



## **Agenda**

### **Greenville City Council**

**June 10, 2019**

**6:00 PM**

**City Hall Council Chambers**

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- I. Call Meeting To Order**
- II. Invocation - Council Member Daniels**
- 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. Consent Agenda**

1. Minutes from the April 8, 2019 City Council meeting
2. Special Events Policy and Procedures
3. Resolution Accepting Dedication of Rights-of-Way and Easements for Sagewood Phase 1 and Meadow Woods Subdivision Section 2, Phase 2
4. Amendment for Final Design and Construction Administration of the Arlington Boulevard Improvements Project
5. Contract with The Ferguson Group for FY 2019-2020
6. Selection of Stewart-Cooper-Newell Architects to Design Fire/Rescue Station 7
7. Ordinance and Reimbursement Resolution Amending Greenville Utilities Commission's FY 2018-19 Budget and various capital projects budgets
8. Various tax refunds greater than \$100

## **VIII. New Business**

### **Public Hearings**

9. Public hearing on proposed Fiscal Year 2019-20 budgets:
  - a) City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority
  - b) Greenville Utilities Commission

### **Other Items of Business**

10. Budget Ordinance Amendment #10 to the 2018-2019 City of Greenville Budget (Ordinance #18-038), FEMA-Hurricane Project Fund (Ordinance #17-002), and the Capital Projects Fund (Ordinance #17-024)

## **IX. Review of June 13, 2019 City Council Agenda**

## **X. City Manager's Report**

## **XI. Comments from Mayor and City Council**

## **XII. Adjournment**



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:** Minutes from the April 8, 2019 City Council meeting

**Explanation:** Proposed minutes from the regular City Council meeting held on April 8, 2019 are presented for review and approval.

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

**Recommendation:** Review and approve proposed minutes from the regular City Council meeting held on April 8, 2019

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### ATTACHMENTS:

☐ [Proposed\\_Minutes\\_for\\_April\\_8\\_2019\\_City\\_Council\\_Meeting\\_1107576](#)

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, APRIL 8, 2019



A regular meeting of the Greenville City Council was held at 6:00 pm, on Monday, April 8, 2019 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. Council Member Rick Smiley gave the invocation, asking those present to observe a moment of silence, followed by the Pledge of Allegiance.

Those Present:

Mayor P. J. Connelly; Mayor Pro-Tem Rose H. Glover; and Council Members Brian V. Meyerhoeffer, Jr., Monica Daniels, 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

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**APPROVAL OF THE AGENDA**

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City Manager Wall suggested that the item regarding the regulations for the Outdoor Dining and Uptown Parking Deck Plaza ordinances be moved from the Consent Agenda to the end of the items under New Business. Also, City Manager Wall requested that the City Council consider the rescheduling of one item on the agenda, specifically, the presentation by the Firefighters Relief Fund Committee, due to the Chairperson not being able to attend tonight's meeting.

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

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**PUBLIC COMMENT PERIOD**

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Kip Sloan – 300 Mary Lee Court

Mr. Sloan stated that he has been organizing bicycle and running events in Greenville since 1980. This year he, Capital Subaru of Greenville Criterium, and the Bicycle Post are sponsoring a bicycle race on June 16, 2019 (Father’s Day), starting at the Town Common from 8:30 a.m. to 3:00 p.m. There will be a series of eight separate races for all ages as young as 9 years old and skill categories over a 6/10th of a mile loop. A portion of the proceeds will benefit the Humane Society of Eastern Carolina.

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**SPECIAL RECOGNITION**

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Calvin Horne, Sr. – Fire-Rescue Department Retiree

City Manager Ann Wall and Chief Eric Griffin recognized Battalion Chief Horne’s years of service with the City of Greenville. Battalion Chief Horne of the Fire-Rescue Department was presented a retirement plaque for his 28 years and seven months of service.

Accreditation of Fire-Rescue Department by Commission on Fire Accreditation International (CFAI)

Mayor Connelly recognized the following employees as advocates of the Greenville Fire-Rescue Department receiving its accreditation status by the Commission on Fire Accreditation International:

Chief of Fire-Rescue Eric Griffin  
Deputy Chief Brock Davenport  
Battalion Chief Shannon Sparrow  
Data Analyst Amanda Frank

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**CONSENT AGENDA**

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

- Minutes from the February 14, 2019 City Council meeting
- *Removed For Separate Discussion* - Resolution amending the City of Greenville Personnel Policies – (Resolution No. 017-19)
- *Removed For Separate Discussion* - Ordinance revising the Outdoor Dining regulations for the Outdoor Sidewalk Dining ordinance and Uptown Parking Deck Plaza ordinance – (Ordinance No. 19-020)



- *Removed For Separate Discussion* - Resolution authorizing condemnation to acquire an electric easement on certain property owned by Harry Salley for the West 5th Street Gateway Streetscape – Phase 2 Project – (Resolution No. 018-19)
- Right-of-Way Encroachment Agreement with HAFCO, Inc.
- *Removed For Separate Discussion* - Contract award for professional services for Construction Engineering and Inspection and Construction Materials Testing for City-funded projects
- Contract with Cherry Bekaert, LLP for auditing services for Fiscal Year 2018-2019
- Report on Bids and Contracts Awarded
- Various tax refunds greater than \$100

Mayor Connelly requested that three items be removed from the Consent Agenda for separate discussion, including the resolution amending the City of Greenville Personnel Policies, resolution authorizing condemnation to acquire an electric easement on certain property owned by Harry Salley for the West 5<sup>th</sup> Street Gateway Streetscape – Phase 2 Project, and the contract award for professional services for Construction Engineering and Inspection and Construction Materials Testing for City-funded projects.

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

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**CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION**

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RESOLUTION AMENDING THE CITY OF GREENVILLE PERSONNEL POLICIES – (Resolution No. 017-19)

Mayor Connelly explained that he is concerned about the proposed changes for the transfer of sick hours. He recommended that a probationary period should be added to this section of the Personnel Policies as well.

City Manager Wall stated that there is another change before the City Council this evening regarding City employees’ requests to transfer sick hours. An employee must serve the City at least a year, which is a probationary period completion for the bulk of the City’s employees. Some employees have shorter probationary periods, but staff standardized the policy to state a year. After that date, employees would have 90 days to ask for the transfer of their sick leave from the State of North Carolina or a local subdivision plus employees must provide documentation to the City.



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

RESOLUTION AUTHORIZING CONDEMNATION TO ACQUIRE AN ELECTRIC EASEMENT ON CERTAIN PROPERTY OWNED BY HARRY SALLEY FOR THE WEST 5TH STREET GATEWAY STREETScape – PHASE 2 PROJECT – (Resolution No. 018-19)

Mayor Connelly stated that his concern is whether the house is in jeopardy of being demolished for this easement or whether the easement will fit in between the curb and front porch of the home.

City Engineer Scott Godefroy responded that this is just an overhead easement and a typical 15-foot easement is required.

Mayor Connelly stated that there is no digging involved and everything will be above ground.

City Engineer Godefroy stated that is correct.

Mayor Connelly stated another concern is that staff attempted to contact the property owner multiple times. Mayor Connelly asked whether there is a reason why staff has been unable to contact the property owner.

City Engineer Godefroy responded that the City's acquisition agent has done everything possible to contact Harry Salley. No one has seen him in 30 plus years.

Mayor Connelly stated that according to his research, the taxes are being paid every year by the State Employees' Credit Union (SECU). He asked whether the SECU representatives have a contact number for Mr. Salley.

City Engineer Godefroy responded that the SECU knows the address where the tax payment is coming from but cannot provide the City with the contact information for Mr. Salley, if any. Staff has not received a response to their attempts to contact this individual.

Mayor Connelly stated that the price will be based on the appraisal, then that would be sent to the court system and they would have to hold on to the funds that are entitled to the property owner.

City Engineer Godefroy stated that is correct.

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



CONTRACT AWARD FOR PROFESSIONAL SERVICES FOR CONSTRUCTION ENGINEERING AND INSPECTION AND CONSTRUCTION MATERIALS TESTING FOR CITY-FUNDED PROJECTS

Mayor Connelly explained that this is an up to \$1 million contract. There should be some discussion about the purpose of the contract award, how does it work, how many projects are involved, and what type of projects through the City are going to be used.

Mayor Connelly stated that the City Manager is authorized to approve contracts up to \$100,000, but all others must come before the City Council. He noticed that the Powell Bill Fund as well as the Stormwater Fund and a few other funds would be used to fund this particular contract. He wants to make sure that the City is using its revenues in the most appropriate way.

Public Works Director Kevin Mulligan stated that the purpose of this contract is to supplement the City's existing workforces. There are a number of projects happening and requiring staff's attention this year and additional staff is needed to inspect the ongoing construction properly.

Director Mulligan stated that the projects that will be underway at some point this year are the:

- Safe Routes to School was awarded and should be underway in the next six or so weeks
- Atlantic Avenue Parking Lot
- Arlington Boulevard Phase 3 (the renovation project between Hooker Road and Greenville Boulevard) - Estimated at several million
- 2019 Street Resurfacing Project - \$3 million
- 2019 Stormwater Improvements - \$1.5 million
- 5<sup>th</sup> Street Streetscape - Approximately - \$2 million
- South Tar Greenway - Phase 3A - \$3.5 million

Mayor Connelly asked about the estimated cost for the engineering firm to provide Construction Engineering and Inspection (CEI) and Construction Materials Testing (CMT) for a \$2-\$3 million project.

Director Mulligan responded that typically for a project of that size, there would be 10%-12% of the cost for the CEI and CMT services. The larger the project, the more that percentage starts to go down.

Council Member Smiley stated the costs of those services are in this contract and are already included in the total estimates of each of the projects that were shared with the City Council this evening.





Director Mulligan stated those are only construction values. For example, the 2019 Street Resurfacing project is out to bid right now and the bids will be back on Monday. The street resurfacing contractor’s estimate is \$2-\$3 million, and additionally, the City would be responsible for the construction inspection costs as well.

Council Member Meyerhoeffer stated that the City does not have the capacity to address all of these projects so the City is soliciting outside services. Otherwise, these projects would be slowed down if they were handled in-house.

Director Mulligan responded that is correct. For clarification purposes, the 2019 Street Resurfacing is expected to commence again in May because this project exceeds \$100,000.

Motion was made by Council Member Smiley and seconded by Council Member Bell to award the contract. Motion carried unanimously.

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**NEW BUSINESS**

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PRESENTATIONS BY BOARDS AND COMMISSIONS

Firefighters Relief Fund Committee – Rescheduled

Police Community Relations Committee

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

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**Police Community Relations Committee - Annual Report April 8, 2019**

Greg Rubel: Chair – Police Community Relations Committee

The Police Community Relations Committee has a planning meeting each December. This year we had an additional planning meeting in January. Each member shares suggestions of an idea for a topic, speaker and a location. We generally meet the second Tuesday of the month. We do not meet in July or August. Our City Council Liaison is Rick Smiley. We again, thank him for his dedication. We also thank Council for filling the vacant seats to the PCRC Board. For District 2 the reappointment made by Rose Glover of Leonard Naipaul; and the Mayoral appointment of Betsy Ray. I am happy to say our Board is at capacity, and attendance has been at 100%.

Seeing that my last report to Council was but five months ago, there have not been many events presented in the Community. We did have a couple -



NOV. (Basic Law Enforcement Training)

The meeting was held at Pitt Community Colleges "BLET" facility. I will say after observing some of the training and hearing about potential officers' requirements and the degree of scrutiny i.e. background checks, that the new officers are well vetted and prepared to serve their Communities.

DEC. & JAN. Planning Meetings

FEB. Discussion of Police Policy on how its formed and how its changed. This included a presentation/discussion of GPD's Internal Affairs & Accreditation. Many cities Police Departments opt not to go through the Accreditation process, Greenville's has stood in good standing for many years, this is good as it serves as another check and balance on the Police Department.

MAR. Canceled due to Officers in Training.

Upcoming Events:

APR. 9 - Arrest and Recovery at Moyewood Community Center.

The Speakers are, Pitt County District Attorney Faris Dixon

Capt. David Anderson (West Zone Commander)

MAY 14 - Neighborhood Policing

JUNE 11 - Center City Safety

SEPT. 10 - Telecommunications

OCT. open

NOV. open

PCRC 2019 Planning & Direction:

Create opportunities for periods of free interaction of PCRC within the community.

Greater involvement of PCRC in GPD Policy review & suggestions.

GTV Recording of some meetings in City Council Chambers.

Give feedback on content to the GPD THREE YEAR STRATEGIC PLAN 2020-2023

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.



It is encouraging to see Incentives considered for Police employees as well as the recently implemented changes to the Police ranking system. This helps with retention of officers and rewards individual effort and a job well done. Thanks go out to our City Manager and Council. The RFP for a Police/Fire only parking lot, with Fences and Cameras is also encouraging.

It is considered that the increased Community Policing efforts shown by the Chief and the Zone Commanders including the dedicated officers assigned to these Zones and Sub-Stations is good to build upon.

Respectfully submitted

Greg Rubel

Chair PCRC

“END COPY”

#### PREVIEW OF THE CITY'S 2019-2020 PROPOSED GENERAL FUND BUDGET

Director of Financial Services Byron Hayes stated that the FY 2019-2020 Proposed Budget continues to meet the City's mission statement and the following goals:

#### FY 2019-2020 PROPOSED BUDGET BUDGET GOALS

- Support Council's Identified Strategic Goals and Objectives
- Strengthen the City's Core Services
- Promote Excellence Through the Employee Pay Program
- Support Deferred Maintenance/Infrastructure Needs
- Position City for Future Economic Development Opportunities
- Maintain Stable Financial Position

Director Hayes stated that some of the highlights of the FY 2019-2020 Proposed Budget are the following:

#### PROPOSED GENERAL FUND BUDGET DRAFT 2019-2020 BUDGET HIGHLIGHTS

- Maintains Current Tax Rate at 52¢
- Provides an Average 2.7% Merit/Market Increase for Employees
- Includes Funding for an Additional 3.0 Fire/Rescue Positions (Station #7 staffing)
- Allocates Funding for Street Improvement Projects at \$2.5 Million
- Provides \$1.28 Million in Funding for Facility Improvement Projects
- Appropriates \$300,000 to Commercial/Industrial Site Development
- Provides Funding for Employer-Share Retirement Increases



Director Hayes stated that the total General Fund Budget has actually decreased about a quarter of a percent from the 2020 Financial Plan, which was approved last year. Roughly, about 81% of the City’s revenues come from four stable sources: property tax, sales tax, Greenville Utilities Commission (GUC) Transfer, and the Utilities Franchise Tax. Compared to last year, the majority of the City’s increases are coming from anticipated increases of property tax and sales tax plus a reduction in the amount of appropriated fund balance that is budgeted for next fiscal year.

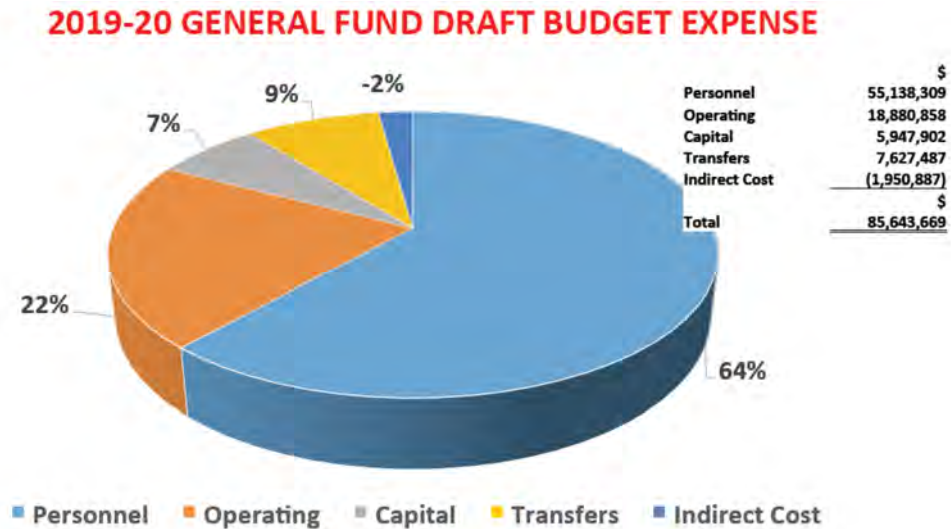
## 2019-20 GENERAL FUND DRAFT REVENUES

	Budget FY2018-19	Budget Draft FY2019-20
Property Taxes	\$33,722,500	\$34,306,950
Sales Tax	19,738,690	20,370,411
GUC Transfers In	6,731,296	6,639,369
Utilities Franchise Tax	7,000,000	7,100,000
Rescue Transport	3,368,346	3,205,109
Powell Bill - State Allocation	2,220,065	2,182,000
Motor Vehicle Taxes	1,508,522	1,568,863
Inspections	1,399,840	1,255,152
Recreation	1,231,826	1,243,876
Investment Earnings	500,000	850,000
All Other Revenues	6,192,916	5,953,939
<b>Subtotal</b>	<b>83,614,001</b>	<b>84,675,669</b>
<b>Appropriated Fund Balance</b>	<b>1,379,935</b>	<b>968,000</b>
<b>TOTAL</b>	<b>\$84,993,936</b>	<b>\$85,643,669</b>

Director Hayes stated that regarding property tax, there is continuous growth in recent years with a budgeted growth rate of about 2.8% for the next fiscal year. There is a similar trend in sales tax with a budgeted growth rate of about 1% over the City’s current projected amount to be received for this year. A conservative approach was taken to the sales tax for this year due to the introduction of Senate Bill 650 in the General Assembly, which might actually change the City’s sales tax allocation. However, the City’s lobbyist in Raleigh is working on making sure that the current sales tax process remains intact.



Director Hayes stated that the following is a breakdown of the General Fund Expenses by Category:



Director Hayes stated that about 64% of the City’s budget is allocated for personnel. A breakdown compared to the current fiscal year expenses are balanced with the revenues for FY 2020. The FY 2018 - 2019 budget includes an employee wage increase of 2.7% and a 4.0% Vacancy Rate, which is consistent with the 2020 Financial Plan. There is also a \$593,594 increase in the Employer Share Retirement Contribution. The State has actually increased the employee contribution rate for retirement to approximately 1.2%. Other than three Fire-Rescue Officers for Fire Station #7, there are no additional positions or reclassifications for the FY 2020 Draft Budget.

Director Hayes stated that the total cost for personnel is \$55,138,309 with a split of \$17,207,512 (31%) for benefits and a salary expense of \$37,930,796 (69%). About half of the benefits are for the cost of health insurance and as a reminder, there is an increase in the Employer Share Retirement Contribution (\$593,594).

Director Hayes stated that regarding the operating expenses, any significant changes were avoided in the operation budget compared to the 2020 Plan. So as a result, there is \$19 million allocated for operations and nearly a third of that is devoted to public safety and nearly a fourth is devoted to the Public Works Department. There is nearly an even split in discretionary versus fixed costs spending for operations.

Director Hayes stated that about 7% of the Operating Budget is capital. Of that 7%, 42% is allocated to streets, 22% is allocated to facility improvements, and 36 percent is allocated to vehicular replacement and other capital improvements.



Director Hayes stated that about \$7.6 million is dedicated to transfers with about 4.8% set aside for debt service. The following are the next steps for the proposed 2020 Financial Plan and the Calendar for the General Fund Budget:

PROPOSED GENERAL FUND BUDGET DRAFT 2019-20 NEXT STEPS

- Updated Property Tax Valuation from Pitt County
- New Sales Tax projection based on additional month of collection history (Monitor SB 650)
- Proposed Pay Incentives for Public Safety Recruitment and Retention

PROPOSED GENERAL FUND BUDGET DRAFT 2019-20 BUDGET CALENDAR

- April 8, 2019 City Council Budget Preview
- April 22, 2019 Joint City Council-Greenville Utilities Commission Meeting
- May 1, 2019 Proposed City, GUC, SML, and CVA Budgets Distributed to City Council
- May 6, 2019 Proposed City Budget Presented to Council
- May 9, 2019 Proposed GUC,SML,& CVA Presented to Council
- May 17, 2019 Public Display of Balanced Budgets
- June 10, 2019 Public Hearing- Fiscal Year 2017-18 Budget
- June 13, 2019 Adoption of Fiscal Year 2017-18 Budget

BUDGET ORDINANCE AMENDMENT #9 TO THE 2018-2019 CITY OF GREENVILLE BUDGET (ORDINANCE #18-038) AND SPECIAL GRANTS REVENUE (ORDINANCE #11-003) – (Ordinance No. 19-019)

Director of Financial Services Byron Hayes stated that this amendment includes adjustments to the General Fund, Sheppard Library Fund, Public Transportation Fund and Grants Special Revenue Fund. Staff is recognizing funds received for the:

- 2019 United Way Campaign (\$1,370)
- Adjustments made to the Sheppard Memorial Library Budget as approved by its board on March 20, 2019 (\$9,364)
- Additional funding received within Transportation (Transit) Fund for the Greyhound Bus ticket sales (\$23,257)
- Funding received from the U. S. Department of Housing and Urban Development for the LEAD & Healthy Homes Grant (\$1,600,000)

Director Hayes stated that because of these adjustments, the City of Greenville’s operating budget increases to \$138,261,083.



**CITY OF GREENVILLE  
BUDGET ORDINANCE AMENDMENT #9 SUMMARY**

**City of Greenville Operating Fund Budget per Amendment #9:**

Fund	Budget	%
General	\$ 84,831,109	61.4%
Debt Service	5,463,492	4.0%
Public Transportation (Transit)	3,280,234	2.4%
Fleet Maintenance	4,431,156	3.2%
Sanitation	7,843,096	5.7%
Stormwater	6,408,592	4.6%
Housing	1,824,405	1.3%
Health Insurance	13,562,600	9.8%
Vehicle Replacement	4,332,161	3.1%
Facilities Improvement	3,870,765	2.8%
Capital Reserve	2,413,473	1.7%
<b>Total</b>	<b>\$ 138,261,083</b>	<b>100%</b>

Mayor Connelly asked for the explanation for the decrease in revenue from Pitt County for \$33,785.

Director Hayes responded that the City Council approves the City’s budget before the County Commissioners approve the County’s budget. The amendment was to true up the differences between what staff originally presented to the City Council and what Pitt County ended up approving.

City Manager Wall responded that she has a very long email from the Director of Libraries Greg Needham regarding an old funding formula, 1/3 County and 2/3 City. The email states:

In the most recent years, Pitt County has been increasing funding to the Library by about \$10,000 per year. This is not pepped-up with increases from the City during that same period, but the County provided \$100,000 extra two years ago to replace the bookmobile, which was a year old last December and the City did not have any cost associated with the replacement. Though two-thirds of the stops are within the City of Greenville limits.

In any case, the reasoning from the County has been that the extra \$100,000 increase somewhat offset increases an annual funding the Library might have otherwise seen. So the County did not decrease funding that they had agreed to give us at the beginning of the fiscal year. Rather the budget amendment reflects the actual funding approved by Pitt County for this year, which did not meet our



automatic request for half as much as the City is contributing. Still we stick to the formula.

Council Member Smiley stated that the reason it is showing up now is that all of the budgets were put together on an estimate of what the County would provide. The County provided more than last year, but not as much as the estimate. So, the Library adjusted its budget again to recognize the identical amount that the Library received. Now that amount is showing up as \$33,785.

Mayor Connelly asked if that affects the operations of the Library.

Council Member Smiley responded no. The Library has a little bit of reserve and some low personnel costs, and the Library is saving some money on utilities.

Motion was made by Mayor Pro-Tem Glover and seconded by Council Member Daniels to approve Budget Ordinance Amendment #9 and the Special Grants Revenue. Motion carried unanimously.

NOTE: City Manager Wall responded to the question asked earlier about the substation, stating that the City Council actually annexed the substation in February so that was a good result.

ORDINANCE REVISING THE OUTDOOR DINING REGULATIONS FOR THE OUTDOOR  
SIDEWALK DINING ORDINANCE AND UPTOWN PARKING DECK PLAZA ORDINANCE –  
(Ordinance No. 19-020)

City Manager Wall introduced this item, stating that City Attorney Emanuel McGirt will give information about a minor revision and the two alternative ordinances to consider for adoption.

City Attorney McGirt explained this item was pulled from the Consent Agenda so that the City Council could consider revisions to the outdoor dining ordinance. Ordinance Version A clarifies that a customer of the operating permit holder can possess or consume alcohol, malt beverages, or unfortified wine in the public right-of-way in conjunction with the area where uptown outdoor dining is allowed by permit. This was previously in the City Code and inadvertently removed from the City Code in a code amendment that took place in March 2017.

City Attorney McGirt stated that Version B does the same thing, but it also strikes the application fee. There is an application fee of \$150 in the present ordinance and if the City Council decides to strike the fee, the City Council can adopt Ordinance Version B.

Council Member Smiley asked how many of these requests are received annually.





City Manager Wall responded the City has not received that many applications because of 1) limited room to provide outdoor dining and 2) the process has been clunky.

City Manager Wall explained that often staff hears people want more outdoor dining opportunities, and while looking at outdoor dining again, staff realized some of the City codes were clunky and complicated. Those who offer outdoor dining are required to move their furniture inside after business hours. In addition, there is limited ability on the sidewalk to dine.

City Manager Wall explained that after looking at some comparison and giving a presentation to the City Council, staff discovered that Greenville is more restrictive than other communities are. Therefore, staff tried to loosen up the regulations to provide more opportunities for outdoor dining in Greenville.

City Attorney McGirt stated that there is one other revision. Both drafts state, in the second sentence of Section 5, that the City does not allow food or alcohol consumption and/or possession of food or alcohol after 1:00 a.m. in an outdoor dining area.

Mayor Connelly explained that he asked this item to be placed on tonight's agenda for some discussion about waiving the fee for the outdoor sidewalk dining permit. At the Planning Session in January 2018, there was discussion about increasing outdoor dining in Greenville.

Mayor Connelly explained that the fee is a small minor barrier and everybody should have the opportunity to be able to offer sidewalk dining. A minimum amount of time is probably devoted to going through the permitting process. Any barrier the City could reduce is good practice and good faith, showing that the City is encouraging business owners to be smart and making sure that they have the opportunity to move forward.

Mayor Connelly stated his other concern is the provision in Section 5c because if someone is served at 12:30 or 12:45 a.m., that person must finish their food and/or drink immediately or move inside the establishment at 1:00 p.m. However, the business may not have the capacity for that person to go inside or the establishment may ask others to leave or, at least, customers should be able to enjoy their food or beverage until the establishment closes.

Council Member Meyerhoeffer asked whether the City solicited any feedback about this proposed policy from the uptown stakeholders and restaurant owners.

City Manager Wall responded that, months ago, staff had some feedback sessions with downtown merchants and property owners.

Assistant City Manager Ken Graves stated that staff gave presentations to Uptown Greenville in the summer and fall of last year plus staff held a public community meeting at the Sheppard Memorial Library.



Council Member Meyerhoeffer stated that he is all for the revisions, but he wanted to make sure that the City has received opinions from the people who are impacted by these regulations.

City Attorney McGirt stated that Proposed Ordinance Version B includes waiving the fee as well as striking Section 5c, the second sentence.

Motion was made by Council Member Smiley and seconded by Council Member Bell to adopt Proposed Ordinance Version B, striking provision Section 5c. Motion carried unanimously.

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**REVIEW OF APRIL 11, 2019 CITY COUNCIL MEETING**

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The Mayor and City Council reviewed the agenda for the April 11, 2019 City Council meeting.

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**CITY MANAGER’S REPORT**

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City Manager Wall recognized staff members of the Recreation and Parks Department and the South Greenville Park and Recreation Center (Center). The first annual I Need A Job! Workshop and Job Fair is being held at the Center on April 9 -11, 2019, at 6:00 p.m. – 8:00 p.m. Teenagers and young adults will be provided an opportunity to create a resume, to learn how to complete a job application properly, and to develop interviewing skills.

City Manager Wall stated that on April 11, 2019, 20 local employers would be available for teens and young adults, hopefully, to help them to get a job. Currently, registration for this event is full. The City is excited about the collaboration between the Center’s staff and the next gem, Youth at Work Program, to assist teens with the skills needed to get a job. If anyone is interested, please call the Center to get your name on the waiting list. City Manager Wall recognized Recreation Supervisor Bershuan Thompson for his overseeing this project.

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**COMMENTS FROM MAYOR AND CITY COUNCIL**

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



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**ADJOURNMENT**

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There being no further business before the City Council, motion was made by Council Member Bell and seconded by Council Member Daniels to adjourn the meeting. Motion carried unanimously, and Mayor Connelly declared the meeting adjourned at 7:11 p.m.

Respectfully Submitted

Polly Jones  
Deputy City Clerk



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:** Special Events Policy and Procedures

**Explanation:** **Abstract:** This item is to consider approval of the City of Greenville Special Events Policy and Procedures (i.e. Policy). The Policy applies to publicly and/or privately sponsored events held on City property and/or right of way. The Policy provides guidance to prospective applicants as to the permitting and fee requirements necessary to hold a special event on City property and/or right of way.

**Explanation:** Over the past couple of years, the City of Greenville has been very fortunate to see a substantial increase in the number of publicly and/or privately sponsored events held on the City's property and/or right of way. This includes concerts, festivals, races, and other such events intended to engage citizens and create a greater sense of community. Such events are influential in spurring economic development by creating a draw to our city.

However, with this increase in activity also comes the need to better streamline the process used by the City to approve and carry out such events. Over the last six months, City staff has been working to develop the proposed Policy for the purpose of better guiding both prospective applicants and staff through the process.

The Policy applies to publicly and/or privately sponsored events held on City property and/or right of way. The Policy specifically provides oversight for all events that may require the use of public resources from service areas such as Police, Fire/Rescue, Public Works, and Recreation and Parks.

The Policy provides prospective applicants transparent guidance as to the steps required to hold a special event on City property. The Policy also provides applicants a "one-stop shop" process to streamline the approval process. For City staff, the Policy provides a consistent framework whereby proposed events are approved or denied as well as a framework in determining the level of City services required to hold a special event.

A draft of the Policy was presented to Council at the January 7, 2019 City Council workshop. Staff conducted two public input meetings related to the Policy in April and met with the local media to promote the Policy to the community. Information gathered from each of these events was utilized to better strengthen the Policy. Upon approval of the Policy by City Council, staff intends to implement the Policy on July 1, 2019.

**Fiscal Note:**

The Policy includes the Special Events Fee Schedules. The Fee Schedules detail the City fees related to the various types of events to be held on public properties. The Fee Schedules are also included in the City's Manual of Fees, which will be included as a component of the 2019-20 Proposed Budget to be presented to City Council for adoption at the June 13, 2019 City Council meeting.

**Recommendation:**

Approve the Special Events Policy and Procedures with an effective date of July 1, 2019.

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ATTACHMENTS:

- ☐ **Special Events Policy and Procedures**



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**CITY OF GREENVILLE  
SPECIAL EVENTS POLICY &  
PROCEDURES**

# CITY OF GREENVILLE

## SPECIAL EVENTS POLICY AND PROCEDURES

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# CITY OF GREENVILLE

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## SECTION ONE: EXECUTIVE SUMMARY

The City of Greenville is a vibrant, innovative, and inclusive community with unique and sustainable neighborhoods. The City is host to an abundance of world-class art, cultural and recreational opportunities, and well-maintained and cost-effective infrastructure. The City of Greenville has a new and evolving focus on economic development that is coupled with a variety of public resources, which lend themselves to use for special events. The success of community events is dependent on the coordination of resources between the City and other public / private organizers. Whether held Uptown, in one of our many attractive public parks, or elsewhere in the city, all event attendees will be sure to ***Find Themselves in Good Company!***

Each event has a very specific impact on the City, which is carefully considered and weighed prior to the event itself. The following policy has been established to facilitate this planning process. For prospective Applicants who are planning a special event in the City of Greenville, it is essential that they review this policy well ahead of the planned event date so as to ensure a successful experience for all attendees. In this policy, Applicants will find the following information:

1. The City's definition of a "Special Event"
2. Fees, deposits, and special conditions which may be applied to each event.
3. Application timelines and required special event permit documentation and information.
4. Grounds for application denial.
5. The Special Events Committee involved in the event approval process and its role and responsibilities.

## SECTION TWO: SPECIAL EVENTS DEFINITIONS

Special Event: A pre-planned event, whether publicly and/or privately sponsored, which is proposed to be held on City property and/or City right of way. Such events include, but are not limited to, festivals, performances, competitions, or other organized public events in which public right of way or public property will be used or significantly impacted as a result of the event. Due to reasonable public safety concerns, a special event may require the involvement of public safety personnel and equipment dedicated to assisting in the event. All special events require a Special Event Permit issued by the City of Greenville. There are three categories of Special Events:

- **Park and/or Road Festival:** An organized neighborhood or public gathering, rally, or exhibit held on a public right-of-way (street, sidewalk, parking lot, or alley) or within a public park (Town Common, Jaycee Park, etc.) on a specified date and time. Such events are confined to a designated area that may or may not require an admission fee to enter and participate.
- **Procession/Parade:** A public or private march, run, cortege, walk, cavalcade, autocade, parade, or other gathering of persons that occurs upon public right-of-way, within a public park, or in other areas used for vehicular traffic.
- **Organized Competitive Event:** A planned race, walk, derby, or event that involves a contest of skill and/or strength and takes place upon a public right-of-way or in a public park.

### **SECTION THREE: RECREATION & PARKS EXCLUSION**

This Special Events Policy DOES NOT regulate the Recreation & Park public facility rentals listed below. Applicants requesting to rent the facilities listed below must contact the City of Greenville Recreation and Parks Department at (252) 329-4567:

- Meeting Room Rentals Including Jaycee Park Auditorium and Drew Steele Center
- Bradford Creek Public Golf Course Clubhouse Rental
- River Park North Services and Center Rental
- Sports Connection Services and Rental
- Community Pool and / or Greenville Aquatics & Fitness Center Rental
- Softball, Baseball Field Rentals (Including Guy Smith Stadium and Field of Dreams)
- Soccer, Lacrosse, Football / Multipurpose Field Rentals
- Tennis Court Rentals
- Public Park Rentals Including Picnic Shelters (see note below)

Note: The only exception to the Recreation & Parks exclusion is rental of the Town Common. Applicants requesting to rent the Town Common for an event must follow all requirements as outlined in the Special Events Policy.

#### Bradford Creek Public Golf Course Clubhouse Rental

Persons requesting to lease the Bradford Creek Public Golf Course Clubhouse for Special Events must contact the course at (252) 329-4653.

**SECTION FOUR: OUTDOOR FESTIVALS, OUTDOOR CONCERTS, OR OTHER SIMILAR PUBLIC GATHERINGS**

The following are the only City properties that the City will consider approving to host outdoor festivals, outdoor concerts, or other similar public gatherings:

Attendance	Allowable Locations
Greater Than or Equal to 3,000	The Town Common
Less Than 3,000	The Town Common or Five Points Plaza

Applicants may apply to lease City property other than the Town Common or Five Points Plaza to host an event under the following conditions:

1. Proposed event is sponsored by the City of Greenville
2. The Applicant FULLY Completes the Street Closure / Sidewalk Impact Notification & Petition (Attachment 6). By completion of the petition, the Applicant MUST:
  - a. Certify that all property owners, managers, or lessees adjacent to the property closure areas have been notified and presented with the following:
    - i. The event’s proposed date, time, location, purpose, and projected attendance.
    - ii. The site plan detailing road closures and designated parking areas
    - iii. Information and timeframe of noise impacts
    - iv. Name of sponsoring organization
  - b. Receive the written acknowledgement from ALL adjacent owners, managers, or lessees that they have been made aware of the information presented above. If an adjacent property owner refuses to make such acknowledgement in writing, the Applicant must document the date, time, and circumstance in which the information was presented to the adjacent property owner. For more information see Attachment 6.

**Note: The Street Closure / Sidewalk Impact Notification & Petition must be submitted with the Special Event Application Package. Applications will not be processed without a completed petition form inclusive of attachments and signatures.**

## SECTION FIVE: SPECIAL EVENTS APPLICATION TIMELINES

The Special Events Committee reviews all event applications within the City. The timeline below outlines minimum requirements for a Special Event.

**Note: Applicants working independently, or in partnership with Uptown Greenville, who request the City designate the proposed event as a City-sponsored event MUST complete the full application process detailed in this procedure before the event will be considered for City sponsorship. The City Manager's Office will review the full application and recommendation of the Committee before the designation of a City-sponsored event is approved or denied.**

### Minimum 90 Days Prior to Special Event Date--Application Submission

The following items are required to be submitted a minimum of 90 days prior to the event date:

1. Submission of Special Event Application Package:

A complete Application Package shall be submitted to the City as follows:

SUBMIT SPECIAL EVENT APPLICATIONS TO:  
Margot Clark--Special Events Coordinator  
Phone # 252-329-4433, Email: [mclark@greenvillenc.gov](mailto:mclark@greenvillenc.gov)  
Address: 200 West Fifth Street, Greenville, North Carolina 27834

The following forms must be submitted with the Package:

- Event Application Cover Page and Checklist (Page #27)
- Event Description, Statement of Public Benefit, & City Services Required (Attachment 1)
- Event Site Plan (Attachment 2)
- Event Marketing Plan (Attachment 3)
- Promoter and Performing Acts Identification Form (Attachment 4)
- Street Closure/Sidewalk Impact Notification & Petition (Attachment 6)
- Outdoor Amplified Sound Application (Attachment 7)
- Alcoholic Beverages at the Town Common Authorization (Attachment 8)
- Application for Parade Permit (Attachment 9)

A description of each of the above forms can be found in Section Six of this Special Events Policy and Procedure.

