



Agenda

Greenville City Council

April 11, 2016
6:00 PM
City Council Chambers
200 West Fifth Street

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I. Call Meeting To Order

II. Invocation - Council Member Godley

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 February 8, 2016 City Council meeting and the February 22, 2016 Budget Workshop
2. Consideration of reclassification requests and a resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan)
3. Resolution amending the City of Greenville Personnel Policies to add Ethics and Conflict of Interest Policy

4. Resolution of intent to close a portion of Eleventh Street between Charles Boulevard and Charles Street
5. Contract renewal with The Ferguson Group
6. Contract award for Non-Motorized Transportation Master Plan
7. Acceptance of a grant award from the North Carolina Arts Council on behalf of the Pitt County Arts Council at Emerge
8. Various tax refunds greater than \$100

VII. New Business

9. Presentations by Boards and Commissions
 - a. Human Relations Council
 - b. Youth Council
10. Presentation by the Pitt-Greenville Airport Authority
11. Resolution Reaffirming Support for the Preservation of Municipal Authorities in Response to the Enactment of House Bill 2
12. 2016-2018 City Council Goals and Objectives
13. Presentation on Tar River Legacy Plan Implementation Actions

VIII. Review of April 14, 2016, City Council Agenda

IX. City Manager's Report

14. Update on Munis Software for Human Resources
15. Summer Recreation Program

X. Comments from Mayor and City Council

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 establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease

XII. Adjournment



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

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- Title of Item:** Minutes from the February 8, 2016 City Council meeting and the February 22, 2016 Budget Workshop
- Explanation:** Proposed minutes from the City Council meeting held on February 8, 2016 and the Budget Workshop held on February 22, 2016 are presented for review and approval.
- Fiscal Note:** There is no direct cost to the City.
- Recommendation:** Review and approve proposed minutes from the City Council meeting held on February 8, 2016 and the Budget Workshop held on February 22, 2016
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Viewing Attachments Requires Adobe Acrobat. [Click here](#) to download.

Attachments / click to download

- [Proposed Minutes for the February 8 2016 City Council Meeting_1025214](#)
 - [Proposed Minutes of the February 22 2016 Budget Workshop_1023845](#)
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PROPOSED MINUTES
MEETING OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, FEBRUARY 8, 2016



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 Mayor Thomas and the Pledge of Allegiance.

Those Present:

Mayor Allen M. Thomas; Mayor Pro-Tem Kandie D. Smith; Council Member Rose H. Glover; Council Member McLean Godley; Council Member Rick Smiley; Council Member P. J. Connelly; and Council Member Calvin R. Mercer

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

APPROVAL OF THE AGENDA

City Manager Barbara Lipscomb requested to postpone the consideration of the resolution amending the City of Greenville Personnel Policies until the Ethics and Code of Conduct Policy is reviewed by the City's employees and auditor; to reschedule two items under the Consent Agenda until the Thursday night meeting, including the resolution amending the assignment of classes to pay grades and ranges (Pay Plan) and approval of reclassification requests and the discussion of proposed fees for auditing services, and to add a personnel item under the Closed Session.

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

PUBLIC COMMENT PERIOD

Dave Barham – No Address Given

Mr. Barham stated that before attacking its enemies, the United States military had been ordered that climate change must be taken into consideration before fighting begins. This is pure environmentalists' thinking. Essentially, this means that environmentalists will let the United States' soldiers die in order to protect dirt, trees or something similar to that.



John Laffiteau – Roadway Inn & Suites, 301 Greenville Boulevard SE

Mr. Laffiteau stated that he has spoken before the City Council on numerous occasions about a personnel matter arising at Sheppard Memorial Library in March 2014. Currently, he is studying courses at Pitt Community College, including human resources management, business law and sociology, to try to relate to what happened at the Library.

Don Cavellini – 101 Lancaster Drive

Mr. Cavellini stated that the City Council's consideration of the resolution amending the assignment of classes to pay grades and ranges and approval of the reclassification requests was rescheduled for Thursday's night meeting. The purpose of this resolution is to maximize the effectiveness of the organizational structure of the Community Development Department. It is related to reclassifying a Building Inspector position to Lead Inspector and the Building Inspector position to Chief Building Inspector. That is all assuming that the Code Enforcement Division will be moved from under the Greenville Police Department to the Community Development Department.

Mr. Cavellini spoke in favor of moving the Code Enforcement Division back under the Community Development Department, stating that the reclassifications make sense. A person will be paid for his/her added responsibilities.

CONSENT AGENDA

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

- Minutes from the September 10, 2015 and January 11, 2016 City Council meetings
- Removed Resolution amending the City of Greenville Personnel Policies to add Ethics and Code of Conduct Policy from the Consent Agenda
- Continued Resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan) and approval of reclassification requests to the February 11, 2016 City Council meeting
- Resolution approving the extension of the lease agreement with Lucille W. Gorham Intergenerational Community Center, Inc. for the second floor of the Lessie Bass Building located at 1100 Ward Street – (Resolution No. 007-16)
- Continued Proposed fees for auditing services requests to the February 11, 2016 City Council meeting
- Various tax refunds greater than \$100



- Removed Budget amendment to the Fiscal Year 2015-2016 Vehicle Replacement Fund for Separate Discussion
- Removed Purchase order request for one pumper/ambulance for the Fire-Rescue Department for Separate Discussion
- Budget ordinance amendment #7 to the 2015-2016 City of Greenville budget (Ordinance #15-032) and amendment to the Project Budget Ordinance (Ordinance #15-053) – (Ordinance No. 16-006)

Council Member Connelly requested to remove two items under the Consent Agenda for separate discussion, including the budget amendment to the Fiscal Year 2015-2016 Vehicle Replacement Fund and the purchase order request for one pumper/ambulance for the Fire-Rescue Department.

Motion was made by Council Member Connelly and seconded by Mayor Pro-Tem Smith to approve the remaining items under the Consent Agenda. Motion carried unanimously.

CONSENT AGENDA ITEMS FOR SEPARATE DISCUSSION

BUDGET AMENDMENT TO THE FISCAL YEAR 2015-2016 VEHICLE REPLACEMENT FUND

Council Member Connelly stated that he would like more information about this item before asking staff any questions.

Public Works Director Kevin Mulligan stated that \$3,811,283 is the current Fiscal Year 2016 budget for the Vehicle Replacement Fund. The requested budget amendment is for the replacement of five City vehicles. A pumper/ambulance will be stationed at Fire Station #3 replacing an existing ambulance, which is approaching the end of its useful life. There is an increase of \$125,000 (plus \$650,000 is already allocated) for this purchase because staff is recommending a different vendor, Pierce Manufacturing. The first vendor, Spartan Manufacturing (Spartan), could never give staff a delivery date, if the City placed an order for a pumper/ambulance.

Public Works Director Mulligan stated that the next vehicle was involved in an accident. The best course of action for this ambulance is to replace the cab and chassis and to rehab the rear patient compartment (bus). Staff is recommending the replacement of two Crown Victoria vehicles with a Tahoe and a Suburban. Paramedics are required at the scene of every call and these quick response vehicles will be used instead of a fire truck. The fifth vehicle was involved in a single car accident, and it is another Crown Victoria model assigned to the canine unit. That unit's mission requires an upgrade to a Chevy Tahoe.



These five vehicles have a cost to the Vehicle Replacement Fund of \$327,521 bringing the new revised budget to \$4,138,804.

Council Member Godley asked staff to elaborate on the reason there was an unknown delivery date from Spartan for the cab and chassis needed for the pumper/ambulance.

Council Member Connelly asked if the ordering of the cab and chassis is something that has to be acted upon immediately.

Council Member Connelly stated that \$125,000 is a 20% increase over the original budgeted amount. Even if it is a matter of calling Spartan several times, taxpayers might want to save \$125,000 rather than the City making a rash decision of doing business with a different manufacturer offering a product, which is 20% more than what the City is scheduled to pay for a pumper/ambulance.

Chief of Fire-Rescue Eric Griffin explained that, along with staff not being able to obtain a guaranteed delivery date, the unit is built by three different companies. (One manufacturer does the parts, one does the chassis and another does the pump.) The chassis manufacturer's top executives' decision was not to build single vehicles. They were interested in bulk and stated that they are unsure about how long it would take to build and deliver the truck to the City. Another major difference is the preferred new unit is built by one manufacturer, which is the fire truck manufacturer, and the unit is very similar to what is used presently making the parts interchangeable. It will also be a fully rated fire truck. When the State does the City's rating, the new fire truck will get credit from the State as opposed to the other one, which is smaller in size plus some of its equipment does not meet the rating system. The truck was upgraded to be used in different places in the City, if needed.

Council Member Connelly asked if staff feels it is a necessary upgrade.

Chief Griffin responded that it is a good value for the citizens of Greenville because, if there are problems with a truck, that one would be used in another place. It would be more versatile.

Council Member Godley asked if the City purchased a pumper/ambulance from Pierce Manufacturing, what would be the estimated arrival date.

Chief Griffin responded that the estimated arrival date would be 11 months.

Council Member Godley asked if the vendor is contacted again, does staff foresee that Spartan cannot give the City an estimated delivery date within the next 30 days.

Council Member Godley stated that the truck will not show up on the City's doorsteps in a matter of two months. Maybe staff should contact Spartan for clarification of whether their



company could deliver the truck to the City within 11 months. The 20% increase in this budget is a lot of money.

Chief Griffin stated that staff spoke to Spartan on several occasions, even face-to-face, and their business model does not fit the same as when the City's first unit was built. This is not something that only Greenville is facing. For example, Volusia County, Florida was in the same predicament of wanting a couple of units and Spartan had the same approach that they build chassis and want to build them in bulk. This single vehicle is different than their normal assembly line vehicle, and it is not in Spartan's interest to build a single vehicle.

Council Member Glover asked when is the pumper/ambulance expected to be inspected by the State.

Chief Griffin responded that the Fire-Rescue Department does not know the exact date, but the Fire-Rescue Department is within that timeframe when the State should be doing the inspection. A pumper/ambulance is a specialty unit, it is not produced like other trucks, and Spartan does not have a lot of requests for building them.

Council Member Glover asked what will this pumper/ambulance be used for in the City.

Chief Griffin responded that the existing unit is used North of the River and is doing a very good job. The new specialty unit will be used in the Fire Tower Road Corridor to address a similar longer response time situation and as an ambulance to transport to the hospital or as a fire truck.

Council Member Glover stated that before the City Council considers increasing the budget for the Vehicle Replacement Fund by 20%, the City should make one more contact with Spartan.

Council Member Glover asked if staff contacts Spartan again and cannot get anything definite from its executives, is there any way the City does not have to repeat the entire process.

Public Works Director Mulligan responded that there is some urgency to address the Fire-Rescue Department's request. By purchasing the vehicle prior to March of this year, the City will save approximately \$30,000.

Council Member Mercer asked about how many times has staff asked for a delivery date from Spartan.

Chief Griffin responded that staff asked five times for a delivery date. There are only two companies.

Mayor Thomas stated that he is concerned about the compliance issues and evidently, there is a premium associated with this purchase.



Council Member Glover stated that the City is putting its citizens at risk because the response time is slower in certain areas of the City.

Chief Griffin stated that when the existing pumper/ambulance was purchased, a Braun Ambulances dealer was in the State, but there is no longer one in North Carolina and the City is having to represent itself. There is no real value for Spartan's executives to deal with the City of Greenville because of this onetime purchase. They might say they can take the City's order, but Spartan's executives do not want to commit to the City's purchase of a single vehicle.

Council Member Connelly stated that during the 2016 Planning Session, the City Council reviewed the numbers and next year, the City's budget is scheduled to be at a \$578,000 deficit. If there is a 20% increase on every single item, the City will have some serious problems. Safety is a very important aspect of the City and \$125,000 would be traded any day for someone's life, but he feels that a conscious effort should be made to reach out to Spartan or another company. Three or four different vehicles, such as SUVs, can be purchased for \$125,000, which is a significant amount of money.

Chief Griffin stated that the existing unit is incomparable to the preferred unit. For example, the unit used across the river does not carry ladders and large supply hoses, and there are other different things. The \$30,000 savings is a manufacturer's rebate.

Council Member Connelly asked is there any cost savings in the future from purchasing this all-in-one vehicle. Is this truck going to offer a different component that the other vehicle would not offer and the City might have to purchase another piece of equipment in the future?

Chief Griffin responded that a normal fire truck just like this would be \$700,000 and an ambulance typically would cost the City about \$292,000. By putting them both together, the City would be saving a tremendous amount of money.

Council Member Connelly stated that the all-in-one vehicle can only be at one location at one time.

Chief Griffin stated that is correct. However, in this particular deployment model, the Department can actually deploy that vehicle with three people. If the Department was trying to do a normal deployment similar to what is done at a lot of stations, five people would be needed to do that per day. Taking this vehicle with all the right tools to the scene, whatever the call might be, gives that value of not having to pick and choose between what vehicles to use.

Motion was made by Council Member Glover and seconded by Council Member Godley to direct staff to contact the vendor for a specific delivery date and to place the item on the agenda for Thursday night's meeting for further discussion.



Council Member Godley stated that the City Council should be making conscious efforts to save money for the taxpayers as much as possible.

Council Member Godley asked whether the City's insurance covers any of the vehicular repairs because \$102,000 for repairs is a lot of money.

Chief Griffin responded that the person who hit that ambulance was uninsured.

City Manager Lipscomb responded that the City is self-insured.

Chief Griffin responded that regarding the request for \$102,000 in repairs, the unit was about six years old and was being replaced within a year and one-half. It was refurbished and the City potentially got a newer vehicle for about one-third of the price.

There being no further discussion, the motion passed unanimously to direct staff to contact the vendor for a specific delivery date and to place the item on the agenda for Thursday night's meeting for further discussion.

Council Member Connelly asked what would be the need for the City to upgrade from a Ford Crown Victoria to a Chevy Tahoe.

Public Works Director Mulligan responded that the Ford Crown Victoria is used as a canine unit and since an animal is placed in the rear, it is not the preferred model.

Council Member Connelly asked what if the Ford Crown Victoria is replaced with something comparable other than the Chevy Tahoe.

Public Works Director Mulligan responded that the cost difference would be \$7,000-\$10,000 considering the animal's need plus essential equipment.

Chief of Police Mark Holtzman stated that the size and room in the Crown Victoria were phased out, and smaller Police interceptor vehicles replacing the Crown Victoria are quite a bit smaller in the back. When looking at a SUV, to get a full size frame type of vehicle, the Tahoe and Expedition are the choices for canine vehicles. The Ford Explorer version being used now as an interceptor vehicle is still sort of that midsize SUV, and the Police Department is requesting to go from a full size car to a full size SUV.

Motion was made by Mayor Pro-Tem Smith and seconded by Council Member Connelly to approve the purchase for the canine unit. Motion carried unanimously.

PURCHASE ORDER REQUEST FOR ONE PUMPER/AMBULANCE FOR THE FIRE RESCUE DEPARTMENT

Motion was made by Council Member Smiley and seconded by Council Member Godley to table this item for discussion at the Thursday night meeting. Motion carried unanimously.



BUDGET ORDINANCE AMENDMENT #7 TO THE 2015-2016 CITY OF GREENVILLE BUDGET (ORDINANCE #15-032) AND AMENDMENT TO THE PROJECT BUDGET ORDINANCE (ORDINANCE #15-053) – (Ordinance No. 16-006)

Council Member Glover asked staff to explain the purpose of this budget amendment.

Director of Financial Services Bernita Demery summarized the following items relating to budget ordinance amendment #7:

- To appropriate fund balance to transfer funds, approved during the November 12, 2015 City Council meeting, to the Capital Reserve Fund for Dickinson area (Sidewalk Development Group and Brownfields) projects (\$1,447,301).
- To appropriate additional funds approved for an increase in loan assistance from the Clean Water State Revolving Funds. The loan amount will be utilized to fund the Town Creek Culvert and BMP Retrofit Project. The original loan amount of \$9,959,308 was increased to \$13,340,571 based on an updated cost estimate. The total project is at \$16,707,671. This item was discussed during the January 11, 2016 City Council meeting (\$5,603,263).
- To appropriate funds that will be received from Greenville Utilities Commission (GUC) to pay for the design work that will be performed on an area water main replacement for the Greenville Transportation Activity Center (GTAC) Project (\$20,500).
- To appropriate fund balance within the Vehicle Replacement Fund to pay for upgrades to vehicles and for vehicle accidents that have occurred during this fiscal year (\$327,521).

Director of Financial Services Demery reminded the City Council that discussion about the Vehicle Replacement Fund was delayed until Thursday night's meeting. All of the funds, excluding the Vehicle Replacement Fund are for the General Fund Capital Reserve, the Enterprise Capital Project Fund and for the Public Works project.

This item was approved as part of the Consent Agenda.



NEW BUSINESS

PRESENTATION BY BOARDS AND COMMISSIONSBoard of Adjustment

Vice-Chairperson Charles Ewen acknowledged the City staff liaisons and departments that provide technical assistance to the Board of Adjustment (BOA). He explained the BOA's specific defined powers and duties relating to appeals concerning zoning issues, applications for special use permits, requests for variances, and quasi-judicial matters. The BOA holds a public hearing on each request. All case hearings are advertised in the local paper, a sign is posted on the sites, and notices are mailed to owners of the adjacent properties explaining the nature of the requests. All persons, adjoining owners and others are invited to attend the public hearings and are given an opportunity to speak, if they so desire. The BOA's voting rules were changed by the State legislature in 2013. Only a simple majority is now required to approve special use permits. Previously, it required a 4/5ths vote of the total Board membership, 6-7 members. The variance requests still require a 4/5ths vote to be approved. The BOA acts in a quasi-judicial capacity on all items meaning that "ex parte" contact is not permitted, testimony must be sworn, and the BOA must confine its decisions to the evidence presented at the public hearing. An appeal of the board's decision is taken directly to Superior Court.

Vice-Chairperson Ewen reported that in 2015, the BOA considered 20 requests for special use permits (one was withdrawn) and two variance requests. A typical special use permit application includes child daycare facilities, in-home and mental health facilities, private clubs, game centers, home occupation, and auto repair. There are 96 different use options requiring special use approval and those cases naturally take up the bulk of the BOA's agenda. The Board of Adjustment meetings are live and telecasted on GTV9.

2016 CITY OF GREENVILLE FEDERAL AGENDA

Assistant City Manager Merrill Flood stated that The Ferguson Group has been retained by the City of Greenville to assist the City with lobbying services. Annually, The Ferguson Group provides a work program, a list of funding sources as well as efforts that they will lobby on behalf of the City of Greenville to secure funding and/or legislation beneficial to the City. In August 2015, The Ferguson Group visited Greenville to look at several ongoing City initiatives and projects and developed that list, based upon the interviews with the Mayor, Members of the City Council and City staff.

Assistant City Manager Flood reported that the City of Greenville 2016 Federal Agenda consists of 30 different areas of activity and they are themed around public safety, economic development, recreation, and housing issues. For example, the City has several opportunities relating to the U. S. Department of Justice's Edward Byrne Justice Assistance



(JAG) Grant Program such as body worn cameras and improvement to public safety facilities.

Assistant City Manager Flood stated that one of the chief and major efforts that the Ferguson Group will work on is to lobby to get U.S. 264 designated as an interstate highway. Approval of an additional gate at the airport is another effort to increase the City's stature and ability to attract people and to have flights in and out of Greenville to other locations other than the Charlotte, North Carolina area. That remains an effort to help the City with that kind of development and alluring and retaining talent in Greenville.

At the 2016 Planning Session, one of the City Council's major positions was making sure the Tar River Legacy Plan and Town Common improvements are implemented. Throughout the 2016 Federal Agenda, there are several items related directly to them. An example is replacing and relocating the radio antenna in the Town Common and finding a way to provide service at another location throughout the City.

Assistant City Manager Flood stated that this is an ambitious list. The Ferguson Group has been successful in helping the City of Greenville with several initiatives. They assisted with the \$500,000 grant that the Police Department received this year by lobbying members of Congress to support that effort. The Ferguson Group continues to be an advocate and partner for the City working through these issues, making sure that Greenville is able to tell its story in Washington, D.C., and securing funding and legislation for the City.

Council Member Mercer stated that this is a long list of items, and The Ferguson Group might not aggressively do every one of these items listed on the 2016 Federal Agenda. The Ferguson Group will try to connect the City to the funding.

Assistant City Manager Flood stated that The Ferguson Group provides the City guidance and tries to best match the best program, based upon the City's needs.

Council Member Mercer stated that regarding the pedestrian bridge, recent public input sessions have shown that there really is significant interest in this project. It is listed on the 2016 Federal Agenda as "connecting to the Greene Street Vehicular Bridge". That is not what the public has expressed their interest in and that is not what he is working on. He is recommending to delete the phrase, "connecting to the Greene Street Vehicular Bridge". What the City is looking for is funding for a signature bridge across the river that is not necessarily connected through the Greene Street Vehicular Bridge.

Council Member Godley stated that he is in favor of the edited proposal. The public foresees something going directly over the river and not necessarily connecting to the vehicular bridge.

Mayor Thomas asked if the City has ever looked at the cost to build a freestanding pedestrian bridge across the river.



Public Works Director Kevin Mulligan stated that a conceptual cost will be based upon the soil conditions there and other things so the City is looking at a cost in the \$7-\$10 million range.

Assistant City Manager Flood stated that staff can certainly make the edits as suggested, if that is the vote of the City Council. The reason for using the Greene Street Bridge as a priority is it was felt that might be the quick win. That other sort of connection is still a long term goal. Either way the City Council wants staff to move on that will certainly be included.

City Manager Lipscomb stated that the Tar River Legacy Plan has 6-8 different bridges that will be used to cross the Tar River at different places throughout the City.

Mayor Thomas asked whether the City has a cost if it is done as a component of the Greene Street Bridge or is that an accelerated way of trying to accomplish the same goal.

Public Works Director Mulligan stated that a couple of different options were looked at for the Greene Street Bridge. Attaching a pedestrian walkway to the side of it is certainly a much more economical way to tackle that order of magnitude, and that would probably be at \$1 million.

Mayor Thomas stated that there is already ingress and egress through the swamp area to North of the River.

Public Works Director Mulligan stated that one of the issues is sidewalk and probably connecting the utility easement to River Park North, which would require an extended boardwalk or a greenway. The idea of the \$7- \$10 million bridge is to bring someone right over to the path of River Park North, bisecting the lakes. It could be done on the side or underneath the Greene Street Bridge. There are a couple of different options and that is probably a little more expensive by going underneath the bridge than coming out and around.

Council Member Mercer stated that the City Council is not making any kind of decision about a bridge. The Ferguson Group is being asked to look for money for 30 different items. If it happens that there is significant transportation federal money for a signature bridge, then The Ferguson Group should not ignore that and should be open to all possibilities for all 30 of these items. He does not want to limit their looking for funding for the City.

Motion was made by Council Member Mercer and seconded by Council Member Godley to approve the 2016 City of Greenville Federal Agenda, with the exception that the Pedestrian Bridge item under Recreation and Parks should have the words "connecting to Greene Street Vehicular Bridge" deleted. Motion carried unanimously.



UPDATE ON TRILLIUM PLAYGROUND PROJECT AT THE TOWN COMMON

Director of Recreation and Parks Gary Fenton reported that this Americans with Disabilities Act (ADA) accessible playground project is made possible by a generous grant from Trillium Health Resources. Things are beginning to progress rather quickly. The southeast corner of the park was selected as the area for the Trillium Playground. The design team consists of professionals from Landscape Structures (the playground company), The East Group, Rhodeside & Harwell and even the Arts Council. These individuals have been generating and refining design concepts over the past 6-8 weeks.

Director of Recreation and Parks Fenton displayed several designs, and stated that the latest renderings clearly indicate two age specific areas, 3-5 and 5-12 year olds. The renderings also suggest a change in the parking lot. By doing this change, it would provide more off-street ADA accessible parking for some of the people with disabilities. In the meantime, there is enough space along the street to provide ADA parking as well. This parking issue could be done later as part of the Town Creek Culvert Project, which will have a severe impact on the parking lot, if the resources at that time allow that. If there are no increased costs in redesigning the parking lot, then there should not be any additional costs to the City. If there are additional costs that cannot be covered through the Town Creek Culvert Project (because they are too radical in their changes or they add costs to the project), the City would have to identify that money.

One of the reasons that the design companies proposed this is because of the piece that connects to the old Greene Street Bridge, which is the Greenway Bridge today. When you come across that bridge, there is a particular area and one would actually have to walk across a big parking lot. By eliminating that, one would cross a bit of a roadway rather than an entire parking lot.

Director of Recreation and Parks Fenton stated that obviously, there is significant site preparation that has to be done before the installation of the playground starts. As the park slopes toward the river to an elevation along the road of about 42 feet to about 28 feet along the north side of the park, a more complex project is created and obviously a more expensive one. But it will also make a more attractive, dynamic, and interesting playground in the end as will the preservation of the mature trees in that area and some additional landscaping. On the north side of the area, there is a bridge that goes across an imaginary river and connects two play areas.

\$750,000 is far more than what was ever spent on a playground in Greenville and the City is blessed to have this grant. Since the award of this grant, he has encountered some \$1.5 million and even \$2 million playgrounds. They are impressive places, but they are always associated with major cities and big populations.

Director of Recreation and Parks Fenton stated that a variety of elements is proposed for the playground and if the budget allows all of the following will be included:

- We-Saw, a much safer teeter toddler, accommodating 6-8 people at a time



- Rhapsody Musical Elements, a collection of musical instruments bringing pleasant sounds to the playground and are great for the visional impaired children and adults
- Sway Fun, a swing playground element for two wheelchairs plus benches for several other passengers
- Omni Spinner, a safer and accessible version of merry-go-rounds of the years past
- Oodle Swing having a multi-user swing that goes back and forth and side to side comfortably accommodating 4-6 youngsters at a time
- Cozy Dome is used for youngsters to climb on and/or in it.
- Liberty Swing, a swing that accommodates a person and his or her wheelchair and its inclusion is mandated by the grant.
- Adult Fitness Equipment (2-3 pieces)
- Various shade structures with a water misting feature for warmer months
- Zipkrooz Accessible Zipline and Dual Zipline, playground pieces with chairs for those with disabilities and any child. One will have an accessible seat.

Mayor Pro-Tem Smith asked if the new addition of the ADA accessible parking lot is included in the cost of the playground.

Director of Recreation and Parks Fenton responded that the parking lot is a separate project and it is not included in the cost. In terms of reconfiguring the parking lot at the Town Common that will be looked at when the Town Creek Culvert Project goes through a year or two off from now.

Mayor Thomas asked about the safety measures for the playground.

Director of Recreation and Parks Fenton responded that there will be a perimeter fence and gates at two locations.

Mayor Thomas asked about the opening date of the playground.

Director of Recreation and Parks Fenton responded that the opening of the playground is scheduled for early August 2016.

Mayor Thomas noted that the date is in correlation with the summer concerts.

Director of Recreation and Parks Fenton stated that he will share that with the design team.

Council Member Smiley asked about the path, which is north of the playground and the greenway, which will essentially lead to this park.



Director of Recreation and Parks Fenton responded that a path will continue through the park.

Council Member Smiley asked if that path will be built basically like the rest of the greenway.

Director of Recreation and Parks Fenton responded that it will be built eventually with the greenway standards. He does not know if it will be when this playground is opened. Currently, once one is across the bridge there is really no continuous greenway at that point.

Council Member Connelly asked if the City has in writing that the contract will be extended for an extra month.

Director of Recreation and Parks Fenton responded no. Trillium Playground is approving all of the designs and is comfortable with the City making progress. Those are the biggest issues.

Council Member Connelly stated that a contract is the law and if extending the contract for an extra month is not reduced in writing, on July 1, 2016, the City is out of luck. The way the contract is set up presently, Trillium Health Resources can stop the funding at any point because the City did not comply with the terms in the contract.

