



Agenda

Greenville City Council

**December 10, 2018
6:00 PM
City Council Chambers**

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

- I. Call Meeting To Order**
- II. Invocation - Council Member Smith**
- III. Pledge of Allegiance**
- IV. Roll Call**
- V. Approval of Agenda**
- VI. Public Comment Period**

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

VII. Special Recognitions

1. Rhys Collins, Interfraternity Council President at East Carolina University

VIII. Consent Agenda

2. Minutes from the October 8, 2018 City Council workshop and the November 5, 2018 City Council meeting
3. Ordinance enacting and adopting Supplement #2018-S11 to the City of Greenville Code of Ordinances
4. Offer by Home Builders & Supply Company to purchase City-owned property located near the intersection of Line Avenue and Wilson Street and request to relocate monument on this same property
5. Agreement with Bode Cellmark Forensics, Inc. for testing of Sexual Assault Kits
6. Renewal of Microsoft Enterprise Agreement for City-Owned Microsoft Software
7. Report on Bids and Contracts Awarded
8. Various tax refunds greater than \$100

IX. New Business

9. Financial audit for the fiscal year ended June 30, 2018
10. Presentations by Boards and Commissions
 - a. Human Relations Council
 - b. Youth Council
 - c. Historic Preservation Commission
 - d. Firefighters Relief Fund Committee
11. Presentation on the FY 2018-19 General Fund Unassigned Fund Balance as of the FY 2017-18 Financial Audit
12. Ordinance Approving 2018-2019 Capital Reserve Fund Designations
13. Budget ordinance amendment #5 to the 2018-2019 City of Greenville budget (Ordinance #18-038) and an ordinance establishing the Donations Fund
14. City of Greenville's participation in collaborative economic development study
15. Process to Fill Upcoming Vacancy in the Office of Council Member for District 1

X. Review of December 13, 2018 City Council Agenda

XI. City Manager's Report

XII. Comments from Mayor and City Council

XIII. Adjournment



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Minutes from the October 8, 2018 City Council workshop and the November 5, 2018 City Council meeting

Explanation: Proposed minutes from the City Council workshop held on October 8, 2018 and the regular City Council meeting held on November 5, 2018 are presented for review and approval.

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

Recommendation: Review and approve proposed minutes from the October 8, 2018 City Council workshop and the November 5, 2018 regular City Council meeting

ATTACHMENTS:

- ☐ **Proposed_City_Council_Workshop_Minutes_October_2018_1093522**
- ☐ **Final_Proposed_Minutes_for_November_5_2018_City_Council_Meeting_1095448**

PROPOSED MINUTES
CITY COUNCIL WORKSHOP
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, OCTOBER 8, 2018



A workshop of the Greenville City Council was held on Monday, October 8, 2018, in Conference Room 337, located on the third floor at City Hall, with Mayor P.J. Connelly presiding. Mayor Connelly called the meeting to order at 4:10 p.m.

Those Present:

Mayor P.J. Connelly, Council Member Kandie D. Smith (4:20 p.m.), Mayor Pro-Tem Rose Glover (4:20 p.m.), Council Member Rick Smiley, Council Member William Litchfield, Jr., and Council Member Brian Meyerhoeffer, Jr.

Those Absent:

Council Member Will Bell

Also Present:

City Manager Ann E. Wall, City Attorney Emanuel McGirt, Assistant City Manager Michael Cowin, Assistant City Manager Ken Wall, Administrative Assistant Valerie Shiuwegar

APPROVAL OF THE AGENDA

Council Member Rick Smiley made a motion to approve the agenda as presented. Council Member Brian Meyerhoeffer seconded the motion and it passed unanimously.

**INFORMATION REGARDING THE CITY OF GREENVILLE'S STORMWATER MANAGEMENT PROGRAM
IN PREPARATION FOR THE STORMWATER UTILITY RATE STUDY PRESENTATION**

Engineer Lisa Kirby gave a brief history of the City's Stormwater Program, beginning with the Federal Clean Water Act that was passed in 1948. She stated although the Act did not require further action, the City of Greenville voluntarily adopted its first Stormwater Drainage Code in 1971. She stated that the Stormwater Program had evolved through the years in response to federal and state mandates. The current program is funded through the Stormwater Utility fee and addresses six different components:



- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Controls
- Post-Construction Site Runoff Controls
- Pollution Prevention and Good Housekeeping

Ms. Kirby stated that an inventory had been taken during the Watershed Master Plan process:

- 237 miles of pipe
- 17,000 drainage structures
- 97 culverts
- 2,913 outfalls
- 68 miles of open channel

She stated that culverts are pipes that run under roads and go from one open channel to another open channel. Open channels are any stormwater conveyance that is not curbed, guttered, or piped. She noted that the miles of open channel that are listed in the inventory are areas that are covered by the City of Greenville.

Council Member Smith asked that staff bring back information on how many miles of open channel are located across the river.

Ms. Kirby stated that the Stormwater Utility Fund was implemented in 2003 to provide for the management, protection, control, regulation, use and enhancement of stormwater and drainage systems. She stated the bill is currently billed through Greenville Utilities Commission (GUC) and the City anticipates \$6.1 million in revenue. Ms. Kirby provided the average costs from the funds for a period that ranged from FY 11 – FY 17:

- Personnel – 41%
- Capital Projects – 34%
- Operations – 25%

Director Mulligan stated that systems are built according to City and County land use plans to satisfy levels of service:

- Closed Pipe Systems – 10-year
 - 10% chance/year, 5.8" rainfall



- Minor thoroughfare crossings – 25-year
 - 4% chance/year, 7.2” rainfall
- Major thoroughfare crossings – 50-year
 - 2% chance/year, 8.5” rainfall
- Structural flooding and railroads – 100-year
 - 1% chance/year, 9.8” rainfall

Director Mulligan stated that areas were assessed, and weak points were identified and analyzed. He noted that multiple projects would be required to address issues because they are dependent on one another. He stated that some pipes have been pointed out to the NCDOT to maintain or address.

At the request of the City Manager, he briefly outlined the scope of the work related to Greenfield Terrace that is required by the North Carolina Department of Transportation (NCDOT). He stated Greenfield Terrace drains to a ditch that goes under Memorial Drive and is maintained by the drainage district. The culvert has twin pipes that are maintained by the NCDOT and one of the pipes has been closed off for more than 6 years because it is down the street from a railroad that needed to upgrade its piping system. He stated that the NCDOT anticipates opening the second barrel within the day and he anticipates that will have a positive impact on the system.

Council Member Smith requested that the City have representation at Greenfield Terrace’s neighborhood meeting to take input from residents about flooding in the area.

Director Mulligan stated that projects were prioritized based on health and safety, cost, effectiveness of the improvement, consistency, and level of flooding. He stated that prioritization can be adjusted for numerous reasons, including: development, failures, and funding. Director Mulligan stated the importance of getting 50 years out of stormwater pipes. He provided the City Council with a summary of annual needs:



Summary of Annual Needs

Replace Existing Storm Sewer (\$300M/50YRS)	\$6M
Capital Improvements (\$ 150M/25YRS)	\$6M
Operational Costs	<u>\$3M</u>
Total	\$15M/YR

Current Utility Revenue = \$6M/yr

Find yourself in good company

He stated that as a result of the Watershed Master Plan, the City gained an asset inventory, prioritized list of Capital Projects, recommendations for development regulations, and an assessment of stream health and water quality on impaired streams. Benefits of the plan include immediate impacts to operations and the stormwater ordinance. Director Mulligan stated that another benefit was the formation of the Stormwater Advisory Committee, which has had met 14 times since the beginning of 2017.

Council Member Litchfield requested a list of the projects that pertain to Martinsborough.

Director Mulligan stated that staff would bring back a report at the November workshop on the Stormwater Advisory Committee meetings including recommendations on changes to levels of service, types of service, capital projects, staffing, and other related issues.

Mayor Connelly requested that a message be sent encouraging the public to clean storm drains of leaves and debris in anticipation of Hurricane Michael.

SYCAMORE HILL PLAZA UPDATE

Parks Planner Lamarco Morrison stated that the Sycamore Hill Advisory Group (SHAG) had given feedback to staff based on the 60% construction documents received from Rhodeside & Harwell at the end of August. Based on their feedback, Rhodeside & Harwell has presented the City with 90% construction documents that will be used on the bidding process. He stated that staff anticipates that the project will open up the western part of the Town Common. He stated that the designers incorporated elements into the design to



capture the sentiments of the feedback received from the advisory group, telling the story and history of the park, including:

- Community Gallery – speaks about the neighborhood that was located on the Town Common
- Faith Wall – speaks about the church and the impact that the church had on the community
- Donor Wall – will display the names of supporters of the project

Mr. Morrison stated that an advertisement for bids would go out on October 29, 2018, and ideally bids would be accepted on November 29, 2018, enabling staff to bring back something for the City Council's approval at the December 13, 2018 meeting. He stated that staff anticipates that the project will be complete in 12 months. He stated that documents are available for viewing on the City's website.

At the Manager's request, Mr. Morrison provided a brief update on the canoe and kayak launch. He stated that recent storms had pushed the ribbon cutting ceremony back, but he was pleased to report that the bank stabilization had held up. He stated staff would begin the cleaning and re-planting phase and the structure would be onsite on Wednesday, October 10. He stated that the dates for the canoe and kayak launch and the ribbon cutting ceremony for West Point Park would be determined soon.

ADJOURNMENT

There being no further business before the City Council, motion was made by Council Member Litchfield and seconded by Council Member Meyerhoeffer to adjourn the meeting. Motion carried unanimously. Mayor Connelly adjourned the meeting at 5:20 p.m.

Prepared by:
Valerie P. Shiuwegar
Administrative Assistant

Respectfully submitted,

Carol Barwick, CMC
City Clerk

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



A regular meeting of the Greenville City Council was held on Monday, November 5, 2018 in the Council Chambers, located on the third floor at City Hall, with Mayor P. J. Connelly presiding. Mayor Connelly called the meeting to order at 6:18 p.m. and gave the invocation, followed by the Pledge of Allegiance.

Those Present:

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

Those Absent:

None

Also Present:

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

APPROVAL OF THE AGENDA

City Manager Ann Wall recommended the following as revisions to the agenda:

- To add a special recognition item for a retiree, Marvin Jarman
- To change the agenda item from a resolution to an ordinance for authorizing a free GREAT Ride Program for Veterans with Disabilities
- To add the cancellation of the November 8, 2018 City Council Meeting and rescheduling the public hearings for that meeting to the December 13, 2018 City Council Meeting.
- To remove the presentation by the Investment Advisory Committee from tonight's agenda

Motion was made by Council Member Smiley and seconded by Council Member Smith to approve the agenda with the recommended changes. Motion carried unanimously.

PUBLIC COMMENT PERIOD

No comments were made by the public during this period.



SPECIAL RECOGNITIONS

Retiree – Marvin Jarman of the Recreation and Parks Department

City Manager Wall recognized Mr. Jarman’s 49 years of service with the Recreation and Parks Department as a part-time laborer at the Elm Street Park. Many in Greenville and across the State of North Carolina knows Mr. Jarman as “The Legend”. He has attended more than 1,200 consecutive baseball games at J. H. Rose High School and enjoys football and other sporting events as well. City Manager Wall and Recreation and Parks Director Gary Fenton congratulated Mr. Jarman on his retirement from the City of Greenville.

Greenville North State Little League 12-Year-Old All Star Team

Mayor Connelly recognized this team’s run of the Little League Southeast Regional in Warner Robins, Georgia during the summer, when the team came up a little short of a second straight trip for the Little League World Series. Nonetheless, the team represented Greenville and North Carolina in winning the district North Carolina State Championship and during play at the Regional.

Mayor Connelly and Council Member Litchfield presented certificates to the team members, coaches, and manager.

Team Members

Collin West	Marcus Byrd
Tyler Sparrow	Henry Phelps
Charlie Blizzard	Matthew Conway
Jackson Bunch	Will D’Alonzo
Will Bunting	Ean Behm
Cole Smith	Jayden Myrick

Coaches

Mike Vaughn	Jake Allen
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Manager

Chris Young

Greenville Tar Heel Little League 11-Year-Old All Star Team

Mayor Connelly recognized the Greenville Tar Heel Little League 11-Year-Old All Star Team Members as well as the coaches, stating that this team also won the district and state championships this past summer before making a run to the championship game of the Tournament of State Champions held at Elm Street Park in Greenville. While they came up just short in that title game, this team proved that it was going to be a force to be reckoned with next summer as it attempts to make a run at the Little League World Series. There is



no doubt that this team will continue Greenville’s strong baseball tradition and continue to represent Greenville well.

Mayor Connelly and Council Member Litchfield presented certificates to the team members, coaches, and manager.

Team Members

Reading Blount	Jack West
Ryker Butcher	Quinn McCaffrey
Matthew Aldridge	James Sawyer
Justin Grimes	Davis Bradley
Christian LoPresti	Max Mason
Parker Watson	Ethan Medhus
Derrion Geddis	

Coaches

Curtis Whitley Roman Knittle

Manager

Brayom Anderson

CONSENT AGENDA

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

- Minutes from the June 11, September 10, October 8, and October 11, 2018 City Council meetings and the June 11 and September 10, 2018 City Council Workshops
- Master Right-of-Way Encroachment Agreement with Fiber Technologies Networks, LLC
- Resolution authorizing the sale of City-owned property located near the intersection of Line Avenue and Wilson Street, by the negotiated offer, advertisement, and upset bid method – (Resolution No. 036-18)
- Resolution authorizing an Installment Financing Agreement to finance the purchase of a new CAD and RMS Platform for the Police Department – (Resolution No. 037-18)
- *Removed for Separate Discussion and Changed Item Name from Resolution Authorizing a Free GREAT Ride Program for Veterans with Disabilities to Ordinance Establishing Free Bus Fare for Military Veterans with a Service-Connected Disability – (Ordinance No. 18-056)*



- Municipal Agreement with the North Carolina Department of Transportation for Municipal Participation on the Greenville Urban Area Metropolitan Planning Organization’s Travel Demand Model Update and Expansion Project
- Resolution declaring a 2005 Zoll Cardiac Monitor as surplus and authorizing its disposition to the Red Oak Community Rural Fire Department – (Resolution No. 038-18)
- Report on Bids and Contracts Awarded
- Various tax refunds greater than \$100
- *Added* Cancellation of November 8, 2018 City Council Meeting and Rescheduling the Public Hearings for that Meeting for the December 13, 2018 City Council Meeting

Mayor Connelly requested to remove one item listed under the Consent Agenda for separate discussion, specifically, an Ordinance Establishing Free Bus Fare for Military Veterans with a Service-Connected Disability.

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

CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION

ORDINANCE ESTABLISHING FREE BUS FARE FOR MILITARY VETERANS WITH A SERVICE-CONNECTED DISABILITY – (Ordinance No. 18-056)

Mayor Connelly asked staff to give some information as far as what the program is about so the general public could understand what is being offered and to whom. Mayor Connelly stated that this is great what the City is doing, but it is also great for the veterans who need the service.

Public Works Director Kevin Mulligan explained that this is an ordinance authorizing a free GREAT ride program for disabled veterans beginning Veterans Day. These veterans have a specific designation - cards identifying them. The City cannot do enough for its veterans, especially for those with disabilities.

Mr. John Forte of the Veterans Hospital thanked the City Council for its consideration of this great opportunity for our area veterans. They are aware that improving access to health care, transportation is a large barrier to access to health care. Improving access to transportation therefore improves access to health care and the great quality health care that is provided in the City of Greenville for the veterans.



Mayor Connelly stated that the City is thankful for getting the opportunity to help the veterans, and being that Veterans Day is Sunday this is a great opportunity to continue this pilot program which started in October. This is a good way to give back to those people who have served our country.

Motion was made by Council Member Smiley and seconded by Council Member Bell to adopt the ordinance. Motion carried unanimously.

NEW BUSINESS

PRESENTATIONS BY BOARDS AND COMMISSIONS

Investment Advisory Committee

This item was removed from the agenda and will be continued.

Police Community Relations Committee

Chairperson Greg Rubel gave an annual report of the activities provided by the Police Community Relations Committee.

“COPY”

PCRC Annual Report to the Greenville, NC. City Council - Nov. 5, 2018

Greg Rubel: Chair – Police Community Relations Committee

The Police Community Relations Committee has a planning meeting each December. Each member shares suggestions of an idea for a topic, speaker and a location. We generally meet the second Tuesday of month. We do not meet in July or August as this is the summer break. Our City Council Liaison is Rick Smiley. We thank him for his dedication in attending meetings whenever possible.

The Police Community Relations Committee Mission Statement is:

- Serve as a liaison between the community and the police.
- To serve as an advocate for programs, ideas, and methods to improve relations between the community and the police.
- To disseminate information to the community and the City with regard to the state of relations between the community and the Greenville Police Department.
- To assist and promote the community education efforts concerning safety awareness and community and individual awareness.



The Police Community Relations Committee has endeavored to improve relations between the Citizens of Greenville and the Greenville Police Department for over twenty years. It can be an unhealthy relationship when groups move to assumptions before understanding or to attitudes before enlightenment. The Committee continuously endeavors to better present to all parties information which aids awareness, relations, and safety, and brings the good Citizens of Greenville and our Police closer together.

In this quest, our Committee in the last year has, along with stakeholders brought programs to Greenville's five voting Districts. These included cooperative efforts with civic organizations, citizens, city staff, and Greenville PD, as well as ECU and Pitt Community College.

In the preceding twelve months: Two meetings were unfortunately canceled. One was due to elections and the other to a hurricane. We did however host seven meetings in the Community.

Those meetings were:

- NOV 2017** Best Home Protection & Determining Charges & Explaining NC Sentencing Charts
- DEC 2017** PCRC Planning meeting and Elections
- JAN 2018** New Neighborhood Patrol Unit Initiative
- FEB 2018** NC Civil, Westgate project
- MARCH 2018** School Safety
- APRIL 2018** The Judicial Process
- JUNE 2018** Internet Safety
- OCT 2018** K-9 unit, Drugs

Without going into great detail on each and every meeting, I would like to emphasize a few.

The program which was presented by Mr. McNair in February was very well attended by citizens & representatives. Police officers, members of city council, and community members gathered at Eppes Recreation Center to discuss the Westgate Project in Greenville. It's an initiative founded as a partnership between the non-profit group NC Civil and the Greenville Police Department and built with the idea of creating a responsive relationship between the West Greenville community and law enforcement.

The program on Judicial Process, which took place in these chambers in April, also had a large turnout. There was a spirited question and answer period where attendees were able to hear and ask questions from the Pitt County DA Kimberly Robb and many Assistant District Attorneys. Clark Everett discussed the Sentencing Charts. Caroline Webb discussed cases of violent crimes, felony crimes and gang crimes. David Wyatt discussed the probation process and violations of probation and consequences. Jarrette Pittman spoke to the many aspects of arrests both misdemeanors and felonies.



In March PCRC responded to parents concerns and need for information on the safety of children in our schools; by gathering a panel of professionals in just a short period in time, to provide answers and insight to the recent school shootings nationally. The meeting was held at Rose High School. Participation was impressive with Greenville Police Chief Holtzman, Sheriff Elks, Pitt County Schools Superintendent Lenker, County Commissioner and GPD's Sergeant Webb. Securing of funding for additional School Resource Officers was discussed.

In October, we had a healthy gathering of folks at Jarvis Memorial Church who were interested in the program on the Greenville Police Departments K-9 unit along with information sharing on the Drug problems affecting our community and loved ones.

If you are curious and wish to know more about events PCRC has put on in the past, please visit the city web site, click on City Council, Boards and Commissions, Police Community Relations Committee, and you can view the minutes to all the meetings.

IN THE NEXT YEAR:

PCRC will continue to facilitate increasing communication, interactions, cooperation, and education. These efforts will hopefully lead to a better quality of life for the Individuals of Greenville. We shall continue to foster a close working relationship with our diverse population and Greenville Police.

IN CLOSING:

Our committee would like to thank important members whom have completed their maximum allowable terms on the PCRC – Jermaine McNair and outgoing Chair Diane Kulik.

We do have a new incoming member to welcome to PCRC, Dr. Louis Warren, selected by Council member Brian Meyerhoeffer to be the representative filling the At-Large seat. Dr Warren is a Professor in Education at ECU and has previously served on the PCRC. We currently have five of the seven seats on the PCRC filled. We are looking forward to having the other two seats filled in short order.

Thanks to all City Staff for their professionalism and for readily providing to PCRC's inquiries and needs.

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Pitt-Greenville Airport Authority

Executive Director Betty Stansbury gave an update regarding the Pitt-Greenville Airport's (PGV) economic impact, year in review, capital construction, airline status, challenges ahead, and request for assistance. A study was completed recently by the North Carolina State University, showing that the PGV has an economic impact of \$273 million, 400 direct jobs and 1,200 indirect jobs, taxes of \$9 million and payroll of about \$56 million. Also, the PGV has 70 based aircraft with a tax value of \$40 million. The local businesses having



aircraft based at the PGV are Grady-White Boats, Hyster-Yale NACCO, Four Sons, FAC Logistics, Greenville Toyota, and Overton's.

Executive Director Stansbury reported that 104,000 passengers used the PGV last year and that is up about 9.5% from a year ago. In terms of aircraft operations, 48,000 operation units land and take off per year (making the PGV busier than the airports located in New Bern, Jacksonville, or Fayetteville). The PGV is closing in on Wilmington in regards to the number of aircraft operations. Aircraft is arriving in Greenville almost daily from all across the United States, coming in to do business or for leisure travel. Over the past few days, there has been aircraft arriving from Annapolis, Pensacola, Manassas, Boston, Memphis, Williamsburg, Portland, and Wilmington, Delaware.

Executive Director Stansbury reported some of the significant events at the PGV during the last 12 months. A \$10 million renovation of the primary runway was done. The Pitt-Greenville Airport Authority (Authority) was able to apply state and federal funding to cover almost 94% of the net project cost, with the PGV's share being approximately 6.23%, which was done in 22 days. The PGV used 80 people and 60 pieces of equipment and stayed operational the entire time with the exception of five days when intersection work was being done to the two runways.

Executive Director Stansbury reported that in the spring, there was a return of jet service to the PGV. American Airlines reintroduced jet service and over the summer, they tested a fifth daily departure, which was successful, and have made that more or less permanent. In February 2019, American Airlines would be upgrading their equipment from its current fleet of 50-seat planes to 70-seat or 90-seat aircraft.

Executive Director Stansbury reported that the PGV recently entered into a partnership with Pitt Community College (PCC) to provide facilities for their Basic Law Enforcement Training Program for both initial training for PCC's students and recurrent training for the City of Greenville and Pitt County Police and Fire Departments. The next class is scheduled for November 12-15, 2018 and there has been preliminary discussion about offering additional facilities for additional training for the Greenville Police Department.

Executive Director Stansbury reported that immediately following Hurricane Florence, the PGV had the privilege of being staging area for a FEMA contractor who provided medical air transportation. 150 crew members from all across the country lived at the aircraft with the PGV providing both staging and temporary housing for them immediately following Hurricane Florence.

Executive Director Stansbury reported that some of the PGV's current projects include the tree removal for Runway 2/20 Approach (the primary runway), which is almost finished, and the clearing of trees and wetland off of the Approach into Runway 8, which is scheduled for completion during late November 2018. Next spring, the PGV hopes to extend its North Corporate Taxilane and to do some site preparation for private



development along a vacant lot on Memorial Drive. A replacement is needed for the fire truck.

Executive Director Stansbury reported that next summer, the PGV hopes to do a rehabilitation of its General Aviation Ramp and then the following summer of 2020, the PGV hopes to reconstruct its Secondary Runway, which is now 45 years old. 80% of the pavements are in poor condition and should be replaced.

Executive Director Stansbury reported some of the challenges ahead, stating that two of the six projects were completed: the primary runway and two of the Corporate Taxilanes. The other four projects, hopefully, would be completed over the next four years. The aircraft storage hangars are completely 100% full and there are aircraft wanting to get in the PGV's hangars, but there is no space for them. Finding financing to be able to construct additional hangars or doing improvements that allow for private development of hangars on its field is another challenge.

Executive Director Stansbury reported that additionally, the Authority needs to address the operational deficit. For eight of the last 10 years, the PGV has not generated sufficient revenues to cover its operational expenses. The average deficit has been about \$128,000 and the PGV has been using its reserves to cover that deficit. She is pleased to inform the City Council that the first four months of this fiscal year, the PGV is operating at about \$186,000 net profit.

