



# Agenda

## Greenville City Council

March 17, 2014  
6:00 PM  
City Council Chambers  
200 West Fifth Street

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**I. Call Meeting To Order**

**II. Invocation - Council Member Croskery**

**III. Pledge of Allegiance**

**IV. Roll Call**

**V. Approval of Agenda**

- **Public Comment Period**

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

**VI. Consent Agenda**

1. Minutes from the March 7, May 9, and May 13, 2013 City Council workshops and the August 8 and September 9, 2013 City Council meetings
2. Encroachment agreement with Brentwood Homeowners Association to encroach upon the public street right-of-way of Kirkland Drive to construct two column type subdivision name signs
3. Resolution endorsing the negotiation of definitive agreements for the sale of certain generating assets owned by North Carolina Eastern Municipal Power Agency to Duke Energy Progress, Inc. and for power supply

4. Contract award for auditing services
5. Report on contracts awarded
6. Various tax refunds greater than \$100

**VII. New Business**

7. Presentations by Boards and Commissions
  - a. Affordable Housing Loan Committee
  - b. Youth Council
8. Resolution amending the membership of the Youth Council
9. Report on 2013 Citizen Survey Findings
10. Resolution to authorize and issue Special Obligation Revenue Bonds for the Greenville Convention Center renovation and expansion, Resolution calling for a public hearing and making findings concerning an Installment Agreement to finance the City's Parking Deck, and a Reimbursement Resolution which includes these financings and Sanitation equipment
11. Presentation of Draft Capital Improvement Program for Fiscal Years 2015 through 2019
12. Report on City's Privilege License Fee Structure

**VIII. Review of March 20, 2014, City Council Agenda**

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

**X. City Manager's Report**

13. Center City Policing Strategy
14. Central City Parking Enforcement - Community Services Approach

**XI. Closed Session**

- To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body
- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter

132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law

**XII. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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- Title of Item:** Minutes from the March 7, May 9, and May 13, 2013 City Council workshops and the August 8 and September 9, 2013 City Council meetings
- Explanation:** Proposed minutes from City Council workshops held on March 7, May 9, and May 13, 2013, and City Council meetings held on August 8 and September 9, 2013, are presented for review and approval by the City Council.
- Fiscal Note:** There is no direct cost to the City.
- Recommendation:** Review and approve proposed minutes from City Council workshops held on March 7, May 9, and May 13, 2013, and City Council meetings held on August 8 and September 9, 2013.
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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

**Attachments / click to download**

- [Proposed Minutes of the City Council s March 7 2013 Sanitation Workshop 970139](#)
  - [Proposed Minutes May 9 2013 Budget Workshop 973982](#)
  - [Proposed Minutes of the May 13 2013 City Council Meeting 972564](#)
  - [Proposed Minutes August 8 2013 City Council Meeting 972223](#)
  - [Proposed Minutes of September 9 2013 City Council Meeting 970725](#)
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PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, MARCH 7, 2013

A meeting of the Greenville City Council was held on Thursday, March 7, 2013, in Conference Room 337, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 5:00 p.m.

Those Present:

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

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec, and City Clerk Carol L. Barwick, Interim Assistant City Manager Christopher Padgett, Public Works Director Kevin Mulligan, Sanitation Manager Delbert Bryant

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**APPROVAL OF THE AGENDA**

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Council Member Joyner moved to approve the agenda as presented. Mayor Pro-Tem Glover seconded the motion, and it carried unanimously.

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**PRESENTATION OF REVISED SANITATION PLAN**

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City Manager Barbara Lipscomb stated that Greenville is the only city out of the 15 largest cities in the state that is still providing backyard pick-up and has not switched over to an automated service. Previous directives included formulating a plan to provide more



effective sanitation services by examining best practices from other communities. Staff developed a five-year plan that would phase out backyard pick-up and switch to automated services. During those five years, there will be a reduction of sanitation employees, but there are no planned terminations related to the conversion. Recycling and composting will be emphasized with this new plan. Ms. Lipscomb advised the City Council that a consensus would be needed at the end of the presentation in order to move forward.

Public Works Director Kevin Mulligan stated that staff's goal is to have the Sanitation Fund operate as an enterprise fund. He gave an overview of the fund over the past three years and outlined some of the challenges, such as the rising cost of fuel and the rising cost of health insurance rates for personnel. He said that currently, solid waste is handled in a very labor-intensive way with 8 vehicles and 24 refuse collectors collecting on a weekly basis. He stated that the average refuse collector picks up six tons per day.

Council Member Blackburn asked if that figure was referring to each person or each truck.

Mr. Mulligan clarified that the figure is referring to each person. He continued to outline the current operation and how many collectors and vehicles are needed for each sanitation service.

Mayor Thomas asked how many runs are done on a weekly basis for recycling.

Mr. Mulligan said that one run is done per week. He stated that the routes for the trucks had been based on backyard services. This was done to ensure that the backyard collection was split evenly between each truck. While the rear loaders pick up about 550 stops per day, a curbside collection loader can do double that amount per day with less labor and less potential for injury. He cautioned that if the City were to decide to continue operating under the current plan, the estimated fund deficit would be \$18 million by 2020. He referred back to the figure of 6 tons of refuse collected per refuse collector, and stated that injuries due to repetitive collection are an issue. He said that in 2012, Sanitation had lost 2 man years due to injuries through days away from work and restricted duty. He said that City Council requested that staff revise the Sanitation Fund as an enterprise fund while maximizing efficiency, maintaining a high level of service, and minimizing future fee increases. Staff feels that automated waste collection will be the most balanced solution.



Some of the advantages include a decrease in employee injuries by minimizing heavy lifting, lower employee turnover rate, increased productivity, and improved collection efficiency, which will lead to reduced costs. Routes would be remodeled for efficiency and bulky waste would move to mechanical collection. Over the five years, the reduction in routes will go from 8 per day to 5 per day with the potential for a work week of ten-hour days, four days a week.

Council Member Joyner asked what the current schedule is for the workers.

Sanitation Manager Delbert Bryant said that they currently work 8-hour days, five days a week.

Council Member Blackburn asked if, under the proposed work week, there would be no collection on Fridays and if the new schedule would reflect a savings in cost.

Ms. Lipscomb said that the details of the proposed work week had not been decided at this point, but it would be a four-day work week.

Mr. Mulligan said that a four-day work week would afford some savings as it allows for fewer vehicles. He stated that there are about 7 other municipalities who have implemented this work week successfully and recommend it.

Mayor Pro-Tem Glover asked what time the routes would begin under the proposed schedule.

Mr. Bryant said that the workers would start at 6:00 a.m. and work until 4:30 p.m.

Council Member Joyner asked for the time that the routes currently start.

Mr. Bryant said that the workers currently begin at 7:00 a.m., although there are times where the process begins earlier, at 6:00 a.m., as was the case this past year.

Mr. Mulligan said that one of the concerns that had been brought up had been the amount of light in a day. He stated that the minimum amount of light in a day, which would be



around late December, would be 9 hours and 21 minutes, and this would be an adequate amount of time to get the collection done.

Council Member Joyner asked what time the trucks leave the yard. He expressed his concern that the collection time may be too early for the average citizen.

Mr. Bryant said that under the current process, citizens are asked to have their garbage out by 6:00 a.m.

Council Member Joyner remarked that not many citizens in his neighborhood have their garbage out at that time.

Mayor Pro-Tem Glover asked if it is customary to put the collection out the night before it is scheduled to be picked up.

Mr. Mulligan said that the requirement had been to put it out the night before, but not before 7:00 p.m. He said that backyard service is scheduled to end in July 2017. Last year there were around 5,000 backyard service accounts, and currently there are 2,900. Under the new system, all citizens will receive curbside service and will be required to purchase their own roll-out container. Special services will remain unchanged.

Mayor Thomas asked if the City would cover the cost of the carts for the citizens who will be transitioning from backyard to curbside services.

Mr. Mulligan said that citizens who are transitioning from backyard services to curbside services will be responsible for the cost of the carts, and citizens who have purchased a cart from the City more than 10 years ago, will be provided with a new cart since the old ones will no longer be compatible with the new system.

Council Member Joyner asked if there were any circumstances where the City would cover the cost of the cart for the citizens.

Interim Assistant City Manager Mr. Christopher Padgett stated that if a citizen has already purchased a cart that is no longer compatible with the new system, then that citizen would



be provided with a compatible replacement at no charge. He noted that backyard customers have not previously been required to purchase a cart.

Mr. Mulligan stated that many organizations give away recycling carts in order to incentivize recycling collection and that is what the City is hoping to do as well. The City has applied for a residential curbside recycling grant for radio frequency I.D. tags that will help with the carts. He stated that new routes would be made to optimize collection and the new trucks will be outfitted with GPS systems to help the drivers figure out where to go. Staff will work with a consultant to make the new routes, which will be more cost effective than purchasing routing software. He stated that multi-family collection will not change significantly. There will be a shift from 2-person trucks, to single-driver trucks, and there will be one truck with a single-driver and a traffic-control person that will service the busy areas, such as the university area and downtown area. He stated that staff will work with owners and property managers to have residents place refuse inside the dumpsters. He stressed the importance of addressing the issue of residents not placing refuse properly inside of the dumpsters because it will eliminate the need for a second refuse collector to collect items placed or thrown outside of the dumpster.

Council Member Blackburn asked how many single-operator trucks would be used for multi-family collection.

Mr. Mulligan said that three trucks will be operated by a single operator.

Council Member Blackburn expressed her concern that the workload may be too much for a single person.

Mr. Bryant said that typically, for dumpster collection, one person operates the truck and there is a second person to provide backing assistance and cleaning dumpster pads.

Council Member Blackburn asked if the proposed multi-collection operation would create too much hardship for one person.

Mr. Bryant said that the plan will include one person who will rotate as needed during the full work days to assist with backing up.



Mayor Pro-Tem Glover expressed concern that the job may be too hazardous for just one person.

Mr. Mulligan said that single operators would be used only where it is feasible. For areas with heavy traffic, smaller roads, and other such issues, a second person will be utilized. Moving on to the recycling collection, he said that the City will issue recycling carts to all single-family residences to incentivize recycling collection. The City will increase the number of recycling trucks from four trucks to five trucks.

Mayor Thomas asked if the residents would have the option of purchasing an additional container.

Mr. Mulligan said that a 95-gallon container will be used for refuse with a collection fee of \$11.75 per month. Residents will have the option of purchasing an additional container and will be charged an additional \$5 per month for their collection fee.

Council Member Blackburn asked if there are options for residents who have more recycling than garbage.

Mr. Mulligan said that the recycling container will hold 95 gallons. It will be collected curbside on the same day that refuse is collected. He noted that yard waste collection had not been changed a great deal. Staff plans to increase efficiency by scheduling large piles for collection, and by proposing a fee for yard waste collection that exceeds 4 cubic yards per week. Residents will be encouraged to bag their yard waste in biodegradable bags.

Council Member Joyner asked how much staff is proposing to charge for excess yard waste collection.

Mr. Mulligan said that a \$25 fee will be charged for yard waste collection that exceeds 4 cubic yards.

Mayor Thomas asked if residents will need to call the City to schedule excess yard waste pick-up.



Mr. Bryant confirmed that residents would need to call and schedule pick-up for excess yard waste.

Council Member Joyner asked how the maximum of 4 cubic yards was determined.

Mr. Mulligan said that staff researched and set the limit to be in line with cities in the state that are similar to Greenville.

Council Member Joyner asked how much those cities charge for services.

Mr. Bryant said that Raleigh charges \$25 for collection beyond a set limit, but he did not have that information for the other cities. He noted that other cities require customers to call and schedule pick-up.

Council Member Joyner expressed his concern that most of the homes in his district will exceed the limit due to the amount of trees in the neighborhoods. He feels that \$25 is excessive.

Mr. Padgett clarified that leaves and yard waste are two separate collections. He said that yard waste refers to trees, limbs, and brush.

Mayor Pro-Tem Glover asked how the public will be educated on these changes.

Mr. Mulligan stated that public education is a big part of this plan. He said that the program will be implemented over five years, starting in the newer developments.

Mayor Pro-Tem Glover asked how bulky items will be picked up in older parts of town.

Mr. Mulligan said that there are two types of automated vehicles that will be utilized. Older areas, where streets are more narrow, would be serviced by dual-automated trucks.

Council Member Joyner asked if the policy regarding yard waste would be waived in the event of storms or natural disasters.



Mr. Mulligan said that it would.

Council Member Blackburn recommended that staff spend a year educating the public about the new rules and give visuals of how much area is covered by 4 cubic yards.

Mr. Bryant assured the City Council that the public will be made aware of changes in service before fees are enforced.

Council Member Mitchell asked if a policy would be made to differentiate whether or not contractors had been hired by customers to take care of storm-related issues, such as cutting down trees. He expressed his concern that staff has been using manpower on tasks that should have been taken care of by the hired contractors.

Mr. Mulligan said that contractors are required to take their waste away. He said that staff would have to develop a system to enforce those requirements.

Mayor Pro-Tem Glover asked how the bulky items system would work.

Mr. Mulligan said that customers can call at any time to schedule a pick-up, and pick-ups will occur on Wednesdays.

Mayor Pro-Tem Glover expressed her concern that customers may set their bulky items out over the weekend, and having those items sit out until their Wednesday pick-up will be a detriment to the neighborhood.

Mr. Mulligan agreed and said that customers would have to be discouraged from setting their items out too early.

Council Member Blackburn reminded the City Council that there is an ordinance that states that bulky items may not be set out more than 48 hours prior to pick-up.

Mr. Padgett stated that this type of scenario illustrates how the 311 system will work. Police or Code Enforcement officers will be able to log in bulky items that were put out too early, the report will be routed to Sanitation, and then Sanitation will be able to educate the



customer on the process for picking up bulky items.

Mayor Thomas asked staff why Wednesday was designated as the day to pick up bulky items.

Mr. Bryant said that staff had considered Wednesday as the most ideal under the proposed 4-day work week plan, with the thought that workers would not work on either Monday or Friday. Bulky waste would be picked up by yard waste crews.

Mayor Thomas asked staff to consider picking up bulky items sooner than Wednesday.

Mr. Mulligan said that staff has spoken to cities in North Carolina that have already adopted a four-day work week for their sanitation divisions, and the feedback has been favorable. He stated that Greenville's sanitation workers also seem to be in favor of it.

Council Member Blackburn asked if there were any other points that City Council should take into account while considering the transition to a four-day work week.

Mr. Mulligan said that fewer vehicles would be needed and more collection points would be serviced in one day. He noted that there would also be a savings in personnel. Mr. Mulligan outlined the proposed 2017 operations:

- Single-family collection – serviced by side loaders with 5 vehicles and 7 personnel; 3 of the vehicles will have single operators, and 2 will have double operators
- Multi-family collection – serviced by front loaders with 4 vehicles and 5 personnel
- Recycling collection – serviced by side loaders with 5 vehicles and 7 personnel
- Yard waste/bulky waste collection – serviced by the current level of vehicles and personnel; collection will occur on a weekly basis

Council Member Blackburn said that it seemed that the City would be trimming down from three workers per truck, to one worker per truck and two floating workers.

Mr. Mulligan said rear loaders are utilized by three workers, and side loaders are utilized by one or two workers, depending on the type of vehicle.



Mr. Mulligan said that the Sanitation Division will eliminate 21 positions through full and early retirement, reassignment, and attrition.

Mayor Thomas asked if there are plans to lay off workers.

Mr. Mulligan said that the aim is to not lay anyone off, but to trim positions through retirement, reassignment, and attrition. Depending on how many workers opt to take the early retirement option, staff will determine what means are necessary to get the City through the five-year transition.

Mayor Thomas asked if staff had sought feedback from the workers.

Mr. Mulligan confirmed that feedback had been sought on some points, and that staff had met with some of the workers as recently as yesterday.

Mr. Mulligan said that there are some employee incentives, such as reassignment, tuition reimbursement, and skill-building positions for internal transfers. He assured the City Council that staff is working closely with Reverend Kenneth Battle, a consultant for this process. He stated that the cost for transitioning over to automated services would be high at the beginning of the transition due to the cost of purchasing new equipment. The approximate cost for the new vehicles and carts will be about \$5 million over the next five years, with savings projected at about \$7 million by 2020. He cautioned that the fund would still be running at a deficit by 2020 unless there are changes in service rates. He said that staff advises an increase of \$4.75 over the next seven years to have the fund function as an enterprise fund.

Mayor Pro-Tem Glover asked if growth had been factored into that estimate.

Mr. Mulligan said that staff had factored in a growth rate of 2.5%, which is the same percentage rate that was used in the Master Plan. He said that the plan would be adjusted yearly as needed. In summary, staff is proposing:

- Bulky waste will be scheduled for pick-up by appointment
- Fees will be charged for yard waste beyond 4 cubic yards
- Refuse collection will be automated



- Recycling collection will be automated
- Reduction of personnel in the Sanitation Division

Mr. Mulligan stated that the homeowners' weekly date of refuse collection may also change.

Staff goals include:

- Sanitation Fund become self-supporting
- Recovery of indirect costs
- Reduce risk of injuries on the job
- Minimize projected fee increases
- Increase efficiency of the division

He stated that switching to curbside collection increases the number of workers who are able to work until retirement age, and that finding is one of the biggest reasons that Winston-Salem has switched to curbside collection. Very few of their employees had been able to work until retirement, and many had left on disability. Staff recommends moving forward with the adopted plan and bringing forward rate increases in the budget process for approval.

Mayor Pro-Tem Glover asked to hear input from the workers about the proposed plan.

Sanitation Worker Spencer Bridgett expressed his concern about working a ten-hour shift because it will interfere with his second job.

Sanitation Worker Raleigh Mooring said that he has a second job as well, and he is concerned about how a ten-hour shift will impact his schedule. He stated that he is open to opportunities for training and the other incentives that were mentioned.

Sanitation Worker Ervin Ford expressed his concern that his position may be eliminated if the Sanitation Division were to transition to a ten-hour day. He said that many workers are not aware of the plans and he chose to attend this meeting to gain some information.

Mayor Thomas stated that there are no planned employee layoffs under the proposed plan,



but there would be transitions made to address the potential cumulative loss of \$18 million by 2020.

Sanitation Worker James Dudley expressed his concern that the City Council had been given the impression during the presentation that workers do not pick up collections when it is raining.

Mr. Mulligan clarified and said that he had been addressing the hazard of employees working in the rain and possibly becoming sick or injured.

Mayor Pro-Tem Glover said that skill-building and incentives should be offered as soon as possible so that workers can be trained for other job openings as the positions are available. She stressed the importance of making sure that the workers in the downsized positions are given priority as vacancies in the City are available.

Mr. Padgett stated that the training will be made available on three levels. The first level will address basic skills such as reading and writing. Staff is working with Pitt Community College to have on-site training available at the Public Works Department. The next level is training opportunities that are currently offered through the City. This level includes introduction to computers, leadership, customer service, distracted driving, communications, time management, and the understanding of internal practices within the organization. The highest level of training is offered off-site where employees are given the opportunity to earn two-year or four-year degrees. Currently, this level is offered through the City's tuition reimbursement program.

Mayor Pro-Tem Glover expressed her concern that the structure of the tuition reimbursement plan would be cost prohibitive to employees. She asked that staff look into the possibility of providing tuition money up front with the condition that the money would have to be paid back if the courses are not completed.

Council Member Mercer expressed his appreciation to the employees for coming out to address the City Council. He asked if Reverend Battle had any insight to share.

Reverend Battle said that there are some minor changes that the workers would like to see,



and he recommended that the City Council hold a general assembly with all of the Sanitation employees to hear their views in order to gain a consensus.

Council Member Mercer suggested that the City Council receive anonymous feedback from the employees in case there are some who do not wish to speak in public.

Mayor Thomas said that this was the first time that City Council had been presented with this information, and he expressed his hope that Pastor Battle will continue to canvas the workers and provide feedback to the City Council.

Ms. Lipscomb asked that the City Council provide staff with a consensus on what direction to take.

Council Member Mitchell said that it seems that staff is on the right path with the proposed plan.

Council Member Joyner asked if there are any cuts at the supervisory level under the proposed plan.

Ms. Lipscomb said that a study had been conducted to examine the supervisor to employee ratio, and the City had been found deficient. Based on that finding, the decision had been made to maintain the current level of supervisory positions.

Mr. Mulligan elaborated that under the current plan, the supervisor to employee ratio is 17:1. Under the proposed plan, the ratio will be 12:1. Supervisors will be trained and CDL-certified to operate each piece of equipment in the event of being short-staffed due to employees taking leave time. He stated that both ratios are in line with ratios from other municipalities.

Council Member Joyner asked that staff gather input from the sanitation workers and propose a plan.

Mayor Pro-Tem Glover asked if staff had incorporated input from the sanitation workers into the plan that had been presented to City Council.



Mayor Thomas asked if allowances will still be made for the elderly and disabled population.

Mr. Mulligan said that there would not be any changes to the current procedures in place for the elderly and disabled population.

Council Member Blackburn asked that staff gather input from the sanitation employees and incorporate it into the plan. She stated that one aspect of the proposed plan that she appreciates is increased safety for employees due to automation.

Mayor Pro-Tem Glover said that she would like to meet with an assembly of the workers to hear their comments.

Council Member Mitchell asked staff if the Spring Clean-up program could be maintained.

Mr. Bryant said that staff will look into the possibility of including Spring Clean-up Day as amnesty.

Mr. Mulligan said that the goal with yard waste is to minimize instances where City employees are picking up waste that a contractor has been hired to handle.

Mr. Padgett emphasized that proposed changes are the result of inefficiencies in the current operation, and not due to inefficiencies in the workers themselves.

Mayor Thomas said that the proposed plan is heading in the right direction. He requested that staff gather input from the employees.

Council Member Joyner thanked Reverend Battle for his part in the process and requested that Reverend Battle continue to be involved in the process moving forward.

Mayor Thomas thanked Reverend Battle and stated the importance of having an outlet for the employees to turn to.

Council Member Mitchell asked if a consensus of the City Council had been reached.



Ms. Lipscomb said that she is hearing a general concurrence to move forward with the proposed plan including the proposed rate structure that had been presented.

Council Member Mitchell asked if the rate increase would also affect backyard service.

Ms. Lipscomb said that it would.

Mayor Pro-Tem Glover asked that Ms. Lipscomb, Mr. Padgett and Mr. Mulligan organize an assembly of the workers so that City Council can receive their comments.

Mayor Thomas said that he feels that making a gradual change over a span of 3-5 years is prudent.

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**ADJOURNMENT**

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Council Member Blackburn moved to adjourn the meeting, seconded by Council Member Joyner. The motion carried unanimously, and Mayor Thomas adjourned the meeting at 6:43 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Valerie Paul".

Valerie Paul  
Administrative Assistant  
City Clerk's Office

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, MAY 9, 2013



The Greenville City Council held a storm water workshop on Thursday, May 9, 2013 in the City Hall Conference Room 337, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 5:30 p.m.

Those Present:

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

Those Absent:

None

Also Present:

City Manager Barbara Lipscomb, City Attorney David A. Holec and City Clerk Carol L. Barwick.

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**APPROVAL OF THE AGENDA**

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Upon motion by Council Member Joyner and second by Council Member Mercer, the agenda was approved by unanimous vote.

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**PUBLIC COMMENT PERIOD**

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Mayor Thomas opened the public comment period at 5:36 p.m., and invited anyone who wished to speak to come forward. Hearing no one, Mayor Thomas closed the public comment period at 5:37 p.m.

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**STATE OF THE STORM WATER UTILITY FUND**

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City Manager Barbara Lipscomb gave a brief overview of the Storm Water Utility Fund. She said that initial review of the fund began in 2001, followed by its implementation in 2003. However, she stated that the City Council has not made adjustments to the fees since 2003, while flooding and erosion of the City's storm water infrastructure continue to be a problem. In order to improve the system, City Manager Lipscomb said that the Storm Water Utility Fund must undergo several necessary changes, including adjustment to regulatory environment related to detention, as well as the rate structure. She mentioned



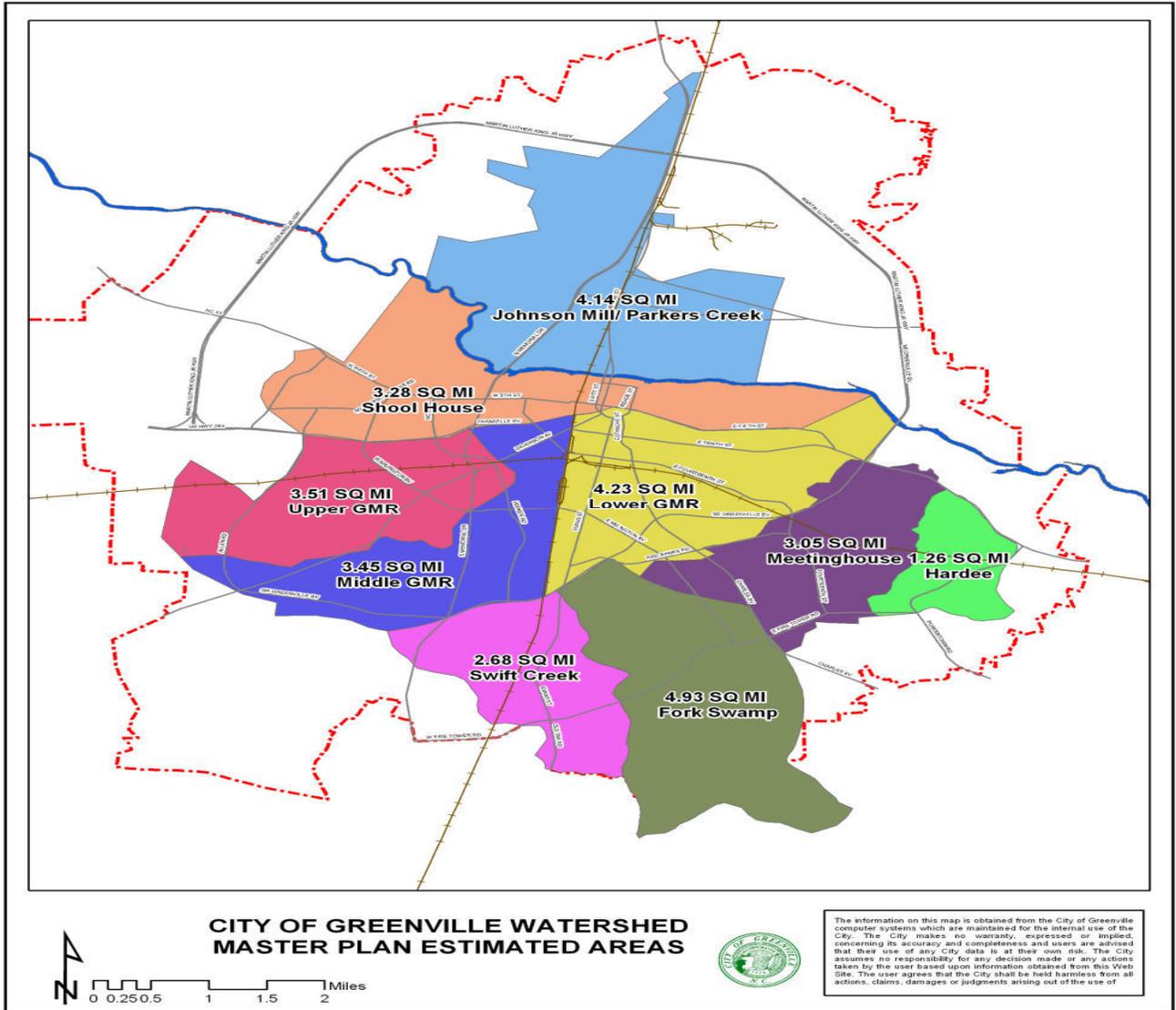
that the City is currently working on several major infrastructure projects, including the 10<sup>th</sup> Street Connector project and the Watershed Utility Master Plan. She said that, although the City has completed one section of the basin through the Watershed Utility Master Plan, it is imperative to complete the entire basin in order to zero in on the priorities in the system.

Public Works Director Kevin Mulligan began the presentation by reviewing the topics to be addressed during the presentation, which included the following:

- Storm Water Utility Fund
- Storm Water Management Program
- Operations versus Capital
- Storm Water Master Planning
- Meetinghouse Branch/Bells Branch Pilot Project
- Capital Improvement Plan Projections
- Potential Impact of Ordinances on Capital Improvement Plan Costs
- Storm Water Utility Analysis

Following his introduction, Mr. Mulligan turned the presentation over to Civil Engineer Lisa Kirby.

Ms. Kirby provided the City Council with an overview of the history of the Storm Water Utility Fund. She said that the concept for the Storm Water Utility Fund began in 1999, when the City Council formed the Storm Water Advisory Committee (SWAC) in response to impending unfunded state and federal mandates. She said that the committee championed the Storm Water Utility Ordinance, which was approved by the City Council in May of 2001. As a result of that ordinance, the fee was established and took effect in July of 2003. Ms. Kirby stated that the Storm Water Utility Fund was intended to provide for the management, protection, control, regulation, use and enhancement of storm water and drainage systems. Consequently, the Storm Water Management Program was developed, as required by the Tar-Pamlico Storm Water Rule and the National Pollution Discharge Elimination System (NPDES) Phase II permit. Ms. Kirby said the Storm Water Management Program is funded by the Storm Water Utility fund, and its vision is to protect surface water quality and reduce the risk of flooding. She said that Greenville is broken down into two drainage basins- the Tar-Pamlico and Neuse basins. In order to manage these basins, the Engineering Division has divided the two large basins into nine sub-basins, as pictured in the map below:



Next, Ms. Kirby reviewed the components of the Storm Water Management Program, which include the following:

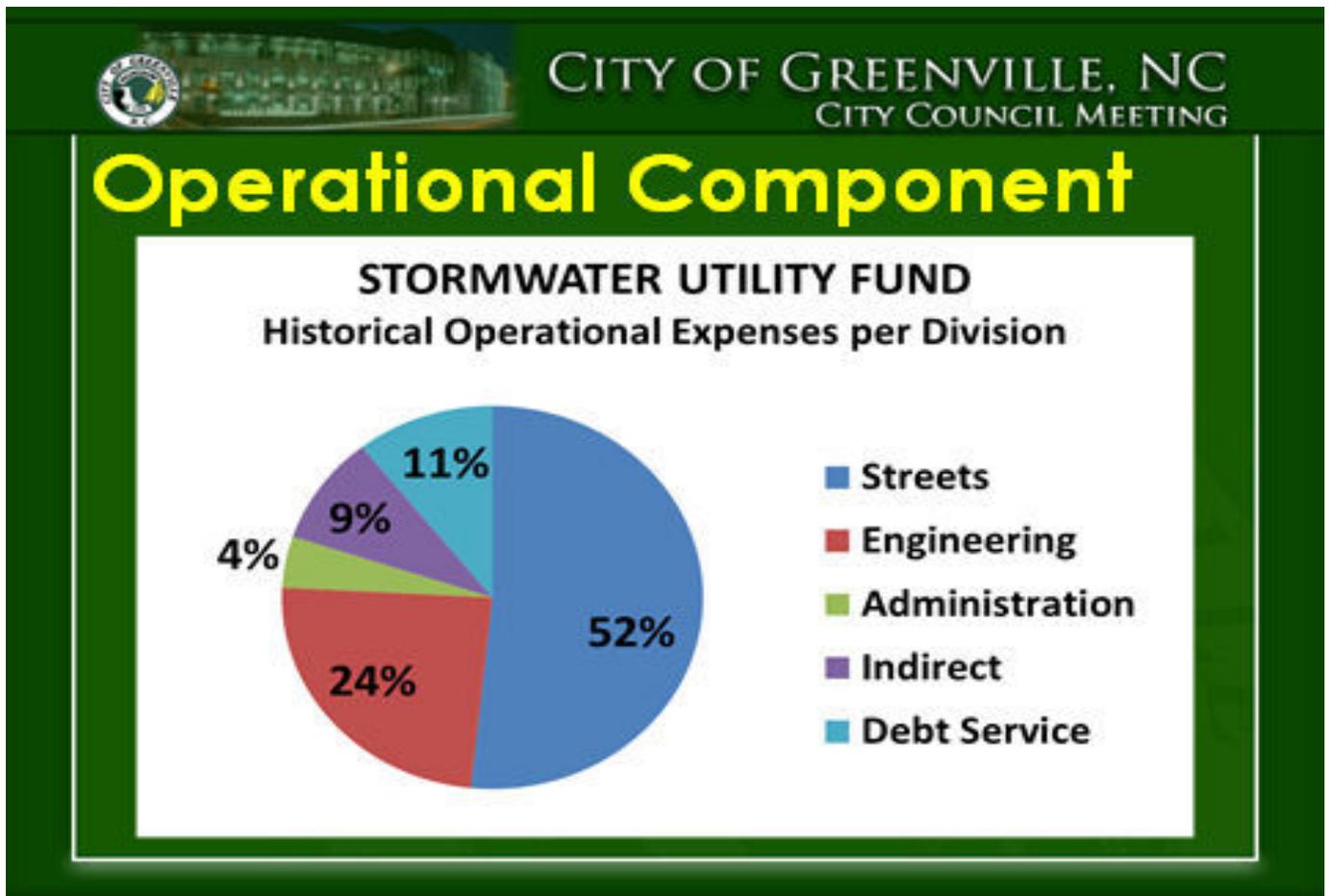
- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Runoff Controls
- Post-Construction Site Runoff Controls
- Pollution Prevention and Good Housekeeping for Municipal Operations

Ms. Kirby said that two categories fall under the Storm Water Management Program: Operational Expenditures and Capital Expenditures. The operational components of the program are comprised of the following:



- Maintenance of the existing system (curb and gutter, open ditches/streams, catch basins and pipes)
- Private Development Plan review
- Erosion Control Program
- Illicit Discharge Detection and Elimination Program
- Public Education and Involvement
- Inspection of Post Construction Controls (BMP's)
- Contract Management (design, construction, master planning, etc.)
- National Flood Insurance Program (NFIP) Participation and CRS

Ms. Kirby said that the City's Street Division handles the first component, which is maintaining the existing system, while the Engineering Division handles the remaining components. She stated that the Storm Water Utility Fee generates approximately \$3 million in revenue, \$2.5 million of which is spent on operating costs. She pointed out that, of the \$2.5 million, about 52% is spent by the Streets Division and 24% is spent by the Engineering Division. The remaining expenses are Administration, Indirect Expenses and Debt Service. Ms. Kirby presented the below chart to City Council, which depicts the breakdown of the Storm Water Utility Fund:





Council Member Joyner asked Ms. Kirby to provide further details regarding the cost breakdown, and specifically inquired about what the 52% Streets Division costs included. Ms. Kirby responded that the Streets Division costs encompass everything from manpower to supplies.

Council Member Mercer asked what the indirect expense category covers. Ms. Kirby responded that the indirect expenses are the transfer to the General Fund to cover the Storm Water Utility Fund's share of finance, human resources and management.

Council Member Blackburn asked Ms. Kirby to explain what the debt service portion of the expenses represented. Ms. Kirby said that the debt service percentage represented the amount allocated for paying back the \$5.1 million bond that the City received in 2004 for capital projects.

Ms. Kirby pointed out the desperate need to shift the City's focus in maintenance practices on open ditches and streams from stream corridor maintenance to in-stream maintenance. This practice will allow the City to focus on sediment removal and channel capacity. In contrast, the current practice focuses on vegetation control rather than sediment removal, which has resulted in a significantly reduced capacity in ditches and streams. In addition, as a result of improved mapping of local ditches and streams, the number of the City's maintained ditch and stream miles has increased from 30 miles to 65 miles. Ms. Kirby showed the below slide, which depicts images of the work being done:



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# Operational Needs

Shift in maintenance practices



- Utilize contract labor to control vegetation via herbicide treatment program

Item # 1



Council Member Blackburn asked if the presentation further discussed the use of heavy equipment for maintenance in riparian streams, as it contributes to erosion. Ms. Kirby said that the presentation did not specifically address that issue, but she acknowledged that erosion continues to be a challenge for the streams. Ms. Kirby further clarified that the photo on the slide was a ditch, rather than a stream; therefore, heavy equipment is allowable in that situation. She added that the maintenance workers were moving a large amount of sediment from these ditches, and heavy equipment was the most efficient way to do so.

Streets Superintendent Ronnie Donley said that in order to perform necessary maintenance and sediment removal of the ditches and streams, the maintenance workers cut construction paths into the forest growth. He said that these areas will continue to have a poor appearance until vegetation growth can be reestablished. Mr. Donley mentioned that the work crews achieved their goal to remove a large amount of sediment that had caused flooding in the area, and stated that eventually, grass will be planted to enhance the overall appearance of the work area.

Ms. Kirby next mentioned that, in addition to operational needs, several high-priority capital projects require immediate attention. She said that the Public Works Department has identified the following capital priorities:

- Citywide Watershed Master Planning
- Haw Drive Drainage; provides an opportunity for the City to partner with the Pitt-Greenville Airport to correct a long-standing problem in that neighborhood, while cutting project costs for the City in half.

Additionally, Ms. Kirby said that the below projects are as a result of the 10<sup>th</sup> Street Connector:

- Town Creek Culvert
- West 5<sup>th</sup> Street (Thomas Foreman Park)
- Moyewood Pond Rehabilitation Project
- Washington Street (9<sup>th</sup> to 10<sup>th</sup> Streets)

Ms. Kirby stated that Greenville's population has doubled over the past two decades, and such rapid growth demands the prioritization of projects across the City. She introduced the Storm Water Master Plan, which is a multi-drainage basin, multi-year plan that will set the stage for prioritization, and will provide a much-needed inventory of the City's drainage system. In addition, she said that the master plan fulfills NPDES permit requirements. Ms. Kirby said that the master plan will evaluate flooding and water quality by doing the following:

- Drainage infrastructure inventory
- Prioritized Capital Improvement Plan
- Proactive maintenance program



- Identify water quality/quantity retrofit locations
- Educational information to public
- Public Involvement/Participation

Mr. Tom Murray of W.K. Dixon, the contracting firm assisting staff with the Pilot Watershed Master Plan, presented the City Council with details of the project. He said that the Meetinghouse Branch/Bells Branch watershed in eastern Greenville was selected for the Pilot Watershed Master Plan because it is representative of storm water issues throughout the city. He said that the watershed area is three square miles, which is approximately 8.5% of Greenville's city limits. Mr. Murray showed the City Council the below map depicting the area where the study was conducted:



He pointed out that the area highlighted in purple is the Meetinghouse Branch watershed area, which feeds into Hardy Creek, and ultimately, the Tar River. He also mentioned that the watershed is bounded by Charles Boulevard, Greenville Boulevard, 10<sup>th</sup> Street, Red Banks Road, 14<sup>th</sup> Street and Oxford Road. Mr. Murray said that the first step in the watershed plan is to map the drainage infrastructure. Next, staff will observe the existing capacity of the system and how it is currently functioning. Mr. Murray said that the watershed system is evaluated through a level of service. A "storm event" is based on the



amount of rainfall in a 24-hour period. He presented the levels of service listed below, which are industry standards for those pipe systems:

- Piped collection systems – 10-year storm event  
Oxford Road Closed System, Grey Fox Trail System, Rondo/Paramore/Barnes Street System, Fantasia/Sherwood Drive System and Oakmont Drive System
- Non-thoroughfare roadways – 25-year storm event  
Quail Ridge Road Culvert, York Road Culvert, Kensington Drive Bridge, Tucker Drive Culvert, King George Road Bridge, Oxford Road South Bridge and Oxford Road North Bridge
- Thoroughfare roadways – 50-year storm event  
East 14th Street Culvert, 14th Street Culvert and Charles Blvd. Culvert
- Railroad Crossings – 100-year storm event  
Bells Branch – Culvert and Meetinghouse Branch - Bridge

Mr. Murray said that once shortcomings of the infrastructure are identified, the next step is to develop proposed improvements to meet the desired level of service. He stated that the Capital Improvement Plan (CIP) is divided into three types of projects: flood control projects, stream stabilization projects and water quality retrofits. Flood control projects include culvert replacements, floodplain benching and closed pipe system improvements. Stream stabilization projects are designed to prevent further property loss along stream banks and reduce sediment loads into streams. Water quality retrofit projects treat previously developed areas, such as ponds, wetlands and bio retention areas, which may not have a treatment device on the property. Once the proposed projects are identified, Mr. Murray said conceptual construction costs are developed. Estimates for flood control projects generally reach about \$8 million, while stream stabilization and water quality retrofit estimates reach approximately \$0.5 million each. Mr. Murray spoke briefly about the benefits of the CIP, which include the following:

- Reduced level of structure flooding for approximately 80 residential homes and 10 businesses
- Reduction of yard flooding at approximately 125 residences
- Removal of residential structures from the 25-year floodplain
- Reduced level of flooding at seven (7) major road crossings and one (1) railroad crossing
- Reduced level of flooding at 11 secondary (residential) streets
- Protection through stream stabilization projects, of over 2,000 linear feet of stream and 17 properties

Mr. Murray presented the map below, which lays out the existing and proposed floodplains. He pointed out the area highlighted in blue, which is the existing 25-year floodplain, and the purple area, which is the proposed floodplain. He pointed out the residential structures



highlighted in yellow, which would be removed from the existing floodplain due to the project:

The slide features the City of Greenville logo and title at the top. The main heading is 'Capital Plan Benefits' in large yellow text. To the right is an aerial map of a residential area with a stream. The map shows a blue stream channel and a purple floodplain area. Several yellow rectangles are overlaid on the map, indicating structures to be removed. The text on the left lists the following benefits:

- Reduced level of structure flooding for approximately 80 residential homes and 10 businesses
- Reduction of yard flooding at approximately 125 residences
- Yellow structures would be removed from 25-year floodplain

Council Member Joyner asked how large the land was that the structures were on. Mr. Murray said the structures were mainly on quarter to half-acre- sized lots, and are spread throughout the three-mile drainage basin on the main stream.

City Manager Lipscomb said that it is important to do a full diagnostic study of all areas in the city before spending any money on this project. She pointed out that the pilot study only covered three square miles, and by studying all areas of the city, staff would be able to prioritize more efficiently.

Council Member Blackburn asked if stream projects that the City Council has previously addressed will be tied into the CIP. Ms. Kirby said that the stream projects already addressed by the City Council fall into these watershed master plans and will be prioritized along with the new projects.

Mr. Murray pointed out that the projects in the CIP are prioritized based on several categories, such as the severity of the flooding and the number of people who benefit from a particular project. He added that each watershed will be prioritized in the same manner so that the entire city will be ranked at the conclusion of master planning. Mr. Murray said



that process would enable the City Council to make an informed decision about which projects are the most significant and will yield the best return on investment. In order to calculate the CIP, Mr. Murray said that costs from the pilot watershed projects, including flood control, stream stabilization and water quality retrofits, were extrapolated for the entire city. Mr. Murray then applied those costs to the entire city limits and the extraterritorial jurisdiction (ETJ), and projected the estimated cost if the ETJ was annexed into the project down the road. Mr. Murray showed the City Council the below chart, which projects the extrapolated costs for flood control, stream stabilization and water quality retrofit projects for watersheds in city limits and ETJ:



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## Capital Plan Projections

If projected capital costs are extrapolated from the Pilot Watershed to the entire City and ETJ the total CIP would be:

Projects	City Limits	City Limits and ETJ
Flood Control	\$ 96M	\$ 181M
Stream Stabilization	\$ 6M	\$ 11M
Water Quality Retrofits	\$ 6M	\$ 11M

Mr. Murray pointed out that runoff from the ETJ will flow through existing infrastructure, regardless of municipal boundaries. In addition, he said that future developments will likely take place in the ETJ because current city limits are predominantly built out. Mr. Murray noted that the flood control projects are driving the cost of the CIP, but completing a citywide master plan will fund the city's highest-priority projects, therefore yielding a higher return on investment. Also, after completing a citywide master plan, the City will be able to identify areas that may be prone to flooding before watersheds are fully developed, which will decrease the risk of flooding of future development projects in the area. Mr. Murray mentioned that detention ordinances are an option to potentially reduce costs. He said that Greenville currently has ordinances to treat runoff from smaller frequent storm events. However, he pointed out that Greenville is the only city out of North Carolina's 115



largest cities that does not have a detention ordinance in place for large storm events. Mr. Murray said that the 10-year event is the average length of a detention ordinance in North Carolina, however, cities such as Winston-Salem and Chapel Hill require detention ordinances for the 25-year event.

Council Member Blackburn mentioned that a one-year ordinance does not seem sufficient enough to prevent roads from getting washed out during thunderstorms. Mr. Murray said that a one-year detention ordinance primarily improves runoff quality and reduces pollution to rivers and streams, but does not typically have an effect on flooding.

Mr. Murray said that the pilot watershed was created assuming that development was required to detain the 10-year storm event to pre-development conditions. As a result, the City can consider hypothetical scenarios. He added that the pipe size impacts the severity of storms that can be handled by the watershed system. The modeling also assumes that the system is in optimum condition, but if the system is not maintained, the channels will not be able to support the level of water that they were designed for.

Council Member Joyner asked Mr. Donley for his opinion on the state of the current system. Mr. Donley said that the majority of the watersheds convey small amounts of water, while only 10% are in working condition.

Council Member Blackburn asked if the current one-year system, which does not operate at 100% efficiency, explained the cause of the frequent flooding in Greenville. Mr. Murray said that was an accurate description, and added that the current system is undersized.

Council Member Joyner asked what percentage of Greenville becomes flooded if the City receives three inches of rainfall. Ms. Kirby said that the citywide watershed master plan should give Staff a clearer picture of which areas are more prone to flooding, as well as how that frequency compares to other areas in Greenville.

Mr. Murray said that if the city had a 10-year detention requirement from the beginning of the development, the water surface elevations along the main streams would have decreased by approximately one foot on average during the 25-year storm when compared to existing conditions. In addition, the capital investment would be approximately \$1.2 million as opposed to \$8 million. He presented the figure below, which represents the existing 25-year flood plain highlighted in blue, and the detention ordinance area in red:



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## Potential Benefits

- Water surface elevations along Meetinghouse Branch and Bells Branch decreased on average 1.2 feet during the 25-year storm when compared to existing conditions
- Yellow structures would be removed from 25-year floodplain



Mr. Murray said that detention ordinances will not have a large impact on previously developed area, but will improve the areas that have not yet been developed. In addition, the City could potentially save approximately \$6 million for city limits and \$42 million for combined city limits and ETJ if detention ordinances were put in place.