Council Member Connelly asked about the distance from the radio tower to the outer boundary of where the park is now. Council Member Connelly stated that a few people have expressed their concern about the AM radio tower and distance of the underground wires. He would not want someone getting electrocuted while the City is working on this project. Additional children will be in that area and he would like to eliminate the risk of their being electrocuted.

Director of Parks and Recreation Fenton responded that there is a fence around the radio tower today, which allows for some protection against anyone touching the radio tower. The guy-wires are obviously out farther than the fence.

City Manager Lipscomb stated that related to the antenna, a study has to be done. Staff will have that information in the next couple of months. Staff will find out exactly what needs to be done in terms of the Federal Communications Commission potentially eliminating or relocating the radio tower.

Council Member Godley asked if all four sides of the playground will be totally in fence.

Director of Parks and Recreation Fenton responded that is correct.

Council Member Glover asked whether the City is using police officers or park rangers to patrol the Dream Park.



Director of Parks and Recreation Fenton responded that both police officers and park rangers are being used at the Dream Park, and there are video cameras in the area. There have been a few problems such as some severe vandalism in the restroom six or eight months ago, but none since that incident.

Council Member Glover stated that at some point, she would like to meet with the directors of the homeless shelter and the City's Recreation and Parks Department plus the Chief of Police and City Manager about the homeless shelter's releasing their residents at 6:00 a.m. A picnic shelter is available for their use on the homeless shelter's land, but they are sleeping, sitting and writing graffiti on the main picnic shelter's tables in the Dream Park as well as using profanity and actually drinking alcohol. Needless to say, she has received complaints from parents, who are afraid to take their children to the park. Maybe the City could buff up the patrol from the Police and Recreation and Parks Departments.

Director of Recreation and Parks Fenton responded that he will contact Mr. Williams at the homeless shelter, noting that they have regular contact. A security camera is on Mr. Williams' desk so that he can see the ongoing activities in the Dream Park. It is a sensitive situation because the people using the park are all residents of the community regardless if they live at the homeless shelter. It is a tough issue to deal with, but when the language gets ugly and there is graffiti, some action will be taken.

Mayor Thomas stated that there is a difference between the Dream Park being used for recreation rather than as a place of residential loitering. That is a concern and worthy of erecting some signage in the area. There are strict criteria with the homeless shelter for when people check in and no alcohol, drugs, and weapons are allowed. Maybe it should be explained that the City is providing the homeless shelter an area and the City will be informed about their use of that area as well as the Dream Park. That might be something the homeless shelter will take in consideration.

Council Member Godley asked whether the fenced in Town Common playground's two entrances will have a locking mechanism on them so that people cannot use the playground after a set time.

Director of Recreation and Parks Fenton responded that there will not be a locking mechanism, but the playground must be ADA accessible. The park itself is accessible at a certain time of the day. If people are in the playground after hours, they are violating the law and can be arrested. Hopefully, having additional security cameras on the playground will be helpful, but the existing one is in the right place so that is helpful as well.

Council Member Glover reported that there has been a tremendous amount of rain, and Sunset Park is underwater. Some type of coverage is needed for the mudholes so that the kids can get out and play again.

Director of Recreation and Parks Fenton stated that staff will take a look at that immediately.



MEMBERSHIP AND ATTENDANCE FOR CITY BOARDS AND COMMISSIONS

City Clerk Carol Barwick reported that at the request of the City Council at its January 11, 2016 meeting, information has been provided in the City Council's agenda packet regarding the membership and attendance at meetings for the 21 boards and commissions. It should be noted that the Bicycle and Pedestrian Committee actually only met four times in 2015 instead of five and had six meetings instead of five cancelled due to the lack of a quorum. In January 2016, the membership of this committee was reduced by the City Council from 12 to 9 members. Overall, a few meetings of the boards/commissions have been cancelled due to lack of agenda items or weather conditions. The Bicycle and Pedestrian Commission, Community Appearance Commission and the Redevelopment Commission cancelled several meetings due to quorum issues.

City Clerk Barwick explained that the City's attendance policy states that all appointed members are expected to attend all regular meetings. If a member misses either three consecutive meetings or fails to attend 75% of the regularly scheduled meetings, then the staff liaisons for that particular board or commission would be charged with notifying the City Clerk's Office. The City Clerk's Office would send a letter to that member inquiring about the member's ability, interest and willingness to attend future meetings. That member has 30 days to respond and indicate their intention. If the member is able to attend future meetings, the member's attendance is monitored for the next few months to confirm that the person is in compliance with the City's policy. If a response is not received from the member during the 30-day period or if the person is either unable to attend, does not wish to continue their membership or fails to meet the compliance requirement, appropriate steps would be taken at that time to appoint a replacement for the unexpired portion of the member's term.

Council Member Mercer stated that the elected officials do their best work when many citizens are well informed and participating in their government. This is a very important way for citizens to do that. As the City approaches a population of 100,000, the City Council cannot do everything, but when there are controversial issues, the City Council must make the tough calls and make the final vote. As this city gets larger, these boards/ commissions will become even more important in terms of working through issues and making policy recommendations to the City Council. Many citizens volunteer their time by serving on these boards/commissions and the City Council is appreciative of their service.

Council Member Mercer stated that the question is whether the City Council can do anything to facilitate a smoother process in terms of meetings. Another question is whether there is a common orientation for a new board member. It would be helpful to encourage each board/commission, in their orientation for new members, to make sure that they stress the importance of members' attendance and their other duties of serving. Maybe asking them to sign something stating that they understand the importance of their attendance at meetings and their duties is where that should take place. Another way of addressing the quorum issue is each board and commission should have alternate members. If a board or commission does not have a quorum of its regular members, they



will have a quorum with alternate members. A downside is that alternate members take the time to attend and sit through the meetings, and then they cannot vote, which is disheartening for them.

Mayor Thomas stated that alternate members are able to participate in debate and bring great discussion items to debate even though ultimately they cannot vote.

Council Member Mercer stated that the other option is alternate members can participate in the discussion and would eventually rotate on the board. Maybe that is one of the number of things the City Council can suggest that might be helpful.

Council Member Connelly stated that many members of the boards/commissions have been serving for a considerable amount of time. It is tough to get to serve on one of these boards/commissions. A possible revision to get more people involved is giving the City Council Liaisons 90 days to make a nomination or appointment. If a nomination or appointment is not made within that time, the nomination/appointment would be opened to everybody else on the City Council. That would be fair and allow each Council Member to have a voice on each City board/commission.

Council Member Smiley stated that the current absentee policy does not work very well. Sometimes, the Chairpersons inform him that members have not attended the meetings for several months. They will ask him if a letter has been sent to the members or have the members responded within the 30-day period. People who are aware of the members' absenteeism have not notified the City Clerk. Sometimes people cannot stay engaged due to life changes, but the City Council Liaisons are not getting seats cleared and available for new appointments as quickly as it could be done. If the City Council would recommit to make this process work more aggressively, perhaps, the seats will open quicker.

Mayor Thomas asked who is designated to track attendance in each of these commissions.

City Clerk Barwick responded that the staff liaisons or the secretary to each of the individual boards and commissions would notify the City Clerk's Office. Once that is done, the Administrative Assistant in the City Clerk's Office generates a letter to start the process. The City Clerk's Office does not monitor the attendance of each member.

Mayor Thomas asked if the staff liaisons submit an attendance record after each meeting to the City Clerk's Office.

City Clerk Barwick responded no.

Council Member Glover stated that for her boards and commissions, she asks the City Clerk's Office occasionally to check the attendance of the members and how many meetings were cancelled because of a quorum issue. The problem with the boards/commissions is some of them, specifically the Planning and Zoning Commission and the Board of Adjustment have been set up for each Council Member, on a rotating basis, to appoint people to serve on those two boards. The City Council never had that privilege before, but



the problem is people who are appointed to them will be serving from 8 to 10 years. That is the case, because a member may be filling an unexpired term for a predecessor and is elevated and reappointed to serve two full terms. There is not enough diversity on either of those boards, when race and ethnicity are considered. Additionally, the same people go from serving on one board to another. Currently, the Board and Commission Policy states that if a member has served the maximum full terms that member would wait a year before serving on the same board again. However, that member is not required to wait a year to serve on another board.

Council Member Glover explained that young people are hesitant about serving on boards where people have been on the board forever and the members have know-it-all personalities. Also, those same members do not give a young person the opportunity to be a willing participant in the discussions. Some changes must be made to attract young people and a diverse and different ethnic group of people.

Council Member Glover stated that the Youth Council, with a membership of 20 high school students, has met 18 times out of 20, cancelling two meetings due to a lack of a quorum. The Human Relations Council holds their meetings faithfully and work hard as well. Perhaps, the City Council should see how other cities are doing with their boards/commissions when Council Members are the liaisons and make the appointments. Maybe the City Council should do some studying and look at what needs to be done about each of the boards and commissions.

Council Member Godley stated that he would like to be informed about whether a member misses three consecutive meetings. There is nothing worse than boards not meeting a quorum because there are people who no longer have an interest and do not attend the meetings anymore.

Motion was made by Council Member Connelly and seconded by Council Member Godley to direct staff to draft a policy amendment to allow other Council Members to nominate an appointee after 90 days beyond the existence of a vacancy.

Council Member Godley asked if the City Council Liaisons cannot find someone to appoint, are they made aware of the interests of other applicants in the Talent Bank.

Council Member Godley stated there might be applicants who are interested in serving on another local government board other than their original interests. If the City Council Liaisons are made aware of the individuals who continuously apply, those individuals are likely to be appointed.

City Clerk Barwick stated that the City Clerk's Office does not routinely provide the whole Talent Bank to the City Council. If a City Council Liaison is not finding someone of interest to nominate and wants to look at applicants who have not been appointed, the City Clerk's Office can certainly provide those applications.



Council Member Mercer offered a friendly amendment to change the 90-day period to after 60 days for seats to be open. Council Members Godley and Connelly accepted the amendment.

City Clerk Barwick reminded the City Council that there are membership slots on certain boards/commissions that are filled by specific types of individuals such as a realtor or contractor. Sometimes that influences the slowdown of being able to find someone to fill a vacancy.

There being no further discussion, the motion passed unanimously to direct staff to draft a policy amendment to allow other Council Members to nominate an appointee after 60 days beyond the existence of a vacancy. In addition, staff will draft a policy amendment to address providing the City Council Liaisons with additional information regarding the Talent Bank applicants.

Motion was made by Council Member Mercer and seconded by Council Member Godley to request staff to make a recommendation on various items such as alternate members, quorum requirements and other suggestions made by the City Council. Motion carried unanimously.

Mayor Pro-Tem Smith suggested decreasing the membership of the Youth Council from 20 to 10 members.

Council Member Mercer stated what is done with the Youth Council is to get representation from different public schools as well as private schools. There has been difficulty in recruiting and he is working with the City Clerk's and City Attorney's Offices in looking at some possible adjustments. He would prefer those adjustments to come through the Youth Council.

Mayor Pro-Tem Smith stated that her concerns should be passed on to the students for recommendations and those should be brought back to the City Council. Every time appointments have been made for the last 2-3 years, the City Council Liaison has made a plea to the community for applicants for this committee. If the membership is decreased, there will still be enough students covering representation from all of the schools. Reducing the membership does not mean that the City Council wants to decrease the representation from the schools. If there have been 11 vacancies for 2-3 years, what is the difference of having 20 members as the membership.

Council Member Mercer stated that the history of this was noble. It was to get as many youth involved as possible, but the City Council is asking Community Relations Officer Cassandra Daniels and the Youth Council to consider reducing the current three students per school. That might be too ambitious, and the City Council will take a look at that.

Council Member Glover stated there are 20 members – 15 from Pitt County Schools, no more than three representatives per school and five members from private, charter and home schools located in Pitt County of which there can be no more than one



representatives for each school. If the membership is decreased, it must be taken into consideration that 15 members are selected from the Pitt County schools. There is no attendance problem with the Youth Council.

Council Member Mercer stated that it is not a matter of attendance, but it is a matter of finding students who will serve on the Youth Council.

Council Member Glover stated that as far as the Youth Council members cancelling their meetings due to quorum issues, the students may be involved in band, the debate team, testing and other activities in their schools. These students are meeting and having enough people for a quorum. Just because the Youth Council has 11 vacancies, does not mean that they cannot continue business at their meetings.

Mayor Pro-Tem Smith stated that the Youth Council has been able to conduct business without those 11 members so what is the need for the 11 vacant slots for the past 2-3 years. Maybe the City Council should consider changing the Youth Council's membership to 15 members in lieu of 20. The City Council should look at her concern for efficiency, which should be shared with the staff liaison and then with the Youth Council.

Council Member Smiley stated that another option to present to the Youth Council would be that maybe half way through the year, if one school has not appointed all three of its members, a school with three students can select a fourth one.

Council Member Mercer stated that what constitutes a quorum could be revisited for some of the boards/commissions. That is something that staff could look at along with the other suggestions by the City Council Members.

City Attorney Holec stated that is something that the City Council could change. The assumption is the majority of the board or commission present at a meeting is what constitutes a quorum. For some of the boards and commissions, the City Council could reduce the amount of members needed for a quorum. For example, the quorum for the board of directors of North Carolina corporations is a minimum of one-third of the full membership. That is something that the City Council could potentially consider.

REVIEW OF FEBRUARY 11, 2016 CITY COUNCIL MEETING

The Mayor and City Council reviewed the agenda for the February 11, 2016 City Council meeting.

Council Member Glover requested to add the discussion of the Council-Staff Communications Guidelines to the Thursday night meeting agenda. The City Council approved this policy on October 8, 2012.



Motion was made by Council Member Glover and seconded by Council Member Godley to approve the agenda as amended. Motion carried unanimously.

COMMENTS BY MAYOR AND CITY COUNCIL

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

Council Member Glover asked whether the Master Mechanics at the Public Works Department are certified Master Mechanics or is their job title Master Mechanic and they are not certified. If they are certified, was the job title changed during the Pay Plan Study?

Director of Human Resources Leah Futrell responded that the official job title is Master Mechanic. The position does not necessarily require a specific certification, although many of the mechanics in the Public Works Department do have certifications.

Council Member Glover stated that a Master Mechanic position does require a specific certification. Previously, when she asked whether there were any Master Mechanic positions at the Public Works Department, she was told there were none. When the job classification was done, suddenly those employees became Master Mechanics. There is a program available for them to be certified as master automotive technicians. If they have not received that certification, then to just change the job title to raise their salaries in the pay scale is deceitful and unfair to the other mechanics in the department.

Director of Human Resources Futrell stated that presently, all of the mechanics in the Public Works Department have the same job title and classification of Master Mechanic. Prior to 2010, there were two distinguished positions, Mechanic I and Mechanic II. In 2010, as part of the classification study, those titles were changed to Master Mechanic.

Council Member Glover stated that if they all have the same job title, they should be able to get the training and their certification as a Master Mechanic.

Director of Human Resources Futrell stated that many of them do have high level mechanic certifications. The position itself may not necessarily require that specific certification. It does not as far as how the position is rated. Once the City moves to the merit program, that might be one of the things that may be considered but currently, it is not.

Council Member Glover stated that the City does not want positions to be placed with a job title without the education because the City's departments place emphasis on education for other employees' positions. If they do not have this or that, then they do not get the job. It appears the job title and position were created, but the Master Mechanics are not required to enroll in and complete the training to get the certification.

Director of Human Resources Futrell stated that is something staff will look into.



Council Member Glover stated that technology is changing in cars and trucks, and those mechanics should increase their learning. The City should give them the training opportunity and advance their level of certification for a Master Mechanic position.

Director of Human Resources Futrell stated that the City revamped its Tuition Assistance Program last summer to allow employees to receive an advance on tuition so that they can afford to further their education. The mechanics certainly can pursue that route and have the City to fund it upfront so that there is no burden as far as a financial hardship for them.

Council Member Glover asked when is the last time Reverend Kenneth Battle met with the Sanitation Division employees.

Public Works Director Kevin Mulligan responded that Reverend Battle was at the Public Works Department on December 16, 2015 and he is due back later this month.

Council Member Glover asked if Reverend Battle has received the 2016 schedule for his sessions with the employees.

Public Works Director Mulligan responded that Sanitation Manager Delbert Bryant was working with Reverend Battle on the schedule for 2016. He has been out of his office for 2-3 weeks so the confirmation for the schedule has been delayed. As we discussed in December 2015, Reverend Battle will be at the Public Works Department every other month.

Council Member Glover stated that she still has some uneasiness with reducing the sessions to every other month because there are a lot of people to reach in the Public Works Department. If there are other ones who have problems, the City does not want reoccurrence of the incident.

Public Works Director Mulligan stated that no one wants that to happen again and the Sanitation Division is nowhere near that. Things are going quite well. The contract calls for quarterly meetings or the specified actual dates. The contract as they discussed back in December has expired, and then having them every other month was discussed.

Council Member Glover asked staff to observe the meetings and how many people can be reached with an every other month schedule.

Council Member Smiley asked if this is an ongoing contract.

Public Works Director Mulligan stated that the parameters of the contract are the contract expired at the end of 2014 and is currently being negotiated.

Council Member Smiley asked if the contract has ever been put out for bid or a Request for Proposal to make sure that these services are being purchased from the best possible vendor at the best possible price.



Public Works Director Mulligan responded that has not been done since 2012.

Council Member Smiley asked if the City would go through that process the next time the contract is renewed.

Council Member Glover explained that because of the sensitivity of the situation, this was a City Council directive. The City Council requested Reverend Battle and Bob Hudak, who could not continue his services, to participate in the sessions. Bob only participated in the first part of the evaluation. Changes are unnecessary because relationship building was involved first between management and the employees and services from someone new should not be used. It has been a long drawn out process, the employees will discuss their concerns with certain people, and that is what needs to continue.

CITY MANAGER'S REPORT

City Manager Lipscomb recommended that the March 21, 2016 Budget Session be changed to March 31, 2016. The City Council has been polled and agreed that date is acceptable.

Motion was made by Council Member Smiley and seconded by Council Member Glover to reschedule the March 21, 2016 Budget Session to March 31, 2016. Motion carried unanimously.

8th Street Extension: Investigation of Alternative Bus Routing from Greenville Transportation Center.

Traffic Engineer Rik DiCesare gave a comparison of the egress streets for the proposed Greenville Transportation Advisory Commission (GTAC) site, including 1) the initial departure plan to the Pitt-Greene Street Connector and 2) alternative departure plan to Dickinson Avenue (via Pitt Street, Clark Street or the extension of 8th Street between Pitt Street and Dickinson Avenue). He stated that in the case of 8th Street, the City would apply for additional grant monies to pay for the required extension off of 8th Street.

The initial departure plan is 5-6 buses leaving the GTAC site and heading north to the Pitt-Greene Connector. From that point, two buses would continue straight through the Reade Circle/Dickinson Avenue intersection. About three buses would cross two lanes of traffic onto Greene Street. These buses would then merge into the three-lane section on Greene Street to get to 5th and Greene Streets where two buses head north and one heads west.

Traffic Engineer DiCesare explained the safety issues to consider along this route. Once the buses make the right turn, they must emerge into traffic and cross two lanes of one-way traffic coming from 5th Street and then approach a U-Turn. The bus drivers must get into the curb lane, which is shadowed by an island and use mirrors to effect the change, the switch over or the merge into Greene Street. Neither of these movements have the safest of



options considering bus drivers have to rely on side mirrors to effect these critical movements (the merge, crossover, and U-Turn).

Traffic Engineer DiCesare stated that the goals of an alternative plan would be a selective route that does not require merging and/or crossover movements. The desire is to use conventional three-way or four-way intersections wherever possible so that they intersect at 90 degrees. That maximizes the sight distance for the bus drivers. To use intersections controlled by traffic signals, if possible, providing a protective movement, and to provide access to fronting roads with less average daily traffic on a given day.

The surrounding roadway grid was reviewed for alternate route options to meet these goals. If a connecting link is provided between South Pitt Street and existing Dickinson Avenue, the new connection would establish a new four-way intersection and provide a safer more desirable departure route. The extension of 8th Street would allow buses to exit the site, head south on Pitt Street and use the connecting link as direct access to Dickinson Avenue. That will be the first access to the fronting roadway grid at Dickinson Avenue. From that point, buses could make a conventional 90-degree left turn and proceed up to Reade Circle being able to take a conventional left turn under the protection of a signal at Reade Circle and Dickinson Avenue.

A further enhancement of this plan is changing the three-way intersection to a four-way intersection. A pre-empt signal is proposed at the modified Dickinson Avenue intersection. The pre-empt signal will be designed to operate like an emergency pre-empt signal such as a firehouse. When activated, it would provide priority to the buses to make a protected left turn once an hour every hour that they are operating. In essence, this provides transit preferred priority technology to this project.

Traffic Engineer DiCesare summarized the other alternative plans that were looked at, stating that Fifth Street currently intersects as a four-way intersection, but intersects out in an oblique angle. Use of Fifth Street will require realignment at Dickinson Avenue to provide the 90-degree intersection. That creates an offset intersection with Ficklen Street and a conflicting problem as the left turns would physically overlap each other. The realignment at Pitt Street would also affect the buildings in the north and the requirement would be to change as many as three properties to provide that access for that alignment.

Another alternative was Clark Street. Use of Clark Street would require the 90 degree alignment. Similar to the Fifth Street alignment, it would affect the building in the north and this will require the taking of five parcels. In addition, the use of the intersection would add additional time to the bus travel routes destined to the north, where most of the trips are going up to Reade Circle and points beyond. That is an additional 800 feet away from where the connection is proposed.

Traffic Engineer DiCesare stated that in disqualifying those other alternative plans, staff compared the initial route to the 8th Street connection. Regarding conflicting traffic volumes, the average daily traffic in vehicles per day at the Pitt-Greene Connector is 6,600



vehicles per day. That is the initial departure route. The access to Dickinson Avenue would be conflicting with 4,300 vehicles per day as the alternate departure route. The alternate departure route provides a direct access to Dickinson Avenue, which provides direct access to a roadway link that has 34% less traffic than the Pitt-Greene Connector. That represents less potential conflicting movements as buses access the roadway grid adjacent to the site. Other things to consider is to select a route that does not require the identified merging or crossover maneuvers, use conventional 3-way or 4-way intersections intersecting at 90 degrees possible, and use intersections that are controlled by traffic signals.

Traffic Engineer DiCesare explained why the 8th Street connection is the safest and most economical of the options for Transit departures from the GTAC site, and stated that the 8th street connection provides an alternative departure route that will:

- Provide the safest departure route for buses
- Completes the roadway grid in the area for increased accessibility
- Receive favorable funding review from Federal Transit Administration, given the "Transit Preferred" pre-empt signal

Council Member Connelly asked if staff looked at the conditions of the roads that are proposed for this roadway as far as the economic life of them. Are there any plans to resurface those roads while this is taking place?

Public Works Director Kevin Mulligan responded that Clark Street would be part of the project. It will be an alternative plan because with the rehab of those two roads, the extension south of the GTAC would probably be above the budget.

Council Member Connelly stated that his concern is that if the GTAC is built first, there will be an increase in traffic and a lot of wear and tear on the streets, road closures and resurfacing and bus route changes. It would be cost effective to do the 8th Street extension project before building the GTAC.

Public Works Director Mulligan stated that the question is how much funding is available, particularly with Clark Street. Obviously, the preference would be to rehab both the southern extension of both Pitt and Clark Streets. Regarding Clark Street, staff does not feel that would be an interruption if it is done at a later date. The City will be able to tackle North Pitt Street relatively quickly.

Council Member Smiley asked about the result of the federal funding.

Public Works Director Mulligan responded that it would be an acquisition of a property, the construction of the roadway, the pre-emption signal - everything that goes into that road.

Transportation Bond Update



Public Works Director Kevin Mulligan stated that the Transportation Bond consists of the following projects:

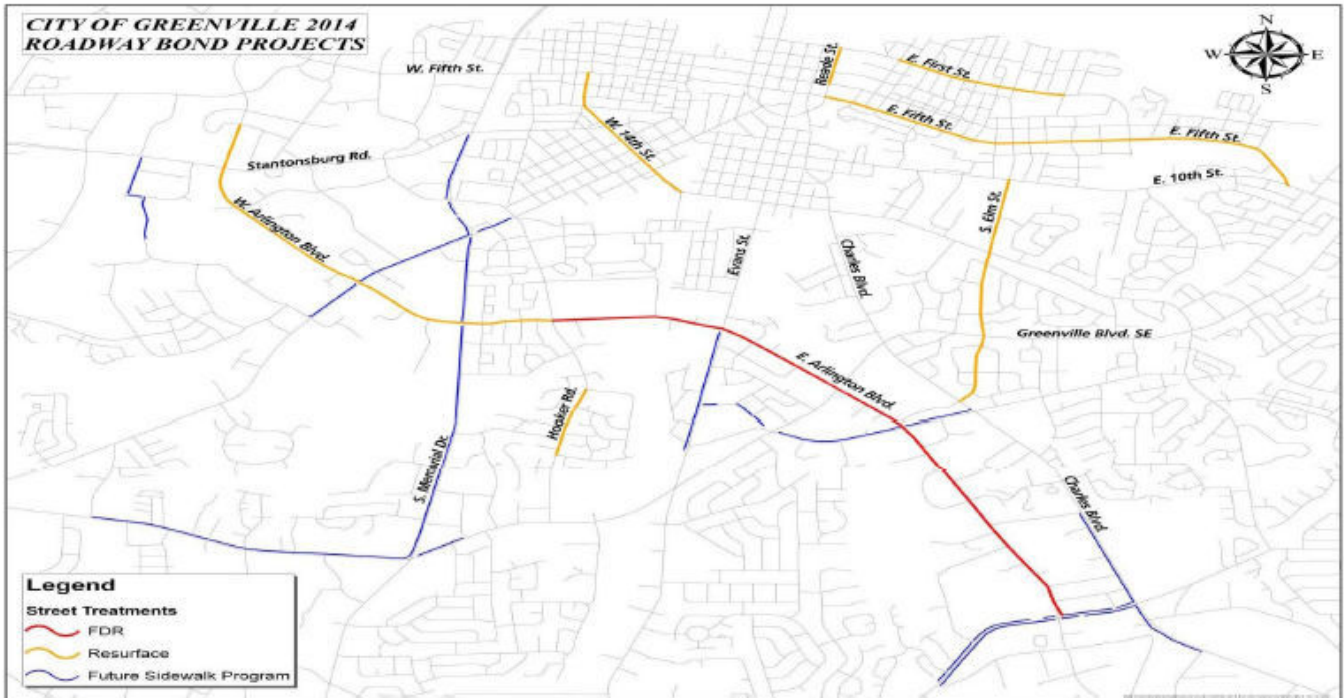
1 - 10th Street Connector	\$1.75M
2 - W. 5th Street Streetscape	1.95M
3 - Eastside Greenway	0.75M
4 - Road Improvements	10.0M
5 - Sidewalks (10-Year Master Plan)	<u>1.40M</u>
TOTAL	= \$15.85M

Public Works Director Mulligan summarized the status and schedule for each of the projects, stating that the 10th Street Connector includes the Evans Street Gateway Streetscape and additional width of the sidewalk. Streetlights will not be provided in the project. The City will be paying for the installation of the streetlights as well as the additional landscaping. Those funds are due to the North Carolina Department of Transportation (NCDOT) at the end of the project, which is expected to be in the fall of 2018.

Plans for the West 5th Street Streetscape from Tyson Street to Cadillac Street are 100% complete as far as the design. Property acquisition is underway and there are two parts of the property acquisition needed to acquire a piece of property for the installation of the traffic circle. That has not been undertaken due to lack of funding. Temporary construction easements will also be needed. The City is essentially paying rent on those easements pending the project construction. After all of those are acquired, the City would need the DOT encroachment agreement upon the completion of the property acquisition. It is DOT's road. The property acquisition bid is expected by summer 2016 and the City should have all of the temporary construction easements as well as that corner property on 14th and 5th Streets. The contract award is scheduled for fall 2016, and the construction will be completed at the end of the summer of 2017.

