shared vision or a “clear sense of direction of where the community is headed and how it is to get there.”¹ A familiar proverb states, “Without a vision, the people perish.” In the absence of a shared vision, mem-

bers of the public respond only to the issues that are directly in front of them and “mobilize primarily in confrontation, seeking to stop initiatives in which they do not see personal gain.”²

Communities without a shared vision risk falling behind in this time of rapid change. Change always has been a part of the public sector, but today the time available for local governments to react to change has greatly diminished. The dramatic economic and social changes experienced in North Carolina—such as loss of traditional industries, a growing immigrant population, and rapid growth in the state’s urban crescent—all place significant pressures on local communities.

This article addresses how elected and appointed local government leaders can help develop an authentic and comprehensive community vision to steer their communities during times of upheaval or relative calm. We discuss community visioning and strategic planning as tools that help communities understand current realities and trends, articulate desired conditions for the future, and develop and implement strategies for achieving those conditions.

We begin by defining “community visioning,” its relationship to strategic planning, and the place of these ideas in a broader stream of collaborative governance concepts. Then, drawing on the experiences of three North Carolina communities, we outline general principles of successful community change, highlighting how they specifically relate to community visioning and strategic planning. Finally, we suggest some issues for local government leaders to bear in mind as they consider how their community might benefit from visioning.

Community Visioning and Strategic Planning

Community visioning is a relatively new process of local government planning. Its genesis was in the “futures projects” of the 1970s, dubbed “anticipatory democracy” by futurist Alvin Toffler.³ This movement shifted long-range planning in the public sector from quantitative forecasting to more qualitative, participatory approaches. Steven Ames, a pioneer in community visioning, explains that these early programs “varied widely in their design and effectiveness” and were mostly “one-time efforts.” Through the 1980s and the 1990s, however, visioning evolved substantially and became an increasingly popular planning concept in local communities.⁴

By the mid-1990s, visioning had come to be widely recognized as an essential element of successful community leadership. The great transformation of Chattanooga, Tennessee, was widely attributed to Vision 2000, initiated in 1984, and ReVision 2010, initiated in 1993 after most of the goals of the original effort had been reached.⁵ Some of the dramatic outcomes attributed to the city’s visioning efforts are as follows:⁶

- Moving from being named the most polluted city in the nation in 1969 to being recognized on Earth Day 1990 as “the best turnaround story” in the nation. By that time the city was one of the few in the Southeast to be in compliance with all six national standards for air quality.
- Development of hundreds of projects serving more than 1.5 million people.
- Renovations of historic buildings and sites.
- Construction of a new river park, aquarium, and performance hall.

Chattanooga continues to receive accolades and is internationally known for the remarkable transformation stimulated by community visioning.⁷

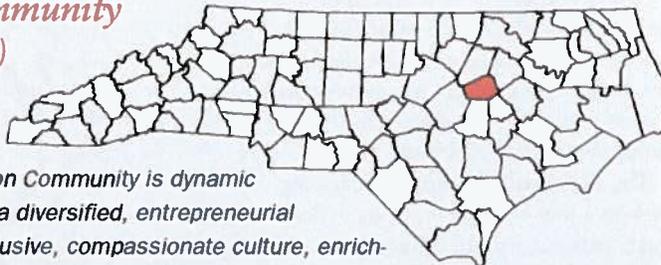
What exactly is community visioning? How is it different from strategic planning? Ames explains the logic behind visioning as follows:

If we wish to create a better world, we must first be able to en-

vision that world. Community visioning is simply a process through which a community imagines the future it most desires and then plans to achieve it. Through visioning,

citizens come together to create a shared image of their preferred future; once this image has been created, they can begin working to achieve their goal. Visioning does not

Example of a Vision Statement: Greater Wilson Community (April 2007)



The Vision

The Greater Wilson Community is dynamic and vibrant, with a diversified, entrepreneurial economy and inclusive, compassionate culture, enriching all with an unparalleled quality of life.

We are a regional employment center. Our strategic location, transportation and information technology infrastructure, abundant water and land resources, and highly trained workforce sustain a diverse commercial and industrial base. We nurture new and existing business growth.

We carefully manage commercial, industrial, and residential growth in ways that preserve open space and our history and encourage investments across all parts of the community. Our vital, historic downtowns are hubs of cultural and commercial activity. Sidewalks, bikeways, and greenways connect our beautiful neighborhoods.

We are a community of educational excellence, with a culture that embraces life-long learning, providing opportunities for all. Our families, early childhood programs, K-12 schools, Barton College, Wilson Community College, business, faith-based, and other community organizations, work together to prepare students for a rapidly changing world.

We enjoy a rich variety of social, educational, cultural, and recreational activities for persons of every age and income. Our superb athletic facilities, parks, arts, cultural attractions, and other amenities make our community highly desirable for young adults, families, and retirees to call home and for tourists to visit.

We are a healthy community with a holistic view of wellness for all our citizens at all stages of life and socioeconomic status. Healthy lifestyles are supported by excellent health care professionals and facilities; comprehensive, caring, community-based wellness programs; and a clean environment.

We are “one” community that respects and celebrates our diversity with active efforts to assure justice, harmony, and understanding. We take pride in our beautiful, safe neighborhoods where civic engagement is strong and local leadership is developed.

We are a community that works together to support this shared vision. Our local governments and other community institutions cooperate extensively to create a friendly climate for home grown businesses, community betterment efforts, and excellent quality of life. We create and achieve our vision because we are a collaborative community.

*necessarily replace other forms of community planning, but rather provides a broader context from which to approach those activities.*⁸

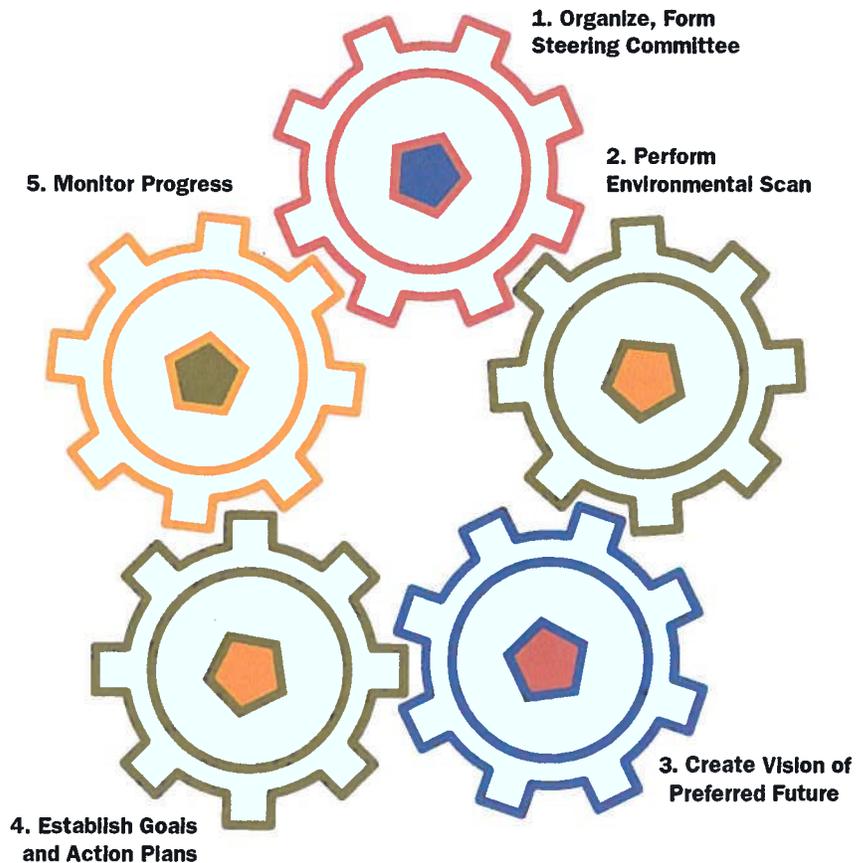
Visioning refers to both a process and a product. The process is a broad-based, collaborative effort in which members of a community come together to “build consensus on a description of the community’s desired future and on actions to help make goals for the future a reality.”⁹ The product is a community “vision statement” and usually an accompanying plan of action.

The theory of community visioning rests on a few key assumptions. One is that a community can in fact develop and articulate a common vision. A community vision is not something that exists and awaits discovery. Rather, it is new knowledge created by a community through dialogue and deliberation. Although all visions do not meet this criterion, the theory of community visioning is based on a certain faith in citizens being able to come together and create consensus on the direction their community should take.

A second assumption of community visioning is that a vision can be a useful policy tool, that its benefits are evident and meaningful. This speaks to the product of visioning, the vision statement. A true community vision “may be used to assess the compatibility of new initiatives and programs with the residents’ ideas.” Also, most visioning programs lead to specific strategies and initiatives that can be implemented and monitored to gauge success. Opportunities continually arise, of course—new businesses, road projects, or government programs, for example. “But it is up to residents to determine if these opportunities will either hinder or help their community achieve its vision for the future.”¹⁰

A third assumption is that the process is inherently valuable, that the effort creates unquantifiable and potentially unintended benefits of great worth. Community visioning provides a structure “for people to have a meaningful coming-to-grips with the issues—even though [they] do not know the answers and have no perfect models.”¹¹ A visioning process “serves as a vehicle

Figure 1. Typical Phases of Community Visioning Programs



for articulating community-wide values” and makes a “significant contribution to transforming political culture,” turning “skeptics into citizens who believe their efforts will make a difference.”¹² For many, the most important aspect of visioning is “its ability to engender civic dialogue and discourse.”¹³ Further, because the process is broadly inclusive and emphasizes dialogue and consensus building, it “paves the way for future cooperation and collaboration among a community’s diverse stakeholders.”¹⁴

What does a visioning project look like? Realistically, each visioning effort is as unique as the community it serves. Several models of visioning are available online for downloading (see the sidebar on page 21). Generally these models view visioning as a broader planning effort that complements local comprehensive and/or strategic plans.

Also, “community” in many cases is broader than a single jurisdiction. Many visioning efforts represent collaboration

among cities, towns, and their encompassing counties.¹⁵

Some visioning programs are general, beginning with no particular emphasis or area of focus. Others are more specific, as in the emphasis of so-called strategic visioning programs on economic development.¹⁶

Despite different starting points, successful visioning efforts address all aspects of a community, recognizing the interrelatedness of land use, economy, community health, and so forth. Indeed, one of the important contributions that visioning can make to local governance is its holistic approach. By working together to develop a preferred vision of the future, community members necessarily touch on and wrestle with the ways in which different community problems are intertwined.

Although there certainly are differences across approaches, they are minor. A generic model of visioning drawn from the wide variety of visioning programs and materials consists of five

primary steps or phases (see Figure 1; page 23). First, a steering group of diverse community stakeholders is formed. This group provides leadership and coordination for the project. It is important that the steering committee include representatives from the key community institutions (local governments, schools, chambers of commerce, community-based organizations, and so forth). The leadership group should reflect the diversity of the community, and its deliberative process should be open and transparent—and be seen as such.¹⁷ Often a small group of community leaders initiates the effort, but project guidance through a steering committee or a task force should be broadly inclusive, lest it become perceived as elitist or otherwise closed to the community at large. Some kind of stakeholder analysis is typically employed to ensure that representation on such a committee includes key groups and organizations in the community and generally reflects its diversity.¹⁸

Second, in a public gathering of some kind, the stakeholder committee and (often) a broader group of citizens assess where they are now, performing an environmental scan of the community as a whole and exploring trends and forces that shape the community's current state and possible future. This phase may examine quantitative and qualitative indicators as well as data from interviews or focus groups. Many communities use the National Civic League's Civic Index to assess current realities and the capacity for change.¹⁹ A SWOC analysis (an examination of strengths, weaknesses, opportunities, and challenges), a popular element of strategic planning, also is useful in this phase.²⁰

The third phase is creation of a community vision that clearly states how the community sees itself in the future. Creation of a vision may involve articulating a mission, goals, and values, as a group does during strategic planning, but the key component is the articulation of a desired future state often 15–20 years out. The vision statement is what unifies and guides the collaborative work that follows. The key issues and themes identified in the environmental scan should help inform the issues and themes addressed in the statement. Additionally,

Re-Visioning Roxboro



To develop a long-term vision for their city and engage people from throughout the community in strengthening its future, Roxboro's elected and appointed officials, with the assistance of staff from the UNC at Chapel Hill School of Government's Public Intersection Project, undertook a strategic planning process in late 2005. This was the first strategic planning process in which the city had ever engaged.

The process that was ultimately chosen and undertaken was guided by input from the city council and the newly hired city manager. Although council driven, it took other community members' and employees' viewpoints into consideration, ultimately leaving the decision making and the priority setting to the council with input from senior city staff. To aid city officials in their deliberations about what kind of process would be best for the city at that point, School of Government consultants developed much of the decision-making framework that is presented under the heading Gauging the Value and the Level of Participation in this article.

The process began with a facilitated conversation with the council to set the stage for undertaking a long-term plan. In the first meeting, the council determined its vision for Roxboro, the city government's role and support for accomplishing that vision, and principles that the council sought to uphold in conducting its work.¹ The conversations included all members of the council plus the city manager. Key senior staff members (the management team) were brought in periodically to provide background information and to help evaluate priorities.

In the next step, the council developed a list of key issues facing the community. Although the list was developed without input from the larger community, the issues were a combination of new initiatives, continuing work, and mandates posed by other organizations. They also represented areas in which the council might have direct influence—such as planning for water and sewer extensions or making upgrades to city employees' information technology needs—or more opportunities to build partnerships—such as through economic development, planning for growth, or beautification.

In many cases, the actions that the council listed supported multiple goals and objectives. For example, "Adding another staff person to complete the unified development ordinance" also supported plans for annexing adjacent territory, updating the land use plan, and providing greater code enforcement to upgrade problem properties.

and perhaps more important, "the vision statement must be reached by consensus and encourage the commitment of diverse community members."²¹

Vision statements vary from a few sentences to several paragraphs. The statement of the Greater Wilson Community features a short sentence on overall vision, accompanied by thematic

subparagraphs (see the sidebar on page 22). It is a good example of a statement created by consensus that speaks directly to the issues and the themes identified in an extensive public-engagement campaign during the environmental scan.

After creating a vision, participants establish goals and strategies for achieving it. This phase involves identifying

After grouping issues in like categories and ranking and prioritizing the issues, the School of Government consultants used this list to gather feedback and reactions from both employees and citizens. Two employee focus groups were held, with a total of twenty-one employees participating, to gather additional ideas and test their reaction and support of the council-developed goals and objectives. Three citizen focus groups, with twenty-four participants altogether, provided similar feedback that was shared with the council and senior staff members in a later session.²

The council members observed that the feedback and ranking data from these focus groups did not differ substantially from their own priorities but did have implications for many of the activities or for the emphasis applied to the overall goals. For instance, as they considered how to apply stricter code enforcement, the number one criterion for deciding which properties to target first was the threat the properties presented to public safety. This supported and addressed the concern raised in the citizen focus groups about drug use and related activity. Furthermore, as a result of the focus group feedback, the council incorporated some additional strategies to communicate more effectively with citizens.

Finally, the council and the staff agreed to revisit this work regularly. They scheduled specific review sessions (an annual update was done in spring 2007), and in the year following the plan's initial adoption, they devoted every other management team meeting to implementation of the strategic plan. In essence, Roxboro has obligated the time and the effort to the review, committed itself to making necessary adjustments, celebrated and shared accomplishments, and added new goals as appropriate.

Notes

1. The council's operating principles: (1) We value and strive for a team approach to governing that includes the perspectives, skills, and abilities of council, staff, citizen, and other potential partners. (2) We always serve others in a courteous, professional, and fair manner. (3) We want to make a positive difference in the lives of our residents by making decisions that consider the greater good of our community. (4) We appreciate and encourage a diversity of viewpoints; therefore, we listen with respect, respond promptly to all inquiries, and consider all input. (5) We expect to be fully informed in our decision making and will not govern by anecdote. (6) We are passionate in our discussions, yet maintain a respect for each other. (7) We are willing to compromise.

2. Questions for employee and citizen groups: (1) Do you see this as an important issue for the city to focus on? (2) Do you agree or disagree with the way the council has suggested the city can move toward each goal (the objectives)? Why, or why not? (3) What suggestions can you offer for achieving this goal? (4) Recognizing that all these are long-term goals, which two do you think need the most immediate attention in the next 3–5 years? (5) For citizens: What might compel you to get more involved with planning for the future of this community?

goals that flow out of or support the vision statement, selecting key performance areas, and drafting action plans to meet the goals. The key is to identify clear goals, measurable objectives (desired outcomes), and concrete strategies to meet those objectives, and to set timelines and assign responsibility for implementing strategies.

Finally, most flourishing visioning endeavors create formal and standing systems to monitor implementation and evaluate outcomes. Some communities have formed a monitoring committee or a new organization whose sole focus is to oversee implementation of the vision. Identifiable and measurable indicators of progress help demonstrate success and

track goal achievement as the community progresses.

“Community” Strategic Planning

Many practitioners use the terms “community visioning” and “strategic planning” interchangeably or together, implying that they are synonymous.²² Both processes entail roughly the same steps (shown in Figure 1), yet it is important to distinguish between the two and understand them as related but different processes. The key distinctions relate to the user of the vision and the plan of action, the ability to influence the planned outcomes, and the degree of engagement or participation by others outside the primary organizing group. (For a summary of the distinctions, see Table 1, page 23.)

If the plan is for a single organization, such as a municipality, then it is more appropriate to speak of a strategic plan. Strategic planning is an important tool in the larger toolbox of strategic management. Organizations can be managed and guided by a strategic vision and plan, but the community, as a collective entity, cannot. On the other hand, a community vision—a shared statement of values and direction for the entire community—can serve as a guide to the various organizations in that community, including its key institutions of governance.

A local government's strategic plan might be termed a “community strategic plan” because its goals and objectives are intended for the betterment of the community demarcated by the jurisdictional boundaries. Budgetary decisions and other policies of the local government are used to implement the plan. Although these decisions may affect the entire community, they are made by just one organization.

Strategies outlined in the action plan component of a community vision, on the other hand, are implemented collaboratively by organizations, groups, and individuals across the community. This is another key distinction between the two processes.

There also are differences in community engagement. For a visioning process truly to be of, by, and for the entire community, it must be broadly and extensively participatory. Nongovernmental representatives do not participate merely to

give input to the government’s plan. Rather, they are co-creators and co-owners of the product.

On the other hand, a single-organization local government’s strategic plan can be created with varying

degrees of public input. In fact, such a plan can be developed in a board or staff retreat with no public input whatsoever. However, if it is to be guided by a community vision—one that truly reflects the community—the best advice is that the process of creating it be broadly participatory, including stakeholders beyond the organization’s decision makers.²³ Whereas most community visioning efforts are likely to cross jurisdictions as well as sectors, the local government strategic plan is for one jurisdiction and might engage only jurisdictionally based stakeholders.

Thus because a strategic plan is for an organization and not an entire community, there is no need to make the participation as extensive as in a community visioning project. Strategic planning by a local government can take on many

Table 1. A Comparison of Community Visioning and Strategic Planning

	Community Visioning	Strategic Planning
Locus of Practice	Coalition (public-private partnership)	Single organization (e.g. city government)
Starting Point	Scan of current environment SWOC analysis	SWOC analysis
Implementers	Multiple implementers	Single implementer
Approach to Implementation	Through action teams, work groups (collaboration)	Mostly through budget and policy decisions of organization
Level of Community Involvement	Broad-based, extensive	Range (none to some)
Long-Term Vision	Yes	Ideally, but not necessarily
Time to Develop	Months to years	Weeks to months

Table 2. A Comparison of Planning Processes: Roxboro City, Wilkes County, and Wilson County

	Re-Visioning Roxboro	Wilkes Vision 20/20	Wilson 2020 Community Vision
Start	December 2005	Fall 1998	October 2006
Initiators	Public sector City council	Private sector Chamber of commerce	Private and public sectors Cross-sector collaborative group
Governance	City council City manager Management team	Chamber board of directors Steering committee Foundation teams	Management committee Steering committee Action teams
Input	Some outreach to employees (21) and citizens (24)	Large numbers, extensive: town hall meeting (400)	Large numbers, extensive: community forums (630); survey (900); summit (150)
Ongoing Oversight	City of Roxboro City government	Wilkes Vision 20/20 Nonprofit organization	Management committee Cross-sector collaborative group
Follow-through	Ongoing and regular review, integration, implementation, and revisions of plan by council, management team, and employees	Ongoing and regular review, integration, implementation, and revisions of plan by committees Paid staff	Ongoing and regular review, integration, implementation, and revisions of plan by committees Paid staff
Consultants	Public: UNC School of Government ¹	Private: Luke Planning Inc.	Public: UNC School of Government ²
Cost	\$17,000 ³	\$53,500 ⁴	\$40,000 ⁵

Throughout this article we provide examples of strategic planning and community visioning projects from the Roxboro, Wilkes, and Wilson communities. Two of these efforts began relatively recently. The third has been under way for nearly a decade. Just as each community is unique, each planning process is distinctive to fit local circumstances. These examples purposely provide variations along a spectrum of options and approaches so that readers can consider what elements might be adapted to their own situations.

1. School of Government staff from the Public Intersection Project, www.publicintersection.unc.edu, consulted on the Roxboro strategic plan.

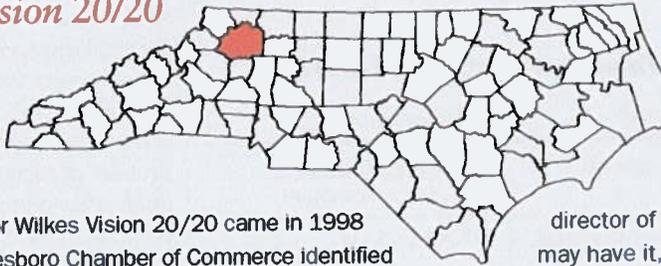
2. School of Government staff and faculty from the Public Intersection Project and the Community and Economic Development Program, www.sog.unc.edu/programs/cednc, consulted on the Wilson 2020 Community Vision project.

3. This figure includes the cost of initial plan development in 2005–6, work with the management team on incorporating the strategic plan into departmental work plans, and first-year review of the plan in 2007.

4. Henry Luke, of Luke Planning Inc., Jacksonville, Florida (www.lukevision.com), facilitated the process at an initial fee (quoted in 1998) of \$44,000 for Phase 1 and provided first-year oversight in Phase 2 for \$9,500. Travel and other expenses were additional.

5. This figure represents the cost of the School of Government contract. Significant additional costs were covered by several community organizations, including Barton College, the City of Wilson, and Wilson County. The effort continues to be funded by public and private dollars.

Wilkes Vision 20/20



The impetus for Wilkes Vision 20/20 came in 1998 when the Wilkesboro Chamber of Commerce identified a need for a long-range planning process for the community. The process did not arise from an immediate threat. Rather it began as a way to identify needs, elevate causes, and envision the future without demeaning the present.

After hiring a private consultant, the community solicited input through a community summit and formed a 150-person task force, whose job was to organize all community input into working areas (education, economic development, government, quality of life, infrastructure, and private-sector leadership) and develop a draft long-range plan.¹

The Wilkes Vision 20/20 plan was presented for additional community comment in spring 1999 and completed later that year. Since then, committees focused on the working areas have formed and meet regularly to implement, evaluate, and add to the plan.

Practical Challenges of an Inclusive Planning Process

With the benefit of hindsight, Wilkes Vision 20/20 participants identified five challenges that they faced:²

- **Overcoming issues of trust.** Sometimes, people can be distrustful or suspicious of others who work in a business or a field that they do not understand. "The process has helped us get through that by recognizing shared responsibility and shared vulnerability," said the Reverend Nelson Granade. "We've developed trust."
- **Sustaining momentum.** Vision takes energy, and in most communities, large and small, a small percentage of the population seems to do most of the work. Carrying such a load can lead to burnout. Also, once things start moving and some positive changes occur, it is easy to stop. When people start behaving more collaboratively, leaders may congratulate themselves on the good job that they have done, and forget that there is another step: renewal. They must keep renewing themselves and the plan. "It's like faith," said Fran Evans,

director of Wilkes Vision 20/20. "You may have it, but if you don't feed it, you become complacent."³

- **Avoiding turfism.** Everyone has his or her own interests, and often the interests compete. Finding common ground can be a struggle. According to Linda Cheek, a Wilkesboro Chamber of Commerce employee with a long history of involvement in the visioning process, Wilkes Vision 20/20 was able to meet this challenge by integrating varied opinions into the plan. "Make sure diverse voices are heard," she said. "Even if their issue doesn't get prioritized as most important, there is validity in hearing their opinion and having them understand why other issues may take higher precedence for action."⁴
- **Being realistic.** It is important to examine the realities of what is working and what is not working in the community. The community must compare itself with other communities. The visioning effort must raise the anxiety level enough to get action and motion but not so much that it generates overreaction or pessimism.
- **Keeping people informed.** If the visioning process is to sustain itself, there must be effective communication and partnerships. The Wilkes Vision 20/20 director sends out a newsletter to more than 1,200 people ten times a year, sometimes as an insert in the chamber of commerce newsletter.

Notes

1. See Wilkes Vision 20/20, www.wilkesncvision.org.
2. Ken Noland, Wilkesboro town manager, telephone interview by Lydian Altman, August 14, 2007; Nelson Granade, pastor, First Baptist Church, telephone interview by Lydian Altman, September 11, 2007; Linda Cheek, employee, Chamber of Commerce, and Fran Evans, director, Wilkes Vision 20/20, telephone interview (conference call) by Lydian Altman, October 18, 2007.
3. Evans, interview.
4. Cheek, interview.

elements of a broader community visioning effort, though—including developing a community vision—by involving a variety of community stakeholders.

Roxboro’s recent strategic planning effort illustrates such a participatory process (see the sidebar on page 24).

As mentioned, in practice the two processes overlap considerably. Ideally, self-defined metacommunities that span multiple jurisdictions (like the Greater Wilson Community) create shared visions that connect to component organizations’ strategic plans. A local government doing a strategic plan (including a vision) should seek consistency with a broader community vision if one exists. If one does not exist, the plan’s vision would be the community’s vision and have the potential for impact beyond the local government. In such a case, the local government’s strategic plan might take on more visionlike elements. The visioning/strategic planning comparison may be thought of more as a continuum of practices than as distinct choices. Every community is unique. Thus the most appropriate model for community visioning will vary.

Benefits of Using a More Inclusive Planning Process

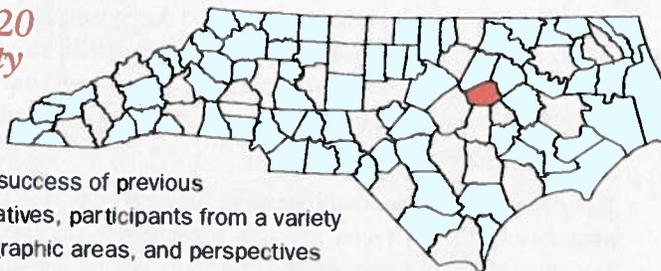
Community visioning is one of many emerging “collaborative governance practices” that emphasize “diversity and interdependence, processes that support dialogue and deliberation, the building of trust and ongoing capacity to collaborate in the face of continuing uncertainty and change, and the search for solutions that embody good outcomes for the public.”²⁴ It is an ongoing process of investing time, energy, and resources in the development of a community’s capacity for leadership; creating a new level of civic engagement; and plotting and regularly updating the vision of a community’s future. To engage the community continually and meaningfully in developing, implementing, and overseeing change, the benefits of which may not be apparent for years or make headline news, is hard work. Yet the payback of stronger community connections and involvement can have lasting impact on how a community presents itself to others.

As noted by Ken Noland, manager of Wilkesboro, whose community is nearly ten years into a visioning process,

The visioning process and resulting plan has positioned us to better respond to rapid change. We are much more adaptable and able to understand what the potential change might mean for all our community. We realize that change doesn’t affect

just our own entity but multiple entities, target groups, and stakeholders. When we lose a factory providing 1,000 jobs, it is not just the city’s tax rate that’s facing problems. All of us have to deal with the issues. Doing that together gives us the advantage of a think tank approach to community problem solving, and positions us to respond to change quickly and comprehensively.²⁵

Wilson 2020 Community Vision



Building on the success of previous countywide initiatives, participants from a variety of sectors, geographic areas, and perspectives shaped and guided the most recent effort to engage the entire Greater Wilson Community in mapping its future and building the capacity of its leadership to guide and sustain change. Representatives from local governments, businesses, nonprofits, health care organizations, the media, the faith community, and primary, secondary, and higher education institutions all became involved. The sixteen key community leaders who made up the original management committee served as the primary planners and overseers of the organizational structure, financial resources, consultants, and logistics of what became Wilson 2020 Community Vision.

As the planning process began, the management committee recruited and engaged important stakeholder groups and additional community members from across the county to form a fifty-member steering committee. That committee rallied community support for the work; determined, tested, and approved various strategies to engage the community; facilitated community forums; and guided the integration of different data sources.

The Wilson 2020 Community Vision visioning process, begun in fall 2006 and continuing today, has followed a four-phase model (see Table A).

Table A. Overview of the Wilson 2020 Community Vision Visioning Process

	Building Infrastructure	Gathering Information	Visioning/Holding Summit	Action Planning and Implementation
Purpose	Develop community engagement strategy	Identify trends, patterns, perceptions for directing change	Come to agreement about future vision and identify issue areas	Compile action plan and implementation steps
Activity	Groundwork Interviews with steering committee members Community scan	Community engagement activities Community analysis Development of draft vision	Community-wide summit Formation of action teams Development of and work on recommendations in each issue area	Refinement of action plan by action teams Implementation of action plans, continued dialogue, and projects in each issue area

Recognizing impending changes that could and would affect his community, one local business leader began to rally financial and human resources in the private sector to support a comprehensive and community-led visioning process to better position the Wilkes County community to shape and respond to its future. As the process and the project expanded, they encompassed public-sector, faith-based, and community-

based leaders and institutions as well. The benefits to the community and the local governments that participate have been extensive.²⁶

- There is greater collaboration and less competition among local governments. No longer does each town solely work toward what is best for it. "If an issue falls within the scope of our vision plan, then

Various data-gathering methods were employed during the gathering-information phase. They were designed to help leaders better understand how citizens viewed the community and to give them an opportunity for input and involvement.

Specifically, the building-infrastructure and gathering-information phases had four primary components:

- **Telephone and in-person interviews** (41), which assessed the strengths, weaknesses, opportunities, and challenges (SWOC) in the Greater Wilson Community and recorded phrases and ideas that represented the ideal vision for Wilson.
- **Community forums** (39), which gave about 630 people an opportunity to express their views about the current and future state of the Greater Wilson Community. These sessions, which were facilitated by both School of Government consultants and School of Government-trained steering committee members, generally reflected the racial, ethnic, and gender composition of the county.
- **Online survey**, which drew more than 900 responses on the Wilson 2020 Community Vision website.
- **The community scan document** (available data on community indicators, such as demographic profiles from the U.S. Census Bureau and economic data from the North Carolina Department of Commerce), which provided a factual snapshot of the community.

The steering committee used the large body of data generated to craft a unified vision and set of goals. The vision statement (see the sidebar on page 22) and the seven issue areas that emerged served as the foundation for developing action teams during and after the community summit.

About 150 people gathered in a community summit at Barton College in April 2007 to extend the visioning process to an ever-widening circle of participants and involve them in responding to the strategic vision and goals drafted previously. As of August 2007, action teams were continuing to expand their membership to reflect the resources needed on each team; refine outcomes to make them measurable, succinct, and meaningful; and develop a mix of strategies, both short- and long-term. This work will be refined, documented, tracked, and evaluated as it proceeds.

In the remainder of the action-planning-and-implementation stage, the management committee will coordinate the work of the teams and set priority areas for action. This will result in a final action plan to be shared with the entire community. For more information, visit www.wilson2020vision.org.

we take it to the visioning group to ask them to convene all the elected and appointed officials to discuss it. This creates a different sounding board," said Manager Noland. "These less affluent communities in North Carolina can't afford overlapping services."²⁷

- The overall needs of the community are addressed because ideas and issues are not hindered by jurisdictional boundaries. In some cases, visioning groups recommended a more expensive but politically viable alternative because it might result in a win-win scenario and make the difference between the success or the failure of the project. "Some in Wilkes County joke that there are three political parties in the county: Republicans, Democrats, and Vision 20/20," said Nelson Granade, pastor of the First Baptist Church.²⁸
- More ideas get considered because they are raised by a politically neutral and collaborative body. Often, dealing with an issue is difficult from the start if just one entity has introduced it.
- There is better buy-in from the public as a result of a more open and deliberative process. "During our deliberations about lowering the high school dropout rate, citizens kept asking elected officials, 'How are we going to get there?'" said the Reverend Granade.²⁹ This challenge by citizens prompted action and demonstrated the community's commitment to change.
- The visioning has developed a sense of community by bringing people together around a cause. As the Reverend Granade put it, "Cause creates community. You can get people together without it, but it is easier for communities to form around a cause."³⁰ This sense of community has long-lasting benefits. As a result of the visioning process, said Linda Cheek, a chamber of commerce leader, "there is an amazing spirit here of optimism, even when times are tough."³¹

- The community is better positioned to respond to rapid change because a team is in place and used to working together. “When we were competing with a neighboring county for a state construction project,” said Manager Noland, “we had a forum and process already developed that enabled us to put aside individual interests and band together as a county to win the project. That would not have happened ten years ago.”³²

A big challenge: true buy-in, not just lip-service support.

A specific example of progress through the visioning process is the high school graduation rate, which has gone from 52 percent to 72 percent since the subcommittee responsible for working on this portion of the community plan came into existence. Several of the programs developed to keep young people in school have come from this group, including graduation partnership programs and infrastructure improvements at schools. Said Manager Noland,

*It’s hard to pin down those successes to the work of that one [visioning subcommittee] group, but it has provided us the venue to be out in the community and get people talking together. I can’t say those things the visioning group did were solely responsible for that change, but they certainly were supplemental, complementary, and contributed to the overall success in improving the high school graduation rate.*³³

Principles of Successful Community Change

Many examples of successful (and unsuccessful) community visioning projects exist. The reasons for their success or failure can be complex and varied. Each community is unique in its strengths and assets, makeup and leadership, history and geography, politics and outside influences. These distinctions demand that each community carefully consider strategies that fit its

needs rather than adopt a cookie-cutter approach to planning and visioning. Furthermore, each community must consider how much public or cross-sector participation is desirable. Choosing a more participatory, boundary-spanning approach will pose challenges and call for trade-offs.

We present a set of general principles that communities might consider before undertaking a community change effort. The principles draw on our experience and that of our colleagues.³⁴ They are supported by a review of relevant literature and best practices.³⁵ Each principle is followed by suggested practices and several examples from the experiences of the three North Carolina communities that we are highlighting. These examples represent equally valid but significantly different approaches to planning. (For more details on the communities’ processes, see Table 2 and the sidebars on pages 24, 27, and 28.)

1. Value and seek broad community recognition of and support for the civic importance of work on community change.

- Obtain formal and true support or buy-in (that is, not just lip service; for example, formal resolutions of support, or endorsements) from existing governing institutions, civic organizations, and other important entities.
- Collect, share, and use community-wide indicators to measure progress.
- Adopt the vision, the values, and the philosophy on a community-wide and personal basis.

Once the vision and the goals of Wilson 2020 Community Vision were adopted, the steering committee sent an informational summary to more than 100 organizations, officials, and education and community leaders announcing the upcoming summit, inviting their impressions of the vision and the goals, and asking for their endorsement of the vision statement. Thirty-five responses were received, nearly all positive.

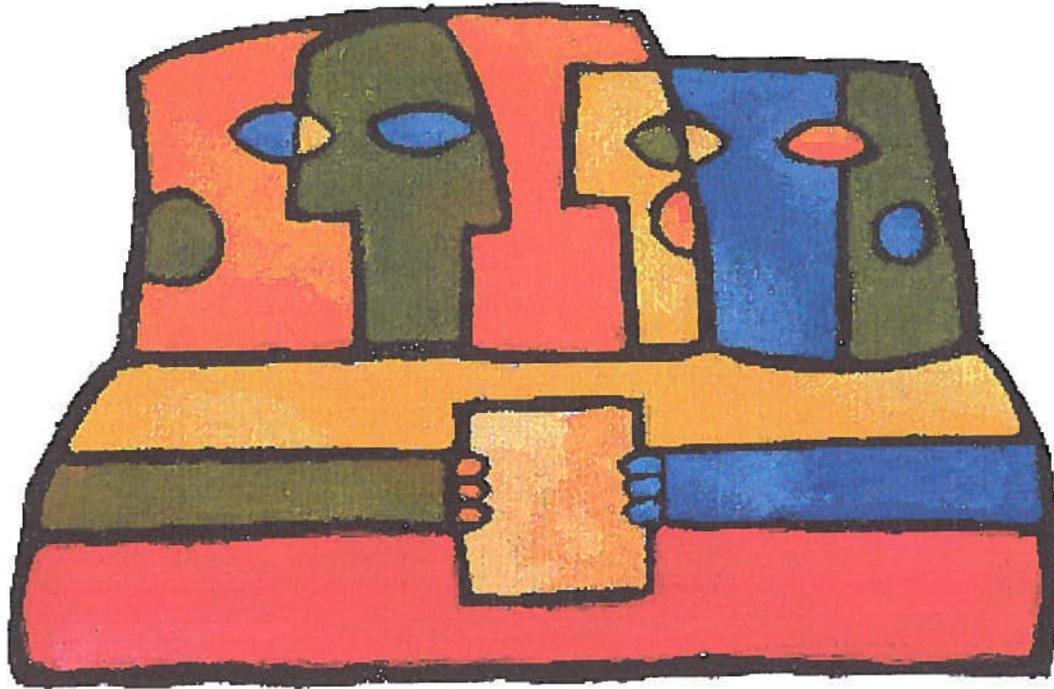
At the start of the Wilkes Vision 20/20 process, organizers spent time gathering data and indicators. A series of articles appeared that raised awareness and challenged the community to question its status relative to other places with questions like these: What is our pay compared with the rest of North Carolina? How does our high school dropout rate compare? What is the poverty rate among senior adults? This advance work was partly responsible for galvanizing public support for the visioning effort and brought more than 400 community members to the kickoff town hall meeting.

2. Structure and formalize the leadership and management functions of the community change effort.

- Adhere to regular meeting times, arrangements, and documentation.
- Routinely share information between meetings.
- Recruit, inform, and orient new leaders.
- Dedicate staff and professional support to the effort (through direct hires, job sharing, assignment of responsibilities to existing positions, contracts, rotation of responsibilities or functions, and so forth).

The Roxboro management team sets aside every other meeting to discuss ways in which it can implement the strategic plan and integrate or improve service delivery to support implementation. In the first few months after adopting their initial strategic plan, city officials did the following:

- Posted major changes to the website
- Purchased and installed new software to allow intracity information sharing
- Offered training in team building to foster a collaborative governance approach
- Rewrote individual performance objectives for the manager and the department heads in support of the plan’s objectives
- Hired a public information officer



3. Emphasize shared responsibility between the public and private sectors.

- Contribute local and existing assets or resources to implement strategies.
- Weave together the comprehensive and strategic planning efforts of both sectors and integrate them into the community vision and goals.
- Undertake joint pilot programs.
- Plan for, seek, and leverage outside resources together.

Initial funding for the Wilkes Vision 20/20 effort came entirely from private corporations. Contributions from local government have come more recently. Original pledges were for five years. They have been renewed for another five years.

4. Intentionally build on local assets to increase civic capacity and leadership.

- Focus community development and planning efforts on what the community does well (its assets) rather than on what it lacks (its needs).
- Recognize and value methods and practices that emphasize the processes of leading, not just the products, thereby creating a stronger civic infrastructure. Equipping community members to be “process

literate” enhances a community’s ability to mobilize, manage, and sustain effective working relationships.