Mr. Mulligan added that the savings previously mentioned do not take into consideration savings to road improvement projects, park repairs and the like. He also took a moment to compare Greenville to other North Carolina cities in terms of their development requirements and utility fees. Based on the information, Greenville is most similar to Rocky Mount and Wilmington, and has the lowest storm water fee and the lowest detention. Mr. Mulligan showed City Council the below chart, which outlines these comparisons:




## CITY OF GREENVILLE, NC CITY COUNCIL MEETING

### Development Requirements vs. Utility Fees

City or Town	Storm Event Detention	Res. Fee /1000sf	Comm. Fee /1000sf
Charlotte	25-yr	\$3.35	\$3.34
Fayetteville	10-yr	\$3.00 flat	\$1.32
Greenville	1-yr	\$1.43	\$1.43
Raleigh	10-yr	\$1.60	\$1.77
Rocky Mount	25-yr	\$4.25 flat	\$1.69
Wilmington	25-yr	\$6.09 flat	\$2.44

Mr. Mulligan said that staff proposed a fee increase of \$0.50 per equivalent residential unit (ERU) each year for the next five years. He calculated that the increase would support a bond amount of approximately \$18.4 million, and presented the below chart that depicts the estimated costs of the projects proposed in the Storm Water Utility Analysis:



## CITY OF GREENVILLE, NC CITY COUNCIL MEETING

### Stormwater Utility Analysis

The bond will fund the following projects:

Projects	Estimated Cost
Watershed Master Plans	\$ 2.8 M
10 <sup>th</sup> St Connector Drainage Project	\$ 9.5 M
Haw Drive	\$ 0.3 M
Eastwood/Lakewood Pines	\$ 2.5 M
GMR Rehab Project	\$ 0.3 M
Undesignated Projects	\$ 3.0 M
<b>TOTAL</b>	<b>\$ 18.4 M</b>



Council Member Joyner agreed that the city must take action, but said that he is interested in the practices and progress seen in Greenville's peer cities, such as Jacksonville, Wilson and Goldsboro. He asked what the rate would be in five years if there was a \$0.50 increase for five years. Mr. Mulligan said that the rate would be \$5.35 per ERU at the end of the five-year period.

Council Member Joyner pointed out that even if the current City Council agreed to raise the fee, future city councils could decline to continue the increase, as the budget is set every year. He added that property and homeowners should also be included in this discussion. Mr. Mulligan said that many cities have a percent increase annually. He mentioned that Wilmington is currently in the middle of a seven-year plan that calls for a 6% increase each year. Mr. Murray added that Wilmington's city council votes each year to adopt the seven-year plan.

Mr. Mulligan presented staff's two-part recommendation. First, the City Council should increase the utility fee to fund debt services on revenue bonds needed to complete capital projects and the shift in maintenance practices. Second, staff recommends that the City Council implement an ordinance to increase detention requirements up to the 10-year storm event.

Council Member Mitchell moved to approve the proposed increase to the Storm Water Utility Fund fees and also to implement the ordinance increasing the detention requirements. Council Member Blackburn seconded the motion. Council Member Joyner asked if the City Council could make motions at workshops. City Manager Lipscomb said that the fee increase is in the proposed June budget and the ordinance increasing detention requirements will be presented at a later meeting, and therefore no motion is required at the present time. As a result, no action was taken.

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**ADJOURNMENT**

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Council Member Joyner moved to adjourn the meeting, seconded by Council Member Smith. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 6:40 p.m.

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

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, MAY 13, 2013



Having been properly advertised, the Greenville City Council held a Budget Work Session on Monday, May 13, 2013 in the Council Chambers, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 6:00 p.m.

Those Present:

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

Those Absent:

None

Also Present:

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

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**APPROVAL OF THE AGENDA**

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Upon motion by Council Member Joyner and second by Council Member Blackburn, the agenda was approved as presented by unanimous vote.

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**PUBLIC COMMENT PERIOD**

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Mayor Thomas opened the public comment period at 6:06 p.m., explaining procedures which should be followed. Hearing no one who wished to address the City Council, Mayor Thomas closed the public comment period at 6:07 p.m.

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**PRESENTATION OF FISCAL YEAR 2013-2014 PROPOSED BUDGETS**

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SHEPPARD MEMORIAL LIBRARY



Library Director Greg Needham stated the Library is requesting \$1,086,686, which reflects a partial restoration of local government funding approaching the level of 2012 and just over the level of 2009, but still significantly less than 2010 and 2011. This level of funding would reduce, but not eliminate, the use of library fund balance. It would also enable the library to meet its state maintenance of effort requirement, so that the library would once again qualify for all of its state funding.

Mr. Needham stated the Library met with the County Manager on the previous Thursday and he will be recommending to the County Commissioners that they approve the Library's full funding request. Traditionally, funding comes one third from the County and two thirds from the City.

Council Member Joyner asked hadn't the City cut its funding to the Library in the past because the County cut their funding. Mr. Needham stated that had happened in order to adhere to the established funding formula.

Council Member Blackburn asked hadn't the City provided additional funding in the past year. Mr. Needham stated the City rescued the Library from a shortage last year and said he was very grateful for that. He added that Library staff and volunteers had really stepped up to the plate as well.

Council Member Blackburn asked how much fund balance is being used for expenses. Mr. Needham stated they will spend about \$31,000 of approximately \$500,000 in unrestricted fund balance.

Council Member Joyner asked how the Library has controlled expenses. Mr. Needham stated they've had staff retire and hired fewer people to replace them. They are getting by with more part-time staff at lesser wages than full-time staff. He stated they have also implemented many self-service measures and closely scrutinized expenditures to ensure they are getting the best value for their money. He said the roof replacement has helped with cutting utility costs because the new roof is much better insulated than the old roof.

Council Member Mitchell mentioned the addition of eReaders, which he thinks has been a great addition to the library. He stated he loves the ability to access the Daily Reflector archive. Mr. Needham stated they are also adding books and magazines which will be accessible from any location by anyone who has a library card and internet or wifi access.

Mayor Thomas said he is impressed with how well-attended Library events are and with how much library resources are being used for job searches.

Council Member Blackburn asked if Library staff members are engaged more in computing services now than in book services. Mr. Needham stated his staff has to be prepared to work in all types of media, which keeps the job exciting for staff.



### GREENVILLE-PITT COUNTY CONVENTION AND VISITORS AUTHORITY

Greenville-Pitt County Convention and Visitors Authority (CVA) Sales Manager Andrew Schmidt stated their organization is made up of the City and County Liaisons, the City Finance Officer, four hotel owners/operators, two people from the hospitality field, four average citizens and one appointee by the Chamber of Commerce. He stated the mission of the CVA is:

- To create a positive economic impact on our community and hospitality outlets through the attraction of conventions, meetings, events, reunions and leisure travelers.
- To service travelers coming to the area for either leisure or business purposes.
- To serve as an information clearinghouse
- To be a partner within the community to foster economic growth and development

Mr. Schmidt stated the CVA does not receive any funding from the General Fund. All revenues received are from hotel/motel occupancy taxes with no supplement from the City or the County. Current hotel revenues are down 10% from the previous fiscal year, but the travel industry continues to rebound from the recent economic recession. Mr. Schmidt stated CVA staff will continue to monitor expenses to insure they remain in line with revenue.

Mr. Schmidt said the actual budget for the CVA for Fiscal Year 2011-2012 was \$846,000. For Fiscal Year 2013-2014, they are projecting a base budget of \$810,000, plus a moderate use of fund balance. They anticipate a significant increase in advertising compared to the prior year because Greenville's competitive set has changed. Greenville's competition now is Asheville, Raleigh, Chapel Hill and Greensboro. More emphasis needs to be placed on marketing Greenville as a leisure destination and there needs to be a redevelopment of current strategies to incorporate branding results. Mr. Schmidt said he also anticipates increased emphasis on social media and other web-based advertising, adding that they would like to add a part time communications person to their staff. This addition is vital because all of the nine cities larger than Greenville have full-time communications managers. The communications person, if hired, would establish positive working relationships with media across the state to help get our area on TV in other parts of the state and would work on the web page, social media, news articles and press releases in addition to producing an eNewsletter and monitoring local press, arranging for media appearances and coordinating the branding process to contribute toward a unified front.

Different from past years, Mr. Schmidt said the CVA has set aside funds to work with community members and leaders on pertinent tourism projects that will enhance the image of Greenville, and they have set aside funds for sponsorships/incentives within the conventions and meetings market. They also have funds set aside for possible re-location to the Uptown area. Unfortunately, the past project on the table was out of their price-range. They are also responsible for providing 1 cent of the occupancy tax proceeds for marketing of the convention center.



Mr. Schmidt stated the total proposed budget for the CVA is \$976,334, which also includes use of fund balance.

Mayor Thomas thanked the CVA for their engagement with economic development and asked about plans for a web presence. Mr. Schmidt stated he would like to expand more on that, but they don't really have a plan in place until after the branding study is concluded in September.

Mayor Thomas asked about the CVA's relationship with East Carolina University (ECU) students and people coming to Greenville for medical treatment. Mr. Schmidt stated the CVA strives to enhance their visits here, but those are people who would be coming to Greenville anyway and the CVA focuses more on those who might not otherwise come, while keeping in mind the idea that if they come once, they should be encouraged to come again.

Council Member Mitchell asked about the use of fund balance. Mr. Schmidt stated approximately \$170,000, or 17%, of accessible fund balance was used. Mr. Schmidt stated the CVA expects to participate in trade shows that are geared toward leisure marketing. Wilmington is perceived as "the place to go" for leisure and entertainment, and Greenville needs to become more active in promoting itself.

Council Member Mitchell asked about if the fund balance expenditure is for a one-time expense or for recurring expenses. Mr. Schmidt replied it is a mixture of both. Council Member Mitchell asked if fund balance is being used to cover ongoing expenses, how will these expenses be addressed in the future. Mr. Schmidt replied the CVA is very good at being frugal.

Council Member Blackburn asked how the part-time position will be funded. Mr. Schmidt replied partially through fund balance, but they have a different part-time position that will become vacant in the near future.

Council Member Blackburn asked if they are drawing down the money set aside for a visitor center in the downtown area. Mr. Schmidt said that is part of it.

Council Member Blackburn noted the CVA spends a fair amount of money on debt service. She asked what will happen to the money when the debt is paid. Financial Services Director Bernita Demery replied it would go toward other capital needs.

Mayor Thomas asked if they take advantage of internship opportunities since Greenville is a university town. Mr. Schmidt stated they always do in the spring and fall, but there are rarely available students during summer.



Council Member Joyner inquired about current fund balance and what they are required to hold. Mr. Schmidt stated it is \$1.4 million, part of which is unrestricted. He added their board policy is to hold 50% since they are funded primarily through occupancy tax, but the state requirement is 8%, just like it is for the City.

Council Member Joyner asked about current debt on their building and how much is paid annually. Ms. Demery stated it is a little over \$3 million on a 20 year debt with about 7 years remaining. About \$500,000 is paid each year.

Council Member Joyner asked about their working relationship with the Convention Center. Mr. Schmidt stated they partner on some advertising and attend some of the trade shows (although in different tracks). CVB supplies funding for their marketing, and he uses them as a tool to bring people to the area, but otherwise they are mostly on separate paths.

Council Member Joyner asked how the City Council can help them do a better job. Mr. Schmidt stated more staff would be helpful, but what he really needs is for everyone here to be a cheerleader for the community and to pass on leads when someone is looking for a place to have a convention. The community needs to work smarter and harder and get people engaged in bringing stuff to Greenville.

#### GREENVILLE UTILITIES COMMISSION

Chief Executive Officer Tony Cannon stated his presentation is a reflection of the hard work of their staff and the guidance of their Board of Directors. The past year has been a difficult one for Greenville Utilities Commission (GUC) because pleasant weather conditions do not encourage utility sales. Mr. Cannon said that the current budget is expected to break even at about \$457,000. The GUC does not expect to reach budget on water, but will balance out by appropriating fund balance. They expect to break even on sewer and will have about a \$1.8 million surplus in gas. He further broke the projections down to show the City Council the revenues and expenses by department. Overall, Mr. Cannon said that GUC finished strong, even in a break-even year.

Mr. Cannon moved on to the 2014 proposed budget. He said that the GUC always begins the budgeting process with the GUC board and staff by looking at mission. If what they are proposing doesn't help achieve the mission, it is not included in the budget. Currently, the proposed budget is a balanced, break-even budget. He said that GUC can eliminate a rate increase by working smarter and using technology where possible. Mr. Cannon reviewed GUC's main categories in the budget. The revenues from services are around \$267 million. The major areas of the budget are operations at \$51.8 million, purchasing power/gas at \$185.9 million, debt service at \$15.2 million and city turnover at \$6.4 million. For capital projects next year, Mr. Cannon said that long term debt proceeds will be \$31.1 million, with Optimizing Process and Technology to Improve Customer Service (OPTICS) being a large



portion of that figure. He said that OPTICS is GUC's customer care and billing system. Mr. Cannon also showed the City Council the completion of various upgrade projects and dredging of raw water compounder. He said that wastewater is treated with an ultraviolet disinfection system. The current system is about 20 years old, but GUC has a project to replace it, and expects to achieve about 70% energy savings as a result. Mr. Cannon reminded the City Council that in May of last year, GUC had a pipe failure at the Southside Wastewater Pumping Station. The proposed budget allocates funds to replace the necessary infrastructure at that facility in short order to prevent pipe failure from happening again.

In comparison to competitors, GUC remains below the median rate in the area for summer and winter billing. In addition, GUC remains below the median rate for water, sewer and natural gas. Mr. Cannon said that GUC designs the budget as a long-term financial forecast. He said the gas fund is very stable and he sees no rate increase needed in the next few years.

Council Member Blackburn asked how GUC straddles the desire to reduce dependency on fossil fuels but not cut down on citizens' needs for electricity. Mr. Cannon said that GUC was in the process of negotiating a supplemental power agreement last year during the budget presentation. Currently, GUC has five active renewable projects looking at Greenville. At GUC's Thursday board meeting, there are two agenda items for renewables and buyback of power. GUC's concern is that if the tax credits go away, so will these projects. Until that happens, Mr. Cannon said there must be procedures in place to deal with the projects.

Council Member Blackburn asked if it is possible to look at demonstration projects with solar panels or other forms of alternative energy. Mr. Cannon said that GUC is not currently doing so due to management of rate increases. There must be funding to pay for the demonstration projects.

Council Member Smith asked if GUC is converting its meters to digital meters. Mr. Cannon said that GUC completed 100% conversion about a year and a half ago and is now saving approximately \$550,000 per year in meter reading costs. He said GUC also has smart meters which allow remote cut-on and cut-off. Council Member Smith asked if people are charged if they are on the cut-off list, but pay before actually being cut-off. Mr. Cannon said that they would not be charged if they paid before the cut-off ticket was issued. But if customers have any questions, Mr. Cannon said they could contact customer service.

#### CITY OF GREENVILLE

City Manager Barbara Lipscomb presented the requested changes to the City of Greenville component of the Fiscal Year 2014 Budget. She said that the budget focuses on capital investments and infrastructure improvements, and it strategically shifts resources to



address the City's most urgent priorities. There is no change in the current property tax rate, and it will remain at \$0.52 per \$100.00 valuation. The budget does propose rate increases for sanitation and stormwater based upon approved plans and identified needs that Staff brought to the City Council recently. The original plan for the General Fund was approximately \$75,239,951 and the revised plan is \$82,197,270. This presented a 9% change and an approximate \$6,957,319 difference. The City is also using \$5.5 million of the appropriated fund balance and expects 1.42% more in revenues than originally projected. Property tax and sales tax continue to be the City's largest revenue sources totaling almost \$46 million. Public Safety is the largest expense item, totaling approximately \$36 million of the General Fund budget. City Manager Lipscomb cautioned that some of the revenue increases should not be relied on in future years. For example, the Greenville Utilities Commission (GUC) Transfer increased over \$1 million over previous projection due to timing of planned debt service and will vary each year. Also, City Manager Lipscomb said that property tax increased by approximately \$865,000 due to State changes in collection practices, and represents a one-time windfall. Additionally, she stated that the \$1.8 million that was previously in the Capital Reserve for a parking deck has been transferred to finance the construction of the parking deck project. City Manager Lipscomb said that the appropriated fund balance increased by approximately \$3.9 million from the proposed plan. She noted that about 64% of the increase can be attributed to the purchase of the BANA / ERP system which cost \$2.5 million. \$750,000 will be used for street improvements from the Powell Bill Fund. She said that the multi-facility improvement project increased by \$435,000, and is dedicated to the Hooker Road project. Also, over \$250,000 is allocated to fund an anticipated shortfall in the sanitation fund. City Manager Lipscomb stated that the total adjusted appropriated fund balance amount totals approximately \$5,526,420.

Council Member Blackburn asked about BANA being paid for by the appropriated fund balance, because the proposal was to pay for BANA with money from the parking deck fund. City Manager Lipscomb responded that staff is now proposing to pay for BANA in cash because the software has a shorter lifespan than a building. She said it is more prudent to finance the parking deck, which will be of use for many years to come.

City Manager Lipscomb continued with expenses, and stated that while no market or merit increases for personnel are proposed in the budget, the City is proposing to spend approximately \$1.8 million more on healthcare, retirement and unemployment insurance above current year spending. Financially, she said this is the equivalent of giving every City employee a 4.4% raise. She stated further that the City will be funding two of the seven proposed Fire-Rescue positions due to the timing of Station #7. In addition, she said that five additional City positions will be changed. The three-person stormwater crew will be added through the reassignment of Sanitation staff. The two part-time positions in Communications and Marketing will be combined into one full-time position. Also, the City needs an additional Master Mechanic for the bus fleet, which will be paid for by the transit system.



City Manager Lipscomb briefly reviewed each department within the City of Greenville, and discussed studies and projects to be conducted by these departments that will be funded. City Manager Lipscomb next gave an update of the fund balance after the completion of the departments' projects. She said that currently, the General Fund budget is \$78 million, excluding Powell Bill funding. By policy, the City must have 14% of the funds in fund balance. Although the fund balance is fluid from year to year, City Manager Lipscomb said that staff anticipates that the proposed budget would result in unassigned fund balance that meets the City's 14% policy.

City Manager Lipscomb next discussed the changes in other funds. She said that the major change in the Debt Service Fund is based on financing the parking deck and elimination of the debt service for BANA/ERP. The debt service fund is increasing less than \$40,000 from the approved plan. The estimated debt service for the \$4 million parking deck is \$276,460, and the estimated debt service eliminated for the BANA/ERP system, \$163,548, has been removed as it will be paid in cash. The transit fund decreased slightly, due to bus purchases made a year earlier, rather than in the next fiscal year. However, the fleet maintenance fund reflected a marginal increase due to the inclusion of funding for a master mechanic to service the City's bus fleet. For the sanitation fund, staff recommended a \$1.50 per month rate increase. The stormwater utility fund includes a proposed rate increase of \$0.50/ERU per month, which will provide approximately \$545,000 annually and help fund additional maintenance efforts and debt service. The health insurance fund is self-funded, and therefore the results will vary on an annual basis. Staff projects that this year, there will be a shortfall of about \$1.2 million due to a large number of claims, but the City's contribution to the health insurance fund is proposed to increase \$1.5 million in lieu of increasing salaries. City Manager Lipscomb said that the vehicle replacement and housing funds remain fairly unchanged.

Council Member Blackburn said that she was glad to see that the City is able to cover the increased cost in healthcare, but in addition, she said that the City should still increase pay for City employees. She asked if the proposed budget includes the loss of the pro shop position at Bradford Creek Country Club. Assistant City Manager Chris Padgett said that the detailed budget that will be presented to the City Council in June will reflect the vacated position, and the substitution of a part-time position.

Council Member Blackburn requested more detail about the withdrawal from the fund balance and the use of parking deck funds and how that is delineated. Specifically, she asked if the \$5 million withdrawal includes the parking deck funding. She said that she wanted to see more detail about where the money was coming from. Mr. Padgett said that the funding for the parking deck and BANA will essentially be flipped, so that BANA is paid for in cash and the parking deck is financed. He pointed out that the \$1.8 million will be withdrawn from the Capital Reserve and will flow into the fund balance. He also noted that amount is included in the \$5.5 million coming out of the fund balance.



Council Member Blackburn expressed her concern about taking such a large amount out of the fund balance. She said that Greenville has remained afloat during tough economic times, while many other cities have experienced financial distress. City Manager Lipscomb said that many cities run on fumes at all times, and have never had a fund balance of Greenville's caliber. The state only requires saving 8% of the fund balance, and Greenville has far exceeded that number by having a 14% policy. She stated that staff built the budget in this manner because it is important to invest in the community.

Council Member Mercer pointed out that the original plan was to build an office building and the parking deck. Since the office building project fell through, the City is left with an empty \$183,580 lot. He asked how staff planned to market the lot in order to generate revenue for the City. City Manager Lipscomb said that she was currently unsure of what would be done with the lot. She suggested that the City should discuss potential possibilities with individuals engaged in infill development. She also pointed out that, once the parking deck is built, construction on that lot could be problematic because either a portion of Evans Street would need to be closed, or the construction would be done at night. This, in turn, would increase the cost of a project on that lot.

Council Member Mercer pointed out that he has advocated for a better use of the Tar River, but said that he is not comfortable with such a large expenditure on the Tar River Study. He asked where the \$200,000 would actually be going. City Manager Lipscomb said that staff is preparing a scope of services for the consultant. She said the study is multi-faceted, and encompasses the environment, recreation and economic development. She added that staff will move carefully through this project.

Mayor Thomas said that the City has grown in population and need for services over the past decade. However, the City has focused too heavily on saving money, rather than investing in our roads, stormwater and sanitation concerns. He said that it is unacceptable that Greenville's roads are on a 75-year repair cycle. In addition, he said that the time has come to deal with Greenville's flooding issues. Mayor Thomas said that it is best to do prudent planning with small increases along the way rather than a large increase later due to lack of planning.

Mayor Pro-Tem Glover commended staff on attempting to move the City forward. She said that there comes a time to stop kicking the can down the road, pick it up and throw it away. She pointed out that during her time on the City Council, the City has used the fund balance to fund projects, so doing so in this budget is nothing new. She mentioned that staff and the City Council have done an excellent job at identifying the most critical needs of the City.

Council Member Blackburn said that she had reservations about beginning work on the parking deck before taking the time to develop the lot. She said that it would be nice to



have that lot developed, even if it were a shell project that someone else could complete later.

Council Member Mercer said he was concerned that the budget is balanced using several revenues and cost savings that cannot be counted on in future years. He said this will necessitate negative cost savings changes in the future. Council Member Mercer said that he is supportive of tackling challenges in the community; however, he does not want to spend down the safety net.

City Manager Lipscomb said this budget begins to address some of the community's long-term needs, such as investing in the community's infrastructure. She noted that each year is different, and there is no way to predict what will happen in the future. From an economic standpoint, she said that the City Council cannot continue to let Greenville's infrastructure deteriorate.

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**ADJOURNMENT**

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Council Member Joyner moved to adjourn the meeting, seconded by Council Member Blackburn. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 9:07 p.m.

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, AUGUST 8, 2013



A regular meeting of the Greenville City Council was held on Thursday, August 8, 2013 in the Council Chambers, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 7:00 p.m. Council Member Marion Blackburn gave the invocation, followed by the Pledge of Allegiance.

Those Present:

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

Those Absent:

None

Also Present:

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

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**APPROVAL OF THE AGENDA**

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City Manager Lipscomb recommended several changes to the agenda. She requested that the item on Resolution for Improving Economic Development Incentives for Genome ID Group, LLC be continued to Thursday, September 12, 2013. She also requested that the Amendment to the Neighborhood Advisory Board Ordinance be continued until September.

City Manager Lipscomb requested the addition of the Application to North Carolina Clean Water State Revolving Fund to the Town Creek Culvert Grant and Loan, and also the addition of Council Member Joyner's requested report on the parking plan to the City Manager's Report.

Upon motion by Council Member Joyner and second by Mayor Pro-Tem Glover, the agenda was approved with the recommended changes by unanimous vote.



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### SPECIAL RECOGNITIONS

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City Manager Lipscomb, joined by Mayor Thomas and Community Development Director Merrill Flood, read and presented a plaque to Wayne Harrison in honor of 13 years of service to the Community Development Department.

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### APPOINTMENTS

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#### Greenville Bicycle & Pedestrian Commission

Council Member Mercer made a motion to appoint Karen Mizelle to fill an unexpired term that will expire January 2014, in replacement of John Derek Swart, who had resigned. Council Member Joyner seconded the motion and it carried unanimously.

#### Historic Preservation Commission

Council Member Blackburn continued the appointment of Richard Weir's seat, who had resigned.

#### Human Relations Council

Mayor Pro-Tem Glover chose to continue the appointment of the East Carolina University seat.

#### Pitt-Greenville Convention & Visitors Authority

Mayor Pro-Tem Glover made a motion to appoint Hanna Magnusson to a first three-year term that will expire July 2016, in replacement of John Van Coutren, who was no longer eligible to serve, and to continue the appointment of Terry Shank's seat who had resigned. Council Member Joyner seconded the motion and it carried unanimously.

#### Planning & Zoning Commission

Mayor Pro-Tem Glover made a motion to appoint Terry King to the Alternate #2 position for a first three-year term that will expire May 31, 2016, in replacement of Arthur Maxwell, and to proceed with the order of elevation that will elevate Kevin Burton from the Alternate #1 seat to a regular member, and Christine Darden from the Alternate #2 seat to the Alternate #1 seat. Council Member Joyner seconded the motion and it carried unanimously.





Future Land Use Plan Map recommends Office/Institutional/Multi-family (OIMF) at the northeast corner of the intersection of Stantonsburg Road and Allen Road. Ms. Gooby stated that, in Staff's opinion, the request is in compliance with the Comprehensive Plan, the Future Land Use Plan Map and also the Medical District Plan.

Mayor Thomas declared the public hearing open at 7:19 p.m. and invited anyone wishing to speak in favor of the proposed rezoning to come forward.

Carl Darden – No Address Given

Mr. Darden, of Darden Commercial Realty, spoke on behalf of the Rose and McGowan families regarding the two parcels of 0.81 acres. He said the owners are requesting rezoning from MR to MO in compliance with the Comprehensive Plan and the Land Use Plan.

Hearing no one else who wished to comment in favor of the proposed rezoning, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 7:20 p.m.

Council Member Joyner moved to adopt the ordinance to rezone 0.81 acres located along the northern right-of-way of Stantonsburg Road and 500 +/- feet east of the intersection of Stantonsburg Road and Allen Road from Medical-Residential (MR) to Medical-Office (MO). Council Member Blackburn seconded the motion, which passed by unanimous vote.

**ORDINANCE REQUESTED BY PITT COUNTY MEMORIAL HOSPITAL, INCORPORATED TO REZONE 7.2 ACRES LOCATED AT THE NORTHWEST AND NORTHEAST CORNERS OF INTERSECTION OF STANTONSBURG ROAD AND MOYE BOULEVARD FROM MEDICAL-SUPPORT (MS) AND MEDICAL-HEAVY COMMERCIAL (MCH) TO MEDICAL-INSTITUTIONAL (MI) - (Ordinance No. 13-033)**

Planner Chantae Gooby stated Pitt County Memorial Hospital, Inc. has requested to rezone 7.2 acres located at the northwest corner of the intersection of Stantonsburg Road and Moyer Boulevard from Medical-Support (MS) and Medical-Heavy Commercial (MCH) to Medical-Institutional (MI). The subject area is located in Vision Area F.

According to Ms. Gooby, Stantonsburg Road is considered a gateway corridor. Gateway corridors serve as primary entranceways into the city and help define community character. These roads are designed to carry high volumes of traffic through and across the city. Moyer Boulevard is considered a connector corridor. Connector corridors are anticipated to contain a variety of higher intensity activities and uses. The subject property is part of the employment medical focus area for the hospital area, which includes a high concentration of jobs.



The Future Land Use Plan Map recommends Medical Core (MC) at the northwest and northeast corners of the intersection of Stantonsburg Road and Moye Boulevard, with a small area recommended as Conservation/Open Space (COS). The map is not meant to be dimensionally specific, and may not correspond precisely with conditions on the ground.

Ms. Gooby stated that Staff researched key requirements of the current and proposed zoning related to traffic generating capabilities. The current zoning (MS) allows for a maximum building height of 80 feet. The proposed zoning (MI) allows for a maximum building heights in excess of 80 feet. Staff anticipates a structure similar in height and size to the Heart Center, which would be allowed in the current zoning. Since the proposed building would be similar in size to the Heart Center, traffic generating capabilities could be expected to be the same as with current zoning, therefore, the proposed rezoning would not generate any additional traffic above and beyond the current zoning.

In 1972, the subject property was incorporated into the city's extraterritorial jurisdiction (ETJ) and zoned Residential-Agricultural (RA20). In 1973, the property was rezoned to Medical Arts (MA). In 1986, as part of the adoption of the Medical District Zoning, the properties were rezoned to MD-2 and MD-6, which were later renamed to MS and MCH respectively.

Ms. Gooby indicated there are no known historical designations on the site. There are no known environmental conditions/constraints except for a small area located at the northwest and northeast corners of the intersection of Stantonsburg Road and Moye Boulevard that indicates the presence of hydric soils.

Surrounding land uses and zoning are as follows:

- North: MS – East Carolina Heart Institute
- South: MS and MCH – ABC Moving and Storage
- East: MCH – Bank of America
- West: MS – Vidant Medical Center

Ms. Gooby stated under the current zoning (MS) and proposed zoning (MI), the site could yield the same square footage of medical office/hospital space. The rezoning will result in zoning lines following property lines that were impacted by the redesign of Moye Boulevard.

Ms. Gooby stated that, in Staff's opinion, the request is in compliance with Horizons: Greenville's Community Plan, the Future Land Use Plan Map, and the Medical District Land Use Plan Update (12/20/2007). "In compliance with the comprehensive plan" should be construed as meaning the requested zoning is (i) either specifically recommended in the text of the Horizons Plan (or addendum to the plan) or is predominantly or completely



surrounded by the same or compatible and desirable zoning and (ii) promotes the desired urban form. The requested district is considered desirable and in the public interest, and Staff recommends approval of the requested rezoning.

Ms. Gooby stated the Planning and Zoning Commission voted to recommend approval of the request at its June 18, 2013, meeting.

Mayor Thomas declared the public hearing open at 7:23 p.m. and invited anyone wishing to speak in favor of the proposed rezoning to come forward.

#### Will Hilliard – No Address Given

Mr. Hilliard, of the East Group, spoke on behalf of Vidant Medical Center. He stated that the intent of the rezoning is to create a uniform zoning for the entire property.

Hearing no one else who wished to comment in favor of the proposed rezoning, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 7:23 p.m.

Council Member Blackburn moved to approve the ordinance to rezone 7.2 acres at the intersection of Stantonsburg Road and Moye Boulevard. Council Member Joyner seconded the motion, which passed by unanimous vote.

#### **NAMING OF THE DREAM PARK SPRAYGROUND AS “SPLASHPOINT”**

Recreation and Parks Director Gary Fenton said that naming facilities and programs is an effective way to generate excitement about them. He stated that since the sprayground at the Dream Park has a firefighter theme, the proposed name is “Splashpoint”, as a take-off on the term “flashpoint.” At their meeting in July, the Recreation and Parks Commission voted unanimously to recommend this name for the sprayground to the City Council.

Mayor Pro-Tem Glover mentioned that, following the release of Council Member Mercer’s newsletter, she received several calls from citizens who were concerned that naming the sprayground “Splashpoint Park” would make it appear to be separate from the Dream Park. Mayor Pro-Tem Glover said that she would prefer to refrain from calling the sprayground a splash park, because the name “park” detracts from the meaning behind the Dream Park name. She did mention, however, that simply calling the sprayground “Splashpoint” or “Splashpoint at the Dream Park” would be appropriate.

Council Member Blackburn asked about future plans to acknowledge the historical significance of the firefighter training tower located in the park. Mr. Fenton said it may be feasible to invest in a plaque dedicated to the tower, possibly even before renovations take place.



Council Member Blackburn asked if the tower currently had historic preservation designation. Community Development Director Merrill Flood said the tower is not presently a locally designated landmark, but added that the City Council could initiate the process to achieve that designation.

Mayor Pro-Tem Glover pointed out that there has been discussion within the community about fundraising for renovations to the tower.

City Manager Lipscomb said she spoke with Interim Fire Chief Eric Griffin, who said there is some ability within the fire department to make improvements to the tower. She added that she asked Chief Griffin to collaborate with Mr. Fenton on what could be done.

Mayor Thomas declared the public hearing open at 7:34 p.m. and invited anyone wishing to speak in favor of the proposed naming to come forward. Also hearing no one, Mayor Thomas invited comment in opposition. Hearing no one, Mayor Thomas closed the public hearing at 7:34 p.m.

Mayor Pro-Tem Glover moved to hold a ceremony to dedicate the sprayground to the firefighters and to name it Splashpoint. Council Member Blackburn seconded the motion, which passed by unanimous vote.

**PUBLIC COMMENT PERIOD**

Mayor Thomas opened the Public Comment Period at 7:36 p.m. Hearing no one who wished to speak, Mayor Thomas closed the Public Comment Period at 7:36 p.m.

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**OTHER ITEMS OF BUSINESS**  
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**RESOLUTION APPROVING A LEASE AGREEMENT WITH THE MAGNOLIA ARTS CENTER, INC. FOR THE PERKINS COMPLEX BUILDING - (Resolution No. 047-13)**

Recreation and Parks Director Gary Fenton said that Staff had previously considered closing the Perkins Complex Building, also known as the Teen Center, due to significant operational costs, non-compliance with the Americans with Disabilities Act (ADA), and numerous infrastructural issues. Despite its condition, Mr. Fenton said that several non-profit organizations were interested in leasing the facility. Mr. Fenton said a Request for Proposal (RFP) process was published in March, which invited Internal Revenue Service (IRS) sanctioned nonprofits to submit a Statement of Interest for potential leasing of the building. Following two open meetings at the facility, five organizations submitted official proposals, which were reviewed by a committee made up of two staff members, a member



of the Recreation and Parks Commission, and a member of the City Council. Each submission was evaluated based upon the organization's charitable and beneficial work, financial stability, and the ability to make the necessary repairs and operate the facility. Upon review, the committee deemed the Magnolia Arts Center most suitable for the lease. Mr. Fenton said that negotiations with the Magnolia Arts Center resulted in a five-year lease proposal, with the option to renew for a second five-year term. During the second five years, either the City or the Magnolia Arts Center may terminate the lease with a one-year notice. Mr. Fenton stated that the Recreation and Parks Commission considered this lease at a Special Meeting on Wednesday, July 17, 2013, and voted unanimously to recommend adoption by the City Council.

Council Member Joyner asked if the Perkins Complex Building met code regulations. Mr. Fenton clarified that the facility did not meet ADA requirements, as is the case with many of the City's facilities. He stated that the lease calls for the Magnolia Arts Center to devise a plan within six months outlining improvements to be made, which must be completed within three years.

Council Member Joyner asked if the Magnolia Arts Center could to occupy the building concurrently with updating the facility to meet ADA requirements. Mr. Fenton said that was a possibility, but portable restrooms must be available during public events until the ADA requirements are met.

Council Member Joyner asked if the lease required annual inspections of the building. City Attorney Dave Holec stated that several leases in the City, including the lease agreement with Magnolia Arts Center, require an annual inspection. He added that the annual inspection requirement has begun to be included in more recent and renewed leases.

Council Member Mitchell asked if Magnolia Arts Center still intended to renovate the property in the uptown area beside Winslow's. Community Development Director Merrill Flood responded that Magnolia Arts Center has begun the process of raising funds for renovations, but has not yet acquired the capital to complete the renovations at this time. He stated that the organization simply needs a facility to use temporarily.

Council Member Blackburn moved to accept the resolution approving the lease agreement with Magnolia Arts Center, Inc. Council Member Joyner seconded the motion, which passed by unanimous vote.



**APPLICATION TO NORTH CAROLINA CLEAN WATER STATE REVOLVING FUND FOR A GRANT/LOAN TO AID IN THE CONSTRUCTION OF THE CITY OF GREENVILLE TOWN CREEK CULVERT AND BPM RETROFIT PROJECT - (Resolution No. 48-13)**

Public Works Director Kevin Mulligan requested approval of a Clean Water State Revolving Fund grant/loan application for the Town Creek Culvert Project. He acknowledged the application's August 31, 2013 deadline and stated that the application required a City Council resolution, but noted that the City Council would not meet again until after the deadline.

Mr. Mulligan said the application, which covers the entire project, consists of two components. The first is for a \$2 million principal forgiveness grant, which the City would not be required to pay back. The second portion is an \$8 million to \$10 million low-interest loan. He added that Staff would be refining those costs over the next few weeks.

City Manager Lipscomb stated that Staff is in the process of hiring a design consultant for the project. She added that the consultant brought this particular program to Staff's attention, and said it has a fast turnaround in the grant/loan program.

Mayor Thomas asked if the grant/loan was essentially an interest-free alternative to a bond, which would have an interest rate. Mr. Mulligan clarified that he could not guarantee that there would be no interest, but added that it was more likely that the loan would incur a low interest rate.

Council Member Joyner asked if the City Council would have another opportunity to approve the application once the terms are set. Mr. Mulligan said they would, and reassured the City Council that the terms were not yet set in stone.

Council Member Blackburn asked if a Best Management Practice (BMP) demonstration project would be part of the application, or if the application was solely for the Town Creek Culvert. Mr. Mulligan stated it was too soon to provide the City Council with a definitive answer, however he said Staff believed that a portion of the application would be a BMP. He mentioned that the State may grant a portion of the \$2 million with the stipulation that it go toward a BMP. Currently, Mr. Mulligan said that he recommended applying for the BMP separately from the \$2 million.

Council Member Blackburn suggested reclaiming the wetlands in the area where the Town Creek Culvert enters the Town Common. She mentioned that petroleum continues to be an issue in that area, causing an unpleasant sight and odor. She suggested that a Clean Water Trust Fund Project could improve the area. Mr. Mulligan said in addition to replacing the Town Creek Culvert, Staff would look into improvements for those areas as well.





Mr. Mulligan pointed out the dash lines, which represent two-hour parking. He said the red and yellow dots indicate where the signs will be constructed. Mr. Mulligan stated that Staff plans to complete the southern portion of the neighborhood during August and the northern portion during September. The new signs will prohibit parking Monday through Friday from 7:00 am to 5:00 p.m., except with a permit. Upon installation of the signs, Mr. Mulligan said that Code Enforcement would begin enforcing the new parking regulations. He said that Staff has a Communication Plan in place to inform the public about the new sign locations and parking regulations. The Communication Plan includes collaboration with ECU, mailing postcards to affected residents, notifying news media and maintaining the City website with detailed and updated information.

Council Member Joyner asked how individuals would know to which towing facility their cars have been taken, and suggested placing a telephone number on the signs which they could call to receive that information. Mr. Mulligan said individuals whose cars have been towed could reach out to the Public Works Department or the Greenville Police Department. He mentioned that the signs are permanent and the City's contracted towing company may change, therefore a city telephone number could be added to the signs.

Council Member Blackburn asked if the City would practice rotating towing, in order to provide local towing companies an equal opportunity to have a towing contract with the City. Mr. Mulligan said the process would be the same in the University District as it is citywide, and would therefore include rotating towing.

Council Member Blackburn asked if rotator towing would create confusion as to which company towed an individual's car. City Attorney Dave Holec said that City Staff would dispatch the towing company, and therefore would be aware of who towed vehicles in the area.

Council Member Blackburn asked what the process will be for issuing citations and towing vehicles. Mr. Mulligan said that Staff implemented the Communication Plan in an effort to make residents and citizens aware of the parking changes. He said that during August and September, the City will be issuing warnings, and citations will begin in October. He said that Code Enforcement would then determine the number of citations to issue per license plate before towing a vehicle.

Council Member Blackburn asked if residential parking permits would be reissued annually. She pointed out that this would be an inconvenience for residents of the area, many of whom are opposed to the Overlay. Mr. Mulligan responded that the parking permits will be reissued annually to residents. However, he said Staff's goal is to eventually utilize technology, such as electronic license plate readers, to store residents' license plate numbers in a database.



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**CITY MANAGER'S RECOMMENDATION TO CANCEL AUGUST 19, 2013 CITY COUNCIL MEETING**

City Manager Lipscomb made a recommendation to cancel the August 19, 2013 City Council meeting. Council Member Joyner made a motion to cancel the meeting, seconded by Council Member Mitchell, which passed by unanimous vote.

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**ADJOURNMENT**

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Council Member Blackburn moved to adjourn the meeting, seconded by Council Member Joyner. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 8:23 p.m.

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

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk

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



The Greenville City Council met in a regular meeting on the above date at 6:00 p.m. in the Council Chambers, third floor of City Hall, with Mayor Allen M. Thomas presiding. The meeting was called to order, followed by the invocation by Council Member Max R. Joyner, Jr. and the Pledge of Allegiance to the flag.

Those Present:

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

Those Absent:

None

Also Present:

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

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**APPROVAL OF THE AGENDA**

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City Manager Lipscomb informed the City Council of two changes to the agenda. She stated that the Chairpersons of the Firefighter's Relief Fund Committee and Public Transportation and Parking Commission have requested the rescheduling of their presentations.

Motion was made by Council Member Mercer and seconded by Council Member Blackburn to pull the proposal for ICMA (International City/County Management Association) to conduct a comprehensive analysis of the City's Fire/Rescue Department from the Consent Agenda and to place this item at the end of the agenda for discussion. Motion carried unanimously.

Motion was made by Council Member Mitchell and seconded by Council Blackburn to approve the agenda with the requested changes. Motion carried unanimously.

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**PUBLIC COMMENT PERIOD**

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Terri Williams, 300 Oxford Road

As a member of the Greenville Transportation and Activity Center (GTAC) Stakeholders Committee, Ms. Williams stated that many options were looked at regarding the needs of



the community for the next 15-20 years. As the Hub of the East, it makes sense to have a transportation center to help stimulate the growth of Greenville and position the City appropriately as public transportation becomes not only more attractive, but also in demand. She supports Option 3 for the GTAC because it allows for not only future expansion, but also the opportunity to support the Greenville police force with possible room for expansion and any other City office space, if needed, or the ability perhaps to lease the space for revenue. In addition, the City has a possible source of federal and state funding for 90 percent of the project presently versus trying for future funding 5-10 years down the road, which may not be available. Once all of the funding is in place, it would have appeared that the amount of local contribution with Option 3 would be \$178,000 or less above the current amount set aside of \$614,000. In comparison with the other options and what the City will be receiving for this investment, it seems to be a better choice. The GTAC's proximity to uptown, West Greenville, Nathaniel Village, the federal courthouse, and the new Taft-Ward project further increases the likelihood of future growth and usage of the Center. The Center represents the next step in the City's revitalization efforts, which have proven to be successful and beneficial to the community at-large. With the upcoming completion of the 10<sup>th</sup> Street Connector, this Center becomes a vital part of this area and a more complete forward thinking building will better represent the community in the overall streetscape.

#### Hugh D. Cox – 1809 Sulgrave Road

As a member of the Environmental Advisory Commission (EAC), Mr. Cox presented a resolution from EAC about the parking deck. Mr. Cox stated that EAC is recommending economic and sustainable infrastructure for the parking deck such as water related technologies and strategies to reduce water consumption; lighter colored-concrete or materials to reduce heat; an open structure design for safety, natural ventilation to avoid trapped heat, use of non-volatile organic compound adhesives, sealants, primers and paints where possible to preserve air quality and the health of patrons; the use of identification tags by frequent users to avoid idling or backup problems when people exit the parking deck; allocating some of the parking spaces for bicycles and higher efficiency vehicles; and conduit within the deck for the installation of electrical outlets that act as refueling stations for electric cars.

#### Chip Pennington, 100 Hickory Street

Mr. Pennington presented the Mayor and City Council with a plaque from the Coastal Plains Junior Amateur at Bradford Creek Public Golf Course thanking Greenville for its support, and he requested that this plaque be placed in Mayor Thomas' office.

#### Marsha Wyly – 111 Martinsborough Road

As Chairperson of the Public Transportation and Parking Commission, Ms. Wyly stated there was discussion with different people in the community about the GTAC location, and the facility is wanted near a railroad track. The GTAC Stakeholders Steering Committee could never get answers from the Amtrak people in Raleigh about whether and when Greenville would get a passenger train or designate a railroad track for one. Another discussion focused on the ideal location for a facility that needed a set of railroad tracks,



but without a response from Amtrak, it was necessary for the City to move on. Amtrak eventually made a decision and is using a shuttle service that is working well having approximately 15 people twice a day to ride that Amtrak shuttle to Wilson, North Carolina. Comparing the buildings for the GTAC that will be presented to the City Council this evening, there is a minimum building that has no police substation. Police presence will be very important for the City and Jarvis Memorial United Church and downtown. The intermediate building with 2,000 square feet is a small space, and it is not preferred by the bicycle patrol. The full program is with a full substation being a critical key component centered within the building. Character will be important, but a minimum building with two toilets and a ticket counter is not much. Asheville will be demolishing their facility and building a new one at their own expense. She supports the full building 100 percent, and the GTAC Stakeholders and Technical Committees and the Public Transportation and Parking Commission unanimously support that facility as well. City staff will be able to come back to the City Council with a design that fully uses a building for transit and public safety. That impact will allow the City Council to take full advantage of the cost benefits.

#### Harry Stubbs – 1725 Forest Hill Drive

Mr. Stubbs stated that the GTAC Stakeholders and Technical Committees and Public Transportation and Parking Commission recommend that the City Council approve Option 3 because there are basic costs that have to be incurred for this public space, regardless of what is put on it. With the police presence there and other possible uses, that second floor is worthwhile. Another reason that the Committees and Commission feel this is a time to do this project is that the federal government, specifically the Department of Transportation (DOT), could very soon lose both funding and interest in continuing these public transportation projects. Congress is presently grouping DOT money together and it is not being earmarked. The City has the GTAC, Greenways and everything else coming up against the very powerful highway infrastructure and guess who is going to win that. Greenville is demographically the tenth largest city in the State. Adding a building of this stature to downtown creates a positive statement to both current and future transit riders. The full program facility having two full stories will be an attractive addition to the Dickinson Avenue cityscape, and it could impress potential investors in this area that the City is making a commitment and influence their need to get in on this before all of the available space is gone. There are very few available spaces in downtown Greenville this close to City Hall and the main government administrative area. He encourages the City Council to approve Option 3 for the GTAC.