Public Works Director Mulligan stated that the greenway project has been submitted as the Eastside Greenway essentially from the west side of the extension of Greenville Boulevard or Highway 264. It is connecting with the existing greenway and goes out to the Eastside Park and southbound of the Hardee Creek. This project has been submitted as part of the State Transportation Improvement Program (STIP). The ranking is currently being done and an answer about whether the City will be receiving funding for this project is expected by the end of this year. If the City does not receive the funding for the construction part of the whole Eastside Greenway, the City will proceed with the design.

Some of the roadway improvements and sidewalks were presented to the Bond Committee and are part of the 10-Year Master Plan. The roads and sidewalks are identified on the following map:



The following are the roadway improvement projects totaling \$10 million.

Transportation Bond

4 – Roadway Improvements - \$10.0M

ROAD	FROM	TO	TYPE	START
Arlington	Heart Dr	Memorial	Resurf	Summer 2016
Arlington	Red Banks	FireTower	Resurf	Summer 2016
Red Banks	Arlington	Greenville	Resurf	Summer 2016
Arlington	Memorial	Red Banks	Design	2016/17
Arlington	Memorial	Red Banks	Constr	2018
E5th St	Reade	10 th St	Resurf	2018

Public Works Director Mulligan stated that the Public Works Department has been taking core samples from Arlington Boulevard to make sure that this road is amendable in all areas for resurfacing (mill the top two inches, perform some base repairs and place two inches of asphalt on top of that). There is probably 15 lane miles of Arlington Boulevard at \$2.5 million and Red Banks is about 2.5 miles at \$400,000-\$500,000. The section of Arlington Boulevard between Memorial Drive and Red Banks Road is related to design, and there are some stormwater pieces as well as a complete road rehab. Geotech work is needed to look at the soil conditions at that section and then once the design and bid



process are done the expected construction is to begin in 2018. Once the Town Creek Culvert is completed, East 5th Street will be resurfaced. If it is resurfaced now, the section at Reade Street will be ripped up due to that project.

Public Works Director Mulligan stated that the 10-Year Master Plan has \$2.1 million of needs and \$1.4 million was awarded. An update of the sidewalks that will be done and completed in 2018 is as follows:

5 – Sidewalks - \$1.4M

ROAD	FROM	TO	Length	YEAR
Evans St	Arlington Blvd	Red Banks Rd	3,700 ft	2018
Red Banks Rd	Evans St	Greenville	4,200 ft	2018
Memorial Dr	Dickinson Ave	Arlington Blvd	2,600 ft	2018
Charles Blvd	Hyde Dr	Fire Tower Rd	3,000 ft	2018
Red Banks Rd	Greenville	Arlington Blvd	2,600 ft	2018
Dickinson Ave	Memorial	Spring Forest	1,400 ft	2018

Council Member Glover stated that there are many streets needing resurfacing and they are not on this list. She is aware of the shovel ready project on 5th Street, but then what happens to the remainder of 5th Street.

Council Member Glover stated that regarding the roadway improvement from Heart Drive to Memorial Drive, she travels down Arlington Boulevard twice a week and down Greenville Boulevard to Red Banks, which is not that bad. The City is going to spend money on streets that really could wait much longer for resurfacing. However, the City has other streets such as 5th Street from the railroad track all the way out to Memorial Drive that definitely needs resurfacing. Because of the heavy equipment being used, the State is tearing up 14th Street.

Council Member Glover stated that there was a water leak and the Greenville Utilities Commission (GUC) dug a big hole on 14th Street and Line Avenue, and there is another big hole that a car could fall in. When the GUC repairs its water and gas utilities, is GUC repairing the City's road as well or is the City doing the resurfacing of the road? A road opening permit is obtained from the Public Works Department, the GUC or its contractor opens the road to repair the water/sewer/electric problem. Then GUC or its contractor temporarily patches the road and the City permanently repairs it. It has been at least three months and nothing has been done about the hole on 14th Street and Line Avenue, which was already there when the State started the work for the 10th Street Connector.



Council Member Glover stated that the City is putting \$10 million dollars on streets that have been resurfaced while her constituents have no sidewalks and streets, which are in dire need of repair. People walk in the streets.

Public Works Director Mulligan responded that the criteria for the 10-Year Master Plan is connecting multi-family to shopping centers, missing segments as well as schools and churches, and improving access to transit. These are the City's most major roadways. East 5th Street is in poor condition and West 5th Street belongs to the State. There is a plan to go from Memorial Drive to City Hall as far as the streetscape so ultimately that is why the City is paying for it. The City is looking at doing the second segment of that multi-phased plan from Cadillac to Tyson Streets.

Council Member Glover stated that Greenville suffers from multi-years of neglect in certain areas. If the City is serious about continuing improvements in a community by building and selling homes, the City should resurface the streets in that community as well.

Public Works Director Mulligan responded that the improvements are based on knowledge of the roadway conditions that were done in 2014 as well as the GUC's input on when and where they would need to upgrade its utilities. It began as a system and there are many things going into that. Arlington Boulevard has always been mentioned as the primary road that the City will be taken care of with this Transportation Bond. Sometimes the condition of the surface of the road does not tell the whole story. That is why a lot of cores are taken as well as diagnostics and investigations are done on all of the City's roads. In this Transportation Bond, the City is looking at the most heavily travelled roads in the poorest conditions.

Council Member Glover stated that due to the State doing the 10th Street Connector, the number of cars travelling up and down 10th and 14th Streets have increased. That project will also increase the amount of cars driving through the community taking shortcuts. She is not pleased with the number of street improvements that can be done in her neighborhoods compared to the resurfacing and other street repair done in other neighborhoods in the City.

Mayor Thomas stated that right now the City has major corridors and if they are not addressed, there will be failure. The City does not have enough money to take care of all its needs.

Council Member Mercer stated there is an assessment that yielded an objective priority list and staff is following the list.

Public Works Director Mulligan stated that is correct.

Council Member Glover stated that for the record for the future, when the City is doing bonds and road improvements and is able to get more money for transportation, the City should start looking at the conditions of the streets in District 2's neighborhoods. It is



accepted that her neighborhood looks a certain way, but other neighborhoods do not accept their neighborhoods to look that way.

Public Works Director Mulligan stated that this is a start with the major roads and the City's 5-Year Plan is looking to address all of these roads. The City does not want the roads to be ripped up the year after they are resurfaced.

CLOSED SESSION

Council Member Mercer 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, specifically Closed Session minutes; and in accordance with G.S. §143-318.11 (a) (5) to establish or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease. The property being discussed is owned by Taft-Ward Investments, LLC, consists of Tax Parcel #08989 at 1125 West Fifth Street and is intended to be used for commercial or office development purposes; and G.S. §143-318.11 (a)(6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee. Council Member Smiley seconded the motion, which passed by unanimous vote.

Mayor Thomas declared the City Council in Closed Session at 8:52 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 Smiley and seconded by Council Member Mercer to return to open session. Motion was approved unanimously, and Mayor Thomas returned the City Council to open session at 9:39 p.m.

ADJOURNMENT

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



Respectfully Submitted

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

Polly Jones
Deputy City Clerk

PROPOSED MINUTES
BUDGET WORKSHOP OF THE CITY COUNCIL
CITY OF GREENVILLE, NORTH CAROLINA
MONDAY, FEBRUARY 22, 2016



Having been properly advertised, the Greenville City Council held a budget workshop on Monday, February 22, 2016 in Conference Room 337, located on the third floor at City Hall, with Mayor Allen M. Thomas presiding. Mayor Thomas called the meeting to order at 6:00 pm.

Those Present:

Mayor Allen M. Thomas, Mayor Pro-Tem Kandie Smith (late arrival as noted within text), and Council Members Rose Glover, McLean Godley, Rick Smiley, P. J. Connelly and Calvin Mercer

Those Absent:

None

Also Present:

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

APPROVAL OF THE AGENDA

City Manager Barbara Lipscomb noted revisions to the agenda, which include the removal of presentations for the Mayor/Council, City Clerk and City Attorney budgets and addition of a presentation for the Economic Development budget.

Upon motion by Council Member Smiley and second by Council Member Mercer, the City Council voted unanimously to adopt the agenda with the noted revisions.

PUBLIC COMMENT PERIOD

Nancy Colville – 113 Lord Ashley Drive – Greenville

Ms. Colville stated she had attended the Capital Improvement workshop and felt it was good to see everyone working together. She said she would like to put a plug in for her favorite project, which is safety, adding that she hopes the Police Department will get everything it needs to address that need. She stated her least favorite project is the greenways, and she hopes the City Council will consider the cost of maintaining them before moving forward. While greenways are popular with some citizens, many others feel they are a drain on the City's resources.



BUDGET OVERVIEW

City Manager Lipscomb stated that the purpose of these meetings is to recognize the importance of transparency, noting that discussions could be seen and heard by anyone who has an interest. Departments have begun to align their work to accomplish new City Council goals and a written report from Fountain Works related to the goal-setting process at the Planning Session will be presented at a future City Council meeting. Tonight's meeting provides an opportunity to hear directly from department heads about departmental needs and plans. She cautioned that any documents presented are subject to change. Projections are available on revenues and expenses, but until final numbers are received from Pitt County, these may change. The proposed budget currently includes a 3% merit increase per City Council direction, but no personnel increases. Reclassification needs have not yet been determined.

Assistant City Manager Michael Cowin gave a brief overview of revenue projections, noting that numbers will continue to be updated as the budget cycle progresses. There are other revenue discussions which may be necessary - motor vehicle fees, inspection and development fee adjustments, other departmental fees, the health insurance fund and self-insurance. Property tax valuation numbers are expected in April and the City will need to address issues such as revenue neutral or non-revenue neutral.

Assistant City Manager Cowin stated that personnel costs are roughly 2/3 of the General Fund budget and he has spent a considerable amount of time on analysis for not only this year, but for future years. FY 2016 was based on a 3% vacancy rate, which means the City budgeted on the assumption that 97% of its positions would be filled. Currently, positions are 93% filled. Calculations have been made for salaries and benefits for all full and part-time positions have been calculated, along with longevity for those positions that still earn it and for salaries for vacant positions at 5% above the minimum of the paygrade. Calculations include things like FICA, health and dental insurances, etc. The City is not holding back in hiring to fill positions.

Council Member Connelly asked why a 3% vacancy rate is projected if the City has not been close to that in the past several years. Raw data shows it should be between 6%-7%.

City Manager Lipscomb stated when she came to Greenville, the City was holding back on filling vacant positions due to budgetary concerns. After being on board awhile, she found she needed different positions, so some of the vacancies were transitioned into something else.

Human Resources Director Leah Futrell added that there have been a significant number of retirements in recent years as well.

Assistant City Manager Cowin stated that, until recently, personnel costs were budgeted at 100%. This has been the first cycle of basing it on a projection.



Assistant City Manager Merrill Flood stated a conservative approach has been used for budgeting because if one believed to be more accurate were used and then the percentage was exceeded, the budget would come up short. If the rate is set at 7% and the actual is at 3%, there are no funds to cover the excess without transfers.

Council Member Mercer asked if 6%-7% was a typical vacancy rate for other cities.

Director Futrell said she thinks 5%-6% would be more accurate.

Council Member Smiley asked if there is a mechanism for tracking how long each position stays open.

Director Futrell stated there is, noting that public safety positions can take several months to fill, which impacts the vacancy rating. Engineering and IT can take several months as well, but other positions can be filled relatively quickly. Promotions from within can also take some time to fill a position.

Council Member Connelly asked if there is data on how many employees the City has had per year.

Director Futrell stated there is, but there has not been a significant increase in the number of authorized positions over the past 5 years. Current numbers in the budget do not include any increases in positions or reclassification, but there are about \$2 million in the request phase.

PRESENTATION OF DEPARTMENTAL BUDGETS

RECREATION AND PARKS

(Note: Mayor Pro-Tem Smith arrived during this presentation).

Recreation and Parks Director Gary Fenton briefly reviewed the mission of the Recreation and Parks Department and noted that their goals have been impacted somewhat by this year's City Council Planning Retreat. He stated it was gratifying to realize that the City Council recognizes that quality of life issues are also economic development issues.

Director Fenton showed illustrations of the City's recreational facilities, both indoor and outdoor. He noted that ten years ago, Freedom Park, the Dream Park, the Field of Dreams and others did not exist, and facilities like Drew Steele and the Elm Street Gym were old and dilapidated.



He stated that approximately 25% of the Recreation Division budget is recaptured through revenues, but only a very small portion of the Parks Division is revenue-producing. Revenues come from program fees, memberships, facility rentals, concession sales, admission charges, greens fees, donations, equipment rentals, corporate sponsorships and various entry fees.

Director Fenton stated that staffing will be needed in the upcoming budget for 14 girls' softball tournaments and that Little League has asked for some support with their events. Two treadmills and a recumbent bike need to be replaced at the Greenville Aquatics and Fitness Center. The department hopes to initiate a traveling playground unit for kids who are unable to come to existing parks, and would like to offer a free day camp and cover some computer lab costs. There is discussion about west 40 access at River Park North – a wonderful piece of land which would provide a 45% expansion to existing trails – but it would require a 16% increase in part-time salaries. Also on the topic of salaries, the majority of the Recreation and Parks Department's staff are seasonal and earn minimum wage. The department would like to match the current hiring rate of fast food chains, which would be an increase of 50¢ per hour, and the summer season is anticipated to last 1-2 weeks longer, which will result in an increase of just over \$2,000.

Mayor Thomas asked when the Splash Park is open. Director Fenton stated it is open daily from Memorial Day through Labor Day.

Director Fenton stated the Facilities Improvement Program has been a big success and has 13 projects planned for Fiscal Year 2017 and 15 for Fiscal Year 2018.

The Tar River Legacy Plan and Town Common should have a profound impact on not only Economic Development, but also quality of life. Many people have expressed support for these initiatives.

Director Fenton stated the Dream Park Drill Tower needs restoration. He stated they are hoping for historical designation because the tower is historically significant, and noted there may be some historical funding available.

He stated that acquisition of park land is still very important, particularly in the west, southwest and far north areas of Greenville. Growth in these areas has left them basically without easily accessible park spaces. A master plan was developed for the land adjacent to the dog park, which is a very dynamic piece of land and very relevant to the Tar River Legacy Plan.

Director Fenton stated that Recreation and Parks needs a Special Events Coordinator. There are many neat things going on at South Greenville, and they expect use of the facility to grow dramatically. The department would like to staff this facility with two full time



people instead of just one. Another position not originally requested is some sort of planning position to focus time and energy on the Tar River Legacy Plan.

Mayor Thomas noted the earlier reference to recaptured revenues through fees. He asked how Greenville compares to other communities. He suggested that consideration might be given to establishing a foundation, or to pursuing public-private partnerships that could fund projects in exchange for their names on buildings. With the recent passing of Dave Mirra, the world would like to see something substantial related to his memory, and that could be a feature of the Greenville community.

Council Member Smiley stated that Recreation and Parks has a tremendous operational responsibility. He asked how many positions are running the facilities and programs already in existence.

Director Fenton stated that the Recreation staff at various centers find the time to run programs in addition to their operational responsibilities for the center. The Parks staff has very little time for programs.

Council Member Smiley stated the Council has developed a goal of renovating the Town Common and put forth many great ideas, but expressed concern about having the resources for management and operation.

FINANCIAL SERVICES

Financial Services Director Bernita Demery stated the Finance Department's motto is to provide superior services. Among their goals for the coming year are to assist the new Office of Budget and Evaluation with a smooth transition and, and to earn an unmodified audit opinion with no findings.

Finance currently includes 19.5 full-time positions, but is asking for one part-time position to be converted to full-time. Finance is also asking for four reclassifications, two of which are title changes with no additional money involved. The two without a funding requirement are changing a Collections Clerk to a Collections Technician I and a Collections Tech II EMS to a Collections Tech II. Other changes include a Business Analyst to a Reporting Supervisor at an additional cost of \$12,594 and an Administrative Assistant to a Senior Administrative Assistant at an additional cost of \$3,726. The Reporting Supervisor would be tasked with production of the Comprehensive Annual Financial Report, handing grant reporting and managing the fixed asset system. Director Demery stated she did not think there were any Administrative Assistants remaining in the City who reported directly to Department Heads other than in Finance. All the others are Senior Administrative Assistants.



Director Demery stated the largest request for Finance is a Disparity Study for the Minority/Women Business Enterprise (M/WBE) program. The last one was done over 25 years ago and cost is anticipated at \$150,000.

Council Member Smiley stated that some significant responsibilities have been moved from Finance to other areas since the last budgeting period, notably the Budget Office and the Internal Auditor. He asked if Finance is experiencing any new efficiencies based on no longer having to fulfill those responsibilities.

Director Demery stated they have not yet felt the impact. They have added responsibilities with the parking programs.

Mayor Thomas noted there are different types of fees – fines, eTags, permitting and leases. He asked would those not be handled elsewhere.

Director Demery stated the collection of all the associated fees are handled by Financial Services.

Council Member Smiley stated it sounds like responsibilities entrusted to Financial Services have reduced measurably and asked if a corresponding reduction in operating costs is anticipated, or if there is an expectation that existing services will be handled more robustly.

Assistant City Manager Cowin stated he anticipates initial increases in efficiency, and perhaps a reduction in costs down the road, but noted that the Internal Auditor is starting from ground zero to develop procedures from auditing and will rely on input from Finance.

Council Member Smiley asked if efficiencies of the new ERP system can be measured.

Assistant City Manager Cowin stated measurement should wait until after the full implementation process.

City Manager Lipscomb noted that the ERP system is the reason many of the duties of Financial Services have been pushed out to various departments.

Council Member Smiley stated these will be ongoing questions for him.

Director Demery stated that Financial Services has reduced their numbers from 22 a few years ago to the current 19.5.



INFORMATION TECHNOLOGY

Information Technology Director Rex Wilder stated the mission of the IT Department is to Provide technology service and support to all departments, maintain and support a highly complex network infrastructure and work with departments providing services and data via the internet. Technology has many facets and the City's major departments have different business models. IT has to be able to respond in many ways.

Director Wilder stated the IT Department's goals over the next two years include (1) implementation and support of the Munis Human Resources project, which will involve project management, application configuration support, application testing and development of procedures, (2) implementation and support of the EnerGov Inspections and Permitting system, which involve project management and configuration support, (3) support of the Munis Financial System, which involves reporting and gap items, (4) maintaining existing technology infrastructure, including outdated networking hardware, laptops and desktops and (5) enhancing existing technology processes related to paper forms and the OpenGov system.

Director Wilder stated the IT Department currently accomplishes its mission with 19 professional staff and 3 college-enrolled intern positions, which they hope to convert to a full-time IT Support Specialist position to man the help desk, which receives an average of 3 support calls per hour. The interns provide that function currently, but their availability is driven by school schedules, which can leave gaps in coverage. The Support Specialist would also set up computers, printers and handle office relocations in addition to managing software updates.

Director Wilder stated IT also needs 3 additional Systems Analysts. Two of these positions, the Systems Analyst II and III, would handle new requests from departments, which average 23 per month, and would support new applications. A Systems Analyst IV is needed to manage projects and refine departmental usage of software and processes.

The IT Department requires about a \$40,000 funding increase in Fiscal Year 2017 for software upgrades to SharePoint, MuniAgenda and Granicus, and about \$55,000 for Fiscal Year 2018 to cover network switches, computer replacements in IT and wireless access points. Director Wilder noted that the downtown wireless system is at the age where replacement parts are no longer available.

Director Wilder explained the following requests for major components included in the Capital Improvement Program (CIP):

- Data Backup and Recovery – 63 terabytes a month - \$35K, \$90K
 - License and capacity needs
 - Munis



- Permitting/Mapping
- Data
- Cameras – Body & Surveillance
- Storage Area Network - \$40K, \$40K (2 sites)
 - 93 Terabytes of Storage
 - Munis
 - Permitting/Mapping
 - Data
 - Cameras – Body & Surveillance
- Routing and Switching - \$145K, \$135K – 8 years old
 - 2 Core Switches – 7 and 8 years old
 - Brains of the network – controls all network traffic
- CityWide Network Infrastructure - \$27K, \$70K
 - Expanding Fiber optic infrastructure
- Lan Telephony - \$12K, \$40K
 - Software Assurance
 - Call Pilot – Voice Message Server

Mayor Thomas asked why the City is undertaking all its storage needs internally. Many large agencies – Hipaa, Healthcare, Federal Government – store off-site quite efficiently. He asked if the City has looked into that.

Director Wilder stated the City has looked into it, but is concerned about how it would get the data back in the event something happened to the company providing the storage. There are efficiencies up front, but once an organization is out of the business of storage and servers, it is at the mercy of the storage providers and costs can escalate. There may be an option through the State.

Council Member Smiley noted that the list includes a lot of big ticket infrastructure and asked if there had been any consideration given to including this in the Facilities Improvement System.

Director Wilder stated there has not been discussion about that, but there are established life expectancies for these items.

Council Member Connelly stated there seems to be a huge discrepancy between what departments are asking for and what the IT Department recommends, particularly with regard to the Public Information Office.

Assistant City Manager Cowin stated some items are covered within another area of the budget, and some of what was requested in Fiscal Year 2017 was moved into Fiscal Year 2018 as a result of available funding.



COMMUNITY DEVELOPMENT

Assistant City Manager Merrill Flood stated there are 32 full time positions in Administration, Planning, Housing and Inspections. Four position upgrades are requested as part of the budget, and one of those is related to Human Relations. Two new positions for Human Relations are also requested.

Community Development has a total budget of \$2.2 million, of which \$1.7 million is personnel costs. The remainder covers operational costs such as professional development, maintenance, special events management and EnerGov implementation. An additional \$350,000 is needed to cover Housing Division costs.

Assistant City Manager Flood discussed the department's five capital requests:

- Gateway entrance signs
- Zoning ordinance rewrite
- Imperial warehouse site purchase
- Theater environmental remediation and stabilization activities (grant & bond funds)
- Horizons comprehensive plan completion (already funded, 65% complete)

Mayor Thomas asked who manages the Vendor Preference Policy. He stated he's had four calls in recent months expressing concern about the policy.

City Manager Lipscomb stated that Financial Services manages application of the policy.

Assistant City Manager Flood also mentioned proposed fee increases for permits and inspections, stating that numbers will be firmed up prior to the end of the budget process.

ECONOMIC DEVELOPMENT

Economic Development (ED) Manager Roger Johnson stated that an over-arching goal of Economic Development should be to bring money from outside the Municipal Service Area (MSA) into the MSA. While retail keeps money in the community, it does not increase money. It just circles it around. Many of the line items in the ED budget are geared toward that goal.

The City Council's "Top 10" list for Economic Development, as discussed at the Planning Session includes virtual buildings, public-private partnerships, pro-active recruitment, analytics within ED, a development plan including the North side of town, arts as an economic development driver, review of the incentive plan, a specific strategy for North of the river and, for the longer term, development of an industrial/commercial park and a focus on entrepreneurship.



ED Manager Johnson then reviewed the following budget items for the Economic Development Division:

DESCRIPTION 1st Year	2016/2017	2017/2018
Uptown Contract	\$ 50,000.00	
Business Plan Competition	\$ 40,000.00	
Arts Council Rotating Contract	\$ 5,000.00	
Uptown Retail and Restaurant Challenge	\$ 10,000.00	
ED Database Subscriptions	\$ 1,500.00	
Veteran's Workforce	\$ 2,000.00	
ED Recruiting	\$ 15,000.00	
Virtual Building	\$ 40,000.00	
Data Analytics/Retail/N. Greenville Development Recruitment	\$ 14,000.00	
FAM Tour and Developers Convention	\$ 10,000.00	
Website Maintenance	\$ 2,000.00	
Arts Gallery District Master Plan	\$ 11,000.00	
Airport Stimulus	\$ 42,000.00	
Parking Study	\$ 50,000.00	
Total	\$ 292,500.00	-

DESCRIPTION 2nd Year	2016/2017	2017/2018
Uptown Contract		\$ 50,000.00
Business Plan Competition		\$ 40,000.00
Arts Council Rotating Contract		\$ 5,000.00
Uptown Retail and Restaurant Challenge		\$ 11,500.00
ED Database Subscriptions		\$ 1,500.00
Veteran's Workforce		\$ 2,000.00
ED Recruiting		\$ 15,000.00
Virtual Building (Site preparation)		\$ 15,000.00
Data Analytics/Retail/N. Greenville Development Recruitment		\$ 14,000.00
FAM Tour and Developers Convention		\$ 10,000.00
Website Maintenance		\$ 2,000.00
Arts Gallery District Master Plan		\$ 11,000.00
Industrial Park		\$ 15,000.00
Airport Stimulus		\$ 42,000.00
Innovation and Entrepreneurship		TBD
Total	-	\$ 234,000.00

Mayor Pro-Tem Smith asked why an application for the Business Plan Competition was not funded.

ED Manager Johnson stated it was because the applicant's plan was not sustainable. Assistant City Manager Flood added that decisions are made by a subcommittee of the Redevelopment Commission.



Mayor Pro-Tem Smith expressed concern that those involved in making the decision have declined training from the small business center. If the City is going to encourage the public to apply for these competitions, she feels those people reviewing applications should be equally trained, otherwise decisions may not always be based on the appropriate information. If applications are going to be rejected, perhaps a \$40,000 budget is not required.

Assistant City Manager Flood stated the applicant that was turned down was advised on what modifications were necessary and encouraged to reapply.

Following a broad discussion of the application and approval process, and points deemed significant to various Council Members, ED Manager Johnson offered to put together a white paper on the topic with facts for future discussion and consideration. He noted that 26 of the 32 applicants who have received grants through this program are currently in operation.

Council Member Mercer asked about the rationale for the airport stimulus.

Assistant City Manager Flood stated the \$42,000 is for the contract already in place with the airport for hangars.

ED Manager Johnson stated updates for the Development Plan, Incentive plan and recruiting for public-private partnership are being done with City staff, so there is no funding in the budget for these.

Council Member Godley asked about the Veteran's Workforce plan, stating he feels the number is rather low. He asked if it could be expanded to tap into a workforce of highly skilled individuals.

Assistant City Manager Flood stated the expenditure is typical of prior years. East Carolina University (ECU) covers the majority of associated costs. Council Member Smiley noted that ECU has a huge grant for this –something like \$10 million.

MARCH 31, 2016 BUDGET WORKSHOP

City Manager Lipscomb noted that remaining presentations would include the City Manager's Office, Fire/Rescue, Human Resources, Police and Public Works.

Council Member Glover noted there had been much talk about departmental wishes tonight, but not much about numbers. She stated she would like to discuss the numbers that were sent to the City Council.



Council Member Connelly agreed, noting that he'd spent several hours over the weekend studying those numbers. He said staff had asked for guidance from the City Council and asked when there would be a look at the numbers to do that. He said he anticipated a review of one department at a time, line item by line item.

Mayor Thomas noted it is still early in the process, when traditionally the City Council is looking at numbers in April. City Manager Lipscomb added that, at this point, numbers will continue to change.

Council Member Mercer said the City Council establishes goals and sets policy. Once the City Council has established the major things to accomplish, the City Manager is charged with working with Department Heads to find ways of accomplishing those things and with bringing the City Council a budget, perhaps with a few options, that will support that. He said he does not feel having seven politicians involved at a line item level is the best way to address the budget.

Mayor Thomas stated that is a fundamental difference of members of the board. He is not willing to sit by on cruise control. The Council has already raised taxes at a time when it really wasn't necessary because of that. It appears from Assistant City Manager Cowin's presentation that revenues are up and a significant savings is anticipated. The City Council doesn't need to make isolated decisions about what to do with those funds.

Council Member Glover stated that the City Council could have avoided an unnecessary tax increase had they been fully aware of all the numbers. Council Members are the stewards of the taxpayer's money and, as such, should be well informed and not wait until the last minute to make decisions.

Council Member Connelly stated elected officials are put in office by the people in their districts. He stated he is a finance major and got involved in this because he wanted to help Greenville by using the assets he has. He has his own company and his time is very precious, but he is willing to devote the time needed to balance the budget and make everything work. Maybe a line item review is needed and maybe it isn't, but that is how to find money.