Executive Director Stansbury stated that the Authority's focus for the next couple of years is as follows:

- Investing in infrastructure
- Reaching operational break-even
- Diversifying our revenue sources
- Development of the 90-acre park

Executive Director Stansbury reported that City Manager Wall has generously offered to assist the PGV in the effort to develop the park. At the last session, the legislators approved taking some funds that are some tax revenues generated by on-airport rent car transactions and to return those to the 10 commercial service airports where those tax revenues are generated. This year, \$75 million was set aside and this was a one-time deal. The legislation in the upcoming session is going to consider making it permanent. They are going to consider to extend the current funding for the ten commercial service airports at least at the current level of \$75 million or, preferably, at the recommended level of \$125 million.

Executive Director Stansbury stated the Authority is asking for the City Council's assistance with convincing the legislators that is worth supporting. That does no harm to the City of Greenville's or Pitt County's revenues.



Executive Director Stansbury explained the potential state funding. The PGV could receive between \$377,000 and \$1.7 million annually for capital improvements, depending on whether the legislature funds are at a \$75 million or \$125 million level and how those funds are distributed. Raleigh and Charlotte have both agreed to take caps on the amount of the revenue that they would receive, and that cap will be redistributed to the eight smaller airports.

Executive Director Stansbury reported that the PGV could use those funds as its matching share on federal grants as well as to address some of the deferred maintenance on the equipment that is not federally eligible. An example is the PGV's field storage facility where the tanks are 26 years old and at some point would need to be replaced.

Executive Director Stansbury reported that the PGV has field trucks that are 21 years old and the snow plows are 32 years old. If the PGV is able to receive the stable reoccurring funding, the first priority is to do the match on the federal grants. If anything is left, it would be used to address the PGV's other capital needs and on the deferred maintenance. If the funding is \$500,000 per year, that is almost enough to cover the 10% match on the federal grants. \$1.7 million annually would be sufficient for the PGV to be able to start doing some of the deferred maintenance and equipment.

Executive Director Stansbury stated that the Authority would like to enlist the City Council's support in convincing the legislators that this is an appropriate use of tax revenues, which are generated on-airport as being reinvested into the airports that they are generated on.

Council Member Smith asked whether the possibility of receiving the funding is being considered presently by the legislators.

Executive Director Stansbury responded it is her understanding that the funding is being rolled into the budget bill. At the last session, it was a standalone bill that was then rolled into the budget bill. At this time, it is going to be incorporated into the budget bill itself and the budget bill is currently being drafted.

Council Member Smiley asked about the long term pattern on the number of people taking flights to and from the PGV. How does that impact the profitability of the PGV.

Executive Director Stansbury responded that enplanement is someone who boards an aircraft at PGV. So from calendar year 2016-2017, it was up 9.5% which is a trend wanted to continue. The 2018 information is not available at this time and would probably be received in the middle of 2019. The Authority is certainly seeing strong numbers in terms of loads, which is how many seats on a particular flight are filled and they are running about 75-80%. That shows there is a strong demand for the service.

Board Member John Banks of the Authority stated that the more people who fly, the more the PGV's parking revenues go up, which offsets the PGV's deficits. So every time it goes up



a percentage, the PGV's parking rate is increased because there are only three sources of revenue: parking, fuel, and aircraft and airline hangar rentals.

Executive Director Stansbury responded that there is a passenger facility charge. When someone flies out of Greenville, \$4.50 of the ticket purchase comes back to the PGV, which is used for the matching share on the federal grants.

Council Member Smiley stated that this seems to be more of a virtual circle. One of the challenges in the past has been that people could not rely on the flights going in and out of Greenville. His sense is it may be easing to have more flights available and to get reliable service so that more people would be interested in flying to and from the PGV.

Executive Director Stansbury stated that reliability once was not a challenge. The aircraft used by American Airlines last month were older and had reliability issues. The aircraft being used this month are a little more reliable. When American Airlines switches to the new aircraft in February 2019, the PGV expects to see better reliability and there would be more seats. The PGV is seeing a positive trend with bigger aircraft, more reliability, and more options for the customers.

Council Member Smiley stated that it seems if the airline is using larger aircraft that would be helpful to everybody including the PGV.

Council Member Litchfield stated that it seems there is a good opportunity with renting hangars out and the problem is financing.

Executive Director Stansbury stated that it is correct. The problem is finding financing or a third party developer to come in and build those hangars.

Council Member Litchfield asked whether all of the hangars are currently rented.

Executive Director Stansbury stated that the hangars are rented to private individuals and corporations.

Council Member Litchfield asked if it is normally a challenge to find financing for something that is waitlisted if it is pretty much guaranteed to be rented and leased.

Mr. Banks responded that the City and County use bonds or some other financing, which the PGV has never done. The PGV tries to use its own money and to repay itself. The Authority dislikes debt, however, at a certain point and time the PGV might have to incur some debt in order to build more hangars because of the demand for them. The PGV has a limited amount of cash.

Council Member Litchfield asked about the rental charge for a hangar.



Executive Director Stansbury responded the rental charge depends on the size of the aircraft. The T-Hangar rental charge for the smallest aircraft, being the single engine 4-seat aircraft, is presently \$245.00 monthly. The owner of the largest aircraft at the PGV is paying \$7,000 monthly.

Council Member Litchfield asked when is the last time the PGV has done an increase on the rental charge for hangars.

Executive Director Stansbury responded that the rental charge for the T-Hangars were increased not quite two years ago and the Authority would be considering a potential rate increase for the T-Hangars in January 2019. The PGV's corporate hangars are fixed by a lease or the owner leases the land and builds their own hangar.

Mr. Banks stated that the Authority does market evaluations every two years to revise the square footage.

Council Member Litchfield asked how does the City's sister cities operate their finances differently than the PGV and are their finances stronger or not as strong compared to the PGV's finances.

Executive Director Stansbury responded that the other airports are owned by their cities or counties and none are receiving subsidies from their cities or counties. The other airports have more airline flights, between 10-14 departures per day, compared to the PGV's having 4-5 departures per day. A lot of the airports' revenue is dependent upon the airline passengers. So, if the other airports have twice or three times the number of flights offered by the PGV, they are able to generate revenues that the PGV is not able to generate.

Council Member Litchfield asked about the difference between operations and flights.

Executive Director Stansbury responded that an operation is a take-off or a landing. In the case of New Bern, Jacksonville, Fayetteville, two of them are at 32,000 operations annually and one of them is at 40,000. Kinston has 13,000 operations a year.

Council Member Litchfield asked whether New Bern has more flights going in than out.

Executive Director Stansbury responded that they are airline flights, and are not total aircraft. New Bern has 10 departures daily.

Council Member Meyerhoeffer stated that he attended the PGV's forum at the Hilton. One of the topics of discussion was marketing for the airport. Council Member Meyerhoeffer asked whether there had been any changes or development associated with marketing.

Executive Director Stansbury responded that the PGV has hired a company, Evolve, to assist with its marketing effort. Evolve has taken over the redevelopment of the PGV's



website, Facebook page, and providing other marketing assistance to the PGV. The PGV also has another consultant who is assisting the PGV with trying to find a second airline.

Executive Director Stansbury explained that the Authority continues those efforts, but the bottom-line is to recruit a second airline. The risk mitigation would be in the \$1 million – \$2 million range, and the PGV would need to upfront that as a revenue guarantee to get an airline to take the risk of coming into this market.

Executive Director Stansbury explained that the Authority's intentions are to go back to the airlines again in the spring with an incentive package to seek some interest. An updated leakage study would indicate how many people are using the PGV versus going to other airports and their destinations and what airlines are they using. A potential airline would want to review a lot of data.

Executive Director Stansbury stated that the Authority is about to update the study and distribute the information to the airlines before going to the recruitment in April 2019.

Council Member Meyerhoeffer stated as he recalls from the forums, the leading candidate for service to another airport or airline would lead the PGV to Dulles International Airport.

Executive Director Stansbury responded that is still the one that the Authority is pursuing.

Council Member Meyerhoeffer asked whether the PGV is running commercials or ads on Facebook or something similar.

Executive Director Stansbury responded that as far as running targeted advertisement and media the PGV is not doing that yet.

Council Member Meyerhoeffer asked whether the Pitt-Greenville Airport has reached out to the community or any third parties. Has the Authority reached out to any targeting groups who would be interested in developing additional hangars.

Mr. Banks responded yes. With the new tax situation presently, some people are more interested than before. The cost of a hangar is \$1 million. The return on investment is a little bit longer and the average rental property ratio is not quite as good as people would like it to be.

Council Member Meyerhoeffer asked whether going from the 50-seat jets to the 70-seat or 90-seat jets is going to be a trial run or have those been locked in for a set period of time for these larger airplanes.

Executive Director Stansbury responded that the 70-seat and 90-seat jets might be permanent.



Council Member Meyerhoeffer asked whether those larger airplanes would be used for all five flights.

Executive Director Stansbury responded that the switchover occurs on February 14, 2019 at four daily departures. That could change between now and February 2019 and the fifth one may be back, but the American Airlines wants to know how full can the PGV keep a 70-seat jet or 90-seat jet with four departures per day. If the PGV could continue those at the same 70-80% load factor, the American Airlines might consider adding the fifth departure.

Council Member Meyerhoeffer asked would the larger planes help to improve the PGV's reliability. With a larger plane, do the PGV's customers flying in and out of Greenville to Charlotte have more priority out of Charlotte to return to Greenville?

Executive Director Stansbury responded that the liability should improve with the new aircraft having fewer mechanical cancellations. The new aircraft would not improve reliability, if there is a weather related issue in Charlotte. Regardless to the size of all of the PGV's aircraft and even wide bodies, the aircraft is still going to be subject to the same weather restrictions.

Mr. Banks stated that one thing that is always asked is would the new planes be noisier. The newer jets are quieter than the older jets and are made more efficient fuel wise.

Council Member Bell stated that there are three sources of revenue for the airport, including hangar rentals and parking. Council Member Bell asked what is the third one.

Mr. Banks responded that fuel is the third source of revenue.

Council Member Bell stated that he flies multiple times of the year and there is a lot of advertisement for most of the airports. For example, at the RDU there is a great advertisement deal with promoting North Carolina State University and also the companies that are in Raleigh and RTP. Council Member Bell asked whether the Authority has looked at advertising revenue for the PGV.

Executive Director Stansbury responded there is a limited amount of advertisement space at the PGV. The Authority asked for the marketing firm, Evolve, to assist them with finding companies that would like to advertise with the PGV.

Council Member Bell stated that with the amount of visitors going to East Carolina University or the Vidant Medical Center, maybe those could be some potential partnerships that the PGV could pursue.

Mr. Banks responded that the PGV has blended wall space and the Authority is looking at adding more and is trying to look at every avenue to get revenue.

Council Member Smiley asked why isn't the loading bridge being used.



Executive Director Stansbury responded that there are two fully functioning loading bridges at the PGV and it is an airline choice to use them. The airline indicated that the aircraft could be turned faster if they ground load and with fewer staff. It is the airline's decision and the Authority is strongly encouraging them to use the loading bridges.

Mr. Banks stated that the PGV has an Atlantic City, New Jersey flight once a month and they use the loading bridges. There is nothing mechanically wrong with the two loading bridges.

Mr. Banks stated that the PGV does not cancel any flights coming to Greenville, but the PGV receives a lot of calls about them. All of the flight cancellations are done out of Charlotte.

Council Member Smith stated that she spends a lot of time at the PGV. The use of the loading bridges has something to do with the Transportation Security Administration (TSA). The PGV must meet certain requirements in order for TSA to allow the people, who are working the flights, to be able to connect the jet bridge to the aircraft and for the passengers to use it. The PGV has to do certain things to be approved in order to connect the jet bridge without the TSA's assistance to connect the jet bridge.

Mr. Banks stated that the TSA does not do anything with the jet bridges.

Executive Director Stansbury stated that there are two different parts of the TSA. First, there is the TSA part that is seen when one goes through screening services and secondly, the TSA regulates airports. Again, it is the airlines' choice not to use the loading bridges because they have to staff someone at the top of the loading bridge to prevent people from coming back into the loading bridge versus not having staff when ground loading.

Executive Director Stansbury stated that the Authority has even explored trying to modify the fire code and the Authority will continue to pursue trying to find a solution so that American Airlines would use the loading bridges. Those are \$.5 million pieces of equipment. The PGV wants the airline and their guests to be able to use the loading bridges and not having to ground load.

Council Member Smith asked is there anything on the behalf of the PGV that the City Council has to do in order to meet those requirements.

Executive Director Stansbury stated that the PGV meets the requirements today. The airline's nonuse of the loading bridges is not an airport deficiency.

Council Member Smith stated that the reason New Bern, Jacksonville, and Fayetteville airports making more revenue is because their flights are commercial.

Executive Director Stansbury stated those airports have about twice the number of commercial airline flights that the PGV has.



Council Member Smith stated that she had many discussions with passengers about the last flight, which Charlotte cancels, and the added 5:30 p.m. flight, which was well received by the passengers, and she has received requests for adding another flight. Council Member Smith asked has the PGV looked at not only having flights to Charlotte and maybe having flights to Washington, D.C. as well.

Executive Director Stansbury stated that the Authority is in discussions with a different carrier to provide service into the Washington, D.C. area.

Council Member Smith asked about the timeframe for a response from the carrier.

Executive Director Stansbury responded that it depends upon whether the PGV can meet the revenue guarantee. The PGV would do risk mitigation for a new carrier coming into a new market. They want the community to share in the risk in terms of revenue guarantees or some way of mitigating some of the risk of them coming into a new market.

Council Member Litchfield asked whether there has been a time that two planes come in at one time at the PGV or does the plane from Charlotte land at PGV, deplane the passengers, refuel, and fly back to Charlotte.

Executive Director Stansbury responded that the latter is correct.

Council Member Litchfield stated the PGV has two \$500,000 pieces of equipment that are not used at all.

Executive Director Stansbury responded that one of the loading bridges is being used sporadically and currently the second loading bridge is not in use.

Council Member Litchfield stated that maybe the PGV should find a buyer for the second piece of equipment, which is not being used.

Executive Director Stansbury responded that she would like to keep it as a backup in case the primary bridge fails. She would like the airline to start using the loading bridge and for any reason the airline has mechanical problems it is nice to have a backup. She is not giving up hope that the PGV would be getting a second airline, and when it does that loading bridge would be put to use.

Mr. Banks stated that the cost to replace the primary loading bridge would be \$750,000 - \$1 million.

Council Member Smith asked whether it is a possibility that the jet bridge is not being used by American Airlines because that would cut down on the probability of having another airline come in as competition.



Executive Director Stansbury stated that second bridge is not being used and it is available for a second or third airline.

Council Member Smith stated that sometimes people are disgruntled when the jet bridge is not used. If an airline does not want competition, they would continue to allow their customers to walk to the planes. That means that the PGV would not attract more people wanting to fly out of Greenville. Council Member Smith asked whether not using the loading bridge is intentional.

Executive Director Stansbury responded that she does not feel that is intentional because 80% of the people in Greenville drive past the PGV to get on a plane somewhere else and 70% of them are going to Raleigh. If the airline loses customers flying out of the PGV, when they are going to Raleigh, the airline might not get them back. Those people may be gone to another airline.

Mr. Banks stated that any American Airlines commuter flights going into Charlotte from Jacksonville or New Bern also require that the passengers walk to and from the aircraft.

AWARD OF BANKING SERVICES CONTRACT TO FIRST BANK

Director of Financial Services Byron Hayes explained the steps involved with choosing the City's new banking partner. The Banking Services Selection Committee (Selection Committee) for the Request for Proposals (RFP) included Assistant City Manager Michael Cowin, Financial Services Managers Denisha Harris and Jacob Joyner, and himself.

Director Hayes reported that the RFP was available for one month on the City's website and staff advertised it in The Daily Reflector. Staff also distributed the information to four banks at their request. During the submission process, the RFP was viewed and opened 32 times. As a result, official submissions were received from 1) CresCom Bank, 2) Southern Bank, 3) First Bank, 4) First Citizens Bank, and 5) Wells Fargo Bank. Each of these banks were given the opportunity to participate in the interview process with the Selection Committee.

Director Hayes reported that the Selection Committee had six criteria for the evaluation process:

Basis for Selection

- Customer Service (How well they meet the needs of the City) - 40 points
- Price (How well they can maximize the City's investments and banking services) - 30 points
- Financial Stability (The mitigation of risk for the City) - 5 points
- References (How well they serve their other clients in their banking process) - 5 points



- Technology (How they can meet the current and future needs of the City’s current operations financially) - 10 points
- Community Involvement (How well they serve the financial needs of the local community) - 10 points

Director Hayes reported that after evaluating all five banks, the Selection Committee determined that First Bank and Wells Fargo had the top two scores.

Banking RFP Scoring Summary

Category	Weight	First Bank	Wells Fargo	Crescom Bank	Southern Bank	First Citizens Bank
Customer Service	40	40	40	35	35	35
Pricing	30	30	25	25	28	20
Financial Stability	5	5	5	5	5	5
References	5	5	5	5	5	5
Technology	10	10	10	6	8	8
Community Involvement	10	7	7	2	5	4
Total	100	97	92	78	86	77

Director Hayes summarized the results of the RFP Scoring, stating that both banks would provide the City with a dedicated support team. The First Bank’s team is located in Greenville and Wells Fargo’s team is not, but they are always available. First Bank has a branch in the City available for deposits and Wells Fargo has three branches available for deposits. Based on price, First Bank is offering roughly about the same level of service with the same service fees. The biggest difference is the earning credit rate and First Bank is offering the City an earning credit rate of 1.75% while Wells Fargo is offering a 0.9% earning credit rate. Additionally, the Selection Committee was able to receive initially a 1.9% interest rate on any common same balances while Wells Fargo is not offering that to the City.

Director Hayes reported that the Selection Committee considers both banks to be stable financial institutions. One area of note is that First Bank has undergone two merges in the past year. However, during the interview process, its representatives stated that First Bank has no plans for additional mergers in the immediate future.



Director Hayes reported that in terms of references, First Bank’s two references were the City of Salisbury and Moore County. The City of Salisbury is a smaller municipality than the City of Greenville with an operating budget of about half of the City’s budget. Moore County is about the same size of the City of Greenville. Wells Fargo listed the municipalities of Greensboro and Charlotte, as references, which are considerably larger than Greenville as well as Pitt County.

Director Hayes reported that both banks could meet the City’s technological needs. Wells Fargo is currently the City’s banking partner so staff already knows that they are able to meet the City’s needs. First Bank does not have a procurement card program. It has a standard credit program. Staff is looking to continue the usage of a procurement card program for the City’s organizational needs to keep track of the City’s spending and to make sure that any procurement card processes or charges are not essentially misused. However, since First Bank does not have that need, staff would look to move to the State contract with Bank of America to use its procurement card program.

Director Hayes reported the results of the two top banks’ community involvement, stating that both banks work well with non-profits within the City and comply with the Community Reinvestment Act, which is an act that basically helps the banks deal with borrowers in low- and moderate-income areas within the community. Wells Fargo is a larger sponsor of many community events, including Freeboot Friday.

Director Hayes summarized the overall comprehensive look at both banks and stated that when looking at the City’s previous agreement and the Selection Committee’s recommended agreement, the City is looking at the same amount of fees of about \$6,000 monthly. As a result, a \$2,100 monthly expense for the City would be expected and in the recommended agreement, a monthly revenue of \$8,500 would be expected for the City, which would generate conservatively about \$130,000 in net savings for the City of Greenville.

Overall Banking

First Bank	Wells Fargo
Offers an attractive package to offset banking fees and earn interest, which would generate roughly \$100,000 per year in revenue for the City (Total amount of the banking fees would be offset)	Less attractive earning credit rate than First Bank Expect the service to Cost roughly \$50,000 per year
Concerns over only one branch in town Community Bank that is considerably smaller than Wells Fargo	City is comfortable Wells Fargo could meet our needs, as they are well-established working with large government clients, including Greenville



Director Hayes stated that staff recommends that the City Council select First Bank to provide banking services for the City of Greenville and to move forward with contract negotiations.

Council Member Smiley asked what is the City's ongoing policy for reviewing these arrangements.

Director Hayes responded that the goal would be to look at the policy every five years to make sure that the City stays competitive with the rates, given how the interest rates are changing.

Motion was made by Council Member Smiley and seconded by Council Member Meyerhoeffer to select First Bank to provide banking services to the City of Greenville and to authorize staff to move forward with the contract negotiations.

Council Member Smith asked if Bank of America is providing the procurement card services rather than First Bank, how would that arrangement affect the City.

Director Hayes responded that the City's procurement card process allows the City to lock down the types of transactions that would take place on the individual procurement cards that are issued to City employees. For instance, an employee might only be able to use his/her procurement card for gas and hotel expenses whereas a credit card does not provide the same level of protection.

Director Hayes explained that the City's goal presently is since First Bank does not offer a procurement card program, the City would move to the State contract which is what several municipalities are doing currently. That procurement card process is through Bank of America. The City would still have the ability to lock down charges and to make sure the City has tight internal controls for overall processes. It would just be with a different company.

Council Member Smith asked about the approximate cost range for the City to lock the program down with Bank of America.

Director Hayes responded that the Selection Committee does not anticipate seeing any increase in fees currently. The City would still have roughly \$6,000 service fee cost even moving to Bank of America for the procurement cards.

Council Member Litchfield thanked the City staff for their hard work, stating that this outcome required a lot of due diligence, planning, and research. It is important that the City continues to do these things because of a potential for substantial savings to the City and its taxpayers.

There being no further discussion, the motion passed unanimously.



DISCUSSION OF CROSSWALK AND PEDESTRIAN SAFETY

City Manager Wall stated that Council Member Bell requested that this item be placed on the agenda.

Public Works Director Kevin Mulligan reported that some overview for the safety initiatives city-wide would be increasing visibility of pedestrians, reducing accidents, and targeting traffic calming. This is a timely discussion since there were two pedestrian accidents last week and they were in the crosswalks. There are many types of high-visibility crosswalks. Staff had discussions with the Pitt County Arts Council at Emerge and others about having public art mixed within crosswalk spaces as long as the art meets the traffic criteria.

Director Mulligan reported that as part of the resurfacing of 5th Street, high-visibility pedestrian crosswalks were placed at 5th Street and east of Reade Circle, Jarvis, Biltmore, Meade and Hickory Streets, Rotary Avenue, Founders Drive, and others. As part of the streetscape, these crosswalks were installed on 5th Street at Bancroft Avenue and Memorial Drive. Also, high-visibility pedestrian crosswalks were installed at Elm Street between 10th and 14th Streets, Greenville Boulevard at Elm Street, and there are certainly many more throughout the City.

Director Mulligan reported that 82% of pedestrian fatalities occur outside of intersections and within 200 feet of a crosswalk. The Public Works and Police Departments are enhancing the education and awareness of crosswalks by using videos and advertisements on City vehicles.

Director Mulligan reported that the rectangular rapid flashing beacons (RRFB's) are currently installed at Cotanche Street at The Boundary (7th Street) due to a partnership with East Carolina University (ECU). Other locations are Cotanche and 9th Streets and Pitt Street Connector at intersection between the Police/Fire Rescue and University Edge. There are two planned RRFB installations: 1) Charles at Ficklen and 2) Moye Boulevard at Brody School of Medicine. Additionally, a few years ago, the City installed street lights above a crosswalk giving the clarity of improvement with LED lights versus the high pressured sodium ones.

Mayor Connelly asked about the cost for installing a RRFB.

Director Mulligan responded that the cost is about \$10,000 per installation.

Council Member Meyerhoeffer asked regarding the photo with a 45 mph speed limit sign, which is being changed to a 35 mph one after the crosswalk, could the sign be moved prior to that crosswalk.

Director Mulligan responded that staff is already working with the Department of Transportation about that request.



Council Member Litchfield asked whether the City requested help with some of these specific crosswalks that come right up to ECU.

Director Mulligan responded that there was a financial partnership between the ECU, City, and property owner at The Boundary. ECU paid for the one at Cotanche and 9th Streets and would be funding the one at the Vidant complex. ECU is a very interested party and is active in working with the City to get these implemented.