#### Margaret Gemperline – 405 Carnouastic Drive

As the Brook Valley West Homeowners Association Liaison to the Neighborhood Advisory Board (NAB), Ms. Gemperline read her August 2013 letter to the Editor of The Daily Reflector:

“COPY”

In September, the Greenville City Council will be considering an amendment to the Neighborhood Advisory Board. Three draft amendments will be presented. Two of the draft



amendments will change the board in two major ways. First, they would allow more than one association to represent the same neighborhood. Second, they will prevent homeowners' associations from participation on the board. (A homeowners' association typically restricts membership to property owners by restrictive covenant.)

This would eliminate about 25 percent of neighborhoods that are currently represented on the board by homeowners' associations.

As a liaison to the board from one of those homeowners' associations, I am very concerned about our neighborhood being eliminated, and I am asking the City Council to either leave the board as it now stands or to choose the third draft amendment. Either of these choices will maintain representation of a neighborhood by only one association, and there are sound reasons for this, and either will continue to allow participation by homeowners' associations.

I understand that the goal of the City Council is to ensure that renters have representation. To that end, the Neighborhood Advisory Board already has a renter on its board and has additional representation from neighborhood associations composed of majority renters. This has happened in an "organic" manner, without any artificial contrivance, and I believe it shows that the board is working in a manner faithful to its mission.

The third draft amendment, however, would ensure renters have representation on the Neighborhood Advisory Board without eliminating neighborhoods that are already active. Perhaps this is the best of both worlds that the City Council is seeking.

**MARGARET M. GEMPERLINE**  
*Greenville*

"COPY"

Ann Maxwell – 1506 East Fifth Street

Ms. Maxwell stated that NAB has been inclusive and has worked to incorporate everybody in the City into their group, and NAB has been doing that without any direction. Taking information that the City Council and City staff shared with them, NAB met a number of times to hammer out Option 3 and their statement, which include what the Board was asked to do and the reasons. NAB changed the ordinance language so that it no longer says neighborhood associations because they did not want to exclude homeowners' associations and people in our City that are valuable to come to the table. Our group is about people coming together and working in an advisory capacity so they do not want to leave out anybody. NAB wants the City Council's support of Option 3 because NAB believes in neighborhoods and doing things in a very inclusive manner.

Kimberly Carney – 1404 Graves Street

As Vice-Chairperson of NAB, Ms. Carney thanked the City Council for giving them the opportunity to partner with the City in creating this new ordinance for NAB and



inclusiveness. She hopes that the City Council will think about Option 3. NAB held quite a few meetings in regards to creating it and making sure that it falls in line with NAB's mission and vision.

#### Barney Kane – 1706 Canterbury Road

Mr. Kane stated that when the City of Greenville decided to adopt a comprehensive zoning plan, he was very concerned about the three unrelated rule and its definition of family. Andy Harris, a former Community Development Director, stated that everybody knows what a family is and nobody on the City Council intends to adopt a three unrelated rule that really embraces nonfamily use of these neighborhoods. The City is only accommodating some legal requirements because family cannot be defined as man, wife, and two children so it must be made broader. It is only a legal requirement forever. TRUNA (Tar River-University Neighborhood Association) will commit forever to have single families in single family neighborhoods. Comparing two university neighborhoods, at 2606 Van Dyke Avenue in Raleigh, North Carolina, there is a 0.14 acre lot with a 1,495 square ft. house built in 1945 on it, which has nothing but asbestos siding. That house sold in May 2013 for \$285,000 and it is located five blocks away from a university. Next door to it, there is a house consisting of 1,400 square feet on a 0.14 acre lot for sale at \$328,000. A block away is a house with paint scraped off of it at 2506 Mayview Road on a 0.22 acre lot at 2,446 square feet and there is no margin besides the house on that lot. The tax value is \$495,000. The streets in front of these houses are crowded, traffic is slowed by the fact that there is on-street parking so narrow that only one car can go through the street when cars are parked on both sides of the street. In his neighborhood one block from East Carolina University, a very desirable neighborhood, there is a 1,500 square foot home in foreclosure on a .21 acre lot with a tax value of \$117,000 and the asking price is \$97,000. The differences in these houses in part are that they have landlord registration in Raleigh, there is strict enforcement and they know what a family is. A realistic definition of a single family home would revitalize and encourage stable neighborhoods for the rest of us.

#### Emily Kaufman

Ms. Kaufman made comments in support of the City's proposed local preference policy and thanked the City staff for putting together a draft that will be discussed by the City Council this evening. She stated that there has been a lot of discussion about economic development in our community and she feels that everything that has been talked about including the parking deck and the GTAC will be supported, but if the City does not support its local businesses, there is really nothing in the City to bring people to our community. Ms. Kaufman asked the City Council to consider adopting the proposed local preference policy.

#### Ashley Brevor

Ms. Brevor stated that given recent findings brought to light by The Daily Reflector and The Greenville Guardian, she feels that the City needs to reevaluate its ethics policy.



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## CONSENT AGENDA

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

- Minutes from the February 14, April 8, and April 15, 2013, City Council meetings
- Continuation of Resolution Authorizing Funding for Economic Development Project
- Contract award for the 2013 Pavement Preservation Seal Project
- Grant contract with the North Carolina Department of Environment and Natural Resources to purchase recycling roll-out carts
- Report on contracts awarded
- Purchase of target system by the Police Department for use in firearms training
- Resolution Amending the Thresholds for the Formal and Informal Bidding Process in Order to Conform to the North Carolina Statutory Monetary Amounts for these Thresholds (Resolution No. 049-13)
- Resolution Exempting Projects from the Statutory Procurement Process Established by Article 3D of Chapter 143 of the North Carolina General Statutes when the estimated Professional Fee is less than Fifty Thousand Dollars (Resolution No. 050-13)
- Amendment to the authorized position allocations within the Planning Division of the Community Development Department
- Resolution approving an interlocal agreement with the Pitt-Greenville Convention and Visitors Authority (Resolution No. 051-13; Contract No. 2060)
- Resolution expressing support for the City of Greenville's participation in the *Let's Move! Cities, Towns and Counties* initiative (Resolution No. 052-13)
- Ordinances amending Greenville Utilities Commission's capital project budget ordinances for the Wastewater Treatment Plant Ultraviolet Disinfection Equipment Replacement Project and the Westside Pump Station and Force Main Project (Ordinance Nos. 13-034 and 13-035)
- Budget ordinance amendment #2 to the 2013-2014 City of Greenville Budget Ordinance #13-026 (Ordinance No. 13-036)



Council Member Blackburn asked if there is a different type of disinfection with less chloramine or chlorine that Greenville Utilities Commission (GUC) will be using for the Wastewater Treatment Plant project or is it something that they already have in place.

City Manager Lipscomb responded that GUC is moving away from using some chlorine to using the ultraviolet process.

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

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**NEW BUSINESS**

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PRESENTATIONS BY BOARDS AND COMMISSIONS

Firefighter's Relief Fund Committee and Public Transportation and Parking Commission  
Both presentations were withdrawn from the agenda due to requests for rescheduling.

Recreation and Parks Commission

Chairperson Darin White gave the goal of the Recreation and Parks Department (Department) and a comprehensive report on the progress made and challenges faced by the Recreation and Parks Commission (Commission) during the past year. He stated that the goal of the Recreation and Parks Department is to have a positive impact on Greenville's health, economy, environment and image. With the requirement of an immense staff effort, Greenville hosting the 65<sup>th</sup> North Carolina Recreation and Parks Association Annual Conference was a great success with close to 400 participants, 90 exhibitors and a significant economic impact on the community. Although achieving agency accreditation is an important goal, it has been difficult for staff to keep this effort active due to other priorities. There are 160 accredited parks and recreational departments in the United States with seven of them being in North Carolina including Asheville, Durham, Greensboro, Salisbury, Cary, Charlotte and Kernersville. New Bern, Jacksonville and Morrisville have applied and Greenville hopes to apply in 2014 and then have two years to meet the standards. The Commission would like to thank the City Council for supporting the operation of the Bradford Creek Public Golf Course and the new operational plan being initiated. While the weather was a problem for the golf course during the past year, staff and the Commission focused on the impact of other issues such as marketing and customer service. A candidate has been selected for the part-time business manager who should start work within a few weeks. At its September 11, 2013 meeting, the Commission will be reviewing an agreement for instituting a First Tee program at the golf course. Instituting a new operational plan will allow for continued efforts to bring quality public golf to the City of Greenville including youth and family members that otherwise might not have the opportunity to enjoy the game of golf.



Summer 2013 marked the 40th season of Sunday in the Park, and a Mayor's proclamation recognized Stuart Aronson's 40<sup>th</sup> and final season as the Events Manager who planned and managed over 300 concerts. As of August 1, 2013, the Drew Steele Center has been opened and operating for a full year. The community's response to the massive renovation of Elm Street Gym has been tremendous. The total tennis activity from August 1, 2012 – July 30, 2013 was 22,408 people participating and that does not include attendance from 61 private renters during that period.

One of the highlights of the summer was the dedication of the Dream Park, which is now the home of the City's first sprayground. The response to great improvements of the Dream Park has been extremely positive and since opening, visitors to the sprayground have totaled 9,144.

A series of new and well received programs have been instituted at River Park North and at other locations throughout the City. Improvements have been made at the Thomas Foreman Park and the Eppes Recreation Center for several years and a few others need to be addressed. A similar extreme makeover will be at the South Greenville Recreation Center in the future. The celebration of the 2011 completion of the Stallings Stadium Project was delayed until it could be given the planning that it deserved and that happened at the beginning of the season of 2013. Later in the summer, the Greenville Little League and the City were again privileged to host the Tournament of State Champions at the Elm Street Park. In addition to baseball, other youth sports continue to flourish. More than 1,000 kids played soccer in both fall and spring seasons and the Department's swim team, The Yellow Fins, which started with only 15 swimmers four years ago, had over 100 participants this year.

A variety of summer camps were offered this year and only a few sessions did not reach full capacity. The Guaranteed Savings Energy Performance contract helped solve a monumental problem at the Aquatics & Fitness Center that was shared with the City Council last year. The Center is still failing, but the humidifier was finally replaced. The Department continues to support and sponsor various events around Greenville such as the Splash and Dash Triathlon, Doggie Pool Party, Greenville Community Black History Quiz, Special Olympics, Spring Games, National Night Out and numerous swim meets and athletic tournaments with significant economic impact on the Greenville community.

Grants and outside support were received this past year including a second \$2,500 grant from the Carolina Panthers for a football youth league with young adults with disabilities, \$6,100 of donations in support of Sunday in the Park, and several donations of media support. In addition, the Cal Ripken Senior Foundation provided a grant again for the Exceptional Community Baseball League and the Jackie Robinson Basketball League. Several Jackie Robinson Basketball League participants again earned the right to attend the Cal Ripken Baseball Camp in Aberdeen, Maryland. As of September 1, the old parking complex building once known as the Teen Center can now be known as the home of the Magnolia Arts Center. This is truly a win-win for the community and since the services that the Center provides are clearly recreational, their presence in the park is appropriate. The



Department has taken the lead in the *Let's Move – Cities and Counties* program, a comprehensive initiative launched by First Lady Michele Obama and dedicated to solving the challenges of long term childhood obesity. The program focuses on five goals that ultimately enable and encourage a more active and nutritional lifestyle for the City and County kids. Mr. White thanked the City Council, City Manager, Assistant City Manager, Recreation and Parks Department Director and other City departments, East Carolina University, the Chamber of Commerce, Convention and Visitors Bureau and all the sponsors and partners, donors and volunteers for their support.

#### APPROVAL OF SCOPE AND FEE FOR UPTOWN PARKING DECK DESIGN SERVICES

Economic Development Manager Carl Rees stated that on August 5, 2013, the City Council selected Walker Parking Consultants (Walker Parking) to serve as prime designer for the Uptown Parking Deck Project with a local group of subdesigners including Rivers & Associates, The East Group, and Robert Griffin Architecture. Staff has worked with Walker Parking to develop a scope and fee for their services including site analysis and conceptual design. A public forum was held today at Sheppard Memorial Library and in attendance were 40 Greenville citizens including business and property owners in the Uptown District and general citizens who have an interest in the parking deck. The design team was able to give their presentations and ideas and to hear from citizens about how they would like the parking deck to look, work and operate. An advisory group was formed that includes representation from the City staff, Uptown Greenville, Inc. and members of different City boards and commissions (Historic Preservation Commission, Environmental Advisory Commission, Public Transportation and Parking Commission, and the Redevelopment Commission). All of them are feeding into the design process for this parking deck. Once the design is developed, construction documents will be completed, which will be bid by the construction manager at risk, Barnhill Contracting Company and as the building will take place, the design team will help the construction administration. A fee of \$270,000 has been developed for these services and other expenses associated with construction of the parking deck may be reimbursed such as printing, travel, etc. up to an additional \$8,000. Economic Development Manager Rees summarized the uptown deck schedule and stated that the start of construction is March 2014.

Council Member Blackburn thanked the Environmental Advisory Commission (EAC) for their resolution, which required a lot of footwork, supporting some sustainable building elements and construction approaches. She stated that, hopefully, Walker Parking will incorporate the EAC's resolution and her idea about the solar panels into its design.

Motion was made by Council Member Mitchell and seconded by Council Member Joyner to authorize the City Manager to enter into a design services contract with Walker Parking Consultants/Engineers, Inc. in an amount not to exceed \$272,000. Motion carried unanimously.



## FACILITY TYPE ALTERNATIVES FOR THE GREENVILLE TRANSPORTATION AND ACTIVITY CENTER

City Manager Lipscomb stated that Assistant City Manager Chris Padgett along with the consultant will introduce the facility type alternatives for the Greenville Transportation and Activity Center (GTAC). Today, she was asked by several people about staff's recommendation about this Center. The process for this study is for staff to facilitate the various citizens committees as far as their deliberations and developing the options. From staff's perspective, any of the options presented to the City Council this evening are much better than the bus shelters with no facilities that are located at the current transfer point on Reade Street.

Assistant City Manager Padgett briefly reminded the City Council of what the GTAC is and why it is needed, stating that the GTAC will serve as a transfer facility where local and regional transportation services will connect. The Greenville Area Transit System (GREAT), Pitt Area Transit System (PATS), East Carolina University (ECU) Transit, and potentially Greyhound, will all utilize the facility for connections along with taxi service, the new Amtrak Bus Connector, bicyclists, and pedestrians. The new facility is intended to replace the current transfer point located on Reade Street between Third and Fourth Streets. The current transfer point has only two shelters with benches. It lacks restroom facilities or any other rider amenities, and is generally considered inadequate. The GTAC will provide a modern transfer facility with seating, restrooms, vending, and other amenities that will meet the needs of both current transit and future transit riders and others that will utilize the Center such as taxi riders, bicyclists, pedestrians, and various shuttle riders. In December 2012, the City Council was provided with two alternative sites that were recommended by the two steering committees that were set up to lead the site selection process. The City Council ultimately selected Site 5, which is the property located at the corner of Pitt Street and Bonners Lane. At that time, the City Council asked that staff develop and return with alternatives for facility size and programming to include estimated costs. Since then, City staff has worked with the consultant to develop several facility designs (size, operational options, and associated costs). To determine off-site improvement costs, bus routing was developed to and from the site. Assistant City Manager Padgett commended the Public Works Department, particularly the Transit and Engineering Divisions, for the fine job that was done working through a tedious process to be able to finalize the cost estimates the City Council will receive this evening.

Ken Mayer of Moser, Mayer, Phoenix & Associates (MMP) reviewed the design alternatives and recommendations of both the project's Steering Committees and the City's Public Transportation and Parking Commission. Mr. Mayer stated that the following are the various tasks that are involved with the feasibility and the site selection study that MMP has been working with for the last year and a half, and he noted that the checked items are completed.

- ✓ Establish community's project objectives
- ✓ Collect data and assess needs



- ✓ Confirm project requirements
- ✓ Identify potential sites
- ✓ Recommend “locally preferred site”
- ✓ Obtain stakeholder and public input
- ✓ Obtain staff and stakeholder recommendations for:
  - final site plan*
  - conceptual architectural design ideas*
  - project budget*
- Obtain City Council approval of the above
- Complete environmental/CE work

On August 20, 2013, both Steering Committees gave strong support for the Full Program facility option as heard during the Public Comment Period of this meeting. In December 2012, MMP was asked to look at three different models. One was basically the Asheville, North Carolina model or the Minimal Program facility, consisting of a shelter and limited amenities such as restrooms. The Concord, North Carolina model or the Intermediate Program facility is where the facility has an indoor waiting area, drivers’ support facilities, other amenities, and a covered canopy area. The Full Program facility, which is the Spartanburg, South Carolina model, has additional support facilities inside and a second floor for future expansion, which the City of Spartanburg has since used for City offices. City staff and other people have visited the Spartanburg site and feel it is a good reference point for the Full Program idea.

Mr. Mayer described the individual components for each of the three models, stating that the Minimal Program facility has two restrooms and an enclosed ticketing area for the ticket provider, but not any enclosed waiting area for passengers and users of the facility. The Intermediate Program facility is a roughly 2,000 square foot one-story building and adds a few amenities consisting of a small indoor waiting area, indoor public restrooms, a ticketing area, limited drivers’ facilities, a small police presence area, and back of house kinds of spaces. This is conceived as a one-story facility. The Full Program facility is what both the Committees recommended with a large waiting area, larger restrooms, space for the future for possibly Greyhound, transit support, or an additional waiting area, a much larger police presence area including the potential for some bicycle storage, and additional support facilities for GREAT and its drivers. One of the advantages of the Full Program facility is the provision for a second floor. The groups feel that a community meeting room will be a good amenity to have in this facility. Also, there is future shell space that could be used for other City functions as growth needs occurred over time. This space is approximately 10,000-11,000 square feet in a two-story facility. The groups discussed the possibility of something in between the Intermediate and Full Programs, but in the end they recommended that the Full Program was preferred for both short and long terms. In working with City staff, MMP was asked to look at containing the actual components of the transit facility within the existing street grid. The site shown in December 2012 was slightly larger. All three of these sites have the same level and number of bus slips in the two rolls of canopy spaces. There are six bus slips per canopy with a total of 12 to accommodate the various functions.



The architecture of the building was important to both of the GTAC steering groups. In November 2012, MMP worked closely with them to develop a series of images and ideas of what they feel what the facility should look and feel like as it is developed for the City. Mr. Mayer provided a photo of the original conceptual design that was completed and presented to the City Council in December 2012, and stated as MMP looked at the three program options, MMP wanted to stay within the character of the architecture that the various committees feel are important.

Mr. Mayer provided individual project budgets for the three program levels, and stated that a range cost for the GTAC is from \$5.5 million (for the Minimal Program) to \$7.9 (for the Full Program). Regardless of the scope and size of the building program, the land acquisition and development costs essentially remain the same, and the offsite construction improvements have to be done regardless of the size and scope of the building program that the City Council might adopt. Some things do not vary much, if at all, depending upon the program size and it is really in the category of pure building construction that those differences are seen. MMP tried to anticipate as many of the elements as they could. City staff developed costs for data, audio visual, security, and those kinds of elements and they are incorporated in the project budgets. MMP feels that these are comprehensive budgets for each of the three program scopes.

MMP provided the City Committees with options and recommendations as directed by the City Council in December 2012. The next steps are for MMP to complete the categorical exclusion environmental work and Assistant City Manager Padgett has initiated those discussions with Federal Transit Administration (FTA) and those will take several months to complete. Once that is completed and the City has those approvals, the City Council will move forward with the land acquisition and so forth. If MMP moves forward from tonight, probably the best case scenario that puts the City in this facility is in July of 2016.

Assistant City Manager Padgett provided information regarding funding of the project, stating that the City is moving forward with the assumption that FTA's cost share formula will be consistent for this project. That formula involves 80 percent federal dollars, 10 percent state dollars and a 10 percent local contribution. Currently, the City has received two earmarks or grants totaling \$2.8 million. Regardless of which of the options are chosen, there will be a point in time that the City will have to go back to FTA and request the rest of the funding for the project. The City does not have enough in the current grant to cover any of these options. The good news is that any of these options are substantially less expensive than the program that had been previously presented to the City Council for the other location. The estimated cost of that facility was \$11 million in 2008, which would be about \$12.4 million when inflation is added. So, any of the alternatives provided by MMP are substantially less expensive than the previous site. That being because it was a larger site and a lot more land acquisition costs (\$3 million) alone.

In the following table, Local Funds Needed is simply a calculation of 10 percent of the estimated total project cost.



## Project Funding

	MINIMAL	INTERMEDIATE	FULL
<b>Estimated Capital Costs</b>	\$5.5 M	\$5.9M	\$7.9M
Local Funds Needed	\$550K	\$590K	\$790K
Local Funds Budgeted Less Needed	+\$65,000	+\$25,000	-\$175,000
<b>Estimated Annual Operational Costs</b>	\$158K	\$167K	\$199K
Local Portion	\$71K	\$74K	\$84K

The Minimal Program facility would require a local contribution of about \$550,000; the Intermediate Program facility would require \$590,000; and \$790,000 would be required for the Full Program facility. Regarding Local Funds Budgeted Less Needed in the table, previous City Councils have set aside money into a Capital account for this project and there is just under \$615,000 currently available in that account. The City could do about a \$6.1 million project with the funds already allocated. If the City Council looks at it from that perspective, the Minimal approach could be done with \$65,000 to spare; the Intermediate Program facility with \$25,000 to spare; and the Full Program would require an additional \$175,000 of Capital investment. Those funds would presumably be budgeted and come out of the General Fund. The Estimated Annual Operational Costs is a range from \$158,000 to \$199,000 and includes staffing, security, custodial services, maintenance supplies, and utilities. Most of those operational costs are funded through a cost share where it would be a 50 percent local contribution and 50 percent nonlocal with maintenance being the exception. FTA wants to make sure that the City is doing a good job with maintenance and the City is not coming back later to fix something that should have been preventive maintenance. They will fund 80 percent of that. Staff did budget funding in these estimates for contract security services at the site during the hours when the facility is opened. He feels that staff has given the City Council realistic estimations of the project funding costs.

Upon being asked for staff to talk about the local portion for the estimated annual operating costs versus the total cost so there is some sustainability for a period of time for this project, Assistant City Manager Padgett responded that there will absolutely be ongoing operational costs. The City Council was given both the detailed Capital budget and thorough, ongoing annual operational costs for each of the Programs. The assumption made in the operational costs for each of the Programs was that the facility would be opened during the hours of the City's current transit system which is about 71 hours a week (12 ½ hours a day on Monday thru Friday and at 8 ½ hours a day on Saturday). Assumptions were made for what the hourly rate would be for some of the contract services such as the custodial hours and how those add up. Any new City facility will have operational costs associated with it. One of the things discussed and actually included in



the detailed budgets is trying to make this facility as energy efficient as possible. The City is able to do so by leveraging the nonlocal dollars and the benefit of that would be yielded locally for years to come. So, there will be a line in there for Leadership in Energy and Environmental Design (LEED) certification in all of those options.

Upon being asked where is the City with the commitment of Greyhound and other potential tenants' usage of the facility, Assistant City Manager Padgett responded the only real tenant that is in limbo at this point is, in his opinion, would be Greyhound. Staff has had communications with Greyhound on different occasions and Greyhound is aware that the City is looking to move forward with the facility. Mr. Mayer had some communications with them much earlier in the process in which Greyhound talked about their potential space needs. As of today, Greyhound has not made any commitment or given a formal response to use the facility and the City is getting to a point where a final decision is needed from them. The layouts of the facilities are certainly not final and are more or less space allocations for various types of facilities. There will be a thorough engineering design process that will follow that will flesh out exactly what would go where and how they would be used in the facility.

Upon being asked about a revenue stream anticipation potentially from Greyhound, Mr. Mayer responded that Greyhound's business model has changed quite a bit by the competition from Megabus and the \$10 bus rides to Washington and so forth. Where there was a small revenue tenant, currently, there is even less. The benefit is that the City would get everybody in one place and they do not require much space.

Upon being asked about why a fourth option was discussed, Mr. Mayer responded that the question was raised during some of the discussions about the gap between the 2,000 square feet option and the 10,000 square feet option. The option between the Intermediate and Full Programs could be a one-story facility essentially containing what has been presented. Both Committees felt strongly that given future growth and the potential for other City needs and the desire to have something other than transit on this site, that one of the things to try to achieve is other mixed uses. Whether those would be different kinds of City office space or other uses, the Committees felt that was an advantage and that is why their recommendation is the Full Program facility.

Upon being asked if some of the additional space could be used for retail uses, i.e. a store with Greenville local items, Mr. Mayer responded that certainly the additional space could be used for retail, and it would be on the second floor and customers would have to find their way to that. The additional space is suitable for a variety of uses.

Assistant City Manager Padgett noted that the Full Program has less than 3,000 square feet of area that is designated for some form of future use. Retail was discussed, but working with the Committees, it was recognized that retail would be on the second floor and when there is retail, it drives up the parking requirements quite a bit. The Committees began to move away from retail and expressed that an office use would be more practical in this location. If FTA approved the City to do this, the building would be built and that would be



left as unfinished shell space because there is not any particular use currently in mind. Once the City identified what it would be, the City or whoever would have to up fit the space and then, as part of the City's agreement with FTA, rent, based upon fair market value, would have to be paid on that space, and that would be the City or some other entity paying that rent. FTA would determine whether some portion of that money could go back to the City for transit purposes. That is probably the most complicated piece of the overall funding formula for this facility.

Upon being asked if the Federal subsidy for operation is indefinite, Assistant City Manager Padgett responded that the FTA can change that anytime that they choose.

Upon being asked if the City has a contingency plan in place, if FTA does decide to change the Federal subsidy for operation, Assistant City Manager Padgett responded no, and that the City would have to reexamine it. If FTA changed its funding, the City would have a full transit system that the cost share would have changed and the City would have to look at how it would continue offering those services.

Upon being asked if the Full Program is selected, how will the City cover the additional \$175,000 one-time Capital cost, Assistant City Manager Padgett responded that those dollars would be needed after this fiscal year and would be addressed in the next bi-annual budgeting process.

Upon being asked if the City's growth were to necessitate expansion, could the City add a second story, Mr. Mayer responded that technically the City can do anything. He has rarely, if ever, seen anybody come back and add a second floor on a building because it is very disruptive and expensive. The City's best approach would be to add horizontally, and the City may plan for it, spend the extra money for footage and so forth.

Upon being asked what happens if the City does not receive any more money, Assistant City Manager Padgett responded that is always a possibility. The City would have to go back to FTA and request the additional dollars, and by the time the City does that, the City would be fully and far along in the process. The City has \$2.8 million appropriated from FTA, and at that point the City would have property designated for a Center, but not the full funds to construct it.

Upon being asked if the State recently changed its funding mechanism for transportation facilities, Assistant City Manager Padgett responded that the State has changed funding mechanism for all transportation projects.

Upon being asked what was the State's funding mechanism for transportation projects previously and what it is currently, Assistant City Manager Padgett responded that rather than having specific pools of money for certain modes of transportation, the State has put everything into one pot of funds and these different needs compete against one another. Upon being asked if this change in the State's funding mechanism will affect the State's contribution to the City for this project, Assistant City Manager Padgett responded that



even before the State changed its funding mechanisms, the City would have to go back to them for the additional dollars under the old way or new one. The difference would be the process.

Upon being asked if there will be two-lane or four-lane roads surrounding this property and road improvements, Assistant City Manager Padgett responded primarily there will be two-lane roads. Bonners Lane is a fairly narrow street and would be widened. There would be improvements made to South Pitt Street, Clark Street, where the intersection is located from Pitt Street connecting over to Reade Circle, and down Reade Circle pass the Fire/Rescue Building. The widening within existing rights-of-way, resurfacing of roads, addition of sidewalks, and curbing, gutter, and drainage improvements would be done. A total of approximately \$1 million of off-street improvements would be made including design costs.

Upon being asked why was the name of the facility changed from the Greenville Intermodal Transportation Center to the Greenville Transportation and Activity Center, Assistant City Manager Padgett responded that shortly after their selection, the members of the two Steering Committees discussed the need for something that not only describes a transportation component, but what, at the time, was desired to be a multi-use facility.

Upon being asked about the rail plan for this project, Assistant City Manager Padgett responded that the rail is not that far from the site, and it is accessible on the other side of the Imperial Tobacco Company property.

Upon being asked is ECU on aboard with the project and will ECU and PATS be participating in funding any of the annual cost, Assistant City Manager Padgett responded that the connections that ECU Transit currently does at Reade Street will be done at the GTAC. ECU will not be contributing to the funding of the annual cost, and there is no cost share from PATs. PATS would continue to use the Reade Street site which is pulling over and having their passengers to make a connection from the City's transit system to theirs and theirs to the City's transit system.

Upon being asked which one of MMP's projects are most successful, Mr. Mayer responded that he feels that Greensboro's facility is the most successful, and the Concord and Spartanburg facilities have been very successful.

Upon being asked what types of roads surround Greensboro's facility, Mr. Mayer responded that the facility is at a downtown location, two-lane streets surround the facility, and offsite improvements were made.

Upon being asked if the police use of the facility has been explored, Assistant City Manager Padgett stated that the Intermediate Program model's police presence area is approximately 200 square feet and the Full Program does allow for a greater presence. The Police Department is centered on using its biking patrols and the possibility of having the



Central District policing coming out of the GTAC because it is a different mode of policing than using police vehicles.

Upon being asked where will the money come from for this project, do all three Programs fit in the City budget, and what Program will fit in the City's budget, City Manager Lipscomb responded that the money for the first two options is budgeted from a Capital investment. The additional funding in the amount of \$175,000 for the Full Program facility would probably come out of surplus funds. The annual operational costs would be a range of \$71,000-\$84,000, and staff would find those funds from the General Fund annually.

Upon being asked about the number of transit riders in 2012 including the hospital, City, County etc., Assistant City Manager Padgett responded that in 2012, there was close to 3.5 million transit riders and over a half million of them were provided service by the GREAT system. The largest provider in the area is ECU Transit, which provided service to a total of 2.5 million passengers in 2012.

Upon being asked what type of City staffing would be used and what would be the minimum City staffing for the Minimal Program and Intermediate Program facilities, Assistant City Manager Padgett responded that for the most part, the staffing remains consistent and the hours devoted to certain activities changes based on the type of facility. There would be a part-time customer service representative manning the counter at the facility mainly doing ticketing and customer inquiry types of activities. Staff has had some internal conversations about whether ticketing could be automated and staff will continue to investigate that as they work on refining this facility. Two of the biggest issues for consideration are contract maintenance and security. During every hour that the building is open, there would be a contract security guard on the premises. Contract services will be used as well for custodians. According to municipalities having these facilities, regular maintenance of the restrooms is required. Restrooms must be monitored from the security perspective as well as cleaning them and the contract service would clean the restrooms twice daily.

Upon being asked what type of impact will this project have on the City's future budgets, City Manager Lipscomb responded that the City Council and staff have not done any forecast for future budgets at this point and the City will be starting that process after January 2014. The City Council will be hearing in the next few weeks about the Health Fund. In October 2013, the City Council will be hearing about where the City finished out this year, the auditor's report will be coming in, and over the next few weeks, the City Council will receive a much clearer picture of where the City is with the budget.

Upon being asked about staff's recommendation, City Manager Lipscomb responded that the City has Federal earmarks, and she is unaware whether the City can build any of these options cheaper than what has been presented this evening. Staff has explained that the uncertainty is a long term issue of operational funds, which is the same uncertainty that the City Council has for anything done in the City. Money has been set aside for the capital, and if the City moves forward with the Minimal Program facility or the Intermediate Program



facility, the City will actually have surplus funds. If the City moves forward with the two-story facility option, the City would have to come up with \$175,000. Some of the Council Members have expressed concerns about the costs, and it is her understanding that there are some immediate options that would reduce some of the capital costs.

Mr. Mayer stated that the City can certainly adjust the building size to fit any number of scenarios. The question becomes if the City moves forward with the Full Program facility, the estimate given is very comprehensive in coverage and there are contingencies built-in. If the City chooses to scale it back, MMP would have to determine in what method the City would do that. The building square footage is the big variable here.

City Manager Lipscomb stated that the facility is being built for the present transit system and some amount of growth, and she asked if MMP can opine about how much growth would be in the new transit system as far as the number of buses and so forth.

Mr. Mayer responded that there are two bus slips that could be dedicated to GREAT's use and that is built into the new transit system to add to the current need. In system growth, the first thing that happens is the frequency increases. For example, instead of a bus coming every hour, it would come every 30 minutes. That is the first stage of growth and, of course, the frequency increase would easily accommodate that.

City Manager Lipscomb stated that the City is presently doing a study to look at frequency, and she asked based on MMP's experience, is this project sized for the next 10 or 20 years.

Mr. Mayer responded it is difficult to predict, but based on their conversations with GREAT's staff, having a total of 12 bays and having two additional ones that could swing over for GREAT's use over a period of the next 10 years coupled with the frequency increase would accommodate the system for quite some time.

City Manager Lipscomb asked if the City starts looking at increases in frequency is that going to impact the amount of local monies that the City would have to pay for either additional buses or additional costs for frequency.

Mr. Mayer responded that increases in frequency should not impact the facility.

Assistant City Manager Padgett stated that the short range plan is to look at different approaches of possibly increasing frequency, and having the routes become more compact is one way to do it to still meet the needs with the same resources. There are certainly other ways that demand additional resources, and that is why those ways will be reviewed carefully.

City Manager Lipscomb stated that she feels that the City has a program that is sized for the future. She could not opine now on what uses the City would have on the second floor of the GTAC and the City Council may have some. The City can build the shell and at some point build it out or this City Council may choose to build the Full Program facility.



Upon being asked how many people are serving on the GTAC Steering Committees, Assistant City Manager Padgett responded that there are 40 people serving on the GTAC Stakeholders Steering Committee and 30 on the GTAC Technical Steering Committee. All of them did not attend the meetings, but that was the original roster size.

Mr. Mayer stated that this has been probably the most engaged and well attended group of stakeholders meetings that he has ever been involved with in all of these projects that he has done.

Motion was made by Council Member Blackburn and seconded by Council Member Mercer to adopt the third option, which is the Full Program facility, as presented.

Council Member Mercer stated that the third option is needed to give the City the opportunity to grow into the future, and he is also supporting this option because of fiscal reasons. Greenville will outgrow the Minimal Program and Intermediate Program facilities, and a future expansion would be considered using taxpayers' dollars and not federal dollars, which are presently available and committed to the City. That is a fiscal point that is absolutely essential to take into consideration. Any capital project or anything that is done in the City, i.e. parks, a police station or substation has to be funded in the future so this Center is no different. The 40-person GTAC Stakeholders Committee, 30-person GTAC Technical Committee and the City's Public Transportation and Parking Committee are supportive of this project and have recommended the Full Program facility. GTAC is not a new project or a new budget item that is suddenly being brought before this City Council. This is something that has been thoroughly studied and has been presented before previous City Councils. The late Mayor Nancy Jenkins suggested years ago that the City start planning for this project in order for Greenville to be like other cities and not get behind. Under Mayor Don Parrott's term, the City obtained the federal money that will help to do this project. Those who have come forward are reputable people who have spoken in support of the third option. This is a wonderful opportunity for this City Council to be forward thinking and to do something for the Center City that has the potential to really stimulate growth in that area.

Council Member Joyner stated that he cannot support a \$7.9 million project when there are several unanswered questions. Staff will know better down the road whether the project fits the City's future budgets. There is already money set aside for the Minimal Program and Intermediate Program facilities, and the City could receive money for its matching share before one of those facilities are built out in three years. The Full Program facility is over budget by \$175,000, which the City will pay and that amount increases the annual local portion. It is unknown whether Greyhound will be using the facility, and there is no guarantee that the City will receive any more grant money. Also, the City still has to purchase the property, the soil has to be tested, etc.

Upon being asked if anyone from the Jarvis Memorial United Methodist Church (Jarvis) attended the stakeholders meetings, Assistant City Manager Padgett stated that all groups from the Sheppard Memorial Library, Jarvis, GoScience and Nathaniel Village were added



and all groups attended the last Stakeholders meeting with the exception of Nathaniel Village. The representative from Jarvis indicated a general concern with increased bus traffic in the vicinity of the church is the primary concern specifically mentioning the Jarvis pick up and drop off occurring in the mornings and afternoons for their daycare. He offered to meet with the representative along with the Police Department staff to discuss options and to address specific issues, and he expects Jarvis to contact him for that purpose.

Council Member Blackburn stated that a lot has been said about the budget, but the City's allocating \$4 million for roads has not been mentioned. If the City can get some individual cars off the roads, then there will not be so many road building needs in the future. The cost of GTAC is estimated at \$84,000 annually with the operational costs as the City's local share and that can, perhaps, set the City on a path to having more alternative transportation. There are places where you can live without a car, and she is not saying that Greenville can be one of those places, although it already is for many people. People can still have the choice of having an individual car, but it would certainly be nice if there were more options. Those people without cars will have a nice place to wait that will be covered and temperature controlled and where they will feel safe. This Center will make alternative uses possible such as zipcars, bikes, hybrid buses and transportation models of the future and these are things that the City is preparing for. Cars are going to continue to increase as Greenville grows, and this is an excellent step in the direction with helping with traffic problems and all the people who are trying to ride bikes and walk places. There are so many cars on the road that it is really dangerous and difficult and this is going to help that. The City is looking at a paradigm shift when talking about money. Many people have individual cars and do not talk about the cost of fuel, oil change, maintenance and insurance because these are accepted. The Full Program facility model will allow for better alternatives and more alternatives eliminating those personal car expenses that people have presently. Hopefully, this location will be far enough away from Jarvis so that they will not have fears about increased bus traffic and the children who play there. She fully supports this as a project for the City's future, a future where maybe everybody does not have their own individual car, if they do not want to have it.

Council Member Mitchell stated that he is still contemplating his decision tonight because there are some factors that weigh in on that, mainly, when talking about the future. Of course, we would like to believe that the City is certainly building this \$7-\$8 million facility for a purpose. A plan is in place that foretells ridership increasing, the City's bus system is going to operate after 6:00 p.m., Greyhound is going to be at the GTAC, GREAT will possibly merge with ECU Transit, a rail system will be available at GTAC, and there is going to be a true need for spending money on this facility, but there are still several unknowns. He would have loved for staff to come before the City Council with an agreement finalized with Greyhound. There is a chance that the City will build this bus station with its same ridership and bus system that stops at 6:00 p.m. and who knows how long before that changes. But on the other hand, there is the fact that the federal government has given the City the money, and there is not that much extra expense to the City. We are trying to improve our City through economic development. He does not feel that a bus station is



economic development per se as far as bringing any added value to downtown, but having a brand new aesthetically pleasing building downtown does help toward that fact. Also, by the fact that a lot of it is not the City's money, why not go for it. He understands where staff is coming from, but he is not hearing staff say that the City cannot do it and that helps him to make a decision in that way. He is not hearing any true concerns from staff about the project.

Mayor Pro-Tem Glover stated that she has served longer than any other Member of the present City Council since an intermodal transportation center has been discussed. She recalls lobbying Congressmen G. K. Butterfield and Walter B. Jones and others for a center, and Congressman Butterfield came through with the funding through earmarks. Also, the City of Greenville was using services provided by the Ferguson Group at that time. Former Council Member Mildred Council was really the drum major for an intermodal transportation facility. Mrs. Council and she worked in healthcare and observed how buses travelled from different counties to the hospital, which is now the Vidant Medical Center (Vidant), to pick up and drop off patients. Some patients were transported from Greenville to Duke University Medical Center or Duke University Hospital using other means of transportation. Regardless of how they arrived or departed from the hospital, a more local site was needed for them after their visits with doctors rather than their waiting daily for long periods of time at the hospital or clinic until their bus or driver arrived to take them to their destinations. That was a great need during that time and the situation probably still exists today for those who receive services by doctors in Greenville. As the City's medical area continues to grow, perhaps transportation can be provided to and from Vidant to the GTAC giving transit riders a comfortable and centralized place to wait for their choice of transportation. The City lobbied back and forth in Washington, DC for the funding for this need and the reasons for this facility were talked about before her time on the City Council. This transportation facility is like a baby that the City has tried to birth and now it is time to birth the baby. She supports the third option and the City paying the \$790,000 should not be a reason for the City not to start the process and do the Full Program facility.

Mayor Thomas stated that on Reade Circle, people are picked up and dropped off by different buses at a piece of pavement, and he is unsure how that compares and matches up with Greenville's peer communities. He is unsure of what ECU's future plans might be for that area and whether that footprint area will even be available in the time going forward, but the City needs to do something of structure. These have been the most exhaustive study processes that anyone could probably imagine for a city. He applauds past Mayors and City Councils for getting the City to this point. There is never going to be a perfect answer and next month there will be some other issue, but the City is at this point and will move forward with this process by entrusting in their appointees' feedback.

Council Member Mercer stated that it is very encouraging that no one in attendance at these meetings had any objections about the GTAC with the exception of its location. There may be some citizens' concerns, but they certainly did not arise to the level of them coming to the meeting with objections. Staff received good rigorous questions about the budget because the City needs to be fiscally prudent.



Council Member Joyner stated that the City Council is not voting on whether the City should do or not do the project, but the vote is if the City is going to do the Minimal Program or the Intermediate Program, which are in the City's budget, or the Full Program, which is \$790,000 and the commitment of \$84,000 annually. The second floor of the Full Program will be unfinished, and Greyhound may or may not use the 500 square feet of the first floor of a building.

Council Member Blackburn stated that there will be storage for bikes after riding from the campus to the GTAC, the use of buses to and from the mall, trips via train or bus to and from Greenville to other places, the use of shuttles and zipcars, and many other possibilities. She is imagining the second floor of the GTAC being used for a mural painted by local school children and other non-expensive ideas. There are details that have not been worked out yet, but what is clear is Greenville is growing and alternatives will be needed to the individual car and the GTAC sets Greenville on a good path.

Mayor Pro-Tem Glover stated that more than \$4 million is needed for street improvements. A study of the roads indicates that the City is 75 years behind and needs to move forward with road repairs, which have been prioritized. Allocating \$4 million for street improvements was a good financial decision for our City. She travelled down Albermarle Road today and the potholes are terrible, and certainly, citizens should be able to drive their vehicles safely on a few good streets because they pay taxes. Mayor Pro-Tem Glover commended the GTAC Committees and the City's Commission for their participation, and stated that there are still concerns about the GTAC and she appreciates the citizens' input.

There being no further discussion, the motion to adopt the third option, which is the Full Program facility, as presented passed with a 5:1 vote. Mayor Pro-Tem Glover and Council Members Mercer, Smith, Blackburn and Mitchell voted in favor of the motion and Council Member Joyner voted in opposition.

#### RESOLUTION ADOPTING THE CITY OF GREENVILLE LOCAL PREFERENCE POLICY

City Attorney David Holec stated the following during his presentation:

At its June 13, 2013 meeting, the City Council unanimously approved a motion directing staff to prepare a Local Preference Policy for its consideration. The City Council directed that the policy should be the strongest local preference policy that would be legally defensible and that is what staff has brought back for the City Council's consideration.

The purpose of this policy is to ensure the best overall value in the procurement of goods and services while supporting the City's economic development by supporting local businesses. There are legal limitations on a local preference policy due to requirements by state statutes and federal law on bidding. State statutes require that the City go through a process for certain contracts of certain amounts and to award the contract to the lowest responsible, responsive bidder. Because of this, the City is required to award to the lowest bidder and cannot do a preference. In addition, for contracts of a certain amount and of a



certain type, the City is also required to go through a qualifications based selection process to determine the best qualified and then negotiate with the best qualified. If the City cannot reach an agreement, then the City goes to the next best qualified.

The proposed policy directs and delineates which contracts are subject to the policy as dictated by law as follows:

- 1) Contracts for the purchase of apparatus, supplies, and equipment costing less than \$30,000;
- 2) Contracts for construction or repair costing less than \$30,000;
- 3) Contracts for architectural, engineering, surveying, construction management at risk services, design-build services, and public-private partnership construction services costing less than \$50,000; and
- 4) Contracts for services (other than contracts for architectural, engineering, surveying, construction management at risk services, design build services, and public-private partnership construction services).

City Attorney Holec stated that one of the issues in a local preference policy is to define what is local. In the proposed policy, local is defined as the geographic area of the corporate limits of the City of Greenville. Because the City Council's responsibility is to promote the economic development of the City of Greenville, this was thought to be the most appropriate definition of local and staff gave the City Council the most direct achievement of that purpose. Other definitions were considered in developing the policy including (a) Pitt County, (b) Pitt County and all of the counties which share a border with Pitt County (Edgecombe, Martin, Beaufort, Craven, Lenoir, Greene, and Wilson), and (c) an eastern region (area bounded by I-95, Virginia-North Carolina border, Atlantic Ocean, and NC 50). Because of what the purpose of the policy is for the economic development of the City of Greenville, staff feels it is most appropriate to have that as the geographic area, which would be considered as local.

For a local business to be eligible for a preference, the policy establishes what criteria must be met. An important component is the local business must have paid and be current on any applicable City of Greenville privilege license fees and property taxes. Additionally, provisions are included to ensure that the local business has a substantial presence in the City.

When a bid involves a price being submitted, in order to have a substantial presence to qualify for a preference, the business must either:

(a) Have an office or store from which all or a portion of its business is directed or managed and which is located within the corporate limits of the City of Greenville, consisting of at least 500 square feet of floor area within a building on property having a non-residential zoning classification; or

(b) Have an office or store located within the corporate limits of the City of



Greenville and have at least three (3) employees whose work assignments are directed from said office or store.

When there is a bid that does not involve price, in order to have a substantial presence to qualify for a preference, the bidder must have either:

(a) or (b) above or

(c) an arrangement with one or more firms or companies that qualify as an Eligible Local Bidder pursuant to (a) or (b) above to subcontract with said firms or companies to perform at least twenty five percent (25%) of the dollar value of the work to be performed pursuant to the service contract, if the bidder is awarded the contract.

An example of (c) is the downtown parking deck where the City has the contractor teaming with local firms in order to also get the local impact.

Alternatives were considered in determining that a business is local. One alternative is for the business to have an office or store located within the geographic area. Another alternative is that the business has their principal place from which the trade or business of the bidder is directed or managed to be located in the geographic area. One issue with that is verification as to whether that is the principal place that the bidder is having the business conducted, and the other issue is that eliminates the "branch" office possibility. For example, a firm has its main office located somewhere else and opens a "branch" office in Greenville. So, Greenville is not the principal place in which the trade or business is being operated. Another alternative is to require a short period of time prior of to the announcement seeking the bids that the business maintained a physical place of business in the geographic area. Another alternative is to require that at least one employee working in the geographic area for which the bidder has paid payroll taxes. So, they do also have the additional employee requirement.