**Note: The City will not accept applications greater than 180 days (i.e. 6 months) from the proposed date of the special event.**

2. Payment of **non-refundable** Application Fee and refundable deposit. The following is a summary of applicable rates:

Application Fee	Refundable Deposit	Late Fees
Please see Special Events Fee Chart on Page 24	- Organized Competitive Event	\$100
	- Procession / Parade:	\$200
	- Neighborhood Block Party:	\$200
	- Festival, Concert, or Other Public Gatherings:	\$500
		Organized Competitive Event, Procession, Parade, Festival, Concert, or Other Public Gathering: \$250
		Neighborhood Block Party: \$75

**Note: The refundable deposit is due at the time the application is submitted. The deposit will be refunded to the Applicant within 20 working days after the date of the event. The amount refunded will be net of any additional costs incurred by the City during or after the event that were not included in the original fees.**

**Applications submitted less than 90 days prior to the special event will receive a late fee charge as indicated above. The City will not accept applications submitted less than 45 days from the proposed date of the special event.**

Per City Ordinance 14-004, there shall be no fees for staffing, off-duty officers, street blocking, and outdoor amplified sound for the following events:

- Veterans / Memorial Day ceremonies at the Town Common
- Fireworks Display on the 4<sup>th</sup> of July at the Town Common
- Pirate Fest
- Christmas parade
- ECU Homecoming parade
- C.M. Eppes Alumni parade
- Martin Luther King, Jr. Day march

### Minimum 60 Days Prior to Special Event Date-- Committee Review and Recommendation

- Includes review by Police Department, Fire/Rescue Department, Recreation and Parks Department, and Public Works Department.
- Applicant attendance is required at the Committee review meeting.
- Applicants will be notified between the 60 and 90 day period as to the exact date, time and location of the Special Events Committee meeting.

### Minimum 30 Days Prior to Special Event Date

The following are required to be submitted a minimum of 30 days prior to the special event date:

- Final Site Plan as Approved by Committee
- Street Closure/Sidewalk Impact Notification & Petition as Approved by Committee (Attachment 6)
- Certificates of Insurance: Public Liability, Property Damage, & Liquor Liability
- Outdoor Amplified Sound as Approved by Committee (Attachment 7)
- Approval of all Required Permits
- Final Payment as Needed
- ABC Permits
- Verification of the Hiring of Security Officers (Attachment 10)

**Note: All of the above documentation must be submitted 30 days prior to the special event date, or the event will be subject to cancellation.**

**Balance must be paid in full 2 weeks prior to the event, or the event will be subject to cancellation.**

<p>The City of Greenville assumes no liability if an event is cancelled or not approved. Selling tickets, advertising, securing sponsorships, and performing other activities prior to event approval is done at the risk of the event organizer.</p>
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## SECTION SIX: SPECIAL EVENTS APPLICATION PACKAGE

The following is a detail of the component parts that must be submitted to the City as part of the application package:

1. Event Application Cover Page and Checklist (Page # 27-29):

The Cover Page and Checklist are **REQUIRED** to be submitted as part of the application package. The Cover Page includes the following elements:

- a. Event Organizer and Contact Information
- b. Name of Event and Date(s) of Event
- c. Past Attendance Trends and Predicted Attendance for Upcoming Event
- d. Past Vendors Participation Trends and Predicted Vendor Participation for Upcoming Event

2. Event Description, Statement of Public Benefit, & City Services Required (Attachment 1):

A basic overview of the event and its impact on the community and City services. This form is **REQUIRED** to be submitted as part of the application package. The description shall include the following elements:

- a. An overview of the event and how the event will benefit the community
- b. The proposed public site(s) / location(s) for the event
- c. Information about what will be needed in terms of City services. Example might include additional trash pick-up, police support, etc.

3. Event Site Plan (Attachment 2):

A visual representation of all the operational elements for the proposed event (i.e. map). The Event Site Plan is **REQUIRED** to be submitted along with the Special Event Application and must include the following elements:

- a. Directional North, indicated by the directional arrow symbol.
- b. The overall event area including any requested street closures
- c. Parking plan with the identification and location of designated parking for the event.



- d. The location and dimensions of all physical equipment being placed, including, but not limited to, stage(s), vendors, booths, sponsors, tents, signs, barricades, portable toilets, vehicles, shelters and shelter numbers, etc.
- e. Location of the temporary alcohol sales area where both sale and consumption occur (see note below).
- f. Indicate 20' wide fire lane clearances in all areas and the location of all fire hydrants.
- g. Electrical plans for vendors and stages specifying how much each site requires in terms of amps and volts.

**Note: Alcohol sale and/or service, possession and consumption in the street is prohibited.**

4. Event Marketing Plan (Attachment 3):

The marketing plan provides a description of the methods that will be used by the Applicant to advertise and market the event. This form is **REQUIRED** to be submitted as part of the application package. The plan shall include the following elements:

- a. The sources that will be used to market the event (i.e. social media, newspaper, magazines, television, website)
- b. The geographical areas where the marketing will occur.
- c. Attached fliers / promotional materials to be distributed in relation to the event.

5. Promoter and Performing Acts Identification Form (Attachment 4):

This form is **REQUIRED** to be submitted as part of the application package for outdoor concerts, festivals, or other similar public gatherings. Applicants must identify the promoter(s) of the event as well as all of the acts that will be performing during the event. The Applicant must provide the following information related to the promoter and each act:

- a. Name of last three events promoted / performed at
- b. Location and date of each event
- c. Point of contact for each event

**Note: Failure to disclose the promoter and all the acts to perform may subject the application to denial. Any change in acts after the application submittal must be**

communicated to the City. Failure to submit any change in acts may result in cancellation of the event on the proposed public site.

6. Vendor Permits and Electrical Requirements (Attachment 5):

This form is required only in instances where the Applicant and / or any food or retail vendors attending the event require electricity. The form provides a straightforward way to calculate the total “Event Fees” while providing staff with a clear picture of the total electrical needs.

7. Street Closure/Sidewalk Impact Notification & Petition (Attachment 6):

This form is required only in instances where the Applicant requests a street or sidewalk closure. A Street Closure/Sidewalk Impact Notification & Petition is **REQUIRED** to be submitted as part of the application package. The following is the purpose of the petition:

- a. For the Applicant to certify in writing that all property owners, managers, or lessees adjacent to the proposed closure area have been notified of the event’s proposed date, time, location, purpose, site plan, and noise impact.
- b. For identified property owners, managers, or lessees of property adjacent to the proposed closure area to consent in writing that they have been notified of the event’s proposed date, time, location, purpose, site plan, and noise impact.

Property owners, managers, or lessees adjacent to the proposed closure area must be notified by the Applicant at least 90 days prior to the event. Notice to the adjoining property owners shall include the following information related to the special event:

- Name of the event
- Sponsoring organization
- Date and timeframe of the event
- Description, location and times of proposed road closures
- Information and timeframe for noise impacts (such as music)
- Applicant’s name, phone number and email address
- Website associated with the event

**Note: Applications will not be processed without a completed petition form inclusive of attachments with signatures. The form and attachments must be submitted with the application.**

8. Event Insurance:

The Applicant is **REQUIRED** to furnish certificates of insurance, which names the City of Greenville as a certificate holder. Certificate requirements are as follows:

- |                                  |             |
|----------------------------------|-------------|
| a. Per occurrence                | \$1,000,000 |
| b. Personal & Advertising Injury | \$1,000,000 |
| c. Products/Completed Operations | \$1,000,000 |
| d. General Aggregate             | \$2,000,000 |

**Note: The Applicant must provide to the City proof of required insurance no later than 30 days prior to the event, or the event will be subject to cancellation.**

9. Outdoor Amplified Sound (Attachment 7):

Applicants are required to complete the Permit For Outdoor Amplified Sound to Exceed General Sound Levels form only in instances where the special event will include amplified sound. This form is **REQUIRED** to be submitted as part of the application package.

If the Applicant applying for the permit is an organization affiliated with East Carolina University, the Applicant must complete the Organizations Affiliated with East Carolina University form included in Attachment 7.

With the exception of organizations affiliated with East Carolina University, adjoining property owners surrounding the location proposed as the special event site of the permitted event must be notified by the Applicant at least 90 days prior to the scheduled event, and advised of the time by which cleanup of the area will be accomplished. Organizations affiliated with East Carolina University are required to provide notice to adjoining property owners at least 30 days prior to the scheduled event. Notice to the adjoining property owners shall include a statement indicating that comments or concerns regarding the issuance of the permit at the proposed location may be made to the Chief of Police prior to the event. These conditions are mandatory on all "permit to exceed" applications. The Applicant must complete the Notification of Adjoining Property Owners form included in Attachment 7.

**Note: Applications will not be processed without a completed Outdoor Amplified Sound application inclusive of attachments with signatures. The form and attachments must be submitted with the application.**

10. Policy and Procedure for the Conditional Sale and/or Service, Possession and Consumption of Alcoholic Beverages at Town Common (Attachment 8):

The City has a policy that governs the conditional sale and/or service, possession, and consumption of the following alcoholic beverages at the Town Common:

- Malt Beverages and/or
- Unfortified Wine

Applicants requesting to use the Town Common to host a special event that includes the sale, service, possession and consumption of the above alcoholic beverages **must read the policy and adhere to its requirements in relation to the proposed special event.**

Applicants requesting to use the Town Common may be required to obtain an ABC permit from the ABC Commission depending on the Applicant's intent to sell and/or serve alcohol. The following is a summary of those restrictions:

Malt Beverages and/or Unfortified Wine: Applicants may request to lease the Town Common for an event that includes the sale and/or service, possession and consumption of Malt Beverages and/or Unfortified Wine as follows:

- a. Serve, Possess and Consume: The following Applicants may request to serve, possess and consume Malt Beverages and/or Unfortified Wine:
  - The City
  - A nonprofit organization
  - A political organization
  - Any other person, group, or business

Note: An ABC permit is not required in order to request to serve, possess and consume Malt Beverages and/or Unfortified Wine.

- b. Sell, Serve, Possess and Consume: The following Applicants may request to sell, serve, possess and consume Malt Beverages and/or Unfortified Wine (in accordance with N.C.G.S. §18B-1002):
  - The City
  - A nonprofit organization
  - A political organization

Note: A Special One-Time Permit must be issued to the Applicant by the ABC Commission as required by law. See #5 below for requirements related to permits issued by the ABC Commission.

All Applicants requesting to sell and/or serve, possess, and consume alcoholic beverages at the Town Common for a special event MUST complete the Alcoholic Beverages at the Town Common Authorization form (Attachment 8) in order to certify the following:

- That the Applicant is requesting to sell and/or serve, possess and consume alcoholic beverages at the Town Common for a special event
- That the Applicant is aware whether they are required to obtain an ABC permit from the ABC Commission based on their intent to sell and/or serve alcoholic beverages
- That the Applicant is an approved Applicant type based on their intent to sell and/or serve alcoholic beverages

Applicant shall reference Attachment 8 for a copy of the Policy and Procedure and a copy of the Alcoholic Beverages at the Town Common Authorization form.

11. Application for Parade Permit (Attachment 9):

This form must be submitted as part of the application package to request a permit to hold a parade. The form must be submitted at least 30 days prior to the event.

12. Verification of the Hiring of Security Officers (Attachment 10):

This form certifies the security support that will be required at the special event. The form will be completed and approved by the Chief of Police or designee as part of the Committee review process. The form will break down the number of security officers required and the mix of officers comprised of private security, off-duty City of Greenville police officers, and/or other local law enforcement agencies. The Applicant must sign and date the form and return to the City no later than thirty (30) days prior to the event date(s).

For more information related to security service requirements, please reference Section Seven of this Policy and Procedure.

## SECTION SEVEN: CITY SERVICE FEES

The following is a summary of the services that may be required by the City as part of the proposed special event. For more information on service fee rates that may be required, please see the Special Events Fee Schedule starting on page 24.

1. Security Support: The Applicant must provide security services for the special event. Security services must be provided from the following:
  - a. Private security organization properly licensed and authorized to do business within the State of North Carolina, and/or
  - b. Execution of a Secondary employment request for off-duty City of Greenville police officers, and/or
  - c. Other local law enforcement agencies such as the Pitt County Sherriff's Office and East Carolina University

Based on a.-c. above, the following are the staffing requirements for special events:

Security officers per Every 100 in Attendance:	1 Security Officer
Hourly Rate:	See Special Events Fee Schedule

**Note: The Special Events Committee may require a larger or smaller number of security officers depending on event-specific conditions.**

The hourly rates for City of Greenville off-duty officers are included for budgeting purposes in the Special Events Fee Schedule section (page 24).

Due to the availability of City of Greenville off-duty police officers, Applicants may be required to provide security services primarily through a private security organization and /or other local law enforcement agency. For all instances in which a private organization or other local law enforcement agency is utilized to provide security services, the following applies:

- The City of Greenville Police Chief (or designee) must approve the private security organization, the other local law enforcement agency, and the security plan to be used by the Applicant to provide security services for the event.
- The number of private security officers and/or other local law enforcement officers shall be determined by the City of Greenville Police Chief (or designee) using the security staffing requirements chart detailed above as a guide.

A Verification of the Hiring of Security Officers form (Attachment 10) will be completed and approved by the Chief of Police (or designee). The Applicant must sign and date the form and return to the City no later than 30 days prior to the event date(s).

2. Fire/Rescue: Events which exceed the following attendance thresholds require a specific number of Fire/Rescue units to be on site. Each unit will require a minimum of two EMS/Fire staff. See the Special Events Fee Schedule for applicable rates (page 24):

Attendance Range	Fire/Rescue Units Required- Non ABC Event	Fire/Rescue Units Required- ABC Event
0 to 5,000	1	1 – 2
5,001 – 10,000	1 – 3	1 – 4
Over 10,000	# Determined by F/R Chief	# Determined by F/R Chief
Hourly Rate	See Special Events Fee Schedule	See Special Events Fee Schedule

3. Recreation and Parks: Depending on the type of event, Applicants wishing to rent the City’s Recreation and Parks facilities will be classified as one of three types. Any user group or individual found to be intentionally misclassifying their event could be subject to financial penalty or restricted from future rentals. All three rental classifications are subdivided into Residential and Non-Residential. Applicants will be required to provide proof of residency in order to receive the residential rate. The following is a breakdown of each classification:

Class I: Any event for which admission is charged or any other type of compensation is realized, including donations. This does not include non-profit organizations. All Class I rentals must receive administrative approval.

Class II: Any event where no admission is charged nor any other type of compensation is realized. This includes a private event where alcohol is served but not sold.

Class III: Any event hosted by an organization which can provide proof of non-profit and federal tax-exempt status. Letter of proof of 501(c)3 or A527 status is required.

The following is a breakdown of the applicable rates for each classification:

Class I		Class II		Class III	
Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
\$600/day + \$40/hour Staffing Fee	\$900/day + \$40/hour Staffing Fee	\$300/day + \$40/hour Staffing Fee	\$450/day + \$40/hour Staffing Fee	\$100/day + \$40/hour Staffing Fee	\$150/day + \$40/hour Staffing Fee

4. Public Works Department: Applications which require the support of the City's Public Works Department will be required to cover the costs of barricades, sanitation services, and electrical connections. See the Special Events Fee Schedule for applicable rates (page 25). In addition, there will be a charge for the staff services provided by Public Works employees to support the function. The following is a breakdown of the applicable rates:

Public Works Extra Duty Fees	
Employee: \$40.00 per Hour	Supervisor / Premium Pay: \$50.00 per Hour

5. Clean-Up: The Applicant is responsible for clean-up and proper disposal of all waste, trash, garbage, and other debris. Failure to comply with the littering and nuisance ordinances of the City of Greenville shall subject the Applicant and sponsoring organization to civil fines, denial of future permits, and a bill from the City for any clean-up expenses incurred. Such expenses include, but are not limited to, man-hours, wages, fuel expenses, overtime, landfill fees, and similar charges that may be incurred by the City if the Applicant and/or sponsoring organization fails to clean the area in compliance with the ordinances of the City.

**Note: Clean-up expenses incurred by the City will be deducted from the refundable deposit. If the total of the clean-up expenses incurred by the City exceeds the refundable deposit, the Applicant will be invoiced for the remaining expenses.**



6. Additional Expenses: The Applicant is responsible for the conduct of those in attendance. If additional resources from the City's Police Department, Fire/Rescue Department, and/or Public Works Department are required as a result of the conduct of those in attendance, or to address problems caused or created by those in attendance, the Applicant and/or sponsoring organization shall reimburse the City for the additional expenses incurred. Such expenses include, but are not limited to, salary, overtime, fuel, travel, and other such expenses directly related to the event.

Note: Additional expenses incurred by the City will be deducted from the refundable deposit. If the total of the additional expenses incurred by the City exceeds the refundable deposit, the Applicant will be invoiced for the remaining expenses.

## SECTION EIGHT: SPECIAL EVENTS CRITERIA

- Special Event Applicant Priority Ranking: The Special Events Committee will use the following priority ranking if there are conflicting requests for a particular time and date:
  - a. Events that have established historic precedence and are in good standing.
  - b. Events organized by the City of Greenville.
  - c. Events organized by Pitt County Schools.
  - d. Events organized by Pitt County governmental units.
  - e. Events organized by Greenville-based non-profit organizations with proceeds providing assistance to the organizer or another Greenville-based non-profit organization (requires proof of 501(c)3 status).
  - f. Events organized by private businesses in partnership with non-profit organizations.
  - g. Private businesses and/or individuals for a purpose of profit.
  
- Criteria Considered for All Street Closures and Other Event Impacts: The following factors are carefully considered prior to recommending approval of proposed events, in particular those which require street closures (whether lane closures, local streets or major/secondary streets). Organizers wishing to close any portion of a street will need to justify that need with a compelling case composed of information in the following categories:
  - a. Total number of event attendees, including historical trends and predicted increases.
    - i. The numbers will be considered both in terms of total attendance and attendance over time (i.e. a smaller total may still warrant closure if concentrated over a short period of time).
    - ii. Unless an event attracts more than 10,000 visitors per day, it would typically not warrant the closure of a majority of a main street.
    - iii. Smaller events with fewer than 10,000 visitors per day may warrant the closure of one or more blocks of a main street.
  
  - b. Total number of event vendors, including historical trends and predicted increases.

- i. Unless an event hosts more than 50 vendors, it would typically not warrant the closure of a majority of a main street.
  - ii. Smaller events with fewer than 50 vendors may warrant the closure of one or more blocks of a main street.
- c. Event Marketing Plan (Attachment 3).
  - d. Verification (if for profit) and Consideration (if governmental or non-profit) that the event Applicant or sponsor has completed the Street Closure/Sidewalk Impact Notification & Petition form (Attachment 6).
  - e. Impact of the proposed event on residents, occupants or business persons of the block.
  - f. Impact of the proposed event on the accessibility of emergency vehicles in the closure areas.
  - g. Impact of the proposed event on vehicular traffic such as circulation, traffic movement and availability of alternate routes for traffic.
  - h. Potential interference with commercial and business activities in the immediate vicinity.
  - i. Conditions existing in the surrounding area that, when occurring in conjunction with a street closure, might create a hardship or an unnecessary inconvenience to the general public or persons residing in the area.
  - j. Timing of the proposed closure in relation to other approved or proposed closures.

**Note: Applications will not be processed without a completed petition form inclusive of attachments with signatures.**

- o **Portable Toilets:** As an essential but sometimes overlooked element of special event planning, portable toilets are particularly important in Uptown Greenville as the availability of public restrooms is limited. The guidelines included below are provided as a requirement and reference. They are based on a four-hour long event. Longer or shorter duration events should consider modification to these numbers.

Attendance Range	Portable Toilets
1 to 100	1
101 to 500	2 – 5
501 to 1,000	6 - 10

**Note: At least 1 handicap portable toilet is required for every 100 people. Event planners are responsible for arranging portable toilets at event sites.**

## SECTION NINE: SPECIAL EVENTS APPLICATION DENIAL PROCESS

The Special Events Committee may recommend that the City Manager (or designee) deny a permit application on one or more of the following grounds:

- The event Applicant does not generate a compelling case for the event's public benefit.
- The promoter and/or any of the acts scheduled to perform have a recent history of promoting and/or performing at events with documented instances of violence and/or disturbances.
- The event Applicant does not provide evidence of impacted property and business owner representation and support, whether via the Street Closure/Sidewalk Impact Notification & Petition (Attachment 5), through event co-sponsorship, or by other means.
- Failure to submit an application within the time periods outlined herein.
- Failure to submit a complete application. A complete application is one which addresses all required elements of the application.
- The Applicant has a debt to the City of Greenville from another event for services provided or as a result of damages to City property.
- The Special Events Committee has already received a completed application for the same date and/or space.
- The event would conflict with previously planned programs organized and conducted by the City or non-governmental agencies scheduled for the same date, time and/or place. Applicants should contact the Special Events Coordinator for applicable dates of such events. Examples of such events include, but may not be limited to, the following:
  - St. Patrick's Day
  - 4<sup>th</sup> of July
  - National Night Out
  - PirateFest
  - ECU Homecoming Parade
  - Halloween (Entire Week of)
  - Greenville Gives
  - C.M. Eppes Alumni Parade
  - Martin Luther King, Jr. Day March
  - Christmas Parade
  - ECU Home Football Games

- ECU Open House
  - Greenville Grooves
  - Freeboot Friday
  - Umbrella Market
- 
- An event would require significant street closures (i.e. 3 or more blocks) and occur within ten (10) days of a previously approved event which also requires significant street closures.
  - The Applicant did not previously comply with all applicable City ordinances, traffic rules, park rules and regulations, state health laws, fire codes, and/or ABC licensing regulations.
  - The use of the public space, or event proposed by the Applicant, would present an unreasonable danger to the health or safety of the public.
  - The Applicant is unable to comply with applicable local, state and federal license requirements for all or part of the planned event.
  - The use or event is prohibited by law.
  - The application contains material misrepresentation or fraudulent information.

Note: Applicants working independently, or in partnership with Uptown Greenville, that request the City designate the proposed event as a City-sponsored event MUST complete the full application process before the event will be considered for City sponsorship. The City Manager's Office will review the full application and recommendation of the Special Events Committee before the designation of a City-sponsored event is approved or denied.

## **SECTION TEN: SPECIAL EVENTS COMMITTEE- ROLES & RESPONSIBILITIES**

The Special Events Committee is established to ensure that all special event Applicants follow the procedures outlined in this document and to provide assistance in event logistics as it relates to the health and safety of organizers and attendees at special events conducted within the City of Greenville.

Applicants shall submit their application to the Special Events Coordinator in the City Manager's Office. The Coordinator will distribute copies to the Committee according to the timeline outlined on pages 5 through 7. The Applicant will then meet with the Special Events Committee at least 60 days prior to their event. The Special Events Coordinator is encouraged to schedule this as early as possible. For events within Uptown Greenville, the City Manager (or City Manager's designee) will distribute copies to Uptown Greenville representatives.

The Special Events Committee is made up of the following individuals:

1. City Manager's Office – Special Events Coordinator
2. Police Chief (or designee)
3. Fire/Rescue Chief (or designee)
4. Public Works Director (or designee)
5. Assistant City Manager
6. Recreation and Parks Director (or designee)

The Special Event Committee's primary role is to coordinate the variety of special events which take place in the City of Greenville, and to protect the health and safety of the community. To do so, the Committee:

1. Will maintain a running list of events, including those that have:
  - a. Received City Manager's approval.
  - b. Requested an annually recurring date, which has established historic precedent for this request (Example-PirateFest occurs in April of each year).
2. Will provide a comprehensive review of the event site plan, identifying and providing event organizers with cost estimates for any City services and personnel that their event requires.
3. Will review the event site plan and application to identify any life safety issues that the proposed event presents to the community.
4. May approve recurring events which have no material changes to the event proposal.

5. May approve events which have no impact on the streets or sidewalks of the City of Greenville and do not require more than \$1,000 in City resources.
6. May recommend denial to the City Manager based on the application.

If an event is being held in the Uptown Greenville district, the Special Events Committee will work directly with the uptown business owners and residents to make them aware of the event taking place in the Uptown Greenville district.

City of Greenville  
Special Events Fee Schedules

Event Type	Application Fee	Permit Fee	Refundable Deposit	Late Fee
Parade	\$100.00	\$100.00	\$200.00	\$250.00
Race 5k or Less	\$100.00	\$100.00	\$100.00	\$250.00
More than 5k Race	\$100.00	\$250.00	\$100.00	\$250.00
Neighborhood Block Party	\$50.00	\$0.00	\$200.00	\$75.00
General Event	\$100.00	\$250.00	\$100.00	\$250.00
Festivals	\$100.00	\$100.00	\$500.00	\$250.00
Concerts	\$100.00	\$250.00	\$500.00	\$250.00
Outdoor Amplified Sound (Noise)	\$50.00	\$50.00	N/A	N/A
Temporary Street Closing	\$50.00	\$50.00	N/A	N/A

Police Off-Duty Fees			
	Officer	Supervisor	Premium
Rate per Hour	\$40.00	\$50.00	\$50.00
Parade Staffing	\$40.00 per Hour per Officer (Minimum 3 Hours per Parade) + \$25.00 per Vehicle per Event		

Fire / Rescue Stand-By Fees	
Base Charge per EMS Unit	\$100.00 (# of Units Required Based on Attendance)
Fire / EMS Staff per Unit	\$40.00 per Hour per Staff Member Minimum of 2.0 Staff Members Per Truck

Attendance Range	Fire / Rescue Units Required	
	NON ABC Event	ABC Event
0 – 5,000	1	1 – 2
5,001 - 10,000	1 - 3	1 – 4
Over 10,000	# Determined by F/R Chief	# Determined by F/R Chief

➤ F/R Unit Examples: EMS Unit, Fire Engine, and Quick Response Vehicle



City of Greenville  
Special Events Fee Schedules

Applicant must have a designated crowd manager on site based on the following:

Crowd Managers	
Number of Attendees	Number of Required Crowd Managers
250	1

North Carolina Fire Code:

- 403.12.3: Crowd Managers for gatherings exceeding 1,000 people. Where Facilities or events involve the gathering of more than 1,000 people, crowd managers shall be provided in accordance with Sections 403.12.3.1 through 403.12.3.3
- 403.12.3.1: The minimum number of crowd managers shall be established at a ratio of one crowd manager for every 240 people.

Public Works Roll-Out Carts / Trash Cans / Barricades				
Barricade(s)	Traffic Cones	1 – 25	\$50.00	
		26 – 49	\$100.00	
		> 50	\$150.00	
	Bike Racks		\$20.00 Each	
	Type I, II, and/or III Traffic Barricades		\$30.00 Each	
	Water Barricades		\$50.00 Each	
Traffic Plan / Road Closure Review		\$40.00 per Hour		
Sanitation	Recycling Carts / Cans		\$20.00 per Set	
	Trash Cans			
	Street Sweeper (Truck + Labor)		\$100.00 per Hour	
Electrical	Usage Fee		\$100.00	
	Technician / Contract Assistance		\$100.00	

Note: The City is only responsible for the rental of the above listed items if available. Any other items needed for the event will be required to be purchased / rented by the Applicant privately. Any such additional requirements will not be the responsibility of the City.

Public Works Extra Duty Staffing Fees	
Employee	Supervisor / Premium Pay
\$40.00 per Hour per Employee	\$50.00 per Hour per Employee

City of Greenville  
Special Events Fee Schedules

Recreation and Parks Staffing Fees					
Class I		Class II		Class III	
Resident	Non-Resident	Resident	Non-Resident	Resident	Non-Resident
\$600/day + \$40/hour Staffing Fee	\$900/day + \$40/hour Staffing Fee	\$300/day + \$40/hour Staffing Fee	\$450/day + \$40/hour Staffing Fee	\$100/day + \$40/hour Staffing Fee	\$150/day + \$40/hour Staffing Fee

**Class I:** Any event for which admission is charged or any other type of compensation is realized, including donations. This does not include non-profit organizations. All Class I rentals must receive administrative approval.

**Class II:** Any event where no admission is charged nor any other type of compensation is realized. This includes a private event where alcohol is served but not sold.

**Class III:** Any event hosted by an organization which can provide proof of non-profit and federal tax-exempt status. Letter of proof of 501(c)3 or A527 status is required.

## SPECIAL EVENT PERMIT APPLICATION COVER PAGE AND CHECKLIST

An application for a permit to conduct a special event pursuant to City of Greenville Code of Ordinances. Please reference the City's Special Event Policy for additional information about the application process.

**Note: The person responsible for the special event, or his/her designee, must be present for the duration of the event.**

Name of Special Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Authorized Event Coordinator: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Event (please check all that apply)

- Run/Walk/Bike     Free Concert     Ticketed Concert     Festival
- Rally/Protest     Exhibit     Other

If Other, Please Explain: \_\_\_\_\_

Proposed Location of Special Event:     Town Common     Five Points Plaza  
 Other Location

If Other Location, Please Specify: \_\_\_\_\_

Requested Event Date(s): \_\_\_\_\_ Requested Event Hours: \_\_\_\_\_

Estimated Past Attendance: \_\_\_\_\_ Predicted Attendance: \_\_\_\_\_

Past Vendor Participation: \_\_\_\_\_ Predicted Vendor Attendance: \_\_\_\_\_

SPECIAL EVENT PERMIT  
APPLICATION COVER PAGE AND CHECKLIST

“Hold Harmless Agreement”

By signing this agreement, the Sponsor/Applicant will hold harmless the City of Greenville, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional and attorney’s fee, or other expenses or liabilities of every kind and charter arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind and charter in connection with or arising directly or indirectly out of this event and/or the performance hereof and caused by negligence of the Sponsor. The Sponsor will take full responsibility. The City of Greenville will not be responsible for any personal property used as part of the event.

By signature, I hereby certify that I have read and understand the City’s Special Events Policy and agree to all rules and regulations as outlined in the policy. I also certify that I understand that I am responsible for all clean-up / additional expenses and that the City’s cost for such expenses will be deducted from the refundable deposit. If the City’s cost for clean-up/additional expenses exceeds the amount of the refundable deposit, I understand I will be billed by the City of Greenville for the difference:

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**For Office Use Only:**

This Application was Submitted On: \_\_\_\_\_

Received by: \_\_\_\_\_

Deposit and Application Fee Amount: \_\_\_\_\_

Method of Payment: \_\_\_\_\_

CITY OF GREENVILLE  
APPLICATION CHECKLIST

Please reference the City of Greenville's Special Event Policy for additional information about the requirements listed in the checklist below.

- Event Description, Statement of Public Benefit, and City Services Required - (Attachment 1)
- Event Site Plan (REQUIRED) – (Attachment 2)
- Event Marketing Plan (REQUIRED) – (Attachment 3)
- Promoter and Performing Acts Identification Form (REQUIRED FOR OUTDOOR CONCERTS AND OUTDOOR FESTIVALS) – (Attachment 4)
- Vendor Permits & Electrical Requirements (Complete as needed)–(Attachment 5)
- Street Closure/Sidewalk Impact Notification & Petition (Complete as needed) (Attachment 6)
- Event Insurance (REQUIRED)
- Outdoor Amplified Sound (Complete as needed) (Attachment 7)
- Alcoholic Beverages at Town Common Authorization Form Including Policy and Procedures for the Conditional Sale, Service, Possession and Consumption of Alcoholic Beverages at the Town Common (Refer to as Needed) (Attachment 8)
- Application for Parade Permit (Complete as needed) (Attachment 9)
- Verification of the Hiring of Security Officers (Attachment 10)

SUBMIT APPLICATIONS & SUPPORTING DOCUMENTATION TO:

Margot Clark- Special Events Coordinator  
Phone #:252-329-4433  
E-mail: mclark@greenvillenc.gov  
Address: 200 W. Fifth Street Greenville, North Carolina 27834

CITY OF GREENVILLE SPECIAL EVENT PERMIT

ATTACHMENT 1:

EVENT DESCRIPTION, STATEMENT OF PUBLIC BENEFIT, AND CITY SERVICES  
REQUIRED

Please provide a detailed “Event Description” along with the “Statement of Public Benefit” and “Public Services Required” for review. Reference the City’s Special Event Policy for additional information about this application requirement.

Name of Special Event: \_\_\_\_\_

Proposed Location of Special Event: \_\_\_\_\_

Event Description: \_\_\_\_\_

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Statement of Public Benefit: \_\_\_\_\_

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Pubic Services Required: \_\_\_\_\_

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CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 2:**  
EVENT SITE PLAN

Please provide a detailed “Event Site Plan.” Reference the City’s Special Event Policy for additional information about this application requirement. The Site Plan must be attached with this sheet.

Name of Special Event: \_\_\_\_\_

Proposed Location of Special Event: \_\_\_\_\_

Event Site Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Event Parking Plan: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 3:**  
EVENT MARKETING PLAN

Please provide a detailed "Event Marketing Plan." The plan should describe the methods that will be used to advertise and market the event and the sources used (i.e. social media, newspaper, magazines, television). Attach fliers / promotional materials to be distributed in relation to the event. Please reference the City's Special Event Policy for additional information about this application.

Name of Special Event: \_\_\_\_\_

Proposed Location of Special Event: \_\_\_\_\_

Marketing Plan: \_\_\_\_\_

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CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 4:**  
 PROMOTER AND PERFORMING ACTS IDENTIFICATION FORM

Identify below the name(s) and requested information for the promoter and performing acts at the event:

PROMOTER:

Promoter Name: \_\_\_\_\_

Last Three Events Promoted:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

PERFORMING ACTS:

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

PERFORMING ACTS:

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

Act Name: \_\_\_\_\_

Last Three Events at Which Act Performed:

#	Name of Event	Location	Date	Point of Contact
1.				
2.				
3.				

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 5:**  
 VENDOR PERMITS AND ELECTRICAL REQUIREMENTS

Complete the form below based on the number of vendors and types of electrical connections required for the event. If there are questions about the electrical requirements for the event, please contact the City of Greenville Public Works Department at (252) 329-4522.

Name of Special Event: \_\_\_\_\_

Authorized Vendor Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Please calculate the event vendor fees and electrical usage fees below:

Types of Vendors	Fee	Total
# of Retail Vendors:	x \$15.00	
# of Food Vendors:	x \$30.00	
Total Vendor Fee:		

Electrical Requirements: Location of electrical needs to be included on Event Site Plan.

Amp Amount	Total Number of Connections	Number of Days	Fee Amount	Total
20 Amps or Less			\$25.00 per Day	
21 to 50 Amps			\$50.00 per Day	
50 or More Amps			\$100.00 per Day	
Total Electrical Usage Fee:				

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

NOTIFICATION: I hereby certify that all property owners, managers or lessees adjacent to the proposed closure area have been notified of the event and notified of the event's proposed date, time, location and purpose. I also certify that I understand that the sale and/or consumption of alcohol is prohibited in the street.

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Signature (Applicant)	Date(s) of Notification
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Applications will not be processed without a completed petition form inclusive of attachments with signatures.

The Event Applicant for (Event Name): \_\_\_\_\_

is requesting the closure of \_\_\_\_\_ between \_\_\_\_\_

and \_\_\_\_\_. Projected Attendance: \_\_\_\_\_

The closure would occur between the hours of: \_\_\_\_\_ (am/pm) and \_\_\_\_\_

(am/pm) on \_\_\_\_/\_\_\_\_/20\_\_ through \_\_\_\_/\_\_\_\_/20\_\_.

The closure, if granted, will be for the exclusion of vehicles only. A 20' emergency lane shall be provided on all streets within the said closure at all times. The undersigned persons, being owners, managers, or lessees of property immediately adjacent to the area to be closed as described above, hereby convey their approval of the above-noted request.

Each notification should include the following:

1. Name of the Event and Sponsoring Organization
2. Date and timeframe of event
3. Description of road closures (locations and times)
4. Information and timeframe for noise impacts (such as music)
5. Organizer's name, phone number and email
6. Website associated with event

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

By signature, I hereby certify that I am a property owner, manager, or lessee adjacent to the proposed closure area and have been notified of the event and the following:

- The event's proposed date, time, location, purpose, and projected attendance
- The site plan detailing road closures and designated parking areas
- Information and timeframe of noise impacts
- Name of sponsoring organization

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1. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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2. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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3. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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4. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

By signature, I hereby certify that I am a property owner, manager, or lessee adjacent to the proposed closure area and have been notified of the event and the following:

- The event's proposed date, time, location, purpose, and projected attendance
- The site plan detailing road closures and designated parking areas
- Information and timeframe of noise impacts
- Name of sponsoring organization

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5. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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6. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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7. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

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8. Contact Name (Printed) Business Name or Property Address & Phone

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Signature Date

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

The following adjoining property owners either could not be contacted or refused to sign the notification:

1. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification  
Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_

2. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification  
Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_

3. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification  
Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 6:**  
STREET CLOSURE / SIDEWALK IMPACT NOTIFICATION & PETITION  
(FOR COMMERCIAL AREA)

The following adjoining property owners either could not be contacted or refused to sign the notification:

4. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_

5. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_

6. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_  
Address of Property Owner: \_\_\_\_\_  
Dates and Times Applicant Attempted to Notify: \_\_\_\_\_  
\_\_\_\_\_



CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND APPLICATION

**Applications will not be processed without a completed Outdoor Amplified Sound application inclusive of attachments with signatures.**

Greenville City Ordinance governs the use of Outdoor Amplified Sound in Chapter 5 of the Greenville City Code. In order to answer some of the most often asked questions, the following are offered:

Under a “RESIDENTIAL USE CATEGORY” permit, the maximum permitted level at all times is 60 dB(A). The only exception to this is in 12-5-3(e), each Fraternity and Sorority is allowed one “permit to exceed” during the fall and spring semester. For the purposes of this ordinance, the fall semester begins seven (7) days before the first day of classes and ends seven (7) days after the last scheduled day of exams. The spring semester begins seven (7) days before the first day of classes and ends one (1) day after commencement. The maximum permitted level under these circumstances is 80 dB(A).