Using feedback from the community and its own sense of what building the community’s capacity would take, the Wilson 2020 Community Vision Steering Committee chose two of its seven goals to emphasize collaboration and community. Specific strategies to support those goals included leadership development programs and other ways to build civic infrastructure, such as local government sponsorship of forums about the local political process and strengthening of neighborhood and community association through greater coordination, education, and communication.

5. Continually seek pertinent and valid information and the input and the perspective of the community as community change is planned, organized, and executed.

- Ensure that planning efforts mirror community intent by checking in with community members and incorporating community involvement in all phases, stages, and strategies.
- Periodically revisit existing feedback and material generated during the community visioning stage for continuing integration.

Recognizing that change is inevitable and that planning too far into the future is impractical, the Roxboro City Council decided to treat its final document as a work in progress, subject to continual review and revision in order to adapt to changing conditions, circumstances, partners, and opportunities. The final document is intentionally brief, and its format intentionally user-friendly, to encourage sharing, discussion, and understanding of the document by a variety of community organizations and citizens.

In 2006, Wilkes Vision 20/20 brought together a diverse group of people to brainstorm possibilities, prioritize options, and work toward consensus on emerging community issues. In addition, organizers asked, “Is the Vision 20/20 process still relevant? Do we need to exist?” According to Fran Evans, Vision 20/20 director, “The answer was a resounding yes!”³⁶

6. Focus on achieving visible results that get the community closer to the vision and stimulate continued commitment.

- Choose a mix of short- and long-term priorities, and concentrate on some early results.
- Develop a successful collaborative effort early, even if it is on a relatively small or insignificant project.

- Report progress to the community on an ongoing basis.
- Celebrate accomplishments.

The comprehensive nature of Wilson 2020 Community Vision required a continuous flow of messages to the greater Wilson community. This outreach was especially important for the success of the various strategies of community engagement. Early on, a website was developed and was subsequently housed and maintained by Barton College. The *Wilson Daily Times* supported the project with newspaper coverage throughout the process and extensive advertising of project-related events. Additionally, a marketing subcommittee kept a steady stream of advertising, radio spots, and stories running. A videographer was used at the community summit, and segments from the event were put together in a twenty-minute video to publicize the visioning effort. Shortly after the summit and the refinement of action plans, the management committee identified short-term, “low-hanging fruit” strategies and long-term, “stretch” strategies. Some have already been accomplished, such as development of a comprehensive community calendar, hosted on the *Wilson Daily Times* website.

7. Continuously monitor the process and the products (outcomes), and evaluate them against the action plan.

- Use group critiques and self-critiques to improve effectiveness.³⁷
- Update initial indicators using new information.
- Set up an evaluation system for integration across teams, projects, collaboratives, and partnerships.

Self-evaluation is continuous in Roxboro city government. Elements of the final draft of the strategic plan, especially those that require changing policies or procedures and strengthening or developing relationships, were factored into the annual work plans for the council, the manager, department heads, and other staff. In this way, the plan became a tool and a guiding force for holding all personnel accountable for their work.

Most of Wilkes Vision 20/20’s indicators of progress are qualitative rather

Table 3. Levels of Citizen Involvement in Developing a Vision or a Plan

Telling	“We’ve got to do this. It’s our vision/plan. You be excited about it.” <i>Governing body imposes vision.* People don’t get voice.</i>
Selling	“We have the best answer. Let’s see if we can get you to buy in.” <i>Governing body develops vision, enrolls people in it.</i>
Testing	“What excites you about this vision/plan? What doesn’t?” <i>Governing body gauges acceptance, support, and relevance of its vision. If there is not sufficient community support, governing body goes back to drawing board. Success depends on people’s willingness to be truthful and realistic.†</i>
Consulting	“What vision/plan do other stakeholders recommend that we adopt?” <i>Governing body engages people in designing vision. They consider ramifications of their choices.† Governing body plays role of judge in accepting/ignoring what people say. Governing body determines content of vision and decides how to begin moving in direction of vision.</i>
Co-creating	“Let’s create the culture we individually and collectively want.” <i>Every step involves discussion and shared choice by both governing body and community members.†</i>

* “Governing body” refers to any formal group leading the planning effort, be it a local government board, a collaborative leadership team, or some other body that has ultimate responsibility for the vision or the strategic plan.

† The governing body will have to consider whether various stakeholders know enough about the roles and the responsibilities of city government to be able to make these judgments or understand the ramifications of their decisions. If not, community participants will have to be educated in using this approach.

than quantitative. Each indicator is periodically reviewed by the appropriate committee to see if it is still relevant, if the related activity is on target, and what else may have changed in the community. “For example, one goal of the infrastructure committee was to have the highway widened and install natural gas,” said Manager Noland. “All that has happened, so now that group has folded into a support group for the government committee.”³⁸

Issues for Local Government Leaders to Consider

Gauging the Value and the Level of Participation

Assuming that a community wants to include a broad range of stakeholders, how does it decide how much participation is desirable? As one local government official said, “The biggest issue we’re wrestling with is the scope of the project. We’re wondering whether a large-scale, time-consuming project would yield significantly better results than a less ambitious strategy.”³⁹ As elected and appointed officials wrestle

with this basic dilemma, they might ask themselves these questions:

- What are our motivations for undertaking a planning effort?
 - To develop a comprehensive approach to services that can guide staff and elected officials in preparing budgets?
 - To explore ways to increase the local resources available to undertake community problem-solving efforts?
 - To minimize citizen opposition to decisions?
 - To engage people from throughout the community in guiding their shared future?
 - To build an open community in which people trust and care about one another?
- What do we hope to gain by involving citizens? What do they need to know? What do we need to know from them?
- How will we decide what approach is right for our community? Who will make the decision?

- What are the added financial implications of involving citizens?

Every approach has its trade-offs. Chief among the elements to consider are time, community commitment and support, costs, and information. Community planning processes that are highly citizen-driven are extremely time-intensive and often expensive. The challenge for a community is to balance the competing considerations of efficiency and cost-effectiveness while building in mechanisms to encourage community involvement in decision making.

A community can choose from a range of approaches in undertaking a community planning project (see Table 3). These can be seen as stages, if the ultimate goal is a broadly inclusive effort that will yield a shared vision. Alternatively, in preliminary conversations to design the scope of work, a community can use the table to assess and discuss the trade-offs of the approach

it chooses. In this way, it can ensure a shared understanding among those involved before it gets started or if confusion arises in the midst of work.

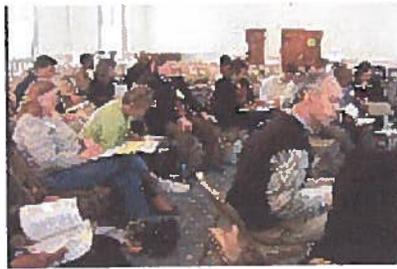
Addressing Political Considerations

There is value in having elected officials participate in the planning without dominating it or tainting it with political overtones. Community planning processes provide an arena for raising issues of value to the community. Therefore all voices must be counted and heard. By encouraging broad participation and input, community leaders create the expectation that the perspectives of people who often are marginalized or are out of the mainstream are considered on equal footing with all others. Yet how priorities are ultimately chosen and implemented can unintentionally (or intentionally) exclude these voices in an effort to strive for efficient or expedient decisions, avoid politically sensitive or

uncomfortable situations, or simply deny the existence of opposing viewpoints. Elected officials must be fully aware of the impact that they can have on a visioning effort.

Measuring Progress

Community indicators are an important accountability component for community development efforts. Before the visioning process even began, the leaders of Wilson 2020 Community Vision recognized a need to have a specific set of indicators that could be kept and updated continually, both to monitor progress and to facilitate future planning. Part of the implementation phase of Wilson 2020 Community Vision is to determine which indicators will be used to monitor progress. In making this determination, two kinds of indicators are important to consider. First, there are several global indicators that are readily obtainable and easily compared across counties and



All photos by David Dalton / BlueWater Media

Scenes from the Wilson 2020 Community Visioning Summit, held April 16, 2007, at Barton College.

from county to (at least) state—for example, high school graduation rates, unemployment rates, homeownership rates, and household incomes. The North Carolina State Data Center is a good resource for many of these indicators.⁴⁰

The second category of indicators is more specific to a community's vision. Each thematic action area should include a set of goals, outcomes (or objectives), and strategies. Ideally, each outcome would have associated with it at least one measurable indicator. Some of these indicators may be found in the list of global indicators. However, most indicators specific to a stated desired outcome or objective are likely to be more community-specific and thus may need to be collected locally. An excellent resource for understanding how measuring results fits into vision-driven, collaborative governance is the book *Results That Matter*.⁴¹ The authors argue that “advanced community governance” entails alignment of “getting things done” with engaging citizens and measuring results.

Choose clear indicators to monitor progress. Consider using both global and specific indicators.

Maintaining Accountability

As communities engage a broad range of stakeholders in designing, planning, and developing their future, the interactions among potential partners increase, and so do the opportunities for misinformation, miscommunication, or misunderstanding. Often the visioning partners are exploring innovative ways to address broad public problems and new ways of working together to do so. They are not sure what specific activities will be successful, so their agreements are in terms of general services or outcomes, such as improved quality of life. This represents a change in the way people traditionally view accountability, with a focus on restraints and reports. Measures that have customarily defined successful programmatic outcomes and relationships may not be appropriate for new ways of working together.

The traditional lines of control and accountability are blurred and may no longer be appropriate to the new partnerships and collaborative efforts. Yet visioning participants can design new

accountability patterns if they are willing to share decision making, take time to deliberate and experiment, and respect the different perspectives of the various organizational representatives. Given community visioning's focus on product, process, and creation of new relationships, accountability measures used in community visioning projects must be flexible enough to accommodate expanded collaboratives.⁴²

Conclusion

Local governments in North Carolina face a sea change that will affect their communities in immediate and real ways. The trends toward outsourcing of jobs and population shifts are key drivers of change. More and more people are able to choose where they want to live on the basis of what type of lifestyle and location appeals to them the most. As a result, quality-of-life issues are becoming at least as important as traditional forces of economic development. Quality-of-life issues span the spectrum, so they cannot be adequately addressed by just one sector. Shaping the multitude of community characteristics that determine quality of life requires cross-sector relationships and contributions.

Visioning entails citizens creating a shared sense of direction for their community. It is both a product and a process, built on the common ground discovered in the journey. The product provides tangible results, often an action plan that identifies strategies for achieving the goals expressed in the vision statement. The process itself, one of broad-based citizen engagement, is meant to extend beyond the specific activities and contribute to building the overall civic capacity of communities and regions.

Today's multitude of economic and social forces can be viewed as a tumultuous sea on which a ship (the community) is operated by a diverse crew (the various community groups and organizations). For the ship to sail effectively and in the right direction, all crew mem-

bers must work in synchrony toward the desired destination. Too often, ships are tossed around by the sea, become directionless, and drift under the force of the wind or the waves. A shared vision serves as a beacon, guiding the crew to work together to steer the ship in the desired direction.

Local governments are in a prime position to catalyze efforts to create such a vision. In North Carolina, many local governments are stepping up to the challenge of engaging their communities in new ways to develop visions that not only help government leaders know which way to go, but also enable the direction to be shared with other key community partners.

Notes

1. Norman Walzer, preface to *Community Strategic Visioning Programs*, ed. Norman Walzer (Westport, CT: Praeger, 1996), at xi.
2. William R. Potapchuk and Jarle P. Crocker Jr., “Exploring the Elements of Civic Capital,” *National Civic Review* 88 (1999): 180.
3. Alvin Toffler, *Future Shock* (New York: Bantam Books, 1970).
4. Steven C. Ames, “Community Visioning: Planning for the Future in Oregon's Local Communities” (paper presented at the national conference of the American Planning Association, San Diego, CA, April 5–9, 1997), 5; Robert Shipley and Ross Newkirk, “Visioning: Did Anybody See Where It Came From?” *Journal of Planning Literature* 12 (1998): 407–16.
5. Bruce Adams and John Parr, *Boundary Crossers: Case Studies of How Ten of America's Metropolitan Regions Work* (College Park, MD: James MacGregor Burns Academy of Leadership Press, 1997).
6. Derek Okubo, ed., *The Community Visioning and Strategic Planning Handbook* (Denver, CO: National Civic League Press, 2000), 6.
7. For links to numerous articles on Chattanooga, see www.chattanooga-chamber.com/GetToKnowUs/americanastalking.asp.
8. Ames, “Community Visioning,” 6.
9. David E. Booher, “Collaborative Governance Practices and Democracy,” *National Civic Review* 93 (2004): 36.
10. Center for Rural Pennsylvania, *Planning for the Future: A Handbook on Community Visioning* (3d ed.) (Harrisburg, PA: Center for Rural Pennsylvania, 2006), www.ruralpa.org/visioning3.pdf, 6.
11. Ames, “Community Visioning,” 10.
12. Potapchuk and Crocker, “Exploring,” 180; William R. Potapchuk, “Building Sus-

tainable Community Politics: Synergizing Participatory, Institutional, and Representative Democracy," *National Civic Review* 85 (1996): 57.

13. Christopher L. Plein, Kenneth E. Green, and David G. Williams, "Organic Planning: A New Approach to Public Participation in Local Governance," *Social Science Journal* 35 (1998): 519.

14. Carl M. Moore, Gianni Longo, and Patsy Palmer, "Visioning," in *The Consensus Building Handbook: A Comprehensive Guide to Reaching Agreement*, ed. Lawrence Susskind, Sarah McKernan, and Jennifer Thomas-Larmer (Thousand Oaks, CA: Sage, 1999), 561.

15. Two of the cases in this article (Wilkes Vision 20/20 and Wilson 2020 Community Vision) are multijurisdictional.

16. See Walzer, *Community Strategic Visioning Programs*.

17. An alternative but related approach is to maintain a small, more exclusive leadership team that appoints a large group or task force to participate in the visioning process. Instead of broadly engaging the whole community, the team pulls together a large, representative group that represents the broader community. The large group may then complete the visioning process over a shorter period, possibly in a retreat setting. This approach may have the advantage of being more focused and taking less time. However, it may seem more exclusive and not engage the whole community as effectively as a broadly participatory approach.

18. John M. Bryson, *Strategic Planning for Public and Nonprofit Organizations* (3d ed.) (San Francisco: Jossey-Bass, 2004). See Resource A.

19. National Civic League, *The Civic Index: Measuring Your Community's Civic Health* (2d ed.) (Denver, CO: National Civic League, 1999).

20. Bryson, *Strategic Planning*. See chapter 5.

21. Okubo, *The Community Visioning and Strategic Planning Handbook*, 36.

22. The National Civic League guide is for "community visioning and strategic planning." No distinction is made between the two terms. Consultant Henry Luke calls the facilitated portion of visioning "community strategic planning," implying that strategic planning is part of a broader visioning effort. See Luke Planning Inc., *Community Strategic Planning*, www.lukevision.com/strategic.htm.

23. Bryson, *Strategic Planning*.

24. Boohar, "Collaborative Governance Practices," 34.

25. Ken Noland, Wilkesboro town manager, telephone interview by Lydian Altman, August 14, 2007.

26. Noland, interview; Nelson Granade, pastor, First Baptist Church, telephone interview by Lydian Altman, September 11, 2007; Linda Cheek, employee, Wilkesboro

Chamber of Commerce, and Fran Evans, director, Wilkes Vision 20/20, telephone interview (conference call) by Lydian Altman, October 18, 2007.

27. Noland, interview.

28. Granade, interview.

29. Ibid.

30. Ibid.

31. Cheek, interview.

32. Noland, interview.

33. Ibid.

34. Ricardo S. Morse et al., *Wilson 2020 Report and Recommendations* (Chapel Hill, NC: School of Government, University of North Carolina at Chapel Hill, 2007).

35. Suzanne W. Morse, *Smart Communities: How Citizens and Local Leaders Can Use Strategic Thinking to Build a Brighter Future* (San Francisco: Jossey-Bass, 2004); David D. Chrislip, *The Collaborative Leadership Fieldbook: A Guide for Citizens and Civic Leaders* (San Francisco: Jossey-Bass, 2002).

36. Evans, interview.

37. Following are examples of the self-evaluation questions for Roxboro's council, staff, employees, and citizens: What improvement in work processes can you suggest to meet the goals outlined in the city's strategic plan? What products, events, or projects have your strategic planning efforts produced so far? What unanticipated opportunities or challenges also required your attention during the evaluation of this session or the planning process?

38. Noland, interview.

39. David Leonetti, management intern, City of Hickory, e-mail to Lydian Altman, August 3, 2007.

40. North Carolina State Data Center, <http://linc.state.nc.us/>.

41. Paul D. Epstein, Paul M. Coates, and Lyle D. Wray, *Results That Matter: Improving Communities by Engaging Citizens, Measuring Performance, and Getting Things Done* (San Francisco: Jossey-Bass, 2005).

42. Accountability relationships are viewed as processes—ways of interacting—around the expectations created in answering four questions: *Responsibility*—Who is expected to carry out which actions or produce what results for whom? *Discretion*—Who is expected to invoke, interpret, or alter those responsibility expectations? *Reporting*—Who should provide what information to whom about how responsibilities are carried out? *Reviewing and revising*—Who is expected to use what information to make decisions about the future of the relationship?

How the answers to those questions are put into practice constitutes accountability. Who answers each of the questions and how those answers are developed in large part determine whether accountability is an adversarial process, focused on punishment, or a collaborative process, focused on improving

the quality of public life. For a full discussion of this concept, see Lydian Altman-Sauer, Margaret Henderson, and Gordon P. Whitaker, "Developing Mutual Accountability in Local Government-Nonprofit Relationships," *Popular Government*, Fall 2003, 5-6.

LGFCU
LOCAL GOVERNMENT
FEDERAL CREDIT UNION

Have You Been
Wanting to Attend
an IOG Course?

LGFCU
Scholarships
Are Available!

The Local Government Federal Credit Union (LGFCU) offers a special scholarship program to nurture the career development of its members who are employed in local government in North Carolina. Members who plan to attend a class or a seminar at the Institute of Government may apply for scholarships to cover the cost of tuition.

Awards are made three times each year, or until funds are expended. Applications are accepted throughout the year, with deadlines of April 1, August 1, and December 1. For more information and a copy of the application, call 1.800.344.4846, e-mail info@lgfcu.org, or visit www.lgfcu.org and click on Applications.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Senator for Pitt County

Explanation: At its December 9, 2010, meeting, City Council requested discussion on exploring the possibility of endorsing a redistricting so that Pitt County has a Senator in the North Carolina Senate. A redistricting of the districts utilized to elect Senators to the North Carolina Senate which keeps Pitt County in a single district as much as possible (rather than being split into two or more districts) would likely accomplish this result. Such a redistricting would be justified based upon the principle of maintaining communities having a common interest in the same district. It also would assist in compliance with the Whole County Provision of the North Carolina Constitution (explained below).

As a result of the 2010 census data, the North Carolina General Assembly will be required to redistrict the districts which are utilized to elect Senators to the North Carolina Senate. Likewise, the General Assembly will be required to redistrict the districts utilized to elect Representatives to the North Carolina House and Representatives to the United States House. A redistricting plan is accomplished by the adoption of a bill by the North Carolina House and Senate.

Attached is a Redistricting Overview from the North Carolina General Assembly website. The following excerpts from this overview are provided as background:

How does the General Assembly do it?

Redistricting plans, like other legislation, are passed by the General Assembly in bills. The bills are introduced and go through committees before they are considered on the House and Senate floors. To handle the bills, leaders of the House and Senate have usually named special redistricting committees that hold public hearings to receive comment from the citizens. From decade to decade, those committees have taken different forms. Once both houses of the General Assembly ratify a redistricting bill, that bill, unlike most bills, is not subject to the Governor's veto. The bill cannot be implemented, however, until it has received approval ("preclearance," as it is called) under [Section 5 of the Voting](#)

[Rights Act](#). Typically, the [US Justice Department](#) reviews the bill to determine whether, in the [40 counties covered by Section 5 of the Act](#), there has been any worsening of the position of minorities. Alternatively, the State may gain preclearance through a lawsuit brought in the US District Court for the District of Columbia. Once a plan is enacted by the General Assembly and approved under [Section 5 of the Voting Rights Act](#), it remains in effect until the next federal census.

As they redraw districts, legislators will be urged by various people and groups to consider additional redistricting principles: "Keep communities in the same district." "Retain the cores of incumbents' prior districts." "Increase or reduce the strength of one or the other political parties." Redistricting is a complex and political process, and all of these motives are legitimate and traditional redistricting considerations. Ultimately, the voters, through their elected representatives, control the process.

Division of Counties Must Be Minimized:

[Article II of the State Constitution](#) says that in drawing State House and Senate districts, no county shall be divided. In 1981, the [US Department of Justice](#) said that requirement was inconsistent with the [Voting Rights Act](#), so the General Assembly disregarded it for 21 years. Then in 2002 the [State Supreme Court](#) in the case of *Stephenson v. Bartlett* said the "Whole County Provision", found in the [State Constitution](#), must be honored to the extent it can be honored, consistent with the [Voting Rights Act](#) and other State and federal precepts. The Stephenson decision for the first time said the equal protection clause of the [State Constitution](#) contained a presumption for single-member legislative districts, and that presumption should be a limitation on the Whole County Provision. The US Justice Department approved the Stephenson opinion and withdrew its 1981 objection to the Whole County Provision. The Court in Stephenson prescribed a step-by-step method for harmonizing the Whole County Provision with the other laws. First, the General Assembly should draw the districts required by the [Voting Rights Act](#). Second, it should take all the counties with just the right population to be single-member districts and make them one-county single-member districts. Third, it should take all the counties that have just the right populations for one or more districts and divide those counties into compact single-member districts. Fourth, for the remaining counties it should group them into clusters of counties and divide the clusters into compact single-member districts, crossing county lines within the cluster as little as possible.

Districts Must Be Contiguous:

Under the [State Constitution](#), Senate and House districts must consist of contiguous territory. By tradition, the contiguity requirement also has been applied to Congressional districts. Contiguity means that all parts of a district must touch. The district must not have any detached parts.

Fiscal Note:

No cost to the City.

Recommendation: If Council determines to endorse a redistricting of the districts utilized to elect Senators to the North Carolina Senate which will keep Pitt County in a single district as much as possible, a resolution requesting the General Assembly, through the local legislative delegation representing Pitt County, to accomplish this would be required.

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

Attachments / click to download

 [Redistricting](#)

Redistricting Overview

- What is redistricting?
- When is it done?
- What rules have to be followed?
 - One person must equal one vote
 - Consideration of Minorities
 - Impermissible Consideration of Race
 - Districts Must Be Contiguous
 - Division of Counties Must Be Minimized
- How does the General Assembly do it?

WHAT IS REDISTRICTING?

Redistricting means redrawing the districts from which public officials are elected. Members of the **United States House of Representatives**, the North Carolina Senate and the North Carolina House of Representatives are elected by the voters who live in districts. Many county commissioners, school board members, and city council members are elected by districts as well.

WHEN IS IT DONE?

Citizens in different districts have a right to representation in the legislative branch that is at least approximately equal. Therefore, representative districts must be redrawn after every census. The **US Constitution** requires a new census every 10 years. Censuses are always conducted in years ending in "0." Census data becomes available in years ending in "1."

The North Carolina General Assembly is required to redraw the US House districts for North Carolina and the NC Senate and House districts after every census. Once adopted, a valid NC Senate or House redistricting plan may not be changed during that decade. If the plan is not precleared under the **Voting Rights Act** (discussed below) or if the courts overturn a plan, then a new plan may be adopted.

County, city, and school boards who are elected by districts have the power to redistrict themselves, but those bodies are also subject to redistricting by the General Assembly. Those local boards must be redistricted by themselves or by the General Assembly after every census.

As a result of the lawsuit of *Stephenson v. Bartlett* (discussed below), NC House and Senate districts drawn by the General Assembly in 2001 were invalidated in 2002 by a Superior Court. That court then drew interim plans for use in the 2002 election only. The **State Supreme Court** said those interim court-drawn plans could be replaced by plans drawn later by the General Assembly. In 2003 the General Assembly enacted the House and Senate plans that have been in use since that time. The congressional plan was not affected by the lawsuit.

WHAT RULES HAVE TO BE FOLLOWED?

One person must equal one vote:

Each district that elects one representative to a legislative body is required to be at least approximately equal in population to every other such district. For State House and State Senate districts, the **State Supreme Court** has said that means that no district may deviate from the average district population size by more than 5%. For congressional districts, the **US Supreme Court** has said the test of equality is much stricter. The **State Supreme Court**, in its 2002 *Stephenson v. Bartlett* decision (discussed in Item 5 below), interpreted the **State Constitution** as having a presumption that all districts in House and Senate must be single-member districts. Prior to that decision, multi-member legislative districts had been common. Federal law requires single-member districts for all US House seats.

Consideration of Minorities:

The **Voting Rights Act** and court cases decided under it forbid drawing districts that dilute minority voting strength. For the 40 counties in North Carolina covered by **Section 5 of the Voting Rights Act**, this means avoiding "retrogression," or worsening the position of racial minorities with respect to the effective exercise of their voting rights. All 100 counties are subject to **Section 2 of the Voting Rights Act**, which may require drawing districts which contain a majority minority population if three threshold conditions are present: 1) a minority group is large enough and lives closely enough together so that a relatively compact district in which the group constitutes a majority can be drawn, 2) the minority group has a history of political cohesiveness or voting as a group, and 3) the white majority has a history of voting as a group sufficient to allow it to usually defeat the minority group's preferred candidate. The totality of circumstances, including a past history of discrimination that continues to affect the exercise of a minority group's right to vote, must also be taken into consideration. These rules come from *Thornburg v. Gingles*, a landmark US Supreme Court Voting Rights Act case arising from North Carolina in the 1980s.

Impermissible Consideration of Race:

The General Assembly and its redistricting plans are also subject to lawsuits if considerations of race impermissibly dominate the redistricting process. This may occur when non-compact majority-minority districts are drawn in such a manner that traditional redistricting principles, such as compactness, contiguity, respect for political subdivisions or communities of interest, are substantially ignored. Where the Voting Rights Act threshold factors exist, a majority-minority district may be justified if it is tailored to address the threshold factors. These rules come from *Shaw v. Reno*, another landmark US Supreme Court case arising from North Carolina in the 1990s. Obviously, abiding by both sets of rules regarding race can be a challenge.

Districts Must Be Contiguous:

Under the **State Constitution**, Senate and House districts must consist of contiguous territory. By tradition, the contiguity requirement also has been applied to Congressional districts. Contiguity means that all parts of a district must touch. The district must not have any detached parts.

Division of Counties Must Be Minimized:

Article II of the State Constitution says that in drawing State House and Senate districts, no county shall be divided. In 1981, the **US Department of Justice** said that requirement was inconsistent with the **Voting Rights Act**, so the General Assembly disregarded it for 21 years. Then in 2002 the **State Supreme Court** in the case of *Stephenson v. Bartlett* said the "Whole County Provision", found in the **State Constitution** must be honored to the extent it can be honored, consistent with the **Voting Rights Act** and other State and federal precepts. The Stephenson decision for the first time said the equal protection clause of the **State Constitution** contained a presumption for single-member legislative districts, and that presumption should be a limitation on the Whole County Provision. The US Justice Department approved the Stephenson opinion and withdrew its 1981 objection to the Whole County Provision. The Court in Stephenson prescribed a step-by-step method for harmonizing the Whole County Provision with the other laws. First, the General Assembly should draw the districts required by the **Voting Rights Act**. Second, it should take all the counties with just the right population to be single-member districts and make them one-county single-member districts. Third, it should take all the counties that have just the right populations for one or more districts and divide those counties into compact single-member districts. Fourth, for the remaining counties it should group them into clusters of counties and divide the clusters into compact single-member districts, crossing county lines within the cluster as little as possible.

HOW DOES THE GENERAL ASSEMBLY DO IT?

Redistricting plans, like other legislation, are passed by the General Assembly in bills. The bills are introduced and go through committees before they are considered on the House and Senate floors. To handle the bills, leaders of the House and Senate have usually named special redistricting committees that hold public hearings to receive comment from the citizens. From decade to decade, those committees have taken different forms. Once both houses of the General Assembly ratify a redistricting bill, that bill, unlike most bills, is not subject to the Governor's veto. The bill cannot be implemented, however, until it has received approval ("preclearance," as it is called) under **Section 5 of the Voting Rights Act**. Typically, the **US Justice Department** reviews the bill to determine whether, in the **40 counties covered by Section 5 of the Act**, there has been any worsening of the position of minorities. Alternatively, the State may gain preclearance through a lawsuit brought in the US District Court for the District of Columbia. Once a plan is enacted by the General Assembly and approved under **Section 5 of the Voting Rights Act**, it remains in effect until the next federal census.

As they redraw districts, legislators will be urged by various people and groups to consider additional redistricting principles: "Keep communities in the same district." "Retain the cores of incumbents' prior districts." "Increase or reduce the strength of one or the other political parties." Redistricting is a complex and political process, and all of these motives are legitimate and traditional redistricting considerations. Ultimately, the voters, through their elected representatives, control the process.

North Carolina General Assembly * Legislative Building * 16 West Jones Street *
Raleigh, NC 27601 * 919-733-7928

[Disclaimer](#) * [Privacy](#) * [Policies](#) * [Contact Web Site Support](#) * [RSS Info](#)



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: City Council terms

Explanation: At its December 9, 2010, meeting, City Council requested that the length of the terms of office of Council Members and the Mayor be scheduled for discussion. City Council has previously received information on the procedure for amending the terms of office in connection with the possibility of an amendment so that the terms will be four (4) years rather than two (2) years and so that the terms would be served on a staggered basis (i.e. 3 Council Members elected every 2 years to a 4-year term). The provision relating to the Mayor's term of office is contained in Section 3.3 of the Charter, and the provision relating to Council Members' terms of office is contained in Section 3.4 of the Charter. These provisions of the Charter may be amended either by (1) an act of the General Assembly, (2) an ordinance after following the procedure set forth in North Carolina General Statute 160A-102 (which may be subject to the approval of the voters by a referendum at Council's discretion or as a result of a referendum petition), or (3) an ordinance following a referendum called by an initiative petition pursuant to the procedure set forth in North Carolina General Statute 160A-104.

North Carolina General Statute 160A-101 provides the available options if the amendment occurs by a method other than by an act of the General Assembly. For Council Members, the terms shall be either two years or four years and all of the terms need not be of the same length and all of the terms need not expire in the same year. For Mayor, the term is to be not less than two years nor more than four years.

Amendment by Act of the General Assembly

The Charter of the City is established by an act of the General Assembly. An amendment to the Charter may be accomplished by an act of the General Assembly. City Council could request the members of its local legislative delegation to enact a bill which would amend the City's Charter provisions relating to the terms of office.

Amendment by Ordinance

The procedure for amending by ordinance the Charter provisions relating to the terms of office is as follows:

(1) Council adopts a resolution of intent to consider a Charter amendment. The resolution must describe the proposed amendment. At the same time the resolution of intent is adopted, Council is to set a public hearing on the proposed Charter amendment on a date not more than 45 days after the date of the adoption of the resolution of intent.

(2) Notice of public hearing is to be published at least 10 days prior to the public hearing date.

(3) Public hearing held.

(4) After the public hearing but no sooner than at the next regular meeting after the hearing and no later than 60 days after the hearing, Council may adopt an ordinance implementing the Charter amendment. In the ordinance, Council may make the ordinance effective if only approved by a vote of the people, in which event, a resolution calling a special election may be adopted on the date the ordinance is adopted. The date fixed for the special election shall be not more than 90 days after adoption of the ordinance.

(5) Within 10 days after adopting the ordinance, a notice must be published which states that an ordinance amending the Charter has been adopted and which summarizes its contents and effect. Publication of a notice of the special election (instead of the notice of adoption of the ordinance) is to be published at least 45 days prior to the special election, if Council makes the ordinance effective if only approved by a vote of the people.

(6) An ordinance which Council does not make effective upon approval by the vote of the people is subject to a referendum petition. A valid referendum petition would require that approval by the vote of the people is necessary prior to the ordinance being effective. A petition requesting a referendum on an ordinance containing the signatures and addresses of at least ten percent (10%) or 5,000 (whichever is less) of the voters registered to vote in a City election is required. It must be filed with the City Clerk not later than 30 days after the notice of the adoption of the ordinance is published. If the petition is valid, then City Council is to adopt a resolution calling for a special election and the date fixed for the special election is to be no sooner than 60 days and no later than 120 days after the receipt of the petition. Notice of the special election is to be published no less than 45 days prior to the date of the special election. If the petition is not valid or if a petition is not submitted within 30 days after the notice of the adoption of the ordinance is published, then the ordinance becomes effective for the next election.

(7) If a special election is held and the majority votes cast are in favor of the ordinance, then the ordinance is valid for the next election. If the majority votes

cast are not in favor of the ordinance, then the ordinance is void and of no effect.

(8) Charter amendments adopted pursuant to this procedure continue in effect for at least 2 years after the beginning of the term of office of the officers elected in accordance with the amendment.

Amendment Following Initiative Petition and Referendum

The people may initiate a referendum on a Charter amendment relating to the terms of office. The procedure is as follows:

(1) A petition describing the proposed amendment must contain the signatures and addresses of at least ten percent (10%) or 5,000 (whichever is less) of the voters who are registered to vote in City elections. The petition is to be submitted to City Council.

(2) Upon receipt of a valid petition, Council is to adopt a resolution calling a special election on the proposed Charter amendment. The date of the special election shall be fixed no less than 60 days and no more than 120 days after receipt of the petition.

(3) Notice of the special election is to be published no less than 45 days prior to the date of the special election.

(4) If a majority of the votes cast in the special election are in favor of the amendment, Council is required to adopt an ordinance to put into effect. The ordinance becomes effective for the next election.

(5) Charter amendments adopted pursuant to this procedure continue in effect for at least 2 years after the beginning of the term of office of the officers elected in accordance with the amendment.

Attached is information on what the terms of office are for other North Carolina cities. The source of this information is the UNC School of Government.

Fiscal Note: No direct cost to consider the change in Council terms.

Recommendation: Discuss City Council terms.

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

Attachments / click to download



Forms of North Carolina City Government

Main Page

Current Forms of Government

Changing Forms of Government

The charter change statute

Summary of the charter change statute, together with commonly asked questions

Forms for use under the charter change statute

Materials on effects of choosing selected form of government characteristics

Contact

CURRENT FORMS OF GOVERNMENT

Contents of the Database

This database sets out the form of government in every incorporated city, town, and village (collectively, "municipality") in North Carolina. For each municipality, the database includes:

1. Population according to the most recent federal census.
2. Whether it is a city, a town, or a village ("municipality style").
3. Whether it operates under the council-manager or mayor-council form of government.
4. The title of its governing board, whether council, board of commissioners, or board of aldermen.
5. How the mayor is selected.
6. The length of the mayor's term of office.
7. How governing board members are selected - at large, from districts, or some combination (see below for an explanation of the options).
8. The length of governing board members' terms. (The symbol "4S" means members serve four-year terms on a staggered basis.)
9. The size of the governing board. (The mayor is included in this number only if the mayor is elected by and from the governing board.)
10. The election method used (see below for an explanation of the options).
11. The statutory citations for the current form of government (see below for an explanation of this entry).

How governing board members are selected. Governing board members may be selected at large or from either of two sorts of districts, and a city might combine at large and district selection.. The choices, and the symbol used to represent each of them, are:

- **AL** - At-large. Members are elected from the municipality as a whole, with all voters eligible to vote for each at-large position.
- **D** - District. Members are elected from districts. A district member must reside in the district he or she represents, and only residents of the district may vote for that district's member.
- **DAL** - District-at-large. Members represent districts and each must reside in the district he or she represents, but all voters of the municipality are eligible to vote for district-at-large positions. These districts are also called "residence districts."
If a municipality has a combination of at-large, district, or district-at-large positions on its governing board, notes in the database will indicate how many members are elected in each manner.

The election methods. Municipalities may use one of four methods for electing their governing board and mayor. The four methods, and the word used to represent each of them, are:

- **Plurality.** Elections are nonpartisan, and the results are determined by plurality, with the person or persons receiving the highest number of votes elected to the open position or positions.
- **Majority.** Elections are nonpartisan. If the person receiving the most votes for a particular position does not have a majority of votes cast for that position, a run-off is held between the two top finishers.
- **Primary.** Elections are nonpartisan. A primary is held to narrow the field to two persons for each position open; in the subsequent election the person receiving the highest number of votes is elected.
- **Partisan.** Elections are partisan. Each political party holds a primary to nominate a candidate for each open position; in the subsequent election the person receiving the highest number of votes is elected.

Citations. The usual method for establishing or modifying a municipality's form of government is by act of the General Assembly. The General Assembly does this through a so-called "local act" that is applicable only to a specific city, town, or village. The General Assembly has also authorized municipalities to modify their form of government by ordinance, without need for legislation ratification. The citation portion of the database shows how each municipality's form of

government arrived at its current status. The remainder of this section explains the possible citations that are found in the database.

Local acts of the General Assembly. There are three possible citation forms to legislative acts of this sort:

- Private laws, which are abbreviated "Pr."
- Public-Local laws, which are abbreviated "PL".
- Session Laws, which are abbreviated "SL".

The General Assembly published local acts, interchangeably, as either Private Laws or Public-Local Laws until 1943, when it began including them in volumes titled Session Laws.

Action by the local governing board. As noted, it is possible for a municipality to modify its form of government through an ordinance, without need for approval by the General Assembly. The statutes that authorize this sort of local action begin at G.S. 160A-101, and therefore when a municipality has modified its form of government pursuant to this authority the citation shown is "GS 160A-101."

In the early 1970s the General Assembly enacted a uniform election law for municipalities, and at that time those municipalities holding nonpartisan elections were allowed to select from among the three nonpartisan election methods set out above. When a municipality's election method was selected pursuant to that authority, the citation shown is "GS 163-290," which is the statute permitting that choice.

Municipal Board of Control. Finally, from 1917 until 1982 the Municipal Board of Control was a state administrative agency with authority to incorporate municipalities. (Before 1917 and since 1982, the General Assembly incorporated all municipalities; and it continued to incorporate municipalities even during the years the Board of Control was in existence.) If some or all of the current charter of a city, town, or village was approved by the Board of Control, there will be a citation reading "Mun. Bd. Control".

Updating the database. The database is updated each fall, after adjournment of that year's session of the General Assembly. Any changes made by the General Assembly are incorporated into the database, as well as any changes that were made locally pursuant to G.S. 160A-101 and that have been reported to the Legislative Library (as is required by statute). Thus, the information currently in the database shows forms of government in effect as of November 2009.

If you find an error in the entry for any city, town, or village, please report it to Frayda Bluestein of the School of Government. Her email address is bluestein@sog.unc.edu.

Using the Database

The database gives users three sets of choices, as follows:

1. The first set of choices permits a reader to query for specific items of interest in the database by selecting among a set of variables. For example, a person might ask to see all municipalities whose mayor serves a four-year term ("Mayor Term Length"), or all "cities" over 25,000 using partisan elections ("Population," "Municipality Style," and "Method of Election"), or all villages ("Municipality Style"), and so on.
2. The second set of choices permits a person to see the entire list, either alphabetically or by population.
3. The final choice is a summary of each of the elements in the database grouped by broad population categories.

