



# Agenda

## Greenville City Council

August 10, 2015  
6:00 PM  
City Council Chambers  
200 West Fifth Street

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### **I. Call Meeting To Order**

### **II. Invocation - Mayor Pro-Tem Mercer**

### **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 19, May 11, May 26, and June 8, 2015 City Council meetings and the April 20, 2015 Joint City Council-Greenville Utilities Commission meeting
2. Ordinance enacting and adopting Supplement Number 2015-S7 to the City of Greenville Code of Ordinances
3. Resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan) and approval of reclassification requests

4. Resolution approving exchange of property near Ashton Woods Apartments
5. Extension of and Amendment to Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center
6. Resolution approving the lease agreement with the State of North Carolina for the first floor of the Lessie Bass Building located at 1100 Ward Street
7. Resolution approving the lease agreement with the State of North Carolina for the school building at the Lucille W. Gorham Intergenerational Center
8. Resolution approving a lease agreement with the Pitt County Law Enforcement Officers' Association for property on Port Terminal Road
9. Renewal of Uptown Greenville Contract for Services
10. Resolution amending the Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities, and Geographic Features Within Parks
11. Resolution authorizing an application under the State Revolving Fund Loan Program for Greenville Utilities Commission's Water Distribution System Rehabilitation Program
12. Reimbursement resolution for Greenville Utilities Commission's purchases of vehicles and heavy equipment through installment purchase financing
13. Resolution declaring eight vehicles as surplus and authorizing disposition by public auction
14. Approval of purchase of eighteen Ford Interceptor sedans/SUVs for the Police Department
15. Approval of purchase of two knuckle boom trucks for the Public Works Sanitation Division
16. Approval of purchase of two automated side loader refuse truck cab and chassis for the Public Works Department Sanitation Division
17. Approval of purchase of two automated side loader refuse bodies for the Public Works Department Sanitation Division
18. Contract to purchase 6,000 recycling roll-out carts
19. Contract award for the FY 2016 Street Resurfacing Project
20. Contract Amendment #2 for Green Infrastructure/Streetscape Improvements associated with Task Order 2 (final design) for the Town Creek Culvert Drainage Project
21. Update on the City of Greenville 2014-2015 Strategic Plan

22. Various tax refunds greater than \$100
23. Budget ordinance amendment #1 to the 2015-2016 City of Greenville budget (Ordinance #15-032) and amendments to the Special Revenue Grant Fund (Ordinance #11-003), the Street Improvements Capital Project Fund (Ordinance #14-044), and the Convention Center Expansion Phase III Project Fund (Ordinance #14-024)

**VII. New Business**

24. Presentations by Boards and Commissions
  - a. Historic Preservation Commission
  - b. Recreation and Parks Commission
  - c. Redevelopment Commission
25. Presentation on Pitt County Revaluation for 2016 - Cathy Booker, Pitt County Tax Administrator
26. Appeal from Decision of Greenville Utilities Commission as to Rates
27. Resolution approving an amendment to the lease agreement with Magnolia Arts Center, Inc.
28. Minority and Women Business Enterprise (MWBE) Program Update

**VIII. Review of August 13, 2015, City Council Agenda**

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

**X. City Manager's Report**

29. Monthly Update on Performance Management System

**XI. Closed Session**

- To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes, said law rendering the information as privileged or confidential being the Open Meetings Law
- To discuss matters relating to location or expansion of industries or other businesses in the area served by the public body
- 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

## **XII. Adjournment**



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Minutes from the March 19, May 11, May 26, and June 8, 2015 City Council meetings and the April 20, 2015 Joint City Council-Greenville Utilities Commission meeting

**Explanation:** **Abstract:** The City Council will consider approval of proposed minutes from City Council meetings held on March 19, May 11, May 26, and June 8, 2015, and a Joint Meeting of the City Council and the Greenville Utilities Commission held on April 20, 2015.

**Explanation:** Proposed minutes from City Council meetings held on March 19, May 11, May 26, and June 8, 2015, and a Joint Meeting of the City Council and the Greenville Utilities Commission held on April 20, 2015, are presented for review and approval.

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

**Recommendation:** Review and approve minutes from City Council meetings held on March 19, May 11, May 26, and June 8, 2015, and a Joint Meeting of the City Council and the Greenville Utilities Commission held on April 20, 2015

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

**Attachments / click to download**

[Proposed Minutes of the March 19 2015 City Council Meeting\\_1002791](#)

[Proposed Minutes of May 11 2015 City Council Meeting\\_1003822](#)

[Proposed Minutes of May 26 2015 Special Meeting of the City Council\\_1007552](#)

[Proposed\\_Minutes\\_of\\_June\\_8\\_2015\\_City\\_Council\\_Meeting\\_1008469](#)

[Proposed\\_Minutes\\_of\\_the\\_April\\_20\\_2015\\_Joint\\_City\\_GUC\\_Meeting\\_1009067](#)

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PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
THURSDAY, MARCH 19, 2015



A regular meeting of the Greenville City Council was held on Thursday, March 19, 2015 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 pm. Council Member Glover gave the invocation, followed by the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Calvin R. Mercer, Council Member Kandie Smith, Council Member Rose H. Glover, Council Member Marion Blackburn, Council Member Rick Smiley and Council Member Richard Croskery

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 Barbara Lipscomb recommended that the sanitary sewer connection request by Wayne Williamson be continued to April and the review of potential capital reserve funded projects be continued to budget discussions later this year. She reminded the City Council that the Transportation Investment Generating Economic Recovery (TIGER) Grant application, which had been on the previous meeting's agenda, was continued to this meeting and that the Traffic Calming item from this meeting's agenda had been addressed at the previous meeting.

Council Member Glover moved to make the changes recommended by the City Manager and to move the proposed bond referendum and the TIGER Grant application up on the agenda so that they follow Appointments. Council Member Smith seconded the motion, which passed by unanimous vote.

Upon motion by Council Member Blackburn and second by Council Member Croskery, the City Council voted unanimously to adopt the agenda with the recommended changes.



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**SPECIAL RECOGNITION**

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**GIRL SCOUTS**

Mayor Thomas invited all Girl Scouts present in the audience to come forward. He read and presented them with the following proclamation in recognition of the 103<sup>rd</sup> anniversary of Girl Scouting:

**\*COPY\***

*PROCLAMATION*

*WHEREAS, March 12, marks the 103rd anniversary of Girl Scouts of the USA, founded by Juliette Gordon Low in 1912 in Savannah, Georgia;*

*WHEREAS, throughout its distinguished history, Girl Scouting has inspired millions of girls and women with the highest ideals of courage, confidence, and character;*

*WHEREAS, through the Girl Scout Leadership Experience girls gain knowledge and develop skills that will serve them a lifetime so that they may contribute to their communities;*

*WHEREAS, Girl Scouting takes an active role in increasing girls' awareness of the opportunities available to them today in science, technology, engineering, math and the arts as well as other fields that can expand their horizons;*

*WHEREAS, Girl Scouts has shaped the lives of 53 percent of female senior executives and business owners, 60 percent of women in Congress, and virtually every female astronaut;*

*WHEREAS, more than 2.8 million current Girl Scout members nationwide will be celebrating 103 years of this American tradition, with nearly 50 million women who are former Girl Scouts and living proof of the impact of this amazing Movement; and*

*WHEREAS, in partnership with nearly 10,000 adult volunteers, Girl Scouts – North Carolina Coastal Pines serves almost 27,000 girl members in 41 central and eastern North Carolina counties, including 1,400 of adult and girl members in Pitt County.*

*NOW, THEREFORE, I, Allen M. Thomas, Mayor of the city of Greenville, North Carolina, do hereby proclaim the week of March 8-14 as*

*GIRL SCOUT WEEK*

*in the City of Greenville.*

**\*COPY\***





## SUSTAINED PROFESSIONAL PURCHASING AWARD AND PURCHASING STAFF CERTIFICATIONS

City Manager Lipscomb invited the Finance Director Bernita Demery and Purchasing staff members Angeline Brinkley, Denisha Harris, Wanda House and Willie Moye to come forward in recognition of their receipt of the Sustained Professional Purchasing Award from the Carolinas Association of Governmental Purchasing for demonstrated excellence in purchasing standards during calendar year 2014. The award includes the use of technology, minority outreach, staff certification, customer training, vendor training and the use of recycled products. She congratulated them all on receipt of the award and thanked them for a job well done.

Mayor Thomas presented MWBE Coordinator Denisha Harris with a certificate from the Institute of Supply and Management stating she is hereby qualified as a Certified Professional in Supplier Diversity. He thanked Ms. Harris for her dedication to the City of Greenville and the pursuit of additional training.

City Manager Lipscomb presented Purchasing Manager Angeline Brinkley with a certificate from the Universal Public Procurement Certification Council stating she is hereby qualified as a Certified Public Procurement Officer and congratulated her on this achievement.

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## APPOINTMENTS

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Council Member Smiley asked to revisit the agenda. By moving up the items for the proposed bond referendum and the TIGER Grant application, those items are now ahead of the public comment period. Because there are likely citizens present who would like to address those items, he moved to have the public comment period ahead of those items, directly after Appointments. Council Member Croskery seconded the motion, which passed by unanimous vote.

## APPOINTMENTS TO BOARDS AND COMMISSIONS

### Firefighters Relief Fund Committee

Council Member Smiley made a motion to appoint Peter Geiger to an unexpired term that will expire January 2016 in replacement of George Powell, who resigned. Council Member Croskery seconded the motion, which passed by unanimous vote. Council Member Smiley continued all remaining appointments.

### Greenville Bicycle Pedestrian & Commission

Council Member Smiley made a motion to appoint Donna Duncan to an unexpired term that will expire January 2017 in replacement of Karen Mizelle, who resigned. Council Member Blackburn seconded the motion, which carried unanimously.



Historic Preservation Commission

Council Member Smith continued all appointments.

Human Relations Council

Council Member Glover continued all appointments.

Police Community Relations Committee

Council Member Blackburn continued the appointment of Belinda Perkinson's seat following her resignation.

Public Transportation and Parking Commission

Council Member Croskery continued all appointments.

Recreation & Parks Commission

Council Member Blackburn continued the appointment of Debra Garfi's seat following her resignation.

Youth Council

Mayor Pro-Tem Mercer continued all appointments.

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**OTHER ITEMS OF BUSINESS – PART ONE**

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**PUBLIC COMMENT PERIOD**

Mayor Thomas opened the public comment period at 7:14 pm, explaining procedures which should be followed by all speakers.

Harry Stubbs – 1725 Forest Hill Drive – Greenville

Mr. Stubbs, who identified himself as the Chairman of Friends of Greenville Greenways (FROGGS), thanked the City Council for their approval of the Greens Mill Run section of the Greenway. He stated that FROGGS will install markers on the greenway noting water quality for the City and one for native peoples, with a goal of adding more in the future. He expressed his excitement that Phase 4 of South Tar River Greenway may be part of the road bond and said he feels that the City Council's support in this way will help them in securing additional funding from the North Carolina Department of Transportation.

Mark Gillespie – 203 Beth Street – Greenville

Mr. Gillespie stated that employers want an educated work force and good school systems so they can attract high quality employees. A high quality of life is important to employees contemplating a move to Greenville. A greenway system is about economic development for the entire community. Greenville, SC says their greenway bridge has generated



\$100,000 for their downtown. Greenville, NC is competing with Raleigh, Durham, Winston Salem, etc., and it has the potential to be successful if it invests in itself. The Tar River Legacy Plan lays out specific opportunities that should not just sit on a shelf. Imagine a greenway system that extends from the Hospital to East Side Park and a bridge from River Park North to the downtown. The City invested much money to have a consultant to tell them these things about the city. It takes political courage to move forward. Streetscapes are good, and parking decks are good, but people do not remember a town for those things.

Marianne Montgomery – 1407 N. Overlook Drive – Greenville

Ms. Montgomery stated she supports greenways and the proposed bond for a balanced roadway package. Greenville gets much praise and recognition for its recreational opportunities, but a greenway would greatly improve local transit.

Brian Glover – 1402 N. Overlook Drive - Greenville

Mr. Glover stated he also supports funding for the greenway extension in the bond issue. The Bicycle and Pedestrian Commission has researched how many people use the existing South Tar River Greenway. Their count on a Wednesday afternoon between 5:00-7:00 pm indicates at least 250 people. On a Saturday afternoon between 12:00-2:00 pm, the count is between 70 & 160 people. People are voting with their feet. Greenways are a big amenity. As a professor at ECU, he knows that many of his students live in the apartment complexes east of Greenville Boulevard. Thousands of students live there and their only way to school is the bus. They need another way. An extension of the Greenway would give them an easy 20-25 minute bike ride. He hopes the City Council will listen to the people who are using the greenways in huge numbers. He urged the City Council to please make this investment for better transportation throughout Greenville.

There being no one else present who wished to address the City Council, Mayor Thomas closed the public comment period at 7:24 pm.

PROPOSED BOND REFERENDUM PROJECTS

Interim Assistant City Manager Richard Hicks presented the following options for Bond Projects:

Option A (\$19.95 million bond equating to a 3.4¢ tax increase)

Interim Assistant City Manager Hicks stated that Option A reflects projects discussed at the City Council's January Planning Session and includes \$10 million for street improvements, \$2 million for street light improvements, \$2.1 million for sidewalk improvements, \$1.75 million for the 10<sup>th</sup> Street Connector including the Evans Street Gateway, \$2million for Eastside Greenway Improvements and \$1.95 million for Phase II of the W. Fifth Street Corridor. Bond Issuance costs are estimated at \$150,000, for a total bond package of \$19.95 million.



Interim Assistant City Manager Hicks stated that a loan amount of \$17,335,000 at a projected interest rate of 3.92% in 2016 for Level Principal Payment and Declining Interest would yield total proceeds of \$20,042,000. \$19,804,500 would be available for project costs after deduction of \$150,800 for the cost of issuance and \$86,700 for cost of the Underwriter's Discount. The first debt service payment is estimated at \$2,037,000.

With projected property and vehicle tax values of \$6,144,800,000 for FY2016, a 1¢ increase in the tax rate would generate roughly \$605,700 based on a collection rate of 98.57%. A \$2,037,000 debt service payment would require a tax rate increase of 3.4¢.

Option B (\$13.8 million bond equating to a 2.0¢ tax increase)

Interim Assistant City Manager Hicks stated that Option B includes \$8 million for street improvements, \$2.1 million for sidewalk improvements, \$2 million for Eastside Greenway and either \$1.75 million for the 10<sup>th</sup> Street Connector or \$1.95 million for Phase II of the W. Fifth Street Corridor. He noted that Street Improvements may be modified to include \$600,000 from State/TIGER funding for Dickinson Avenue and the Sidewalk Improvements may be modified to include some TIGER funding for pedestrian/bicycle improvements. Bond Issuance costs are estimated at \$144,800, for a total bond package of \$13.8 million.

Interim Assistant City Manager Hicks stated that a loan amount of \$12,115,000 at a projected interest rate of 3.97% in 2016 for Level Principal Payment and Declining Interest would yield total proceeds of \$14,007,000. \$13,801,600 would be available for project costs after deduction of \$144,800 for the cost of issuance and \$60,600 for cost of the Underwriter's Discount. The first debt service payment is estimated at \$1,425,600.

With projected property and vehicle tax values of \$6,144,800,000 for FY2016, a 1¢ increase in the tax rate would generate roughly \$605,700 based on a collection rate of 98.57%. A \$1,425,600 debt service payment would require a tax rate increase of 2.0¢. Interim Assistant City Manager Hicks noted that the \$1,211,000 generated by the 2.0¢ tax rate increase will fall short of required debt service payments by \$214,000 in the first year, \$36,000 in the second year and \$13,000 in the third year. It may be possible to spread the first year shortfall over the two budget years, depending on timing of the loan, or it could be covered with General Fund Balance.

Option C (\$13.85 million bond equating to a 2.0¢ tax increase)

Interim Assistant City Manager Hicks stated that Option C includes \$10 million for street improvements, \$2.1 million for sidewalk improvements and \$1.75 million for the 10<sup>th</sup> Street Connector. As with Option B, he noted that Street Improvements may be modified to include \$600,000 from State/TIGER funding for Dickinson Avenue and the Sidewalk Improvements may be modified to include some TIGER funding for pedestrian/bicycle improvements. Bond Issuance costs are estimated at \$144,800, for a total bond package of \$13.85 million.



Interim Assistant City Manager Hicks stated that the loan for Option C would be the same as for Option B, with the loan amount being \$12,115,000. The projected interest rate of 3.97% in 2016 for Level Principal Payment and Declining Interest would yield total proceeds of \$14,007,000. \$13,801,600 would be available for project costs after deduction of \$144,800 for the cost of issuance and \$60,600 for cost of the Underwriter’s Discount. The first debt service payment is estimated at \$1,425,600.

With projected property and vehicle tax values of \$6,144,800,000 for FY2016, a 1¢ increase in the tax rate would generate roughly \$605,700 based on a collection rate of 98.57%. A \$1,425,600 debt service payment would require a tax rate increase of 2.0¢. Interim Assistant City Manager Hicks noted that the \$1,211,000 generated by the 2.0¢ tax rate increase will fall short of required debt service payments by \$214,000 in the first year, \$36,000 in the second year and \$13,000 in the third year. It may be possible to spread the first year shortfall over the two budget years, depending on timing of the loan, or it could be covered with General Fund Balance.

Interim Assistant City Manager Hicks then explained the schedule which would need to be followed in order for the bond referendum to occur with the November election in 2015, noting activities and corresponding dates as follows:

Greenville  
NORTH CAROLINA

### General Obligation Referendum

**8 - Months Preparation  
April – August 2015**

April	May	June	July	August
<ul style="list-style-type: none"> <li>•Meet Financial Advisors</li> <li>•Final GO Project List</li> <li>•Pre-Application Call w/LGC</li> <li>•Community Support Committee</li> </ul>	<ul style="list-style-type: none"> <li>•Findings Resolution</li> <li>•Publish Notice of Intent</li> <li>•LGC Application</li> </ul>	<ul style="list-style-type: none"> <li>•Introduce Bond Order</li> <li>•Resolution adopted to set public hearing</li> </ul>	<ul style="list-style-type: none"> <li>•Publish Notices of Public hearing</li> </ul>	<ul style="list-style-type: none"> <li>•Deliver Ballots to County</li> <li>•Public hearing</li> <li>•Bond Order</li> <li>•Notice of Referendum</li> <li>•Publish first Notice of Special Bond Referendum</li> </ul>

*Find yourself in good company*

Greenville  
NORTH CAROLINA

### General Obligation Referendum (cont'd.)

**8 - Months Preparation  
September – December 2015**

September	October	November	December	TBA
<ul style="list-style-type: none"> <li>•Publish 2<sup>nd</sup> Notice of Special Bond Referendum</li> </ul>	<ul style="list-style-type: none"> <li>•LGC call for approval</li> </ul>	<ul style="list-style-type: none"> <li>•Referendum</li> <li>•Adoption of Certificate of Canvas</li> </ul>	<ul style="list-style-type: none"> <li>•Approval of all documents</li> </ul>	<ul style="list-style-type: none"> <li>•Rating Agency Presentation</li> <li>•Closing</li> </ul>

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City Manager Lipscomb reminded the City Council of the extended process with the Bond Advisory Committee and their recommendations. Their bond package related to streets was around \$9.9 million (\$5 million for street improvements, \$.5 million for sidewalks, \$1.75 million for the 10<sup>th</sup> Street Connector, \$2.45 million for Dickinson Avenue and \$.2 for debt issuance). They also offered a second recommendation related to recreational programs, which is not currently under consideration.

Ms. Lipscomb stated she provided the following spreadsheet to allow the City Council to see how the various recommended amounts run in comparison to each other and with regard to impact on the tax rate:

**BOND PROJECT OPTIONS**

Projects	Bond Committee	Planning Retreat (A)	Agenda Packet (B)	Presentation Packet (C)
Street Improvements <sup>1</sup>	\$5.00 M	\$10.00 M	\$ 8.00 M	\$10.00 M
Street Lighting	--	\$ 2.00 M	--	--
Sidewalks (Ped/Bike <sup>2</sup> )	\$0.50 M	\$ 2.10 M	\$ 2.10 M	\$ 2.10 M
10 <sup>th</sup> Street Connector	\$1.75 M	\$ 1.75 M	\$ 1.75 M	\$ 1.75 M
Dickinson Avenue	\$2.45 M	--	--	--
East Side Greenway	--	\$ 2.90 M	\$ 1.95 M <sup>3</sup>	--
West 5 <sup>th</sup> Street Streetscape – Phase II	--	\$ 1.95 M	\$ 1.95 M <sup>3</sup>	--
Debt Issuance	\$0.20 M	\$ 0.15 M	\$ 0.20 M	\$ 0.20 M
Total	\$9.90 M	\$19.95 M	\$13.80 M	\$13.85 M
	1.7¢	3.4¢	2.0¢	2.0¢

<sup>1</sup> Street Improvements – could be modified to include \$600K for Dickinson re State funding & TIGER Grant.

<sup>2</sup> Ped/Bike could include bike and pedestrian improvements re TIGER Grant.

<sup>3</sup> Choose one of these projects.

Ms. Lipscomb noted that the recommendations of the Bond Committee are listed first, followed by items discussed by the City Council at the January Planning Retreat. Next are the items included in the agenda packet, followed by items from Mr. Hicks' presentation.

Council Member Smith moved to select Option C and dedicate \$1 million of the \$10 million for street improvements to the first phase of the West 5<sup>th</sup> Street Streetscape project. Council Member Glover seconded the motion.

Council Member Blackburn offer a motion for amendment to fully fund the West 5<sup>th</sup> Street Streetscape project and fund \$2 million for Phase IV of the South Tar River Greenway (East Side Greenway) by switching that out with the Sidewalk money.

Ms. Lipscomb noted that the West 5<sup>th</sup> Street Streetscape project is designed as a \$2 million project. It would be difficult to do only a \$1 million portion of it. Public Works Director Kevin Mulligan concurred, noting that \$1 million would only cover only about one block of the project.

Council Member Smith stated the \$1 million could serve as leverage with the TIGER grant. If no funding is available for this, it will be difficult to get the grant, but if it is already fully funded, it will appear that grant funds are not needed.



Economic Development and Revitalization Manager Carl Rees stated this will be clearer during discussion of the TIGER grant application. He noted that the more money the City makes available to certain projects, the more it will benefit the grant application.

Mayor Thomas stated that sidewalks are a key component of the bond package because there are Federal matching funds available. He asked if eliminating the sidewalk portion of the bond package would be harmful to the TIGER application. Mr. Rees stated it would, but having that money available for West 5<sup>th</sup> Street could possibly offset it.

Mayor Thomas asked if the greenway component would help with the grant application. Mr. Rees stated it would not, based on its location. Mayor Thomas asked if the bicycle/pedestrian component would fit with the grant application. Mr. Rees stated that it would.

Mayor Thomas stated the City has already invested much money in greenways and acknowledged that everyone on the City Council is very supportive of greenways. He referred to the Green Mill Run Greenway that was approved at the last City Council meeting and asked about total cost versus how much would be at citizen expense.

Mr. Mulligan stated the cost for the Green Mill Run Greenway was about \$1.7 million, and the City is responsible for 10%, or about \$170,000 that will essentially be paid for by citizens.

Mayor Thomas asked about the South Tar Greenway that will come before the Council in the next few months for approval. Mr. Mulligan stated the cost is expected to be around \$2 million, again with a 10% match, so around \$200,000 in cost to citizens.

Mayor Thomas asked what would be the cost to citizens of the third piece for the East Side Greenway is included. Mr. Mulligan stated in the bond package, it will be 100% citizen supported.

Council Member Smiley asked to clarify Council Member Blackburn's suggested amendment. He said his understanding is that she is essentially reducing the \$10 million for street improvements to \$8 million and applying the other \$2 million to the West 5<sup>th</sup> Street Streetscape project, adding the East Side Greenway at \$2 million (for a round number) and reducing the sidewalk money to \$100,000. Essentially the bottom line remains the same. Council Member Blackburn agreed that this was her amendment, and Council Member Smiley stated that he would second her motion to amend.

Mayor Thomas pointed out that Council Member Smiley had omitted the 10<sup>th</sup> Street Connector funding at \$1.75 million. Council Member Smiley agreed, but stated he did not mention that since it is unchanged. Mayor Thomas said it would be appropriate to lay out all details for clarity.



Council Member Blackburn noted there is still only a net tax increase of 1¢ if the City Council does what it has pledged to do and eliminates 1¢ of last year's 2¢ tax increase. The City has an obligation to repair its streets, but must also think beyond today. When people visit Greenville, they note its awesome greenway. They will say positive things about West Greenville when the streetscape is complete. The mayor asked about funding for greenways and, sadly, the State has decimated funding for greenways. The City must think beyond roads when thinking about transportation bonds. Greenways result in cleaner air and healthier people.

Council Member Glover indicated that what bothers her about Council Member Blackburn's amendment is that the City already has two greenways that are not yet built. She is concerned about adding to that at the expense of sidewalks, which are desperately needed in West Greenville where there are none currently. She noted a previous study presented by the Public Information Office which reported that citizens indicated a willingness to support a bond for roads, but not one for parks.

Council Member Smith asked about the completion schedule for previously funded greenways. Mr. Mulligan stated that Green Mill Run will be completed late summer to early fall. The South Tar will probably be finished late this year or early in 2016.

Council Member Smith stated no one is staying greenways are unwanted, but with two pending projects and knowing the City will have to fund future greenways at 100%, she questioned the wisdom of including a greenway component in the bond. She said she feels if citizens would support them in the bond, they would be equally supportive of greenways as a future budget item.

Council Member Croskery asked if there are other funding opportunities for future greenway development.

Mr. Mulligan stated there are new priorities and rankings for the State Transportation Improvement Plan and greenways did not do well in that strategy. He noted that could change again in the future, but said there are other grant opportunities that could potentially fund a portion of greenways.

Council Member Blackburn stated the Bond Committee only included \$5 million for street improvements, so any of the current options – including her proposal – represent considerably more for street improvements than they recommended. She stated she would, however, like to adjust her recommended total for sidewalks to \$500,000.

Council Member Smiley asked if her change was intended to adjust the bottom line for the bond from \$13.85 million to \$14.25 million. Council Member Blackburn stated that was her intent. Council Member Smiley noted that his second of her motion would stand with that change.





Mayor Pro-Tem Mercer stated that since Council Member Glover proposed the bond idea last year, his primary goal has been to arrive at a bond package that is good for the City, has support from all seven members of the City Council and elicits broad support from Greenville's citizens. In his conversations with fellow Council Members and the Mayor, he is convinced that all of these elements would be good for the City. He stated he hopes that the full Council will support whatever bond package is chosen, noting that no one is likely to get exactly what he or she wants. He stated he will support this amendment, although it is not exactly what he would have personally chosen.

Council Member Croskery asked if Council Member Blackburn could clarify the funding that is currently included in her proposed amendment.

Council Member Blackburn stated her amendment includes \$10 million for street improvements, with \$2 million of that dedicated to the West 5<sup>th</sup> Street Streetscape. It also includes \$.5 million for sidewalks, which was the original recommendation of the Bond Committee, \$1.75 million for the 10<sup>th</sup> Street Connector and \$2 million for Phase IV of the South Tar River Greenway, which is here noted as the East Side Greenway. This would equate to a total package of \$14.25 million, or a net tax of just over a penny.

Council Member Smiley noted that the debt issuance cost would bring this to a total of about \$14.45 million.

Council Member Croskery stated that his hope going into the bond process was that part of it would be \$2-\$3 million of enhancements for pedestrian/non-vehicular traffic and that there would be at least \$500,000 for sidewalks. The current amendment somewhat accomplishes what he had hoped for, although he was thinking slightly differently, but he can probably support it if it seems acceptable to others. He stated he does agree with Council Member Smith that fully funding the West 5<sup>th</sup> Street Streetscape may result in the loss of grant funds because it will not appear that funding is needed.

Council Member Blackburn stated there are many people who have been working for an extensive period on greenways. There was a time when the City had no action on these, but now there is a program in place. It is important to have greenways in progress with both plans and funding, and it is important to continue the program. If Federal or State funding becomes available in the future, the \$2 million in the bond can become matching funds to complete a larger area.

Mayor Thomas expressed concern that passing the proposed amendment will commit taxpayers to spending more money on this one segment of the greenway than they have had to spend on the entire greenway program to date. He indicated that past funding has been based on an 80/10/10 split with 80% being Federal dollars, 10% being State money and the City funding the remaining 10%. Being hasty at this point will not pass muster



with tax payers. The City is trying to develop a mature bonding process that will earn the confidence of tax payers.

Mayor Pro-Tem Mercer expressed confidence in the staff's ability to strategically leverage this money to maximize its overall value. We need a bond that will pull in different segments of the population. This amendment fully funds the West 5<sup>th</sup> Street Streetscape, which the original motion does not, and he feels strongly about fully funding that. It does all this at just over 2¢, which he feels is very fiscally responsible.

Council Member Smith asked what can be done with the \$.5 million suggested for sidewalks. Mr. Mulligan stated it will do about a quarter of the original proposal; priorities would need to be determined amongst those listed in the original proposal. Ms. Lipscomb noted that the original \$2.1 million was based on the City's 10-year sidewalk plan.

Council Member Smith moved to further amend the most recent amendment because she does recognize the concern for greenway funding. There has been discussion about funding West 5<sup>th</sup> Street at 100%, which could result in a loss of leverage for the TIGER grant. She said she still proposes funding \$9 million for street improvements and \$1 million for West 5<sup>th</sup> Street. A number of wonderful points have been made, such as the possibility for future opportunities to obtain greenway funding. She recalled the concerns raised over fully funding the Dream Park which there may have been a future potential for grant funding, and she does not wish to repeat that scenario, but feels it makes sense to begin to put money aside for greenways since there is the potential for having to fully fund them in the future. She proposes changing the sidewalk portion from \$.5 million to \$1.6 million, setting aside \$.5 million for the East Side Greenway and keeping the \$1.75 million for the 10<sup>th</sup> Street Connector, thereby bringing the total back to \$13.85 million. Council Member Glover seconded the motion.

Council Member Croskery asked if the \$1.95 million originally proposed for West 5<sup>th</sup> Street included sidewalks in that project. Mr. Mulligan stated that it did. Council Member Croskery stated that would address some of the City's sidewalk concerns and he feels it would be better to do the entire project.

Council Member Blackburn expressed reluctance to support Council Member Smith's amendment because her own amendment provides real possibility to transform. She feels this amendment risks that transformational potential.

Council Member Glover states if the City does what Council Member Blackburn proposes, it will result in an expenditure on greenways that is twice what has ever been spent on them. She asked when the City would address the systemic ills in its communities that have no sidewalks at all. She stated she understands the importance of greenways, but seriously doubts the majority of residents in her district will ever use them. The bond needs to be



crafted so that every voter feels he or she can “own” a part of it and vote in favor of it with good conscience. Having a bond fail will hurt the City in the long run.

Council Member Croskery stated he would like to offer another amendment to the motion; however, City Attorney Holec stated that Roberts Rules of Order only allows two amendments to a main motion. Council Member Smith withdrew her motion to amend.

Mr. Holec stated that Council Member Croskery could now move to amend Council Member Blackburn’s amendment to Council Member Smith’s original motion.

Council Member Croskery moved to amend street improvements to \$8.25 million, with \$1.75 million for the 10<sup>th</sup> Street Connector, \$1.95 for West 5<sup>th</sup> Street Streetscape, \$1.4 million for Sidewalks and \$.5 million for the East Side Greenway, resulting in a total of about \$13.85 million. He stated he hopes this is a compromise that everyone can not only live with, but can support. Council Member Smith seconded the motion.

Council Member Blackburn stated her amendment is transformational, but Council Member Croskery’s motion does not provide the transformational greenway. If the City does not take the initiative now, this will be like the parking deck. It will be something the City waits for over the next ten years.

Council Member Croskery stated one of the Council’s objectives has been to establish a recurring bond process to address various phases of needs within the City. He stated he wants the greenway done, but the money in this amendment can be used for the design and engineering phase and there are other ways to leverage money for construction. The City has been lucky in how little it has had to spend toward its greenways in the past.

Mayor Thomas stated the Council has to reach a decision at some point. If \$.5 million is committed to another greenway, it provides a period of time to go out with matching components to pursue other funding mechanisms that may be in place. When targets are set for what is wanted in coming years, other funding sources become available.

Mayor Pro-Tem Mercer stated the City Council is very close to reaching agreement and he would like to see the full Council on board with this. He feels it could happen if \$.25 million were moved from street improvements to the greenway project and asked the City Attorney if there is a way that can now be done.

Council Member Blackburn stated this was very disappointing to her when there is a chance to be truly transformational, but she would reluctantly support the amendment with Mayor Pro-Tem Mercer’s suggestion.



Mr. Holec stated Council Member Croskery could revise his motion if Council Member Smith also agrees, or the Council can vote on the motion as is, then someone could offer a new amendment.

Council Member Croskery stated that, in the spirit of compromise, he will revise his amendment to reflect Mayor Pro-Tem Mercer's suggestion. Council Member Smith agreed as well.

There being no further discussion, the vote on the secondary amendment to include street improvements at \$8 million, \$1.75 million for the 10<sup>th</sup> Street Connector, \$1.95 for West 5<sup>th</sup> Street Streetscape, \$1.4 million for Sidewalks and \$.75 million for the East Side Greenway (total of about \$13.85 million) passed by unanimous vote.

The City Council also voted unanimously to approve the primary amendment as adjusted and the original motion to select Option C, as amended.

Council Member Smith then made a motion, seconded by Council Member Croskery, to excuse Council Member Glover from the meeting due to health reasons. The motion passed by unanimous vote and Mayor Thomas called at short recess at 9:39 pm.

Mayor Thomas reconvened the meeting at 9:51 pm.

#### TIGER GRANT APPLICATION: URBAN MULTIMODAL TRANSPORTATION NETWORK

Economic Development and Revitalization Manager Carl Rees stated that, based on City Council discussion during the bond item, it is now apparent what items can be incorporated as part of a TIGER (Transportation Investment Generating Economic Recovery) grant. With that in mind, he stated he would not go through most of the slides he had prepared for the presentation, but wanted to point out the important point of what would be in the final version of the application will be presented on April 6<sup>th</sup> for City Council approval.

Mr. Rees noted that the big thing with a TIGER grant is that a minimum 20% local match is required; however, successful applications tend to have a local match of closer to 50%. The goal will be to leverage a number of projects ongoing throughout the City that will apply toward that match. These include the Greenville Transportation and Activity Center (GTAC) at \$1.6 million, the 10<sup>th</sup> Street Connector at \$7.75 million (including tonight's money), work on the Town Creek Culvert and road realignment around the GTAC at \$10 million and \$142,000 respectively.

Mr. Rees stated that items discussed tonight can be used as well. The \$2 million for the 5<sup>th</sup> Street Streetscape can be leveraged to complete 5<sup>th</sup> Street, west and east, all the way through into the College area. The goal for the Dickinson Avenue money would be to take



\$600,000 and leverage \$2.4 million to get from Reade Street out to the 10<sup>th</sup> Street Connector overpass while continuing to work to get the State to do what they originally said, which was fund all of that except for improvements such as sidewalks, street trees and lighting. In West Greenville, the goal is to leverage about \$400,000 of sidewalk money for another \$1.6 million in sidewalk and bicycle connectivity throughout the area. Those will be the key components of the grant.

Mayor Thomas noted that no action was needed currently for this item.

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**NEW BUSINESS**

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**PUBLIC HEARINGS**

**ORDINANCE TO ANNEX CITY OF GREENVILLE PROPERTY INVOLVING 5.37 ACRES LOCATED AT THE SOUTHEASTERN CORNER OF THE INTERSECTION OF EASY STREET AND NC HIGHWAY 33 – (Ordinance No. 15-013)**

Community Development Director Merrill Flood showed a map depicting the proposed annexation area, which is located within Belvoir Township in voting district #1. The property is currently vacant with no population. No population is anticipated at full development. Current zoning is IU (Unoffensive Industry), with the proposed use being a natural gas fueling facility for Greenville Utilities. There is no tax value of the property now, nor will there be following annexation due to its tax-exempt status. The property is located within Vision Area A.

Mayor Thomas declared the public hearing for the proposed annexation open at 9:58 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Also hearing no one, Mayor Thomas closed the public hearing at 9:59 pm.

Council Member Croskery moved to adopt the ordinance to annex City of Greenville property involving 5.37 acres located at the southeastern corner of the intersection of Easy Street and NC Highway 33. Council Member Blackburn seconded the motion, which passed by unanimous vote.

**APPROVAL OF 2015 HOME INVESTMENT PARTNERSHIP FUNDS COMMITMENT FOR A MULTI-FAMILY RENTAL HOUSING DEVELOPMENT**



Community Development Merrill Flood stated the North Carolina Housing Finance Agency is offering its 2015 Low-Income Housing Tax Credits (LIHTC) to developers. The City advertised a Request for Proposals (RFP) in conjunction with this offering, noting that the City would be willing to commit a total of \$150,000 to qualified proposals. There were two respondents to the RFP – Taft Development Group and Carolina Project Equities, LLC. Both City staff and the Affordable Housing Loan Committee have evaluated the proposals from each respondent. Both responses are eligible, and each proposal targets a different segment of the population.

City staff has contacted the NCHFA to discuss the dispersion of the 2015 LIHTCs throughout the state and those discussions have resulted in the knowledge that there are five projects in Pitt County competing for the LIHTC, but only one will receive the tax credits in Pitt County.

The first development – Winslow Pointe Phase II – proposes a new, four-story, 80-unit facility for the elderly. The site is located along Hooker Road within close proximity to J. H. Rose High School, retail, a grocery store and a pharmacy, making it a convenient area for senior citizens.

The second development – Regency Park – proposes a series of new two and three story buildings, with a total of 80 proposed units; however, this development is targeting families. The site is located along Regency Boulevard and is in close proximity to Pitt Community College, as well as retail, a grocery store and a pharmacy, making it convenient for families.

All of the proposed units developed will be available to households with incomes at or below 60% of area median income, which at 60% equals \$33,150 for a family of four. Each development will provide two HOME-funded units.

Each developer has requested a \$150,000 commitment of HOME funds for the 2015 NCHFA LIHTC program. Total development cost for the Winslow Pointe Phase II development is \$9,947,333 and for Regency Park, it is \$9,500,092. The City has participated in several developments that were funded with NCHFA's tax credits with the most recent being in partnership with the Taft Development Group and the NRP Group. From those partnerships, the City was able to leverage Winslow Point Phase I and the Parkside Commons development.

Staff recommends that the City Council approve the commitment of \$150,000 of HOME funds to the proposal that receives a tax credit award from the NCHFA. In the unforeseeable event that both projects are awarded tax credits, the \$150,000 award of HOME funds by the City would be divided in half so that each development receives \$75,000.



Mayor Thomas declared the public hearing for the proposed annexation open at 10:05 pm and invited anyone wishing to speak in favor to come forward.

Dustin Mills – No Address Given

Mr. Mills, representing Taft Family Offices, stated they were a recipient of these funds in last year's program and he feels the City's support of the deal financially was a factor in their success in obtaining this award. He stated they are in agreement with, and appreciate, the suggestion to fund both projects in equal shares if both are awarded a grant. He noted that the Taft Family Offices project is not age-restricted in the way that the Winslow Pointe project is for seniors.

Hearing no one else who wished to speak in favor of this item, Mayor Thomas invited comment in opposition. Hearing none, Mayor Thomas closed the public hearing at 10:07 pm.

Council Member Blackburn moved to approve the 2015 Home Investment Partnership Funds commitment for a Multi-Family Rental Housing Development. Mayor Pro-Tem Mercer seconded the motion, which passed by unanimous vote.

APPROVAL TO SUBMIT A NEIGHBORHOOD REVITALIZATION STRATEGY AREA (NRSA) APPLICATION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Community Development Director Merrill Flood stated the process of creating a Neighborhood Revitalization Strategy Area (NRSA), which is essentially a boundary which encompasses several low-income census tracts, began in September 2014 with an extensive research process. The process allowed staff to really understand the "nuts and bolts" of the program and learn how other municipalities implemented the program. Staff benchmarked several municipalities throughout the state and looked out of state as well, but the majority of data used came from the in-state NRSA's located in Asheville, Durham, High Point and Winston Salem. Research provided staff with eligibility criteria, benefits and potential outcomes.

To qualify an area under the NRSA, information from the US Census is used to determine if the area meets the program requirements. For Greenville, the proposed area includes and focuses on the existing revitalization area with Census Tracts 7.01, 7.02 and 1 as a foundation for establishing an NRSA. Because the census tracts are larger than the revitalization area, there will be areas in the NRSA that are outside of the current West Greenville Redevelopment Area. Establishing the NRSA does not extend the boundaries of the West Greenville Redevelopment Area.

There are many benefits to implementing the NRSA program in the West Greenville area, particularly with regard to Community Development Block Grant benefits. Additionally, staff research has shown that benchmarked municipalities have benefited from increases in



private investment, increases in non-profit activities within NRSA boundaries and higher rehabilitation rates for historic properties.

Mayor Thomas declared the public hearing for the proposed application open at 10:13 pm and invited anyone wishing to speak in favor to come forward. Hearing no one, he then invited comment in opposition. Also hearing no one, Mayor Thomas closed the public hearing at 10:14 pm.

Council Member Croskery moved to approve the Neighborhood Revitalization Strategy Area and authorize submission of an application to the U.S. Department of Housing and Urban Development. Council Member Blackburn seconded the motion, which passed by unanimous vote.

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#### OTHER ITEMS OF BUSINESS – PART TWO

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#### SANITARY SEWER CONNECTION REQUEST BY WAYNE WILLIAMSON

Continued to April

#### CONTRACT AWARD FOR AUDITING SERVICES

Financial Services Director Bernita Demery stated the recruiting process for auditing services began in January with the City and Greenville Utilities Commission (GUC) sending Requests for Proposals electronically to firms seeking qualifications for auditing services for the City and GUC for fiscal years ending June 30, 2015 through June 30, 2019. Three firms responded to this solicitation by the February deadline, all of which met the minimum criteria. Responses were evaluated on (1) prior experience, (2) prior experience in North Carolina, (3) organization size and structure, (4) responsiveness of the written proposal, (5) qualification of staff to be assigned and (6) costs. Staff also considered the recent experience of the City and GUC with responding firms.

Following reference checks conducted to confirm their reputation, staff recommends selection of Cherry Bekaert as the auditors for the City and GUC. They will provide a fresh look at the City and GUC because they have not been assigned as auditors here in the past 14 years. The firm brings considerable experience as they are auditors for most of the top 10 cities and counties within North Carolina and have performed audits for large utilities such as Santee Cooper and Fayetteville PWC.

Council Member Croskery moved to select Cherry Bekaert as the audit firm for the City and GUC for a period of five years and to award a contract to Cherry Bekaert for auditing





services for Fiscal Year 2014-2015. Council Member Smiley seconded the motion, which passed by unanimous vote.

REVIEW OF POTENTIAL CAPITAL RESERVE FUNDED PROJECTS

Postponed to Budget Discussion

REVISIONS TO THE CITY OF GREENVILLE NEIGHBORHOOD TRAFFIC CALMING GUIDELINES

This item was addressed at the March 16, 2015 City Council Meeting

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**COMMENTS FROM THE 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 commended the Public Information Office for having won statewide awards in the TV Regular Programming, Graphic Design and Website Design categories.

City Manager Lipscomb recommended cancelling the March 23, 2015 City Council meeting as no items are currently scheduled.

Council Member Smith stated she would like to have that meeting for the purpose of holding a closed session to continue discussion on an economic development matter.

Council Member Blackburn asked if the time could be changed to 5:00 pm.

City Attorney Dave Holec stated the time could be changed to 5:00 pm, but in that case it would become a special meeting, for which the City Clerk's Office would need to post a public notice, and the regular 6:00 pm would need to be cancelled.

Upon motion by Council Member Smith and second by Council Member Croskery, the City Council voted unanimously to hold a special meeting on March 23, 2015 at 5:00 pm for the purpose of holding a closed session to continue discussion on an economic development matter.

Upon motion by Council Member Smith and second by Council Member Blackburn, the City Council voted unanimously to cancel the regular March 23, 2015 meeting.



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**ADJOURNMENT**

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Council Member Croskery 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 10:18 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "Carol L. Barwick".

Carol L. Barwick, CMC  
City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, MAY 11, 2015



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 Rose Glover and the Pledge of Allegiance to the flag.

Those Present:

Mayor Allen M. Thomas; Council Member Rose H. Glover; Council Member Marion Blackburn; Council Member Rick Smiley; and Council Member Richard Croskery

Those Absent: Mayor Pro-Tem Calvin R. Mercer and Council Member Kandie D. Smith;

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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Council Member Glover requested that the resolution directing publication of Notice of Intent to make an application to the Local Government Commission (LGC), making certain findings relating to the authorization and issuance of General Obligation Public Improvement Bonds of the City of Greenville, North Carolina, and authorizing the Director of Financial Services to file application for approval thereof with the LGC be discussed at a future City Council meeting, due to the absence of two City Council members.

Motion was made by Council Member Glover and seconded by Council Member Croskery to schedule a meeting for May 26, 2015, in the Council Chambers of City Hall to commence at 6:30 p.m. or 15 minutes after the Joint City Council/Greenville Utilities Commission meeting adjourns, whichever is later, to consider the resolution relating to the issuance of bonds. Motion carried unanimously.

City Manager Barbara Lipscomb requested that the Closed Session be removed from the agenda.

Motion was made by Council Member Blackburn and seconded by Council Member Croskery to remove the Closed Session from the agenda. Motion carried unanimously.

Motion was made by Council Member Blackburn and seconded by Council Member Glover to approve the remaining items on the agenda. Motion carried unanimously.



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**PUBLIC COMMENT PERIOD**

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Dave Barham – No Address Given

Mr. Barham compared a smart growth community to people packed in a storage building in little units like sardines in a can. In his opinion, the closest thing to smart growth in Greenville is a local storage building complex placed between a grocery store and a bus stop. The only non-porous surface is a common roof top over all of the units, and there is a small section of sidewalk, grass and inadequate parking for cars. An individual's mobility is cut tremendously and his/her life is dependent upon a bus schedule. People should be able to have and park a car, if that is what they want. He is afraid that environmentalists/politicians will try to create a zoning ordinance or legality to make people live in one of these communities. If it is determined how to make people live in these smart growth communities, at least let them be under 50 years of age and half way healthy. Street lights should be provided so that their walking and biking are done in safety.

Nancy Colville – No Address Given

Ms. Colville stated that she attended both of the public forum meetings when a proposal to amend the length of the terms of members of the Greenville City Council was presented. The City Council should inform citizens about how this got started, whose idea it was, what is good about it, and how each individual Council Member feels about this proposal. The terms should remain the same because they have served the Congress, State and Greenville well. Why would the City spend an additional \$3,000 in May 2016 for what she is hearing nobody wants? Any feedback of support that the City Council is receiving should be shared with the public and those who are in favor of this proposal should come forward.

Dennis Mitchell – 101 Kirkland Drive

Mr. Mitchell stated that the Bond Advisory Committee (Committee) discussed the greenway amenities (shelter, bike and lake trails, skateboard area, and volleyball courts), but there was no discussion about a brand new portion of the greenway, which is being discussed by the City Council. A long list of items was discussed by the Committee and there are a lot of needs throughout the City. The greenway project will become the number one priority under capital funding, if it is partially funded, and all of the other areas will continue to lack attention from the City. Although greenways are a good impact for the City, the quality of life and potential economic impact for this particular project is near zero compared to the rest of the projects discussed by the Committee. The City should not partially fund this project, tax the citizens about a plan to fund it, and take funds from proposed road bond projects or combine it with necessary road projects to do so, when the majority of the citizens consider it as a recreational project.

John Laffiteau – Rodeway Inn and Suites, 301 Greenville Blvd. SE

Mr. Laffiteau submitted a document to City Clerk Carol Barwick and stated that he is seeking some kind of response from the City Council about a personnel matter arising at the Sheppard Memorial Library. At several City Council meetings, he explained that over



the past 10 years, he visited the Library 2,600 times to do research. But during his last visit, his conduct was misinterpreted by the Library staff and a pattern was assigned to it. He feels that is incorrect and has not received any response to his suggestions that were presented to the City Council at previous meetings.

Don Cavellini – 101 Lancaster Drive

Mr. Cavellini stated that in the interest of the City working smarter, he urged the City Council to consider moving Greenville's housing code enforcement back to the Community Development and Planning Department where it belongs. Taxpayers have taken a major hit as a result of this error back in 2008. Not only did it result in low morale which could, of course, lead to poor customer service, but a high staff turnover of six different supervisors in the last seven years in that division alone. Positions were frozen and there has been an excessive use of overtime.

Mr. Cavellini stated that code enforcement staff members' offices were never moved from the Municipal Building to the Police Department where the supervision is. For their safety, housing code officials should not be viewed as sort of surrogate police officers by the residents of the community. They must be skilled in the building and construction trades and knowledgeable of zoning ordinances relating to land use and housing concerns. This transfer and mismatch of code enforcement under the Greenville Police Department was a cover up attempt to just get rid of a supervisor, who was not working out in 2008. This is also part of the outdated Personnel Policies, and please do not allow management to hire a consultant to do another study at the expense of the taxpayers. In neighboring cities such as Raleigh, Durham, Rocky Mount, Wilson, Chapel Hill, Wilmington, Goldsboro, and Charlotte, North Carolina and even in Gainesville, Florida, code enforcement officials are in planning, zoning or community development departments. Pitt County code enforcement officials are not under the Sheriff's Department; they are under the Planning Department. Greenville's citizens deserve a confident, proactive housing code enforcement department.

Adam Linker – 104 Lakewood Drive

Mr. Linker stated that the greenway project should be in the bonds.

Also, Mr. Linker stated that the Department of Insurance was unable to track an absolute number of cities in North Carolina having the supervision of code enforcement directly under police departments, but the exceeding few are moving it out. It is just not best practices any more. Code enforcement is a great tool for fighting blight and other problems in the City. In his opinion, the City should look at following those best practices and create a more proactive code enforcement department as opposed to a response driven one.

Kimberly Atkinson – 3989 Sterling Pointe

Ms. Atkinson made remarks about the Mayor and Council Members not being able to take any action about her long term issues and concerns about the Police Department. None of the elected officials will return her telephone calls. The City Council should admit wanting Ted Sauls to be appointed as the Chief of Police instead of saying that City leaders will select the next City of Greenville Chief of Police.



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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 January 23-24, 2015 City Council Planning Session and the March 16 and April 6, 2015 City Council meetings
- Scheduling of Joint City Council-Greenville Utilities Commission meeting on May 26, 2015 at 5:30 p.m. in the GUC Board Room
- Extension of Memorandum of Understanding and Lease Agreements with East Carolina University for the Intergenerational Center - (Contract Nos. 2218, 2119, and 2120)
- Grant of utilities easement for a fire hydrant location
- Resolution to abandon an electric easement in Clark's Ridge Subdivision and authorize the deed of release - (Resolution No. 024-15)
- Grant of greenway easement on property owned for the benefit of Greenville Utilities Commission
- Acceptance of modified Golden LEAF Grant award for Project Revere - (Contract No. 2121)
- Contract award for sole-source equipment purchase in support of Project Revere
- Contract with The Ferguson Group for lobbying services (Pulled for Separate Discussion)
- Authorization to submit a Local Food Promotion Program (LFPP) Grant to the U.S. Department of Agriculture
- Various tax refunds greater than \$100
- Budget ordinance amendment #9 to the 2014-2015 City of Greenville budget (Ordinance #14-036), amendment to the Housing Trust Fund (Ordinance #2263), amendment to the Watershed Master Plan Capital Project Fund (Ordinance #14-023), amendment to the Town Creek Culvert Capital Project Fund (Ordinance #13-048), amendment to the Special Revenue Grant Fund (Ordinance #11-003), and amendment to the Wayfinding Capital Project Fund (Ordinance #06-65) - (Ordinance No. 15-022)



Council Member Smiley requested that the contract with The Ferguson Group for lobbying services be pulled from the Consent Agenda for separate discussion.

Motion was made by Council Member Croskery and seconded by Council Member Blackburn to pull the contract with The Ferguson Group for separate discussion and to approve the remaining items under the Consent Agenda. Motion carried unanimously.

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**CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION**

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CONTRACT WITH THE FERGUSON GROUP FOR LOBBYING SERVICES - (Contract No. 2122)

Council Member Smiley requested staff to give more detail about this item.

City Manager Lipscomb stated years ago, the City of Greenville used The Ferguson Group's lobbying services. They were very successful with lobbying in Washington, D.C. from November 2002 through November 2011 assisting the City with obtaining over \$14 million for the 10<sup>th</sup> Street Connector, Greenways, West Greenville Revitalization, Police Wireless Technology, Green Mill Run Stream Restoration Study and the Expansion of Buses in the Intermodal Center. Presently, the City is trying to increase the amount of revenues coming in and to rehire The Ferguson Group to assist the City with lobbying services. Even though Federal earmarks are no longer available, The Ferguson Group has a track record of working with Federal staff and achieved close to \$.5 billion in new funding for communities around the country over the last 2-3 years. Staff's recommendation is to hire The Ferguson Group for a 12-month contract beginning July 1, 2015 for an amount of approximately \$74,500 plus expenses.

Council Member Croskery asked about The Ferguson Group's previous contractual fee in order to determine if there was a return on the City's investment.

Council Member Blackburn said that the return on investment was considerable. It was a surprise to her when the City ended its contractual service with The Ferguson Group because of how lucrative it had been for the community, and she is glad to see this item back on the City Council's agenda.

City Attorney Holec stated that the cost was \$96,000 annually.

Council Member Glover stated that their current fee is considerably lower than \$96,000. Before the City contracted their services, she met with The Ferguson Group and other lobbyists several times in Washington, D.C. During the first two years of their contractual services, they brought in \$13.8 million to Greenville. They made a difference because of their awareness of grant monies. Other cities maintained their services with The Ferguson Group and are receiving that money.



City Manager Lipscomb stated in advance of this contract, The Ferguson Group is helping the City with a major grant proposal for transportation initiatives. They have mentioned that there is some potential funding for the Tar River Program out of the United States Army Corps of Engineers. Staff will be visiting Washington next week to meet with Federal staff to discuss potential projects and opportunities for more grant funding.

Motion was made by Council Member Blackburn and seconded by Council Member Croskery to authorize the City Manager to enter into an agreement with The Ferguson Group as outlined in the letter of agreement. Motion carried unanimously.

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## NEW BUSINESS

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### PRESENTATIONS BY BOARDS AND COMMISSIONS

#### Planning and Zoning Commission

Chairperson Shelley Basnight recognized the current members of the Planning and Zoning Commission (Commission) and provided a summary of their activities from May 2014 to April 2015. The Commission had 13 rezonings and two future Land Use Plan Map amendments. Their consideration of text amendments included the following:

- Reduction of the number of regular Board of Adjustment members that are appointed by Pitt County from two members to one member
- Addition of microbreweries in the Downtown Commercial zoning district
- Deletion of private streets as a development option
- Addition of mental health, emotional and physical rehabilitation day program facility as a special use in the General Commercial zoning district
- Addition to require sidewalks along thoroughfares and boulevards in conjunction with new development of non-residential, mixed-use, and multi-family developments
- Reduction in the number of required parking spaces for mini-storage warehouses
- Addition of live performance theater as a special use in the Downtown Commercial zoning district
- Revision of sign regulations in the Downtown Commercial zoning district
- Addition to the wine shop regulations
- Amendment to increase the length of multi-family buildings
- Addition of schools as a special use in the Unoffensive Industry zoning district

Informational items requiring the Commission's attention were from the Vidant Medical Center about the construction of the Cancer Center, on the status of private streets with the City and on the policy amendments recommended in the Horizon's Greenville Community Plan. In addition, the Planning and Zoning Commission was responsible and involved with amending the focus area designation at the intersection of Fire Tower Road and Bayswater





Road from a "Neighborhood to a "Regional" (increased the size), closing a portion of Greenpark Drive and Lawrence Street and an addition of the South Greenville Elementary School Area Report and Plan to the Horizon's Greenville Community Plan.

#### PRESENTATION OF THE CITY'S PROPOSED FISCAL YEAR 2015-2016 OPERATING BUDGET

City Manager Barbara Lipscomb stated the following during her presentation:

\$123,227,019 is the total for the City of Greenville's Fiscal Year 2015-2016 (FY 16) proposed operating budget. That amount is a decrease of about 2.44% compared to the City's Fiscal Year 2014-2015 (FY 15) adopted budget (\$126,312,955). The highlights are as follows:

1) *Taxes and Fees*

A property tax decrease from 54¢ to 53¢ per \$100 valuation is being proposed. Based on a 98% collection rate, the net decrease is expected to be \$588,000. \$879,075 is the budgeted amount for the sales tax increase. At a recent meeting in Raleigh, staff was told that this is an exceptional increase and the City should not plan for sales taxes to continue to increase at this level in the future. Of significance is the elimination of privilege license fees in the amount of \$1.2 million as a result of the North Carolina General Assembly ending the program.

2) *Personnel*

At the April 20, 2015 Joint City Council/Greenville Utilities Commission (GUC) meeting, there was a vote to accept the full implementation of the Segal-Waters Consulting recommended pay plan. This includes a 2% pay adjustment (market) for all City employees totaling \$252,174, a compression amount of \$217,931 and an internal equity amount of \$49,324. The total cost for the pay plan implementation is \$519,429.

In accordance with her goal to get more supervision through employment ranks, the Public Works Department will unfreeze two positions, Streets Coordinator and Cemetery Supervisor.

The City Council directed staff to look at the City's revenues and expenses closely and noted at its 2015 Planning Session that there is a substantial amount of funds left in the salary account. As a result, a 3% vacancy factor is in the proposed FY 2016 budget, which reduces expenditures by \$1,209,511.

Regarding the Health Insurance Fund, staff is looking at a General Fund contribution reduction of \$708,861. The City is introducing a new health insurance program and CIGNA will monitor how many employees participate in its enrollment.

3) *Operations*

Staff reviewed all of the City departments' historical expenditures and made reductions as appropriate. Departmental budgets were reduced by \$764,135.

*City Council Strategic Goals*

FY 2016 initiatives have been established to support the City Council's Strategic Goals: 1) Dynamic and Inviting Community, 2) Economic Development, 3) Well Managed and Fiscally Sustainable City Organization, 4) Infrastructure, and 5) Safer Community. The implementation of a budget and evaluation office and the award of the contract to The Ferguson Group have been approved by the City Council and both relate to fiscal sustainability. Funding for the neighborhood plans implementation has been increased to \$25,000. \$10,000 of that amount will be used for neighborhood grants and the remaining probably will be used for an unpaved road. This initiative relates to dynamic and inviting community. The new format of the City hiring youth during the summer is spearheaded by the Greenville Human Resources Department in conjunction with Pitt Community College. The City's Summer Youth Employment Program is one of the initiatives associated with workforce and economic development. As part of the GUC's program related to the Duke Power Energy agreement, \$100,000 in SEED money will be provided for an Energy Efficiency Program for homeowners in the City. GUC has asked the City to work with them in regards to the administration of that program and to add it over the next year. That relates to the goal of providing a dynamic community. There have been several discussions about a General Obligation Bond Referendum for this fall. Not yet included in this budget, but by the final approval in June, staff anticipates adding funding for bond information and education support which goes toward the goal of fiscal sustainability. Under economic development, the City is in the process of developing a "Site Ready" Program based on grant funding. New routes and bus shelters are being proposed for infrastructure improvements as a result of the short range transportation study that was conducted during this current year.

In the proposed budget, there are capital projects including \$250,000 for the Town Common design and engineering components, \$200,000 for the Tar River Legacy Plan, and an additional \$1 million budgeted for the "Good Roads" initiatives. The Bond Advisory Committee requested the City to increase the funding so the City has increased the amount from approximately \$425,000 to \$1 million. Certainly, the City is still short of the \$2.5 million recommended, but this is an effort to move in that direction.

Other programs and services that will be continued that have already been initiated are the following:

- Town Creek Culvert (60% Design) \$11.0M
- Facilities Improvement Plan 1.6M
- Convention Center Renovation & Expansion 4.6M
- Greenville Transportation Activity Center (GTAC) 8.1M
- South Greenville Gymnasium Construction 2.0M
- Sidewalk Construction (Safe Routes to School) .5M
- Sanitation Automation
- Stormwater Basin Studies



Since the gymnasium serves the South Greenville School, staff is waiting for a response from Pitt County and the school system regarding the City's request for \$600,000 from them to help support the construction project. The City received funds this year for Safe Routes to School, but the program has not been implemented yet and it will probably be revamped during the summer of 2015. The City anticipates the stormwater basin studies to be completed at the end of 2015 or early next year. From those studies, the City will develop a long term capital program to be funded by stormwater fees.

#### *General Fund*

A balanced budget is being presented to the City Council. However, the City is using about \$710,000 in appropriated fund balance plus Powell Bill monies and that includes the \$200,000 in contingency that the City usually provides.

#### *General Fund Revenues*

Property and sales taxes are the largest components of the budget at \$48.3 million. The Greenville Utilities Commission Transfer is being maintained at \$6.5 million and the City is using approximately \$1 million in fund balance if the General Fund and Powell Bill components are included. The total General Fund budget is proposed to be \$77.2 million.

#### *General Fund Expenses*

The Police and Fire Rescue Departments make up almost 50 % of the budget, which is standard for General Fund budgets. Regarding the proposed FY 2016 Expense by type, Personnel makes up about 65% of the budget (\$50.3 million); Operations is at 21% (\$16 million); Transfers is budgeted at 12% (\$8.9 million) and Capital Improvements is at \$2 million or 2% of the budget.

#### *Other Funds*

- Debt Service - Debt service is proposed at \$4.9 million, and the City currently has \$36 million in outstanding debt.
- Transit - The original amount was \$3,078,461 million and the proposed amount is \$3,084,505. In 2015, \$4,546,204 was budgeted for Transit and that represents the City's purchase of buses that year.
- Fleet - \$4,457,387 is the original and proposed amount in the budget for the Fleet Fund.
- Sanitation - The Sanitation Fund includes a \$.75 per month rate increase so those revenues are being adjusted, and the proposed budget amount for FY 2016 is \$7,801,578. The rates for next year include \$15.25 for curbside/multi-family service and backyard service will increased to \$44.30. The backyard service is anticipated to be eliminated at the end of FY 2017.
- Stormwater - The Stormwater Fund includes a \$.50 per month rate increase. That will generate approximately \$152,000 from FY 2015 to FY 2016. Fees for



stormwater will be continuing to increase by \$.50 annually and 2018 is the final fiscal year for the approved increases.

- Housing - Greenville continues to receive cuts and reductions from the Federal government and CDBG/HOME funding. \$1,726,762 was the original amount budgeted and the proposed amount is \$1,443,370.
- Health - The Health Insurance Fund is stable with the proposed \$14,037,440. The contribution from the General Fund was reduced by \$700,000. Staff will monitor it closely and if there is a problem, there is some funding in the Health Insurance fund balance that could be used to cover the difference.
- Capital Reserve - \$50,000 is budgeted for the Capital Reserve, which is to cover grant funds for “The Boundary” Apartments and Parking Garage, an economic development project that is being built on Reade Circle.
- Facilities Improvement - \$1,579,180 is being budgeted in FY 2016 for building and grounds improvements.
- Vehicle Replacement - The City Council approved the purchase of vehicles to replace those are obsolete or have been damaged to the point of no other investment. The Vehicle Replacement Fund has been adjusted to \$3,811,283 for additional vehicles that were approved in FY 2015, but they are not being delivered until after June 30, 2015.

The remaining Budget Schedule is as follows:

Remaining Budget Schedule

May 11, 2015 Budget Presentation  
May 14, 2015 Additional Presentations  
June 9, 2015 Budget Public Hearing  
June 11, 2015 Adoption of Budget

Council Member Blackburn asked whether the City is reducing its contribution to the Other Post-Employment Benefits (OPEB) Fund, which was supposed to increase incrementally each year.

City Manager Lipscomb responded the City is not reducing its contribution, and the proposed FY 16 operating budget does include \$50,000 for OPEB.

Council Member Blackburn asked staff to talk about the additional budgeting of \$1 million for roads at the same time that the City Council is considering a multi-million dollar bond package primarily for roads.



City Manager Lipscomb responded that is a result of the interest by the Bond Advisory Committee and the City moving toward a more sustainable street maintenance program. That Committee recommended \$2.5 million so the City is trying to make a good faith effort and increasing the amount for street maintenance from \$425,000 to \$1 million.

Council Member Blackburn stated that would actually bring the amount available for roads up considerably even from what is being proposed in the bond. She asked whether any of that is Powell Bill money or if it is all local money.

City Manager Lipscomb responded that some of that would be Powell Bill money as well.

Council Member Blackburn stated that she is delighted there is money built into the proposed budget for activating some neighborhood plans because some of them have been around for a while. There has been a tremendous amount of private investment in the University neighborhood, which had the first City neighborhood plan. Perhaps, the City will be able to find some money to create a sense of public-private partnership there.

Council Member Blackburn asked whether the City knows how it is going to prioritize the spending of the money for neighborhood plans.

City Manager Lipscomb responded that decision criteria has not yet been determined.

Council Member Blackburn asked where is the unpaved road located.

Director of Community Development Merrill Flood responded that Tripp Road is the unpaved road and one of the capital items in the neighborhood plans needing attention as reported by staff in December 2014. Tripp Road is near Dickinson Avenue.

Mayor Thomas asked staff to talk about the Police and Fire/Rescue Department components of the proposed budget and whether those two departmental budgets were increased to handle the needs in the City.

City Manager Lipscomb stated that in the past, there was a desire to have an additional fire station and that has not been budgeted during her employment with the City. Also, at one time, there were placeholders for increasing staff in those areas and that is something not in play. Over the past year, Greenville has not been experiencing tremendous growth and is adequately covered at this point. Both departments have done a good job in serving the public and implementing a number of new programs, particularly with community and neighborhood policing as well as the implementation of the Focused Deterrence Program.

Mayor Thomas stated that there has been a significant growth in population towards Firetower Road and that section of the City. Also, land has been purchased to build a fire station in that area.



City Manager Lipscomb responded that if the City really had a problem with response times, a different program will be used in that area. A unit could be placed, for example, in a shopping center and close to where the emergencies would occur and the Fire/Rescue Department can use that kind of predicted model in terms of activity. Staff is monitoring all of that closely.

Mayor Thomas asked staff to talk about the mutual aid with Winterville and some other towns and whether Greenville is adequately serviced in the Firetower Road area and across the City.

Fire/Rescue Chief Eric Griffin explained that Greenville requests mutual aid and receives automatic aid from Winterville. When Greenville receives a call, Winterville receives the same call and the City gives automatic aid in areas where Winterville has shorter travel times and the City receives that aid from them as well. The Firetower Road district is an area outside of what is expected to be a really good response time and will serve as a good model. The City is looking at trying to put a station there, especially if growth increases. Different dynamic deployment plans have been discussed and a truck is placed in those types of areas at peak times to reduce response times.

Mayor Thomas asked staff if the Greenville Police Department (GPD) is comfortable with the number of officers deployed across the City at this point and whether there are any special needs of which the City Council should be aware.

Interim Chief of Police Ted Sauls responded GPD's deployment plan places officers in three distinct geographic zones so its response time is actually bettering using the resources that they have. When talking about community policing and the efforts done in providing more in-depth and better services that takes a lot of extra time. That type of policing is causing changes throughout the country in terms of giving people the attention and time they deserve and that is where there is always room for growth.

Mayor Thomas asked for more information about the Sanitation Five-Year Plan.

City Manager Lipscomb stated that the City is approximately a year ahead of its schedule. Many routes have been converted with the exception of the ones in the heart of the City, which are the hardest to do and everything else is automated. Members of the Sanitation Division have received their Commercial Driver Licenses and moved up to higher level positions because they are operating equipment. The City continues to better its service.

Council Member Smiley asked if the Sanitation Fund is running so solidly and the fund balance is growing strongly, why is the City raising the sanitation collection rates.

City Manager Lipscomb responded there are several other things to be done with sanitation such as the final conversion, and the City still has not looked at the yard waste piece at all. But beyond that, even though the City is running ahead of schedule, an Enterprise Fund is treated differently. An Enterprise Fund generally has fund balance



requirements and a month in surplus to operate is one of them. The other part is that a large sum of money was borrowed from the General Fund to get started on sanitation collection automation, and, at some point, the City will transfer the loan amounts back to the General Fund. But, staff will certainly look closer as the fund balance increases, and bring any potential for adjustments back to the City Council.

Council Member Smiley asked what is the general conversion rate from backyard service to frontyard service.

Public Works Director Mulligan stated that in January 2014, it was slightly over 5,000 and entering into 2016, the City is looking at about a 1,500 people per year.

Council Member Glover asked about the services for handicapped customers.

Public Works Director Mulligan responded there is no impact on special service or handicapped service. That service will continue.

Council Member Glover stated that a lot of staff moved out of Public Works and got other jobs within the City. She asked about the estimate of how many employees have done that or received jobs with the City.

Public Works Director Mulligan responded that in 2014, the Division was at 72 and is currently at 53. Several employees received an early retirement incentive and some have switched to other departments within the City or other divisions within the Public Works Department. Other employees have chosen other jobs outside of the City.

Council Member Glover expressed her concern that lower paid employees have said they cannot afford the out-of-pocket money required to participate in the City's current education reimbursement program.

Director of Human Resources Leah Futrell responded part of the revised personnel plan includes prefunding the education program so that employees get the money up front rather than having to wait for reimbursement from the City. Hopefully, receiving the funds in advance will encourage employees to use the program.

Mayor Thomas asked about the status of the Aquatics and Fitness Center and Bradford Creek Public Golf Course.

City Manager Lipscomb suggested that staff bring back reports to the City Council about those two items. As indicated, they have been moved into the General Fund and are not expected to operate any differently than any other General Fund project.

Mayor Thomas asked whether there is anything in this budget that staff would consider to be a real step forward in economic development that can be measured through this year and is going to bring opportunity and investment for jobs.



City Manager Lipscomb stated that the "Site Ready" Program is going to provide a lot of opportunity locally. Staff has heard from developers wanting to put their land in play, but the upfront cost sometimes precludes them from moving forward. With grant funding, the City can provide some assistance and if they are able to sell their land, the City will get money back and have that in its revolving fund. This program will help the City become and stay transformative over the long run.

Council Member Smiley stated that dealing with the extent to which the budget both on the revenue and expense side was likely to match the City's actuals at the end of the year, he is pleased that the City is making a genuine effort to project more precisely.

City Manager Lipscomb explained that staff is trying to ensure that City projects are completed during a given budget year and not carried over to the next.

Mayor Thomas stated that money discussed in the bond is related to failed roads, roads where the subsurface is crumbling and is purely about areas of road that are going to be shut down where the City could lose lane integrity and structure if the City does not apply \$10 million or more for failed roads. Street maintenance is an entirely different category and is about taking care of structural elements of roads having integrity and can continue to create sustainability.

Public Works Director Mulligan stated the City has 700 miles of roads. The life of a road, depending upon the street, can be 15-25 years. During the recent survey, the City has about 100 miles of roads that are in very poor condition and some each day, month, and year the City needs to be resurfacing every 25-30 lane miles each year. \$8-\$10 million needs to go toward the roads that probably the City has waited too long or ignored for too many years and the \$1 million is the City's way of escalating to hopefully \$2.5 million towards the roads that are just coming into needing road resurfacing.

Council Member Smiley stated that this budget takes a \$.5 million a year contribution to road maintenance and turns it into \$1 million. What was actually discussed is the City needs a plan on how to get to \$2.5 million and it may take 4-5 years. At some point, the City should develop a commitment from the City Council to get to that level. In the past when the City had these sustainability challenges, the City adopted a formal approach to increase this budget allocation each year until getting to a certain level. When the City has done that, even though there may be different members of the Greenville City Council in future years, they are likely to keep at it.

City Manager Lipscomb stated that an initial discussion about trying to create that plan over the next year has taken place with the City's financial advisor. That plan will also involve new resources and the City Council will be working through that as the City moves forward.





## REPORT AND RECOMMENDATIONS REGARDING PAY STUDY

City Manager Lipscomb stated that, at the April 20, 2015 Joint City Council/Greenville Utilities Commission (GUC) meeting, when Segal Waters Consulting presented the Pay Study, staff was asked to develop some scenarios related to some employees' pay. She was asked to provide the cost of a 5% increase in pay for refuse collectors. The concern was there are a number of employees, who are not making what is considered as a living wage at the entry level.

City Manager Lipscomb explained the three scenarios prepared by staff to show some pay adjustments:

### Scenario #1

In this scenario of increasing the pay of refuse collectors by 5% and moving their classification from Pay Grade 103 to 104, all 21 refuse collectors would be impacted and the total of the pay adjustment would be \$31,828.51. The refuse collector position was included as a benchmark position in the Five-Year True-Up Market Study and the analysis concluded that the average base salary for the refuse collector position is 14% above market.

### Scenario #2

This involves collapsing the lowest two pay grades including 102 and 103 into an entry level of Pay Grade 104. The pay for the current employees in Pay Grades 102 and 103 would increase to at least \$12.66 an hour, which is 5% above the minimum of Pay Grade 104. Employees making at least \$12.66 per hour would not see a change in pay and 12 employees would be impacted. The total cost of this program is \$5,137.60. Some compression would occur because new employees completing the 6-month probationary period and longer tenured employees would be earning about the same rate or close to the same hourly rate of pay. But, at least all of the new hires would be making a living wage. The City would be paying "above market" pay rates for positions moved to Pay Grade 104.

### Scenario #3

Staff looked at collapsing the three lowest pay grades (102, 103, and 104) to Pay Grade 105. The pay of the current employees in those three pay grades would increase to \$13.29 an hour, which is 5% above the minimum. Employees who are making at least \$13.29 an hour would not see a change in their pay and 22 employees would be impacted. The total cost to implement this scenario is \$26,893.15. Some compression would occur and the City would be paying "above market" pay rates for these positions moved to Pay Grade 105.

City Manager Lipscomb stated that additionally, it is recommended that discretion is given to the City Manager regarding department directors' pay as opposed to following the recommendations of the consultants. The department heads are more performance driven and those who have long term tenure have longevity pay.



Council Member Blackburn stated that she would hesitate to do any action this evening due to the absence of two Council Members, but that is the will of the Council Members in attendance at this meeting.

Council Member Blackburn stated that she is glad that this item has come up so quickly because there were some misinterpretations. She is glad to see the modest cost of actually instituting a living wage for those employees who are making less than \$12 or \$13 an hour. The market traditionally undervalues those support positions that are held by women and that is the primary reason for her supporting this action.

Council Member Blackburn asked if staff addressed those support positions that may have been primarily held by women and undervalued by the market.

City Manager Lipscomb responded under Scenario #2, most of the positions include custodians, laborers, and refuse collectors. When looking at Scenario #3, the positions consist of custodians, laborers, refuse collectors, grounds maintenance technicians, grounds maintenance workers, and a staff support specialist. There may be male or females in any of those positions.

Council Member Blackburn requested more information about whether the City is changing the metrics, if the City is going to a performance system, how is the City measuring the metrics and how that system would work if the City Manager is going to have more flexibility in determining department heads' pay and that sort of thing.

City Manager Lipscomb stated that as the City moves into the pay for performance or the performance management system, department heads would be reviewed by the City Manager based on their performance.

Council Member Blackburn stated that traditionally, the City has had a market increase each year. When the City has done salary increases, those have been market increases and that would apply to department heads as well.

Council Member Blackburn asked will the City continue to apply any market increase to department heads' pay as well or would they lose that.

City Manager Lipscomb responded if the City is doing market for all, then the department heads would be included. If the City moves to a pay for performance merit based system, then everybody would be treated the same.

Council Member Blackburn stated that it is her understanding that the City's merit based system is a combination of market and merit.

Director of Human Resources Leah Futrell stated that when the City had the merit system, there was a combination of merit and market pay.



Council Member Blackburn stated that her preference would be for the City to do the hybrid market/merit pay and that would also apply to department heads.

Council Member Blackburn stated that if the City goes for department heads receiving pay for performance only that is entirely different from what the City has done.

City Manager Lipscomb stated for five or ten years, the City has done market only, some merit, and then some combination of market and merit. If the City moves to merit, the consultant was very clear that the City is going to have to put enough in the merit pool that it influences people to want to do well and do a lot more than just average.

Council Member Blackburn stated she would really want to hear from everyone on whether that is a system that our staff would want to adopt. Maybe that is to be done in small meetings with the City Manager, who would collect information from staff members. It is such a shift and she would want to make sure that the City has that sort of stakeholders' participation.

City Manager Lipscomb stated that one of the things that came out of this process is that if the City had market plus merit, then the City would not have as much the compression as it has had in terms of the employees. The employees probably would have been further along in their pay. That is the difference between GUC and the City in terms of how many employees were impacted.

Council Member Blackburn asked if this would be pay for performance for every single employee and not just for department heads.

City Manager Lipscomb responded that is correct.

Council Member Croskery stated that the fact that the City's lower pay grades typically begin at 105% "above market" suggests that it is not the City undervaluing its entry level employees, but rather that the market is doing that. If employees advance through their pay scales in smaller increments than the market average, the City will always have problems with compression. The City should value its employees, and the people who hold these positions do an excellent job and work hard for the community. Consideration should be given to a merit or merit hybrid combination in the future to address the compression problem.

Motion was made by Council Member Croskery and seconded by Council Member Blackburn to table further discussion and voting on this matter.

Council Member Smiley stated that the City has done this pay study and identified that there are compression issues. The proposed budget addresses those compression issues. That pay study found that certain employees in certain types of positions were incorrectly classified and are not being paid appropriately and the proposed budget addresses that as well. It is being considered this evening to further address a narrow subset of City



employees who already make more than market pay. They make an average of 14% above market and it is being suggested to give them an additional raise, taking them even further "above market" at the expense of all of the other people in the City who do not get a raise and are at market and have to stay there. The City has a policy of paying employees at a market rate. If the City Council desires to change that, it should be addressed by the Joint Pay and Benefits Committee and they should develop a policy for consideration. But the City should not go on a case by case basis to pick and choose where to disregard standard policy and instead develop a special policy that only applies to these few employees. It is a poor process and he would like staff to stop studying the increases for a special group of employees. This study is a poor use of staff's time and additional time spent on it would be an even worse use of staff's time. He is not in support of the motion because he would like to see staff stop studying this topic completely.

Council Member Glover made comments and read from an article by Lisa Ellison, Editor of the Greenville Guardian. Ms. Ellison did good research on what is a living wage: "According to MIT's living wage calculator, a single adult in Greenville needs to earn \$8.25 per hour to pay for typical living expenses. Taking no vacation time (or having paid vacation time), at 52 weeks of work per year and 40 hours per week, the annual salary a single person with no dependents needs comes to \$17,160." With what is being proposed this evening, these employees' salaries would be at 14 % but it still pushes them down into a poverty rate. "69 percent of the workers in Greenville are single male or female with at least 1-2 children. They are not making a living wage." Raleigh and Durham have this. "Looking at the city's full-time pay scale might make us think this is great news for Greenville. Not a single full-time job at the city pays as low as \$17,160. In fact, the lowest rung of the city's full-time workforce has a minimum of \$22,755 (or about \$11 per hour). U.S. Department of Labor statistics for 2013 say 36 percent of the full-time workforce had children under 18. (Nearly 42 million full-time workers had children under 18 years of age out of over 115 million people 20 and older working full-time.) Nationally 44 percent of children under 18 live in low-income families—oh, and that number is as high at 48 percent in the south".

Council Member Glover stated that a lot of people were not brought into the City's pay study. Specifically, a lot of the lower paid employees were not asked questions. There were some original recommendations from Segal Waters Consulting that were changed because the City's management wanted them changed. This was done prior to City Manager Lipscomb's employment with the City. Some City employees could have been moved out of poverty due to the consultant's first study.