PROPERTY OWNER is the legal owner, not the individual renting or leasing the property.

MONTH is defined as a calendar month.

ESTIMATED MAXIMUM NUMBER OF PEOPLE ATTENDING – “The Applicant is required to state the estimated number of people expected to attend. Be advised if more attend than are listed, the permit WILL BE IMMEDIATELY REVOKED, and the use of amplified sound must be terminated. It is the responsibility of the Applicant to ensure no more than the number listed is in attendance.”

Section 12-5-3(c) – Except as allowed in subsection (d), no person shall operate or cause to be operated any source of sound in such a manner as to create a sound level which at its peak exceeds the limits set forth for the use occupancy categories in Table 1 when measured at or beyond the property line of the property from which the sound originates.

Section 12-5-5(b) states that “all applications for a permit to exceed shall be submitted to the Chief of Police or his designee at least 90 days prior to the scheduled event; failure to comply with this requirement shall be grounds for denying the permit.”

Section 12-5-5(e) (4) states “No permitted event may last more than 4 hours in duration. This is a mandatory condition.”

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND

Section 12-5-5(e) (5) states “No event may extend beyond 11:00 PM.” This is a mandatory condition.

“THIS PERMIT EXPIRES 4 HOURS FROM THE START OF THE EVENT OR 11:00 PM, WHICHEVER COMES FIRST. IF THE ACTIVITY CONTINUES, THEN THE APPLICANT AND OTHER RESPONSIBLE INDIVIDUALS WILL BE CITED FOR VIOLATIONS OF THE ORDINANCES OR APPLICABLE NORTH CAROLINA LAWS.”

SPECIAL CONDITIONS: (1) No outdoor sound speaker may be set up more than ten (10) feet off the ground. (2) The permit holder(s) must change the arrangement of amplifying equipment or sound instruments upon the request of any Greenville Police Officer so as to minimize the disturbance to others.

Application Fee: \$50.00 (Non-refundable)      Date: \_\_\_\_\_

Sponsor/Club Name: \_\_\_\_\_

\_\_\_\_\_ APPLICATION FOR USE OF OUTDOOR AMPLIFIED SOUND EQUIPMENT TO EXCEED GENERAL SOUND LEVELS. MAXIMUM LEVEL 80 dB(A).

\_\_\_\_\_ APPLICATION FOR USE OF OUTDOOR AMPLIFIED SOUND EQUIPMENT RESIDENTIAL USE OCCUPANCY CATEGORY. MAXIMUM LEVEL 60 dB(A).

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND  
ORGANIZATIONS AFFILIATED WITH EAST CAROLINA UNIVERSITY

If the organization applying for this permit is an organization affiliated with East Carolina University, please fill out the information stated below:

(1) Place a check (✓) on the line below which appropriately describes your organization:

- FRATERNITY
  - SORORITY
  - UNIVERSITY-SPONSORED CLUB
  - OTHER            Explain: \_\_\_\_\_
- \_\_\_\_\_

(2) Signature of Associate Vice Chancellor for Student Involvement & Leadership is **REQUIRED.**

\_\_\_\_\_  
Associate Vice Chancellor Name

\_\_\_\_\_  
Associate Vice Chancellor Signature

Date: \_\_\_\_\_

Guarantee and Indemnification. The undersigned on behalf of and with the full, complete and express authority of the following named organization and with the authority to bind the organization solemnly guarantees in the event the Applicant defaults, breaches or fails to comply with any term or condition stated in this application and the permit issued, the organization guarantees it will reimburse, indemnify and pay any civil fines, forfeitures, expenses or costs assessed against the Applicant as a result of any breach, default or violation of the application, the permit or ordinances of the City of Greenville. I certify that I am 21 years of age or older.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

Complete Entity Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND  
NOTIFICATION OF ADJOINING PROPERTY OWNERS

Adjoining property owners surrounding the location proposed as the site of the permitted event must be notified by the Applicant at least 90 days prior to the scheduled event, and advised of the time by which cleanup of the area will be accomplished. Notice to the adjoining property owners shall include a statement indicating that comments or concerns regarding the issuance of a permit at the proposed location may be made to the Chief of Police prior to the event. These conditions are mandatory on all "permit to exceed" applications:

Name of the Applicant: \_\_\_\_\_

Date(s) and Time of Event: \_\_\_\_\_

Time of Cleanup: \_\_\_\_\_

Signatures of Adjoining Property Owners and Date Notified

1. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND  
NOTIFICATION OF ADJOINING PROPERTY OWNERS

4. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

6. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

8. Adjoining Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND  
NOTIFICATION OF ADJOINING PROPERTY OWNERS

The following adjoining property owners either could not be contacted or refused to sign the notification:

1. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

---

2. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

---

3. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

---

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
OUTDOOR AMPLIFIED SOUND  
NOTIFICATION OF ADJOINING PROPERTY OWNERS

The following adjoining property owners either could not be contacted or refused to sign the notification:

4. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

\_\_\_\_\_

5. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

\_\_\_\_\_

6. Property Owner: \_\_\_\_\_ Could Not Be Reached  
\_\_\_\_\_ Refused To Sign The Notification

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Dates and Times Applicant Attempted to Notify: \_\_\_\_\_

\_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 7:**  
PERMIT FOR OUTDOOR AMPLIFIED SOUND  
TO EXCEED GENERAL SOUND LEVELS

A permit is hereby granted to \_\_\_\_\_  
(Applicant)

to use outdoor amplified sound to exceed general sound levels, \_\_\_\_\_ Db(A)

at \_\_\_\_\_  
(Name and location)

from \_\_\_\_\_ M to \_\_\_\_\_ M on \_\_\_\_\_

Number of people attending (Estimated Maximum): \_\_\_\_\_

Will alcohol be available, provided, or otherwise present? (Circle one)      Yes      No

Number of officers required: \_\_\_\_\_  
(To be determined by the Chief of Police)

I understand the issuance of this permit is conditional upon compliance with all regulations and ordinances of the City of Greenville. I agree to give my full cooperation to the Greenville Police Department in enforcing the noise ordinance, to be present at the site of the event, and to be capable of assisting the Greenville Police Officers in their enforcement duties during the entire time for which this permit is issued.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Deputy Chief of Police

\_\_\_\_\_  
Date

Application Fee:      \$50.00 (Non-refundable)

Fee paid by: Cash, Credit Card, Check (Check # \_\_\_\_\_) Receipt # \_\_\_\_\_ Initials \_\_\_\_\_  
(Circle one)

Application not approved: \_\_\_\_\_ Reason(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CITY OF GREENVILLE SPECIAL EVENT PERMIT

ATTACHMENT 8:

POLICY AND PROCEDURE FOR THE CONDITIONAL SALE AND/OR SERVICE, POSSESSION, AND CONSUMPTION OF ALCOHOL AT THE TOWN COMMON

1. This Policy and Procedure governs each and every event at the Town Common, which includes the conditional sale and/or service, possession and consumption of alcoholic beverages.
  
2. Definitions:
  - a. City: City of Greenville
  
  - b. Town Common Event: Every event at the Town Common which is conducted, sponsored, and/or sanctioned by the City
  
  - c. Applicant: Persons, groups, nonprofits, businesses and/or other such organizations requesting to lease the Town Common
  
  - d. ABC: North Carolina Alcoholic Beverage Control
  
  - e. ABC Commission: North Carolina Alcoholic Beverage Control Commission
  
  - f. Town Common Event Site: A specified and designated portion of the Town Common for the Town Common Event
  
  - g. Alcohol Zone: A designated and clearly delineated area within the Town Common Event Site, developed to the City's specifications and established in cooperation with City staff, where the sale and/or service, possession and consumption of alcohol must only take place
  
  - h. Alcoholic Beverage (in accordance with N.C.G.S. §18B-101):
    - o Malt Beverage: Beer, lager, malt liquor, ale, porter, and any other brewed or fermented beverage (except unfortified or fortified wine), containing 0.5%, and not more than 15%, alcohol by volume.
  
    - o Unfortified Wine: Any wine of 16% or less alcohol by volume made by fermentation from grapes, fruits, berries, rice, or honey; or by the addition of pure cane, beet, or dextrose sugar; or by the addition of pure brandy from the same type of grape, fruit, berry, rice, or honey that is contained in the base wine and produced in accordance with the regulations of the United States.

3. Applicants may request to lease the Town Common for a Town Common Event that includes the sale and/or service, possession and consumption of alcoholic beverages. Applicants must request to lease the Town Common through the City's Special Events Application.
4. Malt Beverages and/or Unfortified Wine: Applicants may request to lease the Town Common for a Town Common Event that includes the sale and/or service, possession and consumption of Malt Beverages and/or Unfortified Wine in accordance with the following:
  - a. Serve, Possess and Consume: The following Applicants may request to serve, possess and consume Malt Beverages and/or Unfortified Wine:
    - o The City
    - o A nonprofit organization
    - o A political organization
    - o Any other person, group, or business

Note: An ABC permit is not required in order to request to serve, possess and consume Malt Beverages and/or Unfortified Wine.

- b. Sell, Serve, Possess and Consume: The following Applicants may request to sell, serve, possess and consume Malt Beverages and/or Unfortified Wine (in accordance with N.C.G.S. §18B-1002):
  - o The City
  - o A nonprofit organization
  - o A political organization

Note: A Special One-Time Permit must be issued to the Applicant by the ABC Commission as required by law. See #5 below for requirements related to permits issued by the ABC Commission.

5. In compliance with North Carolina law, all Applicants required to obtain an ABC permit must:
  - a. Obtain written permission from the City, through the lease application process, to sell and/or serve, possess and consume alcohol at the Town Common Event before submitting an application to the ABC Commission for an ABC permit.

- b. Supply a copy of the ABC permit issued by the ABC Commission to the City at least 30 days prior to the Town Common Event.
  - c. Only sell and/or serve, possess and consume alcoholic beverages pursuant to and in conformity with the issued ABC permit.
  - d. Comply with all state and local laws including the provisions of Chapter 18B and the Administrative Rules adopted by the ABC Commission as found in the North Carolina Administrative Code.
6. The Applicant must apply to lease the Town Common Event Site by way of the execution of an approved lease agreement with the City. As part of the approved lease agreement, Applicants MUST complete the Alcoholic Beverages at Town Common Authorization form.
7. By completion of the City's lease application, the Applicant agrees to any and all restrictions, as included in the lease application, on the use of the Town Common Event Site and the sale and/or service, possession and consumption of alcohol at the Town Common Event.
8. As included in the City's lease application, and in addition to restrictions as established by applicable law, the following restrictions apply to the sale and/or service, possession and consumption of alcohol by the Applicant at the Town Common Event:
- a. Applicants may only sell and/or serve alcohol to individuals 21 years old and older who are attending the Town Common Event.
  - b. The sale and/or service, possession, and consumption of alcohol must take place within the Alcohol Zone ONLY. The Applicant will be responsible for all costs associated with establishing and delineating the Alcohol Zone. Any portion of the Town Common outside the Alcohol Zone will be alcohol free.
  - c. Documentation showing proof of training on how to provide safe and responsible alcohol service is required to be shown prior to any sale and/or service, possession, and consumption of alcohol. Training would include completion of programs such as:
    - 1) Responsible Alcohol Seller Program (R.A.S.P.) conducted by the ABC Commission; or
    - 2) Responsible Alcohol Sale Education (R.A.S.E.) conducted by the Pitt County ABC Law Enforcement Division.

- d. All sale and/or service of alcohol shall conclude by 10:00 p.m. All possession and consumption of alcohol shall conclude by 10:30 p.m.
- e. A minimum of two (2) special duty City police officers are required to be present at the Alcohol Zone for the duration of the sale and/or service, possession, and consumption period. Depending upon the size of the Alcohol Zone, additional officers may be required to be present, as determined by the City in its sole discretion. The Applicant will be responsible for all expenses for the special duty officers assigned for the Town Common Event. There will be a minimum charge to the Applicant of four (4) hours for each special duty City police officer assigned to the Town Common Event.
- f. The Applicant and/or a representative of the Applicant must be present at the Alcohol Zone for the duration of the sale and/or service, possession, and consumption period.
- g. The Applicant must adhere to the following requirements concerning insurance:
  - 1) The Applicant must provide to the City proof of required insurance no later than 30 days prior to the event. The Town Common Event will be subject to cancellation if proof of required insurance coverage is not received by the City at least 30 days prior to the Town Common Event.
  - 2) The event insurance policy must specifically acknowledge that the Town Common Event includes alcohol sale and/or service, possession, and consumption.
  - 3) The insurance coverage must be public liability, property damage, and liquor liability insurance at amounts acceptable to the City and name the City of Greenville as an additional insured on all coverage.
  - 4) Additional liability insurance may be required with the City identified as coinsured. Determination will be made for this requirement prior to the issuance of the permit and is at the discretion of the City Manager, or designee, based on the nature, character, time, size, history and location of the event.
- h. A standard waiver of liability and/or hold harmless agreement shall be executed by the Applicant releasing the City of any liability associated with the sale and/or service, possession and consumption of alcoholic beverages on City property.
- i. No glass containers are permitted.
- j. Brown-bagging is not permitted.

- k. The Applicant must ensure that participants and attendees at the Town Common Event do not bring any alcoholic beverages into the Town Common Event Site and/or the Alcohol Zone.
  - l. In order to maintain safety, the City reserves the right to request guests who are perceived to be overly intoxicated to leave the Town Common Event Site. The Applicant shall be responsible for providing designated drivers or other means.
  - m. Failure to comply with any or all of the restrictions as identified in item #8 of this Policy and Procedure may result in the following:
    - 1) Denial of current and/or future lease application requests by the Applicant for the use of the Town Common Event Site.
    - 2) Cancellation or closure of a Town Common Event for which the City had previously approved a lease application for the use of the Town Common Event Site by the Applicant.
9. The provisions in items #6. through #8. of this Policy and Procedure apply to any person, group, business, and/or organization who is:
- Required to obtain an ABC Commission Permit to sell and/or serve, possess and consume alcohol as authorized under North Carolina law.
  - Not required to obtain an ABC Commission Permit to serve, possess and consume alcohol as otherwise authorized under North Carolina law.

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 8:**  
ALCOHOLIC BEVERAGES AT THE TOWN COMMON AUTHORIZATION

Name of Special Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Requested Event Date(s): \_\_\_\_\_

As the Applicant to lease the Town Common for the above named Special Event, on the above requested event date(s), that includes the sale and/or service, possession, and consumption of alcoholic beverages, I hereby certify the following (initial all that apply):

Initial: \_\_\_\_\_ I am requesting to serve, possess, and consume Malt Beverages and/or Unfortified Wine and I am not required to obtain an ABC permit

Initial: \_\_\_\_\_ I am requesting to sell, serve, possess, and consume Malt Beverages and/or Unfortified Wine and I am required to obtain a Special One-Time Permit from the ABC Commission. I also certify that I am one of the following approved Applicant types:

Initial: \_\_\_\_\_ A nonprofit organization

Initial: \_\_\_\_\_ A political organization

Initial: \_\_\_\_\_ The City of Greenville

I also certify that as Applicant, I understand that I and / or one of my representatives must be present at the Alcohol Zone for the duration of the sale and / or service, possession, and consumption period.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 9:**  
APPLICATION FOR PARADE PERMIT

Application must be submitted not less than ninety (90) days prior to the date of the event.

1. Applicant Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

2. Name of Person, Firm, or Organization Whom Applicant is Representing:

\_\_\_\_\_

Headquarters Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Organization President or Other Responsible Party: \_\_\_\_\_

Email Address: \_\_\_\_\_

3. Parade Chairperson\*: \_\_\_\_\_

(\*Must carry the permit during the parade)

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

4. Requested Parade Date: \_\_\_\_\_ Time: Start: \_\_\_\_\_

Finish: \_\_\_\_\_

CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 9:**  
APPLICATION FOR PARADE PERMIT

5. Route to be Traveled: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Starting Point: \_\_\_\_\_ Termination Point: \_\_\_\_\_

7. Approximate number of persons, animals, and vehicles expected to participate: \_\_\_\_\_

\_\_\_\_\_

Persons and / or Groups on foot: \_\_\_\_\_

Floats / Vehicles (describe): \_\_\_\_\_

\_\_\_\_\_

Animals (describe): \_\_\_\_\_

8. Will the parade occupy: Entire width of the street: \_\_\_\_\_

Portion of the street: \_\_\_\_\_

9. Location (by streets) of proposed assembly area(s): \_\_\_\_\_

\_\_\_\_\_

10. Time units will begin assembling at the above assembly area(s): \_\_\_\_\_

I UNDERSTAND THE ISSUANCE OF A PARADE PERMIT IS CONDITIONAL UPON COMPLIANCE WITH ALL LAWS, REGULATIONS, AND CONDITIONS IMPOSED BY THE ORDINANCES OF THE CITY OF GREENVILLE. I AFFIRM THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE, CORRECT, AND ACCURATE TO THE BEST OF MY KNOWLEDGE

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF GREENVILLE SPECIAL EVENT PERMIT  
**ATTACHMENT 10:**  
VERIFICATION OF THE HIRING OF SECURITY OFFICERS

Name of Applicant: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Number of Required Security Officers (As designated by the Chief of Police):

City of Greenville Off-Duty Officers: \_\_\_\_\_

Private Security Officers: \_\_\_\_\_

Other Local Law Enforcement: \_\_\_\_\_

Total Required Offices: \_\_\_\_\_

Will Alcohol be Available, Provided, or Otherwise Present? (Circle One)    Yes        No

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes / Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

---

**Title of Item:** Resolution Accepting Dedication of Rights-of-Way and Easements for Sagewood Phase 1 and Meadow Woods Subdivision Section 2, Phase 2

**Explanation:** **Abstract:** This item proposes a resolution to accept the dedication of rights-of-way and easements for Sagewood Phase 1 and Meadow Woods Subdivision Section 2, Phase 2.

**Explanation:** In accordance with the City's Subdivision regulations, rights-of-way and easements have been dedicated for Sagewood Phase 1 (Map Book 83 at Page 52) and Meadow Woods Subdivision Section 2, Phase 2 (Map Book 83 at Pages 190-191). A resolution accepting the dedication of the aforementioned rights-of-way and easements is attached for City Council consideration. The final plat showing the rights-of-way and easements is also attached.

**Fiscal Note:** Funds for the maintenance of these rights-of-way and easements are included within the fiscal year 2018-2019 budget.

**Recommendation:** City Council adopt the attached resolution accepting dedication of rights-of-way and easements for Sagewood Phase 1 and Meadow Woods Subdivision Section 2, Phase 2.

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ATTACHMENTS:

- ▣ **June\_2019\_Right\_of\_Way\_Resolution\_1108690**
- ▣ **Sagewood Phase 1**
- ▣ **Meadow Woods Sect 2 Ph 2**

RESOLUTION NO.  
A RESOLUTION ACCEPTING DEDICATION TO THE PUBLIC OF  
RIGHTS-OF-WAY AND EASEMENTS ON SUBDIVISION PLATS

WHEREAS, G.S. 160A-374 authorizes any City Council to accept by resolution any dedication made to the public of land or facilities for streets, parks, public utility lines, or other public purposes, when the lands or facilities are located within its subdivision-regulation jurisdiction; and

WHEREAS, the Subdivision Review Board of the City of Greenville has acted to approve the final plats named in this resolution, or the plats or maps that predate the Subdivision Review Process; and

WHEREAS, the final plats named in this resolution contain dedication to the public of lands or facilities for streets, parks, public utility lines, or other public purposes; and

WHEREAS, the Greenville City Council finds that it is in the best interest of the public health, safety, and general welfare of the citizens of the City of Greenville to accept the offered dedication on the plats named in this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, North Carolina:

Section 1. The City of Greenville accepts the dedication made to the public of lands or facilities for streets, parks, public utility lines, or other public purposes offered by, shown on, or implied in the following approved subdivision plats:

Sagewood Phase 1	Map Book 83	Page 52
Meadow Woods Subdivision Section 2, Phase 2	Map Book 83	Pages 190-191

Section 2. Acceptance of dedication of lands or facilities shall not place on the City any duty to open, operate, repair, or maintain any street, utility line, or other land or facility except as provided by the ordinances, regulations or specific acts of the City, or as provided by the laws of the State of North Carolina.

Section 3. Acceptance of the dedications named in this resolution shall be effective upon adoption of this resolution.

Adopted the 10<sup>th</sup> day of June, 2019.

\_\_\_\_\_  
P. J. Connelly, Mayor

ATTEST:

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

NORTH CAROLINA  
PITT COUNTY

I, Polly Jones, Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument was signed in its name by its Mayor, sealed with the corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and official seal this the 10<sup>th</sup> day of June, 2019.

---

Notary Public

My Commission Expires:

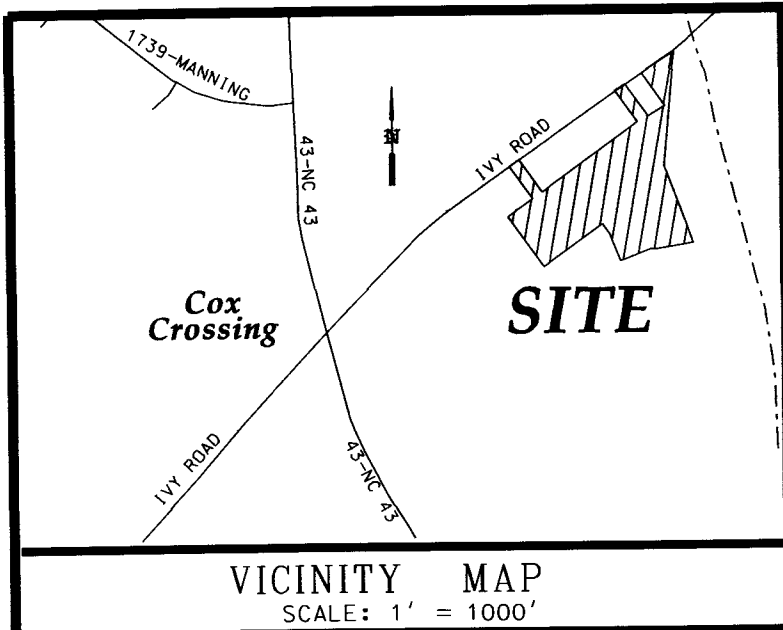
**SITE DATA**

NUMBER OF LOTS CREATED.....19  
 TOTAL AREA IN TRACT.....9.7120 AC  
 AREA IN COMMON AREA.....39,892 SF  
 AREA IN PARKS, RECREATION  
 AREAS AND THE LIKE.....17,742 SF

Doc ID: 014138510001 Type: CRP  
 Recorded: 06/27/2018 at 10:17:16 AM  
 Fee Amt: \$21.00 Page 1 of 1  
 Pitt County, NC  
 Lisa P. Nichols REG OF DEEDS  
**BK 83 PG 52**

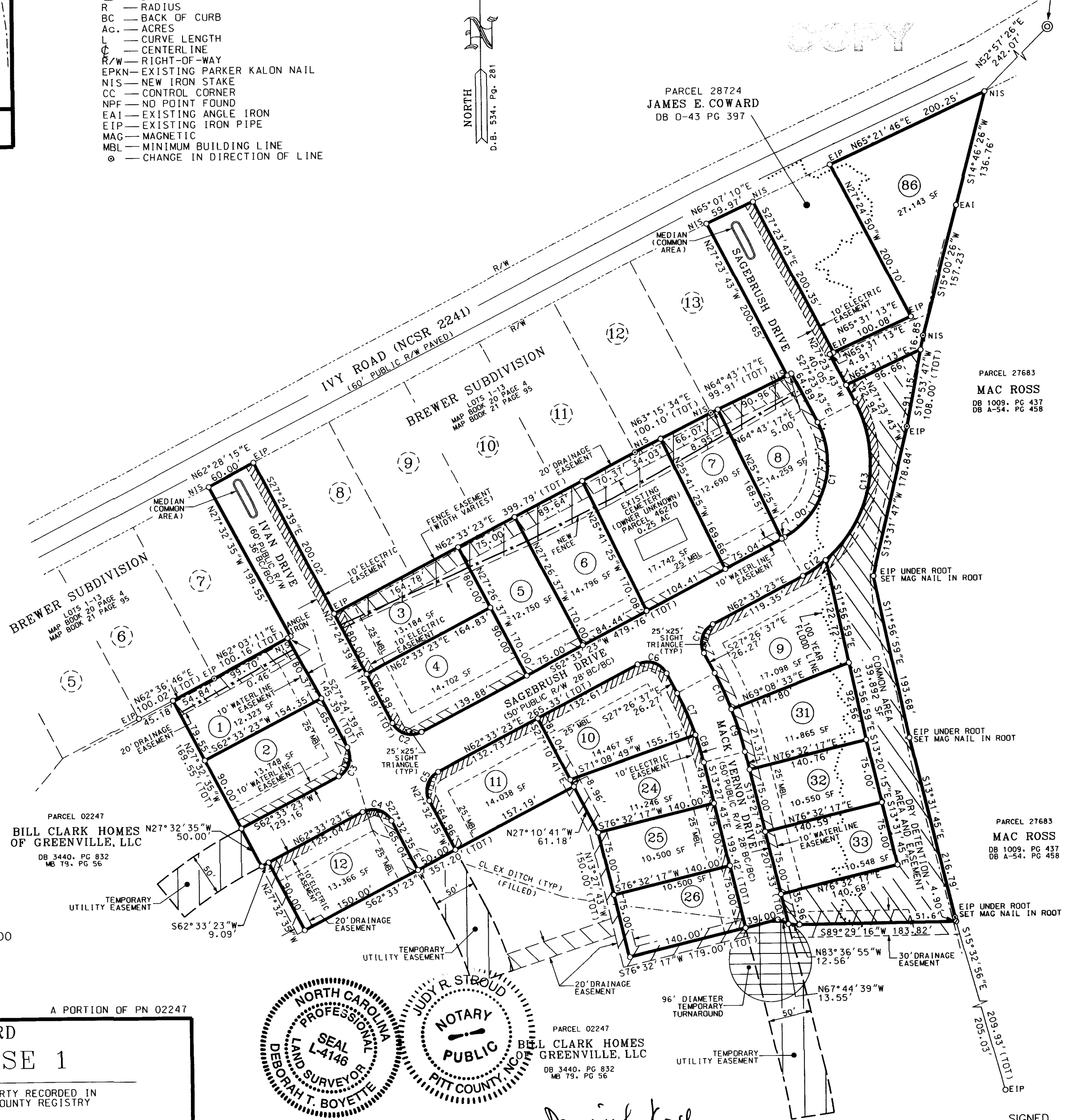
NAME - ERM P LWS 03  
 PID - Z49022  
 EPK NAIL IN CENTERLINE OF  
 IVY ROAD & INDIAN CREEK  
 SWAMP CANAL OVER CULVERT  
 N = 647353.13' (NAD83 2007)  
 E = 2502288.94'  
 Z = 50.73 (NAVD88)

- LEGEND**
- NPS — NO POINT SET
  - EIS — EXISTING IRON STAKE
  - EIR — EXISTING IRON ROD
  - CH — CHORD
  - PT — POINT OF TANGENCY
  - PC — POINT OF CURVATURE
  - Δ — DELTA
  - R — RADIUS
  - BC — BACK OF CURB
  - AC. — ACRES
  - L — CURVE LENGTH
  - C — CENTERLINE
  - R/W — RIGHT-OF-WAY
  - EPKN — EXISTING PARKER KALON NAIL
  - NIS — NEW IRON STAKE
  - CC — CONTROL CORNER
  - NPF — NO POINT FOUND
  - EA1 — EXISTING ANGLE IRON
  - EIP — EXISTING IRON PIPE
  - MAG — MAGNETIC
  - MBL — MINIMUM BUILDING LINE
  - ⊙ — CHANGE IN DIRECTION OF LINE

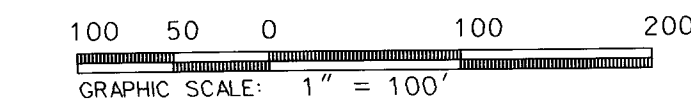


**CURVE DATA**

C1 R = 100.00' Δ = 89°57'06" L = 157.00' CH = S17°34'50"W 141.36'	C8 R = 355.00' Δ = 05°23'27" L = 33.40' CH = S16°09'27"E 33.39'
C2 R = 25.00' Δ = 90°00'00" L = 39.27' CH = N72°24'39"W 35.36'	C9 R = 405.00' Δ = 07°23'44" L = 52.28' CH = N17°09'35"W 52.24'
C3 R = 25.00' Δ = 89°58'02" L = 39.26' CH = S17°34'22"W 35.35'	C10 R = 405.00' Δ = 06°35'10" L = 46.55' CH = N24°09'02"W 46.53'
C4 R = 25.00' Δ = 89°54'02" L = 39.23' CH = S72°29'36"E 35.32'	C11 R = 25.00' Δ = 90°00'00" L = 39.27' CH = N17°33'23"E 35.36'
C5 R = 25.00' Δ = 90°05'58" L = 39.31' CH = N17°30'24"E 35.39'	C12 R = 150.00' Δ = 12°32'36" L = 32.84' CH = N56°17'05"E 32.77'
C6 R = 25.00' Δ = 90°00'00" L = 39.27' CH = S72°26'37"E 35.36'	C13 R = 150.00' Δ = 77°24'31" L = 202.65' CH = N11°18'32"E 187.59'
C7 R = 355.00' Δ = 08°35'26" L = 53.23' CH = S23°08'54"E 53.18'	



- NOTES:**
- THE DESIGNATION NOTED OVER WATER, SANITARY SEWER, GAS OR ELECTRIC LINES IS FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF SAID EASEMENT. THE EASEMENTS SHOWN ARE NOT EXCLUSIVE AND WILL PERMIT THE FUTURE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
  - ALL AREAS CALCULATED BY COORDINATE GEOMETRY.
  - A PORTION OF THIS PROPERTY IS LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE NATIONAL FLOOD INSURANCE PROGRAM. REFERENCE: FIRM PANEL NUMBER 3720560400K. EFFECTIVE DATE 07/07/2014.
  - IRON STAKES SET AT ALL LOT CORNERS UNLESS OTHERWISE NOTED.
  - NO PERMANENT STRUCTURE(S), INCLUDING BUT NOT LIMITED TO SUBDIVISION SIGNAGE, FENCES OR STORAGE BUILDINGS, SHALL BE CONSTRUCTED OR LOCATED IN ANY DRAINAGE EASEMENT SHOWN ON THIS PLAT WITHOUT PRIOR APPROVAL FROM THE CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT.
  - NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCRUCH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF GREENVILLE.
  - ALL COMMON AREA AND PLANTED MEDIANS ARE TO BE MAINTAINED BY SAGEWOOD PROPERTY OWNER'S ASSOCIATION.
  - NO PARKING SIGNS TO BE PLACED ON ONE SIDE OF STREET.
  - FENCE EASEMENT ON LOTS 3,5,6,7 AND 8 FOLLOWS A LINE PARALLEL TO THE FENCE AND 5' SOUTH OF FENCE AS INSTALLED.
  - THIS MAP SUPERSEDES MAP ENTITLED "SAGEWOOD, PHASE 1" DATED 07/14/16 AND RECORDED IN MAP BOOK 81, PAGE 188 OF THE PITT COUNTY REGISTRY. THIS MAP WAS REVISED TO CORRECT A ROAD NAME SPELLING, ADD A FENCE EASEMENT AND ADD A TEMPORARY UTILITY EASEMENT.



SHEET 1 OF 1 A PORTION OF PN 02247

**MAP FOR RECORD  
 SAGEWOOD, PHASE 1**

REFERENCE: BEING A PORTION OF THE PROPERTY RECORDED IN DEED BOOK 3440, PAGE 832 OF THE PITT COUNTY REGISTRY

GREENVILLE, CHICOD TOWNSHIP, PITT COUNTY, NORTH CAROLINA

**OWNER: BILL CLARK HOMES OF GREENVILLE, LLC**  
 200 EAST ARLINGTON BLVD.  
 GREENVILLE, NC 27858  
 252-355-5805

STROUND ENGINEERING, P.A. 107-B COMMERCE STREET GREENVILLE, NC 27858 (252)756-9352 LIC. NO. C-0647	SURVEYED:HOB/EGC	APPROVED:HOB/DTB
	DRAWN: QM	DATE: 6/6/18
	CHECKED:DTB	SCALE: 1" = 100'

**SOURCE OF TITLE**  
 THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE(S) OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE NORTH CAROLINA IS:  
 DEED BOOK 3190 PAGE 517  
 DEED BOOK 3190 PAGE 517  
 DEED BOOK 3190 PAGE 517  
 SIGNED: Deborah A. Boyette  
 N.C. LICENSE NO. L-4146

**OWNERS STATEMENT**  
 THIS IS EVIDENCE THAT THIS SUB-DIVISION IS MADE AT THE REQUEST OF  
 SIGNED: Daniel Kod  
 OWNER  
 SWORN AND SUBSCRIBED TO BEFORE ME THIS 26th DAY OF June, 2018  
 SIGNED: Judy R. Stroud  
 NOTARY PUBLIC, MY COMMISSION EXPIRES ON

**APPROVAL**  
 THIS FINAL PLAT, 18-23 WAS APPROVED BY THE SUBDIVISION REVIEW BOARD IN ACCORDANCE WITH TITLE 9, CHAPTER 5 OF THE GREENVILLE CITY CODE THE DAY OF \_\_\_\_\_  
 SIGNED: M. J. O. L.  
 CITY PLANNER

**DEDICATION**  
 THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE FREE ACT AND DEED, AND HEREBY DEDICATES TO PUBLIC USE AS STREETS, PARKS, PLAY-GROUNDS, OPEN SPACES AND EASEMENTS FOREVER. ALL AREAS AS SHOWN OR AS INDICATED ON SAID PLAT.  
 SIGNED: Daniel Kod  
 ATTEST: E. R. G.

**REVIEW OFFICER'S CERTIFICATE**  
 I, Michael J. J., REVIEW OFFICER OF PITT COUNTY, CERTIFY THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 SIGNED: M. J. J.  
 REVIEW OFFICER  
 DATE: 6/27/18

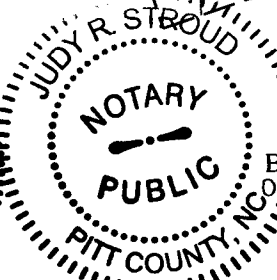
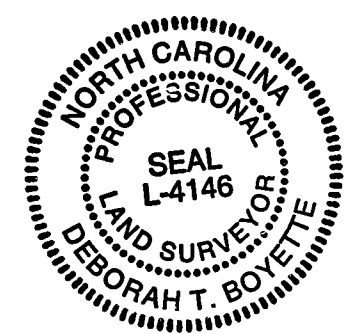
**SURVEYOR'S CERTIFICATION**

I, Deborah A. Boyette, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOK 3190, PAGE 517, OR FROM BOOKS REFERENCED HEREON); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOK \_\_\_\_\_, PAGE \_\_\_\_\_, OR AS REFERENCED HEREON; THAT THE RATION OF PRECISION IS 1:84,448 AS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.

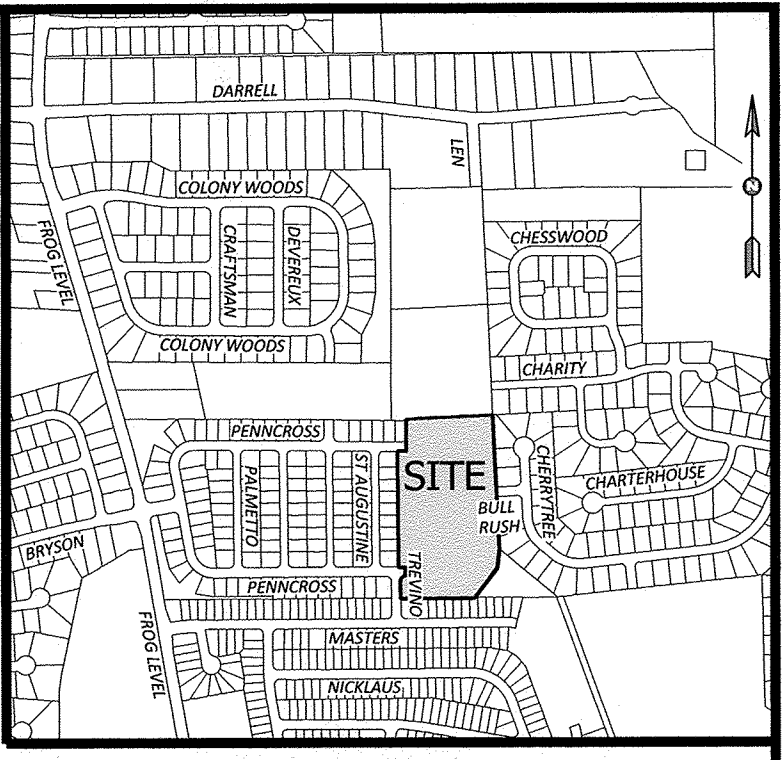
IF FURTHER CERTIFY PURSUANT TO G.S. 47-30 (4)(1)(c), THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND.

