



Agenda

Greenville City Council

**September 12, 2019
6:00 PM
City Hall Council Chambers**

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

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

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

VII. Appointments

1. Appointments to Boards and Commissions

VIII. Old Business

2. West Greenville Community and Energy Efficiency Grants

IX. New Business

Public Hearings

3. Ordinance to annex Arbor Hills South, Section 2, Phase 7, involving 28.4982 acres located at the current terminus of Knoll Circle
4. Ordinance to annex Fire Tower Commercial Park involving 2.56 acres located at the northwestern corner of the intersection of West Fire Tower Road and Whitley Drive
5. Ordinance requested by the Community Development Department to change the name of the Community Development Department to the Planning and Development Services Department
6. Public hearing for the approval of the Draft 2018 Consolidated Annual Performance and Evaluation Report (CAPER)
7. Resolution authorizing an application to the Federal Transit Administration (FTA) for a Section 5307 grant for federal operating and capital assistance for Greenville Area Transit (GREAT) for fiscal year 2019-2020

Other Items of Business

8. Healthy Homes Program Implementation
9. Discussion of utility cuts in the public right-of-way

X. City Manager's Report

XI. Comments from Mayor and City Council

XII. Adjournment



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Appointments to Boards and Commissions

Explanation: **Abstract:** The City Council fills vacancies and makes appointments on the City's boards and commissions. Appointments are scheduled to be made to seven of the boards and commissions.

Explanation: City Council appointments need to be made to the Community Appearance Commission, Environmental Advisory Commission, Greenville Bicycle and Pedestrian Commission, Human Relations Council, Recreation & Parks Commission, Redevelopment Commission, and the Youth Council.

The City Council updated the Board and Commission Policy on October 9, 2017 to include a provision for extended vacancies:

Nominations for Extended Vacancies

In the event there is a vacancy on a City board or commission which has been on the City Council agenda for appointment by City Council for more than three (3) calendar months in which a regular City Council meeting has been held, then any Council Member may make a nomination to fill the vacancy without regard to any other provision relating to who has the authority to make the nomination. If there is more than one nomination, the appointment shall be conducted in accordance with the procedure for nominations and elections in Robert's Rules of Order.

Under this provision, the following seats are open to nominations from the City Council:

- Jeffrey Johnson - Community Appearance Commission
- Drake Brinkley - Environmental Advisory Commission
- Maurice Whitehurst - Human Relations Council
- Ebonee Downey - Recreation & Parks Commission
- 12 spots on the Youth Council

Fiscal Note: No direct fiscal impact.

Recommendation: Make appointments to the Community Appearance Commission, Environmental Advisory Commission, Greenville Bicycle and Pedestrian Commission, Human Relations Council, Recreation & Parks Commission, Redevelopment Commission, and the Youth Council.

ATTACHMENTS:

☐ **Muni_Report_Appointments_to_Boards_and_Commissions_998631**

Appointments to Boards and Commissions

September 2019

Community Appearance Commission

Council Liaison: Council Member Rick Smiley

Name	District #	Current Term	Reappointment Status	Expiration Date
Thomas Alligood	3	First term	Resigned	April 2021
Jeffrey Johnson	4	Second term	Ineligible	April 2019

Environmental Advisory Commission

Council Liaison: Council Member Brian Meyerhoeffer, Jr.

Name	District #	Current Term	Reappointment Status	Expiration Date
David Ames (At-Large Member)	4	First term	Eligible	April 2019
Drake Brinkley	5	First term	Resigned	April 2019
<i>(Lawyer/Someone with knowledge of environmental regulations and environmental safety practices)</i>				

Greenville Bicycle & Pedestrian Commission

Council Liaison: Council Member Will Bell

Name	District #	Current Term	Reappointment Status	Expiration Date
Adele Grier	4	First term	Resigned	January 2020

Human Relations Council

Council Liaison: Mayor Pro-Tem Rose Glover

Name	District #	Current Term	Reappointment Status	Expiration Date
Montez Bishop	5	Filling unexpired term	Eligible	Sept. 2019

Rod Debs	3	First term	Eligible	Sept. 2019
Martin Montelongo	1	Filling unexpired term	Not seeking 2 nd term	Sept. 2019
Mark Rasdorf	4	Filling unexpired term	Eligible	Sept. 2019
Seok Yoon	5	First term	Not seeking 2 nd term	Sept. 2019
Maurice Whitehurst (Pitt Community College)	2	Second term	Did not meet attendance Requirement	Oct. 2015
ECU Seat				Oct. 2019

Recreation & Parks Commission

Council Liaison: Council Member Monica Daniels

Name	District #	Current Term	Reappointment Status	Expiration Date
Ebonee Downey (Mayor Pro-Tem Rose Glover)	1	Filling unexpired term	Resigned	May 31, 2020
Garrett Taylor (Council Member Brian Meyerhoeffer)	3	Second term	Ineligible	May 31, 2019

Redevelopment Commission

Council Liaison: Council Member Will Bell

Name	District #	Current Term	Reappointment Status	Expiration Date
Alan Brock (Council Member William Litchfield, Jr.)	1	Filling unexpired term	Resigned	Nov. 14, 2022

Youth Council

Council Liaison: Mayor Pro-Tem Rose Glover

Name	Current Term	Reappointment Status	Expiration Date
12 spots open			

*Seats that are open to nomination from the City Council are highlighted.