Council Member Bell stated it seems like a lot of the pedestrian related crashes are occurring on the four-lane roads (Greenville Boulevard, Tenth Street, Charles Boulevard, and Arlington Boulevard). There are traffic signals where pedestrians can press a button and a red light will come on for pedestrian crossing. Council Member Bell asked whether a closer look has been taken to install those traffic signals in the areas where there are crosswalks and four or five lanes of traffic.

Director Mulligan responded that as the City begins these DOT roadway constructions, the center turn lane is going away, which is great from a motorist's perspective. A motorist would not be driving down the median, but also that was a refuge spot for a pedestrian. There is no real protection and no median and it is only a stripe there. The pedestrian would cross only two lanes instead of five or seven lanes.

Director Mulligan responded that the halt traffic signals are being implemented as part of the 10th Street Safety Study whenever the construction commences just east of Greenville Boulevard.

Director Mulligan reported that continuing with safety improvements, at Moye Boulevard at the Brody School of Medicine, a future median would be installed. ECU was working with a local consultant to design it as well as in coordination with the City's Traffic Engineer who initially designed the median. There would be flashing indicators for the flashing beacons.

Director Mulligan reported that the installation of curbing/delineator system is scheduled to commence the week of November 12th and the schedule for implementation is eight to 10 weeks.

DELINEATOR DEPLOYMENT INITIATIVE

Installation of curbing/delineator system at select locations:

- Arlington Boulevard/Wimbledon Drive
- Charles Boulevard/Oakmont Drive
- Charles Boulevard/Elm Street
- Charles Boulevard/Smythewyck Drive
- Charles Boulevard/Turnbury Drive
- Greenville Boulevard/Belvedere Drive



Director Mulligan stated that one year after the Walmart opened at Arlington Boulevard and Smythewyck Court, there were 19 accidents at this location, and many of them were quite serious and were not typical fender benders. Drivers were going straight across from the Walmart's entrance over to the Wendy's entrance or taking a left, crossing three lanes. Since the implementation of the delineator deployment, there has been two minor right-hand turn accidents and it has been incredibly successful and really works. It is an effective implementation.

Council Member Smiley asked about the other system being installed at Arlington Boulevard and Wimbledon Drive. He asked whether there is a school in that area.

Director Mulligan responded that Walton Academy and Children's World are north and east of Wimbledon Drive, which has a high volume of left-hand turns much like the exit from the Walmart. It predated this delineator installation and serious accidents occurred at 3-5 times the rate that a normal intersection should be.

Council Member Smiley asked whether turning actions in and out of the schools are going to be infected.

Director Mulligan responded that motorists would be able to make a right and a left into the school, but there would be limited turning actions out of Wimbledon Drive and no left turn out of the driveway of the Walton School. Motorists are slowing down to 25-35 mph due to the radar signs, indicating motorists' speed.

Director Mulligan stated that regarding traffic calming using speed cushions, an analysis was done on Fifth Street by the University, as discussed and requested. The planned locations are along 5th Street in advance of the pedestrian crossing at Jarvis (Eastbound and Westbound) and in advance of the pedestrian crossing at Meade Circle (Eastbound and Westbound). Those speed cushions would be implemented shortly.

Director Mulligan reported that there are 25 ongoing traffic calming studies throughout the City. Certainly, concerned residents can call the Public Works Department at (252) 329-4522 to request a study. With that number of studies the City is looking at a backlog of six months. The City would do a study and if the requests qualify, staff will budget to install the speed cushions once the signatures from the residents are received, confirming that they actually do want the installations.

Director Mulligan reported that staff is coordinating with the DOT on speed reduction along Charles Boulevard between Greenville Boulevard and 14th Street from 45 mph to 35 mph. Additionally, staff and the DOT have discussed 10th Street between 5th Street out to Old Courthouse Drive where Hasting Ford and Walgreens are located, and then the City would support this posted reduction with a permanent radar sign. That radar sign would not only work during school arrival and departure hours, but it would indicate the drivers' speed at all times during the day.



Council Member Bell stated that he requested this item to appear on tonight's agenda because he wanted the constituents to be informed of what the City is doing to improve pedestrian safety in the City. Council Member Bell thanked the City staff for their work.

Director Mulligan stated that Greenville and East Carolina University Police Departments are working on the designated Pirates pathways for students of the uptown area.

DISCUSSION OF UPTOWN SAFETY

City Manager Wall stated this is also an agenda item requested by Council Member Bell for discussion.

Chief of Police Mark Holtzman stated that as the Greenville Police Department (GPD) looks at the uptown safety, they cannot take their eyes off of the remainder of the community. The GPD's zone commanders are working constantly and developing plans which are specific to different neighborhoods. If citizens are concerned about their neighborhoods, they should contact one of the GPD's zone commanders and express their concerns to them. Their telephone numbers are available at the City's website or the residents can email him.

Chief Holtzman reported that it is no secret that the GPD had some serious problems with crime in the downtown area, causing loss of life, during the last couple of months. The GPD is constantly adjusting its program as well as its approach to safety in the downtown area and has partnered with several agencies and City departments who are helping with the problems downtown.

Chief Holtzman summarized the immediate actions taken since October 2018:

- Increased Police Presence
- Portable Lighting
- Allied agencies
- Downtown Safety Task Force (comprised of key city staff meeting weekly)

Chief Holtzman reported that the GPD is focusing on parking lots especially at 2:00 a.m. and having foot and bike patrols in the early evening hours where they are needed the most. The Greenville Utilities Commission has increased the lighting downtown and soon the portable lighting will be on a controllable dimmer switch, which will be controlled by the GPD. East Carolina University has been a big partner with the City, supplying four extra police officers several nights of the week in the downtown area. In the last few weeks, their presence has been doubled. The Downtown Safety Task Force was created by City Manager Ann Wall and is chaired by Assistant City Manager Ken Graves. The City departments are helping to root out several of the problems downtown and to identify other issues and successes that they could go after and more will be reported in a future presentation.



Chief Holtzman summarized the short-term initiatives for the GPD:

Short-Term Initiatives

- Private Security
- Parking
- Comprehensive Review of City Ordinances
- Uptown Greenville Partnership
- Meeting with Bar and Nightclub Business Owners
- Community Partners
- Police Consultant on Downtown Safety
- Additional Lighting

Chief Holtzman explained that private security would be used to help free up some of the police officers who work professionally and are doing a great job downtown every day. Currently, overtime officers are working downtown on Friday, Saturday, and Sunday and most of them are there by order and not by volunteering. Consideration is being given to having an ambassador program similar to Raleigh's model by having officers to share some resources to the community.

Chief Holtzman stated that the City's loitering ordinance has been discussed at meetings and the Task Force is sorting out what ordinances would be most effective. The GPD cannot make this a police plan; it must be a community plan. A meeting was held with Uptown Greenville and another meeting was held with community leaders this week. Meetings with the bar and nightclub business owners are held on a quarterly basis about what is being seen occurring in the uptown area and how the GPD and them could work together.

Chief Holtzman stated that he contacted the International Association of Chiefs of Police's technical assistance group and he requested assistance from an expert in the field of law enforcement to take a second look at what is being done by the Task Force and GPD in the downtown area. In addition to the lighting increase, the black pole lights on the sidewalks have actually doubled the output of the lights in them. Additional lights need to be installed on the sidewalks and not every street has an equal amount of those lights, but staff is trying to balance out the installations.

Chief Holtzman summarized the long-term suggestions for the GPD:

Long-Term Suggestions

- Police Sub-Station
- Additional Staffing
- Parking
- Additional Lighting



Chief Holtzman stated that having a police sub-station in the 5th Street area where there is concentration of bars and nightclubs is one of his goals. If the weather is not conducive to police officers being on their feet for many hours, having a sub-station with basic operations would be great in that area. Several new GPD cameras have been installed in the uptown area.

Chief Holtzman reported that for the past few weeks, the command post has been parked uptown. That is hard barred into a control box, which is on the Five Points Parking lot, allowing the GPD a real high speed connection to view all of those cameras in real time. A telecommunicator at the command post is monitoring all of the cameras uptown. The City is not currently managing its parking in the evening. It is self-managed and in some areas there is double parking.

Council Member Bell stated that he asked that this item be placed on the agenda this evening for informational purposes. Council Member Bell thanked the GPD for all their work in the uptown area.

Council Member Meyerhoeffer stated that he received a telephone call from a constituent on Friday evening related to the GPD's mobile command unit being actually parked on 5th Street. On Saturday, he saw the mobile command unit in the parking lot at Five Points Plaza.

Council Member Meyerhoeffer asked whether the mobile command unit is generally going to be in the parking lot and was that Friday an exception.

Chief Holtzman responded that Friday was an exception because the parking spaces were not secured at Five Points Plaza. Some people had already parked their cars in the spaces. The GPD's mobile command unit would be parked in the parking lot periodically and not on a weekly basis.

Council Member Meyerhoeffer and Mayor Connelly commended the GPD for addressing the safety of the citizens.

DISCUSSION OF DUMPSTER PLACEMENT/FACADES

City Manager Wall stated that Council Member Bell requested that this item be placed on the agenda for discussion.

Public Works Director Kevin Mulligan stated that during the early 2000s, many residential dumpsters were placed close to the right-of-way. As a result, those six and eight cubic yard dumpsters were picked up with a side loader instead of a front loader. That required closer placement to the right-of-way on concrete pads adjacent to the curb.

Director Mulligan stated the side loaders were not the most reliable vehicles and the Public Works Department moved away from their usage because the front loader allowed for:



- Larger residential dumpsters can be used
- More dependable collection trucks
- Larger hauling capacity to Transfer Station

Director Mulligan stated that resulted into a configuration change to the dumpsters. The conversion challenges were

- Previous side loader dumpster pads were often constructed at curbside or near the street right-of-way
- Front load dumpsters do not always fit in existing side loader pads and enclosures
- Existing side loader dumpster pads are not always accessible
- Truck approach angles are different

Director Mulligan stated that changes were made to the City Code and commercial properties have the same requirement:

City Code 9-4-149 (c) - Dumpster Pad Screening for Multi-Family
– screening is required around three sides: fence, wall or vegetated.

DUMPSTERS PLACEMENT BEFORE THE CITY CODE

Sidewalk in truck service area





Unsightly and using side loader pad



Next to the curb



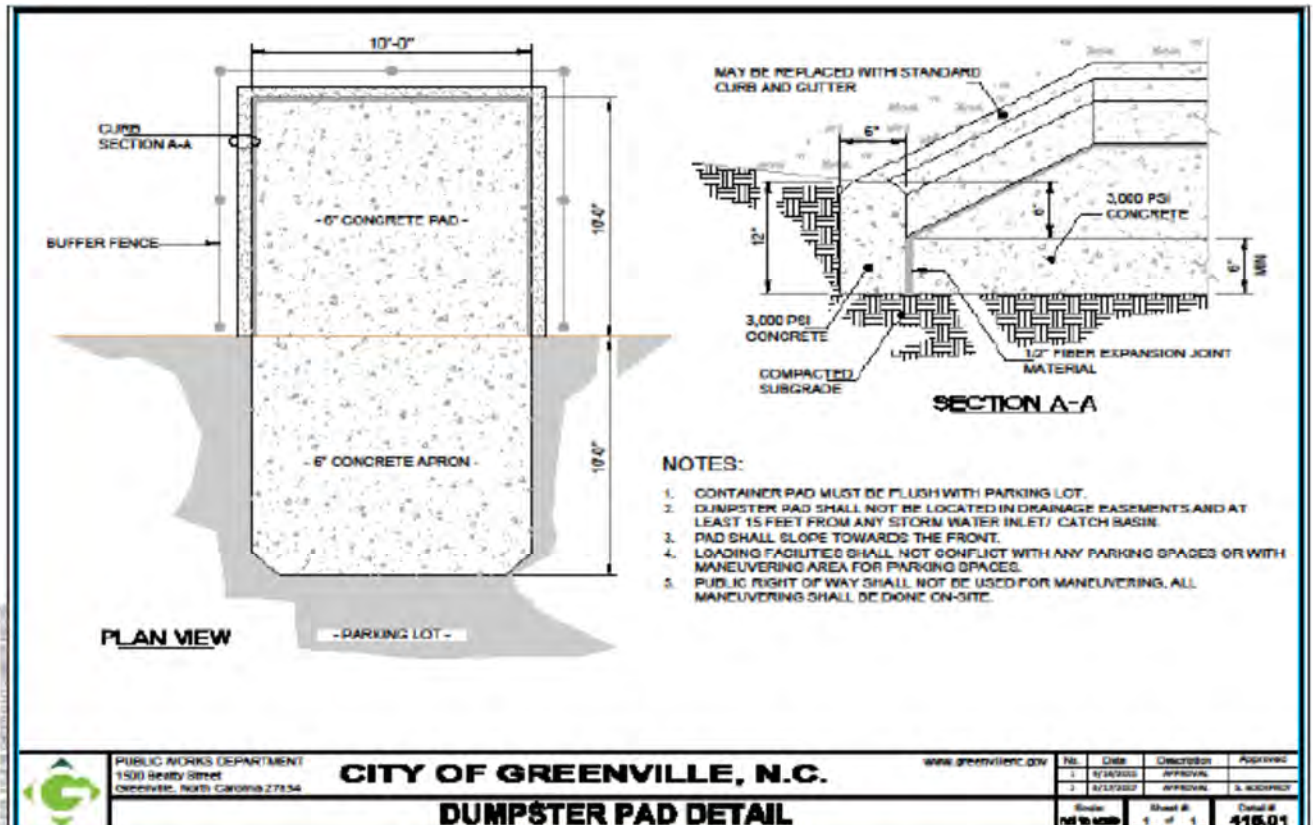
**DUMPSTER PLACEMENT FOR MULTI-FAMILY
PER CURRENT CITY CODE FOR NEW CONSTRUCTION**





Director Mulligan stated that the current requirement is the usage of six inch thick concrete pads and 10x10 pads.

DUMPSTER PAD SPECIFICATIONS



Director Mulligan stated that solid waste dumpsters should be placed no closer than 20 feet from a residence and no further than 200 feet from a dumpster. The minimum capacity requirement is .25 cubic yards per residence. Therefore, when using an eight-cubic yard dumpster, one is required for every 32 units and a six-cubic yard dumpster for every 24 units.

Director Mulligan stated that dumpsters are privately owned. The City does sell and deliver six and eight cubic yard dumpsters. Also, owners may purchase or rent dumpsters from private businesses. The City is not responsible for garbage left on the ground or on the dumpster pad by residents at multi-family or commercial complexes. The City services multi-family complexes having six and eight cubic yard dumpsters.

Council Member Bell asked whether the dumpster displayed with graffiti is up to code.



Director Mulligan responded that the placement of the dumpster is grandfathered in and a new pad is not required. The owner may not have the space to place a 10x10 pad in front of the dumpster as required by the new City Code. They may not have the ability for the City to access it with the frontloader. If it had a dumpster prior to that conversion, the City allows those to remain. As far as the paint, if a dumpster is rusted, the City will discontinue service and the owner would be notified to purchase a new dumpster or to repair the old one. The City does not get involved with the graffiti on the dumpsters.

Council Member Bell asked whether the dumpster is required to have the walls or vegetation.

Director Mulligan responded that not this one. Any new one since 2012 would be required to have the walls and everything.

Council Member Bell stated that perhaps, the City Council must create a new ordinance to make that happen.

Director Mulligan responded that staff could absolutely look at that possibility.

Mayor Connelly asked whether the Code Enforcement Division could get involved with the graffiti on the dumpster.

City Manager Wall responded that the Code Enforcement Division may be able to assist with the graffiti. They may not be able to assist with unsightly dumpsters, but staff could work with them with the graffiti.

Council Member Bell stated that the dumpster is also rusted on the bottom.

Council Member Bell stated that he asked this item to be placed on the agenda because he has seen dumpsters that are inappropriate throughout his district and other districts. To have dumpsters like the one displayed with the bottom rusted out and being placed on the sidewalk are concerns for health and welfare of citizens. He has seen photos with rodents in them. He is unaware of what could be done to step up enforcement of maintaining these dumpsters or maybe staff should look at adding new ordinances.

Director Mulligan stated that the dumpster displayed is not visually or aesthetically pleasing.

City Manager Wall stated that the code requirements could be added if the units would have significant improvements to them such as the requirement of a dumpster pad. But if the units just operated as normal and there are not significant improvements to those units over 50% of the value, it is very difficult to require that they meet the new code. Staff could have discussions about other programs that might be available to encourage property owners to make improvements to the dumpster pads and some screening.



Council Member Smiley stated that if the dumpster is actually leaking, certainly the City could require that the owner replaces the dumpster with a sanitary one.

Director Mulligan stated that the dumpster with the graffiti and rust, the owner has the opportunity to weld that and to put a plate there if we get a lot of pushback on the landlords on that we are requiring a new dumpster. The City would put a red x on it if it becomes a hazard to service it and certainly the City does not want anything happening to the equipment when servicing it.

Council Member Meyerhoeffer asked if the dumpster is leaking, is it considered as littering.

Director Mulligan responded that would require investigation by staff. When it rains and garbage bags containing liquids are thrown out and the dumpster is serviced with a frontloader, all of the liquid is dumped on the frontloader and spills on the roadway as well.

BUDGET ORDINANCE AMENDMENT #4 TO THE 2018-2019 CITY OF GREENVILLE BUDGET (ORDINANCE #18-038), THE CAPITAL PROJECTS FUNDS (ORDINANCE #17-024), AND AN ORDINANCE ESTABLISHING THE RED LIGHT CAMERA PROGRAM FUND - Ordinance Nos. 18-057 and 18-058

Director of Financial Services Byron Hayes explained that the purpose of Budget Ordinance Amendment #4 is to amend the General Fund, Police Capital Project Fund, Facility Improvement Fund, Stormwater Utility Fund, and the Enterprise Capital Projects Fund. Also, staff is requesting an ordinance to establish the Red Light Camera Fund. The following is a breakdown of the adjustments:

**CITY OF GREENVILLE
BUDGET ORDINANCE AMENDMENT #4**

Description	Funds	
	Impacted	Amount
- To move funds from the PD operating budget to the Police Capital Projects Fund to cover the costs associated with any final support needs for the Superior CAD & RMS Platform	General Fund	\$ 184,676
	Police Capital Project Fund	
- To carry forward facilities improvement projects that were not completed in FY 2017-18	Facility Improvement Fund	\$ 1,960,765
- To appropriate fund balance within the Stormwater Utility Fund to move to the Enterprise Capital Projects Fund for Clean Water State Revolving Loan closing fees	Stormwater Utility Fund	\$ 385,592
	Enterprise Capital Project Fund	
- To establish the Red Light Camera Fund	Red Light Camera Fund	\$ 1,300,000



Director Hayes stated that as a result of these adjustments this will increase the City of Greenville's Operating Fund Budget to \$136,220,692 and increase the Capital Project Fund Budget to \$149,638,268.

Mayor Connelly asked staff to provide the elected officials in the near future with a breakdown of the transfer for the \$1.9 million in order for him and the City Council to be aware of what projects were not completed in the 2017-2018 fiscal year.

Motion was made by Council Member Litchfield and seconded by Council Member Bell to adopt the ordinances. Motion carried unanimously.

CITY MANAGER'S REPORT

City Manager Wall acknowledged and thanked the City of Greenville's departments and many of its partners for their assistance during the two Halloween celebrations.

City Manager Wall reported that The Daily Reflector's second annual Best of Greenville (2018) gave accolades to the following:

Best Community Event
PirateFest – 1st Place
Freeboot Friday – 2nd Place

Best Place for Live Music
Town Common – 2nd Place

City Manager Wall reported that a letter of commendation was received from a resident who wanted to thank the City staff members for their great work of resolving a stormwater problem:

Streets Superintendent Ronnie Donley
Crew Members Pablo Manuel, Ryan Johnson, Jamie Ingram,
Demond Joyner, Matthew Braddy, Nathaniel Coltrain, and Terrance Reid.

City Manager Wall reported that the homeowner wrote about these employees' professionalism and a job well done, stating that they were knowledgeable, kept the homeowner informed of what was happening and were able to come up with creative solutions.



COMMENTS FROM MAYOR AND CITY COUNCIL

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

ADJOURNMENT

There being no further business before the City Council, motion was made by Council Member Bell and seconded by Council Member Meyerhoeffer to adjourn the meeting. Motion carried unanimously, and Mayor Connelly declared the meeting adjourned at 8:21 p.m.

Respectfully Submitted

Polly Jones
Deputy City Clerk



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Ordinance enacting and adopting Supplement #2018-S11 to the City of Greenville Code of Ordinances

Explanation: **Abstract:** The City Council will consider adopting and enacting a supplement to the Code of Ordinances which incorporates all ordinances of a general and permanent nature adopted on or after January 1, 2018 and on or before June 30, 2018.

Explanation: In accordance with a Codification Agreement (Contract No. 1757) dated November 14, 2008, between the City of Greenville and the North Carolina League of Municipalities, along with its code contractor, American Legal Publishing Corporation, the Code of Ordinances was fully revised and updated to include all ordinances adopted through October 8, 2009. Subsequent to this initial revision and update, American Legal Publishing Corporation maintains the City Code by producing periodic supplements to the printed version and hosting/updating an online version of the City Code. Supplement #2018-S11 incorporates all ordinances of a general and permanent nature enacted on or after January 1, 2018 and on or before June 30, 2018.

Fiscal Note: The total cost for production of Supplement #2018-S11 is estimated at \$1,500. Funds are included in the City Clerk's Office budget for this expense.

Recommendation: Adopt the attached ordinance enacting and adopting Supplement #2018-S11 to the City of Greenville's Code of Ordinances.

ATTACHMENTS:

- ▣ **Ordinance_enacting_and_adopting_Supplement_2018-
S11_to_the_City_of_Greenville_Code_of_Ordinances_1095453**

ORDINANCE NO. _____

AN ORDINANCE ENACTING AND ADOPTING SUPPLEMENT NUMBER 2018-S11 TO THE CODE OF ORDINANCES OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed Supplement Number 2018-S11 to the Code of Ordinances of the City of Greenville, North Carolina, which supplement contains all ordinances of a general and permanent nature enacted on or after January 1, 2018, and on or before June 30, 2018; and

WHEREAS, North Carolina General Statute 160A-77 empowers and authorizes the City of Greenville to adopt and issue a code of its ordinances in book form and to adopt supplements.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE:

Section 1. That Supplement Number 2018-S11 to the Code of Ordinances of the City of Greenville, North Carolina, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference as if set out in its entirety.

Section 2. Such supplement shall be deemed published as of the day of its adoption and approval by the City Council of the City of Greenville, and the City Clerk of the City of Greenville, North Carolina, is hereby authorized and ordered to insert such supplement in the copy of the Code of Ordinances kept on file in the Office of the City Clerk.

Section 3. This ordinance shall become effective upon its adoption.

This the 10th day of December, 2018.

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item:

Offer by Home Builders & Supply Company to purchase City-owned property located near the intersection of Line Avenue and Wilson Street and request to relocate monument on this same property

Explanation:

Abstract: An offer in the amount of \$20,000 was received for the sale of City-owned property near the intersection of Line Avenue and Wilson Street. The negotiated offer, advertisement, and upset bid method is being utilized for the sale. No upset bids were received during the procedure. At the conclusion of the upset bid procedure, the bid of \$20,000 was the only and highest bid. City Council may either accept or reject the offer.

If Council accepts the offer, Home Builders & Supply Company (the highest bidder) also petitions Council to relocate the Higgs monument ("monument") to another location on the property.

Explanation: At its November 5, 2018 meeting, City Council approved a resolution which authorized the sale of property located near the intersection of Line Avenue and Wilson Street by the negotiated offer, advertisement, and upset bid method. Home Builders & Supply Company offered to purchase the property for \$20,000. A Notice of the Offer and Request for Upset Bids was published on November 12, 2018. No upset bids were received by November 26, 2018, deadline for submittal.

Council now has the authority to accept or reject the offer of Home Builders & Supply Company ("HBS").

The City-owned property which is sought to be purchased consists of two parcels, is approximately 0.47 acres, and is located near the intersection of Line Avenue and Wilson Street (Tax Parcel #19999 and #83975).