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE 20 DAY OF June, 2018

SIGNED: Deborah A. Boyette  
 PROFESSIONAL LAND SURVEYOR L-4146



**COPY**



**VICINITY MAP**  
1" = 1000'

**REFERENCE:**

- D.B. 3572, PG. 266
- M.B. 58, PG. 133
- M.B. 72, PG. 50
- M.B. 68, PG. 76
- M.B. 57, PG. 30
- RIVERS DRAWING W-3682

**LEGEND:**

SEE SHEET 2

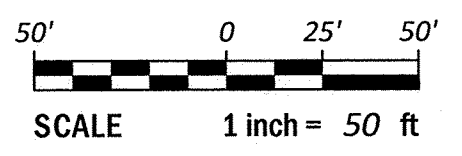
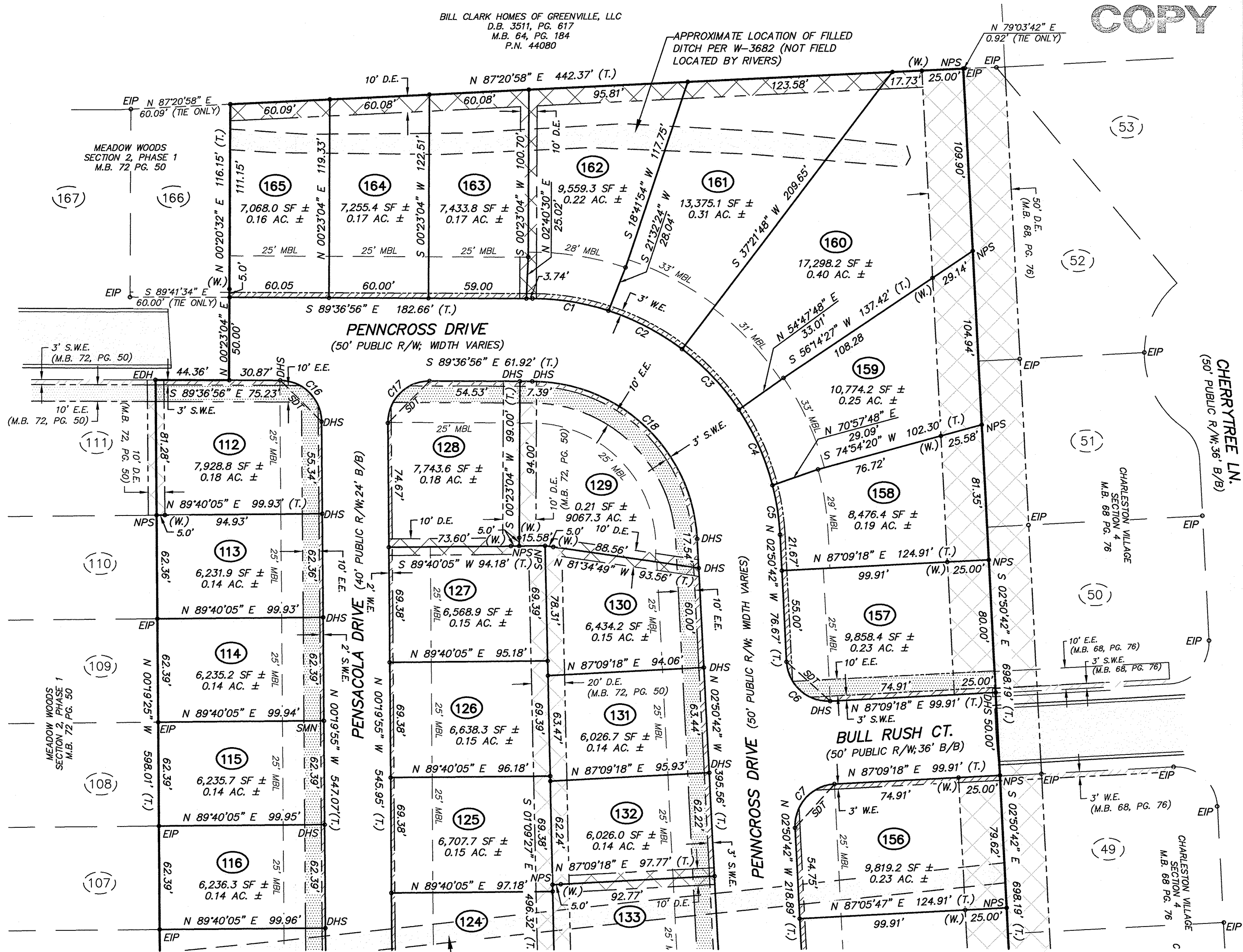
**NOTES:**

SEE SHEET 2

**CURVE TABLE:**

SEE SHEET 2

M.B. 58 PG. 133 (12/04/2002)

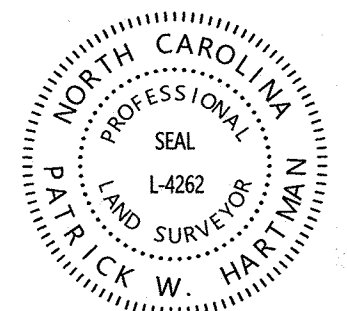
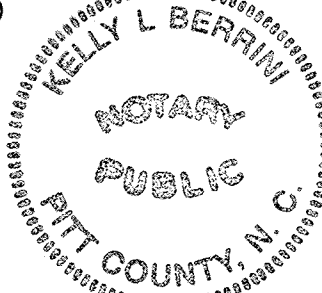


#2 - 4/24/2018: REVISED PER REVIEW COMMENTS  
 REVISIONS: #1 - 4/02/2018: REVISED PER REVIEW COMMENTS

APPROXIMATE LOCATION OF FILLED DITCH PER W-3682 (NOT FIELD LOCATED BY RIVERS)

**SITE SUMMARY**

NUMBER OF LOTS CREATED	46
ACREAGE IN TOTAL TRACT	10.39 AC. (452,533 SF)
ACREAGE IN COMMON AREA(S)	NONE
ACREAGE IN PARK AND RECREATION AREAS	NONE



**CERTIFICATION**

NORTH CAROLINA PITT COUNTY  
 I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY R.B./M.S. FROM DEED DESCRIPTIONS RECORDED IN BOOK 3572, PG. 266; THAT THE RATIO OF PRECISION AS CALCULATED BY COORDINATES IS 1:10,000+; THAT BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. I, FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(11)g.: THIS SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCELS OF LAND; WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 29 DAY OF JANUARY, 2019.  
 SIGNED: *Patrick W. Hartman*  
 PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER L-4262

**FINAL PLAT**  
**MEADOW WOODS SUBDIVISION**  
**SECTION 2, PHASE 2**

CITY OF GREENVILLE, WINTERVILLE TOWNSHIP, PITT CO., NC

OWNER **VICUS DEVELOPMENT, LLC**  
 ADDRESS P.O. BOX 2548, GREENVILLE, NC 27835  
 PHONE (252)-752-2106

Engineers  
 Planners  
 Surveyors  
 Landscape Architects

**Rivers & Associates, Inc.**  
 107 East Second Street  
 Greenville, NC 27858  
 (252) 752-4135  
 NC License: F-0334  
 riversandassociates.com Since 1918

SURVEYED	RB/MS
DRAWN	PH/KB/SC
CHECKED	PWH
APPROVED	JSJ
DATE	11/1/2017
SCALE	1" = 50'

**SOURCE OF TITLE**  
 TO THE BEST OF MY KNOWLEDGE, THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS:  
 DEED BOOK 3572, PAGE 266  
 DEED BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 DEED BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 NORTH CAROLINA LICENSE NO. L-4262

**OWNERS STATEMENT**  
 THIS IS EVIDENCE THAT THIS SUBDIVISION IS MADE AT THE REQUEST OF  
**Vicus Development, LLC**  
 SWORN TO AND SUBSCRIBED BEFORE ME THIS 29 DAY OF February, 2019.  
*Kelly L. Berrin*  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES 6/29/2020

**APPROVAL**  
 THIS FINAL PLAT NO. 18-12, WAS APPROVED BY THE SUBDIVISION REVIEW BOARD IN ACCORDANCE WITH TITLE 9, CHAPTER 5 OF THE GREENVILLE CITY CODE THE DAY OF February, 2019.  
 SIGNED: *Chantae M. Gooby*  
 CITY PLANNER

**DEDICATION**  
 THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE THEIR FREE ACT AND DEED, AND HEREBY DEDICATE TO PUBLIC USE AS STREETS, PARKS, PLAY-GROUNDS, OPEN SPACES, AND EASEMENTS FOREVER, ALL AREAS SHOWN OR SO INDICATED ON SAID PLAT.  
 SIGNED: *Vicus Development, LLC*  
 ATTEST: *[Signature]*

NORTH CAROLINA PITT COUNTY  
 I, **Chantae M. Gooby**  
 A REVIEW OFFICER OF PITT COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
 BY: *Chantae M. Gooby*  
 REVIEW OFFICER  
 DATE 2/7/19

**LEGEND:**

TOTAL	(T.)
TYPICAL	TYP.
NO POINT SET	NPS
RIGHT OF WAY	R/W
DEED BOOK	D.B.
PAGE	PG.
MAP BOOK	M.B.
BACK TO BACK	B/B
NOW OR FORMERLY	N/F
PARCEL NUMBER	P.N.
EXISTING	EXIST.
MINIMUM BUILDING LINE	MBL
EASEMENT	ESMT.
ELECTRIC EASEMENT	E.E.
SEWAGE EASEMENT	S.W.E.
WATER EASEMENT	W.E.
DRAINAGE EASEMENT	D.E.
SIGHT DISTANCE TRIANGLE	SDT
SETTLE HOLE SET	DHS
DRILL MAG NAIL	SMN
EXITING IRON PIPE	EIP
EXITING DRILL HOLE	EDH
WITNESS (IRON PIPE SET)	(W.)
LOT/BLOCK NUMBER	(100)
EXISTING EASEMENT	---
PROPOSED EASEMENT	---
ADJOINER PROPERTY LINE	---
BOUNDARY LINE	---
ASPHALT	[Symbol]
FILLED DITCH	[Symbol]
DRAINAGE EASEMENT	[Symbol] (D.E.)
ELECTRIC EASEMENT	[Symbol] (E.E.)
WATER EASEMENT	[Symbol] (W.E.)
SEWAGE EASEMENT	[Symbol] (S.W.E.)

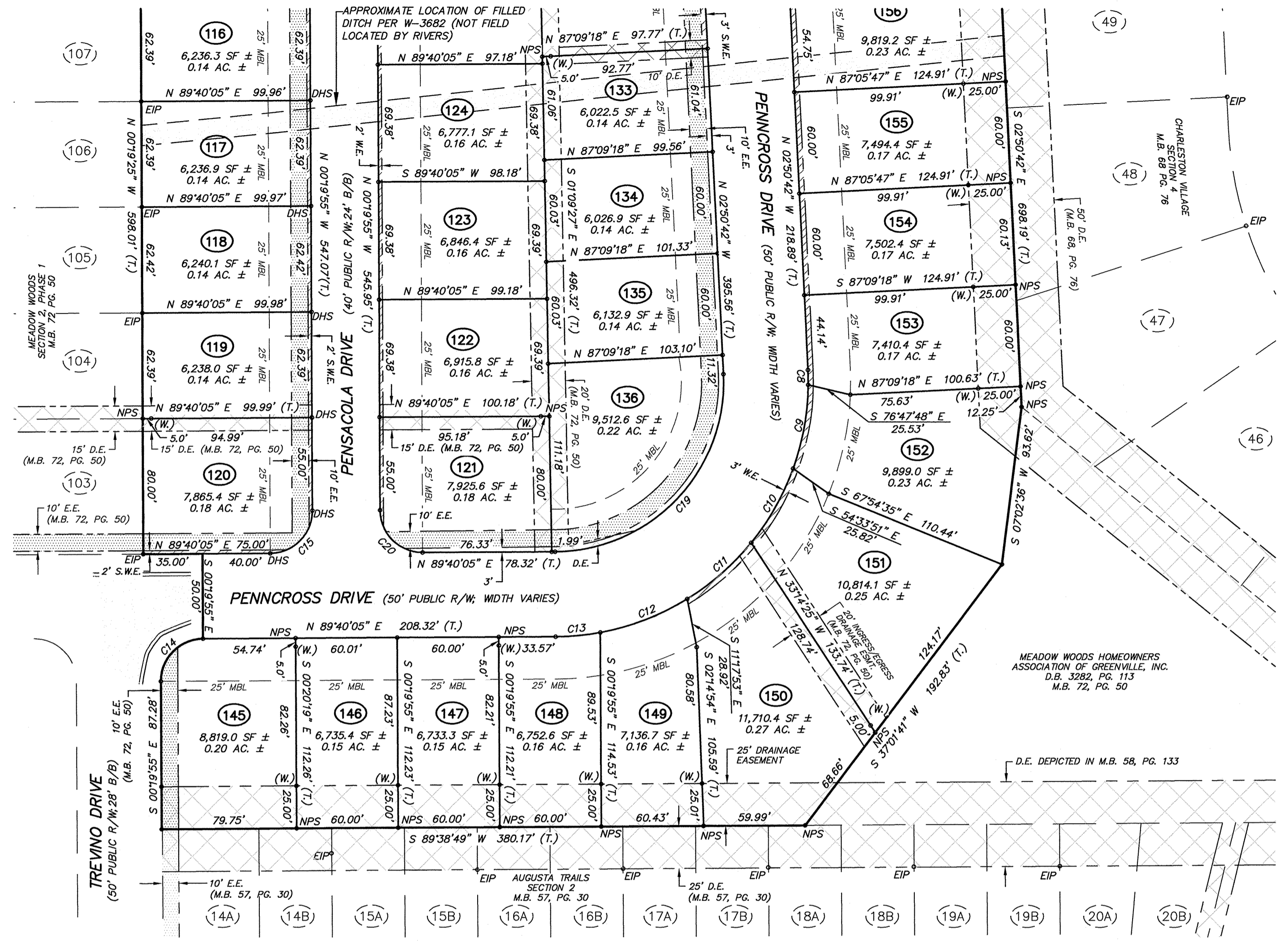
Doc ID: 014302520002 Type: CRP  
 Recorded: 02/07/2019 at 01:33:14 PM  
 Fee Amt: \$42.00 Page 2 of 2  
 Pitt County, NC  
 Lisa P. Nichols REG OF DEEDS  
 BK 83 PG 190-191

**COPY**

**CURVE TABLE:**

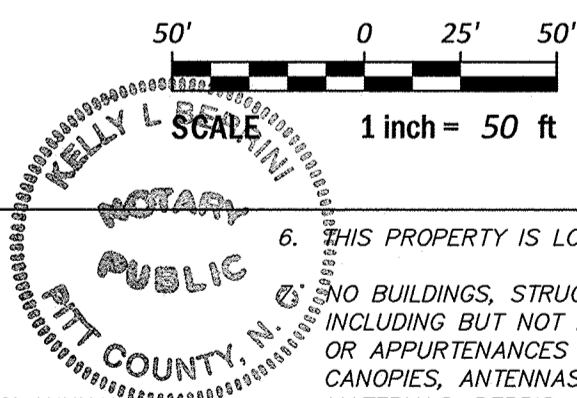
CURVE	ARC LENGTH	RADIUS	CHORD BEARING	CHORD LENGTH
C1	46.56'	150.00'	N 80°43'26" W	46.37'
C2	50.26'	150.00'	N 62°14'03" W	50.02'
C3	50.25'	150.00'	N 43°02'18" W	50.02'
C4	50.03'	150.00'	N 23°53'06" W	49.80'
C5	30.07'	150.00'	N 08°35'14" W	30.02'
C6	39.27'	25.00'	S 47°50'42" E	35.36'
C7	39.27'	25.00'	S 42°09'18" E	35.36'
C8	8.81'	150.00'	N 01°09'44" W	8.81'
C9	50.51'	150.00'	N 10°10'01" E	50.27'
C10	50.51'	150.00'	N 29°27'37" E	50.27'
C11	50.55'	150.00'	N 48°45'29" E	50.32'
C12	55.25'	150.00'	N 68°57'59" E	54.94'
C13	26.57'	150.00'	N 84°35'40" E	26.53'
C14	39.27'	25.00'	S 44°40'20" W	35.36'
C15	39.27'	25.00'	N 44°40'05" E	35.36'
C16	38.96'	25.00'	N 44°58'25" W	35.13'
C17	39.58'	25.00'	S 45°01'35" W	35.58'
C18	151.44'	100.00'	N 46°13'49" W	137.38'
C19	161.47'	100.00'	N 43°24'42" E	144.49'
C20	39.27'	25.00'	S 45°19'55" E	35.36'

#2 - 4/24/2018: REVISED PER REVIEW COMMENTS  
 REVISIONS: #1 - 4/02/2018: REVISED PER REVIEW COMMENTS



**NOTES:**

- IRON PIPES SET OR FOUND AT ALL CORNERS EXCEPT OTHERWISE NOTED.
- AREA DETERMINE BY COORDINATES.
- ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES.
- THIS PROPERTY IS LOCATED IN ZONE "X" AREA (AREA OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN) AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY, PER REFERENCE FIRM MAP NUMBER 3720466600J DATED JULY 7, 2014.
- THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT-OF-WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT REPORT OR RESEARCH. RIVERS AND ASSOCIATES DOES NOT CLAIM THAT ALL MATTERS OF RECORD WHICH MAY OR MAY NOT AFFECT THIS PROPERTY ARE SHOWN HEREON.
- THIS PROPERTY IS LOCATED WITHIN THE CITY OF GREENVILLE CITY LIMITS.
- NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPLE AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTING, FILL MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES AND IMPERVIOUS SURFACES, SHALL ENCR OACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF GREENVILLE.
- THE DESIGNATION NOTED OVER WATER, SANITARY SEWER, GAS OR ELECTRIC LINES IS FOR THE PURPOSE OF ESTABLISHING THE WIDTH OF THE SAID EASEMENT. THE EASEMENTS ARE NOT EXCLUSIVE AND WILL PERMIT THE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.



**FINAL PLAT**  
**MEADOW WOODS SUBDIVISION**  
**SECTION 2, PHASE 2**  
 CITY OF GREENVILLE, WINTERVILLE TOWNSHIP, PITT CO., NC

OWNER <b>VICUS DEVELOPMENT, LLC</b> ADDRESS P.O. BOX 2548, GREENVILLE, NC 27835 PHONE (252)-752-2106	SURVEYED RB/MS DRAWN PH/KB/SC CHECKED PWH APPROVED JSJ DATE 11/1/2017 SCALE 1" = 50'
NC License: F-0334 <b>Rivers &amp; ASSOCIATES, INC.</b> riversandassociates.com Since 1918	Engineers Planners Surveyors Landscape Architects 107 East Second Street Greenville, NC 27858 (252) 752-4135

**SOURCE OF TITLE**  
 TO THE BEST OF MY KNOWLEDGE, THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS:  
 DEED BOOK 3572, PAGE 266  
 DEED BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 DEED BOOK \_\_\_\_\_, PAGE \_\_\_\_\_  
 NORTH CAROLINA LICENSE NO. L-4262

**OWNERS STATEMENT**  
 THIS IS EVIDENCE THAT THIS SUBDIVISION IS MADE AT THE REQUEST OF  
**Vicus Development LLC**  
 Sworn to and subscribed before me this 5th day of February, 2019.  
 Kelly L. Bevin  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES 6/29/2020

**APPROVAL**  
 THIS FINAL PLAT NO. 18-12, WAS APPROVED BY THE SUBDIVISION REVIEW BOARD IN ACCORDANCE WITH TITLE 9, CHAPTER 5 OF THE GREENVILLE CITY CODE THE DAY OF February, 2019.  
 SIGNED **Chantae M. Gooby**  
 CITY PLANNER

**DEDICATION**  
 THE UNDERSIGNED HEREBY ACKNOWLEDGE(S) THIS PLAT AND ALLOTMENT TO BE THEIR FREE ACT AND DEED, AND HEREBY DEDICATE TO PUBLIC USE AS STREETS, PARKS, PLAY-GROUNDS, OPEN SPACES, AND EASEMENTS FOREVER, ALL AREAS SHOWN OR SO INDICATED ON SAID PLAT.  
 SIGNED **Vicus Development LLC**  
 ATTEST **[Signature]**

**CERTIFICATION**  
 NORTH CAROLINA PITT COUNTY

NORTH CAROLINA PROFESSIONAL LAND SURVEYOR SEAL  
 L-4262  
 PATRICK W. HARTMAN  
 1/29/19

SIGNED **Chantae M. Gooby**  
 PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER L-4262

SIGNED **Chantae M. Gooby**  
 REVIEW OFFICER  
 DATE 2/17/19





## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

---

**Title of Item:** Amendment for Final Design and Construction Administration of the Arlington Boulevard Improvements Project

**Explanation:** **Abstract:** The City contracted with The East Group to complete preliminary study and design alternatives for the Arlington Boulevard Improvements Project. This Amendment provides for final design, preparation of final construction plans and specifications, traffic management plans, and bid phase services.

**Explanation:** The Arlington Boulevard Improvements Project will improve the remaining section of Arlington Boulevard from Hooker Road to Greenville Boulevard. Construction includes work to reconstruct the pavement surface, replace aging stormwater infrastructure, upgrade ADA ramps, and construction of a greenway path and sidewalk.

The City contracted with The East Group of Greenville, NC, to prepare preliminary study and design alternatives for the Arlington Boulevard Improvements Project. These alternatives were reviewed with staff, and direction was provided to The East Group for final design.

Based upon consultation with staff, The East Group prepared final design plans for roadway and stormwater improvements, pavement marking plans, traffic management plans, and bid phase services. The cost to perform these services is estimated to be \$197,060.

**Fiscal Note:** Funding for this amendment will come from a combination of 2015 General Obligation Bond funds and Stormwater funds.

**Recommendation:** City Council approve the amendment with The East Group for design services associated with the Arlington Boulevard Improvements Project in the amount of \$197,060.

---

**ATTACHMENTS:**

- ▣ **Arlington Blvd Improv - Contract Amendment**

This is **EXHIBIT K**, consisting of 4 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated **May 21<sup>st</sup>, 2018**.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**

**Amendment No.   3**

**The Effective Date of this Amendment is:   4-5-19  .**

Background Data

Effective Date of Owner-Engineer Agreement:   5-21-18  

Owner:   City of Greenville  

Engineer:   The East Group  

Project:   Arlington Boulevard Improvements – Hooker Road to Greenville Blvd  

Nature of Amendment:

  X   Additional Services to be performed by Engineer

  X   Modifications to services of Engineer

  X   Modifications of payment to Engineer

Description of Modifications:

Exhibit A – Engineer’s Services, Paragraph A1.02 Preliminary Design Phase, A.9.Task 1 Scope – Roadway is amended as follows:

**Task 1 Scope – Roadway**

Construction Documents

- A. Meet with the Owner to review preliminary results and findings.
- B. Final design drawings, specifications, construction schedules, cost estimates and bid documents detailing the roadway improvements.
- C. Complete permit applications (where applicable) along with all necessary accompanying documents for each project.
- D. Meet with Owner to review Final Design Documents
- E. Update Construction Cost Estimate Based on Final Design
- F. Complete Phasing Plan showing proposed detour routes and traffic control.

Bidding and Negotiating

- A. Prepare solicitation for bid and coordinate with Owner for publication.

---

Exhibit K – Amendment to Owner-Engineer Agreement.

EJCDC® E-500, Agreement Between Owner and Engineer for Professional Services.

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Page 1

- B. Conduct the Pre-Bid Conference and provide meeting minutes.
- C. Receive questions and issue Addendum during the bidding period.
- D. Receive bids, evaluate completeness of submissions, provide a bid summary and certification.
- E. Provide a recommendation to the Owner for acceptance of the successful bidder.
- F. Complete the necessary contract documents for approval by City Council.

Construction Phase

- A. Provide Construction Services as listed below:
  - 1. Attend Pre-Construction Conference
  - 2. Respond to Construction Issues requiring plan revisions.
  - 3. Respond to RFI's during Construction.
  - 4. Periodic Construction Observation.

Post-Construction Phase

- A. Provide as-built drawings of installed stormwater facilities.
- B. Provide a Final Design report including videos provided by the Contractor.
- C. Provide close-out documentation as required by the COG

Exhibit C1 – Compensation Packet, Paragraph C2.01.A.1.c is amended as follows.

a. Preliminary Design Phase	\$ 40,995.00
b. Final Design Phase/Construction Documents	\$ <b>86,200.00</b>
c. SUE Testing	\$ 15,280.00
d. Bidding and Negotiating Phase	\$ 15,000.00
e. Construction Phase	\$ 19,200.00
f. Post-Construction Phase	\$ <b>8,500.00</b>

Agreement Summary: Task 1

Original agreement amount:	\$ <u>40,995.00</u>
Net change for prior amendments:	\$ <u>0.00</u>
This amendment amount:	\$ <u>144,180.00</u>
Adjusted Agreement amount:	\$ <u>185,175.00</u>

Change in time for services (days or date, as applicable): 365 days

Exhibit A – Engineer’s Services, Paragraph A1.02 Preliminary Design Phase, A.9.Task 3 Scope – Stormwater is amended as follows:

**Task 3 Scope – Stormwater**

**Construction Documents**

- G. Prepare a summary of initial findings (as they relate to Conflicts, capacity, localized flooding, etc.) from review of Historical data and other resources.
- H. Prepare a report-style summation of the results regarding hydrologic/hydraulic analysis for the existing drainage conditions for the 2 yr and 10 yr – 24 hour rainfall events for each drainage area.
- I. For the delineated area, provide a summary of the solution considered with preliminary drawings and cost estimates for proposed drainage improvements, including recommendations.
- J. Meet with the Owner to review preliminary results and findings.
- K. Final design drawings, specifications, construction schedules, cost estimates and bid documents detailing the drainage improvements chosen.
- L. Complete permit applications (where applicable) along with all necessary accompanying documents for the project.
- M. Updated cost estimate based on final design

Exhibit C3 – Compensation Packet, Paragraph C2.01.A.1.c is amended as follows.

a. Preliminary Design Phase	\$ 19,400.00
b. Final Design Phase/Construction Documents	\$ 52,880.00
c. Bidding and Negotiating Phase	\$ 0.00
d. Construction Phase	\$ 0.00
e. Post-Construction Phase	\$ 0.00

**Agreement Summary: Task 3**

Original agreement amount:	\$ <u>7,085.00</u>
Net change for prior amendments:	\$ <u>12,315.00</u>
This amendment amount:	\$ <u>52,880.00</u>
Adjusted Agreement amount:	\$ <u>72,280.00</u>

Change in time for services (days or date, as applicable): 210 days

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

OWNER: City of Greenville

ENGINEER: The East Group

By: \_\_\_\_\_  
Print name: \_\_\_\_\_

By: Michelle S. Clement  
Print name: Michelle S. Clements

Title: \_\_\_\_\_

Title: Project Manager/Senior Civil Engineer

Date Signed: \_\_\_\_\_

Date Signed: 4/5/19

**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) \_\_\_\_\_



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:** Contract with The Ferguson Group for FY 2019-2020

**Explanation:** **Abstract:** The City of Greenville has worked with The Ferguson Group for lobbying services for several years. The Ferguson Group assists with identifying potential funding for City projects and initiatives in addition to lobbying the U.S. Congress on issues affecting the City. The requested action is to renew the contract arrangement with The Ferguson Group for one year, beginning on July 1, 2019.

**Explanation:** The Ferguson Group, a lobbying firm in Washington, DC, assists clients with identifying and securing federal grant funds for projects and initiatives. The City has held contracts with The Ferguson Group since 2002. The current contract approved by City Council on June 25, 2018, expires on June 30, 2019.

At the March 25, 2019 meeting of City Council, the 2019 Federal Agenda was adopted. Some of the projects that have been facilitated or supported by The Ferguson Group on behalf of the City of Greenville include the U.S. 264 Interstate designation, the Green Mill Run stream restoration project, Police Wireless Technology Grants, and support of various grant programs essential to the City of Greenville. The Ferguson Group was also instrumental in securing funds for the Tenth Street Connector, Greenville Transportation Activity Center, and Town Creek Culvert projects.

**Fiscal Note:** The contract is a 12-month contract with a \$6,000 per month cost, plus reimbursement of expenses (such as travel, postage, etc.) with an annual cap of \$3,000, for a total maximum cost of \$75,000. If approved by City Council, the contract will be effective July 1, 2019 through June 30, 2020. Funds will be included in the FY 2019-20 budget to cover the contract costs.

**Recommendation:** Approve and authorize the City Manager to execute the contract agreement with The Ferguson Group as outlined in the attached agreement.

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**ATTACHMENTS:**

- ▣ **2019-20 Contract with The Ferguson Group**



AGREEMENT  
CITY OF GREENVILLE, NORTH CAROLINA  
AND THE FERGUSON GROUP, L.L.C., WASHINGTON, DC

Pursuant to this Agreement, the City of Greenville, NC (hereinafter referred to as "the client") and The Ferguson Group, L.L.C., (TFG) agree to assume the following obligations:

1. OBLIGATIONS OF TFG

TFG will:

- A. act as the Washington Representative to the client in Washington, D.C.;
- B. represent the client regarding legislative and regulatory matters impacting the client specifically;
- C. confer with the client and its designees at the times and places mutually agreed to by the client and TFG. This will be done on all organizational planning and program activity related to the Federal Agenda and that which has a bearing on the ability of the client to make the best use of federal program resources;
- D. coordinate with the client and its designees to develop a comprehensive strategic plan for legislative and regulatory priorities;
- E. review federal legislation under consideration, federal executive proposals, proposed administrative rules and regulations and other federal developments for the purpose of advising the client of those items that may have a bearing on the client's policies or programs;
- F. notify the client of opportunities for federal funding and relay information necessary for securing those funds;
- G. secure and furnish such detailed information as may be available on federal issues in which the client indicates an interest;
- H. review and comment on proposals of the client, which are being prepared for submission to federal agencies, when requested to do so by the client;
- I. identify, develop, and cultivate on-going relationships with key congressional officials and staff members;
- J. assist the congressional delegation in any matter that is in the best interest of the client and in the same manner as any other member of the client's staff might render assistance;
- K. counsel with the client and prepare briefing materials and/or conduct briefings for the client's representatives who are preparing to meet with Members of Congress, testify before

congressional committees and administrative agencies, and conduct other client business, or attend national conferences;

- L. review and assist in developing the client's Federal Agenda;
- M. consult the client's elected officials and local staff on federal legislative affairs;
- N. alert the client to relevant federal and foundation competitive grant opportunities;
- O. cultivate relationships with federal agencies, garner congressional support, and provide every other level of support needed to improve the client's ability to obtain competitive grants;
- P. arrange appointments (and accommodations when requested) for the client's officials to facilitate the efficient and effective performance of the client's business while in Washington, D.C.; and
- Q. submit periodic reports providing the latest information on issues of interest to the client.

## 2. OBLIGATIONS OF THE CLIENT

The client will:

- A. pay TFG \$6,000 per month one month in advance for professional services, or \$72,000 annually;
- B. reimburse TFG for expenses, not to exceed \$3,000 annually, as described in paragraph 2, subparagraphs F, G and H, payable within thirty (30) days of submission of invoice and acceptance by the client;
- C. advise TFG of the name or names of persons authorized to request service by TFG and the person or persons to be kept advised by TFG;
- D. supply TFG with a summary of all federal issues in which the client has interests and advise TFG of any new developments, together with the pertinent details as to the substance of such developments;
- E. supply TFG with copies of budgets, planning documents, and regular reports of the client's agenda and proceedings, newspapers and other materials to assist TFG in keeping current on the client's policies and programs;
- F. reimburse TFG for: (1) all travel expenses incurred pursuant to paragraph 1, subparagraph B; (2) all travel and incidental expenses for attendance at meetings by TFG outside Washington, D.C. or North Carolina at the request of/approval of the client; (3) all incidental Washington expenses incurred in the course of conducting the client's business;

G. reimburse TFG for all long-distance telephone expenses; and

H. reimburse TFG for the costs of document production.

3. THE CLIENT AND TFG CONCUR THAT THE FOLLOWING EXCLUSIONS SHALL APPLY TO THIS AGREEMENT.

TFG will not:

A. represent the client before formal congressional committee hearings or in any judicial or quasi-judicial hearing conducted by boards or examiners of federal agencies or commissions;

B. perform any legal, engineering, accounting or other similar professional services; and

4. EITHER PARTY MAY TERMINATE THIS AGREEMENT AT ANY TIME BY GIVING THE OTHER AT LEAST THIRTY (30) DAYS' NOTICE IN WRITING OF SUCH TERMINATION.

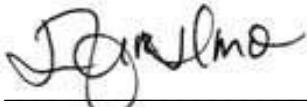
5. TERM OF AGREEMENT:

This agreement is for one year beginning on July 1, 2019 and ending on June 30, 2020. Contractual time may be extended upon written mutual consent of the parties.

IN WITNESS WHEREOF, the parties hereto, or their duly authorized agents or officers, have executed this Agreement effective as of the day and year first above written.

THE FERGUSON GROUP, L.L.C.

CITY OF GREENVILLE, NC



\_\_\_\_\_  
Jennifer L. Imo  
Managing Partner

\_\_\_\_\_  
PJ Connelly  
Mayor

Date: May 31, 2019

Date:



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:** Selection of Stewart-Cooper-Newell Architects to Design Fire/Rescue Station 7

**Explanation:** **Abstract:** The City received six proposals in response to a request for qualifications for design services for a new Fire/Rescue Station 7. After a thorough review process which included evaluating the proposals, conducting interviews, checking references, and visiting similar projects in the Raleigh area, the Staff Selection Committee unanimously recommends that City Council authorize staff to enter into negotiations with Stewart-Cooper-Newell Architects.

**Explanation:** In 2006, the City acquired land to build a Fire/Rescue station in the area along Firetower Road in an effort to reduce response times and maintain adequate fire, rescue, and EMS service to that area of the city. Over the past few years, the Fire/Rescue Department has undergone an accreditation process. Data discovered in this self-assessment has reaffirmed the need for a station to be built in this area. Additional needs such as a backup IT server room and a 911 communications center have also been identified as future needs and will be included in this process as a collaborative effort among the departments.

The City of Greenville Fire/Rescue Department issued a Request for Qualifications (RFQ) on March 1, 2019, for design services. Six architects submitted responses to the RFQ: ADW Architects, Becker Morgan, Davis-Kane, JKF Architecture, Oakley Collier Architects, and Stewart-Cooper-Newell. All proposals were scored by a Staff Selection Committee, which was comprised of members of the Fire/Rescue and Public Works Departments. Representatives from the Fire/Rescue Department included the Deputy Chief, Fire Marshal, a Battalion Chief, and Logistics Captain. Public Works was represented by the Assistant Public Works Director and Building and Grounds Superintendent. Representatives from Financial Services, Police, and IT Departments were also involved in committee meetings and interviews due to the potential for this project to contain both IT and 911 Communications components.

Prior to soliciting qualifications, the Selection Committee developed a scoring rubric that allowed Selection Committee members to score each architectural firm across a variety of weighted categories including:

1. Recent experience, knowledge, and design of similar projects
2. Ability to perform work within budget
3. The detailed project approach
4. Ability to meet a time schedule
5. Ethical and professional standing of the firm, past performance, positive customer references, and sufficient supervision of the project
6. Financial ability of the firm to undertake work, assume liability, and adequate accountability to identify costs

After scoring the proposals, Stewart-Cooper-Newell was the clear top performer. This firm has been involved in over 400 fire stations and public safety projects in 27 states across the nation. The firm regularly presents at national design conferences specifically targeted to fire and police station design. In addition, their team will include Optima Engineering, currently working on several projects with ECU and other private developments in Greenville. The team will also include CLH Design, PA and Lynch Mykins – both certified as a Historically Underutilized Business (HUB) and Woman Owned Business Enterprise (WBE). All three of these partners have many years of experience working with Stewart-Cooper-Newell on public safety design, which will provide the synergy needed to produce an efficient design process.

The committee checked references of recent projects in Burlington, Asheville, and Apex, North Carolina, and Sumter, South Carolina. All of the customers reported a positive experience with Stewart-Cooper-Newell, many using them for multiple projects. The committee also completed site visits to several projects completed by Stewart-Cooper-Newell in the Raleigh area.

After these visits, Stewart-Cooper-Newell was brought to Greenville for an interview on May 24, 2019. The entire proposed project team was present for the interview and was able to answer questions to the satisfaction of staff from the Fire/Rescue, Police, Public Works, IT, and Financial Services Departments. The committee met again on May 29, 2019 to discuss the interview. At that time, a unanimous recommendation was made to select Stewart-Cooper-Newell as the firm to design the new Fire/Rescue Station 7.

Attached is the cumulative score sheet for all six firms who submitted proposals.

**Fiscal Note:**

Design fees for this type of project are generally 6-9% of the total project budget. Due to complex needs of a fire/rescue station, communications, and IT component, the anticipated design costs are estimated to be approximately \$600,000.

**Recommendation:**

Authorize the City staff to enter into negotiations with Stewart-Cooper-Newell Architects for the design of Fire/Rescue Station 7.

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ATTACHMENTS:

- ▣ **Fire\_Station\_7\_Agenda\_Item\_Attachment\_1109237**

## RFQ #18-19-22 Fire Station 7 Scoring Summary

Design Firm	Reviewer 1	Reviewer 2	Reviewer 3	Reviewer 4	Reviewer 5	Reviewer 6	Mean Score	Median Score
<b>Stewart Cooper Newell</b>	<b>95</b>	<b>98</b>	<b>95</b>	<b>95</b>	<b>98</b>	<b>100</b>	<b>96.83</b>	<b>96.5</b>
Firm A	100	95	80	80	80	100	89.17	87.5
Firm B	85	79	93	93	92	93	89.17	92.5
Firm C	80	48	55	55	60	91	64.83	57.5
Firm D	35	44	29	29	28	80	40.83	32
Firm E	83	54	45	45	35	90	58.67	49.5

**Methodology:** Reviewers were provided hard copies of all six RFQ's sent in by interested firms and were given one week to score proposals and return to the committee chair. Scores were entered with average and median score provided. Individual reviewers were not privy to other scores. Results were presented to committee at a meeting on May 3, 2019. The close proximity of mean and median scores strengthens the validity of the process, as no outliers skewed the data.