Mayor Pro-Tem Smith appreciates the discussion tonight because Greenville has been in the situation where there was a large portion of money that could have kept the City Council from raising taxes. She made a motion at that time to use "x" amount for the Town Common, "x" amount for the Tar River Plan. What happens to the money is based on who is in the majority. The City Council's job is to move Greenville forward as a whole, not just one district. In looking at the past two years, she can count two things accomplished as a Council and she feels that is very embarrassing. Much more was done in the two years prior to that. She stated she hopes this City Council will come together and get things done.



City Manager Lipscomb noted that staff is available to anyone who desires to go through budget requests by line item.

DISCUSSION OF NEXT BUDGET WORKSHOP MEETING DATE

Based on feedback from Council Members, Assistant City Manager Cowin recommended adding a budget workshop on March 21, 2016, noting that the City Clerk had polled Council previously and that appeared to be a feasible date.

Upon motion by Council Member Smiley and second by Council Member Godley, the City Council voted unanimously to add a budget workshop on March 21, 2016, beginning at 6:00 pm in Conference Room 337 at City Hall.

ADJOURNMENT

Council Member Smiley moved to adjourn the meeting, seconded by Mayor Pro-Tem Smith. There being no further discussion, the motion passed by unanimous vote and Mayor Thomas adjourned the meeting at 8:50 p.m.

Respectfully submitted,

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

Carol L. Barwick, CMC
City Clerk



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Consideration of reclassification requests and a resolution amending the Assignment of Classes to Pay Grades and Ranges (Pay Plan)

Explanation: **Abstract:** To maximize the effectiveness of organizational structure, the Financial Services, Fire/Rescue, and Police Departments are proposing to reclassify several positions.

Explanation: The Financial Services, Fire/Rescue, and Police Departments are requesting to reclassify the positions noted below to better align the positions with the needs of the departments.

Financial Services Department

An existing Collections Officer position is proposed to be reclassified to Grants Accountant. The vacant Collections Officer position was responsible for collecting local privilege license taxes. With the General Assembly's elimination of local privilege license taxes as of the 2015 tax year, the City no longer has a need to fill the Collections Officer position.

The Financial Services Department, however, has a need for a Grants Accountant to provide primary accounting for all grant monitoring administration, compliance, accounting, and financial reporting of awarded grants. The proposed Grants Accountant position is critical to the verification and review of City grants on a compliance and audit level. The Audit Committee is in support of adding this position. The audit management letter comments reference requirements for proper compliance that cannot be met with existing staff. The audit findings recommend a full-time Grants Accountant to provide oversight of the City's grants. The City may be subject to future grant non-compliance findings without this proposed position.

The job documentation for the proposed Grants Accountant position was submitted to Segal Waters Consulting for review. Segal Waters recommends that the Grants Accountant position be assigned to pay grade 113. The reclassification of the vacant Collections Officer position which is currently in pay grade 111 and the elimination of the vacant designated part-time Collections

Clerk position will fund the proposed Grants Accountant position.

Fire/Rescue Department

The Fire/Rescue Department is proposing to reclassify one of the two current Deputy Fire Marshal positions to Lieutenant/Deputy Fire Marshal. The fiscal impact will be minimal, with the position being increased one pay grade – from pay grade 330 to 340, which is the same pay grade of F/R Lieutenant. This position will work within the Fire and Life Safety Division reporting directly to the Fire Marshal/Battalion Chief and will supervise the proposed Fire Inspector position. As a Lieutenant, the position will serve as a fill-in station officer as needed. As Deputy Fire Marshal, the position conducts inspections and investigations and serves as the acting Fire Marshal in the Fire Marshal's absence. In addition, this reclassification will enable the division to provide for future growth and personnel development as the workload of the division continues to grow.

The Fire/Rescue Department is also proposing to retitle the vacant Deputy Fire Marshal position to Fire Inspector. There is no fiscal impact associated with this proposed title change, as it will continue to be assigned to pay grade 330. This position will work within the Fire and Life Safety Division reporting directly to the proposed Lieutenant/Deputy Fire Marshal position. The proposed title change will provide a clear distinction of rank within the Fire and Life Safety Division as well as reflect the fundamental reason for the classification, which is to inspect properties for conformance with applicable laws, codes, ordinances, regulations, and standards. Employees in this classification will not perform firefighting and EMS activities.

Police Department

The Police Department is proposing to reclassify two sworn Police Officer positions to civilian Forensics positions as follows:

Forensics Supervisor – this position will supervise and manage the activities of the Forensics Service Unit and perform technical tasks related to forensics to include crime scene processing and evidence collection and testing. This position also will oversee the forensics accreditation process and ensure compliance with accreditation standards.

Forensics Technician – this position will perform technical work related to the collection, preservation, and analysis of crime scene evidence and related forensic tasks.

Civilianizing two sworn Police Officer positions into a Forensics Supervisor and Forensics Technician position will allow the department to recruit externally for candidates who pursue this career field and possess the educational and technical qualifications for the positions. The job documentation for the proposed positions was submitted to Segal Waters Consulting for review. Segal Waters recommends that the Forensics Supervisor position be assigned to pay grade 115 and the Forensics Technician position be assigned to pay grade 111. The reclassification of two vacant Police Officer positions will fund the proposed positions.

Fiscal Note:

Financial Services Department: no fiscal impact

Fire/Rescue Department:

Deputy Fire Marshal to Lieutenant/Deputy Fire Marshal: \$3,249*

Deputy Fire Marshal to Fire Inspector: no fiscal impact

*Sufficient personnel funds are available in the departmental budget to cover the request during FY 15/16.

Police Department: no fiscal impact

Recommendation:

Approve the reclassification requests and 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_the_pay_plan_effective_4_11_16_1019064](#)

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 classifications:

<u>Classification Title</u>	<u>Pay Grade</u>
Grants Accountant	113
Forensics Technician	111
Forensics Supervisor	115
Fire Inspector	330
Lieutenant/Deputy Fire Marshal	340

Section 2. The City of Greenville Assignment of Classes to Salary Grades and Ranges is hereby amended by deleting the following classification:

<u>Classification Title</u>	<u>Pay Grade</u>
Deputy Fire Marshal	330

Section 3. All inconsistent provisions of former resolutions, ordinances, or policies are hereby repealed.

Section 4. This resolution shall be effective April 11, 2016.

Adopted this the 11th day of April, 2016.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

1019064



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Resolution amending the City of Greenville Personnel Policies to add Ethics and Conflict of Interest Policy

Explanation: **Abstract:** The proposed amendment to the City's Personnel Policies adds a new section, Article VI, Section 23.0, Ethics and Conflict of Interest Policy.

Explanation: As part of the City's 2014-15 financial audit, the City's independent, external audit firm, Cherry Bekaert, issued a letter to management that included observations and recommendations for improvement with concerns to the City's internal control environment. A sound internal control environment exists in order to prevent, detect, and correct financial misstatements in a timely manner.

Cherry Bekaert's review of the City's internal control environment observed that the City did not have a formal ethics policy or conflict of interest policy applicable to employees. Both an ethics policy and a conflict of interest policy are intended to set the tone on acceptable and/or nonacceptable employee behavior and actions that could impact the integrity and reliability of the City's financial operations. Cherry Bekaert's recommendation was to establish an ethics policy and conflict of interest policy for employees.

The proposed amendment adds a new section, Article VI, Section 23.0, Ethics and Conflict of Interest, to the City's Personnel Policies and establishes requirements for ethical behavior, personal integrity, and public trust for all City employees.

Fiscal Note: No direct cost

Recommendation: Adopt the resolution amending the City of Greenville Personnel Policies

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

Attachments / click to download

 [resolution amending Personnel Policies re Ethics and Code of Conduct Policy 1021087](#)

 [Ethics and Conflict of Interest Policy 1025264](#)

RESOLUTION NO. _____
A RESOLUTION AMENDING THE CITY OF GREENVILLE PERSONNEL POLICIES

THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA, RESOLVES:

Section 1. That Article VI of the City of Greenville Personnel Policies is hereby amended by the addition of Section 23.0 Ethics and Code of Conduct Policy to read as follows:

SECTION 23.0 ETHICS AND CODE OF CONDUCT POLICY

SECTION 23.1 Purpose

Every employee has the personal responsibility to read, know, and comply with the requirements contained in this Ethics and Code of Conduct Policy. This Policy establishes requirements for ethical behavior, personal integrity and public trust. Compliance with these requirements is a condition of employment, and failure to comply may result in discipline up to and including dismissal.

SECTION 23.2 Policy

Ethics is a system of moral principles that govern the behavior of an individual or group of people. The purpose of this Ethics and Code of Conduct Policy is to establish ethical standards of conduct for employees of the City of Greenville to not only do what is legal, but to also do what is right. It is not a substitute for the law or for an employee's best judgment. The City upholds, promotes, and requires the highest ethical standards of all employees, including full-time, part-time, seasonal, and temporary employees. In establishing this Ethics and Code of Conduct Policy, the City desires to promote public trust, employee confidence in City government, preserve government integrity, and protect the public against decisions affected by undue influence, conflicts of interest, or any other violation of this Policy.

SECTION 23.3 Applicability

This policy shall apply to all employees of the City of Greenville.

SECTION 23.4 Principles

- A. **ETHICAL:** Employees will be ethical.
1. Employees shall be honest, forthright, and trustworthy in every instance and without excuse.
 2. Employees shall not falsify, misrepresent, misuse, or deceptively alter information or make fraudulent claims.
 3. Employees shall not reveal confidential or private information or use such information for speculation or personal gain.

4. Employees shall not use their office or position to obtain official information about any person or entity outside of the performance of official responsibilities.
5. Employees shall not use their office or position for their direct or indirect personal benefit, gain, profit, or to obtain special privileges or exceptions for themselves or their immediate families, or to improperly benefit other entities.
6. Employees shall not use City property or City time for personal convenience or financial gain. Employees shall use City computing resources in accordance with the City's Computer Security and Use Procedure.

B. EQUALITY: Employees will provide equal treatment to employees, prospective employees, and citizens.

1. Employees in dealing with or interacting with the public and other employees shall treat fairly and equally all without regard to race, color, religion, age, gender, disability, national origin, genetic information, sexual orientation, gender identity/reassignment or expression, military or veteran status, marital status, or any characteristic protected by applicable law.
2. Employees shall avoid bias and respect cultural differences.

C. CONFLICTS OF INTEREST: Employees will avoid conflicts of interest and the appearance thereof.

1. Conflicts of interest occur when an employee is no longer able to remain impartial when choosing between the interests of the City and his or her personal interests.
2. Employees shall not engage in any activity that conflicts with their duties or responsibilities.
3. Employees shall immediately inform their supervisor or manager if involved in a situation that may cause a conflict of interest or present the appearance of conflicting interests.
 - a. The employee shall identify his or her interest, that is, the benefit or advantage that would be gained or lost if the City acted on the manner in various ways, and the underlying basis of it, such as ownership, an investment, contract, claim, employment, relationship, etc.
4. No employee will influence the City's selection of, or conduct business with, a corporation, person, or firm proposing to do business with the City if the employee has a direct or indirect personal relationship or financial interest in the company.
5. No employee shall accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his or her knowledge seeks a contract with the City or who desires other official action from the City.

D. BEHAVIOR: Employees will be respectful and service-oriented toward the public and other employees, and will perform duties to the best of their ability.

1. Employees shall maintain public confidence in their office and performance through professional conduct and appearance.
2. Employee influence on others shall remain professional. Employees are expected to maintain the highest levels of professional behavior when dealing with employees that they supervise or could influence.

- a. Employees shall not pressure other employees, verbally or otherwise, to do unethical, illegal, or immoral acts.
- b. Employees shall not grant or request personal favors.
3. Employees shall at all times be aware of public perception and avoid even the appearance of improper behavior.

E. LAW AND POLICY: Employees will abide by the law and City policy.

1. Employees will uphold the laws and regulations of the United States as well as those of state and local governments, and will not engage in activities that undermine that authority.
2. Employees will not illegally or inappropriately disclose information that is confidential, privileged, or otherwise not publicly available.
3. Employees will comply with laws, whether on-duty or off-duty.
4. Employees will be familiar with and abide by all City policies.
5. Employees shall not retaliate against any employee who in good faith reports an incident of ethical violation.

F. OUTSIDE EMPLOYMENT: Employees may engage in outside employment, consulting work, or self-employment only if the work does not compete with or create a conflict of interest with an employee's duty to the City.

1. Outside employment includes any employment external to the City, including self-employment.
2. Outside employment shall not impair independence of judgment or action in the performance of official City duties, nor will it interfere with the time and attention devoted to the employee's job with the City. Employees will not use City equipment for an outside job. Employees shall not conduct or perform duties or business related to outside employment during City work time. Employees must obtain department head approval to engage in outside employment.

SECTION 23.5 Mandatory Reporting Requirement

Every City employee is required by this Policy to report immediately, which means as soon as is practical or no longer than 48 hours, any known or suspected unlawful or unethical work behavior. If questions arise related to whether behavior is unlawful or unethical, employees shall contact their supervisor, department head, or Human Resources for assistance.

The City encourages employees to follow the chain of command where possible when dealing with a job-related complaint. However, due to the possibility that one's supervisor may be involved in a suspected ethical concern, any employee who feels that it would be more reasonable and prudent may notify anyone listed below, orally or in writing:

1. The employee's immediate supervisor;
2. The employee's department head;
3. The Director of Human Resources;
4. An Assistant City Manager;

5. The City Attorney;
6. The City Manager.

This Policy prohibits retaliation against any employee who in good faith reports an incident of ethical violation.

Section 2. All inconsistent provisions of former resolutions are hereby repealed.

Section 3. This resolution shall be effective on February 8, 2016.

ADOPTED this the 11th day of April, 2016.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

SECTION 23.0 ETHICS AND CONFLICT OF INTEREST POLICY

SECTION 23.1 Purpose

Every employee has the personal responsibility to read, know, and comply with the requirements contained in this Ethics and Conflict of Interest Policy. This Policy establishes requirements for ethical behavior, personal integrity and public trust.

SECTION 23.2 Policy

In establishing this Ethics and Conflict of Interest Policy, the City desires to promote public trust, employee confidence in City government, preserve government integrity, and protect the public against decisions affected by undue influence, conflicts of interest, or any other violation of this Policy. Public service is a public trust requiring employees to place loyalty to ethical principles above private gain.

SECTION 23.3 Applicability

This Policy shall apply to all employees of the City of Greenville and shall be applied consistent and in conjunction with the City's Personnel Policies.

SECTION 23.4 Principles

A. ETHICAL: Employees will be ethical.

1. Employees shall be honest, forthright, and trustworthy in every instance without excuse.
2. Employees shall not falsify, misrepresent, misuse, or deceptively alter information or make fraudulent claims or cause someone else to do so.
3. Employees shall not reveal confidential or private information or use such information for personal gain.
4. Employees shall not use their office or position to obtain official information about any person or entity outside of the performance of official responsibilities.
5. Employees shall not use their office or position for their direct or indirect personal benefit, gain, profit, or to obtain special privileges or exceptions for themselves or their immediate families, or to improperly benefit other entities.
6. Employees shall not accept gifts or gratuities greater than a de minimis value of \$50.00 offered because of or as a part of their position with the City and shall not accept nor solicit any gift or gratuity that will impair their ability to serve the best interest of the City.

B. CONFLICTS OF INTEREST: Employees will avoid conflicts of interest and the appearance thereof.

1. Conflicts of interest occur when an employee is no longer able to remain impartial when choosing between the interests of the City and his or her personal interests.
2. Employees shall not engage in activities that conflict with their duties or responsibilities or appear to conflict, or have a negative effect on their job.
3. Employees shall immediately inform their supervisor or manager if involved in a situation that may cause a conflict of interest or present the appearance of conflicting interests.

- a. The employee shall identify his or her interest, that is, the benefit or advantage that would be gained or lost if the City acted on the manner in various ways, and the underlying basis of it, such as ownership, an investment, contract, claim, employment, relationship, etc.
4. No employee will influence the City's selection of, or conduct business with, a corporation, person, or firm doing business with the City or proposing to do business with the City if the employee has a direct or indirect personal relationship or financial interest in the company.
5. No employee shall accept any gift, whether in the form of service, loan, thing, or promise, from any person, firm, or corporation which to his or her knowledge seeks a contract with the City or who desires other official action from the City.

SECTION 23.5 Reporting Requirement

The City encourages employees to follow the chain of command where possible when dealing with a job-related complaint. However, due to the possibility that one's supervisor may be involved in a suspected ethical concern, any employee who feels that it would be more reasonable and prudent may notify anyone listed below, orally or in writing:

1. The employee's immediate supervisor;
2. The employee's department head;
3. The Director of Human Resources;
4. An Assistant City Manager;
5. The City Attorney;
6. The City Manager.

This Policy prohibits retaliation against any employee who in good faith reports an incident of ethical violation.



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Resolution of intent to close a portion of Eleventh Street between Charles Boulevard and Charles Street

Explanation: **Abstract:** The City received a petition requesting the closure of a portion of Eleventh Street between Charles Boulevard and Charles Street. A resolution of intent to close is being submitted to City Council for approval.

Explanation: Taft-Ward Investments and others submitted a petition to the City requesting the closure of a portion of Eleventh Street between Charles Boulevard and Charles Street as shown on the attached plat.

The petition has been reviewed by City and Greenville Utilities Commission (GUC) staff. GUC has requested the placement of an easement over and upon the utilities that will remain in the closed street right-of-way.

Fiscal Note: Budgeted funds for the maintenance of the street section will no longer be required upon adoption of a Resolution to Close by City Council. The City will no longer receive Powell Bill funds for the closed street section.

Recommendation: Approve the resolution of intent to close a portion of Eleventh Street and set a public hearing for May 12, 2016.

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

Attachments / click to download

- [Eleventh Street Map](#)
- [Resolution of Intent to Close portion of Eleventh Street 1024587](#)

RESOLUTION NO. _____
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
DECLARING ITS INTENT TO CLOSE A PORTION OF ELEVENTH STREET

WHEREAS, the City Council intends to close a portion of Eleventh Street in accordance with the provisions of G.S. 160A-299;

THEREFORE, BE IT RESOLVED by the City Council of the City of Greenville, North Carolina, that it is the intent of the City Council to close said street right-of-way, more particularly described as follows:

- To Wit: Being a portion of the 70 foot wide right of way of Eleventh Street as shown on that plat entitled "Street Closing Map For a Portion of Eleventh Street", prepared by Rivers and Associates and dated February 10, 2016.
- Location: Lying and being situated in the City of Greenville, Greenville Township, Pitt County, North Carolina, and being located east of Charles Boulevard and west of Charles Street.
- Description: Beginning at a an existing iron pipe located at the intersection of the western right of way of Charles Street and northern right of way of Eleventh Street; thence crossing the Eleventh Street right of way S 10°38'06" W 70.00 feet to an existing disturbed iron pipe marking the intersection of western right of way of Charles Street and southern right of way of Eleventh Street; thence with the southern right of way of Eleventh Street six (6) calls, (1) N 79°01'26" W 59.99 feet to an existing iron pipe; (2) N 79°01'26" W 59.86 feet to an existing iron pipe; (3) N 79°01'26" W 238.88 feet to an existing disturbed angle iron; (4) N 79°01'26" W 59.15 feet to an existing concrete right of way monument, (5) thence N 79°01'26" W 37.92 feet to a point in the eastern Charles Boulevard right of way (N.C.S.R. 1707); thence cornering with the eastern Charles Boulevard right of way (N.C.S.R. 1707) N 12°08'49" W 76.11 feet to a point, the intersection of the eastern right of way of Charles Boulevard and northern right of way of Eleventh Street; thence cornering with the northern right of way of Eleventh Street three (3) calls, (1) S 79°01'26" E 185.16 feet to an existing disturbed iron pipe, (2) S 79°01'26" E 180.15 feet to an existing iron pipe; (3) S 79°01'26" E 119.95 feet to an existing iron pipe, the Point of Beginning; having an area of 0.76 acres, and being that portion of Eleventh Street as shown on that plat entitled "Street Closing Map For a Portion of Eleventh Street", prepared by Rivers and Associates and dated February 10, 2016, and incorporated herein by reference.

BE IT FURTHER RESOLVED that a public hearing will be held in the Council Chamber, City Hall, Greenville, North Carolina, on the 12th day of May, 2016, at 6:00 p.m., to consider the advisability of closing portions of the aforesaid street. At such public hearing, all objections and suggestions will be duly considered.

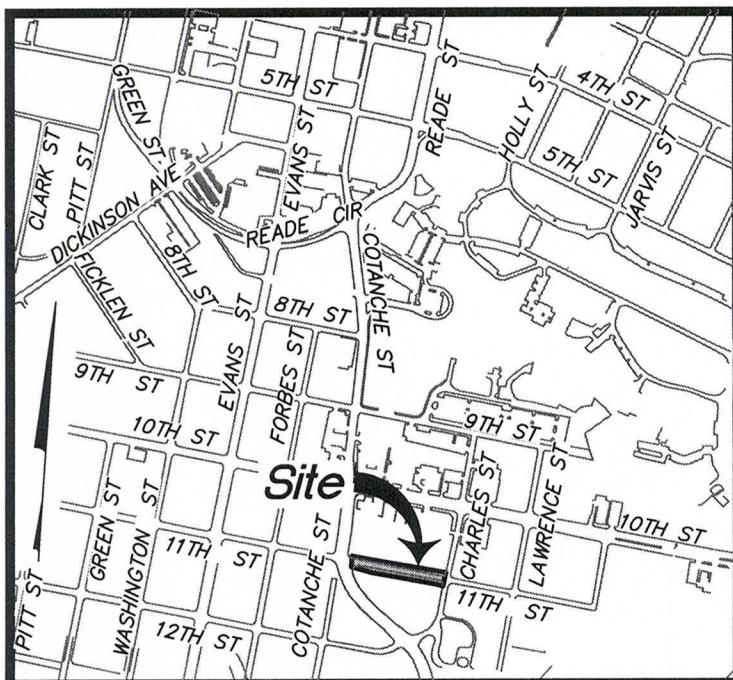
BE IT FURTHER RESOLVED that a copy of this resolution be published once a week for four (4) consecutive weeks in The Daily Reflector; that a copy of this resolution be sent by certified mail to the owners of property adjacent to the above described street, as shown on the County tax records, and that a copy of this resolution be posted in at least two (2) places along the portion of the street to be closed.

Duly adopted this the 11th day of April, 2016.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk



NGCRD NAD83 /2011
 C.F. 0.99894/70

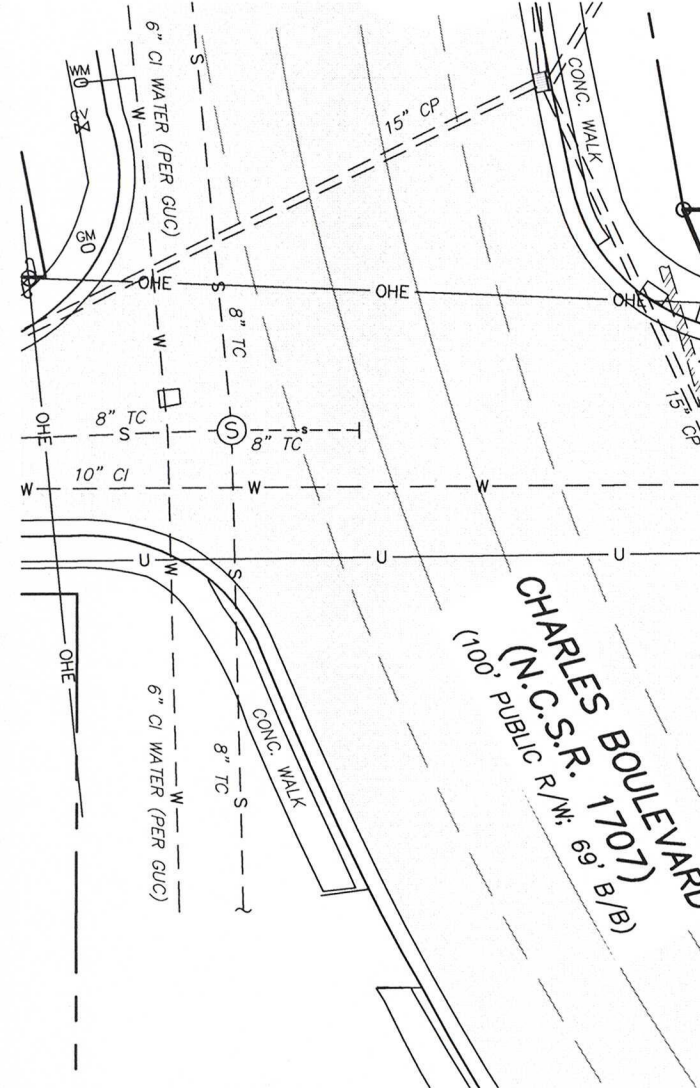
NOTES:

1. ALL DISTANCES ARE HORIZONTAL GROUND MEASUREMENTS.
2. NO POINTS SET UNLESS OTHERWISE INDICATED.
3. THIS PROPERTY IS LOCATED WITHIN A MINIMAL FLOOD RISK AREA, "ZONE X" (AREAS OUTSIDE THE 0.02% ANNUAL CHANCE FLOOD), AS DETERMINED FROM FIRM MAP NUMBER 3720468700K PANEL 4687, EFFECTIVE JULY 7, 2014.
4. 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.
5. PROPERTY SUBJECT TO ANY AND ALL EASEMENTS, RIGHTS OF WAY, RESTRICTIVE COVENANTS WHICH MAY BE OF RECORD.
6. UNDERGROUND UTILITIES PLOTTED IN PART FROM ACTUAL FIELD LOCATION OF MARKINGS PAINTED BY NC811 AND IN PART FROM MAPS PROVIDED BY OTHERS AS NOTED. ACTUAL LOCATIONS MAY VARY. OTHER UTILITIES MAY EXIST. SURVEYOR CANNOT PROVIDE ACCURACY OF NC811 MARKINGS.
7. THE SURVEYOR MAKES NO GUARANTEE THAT THE UTILITIES SHOWN ARE COMPRISED OF ALL SUCH UTILITIES IN THE AREA OF SURVEY EITHER IN SERVICE OR ABANDONED. THE SURVEY FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR DOES HEREBY CERTIFY THAT ALL UTILITIES ARE LOCATED AS ACCURATELY AS POSSIBLE FROM INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY UNCOVERED AND LOCATED ANY UNDERGROUND UTILITIES.
8. NO BUILDINGS, STRUCTURES, OR OTHER IMPROVEMENTS, MATERIALS, AND SURFACES, INCLUDING BUT NOT LIMITED TO PRINCIPAL AND ACCESSORY STRUCTURES AND ADDITIONS OR APPURTENANCES THERETO, SIGNAGE, FENCES, WALLS, MECHANICAL EQUIPMENT, CANOPIES, ANTENNAS, MASTS, AERIALS, MONUMENTS, LANDSCAPE PLANTINGS, FILL MATERIALS, DEBRIS, SOLID WASTE COLLECTION CONTAINERS, MAIL RECEPTACLES, AND IMPERVIOUS SURFACES, SHALL ENCROACH WITHIN ANY DEDICATED EASEMENT WITHOUT PRIOR WRITTEN APPROVAL OF THE CITY OF GREENVILLE.

CONTRACTOR SHOULD CONTACT NC811 AT 1-800-632-4949 TO HAVE UNDERGROUND UTILITIES LOCATED PRIOR TO EXCAVATING OR TRENCHING. NC811 TICKETS CALLED IN OCTOBER 28, 2015; RESPONSE 11/18/2015.