[Take me to the Database!](#)

Knapp-Sanders Building
Campus Box 3330
UNC-Chapel Hill, Chapel Hill, NC 27599-3330
T: 919.966.5381 | F: 919.962.0654

© 2002 to Present
All Rights Reserved

Forms of Government and Methods of Election in North Carolina Cities

Summary

	23 cities over 25,000	39 cities 10,000- 25,000	46 cities 5,000- 10,000	88 cities 2,500- 5,000	118 cities 1,000- 2,500	99 cities 500- 1,000	139 cities under 500	552 cities TOTAL
STYLE OF CORPORATION								
City	21	19	18	6	3	3	0	70
Town	2	19	27	80	111	94	129	462
Village	0	1	1	2	4	2	10	20
STYLE OF GOVERNING BOARD								
Aldermen	1	4	4	11	17	12	17	66
Commissioners	0	8	10	32	66	58	77	251
Council Members	22	27	32	45	35	29	45	235
FORM OF GOVERNMENT								
Council Manager	23	39	44	65	58	14	9	252
Mayor Council	0	0	2	23	60	85	130	300
SELECTION OF MAYOR								
By and from Governing Board	1	0	1	3	5	11	12	33
Council Member with the most votes	0	0	0	0	0	1	1	2
Elected	22	39	45	85	113	87	126	517
MAYOR'S TERM								
2 Years	13	16	27	37	62	54	97	306
4 Years	10	23	19	49	54	39	36	230
At pleasure of board	0	0	0	2	2	6	6	16
NUMBER OF MEMBERS OF GOVERNING BOARD								
11 members	1	0	0	0	0	0	0	1
9 members	1	0	0	0	0	0	0	1
8 members	4	6	1	0	0	0	0	11
7 members	4	7	3	1	1	1	0	17
6 members	11	7	10	16	11	2	2	59
5 members	1	14	24	48	78	72	77	314
4 members	1	5	8	22	26	20	29	111
3 members	0	0	0	1	2	4	30	37
2 members	0	0	0	0	0	0	1	1
TERM OF OFFICE OF GOVERNING BOARD								
2	8	9	7	15	22	30	74	165
4	4	1	4	2	4	7	12	34
4S	11	28	34	69	92	60	51	345
4S/2	0	1	1	2	0	2	2	8
MODE OF ELECTION OF GOVERNING BOARD								
AL	7	22	31	75	107	96	137	475
AL/D	7	9	4	3	3	0	0	26
AL/DAL	2	0	4	1	2	1	0	10
D	5	5	2	2	2	1	0	17
DAL	2	3	5	7	4	1	2	24
TYPE OF ELECTION								
Majority	5	6	2	1	2	3	0	19
Partisan	3	2	1	0	1	0	0	7
Plurality	9	25	42	82	112	94	138	502

Primary

6 6 1 5 3 2 1 24

[Click here to start a new search](#)

Forms of Government and Methods of Election in North Carolina Cities

	City (Style) [Population]	Form of Government	Governing Body	Governing Members	Mayor: Selection and Term	Board: Selection and Term	Election Method	Statutory Citations
1.	Love Valley (Town) [30]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control
2.	Spencer Mountain (Town) [51]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1963, c. 473
<i>Notes: Although the Spencer Mountain charter styles the governing board as the board of commissioners, the town actually styles the board as the council.</i>								
3.	Bear Grass (Town) [53]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	PL 1909, c. 74 SL 1961, c. 1128
4.	Raynham (Town) [67]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 4S	Plurality	SL 1975, c. 388 SL 1977, c. 16 GS 160A-101
5.	Lake Santeetlah (Town) [67]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 2	Plurality	SL 1987(88), c. 1012 GS 160A-101
<i>Notes: The mayor is elected by and from the board for a two-year term but serves at the board's pleasure and may be removed at any time during the term.</i>								
6.	Speed (Town) [70]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1923, c. 169 SL 1957, c. 279
7.	Tar Heel (Town) [70]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1963, c. 763
8.	Norman (Town) [72]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4	Plurality	Pr. Ex. 1913, c. 74 GS 160A-101
<i>Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
9.	Hassell (Town) [72]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1903, c. 96 SL 1965, c. 279
10.	Grandfather Village (Village) [73]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987, c. 419
11.	Leggett (Town) [77]	Mayor Council	Commissioners	3 Members	Elected (4 Years)	AL 4	Plurality	SL 1973, c. 4 SL 1998-32 GS 160A-101
12.	Como (Town) [78]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1967, c. 920
<i>Notes: Although the town charter, SL 1967, c. 920, styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
13.	Orrum (Town) [79]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1983(84), c. 993
14.	Seven Springs (Town) [86]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1971, c. 21
15.	McFarlan (Town) [89]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1885, c. 102 PL 1947, c. 771
<i>Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
16.	Indian Beach (Town) [95]	Mayor Council	Commissioners	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1973, c. 513
17.	Centerville (Town) [99]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1965, c. 695
18.	Harrellsville (Town) [102]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	PL 1955, c. 92 PL 1983, c. 138
<i>Notes: Although the legislative acts cited above style the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
19.	Lasker (Town) [103]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1895, c. 281 PL 1939, c. 48
20.	Danbury (Town) [108]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1991, c. 169 GS 160A-101
21.	Godwin (Town) [112]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1905, c. 397 SL 1947, c. 243 GS 163-279 SL 2009-5
22.	Falkland (Town) [112]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1947, c. 1059 SL 1985(86), c. 832
23.	Macon (Town) [115]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	PL 1905, c. 246
24.	Lumber Bridge (Town) [118]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1911, c. 99 SL 1967, c. 226 SL 1995(96), c. 570

Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles

Item # 10

the board as the town council.

25.	McDonald (Town) [119]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1911, c. 443 GS 163-279
26.	Linden (Town) [127]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 398 SL 2001-472
27.	Sims (Town) [128]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1923, c. 58 SL 1953, c. 292
28.	Seven Devils (Town) [129]	Council Manager	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S/2	Plurality	SL 1979, c. 205 GS 160A-101

Notes: Three council members are elected every two years. The two persons receiving the highest number of votes receive four-year terms; the person finishing third receives a two-year term.

29.	Milton (Town) [132]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1913, c. 130 PL 1967, c. 207
30.	Proctorville (Town) [133]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1913, c. 369 SL 1963, c. 306 GS 160A-101
31.	Kittrell (Town) [148]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1885, c. 136 GS 163-279
32.	Bolivia (Town) [148]	Mayor Council	Aldermen	4 Members	Elected (2 Years)	AL 2	Plurality	PL 1961, c. 366
33.	Lansing (Town) [151]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control
34.	Cameron (Town) [151]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Laws 1876-77, c. 14 GS 163-279 GS 160A-101
35.	Watha (Town) [151]	Mayor Council	Commissioners	3 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1909, c. 158 SL 1989(90), c. 884 SL 2005-141
36.	Middleburg (Town) [162]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	
37.	Marletta (Town) [164]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 111
38.	Pantego (Town) [170]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1881, c. 93
39.	Bald Head Island (Village) [173]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1997-324
40.	Chimney Rock (Village) [175]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1991, c. 444
41.	Everetts (Town) [179]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1893, c. 321 SL 1979, c. 82
42.	Askewville (Town) [180]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1951, c. 1153
43.	Harrells (Town) [187]	Mayor Council	Aldermen	5 Members	By and from Governing Board (2 Years)	AL 2	Plurality	SL 1969, c. 466

Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the board of alderman.

44.	Autoryville (Town) [196]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	PL 1991, c. 384
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
45.	Boardman (Town) [202]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4	Plurality	SL 1991(92), c. 876
46.	Dillsboro (Town) [205]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1889, c. 177 Pr. 1907, c. 274 GS 163-279 GS 160A-101
47.	Trenton (Town) [206]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1911, c. 174 SL 1949, c. 879
48.	Colerain (Town) [221]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1953, c. 290 GS 163-290
49.	Walstonburg (Town) [224]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 45
50.	Sugar Mountain (Village) [226]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 2007-242 SL 1985, c. 395
51.	Stem (Town) [229]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1911, c. 183
52.	Earl (Town) [234]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1971, c. 787

Notes: Although incorporated as "Earl Station" the town now goes by "Earl". In addition, although the town charter refers to the governing board as board of commissioners, the board in fact is referred to as the town council.

53.	Atkinson (Town)	Mayor Council	Aldermen	4 Members	Elected (2 Years)	DAL 4S	Plurality	Pr. 1921, item # 10
-----	-----------------	---------------	----------	-----------	-------------------	--------	-----------	---------------------

[236]					Years)			GS 160A-101
54. Crossnore (Town) [242]	Mayor Council	Aldermen	5 Members	Elected (At pleasure of board)	AL 4S/2	Plurality	SL 1967, c. 832	
<i>Notes: Three aldermen are elected every two years. The two persons receiving the highest number of votes receive four-year terms; the third finisher receives a two-year term.</i>								
55. Eureka (Town) [244]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1949, c. 459 SL 1981, c. 70	
56. Cerro Gordo (Town) [244]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 1044	
<i>Notes: Although the town charter, SL 1973, c. 1044, styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
57. Kelford (Town) [245]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1907, c. 163 GS 160A-101	
58. Teachey (Town) [245]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1957, c. 253	
<i>Notes: The board of commissioners employs a town administrator who also acts as clerk.</i>								
59. Seagrove (Town) [246]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 270	
60. Sandy Creek (Town) [246]	Mayor Council	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1987(88), c. 1007	
61. Dublin (Town) [250]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1951, c. 509	
62. Mesic (Town) [257]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1971, c. 626 GS 160A-101	
63. Powellsville (Town) [259]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Primary	Pr. 1919, c. 94 GS 163-290	
64. Turkey (Town) [262]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 82	
65. Severn (Town) [263]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1919, c. 39 SL 1953, c. 1176	
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
66. Roxobel (Town) [263]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1911, c. 439	
67. Pollockville (Town) [269]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1911, c. 163 SL 1965, c. 202 GS 160A-101 GS 163-279	
68. Bath (Town) [275]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	PL 1941, c. 175 SL 1959, c. 189 SL 2006-88	
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
69. Creswell (Town) [278]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 2	Plurality	Pr. 1907, c. 276 SL 1993(94), c. 626 GS 163-279	
70. Gatesville (Town) [281]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4	Plurality	SL 2009-465 Pr. 1923, c. 88 SL 2009-17	
<i>Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
71. Rennert (Town) [283]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 300 SL 2001-3	
<i>Notes: Although the Rennert town charter styles the governing board as the board of commissioners, the town actually styles the board as the council.</i>								
72. Stonewall (Town) [285]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1969, c. 385	
73. Belville (Town) [285]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1977, c. 84 GS 160A-101	
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
74. Vandemere (Town) [289]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1895, c. 311 GS 163-279	
75. Parmele (Town) [290]	Mayor Council	Commissioners	3 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1893, c. 60 GS 163-290 GS 160A-101	
76. Momeyer (Town) [291]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1991, c. 242 SL 1995, c. 212	
77. East Laurinburg (Town) [295]	Council Manager	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1909, c. 221 GS 160A-101	
78. Hayesville (Town) [297]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4	Plurality	PL 1913, c. 468 SL 1977, c. 210	
<i>Notes: Although the legislative acts cited above style the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
79. Casar (Town) [308]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4	Plurality	SL 1971, c. 775 PL 1903, c. 359 GS 160A-101	

80.	Alamance (Village) [310]	Mayor Council	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1979, c. 840
81.	Beech Mountain (Town) [310]	Council Manager	Council Members	5 Members	Council Member with the most votes (2 Years)	AL 2	Plurality	SL 1981, c. 246
82.	Minnesott Beach (Town) [311]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1971, c. 890
83.	Mooresboro (Town) [314]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1981, c. 113 SL 1977(78), c. 1209
<i>Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
84.	Cedar Rock (Town) [315]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1997-317
85.	Goldston (Town) [319]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1907, c. 108 SL 1957, c. 704 GS 160A-101
86.	New London (Town) [326]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1907, c. 91 SL 2001-131
87.	Falcon (Town) [328]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 318
88.	Bostic (Town) [328]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	GS 160A-101 Pr. 1913, c. 263
<i>Notes: Although the town charter, Pr. 1913, c. 263, styles the town governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
89.	Waco (Town) [328]	Mayor Council	Aldermen	3 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1907, c. 147 GS 160A-101
90.	Bridgeton (Town) [328]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1989, c. 621
91.	Ruth (Town) [329]	Mayor Council	Commissioners	2 Members	Elected (2 Years)	AL 2	Plurality	PL 1939, c. 53
92.	Forest Hills (Village) [330]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1997-345
93.	Oak City (Town) [339]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1905, c. 155 PL 1953, c. 66 Pr. 1891, c. 100 GS 163-290
94.	Castalia (Town) [340]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1987(88), c. 952
95.	Sandyfield (Town) [340]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1993(94), c. 729
96.	Halifax (Town) [344]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. Act 1786, c. 35
97.	Staley (Town) [347]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1901, c. 386 GS 163-279
98.	Cofield (Village) [347]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1969, c. 587
99.	Bethania (Town) [354]	Mayor Council	Commissioners	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1995, c. 74
100.	Bakersville (Town) [357]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4S	Plurality	SL 1955, c. 1291 SL 2005-43
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
101.	Bunn (Town) [357]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1963, c. 690
102.	Brunswick (Town) [360]	Mayor Council	Commissioners	5 Members	By and from Governing Board (2 Years)	AL 2	Plurality	Pr. 1925, c. 197
103.	Conetoe (Town) [365]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1887, c. 154 SL 1957, c. 278 SL 1959, c. 63
104.	Rhodhiss (Town) [366]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1961, c. 471 SL 1985, c. 94 GS 160A-101
105.	Caswell Beach (Town) [370]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 293 GS 160A-101
106.	Stovail (Town) [376]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1979, c. 596 SL 2001-100
107.	Saratoga (Town) [379]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1947, c. 462 SL 1977, c. 479 GS 163-290
108.	Saint Helena (Village) [395]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987(88), c. 942
109.	Hobgood (Town) [404]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1891, c. 160

Notes: The board of commissioners employs a town administrator to supervise all employees. The 1982 act of the General Assembly calls for two-year terms of the town board, but in fact board members are elected to four-year staggered terms.

110.	Calypso (Town) [410]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 264
111.	Lattimore (Town) [419]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	PL 1899, c. 52
Notes: Although the original town charter styled the governing board as the board of aldermen, the town actually styles the board as the town council.								
112.	Ocean Isle Beach (Town) [426]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1959, c. 887 SL 1965, c. 756 GS 160A-101
Notes: The board of commissioners employs a town administrator to supervise all departments.								
113.	Parkton (Town) [428]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1945, c. 803
Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the board of aldermen.								
114.	Cove City (Town) [433]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4	Plurality	SL 1957, c. 427 GS 163-279 GS 160A-101
115.	Brookford (Town) [434]	Mayor Council	Aldermen	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1961, c. 109 GS 163-279
116.	Arapahoe (Town) [436]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control SL 1969, c. 200
117.	Washington Park (Town) [440]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control SL 1949, c. 48
118.	Grimesland (Town) [440]	Mayor Council	Aldermen	5 Members	By and from Governing Board (2 Years)	AL 2	Plurality	Pr. 1893, c. 222 SL 1957, c. 1153
119.	Dover (Town) [443]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1901, c. 375 GS 163-290
120.	Ossipee (Town) [452]	Mayor Council	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 2002-137
121.	Micro (Town) [454]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1963, c. 762
122.	Grantsboro (Town) [454]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1997-446
123.	Macclesfield (Town) [458]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1949, c. 1124 GS 160A-101
124.	Elk Park (Town) [459]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1889, c. 256 SL 1951, c. 248
Notes: Although the original charter of the town, Pr. 1889, c. 256, and the 1951 act amending the charter, both styled the governing board as the board of commissioners, the town actually styles the board as the board of aldermen.								
125.	Lilesville (Town) [459]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1947, c. 764
126.	Ronda (Town) [460]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Mun. Bd. Control GS 160A-101
Notes: The board of commissioners employs a town administrator to supervise all departments.								
127.	Simpson (Village) [464]	Mayor Council	Council Members	3 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control
Notes: Beginning in 2011, the village will elect three council members and a mayor, under action taken pursuant to GS 160A-101.								
128.	Hookerton (Town) [467]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 253
129.	Salemburg (Town) [469]	Mayor Council	Commissioners	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1967, c. 104 SL 1993(94), c. 703
130.	Topsail Beach (Town) [471]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1963, cc. 67, 284 SL 1977, c. 272 SL 1989, c. 153
131.	Foxfire Village (Village) [474]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1977, c. 237
132.	Ellenboro (Town) [479]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2007-310 SL 1983, c. 425
Notes: Although the town charter, SL 1983, c. 425, and SL 2007-310 each style the governing board as the town council, the town actually styles the board as the board of aldermen.								
133.	Navassa (Town) [479]	Mayor Council	Council Members	5 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1977, c. 77 SL 2001-325
Notes: The council employes a town administrator to supervise all departments.								
134.	Wade (Town) [480]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	PL 1913, c. 408 SL 1969, c. 89
135.	Varnamtown (Town) [481]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987(88), c. 1003
136.	Webster (Town) [486]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4	Plurality	SL 1955, c. 423 SL 1957, c. 100

SL 1977, c. 171
S
S
S
S

Notes: Although the Webster town charter styles the governing board as the board of aldermen, the town actually styles the board as the board of commissioners.

137. Peletier (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 4S Plurality [487]

Notes: Although the town charter styles the governing board as the council, the town actually styles the board as the board of commissioners.

138. Rosman (Town) Mayor Council Aldermen 5 Members Elected (4 Years) AL 4S Plurality [490] Pr. 1901, c. 172
Pr. 1905, c. 105
GS 160A-101
GS 163-279

139. Bolton (Town) Mayor Council Aldermen 5 Members Elected (2 Years) AL 4S Plurality [494] SL 1977, c. 271

140. Jamesville (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 4S Plurality [502] SL 1951, c. 232
GS 160A-101

141. Richfield (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 2 Plurality [515] SL 1953, c. 1066
SL 1961, c. 527
GS 163-279

Notes: The board of commissioners employs a town administrator to supervise all departments.

142. Hamilton (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 2 Plurality [516] SL 1945, c. 302

143. Pink Hill (Town) Mayor Council Commissioners 3 Members Elected (2 Years) AL 2 Plurality [521] Pr. 1915, c. 31
Pr. 1933, c. 221
SL 1955, c. 760

144. Duck (Town) Council Manager Council Members 5 Members By and from Governing Board (2 Years) AL 2 Plurality [521] SL 2001-394

145. East Arcadia (Town) Mayor Council Council Members 5 Members Elected (4 Years) AL 4S Plurality [524] SL 1973(74), c. 954

146. Harmony (Town) Mayor Council Aldermen 4 Members Elected (2 Years) AL 2 Plurality [526] Mun. Bd. Control

147. White Lake (Town) Mayor Council Commissioners 6 Members Elected (4 Years) AL 4S Plurality [529] SL 2009-150

148. Fountain (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 4S Plurality [533] GS 160A-101
Pr. 1923, c. 259
PL 1951, c. 724

149. Polkville (Town) Mayor Council Council Members 4 Members Elected (4 Years) AL 4S Plurality [535] SL 1971, c. 178
SL 1979, c. 266

Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles the board as the town council.

150. Peachland (Town) Mayor Council Commissioners 5 Members Elected (4 Years) AL 4S Plurality [554] SL 2003-328

151. Winfall (Town) Mayor Council Commissioners 4 Members Elected (4 Years) AL 4S Plurality [554] SL 1971, c. 342, 773
GS 160A-101

152. Greenevers (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 2 Plurality [560] Mun. Bd. Control

Notes: The board of commissioners employs a town administrator to supervise all departments.

153. Saluda (City) Mayor Council Commissioners 4 Members Elected (4 Years) AL 4S Plurality [575] Pr. 1933, c. 123

Notes: The board of commissioners employs a city administrator to supervise all departments.

154. Morven (Town) Mayor Council Council Members 5 Members Elected (4 Years) AL 4S Plurality [579] SL 1947, c. 765
SL 2006-147
GS 160A-101

155. Aurora (Town) Mayor Council Commissioners 4 Members Elected (4 Years) AL 4S Plurality [583] SL 1969, c. 256
GS 160A-101

156. Gibson (Town) Mayor Council Council Members 5 Members Elected (2 Years) AL 4S Plurality [584] Pr. 1899, c. 163
SL 2005-61

Notes: Although the legislative acts cited style the governing board as the board of commissioners, the town actually styles the board as the town council.

157. Bogue (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 4S Plurality [590] SL 1995, c. 286

Notes: Although the town charter, SL 1995, c. 286, styles the town governing board as the town council, the town actually styles the governing board as the board of commissioners.

158. Fallston (Town) Mayor Council Council Members 4 Members Elected (2 Years) AL 2 Plurality [603] SL 1971, c. 784

Notes: Although the town charter, SL 1973, c. 784, styles the governing board as the board of commissioners, the town actually styles the board as the town council.

159. Newton Grove (Town) Mayor Council Commissioners 5 Members Elected (2 Years) AL 4S Plurality [606] Pr. 1935, c. 163
GS 160A-101

Notes: Although the town charter styles the governing board as the board of aldermen, the town actually styles the board as the board of commissioners.

160. Maggie Valley (Town) Council Manager Aldermen 4 Members Elected (4 Years) AL 4S Plurality SL 1973(74), c. 1337
SL 1995(96), c. 558

[607]								GS 160A-101
161. Roper (Town) [613]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality		Pr. 1907, c. 24 GS 160A-101 SL 2008-104
<i>Notes: Although the Roper charter styles the governing board as the board of commissioners, the town actually styles the board as the council.</i>								
162. Lewiston Woodville (Town) [613]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL/DAL 2	Plurality		SL 1981, c. 266
<i>Notes: Four council members are elected from residence districts and one is elected at large.</i>								
163. Sedalia (Town) [618]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality		SL 1997-444
164. McAdenville (Town) [619]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality		GS 160A-101 GS 163-279, -290
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
165. Patterson Springs (Town) [620]	Mayor Council	Council Members	5 Members	By and from Governing Board (4 Years)	AL 4	Plurality		SL 1973, c. 129
<i>Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
166. Hoffman (Town) [624]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality		SL 1953, c. 1002
167. Montreat (Town) [630]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1985, c. 295 SL 1998-38 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
168. Ansonville (Town) [636]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4	Plurality		Mun. Bd. Control 1928 GS 163-290 SL 2003-190
169. Lawndale (Town) [642]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1953, c. 492
170. Hot Springs (Town) [645]	Mayor Council	Aldermen	3 Members	Elected (2 Years)	AL 2	Plurality		Pr. 1929, c. 210 GS 163-279
171. Youngsville (Town) [651]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		PL 1874-75, c. 111 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
172. East Bend (Town) [659]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S/2	Plurality		Pr. 1887, c. 144 SL 1985, c. 104 SL 1955, c. 611
<i>Notes: Three board members are elected every two years. The two persons receiving the most votes receive four-year terms; the person with the third-highest vote total receives a two-year term.</i>								
173. Stedman (Town) [664]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality		Pr. 1913, c. 67 SL 1953, c. 409
174. Bailey (Town) [670]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1967, c. 184
175. Northwest (City) [671]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality		SL 1993, c. 222
176. Misenheimer (Village) [685]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Primary		SL 2003-268 SL 2004-19.
177. Whitsett (Town) [686]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality		SL 1991, c. 684
178. Littleton (Town) [692]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 2002-20
179. Jackson (Town) [695]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1983, c. 286
180. Faith (Town) [695]	Mayor Council	Aldermen	5 Members	By and from Governing Board (2 Years)	AL 2	Plurality		SL 1961, c. 159 SL 1979(80), c. 1111
181. Seaboard (Town) [695]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality		Pub. 1877, c. 208 GS 160A-101 GS 163-279, -290
182. Grover (Town) [698]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1963, c. 812 GS 160A-101
183. Catawba (Town) [698]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality		SL 1965, c. 224 GS 160A-101
184. Newland (Town) [704]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality		SL 1951, c. 222 Pr. 1913, c. 275 GS 160A-101

Notes: The board of aldermen employs a town administrator to supervise all departments.

Item # 10

185.	Clarkton (Town) [705]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1955, c. 440 SL 1985, c. 36
186.	Calabash (Town) [711]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1999-16 SL 1973, c. 391 SL 1989, c. 593
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
187.	Black Creek (Town) [714]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1870, c. 104 SL 1951, c. 485 GS 160A-101
188.	Pikeville (Town) [719]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1891, c. 108 SL 1977, c. 20
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
189.	Stantonsburg (Town) [726]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977(78), c. 1212 GS 160A-101
190.	High Shoals (City) [729]	Mayor Council	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 317 GS 160A-101
191.	Chocowinity (Town) [733]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4	Plurality	SL 1959, c. 343 SL 2004-12
192.	Conway (Town) [734]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1913, c. 161
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
193.	Bayboro (Town) [741]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1903, c. 110 GS 160A-101
194.	Faison (Town) [744]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 378
195.	Robbinsville (Town) [747]	Mayor Council	Council Members	3 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1923, c. 190 SL 1981, c. 194
<i>Notes: Although the Robbinsville charter styles the governing board as the board of aldermen, the town actually styles the board as the council.</i>								
196.	Vass (Town) [750]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1907, c. 407 SL 1953, c. 817 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
197.	Red Cross (Town) [770]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 2002-56.
198.	Alliance (Town) [781]	Mayor Council	Commissioners	5 Members	Council Member with the most votes (2 Years)	AL 2	Plurality	SL 1965, c. 760
199.	Holden Beach (Town) [787]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control GS 160A-101
200.	Whitakers (Town) [799]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1965, c. 996 SL 1979, c. 311
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
201.	Wagram (Town) [801]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1911, c. 161 SL 1981, c. 404
202.	St. James (Town) [804]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1999-241 GS 160A-101
203.	Star (Town) [807]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1957, c. 448
204.	Garland (Town) [808]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1979, c. 393
205.	Cleveland (Town) [808]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1927, c. 160 SL 1979(80), c. 1171 SL 1981, c. 262
206.	Dortches (Town) [809]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4	Majority	SL 1977, c. 358
207.	Warrenton (Town) [811]	Mayor Council	Commissioners	7 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1915, c. 201 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
208.	Banner Elk (Town) [811]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1925, c. 124 GS 160A-101
209.	Columbia (Town) [819]	Council Manager	Aldermen	5 Members	Elected (2 Years)	AL 4S	Plurality	PL 1941, c. 423 GS 160A-101 GS 163-290
210.	Candor (Town) [825]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. Ex. 1908, c. 48 SL 1971, c. 576
211.	Holly Ridge (Town) [831]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1979, c. 87 GS 160A-101
212.	Woodland (Town) [833]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1883, c. 136 GS 163-279
213.	Middlesex (Town) [838]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1908, c. 21 SL 1953, c. 1178 SL 1961, c. 44 GS 160A-101

Notes: The board of commissioners employs a town administrator to supervise all departments.

214.	Marshall (Town) [840]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1905, c. 165 Pr. 1913, c. 232 Pr. 1923, c. 35 GS 160A-101
215.	North Topsail Beach (Town) [843]	Council Manager	Aldermen	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1989, c. 100
216.	Taylorstown (Town) [845]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 2	Plurality	SL 1987, c. 601
217.	Kingstown (Town) [845]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Majority	SL 1989, c. 632
218.	Lucama (Town) [847]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 117
219.	Walnut Creek (Village) [859]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1975, c. 687

Notes: The council employs a village administrator who supervises all departments.

220.	Oriental (Town) [875]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1993, c. 4 GS 163-279 GS 160A-101 Pr. 1899, c. 184 SL 1991(92), c. 878
221.	Aulander (Town) [888]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1933, c. 95 PL 1939, c. 288 SL 1967, c. 20 GS 163-290,
222.	Hemby Bridge (Town) [897]	Mayor Council	Aldermen	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1998-143 SL 2007-101
223.	Vanceboro (Town) [898]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1929, c. 26
224.	Coolemees (Town) [905]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1985, c. 424
225.	Rolesville (Town) [907]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	PL 1941, c. 84 SL 1977, c. 346 GS 160A-101
226.	Highlands (Town) [909]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1991, c. 519 GS 160A-101

Notes: The board of commissioners employs a town administrator to supervise all departments.

227.	Swepsonville (Town) [922]	Mayor Council	Council Members	5 Members	By and from Governing Board (4 Years)	AL 4S	Plurality	1997-448
228.	Richlands (Town) [928]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1905, c. 47 SL 1949, c. 476
229.	Cedar Point (Town) [929]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987(88), c. 1005

Notes: Although the town charter, SL 1987(88), c. 1005, styles the governing board as the town council, the town actually styles the board as the board of commissioners.

230.	Rich Square (Town) [931]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Primary	Pr. 1883, c. 128 GS 160A-66
231.	Magnolia (Town) [932]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1905, c. 174 SL 1963, c. 82
232.	Dobbins Heights (Town) [936]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Majority	SL 1983, c. 658
233.	Princeville (Town) [940]	Council Manager	Commissioners	4 Members	Elected (4 Years)	D 4	Plurality	SL 1977, c. 688 GS 160A-101
234.	Winton (Town) [956]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1961, c. 674

Notes: The board of commissioners employs a town administrator who supervises all departments.

235.	Belwood (Town) [962]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977(78), c. 1208 SL 1981, c. 114
236.	Old Fort (Town) [963]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1911, c. 271
237.	Gaston (Town) [973]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1949, c. 1153 GS 160A-66
238.	Columbus (Town) [992]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S/2	Plurality	GS 160A-101 SL 1985, c. 46

Notes: Three council members are elected every two years. The person receiving the highest vote receives a four-year term; the next two finishers receive two-year terms.

239.	Maysville (Town) [1,002]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1897, c. 171 GS 163-216
------	-----------------------------	-----------------	---------------	-----------	-------------------	------	-----------	--------------------------------

GS 160A-101
SL 1983, c. 287
GS 160A-101
SL 2008-9

240.	Stoneville (Town) [1,002]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality
<i>Notes: The council employs a town administrator who supervises all departments.</i>							
241.	Broadway (Town) [1,015]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
242.	Ellerbe (Town) [1,021]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality
243.	Lake Lure (Town) [1,027]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality
244.	Claremont (Town) [1,038]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality

SL 1947, c. 548
SL 1997-416
SL 1999-230
SL 2000-39
Pr. 1931, c. 24
SL 1967, c. 310
SL 1987, c. 194

SL 2005-54
SL 1961, c. 76
SL 1975, c. 97
GS 160A-101
SL 1993(94), c. 641

245.	Marvin (Village) [1,039]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality
<i>Notes: The council employs a village administrator to supervise all employees.</i>							
246.	Manteo (Town) [1,052]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL 4S	Plurality
247.	Princeton (Town) [1,066]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality
248.	Beulaville (Town) [1,067]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
249.	West Jefferson (Town) [1,081]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality

Pr. 1899, c. 66
Pr. 1907, c. 198
SL 1993, c. 108
GS 160A-101
SL 2002-52
SL 1975, c. 136
GS 160A-101
SL 1967, c. 326

Notes: Although the West Jefferson charter states that the town operates under the mayor-council form of government, the town actually operates under the council-manager form.

250.	Glen Alpine (Town) [1,090]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality
251.	Norlina (Town) [1,107]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality
252.	Pinebluff (Town) [1,109]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality
253.	Stanfield (Town) [1,113]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality
254.	Boonville (Town) [1,138]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
255.	Rowland (Town) [1,146]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality
256.	Kenansville (Town) [1,149]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
257.	Badin (Town) [1,154]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL/DAL 4S	Plurality

Pr. 1883, c. 61
SL 1989, c. 131
SL 1947, c. 1020
SL 1969, c. 95
SL 1979, c. 243
GS 160A-101
SL 1957, c. 485

SL 1949, c 363
SL 1981(82), c. 1143
SL 1998-105
SL 2000-45
SL 1967, c. 1194

SL 1989(90), c. 894

Notes: Two council members are elected from residence districts, and three are elected at large.

258.	Elm City (Town) [1,165]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality
259.	Fair Bluff (Town) [1,181]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
260.	Polkton (Town) [1,195]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality

SL 1955, c. 152
Pr. Ex. 1913, c. 25
SL 1983(84), c. 1007
SL 2003-328

Notes: The board of commissioners employs a town administrator to supervise all departments.

261.	Robbins (Town) [1,195]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality
262.	Oakboro (Town) [1,198]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality

Pr. 1935, c. 63
SL 1979, c. 230
160A-101
Pr. 1915, c. 51

Notes: The board of commissioners employs a town administrator to supervise all departments.

263.	Cape Carteret (Town) [1,214]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality
264.	Garysburg (Town) [1,254]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality

SL 1959, c. 727
SL 1963, c. 929
SL 1969, c. 284
GS 160A-101

SL 1985, c. 56

Notes: The board of commissioners employs a town administrator to supervise all departments.

265.	Franklinville (Town) [1,258]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality
266.	Mount Pleasant (Town) [1,259]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality
267.	Spring Hope (Town) [1,261]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality

SL 1983(84), c. 1017

Pr. 1883, c. 77
Pr. 1931, c. 148

Pr. 1889, c. 55
Pr. 1923, c. 100

268.	Roseboro (Town) [1,267]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973, c. 40 GS 160A-101 Pr. 1891, c. 279 SL 1995, c. 18
269.	Pilot Mountain (Town) [1,281]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1971, c. 28 GS 160A-101
270.	Wilson's Mills (Town) [1,291]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1996 (2d extra), c. 12
271.	Rutherford College (Town) [1,293]	Mayor Council	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 452
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
272.	Pine Level (Town) [1,313]	Mayor Council	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1907, c. 425 SL 1957, c. 50
273.	Clyde (Town) [1,324]	Mayor Council	Aldermen	4 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1889, c. 189 SL 1959, c. 1107 GS 160A-101
<i>Notes: The board of aldermen employs a town administrator to supervise all departments.</i>								
274.	Rose Hill (Town) [1,330]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1901, c. 67 SL 1969, c. 330
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
275.	Mineral Springs (Town) [1,370]	Mayor Council	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1999-175
276.	Weldon (Town) [1,374]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1891, c. 83 SL 1965, c. 131 GS 160A-101
277.	Shalotte (Town) [1,381]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1965, c. 235 GS 160A-101
<i>Notes: The board of aldermen employs a town administrator who supervises all departments.</i>								
278.	Mount Gilead (Town) [1,389]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1913, c. 133 SL 1957, c. 163 GS 160A-101
279.	Surf City (Town) [1,393]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1963, c. 829 GS 160A-101
280.	Bryson City (Town) [1,411]	Council Manager	Aldermen	4 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1891, c. 207 SL 1955, c. 284 GS 160A-101
281.	Lake Waccamaw (Town) [1,411]	Council Manager	Commissioners	4 Members	Elected (4 Years)	D 4S	Plurality	SL 1967, c. 14 GS 160A-101
282.	Blowing Rock (Town) [1,418]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 419 GS 160A-101
283.	Pinetops (Town) [1,419]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. Ex. 1921, c. 64 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
284.	Jefferson (Town) [1,422]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1957, c. 552 GS 160A-101
285.	Four Oaks (Town) [1,424]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1953, c. 65 GS 160A-101
286.	Swansboro (Town) [1,426]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1971, c. 561 SL 1955, c. 443 Pr. 1895, c. 207 GS 160A-101
287.	Bermuda Run (Town) [1,431]	Council Manager	Council Members	5 Members	Elected (4 Years)	DAL 4S	Primary	SL 1999-94 GS 160A-101
288.	Blitmore Forest (Town) [1,440]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1923, c. 32 GS 160A-66
<i>Notes: The board of commissioners employs a town administrator who supervises all town departments.</i>								
289.	Denton (Town) [1,450]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1965, c. 497 GS 160A-101 SL 2009-42
290.	Dobson (Town) [1,457]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 232 GS 160A-101
291.	Fremont (Town) [1,463]	Mayor Council	Aldermen	6 Members	Elected (4 Years)	D 4	Plurality	SL 2009-292
<i>Notes: The board of aldermen employs a town administrator to supervise all departments.</i>								
292.	Walnut Cove (Town) [1,465]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1991, c. 447
293.	Hildebran (Town) [1,472]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1899, c. 212 SL 1973, c. 433 SL 1993, c. 238

Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles

Item # 10

the board as the town council.