## City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:** Ordinance and Reimbursement Resolution Amending Greenville Utilities Commission's FY 2018-19 Budget and various capital projects budgets

**Explanation:** **Abstract:** Greenville Utilities Commission (GUC) seeks to amend its fiscal year 2018-2019 budget to reflect end of year projections which includes certain capital projects budget amendments

**Explanation:** The fiscal year 2018-19 Electric, Water, Sewer and Gas Fund Budgets need to be amended to ensure that the estimated sources of revenue appropriately cover the estimated expenditures and contingencies for the remainder of the fiscal year and to also alleviate the potential of actual expenditures being over the budget. On May 16, 2019, the GUC Board of Commissioners approved the fiscal year 2018-19 budget amendments, which included certain capital projects budget amendments, and recommends similar action by City Council.

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

**Recommendation:** Adopt the attached ordinance and resolution amending GUC's fiscal year 2018-19 budget, which includes certain capital projects budget amendments

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### ATTACHMENTS:

- Ordinance
- Resolution



ORDINANCE NO. 19-  
CITY OF GREENVILLE, NORTH CAROLINA  
TO AMEND THE GREENVILLE UTILITIES COMMISSION 2018-19 BUDGET, AND  
TO AMEND VARIOUS CAPITAL PROJECTS BUDGETS

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

Section I. Estimated Net Revenues and Fund Balances. It is estimated that the following non-tax revenues and fund balances will be available during the fiscal year beginning July 1, 2018 and ending June 30, 2019 to meet the subsequent expenditures according to the following schedules:

<u>Revenues</u>	<u>Budget</u>	<u>Change</u>	<u>Revised</u>
<b>A. <u>Electric Fund</u></b>			
Rates & Charges	\$168,192,401	\$3,605,472	\$171,797,873
Fees & Charges	2,081,219	581,996	2,663,215
Miscellaneous	1,292,496	376,779	1,669,275
Interest on Investments	325,000	755,835	1,080,835
Bond Proceeds	0	384,172	384,172
Transfer from Capital Projects	0	500,000	500,000
Transfer from Rate Stabilization	250,000	(250,000)	0
<b>Total Electric Fund Revenue</b>	<b>\$172,141,116</b>	<b>\$5,954,254</b>	<b>\$178,095,370</b>
<b>B. <u>Water Fund</u></b>			
Rates & Charges	\$20,504,829	\$242,067	\$20,746,896
Fees & Charges	402,000	65,525	467,525
Miscellaneous	262,555	51,148	313,703
Interest on Investments	55,000	82,695	137,695
Bond Proceeds	0	116,372	116,372
Appropriated Fund Balance	0	1,750,000	1,750,000
<b>Total Water Fund Revenue</b>	<b>\$21,224,384</b>	<b>\$2,307,807</b>	<b>\$23,532,191</b>
<b>C. <u>Sewer Fund</u></b>			
Rates & Charges	\$23,006,546	\$282,241	\$23,288,787
Fees & Charges	363,604	148,023	511,627
Miscellaneous	168,411	169,545	337,956
Interest on Investments	35,000	148,013	183,013
Bond Proceeds	0	96,422	96,422
<b>Total Sewer Fund Revenue</b>	<b>\$23,573,561</b>	<b>\$844,244</b>	<b>\$24,417,805</b>
<b>D. <u>Gas Fund</u></b>			
Rates & Charges	\$36,007,700	(\$121,142)	\$35,886,558
Fees & Charges	152,925	15,551	168,476
Miscellaneous	150,972	10,783	161,755
Interest on Investments	60,000	226,180	286,180
Bond Proceeds	0	92,672	92,672
<b>Total Gas Fund Revenue</b>	<b>\$36,371,597</b>	<b>\$224,044</b>	<b>\$36,595,641</b>
<b>Total Revenues</b>	<b>\$253,310,658</b>	<b>\$9,330,349</b>	<b>\$262,641,007</b>

Section II. Expenditures. The following amounts are hereby estimated for the Greenville Utilities Commission to be expended for managing, operating, improving, maintaining, and extending electric, water, sewer and gas utilities during the fiscal year beginning July 1, 2018 and ending on June 30, 2019, according to the following schedules:

<u>Expenditures</u>	<u>Budget</u>	<u>Change</u>	<u>Revised</u>
Electric Fund	\$172,141,116	\$5,954,254	\$178,095,370
Water Fund	21,224,384	2,307,807	23,532,191
Sewer Fund	23,573,561	844,244	24,417,805
Gas Fund	36,371,597	224,044	36,595,641
Total Expenditures	<u>\$253,310,658</u>	<u>\$9,330,349</u>	<u>\$262,641,007</u>

Section III. Capital Projects. The following Capital Project Budgets previously established are hereby amended.

(a) The revenues anticipated to be available to complete the projects are amended as follows.

Proceeds from long-term debt	\$12,605,000	(\$3,903,482)	\$8,701,518
Capital projects fund balance	1,726,340	5,863,006	7,589,346
Acreage Fees Revenues	0	1,055,136	1,055,136
	<u>\$14,331,340</u>	<u>\$3,014,660</u>	<u>\$17,346,000</u>

(b) The amounts appropriated for the projects are amended as follows:

FCP100 Downtown Office Efficiency and Enhancement	\$3,675,000	\$400,000	\$4,075,000
ECP10171 Greenville 115 kV Transmission Circuit #18 Flood Mitigation	600,340	899,660	1,500,000
WCP123 City of Greenville Town Creek Culvert Improvements Project	1,100,000	160,000	1,260,000
SCP123 City of Greenville Town Creek Culvert Improvements Project	1,900,000	1,050,000	2,950,000
SCP10221 Southeast Sewer Service Area Project	2,500,000	500,000	3,000,000
SCP10229 Greene Street Pump Station and Force Main	1,100,000	0	1,100,000
SCP10217 10th St. Connector Project	306,000	0	306,000
GCP88 GUC-PNG Multiple Gas Facilities Upgrade Project	2,650,000	0	2,650,000
GCP93 Southwestern Loop Phase 1	500,000	5,000	505,000
	<u>\$14,331,340</u>	<u>\$3,014,660</u>	<u>\$17,346,000</u>

(c) The capital project revenues and expenditures authorizations shall extend from year to year until each project is completed.

Section IV. Amendments.

(a) Pursuant to General Statutes 159-15, these budgets may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the General Manager/CEO of Greenville Utilities Commission is authorized to transfer funds from one appropriation to another in an amount not to exceed \$100,000. Any such transfers shall be reported to the Greenville Utilities Commission and the City Council at their next regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the General Manager/CEO may authorize expenditures in an amount necessary to meet the emergency so long as the expenditure(s) is/are reported to the Greenville Utilities Commission as soon as possible, and appropriate budget amendments are submitted to the City Council, if necessary, at its next meeting.

(d) Capital Projects listed in section III may be amended on an individual project basis.

Section V: Distribution. Copies of this ordinance shall be furnished to the General Manager/CEO and the Chief Financial Officer of the Greenville Utilities Commission, and the Director of Financial Services of the City of Greenville to be kept on file by them for their direction in the disbursement of funds.

Adopted this the \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
P. J. Connelly, Mayor

Attest:

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

**RESOLUTION NO. 19-\_\_**  
**RESOLUTION DECLARING THE INTENTION OF THE**  
**CITY COUNCIL OF THE CITY OF GREENVILLE TO REIMBURSE THE**  
**GREENVILLE UTILITIES COMMISSION, OF THE CITY OF GREENVILLE, NORTH**  
**CAROLINA, A BODY POLITIC DULY CHARTERED BY THE STATE OF NORTH**  
**CAROLINA, FROM THE PROCEEDS OF ONE OR MORE TAX EXEMPT**  
**FINANCING FOR CERTAIN EXPENDITURES MADE AND TO BE MADE IN**  
**CONNECTION WITH THE ACQUISITION AND CONSTRUCTION OF CERTAIN**  
**CAPITAL IMPROVEMENTS**

WHEREAS, the Greenville Utilities Commission of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina, (the Commission) has determined to pay certain expenditures (the “Expenditures”) incurred no more than 60 days prior to the date hereof and thereafter relating to the acquisition and construction of certain improvements (collectively, the “Project”) more fully described in Exhibit A attached hereto, consisting of improvements to its electric, gas, sanitary sewer and water systems (collectively, the “System”); and

WHEREAS, the City Council of the City of Greenville, North Carolina (the “City Council”) has determined that those moneys previously advanced by the Commission no more than 60 days prior to the date hereof to pay such Expenditures are available only on a temporary period and that it is necessary to reimburse the Commission for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the “Debt”);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL as follows:

Section 1. The City Council hereby declares concurrence with the Commission’s intent to reimburse the Commission from the proceeds of the Debt for the Expenditures made with respect to the Project no more than 60 days prior to the date hereof and thereafter. The City Council reasonably expects on the date hereof that it will reimburse the Commission for the Expenditures from the proceeds of a like amount of the Debt.

Section 2. Each Expenditure was or will be either (a) of a type chargeable to capital account under general federal income tax principles (determined as of the date of the Expenditures), (b) the cost of issuance with respect to the Debt, (c) a non-recurring item that is not customarily payable from current revenues of the System, or (d) a grant to a party that is not related to or an agent of the Commission or City of Greenville, North Carolina (the “City”) so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the Commission or City.

Section 3. The principal amount of the Tax Exempt Financing estimated to be issued to reimburse the Commission for Expenditures for the Improvements is estimated to be not more than \$70,646,000.

Section 4. The Commission and the City will make a reimbursement allocation, which is a written allocation by the Commission and the City that evidences the Commission’s

use of proceeds of the Debt to reimburse an Expenditure no later than 18 months after the later of the date on which such Expenditure is paid or the Project is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The City Council recognizes that exceptions are available for certain "preliminary expenditures," costs of issuance, certain de minimis amounts, (expenditures by "small issuers" based on the year of issuance and not the year of expenditure), and expenditures for construction projects of at least 5 years.

Section 5. The resolution shall take effect immediately upon its passage.

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2019.

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P. J. Connelly, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

**THE IMPROVEMENTS**

The Improvements referenced in the resolution include, but are not limited to, all operating and capital expenditures associated with the purchase, design and construction of:

New Operations Center Phase 2	\$53,300,000
Downtown Office Efficiency and Enhancement	4,075,000
Greenville 115 kV Transmission Circuit #18 Flood Mitigation	1,500,000
City of Greenville Town Creek Culvert Improvements Project - Water	1,260,000
City of Greenville Town Creek Culvert Improvements Project – Sewer	2,950,000
Southeast Sewer Service Area Project	3,000,000
Greene Street Pump Station and Force Main	1,100,000
10 <sup>th</sup> Street Connector Project – Sewer	306,000
GUC-PNG Multiple Gas Facilities Upgrade Project	2,650,000
Southwestern Loop Phase 1	505,000
	<hr/>
	\$70,646,000



# City of Greenville, North Carolina

Meeting Date: 6/10/2019  
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>
ACC Cleaning and Restoration LLC	Registered Motor Vehicle	294.48
Boyd, Jesse Lee Jr	Registered Motor Vehicle	403.88
Boyd, Robert Lee	Registered Motor Vehicle	195.34
Clark, Justin Carroll	Registered Property Taxes	137.54
DPD Leasing Company Inc	Registered Motor Vehicle	170.38
Ellis, Jeremy Scott	Registered Property Taxes	226.59
Gaines, Kyle Matthew	Registered Motor Vehicle	305.97
Glidewell, Williams Conrad III	Registered Motor Vehicle	306.03
Gomes, Douglas Louis	Registered Motor Vehicle	160.84
Harris, Gregory Thomas	Registered Motor Vehicle	354.96
Harveys Fertilizer and Gas Co	Registered Motor Vehicle	210.38
Horns, John Frederick	Registered Motor Vehicle	159.95
James, Thurman Alfred Jr	Registered Property Taxes	385.93

Joyner, Delores Smith	Registered Motor Vehicle	189.33
Kennedy, Melissa Anne	Registered Property Taxes	103.96
King, Calvin Ray	Registered Motor Vehicle	113.26
Lage, Sarah Ward	Registered Motor Vehicle	239.01
Lampros, Thomas Michael	Registered Motor Vehicle	153.46
Laurora, Rosanne Vivian	Registered Motor Vehicle	148.10
Michael Rogister	Registered Motor Vehicle	142.65
Overby, Robert Cain	Registered Motor Vehicle	198.66
Ramsey, Marsha	Registered Motor Vehicle	352.24
Russell, Ashley-Nicole Pressly	Registered Motor Vehicle	113.25
Saldo, Alfred Owen IV	Registered Motor Vehicle	216.87
Smith, Eldner III	Registered Property Taxes	524.56
Spain, Asa Monroe	Registered Motor Vehicle	532.92
	<b>REFUND TOTAL:</b>	<b>\$6,340.54</b>

**Fiscal Note:** The total to be refunded is \$6,340.54.

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



# City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

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**Title of Item:**

Public hearing on proposed Fiscal Year 2019-20 budgets:

- a) City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority
- b) Greenville Utilities Commission

**Explanation:**

**Abstract:** The City Council is required by Section 159-12 of the North Carolina General Statutes to hold a public hearing before adopting the budget ordinances. The City of Greenville's budget ordinance also includes Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority budgets.

**Explanation:** Attached are the 2019-20 proposed City of Greenville and Greenville Utilities Commission budget ordinances. The City Council is required by Section 159-12 of the North Carolina General Statutes to hold a public hearing before adopting the budget ordinances. The City of Greenville's budget ordinance also includes Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority budgets. Also attached is an abbreviated version of items to be implemented into the Manual of Fees and includes fee changes for Special Events.

The attached ordinances are submitted for consideration at the City Council's June 13, 2019 meeting.

**Fiscal Note:**

The fiscal year 2019-20 budget ordinances provide revenues and appropriations for the following funds:

General	\$ 85,687,681
Debt Service	5,559,881



Public Transportation - Transit	3,288,032
Fleet Maintenance	4,561,394
Sanitation	7,895,860
Stormwater	7,368,459
Housing	1,733,500
Health Insurance	14,003,384
Vehicle Replacement	4,700,179
Facilities Improvement	1,280,000
Capital Reserve	390,000
Greenville Utilities Commission	260,877,948
Convention & Visitors Authority	1,599,082
Sheppard Memorial Library	2,554,619

**Recommendation:** Receive staff presentations and conduct a public hearing on the proposed budget ordinances for fiscal year 2019-20.

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ATTACHMENTS:

- ☐ **Budget\_Ordinance\_2019-20\_1108850**
- ☐ **Budget Message**
- ☐ **2020 Budget Charts**
- ☐ **GUC\_Budget\_Ordinance\_FY\_19-20\_1108852**
- ☐ **GUC All Charts**
- ☐ **Manual of Fees - Summary of Changes**

ORDINANCE NO. 19-  
CITY OF GREENVILLE, NORTH CAROLINA  
2019-2020 BUDGET ORDINANCE

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

Section I: Estimated Revenue. It is estimated that the following revenues will be available for the City of Greenville during the fiscal year beginning July 1, 2019 and ending June 30, 2020:

GENERAL FUND

Unrestricted Intergovernmental Revenues:		
Ad Valorem Taxes;		
Current Year Taxes - Operations	\$ 33,751,065	
Prior Year's Taxes and Penalties	555,885	
Subtotal		34,306,950
Sales Tax	\$ 20,404,423	
Rental Vehicle Gross Receipts	165,181	
Video Programming & Telecommunication Services Tax	869,544	
Utilities Franchise Tax	7,100,000	
Motor Vehicle Tax	1,568,863	
Other Unrestricted Intergovernmental Revenues	895,982	
Subtotal		31,003,993
Restricted Intergovernmental Revenues:		
Restricted Intergovernmental Revenues	\$ 597,674	
Powell Bill - State allocation payment	2,182,000	
Subtotal		2,779,674
Licenses, Permits, & Fees:		
Other Licenses, Permits & Fees	\$ 4,433,229	
Subtotal		4,433,229
Sales and Services:		
Rescue Service Transport	\$ 3,205,109	
Parking Violation Penalties	247,302	
Leased Parking & Meters	389,868	
Subtotal		3,842,279
Other Revenues:		
Sale of Property	\$ -	
Other Revenues Sources	864,187	
Subtotal		864,187
Investment Earnings:		
Interest on Investments	\$ 850,000	
Subtotal		850,000
Other Financing Sources:		
Transfer from Greenville Utilities Commission	\$ 6,639,369	
Subtotal		6,639,369
Fund Balance Appropriated:		
Appropriated Fund Balance - General	\$ 650,000	
Appropriated Fund Balance - Powell Bill	318,000	
Subtotal		968,000
TOTAL GENERAL FUND REVENUES		<u><u>85,687,681</u></u>

DEBT SERVICE FUND

Occupancy Tax	\$	740,127	
Transfer from General Fund		4,819,754	
TOTAL DEBT SERVICE FUND			\$ 5,559,881

PUBLIC TRANSPORTATION FUND

Grant Income	\$	2,107,543	
Bus Fare / Ticket Sales		389,938	
Other Revenues		-	
Transfer from General Fund		790,551	
Appropriated Fund Balance		-	
TOTAL TRANSPORTATION FUND			\$ 3,288,032

FLEET MAINTENANCE FUND

Fuel Markup	\$	1,219,789	
Labor Fees		1,350,000	
Parts Markup		1,356,425	
Commercial Labor Markup		600,000	
Other Revenue Sources		35,180	
TOTAL FLEET MAINTENANCE FUND			\$ 4,561,394

SANITATION FUND

Refuse Fees	\$	7,599,360	
Cart and Dumpster		100,000	
Other Revenues		196,500	
TOTAL SANITATION FUND			\$ 7,895,860

STORMWATER MANAGEMENT UTILITY FUND

Utility Fee	\$	5,941,000	
Appropriated Fund Balance		1,427,459	
TOTAL STORMWATER MANAGEMENT UTILITY FUND			\$ 7,368,459

COMMUNITY DEVELOPMENT HOUSING FUND

CDBG Grant Income	\$	918,753	
HOME Grant Income		495,622	
Transfer from General Fund		319,125	
TOTAL COMMUNITY DEVELOPMENT HOUSING FUND			\$ 1,733,500

HEALTH FUND

Employer Contributions - City of Greenville	\$	9,142,572	
Employee Contributions - City of Greenville		1,646,123	
Retiree Contributions - City of Greenville		1,327,544	
Other Health Sources		1,347,977	
Appropriated Fund Balance		539,168	
TOTAL HEALTH FUND			\$ 14,003,384

FACILITIES IMPROVEMENT FUND

Transfer from General Fund	\$ 1,280,000	
TOTAL FACILITIES IMPROVEMENT FUND		\$ 1,280,000

VEHICLE REPLACEMENT FUND

Sale of Property	\$ 227,460	
Transfer from Sanitation Fund	250,000	
Transfer from Other Funds	4,171,719	
Other Revenues	51,000	
Appropriated Fund Balance	-	
TOTAL VEHICLE REPLACEMENT FUND		\$ 4,700,179

CAPITAL RESERVE FUND

Transfer from General Fund	\$ 390,000	
TOTAL CAPITAL RESERVE FUND		\$ 390,000

TOTAL ESTIMATED CITY OF GREENVILLE REVENUES		\$ 136,468,370
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SHEPPARD MEMORIAL LIBRARY FUND

City of Greenville	\$ 1,308,057	
Pitt County	654,028	
Pitt County-Bethel/Winterville	12,000	
Town of Bethel	21,108	
Town of Winterville	165,300	
State Aid	197,262	
Desk/Copier Receipts	112,500	
Interest Income	1,500	
Other Revenues	32,000	
Greenville Housing Authority	10,692	
Appropriated Fund Balance	40,172	
TOTAL SHEPPARD MEMORIAL LIBRARY FUND		\$ 2,554,619

PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY FUND

Occupancy Tax (2%)	\$ 816,014	
Occupancy Tax (1%)	408,007	
Miscellaneous Revenue	275,000	
Investment Earnings	482	
Appropriated Fund Balance	99,579	
TOTAL PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY FUND		\$ 1,599,082

Section II: Appropriations. The following amounts are hereby appropriated for the operation of the City of Greenville and its activities for the fiscal year beginning July 1, 2019 and ending June 30, 2020:

GENERAL FUND	
Mayor & City Council	\$ 525,033
City Manager	2,302,683
City Clerk	284,263
City Attorney	531,965
Human Resources	2,883,262
Information Technology	3,216,356
Fire/Rescue	15,204,025
Financial Services	2,603,807
Police	25,173,859
Recreation & Parks	7,345,457
Public Works	10,189,970
Planning and Development	3,002,499
Other Post Employment Benefits	700,000
Contingency	100,000
Capital Improvement	1,797,902
Transfer to Other Funds	11,777,487
Indirect Cost Reimbursement	(1,950,887)
TOTAL GENERAL FUND	<u>\$ 85,687,681</u>
DEBT SERVICE FUND	
Debt Service	\$ 5,559,881
PUBLIC TRANSPORTATION FUND	
Public Transportation	\$ 3,288,032
FLEET MAINTENANCE FUND	
Fleet Maintenance	\$ 4,561,394
SANITATION FUND	
Sanitation Service	\$ 7,895,860
STORMWATER MANAGEMENT UTILITY FUND	
Stormwater Management	\$ 7,368,459

COMMUNITY DEVELOPMENT HOUSING FUND

Community Development Housing / CDBG \$ 1,733,500

HEALTH FUND

Health Fund \$ 14,003,384

FACILITIES IMPROVEMENT FUND

Facilities Improvement Fund \$ 1,280,000

VEHICLE REPLACEMENT FUND

Vehicle Replacement Fund \$ 4,700,179

CAPITAL RESERVE FUND

Transfer from General Fund	\$ 390,000	
TOTAL CAPITAL RESERVE FUND	<u>\$ 390,000</u>	<u>\$ 390,000</u>

TOTAL CITY OF GREENVILLE APPROPRIATIONS \$ 136,468,370

SHEPPARD MEMORIAL LIBRARY FUND

Sheppard Memorial Library \$ 2,554,619

PITT-GREENVILLE CONVENTION AND VISITORS AUTHORITY FUND

Pitt-Greenville Convention and Visitors Authority \$ 1,599,082

Section III: Encumbrances. Appropriations herein authorized and made shall have the amount of outstanding purchase orders of June 30, 2019, added to each appropriation as it appears in order to account for the expenditures in the fiscal year in which it was paid.

Section IV: Taxes Levied. There is hereby levied a tax rate of 52 cents per one hundred dollars (\$100) valuation of taxable properties, as listed for taxes as of January 1, 2019, for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimates of revenue, and in order to finance the foregoing appropriations.

Section V: Salaries.

(a) Salaries of Elected Officials. The annual salaries of the Mayor, Mayor Pro-Tem, and other members of the City Council shall be as follows:

Mayor	\$	13,900
Mayor Pro-Tem	\$	9,600
Council Members	\$	8,700

(b) Salary Cap of Greenville Utilities Commission Members. Pursuant to Section 4 of the Charter of the Greenville Utilities Commission of the City of Greenville, the monthly salaries of the members of the Greenville Utilities Commission shall not exceed the following caps:

Chair	\$	350
Member	\$	200

Section VI: Amendments

(a) Pursuant to the General Statutes 159-15, this budget may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the City Manager is authorized to transfer funds from one appropriation to another within the same fund in an amount not to exceed \$10,000. Any such transfers shall be reported to the City Council at its regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the City Manager may authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts and the expenditure is reported to the City Council as soon as possible, and the appropriate budget amendments are submitted at the next regular meeting.

Section VII: The Manual of Fees, dated July 1, 2019, is adopted herein by reference.

Section VIII: Motor Vehicle Tax.

(a) Pursuant to provisions of General Statute 20-97 (b1) and Section 10-3-1 of the Code of Ordinances, City of Greenville, an annual motor vehicle tax in the amount of thirty dollars (\$30) is hereby levied upon any vehicle resident in the city.

Section IX: Community Development. The City Council does hereby authorize grant project funds for the operation of F 2019-2020 CDBG Entitlement and Community Development Home Consortium programs under the Community Development Block Grant Program and Home Consortium Program for the primary purpose of housing rehabilitation and other stated expenditures.

Section X: Greenville Utilities Commission. The City Council adopts a separate ordinance for the budget of the Greenville Utilities Commission.

Section XI: Distribution. Copies of this ordinance shall be furnished to the City Manager and Director of Financial Services of the City of Greenville to be kept on file by them for their direction in disbursement of funds.

ADPOTED this the \_\_\_ day of June, 2019.

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P. J. Connelly, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

**Office of the City Manager**

May 1, 2019

Honorable Mayor, Members of City Council, and Citizens of Greenville:

Presented herein is the Fiscal Year (FY) 2020 proposed budget. This balanced budget constitutes the City's revenue and expense authorization for FY 2020 as required by North Carolina law. The proposed budget continues the trend of increasing investment in our buildings, infrastructure, and our employees, focusing on driving community revitalization and improving the quality of life for the citizens in our community. Such investments will continue to support and enhance economic development, centered around growing a sustainable tax base and providing new employment opportunities.

The FY 2020 proposed budget includes all City operating funds: General, Debt Service, Transit, Fleet, Housing, Sanitation, Stormwater, Health Insurance, Vehicle Replacement, Facilities Improvement, and Capital Reserve. The budget also includes separate budgets for the following independent commissions and authorities: Greenville Utilities Commission, Pitt-Greenville Convention and Visitors Authority, and Sheppard Memorial Library.

The FY 2020 City of Greenville total operating budget is \$136,468,370, which represents an increase of 2.23% across all funds as compared to the FY 2019 adopted budget. The FY 2020 proposed budget for all City funds, inclusive of independent commissions and authorities, is \$401,500,019, which represents an increase of 2.77% compared to FY 2019.

**BUDGET PROPOSED FOR CITY MANAGED FUNDS & INDEPENDENT AGENCIES  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

FUND	2016 ACTUAL	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	INC/ (DEC)	2020 PROPOSED BUDGET	INC/ (DEC)
General	\$ 77,638,278	\$ 80,855,039	\$ 82,013,799	\$ 84,993,936	3.63%	\$ 85,687,681	0.82%
Debt Service	10,991,661	5,626,726	5,448,934	5,463,492	0.27%	5,559,881	1.76%
Public Transportation	2,638,980	2,269,117	2,858,391	3,249,922	13.70%	3,288,032	1.17%
Fleet Maintenance	4,058,800	4,288,034	4,337,071	4,431,156	2.17%	4,561,394	2.94%
Sanitation	7,460,008	7,201,930	7,619,286	7,843,096	2.94%	7,895,860	0.67%
Stormwater	4,905,213	5,462,158	5,928,998	5,882,000	-0.79%	7,368,459	25.27%
Housing	1,251,636	1,520,001	1,424,149	1,597,179	12.15%	1,733,500	8.54%
Health Insurance	12,233,780	12,924,677	13,135,690	13,562,600	3.25%	14,003,384	3.25%
Vehicle Replacement	2,161,931	3,638,255	4,934,770	4,332,161	-12.21%	4,700,179	8.50%
Facilities Improvement	1,579,180	1,590,000	1,542,000	1,400,000	-9.21%	1,280,000	-8.57%
Capital Reserve	1,447,851	467,842	-	740,000	0.00%	390,000	-47.30%
<b>TOTAL CITY MANAGED FUNDS</b>	<b>\$ 126,367,318</b>	<b>\$ 125,843,779</b>	<b>\$ 129,243,088</b>	<b>\$ 133,495,542</b>	<b>3.29%</b>	<b>\$ 136,468,370</b>	<b>2.23%</b>
Greenville Utilities Commission	\$ 250,509,023	\$ 251,913,068	\$ 250,541,773	\$ 253,310,658	0.00%	\$ 260,877,948	2.99%
Convention & Visitors Authority	1,099,168	1,291,124	1,228,484	1,396,501	13.68%	1,599,082	14.51%
Sheppard Memorial Library	2,308,937	2,528,942	2,432,280	2,489,281	2.34%	2,554,619	2.62%
<b>TOTAL INDEPENDENT AGENCIES</b>	<b>\$ 253,917,128</b>	<b>\$ 255,733,134</b>	<b>\$ 254,202,537</b>	<b>\$ 257,196,440</b>	<b>1.18%</b>	<b>\$ 265,031,649</b>	<b>3.05%</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 380,284,446</b>	<b>\$ 381,576,913</b>	<b>\$ 383,445,625</b>	<b>\$ 390,691,982</b>	<b>1.89%</b>	<b>\$ 401,500,019</b>	<b>2.77%</b>



## General Fund Budget Overview

The City of Greenville continues to facilitate a community designed to meet the needs of its citizens through City Council approved goals and priorities. The budget objectives for FY 2020 are designed to achieve these goals and priorities. The budget objectives center on demonstrating to our community and all of Eastern North Carolina that **GREENVILLE MEANS:**



The following is a summary of the proposed FY 2020 General Fund budget highlights in relation to City Council's budget objectives:

- ***A HIGH PERFORMING CITY:***

- Maintains current property tax rate at 52¢
- Invests 85% of all General Fund Revenues into Core Public Service areas

- ***A GREAT WORKFORCE:***

- Provides for a 2.7% average wage increase for employees
- Increases employer share of the retirement contribution rate by 15.5% as required by the North Carolina Local Government Retirement System
- Increases Other Post-Employment Benefits (OPEB) contribution by \$100,000 to a total annual contribution of \$700,000
- Adds a Human Resources Staff Support Specialist position to focus on the recruitment and retention process
- Adds a Recreation & Parks Outreach Coordinator to serve South & West Greenville, special populations, youth outreach, and other community based initiatives
- Adds three Fire / Rescue positions in preparation of the Southside fire station in FY 2021
- Provides for Public Safety compensation incentives within the Police and Fire / Rescue departments in order to enhance the recruitment and retention of Public Safety Officers
- Provides for the following pay reclassifications in order to align with current operations:

- Reclassifies Grant Coordinator position to Data Analyst
- Reclassifies two EMS Specialist positions to one Fire / Rescue Deputy Chief
- Reclassifies Chief Building Inspector to Assistant Director of Planning & Development
- Reclassified Recreation Superintendent to Assistant Director of Recreation & Parks

- ***A STRONG ECONOMY:***

- Invests an additional \$300,000 into commercial / industrial site development for a total funding of \$1 million over two years
- Invests up to \$200,000 into job creation grants
- Provides \$20,000 to fund small business competition grants
- Provides \$25,000 in funding for skills training through Pitt Community College Jobs Initiative Program
- Provides \$25,000 for small business support
- Invests \$500,000 as a sustaining member in the newly formed Public-Private Economic Development Organization

- ***A SOUND INFRASTRUCTURE:***

- Invests \$2.5 million into street improvements funding
- Provides \$250,000 in public safety funding for street lights, cameras, and other pedestrian safety enhancements
- Protects future solvency of the Vehicle Replacement Fund by increasing funding levels from 40% to 50%
- Provides \$1.2 million to support the City's deferred maintenance and infrastructure needs (Facilities Improvements Program)
- Includes the financing of approximately \$7.8 million as Phase II of the Pedestrian Improvements Bond Referendum

- ***A VIBRANT PLACE TO LIVE:***

- Includes \$100,000 to fund cleanliness and beautification of major thoroughfares
- Includes \$50,000 in funding to maintain the City's Parks and Greenways
- Provides \$120,000 in new funding for a Beach Volleyball Complex
- Includes \$165,000 to partner with area groups to enhance the City's entertainment scene and support the arts community as follows:
  - \$35,000 in partnership with the Arts Council at Emerge
  - \$15,000 to fund the Greenway Art Program
  - \$100,000 partnership with Uptown Greenville
  - \$5,000 sponsorship of Greenville Pitt County Chamber of Commerce events

In summary, the proposed FY 2020 General Fund budget is a reflection of the City's mission "*To Provide All Citizens With High-Quality Services in an Open, Inclusive, Professional Manner, Ensuring a Community of Excellence Now and in the Future.*" The budget stands as a strong message that ***GREENVILLE MEANS BUSINESS!***

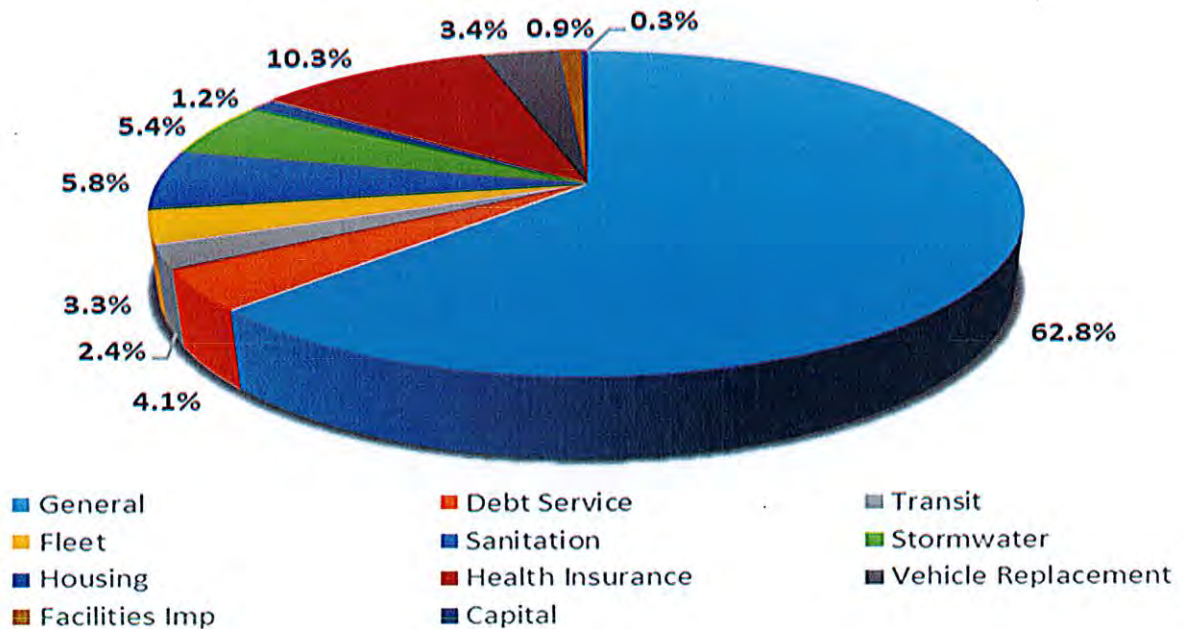
The proposed General Fund budget stands at \$85,687,681 for FY 2020, reflecting a less than 1% increase from the FY 2019 total proposed budget of \$84,993,936.

The City operates under a two-year budget cycle with the FY 2020 Financial Plan developed and approved by City Council in June of 2018 representing the second year of the cycle. In response to City Council’s directives at both the January 2019 Planning Session and the April 2019 budget preview, staff has modified the Financial Plan to take a more detailed look at revenue projections and the amount of appropriations remaining in departmental budgets at the close of the fiscal year.

Proposed revenues for FY 2020 have been slightly reduced to better reflect historical trends and provide more accurate and conservative estimates. The following is a summary comparison:

FY 2020 Financial Plan	\$ 85,888,414
Budget Adjustment	<u>(200,744)</u>
FY 2020 Proposed Budget	\$ 85,687,681
Percentage Change	-.23%

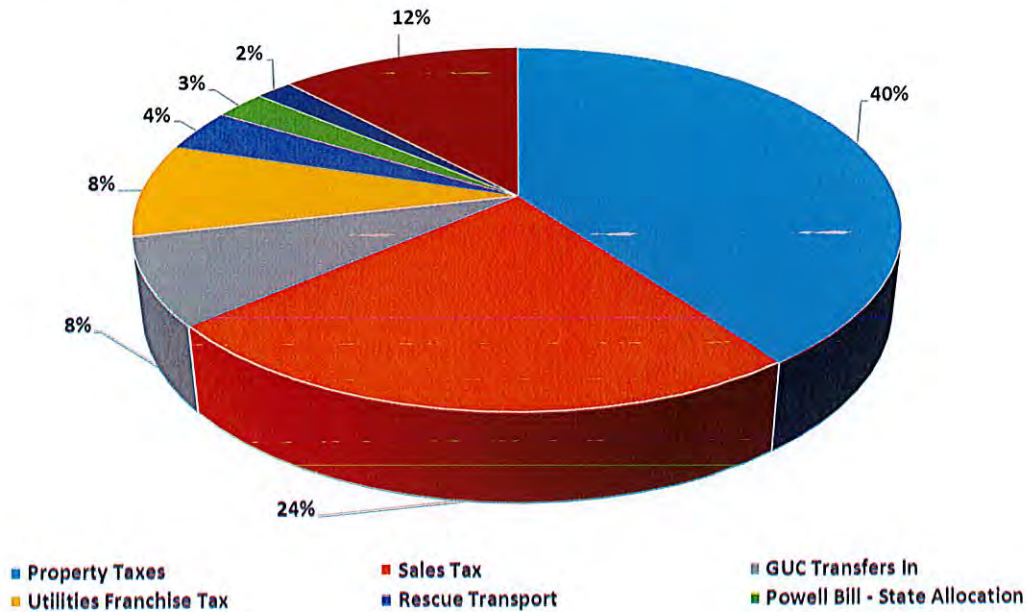
The General Fund is the City’s primary government fund that accounts for approximately 63% of the City’s total operating funds depicted as follows:



### GENERAL FUND REVENUES

The General Fund’s primary sources of revenue consist of Property Tax, Sales Tax, Utility Franchise Tax, GUC Transfer In, and Other Revenues. Property Tax and Sales Tax revenues comprise approximately 64% of total General Fund revenues.