Vicinity Map

SCALE: 1" = 1000'



N/F
 GEORGE N. NAOUM AND WIFE,
 MARY J. NAOUM
 D.B. 368 PG. 10
 P.N. 15378

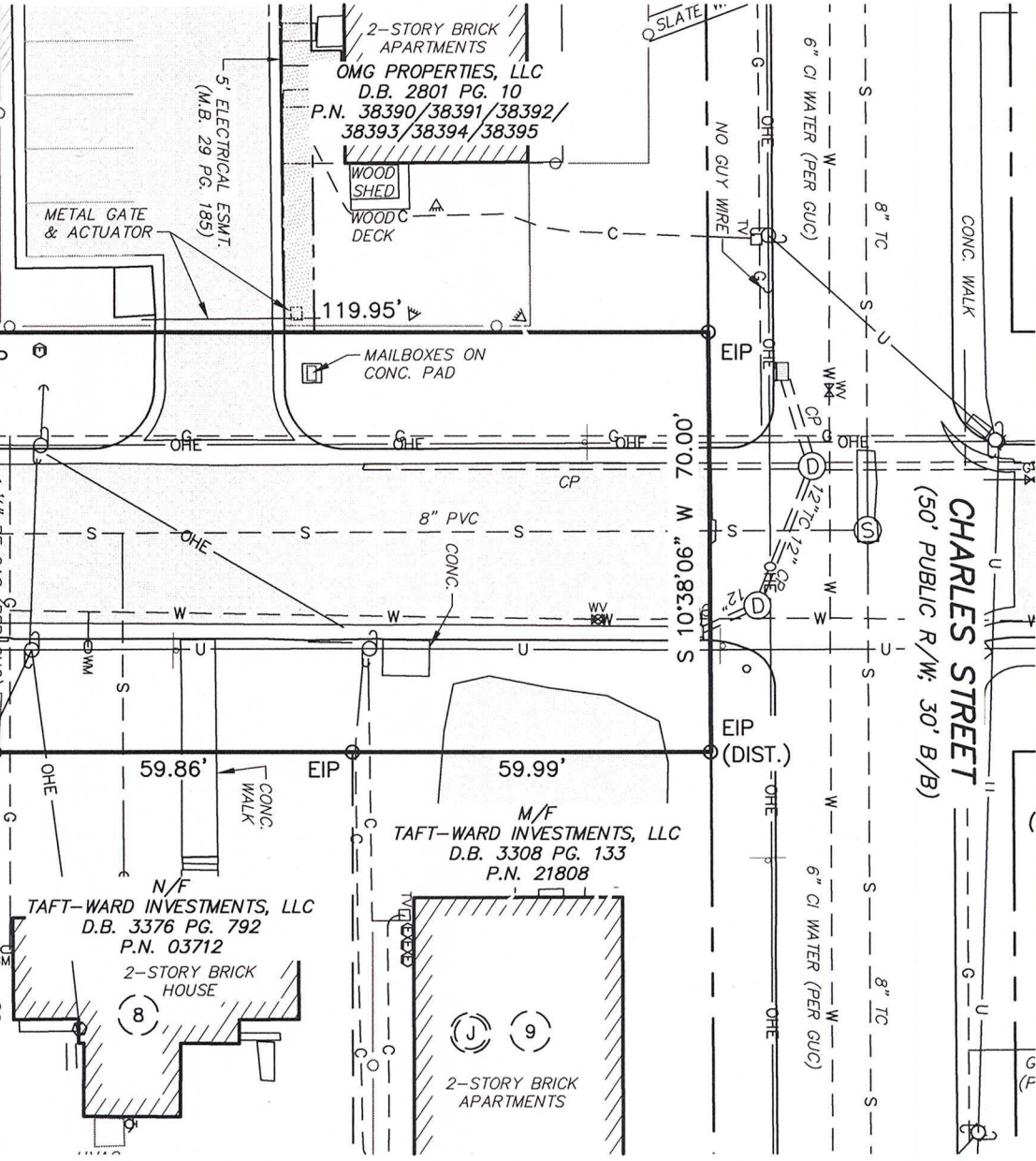
SAN. SEWER
 CLEAN-OUTS (12x)

FORBES & GILBERT
 SUBDIVISION
 M.B. 27 PG. 154

N/F
 TAFT-WARD INVESTMENTS, LLC
 D.B. 3308 PG. 133
 P.N. 12125

N/F
 TAFT-WARD INVESTMENTS, LLC
 D.B. 3308 PG. 133
 P.N. 15600

N/F
 TAFT-WARD INVESTMENTS, LLC
 D.B. 3308 PG. 133
 P.N. 15585



LEGEND

— R/W —	RIGHT-OF-WAY (R/W)	— S —	SANITARY SEWER (SS)	TV □	CABLE TV JUNCTION BOX	□	TRANSFORMER	TC	TERRA COTTA
- - - UGE - - -	ELECTRIC (GUC & NC811 MARKING)	— G —	GAS LINE (GUC & NC811 MARKING)	TP □	TELEPHONE PEDESTAL	MHSS ⊙	SANITARY SEWER MANHOLE	CI	CAST IRON
OHE	ELECTRIC (OVERHEAD)	— C —	STORM DRAIN (STRM)	FOM □	FIBER OPTIC MARKER	⊙	GREASE TRAP MANHOLE	PE	POLYETHYLENE (PLASTIC)
— S —	STREET CLOSING BOUNDARY	— W —	WATER LINE (GUC & NC811 MARKING)	⊙	GAS METER	⊙	CLEAN-OUT	MTL	METAL
— A —	ADJOINING PROPERTY LINE	— U —	OVERHEAD UTILITY	⊙	WATER VALVE	□	CATCH BASIN	CP	CONCRETE PIPE
— E —	EXISTING EASEMENT	⊙	ELECTRIC METER	⊙	PLATTED LOT NUMBER	MHSD ⊙	STORM SEWER MANHOLE	C.L.F.	CHAIN-LINK FENCE
— C —	COMMUNICATION LINE (UNDERGROUND)	LP ☆	UTILITY POLE	(T.)	TOTAL	WM ⊙	WATER METER	W.F.	WOOD FENCE
— TV —	CABLE TV	⊙	LIGHT POLE	(B/B)	BACK TO BACK	DIST.	DISTURBED	N/F	NOW OR FORMERLY
— T —	TELEPHONE	⊙	UTILITY POLE W/ LIGHT	EX. CONCRETE R/W MONUMENT	ESMT.	EASEMENT	D.B.	DEED BOOK	
— X —	COMMUNICATIONS DUCT BANK (MARKINGS PER NC811)	→	GUY WIRE	FP	FLAG POLE	CONC.	CONCRETE	PG.	PAGE
— O —	FENCE (CHAIN-LINK)	⊙	SIGN	SQR	SQUARE	FOB □	FIBER OPTIC BOX	P.N.	PARCEL NUMBER
— / —	FENCE (WOOD)	□	ASPHALT			SVC	SERVICE	EIP	EX. IRON PIPE
— / —	BUILDING							EAI	EX. ANGLE IRON



MAYOR'S CERTIFICATE

THIS IS TO CERTIFY THAT THE CITY COUNCIL OF THE CITY OF GREENVILLE HAS PASSED A RESOLUTION TO CLOSE A PORTION OF TWELFTH STREET, LAWRENCE STREET AND ELEVENTH AND ANDERSON STREETS.

RESOLUTION NO. _____

SIGNED _____ MAYOR

SIGNED _____ CITY CLERK

REVISIONS:

REFERENCES:

- D.B. 3308 PG. 133
- D.B. 3361 PG. 142
- D.B. 2801 PG. 10
- D.B. 3383 PG. 613
- D.B. 3376 PG. 792
- STATE HIGHWAY BOOK 1 PG. 12
- STATE HIGHWAY BOOK 1 PG. 17A/B
- M.B. 29 PG. 185
- M.B. 27 PG. 124
- M.B. 68 PG. 61

STATE OF NORTH CAROLINA
 COUNTY OF PITT

I, _____
 A REVIEW OFFICER OF PITT COUNTY, CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER _____
 DATE _____

SOURCE OF TITLE

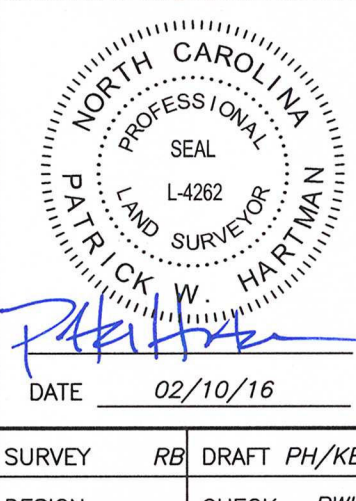
THIS IS TO CERTIFY THAT THE LAST INSTRUMENT(S) IN THE CHAIN OF TITLE OF THIS PROPERTY AS RECORDED IN THE PITT COUNTY REGISTRY AT GREENVILLE, NORTH CAROLINA IS: (AS NOTED ABOVE)

 PROFESSIONAL LAND SURVEYOR
 REGISTRATION NO. L-4262

NORTH CAROLINA, PITT COUNTY

I, PATRICK W. HARTMAN, CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE BY RB/MS ON 11/6/15 - 1/11/16; THAT THE RATIO OF PRECISION IS 1:10,000+; THAT BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN BOOKS REFERENCED HEREON; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. I FURTHER CERTIFY PURSUANT TO G.S. 47-30 (f) (11) THAT THIS SURVEY IS OF ANOTHER CATEGORY, BEING A SURVEY FOR A STREET CLOSING. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER AND SEAL THIS 10TH DAY OF FEBRUARY, 2016.

 PROFESSIONAL LAND SURVEYOR
 REGISTRATION NUMBER 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

STREET CLOSING MAP FOR
A PORTION OF ELEVENTH STREET
 CITY OF GREENVILLE, GREENVILLE TOWNSHIP, PITT CO., N.C.

DATE 02/10/16

SURVEY	RB	DRAFT	PH/KB
DESIGN	CHECK	PWH	

SCALE 1" = 30'

DRAWING NO. Z-2612

SHEET 1 OF 1

Scanned 02-12-16



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Contract renewal with The Ferguson Group

Explanation: **Abstract:** The City of Greenville has worked with The Ferguson Group for lobbying services for several years. The Ferguson Group works with the City of Greenville to identify funding for City projects and initiatives in addition to lobbying Congress on issues affecting the city. The requested action is to renew the contract arrangement with The Ferguson Group for one year, beginning on July 1, 2016.

Explanation: The Ferguson Group, a lobbying firm in Washington, DC, assists clients with identifying and securing federal grant funds for projects and initiatives. The City has held previous contracts with The Ferguson Group since 2002. The current contract approved by City Council on May 11, 2015 expires on June 30, 2016.

Over the years, The Ferguson Group assisted the City of Greenville in securing funds for several projects such as \$14 million in federal funds for the Tenth Street Connector, Greenways, West Greenville Revitalization, Police Wireless Technology Grants, Green Mill Run stream restoration, and the GTAC Intermodal Center. Recently, The Ferguson Group assisted City efforts in securing funding for a \$500,000 COPS grant.

At the February 8, 2016, meeting of City Council, the attached 2016 Federal Agenda for the City of Greenville was approved by Council. Some examples of projects and initiatives The Ferguson Group will assist the City in securing funding for include TIGER Grant, Tar River Legacy Plan, Town Common improvements, Public Safety Grants, and others.

Fiscal Note: The contract is a 12-month contract with a \$6,000 per month cost plus reimbursement of expenses (such as travel, postage, etc.) with an annual cap of \$3,000, for a total maximum cost of \$75,000. The contract if approved by City Council, will be effective from July 1, 2016 through June 30, 2017. Funds will


be included in the FY 2016-2017 budget to cover the costs.

Recommendation: Authorize the City Manager to enter into an agreement with The Ferguson Group as outlined in the attached agreement.

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Attachments / click to download

 [2016-2017 Contract with TFG](#)

 [2016 Federal Agenda](#)

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

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

1. OBLIGATIONS OF TFG

TFG will:

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

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

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

2. OBLIGATIONS OF THE CLIENT

The client will:

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

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

H. reimburse TFG for the costs of document production.

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

TFG will not:

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

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

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

5. TERM OF AGREEMENT:


This agreement is for one year beginning on July 1, 2016 and ending on June 30, 2017. Contractual time may be extended upon written mutual consent of the parties.

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

CITY OF GREENVILLE, NC

By _____
Barbara Lipscomb, City Manager

THE FERGUSON GROUP, L.L.C.



W. Roger Gwinn, CEO

Date _____

3-17-2016 _____



Find yourself in good company

**CITY OF GREENVILLE, NORTH CAROLINA
2016 FEDERAL AGENDA**

PROJECT/ISSUE	ACTION ITEM
PUBLIC SAFETY	
Police Department	<p>Pursue assistance for various technology needs, including additional body cameras.</p> <p>Support Greenville Officer Watch (GROW) efforts - Focused Deterrence Program.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • DOJ's Edward Byrne JAG • Smart Policing Initiative • Body-Worn Camera (BWC) Pilot Partnership Program • Firehouse Subs for equipment (applications due March 4, June 3, September 2, December 2, 2016) <p>Greenville PD received a \$500,000 COPS Hiring Grant to hire four officers. Secured Congressional support letters from Reps. Butterfield and Jones & Sens. Burr and Tillis.</p>
Fire-Rescue Department	<p>Pursue assistance for various equipment needs.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • FEMA's Assistance to Firefighters Grant Program (applications due January 15, 2016) • Firehouse Subs for smoke alarms
Firefighter Health, Wellness and Safety	<p>Pursue assistance for CPAC equipment and maintenance (\$200,000) and other firefighter needs.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • FEMA's Fire Prevention and Safety Grant Program (applications due April 2016) • Firehouse Subs

ECONOMIC DEVELOPMENT	
Lead-Based Paint Abatement	<p>Pursue federal assistance for lead-based paint abatement and education.</p> <p>Potential funding opportunities: HUD's Office of Healthy Homes and Lead Hazard Control; secure debrief from 2015 application</p>
Urban Farm Network	<p>Pursue assistance for the City of Greenville and Greenville Harvest to provide access to healthy food sources for federally-designated food desert in West Greenville.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • USDA's Local Foods Promotion Program Implementation Grant; secure debrief from 2015 application • EPA's Local Food Local Places
West Greenville - Neighborhood Revitalization Strategy Area	<p>Support efforts to further develop the Neighborhood Revitalization Strategy Area.</p>
Go Science Center	<p>Pursue assistance for exhibit space and programming at the Science Center (Challenger exhibit).</p> <p>Potential funding opportunities: Institute of Museum and Library Sciences</p>
Improved Internet Access	<p>Pursue assistance to provide high-speed Internet access to certain areas in Greenville.</p>
Antenna Replacement	<p>Explore funding opportunities to replace and relocate radio antenna in Town Common Park that services minority-owned and operated local radio station.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • Small Business Administration's 8(a) Business Development Program • Corporation for Public Broadcasting • Federal Communications Commission
Capacity Building for Non-Profits	<p>The City of Greenville receives HOME funds from HUD; 15% of its allocation must go to a Community Housing Development Organization (CHDO); Greenville's CHDO needs assistance with capacity building; assistance could come from:</p> <ul style="list-style-type: none"> • National Community Development Association • National Association of Housing and Redevelopment Officials (NAHRO) • HUD Training and Technical Assistance

LABOR AND WORKFORCE DEVELOPMENT	
Workforce Development Initiative	<p>Greenville is working with Pharma / Life Sciences and Pitt Community College. The City also wants to expand to medical patenting.</p> <p>Explore funding options with U.S. Departments of Labor and Health and Human Services.</p>
Small Business Development	<p>The City will continue to fund upstarts with seed money using HUD CDBG funds, but would like to expand its offerings to both retail (current focus) and restaurants.</p> <p>Explore funding options with the Small Business Administration.</p>
ENERGY AND ENVIRONMENT	
Tar River Legacy Plan	<p>Work with the U.S. Army Corps of Engineers to identify funding opportunities to address various aspects of the Plan, including bulk head replacement, stream restoration and other Plan elements.</p>
Town Creek Culvert	<p>Work with the NCDEQ to request a change from the existing \$13M State Revolving Loan Fund's 0% interest loan to one with negative interest or principal forgiveness.</p>
Watershed Master Plan	<p>Identify funding opportunities for implementation of the Greenville Watershed Master Plan.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • Corps of Engineers Section 205 Program • EPA
Flood-Prone Properties	<p>Secure federal assistance to acquire properties subject to recurring flooding.</p> <p>Potential funding opportunities: FEMA's Hazard Mitigation Program, Pre-Disaster Mitigation Program, and Flood Mitigation Assistance Program.</p>

TRANSPORTATION AND INFRASTRUCTURE	
Pitt - Greenville Airport	<p>Pursue assistance to expand flight options at Pitt-Greenville Airport.</p> <p>Potential funding opportunities: DOT's Small Community Air Service Development Program Grant (secured Congressional support in 2015 from Reps. Butterfield and Jones & Sens. Burr and Tillis, but application was not successful).</p>
Tar River	<p>Pursue federal assistance for dredging and to provide navigation improvements.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • Corps of Engineers Section 107 • Corps of Engineers Section 204
Greenville Transportation Activity Center	<p>Pursue federal assistance for infrastructure development around GTAC, including 8th Street between Pitt and Dickinson Roads.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • DOT's Transportation Alternatives Program (TAP) • DOT's Congestion Mitigation and Air Quality (CMAQ) Program • Economic Development Administration (EDA) • Federal Transit Administration
8th Street	<p>Pursue federal assistance to extend 8th Street by GTAC.</p> <p>Potential funding opportunities:</p> <ul style="list-style-type: none"> • DOT's TAP • DOT's CMAQ • EDA
Parking Lot	<p>Pursue assistance to build a parking lot north of 8th Street.</p> <p>Potential funding opportunities: Economic Development Assistance</p>
264 Interstate Designation	<p>The FAST Act designated the Raleigh-Norfolk Corridor as a "High Priority Corridor" on the National Highway System. Work with Greenville's Congressional delegation, DOT and NCDOT to include as part of that designation US264 from I-795 in Wilson to the Southwest Bypass in Greenville (~35 miles).</p>

RECREATION AND PARKS	
Pedestrian Bridge	Explore funding opportunities to construct a pedestrian bridge from Town Common Park to the River Park North Boardwalk.
Historic Drill Tower Preservation Project (in Dream Park)	Explore funding opportunities for tower preservation project.
Public Art Projects	Secure assistance for public arts projects. Potential funding opportunities: National Endowment for the Arts (NEA) Our Town Grant Program; secure debrief for previously unfunded Our Town application.
STE(A)M Initiatives at Youth Facilities	Explore funding opportunities with the U.S. Department of Education and NEA.
OTHER PRIORITIES	
Animal Welfare	Explore funding opportunities to address animal welfare needs throughout the City with a focus on underserved residents and addressing their animals' needs.
Financing	Support tax-exempt municipal bonds and marketability of municipal bonds. <ul style="list-style-type: none"> • Support H.R. 2209, a bill to classify municipal securities as high quality liquid assets.
Online Sales Tax Legislation	Support passage of legislation that would grant state and local governments the authority to collect taxes on Internet and mail-order sales.
FY 2017 Budget and Appropriations	Support full funding for the federal programs included on the City's Federal Agenda, such as: <ul style="list-style-type: none"> • HUD Community Development Block Grant • HUD HOME Investment Partnership Program • DOJ Byrne Justice Assistance Grants • DOJ COPS Hiring
Grants	Pursue relevant federal, state and foundation grant opportunities and secure congressional support for same.



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Contract award for Non-Motorized Transportation Master Plan

Explanation: **Abstract:** This item is a contract for service for the development of a Non-Motorized Transportation Master Plan for the Greenville Urban Area Metropolitan Planning Organization (MPO). The total cost of the plan is \$140,000 with the Federal Highway Administration (FHWA) reimbursing 80% (\$112,000) of the project costs to the MPO. The MPO's net cost will be \$28,000.

Explanation: Attached for City Council's consideration is a contract for service for the development of a Non-Motorized Transportation Master Plan for the Greenville Urban Area Metropolitan Planning Organization (MPO). The City is the lead planning agency for the MPO. The Master Plan will cover the MPO's entire planning area to include the following jurisdictions: Greenville, Winterville, Ayden, Simpson, and sections of unincorporated Pitt County.

Four engineering/planning firms submitted proposals to conduct the study. A selection committee comprised of representatives of MPO-member jurisdictions and the North Carolina Department of Transportation (NCDOT) selected and interviewed two of the four firms. At the completion of this selection process, the committee determined that Alta Planning + Design, Inc. was the most qualified consulting firm to provide planning services for the development of the Master Plan.

The proposed scope of work includes updating many components of the existing Bicycle and Pedestrian Master Plan including; the bicycle and pedestrian design guide, bicycle and pedestrian network, analysis of existing conditions along with public outreach efforts to include social networking, a project website, numerous public meetings, and online mapping and input for those who can't attend the meetings. The plan will also serve as an update to the City's 2004 Greenway Master Plan and expand the scope of greenway planning to the entire MPO planning area as well as update and combine with the current Bicycle and Pedestrian Master Plan.

Staff has budgeted \$140,000 for the development of the Non-Motorized Master Plan. The contract amount is \$140,000. As an MPO-reimbursable item, the planning effort is an 80/20 cost share. FHWA, via NCDOT, reimburses 80 percent (\$112,000) of the \$140,000 project cost for plan development. The MPO's net cost will be \$28,000. The City of Greenville will initially fund the entire cost of the study and be subsequently reimbursed 80% from NCDOT. Additionally, MPO-member jurisdictions will reimburse the City a total of \$10,208 for their portion of plan development. This figure was derived from a population-based cost-share agreement with MPO member jurisdictions. The net cost to the City after MPO-member cost-share and NCDOT reimbursements will be \$17,792.

Fiscal Note:

Funding for the Non-Motorized Transportation Master Plan has been budgeted for the current fiscal year and is provided through the MPO's Special Study account. Net costs to the City, after Federal and MPO-member jurisdictional reimbursement, will be \$17,792.

Recommendation:

City Council award a professional services contract to Alta Planning + Design, Inc. for the preparation of a Non-Motorized Transportation Master Plan for the lump-sum fee of \$140,000.

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

Attachments / click to download

- [Contract](#)
- [Draft Scope of Work](#)
- [Proposed Schedule](#)

CONTRACT FOR DESIGN SERVICES RELATED TO
BICYCLE/PEDESTRIAN/GREENWAY (NON-MOTORIZED) MASTER PLAN

THIS CONTRACT is made and entered into as of the ____ day of April, 2016, by and between the City of Greenville, a North Carolina municipal corporation, hereinafter referred to as the “City” and Alta Planning + Design, Inc., a North Carolina corporation, hereinafter referred to as the “Consultant”.

WITNESSETH:

NOW, THEREFORE, for and in consideration of the promises and mutual covenants of the parties, as set forth herein, the City and Consultant agree as follows:

1.0 Background and Purpose

The City (as Lead Planning Agency (LPA) for the Greenville Urban Area Metropolitan Planning Organization (MPO)), is developing a Bicycle, Pedestrian, and Greenway Master Plan for the entire Greenville Urban Area MPO Urbanized Area. This is also known as a Non-Motorized Master Plan.

It is expected that this master plan will become a strong planning tool for MPO-member jurisdictions and that it will facilitate the orderly development of non-motorized modes of transportation. The plan is expected to:

- Create a lasting pedestrian, bicycle, and greenway transportation program;
- Identify convenient and on-street and off-street routes for pedestrian walking/jogging and bicycling to important nodes and destinations;
- Identify connections to other modes of transportation;
- Address the needs of all ability, age and skill levels;
- Promote safe bicycling and enhance bicycle safety

To facilitate this effort, numerous Public Input Sessions and other methods will be employed to collect significant input from interested residents. The intent is to build on this input to develop a master plan that reflects the community’s vision, and establish specific project priorities that can guide future infrastructure development.

2.0 Services to be Performed

The services to be performed by the Consultant are detailed in Exhibit A. The services have been mutually agreed upon between the City and the Consultant. The Consultant shall perform the services set forth in Exhibit A.

In this contract, "Work" means the services that the Consultant is required to perform pursuant to this contract and all of the Consultant's duties to the City that arise out of this contract.

3.0 Work Schedule and Contract Duration

The project schedule for completion of the Work is detailed in Exhibit B. The project schedule has been mutually agreed upon by the City and the Consultant. The Consultant shall complete the Work to the satisfaction of the City no later than June 30, 2017.

4.0 Complete Work without Extra Cost

Except to the extent otherwise specifically stated in this contract, the Consultant shall obtain and provide, without additional cost to the City, all labor, materials, equipment, transportation, facilities, services, permits, and licenses necessary to perform the Work.

5.0 Compensation

The City shall pay the Consultant for the Work as follows:

The Consultant shall be compensated on a monthly basis based on the completed work as outlined below:

Tasks

1. Project Management
2. Steering Committee Meetings
3. Existing Conditions Assessment
4. Public Involvement
5. Draft Plan, including:
 - a. Bicycle and Pedestrian Design Guidelines
 - b. Implementation Plan and Funding Strategies
6. Final Bicycle and Pedestrian Master Plan/Presentations

The payment for each task shall be the fee for each task stated in Exhibit A with a total fee for all of the tasks not to exceed \$137,000.00. In addition to said fee, the Consultant shall be compensated for reimbursable expenses such as rental car, mileage, and printing with the reimbursable expenses not to exceed \$3,000.00.

The City shall not be obligated to pay the Consultant any payments, fees, expenses, or compensation other than those authorized by this section. The contract amount, including the total fee and reimbursable expenses, shall not exceed \$140,000.00.

6.0 Consultant's Billings to City

The Consultant shall send invoices to the City on a monthly basis for the amounts to be paid pursuant to this contract. Each invoice shall document, to the reasonable satisfaction of the City, such information as may be reasonably requested by the City. Consultant will provide a description of Work accomplished and percentage of each task completed with each monthly billing document. The City shall pay the part of compensation for each task which reflects the percentage of completion attained for that Work less payments previously paid for that completed work. Within sixty (60) days after the City receives an invoice, the City shall send the Consultant a check in payment for all undisputed amounts contained in the invoice.

7.0 Insurance

The Consultant shall maintain the following insurance coverages while performing in accordance with the terms of this contract, subject to the terms and conditions of the policies:

- a. Workers' Compensation: Statutory
- b. Employer's Liability --
 - 1) Each Accident: \$100,000
 - 2) Disease, Policy Limit: \$500,000
 - 3) Disease, Each Employee: \$100,000
- c. General Liability --
 - 1) Each Occurrence (Bodily Injury and Property Damage): \$1,000,000
 - 2) General Aggregate: \$2,000,000
- d. Automobile Liability --Combined Single Limit (Bodily Injury and Property Damage):
 - Each Accident \$1,000,000
- e. Professional Liability –

1) Each Claim Made	<u>\$1,000,000</u>
2) Annual Aggregate	<u>\$1,000,000</u>

Consultant will furnish the City with certificates of insurance verifying the above referenced coverages and stating that the insurance carrier will provide the City with 30 days prior written notice of insurance cancellation. The Consultant shall list the City as an additional insured for the General Liability and Automobile Liability insurance.

8.0 Exhibits

The following exhibits are made a part of this contract:

Exhibit A: Scope of Work describing tasks and fee per each task (6 pages).

Exhibit B: Schedule of Work detailing tasks and approximate start and end date for each task.

In case of conflict between an exhibit and the text of this contract excluding the exhibit, the text of this contract shall control.

9.0 Termination for Cause

9.1 Procedure. The City or the Consultant may terminate this contract for cause based upon a failure by the other party to fulfill the contract obligations by giving the other party at least 30 days prior written notice that refers to this section. Termination shall be effective at the time indicated in the notice but no sooner than 30 days after the notice is given. The City Manager may terminate under this section without City Council action.

9.2 Obligations. Upon termination, all obligations that are to be performed by each party are discharged except that any right based on a prior breach or the breach which is the subject of the termination survives, and the indemnification provisions shall remain in force. At the time of termination or as soon afterwards as practical, the Consultant shall give the City all Work, including partly completed Work.