Council Member Glover stated that she has been talking about compression for 15 years, but nothing was done about it. At least this time, something is being done about the compression part, but a single parent with an annual salary of \$38,000 and a family of five would not be able to make ends meet. That is why City employees are working 2-3 jobs, and the City should care more about the people who work for them.



There being no further discussion, the motion passed unanimously to schedule a meeting for Tuesday, May 26, 2015, in the Council Chambers of City Hall to commence at 6:30 p.m. or 15 minutes after the Joint City Council – Greenville Utilities Commission meeting adjourns, whichever is later, to consider the report and recommendation regarding the pay study (originally scheduled for the May 11 meeting as agenda item 15).

RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENT TO MAKE AN APPLICATION TO THE LOCAL GOVERNMENT COMMISSION (LGC), MAKING CERTAIN FINDINGS RELATING TO THE AUTHORIZATION AND ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF GREENVILLE, NORTH CAROLINA, AND AUTHORIZING THE DIRECTOR OF FINANCIAL SERVICES TO FILE APPLICATION FOR APPROVAL THEREOF WITH THE LGC

This item was continued to the May 26, 2015 City Council meeting.

REPORT ON INPUT ON A PROPOSAL TO AMEND GREENVILLE CITY COUNCIL TERMS

City Attorney David Holec stated in the 2014-2015 Strategic Plan, there was a current year tactic, which stated a report would be provided to the City Council on the process and the advantages and disadvantages of lengthening the terms of City Council Members. That requested information was provided to the City Council in August of 2014, and the City Council discussed that information at its annual planning session this year. The City Council directed that input be sought from citizens on a proposal to amend the terms of the Greenville City Council. During that meeting, the City Council also gave direction on the method that they preferred in proceeding with this was that it would be by adoption of an ordinance which would become effective subject to approval and by referendum of the voters within the City.

City Attorney Holec summarized the information included in the report, stating there is information on what was done for solicitation of the input. Presentations were made to the Chamber of Commerce as part of its power luncheon, to the Uptown Greenville Board of Directors, at the meeting of the Interfaith Clergy, and at two public forums that were conducted. The report also includes the input, which was received and there is a summary of the comments at the two public forums. For the March 23 public forum, there is a listing of those who had signed up plus the summary of what was said by eight speakers, who took advantage of the opportunity to provide input. For the April 2 public forum, there is a similar summary of what comments were received from seven citizens, who took advantage of that opportunity. In addition, attached to the report is all the additional information and comments which were received either by e-mail or submission of a comment form, which was provided at the forum.

City Attorney Holec stated that the preponderance of the input was in opposition to the proposal. The reasons that were cited mostly were that the current two-year term promotes citizen involvement and responsiveness of the elected officials. There were questions as to what was causing this proposal to come forth at this time and the



explanation given was this is something that has been brought up by City Councils in previous years. Being a part of the City Council's Strategic Plan is what brought it up. The Mayor and City Council have been provided a copy of a letter received from the Chamber of Commerce and Uptown Greenville requesting more time for input to be received before the City Council makes a decision. If the City Council decides to proceed with this, the referendum would be held in the spring of 2016. That means that there is no action necessary at this time, and going forward with this or receiving any direction can occur in the August or September 2015 timeframe.

Council Member Croskery suggested that the City Council receive the report and take no action. He has been absolutely stupefied at some of the demonization occurring perhaps based on misinterpretation of the City Council bringing this to the community. He recalled the first time that he heard about changing the length of terms of elected officials and stated that it takes a long time to get up to speed even though a person is involved in the community. 60% of the top 20 municipalities in North Carolina have 4-year staggered terms for their city councils. This City Council has been perceived as being greedy people who want to hold on to a lot of power. It was an innocent request for the community to see if something that works well in business might work well on the Greenville City Council. Obviously, the input received is that right now is not the time to bring this out.

Motion was made Council Member Blackburn and seconded by Council Member Smiley to table this discussion of changes to term length and potential action until June, 2015. Motion carried unanimously.

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**REVIEW OF MAY 14, 2015 CITY COUNCIL AGENDA**

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The Mayor and City Council reviewed the agenda for the May 14, 2015 City Council meeting.

Motion was made by Council Member Smiley and seconded by Council Member Croskery to continue the discussion of the rezoning of the Ward Holdings, LLC property until the June 11, 2015 City Council meeting. Motion carried unanimously.

Motion was made by Council Member Blackburn and seconded by Council Member Croskery to move the discussion of the installation of "No Idling" signs in City parking facilities after the Public Comment Period. Motion carried unanimously.

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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.



Council Member Glover asked staff to investigate the front of the Eppes Field needing maintenance. She stated that also, at 5<sup>th</sup> Street and Memorial Drive, where the City received permission to maintain two areas, there is no new mulch, flowers and/or colorful shrubbery. Those areas have not been maintained well in the past few years, and West Greenville is well-travelled between the University to the Vidant Medical Center.

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### CITY MANAGER'S REPORT

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#### Monthly Update on Performance Management System

Director of Human Resources Leah Futrell stated that the City Council was informed at its April 9, 2015 meeting that the City executed a contract with Segal Waters Consulting to assist staff with developing the Performance Management System. The timeline for that project would be approximately five months and some of the key deliverable dates are as follows:

#### Project Timeline

- May 29<sup>th</sup> City Manager's approval of Performance Management Philosophy document
- June 8<sup>th</sup> City Manager's approval of job families and core competencies recommended by Human Resources
- June 16-17<sup>th</sup> Consultant (Segal Waters) on-site to conduct stakeholder interviews
- July 13-14<sup>th</sup> Segal Waters back on-site to meet with subject matter experts (SMEs) to identify specific job competencies
- July 31<sup>st</sup> Human Resources Department and City Manager reviews/ finalizes focus group results
- August 14<sup>th</sup> Development begins of performance appraisal process and pay for performance matrix
- September 8<sup>th</sup> Start of training workshops for supervisors and orientation sessions for employees
- September 30<sup>th</sup> Final report and presentation to City Manager

Currently, staff is working with the consultant on the Performance Management Philosophy document and is developing job families and core competencies. Some rating



scales and definitions as well as the appraisals forms and various other documents will be the result of the performance appraisal process and pay for performance matrix. At the training workshops and orientation sessions, employees and supervisors will have an opportunity to actually see the performance appraisal forms and offer any suggestions for input, change, etc. The City Council will be presented the final study results prior to implementation and that is expected to occur at the City Council's October meeting.

Mayor Thomas asked staff to identify the stakeholders for the onsite interviews. Director of Human Resources Futrell responded there will be a cross representation from all departments, supervisory as well as non-supervisory employees.

Mayor Thomas asked if some of that will be anonymous or in a group setting. Director of Human Resources Futrell responded that it will be sort of a combination. Surveys will be distributed to all employees, the focus groups will be group setting discussions, and there will probably be some one-on-one interviews, where possible, given the time constraints that staff has when the consultants will be in Greenville.

Mayor Thomas asked whether the feedback from the stakeholders will be public information. Director of Human Resources Futrell stated that feedback will be incorporated into the report.

Council Member Blackburn asked when was this direction decided by the City Council. Director of Human Resources Futrell stated that the discussion has been for a while to revamp a performance system or a merit based pay system. This process is getting the City where it will have job families and consistent definitions of different ratings. The information will be in writing and will be provided to supervisors plus all other employees. They will know what standard, average or above average performance look like and employees will have some benchmarks to gauge their own performance against.

Council Member Blackburn stated that the City Council discussed merit pay, but as far as the pay for performance system, she does not recall the City Council approving this step to overhaul everything and do a dramatic change.

Council Member Glover stated that this step was done by the consensus of the City Council, and it is brought up in most of the Joint City of Greenville and Greenville Utilities Commission Pay and Benefits meetings. Raises and merit pay were stopped because there were no set guidelines to look at how to rate them, and there was nothing written. If supervisors liked the employees, those employees received the merit and the disliked ones received nothing.

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**CLOSED SESSION**

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This Closed Session was removed from the agenda.





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**ADJOURNMENT**

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Motion was made by Council Member Croskery and seconded by Council Member Blackburn to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 9:16 p.m.

Respectfully Submitted

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

Polly Jones  
Deputy City Clerk

PROPOSED MINUTES  
MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
TUESDAY, MAY 26, 2015



The Greenville City Council met in a regular meeting on the above date at 6:30 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 Mayor Thomas and the Pledge of Allegiance to the flag.

Those Present:

Mayor Allen M. Thomas; Mayor Pro-Tem Calvin R. Mercer; Council Member Kandie D. Smith; Council Member Rose H. Glover; Council Member Marion Blackburn; Council Member Rick Smiley; and Council Member Richard Croskery

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 Barbara Lipscomb requested that an update on the TIGER Grant Application be added under New Business on the agenda.

Motion was made by Council Member Croskery and seconded by Council Member Smith to add an update on the TIGER Grant Application on the agenda. Motion carried unanimously.

City Attorney David Holec announced that there is no need for the Closed Session at this meeting.

Motion was made by Council Member Smiley and seconded by Council Member Glover to remove the Closed Session from the agenda. Motion carried unanimously.

Motion was made by Council Member Smith and seconded by Council Member Glover to approve the remaining items on the agenda. Motion carried unanimously.



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**PUBLIC COMMENT PERIOD**

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Vincent Bellis -1205 East Wright Road

Mr. Bellis stated that one of the City's objectives is keeping its younger people in Greenville. Greenways, one of the City's major infrastructures, attract people and younger people will visit them. By keeping the roads and greenways tied together, the City is likely to increase the number of voters in that particular age group which will likely increase the probability of the bond passing.

Mark Gillespie -203 Beth Street

Mr. Gillespie displayed an ad appearing in a national publication about Liberty Bridge, an iconic symbol, and Falls Park, a beautiful community gathering spot in the hub of the downtown in Greenville, South Carolina. This project required the removal of a 4-lane bridge. The project took political courage, a unified city council, the mayor's leadership and a strong vision for the future of this city. By investing in this city, that greenway bridge spurred a \$100 million investment in the downtown area. A 7-story hotel and 5-story office building are being built adjacent to the bridge and park.

Mr. Gillespie said that many progressive cities would disagree with Greenville citizens, who are saying that Greenville does not need any more greenways, because the economic benefits are very plain and well documented. There is much more promise and potential in this community and supporting the greenway project under the bond and quickly working towards a pedestrian bridge crossing the Tar River and an expanded River Park North development would be a good start toward realizing that potential. The South Tar River Greenway serves as the backbone of the City's greenway system.

Don Cavellini - 101 Lancaster Drive

Mr. Cavellini stated that authorizing staff to do the pay study leads to a decision the City Council will make tonight. Option #3 of the pay adjustment scenarios being presented tonight will benefit the greatest number of City employees and that is what he supports.

Mr. Cavellini recognized May 16, 2015 as the passing of Geraldine Teel, who worked at the Greenville Department of Public Works for 19 years. He remembers her smile. Mrs. Teel was the wife of Harry Teel, who is one of the very first to integrate the Pitt County schools, and Mrs. Teel was quite courageous as well, being employed 17 years at the Pitt County Tax Office. In 1970, she was the first African-American to serve in that capacity.

Mike McCarty - 2712 W. Arlington Boulevard

Mr. McCarty spoke in support of the efforts of a unified transportation bond, and he made comments about the benefits of having greenways in the City. The most important benefit of greenways is mixed use connectivity. Allocating money for a phase of the Greenway is important because it creates a non-vehicular connection between East and West Greenville and provides an uninterrupted means to get from one side of Greenville Boulevard over to



the hospital. Neighborhoods that feature open spaces, parks, and greenways have higher home sale prices, enhanced marketability, and faster sales and leases in conventional development. There is considerable consumer interest in alternatives to conventional low density automobile oriented developments.

Mr. McCarty said that there is support for higher density mixed use pedestrian oriented places. Money has been invested in The Boundary in downtown, which is walkable to the campus into the downtown parks and greenway. The Heritage of Arlington Apartments and the Veterans Administration Center will be close to the new greenway extension, which is also across the street from the Health Science Campus.

Mr. Marty said that in order to create sustainable developments that achieve the highest values, the City should embrace greenways and walkability. There are a lot of economic development benefits including increased property values, tourism dollars, running marathons and races on the greenways. In order to attract and retain young people, citizens need to invest in very dynamic communities and building greenways is one way to do that.

#### Max Joyner -No Address Given

Mr. Joyner made comments about the bond package, specifically regarding the Greenway. He supports the greenways and his family donated one of the first easements, between 10<sup>th</sup> Street and Elm Street, for the greenways. When he served on the City Council three years ago, former City Manager Ron Kimble, who is currently the Deputy City Manager in Charlotte, North Carolina, met with the City Council to discuss bond strategies and how to make sure if a bond was done, it would work. Mr. Kimble said that the City should make sure the first bond is successful and there should not be any controversy in it.

Mr. Joyner stated as a City Council Member, he always looked at the City's needs versus the wants and the roads issue is a pressing need. The City ought to have greenways, but not on this bond. On this bond, it needs to be something the citizens will support and something the City does successfully. There is already \$4 million allocated for two additional greenways. This City Council has already raised property taxes three times in the past year, and if a bond is done including the greenways, the City will have to raise taxes again and he cannot support that. The Greenway should remain on the Master Plan and at some point should be done. At a cost of \$2.2 million, and with the City Council requesting \$.75 million for greenways, approximately \$1.5 million would need to be allocated from somewhere else. For 6 years, the City Council had discussions about what needs to be done at Town Common, which is the key point in this city and that is what the Greenway should be connected to. If the City wants to commit another \$1.5 million above the \$.75 million, it should be in the Town Common. To have the roads done and bathrooms, and a pier, and a boat ramp at Town Common takes precedence over the greenways.



Terry Williams – No Address Given

Ms. Williams made comments about the Bond Advisory Committee’s recommendations for the bond, stating that much of the information has been ignored that was presented at the City Council’s December 11, 2014 City Council meeting.

Ms. Williams requested that the City Council split the bond question because the bond will have a much better chance of being passed, and greenways and sidewalks should be included in the bond. If the poll that was done is truly a good account of what citizens want, it would not matter if the questions are split. If the citizens want to pass all of the questions on the bond, then they will vote for all of them and the City will have a better opportunity of having its priorities covered.

Keith Cooper – No Address Given

Mr. Cooper extended his gratitude to all who participated in The Benevolence Corps’ 12<sup>th</sup> Annual Senior Citizens Appreciation Program Ceremony on May 16<sup>th</sup>. He would like for our country to do more to help senior citizens like Japan, China, and Singapore.

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**OLD BUSINESS**

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REPORT AND RECOMMENDATIONS REGARDING PAY STUDY

Director of Human Resources Leah Futrell summarized three pay adjustment scenarios, which were presented to the City Council at its May 11, 2015 meeting, stating the following:

Scenario #1 is a specific request and an increase of pay to only refuse collectors. Scenarios #2 and #3 establish a new minimum starting salary threshold for the City’s pay plan.

With Scenario #1, the pay of refuse collectors would increase by 5%. Essentially, the refuse collectors’ classification would move from Pay Grade 103 to Pay Grade 104. All 21 of the current refuse collectors would be impacted if this scenario is adopted. The total cost to implement this change would be \$31,828.51. The classification of a refuse collector was included as a benchmark position in the City’s 5-Year True-Up Market Study. That analysis concluded that the average base salary for a City of Greenville refuse collector is 14% above market currently.

Scenario #2 addresses positions in the two lowest pay grades, 102 and 103, of the City’s pay plan. It essentially collapses Pay Grades 102 and 103 into Pay Grade 104. The pay of current employees in those lowest pay grades would increase to at least \$12.66 an hour, which is 5% above the minimum of Pay Grade 104. Employees who are currently making at least \$12.66 an hour would see no change in pay. Scenario #2 will impact 12 employees, and the total cost for its implementation is \$5,137.60. Some compression would occur because new hires who complete their 6-month probationary periods and longer tenured employees would be earning the same or very close to the same hourly rate of pay. The



City would also be paying “above market” pay rates for those positions moved to Pay Grade 104.

Scenario #3 addresses positions in Pay Grades 102, 103, and 104, which are the three lowest pay grades. It collapses those three into Pay Grade 105. The pay of current employees in Pay Grades 102, 103 and 104 would increase to at least \$13.29 per hour, which is 5% above the minimum of Pay Grade 105. City employees who are making at least \$13.29 per hour would see no change in pay. 22 employees would be impacted, if Scenario #3 is adopted. The total cost to implement this scenario is \$26,893.15. Some compression would occur because new hires who complete their 6-month probationary periods successfully and longer tenured employees would be earning the same or very close to the same hourly rate of pay. The City would be paying “above market” pay rates for those positions moved to Pay Grade 105.

City Manager Lipscomb stated that Council Member Glover requested that staff look at the pay grades of the City’s sanitation employees. During the City Council’s discussion about Council Member Glover’s request, the City Council asked staff to provide some more information about the lower ends of the pay scale and how the City might be able to address those concerns.

Mayor Thomas stated that the City has an arrangement with the Greenville Utilities Commission (GUC) where the City of Greenville’s pay scales are matched to theirs.

Mayor Thomas asked if an analysis was done on how that would affect GUC’s pay scales.

Director of Human Resources Futrell responded that she contacted GUC’s Human Resources Director and, depending upon which scenario is adopted by the City, the cost impact would be anywhere from zero dollars up to a maximum of \$5,000 for GUC.

Council Member Smith asked if the City is raising the pay rate to \$13 or \$15.

Director of Human Resources Futrell explained that if Scenario #3 is adopted, the pay rate would increase to \$13.29 per hour.

Council Member Smith asked if the pay rate could be raised higher than \$13.29 per hour.

Director of Human Resources Futrell responded that staff looked at that scenario and certainly the pay rate could be raised higher than \$13.29 per hour. That is taking the three lowest pay grades currently and collapsing them into Pay Grade 105. The City could do more than three pay grades, but staff took more of a conservative approach and included the lowest three pay grades for Scenario #3.

Council Member Smith stated that the living wage opportunity that is provided as a city is important. The City is not saying that everyone else is worthless, but the City is saying that it values its Sanitation employees. When looking at market value, Sanitation employees do



a lot of hard work. She wants the City of Greenville to have the history of taking care of its employees the proper way and making sure that they have a living wage.

Council Member Blackburn stated that despite the analysis showing how these positions pay compared to the market rate, her interest has been in correcting what is a traditional market shortcoming. Certain positions are traditionally undervalued by the market. Often these are positions held by African-Americans, as well as by women. This allows the City to address its lowest wage scales, where there is a risk of the under-valuation of the labor, in a transparent way. She favors Scenario #3, which provides the least risk of the compression situation. Scenario #3 also gets the City to a situation of having a valuation of the labor that is in line with the rest of the salaries.

Council Member Glover expressed her concern for lower-wage and underpaid City employees. She explained that she asked staff to look at the refuse collector position pay grades because, for 15 years, she has served on the Joint City of Greenville/GUC Pay and Benefits Committee and advocated for them. In 2008, she asked staff to look at a fair and equitable merit pay system for City employees. She pulled approximately five years' worth of information pertaining to the City employees' raises and merit pay and was astounded to learn what the low man on the totem pole was paid. If the analysis is showing that the average base salary for a refuse collector is 14% above market and the annual take-home pay is \$17,000, that is below the poverty level for a man with a wife and two children. It is not about numbers, it is about people. Women, specifically, African-Americans and other women of color, are unfairly paid less..

Mayor Thomas asked about the interest level for the available refuse collector positions.

Director of Human Resources Futrell responded that the interest level has been high. It is not unusual for the City to receive over 100 applications for one of these positions.

Mayor Thomas asked whether the criteria will change for this position and if so, whether the City is eliminating potential candidates for these jobs.

Director of Human Resources Futrell responded that the qualifications for the position would not change. The City Council is only looking at changing this position's entry level rate of pay.

Council Member Smiley stated that if the City raised the rate of pay, potentially the City will get more skilled people in the talent pool and will hire them because they are more qualified.

Director of Human Resources Futrell responded that if they have some preferred qualifications, the City may very well hire those individuals, but the minimum required qualifications would not change.



Council Member Croskery asked about the comparison of the City's fringe benefits such as health insurance for its lowest wage workers to similar types of jobs in other industries and businesses in the community.

Director of Human Resources Futrell responded that when the benefits study was done, as part of the City's overall classification and compensation study in 2010, the City's benefits were at or above market. It is not suspected that has changed in five years. Specifically, since health insurance is provided to employees on a tiered schedule based on salary, the City and GUC contribute a higher percentage toward the cost of health insurance coverage for individuals in lower salary tiers. That is beneficial to those employees in the lower pay grades. A lot of other cities and employers have a blanket policy or a pay contribution schedule, whereas the City's is based on salary.

Council Member Smith stated that over the next 2-5 years, one of her personal goals for the City is for its workers having a minimum wage of at least \$15. When considering people raising families and the City taking care of its employees, the City Council must look at the City's minimum wage. Currently, a lot of fast food restaurants are raising their minimum wages and she would hate for theirs to be higher than the City's minimum wage.

Motion was made by Council Member Smith and seconded by Council Member Glover to adopt Scenario #3.

Mayor Thomas asked staff to discuss how the City's employees on any level have a chance to improve their educational opportunity, which in return gets them a better opportunity for employment and a higher wage.

Director of Human Resources Futrell responded that currently, the City's educational reimbursement tuition assistance program requires employees to wait until after they successfully completed courses to be reimbursed. The fee is nominal, \$800 per year and that amount was set in the 1990s. Effective July 1, 2015, one of the changes is to allow prefunding of the courses so that employees, particularly lower-wage employees, can receive the money in advance for their enrollment in classes and to purchase books. The dollar amount increased from \$800 to \$2,074 a year. That amount is tied to East Carolina University's tuition and fee schedule and as that increases each year, the amount available to City employees will increase also. It is the City's goal that all employees will take advantage of this great opportunity for self-development. If other employment opportunities become available in the City that they are interested in, they will have an opportunity to compete on a more level playing field.

Council Member Smith asked how is the City marketing the changes in the program. Director of Human Resources Futrell responded that in the next few weeks, this announcement will be included in the City's message about the market increase.





Council Member Smiley stated that those benefit changes make it easier for City employees to pursue education and to increase their skills and that definitely helps people. This motion before the City Council, though, does not help the people that it is aimed at helping.

Council Member Smiley stated that in theory, if you have a group of people who only have entry level skills, and an entry level job is advertised with an entry level salary, then a person with entry level skills will be able to get that job. If the City advertises an entry level job with a salary that will attract people with other skills, then the people with the advanced skills will get the job. The City will have essentially said that it no longer hires people with entry level skills because the City's salary rate attracts higher qualified people to those positions. If the City is trying to help people who have entry level skills, the way to do that is to make it possible for them to get an entry level job and they can take advantage of these educational opportunities and gain more skills and earn a higher wage. The proposal is going to preclude that. Greenville will be a living wage city, but the City will have essentially gotten there by refusing to hire people who do not have the skills already to earn a living wage in the market. That is why he is opposed to this proposition.

Council Member Glover stated that GUC continues to give merits because they have a fair merit system, which is what the City Council asked its Personnel and Personnel Manager to develop eight years ago; however it has not been done. She asked if anyone is addressing that now. Council Member Glover stated she feels this has been neglected because those employees were not a priority to management at that time; they were not viewed in the same caring and thoughtful way as those employees at the top of the pay scale. It is time to stop hiding behind numbers, but rather to look at them. The cost to GUC to address compression is just \$0-5,000 now because their employees have routinely received pay increases and merit pay. The City's employees have not received the same because the City lacks a sound merit pay system which is fair and equitable to everyone. The City Council must look at the least of those who work for the City and make the least money. Individuals with greater qualifications are going to seek employment elsewhere. It is time for the unfairness to stop and for the City to view its employees as people and not just numbers.

Council Member Smith stated that at numerous different places, people apply for jobs and are told by employers that they are over qualified for the positions available. Employers look for stability and longevity, and do not want someone who is hired to leave their employment immediately. It has been made to seem that qualified applicants will push out the lower level people, but that is not the case. A lot of people are not knocking down doors to get jobs at McDonald's and Burger King, where the minimum wage is higher than the rate of pay for a refuse collector position.

Council Member Smith stated that it is an issue, if citizens, who have been employed with the City for 10-15 years, are telling elected officials about the difficulty of not receiving an increase in pay to get them to a livable wage. Being fiscally responsible is not just bringing different things to Greenville such as a new building or a park. Citizens want the elected



officials to bring in jobs that everybody can get and to make sure that people can get jobs with livable wages.

Mayor Thomas stated that the City is unique in that it is married to another organization, GUC, by State Statute, especially with pay grades and benefits. Over the past years, the policies have drifted apart. A professional progression has continued with GUC, but the City has lagged behind in some of that progression. It is clear that the City is askew with its salary ranges compared to GUC. This is probably one of the steps necessary to restoring a complementary matchup. The excuses are over for saying that the City cannot give merit increases because it does not have the skillset or measurables in place. It is disappointing that will not happen during this budget cycle, but the City will get it done during the next budget cycle.

Council Member Smiley stated that this is not a vote about the merit pay system, which is already being developed. This proposition is to raise the minimum wage in the City, which is very different than putting into place a merit system.

There being no further discussion, the motion passed to adopt Scenario #3 with a 5:1 vote. Mayor Pro-Tem Mercer and Council Members Smith, Glover, Blackburn and Croskery voted in favor of the motion and Council Member Smiley voted in opposition.

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**NEW BUSINESS**

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RESOLUTION DIRECTING PUBLICATION OF NOTICE OF INTENT TO MAKE AN APPLICATION TO THE LOCAL GOVERNMENT COMMISSION (LGC), MAKING CERTAIN FINDINGS RELATING TO THE AUTHORIZATION AND ISSUANCE OF GENERAL OBLIGATION PUBLIC IMPROVEMENT BONDS OF THE CITY OF GREENVILLE, NORTH CAROLINA, AND AUTHORIZING THE DIRECTOR OF FINANCIAL SERVICES TO FILE APPLICATION FOR APPROVAL THEREOF WITH THE LGC – (Resolution No. 027-15)

Director of Financial Services Bernita Demery stated that the resolution that directs the publication for the Notice of Intent requires the City Council’s adoption and authorization. If the resolution is adopted, it will become effective immediately and the Notice of Intent will be published in The Daily Reflector on Thursday, May 28, 2015. The Notice of Intent determines that 1) the bonds are necessary and expedient, 2) the proposed principal is adequate and not excessive for the purpose of the issue, 3) the City has debt management policies and they are in compliance with strict laws, and 4) under the current economic conditions, the necessary City of Greenville tax to service the bonds would not be excessive. Additionally, this resolution authorizes the Director of Financial Services to file the application for approval with the Local Government Commission (LGC).

Staff is recommending that the street and transportation bond referendum and the Notice of Intent be approved tonight to start that process for the 2015 Election scheduled for



Tuesday, November 3, 2015, based on the following description that staff presented to the City Council previously for the bond:

<b>Bond Project List Approved 3/19/2015</b>	
Street Improvements	\$ 8.0 M
West 5 <sup>th</sup> Street Streetscape	1.95 M
10 <sup>th</sup> Street Connector	1.75 M
Sidewalks	1.40 M
East Side Greenway	.75 M
<b>TOTAL</b>	<b>\$ 13.85 M</b>

Motion was made by Council Member Smith and seconded by Council Member Glover to separate the bond into two questions: Question #1 relates to funding Street Improvements (\$8 million), the 10<sup>th</sup> Street Connector (\$1.75 million), and Sidewalks (\$1.40 million), and Question #2 includes funding the West 5<sup>th</sup> Street Streetscape (\$1.95 million) and East Side Greenway (\$.75 million).

Council Member Smith stated that her recommendation to separate the bond question into two questions is based on citizens' concerns about the City using the bond money for pet projects instead of using the money for the City of Greenville's needs. If citizens still want the projects to be done, they will vote for them, but she is more concerned about the City's needs, its infrastructure.

Council Member Croskery recommended that the bond should remain as a unified bond rather than a separated one and to increase the bond amount from \$13.85 million to \$15.85 million. This increase would provide \$10 million for roads.

Council Member Croskery stated that the City Council initially made estimates on the budget for the West 5<sup>th</sup> Street Streetscape and the 10<sup>th</sup> Street Connector projects - \$.25 million less. Regarding the Greenway, the City already submitted this once to the State and this particular segment was not funded because the State's philosophy had changed in the interim. People had been talking about the \$4 million set aside, but most of that money is federal and some is State money. With the City's new lobbying firm, The Ferguson Group, the City can bypass the State or at least get the State to sign off allowing the City to fund 20% and qualify for 80% federal funding. If the City goes under budget on either of these



other projects, his recommendation is for all of that money to go towards funding the roads.

Mayor Thomas made comments related to the Greenville City Council's consideration to a bond referendum being placed on the ballot in November 2015. Some highlights of his comments include the following: The goal of the bond is to address key infrastructure needs and to set a solid foundation for a growing City in the coming decades. That will make a significant stride forward launching a strong focus on economic development, new approaches to law enforcement, and a business and residential rebirth in the City with millions of dollars of new private sector investment. It is time for Greenville to be proactive rather than reactive and implement the Horizon's Plan for future bonding where the City can vet these processes and move forward. This 2015 bond referendum is a key in that journey. He is encouraging this City Council to initiate a long term approach, to implement a strategy that the City can build for decades to come. The City's first opportunity is strengthening its roads.

Mayor Thomas stated that research shows that every bond that has been done in this City that citizens voted on has been separate questions, and they were universally supported by all City Council Members. He and staff spent two days a week ago in Washington, D.C., and it became clear to them that this TIGER Grant process that they are heavily leveraging this bond on is going to be extremely competitive. A third of that money was cut out this year and over 1,000 other municipalities applied for this grant. The TIGER Grant is going to be a difficult process in terms of being considered. It has been clarified that the State's intent is to run their \$3 billion State bond through the legislature and the Governor this year for a vote in November 2015.

Council Member Glover stated that in the past, she does not recall raising the City's taxes being necessary for a bond. The City Council is talking about increasing the tax rate for this bond, to 2.25 and giving citizens a penny back from the previous 2.00 cent tax rate increase. Then the citizens still have to pay the other 1 cent from the previous tax increase and all together that is a 3.25 cent tax rate. The last bond floated was for Uptown Greenville and West Greenville. After all of the acquisitions and everything else done, there was not enough money to do the West 5<sup>th</sup> Street Streetscape, which is a shovel ready project. With \$750,000, the City can install bathrooms instead of porta-potties at the Town Common, which is a huge concern of the citizens. She supported the motion for roads and infrastructure because according to the 2013 citizen survey findings done by the consultant (ETC Institute), citizens were upset about the conditions of the roads in Greenville.

Council Member Glover expressed her appreciation of the Bond Advisory Committee's recommendations, and stated that for previous bonds, the City Council determined the amount of the bond and how the money would be used for projects. Then the advocacy committee would educate the community, businesses, and others.

Council Member Smith stated a lot of feedback from citizens has been received about the bond especially regarding what they will be paying and the roads. If the City is forcing



unification, it is not unity. She supports the West 5<sup>th</sup> Street Streetscape and the East Side Greenway, but both are not needed right now, and two legs of the East Side Greenway have not been built, but they have already been funded. Further, there were concerns about the City jumping over other projects. The East Side Greenway project came out of nowhere ☐ it was not vetted and certainly not required to go through the same process as the West 5<sup>th</sup> Street Streetscape.

Council Member Smith and Council Member Glover accepted the suggested amendment to fully fund the roads for \$10 million.

Council Member Smiley stated that none of these are pet projects, and every one of them of is for everybody in the City. The West 5<sup>th</sup> Street Streetscape will be valuable to the City as a whole He had discussions with dozens of people about the bond and almost none of them love all it and almost all of them like a lot of it. If there is a public proposition that everybody likes a good bit, that's as good as it gets.

Mayor Pro-Tem Mercer stated that this discussion has been debated in many different forms in various public settings. He had several discussions with a lot of City leaders about this and citizens as well, and it is clear to him that this unified bond has widespread support in this City. The City as a whole will support a unified bond that unifies this City and the various pieces of it are all very important. This bond is not only a way to address roads in a significant way, it is a way not to leave a part of economic development behind that can be enhanced by the other pieces of this bond. When the City puts together an education committee to explain the bond pieces to the public, it will get wider attraction. It is a good bond, and tonight, more people spoke for the bond rather than against it. He strongly supports rejecting this motion, which divides the bond and divides the City to some degree. He is very open to hearing, entertaining, discussing, and considering a proposal to move from \$8 million to \$10 million for the roads.

Council Member Blackburn stated that the words unified, unity, and unanimity give her hope. What she has heard throughout the community is this is a unified bond that unites so many interests. When looking at what separates a bond from what the City Council does ordinarily with the City's budget and capital improvements program, it is that a bond does allow the City Council to step aside and do a package of projects that will give the community hope, and that when taken together will be greater than the sum of individual parts. She does not support the current motion.

Mayor Thomas stated that discussion of a tax increase should be the last option and it should be specifically related to something in this City that is needed. If the City is unable to get the full \$10 million for roads and part of the City is shut down, citizens and others will not be able to drive to a greenway, park or anything else. The City investment in its community from an infrastructure standpoint sends a message to site locaters, companies, and the City's long term commitment. All of these projects are important.



Council Member Smith stated that for clarification purposes, when looking at the West 5<sup>th</sup> Street Streetscape and moving this project into a separate question, she does not want to give the perception of the abuse of power. Not all of the citizens will attend the meetings, when the bond is discussed, but they do have access to newspapers, radios and other modes of communication, and people have been sharing the information. It is not to divide anything because the question will still be provided on the ballot. She is not willing to put the greenways above any of the City's needs and has not heard anything against the needs of the City.

Council Member Croskery stated that the City Council pretty much followed the things that the Bond Advisory Committee wanted them to do and made slight adjustments, but the Greenway is something different. A whole lot of nice stuff is at the end of West 5<sup>th</sup> Street and this is to bring it closer to the uptown area. Honestly, some people have told him that the City should separate the Greenway portion of this bond out. Approximately 80% of the people who contacted him asked to leave them together. It is part of the City's full transportation package. It is not inappropriate for it to be there, it is parks but also transportation and it is funded through transportation.

Council Member Croskery stated that with previous bonds, the City never had to raise taxes. That was because of economic conditions that happened to occur at that time that allowed the City to get better property valuations, which in turn, allowed the City to fund these bonds without having to raise taxes. The current intent is to raise taxes no more than 2.00 to 2.25 cents to do this bond. If economic conditions change so that citizens are taxed less, that's great. That's the way it happened in the past. It was not because the City was not asking the citizens to pay for something.

The motion to separate the bond into two questions: Question #1 relates to funding Street Improvements, which had been amended to \$10 million, the 10<sup>th</sup> Street Connector (\$1.75 million), and Sidewalks (\$1.4 million), and Question #2 includes funding the West 5<sup>th</sup> Street Streetscape (\$1.95 million) and East Side Greenway (\$.75 million) failed with a 2:4 vote. Council Members Smith and Glover voted in favor of the motion and Mayor Pro-Tem Mercer and Council Members Blackburn, Smiley and Croskery voted in opposition.

Council Member Glover asked whether City Council Members are offering to do the West 5<sup>th</sup> Street Streetscape from Tyson to 14<sup>th</sup> Streets.

Director of Community Development Flood responded the first stage of the project was from Memorial Drive to Hudson Street, and the second stage will include Tyson Street.

Motion was made by Council Member Glover and seconded by Council Member Smith to favor a single bond question, which funds Street Improvements at \$10 million, the 10<sup>th</sup> Street Connector at \$1.75 million, and Sidewalks at 1.4 million. Motion failed with a 2:4 vote. Council Members Smith and Glover voted in favor of the motion and Mayor Pro-Tem Mercer and Council Members Blackburn, Smiley and Croskery voted in opposition.



Motion was made by Council Member Blackburn and seconded by Council Member Smiley to favor a unified transportation bond, which would include \$10 million for Street Improvements, \$1.95 million for the West 5<sup>th</sup> Street Streetscape, \$1.75 million for the 10<sup>th</sup> Street Connector, \$1.4 million for Sidewalks, and \$.75 million for a portion of the South Tar River Greenway (East Side Greenway).

City Attorney Holec explained that the resolution does three things. It directs the publication of Notice of Intent to make an application to the LGC. A copy of that notice along with the question that would be posted has been provided in the City Council's package. The change in that with this motion is that the amount would become \$15.85 million as opposed to \$13.85 million. In addition, the resolution makes certain findings in connection with the issuance of the bonds and Director of Financial Services Demery had reviewed the findings and those findings would still play with this particular motion and finally would have the Director of Financial Services be designated and authorized to file the application with the LGC.

There being no further discussion, the motion to adopt the resolution directing publication of Notice of Intent to make an application to the Local Government Commission; to have a unified transportation bond, which would include \$10 million for Street Improvements, \$1.95 million for the West 5<sup>th</sup> Street Streetscape, \$1.75 million for the 10<sup>th</sup> Street Connector, \$1.4 million for Sidewalks, and \$.75 million for a portion of the South Tar River Greenway (East Side Greenway); and to authorize the Director of Financial Services to file for approval thereof with the Local Government Commission passed with a 4:2 vote. Mayor Pro-Tem Mercer and Council Members Blackburn, Smiley and Croskery voted in favor of the motion and Council Members Smith and Glover voted in opposition.

#### UPDATE ON TIGER GRANT APPLICATION PROCESS

City Manager Barbara Lipscomb stated that staff traveled to Washington, D. C. last week to converse with the City's Federal officials and based on new information, it was necessary to make some changes to the City's Transportation Investment Generating Economic Recovery (TIGER) Grant application, which will be due on June 5<sup>th</sup>. This is an extremely competitive grant, and staff is seeking guidance from the City Council regarding whether the City will be submitting its revised application.

Director of Community Development Merrill Flood stated staff visited the offices of Senators Tillis, Burr, Butterfield and Jones, who all expressed that they are impressed with the City's program of work, and they could visualize the City's linking transportation networks and keeping with the theme of the TIGER program for two years, "Ladders of Opportunity". At its April 6, 2015 meeting, the City Council authorized staff to put together an application consisting of \$13.12 million for TIGER Grant assistance. With that, staff identified a project totaling approximately \$36 million including other local and state funding as well as the TIGER Grant. The City's local match is estimated at \$16.7 million, which also includes some of the funds for the 10th Street Connector and downtown culvert repairs as part of that match.



Director of Community Development Flood stated there was some need to make some modification of the City's purpose for the grant. That grant does include pedestrian and bike connections to the Greenway and transportation centers along West 5<sup>th</sup> Street, the streetscape from Hudson Street through the uptown area to Reade Street, street improvements around the Greenville Transportation Activity Center (GTAC) and streetscape improvements for Dickinson Avenue. The project really fits the purpose and need of the grant, but there was some uncertainty of the elements, namely some improvements around the GTAC might not be a good candidate for the grant at this time and the federal cost share of the culvert repairs would not be an eligible expense fully. So, the match contribution was reduced from the originally proposed \$12 million to \$4 million and that represents the local cost share for that project. The total number of projects would potentially go up to \$38 million, but the City's local match would be tied to about \$8.9 million, which depends upon the bond or some other form of financing should the bond not pass to carry out these projects, if the TIGER Grant is approved.

Director of Community Development Flood summarized the modifications of the application, stating that the City will be submitting an application totaling \$12.8 million in TIGER funds. There is a slight reduction of removing the roadway improvements around the GTAC. The City's match would be 23 percent of the total project cost of \$38 million or 41 percent of the requested TIGER Grant amount. Other cities such as Rocky Mount, Wilson and probably Goldsboro will apply as well, but the Washington, D. C. visit by staff was beneficial to the City's effort.

Council Member Smith asked about the 23 percent amount of the City's responsibility.

Director of Community Development Flood responded that amount would be \$2.9 million. Council Member Croskery asked when is a response expected.

Director of Community Development Flood responded the commitment must be ready June 16<sup>th</sup> and the City will receive a response in the fall.

Mayor Thomas said what they learned from the Department of Transportation officials is that 800 municipalities submitted their requests last year and only 5% made it to final consideration. This year there are 1,000 and the funding dropped from \$400 million to \$300 million, but those officials are very impressed with the City's story and how this all fits together (challenged area that fits together with regional city view – uni-med).

Motion was made by Council Member Blackburn and seconded by Mayor Pro-Tem Mercer to authorize staff to proceed with the submission of the City of Greenville TIGER Grant application as modified.

Mayor Thomas asked staff to look at ways to increase the City's match percentage. City Manager Lipscomb requested to include in the motion that the City's share is \$2.9 million.





There being no further discussion, the motion passed unanimously to authorize staff to proceed with the submission of the City of Greenville TIGER Grant application as modified. The City's share is \$2.9 million. Motion carried unanimously.

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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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Update on the Town Common

Director of Recreation and Parks Gary Fenton stated that one of the Town Common's highest priority improvements envisioned is a dock, which would adapt to the fluctuating water levels of the Tar River, serving as a fishing venue as well as a place for launch of kayaks and canoes and, at the same time, meet the federal Americans with Disabilities (ADA) standards for accessibility. This has become quite a complex project for several reasons.

Director of Recreation and Parks Fenton displayed a photo showing what happens to the parking lot and signs, when water conditions are high at the Town Common, and he stated that trying to design for that kind of water situation is very difficult. The project was originally envisioned as a single structure and the engineer strongly recommended having two separate structures, one for fishing and the other for launching kayaks and canoes. The finishing structure would be an elevated pier, which will remain above water in most conditions, but not necessarily at all if they got really streamed. The kayaking and canoeing structure would float and be connected to the shore by a deck and a gangway. Director of Recreation and Parks Fenton displayed two other photos showing the sloped area for a kayak or canoe and the area for fishing and to launch a kayak or canoe.

Director of Recreation and Parks Fenton stated that staff feels there is enough allocations to do this project as well as the installation of the new furnishings (picnic tables, park benches, trash and recycling containers, and two water fountains). Those items have already been acquired and the water fountains are on their way. However, they will include installation and concrete pads, which will help with the maintenance and securing what is already at the Town Common so it does not disappear. Hopefully, these improvements will be completed by early to midsummer. The pier contract includes engineering and permitting plus demolition of the existing pier and installation of the fishing structure and the canoe and kayak launching structure. Sawyer Residential and Marine Construction will be providing services for the pier project.



City Manager Lipscomb asked staff to explain the Recreation and Parks Department having so much budgeted for these projects and the removal of the trail piece in order to support some of those other pieces.

Director of Recreation and Parks Fenton explained that most of everything was put on hold except for what was mentioned tonight. There is a contingency built into the budget for the pier and launch and if that contingency is not spent, the City will be able to do another project nonetheless. This is a highly important project that will make a huge difference for a lot of people.

Council Member Blackburn asked whether a canoe launch is needed as a separate item or is that something that can be done from the shore. She also asked whether the canoe launch can be built into the boat launch and perhaps done in a more fiscally prudent way, perhaps a more efficient way from looking at the topography and the amount of space that is being used by these two items.

Director of Recreation and Parks Fenton responded that in trying to address both projects at the same time makes sense. Even though they are more expensive than staff thought, the City benefits from economy of scale by having that same contract handle both pieces. When doing the measurements and looking at the setup, the engineer was amazed at the number of people already canoeing and kayaking at the Town Common. Some private vendors would like the City to do some kind of bidding process to allow even a temporary kayak and canoe rental and, hopefully, the City will have a nice structure along the Tar River to allow for that. As the Tar River Legacy Plan suggests, the City has many recreational opportunities down on the Tar River and to promote the idea of canoeing and kayaking will do that.

Director of Recreation and Parks Fenton stated that the ADA issue is another piece because it is difficult for someone with mobility challenges to access the water in a kayak or canoe without that structure.

Council Member Croskery asked does that pertain to people landing as well as launching a kayak or canoe.

Director of Recreation and Parks Fenton responded that is correct. They can get back on to that structure using upper arm strength because it is not terribly steep. If someone is wheelchair bound, he/she would be accompanied because the wheelchair would stay on the pier and when returning, they will have someone to assist them, if needed.

Council Member Smiley asked if the Recreation and Parks Commission (Commission) revisited their priority list based upon these projects.

Director of Recreation and Parks Fenton stated that those were the Commission's top priorities and they have never changed.



Council Member Smith asked if the City should delay the naming of the pier until its completion.

Director of Recreation and Parks Fenton responded the Commission has some challenges with the naming of the pier. At its last meeting, the Commission made a recommendation regarding the guidelines for naming recreational facilities because currently, the naming requirement is for a person who is deceased for two years. Mr. Cherry has been deceased as of February of this year. The Commission certainly supports the idea and will not make a recommendation for naming anything else in the meantime.

Meeting Date for Personnel Policies Workshop

City Manager Lipscomb provided possible dates for the City Council to meet regarding the proposed personnel policies.

Council Member Blackburn requested that staff send the City Council a draft of the proposed personnel policies for the City Council's review.

Council Member Glover asked staff to send her a hard copy of the document.

The consensus of the City Council was to tentatively schedule a meeting for August 10, 2015 or August 13, 2015, an hour before these two regular City Council meetings.

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**CLOSED SESSION**

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This Closed Session was removed from the agenda.

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**ADJOURNMENT**

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Motion was made by Council Member Croskery and seconded by Council Member Blackburn to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 9:40 p.m.

Respectfully Submitted

Polly Jones  
Deputy City Clerk

PROPOSED MINUTES  
SPECIAL MEETING OF THE CITY COUNCIL  
CITY OF GREENVILLE, NORTH CAROLINA  
MONDAY, JUNE 8, 2015



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 Rickey Smiley and the Pledge of Allegiance to the flag.

Those Present:

Mayor Allen M. Thomas; Mayor Pro-Tem Calvin R. Mercer; Council Member Kandie D. Smith; Council Member Rose H. Glover; Council Member Marion Blackburn; Council Member Rick Smiley; and Council Member Richard Croskery

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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Motion was made by Council Member Blackburn and seconded by Council Member Croskery to approve the agenda. Motion carried unanimously.

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**PUBLIC COMMENT PERIOD**

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Nancy Colville, District 5

Ms. Colville spoke in opposition to the proposal amending the length of the terms of members of the Greenville City Council. After she received a copy of a letter from Scott Senatore, President of the Greenville-Pitt County Chamber of Commerce (Chamber) and Bianca Shoneman, Executive Director of the Uptown Greenville, asking the City Council for more public input, she met with Mr. Senatore. She was surprised to hear his response to her question about who initiated the letter. City Attorney David Holec contacted and sent him the report on public input and stated that people were not supportive of it and the City needed something positive. So, the Chamber and Uptown Greenville submitted their letter to the City Council. Her most important question was whether the Chamber's Board of Directors was polled about Mr. Senatore's letter to the City. Evidently, the Chamber's Board of Directors' opinion is irrelevant, just like the opinion of those who are in opposition to this proposal.



Ms. Colville stated that just because people are not attending the City Council meetings, she and others are still in opposition to the way the bond referendum is going to take place. Their concerns have already been expressed to the City Council. It is not that they do not want the other amenities listed under the bond, it is simply that the City Council should focus and have priorities.

John Joseph Laffiteau – Rodeway Inn and Suites, 301 Greenville Blvd. SE

Mr. Laffiteau stated that he has not received any feedback about his suggestions, which were presented at several previous City Council meetings. He asked that the City Council Members provide a list of questions for him to answer during a polygraph session about a personnel matter arising at the Sheppard Memorial Library. His answers will go on record and the City Council could compare the disparities and see where the disparity is occurring and how to resolve it. Mr. Laffiteau submitted a document to City Clerk Carol Barwick.

Dave Barham – No Address Given

Mr. Barham stated that living wages are brought up by a self-appointed group of environmentalists. What other group of people are obsessed with wanting to control other people's lives? They will decide if they are going to determine not the subsistence cost, but the minimum cost of living in a community. Six or eight weeks ago, he attended a joint meeting of the City of Greenville and Greenville Utilities Commission (GUC) and a worker's compensation expert was present answering many questions. Out of the blue, Council Member Blackburn brought up living wages, which was tabled immediately because it was not the proper time for discussion. During his research in 2011, he could not understand how a group of people could calculate how much a company should pay somebody. They are bypassing the free market system totally and could care less about capitalism. Wikipedia flatly states that the target entity is an entity like GUC – tax supported and political pressure can be brought upon it. These people, human calculators, are legends in their own mind and will, if not already, try to tell General Manager Tony Cannon what to pay GUC's employees.

McLean Godley – 400 Lewis Street

Mr. Godley invited the City Council and general public to attend Greenville's first historic tour event scheduled for July 27, 2015 at 9:00 a.m. The tour begins at Five Points Plaza at the Laughinghouse Clock. The Historic Preservation Commission will explain the significance of that clock and citizens will receive tours of the Sheppard Memorial Library, Courthouse, Town Common and various other historic elements in the downtown area.

Mr. Godley spoke in opposition to the idea of extending the Greenville City Council's length of terms. The City of Greenville has much more important things to discuss and to work on rather than focusing its time, effort and resources on extending the amount of time that the City Council receives a salary from the City. If the City Council Members are really interested in studying this topic, then they should also consider discussing term limits. Benjamin Franklin once said in free governments the rulers are the servants, and the people are the superiors. For the former to return among the latter does not degrade, in fact, it promotes them. What he was saying was when politicians know that they must



return to ordinary society and live under the laws which were passed while they were in government, at least some of them will actually think more carefully about the long term effects of the programs that they support and the impact of those programs on their lives and everyone’s lives. Term limits prevent special interest groups forming long term relationships with the ruling class and producing corruption. Term limits are good for the community and also democracy as a whole.

Ben Johnson – 4418 Frog Level

Mr. Johnson thanked the City of Greenville Mayor and City Council and staff (especially the Fire/Rescue and Police Departments) for the assistance provided to the C.M. Eppes Alumni Association at its annual parade.

Mr. Johnson stated that when citizens pay a tax, they want to know what it will be used for. There is a bond issue on the table and the City Council will be voting on whether to put it on the upcoming election ballot. He supported the bond issue for Pitt Community College and he supports the City’s bond. The City Council should give people the choice to say whether or not they want to have the bond question in one piece or two pieces and whether the people support one portion but do not support the other portion.

Mr. Johnson stated that in Acts 6:1-6, the Grecians had a problem with the Hebrews being mistreated, and the Apostles handled that issue by setting up seven men to handle the problem. Acts 6:7 states that the solution happened and the Grecians were happy. So, let the people of Greenville be happy.

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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 May 26, 2015 Joint City Council – Greenville Utilities Commission meeting
- Resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan) – (Resolution No. 028-15)
- Right-of-way encroachment agreement with Evans Street Properties, LLC to encroach over the public street rights-of-way of East Third Street with an awning which is attached to and part of an ATM walk-up kiosk to be situated on the north side of East Third Street and about 75 feet west of Cotanche Street – (Contract No. 2124)
- Certification agreement with Green Building Certification Institute for LEED Certification for the Greenville Transportation Activity Center (GTAC)



- Authorization to submit a Lead-Based Paint Hazard Control Grant application to the U.S. Department of Housing and Urban Development
- Resolution to abandon an electric easement for East Carolina University (Medical Foundation of East Carolina University, Inc.) and authorize the deed of release (Resolution No. 029-15)
- Purchase of real property for the NC Highway 43 Regulator Station as part of the Greenville Utilities Commission Northwestern Loop High-Pressure Natural Gas Main Extension Project
- Ordinance and reimbursement resolution for amendments to Greenville Utilities Commission FY 2014-15 Budget for Operations and Capital Projects - (Ordinance No. 15-028 and Resolution No. 030-15)
- Award of a pre-event contract for Debris Management and Removal Services in the event of a natural disaster
- Award of a pre-event contract for Debris Removal Monitoring Services in the event of a natural disaster
- Award of audit contract for Federal Forfeiture Funds – (Pulled for Separate Discussion)
- Report on bids and contracts awarded
- Various tax refunds greater than \$100
- Budget ordinance amendment #10 to the 2014-2015 City of Greenville budget (Ordinance #14-036), amendment to the COPS Law Enforcement Technology Capital Project Fund (Ordinance #07-162), amendment to the FEMA – Hurricane Irene Project Fund (Ordinance #11-068), amendment to the South Tar River Greenway Capital Project Fund (Ordinance #06-23), amendment to the Dream Park Capital Project Fund (Ordinance #12-030), and amendment to the Greenways Capital Project Fund (Ordinance #12-007.02) – (Pulled for Separate Discussion)

Council Member Smiley requested that the award of an audit contract for Federal Forfeiture Funds be pulled from the Consent Agenda for separate discussion.

Council Member Glover requested that the Budget ordinance amendment #10 to the 2014-2015 City of Greenville budget (Ordinance #14-036), amendment to the COPS Law Enforcement Technology Capital Project Fund (Ordinance #07-162), amendment to the FEMA – Hurricane Irene Project Fund (Ordinance #11-068), amendment to the South Tar River Greenway Capital Project Fund (Ordinance #06-23), amendment to the Dream Park Capital Project Fund (Ordinance #12-030), and amendment to the Greenways Capital



Project Fund (Ordinance #12-007.02) be pulled from the Consent Agenda for separate discussion.

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

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**CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION**

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AWARD OF AUDIT CONTRACT FOR FEDERAL FORFEITURE FUNDS – (Contract No. 2126)

Interim Assistant City Manager Richard Hicks explained that in March 2015, the City was informed by the Justice Department that it was the City's turn for them to look at the City's expenditures for Federal Forfeiture Funds. They met with staff for approximately three days and actually reviewed the items that the City had purchased with these funds. Before their departure, they said there were enough issues raised to do a complete audit of the City's last five years of expenditures. Staff contacted two audit firms and both spoke with people at the Justice Department to find out what standards had to be met and what they were looking for. The City only ended up with a single proposal from Cherry Bekaert, the City's auditor for this fiscal year.

Council Member Smiley asked what is in the federal review causing them to ask for an audit of the City's use of Federal Forfeiture Funds for the past five years.

Interim Assistant Manager Hicks responded that the City had not transferred funds from 2013-2014 to 2014-2015, and the Justice Department had concerns about the City's accounting and auditing procedures. Also, there were concerns about whether the Treasury's funds were mingled with the Justice Department's funds, however, further review has indicated they were not. They seemed to be fine with all of the expenditures that were made in 2012, 2013, and 2014. The City has been receiving these funds for several years and this is the first time that the Justice Department has actually requested to look at these expenditures.

Council Member Smiley asked if there are any restrictions that the City has to follow, during the period of this audit.

Interim City Manager Hicks responded that currently, the City has been asked not to expend any of the funds and the Justice Department placed any future funds on hold until the City completes the audit. The City will complete and submit the audit for their consideration. If the audit is fine, then the Justice Department should authorize the City to spend whatever funds are on hand and if any funds have been held in that process, they will send those funds to the City.





Council Member Smiley asked how long will the audit take and how long will the spending freeze be in effect.

Interim Assistant City Manager Hicks responded that it will probably take 5-6 months for the entire process.

Council Member Smiley asked whether there are any ongoing initiatives or acquisitions that were intended for that money, which is on hold as a result of this requested reconciliation of the City's Federal Forfeiture Funds.

Interim Assistant City Manager Hicks responded that at the January 2015 City Council Planning Retreat, the body cameras were listed as a possible expenditure. Also, an evidence storage facility at the Greenville Police Department (GPD) is another major item that the funds were proposed for in the upcoming budget.

Council Member Croskery asked over this five-year period, approximately how much has been spent using these funds.

Interim Assistant City Manager Hicks responded that in those three years, the City spent about \$208,000. In that five-year period, the City spent about \$300,000-\$400,000 and it varies from year to year. Some years the City receives a lot more than for other years.

Council Member Glover asked what other federal funding would be affected by this audit process.

Interim Assistant City Manager Hicks responded that this audit is related to the funds from the Justice Department. The City receives funds from the Treasury, but they have not asked for an audit plus the funding is a smaller amount.

Council Member Glover asked how long did they stay consistently with the City to do the review.

Interim Assistant City Manager Hicks responded that they were at City Hall on a Tuesday afternoon, all day Wednesday and a half of day on a Thursday and they met with staff for an hour before leaving for Washington, D. C.

Council Member Blackburn asked staff to talk about what are Federal Forfeiture Funds.

Interim Assistant City Manager Hicks responded that the amount varies year to year. Within a three-year timeframe, the City received \$208,000. The funds are returned to the City and come from activities involving GPD such as cash and assets from drug seizures.

Council Member Blackburn asked if the audit is related to how the City is ledgering these funds and the Justice Department is following up on the paperwork for the ledgers.



Interim Assistant City Manager Hicks explained that their coming to Greenville was not because of something that was done by the City. It just happened to be the City's turn for a review. In past years, the funds were kept separate and the expenditures were made in the General Fund. Once the expenditures were made, the money was taken out of the Treasury account and transferred back over to the General Fund. The Justice Department wants to make sure that the cash was received and was shown in the bank statements, and transferred to the General Fund. Also, they want to know that the City has the receipts, whether proper procedures were followed in the expenditure of those funds, and that all of their rules were followed and their guidelines were met by the City.

Council Member Blackburn asked if once these funds have been released, will the City be able to purchase the body cameras as planned.

Interim Assistant City Manager Hicks responded that the purchase of the body cameras will probably come back to the City Council for approval. Interim Chief of Police Ted Sauls is working on some other grants for body cameras, and GPD still needs the storage facility.

Motion was made by Council Member Smiley and seconded by Council Member Croskery to authorize the City Manager to execute a contract with Cherry Bekaert to conduct an audit of the Federal Forfeiture Funds. Motion carried unanimously.

BUDGET ORDINANCE AMENDMENT #10 TO THE 2014-2015 CITY OF GREENVILLE BUDGET (ORDINANCE #14-036), AMENDMENT TO THE COPS LAW ENFORCEMENT TECHNOLOGY CAPITAL PROJECT FUND (ORDINANCE #07-162), AMENDMENT TO THE FEMA – HURRICANE IRENE PROJECT FUND (ORDINANCE #11-068), AMENDMENT TO THE SOUTH TAR RIVER GREENWAY CAPITAL PROJECT FUND (ORDINANCE #06-23), AMENDMENT TO THE DREAM PARK CAPITAL PROJECT FUND (ORDINANCE #12-030), AND AMENDMENT TO THE GREENWAYS CAPITAL PROJECT FUND (ORDINANCE #12-007.02) – (Ordinance No. 15-027)

Council Member Glover asked about the amendment to the Dream Park Capital Project Fund.

Director of Financial Services Bernita Demery responded that staff is doing some year end clean up to close the budgets for the City's capital projects that are completed.

Council Member Glover asked if there are things in the Dream Park Capital Fund that have not been completed.

Director of Financial Services Demery responded that everything related to the Dream Park was completed in 2014. Staff was not sure about some of the close-out expenditures during year-end last year so the fund could not be closed until this fiscal year. Currently, an additional \$1,331 is needed out of fund balance to be able to close out the Dream Park Capital Fund prior to the current fiscal year year-end.



Motion was made Council Member Croskery and seconded by Council Member Blackburn to adopt Budget ordinance amendment #10 to the 2014-2015 City of Greenville budget (Ordinance #14-036), amendment to the COPS Law Enforcement Technology Capital Project Fund (Ordinance #07-162), amendment to the FEMA – Hurricane Irene Project Fund (Ordinance #11-068), amendment to the South Tar River Greenway Capital Project Fund (Ordinance #06-23), amendment to the Dream Park Capital Project Fund (Ordinance #12-030), and amendment to the Greenways Capital Project Fund (Ordinance #12-007.02). Motion carried unanimously.

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**OLD BUSINESS**

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**REPORT ON INPUT ON A PROPOSAL TO AMEND GREENVILLE CITY COUNCIL TERMS**

City Attorney David Holec stated this item was continued due to not having a full complement of Council Members at the May 11, 2015 regular meeting. City Attorney Holec summarized the report on public input, which was presented to the City Council at that time.

City Attorney Holec stated that the 2014-2015 Strategic Plan included a current year tactic of having a report on the process, advantages and disadvantages of extending the terms of the Greenville City Council. In response to that, in August of 2014, a memo was provided to the City Council outlining that information. This was discussed at the City Council's 2015 Planning Session in January. The City Council directed that input be sought from citizens regarding the proposal to amend the terms of the Members of the Greenville City Council.

City Attorney Holec stated the report on the input and a summary of the responses that were received are included in the City Council's agenda material. The report states what efforts were made to solicit public comment including two public forums and presentations made at a Greenville-Pitt County Chamber of Commerce (Chamber) event, an Uptown Greenville Board of Directors' meeting and at an Interfaith Clergy meeting. An opportunity for the public to provide comments was advertised on the City's website and on the City Page. At the March 31, 2015 public forum, there were eight speakers and at the April 2, 2015 public forum, there were seven speakers and comments were sent by email or otherwise. In addition, a letter from the Chamber and Uptown Greenville was provided to the City Council.

City Attorney Holec stated that as far as the responses that were received, the preponderance of the input was in opposition to the proposal. At this time, the process involved would be, if the City Council decides to proceed with considering this matter, to direct the consideration of the Resolution of Intent to consider a Charter amendment and to establish a public hearing to be held at the August 13 or September 10, 2015 City Council meeting. By law the City Council cannot take action at the same day of the public hearing, but the City Council will have the ability at the public hearing to approve the Charter



amendment and make it subject to a referendum. The City Council has stated previously wanting to have this subject to a referendum and has set the schedule for that to be during the May primary date.

Council Member Croskery stated that although this has seemed to be acknowledged by the public as being some sort of sinister power grab by the City Council, it came about innocently. Everyone’s views have been public, from the beginning, on both television and newspaper, but a lot has been read into more than there should have been. Most businesses, boards, foundations and such have longer terms than two years so that people can learn how to do their jobs properly. The idea of longer terms came as much from him as anyone else.

Council Member Croskery stated that most of Greenville’s peer cities across North Carolina have longer City Council terms. Certainly, the entertainment of the term limits along with this would have been a fine thing for the City Council to discuss. But, he acknowledges exactly what other people have said and that is the City Council has other things better to do right now and it may come up as a good thing to do later on. He tried to retire this matter last month, but the City Council was not inclined because two City Council Members were absent. It was not a request to lengthen City Council’s terms, but a request to put it as a referendum before the voters to see if they wanted to do that and the City Council would have honored the voters. The voters have already spoken and he feels that their intent would have been probably to keep things as they are. So, let this lie fallow and discuss it after taking care of some other things.

Motion was made by Council Member Croskery and seconded by Council Member Smiley not to proceed with the proposal. Motion carried unanimously.

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**NEW BUSINESS**  
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PUBLIC HEARINGS

PUBLIC HEARING ON PROPOSED FISCAL YEAR 2015-2016 BUDGETS INCLUDING PUBLIC HEARING TO BE HELD CONCURRENTLY ON PROPOSED STORMWATER MANAGEMENT UTILITY RATE INCREASE

City of Greenville including Sheppard Memorial Library and Pitt-Greenville Convention & Visitors Authority

Director of Financial Services Bernita Demery presented the following highlights of the Fiscal Year (FY) 2015-2016 Budgets:

*Budget Schedule*



The schedule was presented to the City Council on November 13, 2014 followed by a presentation at the City Council 2015 Planning Retreat held January 23-24, 2015. The City Council Members received their first preview of the proposed budget on April 6, 2015. On May 11 and 14, 2015, detailed presentations were given by the City of Greenville, Sheppard Memorial Library (SML), Convention & Visitors Authority (CVA), and the Greenville Utilities Commission (GUC) staff. The public hearing for these budgets is scheduled for this evening and following that staff is anticipating formal adoption of the FY 2015-2016 Budgets on Thursday, June 11, 2015.

#### *Budget Overview*

The following are all of the funds of the City of Greenville's FY 2015-2016 excluding other budgets from the SML (\$2,338,224); CVA (\$1,046,840) and GUC (\$289,924,227):

#### All Funds

General Fund	\$ 78,105,680
Debt Service Fund	4,882,683
Public Transportation Fund	3,499,635
Fleet Maintenance Fund	4,457,387
Sanitation Fund	7,801,578
Stormwater Utility Fund	4,905,758
Community Development Housing Fund	1,443,370
Health Fund	14,037,440
Capital Reserve Fund	50,000
Vehicle Replacement Fund	3,839,362
Facility Improvement Fund	<u>2,317,630</u>
<b>Total</b>	<b><u>\$125,340,523</u></b>

These funds will match what was advertised in the newspaper except for the General Fund carry over projects.

In summary, the property tax rate decreased, as the City Council suggested at its 2015 Planning Session, from 54 cents to 53 cents per \$100 valuation. The net decrease is expected to be \$588,000. The elimination of the privilege license fee was a State mandate at \$1.2 million. The pay plan implementation of \$520,000 includes bringing the market adjustment up to 2% and the compression study implementation. There is \$1.2 million included in the budget where the total allocated to the departments was decreased for a 3% vacancy and departmental operations were cut to \$944,000 for other items, which were consistently not spent, in order to get closer to budget. Carry over items for FY 2015-FY 2016 are at \$1.1 million and that is the difference in the General Fund total versus the advertisement and what the City Council initially received in their package. That has already been added to the budget ordinance. There are rate increases proposed for sanitation and stormwater services. Also, this public hearing is for the proposed stormwater management utility rate increase.



*General Fund/Appropriated Fund Balance*

Regarding the General Fund, the \$1,026,352 difference in the plan from May 11, 2015 includes various items. The Appropriated Fund Balance is now at \$1.2 million for General Fund and to get there, staff started out with \$710,000 of the General Fund/Appropriated Fund Balance on May 11, 2015. The sales tax estimate was increased by \$360,000 for additional receipts and the City had an additional reduction of fuel costs to the departments. Also, expenses for bond supplies and materials were increased. There was a carry over of \$1,081,945 for unfinished projects.

The revised June 8, 2015 fund balance is \$1,281,945. The carry over projects by fund are as follows:

Carry Over Projects

Account Description	Carry Over
General Funds Miscellaneous Projects	\$1,081,945
Stormwater Miscellaneous Projects	\$154,722
Facility Improvement Capital Carry Over	\$738,450
Public Transportation Capital Carry Over	\$15,130
Vehicle Replacement Capital Carry Over	\$28,079

The projects funded include the following:

- Facility Improvement (\$1.6 million)
- Convention Center Expansion (\$4.6 million)
- South Greenville Recreation Center (\$2 million)
- Town Creek Culvert Design (\$11 million)
- Greenville Transportation Activity Center (\$8.1 million)
- Stormwater Basins (\$150,000)
- Good Roads Initiative (\$1 million)
- Town Common (\$250,000)
- Tar River Legacy Plan (\$200,000)

The Town Creek Culvert Design is part of the stormwater fee increases, and the loan will have to be repaid even though it is a no interest loan. The Good Roads Initiative was moved from its usual \$350,000 to \$450,000 to \$1 million a year.

*Other Funds*

Staff proposed some changes from the original plan and included the Debt Service for the parking deck and one-half year of Debt Service for the South Greenville Project. The Public Transportation Fund (Transit) included some carry over of capital items. Fleet Maintenance and Sanitation Funds are pretty much the same with the automation in Sanitation and there is a 50 cents rate increase for Sanitation. There was basically no change in the budget for the Stormwater Utility, although there is a fee increase to assist with the capital projects. There was a decrease in Housing due to federal cuts. The City is



actually reducing its contribution to the Health Fund by \$700,000, but this amount will be made up by fund balance in the Health Fund because of a trend of decreases in health costs. Basically, there is no change for the Capital Reserve. Regarding the Vehicle Replacement Fund, there were additional vehicles to be replaced and the General Fund increased the rental rates. The Facility Improvement Plan includes a large carry over project, but it is the original plan plus the carry over project.

Council Member Smith asked if the \$710,000 for fund balance is below the City's 14% policy.

Director of Financial Services Demery responded no. Staff will not know until the end of the year when the calculation is done based on actual data, but the \$710,000 for fund balance is still within the City Council's policy. At the direction of the City Manager, staff was able to reduce the \$200,000 because of the increase in estimated revenues from the sales tax and additional fuel costs were cut from the departments. So, the only appropriated fund balance other than carry overs is the \$200,000 for contingency.

Council Member Glover asked about the tax increase for the bond.

Director of Financial Services Demery stated that the tax increase for the bond will be in 2017.

Council Member Glover stated that, for the record, the reason why she voted against the bond is because people are coming before the City Council about the tax increase for the bond and citizens are already paying for utility rate increases. GUC always has rate increases for water, gas, and sewer. Those rate increases are built into GUC's budget.

Council Member Glover asked about the amount of the stormwater increase.

Director of Financial Services Demery stated that approximately \$550,000 annually is built into the stormwater plan, which is usually updated during the fall of the biannual year. The Town Creek Culvert project and some other large stormwater projects were going to be funded by those increases over a five-year period.

Council Member Glover stated that she will never support a bond referendum that involves a property tax increase. At this time, people are still trying to rebound from the economic crash. For two previous bond referendums, the City did not raise taxes and she will support a bond that does not include raising property taxes. The City is asking the citizens to do something that they do not support, and the City can do something with a bond without taxing them. With all the annual rate increases for sanitation services and building permit increases, a penny really adds up for those families who have a small budget.

Director of Financial Services Demery stated that there is no tax increase in this budget for the bond.



Mayor Thomas declared the public hearing open and solicited comments from the audience. There being none, the public hearing was declared closed.

Council Member Smith stated that a plan was supposed to be put in place for the losses at the Bradford Creek Public Golf Course (Bradford Creek).

Council Member Smith asked about the amount of the losses at Bradford Creek and what is being done to supplement those losses.

City Manager Lipscomb responded that staff's presentations regarding the Bradford Creek Golf Course and Aquatics & Fitness Center are scheduled for the Thursday, June 11, 2015 City Council Meeting. Both of these entities are provided and paid for out of the budget as per the City Council's direction. The City Council directed staff to eliminate them as being Enterprise Funds and they are regular budgeted funds as are all of the other recreation funds.

Council Member Smith asked if there are any monies coming out of other funds in order to balance the FY 2016 Budget.

City Manager Lipscomb responded that as far as one-time funds to balance the budget, the one-time expenditure that was taken this year from the Health Fund is sustainable for the future, based on historical trends. The City is currently shifting cost from the City to the employees as part of the way the health insurance program is being handled currently. Over time, it will be determined whether that is sustainable or not, but the decision was made that it is a prudent thing to do this year. There is excess in fund balance for the health plan, and the City Council can revisit that next year if it is not working for the City.

City Manager Lipscomb stated that for the first time, an official vacancy rate was taken from the salary funds, so the City's salary lapse funds are being used to help balance this budget in the amount of \$1.2 million. That is based on the fact that the Financial Services Department went back to previous budgets and determined that the City had substantial salary lapse funds instead of letting those funds fall to the bottom line, which was done in the past to pay for capital reserve items. At the conclusion of this year, it is expected that some substantial funds in fund balance will be seen that may be used for capital reserve. In the future she does not expect to see too much of that because we are using those funds to balance this budget.

Council Member Smith asked if the \$1.2 million will cause a problem in the budget for next year.

City Manager Lipscomb responded that staff looked at the historical projections and the budget should be fine.





Council Member Smith asked if there are projected losses or current losses with the Bradford Creek plan that the City Council asked for three years ago, will another plan be presented to the City Council on Thursday.

City Manager Lipscomb responded that on Thursday, staff will update the City Council on revenues and expenditures for the current plan. Funds have provided for Bradford Creek and the Aquatics & Fitness Center in this proposed budget. If the City Council is requesting a new plan, she needs direction from the City Council to look at a different plan and some guidance as to what it should entail. Bradford Creek still struggles and had a soggy year, in terms of rain, and is in its initial phase of marketing. She is unaware if there is sufficient capacity for Bradford Creek to have a break even in the Greenville market. That is the reason the City Council made the decision to no longer treat Bradford Creek as an Enterprise Fund that would break even and make money and to allow it to be subsidized by the City.

Council Member Smith stated that Bradford Creek was never expected to make 100%, but the City is trying to make sure that it is providing a service to the citizens. The City Council looked at 90%, which was adjusted to 80%. She would like to make sure the City is prepared to share with the public what truly is the percentage at the golf course and whether the City Council wants to continue with that process, if it is well below 80%. Recreation and Parks Director Gary Fenton states regularly that everybody wishes they had a park in their area. If the City continues to put money into something that is not being effective, the City Council might consider looking at other options such as seeking outside management for Bradford Creek and the City not being part of losing funds.

Council Member Smith stated that during the last budget cycle, the Vehicle Replacement Fund created many issues. It was voted upon by this City Council to use a certain amount one year and then use more the following year.

Council Member Smith stated that with the Vehicle Replacement Fund, \$28,000 was a carry over.

Council Member Smith asked whether it shows that the City is not using anything from the Vehicle Replacement Fund towards the budget other than the replacement of vehicles.

City Manager Lipscomb stated that the only funds that the City is using from the Vehicle Replacement Fund are for vehicles. The City Council approved a series of vehicles recently this spring for replacement and there may be another one coming up in August.

Council Member Smith stated that the last time the City Council approved the budget, a specific amount was used from the Vehicle Replacement Fund to balance the budget, which people of the City Council was unaware of and she does not want it to happen again.

Council Member Smith stated that she recalls when the City Council approved the \$1 million from the Vehicle Replacement Fund to balance the budget because it was a very big



issue, which appeared in the newspapers repeatedly. The Vehicle Replacement Fund was reduced twice.

Director of Financial Services Demery stated that staff will do research and provide more information about the Vehicle Replacement Fund on Thursday. At one time, the City funded the rental rates at a lower level for those replacements that were \$35,000 or more or in the General Fund because the City wanted the General Fund to pay less money to the Vehicle Replacement Fund. The life of some vehicles was extended to manage the money in the fund. Instead of funding them at 100% of what the rental rate should have been over the life of the vehicle, the City was funding them at 25% and saved close to \$1 million.

Mayor Thomas asked staff if the City has made adjustments in mileage or if there is another way of stretching the life of some of these vehicles.

Public Works Director Mulligan responded that during the course of a year, staff is evaluating each vehicle that is due to be replaced. There is a rating system and the vehicles with the highest number of points are the ones to replace. Scheduled maintenance is extending the life of vehicles and has proven to be a benefit.

Council Member Blackburn stated that the City's parks, Bradford Creek, and the Aquatics & Fitness Center are actually revenue producing. There are services, programs, areas and open spaces provided to the public and are considered as part of what makes a community livable and contributes to quality of life. Other locations including River Park North, Town Common, Jackie Robinson League, Drew Steele Center, and the Dog Park are economic investment items. These are what make our community a great place to live. When time comes to recruit companies, the City has these parks and open spaces to offer and hope to have more. Greenville has greenways and they are economic development issues. The City does not have any other recreation program or park that funds its self at 80%.

Council Member Smith stated that from her understanding Bradford Creek is not making 80% and it is considerably lower than that. It still can be an amenity provided to the public, but it does not have to be provided in the direction or the way that it is presently. There are always options that can be considered.

Interim Assistant City Manager Hicks stated that staff will provide those numbers up to May 2015.

Council Member Glover reminded the City Council that receiving quarterly reports was included in their motion for Bradford Creek.

Council Member Croskery stated that periodically, the City Council receives reports for all of the Enterprise Funds showing projections over the next 4-5 years and those are sort of modified annually to continue to track where they go. But it seems that the projections that are being discussed in this budget are not very different from what was looked at last year. He presumes that 3-5 years out, the City Council will be continue to track these funds ,



although modifications will be made up or down. He has seen where the actual expenses are and the City has not been far off its projections in his limited experience on this City Council changing from one year to the next.

Council Member Smith asked if there is an estimate of what the City saved from the departmental efficiency studies based upon the recommendations for each of those departments that were involved.

City Manager Lipscomb stated that there were things like a lot of the City's Human Resources Department personnel are specialized. To avoid spending more money on additional employees, several of them are being converted into Generalists so that they can help and have specialty areas as well. That is efficiency within itself, but it is not necessarily quantified in that the City will not have to hire 2-3 more people or something like that.

Council Member Smith stated that she would like to make sure that the City is using its funds for those studies appropriately and to know if there are savings.

Mayor Thomas asked about the definition of fund balance.

City Manager Lipscomb responded that fund balance would be sort of the savings account of the City in layman's terms, but just from the General Fund.

Mayor Thomas stated that it is evident that the City is dipping into some of the funds to meet the City's policy of 14%.

Interim Assistant City Manager Hicks stated that the only change is the \$710,000 for the Health Fund to cover this year.

Mayor Thomas stated that in previous budget processes, every department came in and the City Council had the most open budget process ever. In tighter budget times, it is good to be as transparent as possible and make sure all these things are discussed. There are some increased sales tax projectins and that is of some concern because there is a bill right now in the Senate that will go over to the House in Raleigh. The bill can potentially redirect that sales tax and be the start of controlling sales tax out of Raleigh. Property taxes will continue to increase at some percentage, but with that the City Council needs to be good stewards of the big things that allow this community to be safe and good corridors of transportation. In the next budget, he would like to see more investment in the City's police and fire personnel's needs and some other department's needs. The City continues to grow, and the City should be in the position to where it is proactive and ahead of its resource needs so the City does not have that issue going forward.

Council Member Smith asked about the department operational costs that were cut. Is there a number for the savings?



City Manager Lipscomb responded that it was \$966,000.

Council Member Smith stated that when making a City budget, many projects are vetted through the citizens and are passed through the appropriate process, while other projects have been pushed through without using that process. Citizens go through that hard work, because they want to see projects placed within the budget and completed. It is important in preparing the City budget that their projects are considered. The City will not be able to do everything with a bond. It is not the responsibility of the citizens to spend additional monies to fund these projects and the City should look at appropriated funds for their completion. Even it is one project per year within a two-year budget, at least two projects could be completed. The City Council should be building the City according to the requests of the citizens. If not, the City Council is building the City based upon what City Council Members want personally and that is an issue. Several projects were placed on the agenda years ago such as the basketball complex, which has already been vetted by the citizens.

Council Member Smith stated that if the City decides to fund the merit pay right now, based on what it currently looks like, then the City will be dealing with the same problems that it has been dealing with for quite some time. She is eager to hear whether the new process for the merit is having one bucket and everybody is paid equally or if it is a tiered approach with certain levels and equally paying City staff for the services that they are providing to our citizens.

Interim Assistant City Manager Hicks stated that staff will be involved in all levels of the entire process.

Mayor Thomas stated that regardless of what is done in every budget, the City cannot lose momentum on economic development.

Council Member Glover stated that a person would have to make \$15.00 per hour to be able to rent a two-bedroom apartment in North Carolina, so the City Council should consider the living wage paid to the City's employees. The City pays a consultant for this, but sometimes other avenues must be looked at to find out what is happening in North Carolina and where people are as far as being able to make it without struggling.

Staff from the Sheppard Memorial Library and Convention & Visitors Bureau were available in the audience to answer questions. Their proposed budgets were presented to the City Council at its May 14, 2015 meeting.

#### Greenville Utilities Commission

The Greenville Utilities Commission (GUC) staff was available in the audience to answer questions. GUC's proposed FY 2016 Budget was presented at the May 14, 2016 City Council Meeting.





## OTHER BUSINESS

### PRESENTATIONS BY BOARDS AND COMMISSIONS

#### Police Community Relations Committee

Chairperson Diane Kulik reported that over the course of the last year, the Police Community Relations Committee (PCRC) had some incredibly strong programs. From June 2014, a strategy was started and Sergeant Joe Friday of the Greenville Police Department (GPD) gave the program on Focused Deterrence. In Greenville, this program is known as the Greenville Regional Offenders Watch. Twenty people have been called in and the next Greenville Police Department Focused Deterrence call-in is scheduled for July 2015. In September 2014, Kristen Hunter, the GPD's Public Information Officer, gave a report on her responsibilities and duties as the point of contact for GPD with the news and media. In October, Lieutenant Richard Tyndall of GPD spoke about the plans for Halloween. PCRC had a program on bullying at J. H. Rose High School in March 2015. The speakers were East Carolina University Coach Ruffin McNeill, Pitt County Sherriff Neil Elks, Interim Police Chief Ted Sauls, and Principal Monica Jacobson. At the end of the meeting, they learned about a new initiative taking place at J. H. Rose High School, which is the focused group of people that have bullying issues and two young ladies gave very inspirational powerful speeches. Another program was the Journey Through the Criminal Justice. District Attorney Kimberly Rob, Superior Court Judge Marvin Blount, and District Court Judge Brian DeSoto spoke about acquisition of crime, bond hearings, setting the bail, court, trial, verdict, sentencing phase, probation and appeal. PCRC had a program on Identity Theft with Lieutenant Carlton Williams of GPD. It was called Identity Theft: How To Protect Yourself.