The following chart summarizes the major revenue components and included in the proposed FY 2020 General Fund revenue budget:



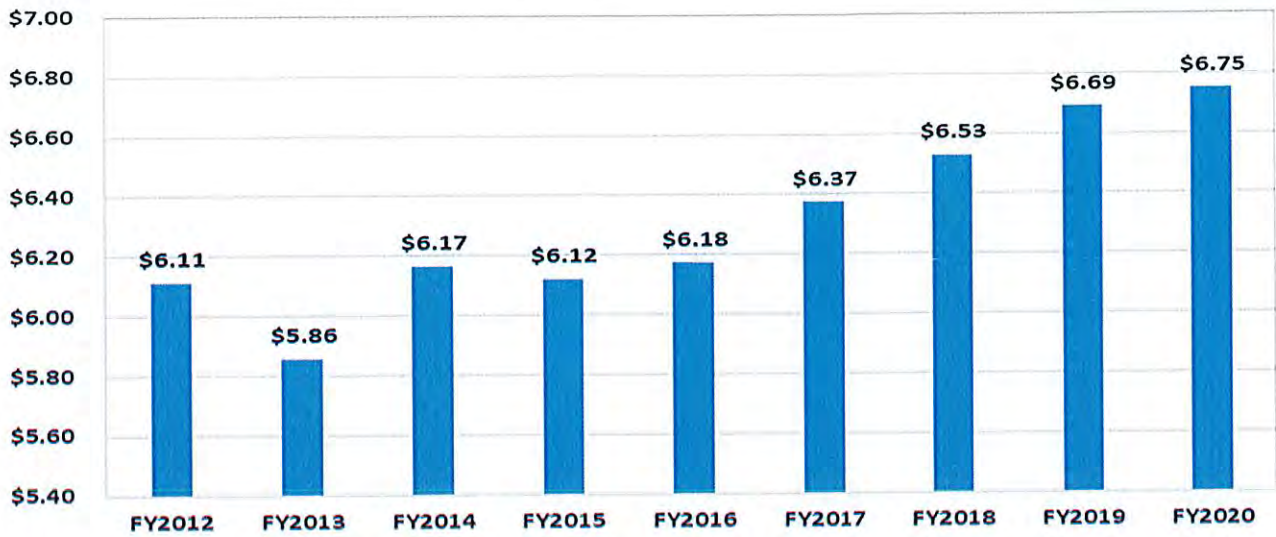
The following are the General Fund revenues by component for the FY 2020 budget:

EXPENDITURE	2018 BUDGET	2019 BUDGET	2020 PROPOSED BUDGET
Property Taxes	\$ 32,750,000	\$ 33,722,500	\$ 34,306,950
Sales Tax	18,823,000	19,463,690	20,404,423
GUC Transfers In	6,651,919	6,731,296	6,639,369
Utilities Franchise Tax	7,102,077	7,000,000	7,100,000
Rescue Transport	3,127,484	3,643,346	3,205,109
Powell Bill - State Allocation	2,220,065	2,220,065	2,182,000
Motor Vehicle Taxes	1,503,457	1,508,522	1,568,863
Inspections	950,000	1,399,840	1,255,152
Recreation	1,999,487	1,231,826	1,243,876
Investment Earnings	500,000	500,000	850,000
All Other Revenues	5,207,966	6,192,916	5,963,939
<b>SUBTOTAL</b>	<b>\$ 80,835,455</b>	<b>\$ 83,614,001</b>	<b>\$ 84,719,681</b>
Appropriated Fund Balance			
General Fund	465,766	1,000,000	650,000
Powell Bill	712,578	379,935	318,000
<b>TOTAL</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,936</b>	<b>\$ 85,687,681</b>

### Property Tax Revenue

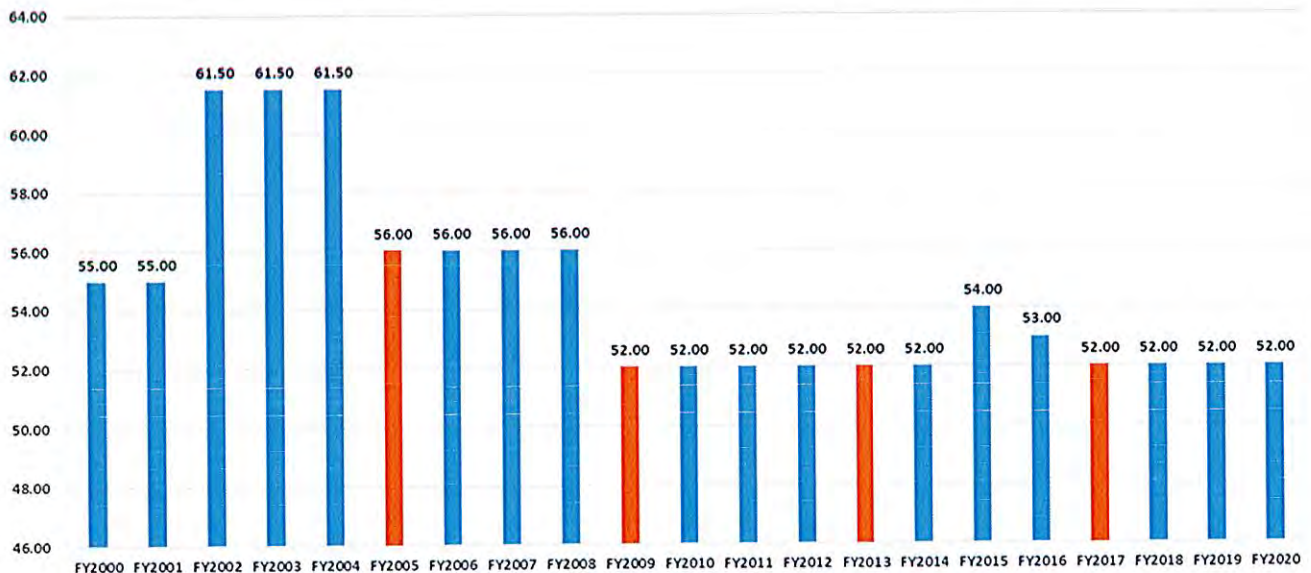
The City's property tax base consist of real property values, personnel property values, motor vehicles, and public service companies. Over the last four years the City's accessed property tax values have grown

at a rate of approximately 2% per year. The following is a summary of property values (in billions) over the period of FY 2012 through FY 2020:



For FY 2019, the City’s property base was assessed at an estimated value of approximately \$6.69 billion. For FY 2020, the preliminary valuation estimate is \$6.75 billion, which represents a four-year average annual growth rate of 2.26%. The City’s property valuations are established by the Pitt County Tax Office with property revaluations being performed every four years. The last revaluation was performed during FY 2016 with an effective date of FY 2017. The Pitt County Tax Office will perform the next revaluation during FY 2020 with an effective date of FY 2021.

The proposed FY 2020 General Fund budget maintains the property tax rate at 52¢. While the City has maintained a very consistent and stable property tax rate over the last twenty years, growth in the budget has been funded primarily through the expansion of the tax base, as referenced by the increase in valuation, as well as growth in other General Fund revenues, such as sales tax. The following chart summarizes the City’s property tax rate over the last twenty years with revaluation years highlighted in orange:



FY 2020, property tax revenues are budgeted at approximately \$34.31 million, which represents a 2.08% increase from the projected actual property tax revenues for FY 2019. The following line graph depicts the change in property tax revenues (in millions) for the City since FY 2010:



### Sales Tax Revenue

Local sales tax collections, which closed FY 2018 strong, have continued to gradually increase in FY 2019. The FY 2019 budget includes sales tax revenues of \$19.5 million. Current projections are that this revenue will be closer to \$20.1 million, which is reflective of considerable growth in commercial and retail sales. A portion of the growth in sales tax revenues that the City has realized over the last few years is due to a significant increase in the construction of private development student housing in the Uptown area. As such development begins to slow, the City anticipates sales tax to stabilize and grow at a more reduced rate than the average that has been realized over the last several years. In addition, the City continues to keep its eye on any form of legislation within the North Carolina General Assembly that would adversely affect the allocation of sales tax revenues to Greenville and Pitt County.

For FY 2020, sales tax revenues are budgeted at \$20.4 million, which is an increase of approximately 1.2% over the projected FY 2019 actual of \$20.2 million. The following line graph depicts the sales tax revenues (in millions) for the City since FY 2010:



## Utilities Franchise Tax Revenue

The Utilities Franchise Tax is a sales tax on electricity, piped natural gas, and telecommunications. FY 2015 marked the first year of a new distribution method for the tax on electricity and piped natural gas. The general sales tax rate is applied to the sale of both electricity and natural gas, and a percentage of the proceeds are returned to the cities and towns.

Utilities Franchise Tax revenues are budgeted at \$7.1 million for FY 2020, which is \$100,000 (1.43%) more than the FY 2019 original budget.

## GUC Transfers In

The transfer of funds from Greenville Utilities Commission (GUC) to the City is based on a specific formula that is outlined in the GUC charter. In April 2017, the City Council approved a new methodology to administer the transfer formula. The new methodology was designed to provide a more stable and predictable annual transfer amount that would reduce the peaks and valleys associated with the amounts transferred, and mitigate any significant, negative impact on the City's budget.

The following line graph depicts the change in GUC Transfer revenues (in millions) for the City since 2010:



For FY 2020, the GUC Transfer In is estimated at \$6.6 million compared to an actual transfer of \$6.7 million for FY 2019.

## Powell Bill

Powell Bill funds represent the distribution of certain vehicle registration fees and the State gasoline tax to local governments using a formula based on population and road miles. These State-shared revenues are restricted to street and sidewalk construction and maintenance, engineering, and traffic signal operations. Fluctuations in state population and the size and number of streets directly influence the actual

Powell Bill revenues that are allocated to the City. For FY 2020, Powell Bill revenues are expected to decrease slightly by 1.71% from the current FY 2019 budget of \$2.2 million.

**Fund Balance Appropriated**

The final revenue source that should be noted is appropriated fund balance. The FY 2020 proposed budget includes a base amount of \$200,000 to cover contingency. This amount is always subject to change depending on the capital projects in any given year, unfinished projects, and open purchase orders that are carried forward into the following year.

There is an additional \$450,000 appropriated within the General Fund and an additional \$318,000 appropriated within Powell Bill in order to complete various road projects and to move forward with the next round of road refurbishments.

REVENUE SOURCE	2018 BUDGET	2019 BUDGET	INC/ (DEC)	2020	INC/ (DEC)
				PROPOSED BUDGET	
Appropriated Fund Balance					
General Fund	465,766	1,000,000	114.70%	650,000	-35.00%
Powell Bill	712,578	379,935	-46.68%	318,000	-16.30%
<b>TOTAL</b>	<b>\$ 1,178,344</b>	<b>\$ 1,379,935</b>		<b>\$ 968,000</b>	

**GENERAL FUND EXPENDITURES**

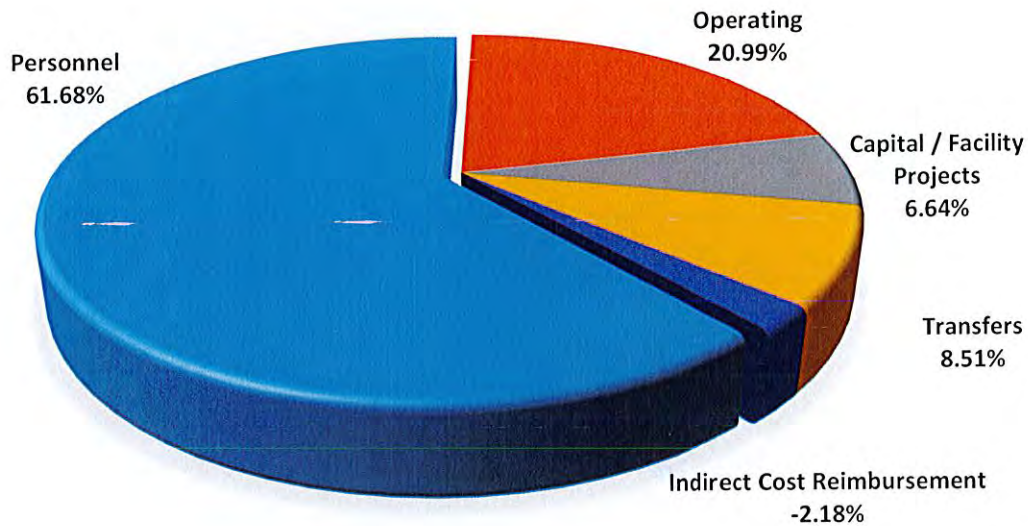
According to the North Carolina Local Government Budget and Fiscal Control Act, each local government must project an annual balanced budget. The FY 2020 proposed budget includes revenues and expenditures each totaling \$693,745 more than the FY 2019 original budget.

General Fund expenditures for the FY 2020 proposed budget stand at \$85.7 million. The following is a breakdown by category:

EXPENDITURE CATEGORY	2018 BUDGET	2019 BUDGET	2020
			PROPOSED BUDGET
Personnel	\$ 53,265,688	\$ 54,360,249	\$ 55,262,768
Operating	17,490,441	18,389,569	18,800,411
Capital / Facility Projects	4,300,631	4,966,321	5,947,902
Transfers	8,416,558	9,228,684	7,627,487
Indirect Cost Reimbursement	(1,459,519)	(1,950,887)	(1,950,887)
<b>TOTAL</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,936</b>	<b>\$ 85,687,681</b>

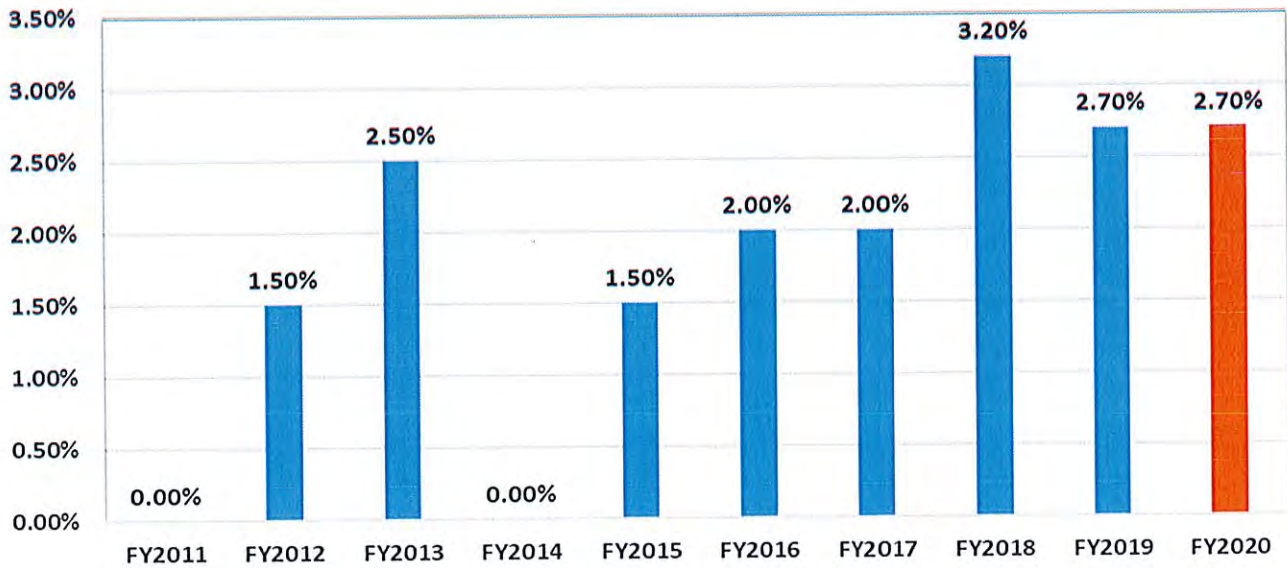


The following is the percentage allocation of General Fund expenditures by expense category for the FY 2020 proposed budget:



**Personnel Expense**

Personnel costs, inclusive of both salaries and fringe benefits, make up approximately 62% of the total General Fund budget. The FY 2020 Financial Plan approved by City Council in June of 2018 included an average 2.7% wage increase for employees. Over the last three fiscal years the City has funded an average 2.9% increase in wages for employees. The following is a summary of employee wage increases since FY 2011:



Both the City and GUC operate under a joint pay and benefits system. Every ten years both the City and GUC engage in an independent, comprehensive pay study to measure and compare the joint pay system to market for all positions and individually for specifically identified, competitive job classes. The next

ten-year review is scheduled for FY 2020 with any associated wage structure true-up and job class reclassifications to be reflected in the FY 2021-22 biennial budget.

The average 2.7% wage increase is comprised of a 1.5% merit increase, based on the employee’s annual performance evaluation, and a 1.2% market increase for all employees. FY 2020 will mark the third year of the City’s reinstatement of the merit program. Evaluation of the merit program will be included in the ten-year comprehensive pay study. The following is a breakdown of the merit/market increases by year since FY 2017:

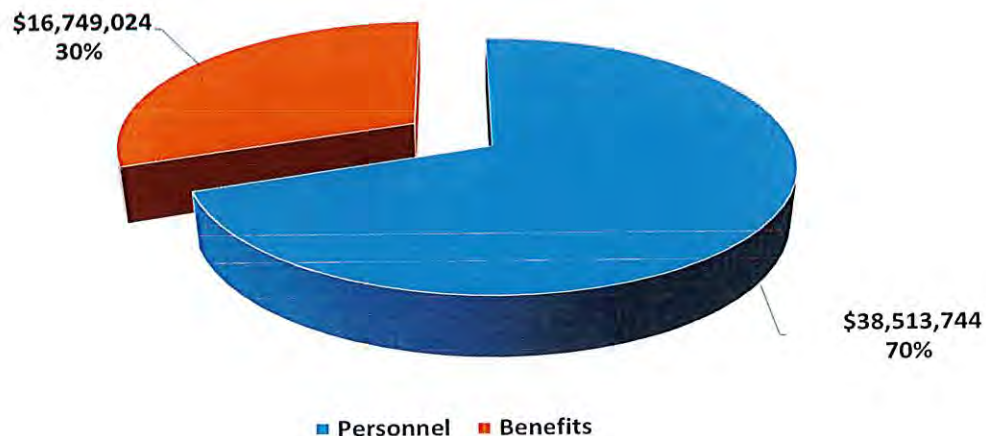
Year	Merit	Market	Total
FY 2016	0.00%	2.00%	2.00%
FY 2017	0.00%	2.00%	2.00%
FY 2018	1.20%	2.00%	3.20%
FY 2019	1.50%	1.20%	2.70%
FY 2020	1.50%	1.20%	2.70%

In order to assist staff in implementing the Council’s goals and objectives, the proposed budget includes a minimal number of new positions and position reclassifications, which are summarized as follows:

- Addition of Human Resources Staff Support Specialist to focus on the recruitment process
- Addition of Recreation and Parks Outreach Coordinator to serve South and West Greenville, Special Populations, Youth Outreach, and other community based initiatives
- Addition of (3) Fire / Rescue positions in preparation of the Southside Fire Station
- Reclassification of Grant Coordinator position to Data Analyst
- Reclassification of two EMS Specialist positions to one Fire / Rescue Deputy Chief
- Reclassification of the Chief Building Inspector to Assistant Director of Planning & Development
- Reclassification of the Recreation Superintendent to Assistant Director of Recreation & Parks

The proposed FY 2020 General Fund budget also provides for Public Safety compensation incentives to enhance the recruitment and retention of Public Safety officers.

In summary, the City’s General Fund personnel budget stands as at approximately \$55.2 million for FY 2020 broken down as follows:



**Operating Expense**

General Fund operating expenses include both discretionary and fixed cost budgets. Both discretionary and fixed cost budgets are allocated down to the departmental level and are used to fund the day-to-day operations of the City. Departments have more control and influence over the level in which discretionary dollars are allocated and utilized to fund the operations of the department. To the contrary, departments have minimal discretion and influence over the utilization of the fixed cost budgets. The following are examples of expenses categorized as discretionary and fixed cost:

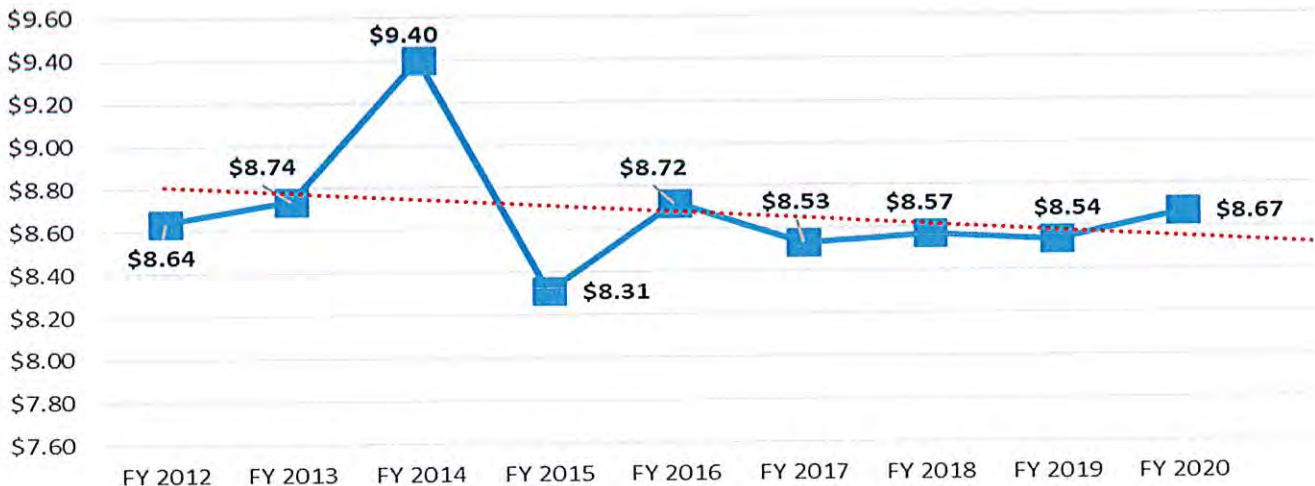
Discretionary Expense	
- Supplies & Materials	} More Discretion / Influence Over Use
- Advertising	
- Dues & Subscriptions	
- Printing	

Fixed Cost Expense	
- Utilities & Fuel	} Minimal Discretion / Influence Over Use
- Computer Hardware / Software	
- Telephone	
- Liability Insurance	
- Fleet & Vehicle Replacement	
- Repairs & Maintenance	

Operating Expense comprises approximately 21% of the City’s total General Fund budget. For the FY 2020 proposed budget, Operating Expense stands at \$18.8 million. The following is a breakdown by discretionary versus fixed of the City’s General Fund Operating Expense:

	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
<b>OPERATING EXPENSE</b>		
Discretionary Expense	\$ 8,538,078	\$ 8,673,747
Fixed Cost Expense	9,851,491	10,126,664
<b>TOTAL</b>	<b>\$ 18,389,569</b>	<b>\$ 18,800,411</b>

Over the past seven fiscal years, discretionary expense has averaged approximately \$8.5 million with no significant increase or decrease in funding levels. As the level of City services has continued to expand over this time frame, discretionary dollars allocated to operational departments to provide these services have been relatively constant. The following shows the change in the discretionary budget since FY 2012:



**Capital Improvement Expense**

For FY 2020, Capital Improvements stand at \$6.0 million. The projects included in Capital Improvements are a direct reflection of the Council’s approved goals and priorities. The following is a breakdown of funding by project for FY 2020:

<b>CAPITAL IMPROVEMENT PROJECTS</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2020 PROPOSED BUDGET</b>
Street Improvements	\$ 2,500,000	\$ 2,500,000
Street Lighting / Cameras	250,000	250,000
10th Street Connector	150,000	-
South Tar Greenway Phase 3A	100,000	-
Sidewalk Construction	503,000	-
Thomas Foreman Press Box	30,000	-
Vehicle Replacement >\$35k	1,433,321	1,797,902
Rec & Parks Capital Projects	-	120,000
Facilities Improvement Program	1,400,000	1,280,000
<b>TOTAL</b>	<b>\$ 6,366,321</b>	<b>\$ 5,947,902</b>

**Transfers**

Transfers account for approximately 8.51% of the General Fund budget. A portion of the General Fund expenditures are transferred to other funds such as Debt Service, Sheppard Memorial Library, Housing, and the Transit Fund. For FY 2020, budgeted Transfers total \$7.6 million as opposed to \$7.8 million in FY 2019. The following is a breakdown of transfers for FY 2020:

<b>TRANSFERS</b>	<b>2018 ORIGINAL BUDGET</b>	<b>2019 ORIGINAL BUDGET</b>	<b>INC/ (DEC)</b>	<b>2020 PROPOSED BUDGET</b>	<b>INC/ (DEC)</b>
Debt Service Fund	\$ 4,737,002	\$ 4,737,002	0.00%	\$ 4,819,754	1.75%
Sheppard Memorial Library	1,232,969	1,269,958	3.00%	1,308,057	3.00%
Housing	300,806	309,830	3.00%	319,125	3.00%
Transit	603,781	771,894	27.84%	790,551	2.42%
Capital Reserve	-	740,000	0.00%	390,000	-47.30%
<b>TOTAL TRANSFERS</b>	<b>\$ 6,874,558</b>	<b>\$ 7,828,684</b>	<b>33.84%</b>	<b>\$ 7,627,487</b>	<b>-37.13%</b>

Included in the FY 2020 budget are transfers of \$390,000 to the Capital Reserve Fund for future projects identified as priorities by Council. The following is a breakdown of the transfers to Capital Reserve:

<b>TRANSFERS TO CAPITAL RESERVE</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2020 PROPOSED BUDGET</b>
Industrial/Commercial Site Dev	\$ 300,000	\$ 300,000
Future NCDOT Projects	350,000	-
Dickinson Avenue Street Lighting	90,000	90,000
<b>TOTAL</b>	<b>\$ 740,000</b>	<b>\$ 390,000</b>

## OTHER FUNDS

### **Debt Service Fund**

The Debt Service Fund accounts for payments of the City's obligated debt as financed by General Fund revenue and the occupancy tax. Transfers are made throughout the fiscal year from the General Fund, as well as the Stormwater and Sanitation Funds, to the Debt Service Fund to cover the principal and interest payments. The total debt service amount in the FY 2020 proposed budget is \$5.6 million, which is an increase of 1.76% over current year.

Per the Long Range Debt Strategy that was approved in FY 2017, the City's intention is to fund future capital projects within the level of current debt service being financed through the General Fund without an increase in the property tax rate. As debt service is retired, the savings will be reinvested into newly obligated debt to finance additional capital projects.

### **Stormwater Utility Fund**

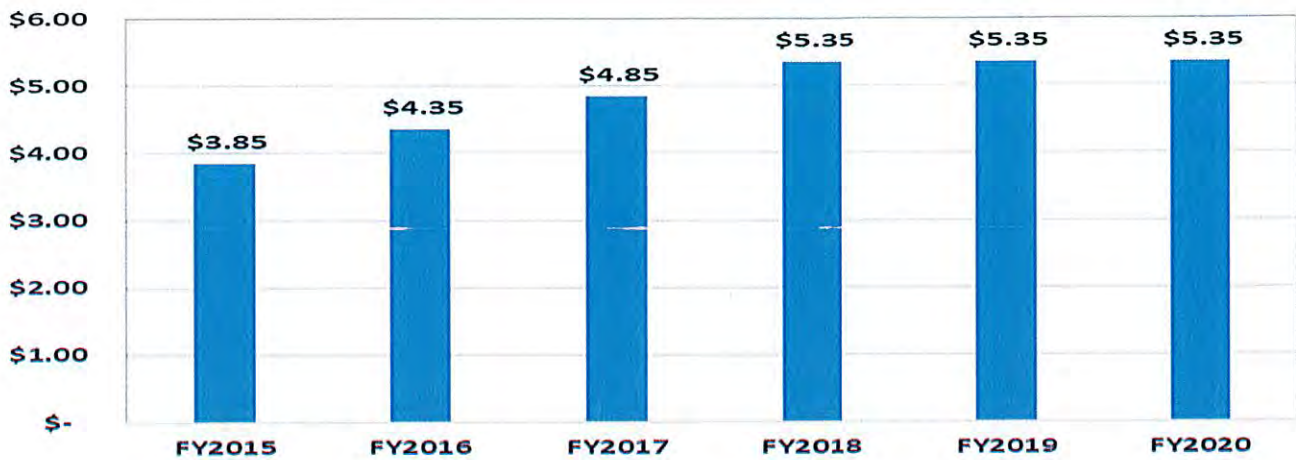
The Stormwater Utility Fund is an enterprise fund established to implement the City's Stormwater Management Program. Revenues are generated through a stormwater fee to support the program efforts. FY 2020 will see the initial implementation of increased preventative maintenance of stormwater infrastructure, with future years seeing increased capital project and infrastructure spending. A one-time fund balance appropriation will be made in the amount of \$1.43 million for new staffing and equipment, with rate increases planned for recurring capital and infrastructure spending.

The preventive maintenance program represents the first step in the City's implementation of the Watershed Master Plan recommendations as formulated by the Stormwater Advisory Committee. The service levels will create a system of policies and procedures intended to create a higher level of oversight related to the maintenance and development of the City's stormwater infrastructure. The following is a summary of the service level goals established as part of the newly created preventive maintenance program:

- Inspection of 50% of new infrastructure. Under the current system only 10% of new infrastructure is being inspected
- Public channels cleaned every year. Under the current system public channels are cleaned every two years
- Catch basins cleaned and inspected every 2.5 years. Under the current system catch basins are cleaned and inspected every five years
- All pipes cleaned and inspected every seven years. Currently, pipes are cleaned and inspected on an as needed basis
- Utility audits performed so as to maximize revenue. Currently, utility audits are not being performed
- Full condition assessments performed every twenty years. Currently, condition assessments are not being performed.

The level of preventive maintenance included in the approved stormwater plan will require the addition of approximately 16 staff positions and investment in various pieces of capital equipment. The City will begin increasing staff during FY 2020 in anticipation of the preventive maintenance program being fully operational for FY 2021. Annual funding for preventive maintenance is projected to total approximately

\$1.5 million, which will be funded through increases in stormwater fees that are scheduled to begin in FY 2021. The approved plan includes a \$1.00 increase in the monthly stormwater rate each year for four years. For FY 2020, the monthly stormwater rate remains constant at \$5.35 as summarized below:

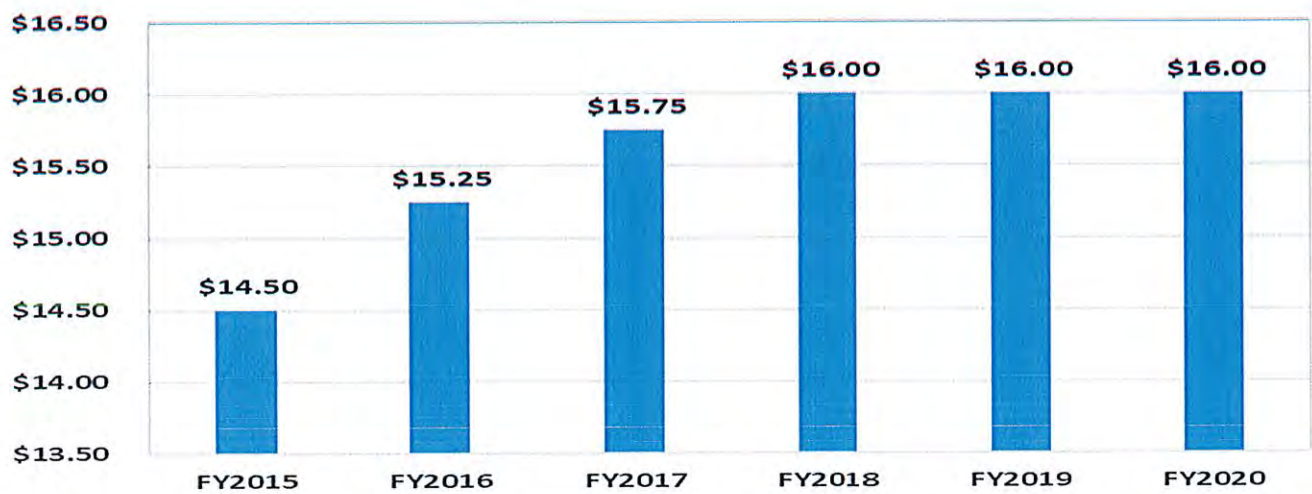


**Public Transportation Fund – Transit**

The majority of revenues for this fund are generated by federal grant income. For FY 2020, grant revenues are projected at \$2.1million, which is a minimal increase from current year \$2.09 million. The total budgeted amount for the fund are \$3.29 million.

**Sanitation Fund**

The City provides sanitation service including garbage, recycling, and yard waste collection weekly. The Sanitation Fund is an enterprise fund and collects for the services provided. The rates charged for curbside and multi-family service remain at \$16.00 per month as summarized below:



The budget for FY 2020 remains fairly constant at \$7.9 million as compared to the current year at \$7.8 million.

## **Housing Fund**

The City receives funding from the US Department of Housing and Urban Development in the form of a Community Development Block Grant (CDBG) and HOME Investment Partnerships Program (HOME) to support the effort of providing decent, affordable housing within the community. The current budget for the fund is \$1.733 million including \$1.414 million in reimbursable grant funding. The City's CDBG and HOME allocations have increased roughly 10%, compared to the previous year allocations.

## **Health Fund**

The Health Fund is an Internal Service Fund used to account for revenues and expenses associated with the provision of health and dental insurance for employees and retirees of the City and other entities that participate in the City's health and dental self-insured program (i.e. Convention and Visitors Authority, Sheppard Memorial Library, Pitt-Greenville Airport Authority, and Greenville Housing Authority). The FY 2020 budget for this fund is \$14.0 million. When compared to current year, this is a 3% increase.

## **Vehicle Replacement Fund**

The Vehicle Replacement Fund is an Internal Service Fund used to account for revenues and expenditures associated with vehicles and other capital equipment purchased by the City's General Fund, Sanitation Fund, Stormwater Utility Fund, Fleet Fund, and Transit Fund. The FY 2020 budget for this fund totals \$4.700 million. This fund will receive the last installment of \$250,000 from the Sanitation Fund as repayment for a \$750,000 loan made in FY 2016.

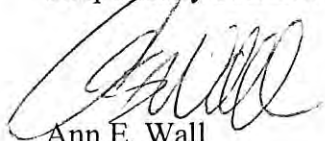
Due to the increased needs of the fund, department costs for vehicles over \$35,000 will be increased to 50% funding for FY 2020 as defined in the Financial Plan during budget deliberations in FY 2019.

## **Summary**

At the direction of the City Council, staff prepared a budget that brings revenue and expenditure projections together. Staff continues to monitor certain legislation changes proposed in the North Carolina General Assembly, as well as the Federal Government, which could have a significant impact on the projected municipal revenues and expenses.

I would like to thank the City department heads and staff for their dedication and commitment in the preparation of this budget. I would specifically like to recognize the contributions of Assistant City Manager, Michael Cowin; Director of Financial Services, Byron Hayes; and Financial Services Manager, Ramona Bowser.