294.	Carolina Shores (Town) [1,482]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL/DAL 4S	Plurality	SL 1998-75 SL 2003-78
<i>Notes: Three commissioners are elected from residence districts, and two are elected at large.</i>								
295.	Kure Beach (Town) [1,507]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1947, c. 906 SL 1975, c. 484 GS 160A-101
296.	Snow Hill (Town) [1,514]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 58
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
297.	Pine Knoll Shores (Town) [1,524]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 265 GS 160A-101
298.	Murphy (Town) [1,568]	Council Manager	Commissioners	6 Members	Elected (4 Years)	AL 4	Partisan	SL 1979, c. 261 GS 160A-101
299.	Kenly (Town) [1,569]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 14
300.	Ramseur (Town) [1,588]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Primary	Pr. 1895, c. 308 SL 1957, c. 108 GS 163-290 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
301.	Troutman (Town) [1,592]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1981, c. 144
302.	Andrews (Town) [1,602]	Mayor Council	Aldermen	4 Members	Elected (4 Years)	AL 4	Plurality	SL 1959, c. 193 Pr. 1905, c. 135 Pr. 1930, c. 187 SL 1977, c. 209 GS 160A-101
<i>Notes: The town board employs a town administrator to supervise all departments.</i>								
303.	Burnsville (Town) [1,623]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	Mun. Bd. Control 1922 GS 160A-66 GS 160A-101
304.	Bethel (Town) [1,681]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1873-74, c. 20 SL 1953, c. 609 GS 160A-101
305.	Biscoe (Town) [1,700]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1901, c. 24 SL 1963, c. 656 GS 160A-66 GS 160A-101
306.	Bladenboro (Town) [1,718]	Council Manager	Commissioners	6 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1974, c. 1270 GS 160A-101
307.	Robersonville (Town) [1,731]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL/D 2	Plurality	Pr. 1905, c. 59 SL 1951, c. 48 GS 160A-101
<i>Notes: Four council members are elected from two-member districts, and one is elected at large.</i>								
308.	Franklinton (Town) [1,745]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1993, c. 160 SL 2007-138
309.	East Spencer (Town) [1,755]	Mayor Council	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 374
<i>Notes: The board of aldermen employs a town administrator to supervise all departments.</i>								
310.	Tryon (Town) [1,760]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1971, c. 441 GS 160A-101
311.	Mars Hill (Town) [1,764]	Mayor Council	Aldermen	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1953, c. 890
312.	Atlantic Beach (Town) [1,781]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Majority	PL 1937, c. 433 GS 160A-101
<i>Notes: Although the town charter refers to the governing board as the board of commissioners, in fact the town refers to it as the town council.</i>								
313.	Taylorsville (Town) [1,799]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1887, c. 86 PL 1939, c. 312 GS 160A-66 GS 160A-101
314.	Connelly Springs (Town) [1,814]	Mayor Council	Aldermen	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1989, c. 528 SL 1993, c. 37
315.	Sparta (Town) [1,817]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	Mun. Bd. Control 1924 GS 160A-101
316.	Sunset Beach (Town) [1,824]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1963, c. 93 SL 1965, c. 362 GS 160A-101
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
317.	Laurel Park (Town) [1,835]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 2000-8

318. Coats (Town) [1,845]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1905, c. 362 SL 1969, c. 160 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>							
319. Carthage (Town) [1,871]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1999-239
<i>Notes: Although the town charter, SL 1999-239, styles the town governing board as the town council, the town actually styles the board as the board of commissioners.</i>							
320. Haw River (Town) [1,908]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 234 SL 1973(74), c. 895 GS 160A-101
321. Leland (Town) [1,931]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1989, c. 564 GS 160A-101
322. Drexel (Town) [1,938]	Council Manager	Aldermen	4 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1913, c. 24 GS 160A-66 160A-101
323. Belhaven (Town) [1,968]	Council Manager	Council Members	5 Members	Elected (2 Years)	DAL 4S	Plurality	SL 1969, c. 714
<i>Notes: Although the town charter as enacted in SL 1969, c. 714, styles the governing board as the board of aldermen, the town itself actually styles it as the town council.</i>							
324. Rockwell (Town) [1,971]	Mayor Council	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1959, c. 17 SL 1967, c. 37 GS 163-279
325. Spruce Pine (Town) [2,030]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1913, c. 335 SL 1995(96), c. 663 GS 160A-101
326. Greenlevel (Town) [2,042]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1989(90), c. 942
<i>Notes: The council employs a town administrator to supervise all departments.</i>							
327. Murfreesboro (Town) [2,045]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1983, c. 445
<i>Notes: The council employs a town administrator to supervise all departments.</i>							
328. Hertford (Town) [2,070]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1965, c. 586
329. Grifton (Town) [2,073]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 480 GS 160A-101
330. Whispering Pines (Village) [2,090]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 2008-105
331. Yanceyville (Town) [2,091]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 501 SL 2000-86
332. Lake Park (Village) [2,093]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1993(94), c. 620
333. Chadbourn (Town) [2,129]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1989(90), c. 895 SL 2007-271
334. Saint Pauls (Town) [2,137]	Mayor Council	Commissioners	6 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1991(92), c. 874 SL 1993, c. 158
<i>Notes: Four commissioners are elected from districts, and two are elected at large. The board of commissioners employs a town administrator to supervise all departments.</i>							
335. Granite Quarry (Town) [2,175]	Council Manager	Aldermen	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 2003-203 SL 2007-89
336. Ranlo (Town) [2,198]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1963, c. 776
337. Southern Shores (Town) [2,201]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1979, c. 203 GS 160A-101
338. Tobaccoville (Village) [2,209]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1991, c. 232
<i>Notes: The council employs a village administrator who supervises all departments.</i>							
339. Norwood (Town) [2,216]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1905, c. 212 SL 2001-15
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>							
340. Pittsboro (Town) [2,216]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 348
341. Creedmoor (City) [2,232]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1969, c. 826 GS 160A-101
342. Jonesville (Town) [2,259]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2001-16
343. Madison (Town) [2,262]	Council Manager	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 289 SL 2004-54

344.	Windsor (Town) [2,283]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Primary	SL 1943, c. 253 SL 1963, c. 237 SL 1965, c. 564 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
345.	Enfield (Town) [2,347]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1993, c. 479
<i>Notes: Four commissioners are elected from districts and one is elected at large. The board of commissioners employs a town administrator to supervise all departments.</i>								
346.	Southport (City) [2,351]	Council Manager	Aldermen	6 Members	Elected (2 Years)	DAL 4S	Plurality	SL 1983, c. 659
347.	Marshville (Town) [2,360]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1913, c. 313 SL 1973, c. 652 SL 2000-62
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
348.	Scotland Neck (Town) [2,362]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1901, c. 342 PL 1941, c. 106 SL 1951, c. 667 SL 1957, c. 267 SL 1973, c. 382
<i>Notes: The board of commissioners employs a town administrator who acts as clerk and also supervises all departments.</i>								
349.	Pembroke (Town) [2,399]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1961, c. 97 Pr. 1895, c. 171 SL 1974, c. 1289 GS 160A-66, -101 GS 163-279
350.	Wingate (Town) [2,406]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1901, c. 55 GS 160A-101
<i>Notes: The board of commissioners employs a town administrator to supervise all departments.</i>								
351.	Weaverville (Town) [2,416]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1909, c. 335 GS 160A-101
352.	Locust (City) [2,416]	Mayor Council	Council Members	7 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 246 SL 1977, c. 41
<i>Notes: The council employs a city administrator to supervise all departments.</i>								
353.	Mayodan (Town) [2,417]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 501 GS 160A-101
354.	Sharpsburg (Town) [2,421]	Mayor Council	Commissioners	5 Members	Elected (2 Years)	AL 2	Majority	SL 1957, c. 393 Pr. 1913, c. 452 GS 163-290
<i>Notes: The board of commissioners employs a town administrator who supervises all departments.</i>								
355.	Sylva (Town) [2,435]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1899, c. 72 SL 1957, c. 27 SL 1961, c. 31 SL 2000-30
356.	Rural Hall (Town) [2,464]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973(74), c. 1100 GS 160A-101
357.	Tabor City (Town) [2,509]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1905, c. 40 Pr. 1935, c. 18 SL 1957, c 255 GS 160A-101
358.	Wesley Chapel (Village) [2,549]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1998-43
<i>Notes: The town board employs an administrator to supervise town operations.</i>								
359.	Maxton (Town) [2,551]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1971, c. 731 GS 160A-101
360.	Flat Rock (Village) [2,565]	Mayor Council	Council Members	6 Members	Elected (4 Years)	DAL 4S	Primary	SL 1995, c. 48
361.	Midland (Town) [2,567]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 2000-91
362.	Wrightsville Beach (Town) [2,593]	Council Manager	Aldermen	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1989, c. 611
363.	Fairmont (Town) [2,604]	Council Manager	Commissioners	6 Members	Elected (4 Years)	AL 4S	Plurality	SL,1973, c. 288 GS 160A-101
364.	Waxhaw (Town) [2,625]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4	Plurality	Pr. 1919, c. 57 PL 1941, c. 255 GS 160A-101
365.	Liberty (Town) [2,661]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1981, c. 579
366.	Lowell (City) [2,662]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1993, c. 111
367.	Cajah's Mountain (Town) [2,683]	Council Manager	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 2006-99

Notes: The charter does not specify if the chairperson serves for a term or at the pleasure of the council. The charter does not specify a form of government, but the town has always operated under the council-manager system.

Item # 10

368.	Nags Head (Town) [2,700]	Council Manager	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1961, c. 808 SL 1963, c. 148 SL 1969, c. 62 GS 160A-101
369.	Red Oak (Town) [2,723]	Mayor Council	Commissioners	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1961, c. 799 SL 1989(90), c. 1035
370.	Wentworth (Town) [2,779]	Mayor Council	Council Members	5 Members	By and from Governing Board (2 Years)	AL 4S	Plurality	SL 1997-322
371.	Yadkinville (Town) [2,818]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1885, c. 10 SL 1979, c. 280 GS 160A-101
<i>Notes: The town has adopted the council-manager system by ordinance.</i>								
372.	LaGrange (Town) [2,844]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	GS 163-290 SL 1979(80), c. 1151 GS 160A-101
<i>Notes: Although the town charter styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
373.	Wallburg (Town) [2,895]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2004-37.
374.	Lillington (Town) [2,915]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1903, c. 252 SL 1959, c. 901 GS 160A-101 GS 163-290
375.	River Bend (Town) [2,923]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	Mun. Bd. Control 1981 GS 160A-66 GS 160A-101
376.	Benson (Town) [2,923]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL/D 4S	Plurality	SL 1999-91 GS 160A-101
<i>Notes: Three council members are elected from districts, and three are elected at large. In the election of at large members, each voter may only vote for one candidate.</i>								
377.	Bolling Spring Lakes (City) [2,972]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1977, c. 62 GS 160A-101
378.	Cramerton (Town) [2,976]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1967, c. 1061 GS 160A-101
379.	Kitty Hawk (Town) [2,991]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1981, c. 206 GS 160A-101
380.	Landis (Town) [2,996]	Mayor Council	Aldermen	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 213 SL 1987, c. 13 SL 2003-126 GS 160A-101
<i>Notes: The board of aldermen employ a town administrator to supervise all departments.</i>								
381.	Warsaw (Town) [3,051]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1965, c. 972 GS 160A-101 Pr. 1885, c. 91
382.	Stanley (Town) [3,053]	Council Manager	Council Members	5 Members	Elected (2 Years)	DAL 4S	Plurality	Pr. 1911, c. 233 GS 160A-101
383.	Hudson (Town) [3,078]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1905, c. 239 SL 1967, c. 322 GS 160A-101
384.	Jamestown (Town) [3,088]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 2	Primary	SL 1981, c. 370
385.	Louisburg (Town) [3,111]	Mayor Council	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1961, c. 1022 GS 160A-101
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
386.	Wilkesboro (Town) [3,159]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1889, c. 240 SL 1979, c. 645 GS 160A-101
<i>Notes: Although the Wilkesboro charter styles the governing board as the board of commissioners, the town actually styles the board as the council.</i>								
387.	Woodfin (Town) [3,162]	Mayor Council	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1983, c. 291 GS 160A-101 SL 1971, c. 271 SL 1979, c. 324
<i>Notes: The board of aldermen employs a town administrator who supervises all departments.</i>								
388.	Stallings (Town) [3,189]	Council Manager	Council Members	6 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1975, c. 758 GS 160A-101
389.	Stokesdale (Town) [3,267]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	1989, c. 488 GS 160A-101
390.	Malden (Town) [3,282]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S/2	Plurality	Pr. 1883, c. 103 PL 1939, c. 350 SL 1955, c. 445 GS 160A-101
<i>Notes: Three council members are elected every two years. The two persons with the highest vote totals receive four-year terms; the person with the third-highest vote total receives a two-year term.</i>								
391.	Burgaw (Town) [3,337]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2001-247

392.	Wallace (Town) [3,344]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1987, c. 94 SL 1997-321
393.	Newport (Town) [3,349]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1927, c. 225 SL 1969, c. 495 GS 160A-101
394.	Spencer (City) [3,355]	Council Manager	Aldermen	6 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1905, c. 37 PL 1939, c. 222 SL 1951, c. 325 SL 1957, c. 870 GS 160A-101,
395.	Raeford (City) [3,386]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973, c. 371 GS 160A-101
396.	Archer Lodge (Town) [3,400]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2009-466
<i>Notes: Archer Lodge was incorporated in 2009. Its population is an estimate based upon published newspaper accounts. The first town election will be held in 2011.</i>								
397.	Aberdeen (Town) [3,400]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	GS 160A-101 SL 1975, c. 147
398.	Dallas (Town) [3,402]	Council Manager	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1979, c. 342 GS 160A-101
399.	Angier (Town) [3,419]	Council Manager	Commissioners	4 Members	Elected (4 Years)	DAL 4S	Plurality	SL 2008-63
400.	Troy (Town) [3,430]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1883, c. 153 Pr. 1913, c. 342 SL 1957, c. 125 GS 160A-101
401.	Pineville (Town) [3,449]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1965, c. 296
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
402.	Emerald Isle (Town) [3,488]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1973, c. 526 GS 160A-101
403.	Franklin (Town) [3,490]	Mayor Council	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1905, c. 26 Pr. 1935, c. 5 GS 160A-66, -101
<i>Notes: The board of aldermen employs a town administrator to supervise all departments.</i>								
404.	Red Springs (Town) [3,493]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1949, c. 1252 SL 1951, c. 344 SL 1957, c. 457 SL 1969, c. 212
405.	Wadesboro (Town) [3,552]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 297 SL 2003-190
406.	Randleman (City) [3,557]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL/DAL 4S/2	Plurality	Pr. 1905, c. 209 SL 1959, c. 701 GS 160A-101
<i>Notes: Four aldermen are elected from residence districts and serve four-year staggered terms. One is elected at large and serves a two-year term.</i>								
407.	China Grove (Town) [3,616]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2002-42
<i>Notes: Although the town charter, SL 2002-42, styles the governing board as the board of alderman, the town actually styles the board as the town council.</i>								
408.	Gamewell (Town) [3,644]	Mayor Council	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1981, c. 31
<i>Notes: Although the town charter, SL 1981, c. 31, styles the governing board as the board of commissioners, the town actually styles the board as the town council.</i>								
409.	Elizabethtown (Town) [3,698]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1895, c. 156 SL 2004-34 GS 160A-101
410.	Beaufort (Town) [3,771]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1913, c. 435 Pr. 1919, c. 103 GS 160A-101
411.	Boiling Springs (Town) [3,866]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1953, c. 349 GS 160A-101
412.	Oak Ridge (Town) [3,988]	Mayor Council	Council Members	5 Members	By and from Governing Board (At pleasure of board)	AL 4S	Plurality	SL 1998-113
<i>Notes: The council employs a town administrator to supervise all departments.</i>								
413.	Walkertown (Town) [4,009]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1983(84), c. 936 GS 160A-101
414.	Spindale (Town) [4,022]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1975, c. 378 GS 160A-101
415.	Canton (Town) [4,029]	Council Manager	Aldermen	4 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1907, c. 90 Pr. 1911, c. 178 Pr. 1935, c. 119 GS 160A-101
416.	Zebulon (Town) [4,046]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973, c. 386 GS 160A-101

417.	Plymouth (Town) [4,107]	Council Manager	Council Members	6 Members	Elected (2 Years)	D 2	Plurality	SL 1995, c. 325 SL 2001-51
418.	Elkin (Town) [4,109]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1987, c. 740
419.	North Wilkesboro (Town) [4,116]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 263 GS 160A-101
420.	Rutherfordton (Town) [4,131]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1979, c. 350 GS 160A-101
421.	Mocksville (Town) [4,178]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1963, c. 74 GS 160A-101
422.	Fletcher (Town) [4,185]	Council Manager	Council Members	4 Members	Elected (4 Years)	DAL 4S	Primary	SL 1989, c. 44 GS 160A-101
423.	Trent Woods (Town) [4,192]	Mayor Council	Commissioners	3 Members	Elected (2 Years)	AL 2	Plurality	SL 1959, c. 718 GS 163-279
424.	Fairview (Town) [4,201]	Mayor Council	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 2001-428
425.	Wendell (Town) [4,247]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1985, c. 107
426.	Farmville (Town) [4,302]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1979, c. 406 GS 160A-101
427.	Nashville (Town) [4,309]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1969, c. 320 SL 1973, c. 343 GS 160A-101

Notes: Although the legislation cited above styles the governing board as the board of commissioners, the town actually styles the board as the town council.

428.	Gibsonville (Town) [4,372]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1979, c. 392
429.	Midway (Town) [4,400]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2006-37.
430.	Valdese (Town) [4,485]	Council Manager	Council Members	5 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1977, c. 847 SL 2000-28
431.	Harrisburg (Town) [4,493]	Mayor Council	Council Members	7 Members	Elected (2 Years)	AL 2	Plurality	SL 1973, c. 111 GS 160A-101
432.	Ahoskie (Town) [4,523]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL/D 4S	Plurality	SL 1963, c. 609 GS 160A-101

Notes: Four council members are elected from districts and one is elected at large. Pursuant to S.L. 2009-31, the mayor's term of office will become four-years, effective with the 2011 election.

433.	Erwin (Town) [4,537]	Council Manager	Commissioners	6 Members	Elected (4 Years)	AL 4	Majority	SL 1967, c. 12 GS 160A-101
434.	Mount Olive (Town) [4,567]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL/D 2	Plurality	SL 1977, c. 476 Pr. 1905, c. 201 SL 1979(80),c.1303 GS 160A-101

Notes: Four commissioners are elected from districts and one is elected at large.

435.	Granite Falls (Town) [4,612]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1981, c. 382
436.	Ayden (Town) [4,622]	Council Manager	Commissioners	5 Members	Elected (2 Years)	DAL 2	Plurality	SL 1965, c. 79 GS 163-290
437.	Carolina Beach (Town) [4,701]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1973, c. 376 SL 1981, c. 842 GS 160A-101
438.	Pleasant Garden (Town) [4,714]	Mayor Council	Council Members	4 Members	Elected (2 Years)	AL 4S	Primary	SL 1997-344 SL 2009-167

Notes: The council employs a town administrator to supervise all departments.

439.	Long View (Town) [4,722]	Mayor Council	Aldermen	5 Members	Elected (4 Years)	D 4S	Plurality	SL 1955, c. 789 GS 160A-101
440.	Winterville (Town) [4,791]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1993(94), c. 603 GS 160A-101
441.	Unionville (Town) [4,797]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1998-151 SL 1999-90
442.	Eastover (Town) [4,838]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 2007-267
443.	Sawmills (Town) [4,921]	Mayor Council	Council Members	5 Members	Elected (4 Years)	AL 4S	Primary	SL 1987, c. 648

Notes: The council employs a town administrator to supervise all departments.

444.	Marion (City) [4,943]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 101
445.	Bessemer City (City) [5,119]	Council Manager	Council Members	6 Members	Elected (2 Years)	DAL 2	Plurality	SL 1989(90), c. 1018
446.	Whiteville (City) [5,148]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987(88), c. 1018 GS 160A-101
447.	Morrisville (Town) [5,208]	Council Manager	Commissioners	6 Members	Elected (4 Years)	AL/DAL 4S	Plurality	SL 1947, c. 776 SL 1975, c. 802 GS 160A-101

Notes: Four commissioners are elected from residence districts, and two are elected at large.

448.	Cherryville (City) [5,361]	Council Manager	Council Members	4 Members	Elected (2 Years)	DAL 4S	Plurality	SL 1969, c. 581
449.	Edenton (Town) [5,394]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1985(86), c. 815

Notes: Four council members are elected from districts, and two are elected at large.

450.	Butner (Town) [5,440]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4	Plurality	SL 2007-269
451.	Hillsborough (Town) [5,446]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 351 GS 160A-101
452.	Williamston (Town) [5,843]	Mayor Council	Commissioners	5 Members	Elected (4 Years)	AL/D 4	Plurality	Pr. 1901, c. 129 SL 1991, c. 374 GS 160A-101

Notes: Four commissioners are elected from districts and one is elected at large. The board of commissioners employs a town administrator to supervise all departments.

453.	Kill Devil Hills (Town) [5,897]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1995(96), c. 735
454.	Selma (Town) [5,914]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1991(92), c. 934
455.	King (City) [5,952]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	SL 1983, c. 351 GS 160A-101
456.	Knightdale (Town) [5,958]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1927, c. 155 GS 160A-101
457.	Hamlet (Town) [6,018]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1969, c. 506 GS 160A-101 GS 163-290
458.	Mills River (Town) [6,147]	Council Manager	Council Members	5 Members	By and from Governing Board (4 Years)	AL/DAL 4S	Plurality	SL 2003-242

Notes: Three council members are elected from residence districts, and two are elected at large.

459.	Oak Island (Town) [6,571]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	GS 160A-101 SL 1999-66 SL 2003-84
460.	Conover (City) [6,604]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 78 GS 160A-101
461.	Trinity (City) [6,690]	Council Manager	Council Members	8 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1997-44 GS 160A-101
462.	Weddington (Town) [6,696]	Mayor Council	Council Members	4 Members	Elected (2 Years)	DAL 4S	Plurality	SL 1983, c. 256 GS 160A-101

Notes: The council employs a town administrator to supervise all departments.

463.	Elon College (Town) [6,738]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1985, c. 109
464.	Brevard (City) [6,789]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1981, c. 415 SL 2007-65
465.	Siler City (Town) [6,966]	Council Manager	Commissioners	7 Members	Elected (2 Years)	AL/D 4S	Plurality	Pr. 1887, c. 88 SL 1989, c. 16

Notes: Five commissioners are elected from districts, and two are elected at large.

466.	Clayton (Town) [6,973]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1987(88), c. 983 GS 160A-101
467.	Summerfield (Town) [7,018]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1995, c. 426 GS 160A-101
468.	Davidson (Town) [7,139]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1879, c. 32 SL 1957, c. 36 GS 163-279 GS 160A-101
469.	Mebane (City) [7,284]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973, c. 514 GS 160A-101
470.	Black Mountain (Town) [7,511]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1951, c. 747 SL 1969, c. 1034 GS 160A-101
471.	Forest City (Town) [7,549]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1981, c. 209 GS 160A-101
472.	Morehead City (Town) [7,691]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1969, c. 879 GS 160A-101
473.	Fuquay-Varina (Town) [7,898]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 4S	Plurality	Pr. 1915, c. 167 SL 1959, c. 774
474.	Spring Lake (Town) [8,098]	Council Manager	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1977, c. 742 GS 160A-101
475.	Mount Airy (City) [8,484]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL/DAL 4S	Primary	SL 2003-281

Notes: Four commissioners are elected from residence districts and one is elected at large.

476.	Clinton (Town) [8,600]	Council Manager	Council Members	5 Members	Elected (2 Years)	D 4S	Plurality	SL 1985(86), c. 943 SL 1989(90), c. 887
477.	Roxboro (City)	Council Manager	Council Members	5 Members	Elected (2	AL 2	Majority	SL 1997-283

[8,696]				Years)				
478. Belmont (City) [8,705]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	Pr. 1921, c. 22 Pr. 1935, c. 161 SL 1947, c. 125 SL 1969, c. 930 GS 160A-101	
479. Lewisville (Town) [8,826]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 2	Plurality	SL 1991, c. 116	
480. Oxford (City) [8,838]	Council Manager	Commissioners	7 Members	Elected (2 Years)	AL 4S	Plurality	SL 1963, c. 971	
481. Archdale (City) [9,014]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL/DAL 4S	Plurality	SL 1969, c. 667 SL 2007-41	
<i>Notes: Four council members are elected from residence districts, and two are elected at large. In addition, Archdale holds municipal elections in even-numbered years, rather than odd-numbered years.</i>								
482. Holly Springs (Town) [9,192]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	GS 160A-101 SL 2003-73	
483. Dunn (City) [9,196]	Council Manager	Council Members	6 Members	Elected (4 Years)	D 4	Majority	SL 1969, c. 818 SL 1971, c. 104 GS 160A-101	
484. Waynesville (Town) [9,232]	Council Manager	Aldermen	4 Members	Elected (4 Years)	AL 4	Plurality	SL 1995, c. 126	
485. Washington (City) [9,583]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1995 (96) c. 736	
486. Mount Holly (City) [9,618]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1975, c. 212	
487. Rockingham (City) [9,672]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S/2	Plurality	SL 1974, c. 1265 SL 1995(96), c. 698 SL 2001-68	
<i>Notes: Three board members are elected every two years. The two persons receiving the highest number of votes receive four-year terms; the person with the third-highest vote total receives a two-year term.</i>								
488. Kings Mountain (City) [9,693]	Council Manager	Council Members	7 Members	Elected (2 Years)	AL/D 2	Plurality	SL 1947, c. 684 SL 1951, c. 836 SL 1969, c. 204 GS 160A-101	
<i>Notes: Five council members are elected from districts, and two are elected at large.</i>								
489. Pinehurst (Village) [9,706]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Plurality	Mun. Bd. Control 1980 GS 160A-101	
490. Lincolnton (Town) [9,965]	Council Manager	Council Members	4 Members	Elected (2 Years)	DAL 4S	Partisan	SL 1979, c. 341 SL 1981(82), c. 1134 SL 1983, c. 58	
491. Hendersonville (City) [10,420]	Council Manager	Council Members	4 Members	Elected (4 Years)	AL 4S	Primary	SL 1971, c. 874 GS 160A-101	
492. Southern Pines (Town) [10,918]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 2	Primary	SL 1981, c. 352 GS 160A-101	
493. Tarboro (Town) [11,138]	Council Manager	Council Members	8 Members	Elected (4 Years)	D 4S	Plurality	SL 1995, c. 73	
494. Hope Mills (Town) [11,237]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1981, c. 650	
495. Smithfield (Town) [11,510]	Council Manager	Council Members	7 Members	Elected (2 Years)	AL/D 4S	Plurality	SL 1965, c. 827 SL 1989, c. 203 Pr. 1933, c. 36, 61 SL 1959, c. 56	
<i>Notes: Three council members are elected from districts, and four are elected at large.</i>								
496. Indian Trail (Town) [11,905]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 2009-257	
497. Cornelius (Town) [11,969]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1971, c. 288 SL 1991(92), c. 852 GS 160A-101	
498. Wake Forest (Town) [12,558]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1973, c. 273 SL 1993, c. 118	
499. Newton (City) [12,560]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	GS 160A-101 SL 1989(90) c. 1042	
500. Graham (City) [12,833]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Plurality	SL 1979, c. 339 GS 160A-101	
501. Boone (Town) [13,472]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S/2	Plurality	Pr. 1931, c. 187 SL 1969, c. 905 GS 160A-101 Pr. 1907, c. 107	
<i>Notes: Three board members are elected every two years. The two persons receiving the highest number of votes receive four-year terms; the third-highest vote getter receives a two-year term.</i>								
502. Clemmons (Village) [13,827]	Council Manager	Council Members	5 Members	Elected (2 Years)	AL 4S	Plurality	SL 1985, c. 437 GS 160A-101	
503. Reidsville (City) [14,485]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1989(90) c. 957 SL 1993, c. 306	
<i>Notes: Four council members are elected from districts, and two are elected at large.</i>								

504. Mint Hill (Town) [14,922]	Council Manager	Commissioners	4 Members	Elected (2 Years)	AL 2	Plurality	SL 1971, c. 73 GS 160A-101
505. Albemarle (Town) [15,680]	Council Manager	Council Members	7 Members	Elected (2 Years)	AL/D 4S	Partisan	SL 1979, c. 259 SL 1987(88), c. 881 GS 160A-101
<i>Notes: Four council members are elected from districts and three are elected at large.</i>							
506. Laurinburg (City) [15,874]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1989, c. 586 SL 1995, c. 65 GS 160A-101
<i>Notes: Four council members are elected from districts and one is elected at large.</i>							
507. Eden (City) [15,908]	Council Manager	Council Members	7 Members	Elected (4 Years)	DAL 4S	Plurality	SL 1967, c. 967 SL 1969, c. 781 GS 160A-101 GS 163-290
508. Henderson (City) [16,095]	Council Manager	Council Members	8 Members	Elected (2 Years)	AL/D 2	Majority	SL 1967, c. 780 SL 1997-62 GS 160A-101
<i>Notes: Four council members are elected from districts, and four are elected at large.</i>							
509. Carrboro (Town) [16,782]	Council Manager	Aldermen	6 Members	Elected (2 Years)	AL 4S	Plurality	SL 1987, c. 476
510. Lenoir (City) [16,793]	Council Manager	Council Members	7 Members	Elected (4 Years)	AL 4S	Primary	SL 1977, c. 118 SL 1997-262
511. Roanoke Rapids (City) [16,957]	Council Manager	Council Members	5 Members	Elected (4 Years)	D 4S	Plurality	SL 1995, c. 34
512. Kernersville (Town) [17,126]	Council Manager	Aldermen	5 Members	Elected (2 Years)	AL 2	Plurality	SL 1989, c. 381 GS 160A-101
513. Elizabeth City (City) [17,188]	Council Manager	Council Members	8 Members	Elected (2 Years)	D 2	Majority	SL 2001-227
514. Morganton (City) [17,310]	Council Manager	Council Members	4 Members	Elected (4 Years)	DAL 4S	Majority	SL 1975, c. 180 SL 1998-81
515. Garner (Town) [17,757]	Council Manager	Aldermen	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1977, c. 333 GS 160A-101
516. Mooresville (Town) [18,823]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL/D 4S	Primary	SL 1975, c. 239 GS 160A-101
<i>Notes: Four commissioners are elected from districts, and two are elected at large.</i>							
517. Shelby (City) [19,477]	Council Manager	Council Members	6 Members	Elected (4 Years)	DAL 4S	Majority	PL1939, c. 252 SL 1961, c. 416, 509 GS 160A-101 GS 163-290
518. Thomasville (City) [19,788]	Council Manager	Council Members	7 Members	Elected (2 Years)	AL 2	Plurality	GS 160A-101 SL 1981, c. 211
519. Lexington (City) [19,953]	Council Manager	Council Members	8 Members	Elected (2 Years)	AL/D 4S	Plurality	SL 1981, c. 906 SL 1987, c. 64
<i>Notes: Six council members are elected from districts, and two are elected at large.</i>							
520. Apex (Town) [20,212]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1985, c. 356 GS 160A-101
521. Lumberton (City) [20,795]	Council Manager	Council Members	8 Members	Elected (4 Years)	D 4S	Plurality	SL 1963, c. 115 SL 1965, c. 282 SL 1967, c. 237 SL 1971, c. 166 GS 163-290
522. Asheboro (Town) [21,672]	Council Manager	Council Members	7 Members	Elected (4 Years)	AL 4S	Primary	SL 1967, c. 481 SL 1989(90), c. 921 GS 160A-101
523. Matthews (Town) [22,127]	Council Manager	Commissioners	6 Members	Elected (2 Years)	AL 2	Primary	Pr. 1879, c. 60 Pr. 1911, c. 172 SL 1951, c. 179 GS 160A-101
524. Havelock (Town) [22,442]	Council Manager	Commissioners	5 Members	Elected (4 Years)	AL 4S	Plurality	SL 1959, c. 952 SL 1977, c. 152 SL 1995(96), c. 619 SL 1999-126 GS 160A-66
525. New Bern (City) [23,128]	Council Manager	Aldermen	6 Members	Elected (4 Years)	D 4	Majority	SL 1957, c. 1281 SL 1983, c. 174 SL 1985, c. 64 GS 160A-101
526. Sanford (City) [23,220]	Council Manager	Council Members	7 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1967, c. 650 SL 1997-245 GS 163-290 GS 160A-101
<i>Notes: Five council members are elected from districts, and two are elected at large.</i>							
527. Statesville (City) [23,320]	Council Manager	Council Members	8 Members	Elected (4 Years)	AL/D 4S	Majority	SL 1977, c. 289 SL 1985, c. 570 GS 160A-101
<i>Notes: Six council members are elected from districts, and two are elected at large.</i>							
528. Kinston (City) [23,688]	Council Manager	Council Members	5 Members	Elected (4 Years)	AL 4S	Partisan	SL 1987, c. 169

529.	Huntersville (Town) [24,960]	Council Manager	Commissioners	5 Members	Elected (2 Years)	AL 2	Plurality	Pr. 1885, c. 46 GS 160A-66 GS 160A-101
530.	Monroe (City) [26,228]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Majority	SL 2000-35
531.	Salisbury (City) [26,462]	Council Manager	Council Members	5 Members	By and from Governing Board (2 Years)	AL 2	Plurality	SL 1987, c. 205
532.	Kannapolis (City) [36,910]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Plurality	SL 1983, c. 191 GS 160A-101
533.	Hickory (City) [37,222]	Council Manager	Aldermen	6 Members	Elected (4 Years)	DAL 4S	Primary	SL 1961, c. 323 SL 1967, c. 404
534.	Goldsboro (City) [39,043]	Council Manager	Council Members	6 Members	Elected (4 Years)	D 4	Primary	SL 1973, c. 69 SL 1975, c. 245 SL 1985(86), c. 888 GS 160A-101
535.	Wilson (City) [44,405]	Council Manager	Council Members	7 Members	Elected (2 Years)	D 2	Plurality	SL 1969, c. 136 SL 1979, c. 334 GS 160A-101
536.	Burlington (City) [44,917]	Council Manager	Council Members	4 Members	Elected (2 Years)	AL 4S	Primary	SL 1961, c. 119 GS 160A-101
537.	Chapel Hill (Town) [48,715]	Council Manager	Council Members	8 Members	Elected (2 Years)	AL 4S	Plurality	SL 1975, c. 473 SL 1981, c. 911 GS 160A-101
538.	Rocky Mount (City) [55,893]	Council Manager	Council Members	7 Members	Elected (4 Years)	D 4S	Majority	SL 2003-327
539.	Concord (City) [55,977]	Council Manager	Council Members	7 Members	Elected (4 Years)	AL/DAL 4	Plurality	SL 1985(86), c. 861 GS 160A-101
	<i>Notes: Six council members are elected from residence districts, and one is elected at large.</i>							
540.	Greenville (City) [60,476]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL/D 2	Plurality	SL 1981, c. 272 GS 160A-101
	<i>Notes: Five council members are elected from districts and one at large.</i>							
541.	Gastonia (City) [66,277]	Council Manager	Council Members	6 Members	Elected (4 Years)	DAL 4	Plurality	SL 1991, c. 557 SL 1993, c. 136 GS 160A-101
542.	Jacksonville (City) [66,715]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL/D 4S	Plurality	SL 1967, c. 911 GS 163-290 GS 160A-101
	<i>Notes: Four council members are elected from districts, and two are elected at large.</i>							
543.	Asheville (City) [68,889]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL 4S	Partisan	Pr. 1931, c. 121 Pr. 1935, c. 30 SL 1969, c. 165 GS 160A-101
544.	Wilmington (City) [75,838]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL 4S	Majority	SL 1977, c. 495 GS 160A-101
545.	High Point (City) [85,839]	Council Manager	Council Members	8 Members	Elected (2 Years)	AL/D 2	Plurality	SL 1991, c. 40 GS 160A-101 SL 2006-171 SL 1979, c. 501
	<i>Notes: Six council members are elected from districts, and two are elected at large. High Point holds municipal elections in even-numbered years, rather than odd-numbered years.</i>							
546.	Cary (Town) [94,536]	Council Manager	Council Members	6 Members	Elected (4 Years)	AL/D 4S	Majority	SL 2005-117
	<i>Notes: Four council members are elected from districts and two are elected at large.</i>							
547.	Fayetteville (City) [121,015]	Council Manager	Council Members	9 Members	Elected (2 Years)	D 2	Primary	SL 1979, c. 557, 794 GS 160A-101
548.	Winston-Salem (City) [185,776]	Council Manager	Council Members	8 Members	Elected (4 Years)	D 4	Partisan	Pr. 1927, c. 232 Pr. 1933, c. 60 SL 1947, c. 601 SL 1965, c. 53 GS 163-279 GS 160A-101
549.	Durham (City) [187,035]	Council Manager	Council Members	6 Members	Elected (2 Years)	AL/DAL 4S	Primary	SL 1975, c. 671 GS 160A-101
	<i>Notes: Three council members are elected from residence districts, and three are elected at large.</i>							
550.	Greensboro (City) [223,891]	Council Manager	Council Members	8 Members	Elected (2 Years)	AL/D 2	Primary	SL 1959, c. 1137 SL 1973, c. 213 GS 160A-101
	<i>Notes: Five council members are elected from districts, and three are elected at large.</i>							
551.	Raleigh (City) [276,093]	Council Manager	Council Members	7 Members	Elected (2 Years)	AL/D 2	Majority	SL 1949, c. 1184 SL 1957, c. 121 SL 1973, c. 319 GS 160A-101
	<i>Notes: Five council members are elected from districts, and two are elected at large.</i>							
552.	Charlotte (City) [540,828]	Council Manager	Council Members	11 Members	Elected (2 Years)	AL/D 2	Partisan	SL 2000-26
	<i>Notes: Seven council members are elected from districts and four are elected at large.</i>							

552 Results Returned

[Click here to start a new search](#)



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: EMS response times north of the Tar River

Explanation: At its December 9, 2010 meeting, City Council requested a discussion of EMS response times north of the Tar River. The attached memo from Fire-Rescue Chief Bill Ale provides detailed information regarding this subject.

Fiscal Note: No direct cost to discuss EMS response times north of the Tar River.

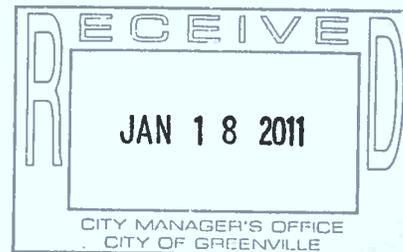
Recommendation: Receive a presentation from staff and discuss EMS response times north of the Tar River.

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

Attachments / click to download

[Chief Ale's memo](#)

MEMORANDUM



TO: Wayne Bowers, City Manager
FROM: William A. Ale, Fire/Rescue Chief *WAA*
DATE: January 14, 2011
SUBJECT: EMS Response Times

Councilmember Smith has requested response time data for our EMS units and a map that identifies where the EMS units are located. I will present response time data for the last three full years that EMS 4 was in service, and similar data for 2009 and 2010. To assure a clear understanding of the data presented, it is important that I identify two important factors related to this request. They are: how the Fire/Rescue Department delivers EMS service, and the relative value of EMS response times. I will first identify the EMS delivery strategy and the rationale behind it. Next, I will explain response time measurements. Lastly, I will interpret the EMS data that I am presenting in this report.

EMS Deployment Model

Greenville Fire/Rescue (GFR) uses a widely accepted method for determining municipal emergency fire, rescue, and EMS service levels. This method is a comprehensive, systematic approach of determining the basic service requirements for fire/rescue departments. This system consists of eight essential components: deployment of response resources, risk identification, risk expectations, service level objectives, distribution of response resources, concentration of response resources, service performance and reliability, and an overall evaluation. In simple terms, we identify and evaluate the risks to the community; determine the actions that our agency must take to respond, mitigate, and otherwise minimize these risks; and establish response goals based on the community's expectation of acceptable performance.

When considering the deployment of resources we are concerned with two important factors: distribution and concentration. Distribution of resources is the greatest determining factor affecting our ability to respond quickly to an emergency incident. Concentration of resources affects our ability to assemble sufficient resources to handle large emergencies and/or multiple, simultaneous incidents. GFR has strategically distributed its resources throughout the city to assure short response times and an adequate concentration to handle the fire, rescue and emergency medical risks to the community.

Memorandum
January 14, 2011
Page 2

To achieve positive outcomes for severe medical emergencies, GFR must be able to provide medical intervention before brain damage or death. Given that an emergency starts before or as it was noticed and continues to escalate through the steps of calling 911, dispatch notification of the companies, apparatus and personnel response, and equipment set-up once on scene; there are two “clocks” that emergency responders work against to achieve successful outcomes:

1. When the heart stops in a heart attack, the brain starts to die from lack of oxygen in 3 to 6 minutes and brain damage becomes irreversible at about the 10-minute point.
2. In a trauma patient, severe blood loss and organ damage becomes so great after the first hour that survival is difficult if not impossible. The goal of trauma medicine is to stabilize the patient in the field as soon as possible after the injury, and to transport them to a trauma center where appropriate medical intervention can be initiated within one hour of the injury.

GFR has established response goals for medical emergencies that are intended to assure emergency medical intervention occurs to achieve the best patient outcomes.

To assure that GFR has sufficient distribution and concentration of EMS response resources, it currently deploys five Advanced Life Support (ALS) transport units and six ALS engines throughout the City on a 24-hour basis 365 days a year. An ALS engine is assigned to each of the City’s six fire/rescue stations, and an EMS transport is assigned to every station except Station 4. This deployment of resources has evolved over the years, and will continue to change as growth occurs, population increases, and risks to the community change.

In 2004 GFR distributed its response resources among five fire/rescue stations strategically located throughout the city. Each station started 2004 with an ALS engine. Stations 1 through 4 also housed EMS transport units. Mid-year 2004, EMS4’s (the EMS transport unit assigned to Station 4) response area became smaller by 40 sq. miles. EMS4 had been providing EMS service to the north and northwest of the City in Pitt County. Pitt County placed two EMS transport units in service at this time, and EMS4’s response area was restricted to the city limits. This action caused EMS4’s responses to decrease an average 64% from 2001 through 2005. At the same time, EMS responses in Station 5’s response area increased an average 41%. (See Table 1 for detailed EMS call load for 2001 through 2005.) This shift in risk and call load caused GFR to move EMS4 to Station 5 in mid 2004.

As growth continued in east Greenville a sixth fire/rescue station was opened in October 2005 on E. 10th Street. Station 6 initially housed only an ALS engine. As call demand continued to increase, a fifth EMS transport unit, EMS6, was placed in service full time at the beginning of

Memorandum
January 14, 2011
Page 3

2010. EMS1, EMS2, and EMS6 currently provides EMS service to areas that were once in Station 4's response area. Based on anticipated growth and increased call demand, GFR has future plans to open Fire/Rescue Station 7 near the intersection of Fire Tower Road and Ashcroft Drive.

Table 1. EMS Incidents and Percentage of Total EMS Incidents By Response Area

Station	2001		2002		2003		2004		2005	
	# of Incidents	% of Incidents								
1	2720	32.09%	2749	32.15%	2891	31.78%	2771	31.85%	2821	30.98%
2	2253	26.58%	2262	26.46%	2551	28.04%	2753	31.65%	3019	33.15%
3	1819	21.46%	1810	21.17%	1900	20.88%	1816	20.88%	1896	20.82%
4	1020	12.04%	1041	12.18%	1003	11.02%	463	5.32%	282	3.10%
5	663	7.82%	688	8.05%	753	8.28%	896	10.30%	1089	11.96%
Total	8475	100.00%	8550	100.00%	9098	100.00%	8699	100.00%	9107	100.00%

The current 11 EMS-capable units are staffed with at least one Emergency Medical Technician – Paramedic (EMT-P), and two Emergency Medical Technicians – Basic (EMT-B). EMT-P is the highest level of pre-hospital care certification that can be held by a pre-hospital care provider. EMT-B is a basic level emergency care provider. GFR also has EMT-Intermediates (EMT-I) who are capable of performing limited advanced life support techniques. The most significant difference between the capabilities of a transport unit and an ALS engine is the EMS transport unit's capability of transporting a patient to a hospital on a stretcher. ALS engines can perform all other pre-hospital care of an EMS transport unit. The deployment of 11 ALS units assures short response times and the highest level of pre-hospital care to those who become ill or suffer an injury.