When the City qualifies for a preference and when bids involving price are submitted, the local business has the ability to match the bid of the lowest responsible, responsive bidder who is nonlocal if the local business' bid is within 5 percent or \$10,000, whichever is less, of the lowest bid. The City is giving the opportunity for them to match the lowest responsible, responsive bid if that person is nonlocal, and by doing that the City is ensuring that the City is not expending any additional funds. The City is paying the same amount that it would have if the City went with the lowest responsible, responsive bidder, but the City is also giving the opportunity for the local business to get that business. It is important that, when allowing a preference, the City stays within the dollar range of 5 percent or \$10,000, whichever is less, because that has been determined to be legally acceptable for having the local preference.

If there are several local bidders that are within 5 percent of the lowest bid, the City would go within those that are the lowest. First, give them the opportunity and if they do not choose to elect to go match it, then the City would do that with the next lowest within the 5



percent. If no one accepts that, the City would return to the lowest responsible, responsive bidder which is nonlocal. The key to that is the City is keeping it within a small amount so that 1) the City will continue to have nonlocal bidders bidding on the City's business because they realize that there is opportunity for them and 2) the City also continues to ensure that the local bidders are competitive with their bids because they want to ensure that they are within the range that they can potentially match.

Council Member Joyner stated he does not understand why the small dollar amounts of \$30,000 and \$50,000 are in the proposed policy, if a person is trying to start a business and operate out of his/her house. He is interested in trying to get money back into the pockets of the citizens of Greenville, and he is tired of sending the City's tax dollars to Raleigh, Charlotte, and elsewhere. This policy is economic development, and it provides jobs locally, and keeps our money locally. If staff is talking about a \$5 million project he would understand requiring an office size and employee number, but he does not understand requiring an office size and employee number for the size of the projects that staff is presently describing.

City Attorney Holec explained that when promoting the local businesses and economic development, the City is trying to promote, as a spinoff of that, an increase in the City's tax base and employment and that is what these two components are going after. If someone has an office or store location that is in a nonresidential area, then she/he is having some impact on increased tax base for the City. By having this, it also has a measure to ensure that the City does have a more legitimate business that is involved, and that the City does not have a business doing something superficial in order to attempt to get the preference. That is another component.

Upon being asked whether staff has already included the process criteria for a business and an illegitimate business would not meet staff's scrutiny, City Attorney Holec responded that although, as a result, home office occupations are legitimate businesses, the proposal is designed to promote increasing the tax base and increasing employment. When such a substantial presence is not included in the criteria, the possibility of someone who wants to attempt to get the preference, without actually establishing themselves as a business, has an increased likelihood.

Upon being asked if there is any way to craft the local preference policy that would not allow, for example, someone from New York City putting up a shingle in an apartment locally and qualifying for a local contract, and would allow City local entrepreneurs (long time residents), who might not meet the criteria, to benefit from this policy, City Attorney Holec responded that one way to do that is there might be a duration of time that their office is required to be in the City.

Upon being asked about what Raleigh is doing with the businesses that do have offices and why the City cannot do that, City Attorney Holec responded that in the early 1980s, Raleigh adopted some policies about sending out proposals to firms in a three-County area including the Raleigh area and that is what their policy states. Also, Raleigh's recent



requests for qualifications ask where the local office is. There is no requirement that persons have offices in the City of Raleigh or that the City of Raleigh only accepts and awards contracts to them.

Upon being asked if staff found any cases of any cities using a higher rate than 5 percent, City Attorney Holec responded that is what has been acceptable. All of the materials that he has read and bills relating to local preferences that he has seen introduced have the 5 percent. Anything beyond that would likely be overturned.

Upon being asked about having only 5 percent and eliminating the \$10,000, City Attorney Holec responded that would be more of a possibility, but all of the literature and the bills have all had that same language.

Upon being asked about examples of contracts that do not have a dollar limit, City Attorney Holec responded that contracts for services without a dollar limit involve contracts other than contracts for architectural, engineering, surveying construction management at risk services, design-build services and public-private partnership construction services.

Upon being asked if the City's branding study is as an example of a contract for service without a dollar limit, City Attorney Holec responded that is an example and would be something that the City would not have a dollar limit on.

Upon being asked about using insurance as an example, City Attorney Holec responded that insurance would be another service qualifying under this category.

City Attorney Holec continued his presentation, stating that when the City is not considering price proposals, the preference is on a point basis. The preference would be that a local business receives 5 percent of the points to be awarded to a bidder in an evaluation of the qualifications of bidders. A local bidder would get 5 percent of the points to be awarded and then would be evaluated on the balance of the criteria, and those who are not local would get zero of those 5 points and then would be evaluated on the balance of the proposal.

Upon being asked about Durham's local act, City Attorney Holec responded that Durham County received a local bill to have a different program.

Upon being asked if the City could apply for that program, City Attorney Holec responded that the City would have to seek a local bill by getting authority from the General Assembly.

Upon being asked if this policy is as tough as it could be made, City Attorney Holec responded that the proposed policy complies with the charge of the City Council to provide the strongest policy which the City could have which is legally defensible.

Upon being asked whether in the proposed policy where it states that "...does not allow local preferences and the provisions of the Local Preference Policy shall not apply when



bids or proposals are not sought due to an emergency situation or when either the Purchasing Manager or Department Head determines that not seeking bids or proposals is in the best interest of the City of Greenville.” could be replaced with “in special cases which require expertise not available locally” or “only special cases which require expertise not available locally or timely”, City Attorney Holec responded that the suggested language will further limit the City staff on purchasing in some instances, particularly with specialized professional services. The City Council would want to be able to give the Purchasing persons some flexibility. Often, the City takes advantage of purchasing through cooperative purchasing plans where bids are given as a group and the City is able take advantage of it and sometimes the City is able to use local vendors in connection with those.

City Attorney Holec continued his presentation, stating that this policy will be effective for requests for bids or proposals issued on or after December 1, 2013. This date was chosen because the City Council might give directions for some type of changes to come back to the City Council for consideration. Once the policy is adopted, there needs to be some time for staff to take the necessary steps for the implementation of the policy that is developing the forms, revising the Purchasing Manual, and educating staff and vendors. This proposed policy allows all businesses, whether local or nonlocal, to submit a bid or proposal and to be awarded a contract. The policy provides a preference for the local businesses in order to provide support for the local businesses. City Attorney Holec recognized Assistant City Manager Chris Padgett, Director of Financial Services Bernita Demery, Purchasing Manager Angeline Brinkley and himself as the City staff who worked on the proposed policy. Staff also received critical review and comments from City Manager Barbara Lipscomb and Public Works Director Kevin Mulligan.

Upon being asked if someone outside of the City of Raleigh’s region obtained their bids, would the City of Raleigh accept them, City Attorney Holec responded that the City of Raleigh is required to accept that person’s bids.

Council Member Mitchell requested that the same requirement be added to the City’s Local Preference Policy.

City Attorney Holec responded that the City actually does that when the City solicits certain types of services within a local area. If somebody requested a copy of a request for bids, of course, it is a public record and the City would honor their request. If they submit a bid, it is required that the City accepts and considers the bid. Also, bids are posted at the City’s website.

Council Member Mitchell stated that home businesses are a concern, and perhaps, the City could do the duration of six months only if the business as a whole has three or less employees, the business can qualify for a home based business and be a resident at least six months in Greenville. Council Member Mitchell requested that staff address protecting home based businesses in the policy that will come back to the City Council for consideration.



City Attorney Holec stated that it is acceptable to have a home based business, and he asked is there a minimum employee number on that because some may not have any employees. These are alternatives as far as complying and meeting the significant presence. Either the business has an office or a store located in a nonresidential area with at least 500 square feet regardless of the number of employees is one qualification. The second qualification is the business has an office or store located in Greenville and it does not have to be in a nonresidential area so that would only apply to having a store because of zoning issues, but the business must have at least three employees.

Council Member Mitchell stated that his concern is about some of those larger contracts that are not covered by the proposal, i.e. the City's branding study, and as a bidder, a large firm will have an empty office space in Greenville and that validates the intent. In his opinion, the proposal should include an office and employee presence with another clause that protects home based businesses.

Council Member Joyner requested that staff include having a privilege license for at least six months or a year before a business can bid as a requirement in the proposal.

City Attorney Holec stated that the City has to allow them to bid, but before they qualify for the preference, the City could have a minimum of six months to show that the business is not transitory.

Council Member Blackburn stated that she is hearing some sentiment in favor of not advertising bids beyond our municipality.

City Attorney Holec responded that there was a statement about who the City distributes requests to, but he feels that the City is in compliance by publishing requests at the City's website. If there is a legal advertisement required, the City would publish it locally. The City develops a list as to who the requests are distributed to, and there was some discussion about having distribution within the corporate limits.

Council Member Blackburn stated that she would not want the City to try to circumvent getting the best qualified business by saying that the City is no longer soliciting from businesses outside of Greenville. As a governing body, she feels that the City Council cannot do that.

City Attorney Holec stated that the City Council can direct who staff actually mails requests for proposals to. When the City posts things on the website, people are aware of what is being done. He feels that the City wants to promote having people bid so that the City can get qualified services because the City is confident that it has good service providers in the City that can compete.

Council Member Mercer suggested that it might help if staff received input from small business people in trying to formulate the proposed policy.



City Attorney Holec stated that he has met with a citizen who spoke in favor of the policy at the City Council's June 2013 meeting, the meeting when the City Council directed that this proposal be prepared. He explained information and provided him material, and the end result of that was the individual understood what the City's limitations are and what staff is recommending. He would be glad to go back and speak to the individual and others about this draft that was prepared for the City Council's consideration.

Council Member Joyner stated that he is supportive of City money being spent locally with the service providers living in their homes rather than outside of Greenville. Council Member Joyner recommended that staff address the concerns about the office and home office types of situation and the contracts for service less than \$50,000 should be advertised locally in order to get a competitive bid.

Motion was made by Council Member Joyner for staff to revise the policy, based on the City Council's discussion, for further consideration.

City Manager Lipscomb stated that the City has a lot of different targeted audiences. The City might advertise to try to get business from the Minority and/or Women-owned Business Enterprise, other minority businesses, etc. and advertise in different kinds of publications which may or may not be local. This policy is going to be somewhat driven by the honor system, and the City is not staffed enough to go out to homes to investigate who is doing anything in a business. A home office business is different than a business with an office.

City Attorney Holec stated that if he understands the general direction to be to tighten up the exceptions and to address the home based business types of situation as well.

Council Member Mercer stated that he will second the motion because he feels that the City Council wants the broad buy-in as they can get from the business community. One way to try to get that in terms of the small business would be to consult with the Chamber of Commerce and let them help staff to get some people that might give staff input so that is as broad-based as possible.

Council Member Mitchell requested an amendment to the motion to discuss the revised local preference policy at their meeting on September 30, 2013.

Council Member Mercer requested an amendment to discuss the revised local preference policy at the City Council's next regular meeting on October 7, 2013.

Council Member Mitchell withdrew his amendment for the City Council to discuss the revised local preference policy at its meeting on September 30, 2013 since the next regular meeting is scheduled for October 7, 2013 and September 30, 2013 is a joint GUC/City Council meeting.

Council Member Joyner accepted Council Member Mercer's suggested amendment.



On the motion for staff to revise the policy, based on the City Council's discussion, for further consideration at the October 7, 2013 City Council meeting, the City Council voted unanimously to approve.

#### AMENDMENT TO THE NEIGHBORHOOD ADVISORY BOARD ORDINANCE

City Attorney David Holec stated the following during his presentation:

At its April 8, 2013 meeting, the City Council directed that an amendment for the City Council's consideration be prepared which would (1) add an additional requirement for a neighborhood association to participate as Liaison Members and Board Members of the Neighborhood Advisory Board (NAB) that NAB is required to be inclusive and (2) delete the limitation that there be only one neighborhood association per neighborhood. The City Council also directed that this amendment is to be reviewed by NAB and NAB would have the opportunity to make a recommendation to the City Council. Two optional amendments were prepared for the City Council's consideration.

Option 1 provides that residents (including residents who are property owners and residents who are renters) are to be allowed to be full and equal members of NAB commencing immediately when the resident start to reside in the neighborhood. This proposed amendment to the current ordinance would be to add the inclusivity and membership requirement to the definition of neighborhood association. Option 1 would (1) allow all residents living in the neighborhood, including residents who are property owners and residents who are renters, to participate in the neighborhood association as full and equal members commencing immediately when the residents start to reside in the neighborhood and (2) not allow any different standards for property owners and renters in eligibility requirements, voting rights, dues levels, or any other matter relating to membership. Option 1 recognizes that there are certain differences that made sense as far as membership and therefore, allow provisions that would (1) limit membership to persons who are 18 years or older, (2) limit the right of members to vote to one person or another number of persons for each dwelling unit, and/or require the payment of dues, fees and other charges by all members and then provide that the required payment is not to exceed \$50 annually. Also, this proposed amendment deletes the current language in the Neighborhood Advisory Board ordinance that states there is only one neighborhood association for each neighborhood so that a neighborhood could potentially have more.

Option 2 expanded Option 1's inclusiveness of residents who are property owners and residents who are renters to include the potential for property owners who are not residents. In Option 2, a neighborhood association is defined as an organized group of residents and property owners which is inclusive in its membership. Option 2 allows all property owners owning property in the neighborhood and all residents to have membership rights as soon as they receive ownership and as soon as they become residents. The Option 2 proposed amendment parallels the language in Option 1's relating to not having different standards. Although as far as limiting who has the ability to vote, it does provide that a resident would have a preference over a property owner, if it was



limited to one person per dwelling unit that has the ability to vote. Also, the Option 2 proposed amendment has eliminated the one provision that states that there is only one neighborhood association for each neighborhood.

With those two options presented, at the request of the City Council, NAB had the opportunity to provide comments about this amendment to the ordinance. NAB indicated that they would like to have the opportunity to provide some further input and maybe provide to the City Council a proposal of what NAB considers would reach the goals of the City Council as far as there being inclusivity. At its May 6, 2013 City Council meeting, the City Council approved NAB's request and because a Council Member was unable to participate at its August 5, 2013 meeting, the City Council continued this item to a September meeting. NAB took the charge seriously and had some spirited discussion and the City Council can be assured that the City has a group that has passion for what they are doing.

NAB developed Option 3, and it was a unanimous recommendation of NAB. NAB presented a letter of support which expresses their rationale and a statement that all of the members signed. NAB's recommendation to the City Council is that the inclusiveness would be achieved by adding a board member position (regular and alternate) on the Neighborhood Advisory Board. That board member would be required to be a renter who rents his/her residence within the corporate limits of the City. Inclusivity would be achieved by having the representation on NAB. Also, NAB addressed including a recommendation that neighborhood associations have positions on their association board for subgroups within the neighborhood such as churches, non-profits, businesses, renters, retirement homes, tenant associations, and other subgroups. This is a recommendation to the neighborhood associations and not a requirement. Also, Option 3 specifically states that "For the purpose of this article, a neighborhood association may be a neighborhood association, a homeowners association, or a combination of these."

There are other sections of the City Code which are required to be amended in order to achieve that and those are such things as how the additional NAB member would be elected and what the term of office would be. The election would in the same general process as the other board members are elected. Also, NAB recommended that the City Council not eliminate the restriction of there shall be only one neighborhood association per neighborhood. NAB feels that it was important to continue with that restriction. The Board believes it has consistently reflected the diverse nature of the City and NAB does not want to have any changes which would exclude any homeowners or neighborhoods from the neighborhood associations. NAB notes having 25 percent of their membership being homeowners association representatives. NAB feels that it is important to have only one association in each geographic area because to do otherwise was considered as being divisive.

Upon being asked what percentage of Greenville is renters, Director of Community Development Merrill Flood responded 68 percent.



Upon staff being asked questions about the membership composition of NAB, City Attorney Holec responded currently, one renter is on NAB. NAB's proposal is to have two positions (one regular and one alternate) slotted that have to be renters. There are 15 members with 10 regular board members and they are elected by district plus five alternates. There are regular members and an alternate member for each district. Currently, there are only 13 members serving because there are 2 vacancies. Director of Community Development Flood stated that 39 groups are participants of NAB and of that, 11 are homeowners associations and 28 neighborhood associations. Two members are from homeowners associations and 11 are from the neighborhood associations.

Council Member Mitchell stated that his concern with Option 3 is the explicit statement of there can only be one neighborhood association when the City would allow neighborhood associations to be exclusive of renters, if they want to. If the neighborhood associations do not allow renters that could be fine, but if another group of residents say that there are more renters in a neighborhood and another group of residents want to form a neighborhood association and allow renters to be in there, they should be allowed to do that.

Upon being asked is there any logic or thought behind why the City would put that restrictive policy in place by also being restrictive on the membership of the neighborhood associations, City Attorney Holec responded the current ordinance states that there is only to be one neighborhood association per neighborhood. That is what is in the existing ordinance and when it came before the City Council, there was concern that there may be multiple organizations. The issue is how does the City Council decide which one to recognize in the event that there were two that were organized and wanted to represent a neighborhood. One way to do it would be whoever registers first, the City would recognize them or whoever represents the most persons within the households in the neighborhood. There is difficulty in determining which one to recognize in the event that the City does have multiple associations.

Upon being asked if the purpose of defining a neighborhood association is only related to membership on NAB, City Attorney Holec responded that to be correct. Anybody can create any association that they want to and get membership, and the City does not regulate that. The only reason that the City is regulating and discussing inclusivity is because of the eligibility to be a part of NAB. The City has a definition as to what is considered to be a neighborhood association only for the purpose of determining whether or not they can participate in NAB by electing a liaison, and then having a liaison participate in the election of the board members who are actually on NAB. That is what prompted the proposed amendment. Anybody can have their association in any manner that they want, but if they want to participate in NAB, the direction from the City Council was develop an option that there has to be inclusivity in their membership. That is what developed Options 1 and 2 and then eventually Option 3.

Upon being asked if there are two organizations for one neighborhood and one does not allow renters and one does allow renters and homeowners, would the City want the more



inclusive one to be part of NAB, City Attorney Holec responded if the City Council is trying to meet its initial charge of inclusivity towards renters and property owners, the answer to that question is that is correct. Even if there was only one neighborhood association for that neighborhood and with these amendments, they would be unable to participate in NAB because they are not inclusive and not a representative. What the City is attempting to do is to give an incentive for that neighborhood association to become more inclusive. If participation in NAB is something wanted by that neighborhood association, they would have to become more inclusive in order to participate.

Mayor Pro-Tem Glover stated that comparing the 68 percent of renters to the 32 percent makeup of homeowners and property owners, the membership composition of NAB is not inclusive. The higher most represented persons should have at least two regular members on the Board. The City is allowing only one representative from the 68 percent of renters and many are being represented from the 32 percent of homeowners and property owners. The majority is underrepresented versus the minority so that is not inclusive.

Upon being asked why would the renters have one regular representative and one alternate serving on NAB when there is 68 percent of renters living in the City, City Attorney Holec responded that for the current membership with the 10 regular members and the five alternates, it is a possibility that the members and alternates could all be renters. NAB happens to have one renter currently and wants to ensure that, in the future, there will be renter representation and that is why NAB created the slotted position.

Council Member Smith stated that she appreciates the passion, time, effort and hard work of NAB. After reviewing Option 3, she feels that creating a renter position does not meet the inclusive standards that have been requested since April 8, 2013. The goal was to make sure that the City has inclusion and not exclusion. She would like to dispel that myth. What she is asking for is if a neighborhood association wants to be recognized by the City and wants to be a voting member of the City's current NAB, it is imperative that the neighborhood association includes all individuals living in their neighborhood regardless of their being a homeowner or being a renter. A problem is that a homeowners association does not allow all residents to participate. Since it is rare that all properties in a neighborhood would be owned by all owners because sometimes renters may be residing at the property, the exclusion of even one person is an issue. She recognizes that homeowners associations are legal entities and a lot of these have specific purposes that will relate to property owners within those subdivisions, and a lot of times they are created by developers. She does not want homeowners associations to have to amend any of their legal documents because that would be too taxing and too much work to be done. However, the same people who comprise the homeowners associations could participate in NAB by creating a neighborhood association, which meets the inclusive requirements that we have as a City by allowing all residents and members to be a part. Homeowners associations can have a parallel board in order to meet those standards.

Motion was made by Council Member Smith and seconded by Council Member Joyner to request that the City Attorney bring back to the City Council at the meeting on Thursday,



September 12, 2013 a revised proposed amendment with the following specific changes that outline the requirement to not be exclusive meaning that it : 1) does not include a provision which adds a new member to the Neighborhood Advisory Board for the Neighborhood Advisory Board 2) clarifies that a neighborhood association, which participates in the Neighborhood Advisory Board does not include a homeowners association 3) provides that a neighborhood association is as stated in Option 1 that it is an organized group of residents including residents who are property owners and residents who are renters 4) includes the inclusiveness requirements that are stated in Option 1 and 5) removes the restriction of there being only one neighborhood association for each neighborhood. Additionally, in order to allow the homeowner associations that might be on the Board to have time to create that parallel neighborhood association, to be effective on January 1, 2014.

Mayor Pro-Tem Glover stated that she is requesting an amendment to the motion to specifically include renters because she feels the renters are still not included in the revised proposed amendment in that motion.

Council Member Smith explained that the renters are included because everybody will be and have a neighborhood association. Therefore, no renters will be left out and no homeowners will be left out. By using the revised proposed amendment in the motion, when people might say that the City is excluding homeowners associations, the City is not. Homeowners are included by developing that parallel neighborhood association and everybody is meeting the requirements that were first stated in the neighborhood associations' bylaws originally. She is aware that homeowners associations were allowed to come in and operate and be on NAB without following the guidelines closely, but as a City we should not want to exclude anybody. If everybody has a neighborhood association and the restriction of there being only one neighborhood association for each neighborhood is removed, then everybody will be included.

The amendment to specifically include renters in the revised proposed amendment failed due to a lack of a second.

Council Member Blackburn stated that she is surprised of that motion. NAB is the very group that the motion will most affect, and is the most dynamic board among the City boards and commissions that developed an inclusive way, an option, that will accomplish the goals that the City Council directed. NAB is proposing to slot a position for a renter, a person who just exclusively based on their being a person who rents their property, and to have an alternate who is a renter. This proposal that is on the floor is not an inclusive policy, and it is an exclusive policy because what it will do is basically bar a third of the groups that are currently participating and ask them to create yet another association. If the City wants to be inclusive, there should indeed be a true open door policy for every association. The renters number is high because most of those people live in larger apartment complexes. For people who do want to participate even though they live at North Campus Crossing or 33 East or any of those places, there is a way for them to participate. To try to create a ratio based on the City's overall percentage is not genuine.



NAB was created to allow people to work for their neighborhoods together, and this board worked out a policy together, works together on a regular basis, and is a great group of people with a lot of passion. She is concerned about an effort to dismantle this board and to create something of it that the City Council is deciding what it wants it to be. The City Council is saying that homeowners associations cannot participate and neighborhood associations cannot participate because the City Council does not agree with their bylaws. There is probably only one neighborhood that actually has two neighborhood associations and it is a neighborhood that she represents. Homeowners associations and neighborhood associations have shared goals and have talked and work together and that is going to continue. She feels that it is overreaching as a City Council to tell people how to get along and how to do in their neighborhoods.

Upon being asked if the City got away from doing what was originally set up for the policy for a neighborhood association, Director of Community Development Flood responded that is basically the case. The City allowed more groups to participate to increase participation.

Council Member Joyner stated that the City did not enforce its rules and let homeowners associations become members and the membership got distorted. Other people have formed neighborhood associations and that is not complicated to do. The City is trying to get back to its original mission, and if the rule was enforced at the start, this would have been the normal process for a group wanting to be a member of NAB.

City Attorney Holec stated that was the initial definition for neighborhood association which is an organized group of residents, and NAB did stray in allowing the homeowners associations to participate because a homeowners association did not fit strictly within that definition.

Council Member Joyner stated that Chairman Ann Maxwell and others have done a great job of reviving NAB, which has a good purpose, and no one is trying to pull apart NAB. The City Council is trying to clean up whether NAB is one way or the other and this City Council is trying to make sure that NAB is inclusive. The whole purpose of this board is to make the neighborhoods stronger and to get more participation, and this motion will do that. There should be some representation of renters, but no set number of how many and just because there is 68 percent of renters in the City does not mean that there should be 68 percent renters on NAB. He has seen attendance problems at neighborhood association meetings and until there is a gun shooting or break-in occurring in the neighborhoods or something else happens then everybody wants to get involved. Council Member Joyner thanked both the Council Members and NAB for getting involved on these tough issues. He stated that these issues are not always fun, but he feels that everybody on both sides try to make the City better.

Council Member Mercer stated that vibrant neighborhoods are critical to the City's quality of life and good for the businesses. The representatives from City neighborhoods that constitute NAB have been incredibly active and creative. He feels that our neighborhoods feel challenged and have challenges in a growing city. NAB has been a creative and



energetic support for our neighborhoods. This motion that is on the table feels like a top down approach that will be in the end disruptive to the work of one of our well-functioning boards that he feels contributes ultimately to the City's quality of life and to the success of our City and the business community. He supports Option Three, which he feels is a thought forward genuine response, and it addresses the concern that has been expressed. For that reason he will vote against this motion.

Council Member Mitchell stated that he definitely understands why inclusivity is wanted on the Board. Personally, he does not like any of the options, and in a way all of them excludes some way or the other. He recalls his neighborhood's struggle in trying to create a neighborhood association. Normally, there is such a small group in a neighborhood association that is working towards that purpose. The City is trying to define the indefinable and he wants inclusivity in everything, but he also does not want to tear down anything. He wished that there was a better way of working this out and that all neighborhood associations would allow everybody to be a part of them. This issue seems simple, but it is not, and it is very complicated. What is being balanced is a group of residents working to better their neighborhood and the City Council is well intentioned in trying to make NAB open and inclusive to everybody. The City Council may be getting involved in an area that it should just stay out of.

Council Member Blackburn stated that this board is probably in many ways kind of lifeblood to the genuine community. Its membership is not appointed by the Council Members. This is a board that represents the voices of the City, and the people will work it out and make the appointments, and let the Board operate. The motion that the City Council is currently considering does have a punitive sense in the sense that this board is smart, active and independent. It seems that the City Council is trying to clip it wings. The City Council should let the neighborhoods work this out and the neighborhoods are working and will work it out, if given a chance.

Mayor Pro-Tem Glover stated that she clearly understands now that all of the Council Members have different meanings of exclusive and inclusive. In her district, each full neighborhood has an association. One could walk out of one area into another area and would not know it because everybody works well together including the renters and homeowners. She lives in a neighborhood with 80 percent of renters and she and others do not conceive them as being trouble makers and encourage them to get involved in their neighborhood and the City. If someone is included in their community's activities and needs, it makes them feel better and care more about where they rent or own property. She does not see how allowing someone else to have a neighborhood association would disrupt any work that NAB is doing or why would NAB disband, if more people are working towards a better community. Everybody wants a nice inclusive community. When the people who are renters are not at home, she looks after their residence and vice-versa. She does not have anything against renters living in her neighborhood and having them participate in their association's meetings. Having homeowners in neighborhoods will help develop the community and hopefully, some economic development will come back into the community. It is difficult for her to understand why people cannot work together.



Council Member Mercer stated that NAB is the most bottoms up, grass roots board that the City has. This issue has become so messy and complicated. Sometimes the government acting creates more problems than are solved, and maybe this is a case where the City Council needs to do nothing. He recommends that the City Council defeat this motion.

Council Member Smith stated that she respects everyone's right to their opinion. Since being on the City Council, she has never and will never support being exclusive. By law, a homeowners association excludes renters because it is a group for homeowners. NAB does not exclude anyone and involves everybody. To make it easier, she will work with Community Development Director Flood and NAB to create 11 parallel neighborhood associations. It creates an issue when people are told they cannot participate and as a representative of her district that is largely renters and many of them have been renters for over 30 years, she must respond and make sure that NAB is inclusive. The City is not in the business of just representing only a few people and leaving anybody out because everybody is a taxpayer.

There being no further discussion, the motion passed with a 4:3 vote with Mayor Thomas breaking the tie to request that the City Attorney bring back to the City Council at the meeting on Thursday, September 12, 2013 a revised proposed amendment with the following specific changes that outline the requirement to not be exclusive meaning that it :

- 1) does not include a provision which adds a new member to the Neighborhood Advisory Board for the Neighborhood Advisory Board
- 2) clarifies that a neighborhood association, which participates in the Neighborhood Advisory Board does not include a homeowners association
- 3) provides that a neighborhood association is as stated in Option 1 that it is an organized group of residents including residents who are property owners and residents who are renters
- 4) includes the inclusiveness requirements that are stated in Option 1 and
- 5) removes the restriction of there being only one neighborhood association for each neighborhood. Additionally, in order to allow the homeowner associations that might be on the Board to have time to create that parallel neighborhood association, to be effective on January 1, 2014. Mayor Pro-Tem Glover and Council Members Smith, and Joyner voted in favor of the motion and Mayor Thomas broke the tie. Council Members Mercer, Blackburn, and Mitchell voted in opposition.

#### PROPOSAL FOR ICMA TO CONDUCT A COMPREHENSIVE ANALYSIS OF THE CITY'S FIRE-RESCUE DEPARTMENT

City Manager Lipscomb stated that the City Council requested that the management staff review City departments and service to determine where additional efficiencies can be achieved. Studies for the Human Resources Department, Financial Services Department, and Bradford Creek were recently completed. Her proposal is to move forward with this study of one of the City's largest departments and hopefully, staff will be able to discern some efficiency from the Fire/Rescue Department. The Proposal for Comprehensive Analysis of Fire/EMS Services submitted by the International City/County Management Association (ICMA) states that their analysis would involve the following major outcomes:



- Examine the department's organizational structure and culture;
- Perform gap analysis, comparing the "as is" state of the department to the best practices of industry standards;
- Recommend a management framework to ensure accountability, increased efficiency and improved performance;
- Conduct a data-driven forensic analysis to identify actual workload;
- Identify and recommend appropriate staffing and deployment levels for every discrete operational and support function in the department.

ICMA provided an extensive list of items for the following areas that they would be considering during their operations review of the Fire/Rescue Department:

- Comprehensive Data Analysis
- Governance and Administration
- Organizational Behavior/Management/Processes
- Financial Resources (Operating and Capital Resources)
- Programs (To include fire suppression, EMS (Emergency Medical Service), fire prevention, public education, fire investigation, technical rescue, hazardous materials, emergency management and other service delivery programs)
- Risk Management/All hazards approach to community protection
- ISO (Insurance Services Officers)/Accreditation Benefit Analysis
- Review of current and planned fire station locations
- Anticipated service delivery concerns raised by the Affordable Care Act.
- Review of the current dispatch/communications system operated by the County, with emphasis on the limited ability to dispatch units rather than just stations
- Review of current EMS transport system and alternatives

Motion was made by Council Member Joyner and seconded by Council Member Smith to approve the proposal for ICMA to conduct a comprehensive analysis of the City's Fire/Rescue Department and to authorize the City Manager to execute a contract with ICMA for the provision of this service.

Council Member Mercer stated that he requested that this item be pulled from the Consent Agenda because this \$64,400 study might need to be done, and he could vote on it at some point, but he is not prepared to do so tonight. This City Council has done a lot of studies, and he is receiving a lot of feedback from citizens about the money being spent and citizens are wondering if the studies are needed at the level and extent that the City is doing them. While the argument might be that this study is budgeted, he feels that no one will fault the City Council for taking a look at a budget line item and trying to save money, if the study can be done cheaper or does not need to be done. There is nothing in ICMA's proposal that is an emergency, urgent and has to be done this month, and he recommends taking a look at whether this study should be done to the extent listed in the ICMA's proposal and he recommends taking a delay from doing studies.



Upon being asked if the two other studies of this nature helped the City, City Manager Lipscomb responded that the studies for the Human Resources and Financial Services Departments will help the City and the City Council will be receiving copies of those studies in a few weeks. Staff is finishing off all of the due diligence of reporting the findings to the department heads and employees.

Council Member Joyner stated that one or two years ago as a City Council, it was decided that efficiency studies would be done and encompass all city departments to make sure that they were operating in an efficient and safe manner with providing services to our citizens. The Fire/Rescue Department has the second largest budget of the departments other than the Police Department. An efficiency study should save money in the long run and make things operate in a better manner. Public Safety is one of the biggest concerns of this City Council every year so it is difficult for him to understand why studies for the Police and Fire/Rescue Departments would not be supported.

Council Member Blackburn stated that she trusts the judgment of City Manager Lipscomb that the Fire/Rescue study is a good next step for the City. At the same time, given the economic climate and money that is being spent on studies, she is concerned. Also, she received an email from someone concerned about the study being undertaken by the City and conducted by ICMA. If a person who is a firefighter is concerned about the group conducting the study, she has to share that concern. If nothing else, she would suggest delaying the study until some of the questions are answered about why this person has concerns about the ICMA conducting the study. Perhaps, the City Council can get some more information about how the study will allow the Fire/Rescue Department to be more efficient or the City Council could take a month to think about having this study done.

City Manager Lipscomb responded that it is found in the industry quite often that there are people involved in the firefighters' union who prefer to come to communities and conduct the studies. With that being done, the City would get the same recommendation that it has always received of the full complement of 12 or more people per station. ICMA is basically from the management side, excluding the Fire Chief and firefighters; therefore, she feels that the City Council will get a better perspective of the organization. Since she is relatively new as City Manager, she feels the study will assist her with understanding the needs of the department. The Fire/Rescue Department has had some longstanding internal concerns and staff is at the point where they should start to look at leadership. The study will provide some background to her in terms of exactly what she might be looking for because there are two different services to consider, the medical and the fire services. Having a better idea of where the City is and where other benchmark communities are in the medical/fire side would be of some particular interest. That department really needs to have a concrete strategic direction in order to settle down.

Mayor Pro-Tem Glover stated that up until now, City Council Members have been saying that the City Manager decides what is needed for the City departments and the whole purpose of efficiency studies is to help the City Manager understand the departments better. It has been said by the ones who disagree with her now that as the City Manager



she makes the decisions that she feels is best for the City. That is why Greenville is a Council/Manager form of government. Money has been put aside, which is not a great deal of money, and City Manager Lipscomb has been directed to do what she feels is best for the City. She has never known of a proposal request before the City Council from the City Manager about what group she/he feels should be chosen to provide services to the City being questioned in this way, and those requests were passed unanimously. There are some other underlining roots to this disagreement with contracting services with the ICMA, which is a perfect group to do the survey because they are professional city/county managers. Who else could go in and look at City departments to determine how they could be more efficient? The findings in ICMA's study might be economically better for the City in the long run on how money is being spent and how the City can cut down on spending money in the Fire/Rescue Department. Thus far, efficiency studies have helped the City money wise. There are some hidden agendas and somebody is being fed something from the backdoor about not letting this survey happen. She supports City Manager Lipscomb's selecting the group to do this efficiency study and her decision to have ICMA to provide the services.

Upon being asked if the purpose of the proposal is to conduct an efficiency study, City Manager Lipscomb responded that it is a comprehensive evaluation of the department and will include ICMA looking at efficiencies for the City, which could be in the staffing, how the shifts or equipment are handled, or efficiencies in any functions of the departments.

Upon being asked why would the firefighters' association have a problem with the City doing an efficiency study and if this in the way of trying to address some of issues that the City is having in that department as well, City Manager Lipscomb stated it possibly could and ICMA will look at the culture in the department as well.

Council Member Mercer stated that this study is more expensive than the Human Resources and Financial Services Departments' efficiency studies by far. He does not know if those studies were worth it or not and would have to take a look at the results of them, and that might help him to determine whether there is a basis that this newly requested one will be worth it or not.

Council Member Joyner stated that it is a more expensive study because it is for a much larger City department. He is hearing a lot this evening that is not a consistent message such as budgetary concerns, but when talking about a bus station with no clear cut plans, the City Council voted to spend \$790,000 of City money and to commit the City to \$84,000 annually. It is not known whether Greyhound is coming to Greenville and what will be done with the second floor at the facility. Efficiency studies have been done for two departments and eventually should be done for all of the City departments. Efficiency studies should be designed to save money in the long run and the cost of this study is being questioned, but there is a plan for these studies. The issues without a plan are approved and the ones with a plan and purpose and has City staff's recommendations are problematic for some of the City Council Members and budgetary concerns arise.



The motion to approve the proposal for ICMA to conduct a comprehensive analysis of the City's Fire/Rescue Department and authorize the City Manager to execute a contract with ICMA for the provision of this service passed with a 4:2 vote. Mayor Pro-Tem Glover and Council Members Mitchell, Joyner and Smith voted in favor of the motion and Council Members Mercer and Blackburn voted in opposition.

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**REVIEW OF SEPTEMBER 12, 2013 CITY COUNCIL AGENDA**

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The Mayor and Council reviewed the agenda for the September 12, 2013 City Council meeting.

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**COMMENTS BY MAYOR AND CITY COUNCIL**

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

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**CITY MANAGER'S REPORT**

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City Manager Lipscomb stated that the City Council requested an update on the Street Resurfacing Program, and that update will be provided by Public Works Director Kevin Mulligan.

Update on Street Resurfacing Project

Public Works Director Mulligan provided a map of the roads in various areas throughout the City that were part of the Street Resurfacing Program and informed the City Council that all of the road resurfacing has been completed under budget with the exception of some minor striping. Bike lanes striping will be added to Pitt, Howell, and First Streets. A lot of what is done and estimated depends upon some of the road pavement cores. Public Works Director Mulligan provided a sample of a good core on First Street as well as a core that could be pulled apart with his hands, and stated that the day before people were driving on that. Staff is proposing, ahead of the bike lanes striping, to resurface First Street with some of the money that the City is saving because of the dire need.

Upon being asked how much under budget was the project, Public Works Director Mulligan responded the contract was at \$720,000 and the City is currently at \$575,000.

Mayor Thomas stated that a few months ago, staff mentioned a new system, Light Detection and Ranging (LIDAR) that Greenville will be participating in and sharing with other



municipalities. That will allow the City to radar out and identify instead of guessing the conditions of roads.

Public Works Director Mulligan responded that in 2007, First Street was rated about 85 out of 100 and in good condition. That means that either in the last six years, First Street has really deteriorated, which is probably unlikely, or some of the detrimental areas of First Street were missed in 2007. The City is getting the proposals and bids back on September 23, 2013 for the new roadway study, and staff should be before the City Council either in October or November 2013. In that report, the LIDAR and video of the entire City owned roads will be done, and Ayden and a couple of other communities will be doing the same as part of this new technology. At the end of spring 2014, staff will have a much better and scientific handle as to the overall conditions of the City's roads.

Upon being asked is this the first part of the good roads initiative that is spread around the City significantly, Public Works Director Mulligan responded that is correct. He delineated the area on the map for the 2013 Pavement Preservation Seal Project and stated some crack sealing has been done and the contractor awarded the bid tonight should be in this area in the next month or 45 days and will essentially do the micro surfacing.

Upon being asked when staff gave a presentation, how many of the City's 600 lane miles were close to the road failure that really bothers the City, Public Works Director Mulligan responded that staff looked at what is based upon the 2007 survey and about 100 miles of the 600 lane miles was substandard.

Upon being asked if the City is receiving any feedback from the public, Public Works Director Mulligan responded that staff is getting feedback from the public in the areas where the roads have been redone. In the Oakdale area, staff has received some telephone calls expressing their appreciation for the resurfacing.

Mayor Pro-Tem Glover reported that Calvin's Way off of Arlington Boulevard is a concern of a citizen due to it being patched repeatedly and presently having potholes.

Public Works Director Mulligan stated that he is unprepared tonight to speak about the condition of Calvin's Way, but certainly it is part of the LIDAR study that the City is using federal and state dollars to pay for this roadway evaluation. After that study, staff will know what the worst roads are and will then marry that with the stormwater aspect and the volume of it. Staff will be putting those criteria together to determine the worst roads in the city and then talking with Greenville Utilities Commission about their needing to rip up those roads.

Council Member Blackburn thanked staff for the work that is taking place to repair River Hill Drive, and she stated there have been some positives in the River Hill Subdivision. It was her understanding that all of the roads would be repaved, and unfortunately, there is only one road repaved and the others are basically covered in standing water and failing with alligator patterns on them. However, there will be another roadway study.



Public Works Director Mulligan stated that this winter into the early spring, staff will have a better handle on the City's roadway ranking. Unfortunately, there are a lot of roads like that in the city, but certainly staff will address and evaluate that road as part of the study.

Mayor Pro-Tem Glover thanked staff for the core samples, and she stated surely the money that the City allotted to have roads repaired is worthy especially with the City having 100 lane miles close to road failure, which is not acceptable. The bad core shows what the condition of a road is, it crumbles and falls to pieces, after 75 years without proper fixing and pavement.

City Manager Lipscomb announced that the next meeting of the City Council is the Joint City Council/Greenville Utilities Commission meeting scheduled for Monday, September 30, 2013, at 5:00 p.m. in the Greenville Utilities Board Room at 401 South Greene Street.

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**ADJOURNMENT**

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Motion was made by Council Member Joyner and seconded by Mayor Pro-Tem Glover to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 10:57 p.m.

Respectfully Submitted

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

Polly Jones  
Deputy City Clerk



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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**Title of Item:** Encroachment agreement with Brentwood Homeowners Association to encroach upon the public street right-of-way of Kirkland Drive to construct two column type subdivision name signs

**Explanation:** **Abstract:** The City has received a request from the Brentwood Homeowners Association to encroach upon the public street right-of-way of Kirkland Drive to install two (2) column type subdivision name signs.

**Explanation:** Attached for City Council's consideration is a right-of-way encroachment agreement setting out the terms by which Brentwood Homeowners Association can construct two (2) column type subdivision name signs at a location being about 75 feet east of the centerline of Evans Street and about 2.5 feet back of the curb on the north and south sides of Kirkland Drive.

No adverse comments regarding this encroachment were received through the departmental review process. Staff takes no exception to this request.

**Fiscal Note:** No fiscal impact is anticipated with this action.

**Recommendation:** Approve the right-of-way encroachment agreement permitting Brentwood Homeowners Association to install two (2) column type subdivision name signs in the public right-of-way of Kirkland Drive.

**Attachments / click to download**

 [CC Agenda 3 17 14 ENC Agreement Brentwood S D sign 974549](#)

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-----[SPACE ABOVE THIS LINE IS RESERVED FOR RECORDATION DATA]-----

STATE OF NORTH CAROLINA  
COUNTY OF PITT

Prepared by: City of Greenville  
Mail to: City of Greenville PWD  
PO Box 7207  
Greenville, NC 27834

Right of Way Encroachment Agreement  
Kirkland Drive in Brentwood Subdivision

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THIS AGREEMENT, made and entered into this the 17th day of March, 2014, by and between the **CITY OF GREENVILLE**, a municipal corporation created under the laws of the State of North Carolina, P.O. Box 7207, Greenville, NC 27835, party of the first Part and hereinafter sometimes referred to as the **CITY**, and **BRENTWOOD HOMEOWNERS ASSOCIATION**, 204 Kirkland Drive, Greenville, NC 27858, party of the second party and hereinafter sometimes referred to as the **OWNER**;

W I T N E S S E T H

THAT WHEREAS, the OWNER desires to encroach upon the public right of way of the public street designated as Kirkland Drive to install two (2) column type subdivision name signs at a location being about 75 feet east of the centerline of Evans Street and about 2.5 feet back of the curb on the north and south sides of Kirkland Drive;

WHEREAS, it is to the material advantage of the OWNER to effect this encroachment, and the CITY, in the exercise of authority conferred upon it by statute, is willing to permit the encroachment within the limits of the right of way, subject to the conditions of this Agreement.

NOW, THEREFORE, in consideration of the execution of this Agreement by the CITY, the benefits flowing to the OWNER, and the covenants and agreements herein contained with respect to the obligations of the OWNER hereunder, the CITY does hereby give and grant unto the OWNER, the right and privilege to make the encroachment, subject to the conditions contained in this Agreement.

TO HAVE AND TO HOLD said encroachment rights under this Agreement unto the OWNER, provided, however, the OWNER performs and abides by the covenants and agreements herein contained.

The covenants and agreements to be performed by the OWNER as a part of the consideration for this encroachment agreement are as follows:

1. All costs of construction and maintenance of the encroaching structure will be at the sole cost and expense of the OWNER.
2. All damages to the right of ways, including the traveled portion of the street located thereon, or to facilities maintained by Greenville Utilities Commission as a result of the construction or maintenance of the encroaching structure, shall be borne by the OWNER, including but not limited to the following:
  - a. Restoring the traveled portion of the street to good, passable condition for use by the public.
  - b. Repairing any damage to the existing curbing or sidewalks.
  - c. Repairing any damage to facilities maintained by Greenville Utilities Commission.
3. Any damage to the OWNER's encroaching structure caused by the CITY's or Greenville Utilities Commission's use of its right of ways for construction or maintenance work in the ordinary course of its business shall be borne by the OWNER.
4. The OWNER shall maintain the encroaching structure so that it does not interfere with the utilization of the right of way by the CITY or utilization by the Greenville Utilities Commission of the right of way or facilities maintained by Greenville Utilities Commission.
5. The OWNER shall install and maintain the encroaching structure in such safe and proper condition that it will not obstruct or interfere with the proper maintenance of the right of way or facilities maintained by Greenville Utilities Commission, and if at any time in the future the CITY shall require the removal of or changes in the location of the encroaching structure, the OWNER shall promptly remove or alter the location of the encroaching structure in order to conform to such requirements without cost to the CITY.
6. The OWNER hereby agrees to indemnify and save the CITY and its officers and employees harmless from all damages and claims for damage that may arise by reason of the installation and maintenance of the encroaching structure.
7. The OWNER agrees to exercise every reasonable precaution during construction and maintenance of the encroaching structures to prevent damage to the right of way or facilities maintained by Greenville Utilities Commission. The OWNER shall comply with all applicable rules, regulations, and ordinances of the CITY as well as those of state and federal regulatory agencies. Whenever any installation or maintenance operation by the OWNER or its contractors disturbs the ground surface, the OWNER agrees to return the area as nearly as possible to its condition prior to disturbance.
8. The OWNER agrees to assume the actual cost of any inspection of the OWNER's work considered to be necessary by the CITY.
9. In the event of noncompliance by the OWNER with any of the covenants and agreements herein contained, the CITY reserves the right to stop all works by the OWNER until the OWNER complies, or to cause the removal of the encroaching structure from its right of way or from City property

without cost to the CITY.