There is a restrictive covenant included with the offer. The Council resolution (referenced above) provided that a restrictive covenant will be included in the deed conveying the property from the City requiring that the monument

currently on the property stay in its current location, and that City shall have an easement from the monument to a public road. The resolution provides that after conveyance, the successful purchaser shall have a right to petition Council to allow the relocation of the monument to a different location on the property. See N.C. Gen. Stat. § 100-2.1.

City staff requests Council to consider Home Builders & Supply Company's petition to relocate the monument in this request. (See HBS letter attached). Home Builders & Supply Company petitions for the monument to be relocated to the northern tip of parcel #19999 at the intersection of Line Avenue and Wilson Street. City staff recommends approval of relocation of the monument subject to the following:

- Approval of exact placement of the monument by the Traffic Services Division of the Public Works Department.
- The relocation of the monument shall be in compliance with any applicable local or State laws.
- The relocation of the monument shall not obstruct traffic, and shall comply with setback requirements in the Zoning ordinance.
- The City shall reserve an easement in the property to allow access to and maintenance of the monument.

Fiscal Note:

If City Council accepts the offer of Home Builders & Supply Company, this will result in a revenue to the City in the amount of \$20,000. Additionally, Home Builders & Supply Company has offered to contribute \$1,500 toward the cost of monument relocation and aesthetic improvements.

Recommendation:

By a motion, Council should 1) accept the offer of Home Builders & Supply Company in the amount of \$20,000 to acquire the property located near the intersection of Line Avenue and Wilson Street; 2) approve the petition of Home Builders & Supply Company to relocate the monument as described above; 3) specify that the City shall retain an easement in property to allow access to and maintenance of the monument; and 4) authorize the appropriate City officials (City Manager or Mayor) to execute the instruments necessary to convey the property subject to conditions herein to Home Builders & Supply Company.

ATTACHMENTS:

- ☐ **Map of Parcel 19999**
- ☐ **Letter from Home Builders & Supply Company**



Pitt County Government
 Greenville, North Carolina
www.pittcountync.gov




Parcel:	19999
More Info:	19999
Physical Address:	0 LINE AV
Owner Name:	GREENVILLE CITY OF
OwnerAddress1:	PO BOX 7207
OwnerAddress2:	
OwnerAddress3:	
City / State / Zip:	GREENVILLE NC 27835
NC PIN:	4677788397
Subdivision / Section / Phase:	
Prior Legal Description:	10-6,7 HIGGS BROS.
Block / Lot:	
Tract:	
Building Number / Unit:	
Acres:	0.26
Current Owner Deed/Document:	SEE FILE
Map Book:	2-180
Deed / Document Date:	05/2007
Deed / Document Sales Price:	\$0
Building Type / Use:	RESIDENTIAL(Single Family Residential)
Number of Buildings:	0
Year Built:	
Total Living Area:	
Building Value:	
Extra Features Value:	
Land Value:	\$4,530
Total Current Market Value:	\$4,530
Total 2015 Market Value:	\$4,550
Municipality:	GREENVILLE
Township:	GREENVILLE
Fire Service District:	INSIDE MUNICIPALITY
Census Tract:	702
Neighborhood:	004035
Elementary School:	South Greenville ES
Middle School:	C M Eppes MS
High School:	J H Rose HS

Disclaimer: This tax record is prepared for the inventory of real property within Pitt County and is compiled from recorded deeds, plats, tax maps, surveys, and other public records. Users of this data are hereby notified that the aforementioned public primary information sources should be consulted for verification. Pitt County assumes no legal responsibility for the information contained herein.

Copyright © 2017, Pitt County, North Carolina.

PLEASE NOTE:

The parcel information is updated nightly and reflects current property values.

Printed: 10/23/2018 11:17:46 AM

Home Builders & Supply Company
2000 Dickinson Avenue
Greenville, NC 27834
November 28, 2018

Ann E. Wall
City Manager
City Manager's Office
P.O. Box 7207
Greenville, NC 27835-7207

RE: Petition to relocate the Higgs/Skinner monument.

Dear Ann E. Wall:

Home Builders & Supply Company has been part of building Greenville since 1946. We have also been a part of building west Greenville alongside our customers, which included the Higgs and Skinner families. We desire to continue honoring the contributions made by the Higgs & Skinner families by requesting that the monument currently located on parcel #10999 be moved approximately 30 yards to the northern tip of parcel #10999 at the intersection of Line Avenue and Wilson Street.

This location, detailed in Exhibit A (attached), would prominently display the monument in a higher visibility section of the property and allow us to utilize the entire property more efficiently. Please consider adding this as an item for the city council to consider at their next meeting.

Additionally, we would like to contribute up to \$1,500 towards the cost of relocating the monument and making aesthetic improvements to the new location.

Sincerely,



Darsen L. Sowers
CFO
Home Builders & Supply Company

See Attachments (Exhibit A)

OPIS
 Online Parcel Information System

16 182 10230 16490 28991 428 MYRTLE AV MONTICLAR DR LINE AV WILSON ST MYRTLE ST 19999 104104 17354 12735 11230 83975 10837

Proposed location

Parcel Information Updated Nightly

Parcel:	19999
More Info:	19999
Physical Address:	0 LINE AV
Owner Name:	GREENVILLE CITY OF
OwnerAddress1:	PO BOX 7207
OwnerAddress2:	
OwnerAddress3:	
City / State / Zip:	GREENVILLE NC 27835
NC PIN:	4677788397
Subdivision / Section / Phase:	
Prior Legal Description:	10.6 / HIGGS BROS
Block / Lot:	
Tract:	
Building Number / Unit:	
Acres:	0.26
Current Owner:	SEE FILE
Deed/Document:	
Map Book:	2-180
Deed / Document Date:	05/2007
Deed / Document Sales Price:	\$0
Building Type / Use:	RESIDENTIAL(Single Family Residential)
Number of Buildings:	0
Year Built:	



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Agreement with Bode Cellmark Forensics, Inc. for testing of Sexual Assault Kits

Explanation: **Abstract:** In September 2016, the Greenville Police Department (GPD) was awarded a grant from the US Department of Justice for testing sexual assault kits. Due to bidding requirements, GPD had to complete a new bidding process for the testing facility, and Bode Cellmark Forensics, Inc. was selected as the vendor.

Explanation: In November 2016, City Council approved GPD's acceptance of a grant from the U. S. Department of Justice for the sexual assault kit initiative. GPD received \$219,496 through the grant. Covered expenses included hiring a part-time coordinator to submit the untested kits to the lab, cost of testing the kits, and other training/travel expenses that may be incurred. A part-time coordinator was hired in September 2017, and 74 cases have been submitted for testing.

Earlier this year, the U. S. Department of Justice advised GPD to rebid to find a lab to test the remaining kits. Following a due diligence bid process, as required by the City of Greenville Financial Services Department, Bode Cellmark Forensics, Inc. was selected as the vendor to conduct the testing of the remaining kits. There are 206 kits remaining to be tested at a cost of \$695 per kit or \$143,170. Sufficient funding exists in the remaining grant funds to cover this expense.

A copy of the agreement is attached for review.

Fiscal Note: The estimated cost to test the remaining kits is \$143,170, and sufficient grant funding is available to cover the cost.

Recommendation: Staff recommends entering into an agreement with Bode Cellmark Forensics, Inc. to complete testing of the sexual assault kits.

ATTACHMENTS:

- ▣ **COG-Bode_Cellmark_Forensics,_Inc.--Laboratory_Services_Agreement--
COG_CLEAN_1094631**
- ▣ **COG-Bode_Cellmark_Forensics,_Inc.--Laboratory_Services_Agreement--EXHIBIT_2_1094630**

LABORATORY SERVICES AGREEMENT

THIS LABORATORY SERVICES AGREEMENT (“Agreement”) is made is made and entered into on the _____, 2018, by and between the City of Greenville, a municipal corporation in the State of North Carolina, (the “City”) and Bode Cellmark Forensics, Inc., a Delaware corporation duly authorized to conduct business in the State of North Carolina and a wholly-owned subsidiary of Laboratory Corporation of America Holdings (“Bode Cellmark”) (individually “Party” and collectively the “Parties”).

WITNESSETH:

WHEREAS, Bode Cellmark is engaged in the business of providing forensic testing services; and

WHEREAS, the City desires to contract with Bode Cellmark to provide forensic testing services for the City, and Bode Cellmark desires to provide the services described herein,

NOW, THEREFORE, FOR AND IN CONSIDERATION of the mutual covenants and agreements contained herein below, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. **Term and Termination**: This Agreement shall have an initial term of one (1) year (“Initial Term”) with the option to be renewed for additional one (1) year periods (“Renewal Term”) if modified in writing signed by authorized representatives of both Parties. This Agreement may be terminated by either party at any time upon a thirty (30) day prior written notice to the other Party.

2. **Testing Services**: Bode Cellmark agrees to perform such forensic testing services for the City as are ordered by the City during the term (hereinafter “Services”). **Such Services shall include those listed in Bode Cellmark’s response to RFP 18-19-12, submitted on October 2, 2018 and hereby incorporated into this Agreement**, attached hereto as **Exhibit 1**. The services may be further modified by written agreement by the Parties.

3. **Fees**: Bode Cellmark agrees to charge, and the City agrees to pay (to the extent responsible for payment), for all laboratory testing and other services provided under this Agreement, in the manner and in the amounts set forth in **Exhibit 2** (attached hereto).

4. **Billing**: Bode Cellmark will submit to the City on or about the fifteenth (15th) day of each month an itemized statement of services rendered to the City by Bode Cellmark for the prior month, and the City agrees to remit payment to Bode Cellmark upon receipt of said statement. Failure to remit payment within thirty (30) days of receipt of statement may result, among other remedies available to Bode Cellmark, in the loss or reduction of the City’s special prices on future services or discontinuation of service. Nothing in the foregoing provision shall serve to waive any rights or remedies available to Bode Cellmark with respect to its providing of services to the City.

If Bode Cellmark is compelled to bring suit to collect amounts due hereunder, it shall also be entitled to recover interest on amounts due and reasonable attorney's fees and costs of suit incurred in connection with the action.

5. **Accreditation of Testing Sites:** Testing performed by Bode Cellmark hereunder shall be performed at its forensic testing facility located in Lorton, Virginia. The facility is and shall remain a duly licensed clinical laboratory under applicable federal, state, and municipal law. Current accreditations and licenses for the facility are available without fee to the City upon request.

6. **Prevention of Fraud, Waste, and Abuse:** The terms of this Agreement are intended to be in compliance with all federal, state, and local statutes, regulations, and ordinances applicable on the date the Agreement takes effect including but not limited to, the Health Insurance Portability and Accountability Act of 1996, as amended, and its accompanying regulations ("HIPAA"), the Program Fraud Civil Remedies Act of 1986, the Deficit Reduction Act of 2005, the related Federal Civil False Claims Act, and State False Claims Acts, and associated whistleblower protections. Bode Cellmark has written policies and procedures for detecting and preventing fraud, waste, and abuse and expects that test orders, services, supplies, or materials provided to Bode Cellmark are in accordance with the requirements of the applicable federal and state laws.

7. **Change in Law or Regulation:** Should either Party reasonably conclude that any portion of this Agreement is or may be in violation of such requirements or any other legal requirements or subsequent modifications by federal, state or local authorities, or if any such change or proposed change would materially alter the amount or method of compensating Bode Cellmark for Services performed for the City, or would materially increase the cost of Bode Cellmark's performance hereunder, the Parties agree to negotiate written modifications to this Agreement as may be necessary to establish compliance with such authorities and/or to reflect applicable changes in compensation necessitated by such legal requirements.

8. **Non-Assignability:** This Agreement shall not be assigned, delegated, or transferred by either Party without the written consent of the other Party. A merger or corporate reorganization shall not be considered as assignment requiring written consent, however, Bode Cellmark shall notify the City of any merger or corporate reorganization within sixty (60) days of such merger or corporate reorganization.

9. **Indemnification and Hold Harmless Agreement:** To the fullest extent permitted by law, Bode Cellmark shall indemnify, hold harmless, and defend the City, its elected officials, employees, agents, volunteers, and consultants against **any** third party claims of any nature or kind, including, but not limited to, costs and expenses for or on account of any and all causes of action or claims of any character whatsoever arising out of, or alleged to arise from, Bode Cellmark's performance of this Agreement or in any way arising out of or **in connection with** any of the operations, deliveries, performance, or obligations of Bode Cellmark under this Agreement, including, but not limited to, any said operations, deliveries, or obligations subcontracted or assigned to a different person or entity from claims, damages, losses, and expenses, including but not limited to reasonable attorneys' fees, which is attributable to bodily injury, sickness, disease,

or death, or to injury to or destruction of tangible property, caused by acts or omissions of Bode Cellmark or anyone directly or indirectly employed by it or anyone for whose acts Bode Cellmark may be liable, regardless of whether or not such claim, damage, loss, or expense is caused in part by a party indemnified hereunder and all claims relating in any way to services described in this Agreement. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligation of indemnity which would otherwise exist as to a Party or person described in this paragraph. Furthermore, Bode Cellmark holds the City harmless and indemnifies the City from any breach, fines, or penalties, ransomware, or any other first or third-party claims that arise in any way from this Agreement. For purposes of this paragraph (Section 9), third party shall mean any person or entity that is not a Party to this Agreement. Notwithstanding the foregoing, Bode Cellmark shall not be required to indemnify, hold harmless, or defend the City, its elected officials, employees, agents, volunteers, or consultants to the extent any liability, cost, expense, or claim is solely caused by the negligence or willful misconduct of the City, its elected officials, employees, agents, volunteers or consultants.

10. **Notices:** Any notice required to be given pursuant to the terms and provisions herein shall be in writing and shall be sent by certified or registered mail or by express delivery service (such as Federal Express) to the addresses below:

For Bode Cellmark:
Bode Cellmark Forensics, Inc.
Attn: Contract Department
10430 Furnace Rd, Suite 107
Lorton, VA 22079

With a copy to:
Laboratory Corporation of America Holdings
Attn: Law Department
531 South Spring Street
Burlington, NC 27215

For the City:
City of Greenville
Attn: Denisha Harris
200 West Fifth Street
P.O. Box 7207
Greenville, NC 27835

With a copy to:
City of Greenville
Attn: City Attorney
200 West Fifth Street
P.O. Box 7207
Greenville, NC 27835

11. **Independent Relationship:** None of the provisions of this Agreement are intended to create, nor shall be deemed or construed to create, any relationship between the Parties other than that of independent entities contracting with each other hereunder solely for the purpose of effecting the provisions of this Agreement. Neither of the Parties hereto, nor any of their respective employees shall be construed to be the agent, employer, or representative of the other.

12. **Force Majeure:** The Parties shall not be liable for any claims or damages and shall be excused for such claims, damages, failures, and delays in the performance of their obligations under this Agreement due to any act or cause beyond the reasonable control and without the fault of either of the Parties including, without limitation, acts of God such as fire, flood, tornado, earthquake; acts of government (i.e., civil injunctions or enacted statutes and regulations); or acts or events caused by third parties such as riot, strike, power outage, or explosion; or the inability due to any of the aforementioned causes to obtain necessary labor or materials.

13. **Warranty:** BODE CELLMARK WARRANTS TO THE CITY THAT ALL SERVICES PROVIDED HEREUNDER SHALL BE PERFORMED IN ACCORDANCE WITH ESTABLISHED AND RECOGNIZED FORENSIC TESTING PROCEDURES AND WITH REASONABLE CARE IN ACCORDANCE WITH APPLICABLE FEDERAL, STATE, AND LOCAL LAWS. NO OTHER WARRANTIES ARE MADE BY BODE CELLMARK. IN NO EVENT SHALL EITHER PARTY BE HELD RESPONSIBLE FOR PUNITIVE DAMAGES, OR CONSEQUENTIAL, INCIDENTAL, OR SPECIAL DAMAGES (INCLUDING LOST PROFITS OR REVENUE) INCURRED BY THE OTHER PARTY OR OF ANY THIRD PARTY.

14. **Benefit:** This Agreement is intended to inure only to the benefit of the Parties. This Agreement is not intended to create, nor shall be deemed or construed to create, any rights in any third parties.

15. **Nondiscrimination:** All services provided by Bode Cellmark herein shall be in compliance with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex, national origin, handicap, or veteran status.

16. **Enforceability/Severance Clause:** The invalidity or unenforceability of any terms or provisions hereto in any jurisdiction shall in no way affect the validity or enforceability of any of the other terms or provisions in that jurisdiction or of the entire Agreement in any other jurisdiction.

17. **Integration:** Except as otherwise stated herein, this Agreement is intended by the Parties as a final expression of their agreement and as a complete statement of the terms thereof, and shall supersede all previous understandings and agreements. The Parties shall not be bound by any representation, promise, or inducement made by either Party or agent of either Party that is not set forth in this Agreement. If the terms or conditions contained in any exhibit or attachment to this Agreement or any document incorporated by reference is in conflict with the terms and conditions set forth in the body of the Agreement, the terms and conditions in this Agreement shall control.

18. **Waiver:** No course or dealing between the Parties or any delay on the part of the Parties in exercising any rights it may have under this Agreement shall operate as a waiver of any of the rights of the Parties hereunder, and no express waiver shall affect any condition, covenant, rule, or regulation other than the one specified in such waiver and that one only for the time and in the manner specifically stated.

19. **Modification:** This Agreement may not be modified except in writing signed by authorized representatives of both Parties. Any purchase order or other document issued by the City with respect to the subject matter of this Agreement shall be subject to and governed by the terms and conditions herein, and the terms and conditions of this Agreement shall supersede any conflicting, different, or additional terms and conditions of such purchase order or other document whether or not they would materially alter this Agreement.

20. **Use of Name:** Each Party acknowledges that the other Party has either a

proprietary or general interest in its name and reputation. Therefore, each Party agrees that it shall not use the other's name nor shall either Party mention or describe this Agreement or its relationship with the other Party in any press release, advertising, marketing, or promotional materials, or other publications or materials without first obtaining the prior written approval from the other Party.

21. **Binding Effect:** This Agreement shall be binding upon the Parties, and their successors in interest.

22. **Applicable Law; Disputes:** This Agreement shall be deemed made in Pitt County, North Carolina and shall be governed by and construed in accordance with the laws of the State of North Carolina. The exclusive forum and venue for all actions arising out of this Agreement shall be the North Carolina General Court of Justice, in Pitt County, North Carolina. Such actions shall neither be commenced in nor removed to federal court. This subsection shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this subsection. A Party to this Agreement shall not commence legal proceeding against the other Party to this Agreement for breach or any other legal claim associated with or arising out of this Agreement except before first bringing the alleged breach or problem to the other Party's attention in writing and seeking a good faith resolution of the dispute.

23. **Agent for Service of Process:** Agent for Service of Process means every person now or hereafter appointed by Bode Cellmark to be served or to accept service of process in any State of the United States. Without excluding any other method of service authorized by law, Bode Cellmark agrees that every Agent for Service of Process is designated as its non-exclusive agent for service of process, summons, and complaint. Bode Cellmark will instruct each Agent for Service of Process that after such agent receives the process, summons, or complaint, such agent shall promptly send it to Bode Cellmark. This section does not apply while Bode Cellmark maintains a registered agent in North Carolina with the office of the North Carolina Secretary of State and such registered agent can be found with due diligence at the registered office.

24. **E-Verify Requirements:** Bode Cellmark shall comply with the requirements of Chapter 64, Article 2 of the North Carolina General Statutes. Furthermore, if Bode Cellmark utilizes a subcontractor, Bode Cellmark shall require the subcontractor to comply with the requirements of Chapter 64, Article 2 of the North Carolina General Statutes. Bode Cellmark represents that Bode Cellmark and its subcontractors are in compliance with the requirements of Chapter 64, Article 2 of the North Carolina General Statutes.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed in their names as their official acts by their respective representatives, each of whom is duly authorized to execute the same.

[Signatures Begin on Next Page]

BODE CELLMARK FORENSICS, INC.

By: _____

Print Name: _____

Title: _____

Date: _____

CITY OF GREENVILLE

By: _____

Print Name: Ann E. Wall

Title: City Manager

Date: _____

APPROVED AS TO FORM:

BY: _____
Emanuel D. McGirt, City Attorney

PRE-AUDIT CERTIFICATION:

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

Byron Hayes, Director of Financial Services

Date: _____

Account Number: _____

Project Code (if applicable) _____

EXHIBIT 2: Pricing

	Cost Component Description	Unit Totals
1	Cost per kit	\$695.00
2	Turnaround Time (TAT) per batch (Number of business days	Forty (40) business days
3	Cost for additional known DNA Sample(s)	\$215.00
4	Cost for additional Question DNA Sample(s)	\$395.00
	Expert Witness Costs	
5	Per Hour Testimony Charge	\$200.00
6	Max Per Day Charge	\$1,600.00

1094630



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Renewal of Microsoft Enterprise Agreement for City-Owned Microsoft Software

Explanation: **Abstract:** The three-year Microsoft Enterprise Agreement which allows the City to upgrade City-owned Microsoft software (Windows, Office, Outlook/Exchange, SharePoint, servers, etc.) to Microsoft's latest software version is up for renewal. The City has participated in the Microsoft Agreement for four terms over the past 12 years. Renewing this agreement will allow the City to realize savings when upgrading Microsoft software products. The City paid \$179,652.56 the last year of the past agreement. Since the last renewal period, Microsoft has changed their Windows Server licensing from a CPU Socket license to a CPU Core license. This has resulted in an increase in our Server Licensing Fees. With the increase in Server License fees as well as the addition of software products, additional workstations, and the additional servers for the Munis Project, our renewal yearly cost will be \$242,298.50

Explanation: In November of 2006, the City entered into a Microsoft Enterprise Agreement (EA) with a three-year term. This agreement allowed the City to upgrade Microsoft software products that the City has purchased through the years, rather than paying the market upgrade price. The City paid a reduced yearly fee for the right to upgrade any Microsoft product owned any time during the three-year term. The agreement was renewed in 2009, 2013, and 2015. This agreement is currently up for renewal for a new three-year term.

This agreement is on the State of North Carolina Procurement Contract. The City will continue to save dollars under the agreement by not having to pay full price for software upgrades to existing Microsoft products like Office, Exchange, SharePoint, servers, desktops, etc. As an example, the new price for Microsoft Office is \$249.99 (plus tax) compared to the three-year agreement price of \$206.40. Upgrading 659 users to Microsoft office will save \$28,725.81 by being under the agreement. The City will be able to upgrade all Microsoft products owned to any new software release that occurs within the time period of the three-year agreement.

The new three-year contract is with SHI (Software House International), the only authorized Microsoft EA reseller on the State of NC Procurement Contract. The first year cost is \$242,298.50. Their total cost for three years will be \$726,895.50. The contract does contain a non-appropriation clause if budget dollars are not available.

Included in the agreement are incentives for 30 hours of free training, roughly \$14,500 of planning/design time. There are other benefits that are available to us through the agreement, such as online training, Microsoft web tutorials, employee purchase program, etc.

Renewing this agreement will allow the City to stay current with all the enhancements Microsoft makes to their products in the next three years, as well as benefiting from the cost savings that are available.