Chairperson Kulik reported that an incredible meeting was held, The Call for Male Role Models and Community Mentors. One of the PCRC members, Jermaine McNair, spoke about the need for community mentors, and 135 professional men attended and supported him. The next Police Community Relations Committee meeting is scheduled for June 18, 2015. It will be a joint meeting with the Neighborhood Advisory Board. Chairperson Kulik thanked the members of PCRC, the City Council Liaison and the Interim Police Chief for their support.

#### Neighborhood Advisory Board

Chairperson Brenda Diggs acknowledged the members of the Neighborhood Advisory Board (NAB) and gave summaries of NAB's 2014/2015 achievements and goals for the upcoming year. Many of the neighborhoods applied for and received a minimum of \$750 in city grant monies to either help purchase, refurbish or replace damaged neighborhood entrance signs that distinguished their communities. NAB hosted its 5<sup>th</sup> annual free city-wide symposium, and this year's focus was uniting neighborhoods for quality of life. A documentary on how certain departments within the City work was produced, directed, and narrated by students in the East Carolina University's Geography and Planning Department. NAB has a continued partnership with the Greenville Police Department through the community policing program. Police liaisons are assigned to every active



homeowner association and neighborhood association and they attend meetings and are available via telephone and email. Also, a police liaison was recently assigned to NAB.

Chairperson Diggs reported that NAB initiated handbook revisions which are in progress as well as the activation of neighborhood associations including South Greenville and Newtown. As usual, the members participated in the annual citywide Spring Clean-Up. They have a community partnership with Uptown Greenville, which provides homeowner and neighborhood associations Jolly Trolley free rides to the Umbrella Market. To broaden participation, homeowner and neighborhood associations share and distribute relevant information about their associations' events and meetings. Over the past year, NAB has never cancelled a meeting because they did not have a quorum, which speaks to its members' interest, dedication and commitment. An NAB member is appointed to the Horizons Plan Review Committee and they have representation on the Human Relations Council Dismantling Racism Initiative to gain understanding about racism issues and how to build communities.

Residents came together to host the 5<sup>th</sup> Annual Symposium with emphasis on understanding planning and zoning and how neighborhoods may influence decisions to better their quality of life. Also, the City's Quality of Life Dashboard was demonstrated for citizens by Ombudsman Tiana Keith. Several were recognized for their dedication and hard work in neighborhoods:

- Good Neighbor: Leroy James, Greenfield Terrace Neighborhood Association
- Neighborhood Improvement: Cambridge Neighborhood Association
- Neighborhood Excellence: Brentwood Homeowners' Association
- Neighborhood Safety: Lynndale Neighborhood Association

Chairperson Diggs stated the following are the Neighborhood Advisory Board's goals for the upcoming year:

- Develop work plan for 2015-2016
- Prepare quarterly press release for the Daily Reflector highlighting a specific neighborhood's accomplishment or notable items of interest
- Representation at citywide community events to provide communication to citizens about benefits of NA/HOAs
- Partner with Public Information Office to create promotion video for NAB
- Produce a regular program on GPAT-TV on topics of interest to neighborhoods
- Highlight Symposium award winners on Neighborhood Spotlight

#### AMENDMENT TO AGREEMENT WITH PITT COUNTY AND PITT-GREENVILLE AIRPORT AUTHORITY RELATING TO CONSTRUCTION OF AN AIRPLANE HANGAR

Pitt-Greenville Airport (PGV) Executive Director Jerry Vickers said that the Pitt-Greenville Airport Authority (Airport Authority) is requesting to revise an agreement originally reached with the City of Greenville, Pitt County and the Airport Authority in August 2014.



Under that agreement, PGV would have constructed a large mega hangar of about 18,000 square feet and budgeted approximately \$2 million to build the hangar. At that time, PGV had a client, who was going to lease that hangar to house a \$37 million aircraft. The arrangement was that the City and County would refund about 80% of the tax value of the new aircraft up until the time the Airport's capital reserves were replenished or until the end of the six-year agreement. After that, the City and County would receive 100% of the tax value. PGV planned to build that hangar by the end of February 2015 as stipulated in the agreement. However, the owner of the large expensive aircraft found a better tax break elsewhere.

PGV Executive Director Vickers said that in the provisions of this amended agreement, the Airport Authority restructured the project and is proposing to build 2-3 hangars, which will be approximately 12,000 square feet. The advantage is PGV could put multiple aircrafts in those hangars as opposed to going after one big fish. The Airport bid this project and will be able to build the total project at the cost of approximately \$2 million. The contract is ready to be awarded. The requirement is that the hangars be completed by December 31, 2015 and PGV is hoping to break ground by the first of July 2016. The other provisions originally in the agreement regarding the sharing of the property taxes remain the same. From the Airport Authority's perspective, this is an economic development project.

Council Member Croskery asked if PGV has potential clients for these hangars.

PGV Executive Director Vickers responded yes. PGV does not have every space allocated. There is a nationwide shortage of hangar space, particularly for corporate hangar space. Once the hangars are built, PGV will receive more inquiries. The Airport Authority's Chairman, John Banks, has indicated that he has been in discussions with several aircraft owners over the past year. PGV has lost opportunities because other people wanted that previously proposed hangar space.

Council Member Croskery asked if the Airport is confident that the City and County will be able to use the same agreement and refund the 80% ad valorem property tax, until PGV's investment is replenished or, at the most, six years.

PGV Executive Director Vickers responded that is correct. That puts the incentive on PGV to very heavily recruit the aircraft to get a return on its investment.

Council Member Smiley asked what is considered as a long term lease for a hangar at PGV.

Director Vickers responded that PGV would like to obligate clients for as long as possible to ensure that the hangars are occupied. From the Airport Authority's perspective, a minimum lease would be 2-3 years, although a longer commitment is welcome.

Motion was made by Council Member Smiley and seconded by Council Member Croskery to approve the amendment to the agreement with Pitt County and the Airport Authority for the construction of airplane hangars. Motion carried unanimously.



## PRESENTATION ON THE GREENVILLE TRANSPORTATION ACTIVITY CENTER PREFERRED ARCHITECTURAL DESIGN

Public Works Director Kevin Mulligan stated that the City awarded the Greenville Transportation Activity Center (GTAC) architectural design contract to Jacobs Inc. Staff has spent the last few months on developing a couple of different designs for the GTAC. Two potential architectural design alternatives were presented to the Public Transportation Parking Commission and a public meeting was held. The City has made some amazing progress on this project. Michael Stevenson of Jacobs Inc. will give the presentation.

Mr. Stevenson stated that Jacobs Inc. sees this transit facility as something larger and having greater significance. Because of the location of the proposed GTAC, it has the ability to be a critical link to the uptown area and to play a strong role in economic redevelopment.

Mr. Stevenson displayed the site plan for the actual layout of the GTAC and stated that in the northern part of the site, there are 12 bus bays going east and west connecting Clark and Pitt Streets, and an internal street on the southern part of the site will accommodate car traffic, public parking and taxi drops. There is space for a small park or a plaza, which will make a strong pedestrian amenity for the project. The building is two stories and 10,000 square feet (5,000 square feet per floor).

Mr. Stevenson stated that one of the things that Jacobs Inc. wanted to accomplish was to make something that feels very safe and has clear orientation for the public. A lobby is facing a main entrance that comes in under a covered outdoor porch. There are public restrooms, a stairway connecting to the second floor and staff areas in the back for a bus drivers' break room and restrooms. The Greenville Police Department has an office on the other end of the building with space for bikes and Segway storage. A small public meeting room and gallery space face the parking that would be visible from outdoors, so there might be some opportunity for artwork as well there. On the second floor, there is a large meeting room and restrooms, which would be accessible to the public, and a transit officers'/drivers' training room and a small fitness room for them as well.

Mr. Stevenson stated that the architectural expression of the building is something that Jacob, Inc. wanted to be very inviting, open and contemporary. The preferred option would be built of heavy timber which is a technology that is coming back into favor for reasons of sustainability, economy, and aesthetics. The view from the northeast, if looking down from the Pitt/Greene Streets connector, is the main building and then covered walkways and bus platforms. The view from Pitt Street is the park area that will lead into the covered porch and the main entrance. There is a pedestrian walkway that goes from left to right connecting from the parking area to the bus bays. A view from the lobby with a counter is where the patrons would have a clear view around the outside of the building and they can see the buses come in while they are waiting.





Council Member Blackburn stated that the design looks transformative, she is glad to see that the project has taken this direction, and this design will be so fitting with what is being done with Dickinson Avenue. The wood is a way to preserve a link with the past and is going to be lead certified. Hopefully, the City will be able to incorporate public art into this public space. She noticed that the bike storage is in the back of the building, which is a concern, and she is hoping that there will be space for bike rentals, zip cars and other things along those lines.

Mr. Stevenson responded that the public's bike racks are in the front of the building and the space in the back of the building is for the GPD's bikes.

Council Member Blackburn asked whether there would be the capacity for car and zip car rentals and more shared transportation options or to incorporate new types of transportation as the City moves away from the traditional gas or diesel buses.

Mr. Stevenson responded that zip car rentals only require parking spaces, and the City could lease spaces from private parking lots and use public parking spaces. Presently that is not in the plan, but in the future as the City's needs change, Jacobs, Inc. has included a number of public and staff surface parking spaces at the GTAC. If that proved to be something a market was supporting and the City has available parking spaces, the City could simply lease out 3-6 parking spaces for that service.

Council Member Blackburn made comments about renaming the GTAC, stating Greenville Station, Greenville Central, or Grand Greenville Central Station would have more of a descriptive resonance. GTAC sounds administrative.

Council Member Glover asked whether police officers will be at the GTAC full time.

Public Works Director Mulligan responded that staff had discussions with Interim Chief of Police Ted Sauls about the policing at the GTAC. This new facility has a feeling of security and safety (a safe environment) and not a security feeling with overwhelming police presence. The GTAC will give Center City a place to be with having the bicycle storage.

Mr. Stevenson stated that where the meeting room is located, just by the door, there would be a walkup window where the public could come up to the police officers. The Greenville Police Department wanted visibility and not just to be hidden away in the back of the building.

Council Member Croskery stated that the GTAC is supposed to be a very utilitarian building and it should be solid and last a long time. The facility will get a lot of hard use, but that is no reason why it cannot be built beautifully, efficiently and effectively in features. It makes sense to be located there and it adds a bit of aesthetic appeal.

#### CHANGE ORDER FOR THE 2014 STREET RESURFACING PROJECT CONTRACT



Public Works Director Kevin Mulligan gave a summary of where the City is with the 1) Good Roads Initiative, 2) \$4 million funding for roadways, 3) street resurfacing project contract, and 4) some of the issues staff is seeing as the project progresses. Of the original \$4 million of funding for roadways, \$1.3 million was spent in FY 2014 and \$2.7 million remains, which includes the \$1.95 million for the current contract, which was awarded in 2014.

Public Works Director Mulligan said that the change order is required because of unforeseen issues encountered, contributing to an increased cost. The current resurfacing contract is addressing some of the worst roads with a failing subgrade and/or base due to insufficient base material, very thin asphalt over a sand/clay base/subgrade, and past practice of one inch overlays over cracked asphalt with little to no binding between the asphalt layers due to financial limitations.

Public Works Director Mulligan displayed photos of the road conditions found at Terrace Court, Millbrook Street, York Road and stated that the significant problems with two of the City's major roads, Martinsborough and Cedarhurst Roads, are leading to 90% of this change order. The total contract change will be \$2.7 million and the funding source is as follows:

#### 2014 Street Resurfacing Change Order Request

- Current approved contract totals - \$1,948,469.72
- Change order No. 2 - \$773,460.46
- Total Contract Change - \$2,721,930.18
- Funding Source:
  - Street Improvement Fund \$622,295.90
  - Developer Reimbursement \$138,599.88
  - Powell Bill Fund Balance \$162,262.40

Mayor Thomas asked is it possible to recycle asphalt, and if so is that something that the City should consider.

Public Works Director Mulligan stated staff may be looking at parts of Arlington Boulevard for some full depth reclamation of recycling, regrinding and mixing asphalt, so the road might have a sort of concrete base. For this particular project, staff would consider resurfacing. The City is simply milling away the two inches, which will be removed and Barnhill Constructing Company might recycle that back at their plant. But the City is putting fresh asphalt onto the road as well as base asphalt.

Mayor Thomas asked are the local developers, who create a lot of wear and tear, contributing to help cover the cost.

Public Works Director Mulligan stated that part of what was done is the developer had to connect to a lot of utilities on Evans Street and the City requested the resurfacing of the



entire section, as opposed to resurfacing little pieces of utility cuts. The City does not want trenches across Evans Street. The deal worked out for Eighth Street is the developer would pay for 75% and the City will pay 25% of the cost. Cotanche Street is different in that there was a utility replacement involved and a trench has failed creating a rough ride, and the City is requiring that should be redone.

Council Member Smith asked how resurfacing of Eighth Street affects the City's high priority projects lined up in other districts. She stated the City is spending additional funds because of the repair on Eighth Street.

Council Member Smith asked how much longer must the citizens wait for road repair in her district and the other districts.

Public Works Director Mulligan responded that Eighth Street is not suitable for driving and the City would not be able to open that street to the general public on a normal day-to-day basis. Eighth Street has potholes that are 6-8 inches deep and the City could fill them, but there are construction vehicles there every day. Eighth Street was always anticipated to be one of the roads that need to be resurfaced. As it compares to every other road in the City, the fact that Eighth Street is being 75% funded makes it a priority road as well.

Public Works Director Mulligan stated that the roads in District #1 depend upon future funding. For FY 2016, another \$1 million is in the road improvement budget and staff expects to have a contract before the City Council in August or September 2015 for that \$1 million of road resurfacing. Staff is working on the roads now that will be put out to bid.

Council Member Croskery made comments about older roads such as Cedarhurst and Martinsborough Roads initially being built by developers.

Council Member Croskery asked if staff is finding these problems being worse than they thought because the City had a different standard for building roads at that time. He asked if those standards have changed and if the City will be less likely to find the same with newer roads as the City gets to them?

Public Works Director Mulligan responded yes. There are a couple of reasons why they are in such bad shape and the City's plan moving forward is to address those issues that made those roads fail. Some of the City's past practices involved minimal base repair which does not lead to a long life for the roads. There are a few other things that went into the difficulty of maintaining Cedarhurst Road, which staff has addressed in other facets of the roads program.

Public Works Director Mulligan stated that some of the private streets have been removed from the equation. All of the City's public streets need to adhere to the City's design standards, which were updated just a few years ago. The developers are required to build roads based on the City's latest design standards.



Council Member Glover asked about the number of private streets in Greenville.

Public Works Director Mulligan responded that there are approximately 30-50 miles of private streets, and the construction methods are much different than what the City is doing now.

Council Member Glover stated that some of the neighborhoods are left out, especially the older ones, and it is important to repair the most travelled streets. South Village Drive is one of those streets because it is used by heavy trucks with heavy equipment and people going to and from the hospital, medical school and different places. She has been living there since 1976 and South Village Drive has never been repaved. The entire area has not received any long term street maintenance, with the exception of one street being resurfaced due to a water problem caused by a flood or continuous rain.

Public Works Director Mulligan stated that if the City builds the roads using a structurally sound base topped with several inches of asphalt, then they should be able to withstand heavy traffic and continuous rain. A lot of construction projects are happening in District #2. The 10<sup>th</sup> Street Connector will bring many construction vehicles around that area and GUC plans to do some water distribution network upgrades. In coordination with GUC, the City does not want to resurface a year ahead of them replacing their pipes. The City wants to be smart with its money when doing road resurfacing projects by ensuring that there is not a construction project occurring immediately behind its work.

Motion was made by Council Member Croskery and seconded by Council Member Smiley to approve a change order for the 2014 Street Resurfacing Project to Barnhill Contracting Company in the amount of \$923,158.18 for a total contract amount of \$2,871,627.90. Motion carried unanimously.

#### CONTRACT AWARD FOR THE PEDESTRIAN IMPROVEMENT PROJECT

Tim Corley, City Engineer II, gave a slide presentation of the installation of pedestrian countdown signals, "pedheads", as well as the Americans with Disabilities Association (ADA) ramps and sidewalks needed at 15 intersections throughout the City. He said that in August 2014, the City Council approved a municipal agreement with the North Carolina Department of Transportation (NCDOT), which included \$600K in Federal funds and \$150K in State funds. This work will be performed jointly between NCDOT and the City of Greenville. The City will do its work first for this project and NCDOT will follow to perform their part of the work.

City Engineer II Corley said that the entire City was studied to determine which intersections were best suited for these improvements. That was a joint effort between the City and NCDOT. High traffic and pedestrian activity as well as sidewalk conditions were looked at in areas of the City. Staff wanted to make sure that there was actual access to these intersections via sidewalks. Staff also looked at the overall budget in the amount of \$750,000 for the project as to what could be done with that money, including physical



things that were in the way of these intersections that would cost great amounts of money to relocate or adjust. Additionally, staff looked at the existing right-of-ways at these intersections making sure that all the work was done within existing right-of-way or whether they would have to be purchased. Sometimes that can be a sizable amount for a project and will eat into a project's budget rather quickly.

City Engineer II Corley said that the City will install the ramps. The ADA standards were changed several years ago and the ramps will be modified to meet the new standards. Additionally, the City will install short portions of sidewalks where it makes sense to tie in existing sidewalk to these areas. When the City is done with its work, NCDOT will perform the signal work, put in the pedheads, modify any traffic loops, install crosswalks were needed, and adjust stop bars so there is adequate access for those pedestrians to use the facility. The Greenville Bicycle and Pedestrian Commission was also a part of the approval of the 15 intersections. The following are the intersections which were chosen for the Pedestrian Improvement Project:

1. Greenville Boulevard at Tenth Street
2. Greenville Boulevard at Elm Street
3. Greenville Boulevard at Charles Boulevard
4. Greenville Boulevard at Arlington Boulevard
5. Greenville Boulevard at Evans Street
6. Greenville Boulevard at Landmark Street
7. 14<sup>th</sup> Street at Charles Boulevard
8. 14<sup>th</sup> Street at Evans Street
9. 14<sup>th</sup> Street at Dickinson Avenue
10. 14<sup>th</sup> Street at Chestnut Street
11. Charles Boulevard at Red Banks Road
12. North Greene Street at Mumford Road
13. Arlington Boulevard at Memorial Drive
14. Arlington Boulevard at Dickinson Avenue
15. Hooker Road at Pendleton Street

Mayor Thomas said that the lack of safe crossings throughout the City is one of the biggest concerns that is heard about from citizens. This is a Godsend that citizens are finally seeing this happen.

City Engineer II Corley said that staff should get the word out for people to use these crosswalks instead of crossing midblock.

Council Member Glover stated that the City is in need of having more ADA accessibility, especially for those who ride their wheelchairs in the streets.

City Engineer II Corley stated that some of these intersections are so large and it is difficult for pedestrians to know the actual right time to cross the streets. These pedheads will



actually have the countdown timers and will let them know how many seconds they have to cross the intersection safely.

Council Member Glover asked how do the walk/don't walk signals really work.

City Engineer II Corley responded that the signals are intended to be a part of the traffic system. When someone pushes the actuator, the system recognizes that there is a person wanting to cross in a direction, and the system actually incorporates the appropriate time for crossing the intersection.

Council Member Glover said that the City should do some more education on the walk/don't walk signals. She has observed how people activate them and cross the street immediately instead of activating them and waiting for the appropriate time to cross at the intersections.

Motion was made by Council Member Croskery and seconded by Mayor Pro-Tem Mercer to award a construction contract for the Pedestrian Improvement Project to Whitley Contracting, Inc. of Smithfield, North Carolina, in the amount of \$150,310.00. Motion carried unanimously.

UPDATE ON THE LOCAL PREFERENCE POLICY AND THE RETENTION OF PROFESSIONAL AND OTHER SERVICES POLICY AND RESOLUTION ADOPTING RECOMMENDATIONS FOR AMENDING THE POLICIES – (Resolution No. 031-15)

Purchasing Manager Angeline Brinkley gave background information and a one-year update on the Local Preference Policy (LLP) and the Retention of Professional and Other Services Policy. Both of the policies were adopted by the City Council on November 7, 2013 and were effective as of February 1, 2014. These are two separate policies and each one stand alone, but they both work together as well.

Purchasing Manager Brinkley stated that the LLP provides a preference for local businesses to support the City's economic development, and the policy also allows for businesses located inside the City limits or the extraterritorial jurisdiction (ETJ) to be certified as Eligible Local Bidders (ELB's). This policy has two types of local preference: 1) a price matching preference and 2) a points based preference where if the City has a bid or contract that is not based on the low bidder, but is based on qualifications then the ELB's can get the 5% points for just having a local business.

The Retention of Professional and Other Services Policy gives the City some guidelines for formal solicitation as opposed to informal and the formal solicitation applies to all contracts for services at \$50,000 or more. It outlines an informal process for retention of services for \$5,000 to \$50,000.

Purchasing Manager Brinkley reported that from February 1, 2014 - January 31, 2015, the City had a total of 53 businesses to complete the ELB form, which provides the information



required by the City to certify them. 41 of those were approved, four (4) were denied, seven (7) were dropped, and one (1) withdrew their form. If the information needed was not provided by businesses, they were given about 90 days to do so and staff followed up with emails and telephone calls, as needed. If their responses were not received within 90 days, the businesses were dropped and encouraged to apply at another time. There were three incidences where the low bidder was a non-local and the second low bidder was a local ELB. They were extended the option to match the price and twice it was actually the same vendor. Those three technology purchases totaled \$58,109.74, funds that went local based on the price matching preference. There were two incidences where vendors were able to get the 5% points, but it did not put them over the top.

Purchasing Manager Brinkley summarized staff's observations during the one-year period, stating that the implementation of the LPP adds a significant amount of time to the processing of small dollar purchases. The City's local preference applies to purchases in the amount of \$30,000 and under. When staff was tasked with this assignment, a policy was drafted that would not violate any of the North Carolina competitive bidding statutes, so staff identified certain areas where local preference applies. For example, purchases \$30,000 and under and construction \$30,000 and under applies to all service contracts. It does not apply in instances where any federal funds are involved. Even if the City is spending \$100, the preference is applied, and that is when staff's time was affected. According to the City's policy, if someone is making a \$50 online purchase, he/she should look for the item locally prior to making the purchase online. This policy applies to any purchase from \$30,000 down to 50 cents.

Effective July 1, 2014, there was a significant change to the privilege license law impacting the certification requirements of the LPP (especially for businesses located in the ETJ). On July 1, 2015 privilege licenses will be eliminated; therefore, a privilege license will no longer be a requirement to be certified as an ELB.

Staff's experience with certifying home-based businesses, based on the criteria, proved to be difficult. Staff found a problem with proving how long someone has been occupying a space as a home office, especially if the overall company's name is not on the property and mail. Staff is working with the Community Development Department to look at that component of the policy.

Purchasing Manager Brinkley stated that one of the most difficult and confusing tasks has been the implementation of the new Retention of Professional and Other Services Policy in conjunction with the LPP. In some instances, the LPP has requirements that conflict with the Minority and Women-owned Business Enterprise (M/WBE) Program policy. Some language was added in certain sections of staff's revised recommended policy to circumvent some of the places where the two policies might adversely affect one another.

The following are staff's recommendations:



- 1) Revise the Eligible Local Bidder certification requirements to ensure compliance with the new privilege license laws
- 2) Combine the Local Preference Policy and the Retention of Professional and Other Services Policy into one to streamline the process.
- 3) Approve the revised Local Preference Policy as presented.

Council Member Blackburn asked for more information about the Retention of Professional and Other Services Policy and its intended purpose.

Purchasing Manager Brinkley responded the Retention of Professional and Other Services Policy's purpose is to give guidelines for solicitation of service contracts. The initial intent of this policy was to make sure that the local businesses were getting the first opportunity to bid for service contracts. For formal contracts, which would be considered \$50,000 and above, it outlines a series of steps. For example, before a City department does a Request for Proposal (RFP), approval from the City Manager must be received. Further, the policy explains how to send out the RFP, who should receive the RFP initially, etc. There are guidelines about the City Manager being able to execute contracts up to \$100,000 and which ones have to be sent to the City Council. Those things and more were not in writing prior to this particular policy.

Council Member Smith asked about how the City currently verifies that a person is operating a home-based business.

Purchasing Manager Brinkley responded that during staff's first visit to a site, the person had an office set up and some trade publications that had been mailed at the office. It was obvious that the person has an office at their home, but the difficulty was determining for how long. There was not any piece of paper that documented that the person had been in Greenville from January 1-December 31. The policy states that someone should be operating at a home-based business location for a year.

Council Member Smith asked if the City cannot prove that the person resided at a location for a year, does the City still allow the site to be approved as a home-based business.

Purchasing Manager Brinkley responded that based on their first visit to a site, after going through all of the things to justify a home-based business, staff had to take the person's word and what was indicated on their application. There was a home in an individual's name, but the person is working for a company, which has a license to do business, but the City had nothing to prove that the person had not operated at the site for one year.

Council Member Smith asked whether the City will require that home-based businesses are registered with staff.

Purchasing Manager Brinkley stated that the business license process had been used for years as the City's established registration process. That is the reason for staff working with the Community Development Department to develop some type of strategy such as a home-based occupation permit. An alternative for registering these businesses is needed





because the business licenses database may be eliminated. The City relied upon it to substantiate that business owners had an up-to-date license, address and those types of things.

Council Member Smiley asked about the average amount of purchasing that the City does in a year.

Purchasing Manager Brinkley responded that for July 2013-June 2014, the average amount was \$22 million.

Council Member Smiley asked how much of that amount is from local vendors.

Purchasing Manager Brinkley stated that the Financial Services Department is looking forward to the implementation of Munis, which will help them with that type of data. When staff presented the first proposed policy during 2011-2012, it was approximately 60%, but then local had not been defined. Presently, local is inside the City limits, so her estimation is 20-25% (\$5 million).

Council Member Smiley stated the City is putting staff through a substantial amount of work, time and effort in order to move the needle 1%.

Council Member Blackburn asked whether with this policy the City is having the kind of return on investment, in terms of staff time.

City Manager Lipscomb responded that from the simply moving the needle perspective, it has not moved very much. Her first reaction was the M/WBE Program policy will be impacted by these policies.

Purchasing Manager Brinkley stated that the M/WBE has been impacted by the policies. For example, an M/WBE vendor making a \$390 bid complained that an ELB making a \$395 bid was awarded the contract.

Mayor Thomas stated that when this policy was considered, there were other communities that initiated a local process.

City Attorney David Holec stated that there were some who did as far as the solicitation part. As far as the second component as opposed to the local preference, there was a county or two in North Carolina.

Council Member Glover stated that seemingly, the City Council is asking staff to do something requiring so much manual time. With today's technology, staff should not have to use spreadsheets to answer questions about data. The concern was the City was receiving complaints from local businesses about the City hiring out-of-state businesses for services that could be done by local businesses. This is not something that needs to be scrapped yet because it has only been in effect for year and needs more time to determine



whether the policies are working for the City. Staff has presented some of the problems that they have encountered and if the policy is revised, it will help staff to do better.

Purchasing Manager Brinkley stated that staff is in the implementation stages of Munis and are working with the consultants to make sure that Munis meets their needs related to the different City policies. The Chamber is thankful for this policy and is willing to work with staff to do more marketing and getting the word out to more local vendors. City Manager Lipscomb stated that supports the Chamber’s buy-local initiative.

Council Member Croskery stated that if the privilege laws do not change, the City does not have to revise the policies. Basically, the City is trying to streamline the process to make it easier for staff and to get out the conflicts and contradictions.

Motion was made by Council Member Croskery and seconded by Council Member Glover to adopt the policy as proposed with the provision to substitute the phrase, “if required by law” wherever it is stated that “a privilege license will be required”. Motion carried unanimously.

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**REVIEW OF JUNE 11, 2015 CITY COUNCIL MEETING**

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The Mayor and City Council reviewed the agenda for the June 11, 2015 City Council meeting.

City Manager Lipscomb informed the City Council that requests were received to continue the following two items on the agenda until August:

- Ordinance requested by the North Carolina Department of Transportation to amend the Future Land Use Plan Map from an office/institutional/multi-family (OIMF) category to a commercial (C) category containing 22 acres and to amend the Horizons: Greenville’s Community Plan Focus Area (or commercial node) Map designation for the property located at the intersection of North Memorial Drive and West Belvoir Road from a “Neighborhood Focus Area” to a “Regional Focus Area”
- Ordinance amending the Zoning Ordinance by adding schools as an allowed use within the IU (Unoffensive Industry) zoning district, subject to an approved special use permit and establishing specific criteria.

Motion was made by Council Member Smith and seconded by Council Member Blackburn to continue the two agenda items until August 2015. Motion carried unanimously.

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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 announced that staff submitted the Transportation Investment Generating Economic Recovery (TIGER) Grant a day early last week, and she thanked those who were part of that success.

Presentation on Parking Deck

City Manager Lipscomb stated that at the February 9, 2015 City Council meeting and a few weeks ago, Mayor Thomas mentioned his concern about safety related to the top of the parking deck. Staff will present a resolution to the City Council.

Public Works Director Kevin Mulligan stated at the top floor of the parking deck, there is a cornice, which is an attractive nuisance potentially allowing someone to sit, stand or walk on it. Even though there have not been any problems thus far, a handrail will be installed in the 120 linear feet area on the side and then at a 30 degree angle over the top level of the parking deck. That will prevent people from sitting or standing in that area. The installation of the handrail will fit into the cost of the existing project by using some of the funds that were left over and should be completed in the next 45 days.

Monthly Update on Performance Management System

Director of Human Resources Leah Futrell reported that at the May 11, 2015 City Council meeting, she outlined the process for the revised Performance Management System. Work is underway and staff is on track as scheduled. The consultant is scheduled to be on site next week to meet with department heads and City Manager Lipscomb to conduct stakeholder interviews. In mid-July, the consultant will return to meet with various Subject Matter Experts. This project is scheduled to be completed by September 30, 2015, and prior to implementation of the Performance Management System, the process and the details will be shared with the City Council.

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**CLOSED SESSION**

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Council Member Croskery moved to enter closed session in accordance with G.S. §143-318.11(a)(1) 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 laws rendering the information as privileged or confidential being the Open Meetings Law and, in accordance with G. S. §143-318.11(a)(4), to discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, and in accordance



with G.S. §143-318.11(a)(3) 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, including the discussion of a lawsuit involving the Greenville Professional Firefighters Association and Lisa Davis-Christ. Council Member Smith seconded the motion, which passed by unanimous vote.

Mayor Thomas declared the City Council in Closed Session at 9:56 p.m. and called a brief recess to allow Council Members to relocate to Conference Room 337.

Upon conclusion of the closed session discussion, motion was made by Council Member Blackburn and seconded by Mayor Pro-Tem Mercer to return to open session. Motion was approved unanimously, and Mayor Thomas returned the City Council to open session at 11:03 p.m.

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**ADJOURNMENT**

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Motion was made by Council Member Croskery and seconded by Council Member Blackburn to adjourn the meeting. Motion carried unanimously. Mayor Thomas declared the meeting adjourned at 11:04 p.m.

Respectfully Submitted

Polly Jones  
Deputy City Clerk



PROPOSED MINUTES  
JOINT MEETING OF THE GREENVILLE CITY COUNCIL  
AND THE GREENVILLE UTILITIES COMMISSION  
BOARD OF COMMISSIONERS  
MONDAY, APRIL 20, 2015

Having been properly advertised, a joint session of the Greenville City Council and the Greenville Utilities Commission Board of Commissioners (GUC Board) was held on Monday, April 20, 2015 in the GUC Board Room, located on the second floor of the Greenville Utilities Main Office Building at 401 S. Greene Street in Greenville, with Mayor Allen M. Thomas presiding for the City Council and Chair John Minges presiding for the GUC Board. Mayor Thomas and GUC Chair Minges called the meeting to order at 6:00 p.m.

Those present from the City Council:

Mayor Allen M. Thomas; Mayor Pro-Tem Calvin Mercer; and Council Members Kandie Smith, Rose H. Glover, Marion Blackburn, Rick Smiley and Richard Croskery

Also present from the City of Greenville:

Barbara Lipscomb, City Manager; Dave Holec, City Attorney and Carol L. Barwick, City Clerk

Those present from the Greenville Utilities Commission Board of Commissioners:

Chair John Minges, Chair-Elect Chip Little, Secretary Don Mills, and Commissioners Rebecca Blount, Virginia Hardy, Dennis Mitchell and Barbara Lipscomb.

Also present from the Greenville Utilities Commission:

Tony Cannon, General Manager/CEO; Phillip R. Dixon, General Counsel; Amy Quinn, Executive Assistant to the General Manager/CEO and Lou Norris, Secretary to the General Manager/CEO.

Those absent:

GUC Commissioner Joel Butler (Excused)

Mayor Thomas called the meeting to order and ascertained that a quorum was present. Chair Minges called the meeting to order and ascertained that a quorum was present. Chair Minges also excused Commissioner Joel Butler from the meeting and there were no objections.

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**APPROVAL OF THE AGENDA**

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Upon motion by Council Member Croskery and seconded by Council Member Smith, the Greenville City Council unanimously approved the agenda.



Upon motion by Commissioner Hardy and seconded by Commissioner Mills, the GUC Board unanimously approved the agenda.

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**PUBLIC COMMENT PERIOD**

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Chair Minges opened the public comment period and explained the procedures to be followed by anyone who wished to speak. Two citizens requested to speak as noted:

Wayne Williams-7641 NC 43 South, Greenville, NC 27858

Mr. Williams stated that he had addressed the City on a previous occasion related to requesting sewer service hook up for service outside of the City's ETJ (extra territorial jurisdiction) at his property in the Chicod area where he was denied. Mr. Williams was not aware of how to address the City Council and he asked to be given time to speak at the next appropriate time. It was voted on at a previous meeting and did not pass. He just wanted to speak to the City Council once again to state his concern for the way it was handled.

Don Cavellini-101 Lancaster Drive, Greenville, NC 27834

Mr. Cavellini stated that he is the Coordinator of Pitt County Coalition Against Racism and that he has spoken once before related to the market adjustment and merit pay program. He feels there may be favoritism in how the forms are completed during evaluations whether for a raise, a promotion or to be fired. He does not believe that a merit pay program will solve favoritism.

There being no one else present who wished to address the City Council or GUC Board of Commissioners, Mayor Thomas closed the public comment period at 6:10 p.m.

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**SEGAL WATERS PRESENTATION:  
RESULTS OF 5-YEAR TRUE-UP MARKET STUDY AND RECOMMENDATIONS**

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In 2010, the City of Greenville (City) and Greenville Utilities Commission (GUC) hired Waters Consulting, now known as Segal Waters Consulting, to conduct a comprehensive Classification and Compensation Study to ensure that the compensation and compensation structure for the City and GUC were in line with the market. This year, the City and GUC have partnered with Segal Waters Consulting to conduct a 5-Year True-Up Market Study. Ms. Linda Wishard of Segal Waters Consulting provided the results of this Study to the Joint Pay and Benefits Committee at their April 2 meeting.



Ms. Wishard reminded both governing bodies that the 2010 Study included selected benchmark organizations. The True-Up Contract provided that 126 benchmark positions be used in the Study. These positions were selected by the City and GUC representing every salary grade; some of the positions selected were shared by both the City and GUC.

Ms. Wishard shared the results which indicated that both the City and GUC are competitive in the marketplace and there is no need to adjust the pay structure at this time. However, it was recommended to continue to review the pay structure and market increases annually to maintain market competitiveness.

Pay compression was discussed and based on the survey results Segal Waters Consulting recommended pay adjustments to address 39 employees (17 City employees and 22 GUC employees) whose base pay are below the applicable pay range and to address pay compression issues impacting 148 employees. The total cost impact of all recommended changes is \$216,605.54 for the City and \$108,318.09 for GUC.

Segal Waters Consulting is assisting the City in preparing an employee performance management process. There was some discussion on this new process and Ms. Wishard indicated that this process will require training of managers and/or supervisors for the allocation of the merit increases to be successful.

Ms. Wishard stated she feels that top performers should be awarded double the amount of merit increase compared to an employee who does good work but only meets the standard for the job.

Council Member Glover stated she feels the City's refuse collectors should be elevated from Grade 103 to Grade 104 to prevent compression.

Ms. Wishard stated that the refuse collector position was reviewed in the True Up. Actual salaries paid to the City's refuse collectors are at 114% of the salaries paid to refuse collectors in comparative cities. Addressing these salary concerns by changing the pay grade will create new compression issues because it will have a ripple effect.

Council Member Croskery stated that comparison of City salaries to market suggests that the City's pay ranges are a bit narrow.

Council Member Smith inquired about supervisory training for administering a merit system, and expressed concern about proper implementation of a merit system so that all employees are treated equitably.

Ms. Wishard stated that Segal Waters will consult in the design of an evaluation tool, determining what is to be measured based on specific job competencies so that employees are accountable for their performance. Managers will be trained on fairly reflecting an individual's performance, to include the avoidance of common measurement errors and the



halo effect – a cognitive bias whereby a reviewer who has a positive feeling toward an employee tends to view ambiguous or neutral traits of the employee in a positive light. There is no perfect system.

Upon motion by Commissioner Hardy and second by Commissioner Mills, the GUC Board voted unanimously to approve the consultant's recommendation as relates to GUC, having a total cost to GUC of \$108,318.

City Manager Lipscomb noted that the consultant's recommendation, as relates to the City, has a total cost of \$216,605. She stated that an additional \$50,000 will be needed to address internal equity so that the recommended adjustments do not create new compression problems.

Council Member Smith stated the City Manager's recommendation, when added to the Consultant's recommendation, increases the City's expected cost to a little more than \$266,000. She asked if the City is financially in position to maintain the increase.

City Manager Lipscomb stated the increases could be maintained as long as the City Council makes the appropriate budget appropriations.

Council Member Blackburn stated she feels there is additional work to be done, especially if there is a desire to consider the merit system, but these recommendations are a step in the right direction. She then made a motion to accept the results of the Study and to budget approximately \$266,000 for the City, to include \$216,605.54 for the adjustments recommended by Segal Waters Consulting plus \$50,000 for the internal equity adjustments recommended by the City Manager. Mayor Pro-Tem Mercer seconded the motion.

Council Member Glover stated she had discussed her concerns with the City Manager and the Human Resources Director earlier today. They stated they would look at how the Consultant's recommendations would impact other employees. The \$50,000 will be added to the Consultant's recommendation.

City Manager Lipscomb stated that is what they have done.

Council Member Glover stated she would like to amend Council Member Blackburn's motion to include instructing the City Manager and the Human Resources Director to study other salaries because if raises are given to some employees, then those who are already down are pushed further down. She stated that was why she'd asked the City Manager and the Human Resources Director to look at raising refuse collector salaries, and that is the purpose of the \$50,000.

City Manager Lipscomb clarified that her recommendation was to fund \$50,000 for internal equity. For example, if a planner I's salary is increased, the Planner II would need an





increase as well since there is only a 5% difference in their salary ranges. This is what the internal equity is intended to address. It sounds as if Council Member Glover is suggesting that the City implement something like a living wage for its refuse collectors. That is different from her \$50,000 recommendation.

Council Member Glover asked if the City Manager could still look at this.

City Manager Lipscomb asked if she was proposing that everyone in pay grades 102 and 103 be moved into pay grade 104.

Mayor Thomas stated, for clarity, that Council Member Glover is not making that proposal at the present time. She is simply asking that it be reviewed.

Council Member Glover stated she would like it considered in the budget process. She reviewed all employees on a spreadsheet which included date of hire and their progression through their pay grades. Some employees appear to be stranded at a certain level and some are actually earning below poverty rates. She is concerned about this and feels the City Council must make a decision about whether the City's employees should earn above poverty rates.

Council Member Blackburn stated that it appears to her that equity is built into the Consultant's recommendation and the City Manager's additional suggestion. She stated she doesn't feel she is in a position to say whether moving the pay grade for specific classes of employees is appropriate, but based on what has been stated tonight, she feels that it is something that should not be done.

Mayor Thomas asked the City Attorney what was the appropriate manner for addressing Council Member Glover's request.

City Attorney Dave Holec stated it could be added as an amendment to the original motion, if accepted by the Council Members who made the original motion and second, or it could be made as a separate motion following the vote on the original motion.

Mayor Thomas asked Council Member Glover how she would like to address her request.

Council Member Glover stated she would like to add it as a friendly amendment to the original motion.

Council Member Blackburn stated the context of her motion focuses on the recommendations of the City Manager and the consultant. She feels the City Manager has raised a very good point that if the wages of the City's refuse collectors are inadequate for those employees to make a living, then their salaries should be addressed separately and in a full way. She stated her motion is to support the recommendations of the consultant and the City



Manager.

Council Member Smith asked if the motion only applies to bringing up those individuals who are below compression.

Mayor Thomas stated that was correct, based on the consultant's report.

GUC General Manager/CEO Tony Cannon clarified that the pay ranges need adjustment, so there are actually two components: positions that need to be moved to a different range and positions that are affected by compression.

Council Member Smiley stated he understands the \$216,000 is from the consultant's report and the additional \$50,000 is not from that report, but rather is based upon the analysis conducted by the City's Human Resources Department.

City Manager Lipscomb stated the consultant would not know the impact of her recommendation throughout all positions, which is why she asked for the review by Human Resources.

Council Member Smiley stated that, from her description, it sounds like the additional personnel included in this equity adjustment are in job classifications and salary ranges that are adjacent to the report rather than in another collection of jobs that are unrelated to the report.

City Manager Lipscomb agreed with Council Member Smiley's interpretation. She stated they have not sought out jobs that were unrelated to the report.

There being no further discussion, the City Council voted unanimously in support of the motion to approve the consultant's and the City Manager's recommendations.

Council Member Glover made a motion, seconded by Council Member Smith, to direct staff to look at refuse collectors and support staff to determine what impact the previously approved adjustments will have on their salaries.

Council Member Smiley asked if this motion refers to the collection of employees identified in the consultant's report as currently earning 114% above market compared to employees in other cities who do the same job.

Upon an affirmative nod from City Manager Lipscomb, Council Member Smiley continued, asking if Council Member Glover was proposing that those employees be given an additional salary increase.



Council Member Smith stated that was not what Council Member Glover was suggesting. The report indicated that the pay range for this group of employees began at 103% of market, but declined to 99% and 96% at the midpoint and the top of the range, so she is asking staff to review employee salaries to determine whether they are receiving a living wage and to determine what the City can do to insure its employees are at market rate.

Council Member Smiley stated it still sounds like the motion is asking staff to explore a group of employees who are already being paid well above market with the possibility of giving them an additional increase.

Council Member Glover stated that City Manager Lipscomb said if these recommended adjustments are made, it will put some employees in a lower range compared to those who received an adjustment.

City Manager Lipscomb stated she'd used the Planner I and II classifications as an example because there is only 5% difference in their pay ranges. Making an adjustment to the lower paid position would effectively put the two classifications in the same range. She stated she does not think that issue applies to the Sanitation Division. If the concern is to move from the market structure, or add a living wage structure to the market structure, it would be appropriate to look at all positions because it is not only the refuse collectors who have low pay. There are a number of support roles, often women with families, who earn a low rate of pay. She stated she would need some direction about the level of a living wage if the desire of the City Council is to review all positions.

GUC General Manager/CEO Cannon stated the City can do a study, but if the City and GUC are going to maintain a joint pay system as the charter dictates, any salary adjustment to a City position with a matching job in GUC will impact the GUC pay plan.

Council Member Blackburn acknowledged that the intent of the motion seems to be cast in a slightly different light. She referenced the refuse collectors, the group currently at 114% of market, then asked if the presentation suggests that these employees, after being in their jobs for some time, will be at 99% of market when they reach the middle of their pay range, and once they've been a City employee for a long time and reach the maximum of their pay range, they will be at 96%.

Ms. Wishard stated that was correct, and said those salary percentages are still considered competitive in the market.

Council Member Blackburn acknowledged that the comparative window for being competitive ranges from 95% to 105%. She asked if the 114% is based on the actual base salaries of employees or if it is the mean.



Ms. Wishard stated that 114% is the average of actual pay received by the City's refuse collectors in comparison to the City's benchmark organizations.

Council Member Smiley expressed concern about directing staff to further study the salaries of a group of employees already earning 14% above market for the possibility of justifying a further salary increase. He said he feels there are more important uses for staff time.

Council Member Blackburn asked that the motion be restated.

Council Member Glover stated her motion was to direct staff to look at refuse collectors to determine what impact the previously approved adjustments will have on their salaries.

Mayor Thomas asked if she was asking only that refuse collector salaries be reviewed or if her motion included support staff as well.

Council Member Glover stated it includes both refuse collectors and support staff.

Council Member Blackburn stated this action is not one without consequences, for both the City and GUC. A living wage is certainly something that many organizations are considering, but the financial implications to the organizations can be significant. She stated she feels it is a good idea in that it would be both competitive and moral, but she doesn't know enough currently about its implications to determine if it would be a desired course of action.

There being no further discussion, the vote on the motion to direct staff to look at refuse collectors and supporting staff to determine what impact the previously approved adjustments will have on their salaries resulted in a tie, with Council Members Smith, Glover and Blackburn voting in favor of the motion and Mayor Pro-Tem Mercer and Council Members Smiley and Croskery voting in opposition to the motion. Mayor Thomas broke the tie by casting an affirmative vote; therefore, the motion was approved.

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**CONSIDERATION OF MARKET ADJUSTMENT/MERIT PROGRAM FOR FY2015-16**

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Mr. Chris Padgett, Chief Administrative Officer for GUC, stated that the City and GUC annually review the competitive market pay posture of the joint pay plan. The objective is to maintain an effective pay system for employees that is internally equitable and compatible, and is as competitive as possible in relation to the external marketplace.

The City and GUC have traditionally used the Capital Associated Industries (CAI) survey as the primary benchmark guide for establishing the market related to wage growth. Over the



past several years, staff received requests to include data from other reputable surveys, other public sector organizations and local employers to ensure that CAI is truly representative of the market. Wage projections and trends for 2015 are relatively consistent among the surveys received from Aon Hewitt, CAI, Hay Group, Mercer, Towers Watson, and WorldAtWork. Mr. Padgett noted that traditionally the CAI survey is used as the primary benchmark guide and is actually the lowest on the survey with a 2.7% projected increase for 2015. Based on the surveys reviewed, wage projections and trends for 2015 are in the range of 2.7% to 3.0%. He indicated that the Joint Pay and Benefits Committee recommends that the City and the GUC fund an employee pay adjustment of 2.0% for FY 2015-16 in order to maintain market competitiveness.

Commissioner Hardy made a motion to fund an employee pay adjustment of 2.0% for FY 2015-2016 in order to maintain market competitiveness, Commissioner Mills seconded the motion, which passed by unanimous vote.

Council Member Smiley made a motion to fund an employee pay adjustment of 2.0% for FY 2015-2016 in order to maintain market competitiveness, Mayor Pro-Tem Mercer seconded the motion, which passed by unanimous vote.

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#### **DISCUSS POTENTIAL ENHANCEMENTS TO EMPLOYEE TUITION ASSISTANCE PROGRAM**

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Richie Shreves, GUC's Human Resources Director, provided some background information on the Employee Tuition Assistance Program (ETAP). The ETAP program was established in 1989 to provide financial assistance to employees who were interested in furthering their education. Other than the reimbursement cap being raised slightly in 1997, the program has not been substantively changed or updated in over 25 years. Tuition costs have increased and \$800 in 1997 covered 45% of tuition at East Carolina University. Today, the same \$800 would cover only 13% of the tuition.

In recent years, the use of the program at both entities has stagnated. To make it easier for employees to utilize the program to further their education, the staffs have collaborated to develop potential program enhancements. These potential enhancements involve broadening eligible expenses, expanding employee eligibility, allowing flexibility in the timing of when funds can be disbursed, increasing the annual funding cap and establishing repayment obligation for limited situations.

Leah Futrell, the City's Human Resource Director, explained the existing benefits and the proposed enhancements to the ETAP as listed below.



Existing	Proposed
Books covered at 50% & tuition covered at 100% (up to annual cap)	Books, tuition & fees covered at 100% (up to annual cap)
Available to regular, full-time employees	Available to regular, full-time employees AND designated part-time 30 hour employees
60 day window to submit paperwork for reimbursement	Option to "advance" applicable ETAP funds to employee; 30 day window to submit supporting documentation after course completion
Employee has no repayment obligation	Employee has a repayment obligation for ETAP funds over 3 year period (<1 year = 100%; 1-2 years = 67%; 2-3 years = 33%); applies only to voluntary resignations
\$800 reimbursement per year	<p><u>OPTION 1: \$2,700 assistance per year</u> - covers 45% of ECU's full-time, in-state tuition &amp; fees</p> <p><u>OPTION 2: Up to 5 credit hours assistance per semester</u> - currently \$2,074.26 per year based on ECU's part-time, in-state tuition &amp; fees schedule</p> <p><u>OPTION 3: \$1,600 assistance per year</u> - aligns with average public sector benchmark organizations</p> <p><u>OPTION 4: Annual budgetary cap of \$50,000</u> - any of the above options with an annual organizational cap of \$50,000</p>

Council Member Blackburn motioned to approve amending the ETAP program as recommended by the Joint Pay and Benefits Committee with Option 2 and Option 4 with an annual budgetary cap of \$50,000. Council Member Smiley seconded the motion, which passed by unanimous vote.

Chair-Elect Little motioned to approve amending the ETAP program as recommended by the Joint Pay and Benefits Committee with Option 2 and Option 4 with an annual budgetary cap of \$50,000. Commissioner Mitchell seconded the motion, which passed by unanimous vote.

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**OVERVIEW OF COMMUNICATION STRATEGY FOR CONSUMER DRIVEN HEALTH PLAN OPTION**

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Ms. Earline Motley and Ms. Angela Devine-Davis, CIGNA Representatives, were introduced. Ms. Davis first reminded the group of the three year Health Benefits Strategic Plan that was



adopted at the September 2014 Joint Meeting. As part of this three year strategic plan, a new Consumer Driven Health Plan (CDHP) will be introduced in 2016. This new plan being introduced is a Health Savings Account (HSA) option for employees. Recognizing that the HSA vehicle is new to the City and GUC employees, it is critical that significant employee education efforts be conducted.

Highlights of the Health Savings Account (HSA) Plan:

- Employees can use tax-deferred funds for healthcare expenses or save money in an HSA for future expenses
- Employees can go to any provider they choose
- The City and GUC will contribute funds into the HSA to help pay for deductible
- Contributions are made pre-tax, any interest earned is not taxed, and funds are tax-free when withdrawn to pay for qualified medical expenses
- If an employee leaves the City or GUC, the funds belong to the employee (it is a portable benefit)
- Funds will roll over from year to year

Ms. Motley presented an overview of the proposed employee communication strategy in regards to the new HSA option that will be available during this year's Open Enrollment (to be effective January 1, 2016). The communication strategy includes a series of communication tools/venues, including face-to-face meetings, home mailings, and on-line tutorials, that will be disseminated to employees over the months leading up to the Open Enrollment.

No action was required as this was provided for information only.

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**CLOSED SESSION**

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Council Member Croskery moved to enter Closed Session pursuant to the provisions of G. S. §143-318.11(a)(1) 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 of public record within the meaning of Chapter 132 of the General Statutes, to-wit: dealing with certain electric power contracts to which a joint power agency may be a party concerning electric power under the provisions of Section 159B-38 of the General Statutes of North Carolina. Council Member Smiley seconded the motion, which passed by unanimous vote.

Upon like motion by Chair-Elect Little and seconded by Commissioner Hardy, the GUC Board unanimously agreed to enter Closed Session for the purpose stated and both boards entered Closed Session at 7:45 p.m.



Upon conclusion of Closed Session, a motion was made by Council Member Croskery and seconded by Council Member Blackburn to return to Open Session. The motion was approved unanimously, and Mayor Thomas returned the City Council to Open Session at 7:58 p.m.

A motion was made by Commissioner Mitchell and seconded by Commissioner Blount to return to Open Session. The motion was approved unanimously, and Chair Minges returned the GUC Board to Open Session at 7:58 p.m.

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**CITY RECESS/GUC ADJOURNMENT**

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Without objection and there being no further business, Chair Minges announced that the Joint Meeting would stand adjourned at 7:58 p.m. and Mayor Thomas announced that the City Council would recess and reconvene in the City Council Chambers in 15 minutes.

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**CITY RECONVENE**

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Mayor Thomas reconvened the meeting at 8:16 pm in the Council Chambers, located on the third floor at City Hall.

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**PUBLIC COMMENT PERIOD**

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Mayor Thomas opened the public comment period at 8:18 pm, explaining procedures which should be followed by all speakers.

Jon Day – 152 Slaney Loop, Winterville

Mr. Day stated that, as both a resident and as a member of the real estate community, he is passionate about greenways and proud of the ones Greenville currently has. Greenways can be enjoyed by both children and adults. A greenway system is more than a system of connecting parks to schools, etc. They are an environmental statement. They are about preservation of wetlands. Mr. Day stated that when he shows clients around town, he shows them the medical district area, the ECU campus, the Town Common and the start of the greenway system. The current system has a “WOW” factor when people come into the community. It is a shining star and he would like to see it continue to grow and develop. He encouraged the City Council to keep greenways in the bond package.





Jill Twark – 106 N. Harding Street, Greenville

Ms. Twark stated she has been an advocate for greenways for 12 years and hopes the City Council will keep greenways in the bond package. In order to stay healthy, citizens must have access to places where they can safely walk. This is a social justice issue. Funding for greenways needs to be consistent and constant.

Jacob Srednicki – 801 E. 4<sup>th</sup> Street, Greenville

Mr. Srednicki stated he was an ECU student and resident of Greenville who had the opportunity over the past year to serve at Student Body President at the university. His purpose in speaking tonight is to address the Frisbee golf course being proposed for the Tar River Park area. ECU's Student Body Senate has unanimously voted in favor of funding a large portion of this inexpensive project and their Director of Community Outreach, McLean Godley, has developed a thorough plan for making the course a reality.

Mr. Srednicki stated he attended the Recreation and Parks Public Opinion Hearing recently to discuss and further gain perspective on the community's views toward potential projects proposed for the Tar River Park area within the university neighborhood. The clear consensus was to have a project that would minimize impact on the natural landscape of the park while having limited or no financial burden. The goal was a project that would attract all ages while offering an option for people to enjoy the nature and beauty of the area as well as accessibility to the Tar River. The disc golf idea seemed to have much support because it is feasible financially and it can become a reality without significant impact on the landscape. Mr. Srednicki stated he hopes the City Council will collaborate with the community in making this proposed project a reality.

Terry Williams – 300 Oxford Road, Greenville

Ms. Williams, who served as Vice Chair of the Bond Committee, requested that the City Council consider establishing separate questions for the bond referendum with the street bond, which she feels is critical, being one question and with sidewalks and greenways as a second question at \$500,000 because it is her understanding that grant funding may be available for those. Ms. Williams stated she feels the two issues are unlikely to pass as a single question. She further recommended that the City Council perpetually incorporate \$2.4 million in the annual budget for road maintenance and that they make a good faith promise to add bond discussion on a scheduled basis for the next 20 years.

Melissa Tilley – 115 E. 3<sup>rd</sup> Street, Greenville

Ms. Tilley stated she has managed a duplex for the past 10 years and has seen much happen in the university area during that time. The addition of a disc golf course would be a huge improvement and would attract better clientele to the neighborhood. She stated she has friends around her age, over 40, who play.



McLean Godley – 400 Lewis Street, Greenville

Mr. Godley stated many students who were present earlier had to leave, but they were here in support of the Tar River Park and the Disc Golf Course. For far too long, ECU students have felt they did not have the respect of Greenville's citizens and they hope to collaborate on this project to alleviate the stigma that the students are here merely to stimulate the economy on weekend nights. They hope to develop a relationship with all sectors of the community. The project is fully funded without use of any tax dollars. If the City Council will approve this tonight, it can be a reality within a week. This is an opportunity for positive results.

Raven Hill – 1806 E. 1<sup>st</sup> Street

Ms. Hill stated she is an ECU student majoring in political science and urban planning. She has been studying West Greenville and she fully supports the greenway. Ms. Hill stated she was recently crowned Miss Black Greenville USA and she used the greenway to keep in shape. The greenway is an escape from the real world and a place of peace. Heart disease is the #1 killer of African American Women and access to greenways will help with that.

Dave Barham – No Address Given

Mr. Barham stated that environmentalists speak negatively about Greenville Boulevard and Council Member Blackburn says she does not want 10<sup>th</sup> Street to look like Greenville Boulevard. Currently, 10<sup>th</sup> Street is at 55% of its traffic capacity. The medical community has been allowed to gobble up tracts of land around the hospital with no complaint from the City Council, so he wonders what the problem is with 10<sup>th</sup> Street. He asked that the City Council use their powerful positions to allow normal, non-medical people to have jobs.

Hunter Moore – 2861 Cypress View Drive, Greenville

Mr. Moore stated he is a planning student at ECU and a 4-year resident of Greenville. He stated he loves the greenways and encouraged the City Council to keep funding for greenways in the bond issue in the hope that students and other citizens will be able to continue to enjoy them as a public resource.

Bianca Shoneman – PO Box 92, Greenville

Ms. Shoneman, Executive Director of Uptown Greenville, stated that decisions about parking impact livability. On April 15<sup>th</sup>, Uptown Greenville organized a stakeholders meeting to discuss meters and handheld devices. Merchants were able to understand the need more fully and they are now supportive of these new meters/new technology. They fully believe the most important goal is to involve people in the decision making process. They were unaware of the needs prior to that discussion.

Alvin Gardner, Jr. – 2809 Jefferson Drive, Greenville

Mr. Gardner stated he has been a resident of Greenville for 6 years and a member of Friends of Greenville Greenways (FROGGS) for 3 years and works in public outreach. He



fully supports greenways and would like to keep the greenway as part of the bond. His mission in outreach was to talk to citizens in the proposed area for Phase IV of the greenway. Most residents are supportive and would like to join up to the greenway as it provides opportunities for recreation and improved health. He moved to Jefferson Drive to give him easy access to the greenway, and a friend of his is searching for land in West Greenville because he knows the greenway will improve the area.

Edgar Wall – 2700 Jefferson Drive, Greenville

Mr. Wall stated he is a lifelong resident of Greenville and favors both the greenway system and the disc golf opportunity. The City should utilize what it has. Greenway maintenance is expensive. The City has wonderful opportunities, but cannot fund them all. He stated the Bond Committee recommended allocating \$500,000 toward sidewalk improvements and greenways, but tripling that will lead to the bond being voted down. The reason for the bond was the condition of the City's streets. If the City does not plan, fund and construct roads first, it is not taking care of the people's trust.

Don Cavellini – 101 Lancaster Drive, Greenville

Mr. Cavellini stated he stands for fairness and justice in hiring and promotions. He feels the City needs sweeping changes in those areas. Right now there is an opening for someone to help Les Everett supervise the City's 5 building inspectors. The job currently can't be done without significant overtime. He wonders who is keeping track of this. There is an individual who everyone agrees is the best person for job, but he is hesitating to take the position because of its low pay. He congratulated the City Council for agreeing to ask staff to study what it means to pay a living wage and thanked Council Members Smith and Glover for asking addressing the social value of what workers do. He urged the City Council to reject the ill-conceived advice of Segal Waters to concentrate only on the bottom line.

There being no one else present who wished to address the City Council, Mayor Thomas closed the public comment period at 8:50 pm.

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**OLD BUSINESS**

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CONTRACT AWARD TO LEASE PARKING PAY STATIONS AND HANDHELD TICKET DEVICES (CONTINUED FROM APRIL 6, 2015)

Community Development Director Merrill Flood stated this item is back for consideration following the April 6, 2015 meeting at which the City Council tabled the item to allow staff time to meet with area business owners about replacement of existing pay stations and the addition of two news ones in the parking deck.



Mr. Flood stated a public engagement meeting was held and the need for updated technology was explained. Once business owners understood the rationale for the changes, their response was generally supportive and comments were mostly positive.

Council Member Smith moved to replace existing pay stations and handheld devices with new per the team's recommendation and to add new pay stations on 2 levels of the parking deck. Council Member Croskery seconded the motion, which passed by unanimous vote.

#### STATUS OF PROPOSED TAR RIVER PARK/FRISBEE GOLF AREA

Recreation and Parks Director Gary Fenton reminded the City Council of the presentation several months ago by McLean Godley on behalf of the East Carolina University (ECU) Student Government Association (SGA) regarding construction of a disc golf course to be developed on land off the South Tar River Greenway, west of the off-leash dog park. Mr. Godley discussed the disc baskets that would be required for the 9-hole disc golf course and committed that the money for them would be provided by their organization. ECU has its own 18-hole golf course, but it is not in proximity to the main campus.

Mr. Fenton stated there are currently two other disc golf courses in Greenville, one operated by Covenant United Methodist Church near Corey and Firetower, and another operated by the City at Matthew Lewis Park not far from the airport. At the time of Mr. Godley's presentation, the Council recommended the matter be presented to the Recreation and Parks Commission for input.

Mr. Godley presented the idea to the Commission at their February meeting and members suggested development of a master plan for this area, unofficially referred to as the Tar River Park, to determine if the disc golf was a possible and appropriate use. Parks Planner Lamarco Morrison developed a concept plan. Three public meeting dates were set related to development of this master plan. The first of these meetings was held in March, with about 70 people in attendance, most of which were ECU students. No one was opposed; however, one of the non-students in attendance, Scott McDonald who is the Service Manager for Tar River Estates, said they would only support the project if it includes provision for additional parking because they already have trouble with tenant spaces being utilized by patrons of the dog park.

Mr. Fenton stated there is City-owned land on the east side of the dog park that could be developed for parking and gates could be moved to encourage its use. A cost analysis for doing that is in progress.

Another need which Mr. Fenton stated must be address is safety. The City's Risk Manager is working to develop a process to minimize the likelihood of people being hit by discs. Buffering will be essential. Also, Public Works will soon be crossing the proposed area with a drainage ditch. The drainage ditch will not prevent use of the area as a disc golf course,



but it will be necessary to get users around the ditch. Signage on the course and on the greenway will be essential and concrete pads will need to be installed at all tee areas.

Mr. Fenton stated the Recreation and Parks Commission is not opposed to the disc golf idea, but this proposal is not without cost to the City. The second and third public meetings will be held in May and June, with the matter going back to the Recreation and Parks Commission in July and returning to City Council in August.

Mayor Thomas asked if there is a concern about expiration of SGA funding. McLean Godley responded that the SGA initiated their new Executive Board the previous day and they are in full support of the project.

Mayor Thomas asked whether parking was added for this area when the dog park and greenway were developed. Mr. Fenton replied that 19 paved spaces were added, but the parking area is overflowing. His department will develop a parking proposal for both paved and gravel surfaces.

Mr. Morrison clarified that the master plan is not only for the disk golf proposal, but for the overall park, and provides for a phased implementation of features.

Council Member Blackburn stated that many residents have dogs and the dog park is highly used. She asked if the master plan would allow for its expansion and whether lighting is planned. Mr. Fenton stated there is room for expansion to the South, but lighting is not immediately part of the plan.

### 2015 BOND REFERENDUM

City Manager Barbara Lipscomb stated she had provided additional information that was requested by Mayor Thomas and some of the Council Members, including information on previous bond questions, the Bond Advisory Committee's ranking of projects and data from the Citizens' Survey. She said she had an additional question about whether an offering of \$750,000 would be feasible. The City's financial advisors indicated for just that amount, installment financing would be the better option.

Interim Assistant City Manager Richard Hicks reported that the financial advisors had, this afternoon, stated that \$5 million would be the target amount for issuing a bond. Any amount below that ultimately costs more in overhead than it's worth to pursue as a bond.

City Attorney Dave Holec stated the \$5 million is the cumulative total for one offering, but that one offering can contain multiple bonds.

Mayor Thomas stated he had requested this bond discussion since the City Council was meeting tonight anyway because of the significance of the bond issue to the community and



this is the beginning of a bond strategy. The City Council has heard many varying opinions from the public, but the hope is that the bond will be non-controversial and will be the start of a long-term approach to funding significant projects. Generations before the current City Council have built the City's roads and streets, houses and greenways. The real question now is what will pass in a bond question and in what form. Information has been provided on previous bonds and the process used, and there has been an in-depth statistical survey of what citizens may be willing to fund. Each current elected official has appointed multiple people to a Bond Advisory Committee, but he asked if the City is following the path they've set. He wonders if the Committee, or even if the community, will support the bond package that is ultimately chosen. In May, the City Council will have to make a decision. Everyone knows there is a problem with the City's roads, with a clear need for \$10 million to repair those roads that are near failure. There have been many good discussions and many wonderful projects that everyone would like to see continue have been addressed, but there is a difference between what is needed and what is wanted. He stated that Hooker Road will fail within 18 months if it is not resurfaced, and stated that will be this City Council's legacy to the City if it is allowed to happen. Mayor Thomas stated he had already heard some public opposition to the bond in its current form. No decision is required today, but he felt it was important to continue the discussion.

Council Member Croskery stated that everyone is hearing different things from his or her constituents. Personally, he's heard much support for greenways. He discussed the various options that have been considered, such as the City Council's ideas at the Planning Retreat and the Bond Advisory Committee's recommendations. The focus needs to be on transportation. He noted that the Governor has proposed a big bond issue for the State which will include Dickinson Avenue, which gets most of the City's complaints. He stated that the sliver of greenway in the current bond proposal would likely be the most highly used portion of the greenway if it is built and he feels it would generate much passion for the bond by the City's energetic residents.

Council Member Glover stated that Council Member Croskery made good points, but she has had many calls and talked to several citizens who were adamant about the need to road improvements, but were less likely to vote in favor of the bond if it includes greenways. She feels the City is split and does not see greenways at the same level of importance as sidewalks and streets. She feels there is support for streets and sidewalks throughout town and inclusion of the greenway is setting the bond up for failure, which will hurt Greenville.

Mayor Thomas asked how much has been spent to date on the various phases of the greenway.

Mr. Mulligan stated that previously, the funding has been 80% in Federal funds, 10% in State funds and 10% locally. The State has backed out of their 10% share, so in the future, funding will be 80% Federal and 20% local if grants are available. He discussed the work currently in progress, noting that 2 sections have been completed, 1 is under construction



and another is fully funded but construction has not been started. All together, the total investment by all funding sources has been around \$4 million. For the section proposed, to go from the eastern end of the greenway, under 264 to east of Fire Station 6 would cost about \$2 million. \$750,000 would cover the design work, but the greenway could not be fully constructed.

Council Member Croskery asked about the prospects for obtaining grant funding in the future.

Mr. Mulligan stated the funding will exist, but the likelihood of obtaining the award will depending on the scoring and will be dependent on road projects. The State runs the program, but will no longer contribute money. No greenways were approved under their new criteria.

Council Member Croskery asked if there are private foundations that fund healthy initiatives for communities, and if they would require matching funds.

Mr. Mulligan stated there are some, but the City has not previously pursued those. He anticipates there would be a matching funds requirement.

Council Member Croskery stated to apply for those, a City must have money committed to a project. Mr. Mulligan concurred.

Council Member Smith moved to divide the bond into two questions, one to include \$750,000 for greenways with a separate question for street improvements. She stated she has had many people asking about debt capacity and being taxed for the \$750,000 if the greenway is not actually being built since the funding will likely only cover the planning phase. Council Member Glover seconded the motion.

Council Member Croskery said with this motion, West 5<sup>th</sup> Street and the 10<sup>th</sup> Street Connector are unaddressed. He recommended including those as separate questions if the will of the Council was to divide the bond.

Mayor Tomas asked what would happen if repairs are not made to Arlington Boulevard.

Mr. Mulligan stated the area between Hooker Road and Greenville Boulevard is of great concern. Subsurface conditions are failing and another winter and spring with conditions like the past ones would likely lead to failure of a lane or two.

Council Member Croskery noted that the Bond Advisory Committee proposed \$5 million for roads, which would mostly likely only cover Arlington Boulevard. The City Council's adjusted package included \$8 million for roads.



Mr. Mulligan noted that the total need is \$10 million.

Mayor Thomas asked how much risk the City Council is willing to take in order to pursue a controversial part of the bond. He also asked if the City has previously raised taxes in order to pay for a bond.

Ms. Lipscomb stated it is her understanding that the City has not previously raised taxes to pay for a bond.

Council Member Smith stated that citizens have overwhelmingly indicated support for the roads package and she wants it to pass. Since there are two greenways funded that are not yet complete, she can't justify issuing debt for something that can't yet be built. If the citizens truly want it, they will vote for it as a separate question.

Mayor Thomas agreed, stating that he doesn't feel it is good government to add things onto other legislation that is popular. Projects should stand on their own merit. The City Council needs to set a vision with this election for a long-term bonding strategy.

Council Member Glover called the question on Council Member Smith's motion to divide the bond into two questions, with one being \$13.05 million for streets and the other being \$750,000 for greenways. The motion failed by a vote of 2 to 4, with Council Members Smith and Glover casting the only affirmative votes.

#### BRIEFING ON STATE SALES TAX LEGISLATION – SB369

City Attorney Dave Holec stated that Senate Bill 369 was introduced a couple weeks ago by Senator Harry Brown which has major impact on a critical revenue source for the City. This bill phases in, over a three-year period, a conversion of a local sales tax to a state sales tax and distributes that tax on a pure per-capita basis. The North Carolina League of Municipalities (NCLM) has done a financial projection that shows with full implementation in fiscal year 2018-019, Greenville will lose over \$4.38 million in annual revenue, which is almost a full 25% of its sales tax revenue. For all North Carolina cities, that amounts to \$120 million annually that will be lost.

City Attorney Holec stated there is another element of this conversion which causes additional concerns. It removes this revenue source from being locally levied and makes it a part of the appropriations process for the State, which essentially places the revenue source in jeopardy on an annual basis. After the bill was introduced, the fiscal impact became aware to those who introduced it. Senator Brown stated it was an unintended consequence and he is working to draft another version of bill which will address some of the concerns mentioned. There are other bills that have been introduced which still address local sales tax measures, and additionally, there is a bill that has been introduced that would create the possibility of a city having sales tax for sales that occur within its





corporate limits. All of these bills are being discussed and the NCLM is assisting the City by insuring awareness of these bills and insuring legislators are aware of the impact on cities.

Mayor Thomas stated he asked for this to be added to the agenda because of its importance as the City enters its budget process. Never has it been more important to be mindful of what is happening in Raleigh in terms of the City's revenue streams. To be clear, there is SB369 by Senator Brown, and there is also Senator Bob Rucho's Bill, SB608, which was introduced not long after SB369. Both bills do essentially the same thing in that they repatriate a local revenue stream to the State. The County Commissioners Association and the NCLM both oppose these bills. Both bills have some difficulty and it will be imperative to track them closely.

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**ADJOURNMENT**

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Council Member Smith moved to adjourn the meeting, seconded by Council Member Croskery. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 9:57 p.m.

Respectfully submitted,

Carol L. Barwick, CMC  
City Clerk



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Ordinance enacting and adopting Supplement Number 2015-S7 to the City of Greenville Code of Ordinances

**Explanation:** **Abstract:** The City Council will consider adopting and enacting a supplement to the Code of Ordinances which incorporates all ordinances of a general and permanent nature adopted after June 12, 2014, and on or before November 13, 2014.

**Explanation:** In accordance with a Codification Agreement (Contract No. 1757) dated November 14, 2008, between the City of Greenville and the North Carolina League of Municipalities, along with its code contractor, American Legal Publishing Corporation, the Code of Ordinances was fully revised and updated to include all ordinances adopted through October 8, 2009. Subsequent to this initial revision and update, American Legal Publishing Corporation maintains the City Code by producing supplements to the printed version and hosting/updating an online version of the City Code.

Supplement Number 2015-S7 incorporates all ordinances of a general and permanent nature enacted after June 12, 2014, and on or before November 13, 2014.

**Fiscal Note:** Total cost for production of Supplement Number 2015-S7 is estimated at \$1,000. A final bill has not yet been received. Funds are included in the City Clerk's Office budget for this expense.

**Recommendation:** Approve the ordinance enacting and adopting Supplement Number 2015-S7 to the City of Greenville's Code of Ordinances

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Attachments / click to download

 [Ordinance adopting Supplement 2015 S 7 to the Code of Ordinances 1009248](#)

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ORDINANCE NO. 15-\_\_\_\_\_

AN ORDINANCE ENACTING AND ADOPTING SUPPLEMENT NUMBER 2015-S7 TO  
THE CODE OF ORDINANCES OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, American Legal Publishing Corporation of Cincinnati, Ohio, has completed Supplement Number 2015-S7 to the Code of Ordinances of the City of Greenville, North Carolina, which supplement contains all ordinances of a general and permanent nature enacted after June 12, 2014, and on or before November 13, 2014; and

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

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

Section 1. That Supplement Number 2015-S7 to the Code of Ordinances of the City of Greenville, North Carolina, as submitted by American Legal Publishing Corporation of Cincinnati, Ohio, be and the same is hereby adopted by reference as if set out in its entirety.

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

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

This the 10th day of August, 2015.

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

ATTEST:

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



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan) and approval of reclassification requests

**Explanation:** **Abstract:** To maximize departmental effectiveness and efficiency, the Fire/Rescue and Police Departments are proposing to reclassify two administrative support positions to technical positions that will directly support critical departmental operations.

**Explanation:** In order to maximize departmental effectiveness and efficiency, the Fire/Rescue and Police Departments are proposing to reclassify two administrative support positions to technical positions that will directly support critical departmental operations. The two positions proposed for reclassification are as follows:

Current Position Title	Current Pay Grade	Proposed Position Title	Proposed Pay Grade
Staff Support Specialist II	107	Data Analyst	114
Staff Support Specialist I	105	Property & Evidence Technician	108

The Fire/Rescue Department is proposing to reclassify a vacant Staff Support Specialist II position to a Data Analyst position. The Data Analyst is needed to perform specialized technical work in developing and maintaining a records management system in order to collect, analyze, and distribute data necessary to the operation of the department. The job documentation for the proposed Data Analyst position has been reviewed by Segal Waters Consulting, the classification and compensation consultant utilized by the City and Greenville Utilities Commission, and Pay Grade 114 has been recommended for the position.

The Police Department is proposing to reclassify a vacant Staff Support Specialist I position to a Property and Evidence Technician position. Given the workload and the critical nature of the responsibilities within the Property and Evidence Unit, there is a need for an additional Property and Evidence Technician. If approved, the complement within the Property and Evidence Unit will be as follows:

- Property and Evidence Technician (increase from 1 to 2)
- Staff Support Specialist I (decrease from 1 to 0)
- Property and Evidence Custodian (no change; this position supervises the unit)

The Property and Evidence Technician performs clerical/administrative support duties as well as the technical duties required of the Technician position, eliminating the need for the Staff Support Specialist I position, which is currently vacant.

**Fiscal Note:**

The position reclassifications and reallocations will result in additional personnel costs of approximately \$24,184, as detailed below. Sufficient personnel funds are available in the respective departmental budgets to cover these requests.

Staff Support Specialist II to Data Analyst	\$19,434	-
Staff Support Specialist I to Property & Evidence Technician	<u>4,750</u>	-
<b>Reclassifications Total</b>	<b>\$24,184</b>	

**Recommendation:**

Approve the resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan) to incorporate the proposed changes.

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

Attachments / click to download

[📎 resolution\\_amending\\_pay\\_plan\\_effective\\_8\\_10\\_15\\_1009290](#)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AMENDING THE CITY OF GREENVILLE  
ASSIGNMENT OF CLASSES TO SALARY GRADES AND RANGES (PAY PLAN)

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA,  
RESOLVES:

Section 1. The City of Greenville Assignment of Classes to Salary Grades and Ranges is hereby amended by adding the following classification:

<u>Classification Title</u>	<u>Pay Grade</u>
Data Analyst	114

Section 2. All inconsistent provisions of former resolutions, ordinances, or policies are hereby repealed.

Section 3. This resolution shall be effective August 10, 2015.

Adopted this the 10<sup>th</sup> day of August, 2015.

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

ATTEST:

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



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution approving exchange of property near Ashton Woods Apartments

**Explanation:** **Abstract:** An exchange of property has been negotiated in order to acquire an area needed for the greenway between Ashton Woods Apartments and the Tar River. This exchange was initially discussed in 2007 but was not completed. The property to be conveyed in exchange by the City is a lease and permanent access easement to allow a new entrance into the Ashton Woods Apartments.

**Explanation:** Langston Park, LLC is the owner of Ashton Woods Apartments. Michael Saad, the owner and manager of Langston Park, LLC, approached the City with a proposal to allow the apartment complex to have a driveway entrance off of Elm Street across City property which was acquired as a result of the flood buyout program after Hurricane Floyd. Mr. Saad first made this request in 2007. It was considered favorably by City staff at the time. Mr. Saad has now made the request again.

The proposal involves an exchange of property. The City would receive a tract of property (0.11 acres) between the apartment complex and the Tar River which would be a part of the greenway. The City would convey a permanent easement for the driveway and lease property (0.39 acres) between the complex and Elm Street which includes the easement area for the driveway. The lease is for \$10 a year for a 10-year period with automatic extensions for 1-year periods unless terminated by either party.

The advantage to the City is acquiring the tract of property for the greenway. For the property to be conveyed by the City, since it was purchased as a part of the Hazard Mitigation Grant Program, the flood buyout program, FEMA approval was required. This approval was received in 2011. Due to economic conditions, the proposal was not further pursued by Mr. Saad until recently.

The driveway to be constructed will use pervious material and be in a location and a design approved by the City Engineer. Landscaping is to be installed in a location and design approved by the City Engineer. The leased property is to be



maintained in good condition and only used for the driveway and landscaping.

Notice of intent to approve the exchange has been published as required by law.

Attached is the following:

1. Resolution Approving Exchange;
2. Vicinity Map;
3. Proposed Lease and Easement Maps (3 pages);
4. Proposed Lease; and
5. Map of Area to be Conveyed to City.

**Fiscal Note:**

The property being conveyed by the City is estimated to have a value of \$7,400, and the property being conveyed to the City is estimated to have a value of \$7,700.

**Recommendation:**

Approval of the attached resolution will authorize the exchange of properties.

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

**Attachments / click to download**

- [📎 Vicinity Map](#)
  - [📎 Proposed Lease and Easement Maps \(3 pages\)](#)
  - [📎 Map of Area to be Conveyed to City](#)
  - [📎 Resolution Approving Exchange](#)
  - [📎 Proposed Lease](#)
-

RESOLUTION NO. - 15  
RESOLUTION APPROVING AN EXCHANGE OF PROPERTY AND THE GRANT OF AN  
EASEMENT OR RIGHT-OF-WAY WITH LANGSTON PARK, LLC

WHEREAS, public notice of the intent of the City Council to authorize an exchange of real property and the grant of an easement at a regular meeting was published as required by law;

WHEREAS, the City Council has determined that the City of Greenville will receive a full and fair consideration for its property in the exchange; and

WHEREAS, North Carolina General Statute 160A-271 authorizes the exchange of real property by the City of Greenville and North Carolina General Statute 160A-273 authorizes the grant of an easement over, through, under, or across any city property;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that the exchange of property by and between the City of Greenville and Langston Park, LLC be and is hereby approved, said exchange involving the City conveying a leasehold interest in the property located between the Ashton Woods Apartments and Elm Street and located upon or near Tax Parcel # 05511, consisting of approximately 0.39 acres, more or less, and having a value of approximately \$7,410, said lease being for \$10 per year for a 10 year period with automatic extensions for 1 year periods, unless terminated by either party and the City receiving the property located between the Ashton Woods Apartments and the Tar River and located upon or near Tax Parcel # 21000, consisting of approximately 0.11 acres, more or less, and having a value of approximately \$7,700.