Measuring EMS Response Times

It has been customary for fire/rescue departments to report average response times. Average response times are not an accurate measure of performance, because outliers in the data set can skew the data. Usually it is the outliers on the high end that cause the misrepresentation of performance. The current fire/rescue industry standard for benchmarking response times is to compare performance at the 90 percentile of incidents. This benchmarking method reduces the impact of the outliers in the data set, provides more uniform comparisons, and permits fire/rescue departments to develop a clear performance baseline and future performance goals. The 90% fractile measure is a pass-fail method. One either meets or exceeds the benchmark, or fails to meet it.

Memorandum
January 14, 2011
Page 4

The National Fire Protection Association (NFPA) and the Center for Public Safety Excellence (CPSE) have both adapted the 90% fractile response time performance as the industry standard. In NFPA 1710, *Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments*, the following EMS response objectives are recommended:

1. Four minutes (240 seconds) or less for the arrival of a unit with first responder or higher level capability at an emergency medical incident not less than 90% of the time; and
2. Eight minutes (480 seconds) or less for the arrival of an advanced life support unit at an emergency medical incident not less than 90% of the time, where this service is provided by the fire department.

The NFPA develops, publishes, and disseminates consensus standards that are intended to minimize the possibility and effects of fire and other community risks. These standards are only recommendations, but are used in litigation as industry accepted standards of performance. The Center for Public Safety Excellence was created in 1996 when the International Association of Fire Chiefs and the International City-County Management Association executed a master trust agreement to create an accrediting agency for fire and emergency services agencies. The CPSE uses NFPA 1710 performance recommendations when evaluating fire and emergency services agencies' performance.

Data Presentation and Analysis

I have created four tables to display and compare GFR's EMS response time performance when EMS 4 was in service and after EMS 4 was moved to Fire/Rescue Station 5, becoming EMS 5. These tables contain average response times, 50% fractile response times, and 90% fractile response times for EMS incidents requiring an emergency – lights and siren – response. I have included 50% fractile times to illustrate the weakness of using average response times as a performance metric.

The tables below represent the following performance measures:

- Table 2 – EMS Transport Unit Average Response Times and Fractile Response Times for Emergency Incidents by Station Area for 2001, 2002 and 2003
- Table 3 – EMS Transport Unit response times for emergency EMS incidents occurring in each station's response area for 2009 and 2010
- Table 4 – ALS Engine response times for emergency EMS incidents occurring in each station's response area for 2009 and 2010

Memorandum
January 14, 2011
Page 5

- Table 5 – Composite GFR response times to emergency EMS incidents occurring in each station’s response area for 2009 and 2010.

Table 2. EMS Transport Unit Average Response Times (ART) and Fractile Response Times (FRT) for Emergency Incidents by Station Area for 2001, 2002 and 2003

Station	2001			2002			2003		
	ART (minutes)	50% FRT (minutes)	90% FRT (minutes)	ART	50% FRT	90% FRT	ART	50% FRT	90% FRT
1	21:26	6:04	9:59	6:13	6:00	9:29	6:32	5:39	9:15
2	36:01	5:31	9:41	6:27	5:16	9:00	5:34	5:14	8:47
3	414:38	7:18	12:20	7:19	6:35	11:21	54:47	6:27	11:20
4	18:12	7:42	13:12	8:47	8:00	13:43	8:21	7:37	12:24
5	19:31	7:00	10:51	72:19	7:01	11:09	7:30	7:06	10:49

Table 2 displays average and fractile response times to emergency EMS incidents in each of the stations’ response areas. The years illustrated in this table are the last three full years that an EMS transport unit was in service at Fire/Rescue Station 4. There was no EMS transport unit assigned to Station 5 and Station 6 did not exist at this time. The response data listed in Station 5’s area is for units from other stations that responded to emergency EMS incidents in Station 5’s response area.

Table 3. EMS Transport Unit Response Times for Emergency Incidents by Station Area for January 1, 2009 through December 29, 2010

Station	Ave. Response Time	50% Fractile Response Time	90% Fractile Response Time	# of Incidents	% of Calls
1	5:58 minutes	5:00 minutes	9:00 minutes	5124	24.93%
2	5:46 minutes	5:00 minutes	9:00 minutes	6525	31.75%
3	6:09 minutes	5:40 minutes	11:00 minutes	3600	17.52%
4	8:22 minutes	7:41 minutes	12:32 minutes	597	2.90%
5	6:25 minutes	4:36 minutes	11:00 minutes	2724	13.25%
6	6:37 minutes	6:24 minutes	10:11 minutes	1983	9.65%
All	6:14 minutes	5:46 minutes	10:00 minutes	20553	100%

Memorandum
January 14, 2011
Page 6

Table 4. ALS Engine Response Times for Emergency Incidents by Station Area for January 1, 2009 through December 29, 2010

Station	Ave. Response Time	50% Fractile Response Time	90% Fractile Response Time	# of Incidents	% of Calls
1	6:26 minutes	4:43 minutes	5:55 minutes	624	23.05%
2	6:16 minutes	4:29 minutes	5:45 minutes	495	18.29%
3	6:49 minutes	4:51 minutes	6:12 minutes	429	15.85%
4	7:05 minutes	5:31 minutes	6:38 minutes	302	11.16%
5	6:48 minutes	4:52 minutes	6:12 minutes	383	14.15%
6	6:52 minutes	4:32 minutes	6:11 minutes	474	17.51%
All	6:40 minutes	4:50 minutes	6:09 minutes	2707	100%

Table 5. Composite Response Times for Emergency Incidents by Station Area for January 1, 2009 through December 29, 2010

Station	Ave. Response Time	50% Fractile Response Time	90% Fractile Response Time	# of Incidents	% of Calls
1	6:01 minutes	4:58 minutes	8:40 minutes	5748	24.71%
2	5:49 minutes	4:57 minutes	8:44 minutes	7020	30.18%
3	6:14 minutes	5:35 minutes	10:30 minutes	4029	17.32%
4	7:46 minutes	6:57 minutes	9:53 minutes	899	3.87%
5	6:28 minutes	4:38 minutes	10:22 minutes	3107	13.36%
6	6:49 minutes	6:02 minutes	9:25 minutes	2457	10.56%
All	6:17 minutes	5:50 minutes	9:33 minutes	23260	100%

Tables 3, 4 and 5 show current response time data for emergency EMS incidents occurring in each station's area. Table 2 includes response time data for EMS transports only. Table 3 displays response time for ALS engines only. Table 4 combines the response time data for both EMS transport units and ALS engines. Although Councilmember Smith's request for data was only in regards to EMS transport units, I thought that it was important to illustrate our overall response times to EMS incidents, because transport unit data alone does not adequately depict GFR's response time performance to EMS emergencies. GFR's EMS strategy relies on both EMS transport unit responses and ALS engine responses for adequate resource distribution and concentration.

Additionally, I believe that the request was for average response times. I have included 50% and 90% fractile data to demonstrate the flaw of using this metric to report response times. The data in these tables clearly illustrates the weakness of using average response times as a

Memorandum
January 14, 2011
Page 7

performance measure. Based on average response times, one would conclude that the responding units would arrive at their destination half the time under the average response time and half of the time over it. However, the 50% fractile response data demonstrates that our response performance is much better than the average response time. The reason for this difference is that outliers in the data set can significantly skew average response times. For example, in Table 2 Station 3's average response time is 6 hours 54 minutes 38 seconds in 2001. This error was probably caused by the entry of inaccurate response times when completing incident reports, or the failure to record at the scene times at the Communications Center until the incident was long over.

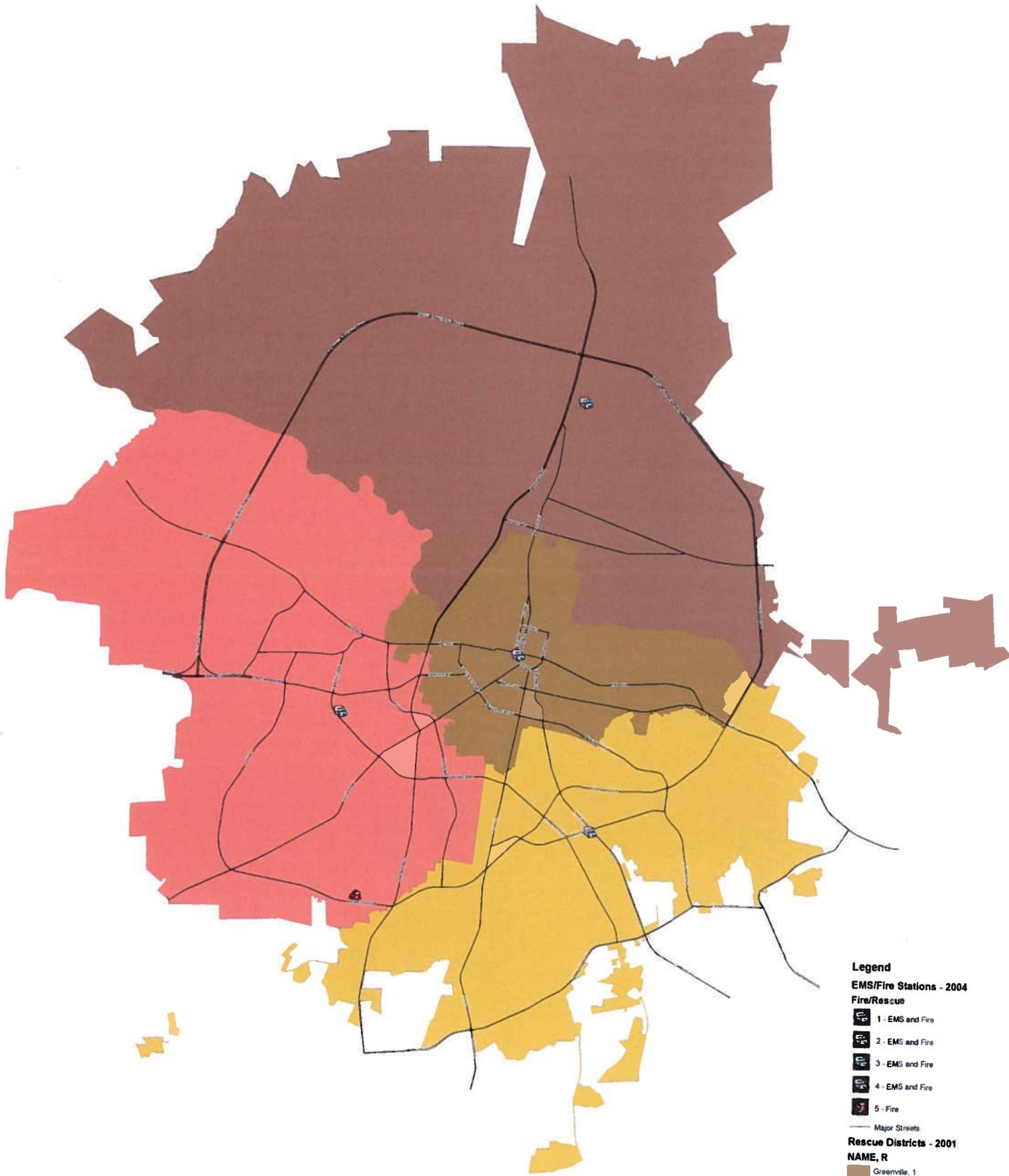
Analysis of the EMS transport unit data reveals that response times have not significantly changed in Station 4's area since EMS4 was placed out of service, but the number and percent of EMS calls in this area has decreased dramatically. When EMS4 was in service in 2001, 2002, and 2003, its 90% fractile response times were 13:12 minutes, 13:43 minutes, and 12:24 minutes respectively. In 2009 and 2010, the 90% fractile response for EMS transport units responding EMS emergencies in Station 4's area was 12:32 minutes. From 2001 through 2003, an average of 1021.3 EMS emergencies occurred annually in Station 4's response area. The same average for 2009 and 2010 was 299 emergency incidents.

In conclusion, the loss of EMS response area in 2004 for Station 4 necessitated a re-evaluation of the risk and deployment of EMS resources throughout the City. Where at one time EMS emergency responses in Station 4's area made up 12.18% of the department's total emergency EMS responses, today they represent less than 3% of these calls. With the response times by EMS transport units being virtually the same whether EMS4 was in service or not, it was prudent for GFR leadership to relocate EMS4 to Station 5 in 2004 to handle the shift in risk and call load.

I am enclosing the maps of the fire/rescue stations and EMS unit locations for 2004 and 2011. The map with the Greenville Rescue Districts 2001 heading shows the station and EMS units locations in 2004 when EMS4 was still in service. It also shows the response districts for the EMS units when EMS4 was in service. The 2011 map displays station and EMS unit locations, and EMS unit response areas.

Attachments

Greenville Rescue Districts 2001



Legend

EMS/Fire Stations - 2004

Fire/Rescue

- 1 - EMS and Fire
- 2 - EMS and Fire
- 3 - EMS and Fire
- 4 - EMS and Fire
- 5 - Fire

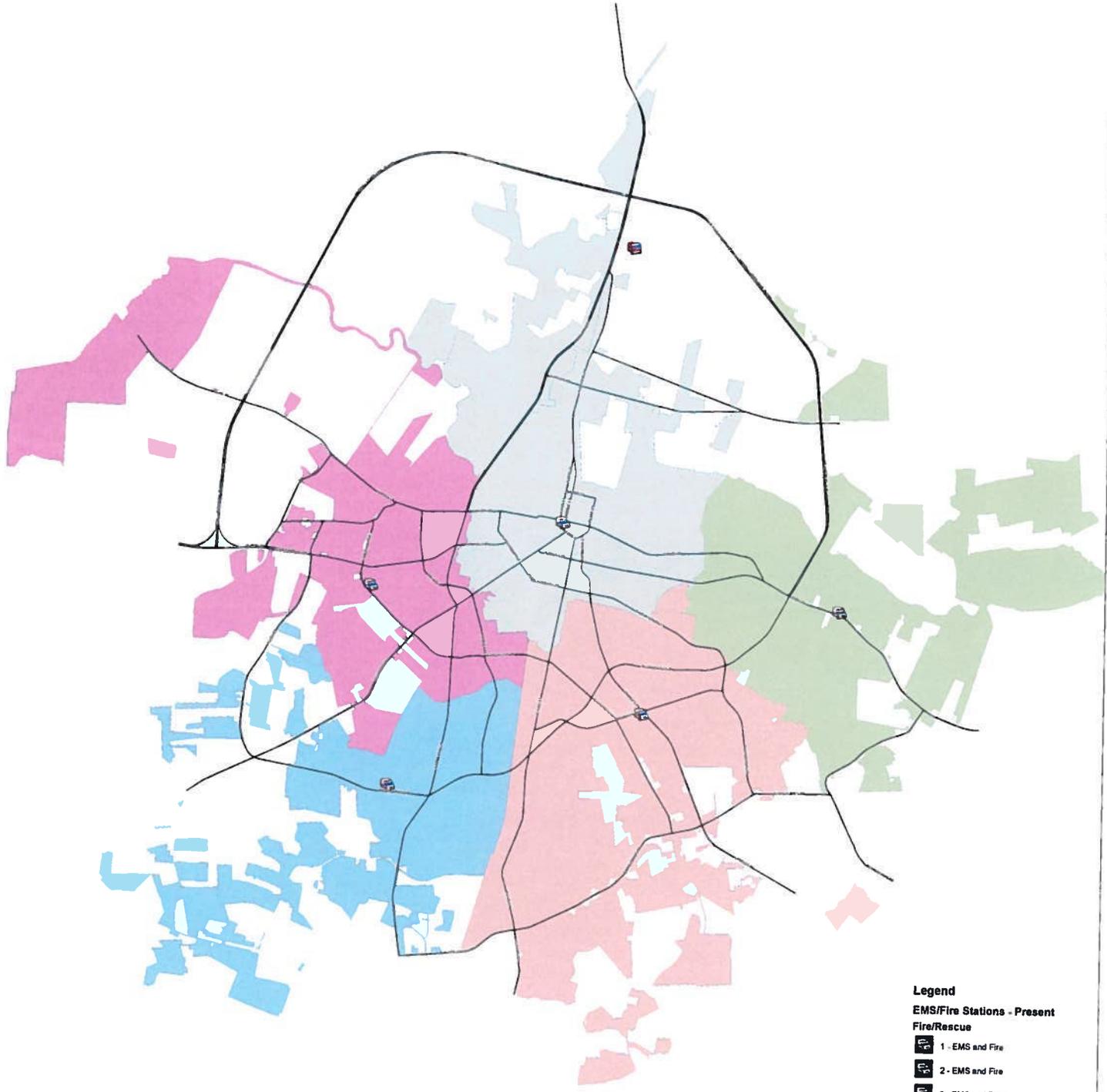
Major Streets

Rescue Districts - 2001

NAME, R

- Greenville, 1
- Greenville, 2
- Greenville, 3
- Greenville, 4

Greenville Rescue Districts as of January, 2011



Legend

EMS/Fire Stations - Present

- 1 - EMS and Fire
- 2 - EMS and Fire
- 3 - EMS and Fire
- 4 - Fire
- 5 - EMS and Fire
- 6 - EMS and Fire

Major Streets

Rescue Districts - Present

NAME, R

- Greenville, 1
- Greenville, 2
- Greenville, 3
- Greenville, 5
- Greenville, 6

Item # 11



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Proposed Albemarle Avenue basketball park

Explanation: The concept of constructing an outdoor basketball complex in West Greenville was conceived through joint conversations between the Community Development Department, Recreation and Parks Department, and Police Department as a way to address the need in West Greenville for additional recreational opportunities. Such opportunities are discussed within the Center City-West Greenville Revitalization Plan and have started to be addressed through the installation of walking paths in Thomas Foreman Park, which are part of the West 5th Street Gateway Project. Such a facility might also provide an opportunity for the Police Department to further its community policing activities within West Greenville, quite possibly in conjunction with the Police Athletic League.

While only in the conceptual stage, staff believes that a carefully designed and monitored basketball complex could provide an outlet for West Greenville's youth to engage in competitive recreation in a safe atmosphere. Staff has also considered that such a complex might become a regional draw through the opportunity to host events such as three-on-three tournaments.

Several sites within West Greenville have been considered, but the focus has narrowed to the former warehouse property located along Albemarle Avenue that has recently been cleared. The property's location has several inherent advantages to include proximity to residential areas yet a location in the warehouse district that is removed on most sides from residential development. Given that such a basketball complex could be noisy during busy periods, this central but removed location seems a perfect fit.

The attached illustration is conceptual in nature, but does illustrate the potential for development of such a facility. The City-owned location on Albemarle Avenue provides enough space for as many as five courts, attendant, bathroom, equipment storage areas, and ample parking.

A presentation on this concept has been provided to the Recreation and Parks Commission, and additional presentations are planned for the Police Community Relations Committee and the Redevelopment Commission in the coming months. Staff also anticipates that the project will be presented at a West Greenville neighborhood meeting following those presentations.

Fiscal Note:

Although this project is in the very early stages of development, the Recreation and Parks Department estimates that construction of the basketball park would cost approximately \$650,000.

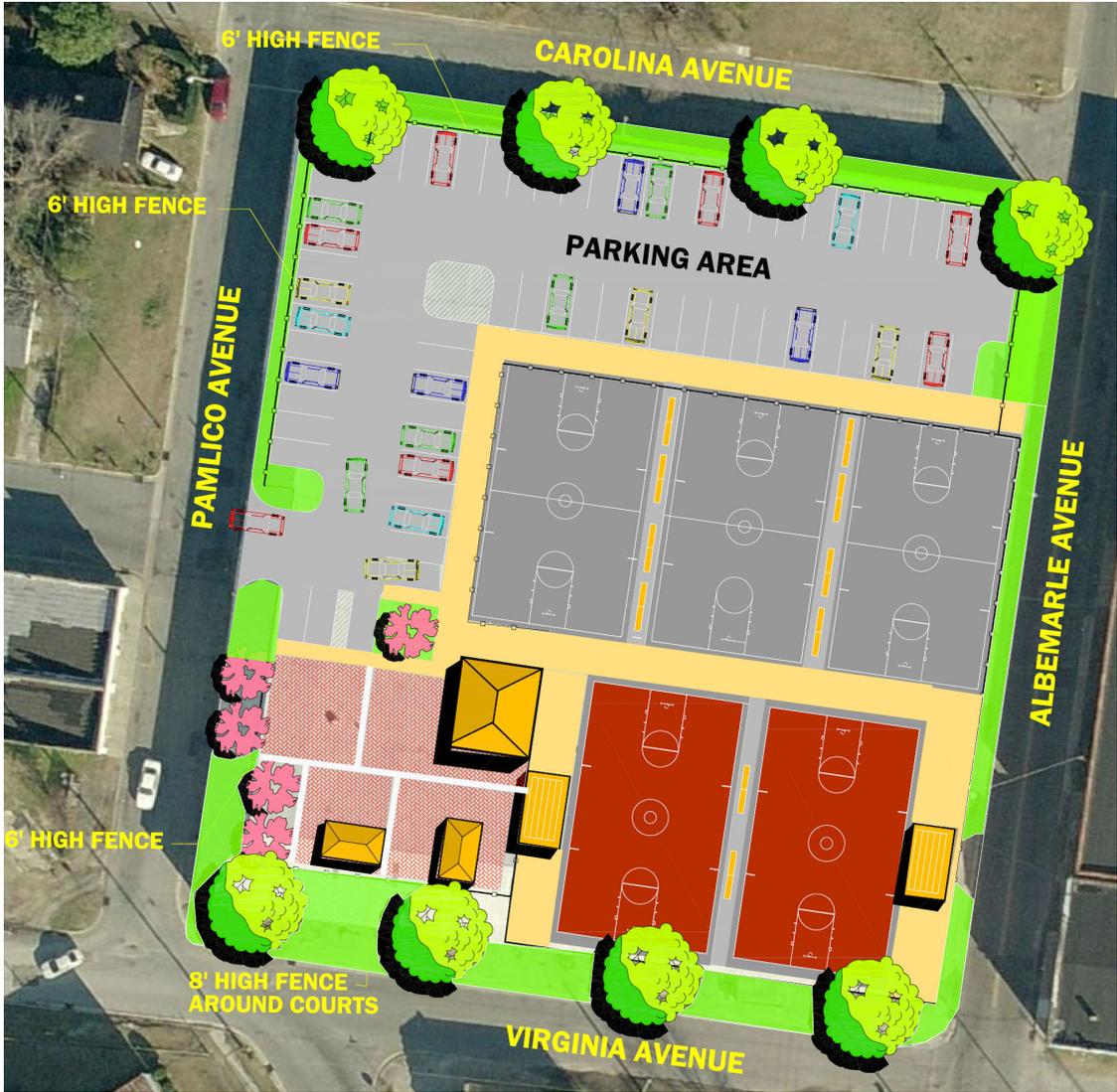
Recommendation:

Receive a staff report and discuss the proposed Albemarle Avenue basketball park.

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

Attachments / click to download

 [Albemarle Avenue Basketball Park 888761](#)





City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Environmental Advisory Commission budget request

Explanation: At its meeting on January 10, 2011 the City Council requested a discussion on the Environmental Advisory Commission (EAC) budget request. Attached is a list of all the boards and commissions' budget requests for 2010-2011 that was provided to City Council during the budget deliberations last year. The EAC is part of this list.

Fiscal Note: The EAC budget request is \$5,000, and the total boards and commissions budget request is \$16,600.

Recommendation: Discuss the Environmental Advisory Commission budget request.

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

Attachments / click to download

[Boards and Commissions' Budget Requests](#)

BOARDS AND COMMISSIONS BUDGET REQUESTS 2010-2011

Environmental Advisory Commission

Citizen Environmental Survey	\$1,000
Printing	\$1,000
Hardware (screen, table, computer, etc.)	\$ 200
Environmental signs	\$ 500
Plaques, framed certificates	\$ 300
Environmental grant	\$1,000
School environmental education	<u>\$1,000</u>
 Total	 \$5,000

Human Relations Council

(Note: does not include staffing request submitted in 2007 and provided to City Council again in March 2010)

Professional facilitator	\$5,000
--------------------------	---------

Neighborhood Advisory Board

Preparation of State of the Neighborhoods Report	\$2,000
Board development	<u>\$1,400</u>
 Total	 \$3,400

Public Transportation and Parking Commission

Ridership and Driver Appreciation Program	\$2,000
Special Advertisement Program	\$1,000
Miscellaneous	<u>\$ 200</u>
 Total	 \$3,200

Grand total	\$16,600
-------------	----------



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: City/GUC wellness programs

Explanation: The City of Greenville and Greenville Utilities Commission set up wellness programs for their employees over 25 years ago, and a joint program has been supported for the past 16 years. With the rising costs of health insurance, a growing trend has been to focus greater efforts in disease prevention, healthy lifestyles, and general wellness/fitness of insured employees and their family dependents. CIGNA has been very proactive in encouraging our participation and has partnered with our Wellness Coordinator, Barbara Avery, on a number of activities and projects over the years. A partial listing of 2010 activities is attached.

The 2010 transition to a self-insured medical plan by the City and GUC brought an increased sense of urgency to develop and implement a more comprehensive wellness program with greater across-the-board participation by employees and their families. To get a baseline on the needs of City and GUC employees, CIGNA sponsored biometric screenings and encouraged the completion of health risk assessments (HRAs) in November 2010. A summary of the results is listed in the attached "Wellness Meeting Friday January 7, 2011." The full CIGNA report provides greater detail in each of the areas, recommendations for action steps, and a recap of actual claims data. The full report was provided as a separate document with the January 29, 2011 Planning Session notebooks.

The information from the biometric screenings and HRAs will be used to help customize CIGNA's model wellness program to fit our workforce. A key feature of this program is CIGNA's Health Advisors (health coaches), who reach out to employees at risk and enter them into the Employee Incentive Points program. The Advisors monitor and coach these employees one-on-one through whatever health risk they may have. A meeting with staff in late February is scheduled to further explain and modify (if necessary) the 2011 wellness plan.

Steve Graybill, Principal at Mercer, has been a strong advocate for taking advantage of all opportunities to use medical plan design to encourage healthy

lifestyles. Mr. Graybill has given City and GUC staff an excellent guide on the essential components of an effective wellness program in the attached “City of Greenville/GUC Health & Benefits Wellness & Productivity”. Staff is using the guide to formulate the 2011-2012 wellness program.

In evaluating different wellness program designs, staff has considered the well-known BB&T model. Benefits Manager Frank Salvato contacted Maria Lachapelle, Vice President of Corporate Communication, to discuss the plan design. BB&T’s program is mandatory for all employees and is connected to the employee bonus pay program. A third-party health coach sits with each employee to put together a personalized wellness program, and the employee’s payroll bonus is directly tied to his/her success in completing the plan. This may be a path to further explore after we build a solid foundation for employee education and after we complete the health risk assessments for a broader spectrum of our workforce. Other aspects to be evaluated for future effectiveness may include a contractual on-site nurse or potentially a City/GUC medical clinic like Pitt County’s to treat employees and their dependents as a means of more accessible, affordable care and as a way to make a more positive impact on medical insurance claims and costs.

Special Note: In response to City Council's specific inquiry about the notification of the dates for the biometric screenings in November 2010, information was given to all department heads and a detailed email was sent to the group “Everyone” in our email system. The “Everyone” group includes City, Library, Airport, Convention & Visitors Bureau, and Greenville Housing Authority. After further checking, it was noted that the City Council group was omitted from the overall master group. This oversight has now been corrected.

Fiscal Note:

Wellness program funds are included in the 2010-2011 budget and funds are also available as an allowance in the CIGNA contract.

Recommendation:

Receive a presentation from staff and discuss City/GUC wellness programs.

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

Attachments / click to download

 [Barb_Avery_2010_Wellness_Review_888688](#)

 [Wellness_Meeting_January_7_2011_888705](#)

Detailed Wellness Program Activities for 2010

January

Wellness Lunch and Learn: Understanding New Food and Drug Administration Guidelines

34 employees preregistered/24 employees attended

Objective: to educate employees about the guidelines and what constitutes a serving size

Employee Incentive: Free lunch to first 30 participants and 10 Health Points

Wellness Lunch and Learn: Tools for Helping You Stick to an Exercise Program

32 employees preregistered/29 employees attended

Objective: to enlighten employees on the various reasons people start an exercise program, why the largest percentage do not stick with a program and what our personality type indicates as to the type of workout program we would be best suited.

Employee Incentive: Free lunch to first 30 participants and 10 Health Points

10-n-10 Club Weight Loss Incentive Program / 20 participants

***Program requirement: pay \$10/lose 10+ pounds in 10 weeks. Winners will receive a percentage of the kitty.

Objective: to encourage weight loss through monetary incentives

February

On-site blood pressure checks offered throughout the City and Greenville Utilities.

Checks done over a 15 day period: 353 checks were completed.

Employee Incentive: Earn up to 5 Health Points (2 for having check + 3 if check reflects normal range)

Objective: to provide blood pressure checks to employees to verify their bp numbers and to screen and advise employees that might have high blood pressure but were not aware.

Wellness offers this service twice annually/conducted by my interns

Red Cross Blood Drive (Public Works)

Employee Incentive: 25 Health Points for blood donation

March

Lunch and Learn: Keeping Your Food Safe

14 employees in attendance.

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

Objective: to educate employees on handling foods properly. To include: handling raw meats and properly disinfecting work area; properly defrosting foods; timely refrigeration of foods; cooking meats to appropriate temperatures to kill bacteria.

Goal: to reduce stomach flu like symptoms by educating that in the majority of cases is not the stomach flu, but a form of food poisoning.

10-n-10 Club Weight Loss Incentive Program/30 participants registered

Wellness Sweepstakes

Exercise incentive program offered to City and Utilities employees twice annually. Employees record activities on an exercise log during this 12 week program.

Objective: to encourage an active lifestyle and get employees to think outside of the box in terms of exercise and other “active” activities.

Employee Incentive: earn specially designed gift for 36+ workouts/ employees exercising 48+ times have their names entered in drawings: (monetary incentive: 1 employee: \$200; 2 employees: \$100 each; 2 employees: \$50 each)

April

Annual Spring Health Fair hosted by the City of Greenville and the Greenville Utilities Commission

This event gives employees an opportunity to obtain a variety of Wellness related information from vendors attending the fair. Free services include: blood pressure checks, diabetes screenings, hearing screenings, a variety of eye screenings, cholesterol screenings.

Employee Incentive: a specially designed Wellness gift (car organizer and LED flashlight)
187 persons in attendance

Lunch and Learn: Dealing with Stress

Objective: to address ways of dealing with stress effectively through holistic approaches and exercise

30 employees participated

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

Red Cross Blood Drive @ Greenville Aquatics and Fitness Center

96 viable pints obtained

Employee Incentive: 25 Health Points for blood donation

May

National Employee Health and Fitness Day Walk

Annual event held the second Wednesday in May. Walk times: 12:15 and 1:15 pm

46 employees participated

Objective: to encourage physical activity among employees. Program originally established by former NC governor Jim Hunt in the 1990's

Employee Incentive: gifts awarded from Wellness closet: stadium chairs, t-shirts, yoga mats, caps; insulated water bottles. Lunch provided by Wellness Program.

Drawings conducted for monetary prizes.

June

Red Cross Blood Drive (Greenville Utilities---2 day drive)

Employee Incentive: 25 Health Points for blood donation

Lunch and Learn. Topic: Caregivers (Dealing with aging Family Members)

31 registered/24 in attendance

Objective: Stress management. To give employees that are caregivers for aging parents, etc alternatives to seeking help providing emotional support and/or options available to help them with the day to day aspects of providing such care.

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

July

On-site blood pressure checks offered throughout the City and Greenville Utilities.

Checks done over a 15 day period: 304 checks were completed.

Employee Incentive: Earn up to 5 Health Points (2 for having check + 3 if check reflects normal range)

***Wellness offers this service twice annually ***

Lunch and Learn. Topic: Dealing with Loved Ones with Alzheimers or other forms of Dementia

Objectives: Stress Management. Provide emotional support for caregivers dealing with loved ones with Alzheimers or other debilitating forms of dementia.

Very emotional workshop for a lot of employees.

33 registered/24 attended

August

Inaugural 8K Road Race sponsored by the City of Greenville and Pitt County

161 runners

Red Cross Blood Drive (PW)

Employee Incentive: 25 Health Points for blood donation

Lunch and Learn: ZUMBA—the Latin Dance Craze

29 registered/24 attended

Objective: diversify employee's exercise options

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

September

Wellness Sweepstakes

Exercise incentive program offered to City and Utilities employees twice annually. Employees record activities on an exercise log during this 12 week program.

Employee Incentive: earn \$10 Trade or Sheetz gift card for 36+ workouts/ employees exercising 48+ times have their names entered in drawings: (monetary incentive: 2 employees: \$100 each; 2 employees: \$50 each; 4 employees: \$25 each)

Lunch and Learn: Energy Management: Learn ways to cut your electric bill
32 registered/19 attended

Objective: Finding ways to cut energy costs and reduce bills as one form of stress reduction
Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

“Try It” Series: Zumba exercise classes were offered for 6 weeks to COG and GUC employees in the third floor gallery at City Hall. 35 employees participated.

***Due to success of program. Additional “Try It” programs are slated to be offered in 2011:

February 2011: Women’s Self Defense (preregistration complete/program filled)

March 2011: Yoga Fit

April 2011: Line Dancing

10-n-10 Club Weight Loss Incentive Program. 24 persons registered.

October

Annual Senior Health Fair

Annual fair hosted by the City of Greenville’s Aquatics and Fitness Center

This event gives participants an opportunity to obtain a variety of Wellness related information from vendors attending the fair. Free services will include: blood pressure checks, diabetes screenings, hearing screenings, a variety of eye screenings, cholesterol screenings.

Flu vaccinations provided by local pharmacy.

Free workshops covering topics related to Wellness.

100 participants

Red Cross Blood Drive (GAFC)

77 viable pints taken

Employee Incentive: 25 Health Points for blood donation

Wellness Sweepstakes Program continues.

Lunch and Learn: Fire Safety

Objective: with colder weather approaching, statistically more house fires occur.

Workshop designed to educate employees on the do’s and don’ts to decrease the probability.

15 employees in attendance

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

“Try It” Series: Zumba classes continue at City Hall

November

Second annual Fall Wellness Walk

48 employees in attendance (34 City; 14 Utilities/First time event has been held at River Park North

Employee Incentive: t-shirts for all participants/drawings held for monetary winners/drinks and dessert provided by Wellness Program.

December

Lunch and Learn: Communicable Diseases: Ways to Prevent Spreading Germs
24 registered/24 attended

Objective: to decrease spread of germs. To educate employees of differences and similarities of the flu and the common cold.

Employee Incentive: Free lunch to the first 30 participants and 10 Health Points

Red Cross Blood Drive (Battle of the Badges replaced with traditional drive)

First drive offered at Elm Street Gym

65 viable pints taken

Employee Incentive: 25 Health Points for blood donation

Surveys are provided for all Lunch and Learns to assess the participants' opinion of the information discussed and to obtain information about future topics that employees would like to see addressed.

Questions included:

How important was this topic to you personally?

How likely are you to use this information obtained from this workshop?

Was the information provided easy to understand?

How would you rate the workshop?

What other types of activities would you like your Wellness Program to provide?

Responses consistently request more programming involving: general information on exercise; nutritional topics, stress management, and financial management.

Other activities Wellness Program is involved:

**City Hall Exercise Room; Fire/Rescue/Police exercise rooms. As an incentive to use these facilities, Wellness started providing Health Points reimbursements for employees utilizing the facilities. My goal was to reinforce positive intentions to work out without requiring employees to work out at the Aquatics Center to receive credit.

I am sent the sign in sheets and have staff issue health points certificates accordingly.

Certificates are interofficed to Jennifer Banks (City employees-CH exercise room); Jean Forrest (Utilities employees-CH exercise room); Police: certificates issued to Rhonda Conner, Team Leader for Police to distribute and F/R: Ann Tess, Team Leader for F/R issues certificates to F/R department.

**Live Healthy Greenville

Information is provided on COGNET.

Wellness Incentive: reimbursement of program fees to all participants of team recording the highest percentage of weight loss.

**8K Road Race

Program concept conceived after the first annual half marathon was held in October 2009. Goal: City to provide race event to promote Wellness with all proceeds for event going to a nonprofit.

Incentive for employee participation: to offer reimbursement to all City and Utilities employees for registration cost.

****Kids Splash and Dash Triathlon**

Program concept discussed initially with Wellness Team Leaders with the intentions of providing an event that would encourage Wellness and physical activity for adults and children in the community. My City IT Team Leader discussed this concept with an employee that is a triathlete. Hence, the kids triathlon was established. Third annual event (September 2010) had more than 120 children participating. This event was the first triathlon established for kids east of Raleigh.

****Health Points program**

Exercise incentive program. Employees get Health Points for exercising at the Aquatics and Fitness Center; CH Exercise Room; Police/F/R exercise rooms. Employees can cash their points in for a number of gift items in the Wellness Closet: t-shirts; gym bags; water bottles; gym shorts; sweatshirts; Overton's gift cards; cash. FYI: since implementing the cash reimbursement 4 years ago, this has become the most popular "gift reimbursement."

****NET-GUC**

Attend quarterly meetings for employees hired with GUC providing information promoting Health Points program and current information on Wellness programs.

Wellness Meeting Friday January 7, 2011

In Attendance:

Three CIGNA Reps

Park & Rec

GUC

COG

Report on HRA and Biometric Screenings;

1. COG – 170, 64% Male, 36% Female, Avg. Age 40 – 49, 60% Professional, 40% laborers
2. GUC – 146, 79% Male, 21% Female, Avg. Age 40 – 49
3. 76% of those that went through the screening and HRA are at risk in 3 or more areas (equivalent to 573 total City employees)
 - a. Blood Pressure
 - b. Body Mass Index
 - c. Total Cholesterol
 - d. Waist Circumference
4. Self reported on the HRA
 - a. 15% High Blood Pressure
 - b. 15% High Cholesterol
 - c. 11% stress & Anxiety
 - d. 20% use tobacco
 - e. 75% have 2 servings of food high in cholesterol or fat per day
 - f. 50% do less than 3 moderate physical activities in a week
5. Biometric Screening
 - a. Blood Pressure 65% pre-hypertension, 22% hypertension
 - b. Total Cholesterol 25% border line high, 8% high
 - c. HDL cholesterol 45% undesirable (low)
 - d. Glucose Results
 - i. Fasting – 43% pre-diabetes, 4% abnormal
 - ii. Non-Fasting 23% abnormal
 - e. Body Mass Index – Overweight 37%, Obese 37%, Extreme Obesity 7%, Total 81%
 - f. Waist Circumference – 46% abnormal

Wellness Meeting Friday January 7, 2011 (cont.)

Observations & Recommendations from Meeting

- We would benefit from a Wellness Program
- CIGNA has a turn-key wellness program
- We need to establish a Wellness Committee
- We need to meet once a month
- We need to identify “Wellness Champions” in each major area
- We need to name our Wellness Program
- For the meeting on February 24th, we will have CIGNA present their Wellness Program



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Citizens police review board

Explanation: At its January 13, 2011 meeting, City Council requested that an item be placed on the Planning Session agenda for discussion of a citizens police review board. Attached is information on police review boards in Charlotte, Durham, Greensboro, and Winston-Salem.

Fiscal Note: Do direct cost to discuss a citizens police review board.

Recommendation: Discuss a citizens police review board.

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

Attachments / click to download

- [Charlotte Info](#)
- [Durham Info](#)
- [Greensboro Info](#)
- [Winston-Salem Info](#)

City of Charlotte > City Clerk > Boards and Commissions > Boards

List of Boards and Commissions

Citizens Review Board

Make up of Committee: 11 members (5 by Council; 3 by City Manager; 3 by Mayor) Must be a registered voter in Mecklenburg County. Must graduate from Citizen's Academy before serving.