10. Notwithstanding any other provision of this Agreement, the CITY may terminate the right, privilege, and easement granted herein by the provision of at least thirty-day (30) written notice to the OWNER.

IT IS UNDERSTOOD AND AGREED that this Agreement shall become null and void if actual installation of the encroaching structure is not complete within one (1) year from the date of the execution of this Agreement.

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

BRENTWOOD HOMEOWNERS ASSOCIATION

By: \_\_\_\_\_ (Seal)  
Merry Sandra Kennedy, President

CITY OF GREENVILLE

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

ATTEST:

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

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Holec, City Attorney

RECOMMENDED:

\_\_\_\_\_  
Kevin Mulligan, P.E., Director of Public Works

State of North Carolina

County of Pitt

I, \_\_\_\_\_, Notary Public of said County and State, do hereby certify that Merry Sandra Kennedy personally appeared before me this day and acknowledged that she is the President of BRENTWOOD HOMEOWNERS ASSOCIATION, and that by authority duly given by the members of the association, she signed the foregoing instrument for and on behalf of said corporation.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2014.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
(Print or Type Name of Notary Here)

My Commission Expires: \_\_\_\_\_

State of North Carolina

County of Pitt

I, \_\_\_\_\_, Notary Public of Pitt County, North Carolina, do hereby certify that Carol L. Barwick personally appeared before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipal corporation, and that by authority duly given and as the act of the City of Greenville through and by the City Council, its governing body, the foregoing instrument was signed in its name by Allen M. Thomas, sealed with its corporate seal, and attested by herself as its City Clerk.

WITNESS my hand and Notarial Seal, this the \_\_\_\_\_ day of March, 2014.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
(Print or Type Name of Notary Here)

My Commission Expires: \_\_\_\_\_



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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**Title of Item:** Resolution endorsing the negotiation of definitive agreements for the sale of certain generating assets owned by North Carolina Eastern Municipal Power Agency to Duke Energy Progress, Inc. and for power supply

**Explanation:** **Abstract:** North Carolina Eastern Municipal Power Agency (NCEMPA) has entered into exclusive discussions with Duke Energy Progress, Inc. regarding the potential sale of NCEMPA's ownership interest in certain generating plants. Electricities Chief Executive Officer T. Graham Edwards provided an update on the negotiations during a closed session on February 24, 2014. Mr. Edwards requested that City Council adopt a resolution endorsing the negotiation.

**Explanation:** North Carolina Eastern Municipal Power Agency (NCEMPA) has entered into exclusive discussions with Duke Energy Progress, Inc. regarding the potential sale of NCEMPA's ownership interest in certain generating plants. Electricities Chief Executive Officer T. Graham Edwards provided an update on the negotiation during a closed session on February 24, 2014.

Mr. Edwards requested that City Council adopt a resolution endorsing the negotiation. Mr. Edwards provided a proposed resolution for City Council consideration.

**Fiscal Note:** Adoption of the resolution will not have a fiscal impact.

**Recommendation:** If Council desires to endorse the negotiation, adoption of the attached resolution will accomplish this result.

**Attachments / click to download**

 [Resolution Endorsing Negotiation of Agreements for Sale of NCEMPA Generating Assets to Duke Energy Progress 974643](#)

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RESOLUTION OF THE CITY OF GREENVILLE ENDORSING THE  
NEGOTIATION OF DEFINITIVE AGREEMENTS  
FOR THE SALE OF CERTAIN GENERATING ASSETS  
OWNED BY NORTH CAROLINA EASTERN MUNICIPAL  
POWER AGENCY TO DUKE ENERGY PROGRESS, INC.  
AND FOR POWER SUPPLY

WHEREAS, the City of Greenville (the “Municipality”) and North Carolina Eastern Municipal Power Agency (“Power Agency”) heretofore have entered into an Initial Project Power Sales Agreement, as amended, and a Supplemental Power Sales Agreement, as amended, pursuant to which, among other things, the Municipality purchases from Power Agency and Power Agency sells to the Municipality all of the Municipality’s All Requirements Bulk Power Supply, as such term is defined in the Supplemental Power Sales Agreement; and

WHEREAS, a portion of the All Requirements Bulk Power Supply sold by Power Agency to the Municipality and purchased by the Municipality from Power Agency is derived from the Power Agency’s undivided ownership interest in the following electric generating units jointly owned by Power Agency with Duke Energy Progress, Inc. (“DEP”): Brunswick Units Nos. 1 and 2, Harris Unit No. 1, Mayo Unit No. 1 and Roxboro Unit No. 4 (collectively, the “Joint Units”); and

WHEREAS, City Council of the Municipality (the “Governing Body”) has been advised by representatives of Power Agency that Power Agency has been authorized by its Board of Directors to negotiate with DEP on an exclusive basis definitive agreements pursuant to which (i) Power Agency would sell and DEP would purchase all of Power Agency’s ownership interests in the Joint Units, and (ii) Power Agency and DEP would enter into a full requirements power purchase agreement pursuant to which DEP would sell and Power Agency would purchase all of the power and energy required by Power Agency to provided full requirements

power supply services to the City of Greenville and to all other members of Power Agency (the “Proposed Transaction”); and

WHEREAS, representatives of Power Agency also confidentially have advised the Governing Body that if the Proposed Transaction is consummated the proceeds to be derived from the sale of the Joint Units, when combined with other funds available to Power Agency, may not be sufficient to pay or provide for the payment of the principal of and premium, if any, and interest on all revenue bonds heretofore issued by Power Agency to finance the acquisition of the Joint Units; and

WHEREAS, representatives of Power Agency confidentially presented to the Governing Body the confidential results of the preliminary financial analyses of the Proposed Transaction undertaken by and at the request of Power Agency to determine the projected effect of the Proposed Transaction on Power Agency and its participants; and

WHEREAS, the Governing Body, having taken into consideration the confidential information concerning the Proposed Transaction presented to the Governing Body by representatives of Power Agency.

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

1. The Governing Body has given due consideration to the confidential information concerning the Proposed Transaction presented by representatives of Power Agency at its February 24, 2014, meeting and hereby finds and determines that it is in the best interests of the Municipality for representatives of Power Agency to negotiate a definitive agreement with DEP concerning the Proposed Transaction.

2. The Governing Body hereby endorses the action of the Board of Directors of Power Agency authorizing representatives of Power Agency to negotiate a definitive agreement with DEP concerning the Proposed Transaction.
3. The Governing Body hereby directs the City Clerk to cause to be furnished to Power Agency, if requested, a certified copy of this resolution.
4. This resolution shall be become effective upon its adoption.

ADOPTED this 17<sup>th</sup> day of March, 2014.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

SEAL



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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**Title of Item:** Contract award for auditing services

**Explanation:** On April 11, 2013, Martin Starnes & Associates, CPAs, PA was awarded a contract for auditing services for an intended engagement of five years beginning with the fiscal year ending June 30, 2013, and continuing through the fiscal year ending June 30, 2017, subject to annual contract approval by City Council.

The annual contract is attached and describes the auditing services for the fiscal year ending June 30, 2014. The attached contract is accompanied by the firm's Peer Review.

**Fiscal Note:** In accordance with the firm's proposal, the cost of the audit for the fiscal year ending June 30, 2014, will be \$35,775. Funds for this contract are available in the Financial Services Department budget.

**Recommendation:** Approve the attached auditing services contract with Martin Starnes & Associates, CPAs, P.A. for the fiscal year ending June 30, 2014.

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

Attachments / click to download

 [Contract to Audit Accounts 974355](#)

**CONTRACT TO AUDIT ACCOUNTS**

Of City of Greenville, NC  
Governmental Unit

On this 15th day of January, 2014, Martin Starnes & Associates, CPAs, P.A.  
Auditor

730 13th Avenue Drive SE, Hickory, NC 28602

Mailing Address

\_\_\_\_\_ , hereinafter referred to as

the Auditor, and City Council of City of Greenville, NC, hereinafter referred  
Governing Board Governmental Unit

to as the Governmental Unit, agree as follows:

1. The Auditor shall audit all statements and disclosures required by generally accepted accounting principles (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit for the period beginning July 1, 2013, and ending June 30, 2014. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion will be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate discretely presented component units, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with generally accepted auditing standards. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB Circular A-133 and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated workpapers may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and/or workpapers are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC CPA Board).
3. This contract contemplates an unqualified opinion being rendered. If financial statements are not prepared in accordance with GAAP, or the statements fail to include all disclosures required by GAAP, please provide an explanation for that departure from GAAP in an attachment.
4. This contract contemplates an unqualified opinion being rendered. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract (See Item 22). If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.  
  
If the audit engagement is not subject to *Government Accounting Standards*, the Auditor shall provide an explanation as to why in an attachment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the State and Local Government Finance Division (SLGFD) within four months of fiscal year end. Audit report is due on: October 31, 2014. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay must be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relates to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor will make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report must include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447]. The process for

**Contract to Audit Accounts (cont.)**

City of Greenville, NC

(Name of Governmental Unit)

invoice approval has changed. All invoices for Audit work must be submitted by email in PDF format to the Secretary of the LGC for approval. The invoices must be sent through the portal at: <http://nctreasurer.slgfd.leapfile.net>. Subject line should read "Invoice - only. The PDF invoice marked 'approved' with approval date will be returned by email to the Auditor for them to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.

9. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit shall pay to the Auditor, upon approval by the Secretary of the LGC, the following fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts:

**Year-end bookkeeping assistance – [For audits subject to Government Auditing Standards, this is limited to bookkeeping services permitted by revised Independence Standards]** \_\_\_\_\_

Audit \$29,775 \_\_\_\_\_

**Preparation of the annual financial statements \$6,000**

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee. **The 75% cap for interim invoice approval for this audit contract is \$ 26,831.25** \_\_\_\_\_

10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall include documentation either in the notes to the audited financial statements or as a separate report submitted to the SLGFD along with the audit report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor should be aware that any other bond compliance statements or additional reports required in the authorizing bond documents need to be submitted to the SLGFD simultaneously with the Governmental Unit's audited financial statements unless otherwise specified in the bond documents.
11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include but not be limited to the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the client or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the accounting period.
12. If the audit firm is required by the NC CPA Board or the Secretary of the LGC to have a pre-issuance review of their audit work, there must be a statement added to the engagement letter specifying the pre-issuance review including a statement that the Governmental Unit will not be billed for the pre-issuance review. The pre-issuance review must be performed **prior** to the completed audit being submitted to the LGC. The pre-issuance report must accompany the audit report upon submission to the LGC.
13. The Auditor shall electronically submit the report of audit to the LGC when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. Any subsequent revisions to these reports must be sent to the Secretary of the LGC. These audited financial statements are used in the preparation of official statements for debt offerings (the Auditors' opinion is not included), by municipal bond rating services, to fulfill secondary market disclosure requirements of the Securities and Exchange Commission, and other lawful purposes of the Governmental Unit, without subsequent consent of the Auditor. If it is determined by the LGC that corrections need to be made to the Governmental Unit's financial statements, they should be provided within three days of notification unless, another time frame is agreed to by the LGC.

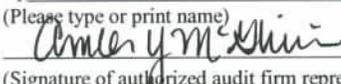
The LGC's process for submitting contracts, audit reports and Invoices are subject to change. Auditors should use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>

In addition, if the OSA designates certain programs to be audited as major programs, a turnaround document and a representation letter addressed to the OSA shall be submitted to the LGC.

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time and/or compensation as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be varied or changed for any reason, the change must be made in writing, signed and dated by all parties and pre-audited if the change includes a change in audit fee. This document and a written explanation of the change must be submitted by email in PDF format to the Secretary of the LGC for approval. The portal address to upload your amended contract and letter of explanation documents is <http://nctreasurer.slgfd.leapfile.net> No change shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

**Contract to Audit Accounts (cont.)** \_\_\_\_\_  
City of Greenville, NC  
(Name of Governmental Unit)

- 16. Whenever the Auditor uses an engagement letter with the Governmental Unit, Item 17 is to be completed by referencing the engagement letter and attaching a copy of the engagement letter to the contract to incorporate the engagement letter into the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract will control. Engagement letter terms are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 23 of this contract. Engagement letters containing indemnification clauses will not be approved by the LGC.
- 17. Special provisions should be limited. Please list any special provisions in an attachment.
- 18. A separate contract should not be made for each division to be audited or report to be submitted. A separate contract must be executed for each component unit which is a local government and for which a separate audit report is issued.
- 19. The contract must be executed, pre-audited, physically signed by all parties and submitted in PDF format including Governmental Unit and Auditor signatures to the Secretary of the LGC. The current portal address to upload your contractual documents is <http://nctreasurer.slgfd.leapfile.net> Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of September 4, 2013. These instructions are subject to change. Please check the NC Treasurer's web site at [www.nctreasurer.com](http://www.nctreasurer.com) for the most recent instructions.
- 20. The contract is not valid until it is approved by the LGC Secretary. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
- 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
- 22. The Auditor acknowledges that any private employer transacting business in this State who employs 25 or more employees in this State must, when hiring an employee to work in the United States, use E Verify to verify the work authorization of the employee in accordance with N.C.G.S. §64 26(a). The Auditor acknowledges further that any such private employer and its subcontractors must comply with all of the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (North Carolina's E-verify law), and that such private employer has a duty under the law to ensure compliance by its subcontractors. The Auditor further acknowledges that this contract is of the type governed by S.L. 2013-418, which makes it unlawful for a local government to enter into certain types of contracts unless the contractor and its subcontractors comply with North Carolina's E-verify law, and that failure to comply with such law could render this contract void. The Auditor hereby covenants, warrants and represents for itself and its subcontractors that with respect to this contract the Auditor and its subcontractors shall comply with the provisions of North Carolina's E-verify law and that failure to comply with such law shall be deemed a breach of this contract and may render this contract void.
- 23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16.)
- 24. **All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.**

**Audit Firm Signature:**  
 Firm Martin Starnes & Associates, CPAs, P.A.  
 By Amber Y. McGhinnis, Audit Manager  
 (Please type or print name)  
  
 (Signature of authorized audit firm representative)  
Email Address of Audit Firm:  
amcghinnis@martinstarnes.com  
 Date January 15, 2014

**Governmental Unit Signatures:**  
 By Allen M. Thomas, Mayor  
 (Please type or print name and title)

(Signature of Mayor/Chairperson of governing board)  
 Date \_\_\_\_\_  
Date Governing Body Approved Audit Contract - G.S. 159-34(a)  
 Date: \_\_\_\_\_

**Unit Signatures (continued):**  
 By N/A  
 (Chair of Audit Committee- please type or print name)  
 \_\_\_\_\_  
 (Signature of Audit Committee Chairperson)  
 Date N/A  
 (If Governmental Unit has no audit committee, this section should be marked "N/A.")

This instrument has been preaudited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act. Additionally, the following date is the date this audit contract was approved by the governing body.

Bernita Demery, Director of Financial Services  
 Governmental Unit Finance Officer (Please type or print name)  
 \_\_\_\_\_  
 (Signature)  
Email Address of Finance Officer  
bdemery@greenvillenc.gov  
 Date \_\_\_\_\_  
(Preaudit Certificate must be dated.)



**Koonce, Wooten & Haywood, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

## SYSTEM REVIEW REPORT

May 22, 2012

Martin, Starnes & Associates, CPAs, PA and the  
Peer Review Committee, North Carolina Association  
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA (the firm) in effect for the year ended December 31, 2011. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Martin, Starnes & Associates, CPAs, PA, in effect for the year ended December 31, 2011, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin, Starnes & Associates, CPAs, PA has received a peer review rating of *pass*.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

**Raleigh**  
4060 Barrett Drive  
Post Office Box 17806  
Raleigh, North Carolina 27619

919 782 9265  
919 783 8937 FAX

**Durham**  
3511 Shannon Road  
Suite 100  
Durham, North Carolina 27707

919 354 2584  
919 489 8183 FAX

**Pittsboro**  
10 Sanford Road  
Post Office Box 1399  
Pittsboro, North Carolina 27312

919 542 6000  
919 542 5764 FAX



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

**Title of Item:** Report on contracts awarded

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

**Explanation:** The Director of Financial Services reports that the following contracts were awarded during the months of January and February, 2014.

Date Awarded	Description	Vendor	Amount	MWBE Yes/No
1/9/2014	FleetFocus Application Software	Assetworks, Inc.	\$151,914.00	No
2/18/2014	Moyewood Pond Excavation Project	East Coast Grading & Utilities	\$104,466.00	No

**Fiscal Note:**

1. FleetFocus Software Application -- Budget approved in Fleet Maintenance Fund for FY 2013-2014 in the amount of \$181,000.
2. East Coast Grading & Utilities -- Budget approved in Stormwater Management Utility Fund for FY 2013-2014 in the amount of \$110,000.

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

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

**Attachments / click to download**

 [FleetFocus Software RFP Summary](#)

 [Bid Tabulation-Moyewood Pond Excavation Project](#)

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Evaluation Matrix | Round 3 - Summary

Round 3 Evaluation Criteria	Weight	Average Scores		Evaluation Source / Reference
		AssetWorks	FASTER	
Functionality	300	268.33	250.00	Vendor Demonstration: Functionality Presentations Section 7: Specifications
Implementation	300	270.00	223.33	Vendor Demonstration: Implementation Session Section 3: Proposed Solution Section 4: Implementation Plan Section 5: Staffing Plan Reference Checks
Service and Support	300	283.33	276.67	Vendor Demonstration: Introduction Presentation Vendor Demonstration: Implementation Session Reference Checks
City Investment and Costs	300	268.33	240.00	Best and Final Offer Process Separate Cost Proposal Consider scope of solution based on modules bid
Ability to Deliver "out-of-the-box" Functionality	300	270.00	250.00	Vendor Demonstration: Functionality Presentations Section 7: Specifications
Technical Requirements	200	168.33	166.67	Vendor Demonstration: Technical Presentation/Discussion Section 3: Proposed Solution Section 8: Technical Requirements
Other Value Added	100	91.67	76.67	Vendor Proposal: Overall Vendor Demonstration: Overall Reference Checks
Vendor Viability	100	100.00	100.00	Vendor Demonstration: Overall Reference Checks Section 9: Vendor Background Questionnaire & Customer References Section 2: Company Background
Vision	100	90.00	83.33	Vendor Demonstration: Overall
<b>Weighted Score:</b>		<b>2,000</b>	<b>1,810.00</b>	<b>1,666.67</b>
<b>Rank:</b>			<b>1</b>	<b>2</b>

Round 3 - Summary

## AssetWorks

*Comments by Fleet Management Software Project Team*

### Apparent Strengths:

- This software has good workflow and collects detailed information to facilitate generation of accurate reports on demand. Dashboard can be set up with announcements / posting for other department's information ( as a read only format). Standard reports can be scheduled for creation and distribution. Efficient tracking of fleet activity is available.
- Although AssetWorks and Faster are very similar in all functionality areas, AssetWorks scores higher overall. (based on demo scoring)
- Unlike Faster, Assetworks has a Risk Management module and reporting for vehicle replacement scheduling capability out of the box.
- AssetWorks and Faster are very similar in all areas of specification compliances, AssetWorks scores higher overall. (based on Specification Compliance scoring)
- Overall AssetWorks and Faster are similar in features. It seems AssetWorks does offer more modules and reporting that is “out of the box” .
- AssetWorks showed to have a better overall functionality.
- AssetWorks is allowing more time for implementation (testing, data conversion, and training).
- Seem to be providing adequate support with their staff.
- AssetWorks offers more functionality available without modification or future upgrades to start with.
- AssetWorks functionality was more broad with the ability to grow in to other areas of fleet management.
- AssetWorks scored higher than Faster in the area of Motor Pool and Risk Management.
- I was more impressed with AssetWorks Maxquery and the ability to create table and reports.
- Faster and AssetWorks are very similar and both could do the job. To me the AssetWorks solution meets more of the requirements we are looking and will give us the ability to grow our tracking of other aspects of fleet operation. For example AssetWorks Fuel Focus will not only track fuel purchase but track vehicle information.
- AssetWorks did score higher compared to Tyler or Faster
- AssetWorks is looking to expand and provide service in the area of fleet management for example GPS and Fuel Management.

### Specific Concerns:

## AssetWorks

### Comments by Fleet Management Software Project Team

#### General Observations and Comments:

- AssetWorks has the functionalities needed by the Fleet division to move forward with time. It will be a good investment to bring Fleet up to speed on various aspects and to keep building on in the future.
- All references that were called, whether it was AssetWorks or Faster, liked the software that they had selected. All at some point in the implementation process incurred some type of issue, but the project team assigned to them was quick to help sort out the difficulties. The biggest surprise was York County Virginia changed from Faster to AssetWorks because of an upgrade issue.
- Overall AssetWorks and Faster showed to have similar features for service and support.
- AssetWorks and Faster seem to be providing adequate support with their staff.
- Faster was lower than AssetWorks for the initial price, but AssetWorks had a substantially lower yearly maintenance fee.
- Faster is approximately \$16,240 less initially. But after a 10 year period AssetWorks is substantially less with initial cost and annual maintenance cost of approximately \$142,709.
- Faster was lower than AssetWorks for the initial price, but AssetWorks had a substantially lower yearly maintenance fee. Comparing the two the cost of operation AssetWorks will be the best choice.
- AssetWorks and Faster were user friendly, but AssetWorks showed to have a better dashboard available.
- AssetWorks scored higher in the Vendor Functionality Comparison.
- Overall AssetWorks and Faster are similar in the demo for technical information.
- AssetWorks scored higher in the Vendor Functionality Comparison and the AssetWorks scored higher in the Specification Compliance Comparison.
- AssetWorks and Faster both show similar overall strategies for the software implementation.
- Although Faster has been around for 28 years and is employee owned. AssetWorks has been around for 34 years, but has changed hands a few times within those years, that has not affected their progress for the latest technology in Fleet Management Software.
- Both Faster and AssetWorks meet most of the specifications. The Tyler software was not able to meet a larger number the specification specially in the area of work flow, and fleet asset management that fleet division need.
- Both AssetWorks and Faster had a very clear and easy to follow demonstration. Tyler Solution demonstration was not clear the phone connection was not clear and some of the questions were not clearly answered .
- Both Faster and AssetWorks had good customer service and by the calls made we heard that both company are willing to help the customers.
- AssetWorks has continued to make improvements to the program and has added other programs that have been beneficial.
- Both Faster and AssetWorks are solid companies.
- Both Faster and AssetWorks work hard to keep customer happy. I did see that AssetWorks just work a little harder to keep customer and acquire new customers.
- Both companies are looking to grow.

## **FASTER**

*Comments by Fleet Management Software Project Team*

### **Apparent Strengths:**

- Drill down straight from Dashboard, so it eliminates the need to run separate reports. The layout of the system screen was very simple hence easy to use and understand.
- Seem to be providing adequate support with their staff.
- Faster and AssetWorks are very similar and both could do the job.

### **Specific Concerns:**

- Faster currently does not have a Risk Management module, but should in the future. Additional reporting is needed for vehicle replacement scheduling.
- York County Virginia changed from Faster to AssetWorks because of an upgrade issue. York County Virginia changed from Faster to AssetWorks because of an upgrade issue. They wanted to do an upgrade because they were working from an extremely outdated version. Faster was not allowing any help or special pricing for current customers; the upgrade was being treated as a new customer.
- Faster was lower than AssetWorks for the initial price, but AssetWorks had a substantially lower yearly maintenance fee.
- Faster is approximately \$16,240 less initially. But after a 10 year period AssetWorks is substantially less with initial cost and annual maintenance cost of approximately \$142,709.

### **General Observations and Comments:**

- Faster is a good software as well sufficient to meet all the needs. But Asset works seems to have more bells and whistles to make a difference
- All references that were called, whether it was AssetWorks or Faster, liked the software that they had selected. All at some point in the implementation process incurred some type of issue, but the project team assigned to them was quick to help sort out the difficulties. The biggest surprise was York County Virginia changed from Faster to AssetWorks because of an upgrade issue.
- Overall AssetWorks and Faster showed to have similar features for service and support.
- Although Faster has been around for 28 years and is employee owned. AssetWorks has been around for 34 years, but has changed hands a few times within those years, that has not affected their progress for the latest technology in Fleet Management Software.
- AssetWorks and Faster seem to be providing adequate support with their staff.
- AssetWorks and Faster were user friendly
- Overall AssetWorks and Faster are similar in the demo for technical information.
- AssetWorks and Faster both show similar overall strategies for the software implementation.
- AssetWorks proposal was more clear and easier to understand. Faster did have a calculation problem and they did not use the form completely.
- Both AssetWorks and Faster had a very clear and easy to follow demonstration. Tyler Solution demonstration was not clear the phone connection was not clear and some of the questions were not clearly answered .
- Both Faster and AssetWorks had good customer service and by the calls made we heard that both company are willing to help the customers.
- Both Faster and AssetWorks are solid companies.
- Both Faster and AssetWorks work hard to keep customer happy.
- Both companies are looking to grow.

MOYEWOOD POND CONSTRUCTION PROJECT BID TABULATION

Item No.	Unit	Estimated Quantity	East Coast Grading and Utilities		Carolina Earth Movers		ER Lewis Construction		
			Unit Price	Total Bid Price	Unit Price	Total Bid Price	Unit Price	Total Bid Price	
1	Mobilization	LS	1	<u>\$ 1,500.00</u>	<u>\$ 1,500.00</u>	<u>\$ 2,860.00</u>	<u>\$ 2,860.00</u>	<u>\$ 3,000.00</u>	<u>\$ 3,000.00</u>
2	Grading and Excavation	LS	1	<u>\$ 64,999.00</u>	<u>\$ 64,999.00</u>	<u>\$ 72,000.00</u>	<u>\$ 72,000.00</u>	<u>\$ 86,400.00</u>	<u>\$ 86,400.00</u>
3	Clearing and Grubbing	LS	1	<u>\$ 19,970.00</u>	<u>\$ 19,970.00</u>	<u>\$ 10,500.00</u>	<u>\$ 10,500.00</u>	<u>\$ 10,200.00</u>	<u>\$ 10,200.00</u>
4	Erosion Control	LS	1	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>	<u>\$ 6,500.00</u>	<u>\$ 6,500.00</u>	<u>\$ 19,300.00</u>	<u>\$ 19,300.00</u>
5	Outlet Structure	LS	1	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>	<u>\$ 2,800.00</u>	<u>\$ 2,800.00</u>	<u>\$ 3,800.00</u>	<u>\$ 3,800.00</u>
6	Surveying	LS	1	<u>\$ 2,500.00</u>	<u>\$ 2,500.00</u>	<u>\$ 3,500.00</u>	<u>\$ 3,500.00</u>	<u>\$ 1,200.00</u>	<u>\$ 1,200.00</u>
	Total			\$ 94,969.00		\$ 98,160.00		\$ 123,900.00	



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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

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

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

<u>Payee</u>	<u>Adjustment Refunds</u>	<u>Amount</u>
Willie M. Grimes	Individual Personal Property	\$ 339.96
NACCO Materials Handling Group	Real Property	\$ 1,484.23
Luis Orellano	Individual Personal Property	\$ 105.77
Calma A. Perry	Individual Personal Property	\$ 168.92
Bejamin R. Alexander	Registered Motor Vehicle	\$ 178.64
Atwell Construction Co., Inc	Registered Motor Vehicle	\$ 157.50
Octavia L. Faison	Registered Motor Vehicle	\$ 205.94
Douglas G. Hanson	Registered Motor Vehicle	\$ 624.38
Melissa L. Harrington	Individual Personal Property	\$ 125.31
Michael J. Johnson	Registered Motor Vehicle	\$ 326.40
John M. Page	Registered Motor Vehicle	\$ 109.53

**Fiscal Note:**           The total to be refunded is \$3,826.58.

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

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Attachments / click to download

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# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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

- a. Affordable Housing Loan Committee
- b. Youth Council

**Explanation:** The Affordable Housing Loan Committee and the Youth Council will make their annual presentations to City Council at the March 17, 2014, City Council meeting.

**Fiscal Note:** N/A

**Recommendation:** Hear the presentations from the Affordable Housing Loan Committee and the Youth Council.

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# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

**Title of Item:** Resolution amending the membership of the Youth Council

**Explanation:** **Abstract:** The purpose of this resolution is to amend the membership of the Youth Council to allow appointments from all of the private high schools within Pitt County.

**Explanation:** The Greenville Youth Council was created by action of the City Council on August 11, 2005. The purpose of the Greenville Youth Council is to promote good citizenship and provide a mechanism for youth in grades 9-12 to gain an understanding of municipal government. The Greenville Human Relations Council provides mentoring assistance along with City staff to the Youth Council. Appointments to the Youth Council are made by City Council as recommended by their respective high schools. Interested students must notify their guidance counselor and receive a recommendation from their guidance counselor and school principal.

When the Youth Council was created, appointments were from the public high schools within Pitt County. The resolution that created the Youth Council was later amended to include students from home schools and one member from the four private high schools operating in Pitt County at that time, (Trinity Christian School, Greenville Christian Academy, Calvary Christian Academy, and The Oakwood School). Since 2005, additional private high schools have been established in Pitt County. However, the participation on the Youth Council by students from private high schools within Pitt County is limited to the schools specified in the resolution. The proposed amendment will allow the appointment of up to 5 members from any of the private high schools and/or home school students within Pitt County.

At their meeting of February 5, 2014, the Human Relations Council voted to recommend the membership revisions to the Youth Council for their consideration.

At the Youth Council's meeting of February 24, 2014, the Council approved the

revised membership as recommended by the Human Relations Council.

**Fiscal Note:** None

**Recommendation:** Staff recommends that City Council approve the resolution amending the membership of the Youth Council.

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Attachments / click to download

 [Youth Council Resolution Amended Private High Schools 974295](#)

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RESOLUTION NO. -14  
RESOLUTION AMENDING  
THE MEMBERSHIP OF THE GREENVILLE YOUTH COUNCIL

WHEREAS, by Resolution No. 05-51, the City Council of the City of Greenville established the Greenville Youth Council; and

WHEREAS, it is desired to increase the membership of the Greenville Youth Council by including a method for the appointment of representatives from private high schools;

NOW, THEREFORE, BE IT RESOLVED by the Greenville City Council that the Resolution establishing the Greenville Youth Council (Resolution No. 05-51) as amended by Resolution 05-90 be and is hereby amended by rewriting paragraphs 1 and 2 of the section entitled Membership; Appointment; Terms, Compensation to read as follows: Attachment number 1  
Page 1 of 1

1. The Greenville Youth Council shall be composed of 20 members as follows:
  - (a) A total of fifteen (15) representatives from the Pitt County public high schools of which there may be no more than three (3) representatives from each Pitt County public high school;
  - (b) A total of five (5) representatives from private schools, charter schools, and home schools located in Pitt County of which there may be no more than one (1) representative from each school.
2. Students wishing to serve on the Greenville Youth Council shall submit an application seeking appointment. The application shall be signed by the student and the parent or guardian of the student. Additionally, for students seeking appointment as a representative of either a public high school or a private school, the application shall be signed by the principal (or their designee) of the public high school which is being represented by the student or the principal, or equivalent position (or their designee) of the private school which is being represented by the student. City Council makes the appointment.

This the 17th day of March, 2014.

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

ATTEST:

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

974295



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

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**Title of Item:** Report on 2013 Citizen Survey Findings

**Explanation:** **Abstract:** Staff will provide a brief report on the findings of the 2013 Citizen Survey.

**Explanation:** One action item in the City Council's 2012-2013 Goals was to "Expand City's performance management and benchmarking initiative to include statistical service effectiveness measures through a citizen survey and establish performance measures from survey results." To accomplish this, the City contracted with ETC Institute, a nationally-recognized leader in municipal surveys, to help create and then conduct a survey for Greenville.

Preliminary results were provided to the City Council at the January 2014 Strategic Planning Retreat. This presentation is a report on the final results. Due to the size of the report (294 pages), only the first three sections have been included. The remaining sections, which include tabular data, are available upon request. Staff will analyze and utilize the full results to better serve our residents. Full results will also be made available to the public on the City's website, [www.greenvillenc.gov](http://www.greenvillenc.gov).

**Fiscal Note:** No fiscal impact to receive the report.

**Recommendation:** Hear the presentation from staff.

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**Attachments / click to download**

 [Citizen Survey Sections 1-3](#)

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# *2013 Citizen Survey*

## **Findings Report**

*Submitted to the*

*City of Greenville, North Carolina*

**ETC Institute**

**725 W. Frontier Circle**

**Olathe, KS 66061**

**(913) 829- 1215**

**February 2014**

# Contents

Executive Summary.....	Section 1
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Importance-Satisfaction Analysis .....	Section 3
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Cross-Tabular Data by Race/Ethnicity, Household Income & Gender .....	Section 5
Tabular Data.....	Section 6
Survey Instrument .....	Section 7

# **Section 1: Executive Summary**

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# *City of Greenville 2013 Citizen Survey*

## **Executive Summary Report**

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### **Survey Methodology**

ETC Institute conducted a Citizen Survey on behalf of the City of Greenville in the winter of 2013-2014. The purpose of the survey was to gather information about City priorities and the quality of City programs and services. The survey was designed to obtain statistically valid results from households throughout the City of Greenville. The survey was administered by a combination of mail, phone, and online.

ETC Institute worked extensively with City of Greenville officials in the development of the survey questionnaire. This work allowed the survey to be tailored to issues of strategic importance to effectively plan the future system.

A seven-page survey was mailed to a random sample of 4,000 households throughout the City of Greenville. Approximately three days after the surveys were mailed each household that received a survey also received an automated voice message encouraging them to complete the survey. In addition, about two weeks after the surveys were mailed ETC Institute began contacting households by phone. Those who indicated they had not returned the survey were given the option of completing it by phone.

The goal was to obtain a total of at least 800 completed surveys. This goal was accomplished, with a total of 843 surveys having been completed. The level of confidence is 95% with a margin of error of +/-3.4%. The results that are presented in this report were weighted by race/ethnicity and age to ensure the demographics of the survey sample are comparable to the actual demographics of the City's population.

This report contains:

- a summary of major survey findings
- charts and graphs showing the results of each question on the survey
- importance-satisfaction analysis
- cross-tabular data showing a breakdown of survey results for various demographic questions
- tabular data that shows the results for each question on the survey
- a copy of the survey instrument

## Major Survey Findings

- **Overall Satisfaction with Major City Services.** Eighty-six percent (86%) of respondents were “very satisfied” or “somewhat satisfied” with the overall quality of Fire/EMS services. There are three other major city services that over two-thirds of respondents are “very satisfied” or “somewhat satisfied” with: quality of trash, recycling, yard waste collection (78%), quality of customer service provided by the City (70%), and the quality of the City recreation and park programs and facilities (68%).
- **Major City Services That Are Most Important for the City to Provide.** Based on the sum of their top three choices, the major city services that respondents feel are most important for the City to provide are: overall quality of Police services (67%), overall quality of Fire/EMS services (42%), and the overall management of traffic flow on City streets (32%).
- **Satisfaction with Items That May Influence Perceptions of the City.** Sixty-six percent (66%) of respondents were “very satisfied” or “somewhat satisfied” with overall quality of services provided by the City. Fifty percent (50%) of respondents were “very satisfied” or “somewhat satisfied” with the overall quality of life in the City, and 50% are “very satisfied” or “somewhat satisfied” with the appearance of the City.
- **Satisfaction with Aspects of Public Safety.** Seventy-three percent (73%) of respondents were “very satisfied” or “somewhat satisfied” with the provision of EMS services, and 51% are “very satisfied” or “somewhat satisfied” with City efforts to prevent fires.
- **Aspects of Public Safety That Are Most Important for the City to Provide.** Based on the sum of their top two choices, the aspects of public safety that respondents feel are most important for the City to provide are: City efforts to prevent crimes (67%) and how quickly police respond to emergencies (49%).
- **Level of Safety.** Seventy-nine percent (79%) of respondents feel “very safe” or “safe” in their neighborhood during the day, and 69% feel “very safe” or “safe” in the Uptown business district (downtown) during the day.
- **Satisfaction with Aspects of Recreation and Parks.** Seventy-five percent (75%) of respondents were “very satisfied” or “somewhat satisfied” with the maintenance and appearance of existing City parks. Sixty-three percent (63%) of respondents were

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City of Greenville 2013 Citizen Survey

“very satisfied” or “somewhat satisfied” with the number of City parks, 58% are “very satisfied” or “somewhat satisfied” with the quality of City recreation programs and classes, and 58% are “very satisfied” or “somewhat satisfied” with the quality of outdoor athletic facilities.

- **Aspects of Recreation and Parks That Are Most Important for the City to Provide.** Based on the sum of their top two choices, the aspects of recreation and parks that respondents feel are most important for the City to provide are: maintenance and appearance of existing City parks (40%), walking/biking trails in the City (30%), and variety of recreation programs and classes offered (23%).
- **Ways Residents Currently Get Information About the City.** The most frequently mentioned ways that respondents *currently* get information about the City of Greenville are: local television news (81%), local newspaper (69%), City cable channel (40%), and local radio (37%).
- **Ways Residents Would Prefer to Get Information About the City.** The most frequently mentioned ways that respondents would *prefer* to get information about the City of Greenville are: local television news (65%), local newspaper (57%), City cable channel (32%), local radio (32%), and City e-newsletter (32%).
- **Satisfaction with Aspects of City Maintenance.** Sixty-five percent (65%) of respondents were “very satisfied” or “somewhat satisfied” with the condition of street signs and traffic signals. There are two other aspects of city maintenance that over 50% of respondents are “very satisfied” or “somewhat satisfied” with: mow and trim trees along City streets & public areas (60%) and the maintenance of streets in your neighborhood (53%).
- **Aspects of City Maintenance That Are Most Important for the City to Provide.** Based on the sum of their top two choices, the aspects of city maintenance that respondents feel are most important for the City to provide are: maintenance of major city streets (48%), timing of traffic signals in the City (26%), and how quickly street repairs are made (23%).
- **Satisfaction with Aspects of City Code Enforcement.** Forty-six percent (46%) of respondents were “very satisfied” or “somewhat satisfied” with the effort to remove abandoned or inoperative vehicles and 46% were “very satisfied” or “somewhat satisfied” with the enforcement of sign regulations.

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City of Greenville 2013 Citizen Survey

- **Aspects of Code Enforcement That Are Most Important for the City to Provide.** Based on the sum of their top two choices, the aspects of code enforcement that respondents feel are most important for the City to provide are: enforce junk/debris cleanup on private property (57%), and enforce mowing and cutting of weeds and grass on private property (36%).
- **Contacting the City.** Fifty percent (50%) of respondents have contacted the City of Greenville during the past year. Of those who contacted the City in the past year, 52% contacted the sanitation department, and 34% contacted the police.
- **Satisfaction with City Employees Contacted Most Recently.** Of the 50% of respondents that have contacted the City during the past year, 78% were “very satisfied” or “somewhat satisfied” with how easy the City was to contact, and 74% were “very satisfied” or “somewhat satisfied” with the way they were treated.
- **Satisfaction with Aspects of Public Services.** Eighty-six percent (86%) of respondents were “very satisfied” or “somewhat satisfied” residential trash collection services, and 81% were “very satisfied” or “somewhat satisfied” with curbside recycling services.
- **City Services Used in the Past 12 Months.** The City services that the highest percentage of respondents have used in the past 12 months are: visited a neighborhood or City park (75%), watched the City’s cable television channel (66%), visited City recreation centers (54%), and visited the City’s website (49%).
- **Satisfaction with Aspects of Transportation.** Fifty percent (50%) of respondents were “very satisfied” or “somewhat satisfied” with the ease of travel by car in the City, and 45% were “very satisfied” or “somewhat satisfied” with opportunities to attend cultural activities.
- **Importance of the City Continuing to Invest in Projects.** Seventy percent (70%) of respondents feel it’s “extremely important” or “very important” to continue making improvements to the City’s streets and sidewalks, and 70% feel it’s “extremely important” or “somewhat important” to continue making improvements to Police and Fire/EMS facilities.
- **City Improvement Projects That Respondents Are Most Willing to Pay a Tax Increase to Support.** Based on the sum of their top two choices, the capital improvement projects that respondents are most willing to pay an increase in taxes to support are: improvements to Police and Fire/EMS facilities (33%), upgrades to

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## City of Greenville 2013 Citizen Survey

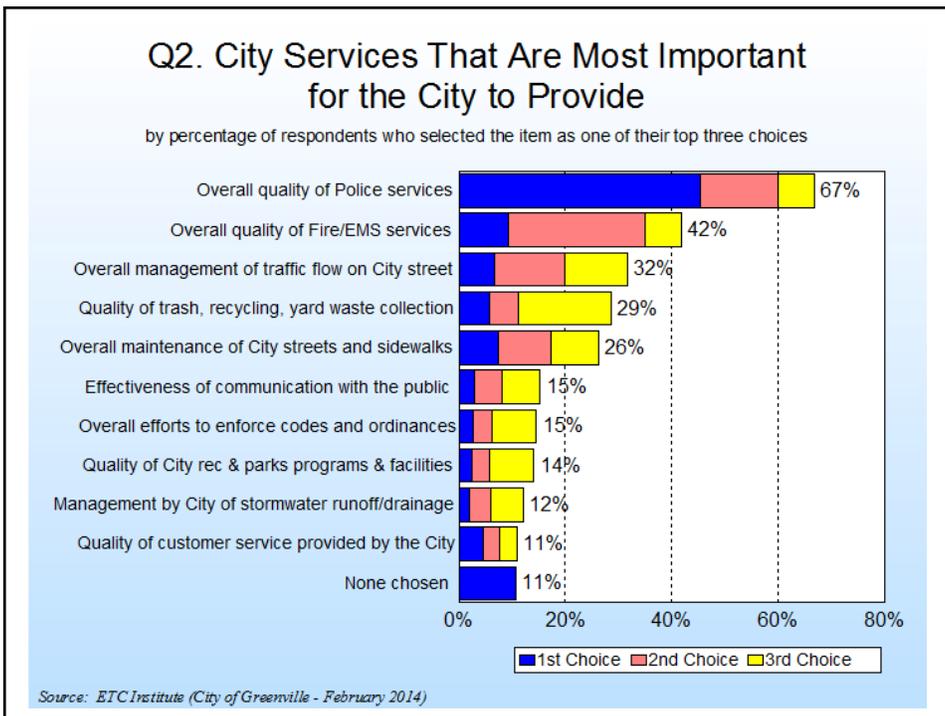
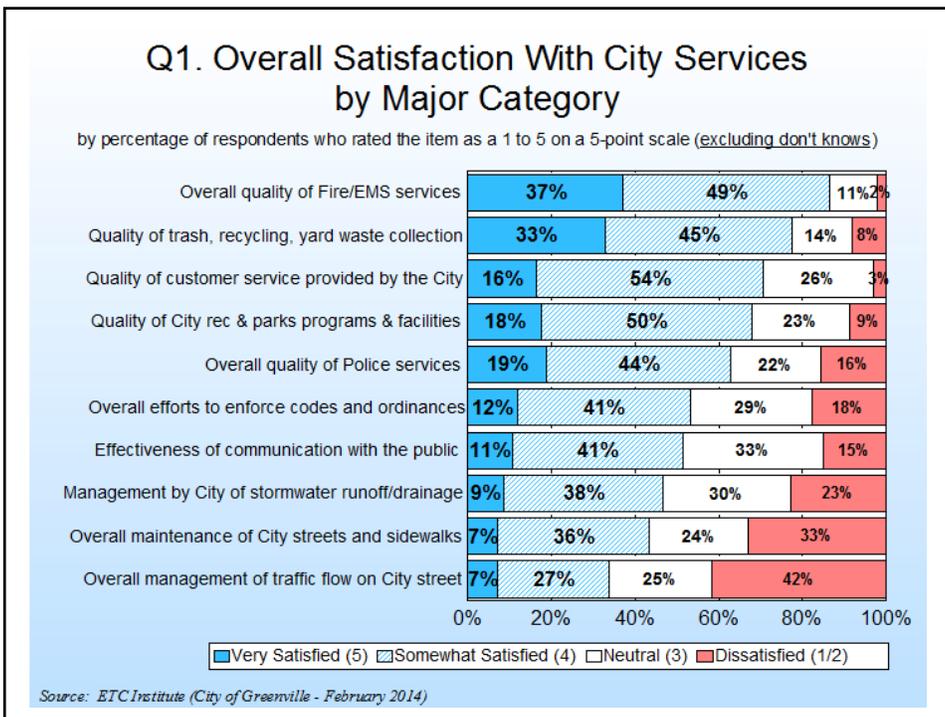
public facilities (22%), and improvements to the city's streets and sidewalks (22%).

- **Willingness to Support a Bond Referendum or Additional Funding.** Sixty-four percent (64%) of respondents are “very willing” or “somewhat willing” to support a bond referendum or additional funding to improve maintenance of streets and sidewalks, and 60% are “very willing” or “somewhat willing” to support a bond referendum or additional funding to improve Police and Fire/EMS facilities.
- **Level of Funding for City Services.** Sixty-four percent (64%) of respondents feel the City should “spend much more” or “spend more” on police services, and 61% feel the City should “spend much more” or “spend more” on the maintenance of streets and sidewalks.
- **Importance of Various Focus Areas for the City of Greenville.** Eighty-seven percent (87%) of respondents feel it's “extremely important” or “very important” for the City to focus on public safety, 79% feel it's “extremely important” or “very important” for the City to focus on economic development, and 69% it's “very important” or “somewhat important” for the City to focus on infrastructure.
- **Rating the City as Place to Live, Work and Raise Children.** Seventy-five percent (75%) of respondents feel the City of Greenville is an “excellent” or “good” place to live, and 64% feel the City of Greenville is an “excellent” or “good” place to raise children.