BE IT FURTHER RESOLVED by the City Council of the City of Greenville that it does hereby authorize the grant of an easement to Langston Park, LLC for ingress and egress between Elm Street and the Ashton Woods Apartments upon the property to be leased as described above.

BE IT FURTHER RESOLVED by the City Council of the City of Greenville that the Lease Agreement by and between the City of Greenville and Langston Park, LLC be and is hereby approved.

This the 10th day of August, 2015.

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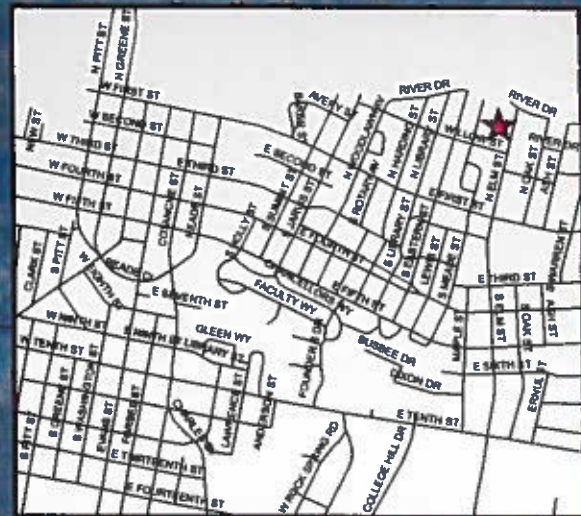
Allen M. Thomas, Mayor

ATTEST:

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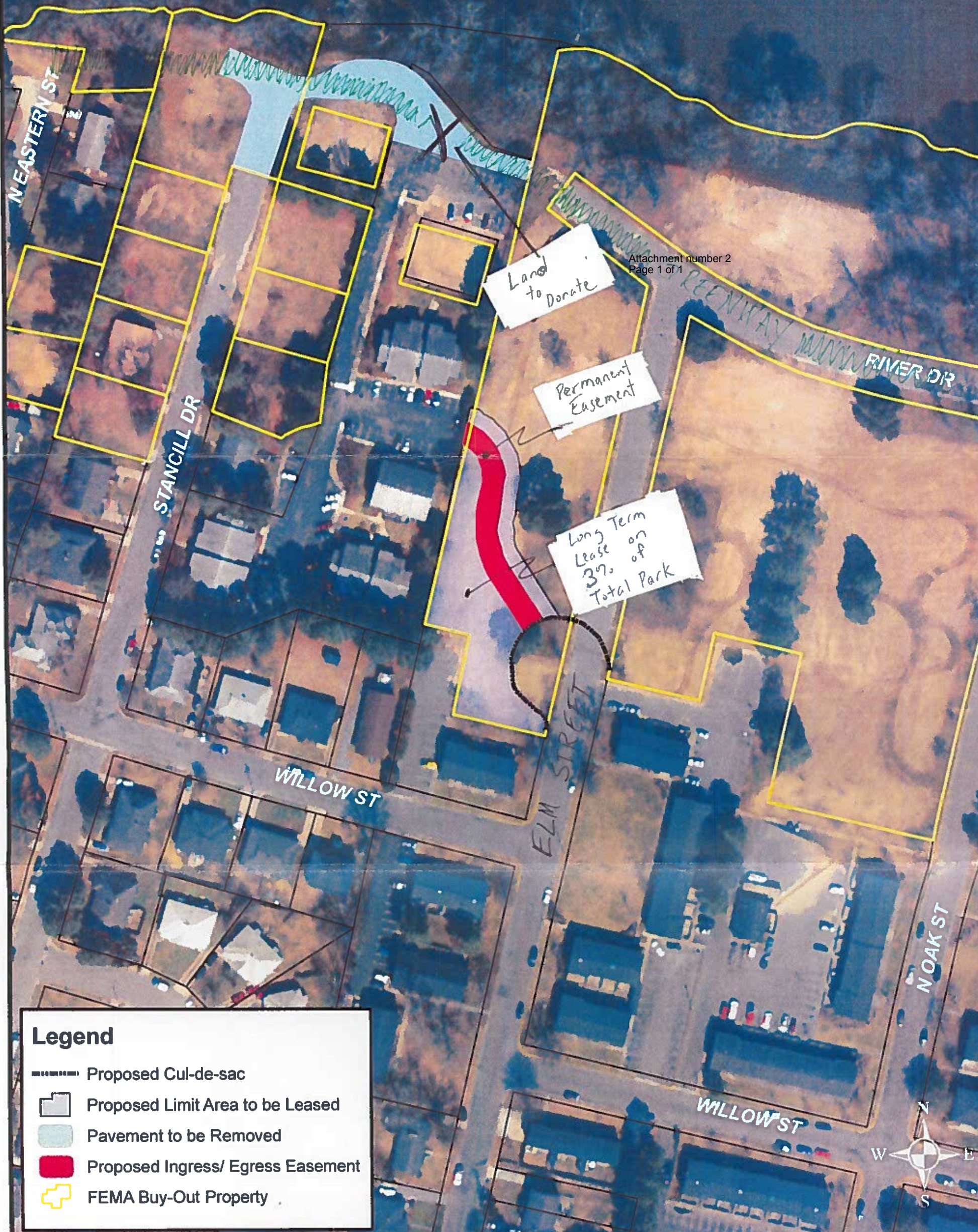
Carol L. Barwick, City Clerk

# Vicinity Map








Tar River

Attachment number 2  
Page 1 of 1



## Legend

-  Proposed Cul-de-sac
-  Proposed Limit Area to be Leased
-  Pavement to be Removed
-  Proposed Ingress/ Egress Easement
-  FEMA Buy-Out Property

REVIEW OFFICER PITT COUNTY

I HEREBY CERTIFY THAT NO APPROVAL IS REQUIRED BY THE CITY OF GREENVILLE PLANNING DEPARTMENT.

CITY OF GREENVILLE PLANNING DEPARTMENT

I, ANDREW THOMAS, JR., A REVIEW OFFICER OF THE PITT COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER DATE 7/2/15



Vicinity Map N.T.S.

Attachment number 3 Page 1 of 3

NC GRID NAD83/2011



N/F LANGSTON PARK, L.L.C. D.B. 1132 PG. 18 P.N. 21000

N 13°02'05" E 235.83' (TIE ONLY)

E.I.P.

S 75°44'16" E 11.08'

TAR RIVERS ESTATES M.B. 56 PG. 67

R=81.00 L=102.94' CH=96.15' S 39°19'50" E

S 02°55'24" E 20.09'

R=38.00 L=28.97' CH=28.27' S 24°45'49" E

S 46°36'13" E 13.01'

FUTURE R/W TO BE DEDICATED BY THE CITY OF GREENVILLE

R=53.13 L=140.29' CH=102.94' S 02°43'21" E

LEASE AREA 0.39 AC. +/-

CITY OF GREENVILLE D.B. 1210 PG. 132 M.B. 56 PG. 86 P.N. 05511

N 76°57'55" W 76.34'

S 13°02'05" W 87.93' (TIE ONLY)

N 13°02'05" E 104.74'

N 76°57'55" W 72.91'

N 13°02'05" W 41.60'

ECM

E.I.P. (DIST)

100 YEAR FLOOD SCALED FROM FIRM 5720468800K, EFFECTIVE 7/7/2014

25' OPEN SPACE BUFFER (M.B. 56 PG. 86, D.B. 1210 PG. 132)

TAR RIVERS ESTATES M.B. 56 PG. 67

10' ELECTRIC EASEMENT (M.B. 56 PG. 67C)

N/F GREENVILLE PROPERTY LL, LLC M.B. 31 PG 239 D.B. 2750 PG. 876 P.N. 22131



NOTE(S): SEE SHEET 3

LEGEND: SEE SHEET 3

REFERENCE(S): RIVERS DRAWING W-3615 M.B. 56 PG. 67-67F MB. 56 PG. 86 MB. 31 PG. 239 M.B. 26 PG. 60-60C M.B. 22 PG. 98 D.B. 1210 PG. 132 P.N. 05511 RIVERS DRAWING 2084



SCALE 1 inch = 50 ft

SHEET 1 OF 3 DRAWING NO. L-401-X SCALE 1"=50' DRAFT PH

REVISIONS:

NORTH CAROLINA PITT COUNTY I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM A FIELD SURVEY BY RB, FROM 02/03-09/2015 AND 03/04/2015, FROM DEED DESCRIPTIONS RECORDED IN BOOK AS NOTED; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(11)d. THAT THIS PLAT IS OF ANOTHER CATEGORY (LEASE MAP). WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 8TH DAY OF JUNE, 2015.

PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4262

Rivers & Associates, Inc. Engineers Planners Surveyors Landscape Architects 107 East Second Street Greenville, NC 27856 (252) 752-4135

PROPOSED LEASE & EASEMENT MAP LANGSTON PARK, LLC PROPERTY OWNER: CITY OF GREENVILLE P.O. BOX 7207 GREENVILLE, NC 27835 Item # 4 GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

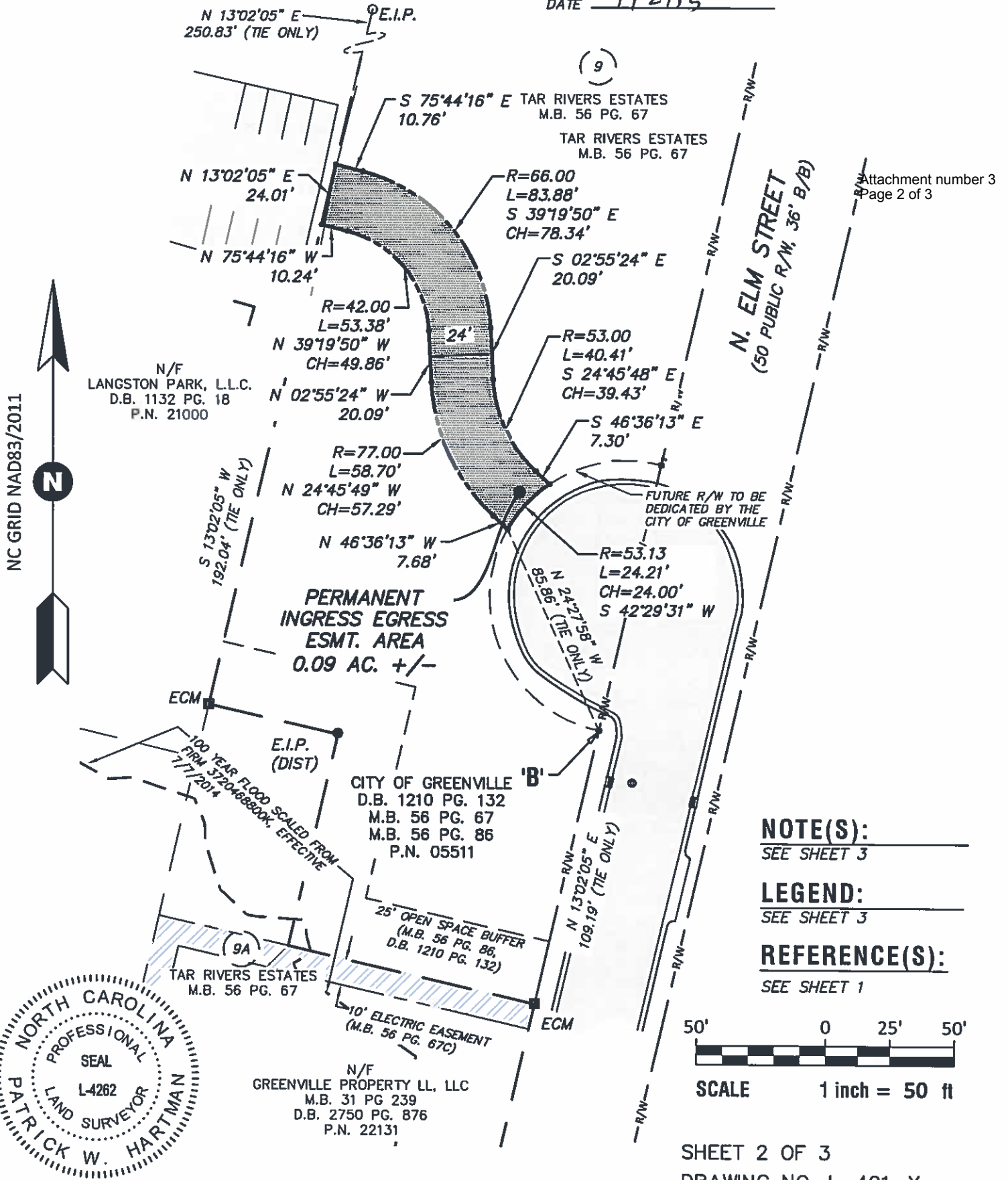
I HEREBY CERTIFY THAT NO APPROVAL IS REQUIRED BY THE CITY OF GREENVILLE PLANNING DEPARTMENT.

*Amber Shroyer*  
CITY OF GREENVILLE PLANNING DEPARTMENT

REVIEW OFFICER PITT COUNTY

*Amber Thomas, Jr.*  
A REVIEW OFFICER OF THE PITT COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

*Amber Shroyer*  
REVIEW OFFICER  
DATE 7/2/15



Attachment number 3  
Page 2 of 3

**NOTE(S):**  
SEE SHEET 3

**LEGEND:**  
SEE SHEET 3

**REFERENCE(S):**  
SEE SHEET 1



SHEET 2 OF 3  
DRAWING NO. L-401-X  
SCALE 1"=50' DRAFT PH



REVISIONS:

NORTH CAROLINA PITT COUNTY  
I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM A FIELD SURVEY BY RB, FROM 02/03-09/2015 AND 03/04/2015, FROM DEED DESCRIPTIONS RECORDED IN BOOK AS NOTED; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(11)d. THAT THIS PLAT IS OF ANOTHER CATEGORY (LEASE MAP). WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 8TH DAY OF JUNE, 2015.  
*Patrick W. Hartman*  
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4262

NC License: F-0334  
**Rivers** & ASSOCIATES, INC.  
riversandassociates.com Since 1918  
Engineers  
Planners  
Surveyors  
Landscape Architects  
107 East Second Street  
Greenville, NC 27858  
(252) 752-4135

**PROPOSED LEASE & EASEMENT MAP**  
**LANGSTON PARK, LLC**

PROPERTY OWNER:  
CITY OF GREENVILLE  
P.O. BOX 7207  
GREENVILLE, NC 27835  
Item # 4  
GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

**NOTE(S):**

1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. NO POINTS SET UNLESS OTHERWISE NOTED.
3. PORTIONS OF THIS SURVEY ARE LOCATED WITHIN A ZONE "AE" SPECIAL FLOOD HAZARD AREA (AREAS DETERMINED TO BE INSIDE THE 1% ANNUAL CHANCE (100 YEAR) FLOODPLAIN), ZONE "X" SHADED, AND ZONE X BASED ON THE REVISED FIRM MAP NUMBER 3720468800K PANEL 4688, EFFECTIVE JULY 7TH, 2014. BASE FLOOD ELEVATION = 22.2 FEET (NAVD88).
4. PROPERTY SUBJECT TO ANY EASEMENTS, RESTRICTIVE COVENANTS, OR RIGHTS OF WAY WHICH MAY BE OF RECORD.
5. THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE COMMITMENT REPORT. RIVERS AND ASSOCIATES DOES NOT CLAIM THAT ALL MATTERS OF RECORD WHICH MAY OR MAY NOT AFFECT THIS PROPERTY ARE SHOWN HEREON.
6. GEODETIC COORDINATES WERE ESTABLISHED BASED ON THE FOLLOWING INFORMATION.

1) CLASS OF SURVEY:	<u>CLASS A (HORIZONTAL)</u>
2) POSITIONAL ACCURACY:	<u>2 CM</u>
3) TYPE OF GPS FIELD PROCEDURE:	<u>NCGS RTN</u>
4) DATE OF SURVEY WORK:	<u>02/03/15</u>
5) DATUM/EPOCH:	<u>NAD83/2011</u>
6) PUBLISHED CONTROL/FIXED CONTROL:	<u>NCGS RTN</u>
7) GEOID MODEL:	<u>GEOID12A</u>
8) COMBINED GRID FACTOR:	<u>0.99989721</u>
9) UNITS:	<u>US SURVEY FEET</u>

Attachment number 3  
Page 3 of 3

I HEREBY CERTIFY THAT NO APPROVAL IS REQUIRED BY THE CITY OF GREENVILLE PLANNING DEPARTMENT.














*Patrick W. Hartman*  
CITY OF GREENVILLE PLANNING DEPARTMENT

REVIEW OFFICER PITT COUNTY

ANDREW THOMAS, JR.  
A REVIEW OFFICER OF THE PITT COUNTY, N.C., CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

*Andrew Thomas, Jr.*  
REVIEW OFFICER  
DATE 7/2/15

**LEGEND:**

N/F	NOW OR FORMERLY	
P.N.	PARCEL NUMBER	
D.B.	DEED BOOK	
M.B.	MAP BOOK	
PG.	PAGE	
R/W	RIGHT-OF-WAY	
B/B	BACK-TO-BACK CURB WIDTH	
ECM	EXISTING CONCRETE MONUMENT	
EIP	EXISTING IRON PIPE	
DIST.	DISTURBED	
ESMT.	EASEMENT	
	CATCH BASIN BACK OF CURB	
	STORM SEWER MANHOLE	
	ASPHALT	
•	LEASE/ESMT. CORNER	
		 PROPOSED ASHTON WOODS CONNECTION DRIVE PERMANENT INGRESS EGRESS EASEMENT
		 PROPOSED LANGSTON PARK, L.L.C. LEASE AREA
		 PROPOSED LEASE LIMITS
		 PROPOSED ACCESS EASEMENT
		 EXISTING RIGHT OF WAY
		 PERIMETER BOUNDARY
		 ADJOINER
		 100-YEAR FLOOD
		 EXISTING EASEMENT
		 OPEN SPACE BUFFER
		 FUTURE RIGHT OF WAY LINE

**GRID COORDINATES 'A'**  
GRID NORTHING: 682,426.071 US FT.  
GRID EASTING: 2,488,195.13 US FT.

**GRID COORDINATES 'B'**  
GRID NORTHING: 682,466.596 US FT.  
GRID EASTING: 2,488,204.511 US FT.



**REFERENCE(S):**  
SEE SHEET 1

SHEET 3 OF 3  
DRAWING NO. L-401-X  
SCALE N.T.S. DRAFT PH

NORTH CAROLINA

PITT COUNTY

I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM A FIELD SURVEY BY RB, FROM 02/03-09/2015 AND 03/04/2015, FROM DEED DESCRIPTIONS RECORDED IN BOOK AS NOTED; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THE RATIO OF PRECISION IS 1:10,000+. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f)(11)d. THAT THIS PLAT IS OF ANOTHER CATEGORY (LEASE MAP). WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 8TH DAY OF JUNE, 2015.

*Patrick W. Hartman*  
PROFESSIONAL LAND SURVEYOR LICENSE NO. L-4282

NC License: F-0334  
**Rivers** & ASSOCIATES, INC.  
107 East Second Street  
Greenville, NC 27858  
(252) 752-4135  
Engineers  
Planners  
Surveyors  
Landscape Architects  
riversandassociates.com Since 1918

**PROPOSED LEASE & EASEMENT MAP  
LANGSTON PARK, LLC**

PROPERTY OWNER:  
CITY OF GREENVILLE  
P.O. BOX 7207  
GREENVILLE, NC 27835  
Item # 4

GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

**STATE OF NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

**THIS LEASE AGREEMENT** made and entered into this \_\_\_ day of August , 2015, by and between the CITY OF GREENVILLE, a North Carolina municipal corporation with its principal office in Greenville, North Carolina, (hereinafter “Lessor”), and LANGSTON PARK, LLC, a North Carolina Limited Liability Company with its principal place of business being located in Greenville, North Carolina (hereinafter “Lessee”);

**WITNESSETH**

In consideration of the mutual covenants and promises herein contained, the Lessor does hereby let and lease unto the Lessee the real property described in the attached Exhibit A under the terms and conditions hereafter recited.

To Have and to Hold said premises upon these conditions and with those privileges herein set forth for the term stated and pursuant to the covenants herein contained, said covenants and conditions as follows:

**1. TERM.** The term of this lease shall be for ten (10) years, commencing on the 1st day of September, 2015, and ending on the 31st day of August, 2025, both dates inclusive. Provided that all installments of rental theretofore due have been paid and all other conditions of this Lease Agreement have been properly complied with by Lessee, the term of this Lease Agreement will automatically extend thereafter for additional terms of one (1) year each unless either party gives written notice to the other party of its intention to terminate the lease not later than the first day of March of the year of termination. In the event of such extension of the term of the Lease Agreement, all of the terms and conditions of this Lease Agreement shall continue in full force and effect.

**2. RENT.** The Lessee agrees to pay annual rent in the amount of ten no/100ths dollars (\$10.00), with each annual installment being due on the first calendar day of the month of February of each year during the term of this Lease Agreement.

**3. IMPROVEMENTS BY LESSEE.** Lessee shall have the right at its expense during the term of this Lease Agreement, to construct a driveway using pervious material approved by the City Engineer of the Lessor at a location approved by the City Engineer of the Lessor and in accordance with a design approved by the City Engineer of the Lessor and to install landscaping approved by the City Engineer of the Lessor at locations approved by the City Engineer of the

Lessor and in accordance with a design approved by the City Engineer of the Lessor. No improvements so made by Lessee shall give right to any lien against the demised premises on account thereof, it being understood that the liability therefore shall be the sole responsibility of the Lessee.

**4. USE OF PREMISES.** The demised premises shall only be used for a driveway using pervious materials to provide ingress and egress and access to and from Elm Street and Ashton Woods Apartments and landscaping. Any use of the demised premises for purposes other than said uses shall be prohibited without the prior written consent of Lessor.

**5. RESTRICTIVE COVENANTS.** This lease is subject to the Restrictive Covenants as required by the Federal Emergency Management Agency and the North Carolina Department of Crime Control and Public Safety, Division of Emergency Management, pursuant to the Robert T. Stafford Disaster Act, Public Law 93-288 and 44 CFR 206.434 and as set forth in the deed recorded in Book 1210, at Page 132, Pitt County Registry of Deeds, said Restrictive Covenants are herein incorporated by reference. Failure of Lessee to comply with the Restrictive Covenants shall constitute a default under this Lease Agreement.

**6. AD VALOREM TAXES.** All ad valorem taxes imposed by any city or county or other taxing authority upon the demised premises and the improvements placed thereon shall, during the term of this Lease Agreement, be the responsibility of and shall be paid for by the Lessee.

**7. MAINTENANCE.** During the term of the Lease Agreement, the Lessor shall maintain, at its expense, the demised premises in good condition as determined by the City Engineer of the Lessor. Said maintenance to include, but not limited to, cutting grass (grass shall be cut and maintained at a reasonable lawn length) or other vegetation, trimming of shrubs and plants as necessary, and insuring that no trash nor other debris accumulates upon the demised premises. Lessor shall have no responsibility to make any repairs or provide any maintenance whatsoever to the premises. Failure of Lessee to maintain the property according to the terms of this Lease Agreement shall constitute a default under this Lease Agreement.

**8. INSURANCE.** The Lessee shall during the entire term of this Lease Agreement, keep in full force and effect a policy of public liability insurance with respect to the demised premises.

**9. INDEMNITY.** The Lessor shall not be liable to the Lessee, to the employees or visitors thereof, or to any other person for any damage to person or property caused by any negligent act or



omission of the Lessee, its agents, employees, or invitees, and the Lessee agrees to indemnify and hold the Lessor harmless from all claims for any such damage.

**10. ASSIGNMENT AND SUBLETTING.** The Lessee shall make no assignment of this Lease Agreement or sublease of the demised premises or any portion thereof except with the written consent of the Lessor, provided, that such assignment or subletting shall not relieve Lessee of the obligations for the annual rent herein provided unless said obligations are discharged by Lessor in writing.

**11. DEFAULT.** Should the Lessee neglect to make any payment of rent when due or neglect to do or perform any covenant or condition applicable to the Lessee, including but not limited to the Restrictive Covenants incorporated by reference, and any such default continues for a period of thirty (30) days after written notice by the Lessor calling attention to such default, the Lessor may declare this Lease Agreement terminated and take possession of the said premises without prejudice to any other legal remedy on account of such default. Should the Lessor neglect to do or perform any covenant hereof binding on Lessor and any such default continues for a period of thirty (30) days after written notice by the Lessee calling attention to such default, the Lessee may declare this Lease Agreement terminated and vacate the said premises without prejudice to any other legal remedy on account of such default.

**12. QUIET ENJOYMENT.** Upon payment of the rental herein provided and upon performance of all the covenants, terms and conditions hereof applicable to the Lessee, the Lessee shall peaceably and quietly hold and enjoy the leased property for the term hereof without hindrance or interruption by the Lessor or any other person or persons rightfully claiming by, through or under the Lessor, subject nevertheless to the terms and conditions of this lease.

**13. ACCESS BY OWNER.** The Lessor or representatives thereof shall have the right to enter the demised premises at any and all reasonable times for the purpose of inspecting the same or for the purpose of ensuring that all repairs and maintenance required of the Lessee under the terms hereof are made and that all other covenants and conditions applicable to the Lessee are met.

**14. WAIVER.** No waiver of the rights of the Lessor hereunder shall be implied from the acceptance of rental payments subsequent to a default by the Lessee, nor shall any waiver of such rights be deemed applicable to a like subsequent default.

**15. NOTICES.** Any notice or other communication required or permitted hereunder shall be delivered in person or sent by United States certified mail, postage prepaid, to the party to whom directed addressed as follows:

**TO LESSOR:**

City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

**TO LESSEE:**

Michael N. Saad  
Langston Park, LLC  
P.O. Box 873  
Greenville, NC 27835-0873

**16. ACCESS EASEMENT.** The Lessor has granted to the Lessee, by a separate instrument, an Access Easement for the driveway located upon the demised premises. The termination of this Lease Agreement does not, by itself, terminate the rights of the Lessee in accordance with the Access Easement.

**17. LESSOR'S COVENANTS.** Lessor covenants and agrees that it is seized and possessed of the demised premises, and has the right without limitation or claim by any third party to enter into this Lease Agreement or any extension thereof, and will defend and save Lessee harmless against the claims of all other persons in and to the demised premises save and except for easements and restrictions of record.

**18. BINDING EFFECT.** This Lease shall be binding upon and inure to the benefits of all parties, their legal representatives, successors and assigns.

**19. CHOICE OF LAW.** This Lease shall be construed in accordance with the laws of the State of North Carolina. The parties further designate the Superior Court of Pitt County, North Carolina, as the forum for the resolution of any dispute arising under the terms of this Lease or otherwise between the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed identical originals of this instrument, each party retaining one thereof, the day and year first above written.

CITY OF GREENVILLE

BY: \_\_\_\_\_ (SEAL)  
Barbara Lipscomb, City Manager

LANGSTON PARK, LLC

BY: \_\_\_\_\_ (SEAL)  
Michael N. Saad, Managing Member

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, a Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

Witness my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_.

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, a Notary Public in and for the aforesaid County and State, do hereby certify that Michael N. Saad, Managing Member of Langston Park, LLC, a limited liability company, personally appeared before me this day and acknowledged the due execution of the foregoing instrument on behalf of the company.

Witness my hand and Notarial Seal, this the \_\_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

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

### Exhibit A

Beginning at a point at the intersection of the western right of way of Elm Street and a proposed lease line; said point having NC Grid (NAD 83/2011) coordinates of Northing 682,426.07 US feet, Basting 2,488,195.13 US feet and also being located N13°02'05" E 67.59 feet from the northeastern corner of the Greenville Property LL, LLC property, recorded in Deed Book 2750 Page 876; thence from the Point Of Beginning with the a proposed lease line N 76°57'55" W 72.91 feet to a point, N 13°02'05" E 104.74 feet to a point, N 76°57'55" W 76.34 feet to a point, in the eastern line of Langston Park, L.L.C., recorded in Deed Book 1132 page 18; thence with the eastern line of Langston Park, L.L.C. N 13°02'05" E 143.12 feet to a point; thence leaving the eastern line of Langston Park, L.L.C. S 75°44'16" E 11.08 feet to a point; thence with a curve to the right, having an arc length of 102.94 feet, a radius of 81.00 feet, a chord bearing and distance of S 39°19'50" E 96.15 feet to a point; thence S 02°55'24" E 20.09 feet to a point; thence with a curve to the left, having an arc length of 28.97 feet, a radius of 38.00 feet, and a chord bearing and distance S 24°45'49" E 28.27 feet to a point; thence S 46°36'13" E 13.01 feet to a point in the future right of way around the Elm Street cul-de-sac; thence with the future right of way, a curve to the left, having an arc length of 140.29, radius of 53.13 and a chord bearing and distance of S 02°43'21" E 102.94 feet to a point in the existing western right of way of Elm Street; thence with the existing western right of way of Elm Street S 13°02'05" W 41.60 feet to the Point Of Beginning, being 0.39 acres more or less, being a proposed lease area for Langston Park L.L.C. located on the City of Greenville Property recorded in Deed Book 1210 Page 132 which is depicted on a Proposed Lease & Easement Map for Langston Park, L.L.C., prepared by Rivers and Associates, Inc., drawing number L-401-X, dated June 8, 2015 and incorporated herein by reference.

**SITE DATA**

NUMBER OF LOTS CREATED ..... 1  
 TOTAL AREA ..... 5.924 SQ. FT.  
 AREA IN STREET RIGHT OF WAY ..... 0.00 ACRES  
 AREA IN PARKS, RECREATION AREAS ..... 0.00 ACRES

**TAR RIVER**



Vicinity Map  
1" = 100'

**GENERAL NOTES**

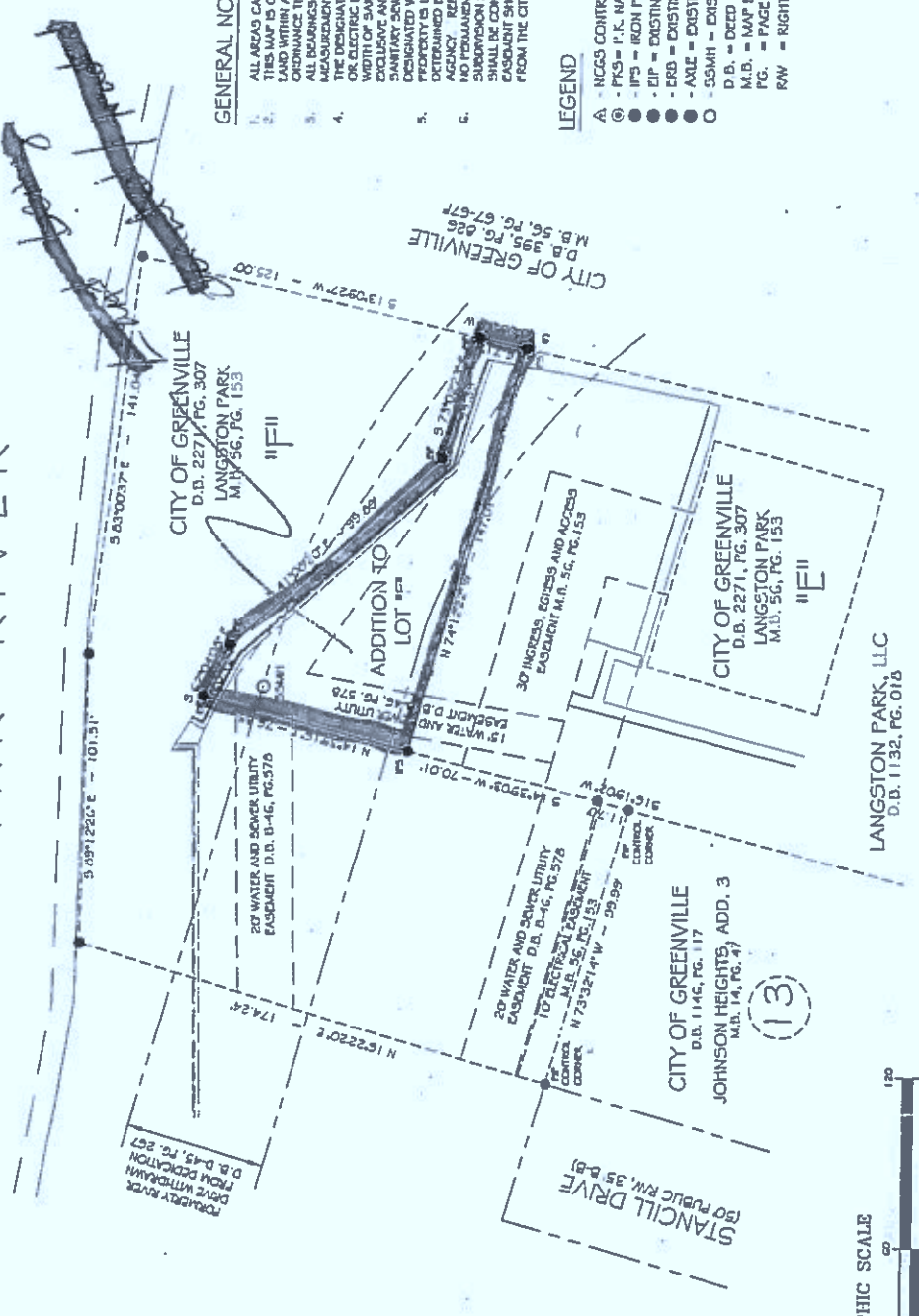
- ALL AREAS CALCULATED BY COORDINATE GEOMETRY. THIS MAP IS OF A SURVEY THAT CREATES A SUBDIVISION OF LAND WITHIN A COUNTY OR MUNICIPALITY THAT HAS AN ACT THAT REGULATES PARCELS OF LAND.
- ALL DISTANCES ARE IN FEET. ALL DISTANCES ARE GROUND MEASUREMENTS UNLESS NOTED OTHERWISE.
- THE DEDICATION NOTED OVER WATER, SANITARY SEWER, GAS OR ELECTRIC LINES IS FOR THE PURPOSES OF INDICATING THE WIDTH OF SAID EASEMENT. THE EASEMENTS ARE NOT EXCLUSIVE AND WILL PERMIT THE INSTALLATION OF WATER, SANITARY SEWER, GAS AND ELECTRIC LINES WITHIN THOSE DESIGNATED WIDTHS.
- THIS PROJECT IS LOCATED IN A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. REF: FEMA 37504G, DATED JANUARY 2, 2004. NO PERMANENT STRUCTURES, INCLUDING BUT NOT LIMITED TO SUBSTATION SHEDS, FENCES OR STORAGE BUILDINGS, SHALL BE CONSTRUCTED OR LOCATED IN ANY DRAINAGE EASEMENT SHOWN ON THIS PLAN WITHOUT PRIOR APPROVAL FROM THE CITY OF GREENVILLE PUBLIC WORKS DEPARTMENT.

**LEGEND**

- A - NGCS CONTROL MONUMENT
- - P.S. - P.C. NAIL SET
- - I.P.S. - IRON PIPE SET
- - Z.P. - EXISTING IRON PIPE
- - C.R.D. - EXISTING REDAR
- - A.X.L. - EXISTING AXLE
- - S.S.M.H. - EXISTING SANITARY SEWER MANHOLE
- D.B. - DEED BOOK
- M.B. - MAP BOOK
- P.G. - PAGE
- R.W. - RIGHT OF WAY

**SURVEYOR'S CERTIFICATION**  
 I, the undersigned, certify that I am a duly licensed Professional Surveyor in the State of North Carolina. I am the author of the above described plat and I am a duly licensed Professional Surveyor in the State of North Carolina. I am the author of the above described plat and I am a duly licensed Professional Surveyor in the State of North Carolina. I am the author of the above described plat and I am a duly licensed Professional Surveyor in the State of North Carolina.

**REVIEW OFFICERS CERTIFICATE**  
 I, \_\_\_\_\_, Review Officer of Pitt County, certify that the map or plat to which this certificate is affixed meets all statutory requirements for recording.  
 REVIEW OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_  
 NORTH CAROLINA, PITT COUNTY  
 FILED FOR RECORDATION THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ AT \_\_\_\_\_, N.C.  
 \_\_\_\_\_  
 DEPUTY REGISTER OF DEEDS



**OWNERS STATEMENT SIGNATURES**

SIGNED: \_\_\_\_\_  
 WALTER, CITY OF GREENVILLE  
 SIGNED: \_\_\_\_\_  
 LANGSTON PARK, LLC

**APPROVAL**

THIS FINAL PLAN NO. \_\_\_\_\_ WAS APPROVED BY THE SUBDIVISION REVIEW BOARD IN ACCORDANCE WITH TITLE 9, CHAPTER 3 OF THE GREENVILLE CITY CODE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.  
 SIGNED: \_\_\_\_\_  
 CITY PLANNER

**OWNERS STATEMENT**

THIS IS EVIDENCE THAT THIS SUBDIVISION IS MADE AS THE REQUEST OF THE CITY OF GREENVILLE AND LANGSTON PARK, LLC.  
 THE ABOVE OWNERS SHOW AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 200\_\_\_\_.  
 NOTARY PUBLIC  
 MY COMMISSION EXPIRES \_\_\_\_\_

**SOURCE OF TITLE**

THIS IS TO CERTIFY THAT THE LAST INSTRUMENT IN THE CHAIN OF TITLE OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTER AT GREENVILLE, NORTH CAROLINA IS:  
 DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ O.I.A. \_\_\_\_\_  
 MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
 DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_



**FINAL PLAT LANGSTON PARK**

REVISION OF LOT #3  
 USING AN ADDITION TO LOT #3 AS SHOWN ON THE FINAL PLAT OF LANGSTON PARK RECORDED MAP BOOK 36, PAGE 133  
 GREENVILLE, GREENVILLE TOWNSHIP, PITT COUNTY, NORTH CAROLINA  
 SURVEYOR: CITY OF GREENVILLE LANGSTON PARK, LLC  
 P.O. BOX 27270 GREENVILLE, NC 27835  
 P.O. BOX 073 GREENVILLE, NC 27835  
 PHONE: 252-329-4432 252-750-1921  
 SURVEYED: BLM APPROVED: MWH  
 DRAWN: BLM DATE: 11/26/07  
 CHECKED: BLM SCALE: 1" = 30'  
 Public Works, Engineering  
 GREENVILLE, NC 27834  
 (252) 329-4467

13



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Extension of and Amendment to Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. An extension of the Memorandum of Understanding (MOU) to continue this cooperative effort is proposed to be approved. The goal is to provide a multidisciplinary community center to assist in meeting the program needs of West Greenville.

**Explanation:** The City of Greenville acquired the property in the Fall of 2006, which now comprises the Lucille W. Gorham Intergenerational Center. Since September 15, 2006, the City and East Carolina University have had a Memorandum of Understanding for the provision of services, lease of a building, and site management of the Intergenerational Center. The cooperative effort between the City of Greenville and East Carolina University is for the purpose of providing a multidisciplinary community center to assist in meeting the needs of West Greenville.

The current Memorandum of Understanding commenced on March 1, 2013, for a one-year period, with a provision that it could be extended for additional terms upon mutual agreement. It was extended for an additional one-year period expiring on February 28, 2015. It has since been extended for two additional 3-month periods with the last expiring on August 31, 2015. These 3-month extensions occurred to allow discussions about amending the terms of the lease agreements with the State of North Carolina for ECU's use. The proposed extension is for a one-year period until August 31, 2016.

The MOU provides that the University will lease the first floor of the Lessie Bass Building. It provides that the University will provide services and activities at the Lessie Bass Building and that it will coordinate with a planning team relating to the services and activities. The planning team consists of persons appointed by the University and members of the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc. (a nonprofit corporation

whose representatives have been working closely with the University in the activities and services at the Lessie Bass Building). The MOU recognizes that the second floor of the Lessie Bass Building is leased to this nonprofit and provides that the University will cooperate with the shared use of the building. The MOU also provides that the University will provide site management for the Center by developing regulations relating to the use of the Center by the tenants of the Center. Currently, the State of North Carolina, the Little Willie Center, Inc. of Pitt County, and the Lucille W. Gorham Intergenerational Community Center, Inc. are tenants on the property. A copy of the Memorandum of Understanding is attached.

The amendment deletes Exhibit B and the reference to Exhibit B from the Memorandum of Understanding. Exhibit B was the lease agreement for the first floor of the Lessie Bass Building. East Carolina University will continue to lease the first floor, but the Lease Agreement will not be the same as in Exhibit B and there is no need to have it as an exhibit to the Memorandum of Understanding.

**Fiscal Note:**

There are expenses to the City included in the Public Works Department budget for maintaining the buildings and grounds at the Lucille W. Gorham Intergenerational Center.

**Recommendation:**

Approval of the extension of and amendment to the Memorandum of Understanding with East Carolina University relating to the Lucille W. Gorham Intergenerational Center.

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

Attachments / click to download

 [MOU](#)



NORTH CAROLINA  
PITT COUNTY

MEMORANDUM  
OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made and entered into this the 12<sup>th</sup> day of February, 2013, by and between the City of Greenville, a municipal corporation organized and existing pursuant to the laws of the State of North Carolina, Party of the First Part and hereinafter referred to as the CITY, and East Carolina University, a constituent institution of the University of North Carolina pursuant to N. C. GEN. STAT. 116-1, *et seq.*, Party of the Second Part and hereinafter referred to as the UNIVERSITY;

WITNESSETH:

WHEREAS, North Carolina General Statute 160A-456 authorizes the CITY to engage in community development programs and activities, North Carolina General Statute 160A-492 authorizes the CITY to undertake and engage in human relations programming and activities, and North Carolina General Statute 160A-353 authorizes the CITY to operate recreational facilities;

WHEREAS, North Carolina General Statute 160A-274 authorizes the CITY to lease, upon such terms and conditions it deems wise, to any other governmental unit any interest in real property and North Carolina General Statute 160A-20.1 authorizes the CITY to contract with any person, association, or corporation to carry out a public purpose that the CITY is authorized by law to engage in;

WHEREAS, the UNIVERSITY'S involvement in this cooperative effort is part of its mission of service to promote economic development, community engagement, and to provide educational and service opportunities for its faculty and students; and

WHEREAS, the CITY and the UNIVERSITY have agreed to partner and cooperate with each other in order to operate the facilities known as the Lucille W. Gorham Intergenerational Center.

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and promises contained herein, the CITY and the UNIVERSITY agree as follows:

1. Purpose. The purpose of this Memorandum of Understanding is to provide for a

cooperative effort between the CITY and the UNIVERSITY for the operation of the Lucille W. Gorham Intergenerational Center in order to provide a multidisciplinary community center in an attempt to meet needs that exist in West Greenville. To the extent possible and consistent with the missions, resources, and operational limitations of the parties, this purpose will be accomplished by providing services and activities in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, and social work.

2. Definition of Center. For the purpose of this Memorandum of Understanding, the Lucille W. Gorham Intergenerational Center is defined as the property and buildings shown on the attached Exhibit A which is incorporated herein by reference. Buildings located upon the property, as shown on Exhibit A, are the former Sanctuary, former Rectory, former Annex, former School, and the Lessie Bass Building. The Lucille W. Gorham Intergenerational Center is hereinafter referred to as the CENTER. Whenever the CENTER is referred to in this Memorandum of Understanding it does not mean the legal entity of the Lucille W. Gorham Intergenerational Community Center, Inc.

3. Lease. The UNIVERSITY shall lease from the CITY the first floor of the Lessie Bass Building. The lease shall be on the terms as established in a separate lease agreement attached hereto as Exhibit B. It is understood and agreed that the second floor of the Lessie Bass Building, in part or whole, may be leased to the Lucille W. Gorham Intergenerational Community Center, Inc. In the event of such a lease for all or part of the second floor, the UNIVERSITY will cooperate with the Lucille W. Gorham Intergenerational Community Center, Inc. in connection with access to the Lessie Bass Building, the provision of services at the Lessie Bass Building, and other matters relating to the shared use of the Lessie Bass Building.

4. Services at the Lessie Bass Building. During the term of the lease agreement between the CITY and the UNIVERSITY described in Paragraph 3, above, the UNIVERSITY will operate programs and activities at the Lessie Bass Building in order to meet the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in the sole discretion of the UNIVERSITY, after

receipt and consideration of input from the planning team hereinafter described, in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support. Subject to availability of appropriate and adequate resources, including but not limited to funding and personnel, the specific programs and activities proposed to be provided by the UNIVERSITY at the Lessie Bass Building are as follows:

- (a) Availability of social work services via UNIVERSITY faculty and/or students;
- (b) Coordination of a planning team to convene on-site at the CENTER on the second Friday of each month. The planning team will consist of the director of UNIVERSITY programs and activities at the Lessie Bass Building, five (5) UNIVERSITY faculty members, appointed by the UNIVERSITY, with at least one (1) of the five (5) being from the UNIVERSITY College of Human Ecology, and five (5) members of the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc., appointed by the Board of Directors of the Lucille W. Gorham Intergenerational Community Center, Inc. The planning team will provide consultation and advice regarding issues that pertain to the development of proposals for, administration and delivery of the services and activities of the CENTER and report those issues to the UNIVERSITY and the CITY. The planning team will solicit input from the advisory board referenced in subparagraph (f) below and will provide the advisory board information about the planning team's actions;
- (c) Provision of programmatic assessment and evaluation services to all tenants who occupy space and propose to deliver services and activities at the CENTER;
- (d) Requirement of semi-annual service reports from all tenants of the CENTER. The service reports will become a part of the annual service provider evaluation and assessment report generated by the UNIVERSITY;
- (e) Coordination of funding possibilities and grant proposals for the UNIVERSITY and, as appropriate, other tenants relating to use of the CENTER based on needs that exist in West Greenville;
- (f) Provision of assistance for an advisory board relating to the CENTER to consist of representatives from the community, the Lucille W. Gorham Intergenerational Community Center, Inc., CITY, UNIVERSITY, and community partners such as the Little Willie Center, Inc. of Pitt County and Pitt Community College, said advisory board to provide input to the UNIVERSITY on the tenants as provided in Paragraph 5 and to provide input on other matters relating to the CENTER to

the planning team as provided in subparagraph (b) above; and

- (g) Provision of such other services and programs determined to be appropriate by the UNIVERSITY after receipt and consideration of input from the planning team hereinbefore described.

5. Other Tenants. If vacancies occur, the UNIVERSITY will recruit, assess, and approve the tenants that will be providing services and activities at the buildings located at the CENTER other than the first floor of the Lessie Bass Building which will be used by the UNIVERSITY and other than the former Sanctuary which will not be leased to a tenant but, instead, will be used as a community building for meetings, programs and events approved by the UNIVERSITY. In determining the tenants, the UNIVERSITY will establish and utilize a process which includes input from an advisory board consisting of representatives from the community, Lucille W. Gorham Intergenerational Community Center, Inc., CITY, UNIVERSITY, and community partners such as the Little Willie Center, Inc. of Pitt County and Pitt Community College. The tenants, if any, shall be chosen by the UNIVERSITY after soliciting input from the advisory board with the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, and social work. The CITY will be the lessor in the lease with each tenant located at the CENTER.

6. Utilities, Maintenance and Repairs. The CITY or the tenant as provided in a lease will be responsible for the expense for the utilities (not including telephone services and network connections), maintenance, and repairs of all buildings located at the CENTER except that, during the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible for the expense for telephone and network connections serving or used for that portion of the Lessie Bass Building leased to UNIVERSITY and the UNIVERSITY will be responsible for the expense of utilities at the Lessie Bass Building. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible, at the tenant's expense, for utilities, telephone and network connections unless the CITY determines otherwise. The lease of each tenant of a building, or portion of a building,

located at the CENTER shall provide that the tenant leases the property in its existing condition and that the tenant shall make no material alterations, additions, improvements, or renovations to the property without the prior approval of the CITY.

7. Operation Expenses. During the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible for providing, at its expense, the staffing, furniture, equipment, supplies, and other items necessary for its programs and activities in that portion of the Lessie Bass Building leased by the UNIVERSITY. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible for providing, at the tenant's expense, the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which they conduct.

8. Housekeeping Services. During the term of the lease agreement described in Paragraph 3, above, the UNIVERSITY will be responsible, at its expense, for housekeeping, cleaning, and janitorial services for that portion of the Lessie Bass Building leased by the UNIVERSITY. The lease of each tenant of a building, or portion of a building, located at the CENTER shall provide that the tenant is responsible, at the tenant's expense, for housekeeping, cleaning, and janitorial services at the buildings or portions of building used by them for the provision of programs and activities at the CENTER.

9. Report. The UNIVERSITY will provide a written report to the CITY on an annual basis which describes the services being provided at the CENTER, describes issues related to the CENTER, and evaluates the activities and effectiveness of the programs and activities being provided at the CENTER.

10. Site Management Duties. In addition to recruiting, assessing, and approving tenants, the UNIVERSITY will develop regulations relating to the use of the CENTER by the tenants, said regulations to include, but not be limited to, the manner to resolve any disputes or conflicts involving the tenants and the manner to respond to complaints by the tenants, which shall be made binding upon the tenants under the terms of their respective leases. It is understood and agreed that said regulations shall not result in a fee or a charge to a tenant unless

the tenant expressly agrees. Additionally, the UNIVERSITY will advise the CITY of any needed repairs or maintenance. The CITY will make repairs in an expedient manner. The payment of any rental amounts from tenants shall be made directly to the CITY and will be retained by the CITY.

11. Hold Harmless. To the extent permitted and limited by the laws of North Carolina, the CITY will indemnify and hold the UNIVERSITY harmless from any liabilities which are associated with its activities as the owner of the CENTER, and its activities relating to its responsibilities as described in this Memorandum of Understanding to the extent that such liability for damages is caused by or results from the acts of the CITY, its officers or employees. The UNIVERSITY will be responsible for the conduct of its officers and employees arising out of the performance of this Memorandum of Understanding to the extent permitted and limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for damages is caused by or results from the acts of the UNIVERSITY, its officers or employees. The lease of each tenant located at the Intergenerational Center shall provide that, to the extent permitted and limited by the laws of North Carolina, the tenant will indemnify and hold the CITY and the UNIVERSITY harmless from any liabilities associated with the programs and activities conducted by the tenant at the CENTER.

12. Naming of Center and Buildings. The CITY shall have the sole right to name the CENTER and the individual buildings located at the CENTER. No signs shall be erected at the CENTER without the express written approval of the CITY. The CITY will consult with the UNIVERSITY prior to naming the CENTER and the individual buildings located at the CENTER and prior to approving the erection of any signs at the CENTER. The lease of each tenant located at the CENTER shall provide that the CITY has the sole right to name the CENTER and the individual buildings located at the CENTER and that no signs shall be erected at the CENTER without the express written approval of the CITY.

13. Duration. The term of this Memorandum of Understanding shall be for a period

of one (1) year commencing on March 1, 2013. This Memorandum of Understanding may be extended for an additional term(s) upon the mutual written agreement of the parties.

14. Amendment. This Memorandum of Understanding contains the entire understanding of the parties and shall not be altered, amended, or modified, except by an agreement in writing executed by the duly authorized officials of both the UNIVERSITY and the CITY.

15. Governance. This Memorandum of Understanding shall be governed by the laws of the State of North Carolina.

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

CITY OF GREENVILLE

By:   
Allen M. Thomas, Mayor

EAST CAROLINA UNIVERSITY

By:   
Steve Ballard, Chancellor

APPROVED AS TO FORM:



David A. Holec, City Attorney

PRE-AUDIT CERTIFICATION

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



Bernita W. Demery, Director of Financial Services



**Exhibit A: Lucille W. Gorham Intergenerational Center**



Boundary of Property

Item # 5

Exhibit B

**THIS LEASE DOES NOT BECOME EFFECTIVE UNTIL EXECUTED  
BY THE NORTH CAROLINA DEPARTMENT OF ADMINISTRATION**

STATE OF NORTH CAROLINA

**LEASE AGREEMENT**

COUNTY OF PITT

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_ day of February, 2013, by and between the **City of Greenville**, hereinafter designated as Lessor, and the **State of North Carolina**, hereinafter designated as Lessee;

**WITNESSETH:**

THAT WHEREAS, authority to approve and execute this lease agreement was delegated to the Department of Administration by resolution adopted by the Governor and Council of State on the 1st day of September, 1981; and as amended on September 8, 1999 and December 7<sup>th</sup>, 1999, and

WHEREAS, the parties hereto have mutually agreed to the terms of this lease agreement as hereinafter set out,

NOW THEREFORE, in consideration of the rental hereinafter agreed to be paid and the terms and conditions hereinafter set forth, Lessor does hereby let and lease unto Lessee and Lessee hereby takes and leases from Lessor for and during the period of time and subject to the terms and conditions hereinafter set out certain space in the **City of Greenville, County of Pitt, North Carolina**, more particularly described as follows:

**Being ±1,806 square feet of office space located at the Lessie Bass Building, First Floor, 1100 Ward Avenue, Greenville, Pitt County, North Carolina. (Exhibit A – Floor Plan Attached)**

( ECU – Intergenerational Center )

THE TERMS AND CONDITIONS OF THIS LEASE AGREEMENT ARE AS FOLLOWS:

1. The term of this lease shall be for a period of one (1) year commencing on the **1<sup>st</sup> day of March, 2013**, or as soon thereafter as the leased premises are ceded to the Lessee and terminating on the **28<sup>th</sup> day of February, 2014**.

2. The Lessee shall pay to the Lessor as rental for said premises the sum of **\$24,999.00** per annum, which sum shall be paid in equal monthly installments of **\$2,083.25**, said rental to be payable within fifteen (15) days from receipt an original invoice.

The Lessee agrees to pay the aforesaid rental to Lessor at the address specified, or, to such other address as the Lessor may designate by a notice in writing at least fifteen (15) days prior to the due date.

## RENEWAL

This lease agreement may be renewed for two (2) additional one (1) year periods upon mutual agreement in writing by Lessor and Lessee and in the event of such renewal, all of the terms and conditions of this lease agreement shall continue in full force and effect.

3. Lessor agrees to furnish to the Lessee, as a part of the consideration for this lease, the following services and utilities to the satisfaction of the Lessee.

- A Heating facilities, air conditioning facilities, adequate electrical facilities, adequate lighting fixtures and sockets, hot and cold water facilities, and adequate toilet facilities.
- B. Maintenance and cleaning of lawns, shrubbery, sidewalks and parking areas.
- C. Lessor to provide required fire extinguishers and servicing, pest control, and outside trash disposal, including provision for the handling of recyclable items such as aluminum cans, cardboard and paper.
- D. Parking.
- E. The leased premises are generally accessible to persons with disabilities. This shall include access into the premises from the parking areas (where applicable), into the premises via any common areas of the building and access to an accessible restroom.
- F. Any fire or safety inspection fee and stormwater fee will be paid by Lessor.

4. During the lease term, the Lessor shall keep the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, air conditioning and ventilating equipment filter pads, if applicable, and broken glass. In case Lessor shall, after notice in writing from the Lessee in regard to a specified condition, fail, refuse, or neglect to correct said condition, or in the event of an emergency constituting a hazard to the health or safety of the Lessee's employees, property, or invitees, it shall then be lawful for the Lessee, in addition to any other remedy the Lessee may have, to make such repair at its own cost and to deduct the amount thereof from the rent that may then be or thereafter become due hereunder. The Lessor reserves the right to enter and inspect the leased premises, at reasonable times, and to make necessary repairs to the premises.

5. It is understood and agreed that Lessor shall, at the beginning of said lease term as hereinabove set forth, have the leased premises in a condition satisfactory to Lessee, including repairs, painting, partitioning, remodeling, plumbing and electrical wiring suitable for the purposes for which the leased premises will be used by Lessee.

6. The Lessee shall have the right during the existence of this lease, with the Lessor's prior consent, to make alterations, attach fixtures and equipment, and erect additions, structures or signs in or upon the leased premises. Such fixtures, additions, structures or signs so placed in or upon or attached to the leased premises under this lease or any prior lease of which this lease

Exhibit B

is an extension or renewal shall be and remain the property of the Lessee, and may be removed therefrom by the Lessee prior to the termination of this lease or any renewal or extension thereof, or within a reasonable time thereafter. The Lessee shall have no duty to remove any improvement or fixture placed by it on the premises or to restore any portion of the premises altered by it. In the event Lessee elects to remove his improvements or fixtures and such removal causes damage or injury to the demised premises, Lessee will repair only to the extent of any such damage or injury.

7. If the said premises were destroyed by fire or other casualty without fault of the Lessee, this lease shall immediately terminate and the rent shall be apportioned to the time of the damage. In case of partial destruction or damage by fire or other casualty without fault of the Lessee, so as to render the premises untenable in whole or in part, there shall be an apportionment of the rent until the damage has been repaired. During such period of repair, Lessee shall have the right to obtain similar office space at the expense of Lessee or the Lessee may terminate the lease by giving fifteen (15) days written notice to the Lessor.

8. Lessor shall be liable to Lessee for any loss or damages suffered by Lessee which are a direct result of the failure of Lessor to perform an act required by this lease, and provided that Lessor could reasonably have complied with said requirement.

9. Upon termination of this lease, the Lessee will peaceably surrender the leased premises in as good order and condition as when received, reasonable use and wear and damage by fire, war, riots, insurrection, public calamity, by the elements, by act of God, or by circumstances over which Lessee had no control or for which Lessor is responsible pursuant to this lease, excepted.

10. The Lessor agrees that the Lessee, upon keeping and performing the covenants and agreements herein contained, shall at all times during the existence of this lease peaceably and quietly have, hold, and enjoy the leased premises free from the adverse claims of any person.

11. The failure of either party to insist in any instance upon strict performance of any of the terms and conditions herein set forth shall not be construed as a waiver of the same in any other instance. No modification of any provision hereof and no cancellation or surrender thereof shall be valid unless in writing and signed and agreed to by both parties.

12. Any hold over after the expiration of the said term, or any extension thereof, shall be construed to be a tenancy from month to month, and shall otherwise be on the terms and conditions herein specified, so far as applicable; however, either party shall give not less than sixty (60) days written notice to terminate the tenancy.

13. The parties to this lease agree and understand that the continuation of this lease agreement for the term period set forth herein, or any extension or renewal thereof, is dependent upon and subject to the appropriation, allocation or availability of funds for this purpose to the agency of the Lessee responsible for payment of said rental. The parties to this lease also agree that in the event the agency of the Lessee or that body responsible for the appropriations of said funds, in its sole discretion, determines, in view of its total local office operations that available funding for the payment of rents are insufficient to continue the operation of its local offices on the premises leased herein, it may choose to terminate the lease agreement set forth herein by giving Lessor written notice of said termination, and the lease agreement shall terminate immediately without any further liability to Lessee.

14. All notices herein provided to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States mail, certified and postage prepaid and addressed as follows: To the Lessor at **c/o City Manager, Post Office Box 7207, Greenville, North Carolina 27835-7207** and the Lessee, **c/o Associate Vice Chancellor for Administration and Finance – Business Services, ECU, 224 Ragsdale Building, Greenville, North Carolina 27858-4353**. Nothing herein contained shall preclude the giving of such notice by personal service. The address to which notices shall be mailed as aforesaid to either party may be changed by written notice.

IN TESTIMONY WHEREOF, this lease has been executed by the parties hereto, in duplicate originals, as of the date first above written.

STATE OF NORTH CAROLINA

---

Speros J. Fleggas  
Deputy Secretary

City of Greenville

---

Barbara Lipscomb  
City Manager

Exhibit B

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and State  
aforesaid, do hereby certify that **Speros J. Fleggas**, personally appeared before me this date  
and acknowledged the due execution of the foregoing instrument as the Deputy Secretary of the  
Department of Administration of the State of North Carolina, for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

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

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public in and for the County and  
State aforesaid, do hereby certify that Barbara Lipscomb, personally came before me this day and  
acknowledged the due execution of the foregoing instrument as City Manager of the City of  
Greenville for the purposes therein expressed.

WITNESS my hand and Notarial Seal, this the \_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

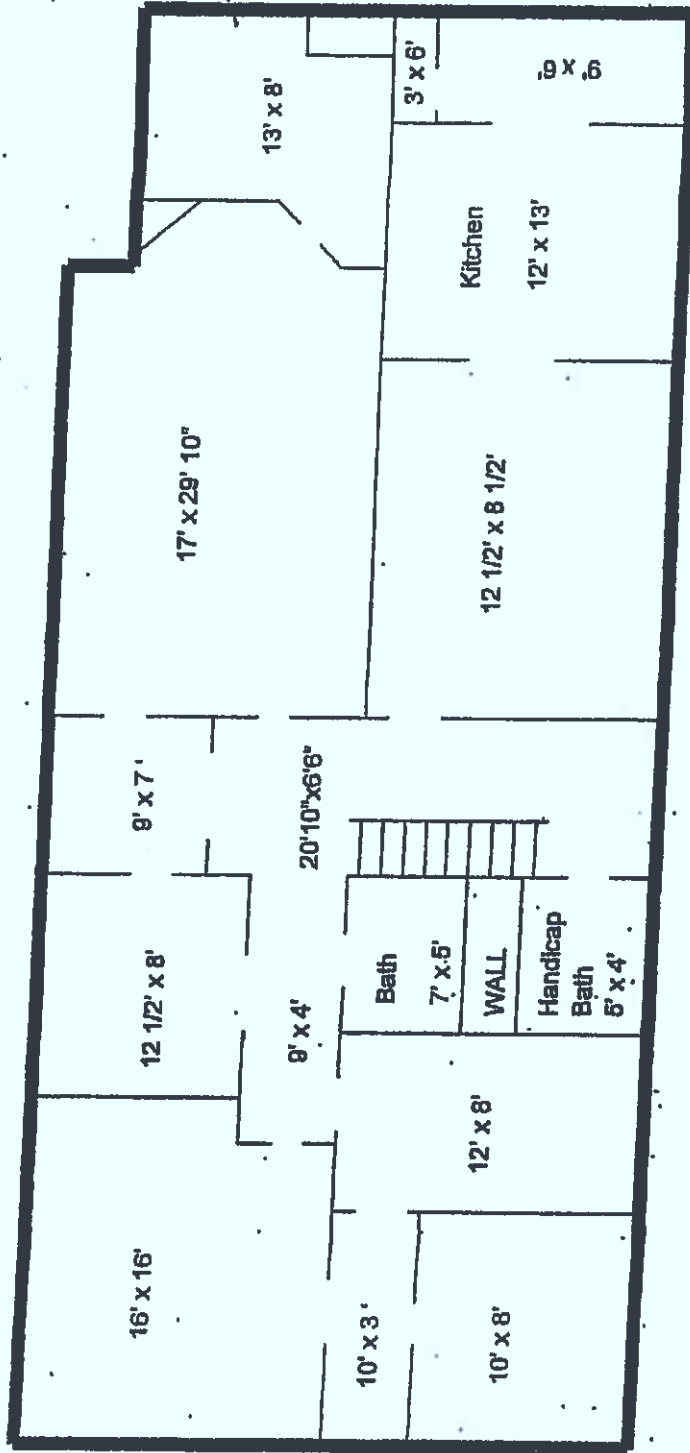
My Commission Expires:  
\_\_\_\_\_

**EXHIBIT B**

**Exhibit A**

**LESSIE BASS BUILDING**

**First Floor Plan**



**Exhibit A: Lucille W. Gorham Intergenerational Center**



Building	Name
A	Former Sanctuary
B	Former Rectory
C	Former Annex
D	Former School
E	Lessie Bass Building

Boundary of Property



Item # 5



0

205

410 Feet





# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution approving the lease agreement with the State of North Carolina for the first floor of the Lessie Bass Building located at 1100 Ward Street

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2006, the State of North Carolina has leased the first floor of the Lessie Bass Building located at 1100 Ward Street. It is proposed to enter into a new lease agreement for a one-year period.

**Explanation:** The State of North Carolina has been leasing the first floor of the Lessie Bass Building at the Lucille W. Gorham Intergenerational Center since November 2006. The building has been leased for the purpose of East Carolina University offering programs and activities in order to meet the objective of providing a multidisciplinary community center in an attempt to meet needs that exist in West Greenville. The current lease was for a one-year period expiring on February 28, 2015. It was extended for two 3-month periods with the final period expiring on August 31, 2015.

The lease is for a one-year period commencing on September 1, 2015, and terminating on August 31, 2016. The lease payment is \$9,030 (which equals \$752.50 per month). ECU is responsible for all utility expenses and all housekeeping, cleaning, and janitorial expenses for the building. The City is responsible for maintenance and repairs for the building. A copy of the lease is attached.

The amount of the lease payment is a change from previous lease agreements. Previously, the lease amount was \$24,999. The new lease amount is based upon a market rate for offices. Although this lease payment decreases, when added to the lease payment for the school building, the aggregate annual payment by ECU increases from \$25,000 to \$52,277.40.

**Fiscal Note:** \$9,030 is to be received in annual rental payment.


**Recommendation:** Approval of the attached resolution which approves the lease agreement with the State of North Carolina for the first floor of the Lessie Bass Building.

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

**Attachments / click to download**

 [Lease](#)

 [2015 Resolution approving Lease agreement 1st Floor Lessie Bass Building 1008999](#)

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RESOLUTION NO. -15  
RESOLUTION APPROVING THE LEASE AGREEMENT  
WITH THE STATE OF NORTH CAROLINA FOR THE  
FIRST FLOOR OF THE LESSIE BASS BUILDING

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the Lease Agreement with the State of North Carolina, for the property located on the first floor of the Lessie Bass Building located at 1100 Ward Street, Greenville, North Carolina, for a term commencing on September 1, 2015, and terminating on August 31, 2016, and for a monthly rental payment of seven hundred fifty two and 50/100ths dollars (\$752.50), and does further authorize the City Manager to execute said Lease Agreement.

This the 10th day of August, 2015.

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

ATTEST:

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

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_ day of August, 2015, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, the State of North Carolina, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

The ± 1,806 square feet of office space located on the first floor of the Lessie Bass Building located at 1100 Ward Avenue, Greenville, North Carolina. (Exhibit A-Floor Plan Attached)

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for a period of one (1) year, commencing on the 1st day of September, 2015, and expiring on the 31st day of August, 2016.

2. Rent.

The annual rent shall be \$9,030.00 which sum shall be paid in equal monthly installments of \$752.50, said rent to be paid by the LESSEE to the LESSOR within fifteen (15) days from receipt of an original invoice. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall conduct programs and activities at the leased premises which relate to a multidisciplinary community center in order to meet the needs of West Greenville including, but not limited to, youth development, adult education, job training and placement, home ownership counseling, and social work. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR. LESSEE shall be responsible, at its expense, for providing the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which the LESSEE conducts.

4. Parking Lot and Common Areas.

LESSEE shall have the use of the parking lot at the Lucille W. Gorham Intergenerational Center and the common areas, as designated by the LESSOR, of the Lucille W. Gorham Intergenerational Center on the same basis and pursuant to the same regulations and requirements as applicable to other persons and entities that are leasing portions of the Lucille W. Gorham Intergenerational Center.

5. Intergenerational Center.

LESSOR and LESSEE understand and agree that this Lease Agreement and the programs and activities being provided by the LESSEE at the leased premises are a component of the efforts of the LESSOR and East Carolina University to provide, at the Lucille W. Gorham Intergenerational Center, a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: adult education, job training and placement, home ownership readiness counseling, and social work. LESSEE understands and agrees that East Carolina University will develop regulations relating to the use of the Lucille W. Gorham Intergenerational Center by the tenants of the Lucille W. Gorham Intergenerational Center. It is understood and agreed that said regulations shall not result in a fee or a charge to the LESSEE unless the LESSEE expressly agrees. The LESSEE agrees that the regulations relating to the use of the Lucille W. Gorham Intergenerational Center which are developed by East Carolina University shall be binding upon the LESSEE. The LESSEE shall comply with the regulations relating to the use of the Lucille W. Gorham Intergenerational Center which are developed by East Carolina University. Additionally, the LESSEE shall cooperate with East Carolina University and the other tenants of the Lucille W. Gorham Intergenerational Center in order to assist in the effort to provide a multidisciplinary community center at the Lucille W. Gorham Intergenerational Center in order to meet needs that exist in West Greenville.

6. Activities Report.

LESSOR and LESSEE understand and agree that the leased premises will be actively used by the LESSEE. Within thirty (30) days of a request, the LESSEE shall provide a written report to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Lucille W. Gorham Intergenerational Center can be generated.

7. Signage.

No signs shall be erected on the leased premises or the Lucille W. Gorham Intergenerational Center without the prior written approval of the LESSOR. It is understood and agreed that the LESSOR has the sole right to name the Lucille W. Gorham Intergenerational Center and the buildings located at the Lucille W. Gorham Intergenerational Center.

8. Shared Use of Building.

It is understood that the LESSEE is only leasing the first floor of the Lessie Bass Building and that the second floor of the Lessie Bass Building is being leased by Lucille W. Gorham Intergenerational Community Center, Inc. The LESSEE will cooperate with Lucille W. Gorham Intergenerational Community Center, Inc. in connection with access to the Lessie Bass Building, the provision of services at the Lessie Bass Building, and other matters relating to the shared use of the Lessie Bass Building.

9. Repairs and Maintenance.

The LESSOR shall be responsible for the maintenance and repairs to the leased premises so that the leased premises are kept in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, heating and air conditioning filter pads, and broken glass.

The LESSEE shall, at its sole cost and expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant and sanitary condition at all times. The LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

10. Alterations and Improvements.

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

11. Utilities.

The LESSEE shall be responsible for providing and paying for any charges for electricity, lighting, heating, water, air conditioning, stormwater, and sewer used by LESSEE in connection with the occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all similar charges in connection with the occupancy of the leased premises.

12. Insurance.

Pursuant to Chapter 143, Article 31 of the North Carolina Statutes, the LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, keep in effect a program of self-insurance against claims for personal injury or property damage occurring on the premises and arising from the torts of its employees and agents in the course and scope of their duties in an amount of not less than \$1,000,000 for a single claim. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage or a letter certifying self-insurance with said coverage on the leased premises.

13. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that the building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

14. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR.

15. Indemnity.

To the extent permitted and limited by the laws of North Carolina, including, but not limited to, the North Carolina Tort Claims Act, the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees from and against any and all claims and

demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises.

16. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

17. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

18. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer or materialmen to become and remain a lien on the leased property or upon the right, title or interest of the LESSEE created by this Lease Agreement after the indebtedness secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE will protect, indemnify and save harmless the LESSOR from and in respect of any and all such claims.

19. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities except in connection with access relating to the shared use of the Lessie Bass Building with East Carolina University. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions or alterations as may be necessary for the safety, preservation or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment. In addition, East Carolina University shall have the right to access the leased premises in what reasonably appears to be an emergency situation (e.g. the presence of smoke) for purposes of taking action believed necessary to preserve the health or safety of persons or property. East Carolina University will make a good faith effort to contact a representative of LESSEE by telephone prior to accessing the leased premises if the situation allows, but in any event will notify LESSEE that such access has been made immediately afterward. LESSEE will provide emergency contact information to East Carolina University and update the same as necessary.

20. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement may peacefully and quietly have, hold and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

21. Notices.

Any notice provided for herein shall be deemed to have been served sufficiently when presented personally or sent by first class mail addressed as follows:

If to LESSOR:

City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:

Associate Vice Chancellor for  
Administration Finance -  
Business Services, ECU  
224 Ragsdale Building  
Greenville, NC 27858

Addresses for the purpose of this section can be changed by written notice to the other party by certified mail with returned receipt requested.

22. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. To the extent permitted and limited by the laws of the State of North Carolina, LESSEE shall indemnify and hold harmless the LESSOR from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises.

23. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

24. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

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



**CITY OF GREENVILLE**

BY: \_\_\_\_\_  
Barbara Lipscomb, City Manager

**STATE OF NORTH CAROLINA**

BY: \_\_\_\_\_  
A. Scott Buck, Associate  
Vice Chancellor for Administration  
Finance-Business Services, ECU

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

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

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that A. Scott Buck, Associate Vice Chancellor for Administration Finance-Business Services, ECU, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

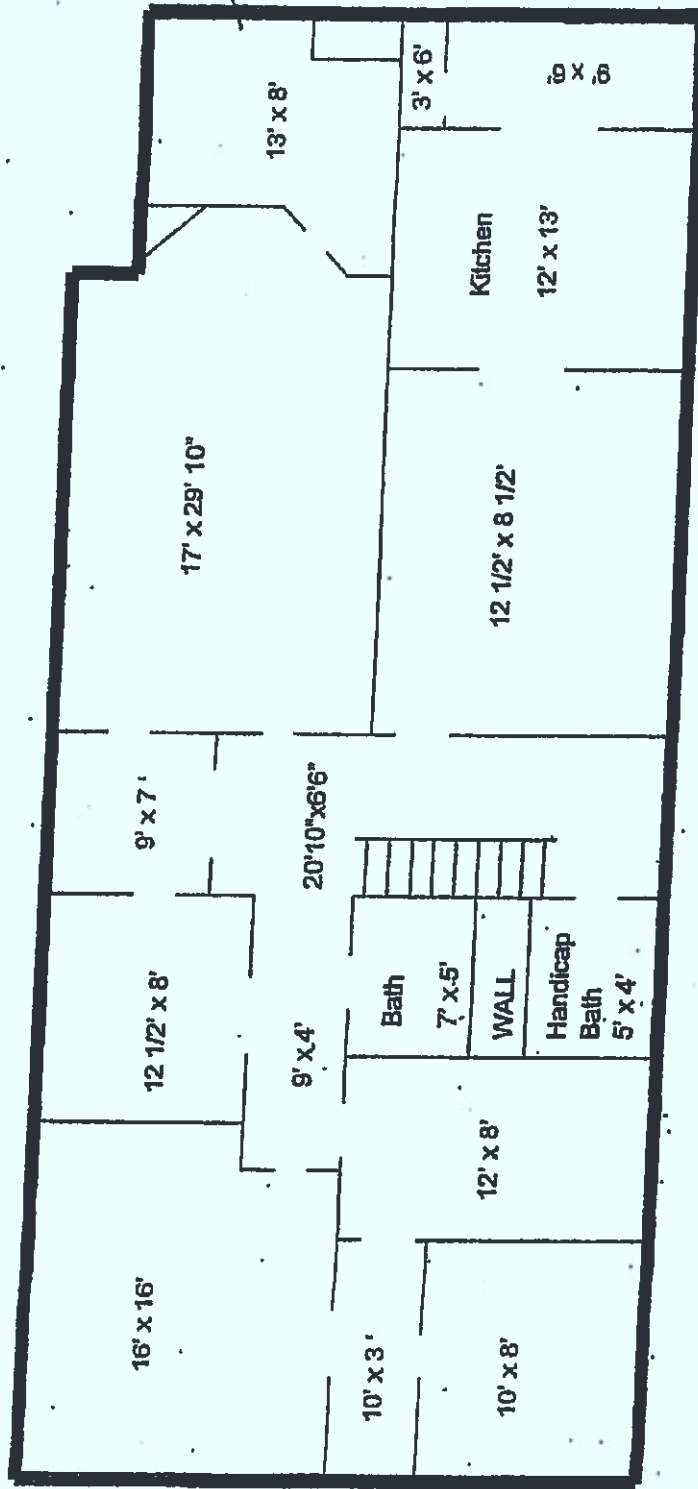
\_\_\_\_\_  
Print Name

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

Exhibit A

LESSIE BASS BUILDING

First Floor Plan





# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution approving the lease agreement with the State of North Carolina for the school building at the Lucille W. Gorham Intergenerational Center

**Explanation:** **Abstract:** The Lucille W. Gorham Intergenerational Center is owned by the City of Greenville and managed by East Carolina University. Since 2010, the State of North Carolina has leased the school building at the Center for shared use with Pitt Community College. It is proposed to enter into a new lease agreement for a one-year period.

**Explanation:** The former school building located at the Lucille W. Gorham Intergenerational Center has been leased by the State of North Carolina (for East Carolina University) since December 2010. Prior to that, it was leased by Pitt Community College beginning in 2007. The current lease was for a one-year period expiring on February 28, 2015. It was extended for two 3-month periods with the final period expiring on August 31, 2015. The new lease term is for a one-year period until August 31, 2016.

East Carolina University and Pitt Community College have an arrangement in which they have a shared use of the school building. East Carolina University and Pitt Community College have a Use Agreement which allows Pitt Community College to conduct programs and activities at the school building. Pitt Community College's programs and activities at the school building relate to the delivery of a variety of adult education programs such as adult basic skills education, high school diplomacy/GED program, and occupational job skills training. East Carolina University's programs and activities at the school building relate to the delivery of services consistent with the purpose of the Intergenerational Center, which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support.

The lease is for a one-year period commencing on September 1, 2015, and terminating on August 31, 2016. The annual lease payment is \$43,247.40 (which equals \$3,603.95 per month). ECU is responsible for all utility expenses and all housekeeping, cleaning, and janitorial expenses for the building. The City is responsible for maintenance and repairs for the building. A copy of the lease is attached.

The lease payment and the responsibility for maintenance and repairs are changes from previous lease agreements. Previously, the lease payment was \$1 a year and the responsibility for maintenance and repairs was ECU's responsibility (with repairs in excess of \$500 to be made when agreed upon by the City and ECU and the expense to be shared equally). The new lease amount is based upon a market rate for a school. Although this lease payment increases significantly, when added to the lease payment for the first floor of the Lessie Bass Building, the aggregate annual payment by ECU increases from \$25,000 to \$52,277.40.

**Fiscal Note:** \$43,247.40 is to be received in annual rental payment.

**Recommendation:** Approve the attached resolution approving the lease agreement with the State of North Carolina for the school building at the Lucille W. Gorham Intergenerational Center.

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

**Attachments / click to download**

[Lease](#)

[2015 Resolution Approving Lease Agreement School Building Lessie Bass Bldg 1009003](#)

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RESOLUTION NO. – 15  
RESOLUTION APPROVING THE LEASE AGREEMENT  
WITH THE STATE OF NORTH CAROLINA FOR THE SCHOOL BUILDING AT THE  
LUCILLE W. GORHAM INTERGENERATIONAL CENTER

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of less than ten (10) years for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the Lease Agreement with the State of North Carolina, for a portion of the Intergenerational Center Property consisting of the school, for a term commencing on September 1, 2015, and terminating on August 31, 2016, for a monthly rental payment of three thousand six hundred three and 95/100ths Dollars (\$3,603.95), and also further authorize the City Manager to execute said Lease Agreement.

This the 10th day of August, 2015.

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

ATTEST:

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

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the \_\_\_\_ day of August, 2015, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and the State of North Carolina, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

A portion of the Intergenerational Center Property consisting of the school, said portion being leased being Building "D" as shown on Exhibit A and being hereinafter referred to as the leased premises, said Exhibit A is attached hereto and herein incorporated by reference.

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for one (1) year, commencing on the 1st day of September, 2015, and expiring on the 31st day of August, 2016.

2. Rent.

The annual rent shall be \$43,247.40 which sum shall be paid in equal monthly installments of \$3,603.95, said rent to be paid by the LESSEE to the LESSOR within fifteen (15) days from receipt of an original invoice. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall conduct programs and activities at the leased premises which relate to the delivery of services which may include, but are not necessarily limited to, the following: youth development, adult education, job training and placement, home ownership readiness counseling, social work services, student support (interns, service learning), interior design services, assessment and evaluation services, health services, business services, culture and fine arts services, and grant writing support. Additionally, LESSEE may allow Pitt Community College (hereinafter referred to as PCC), pursuant to a Use Agreement between the LESSEE and PCC, to conduct programs and activities at the leased premises which relate to the delivery of a variety of adult education programs, such programs to include, but not be limited to, Adult Basic Skills Education, High School Diplomacy/GED Program, and occupational job skills training. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR. LESSEE shall be responsible, at its expense, for providing the staffing, furniture, equipment, supplies and other items necessary for the programs and activities which the LESSEE conducts.