Fiscal Note: FY 18-19 (Year 1) - \$ 242,298.50
FY 19-20 (Year 2) - \$ 242,298.50
FY 20-21 (Year 2) - \$ 242,298.50

Recommendation: Authorize renewal of the attach Microsoft Enterprise Agreement

ATTACHMENTS:

- ☐ **Microsoft Enterprise Agreement**



Pricing Proposal
 Quotation #: 16105091
 Created On: 10/15/2018
 Valid Until: 12/31/2018

CITY OF GREENVILLE

Account Executive

Chris Ward
 200 West Fifth St
 Greenville, NC 27834
 UNITED STATES
 Phone: 252-329-4141
 Fax:
 Email: cward@greenvillenc.gov

Dean Blackmon
 Phone: 910-538-6804
 Fax:
 Email: Dean_Blackmon@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 OfficeStd ALNG SA MVL Pltfrm Microsoft - Part#: 021-08258 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3 **Working with MS to verify pricing	659	\$68.80	\$45,339.20
2 OfficeProPlus ALNG SA MVL Pltfrm Microsoft - Part#: 269-12442 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	27	\$94.18	\$2,542.86
3 EntCAL ALNG SA MVL Pltfrm UsrCAL wSrvcs Microsoft - Part#: 76A-00016 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	664	\$107.29	\$71,240.56
4 WINE3perDVC ALNG SA MVL Pltfrm Microsoft - Part#: KV3-00353 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	686	\$41.77	\$28,654.22
5 ExchgSvrEnt ALNG SA MVL Microsoft - Part#: 395-02504 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	2	\$712.53	\$1,425.06
6 SharePointSvr ALNG SA MVL Microsoft - Part#: H04-00268 Contract Name: Microsoft Software - Enterprise Agreement	1	\$1,194.92	\$1,194.92

Contract #: 208C
Coverage Term: 11/1/2018 – 10/31/2019
Note: Annual Payment - Year 1 of 3

7	SQLSvrEntCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7JQ-00343 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	8	\$2,209.66	\$17,677.28
8	SQLSvrStdCore ALNG SA MVL 2Lic CoreLic Microsoft - Part#: 7NQ-00292 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	23	\$576.58	\$13,261.34
9	VSProSubMSDN ALNG SA MVL Microsoft - Part#: 77D-00111 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	10	\$302.21	\$3,022.10
10	VSEntSubMSDN ALNG SA MVL Microsoft - Part#: MX3-00117 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	1	\$1,054.05	\$1,054.05
11	VisioPro ALNG SA MVL Microsoft - Part#: D87-01159 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	39	\$99.10	\$3,864.90
12	WinRmtDsktpSrvcsCAL ALNG SA MVL UsrCAL Microsoft - Part#: 6VC-01254 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	331	\$21.29	\$7,046.99
13	WinSvrExtConn ALNG SA MVL Microsoft - Part#: R39-00396 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	1	\$325.14	\$325.14
14	CISStStdCore ALNG SA MVL 2Lic CoreLic Annual Payments Fixed for 3 year term Microsoft - Part#: 9GA-00313 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	8	\$34.40	\$275.20
15	CISStStdCore ALNG LicSAPk MVL 2Lic woWinSvrLic CoreLic Microsoft - Part#: 9GA-00611	200	\$56.51	\$11,302.00

Contract Name: Microsoft Software - Enterprise Agreement
Contract #: 208C
Coverage Term: 11/1/2018 – 10/31/2019
Note: Annual Payment - Year 1 of 3

16	CISSteDCCore ALNG SA MVL 2Lic CoreLic MICROSOFT - Part#: 9GS-00135 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	18	\$166.24	\$2,992.32
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17	CISSteDCCore ALNG LicSAPk MVL 2Lic woWinSvrLic CoreLic Microsoft - Part#: 9GS-00735 Contract Name: Microsoft Software - Enterprise Agreement Contract #: 208C Coverage Term: 11/1/2018 – 10/31/2019 Note: Annual Payment - Year 1 of 3	138	\$225.22	\$31,080.36
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Subtotal	\$242,298.50
*Tax	\$16,960.90
Total	\$259,259.40

*Tax is estimated. Invoice will include the full and final tax due.

The Products offered under this proposal are resold in accordance with the [SHI Online Customer Resale Terms and Conditions](#), unless a separate resale agreement exists between SHI and the Customer.

Previous Enrollment(s)/Agreement(s) Form

Entity Name: City of Greenville

Contract that this form is attached to: State Local Government

For the purposes of this form, "entity" can mean the signing entity, Customer, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

Please provide a description of the previous Enrollment(s), Agreement(s), Purchasing Account(s), and/or Affiliate Registration(s) being renewed or consolidated into the new contract identified above.

- a. Entity may select below any previous contract(s) from which to transfer MSDN subscribers to this new contract. Entity shall ensure that each MSDN subscriber transferred is either properly licensed under the new contract or is removed.
- b. Entity may select below only one previous contract from which to transfer the Software Assurance (SA) Benefit contact details, i.e., benefits contact (*not* the SA manager) and the program codes, to this new contract.
- c. An Open License cannot be used to transfer either the SA Benefit details or MSDN subscribers.
- d. The date of the earliest expiring Enrollment/Agreement that contains SA or Online Services will be the effective date of the new contract (or SA coverage period for Select Plus).
- e. Please insert the number of the earliest expiring Enrollment/Agreement with SA or Online Services in the appropriate fields of the new contract.

Enrollment/Agreement/ Purchasing Account/Affiliate Registration Description	Enrollment/Agreement/ Purchasing Account/Affiliate Registration Public Customer Number	Transfer SA Benefit Contact	Transfer MSDN Subscribers
Standard Enrollment	6932614	X	X

Enterprise Enrollment

State and Local

Enterprise Enrollment number <i>(Microsoft to complete)</i>	90587432	Framework ID <i>(if applicable)</i>	
Previous Enrollment number <i>(Reseller to complete)</i>	6932614		

This Enrollment must be attached to a signature form to be valid.

This Microsoft Enterprise Enrollment is entered into between the entities as identified in the signature form as of the effective date. Enrolled Affiliate represents and warrants it is the same Customer, or an Affiliate of the Customer, that entered into the Enterprise Agreement identified on the program signature form.

This Enrollment consists of: (1) these terms and conditions, (2) the terms of the Enterprise Agreement identified on the signature form, (3) the Product Selection Form, (4) the Product Terms, (5) the Online Services Terms, (6) any Supplemental Contact Information Form, Previous Agreement/Enrollment form, and other forms that may be required, and (7) any order submitted under this Enrollment. This Enrollment may only be entered into under a 2011 or later Enterprise Agreement. By entering into this Enrollment, Enrolled Affiliate agrees to be bound by the terms and conditions of the Enterprise Agreement.

All terms used but not defined are located at <http://www.microsoft.com/licensing/contracts>. In the event of any conflict the terms of this Agreement control.

Effective date. If Enrolled Affiliate is renewing Software Assurance or Subscription Licenses from one or more previous Enrollments or agreements, then the effective date will be the day after the first prior Enrollment or agreement expires or terminates. If this Enrollment is renewed, the effective date of the renewal term will be the day after the Expiration Date of the initial term. Otherwise, the effective date will be the date this Enrollment is accepted by Microsoft. Any reference to "anniversary date" refers to the anniversary of the effective date of the applicable initial or renewal term for each year this Enrollment is in effect.

Term. The initial term of this Enrollment will expire on the last day of the month, 36 full calendar months from the effective date of the initial term. The renewal term will expire 36 full calendar months after the effective date of the renewal term.

Terms and Conditions

1. Definitions.

Terms used but not defined in this Enrollment will have the definition in the Enterprise Agreement. The following definitions are used in this Enrollment:

"Additional Product" means any Product identified as such in the Product Terms and chosen by Enrolled Affiliate under this Enrollment.

"Community" means the community consisting of one or more of the following: (1) a Government, (2) an Enrolled Affiliate using eligible Government Community Cloud Services to provide solutions to a Government or a qualified member of the Community, or (3) a Customer with Customer Data that is subject to Government regulations for which Customer determines and Microsoft agrees that the use of Government Community Cloud Services is appropriate to meet Customer's regulatory requirements.

Membership in the Community is ultimately at Microsoft's discretion, which may vary by Government Community Cloud Service.

"Enterprise Online Service" means any Online Service designated as an Enterprise Online Service in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Online Services are treated as Online Services, except as noted.

"Enterprise Product" means any Desktop Platform Product that Microsoft designates as an Enterprise Product in the Product Terms and chosen by Enrolled Affiliate under this Enrollment. Enterprise Products must be licensed for all Qualified Devices and Qualified Users on an Enterprise-wide basis under this program.

"Expiration Date" means the date upon which the Enrollment expires.

"Federal Agency" means a bureau, office, agency, department or other entity of the United States Government.

"Government" means a Federal Agency, State/Local Entity, or Tribal Entity acting in its governmental capacity.

"Government Community Cloud Services" means Microsoft Online Services that are provisioned in Microsoft's multi-tenant data centers for exclusive use by or for the Community and offered in accordance with the National Institute of Standards and Technology (NIST) Special Publication 800-145. Microsoft Online Services that are Government Community Cloud Services are designated as such in the Use Rights and Product Terms.

"Industry Device" (also known as line of business device) means any device that: (1) is not useable in its deployed configuration as a general purpose personal computing device (such as a personal computer), a multi-function server, or a commercially viable substitute for one of these systems; and (2) only employs an industry or task-specific software program (e.g. a computer-aided design program used by an architect or a point of sale program) ("Industry Program"). The device may include features and functions derived from Microsoft software or third-party software. If the device performs desktop functions (such as email, word processing, spreadsheets, database, network or Internet browsing, or scheduling, or personal finance), then the desktop functions: (1) may only be used for the purpose of supporting the Industry Program functionality; and (2) must be technically integrated with the Industry Program or employ technically enforced policies or architecture to operate only when used with the Industry Program functionality.

"Managed Device" means any device on which any Affiliate in the Enterprise directly or indirectly controls one or more operating system environments. Examples of Managed Devices can be found in the Product Terms.

"Qualified Device" means any device that is used by or for the benefit of Enrolled Affiliate's Enterprise and is: (1) a personal desktop computer, portable computer, workstation, or similar device capable of running Windows Pro locally (in a physical or virtual operating system environment), or (2) a device used to access a virtual desktop infrastructure ("VDI"). Qualified Devices do not include any device that is: (1) designated as a server and not used as a personal computer, (2) an Industry Device, or (3) not a Managed Device. At its option, the Enrolled Affiliate may designate any device excluded above (e.g., Industry Device) that is used by or for the benefit of the Enrolled Affiliate's Enterprise as a Qualified Device for all or a subset of Enterprise Products or Online Services the Enrolled Affiliate has selected.

"Qualified User" means a person (e.g., employee, consultant, contingent staff) who: (1) is a user of a Qualified Device, or (2) accesses any server software requiring an Enterprise Product Client Access License or any Enterprise Online Service. It does not include a person who accesses server software or an Online Service solely under a License identified in the Qualified User exemptions in the Product Terms.

"Reseller" means an entity authorized by Microsoft to resell Licenses under this program and engaged by an Enrolled Affiliate to provide pre- and post-transaction assistance related to this agreement;

"Reserved License" means for an Online Service identified as eligible for true-ups in the Product Terms, the License reserved by Enrolled Affiliate prior to use and for which Microsoft will make the Online Service available for activation.

"State/Local Entity" means (1) any agency of a state or local government in the United States, or (2) any United States county, borough, commonwealth, city, municipality, town, township, special purpose district, or other similar type of governmental instrumentality established by the laws of Customer's state and located within Customer's state's jurisdiction and geographic boundaries.

"Tribal Entity" means a federally-recognized tribal entity performing tribal governmental functions and eligible for funding and services from the U.S. Department of Interior by virtue of its status as an Indian tribe.

"Use Rights" means, with respect to any licensing program, the use rights or terms of service for each Product and version published for that licensing program at the Volume Licensing Site. The Use Rights supersede the terms of any end user license agreement (on-screen or otherwise) that accompanies a Product. The Use Rights for Software are published by Microsoft in the Product Terms. The Use Rights for Online Services are published in the Online Services Terms.

"Volume Licensing Site" means <http://www.microsoft.com/licensing/contracts> or a successor site.

2. **Order requirements.**

- a. **Minimum order requirements.** Enrolled Affiliate's Enterprise must have a minimum of 250 Qualified Users or Qualified Devices. The initial order must include at least 250 Licenses for Enterprise Products or Enterprise Online Services.
 - (i) **Enterprise commitment.** Enrolled Affiliate must order enough Licenses to cover all Qualified Users or Qualified Devices, depending on the License Type, with one or more Enterprise Products or a mix of Enterprise Products and the corresponding Enterprise Online Services (as long as all Qualified Devices not covered by a License are only used by users covered with a user License).
 - (ii) **Enterprise Online Services only.** If no Enterprise Product is ordered, then Enrolled Affiliate need only maintain at least 250 Subscription Licenses for Enterprise Online Services.
- b. **Additional Products.** Upon satisfying the minimum order requirements above, Enrolled Affiliate may order Additional Products.
- c. **Use Rights for Enterprise Products.** For Enterprise Products, if a new Product version has more restrictive use rights than the version that is current at the start of the applicable initial or renewal term of the Enrollment, those more restrictive use rights will not apply to Enrolled Affiliate's use of that Product during that term.
- d. **Country of usage.** Enrolled Affiliate must specify the countries where Licenses will be used on its initial order and on any additional orders.
- e. **Resellers.** Enrolled Affiliate must choose and maintain a Reseller authorized in the United States. Enrolled Affiliate will acquire its Licenses through its chosen Reseller. Orders must be submitted to the Reseller who will transmit the order to Microsoft. The Reseller and Enrolled Affiliate determine pricing and payment terms as between them, and Microsoft will invoice the Reseller based on those terms. Throughout this Agreement the term "price" refers to reference price. Resellers and other third parties do not have authority to bind or impose any obligation or liability on Microsoft.
- f. **Adding Products.**
 - (i) **Adding new Products not previously ordered.** New Enterprise Products or Enterprise Online Services may be added at any time by contacting a Microsoft Account Manager or Reseller. New Additional Products, other than Online Services, may be used if an order is placed in the month the Product is first used. For Additional Products that are Online Services, an initial order for the Online Service is required prior to use.

- (ii) **Adding Licenses for previously ordered Products.** Additional Licenses for previously ordered Products other than Online Services may be added at any time but must be included in the next true-up order. Additional Licenses for Online Services must be ordered prior to use, unless the Online Services are (1) identified as eligible for true-up in the Product Terms or (2) included as part of other Licenses.
- g. True-up requirements.** Enrolled Affiliate must submit an annual true-up order that accounts for any changes since the initial order or last order. If there are no changes, then an update statement must be submitted instead of a true-up order.
- (i) **Enterprise Products.** For Enterprise Products, Enrolled Affiliate must determine the number of Qualified Devices and Qualified Users (if ordering user-based Licenses) at the time the true-up order is placed and must order additional Licenses for all Qualified Devices and Qualified Users that are not already covered by existing Licenses, including any Enterprise Online Services.
- (ii) **Additional Products.** For Additional Products that have been previously ordered under this Enrollment, Enrolled Affiliate must determine the maximum number of Additional Products used since the latter of the initial order, the last true-up order, or the prior anniversary date and submit a true-up order that accounts for any increase.
- (iii) **Online Services.** For Online Services identified as eligible for true-up in the Product Terms, Enrolled Affiliate may place a reservation order for the additional Licenses prior to use and payment may be deferred until the next true-up order. Microsoft will provide a report of Reserved Licenses ordered but not yet invoiced to Enrolled Affiliate and its Reseller. Reserved Licenses will be invoiced retroactively to the month in which they were ordered.
- (iv) **Subscription License reductions.** Enrolled Affiliate may reduce the quantity of Subscription Licenses at the Enrollment anniversary date on a prospective basis if permitted in the Product Terms, as follows:
- 1) For Subscription Licenses that are part of an Enterprise-wide purchase, Licenses may be reduced if the total quantity of Licenses and Software Assurance for an applicable group meets or exceeds the quantity of Qualified Devices and Qualified Users (if ordering user-based Licenses) identified on the Product Selection Form, and includes any additional Qualified Devices and Qualified Users added in any prior true-up orders. Step-up Licenses do not count towards this total count.
 - 2) For Enterprise Online Services that are not a part of an Enterprise-wide purchase, Licenses can be reduced as long as the initial order minimum requirements are maintained.
 - 3) For Additional Products available as Subscription Licenses, Enrolled Affiliate may reduce the Licenses. If the License count is reduced to zero, then Enrolled Affiliate's use of the applicable Subscription License will be cancelled.
- Invoices will be adjusted to reflect any reductions in Subscription Licenses at the true-up order Enrollment anniversary date and effective as of such date.
- (v) **Update statement.** An update statement must be submitted instead of a true-up order if, since the initial order or last true-up order, Enrolled Affiliate's Enterprise: (1) has not changed the number of Qualified Devices and Qualified Users licensed with Enterprise Products or Enterprise Online Services; and (2) has not increased its usage of Additional Products. This update statement must be signed by Enrolled Affiliate's authorized representative.
- (vi) **True-up order period.** The true-up order or update statement must be received by Microsoft between 60 and 30 days prior to each Enrollment anniversary date. The third-year true-up order or update statement is due within 30 days prior to the Expiration Date, and any license reservations within this 30 day period will not be accepted. Enrolled Affiliate

may submit true-up orders more often to account for increases in Product usage, but an annual true-up order or update statement must still be submitted during the annual order period.

(vii) **Late true-up order.** If the true-up order or update statement is not received when due, Microsoft will invoice Reseller for all Reserved Licenses not previously invoiced and Subscription License reductions cannot be reported until the following Enrollment anniversary date (or at Enrollment renewal, as applicable).

- h. **Step-up Licenses.** For Licenses eligible for a step-up under this Enrollment, Enrolled Affiliate may step-up to a higher edition or suite as follows:
 - (i) For step-up Licenses included on an initial order, Enrolled Affiliate may order according to the true-up process.
 - (ii) If step-up Licenses are not included on an initial order, Enrolled Affiliate may step-up initially by following the process described in the Section titled "Adding new Products not previously ordered," then for additional step-up Licenses, by following the true-up order process.
- i. **Clerical errors.** Microsoft may correct clerical errors in this Enrollment, and any documents submitted with or under this Enrollment, by providing notice by email and a reasonable opportunity for Enrolled Affiliate to object to the correction. Clerical errors include minor mistakes, unintentional additions and omissions. This provision does not apply to material terms, such as the identity, quantity or price of a Product ordered.
- j. **Verifying compliance.** Microsoft may, in its discretion and at its expense, verify compliance with this Enrollment as set forth in the Enterprise Agreement.

3. Pricing.

- a. **Price Levels.** For both the initial and any renewal term Enrolled Affiliate's Price Level for all Products ordered under this Enrollment will be Level "D" throughout the term of the Enrollment.
- b. **Setting Prices.** Enrolled Affiliate's prices for each Product or Service will be established by its Reseller. Except for Online Services designated in the Product Terms as being exempt from fixed pricing, As long as Enrolled Affiliate continues to qualify for the same price level, Microsoft's prices for Resellers for each Product or Service ordered will be fixed throughout the applicable initial or renewal Enrollment term. Microsoft's prices to Resellers are reestablished at the beginning of the renewal term.

4. Payment terms.

For the initial or renewal order, Enrolled Affiliate may pay upfront or elect to spread its payments over the applicable Enrollment term. If an upfront payment is elected, Microsoft will invoice Enrolled Affiliate's Reseller in full upon acceptance of this Enrollment. If spread payments are elected, unless indicated otherwise, Microsoft will invoice Enrolled Affiliate's Reseller in three equal annual installments. The first installment will be invoiced upon Microsoft's acceptance of this Enrollment and remaining installments will be invoiced on each subsequent Enrollment anniversary date. Subsequent orders are invoiced upon acceptance of the order and Enrolled Affiliate may elect to pay annually or upfront for Online Services and upfront for all other Licenses.

5. End of Enrollment term and termination.

- a. **General.** At the Expiration Date, Enrolled Affiliate must immediately order and pay for Licenses for Products it has used but has not previously submitted an order, except as otherwise provided in this Enrollment.

- b. Renewal option.** At the Expiration Date of the initial term, Enrolled Affiliate can renew Products by renewing this Enrollment for one additional 36-month term or by signing a new Enrollment. Microsoft must receive a Renewal Form, Product Selection Form, and renewal order prior to or at the Expiration Date. Microsoft will not unreasonably reject any renewal. Microsoft may make changes to this program that will make it necessary for Customer and its Enrolled Affiliates to enter into new agreements and Enrollments at renewal.
- c. If Enrolled Affiliate elects not to renew.**
- (i) Software Assurance.** If Enrolled Affiliate elects not to renew Software Assurance for any Product under its Enrollment, then Enrolled Affiliate will not be permitted to order Software Assurance later without first acquiring a new License with Software Assurance.
 - (ii) Online Services eligible for an Extended Term.** For Online Services identified as eligible for an Extended Term in the Product Terms, the following options are available at the end of the Enrollment initial or renewal term.
 - 1) Extended Term.** Licenses for Online Services will automatically expire in accordance with the terms of the Enrollment. An extended term feature that allows Online Services to continue month-to-month ("Extended Term") for up to one year, unless designated in the Product Terms to continue until cancelled, is available. During the Extended Term, Online Services will be invoiced monthly at the then-current published price as of the Expiration Date plus a 3% administrative fee. If Enrolled Affiliate wants an Extended Term, Enrolled Affiliate must submit a request to Microsoft at least 30 days prior to the Expiration Date.
 - 2) Cancellation during Extended Term.** At any time during the first year of the Extended Term, Enrolled Affiliate may terminate the Extended Term by submitting a notice of cancellation to Microsoft for each Online Service. Thereafter, either party may terminate the Extended Term by providing the other with a notice of cancellation for each Online Service. Cancellation will be effective at the end of the month following 30 days after Microsoft has received or issued the notice.
 - (iii) Subscription Licenses and Online Services not eligible for an Extended Term.** If Enrolled Affiliate elects not to renew, the Licenses will be cancelled and will terminate as of the Expiration Date. Any associated media must be uninstalled and destroyed and Enrolled Affiliate's Enterprise must discontinue use. Microsoft may request written certification to verify compliance.
- d. Termination for cause.** Any termination for cause of this Enrollment will be subject to the "Termination for cause" section of the Agreement. In addition, it shall be a breach of this Enrollment if Enrolled Affiliate or any Affiliate in the Enterprise that uses Government Community Cloud Services fails to meet and maintain the conditions of membership in the definition of Community.
- e. Early termination.** Any early termination of this Enrollment will be subject to the "Early Termination" Section of the Enterprise Agreement.

For Subscription Licenses, in the event of a breach by Microsoft, or if Microsoft terminates an Online Service for regulatory reasons, Microsoft will issue Reseller a credit for any amount paid in advance for the period after termination.

6. Government Community Cloud.

- a. Community requirements.** If Enrolled Affiliate purchases Government Community Cloud Services, Enrolled Affiliate certifies that it is a member of the Community and agrees to use Government Community Cloud Services solely in its capacity as a member of the Community and, for eligible Government Community Cloud Services, for the benefit of end users that are members of the Community. Use of Government Community Cloud Services by an entity that is not a member of the Community or to provide services to non-Community members is strictly

prohibited and could result in termination of Enrolled Affiliate's license(s) for Government Community Cloud Services without notice. Enrolled Affiliate acknowledges that only Community members may use Government Community Cloud Services.

- b. All terms and conditions applicable to non-Government Community Cloud Services also apply to their corresponding Government Community Cloud Services, except as otherwise noted in the Use Rights, Product Terms, and this Enrollment.
- c. Enrolled Affiliate may not deploy or use Government Community Cloud Services and corresponding non-Government Community Cloud Services in the same domain.
- d. **Use Rights for Government Community Cloud Services.** For Government Community Cloud Services, notwithstanding anything to the contrary in the Use Rights:
 - (i) Government Community Cloud Services will be offered only within the United States.
 - (ii) Additional European Terms, as set forth in the Use Rights, will not apply.
 - (iii) References to geographic areas in the Use Rights with respect to the location of Customer Data at rest, as set forth in the Use Rights, refer only to the United States.

Enrollment Details

1. Enrolled Affiliate's Enterprise.

- a. Identify which Agency Affiliates are included in the Enterprise. (Required) Enrolled Affiliate's Enterprise must consist of entire offices, bureaus, agencies, departments or other entities of Enrolled Affiliate, not partial offices, bureaus, agencies, or departments, or other partial entities. Check only one box in this section. If no boxes are checked, Microsoft will deem the Enterprise to include the Enrolled Affiliate only. If more than one box is checked, Microsoft will deem the Enterprise to include the largest number of Affiliates:
- Enrolled Affiliate only
 - Enrolled Affiliate and all Affiliates
 - Enrolled Affiliate and the following Affiliate(s) (Only identify specific affiliates to be included if fewer than all Affiliates are to be included in the Enterprise):
 - Enrolled Affiliate and all Affiliates, with following Affiliate(s) excluded:
- b. Please indicate whether the Enrolled Affiliate's Enterprise will include all new Affiliates acquired after the start of this Enrollment: Exclude future Affiliates

2. Contact information.

Each party will notify the other in writing if any of the information in the following contact information page(s) changes. The asterisks (*) indicate required fields. By providing contact information, Enrolled Affiliate consents to its use for purposes of administering this Enrollment by Microsoft, its Affiliates, and other parties that help administer this Enrollment. The personal information provided in connection with this Enrollment will be used and protected in accordance with the privacy statement available at <https://www.microsoft.com/licensing/servicecenter>.