## **Section 2: Charts and Graphs**

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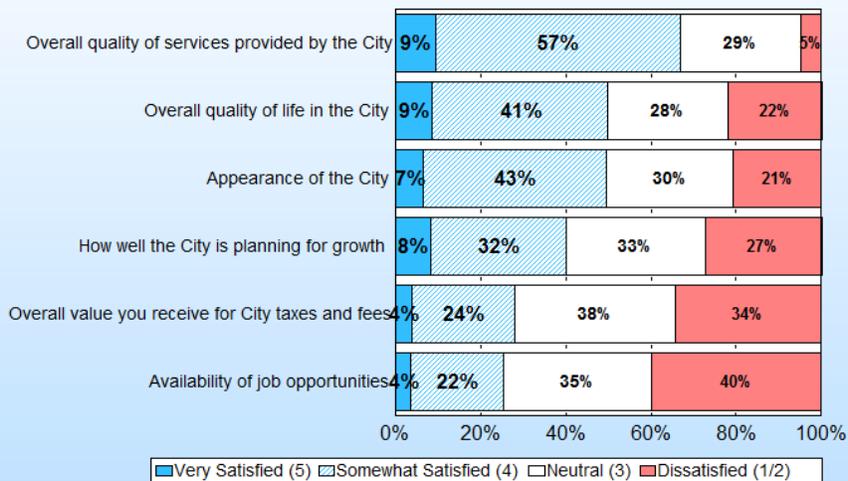
## City of Greenville 2013 Citizen Survey



## City of Greenville 2013 Citizen Survey

### Q3. Satisfaction with Various Items That May Influence Respondents' Perception of the City of Greenville

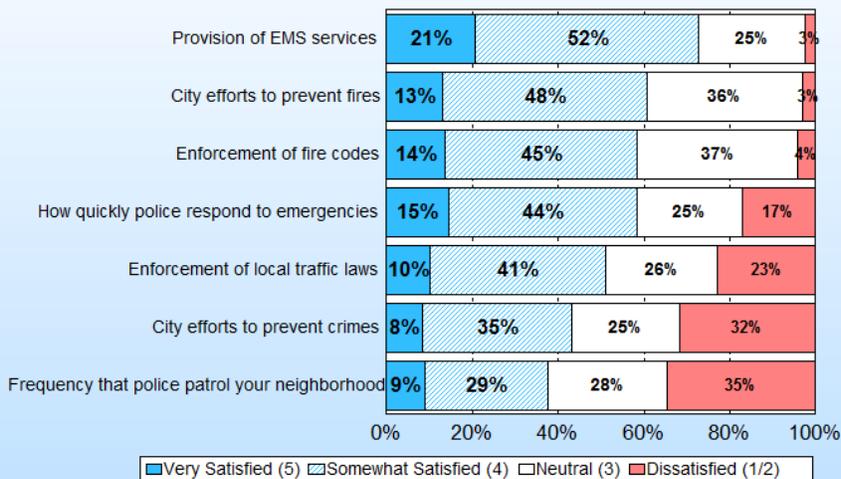
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

### Q4. Satisfaction with Various Aspects of Public Safety

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

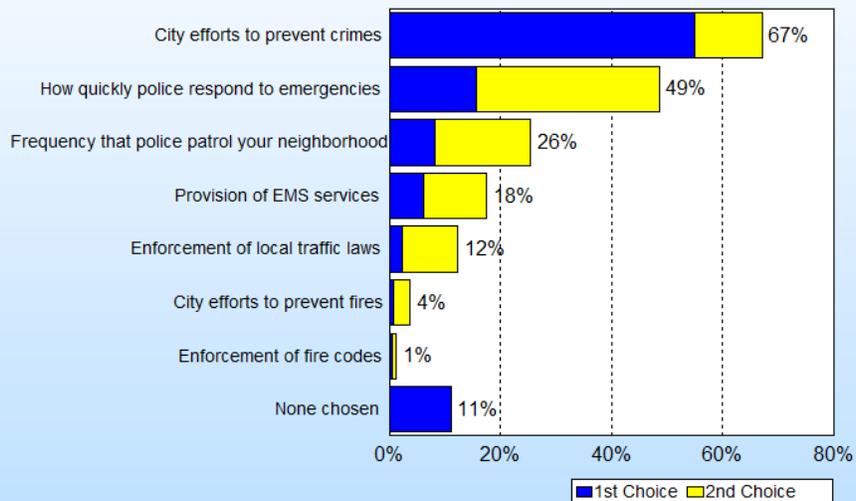


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q5. Aspects of Public Safety That Are Most Important for the City to Provide

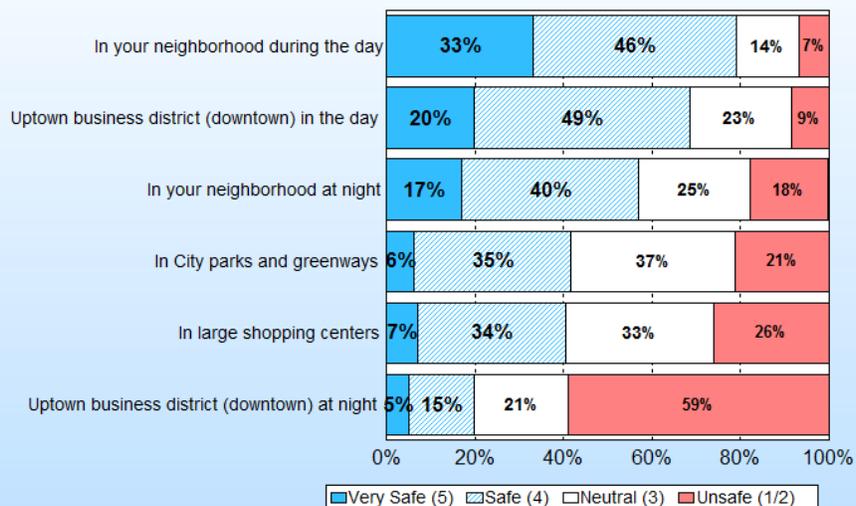
by percentage of respondents who selected the item as one of their top two choices



Source: ETC Institute (City of Greenville - February 2014)

### Q6. Level of Safety in Various Situations

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

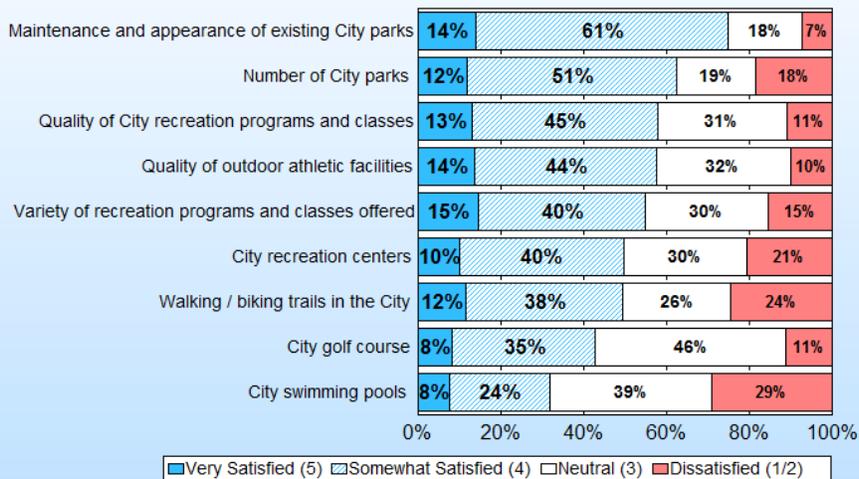


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q7. Satisfaction with Various Aspects of Recreation and Parks

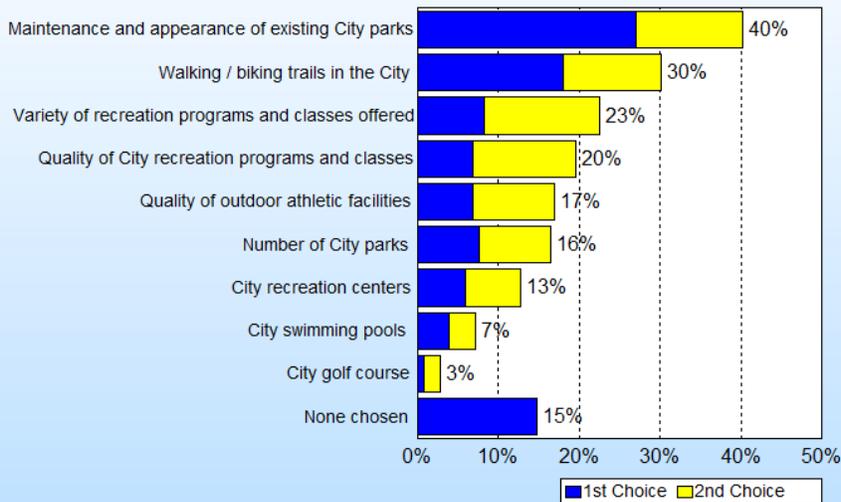
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

### Q8. Aspects of Recreation and Parks That Are Most Important for the City to Provide

by percentage of respondents who selected the item as one of their top two choices

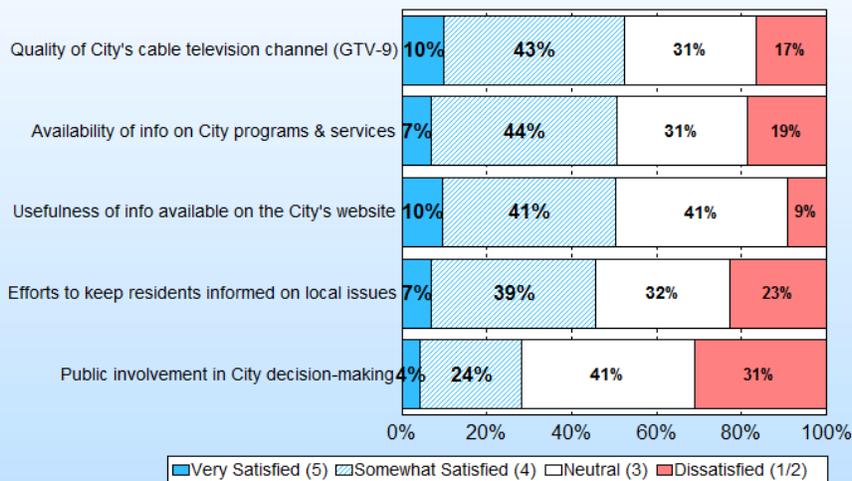


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q9. Satisfaction with Various Aspects of City Communication

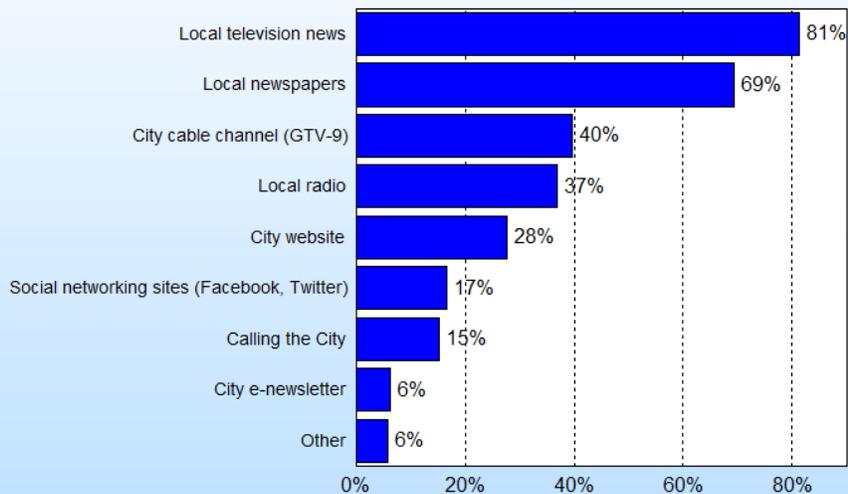
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

### Q10. Ways Residents Currently Get Information About the City of Greenville

by percentage of respondents (multiple choices could be made)

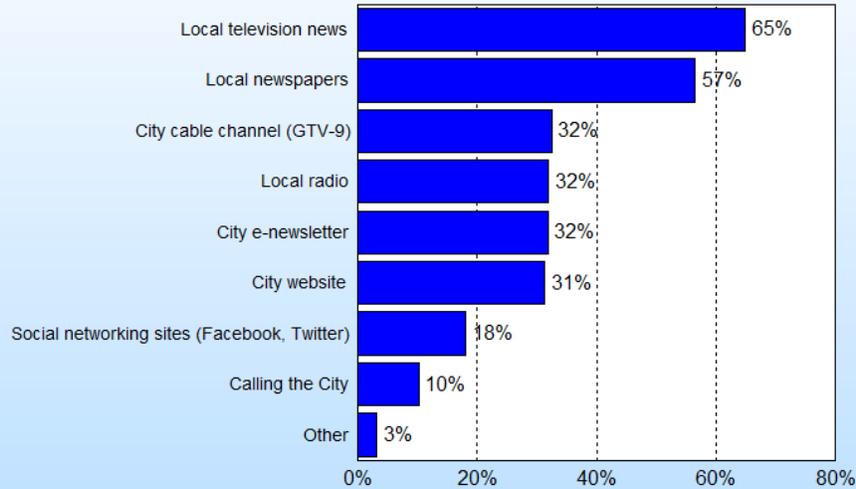


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q11. Ways Residents Prefer to Get Information About the City of Greenville

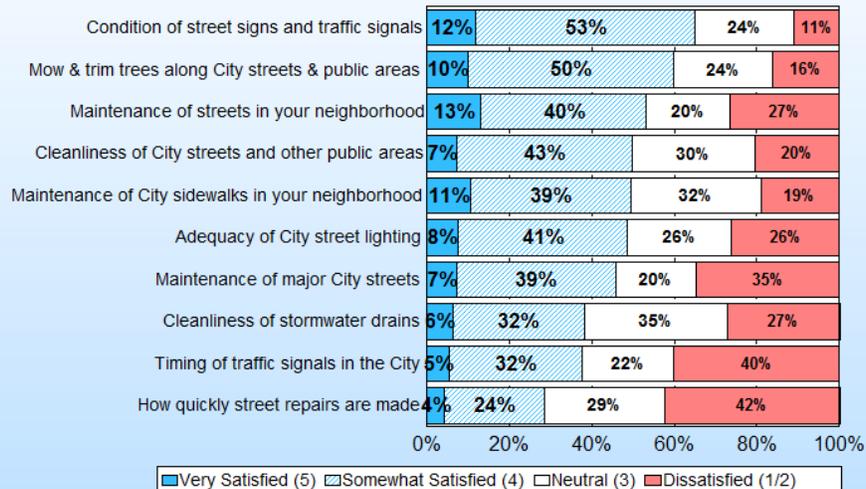
by percentage of respondents (multiple choices could be made)



Source: ETC Institute (City of Greenville - February 2014)

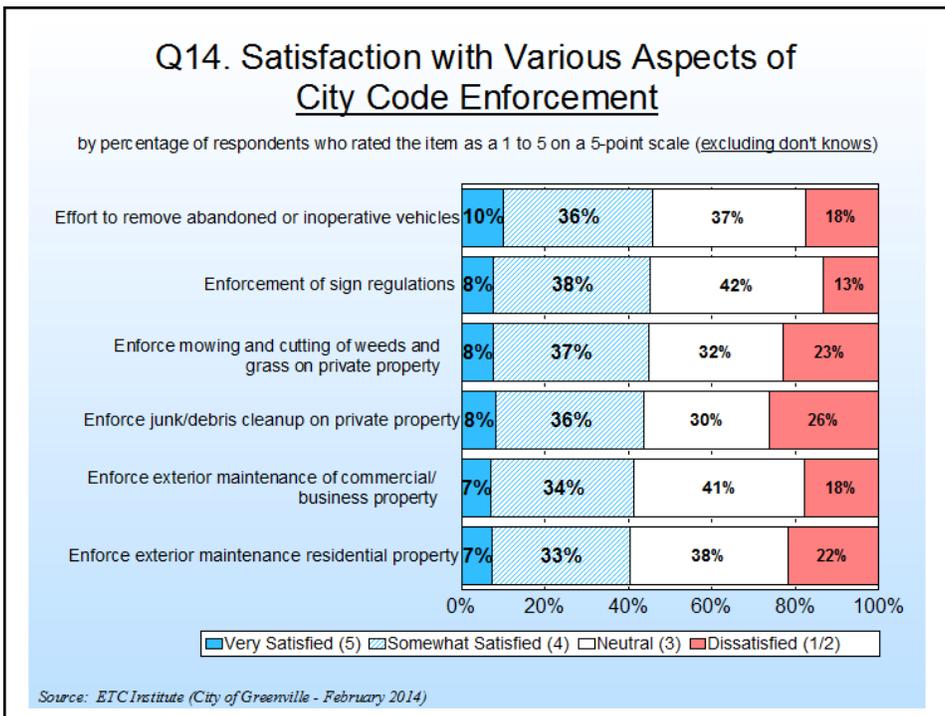
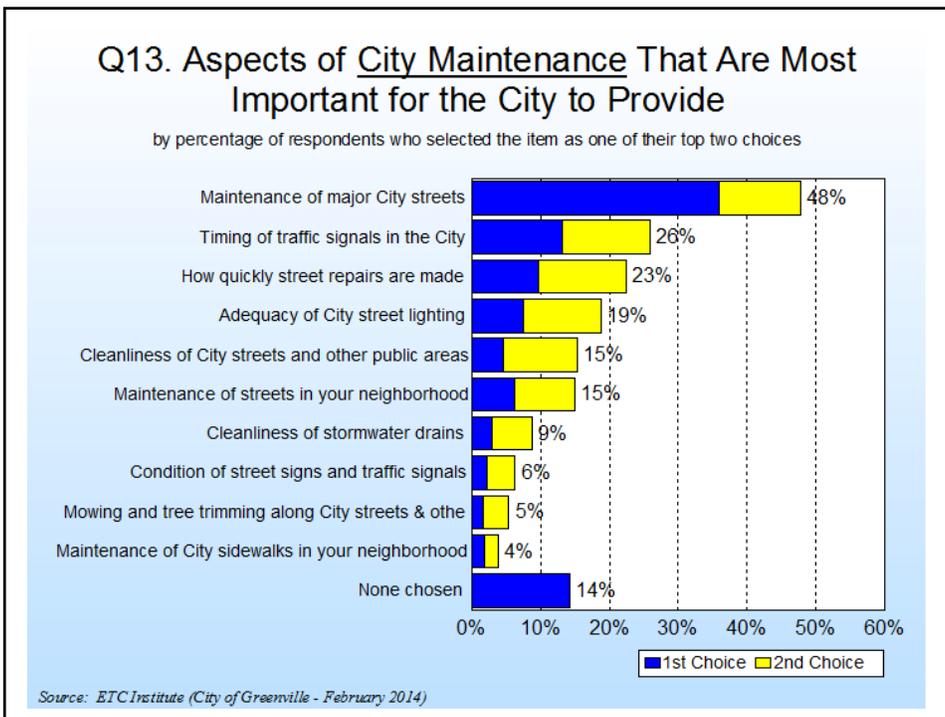
### Q12. Satisfaction with Various Aspects of City Maintenance

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

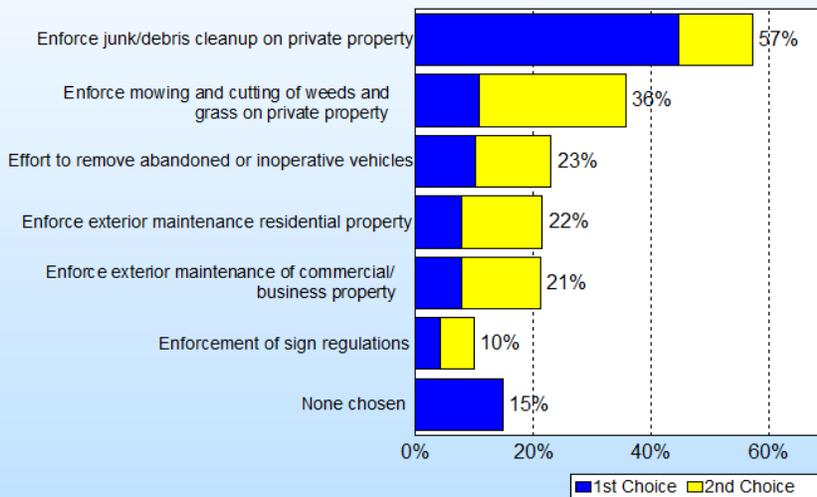
## City of Greenville 2013 Citizen Survey



# City of Greenville 2013 Citizen Survey

## Q15. Aspects of Code Enforcement That Are Most Important for the City to Provide

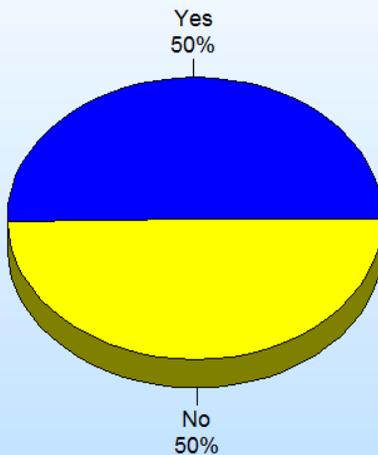
by percentage of respondents who selected the item as one of their top two choices



Source: ETC Institute (City of Greenville - February 2014)

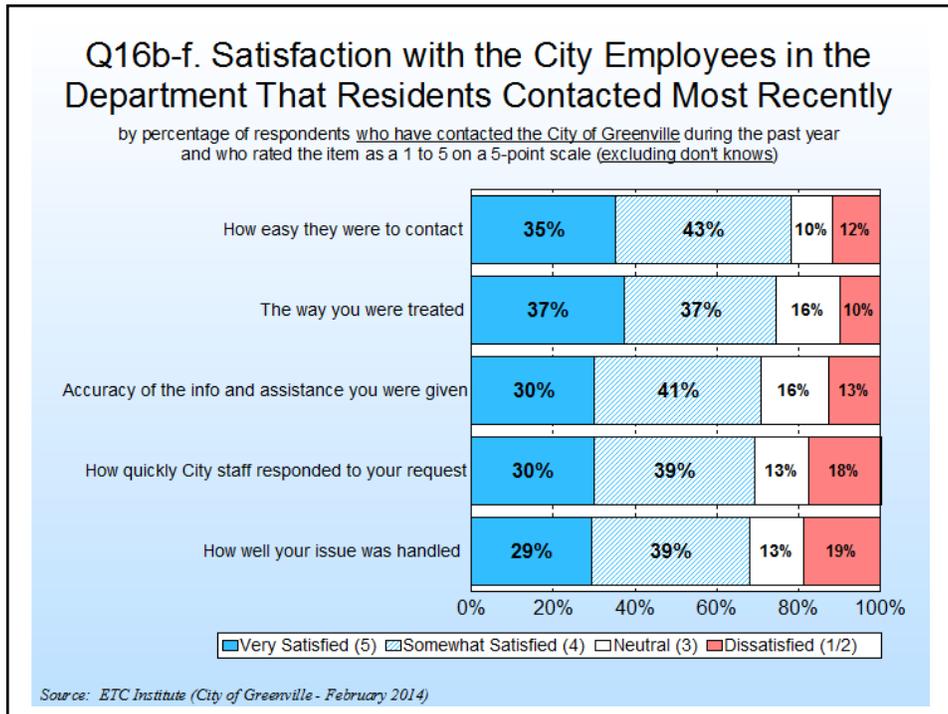
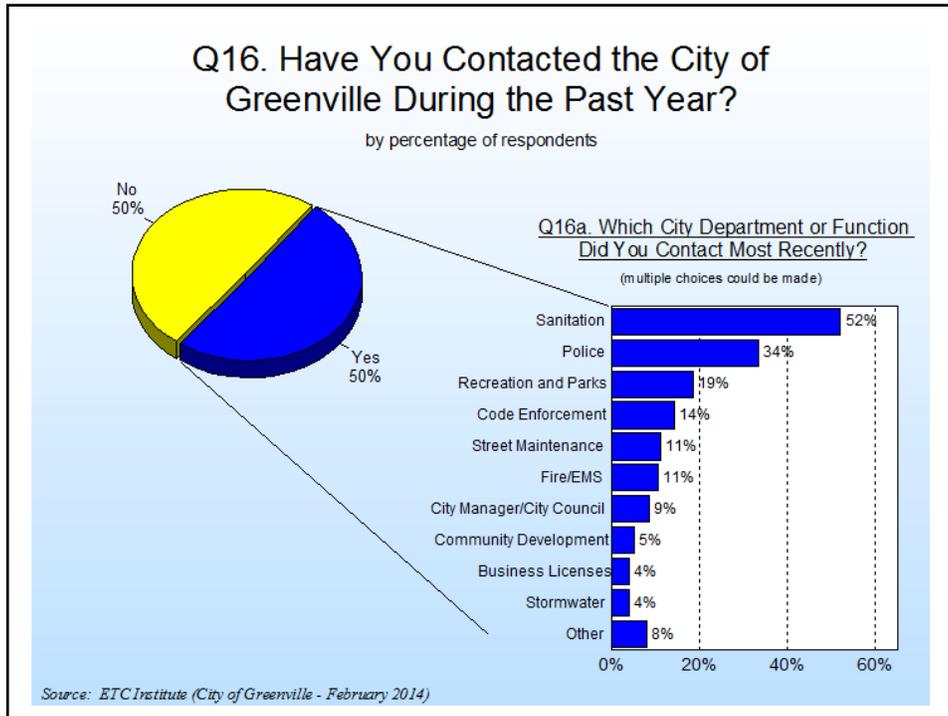
## Q16. Have You Contacted the City of Greenville During the Past Year?

by percentage of respondents



Source: ETC Institute (City of Greenville - February 2014)

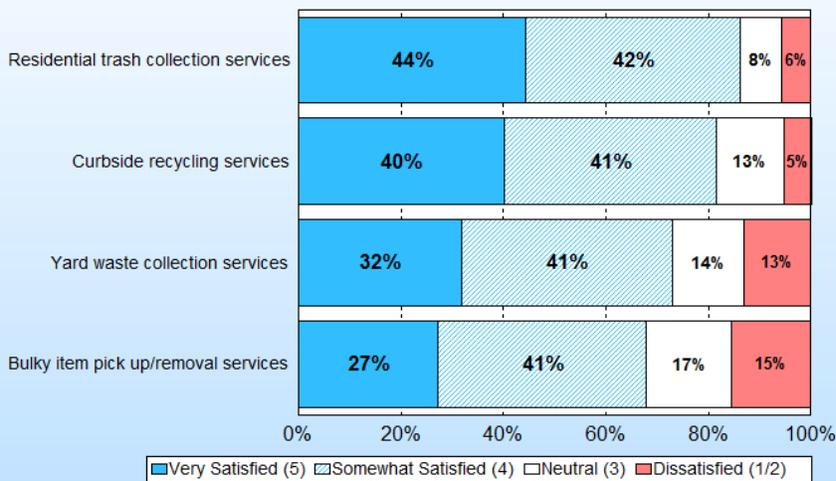
## City of Greenville 2013 Citizen Survey



## City of Greenville 2013 Citizen Survey

### Q17. Satisfaction with Various Aspects of City Public Services

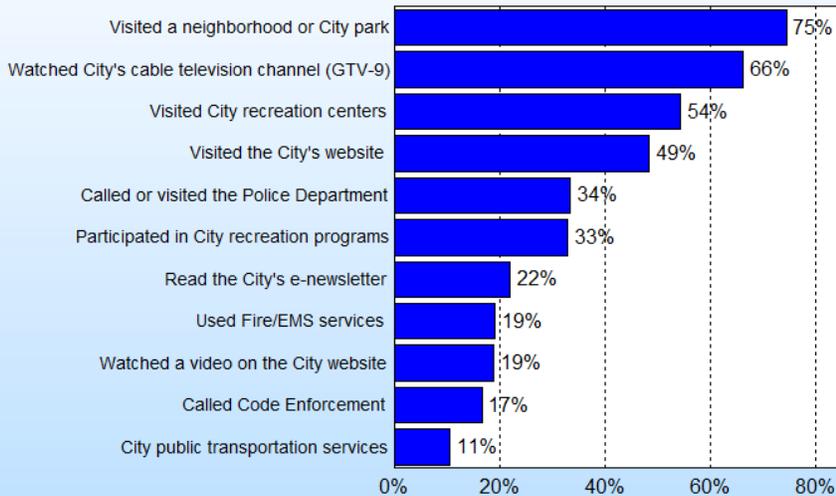
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

### Q18. City Services That Residents Have Used During the Past 12 Months

by percentage of respondents (multiple choices could be made)

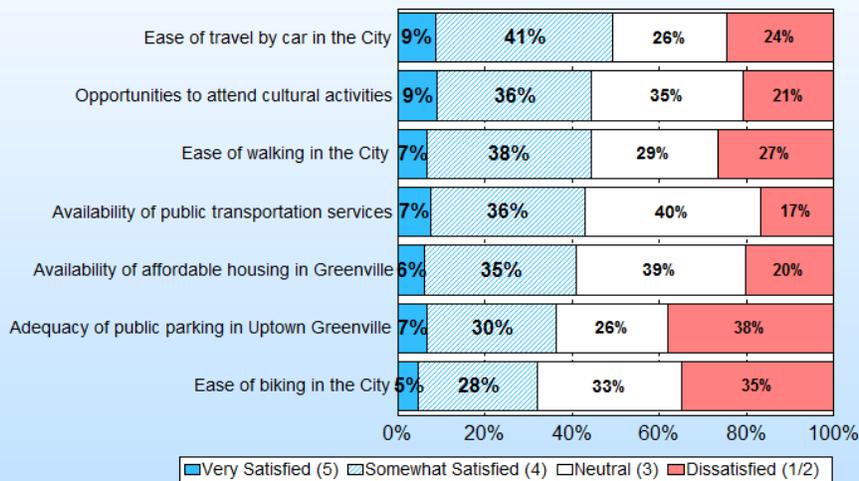


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q19. Satisfaction with Various Aspects of Transportation and Other Issues

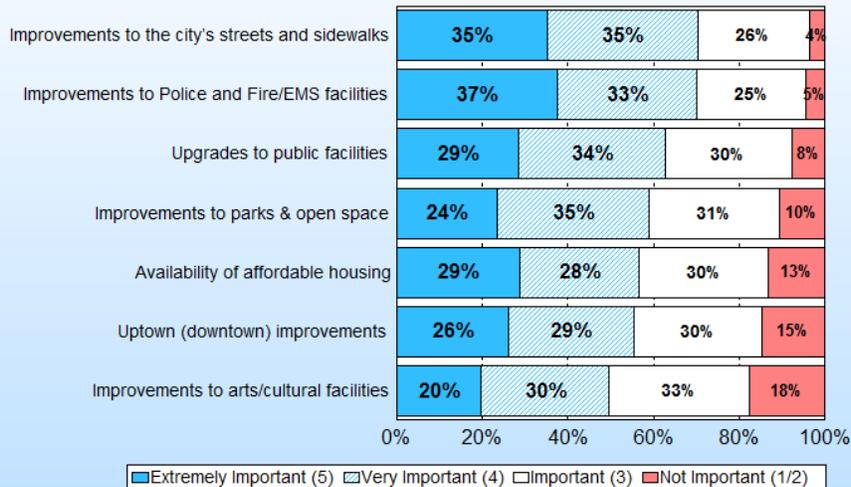
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

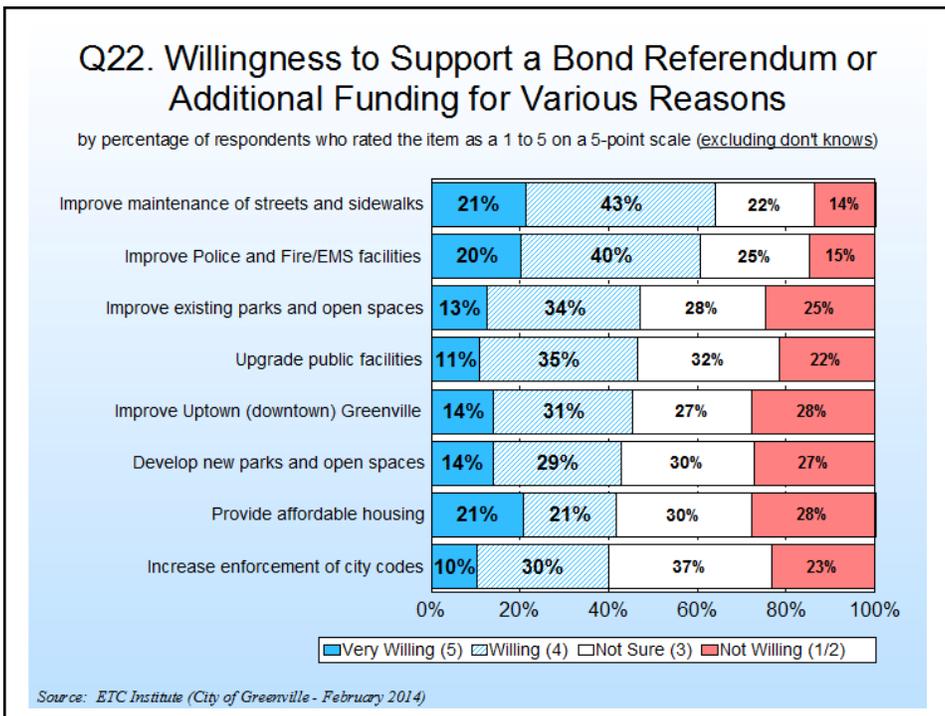
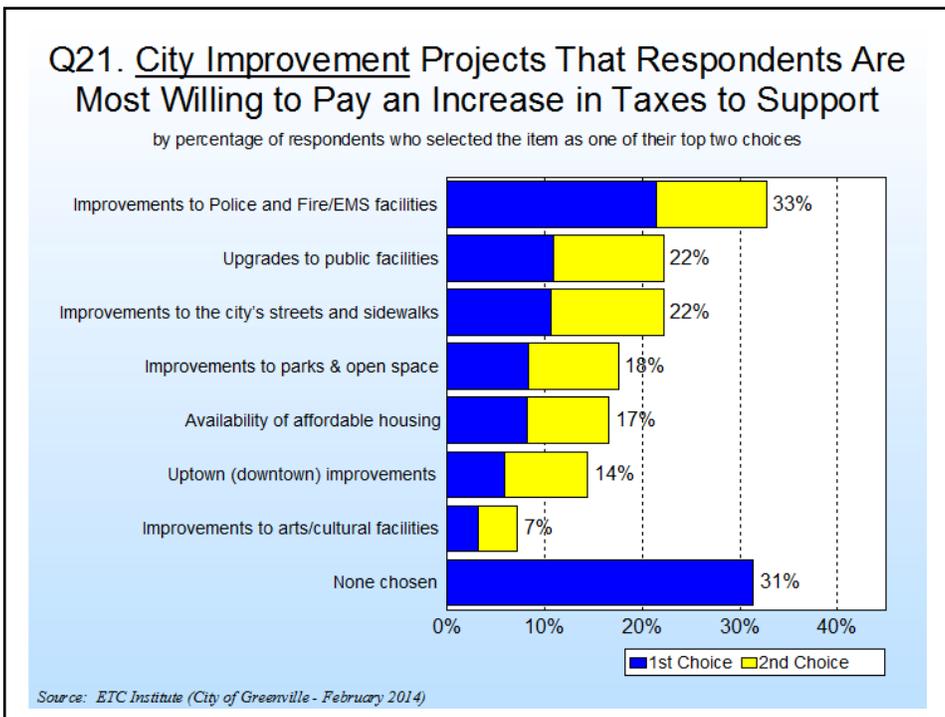
### Q20. Importance of the City Continuing to Invest in Various Projects

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

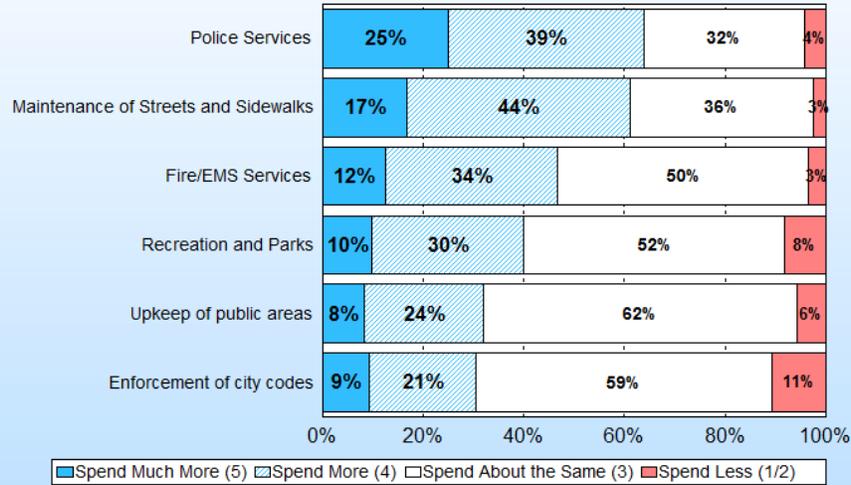
## City of Greenville 2013 Citizen Survey



## City of Greenville 2013 Citizen Survey

### Q23. How the City's Current Level of Funding Should Change for Various Services

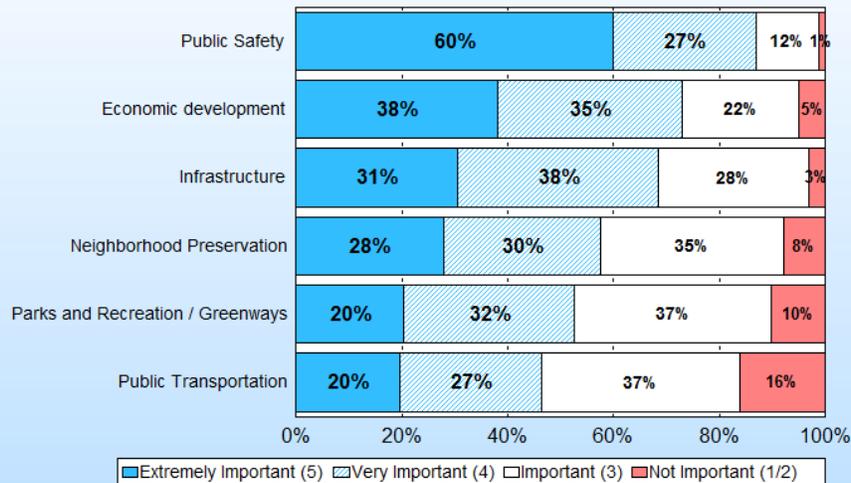
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

### Q24. Importance of Various Focus Areas for the City of Greenville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

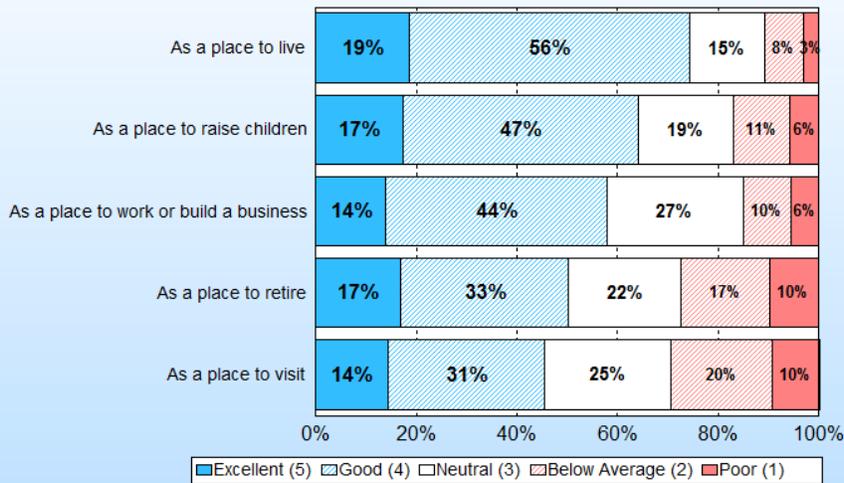


Source: ETC Institute (City of Greenville - February 2014)

## City of Greenville 2013 Citizen Survey

### Q25. How Respondents Rate the City of Greenville as a Place to Live, Work and Raise Children

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute (City of Greenville - February 2014)

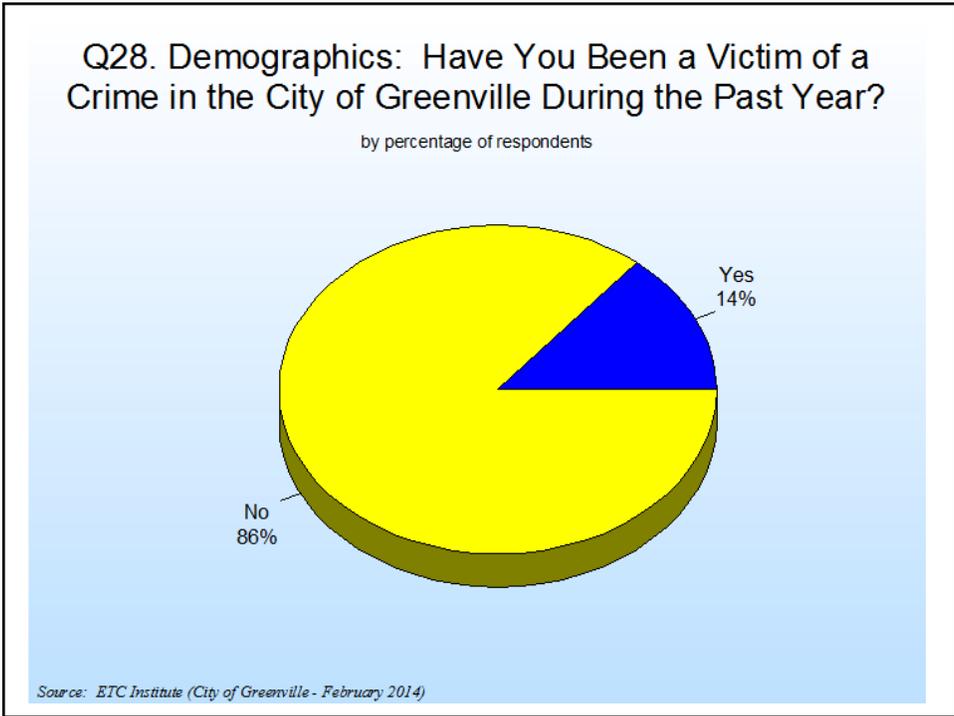
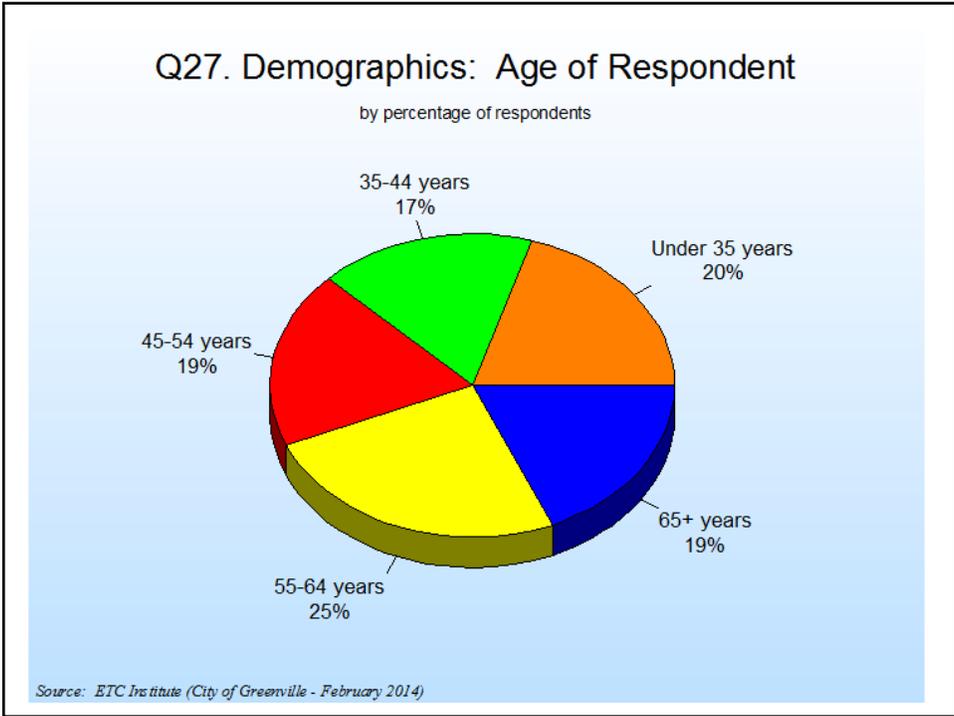
### Q26. Demographics: Number of Years Lived in the City of Greenville

by percentage of respondents

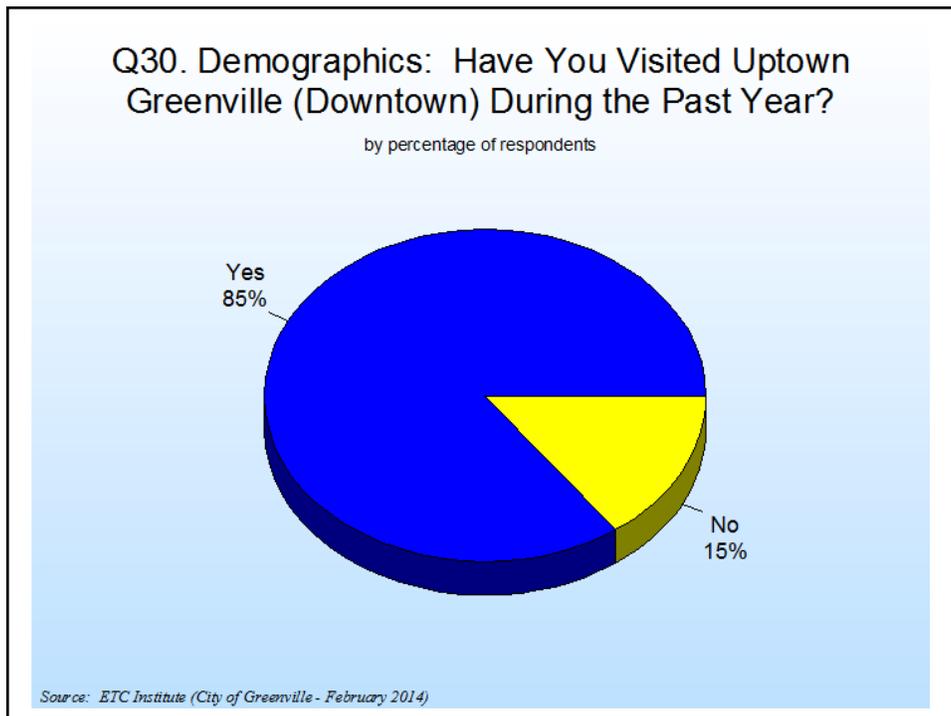
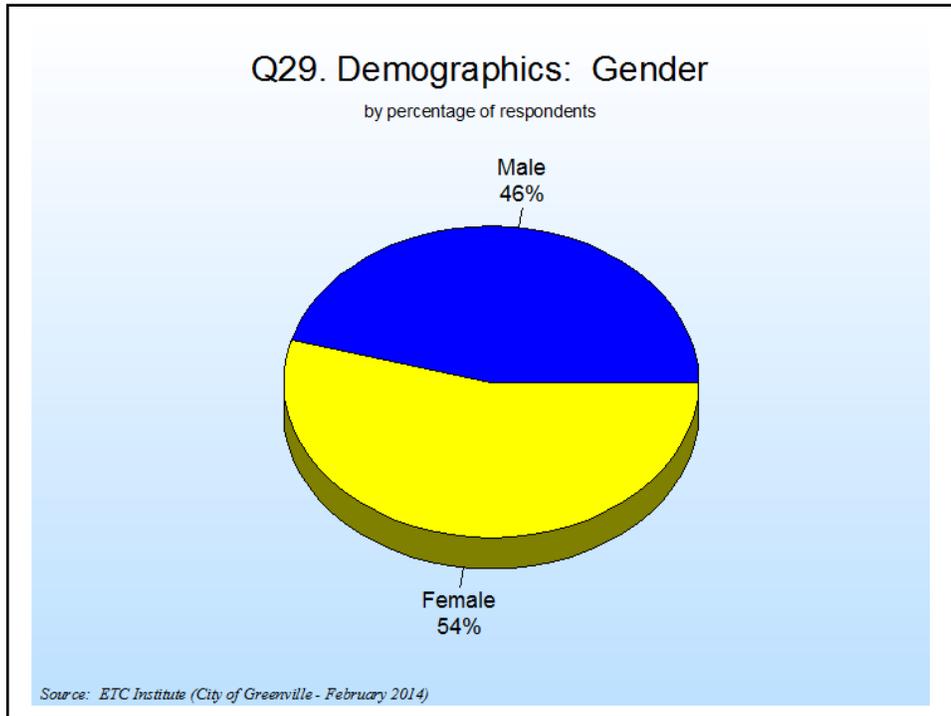


Source: ETC Institute (City of Greenville - February 2014)

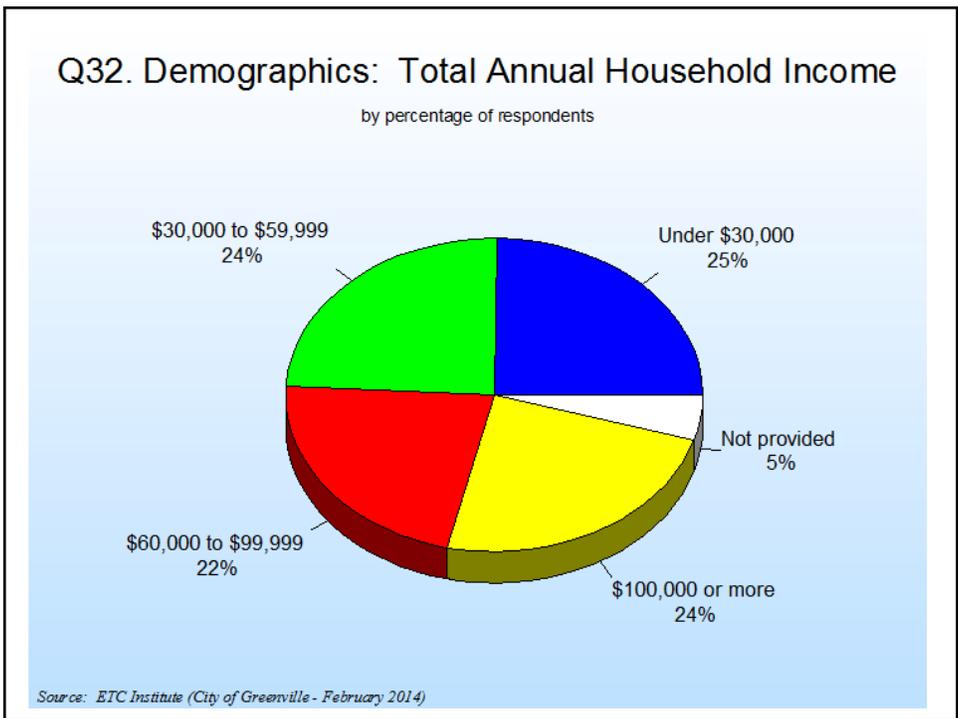
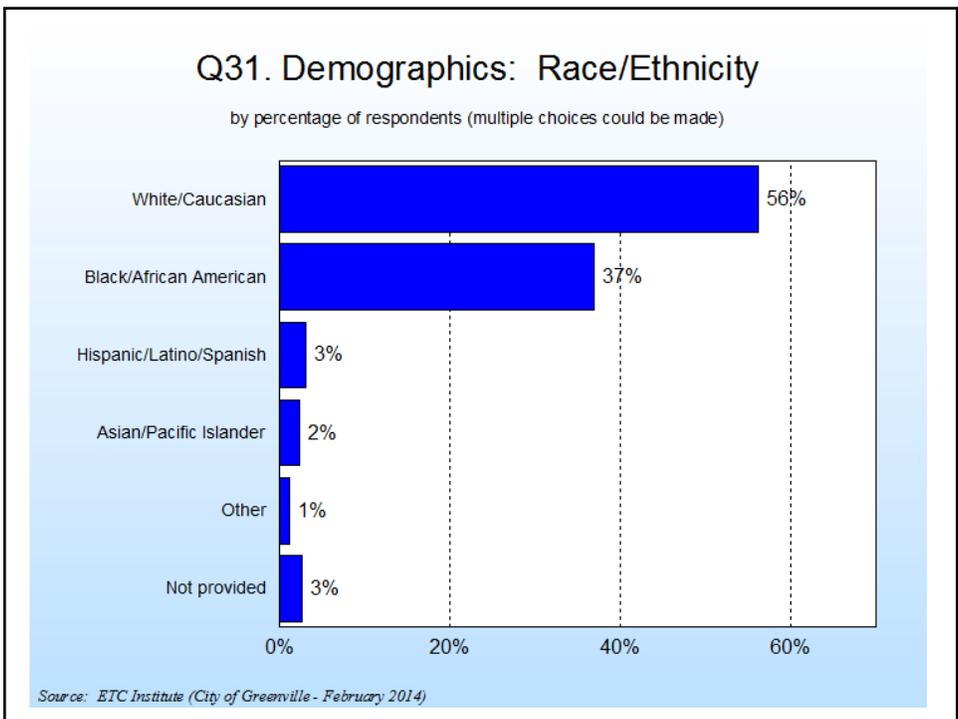
# City of Greenville 2013 Citizen Survey



# City of Greenville 2013 Citizen Survey



# City of Greenville 2013 Citizen Survey



## **Section 3:** **Importance-Satisfaction Analysis**



## **Importance-Satisfaction Matrix Analysis**

The Importance-Satisfaction rating is based on the concept that public agencies will maximize overall customer satisfaction by emphasizing improvements in those areas where the level of satisfaction is relatively low and the perceived importance of the service is relatively high. ETC Institute developed an Importance-Satisfaction Matrix to display the perceived importance of major services that were assessed on the survey against the perceived quality of service delivery. The two axes on the matrix represent Satisfaction (vertical) and relative Importance (horizontal).