4. Use Agreement with PCC.

It is understood and agreed that the LESSEE may enter into a Use Agreement with PCC which will allow PCC to conduct programs and activities at the leased premises in accordance with the limitation on the use of the leased premises set forth in section 3 of this Lease Agreement. Notwithstanding any provision of said Use Agreement, as between the LESSOR and the LESSEE, the LESSEE shall be responsible for any obligation or responsibility of the LESSEE as set forth in this Lease Agreement. In no event shall said Use Agreement provide for a charge to PCC for any fee, charge, or rental which exceeds an equitable sharing of an expense to be borne by LESSEE pursuant to this Lease Agreement. In no event shall said Use Agreement allow any use of the leased premises or extend any rights or privileges in addition to those allowed or conferred upon LESSEE pursuant to this Lease Agreement. Additionally, said Use Agreement shall require PCC to:

- (a) comply with the use limitations set forth in section 3;
- (b) comply with the regulations relating to use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as the property manager for the Intergenerational Center Property as required by section 6;
- (c) cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center as required by section 6;
- (d) provide information to the LESSOR or its designee of the programs, activities and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated as required by section 7;
- (e) insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage as required by section 13.
- (f) agree to indemnify and hold harmless, to the extent permitted and limited by the laws of North Carolina, the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by PCC on or within the demised premises as required by section 16; and
- (g) observe all applicable local, state, and federal laws and regulations as they pertain to PCC's use and occupation of the leased premises and to indemnify and hold harmless the LESSOR and East Carolina University, to the extent permitted and limited by the laws of North Carolina, from and against any liability arising from such laws or regulations caused by PCC's use or occupation of the leased premises as required by section 23.

5. Parking Lot and Common Areas.



LESSEE shall have the use of the parking lot at the Intergenerational Center Property and the common areas, as designated by the LESSOR, of the Intergenerational Center Property on the same basis and pursuant to the same regulations and requirements as applicable to other persons and entities that are leasing portions of the Intergenerational Center Property.

6. Intergenerational Center.

LESSOR and LESSEE understand and agree that this Lease Agreement and the programs and activities being provided by the LESSEE and PCC, pursuant to the Use Agreement between the LESSEE and PCC, at the leased premises are components of the efforts of the LESSOR and East Carolina University to provide, at the Intergenerational Center Property, a multidisciplinary community center in an attempt to meet needs that exist in West Greenville by providing services and activities in such areas which may include, but are not necessarily limited to, the following: adult education, job training and placement, home ownership readiness counseling, and social work. LESSEE understands and agrees that East Carolina University will serve as the onsite property manager for the Intergenerational Center Property which means that East Carolina University, in addition to recruiting, assessing and approving tenants, will develop regulations relating to the use of the Intergenerational Center Property by the tenants. The LESSEE shall comply with the regulations relating to the use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as property manager of the Intergenerational Center Property. The LESSEE shall cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center. Additionally, the Use Agreement between the Lessee and PCC shall require PCC to comply with the regulations relating to the use of the Intergenerational Center Property which are developed by East Carolina University in its capacity as property manager of the Intergenerational Center Property and to cooperate with other tenants located upon the Intergenerational Center Property in order to meet the purpose of the Intergenerational Center Property serving as a multidisciplinary community center.

7. Activities Report.

LESSOR and LESSEE understand and agree that the leased premises will be actively used by the LESSEE. Within thirty (30) days of a request, the LESSEE shall provide information to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to provide, within thirty (30) days of a request, information to the LESSOR or its designee of the programs, activities, and services being provided on the leased premises so that a report about the Intergenerational Center Property can be generated.

8. Signage.

No signs shall be erected on the leased premises or the Intergenerational Center Property without the prior written approval of the LESSOR. It is understood and agreed that the LESSOR has the sole right to name the Intergenerational Center and the buildings located on the Intergenerational Center Property.

9. Repairs and Maintenance.

The LESSOR shall, at its sole cost and expense, be responsible for keeping the leased premises in good repair and tenantable condition, to the end that all facilities are kept in an operative condition. Maintenance shall include, but is not limited to, furnishing and replacing electrical light fixture ballasts, heating and air conditioning filter pads, and broken glass.

The LESSEE shall, at its sole cost and expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant and sanitary condition at all times. The LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

11. Alterations and Improvements.

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

12. Utilities.

The LESSEE shall be responsible for providing and paying for all charges for electricity, lighting, heating, water, air conditioning, stormwater, and sewer used by LESSEE in connection with the occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all charges for utilities used by LESSEE in connection with the occupancy of the leased premises.

13. Insurance.

Pursuant to Chapter 143, Article 31 of the North Carolina Statutes, the LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, keep in effect a program of self-insurance against claims for personal injury or property damage occurring on the premises and arising from the torts of its employees and agents in the course and scope of their duties in an amount of not less than \$1,000,000 for a single claim. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage or a letter certifying self-insurance with said coverage on the leased premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to insure and keep in effect, at all times during the term of this Lease Agreement, at its own cost and expense, insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina and to provide the LESSOR with a certificate of insurance evidencing said coverage.

14. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that the building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either

party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

15. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR. Notwithstanding the foregoing, it is understood and agreed that the LESSEE may allow PCC, through a Use Agreement between LESSEE and PCC, to conduct programs and activities at the leased premises in accordance with the limitation on the use of the leased premises set forth in section 3 of this Lease Agreement.

16. Indemnity.

To the extent permitted and limited by the laws of North Carolina, including, but not limited to, the North Carolina Tort Claims Act, the LESSEE agrees to indemnify and hold harmless the LESSOR and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by the LESSEE on or within the demised premises. Additionally, the Use Agreement between the LESSEE and PCC shall require PCC to agree, to the extent permitted and limited by the laws of North Carolina, to indemnify and hold harmless the LESSOR and its officers and employees and East Carolina University and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs and activities conducted by PCC on or within the demised premises.

17. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

18. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

19. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer or materialmen to become and remain a lien on the leased property or upon the right, title or interest of the LESSEE created by this Lease Agreement after the indebtedness

secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE, to the extent permitted and limited by the laws of North Carolina, will protect, indemnify and save harmless the LESSOR from and in respect of any and all such claims.

20. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions or alterations as may be necessary for the safety, preservation or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment.

21. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement may peacefully and quietly have, hold and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

22. Notices.

Any notice provided for herein shall be deemed to have been served sufficiently when presented personally or sent by first class mail addressed as follows:

If to LESSOR:

City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:

Associate Vice Chancellor for  
Administration Finance -  
Business Services, ECU  
224 Ragsdale Building  
Greenville, NC 27858

23. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. To the extent permitted and limited by the laws of North Carolina, LESSEE shall indemnify and hold harmless the LESSOR and East Carolina University from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises. Additionally, the Use Agreement between LESSEE and PCC shall require PCC to observe all applicable local, state, and federal laws and regulations as they pertain to PCC's use and occupation of the leased premises and to indemnify and hold harmless the LESSOR and East Carolina University, to the extent permitted and limited by the laws of North Carolina, from and against any liability arising from such laws or regulations caused by PCC's use or occupation of the leased premises.

24. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

25. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

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

**CITY OF GREENVILLE**

BY: \_\_\_\_\_  
Barbara Lipscomb, City Manager

**STATE OF NORTH CAROLINA**

BY: \_\_\_\_\_  
A. Scott Buck, Associate  
Vice Chancellor for Administration  
Finance-Business Services, ECU

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

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

**NORTH CAROLINA  
PITT COUNTY**

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that A. Scott Buck, Associate Vice Chancellor for Administration Finance-Business Services, ECU, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Print Name

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

**Exhibit A: Intergenerational Center Property**





# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Resolution approving a lease agreement with the Pitt County Law Enforcement Officers' Association for property on Port Terminal Road

**Explanation:** **Abstract:** The City of Greenville owns property along the Tar River on Port Terminal Road. The Pitt County Law Enforcement Officers' Association currently leases the property for use by the Association and desires to continue the lease.

**Explanation:** The Pitt County Law Enforcement Officers' Association is a non-profit group comprised of current and retired law enforcement officers in Pitt County. Since 2001, the Association has leased property on Port Terminal Road, identified as tax parcel #29263, from the City. Prior to this agreement, the Association leased the property from the former owners beginning in 1975. The Association wishes to enter into a new four-year lease beginning on September 1, 2015.

A copy of the agreement is attached, along with a resolution approving the lease agreement and authorizing the City Manager to execute the agreement on behalf of the City.

**Fiscal Note:** The lease agreement provides for an annual payment of \$1.00 (one dollar) for each year of the lease.

**Recommendation:** Staff recommends adoption of the resolution approving the lease agreement and authorizing the City Manager to execute the agreement on behalf of the City.



**Attachments / click to download**

 [Law Enforcement Hut Lease 1005365](#)

 [Resolution Approving Lease Agreement with Pitt County Law Enforcement Officers Association 1008761](#)

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NORTH CAROLINA  
PITT COUNTY

### LEASE AND MAINTENANCE AGREEMENT

THIS LEASE AND MAINTENANCE AGREEMENT is made and entered into this the \_\_\_\_\_ day of August, 2015, by and between the CITY OF GREENVILLE, an incorporated municipality of the State of North Carolina, hereinafter referred to as "LESSOR," and PITT COUNTY LAW ENFORCEMENT OFFICERS' ASSOCIATION, principal office at 930 Port Terminal Road, hereinafter referred to as "LESSEE;"

WITNESSETH:

That the LESSOR hereby leases to the LESSEE the premises known as HMGP property near 930 Port Terminal Road, specifically identified by all or a portion of tax parcel identification number 29263 consisting of approximately 5.76 acres, in Pitt County, North Carolina, all as shown on the diagram or survey marked for "The City of Greenville", and further described by a legal description as "Exhibit A" and as shown on the diagram as "Exhibit B" which are attached hereto and made a part hereof.

This LEASE AND MAINTENANCE AGREEMENT is executed upon the following terms and conditions:

1. TERM. The term of this Agreement shall be for a period of Four (4) years, which shall begin on September 1, 2015, and continue until August 31, 2019, unless sooner terminated.
2. EXTENSION OF TIME. It is further understood and agreed by and between the parties hereto that either party can exercise the option to renew the lease for an additional One (1) year period up to and including a maximum of Four (4) additional One (1) year periods as needed by giving notice to the other party in writing and not less than 90 days prior to the expiration of the lease, and with the consent of the other party.
3. RENT. The LESSEE agrees to pay as rent to LESSOR the sum of One and no/100 Dollars (\$1.00) per year for each year of the term of the lease and any extension periods for the leased premises, and additional consideration in the form of the required maintenance of the property according to the terms of this Agreement.
4. ASSIGNMENT SUBLETTING. This lease shall not be assigned, or the leased property sublet, without the written consent of the LESSOR. Such consent not to be unreasonably withheld.
5. TERMINATION. Either party shall have the right to terminate this Lease and Maintenance Agreement upon ninety (90) days written notice to the other party. The LESSOR shall not exercise the option to terminate the lease as long as the LESSEE

agrees to the terms of the lease and complies with its conditions, or unless the LESSOR identifies an alternate future use of the property to serve a public purpose.

6. MAINTENANCE. During the term of this lease, LESSEE shall maintain the real property in good condition, including but not limited to cutting grass (grass shall be cut and maintained at a reasonable lawn length) or other vegetation, trimming of shrubs and plants as necessary, and insuring that no trash or other debris accumulates upon the property.
7. REMOVAL OF TREES AND/OR SHRUBS. LESSEE shall not remove or cause to be removed any trees or shrubs without prior written approval of the City of Greenville.
8. PERMISSIBLE USES OF PROPERTY: The real property, the subject of this Agreement, is restricted to certain uses, as follows:

**THE FOLLOWING USES OF THE PROPERTY ARE NOT ALLOWED:**

- No commercial use of the property;
- No hunting shall be allowed; and
- No new structures may be placed or constructed upon the property.

**THE FOLLOWING ARE ALLOWED USES OF THE PROPERTY:**

Open space, recreational, or wetland, which includes, but not limited to: Parks, outdoor recreational activities, gardening, nature reserves, cultivation, grazing and temporary parking areas provided that such lots receive site plan approval, meet all zoning regulations and are found to be in conformity to all stormwater, watershed and FEMA environmental regulations.

**NO OTHER USES ARE PERMITTED ON THIS PROPERTY.**

Furthermore, any use of the property shall be in conformity with all existing zoning regulations, deed restrictions, and covenants of record in the office of the Register of Deeds in Pitt County, North Carolina.

9. LESSOR shall periodically visit and examine the property to assure that all provisions of this Lease and Maintenance Agreement are being followed.
10. LESSEE shall make no unlawful or offensive use of the premises, nor allow any others to do so.
11. DEFAULT. Failure of LESSEE to comply with the terms and conditions of this Agreement shall constitute a breach of the Agreement. In the event of such a breach, the LESSEE shall be in default, and if such default shall not have been cured within 30 days of receipt by LESSEE of a written notice of such default, the LESSOR, without any other notice or demand, may terminate this Agreement and require LESSEE to immediately surrender the premises.
12. INSURANCE. LESSEE shall, during the entire term of this Agreement, keep in full force and effect a policy of public liability insurance with respect to the premises.

LESSEE further agrees to hold harmless, defend and indemnify LESSOR, its mayor, council, managers, directors, employees, and agents from any and all claims of liability or loss resulting in damage or loss to property, body, or life alleged to have occurred during the term of this Agreement or any extensions thereto.

The Parties executing this LEASE AND MAINTENANCE AGREEMENT declare and certify they have authority to bind the parties to this AGREEMENT and enforce the terms of the AGREEMENT.

IN WITNESS HEREOF, the parties hereto have caused this Lease and Maintenance Agreement to be executed the day and year first written above in duplicate originals.

City of Greenville:

LESSOR: By: \_\_\_\_\_  
Barbara Lipscomb, City Manager

Pitt County Law Enforcement Officers' Association

LESSEE: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Address  
\_\_\_\_\_  
City State Zip

NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, a Notary Public of the aforesaid County and State, certify that \_\_\_\_\_ personally appeared before me this day and acknowledged the due execution of the foregoing Agreement for the purposes herein set forth.

WITNESS my hand and Notarial Seal this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC

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

NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, a Notary Public of the aforesaid County and State, certify that Barbara Lipscomb personally appeared before me and acknowledged that she is City Manager of the City of Greenville, North Carolina, and pursuant to authority duly given, and as an act of the City, executed this Agreement for the purpose herein expressed.

WITNESS my hand and Notarial Seal this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
NOTARY PUBLIC

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

**EXHIBIT A**

**PROPERTY**

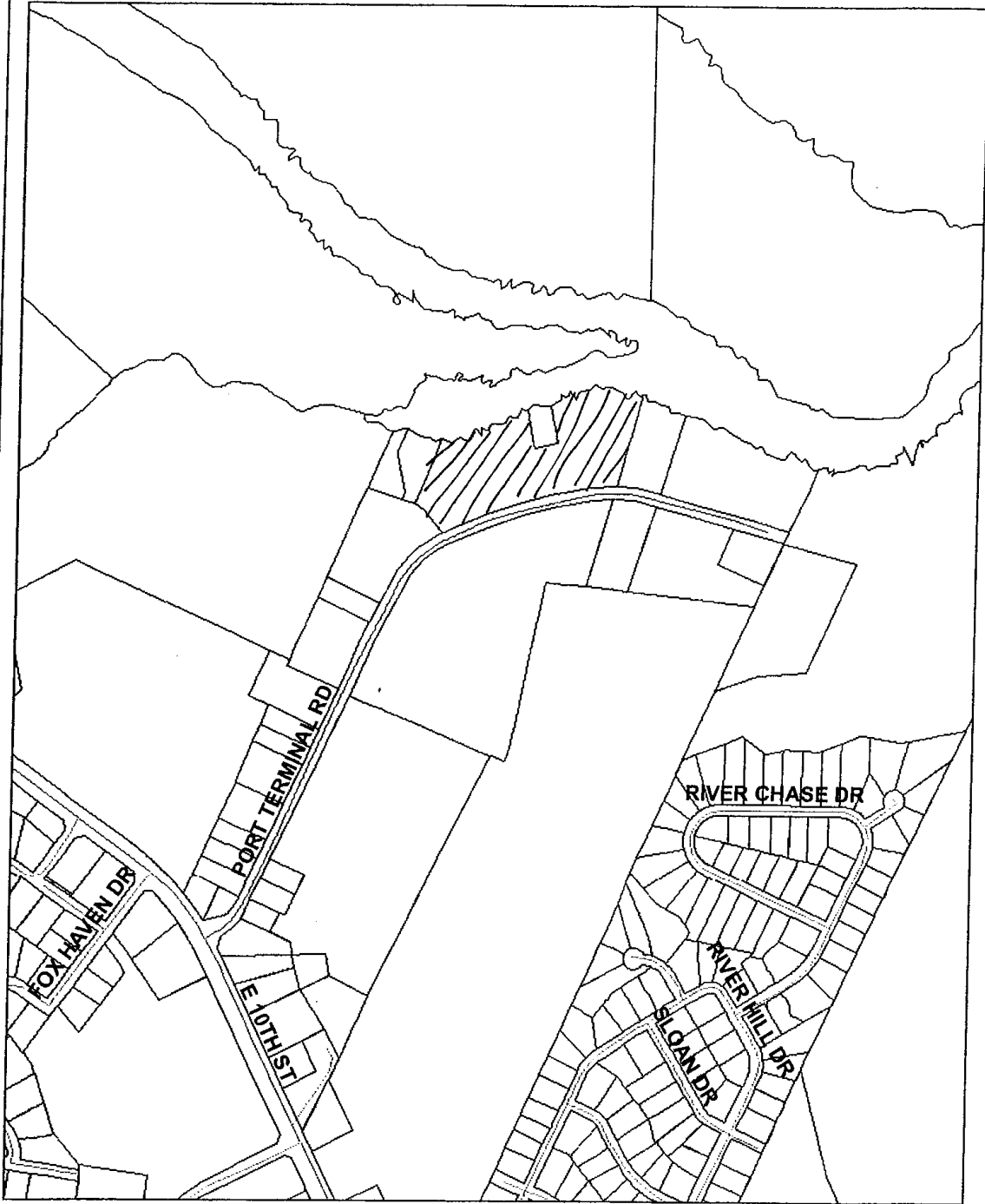
Situate in Greenville Township, Pitt County North Carolina, and being on the north side of NCSR 1533 (Port Terminal Road) and about 2460 feet northeast of NC Highway 33 more particularly described as follows:

BEGINNING at a point in the centerline of NCSR 1533 (Port Terminal Road, 60' right of way, 20' paved) with said point being about 2460 feet northeast of the centerline intersection of NCSR 1533 with NC Highway 33 as measured along the centerline of NCSR 1533; thence from said located beginning point, running along a line through the property of the City of Greenville as recorded in Deed Book V-51, Page 485 and shown as the eastern boundary of the property leased to State of North Carolina Wildlife Commission on the map titled "Map for Record, Property of the Tar River Port Commission" dated May 6, 1938 and recorded in Map Book 31, Page 93 of the Pitt County Registry, N 09°15'47" W – 30.11 feet to a concrete monument in the northern right of way of NCSR 1533 and in a common use driveway; thence continuing through the property of the City of Greenville, N 09°15'47" W – 331.00 feet to an iron stake; thence N 09°15'47" W – 44.00 feet to a point on the bank of Hardee Creek; thence along the bank of Hardee Creek, N 71°00'40" E – 178.63 feet to a common corner with the City of Greenville property as recorded in Deed Book 1392, Page 174 (formerly property of Forrest Ray Mills); thence continuing along the bank of Hardee Creek, N 79°04'26" E – 96.00 feet to a point, a common corner of the City of Greenville property recorded in Deed Book V-51, Page 485; thence continuing along the bank of Hardee Creek, N 79°04'26" E – 200.00 feet to a point, thence S 75°48'29" E – 241.47 feet to a point on the bank of Hardee Creek, a common corner with the City of Greenville property as recorded in Deed Book 1136, Page 242 (formerly know as the "Pineview Court" Mobile Home Park and shown as the property of Paul D. McMahan on the above referenced map); thence leaving the bank of Hardee Creek and running along the common line between the City of Greenville properties, S 24°07'31" W – 39.56 feet to a concrete monument; thence continuing along the common line, S 24°07'31" W – 360.44 feet to a concrete monument in the northern right of way of NCSR 1533; thence , S 24°07'31" W – 30.72 feet to a point in the centerline of NCSR 1533; thence running along the center line of NCSR 1533 the following courses and distances: N 89°37'54" W – 67.96 feet to a point, S 84°29'29" W – 99.97 feet to a point, S 80°29'58" W – 100.00 to a point, S 79°04'26" W – 189.69 feet to a point, the POINT OF BEGINNING and containing about 5.76 acres including that portion of the right of way of NCSR 1533, furthermore being all of the property recorded in Deed Book 1392, Page 174, a portion of the property recorded in Deed Book V-51, Page 485, and a portion of Parcel 1 on the aforementioned map

The property is subject to the common use of the driveway located at the southern western property corner, the right of way of NCSR 1533, and the high water line of Hardee Creek.

Further reference being made to Map Book 31, Page 93, Pitt County Public Registry for a more complete and accurate description.

# Exhibit B



RESOLUTION - 15  
RESOLUTION APPROVING LEASE AGREEMENT WITH  
THE PITT COUNTY LAW ENFORCEMENT OFFICERS' ASSOCIATION

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of ten (10) years or less for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the term of the lease.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve the Lease Agreement with The Pitt County Law Enforcement Officers' Association, Inc., for the 5.76 acre property located near Port Terminal Road for a term commencing on September 1, 2015, and terminating on August 31, 2019, and for an annual rental payment of one dollar.

BE IT FURTHER RESOLVED by the City Council of the City of Greenville that the City Manager is hereby authorized to execute the Lease Agreement for and on behalf of the City of Greenville.

This the 10th day of August, 2015.

---

Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk





# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Renewal of Uptown Greenville Contract for Services

**Explanation:** **Abstract:** Since 2010, the City Council has appropriated annual funding to Uptown Greenville and authorized the execution of a contract for services which have a defined scope of services and activities. The services identified in the attached contract reflect the services and programs proposed for the 2015-16 fiscal year.

**Explanation:** Since 2010, the City of Greenville and Uptown Greenville have agreed upon an annual program of activities to be carried out by the organization in an effort to market, support, retain, and recruit businesses in the Uptown district. In connection with those services, previous City Council's have authorized funding for agreed-upon activities. In 2010 and 2011, the City authorized \$25,000 annually for the services. In 2012 the amount authorized by City Council was increased to \$50,000 annually in concert with increased funding by East Carolina University and Vidant. In the City's 2015-16 fiscal year budget, \$50,000 was appropriated for Uptown Greenville following the development and execution of a contract for services.

Services included in this year's contract include:

1. Working with the City in areas of business recruitment and retention programs,
2. Assisting with Uptown beautification programs,
3. Event organization, promotion and sponsorship, such as Pirate Fest, Freeboot Friday, and the Umbrella Market, and assisting the City with the Fall Festival, Greenville Grooves Concert, and BMX festival,
4. Assisting with public input on public infrastructure projects, and
5. Fundraising for specified public infrastructure projects and programs

This represents a continuation of the partnership with the Uptown Greenville organization. Uptown Greenville provides a valuable service to the City and the

district. A mid-year report will be provided by Uptown on the accomplishments under this contract.

**Fiscal Note:**

\$50,000 was authorized by action of City Council in the 2015-16 Fiscal Year budget.

**Recommendation:**

Approval of the attached contract for services and authorize the City Manager to execute the contract with Uptown Greenville.

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 [uptown\\_contract\\_2015\\_2016\\_1006553](#)

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NORTH CAROLINA  
PITT COUNTY

CONTRACT FOR SERVICES

This CONTRACT is made the \_\_\_\_ day of August, 2015, by and between the City of Greenville, a North Carolina municipal corporation (the CITY), and Evergreen of Greenville, Inc. doing business as Uptown Greenville, a North Carolina nonprofit corporation (UPTOWN);

WITNESSETH

1. Consideration.

The consideration of this CONTRACT are the services to be performed by UPTOWN for the CITY, and the sum of \$50,000 paid by the CITY to UPTOWN.

2. General Work to be Performed.

UPTOWN will use its best efforts to publicize the economic, educational, social, and cultural benefits of the Uptown business district of Greenville; assist in recruiting business and residents to the Uptown area; and provide information on the Uptown business district of Greenville to prospective businesses and residents. UPTOWN will publicize and promote the City's urban revitalization efforts and plans through the normal business activities of UPTOWN.

3. Specific Work to be Performed.

UPTOWN will perform the following specific services:

I. BUSINESS RECRUITMENT AND RETENTION:

- A. UPTOWN shall, in cooperation with CITY, and other partners as appropriate, assist with implementation of a comprehensive economic development program for the district. UPTOWN's economic development efforts shall attempt to retain and recruit retail businesses in the district, recruit new employers to the district and facilitate commercial and residential development. Economic development services and activities performed, supported and/or coordinated by UPTOWN may include but are not limited to, corporate and retail visitation programs, real estate developer outreach, available properties database, participation in trade show and association events, provision of technical assistance to and/or potential new businesses in the district, and data collection/publication. UPTOWN'S marketing work will maintain strong ties to other regional economic development partners to maximize information sharing and resources.

- B. UPTOWN shall, in cooperation with CITY, recruit investors/developers for the former State Theatre building and other investors of other potential projects in the area.
- C. UPTOWN shall serve as the administrator of the Uptown Retail Challenge on behalf of the CITY.
- D. UPTOWN shall, in cooperation with CITY, work towards the completion of the LIVE United Park.

II. UPTOWN BEAUTIFICATION:

- A. Continue to maintain and improve on Planter Beds in the Uptown District area by the development of an Adopt-A-Bed program and pursue funding in support of a private maintenance contract to “Adopt a Planter” program for all Uptown planters.
- B. Add to destination feel of Uptown by providing colorful event and district lamppost banners throughout the Uptown business district of Greenville.

III. SPECIAL EVENTS, PROMOTIONS & PRIVATE SUPPORT

- A. Credit the CITY as a major sponsor of PirateFest, Freeboot Friday, and the Uptown Umbrella Market. The City will note other Uptown and City partnership events on the city calendar and in email notifications.
- B. Serve as primary organizer and sponsor for PirateFest, First Friday ArtWalk Series, Freeboot Friday, and the Uptown Umbrella Market.
- C. In an effort to provide a wide range of quality programming for the Five Points Plaza facility and the Uptown Commercial District, UPTOWN shall provide information, technical assistance and other guidance as necessary to outside organizations interested in sponsoring and holding special events within the Uptown District.
- D. Coordinate the review process for organizations applying to hold special events on the Five Points Plaza in accordance with the City’s established rules for use of the venue.
- E. Work with the city in the promotion of other events as deemed necessary such as the BMX festival, Fall Festival, and Greenville Grooves Concert.
- F. Continue to strengthen the connection that residents, employees and visitors have to the district and increase the district’s reputation as an attractive location for businesses and employees via year round programming.

IV. ASSISTING WITH PUBLIC INPUT FOR PUBLIC INFRASTRUCTURE PROJECTS

- A. Upon request from the CITY, UPTOWN shall help build consensus for public infrastructure or other identified projects in the form of public input gathering, surveying, and communication of plans.
- B. Upon request from the CITY, UPTOWN shall coordinate and conduct Public Input Forums regarding future redevelopment plans.

V. FUNDRAISING FOR UPTOWN INFRASTRUCTURE IMPROVEMENTS

- A. UPTOWN, working in conjunction with the CITY, shall assist with fundraising efforts to fund purchase and installation of lamp post banners and other facilities determined to be needed.
- B. Begin fundraising discussions with private entities for update of the Master Plan for Uptown, which will incorporate other existing plans currently developed by the City.

4. Schedule of Payments.

Payment of \$25,000 will be made by the CITY to UPTOWN on a semi-annual basis with the first payment to be made within 30 days of the effective date of this contract for services, and the second and final payment to be made on or about six months following the first payment.

5. Reports.

Prior to the CITY making the second payment as described in Section 4, UPTOWN shall provide a written report to the City Council of the CITY of the significant achievements of UPTOWN with regard to the work performed under Sections 2 and 3 of this CONTRACT. The report shall include a financial statement for the previous fiscal year.

6. Duration, Termination, and Amendment.

This CONTRACT shall commence on July 1, 2015, and terminate on June 30, 2016. This CONTRACT may be amended with the consent of both parties when such an amendment is made in writing and signed by an authorized officer of each party.

IN WITNESS WHEREOF, the parties hereto have executed this contract, in duplicate originals, this the day and year first written above.

EVERGREEN OF GREENVILLE, INC.  
dba UPTOWN GREENVILLE

\_\_\_\_\_  
Tony Koury, President

ATTEST:

\_\_\_\_\_  
Wayne Conner, Secretary

CITY OF GREENVILLE

\_\_\_\_\_  
Barbara Lipscomb, City Manager

ATTEST:

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

APPROVED AS TO FORM:

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

PRE-AUDIT CERTIFICATION

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

\_\_\_\_\_  
Bernita W. Demery, Director of Financial Services



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution amending the Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities, and Geographic Features Within Parks

**Explanation:** **Abstract:** In response to a recent request, an amendment is proposed to the Policy and Guidelines for Naming of Parks, Recreation Facilities, and Geographic Features Within Parks. The amendment would reduce the minimum period which an individual has been deceased criteria from two years to six months. The Recreation and Parks Commission has recommended approval of the policy modification.

**Explanation:** On March 23, 2015, James F. Harris proposed naming the new fishing pier being developed at the Town Common as the "Robert Lee Cherry Fishing Pier," after the late Robert Lee Cherry, who passed away on February 11, 2015. Family members and friends of Mr. Cherry have endorsed this proposal, with more than 600 signing a petition citing his involvement with veterans' activities, assistance with homeless veteran issues, volunteerism at the Third Street Community Center and Habitat for Humanity, presence at Veterans Day events, and love for fishing at the Town Common.

The current Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities and Geographic Features Within Parks, which was adopted on January 10, 2011, and amended on June 13, 2013, states:

"Parks, facilities, and geographic features may only be named after an individual who has been deceased for a minimum of two (2) years, except in the case of one or more of the following circumstances:

1. The parkland in its entirety has been donated by the individual being honored through the proposed naming.
2. 50% or more of the total cost of the facility has been donated by the individual being honored through the proposed naming, or by a group, business or organization making the donation in his or her name.
3. A land donation in which a naming provision has been made on the deed

- and accepted by the Greenville City Council.
4. A substantial donation of money has been made to the Greenville Recreation and Parks Department wherein this condition has been accepted by the Greenville City Council.

The waiting period, currently two years, was included in the naming policy in order to lessen the likelihood that naming decisions might be made during the highly emotional time that often follows immediately after an individual's passing.

At the May 13, 2015, Recreation and Parks Commission meeting, a motion was made and unanimously passed among all who were present, to recommend that City Council modify the naming policy to require that an individual be deceased for a minimum of six (6) months, rather than two years, before having a park or facility named in his or her honor.

**Fiscal Note:** No direct cost is incurred by the City as a result of this policy amendment.

**Recommendation:** Adopt the resolution amending the Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities, and Geographic Features Within Parks

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 [Naming\\_Parks\\_Resolution\\_Amendment\\_08.10.2015\\_1008041](#)



RESOLUTION NO. \_\_\_\_-15

RESOLUTION AMENDING THE POLICY AND GUIDELINES  
FOR NAMING OR RENAMING CITY OF GREENVILLE PARKS,  
RECREATION FACILITIES, AND GEOGRAPHIC FEATURES WITHIN PARKS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE:

Section 1. That the Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities, and Geographic Features within Parks is hereby amended by reducing the minimum period which an individual has been deceased criteria set forth in Section 3 G from two (2) years to six (6) months, said Policy and Guidelines for Naming or Renaming City of Greenville Parks, Recreation Facilities, and Geographic Features Within Parks, as amended, to read as follows:

POLICY AND GUIDELINES FOR NAMING OR RENAMING  
CITY OF GREENVILLE PARKS, RECREATION FACILITIES, AND GEOGRAPHIC  
FEATURES WITHIN PARKS

Section 1 - INTRODUCTION

The naming of City of Greenville parks, recreation facilities, and geographic features within parks is an important task, and one that should be approached with caution and patient deliberation. With the possible exception of a corporate purchase of “naming rights,” a park, facility, or geographic feature name, once selected, should be bestowed with the intention that it will be permanent.

Those who select the names of parks, recreation facilities, and geographic features should do so with a clear understanding that their decisions may set a precedent, and that their actions will exert an influence upon the community in future generations.

Section 2 - POLICY PURPOSE

The purpose of this policy is to establish a systematic and consistent approach for the official naming of City of Greenville parks, recreation facilities, and geographic features within parks.

Section 3 - NAMING OF PARKS, RECREATION FACILITIES, AND FEATURES

The following guidelines and criteria will be used when naming a park, recreation facility, or a geographic feature within a park:

- A. A permanent name may be assigned, if deemed appropriate by the Greenville City Council (following receipt of a recommendation for naming by the Greenville Recreation and Parks Commission), to a park or recreation facility any time after land acquisition or park/facility development. Such recreation facilities may include trails/greenways, recreation centers, athletic complexes, picnic shelters, pools, playgrounds, “spraygrounds,” or other facilities. However, discretion should be utilized in order to avoid an overabundance of named features or facilities in any single park, and the naming of a facility should not diminish or overshadow the park’s name.
- B. A permanent name may also be assigned, if deemed appropriate by the Greenville City Council (following receipt of a recommendation for naming from the Greenville Recreation and Parks Commission), to an unnamed lake or other prominent geographic feature within a park.
- C. At its discretion, the Greenville City Council may grant the Recreation and Parks Commission authority to officially name certain types of recreation facilities without further Council involvement.
- D. Duplication of the names of other parks, recreation facilities, and geographic features within the City shall not be permitted. The exception would be a facility carrying the same name as the park in which it is situated. (ex: South Greenville Recreation Center in South Greenville Park)
- E. Priority in naming parks, facilities, and geographic features shall be given to geographical locations, historic significance, or geologic features.
- F. Consideration to name a park, facility, or geographic feature in honor of a person (or persons or family) shall only be given if one or more of the following criteria has been met:
  - 1. The individual is statewide or nationally significant.
  - 2. The individual, individuals, or family has contributed significant long-term support to the development or operation of the park or facility, or to the overall recreation and park system. The suggested name must be accompanied by evidence of contributions to the park, facility, and/or service, or to any of the Recreation and Parks Department’s companion organizations that function in cooperation with and on behalf of the department. A companion organization includes, but is not limited to, such organizations as the Greenville Little Leagues, Jackie Robinson Baseball League, and the Friends of Greenville Greenways.
  - 3. An outstanding community individual has made significant and long-term civic contributions to the City of Greenville as determined by either the Recreation and Parks Commission or the Greenville City Council.

4. A substantial donation, as determined by either the Recreation and Parks Commission or the Greenville City Council, has been made to the Recreation and Parks Department, or companion organization, by or in memory of an individual, group, or family.
- G. Parks, facilities, and geographic features may only be named after an individual who has been deceased for a minimum of six (6) months, except in the case of one or more of the following circumstances:
1. The parkland in its entirety has been donated by the individual being honored through the proposed naming.
  2. 50% or more of the total cost of the facility has been donated by the individual being honored through the proposed naming, or by a group, business, or organization making the donation in his or her name.
  3. A land donation in which a naming provision has been made on the deed and accepted by the Greenville City Council.
  4. A substantial donation of money has been made to the Greenville Recreation and Parks Department wherein the donor stipulated a naming provision as a condition of the donation and this condition has been accepted by the Greenville City Council.
- H. Naming proposals for a park, facility, or geographic feature may come from any individual, family, organization, business, governmental agency, donor, or neighborhood association that represents the locality wherein the park, facility, or feature is situated.

#### Section 4 - PROCESS

Naming and renaming proposals shall be made on a form provided by the Recreation and Parks Department and forwarded to the Chair of the Greenville Recreation and Parks Commission at:

Chairman, Greenville Recreation and Parks Commission  
Greenville Recreation and Parks Department  
P.O. Box 7207  
Greenville, NC 27835-7207

The proposal will be posted on the Greenville Recreation and Parks Department website for a period of 30 days, during which citizen comments and suggestions may be submitted in writing to the Commission Chair through the website or at the above address. The Commission will then hear oral comments during a public hearing at their first meeting following the expiration of the 30-day period, and formulate a recommendation regarding the proposal. The recommendation will then be forwarded to the Greenville City Council. In the event the Commission does not formulate a recommendation within 60 days after the public hearing, it will be considered that the Commission's recommendation is to approve the naming proposal and this recommendation will be forwarded to the Greenville City Council.

The Greenville City Council will consider the naming proposal at a City Council meeting after receipt of a recommendation from the Recreation and Parks Commission. A public hearing will be held by City Council prior to making its decision on the naming proposal. City Council may approve, deny, or modify the naming proposal. City Council may, but is not required to, refer a modification of the naming proposal back to the Recreation and Parks Commission for review and recommendation.

The following guidelines and criteria shall be considered and met before renaming a City of Greenville park, facility or geographic feature:

- A. Once named, the renaming of City of Greenville parks, facilities, or geographic features is strongly discouraged. It is recommended that efforts to change a name be subject to the most critical examination so as not to diminish the original justification for the name or discount the value of the prior contributions.
- B. Land and facilities named by deed restriction shall not be renamed.
- C. Parks, facilities, and geographic features named after individuals shall not be changed unless it is found by the Recreation and Parks Commission or the Greenville City Council that the individual's personal character was such that the continued use of the name for a City park, facility, or geographic feature would not be in the best interest of the City.
- D. Parks, facilities, and geographic features named for a location, a geographic feature, or a community/neighborhood may be considered for renaming. However, the existing name of a park, facility, or geographic feature which is of local or national importance or which identifies an outstanding geographic or physical feature shall not be changed unless the Recreation and Parks Commission or Greenville City Council determines that there are extraordinary circumstances of local or national interest to justify the name change.
- E. Subject to the foregoing, in order for a park, facility, or geographic feature to be considered for renaming, the recommended name must otherwise qualify according to the same guidelines and criteria as set forth above for originally naming parks, facilities, and geographic features and the same general procedure shall be followed.

#### Section 5 - NAMING RIGHTS FOR CORPORATIONS OR OTHER PRIVATE BUSINESSES:

This policy does not provide guidelines or processes for granting temporary naming rights to corporations or other private businesses as a mutually beneficial arrangement between the City and a corporation or other private business wherein the corporation or other private business provides cash and/or in-kind services to the City in return for access to the commercial and/or marketing potential associated with a City facility or service.

Such arrangements could include the naming of a park, a facility, a geographic feature, an event or activity. While such arrangements could prove highly beneficial to the City and its citizens, as

well as to area businesses, the details of such arrangements will necessitate cautious consideration. A separate City policy and process will address the grant of naming rights to a corporation or other private business.

Section 2. That all policies, resolutions, and clauses of policies and resolutions in conflict with this resolution are hereby repealed.

Section 3. That this resolution shall become effective upon its adoption.

This the 10th day of August, 2015.

---

Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Resolution authorizing an application under the State Revolving Fund Loan Program for Greenville Utilities Commission's Water Distribution System Rehabilitation Program

**Explanation:** **Abstract:** Greenville Utilities Commission seeks to make application for a State Revolving Fund Loan in connection with the Water Distribution System Rehabilitation Program.

**Explanation:** Development of GUC's water distribution system rehabilitation program recently approved by the Board is now well underway. Staff anticipates being in position to submit an application in September for a low-interest loan under the NC State Revolving Fund (SRF) program. The loan will be used for the first phase of water main rehabilitation. In order to proceed with submittal of the application, a resolution must be adopted that authorizes the General Manager/CEO to act as the designated agent for Greenville Utilities. The proposed authorizing resolution must be included along with the application in September. At its June 2015 meeting, the GUC Board of Commissioners adopted a resolution authorizing the General Manager/CEO to act as designated agent for Greenville Utilities Commission in connection with the SRF funding application and recommends similar action by the City Council.

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

**Recommendation:** Adopt the attached resolution authorizing an application under the State Revolving Fund Loan Program for GUC's Water Distribution System Rehabilitation Program

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 [Resolution - Water Rehab](#)

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RESOLUTION NO. \_\_\_\_\_  
RESOLUTION DECLARING THE INTENTION OF THE  
CITY COUNCIL OF THE CITY OF GREENVILLE TO PROVIDE A RESOLUTION  
OF ASSURANCES, AGREEMENTS AND AUTHORIZED REPRESENTATIVES TO THE  
STATE REVOLVING LOAN FUND FOR THE GREENVILLE UTILITIES COMMISSION  
OF THE CITY OF GREENVILLE, NORTH CAROLINA, A BODY POLITIC DULY CHARTERED  
BY THE STATE OF NORTH CAROLINA

WHEREAS, the Federal Clean Water Act Amendments of 1987, Federal Safe Drinking Water Act Amendments of 1996, and the North Carolina Water Infrastructure Act of 2005 (NCGS 159G) have authorized the making of loans and grants to aid eligible units of government in financing the cost of construction of wastewater treatment works and collection systems; and

WHEREAS, the Greenville Utilities Commission of the City of Greenville, North Carolina, a body politic duly chartered by the State of North Carolina (the "Commission") has need for and intends to replace and/or rehabilitate certain designated portions of its drinking water distribution system described as Greenville Utilities Commission Water Distribution System Rehabilitation Program Phase I project; and

WHEREAS, the Commission intends to request state loan assistance for the project and has requested that the City Council of the City of Greenville (the "City Council") adopt a resolution relating to this state loan assistance which approves the filing of an application, making the necessary assurances and agreements, and designating authorized representatives;

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

1. That the City of Greenville (the "City"), in conjunction with the Commission, will arrange financing for all remaining costs of the project, if approved for a State loan award.
2. That the City, through the Commission, will adopt and place into effect on or before completion of the project, a schedule of fees and charges which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
3. That the City agrees to include in the loan agreement relating to the State loan award a provision authorizing the State Treasurer, upon failure of the City or the Commission to make any scheduled repayment of the loan, to withhold from the City or the Commission any state funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.
4. That the City, through the Commission, will provide for efficient operation and maintenance of the project on completion of construction thereof.
5. The General Manager/CEO of the Commission, or his designee(s), are hereby authorized to execute and file an application on behalf of the City with the State of North Carolina for a loan to aid in the construction of the project described above.



6. The General Manager/CEO of the Commission, or his designee(s), are hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project; to make the assurances as contained above, and to execute such other documents as may be required in connection with the application.
7. That the City, through the Commission, has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

ADOPTED this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

CITY OF GREENVILLE

By \_\_\_\_\_  
ALLEN M. THOMAS, Mayor

(SEAL)

ATTEST:

\_\_\_\_\_  
CAROL L. BARWICK, Clerk



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

---

**Title of Item:** Reimbursement resolution for Greenville Utilities Commission's purchases of vehicles and heavy equipment through installment purchase financing

**Explanation:** **Abstract:** Greenville Utilities Commission (GUC) seeks approval of a reimbursement resolution for vehicles and heavy equipment purchases to obtain financing at a later date.

**Explanation:** The GUC FY 2015-2016 budget includes the purchase of vehicles and heavy equipment necessary to maintain the service level GUC provides to its customers. A reimbursement resolution will enable GUC to purchase the vehicles and equipment at various times and obtain financing at a later date. At its July 16, 2015, regular board meeting, the GUC Board of Commissioners adopted a reimbursement resolution and recommends similar action by City Council.

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

**Recommendation:** Adopt the reimbursement resolution for GUC vehicles and heavy equipment purchases

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[Reimbursement Resolution - veh and heavy equipment](#)

**RESOLUTION NO. 15-\_\_**  
**RESOLUTION DECLARING THE INTENTION OF THE**  
**CITY COUNCIL OF THE CITY OF GREENVILLE TO REIMBURSE THE**  
**GREENVILLE UTILITIES COMMISSION, OF THE CITY OF GREENVILLE, NORTH**  
**CAROLINA, A BODY POLITIC DULY CHARTERED BY THE STATE OF NORTH**  
**CAROLINA, FROM THE PROCEEDS OF ONE OR MORE TAX EXEMPT**  
**FINANCING FOR CERTAIN EXPENDITURES MADE AND TO BE MADE IN**  
**CONNECTION WITH THE ACQUISITION AND CONSTRUCTION OF CERTAIN**  
**CAPITAL IMPROVEMENTS**

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

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

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

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

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

Section 3. The principal amount of the Tax Exempt Financing estimated to be issued to reimburse the Commission for Expenditures for the Improvements is estimated to be not more than \$1,876,852.

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

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

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

Adopted this the \_\_\_\_ day of \_\_\_\_\_, 2015.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

**EXHIBIT A****THE IMPROVEMENTS**

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

1- E350 Cutaway Single Rear Wheel, Enclosed Utility Body	35,000
1- International Bucket Truck	230,000
1- Wood Chipper	32,000
1- Backhoe Loader	113,000
1- GMC Bucket Truck	230,000
1- Ford Chipper Truck	85,000
1- Rubber Tire Loader	170,000
1- Mini Excavator	105,000
3- Replacement Compact Pickup, Ext Cab w/ Tool Box & Bed Mat	79,500
1- 1.5 Ton Utility Truck	71,000
2- 1/2 Ton 4x4 Crew Cab Truck	60,000
1- Compact Extended Cab	26,500
1 – Ford F-550	47,780
1 – Excavator	41,729
1 – Digger Derrick	232,843
1 – 2 Ton Utility Truck	85,000
1 – Puller Tensioner	150,000
1 – Dump Truck	82,500

Equipment Total \$1,876,852

**Total** **\$ 1,876,852**



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution declaring eight vehicles as surplus and authorizing disposition by public auction

**Explanation:** **Abstract:** The City of Greenville has replaced eight vehicles per the Vehicle Replacement Plan. These eight used vehicles are deemed surplus, and they are now ready to be sold via public auction.

**Explanation:** The City has replaced the eight vehicles listed below per the Vehicle Replacement Plan and has determined that these used vehicles are now surplus to the City's needs and are therefore ready to be sold by public auction.

Asset#	Year	Make	Model	Type	VIN#
5368	2002	Dodge	Truck	Ram 2500	3B7KC26Z22M267528
5800	2004	Ford	Crown Victoria	4Dr Sedan	2FAHP71W24X136265
6603	2006	Ford	Crown Victoria	4Dr Sedan	2FAHP71WX6X134833
6147	2005	Ford	Crown Victoria	4Dr Sedan	2FAHP71W65X134584
6748	2008	GMC	C8500	Garbage Truck	1GDV8C4B38F404135
6922	2009	GMC	C8500	Garbage Truck	1GDV8C4B09F900012
7051	2011	Ford	Crown Victoria	4Dr Sedan	2FABP7BV5BX120571
6883	2009	International	Truck	EMS Unit	1HTMNAAL59H112151

On November 10, 2014, the City Council approved an agreement with Greenville Auto Auction, a local auction dealer, to sell its surplus vehicles via public auction. These eight vehicles will be sold at a public auction to be held at Greenville Auto Auction, located at 4330 Dickinson Avenue, Greenville, NC, on

August 27, 2015, at 10:30 a.m. The public is welcome to attend and bid on these vehicles. Anyone desiring information regarding the process for registering and bidding may contact the City's Purchasing Division at 252-329-4664 or view this information on the City's website.

**Fiscal Note:**

Proceeds from the sale of these vehicles will be returned to the City, net of the 7.5% auction fee.

**Recommendation:**

Approval of the resolution declaring the eight vehicles as surplus and authorizing their disposal via public auction by Greenville Auto Auction on August 27, 2015.

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

**Attachments / click to download**

[📎 Resolution for Surplus Vehicles for August 27 2015 1009182](#)

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RESOLUTION NO. \_\_\_\_\_

RESOLUTION DECLARING CERTAIN PROPERTY TO BE SURPLUS  
AND AUTHORIZING ITS DISPOSITION BY PUBLIC AUCTION

WHEREAS, the City of Greenville has surplus property as listed below:

Asset#	Year	Make	Model	Type	VIN#
5368	2002	Dodge	Truck	Ram 2500	3B7KC26Z22M267528
5800	2004	Ford	Crown Victoria	4 Door Sedan	2FAHP71W24X136265
6603	2006	Ford	Crown Victoria	4 Door Sedan	2FAHP71WX6X134833
6147	2005	Ford	Crown Victoria	4 Door Sedan	2FAHP71W65X134584
6748	2008	GMC	C8500	Garbage Truck	1GDV8C4B38F404135
6922	2009	GMC	C8500	Garbage Truck	1GDV8C4B09F900012
7051	2011	Ford	Crown Victoria	4 Door Sedan	2FABP7BV5BX120571
6883	2009	International	Truck	EMS Unit	1HTMNAAL59H112151

WHEREAS, it is the desire of the City Council of the City of Greenville to sell by public auction to the highest bidder the above-listed property; and,

WHEREAS, North Carolina General Statutes 160A-270 provides for the sale of such City property by public auction;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that the above-listed property is hereby declared as surplus and the Purchasing Manager is hereby authorized and directed to utilize the services of Greenville Auto Auction, Inc., to sell the surplus vehicles listed via public auction to the highest bidder. The public auction will be held on **August 27, 2015, at 10:30 a.m.** at Greenville Auto Auction located at 4330 Dickinson Avenue, Greenville, NC.

BE IT FURTHER RESOLVED that the property listed above will be sold in accordance with the terms and conditions contained in the Contract for Services between the City of Greenville and Greenville Auto Auction, Inc., and such terms are incorporated into this Resolution as if fully set forth herein. The above mentioned surplus property shall be sold on an "as is, where is" basis with all sales being final and the right to reject any and all bids being reserved.

BE IT FURTHER RESOLVED that a notice summarizing the contents of this resolution may be published solely by electronic means and that the auction shall occur no sooner than ten (10) days after its publication.



This 10<sup>th</sup> day of August, 2015.

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Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Approval of purchase of eighteen Ford Interceptor sedans/SUVs for the Police Department

**Explanation:** **Abstract:** The Public Works Department Fleet Maintenance Division and Police Department request approval to replace 18 police vehicles at a cost of \$520,852. The vehicles meet the criteria for replacement and have been approved by City Council as part of the FY 2016 Vehicle Replacement Fund authorized purchases. The newly purchased police sedans/SUVs will replace 18 police sedans/SUVs currently assigned to the Police Department. The replaced sedans/SUVs will be sold as surplus.

**Explanation:** The Public Works Department Fleet Maintenance Division and the Police Department request approval to purchase 18 Ford Interceptor sedans/SUVs. The purchase is being made from State Purchasing Contract - 2015 Model Year Law Enforcement Vehicle (070B). The total cost is \$520,852. The proposed Police vehicles to be replaced have met all the replacement criteria set within the Vehicle Replacement Fund procedures.

**Fiscal Note:** The total cost is \$520,852. The requested police sedans/SUVs are replacement vehicles and are included in the City's approved FY 2016 Vehicle Replacement Program purchase list. The newly purchased police sedans/SUVs will not increase the existing maintenance and fuel cost or the number of vehicles already assigned. Eighteen (18) sedans/SUVs will be removed from the fleet and sold as surplus.

**Recommendation:** Approve the purchase of 18 Ford Interceptor sedans/SUVs from the 2015 Model Year Law Enforcement Vehicle (070B) State Purchase Contract at a cost of \$520,852.

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**Attachments / click to download**

 [Police Vehicle Backup](#)

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**PUBLIC WORKS DEPARTMENT**

Attachment number 1  
Page 1 of 2

**REQUEST FOR PURCHASE ORDER**

<b>Date:</b>	July 1, 2015	<b>Account Nos.:</b>		<b>P.O. #:</b>	
VRF 2015/2016 Replace Police -5892-5893-5894-5895-5896-5897-6009-6161-6595-6597-6610-6661-6675-6737-6785-6789-6790-6798-7064. State Contract 070-B				<b>Requested By:</b>	
				Angel Maldonado	
<b>Department Head Approval:</b>			Circle All that Apply		
<b>Division Head /Supervisor Approval:</b>			<b>GF</b>	<b>PB</b>	<b>SW</b>
			<b>Cap. Outlay</b>	<b>CIP</b>	
<b>Division Charged:</b>	VRF	<b>Other:</b>		<b>Adm. to Order</b>	<b>Yes</b>
<b>Vendor:</b>	Capital Ford Inc.	<b>Vendor No.:</b>	177	<b>Contact Person:</b>	Jim Torr
<b>Address:</b>	4900 Capital Blvd			<b>Fed ID #:</b>	56-7456873
<b>City:</b>	Raleigh	<b>State:</b>	NC	<b>EMAIL</b>	jtorr@capitalofwilmington.com
<b>Phone:</b>	919-790-4732	<b>ZIP:</b>		<b>Minority Status:</b>	no

QTY	PRICE	UNIT	DESCRIPTION	ITEM #	COLOR	SIZE	TOTAL
1	\$29,421.00	each	2015 Ford Utility Interceptor AWD - Cloth interior - 3.7I V6 engine 6-speed automatic transmission - SYNC system - Badge delete - Auxiliary climate control - Cargo dome light - Courtesy light disable - Power heated mirrors - Remote keyless entry - Side marker lights on side mirrors (blue LED lights) - 18" full wheel covers - Front headlamp package - Grill wiring - Rear light package (blue LED light) - Reverse sensing		E3 Arizona Beige		\$ 29,421.00
8	\$29,180.00	each	2015 Ford Utility Interceptor AWD - Cloth interior - 3.7L V6 engine - 6-speed automatic transmission - SYNC system - Badge delete - Auxiliary climate control - Cargo dome light - Courtesy lamp disabled - Driver's side LED spotlight - Power heated mirrors - Remote keyless entry - Side marker lights (blue LED) - 18" full wheel covers - Front headlamp package - Grill wiring - Rear light package (blue LED lights) - Reverse sensing		White		\$ 233,440.00
6	\$28,702.00	each	2015 Ford Sedan Interceptor AWD - Cloth interior - 3.5L eco boost engine - 6-speed automatic transmission - Badge delete - Driver's side LED spotlight - Fleet keyed alike (1435) - Grill lamp wiring - SYNC system - Heated exterior mirrors - Electronics tray -18" full wheel covers - Front headlamp package - Rear headlamp package (blue LED lights) Reverse sensing system		White		\$ 172,212.00

Item # 14

3	\$28,593.00	each	2015 Ford Sedan Interceptor AWD - Cloth interior - 3.7l V6 engine 6-speed automatic transmission - SYNC system - Badge delete - Auxiliary climate control - Cargo dome light - Courtesy light disable - Power heated mirrors - Remote keyless entry - Side marker lights on side mirrors (blue LED lights) - 18" full wheel covers - Front headlamp package - Grill wiring - Rear light package (blue LED light) - Reverse sensing	KR- Norsea Blue - HG- Smoke Stone - JL - Dark Red	Attachment number 1 Page 2 of 2	\$ 85,779.00
						SHIPPING \$ -
						SUBTOTAL \$ 520,852.00
						TOTAL \$ 520,852.00

Attach copies of other quotes.

Doc.# 1004653



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Approval of purchase of two knuckle boom trucks for the Public Works Sanitation Division

**Explanation:** **Abstract:** The Public Works Department requests approval to replace two (2) knuckle boom trucks at a cost of \$326,787.47. The knuckle boom trucks meet the criteria for replacement and have been approved by City Council as part of the FY 2016 Vehicle Replacement Fund authorized purchases.

**Explanation:** The Public Works Fleet and Sanitation Divisions request approval for purchasing two (2) knuckle boom trucks. The newly purchased knuckle boom trucks will replace two (2) knuckle booms currently assigned to the Public Works Sanitation Division. The two (2) replaced knuckle boom trucks will be sold as surplus. The purchase is being made from Petersen Industries through the National Joint Power Alliance (NJPA). The total cost is \$326,787.47. The proposed trucks have met all the replacement criteria set within the Vehicle Replacement Fund procedures.

**Fiscal Note:** The requested knuckle boom trucks are replacement trucks and are included in the City's approved FY 2016 Vehicle Replacement Program purchase list. The newly purchased knuckle boom trucks will not increase the existing maintenance and fuel cost or the number of vehicles already assigned. The existing knuckle boom trucks will be removed from the fleet and sold as surplus.

**Recommendation:** Approve the purchase order request for two (2) knuckle boom trucks from Petersen Industries through the National Joint Power Alliance (NJPA) at a cost of \$ 326,787.47.

**Attachments / click to download**

 [Knuckle Boom Trucks Backup](#)

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4000 S.R. 60 West, Lake Wales, FL 33859  
(863) 676-1493 \* (800) 930-5623  
Fax: 863-676-6844

# PURCHASE AGREEMENT

Customer: Greenville, City of (NC)

Purchaser: Greenville, City of (NC)

Thru: NJPA Contract #070313-PII

Date: April 24, 2015

Please accept our offer to purchase the Petersen Lightning Loader® System and/or other items specified below subject to the terms and conditions set forth on all pages of this order, including the terms and conditions concerning warranty.

Order Received: 4/13/2015

Petersen Order Numbers: 20151263, 20151264

Customer's Purchase Order Number: 086414

Two (2) new Petersen model TL-3 Lightning Loaders® each with standard valve controls, heavy duty swing motor, standard bucket 60", boom-up warning light/audible alarm, hose guards – head & valve bank, HDHI outrigger strobe, and paint loader: PI White.

Two (2) new Petersen model 2030 TBS standard bodies each with standard barn doors, PI self-winding load covering device, wire loom for body wiring, LED type body lights (15 each), ANSI Z245 package, amber LED flashers in rear corner post, and paint body: PI White.

Two (2) new 2016 International 7400 tandem axle Chassis with 5 year/100k mile extended warranty.

Equipment is to be mounted on International chassis provided by Petersen Industries, Inc.

Completion date 75-90 days after actual receipt of signed purchase agreement.

Total Selling Price:	\$ 324,085.48
Delivery Cost:	\$ 2,702.00
State & Local Taxes:	Customer Resp.
Other Charges:	n/a
Total Sale:	\$ 326,787.48
Cash Deposit w/order:	\$ not required
Cash Due On Delivery:	not required
Total Due Net 30:	\$ 326,787.48

Units will be invoiced separately upon completion

**NOTE: Each unit will be invoiced and delivered individually. Delivery charges are subject to change without notice.**

Petersen Industries, Inc. to arrange for completed units to be delivered to City of Greenville, NC (1500 Beatty Street, Greenville, NC 27834) with one (1) Petersen Owner's Manual and one (1) Operator's Training DVD each.

**PURCHASER ACKNOWLEDGES THAT HE HAS READ AND UNDERSTANDS ALL THE TERMS AND CONDITIONS SET FORTH HEREIN AND THE APPLICABLE NEW LIGHTNING LOADER® WARRANTY PROVIDED TO HIM TOGETHER WITH ITS LIMITATIONS AND EXCLUSIONS, ALL OF WHICH ARE PART OF THIS PURCHASE AGREEMENT JUST AS IF FULLY SET FORTH ON THE FACE PAGE HEREOF.**

Seller

Purchaser

Petersen Industries, Inc.  
4000 S.R. 60 West  
Lake Wales, FL 33859

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

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

Name: City of Greenville, NC

Address: P.O. Box 7207  
Greenville, NC 27835

By: \_\_\_\_\_  
Sales Representative

Attn: Angel Maldonado  
Phone: 252-329-4831

Item # 15



**PUBLIC WORKS DEPARTMENT**

**REQUEST FOR PURCHASE ORDER**

<b>Date:</b>	July 1, 2015	<b>Account Nos.:</b>		<b>P.O. #:</b>	
	VRF 2015/2016 Reapir Two Knuckle Boom Trucks Unit 6636-6744			<b>Requested By:</b> Angel Maldonado	
<b>Department Head Approval:</b>				Circle All that Apply	
<b>Division Head /Supervisor Approval:</b>				<b>GF</b>	<b>PB</b>
<b>Division Charged:</b>		<b>Other:</b>		<b>SW</b>	<b>Cap. Outlay</b>
				<b>CIP</b>	
				<b>Adm. to Order</b>	<b>Yes</b>
<b>Vendor:</b>	Petersen Industries INC	<b>Vendor No.:</b>		<b>Contact Person:</b>	David Urmston
<b>Address:</b>	4000 State Road 60W			<b>Fed ID #:</b>	
<b>City:</b>	Lake Wales	<b>State:</b>	FL	<b>EMAIL</b>	david@amickequipment.com
<b>Phone:</b>	919-248-2272	<b>ZIP:</b>	33859	<b>Minority Status:</b>	

QTY	PRICE	UNIT	DESCRIPTION	ITEM #	COLOR	SIZE	TOTAL
2	\$163,393.74	each	NJPA Contract #070313-PLL - 2016 International 7400 tandem -White body color -60,000 GVW CUM ISL 300 HP -MODEL TB-2030 TRASH BODY STANDARD 20FT X 30 CU. YD.- MODEL TL3 BASE LOADER - CHOICE EXTENDED COVERAGE, 5YEARS/100,000 MILES/160 000 KM -EPA 2013 CUMMINS ISL ENGINE EXTENDED WARRANTY DC1, 5 YEARS/150,000 MILES/240 000 KM - EPA 2013 CUMMINS ISL ENGINE EXTENDED WARRANTY AFTERTREATMENT AT3, 4 YEARS/150,000 MILES/240 000 KM - ALLISON 3000 RDS SERIES TRANSMISSION EXTENDED WARRANTY, 5 YEARS/UNLIMITED MILES -TOWING EXTENDED/ROADSIDE SERVICE WARRANTY, 4 YEAR/UNLIMITED MILES/KM, \$550 CAP				\$ 326,787.48
		each					\$ -
		each					\$ -
		each					\$ -
						<b>SHIPPING</b>	\$ -
						<b>SUBTOTAL</b>	\$ 326,787.48
						<b>TOTAL</b>	\$ 326,787.48

Item # 15

Attach copies of other quotes.



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Approval of purchase of two automated side loader refuse truck cab and chassis for the Public Works Department Sanitation Division

**Explanation:** **Abstract:** The Public Works Department requests approval to purchase two (2) cab and chassis for two (2) automated side loader refuse trucks at a cost of \$322,524. A companion City Council agenda item requests approval for the automated side loader bodies to be mounted on the two (2) cab and chassis. The newly purchased automated side loader trucks will replace two (2) rear loader refuse trucks currently assigned to the Public Works Department Sanitation Division. After receipt of the new automated side loader refuse trucks, the rear loader refuse trucks will be sold as surplus.

**Explanation:** The Public Works Department Fleet Maintenance and Sanitation Divisions request approval to purchase two (2) cab and chassis for two (2) automated side loader refuse trucks. Automated loader refuse trucks are a key part of the plan established to improve efficiencies within the Sanitation Division. The automated side loader refuse trucks will replace two (2) rear loading refuse trucks that will be sold as surplus.

The proposed purchase is recommended to be made from Advantage Truck Center of Charlotte, NC, for a total of \$322,524 through the Houston-Galveston Area Council (H-GAC) bid. The proposed rear loader trucks being replaced have met all of the replacement criteria established within the Vehicle Replacement Fund procedures.


**Fiscal Note:** The requested two (2) automated side loader refuse trucks are replacement trucks and are included in the City's approved FY 2016 Vehicle Replacement Program purchase list. The newly purchased automated side loader cab and chassis will not increase the existing maintenance and fuel cost or the number of vehicles already assigned. The existing rear loader refuse trucks will be removed from the fleet and sold as surplus.

**Recommendation:** Approve the purchase order request for two (2) automated side loader refuse truck cab and chassis from Advantage Truck Center through the Houston-Galveston Area Council (H-GAC) at a cost of \$322,524.

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

Attachments / click to download

 [Cab and chassis quote](#)

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*From The Desk of Bruce Stadler to:  
Angelene Brinkley, Kevin Mulligan, Delbert Bryant and Angel Maldonado*

*5/19/2015*

*To all,  
This letter is to confirm that Advantage Truck Center will hold the pricing for 2 (two) additional Automated Sideloader Chassis, identical to the previous three units, and in conformance with purchase order number 086413 dated 4/13/2015. (See attached copy of PO and Specs)  
Sincerely,*

*Bruce W. Stadler  
Account Manager / Government Fleets*

*Advantage Truck Center  
3880 Jeff Adams Drive Charlotte, NC 28206  
800-334-8749, ext. 4253  
704-597-0043 Fax  
704-224-1401 Mobile*

*3880*

**VOLVO**



**Corporate Office**  
P.O. Box 560007  
3880 Jeff Adams Dr. (28206)  
Charlotte, NC 28256  
704.597.0551

**Hickory, NC**  
3194 15th Ave. Blvd. SE  
Conover, NC 28613  
828.466.0034

**Rocky Mount, NC**  
2550 N. Church St.  
Rocky Mount, NC 27804  
252.446.7166

[www.advtrks.com](http://www.advtrks.com)

Item # 16

<b>HGACBuy</b>		<b>CONTRACT PRICING WORKSHEET</b> For MOTOR VEHICLES Only		Contract No.:	HT06-14	Date Prepared:	5/19/2015	
<p>This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents <b>MUST</b> be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.</p>								
Buylog Agency:	City of Greenville N.C.			Contractor:	Chastang Enterprises dba Chastang Ford / Autocar			
Contact Person:				Prepared By:	John Chastang			
Phone:				Phone:	713-678-5042			
Fax:				Fax:	713-678-5001			
Email:				Email:	jinchastang@chastangford.com			
Product Code:	A3	Description:	Autocar AQX64 suitable for a side load refuse body					
<b>A. Product Item Base Unit Price Per Contractor's H-GAC Contract:</b>							102486	
<b>B. Published Options - Itemize below - Attach additional sheet(s) if necessary - Include Option Code in description if applicable.</b> (Note: Published Options are options which were submitted and priced in Contractor's bid.)								
Description		Cost	Description		Cost			
180 amp alternator 10019		366	Integral air conditioning 10101		725			
Aux front load cushions 10037		446	5 Year Cummins engine warranty 10121		2850			
L.H. Vertical exhaust 10017		749	Refuse vocational frame prep 10077		1438			
2-spd engine fan 10013		475	5 Year transmission warranty 10118		1250			
Right hand drive cab 10102		4987	Front pto adapter 10039		1188			
5 Year exhaust aftertreatment warranty 10119		2850	Heated moto-mirrors 10090		625			
22,000 # Front suspension 10036		687	46,000 # Rear axle 10053		4456			
Goodyear Duraseal tires 10113		1795	Body integration control panel 10105		874			
Frame overhang over 56" 10062		550	120 Days floorplan 10099		5520			
Non default wheelbase 10073		1748	Allison 4500 5-spd transmission 10026		8950			
25" Frame reinforcement 10074		1688	Subtotal From Additional Sheet(s):				0	
46,000 # Rear suspension 10057		4330	Subtotal B:				48547	
<b>C. Unpublished Options - Itemize below - attach additional sheet(s) if necessary.</b> (Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)								
Description		Cost	Description		Cost			
6-spd transmission in lieu of 5 spd		6713						
4 Wheel locking rear axle		1668	Subtotal From Additional Sheet(s):				0	
Rear axle differential pump		1248	Subtotal C:				9629	
Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).			For this transaction the percentage is:			6%		
<b>D. Total Cost Before Any Applicable Trade-In / Other Allowances / Discounts (A+B+C)</b>								
Quantity Ordered:	1	X Subtotal of A + B + C:	160662	=	Subtotal D:	160662		
<b>E. H-GAC Order Processing Charge (Amount Per Current Policy)</b>						Subtotal E:		600
<b>F. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges</b>								
Description		Cost	Description		Cost			
			Subtotal F:				0	
Delivery Date:		<b>G. Total Purchase Price (D+E+F):</b>				161262		

## PUBLIC WORKS DEPARTMENT REQUEST FOR PURCHASE ORDER

<b>Date:</b>	July 1, 2015	<b>Account Nos.:</b>	200-1400-463.74-01	<b>P.O. #:</b>	
VRF 2015-2016 - Replace Sanitation Department (replace unit 6763-6850 Rear Loader) HGACBUY				<b>Requested By:</b> Angel Maldonado	
<b>Department Head Approval:</b>			Circle All that Apply		
<b>Division Head /Supervisor Approval:</b>			<b>GF</b>	<b>PB</b>	<b>SW</b>
<b>Division Charged:</b>			<b>Adm. to Order</b>		<b>Cap. Outlay</b>
VRF			Other:		<b>CIP</b> Yes

<b>Vendor:</b>	Advantage Truck Center	<b>Vendor No.:</b>		<b>Contact Person:</b>	Bruce W. Standler
<b>Address:</b>	3880 Jeff Adams Drive			<b>Fed ID #:</b>	56-1928725
<b>City:</b>	Charlotte	<b>State:</b>	NC	<b>EMAIL</b>	bstadler@advtrks.com
<b>Phone:</b>	800-344-8749- ext.4253	<b>ZIP:</b>	28206	<b>Minority Status:</b>	no

QTY	PRICE	UNIT	DESCRIPTION	ITEM #	COLOR	SIZE	TOTAL
2	\$161,262.00	each	2015- Autocrat ACX64 - Transmission 5 year unlimited mileage warranty included. Optional Engine warranty added to the prices. Engine warranty 5years/150,00 - includes emission components, injectors and turbo charger.		White		\$ 322,524.00
		each					\$ -
		each					\$ -
		each					\$ -
		each					\$ -
		each					\$ -
		each					\$ -
						<b>SHIPPING</b>	\$ -
<b>Price Quote</b>		<b>Vendor Name</b>			<b>SUBTOTAL</b>		\$ 322,524.00
						<b>TOTAL</b>	\$ 322,524.00

Attach copies of other quotes.

Doc.#1004653



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Approval of purchase of two automated side loader refuse bodies for the Public Works Department Sanitation Division

**Explanation:** **Abstract:** The Public Works Department requests approval to purchase refuse bodies for two (2) automated side loader refuse trucks at a cost of \$235,800. These bodies will be installed on the cab and chassis that are requested in a companion City Council agenda item. The automated side loader refuse trucks are proposed for the replacement of two (2) rear loader refuse trucks. The rear loader refuse trucks meet the criteria for replacement and have been approved by City Council as a part of the FY 2016 Vehicle Replacement Fund authorized purchases. After receipt of the automated side loader refuse trucks, the rear loader trucks will be sold as surplus.

**Explanation:** The Public Works Department Fleet Maintenance and Sanitation Divisions request approval for purchasing two (2) side loader refuse bodies. Automated side loader refuse trucks are a key part of the established plan to improve efficiencies within the Sanitation Division.

The proposed purchase is recommended to be made from New Way Truck of Scranton, IA, through the National Joint Power Alliance at a cost of \$235,800. The proposed refuse trucks to be replaced have met all the replacement criteria established within the Vehicle Replacement Fund Procedures.


**Fiscal Note:** The requested automated side loader refuse trucks are replacement trucks and are included in the City's approved FY 2016 Vehicle Replacement Program purchase list. The newly purchased side loaders will not increase existing maintenance and fuel cost or the number of vehicles already assigned. The existing rear loader refuse trucks will be removed from the fleet and sold as surplus.

**Recommendation:** City Council approve the purchase order request for two (2) automated side loader refuse truck bodies from New Way Truck of Scranton, IA, through the National Joint Power Alliance at a cost of \$235,800.

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 [Side Loader Body Purchase Backup](#)

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5/27/15

City of Greenville  
1500 Beatty St  
Greenville, NC 27834

Angel,

Thank you for your interest in New Way Trucks, below is a quote for a Sidewinder off the NJPA bid.

3-31yd Sidewinder  
Front Mount Denison Vane Pump  
White Paint  
Integrated Strobe Lights Upper and Lower Tailgate  
Upgraded Back-up Alarm  
7" Triple Camera System  
Electronic Filter Bypass Indicator in Cab  
Hyd Shutdown When Filter is in Bypass  
Arm Control Rocker Switches under Seat  
Arm Cycle Counter  
2- Shovel and Broom Racks  
Pre Crusher Panel  
Hopper Access Ladder  
Cleanout Shoot Extension  
7ga Hopper Floor Liner  
Full Front Splash Guard  
Ground Level Grease Zerks.  
Total Cost for 2 bodies is\$ 235,800.00 plus Freight

If you have any other questions please feel free to give me a call 800-831-1858

Thanks,

Johnathon Mclaughlin

800 8311858 · 712 652 3399 · [www.newwaytrucks.com](http://www.newwaytrucks.com)

**PUBLIC WORKS DEPARTMENT**  
**REQUEST FOR PURCHASE ORDER**

Attachment number 1  
Page 2 of 2

<b>Date:</b>	July 1, 2015	<b>Account Nos.:</b>		<b>P.O. #:</b>	
VRF 2015/2016 Replace Sanitation Department (replace unit 6763-6850 rear loader)				<b>Requested By:</b> Angel Maldonado	
<b>Department Head Approval:</b>			Circle All that Apply		
<b>Division Head /Supervisor Approval:</b>			<b>GF</b>	<b>PB</b>	<b>SW</b>
<b>Division Charged:</b>			<b>Cap. Outlay</b>	<b>CIP</b>	
VRF		<b>Other:</b>		<b>Adm. to Order</b>	<b>Yes</b>

<b>Vendor:</b>	New Way -Scranton MFG	<b>Vendor No.:</b>		<b>Contact Person:</b>	David Urmston
<b>Address:</b>	101 State Street			<b>Fed ID #:</b>	
<b>City:</b>	Scranton	<b>State:</b>	IA	<b>EMAIL</b>	David Urmston [david@amickequipment.com]
<b>Phone:</b>	1-800-831-1858	<b>ZIP:</b>	51462	<b>Minority Status:</b>	

QTY	PRICE	UNIT	DESCRIPTION	ITEM #	COLOR	SIZE	TOTAL
2	\$117,900.00	each	NJPA Bid -3-31yd Sidewinder-- front mount Denison vane pump-white paint-integrated strobe lights upper and lower tailgate, upgraded back-up alarm - 20lbs. Fire extinguisher - 7" triple camera system - electronic filter bypass indicator in cab - hyd-shoutdonw when filter in in bypass- arm control rocker switches under seat- arm cycle counter - 2-shovel and broom racks- pre crush panel- hopper access ladder - cleanout shoot extesnion-7ga hopper floor liner -full front splash guard - ground level grease zerks.				\$ 235,800.00
		each					\$ -
		each					\$ -
		each					\$ -
						<b>SHIPPING</b>	\$ -
<b>Price Quote</b>		<b>Vendor Name</b>			<b>SUBTOTAL</b>		\$ 235,800.00
						<b>TOTAL</b>	\$ 235,800.00

Attach copies of other quotes.  
Doc.# 1004653



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Contract to purchase 6,000 recycling roll-out carts

**Explanation:** **Abstract:** The City of Greenville's Sanitation Division desires to purchase 6,000 recycling roll-out carts in the amount of \$324,070. This purchase will continue implementation of the Sanitation Division's Five-Year Plan with automated recycling and increased recycling participation within the City of Greenville.

**Explanation:** The Sanitation Five-Year Plan is being implemented with automated curbside recycling. As part of this plan, residents will be issued a blue recycling roll-out cart for curbside collection. This is the City's third purchase of curbside recycling containers for automated collection. As the plan continues this year, recycling carts for curbside collection will be issued.

The City of Greenville received a grant from the North Carolina Department of Environment and Natural Resources (NCDENR) in the amount of \$67,500 to aid in purchasing roll-out carts for City residents. NCDENR states recycling participation and diversion rates increase significantly with the issuance of rollout carts to residents. This coincides with the City's goal of increasing recycling and landfill diversion.

City staff has reviewed purchase options and has selected Rehrig Pacific Company as the best value for the City through the Houston Galveston Area Council (HGACBuy) cooperative. This purchasing method is used by many North Carolina cities and is similar to purchasing items from a state contract. HGACBuy is on the City's list of approved buying cooperatives. This contract would allow for the purchase and delivery of 6,000 blue roll-out carts so that the last phase of automated collection can begin.

**Fiscal Note:** The cost of purchasing 6,000 96-gallon recycling carts is \$324,070. This cost includes the cart, assembly, and delivery of the recycling carts, and is included in


the Sanitation Fund's FY 16 budget.

**Recommendation:** Execute a contract with Rehrig Pacific Company for the amount of \$324,070 for the purchase of recycling roll-out carts including assembly and delivery through the HGACBuy cooperative contract.

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 [HGAC Contract Pricing Sheet](#)

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## CONTRACT PRICING WORKSHEET

Contract  
No.:

GC01-13

Date  
Prepared:

Catalog / Price Sheet Name:

Refuse and Recycling Containers and Lifters

General Product Description:

Refuse and Recycling Containers with Optional Services

**Order Processing: 1. This Worksheet is prepared by Rehrig 2. Rehrig sends to Buying Agency (Muni) 3. Muni sends Rehrig purchase order (PO) 4. Rehrig emails Muni's PO and this Contract Pricing Worksheet to veronica.johnson@h-gac.com 5. Rehrig fills order & invoices Muni 6. Rehrig processes 1.5% pyt fee to HGAC upon receipt of HGAC's invoice. 7. Rehrig reports quarterly purchases to lourdes.mcintyre@h-gac.com**

Buying Agency:	City of Greenville, NC	Contractor:	Rehrig Pacific Company
Contact Person:	Delbert Bryant	Prepared By:	Faith Zydowsky
Phone:	252-329-4337	Phone:	404-771-7005
Fax:		Fax:	
Email:	dbryant@greenvillenc.org	Email:	fzydowsky@rehrigpacific.com

**A. Product Base Item(s):** List All Items being purchased off Form D. Attach Additional Sheet If Necessary.

Quantity	H-GACProduct Code	Item Description	Unit Price	Total
5,000	AG261- ROC 95EG	95 Gallon Roll Out Cart (Pepsi Blue body/ Pepsi Blue lid)	\$48.61	\$243,050.00
1,000	AG257- ROC 65NB	65 Gallon Roll Out Cart (Pepsi blue body/ Pepsi Blue Lid)	\$44.54	\$44,540.00
				\$0.00
<b>(Rates above include HGAC Fee, Freight, Body Branding with City Logo)</b>			<b>Subtotal A:</b>	<b>\$287,590.00</b>

**B. Published Option(s):** List All Items being purchased off Form E Published Options. Options for each base product may not equal more than \$50,000.

Quantity	H-GACProduct Code	Item Description	Unit Price	Total
				\$0.00
				\$0.00
			<b>Subtotal B:</b>	<b>\$0.00</b>

**C. Unpublished Option(s):** Accessory or Service Items. List All Items not on Form D or E. Must not equal more than 25% of A&B.  
Not Product Base Items or Published options.

Quantity	H-GACProduct Code	Item Description	Unit Price	Total
6,000		In Mold Label	\$1.33	\$7,980.00
6,000		RFID Tag	\$0.75	\$4,500.00
6,000		Assembly & Distribution	\$4.00	\$24,000.00
				\$0.00
				\$0.00
			<b>Subtotal C:</b>	<b>\$36,480.00</b>

**Check:** Total cost of Unpublished Options (B) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

13%

**D. Trade-Ins / Special Discounts/ Other Allowances / Freight/ Installation / Miscellaneous Charges**

Quantity	H-GACProduct Code	Item Description	Unit Price	Total
				\$0.00
			<b>Trade In Subtotal:</b>	<b>\$0.00</b>

GRAND TOTAL = (A+B+C)-Trade Ins

TOTAL = (A+B+C)-D

\$324,070.00

Delivery Date:

Item # 18  
10/19/2015



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Contract award for the FY 2016 Street Resurfacing Project

**Explanation:** **Abstract:** The FY 2016 Street Resurfacing Project will provide milling, resurfacing, ADA improvements, striping, and signal loop replacement on numerous City-maintained streets. The list of streets included in this year's contract covers various streets across the entire city. Barnhill Contracting Company of Tarboro, NC, submitted the lowest base bid for this year's contract in the amount of \$1,141,713.75.