Respectfully submitted,



Ann E. Wall  
City Manager

**BUDGET PROPOSED FOR CITY MANAGED FUNDS & INDEPENDENT AGENCIES  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

<b>FUND</b>	<b>2017 ACTUAL</b>	<b>2018 ORIGINAL BUDGET</b>	<b>2019 ORIGINAL BUDGET</b>	<b>2020 PROPOSED BUDGET</b>
General	\$ 80,855,039	\$ 82,013,799	\$ 84,993,936	\$ 85,687,681
Debt Service	5,626,726	5,448,934	5,463,492	5,559,881
Public Transportation	2,269,117	2,858,391	3,249,922	3,288,032
Fleet Maintenance	4,288,034	4,337,071	4,431,156	4,561,394
Sanitation	7,201,930	7,619,286	7,843,096	7,895,860
Stormwater	5,462,158	5,928,998	5,882,000	7,368,459
Housing	1,520,001	1,424,149	1,597,179	1,733,500
Health Insurance	12,924,677	13,135,690	13,562,600	14,003,384
Vehicle Replacement	3,638,255	4,934,770	4,332,161	4,700,179
Facilities Improvement	1,590,000	1,542,000	1,400,000	1,280,000
Capital Reserve	467,842	-	740,000	390,000
<b>TOTAL CITY MANAGED FUNDS</b>	<b>\$ 125,843,779</b>	<b>\$ 129,243,088</b>	<b>\$ 133,495,542</b>	<b>\$ 136,468,370</b>
Greenville Utilities Commission	\$ 251,913,068	\$ 250,541,773	\$ 253,310,658	\$ 260,877,948
Convention & Visitors Authority	1,291,124	1,228,484	1,396,501	1,599,082
Sheppard Memorial Library	2,528,942	2,432,280	2,489,281	2,554,619
<b>TOTAL INDEPENDENT AGENCIES</b>	<b>\$ 255,733,134</b>	<b>\$ 254,202,537</b>	<b>\$ 257,196,440</b>	<b>\$ 265,031,649</b>
<b>TOTAL ALL FUNDS</b>	<b>\$ 381,576,913</b>	<b>\$ 383,445,625</b>	<b>\$ 390,691,982</b>	<b>\$ 401,500,019</b>



**BUDGET ADOPTED FOR GENERAL FUND - REVENUE SUMMARY  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

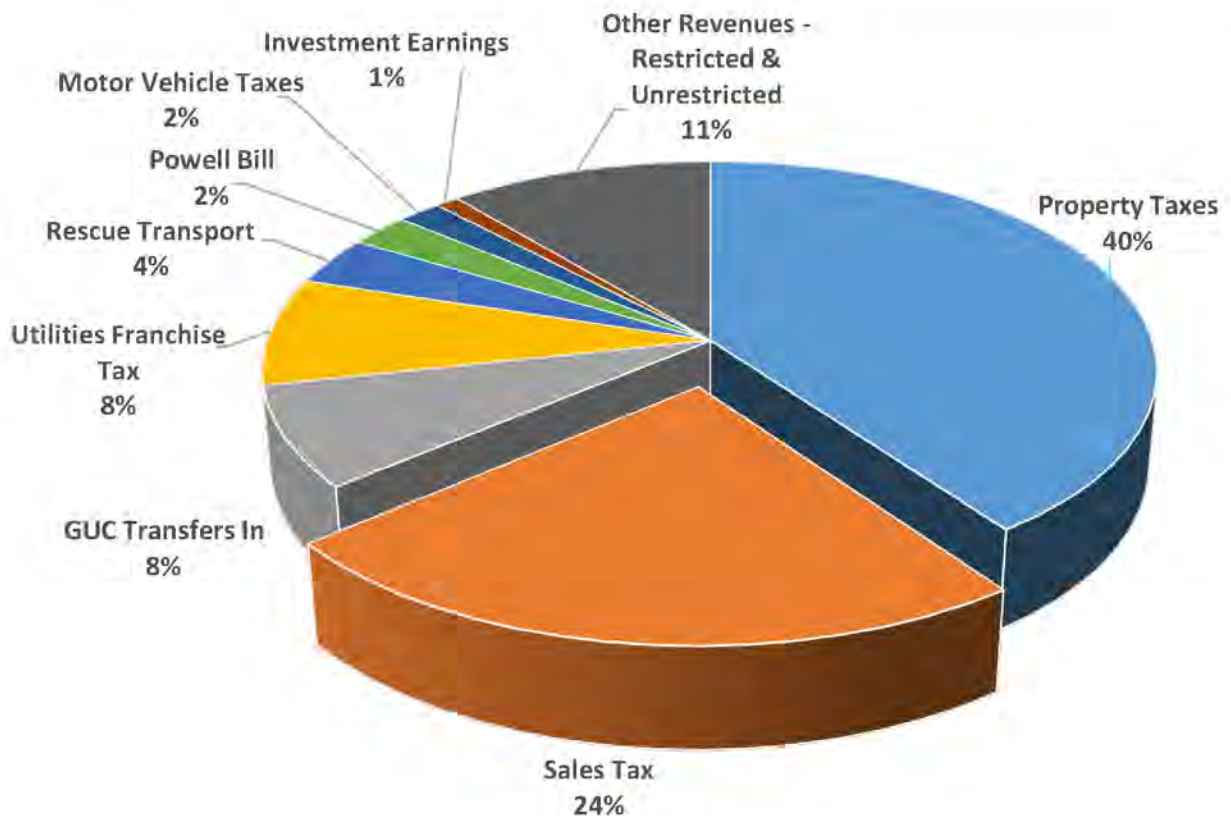
REVENUE SOURCE	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Property Taxes	\$ 31,977,626	\$ 32,750,000	\$ 33,722,500	\$ 34,306,950
Sales Tax	18,469,673	18,823,000	19,463,690	20,404,423
GUC Transfers In	6,661,899	6,651,919	6,731,296	6,639,369
Utilities Franchise Tax	6,827,761	7,102,077	7,000,000	7,100,000
Rescue Transport	2,692,167	3,127,484	3,643,346	3,205,109
Powell Bill - State Allocation	2,201,441	2,220,065	2,220,065	2,182,000
Motor Vehicle Taxes	1,407,660	1,503,457	1,508,522	1,568,863
Inspections	1,394,750	950,000	1,399,840	1,255,152
Recreation	1,851,389	1,999,487	1,231,826	1,243,876
Investment Earnings	381,105	500,000	500,000	850,000
All Other Revenues	6,989,568	5,207,966	6,192,916	5,963,939

<b>SUBTOTAL</b>	<b>\$ 80,855,039</b>	<b>\$ 80,835,455</b>	<b>\$ 83,614,001</b>	<b>\$ 84,719,681</b>
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Appropriated Fund Balance

General Fund	-	465,766	1,000,000	650,000
Powell Bill	-	712,578	379,935	318,000

<b>TOTAL</b>	<b>\$ 80,855,039</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,936</b>	<b>\$ 85,687,681</b>
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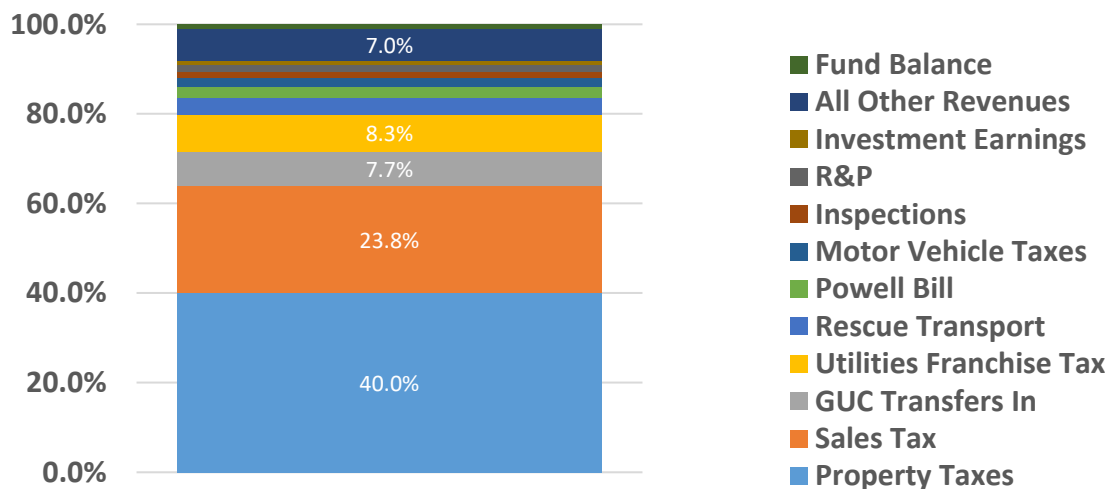


**BUDGET ADOPTED FOR GENERAL FUND - REVENUE DETAIL  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

REVENUE SOURCE	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
<b>Unrestricted Intergovernmental Property Taxes</b>				
Current Year Taxes	\$ 29,152,393	\$ 29,944,490	\$ 30,528,008	\$ 31,048,568
Motor Vehicle Taxes	3,016,063	2,965,692	3,166,299	3,229,625
Prior Year Taxes	268,998	149,082	359,618	366,810
Tax Interest & Penalties	145,178	187,460	185,367	189,074
Tax Discounts	(500,833)	(412,281)	(428,937)	(437,516)
Tax Refunds	(104,174)	(84,443)	(87,854)	(89,612)
<b>SUBTOTAL</b>	<b>\$ 31,977,626</b>	<b>\$ 32,750,000</b>	<b>\$ 33,722,500</b>	<b>\$ 34,306,950</b>
<b>Other Unrestricted Intergovernmental</b>				
Sales Taxes	\$ 18,469,673	\$ 18,823,000	\$ 19,463,690	\$ 20,404,423
Rental Vehicle - Gross Receipts	152,527	133,378	160,370	165,181
Video Program & Supplemental PEG	875,412	923,767	860,935	869,544
Motor Vehicle Fee	1,407,660	1,503,457	1,508,522	1,568,863
Payment in Lieu of Taxes	52	51,075	67,470	68,819
State Fire Protection	387,490	390,000	393,900	397,839
Utilities Franchise Tax	6,827,761	7,102,077	7,000,000	7,100,000
Beer & Wine	403,408	437,266	425,073	429,324
<b>SUBTOTAL</b>	<b>\$ 28,523,983</b>	<b>\$ 29,364,020</b>	<b>\$ 29,879,960</b>	<b>\$ 31,003,993</b>
<b>Restricted Intergovernmental</b>				
Traffic Control Lights Maintenance	\$ 118,411	\$ 157,000	\$ 157,000	\$ 158,021
Street Sweeper Agreement	259,068	25,035	25,035	25,035
Powell Bill State Allocation	2,201,441	2,220,065	2,220,065	2,182,000
Special State/Federal/Local Grants	378,601	13,186	503,000	-
Section 104 F Planning Grant MPO	254,761	225,280	605,647	414,618
<b>SUBTOTAL</b>	<b>\$ 3,212,282</b>	<b>\$ 2,640,566</b>	<b>\$ 3,510,747</b>	<b>\$ 2,779,674</b>
<b>Licenses, Permits &amp; Fees</b>				
Inspection Division Permits	\$ 1,394,850	\$ 950,000	\$ 1,399,840	1,255,152
Planning Fees	139,045	110,721	142,960	174,834
Recreation Department Activity Fees	1,851,389	1,999,487	1,231,826	1,243,876
Police Fees	698,201	1,229,621	1,136,903	1,517,848
Engineering Fees	20,999	14,508	33,527	27,019
Fire/Rescue Fees	187,036	208,455	214,500	214,500
<b>SUBTOTAL</b>	<b>\$ 4,291,520</b>	<b>\$ 4,512,792</b>	<b>\$ 4,159,556</b>	<b>\$ 4,433,229</b>

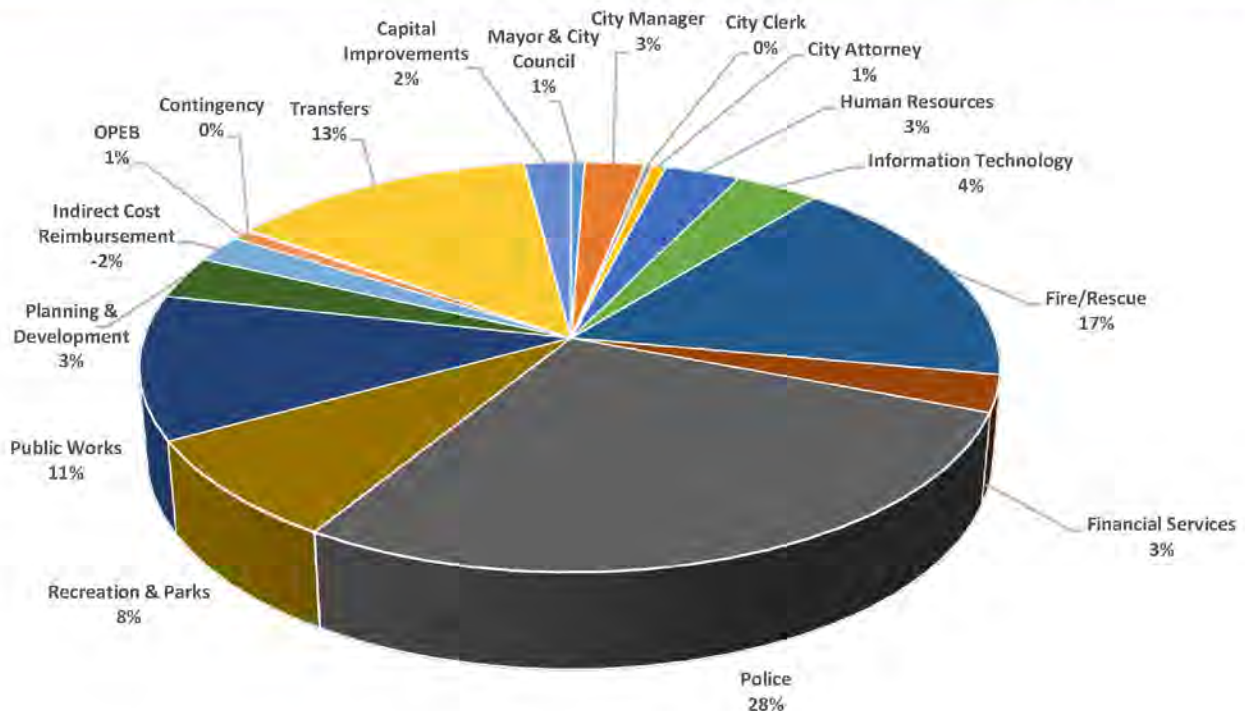
**BUDGET ADOPTED FOR GENERAL FUND - REVENUE DETAIL  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

REVENUE SOURCE	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
<b>Sales &amp; Services</b>				
Rescue Service Transport	\$ 2,692,167	\$ 3,127,484	\$ 3,643,346	\$ 3,205,109
Leased Parking & Meters	202,513	178,386	294,803	389,868
Parking Violations	265,539	216,363	375,000	247,302
<b>SUBTOTAL</b>	<b>\$ 3,160,219</b>	<b>\$ 3,522,233</b>	<b>\$ 4,313,149</b>	<b>\$ 3,842,279</b>
<b>Other Revenues</b>				
Sale of Property	\$ 1,514,271	\$ 26,016	\$ 26,536	\$ -
Other Revenue	1,045,316	767,909	770,257	864,187
<b>SUBTOTAL</b>	<b>\$ 2,559,586</b>	<b>\$ 793,925</b>	<b>\$ 796,793</b>	<b>\$ 864,187</b>
<b>Investment Earnings</b>				
Investment Earnings	\$ 381,105	\$ 500,000	\$ 500,000	\$ 850,000
<b>Other Financing Sources</b>				
Transfer in GUC	\$ 6,661,899	\$ 6,651,919	\$ 6,731,296	\$ 6,639,369
Transfer from Housing	-	100,000	-	-
Other Transfers	86,818	-	-	-
<b>SUBTOTAL</b>	<b>\$ 6,748,717</b>	<b>\$ 6,751,919</b>	<b>\$ 6,731,296</b>	<b>\$ 6,639,369</b>
<b>Fund Balance Appropriated</b>				
Appropriated Fund Balance - General	-	465,766	1,000,000	650,000
Appropriated Fund Balance - Powell Bill	-	712,578	379,935	318,000
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 1,178,344</b>	<b>\$ 1,379,935</b>	<b>\$ 968,000</b>
<b>GENERAL FUND REVENUE TOTAL</b>	<b>\$ 80,855,039</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,936</b>	<b>\$ 85,687,681</b>



**BUDGET ADOPTED FOR GENERAL FUND - EXPENSE BY DEPARTMENT  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

DEPARTMENT	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Mayor & City Council	\$ 411,076	\$ 457,998	\$ 430,586	\$ 525,033
City Manager	2,383,711	2,070,618	2,496,657	2,302,683
City Clerk	248,789	265,083	275,649	284,263
City Attorney	457,682	460,767	509,349	531,965
Human Resources	2,627,508	2,790,698	2,855,170	2,883,262
Information Technology	2,845,527	2,993,452	3,151,566	3,216,356
Fire/Rescue	13,545,750	14,023,486	14,689,593	15,204,025
Financial Services	2,442,784	2,428,481	2,481,422	2,603,807
Police	23,186,751	24,757,355	25,091,055	25,173,859
Recreation & Parks	7,503,495	7,573,949	7,181,175	7,345,457
Public Works	8,303,698	9,671,950	9,999,525	10,189,970
Planning & Development	2,465,175	2,562,292	2,848,068	3,002,499
<b>TOTAL BY DEPARTMENT</b>	<b>\$ 66,421,946</b>	<b>\$ 70,056,129</b>	<b>\$ 72,009,816</b>	<b>\$ 73,263,179</b>
Indirect Cost Reimbursement	\$ (1,311,578)	\$ (1,459,519)	\$ (1,950,887)	\$ (1,950,887)
Other Post Employment Benefits	500,000	500,000	600,000	700,000
Contingency	-	200,000	121,500	100,000
<b>TOTAL EXPENSES BY DEPARTMENT</b>	<b>\$ 65,610,368</b>	<b>\$ 69,296,610</b>	<b>\$ 70,780,429</b>	<b>\$ 72,112,292</b>
Transfers to Other Funds	\$ 14,010,301	\$ 10,616,558	\$ 11,638,684	\$ 11,777,487
Total Capital Improvements	2,255,396	2,100,631	2,574,821	1,797,902
<b>TOTAL GENERAL FUND</b>	<b>\$ 81,876,065</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,934</b>	<b>\$ 85,687,681</b>

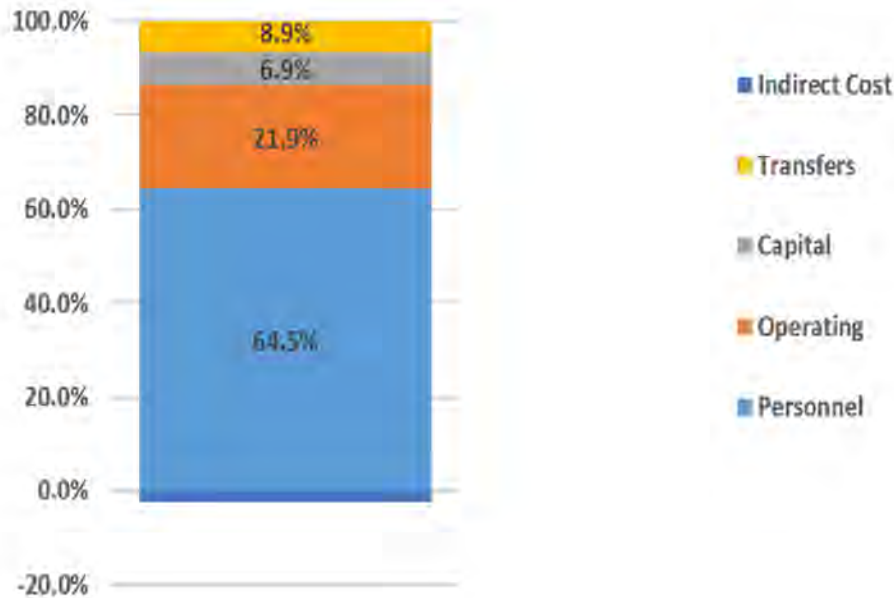


**BUDGET ADOPTED FOR GENERAL FUND - EXPENSE DETAIL  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
<b>Personnel</b>				
Regular Salaries	\$ 32,865,058	\$ 35,258,772	\$ 36,085,230	\$ 36,203,332
Overtime Salaries	1,589,418	1,456,762	1,540,270	1,540,270
Off-Duty	283,905	237,838	295,000	295,000
Allowances	439,647	459,540	472,740	475,142
FICA	2,557,502	2,703,818	2,566,717	2,662,133
Retirement	2,499,349	2,732,279	2,521,584	3,208,426
Health Insurance	8,129,114	8,691,174	8,445,610	8,512,157
Group Life Insurance	174,022	140,398	110,698	76,398
Workers Compensation	563,262	559,512	610,000	610,000
Education/Training Assistance	39,569	30,000	33,026	33,026
401K Retirement	844,722	903,386	1,026,359	986,943
Other Personnel Expenses	171,794	92,209	653,015	659,941
<b>TOTAL PERSONNEL</b>	<b>\$ 50,157,362</b>	<b>\$ 53,265,688</b>	<b>\$ 54,360,249</b>	<b>\$ 55,262,768</b>
<b>Operating</b>				
Advertising	\$ 94,656	\$ 117,177	\$ 115,253	\$ 120,670
Building Maintenance	340,346	237,885	345,608	349,608
Computer Hardware	271,956	320,312	206,095	282,653
Computer Software	596,213	624,947	808,886	847,363
Contingency	-	200,000	121,500	100,000
Contracted Services	3,695,887	3,830,652	3,774,738	3,749,908
Copier Maintenance	48,037	57,807	52,614	53,058
Dues & Subscriptions	200,259	192,714	209,152	223,093
Elections	-	75,000	-	89,606
Equipment Maintenance	113,669	216,412	207,500	211,968
F/R General Expenses	156,648	187,759	163,905	182,000
Fleet Labor	1,114,070	916,357	1,075,668	1,110,939
Fleet Service Fixed Cost	1,036,866	1,036,866	1,059,817	1,063,254
Fuel	580,530	689,700	653,559	670,873
General Insurance Liability	534,051	531,000	550,000	550,000
Grants/Donations	208,969	74,600	205,100	205,100
Laundry & Cleaning	29,006	27,802	33,602	35,102
OPEB	500,000	500,000	600,000	700,000
Other Expense	1,266,403	1,000,452	1,184,067	1,119,714
Postage	42,333	58,000	50,000	40,000
Printing	56,138	91,709	92,738	90,546
Professional Services	19,992	32,000	32,853	32,515
Property & Casualty Loss	104,710	280,000	400,000	400,000
Radio Maintenance	150,760	154,741	169,217	176,957
Street Light	1,380,608	1,550,840	1,438,014	1,452,394
Supplies & Materials	1,536,480	1,609,171	1,878,962	1,944,863
Telephone	268,655	308,989	344,513	366,783
Travel/Training	371,583	340,621	400,547	406,630
Uniforms	262,122	298,060	325,500	334,000

**BUDGET ADOPTED FOR GENERAL FUND - EXPENSE DETAIL  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
<b>Operating Continued</b>				
Utilities	1,059,583	1,185,314	1,149,000	1,152,700
Vehicle Maintenance	724,057	743,554	722,661	738,114
<b>TOTAL OPERATING</b>	<b>\$ 16,764,584</b>	<b>\$ 17,490,441</b>	<b>\$ 18,371,069</b>	<b>\$ 18,800,411</b>
<b>Capital</b>				
Capital Improvements	2,255,396	2,100,631	2,484,821	1,797,902
<b>TOTAL CAPITAL</b>	<b>\$ 2,255,396</b>	<b>\$ 2,100,631</b>	<b>\$ 2,484,821</b>	<b>\$ 1,797,902</b>
<b>Transfers</b>				
Facilities Improvement Program	\$ 1,590,000	\$ 1,542,000	\$ 1,400,000	\$ 1,280,000
Street Improvement Program	1,700,000	2,200,000	2,500,000	2,500,000
Debt Service Fund	4,812,928	4,737,002	4,737,002	4,819,754
Sheppard Memorial Library	1,197,058	1,232,969	1,269,958	1,308,057
Housing	292,684	300,806	309,830	319,125
Transit	565,269	603,781	771,894	790,551
Capital Reserve	467,119	-	740,000	390,000
Imperial Site Project	1,040,000	-	-	-
Rec & Parks Capital Projects	410,000	-	-	120,000
Public Works Capital Projects	1,935,243	-	-	250,000
<b>TOTAL TRANSFERS</b>	<b>14,010,301</b>	<b>10,616,558</b>	<b>11,728,684</b>	<b>11,777,487</b>
Indirect Cost Reimbursement	(1,311,578)	(1,459,519)	(1,950,887)	(1,950,887)
<b>TOTAL EXPENDITURES</b>	<b>\$ 81,876,065</b>	<b>\$ 82,013,799</b>	<b>\$ 84,993,936</b>	<b>\$ 85,687,681</b>

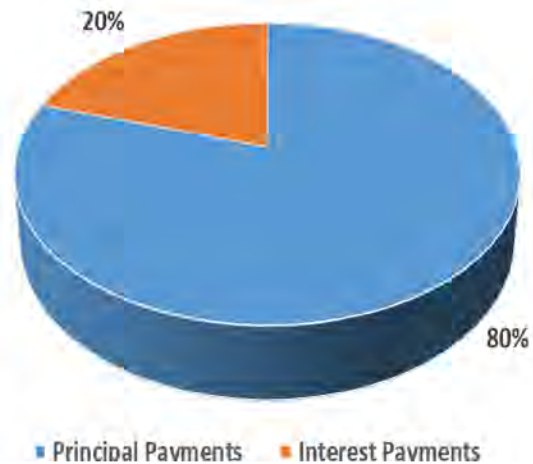
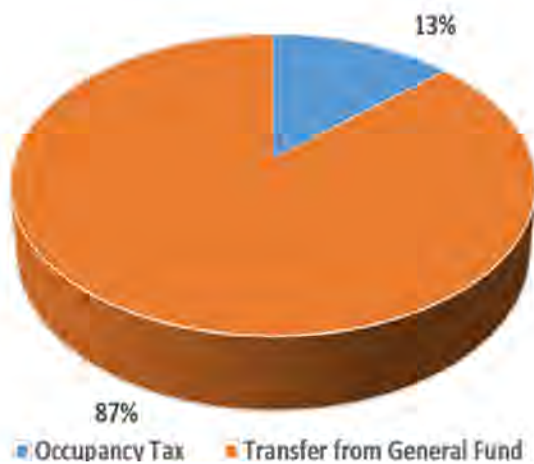


## DEBT SERVICE FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Debt Service Fund accounts for the payment of the City's debt. When payments are due, the General Fund transfers the needed funds into this fund for payment.

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Occupancy Tax	\$ 765,973	\$ 711,932	\$ 726,490	\$ 740,127
Transfer from Powell Bill	72,603	73,299	-	-
Transfer from General Fund	4,740,325	4,663,703	4,737,002	4,819,754
Energy Efficient Refund	34,543	-	-	-
Investment Earnings	13,282	-	-	-
<b>TOTAL</b>	<b>\$ 5,626,726</b>	<b>\$ 5,448,934</b>	<b>\$ 5,463,492</b>	<b>\$ 5,559,881</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Principal Payments	\$ 3,939,097	\$ 4,682,088	\$ 4,433,476	\$ 4,439,631
Interest Payments	1,039,266	766,846	1,030,016	1,120,250
<b>TOTAL</b>	<b>\$ 4,978,363</b>	<b>\$ 5,448,934</b>	<b>\$ 5,463,492</b>	<b>\$ 5,559,881</b>



## PUBLIC TRANSPORTATION FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

Planning activities remain approximately the same and are reimbursed at 80% from Federal funds. Federal operating funding remains at 50% of the total. Capital items and ADA service and preventative maintenance items requested are reimbursable at 80% Federal share.

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Grant Income	\$ 1,465,331	\$ 1,757,197	\$ 2,098,993	\$ 2,107,543
Bus Fare / Ticket Sales	238,517	380,014	379,035	389,938
Transfer from General Fund	565,269	603,781	771,894	790,551
Appropriated Fund Balance	-	117,399	-	-
<b>TOTAL</b>	<b>\$ 2,269,117</b>	<b>\$ 2,858,391</b>	<b>\$ 3,249,922</b>	<b>\$ 3,288,032</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Personnel	\$ 1,224,564	\$ 1,177,241	\$ 1,157,856	\$ 1,220,900
Operating	820,813	1,141,561	1,564,037	1,524,346
Capital Improvements	299,721	539,589	528,029	542,786
Other	125,650	-	-	-
<b>TOTAL</b>	<b>\$ 2,470,748</b>	<b>\$ 2,858,391</b>	<b>\$ 3,249,922</b>	<b>\$ 3,288,032</b>



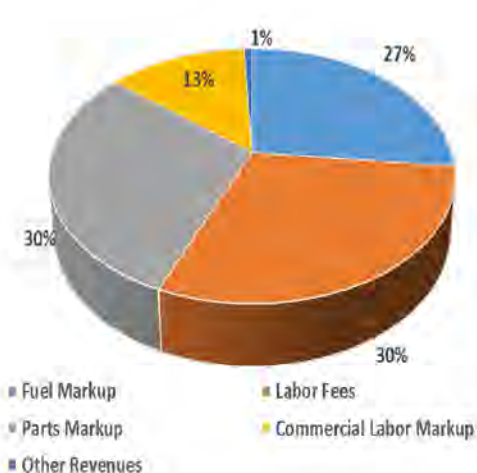


## FLEET MAINTENANCE FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Fleet Maintenance Fund has been established as an internal service fund to account for charge-backs to the respective departments of the City for labor, fuel, and parts for items needed to maintain City vehicles. The creation of this fund will assist the City in more accurately reflecting the

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Fuel Markup	\$ 1,070,366	\$ 1,222,336	\$ 1,190,882	\$ 1,219,789
Labor Fees	1,393,182	1,136,773	1,411,373	1,350,000
Parts Markup	1,302,579	1,471,233	1,329,829	1,356,425
Commercial Labor Markup	519,565	496,796	464,742	600,000
Other Revenues	2,342	9,933	34,330	35,180
<b>TOTAL</b>	<b>\$ 4,288,034</b>	<b>\$ 4,337,071</b>	<b>\$ 4,431,156</b>	<b>\$ 4,561,394</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Personnel	\$ 1,509,416	\$ 1,466,383	\$ 1,504,692	\$ 1,543,856
Operating	2,651,133	2,870,688	2,895,464	2,982,538
Capital Outlay	13,493	-	31,000	35,000
Other	37,624	-	-	-
<b>TOTAL</b>	<b>\$ 4,211,666</b>	<b>\$ 4,337,071</b>	<b>\$ 4,431,156</b>	<b>\$ 4,561,394</b>



## SANITATION FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Sanitation Fund is established to account for the user charges, fees, and all operating costs associated with the operation of the Sanitation Division operated through the Public Works Department of the City. The Sanitation Division offers comprehensive solid waste services such as garbage, recyclable, bulky trash, leaf collection, as well as mosquito and rodent control.

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Refuse Fees	\$ 6,997,377	\$ 7,449,600	\$ 7,524,096	\$ 7,599,360
Cart & Dumpster Sales	108,118	94,880	122,500	100,000
Other Revenues	96,435	74,806	196,500	196,500
<b>TOTAL</b>	<b>\$ 7,201,930</b>	<b>\$ 7,619,286</b>	<b>\$ 7,843,096</b>	<b>\$ 7,895,860</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Personnel	\$ 2,945,638	\$ 3,135,859	\$ 2,833,368	\$ 3,024,516
Operating	3,680,211	3,963,668	4,489,969	4,302,494
Capital	30,210	101,606	150,000	150,000
Debt Service	24,437	168,153	119,759	168,850
Transfer to General Fund	35,620	-	-	-
Transfer to VRF	237,816	250,000	250,000	250,000
<b>TOTAL</b>	<b>\$ 6,953,932</b>	<b>\$ 7,619,286</b>	<b>\$ 7,843,096</b>	<b>\$ 7,895,860</b>

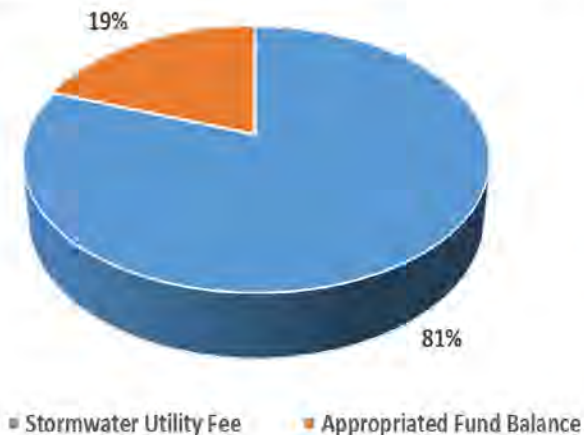


## STORMWATER UTILITY FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Stormwater Utility Fund is an enterprise fund established to implement the City's Stormwater Management Program. Revenue for this program is generated through a Stormwater fee paid by citizens owning improved property with buildings, parking lots, driveways, etc. The Stormwater Management Program is implemented through the Public Works Department's Engineering and Street Maintenance Divisions. It is directed at compliance with Federal and State environmental

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Stormwater Utility Fee	\$ 5,462,158	\$ 5,928,998	\$ 5,882,000	\$ 5,941,000
Appropriated Fund Balance	-	-	-	1,427,459
<b>TOTAL</b>	<b>\$ 5,462,158</b>	<b>\$ 5,928,998</b>	<b>\$ 5,882,000</b>	<b>\$ 7,368,459</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Personnel	\$ 1,249,446	\$ 1,487,637	\$ 1,611,281	\$ 2,577,646
Operating	988,726	1,398,361	1,589,147	1,557,283
Capital	174,539	3,043,000	1,385,307	1,437,265
Transfer Out	574,331	-	1,296,265	1,296,265
Preventive Maintenance				500,000
<b>TOTAL</b>	<b>\$ 2,987,042</b>	<b>\$ 5,928,998</b>	<b>\$ 5,882,000</b>	<b>\$ 7,368,459</b>



## HOUSING FUND FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Housing Division administers US Department of Housing and Urban Development Community Development Block Grant Funds and Local Bond Funds. The funds are used to develop programs to serve low and moderate-income households. To this end, this fund is responsible for monitoring programs for compliance with local, state, and federal program standards. This fund also provides housing rehabilitation assistance to owner occupants, assistance to nonprofit agencies, down-

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
CDBG Grant Income	\$ 971,733	\$ 796,296	\$ 872,246	\$ 918,753
HOME Grant Income	255,584	327,047	415,103	\$ 495,622
Transfer from General Fund	292,684	300,806	309,830	\$ 319,125
<b>TOTAL</b>	<b>\$ 1,520,001</b>	<b>\$ 1,424,149</b>	<b>\$ 1,597,179</b>	<b>\$ 1,733,500</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Personnel	\$ 306,857	\$ 485,655	\$ 500,225	\$ 515,232
Operating	1,062,733	938,494	1,096,954	1,218,269
<b>TOTAL</b>	<b>\$ 1,369,590</b>	<b>\$ 1,424,149</b>	<b>\$ 1,597,179</b>	<b>\$ 1,733,500</b>

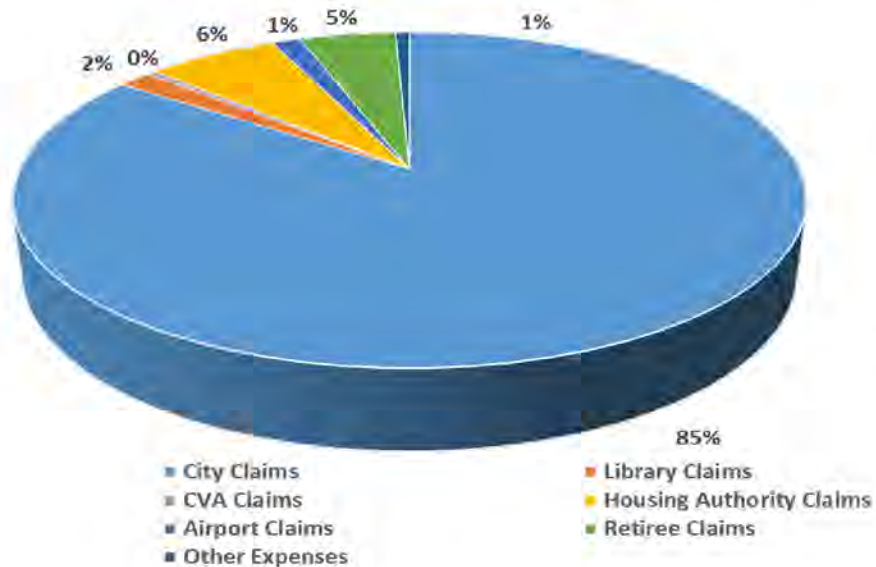


**HEALTH FUND  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

The Health Fund is used to account for the administration of the City's health insurance program.