The I-S (Importance-Satisfaction) matrix should be interpreted as follows.

- *Continued Emphasis (above average importance and above average satisfaction).* This area shows where the City is meeting customer expectations. Items in this area have a significant impact on the customer's overall level of satisfaction. The City should maintain (or slightly increase) emphasis on items in this area.
- *Exceeding Expectations (below average importance and above average satisfaction).* This area shows where the City is performing significantly better than customers expect the City to perform. Items in this area do not significantly affect the overall level of satisfaction that residents have with City services. The City should maintain (or slightly decrease) emphasis on items in this area.
- *Opportunities for Improvement (above average importance and below average satisfaction).* This area shows where the City is not performing as well as residents expect the City to perform. This area has a significant impact on customer satisfaction, and the City should DEFINITELY increase emphasis on items in this area.
- *Less Important (below average importance and below average satisfaction).* This area shows where the City is not performing well relative to the City's performance in other areas; however, this area is generally considered to be less important to residents. This area does not significantly affect overall satisfaction with City services because the items are less important to residents. The agency should maintain current levels of emphasis on items in this area.

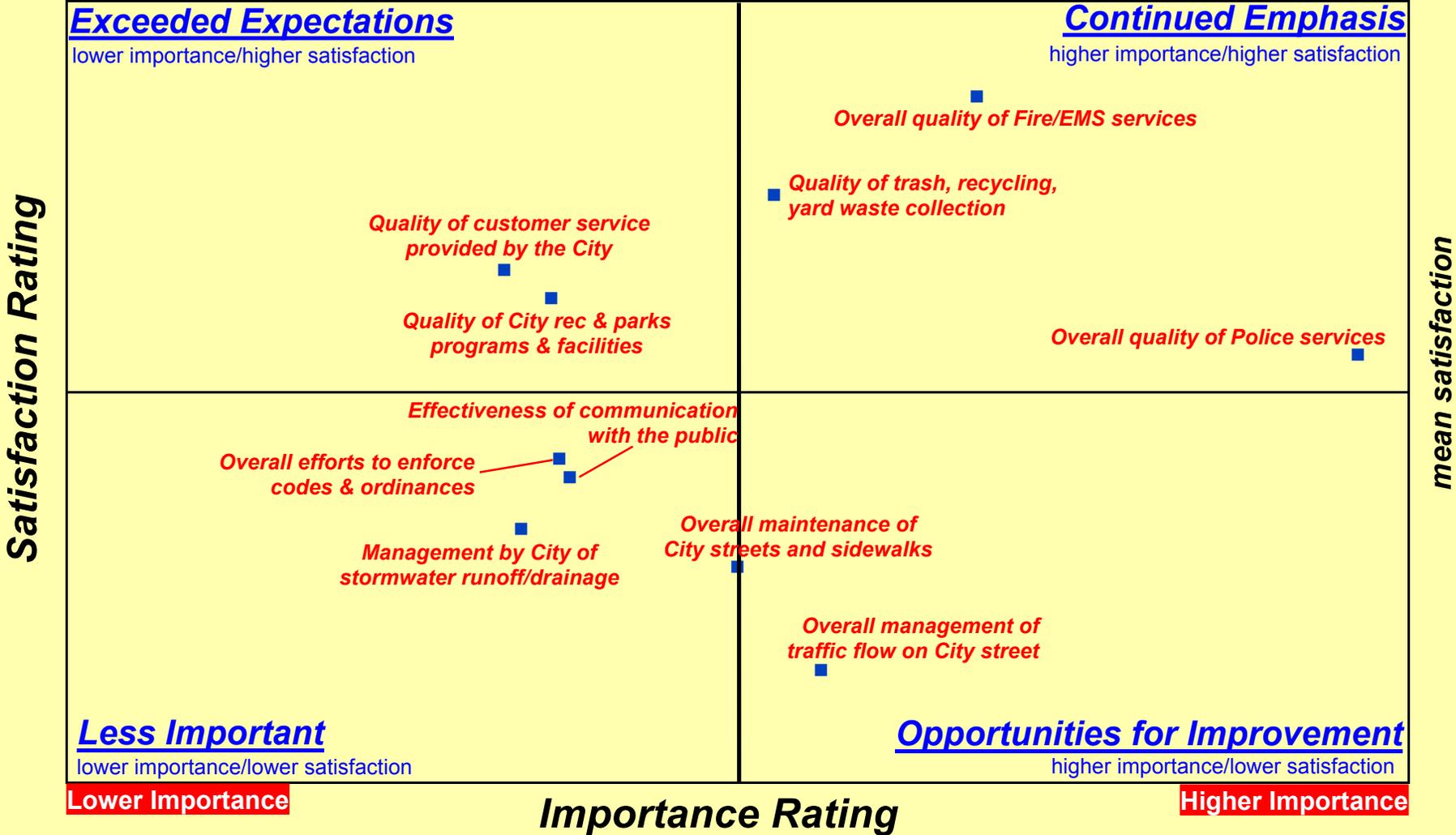
**Matrices showing the results for the City of Greenville are provided on the following pages.**

# City of Greenville 2013 Citizen Survey Importance-Satisfaction Assessment Matrix

## -Overall City Services-

(points on the graph show deviations from the mean importance and Satisfaction ratings given by respondents to the survey)

mean importance



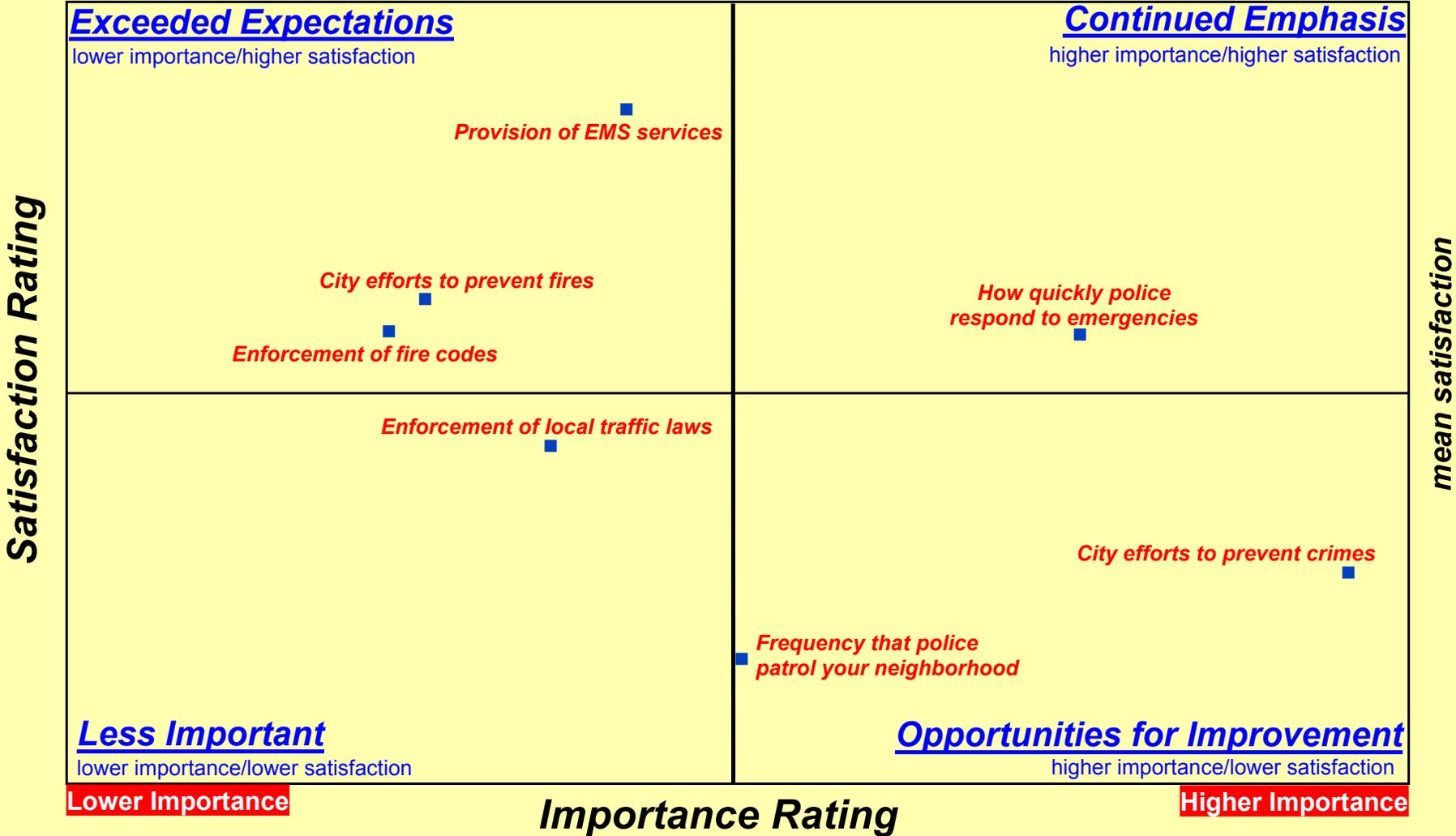
Source: ETC Institute (2013)  
ETC Institute

# City of Greenville 2013 Citizen Survey Importance-Satisfaction Assessment Matrix

## -Public Safety-

(points on the graph show deviations from the mean importance and Satisfaction ratings given by respondents to the survey)

mean importance

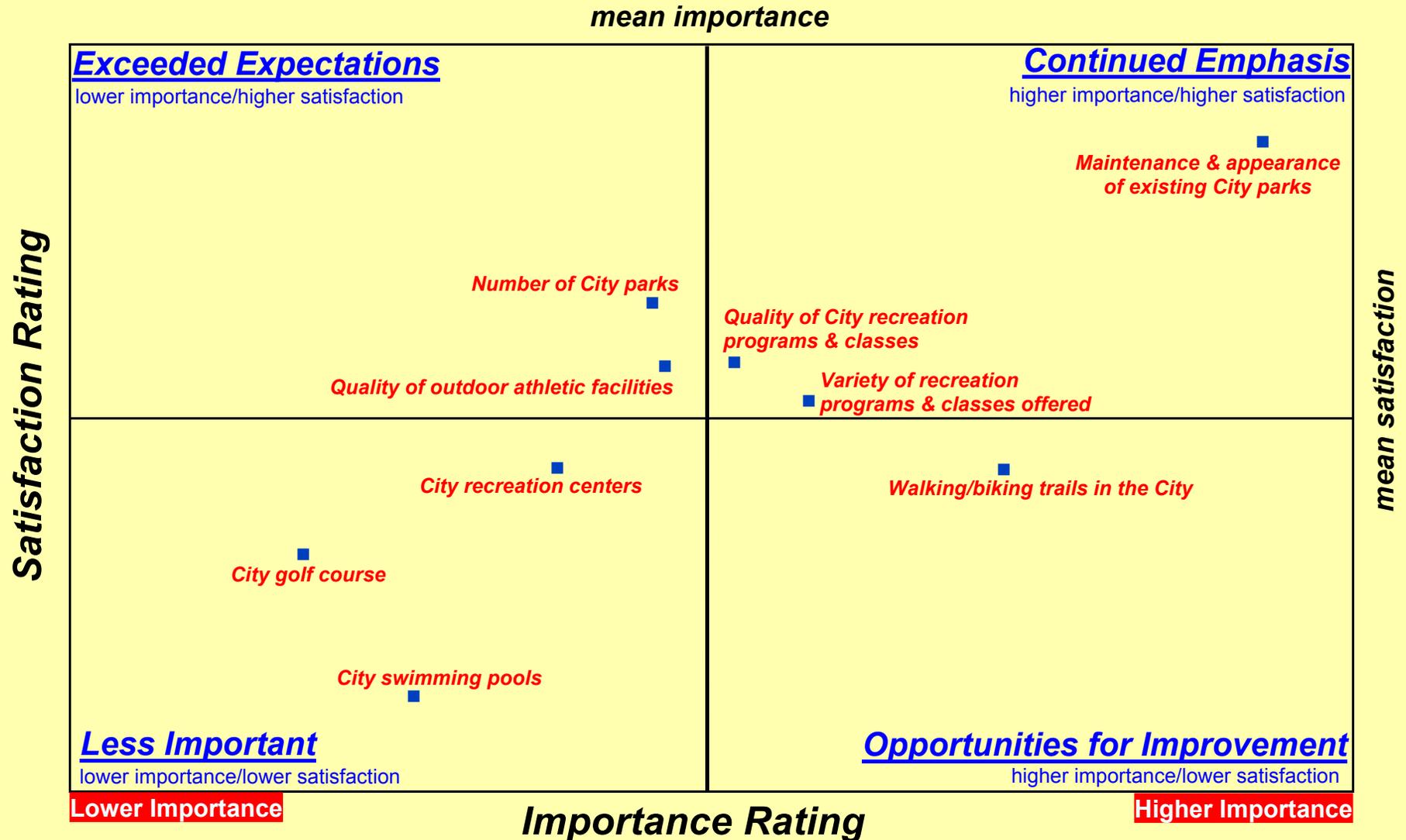


Source: ETC Institute (2013)  
ETC Institute

# City of Greenville 2013 Citizen Survey Importance-Satisfaction Assessment Matrix

## -Recreation and Parks-

(points on the graph show deviations from the mean importance and Satisfaction ratings given by respondents to the survey)

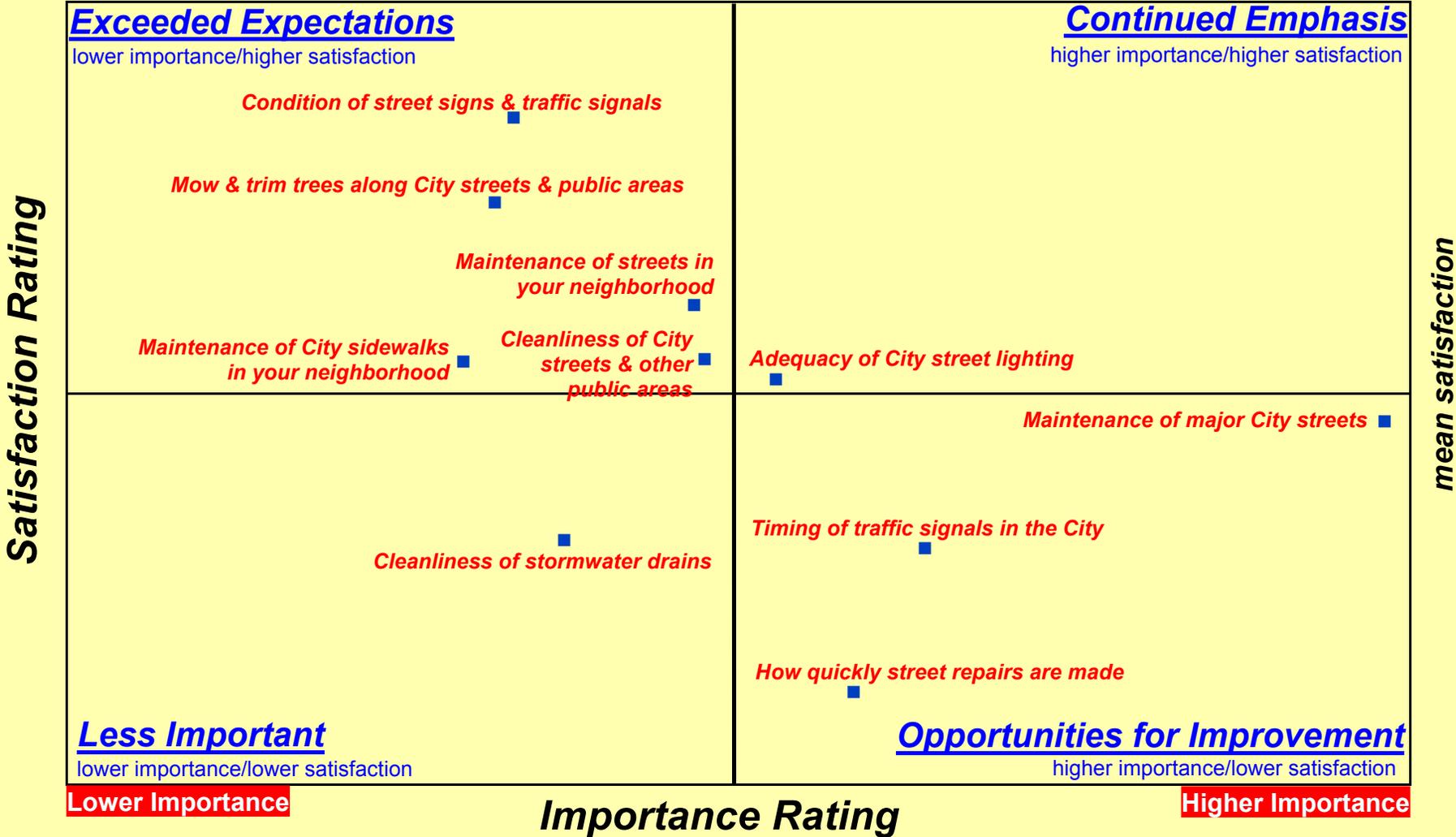


# City of Greenville 2013 Citizen Survey Importance-Satisfaction Assessment Matrix

## -City Maintenance-

(points on the graph show deviations from the mean importance and Satisfaction ratings given by respondents to the survey)

mean importance



Source: ETC Institute (2013)  
ETC Institute



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

**Title of Item:** Resolution to authorize and issue Special Obligation Revenue Bonds for the Greenville Convention Center renovation and expansion, Resolution calling for a public hearing and making findings concerning an Installment Agreement to finance the City's Parking Deck, and a Reimbursement Resolution which includes these financings and Sanitation equipment

**Explanation:** **Abstract:** The resolutions are for review and approval by the City Council so that staff may move forward with the process of issuing debt for the Convention Center renovation and expansion, the City's uptown parking deck, and Sanitation equipment over a three-year period.

**Explanation:** Financial Services staff have been working with First Southwest Company (the City's Financial Advisors) to finance the Convention Center's renovation and expansion via a Series 2014 Special Obligation Bond, the construction of the City's uptown Parking Deck via an Installment Agreement, and Sanitation equipment.

The amount for the Convention Center and Parking Deck is not expected to exceed \$4.2 million each. The amount for the Sanitation equipment is not expected to exceed \$1.15 million over a three-year period with the initial purchase of \$315,000. One of the attached resolutions will approve the sale of the bonds for the Special Obligation Bonds issuance for the renovation and expansion of the Convention Center. The County receives six percent of occupancy tax for each hotel stay. This money is used to operate the Convention and Visitors Bureau, market the County for tourism, and to construct and renovate a convention center. The pledged net occupancy tax revenues will be sufficient enough to secure this Series 2014 bond. The additional annual debt service is projected to be \$200,000 until the previously issued debt is liquidated. An estimated debt service schedule is attached.

The second resolution calls for an April 7, 2014, public hearing on the financing for the construction of the uptown Parking Deck (at the regular City Council meeting). Additionally, the resolution requests that the Director of Financial

Services be authorized to file an application with the Local Government Commission (LGC) to enter into this transaction. The source of funds for the debt service associated with this project is the City's General Fund.

The third resolution is to allow for reimbursement to the City with bond proceeds for any spending on the above projects. Descriptions of the projects are below:

Convention Center Renovation and Expansion – The City of Greenville will undertake the design and construction of the Greenville Convention Center Renovation & Expansion Project. The expansion will be located adjacent to the existing Greenville Convention Center and will consist of new breakout and seminar rooms, as well as additional bathrooms. The renovations to the existing Convention Center will improve the functionality and aesthetics throughout the facility. The intent of this project is to update and expand the Greenville Convention Center and position it to compete with other facilities of its kind within the region.

The project will be designed and constructed to a level of quality that reflects the current design features of similar convention center facilities in the region. The project will include interior upgrades (flooring, ceilings, paint, wall coverings, lighting, HVAC and space modifications), a new 11,000 SF addition of break-out room spaces, new exterior patio, walkways and landscape improvements, and a new exterior building entry canopy. Interior upgrades to the existing facility shall be phased to coordinate with the Convention schedule of events.

Construction of a Parking Deck – The project consists of the new construction of a parking deck in the Uptown District of Greenville. The City Council has selected Walker Parking Consultants as the lead design firm and Barnhill Contracting as the construction manager at risk (CMAR) for the project. With City Council approval of a conceptual design for the parking deck, final construction plans have been developed and bidding is under way. Current plans call for a 240-space parking deck on four levels that will provide a mix of parking to include hourly and leased parking. Construction is expected to start on the deck in April 2014 and be completed by the end of calendar year 2014.

Sanitation Equipment – During the previous budget cycle, City Council approved a plan to provide more efficient and cost effective sanitation service. To that end, the City is in the process of discontinuing back yard service. In order to implement a full “front yard” service, new automated trucks will be used. As such, new carts will be purchased to assist in the transition. It is expected that \$1.15 million will satisfy a three-year phase-in period for new carts. Sanitation fees in the Sanitation Fund are expected to be used to repay the debt on this financing.

**Fiscal Note:**

The May 15, 2014 proposed sale date will include a Series 2014 Special Obligation Revenue Bond (\$4,200,000) and an amount to finance the City's uptown Parking Deck (\$4,200,000).

Annual debt service payment amounts will be estimated and included in the FY

2014-2015 and 2015-2016 proposed budget/plan.

**Recommendation:** Adopt the attached resolutions approving the proposed financing of the Special Obligation Revenue Bonds for the renovation and expansion of the Convention Center, the Installment Financing Agreement for the City's uptown parking deck, and any reimbursements to the City.

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

**Attachments / click to download**

-  [Debt Service](#)
  -  [Resolutions for 2014 borrowings CVA 974833](#)
  -  [Resolution for 2014 Borrowing Parking Deck 974834](#)
  -  [Reimbursement Resolution 2014 CVA and parking deck 974941](#)
-

A regular meeting of the City Council of the City of Greenville, North Carolina was held in the City Council Chamber at the City Hall in Greenville, North Carolina, the regular place of meeting, on March 17, 2014 at 6:00pm.

Present: Mayor Allen M. Thomas, presiding, and Council members \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

Mayor Thomas introduced the following resolution, a copy of which had been provided to each Council member, and which was read by its title:

**RESOLUTION NO. 2014 - \_\_**

**RESOLUTION RELATING TO THE AUTHORIZATION AND  
ISSUANCE OF THE CITY OF GREENVILLE SPECIAL  
OBLIGATION REVENUE BOND SERIES 2014 TO FINANCE  
THE CONSTRUCTION OF A RENOVATION AND  
EXPANSION TO THE GREENVILLE CONVENTION CENTER**

WHEREAS, the City of Greenville, North Carolina (the "City") is considering financing a renovation and expansion to the Greenville Convention Center (the "Project") by issuing a City of Greenville, North Carolina Special Obligation Revenue Bond, Series 2014 (the "Series 2014 Bond");

WHEREAS, the City desires to proceed with financing the Project and to proceed with the authorization and issuance, pursuant to the provisions of The State and Local Government Revenue Bond Act, of a revenue bond of the City in an aggregate principal amount not to exceed \$4,200,000;

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

Section 1. The Director of Financial Services of the City and such other officers of the City as may be appropriate are hereby authorized to apply to the Local Government Commission of North Carolina (the "LGC") for the approval of the issuance of the Series 2014 Bond and otherwise to participate in the development of such financing.

Section 2. The City Council recommends the selection of the following professionals to assist the City in connection with such financing and requests the LGC to approve such selection:

Bond Counsel - Sidley Austin LLP  
Trustee and Bond Registrar - The Bank of New York Mellon Trust Company, N.A.  
Financial Advisor -- First Southwest Company

Section 3. The LGC is hereby requested to sell the Series 2014 Bond in the form of a registered bond or bonds at private sale, without advertisement, to a financial institution chosen by the City as the most favorable bid received pursuant to a request for proposal to be issued by the Financial Advisor.

Section 4. The City Council hereby finds and determines in connection with the issuance of the Series 2014 Bond that (i) the issuance of the Series 2014 Bond is necessary or expedient for the City, (ii) the proposed principal amount of the Series 2014 Bond is adequate and not excessive for the proposed purpose of such issue, (iii) the Project is feasible, (iv) the City's debt management procedures and policies are good and are managed in strict compliance with law, (v) the City has made timely payment of all sums owed by it with respect to the payment of principal of and interest on all of its outstanding debt obligations and has received no notice from the LGC or any holder concerning the City's failure to make any required payment of debt service, (vi) the Pledged Net Occupancy Tax Revenues proposed to secure the Series 2014 Bond will be sufficient to make the necessary payments on the Series 2014 Bond and (vii) under current economic conditions, the Series 2014 Bond can be marketed at a reasonable interest cost to the City.

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

Adopted this the 17th day of March, 2014.

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

ATTEST:

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

After consideration of the foregoing resolution, Council member \_\_\_\_\_  
moved for the passage thereof, which motion was duly seconded by Council member  
\_\_\_\_\_, and the foregoing resolution was passed by the following vote:

Ayes: \_\_\_\_\_  
\_\_\_\_\_.

Noes: \_\_\_\_\_.

\* \* \* \* \*

I, Carol L. Barwick, City Clerk of the City of Greenville, North Carolina, DO HEREBY  
CERTIFY that the foregoing has been carefully copied from the recorded minutes of the City  
Council of said City at a meeting held on March 17, 2014, said record having been made in  
Minute Book No. \_\_\_ of the minutes of said City Council, beginning at page \_\_\_ and ending at  
page \_\_\_, and is a true copy of so much of said proceedings of said City Council as relates in any  
way to the passage of the resolution described in said proceedings.

WITNESS my hand and the official seal of said City, this 17<sup>th</sup> day of March, 2014.

\_\_\_\_\_  
City Clerk

[SEAL]

A regular meeting of the City Council of the City of Greenville, North Carolina was held in the City Council Chamber at the City Hall in Greenville, North Carolina, the regular place of meeting, on March 17, 2014 at 6:00 p.m.

Present: Mayor Allen M. Thomas, presiding, and Council members \_\_\_\_\_

\_\_\_\_\_

Absent: \_\_\_\_\_

\* \* \* \* \*

Mayor Thomas introduced the following resolution, a copy of which had been provided to each Council member, and which was read by its title:

**RESOLUTION NO. 2014 - \_\_**

RESOLUTION CALLING A PUBLIC HEARING AND MAKING CERTAIN FINDINGS CONCERNING A PROPOSED INSTALLMENT FINANCING AGREEMENT TO PROVIDE FOR FINANCING OF THE CONSTRUCTION AND EQUIPPING OF A PARKING FACILITY AND AUTHORIZING THE DIRECTOR OF FINANCIAL SERVICES TO FILE APPLICATION FOR APPROVAL THEREOF WITH THE LOCAL GOVERNMENT COMMISSION

WHEREAS, the City of Greenville, North Carolina (the "City") desires to finance the construction and equipping of a parking facility in the City (the "Project") by the use of an installment financing agreement authorized under North Carolina General Statute 160A, Article 3, Section 20 (the "Installment Financing Agreement") by and between the City and a financial institution to be approved by subsequent City Council action (the "Bank"); and

WHEREAS, the Installment Financing Agreement, will comply in all respects with Section 160A-20 and Chapter 159, Article 8, of the General Statutes of North Carolina and the guidelines of the Local Government Commission of North Carolina for all financings undertaken pursuant to said Section and Article; and

WHEREAS, said Section 160A-20 requires that, before entering into an installment financing agreement involving real property, the City shall hold a public hearing on such agreement; and

WHEREAS, findings of fact by the City Council of the City must be presented to enable the North Carolina Local Government Commission to make its findings of fact set forth in North Carolina General Statute 159, Article 8, Section 151 prior to approval of the proposed contract;

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

Section 1. A public hearing with respect to the Installment Financing Agreement is hereby directed to be held on April 7, 2014 in the Council Chambers of City Hall, 200 West Fifth Street, Greenville, North Carolina at 6:00 p.m.

Section 2. The publication of notice of said public hearing on March 24, 2014 will be at least ten (10) days prior to the date of the public hearing as required by Section 160A-20(g) of the General Statutes of North Carolina is hereby ratified.

Section 3. The City Council of the City of Greenville does hereby find, determine and declare as follows:

(a) The City proposes to finance the costs of the Project pursuant to the Installment Financing Agreement, and the City will make installment payments in amounts sufficient to repay advances to be made by the Bank to finance the Project in an amount not to exceed \$4,200,000.

(b) The Installment Financing Agreement is necessary or expedient for the City.

(c) The sums to fall due under the Installment Financing Agreement are not excessive for its stated purposes; and the estimated cost of the Project is not excessive.

(d) Counsel to the City will render an opinion that the proposed undertakings are authorized by law and are purposes for which public funds may be expended pursuant to the Constitution and laws of the State of North Carolina.

(e) Interest to accrue on the advances made under the Installment Financing Agreement shall be at a rate not to exceed 4% per annum. The Installment Financing Agreement, under the circumstances presently obtaining, is preferable to a general obligation bond issue for this purpose.

(f) The estimated cost of financing the Financing pursuant to the Installment Financing Agreement is less than an estimate of similar cost for general obligation bond financing therefor.

(g) The debt management policies of the City have been carried out in strict compliance with law, including the filing of all required audits and reports with the Local Government Commission (the "LGC"), and the City is within its statutory debt limit and is not in default with respect to any of its outstanding indebtedness.

(h) No increase in the property tax rate will be required to raise sums to pay the estimated debt service to fall due under the Installment Financing Agreement for all of its stated purposes.

(i) The City has made timely payment of all sums owed by it with respect to the payment of principal of and interest on all of its outstanding debt obligations and has received no notice from the LGC or any holder concerning the City's failure to make any required payment of debt service.

Section 4. The Director of Financial Services of the City and such other officers of the City as may be appropriate are hereby authorized to act on behalf of the City in filing an application with the LGC for approval of the Installment Financing Agreement and other actions not inconsistent with this resolution. The LGC is hereby requested to approve the proposed Installment Financing Agreement pursuant to the provisions of Article 8 of Chapter 159 of the General Statutes of North Carolina, and the selection of the following professionals who comprise the financing team, and such other professionals as may be required or useful and acceptable to the LGC, to assist the City in connection with such financing:

Special Counsel	Sidley Austin LLP
Financial Advisor	First Southwest Company

Section 5. All actions heretofore taken by the Director of Financial Services of the City and any other officers of the City in connection with the Installment Financing Agreement are hereby ratified and confirmed.

Section 6. This resolution shall take effect immediately upon its passage.

Adopted this the 17th day of March, 2014.

---

Allen M. Thomas  
Mayor

ATTEST:

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Carol L. Barwick  
City Clerk

After consideration of the foregoing resolution, Council member \_\_\_\_\_  
moved for the passage thereof, which motion was duly seconded by Council member  
\_\_\_\_\_, and the foregoing resolution was passed by the following vote:

Ayes: \_\_\_\_\_

\_\_\_\_\_

Noes: \_\_\_\_\_

\* \* \* \* \*

I, Carol L. Barwick, City Clerk, City Clerk of the City of Greenville, North Carolina, DO  
HEREBY CERTIFY that the foregoing has been carefully copied from the recorded minutes of  
the City Council of said City at a meeting held on March 17, 2014, said record having been made  
in Minute Book No. \_\_\_ of the minutes of said City Council, beginning at page \_\_\_ and ending  
at page \_\_\_, and is a true copy of so much of said proceedings of said City Council as relates in  
any way to the passage of the resolution described in said proceedings.

WITNESS my hand and the official seal of said City, this 17th day of March, 2014.

\_\_\_\_\_

City Clerk

[SEAL]

REIMBURSEMENT RESOLUTION  
OF THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA

RESOLUTION NO. \_\_\_\_

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA DECLARING ITS INTENTION TO REIMBURSE ITSELF FROM THE PROCEEDS OF ONE OR MORE TAX-EXEMPT FINANCINGS FOR CERTAIN EXPENDITURES MADE AND/OR TO BE MADE IN CONNECTION WITH THE ACQUISITION, RENOVATION, CONSTRUCTION AND/OR EQUIPPING OF CERTAIN CAPITAL IMPROVEMENTS

WHEREAS, the City of Greenville, North Carolina (the “Issuer”) is a political subdivision organized and existing under the laws of the State of North Carolina; and

WHEREAS, the Issuer has paid, beginning no earlier than February 1, 2014 and will pay, on and after the date hereof, certain expenditures (the “Expenditures”) in connection with the acquisition, renovation, construction and/or equipping of the capital projects listed in Exhibit A attached hereto (the “Projects”); and

WHEREAS, the City Council of the Issuer (the “City Council”) has determined that those moneys previously advanced no more than 60 days prior to the date hereof and to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Issuer for the Expenditures from the proceeds of one or more issues of tax-exempt obligations (the “Tax-Exempt Obligations”);

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, as follows:

Section 1. The City Council hereby declares the Issuer’s intent to reimburse the Issuer with the proceeds of the Tax-Exempt Obligations for the Expenditures with respect to the Projects made on and after February 1, 2014, which date is no more than 60 days prior to the date hereof. The Issuer reasonably expects on the date hereof that it will reimburse the Expenditures with the proceeds of the Tax-Exempt Obligations.

Section 2. Each Expenditure was and will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to tax-exempt financings, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the Issuer 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 Issuer.

Section 3. The maximum aggregate principal amount of the Bonds expected to be issued for each of the Projects is set forth on Exhibit A attached hereto.

Section 4. The Issuer will make a reimbursement allocation, which is a written allocation by the Issuer that evidences the Issuer's use of proceeds of tax-exempt financings to reimburse an Expenditure, no later than 18 months after the later of the date on which the Expenditure is paid or the respective Project with respect to which such Expenditure is paid is placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. The Issuer 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 five years.

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

PASSED AND ADOPTED this 17th day of March, 2014.

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Name: Allen M. Thomas  
Title: Mayor

Attested to:

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Name: Carol L. Barwick  
Title: City Clerk

EXHIBIT A

DESCRIPTION OF PROJECTS

**Convention Center Project Financing**

Maximum amount of tax exempt obligations expected to be issued for such project-- \$4,200,000

Project Description

Convention Center Renovation and Expansion – The City of Greenville will undertake the design and construction of the Greenville Convention Center Renovation & Expansion Project. The expansion will be located adjacent to the existing Greenville Convention Center, and will consist of new breakout and seminar rooms, as well as additional bathrooms. The renovations to the existing Convention Center will improve the functionality and aesthetics throughout the facility. The intent of this project is to update and expand the Greenville Convention Center and position it to compete with other facilities of its kind within the region.

The project will be designed and constructed to a level of quality that reflects the current design features of similar convention center facilities in the region. The project will include: interior upgrades (flooring, ceilings, paint, wall coverings, lighting, HVAC and space modifications), a new 11,000 SF addition of break-out room spaces, new exterior patio, walkways and landscape improvements, and a new exterior building entry canopy. Interior upgrades to the existing facility shall be phased to coordinate with the Convention schedule of events.

**City Parking Deck Project Financing**

Maximum amount of tax exempt obligations expected to be issued for such project-- \$4,200,000

Project Description

Construction of a Parking Deck – The project consists of the new construction of a Parking Deck in the Uptown District of Greenville, NC. The City Council has selected Walker Parking Consultants as the lead design firm and Barnhill Contracting as the construction manager at risk (CMAR) for the project. With City Council approval of a conceptual design for the Parking Deck, final construction plans have been developed and bidding is under way. Current plans call for a 240 space parking deck on four levels that will provide a mix of parking to include hourly and leased parking. Construction is expected to start on the deck in April 2014 and be completed by the end of calendar year 2014.

### **Sanitation Department Equipment Financing**

Maximum amount of tax exempt obligations expected to be issued for such project-- \$1,150,000

#### Project Description

Sanitation Equipment – During the previous budget cycle, City Council approved a plan to provide more efficient and cost effective sanitation service. To that end, the City is in the process of discontinuing back yard service. In order to implement a full “front yard” service new automated trucks will be used. As such, new carts will be purchased to assist in the transition. It is expected that \$1.15 million will satisfy a three year phase-in period for new carts.

Sample Debt Service for the Convention Center

**City of Greenville, North Carolina**  
**\$4,100,000 Special Obligation Bonds**  
**13 Year Term - Wrapped Debt Service with Level after 2021**  
**3.00 Cent Debt Capacity**

*Delivery Date: June 1, 2014*

Fiscal Year	Special Obligation Bonds		
	New Money - 13 Years @ 3.00%		
	Principal	Interest	D/S
6/30/2014	-	-	-
6/30/2015	20,000	125,250	145,250
6/30/2016	45,000	124,650	169,650
6/30/2017	55,000	123,300	178,300
6/30/2018	75,000	121,650	196,650
6/30/2019	90,000	119,400	209,400
6/30/2020	110,000	116,700	226,700
6/30/2021	125,000	113,400	238,400
6/30/2022	565,000	109,650	674,650
6/30/2023	580,000	92,700	672,700
6/30/2024	600,000	75,300	675,300
6/30/2025	620,000	57,300	677,300
6/30/2026	635,000	38,700	673,700
6/30/2027	655,000	19,650	674,650
6/30/2028	-	-	-
6/30/2029	-	-	-
<b>Total</b>	<b>\$ 4,175,000</b>	<b>\$ 1,237,650</b>	<b>\$ 5,412,650</b>

Sample Debt Service for the Parking Deck

**City of Greenville, North Carolina**  
**Financing Options for Parking Deck - Level Debt Service**  
*Delivery Date - June 1, 2014*  
*Project Amounts - \$4,100,000*

**15 Year Installment Purch. - 2.75% Int.**  
**Level Principal**

Fiscal Year				
30-Jun	Principal	Interest	Debt Service	
6/30/2014				
6/30/2015	\$ 280,000	\$ 114,400	\$ 394,400	
6/30/2016	280,000	106,700	386,700	
6/30/2017	280,000	99,000	379,000	
6/30/2018	280,000	91,300	371,300	
6/30/2019	280,000	83,600	363,600	
6/30/2020	280,000	75,900	355,900	
6/30/2021	280,000	68,200	348,200	
6/30/2022	275,000	60,500	335,500	
6/30/2023	275,000	52,938	327,938	
6/30/2024	275,000	45,375	320,375	
6/30/2025	275,000	37,813	312,813	
6/30/2026	275,000	30,250	305,250	
6/30/2027	275,000	22,688	297,688	
6/30/2028	275,000	15,125	290,125	
6/30/2029	275,000	7,563	282,563	
<b>Total</b>	<b>\$ 4,160,000</b>	<b>\$ 911,350</b>	<b>\$ 5,071,350</b>	

Sample Debt Service for Sanitation Equipment

Fiscal Year	Sanitation Equipment
6/30/2014 \$	-
6/30/2015	53,456.53
6/30/2016	51,831.00
6/30/2017	50,692.50
6/30/2018	49,554.00
6/30/2019	48,415.50
6/30/2020	47,277.00
6/30/2021	46,138.50
<b>Total \$</b>	<b>347,365.03</b>



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

**Title of Item:** Presentation of Draft Capital Improvement Program for Fiscal Years 2015 through 2019

**Explanation:** **Abstract:** Staff will present the initial draft of the Capital Improvement Program for Fiscal Years 2015 through 2019 .

**Explanation:**

The Fiscal Year (FY) 2015 and 2016 budget cycle marks the beginning of another Capital Improvement Program (CIP) planning cycle for the City of Greenville for 2015 through 2019. The Capital Improvement Program is a continual process that begins with an assessment of community needs presented within departmental requests. All project requests are included in the program in order to identify all current and future capital project needs. Funding decisions are made by the Capital Improvement committee which reviews all requests before meeting with departments. The committee consists of the City Manager, Assistant City Manager, and Director of Financial Services.

The program oversees the projects and purchases considered "capital." Projects are considered capital if they cost \$10,000 or more and have a useful life of 10 years or more. Equipment is considered capital if it costs more than \$35,000 and has a useful life of at least five years or more.

The attached draft of the CIP provides a list of proposed department capital project requests. This presentation will provide a brief overview on the CIP program as well as the funding options for supporting these projects. The "department" CIP requests have been reviewed/evaluated by the City Manager, Assistant City Manager, and Director of Financial Services.