**Explanation:** Bids for the FY 2016 Street Resurfacing Project were originally scheduled for opening on July 10, 2015. Only two bids were received. Per State law, staff rejected the bids and returned them unopened to the bidders. Staff re-advertised the project and received bids on July 22, 2015. Again, two bids were received. One bid included omissions and/or errors and was again rejected by staff as non-responsive.

A list of streets to be resurfaced under this project is attached. The base bid amount was \$1,141,713.75. As the current budget in the Street Resurfacing Program is \$1,000,000, staff is recommending award of the base bid for this contract plus the elimination of several streets from the list included in the base bid to bring the bid amount in line with the budget.

The lane miles to be completed under this contract are 6.46 lane miles. The overall cost per lane mile under this contract is \$174,307 per lane mile. Of that total, \$73,740 per lane mile is for the estimated base repair required.


**Fiscal Note:** Funding for this project is through the Street Resurfacing Program as approved by City Council for the FY 2016 budget. The budget for this contract is \$1,000,000, which is the base bid less \$141,713.75, which represents the cost saved by removing the four streets listed above.

**Recommendation:** Award a construction contract for the FY 2016 Street Resurfacing Project to Barnhill Contracting Company of Tarboro, NC, in the amount not to exceed \$1,000,000.

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 [2015\\_Street\\_Resurfacing\\_Bid\\_Tab\\_list\\_of\\_streets\\_1009565](#)

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**2015 Street Resurfacing Project**

**BID SUMMARY SHEET**  
City of Greenville, North Carolina  
Engineering Division

Re-Bid Opening: July 22, 2015 @ 2:00 p.m.

Contractor	Rec'd Addendum 1 & 2		5% Bid Bond		M/WBE Submitted		NCA Form Submitted		Total Base Bid/Alternate 1
	Yes	No	Yes	No	Yes	No	Yes	No	
Barnhill Contracting Company	X		X		X		X		\$1,141,713.75/ \$479,831.75
S. T. Wooten Corporation**		X	X		X		X		\$1,226,087.50/ \$504,384

\*\*This bidder failed to submit the required acknowledgement of addenda and was considered non-responsive.



List of Streets for Milling and Resurfacing

**STREET LISTING FOR RESURFACING AND MILLING**

**Note: All streets marked with \*\* indicates street included in Alternate 1  
Streets highlighted are those proposed to be resurfaced under this contract**

Street Name	From	To	Milling (SY)	Estimated 4" Base Repair (Tons)	Resurfacing (Tons)	Thickness (inches)
VAN NORTWICK ST**	W MOORE ST	W DUDLEY ST	661.5	70	222	1.5
MOORING LN**	MELODY LN	VAN NORTWICK ST	325.5	30	101	1.5
BEASLEY DR**	W ARLINGTON BV	SERVICE DR	4201	480	471	2
MEDICAL DR**	BEASLEY DR**	STANTONSBURG RD	4862	160	545	2
HORSESHOE DR	HOOKER RD	STREET END	1669.5	550	743	2
E 4TH ST	FOREST HILL CI	LAUREL ST	7183	300	808	2
EASTGATE DR	E 10TH ST	MOSELEY DR	640.5	210	301	2
SLOAN DR	RIVER HILL DR	RIVER HILL DR	0	530	270	2
SYME CI	RIVER HILL DR	STREET END	0	130	144	2
S ELM ST	E 14TH ST	SE GREENVILLE BV	19583	530	2197	2
S ELM ST	OAKVIEW DR	CHARLES BV	1701	250	192	2
CHURCHSIDE DR	OAKVIEW DR	RED BANKS RD	336	150	149	2
OAKVIEW DR	S ELM ST	PINECREST DR	0	260	256	2
THACKERY RD**	MULBERRY LN	CHARLES BV	0	380	606	2
KINGS RD	QUEEN ANNES RD	CHESAPEAKE PL	420	10	105	1.5
VASSAR RD	QUEEN ANNES RD	STREET END	178.5	160	59	1.5
SALEM RD	QUEEN ANNES RD	COMPTON RD	378	140	126	1.5
W VICTORIA CT**	EVANS ST	STREET END	0	280	218	2



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Contract Amendment #2 for Green Infrastructure/Streetscape Improvements associated with Task Order 2 (final design) for the Town Creek Culvert Drainage Project

**Explanation:** **Abstract:** City Council awarded a contract to WK Dickson Co., Inc. for Task Order 2 (final design) for the Town Creek Culvert Drainage Project in October 2014. The work associated with this amendment includes converting outer lanes into parallel parking spaces with curb bulb outs and turn lanes as necessary along Reade Circle between Cotanche Street and Evans Street. Multiple BMPs will be designed for this area of the Town Creek Culvert Project to include permeable pavers for parallel parking spaces. The proposed Amendment #2 increases Task Order 2 (final design) for the Town Creek Culvert Drainage Project from \$1,277,547.48 to \$1,415,180.43, an increase of \$137,632.95. The potential funding source for the amendment is the CWSRF – Green Infrastructure Loan.

**Explanation:** City Council awarded a contract to WK Dickson Co., Inc. for Task Order 2 (final design) for the Town Creek Culvert Drainage Project in October 2014. This contract for final design involves developing and preparing the necessary construction documents and completion of any right-of-way/easement acquisitions for the project, obtaining all applicable permitting, and supporting the City through the bidding, selection, and award process. The green infrastructure and corresponding streetscape components will be revisited based on guidance from the NC Department of Environment and Natural Resources – Division of Water Infrastructure. This is a requirement of the Clean Water State Revolving Fund (CWSRF) – Green Infrastructure Loan. This amendment includes converting outer lanes into parallel parking spaces with curb bulb outs and turn lanes as necessary along Reade Circle between Cotanche Street and Evans Street. Multiple BMPs will be designed for this area of the Town Creek Culvert Project to include permeable pavers for parallel parking spaces.

Attached are the lump-sum fee proposal and the recommended scope of service for Amendment #2 to Task Order 2 (final design).

**Fiscal Note:** The proposed Amendment #2 increases Task Order 2 (final design) for the Town Creek Culvert Drainage Project from \$1,277,547.48 to \$1,415,180.43, an increase of \$137,632.95. The potential funding source for the amendment is the CWSRF – Green Infrastructure Loan.

**Recommendation:** Approve the proposed amendment for \$137,632.95.

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**Attachments / click to download**

[TCC Amendment 2](#)

[Town Creek Culvert Figure 5](#)

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This is **EXHIBIT K**, consisting of [ ] pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated [ ].

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No.   2**

The Effective Date of this Amendment is: \_\_\_\_\_.

Background Data

Effective Date of Owner-Engineer Agreement:

Owner: City of Greenville

Engineer: W. K. Dickson & Co., Inc.

Project: TO#2, Town Creek Culvert Design

Nature of Amendment: [Check those that are applicable and delete those that are inapplicable.]

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

Description of Modifications:

***Please refer to Attachment A, Scope of Services, dated May 22, 2015.***

Agreement Summary:

Original agreement amount:	\$1,132,447.48
Net change for prior amendments:	\$ 145,100.00
This amendment amount:	\$ 137,632.95
Adjusted Agreement amount:	\$1,415,180.43

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

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

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

OWNER: City of Greenville, NC

ENGINEER: W. K. Dickson & Co., Inc.

---

By: \_\_\_\_\_  
Print  
name: Allen M. Thomas

Title: Mayor

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

---

By: \_\_\_\_\_  
Print  
name: Scott Whalen

Title: Vice President

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

**APPROVED AS TO FORM:**

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

**PRE-AUDIT CERTIFICATION:**

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

\_\_\_\_\_  
Bernita W. Demery, Director of Financial Services

Account Number 034-06-55-62-000-000-531400

Project Code (if applicable) TWNCK

## ATTACHMENT A

### SCOPE OF SERVICES PHASE 2 - TOWN CREEK CULVERT PROJECT MAY 22, 2015

#### ***READE CIRCLE ROADWAY/STREETSCOPE (ADDITIONAL SERVICES):***

##### **Project Understanding**

W.K. Dickson (Engineer) understands that the City Greenville, NC (Owner) would like to secure **Additional** professional services related to Phase II – Design. The Owner has requested that additional roadway and streetscape improvements be implemented on both sides of Reade Circle between Cotanche Street and Evans Street. These improvements will involve converting this section of roadway from four-lane divided facility to a two-lane divided facility by converting the outer lanes into parallel parking spaces with curb bulb outs and turn lanes as necessary. Streetscape elements including, but not limited to brick pavers, new street trees, landscaping in the bulb outs, and BMP's will also be included in this project area. Streetscape elements will need to be coordinated with other downtown themes along with the recently constructed Georgetown Commons development. These additional improvements will be incorporated into the 90% Phase II design plans.

Additionally, the Division of Water Infrastructure has communicated that the project, as it was approved for the original application and subsequent engineering report, would only be considered a "Green Infrastructure" project through the Clean Water State Revolving Fund zero percent interest loan. Within February, March and April, 2015, the project team has had numerous internal and external meetings to reformulate a BMP strategy to bring the project back into zero percent interest loan consideration by including an "on-line" BMP within the project corridor along with other modifications to BMP locations and types. The Engineer has prepared BMP cost optimization reports and "on-line" BMP design options as requested by the Division of Water Infrastructure. The Engineer is requesting additional hourly funds to replenish the hourly effort spent in February, March and April 2015 along with additional Lump Sum effort for up to three additional Division of Water Infrastructure meetings.

##### **Task 1 – Up-Front Streetscape Coordination**

- Engineer will meet with Owner Staff and local developer for Georgetown Commons to develop streetscape elements needed for the project. It is understood that the Georgetown Commons development has an approved Streetscape theme that will need to be incorporated into the Town Creek Culvert 90% design plans.

##### **Task 2 – Traffic Analysis**

- Engineer will coordinate with Owner staff to obtain traffic count and turning movement data for the project improvement area and will analyze provided information to develop appropriate turn lane storage lengths, length of bay tapers, and length of transition tapers. Coordination with Owner staff will be necessary to discuss our findings and find a balance between desired storage lengths and parking spaces.

### **Task 3 – Roadway Design**

- Engineer will design roadway improvements along Reade Circle between Cotanche Street and Evans Street (including approach curb work on either side of both intersections) to narrow existing traffic pattern from a four-lane divided facility to a two-lane divided facility. The outer lanes of Reade Circle will be converted into parallel parking spaces delineated by proposed curb bulb-outs. These new curb lines will be designed to parallel the existing roadway surface and will be documented in the plans in the following locations:
  - Revised Typical Sections
  - Top-of-curb profiles
  - Updated cross sections
  - Additional roadway technical specifications
- It is also anticipated that a 5 foot bike lane will be incorporated into the roadway typical section along Reade Circle where applicable. Pavement markings, signing, ADA compliance, and coordination with the Owner will also be included in this proposed task.
- It is anticipated that up to 4 preliminary design alternatives will be developed to evaluate parking and roadway layout in this streetscape project area

### **Task 4 – Drainage Design**

- Engineer will design necessary drainage improvements within the improvement area to capture the roadway runoff within the new parking bays. New catch basins are anticipated adjacent to the proposed bulb-out locations and new storm drain pipe systems will be design to tie into the new dual 84" RCP outfall.
- Engineer will update drainage design systems in this project area and outside of this streetscape project area to account for new BMP devices and where BMP's have been eliminated or relocated.
- Engineer will coordinate with the 10<sup>th</sup> Street design team to optimize and redesign the proposed outfall tie-in (invert and horizontal location) at the corner of Washington and 9<sup>th</sup> Street.

### **Task 5 – Streetscape Design**

- Engineer will develop Streetscape Improvement plans on both sides of Reade Circle between Cotanche Street and Evans Street. Streetscape elements will include:
  - New brick pavers
  - Sidewalk revisions
  - Street trees
  - Landscaping in proposed bulb outs
  - Pedestrian lighting coordination (Design will be performed by GUC)
  - Irrigation Design
  - Special provisions
  - Additional streetscape technical specifications
  - Quantities



Streetscape elements will need to be coordinated with other downtown themes along with the recently constructed Georgetown Commons development.

#### **Task 6 – Traffic Control Design**

- Engineer will update the current traffic control plans to incorporate the additional roadway/streetscape work within the corridor. The proposed roadway/streetscape work on the North side of Reade Circle in the west-bound lanes will require an additional traffic control phase.

#### **Task 7 – Utility Coordination/ Utility Design**

- Engineer will revisit this improvement area to determine if the proposed features impact dry and wet utilities. If dry utilities are impacted, Owner will be informed and relocation designs will be provided by the Owner and incorporated into the utility by others plans (UBO plans). If wet utilities are impacted by the proposed roadway/streetscape features, Engineer will design utility relocation plans to remedy the conflicts.

#### **Task 8 – Signal Modification Design**

- The additional proposed roadway/streetscape elements between Cotanche Street and Evans Street will require signal modification revisions to accommodate the updated traffic patterns and additional traffic control phase.

#### **Task 9 – BMP Design**

- It is assumed that permeable pavers will be included in the streetscape area along Reade Circle, which will be performed under Phase II hourly services task.
- The Engineer is requesting additional hourly funds to replenish the hourly effort spent in February, March and April 2015 including the following items:
  - The Engineer prepared a BMP Cost Optimization Report to compare and contrast costs versus pollutants removed in effort to show which BMPs were optimal from a practicality perspective. This report was presented to the Division of Water Infrastructure to build support to allow the City to remove several of the more costly and less effective BMPs from the list originally included on the funding application and subsequent engineering report submitted May 2014. The Division of Water Infrastructure changed their original position on the project and has now requested the project include an “on-line” BMP.
  - Following the second Division of Water Infrastructure meeting, the Engineer provided two additional BMP design options for the Third Street location that included both a Regenerative Stormwater Conveyance (RSC) and a Constructed Wetland. Both of these two options also included Cost Optimization information to help determine the most practical approach. In addition, the Engineer evaluated an additional BMP downstream of First Street and along South Washington Street adjacent to the UNX building.

**Task 10 – Funding Application Coordination**

- Additional Funding Application Coordination with the Division of Water Infrastructure was necessary to get approval on the final location of the BMPs. Two coordination meetings along with multiple phone conversations have been completed with an anticipated one additional meeting to be held to finalize the new BMP layout.

**Task 11 – Administration**

- Additional project administration for the aforementioned project improvements (along with project delays) will be necessary to oversee the project team relative to ensuring budget, schedule and conformance to the project scope on a day-to-day basis. It is assumed that the project schedule will be extended out an additional six months.

**Additional Services**

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates. The Engineer will provide Additional Services only upon receipt of written authorization from the Owner. To the extent possible, the Engineer will notify the Owner in advance if the need for Additional Services is anticipated. Additional services we can provide include, but are not limited to, the following:

- Structural Design
- Utility Relocation Design

**Schedule**

Engineer will provide services as expeditiously as practicable to meet a mutually agreed upon project schedule.

**Fee and Expenses**

Engineer will perform the services in Tasks 1- 11 (as noted in the above scope of services) for the total lump sum and hourly fee of \$137,632.95. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

**Table 1: Compensation**










<b>Task</b>	<b>Description</b>	<b>LS Fee</b>
1.0	<b>Upfront Streetscape Coordination</b>	\$ 6,249.84
2.0	<b>Traffic Analysis</b>	\$ 4,916.72
3.0	<b>Roadway Design</b>	\$ 21,258.84
4.0	<b>Drainage Design</b>	\$ 7,260.97
5.0	<b>Streetscape Design</b>	\$ 26,969.46
6.0	<b>Traffic Control Design</b>	\$ 6,287.68

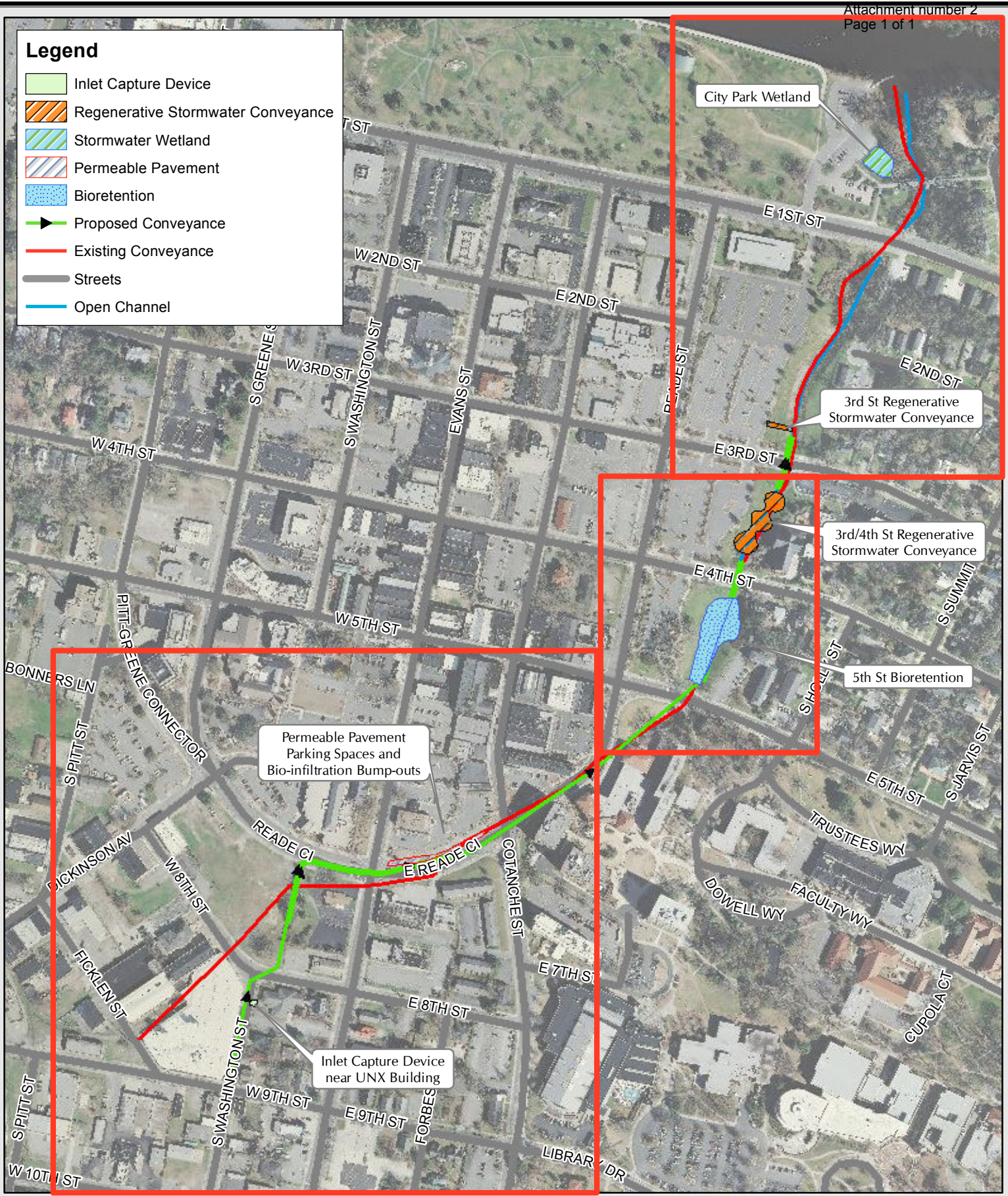
Exhibit K – Amendment to Owner-Engineer Agreement.

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

<b>7.0</b>	<b>Utility Coordination/Utility Design</b>	\$	6,304.38
<b>8.0</b>	<b>Signal Modification Design</b>	\$	7,406.80
<b>9.0</b>	<b>BMP Design (WKD Hourly service per Phase II contract)</b>	\$	24,380.00
<b>10.0</b>	<b>Funding Application Coordination</b>	\$	7,614.00
<b>11.0</b>	<b>Administration</b>	\$	18,350.76
	<b>Reimbursables</b>	\$	633.50
	<b>SUBTOTAL</b>	\$	<b>\$137,632.95</b>

### Legend

-  Inlet Capture Device
-  Regenerative Stormwater Conveyance
-  Stormwater Wetland
-  Permeable Pavement
-  Bioretention
-  Proposed Conveyance
-  Existing Conveyance
-  Streets
-  Open Channel



**Figure 5**  
Vicinity Map



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Update on the City of Greenville 2014-2015 Strategic Plan

**Explanation:** **Abstract:** On April 7, 2014, City Council approved the 2014-2015 City of Greenville Strategic Plan. An update on the progress and status of the goals and related tactics is provided for information.

**Explanation:** On January 24 and 25, 2014, City Council conducted a Strategic Planning Retreat. During this time, citizen and staff input was reviewed to begin developing the strategic plan elements. On March 20, 2014, the draft strategic plan was presented to City Council, and on April 7, 2014, City Council approved the 2014-2015 City of Greenville Strategic Plan. An update on the 2014-2015 Strategic Plan was presented to City Council during the January 15, 2015 City Council meeting. Since that time, the Strategic Plan has continued to act as a blueprint, guiding decision making and resource allocation. An update on the status of the plan is attached.

**Fiscal Note:** N/A

**Recommendation:** The Strategic Plan update is provided for information only. No action is required at this time.

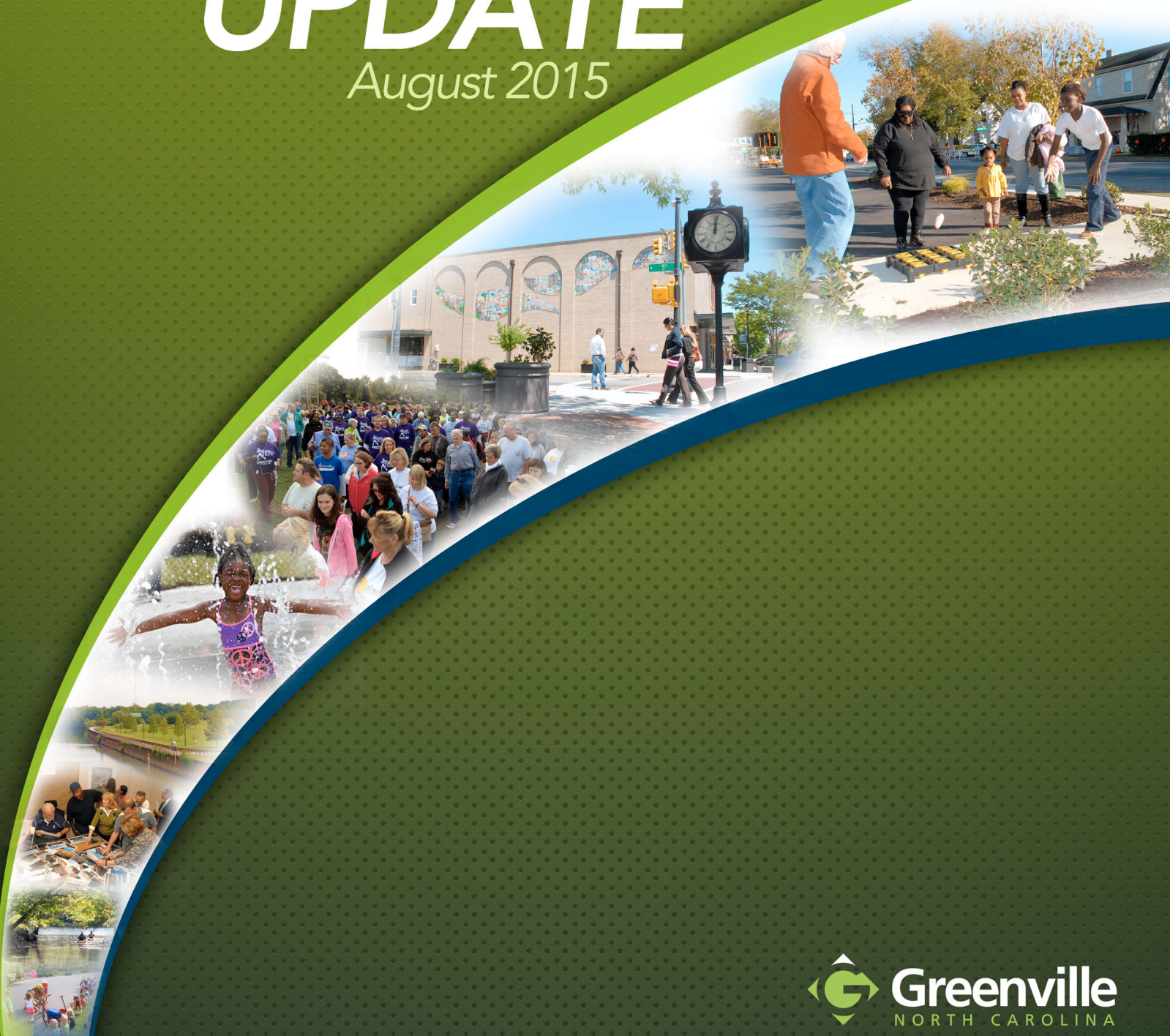
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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

[August 2015 Strategic Plan Update](#)

City of Greenville  
**STRATEGIC PLAN**  
2014–2015  
**UPDATE**  
August 2015





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**GOAL 1 DYNAMIC AND INVITING COMMUNITY****1. Well-Planned City**

1a. Development Standards—Review existing development standards (i.e. zoning ordinance and subdivision regulations) to identify substantive modifications that would result in better implementation of the vision, policies and objectives of *Horizon's: Greenville's Community Plan*.

- City Council adopted a zoning ordinance text amendment on February 13, 2014, that established standards for outdoor storage of automobile tires.
- The Planning Division led the review of existing historic district and local landmark design guidelines and the development of revised Historic District and Local Landmark Design Guidelines, which the Historic Preservation Commission adopted on March 25, 2014. The guidelines are used to review Certificates of Appropriateness in the College View Historic District which are also applicable to individual Local Landmarks.
- To help the City promote sustainable streets infrastructure, the Planning Division and Public Works prepared and the City Council adopted a text amendment on August 14, 2014 to require that private streets are constructed to city standards.
- City Council adopted a zoning ordinance text amendment on November 13, 2014 that requires developers to construct sidewalks along major and minor thoroughfares and boulevards when non-residential development is constructed on existing lots.
- Work continues on the development of new policies related to open space preservation, commercial design standards and a city-wide mixed use ordinance.
- City Council adopted the following text amendments to the Zoning Ordinance that result in better implementation of the vision, policies and objectives of Horizons.
- Added Microbreweries as an Allowed Use in the Downtown Commercial Zoning District with Approval of a Special Use Permit – Adopted August 14, 2014.
- Added Live Performance Theaters as an Allowed Use in the Downtown Commercial Zoning District with Approval of a Special Use Permit – Adopted April 9, 2015.
- Amended Projecting Sign Regulations in the Downtown Commercial Zoning District to Increase the Allowable Sign Size Based on Site and Building Criteria – Adopted February 12, 2015.

1b. Comprehensive Plan Update—Initiate a scheduled Major Update of *Horizon's: Greenville's Community Plan*.

*A Request for Qualifications to solicit consultant interest to prepare a new comprehensive plan is anticipated to be issued for proposals in January, 2015.*

*On April 9, 2015, the City Council authorized the Community Development Department to negotiate and execute a contract with Clarion Associates, Inc. and their sub-consultant, Planning NEXT. The City and the planning consultants executed a contract on May 15, 2015 for services to prepare the new Comprehensive Plan to be entitled, Horizons 2026: Greenville's Community Plan. The project commenced in June 2015 when the Consulting Team conducted interviews with City Council members, staff, and community partners. The Community Development Department and the Consulting Team also led the first meeting of the Comprehensive Plan Committee on June 1, 2015. The update of Horizons is on schedule.*

**2. Arts, Culture, Recreation, & Parks**

2a. Town Common Improvements—Finalize specific improvements for project phasing, identify funding source(s) for Phase 1 improvements, and develop construction plans for Phase 1 improvements.

City Council approved \$150,000 for Town Common improvements in the City's FY 15 budget. Recreation and Parks staff developed a menu of improvement options for review by City Council and the Recreation and Parks Commission. The final program recommended by the Recreation and Parks Commission, which was approved by City Council on November 10, 2014, included:

1. A walkway from parking lot to amphitheater
2. Ornamental benches
3. A floating fishing pier
4. Vinyl coated picnic tables
5. Dumpster relocation with pad and PVC screening
6. Recycling bin/trash can combinations



## GOAL 1 DYNAMIC AND INVITING COMMUNITY (cont'd)

7. Water fountains with pet fountain
8. Decorative park entrances

Staff is currently developing specifications so that these improvements can be bid and/or designed.

Town Common site furnishings and park amenities (tables, benches, trash/recycling containers, water fountains) have been delivered and will be installed in late summer. Contractor has applied for fishing pier and kayak landing permits (from NC Department of Environment and Natural Resources) and, contingent upon receipt of the appropriate permits, installation is anticipated by early fall.

Planning and implementation for additional Town Common improvements will continue in FY 16. By fall, a Request for Qualifications (RFQ) will be issued for design development documents for Town Common Phase I improvements.

- 2b. Comprehensive Recreation and Parks Master Plan—Initiate and complete scheduled 5-year update of the Comprehensive Recreation and Parks Master Plan.

Staff is scheduled to begin in-house update of the Comprehensive Recreation and Parks Master Plan by March 2015. The update is expected to take approximately 6-months to complete.

Update of the plan has been delayed to address more pressing priorities (completion of the "Tar River Park" master plan, issuance of the South Greenville Recreation Center construction and bidding documents, and the Town Common Phase I Design Development RFQ process.) Staff has been in discussion with ECU Urban and Regional Planning Faculty, as well as Recreation and Leisure Studies Faculty, regarding a class planning project to assist in moving this initiative forward, with completion anticipated in the first quarter of 2016.

- 2c. South Greenville Recreation Center Design—Continue to pursue a partnership with Pitt County Schools to jointly pursue a new South Greenville Recreation Center facility to begin with a design process.

Staff has continued to engage Pitt County Schools in an effort to secure a financial commitment for this project, with the City Manager and Recreation and Parks Director making a presentation at a Pitt County School Board Property Committee meeting. These efforts resulted in the Superintendent and a School Board Member attending the November 13, 2014, City Council meeting and advising that Pitt County Schools has included \$600,000 in their capital request to the Pitt County Commissioners for this project.

The total estimated cost of the project has been reduced from \$3.1M to \$2.8M, primarily by reducing the size of the proposed facility expansion. The remaining unbudgeted need for the project is approximately \$2M (\$2.8M less the tentative \$600,000 contribution from Pitt County Schools and the \$200,000 already budgeted by the City for design).

An RFQ for engineering and design services has been finalized and advertised. Staff plans to bring a design contract to City Council for approval in February, 2015 and estimates that the design process will take approximately 9-months.

Recreation Center construction documents are 95% complete. Construction bid documents will be completed in August, with bids received in September. Completion is anticipated approximately twelve months after bid award, with the Pitt County Schools providing \$600,000 towards the project.

- 2d. Tar River Legacy Plan—Complete the public input process and plan development associated with the Tar River Legacy Plan and present the final plan to City Council.

Three public input meetings were held as follows:

- March 15, 2014: 1st Public Meeting – Willis Building
- April 26, 2014: 2nd Public Meeting – City Hall Gallery
- July 7, 2014: 3rd Public Meeting – 3rd Street Community Center

Materials and information were compiled and draft report created by Rhodeside and Harwell during the Fall. The consultant presented and City Council accepted the Plan on November 10, 2014. Efforts are currently underway to begin implementing those recommendations not requiring significant funding. Staff will investigate funding possibilities for other Legacy Plan initiatives.

In response to its recommendations, a partnership continues with Sound Rivers (previously Pamlico-Tar River Foundation) to construct three enclosed camping platforms along the Tar River. Tentative sites include the Phil Carroll Nature Preserve, River Park North, and at the future site of "Eastside Park." Completion anticipated by late spring 2016. The \$20,000 project includes \$10,000 in "outside" funding.

An area for an initial riverside overlook along the greenway has been identified, and this fall a civil engineer will

**GOAL 1 DYNAMIC AND INVITING COMMUNITY (cont'd)**

design the structure and provide a probable cost statement. Construction will follow.

In addition, some riverside lake properties with high recreational potential have been identified and are being researched for possible acquisition in the future.

- 2e. Arts Partnerships—Continue public arts partnerships with Pitt County Arts Council and Greenville Museum of Art.

The City continues public arts partnerships with Pitt County Arts Council and Greenville Museum of Art as follows:

- The Community Development Department continues to issue calls for an artist for the Live United Vest Pocket Park, and the Evans and Tenth Street gateway.
- Work continues with the Arts Council and Pitt Community College for classes for Pitt County artists.
- The Recreation and Parks Director currently serves on the Pitt County Arts Council Board of Directors.
- The City has continued its contract with the Greenville Museum of Art to display art in City Hall.

- 2f. Public Art—Identify opportunities for the inclusion of public art in public spaces and facilities.

- Completion, installation & unveiling of two public art projects at Dream Park occurred on June 6, 2014.
- The Community Development Department continues to partner with the Pitt County Arts Council for the addition of public art through calls for artist for the Live United Park, and Evans and Tenth Street gateway.
- Opportunities for the display of public art are being evaluated in the planning of the Dickinson Avenue streetscape improvements as well as plaza adjacent to the 4th Street parking deck.
- In May 2015, all recycling contest winners were chosen, all posters have been framed, and the next step is to install the recycling truck wraps.
- Public art has also been installed at the 4th Street parking deck plaza. New opportunities are being explored for the bridge across Dickinson Avenue.

**3. Transportation Alternatives**

- 3a. Short-Range Transit Plan—Complete plan and present to City Council.

The Short-Range Transit Plan was presented to the Public Transportation and Parking Commission in August, 2014 and was accepted by City Council on September 11, 2014.

Implementing elements of this program have been delayed due to turnover at the Transit Manager position. It is anticipated one recommendation, altering Transit routes, will occur later in 2015.

- 3b. West 5th Street Phase II Streetscape—Complete design work associated with the West 5th Street Phase II Streetscape improvements project.

The preliminary design is complete and was shared with City Council in October, 2014. Final design will be completed in early 2015.

Rivers and Associates completed final design in spring of 2015. The City of Greenville applied for a TIGER grant to support funding for completion of Phase II project elements. The 2015 Federal TIGER grant award announcement is pending. Additionally, this project is included in the upcoming Bond Referendum.

- 3c. Green Mill Run Greenway, Phase 2 (Sections 2–3)—Complete right-of-way and easement acquisition, contract award and begin construction (construction to be completed November 2015).

Projects bids were received on December 17, 2014. Award of the contract is expected in March 2015 with construction to begin immediately thereafter. Project completion is expected by the end of the year.

Construction began at the end of April 2015, and is anticipated to be completed in early 2016.

- 3d. South Tar Greenway, Phase 3—Complete design and right-of-way/easement acquisition.

Design plans are approximately 80% complete. The City received ROW Authorization from FHWA in November, 2014. Preparation of easement documents and subsequent owner contact has been initiated and acquisition is anticipated to take approximately 8 months.

Design plans are approximately 90% complete; 6 of 27 parcels remain to be settled/closed.

**GOAL 1 DYNAMIC AND INVITING COMMUNITY (cont'd)**

- 3e. East 10th Street Traffic Management and Pedestrian Safety Initiative—Actively participate in East 10th Street Traffic Management and Pedestrian Safety Initiative being conducted by NCDOT.

The NCDOT consultant has been selected, and a kick-off meeting has been conducted. The project is currently in the critical data gathering stage. Once collected, the Consultant will start their review of the data and ultimately prepare a summary of data driven goals for the project. The data and goals will be presented at the first public workshop that will be scheduled to engage users and stakeholders in and adjacent to the corridor.

The NCDOT consultant has been selected, and public meetings have been held. The Consultant has compiled all comments received to date to share with the oversight committee. The investigation of alternatives to resolve identified deficiencies and safety concerns is underway. Traffic, pedestrian, and accident data are being analyzed.

**4. Inviting Community**

- 4a. Uptown Events—Continue to partner with Uptown Greenville and others to provide quality events and entertainment in the Uptown area.

- The City continued to partner with Uptown Greenville on various events including PirateFest; Umbrella Market; Sunday in the Park; Freeboot Fridays in accordance with the active contract between the two entities.
- The City provided a variety of support services associated with the Greenville Gives Holiday Kickoff and other events.
- The City sponsored and coordinated the Greenville Grooves concert, Fall Festival and co-sponsored the BMX festival in 2014; all in the Uptown area.
- The City again sponsored the Greenville Grooves concert in 2015. Staff also worked with Uptown Greenville to create an entrepreneurial aspect to the music festival SpazzFest, including a pitch competition and hack-a-thon.
- Plans are underway for the 2015 Fall Festival, scheduled to be held at Five Points Plaza.
- This summer, the City also partnered with News Channel 12, Fox East Carolina News, Pitt County Arts Council, The Greenville Times, East Carolina Veterinary Service, Physicians East, WNCT 107.9, 1070 WNCT, and Bob Barbour Honda to provide the 2015 Sunday in the Park concert series.

- 4b. Street Trees—Partner with ReLeaf to plant new street trees along primary corridors and/or in neighborhoods.

- The City partnered with ReLeaf of Greenville to plant 219 trees within the City rights-of-way during the Community Tree Day Activity on November 8, 2014. ReLeaf donated \$ 10,413 for the purchase of these trees that were planted in the area between 1st Street to 5th Street, and Holly Street to Elm Street. The Community Tree Day is an annual tree planting event.
- A representative of ReLeaf made a presentation to City Council on May 8, 2014, outlining the history of the organization and its benefit to the community.
- Public Works partnered with ReLeaf to conduct the Arbor Day Celebration and tree planting at Wahl-Coates Elementary School in May 2015.
- The Community Tree Day planting scheduled for November 2015 will be held in the Lake Ellsworth neighborhood. ReLeaf and the City of Greenville are working together to plan this event.

- 4c. Animal Welfare—Continue public information efforts related to animal welfare.

The Animal Control Unit has undergone a name change and is now the Animal Protective Services Unit. Welfare of animals and enforcement of applicable ordinances and statutes is the main objective of the unit. Efforts to provide education to the public continue with a new Lost and Found Pets page added to the City's Website and Facebook page, and three CityScene segments produced this year related to this topic.

CMO and PD staff met with citizens regarding the possibility of a Trap, Neuter and Release (TNR) program. This item is scheduled to be brought before City Council at the August, 2015 meeting.



## GOAL 2 ECONOMIC DEVELOPMENT

### Economic Development Strategic Plan—

#### 1. Fully implement the current year's initiatives associated with the Economic Development Strategic Plan. Current year activities include:

##### 1a. Talent Development

- Continue support of Operation Re-Entry veteran training initiative.
- Develop a career fair to link underserved populations with employers and resources.
- Continue partnerships with PCC, United Way and other agencies to ensure that the local workforce is ready to fill technology-based 21st Century jobs.
- As part of the Economic Development Strategy, work continues with partners at ECU to reach out to service members exiting the armed forces. In the fall of 2014, the City co-hosted, along with ECU, speed interviews and a career day for exiting military members.
- Career fair initial discussions with partners have taken place and activities for this project will ramp up in early 2015.
- City Economic Development staff now serve on the workforce advisory committee of the United Way that distributes workforce dollars to local partners. Staff also worked with PCC and the Arts Council to develop training modules for local art entrepreneurs.
- In 2015, continued support for ECU's Tools for Advanced Manufacturing (TAMV) program, and discussed strategies with ECU to incorporate programs in these areas into Dickinson area redevelopment plans and projects.

##### 1b. Business Attraction and Retention

- Continue implementation of Business Retention and Expansion (BRE) program to include North Greenville business survey.
- Continue recruitment of target sector businesses.
- Continue support for SEED and other entrepreneurial initiatives.
- Launch Uptown Retail Challenge grant.
- Continue funding for Small Business Plan Competition.
- Develop fund that allows for required match to state incentives.
- Completed site visits with 41 local businesses during FY 14 and staff is on pace to complete a similar number of visits in FY 15 in the BRE efforts.
- Staff has marketed Greenville in a wide range of venues to include national retail conventions, regional life science and food service trade shows, as well as at North Carolina-based tech and entrepreneurship events. The City currently has projects in development in target sectors including life science, retail, advanced manufacturing, food and beverage, and hospitality.
- City Council earmarked \$50,000 in a reserve fund for FY 15 to cover potential matches to state incentives. Staff recommends adding an additional \$25,000 to the fund over the next two fiscal years in order to develop a mature fund of \$100,000 per year.
- Working with Uptown Greenville as lead partner, the City sought and was awarded grant funding from ElectriCities for funding of the first round of applications for the Retail Challenge Grant program. **First award was granted in second half of 2014.**
- Working with the Chamber of Commerce and other partners to include GUC, SEED has been moved to a larger location **will co-locate with Art Avenue (a privately owned art gallery on Evans Street) as an art and business co-working space.** Partnerships for programming and staffing are being discussed with ECU and other not-for-profit entrepreneurship organizations.
- Staff also developed a networking event focused on giving local entrepreneurs an opportunity to spotlight their business. Common Grounds is hosted the first Wednesday of each month at SEED and normally has about 20 attendees.
- The Small Business Grant program continues to be administered by the Community Development Department. In 2014, seven small business competition grants were approved. The first round of grant requests for 2015 under the program will be considered by the Redevelopment Commission in August of 2015.

##### 1c. Product Development

- Complete study phase and begin implementation phase of Dickinson Market Study elements related to urban technology park and tech transfer facility partnership with ECU to include opportunities for broadband advantages.
- Continue discussions with private sector developers regarding creation of office and retail space.

## GOAL 2 ECONOMIC DEVELOPMENT (cont'd)

- Continue discussions with PGV on business recruitment opportunities at the airport.
- Work with partners to identify opportunities for the development of culinary and arts incubators.
- The Dickinson Market study has been completed and was adopted by City Council on December 8, 2014. Phase "0" and Phase "1" action items should be commenced in early 2015. The City's TIGER grant application included streetscape, road, and pedestrian improvements that will help to further the goals of the plan. Staff has been coordinating with the Brownfield consulting team on the Imperial site remediation and with real estate developers that are exploring potential mixed-use redevelopment projects in the Dickinson Avenue area. The UNC Board of Governors approved the designation of ECU Millennial Campus areas that include ECU's warehouse district. ECU is continuing to explore options to complete historic adaptive reuse of the Haney Warehouse building, a project that might involve the City, PCC, Chamber, and/or other economic development partners occupying space in the building.
- Discussions with private sector developers continue for office projects in the urban core and industrial projects in the limited industrial areas within the City limits. The City partnered with a developer and the UNC School of Government to explore possible additional funding sources for an Uptown hotel project. ECU interior design students did some conceptual work on the hotel.
- The City worked with PGV and Pitt County on a new hanger opportunity that could generate additional property tax revenue.
- The City has partnered with Pitt Community College to explore the development of a food preparation and kitchen incubator facility on W. 5th street.
- The City Council accepted a grant for the Golden Leaf Foundation to purchase equipment that will be leased by a local life sciences company; proceeds from that lease, along with commitments from the City and GUC will be used to begin capitalizing the Site Ready Program, which is expected to be in operation by November 2015. That program will provide low interest loans for predevelopment activities ultimately creating more developable sites and available buildings.
- Staff has had discussions with several developers for new product to be constructed in the City. Projects will be unveiled and brought forward at appropriate times as they develop.

### 1d. Quality of Life

- Continue discussions with partners to redevelop Uptown Theatre and with ECU to develop a performing arts center in Uptown Greenville.
- Continue work with CVB, Chamber, and other partners on sports attraction and development including BMX.
- Work with regional partners to explore opportunities to attract retirees.
- Continue partnership with Go-Science to open science museum and education center in Uptown Greenville.
- The City has been in ongoing discussions with a developer on a proposal to renovate the Uptown Theatre as a live performance venue, with hopes that a viable project concept will be presented to City Council in October 2015. Staff is exploring funding options to support theatre repairs and alley/site improvements related to the project. Previously, the City amended its zoning code to allow for a live performance venue category.
- Working in partnership with the CVB, a Sports Development Committee has been meeting. The committee includes representation of City and County recreation agencies and has met throughout the first half of 2015 to discuss the formation of a sports alliance that will promote sporting tourism events throughout the community. Work will continue in the last half of the year and through 2016 to identify a program and funding strategy development of a sports complex.
- Staff is working with the Arts Council on several grant opportunities that might support the creation of a metal zoo on historic Dickinson Avenue.
- Preliminary discussions have taken place on potential partnerships with the City of Washington, Beaufort County as well as other Pitt County towns. As a concrete next step in the process, the partners have discussed bringing Pat Mason of Carolina Living, a noted expert in the field of Tourism and Retiree Attraction to Greenville for a discussion on the topic. Such a meeting could take place in the second quarter of 2015.
- The Redevelopment Commission previously provided a \$1 per year lease and \$200,000 of tenant improvements to prepare a portion of a building on Dickinson Avenue for occupancy by Go Science. It is expected that Go Science will occupy the building during the first quarter of 2015. Go Science began occupying the building in the spring of 2015.

## GOAL 2 ECONOMIC DEVELOPMENT (cont'd)

### 1e. Urban Revitalization

- Complete implementation of the priority and carry-over projects in the Redevelopment Commission's work plan.
- Develop recommendations to City Council on priority projects and funding sources to carry Redevelopment Plan forward.
- Continue assessment and clean-up work through EPA Brownfield program.
- Implement items in City's Annual Action Plan for HUD-funded activities.

- The Redevelopment Commission is on pace to complete all projects outlined in their FY 15 work plan.
- Toward the end of FY14-15, the Redevelopment Commission chose to focus on completing their existing projects rather than developing new recommendations for next generation projects and programs. The commission will discuss options for carrying the Redevelopment Plan forward, given the depletion of existing bond funds, in late 2015.
- The City finalized a brownfield agreement with NC DENR for the Imperial site. The environmental consultants completed pre-cleanup work and will release the project RFQ to environmental engineering firms in August of 2015. EPA funded work has led to development and redevelopment projects including Nathaniel Village, Go-Science, Federal Courts expansion, Superblock and other smaller projects. The City, in partnership with the City of Wilson, has been finalizing program guidelines for the \$1 million Brownfield Revolving Loan Fund, which can be utilized by private and public property owners to clean-up Brownfield sites.
- The Annual Action Plan for 2015-16 was approved by HUD on July 20, 2015 and activities from 2014-15 continue to be implemented.

### 1f. Marketing

- Continue development and distribution of sector-specific marketing collateral for target sectors.
- Promote Greenville at target sector trade shows.
- Co-promote Greenville MSA with Department of Commerce, ElectriCities, Pitt County Development Commission and NC East Alliance at trade shows and site selector events.
- Work with regional partners to host periodic site selector tours of the Greenville MSA.
- Marketing and promotional materials have been developed and are distributed at trade shows and during site visits by business and industry.
- Staff continues to market Greenville in a wide range of venues to include national retail conventions, regional life science and food service trade shows, as well as at North Carolina-based tech and entrepreneurship events.
- The City has worked with the Chamber of Commerce to promote retail development at a national retail event hosted by the International Council of Shopping Centers. The City has also been represented by the NC East Alliance and ElectriCities at a food and beverage trade show in the spring of 2014.
- The City, along with Pitt and Beaufort counties, hosted a site selector tour during the summer of 2014. City staff partnered with staff from GUC, the Chamber of Commerce and ElectriCities to promote the Greenville MSA at a site selector event in the spring of 2015. The City, along with NC East Alliance, hosted a site selector tour during the summer of 2015.
- City Council adopted text amendments to the Zoning Ordinance on April 9, 2015 that added Live Performance Theaters as an allowed use in the Downtown Commercial Zoning District with approval of a special use permit.



## GOAL 3 WELL-MANAGED AND FISCALLY SUSTAINABLE CITY ORGANIZATION

### 1. Organizational Optimization

- 1a. Update Personnel Policies—Conduct a comprehensive review and re-write of the City's personnel policies to ensure that they reflect best practices and current legal standards.

The City has engaged the services of a consultant to assist with the comprehensive review and re-write. The Human Resources Director and consultant have met with an employee group with representation from each department to discuss how the existing policies can be improved and the consultant has provided staff with an initial draft for review. It is anticipated that a final draft will be ready for City Council presentation in the late winter – early spring of 2015.

City Council workshop to review the City's revised personnel policies is scheduled for 8/13/2015, with adoption to follow at a regularly scheduled Council meeting..

- 1b. Performance Evaluation System—Develop a new performance evaluation system for City employees that is equitable and based on best practices. This system will be used as the foundation for a pay for performance (merit) program.

In December 2014, a RFP was issued for the selection of a consultant to develop and implement a turn-key performance management system. The anticipated contract start date is February 2015 and the process is expected to take approximately four months to complete.

HR staff continues to work with Segal Waters Consulting to develop and implement a turn-key performance management system. Critical steps such as the identification of core and job specific competencies have been completed. The anticipated implementation date is 10/1/15.

- 1c. Human Resources and Financial Services Modifications—Implement organizational and operational modifications in the Human Resources and Financial Services Departments based upon the results of the operational evaluations conducted for those departments.

Staff provided City Council with a copy of the consultant report that resulted from the operational reviews conducted for the Human Resources and Financial Services Departments on May 7, 2014.

Changes that have been implemented in the Financial Services Department include:

- (1) Training Officer and Benefits Manager have been transitioned to HR Generalists.
- (2) HR Generalists have received additional training related to compliance and other aspects of new job responsibilities.

Changes that have been implemented in the Human Resources Department include:

- (1) Phased out the central store and moved to a just-in-time ordering system.
- (2) Transitioned an Accounting Tech II position to an Internal Auditor to facilitate improved internal controls. It is expected that this position will be filled in early 2015.
- (3) Expanded the number of months in which departments can purchase items.
- (4) The Purchasing Division has been relocated to the Municipal Building so it is now located closer to other Financial Services functions.
- (5) Transitioned three Accounting Technicians to Accounting Generalists.

The Financial Analyst position in the FS department has been reclassified as Business Analyst to serve as the position primarily responsible for managing business processes in the new City-wide financial system. The Internal Auditor position will report directly to the City Manager's Office.

- 1d. City Council Terms—Develop a report outlining the process and potential advantages and disadvantages of pursuing a charter amendment to extend the length of City Council terms for Council's consideration.

A memo was provided to City Council in the August 27, 2014, Notes to Council, which addressed the process for amending the terms of office of City Council. Further discussions related to this topic are scheduled for City Council's upcoming Annual Planning Session scheduled for January 23 – 24, 2015.

At the 2015 Planning Session, City Council directed that input be sought from citizens. Public forums were held in March and April, 2015, to solicit input. At its June 8, 2015, meeting, City Council determined to not proceed with the proposal to amend City Council terms.

## GOAL 3 WELL-MANAGED AND FISCALLY SUSTAINABLE CITY ORGANIZATION (cont'd)

### 2. Fiscal Sustainability

- 2a. Health Insurance Benefits Strategic Plan—Collaborate with GUC to develop a Strategic Plan for health insurance benefits that ensures that these benefits are in line with market and financially sustainable.

2014 Meetings include:

3/17 and 4/15: Joint Pay & Benefits Committee meetings

4/21: Joint City/GUC meeting

8/19: Joint Pay & Benefits Committee meetings

9/22: Joint City/GUC meeting – adopted 3 year strategic plan

2015 Meetings include the following:

4/2: Joint Pay & Benefits Committee meeting

4/20: Joint City/GUC Board meeting. 5-year true-up study completed; presented to Joint Boards

8/24 and 9/9: Joint Committee meetings scheduled

9/21: Joint City/GUC Board meeting scheduled; anticipate adoption of recommendations of the Joint Pay & Benefits Committee for plan year 2016. The changes will align with the 3-year strategic plan that was adopted on 9/22/14.

- 2b. Local Vendor Preference Policy Implementation—Implement first year of policy.

The Local Preference Policy was adopted by Resolution of City Council on November 7, 2013 and became effective on February 1, 2014. Procedures for implementing the policy were developed by the Purchasing Division and a total of 10 training sessions were held with City Staff related to the implementation procedures. Staff plans to provide City Council with a report on the policy's first year results in early spring of 2015.

On June 8, 2015, the Financial Services Department gave a one-year update to City Council on the Local Preference Policy. At that time, the staff recommendation of consolidating the Local Preference Policy and Retention of Professional and Other Services Policy were approved and the changes became effective July 1, 2015.

- 2c. Privilege License Cap Review—Develop a report outlining potential alternative modifications to the current privilege license cap for City Council's consideration.

Staff presented a report on the City's Privilege License Fee structure, including alternative fee structure approaches and comparative information from other communities, at the March 17, 2014 City Council meeting. City Council then adopted an ordinance amending the privilege license fees on April, 7, 2014.

In May of 2014, the General Assembly approved legislation that limited the City's authority related to collecting privilege license fees in FY 15 and eliminated the authority altogether in FY 16. In response to these changes in authority, City Council adopted an ordinance on June 9, 2014, which reversed the actions taken on April 7, 2014.

Since Business Licenses are no longer a revenue source for the City, the fiscal impact was a reduction to the General Fund revenue in the amount of \$1.2 million. The following two Bills, which alter the distribution of sales tax revenue, are in deliberation in the General Assembly:

1. Senate Bill 608 "Simple and Fair Formula for Sales Tax Distribution"

2. Senate Bill 369 "Sales Tax Fairness Act"

- 2d. Sanitation Automation Plan—Continue to implement sanitation automation plan.

The Sanitation Division of the Public Works Department has continued to implement the sanitation automation plan over the past year. Significant milestones accomplished during that period included:

- March, 2014: Memo regarding refuse status sent in NTC.
- May, 2014: Four new automated trucks were received.
- August, 2014: 2nd phase of curbside recycling implemented.
- September, 2014: 6,000 residential recycling carts distributed.
- November, 2014:: 5-Year Plan Update presented to City Council.
- December, 2014: Approximately 60% of the City is currently receiving automated service.



## GOAL 3 WELL-MANAGED AND FISCALLY SUSTAINABLE CITY ORGANIZATION (cont'd)

2015 milestones include:

- 4/6/15: 2 Knuckle boom and 3 automated side loader trucks approved for purchase by City Council; recycling update presentation to City Council
- 6/11/15: In accordance with the Sanitation 5-Year Plan, City Council approved a refuse fee increase to be effective July 1, 2015.

### 3. Communication and Collaboration

#### 3a. City Website—Complete and launch redesign of City Website.

Work on the website began in early spring with the new site going live on September 23, 2014. The site is now more professional looking, user-friendly and easily used on mobile devices.

December 13, 2014: City of Greenville received the Digital City Award, 2nd place (within the population range of 75,000 to 124,999), in a national competition for most digital friendly web sites. Awarded by the Center for Digital Government.

March 2015: Website won first place at NC3C annual conference.

#### 3b. City Compass—Facilitate increased use of City Compass through education and promotion to streamline and enhance customer service for citizens.

Staff provided a presentation to City Council on the City Compass on February 10, 2014, and the program went-live on the City Website that same week. Use of the City compass has been strong. There has been a 3% increase in use of the app and a 27% increase in the web-based system in the last five months.

PIO staff continues to promote use of City Compass. Use of the software is roughly 68% higher than the initial 6-month introductory period and appears to have leveled off.

#### 3c. Collaboration with Partners—Continue development of positive relationships with community partners and actively pursue opportunities for collaborations that will benefit the community.

All City departments strive to develop positive relationships and mutually beneficial collaborations with various community partners. Some of the community partners the City works with regularly include:

Greenville – Pitt Chamber of Commerce	Pitt Community College
Greenville Museum of Art	East Carolina University
Greenville Housing Authority	Vidant Medical Center
Greenville Harvest	Greenville Utilities Commission
Third Street Community Center	Pitt County Government (multiple components)
NC Office of Historically Underutilized Businesses	NCDOT
Small Business Institute of ECU	Habitat for Humanity
Pitt-Greenville Airport	Lucille Gorham Intergenerational Center
Convention and Visitors Bureau	Neighborhood Associations and various HOAs
Go-Science	Friends of the Greenville Greenways (FROGGS)
Uptown Greenville	Pitt County Schools
United Way of Pitt County	Chamber of Commerce
ReLeaf	Magnolia Arts Center

CD: On April 9, 2015, the City Council approved appointments to the 22 person Comprehensive Plan Committee to assist in the development of the preparation of Horizons 2026: Greenville's Community Plan. In addition to appointments made by the Mayor and City Council members and in addition to representatives from 8 City Boards and Commissions, the committee composition includes representatives from the following community partners: ECU, Vidant Medical Center, Uptown Greenville, Home Builders Association, The Committee of 100 and the Pitt-Greenville Chamber of Commerce. The Town of Winterville, Pitt County, GUC and NC-DOT will also be invited to attend and provide needed input into the new Comprehensive Plan.

The City also partnered with Uptown Greenville and the United Way for a city playground in uptown.

FS: On November 11, 2014, the City entered an agreement with a local business, Greenville Auto Auction (GAA), to sell its surplus vehicles. As of June 30, 2015, GAA has sold a total of \$115,260 worth of surplus vehicles and equipment for the City.

F/R and HR: On July 25, 2015, the Fire/Rescue Department held its first Career Fair. Through a partnership with the Human Resources Department, Pitt Community College, and Beasley Broadcasting Group, 120 people were

## GOAL 3 WELL-MANAGED AND FISCALLY SUSTAINABLE CITY ORGANIZATION (cont'd)

provided an opportunity to ask questions and receive information about becoming a fire/rescue employee. Pitt Community College provided information related to WorkKeys assessment training, basic interview skills, and fire/rescue recruit academy expectations. Human Resources provided attendees an opportunity to ask questions about the City's hiring process and benefits, and provided assistance with completion of a job interest card into the City's database.

PD: The Police Department implemented the Focused Deterrence Program (Greenville Offender Watch Program) in 2014. This program provides an opportunity for the department to offer offenders a level of service unprecedented in past programs. The department utilizes the High Point Model to notify violent and chronic offenders to cease and desist or suffer swift and certain consequences for future criminal activity. In order to accomplish the goals of the program the department partners with all law enforcement agencies in Pitt County, the District Attorney's Office, the Drug Enforcement Administration, the U.S. Attorney's Office, the Bureau of Alcohol, Tobacco, and Firearms, and the U.S. Marshal's Service. In addition to the partnerships with these law enforcement agencies the department has multiple community organizations that support the program. Local faith-based leaders provide outreach and support for the offenders, STRIVE provides employment training, Pitt Community College provides educational opportunities, the Pitt County Health Department offers multiple different services for various health care needs, and PORT Human Services offers therapy related to substance abuse. The partnerships have led to a successful program that has provided service to three groups of offenders and continues to hold promise for future growth.

PD: PARTNERSHIP: Koinonia Christian Center Church - \$8,000 was received from Koinonia for the various National Night Out Events, held August 4, 2015.

PW: PARTNERSHIP: Koinonia Christian Center Church - \$4,000 was provided to the City to be used in purchasing and planting trees.

RP: PARTNERSHIP: FIRST TEE (Pitt County Chapter): This 1st Tee chapter, to be headquartered at Bradford Creek Golf Course, has opened a bank account and representatives will soon return to Greenville for local fundraising. A significant donation is anticipated, and once secured, a press conference will be scheduled. Still anticipating that the chapter will initiate a pilot program in the new school year involving two Pitt County elementary schools.

PARTNERSHIP: Koinonia Christian Center Church - "Recreation Assistance Fund" A \$1,000 gift is the first donation towards a program to support youth participation in fee-based recreation. Staff will soon begin efforts to establish a fund to provide Greenville children from low income families the opportunity to participate in fee-based recreational activities offered through the GRPD. This will allow area youth to experience recreation activities that help them develop socially, physically, and culturally, by eliminating financial barriers that may hinder participation. We anticipate the program will receive financial support from foundations, businesses, service clubs, churches and individuals.

Greenfield Terrace Playground Program - Koinonia's \$4,000 donation allowed this 4-session, low fee summer program to be enhanced through the addition of off-site trips and participant t-shirts.

Computer Lab at South Greenville Rec Center - The church's \$10,000 donation will allow for the proper equipping of the computer lab during the facility's renovation project.

PARTNERSHIP: Greenville Advocates for Public Skateparks (GAPS) - Staff are working with GAPS to develop an M.O.U. for repurposing Extreme Park's inline skating rink into a skatepark. GAPS will raise monies to install skatepark elements at this site. The M.O.U. is close to completion.

PARTNERSHIP: Love a Sea Turtle (L.A.S.T.) - "STEM" Equipment - L.A.S.T. recently donated \$12,000 in "STEM" equipment for water quality testing at River Park North (RPN). Pitt County students will test water at several RPN locations weekly, with data forwarded to NC Dept. of Natural Resources (DENR) for monitoring. Allows students to see fluctuations in water quality and determine reasons for these fluctuations.

Camping Platform - L.A.S.T. donated \$5,000 for a camping platform to serve as outdoor classroom and a riverside campsite.

Free Day Camps - L.A.S.T. provides free day camps at RPN to area youngsters, specifically targeting disadvantaged youth. Have served 1,000+ youngsters. They also store kayak and bike fleets at RPN and both are available for RPN programming.

Environmental Symposium - L.A.S.T was the lead partner (among many) for RPN's Environmental Symposium in April. Attracted more than 250 student participants. Will be a full week in 2016, and include many Pitt County Schools.

## GOAL 3 WELL-MANAGED AND FISCALLY SUSTAINABLE CITY ORGANIZATION (cont'd)

PARTNERSHIP: Jack and Jill Corporation of America – Provided \$9,500 and lots of support towards new "S.T.E.A.M." computer lab at Eppes Recreation Center.

PARTNERSHIP: United Way - Development of a new Born Learning Trail at RPN. Smith Family Foundation also provided support.

PARTNERSHIP: Vidant, United Way, FROGGS, Smith Family Foundation provided a total of \$13,250 for the development of a Mobile Learning Trailer that will enable staff to take their unstructured play programs "on the road."

PARTNERSHIP: Sound Rivers - Partnered with RPN to host Kids' River Fest at RPN. Attracted over a thousand participants. Will return in 2016. Also partnering w/ Sound Rivers on a Monarch Butterfly Conservation Program.

PARTNERSHIP: ReLeaf - Working with GRPD for significant tree planting project at Dream Park and the Community Shelter property.

PARTNERSHIP: Martin Pitt Partnership for Children and United Way– Community literacy initiative.

## GOAL 4 INFRASTRUCTURE

### 1. Maintenance and/or Improvement of Existing Infrastructure

#### 1a. Facility Maintenance Plan—Fully implement proposed plan.

The Facilities Improvement Plan (FIP) was presented to City Council during the January 2014 Planning Session. The FIP projects were included within the FY15 Budget and FY16 Financial Plan, and approximately \$1.6M was budgeted to fund these projects each year.

A staff committee consisting of representatives of the Public Works Department, Recreation and Parks Department, Financial Services Department and City Manager's Office has been meeting regularly since June, 2014 to ensure that all funded improvements are moving forward as planned. Staff is scheduled to provide City Council with a detailed report on the current year's progress on the FIP in January, 2015.

During FY15, staff completed projects such as replacing the IGC School roof, replacing the roof at Jaycee Park, painting Sheppard Memorial Library, installing new carpet at Carver Library, and replacing HVAC systems at a number of parks. FY15 projects carried over into FY16 included: plumbing work at GAFC, entrance improvements at Boyd Lee Park, and completion of generator replacement at Police/Fire Rescue.

We are completing or bidding out the last projects remaining for FY 15, and preparing to begin FY16 projects. Sample projects that will be completed during FY16 include:

- a new HVAC system at Police Fire/Rescue Headquarters
- roof work at Eppes Center, Boyd Lee Park, and GAFC
- upgrading the City Fuel Facility at Public Works
- pedestrian bridge replacements at Parkers Creek and on the Green Mill Run Greenway
- HVAC work at River Park North, the Sports Connection, and Eppes Rec Center (PAL and Alumni rooms)
- steps replacement at Elm Street Park
- carpet replacement in the GAFC locker rooms.

#### 1b. Town Creek Culvert Project—Complete design, obtain required permit approvals and begin construction.

- A Public Meeting to collect citizen input on the project and potential design was conducted in February, 2014.
- An engineering report was submitted to and approved by NC Division of Water Infrastructure in June / July, 2014.
- The 0%-interest loan amount was increased to just under \$10M in October, 2014.
- The final design contract was approved by City Council in October, 2014
- 30% design plans were submitted for review in November, 2014.
- The consultant is currently preparing 60% plans which include identifying utility relocation work. These are being coordinated with GUC and scheduled to be complete in February 2015.
- 60% plans have been received and reviewed. Consultant is working toward completion of 90% plans.

## GOAL 4 INFRASTRUCTURE (cont'd)

- An amendment to the Engineering Report was submitted and approved by the NCDENR-Division of Water Infrastructure. This amendment modified the number and location of BMPs in an effort to maximize efficiency.

- 1c. Street and Sidewalk Improvements—Incrementally increase annual budget allocations for street and sidewalk improvements with the objective of achieving a 20-year resurfacing schedule in the next 5 years and continuing progress on identified sidewalk needs.

On October 6, 2014, City Council approved a resurfacing contract in the amount of \$1,978,650 for the 2014 Street Resurfacing program with the goal of letting another resurfacing project in 2015. This contract will utilize the remaining allocated funds approved for use by City Council. Included with the resurfacing will be ADA improvements, subgrade repairs, storm drainage repairs, and striping. Also, on October 6, 2014, City Council approved an agreement with NCDOT for a Safe Routes to School grant for \$503,000 to construct sidewalks from:

- North side of east 5th St. from 10th St. to Beech St.;
- East side of Memorial Drive from Millbrook St. to Arlington Blvd.;
- North side of Norris St. to east side of South Skinner St.

The FY 15 Street Resurfacing project is complete with the exception of Emma's Place, Martinsborough Road, and Cedarhurst Road. Public Works will be utilizing a process called Full Depth Reclamation (FDR) for Martinsborough and Cedarhurst Roads. Due to the high cost of base repair for these roads, FDR will provide a better product for less cost. FDR is a process that stabilizes the material under the asphalt surface with Portland cement. This process provides stabilization to poor, wet soils that are encountered, thus providing a long life for the finished asphalt surface. Public Works received bids on the 2015 Street Resurfacing project which will be submitted for Council approval in August 2015.

2015 Bond Referendum includes \$10M for street improvements and \$1.4M for sidewalks

- 1d. Traffic Signal Timing—Coordinate with NCDOT to initiate optimization of traffic signal timing along Greenville Boulevard between Memorial Drive and 10th Street.

The City **continues to work** with the NCDOT **on** the project. The project will consist of collecting new traffic data at 14 signalized locations with a goal to coordinate and optimize peak time-of-day signal plans throughout the corridor. The final product will provide new signal timings that will optimize signal progression through two distinct signal systems within the project limits. Data collection is anticipated **to begin in September 2015**.

## 2. New Infrastructure

- 2a. Uptown Parking Deck—Complete design, financing, and construction.

The 4th Street Parking Garage is nearing completion with work underway on the exterior improvements to the surrounding sidewalks and plaza areas. Contractor is completing the interior improvements such as lighting, elevator, and signage. Recently, the City expanded the scope of the plaza work, which will push completion to early 2015.

The 4th Street Parking Garage is now complete and operational including the improvements to the west and south alleys, as well as 423 Evans property. Additional railing was recently installed in front of the coping on the north and east sides of the 4th floor of the parking garage. This was installed as a public safety improvement

- 2b. Greenville Transportation Activity Center—Complete environmental permitting, obtain additional project funding through FTA/NCDOT and begin property acquisition and final design.

Staff is reviewing submittals received by eight firms responding to a revised Request for Qualifications. The approval of the selected firm is anticipated to be in February 2015. Design should be completed in May 2015 with construction complete by August 2016.

Environmental permitting and additional funding activities are complete. Final design is underway and property acquisition is about to begin. Construction is scheduled to begin in January 2016 and will be completed approximately one year later.

- 2c. Convention Center Expansion—Complete land acquisition, design, and financing and begin construction on proposed expansion and improvement project.

- Land acquisition was completed in May, 2014 with City Council's acceptance of a property gift.
- On October 6, 2014, City Council approved a budget amendment allowing financing in the amount of \$4.6M

## GOAL 4 INFRASTRUCTURE (cont'd)

- A groundbreaking ceremony was conducted on November 18, 2014.
- The convention center renovations and expansion is currently underway with the improvements scheduled for completion in June 2015.
- In January 2015, the Convention Center Special Revenue Bond, Series 2015 was issued in the amount of \$4.2 million.
- The convention center renovations and expansion is currently underway. Inspection for a certificate of occupancy should be approved very soon.
- In August 2015, Pitt County will host the NCACC Annual conference; the City is a platinum sponsor for this event.

### 2d. ERP System Replacement—Begin implementation process for new ERP system to include year-one project tasks.

Phase 1 implementation for this project is progressing on schedule. Meetings have been conducted with the ERP team to gather insight into the new system and begin system configuration. Tyler Technologies has conducted several weeks of training sessions with Financial Services staff, IT staff, and other City staff. The project is scheduled for a July 2015 "go-live".

The first phase (Financials) of the Munis ERP system went live on July 1, 2015. Phase II (Human Resources) will begin in August. The IT Project Manager has spent almost three years on this project to get the ERP system to the go-live stage. Additional IT and Financial Services staff members have been dedicated to this project for over a year and will continue to help support the ERP system going forward. Staff has developed standard operating procedures for the different functions that MUNIS encompasses. Numerous meetings have been conducted to stay current on project progress and to strategize the needed steps to minimize system failures. Phase II will require a dedicated IT Project Manager and IT support staff to be engaged in the Human Resources software implementation for the next 9 to 12 months beginning this August.

## 3. Policy and Planning

### 3a. Southwest Bypass Highway Project—Continue due diligence regarding alternative funding opportunity.

- The City received a letter from the Local Government Commission on May 2, 2014, advising that they would not be supportive of the alternative funding solution the City had previously suggested.
- The Draft State Transportation Improvement Program was released in December 2014 depicting the project as fully funded.
- Project has been funded, advertised, and awarded. This design build project was awarded on 5/7/15 for \$160,000,000.

### 3b. "Gig-City" Public/Private Partnership—Bring together public and private entities to discuss the feasibility of creating a public /private partnership for the development of a metropolitan fiber optic backbone resulting in high-speed (1,000Mb/sec or 1 gig) broadband speed internet services and potentially other services. This would be comparable to Google's Gig City projects.

In November 2014 representatives of the City Manager's Office, Information Technology Department, and Economic Development Office met with SuddenLink representatives to discuss the high speed broadband services that they provide. SuddenLink advised that broadband gig internet speeds are currently available in Greenville and are being utilized by some SuddenLink customers. In 2015, gig internet speeds will be available to all SuddenLink customers in Greenville.

April 1, 2015: IT and Economic Development staff met with representatives of the NC Department of Commerce, Digital Information Structure, where they delivered their position on Municipal Broadband and the expansion of it in NC.

May 26, 2015: IT participated in a Broadband discussion with the Rural Broadband Collaboration headed by NCSU focused on the area of Pitt County and surrounding counties.

July 9, 2015: SuddenLink announced that Greenville is a Gig City.

### 3c. LED Street Lights—Collaborate with GUC to develop a cost effective process to transition the City's street lights to LED and report outcomes to City Council.

A LED lighting rate schedule has been completed and all new street light installations will be LED. Nearly 50 LED street lights have been installed to date.

Approximately 70 LED fixtures, including those within the parking deck, have been installed. Another 37 will be installed as The Boundary project is completed.

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## GOAL 4 INFRASTRUCTURE (cont'd)

- 3d. Stormwater Basin Modeling and Inventory—Develop hydraulic modeling of the City's watersheds and inventory of stormwater infrastructure to determine required system improvements.

In August 2014 an inventory of stormwater infrastructure was initiated, the project website was developed, and the citizen survey finalized. The past four months have focused on an extensive public input process including seven public input meetings, attendance at a Neighborhood Advisory Board Meeting, and attendance at two "Sundays in the Park" events and two "Freeboot Fridays."

The inventory is complete, with the exception of difficult access structures. Modeling of primary system is completed and presented to staff for review. Consultant has begun modeling secondary systems and identifying potential BMP locations.

## GOAL 5 QUALITY NEIGHBORHOODS

### 1. Neighborhood Plans

- 1a. Review Existing Plans—Review all adopted neighborhood plans and develop a report outlining the status of implementation activities.

The Planning Division consolidated multi-departmental review comments of the status of neighborhood plans' implementation activities into one report and presented it to City Council on December 8, 2014.

- 1b. Develop a New Plan—Initiate and complete the South Greenville Neighborhood Plan

The Planning Division held the first South Greenville neighborhood meeting on July 8, 2014, which was attended by multi-departmental representatives. A neighborhood plan has been drafted. A second meeting will be scheduled in early 2015 with the neighborhood to share the plan. The city's neighborhood ombudsman has participated in the planning process.

Planning Division staff and the city's Neighborhood Ombudsman conducted South Greenville neighborhood meetings and prepared the neighborhood's plan. The City Council approved the South Greenville Neighborhood Plan on April 9, 2015. As part of the Neighborhood Plan, residents have worked with staff to develop a neighborhood association for the South Greenville area.

### 2. Neighborhood Associations

- 2a. Provide staff support and expertise to facilitate the establishment of two new neighborhood associations.

Initiated outreach to three unorganized neighborhoods for new potential associations. The neighborhoods that were identified (Paladin Drive area and South Greenville area) are in the early stages of association formation.

Neighborhood Associations have been developed in South Greenville and Newtown. Rock Springs Neighborhood is in the planning stages.

- 2b. Support Neighborhood Advisory Board efforts related to hosting an annual neighborhood symposium.

Organized symposium planning committee that has completed the agenda and is finalizing the plans for the 2015 symposium.

The 5th Annual Neighborhood Symposium entitled "Uniting Neighborhoods for Quality of Life" was held on Saturday, May 2, 2015. Topics included smart development in neighborhoods, how citizens can be involved in the planning process, and new technology for citizen engagement.

### 3. Housing Programs

- 3a. Implementation of the adopted Housing Annual Plan (includes efforts related to the down payment assistance program, owner-occupied home rehabilitation, and infrastructure improvements).

Every year the City provides the community, City Council, and HUD with a CAPER (Consolidated Performance and Evaluation Report). The CAPER is an annual report on how the City administered CDBG, HOME and local funds throughout the program year. In addition the Annual Plan for the 2015-16 CDBG and HOME program was approved in May of 2015. The accomplishments for the 2014-2015 program year were as follows:

- Thirteen (13) owner-occupied home rehabs completed
- Four (4) down payment assistance (deferred loans) were administered
- One (1) Small Business Competition deferred loans were administered
- Five (5) homes were cleared of Lead-Based Paint Hazards

## GOAL 5 QUALITY NEIGHBORHOODS (cont'd)

- Five (5) public services grants awarded to public service agencies serving low income clients
- Four (4) substandard properties were acquired
- Eleven (11) substandard units were demolished and removed
- One (1) displaced tenant was relocated
- Two (2) public facility improvements were completed
- Four (4) new single-family homes were constructed

### 3b. Expand the University Area Homebuyer Assistance program to West Greenville.

Staff has made the necessary changes to the program to allow homebuyer assistance in West Greenville. Staff is currently marketing the program via the City website, related public meetings, City sponsored homebuyer workshop presentations, and at the Municipal Building. In 2014, three loans were processed, two closed and one loan is pending closing. In 2015, five loans were completed.

### 3c. Continue the Historic Preservation Pilot Loan program.

The Planning Division continues to administer the Historic Preservation Pilot Loan program within the College View Historic District and among Local Landmarks. In 2014, one loan has been completed in the program.

Two account loans remain open and are being administered. No new loans have been executed during this reporting cycle.

### 3d. Develop a strategy to transfer residential City-owned parcels that cannot legally or practically be developed (i.e. too small for a new house to be constructed) to adjacent homeowners.

City Council approved, as one of its 2014 Legislative Initiatives, seeking a local act which authorizes the City to dispose of lots in residential areas which are nonconforming due to the size of the lot being less than the minimum requirement by private sale to an adjacent property's owner. The local act was ratified by the North Carolina General Assembly on June 26, 2014.

Staff has created a program that was authorized following a bill that was approved by the NC General Assembly that allows deeding of vacant city owned remnant properties to adjacent property owners. In addition, during 2015 staff established a federally designated Neighborhood Revitalization Strategy Area (NRSA). The establishment of this area will provide many benefits; moreover, it will specifically allow properties to be sold to citizens with a wide range of incomes. Additional housing strategies to improve the city continue to be explored and developed.

### 3e. Continue efforts to develop new housing in the Lincoln Park neighborhood by partnering with third parties that agree to construct housing on City-owned properties.

Staff is working with the Greenville Housing Development Corporation to construct two (2) homes along Bancroft Avenue. Furthermore, staff is working on a second Request for Bids to construct additional single-family homes along Bancroft Avenue with HOME funds. Habitat for Humanity has completed and sold a new home in the area in November 2014.

In 2015, staff worked with the Greenville Housing Development Corporation on the construction of three new single-family homes in West Greenville, two of which are located in Lincoln Park. In addition, approximately 900 linear feet of sidewalks were constructed in the Lincoln Park neighborhood. In March 2015, City Council approved the disposition of property to Metropolitan Housing Development Corporation to construct an additional three single-family homes along Bancroft Avenue.

## 4. Neighborhood Aesthetics

### 4a. Continue minimum housing and nuisance code enforcement efforts.

Code Enforcement continues to proactively patrol neighborhoods to seek out nuisance and other code violations for remediation or mitigation. Additionally, the Division actively seeks to obtain compliance with minimum housing standards for deficient properties. Properties that are severely neglected and cost-prohibitive to repair and/or renovate are being brought to City Council for demolition.

The Code Enforcement Division also now has a Lead Code Enforcement Officer in place to assist other code officers with minimum housing and nuisance abatement.

### 4b. Continue support for the Neighborhood Improvement Grant program overseen by the Community Appearance Commission.

Six neighborhood improvement grants were approved during 2014 for neighborhood improvements. Grants

## GOAL 5 QUALITY NEIGHBORHOODS (cont'd)

were approved for the Brentwood, Cambridge, Cherry Oaks North, Colonial Heights, Treetops and Windsor Downs neighborhoods. In addition, the Community Appearance Commission presented awards as part of its Biennial Beautification Awards recognition program. Awards to area businesses and locations were made to the following entities:

1. Winslow's (patio garden)
2. Jonathan Bowling (metal sculptures)
3. Elmhurst Elementary School Outdoor Classroom
4. Drew Steele Center
5. WITN
6. Mellow Mushroom
7. Wasabi 88
8. Oakwood School

The Community Appearance Commission made awards to the following area businesses and locations:

1. The Dream Park
2. Wilcardell Apartments
3. Campus Walks Apartments
4. Charles Street Apartments
5. Kappa Delta Sorority House
6. Brookfield Apartments
7. Carolina Breast Imaging
8. Children's World Learning Center
9. Modlin Agency

### 4. Neighborhood Marketing

- 5a. Develop a neighborhoods page on the City's website to include maps, pictures and neighborhood profiles.

Staff developed a comprehensive "neighborhood dashboard" which was presented to City Council on December 11, 2014, and went live in February of 2015. The Neighborhoods page has been recently updated to include a map of active associations, neighborhood story map, registration for neighborhood events, community garden information and pictures, and Improvement Grant information.

- 5b. Produce and air six "Neighborhood Spotlight" segments for GTV-9.

To date staff has produced and aired five segments for Greenville Heights, Lincoln Park, Englewood, Williamsburg Manor / Sedgefield, and Greenfield Terrace. Additional segments will be produced and aired during the first quarter of 2015.

GTV9 segments in 2015 have focused on the neighborhood dashboard and the neighborhood symposium. It is anticipated that Neighborhood Spotlights will resume in the fall.

### 6. Staff Resources

- 6a. Ensure that appropriate staff resources are available to support various neighborhood improvement efforts.