- a. **Primary contact.** This contact is the primary contact for the Enrollment from within Enrolled Affiliate's Enterprise. This contact is also an Online Administrator for the Volume Licensing Service Center and may grant online access to others. The primary contact will be the default contact for all purposes unless separate contacts are identified for specific purposes

Name of entity (must be legal entity name)* City of Greenville

Contact name* First Rob **Last** Hudson

Contact email address* rhudson@greenvillenc.gov

Street address* 200 West 5th Street

City* Greenville

State/Province* NC

Postal code* 27858-

(For U.S. addresses, please provide the zip + 4, e.g. xxxxx-xxxx)

Country* United States

Phone* 252-329-4454

Tax ID

** indicates required fields*

- b. **Notices contact and Online Administrator.** This contact (1) receives the contractual notices, (2) is the Online Administrator for the Volume Licensing Service Center and may grant online access to others, and (3) is authorized to order Reserved Licenses for eligible Online Services, including adding or reassigning Licenses and stepping-up prior to a true-up order.

Same as primary contact (default if no information is provided below, even if the box is not checked).

Contact name* First Rob Last Hudson
Contact email address* rhudson@greenvillenc.gov
Street address* 200 West 5th Street
City* Greenville
State/Province* NC
Postal code* 27858-
(For U.S. addresses, please provide the zip + 4, e.g. xxxxx-xxxx)
Country* United States
Phone* 252-329-4454

Language preference. Choose the language for notices. English
 This contact is a third party (not the Enrolled Affiliate). Warning: This contact receives personally identifiable information of the Customer and its Affiliates.
** indicates required fields*

c. **Online Services Manager.** This contact is authorized to manage the Online Services ordered under the Enrollment and (for applicable Online Services) to add or reassign Licenses and step-up prior to a true-up order.

Same as notices contact and Online Administrator (default if no information is provided below, even if box is not checked)

Contact name*: First Rob Last Hudson
Contact email address* rhudson@greenvillenc.gov
Phone* 252-329-4454
 This contact is from a third party organization (not the entity). Warning: This contact receives personally identifiable information of the entity.
** indicates required fields*

d. **Reseller information.** Reseller contact for this Enrollment is:

Reseller company name* SHI International Corp.
Street address (PO boxes will not be accepted)* 290 Davidson Ave
City* Somerset
State/Province* NJ
Postal code* 08873-4145
Country* United States
Contact name* Caitlyn Matchick
Phone* 888-764-8888
Contact email address* msteam@shi.com
** indicates required fields*

By signing below, the Reseller identified above confirms that all information provided in this Enrollment is correct.

Signature* _____
Printed name*
Printed title*
Date*

** indicates required fields*

Changing a Reseller. If Microsoft or the Reseller chooses to discontinue doing business with each other, Enrolled Affiliate must choose a replacement Reseller. If Enrolled Affiliate or the Reseller intends to terminate their relationship, the initiating party must notify Microsoft and the

other party using a form provided by Microsoft at least 90 days prior to the date on which the change is to take effect.

- e. If Enrolled Affiliate requires a separate contact for any of the following, attach the Supplemental Contact Information form. *Otherwise, the notices contact and Online Administrator remains the default.*
 - (i) Additional notices contact
 - (ii) Software Assurance manager
 - (iii) Subscriptions manager
 - (iv) Customer Support Manager (CSM) contact

3. *Financing elections.*

Is a purchase under this Enrollment being financed through MS Financing? Yes, No.

If a purchase under this Enrollment is financed through MS Financing, and Enrolled Affiliate chooses not to finance any associated taxes, it must pay these taxes directly to Microsoft.

Program Signature Form

MBA/MBSA number	<input type="text"/>	<input type="text"/>
Agreement number	01E73421	

Note: Enter the applicable active numbers associated with the documents below. Microsoft requires the associated active number be indicated here, or listed below as new.

For the purposes of this form, "Customer" can mean the signing entity, Enrolled Affiliate, Government Partner, Institution, or other party entering into a volume licensing program agreement.

This signature form and all contract documents identified in the table below are entered into between the Customer and the Microsoft Affiliate signing, as of the effective date identified below.

Contract Document	Number or Code
Enterprise Enrollment (Indirect)	X20-10634
Product Selection Form	0793105.002_PSF

By signing below, Customer and the Microsoft Affiliate agree that both parties (1) have received, read and understand the above contract documents, including any websites or documents incorporated by reference and any amendments and (2) agree to be bound by the terms of all such documents.

Customer
Name of Entity (must be legal entity name)* City of Greenville
Signature* _____
Printed First and Last Name*
Printed Title
Signature Date*
Tax ID

** indicates required field*

Microsoft Affiliate
Microsoft Corporation
Signature _____
Printed First and Last Name
Printed Title
Signature Date (date Microsoft Affiliate countersigns)
Agreement Effective Date (may be different than Microsoft's signature date)

Optional 2nd Customer signature or Outsourcer signature (if applicable)

Customer	
Name of Entity (must be legal entity name)*	
Signature*	_____
Printed First and Last Name*	
Printed Title	
Signature Date*	

** indicates required field*

Outsourcer	
Name of Entity (must be legal entity name)*	
Signature*	_____
Printed First and Last Name*	
Printed Title	
Signature Date*	

** indicates required field*

If Customer requires physical media, additional contacts, or is reporting multiple previous Enrollments, include the appropriate form(s) with this signature form.

After this signature form is signed by the Customer, send it and the Contract Documents to Customer's channel partner or Microsoft account manager, who must submit them to the following address. When the signature form is fully executed by Microsoft, Customer will receive a confirmation copy.

Microsoft Corporation
Dept. 551, Volume Licensing
6100 Neil Road, Suite 210
Reno, Nevada 89511-1137
USA



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Report on Bids and Contracts Awarded

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

Explanation: The Director of Financial Services reports that the following bids and/or contracts were awarded during the month of November.

Date Awarded	Description	Vendor PO Number	Amount	MWBE Vendor?	Does Local Preference Apply?
11/1/2018	Downtown Sidewalk ADA Compliance Project	Precision Safe Sidewalks PO# 19000200	\$71,523.00	No	No
11/14/2018	Fire Stations 2,4,5 Parking Lot Improvements	Meridian Design Build PO# 19000211	\$165,033.00	No	No

Fiscal Note: Funding for the bids and contracts awarded is included in the City of Greenville's 2018-2019 budget ordinance.

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

ATTACHMENTS:

- ▣ **PO 1900200**
- ▣ **PO# 19000211**

Request for Single Source Purchase

The purpose of this form is to allow departments to request purchases according to the Informal Bid Statute (NCGS 143-131) when competition may or may not be feasible or available. Single Source procurement is defined as choosing one vendor over others for legitimate, documented reasons when Sole Source justification is not required. The department must justify and document the selection and establish the reasonableness of price. **If the purchase falls into the formal range and meets the statutory requirements of a Sole Source purchase, City Council Approval must be obtained prior to purchase.**

If you believe the good or service you are seeking is a single source, you must **complete this form and send it to the Financial Services Manager/Purchasing Division for approval prior to entering a requisition.**

Requesting Party Information				
Name of Requesting Party	Department	Phone Number	E-mail address	Date
Scott Godefroy	Public Works	252.329.4525	sgodefroy@green villenc.gov	10.11.201 8

Product or Service Being Sought		
Vendor/Manufacturer Name	Complete Description of Product/ Services Sought	Part Number or Identifying Information (If applicable)
Precision Safe Sidewalks	Requesting a contractor to correct sidewalk trip hazards that have formed over the years due to settlement of ground under sidewalks or heave due to tree roots growing under the sidewalks.	n/a

Part I: Basis for Single Source (Brand/Vendor Specific) Request (check one)	
<input checked="" type="checkbox"/>	<p>This is a unique or proprietary procurement. Please explain in detail the reasons that the requested product or service is the only one able to meet the current need, and why no other source or product can do so (compatibility or standardization with other equipment; uniqueness of brand to meet needs, etc). Include other brands/vendors that were evaluated and the reasons they did not meet your needs:</p> <p>There are several methods to correct trip hazards; one is the removal and replacement of the misaligned panels, second is to grind down the hazard and the third is to utilize a concrete saw to cut the hazard down smooth, using the patented technology that Precision Safe Sidewalks utilizes in correcting trip hazards. Removing and replacing sidewalks is very expensive and would be a last resort unless the sidewalk is broken and needs to be replaced anyway. Where the sidewalk is in good shape but just misaligned vertically (causing a trip hazard), the method of grinding or saw cutting down the hazard is the most economical method to bring the sidewalk in question back into compliance. However grinding the concrete surface down leaves the sidewalk with a very rough texture and is unsightly. The use of a concrete saw to eliminate the hazard condition has been found to be both economically feasible as well as provides the best look visually. We have utilized Precision Safe Sidewalks in the past in the Uptown area as well as in Town Common. Vidant Medical Center also utilizes their services to correct trip hazards throughout their campus and other related medical facilities. The attached proposal provides thorough detail of their survey of the hazards as well as their process of making the repairs. These hazards must be eliminated to insure we have ADA accessibility on our City sidewalks.</p>
<input type="checkbox"/>	<p>A grant award requires the purchase of the brand name product or service. If the grant or funding source requires purchase of a specific brand name of goods or services, please attach the grant with the relevant portions highlighted.</p>

Part II: Reasonableness of Cost

Please attach a copy of the price quotation from the single source vendor and describe what you have done to verify reasonableness of the price: See above and attached.

Purchasing's Determination


The request for a single source is Approved; Denied; there is insufficient information to make the determination. The following additional information is needed:

Signature of Financial Services Manager: *Denisha Hunt*

BID TABULATION SHEET
 City of Greenville, North Carolina
 Public Works Department

Project Name:	Fire Stations 2, 4, 5 Parking Lot Improvements		
Opening Location:	101 Hooker Road	25-Sep-18	

Contractor Name	Base Bid Fire Station 2 & 4	Aternate 1	Aternate 2	Aternate 3	Total
Meridian Design	\$132,908.00	\$16,250.00	\$4,175.00	\$11,700.00	\$165,033.00
Tripp Brothers	\$158,026.00	\$28,433.00	\$12,000.00	\$5,000.00	\$203,459.00
Lanier Construction	No Bid				
SASCORP, INC	No Bid				

Certified by: 
 Ross Peterson, Building Facilities Coordinator



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

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

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

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

<u>Payee</u>	<u>Adjustment Refunds</u>	<u>Amount</u>
Artis, Ruffin Jr.	Registered Property Taxes	332.23
Barnhill, Michael David	Registered Property Taxes	332.23
Brown, Linda Little	Registered Property Taxes	113.90
Cortez, Renee	Registered Property Taxes	125.29
Hernandez, Cristina	Registered Property Taxes	176.78
Horton, Mary Christine	Registered Property Taxes	311.32
Mansour, Joseph	Registered Property Taxes	380.10
Nichols, Rebecca W	Registered Property Taxes	540.95
Picard, Judy Heath	Registered Property Taxes	106.87
Third Street Community Center	Registered Property Taxes	1,158.50

Third Street Education Center	Registered Property Taxes	3,375.17
Villaneuva, Maria Salome	Registered Property Taxes	123.36
	REFUNDS TOTAL:	\$7,076.70

Fiscal Note: The total to be refunded is \$7,076.70.

Recommendation: Approval of tax refunds by City Council.



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Financial audit for the fiscal year ended June 30, 2018

Explanation: **Abstract:** Cherry Bekaert, LLP, the City's independent auditor, will present the audit results for the City of Greenville as of June 30, 2018, which entails receipt of an unmodified external, independent audit opinion. Cherry Bekaert, and staff of the Financial Services Department, will be in attendance to answer any questions related to the audit.

Explanation: Cherry Bekaert, LLP, the City's independent auditor, will present the results of the City's 2017-18 external audit. Cherry Bekaert, and staff of the Financial Services Department, will also be in attendance to answer any questions related to the audit. The audit process resulted in an unmodified opinion on the financial statements for the fiscal year ended June 30, 2018. An unmodified opinion is the best opinion that can be issued in a financial audit.

On November 9, 2018, the City's Audit Committee received a draft of the Governmental fund financial statements (highlighting the General Fund's results) for the fiscal year ending June 30, 2018. The auditor's opinion disclosed no material internal control weaknesses or material violations of laws and regulations relative to the City's major state and federal programs. The auditors will discuss their opinion on the results of operations as of the end of the 2018 fiscal year.

The final phase of the annual audit cycle includes submission of financial statements to the Local Government Commission (LGC) for review. Following LGC review and final revisions, the Comprehensive Annual Financial Report (CAFR) will be finalized and provided to the Mayor and City Council Members prior to December 31.

Fiscal Note: Detailed fiscal information is contained in the audit report.

Recommendation: Accept the audit results as presented by Cherry Bekaert, LLP for the fiscal year ended June 30, 2018.



City of Greenville,
North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Presentations by Boards and Commissions

- a. Human Relations Council
- b. Youth Council
- c. Historic Preservation Commission
- d. Firefighters Relief Fund Committee

Explanation: The Human Relations Council, Youth Council, Historic Preservation Commission, and Firefighters Relief Fund Committee will make their annual presentations to City Council at the December 13, 2018 City Council meeting.

Fiscal Note: No direct cost

Recommendation: Hear the presentations from the Human Relations Council, Youth Council, Historic Preservation Commission, and Firefighters Relief Fund Committee

ATTACHMENTS:

- ☐ HPC 2019 Work Plan
- ☐ HPC Annual Report to Council

GREENVILLE HISTORIC PRESERVATION COMMISSION 2019 WORK PLAN

The Historic Preservation Commission (HPC) provides oversight of locally designated historic landmarks and historic districts. Adopted by the City Council, this zoning overlay requires owners to obtain certificates of appropriateness from the Commission before making significant changes or additions to a property. The Commission's review, using its adopted *Historic District and Local Landmark Design Guidelines (Design Guidelines)*, ensures that work on a designated property within a historic district or landmark is appropriate to the special character of the historic district or landmark.

SECTION 1. INITIATIVES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION

Work Plan Items for 2019-2020

- Meet monthly, excluding December, to review new and ongoing Certificates of Appropriateness (COAs), Minor Works COAs, and Façade Improvement Grants (FIGs).
- Create a process by which properties within the city limits that are National Register eligible or older than 50 years may be maintained through the adoption of an Anti-Demolition by Neglect Ordinance.
 - The HPC will review the procedures of nearby cities to discuss the issues with such an ordinance.
 - The HPC will work with staff to have public forum meetings with property owners and other interested citizens to educate and attain consensus regarding the establishment of such an ordinance. Staff will set up and advertise these public forum meetings.
- Pursue opportunity for grant funding for Historic Preservation activities. Local district nomination, educational activities, and National Register nominations are all eligible for this matching grant. In most years grant information is released in November and are due in late February.
- Plan educational activities or sessions for homeowners, city residents, or those interested in historic preservation and/or local history.
 - Organize activities for National Historic Preservation Month in May such as, an awards ceremony and reception, walking tours, and related publicity.
 - Educational activities can include, but are not limited to:
 - Both audio and in-person guided walking tours of various neighborhoods

- Educational sessions for residents and homeowners on local historic preservation
 - Workshops for home and property owners in the districts on the importance of maintaining the integrity of our architectural heritage through the correct implementation of the *Design Guidelines*.
- The HPC will create and implement an educational walking tour program of various historical neighborhoods and regions of Greenville, designed to heighten interest of both citizens and visitors of Greenville in our architectural and cultural history. This is envisioned to offer a way to engrain appreciation into both citizens and visitors of Greenville of our historic, architectural and cultural character as well as provide a meaningful recreational activity that could be offered to citizens and tourists with time to spare in Greenville. This should include, but not be limited to:
 - An audio-guided tour via mobile app (eg. Tour Buddy Historic Tours) of various historic districts in Greenville and associated historical markers (QR codes) posted at sites of interest that tell the story or history of a local neighborhood, its people and culture.
 - Tours divided into segments for each neighborhood
 - Colorful paper maps, as well as, a mobile map to go along with the app and QR codes.
 - Tours specific to each historic district.
 - Some QR codes linked to lost properties, and associated audio to explain how/why the property was lost, its history and story emphasizing the importance of avoiding losing further historic properties and heritage in Greenville. An example would be the vacant spot where the Sycamore Hill Church was located.
- Attend events promoted and/or sponsored by the HPC.
- Update the HPC vision and mission to be as follows:
 - Vision: Create, establish and support a dynamic environment that enhances the preservation of Greenville's historic heritage, character, culture, and education.
 - Mission: Build, retain and support rehabilitation of buildings that will enrich the historic integrity and architectural treasures in Greenville's business community and residential neighborhoods, recording and documenting the history and character of the community, and educating the public

SECTION 2. INITIATIVES OF THE GREENVILLE HISTORIC PRESERVATION COMMISSION COMMITTEES

For its 2019-2020 work plan, the Commission has formed three committees to assist, encourage, promote, and accomplish historic preservation related activities within the City of Greenville. Their goals for the upcoming year are as follows:

Design Review Committee (DRC)

Work Plan Items:

- Plan meetings to review new and ongoing COAs and MWCOAs, as needed.
- Plan meetings to review Façade Improvement Grant (FIG) applications.
- The DRC will work with the City Attorney and other staff to prepare an ordinance for an Anti-Demolition by Neglect policy, with review by the full HPC.
- The DRC will work with the City Attorney and other staff to prepare an ordinance for a Greenville Commercial Local Historic District, with review by the full HPC.
 - DRC will review current *Design Guidelines* to discern how the current requirements could be modified for a Commercial Historic District and make suggestions for new topics to be added to the *Design Guidelines*.
- Conduct COA site visits, as needed, with property owners.
- Schedule meetings, as needed, and report to HPC.

Selection Committee

Work Plan Items:

- Selection committee will review applications and make recommendations for new Local Landmarks
- Review the files for proposed local historic properties on an ongoing basis.
- Identify and research potential listings for citywide historical marker program.
 - Maintain a list of potential locations and themes.
 - Aid staff in development of individual marker content, along with input from the community at public meetings.
 - Attend community meetings to assist in planning and selecting marker locations.
- Create a database of documentary photographs and local contacts.
- Make suggestions to the full HPC regarding award nominees.
- Schedule regular meetings and report to HPC.

Publicity Committee

Work Plan Items:

- Establish a method to inform and educate property owners of local historic properties.
 - Send an annual post card to property owners in the College View Historic District and Local Landmarks to remind the owners of the benefits of owning local landmark or property in the College View Historic District, as well as, inform them of the COA application procedures.
- Generate features and/or news articles on locally designated historic properties and districts.
- Develop a procedure for publicizing HPC organized events (ex: Historic Preservation Month) through social media, published articles, and signage.
- Aid staff in planning and publicizing public meetings on the Anti-Demolition by Neglect policy.
- Aid staff in planning and publicizing community meetings on a potential local district designation of the Greenville Commercial Historic District.
- Provide feedback to staff regarding the City of Greenville's historic preservation web page.
 - Prioritize update requests for web content.
- Promote Façade Improvement Grants (FIG).
- Schedule regular meetings and report to HPC.
- Provide input and guidance to staff on the creation of city-wide virtual tours through a QR code scanning system.
 - The HPC will work with staff to develop a program format, establish route selection criteria and eligibility, and aid with the implementation of public forum meetings to allow for community input on planning the program and selecting initial marker locations. Staff will set up and advertise these public forum meetings.
 - Implement TAG Initiative program as explained in the attached document.

SECTION 3. ANNUAL RESPONSIBILITIES OF THE HISTORIC PRESERVATION COMMISSION

Each year, the Historic Preservation Commission must complete a slate of activities that are required either by previous precedent, adopted city code, or state regulation. Those items for the upcoming year include:

Annual Work Items:

- HPC Elections
 - The Greenville Historic Preservation Commission consists of ten (10) citizen volunteers who bring a range of experiences, expertise, and perspectives. The Greenville City Council appoints Historic Preservation Commissioners to three-year terms.
 - The HPC officers are elected each January.
- HPC Awards
 - The HPC Awards are presented to honor leaders in the community dedicated to preserving and promoting Greenville's historic resources.
 - Awards to be presented in May, 2019.
- HPC Annual Report to City Council
 - Every year, the Chair of the HPC presents to the Greenville City Council a report on the HPC's accomplishments during the previous year. This report is not only an opportunity to update Council on the progress of one its commissions; it is a chance to raise the awareness of historic preservation among key policymakers.
- Monitor compliance in the College View Historic District.
- Façade Improvement Grants
 - Façade improvement grants are ongoing throughout the year. As applications are submitted, staff and HPC members conduct workshops to assist applicants with the administrative process and to answer any general questions. The HPC reviews the applications and recommends approval of funding for work that is consistent with the Façade Improvement Grant program guidelines. Those recommendations are then forwarded to the City Manager's Office for final approval.
- Certified Local Government (CLG) Report
 - Local governments can strengthen their historic preservation efforts by achieving Certified Local Government (CLG) status from the National Park Service via their State Historic Preservation Offices. Every year, CLGs are

required to submit a report to the NCSHPO demonstrating that the CLG member is fulfilling its responsibilities under the program.

Historic Preservation Commission

Annual Report to City Council

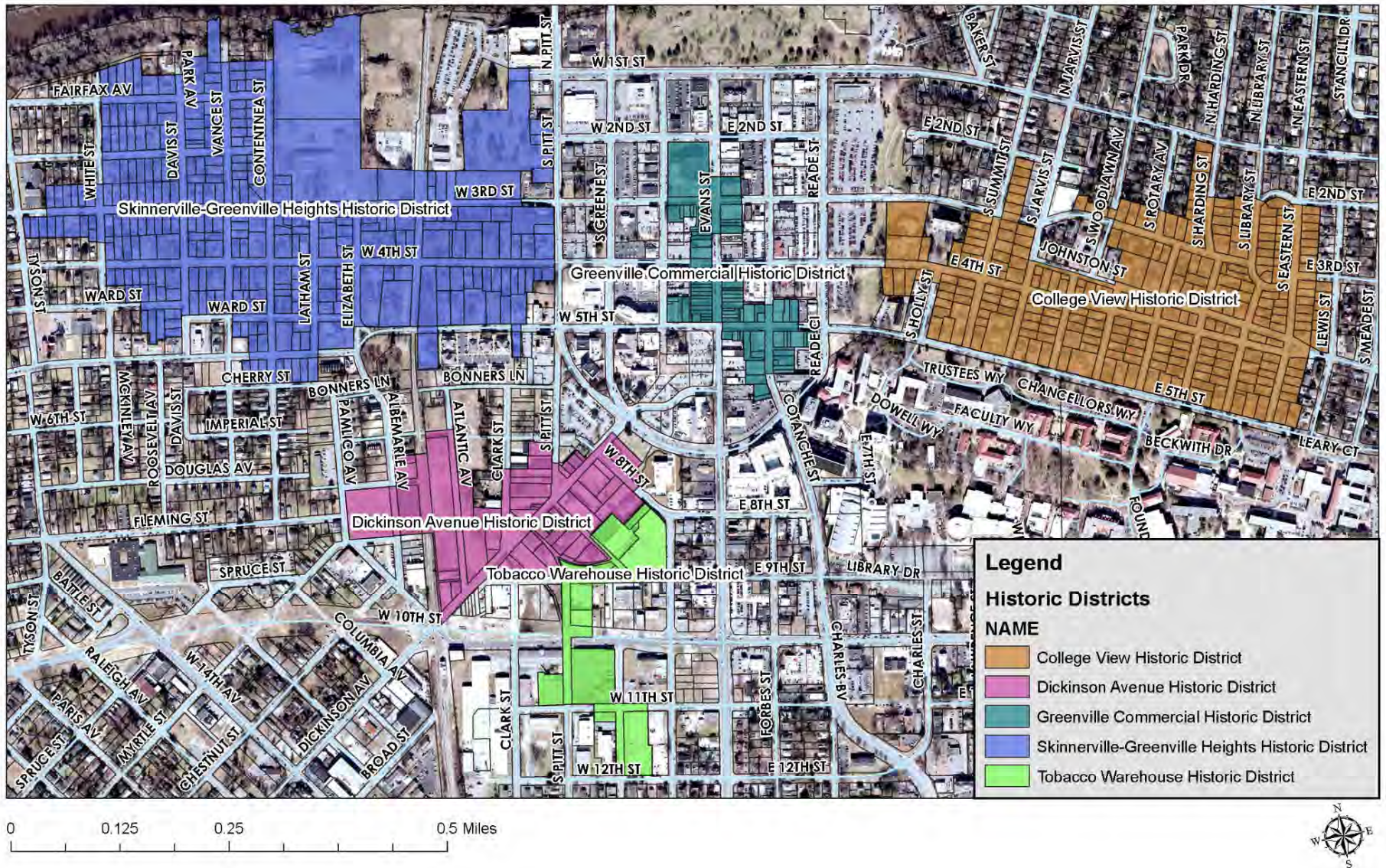
December 10, 2018

Find yourself in good company

Greenville Historic Preservation Commission

- Ordinance creating the Commission: December 8, 1988
- Ordinance designating the College View Historic District: February 10, 1994

Find yourself in good company



Greenville Landmarks

- 5 National Landmarks
- 22 Local Landmarks



200 East Fourth Street
William H. Long House



510 West Fourth Street
Glenn-Pender Moore House



805 Evans Street
The Jones-Lee House



117 West Fifth Street
Robert L. Humber House



301 Evans Street
Proctor Hotel



706 West Fourth Street
Charles O'Hagan House



809 Johnston Street
The Rotary Club

Find yourself in good company

Greenville Landmarks

- 5 National Landmarks
- 22 Local Landmarks



201 West Fifth Street
Municipal Building



300 South Pitt Street
Wiley Cobb House



300 West Fourteenth Street
Patrick Arthur House



707 West Fourth Street
Albion Dunn House



403 Maple Street
Dr. William Wooten House



123 West Third Street
Skinner Building & Grounds



803 East Fifth Street
Skinner House & Grounds

Find yourself in good company

Greenville Landmarks

- 5 National Landmarks
- 22 Local Landmarks



505 West Fourteenth Street
King Simmons Lodge



508 West Fifth Street
E. B. Ficklen House & Grounds



600-700 West Third Street
Third Street School & Grounds



1112 Dickinson Ave
Jacob W. Higgs House



402 West Fourth Street
Alfred M. Moseley House & Grounds



105-107 West Third Street
Hassel - James Building & Grounds



530 South Evans
Sheppard Memorial Library

Find yourself in good company

330 Evans Street
Blount Harvey Building



Find yourself in good company

Façade Improvement Grants

Since 1999, 153 funded grants (5 currently in progress).