Applicants for Community Appearance Commission

Gregory Hemby
1410 W. 6th Street
Greenville, NC 27834

Application Date: 4/22/2018

Home Phone: (202) 412-4369

Business Phone:

Email: hembyg@gmail.com

District #: 1

Applicants for Environmental Advisory Commission

Orrin Allen Beasley
3601 Live Oak Lane
Greenville, NC 27858

Application Date: 12/8/2015

District #: 5

Home Phone: (252) 216-6099

Business Phone: (252) 216-6099

Email: oab0119@gmail.com

Applicants for Greenville Bicycle & Pedestrian Commission

John A. Kohler
412 Oxford Road
Greenville, NC 27858

Application Date: 10/18/2018

District #: 4

Home Phone: (843) 576-9798

Business Phone: (252) 744-2637

Email: john.kohler.sr@gmail.com

Applicants for Human Relations Council

Alaric Martin
3195 Boardwalk Lane Apt. #9
Greenville, NC 27834

District #: 2

Franchine Philpot Pena
1406 Dickinson Ave.
Greenville, NC 27834

District #: 2

Keshia B. Williams
945 Spring Forest Rd.
Greenville, NC

District #: 4

Travis Williams
3408 Evans Street Apt. E
Greenville, NC 27834

District #: 5

Stephanie Winfield
1103 Red Banks Road
Greenville, NC

District #: 4

Application Date: 9/4/2018

Home Phone: (919) 924-1631
Business Phone:
Email: amartin@gmail.com

Application Date: 8/22/2019

Home Phone: (919) 924-1631
Business Phone:
Email: amartin@gmail.com

Application Date: 4/24/2018

Home Phone: 252-558-3620
Business Phone:
Email: williak5@pitt.k12.nc.us

Application Date: 4/16/2017

Home Phone: (252) 412-4584
Business Phone:
Email: taft1986@yahoo.com

Application Date: 7/14/2017

Home Phone:
Business Phone:
Email: ladona12@gmail.com

Applicants for Recreation and Parks Commission

Gregory Hemby
1410 W. 6th Street
Greenville, NC 27834

District #: 1

Anna L. Logemann
1105 Turtle Creek Road Unit G
Greenville, NC 27858

District #: 4

Anthony Mizzelle
1988-B Hyde Drive
Greenville, NC 27858

District #: 4

Christopher Powell
108 B Chandler Drive
Greenville, NC 27834

District #: 1

Kristian Williams
3609 Gosford Gate
Greenville, NC 27858

District #: 5

Application Date: 4/22/2018

Home Phone: (202) 412-4369

Business Phone:

Email: hembyg@gmail.com

Application Date: 4/26/2017

Home Phone: (336) 624-6514

Business Phone:

Email: annlogemann85@gmail.com

Application Date: 5/28/2016

Home Phone: (252) 215-9245

Business Phone: (252) 290-5515

Email: anthonymizzelle.am@gmail.com

Application Date: 6/24/2016

Home Phone: (252) 714-0286

Business Phone:

Email: christopherpowell@yahoo.com

Application Date: 6/24/2016

Home Phone:

Business Phone:

Email: emailkrissi@yahoo.com

Applicants for Redevelopment Commission

Jonathan Ganzert
302 South Summit Street
Greenville, NC 27858

District #: 3

Anna L. Logemann
1105 Turtle Creek Road Unit G
Greenville, NC 27858

District #: 4

Zach Nichols
208 Churchill Dr.
Greenville, NC 27858

District #: 5

Deryck Steven Wilson
1744 Beaumont Drive
Greenville, NC 27858

District #: 4

Application Date: 2/19/2019

Home Phone: (704) 550-6031

Business Phone:

Email: ganzert@gmail.com

Application Date: 4/26/2017

Home Phone: (336) 624-6514

Business Phone:

Email: annlogemann85@gmail.com

Application Date: 6/17/2019

Home Phone: (252) 916-2691

Business Phone: (252) 752-7101

Email: dustin@tdgnc.com

Application Date: 11/27/2017

Home Phone: (252) 714-5950

Business Phone: (252) 321-5200

Email: deryck.wilson@me.com

Applicants for Youth Council

Mabre Delaney Dawson
South Central High School

Jeffrey "J.P." Moore
DH Conley High School



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: West Greenville Community and Energy Efficiency Grants

Explanation: **Abstract:** City Council directed staff to design a process for a \$100,000 investment into West Greenville that will support grants for youth development programs and energy efficiency for homeowners. The funding would be divided equally among the two programs.