The City filled the vacant Neighborhood Ombudsman position in April 2014. Additional Community Development staff resources are tasked with neighborhood issues as needed, such as the development of neighborhood plans and improvement initiatives.

The City filled the vacant Planner II (Historic Preservation) position on March 2, 2015. Primary responsibilities of this position support various neighborhood improvement efforts including: serving as staff liaison to the Historic Preservation Commission; administering the Historic Preservation program in the College View Historic District and throughout locally designated Landmark properties; administering the Historic Preservation Pilot Loan Program; administering the Façade Improvement Grant program in Uptown; and, keeping the City compliant with the Certified Local Government requirements. The Neighborhood Ombudsman, the Planner that develops neighborhood plans and Historic Preservation Planner work collaboratively to address neighborhood issues throughout the city.





**GOAL 6 SAFE COMMUNITY****1. Police Department Three-Year Strategic Plan**—Fully implement the first year of the Police Department's Strategic Plan 2014–2016. Current year tactics included in the Plan are provided below:**1a. Community Engagement**

- Maximize use of social media to deliver information to citizens city-wide.
- Create periodic Public Service Announcements in partnership with local media outlets.
- Formalize the Adopt-A-School Program in order to assign officers to each school within the city limits.
- Provide multiple aspects of Community Education (i.e. Citizen's Police Academy and Youth Citizen's Police Academy).
- Develop a civic liaison program.

The Police Department PIO has used social media to reach out to the public with great success. Twitter, Facebook and Snapchat are used heavily by the department.

Media outlets have hosted members of the department for various public service announcements and have utilized the mass distribution of press release information to circulate the department's message.

The Adopt-a-School program is formalized and is now well known and utilized.

Two Citizen Police Academy sessions occur each year. The Youth Citizens Academy was changed to a summer program lasting one full week.

Community education efforts have included informational checkpoints conducted by the Traffic Safety Unit and topics of concern that have been shared with establishments open 24-hours a day as well as those that deliver food.

The Civic Liaison Program is thriving. Community members are more familiar now than ever before with the officers assigned to their specific residential areas and work closely with those officers on a monthly basis.

**1b. Crime Reduction**

- Adjust law enforcement strategies to address changing City dynamics.
  - Increase capacity to offer Crime Prevention Through Environmental Design (CPTED) assessments.
  - Utilize Crime Reduction Initiative Area (CRIA) technique also known as Hot Spots Policing.
  - Increase bicycle patrol deployment.
  - Implement department-wide Data Driven Approach to Crime and Traffic Safety (DDACTS) program.
  - Continue efforts related to Focused Deterrence Program
- The Police Department implemented new Geographic Deployment strategies on May 3, 2014. The department is the first in the country to employ this concept in full and completely eliminate traditional police "beats." This change created a focused approach where supervisors in the three zones, West, East and South, work with the officers assigned to the zone to address crime causes as determined through various data sets.
  - Since its inception CPTED has offered citizens a new approach to target hardening. The original officers trained in CPTED have now received advanced training and additional officers have been trained in the basic principles.
  - The CRIA concept has proven extremely beneficial in combating root causes of crime within the city limits. Officers are now better aware of the specific areas that require attention and are able to focus enforcement efforts more effectively.
  - Cpl. Ben Quick received certification from the International Police Mountain Bike Association [IPMBA] to certify other officers in bicycle patrol techniques. This allowed for increases in the number of officers trained and certified to operate the police bicycles while on duty.
  - DDACTS has been successfully implemented. Initial results of using the model to reduce crashes resulted in a 5 percent reduction in crashes in 2013 as compared to 2012.
  - The initial phase of Focused Deterrence, with eight initial participants, is well under way. Only two of the original selectees are no longer in the program due to poor choices. The others are taking advantage of the assistance that has been offered to them in some form. Plans are already underway for the second phase of the program as research into appropriate offenders is currently in process.

**1c. Leadership and Ethics**

- Develop and implement a Career Development Program.
- Redevelop supervisor responsibilities and priorities through training and education.
- Update Recruitment Plan.

## GOAL 6 SAFE COMMUNITY (cont'd)

- Supervisors attend the City's STAR program and utilize training all over the country to bring our department's employees up to speed on nationally accepted best practices in law enforcement.
- The rank of Corporal is being eliminated. As part of the geographic deployment strategy, four Lieutenants were converted to Watch Commanders. In May 2014, the department initiated our geographic deployment strategy. This strategy divided the city into three geographical zones and our Center City. As such, each zone now has a Zone Commander who is responsible for police operations and the implementation of crime reduction strategies in the zone.
- The Recruitment Plan is updated annually in January. It was last updated in January 2014 as required by CALEA and department policy. It includes provisions for recruitment of applicants that work to assist our department in mirroring our community.

### 1d. Optimize Organizational Structure

- Review deployment structure.
  - Civilianization of applicable positions.
  - Reorganization of Code Enforcement Division.
  - Access needs for current and future substations.
- Numerous changes have taken place within the structure of the police department. Additional positions have been added to the supervisory hierarchy of the Field Operations Bureau to ensure proper span of control in each of the three newly created zones. Each of the three zones were created using data to determine the appropriate physical size. Officers were then assigned accordingly. Additionally, units were redesigned to ensure the correct numbers of personnel are assigned as needed.
  - The Gang Unit was moved into the Field Operations Bureau, the School Resource Officers were moved into the Administrative Services Bureau and the Warrant Unit was moved into the Criminal Investigations Bureau. All of these reallocations were made to ensure proper supervision is in place and that unit responsibilities match unit assignment.
  - Three positions were converted from sworn to civilian. These changes were made to provide more efficient and professional services to the residents of Greenville.
  - The Accreditation Manager's position was converted from a sworn position to civilian as was the Public Information Officer and the Code Enforcement Coordinator. Each of these positions are now filled by a professional trained in the specifics of the assignment.
  - The Code Enforcement Coordinator position was changed from a sworn police lieutenant to a non-sworn director in December 2013. The assignment of Code Enforcement officers was changed to mirror the geographic zones of the police geographic deployment plan with the exception of the code officer that works as part of the City of Greenville/East Carolina University agreement. **We have now implemented the new Lead Code Enforcement Officer position which is a first line, working supervisor position in the unit.**
  - The West 5th St. Substation was formerly only serving as a satellite location. During 2014, and as a direct result of the Geographic Deployment Plan, it became the official West Zone Substation with all personnel assigned to that area working from that location. When the GTAC center is complete, the Center City Unit will move into the included office space and utilize that space as an official substation for that particular unit. Lastly, the addition of an East Zone Substation began in 2014 and is expected to be in full operation in early 2015. All officers assigned to the East Zone will work from this location.

### 1e. Technology and Infrastructure

- Increase License Plate Recognition System (LPR) infrastructure.
  - Increase use of fuel-efficient vehicles in specific assignments.
  - Expand the Police Department's rifle program.
  - Expand the Police Department's bicycle program.
- Three LPRs are currently in use by the department. These units are costly and require a significant infrastructure. A recent evaluation has sustained that three LPRs are sufficient.
  - The Department has transitioned from the old 8-cylinder police vehicles to the new, more fuel efficient, 6-cylinder police vehicles. This transition is well underway. Several fuel efficient hybrid vehicles have been assigned to Code Enforcement and Parking Enforcement. Parking Enforcement has recently acquired a new fully electric vehicle. The Department also utilizes an electric motorcycle for uptown and Greenway patrols.

## GOAL 6 SAFE COMMUNITY (cont'd)

- 70 additional patrol rifles were added to the department complement and put in service during 2014. Originally, the department purchased 20 rifles and have now increased the complement to 90.
- In 2013, 30 new police bicycles were purchased and officers were trained through the International Police Mountain Bike Association. The bicycles are personally assigned to the certified officers and are utilized in hotspots, in the Center City area, and in other neighborhoods throughout the city as needed.

### 1f. Traffic Safety

- Implement department-wide Data Driven Approach to Crime and Traffic Safety (DDACTS) program.
- Deploy Light Detection and Ranging (LIDAR) Speed Measuring Instruments and License Plate Recognition System (LPRs).
- Host four DWI checkpoints per year.
- Provide periodic Public Service Announcements and Public Awareness Campaigns.
- DDACTS has been successfully implemented. Initial results of using the model to reduce crashes resulted in a 5% reduction in crashes in 2013 as compared to 2012. **And a 13% reduction in 2014.** On June 1, 2014, East Tenth Street and Southeast Greenville Boulevard, as well as South Memorial Drive and Southwest Greenville Boulevard, were identified as areas where vehicle crashes and crimes overlaid. High visibility patrols and enforcement activity closely matches the DDACTS overlay and reductions in criminal activity and crashes have been observed in these specific locations since implementation.
- Two LIDAR's are in use by the Traffic Safety Unit as well as one LPR. Two additional LPR's are in use by officers in the Field Operations Bureau.
- The Traffic Safety Unit has either hosted or provided mutual aid assistance in more than four checkpoints during 2014.
- The Traffic Safety Unit has completed this action item through delivery of the "Watch-For-Me-N.C." campaign which is a pedestrian crosswalk safety initiative. During all Traffic Safety checkpoints, public service announcements are made via media coverage both before and during the event. Additionally, the GHSP campaigns to include the "Click-it-or-Ticket," "Booze-it-or-Looze-It," "Motorcycle Safety Month," and "Child Passenger Safety Week" have been publicized and participated in by the department as a whole.

## 2. Fire/Rescue Services

- 2a. Fire/Rescue Department Assessment—Complete ICMA Fire/Rescue Department Assessment and begin implementation.

An ICMA representative presented the final report to City Council in October 2014. Implementation of recommendations **has been ongoing.** **A separate update report will be provided soon.**

- 2b. Fire Inspection Program—Improve current fire inspection processes and increase efficiencies through the use of Geographic Information Systems.

Staff has worked to refine a master address list that identifies all of the locations that require a fire inspection.

**The master address list is complete. Staff is working towards GIS implementation.**

- 2c. Educational Programs—Enhance public safety through improved fire and life safety educational programs.

Between January – October, 2014, F/R staff has attended 140 life safety education events where fire and life safety education programs were presented to 11,083 people. **GFR has attended 159 life safety education events where fire and life safety education was presented to approximately 12,450 people.**

- 2d. Education and Training—Provide CPR and AED training for the public and staff to improve opportunities for survival of patients in cardiac arrest.

Staff has taught hands-on CPR in the community 13 times to a total of 861 attendees. **GFR has taught hands-on CPR in the community 18 times with a total of 1025 attendees.**

- 2e. Grant Funding—Actively pursue grant funding to support life safety programs.

To date, F/R has received \$26,868 in donations consisting of smoke alarms, community CPR kits, and batteries. **GFR received \$1,000 grant for the Jr. Fire Marshal Academy.**

- 2f. Emergency Operations Plan—Review and coordinate the City's Emergency Operations Plan.

On May 6 – 7, 2014, **and June 16, 2015,** the City's Management Team participated in an Emergency Operations Center activation exercise.





# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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

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

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

<b>Payee</b>	<b>Adjustment Refunds</b>	<b>Amount</b>
Banks and Collins Investments, Inc.	Registered Motor Vehicles	\$ 519.92
Greenville Utilities Commission	Registered Motor Vehicles	1,075.82
Bhavesh V. Patel	Registered Motor Vehicles	194.36
Martha P. Taylor	Registered Motor Vehicles	272.61
Jarvis E. Tripp Jr.	Individual Personal Property	717.16
Kristina Stegall	Individual Personal Property	127.52
Clifton J Weeks	Real Property	757.54
Ethel L. Baker	Registered Motor Vehicles	131.33

Arthur S. Haley III	Registered Motor Vehicles	543.56
Pactolus Investments, LLC	Registered Motor Vehicles	251.39
Pitt & Greene EMC	Registered Motor Vehicles	168.30
David H. Ryan	Registered Motor Vehicles	141.63
Bobby A. Whitehurst	Registered Motor Vehicles	177.88
Lloyd H. Winchester	Individual Personal Property	128.96

**Fiscal Note:** The total to be refunded is \$5,207.98.

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

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# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Budget ordinance amendment #1 to the 2015-2016 City of Greenville budget (Ordinance #15-032) and amendments to the Special Revenue Grant Fund (Ordinance #11-003), the Street Improvements Capital Project Fund (Ordinance #14-044), and the Convention Center Expansion Phase III Project Fund (Ordinance #14-024)

**Explanation:** **Abstract:** This budget amendment is for City Council to review and approve proposed changes to the adopted 2015-2016 budget and the other funds as identified.

**Explanation:** Attached for consideration at the August 10, 2015, City Council meeting is an ordinance amending the 2015-2016 City of Greenville budget (Ordinance #15-032) and the Special Revenue Grant Fund (Ordinance #11-003), the Street Improvements Capital Project Fund (Ordinance #14-044), and the Convention Center Expansion Phase III Project Fund (Ordinance #14-024). For ease of reference, a footnote has been added to each line item of the budget ordinance amendment, which corresponds to the explanation below:

**A** To appropriate funds from Powell Bill Fund Balance to cover the scope of the overage Public Works anticipates due to the excessive amount of base repair work necessary on a number of roads under contract (\$138,000).

**B** To re-appropriate funds that were not used during prior year for services being provided by Segal Waters Consulting Group for the new employee performance program (\$80,000).

**C** To appropriate Powell Bill Fund Balance for funds not used in prior year for the Greenville Corridor Signal Progression Project. This project will provide modified signal timing for two sub-systems along Greenville Boulevard (\$70,000).

**D** To appropriate Stormwater Utility Fund Balance for funds not used in prior year for the Reedy/Fornes Branch Rehabilitation Project (\$305,082).

**E** To appropriate funds for the Economic Catalyst Grant that was accepted by City

Council on May 11, 2015. This grant from the Golden Leaf Foundation will be used to purchase a piece of equipment that will be leased by a local life sciences company for economic development (\$371,935).

**F** To appropriate hotel/occupancy tax funds for additional items requested by the Greenville Convention Center for the Convention Center Expansion Project Phase III (\$88,000).

**G** To appropriate Contingency funds to purchase new credit card reader equipment that will be able to read the new microprocessor that is now embedded in credit cards to reduce the likelihood of fraud. This is a federal mandate that will take effect October 15, 2015. After such date, if not in compliance, the City would be liable for any possible fraud that occurs on a card holder's card. (\$9,800)

**Fiscal Note:**

The budget ordinance amendment affects the following budgets: increases the General Fund by \$288,000; increases the Stormwater Utility Fund by \$305,082; increases the Special Revenue Grant Fund by \$371,935; increases the Street Improvements Capital Project Fund by \$138,000; and increases the Convention Center Expansion Phase III Project Fund by \$88,000.

<b>Fund Name</b>	<b>Original /Amended Budget</b>	<b>Proposed Amendment</b>	<b>Amended Budget 8/10/2015</b>
General	\$ 78,105,680	\$ 288,000	\$ 78,393,680
Stormwater Utility	4,905,758	305,082	5,210,840
Special Revenue Grant	2,330,694	371,935	2,702,629
Street Improvements Capital Project	2,650,000	138,000	2,788,000
Convention Center Expansion Phase III Project	4,600,000	88,000	4,688,000

**Recommendation:**

Approve the budget ordinance amendment #1 to the 2015-2016 City of Greenville budget (Ordinance #15-032) and amendments to the Special Revenue Grant Fund (Ordinance #11-003), the Street Improvements Capital Project Fund (Ordinance #14-044), and the Convention Center Expansion Phase III Project Fund (Ordinance #14-024)

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 [Budget Amendment FY 2016 1009148](#)



ORDINANCE NO. 15-  
CITY OF GREENVILLE, NORTH CAROLINA  
Ordinance (#1) Amending the 2015-2016 Budget (Ordinance #15-032), amendment to the Special Revenue Grant Fund (Ordinance #11-003), amendment to the Street Improvement Capital Project Fund (Ordinance #14-044), and amendment to the Convention Center Expansion Phase III Project Fund (Ordinance #14-024)

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

**Section I:** Estimated Revenues and Appropriations. **General Fund**, of Ordinance 15-032, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<b>ORIGINAL 2015-2016 BUDGET</b>		<b>#1 Amended 8/10/15</b>		<b>Total Amendments</b>		<b>Amended 2015-2016 Budget</b>
<b>ESTIMATED REVENUES</b>							
Property Tax	\$ 32,020,369		\$ -				\$ 32,020,369
Sales Tax	16,627,515		-		-		16,627,515
Video Prog. & Telecom. Service Tax	904,000		-		-		904,000
Rental Vehicle Gross Receipts	126,929		-		-		126,929
Utilities Franchise Tax	6,052,187		-		-		6,052,187
Motor Vehicle Tax	1,018,705		-		-		1,018,705
Other Unrestricted Intergov't Revenue	806,227		-		-		806,227
Powell Bill	2,235,741		-		-		2,235,741
Restricted Intergov't Revenues	1,018,844		-		-		1,018,844
Licenses, Permits and Fees	4,418,874		-		-		4,418,874
Rescue Service Transport	3,085,803		-		-		3,085,803
Parking Violation Penalties, Leases, & Meters	362,600		-		-		362,600
Other Sales & Services	427,400		-		-		427,400
Other Revenues	292,446		-		-		292,446
Interest on Investments	553,761		-		-		553,761
Transfers In GUC	6,500,000		-		-		6,500,000
Other Financing Sources	62,596		-		-		62,596
Appropriated Fund Balance	1,591,683	A,B,C	288,000		288,000		1,879,683
<b>TOTAL REVENUES</b>	<b>\$ 78,105,680</b>		<b>\$ 288,000</b>		<b>\$ 288,000</b>		<b>\$ 78,393,680</b>
<b>APPROPRIATIONS</b>							
Mayor/City Council	\$ 511,661		\$ -		\$ -		\$ 511,661
City Manager	1,619,586		-		-		1,619,586
City Clerk	259,086		-		-		259,086
City Attorney	468,242		-		-		468,242
Human Resources	2,527,943	B	80,000		80,000		2,607,943
Information Technology	3,028,347		-		-		3,028,347
Fire/Rescue	13,421,532		-		-		13,421,532
Financial Services	2,479,816		-		-		2,479,816
Recreation & Parks	7,600,386	G	9,800		9,800		7,610,186
Police	23,353,229		-		-		23,353,229
Public Works	8,825,596		-		-		8,825,596
Community Development	2,657,084		-		-		2,657,084
OPEB	450,000		-		-		450,000
Contingency	200,000	G	(9,800)		(9,800)		190,200
Indirect Cost Reimbursement	(1,268,214)		-		-		(1,268,214)
Capital Improvements	3,034,892	B	70,000		70,000		3,104,892
Total Appropriations	\$ 69,169,186		\$ 150,000		\$ 150,000		\$ 69,319,186
<b>OTHER FINANCING SOURCES</b>							
Transfers to Other Funds	\$ 8,936,494	A	\$ 138,000		\$ 138,000		\$ 9,074,494
	\$ 8,936,494		\$ 138,000		\$ 138,000		\$ 9,074,494
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 78,105,680</b>		<b>\$ 288,000</b>		<b>\$ 288,000</b>		<b>\$ 78,393,680</b>

**Section II:** Estimated Revenues and Appropriations. **Stormwater Utility Fund**, of Ordinance 15-032, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	ORIGINAL 2015-2016 BUDGET		Amended 8/10/15	Total Amendments	Amended 2015-2016 Budget
<b>ESTIMATED REVENUES</b>					
Stormwater Utility Fee	\$ 4,903,758		\$ -	\$ -	\$ 4,903,758
Other Revenue	2,000		-	-	2,000
Appropriated Fund Balance	-	D	305,082	305,082	305,082
<b>TOTAL REVENUES</b>	<b>\$ 4,905,758</b>		<b>\$ 305,082</b>	<b>\$ 305,082</b>	<b>\$ 5,210,840</b>
<b>APPROPRIATIONS</b>					
Stormwater Fund	\$ 4,905,758	D	\$ 305,082	\$ 305,082	\$ 5,210,840
Total Expenditures	\$ 4,905,758		\$ 305,082	\$ 305,082	\$ 5,210,840
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,905,758</b>		<b>\$ 305,082</b>	<b>\$ 305,082</b>	<b>\$ 5,210,840</b>

**Section III:** Estimated Revenues and Appropriations. **Special Revenue Grant Fund**, of Ordinance 11-003, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	ADJUSTED BUDGET		Amended 8/10/15	Total Amendments	Amended 2015-2016 Budget
<b>ESTIMATED REVENUES</b>					
Special Fed/State/Loc Grant	\$ 2,171,408	E	\$ 371,935	\$ 371,935	\$ 2,543,343
Transfer from General Fund	79,286		-	-	79,286
Transfer from Pre-1994 Entitlement	80,000		-	-	80,000
<b>TOTAL REVENUES</b>	<b>\$ 2,330,694</b>		<b>\$ 371,935</b>	<b>\$ 371,935</b>	<b>\$ 2,702,629</b>
<b>APPROPRIATIONS</b>					
Personnel	\$ 114,387		\$ -	\$ -	\$ 114,387
Operating	1,399,405		-	-	1,399,405
Capital Outlay	816,902	E	371,935	371,935	1,188,837
Total Expenditures	\$ 2,330,694		\$ 371,935	\$ 371,935	\$ 2,702,629
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 2,330,694</b>		<b>\$ 371,935</b>	<b>\$ 371,935</b>	<b>\$ 2,702,629</b>

**Section IV:** Estimated Revenues and Appropriations. **Street Improvements Capital Project**, of Ordinance 14-044, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	ADJUSTED BUDGET		Amended 8/10/15	Total Amendments	Amended Budget
<b>ESTIMATED REVENUES</b>					
Transfer from Powell Bill	\$ 325,000	A	\$ 138,000	\$ 138,000	\$ 463,000
Transfer from General Fund	2,325,000		-	-	2,325,000
<b>TOTAL REVENUES</b>	<b>\$ 2,650,000</b>		<b>\$ 138,000</b>	<b>\$ 138,000</b>	<b>\$ 2,788,000</b>
<b>APPROPRIATIONS</b>					
Street Resurfacing	2,650,000		\$ 138,000	\$ 138,000	\$ 2,788,000
Total Expenditures	\$ 2,650,000		\$ 138,000	\$ 138,000	\$ 2,788,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 2,650,000</b>		<b>\$ 138,000</b>	<b>\$ 138,000</b>	<b>\$ 2,788,000</b>

**Section V:** Estimated Revenues and Appropriations. **Convention Center Expansion Phase III Project**, of Ordinance 14-024, is hereby amended by increasing estimated revenues and appropriations in the amount indicated:

	<b>ADJUSTED BUDGET</b>		<b>Amended 8/10/15</b>		<b>Total Amendments</b>		<b>Amended Budget</b>
<b><u>ESTIMATED REVENUES</u></b>							
Occupancy Tax	\$ -	<b>F</b>	\$ 88,000		\$ 88,000		\$ 88,000
Transfer in From Convention Center Expansion	400,000		-		-		400,000
Bond Proceeds	4,200,000		-		-		4,200,000
<b>TOTAL REVENUES</b>	<b>\$ 4,600,000</b>		<b>\$ 88,000</b>		<b>\$ 88,000</b>		<b>\$ 4,688,000</b>
<b><u>APPROPRIATIONS</u></b>							
Bond Admin	\$ 80,000		\$ -		\$ -		\$ 80,000
Contingency	174,334		-		-		174,334
Capital Outlay	400,000		-		-		400,000
Engineering	339,000		-		-		339,000
Construction	3,606,666	<b>F</b>	88,000		88,000		3,694,666
Total Expenditures	\$ 4,600,000		\$ 88,000		\$ 88,000		\$ 4,688,000
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 4,600,000</b>		<b>\$ 88,000</b>		<b>\$ 88,000</b>		<b>\$ 4,688,000</b>

**Section VI:** All ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Adopted this 10th day of August, 2015

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

ATTEST:

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



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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

- a. Historic Preservation Commission
- b. Recreation and Parks Commission
- c. Redevelopment Commission

**Explanation:** The Historic Preservation Commission, Recreation and Parks Commission, and the Redevelopment Commission are scheduled to make their annual presentations to City Council at the August 10, 2015, meeting.

**Fiscal Note:** N/A

**Recommendation:** Hear the presentations from the Historic Preservation Commission, Recreation and Parks Commission, and the Redevelopment Commission.

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# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

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**Title of Item:** Presentation on Pitt County Revaluation for 2016 - Cathy Booker, Pitt County Tax Administrator

**Explanation:** **Abstract:** Pitt County Manager Scott Elliott requested that County staff present information to City Council regarding the 2016 revaluation of Pitt County properties. Pitt County Tax Administrator Cathy Booker will make the presentation to Council.

**Explanation:** Revaluation of properties is conducted to ensure all properties are assessed equitably because some properties change in value over time in comparison to other properties. Revaluing therefore ensures that all property owners are paying their fair share of the property tax burden based on the true market value of their property.

North Carolina law requires that a revaluation of properties be completed at least once every eight years. Pitt County's last property revaluation was in 2012.

Pitt County Tax Administrator Cathy Booker will present information regarding the 2016 revaluation process.

**Fiscal Note:** No direct cost to hear the presentation

**Recommendation:** Hear the presentation from Pitt County Tax Administrator Cathy Booker on the revaluation process for 2016.

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# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Appeal from Decision of Greenville Utilities Commission as to Rates

**Explanation:** **Abstract:** The Board of Commissioners of the Greenville Utilities Commission approved Electric Rate Schedules which represent an average 7% reduction in electric rates and charges. The Charter of the Greenville Utilities Commission provides that any person affected by rates may appeal the decision of the Greenville Utilities Commission as to rates to City Council. A person affected by the rates has submitted an appeal of this rate decision by the Greenville Utilities Commission.

**Explanation:** At the May 26, 2015, joint meeting of City Council and the Board of Commissioners of the Greenville Utilities Commission, City Council and the GUC Board approved the sale of the North Carolina Eastern Municipal Power Agency's ownership in electric generation assets to Duke Energy Progress and the establishment of a long-term power purchase agreement. The sale of the electric generating assets was finalized on July 31, 2015. The sale will result in a reduction of Greenville Utilities Commission's purchased power costs. Because of this, the Greenville Utilities Commission engaged a consultant to complete an Electric Costs of Service Study for Rates and Fees along with Rate Design.

At the June 29, 2015, meeting of the GUC Board, the consultant presented revised rate schedules and fees. In accordance with the direction previously provided by the GUC Board, the proposed Electric Rate Schedules represented an average 7% reduction in electric rates and charges. The GUC Board approved the recommended changes to the following:

1. Electric Rate Schedules in Part E-Rate Schedules including:
  - ER-1 Residential Service
  - ER-2 Residential Time of Use (TOU) Net Metering for Solar Energy Facilities
  - RR-3 Bilateral Metering for Solar Energy Facilities
2. Fees and language in Part A- Terms and Conditions of Electric Service
3. Fees and language in Part D - Customer Service Policy

The Board's approval provided that the changes are to become effective after final execution of the agreements between Duke Energy Progress and North Carolina Eastern Municipal Power Agency, and upon the subsequent date the new wholesale contracts between the North Carolina Eastern Municipal Power Agency and the Greenville Utilities Commission become effective.

On June 30, 2015, a person affected by the changed rates, Mr. Terry Boardman, sent the attached email addressed to Mayor Thomas in which he appealed "the decision of the GUC Board to give the citizens only a 7% reduction in rates while GUC gets a 17% reduction from Duke and stockpiles a \$13,000,000 in a GUC low interest bearing cash account."

The Greenville Utilities Commission has submitted the attached information in response to the appeal for City Council's consideration.

Section 5 of the Charter of the City of Greenville states that the "The Greenville Utilities Commission shall have entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities of the City, which public utilities shall include electric, natural gas, water, and sewer services, and shall fix uniform rates for all services rendered; provided, however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council."

This Charter provision authorizes City Council to consider the appeal and to either affirm the decision of the Greenville Utilities Commission as to rates or reverse the decision of the Greenville Utilities Commission as to rates. This Charter provision does not authorize City Council to establish a different rate.

If Council affirms the decision of the Greenville Utilities Commission as to rates, then the changes approved by the GUC Board at its June 29, 2015, meeting would continue to be in effect. If Council reverses the decision of the Greenville Utilities Commission as to rates, then the changes approved by the GUC Board at its June 29, 2015, meeting would not be in effect and the rate which existed prior to the implementation of the rate which is being appealed would be in effect retroactive to the date the change was implemented. Any change to a different rate may only occur by action of the Greenville Utilities Commission.

The recommended procedure for considering the appeal is as follows:

- (1) The person appealing will make a presentation. 10 minutes will be allowed for the presentation, unless City Council, by a majority vote, allows a longer period of time.
- (2) Greenville Utilities Commission will make a presentation. 10 minutes will be allowed for the presentation, unless City Council, by a majority vote, allows a longer period of time.
- (3) City Council considers the appeal. City Council may make a decision at this time or postpone the matter to a later time.



**Fiscal Note:**

The rate schedules and fees approved by the Board of Commissioners of the Greenville Utilities Commission represent an average 7% reduction in electric rates and charges. As a result of this rate change, it is estimated that there will be approximately \$13.5 million less revenue for the Greenville Utilities Commission for Fiscal Year 2015-16.

**Recommendation:**

City Council may either affirm the decision of the Greenville Utilities Commission as to rates or reverse the decision of the Greenville Utilities Commission as to rates.

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**Attachments / click to download**

[Rate Appeal Info from GUC](#)

[Appeal of Terry Boardman\\_GUC\\_1009004](#)

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**From:** [theboardmans@nabdesigns.com](mailto:theboardmans@nabdesigns.com) [<mailto:theboardmans@nabdesigns.com>]

**Sent:** Tuesday, June 30, 2015 11:16 AM

**To:** Allen M. Thomas

**Cc:** Tony Cannon; [donmills@suddenlink.net](mailto:donmills@suddenlink.net); [d.mitchell@restartcare.com](mailto:d.mitchell@restartcare.com); Calvin Mercer; 'Henry Hinton'; 'Al Clark'; 'Abbie Bennett'; [jcooke@reflector.com](mailto:jcooke@reflector.com); [john@minges.com](mailto:john@minges.com); Rick Smiley; Richard Croskery; Rose Glover; Kandie Smith; Barbara Lipscomb; [hardyv@ecu.edu](mailto:hardyv@ecu.edu); [jbutler@vidanthealth.com](mailto:jbutler@vidanthealth.com); [rcblount@hotmail.com](mailto:rcblount@hotmail.com); [chiplittle63@aol.com](mailto:chiplittle63@aol.com)

**Subject:** RE: Major disappointment- puppet Board to GUC management

In accordance with the GUC charter on rates changes, I hereby appeal the decision of the GUC Board to give the citizens only a 7% reduction in rates while GUC gets a 17% reduction from Duke and stockpiles \$13,000,000 in a GUC low interest bearing cash account. I would like a vote by Council on both the rate reduction and the stockpiling of GUC cash.

“however, that any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council.”- GUC Charter

Please tell me my next step- here is my public comments of which I will be happy to share with the City Council in open meeting for a vote on the appeal.

Tell me when:

My name is Terry Boardman, resident of Greenville (30 years), Brook Valley, a CPA (45 years) and a business instructor- (semi-retired).

1) I think you are miserly with the citizens by only giving them a 7% decrease in retail rates, when Duke Power is giving GUC a 17% decrease in wholesale rates. Your GUC retail rates are still significantly higher than the competition- for instance, the City of Winterville went elsewhere for its purchased power because of GUC high rates. A 7% decrease is not enough.

2) I think the implementation of a so called “rate stabilization fund” is creating a management slush fund for which money will be taken out for any reason. A bad business strategy for cash management and monitoring.

3) I think GUC, having over \$83,000,000 in cash in the bank, yielding a little over ¼ of 1 %, is \$40,000,000 overfunded and unproductive. This large cash balance means that you have siphoned off \$40,000,000 from the local economy while giving the community very little, if anything, in return. This cash account is massively overfunded and should be reduced.

4) I think, since you have \$40,000,000 extra cash in the bank, you should help the City with a \$15,000,000 infrastructure loan and save the citizens \$6,500,000 in outside interest costs of a possible future bond issue referendum. Your yield on your excess cash would be much better than ¼ of 1%.

And last, but not least:

5) I think you should have these board meetings on TV so the citizens can monitor the performance at this Commission. A little sunshine please.

Terry Boardman  
6/30/2015

## MEMORANDUM

TO: The Honorable Mayor and City Council of the City of Greenville

FROM: John Minges, Chairman, Greenville Utilities Board of Commissioners  
Anthony C. Cannon, General Manager/CEO, Greenville Utilities Commission

DATE: August 5, 2015

SUBJECT: Long-Term Strategy for Stable, Predictable Electric Rates

### Introduction

On June 29, 2015, the Greenville Utilities Commission (GUC) Board of Commissioners adopted new electric rate schedules, which included a 7% retail rate reduction for all customer classes effective August 1, 2015. This action was the culmination of a labor intensive 20-month process resulting in Duke Energy Progress (DEP) purchasing the North Carolina Eastern Municipal Power Agency's (NCEMPA) ownership in electric generation assets, thereby reducing the debt service burden of NCEMPA's 32 members. Selling the assets has reduced wholesale power costs, and provided an opportunity to lower customers' rates.

A GUC customer has appealed the decision of the GUC Board to reduce electric retail rates by 7%. The authority to file such an appeal is provided within the GUC Charter, although it has never been utilized. As such, the purpose of this memorandum is to detail the authority and limited scope of the appeal that has been filed; fully explain the rationale of the GUC Board of Commissioners in selecting the rate reduction strategy; provide data related to the competitiveness of GUC electric rates before and after the NCEMPA/ DEP deal; discuss factors that all NCEMPA members will have to consider when determining their rate reduction strategies, along with information currently available regarding the rate reductions being proposed; provide background information on NCEMPA and the DEP purchase of power generation assets; and provide additional information in Question and Answer format.

## **Authority and Scope of Appeal**

GUC is governed by a Charter issued by the State of North Carolina “for the proper management of the public utilities of the City of Greenville, both within the corporate limits of the City and outside the corporate limits.” Through the Charter, the North Carolina General Assembly granted the Commission responsibility for the “entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities” and empowered GUC to “fix uniform rates for all services rendered.”

The Charter further provides that “any person affected by said rates may appeal from the decision of the Greenville Utilities Commission as to rates to the City Council.”


While the Charter expressly provides a GUC customer the right to appeal any rate decision to City Council, it provides no direction as to the appropriate process for hearing said appeal and, more importantly, it provides no guidance as to City Council’s available remedies. The Charter does declare that the scope of any appeal is limited to the rate decision only and that the GUC Board of Commissioners is solely empowered to set rates.

## **Rate Reduction Strategy**

The GUC Board of Commissioners conducted 46 Board and Committee meetings over the past 18 months with the NCEMPA/ DEP deal and/or associated electric rate study/rate strategy being discussed at 27 of those meetings. The Board evaluated and considered multiple rate reduction alternatives as a means of implementing the anticipated decrease in wholesale power costs. It was recognized that the maximum retail rate reduction available was 13.5% and that DEP had projected wholesale rate increases averaging 3.5% over the next nine years following the transaction. The Board decided on a rate strategy that provides immediate rate relief; maintains this lower rate for an extended period of time, providing rate stability and predictability; keeps GUC rates competitive with other regional providers; and minimizes future retail rate increases.

The selected strategy provided all customer classes with a 7% retail rate reduction that was effective August 1, 2015, and holds that rate constant for five years (through FY 2020). The remaining wholesale power cost savings will go into a rate stabilization reserve fund (RSRF) which will be used exclusively to mitigate anticipated wholesale increases in future years. As a result, the strategy provides that all savings generated are returned to customers through the RSRF. The rate strategy is fully depicted and quantified in Table 1, below.

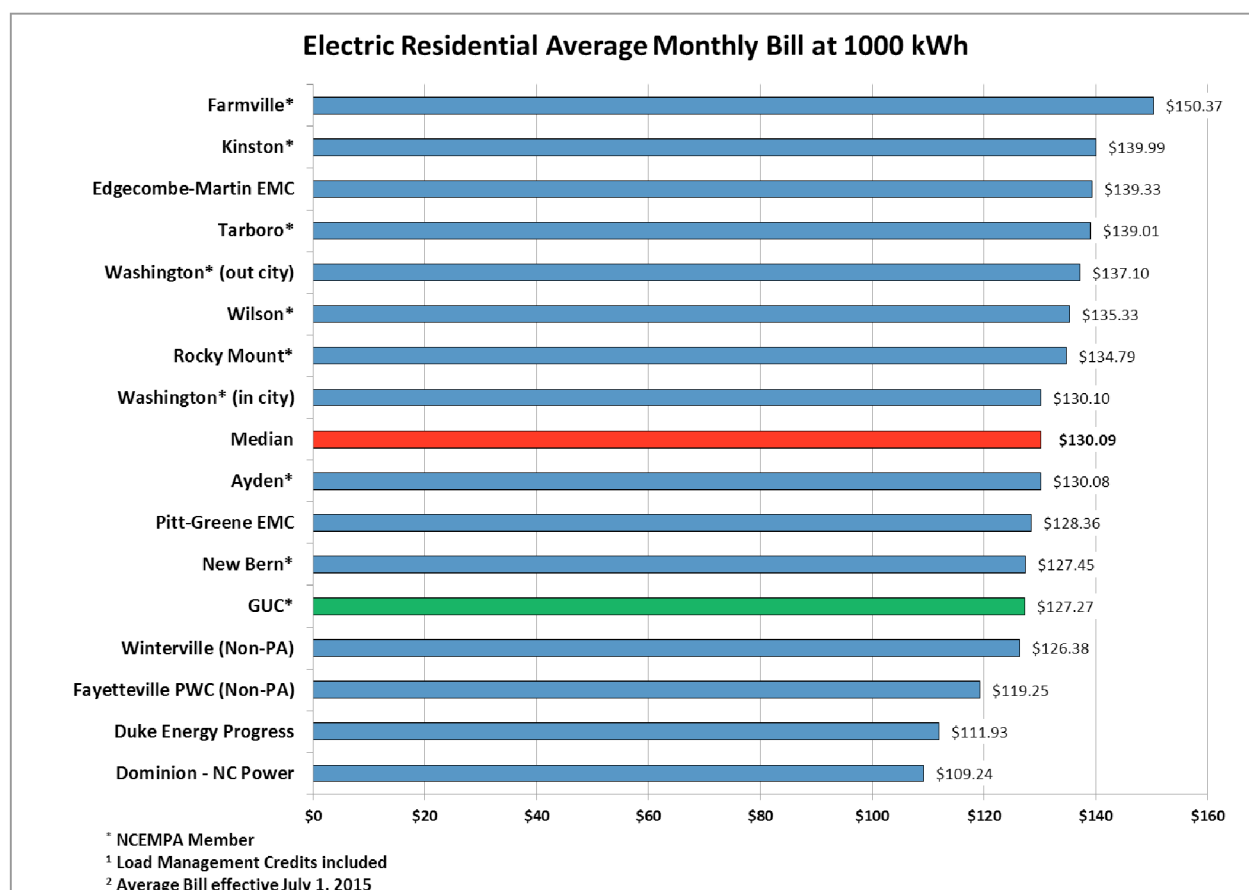
**Table 1. Selected Rate Strategy**

<b>First Rate Increase</b>	<b>Year</b>	<b>Purchased Power Rate Adjustment</b>	<b>GUC Rate Adjustment</b>	<b>Transfer to/(from) RSRF</b>
	FY 2015		0.0%	\$1,500,000
	FY 2016	(15.8)%	(7.0)%	\$13,000,000
	FY 2017	3.2%	0.0%	\$7,000,000
	FY 2018	3.1%	0.0%	-
	FY 2019	2.3%	0.0%	(\$6,000,000)
	FY 2020	1.1%	0.0%	(\$5,500,000)
	FY 2021	3.5%	4.0%	(\$1,500,000)
	FY 2022	4.2%	3.5%	(\$2,000,000)
	FY 2023	2.7%	3.5%	(\$1,500,000)
	FY 2024	6.2%	4.0%	(\$1,000,000)
	FY 2025	4.8%	4.0%	(\$3,000,000)
	FY 2026	(1.4)%	2.5%	\$4,000,000
	FY 2027	3.9%	2.5%	-
	FY 2028	1.9%	2.5%	(\$1,500,000)
	FY 2029	2.3%	2.5%	(\$500,000)
	FY 2030	7.0%	2.5%	(\$3,000,000)

## Competitive Rates

A central goal of GUC is to provide high quality utility services at the lowest reasonable cost. To this end, GUC constantly compares its utility rates to other providers within the region using average residential monthly bills as the basis of comparison. These other providers include municipal electric systems, electric membership cooperatives (EMCs), and investor owned utilities (IOUs). GUC’s electric rates have historically compared favorably to these other entities and will continue to do so based on the rate reduction strategy that was selected by the GUC Board of Commissioners.

**Table 2. Electric Residential Average Monthly Bill at 1000 kWh (Prior to Asset Sale)**



Going forward, it is expected that all NCEMPA members will reduce their rates as a result of DEP purchasing NCEMPA power generation assets. The amount of reduction for each member will depend on multiple factors including:

- **The wholesale rate reduction realized as a result of the DEP/NCEMPA deal.** The wholesale rate reduction is not the same for the 32 NCEMPA members; it varies from 2% to 23% depending on several factors including the member’s share of the outstanding

NCEMPA debt, their load share and other load characteristics. GUC's wholesale rate reduction is 15.8%.

- **The percentage of each member's retail rates that are composed of wholesale power purchase costs.** Wholesale rates are only a portion of the total costs that make-up retail rates. As a general rule, wholesale power purchase costs compose approximately 75% of NCEMPA member's retail rates, meaning that the maximum retail rate reduction that could reasonably be passed along to customers is approximately 75% of the wholesale rate reduction. GUC's wholesale power purchase composes approximately 80% of its retail rates.
- **The capital needs and deferred maintenance needs of the member's system.** It is expected that some members will hold back a portion of the maximum retail rate reduction to address capital needs and deferred maintenance needs that were not previously addressed in an attempt to limit retail rate increases. GUC addresses its capital needs and maintenance needs through its Capital Plan and annual budgets; therefore none of the maximum retail rate reduction is being withheld for this purpose.
- **Utilization of Rate Stabilization Reserve Funds.** Recognizing that DEP has projected wholesale rate increases averaging 3.5% over the next nine years, it is expected that some NCEMPA members will deposit a portion of the maximum retail rate reduction into an RSRF and utilize those funds to mitigate future retail rate increases resulting from wholesale power rate increases. GUC is utilizing an RSRF as a means of stabilizing rates and mitigating future retail rate increases.

The majority of NCEMPA members have not finalized their rate reduction strategies as many did not begin consideration until after the asset sale became effective and most recognize the need for a rate study to ensure that the reduction is appropriately distributed among customer classes. To date, the other NCEMPA members that are known to have publicly discussed their plans for a retail rate reduction or a general rate strategy include the following:

**New Bern** – New Bern is getting a 16% wholesale rate reduction and plans to pass the entire reduction (12% retail rate reduction) along to customers effective September 2015. It has been stated this action may result in a 2.6% retail rate increase as early as April 2016.

**Rocky Mount** – Rocky Mount is getting a 22% wholesale rate reduction and plans to pass along a 14% retail rate reduction to customers, effective date uncertain, and to place the remaining savings into an RSRF as a means of avoiding a retail rate increase next year.

**Smithfield** – Smithfield is getting a 15% wholesale rate reduction and reduced retail rates

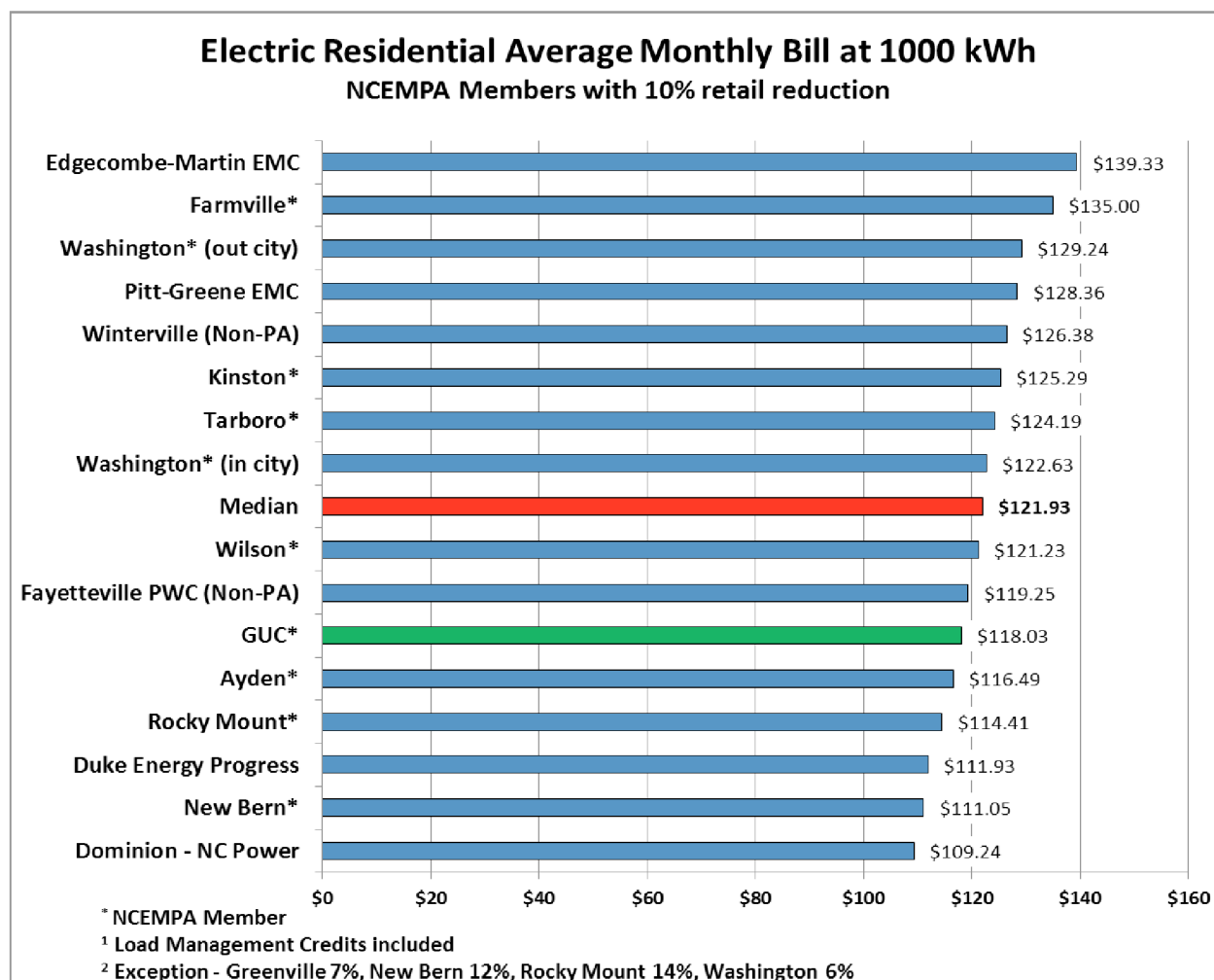
for customers by 5% effective August 1, 2015. They are conducting a comprehensive rate study which should be completed by the end of the year.

**Washington** – Washington is getting an 18% wholesale rate reduction and reduced retail rates for residential and small general service customers by 6% effective August 1, 2015. They plan to conduct a cost-of-service study and load management study later this year.

**Wilson** – Wilson is getting a 22% wholesale rate reduction and, while they have not decided how much of a retail rate reduction they are going to implement, they have stated that they believe the reduction will be “in the double digits” (i.e. at least 10%).

The table below is similar to Table 2, above, but includes the retail rate reductions proposed/implemented for GUC, New Bern, Rocky Mount and Washington. For comparative purposes only, all other NCEMPA members included in the comparison are hypothetically assumed to provide a 10% retail rate reduction.

**Table 3. Electric Residential Average Monthly Bill at 1000 kWh (After Asset Sale)  
NCEMPA Members with 10% Retail Reduction**





## History of NCEMPA and DEP Asset Purchase

In 1982, the North Carolina Eastern Municipal Power Agency (NCEMPA) was established to provide wholesale power to its 32 members. To that end, NCEMPA invested in five electric generation units to provide power to its members. The decision to invest in generation assets was the result of the continued double digit rate increases for wholesale power and reliability concerns during the 1970s.

At the time, four units at the Shearon Harris Nuclear power plant were planned to be constructed with a cost estimate of \$1.4 billion. Due to the Three Mile Island Nuclear accident and high interest rates, the construction faced increased regulations, unit cancellations, delays, and ultimately cost \$3.6 billion to build only one unit. The additional cost strapped the NCEMPA with \$2.2 billion in additional debt, which negatively impacted the competitiveness of member rates.

In recent years NCEMPA and Duke Energy Progress (DEP) began discussing DEP's interest in acquiring the NCEMPA's ownership in the five generation units in an effort to provide more competitive electric rates. Consequently, formal negotiations began in the fall of 2013.

GUC assembled a team of utility and financial professionals to perform due diligence and evaluate the long-term impact of the agreements to ensure the transaction was a good deal for its customers and the City of Greenville. The team was engaged in reviewing all contract terms and conditions and provided feedback to NCEMPA staff involved in the negotiations. Based on the team's in-depth economic analysis, it was determined that it was beneficial to move forward with the asset sale.

NCEMPA and DEP entered into an Asset Purchase Agreement and Full Requirements Power Purchase Agreement, which were subsequently approved by the Federal Energy Regulatory Commission in December 2014. Legislation was then introduced in the NC General Assembly to allow NCEMPA to issue defeasance bonds, DEP to recover the cost of assets from NC retail customers, and authorize members to enter into a Debt Service Support Contract with NCEMPA. Governor McCrory signed the legislation into law on April 2, 2015, which began a 90-day window for all NCEMPA members to approve the agreements.

On May 26, 2015, the City Council and GUC Board of Commissioners met in a joint session and both bodies unanimously approved a Resolution/Ordinance, approving the sale of the NCEMPA generating assets to DEP; and approving and authorizing the execution of the following contracts between NCEMPA and both governing bodies:

- a. Debt Service Support Contract
- b. Full Requirements Power Sales Agreement
- c. Power Sales Agreements Termination Agreement

All 31 other NCEMPA members had approved the transaction by June 11, 2015.

The final two necessary regulatory approvals were obtained in early July 2015. On July 6, 2015, the Nuclear Regulatory Commission issued an order approving the license transfer for Brunswick No. 1 and No. 2 along with the Shearon Harris Plant from NCEMPA to DEP effective on the

planned closing date of July 31, 2015. Then, on July 8, 2015, the North Carolina Utilities Commission issued an order implementing cost recovery provisions for DEP. Defeasance bonds were sold the following week with intent of closing the deal on July 31, 2015.

## Questions/Answers

### **Is GUC a Department of the City of Greenville?**

GUC is not a department of the City of Greenville; it is a separately chartered entity. The GUC Charter, which was issued by the State of North Carolina, declares that the Commission has responsibility for the entire supervision and control of the management, operation, maintenance, improvement, and extension of the public utilities, and is empowered to fix uniform rates for all services rendered. GUC was separately chartered in an effort to operate the utility in a business-like manner and to remove the utility from the direct reach of politics.

### **What is the Financial Relationship Between GUC and the City of Greenville?**

GUC is owned by the citizens of Greenville and, as such, pays the City a return on its investment each year based on a formula provided in the Charter. The transfer to the City's General Fund will total \$6.5 million this year; a revenue equal to about 10 cents on the City's property tax rate.

### **How are the Members of the GUC Board of Commissioners Appointed?**

As provided in the GUC Charter, the GUC Board of Commissioners consists of eight members. Seven of the members are appointed by the City Council and the other is the City Manager. All members must be GUC customers with five of the seven members appointed by City Council being City residents and two being GUC customers residing outside of the City of Greenville, who are nominated by the Pitt County Board of Commissioners.

### **What are the Qualifications of GUC Board Members?**

Our Charter states that the intent is to attract Board members with utilities expertise, and further qualifies that representation should include some members with financial, engineering, environmental, technical or developmental backgrounds.

Utilities expertise includes a broad range of knowledge since GUC is a large and complex organization, much more than pipes, poles and wire. As such, the GUC Board members have diverse backgrounds and they collectively have expertise in business, finance, real estate, law, development and management; all critical elements in managing a complex utility.

### **What is a Rate Stabilization Reserve Fund (RSRF)?**

The purpose of an RSRF is to provide a financial reserve that will be used to pay for wholesale power costs increases that may otherwise require retail rate increases. The use of RSRFs is common in the utility industry. Their use enables utilities to set aside funding annually to minimize future retail rate impacts, providing rate stability and predictability. GUC has used an RSRF in the past as the authority to do so is outlined in its Financial Reserves Policy.



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Resolution approving an amendment to the lease agreement with Magnolia Arts Center, Inc.

**Explanation:** **Abstract:** The City of Greenville and the Magnolia Arts Center, Inc. ("MAC") entered into a lease agreement on August 30, 2013. To support their facility fundraising efforts, MAC is requesting an amendment to this lease by adding an additional two years to the renewal option so that the term will be ten (10) years from September 1, 2015.

**Explanation:** On August 30, 2013, the City of Greenville and the Magnolia Arts Center, Inc. entered into a lease agreement for the City-owned building formerly known as the "Teen Center" located in the Perkins Complex at 1703 East 14th Street. The lease was for a five-year term with an option to renew for an additional five years. A copy of that lease is attached.

At the July 8, 2015, Recreation and Parks Commission meeting, MAC Board Members Collice Moore, Jr. and Laurie Maloney asked the Recreation and Parks Commission to recommend to Council extending the term of their lease an additional two years, due to the organization's proposed fundraising campaign. The goal of that campaign is to raise \$70,000 for facility renovations.

Magnolia Arts Center has already made numerous capital improvements to this City-owned building to make it suitable for their theater productions and other programs. The development of ADA accessible restrooms, to be completed within the first three years of the lease, is a lease requirement.

The extension of the lease would enable MAC members to inform potential donors that their contributions would benefit the MAC operations for a minimum of ten years.

The Recreation and Parks Commission unanimously passed a motion to recommend City Council approve an amendment to the MAC lease agreement that would increase the renewal option from the current five years to seven

years. Since there are three years remaining on the initial lease, this would make the total term of the lease (current lease plus renewal) ten years. All other conditions of the lease would remain the same.

An amendment to the lease agreement is attached.

**Fiscal Note:** No direct cost is incurred by the City as a result of this amendment.

**Recommendation:** Adopt the attached resolution approving an amendment to the lease agreement with Magnolia Arts Center, Inc. and authorizing the City Manager to execute the amendment to the existing lease agreement, effective September 1, 2015.

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

**Attachments / click to download**

[Current MAC Lease Agreement](#)

[Resolution approving Lease Agreement Amendment with Magnolia Arts Center Inc. 1008038](#)

[2015 Amendment to Lease Agreement Magnolia Arts Center 1009512](#)

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RESOLUTION - 15  
RESOLUTION APPROVING AN AMENDMENT TO THE LEASE AGREEMENT  
WITH THE MAGNOLIA ARTS CENTER, INC.

WHEREAS, North Carolina General Statute 160A-272 authorizes the City Council of the City of Greenville to approve a lease of property for a term of ten (10) years or less for any property owned by the City for such terms and upon such conditions as City Council may determine; and

WHEREAS, a lease for the Perkins Complex Building located at 1703 East 14th Street was issued to the Magnolia Arts Center, Inc. effective August 30, 2013, for a five-year term with a five-year renewal option; and

WHEREAS, the Magnolia Arts Center, Inc., has requested that, in support of a fundraising initiative for accessibility and other improvements to the facility, the original ten-year term of the current lease be reinstated; and

WHEREAS, City Council does hereby determine that the property herein described will not be needed by the City for the amended term of the lease;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville that it does hereby approve an amendment to the Lease Agreement with the Magnolia Arts Center, Inc. for the Perkins Complex Building, increasing the term of the lease's renewal option from five to seven years, with all other initial lease provisions remaining intact.

BE IT FURTHER RESOLVED by the City Council of the City of Greenville that the City Manager is hereby authorized to execute this amendment to the Lease Agreement, effective September 1, 2015, for and on behalf of the City of Greenville.

This the 10th day of August, 2015.

---

Allen M. Thomas, Mayor

ATTEST:

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Carol L. Barwick, City Clerk

**NORTH CAROLINA  
COUNTY OF PITT**

**AMENDMENT  
TO  
LEASE AGREEMENT**

THIS AMENDMENT TO LEASE AGREEMENT , made and entered into this \_\_\_\_ day of August \_\_\_\_ , 2015, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and the Magnolia Arts Center, Inc., a North Carolina non-profit corporation, Party of the Second Part and hereinafter referred to as LESSEE;

WITNESSETH:

WHEREAS, the parties hereto entered into a Lease Agreement dated August 30, 2013, relating to the lease of the building known as the Perkins Complex Building located at 1703 East 14th St, Greenville, North Carolina, said Lease Agreement being hereinafter referred to as the AGREEMENT; and

WHEREAS, the parties desire to amend the AGREEMENT so that the term of option period of the Lease Agreement is extended an additional two (2) years so that the term, with the option, will be ten (10) years as of the effective date of the amendment;

NOW, THEREFORE, the parties hereto agree to amend the AGREEMENT as follows:

1) Paragraph 1 of the AGREEMENT is amended by revision and substitution so that it shall read as follows:

The term of this Lease Agreement is for three (3) years, commencing on the 1st day of September, 2015, and expiring on the 31st day of August, 2018. Provided that all conditions of this Lease Agreement have been properly complied with by the LESSEE, the LESSEE may at its option extend the term of this Lease Agreement for an additional term of seven (7) years by giving to the LESSOR written notice of its intention so to do not later than the 2nd day of January, 2018, and in the event of such extension, all of the terms and conditions of this Lease Agreement shall continue in full force and effect except that, at anytime during the additional seven (7) year term, either party may terminate the term of this Lease Agreement by the

provision of written notice to the other party specifying the date of termination given at least one (1) year prior to the date of termination.

2) All remaining terms and conditions of the AGREEMENT not amended by this Amendment to Lease Agreement shall remain in full force and effect.

3) This Amendment to Lease Agreement shall be effective on September 1, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to Lease Agreement in duplicate originals, one of which is retained by each of the parties, as of the day and year first written above.

CITY OF GREENVILLE

BY: \_\_\_\_\_  
Barbara Lipscomb, City Manager

MAGNOLIA ARTS CENTER, INC.

BY: \_\_\_\_\_  
Kevin Lee, President

NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

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



NORTH CAROLINA  
PITT COUNTY

I, \_\_\_\_\_, Notary Public in and for the aforesaid County and State, do hereby certify that Kevin Lee, President of the Magnolia Arts Center, Inc., personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Notary Public

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

**NORTH CAROLINA  
COUNTY OF PITT**

**LEASE  
AGREEMENT**

THIS LEASE AGREEMENT, made and entered into this the 30<sup>th</sup> day of August, 2013, by and between the City of Greenville, a North Carolina municipal corporation, Party of the First Part and hereinafter referred to as LESSOR, and the Magnolia Arts Center, Inc., a North Carolina non-profit corporation, Party of the Second Part and hereinafter referred to as LESSEE;

Subject to the terms and conditions of this Lease Agreement, LESSOR does hereby let and lease unto the LESSEE, and LESSEE does hereby lease from the LESSOR, the following described premises located in Greenville, North Carolina:

The property and improvements consisting of the building known as the Perkins Complex Building located at 1703 East 14<sup>th</sup> St, Greenville, North Carolina.

The terms and conditions of this Lease Agreement are as follows:

1. Term.

The term of this Lease Agreement is for five (5) years, commencing on the 1st day of September, 2013, and expiring on the 31st day of August, 2018. Provided that all conditions of this Lease Agreement have been properly complied with by the LESSEE, the LESSEE may at its option extend the term of this Lease Agreement for an additional term of five (5) years by giving to the LESSOR written notice of its intention so to do not later than the 2<sup>nd</sup> day of January, 2018, and in the event of such extension, all of the terms and conditions of this Lease Agreement shall continue in full force and effect except that, at anytime during the additional five (5) year term, either party may terminate the term of this Lease Agreement by the provision of written notice to the other party specifying the date of termination given at least one (1) year prior to the date of termination.

2. Rent.

The annual rent shall be ONE DOLLAR, and shall be paid by the first day of September of each year. Rent payments shall be delivered to the Director of Financial Services of the City of Greenville, P.O. Box 7207, Greenville, NC 27835.

3. Use of Leased Premises.

During the term of this Lease Agreement, LESSEE shall use the leased premises for meetings, productions, and sponsored functions of the LESSEE and for other meetings, productions, and functions of other non-profit arts and education organizations conducted under the supervision of the LESSEE which are compatible with the mission of the LESSEE as a tax-exempt, non-profit organization. LESSEE shall make no other use of the leased premises without the prior written consent of the LESSOR.

4. Additional Limits and Conditions.

In addition to the restrictions on the use of the leased premises set forth in paragraph 3, the LESSEE agrees to the following limits and conditions governing the use of the leased premises:

- a. Use of the leased premises must cease by 10:00 p.m. except, that on days when performances occur, the use of the leased premises must cease by 11:59 p.m.
- b. There shall be no music or sound at the leased premises which violates the provisions of the Noise Control Ordinance contained in Chapter 5 of Title 12 of the Greenville City Code.

5. Parking:

As a part of this Lease Agreement, the LESSEE shall be permitted to use four (4) reserved parking spaces, designated by the LESSOR, within the parking lot located adjacent to the building, for the LESSEE's exclusive use year round and to use, as available on a non-exclusive basis, other parking spaces located within the parking lot located adjacent to the building. The LESSEE understands that during the spring season (March-April-May-June) and fall season (September-October), the Greenville Little Leagues will typically have practices from 4:00 p.m. to sunset on Mondays through Thursday, on Saturdays, games occur all day until sunset, and on Sundays makeup games may occur during the day. The LESSEE understands that this schedule of the Greenville Little League places a premium on parking spaces at the complex during those time frames and the LESSEE shall consider this when scheduling the LESSEE's functions.

6. Activities Report.

Within thirty (30) days of a request by the LESSOR, the LESSEE shall provide a written report to the LESSOR on the meetings, functions, and activities occurring on the leased premises during the term of this Lease Agreement.

7. Signage.

No signs shall be erected on the leased premises without the prior written approval of the LESSOR. Notwithstanding the foregoing, it is understood and agreed that LESSEE shall be permitted to install a sign, subject to the approval of the LESSOR, to identify the building as being occupied by the LESSEE.

8. Acceptance of Leased Premises.

The LESSEE agrees to accept the leased premises in its present physical condition.

9. Repairs and Maintenance.

The building is being leased in an "as is" condition. The LESSEE shall, at its expense, be responsible for all maintenance and repairs, both major and minor, of the leased premises. The responsibility of the LESSEE includes, but is not limited to, the following maintenance of the leased premises:

- (a) Routine, periodic maintenance for heating and air conditioning systems including, but not limited to, the replacement of filter pads.
- (b) Fire extinguisher servicing, pest control, and interior trash disposal.

The LESSEE shall, at its expense, be responsible for the maintenance and repairs to the leased premises so that the leased premises are kept in a habitable and usable condition. The LESSEE shall, at its sole expense, keep the leased premises, in good condition, reasonable wear and tear excepted. The LESSEE shall give the LESSOR notice of any repairs made.

The LESSEE shall, at its expense, be responsible for keeping the leased premises in a good, clean, neat, attractive, pleasant and sanitary condition at all times. The LESSEE shall be responsible for providing and paying for all charges for housekeeping, cleaning, and janitorial services at the leased premises.

10. Alterations and Improvements:

No alterations, additions, improvements, or renovations shall be made to the leased premises without the prior written consent of the LESSOR.

11. Required Renovation:

It is understood and agreed that LESSEE shall, no later than three (3) years after the beginning date of this Lease Agreement and in accordance with the plan approved by the LESSOR as hereinafter provided, complete the improvements necessary to make the leased premises and the route of travel from the parking lot to the building compliant with Americans with Disabilities Act requirements for a public accommodation and North Carolina State Building Code requirements for a public accommodation. A listing of the required improvements is shown on the attached Exhibit A which is herein incorporated by reference. The LESSEE understands that the estimated cost to complete the required improvements and accomplish compliance with Americans with Disabilities Act requirements is in the range of \$36,000 to \$48,000. The LESSEE shall submit, no later than six (6) months from the date of this Lease Agreement, a plan for achieving said compliance to the LESSOR for its review and approval. As a part of the plan, the LESSEE shall be required to provide an ADA accessible Port-a-jon as a temporary accommodation at any productions or functions sponsored or supervised by the LESSEE until the restrooms are brought into compliance. If the LESSOR does not approve the plan submitted by the LESSEE, the LESSOR shall specify the modifications to the plan necessary and the LESSEE shall modify the plan accordingly and submit it to the LESSOR for its review and approval.

12. Annual Inspection:

During the term of this Lease Agreement, and as a requirement of the lease, the LESSEE and LESSOR shall make an annual inspection of the leased premises to determine the state of maintenance and repair, and to discuss any mutual concerns regarding the upkeep and maintenance of the leased premises. The LESSOR's Parks Superintendent and the LESSOR's Risk Manager, or their designees, shall represent the LESSOR in the annual inspection. The President of the LESSEE, or his designee, shall represent the LESSEE in the annual inspection.

Other employees of the LESSOR or members of the LESSEE may participate in the inspection.

13. Utilities.

The LESSEE shall be responsible for providing and paying for all charges for electricity, lighting, heating, water, air conditioning, and sewer used by LESSEE in connection with the occupancy of the leased premises. The LESSEE shall be responsible, at its expense, for the telephone charges, network connection charges, and all charges for utilities used by LESSEE in connection with the occupancy of the leased premises.

14. Insurance.

The LESSEE will at all times during the term of this Lease Agreement, at its own cost and expense, insure and keep in effect insurance on the leased premises against claims for personal injury or property damage under a policy of general liability insurance with a combined single limit of not less than \$1,000,000 with the LESSOR named as an additional named insured, written by an insurance company or companies authorized to do business in the State of North Carolina. The LESSEE shall provide the LESSOR with a certificate of insurance evidencing said coverage. Any insurance placed upon contents upon the leased premises by LESSEE shall be the sole responsibility of and shall be paid for by LESSEE.

15. Damage or Destruction by Fire or Other Casualty.

In the event that the building located on the leased premises is destroyed by fire or other casualty or act of God, then this Lease Agreement shall terminate as of the time of such destruction without action on the part of either the LESSOR or the LESSEE. In the event that the building located on the leased premises is so damaged by fire, other casualty, or act of God that more than fifty percent (50%) of the floor space of the building cannot reasonably be used by LESSEE in the conduct of its activities, or the building is so damaged by fire or other casualty or act of God that it cannot, in the LESSOR's opinion, be economically repaired, then either party shall have the option to terminate this Lease Agreement by the provision of written notice to the other party.

16. Assignment and Subletting.

LESSEE may not assign or transfer this Lease Agreement or sublet the leased premises or any part of the leased premises without the prior written consent of the LESSOR. Notwithstanding the foregoing, it is understood and agreed that the LESSEE may allow the use of the leased premises for meetings, productions, and functions of other non-profit arts and education organizations conducted under the supervision of the LESSEE which are compatible with the mission of the LESSEE as a tax exempt, non-profit organization.

17. Indemnity.

The LESSEE agrees to indemnify and save harmless the LESSOR and its officers and employees from and against any and all claims and demands whether from injury to person, loss of life, or damage to property, associated with the programs, functions, and activities conducted or approved by the LESSEE on or within the demised premises.

18. Surrender on Termination.

Upon the termination of this Lease Agreement for any reason, the LESSEE shall yield and deliver peaceably to the LESSOR possession of the leased premises and any alterations, additions, and improvements made by LESSEE thereto, promptly and in good condition, order, and repair, except for reasonable wear and tear and acts of God.

19. Default.

If LESSEE shall neglect to pay any annual installment of rent when due, or shall neglect to do and perform any other matter agreed to be done, and shall remain in default for a period of thirty (30) days after receiving written notice from LESSOR calling attention to the non-payment or default, LESSOR may declare this Lease Agreement terminated and take possession of the leased premises without prejudice to any other legal remedy it may have on account of such default. If LESSOR neglects to do or perform any matter agreed to be done in this Lease Agreement and shall remain in default for a period of thirty (30) days after written notice from the LESSEE calling attention to such default, the LESSEE may declare this Lease Agreement terminated without prejudice to any other legal remedy it may have on account of such default.

20. Liens.

The LESSEE agrees that it will not permit the claim of any contractor, sub-contractor, mechanic, laborer or materialmen to become and remain a lien on the leased premises or upon the right, title or interest of the LESSEE created by this Lease Agreement after the indebtedness secured by such lien shall become due unless the same is in the process of actually being contested in good faith on the part of the LESSEE and in any event the LESSEE will protect, indemnify and save harmless the LESSOR from and in respect of any and all such claims.

21. Access.

LESSEE will be able to secure and restrict access to the leased premises when not in use for its activities. Notwithstanding the foregoing, LESSOR and LESSOR's officers and employees shall have full access to enter the leased premises anytime to examine the condition thereof or make repairs, additions or alterations as may be necessary for the safety, preservation or improvement of the property which the LESSOR, in its sole discretion, determines to make or for any other purpose which the LESSOR deems appropriate as it relates to the physical facility and equipment.

22. Quiet Enjoyment.

LESSOR agrees that LESSEE, upon payment of rent and performing the agreements in this Lease Agreement may peacefully and quietly have, hold and enjoy the said leased premises in accordance with all the terms of this Lease Agreement.

23. Notices.

Any written notice provided for herein shall be deemed to have been served sufficiently when presented personally in writing, or sent by first class mail, addressed as follows:

If to LESSOR:  
City Manager  
City of Greenville  
P.O. Box 7207  
Greenville, NC 27835

If to LESSEE:  
President  
Magnolia Arts Center, Inc.  
P.O. Box 20471  
Greenville, NC 27858

Addresses for the purpose of this section can be changed by written notice to the other party by certified mail with returned receipt requested.

24. Legal and Regulatory Duties.

The LESSEE shall observe all applicable local, state, and federal laws and regulations as they pertain to LESSEE's use and occupation of the leased premises. LESSEE shall indemnify and hold harmless the LESSOR from and against any liability arising from such laws or regulations caused by LESSEE's use or occupation of the leased premises.

25. Amendment.

This Lease Agreement shall not be altered, amended or modified except by an agreement in writing executed by the duly authorized officials of the LESSOR and LESSEE.

26. Entire Agreement.

This Lease Agreement is the only agreement between the parties hereto with respect to the subject matter hereof and contains all of the terms agreed upon, and there are no other agreements, oral or written, between the parties hereto with respect to the subject matter thereof.

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

CITY OF GREENVILLE

BY: Barbara Lipscomb  
Barbara Lipscomb, City Manager

MAGNOLIA ARTS CENTER, INC.

BY: Robin Ashley  
Robin Ashley, President

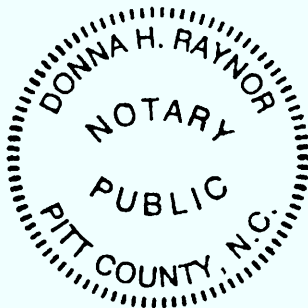
NORTH CAROLINA  
PITT COUNTY

I, Donna H. Raynor, Notary Public in and for the aforesaid County and State, do hereby certify that Barbara Lipscomb, City Manager for the City of Greenville, personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 30<sup>th</sup> day of August, 2013.

Donna H. Raynor  
Notary Public

My Commission Expires: 12/25/2015



NORTH CAROLINA  
PITT COUNTY

I, Debra J. Vick, Notary Public in and for the aforesaid County and State, do hereby certify that Robin Ashley, President of the Magnolia Arts Center, Inc., personally appeared before me on this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

WITNESS my hand and official seal, this the 30<sup>th</sup> day of August, 2013.

Debra J. Vick  
Notary Public

My Commission Expires: Feb. 2 2017



Exhibit A:

The LESSEE shall be required to bring the leased building and the route of travel from the parking lot to the building into compliance with the Americans with Disabilities Act (ADA) in a manner consistent with the incorporated consultant documents from the Universal Design Institute (attached). These documents address:

- “Entry”
- “Interiors – Hallway”
- “Drinking Fountains”
- “Restrooms; Men’s/Women’s”.

These building upgrades must also be in compliance with the North Carolina State Building Code requirements. The exact application of those standards will depend on the ultimate design of the building and how the interior building square footage is used.

The “worst case” scenario as to Water Closets and Lavatories will require:

- Male: 2 Water Closets; 2 Lavatories (sinks).
- Female: 4 Water Closets; 2 Lavatories

The “best case” scenario as to Water Closets and Lavatories will require:

- Male: 1 Water Closet; 1 Lavatory.
- Female: 2 Water Closets; 1 Lavatory.

In all cases, a minimum of one Water Closet will have to be ADA accessible.

Universal Design Institute recommendations for accessibility are attached.

## Teen Center: Parking – Entry

Elements	Findings	Status	Actions	Cost
ROT Does Not Include Stairs	Yes	Ok	None	
Slip-Resistant, Stable Firm	Sandy, dirt, mulch in ROT, (0224.jpg)	Not compliant- not stable	See below	
36" Wide	Yes	Ok	None	
60" Passing Zone If ROT Is Greater Than 200' (1.16)	Yes	Ok	None	
Opng. < 1/2" In Dominant Direction Of Travel	No (0290.jpg)	Aged macadam makes uneven surface	Resurface 23'x25' with striping	\$1,481
Accessible Spaces Closest To Entrance	Yes	Ok	None	
# Parking Spaces Total	63			
# Clusters Of Accessible Spaces	1 (0292.jpg)	Ok	None	
# Parking Spaces Per Cluster	2 (0292.jpg)	Not compliant; 3 req'd	Restripe @2 with pedestrian route of travel	see above
# Van Acc. Per Cluster	1 (0295.jpg)	Ok	None	
Accessible Sign Per Space	Yes, 1 compound sign per space (0295.jpg)	Ok	None	
# Signs	2 (0295.jpg)	Ok	None	
Bottom Of Sign At ____" Above Grade	83"	Ok	None	

Aisle Marked (Stripes)	No aisle: curb ramp extends into street, into striped access aisle (0296.jpg)	Not compliant;	Demolish part of sidewalk, install new curb ramp	see below
Width Of Parking Spaces	12'-4", 12'4"	Ok	None	
Width Of Aisle	No aisle (0224.jpg)	Not compliant	See above	
	No aisle	Not compliant	See above	
Running Slope (RS)	(space 1) R: 0.8, (space 2) R: 1.1	Ok	None	
Cross Slope (CS)	(space 1) Cr: 1.7, (space 2) Cr: 0.6	Ok	None	
# Van Accessible Signs	1	Ok	None	
Width Of Parking Spaces	12'-4"	Ok	None	
Width Of Aisle	No real aisle (0292.jpg)	Not compliant	See above	
(Van) If Parking Garage, Clg. Ht 98" AFF	N/A	Ok	None	
(Van) Sign Says "Van"	Ok	Ok	None	
Running Slope (R)	See slope above	See above	See above	
Cross Slope (Cr)	See slope above	See above	See above	
If ROT Crosses Curb, Curb Ramp	Yes	Not compliant; extends into street - as such, unsafe	Eliminate current curb ramp. Create inset ramp along existing ROT to entry door. 5' wide x 8' long.	\$2,232
Ramp	No	OK	None	
Not Accessible Entry? Signs? Sign Pointing To Accessible Entry?	N/A	OK	None	

Running Slope (R)	R: 0.2, 0.8, 1.4, 1.8, very steep right outside of doorway	Not compliant -	Resurface area directly adjacent to landing in front of doorway. Feather into exist to correct elevation; area of 25 sf	\$550
Cross Slope (Cr)	Cr: 3.2, 4.4, 1.2, 1.8 very steep right outside of doorway	Not compliant -	See above.	
ROT Toward Entry				
Clr. Opng. Width	33"	OK	None	
Pull Side Front Approach Distance To Nearest Wall	Double doors	OK	None	
Depth	Ok	Ok	None	
Height	Ok	Ok	None	
Door Handle: Operable W/ One Hand: No Pinching, Grasping, Twisting Of Wrist	OK	OK	None	
Ht. Of Handle	38" - ok	OK	None	
Time To Close Door 90-12 Deg, If Closer	1.5 sec	Not compliant – 5 sec. Or more	Adjust closer to 5 sec or more	Maintenance
			Replace closer	\$536

## Teen Center: Interiors – Hallway

Elements	Findings	Status	Actions	Costs
1. Signs - Text	No wall signs	Not compliant – signs at rooms req'd	Install ADA-compliant all-mtd.; Sign on latch side of door @5 total	\$ 780
2. Foyer to first big room, Room #1				
a. Threshold	OK	Ok	None	
b. Opening	29"	Not compliant 32" clear opening req'd	Remove and install new doors/un even leafs if necessary.	\$1,609
c. Weight	14#	Not compliant. Should be 5# or less	Adjust to less than 5#/ replace	Maintenance / \$ 536
d. Closing speed	5 sec.	Ok	None	
e. Hardware height /type (Door hardware operable w/ 1 hand w/o pinching, twisting, 34-48" a.f.f.)	42" o.c.	Ok	None	
f. Clearance	Ok	Ok	None	
3. Computer Room				
a. Threshold	OK	Ok	None	
b. Opening	34"	Ok	None	
c. Weight	No closer - N/A	Ok	None	
d. Closing speed	N/A	Ok	None	
e. Hardware height /type (Door hardware operable w/ 1 hand w/o pinching, twisting, 34-48" a.f.f.)	Grabbing and Twisting handle 36" o.c.	Not compliant	Remove door knob, replace w/ lever or loop door knob	\$150

Elements	Findings	Status	Actions	Costs
f. Clearance	Ok	Ok	None	
4. Interior Space				
a. Clear 36 inch path to each item	Yes	Ok	None	
b. Clear floor space	60" dia.	Ok	None	
c. Alarm	Yes	Ok	None	
d. Alarm pull	NA		None	
e. Outlet height	> 18"	Ok	None	
f. Light switch	50" a.f.f.	Not compliant; 48" a.f.f. Max	Remove light switch and relocate when replacing switches	\$294
5. Other space/element				
a. Telephone	59" a.f.f., protrudes < 4"	Not compliant 48" a.f.f. Max	Remove and relocate to 48" a.f.f. Max	\$294
b. Counter	(bar) 48.5" a.f.f.	Not compliant: 38" a.f.f. Max;	Provide alternate serving counter: Hinged counter section- 2' deep x 3' wide	\$196
			When rebuilding counter, provide lowered counter section at 38" H x 36" wide	\$1,120
			Train staff, develop policies for serving short people or those who use wheelchairs	Policy

## Teen Center: Drinking Fountains

Elements	Findings	Status	Actions	Costs
Area Around Fountain Stable, Firm, Slip Resistant	Single	OK	None	
Floor Space 30 X 48 Clear, Forward Approach, Centered On The Unit	No: In triangular alcove, blocking door to office	Not compliant; dscn0311.jpg	Remove and add new dual height unit, locate new ADA compliant water fountain in different location with 30 x 48" clear space in alcove.	\$ 5134
Protruding/Cane Detection, In Alcove; Only 4" Max. Protruding Allowed			See above	
Controls On Front Or Side Or On Spout			See above	
Spout Outlet Height 36" Max AFF			See above	
Spout Outlet Location From Wall/Vertical Support. Needs To Be 15" Min From Wall/Vertical Support			See above	
Spout Outlet Location From Front Of Unit. Spout Location/ 5" Max Front Edge Including Bumpers			See above	
Water Flow & Angle 4" H Min & 5" Max Front Edge			See above	
Toe Clearance Height At Back/Bottom Of Unit, 9" AFF Min			See above	
Toe Clearance Depth Bottom Of Valence, 6" Max			See above	

Elements	Findings	Status	Actions	Costs
Toe Clearance Depth At Floor 17"-25			See above	
Vertical Knee Clearance ( 27" Min)	< 27" aff	Not compliant; no knee space	Remove and replace	See above
Horizontal Knee Clearance (8" Min.)			See above	
Force			See above	
Area Around Fountain Stable, Firm, Slip Resistant	Single	OK	None	



## Teen Center: Restrooms – Men’s

Elements	Findings	Status	Actions	Costs
1. Three fixtures: 2 urinals, 1 toilet	One ambulatory accessible stall, two urinals	Requires accessible restroom.	Needs new men’s restroom with all new fixtures, possibly using space from adjacent office. Number of fixtures will depend on plumbing code requirements for planning building occupancy. Plan for 12 x 12 restroom with one stall and two urinals.	Up to \$14,044. Less if fixture count is reduced and existing restroom footprints are maintained, \$10,000. Still interiors should be completely redone.
2. Sign - Text	No sign on wall	Not ok	Need sign on wall	\$ 156
a. Height/location	Na	Na	Na	
3. Entry Door				
a. Threshold	Ok	Ok	None	
b. Opening	33” co	Ok	None	
c. Weight	14 lbs	Too heavy	Adjust closer to less than 5 lbs, replace closer	Maintenance \$536 Maintenance \$536
d. Closing speed	2 sec	Too fast	Adjust closer to 5 sec or more, replace closer	
e. Hardware height /type	42.5”	OK	None	\$ 1609
f. Clearance-	Push side: 4.5”, pull side: 4.5”	OK	Move wall or door	See above
g. Clearance	48” inside depth	Needs 60” depth	Alter door/lavatory placement	

Elements	Findings	Status	Actions	Costs
4. Interior Space	Door to lav. Less than 60"			
a. Toilet				
i. Centering	16"	OK	Can possibly reuse location for new restroom	
1. Urinals				
a. height	No accessible urinal			
1. Lavatory clear floor space	30x 48 space			
1. Mirror over lavatory	High			

## Teen Center: Restrooms – Women’s

Elements	Findings	Status	Actions	Costs
1. Two Fixtures	1 ambulatory accessible stall	Needs fully accessible restroom.	Needs new men’s restroom with all new fixtures, possibly using space from adjacent office. Number of fixtures will depend on plumbing code requirements for planning building occupancy. Plan for 12 x 12 restroom with three stalls.	Up to \$14,044. Less if fixture count is reduced and existing restroom footprints are maintained. , \$10,000. Still interiors should be completely redone.
1. Sign - Text	No sign on wall	Not ok	Need sign on wall	\$ 156
a. Height/Location	NA	NA	NA	
1. Door				
a. Threshold	OK	OK	None	
b. Opening	33” CO	OK	None	
c. Weight	14 lbs	Too heavy	Adjust closer to less than 5 Lbs, replace closer	Maintenance \$536
d. Closing Speed	2 sec	Too fast	Adjust closer to 5 sec or more, replace closer	Maintenance \$536
e. Hardware Height /Type	42.5”	OK	None	
f. Latch side Clearance	Push side: 4.5”, pull side: 4.5”	OK	Move wall or door	
g. Inside Clearance	48” inside depth	Needs 60” depth	Rework door/lavatory spacing	\$ 1609
h. Doors In Series	Needs 48” between	39”	Rework entry door spacing	See above
1. Interior Space	Door to lav. Less than 60”			



# City of Greenville, North Carolina

Meeting Date: 8/10/2015  
Time: 6:00 PM

**Title of Item:** Minority and Women Business Enterprise (MWBE) Program Update

**Explanation:** **Abstract:** The City of Greenville Minority and Women Business Enterprise Program is providing an update to City Council on the activities and outcomes of the Program for fiscal years 2013 and 2014.