9.3 Payment. Within 20 days after termination, the City shall pay the Consultant for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method to be used for payment for Work that has been completed as specified in section 6.0. The Consultant shall not be entitled to any payment except as stated in this section because of termination, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

10.0 Termination for Convenience ("TFC")

- 10.1 Procedure. Without limiting any party's right to terminate for breach, the City may, without cause, and in its discretion, terminate this contract for convenience by giving the Consultant written notice that refers to this section. TFC shall be effective at the time indicated in the notice. The City Manager may terminate under this section without City Council action.
- 10.2 Obligations. Upon TFC, all obligations that are to be performed by each party are discharged except that any right based on prior breach or performance survives, and the indemnification provisions shall remain in force. At the time of TFC or as soon afterwards as practical, the Consultant shall give the City all Work, including partly completed Work.
- 10.3 Payment. Within 20 days after TFC, the City shall pay the Consultant a one hundred dollar TFC fee and for all Work performed except to the extent previously paid for. Work shall be paid for in accordance with the method to be used for payment for Work that has been completed as specified in section 6.0. The Consultant shall not be entitled to any payment except as stated in this section because of TFC, whether on the basis of overhead, profit, damages, other economic loss, or otherwise.

11.0 Notice

- 11.1 All notices and other communications required or permitted by this contract shall be in writing and shall be given either by personal delivery, fax, or certified United States mail, return receipt requested, addressed as follows:

To the City:
Daryl Vreeland, AICP
Public Works Department
City of Greenville
1500 Beatty Street
Greenville, NC 27834
The fax number is (252) 329-4535

To the Consultant:
Alta Planning + Design, Inc
111 East Chapel Hill Street, Suite 100
Durham, NC 27701
The office contact email is matthayes@altaplanning.com.

With copy to:
Contract Administrator
711 SE Grand Ave
Portland, OR 97214
contracts@altaplanning.com

11.2 Change of Address. Date Notice Deemed Given

A change of address, fax number, or person to receive notice may be made by either party by notice given to the other party. Any notice or other communication under this contract shall be deemed given at the time of actual delivery, if it is personally delivered or sent by fax. If the notice or other communication is sent by United States mail, it shall be deemed given upon the third calendar day following the day on which such notice or other communication is deposited with the United States Postal Service or upon actual delivery, whichever first occurs.

12.0 Rights in Deliverables

All deliverables provided by Consultant to the City shall belong to the City. Methodologies and other instruments of service used to prepare the deliverables shall remain the property of the Consultant.

13.0 Indemnification

13.1 To the maximum extent allowed by law, the Consultant shall defend and indemnify Indemnitees from and against all Charges that arise from this contract as a result of negligent acts or omissions of the Consultant or sub-Consultants or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. In performing its duties under this subsection "13.1," the Consultant shall at its sole expense defend Indemnitees with legal counsel reasonably acceptable to the City.

13.2 Definitions. As used in subsections "13.1" above and "13.3" below – "Charges" means claims, judgments, costs, damages, losses, demands, liabilities, duties, obligations, fines, penalties, royalties, settlements, and expenses (included without limitation within "Charges" are interest and reasonable attorneys' fees assessed as part of any such item). "Indemnitees" means the City and its officers, officials, agents, and employees excluding the Consultant.

13.3 Other Provisions Separate

Nothing in this section shall affect any warranties in favor of the City that are otherwise provided in or arise out of this contract. This section is in addition to and shall be construed separately from any other indemnification provisions that may be in this contract.

13.4 Survival

This section shall remain in force despite termination of this contract (whether by expiration of the term or otherwise) and termination of the services of the Consultant under this contract.

13.5 Limitations of the Consultant's Obligations

If this section is in, or is in connection with, a contract relative to the design, planning, construction, alteration, repair or maintenance of a building, structure, highway, road, appurtenance or appliance, including moving, demolition and excavating connected therewith, then subsection "13.1" shall not require the Consultant to defend, indemnify or hold harmless Indemnitees against liability for damages arising out of bodily injury to persons or damage to property proximately caused by or resulting from the negligence, in whole or in part, of Indemnitees.

14.0 Miscellaneous

14.1 Choice of Law and Forum

This contract shall be deemed made in Pitt County, North Carolina. This contract shall be governed by and construed in accordance with the law of North Carolina. The exclusive forum and venue for all actions arising out of this contract shall be the North Carolina General Court of Justice, in Pitt County. Such actions shall neither be commenced in nor removed to federal court. This section shall not apply to subsequent actions to enforce a judgment entered in actions heard pursuant to this section.

14.2 Waiver

No action or failure to act by the City shall constitute a waiver of any of its rights or remedies that arise out of this contract, nor shall such action or failure to act constitute approval of or acquiescence in a breach thereunder, except as may be specifically agreed in writing.

14.3 Performance of Government Functions

Nothing contained in this contract shall be deemed or construed so as to in any way stop, limit, or impair the City from exercising or performing any regulatory, policing, legislative, governmental, or other powers or functions.

14.4 Severability

If any provision of this contract shall be unenforceable, the remainder of this contract shall be enforceable to the extent permitted by law.

14.5 Assignment: Successors and Assigns

Without the City's written consent, the Consultant shall not assign (which includes to delegate) any of its rights (including the right to payment) or duties that arise out of this contract. The City Manager may consent to an assignment without action by the City Council. Unless the City otherwise agrees in writing,

the Consultant and all assignees shall be subject to all of the City's defenses and shall be liable for all of the Consultant's duties that arise out of this contract and all of the City's claims that arise out of this contract. Without granting the Consultant the right to assign, it is agreed that the duties of the Consultant that arise out of contract shall be binding upon it and its heirs, personal representatives, successors, and assigns.

14.6 Compliance with Law

In performing all of the Services, the Consultant shall comply with all applicable law.

14.7 City Policy

THE CITY OPPOSES DISCRIMINATION ON THE BASIS OF RACE AND SEX AND URGES ALL OF ITS CONSULTANTS TO PROVIDE A FAIR OPPORTUNITY FOR MINORITIES AND WOMEN TO PARTICIPATE IN THEIR WORK FORCE AND AS SUBCONSULTANTS AND VENDORS UNDER CITY CONTRACTS.

14.8 EEO Provisions

During the performance of this Contract the Consultant agrees as follows:

14.8.1 The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. The Consultant shall take affirmative action to insure that applicants are employed and that employees are treated equally during employment, without regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap. Such action shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment or advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices setting for these EEO provisions.

14.8.2 The Consultant shall in all solicitations or advertisement for employees placed by or on behalf of the Consultant; state that all qualified applicants will receive consideration for employment with regard to race, color, religion, sex, national origin, political affiliation or belief, age, or handicap.

14.8.3 The Consultant shall send a copy of the EEO provisions to each labor union or representative of works with which it has a collective bargaining agreement or other contract or understanding.

14.8.4 In the event of the Consultant's noncompliance with these EEO provisions, the City may cancel, terminate, or suspend this contract, in whole or in part, and the City may declare the Consultant ineligible for further City contracts.

14.8.5 Unless exempted by the City Council of the City of Greenville, the Consultant shall include these EEO provisions in every purchase order for goods to be used in performing this contract and in every subcontract related to this contract so that EEO provisions will be binding upon such sub-consultant and vendors.

14.9 Amendments

This agreement may be amended by mutual agreement of the parties in writing.

14.10 Dispute Resolution

City and Consultant agree to negotiate all disputes between them in good faith for a period of 30 days from the date of notice prior to exercising their rights under law

15.0 No Third Party Rights Created

This contract is intended for the benefit of the City and the Consultant and not any other person.

16.0 Principles of Interpretation and Definitions

In this contract, unless the contract requires otherwise:

16.1 The singular includes the plural and plural the singular. The pronouns "it" and "its" include the masculine and the feminine. References to statutes or regulations include all statutory or regulatory provisions consolidating, amending, or replacing the statute or regulation. References to contracts and agreements shall be deemed to include all amendments to them. The words "include," "including," etc. mean include, including, etc. without limitation.

16.2 References to a "Section" or "section" shall mean a section of this contract.

16.3 "Contract" and "Agreement," whether or not capitalized, refer to this instrument.

16.4 Titles of sections, paragraphs, and articles are for convenience only, and shall not be construed to affect the meaning of this contract.

16.5 "Duties" includes obligations.

16.6 The word "person" includes natural persons, firms, companies, associations, partnerships, trusts, corporations, governmental agencies and units, and other legal entities.

16.7 The word "shall" is mandatory.

16.8 The word "day" means calendar day.

17.0 Modifications: Entire Agreement

A modification of this contract is not valid unless signed by both parties and otherwise in accordance with requirements of law. Further, a modification is not enforceable against the City unless the City Manager or a deputy or assistant City Manager signs it for the City. This contract contains the entire agreement between the parties pertaining to the subject matter of this contract. With respect to that subject matter, there are no promises, agreements, conditions, inducements, warranties, or understandings, written or oral, expressed or implied, between the parties, other than as set forth or referenced in this contract.

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

CITY OF GREENVILLE

ALTA PLANNING + DESIGN, INC.

BY: _____
Allen Thomas, Mayor

BY: _____

PRINTED NAME: _____

TITLE: _____

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.

BY: _____
Bernita W. Demery, CPA, Director of Financial Services

EXHIBIT A – Scope of Work
Non-Motorized Master Plan
Page 1 of 6

Project Overview

The purpose of the Non-Motorized Master Plan is to provide clear priorities, tools, and programs for improving the bike, pedestrian, and greenway environments in the Greenville urban area. The ultimate goal is to provide a holistic master plan for a multiple-year time horizon, that can be used by transportation professionals when decisions are being made regarding funding various transportation projects.

TASK 1: PROJECT MANAGEMENT

Alta's project manager will be the main point of contact for this project and will provide regular updates through e-mail, telephone, and in-person meetings. The project manager will provide accurate project invoicing with summaries of work completed each month. Alta's Principal-in-Charge will oversee the quality control process throughout the life of the project.

Task 1 Deliverables:

- Project Management
- QA/QC Process
- Monthly project summaries with invoices
- Phone and e-mail contact with client

TASK 2: STEERING COMMITTEE MEETINGS

Alta will lead and facilitate up to five (5) steering committee meetings with city, county, and community representatives. During the first committee meeting (kick-off meeting), Alta will give an overview presentation that describes the planning process and schedule, followed by a facilitated discussion. Participants will discuss the project vision, goals, and objectives; bicycle, pedestrian, and greenway opportunities; public input opportunities, scheduling; and data acquisition. The four subsequent meeting agendas remain flexible, but would likely focus on 2) existing conditions, 3) preliminary network recommendations, 4) the Draft Plan, and 5) the Final Plan and implementation.

Task 2 Deliverables:

- Five committee meetings
- Printed agendas, power point presentations, handouts, displays, and summary notes for each meeting

TASK 3: EXISTING CONDITIONS ASSESSMENT

Existing Conditions Maps

Alta will collect relevant, up-to-date GIS data from throughout the study area. Based on the review of existing plans and the available GIS data, the Alta team will create a series of map updates, including:

- An updated inventory map that depicts existing and planned bicycle, pedestrian, and greenway trail facilities throughout the study area, drawing

EXHIBIT A – Scope of Work Non-Motorized Master Plan

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- from the region's existing plans, and from known facilities that have been built since those plans were last updated.
- Supporting maps, such as a demographic analysis, bicycle and pedestrian crash analysis, sidewalk gaps, traffic volumes, level of traffic stress, and other analysis maps in need of updating from the 2011 MPO Bicycle and Pedestrian Plan.
 - Needs analysis maps to identify supply and demand

Plan, Policy, and Program Review

Alta will provide a summary table of existing plans and policies that lists relevant recommendations and policies from the list of documents provided in the RFP, citing whole sections of source documents where appropriate. The purpose of plan review is to better understand the current relevance of the recommendations within those plans, whereas the purpose of the policy review is to outline existing policies related to walking, bicycling, and trails, and to provide recommendations based upon state-of-the-practice, including complete street policies.

Additionally, Alta will review MPO-member jurisdictions' capital improvement plans, for use in identifying proposed improvements that may be made incidental to a capital improvement project. Alta will also provide an updated review of existing education, encouragement, and enforcement programs related to walking, bicycling, and greenway trails.

Fieldwork and Groundtruthing of Proposed Corridors

Alta staff will evaluate opportunities in the field through site visits, observation, field measurements, and digital photography. This will be a key component of network recommendations, particularly for greenway corridors. Major opportunities and constraints will be identified for each corridor, and proposed alignments will be adjusted to reflect factors identified. See "cut-sheets" in Task 5 for additional work related to this topic.

Task 3 Deliverables:

- Memo containing the review of existing plans, policies, and programs
- Series of existing conditions maps

TASK 4: PUBLIC INVOLVEMENT

Alta suggests using the following approach for public outreach and involvement. This approach is based on past successful outreach campaigns for similar regional projects throughout North Carolina:

- A web-based public comment form, intended to evaluate resident and visitor perceptions on destinations, challenges, and opportunities for bicycle, pedestrian, and greenway trail facilities (also provided in hard copy format and Spanish-language hardcopy format).
- A project website and Facebook page, both providing up-to-date information about the plan.

EXHIBIT A – Scope of Work
Non-Motorized Master Plan

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- An online input map, using Community Walk or a similar online application that allows public participants to submit ideas online.
- Up to six (6) public input sessions:
 - Two sessions in an open house format. The first would share general information about the plan and gather community input on existing conditions. The second open house would focus on preliminary draft network recommendations and generating further support for the plan.
 - Three sessions in outreach booth format. This method aims to capture input from people who may not otherwise typically attend a public meeting. These sessions consist of project information tables at local public events, or in public spaces such as shopping centers like Wal-Mart where a wide cross section of the public can be reached. Project consultants will staff the booths. Steering Committee members and volunteers are also encouraged to participate by helping to solicit feedback at such events and/or locations. Events and/or locations to attend would be suggested and decided upon at the Kick-Off Meeting.
 - The remaining session's format or need to be determined by the client.
- Target outreach to stakeholder groups and leaders of community organizations to encourage participation in the project comment form, outreach events, and presentations. Consultants will call stakeholder groups and organizations directly, and message groups through Facebook when possible.
- Multiple Draft Plan and Final Plan Presentations (see Tasks 5 and 6)

Task 4 Deliverables:

- Public comment form
- Project Website
- Facebook Page
- Online Input Map
- Public Input Sessions
- Targeted Outreach
- Materials necessary for public input sessions, which may include agendas, power point presentations, handouts, displays, advertisements, and press releases.

TASK 5: DRAFT PLAN

The draft plan will have a similar overall structure to the Greenville MPO's 2011 Bicycle and Pedestrian Plan (2011 Plan), with the most significant new addition to the plan being the greenway trail system component, and a new branding/template. The update will cover each chapter of the 2011 Plan, with exception of Appendix D (BLOS). Key components of this overall update include the following:

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Non-Motorized Master Plan

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- **Benefits:** This section will be updated to include recent studies that highlight the importance of providing bicycle, pedestrian, and greenway facilities related to the fields of public health, economics, transportation, recreation, and environmental stewardship. Also included will be an economic benefit impact analysis, highlighting the projected health, environmental, and economic impacts specific to the Greenville MPO Urban Area, based on the plan's overall recommendations.
- **Existing Conditions:** The findings and mapping analysis updates from Task 3 will be incorporated into the plan update. Additionally, the existing plan review, policy review, and program review from Task 3 will be featured in their respective draft chapters and appendices.
- **Recommendations:** The Draft Plan will draw upon and update recommendations from the 2011 Plan, the pedestrian plans from Winterville and Ayden, and Greenville's 2004 Greenway Master Plan (with recommendations extended to the entire study area), among other plans. The pedestrian section will feature an updated intersection inventory, including new pedestrian signals in Greenville. Guidance on rails-to-trails opportunities will be featured in the greenways section, citing best practices as they may apply in the study area. These updates will cover the entire MPO planning area, to be organized into three recommendations chapters, for the bicycle, pedestrian, and greenway trail systems. ***As described earlier, the recommended network will be vetted by our team to determine feasibility and "buildability" with key issues identified.*** In addition, we will include a review of national and regional bikeways/walkways, especially the East Coast Greenway and opportunities for routing or connections through the Greenville Urban Area
- **Project Cut-sheets, Prioritization, and Cost Estimates:** During Steering Committee meetings preceding the Draft Plan, Alta will work with the client and committee to determine appropriate means of prioritization. The 2011 plan relied upon a data-intensive analysis, whereas some plans in the field of active transportation rely more on discussion and public feedback for determining priorities and distribution of top projects. Once priority projects for each mode are selected, the cut sheets will be designed to highlight key opportunities and constraints of each project, along with cost estimates. Wherever possible, cost estimates will be based on recent bids for actual projects in North Carolina. We will conduct fieldwork to verify feasibility and treatment. Alta will provide up to 30 project cut-sheets (for example, 10 for pedestrian recommendations, 10 for bicycle recommendations, and 10 for greenway recommendations--actual breakdown may vary per client request). They will include the following:
 - Project name and brief description
 - Project length/distance
 - Facility type(s)
 - Jurisdiction(s)
 - Potential trip generators/nearby destinations
 - Previous planning (document names/dates)

EXHIBIT A – Scope of Work
Non-Motorized Master Plan

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- Potential right-of-way needs
- Potential permitting needs
- Potential partnerships
- Estimated construction costs
- Estimated land acquisition costs
- Project corridor map, annotated with key opportunities and constraints
- Implementation: Alta will work with the Steering Committee, client staff, and NCDOT Division 2/District 1 to identify what has worked well and what should be improved in terms of implementation. The update will include a new action steps table that addresses those findings, along with an outline of funding strategies for the priority projects. This would include a review of the funds available for implementation on the local and state level, and depending on client and community interest, could also recommend a local dedicated funding mechanism, such as a bond initiative, for top projects.
- Design Toolbox: The Task 3 review of design standards will be featured in this section update, along with graphics, photo examples, and guidance for various types of bicycle, pedestrian, and greenway trail facilities and amenities. This will include best practice additions to the “tools” featured in the 2011 Plan, such as protected bicycle lanes and buffered bicycle lanes.
- Executive Summary: An entirely new executive summary will be produced for this update, to be used in outreach to decision makers, project partners, stakeholders, and the general public.

Task 5 Deliverables:

- Downloadable PDF of the Draft Plan and Executive Summary
- One meeting with local NCDOT district and division engineers
- Three (3) Draft Plan presentations:
 - Steering Committee (at 4th committee meeting)
 - MPO’s Technical Coordinating Committee (TCC)
 - City of Greenville’s City Council/Public Hearing open to General Public

TASK 6: FINAL PLAN

An open period of review will follow the draft plan presentations, for a period of one to two months, depending on client preference. During the review period, comments and suggested revisions will continue to be collected via email and the project website. Once the draft plan comment period is over, Alta will revise the Draft Plan into the Final Plan, addressing the revisions requested by the client, the Steering Committee, the TCC, NCDOT, and the public. The Final Plan products, deliverables, and presentations are outlined as follows:

Task 6 Deliverables:

- Three (3) Final Plan presentations:

EXHIBIT A – Scope of Work
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- Steering Committee (at 5th committee meeting)
- MPO's Transportation Advisory Committee (TAC)
- City of Greenville's City Council/Public Hearing open to General Public
- Four (4) additional versions of the final PowerPoint presentation, tailored for the Town of Ayden, Town of Winterville, Village of Simpson, and Pitt County, to be used by the client.
- Thirty (30) hard copies of the Final Plan, printed and bound and in 8.5" x 11" format, tabbed, and with 11" x 17" fan-folded pages inserted, as needed.
- Digital files including: A searchable PDF version of Final Plan
- Source images used in the Final Plan (including graphics, drawings, photographs, and maps)
- Digital versions of materials used for public outreach/promotion
- GIS shape files and layers (newly created GIS data will be structured to adhere to NCDOT's bike/pedestrian facility geodatabase). Additionally, GIS shape files and layers will also be created in a format as described by NCDOT's Transportation Planning Branch for use in the creation of the Comprehensive Transportation Plan (CTP) mapping elements describing on and off-road bicycle, pedestrian, and greenway infrastructure classified into 1) existing, 2) needs improvement, and 3) recommended infrastructure.

SCHEDULE OF FEES

Task 1: Project Management	\$5,000
Task 2: Steering Committee Meetings	\$15,000
Task 3: Existing Conditions Assessment	\$12,000
Task 4: Public Involvement	\$20,000
Task 5: Draft Plan	\$70,000
Task 6: Final Plan	\$15,000
<u>Expenses</u>	<u>\$3,000</u>
Total	\$140,000

Exhibit B
Non-Motorized Master Plan

Proposed Schedule

Alta is flexible with this schedule and can complete this on a different timeframe if desired.

	2016										2017	
	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	
Task 1: Project Management (On-going)												
Task 2: Committee Meetings (Throughout Project)												
Kick-off Meeting												
Second Meeting												
Third Meeting												
Fourth Meeting												
Fifth Meeting												
Task 3: Existing Conditions Assessment												
Task 4: Public Involvement (Throughout Project)												
Launch Online Outreach												
Outreach Booth Sessions												
Open House Input Sessions												
Task 5: Draft Plan												
Task 6: Final Plan												



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Acceptance of a grant award from the North Carolina Arts Council on behalf of the Pitt County Arts Council at Emerge

Explanation: **Abstract:** The Pitt County Arts Council at Emerge is requesting that the City of Greenville serve as the fiscal agent for a North Carolina Arts Council Program Grant. Local arts councils, that are not within Tier 1 counties, are ineligible to apply for these grants. Because of the growing music and artistic endeavors in Greenville, the Pitt County Arts Council was awarded funding for a continuous music series.

Explanation: In recognition of the growing arts in Greenville, the Pitt County Arts Council at Emerge submitted a grant application for a continuous music series. The grant application was approved for the creation of a music festival that is tied to the African-American Music Trail of which Greenville is a part. Arts councils located and operating within Tier 1 counties are the eligible recipients unless the organization is a 501c(3) charitable organization. A local government may serve as a recipient of the grant for an arts council participating in the program.

The grant award is for \$15,000 and will fund a monthly African-American Music Series that will occur at Emerge Gallery on the second Friday of each month from September 2016 through May 2017. Carroll Dashiell is the artistic director. The Arts Council has received support from local African-American organizations, as well as the Convention and Visitor's Bureau. The goal of the program is to create quality monthly music programming as part of the African-American Music Trail. Staff of the Pitt County Arts Council at Emerge prepared and submitted the application, narrative, and budget.

The request of the Arts Council is for the City of Greenville to serve as the fiscal agent, which will require the City of Greenville to accept the grant money and then contract with the Pitt County Arts Council at Emerge for programming. This is a matching grant and, as a result, the Pitt County Arts Council at Emerge will be raising the additional \$15,000+ for the programming. The Pitt County

Arts Council at Emerge has submitted a funding request to the CVB for \$5,000, and they are approaching two foundations for the additional funding.

Fiscal Note: Acceptance of the grant of \$15,000 from the North Carolina Arts Council.

Recommendation: Accept the grant application on behalf of the Pitt County Arts Council at Emerge

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Attachments / click to download



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

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

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

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

Payee	Adjustment Refunds	Amount
Hill, David L.	Registered Property Tax	170.53
McCotter, Letricia E.	Registered Property Tax	215.36
Pitt & Green EMC	Registered Motor Vehicle	2,055.64
Stox Management, Inc.	Registered Property Tax	123.90
Weatherington, Leanne E.	Registered Property Tax	387.24

Fiscal Note: The total to be refunded is \$2,952.67.

Recommendation: Approval of tax refunds by City Council

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Attachments / [click to download](#)



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Presentations by Boards and Commissions

- a. Human Relations Council
- b. Youth Council

Explanation: The Human Relations Council and the Youth Council are scheduled to make their annual presentations to City Council at the April 11, 2016, meeting.

Fiscal Note: No direct cost for the presentation.

Recommendation: Hear the presentations from the Human Relations Council and the Youth Council.

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City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Presentation by the Pitt-Greenville Airport Authority

Explanation: **Abstract:** The Pitt-Greenville Airport will make a presentation on their efforts to secure a grant to enable an additional flight service location and discuss long-term plans for the airport.

Explanation: Mr. Jerry Vickers, Executive Director of the Pitt-Greenville Airport, will give the City Council an update on the efforts by the Airport Authority to secure funding for an additional airport service area and provide an update on some initiatives of the airport.

Fiscal Note: There are no anticipated costs associated with the presentation.

Recommendation: Hear the report by Mr. Jerry Vickers, Executive Director of the Pitt-Greenville Airport.

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City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Resolution Reaffirming Support for the Preservation of Municipal Authorities in Response to the Enactment of House Bill 2

Explanation: **Abstract:** House Bill 2 was ratified by the North Carolina General Assembly during a special session, was signed by Governor McCrory, and became law on March 23, 2016. This law preempts the authorities of local government relating to the regulation of discriminatory practices and the regulation of the employment practices of companies doing business with the local government. In response to the enactment of House Bill 2, City Council will consider adopting a resolution relating to the impact on municipal authorities.

Explanation: House Bill 2 was ratified by the North Carolina General Assembly during a special session, was signed by Governor McCrory, and became law on March 23, 2016. This law preempts the authorities of local government relating to the regulation of discriminatory practices and the regulation of the employment practices of companies doing business with the local government.

The City of Greenville 2016 Legislative Initiatives includes as an initiative the preservation of municipal authorities. The enactment of House Bill 2 is contrary to this initiative as it involves an erosion of municipal authorities. Attached is a copy of House Bill 2. Specifically, House Bill 2:

- 1) Preempts any ordinance, regulation, resolution, or policy by a unit of local government that regulates or imposes any requirement upon an employer pertaining to compensation of employees. (Section 2.1)
- 2) Prohibits the city from requiring a private contractor doing business with the city to abide by any regulation or control on the contractor's employment practices and prohibits a city from mandating or prohibiting the provision of goods, services, or accommodations to any member of the public as a condition of bidding on a contract or responding to a qualification based selection solicitation. (Section 2.3)

3) Preempts any ordinance, regulation, resolution, or policy by a unit of local government that regulates or imposes any requirement upon an employer relating to the regulation of discriminatory practices in employment. (Section 3.1)

4) Preempts any ordinance, regulation, resolution, or policy by a unit of local government that regulates or imposes any requirement pertaining to the regulation of discriminatory practices in places of public accommodation. (Section 3.3)

Cities are authorized to act based upon grants of authority by the North Carolina General Assembly. Cities need flexibility in exercising these authorities to allow the local elected officials the opportunity to make decisions that effectively and efficiently meet the needs of their community.

Local control is integral to responsive local governments. The loss of municipal authorities impacts the ability of each community to carry out their local vision through decision making by their locally elected boards. The loss of municipal authorities limits the ability of local elected officials to govern in a manner in which they are able to effectively represent their constituents. North Carolinians elect local officials to propose, debate, and implement policies best suited for the community in which those officials were elected in order to provide services such as economic development, public safety, recreation, and transportation.

The attached resolution provides for the following:

- (1) Reaffirms the support for the preservation of municipal authorities;
- (2) States the belief that the enactment of House Bill 2 unduly restricts the ability of local elected officials to make decisions that meet the needs of the community; and
- (3) Requests the General Assembly, through the City's local legislative delegation, to address the erosion of municipal authorities established by House Bill 2.

Fiscal Note: The adoption of the resolution will not have a fiscal impact.

Recommendation: City Council may, by motion, adopt the Resolution Reaffirming Support for the Preservation of Municipal Authorities in Response to the Enactment of House Bill 2.