The CIP Committee has made recommendations for those projects that may be funded (or "Met") and those projects for which funding has not been identified (or "Unmet") over the next two years. This initial draft of the CIP focuses heavily upon fully implementing the newly established Facilities Improvement Plan, Vehicle Replacement Fund, and other capital related to the Stormwater and Sanitation funds. Funding for various other needs has not been identified at this

time.

**Fiscal Note:**

Total CIP funding will be determined by action of the City Council as part of the final approval of the biennial budget and financial plan in June.

**Recommendation:**

Receive staff presentation on the Capital Improvement Program for fiscal years 2015-2019.

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

Attachments / click to download

 [CIP Summary](#)

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SUMMARY OF CAPITAL IMPROVEMENT REQUESTS BY DEPARTMENTS

DEPARTMENT / PROJECT TITLE	BUDGET YEAR		PLAN YEAR		FUTURE CIP PLAN YEARS						TOTAL	
	2014-15		2015-16		2016 - 17		2017 - 18		2018 - 19		MET	UNMET
	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET
<b>INFORMATION TECHNOLOGY</b>												
1 Storage Area Network System (SAN)	\$ -	\$ 75,000	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 40,000	\$ -	\$ 150,000	\$ -	\$ 345,000
2 Data Backup and Recovery System	-	65,000	-	40,000	-	180,000	-	30,000	-	35,000	-	350,000
3 Ethernet Routing Switches Upgrades and Expansions	-	124,000	-	143,000	-	200,000	-	175,000	-	60,000	-	702,000
4 Citywide Wireless	-	40,000	-	40,000	-	40,000	-	25,000	-	25,000	-	170,000
5 Citywide Network Infrastructure	-	47,000	-	70,000	-	165,000	-	45,000	-	45,000	-	372,000
6 LAN Telephony	-	52,800	-	52,800	-	82,800	-	101,700	-	40,260	-	330,360
7 City Departmental Software Needs	-	-	-	-	-	104,381	-	58,000	-	83,760	-	246,141
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 403,800</b>	<b>\$ -</b>	<b>\$ 385,800</b>	<b>\$ -</b>	<b>\$ 812,181</b>	<b>\$ -</b>	<b>\$ 474,700</b>	<b>\$ -</b>	<b>\$ 439,020</b>	<b>\$ -</b>	<b>\$ 2,515,501</b>
<b>FIRE/RESCUE</b>												
1 Emergency Apparatus Storage Building	\$ -	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000
2 Fire/Rescue Headquarters' Office Renovations	-	-	-	55,000	-	-	-	-	-	-	-	55,000
3 Fire/Rescue Station 7	-	-	-	-	-	450,000	-	2,400,000	-	-	-	2,850,000
4 Fire/Rescue Exercise Facility Station #3	-	-	-	40,000	-	-	-	-	-	-	-	40,000
5 Fire/Rescue Sprinter Van	-	-	32,000	-	-	-	-	-	-	-	32,000	-
6 Fire/Rescue Brush Truck	-	-	42,000	-	-	-	-	-	-	-	42,000	-
7 Video Conferencing System	-	160,000	-	-	-	-	-	-	-	-	-	160,000
8 Fire Station #3 and #4 Exterior Lighting Replacement	-	-	-	-	-	-	-	-	30,000	-	30,000	-
9 Pressure Wash and Paint Exterior of Fire Stations 2-6	-	-	-	-	-	-	40,000	-	-	-	40,000	-
10 Fire Station #3 and #4 Roll Up Door Replacement	50,000	-	-	-	-	-	-	-	-	-	50,000	-
11 Fire Station #1, #3, and #4 Vehicle Exhaust System Replacement	-	-	-	-	-	-	-	-	80,000	-	80,000	-
12 Repair, Seal, and Repave Parking Lot at Firestation #2	-	-	35,000	-	-	-	-	-	-	-	35,000	-
<b>SUBTOTAL</b>	<b>\$ 50,000</b>	<b>\$ 425,000</b>	<b>\$ 109,000</b>	<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ 450,000</b>	<b>\$ 40,000</b>	<b>\$ 2,400,000</b>	<b>\$ 110,000</b>	<b>\$ -</b>	<b>\$ 309,000</b>	<b>\$ 3,370,000</b>
<b>POLICE</b>												
1 VIPER System Upgrade	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
2 Digital Server	-	50,000	-	-	-	-	-	-	-	-	-	50,000
3 Police-Fire/Rescue Headquarters Boiler Furnace Burner Upgrades	-	-	-	-	-	-	60,000	-	-	-	60,000	-
4 Police-Fire/Rescue Headquarters generator Replacement	700,000	-	-	-	-	-	-	-	-	-	700,000	-
5 Police Fire/Rescue Headquarters Restroom Renovations	-	-	-	-	-	-	-	50,000	-	-	50,000	-
6 Police Fire/Rescue Headquarters Roof Replacement	-	-	180,000	-	-	-	-	-	-	-	180,000	-
7 Police Fire/Rescue Headquarters HVAC Replacement	-	-	-	-	175,000	-	-	-	-	-	175,000	-
8 Police Fire/Rescue Headquarters Garage Door Replacement	-	-	150,000	-	-	-	-	-	-	-	150,000	-
9 Annual Firearm Replacement	-	50,000	-	50,000	-	50,000	-	50,000	-	50,000	-	250,000
<b>SUBTOTAL</b>	<b>\$ 700,000</b>	<b>\$ 350,000</b>	<b>\$ 330,000</b>	<b>\$ 50,000</b>	<b>\$ 175,000</b>	<b>\$ 50,000</b>	<b>\$ 60,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 1,315,000</b>	<b>\$ 550,000</b>
<b>RECREATION &amp; PARKS</b>												
1 Boyd Lee Park - Gym Air Conditioning	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
2 Land Acquisition - Bradford Creek Soccer Complex	-	95,000	-	-	-	-	-	-	-	-	-	95,000
3 Jaycee Park Building Security Improvements	-	85,000	-	-	-	-	-	-	-	-	-	85,000
4 Bucket Truck	-	105,000	-	-	-	-	-	-	-	-	-	105,000
5 Automated Lighting Control - Athletic Facilities	-	56,000	-	-	-	-	-	-	-	-	-	56,000
6 Land Acquisition Fund	-	-	-	150,000	-	-	-	-	-	-	-	150,000
7 Matthew Lewis Park - Picnic Shelter	-	-	-	-	-	55,000	-	-	-	-	-	55,000
8 River Birch Park - Access Road & ADA Parking	-	-	-	35,000	-	-	-	-	-	-	-	35,000
9 South Greenville Center Reconstruction	-	-	-	2,200,000	-	-	-	-	-	-	-	2,200,000
10 Boyd Lee Amenities	-	-	-	59,000	-	-	-	-	-	-	-	59,000
11 Boyd Lee Park Parking Lot	-	-	-	125,000	-	-	-	-	-	-	-	125,000
12 Sprayground Development	-	-	-	-	-	-	-	395,000	-	-	-	395,000
13 Bradford Creek Soccer Complex Lighting Installation	-	-	-	-	-	385,000	-	-	-	-	-	385,000
14 Greenfield Terrace Phase 2 Implementation	-	-	-	-	-	-	-	-	500,000	-	-	500,000
15 Boyd Lee Park Lighted Multipurpose Field	-	-	-	-	-	-	-	275,000	-	-	-	275,000
16 HVAC Equipment Replacement	82,500	-	60,000	-	-	-	156,000	-	71,000	-	369,500	-
17 Roof Replacement	150,000	-	579,000	-	244,000	-	164,000	-	8,000	-	1,145,000	-
18 Tennis Court Resurfacing	45,000	-	-	-	30,000	-	-	-	-	-	75,000	-
19 Athletic Facility Lighting	-	-	378,000	-	-	-	-	-	-	-	378,000	-
20 Fencing Replacement	35,000	-	-	-	-	-	-	-	-	-	35,000	-
21 ADA Renovation Projects	211,000	-	30,000	-	-	-	-	-	-	-	233,000	-
22 Playground Replacements	-	-	90,000	-	430,000	-	-	-	-	-	520,000	-
23 Aquatic Center Renovations	185,000	-	-	-	68,000	-	70,000	-	-	-	323,000	-
24 Boyd Lee Renovations	77,000	-	102,000	-	120,000	-	-	-	-	-	299,000	-
25 Bradford Creek Public Golf Course	38,000	-	133,000	-	-	-	360,000	-	755,000	-	1,286,000	-
26 Community Pool Renovations	39,000	-	-	-	32,000	-	-	-	-	-	71,000	-
27 EPPES Renovations	93,000	-	-	-	-	-	-	-	-	-	93,000	-
28 Guy Smith Renovations	266,000	-	153,000	-	43,000	-	-	-	-	-	462,000	-
29 Town Common Improvements	-	-	-	-	-	-	-	-	-	-	-	-

SUMMARY OF CAPITAL IMPROVEMENT REQUESTS BY DEPARTMENTS

DEPARTMENT / PROJECT TITLE	BUDGET YEAR		PLAN YEAR		FUTURE CIP PLAN YEARS						TOTAL	
	2014-15		2015-16		2016 - 17		2017 - 18		2018 - 19		MET	UNMET
	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET
<b>RECREATION &amp; PARKS- Continue...</b>												
29 Sports Connections Renovations	14,000	-	115,000	-	40,000	-	-	-	-	-	169,000	-
30 River Park North Renovations	213,000	-	35,000	-	-	-	-	-	-	-	248,000	-
31 Parking Lot Resurfacing / Reseal	-	-	-	-	220,000	-	-	-	-	-	220,000	-
32 Carpet / Tile Replacement	-	-	-	-	36,200	-	-	-	-	-	36,200	-
33 Building Envelope Repair	-	-	-	-	-	-	52,000	-	-	-	52,000	-
34 Elm Street Park Renovations	-	-	-	-	-	-	100,000	-	28,000	-	128,000	-
35 Jaycee Park Renovations	-	-	-	-	122,000	-	63,000	-	-	-	185,000	-
36 Thomas Foreman Park Renovations	-	-	-	-	24,000	-	-	-	-	-	24,000	-
37 Matthew Lewis Park Renovations	-	-	-	-	115,000	-	280,000	-	-	-	395,000	-
38 Greenmill Run Greenway	-	-	85,000	-	-	-	-	-	24,000	-	109,000	-
39 Perkins Restroom	-	-	-	-	-	-	-	-	30,000	-	30,000	-
40 Facility Repairs & Renovations	40,000	-	8,000	-	-	-	25,000	-	41,000	-	114,000	-
<b>SUBTOTAL</b>	<b>\$ 1,488,500</b>	<b>\$ 491,000</b>	<b>\$ 1,768,000</b>	<b>\$ 2,569,000</b>	<b>\$ 1,524,200</b>	<b>\$ 440,000</b>	<b>\$ 1,270,000</b>	<b>\$ 670,000</b>	<b>\$ 957,000</b>	<b>\$ 500,000</b>	<b>\$ 6,999,700</b>	<b>\$ 4,670,000</b>
<b>PUBLIC WORKS</b>												
1 Greenville Transportation Activty Center	\$ 2,668,490	\$ -	\$ 5,032,228	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,700,718	\$ -
2 Traffic Signal Progression	-	35,000	-	35,000	-	35,000	-	35,000	-	35,000	-	175,000
3 Traffic Calming	-	30,000	-	30,000	-	30,000	-	30,000	-	30,000	-	150,000
4 Replacement of Mast Arm Poles and Mast Arms in Central Business District	-	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	500,000
5 West Fifth Streetscape Phase II (Cadillac to Tyson)	-	-	-	1,500,000	-	-	-	-	-	-	-	1,500,000
6 Dickinson Avenue Streetscape	-	-	-	150,000	-	1,750,000	-	-	-	-	-	1,900,000
7 Dickinson Avenue Parking	-	-	-	-	-	275,000	-	-	-	-	-	275,000
8 Evans Gateway	-	-	-	-	-	1,500,000	-	-	-	-	-	1,500,000
9 Covered Vehicle Wash Facility	325,000	50,000	-	-	-	-	-	-	-	-	325,000	50,000
10 Public Parking Lot Maintenance	-	100,000	-	110,000	-	42,000	-	-	-	-	-	252,000
11 PW Yard Asphalt Repairs	-	450,000	-	160,000	-	170,000	-	205,000	-	227,000	-	1,212,000
12 Frontgate Drive Extension	-	225,000	-	250,000	-	1,296,000	-	-	-	-	-	1,771,000
13 Sidewalk Construction Project	-	150,000	-	150,000	-	100,000	-	150,000	-	125,000	-	675,000
14 Street Resurfacing	600,000	1,900,000	525,000	1,975,000	-	2,500,000	-	2,500,000	-	2,500,000	1,125,000	11,375,000
15 10th Street Connector Sidewalks and Enhancements	-	-	-	-	-	1,065,000	-	-	-	-	-	1,065,000
16 Town Creek Culvert Drainage Project	7,300,000	962,000	-	-	-	-	-	-	-	-	7,300,000	962,000
17 Watershed Master Plans	3,000,000	-	-	-	-	-	-	-	-	-	3,000,000	-
18 Storm Drainage Emergency Repairs	100,000	-	100,000	-	100,000	-	100,000	-	100,000	-	200,000	300,000
19 Storm Drainage Maintenance Improvements - Major	300,000	-	-	-	1,500,000	-	1,500,000	-	1,500,000	-	300,000	4,500,000
20 Storm Drainage Maintenance Improvements - Minor	304,000	-	339,000	-	-	-	-	-	-	-	643,000	-
21 Stormwater Pollution Prevention Plan	-	-	200,000	-	-	-	400,000	-	-	-	200,000	400,000
22 Street Light Improvements	-	25,000	-	25,000	-	25,000	-	25,000	-	25,000	-	125,000
23 South Tar River Greenway Phase II Connector Trial to Eastside Park	-	-	-	-	300,000	-	50,000	-	2,350,000	-	315,000	2,700,000
24 Sanitation Vehicles - 2 Knuckle Booms	155,000	-	160,000	-	-	-	-	-	-	-	315,000	-
25 City Hall Interior Wall Painting	-	-	-	-	-	-	-	60,000	-	-	60,000	-
26 City Hall Atrium Entrance Renovations	-	-	-	-	-	-	250,000	-	-	-	-	250,000
27 Greenville Convention Center HVAC Replacement	-	-	-	-	-	-	200,000	-	-	-	200,000	-
28 Greenville Convention Center Roof Replacement	-	-	-	-	-	-	300,000	-	-	-	300,000	-
29 Greenville Convention Center Building Envelope Repairs	-	-	-	-	-	-	-	75,000	-	-	75,000	-
30 IGC School Building Roof Replacement	175,000	-	-	-	-	-	-	-	-	-	175,000	-
31 IGC School Building Window Unit Replacement	-	-	-	-	80,000	-	-	-	-	-	80,000	-
32 IGC Lessie Bass Building Roof Replacement	-	-	-	-	50,000	-	-	-	-	-	50,000	-
33 Municipal Building Generator Replacement	-	-	-	-	-	-	50,000	-	-	-	50,000	-
34 Municipal Building Interior Wall Painting	-	-	35,000	-	-	-	-	-	-	-	35,000	-
35 Public Works Department Administrative Area Carpet Replacement	-	-	30,000	-	-	-	-	-	-	-	30,000	-
36 Building Envelope Repairs at Public Works Facility	-	-	-	-	50,000	-	-	-	-	-	50,000	-
37 Public Works Fleet Heating System	-	-	75,000	-	-	-	-	-	-	-	75,000	-
38 Public Works Complex Aerial Light Replacement	-	-	-	-	-	-	75,000	-	-	-	75,000	-
39 Public Works Roof Repairs at Buildings B,C,D, and E	75,000	-	-	-	-	-	-	-	-	-	75,000	-
40 Building Envelope Repairs at Greenwood Cemetery Maintenance Building	-	-	-	-	-	-	50,000	-	-	-	50,000	-
41 Brownhill Cemetery Improvements	-	-	-	50,000	-	-	-	-	-	-	-	50,000
42 Expand Homestead Memorial Gardens	-	-	-	-	-	325,000	-	-	-	-	-	325,000
42 Homestead Memorial Gardens Maintenance Building Construction	-	-	-	250,000	-	-	-	-	-	-	-	250,000
44 Light Section Shop Improvement	-	65,000	-	-	-	-	-	-	-	-	-	65,000
45 CNG Bus Section Shop Upgrade	-	-	-	220,000	-	-	-	-	-	-	-	220,000
46 New Tire Rack	-	-	-	60,000	-	-	-	-	-	-	-	60,000
47 Fuel Station Upgrade - Fuel Software	-	-	-	-	45,000	350,000	-	-	-	-	45,000	350,000
48 Fleet CNG Shop / Parts Room Expansion	-	-	-	100,000	-	650,000	-	-	-	-	-	750,000
49 Generator for Fuel Station	-	100,000	-	-	-	-	-	-	-	-	-	100,000
50 Vehicle Replacement Fund	2,908,500	-	2,847,283	-	4,896,384	-	4,435,795	-	3,254,440	-	18,342,402	-

SUMMARY OF CAPITAL IMPROVEMENT REQUESTS BY DEPARTMENTS

DEPARTMENT / PROJECT TITLE	BUDGET YEAR		PLAN YEAR		FUTURE CIP PLAN YEARS						TOTAL		
	2014-15		2015-16		2016 - 17		2017 - 18		2018 - 19		MET	UNMET	
	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	MET	UNMET	
<b>PUBLIC WORKS- Continue...</b>													
51 Resurface Greenwood	-	-	-	-	40,000	-	-	-	-	-	-	40,000	-
52 Resurface Homestead	-	-	-	-	-	-	-	-	75,000	-	-	75,000	-
53 Shelter Installation	-	32,000	-	-	-	-	-	-	-	-	-	-	32,000
54 Bus Stop Signs	-	30,000	-	-	-	-	-	-	-	-	-	-	30,000
55 Engine And Transmission Re-build	-	150,000	-	-	-	-	-	-	-	-	-	-	150,000
<b>SUBTOTAL</b>	<b>\$ 17,910,990</b>	<b>\$ 4,404,000</b>	<b>\$ 9,343,511</b>	<b>\$ 5,165,000</b>	<b>\$ 5,161,384</b>	<b>\$ 12,113,000</b>	<b>\$ 5,110,795</b>	<b>\$ 5,345,000</b>	<b>\$ 3,464,440</b>	<b>\$ 6,992,000</b>	<b>\$ 40,991,120</b>	<b>\$ 34,019,000</b>	
<b>COMMUNITY DEVELOPMENT</b>													
1 Cotanche to Reade Street Alley Improvements	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
2 Imperial Center Site	-	-	-	1,040,000	-	-	-	-	-	-	-	-	1,040,000
3 City of Greenville Comprehensive Plan	-	200,000	-	-	-	-	-	-	-	-	-	-	200,000
4 Renovation of Uptown Theatre	-	2,500,000	-	-	-	-	-	-	-	-	-	-	2,500,000
<b>SUBTOTAL</b>	<b>\$ -</b>	<b>\$ 2,975,000</b>	<b>\$ -</b>	<b>\$ 1,040,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,015,000</b>
<b>LIBRARY</b>													
1 Carver Library Carpet	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ -
2 Replace Carpet at High Traffic Area - Main Library	-	-	-	-	40,000	-	-	-	-	-	-	40,000	-
3 Replace Section B Roof - Main Library	-	-	-	-	-	-	-	-	100,000	-	-	100,000	-
4 Main Library Building Envelope, Exterior Paint, and Interior Paint	95,000	-	-	-	-	-	-	-	-	-	-	95,000	-
<b>SUBTOTAL</b>	<b>\$ 140,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 280,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL MET / UNMET NEEDS</b>	<b>\$ 20,289,490</b>	<b>\$ 9,048,800</b>	<b>\$ 11,550,511</b>	<b>\$ 9,304,800</b>	<b>\$ 6,900,584</b>	<b>\$ 13,865,181</b>	<b>\$ 6,480,795</b>	<b>\$ 8,939,700</b>	<b>\$ 4,681,440</b>	<b>\$ 7,981,020</b>	<b>\$ 49,894,820</b>	<b>\$ 49,139,501</b>	

SUMMARY OF FUNDING SOURCES FOR CAPITAL IMPROVEMENT REQUESTS BY DEPARTMENTS

		BUDGET YEAR 2014 - 2015										
DEPARTMENT / PROJECT TITLE		UNMET	GF	PB	CR	B	G	SF	SWF	VRF	FIP	TOTAL
<b>INFORMATION TECHNOLOGY</b>												
1	Storage Area Network System (SAN)	\$ 75,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75,000
2	Data Backup and Recovery System	65,000	-	-	-	-	-	-	-	-	-	65,000
3	Ethernet Routing Switches Upgrades and Expansions	124,000	-	-	-	-	-	-	-	-	-	124,000
4	Citywide Wireless	40,000	-	-	-	-	-	-	-	-	-	40,000
5	Citywide Network Infrastructure	47,000	-	-	-	-	-	-	-	-	-	47,000
6	LAN Telephony	52,800	-	-	-	-	-	-	-	-	-	52,800
	<b>SUBTOTAL</b>	<b>\$ 403,800</b>	<b>\$ -</b>	<b>\$ 403,800</b>								
<b>FIRE/RESCUE</b>												
1	Emergency Apparatus Storage Building	\$ 265,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 265,000
8	Video Conferencing System	160,000	-	-	-	-	-	-	-	-	-	160,000
10	Fire Station #3 and #4 Roll Up Door Replacement	-	-	-	-	-	-	-	-	-	50,000	50,000
	<b>SUBTOTAL</b>	<b>\$ 425,000</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 475,000</b>							
<b>POLICE</b>												
1	VIPER System Upgrade	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000
2	Digital Server	50,000	-	-	-	-	-	-	-	-	-	50,000
4	Police-Fire/Rescue Headquarters generator Replacement	-	-	-	-	-	-	-	-	-	700,000	700,000
9	Annual Firearm Replacement	50,000	-	-	-	-	-	-	-	-	-	50,000
	<b>SUBTOTAL</b>	<b>\$ 350,000</b>	<b>\$ -</b>	<b>\$ 700,000</b>	<b>\$ 1,050,000</b>							
<b>RECREATION/PARKS</b>												
1	Boyd Lee Park - Gym Air Conditioning	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
2	Land Acquisiton - Bradford Creek Soccer Complex	95,000	-	-	-	-	-	-	-	-	-	95,000
3	Jaycee Park Building Security Improvements	85,000	-	-	-	-	-	-	-	-	-	85,000
4	Bucket Truck	105,000	-	-	-	-	-	-	-	-	-	105,000
5	Automated Lighting Control - Athletic Facilities	56,000	-	-	-	-	-	-	-	-	-	56,000
16	HVAC Equipment Replacement	-	-	-	-	-	-	-	-	-	82,500	82,500
17	Roof Replacement	-	-	-	-	-	-	-	-	-	150,000	150,000
18	Tennis Court Resurfacing	-	-	-	-	-	-	-	-	-	45,000	45,000
20	Fencing Replacement	-	-	-	-	-	-	-	-	-	35,000	35,000
21	ADA Renovation Projects	-	-	-	-	-	-	-	-	-	211,000	211,000
23	Aquatic Center Renovaitons	-	-	-	-	-	-	-	-	-	185,000	185,000
24	Boyd Lee Renovations	-	-	-	-	-	-	-	-	-	77,000	77,000
25	Bradford Creek Public Golf Course	-	-	-	-	-	-	-	-	-	38,000	38,000
26	Community Pool Renovations	-	-	-	-	-	-	-	-	-	39,000	39,000
27	EPPEs Renovations	-	-	-	-	-	-	-	-	-	93,000	93,000
28	Guy Smith Renovations	-	-	-	-	-	-	-	-	-	266,000	266,000
29	Sports Connections Renovations	-	-	-	-	-	-	-	-	-	14,000	14,000
30	River Park North Renovations	-	-	-	-	-	-	-	-	-	213,000	213,000
40	Facility Repairs & Renovations	-	-	-	-	-	-	-	-	-	40,000	40,000
	<b>SUBTOTAL</b>	<b>\$ 491,000</b>	<b>\$ -</b>	<b>\$ 1,488,500</b>	<b>\$ 1,979,500</b>							

BUDGET YEAR  
2014 - 2015

DEPARTMENT / PROJECT TITLE		UNMET	GF	PB	CR	B	G	SF	SWF	VRF	FIP	TOTAL
<b>PUBLIC WORKS</b>												
1	Greenville Transportation Activity Center	\$ -	\$ 266,849	\$ -	\$ -		\$ 2,401,641	\$ -	\$ -	\$ -	\$ -	\$ 2,668,490
2	Traffic Signal Progression	35,000	-	-	-	-	-	-	-	-	-	35,000
3	Traffic Calming	30,000	-	-	-	-	-	-	-	-	-	30,000
4	Replacement of Mast Arm Poles and Mast Arms in Central Business District	100,000	-	-	-	-	-	-	-	-	-	100,000
10	Covered Vehicle Wash Facility	50,000	-	-	-	-	-	275,000	50,000	-	-	375,000
11	Public Parking Lot Maintenance	100,000	-	-	-	-	-	-	-	-	-	100,000
12	PW Yard Asphalt Repairs	450,000	-	-	-	-	-	-	-	-	-	450,000
13	Frontgate Drive Extension	225,000	-	-	-	-	-	-	-	-	-	225,000
14	Sidewalk Construction Project	150,000	-	-	-	-	-	-	-	-	-	150,000
15	Street Resurfacing	1,900,000	-	600,000	-	-	-	-	-	-	-	2,500,000
17	Town Creek Culvert Drainage Project	962,000	-	-	-	-	7,300,000	-	-	-	-	8,262,000
18	Watershed Master Plans	-	-	-	-	-	-	-	3,000,000	-	-	3,000,000
19	Storm Drainage Emergency Repairs	-	-	-	-	-	-	-	100,000	-	-	100,000
20	Storm Drainage Maintenance Improvements - Major	-	-	-	-	-	-	-	300,000	-	-	300,000
21	Storm Drainage Maintenance Improvements - Minor	-	-	-	-	-	-	-	304,000	-	-	304,000
23	Street Light Improvements	25,000	-	-	-	-	-	-	-	-	-	25,000
25	Sanitation Vehicles - 2 Knuckle Booms	-	-	-	-	-	-	155,000	-	-	-	155,000
31	IGC School Building Roof Replacement	-	-	-	-	-	-	-	-	-	175,000	175,000
40	Public Works Roof Repairs at Buildings B,C,D, and E	-	-	-	-	-	-	-	-	-	75,000	75,000
45	Light Section Shop Improvement	65,000	-	-	-	-	-	-	-	-	-	65,000
50	Generator for Fuel Station	100,000	-	-	-	-	-	-	-	-	-	100,000
53	Shelter Installation	32,000	-	-	-	-	-	-	-	-	-	32,000
54	Bus Stop Signs	30,000	-	-	-	-	-	-	-	-	-	30,000
55	Engine And Transmission Re-build	150,000	-	-	-	-	-	-	-	-	-	150,000
56	Vehicle Replacement	-	-	-	-	-	-	-	-	2,908,500	-	2,908,500
<b>SUBTOTAL</b>		<b>\$ 4,404,000</b>	<b>\$ 266,849</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,701,641</b>	<b>\$ 430,000</b>	<b>\$ 3,754,000</b>	<b>\$ 2,908,500</b>	<b>\$ 250,000</b>	<b>\$ 22,314,990</b>
<b>COMMUNITY DEVELOPMENT</b>												
1	Cotanche to Reade Street Alley Improvements	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000
3	City of Greenville Comprehensive Plan	200,000	-	-	-	-	-	-	-	-	-	200,000
4	Renovation of Uptown Theatre	2,500,000	-	-	-	-	-	-	-	-	-	2,500,000
<b>SUBTOTAL</b>		<b>\$ 2,975,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,975,000</b>
<b>LIBRARY</b>												
1	Carver Library Carpet	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 45,000
4	Main Library Building Envelope, Exterior Paint, and Interior Paint	-	-	-	-	-	-	-	-	-	95,000	95,000
<b>SUBTOTAL</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 140,000</b>	<b>\$ 140,000</b>
<b>TOTAL MET / UNMET NEEDS</b>		<b>\$ 9,048,800</b>	<b>\$ 266,849</b>	<b>\$ 600,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 9,701,641</b>	<b>\$ 430,000</b>	<b>\$ 3,754,000</b>	<b>\$ 2,908,500</b>	<b>\$ 2,628,500</b>	<b>\$ 29,338,290</b>

B - BONDS  
CR - CAPITAL RESERVE  
G - GRANTS / FEDERAL / STATE / LOCAL FUNDING  
GF - GENERAL FUND  
LP - LEASE PURCHASE  
FIP - FACILITIES IMPROVEMENT PLAN

NCDOT - NC DEPARTMENT OF TRANSPORTATION  
PB - POWELL BILL  
SF - SANITATION FUND  
SWF - STORMWATER FUND  
VRF - VEHICLE REPLACEMENT FUND

SUMMARY OF FUNDING SOURCES FOR CAPITAL IMPROVEMENT REQUESTS BY DEPARTMENTS

		BUDGET YEAR 2015 -2016											
DEPARTMENT / PROJECT TITLE		UNMET	GF	PB	CR	B	G	SF	SWF	VRF	FIP	TF	TOTAL
<b>INFORMATION TECHNOLOGY</b>													
1	Storage Area Network System (SAN)	\$ 40,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40,000
2	Data Backup and Recovery System	40,000	-	-	-	-	-	-	-	-	-	-	40,000
3	Ethernet Routing Switches Upgrades and Expansions	143,000	-	-	-	-	-	-	-	-	-	-	143,000
4	Citywide Wireless	40,000	-	-	-	-	-	-	-	-	-	-	40,000
5	Citywide Network Infrastructure	70,000	-	-	-	-	-	-	-	-	-	-	70,000
6	LAN Telephony	52,800	-	-	-	-	-	-	-	-	-	-	52,800
<b>SUBTOTAL</b>		<b>\$ 385,800</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 385,800</b>				
<b>FIRE/RESCUE</b>													
2	Fire/Rescue Headquarters' Office Renovations	\$ 55,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000
4	Fire/Rescue Exercise Facility Station #3	\$ 40,000	-	-	-	-	-	-	-	-	-	-	40,000
5	Fire/Rescue Sprinter Van	-	-	-	-	-	-	-	-	32,000	-	-	32,000
6	Fire/Rescue Brush Truck	-	-	-	-	-	-	-	-	42,000	-	-	42,000
12	Repair, Seal, and Repave Parking Lot at Firestation #2	-	-	-	-	-	-	-	-	-	35,000	-	35,000
<b>SUBTOTAL</b>		<b>\$ 95,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 74,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ 204,000</b>				
<b>POLICE</b>													
6	Police Fire/Rescue Headquarters Roof Replacement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 180,000	\$ -	\$ 180,000
8	Police Fire/Rescue Headquarters Garage Door Replacement	-	-	-	-	-	-	-	-	-	150,000	-	150,000
9	Annual Firearm Replacement	50,000	-	-	-	-	-	-	-	-	-	-	50,000
<b>SUBTOTAL</b>		<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 330,000</b>	<b>\$ -</b>	<b>\$ 380,000</b>				
<b>RECREATION/PARKS</b>													
6	Land Acquisition Fund	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
8	River Birch Park - Access Road & ADA Parking	35,000	-	-	-	-	-	-	-	-	-	-	35,000
9	South Greenville Center Reconstruction	2,200,000	-	-	-	-	-	-	-	-	-	-	2,200,000
10	Boyd Lee Amenities	59,000	-	-	-	-	-	-	-	-	-	-	59,000
11	Boyd Lee Park Parking Lot	125,000	-	-	-	-	-	-	-	-	-	-	125,000
16	HVAC Equipment Replacement	-	-	-	-	-	-	-	-	-	60,000	-	60,000
17	Roof Replacement	-	-	-	-	-	-	-	-	-	579,000	-	579,000
19	Athletic Facility Lighting	-	-	-	-	-	-	-	-	-	378,000	-	378,000
21	ADA Renovation Projects	-	-	-	-	-	-	-	-	-	30,000	-	30,000
22	Playground Replacements	-	-	-	-	-	-	-	-	-	90,000	-	90,000
24	Boyd Lee Renovations	-	-	-	-	-	-	-	-	-	102,000	-	102,000
25	Bradford Creek Public Golf Course	-	-	-	-	-	-	-	-	-	133,000	-	133,000
28	Guy Smith Renovations	-	-	-	-	-	-	-	-	-	153,000	-	153,000
29	Sports Connections Renovations	-	-	-	-	-	-	-	-	-	115,000	-	115,000
30	River Park North Renovations	-	-	-	-	-	-	-	-	-	35,000	-	35,000
39	Greenmill Run Greenway	-	-	-	-	-	-	-	-	-	85,000	-	85,000
41	Facility Repairs & Renovation	-	-	-	-	-	-	-	-	-	8,000	-	8,000
<b>SUBTOTAL</b>		<b>\$ 2,569,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,768,000</b>	<b>\$ -</b>	<b>\$ 4,337,000</b>				
<b>PUBLIC WORKS</b>													
1	Greenville Transportation Activty Center	\$ -	\$ 503,223	\$ -	\$ -	\$ -	\$ 4,529,005	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,032,228
2	Traffic Signal Progression	35,000	-	-	-	-	-	-	-	-	-	-	35,000
3	Traffic Calming	30,000	-	-	-	-	-	-	-	-	-	-	30,000
4	Replacement of Mast Arm Poles and Mast Arms in Central Business District	100,000	-	-	-	-	-	-	-	-	-	-	100,000
5	West Fifth Streetscape Phase II (Cadillac to Tyson)	1,500,000	-	-	-	-	-	-	-	-	-	-	1,500,000

BUDGET YEAR  
2015 -2016

DEPARTMENT / PROJECT TITLE	UNMET	GF	PB	CR	B	G	SF	SWF	VRF	FIP	TF	TOTAL
<b>PUBLIC WORKS- Continue...</b>												
7 Dickson Avenue Streetscape	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000
11 Public Parking Lot Maintenance	110,000	-	-	-	-	-	-	-	-	-	-	110,000
12 PW Yard Asphalt Repairs	160,000	-	-	-	-	-	-	-	-	-	-	160,000
13 Frontgate Drive Extension	250,000	-	-	-	-	-	-	-	-	-	-	250,000
14 Sidewalk Construction Project	150,000	-	-	-	-	-	-	-	-	-	-	150,000
15 Street Resurfacing	1,975,000	-	525,000	-	-	-	-	-	-	-	-	2,500,000
19 Storm Drainage Emergency Repairs	-	-	-	-	-	-	-	100,000	-	-	-	100,000
21 Storm Drainage Maintenance Improvements - Minor	-	-	-	-	-	-	-	339,000	-	-	-	339,000
22 Stormwater Pollution Prevention Plan	-	-	-	-	-	-	50,000	100,000	-	-	50,000	200,000
23 Street Light Improvements	25,000	-	-	-	-	-	-	-	-	-	-	25,000
25 Sanitation Vehicles - 2 Knuckle Booms	-	-	-	-	-	-	160,000	-	-	-	-	160,000
35 Municipal Building Interior Wall Painting	-	-	-	-	-	-	-	-	-	35,000	-	35,000
36 Public Works Department Administrative Area Carpet Replacement	-	-	-	-	-	-	-	-	-	30,000	-	30,000
38 Public Works Fleet Heating System	-	-	-	-	-	-	-	-	-	75,000	-	75,000
42 Brownhill Cemetery Improvements	50,000	-	-	-	-	-	-	-	-	-	-	50,000
44 Homestead Memorial Gardens Maintenance Building Construction	250,000	-	-	-	-	-	-	-	-	-	-	250,000
46 CNG Bus Section Shop Upgrade	220,000	-	-	-	-	-	-	-	-	-	-	220,000
47 New Tire Rack	60,000	-	-	-	-	-	-	-	-	-	-	60,000
49 Fleet CNG Shop / Parts Room Expansion	100,000	-	-	-	-	-	-	-	-	-	-	100,000
50 Vehicle Replacement	-	-	-	-	-	-	-	-	2,847,283	-	-	2,847,283
<b>SUBTOTAL</b>	<b>\$ 5,165,000</b>	<b>\$ 503,223</b>	<b>\$ 525,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,529,005</b>	<b>\$ 210,000</b>	<b>\$ 539,000</b>	<b>\$ 2,847,283</b>	<b>\$ 140,000</b>	<b>\$ 50,000</b>	<b>\$ 14,508,511</b>
<b>COMMUNITY DEVELOPMENT</b>												
2 Imperial Center Site	\$ 1,040,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,040,000
<b>SUBTOTAL</b>	<b>\$ 1,040,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,040,000</b>
<b>TOTAL MET / UNMET NEEDS</b>	<b>\$ 9,304,800</b>	<b>\$ 503,223</b>	<b>\$ 525,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 4,529,005</b>	<b>\$ 210,000</b>	<b>\$ 539,000</b>	<b>\$ 2,921,283</b>	<b>\$ 2,273,000</b>	<b>\$ 50,000</b>	<b>\$ 20,855,311</b>

B - BONDS  
 CR - CAPITAL RESERVE  
 G - GRANTS / FEDERAL / STATE / LOCAL FUNDING  
 GF - GENERAL FUND  
 LP - LEASE PURCHASE  
 FIP - FACILITIES IMPROVEMENT PLAN

NCDOT - NC DEPARTMENT OF TRANSPORTATION  
 PB - POWELL BILL  
 SF - SANITATION FUND  
 SWF - STORMWATER FUND  
 VRF - VEHICLE REPLACEMENT FUND  
 TF - TRANSIT FUND



# City of Greenville, North Carolina

Meeting Date: 3/17/2014  
Time: 6:00 PM

**Title of Item:** Report on City's Privilege License Fee Structure

**Explanation:** **Abstract:** Staff will provide a report on the City's Privilege License Fee structure, to include alternative fee structure approaches and comparative information for other communities as requested, for City Council's consideration.

**Explanation:** Privilege licenses for gross receipts in Service and Retail categories are currently calculated at \$50 for the first \$25,000 in gross receipts and 50 cents per thousand dollars for additional receipts up to \$3.925 million in gross receipts. In having the \$3.925 million as a maximum, the applicable fee is capped at \$2,000 per gross receipts category. The gross receipts cap of \$2,000 was first approved in fiscal year 2005. Prior to 2005, license fees were capped at \$1,250 in 2001, \$750 in 2000, and \$500 for the preceding years. As such, privilege license fees have not been increased in the past nine years.

During the fiscal year 2013/2014 biennial budget process, an increase to the privilege license fee was included in those revenues raising the maximum cap to \$5,000 for implementation in the second year of the budget cycle (fiscal year 2014). During the 2013 State Tax Reform discussions, Senate Bill (SB) 394 was introduced which would have significantly impacted this revenue stream. In adopting the fiscal year 2014 budget, recognizing the uncertainty of the outcome of SB394, a decision was made to leave the license cap maximum of \$2,000 per license unchanged. City Council did, however, express a desire for staff to provide an alternative fee structure in the future. The General Assembly may again consider changes to the privilege license authority during the General Assembly's short session scheduled to convene in May of 2014, but at this time it is not expected that any modifications would impact this revenue source for fiscal year 15.

The calculation of the potential fiscal impact of various modifications in the current fee structure are attached. Approximately 1,298 privilege licenses have been issued by the City based on gross receipts categories in current fiscal year. Of the 1,298, approximately 112 of these would be affected by a maximum cap

increase. The 1,298 licenses represent 82 Merchant Retail/Wholesalers and 30 Service providers. The remaining licenses, approximately 1,186, do not currently meet the \$2,000 maximum cap level. Increasing the maximum cap will primarily affect the larger businesses such as chain/box stores.

Attached is detailed information related to privilege license fees for other municipalities across the State and possible options for increasing the fees charged by the City of Greenville.

The criteria for licensing fees for internet sweepstakes businesses within the City limits was also reviewed. As a result of the provisions of the federal Internet Tax Freedom Act which prohibits state and local taxes on internet access, the City does not charge internet sweepstakes businesses based on gross receipts. Therefore, these establishments are currently charged a flat fee of \$250 per location based on the flat rate allowable by general statute on certain other entertainment establishments. Because these businesses are not covered in the specific language of the current statutes which limits the amount of the privilege licenses, City Council can establish a specific flat fee for them by ordinance. Attached is a 2013 survey depicting the privilege license fees for "Electronic Gaming businesses" charged by other North Carolina municipalities, and a various proposal options for increasing this fee.

It should be noted that any fees assigned to internet sweepstakes businesses must be "just and equitable" as required by the North Carolina Constitution. In 2013, the privilege license taxes levied on internet sweepstakes businesses by Lumberton (\$5,000 per location/\$2,500 per machine) and Fayetteville (\$2,500 per location/\$2,500 per machine) were determined to violate this constitutional provision. The evaluation of constitutionality occurs on a case by case basis with consideration being given to the percentage increase in the amount of tax previously levied and the disparity between the tax levied when compared to those levied on different businesses.

If City Council desires to modify the City's current fee structure for privilege licenses, including any specific fee for internet sweepstakes businesses, an ordinance would need to be adopted in April 2014 in order for the increased revenues to be effective for the upcoming fiscal year (FY 2015). The renewal process begins in the Spring with the request to city businesses to provide updated gross receipts for their most recently ended calendar year.

**Fiscal Note:**

The attached tables depict possible increases in the maximum cap for privilege licenses based on gross receipts. The current maximum cap is \$2,000, and potential modifications include caps at \$5,000, \$10,000, No Cap and combinations of \$2,000 - \$5,000 and \$5,000 - \$10,000 for Retail versus Service businesses.

Additionally, the table projects the revenue impact expected from these potential cap adjustments and an equivalent revenue if all receipts were spread evenly using a flat rate to achieve the same revenue amounts. Estimates are based on the latest query showing 1,298 licenses for fiscal year 2014.

A second table is attached with options for increasing the fees charged for internet sweepstakes businesses within the City limits. Revised fees for this specific use would have to be established by a City Ordinance since it does not fall under the umbrella of gross receipts as defined by the State of North Carolina. This table depicts various options for modifying the current flat fee, with the projected revenue derived from these options compared to the revenue generated by the current fee of \$250 per location.

**Recommendation:** City Council to provide direction regarding any desired modifications to the privilege license fee structure to include any modifications to the current \$2,000 cap for gross receipts and the fee currently charged for internet sweepstakes businesses. If modifications are desired, staff will bring an ordinance reflecting the same for City Council's consideration in April.

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

**Attachments / click to download**

 [Business License Proposal 2014 975171](#)

 [Internet Sweepstakes Business Fee 2014 975205](#)

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PRIVILEGE LICENSE FEE INCREASE OPTIONS						
REVENUES AND EQUIVALENT FLAT RATE REVENUE BASED ON 2014 REPORTED GROSS RECEIPTS						
	CURRENT CAP	OPTION 1 Service Cap \$2,000 Retail Cap \$ 5,000	OPTION 2 \$5,000 Cap	OPTION 3 Service Cap \$5,000 *Retail Cap \$ 10,000	OPTION 4 \$10,000 Cap	OPTION 5 No Cap
2014 REPORTED GROSS RECEIPTS \$1,718,628,452						
REVENUE GENERATED	\$502,859	\$605,816	\$619,501	\$695,769	\$695,942	\$910,222
Equivalent Flat Rate	\$387	\$467	\$477	\$536	\$536	\$701
* Only 10 licenses for Service exceed the current \$2,000 maximum; therefore, little difference in Option 3 and Option 4						

PRIVILEGE LICENSE SURVEY OF OTHER CITIES						
Municipality	Cap	Population	Revenue 2011	Revenue 2012	Revenue 2013	
Asheville	No Cap	85,712	\$1,711,389	\$1,400,000	\$1,700,000	
Jacksonville	No Cap	69,220	\$718,554	\$747,295	\$886,200	
Greenville	\$2,000	87,242	\$615,943	\$551,249	\$601,335	
Cary	\$5,000	145,693	\$1,503,776	\$1,596,040	\$1,586,906	
Charlotte	\$10,000	775,202	\$16,600,000	\$16,800,000	\$16,375,000	
Durham - Service	\$8,000					
Durham - Manufacturer/Wholesale	\$2,500					
Durham - Retail	No Cap	237,892	\$3,134,374	\$2,426,059	\$2,384,707	
Raleigh	\$20,000	423,179	\$19,670,559	\$21,050,495	\$20,205,648	
Winston Salem Retail/Service	\$11,000					
Winston Salem - Mft & Wholesale	\$3,500	234,349	\$2,747,829	\$3,036,383	\$2,930,000	
Wilmington	No Cap	109,922	\$1,729,717	\$1,962,112	\$1,870,901	
Concord - Retail	\$10,000					
Concord - Service	\$4,000	81,981	\$2,007,562	\$1,669,700	\$1,963,854	
Rocky Mount	FLAT RATE	57,136	\$141,402	\$141,279	\$141,000	
High Point-Retail	\$5,000					
High Point - Mfg & Service	\$500	106,586	\$805,000	\$785,140	\$800,000	
Fayetteville - Under \$500,000	\$50					
Fayetteville - \$500,000 ++	No Cap	202,103	\$1,226,057	\$1,102,385	\$1,108,420	
Gastonia	FLAT RATE	72,723	\$300,082	\$241,606	\$402,282	

INTERNET SWEEPSTAKES BUSINESS FEE - POTENTIAL MODIFICATIONS		
NUMBER OF CITY OF GREENVILLE LOCATIONS	FEE OPTIONS	REVENUE
13	\$250 CURRENT FEE	\$3,250
	\$1500 PER LOCATION	\$19,500
	*\$2000 PER LOCATION	\$26,000
	**\$5000 PER LOCATION	\$65,000

\*\$2,000 Fee consistent with current maximum for gross receipts

\*\* Any proposed fee adjustment above \$2,000 should be in line with the a proposed cap adjustment

2013 SURVEY OF OTHER COMMUNITIES		
Municipality	Population	Fees
Asheville	85,712	\$1500 per location, \$2500 per machine
Concord	81,981	\$2600 per location, \$500 per machine
Greenville	87,242	\$250 per location
Hickory	40,093	\$2500 per location, \$1500 per machine
Jacksonville	69,220	\$5.00 per machine
Raleigh	423,179	\$2500 per location, \$1000 per machine
Rocky Mount	57,136	Electronic Gaming not allowed
Salisbury	33,622	\$500 per machine
Washington	9,757	\$1000 per machine
Wilmington	109,922	\$1500 per machine
Wilson	49,610	\$100 per location, \$1000 per machine

Note: These fees were established prior to the Lumberton and Fayetteville court rulings