Grants have ranged from \$325 to \$5000.

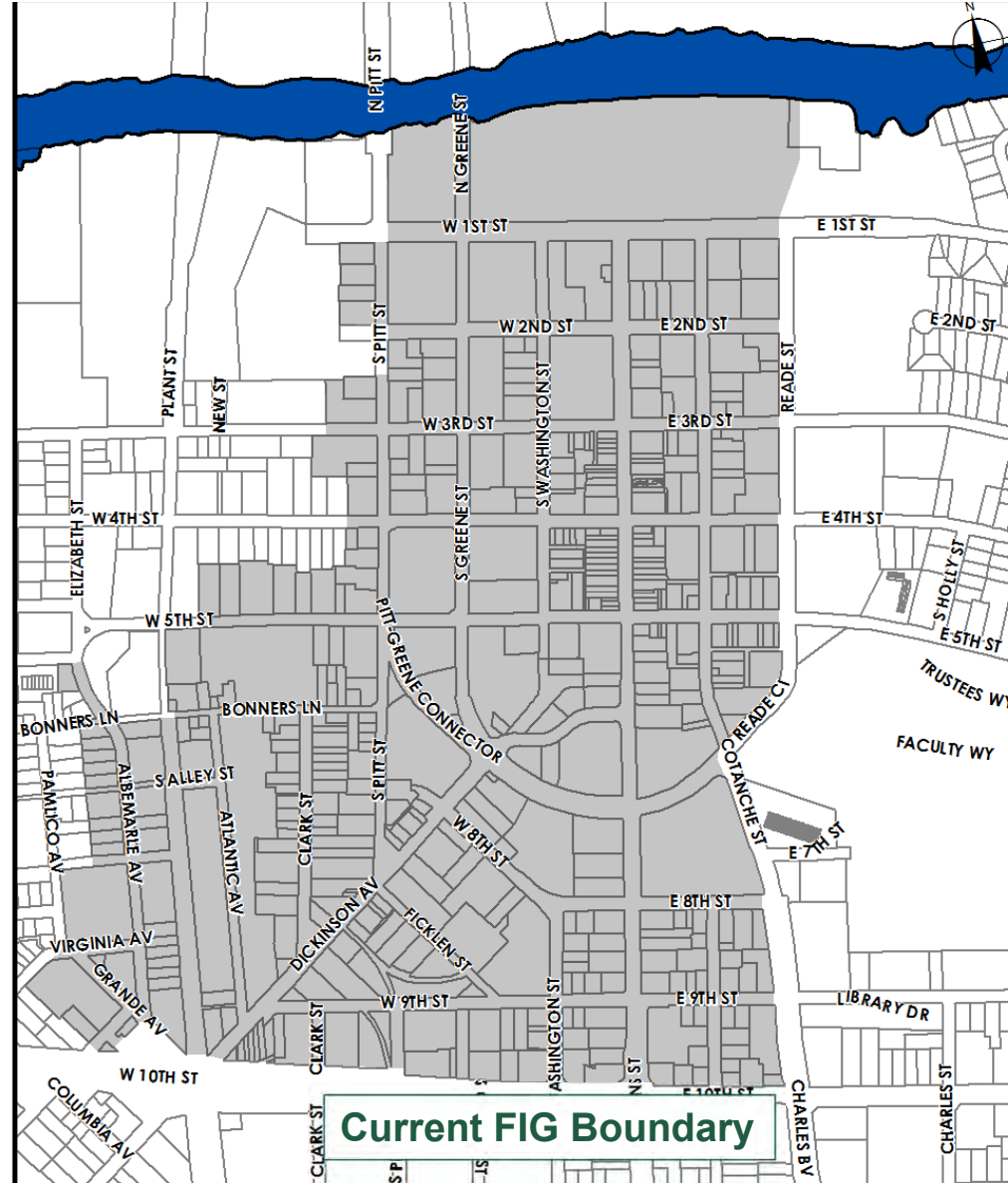
For façades alone, the City has invested **\$307,246.41** while property owners have invested **\$1,580,712.66** just for the façades.

For every \$1 given by City, ~\$5.14 is spent by business owners for façades.

Find yourself in good company



Previous FIG Boundary



Current FIG Boundary

HPC in 2018

- This Place Matters national initiative
- Preservation month activities in May
- HPC Workshop to develop a work plan for 2019
- HPC Facebook page
- 13 COAs
- 13 MWCOAs
- CLG Trainings



2019 Goals:

- Create a cultural heritage program, through the Teach About Greenville (TAG) initiative, including expansion of community involvement & educational programs.
- Celebrate National Historic Preservation Month in May.
- Pursue a Certified Local Government (CLG) grant from the SHPO for a cultural plan that encompasses the City's arts plan, or a National Register district nomination for one of the eligible districts.
- Seek out alternative national trust grants such as the African American cultural heritage action fund.
- Have staff and commissioners attend an annual CLG training session to maintain CLG status.
- Present Awards (always in May).
 - The Robert Lee Humber Award
 - Sallie Southall Cotten Award
 - Architectural Award
 - Stewardship Award
- Send postcards to all properties in College View Historic District.
- Send requests for new local landmark applications.
- Hold a 2019 HPC Workshop.

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Local Landmark Nominations In Progress

Tar River Navigational Locks
Parcel 05511



WL Harrington House
905 E 5th Street



J. R. Moye House
408 West Fifth Street



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Past HPC Resolutions

FIG Boundary Extension	February 2017	Completed
Historical Marker Funding	February 2017	Now TAG
Preservation Easement on Imperial Site	May 2016	
Anti-Demolition by Neglect	May 2013	Needs to go to Council
Preservation of Cherry Hill Cemetery	September 2008	

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Questions or Comments?

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City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Presentation on the FY 2018-19 General Fund Unassigned Fund Balance as of the FY 2017-18 Financial Audit

Explanation: **Abstract:** City staff will present the position of the General Fund Unassigned Fund Balance as of the completion of the Fiscal Year 2017-18 Financial Audit.

Explanation: On an annual basis, City Council reviews the position of the General Fund Unassigned Fund Balance as reported in the prior year financial audit. This review also includes an update on the allocation of any excess fund balance that exists per the City's Unassigned Fund Balance policy.

The City's policy is to strive to maintain an Unassigned General Fund Balance at the close of each fiscal year of at least 14% of the total unrestricted operating budget. Routinely, Council has appropriated any excess fund balance above the 14% target to one-time projects. In the current fiscal year 2018-19 General Fund operating budget, approximately \$1 million in fund balance is appropriated. This amount represents the projected amount of excess fund balance that would be available as a result of the fiscal year 2017-18 financial audit. Staff will provide an update on the difference between the projected excess fund balance and the actual excess fund balance per the completed audit.

Staff will also provide Council an update on the current balance within the Capital Reserve Fund and the allocation of this balance to future capital projects.

Fiscal Note: Adjustments to reflect the General Fund Unassigned Fund Balance will be included in Budget Ordinance Amendment #5 to the 2018-19 City of Greenville budget (Ordinance #18-038)

Recommendation: Hear the presentation on the FY 2018-19 General Fund Unassigned Fund Balance as of the FY 2017-18 Financial Audit

ATTACHMENTS:

- ▣ **Fund Balance Report**



Greenville
NORTH CAROLINA

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FY 2017-18 FINANCIAL AUDIT

GENERAL FUND BALANCE

}

CITY OF GREENVILLE
FY 2017-18 FINANCIAL AUDIT
GENERAL FUND BALANCE

TABLE OF CONTENTS

Section One:	FY2017-18 Change in General Fund Balance	1. - 6.
Section Two:	FY2017-18 14% Unassigned Fund Balance Calculation	7. - 9.
Section Three:	FY2018-19 Capital Reserve	10. - 12.



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FY 2017-18 FINANCIAL AUDIT

GENERAL FUND BALANCE

FY2017-18 CHANGE IN GENERAL FUND BALANCE

City of Greenville
 Change in General Fund Balance
 June 30, 2018 Fiscal Audit

Change in Fund Balance in FY2017-18

Beginning Fund Balance (7-01-17)		\$	31,421,084
Revenues	\$	75,041,957	
Expenditures		(71,000,570)	
Transfers In From Other Funds		6,756,152	
Transfers Out to Other Funds		<u>(19,319,836)</u>	
Change in Fund Balance			(8,522,297)
Ending Fund Balance (6-30-18)		\$	<u><u>22,898,787</u></u>

Change in Unassigned Fund Balance in FY2017-18

Unassigned Fund Balance at 7-01-17	\$	20,157,728
Unassigned Fund Balance at 6-30-18		12,048,199
Change in Unassigned Fund Balance	\$	<u><u>(8,109,529)</u></u>

The Reduction in General Fund Balance (and a Corresponding Reduction in Unassigned General Fund Balance) is the Direct Result of the Appropriation of FY2017-18 Excess Fund Balance

City of Greenville
General Fund Unassigned Fund Balance
June 30, 2018 Fiscal Audit

FY 2017-18 Excess Fund Balance

	Prior Fiscal Year 2017-18	
General Fund Budget Less Restricted Revenues	\$ 79,081,156	
Unassigned Fund Balance Percentage	14.0%	
Calculated Unassigned Fund Balance	\$ 11,071,362	
Unassigned Fund Balance per Audit	20,177,452	
Available for Appropriation	\$ 9,106,090	
Appropriations:		
One-Time Capital Project Appropriations	\$ (8,142,630)	(see below)
Adopted Budget Ordinance FY2017-18	(465,766)	
Donation Carryover From FY2016-17	(205,109)	
Economic Development Carryover	(266,585)	
Façade Improvement Grant	(26,000)	
Subtotal	\$ (9,106,090)	
Balance	\$ 0	

One-Time Capital Project Appropriations

Town Common Gateway	\$ 2,000,000
Street Lights and Cameras	1,000,000
Street Signal Conversion	912,000
Dickinson Avenue Streetscape	1,600,000
Public Works Project Carryovers	547,296
Firetower- 14th Street to NC 33	244,389
911 Communications Center	312,830
Sidewalk Development Parking Lot	288,734
Fire / Rescue Station #2 Bay	244,665
Public Safety Storage Building	225,500
Firetower- NC 43 to 14th Street	187,480
COPS 2016 Grant Match	181,500
Fire / Rescue Parking Lot #3	175,051
Eastside Park / Action Sports Park	123,900
Westpointe Park	99,285
Total Projects Funded	\$ 8,142,630

CITY OF GREENVILLE, NORTH CAROLINA
GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

Exhibit D

YEAR ENDED JUNE 30, 2018

	General	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:			
Ad valorem taxes	\$ 34,374,126	\$ -	\$ 34,374,126
Other taxes	20,119,011	1,181,556	21,300,567
Unrestricted intergovernmental	7,298,762		7,298,762
Restricted intergovernmental	2,697,062	8,738,235	11,435,297
Licenses, permits, and fees	3,592,849		3,592,849
Sales and services	5,576,003	-	5,576,003
Investment earnings	332,301	91,436	423,737
Other revenues	1,051,843	391,619	1,443,462
Total revenues	<u>75,041,957</u>	<u>10,402,846</u>	<u>85,444,803</u>
Expenditures:			
Current:			
General government	11,928,587	246,950	12,175,537
Public safety	40,571,341	61,691	40,633,032
Public works	9,298,479	1,500,000	10,798,479
Environmental protection	-	1,453,541	1,453,541
Cultural and recreational	7,535,695	3,548,200	11,083,895
Economic and physical development	2,688,578	9,979,674	12,668,252
Reimbursement of indirect cost	(1,522,110)		(1,522,110)
Contribution to OPEB Trust	500,000		500,000
Debt Service:			
Principal retirement		4,577,702	4,577,702
Interest and fees		1,082,681	1,082,681
Total expenditures	<u>71,000,570</u>	<u>22,450,439</u>	<u>93,451,009</u>
Revenues over (under) expenditures	<u>4,041,387</u>	<u>(12,047,593)</u>	<u>(8,006,206)</u>
Other Financing Sources (Uses):			
Transfers from other funds	6,756,152	18,895,855	25,652,007
Transfers to other funds	(19,319,836)	(2,100,100)	(21,419,936)
Premium received on long term debt issued		-	-
Long-term debt issued	-	-	-
Total other financing sources (uses)	<u>(12,563,684)</u>	<u>16,795,755</u>	<u>4,232,071</u>
Net change in fund balance	<u>(8,522,297)</u>	4,748,162	(3,774,135)
Fund Balance:			
Fund balance, beginning of year – July 1	<u>31,421,084</u>	16,330,010	47,751,094
Fund balance, end of year – June 30	<u>\$ 22,898,787</u>	<u>\$ 21,078,172</u>	<u>\$ 43,976,959</u>

The accompanying notes to the financial statements are an integral part of this statement.

27

CITY OF GREENVILLE, NORTH CAROLINA
 GOVERNMENTAL FUNDS
 BALANCE SHEET

Exhibit C

JUNE 30, 2017

	General	Nonmajor Governmental Funds	Total Governmental Funds
Assets:			
Cash and cash equivalents	\$ 28,281,097	\$ 7,657,131	\$ 35,938,228
Taxes receivable, net	364,925	-	364,925
Accounts receivable, net	2,120,263	2,965,653	5,085,916
Interest receivable	-	2,907	2,907
Due from other funds	1,587,681	98,767	1,686,448
Due from other governments	2,909,489	71,997	2,981,486
Inventories	41,316	-	41,316
Prepaid items	12,788	70,176	82,964
Restricted cash and investments	2,160,578	10,200,670	12,361,248
Total assets	\$ 37,478,137	\$ 21,067,301	\$ 58,545,438
Liabilities, Deferred Inflows of Resources, and Fund Balances:			
Liabilities:			
Accounts payable and accrued liabilities	\$ 2,046,016	\$ 212,928	\$ 2,258,944
Due to other funds	227,426	481,518	708,944
Advances from grantors	-	198,714	198,714
Other liabilities	925,002	-	925,002
Restricted accounts payable and accrued liabilities	25,457	2,255,499	2,280,956
Total liabilities	3,223,901	3,148,659	6,372,560
Deferred Inflows of Resources:			
Property taxes receivable	208,551	-	208,551
Prepaid property taxes	19,723	-	19,723
Other receivables	2,604,878	1,588,632	4,193,510
Total deferred inflows of resources	2,833,152	1,588,632	4,421,784
Fund Balances:			
Nonspendable:			
Prepaid items and inventories	54,104	70,176	124,280
Loans receivable	14,700	721,172	735,872
Restricted:			
Stabilization by state statute	5,527,481	988,133	6,515,614
Restricted for general government	109,085	-	109,085
Restricted for streets	1,179,550	-	1,179,550
Restricted public safety	871,943	-	871,943
Restricted for economic development	-	2,610,578	2,610,578
Restricted for cultural and recreational	-	66,494	66,494
Restricted for debt service	-	668,794	668,794
Committed:			
Committed for catastrophic losses	2,328,149	-	2,328,149
Committed for general government	-	488,997	488,997
Committed for culture and recreational	-	322,634	322,634
Committed for public safety	-	150,245	150,245
Committed for economic development	-	7,379,070	7,379,070
Committed for capital outlay	-	2,443,165	2,443,165
Committed for debt service	-	234,864	234,864
Assigned:			
Assigned for subsequent year's expenditures	1,178,344	26,946	1,205,290
Assigned for culture and recreational	-	492,674	492,674
Unassigned	20,157,728	(333,932)	19,823,796
Total fund balance	31,421,084	16,330,010	47,751,094
Total liabilities, deferred inflows of resources, and fund balances	\$ 37,478,137	\$ 21,067,301	\$ 58,545,438

The accompanying notes to the financial statements are an integral part of this statement.

25

CITY OF GREENVILLE, NORTH CAROLINA
 GOVERNMENTAL FUNDS
 BALANCE SHEET

Exhibit C

JUNE 30, 2018

	General	Nonmajor Governmental Funds	Total Governmental Funds
Assets:			
Cash and cash equivalents	\$ 19,799,412	\$ 14,425,459	\$ 34,224,871
Taxes receivable, net	165,083		165,083
Accounts receivable, net	2,015,119	4,956,018	6,971,137
Interest receivable		3,798	3,798
Due from other funds	1,609,705	98,767	1,708,472
Due from other governments	3,378,469	43,367	3,421,836
Inventories	48,260		48,260
Prepaid items	38,750	84,116	122,866
Restricted cash and investments	1,518,820	6,117,703	7,636,523
Total assets	\$ 28,573,618	\$ 25,729,228	\$ 54,302,846
Liabilities, Deferred Inflows of Resources, and Fund Balances:			
Liabilities:			
Accounts payable and accrued liabilities	\$ 2,583,847	\$ 274,341	\$ 2,858,188
Due to other funds	-	381,211	381,211
Advances from grantors		198,714	198,714
Other liabilities	665,566		665,566
Restricted accounts payable and accrued liabilities		1,325,612	1,325,612
Total liabilities	3,249,413	2,179,878	5,429,291
Deferred Inflows of Resources:			
Property taxes receivable	34,807		34,807
Prepaid property taxes	4,521	-	4,521
Other receivables	2,386,090	2,471,178	4,857,268
Total deferred inflows of resources	2,425,418	2,471,178	4,896,596
Fund Balances:			
Nonspendable:			
Prepaid items and inventories	87,010	84,116	171,126
Loans receivable	14,700	715,963	730,663
Restricted:			
Stabilization by state statute	5,799,264	1,914,809	7,714,073
Restricted for general government	144,232	540,232	684,464
Restricted for streets	1,000,869		1,000,869
Restricted public safety	373,719		373,719
Restricted for economic development		4,806,674	4,806,674
Restricted for cultural and recreational		-	-
Restricted for debt service		770,797	770,797
Committed:			
Committed for catastrophic losses	2,050,859		2,050,859
Committed for general government		513,859	513,859
Committed for culture and recreational		3,713,534	3,713,534
Committed for public safety		626,896	626,896
Committed for economic development		1,686,403	1,686,403
Committed for capital outlay		5,538,794	5,538,794
Committed for debt service		25,294	25,294
Assigned:			
Assigned for subsequent year's expenditures	1,379,935	22,618	1,402,553
Assigned for culture and recreational		803,188	803,188
Unassigned	12,048,199	(685,005)	11,363,194
Total fund balance	22,898,787	21,078,172	43,976,959
Total liabilities, deferred inflows of resources, and fund balances	\$ 28,573,618	\$ 25,729,228	\$ 54,302,846

The accompanying notes to the financial statements are an integral part of this statement.

25



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FY 2017-18 FINANCIAL AUDIT

GENERAL FUND BALANCE

**FY 2017-18 14% UNASSIGNED FUND
BALANCE CALCULATION**

City of Greenville
General Fund Unassigned Fund Balance
June 30, 2018 Fiscal Audit

2018-19 Adopted Budget	\$ 84,993,936
Less Fund Balance Appropriated:	
General Fund Balance	(1,000,000)
Powell Bill Fund Balance	(379,935)
Less Restricted Revenue Including Powell Bill	<u>(3,510,747)</u>
2018-19 Unrestricted Budget	\$ 80,103,254
Unassigned Fund Balance Percentage	<u>14.0%</u>
Calculated Unassigned Fund Balance	\$ 11,214,456
Unassigned Fund Balance per June 30, 2018 Audit	<u>12,048,199</u>
Fund Balance Available for Appropriation (i.e. Excess Fund Balance)	\$ 833,743
Fund Balance Appropriated per 2018-19 Budget	1,000,000
Difference	<u><u>\$ (166,257)</u></u>

Notes:

1. The 2018-19 Adopted Budget includes \$1 million in fund balance appropriations. This represented the projected "Excess Fund Balance" per the 2017-18 audit.
2. Actual calculated "Excess Fund Balance" totals \$833,743 per the 2017-18 audit. This is a difference of \$166,257 from that included in the 2018-19 budget.
3. The difference of \$166,257 will be covered by the following:
 - Lapsed salaries at the end of fiscal year 2018-19
 - Cumulative FIP savings from projects coming under budget
 - Other Internal Redirections
4. Fund Balance appropriated as included in the 2019-20 Financial Plan is approximately \$650,000 (\$350,000 less than fund balance appropriated in the fiscal year 2018-19 budget)

City of Greenville
 General Fund Unassigned Fund Balance
 June 30, 2018 Fiscal Audit

FY 2018-19 Calculation Compared to FY 2017-18:

	Current Fiscal Year 2018-19	Prior Fiscal Year 2017-18	
General Fund Budget Less Restricted Revenues	\$ 80,103,254	\$ 79,081,156	
Unassigned Fund Balance Percentage	14.0%	14.0%	
Calculated Unassigned Fund Balance	\$ 11,214,456	\$ 11,071,362	
Unassigned Fund Balance per Audit	12,048,199	20,177,452	
Available for Appropriation	\$ 833,743	\$ 9,106,090	
Appropriations:			
One-Time Capital Project Appropriations	\$ (793,743)	\$ (8,142,630)	(see below)
Adopted Budget Ordinance FY2017-18	(40,000)	(465,766)	
Donation Carryover From FY2016-17	-	(205,109)	
Economic Development Carryover	-	(266,585)	
Façade Improvement Grant	-	(26,000)	
Subtotal	\$ (833,743)	\$ (9,106,090)	
Balance	<u>\$ 0</u>	<u>\$ 0</u>	

One-Time Capital Project Appropriations

Industrial / Commercial Site Development	\$ 300,000	\$ -
10th Street Connector Betterments	143,743	-
Town Common Gateway	-	2,000,000
Street Lights and Cameras	-	1,000,000
Street Signal Conversion	-	912,000
Dickinson Avenue Streetscape	-	1,600,000
Public Works Project Carryovers	-	547,296
Firetower- 14th Street to NC 33	350,000	244,389
911 Communications Center	-	312,830
Sidewalk Development Parking Lot	-	288,734
Fire / Rescue Station #2 Bay	-	244,665
Public Safety Storage Building	-	225,500
Firetower- NC 43 to 14th Street	-	187,480
COPS 2016 Grant Match	-	181,500
Fire / Rescue Parking Lot #3	-	175,051
Eastside Park / Action Sports Park	-	123,900
Westpointe Park	-	99,285
Total Projects Funded	<u>\$ 793,743</u>	<u>\$ 8,142,630</u>



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FY 2017-18 FINANCIAL AUDIT

GENERAL FUND BALANCE

FY 2018-19 CAPITAL RESERVE

City of Greenville
Change in General Fund Balance
June 30, 2018 Fiscal Audit

FY2018-19 Capital Reserve per FY2017-18 Audit

Beginning Balance 7-01-18	\$ 4,725,245
Budget Increase	312,722
Adjusted Balance 12-31-18	<u>\$ 5,037,967</u>

Designations by Project

Convention Center	\$ 140,487
Dickinson Area Parking- City Employee	450,751
Dickinson Parking- Public	350,000
Industrial / Commercial Site Development	700,000
Future NCDOT Projects:	
Dickinson Streetscape/Light	1,702,860
Firetower NC43-14th	187,480
Firetower 14th-NC33	594,389
Street Signal Conversion	<u>912,000</u>
	3,396,729
Balance	<u>\$ 5,037,967</u>

City of Greenville
 Future NCDOT Projects
 June 30, 2018 Fiscal Audit

	Projected Required Funding	Currently in Capital Reserve	Remaining to be Funded
Dickinson Streetscape/Light	\$ 1,702,860	\$ 1,702,860	\$ -
Firetower NC43-14th	187,480	187,480	-
Firetower 14th-NC33	681,160	594,389	86,771
Street Signal Conversion	912,000	912,000	-
Evans Street Widening	525,000	-	525,000
14th Street Widening	270,122	-	270,122
Allen Road	938,045	-	938,045
Total	<u>\$ 5,216,667</u>	<u>\$ 3,396,729</u>	<u>\$ 1,819,938</u>
% Currently Funded	100.0%	65.1%	34.9%



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Ordinance Approving 2018-2019 Capital Reserve Fund Designations

Explanation: **Abstract:** An update on the Capital Reserve Fund will be provided, and Council is asked to consider an ordinance approving 2018-2019 Capital Reserve Fund designations based on budget ordinance amendment #5, which will also be considered at the December 10, 2018 City Council meeting.