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
City Employer Contribution	\$ 8,579,173	\$ 9,197,718	\$ 9,049,593	\$ 9,142,572
City Employee Contribution	1,716,957	991,464	1,646,123	1,646,123
CVA Contributions	68,679	51,713	58,372	58,372
Library Contributions	184,586	182,536	212,950	221,349
Airport Contributions	177,815	173,411	179,047	184,866
Housing Authority Contributions	621,574	599,541	619,026	639,144
Retiree Contributions	1,248,542	1,349,309	1,327,544	1,327,544
Other Revenues	107,165	4,246	4,246	4,246
Insurance Company Refund / Reimb	220,185	240,000	240,000	240,000
Appropriated Fund Balance	-	345,752	225,699	539,168
<b>TOTAL</b>	<b>\$ 12,924,677</b>	<b>\$ 13,135,690</b>	<b>\$ 13,562,600</b>	<b>\$ 14,003,384</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
City Claims	\$ 10,673,236	\$ 11,137,330	\$ 11,499,293	\$ 11,873,020
Library Claims	194,022	216,313	223,343	230,602
CVA Claims	60,721	54,611	56,386	58,218
Housing Authority Claims	1,029,253	841,305	868,647	896,878
Airport Claims	164,593	183,234	189,189	195,338
Retiree Claims	575,784	612,897	632,816	653,383
Other Expenses	220,895	90,000	92,925	95,945
<b>TOTAL</b>	<b>\$ 12,918,504</b>	<b>\$ 13,135,690</b>	<b>\$ 13,562,600</b>	<b>\$ 14,003,384</b>

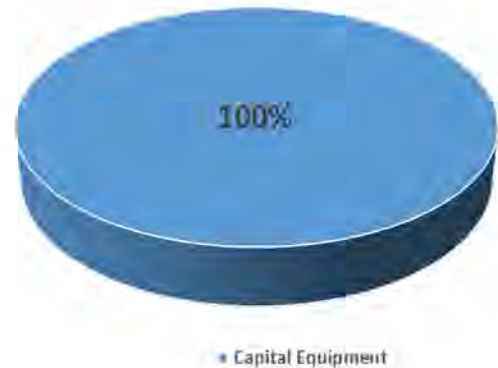


## VEHICLE REPLACEMENT FUND (VRF) FOR FISCAL YEAR 2019-20 PROPOSED BUDGET

The Vehicle Replacement Fund accounts for monies to fund the City's capital budget, for the replacement of vehicles. All vehicles/equipment maintained by the Fleet Maintenance Division of the Public Works Department are considered under this fund. This fund minimizes fluctuations in the annual budget for

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Sale of Property	\$ 215,866	\$ 227,460	\$ 227,460	\$ 227,460
Other Revenues	-	51,000	51,000	51,000
Transfer from City Departments	3,184,573	3,328,636	3,803,701	4,171,719
Transfer from Sanitation Fund	237,816	250,000	250,000	250,000
Appropriated Fund Balance	-	1,077,674	-	-
<b>TOTAL</b>	<b>\$ 3,638,255</b>	<b>\$ 4,934,770</b>	<b>\$ 4,332,161</b>	<b>\$ 4,700,179</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Operating	\$ (1,921,474)	\$ -	\$ -	\$ -
Capital Equipment	4,828,334	4,934,770	4,332,161	4,700,179
<b>TOTAL</b>	<b>\$ 2,906,859</b>	<b>\$ 4,934,770</b>	<b>\$ 4,332,161</b>	<b>\$ 4,700,179</b>

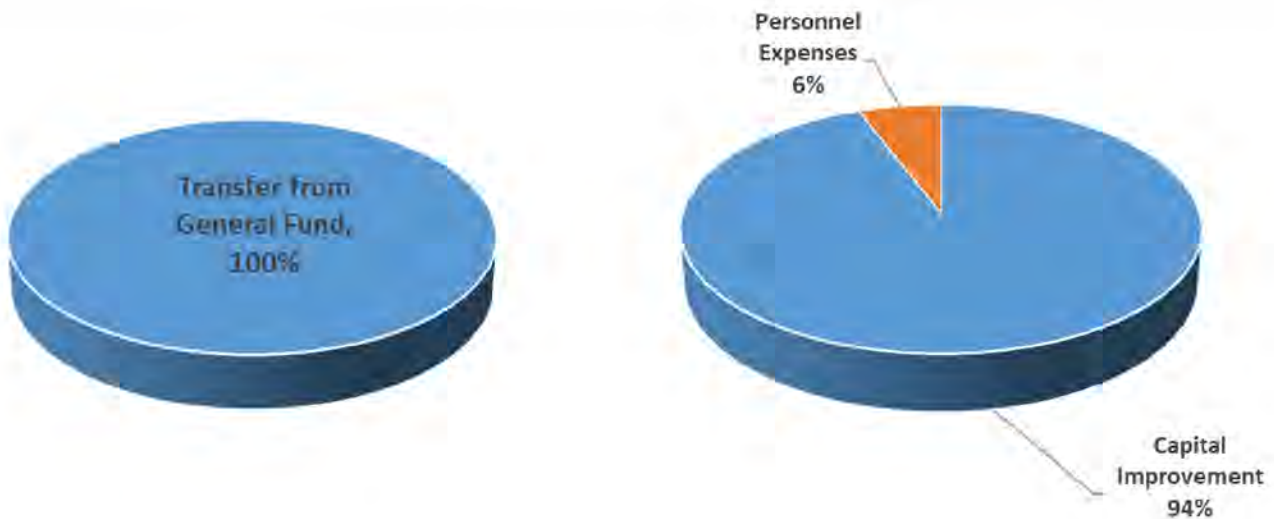


**FACILITIES IMPROVEMENT FUND (FIP)  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

The Facilities Improvement Fund accounts for monies to fund deferred maintenance projects as outlined in the City's 10 Year Facilities Improvement Plan. The projects funded include facility operations projects that are overseen by the Public Works department as well as Parks and Recreation improvement projects that are overseen by the Parks and Recreation department. The fund was created back in fiscal year 2014-2015 through a \$0.01 increase in the ad valorem property tax rate. The fund receives funding through transfers

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Transfer from General Fund	\$ 1,590,000	\$ 1,542,000	\$ 1,400,000	\$ 1,280,000
<b>TOTAL</b>	<b>\$ 1,590,000</b>	<b>\$ 1,542,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,280,000</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Capital Improvement	\$ 2,183,757	\$ 1,542,000	\$ 1,400,000	\$ 1,205,979
Personnel Expenses	-	-	-	74,021
<b>TOTAL</b>	<b>\$ 2,183,757</b>	<b>\$ 1,542,000</b>	<b>\$ 1,400,000</b>	<b>\$ 1,280,000</b>

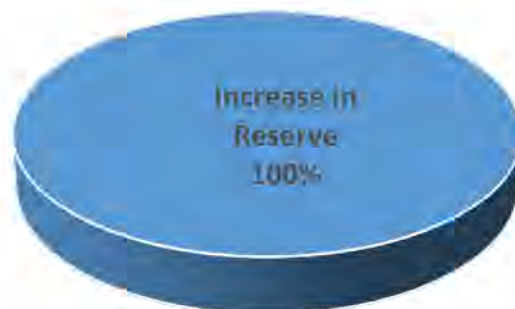


**CAPITAL RESERVE FUND  
FOR FISCAL YEAR 2019-20 PROPOSED BUDGET**

Capital Reserve Fund is a fund established to set aside and appropriate current funding to future capital projects. Routinely, the Council has transferred unassigned fund balance from the General Fund above the 14% Fund Balance policy into the Capital Reserve Fund to fund specifically identified projects as approved by

REVENUES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Investment Earnings	\$ 723	\$ -	\$ -	\$ -
Transfer from General Fund	467,119	-	740,000	390,000
<b>TOTAL</b>	<b>\$ 467,842</b>	<b>\$ -</b>	<b>\$ 740,000</b>	<b>\$ 390,000</b>

EXPENSES	2017 ACTUAL	2018 ORIGINAL BUDGET	2019 ORIGINAL BUDGET	2020 PROPOSED BUDGET
Transfer to Capital Project Fund	\$ 122,153	\$ -	\$ -	\$ -
Increase in Reserve	-	-	740,000	390,000
<b>TOTAL</b>	<b>\$ 122,153</b>	<b>\$ -</b>	<b>\$ 740,000</b>	<b>\$ 390,000</b>





ORDINANCE NO. \_\_\_\_\_  
 CITY OF GREENVILLE, NORTH CAROLINA  
 2019-20 GREENVILLE UTILITIES COMMISSION BUDGET ORDINANCE

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

Section I. Estimated Net Revenues and Fund Balances It is estimated that the following non-tax revenues and fund balances will be available during the fiscal year beginning July 1, 2019 and ending June 30, 2020 to meet the subsequent expenditures, according to the following schedules:

	<u>Revenues</u>	<u>Budget</u>
A.	<u>Electric Fund</u>	
	Rates & Charges	\$169,333,894
	Fees & Charges	1,923,510
	Miscellaneous	1,076,711
	Interest on Investments	1,150,000
	Bond Proceeds	105,688
	Transfer from Capital Projects	1,184,830
	Transfer from Rate Stabilization	<u>2,600,000</u>
	Total Electric Fund Revenue	\$177,374,633
B.	<u>Water Fund</u>	
	Rates & Charges	\$22,439,513
	Fees & Charges	458,228
	Miscellaneous	206,074
	Interest on Investments	140,000
	Bond Proceeds	153,125
	Transfer from Capital Projects	<u>382,781</u>
	Total Water Fund Revenue	\$23,779,721
C.	<u>Sewer Fund</u>	
	Rates & Charges	\$23,412,652
	Fees & Charges	428,159
	Miscellaneous	146,518
	Interest on Investments	200,000
	Bond Proceeds	101,000
	Transfer from Capital Projects	<u>1,271,903</u>
	Total Sewer Fund Revenue	\$25,560,232
D.	<u>Gas Fund</u>	
	Rates & Charges	\$33,168,600
	Fees & Charges	143,607
	Miscellaneous	145,130
	Interest on Investments	300,000
	Transfer from Capital Projects	<u>406,025</u>
	Total Gas Fund Revenue	<u>\$34,163,362</u>
	Total Revenues	<u><u>\$260,877,948</u></u>

Section II. Expenditures The following amounts are hereby estimated for the Greenville Utilities Commission to be expended for managing, operating, improving, maintaining, and extending electric, water, sewer and gas utilities during the fiscal year beginning July 1, 2019 and ending on June 30, 2020, according to the following schedules:

<u>Expenditures</u>	<u>Budget</u>
Electric Fund	\$177,374,633
Water Fund	23,779,721
Sewer Fund	25,560,232
Gas Fund	<u>34,163,362</u>
Total Expenditures	<u><u>\$260,877,948</u></u>

Section III. Capital Improvements. The following Capital Improvements anticipated revenues and project appropriations as listed below in this section are hereby adopted in the fiscal year beginning July 1, 2019.

(a) It is estimated that the following non-tax revenues and long term debt proceeds will be available to fund capital project expenditures that will begin in the fiscal year beginning July 1, 2019.

<u>Capital Projects Revenues</u>		<u>Budget</u>
Electric Fund - Capital Projects Fund Balance	\$1,475,000	
Electric Fund - Grant	125,000	
Water Fund -Long Term Debt Proceeds	1,000,000	
Sewer Fund - Long Term Debt Proceeds	4,800,000	
Sewer Fund - Capital Projects Fund Balance	500,000	
Gas Fund - Capital Projects Fund Balance	<u>2,750,000</u>	
Total Revenues		<u>\$10,650,000</u>

(b) The following amounts are hereby appropriated for capital projects that will begin during the fiscal year beginning July 1, 2019

<u>Capital Projects Expenditures</u>		<u>Budget</u>
Battery Storage Pilot Project 1MW	\$1,600,000	
Integrity Management Replacement Project	1,750,000	
Allen Road Widening (NCDOT U-5875)	1,000,000	
Water Main Rehabilitation Program Phase 2	1,000,000	
Green Mill Run Tributary - 18-21 inch section	1,800,000	
WWTP Headworks Improvements	2,500,000	
Duplex Pump Station Improvements	500,000	
Harris Mill Run Outfall	500,000	
Total Capital Projects Expenditures		<u>\$10,650,000</u>

Section IV: Amendments.

(a) Pursuant to General Statutes 159-15, this budget may be amended by submission of proposed changes to the City Council.

(b) Notwithstanding Subsection (a) above, the General Manager/CEO of Greenville Utilities Commission is authorized to transfer funds from one appropriation to another in an amount not to exceed \$100,000. Any such transfers shall be reported to the Greenville Utilities Commission and the City Council at their next regular meeting and shall be entered in the minutes.

(c) In case of emergency which threatens the lives, health, or safety of the public, the General Manager/CEO may authorize expenditures in an amount necessary to meet the emergency so long as such amount does not exceed the amount in contingency accounts and the expenditure is reported to the Greenville Utilities Commission as soon as possible, and appropriate budget amendments are submitted to the City Council, if necessary, at its next regular meeting.

(d) Capital Projects listed in section III may be amended on an individual project basis.

Section V: Appropriation. The capital project revenue and expenditure authorizations shall extend from year to year until each project is completed.

Section VI: Distribution. Copies of this ordinance shall be furnished to the General Manager/CEO and the Chief Financial Officer of the Greenville Utilities Commission, and the Director of Financial Services of the City of Greenville to be kept on file by them for their direction in the disbursement of funds.

Adopted this the 13th day of June, 2019.

Attest:

\_\_\_\_\_  
P. J. Connelly, Mayor

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

ALL FUNDS

	2017-2018 Actual	2018-2019 Budget	2018-2019 Projected	2019-2020 Plan	2019-2020 Budget
<b>REVENUE:</b>					
Rates & Charges	\$ 251,150,535	\$ 247,711,476	\$ 251,720,114	\$ 251,997,999	\$ 248,354,659
Fees & Charges	3,019,169	2,762,497	3,426,743	2,815,946	2,580,890
U. G. & Temp. Ser. Chgs.	399,743	237,251	384,100	247,183	372,614
Miscellaneous	3,705,354	1,874,434	2,482,689	1,796,003	1,574,433
Interest on Investments	879,562	475,000	1,687,723	475,000	1,790,000
FEMA/Insurance Reimbursement	80,690	-	-	-	-
Contributed Capital	14,295	-	-	-	-
Bond Proceeds	-	-	689,638	-	359,813
Installment Purchases	-	-	-	-	-
Transfer from Cap Projects	170,915	-	500,000	835,162	3,245,539
Transfer from Rate Stabilization	-	250,000	-	2,600,000	2,600,000
Appropriated Fund Balance	-	-	1,750,000	-	-
	<u>\$ 259,420,263</u>	<u>\$ 253,310,658</u>	<u>\$ 262,641,007</u>	<u>\$ 260,767,293</u>	<u>\$ 260,877,948</u>
<b>EXPENDITURES:</b>					
Operations	\$ 61,504,643	\$ 67,870,789	\$ 67,651,335	\$ 67,732,502	\$ 69,883,841
Purchased Power	127,069,600	126,008,698	130,192,420	130,409,287	129,385,800
Purchased Gas	22,587,629	21,753,700	20,209,500	21,869,300	19,055,300
Capital Outlay	11,409,906	10,785,611	9,770,895	10,538,127	11,408,801
Debt Service	14,306,973	14,025,045	16,676,634	14,907,091	12,338,160
City Turnover - General	5,853,236	5,908,642	5,908,642	5,923,391	5,769,888
Street Light Reimbursement	747,547	822,654	861,006	847,334	869,481
Transfer to OPEB Trust	500,000	500,000	500,000	500,000	500,000
Transfer to Rate Stabilization	4,350,000	-	700,000	-	250,000
Transfer to Capital Projects	10,060,000	4,550,000	8,350,000	6,700,000	8,250,000
Transfer to Designated Reserve	-	-	-	-	-
Operating Contingencies	-	1,085,519	1,820,575	1,340,261	3,166,677
	<u>\$ 258,389,534</u>	<u>\$ 253,310,658</u>	<u>\$ 262,641,007</u>	<u>\$ 260,767,293</u>	<u>\$ 260,877,948</u>

ELECTRIC FUND

	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020
	Actual	Budget	Projected	Plan	Budget
<b>REVENUE:</b>					
Rates & Charges	\$ 173,216,856	\$ 168,192,401	\$ 171,797,873	\$ 169,742,465	\$ 169,333,894
Fees & Charges	1,743,183	1,858,468	2,293,615	1,893,837	1,565,396
U. G. & Temp. Ser. Chgs.	384,743	222,751	369,600	232,683	358,114
Miscellaneous	2,879,515	1,292,496	1,669,275	1,203,700	1,076,711
Interest on Investments	538,907	325,000	1,080,835	325,000	1,150,000
FEMA/Insurance Reimbursement	60,137	-	-	-	-
Bond Proceeds	-	-	384,172	-	105,688
Installment Purchases	-	-	-	-	-
Transfer from Cap Projects	-	-	500,000	378,435	1,184,830
Transfer from Rate Stabilization	-	250,000	-	2,600,000	2,600,000
Appropriated Fund Balance	-	-	-	-	-
	<u>\$ 178,823,341</u>	<u>\$ 172,141,116</u>	<u>\$ 178,095,370</u>	<u>\$ 176,376,120</u>	<u>\$ 177,374,633</u>
<b>EXPENDITURES:</b>					
Operations	\$ 26,421,347	\$ 29,133,393	\$ 28,994,248	\$ 28,932,129	\$ 30,083,472
Purchased Power	127,069,600	126,008,698	130,192,420	130,409,287	129,385,800
Capital Outlay	7,226,369	7,932,467	6,520,872	7,371,623	7,060,927
Debt Service	3,089,613	3,382,942	3,872,163	3,959,861	3,440,789
City Turnover - General	4,254,580	4,184,591	4,184,591	4,155,600	4,055,000
Street Light Reimbursement	747,547	822,654	861,006	847,334	869,481
Transfer to OPEB Trust	300,000	300,000	300,000	300,000	300,000
Transfer to Rate Stabilization	4,100,000	-	-	-	-
Transfer to Capital Projects	4,730,000	-	2,500,000	-	1,000,000
Transfer to Designated Reserve	-	-	-	-	-
Operating Contingencies	-	376,371	670,070	400,286	1,179,164
	<u>\$ 177,939,056</u>	<u>\$ 172,141,116</u>	<u>\$ 178,095,370</u>	<u>\$ 176,376,120</u>	<u>\$ 177,374,633</u>

WATER FUND

	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020
	Actual	Budget	Projected	Plan	Budget
<b>REVENUE:</b>					
Rates & Charges	\$ 19,380,229	\$ 20,504,829	\$ 20,746,896	\$ 22,061,548	\$ 22,439,513
Fees & Charges	567,827	387,500	453,025	395,250	443,728
U. G. & Temp. Ser. Chgs.	15,000	14,500	14,500	14,500	14,500
Miscellaneous	315,030	262,555	313,703	267,807	206,074
Interest on Investments	97,521	55,000	137,695	55,000	140,000
FEMA/ Insurance Reimbursement	-	-	-	-	-
Bond Proceeds	-	-	116,372	-	153,125
Installment Purchases	-	-	-	-	-
Transfer from Cap Projects	-	-	-	227,967	382,781
Transfer from Rate Stabilization	-	-	-	-	-
Appropriated Fund Balance	-	-	1,750,000	-	-
	<u>\$ 20,375,607</u>	<u>\$ 21,224,384</u>	<u>\$ 23,532,191</u>	<u>\$ 23,022,072</u>	<u>\$ 23,779,721</u>
<b>EXPENDITURES:</b>					
Operations	\$ 12,778,871	\$ 14,181,011	\$ 14,314,399	\$ 14,296,447	\$ 14,496,346
Capital Outlay	1,843,348	566,231	773,229	844,261	1,216,846
Debt Service	3,448,214	3,225,573	5,159,839	3,680,742	1,972,757
Transfer to OPEB Trust	100,000	100,000	100,000	100,000	100,000
Transfer to Rate Stabilization	-	-	-	-	-
Transfer to Capital Projects	1,735,000	2,950,000	2,850,000	3,850,000	5,150,000
Transfer to Designated Reserve	-	-	-	-	-
Operating Contingencies	-	201,569	334,724	250,622	843,772
	<u>\$ 19,905,433</u>	<u>\$ 21,224,384</u>	<u>\$ 23,532,191</u>	<u>\$ 23,022,072</u>	<u>\$ 23,779,721</u>

SEWER FUND

	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020
	Actual	Budget	Projected	Plan	Budget
<b>REVENUE:</b>					
Rates & Charges	\$ 22,439,848	\$ 23,006,546	\$ 23,288,787	\$ 23,753,986	\$ 23,412,652
Fees & Charges	549,067	363,604	511,627	370,876	428,159
U. G. & Temp. Ser. Chgs.	-	-	-	-	-
Miscellaneous	248,817	168,411	337,956	171,778	146,518
Interest on Investments	97,270	35,000	183,013	35,000	200,000
FEMA/Insurance Reimbursement	20,553	-	-	-	-
Contributed Capital	14,295	-	-	-	-
Bond Proceeds	-	-	96,422	-	101,000
Installment Purchases	-	-	-	-	-
Transfer from Cap Projects	170,915	-	-	128,886	1,271,903
Transfer from Rate Stabilization	-	-	-	-	-
Appropriated Fund Balance	-	-	-	-	-
	<u>\$ 23,540,765</u>	<u>\$ 23,573,561</u>	<u>\$ 24,417,805</u>	<u>\$ 24,460,526</u>	<u>\$ 25,560,232</u>

**EXPENDITURES:**

Operations	\$ 12,758,671	\$ 14,283,007	\$ 14,027,970	\$ 14,318,778	\$ 14,590,050
Capital Outlay	1,373,786	1,115,631	1,027,525	862,651	2,180,346
Debt Service	6,394,613	6,095,606	6,227,849	5,858,225	5,680,853
Transfer to OPEB Trust	100,000	100,000	100,000	100,000	100,000
Transfer to Rate Stabilization	-	-	-	-	-
Transfer to Capital Projects	2,645,000	1,600,000	2,500,000	2,850,000	2,100,000
Transfer to Designated Reserve	-	-	-	-	-
Operating Contingencies	-	379,317	534,461	470,872	908,983
	<u>\$ 23,272,070</u>	<u>\$ 23,573,561</u>	<u>\$ 24,417,805</u>	<u>\$ 24,460,526</u>	<u>\$ 25,560,232</u>

GAS FUND

	2017-2018	2018-2019	2018-2019	2019-2020	2019-2020
	Actual	Budget	Projected	Plan	Budget
<b>REVENUE:</b>					
Rates & Charges	\$ 36,113,602	\$ 36,007,700	\$ 35,886,558	\$ 36,440,000	\$ 33,168,600
Fees & Charges	159,092	152,925	168,476	155,983	143,607
U. G. & Temp. Ser. Chgs.	-	-	-	-	-
Miscellaneous	261,992	150,972	161,755	152,718	145,130
Interest on Investments	145,864	60,000	286,180	60,000	300,000
FEMA/ Insurance Reimbursement	-	-	-	-	-
Bond Proceeds	-	-	92,672	-	-
Installment Purchases	-	-	-	-	-
Transfer from Cap Projects	-	-	-	99,874	406,025
Transfer from Rate Stabilization	-	-	-	-	-
Appropriated Fund Balance	-	-	-	-	-
	<u>\$ 36,680,550</u>	<u>\$ 36,371,597</u>	<u>\$ 36,595,641</u>	<u>\$ 36,908,575</u>	<u>\$ 34,163,362</u>
<b>EXPENDITURES:</b>					
Operations	\$ 9,545,754	\$ 10,273,378	\$ 10,314,718	\$ 10,185,148	\$ 10,713,973
Purchased Gas	22,587,629	21,753,700	20,209,500	21,869,300	19,055,300
Capital Outlay	966,403	1,171,282	1,449,269	1,459,592	950,682
Debt Service	1,374,533	1,320,924	1,416,783	1,408,263	1,243,761
City Turnover - General	1,598,656	1,724,051	1,724,051	1,767,791	1,714,888
Transfer to OPEB Trust	-	-	-	-	-
Transfer to Rate Stabilization	250,000	-	700,000	-	250,000
Transfer to Capital Projects	950,000	-	500,000	-	-
Transfer to Designated Reserve	-	-	-	-	-
Operating Contingencies	-	128,262	281,320	218,481	234,758
	<u>\$ 37,272,975</u>	<u>\$ 36,371,597</u>	<u>\$ 36,595,641</u>	<u>\$ 36,908,575</u>	<u>\$ 34,163,362</u>

# SPECIAL EVENTS

\*Visit [www.greenvillenc.gov](http://www.greenvillenc.gov) for [Special Events Policy and Procedures](#)

Event Type	Application Fee	Permit Fee	Refundable Deposit	Late Fee
Parade	\$100.00	\$100.00	\$200.00	\$250.00
Race 5k or Less	\$100.00	\$100.00	\$100.00	\$250.00
More than 5k Race	\$100.00	\$250.00	\$100.00	\$250.00
Neighborhood Block Party	\$50.00	\$0.00	\$200.00	\$75.00
General Event	\$100.00	\$250.00	\$100.00	\$250.00
Festivals	\$100.00	\$100.00	\$500.00	\$250.00
Concerts	\$100.00	\$250.00	\$500.00	\$250.00
Outdoor Amplified Sound (Noise)	\$50.00	\$50.00	N/A	N/A
Temporary Street Closing	\$50.00	\$50.00	N/A	N/A

Police Off-Duty Fees				
		Officer	Supervisor	Premium
Rate per Hour		\$ 40.00	\$ 50.00	\$ 50.00
Parade Staffing	\$40.00 per Hour per Officer (Minimum 3 Hours per Parade) + \$25.00 per Vehicle per Event			

Fire / Rescue Stand-By Fire Fees	
Base Charge per EMS Unit	\$100.00 (# of Units Required Based on Attendance)
Fire / EMS Staff per Unit	\$40.00 per Hour per Staff Member
	Minimum of 2.00 Staff Members Per Truck

Attendance Range	Fire / Rescue Units Required	
	NON ABC Event	ABC Event
0 - 5,000	1	1 - 2
5,001 - 10,000	1 - 3	1 - 4
Over 10,000	# Determined by F/R Chief	# Determined by F/R Chief

Crowd Managers	
Number of Attendees	Number of Required Crowd Managers
250	1



## SPECIAL EVENTS

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Public Works Roll-Out Carts / Trash Cans / Barricades			
Barricade(s)	Traffic Cones	1 - 25	\$50.00
		26 - 49	\$100.00
		> 50	\$150.00
	Bike Racks		\$20.00 Each
	Type I, II, and/or III Traffic Barricades		\$30.00 Each
	Water Barricades		\$50.00 Each
	Traffic Plan / Road Closure Review		\$40.00 per Hr
Sanitation	Recycling Carts / Cans		\$20.00 per Set
	Trash Cans		
	Street Sweeper (Truck + Labor)		\$100.00 per Hr
Electrical	Usage Fee		\$100.00
	Technician / Contract Assistance		\$100.00



# City of Greenville, North Carolina

Meeting Date: 6/10/2019  
Time: 6:00 PM

**Title of Item:** Budget Ordinance Amendment #10 to the 2018-2019 City of Greenville Budget (Ordinance #18-038), FEMA-Hurricane Project Fund (Ordinance #17-002), and the Capital Projects Fund (Ordinance #17-024)

**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.

**Explanation:** Attached for consideration at the June 10, 2019 City Council meeting is an ordinance amending the 2018-2019 City of Greenville budget (Ordinance #18-038), FEMA-Hurricane Project Fund (Ordinance #17-002), and the Capital Projects Fund (Ordinance #17-024).

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

<u>Item</u>	<u>Justification</u>	<u>Funds Amended</u>	<u>Net Adjustment</u>
-			
A	To reallocate insurance premiums paid from the Human Resources Department.	General	\$3,349
B	To adjust General Fund departmental budgets to projected actual needed for FY 2018-19 year-end.	General	\$50,000
C	Reduce funding within the General Fund for Safe Routes which is already appropriated in the Public Works Capital Project Fund.	General	\$503,000
D	Appropriate fund balance within the Pitt-Greenville Convention and Visitors Authority for costs associated with a new marquee.	CVA	\$75,000
E	To recognize funds received within the Housing Fund for Program Income.	Housing	\$118,537

F	To reconcile funds received in the FEMA-Hurricane Project Fund for both Hurricane Matthew and Hurricane Florence, to fund demolitions in the Inspections Division of the General Fund and in Public Works Capital Projects Fund, and to fund additional Town Common project expenditures.	General PW Cap Projects RP Cap Projects	\$788,500
G	To recognize funding from the Rural Demolition Grant from the North Carolina Department of Commerce for demolitions near the Imperial Site.	PW Cap Projects	\$150,000

**Fiscal Note:**

The budget ordinance amendment affects the following funds:

<u>Fund Name</u>	2018-19 Budget per <u>Amend #9</u>	2018-19 Budger per <u>Amend #10</u>	2018-19 Budger per <u>Amend #10</u>
General	\$ 84,831,109	<\$ 433,000>	\$ 84,398,109
Debt Service	5,463,492	-	5,463,492
Public Transportation - Transit	3,280,234	-	3,280,234
Fleet Maintenance	4,431,156	-	4,431,156
Sanitation	7,843,096	-	7,843,096
Stormwater Utility	6,408,592	-	6,408,592
Housing	1,824,405	118,537	1,942,942
Health Insurance	13,562,600	-	13,562,600
Vehicle Replacement	4,332,161	-	4,332,161
Facilities Replacement	3,870,765	-	3,870,765
Capital Reserve	2,413,473	-	2,413,473
Rec & Parks Capital Projects	9,315,712	66,000	9,381,712
Greenway Capital Projects	2,983,857	-	2,983,857
Public Works Capital Projects	52,975,918	244,178	53,220,096
CD Capital Projects	18,591,285	-	18,591,285
Enterprise Capital Projects	42,839,245	-	42,839,245
Red Light Camera Program	1,300,000	-	1,300,000
Donations	203,288	-	203,288
Special Revenue Grants	8,815,575	-	8,815,575
Street Improvement Bond	15,580,000	-	15,580,000
Sheppard Memorial Library	2,489,281	-	2,489,281
CVA	1,396,502	75,000	1,471,502
FEMA-Hurricane Project	2,000,600	<788,500>	1,212,100

**Recommendation:** Approve budget ordinance amendment #10 to the 2018-2019 City of Greenville budget (Ordinance #18-038), FEMA-Hurricane Project Fund (Ordinance #17-002), and the Capital Projects Fund (Ordinance #17-024).

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**ATTACHMENTS:**

▣ **Budget\_Ord\_Amend\_\_10\_1109336**

**ORDINANCE NO. 19-**  
**CITY OF GREENVILLE, NORTH CAROLINA**  
**Ordinance (#10) Amending the 2018-19 Budget (Ordinance #18-038),**  
**FEMA-Hurricane Project Fund (Ordinance #17-002), and the Capital Projects Fund (Ordinance #17-024)**

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

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

	2018-19 Budget per Amend #9	Budget Amendment #10				Total Amend #10	2018-19 Budget per Amend #10
		A.	B.	C.	F.		
<b>ESTIMATED REVENUES</b>							
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	-	-	(503,000)	-	(503,000)	787,682
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	798,163	-	-	-	-	-	798,163
Interest on Investments	500,000	-	-	-	-	-	500,000
Transfers In GUC	6,731,296	-	-	-	-	-	6,731,296
Transfer In from Other Funds	-	-	-	-	70,000	70,000	70,000
Appropriated Fund Balance	1,213,678	-	-	-	-	-	1,213,678
<b>Total Revenues</b>	<b>\$ 84,831,109</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (503,000)</b>	<b>\$ 70,000</b>	<b>\$ (433,000)</b>	<b>\$ 84,398,109</b>
<b>APPROPRIATIONS</b>							
Mayor/City Council	\$ 430,586	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 430,586
City Manager	2,319,384	-	50,000	-	-	50,000	2,369,384
City Clerk	275,649	-	-	-	-	-	275,649
City Attorney	535,708	-	-	-	-	-	535,708
Human Resources	2,856,540	3,349	-	-	-	3,349	2,859,889
Information Technology	3,151,566	-	-	-	-	-	3,151,566
Fire/Rescue	15,253,541	(3,349)	-	-	-	(3,349)	15,250,192
Financial Services	2,513,669	-	-	-	-	-	2,513,669
Recreation & Parks	7,258,446	-	-	-	-	-	7,258,446
Police	25,396,131	-	(50,000)	-	-	(50,000)	25,346,131
Public Works	10,416,635	-	-	-	-	-	10,416,635
Community Development	2,999,958	-	-	-	70,000	70,000	3,069,958
OPEB	600,000	-	-	-	-	-	600,000
Contingency	4,800	-	-	-	-	-	4,800
Indirect Cost Reimbursement	(1,950,887)	-	-	-	-	-	(1,950,887)
Capital Improvements	-	-	-	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 72,061,727</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000</b>	<b>\$ 70,000</b>	<b>\$ 72,131,727</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers to Other Funds	\$ 12,769,382	\$ -	\$ -	\$ (503,000)	\$ -	\$ (503,000)	\$ 12,266,382
<b>Total Other Financing Sources</b>	<b>\$ 12,769,382</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (503,000)</b>	<b>\$ -</b>	<b>\$ (503,000)</b>	<b>\$ 12,266,382</b>
<b>Total Approp &amp; Other Fin Sources</b>	<b>\$ 84,831,109</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (503,000)</b>	<b>\$ 70,000</b>	<b>\$ (433,000)</b>	<b>\$ 84,398,109</b>

**Section II: Estimated Revenues and Appropriations. Pitt-Greenville Convention and Visitors Authority Fund, of Ordinance #18-038 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	<b>2018-19 Budget per Amend #9</b>	<b>D.</b>	<b>Total Amend #10</b>	<b>2018-19 Budget per Amend #10</b>
<b>ESTIMATED REVENUES</b>				
Occupancy Tax (2%)	\$ 797,627	\$ -	\$ -	\$ 797,627
Occupancy Tax (1%)	\$ 398,814	-	-	398,814
Interest Income	61	-	-	61
Appropriated Fund Balance	200,000	75,000	75,000	275,000
<b>Total Revenues</b>	<b>\$ 1,396,502</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,471,502</b>
<b>APPROPRIATIONS</b>				
Pitt-Greenville Convention and Visitors Authority	\$ 1,396,502	\$ 75,000	\$ 75,000	\$ 1,471,502
Transfer Out	-	-	-	-
<b>Total Appropriations</b>	<b>\$ 1,396,502</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 1,471,502</b>

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

	<b>2018-19 Budget per Amend #9</b>	<b>E.</b>	<b>Total Amend #10</b>	<b>2018-19 Budget per Amend #10</b>
<b>ESTIMATED REVENUES</b>				
CDBG Grant Income	\$ 906,560	\$ 118,537	\$ 118,537	\$ 1,025,097
HOME Grant Income	527,575	-	-	527,575
Program Income	80,440	-	-	80,440
Transfer from General Fund	309,830	-	-	309,830
<b>Total Revenues</b>	<b>\$ 1,824,405</b>	<b>\$ 118,537</b>	<b>\$ 118,537</b>	<b>\$ 1,942,942</b>
<b>APPROPRIATIONS</b>				
Personnel	\$ 500,225	\$ -	\$ -	\$ 500,225
Operating	1,324,180	118,537	118,537	1,442,717
<b>Total Appropriations</b>	<b>\$ 1,824,405</b>	<b>\$ 118,537</b>	<b>\$ 118,537</b>	<b>\$ 1,942,942</b>

**Section IV: Estimated Revenues and Appropriations. FEMA-Hurricane Project Fund, of Ordinance #17-002 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	<b>2018-19 Budget per Amend #9</b>	<b>F.</b>	<b>Total Amend #10</b>	<b>2018-19 Budget per Amend #10</b>
<b>ESTIMATED REVENUES</b>				
Federal Emergency Management Agency	\$ 1,600,000	\$ (1,600,000)	\$ (1,600,000)	\$ -
North Carolina Division of Emergency Management	400,000	811,500	811,500	1,211,500
Transfer from General Fund	600	-	-	600
<b>Total Revenues</b>	<b>\$ 2,000,600</b>	<b>\$ (788,500)</b>	<b>\$ (788,500)</b>	<b>\$ 1,212,100</b>
<b>APPROPRIATIONS</b>				
City Property	\$ 2,000,600	\$ (1,527,352)	\$ (1,527,352)	\$ 473,248
Debris Removal	-	508,674	508,674	508,674
Transfer to Other Funds	-	230,178	230,178	230,178
<b>Total Appropriations</b>	<b>\$ 2,000,600</b>	<b>\$ (788,500)</b>	<b>\$ (788,500)</b>	<b>\$ 1,212,100</b>

**Section V: Estimated Revenues and Appropriations. Public Works Capital Projects Fund, of Ordinance #17-024 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	<b>2018-19 Revised Budget</b>	<b>F.</b>	<b>G.</b>	<b>Total Amend #10</b>	<b>2018-19 Budget per Amend #10</b>
<b>ESTIMATED REVENUES</b>					
Occupancy Tax	\$ 118,000	\$ -	\$ -	\$ -	\$ 118,000
Transfers from Other Funds	15,769,740	94,178	-	94,178	15,863,918
Other Income	2,742,685	-	-	-	2,742,685
Spec Fed/State/Loc Grant	24,454,467	-	-	-	24,454,467
Spec Fed/State/Loc Grant	794,223	-	150,000	150,000	944,223
Bond Proceeds	9,096,803	-	-	-	9,096,803
<b>Total Revenues</b>	<b>\$ 52,975,918</b>	<b>\$ 94,178</b>	<b>\$ 150,000</b>	<b>\$ 244,178</b>	<b>\$ 53,220,096</b>
<b>APPROPRIATIONS</b>					
Stantonsburg Rd./10th St Con Project	\$ 6,194,950	\$ -	\$ -	\$ -	\$ 6,194,950
Computerized Traffic Signal System	8,883,151	-	-	-	8,883,151
Thomas Langston Rd. Project	3,980,847	-	-	-	3,980,847
Sidewalk Development Project	1,616,301	-	-	-	1,616,301
GTAC Project	9,336,917	-	-	-	9,336,917
Energy Efficiency Project	777,600	-	-	-	777,600
King George Bridge Project	1,341,089	-	-	-	1,341,089
Energy Savings Equipment Project	2,591,373	-	-	-	2,591,373
Convention Center Expansion Project	4,718,000	-	-	-	4,718,000
Pedestrian Improvement Project	210,761	-	-	-	210,761
Street Lights & Cameras	1,276,225	-	-	-	1,276,225
F/R Station 3 Parking Lot	139,551	-	-	-	139,551
F/R Station 2 Bay Expansion	244,655	-	-	-	244,655
Parking Lot Enhancements	81,903	-	-	-	81,903
Street Improvements Project	10,285,372	-	-	-	10,285,372
Safe Routes to Schools	1,297,223	-	-	-	1,297,223
Imperial Demolition	-	94,178	150,000	244,178	244,178
<b>Total Appropriations</b>	<b>\$ 52,975,918</b>	<b>\$ 94,178</b>	<b>\$ 150,000</b>	<b>\$ 244,178</b>	<b>\$ 53,220,096</b>

**Section VI: Estimated Revenues and Appropriations. Recreation and Parks Capital Projects Fund, of Ordinance #17-024 is hereby amended by increasing estimated revenues and appropriations in the amount indicated:**

	<b>2018-19 Revised Budget</b>	<b>F.</b>	<b>Total Amend #10</b>	<b>2018-19 Budget per Amend #10</b>
<b>ESTIMATED REVENUES</b>				
Restricted Intergovernmental	\$ 1,550,124	\$ -	\$ -	\$ 1,550,124
Transfer from General Fund	3,383,152	-	-	3,383,152
Transfer from Debt Service	32,500	-	-	32,500
Transfer from Capital Reserve	2,122,153	-	-	2,122,153
Bond Proceeds	2,100,000	-	-	2,100,000
Transfer from CD Cap Project Fund	82,965	-	-	82,965
Transfer from FIP	44,818	-	-	44,818
Transfer from FEMA-Hurricane Project	-	66,000	66,000	66,000
<b>Total Revenues</b>	<b>\$ 9,315,712</b>	<b>\$ 66,000</b>	<b>\$ 66,000</b>	<b>\$ 9,381,712</b>
<b>APPROPRIATIONS</b>				
South Greenville Reconstruction	\$ 3,499,500	\$ -	\$ -	\$ 3,499,500
Trillium Park Equipment Project	1,000,000	-	-	1,000,000
Town Common Renovations	1,446,965	-	-	1,446,965
Water Sports Facility Project	244,942	-	-	244,942
Westside Land Acquisition & Dev	368,453	-	-	368,453
Town Common Gateway	2,057,965	66,000	66,000	2,123,965
Tar River	486,632	-	-	486,632
Eastside Park	181,255	-	-	181,255
Thomas Foreman Press Box	30,000	-	-	30,000
<b>Total Appropriations</b>	<b>\$ 9,315,712</b>	<b>\$ 66,000</b>	<b>\$ 66,000</b>	<b>\$ 9,381,712</b>

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

Adopted this 10th day of June, 2019

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P. J. Connelly, Mayor

ATTEST:

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