Duties: Serve as Advisory Board to the Chief of Police, City Manager, and City Council. Reviews appeals by citizens who file complaints on dispositions imposed by the Chief of Police or his designee to relating allegations of misconduct against a sworn police officer. The Board may hear appeals of complaints regarding alleged violations of the following rules: use of force, unbecoming conduct, and arrest, search and seizure.

Time Requirements: Members commit approximately 1-2 hours per month.

Charlotte, North Carolina, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 16 - POLICE >> ARTICLE II. - DEPARTMENT >> DIVISION 2. - CITIZENS REVIEW BOARD >>

DIVISION 2. - CITIZENS REVIEW BOARD

Sec. 16-56. - Creation, composition, terms, compensation, appointments, vacancies, quorum, removal.

Sec. 16-57. - Meetings.

Sec. 16-58. - Duties and responsibilities.

Sec. 16-59. - Appeal procedure.

Sec. 16-60. - Necessity for hearing.

Sec. 16-61. - Hearing procedures.

Sec. 16-62. - Action by chief of police and city manager.

Sec. 16-63. - City clerk's duties, meeting places, staff.

Sec. 16-64. - Reports.

Sec. 16-56. - Creation; composition; terms; compensation; appointments; vacancies; quorum; removal.

- (a) There is hereby established a citizens review board to be composed of 11 members: five members to be appointed by the city council, three members to be appointed by the mayor and three to be appointed by the city manager. The appointing authorities shall ensure that the members of the board are representative of the community.
- (b) Members must be continually domiciled within the county and must be registered to vote within the county.
- (c) Board members shall attend and successfully complete the Charlotte-Mecklenburg Police Department's Citizens' Academy and receive training on relevant legal and policy issues as required by the city manager. This training must be completed prior to any board appointee serving as a member of the board.
- (d) Individuals with a felony conviction or a class A1 misdemeanor conviction shall not be eligible to serve on the board. In addition, individuals with a class 1 or class 2 misdemeanor conviction within three years of their nomination for appointment shall be ineligible to serve. Further, conviction of or a plea of nolo contendere to a felony, a class A1 misdemeanor, a class 1 misdemeanor, or a class 2 misdemeanor during the term of office shall automatically terminate membership on the board, irrespective of any appeals. Board members charged with a felony, a class A1 misdemeanor, a class 1 misdemeanor, or a class 2 misdemeanor during a term of office shall be automatically suspended until disposition of the charge, and a quorum shall be established from the remaining membership.
- (e) Prior to serving, each board member must sign a confidentiality agreement that is satisfactory to the city and which shall require that members maintain as confidential any information classified as confidential by state law or otherwise classified as confidential by the city.
- (f) The members shall serve staggered terms of office for three years, with no member serving more than two consecutive terms.
- (g) The board shall elect a chairperson and vice-chairperson from the membership.
- (h) When a vacancy occurs, the original appointing authority shall appoint a person to serve for the unexpired term of the vacant position.
- (i) Six members shall constitute a quorum in order to hold business meetings and hearings. Members are required to attend all business meetings and hearings in accordance with the attendance policies promulgated by the city council. Vacancies resulting from a member's failure to attend the required number of meetings shall be filled as provided in this section.
- (j) All members shall serve without compensation.
- (k) Members of the board shall be subject to removal from office by a two-thirds vote of the city council.

(Code 1985, § 16-34)

Sec. 16-57. - Meetings.

- (a) The citizens review board shall hold regular meetings as scheduled by resolution of the board. The affirmative vote of a majority, a quorum being present, shall be required before any recommendation is

Item # 15

made on any matter considered. A majority vote shall be required for any decision made by the board.

- (b) Special meetings may be called by the chairperson to carry out any duties described in section 16-58 by giving each member notice in writing, by providing personal notice, or by leaving notice at the member's residence not less than 72 hours prior to the time set for the meeting.

(Code 1985, § 16-35; Ord. No. 2344, § 1, 7-28-2003)

Sec. 16-58. - Duties and responsibilities.

- (a) The citizens review board shall:
- (1) Serve as an advisory board to the chief of police, the city manager, and the city council.
 - (2) Review appeals by the citizens who filed complaints of disciplinary dispositions imposed by the chief of police or his designee relating to allegations of misconduct against a sworn police officer. The board may hear appeals of complaints regarding alleged violations of the following rules: use of force, unbecoming conduct, and arrest, search and seizure. In addition, the disposition of the review of any discharge of a firearm by an officer which results in the death or injury of a person may be appealed to this board by the person injured or the next of kin if death occurs. When a death results and there is no next of kin, any member of the city council or the chairperson of the community relations committee may file an appeal pursuant to section 16-59. The disciplinary actions that may be reviewed shall include the findings of the chief of police that an allegation has been categorized as: sustained, not sustained, exonerated, or unfounded. The dispositions that may be reviewed for the discharge of firearms shall include: justified, not justified, or accidental. The board may review only appeals of citizen complaints arising from incidents that occur after the effective date of the ordinance from which this section derives. The board may not review appeals of decisions of the city manager or the civil service board.
 - (3) Determine whether to hold an appeal hearing. The board may hold an appeal hearing only when it appears, based upon a preponderance of the evidence, that the disposition of the disciplinary charges entered by the chief of police constituted an abuse of discretion by the chief of police.
 - (4) Conduct appeal hearings, which include receiving and evaluating testimony and issuing findings of fact and recommendations to the chief of police and the city manager. The duty and power of the board is to conduct an appeal hearing and to determine whether, by a preponderance of the evidence, the chief of police abused his discretion by:
 - a. Finding in a disciplinary action that allegations were sustained, not sustained, exonerated or unfounded; or
 - b. Finding in connection with the discharge of a firearm that the officer's action was justified, not justified, or accidental.
 - (5) As required by state law, maintain as confidential all personnel information to which the members gain access as a member of the board. In addition, board members shall be required to execute and adhere to a confidentiality agreement that is satisfactory to the city.
- (b) The citizens review board shall promulgate rules and regulations to effect its exercise of authority under this division and shall keep such rules and regulations on file with the city clerk.

(Code 1985, § 16-36)

Sec. 16-59. - Appeal procedure.

- (a) Under this division, all complaints will be investigated by the police department. Upon completion of an investigation, the chief of police shall, consistent with state law, notify the complainant by certified letter of the disposition of the complaint. The complainant also shall be informed of his right to appeal the decision of the department to the citizens review board.
- (b) All appeals to the citizens review board must be filed in writing with the city clerk's office. The request must state the reason for the appeal and the nature of the incident. The citizen may seek the assistance of the community relations committee in drafting and filing his appeal. The citizen must file this appeal within seven calendar days of receiving written notice of the disposition of the complaint. The citizen must provide a valid current address for the purpose of all notifications required to be made pursuant to this division.
- (c) Upon receiving a request for an appeal hearing, the chairperson of the board shall direct the chief of police to prepare a summary of the case and forward the summary to the chairperson of the board. A meeting of the board will be held to discuss the request for appeal.

(Code 1985, § 16-37)

Sec. 16-60. - Necessity for hearing.

- (a) Upon receiving a request for an appeals hearing, a meeting of the board will be held within 30 calendar days of the request.
- (b) In a public session, the chairperson shall indicate whether the board has decided to hold a hearing and, if so, shall announce the date, time and place of the hearing. The chairperson shall notify the complainant and other involved parties in writing of the decision and, if a hearing is to be held, also shall advise all parties in writing of the reasons for the decision to hold a hearing.

(Code 1985, § 16-38; Ord. No. 1779, § 1, 3-26-2001)

Sec. 16-61. - Hearing procedures.

- (a) If the citizens review board decides to conduct a hearing, it shall be concluded within 30 calendar days of the date of the decision to hold an appeal hearing. Should the complainant or the department desire a hearing date other than that set by the board, the complainant or the department shall submit a written request for a change of the hearing date, stating the reason for the request. The chairperson shall approve or disapprove such request, provided that such request is received by the board at least seven calendar days prior to the date of the hearing. For good cause, the chairperson may continue the hearing from time to time, but all appeals must be concluded within 30 calendar days from the date of the decision to hold an appeal hearing. The hearing shall be conducted in a closed session, with at least six members of the board present.
- (b) All witnesses must testify under oath.
- (c) All of the proceedings before the board shall be recorded.
- (d) All parties involved shall have the right to be represented by counsel or any other person of their choice.
- (e) The complainant shall offer evidence first in support of his appeal. The department and officer shall have the right to cross examine the complainant and his witnesses. Thereafter, the department and officer shall have the right to offer evidence, and the complainant shall have the right to cross examine the department's and officer's witnesses. At the conclusion of all the evidence, the complainant or his representative, followed by the department and officer, may make a closing statement.
- (f) Members of the board may question witnesses or request additional information or further investigation at any point in the process.
- (g) Members who, in a particular case, have a conflict of interest shall not attend or participate in the hearing and decision-making process.
- (h) Within ten calendar days after the conclusion of the hearing, the board shall issue its written findings of fact to the chief of police and the city manager along with a recommendation. The findings of fact must be supported by a preponderance of the evidence and approved by a majority of the board who were present at the hearing.

(Code 1985, § 16-39)

Sec. 16-62. - Action by chief of police and city manager.

- (a) The chief of police shall review the findings of fact of the citizens review board and any other information at his disposal. The chief of police shall take such action as he deems appropriate, consistent with state law and city policy. The chief of police will then, within seven calendar days of the receipt of the board's recommendations, report his decision to the city manager.
- (b) The city manager shall review the decision of the chief of police and, within seven calendar days of the receipt of the decision of the chief of police, take such action as he deems appropriate, consistent with state law, and shall advise the chief of police of any intended action.
- (c) The city manager shall notify all parties, including the citizens review board, of the decision of the city manager consistent with state law and city policy. The city manager also shall advise the city council of the outcome of the appeal. Notifications made under this subsection must be made within seven calendar days of the date that the decision of the city manager was initially communicated to the chief of police.

(Code 1985, § 16-40)

Sec. 16-63. - City clerk's duties; meeting places; staff.

- (a) Under this division the city clerk shall:

- (1) Act as secretary to the citizens review board;
 - (2) Keep the minutes of its meetings;
 - (3) Be custodian of all papers and records pertaining to the business of the board; and
 - (4) Perform such other duties as the board may require.
- (b) The city council shall provide sufficient and reasonable rooms and use of public buildings for meetings and hearings of the board as may be necessary.
- (c) The city manager shall assign staff to support the functions of the citizens review board.

(Code 1985, § 16-41)

Sec. 16-64. - Reports.

The citizens review board shall make a semiannual and an annual report of its actions for each preceding year. These reports shall be kept in the files of the board and a copy delivered to the chief of police, city manager, city council and the community relations committee.

(Code 1985, § 16-42)

Get a Document - by Citation - 1997 N.C. ALS 305

The General Assembly of North Carolina enacts:

[*1] Section 1. The first six sentences of Section 4.61 of the Charter of the City of Charlotte, being Chapter 713 of the 1965 Session Laws, as rewritten by Chapter 623 of the 1995 Session Laws, reads as rewritten:

"Sec. 4.61. There is hereby continued a Civil Service Board for the City of Charlotte, to consist of five **[D]** members, **<D>** **[A]** MEMBERS AND TWO ALTERNATES; **<A]** three members and one alternate to be appointed by the City Council and two members and one alternate to be appointed by the Mayor. Each member shall serve for a term of three (3) years. In case of a vacancy on the Board, the City Council or the Mayor, as the case may be, shall fill such vacancy for the unexpired term of said member. For the purposes of establishing a quorum of the Board, any combination of Board members and alternates totaling three shall constitute a quorum. All board members and alternates shall attend regular meetings for the purposes of meeting attendance policy and familiarity with Board business and procedures. Alternates shall attend hearings when needed due to scheduling conflicts of regular Board members and shall vote only when serving in the absence of a regular Board member. Attendance at meetings and continued service on the Board shall be governed by the attendance policies established by the City Council. Vacancies resulting from a member's failure to attend the required number of meetings or hearings shall be filled as provided herein."

[*2] Section 2. Section 4.61(7)c. of the Charter of the City of Charlotte, being Chapter 713 of the 1965 Session Laws, as enacted by Chapter 449 of the 1979 Session Laws, reads as rewritten:

"c. Appeal hearings. Upon receipt of a citation **[A]** FOR TERMINATION **<A]** from either Chief or upon receipt of notice of appeal **[A]** FOR A SUSPENSION **<A]** from any **[A]** CIVIL SERVICE COVERED POLICE **<A]** officer **[D]** or employee of the Fire or Police Department, **<D]** **[A]** OR FIREFIGHTER, **<A]** the Board shall hold a hearing not less than 15 days nor more than 30 days from the date the notice of appeal, or the citation, is received by the Board, and shall promptly notify the officer of the hearing date. **[A]** TERMINATION HEARINGS SHALL BE HELD WITH A PANEL OF FIVE MADE UP OF ANY COMBINATION OF AVAILABLE MEMBERS OR ALTERNATES, AND SUSPENSION HEARINGS SHALL BE HELD WITH A PANEL OF THREE MADE UP OF ANY COMBINATION OF AVAILABLE MEMBERS OR ALTERNATES. **<A]** In the event an officer desires a hearing at a date other than that set by the Board within the period set forth above, such officer may file a written request for a change of hearing date setting forth the reasons for such request, and the Chairman of the Board is empowered to approve or disapprove such request; provided, that such request must be received by the Board at least seven days prior to the date set for the hearing. For good cause, the Chairman of the Board may set a hearing date other than within the period set forth above, or may continue the hearing from time to time."

[*3] Section 3. G.S. 160A-168(c) reads as rewritten:

"(c) All information contained in a city employee's personnel file, other than the information made public by subsection (b) of this section, is confidential and shall be open to inspection only in the following instances:

(1) The employee or his duly authorized agent may examine all portions of his personnel file except (i) letters of reference solicited prior to employment, and (ii) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.

(2) A licensed physician designated in writing by the employee may examine the employee's medical record.

(3) A city employee having supervisory authority over the employee may examine all material in the employee's personnel file.

(4) By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.

(5) An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution (of the employee), or for the purpose of assisting in an investigation of (the employee's) tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.

(6) An employee may sign a written release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.

(7) The city manager, with concurrence of the council, or, in cities not having a manager, the council may inform any person of the employment or nonemployment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a city employee and the reasons for that personnel action. Before releasing the information, the manager or council shall determine in writing that the release is essential to maintaining public confidence in the administration of city services or to maintaining the level and quality of city services. This written determination shall be retained in the office of the manager or the city clerk, and is a record available for public inspection and shall become part of the employee's personnel file.

[A] (8) IN ORDER TO FACILITATE CITIZEN REVIEW OF THE POLICE DISCIPLINARY PROCESS, THE CITY MANAGER OR THE CHIEF OF POLICE, OR THEIR DESIGNEES, MAY RELEASE THE DISPOSITION OF DISCIPLINARY CHARGES AGAINST A POLICE OFFICER AND THE FACTS RELIED UPON IN DETERMINING THE DISPOSITION TO THE PERSON ALLEGED TO HAVE BEEN AGGRIEVED BY THE OFFICER'S ACTIONS OR TO THAT PERSON'S SURVIVOR AND TO MEMBERS OF THE CITIZENS' REVIEW BOARD. BOARD MEMBERS SHALL MAINTAIN AS CONFIDENTIAL ALL PERSONNEL INFORMATION TO WHICH THEY GAIN ACCESS AS A MEMBER OF THE BOARD. EACH MEMBER OF THE BOARD SHALL EXECUTE AND ADHERE TO A CONFIDENTIALITY AGREEMENT THAT IS SATISFACTORY TO THE CITY. FOR PURPOSES OF THIS SUBDIVISION, THE 'DISPOSITION OF DISCIPLINARY CHARGES' INCLUDES DETERMINATIONS THAT THE CHARGES ARE SUSTAINED, NOT SUSTAINED, UNFOUNDED, EXONERATED, CLASSIFIED AS AN INFORMATION FILE, OR CLASSIFIED AS ANY OTHER DISCIPLINARY DISPOSITION CATEGORY SUBSEQUENTLY ADOPTED BY THE CHARLOTTE-MECKLENBURG POLICE DEPARTMENT. IN THE EVENT THAT THE CITIZENS' REVIEW BOARD HEARS AN APPEAL OF A POLICE DISCIPLINARY CASE, THE DISPOSITION OF THE CASE, AS DEFINED IN THIS SUBDIVISION, AS WELL AS THE FACTS AND CIRCUMSTANCES OF THE CASE, MAY BE RELEASED BY THE CITY MANAGER OR THE CHIEF OF POLICE, OR THEIR DESIGNEES, TO ANY PERSON WHOSE PRESENCE IS NECESSARY TO THE APPEALS HEARING AS DETERMINED BY THE CHIEF OF POLICE OR HIS DESIGNEE. <A]

[A] (9) THAT PORTION OF A VIDEO OR AUDIO TAPE PRODUCED BY A MOBILE VIDEO RECORDER (MVR) IN A POLICE DEPARTMENT VEHICLE WHICH RECORDED AN EVENT RESULTING IN A CITIZEN COMPLAINT AGAINST A POLICE OFFICER MAY BE REVIEWED BY THE PERSON ALLEGED TO HAVE BEEN AGGRIEVED BY THE OFFICER'S ACTIONS. <A] "

[*4] Section 4. This act applies only to the City of Charlotte.

[*5] Section 5. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 17th day of July, 1997.

City Manager's Office

- ▷ [City Manager's Office Home](#)
- ▷ [City Organizational Chart](#)
- ▷ [City Manager's Organizational Chart](#)
- ▷ [City/County Sustainability Office](#)
- ▷ [Civilian Police Review Board](#)
- ▷ [Durham's Response to Gangs](#)
- ▷ [Economic Stimulus Information](#)
- ▷ [History of Council-Manager Form of Government](#)
- ▷ [Results Based Accountability](#)

Civilian Police Review Board

The Civilian Police Review Board hears appeals of complaints submitted by citizens concerning actions taken by Durham police officers. The Durham Police Department's Professional Standards Division initially investigates these complaints. If a complainant is not satisfied with the outcome of the investigation, he or she may file a request for a hearing with the board.

The board's mandate is to determine whether or not the investigation was conducted in an appropriate manner, specifically, whether the police department abused its discretion in the conduct of the investigation. The board will examine the written evidence submitted by the complainant and the police department to determine whether a hearing should be held. The board will hold a hearing only if that evidence persuades the board that a hearing is justified. The board's findings are submitted to the city manager for his or her action.

The board consists of nine residents of the city, all of whom are appointed by the city manager. Members serve staggered four-year terms, and are eligible for reappointment.

Meeting Time

Meetings are held at least quarterly, generally on the 4th Wednesday of the last month of the quarter, at 5:30 p.m. in City Hall. Additional meetings may be held if justified by the board's workload.

[Civilian Police Review Board Procedure Manual](#)

[Civilian Police Review Board Q & A](#)

[Civilian Police Review Board Request For Appeal Hearing Form](#)

Board Members	Term Expiration
Lynn Andrews	06/30/2011
Estella Cox Collins, Vice Chair	06/30/2014
James "Cliff" Elam	06/30/2011
Mary Green	06/30/2011
Carlos Siu	06/30/2014
Rachel H. Green	06/30/2014
DeWarren K. Langley	06/30/2011
David A. Smith	06/30/2014
David L. Harris, Chair	06/30/2014

[View our Accessibility Policy and Disclaimer information.](#)

This is the official website of the City of Durham, North Carolina. Contact us via email at webmaster@durhamnc.gov or write or visit us at: City of Durham, 101 City Hall Plaza, Durham, NC 27701 - (919)560-1200 © 2006 Copyright by the City of Durham.

This site is best viewed in Firefox, IE6 or IE7. These free plug-ins may be needed: [Acrobat Reader](#), [MSWord Reader](#), [Excel Reader](#), [Flash Player](#), or [Windows Media Player](#). This site is [Browsealoud ready](#).

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 1997

SESSION LAW 1998-142
SENATE BILL 1509

AN ACT TO ALLOW THE CITY OF DURHAM TO DISCLOSE LIMITED
PERSONNEL INFORMATION TO THE MEMBERS OF THE CITIZEN REVIEW
BOARD TO FACILITATE ITS REVIEW OF POLICE DISCIPLINARY CASES.

The General Assembly of North Carolina enacts:

Section 1. Section 120 of the Charter of the City of Durham, being Chapter 671 of the 1975 Session Laws, as amended by Chapter 1249 of the 1979 Session Laws, reads as rewritten:

"Sec. 120. (a) Personnel Records. – Notwithstanding any provision of G.S. 160A-168, the city manager may, with the approval of the city council, inform any person or corporation of any promotion, demotion, suspension, reinstatement, transfer, separation, dismissal, employment or nonemployment of any applicant, employee or former employee employed by or assigned to the city or whose personnel file is maintained by the city and the reasons therefor and may allow the personnel file of such person or any portion thereof to be inspected and examined by any person or corporation when the city manager shall determine that the release of such information or the inspection and examination of such file or portion thereof is essential to maintaining the integrity of the city or to maintaining the level or quality of services provided by the city; provided that prior to releasing such information or making such file or portion thereof available as provided herein, the city manager shall prepare a memorandum setting forth the circumstances which he deems to require such disclosure and the information to be disclosed. The memorandum shall be retained in the files of the city and shall be a public record.

(b) Notwithstanding G.S. 160A-168, the city manager or the city manager's designee may, to facilitate citizen review of the police disciplinary process, release the disposition of disciplinary charges against a police officer and the facts relied upon in determining the disposition to (i) members of the citizen review board and (ii) the person alleged to have been aggrieved by the police officer's action or the person's survivor. The disposition of disciplinary charges includes a determination that the charges were sustained, not sustained, unfounded, exonerated, or the result of a policy failure. If the citizen review board hears an appeal of a police disciplinary case, the disposition of disciplinary charges as well as the facts and circumstances of the case may be released by the city manager or the city manager's designee to the citizen review board or to the staff to the board. Citizen review board members and other persons shall keep confidential all information released to them under this subsection that is not a

matter of public record under G.S. 160A-168 or subsection (a) of this section, and any person who violates the confidentiality shall be prosecuted as prescribed in G.S. 160A-168(c) and (f)."

Section 2. This act is effective when it becomes law.

In the General Assembly read three times and ratified this the 15th day of September, 1998.

Durham Civilian Police Review Board Information for Persons Requesting an Appeal Hearing

Q: What is the Civilian Police Review Board?

A: The Civilian Police Review Board is a group of Durham residents who are appointed by the Durham City Manager. The Board reviews cases involving appeals from Police Department investigations of complaints about the actions of officers or employees.

Q: What does the Board review when a case is appealed?

A: The Board does not review the actions of the officer or employee who was the subject of a complaint. The Board reviews the investigation that the Police Department conducted in response to a complaint about an officer or employee.

Q: What does the board do when it considers cases?

A: First, the Board decides whether a hearing should be held. That decision is based upon written information submitted by the person requesting an appeal hearing, together with a case summary provided by the Police Department about its investigation. If the Board decides that no hearing is appropriate, the parties are notified. If the Board decides that an appeal hearing should be held, a date is set and the parties are notified.

Q: Are Board hearings open to the public?

A: The general business part of Board meetings is open to the public. Because of State privacy laws, the parts of meetings where Board members consider individual cases are closed to the public and the media. Decisions as to whether or not hearings will be held are announced in public. The hearings themselves are not open to the public.

Q: What power does the Board have?

A: The Board has no power to discipline, reprimand, or fire any officer or employee. The Board's only power is to make recommendations to the City Manager and Chief of Police. The Board can make recommendations whether or not a hearing is held.

Q: Can I appeal a decision made by the Board?

A: Because the Board's power is limited to making recommendations, there is no avenue for appealing decisions made by the Board.

Q: Where can I get more information about the Board's procedures?

A: A copy of the *City of Durham Civilian Police Review Board Procedure Manual* can be viewed at the City Clerk's Office, City Hall, 101 City Hall Plaza, Durham, NC 27701 or accessed online at http://www.durhamnc.gov/departments/manager/pdf/cprb_manual.pdf

City of Durham

Civilian Police Review Board
Procedure Manual

Approved by Durham City Council
September 2, 2003

Revised May 1, 2006

City of Durham
Civilian Police Review Board

	Conduct of Members	
Section 1	Organization 2.1	Attendance
	1.1	Purpose of Rules of Procedure
	1.2	Board Mission Membership
	1.3	Membership Eligibility
	1.4	Term
	1.5	Vacancies
	1.6	Removal
	1.7	Liaisons and Administrative Matters
	1.8	Confidentiality
	1.9	Officers and their Terms
	1.10	Compensation Annual
	1.11	Report Secretary to the
	1.12	Board Counsel to the
	1.13	Board Training
	1.14	Resignation
	1.15	
1.16		
Section 2	Meeting Frequency 3.5	
	Quorum	
	3.6	Voting
	3.7	Parliamentary Procedures
Section 3	Hearing Process; Written Decisions; Transmittal 4.1	
	Board Duties and Responsibilities 4.2	
	Jurisdiction	
	4.3	Criteria for Holding a Hearing 4.4
		Findings
	4.5	Appeals Procedures
	4.6	Process for Rescheduling Hearings
	4.7	Hearing Procedure
4.8	Written Recommendations; Findings; Transmittal and Filing	
Section 4		

	4.9	Action by City Manager
Section 5		Amendments
	5.1	Adoption of these Rules of Procedure
	5.2	Amendments
Attachment A		Parliamentary Procedures

City of Durham – Civilian Police Review Board Rules of Procedure

Section 1. Organization

1.1 Purpose of Rules of Procedure

To establish procedures for organizing the business of the Civilian Police Review Board, hereafter referred to as “the Board,” in executing its duties and responsibilities.

1.2 Board Mission

The Durham City Council and the Durham Police Department agree to establish a Civilian Police Review Board. The purpose of the board is to hear cases of persons claiming to be aggrieved by the results of investigations of one or more officers or employees of the Police Department conducted by the Police Department’s Professional Standards Division.

1.3 Membership

The Board has nine members.

1.4 Membership Eligibility All members must:

- be at least 21 years of age
- have resided in the City of Durham for at least three years prior to appointment to the Board
- reside in the City of Durham throughout their term
- be current in the payment of local property taxes
- not be convicted of a felony or have pled *nolo contendere* to a felony
- not be convicted of a class A1, 1, or 2 misdemeanor within three years prior to appointment to the Board

1.5 Term

All terms of office shall be for four years. An individual appointed to complete the balance of a term caused by a vacancy will serve the balance of that term. Members who have previously served two year terms are eligible to serve for four-year terms.

If, at the scheduled conclusion of a member’s term, the City Manager has not appointed a replacement, that member’s term may be extended indefinitely by the Chair until a replacement is appointed by the City Manager.

1.6 Vacancies

Vacancies are filled by the City Manager. The appointee serves the balance of the replaced member’s term.

1.7 Removal

Members may be removed from the Board by the City Manager for cause, which includes any violation of sections 1.4 or 2.

Board members charged with a felony, a class A 1, 1, or 2 misdemeanor during their term of office are automatically suspended from the Board until final disposition of the charges is reached.

1.8 Liaisons and Administrative Matters

The City Manager or his or her designee will handle administrative matters. The City Manager and the Police Department will appoint liaisons to the Board to assist it in its work. If necessary, the City Manager may ask other departments to appoint liaisons.

1.9 Confidentiality

Prior to serving, each board member must sign a confidentiality agreement that is satisfactory to the City Manager. This agreement will require that each member maintain as confidential any information that is not in the public record, that is classified as confidential by state law, or is otherwise lawfully classified as confidential by the City.

1.10 Officers and their Terms

The Board officers are a Chair and Vice-Chair. The Chair presides at all hearings and meetings, excuses members from hearings as provided in these Rules, makes other decisions provided for in these Rules and determines all issues, or a process for deciding such issues, not governed by these Rules. The Vice-Chair serves as Chair in the Chair's absence or incapacity.

Officers are elected by a majority vote of all members present at the first meeting that takes place on or after July 1 each year and take office immediately upon election. They serve a term of one year or until successors are elected. Officers are eligible for re-election.

A vacancy in the office of the Chair is filled by the Vice-Chair for the balance of the Chair's term. A vacancy in the office of the Vice-Chair will be filled by the Board electing a member to serve the balance of the Vice-Chair's term.

1.11 Compensation

Members will be compensated at a per meeting rate of \$25, paid semi-annually. In addition, members receive complimentary parking in a designated City of Durham parking lot for each meeting they attend.

1.12 Annual Report

At the end of each fiscal year (July 1 – June 30), the Chair shall prepare a report of the Board's activities for that fiscal year and submit it to the Board by the end of the first quarter of the next fiscal year. The report shall include:

- a summary of the number and types of cases heard, and the disposition of those cases
- the number of hearings held by the Board
- the number of meetings held by the Board
- the names of members and the dates their terms started
- if any members left the Board, the dates on which their positions became vacant
- the officers for the year
- a record of each member's attendance
- any other matters the Board determines to be appropriate for inclusion

Upon approval of the report by the Board, it will be presented to the City Manager.

1.13 Secretary to the Board

The City Clerk or a designee chosen by the City Clerk shall act as Secretary to the Board and shall keep minutes (summary actions) of its meetings and shall be custodian of all papers and records pertaining to the business of the Board.

1.14 Counsel to the Board

The City Attorney or a designee chosen by the City Attorney shall act as Counsel to the Board and shall provide legal guidance to the Board by offering information about and interpretations of relevant federal, state, and local laws, statutes, and regulations.

1.15 Training

Board members must satisfactorily complete the Durham Police Department's Citizens Police Academy.

In addition, each member must complete sixteen hours in a patrol car ride-along program and a comprehensive training program administered and/or conducted by the City Attorney's office and the Police Attorney's office.

This program will include but not be limited to the following topics:

- Citizens Review Board Rules of Procedures
- Investigative Stops
- Arrest, Search and Seizure
- Use of Force/Deadly Force Continuum
- Review of City Ordinances
- Internal Affairs Investigation Protocol
- Media Policies and Relationships
- Police/Community Relations Perspectives
- History and Philosophy of Law Enforcement and Police Ethics
- Cultural Sensitivity
- Interviewing and Listening Skills

All training must be completed in its entirety by a member before that member can participate in a hearing.

1.16 Resignation

Resignations should be given to the Chair or the Secretary, preferably in writing.

Section 2. Conduct of Members

Members must observe the following rules concerning their conduct. Failure to do so shall be reported by the Chair to the City Manager. If there is a question concerning whether a member has or has not followed these rules, the matter shall be determined by a majority vote of the Board.

2.1 Attendance

Board members must faithfully attend meetings and perform their duties. Members and alternates must attend at least 75% of the yearly meetings and hearings of the Board, and may be removed for failure to meet this standard. The Secretary to the Board shall keep a record of attendance. When a Board member has missed more than three meetings for the current year, the Chair and the City Manager shall be notified. Members are obligated to resign if they anticipate that they cannot meet this attendance requirement.

A member may request that the Chair excuse him or her from a meeting or hearing when an important conflict exists. If a conflict of interest, as described in Section 2.4, exists, the Chair must excuse the member from the hearing. Otherwise, the Chair may refuse to excuse a member when the member's absence would leave fewer than five members to hear a case, or where the Chair determines that other circumstances warrant the member remaining.

2.2 Reporting Absences

Members who are unable to attend a meeting or hearing are expected to give the Chair or the Secretary advance notice of their anticipated absence and indicate the general reason for being absent. At the meeting or hearing, the Chair or the Secretary will inform the Board of the absence and the member's reasons.

2.3 Conduct Outside of Hearing

Board members may not discuss any case with, or receive any information from, any parties or other interested persons outside the hearing on a case. This does not include information received or solicited from the Chair, the City Attorney's office, or the Board. After hearings are concluded, members may not discuss evidence regarding a case with any of the parties, their representatives, witnesses, or anyone other than Board members responsible for hearing the case.

Board members may not express opinions concerning a case before that case is heard, except for opinions regarding procedural or scheduling issues.

Board members must keep in mind that they serve as impartial, quasi-judicial decision-makers, and must avoid the appearance of impropriety.

2.4 Disqualification From Hearing or Voting

Conflict of Interest: No Board member may take part in the hearing, consideration, or determination of any case in which that member has a personal or financial interest. No Board member may participate in hearing any case where the member has a bias that is not subject to change regardless of the evidence. A Board member who perceives he or she has such a conflict or bias must reveal it to the Board prior to the hearing on a case. The Chair must then excuse the member from the hearing and all its related activities.

Voting: No Board member may vote in any final determination of a case unless that member was present for the entire hearing of the case. This prohibition does not apply to procedural issues, extensions, continuances, or other similar nonsubstantive issues.

Section 3. Meetings and Hearings

3.1 Meetings

The Board may hold meetings as necessary for the conduct of business, training, and work sessions. Meeting dates will be established by the Chair, with at least two weeks notice given to members and the Secretary, unless the meeting is a special meeting regarding matters that need immediate resolution. For such special meetings, at least 48 hours advance notice will be given. Meetings will be held in City Hall.

3.2 Hearings

The Board will hold hearings for the disposition of cases as soon as practical after determining that a hearing to resolve a complaint should be held. Hearings will be held in City Hall. At the discretion of the Chair, hearing dates may be rescheduled to accommodate the presence of the complainant, the complainant's witnesses, the complainant's attorney, the police officer, the police officer's witnesses, the police officer's attorney, and representatives of the Police Department. In addition, the Chair may reschedule hearings because of a holiday, weather, anticipated lack of a quorum, or other unusual circumstances.

The Chair must give at least two weeks advance notice of the hearing date to all Board members, the Secretary, the complainant or his or her representative, and the Police Department Attorney. The Police Department Attorney will be responsible for notifying the police officer(s) and any other Police Department employee(s) who are expected to testify at the hearing.

An emergency hearing may be called without two weeks notice if the Chair determines that a case is urgent and/or unusual circumstance require its immediate resolution.

3.3 Setting of Agenda; Order of Business

Prior to the start of the meeting, a proposed agenda will be distributed to the members by the Chair. A member wishing to add an item to the agenda should ask the Chair to include it on the agenda, who may do so at his or her discretion.

At the start of each meeting, a written or oral agenda prepared by the Chair will be given to each member and the Secretary. Additions to the agenda may be proposed by any member, and will be added to the agenda, provided no objection is raised by any member. If there is an objection, then a vote shall be taken on the addition, and the item will be added to the agenda only if a majority approves of that addition.

The order of business at hearings shall be as follows, unless varied by majority vote:

- Call to Order
- Roll Call (including requests for members to identify conflicts or early departures)
- Approval of Summary of Minutes for Previous Meetings
- Approval of Written Findings of Prior Decisions
- Old Business
- New Business
- Explanation of Procedure for Cases by Chair
- Swearing In of Witnesses
- Hearing Case-related Testimony
- Determination of the Case Findings
- Adjournment

3.4 Meeting Frequency

The Board shall hold regular meetings not less than once a quarter. The Board may hold more frequent meetings if necessary.

3.5 Quorum

The Board will conduct no business unless a majority of the Board is present at a meeting or hearing.

Unless otherwise specified in these Rules, approval of any action or recommendation by the Board requires an affirmative vote of a majority of those present at a meeting or hearing.

3.6 Voting

All members are required to vote, unless excused by the Chair. A failure to vote by a member who is physically present at the meeting place or who has withdrawn without being excused (either by the Chair or by a majority vote of the Board) shall be recorded as an affirmative vote.

3.7 Parliamentary Procedures

Consideration of cases and other business will be in accordance with the Board's Rules of Parliamentary Procedures, Attachment A, which are adopted and incorporated into these Rules.

Section 4. Hearing Process; Written Decisions; Transmittal

4.1 Board Duties and Responsibilities

The Board has the following general duties and responsibilities:

- Conduct regular business
- Review appeals submitted by complainants not satisfied with the conclusions of a review conducted by the Police Department's Professional Standards Division, approved by the Chief of Police
- Determine the necessity for a hearing
- Conduct hearings
- Make findings of fact

4.2 Jurisdiction

The Board may consider appeals of the results of investigations of the following actions taken by Police Department officers or employees:

- Use of force
- Unethical conduct and/or conduct unbecoming an police department personnel
- Arrest, search, and seizure

The Board may only consider appeals submitted after the Chief of Police has considered the complaint and the investigation, and has made one of these final determinations:

- Sustained
- Not Sustained
- Exonerated
- Unfounded
- Policy Failure

The Board may not review appeals of decisions made by the City Manager.

4.3 Criteria for Holding a Hearing

The Board may hold an appeals hearing when it appears, based upon a preponderance of the evidence, that the conclusions reached by the Professional

Standards Division and the Chief of Police in a specific case of alleged violations may have been an abuse of discretion by the Police Department.

4.4 Findings

After hearing the testimony presented by the parties involved in a complaint, the Board will make the following determinations:

- Was the investigation conducted by the Police Department deficient because of an abuse of its discretion?
- Was (were) the finding(s) of the investigation deficient because of an abuse of discretion?

4.5 Appeals Procedures

All requests for appeals must be filed in writing with the City Clerk's office. The request must state the nature of the original incident and the reason for the appeal. The citizen must file the request within 14 calendar days of receiving written notice from the Police Department of the disposition of the complaint. The citizen must provide a valid, current address where all correspondence can be sent.

Absent exigent circumstances that justify a departure from the rule, the Board is without authority to hear appeals if the complainant has not filed a formal complaint with the Police Department or otherwise requested disclosure of the result of the relevant Professional Standards Division investigation within 90 days of the date of the incident. The Board has the discretion to determine whether exigent circumstances exist on a case-by-case basis.

Upon receipt of the request for appeal, the City Clerk's Office will forward the request to the Chief of Police and the Board. As soon as practical, the Chief of Police or his or her designee will prepare a case summary and forward it to the Board. Unless special circumstances exist, the case will be discussed at the next regular meeting of the Board.

The Board, in closed session, will consider the case summary and the appeal request. By majority vote, the Board will determine the necessity for a hearing. In public session immediately thereafter, the Chair will indicate whether the Board has decided to hold a hearing.

The Chair will also notify the complainant and other involved parties, in writing, of the Board's decision as to whether or not to hold a hearing.

If a hearing is to be held, the Chair will use his or her discretion to schedule a date and time for the hearing, based upon consultations with the members of the Board, the complainant or his or her representative, and the Police Department Attorney. The hearing should be scheduled within three months after the decision to hold a hearing is made. However, this timeframe may be modified,

if necessary, to meet reasonable requests submitted by those expected to attend the hearing.

Pursuant to state personnel privacy laws and the open meetings law, these hearings will be closed to the public and the media.

The Board may not hear any appeal in which a claim for damages has been presented to the City or a lawsuit has been filed in any court of competent jurisdiction regarding the subject matter of the appeal before the Board.

4.6 Process for Rescheduling Hearings

If any of the participants in a hearing wants to change the hearing date, a written request must be given to the Chair at least seven calendar days prior to the scheduled hearing date.

If an applicant withdraws a request, the case is closed. If a hearing involves multiple complainants, all must withdraw their complaints before the case is closed.

Cases continued by the Board for lack of information or for necessary actions to be taken by the applicant shall be to a date certain. If the applicant does not submit the information or take the requested actions by the continuance date, the Board may either continue the case again or dismiss the case without prejudice to the applicant's right to initiate a new application. The Board may not grant multiple continuances without good cause. All re-applications must be received by the City Clerk within 21 days of the complainant's notification that his or her case has been dismissed for lack of compliance with the Board's requests.

4.7 Hearing Procedure

Prior to hearing testimony, the Chair will briefly explain the nature of the hearing. The Chair will also make all parties aware of any time limits that will be imposed on their testimony.

Prior to the start of the hearing, both parties shall submit to the Board their list of witnesses, the evidence to be offered on their behalf. It is the responsibility of each party to manage their allotted time to meet the overall time limits imposed by the Board.