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Attachments / click to download

 [House Bill 2](#)

RESOLUTION NO. - 16
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREENVILLE
REAFFIRMING SUPPORT FOR THE PRESERVATION OF MUNICIPAL AUTHORITIES
IN RESPONSE TO THE ENACTMENT OF HOUSE BILL 2

WHEREAS, on March 23, 2016, the North Carolina General Assembly in special session ratified and Governor Pat McCrory signed House Bill 2 (Session Law 2016-3), the Public Facilities Privacy & Security Act;

WHEREAS, House Bill 2 establishes specific preemptions to the authorities of local governments relating to the regulation of discriminatory practices in employment and in places of public accommodation, relating to the regulation of the employment practices of companies doing business with the local government, and relating to the regulation or imposition of any requirement on employers pertaining to employee compensation;

WHEREAS, the loss of these municipal authorities impacts the ability of each community to carry out their local vision through decision making by their locally elected boards;

WHEREAS, the loss of these municipal authorities limits the ability of local elected officials to govern in a manner in which they are able to effectively represent their constituents; and

WHEREAS, North Carolinians elect local officials to propose, debate, and implement policies best suited for the community in which those officials were elected in order to provide services such as economic development, public safety, recreation, and transportation;

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

- 1) The City Council reaffirms its support for the preservation of municipal authorities which allows the needs of the community to be effectively and efficiently met.
- 2) The City Council believes that the North Carolina General Assembly, in enacting House Bill 2, unduly restricted the ability of local elected officials to make decisions that meet the needs of their community by taking away, from all North Carolina cities and counties, the ability to implement ordinances and policies narrowly tailored to affect their individual citizens.
- 3) The City Council respectfully requests the North Carolina General Assembly, through the delegation representing the House and Senate districts of which Greenville is a part, to address during the 2016 session the erosion of municipal authorities established by House Bill 2.

This the 11th day of April, 2016.

Allen M. Thomas, Mayor

ATTEST:

Carol L. Barwick, City Clerk

**GENERAL ASSEMBLY OF NORTH CAROLINA
SECOND EXTRA SESSION 2016**

**SESSION LAW 2016-3
HOUSE BILL 2**

1 AN ACT TO PROVIDE FOR SINGLE-SEX MULTIPLE OCCUPANCY BATHROOM AND
2 CHANGING FACILITIES IN SCHOOLS AND PUBLIC AGENCIES AND TO CREATE
3 STATEWIDE CONSISTENCY IN REGULATION OF EMPLOYMENT AND PUBLIC
4 ACCOMMODATIONS.

5 Whereas, the North Carolina Constitution directs the General Assembly to provide for
6 the organization and government of all cities and counties and to give cities and counties such
7 powers and duties as the General Assembly deems advisable in Section 1 of Article VII of the
8 North Carolina Constitution; and

9 Whereas, the North Carolina Constitution reflects the importance of statewide laws
10 related to commerce by prohibiting the General Assembly from enacting local acts regulating
11 labor, trade, mining, or manufacturing in Section 24 of Article II of the North Carolina
12 Constitution; and

13 Whereas, the General Assembly finds that laws and obligations consistent statewide for
14 all businesses, organizations, and employers doing business in the State will improve intrastate
15 commerce; and

16 Whereas, the General Assembly finds that laws and obligations consistent statewide for
17 all businesses, organizations, and employers doing business in the State benefit the businesses,
18 organizations, and employers seeking to do business in the State and attracts new businesses,
19 organizations, and employers to the State; Now, therefore,

20
21 The General Assembly of North Carolina enacts:

22
23
24 **PART I. SINGLE-SEX MULTIPLE OCCUPANCY BATHROOM AND CHANGING**
25 **FACILITIES**

26 **SECTION 1.1.** G.S. 115C-47 is amended by adding a new subdivision to read:

27 "(63) To Establish Single-Sex Multiple Occupancy Bathroom and Changing
28 Facilities. – Local boards of education shall establish single-sex multiple
29 occupancy bathroom and changing facilities as provided in G.S. 115C-521.2."

30 **SECTION 1.2.** Article 37 of Chapter 115C of the General Statutes is amended by
31 adding a new section to read:

32 **"§ 115C-521.2. Single-sex multiple occupancy bathroom and changing facilities.**

33 (a) Definitions. – The following definitions apply in this section:

34 (1) Biological sex. – The physical condition of being male or female, which is
35 stated on a person's birth certificate.

36 (2) Multiple occupancy bathroom or changing facility. – A facility designed or
37 designated to be used by more than one person at a time where students may be
38 in various states of undress in the presence of other persons. A multiple
39 occupancy bathroom or changing facility may include, but is not limited to, a
40 school restroom, locker room, changing room, or shower room.

41 (3) Single occupancy bathroom or changing facility. – A facility designed or
42 designated to be used by only one person at a time where students may be in
43 various states of undress. A single occupancy bathroom or changing facility
44 may include, but is not limited to, a single stall restroom designated as unisex
45 or for use based on biological sex.

46 (b) Single-Sex Multiple Occupancy Bathroom and Changing Facilities. – Local boards of
47 education shall require every multiple occupancy bathroom or changing facility that is designated
48 for student use to be designated for and used only by students based on their biological sex.



1 (c) Accommodations Permitted. – Nothing in this section shall prohibit local boards of
2 education from providing accommodations such as single occupancy bathroom or changing
3 facilities or controlled use of faculty facilities upon a request due to special circumstances, but in
4 no event shall that accommodation result in the local boards of education allowing a student to use
5 a multiple occupancy bathroom or changing facility designated under subsection (b) of this section
6 for a sex other than the student's biological sex.

7 (d) Exceptions. – This section does not apply to persons entering a multiple occupancy
8 bathroom or changing facility designated for use by the opposite sex:

9 (1) For custodial purposes.

10 (2) For maintenance or inspection purposes.

11 (3) To render medical assistance.

12 (4) To accompany a student needing assistance when the assisting individual is an
13 employee or authorized volunteer of the local board of education or the
14 student's parent or authorized caregiver.

15 (5) To receive assistance in using the facility.

16 (6) To accompany a person other than a student needing assistance.

17 (7) That has been temporarily designated for use by that person's biological sex."

18 **SECTION 1.3.** Chapter 143 of the General Statutes is amended by adding a new
19 Article to read:

20 "Article 81.

21 "Single-Sex Multiple Occupancy Bathroom and Changing Facilities.

22 "**§ 143-760. Single-sex multiple occupancy bathroom and changing facilities.**

23 (a) Definitions. – The following definitions apply in this section:

24 (1) Biological sex. – The physical condition of being male or female, which is
25 stated on a person's birth certificate.

26 (2) Executive branch agency. – Agencies, boards, offices, departments, and
27 institutions of the executive branch, including The University of North Carolina
28 and the North Carolina Community College System.

29 (3) Multiple occupancy bathroom or changing facility. – A facility designed or
30 designated to be used by more than one person at a time where persons may be
31 in various states of undress in the presence of other persons. A multiple
32 occupancy bathroom or changing facility may include, but is not limited to, a
33 restroom, locker room, changing room, or shower room.

34 (4) Public agency. – Includes any of the following:

35 a. Executive branch agencies.

36 b. All agencies, boards, offices, and departments under the direction and
37 control of a member of the Council of State.

38 c. "Unit" as defined in G.S. 159-7(b)(15).

39 d. "Public authority" as defined in G.S. 159-7(b)(10).

40 e. A local board of education.

41 f. The judicial branch.

42 g. The legislative branch.

43 h. Any other political subdivision of the State.

44 (5) Single occupancy bathroom or changing facility. – A facility designed or
45 designated to be used by only one person at a time where persons may be in
46 various states of undress. A single occupancy bathroom or changing facility
47 may include, but is not limited to, a single stall restroom designated as unisex
48 or for use based on biological sex.

49 (b) Single-Sex Multiple Occupancy Bathroom and Changing Facilities. – Public agencies
50 shall require every multiple occupancy bathroom or changing facility to be designated for and only
51 used by persons based on their biological sex.

52 (c) Accommodations Permitted. – Nothing in this section shall prohibit public agencies
53 from providing accommodations such as single occupancy bathroom or changing facilities upon a
54 person's request due to special circumstances, but in no event shall that accommodation result in
55 the public agency allowing a person to use a multiple occupancy bathroom or changing facility
56 designated under subsection (b) of this section for a sex other than the person's biological sex.

57 (d) Exceptions. – This section does not apply to persons entering a multiple occupancy
58 bathroom or changing facility designated for use by the opposite sex:

59 (1) For custodial purposes.

- (2) For maintenance or inspection purposes.
- (3) To render medical assistance.
- (4) To accompany a person needing assistance.
- (4a) For a minor under the age of seven who accompanies a person caring for that minor.
- (5) That has been temporarily designated for use by that person's biological sex."

PART II. STATEWIDE CONSISTENCY IN LAWS RELATED TO EMPLOYMENT AND CONTRACTING

SECTION 2.1. G.S. 95-25.1 reads as rewritten:

"§ 95-25.1. Short title and legislative purpose; local governments preempted.

(a) This Article shall be known and may be cited as the "Wage and Hour Act."

(b) The public policy of this State is declared as follows: The wage levels of employees, hours of labor, payment of earned wages, and the well-being of minors are subjects of concern requiring legislation to promote the general welfare of the people of the State without jeopardizing the competitive position of North Carolina business and industry. The General Assembly declares that the general welfare of the State requires the enactment of this law under the police power of the State.

(c) The provisions of this Article supersede and preempt any ordinance, regulation, resolution, or policy adopted or imposed by a unit of local government or other political subdivision of the State that regulates or imposes any requirement upon an employer pertaining to compensation of employees, such as the wage levels of employees, hours of labor, payment of earned wages, benefits, leave, or well-being of minors in the workforce. This subsection shall not apply to any of the following:

- (1) A local government regulating, compensating, or controlling its own employees.
- (2) Economic development incentives awarded under Chapter 143B of the General Statutes.
- (3) Economic development incentives awarded under Article 1 of Chapter 158 of the General Statutes.
- (4) A requirement of federal community development block grants.
- (5) Programs established under G.S. 153A-376 or G.S. 160A-456."

SECTION 2.2. G.S. 153A-449(a) reads as rewritten:

"(a) Authority. – A county may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the county is authorized by law to engage in. A county may not require a private contractor under this section to abide by ~~any restriction that the county could not impose on all employers in the county, such as paying minimum wage or providing paid sick leave to its employees,~~ regulations or controls on the contractor's employment practices or mandate or prohibit the provision of goods, services, or accommodations to any member of the public as a condition of bidding on a contract, contract or a qualification-based selection, except as otherwise required or allowed by State law."

SECTION 2.3. G.S. 160A-20.1(a) reads as rewritten:

"(a) Authority. – A city may contract with and appropriate money to any person, association, or corporation, in order to carry out any public purpose that the city is authorized by law to engage in. A city may not require a private contractor under this section to abide by ~~any restriction that the city could not impose on all employers in the city, such as paying minimum wage or providing paid sick leave to its employees,~~ regulations or controls on the contractor's employment practices or mandate or prohibit the provision of goods, services, or accommodations to any member of the public as a condition of bidding on a contract, contract or a qualification-based selection, except as otherwise required or allowed by State law."

PART III. PROTECTION OF RIGHTS IN EMPLOYMENT AND PUBLIC ACCOMMODATIONS

SECTION 3.1. G.S. 143-422.2 reads as rewritten:

"§ 143-422.2. Legislative declaration.

(a) It is the public policy of this State to protect and safeguard the right and opportunity of all persons to seek, obtain and hold employment without discrimination or abridgement on account of race, religion, color, national origin, age, biological sex or handicap by employers which regularly employ 15 or more employees.

1 (b) It is recognized that the practice of denying employment opportunity and
2 discriminating in the terms of employment foments domestic strife and unrest, deprives the State
3 of the fullest utilization of its capacities for advancement and development, and substantially and
4 adversely affects the interests of employees, employers, and the public in general.

5 (c) The General Assembly declares that the regulation of discriminatory practices in
6 employment is properly an issue of general, statewide concern, such that this Article and other
7 applicable provisions of the General Statutes supersede and preempt any ordinance, regulation,
8 resolution, or policy adopted or imposed by a unit of local government or other political
9 subdivision of the State that regulates or imposes any requirement upon an employer pertaining to
10 the regulation of discriminatory practices in employment, except such regulations applicable to
11 personnel employed by that body that are not otherwise in conflict with State law."

12 SECTION 3.2. G.S. 143-422.3 reads as rewritten:

13 **"§ 143-422.3. Investigations; conciliations.**

14 The Human Relations Commission in the Department of Administration shall have the
15 authority to receive charges of discrimination from the Equal Employment Opportunity
16 Commission pursuant to an agreement under Section 709(b) of Public Law 88-352, as amended by
17 Public Law 92-261, and investigate and conciliate charges of discrimination. Throughout this
18 process, the agency shall use its good offices to effect an amicable resolution of the charges of
19 discrimination. This Article does not create, and shall not be construed to create or support, a
20 statutory or common law private right of action, and no person may bring any civil action based
21 upon the public policy expressed herein."

22 SECTION 3.3. Chapter 143 of the General Statutes is amended by adding a new
23 Article to read:

24 "Article 49B.

25 "Equal Access to Public Accommodations.

26 **"§ 143-422.10. Short title.**

27 This Article shall be known and may be cited as the Equal Access to Public Accommodations
28 Act.

29 **"§ 143-422.11. Legislative declaration.**

30 (a) It is the public policy of this State to protect and safeguard the right and opportunity of
31 all individuals within the State to enjoy fully and equally the goods, services, facilities, privileges,
32 advantages, and accommodations of places of public accommodation free of discrimination
33 because of race, religion, color, national origin, or biological sex, provided that designating
34 multiple or single occupancy bathrooms or changing facilities according to biological sex, as
35 defined in G.S. 143-760(a)(1), (3), and (5), shall not be deemed to constitute discrimination.

36 (b) The General Assembly declares that the regulation of discriminatory practices in places
37 of public accommodation is properly an issue of general, statewide concern, such that this Article
38 and other applicable provisions of the General Statutes supersede and preempt any ordinance,
39 regulation, resolution, or policy adopted or imposed by a unit of local government or other
40 political subdivision of the State that regulates or imposes any requirement pertaining to the
41 regulation of discriminatory practices in places of public accommodation.

42 **"§ 143-422.12. Places of public accommodation – defined.**

43 For purposes of this Article, places of public accommodation has the same meaning as defined
44 in G.S. 168A-3(8), but shall exclude any private club or other establishment not, in fact, open to
45 the public.

46 **"§ 143-422.13. Investigations; conciliations.**

47 The Human Relations Commission in the Department of Administration shall have the
48 authority to receive, investigate, and conciliate complaints of discrimination in public
49 accommodations. Throughout this process, the Human Relations Commission shall use its good
50 offices to effect an amicable resolution of the complaints of discrimination. This Article does not
51 create, and shall not be construed to create or support, a statutory or common law private right of
52 action, and no person may bring any civil action based upon the public policy expressed herein."

53
54 **PART IV. SEVERABILITY**

55 SECTION 4. If any provision of this act or its application is held invalid, the
56 invalidity does not affect other provisions or applications of this act that can be given effect
57 without the invalid provisions or application, and to this end the provisions of this act are
58 severable. If any provision of this act is temporarily or permanently restrained or enjoined by
59 judicial order, this act shall be enforced as though such restrained or enjoined provisions had not

item # 11

1 been adopted, provided that whenever such temporary or permanent restraining order or injunction
2 is stayed, dissolved, or otherwise ceases to have effect, such provisions shall have full force and
3 effect.
4

5 **PART V. EFFECTIVE DATE**

6 **SECTION 5.** This act is effective when it becomes law and applies to any action
7 taken on or after that date, to any ordinance, resolution, regulation, or policy adopted or amended
8 on or after that date, and to any contract entered into on or after that date. The provisions of
9 Sections 2.1, 2.2, 2.3, 3.1, 3.2, and 3.3 of this act supersede and preempt any ordinance, resolution,
10 regulation, or policy adopted prior to the effective date of this act that purports to regulate a
11 subject matter preempted by this act or that violates or is not consistent with this act, and such
12 ordinances, resolutions, regulations, or policies shall be null and void as of the effective date of
13 this act.

14 In the General Assembly read three times and ratified this the 23rd day of March, 2016.
15

16
17 s/ Daniel J. Forest
18 President of the Senate
19

20
21 s/ Tim Moore
22 Speaker of the House of Representatives
23

24
25 s/ Pat McCrory
26 Governor
27

28
29 Approved 9:57 p.m. this 23rd day of March, 2016



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: 2016-2018 City Council Goals and Objectives

Explanation: **Abstract:** Staff will review the meeting summary from the 2016 City Council Planning Session and present the 2016-2018 Goals and Objectives.

Explanation: City Council conducted its annual Planning Session on January 29 and 30, 2016. Part of the agenda included a goal setting session. A summary of the planning retreat has been developed by the retreat's facilitator, Fountainworks, and is attached for your review.

Staff has used the input provided during the Planning Session to develop the primary components of the goals and objectives for the next two years. Staff will review the meeting summary of the Planning Session and present the 2016-2018 Goals and Objectives for City Council's consideration.

Fiscal Note: No fiscal impact associated with adopting the 2016-2018 City Goals. Components of the plan that require specific financial resources will be considered during the budget development process.

Recommendation: Approval of the 2016-2018 City Goals and Objectives.

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

Attachments / click to download

[City Council Planning Retreat Summary 1021729](#)

[2016 2018 City Council Goals 1022042](#)



Find yourself in good company

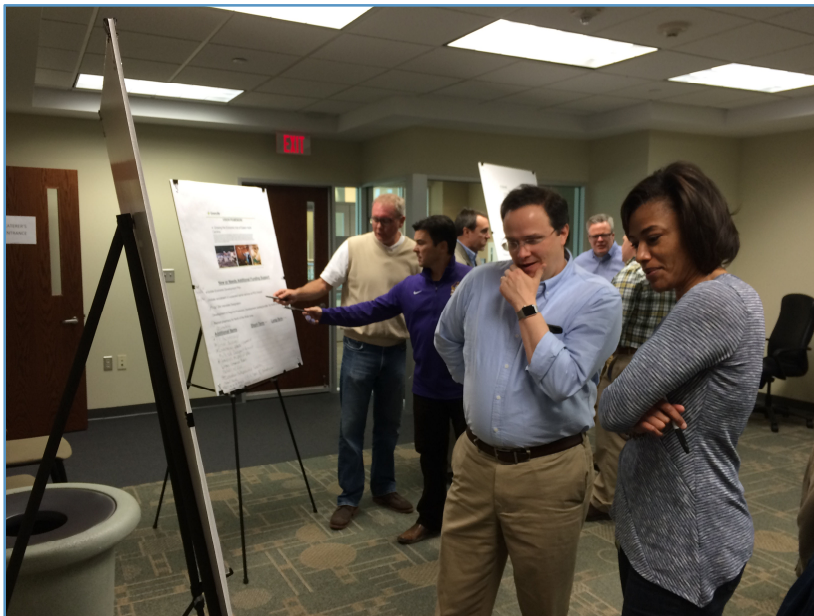
Greenville City Council Retreat January 29-30, 2016

The Greenville City Council held its annual planning retreat on January 29-30, 2016 in City Hall. City Manager Barbara Lipscomb provided an overview of the agenda and purpose of the retreat. The retreat serves as the start of the budget process and the information from the City Council will help guide staff in building the budget. The hope is that everyone will leave the retreat excited for the future of Greenville and moving in the same direction. Manager Lipscomb shared how the retreat is used annually:

- Develop a Shared Vision
- Create a Financial Structure to Support and Sustain that Vision
- Implement the Shared Vision
- Periodically Update the Vision
- Celebrate Successes

City Manager Lipscomb suggested that it may be time to start thinking about positioning

for major recognitions like the “All American City” award as our projects come on line.



Economic Development Division and Update on Projects

Economic Development Director Roger Johnson shared some recent successes from Wilmington’s experience in Economic Development activities:

- Public Private Partnerships (redeveloping Water St. parking)
- Multi-site development agreement (near new convention center)

- Collaboration (joint meetings with County; Innovate NC)

The key questions are: Where are we now? Where do we want to be? How do we get there?

Economic Development Staff provided updates on current activity on economic development projects.

Council feedback on the presentations included:

- Focus on analytics. Looking for more measurement of activity – how much money from outside Greenville is spent here. Use NCDOT tools related to commuting activity.
- North of the River activity needs to be a priority – retail and pharmacy. Want to make sure that developers know it is available and viable land. Tell the story better.
- Put fresh eyes on our economic development zones. Continue to look at high traffic corridors.

City Council Discussion and Direction

The Council had identified a number of questions regarding economic development activity prior to the retreat. Highlights of the discussion follows:

- **Competitive analysis regarding commercial buildings**
 - Greenville has the lowest fees compared to neighboring jurisdictions; review time frame comparable in the different jurisdictions
 - Question regarding cost recovery as a percent of the total cost to provide service. Don't know the percentage but know we are woefully behind in covering the cost of service.
 - Maybe we should move from "woefully" behind to just behind. Do not want major jump in fees, but would consider increase; a smooth slope of increase would be considered.
 - Would also like to know: Street, storm water, foliage, setback, signage requirements – how do we compare? Are we competitive with our neighbors?
- **Economic development discussion**
 - Want to focus on bringing jobs to the area, particularly within the city limits.
 - We don't have a lot of land for large new employers.
 - Need to focus on our competitive advantage. ECU and PCC are advantageous. Want these smart young minds to stay here.
 - Economic Development will put together a proactive marketing plan.
 - Website needs to be updated
 - Explore expanding incentive options
 - Retention and expansion of jobs is also important
 - Also look longer term e.g. creating a large industrial center in the long term. Land bank for strategic purposes. Think regionally.

- Encompass retail summit and innovation/technology activities
- **Uptown parking strategy**
 - Staff shared a presentation on parking issues uptown.
 - Consider shuttle van for some sites
 - Seeking Council direction on parking choices
 - Construct lots, deck or an expandable lot
 - Hotel – realignment of leased spaces or refinance deck to allow lease. Realignment is preferred option.
 - GUC lot – evaluate further
 - Parking Plan for Uptown/Dickinson Corridor
 - Retail parking, parking fees, meters, time limits – want to also discuss this
 - Possible to do escalating fines? Council wants a phased fine starting at \$5 up to \$20
 - Want enforcement of time limits
 - Council is amenable to staff hiring a parking consultant to evaluate future parking needs given the considerable growth expected to continue in Uptown.

Mid-year budget update, Budget Forecast and Capital Financing

Mid-Year Budget Update

Financial Services Director Bernita Demery presented an update on the Mid-Year 2015-16 budget status.

- Currently project about \$575,000 expenses over revenues. Anticipate making that up. Anticipate General Fund Fund Balance will remain within the 14% target.
- Council would like more updates on Fund Balance so they know what is available for budgeting. No interest in dropping below 14%.
- Capital expenses in line with budget.
- Council raised questions regarding vacancy rate (City employee turnover rate)

General Fund Budget Forecast For FY 16-18

Assistant City Manager Michael Cowin presented projections for FY 16-18. This is a forecast, not a budget. Based on six months of data. Conservative projections:

- Assumes no fee or tax increases at this point
- Projected revenue growth \$226k FY 15-16. About 2% increase from one year to the next project for future years. \$1.76m growth projected FY16 to FY 17. FY 17 to 18 project \$1.7m growth in total revenues.
- Council expressed a desire to level out GUC Transfer
- Forecasted expense growth FY 16 to 17 is \$2.2 m. From FY 17 to 18 is \$1.8m. Debt and personnel are driving the increases. Does NOT include any new

positions or reclassifications. Do have some areas with critical needs for new or reclassified positions. Moving forward with funding merit system.

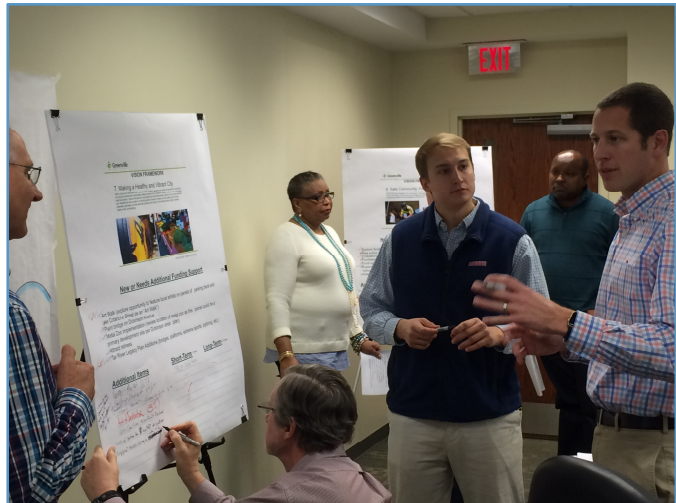
Long Term Capital Debt Planning and Discussion

Assistant City Manager Michael Cowin presentation on capital funding plan. Vision is to develop predictable capital financing with minimal impact on the taxpayers.

- Current debt is rolling off: 67.5% over the next seven years.
- Developed decision support tool to look at projected debt with many variables – Council appreciates the tool
- Want maintenance money to stay separate.
- Interested in moving forward with a regular funding plan, following an incremental model (not the aggressive model). Every 3-5 years allows you to have institutional knowledge. Avoids creating huge needs and political challenges. Align bond referendums with council elections – every 4 years.
- Big discussion is what do you fund to serve the community; not the cost/what you can afford.
- Continue to monitor OPEB (not debt, but an obligation we have)

Vision, Goals, Objectives

City Manager Barbara Lipscomb prepared a reorganization of the strategic plan goals into eight categories. This organization is based on input from citizens in the Horizons Comprehensive Plan update. Below in green are the eight proposed goal areas. In blue, the former strategic plan goal areas are noted. During the Horizon plan process, seven clear vision statements for each goal area were developed. Manager Lipscomb also added an eighth category for a “Safe City” that was not addressed in the Horizons plan.



The City Council was asked to review posters for each of the eight goal areas. Staff provided updates on completed activities in each goal area, as well as on-going or mandatory activities. The Council was asked to nominate potential new priority activities for each goal area. After reviewing the work of all Council members across each goal area, the Council reconvened as a group and were asked to nominate their top priorities for the coming year. The Council then used real-time electronic voting to prioritize the most important priorities. Lists were developed with the top two or three

short-term priorities for the next two years. The remaining items would be longer-term priorities.



The results of the prioritization voting are included in an appendix. The highlights are summarized here, including the short and long-term priorities for each goal area.

1. Building Great Places that Thrive
“Big Ideas”
“Goal 1: Dynamic and Inviting Community”

Short Term Priorities

- Fund Town Common – all of it
- Regional Sports Complex
- Gallery District

Longer Term Priorities

- Town Common/Tar River Bridge
- GO Science Partnership
- Performing Hall/Arts Center

2. Enhancing Accessible Transportation Networks and Public Building, Public Infrastructure Development

“Goal 1: Dynamic and Inviting Community”

“Goal 2: Economic Development”

“Goal 4: Infrastructure”

Short Term Priorities

- Red Light Cameras
- Pedestrian Safety Improvements
- Frontgate/Thomas Langston Road Connector

Longer Term Priorities

- Bus System Merger
- Complete Streets (NCDOT)
- Caution Sound Strips

3. Governing with Transparency and Fiscal Responsibility: Administrative, Financial Services, Information Technology, and Human Resources

“Goal 3: Well Managed and Fiscally Sustainable City Organization”

Short Term Priorities

- Long Term Debt Strategy
- Move Code Enforcement to Community Development

Longer Term Priorities

- Explore GUC-City Efficiencies

4. Growing the Economic Hub of Eastern North Carolina

“Goal 2: Economic Development”

Short Term Priorities

- Virtual Building
- Public-Private Partnerships – proactive recruitment
- Analytics with the Economic Development Plan

Longer Term Priorities

- Arts as an Economic Development Driver
- Review Incentives Program
- Economic Development strategy North of the River
- Industrial/Commercial Park
- Innovation/Entrepreneurship Ecosystem

5. Creating Complete Neighborhoods

“Goal 5: Quality Neighborhoods”

Short Term Priorities

- Lighting - LED
- Pedestrian Safety Enhancements (Older Neighborhoods)
- New Neighborhood Improvement Coordination Strategy

Longer Term Priorities

- Parks/Open Space required with new neighborhoods

6. Growing a Green and Resilient City

“Goal 1: Dynamic and Inviting Community”

“Goal 4: Infrastructure”

Short Term Priorities

- River Access Points to Tar River/Vantage Points
- Tar River Masterplan
- Complete South Greenville fields development

Longer Term Priorities

- Westside Park
- Countryside Estates Parkland

7. Making a Healthy and Vibrant City

“Goal 1: Dynamic and Inviting Community”

Short Term Priorities

- Arts Coalition
- Farmer’s/Organic Market
- Tar River Legacy Plan Additions

Longer Term Priorities

- Community Bike Share
- SmArt City Designation
- Art Incubator
- More Diversity on Arts Council
- Art Walk

8. *Safe Community: Police and Fire/Rescue

(*Not prepared as part of the Horizon’s Comprehensive Plan)

“Goal 6: Safe Community”

Short Term Priorities

- South Side Police Precinct
- Fund Operations for South Side Fire Station
- Explore Joint Communication with Pitt County

Longer Term Priorities

- Evaluate Fire/Rescue on South Side
- Blue Light Patrol

Finally, the City Council was asked to rank their top priorities across all goal areas from amongst the top priorities within each goal area. These results are shown here:

Among the #1 priorities from each of the 8 goal areas, rank your top 5 overall priorities.