Explanation: Attached for Council consideration is an ordinance approving the 2018-2019 Capital Reserve Fund designations as included in Budget Ordinance Amendment #5. Budget Ordinance Amendment #5 includes the transfer of \$250,000 from the Capital Reserve Fund to the Public Works Capital Project Fund. The \$250,000 transfer to the Public Works Capital Project Fund will serve as the budget for the replacement of the HVAC unit at the Convention Center. Also included is an adjustment of \$177,278 from the original appropriation in FY 2018-19 to reflect the fund balance appropriation based on the FY 2017-18 financial audit.

The following documents are attached:

1. Capital Reserve Fund - Detail of Designations

- This report shows the Capital Reserve Fund balance that was approved by City Council on May 7, 2018, changes to those designations, and the proposed designations as of the December 10, 2018 City Council meeting.

2. Ordinance Amending the Fund

- This document reflects the proposed projects that have been included in the Capital Reserve Fund at this time. The Local Budget and Fiscal Control Act requires that a transfer to the Capital Reserve Fund state (i) the approximate periods of time during which the monies are to be accumulated for each purpose, (ii) the approximate amounts to be accumulated for each purpose, and (iii) the sources from which monies for each purpose will be derived.

Fiscal Note: The Capital Reserve Fund balance stands at approximately \$5,037,967 and reflects the capital project priorities of the City Council as included in Budget Ordinance Amendment #5.

Recommendation: Approve 2018-2019 Capital Reserve Fund designations and adopt the Capital Reserve Fund ordinance.

ATTACHMENTS:

- ▣ **Capital_Reserve_Designations_606168**
- ▣ **Update_to_Capital_Reserve_Fund_Ordinance_612543**

Capital Reserve Fund - Detail of Designations - December, 2018

Purpose	Approved Designations			Interest		Proposed Designations
	May 7, 2018		Inc/(Dec)			December 10, 2018
Convention Center Project(s)	\$ 390,487	B	\$ (250,000)	\$ -		\$ 140,487
Dickinson Avenue Project(s)						
Dickinson Parking	\$ 1,300,751	A	\$ (500,000)	\$ -		\$ 800,751
Dickinson Avenue Streetscape	1,600,000	A,C	102,860	-		1,702,860
Subtotal Dickinson Avenue Project(s)	\$ 2,900,751		\$ (397,140)	\$ -		\$ 2,503,611
Transportation						
Sidewalk Construction - DOT projects	\$ 52,059	A	\$ (52,059)	\$ -		\$ -
DOT Project - Firetower NC43 to 14th Street	187,480		-	-		187,480
DOT Project - Firetower 14th Street to NC33	244,389	C	350,000	-		594,389
DOT Project - Evans Street Widening	-		-	-		-
DOT Project - 14th Street Widening	-		-	-		-
Street Signal Conversion	912,000		-	-		912,000
Subtotal Transportation	\$ 1,395,928		\$ 297,941	\$ -		\$ 1,693,869
Community Development						
Parking Station Reserves	\$ 38,079	A	\$ (38,079)	-		\$ -
Industrial Site	-	C	700,000	-		700,000
Subtotal Community Development	\$ 38,079		\$ 661,921	\$ -		\$ 700,000
Recreation and Parks						
Town Common Gateway	\$ -		\$ -	\$ -		\$ -
Open Space for Land Banking	-		-	-		-
Subtotal Recreation and Parks	\$ -		\$ -	\$ -		\$ -
Total	\$ 4,725,245		\$ 312,722	\$ -		\$ 5,037,967

A Reclassify FY2018-19 designations to align with the 2017-18 financial audit

B Transfer to pay for HVAC unit replacement at the Convention Center

C Recognize FY2018-19 allocation for future projects

ORDINANCE NO. 18-
AN ORDINANCE AMENDING THE CAPITAL RESERVE FUND
FOR THE CITY OF GREENVILLE

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

Section I. The Capital Reserve Fund is amended as follows:

<u>Amount</u>	<u>Sources of Monies</u>	<u>Purpose</u>	<u>Accumulation Period</u>
\$ 187,480	General Fund	DOT - Firetower NC43 to 14th St	5 years
140,487	CVA Fund	Convention Center Project (s)	10 years
594,389	General Fund	DOT - Firetower 14th St to NC33	5 years
1,702,860	General Fund	Dickinson Avenue Streetscape	5 years
912,000	General Fund	Street Signal Conversion	10 years
700,000	General Fund	Industrial Site	5 years
800,751	General Fund	Dickinson Avenue Development Project(s)	2 years
<u>\$ 5,037,967</u>			

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

Section III. This ordinance will become effective upon its adoption.

Adopted this 10th day of December, 2018.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Budget ordinance amendment #5 to the 2018-2019 City of Greenville budget (Ordinance #18-038) and an ordinance establishing the Donations Fund

Explanation: **Abstract:** This budget amendment is for City Council to review and approve proposed changes to the adopted 2018-2019 budget and other funds as identified. In addition, the Donations Fund is being established.

Explanation: Attached for consideration at the December 10, 2018, City Council meeting are an ordinance amending the 2018-2019 City of Greenville budget (Ordinance #18-038) and an ordinance establishing the Donations Fund.

For ease of reference, a footnote has been added to each line item of the budget ordinance amendment, which corresponds to the explanation below:

<u>Item</u>	<u>Justification</u>	<u>Funds Amended</u>	<u>Net Adjustment</u>
		General	
A	Adjust fund balance appropriated to reflect the 2017-18 financial audit and recognize 2017-18 donation revenue carryover for Recreation and Parks	Donations FIP Cap Res Debt Ser	\$166,257
B	Reclassify FY 2018-19 designations to align with the 2017-18 financial audit	General FIP	\$116,733
C	Recognize program income within the Community Development Housing Fund received through FY 2017-18	Housing	\$ 80,440
D	Recognize additional funding received in the Public Transportation fund for State Maintenance Assistance Program	Transit	\$ 7,055

E Recognize funding from the Capital Reserve Fund to cover costs associated with HVAC replacement at the Convention Center FIP \$ 250,000

Fiscal Note:

The budget ordinance amendment affects the following funds:

	2018-19 Revised <u>Budget</u>	<u>Amend #5</u>	2018-19 Budget per <u>Amend #5</u>
<u>Fund Balance</u>			
General	\$ 85,112,729	\$ (282,990)	\$ 84,829,739
Debt Service	5,463,492	-	5,463,492
Public Transportation (Transit)	3,249,922	7,055	3,256,977
Fleet Maintenance	4,431,156	-	4,431,156
Sanitation	7,843,096	-	7,843,096
Stormwater	6,267,592	-	6,267,592
Housing	1,597,179	80,440	1,677,619
Health Insurance	13,562,600	-	13,562,600
Vehicle Replacement	4,332,161	-	4,332,161
Facilities Improvement	3,620,765	250,000	3,870,765
Capital Reserve	740,000	72,722	812,722
Rec & Parks Cap Projects	9,315,712	-	9,315,712
Greenway Capital Projects	2,983,857	-	2,983,857
Public Works Cap Projects	52,077,944	-	52,327,944
Community Dev Cap Projects	18,591,285	-	18,591,285
Enterprise Capital Projects	41,542,980	-	41,542,980
Red Light Camera Program	1,300,000	-	1,300,000
Donations	-	203,288	203,288

Recommendation:

Approve budget ordinance amendment #5 to the 2018-2019 City of Greenville budget (Ordinance #18-038). Also approve budget ordinance establishing the Donations Fund.

ATTACHMENTS:

- ▣ **Budget_Ordinance_Amend__5_1095444**
- ▣ **Donations_Fund_1095431**

**ORDINANCE NO. 18-
CITY OF GREENVILLE, NORTH CAROLINA
Ordinance (#5) Amending the 2018-19 Budget (Ordinance #18-038)**

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

Section I: Estimated Revenues and Appropriations. General Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2018-19 Budget per Amend #4	Budget Amendment #5			2018-19 Budget per Amend #5
		A.	B.	Total Amend #5	
ESTIMATED REVENUES					
Property Tax	\$ 33,722,500	\$ -	\$ -	\$ -	\$ 33,722,500
Sales Tax	19,463,690	-	-	-	19,463,690
Video Prog. & Telecom. Service Tax	860,935	-	-	-	860,935
Rental Vehicle Gross Receipts	160,370	-	-	-	160,370
Utilities Franchise Tax	7,000,000	-	-	-	7,000,000
Motor Vehicle Tax	1,508,522	-	-	-	1,508,522
Other Unrestricted Intergov't	886,443	-	-	-	886,443
Powell Bill	2,220,065	-	-	-	2,220,065
Restricted Intergov't Revenues	1,290,682	-	-	-	1,290,682
Licenses, Permits and Fees	4,161,616	-	-	-	4,161,616
Rescue Service Transport	3,643,346	-	-	-	3,643,346
Parking Violation Penalties, Leases,	375,000	-	-	-	375,000
Other Sales & Services	294,803	-	-	-	294,803
Other Revenues	796,793	-	-	-	796,793
Interest on Investments	500,000	-	-	-	500,000
Transfers In GUC	6,731,296	-	-	-	6,731,296
Transfer from CDBG	-	-	-	-	-
Appropriated Fund Balance	1,496,668	(166,257)	(116,733)	(282,990)	1,213,678
Total Revenues	\$ 85,112,729	\$ (166,257)	\$ (116,733)	\$ (282,990)	\$ 84,829,739
APPROPRIATIONS					
Mayor/City Council	\$ 430,586	\$ -	\$ -	\$ -	\$ 430,586
City Manager	2,330,743	-	-	-	2,330,743
City Clerk	275,649	-	-	-	275,649
City Attorney	509,349	-	-	-	509,349
Human Resources	2,855,170	-	-	-	2,855,170
Information Technology	3,151,566	-	-	-	3,151,566
Fire/Rescue	15,253,541	-	-	-	15,253,541
Financial Services	2,513,669	-	-	-	2,513,669
Recreation & Parks	7,238,246	-	-	-	7,238,246
Police	25,396,131	-	-	-	25,396,131
Public Works	10,416,635	-	-	-	10,416,635
Community Development	2,999,958	-	-	-	2,999,958
OPEB	600,000	-	-	-	600,000
Contingency	140,000	-	(100,000)	(100,000)	40,000
Indirect Cost Reimbursement	(1,950,887)	-	-	-	(1,950,887)
Capital Improvements	-	-	-	-	-
Total Appropriations	\$ 72,160,357	\$ -	\$ (100,000)	\$ (100,000)	\$ 72,060,357
OTHER FINANCING SOURCES					
Transfers to Other Funds	\$ 12,952,372	\$ (166,257)	\$ (16,733)	\$ (182,990)	\$ 12,769,382
Total Other Financing Sources	\$ 12,952,372	\$ (166,257)	\$ (16,733)	\$ (182,990)	\$ 12,769,382
Total Approp & Other Fin Sources	\$ 85,112,729	\$ (166,257)	\$ (116,733)	\$ (282,990)	\$ 84,829,739

Section II: Estimated Revenues and Appropriations. Facilities Improvement Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2018-19 Budget per Amend #4	A.	B.	E.	Total Amend #5	2018-19 Budget per Amend #5
ESTIMATED REVENUES						
Transfer from General Fund	\$ 1,400,000	\$ (142,267)	\$ (16,733)	\$ -	\$ (159,000)	\$ 1,241,000
Appropriated Fund Balance	2,220,765	142,267	16,733	-	159,000	2,379,765
Transfer from Capital Reserve	-	-	-	250,000	250,000	250,000
Total Revenues	<u>\$ 3,620,765</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 3,870,765</u>
APPROPRIATIONS						
Capital Improvements	\$ 3,620,765	\$ -	\$ -	\$ 250,000	\$ 250,000	\$ 3,870,765
Total Appropriations	<u>\$ 3,620,765</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 250,000</u>	<u>\$ 250,000</u>	<u>\$ 3,870,765</u>

Section III: Estimated Revenues and Appropriations. Debt Service Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2018-19 Original Budget	A.	Total Amend #5	2018-19 Budget per Amend #5
ESTIMATED REVENUES				
Occupancy Tax	\$ 726,490	\$ -	\$ -	\$ 726,490
Transfer from General Fund	4,737,002	(50,000)	(50,000)	4,687,002
Appropriated Fund Balance	-	50,000	50,000	50,000
Total Revenues	<u>\$ 5,463,492</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,463,492</u>
APPROPRIATIONS				
Principal	\$ 4,433,476	\$ -	\$ -	\$ 4,433,476
Interest	1,030,016	-	-	1,030,016
Total Appropriations	<u>\$ 5,463,492</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 5,463,492</u>

Section IV: Estimated Revenues and Appropriations. Capital Reserve Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	2018-19 Budget per Amend #4	A.	E.	Total Amend #5	2018-19 Budget per Amend #5
ESTIMATED REVENUES					
Transfers from General Fund	\$ 740,000	\$ (177,278)	\$ -	\$ (177,278)	\$ 562,722
Appropriated Fund Balance	-	-	250,000	250,000	250,000
Total Revenues	<u>\$ 740,000</u>	<u>\$ (177,278)</u>	<u>\$ 250,000</u>	<u>\$ 72,722</u>	<u>\$ 812,722</u>
APPROPRIATIONS					
Increase in Reserve	\$ 740,000	\$ (177,278)	\$ -	\$ (177,278)	\$ 562,722
Transfer to FIP	-	-	250,000	250,000	250,000
Total Appropriations	<u>\$ 740,000</u>	<u>\$ (177,278)</u>	<u>\$ 250,000</u>	<u>\$ 72,722</u>	<u>\$ 812,722</u>

Section V: Estimated Revenues and Appropriations. Housing, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<u>2018-19 Original Budget</u>	<u>C.</u>	<u>Total Amend #5</u>	<u>2018-19 Budget per Amend #5</u>
ESTIMATED REVENUES				
CDBG Grant Income	\$ 872,246	\$ -	\$ -	\$ 872,246
HOME Grant Income	415,103	-	-	415,103
Program Income	-	80,440	80,440	80,440
Transfer from General Fund	309,830	-	-	309,830
Total Revenues	<u>\$ 1,597,179</u>	<u>\$ 80,440</u>	<u>\$ 80,440</u>	<u>\$ 1,677,619</u>
APPROPRIATIONS				
Personnel	\$ 500,225	\$ -	\$ -	\$ 500,225
Operating	1,096,954	80,440	80,440	1,177,394
Total Appropriations	<u>\$ 1,597,179</u>	<u>\$ 80,440</u>	<u>\$ 80,440</u>	<u>\$ 1,677,619</u>

Section VI: Estimated Revenues and Appropriations. Public Transportation Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<u>2018-19 Original Budget</u>	<u>D.</u>	<u>Total Amend #5</u>	<u>2018-19 Budget per Amend #5</u>
ESTIMATED REVENUES				
Operating Grant 2018-19	\$ 1,771,993	\$ -	\$ -	\$ 1,771,993
Planning Grant 2018-19	42,000	-	-	42,000
State Maintenance Asst Program	285,000	7,055	7,055	292,055
Hammock Source	974	-	-	974
Pitt Community College Bus Fare	9,744	-	-	9,744
Bus Fares	255,297	-	-	255,297
Bus Ticket Sales	108,149	-	-	108,149
Pitt County Bus Service	4,871	-	-	4,871
Transfer from General Fund	771,894	-	-	771,894
Appropriated Fund Balance	-	-	-	-
Total Revenues	<u>\$ 3,249,922</u>	<u>\$ 7,055</u>	<u>\$ 7,055</u>	<u>\$ 3,256,977</u>
APPROPRIATIONS				
Personnel	\$ 1,157,856	\$ -	\$ -	\$ 1,157,856
Operating	1,564,037	7,055	7,055	1,571,092
Capital Improvements	528,029	-	-	528,029
Transfer Out	-	-	-	-
Total Appropriations	<u>\$ 3,249,922</u>	<u>\$ 7,055</u>	<u>\$ 7,055</u>	<u>\$ 3,256,977</u>

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

Adopted this 10th day of December, 2018

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

**ORDINANCE NO. 18-
CITY OF GREENVILLE, NORTH CAROLINA
DONATIONS FUND
BUDGET ORDINANCE**

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

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

	REVISED 2018-19 BUDGET
ESTIMATED REVENUES	
Transfer from General Fund	\$ 203,288
Total Revenues	<u>\$ 203,288</u>

Section II: Estimated Expenses. It is estimated that the following expenses will be available for the Donation Fund:

APPROPRIATIONS	
Recreation and Parks	175,236
Mayor and City Council	550
Fire/Rescue	17,802
Police Department	6,927
Financial Services	586
Community Development	2,188
Total Appropriations	<u>\$ 203,288</u>

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

Adopted this 10th day of December, 2018

ATTEST:

P. J. Connelly, Mayor

Carol L. Barwick, City Clerk



City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: City of Greenville's participation in collaborative economic development study

Explanation: **Abstract:** The Pitt County Committee of 100 has requested that the City of Greenville participate, along with the Committee of 100 and Pitt County, in the cost of consulting services for the creation of a unified, collaborative economic development model in Pitt County. The City's share of the cost would be \$15,000.

Explanation: The Pitt County Committee of 100 contracted with Creative Consulting to explore the creation of a unified collaborative economic development model. The Committee of 100 and the Pitt County Development Commission have each approved a contribution of \$15,000.

Fiscal Note: The Pitt County Committee of 100 and the Pitt County Development Commission have each agreed to provide \$15,000 towards the cost, and \$15,000 is requested from the City of Greenville.

In order to fund the City's \$15,000 share, an appropriation from the Contingency Fund is requested.

Recommendation: Approve the City's contribution of \$15,000

ATTACHMENTS:

- ❑ Request for Additional Funds

Ann E. Wall

From: Spence Cosby <scosby@sentinelra.com>
Sent: Tuesday, December 4, 2018 2:44 PM
To: Ann E. Wall
Subject: Phase two of the Economic Development Plan. Request for additional funding.

Dear Ann,

As we enter into this new phase of the Public/Private Economic Plan committee work, we are agreeing to have our consultant, Creative, extend and amend our existing agreement. As such I am requesting the City of Greenville to allocate an additional commitment of \$15,000. The Committee of 100 along with the PCDC have already voted to contribute \$15,000 each. Upon approval by the City I will execute the necessary agreement.

Sincerely,

Spence Cosby



F. Spencer Cosby | Partner

417 Cotanche Street - Suite 200 - Greenville, NC 27858
email scosby@sentinelra.com website sentinelra.com

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919.926.4623 main
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City of Greenville, North Carolina

Meeting Date: 12/10/2018
Time: 6:00 PM

Title of Item: Process to Fill Upcoming Vacancy in the Office of Council Member for District 1

Explanation: **Abstract:** A vacancy in the office of the Council Member for District 1 will exist in the near future due to the recent election of Council Member Kandie D. Smith to the N.C. House of Representatives. Such vacancy will occur when either Council Member Smith resigns from Council, or is sworn in as a member of the House of Representatives.

The City Attorney's Office recommends that City Council 1) direct the City Clerk to publish notice of an upcoming vacancy in the Office of Council Member for District 1, and such notice shall provide that City is accepting applications to fill the vacancy; 2) determine the deadline by which an applicant must complete the application and return it to the City Clerk; and 3) develop and adopt a proposed timeline to fill the upcoming Council vacancy.

Explanation:

Council Member Smith, represents District 1, and is now an elected member of the North Carolina House of Representatives, District 8.

N.C. Gen. Stat. § 160A-63 provides that when a vacancy occurs in an elective office of a city, the vacancy shall be filled by appointment of the city council.

The last time there was a vacancy on the City Council was August 2017. The application form used in that process is included in the agenda packet.

Qualifications: The person chosen to fill the vacancy must be a resident of District 1, and must be a registered voter who is eligible to vote for the Council Member District 1 seat, and is at least 21 years of age.

Fiscal Note: There is no expense to the City associated with making the appointment.

Recommendation: By a motion, City Council 1) direct the City Clerk to publish notice of an upcoming vacancy in the Office of Council Member for District 1, and such notice shall provide that City is accepting applications to fill the vacancy; 2) determine the deadline by which an applicant must complete the application and return it to the City Clerk; and 3) develop and adopt a proposed timeline to fill the upcoming Council vacancy.

ATTACHMENTS:

- ▣ **Proposed Timeline**
- ▣ **Application**

Proposed Timeline:

December 11, 2018:

City Clerk publish notice of vacancy in the Office of Council Member for District 1. Such notice shall state that City is receiving applications for the vacancy, and inform public how a person may obtain an application from the City Clerk to apply. Notice shall provide that to hold this office, the qualified applicant shall reside in District 1, and is a registered voter who is eligible to vote for the Council Member District 1 seat, and is at least 21 years of age.

December 31, 2018:

Deadline to submit an application to the Office of the City Clerk

January 1-6, 2019: City Clerk shall determine if applicants are qualified to hold the Office of Council Member for District 1. Clerk shall forward applications of qualified applicants to Mayor and Council Members for review.

January 7, 2019: Council Workshop or Council Meeting: Mayor and Council Members discuss applicants and/or allow applicants to be heard at Workshop or Council Meeting. Council may want to conduct interviews of applicants.

January 10, 2019: Council votes on a replacement to Office of Council Member for District 1.



Application for Consideration for Appointment as the Council Member for District 1 of the City of Greenville

Please submit this application no later than 5:00 pm on Monday, December 31, 2018. In addition, an applicant may submit a resume with the application.

To qualify for consideration, applicants are required to:

- Be a registered voter
- Be 21 years of age or older
- Be a resident in and registered to vote in District 1

First Name	
Last Name	
Street Address	
City	
State	
Zip Code	
Contact Phone Number	
Email Address	
Date of Birth	
Do you reside in	

District 1	
Are you a registered voter in District 1	



**Application for Consideration for Appointment as the
Council Member for District 1
of the City of Greenville**

Please submit this application no later than 5:00 pm on Monday, December 31, 2018
State your interest in serving as the Council Member for District 1 of the City of Greenville.

Signature	
Date	

This application should be submitted to the City Clerk's Office
200 West 5th Street – PO Box 7207 – Greenville, NC 27835
Phone: (252) 329-4420 – cbarwick@greenvillenc.gov