All witnesses must testify under oath or affirmation. All hearings will be recorded.

Board members with a conflict of interest or bias must request to be excused prior to the start of the hearing. Any Board member with special knowledge about a case should disclose it so that the parties may address such information in their testimony.

All parties have a right to be represented by counsel or a person of their choice. The City Manager at his or her discretion may provide counsel to the defending officer or employee. The City Attorney's office will provide legal counsel to the Board on procedural matters.

The hearing will proceed as follows:

- First, the Complainant will offer evidence and witnesses in support of his or her appeal.
- Second, the Police Department officer(s) or employee(s) against whom the complaint has been filed, and witnesses in his or her support, will be asked to testify.
- Third, the Police Department's Professional Standards Division investigator will be asked to testify.

All witnesses will be sequestered during the hearing. Each witness may be accompanied by his or her own attorney during the conduct of his or her testimony. No person other than the members of the board, the counsel to the board, the secretary to the board, the witness and the attorney for the witness shall be present during the testimony. Each witness and his or her attorney must leave the hearing room at the conclusion of his or her testimony.

No cross-examination of opposing witnesses or parties may be conducted by any party or any party's attorney.

In an effort to convey testimony to the Board, a witness or party may consent to being examined by his or her attorney or other representative.

At the conclusion of their evidence, each party has the right to make a closing statement.

Members of the Board may request additional information and question the complainant, the police officer or employee, counsel or representatives, and witnesses at any point during the process. The Chair will rule on any objections or requests from participants in the hearing regarding the hearing procedure or the admissibility of evidence.

Speakers and Board members must be recognized by the Chair before they may be heard. The Chair may limit and/or cut off evidence or testimony that is irrelevant, repetitive, incompetent, or hearsay. Board members may ask the Chair to limit and /or cut off testimony.

After all evidence has been presented, the Chair shall ask the parties if additional relevant information exists that would justify a continuance.

Members may limit the length of a hearing or set a time of adjournment by majority vote. The Chair may exclude from participation or remove from the hearing room any person who engages in improper conduct.

4.8 Written Recommendations; Findings; Transmittal and Filing

After all testimony and evidence has been presented to the Board, the Board will consider its findings. The Board may make its determinations immediately after the conclusion of the testimony phase of the hearing or continue the hearing to a date certain, no more than 45 days later, to consider its findings and make its determination.

Once it has reached its conclusions, the Board will issue written recommendations to the City Manager and the Chief of Police. Those recommendations may be approved at the same meeting, or at another meeting held within 45 days. If absences at the next meeting result in the inability to get majority approval of findings, absent members may be polled by e-mail or in writing. Any votes gathered in this fashion will be added to the Board's minutes.

When the Board determines that a hearing will not be held to examine a complaint, the Board is still authorized to issue recommendations based upon the issues presented in the complaint, or upon general trends that it observes based upon multiple complaints.

The Board Chair must sign all recommendations. The Secretary will maintain a file of all recommendations.

4.9 Action by City Manager

The Manager will review the Board's recommendations, take such action as he or she deems appropriate, consistent with state law and city policy, and shall advise the Police Chief of any intended action.

The City Manager will notify all parties and the Board within seven days of this communication to the Chief.

The decision of the City Manager is final and binding on all parties.

Section 5. Adoption and Amendments to Rules

5.1 Adoption of these Rules of Procedure

The City Council, by majority vote, shall adopt these Rules of Procedure. The Rules may be suspended by a vote of a majority of members eligible to vote on the matter being considered.

5.2 Amendments

Recommendations for amendments to these Rules may, within the limits allowed by law, be approved by an affirmative vote of not less than five members of the Board, provided that the general substance of the amendment is first presented to the Board members in writing at a meeting preceding the meeting at which the vote is taken. All recommended amendments will be submitted to the City Council for its consideration. The amendment will be adopted only after receiving the Council's approval.

ATTACHMENT A TO RULES OF PROCEDURES

Parliamentary Procedures for the Citizens Review Board

The Durham Citizen Review Board shall observe the following parliamentary procedures. The Board may suspend these procedures by a 4/5 vote. Deviations from these procedures shall not be grounds for voiding a vote unless the deviation is called to the attention of the Chair at the same meeting when it occurs, and the Board, by majority vote, agrees that as a result of the deviation a previous vote should be voided.

A. Authority of Chair

If a situation is not covered by these rules, the Chair shall determine the appropriate procedure. The Chair's decision may be changed by a majority vote of the Board.

B. Motions

Formal decisions including but not limited to approval of Rules of Procedure, all actions concerning cases, and all selections of officers will be made by motion, which, except as provided below, must be seconded. The mover may withdraw the motion at any time before it is voted on. Only one substantive motion and friendly amendments to such motion may be considered at a time.

Friendly amendments are the norm in board proceedings, and all amendments to a motion must be offered as friendly amendments. A motion proposing a friendly amendment does not need a second. A friendly amendment is valid only when accepted by the maker of the original motion and, once accepted, it becomes a part of the original motion. An unlimited number of friendly amendments are allowed. If a friendly amendment is not accepted by the motion-maker it may be offered as a subsequent motion after the vote on the first motion has occurred.

Motions to continue are encouraged if additional information would be useful in considering the outcome of the case or if there are other reasons a continuance is advisable. A motion to continue may be made at any time and takes precedence over all other substantive motions and amendments. It requires a simple majority of Board for approval. When the matter is reopened after continuance, any substantive motions on the table at the prior meeting will still be on the table.

A motion to adjourn is not in order if there are motions/amendments pending on a case that has not been continued.

C. Voting/Consideration of Cases

1. For a vote to occur, the Chair may call for a vote or a member may call the question and the Chair must agree.
2. The Chair will announce the final decision on a case. A vote to continue a case may occur at any time.

3. Before a vote, motions as they may have been amended must be restated by the Chair, the Secretary, or by a Board member who proposed either the motion or amendments to such motion, unless the motion was made immediately prior to the vote. The restatement shall include all conditions that are proposed.
4. Voting on cases shall be by roll call. Votes on other matters may be taken by ayes and nays, by a show of hands, or in any other reasonable fashion determined by the Chair.
5. Because decided cases cannot be reopened, the granting of continuances when information is lacking is encouraged. After debate but prior to the first vote on a case, the Chair shall ask all parties if there is any information that has not been presented that is relevant, or if there is any information that needs to be clarified. If it appears that additional information would be relevant but cannot be presented at the hearing, a motion to continue is in order.



City of Greensboro

Official City of Greensboro Website

Residents : Businesses : Visitors : City Government : Departments : Online Payments

Search

Adjust text size: A A

Departments :: Human Relations :: Human Relations Commissio...

The Human Relations Commission

Up To Human Relations

The mission of the Human Relations Commission is to improve the quality of life for Greensboro residents by encouraging fair treatment and promoting mutual understanding and respect among all people.

Human Relations Commission

HRC Committees

Annual Report for 2007-2010

Human Services Committee

Commission Members

Chair: Commissioner Ceresta Bryant

Education Committee

Mission: Assess the viability and format of the Human Services Committee programs

Select Language

Goals:

Powered by **Google Translate**

- Promote good human relations by conducting programs that enhance the quality of human relations in our community and educate citizens on human relations issues
- Engage community organizations, groups, and individuals to build a more diverse community
- Assist in integrating immigrants and refugees into the community and establish referral links with city organizations and institutions

Montgomery / Wells Housing Committee

Chair: Commissioner Jayson Ovittore

Mission: Encourage fair treatment and promote mutual understanding and respect in

housing-related matters

Goals:

- Continue to stay abreast of housing issues and keep Commissioners informed
- Work closely with the Housing and Community Development Department as it implements the Five-Year Consolidated Plan
- Work with the Division of Code Enforcement as it applies housing code regulations
- Continue to work collaboratively with the Housing Coalition in advocating for affordable, well-maintained housing for all city residents
- Work closely with the City's Fair Housing Specialist to educate the public on housing matters

Education Committee

Chair: Commissioner Abdel Nuriddin, HRC Vice Chair

Mission: Encourage fair treatment and promote mutual understanding and respect in the

Guilford County Schools

Goals:

- Continue to celebrate Human Relations Month and build relationships with Greensboro City Schools
- Build a relationship with the Guilford Education Alliance and National Conference for Community and Justice (NCCJ)

Complaint Review Committee

Chair: Commissioner Nancy Hoffmann

Mission: Build trust and credibility in the complaint review process

Goals:

- Review complaints / meet with Greensboro Police Department (GPD) staff
- Continue outreach to the community regarding our existence
- Work on the issue of gangs in the schools and the GPD response

Human Relations

[City Home](#) | [Department Home](#) | [Jobs](#) | [Contact Us](#) | [Departments](#) | [Social Media Policy](#) | [Privacy Policy](#)

**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2001**

**SESSION LAW 2001-20
HOUSE BILL 423**

**AN ACT TO ALLOW THE CITY OF GREENSBORO TO DISCLOSE LIMITED
PERSONNEL INFORMATION CONCERNING THE DISPOSITION OF
DISCIPLINARY CHARGES AGAINST POLICE OFFICERS.**

The General Assembly of North Carolina enacts:

SECTION 1. G.S. 160A-168(c) reads as rewritten:

"(c) All information contained in a city employee's personnel file, other than the information made public by subsection (b) of this section, is confidential and shall be open to inspection only in the following instances:

- (1) The employee or his duly authorized agent may examine all portions of his personnel file except (i) letters of reference solicited prior to employment, and (ii) information concerning a medical disability, mental or physical, that a prudent physician would not divulge to his patient.
- (2) A ~~license~~-licensed physician designated in writing by the employee may examine the employee's medical record.
- (3) A city employee having supervisory authority over the employee may examine all material in the employee's personnel file.
- (4) By order of a court of competent jurisdiction, any person may examine such portion of an employee's personnel file as may be ordered by the court.
- (5) An official of an agency of the State or federal government, or any political subdivision of the State, may inspect any portion of a personnel file when such inspection is deemed by the official having custody of such records to be necessary and essential to the pursuance of a proper function of the inspecting agency, but no information shall be divulged for the purpose of assisting in a criminal prosecution (of the employee), or for the purpose of assisting in an investigation of (the employee's) tax liability. However, the official having custody of such records may release the name, address, and telephone number from a personnel file for the purpose of assisting in a criminal investigation.
- (6) An employee may sign a written release, to be placed with his personnel file, that permits the person with custody of the file to provide, either in person, by telephone, or by mail, information specified in the release to prospective employers, educational institutions, or other persons specified in the release.
- (7) The city manager, with concurrence of the council, or, in cities not having a manager, the council may inform any person of the employment or nonemployment, promotion, demotion, suspension or other disciplinary action, reinstatement, transfer, or termination of a city employee and the reasons for that personnel action. Before releasing the information, the manager or council shall determine in writing that the release is essential to maintaining public confidence in the administration of city services or to maintaining the level and

quality of city services. This written determination shall be retained in the office of the manager or the city clerk, and is a record available for public inspection and shall become part of the employee's personnel file.

- (8) In order to facilitate citizen review of the police disciplinary process, the city manager or the chief of police, or their designees may release the disposition of disciplinary charges against a police officer and the facts relied upon in determining that disposition to the Human Relations Commission Complaint Subcommittee, and may release the disposition of the disciplinary charges to the person alleged to have been aggrieved by the officer's actions or to that person's survivor. Commission members shall maintain as confidential all personnel information released to them under this subdivision that is not a matter of public record under this section, and any member who violates that confidentiality is guilty of the violations set forth in subsections (e) and (f) of this section. Each member of the Commission shall execute and adhere to a confidentiality agreement that is satisfactory to the city. For purposes of this subdivision, the term "disposition of disciplinary charges" includes determinations that the charges are sustained, not sustained, unfounded, exonerated, classified as an information file, or classified as any other disciplinary disposition category subsequently adopted by the Greensboro Police Department."

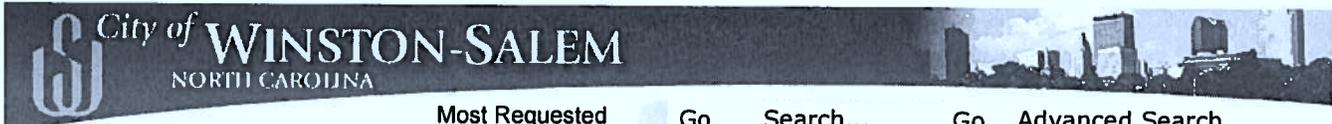
SECTION 2. The act applies only to the City of Greensboro.

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

In the General Assembly read three times and ratified this the 16th day of April, 2001.

s/ Marc Basnight
President Pro Tempore of the Senate

s/ Joe Hackney
Speaker Pro Tempore of the House of Representatives



Home > City Government > City Secretary

City Secretary

Police Review Board

- Business
- Departments
- Discover W-S
- Emergency Info
- en Español
- Forms & Reports
- Jobs
- Most Requested
- Online Services
- Pay Bills
-
- Police Review Board
- Staff
- Calendar**
- View all events
- MyCityofWS**
- Sign in

At the request of the Winston-Salem City Council, the Public Safety Committee developed a plan for a Citizen Police Review Board. The Public Safety Committee was assisted in developing this plan by interested citizens who gave their comments and suggestions during public hearings.

The Citizen Police Review Board plan was approved and adopted by the City Council on February 15, 1993.

The primary purpose of the Citizen Police Review Board is to act as a fact finding body in cases involving unresolved citizen complaints against employees of the Police Department.

The Citizen Police Review Board has 11 members who serve three year terms. Each member must be a resident of Winston-Salem. Persons interested in serving on this board should apply to the Mayor's Office, Suite 150, City Hall, 101 N. Main St. The mailing address is: P. O. Box 2511, Winston-Salem, NC 27102.

The Mayor recommends appointments to the Citizen Police Review Board to the City Council, and all appointments are made by the City Council. Persons interested in serving may also wish to inform their Council Member of their interest.

The Citizen Police Review Board holds regular meetings at least once every three months. However, special meetings may be scheduled more often, with proper notification given to the public.

If you find that you need to bring a complaint against a Police Department employee, be sure to note the date and time of day of the incident and try to get as much specific information as possible about the incident. As examples, try to get the name of the employee and names and addresses of any witnesses to the incident.

Complaints may be filed immediately with the employee's supervisor or at any one of the following locations:

<i>Police Internal Affairs Section-PSC 725 N. Cherry St. Winston-Salem, NC 27101 336-773-7765</i>	<i>City Secretary's Office City Hall, Suite 140 101 N. Main Street Winston-Salem, NC 27102 336-727-2224</i>	<i>Human Relations Office City Hall, Suite 109 101 N. Main Street Winston-Salem, NC 27102 336-727-2429</i>
---	---	--

Staff at these locations will be available to assist you in filing your complaint.

All complaints will be investigated by the Internal Affairs Division of the Police Department. When the investigation is completed the Police Chief will provide you with a written answer to the complaint. The Chief's letter will indicate if the investigation found the allegations in the complaint to be accurate, false, or unable to prove. It should be noted that the Police Chief cannot provide you with specific information regarding disciplinary actions taken against an employee.

If you are not satisfied with the conclusions reached by the Police Chief, you may appeal his/her decision to the Citizen Police Review Board.

You may appeal the Police Chief's decision by filing a notice with the City Secretary's Office. Your appeal will be presented to the Citizen Police Review Board. Usually within 30 days of the appeal, the Citizen Police Review Board will decide whether to hold a

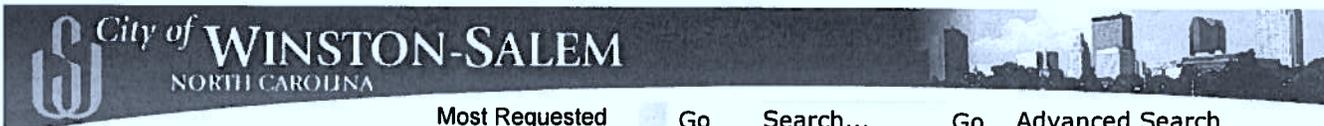
hearing. If the Citizen Police Review Board decides to hold a hearing you will be notified of this decision in writing stating the time, date, and place of the hearing. You will be expected to encourage all of your witnesses to attend. To assist you in the hearing, you may use the services of an attorney or any other person of your choice.

At the hearing, which will be conducted in private, you and your witnesses will be given an opportunity to explain to the Citizen Police Review Board the details of your complaint. The Police Department employee and witnesses will be given an opportunity to detail their account of the incident. Each side may ask questions of all persons who offer evidence, as well as members of the Citizen Police Review Board. At the conclusion of the hearing, the Citizen Police Review Board will consider all of the information received and prepare a report on its findings. This report will be presented to the City Manager for his actions. The City Manager will advise you in writing of his resolution of your complaint. This is the final step in the administrative process to resolve a citizen complaint.

City Secretary, City of Winston-Salem
Suite 140, City Hall, 101 N. Main Street, Winston-Salem, NC 27101
P.O. Box 2511, Winston-Salem, NC 27102-2511

 citylink@cityofws.org, or (336)727-2224. City Secretary fax: (336)727-2880

[Home](#) | [Departments](#) | [Jobs](#) | [Contact Us](#) | [Links](#) | [Site map](#)
[Legal Notice](#) | [Privacy](#) | [Accessibility](#)



Most Requested Search... [Advanced Search](#)

[Home](#) > [Public Meetings](#) > [Advisory Boards & Commissions](#)

BOARDS AND COMMISSIONS INFORMATION FORM

- [Business](#)
- [Departments](#)
- [Discover W-S](#)
- [Emergency Info](#)
- [en Español](#)
- [Forms & Reports](#)
- [Jobs](#)
- [Most Requested](#)
- [Online Services](#)
- [Pay Bills](#)
- [Calendar](#)**
- [View all events](#)
- [MyCityofWS](#)**
- [Sign in](#)

Name of Board/Commission	Citizens' Police Review Board	Date 11/7/08
Authority for Creation	An ordinance was adopted by the City Council on February 15, 1993, which amended the City Code by adding a new Article XVII - Winston-Salem Citizens' Police Review Board.	
Purpose/Function	The Citizens' Police Review Board serves as an advisory board to the City Manager and Public Safety Committee. The Board reviews appeals from citizens regarding unresolved complaints against Police Department employees and conducts appeal hearings which include receiving and evaluating testimony, and issuing findings of facts to the City Manager.	
Method of Appointment	The members are appointed by the City Council upon the recommendation of the Mayor.	
Number of Members	Eleven	
Terms of Office	Three years	
Meeting Date and Time	Quarterly (third Thursday of month) at 6:00 p.m.	
Chief Staff Person	Title	Telephone Number
Alan Andrews	Assistant City Attorney	(336) 747-7401

Current Membership - Citizens' Police Review Board

Name	Race/Gender	Term	Expiration
------	-------------	------	------------

City Council Appointments

Tiwana Banks	BF	1	4/11
Linda Ann Devine	WF	1	4/11
Daniel G. Dwight	WM	2	4/10
Roy A. Fleming	WM	2	4/11
Dewey Haley	BM	2	4/11
Carl G. Hart	WF	1	4/10
Vivian V. Joines	BF	1	4/10
Francis Scales Manns, Jr.	BM	2	4/11
Chevara Orrin	BRF	2	4/11

David M. Tinch WM 1 4/10

(BRF - Bi-Racial/Female)

Special Notes:

1* = Serving **more** than 50% of an unexpired term (more than one year & seven months of the term has expired).

0* = Serving **less** than 50% of an unexpired term (less than one year & six months of the term has expired).

5/10

City of Winston-Salem, 101 N. Main Street, Winston-Salem, NC 27101, (336)727-8000

[Home](#) | [Departments](#) | [Jobs](#) | [Contact Us](#) | [Links](#) | [Site map](#)
[Legal Notice](#) | [Privacy](#) | [Accessibility](#) | [About this Web Site](#)

**Winston-Salem, North Carolina, Code of Ordinances >> PART III - CODE OF ORDINANCES >>
Chapter 2 - ADMINISTRATION >> ARTICLE III. - BOARDS AND COMMISSIONS >> DIVISION 3. -
CITIZEN POLICE REVIEW BOARD >>**

DIVISION 3. - CITIZEN POLICE REVIEW BOARD

Sec. 2-101. - Creation, duties.

Sec. 2-102. - Membership.

Sec. 2-103. - Term of members; vacancies; compensation of members.

Sec. 2-104. - Officers.

Sec. 2-105. - Removal of members.

Sec. 2-106. - Meetings; quorum.

Sec. 2-107. - Rules of procedure.

Sec. 2-108. - Complaint procedure.

Sec. 2-109. - Appeal procedure.

Sec. 2-110. - Determination regarding necessity of hearing.

Sec. 2-111. - Hearing procedure; issuance of findings of fact.

Sec. 2-112. - Action by city manager.

Secs. 2-113—2-130. - Reserved.

| Sec. 2-101. - Creation; duties.

There is hereby created a board to be known as the City of Winston-Salem Citizen Police Review Board. The board shall serve as an advisory board to the city manager and the public safety committee, thereby removing the public safety committee from the current citizen complaint hearing process involving police matters. The board shall review appeals of police complaints, conduct appeal hearings, which includes receiving and evaluating testimony and issuing findings of fact to the city manager, and perform such other duties as may be assigned to it from time to time by the public safety committee or the city council.

(Code 1975, § 2-242; Ord. of 1-6-03, § 1)

| Sec. 2-102. - Membership.

The citizen police review board shall be composed of 11 members, who shall be appointed by the city council upon recommendation of the mayor. Prior to the appointment by the city council, the public safety committee and members of the city council shall be provided with the names and background information on all applicants and nominees. All members of the board shall be residents of the city.

(Code 1975, § 2-243; Ord. of 1-6-03, § 1)

| Sec. 2-103. - Term of members; vacancies; compensation of members.

All appointments to the citizen police review board shall be for a three-year term. Members shall hold office until their successors are appointed. Any vacancy resulting from a cause other than expiration of term shall be filled only for the unexpired portion of the term. Vacancies shall be filled in accordance with the provisions of section 2-102. Members shall serve no more than two consecutive terms. Members shall serve without compensation.

(Code 1975, § 2-244)

| Sec. 2-104. - Officers.

The city council, upon recommendation of the mayor, shall appoint the initial chairperson of the citizen

police review board, who shall serve for the duration of his initial appointment to the board. Thereafter, the board shall annually elect its own chairperson to serve for a one-year term. The board shall elect from its membership a vice-chairperson to serve for the duration of the initial appointment to the board, and thereafter the vice-chairperson shall serve for a one-year term. Members subsequently elected chairperson or vice chairperson may serve no more than six one-year terms.

(Code 1975, § 2-245; Ord. No. 4316, § 1, 1-19-99; Ord. of 1-6-03, § 1)

Sec. 2-105. - Removal of members.

Members of the citizen police review board shall serve at the pleasure of the city council and may be removed by the city council.

(Code 1975, § 2-246; Ord. of 1-6-03, § 1)

Sec. 2-106. - Meetings; quorum.

The citizen police review board shall hold regular meetings not less than once a quarter. Special meetings may be called by the chairperson upon notification of an appeal of a complaint to the board or for any other reason by giving notice in writing personally to each member or left at his residence not less than 48 hours prior to the time fixed for the meeting. Six members of the board shall be considered a quorum for conducting regular business, and the affirmative vote of a majority, a quorum being present, shall be required before any recommendation is made on any matter considered. Seven members of the board shall be considered a quorum and a majority vote shall be required for determining the necessity of a hearing, conducting hearings and making findings of fact.

(Code 1975, § 2-247)

Sec. 2-107. - Rules of procedure.

The citizen police review board shall adopt rules and regulations as may be necessary for the proper discharge of its duties, and shall file the rules and regulations with the city secretary.

(Code 1975, § 2-248)

Sec. 2-108. - Complaint procedure.

- (a) A person claiming to be aggrieved by the actions of the police department or an officer or employee thereof may file a written complaint with either the police professional standards division or the city secretary's office. When a complaint is filed with either of these offices, a copy of the complaint will be forwarded to the chairperson of the citizen police review board, the complainant and the professional standards division of the police department.
- (b) All complaints will be investigated by the professional standards division of the police department. Upon completion of an investigation by the professional standards division, the police chief will notify the complainant by letter of the investigative results and, consistent with state law, indicate disciplinary or other actions taken. The complainant shall also be informed of his right to appeal the decision to the review board.

(Code 1975, § 2-249; Ord. No. 4657, § 3, 6-15-09)

Sec. 2-109. - Appeal procedure.

- (a) All appeals to the citizen police review board must be filed in writing with the city secretary's office. The appeal must state the reason for the appeal.
- (b) Staff will prepare a summary of the case and notify the board that a meeting is necessary to discuss the appeal request. The chairperson of the board may call a special meeting pursuant to section 2-106.

(Code 1975, § 2-250)

Sec. 2-110. - Determination regarding necessity of hearing.

- (a) Unless there are extenuating circumstances, within 30 days of receipt of a request for appeal, the citizen police review board, in executive session, shall consider the appeal by reviewing the request, the case summary and other pertinent information, and, by majority vote, shall determine the necessity of a hearing.
- (b) In public session, the chairperson shall indicate whether or not a hearing has been scheduled, and the date, time and place of hearing. The chairperson shall notify the complainant and other involved parties in writing of the decision and the hearing date, time and place, if any.

(Code 1975, § 2-251)

Sec. 2-111. - Hearing procedure; issuance of findings of fact.

- (a) If the citizen police review board decides to conduct a hearing pursuant to section 2-110, the hearing shall be scheduled within 30 days of the decision unless there are extenuating circumstances. The hearing shall be conducted in executive session, and at least seven members of the board must all be present for all of the hearing.
- (b) Members who in a particular case have a conflict of interest shall not attend or participate in the hearing and decision-making process.
- (c) All witnesses shall testify under oath or affirmation.
- (d) All of the proceedings before the review board shall be recorded.
- (e) All parties involved shall have the right to be represented by counsel or any other person of the party's choice. The city attorney's office shall provide legal counsel to the board on procedural matters.
- (f) The complainant may offer evidence first in support of his complaint. The department or employee shall have the right to cross examine the complainant and his witnesses. Thereafter, the department or employee shall have the right to offer evidence and the complainant shall have the right to cross examine the witnesses. At the conclusion of all the evidence, the complainant or his representative, followed by the department or employee, may make a closing statement. Members of the board may question any witness, or request additional information or further investigation, at any point in the process.
- (g) Unless there are extenuating circumstances, within 20 days after the conclusion of the hearing, the board shall issue its findings of fact to the city manager for review and the public safety committee for informational purposes. The findings of fact must be approved by a majority, a quorum being present.

(Code 1975, § 2-252)

Sec. 2-112. - Action by city manager.

- (a) The city manager shall review the findings of fact of the citizen police review board under section 2-111 and any other information at his disposal and take such action as he deems appropriate, consistent with state law and city policy.
- (b) The city manager shall notify all parties, including the hearing board, of his resolution of the complaint, consistent with state law.

(Code 1975, § 2-253)

Secs. 2-113—2-130. - Reserved.

Understanding the Complaint Review Process

The Complaint Review Committee (CRC) of the Human Relations Commission hears and investigates residents' complaints involving the Greensboro Police Department. Complaints may be filed with the Complaint Review Committee or with the Police Department's Division of Professional Standards.

Cases Referred from 2005 to June 2010 Status of CRC Cases Through June 2010

Citizen Complaint Process

The Complaint Review Committee and the Police Department encourage any person who believes he or she has a valid grievance to file a report. Only by knowing about these incidents, can we properly investigate and take the appropriate action to address them.

The Division of Professional Standards, formerly known as Internal Affairs, oversees allegations of misconduct or rules violations by Police Department employees. Professional Standards provides residents with a procedure to present concerns directly to the Police Department, and a system that protects officers from false charges and unwarranted criticism.

Why File a Complaint?

Law enforcement personnel have some of the greatest challenges any professional faces. They must enforce the law in a fair and impartial manner, protecting the rights of all parties involved, in situations that are often dangerous and complex. If you feel that you have been treated improperly, you should file a complaint to ensure that Police Department employees perform their jobs in accordance with the Rules and Regulations of the Department.

How the Process Works

1. A Complaint is Filed

You may file a report in person, by mail, or by phone with the Complaint Review Committee at 336-373-2038, or the Police Department's Division of Professional Standards at 336-373-2468 between the hours of 8 am and 5 pm, Monday through Friday. The office of the Complaint Review Committee is located at 300 West Washington Street, Plaza Level, Room 118, Greensboro, NC 27401. Professional Standards is also located at 300 West Washington Street, Level UG, Greensboro, NC 27401. Try to provide as much information as possible about the incident that led to your complaint: time and date of the occurrence, location, the officer's name/badge number (if known), and names and telephone numbers of any witnesses. A complaint to the Complaint Review Committee must be made within 60 days of the incident, and an appeal must be made within 30 days of the date the Determination Letter is received from the Police Department.

2. The Complaint is Investigated

When a complaint is filed, it is assigned to an investigator in the Division of Professional Standards or the appropriate supervisor in the officer's chain of command for investigation.

3. Complaint Review Committee Meeting

In cases where the complaint is made to the Complaint Review Committee or an appeal is made from the initial determination by the Police Department, the committee will review the investigation to determine if all allegations were adequately addressed. If the committee is satisfied with the investigation and determination, the chair of the committee will notify you in writing of the results, and close the case. Copies of the closing letter will be sent to the City Manager's Office, the Legal Department, and the Chief of Police. If the committee is not satisfied with the investigation and issues still remain, any or all of the following steps will be taken to resolve the matter:

- Request additional information or investigation in writing to the Division of Professional Standards
 - Meet with the complainant to clarify issues
 - Conference with the Police Chief

[Read more about how the committee operates.](#)

4. City Manager's Decision

If issues remain unresolved after the Complaint Review Committee meets with the Police Chief, the committee may appeal to the City Manager stating the grounds for disagreement and making recommendations. When the City Manager's decision is received, the Complaint Review Committee will notify you in writing, and close the case.

The Decision on Your Complaint

Whether your complaint or appeal is filed with the Complaint Review Committee, or your complaint is filed directly with the Police Department, you will receive a letter that tells you the decision reached and the reasons for that decision. All cases filed directly with the Police Department are eligible for appeal, and the determination letter will include information to help you with that process.

Decisions on allegations of police misconduct are settled in one of four ways:

- Sustained - The allegation is proven by evidence.
- Unfounded - The allegation is false and the alleged incident did not occur.
- Not Sustained - The investigation did not disclose enough information to prove or disprove the allegation.
- Exonerated - The incident in question occurred, but the officer involved acted lawfully and properly.

If the allegation against an officer is sustained, the Chief of Police or a supervisor takes the proper corrective measures. The officer is notified of the outcome of the investigation and, if warranted, any resulting disciplinary action. The letter you will receive will not disclose the specifics of any resulting disciplinary action since this is not permitted under North Carolina law.

To Commend a Police Department Employee

If you have been assisted by a Police Department employee and you want to praise or commend the employee, you may call or write to: Greensboro Police Department, Office of the Chief of Police, 300 West Washington Street, PO Box 3136, Greensboro NC 27402-3136, 336-373-2450, Monday through Friday 8 am to 5 pm.



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: Mayor Pro Tempore selection process

Explanation: At its January 13, 2011, meeting, City Council requested a discussion item at the Planning Session on the Mayor Pro Tem selection process. North Carolina General Statute 160A-70 provides that, at its organizational meeting, City Council shall elect from among its members a mayor pro tempore to serve at the pleasure of Council. Section 2-1-13 of the Greenville City Code provides that "Except as may be provided otherwise by rule or resolution of the City Council in any particular instance, *Robert's Rules of Order*, current edition, shall govern the parliamentary procedure of the City Council."

CURRENT PROCEDURE

Consistent with this City Code provision, the election of the Mayor Pro Tem follows the procedure specified by Robert's Rules of Order. The following procedure is the procedure specified by Robert's Rules of Order for the election of officers:

Mayor calls for nominations –

“Nominations are now in order for the Office of Mayor Pro Tem.”

Nominations are made -

“I nominate Council Member A.”

No second is required for a nomination.

Mayor repeats the nomination and asks for further nominations –

“Council Member A is nominated. Are there any further nominations?”

After no more nominations are forthcoming, Mayor declares nominations are

closed –

“Are there any further nominations? If not, without objection, I declare nominations are closed.”

After nominations are closed, vote.

When more than one nominee, vote in the order in which nominees were nominated.

As soon as one of the nominees receives a majority vote, the Mayor declares him or her elected and no votes are taken on the remaining nominees for Mayor Pro Tempore.

“Those in favor of Council Member A for Mayor Pro Tempore say aye. Those opposed say no.”

Either:

“The ayes have it and Council Member A is elected to the office of Mayor Pro Tempore.”

or

“The noes have it and Council Member A is not elected.”

If no person receives a majority vote, then proceed with another round of votes.

Since the Mayor only votes in the case of a tie, the Mayor may only vote if the nominee receives one-half of the votes of the Council Members present since then there is a tie vote.

After nominations are closed, a majority vote is required to reopen them.

OTHER PROCEDURES

City Council could establish another procedure by rule or resolution to govern the election of the Mayor Pro Tem. Examples include:

- 1) If there is more than one nominee, the nominee receiving the lowest number of votes in a round of votes where no member receives a majority would be eliminated as a nominee. This is designed to reduce the possibility of a stalemate situation which does not result in any person receiving the requisite majority to be elected during numerous rounds of votes.
- 2) Establishing rules which govern or provide guidance as to who is eligible to be a nominee for Mayor Pro Tem. It needs to be recognized that these rules could be changed by the newly sworn in Council prior to their conduction of the election so that they could elect the person they deem appropriate. One way to address this would be to phrase these eligibility criteria as guidelines while

recognizing that any person may be elected, if the Council decides. Guideline possibilities include:

- a) Prohibit a person from serving consecutive terms as Mayor Pro Tem.
- b) Establish a rotation system among districts to determine who serves as Mayor Pro Tem.
- c) Establish a minimum number of years of service which a person must serve on the Council in order to serve as Mayor Pro Tem.
- d) Provide that the person having the longest tenure of consecutive years of service on the Council would serve as Mayor Pro Tem.
- e) Provide that the person receiving the most votes in the November municipal election would serve as Mayor Pro Tem. (At-Large Council Member votes to be divided by number of districts)

Fiscal Note: No direct cost to discuss Mayor Pro Tempore selection process.

Recommendation: Discuss Mayor Pro Tempore selection process.

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

Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 2/21/2011
Time: 6:00 PM

Title of Item: City of Greenville 2011 Goals

Explanation: During the Annual Planning Session conducted on January 29, 2011, the City Council reviewed the goals, objectives, and action items for 2010-2011 and tentatively agreed to continue the ten goals for 2011. The City Council discussed objectives and action items for each goal. The attached document containing the goals, objectives, and action items is ready for review and discussion by City Council.

The 2011 goals, objectives, and action items will be scheduled for adoption at the March 3, 2011 City Council meeting.

Fiscal Note: Each action item has a separate fiscal note.

Recommendation: Discuss and amend as appropriate the attached draft City of Greenville 2011 goals, objectives, and action items.

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

Attachments / click to download

[2011_Goals_City_of_Greenville_889467](#)



DRAFT

City of Greenville

2011 Goals

NOTE: Due to current economic conditions, the City Council indicates an awareness of budgetary constraints that impact all goals and is prepared to make adjustments as necessary based on financial impacts.