Points	Result
33	Town Common – do the whole thing
13	Farmer’s/Organic Market
11	Long Term Debt Strategy
9	River Access/Tar River Vantage Points
6	Tar River Legacy Plan Additions
6	Virtual Buildings
3	Red Light Cameras
3	Lighting – LED
3	Arts Coalition
0	Southside Police Precinct*

*It was noted this is already underway

Requested Discussions

Prior to the retreat, the City Council requested brief discussions on certain topics to be placed on the Planning Session agenda. At the conclusion of the goal and priority setting work, the City Council held these discussions. Highlights of the discussions are outlined below.

Human Relations Commission

Human Relations Commission members provided an overview review of peer cities staffing for the Human Relations function. They requested a larger focus on human relations staffing. Work is valuable, but not easily measurable. Seeking an increase in pay or staffing or stature as a department or division. Youth Council was an added function since 2005. Want to look at creating a Human Relations Department, reclassifying current position and adding a staff member.

- The Council made a motion to: Analyze the classification of the current position, review potential new position requests, and explore if Human Relations should be a city department. Unanimous support.

Timing of Evaluation of Charter Officers

- Evaluation information is submitted to City Council in August; may finalize evaluations in September. Any pay adjustments would be retroactive to July 1.

Safety Improvements

- Good discussion last week regarding the university area, so no need to discuss further today.
- Search and Seizures – would like update on search and seizures, particularly impact on black males given media reports. – Police Chief will share information with the Manager, who will make it available to the full Council.

2016 calendar

- Staffing shortages and a perceived lack of interest led staff not to print a calendar this year.
- The Calendar is a communication tool for city. People are missing the calendars and want them back. It is a tradition.
- The Council voted unanimously to direct staff to develop and print the 2016 City calendar

Tar River Legacy Plan

- Need to market Greenville better; Need to continue to convey how great Greenville is
- Tar River Legacy Plan is exciting
- Want to continue to brainstorm other capital projects every year

APPENDIX

Goals and Priorities Voting Results

1. Building Great Places that Thrive

“Big Ideas”

“Goal 1: Dynamic and Inviting Community”

Greenville will be home to active, vibrant, and distinct places that are linked through a high quality, walkable, and beautiful built environment. These places, including mixed-use centers, neighborhoods, corridors, and employment districts, will build on Greenville's existing land patterns and provide new walkable and connected developments that enrich the distinct visual appearance of the city and foster a growing sense of pride, while conserving key natural areas and well-defined rural edges.

1. Select your top 3 priorities for BUILDING GREAT PLACES THAT THRIVE

Points	Result
11	Fund Town Common –all of it
10	Regional Sports Complex/BB
8	Gallery District
3	Town Common/Tar River Bridge
3	Fund Town Common Phase 1**
2	GO Science partnership
0	Performing Hall/Arts Center

**Given “Fund Town Common – all of it” is the top priority, this will be taken off the list of long term priorities.

2. Enhancing Accessible Transportation Networks and Public Building, Public Infrastructure Development

“Goal 1: Dynamic and Inviting Community”

“Goal 2: Economic Development”

“Goal 4: Infrastructure”

Greenville's transportation corridors will provide accessibility to destinations throughout the city by complementing the built environment and offering well-connected, safe, and attractive travel networks for bicyclists, pedestrians, drivers, and users of public transportation. Compact development and street designs that serve all types of users (drivers, walkers, bikers, and transit riders) will reduce automobile collisions and improve travel safety throughout Greenville. The city will be regionally accessible with an airport established as the primary hub for air travel in eastern North Carolina, exceptional interstate

roadways, a navigable and inspiring built environment for visitors, and future planning for regional rail service.

2. Select your top 3 priorities for ENHANCING ACCESSIBLE TRANSPORT, PUBLIC BLDG, PUBLIC INFR.

Points	Result
7	Red Light Cameras
6	Pedestrian safety improvements
3	Frontgate/Thomas Langston Road Connector
1	Bus System Merger
1	Complete Streets (NCDOT)
0	Caution Sound Strips (underway)

3. Governing with Transparency and Fiscal Responsibility: Administrative, Financial Services, Information Technology, and Human Resources

“Goal 3: Well Managed and Fiscally Sustainable City Organization”

Greenville will encompass a culture of transparency and strategic focus in all aspects of city management. The city will foster business investments and collaboration through open governance and a business-friendly culture. Intergovernmental collaboration will strive to develop solutions to complex problems. Management of public facilities and services will focus on providing a high quality of life for residents while also achieving fiscal responsibility. Partnerships will help build collaborative spaces and increase access to cutting-edge technology that sparks new ideas and efficiencies in industry and education. Physical planning efforts will grow the city's tax base sustainably and ensure the long-term efficient delivery of Greenville's high quality services

3. Select your top 3 priorities for TRANSPARENCY AND FISCAL RESPONSIBILITY.

Points	Result
17	Long Term Debt Strategy
12	Move Code Enforcement to Community Development Department
6	GUC-City Efficiencies (Long Term)

4. Growing the Economic Hub of Eastern North Carolina

“Goal 2: Economic Development”

Greenville, a city that supports business development, entrepreneurialism, and labor force training, will have high quality employment opportunities for an increasingly diverse population. The regulatory environment, business incentives, and partnerships will help to grow and sustain local companies, create an adaptive and well-trained workforce, and foster a thriving public

education system. New jobs will emerge in a variety of locations throughout the city, including existing industrial parks, new well-planned employment centers, and urban mixed-use hubs. The city's high quality of life will help retain an excellent and creative workforce.

4. Select your top 3 priorities for ECONOMIC HUB.

Points	Result
10	Virtual Buildings
6	Public-Private Partnerships – Proactive Recruitment
5	Analytics with Economic Development Plan
5	Arts as an Economic Ddevelopment driver
4	Review Incentive Program
3	Economic Development strategy North of River
3	Industrial/Commercial Park
3	Innovation/Entrepreneurship Ecosystem

5. Creating Complete Neighborhoods

“Goal 5: Quality Neighborhoods”

Greenville will offer a variety of excellent living options for its growing and increasingly diverse population, while supporting established neighborhoods and their existing residents. Complete neighborhoods will offer a variety of housing types, an integrated network of walkable and bikeable streets, access to transit, public schools and civic space in prominent locations, and proximity to grocery stores and neighborhood-serving commercial services needed by residents on a regular basis. With an assortment of high quality housing options that support a variety of income levels, neighborhoods will support multiple generations of families and ensure that someone can grow up, raise a family, and retire in the same neighborhood.

5. Select your top 3 priorities for COMPLETE NEIGHBORHOODS.

Points	Result
14	Lighting - LED
10	Pedestrian Safety Enhancements (older neighborhoods)
8	New coordinated neighborhood strategy
6	Parks/Open Space w/ new neighborhoods

6. Growing a Green and Resilient City

“Goal 1: Dynamic and Inviting Community”

“Goal 4: Infrastructure”

Greenville will be North Carolina's greenest city. Greenville will grow safely by protecting the city's natural water systems and managing development in

hazardous areas. The city will be prepared for increasingly powerful storms, intensified by the local effects of global climate change and sea level rise. And it will grow sustainably by using design approaches that serve to minimize impacts on the natural environment. Conservation efforts will maintain the health of the Tar-Pamlico River and Neuse River watersheds, manage storm water flows, and ensure clean water for future generations. Energy conservation will be achieved by supporting renewable energy initiatives, clean transportation opportunities, and green building technologies. Greenville will be a green city by incorporating nature not just in parks, yards, and open spaces, but along streets, in open lots, and atop buildings.

6. Select your top 3 priorities for GREEN AND RESILIENT CITY.

Points	Result
11	River Access Tar River/Vantage Pts
6	Tar River Park Masterplan
5	Complete South Greenville fields development
2	Westside Park (underway – appraisal ordered)
0	Countryside Estates Parkland

7. Making a Healthy and Vibrant City

“Goal 1: Dynamic and Inviting Community”

As the cultural and healthcare hub of eastern North Carolina, residents and visitors will benefit from Greenville's rich arts and entertainment opportunities, inspiring parks and civic spaces, excellent health services, and healthy local food options. Public art will become incorporated into new developments, making it a truly unique southern city. Residents will have access to community gardens, farmer's markets, and high quality grocery stores. Sidewalks, greenways, and bike lanes will promote active travel by connecting housing to jobs, recreation, healthy foods, and shopping.

7. Select your top 3 priorities for HEALTHY AND VIBRANT CITY

Points	Result
7	Arts coalition
7	Farmer/Organic Market
7	Tar River Legacy Plan Additions
6	Community Bike Share
3	SmArt City Designation
3	Art Incubator
3	More Diversity on Arts Council
0	Art Walk

8. *Safe Community: Police and Fire/Rescue
 (*Not prepared as part of the Horizon’s Comprehensive Plan)
 “Goal 6: Safe Community”

Greenville will continue to be a safe community, enhancing the quality of life for all citizens in partnership with all people in our community. Greenville City staff will work to prevent crime with honor and integrity and provide timely firefighting, emergency medical care and rescue through exceptionally skilled and knowledgeable professionals.

8. Select your top 3 priorities for SAFE COMMUNITY.

Points	Result
11	South Side Police Precinct*
10	Fund Operations for South Side Fire Station
8	Explore Joint Communications with Pitt County
7	Evaluate Fire/Rescue on South Side
2	Blue light Patrol

*It was noted this is already underway

Overall Priorities

Among the #1 priorities from each of the 8 goal areas, rank your top 5 overall priorities.

Points	Result
33	Town Common – do the whole thing
13	Farmer’s/Organic Market
11	Long Term Debt Strategy
9	River Access/Tar River Vantage Points
6	Tar River Legacy Plan Additions
6	Virtual Buildings
3	Red Light Cameras
3	Lighting – LED
3	Arts Coalition
0	Southside Police Precinct*

*It was noted this is already underway



Find yourself in good company

2016-2018 Goals and Objectives

City Manager Barbara Lipscomb prepared an outline of the strategic plan goals in eight categories. This organization is based on the Horizons Comprehensive Plan update. Below are the eight proposed goal areas. During the Horizons plan process, seven clear vision statements for each goal area were developed. City Manager Lipscomb added an eighth category for a “Safe City” that was not addressed in the Horizons plan.

The City Council reviewed each of the eight goal areas; staff provided updates on completed activities in each goal area, as well as ongoing or mandatory activities. The Council identified potential new priority activities for each goal area. After reviewing the suggestions of all Council members across each goal area, the Council nominated their top priorities for the coming year. The Council then voted to rank the most important priorities. Lists were developed with the top two or three short-term priorities in each goal for action over the next two years; the remaining items would be longer-term priorities.

Finally, the City Council ranked their top priorities from among the top priorities across all goal areas. The following list identifies the top ten priorities, with action steps to be developed by staff.

Overall Priorities

Points	Result
33	Town Common – do the whole thing
13	Farmer’s/Organic Market
11	Long Term Debt Strategy
9	River Access/Tar River Vantage Points
6	Tar River Legacy Plan Additions
6	Virtual Buildings
3	Red Light Cameras
3	Lighting – LED
3	Arts Coalition
0	Southside Police Precinct (already underway)

1. Building Great Places that Thrive:

Greenville will be home to active, vibrant, and distinct places that are linked through a high quality, walkable, and beautiful built environment. These places, including mixed-use centers, neighborhoods, corridors, and employment districts, will build on Greenville's existing land patterns and provide new walkable and connected developments that enrich the distinct visual appearance of the city and foster a growing sense of pride, while conserving key natural areas and well-defined rural edges.

Short-Term Priorities

- (#1) Fund Town Common – all of it
- Regional Sports Complex
- Gallery District

Longer Term Priorities

- Town Common/Tar River Bridge
- GO Science Partnership
- Performing Hall/Arts Center

2. Enhancing Accessible Transportation Networks and Public Building, Public Infrastructure Development:

Greenville's transportation corridors will provide accessibility to destinations throughout the city by complementing the built environment and offering well-connected, safe, and attractive travel networks for bicyclists, pedestrians, drivers, and users of public transportation. Compact development and street designs that serve all types of users (drivers, walkers, bikers, and transit riders) will reduce automobile collisions and improve travel safety throughout Greenville. The city will be regionally accessible with an airport established as the primary hub for air travel in eastern North Carolina, exceptional interstate roadways, a navigable and inspiring built environment for visitors, and future planning for regional rail service.

Short-Term Priorities

- (#7) Red Light Cameras
- Pedestrian Safety Improvements
- Frontgate Drive/Thomas Langston Road Connector

Longer Term Priorities

- Bus System Merger
- Complete Streets (NCDOT)
- Caution Sound Strips

3. Governing with Transparency and Fiscal Responsibility: Administrative, Financial Services, Information Technology, and Human Resources:

Greenville will encompass a culture of transparency and strategic focus in all aspects of City management. The City will foster business investments and collaboration through open governance and a business-friendly culture. Intergovernmental collaboration will strive to develop solutions to complex problems. Management of public facilities and services will focus on providing a high quality of life for residents while also achieving fiscal responsibility. Partnerships will help build collaborative spaces and increase access to cutting-edge technology that sparks new ideas and efficiencies in industry and education. Physical planning efforts will grow the City's tax base sustainably and ensure the long-term efficient delivery of Greenville's high-quality services.

Short-Term Priorities

- (#3) Long-Term Debt Strategy
- Move Code Enforcement to Community Development

Longer Term Priorities

- Explore GUC-City Efficiencies

4. Growing the Economic Hub of Eastern North Carolina:

Greenville, a city that supports business development, entrepreneurialism, and labor force training, will have high-quality employment opportunities for an increasingly diverse population. The regulatory environment, business incentives, and partnerships will help to grow and sustain local companies, create an adaptive and well-trained workforce, and foster a thriving public education system. New jobs will emerge in a variety of locations throughout the city, including existing industrial parks, new well-planned employment centers, and urban mixed-use hubs. The city's high quality of life will help retain an excellent and creative workforce.

Short-Term Priorities

- (#6) Virtual Building
- Public-Private Partnerships – proactive recruitment
- Analytics with the Economic Development Plan

Longer Term Priorities

- Arts as an Economic Development Driver
- Review Incentives Program
- Economic Development Strategy North of the River
- Industrial/Commercial Park
- Innovation/Entrepreneurship Ecosystem

5. Creating Complete Neighborhoods:

Greenville will offer a variety of excellent living options for its growing and increasingly diverse population, while supporting established neighborhoods and their existing residents. Complete neighborhoods will offer a variety of housing types, an integrated network of walkable and bikeable streets, access to transit, public schools and civic space in prominent locations, and proximity to grocery stores and neighborhood-serving commercial services needed by residents on a regular basis. With an assortment of high-quality housing options that support a variety of income levels, neighborhoods will support multiple generations of families and ensure that someone can grow up, raise a family, and retire in the same neighborhood.

Short-Term Priorities

- (#8) Lighting – LED
- Pedestrian Safety Enhancements (Older Neighborhoods)
- New Neighborhood Improvement Coordination Strategy

Longer Term Priorities

- Parks/Open Space Required With New Neighborhoods

6. Growing a Green and Resilient City:

Greenville will be North Carolina's greenest city. Greenville will grow safely by protecting the city's natural water systems and managing development in hazardous areas. The city will be prepared for increasingly powerful storms, intensified by the local effects of global climate change and sea level rise, and it will grow sustainably by using design approaches that serve to minimize impacts on the natural environment. Conservation efforts will maintain the health of the Tar-Pamlico River and Neuse River watersheds, manage storm water flows, and ensure clean water for future generations. Energy conservation will be achieved by supporting renewable energy initiatives, clean transportation opportunities, and green building technologies. Greenville will be a green city by incorporating nature not just in parks, yards, and open spaces, but along streets, in open lots, and atop buildings.

Short-Term Priorities

- (#4) River Access Points to Tar River/Vantage Points
- Tar River Master Plan
- Complete South Greenville Fields Development

Longer Term Priorities

- Westside Park (underway – appraisal ordered)
- Countryside Estates Parkland

7. Making a Healthy and Vibrant City:

As the cultural and healthcare hub of eastern North Carolina, residents and visitors will benefit from Greenville's rich arts and entertainment opportunities, inspiring parks and civic spaces, excellent health services, and healthy local food options. Public art will become incorporated into new developments, making it a truly unique southern city. Residents will have access to community gardens, farmer's markets, and high-quality grocery stores. Sidewalks, greenways, and bike lanes will promote active travel by connecting housing to jobs, recreation, healthy foods, and shopping.

Short-Term Priorities

- (#9) Arts Coalition
- (#2) Farmer's/Organic Market
- (#5) Tar River Legacy Plan Additions

Longer Term Priorities

- Community Bike Share
- SmArt City Designation
- Art Incubator
- More Diversity on Arts Council
- Art Walk

8. Safe Community: Police and Fire/Rescue

Greenville will continue to be a safe community, enhancing the quality of life for all citizens in partnership with all people in our community. City staff will work to prevent crime with honor and integrity and provide timely firefighting, emergency medical care, and rescue through exceptionally skilled and knowledgeable professionals.

Short-Term Priorities

- (#10) South Side Police Precinct (already underway)
- Fund Operations for South Side Fire Station
- Explore Joint Communication with Pitt County

Longer Term Priorities

- Evaluate Fire/Rescue on South Side
- Blue Light Patrol

Priority #1: Town Common – Do the whole thing

Responsible Department: Recreation and Parks

Staff Contacts: Gary Fenton / Lamarco Morrison

	Action Steps	Status
1.	Added high quality benches, picnic tables, trash/recycling containers and a water fountain to the park. Two additional water fountains to be installed in spring 2016.	Current project will be completed by May 2016 with the installation of two more water fountains. Additional furnishings will be added to the park inventory as budget allows.
2.	Installation of kayak launch and fishing pier.	No rise certification process underway for this project; construction will follow successful completion of the “no rise.”
3.	Construction of Trillium Accessible Playground.	Design is 85% complete. Cost estimates may require bidding with alternates, as desired design elements exceed project budget (due to extensive site work required because of sloping grounds.) Project completion anticipated by end of July with a dedication shortly thereafter.
4.	Establish schematic design and cost estimates for Phase I development.	Ongoing: 60% complete Anticipate completion June 2016
5.	Update Town Common Master Plan to incorporate Phase I schematics.	Anticipated completion in May 2016.
6.	Work with Economic Development and Uptown Greenville to develop a program to establish partnerships, sponsorships, fundraising and grants to help fund the project recommendations of the Town Common Master Plan.	Ongoing: initiate effort in April 2016.
7.	Explore possibility of funding alternatives for Town Common improvements identified in the Master Plan.	Continuous

Priority #2: Farmer’s/Organic Market

Responsible Department: Community Development / CMO - Office of Economic Development

Staff Contacts: Community Development Director / Roger Johnson / Tiana Keith

	Action Steps	Status
1.	Form Task Force	Completed: March 2016
2.	Staff evaluates current landscape a. Benchmark Farmer’s Markets of five similar cities b. Public Input Process c. Determine interest from vendors d. List all existing conditions	March 2016: Met with key stakeholders to include Pitt County Farmers Market representatives, Uptown, and Coalition for Healthier Eating. Completion of all other steps by end of April 2016
3.	Report to City Council on findings and staff recommendation	June 2016
4.	Consideration by City Council	June 2016
5.	Implementation of approved recommendations	TBD

Priority #3: Long-Term Debt Strategy

Responsible Department: CMO - Office of Budget and Evaluation

Staff Contacts: Michael Cowin / Shelley Leach

	Action Steps	Status
1.	Model capital projects funded every three, four, and five years under the Long Term Bond Strategy and determine the General Fund resources required to fund projects under each scenario.	In process
2.	Develop budget based on strategy of reinvesting annual reductions in debt service expense into the financing of future capital projects.	In process: adoption anticipated June 9, 2016
3.	Look for ways to fund the “Big Idea” related to tourism and economic development through Public and Private partnerships.	Ongoing

Priority #4: River Access/Tar River Vantage Points

Responsible Department: Recreation and Parks

Staff Contacts: Gary Fenton / Lamarco Morrison

	Action Steps	Status
1.	Develop river overlook project along greenway near Off Leash Dog Area.	Ongoing: Bid documents currently being developed; boundary and topographic surveys underway.
2.	Identify two additional locations for river overlook structures and an observation tower. Complete procurement engineering and design for these projects.	Ongoing: Identifications will be identify in April 2016. Engineering design completed in Winter 2016, contingent upon CIP FY16-17budget.
3.	Town Common fishing pier/kayak launch project.	Ongoing: Engineering is 100% complete; no-rise certification will be submitted to NCDENR in late April 2016. Construction will begin in May 2016 contingent upon approvals and building permits by the City of Greenville. The project is anticipated to be substantially complete by September 2016.

Priority #5: Tar River Legacy Plan Additions

Responsible Department: Recreation and Parks

Staff Contact: Gary Fenton / Lamarco Morrison

	Action Steps	Status
1.	Investigate possibility of Public/Private Partnership for the development and operation of an “adventure park” on city-owned riverside lands, as recommended by the Tar River Legacy Plan.	Ongoing: meeting held In Greenville with representatives from <i>Rise Design</i> and <i>Outdoor Ventures</i> to explore various options. Staff currently arranging for feasibility assessment.
2.	Develop visible, economical, river-related projects to generate excitement and support for additional- and bigger – initiatives. Such projects will include such improvements as the installation “hammock stations” at Town Common and along the river, to create places to hang and enjoy a hammock.	Ongoing: these projects will begin in early FY17, with the approval of additional CIP funding for Tar River Legacy Plan implementation.
3.	Issue a Request for Proposals for private outfitters to operate river-related rental facilities and programs at Town Common and other public sites along the Tar River.	Ongoing: RFP will be completed for review in May 2016.
4.	Complete a Phase I Environmental Assessment of the old landfill site, to determine suitability for various outdoor activities, such as a moto-cross facility or mountain bike track.	Ongoing: this project will begin in FY17, with the approval of additional CIP funding for Tar River Legacy Plan implementation.
5.	Investigate possibilities for a Parks and Recreation Trust Fund grant for various river related projects associated with the Tar River Legacy Plan.	Ongoing: meeting with PARTF staff initiated.

Priority #6: Virtual Buildings

Responsible Department: CMO - Office of Economic Development

Staff Contact: Roger Johnson

	Action Steps	Status
1.	Budget estimate	February 2016: Completed; \$47,000 estimated cost
2.	Contract scope services	Ongoing: Execute contract with the East Group following June 2016 budget approval by City Council
3.	Seek partners	Ongoing: Economic Development staff presented a proposal to PCDC Board with an opportunity to participate. PCDC Board recommended that the City of Greenville request a \$5,000 grant. Grant request to be submitted in May 2016.
4.	Site compatibility (Imperial Site) / Site preparedness	Ongoing: East Group to validate upon execution of contract. Anticipated completion end of August 2016.
5.	Consideration of two additional sites	Ongoing: East Group to validate upon execution of contract. Seeking two additional sites through site ready program. Anticipated completion October 2016.
6.	Building design standard	Ongoing: Analysis completed February 2016. Staff validated dimensions based on existing industry standards, local input (Overton's) and data mining: 30,000 square feet; .8 parking spaces per 1,000 square feet; and 14 foot ceilings with 2 foot drop ceiling for wiring.
7.	Create video	To be initiated December 2016
8.	Marketing Plan	Ongoing: OED staff is creating the collateral marketing material in conjunction with PCDC staff. PCDC, NCEast Alliance and OED will all market material to promote virtual building.
9.	Launch plan to market site to High Value Back Office Operations	Ongoing: Data mining for expanding HV Office businesses has begun in earnest by OED Staff. Will be completed by end of August 2016.

Priority #7: Red Light Cameras

Responsible Department: Police
Staff Contact: Chief Holtzman

	Action Steps	Status
1.	Presentation to City Council for legislative approval for Red Light Program	Completed: March 2016
2.	Presentation of program to Transportation and Parking Commission	Completed: March 2016
3.	Presentation of program to the Pitt County Board of Education	Completed: March 2016
4.	Presentation of program to the Pitt County Board of Commissioners	Completed: April 4, 2016
4.	Pursue legislative action to grant City of Greenville authority during the 2016 Legislative session of the NC General Assembly	April 25, 2016-Adjournment

Priority #8: Lighting - LED

Responsible Department: Police/Public Works
Staff Contacts: Chief Holtzman /Kevin Mulligan

	Action Steps	Status
1.	Upgrade LED street lighting on West 5 th area and Vance street total of several blocks (82 lights)	Completed: March 2016
2.	Upgrade decorative sidewalk lights on East 5 th street from downtown to ECU (42 lights)	Completed: March 2016
3.	Public Works to upgrade street lights to LED on 10 th street in the area of Greenville Blvd to Copper Beach area.	Completed: March 2016
4.	Address lighting in CRIA (Crime Reduction Initiative Areas) in West Zone	Ongoing
5.	Provide residential lighting upgrades through donations in West Zone	Ongoing
6.	Explore LED lighting in other CRIA's throughout the city	Ongoing
7.	New Streetlight installation (LED) on major thoroughfares in City based on pedestrian/traffic data (10 th St., Stantonsburg, Memorial, etc.)	Ongoing

Priority #9: Arts Coalition

Responsible Department: CMO - Office of Economic Development
Staff Contact: Roger Johnson

	Action Steps	Status
1.	Budget request for a Visual and Performance Master Plan identification or arts in the CBD along with ah short-term focused plan for arts within a defined area in Uptown	Ongoing: June 2016 budget request and work by City and Arts Commission to occur by first quarter of 2017
2.	Expand scope of PCAC in Contract	Ongoing: OED staff have discussed contractual changes with PCAC. Staff will submit updated contract to City Council in August 2016.
3.	Seek City Council Concurrence with Plan	Completion anticipated by end of March 2017

Priority #10: Southside Police Precinct (already underway)

Responsible Department: Police
Staff Contact: Chief Holtzman

	Action Steps	Status
1.	Site selection for Southside Station	Completed: March 2016
2.	Presentation to City Council for lease approval	Completed: March 14, 2016 City Council meeting
3.	Construction of interior space using current FY16 funds (estimate under \$80,000)	To begin in April 2016
4.	Open sub-station	July - August 2016



City of Greenville, North Carolina

Meeting Date: 4/11/2016
Time: 6:00 PM

Title of Item: Presentation on Tar River Legacy Plan Implementation Actions

Explanation: **Abstract:** Recreation and Parks Department staff will make a presentation to City Council on actions to implement programs recommended in the Tar River Legacy Plan.

Explanation: The Tar River Legacy Plan was approved by City Council on November 10, 2014. The plan provides a long-term program, vision, and strategy for recreational improvements to the 7-mile stretch of the Tar River that runs through the City of Greenville. The Tar River is a major community asset. Recreation and Parks staff will provide an update of activities being investigated and developed from the recommendations of the Tar River Legacy Plan.

Fiscal Note: No cost associated with the presentation. Implementation of elements may involve future costs to be determined if implemented.

Recommendation: Receive the report from Recreation and Parks Department staff and provide direction to staff.

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