**Explanation:** The Minority and Women-owned Business Enterprise (MWBE) Program is a joint venture established by the City of Greenville and Greenville Utilities Commission and operates out of the City Financial Services Department/Purchasing Division. The program provides minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts.

**Goals:** The MWBE Program has voluntary goals in each category of work: construction, purchasing, and professional and personal services.

**Definition of MWBE (Minority and Women Business Enterprise):** A MWBE is one that is at least fifty-one (51) percent owned and controlled by ethnic minorities, women, disabled, or disadvantaged persons. An MBE/WBE is bona fide only if the MWBE ownership interests are real and continuing and not created solely to meet the MBE/WBE requirement. In addition, the MBE/WBE must perform satisfactory work or services or provide supplies under the contract and not act as a mere conduit.

**City of Greenville Goals:**

	MBE	WBE
Construction	10%	6%
Services	4%	4%
Supplies and Materials	2%	2%

### 2013 Activities and Outcomes:

As of June 30, 2013, the City of Greenville expensed a total of \$25.1M in procurement and contracting. This number includes all eligible dollars (transactions such as salary and travel were excluded). This number is down 12.3% or \$3.5M from the 2012 fiscal year due, primarily, to the decrease in construction dollars spent. Other categories of work saw up and down change but remained relatively flat, on average. Participation for MBE and WBE's combined totaled \$2,992,710 or 11.91% of total eligible dollars. This number is down \$201,547, which is not unusual considering the reduction in overall spend. However, it is worthy to note that though the dollar spend is down, the proportion of MWBE spend is slightly up.

In the construction category of work, the City was able to meet or exceed its MBE (10%) and WBE (6%) participation goals. MBE participation for 2013 was 19% and WBE participation was 6% in the construction category. The more MBE primes able to win contracts, the greater the MBE participation as demonstrated in the 2013 percentage. With fewer WBE primes, most WBE participation is obtained through subcontracting dollars, hence the lower levels of participation.

MWBE participation in the services and supplies and materials categories is improved. MBE goals (4%) and WBE goals (4%) for the services category are above less than 1% for the first time since reporting these categories in 2010. MBE participation for this category was 3% and WBE participation was approximately 2%. Most participation is concentrated in the general services contracts with increasing numbers in the professional services. Supplies and materials purchases also showed improvement in participation. MBE showed the greatest improvement, meeting the goal of 2%. WBE participation still lags behind at less than 1% with a goal of 2%.

The MWBE Program continues its push to increase the number of new, certified minority and women owned firms doing business with the City of Greenville. In 2013, 43% of the certified MWBE firms providing a product or service to the City were new firms. Several programming opportunities including annual networking and recognition events have encouraged and facilitated the utilization of MWBE vendors. At these events, City buyers are able to build relationships with firms willing to do business while MWBE firms are educated on how to effectively market themselves to a governmental agency. These marketing efforts include becoming certified as a minority and/or women-owned firm by the State of NC. Though some firms are still reluctant to take this very important step in doing business with government, many have and are reaping the benefits of more bidding opportunities by virtue of identification.

### 2014 Activities and Outcomes:

As of June 30, 2014, the City of Greenville expensed a total of \$23M in procurement and contracting. This number includes all eligible dollars (transactions such as salary and travel were excluded). This number is down

8.42% or \$2.1M from the 2013 fiscal year due, primarily, to the decrease in construction dollars spent. Construction spend is down considerably – a decrease from \$9.3M to approximately \$5M. This almost 50% decrease is likely due to the completion of large scale projects and the transition in focus to more lower cost maintenance and repair work. Services spend remained relatively flat while supplies and materials spend increased by approximately \$2M over last year. Participation for MBE and WBE’s combined totaled 8.68% or \$1,997,414.60 of total eligible dollars. This percentage hits the midpoint for MWBE participation over the past five years and is the norm for the total dollars expensed.

The steady decline in construction spend could presumably affect the level of MWBE participation. Nevertheless, MBE participation remains strong at 10.67%, surpassing the goal of 10%. MBE participation for construction has met or exceeded goal for the past five fiscal years since data has been captured. WBE participation is below goal (6% ) with an attainment of 2.09%. This percentage participation is in line with fiscal year 2010 numbers, also around 2%. Fiscal years 2014 and 2010 are the only fiscal years where goal was not attained and can be directly attributed to the level of subcontracting opportunities available. The transition in focus to more maintenance and repair work for 2014 led to fewer subcontracting opportunities (as most primes completed work with their own forces) and, therefore, less WBE participation.

MWBE participation in the services category decreased slightly from the previous fiscal year but is still improved over fiscal years 2010, 2011, and 2012 where attainment was 1% or less. MBE participation is currently 2.35% and WBE participation is 2.02% whereas the goal for both MBE and WBE is 4%.

The goal for MWBE participation for supplies and materials is 2% for both MBE and WBE. MBE participation is up slightly from 2013 at 2.46%. WBE participation is up tremendously from .78% in 2013 to 6.89% in 2014. This substantial increase can be directly attributed to the purchase of vehicles and equipment from a WBE firm.

Outreach programs and activities continue to grow and evolve to meet the needs of the MWBE community. New partners have come on board to increase exposure and more opportunities are available for firms to have direct access to City and GUC buyers and project managers.

Copies of the full Annual Reports for 2013 and 2014 are attached along with a copy of the PowerPoint presentation.

**Fiscal Note:** No fiscal impact.

**Recommendation:** This item is informational purposes only and requires no action by City Council.

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

**Attachments / click to download**

-  [MWBE Full Annual Report 2013](#)
  -  [MWBE Annual Report 2014](#)
  -  [Aug 10 2015 Council Presentation](#)
-



# FY 2013 Annual Report

City of Greenville, NC

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Bernita Demery, Director of Financial Services  
Angelene Brinkley, Purchasing Manager  
Denisha Harris, M/WBE Coordinator  
1500 Beatty Street  
T: 252.329.4862  
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## Executive Summary

On the whole, spend in all categories of work (i.e.: construction, services, supplies and materials) decreased in fiscal year 2013. This overall decrease in spend is the result of up and down spend in each category. Though services spend held steady with a less than half-million difference (6.5%) between fiscal years 2012 and 2013, supplies and materials spend increased by approximately 13% or \$1M. This increase is likely due to expense budgets returning to “normal” levels after management’s mandate to curb spending in fiscal year 2012. This increase, however, is still short of fiscal year 2010 spend, which was approximately \$11M. Construction spend saw the most significant change with an approximate 31% decrease in spend from fiscal year 2012 to 2013. In 2012, there was a push to complete a backlog of construction projects likely contributing to the higher rate of spend in that fiscal year.

Though overall spend in the construction category of work decreased, the City was able to meet or exceed its MBE (10%) and WBE (6%) participation goals. MBE participation for 2013 was 19% and WBE participation was 6% in the construction category. The more MBE primes able to win contracts, the greater the MBE participation as demonstrated in the 2013 percentage. With fewer WBE primes, most WBE participation is obtained through subcontracting dollars, hence the lower levels of participation. MWBE participation in the services and supplies and materials categories is improved.<sup>1</sup> MBE goals (4%) and WBE goals (4%) for the services category are above less than 1% for the first time since reporting these categories in 2010. MBE participation for this category was 3% and WBE participation was approximately 2%. Most participation is concentrated in the general services contracts with increasing numbers in the professional services. Supplies and materials purchases also showed improvement in participation.<sup>1</sup> MBE showed the greatest improvement, meeting the goal of 2%. WBE participation still lags behind at less than 1% with a goal of 2%.

The MWBE Program continues its push to increase the number of new, certified minority and women owned firms doing business with the City of Greenville. In 2013, 43% of the certified MWBE firms providing a product or service to the City were new firms. Several programming opportunities including annual networking and recognition events have encouraged and facilitated the utilization of MWBE vendors. At these events, City buyers are able to build relationships with firms willing to do business while MWBE firms are educated on how to effectively market themselves to a governmental agency. These marketing efforts include most strongly becoming certified as a minority and/or women-owned firm by the State of NC. Though some firms are still reluctant to take this very important step in doing business with government, many have and are reaping the benefits of more bidding opportunities by virtue of identification. Resulting herein is the fiscal year **2012-2013 Annual Report**—an overview of the previous years’ activities and utilization outcomes for the City of Greenville.

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<sup>1</sup> As there is no legal requirement to have a 3<sup>rd</sup> party verification of the ownership status of services and supplies and materials firms to count towards participation, this report includes all firms known to be MWBE to give a more accurate representation of participation. Construction participation continues to represent only certified firms in agreement with NC GS 143-128.2.



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# MWBE Program Overview

## Our Policy

The Minority and Women-owned Business Enterprise (MWBE) Program is a joint venture established by the City of Greenville and Greenville Utilities Commission to provide minorities and women equal opportunity for participating in all aspects of the City's and Utilities' contracting and procurement programs, including but not limited to, construction projects, supplies and materials purchases, and professional and personal service contracts. The program is housed in the Purchasing Division of the Department of Financial Services of the City of Greenville.

## Goals

The MWBE Program has voluntary goals in each category of work: construction, purchasing, and professional and personal services.

## Definition of MWBE (Minority and Women Business Enterprise)

A MWBE is one that is at least fifty-one (51) percent owned and controlled by ethnic minorities, women, disabled, or disadvantaged. An MBE/WBE is bona fide only if the MWBE ownership interests are real and continuing and not created solely to meet the MBE/WBE requirement. In addition, the MBE/WBE must perform satisfactory work or services or provide supplies under the contract and not act as a mere conduit.

## City of Greenville/GUC Goals

	CITY		GUC	
	MBE	WBE	MBE	WBE
<b>Construction</b>	10%	6%	7%	4%
<b>Professional &amp; Personal Services</b>	4%	4%	2%	2%
<b>Supplies &amp; Materials</b>	2%	2%	1.5%	1.5%



## Participation Results FY 2013

As of June 30, 2013, the City of Greenville expensed a total of **\$25.1M** in procurement and contracting. This number includes all eligible dollars (transactions such as salary and travel were excluded). This number is down 12.3% or \$3.5M from the 2012 fiscal year due, primarily, to the decrease in construction dollars spent. Other categories of work saw up and down change but remained relatively flat, on average. Participation for MBE and WBE's combined totaled **\$2,992,709.56 or 11.91%** of total eligible dollars. This number is down \$201,546.62, which is not unusual considering the reduction in overall spend. However, it is worthy to note that though the dollar spend is down, the proportion of actual spend is slightly up. Below, find an explanation of goals attainment by category of work.

### Construction

Goals for participation are based upon three categories of work: Construction, Professional and Personal Services, and Supplies and Materials. **The goals for construction are 10% Minority and 6% women-owned.** Total dollars spent for construction (including subcontracted dollars) equaled \$9,318,775.76 with \$1,826,973.64 spent with minority firms and \$543,284.25 spent with women-owned firms in 2013. The City of Greenville exceeded its goal for MBE participation in construction with a goal attainment of **19.61%**. The total number of dollars spent on construction decreased by approximately 31% or \$4M from 2012, which is more in line with 2011 construction costs. This decrease in spend is likely due to the pent up demand for construction slowing after the boon of 2012. Though overall costs were down, the dollar amount spent with MBE's remained around \$2M with the percentage actually increasing due to the overall spend decreasing. MBE firms winning prime contracts for public works and new Housing Division projects can account for the consistency in revenue to MBE firms. The City also met its goal for WBE participation at **5.83%**. This percentage is down from 2012 numbers but consistent with spend in 2011. The end of a substantial City construction project awarded to a WBE prime can likely account for the return to 2011 numbers.

### Professional and Personal Services

The goals for Professional and Personal Services include those contracts pertaining to architectural and engineering services as well as janitorial and lawn maintenance amongst a host of other service contracts. **The goals for services equal 4% minority and 4% women-owned.** In fiscal year 2013, the total dollars spent on services equaled \$6,047,846.58. This number is less than .5 million difference from what was spent in fiscal year 2012. Due to the inclusion of all firms known to be minority or woman-owned, utilization numbers approached goal for the first time since 2010. The City achieved **3.05%** (\$184,502.07) spend with MBE firms and **2.36%** (\$142,432.53) spend with WBE firms. The City had significant MBE spend in the general services categories including lawn maintenance, janitorial services, and the addition of a new MBE bus washing vendor. However, the utilization of a MBE consulting service accounted for a large percentage of the new spend. WBE spend also saw significant increases due to the usage of WBE consulting firms, a staffing firm, and lawn maintenance company.

For the last two years, City goals attainment has remained at less than one percent, which did not represent the true state of participation in the services category. Unlike the construction category where there is a greater incentive (due to state legislation) for MWBE firms to become certified, the services category does not present



an incentive for the utilization of certified firms. Certified firms are more likely to be solicited due to identification, which is a key part of equal opportunity. Nevertheless, firms, with so many competing priorities, forego becoming certified without the promise of some advantage. As statute does not require nor does the local policy preclude counting only certified firms, this report provides a more representative view of goals attainment.

## Supplies and Materials

The goals for Supplies and Materials include the purchase of apparatus, supplies, materials, and equipment (ASME). **The goals for Supplies and Materials equal 2% minority and 2% women-owned.** The total dollars spent equaled \$9,755,636.40 with \$219,294.02 spent with minority firms and \$76,223.06 spent with women-owned firms. Total ASME spend increased approximately \$1M from 2012 though still \$1M shy of 2010 spend. The City exceeded the MBE goal with an attainment of **2.25%** in the MBE category. Exceeding MBE goal is a great accomplishment as supplies and materials is one of the toughest categories to increase participation. Nevertheless, due to the inclusion of all known firms regardless of certification (allowable by statute) and aggressive outreach efforts, the City has met and exceeded its goal. MBE spend saw dramatic increases mainly due to continued use of a MBE asphalt supplier, a vehicle replacement fund purchase from a MBE supplier, and a new MBE fuel supplier – the direct result of aggressive outreach efforts within and outside of the Greenville market. Though still below goal, at **.78%** goal attainment, the WBE spend more than doubled due to the inclusion of known WBE firms without regard to certification.



## MWBE Hall of Fame

Certified Minority and Women-Owned Firms  
Doing Business with the City of Greenville

Air Mania

Arrow Exterminators

Brickworks

Brydge and Lee

Burney & Burney Construction

Butler Power & Lighting

Capital Air Filters

Carolina Earth Movers

Clean Touch Pressure Washing

Copymatic/United Cerebral Palsy

Corum Signs

Custom Overhead Doors

Forms and Supply

Garris Grading & Paving

Greater Diversity News

H2O Technologies

Hine Sitework

J&D Paint and Drywall



KV Contractors  
Lanier Construction  
L.R. Griffin & Associates  
Modular Solutions  
Moffat Pipe  
New Era Technologies  
New East Recycling & Container  
NWN Corporation  
PGProduction  
Progressive Business Solutions  
Triangle Concrete & Contract  
Unshakable Builders  
Ward Consulting  
Watson Electrical Construction Co.  
Waybaytay Holdings  
Wetherill Engineering  
Williams Fire Sprinkler Co.



## Engage. Inform. Empower. Outreach Activities 2013

The MWBE Office performs a variety of functions to fulfill its mission of providing equal opportunity. One of its primary functions is to prepare a steady pipeline of MWBE firms who are ready and willing to do business with the City while maintaining positive relationships with firms currently involved in public contracting.

Collectively, these efforts, known as 'Outreach,' introduce government contracting as a viable business option and provide pathways to contracting opportunities. Education is a vital part of this engagement. Business owners are informed on the processes associated with doing business with government and an array of other small business helps to better prepare them when opportunities arise.

During the year, the MWBE Coordinator reaches out to diverse networks via outreach events, conferences, and workshops throughout the state. The Program also hosts two signature events each year as a welcome mat to engage with our local market. As awareness of diversity and its significant economic value has increased, the MWBE Coordinator has also stepped into the role of diversity advisor, sitting on various boards and committees to provide the diverse business perspective. In conjunction with this role, the Coordinator has served as presenter and instructor, teaching on MWBE principles and best practices.

Following is a synopsis of the services delivered as a part of MWBE outreach.

### MED Week 2012: September 24-28

For the third year in a row, the City of Greenville celebrated Minority Enterprise Development (MED) Week--a national celebration replicated on the state and local levels to honor the economic contributions of our MWBE community. During the week of September 24-28, the City of Greenville held its



Juvencio Peralta(l) of AMERICAN and Jose Hernandez(r) of Aflac network during Kick-Off Reception

### Minority Enterprise Development (MED) Week Celebration 2012

September 24<sup>th</sup> – 28<sup>th</sup>

*You Are Invited!*

#### Highlights

- Kick-Off Reception  
September 24
- “Follow Me” Tuesday –  
A Social Media Event  
September 25
- MWBE Information Session:  
Doing Business with the City  
September 26
- Celebration & Awards Luncheon  
September 27
- “The Diversity Marketplace”  
September 28





celebration, including a Kick-Off Reception with business owners and community leaders, a social media campaign, and the annual How to Do Business with Government workshop. The week was anchored by the Celebration & Awards luncheon held at the St. James UM Church. At the luncheon, each business owner received a token of appreciation and one special winner, Angela Garris of Garris Grading & Paving, was given the MWBE Excellence Award for her delivery of excellent service to the Greenville Community. The keynote for the event was Dr. Rick Niswander of East Carolina University who spoke to the substantial economic impact of diverse firms on our local economy.

MED Week ended with a grand finale - a second run of our Diversity Marketplace initiative. An online coupon booklet comprised of discounts from participating MWBE firms, the Marketplace was an opportunity to promote our growing MWBE community. Patrons had the opportunity to utilize promotions for discounts of up to 20%, beginning in September through the busy holiday season, ending December 31<sup>st</sup>.

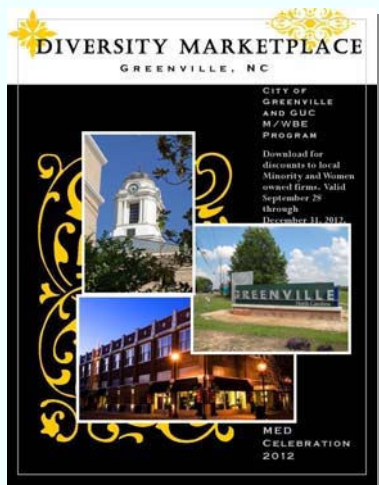


Anna Belousova(l) of East Carolina Publishing and Lakeisha Ross(r) of InLineAdz network at Kick-Off Reception



Keynote, Dr. Rick Niswander, Vice Chancellor for Administration and Finance, East Carolina University

## The Diversity Marketplace





# Participating Firms



Cards for a Cause Fundraisers



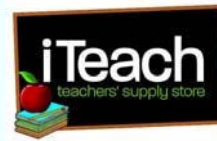
WEDDING POINTE  
Invitations, Favors & Accessories



The closet consignment boutique



PROJECT NASHA



## 2012 Sponsors





## Small Business Lunch & Learn - What Every Business Owner Needs to Know About Taxes & Workers Comp October 22, 2012

With the number of helps and incentives for small business owners available through constantly changing laws, it is imperative that owners stay up to date and take advantage. The City of Greenville/GUC MWBE Program in conjunction with the NC Institute of Minority Economic Development (NCIMED) presented a tax workshop to cover some of the latest changes in tax law. Attendees were able to hear firsthand about the Work Opportunity Tax Credit for employers who hire employees from targeted groups such as veterans or underserved youth. They also learned the ins and outs of sales and use taxation, new small business deductions, and obligations under new workers compensation insurance regulations.



### PRESENTERS

- ▲ NC DEPARTMENT OF REVENUE  
*Jeremy Coble,  
Revenue Office of Outreach & Education*
- ▲ NC DEPARTMENT OF COMMERCE  
*Virginia Terrell,  
Work Opportunity Tax Credit Coordinator  
Division of Workforce Solutions*
- ▲ NC INDUSTRIAL COMMISSION  
*Melanie Goodwin  
Deputy Commissioner*

**SAVE THE DATE** **Protect your Business** **STOP** **Avoid the Mishaps !!!**

*What every Business Owner needs to know about Taxes and Workers' Compensation Insurance*

---

**Did you Know....**

- The state of North Carolina can "wake your fees and profits" if you are a small business owner that has over due tax es?
- You can receive a Federal Work Opportunity Tax Credit for hiring individuals from certain targeted groups?
- North Carolina law requires that all businesses with three or more employees obtain workers' compensation insurance or qualify as self-insured employers

**SEMINAR SERIES THROUGHOUT NORTH CAROLINA**

*Cost: \$10.00 | Refreshments will be Served*

WAKE TECH NORTHERN CAMPUS, RALEIGH, NC  
10-8-2012 | 5:30 PM - 7:30 PM

FAYETTEVILLE TECH CENTER FOR BUSINESS & INDUSTRY, FAYETTEVILLE, NC  
10-18-2012 | 5:30 PM - 7:30 PM

CORNERSTONE BAPTIST CHURCH, GREENVILLE, NC  
10-22-2012 | 11:30 AM - 1:30 PM

BENNETT COLLEGE GLOBAL LEARNING CENTER, GREENSBORO, NC  
10-25-2012 | 5:30 PM - 7:30 PM

JOHNSTON C. SMITH UNIVERSITY, CHARLOTTE, NC  
11-1-2012 | 5:30 PM - 7:30 PM

NC Department of Revenue, NC Industrial Commission, Department of Commerce Division of Workforce Solutions

For more information contact: iman'n'lah Rasheed | 919-956-8889 | irasheed@ncimed.com  
Register Online: [www.ncimed.com](http://www.ncimed.com) or Toll Free 1-877-500-6232

## Meet 'n' Greet with AMEXICAN November 9, 2012



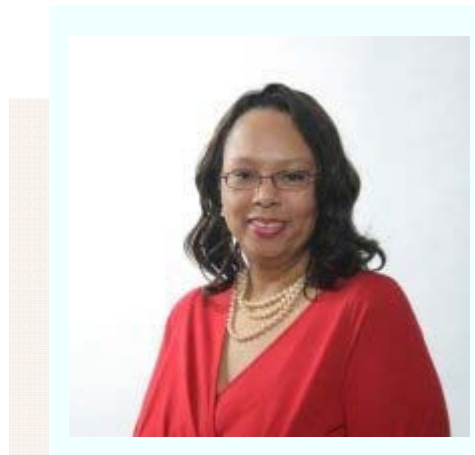
The MWBE program engages in a number of activities to reach out to Greenville's diverse business network. The Coordinator conducted a Meet 'n' Greet with the nonprofit organization AMEXICAN to introduce the viability of public contracting. AMEXICAN consists mainly of people from Mexican and Latin American descent who work to foster the appreciation, understanding, and prosperity of the Mexican and Latino community through culture, leadership, health, and education.



## Mix 'n' Meet April 17, 2013

After a long winter, spring is the perfect time to start hitting the pavement and promoting a business. Government is a great place to start! The annual Mix-n-Meet, held on April 17<sup>th</sup> from 8:30am-11:30am at Greenville City Hall, was the perfect opportunity for businesses to showcase their products and services to buyers from the City of Greenville and Greenville Utilities Commission. Designed as a "reverse trade show," businesses were able to give their best sales pitch to department/division heads and those directly involved in the purchasing process. Specialized vendors such as those in the construction or professional services fields were able to sign up for one-on-one matchmaking sessions with project managers.

Prior to the event, business owners were offered the opportunity to hone their pitch in our Mix-n-Meet Coaching Session. Purchasing Manager, Angelene Brinkley, provided an overview of how to do business with government. Marketing guru Mary Patterson helped each business owner identify their target audience and develop a pitch that would produce the desired results.



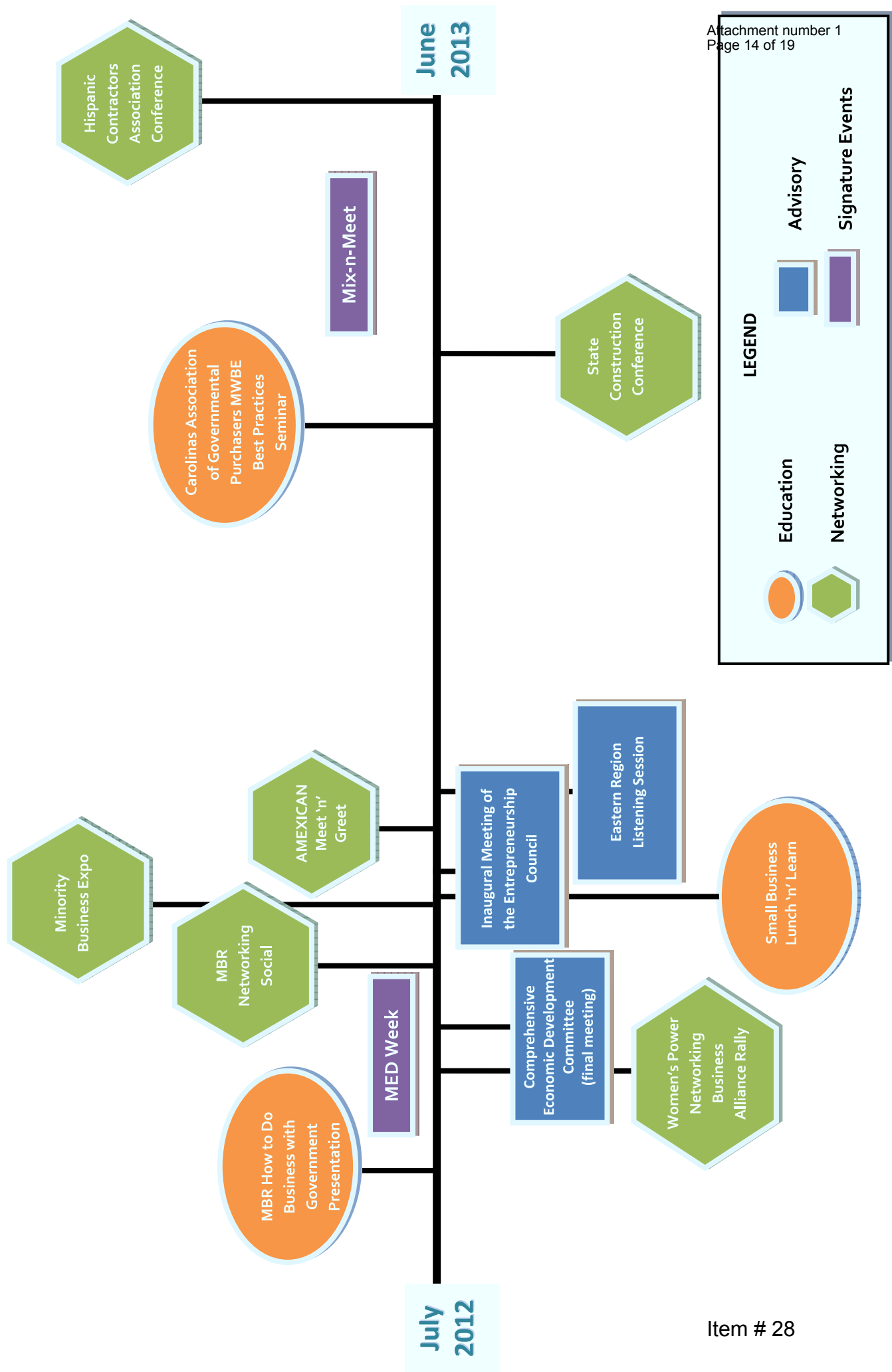
Marketing xpert and Coach, Mary Patterson

*Thank you for such a first-class event. It is a pleasure working with the City of Greenville and the many personnel that we came in contact with today. We look forward to growing our relationship and providing outstanding service....Kennedy Office Supply.*

**Mix-n-Meet Stats:**

- 22 Vendors participated in the event
- 10 Vendors participated in the trade show
- 12 Vendors participated in the matchmaking

# 2013 Outreach Activities: Year in Review



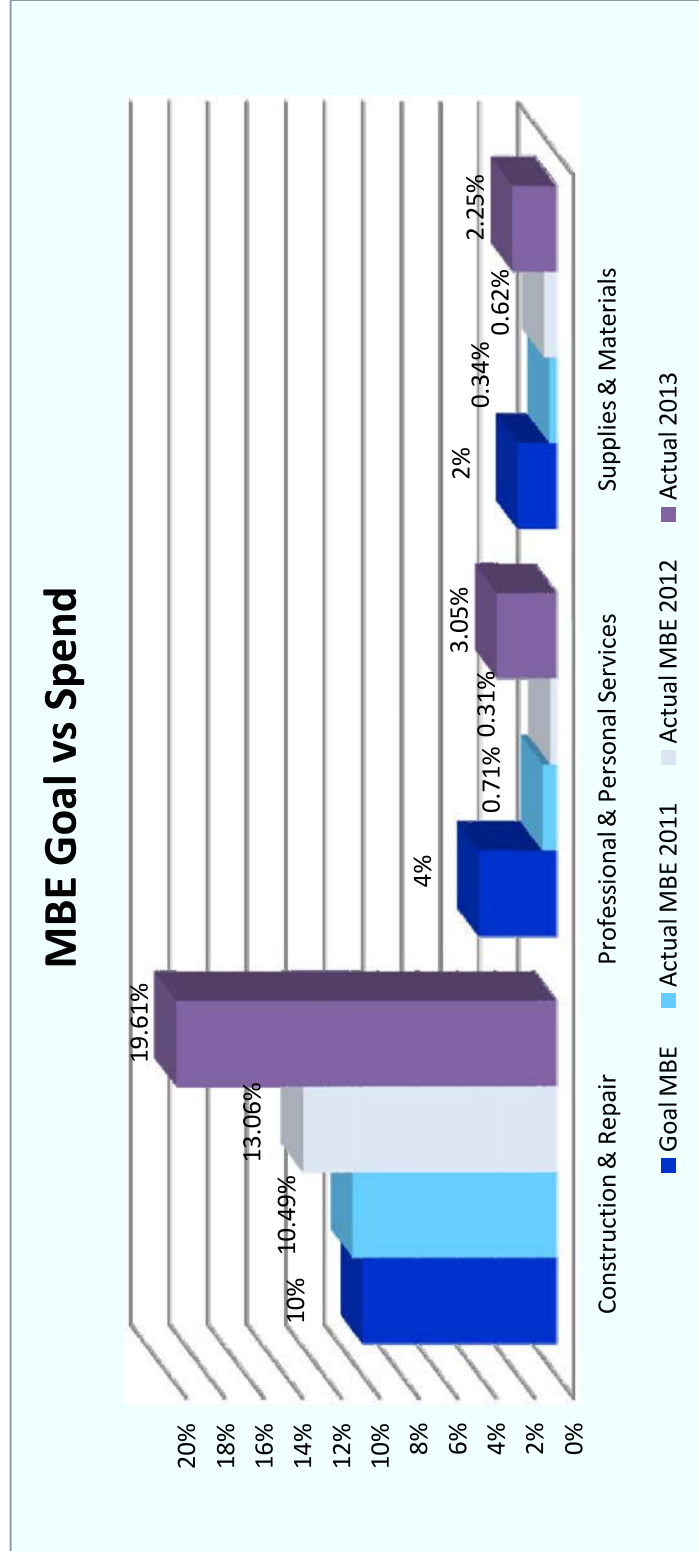


# Appendices

# MWBE Participation 2013

**SUMMARY**

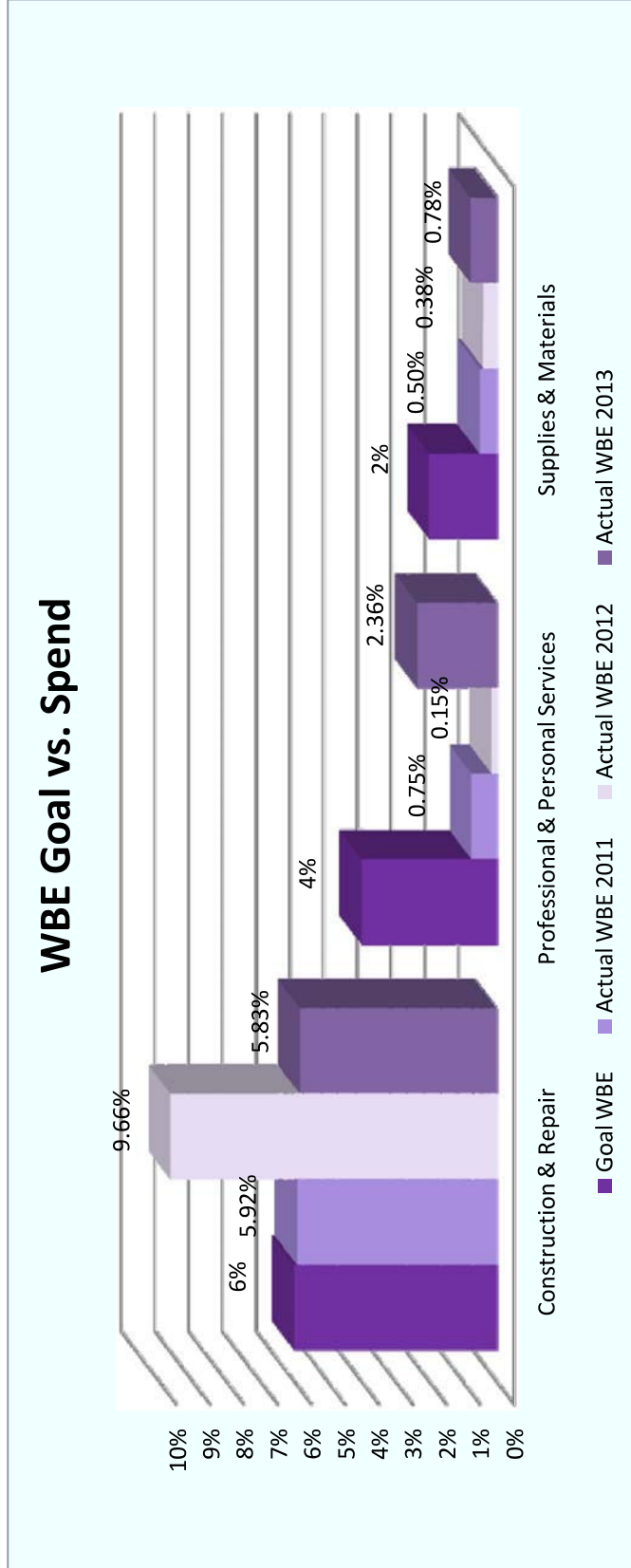
	Goal MBE	Actual	Actual	Actual	Goal WBE	Actual	Actual	Actual
		MBE 2011	MBE 2012	MBE 2013	WBE 2011	WBE 2012	WBE 2012	WBE 2012
Construction & Repair	10%	10.49%	13.06%	19.61%	6%	5.92%	9.66%	5.83%
Professional & Personal Services	4%	0.71%	0.31%	3.05%	4%	0.75%	0.15%	2.36%
Supplies & Materials	2%	0.34%	0.62%	2.25%	2%	0.50%	0.38%	0.78%



# MWBE Participation 2013

**SUMMARY**

	Goal MBE	Actual			Goal WBE	Actual		
		MBE 2011	MBE 2012	MBE 2013		WBE 2011	WBE 2012	WBE 2013
Construction & Repair	10%	10.49%	13.06%	19.61%	6%	5.92%	9.66%	5.83%
Professional & Personal Services	4%	0.71%	0.31%	3.05%	4%	0.75%	0.15%	2.36%
Supplies & Materials	2%	0.34%	0.62%	2.25%	2%	0.50%	0.38%	0.78%





# MWBE Participation 2013

**Participation as a Percentage of Eligible Dollars**

	<b>Eligible Dollars</b>	<b>Minority</b>	<b>%</b>	<b>Women</b>	<b>%</b>
Construction & Repair	\$9,318,775.76	\$1,826,973.64	19.61%	\$543,284.25	5.83%
Professional & Personal Services	\$6,047,846.58	\$184,502.07	3.05%	\$142,432.53	2.36%
Supplies & Materials	\$9,755,636.40	\$219,294.02	2.25%	\$76,223.06	0.78%
<b>Total</b>	<b>\$25,122,258.74</b>	<b>\$2,230,769.73</b>	<b>8.88%</b>	<b>\$761,939.84</b>	<b>3.03%</b>
		<b>M/WBE Total</b>	<b>11.91%</b>	<b>\$2,992,709.56</b>	

# Trend Analysis 2012 vs. 2013

## ASME

Total Spend 2012	% Change	Total Spend 2013
\$8,642,631.19	12.88%	\$9,755,636.40

Minority 2012	% Change	Minority 2013
\$53,546.80	309.54%	\$219,294.02
0.62%		2.25%

% Female 2012	% Change	% Female 2013
\$33,205.21	129.55%	\$76,223.06
0.38%		0.78%

## SERVICE

Total Spend 2012	% Change	Total Spend 2013
\$6,468,022.78	6.50%	\$6,047,846.58

Minority 2012	% Change	Minority 2013
\$19,858.31	829.09%	184,502.07
0.31%		3.05%

% Female 2012	% Change	% Female 2013
\$9,961.69	1329.80%	\$142,432.53
0.15%		2.36%

## CONSTRUCTION

Total Spend 2012	% Change	Total Spend 2013
\$13,541,372.48	31.18%	\$9,318,775.76

Minority 2012	% Change	Minority 2013
\$1,769,011.15	3.28%	\$1,826,973.64
13.06%		19.61%

% Female 2012	% Change	% Female 2013
\$1,308,673.02	58.49%	\$543,284.25
9.66%		5.83%



**MWBE**

MINORITY AND WOMEN  
BUSINESS ENTERPRISE

**FY 2014  
Annual Report**

City of Greenville, NC

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Bernita Demery, Director of Financial Services  
Angelene Brinkley, Purchasing Manager  
Denisha Harris, MWBE Coordinator  
201 West Fifth Street  
T: 252.329.4862  
E: [dharris@greenvillenc.gov](mailto:dharris@greenvillenc.gov)

## Executive Summary

Expenses for the City of Greenville were roughly \$23M for fiscal year ended 2014, approximately \$2M less than the 2013 fiscal year. This overall decrease is the result of up and down spending in all categories of work (i.e.: construction, services, and supplies and materials). Construction spend is down considerably – a decrease from \$9.3M to approximately \$5M. This almost 50% decrease is likely due to the completion of large scale projects and the transition in focus to more lower cost maintenance and repair work. Services expenses continue to remain relatively flat, oscillating by less than a half-million since fiscal year 2012. While fiscal year 2013 saw a decrease, 2014 saw an increase in spend to approximately \$6.5M. Supplies and materials spend has increased by at least one million each year since fiscal year 2012. Fiscal year 2014 expenses increased by almost \$2M or 18% to \$11.6M. The increase can be largely attributed to purchases of vehicles and equipment via the Vehicle Replacement Fund and is more in line with fiscal year 2010 spend.

The steady decline in construction spend could presumably affect the level of MWBE participation. Nevertheless, MBE participation remains strong at **10.67%**, surpassing the goal of 10%. MBE participation for construction has met or exceeded goal for the past five fiscal years since data has been captured. WBE participation is below goal (6%) with an attainment of **2.09%**. This percentage participation is in line with fiscal year 2010 numbers, also around 2%. Fiscal years 2014 and 2010 are the only fiscal years where goal was not attained and can be directly attributed to the level of subcontracting opportunities available. As mentioned in previous analyses, fewer WBE primes in the Greenville target market make it more difficult to reach goal. WBE firms have traditionally flourished in the subcontracting market where the contracts are of a lower dollar amount. The transition in focus to more maintenance and repair work for 2014 led to fewer subcontracting opportunities (as most primes completed work with their own forces) and, therefore, less WBE participation. MWBE participation in the services category decreased slightly from the previous fiscal year but is still improved over fiscal years 2010, 2011, and 2012 where attainment was 1% or less. MBE participation is currently **2.35%** and WBE participation is **2.02%** whereas the goal for both MBE and WBE is 4%. The goal for MWBE participation for supplies and materials is 2% for both MBE and WBE. MBE participation is up slightly from 2013 at **2.46%**. WBE participation is up tremendously from .78% in 2013 to **6.89%** in 2014. This substantial increase can be directly attributed to the purchase of vehicles and equipment from a WBE firm.

Outreach programs and activities continue to grow and evolve to meet the needs of the MWBE community. New partners have come onboard to increase exposure and more opportunities are available for firms to have direct access to City and GUC buyers and project managers. The MWBE Office's two signature events – MED Week and Mix-n-Meet – are hitting their stride. At these events, City buyers are able to build relationships with firms willing to do business while MWBE firms are educated on how to effectively market themselves to a governmental agency. MWBE has also expanded its efforts to increase the engagement of local firms as per the newly implemented local preference policy. Responsible for the certification of Eligible Local Bidders, the MWBE Office seeks to encourage the participation of these firms as seen by their involvement in the Annual Mix-n-Meet. Resulting herein is the fiscal year **2013-2014 Annual Report**—an overview of the previous years' activities and utilization outcomes for the City of Greenville.

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## Goals

The MWBE Program has voluntary goals in each category of work: construction, purchasing, and professional and personal services.

## Definition of MWBE (Minority and Women Business Enterprise)

A MWBE is one that is at least fifty-one (51) percent owned and controlled by ethnic minorities, women, disabled, or disadvantaged. An MBE/WBE is bona fide only if the MWBE ownership interests are real and continuing and not created solely to meet the MBE/WBE requirement. In addition, the MBE/WBE must perform satisfactory work or services or provide supplies under the contract and not act as a mere conduit.

## City of Greenville/GUC Goals

	CITY		GUC	
	MBE	WBE	MBE	WBE
<b>Construction</b>	10%	6%	7%	4%
<b>Professional &amp; Personal Services</b>	4%	4%	2%	2%
<b>Supplies &amp; Materials</b>	2%	2%	1.5%	1.5%

# Participation Results FY 2014

As of June 30, 2014, the City of Greenville expensed a total of **\$23M** in procurement and contracting. This number includes all eligible dollars (transactions such as salary and travel were excluded). This number is down **8.42%** or **\$2.1M** from the 2013 fiscal year due, primarily, to the decrease in construction dollars spent. Services spend remained relatively flat while supplies and materials spend increased by approximately \$2M over last year. Participation for MBE and WBE's combined totaled **8.68%** or **\$1,997,414.60** of total eligible dollars. This percentage hits the midpoint for MWBE participation over the past five years and is the norm for the total dollars expensed. Below, find an explanation of goals attainment by category of work.

## Construction

Goals for participation are based upon three categories of work: Construction, Professional and Personal Services, and Supplies and Materials. **The goals for construction are 10% Minority and 6% women-owned.** Total dollars spent for construction (including subcontracted dollars) equaled \$4,961,992.80 with \$529,427.07 spent with minority firms and \$103,785.57 spent with women-owned firms in 2014. The City of Greenville surpassed its goal for MBE participation in construction with a goal attainment of **10.67%**. The City's WBE participation was unable to reach goal, achieving **2.09%**. The total number of dollars spent on construction decreased by approximately 47% or \$4M from 2013. Construction costs have decreased by approximately \$4M for each of the last two fiscal years. This decrease in spend is likely due to a transition in focus to maintenance and repair over major construction projects. As a result of the downward trend in dollars spent, both MBE and WBE participation have decreased with MBE participation still able to exceed goal and WBE participation below goal for the first time since fiscal year 2010. A reduction in WBE spend is most frequently attributed to fewer subcontracting opportunities as WBE firms in the Greenville market are historically subcontractors. With lower dollar maintenance and repair contracts, most primes self-perform and have no need for subcontractors.

## Professional and Personal Services

The goals for Professional and Personal Services include those contracts pertaining to architectural and engineering services as well as janitorial and lawn maintenance amongst a host of other service contracts. **The goals for services equal 4% minority and 4% women-owned.** In fiscal year 2014, the total dollars spent on services equaled \$6,488,452.69. This number is less than a .5 million difference from what was spent in fiscal year 2013. Dollars spent with MBE firms equaled \$152,706.16 whereas WBE spend equaled \$131,049.79. Both MBE and WBE participation are down slightly (less than one percent) at **2.35%** and **2.02%**, respectively. There continues to be strong MBE participation in the general services category, including janitorial and lawn maintenance services. However, new spend is generating in the contracted services line items with the usage of entertainment and production companies. WBE participation remains relatively flat in spend though new firms are being introduced. One newly certified landscape firm received over 1/3 of the WBE spend in this category.

## Supplies and Materials

The goals for Supplies and Materials include the purchase of apparatus, supplies, materials, and equipment (ASME). **The goals for Supplies and Materials equal 2% minority and 2% women-owned.** The total dollars spent equaled \$11,556,042.15 with \$284,508.27 spent with minority firms and \$795,937.74 spent with women-owned firms. Total ASME spend increased approximately \$1.8M or 18.45% from 2013. At \$11.6M, total spend

for 2014 is the highest in the five years of reporting. Several factors likely contributed to this increase in total dollars spent; however, there was a notable increase in dollars spent via the Vehicle Replacement Fund from 2013 to 2014 (approximately \$1M).

The City exceeded both its MBE and WBE goals for ASME. MBE participation reached **2.46%**, slightly above the 2.25% participation reached in 2013. Continued utilization of minority vehicle and equipment maintenance and repair vendors, a minority asphalt supplier, and technology dealer has sustained participation. WBE participation reached an astounding **6.89%** - meeting and surpassing goal for the first time since records have been kept. The purchase of a Fire/Rescue ambulance at over \$.5M contributed greatly to the WBE spend. All gains in this category of work are noteworthy as ASME has historically been the toughest category of work to achieve goal.



## MWBE Hall of Fame

Certified Minority and Women-Owned Firms  
Doing Business with the City of Greenville

Air Mania

Burney & Burney Construction

Butler Power & Lighting

Capital Air Filters

Carolina Earth Movers

CL Waters

Copymatic/United Cerebral Palsy

Custom Overhead Doors

DBS Construction

John Davenport Engineering

Forms and Supply

Garris Grading & Paving

Greater Diversity News

KV Contractors

L.R. Griffin & Associates

Mayer Electric

Modular Solutions

Mulkey Engineers

NWN Corporation

Progressive Business Solutions

SDF Professional Computers

Unshakable Builders

Watson Electrical Construction Co.

Waybaytay Holdings

WB Denton

Wetherill Engineering

Williams Fire Sprinkler Co.

## Engagement Activities 2013-2014

The MWBE Office performs a variety of functions to fulfill its mission of providing equal opportunity. One of its primary functions is to prepare a steady pipeline of MWBE firms who are ready and willing to do business with the City while maintaining positive relationships with firms currently involved in public contracting. These engagement activities introduce government contracting as a viable business option and provide pathways to contracting opportunities.

During the year, the MWBE Coordinator reaches out to diverse networks via outreach events, conferences, and workshops throughout the state. The Program also hosts two signature events each year as a welcome mat to engage with our local market. As awareness of diversity and its significant economic value has increased, the MWBE Coordinator has also stepped into the role of diversity advisor, sitting on various boards and committees to provide the diverse business perspective. In conjunction with this role, the Coordinator has served as presenter and instructor, teaching on MWBE principles and best practices.

Following is a synopsis of the services delivered as a part of MWBE Engagement.

### Greenville MED Week 2013: September 16-20

2013 marked the fourth year of celebration for the city's Annual Minority Enterprise Development (MED) Week. A time to recognize the significant contributions of our minority and woman-owned business community, MED week serves as a much deserved appreciation from the City to the growing MWBE business community within our municipality and beyond. The national celebration adopted by locales across the country is an event that combines information and resources with promotion and exposure for MWBE's.



Sept 19 – Awards Luncheon held at Cornerstone Family Life Center

**MED Week 2013**  
**Schedule of Events**  
**Sept 16 – Proclamation Released**  
**Sept 17 – “Follow Me” Tuesday**  
**Sept 18 – How to Do Business with Government Workshop**  
**Sept 19 – Awards Luncheon**  
**Sept 20 – City Crawl**

The celebration began with a **Proclamation** released by the Mayor on Monday followed by a **“Follow Me”** social media campaign on Tuesday. All day, tweets and posts about the economic contributions of minority and women owned firms were liked and shared to heighten awareness and generate conversation. The City provided its **How to do Business with Government** workshop on Wednesday to inform business owners on how to enter the government market. The week was capped off by an **Awards Luncheon** at the Cornerstone Family Life Center where keynote speaker, Joshua Burney of Joshua's Wholesale, shared his inspiring story of young entrepreneurship.



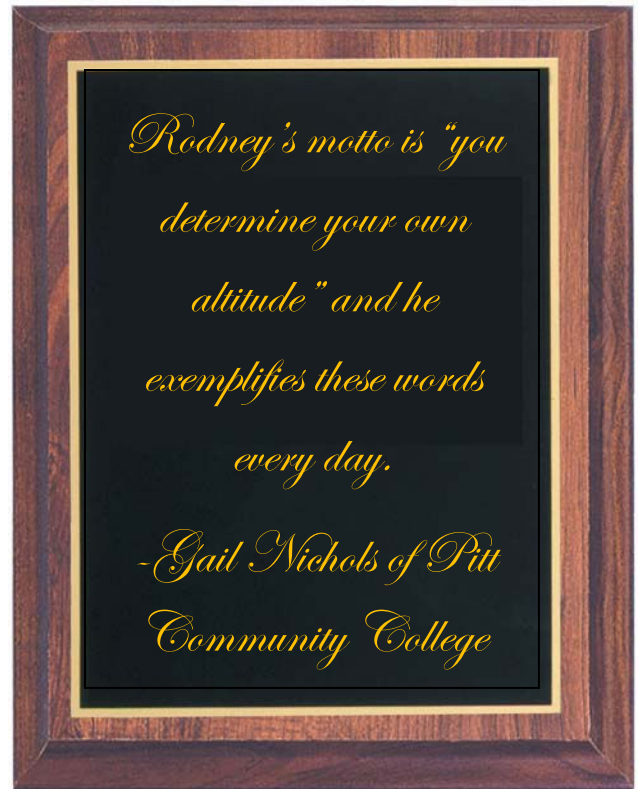
Keynote Speaker Joshua Burney of Joshua's Wholesale

The City was pleased to recognize **Rodney Bullock of Altitude Academy of Barbering** as the **"Standing on the Shoulders of Giants" Award** winner for his trailblazing work in advancing entrepreneurship and community development. Dennis English, Director of the NC Office for Historically Underutilized Businesses, presented the award on behalf of the City.



From left to right – Dennis English, Rodney Bullock, Mayor Allen Thomas, Denisha Harris

*The Standing on the Shoulders of Giants Award is bestowed upon the individual, organization, or group that has blazed the trail for minority and women entrepreneurship in Greenville, NC. The recipient for this award has provided leadership and demonstrable commitment to the advancement and growth of minority and women entrepreneurship by advocacy and/or example.*



Part two of the celebration continued on Friday with the **City Crawl**. A MWBE treasure hunt for locally owned diverse businesses, the City Crawl is an opportunity for city goers to patronize minority and women owned firms providing deals and discounts in celebration of MED Week. Typical establishments to participate are brick and mortar spas, boutiques, beauty bars, retail shops and restaurants. Whether using a suggested itinerary or following your heart's desire, the City Crawl is a fun-filled treasure hunt of the best of what Greenville has to offer.



The night was capped off by a networking social sponsored by **Substantial Magazine and NC Civil**. The Professional Meet Up was a relaxing opportunity for minority professionals to engage and network.

# Participating Firms



## 2013 Sponsors



## Mix-n-Meet April 16, 2014

One of the number one challenges for MWBE firms who seek to do business with government is access to government buyers and purchasers. Without knowledge of the right individuals to talk to or the appropriate understanding of public contracting, doing business in the public sphere can be intimidating at best. **The annual Mix-n-Meet Business Opportunity Fair and Matchmaking solves this difficulty by providing a one-stop opportunity to market products and services directly to buyers and to project managers.**

The Mix-n-Meet was held on Wednesday, April 16<sup>th</sup> from 9:00pm-12:00pm in the East Wing of City Hall. Businesses registered for the Vendor Fair to market to all employees or more specialized vendors registered for the Matchmaking Session to talk one-on-one with appropriate buyers. Employees in attendance included Department/Division Heads, Project Managers, and Administrators.

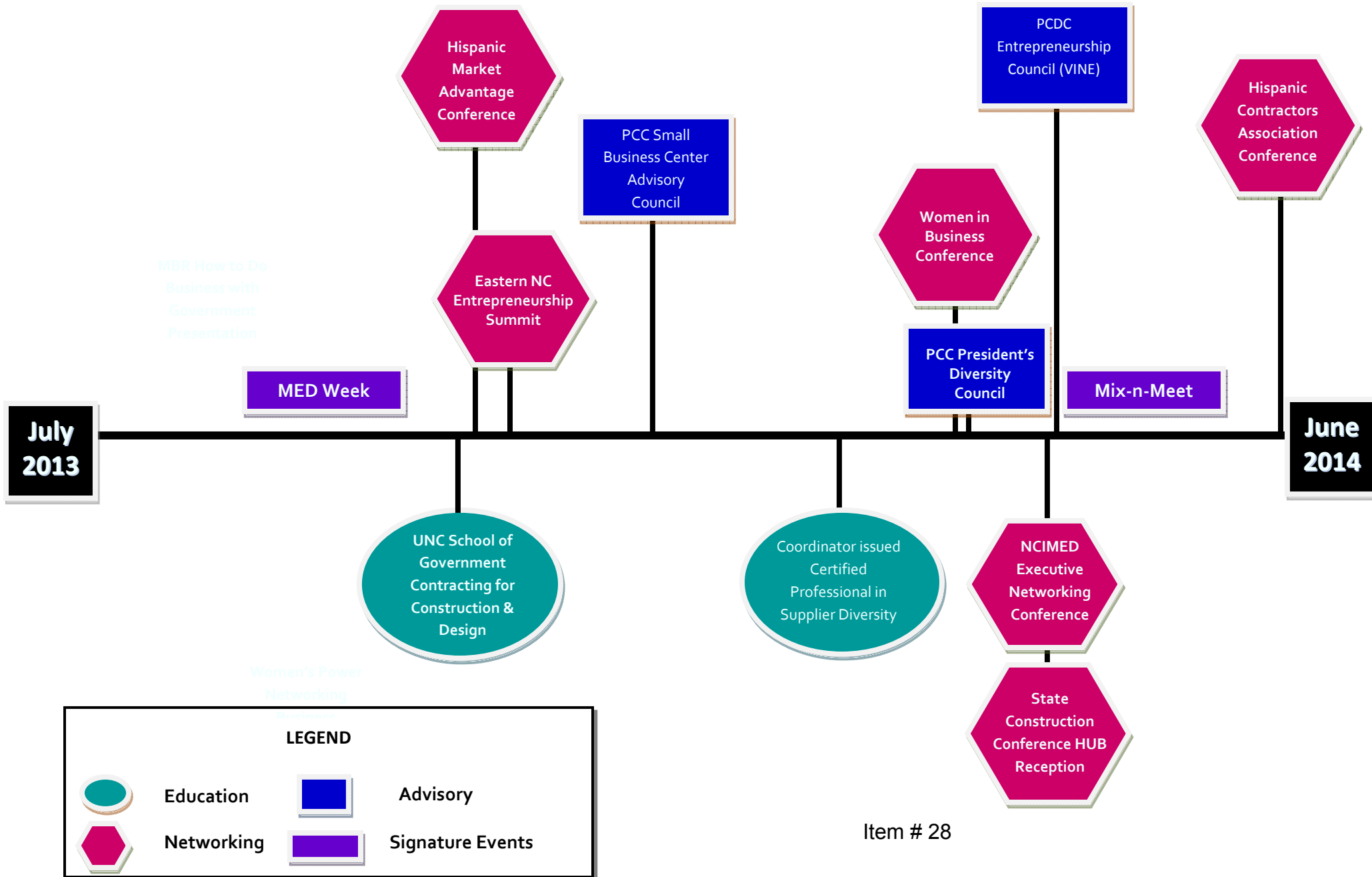
### MIX-N-MEET STATS

- ▲ **50** VENDORS REGISTERED FOR THE MIX-N-MEET
- ▲ **18** VENDORS REGISTERED FOR THE BUSINESS OPPORTUNITY FAIR – **63%** INCREASE OVER 2013
- ▲ **36** VENDORS REGISTERED FOR THE MATCHMAKING SESSION – AN **ALMOST 300%** INCREASE OVER 2013
- ▲ OVER **50** GUESTS FROM THE CITY OF GREENVILLE AND GUC ATTENDED THE MIX-N-MEET.

\*A FIRM MAY REGISTER FOR MORE THAN ONE EVENT



# 2014 Engagement Activities: Year in Review



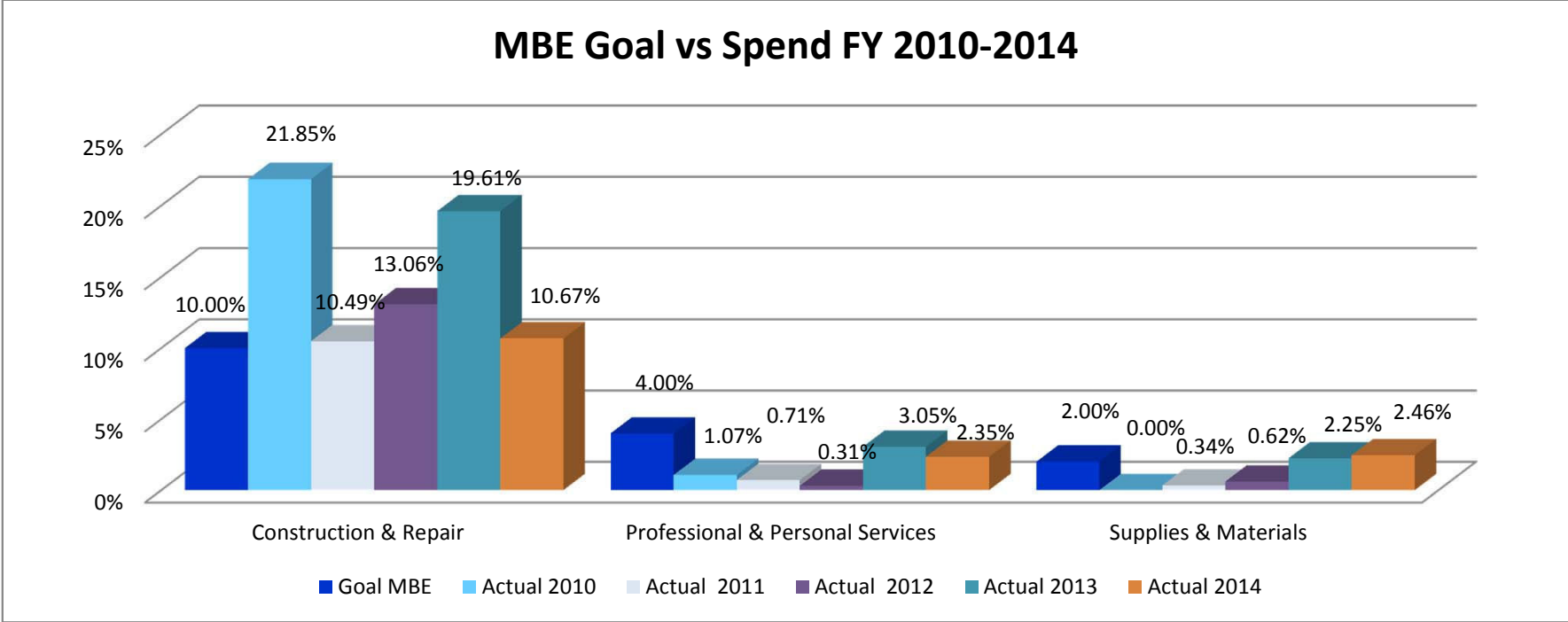
# Appendices



# MWBE Participation 2014

**SUMMARY**

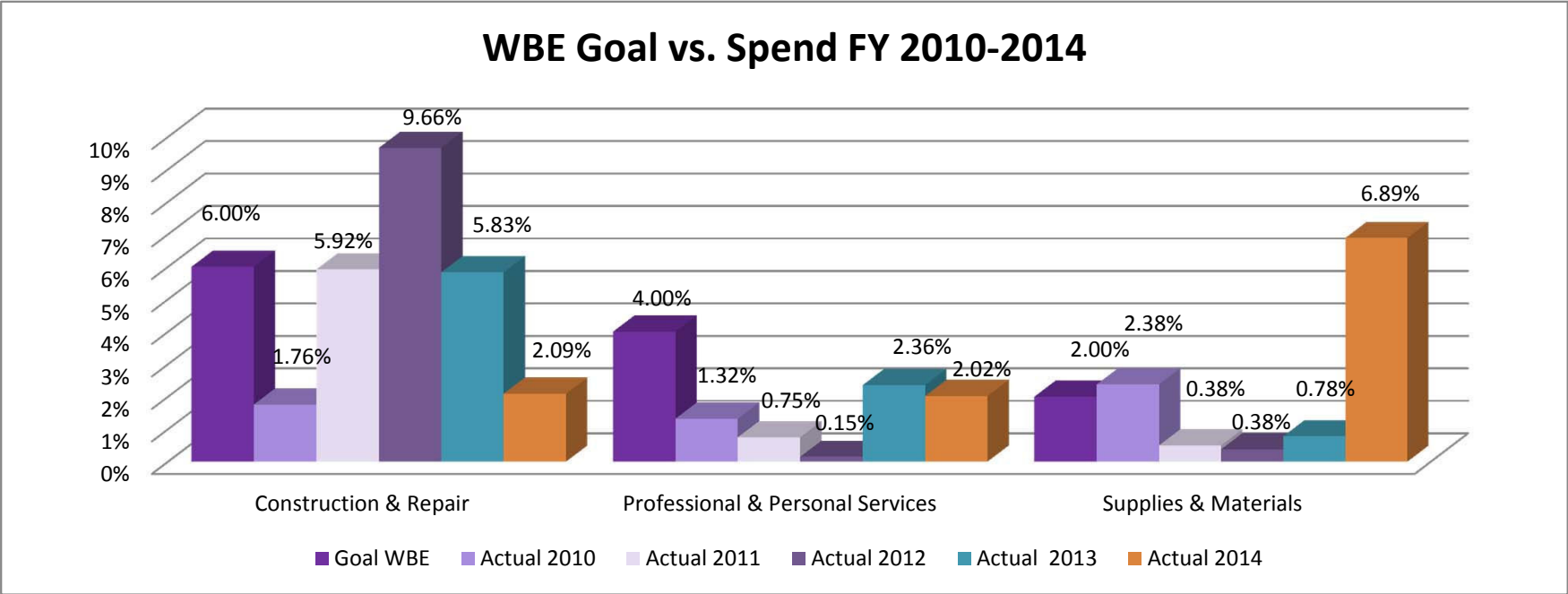
	Goal MBE	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014
Construction & Repair	10%	21.85%	10.49%	13.06%	19.61%	10.67%
Professional & Personal Services	4%	1.07%	0.71%	0.31%	3.05%	2.35%
Supplies & Materials	2%	.01%	0.34%	0.62%	2.25%	2.46%



# MWBE Participation 2014

**SUMMARY**

	Goal WBE	Actual 2010	Actual 2011	Actual 2012	Actual 2013	Actual 2014
<b>Construction &amp; Repair</b>	6%	1.76%	5.92%	9.66%	5.83%	2.09%
<b>Professional &amp; Personal Services</b>	4%	1.32%	0.75%	0.15%	2.36%	2.02%
<b>Supplies &amp; Materials</b>	2%	2.38%	0.50%	0.38%	0.78%	6.89%



# MWBE Participation 2014

## Participation as a Percentage of Eligible Dollars

	Eligible Dollars	Minority	%	Women	%
Construction & Repair	\$4,961,992.80	\$529,427.07	10.67%	\$103,785.57	2.09%
Professional & Personal Services	\$6,488,452.69	\$152,706.16	2.35%	\$131,049.79	2.02%
Supplies & Materials	\$11,556,042.15	\$284,508.27	2.46%	\$795,937.74	6.89%
<b>Total</b>	<b>\$23,006,487.64</b>	<b>\$966,641.50</b>	<b>4.20%</b>	<b>\$1,030,773.10</b>	<b>4.48%</b>
		<b>M/WBE Total</b>	<b>8.68%</b>	<b>\$1,997,414.60</b>	

# Trend Analysis 2013 vs 2014

ASME								
Total Spend 2013	% Change	Total Spend 2014	Minority 2013	% Change	Minority 2014	Female 2013	% Change	Female 2014
\$9,755,936.40	18.45%	11,556,042.15	\$219,294.02	29.74%	284,508.27	\$76,223.06	944.22%	\$795,937.74

SERVICE								
Total Spend 2013	% Change	Total Spend 2014	Minority 2013	% Change	Minority 2014	Female 2013	% Change	Female 2014
\$6,047,846.58	7.29%	\$6,488,452.69	\$184,502.07	-17.23%	\$152,706.16	\$142,432.53	-7.99%	\$131,049.79

CONSTRUCTION								
Total Spend 2013	% Change	Total Spend 2014	Minority 2013	% Change	Minority 2014	Female 2013	% Change	Female 2014
\$9,318,775.76	-46.75%	\$4,961,992.80	\$1,826,973.64	-71.02%	\$529,427.07	\$543,284.25	-80.90%	\$103,785.57

# City of Greenville Minority and Women Business Enterprise (MWBE) Program

**“Putting Our Words to Work...”**



# What is MWBE?

## Minority and Women Business Enterprise

- Joint Program between the City of Greenville & Greenville Utilities.
- Vehicle to promote our policy to provide minorities and women **equal opportunity** in selling their products and services to the City and GUC.



# What is MWBE?: Then & Now

**(1989)**

NC General Statute 143-128 amended to include provision for MWBE participation on building construction projects. City/GUC adopt interim plan.

**(1991)**

City/GUC create M/WBE plan and develop MOA for joint administration. Plan expands GS to include all categories of work. Duties added to existing position.

**(2007)**

New full-time position created, MWBE Coordinator. Moves from plan to program.

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# What is MWBE?: 5 Major Functions

1. Serves as liaison between MWBE firms and buyers. Includes knowledge, access, and resource networks.
2. Responsible for compliance with NC General Statutes and City/GUC Policy. Provides guidance and training on MWBE requirements.
3. Reports MWBE participation to the State of NC, City Council, Utilities Commission, and other interested bodies.
4. Provides business development and technical assistance to MWBE firms.
5. Develops and creates strategic alliances to increase the participation and utilization of MWBE.



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# What is MWBE?: Targeted Groups

How do we define Minority?

- (1) At least 51% of the business is owned and
- (2) The management and daily business operations are controlled by a business owner(s) who is a member of at least one of the groups in subsection (b)

Subsection b

- (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled, (7) Disadvantaged

**\*Must be certified to qualify!**

# What is MWBE?: Equal Opportunity

How do we define Equal Opportunity?

The chance for minorities and women to obtain contracts and procurement opportunities at the same rate as their availability.

*Rate or percentage is determined by comparing the number of available (ready, able, & willing) MWBE firms to the number of total available firms.*

# What is MWBE?: Goals

If the City were to reach its goal in each category of work, the utilization of MWBE firms would **equal** the availability.

	<b>Construction</b>	<b>Services</b>	<b>Supplies &amp; Materials (ASME)</b>
<b>MBE</b> (Minority)	<b>10%</b>	<b>4%</b>	<b>2%</b>
<b>WBE</b> (Woman)	<b>6%</b>	<b>4%</b>	<b>2%</b>



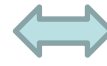

# Why do we have a MWBE Program?

## Value Proposition

- Historically and even into present day, MWBE firms are not utilized in proportion to their availability in the market.
- We value diversity and equal opportunity.
- It's a smart economic decision.
  - Growing firms creates jobs and strengthens overall economic activity.
- It's just good business.
  - When firms compete, tax payers win.





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# 2013 and 2014 Participation Results

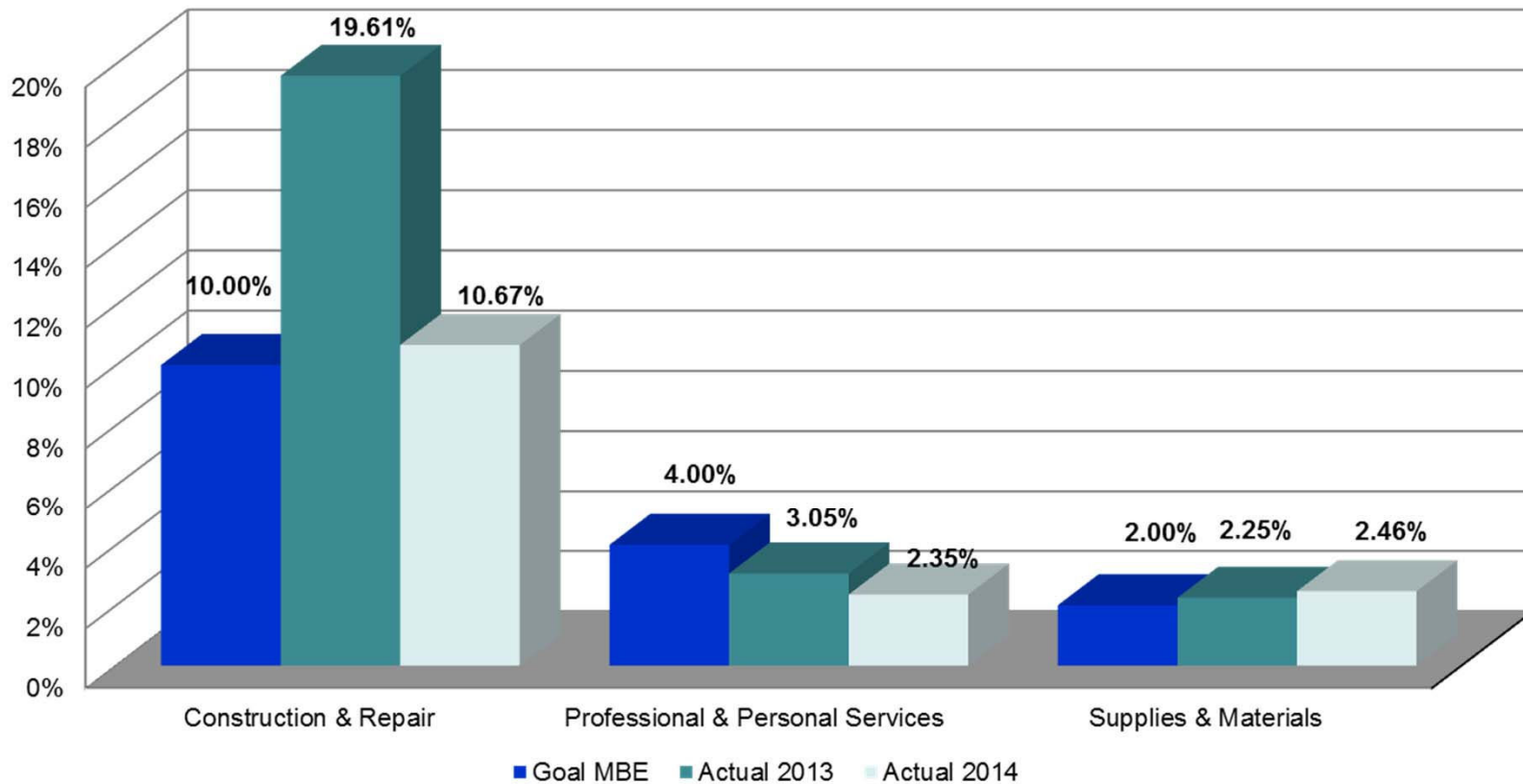
- Total spend \$25.1M in FY 2013
  -  Construction,  ASME,  Services
  - **MWBE spend \$3M or 11.9%**
  -  Overall percentage of minority spend from 2012. **43%** of the certified MWBE firms doing business were new.

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# 2013 and 2014 Participation Results

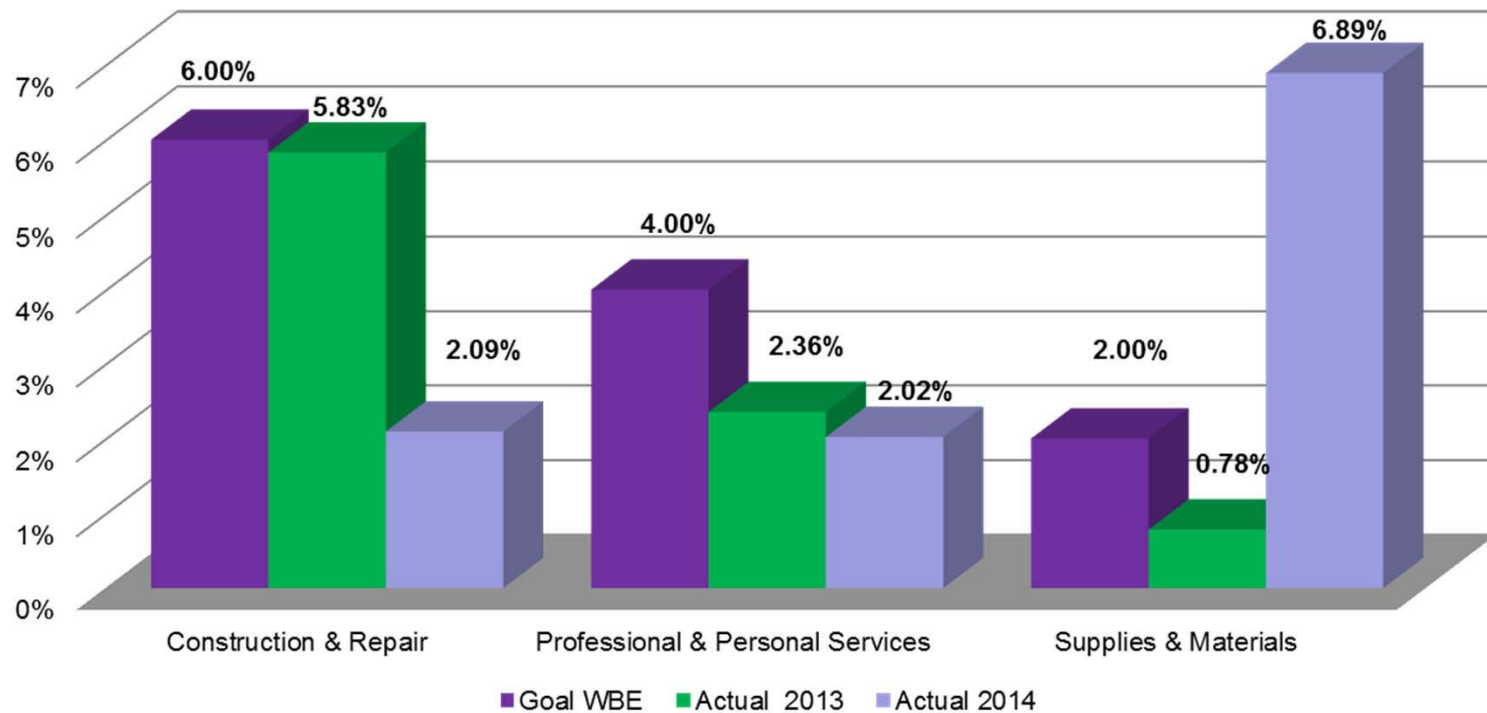
- Total spend \$23M in FY 2014
  - Considerable  in construction,  ASME,  Services
  - **MWBE spend \$2M or 8.7%**
  -  In overall percentage of minority spend from 2013 likely due to decreased spend in category with greatest # of available MWBE firms (construction)

# 2013 and 2014 MBE Goals vs. Actual



*Find yourself in good company*

# 2013 and 2014 WBE Goals vs. Actual



*Find yourself in good company*





Putting Our Words to Work...  
*Signature Event: Mix-n-Meet*

“Thank you,  
City of Greenville and  
Greenville Utilities  
Commission for  
having Appogee at the  
MWBE Mix-n-Meet!”

*Find yourself in good company*

CITY OF GREENVILLE / GUC

# MWBE

MINORITY AND WOMEN BUSINESS ENTERPRISE

**SEPTEMBER 28 - OCTOBER 3**

MINORITY ENTERPRISE DEVELOPMENT WEEK 2015

[MWBE.GREENVILLENC.GOV](http://MWBE.GREENVILLENC.GOV)  
[#MWBE](https://twitter.com/MWBE)



**Greenville**  
NORTH CAROLINA  
*Find yourself in good company*



**MWBE**  
MINORITY AND WOMEN  
BUSINESS ENTERPRISE



**Greenville**  
*Utilities*

To view full reports and learn  
more about the  
MWBE Program, visit  
[mwbe.greenvillenc.gov](http://mwbe.greenvillenc.gov)