1. Goal: Promote a Safe Community

A. Objective: Continue to support community policing

Action Item #1: Continue support of Police Community Relations Committee meetings to be held throughout the five City Council districts

Responsibility: Police Department

Timeframe: December 2011

Fiscal Note: No direct cost

Action Item #2: Continue support of Citizens United Against Violence (CUAV)

Responsibility: Police Department

Timeframe: Ongoing

Fiscal Note: Grant and other funds included in Police Department budget

Action Item #3: Provide staff support for the Special Task Force on Public Safety

Responsibility: Police Department

Timeframe: May 2011

Fiscal Note: No direct cost

Action Item #4: Evaluate and develop an implementation strategy for the recommendations of the Special Task Force on Public Safety

Responsibility: Police Department

Timeframe: July 2011

Fiscal Note: To be determined

B. *Objective: Continue and expand crime prevention activities for youth*

Action Item #1: Insure that the existing PAL after-school, summer, and spring break programs have maximum enrollment

Responsibility: Recreation and Parks, and Police Departments

Timeframe: Ongoing

Fiscal note: PAL operating funds of \$105,000 contained in Police Department operating budget

Action Item #2: Through aggressive recruitment, increase the number of youth participating in the Police Explorer (Boy Scouts) Program

Responsibility: Police Department

Timeframe: December 2011

Fiscal Note: Funds available in Police Department operating budget

Action Item #3: Partner with the Public Works Department and the Police Athletic League's After-School Program to continue to promote environmental education as part of a "green city" initiative

Responsibility: Police Department

Timeframe: Ongoing

Fiscal Note: Limited direct costs

Action Item #4: Continue promoting parent and child development as part of the PAL after-school program

Responsibility: Police Department

Timeframe: Ongoing

Fiscal Note: Included in PAL operating costs

C. *Objective: Continue to strengthen partnerships between the Police Department and the Pitt County School System*

Action Item #1: Continue partnerships with Pitt County Schools truancy prevention programs

Responsibility: Police Department

Timeframe: Ongoing

Fiscal Note: Funds included in Police Department budget

Action Item #2: Continue support of the Student Success Academy with the United Way of Pitt County, Pitt County School System, and other partners

Responsibility: Police Department

Timeframe: August 2011
Fiscal Note: Minimal direct cost

Action Item #3: Continue the highly successful drop-out prevention program Turning Around for Success that is grant funded by the North Carolina General Assembly Committee on Dropout Prevention

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Grant funded

D. *Objective: Increase police and code enforcement presence in the Frontgate Drive/Kristin Drive area*

Action Item #1: Evaluate the temporary use of an apartment made available by a landlord in the area

Responsibility: Police Department
Timeframe: April 2011
Fiscal Note: To be determined when apartment selected

Action Item #2: For this area develop a plan to establish crime benchmarks and a three-month reporting schedule

Responsibility: Police Department
Timeframe: April 2011
Fiscal Note: No direct cost to prepare plan

Action Item #3: Establish a neighborhood watch in the area

Responsibility: Police Department
Timeframe: May 2011
Fiscal Note: Minimal direct cost

Action Item #4: Establish a neighborhood association in the area

Responsibility: Community Development Department
Timeframe: August 2011
Fiscal Note: Minimal direct cost

Action Item #5: Initiate concentrated code enforcement effort in the area

Responsibility: Police Department
Timeframe: May 2011
Fiscal Note: Funds for Code Enforcement in operating budget

E. *Objective: Create jobs and housing opportunities for adult/youth re-entering the community from the correctional system*

Action Item #1: Through the activities of the Pitt County Re-Entry Program, coordinate efforts with activities at the Lucille W. Gorham Intergenerational Center

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Grant Funded

Action Item #2: Continue partnership with the Public Works Department, Recreation and Parks Department, Pitt County, non-profit agencies, and Probation and Parole to identify entry-level job opportunities for non-violent offenders who are re-entering the community from the correctional system

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Looking for funding sources

Action Item #3: Partner with the Community Development Department, Department of Social Services, Greenville Housing Authority, and non-profit agencies to explore transitional housing opportunities for non-violent offenders who are re-entering the community from the correctional system

Responsibility: Police Department
Timeframe: October 2011
Fiscal Note: Grant funded

F. *Objective: Address problems created by gang activity*

Action Item #1: Continue to partner with federal, state, and local law enforcement agencies to target gang activity

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Funds included in Police Department budget

Action Item #2: Continue support of the Police Department Gang Unit financially and educationally through training, equipment, and other resources as determined necessary

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Current operation included in Police Department budget

Action Item #3: Evaluate the National League of Cities Youth Violence Prevention Program that includes the following key goals: (1) Reduce youth homicide and violent crime, (2) form partnerships that steer high-risk youth toward positive alternatives, (3) prevent conflict by breaking cycle of revenge and retaliation, and (4) counteract the culture of violence by amplifying the community's moral voice

Responsibility: Police Department
Timeframe: September 2011
Fiscal Note: Minimal direct cost to conduct evaluation

G. *Objective: Provide effective service to our community in the event of a natural, man-made, or other type of disaster*

Action Item #1: Conduct at least one activation of the City's Emergency Operations Center at a Level 2 status via an event or exercise

Responsibility: Fire-Rescue Department
Timeframe: June 2011
Fiscal Note: \$500

Action Item #2: Search for funding avenues for improvements to or replacement of the City Emergency Operations Center through The Ferguson Group and other sources

Responsibility: Fire-Rescue Department
Timeframe: December 2011
Fiscal Note: \$600,000 earmark and \$200,000 City match already approved; seeking approximately \$1,000,000 more to complete project

Action Item #3: Explore feasibility of utilizing social networking and other electronic communication outlets (Twitter, Facebook, Text Messaging) as a means of keeping citizens informed of significant emergency events

Responsibility: Fire-Rescue Department and Public Information Office
Timeframe: June 2011
Fiscal Note: To be determined

H. *Objective: Increase public education and awareness of ways to prevent crime; and work to eliminate crime by insuring accurate perception and making citizens aware of successes*

Action Item #1: Work with the City's Public Information Office to develop regular segments entitled "Police Beat" focused on providing citizens with important information as it relates to crime and prevention in their communities

Responsibility: Police Department
Timeframe: April 2011
Fiscal Note: Limited direct costs

Action Item #2: Produce regular "cityscene" episodes focusing on crime prevention and other important issues as they relate to crime and quality of life issues

Responsibility: Police Department and Public Information Office
Timeframe: Ongoing
Fiscal Note: Limited direct costs

Action Item #3: Conduct weekly briefings with the news media

Responsibility: Police Department
Timeframe: Start in February 2011
Fiscal Note: No direct costs

Action Item #4: Explore the use of Twitter or other social networks by Area Commanders as tool to improve communications with citizens in their assigned areas

Responsibility: Police Department and Public Information Office
Timeframe: June 2011
Fiscal Note: To be determined

I. *Objective: Aggressively expand neighborhood crime prevention programs and establish clearcut benchmarks for measuring progress*

Action Item #1: Continue partnership with the Neighborhood Liaison in the Community Development Department to identify and develop neighborhood plans to improve the quality of life

Responsibility: Police and Community Development Departments
Timeframe: August 2011
Fiscal Note: No direct cost

Action Item #2: Increase the number of active neighborhood crime watch programs by 10%

Responsibility: Police Department
Timeframe: December 2011
Fiscal Note: No direct cost

Action Item #3: Propose a new neighborhood crime prevention program with benchmarks

Responsibility: Police Department
Timeframe: September 2011
Fiscal Note: To be determined

J. *Objective: Participate in the Bright and Safe Initiative*

Action Item #1: Research the Bright and Safe Initiative

Responsibility: Police and Public Works Departments
Timeframe: May 2011
Fiscal Note: No direct cost to conduct research

Action Item #2: Develop standards for street illumination levels along City and State streets in coordination with City's stakeholders

Responsibility: Public Works Department
Timeframe: July 2011
Fiscal Note: No direct cost

Action Item #3: Explore methods of implementing streetlight standards on existing streets approved by the City Council

Responsibility: Public Works Department
Timeframe: September 2011
Fiscal Note: No direct cost

2. **Goal: Promote/Strengthen Economic Development Opportunities**

A. *Objective: Explore ways (including nontraditional approaches) the City can better accomplish/promote economic development*

Action Item #1: Coordinate with Convention and Visitors Bureau, Pitt County Development Commission, and other partners to consider a new community marketing campaign

Responsibility: Assistant City Manager/Public Information Office
Timeframe: July 2011
Fiscal Note: \$10,000

Action Item #2: Research techniques and opportunities for placement of Greenville on "best of business", "best small city", and "best quality of life" lists published by national publications and organizations

Responsibility: Community Development Department
Timeframe: October 2011
Fiscal Note: \$7,500 for graphic layout and advertising costs

Action Item #3: Move forward with branding study for Greenville's Center City as part of collaborative efforts with other City of Greenville agencies such as the Convention and Visitors Authority, Pitt County Development Commission, and Chamber of Commerce

Responsibility: Community Development Department
Timeframe: August 2011
Fiscal Note: To be determined

B. *Objective: Promote public/private partnerships and nonprofit partnerships for economic development*

Action Item #1: Continue working with the Redevelopment Commission to implement the Center City Revitalization Plan including the attraction of businesses and institutions to the downtown area

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: Costs to be determined on a project by project basis

Action Item #2: Coordinate with East Carolina University and local and national developers to bring high quality mixed-use development to the downtown area through the use of public/private partnerships

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: Costs to be determined on a project by project basis

Action Item #3: Participate in quarterly City and Town Managers of Pitt County meetings hosted by the Pitt County Development Commission

Responsibility: City Manager and Assistant City Manager
Timeframe: Ongoing
Fiscal Note: No direct cost

C. *Objective: Develop strategies to make Greenville a gateway city for the emerging ecotourism and other sustainable tourism industry from I-95 to the coast*

Action Item #1: Coordinate with the East Carolina University Sustainable Tourism Program, North Carolina's Eastern Region, North Carolina's Northeast Commission, and other partners to develop ecotourism and other sustainable tourism in the region

Responsibility: Assistant City Manager
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #2: Work with the Convention and Visitors Bureau to explore the possibility of expanding their ecotourism efforts in coordination with other community and regional partners

Responsibility: Assistant City Manager
Timeframe: Ongoing
Fiscal Note: No direct cost to City

Action Item #3: Seek grant funding for any ecotourism and other sustainable tourism infrastructure needs

Responsibility: City Manager
Timeframe: Ongoing
Fiscal Note: To be determined

D. *Objective: Explore additional ways to use the Tar River*

Action Item #1: Develop plans to improve canoe/kayak put-ins and take-outs on the Tar River at Town Common and Port Terminal

Responsibility: Recreation and Parks Department
Timeframe: October 2011
Fiscal Note: To be determined

Action Item #2: Develop plans to improve fishing locations at the Town Common and along the South Tar River Greenway

Responsibility: Recreation and Parks Department
Timeframe: September 2011
Fiscal Note: To be determined

Action Item #3: Identify locations for educational opportunities along the Tar River to interpret the adjacent wetlands and the river's ecosystem to park users

Responsibility: Recreation and Parks Department
Timeframe: August 2011
Fiscal Note: To be determined

E. *Objective: Promote a green economy*

Action Item #1: Research the green economy and consult with the Pitt County Development Commission, Pitt Community College Workforce Development, East Carolina University, and North Carolina's Eastern Region to gain a better understanding of what green business opportunities Greenville is situated to pursue

Responsibility: Assistant City Manager
Timeframe: April 2011
Fiscal Note: No direct cost

Action Item #2: Provide a report to the City Council on the green economy along with recommended action steps

Responsibility: Assistant City Manager
Timeframe: June 2011
Fiscal Note: No direct cost

F. *Objective: Get low income families connected with mainstream financial institutions*

Action Item #1: Arrange a meeting with Community Reinvestment Officers from mainstream financial institutions with local offices to determine outreach activities being provided to low income families

Responsibility: Community Development Department
Timeframe: September 2011
Fiscal Note: No direct cost

Action Item #2: Obtain information from the National League of Cities concerning the poverty simulation for leaders program

Responsibility: Community Development Department
Timeframe: June 2011
Fiscal Note: No direct cost

3. **Goal: Promote Sustainability and Livability of both Old and New Neighborhoods**

A. *Objective: Continue to create walkable/bikeable communities*

Action Item #1: Adopt a bicycle and pedestrian master plan for the Greenville Urban Area

Responsibility: Public Works Department
Timeframe: March 2011
Fiscal Note: Consultant contract amount is \$93,130

Action Item #2: Continue to provide support to the Greenville Bicycle and Pedestrian Commission

Responsibility: Public Works, and Recreation and Parks Departments
Timeframe: Ongoing
Fiscal Note: No direct costs

Action Item #3: Apply to be recognized as a Bicycle Friendly Community

Responsibility: Public Works Department
Timeframe: July 2011
Fiscal Note: No direct costs

B. *Objective: Continue to expand the greenway system*

Action Item #1: Consider new approaches to fund alternative methods of transportation (greenways)

Responsibility: Public Works, and Recreation and Parks Departments
Timeframe: Continuous
Fiscal Note: No direct cost

Action Item #2: Complete construction of the South Tar River Greenway Phase 1B Project

Responsibility: Public Works Department
Timeframe: March 2011
Fiscal Note: \$1,500,000 (federal grant)

Action Item #3: Complete design of the Green Mill Run Greenway Phase II Project from Charles Boulevard to Evans Park

Responsibility: Public Works Department
Timeframe: August 2011
Fiscal Note: \$1,374,400 (federal grant – 80%); \$343,600 (City match – 20%)

Action Item #4: Meet regularly with representatives of the Friends of Greenville Greenways (FROGGS)

Responsibility: City Manager, and Community Development, Public Works, and Recreation and Parks Departments
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #5: Pursue with expedience greenway expansion priorities

Responsibility: Public Works Department
Timeframe: Ongoing
Fiscal Note: To be determined for each expansion project

C. *Objective: Continue and enhance predatory lending programs*

Action Item #1: Continue the citizen awareness predatory lending educational program developed in 2009

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: Limited direct costs

Action Item #2: Provide quarterly financial literacy classes targeting first-time homebuyers, churches, nonprofits, neighborhood associations, lending institutions, and college students

Responsibility: Community Development Department
Timeframe: December 2011
Fiscal Note: Minimal direct costs

Action Item #3: Continue contract with N.C. Rural Development to provide Financial Literacy workshops

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: \$15,000

D. *Objective: Continue to promote community gardens*

Action Item #1: Continue to solicit interest and participation in community gardens with neighborhood associations, citizens, and groups on City-owned property

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: \$500

Action Item #2: Establish two additional community garden projects

Responsibility: Community Development Department
Timeframe: December 2011
Fiscal Note: \$3,000

Action Item #3: Update GIS data quarterly to determine which sites are available for lease and those most suitable for community gardening

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: No direct cost

E. *Objective: Continue to monitor the implementation of the 10-Year Plan to End Chronic Homelessness in Pitt County*

Action Item #1: Continue participation on the 10-Year Plan to End Chronic Homelessness Board and Management Advisory Team

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #2: Continue to provide funding to assist with implementation of SOAR training (SSI/SSDI, Outreach, Access and Recover), a program that strives to access disability benefits for currently homeless people and those at risk of becoming homeless who are living with disabilities

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: \$15,000

Action Item #3: Provide assistance in the coordination of the “Project Homeless Connect”, which is a one-day event to connect homeless individuals and families with services and support

Responsibility: Community Development Department
Timeframe: March 2011
Fiscal Note: No direct cost

Action Item #4: Establish a fund, or a means of raising funds, to provide blankets and basic necessities to homeless individuals

Responsibility: Police and Community Development Departments
Timeframe: October 2011
Fiscal Note: To be determined

F. *Objective: Review and re-evaluate garbage/trash collection*

Action Item #1: Further implement educational program to reduce the number of residents placing trash items at curbside on other than their assigned day of garbage service

Responsibility: Public Works Department
Timeframe: June 2011

Fiscal Note: No direct costs

Action Item #2: Continue to evaluate alternatives in conjunction with Code Enforcement to improve removal of trash from vacant and commercial property and removal of material from residential property that the City does not collect

Responsibility: Public Works Department

Timeframe: July 2011

Fiscal Note: No direct cost

Action Item #3: Present a report on the feasibility and cost of implementing a second litter patrol

Responsibility: Public Works Department

Timeframe: May 2011

Fiscal Note: To be determined

G. *Objective: Preserve historic homes and businesses*

Action Item #1: Prepare a brochure on available resources to aid in the preservation of historic structures and disseminate to the public including placing on the City's website

Responsibility: Community Development Department

Timeframe: March 2011

Fiscal Note: \$1,500

Action Item #2: Implement the new program to provide low-interest loans and/or matching grants to assist property owners in preserving historic homes and businesses

Responsibility: Community Development Department

Timeframe: May 2011

Fiscal Note: \$50,000

H. *Objective: Explore ways to improve quality of rental properties in neighborhoods (rental task force)*

Action Item #1: Review and strengthen methods to secure compliance with code violations and report on existing procedures and how effective they are

Responsibility: City Attorney and Police Department

Timeframe: June 2011

Fiscal Note: No direct costs

Action Item #2: Work with East Carolina University to monitor the additional code enforcement officer agreement

Responsibility: Police Department
Timeframe: December 2011
Fiscal Note: No direct costs

Action Item #3: Explore the feasibility of creating a citywide rental rehabilitation program for owners of rental property to improve the quality of rental housing in neighborhoods

Responsibility: Community Development Department
Timeframe: August 2011
Fiscal Note: CDBG/HOME Funds

Action Item #4: Consider requiring a dumpster during rehab work on homes in neighborhoods

Responsibility: Public Works Department
Timeframe: July 2011
Fiscal Note: No direct cost

I. *Objective: Explore new strategies to sell homes in revitalization area*

Action Item #1: Continue to work with local housing providers to make available housing counseling and marketing services to potential homebuyers

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: \$55,000

Action Item #2: Continue to provide quarterly homebuyer education classes for potential buyers in partnership with the NC Rural Fund for Development and Housing Division Staff

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: \$1,000

Action Item #3: Continue to explore lease purchase opportunities for homes in the West Greenville Revitalization Area

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: To be determined for each home

J. *Objective: Promote new neighborhood associations*

Action Item #1: Neighborhood Liaison/Ombudsman will continue existing quarterly outreach efforts in neighborhoods that do not have an association

Responsibility: Community Development Department

Timeframe: Ongoing on a quarterly basis

Fiscal Note: No direct costs

Action Item #2: Prepare six-month and twelve-month reports on the activities and effectiveness of the Neighborhood Advisory Board

Responsibility: Community Development Department

Timeframe: July 2011 and January 2012

Fiscal Note: No direct costs

K. *Objective: Consider establishing a rental advisory board*

Action Item #1: Review December 29, 2010 staff report on proposed rental advisory board and consider an ordinance creating such a board

Responsibility: City Council

Timeframe: April 2011

Fiscal Note: To be determined

4. **Goal: Develop Progressive and Comprehensive Transportation Initiatives**

A. *Objective: Continue to upgrade Greenville Boulevard and other State-maintained streets within the City (safety and more attractive)*

Action Item #1: Submit a list of projects to improve pedestrian crossing facilities on State-maintained roads for inclusion in the next State Transportation Improvement Program (STIP)

Responsibility: Public Works Department

Timeframe: June 2011

Fiscal Note: No direct cost

Action Item #2: Work with the North Carolina Department of Transportation (NCDOT) to perform intersection improvements along Greenville Boulevard and on other State-maintained roads within the City

Responsibility: Public Works Department

Timeframe: Continuous

Fiscal Note: No direct cost

Action Item #3: Submit enhancement projects along State-maintained roads for inclusion in the Greenville Urban Area Metropolitan Planning Organization's Project List. MPO will submit the list to NCDOT when NCDOT's enhancement program is re-established.

Responsibility: Public Works Department
Timeframe: To be determined by NCDOT
Fiscal note: No direct cost

Action Item #4: Work with the NCDOT's Division 2 office to complete design and construction of three landscape enhancement projects on State-maintained roads

Responsibility: Public Works Department
Timeframe: June 2011
Fiscal Note: No direct cost; Federal stimulus dollars are funding construction costs

Action Item #5: Complete construction of the Thomas Langston Road Extension across the railroad tracks facilitating the completion of this new roadway to relieve congestion on Greenville Boulevard and Memorial Drive

Responsibility: Public Works Department
Timeframe: December 2011
Fiscal Note: \$2,660,000 from 2004 Bonds

B. *Objective: Accelerate the improvement of pedestrian mobility*

Action Item #1: Include the construction of sidewalks in all State and City street reconstruction and new construction projects

Responsibility: Public Works Department
Timeframe: Continuous
Fiscal note: Cost determined for each project

Action Item #2: Construct sidewalks in areas presently not served based on availability of right-of-way with priority to areas with larger amounts of traffic

Responsibility: Public Works Department
Timeframe: Continuous
Fiscal note: Cost determined for each project

C. *Objective: Improve public transit*

Action Item #1: Continue to explore with East Carolina University the potential of coordinating and/or merging the local transit systems

Responsibility: Public Works Department
Timeframe: December 2011
Fiscal Note: No direct cost

Action Item #2: Begin acquiring the property necessary to construct the Intermodal (Bus) Transportation Center

Responsibility: Public Works Department
Timeframe: November 2011
Fiscal Note: Actual costs subject to appraised value of properties; funding for acquisition is 80% Federal, 10% State, and 10% City

Action Item #3: Plan the expansion of the GREAT bus system scheduled to begin after the arrival of two new buses in April 2011

Responsibility: Public Works Department
Timeframe: April 2011
Fiscal Note: Funds for expansion included in the 2010-2011 budget

Action Item #4: Prepare a report on the total number of bus stops on the GREAT system and the number that have shelters

Responsibility: Public Works Department
Timeframe: May 2011
Fiscal Note: No direct cost to prepare report

D. *Objective: Complete the relocation of the CSX railroad switching yard*

Action Item #1: Continue to assist the North Carolina Department of Transportation with completing the preparations necessary to move the CSX switching yard from the Howell Street area to north of the City within the vicinity of NC Highway 903

Responsibility: Public Works Department
Timeframe: December 2011
Fiscal note: No cost to the City for this phase of the project

E. *Objective: Continue working with railroad companies to better maintain railroad properties and street crossings*

Action Item #1: Complete agreements with the railroads to maintain vegetation and remove litter in the area outside of the flagman zone but within the right-of-way of the rail lines at specified locations

Responsibility: Public Works Department
Timeframe: April 2011
Fiscal note: Estimated to cost \$32,400

Action Item #2: Monitor completion of the railroad crossing improvements on Greenville Boulevard (between Evans and Landmark Streets) and Memorial Drive (between Moye Boulevard and Dickinson Avenue)

Responsibility: Public Works Department
Timeframe: March 2011
Fiscal Note: Funding provided by NCDOT

Action Item #3: Complete the agreement with the Norfolk/Southern Railroad to paint the exposed surfaces of the railroad bridge over Dickinson Avenue in FY 2011-12

Responsibility: Public Works Department
Timeframe: August 2011
Fiscal Note: \$125,000

F. *Objective: Initiate passenger rail service out of Greenville*

Action Item #1: Complete work with NCDOT and AMTRAK to obtain bus or van shuttle service to the train stations in Rocky Mount and/or Wilson

Responsibility: Public Works Department
Timeframe: April 2011
Fiscal note: NCDOT and/or AMTRAK to fund this service

Action Item #2: Maintain contact with the NCDOT Rail Division to promote Greenville for future passenger rail service

Responsibility: Public Works Department
Timeframe: Continuous
Fiscal note: No direct cost

G. *Objective: Improve commercial air service at Pitt-Greenville Airport*

Action Item #1: Review and reconsider airport stimulus program and commercial air service incentive during budget process

Responsibility: City Council and City Manager

Timeframe: June 2011
Fiscal Note: \$120,000

5. **Goal: Enhance Diversity and Promote Inclusiveness**

A. *Objective: Enhance race relations*

Action Item #1: The Human Relations Council will continue to explore options for community dialogue to promote conversations to enhance efforts of inclusiveness

Responsibility: Community Development Department
Timeframe: July 2011
Fiscal Note: Minimal direct cost

B. *Objective: Promote inclusive community activities by increasing the awareness of the wide range of diversity in our city, and the participation and contributions of this diversity to our city*

Action Item #1: Human Relations Council to identify the religious faiths present in Greenville and begin an ongoing dialogue with the various organizations

Responsibility: Community Development Department/Human Relations
Timeframe: June 2011
Fiscal Note: No direct cost

Action Item #2: The Human Relations Council will work with the City Council to establish the desired outcomes, meeting agenda, and meeting date for citywide town hall meeting and inclusive community event led by a professional facilitator with expertise in dealing with diversity

Responsibility: Community Development Department, Human Relations Council, and City Council
Timeframe: April 2011
Fiscal Note: \$2,500

Action Item #3: Community Development staff and the Human Relations Council will work with the Public Information Office to promote inclusive community programs and activities sponsored and undertaken by the Human Relations Council and as established in the work plan of the Human Relations Council

Responsibility: Community Development Department
Timeframe: March 2011
Fiscal Note: \$1,000

Action Item #4: Reestablishment of a “Community Celebration of Black History” to educate the community on the history, customs, and accomplishments of black citizens everywhere; annual event occurring in varied locations and involving different faiths

Responsibility: Recreation and Parks Department
Timeframe: October 2011
Fiscal Note: \$2,000

Action Item #5: Develop and oversee PirateFest’s *International Port O’Call* area at Town Common, to showcase ethnic arts, food, and entertainment for the Greenville community

Responsibility: Recreation and Parks Department
Timeframe: April 2011
Fiscal Note: \$6,000

Action Item #6: Provide free ride days to recreation facilities

Responsibility: Recreation and Parks Department
Timeframe: Ongoing
Fiscal Note: Potential lost revenue for GREAT bus

Action Item #7: Continue free or reduced cost promotional events at the Greenville Aquatics and Fitness Center and other recreational facilities to introduce these City facilities to a diverse group of potential new users

Responsibility: Recreation and Parks Department
Timeframe: Ongoing
Fiscal Note: Some potential lost revenue

C. *Objective: Promote items in inclusive community booklets*

Action Item #1: City Council and the Human Relations Council will develop a joint statement on inclusiveness based on models identified in the National League of Cities 2005 Futures Reports: “Inclusive Communities for All” and “Divided We Fall” using a professional facilitator possessing expertise in this field to provide structure for the discussion process

Responsibility: Community Development Department/Human Relations Council/City Council
Timeframe: April 2011
Fiscal Note: \$2,500

D. *Objective: Report on affirmative action efforts from City departments*

Action Item #1: Provide the Affirmative Action Program Annual Report for 2010 that details the status of the City's efforts to recruit, hire, and retain a diverse workforce

Responsibility: Human Resources Department

Timeframe: March 2011

Fiscal Note: No direct cost

E. *Objective: Insure that minority subcontractors (non-Hispanic) are being considered for all City contracts*

Action Item #1: Provide a report on the use of subcontractors (non-Hispanic) for City contracts including who the subcontractors are, contractors the subcontractors work for, and were the subcontractors treated fairly

Responsibility: Financial Services Department

Timeframe: May 2011

Fiscal Note: No direct cost

Action Item #2: Prepare a report on the City of Raleigh's policy of requiring out-of-town contractors to have an office in Greenville

Responsibility: Financial Services Department

Timeframe: April 2011

Fiscal Note: No direct cost

6. **Goal: Plan for High Quality, Sustainable Growth**

A. *Objective: Initiate, strategize, and encourage use of the planned unit development zoning classification*

Action Item #1: Continue to publicize and distribute the information packet for prospective developers on the use of the Master Planned Community development option for eligible sites

Responsibility: Community Development Department

Timeframe: Ongoing

Fiscal Note: Limited direct cost

B. *Objective: Have a public hearing and complete the update of the Manual of Standard Designs and Details*

Action Item #1: Address the two remaining issues in the revised Manual of Standard Designs and Details (MSDD) with input from citizens and developers; present the revisions to City Council for consideration

Responsibility: Public Works Department
Timeframe: November 2011
Fiscal Note: No direct cost

C. *Objective: Enhance and review the net benefit of vegetation beautification around commercial areas*

Action Item #1: Identify a management action and process as part of the Horizons update to review required vegetation standards for commercial development adjacent to neighborhoods

Responsibility: Community Development Department
Timeframe: May 2011
Fiscal Note: No direct cost

Action Item #2: Analyze the comments received from landscape professionals on the vegetation requirements as part of the review process and recommend changes to the landscape regulations as appropriate

Responsibility: Community Development Department
Timeframe: May 2011
Fiscal Note: No direct cost

D. *Objective: Review the zoning categories as they relate to neighborhood preservation*

Action Item #1: Review, update, and amend as necessary the Neighborhood Commercial zoning district table of uses and development standards for all commercial development adjacent to neighborhoods

Responsibility: Community Development Department
Timeframe: April 2011
Fiscal Note: No direct cost

E. *Objective: Review setback requirements for large multifamily residential developments*

Action Item #1: Prepare a report with potential alternatives on setback requirements for large multifamily residential developments in and outside of the urban core

Responsibility: Community Development Department
Timeframe: October 2011
Fiscal Note: No direct cost

7. Goal: Enhance Cultural and Recreational Opportunities

A. Objective: *Provide better and improved park/recreation facilities in underserved neighborhoods*

Action Item #1: Continue investigating the potential for Pitt County Schools to partner with the City in upgrading the South Greenville recreation and park facilities

Responsibility: Recreation and Parks Department

Timeframe: August 2011

Fiscal Note: No direct cost

Action Item #2: Investigate availability and estimated cost of land for a neighborhood park adjacent to and accessible from Countryside Estates

Responsibility: Recreation and Parks Department

Timeframe: October 2011

Fiscal Note: \$100,000

Action Item #3: Complete renovation of playground and provide parking control at Greenfield Terrace Park

Responsibility: Recreation and Parks Department

Timeframe: July 2011

Fiscal Note: \$58,000

Action Item #4: Install air conditioning system in the gymnasium at the Greenville Aquatics & Fitness Center

Responsibility: Recreation and Parks Department

Timeframe: May 2011

Fiscal Note: \$115,000

Action Item #5: Present to City Council a proposal for a basketball park on Albemarle Avenue

Responsibility: Recreation and Parks Department

Timeframe: February 2011

Fiscal Note: \$650,000

Action Item #6: Develop plans to replace the gymnasium floor at the Eppes Recreation Center

Responsibility: Recreation and Parks Department

Timeframe: March 2011

Fiscal Note: \$175,000

B. *Objective: Consider a bond referendum for parks*

Action Item #1: Work with Recreation and Parks Department to identify projects within the 2011-2015 Capital Improvement Program that can be included as part of a General Obligation Bond or Certificates of Participation package for City Council consideration

Responsibility: Financial Services Department
Timeframe: March 2011
Fiscal Note: Amounts will be identified with finalized list

C. *Objective: Develop strategies for ensuring more open space and neighborhood parks*

Action Item #1: Propose format and members for study committee that will consider and recommend methods for land preservation, acquisition, and park and greenway development

Responsibility: Recreation and Parks Department
Timeframe: June 2011
Fiscal Note: No direct cost

D. *Objective: Establish a nonprofit to enhance recreation projects/parks*

Action Item #1: Submit necessary paperwork for creation of non-profit Partners for Greenville Parks

Responsibility: Recreation and Parks Department
Timeframe: June 2011
Fiscal Note: \$200

Action Item #2: Initiate recruitment process for establishing “friends of the park” chapters within Partners for Greenville Parks

Responsibility: Recreation and Parks Department
Timeframe: September 2011
Fiscal Note: \$300

E. *Objective: Provide a series of citywide special events, alone or in partnership with an outside organization*

Action Item #1: Plan and host all aspects of PirateFest’s “Ports of Call” area at Town Common

Responsibility: Recreation and Parks Department
Timeframe: April 2011

Fiscal Note: \$6,000

Action Item #2: Coordinate all planning, operations, and fundraising for the 5K Greenville Rec Run and the Greenville-Pitt County 8K Road Race

Responsibility: Recreation and Parks Department

Timeframe: May/August 2011

Fiscal Note: \$7,000

Action Item #3: Continue to provide or support a variety of citywide special events, including Sunday in the Park, Kidsfest, National Night Out, and the Splash and Dash Kids Triathlon

Responsibility: Recreation and Parks Department

Timeframe: Ongoing

Fiscal Note: \$25,000

F. *Objective: Offer new or expanded recreational opportunities*

Action Item #1: Continue offering nine week summer camp targeted to teens

Responsibility: Recreation and Parks Department

Timeframe: August 2011

Fiscal Note: \$14,000

Action Item #2: Continue offering BMX beginners' clinic to PAL and other Eppes and South Greenville youngsters to allow them to sample the sport

Responsibility: Recreation and Parks Department

Timeframe: September 2011

Fiscal Note: \$500

Action Item #3: Conduct an open house at Extreme Park with BMX demonstrations

Responsibility: Recreation and Parks Department

Timeframe: August 2011

Fiscal Note: \$300

Action Item #4: Initiate new arts programs at Eppes and South Greenville Recreation Centers

Responsibility: Recreation and Parks Department

Timeframe: October 2011

Fiscal Note: \$3,000

G. *Objective: Encourage East Carolina University in its efforts to construct a performing arts center*

Action Item #1: Continue dialogue with East Carolina University in support of the University's plan to construct a performing arts center

Responsibility: City Manager

Timeframe: Ongoing

Fiscal Note: No direct cost in planning stage

Action Item #2: Insure that a performing arts center is included in the new ECU master plan

Responsibility: City Manager

Timeframe: June 2011

Fiscal Note: No direct cost

H. *Objective: Promote cultural entertainment in the downtown area*

Action Item #1: Continue to identify cultural and entertainment amenities that will also serve as traffic generators in the Center City area as part of the revitalization program to include public art opportunities, festivals, and recreational programming

Responsibility: Community Development Department

Timeframe: December 2011

Fiscal Note: No direct cost

Action Item #2: Create a steering committee charged with developing a fundraising plan for renovation of the former White's Theatre based on estimates developed through the design process

Responsibility: Community Development Department

Timeframe: May 2011

Fiscal Note: No direct cost

8. **Goal: Promote Sound Environmental Policies**

A. *Objective: Involve all citizens in recycling*

Action Item #1: Explore the City providing for a small fee or at no cost roll-out recycling bins including the feasibility of a pilot program in low participation areas

Responsibility: Public Works Department

Timeframe: August 2011

Fiscal Note: To be determined

Action Item #2: Develop strategies working with an ad-hoc recycling committee consisting of stakeholders to increase recycling in the City in coordination with the Environmental Advisory Commission and Keep Greenville Beautiful, Inc.

Responsibility: Public Works Department

Timeframe: April 2011

Fiscal Note: No direct cost

Action Item # 3: Explore alternatives to increase recycling in the commercial sector

Responsibility: Public Works Department

Timeframe: May 2011

Fiscal Note: No direct cost

B. *Objective: Monitor air quality situation*

Action Item #1: Monitor proposed developments in EPA's changes to air quality standards

Responsibility: Public Works Department

Timeframe: Ongoing

Fiscal Note: No direct cost

C. *Objective: Continue to implement the US Mayors' Climate Protection Agreement*

Action Item #1: Develop a strategy to include environmental and sustainability goals as an addendum to the City's Horizons Plan

Responsibility: Public Works Department

Timeframe: November 2011

Fiscal Note: No direct cost

Action Item #2: Explore the options of developing a city tree master plan to increase shading and CO² absorption (coordinate with the review of the City's tree ordinance)

Responsibility: Public Works Department

Timeframe: November 2011

Fiscal Note: No direct cost

D. *Objective: Work with East Carolina University to address environmental issues*

Action Item #1: Explore methods of working with ECU to jointly address environmental issues (other than climate protection) in Greenville

Responsibility: Public Works Department

Timeframe: May 2011

Fiscal Note: No direct cost

E. *Objective: Enhance energy efficiency and reduce energy consumption*

Action Item #1: Select an energy savings performance contractor to improve the energy efficiency in buildings maintained by the City

Responsibility: Public Works Department

Timeframe: May 2011

Fiscal Note: Costs funded by future energy savings

Action Item #2: Continue to implement the City's Energy Conservation Strategy using the City Energy Efficiency and Conservation Block Grant funds

Responsibility: Public Works Department

Timeframe: December 2011

Fiscal Note: Funding for approved program is Energy Efficiency and Conservation Block Grant program (\$777,600)

Action Item #3: Explore installing solar panels to heat the swimming pool water at Greenville Aquatics and Fitness Center

Responsibility: Recreation and Parks Department

Timeframe: August 2011

Fiscal Note: Cost to be determined

F. *Objective: Further investigate Pitt-Greenville Airport noise, vibration, and fumes experienced by citizens in nearby neighborhoods and find solutions to the problem*

Action Item #1: Coordinate with the Pitt-Greenville Airport Authority as it conducts an Environmental Assessment required in connection with possible runway safety improvements which may include an extension of Runway 2-20 with the scope of the Environmental Assessment to address the impact of the Airport on adjacent neighborhoods by possibly including an evaluation and recommendation on noise and air quality mitigation efforts and a National Ambient Air Quality Standards assessment

Responsibility: City Attorney

Timeframe: Environmental Assessment completed by July 2011

Fiscal Note: No direct cost to coordinate with the Airport Authority; the expense for the Environmental Assessment will be borne by the Airport Authority and funded by a Federal Aviation Administration grant.

G. *Objective: Initiate a Climate Protection Plan that includes, but is not limited to, energy reduction goals and a holistic sustainability element*

Action Item #1: Explore the options that other similar cities in North Carolina use to create holistic sustainability plans

Responsibility: Public Works Department

Timeframe: May 2011

Fiscal Note: No direct cost

Action Item #2: Explore options for development of an integrated City Climate Protection Plan in conjunction with exploring options for creating a citywide sustainability plan

Responsibility: Public Works Department

Timeframe: August 2011

Fiscal Note: No direct cost

H. *Objective: Proactively work with Greenville Utilities Commission (GUC) and other agencies to educate the community about energy efficiency/weatherization*

Action Item #1: Request GUC to enhance public service announcements and website information on the benefits of compact fluorescent light bulbs, solar panels, and the E-300 building program

Responsibility: Public Information Office

Timeframe: May 2011

Fiscal Note: No direct cost

I. *Objective: All residential projects in which the City participates will, as a minimum, meet E-300 program energy standards*

Action Item #1: Publicize that all residential projects built by the City or in which the City participates in any manner as a minimum meets GUC's E-300 standards

Responsibility: Community Development Department

Timeframe: Ongoing

Fiscal Note: Cost to be determined for each project

9. Goal: Enhance Understanding and Increase Broader Citizen Participation in City Government

A. *Objective: Continue to look at ways to improve communication with citizens through the news media, social media, GTV-9 and the Internet*

Action Item #1: Develop a social media policy and work with staff to implement social media tools as is prudent and in the best interests of the City

Responsibility: Assistant City Manager
Timeframe: April 2011
Fiscal Note: To be determined

Action Item #2: Research opportunities to implement emerging communications tools and how to best implement them

Responsibility: Public Information Office
Timeframe: August 2011
Fiscal Note: To be determined

B. *Objective: Notify neighborhoods and stakeholders of issues that impact them*

Action Item #1: Provide an automated process over the Internet that will allow persons to subscribe and automatically receive notifications about land use and neighborhood issues

Responsibility: Community Development Department
Timeframe: December 2011
Fiscal Note: \$1,000 if purchase of software module/upgrade is required

Action Item #2: Continue to provide required notice of land use issues to impacted parties as required by state law and City policies

Responsibility: Community Development Department
Timeframe: Ongoing
Fiscal Note: Estimated \$30,000 in annual advertising costs depending on number of land use issues during the year

C. *Objective: Keep promoting the Talent Bank (increase recruitment)*

Action Item #1: Place an advertisement for upcoming board and commission appointments in The Daily Reflector as appointments come up and place an advertisement recruiting applications for all boards and commissions in The Daily Reflector and The M Voice on a quarterly basis

Responsibility: City Clerk's Office
Timeframe: Ongoing
Fiscal Note: \$1,000

Action Item #2: Run an advertisement for upcoming board and commission appointments on GTV-9 and the City's website as appointments come up and run an

advertisement recruiting applications for all boards and commissions on a weekly basis

Responsibility: City Clerk's Office
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #3: Promote the Talent Bank at least once quarterly on the City's website homepage

Responsibility: City Clerk's Office
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #4: Place an advertisement for board and commission members on the official bulletin board in City Hall and other City buildings

Responsibility: City Clerk's Office
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #5: Have boards and commissions brochures available for citizens to pick up in the lobby of City Hall and, upon request, for distribution at various meetings

Responsibility: City Clerk's Office
Timeframe: Ongoing
Fiscal Note: \$350

Action Item #6: Do at least one cityscene segment on GTV-9 promoting all City boards and commissions

Responsibility: City Clerk's Office
Timeframe: August 2011
Fiscal Note: No direct cost

D. *Objective: Increase awareness of animal cruelty*

Action Item #1: Conduct informational presentations, targeting various age groups, on how to recognize animal cruelty, the necessary steps to reduce the likelihood of occurrence, and how to report violators

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Minimal direct costs

Action Item #2: In partnership with the Humane Society of the United States, continue to promote “First Strike”, a nationally recognized campaign to prevent animal cruelty that is considered a “neighborhood watch” for animals

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: Minimal direct costs

Action Item #3: Run short public service announcements on GTV-9 concerning ways to prevent and report animal cruelty

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: No direct cost

Action Item #4: In partnership with the City’s Neighborhood Liaison office, Animal Control will staff an informational table for the various neighborhood events scheduled throughout the year to provide information on animal cruelty

Responsibility: Police Department
Timeframe: Ongoing
Fiscal Note: No direct cost

10. Goal: **Promote Effective Partnerships**

A. *Objective: Stay engaged with student groups such as East Carolina University Student Government Association*

Action Item #1: Continue periodic meetings with the president and other officers of the ECU Student Government Association

Responsibility: Mayor and City Manager
Timeframe: Ongoing
Fiscal Note: No direct costs

Action Item #2: Continue internship programs for college students

Responsibility: Human Resources Department through other departments
Timeframe: Ongoing
Fiscal Note: Funds included in departmental budgets

B. *Objective: Address extraterritorial jurisdiction (ETJ) issues*

Action Item #1: Revive ETJ extension discussions with other Pitt County municipalities, Greenville Utilities Commission, and Pitt County

Responsibility: Community Development Department
Timeframe: May 2011
Fiscal Note: No direct cost

Action Item #2: Prepare for City Council consideration a comprehensive annexation plan to address areas in the ETJ that meet the legal requirements for annexation

Responsibility: Assistant City Manager
Timeframe: May 2011
Fiscal Note: No direct cost

C. *Objective: Encourage cooperation of fellow governmental agencies*

Action Item #1: Update and clarify the 1993 intergovernmental agreement with Pitt County School System for use of recreation facilities, sports fields, and parks

Responsibility: Recreation and Parks Department
Timeframe: April 2011
Fiscal Note: Minimal direct cost

Action Item #2: Continue to develop effective working relationships with the Pitt County Commissioners and meet quarterly with the Commission Chair and County Manager

Responsibility: Mayor and City Manager
Timeframe: Ongoing
Fiscal Note: \$150

D. *Objective: Continue contacts with the Pitt County Board of Education*

Action Item #1: Meet with Superintendent of Pitt County Schools semi-annually to explore mutual opportunities and areas of need and to address other issues impacting overlapping constituencies

Responsibility: Assistant City Manager
Timeframe: December 2011
Fiscal Note: No direct cost

Action Item #2: Invite the Chair and/or Superintendent of Pitt County Schools to provide an annual update on issues and developments in the public schools

Responsibility: Assistant City Manager
Timeframe: December 2011

Fiscal Note: No direct cost

E. *Objective: Explore stronger partnership with such agencies as the Pitt County Commission, University Health Systems, and East Carolina University*

Action Item #1: Receive, at least annually, a report on medical center developments and issues

Responsibility: City Manager
Timeframe: December 2011
Fiscal Note: No direct cost

Action Item #2: Continue to participate in quarterly Town and Gown Organization meetings that include representatives of the Pitt County Commission, University Health Systems, East Carolina University, Pitt Community College, and other agencies

Responsibility: Mayor, City Attorney, Assistant City Manager, and City Manager
Timeframe: Ongoing
Fiscal Note: \$600

NOTE: Due to current economic conditions, the City Council indicates an awareness of budgetary constraints that impact all goals and is prepared to make adjustments as necessary based on financial impacts.