Explanation: City staff is proposing two grant program policies making available \$100,000 for West Greenville investment. The West Greenville Community Grant would afford up to \$5,000 to nonprofit and other civic organizations located within or benefiting youth residing in the West Greenville Redevelopment Area. Qualifying agencies would be eligible once per year as long as funding is available. The West Greenville Energy Efficiency Program will make available up to \$10,000 for energy efficiency improvements for homeowners within the West Greenville Redevelopment Area that are up to 120% area median income (AMI) based on the property owner income. Existing energy efficiency funding is capped at 100% AMI and provided by GUC for homeowners citywide.

Fiscal Note: The West Greenville Community and Energy Efficiency Grants will make available a combined \$100,000. Youth development programs will be eligible for up to \$5,000 annually of the budgeted \$50,000. Energy efficiency improvements for homeowners up to 120% AMI are available for up to \$10,000 for repairs until the \$50,000 has been expended.

Recommendation: Staff recommends City Council approve the West Greenville Community and Energy Efficiency Programs.

ATTACHMENTS:

- ▣ **West_Greenville_Community_Grant_111838**
- ▣ **West_Greenville_Energy_Efficiency_Policy_1112171**



West Greenville Community Grant Guidelines

1.0 INTRODUCTION

Top priorities for the West Greenville Redevelopment Area include supporting nonprofits that provide housing assistance to special needs populations, provide youth services, and encourage entrepreneurship.

As such, the Greenville City Council has authorized the West Greenville Community Grant Program in order to support programs serving West Greenville youth. Awards up to \$5,000 will be available for eligible programs on a competitive basis.

Submissions will be accepted twice a year with due dates of **September** and **March**. Each agency is eligible for funding only once per year. Awards will typically be made within 90 days of submission. The availability of grant funds from year to year is based on continued authorization of the program by the Greenville City Council.

2.0 ELIGIBILITY

- 2.1 Applications are limited to existing or start-up nonprofits that are primarily located within, or serve residents of the West Greenville Redevelopment Area.
- 2.2 Submitting entities must be a non-profit agency registered with the North Carolina Secretary of State's Office or registered with another entity for regulatory oversight.

3.0 FUNDING

All or any portion of requested funding up to \$5,000 may be awarded to eligible applicants at the sole discretion of City Council in each grant cycle. West Greenville Community Grant funds are distributed as a one-time total sum of the award amount.

4.0 APPLICATION AND SELECTION

- 4.1 If a submitting application is found to be incomplete, the applicant will have 1 week to turn in all missing information. If all information is received, the applicant can proceed with the process. If information remains missing, the application will be rejected, and the applicant may resubmit during the next grant cycle.
- 4.2 Nonprofits will be required to submit three (3) letters of support/reference as part of the

application package.

- 4.3 Fully completed submissions turned in by the applicable deadline will receive an interview by a selection subcommittee made up of City Council representatives and City staff. An interview with the selection committee is scheduled after the application has been submitted, and all criteria have been met. The interview is the final step in the application process. During this interview, selection committee members will share general comments about the application with the applicant.
- 4.4 Following the interview, a funding decision will be made by the subcommittee based on the application, interviews, and provided information.
- 4.5 All submitting entities will receive notification as to their status. If an applicant is missing information and does not receive an interview, they can reapply during the next cycle. Applicants that are selected for funding are unable to receive an award in two consecutive cycles.

5.0 DISBURSEMENT OF GRANT FUNDS

- 5.1 Those applicants selected for the West Greenville Community Grant award will be required to provide vendor information for the awarded agency within thirty (30) days.

EXAMPLE GRANT TIMELINE

TIME	ACTIVITY	NOTES
September 27	Due Date	Complete application due.
October 7-11	Interviews	Comments returned to applicant.
October 14	Award Announcement	Selection committee awards announced
November 14	Vendor information deadline	Applicant has 30 days to complete vendor registration for the awarded agency.

- 5.2 Applicants who are awarded the grant are asked to submit a written update within six (6) months to staff that will be included in Notes to Council.

6.0 SCORING

- 6.1 Scoring factors that will be taken into consideration by the subcommittee include:
 - **Program Objective** – Description of the target group to be served and program purpose
 - **Program Need** – Justification of the need for the services being provided
 - **Intended Outcome** – Quantified benefit to community, unit of service, total number to be served, etc.
 - **Experience** - Applicant’s level of experience with the specific program or service type

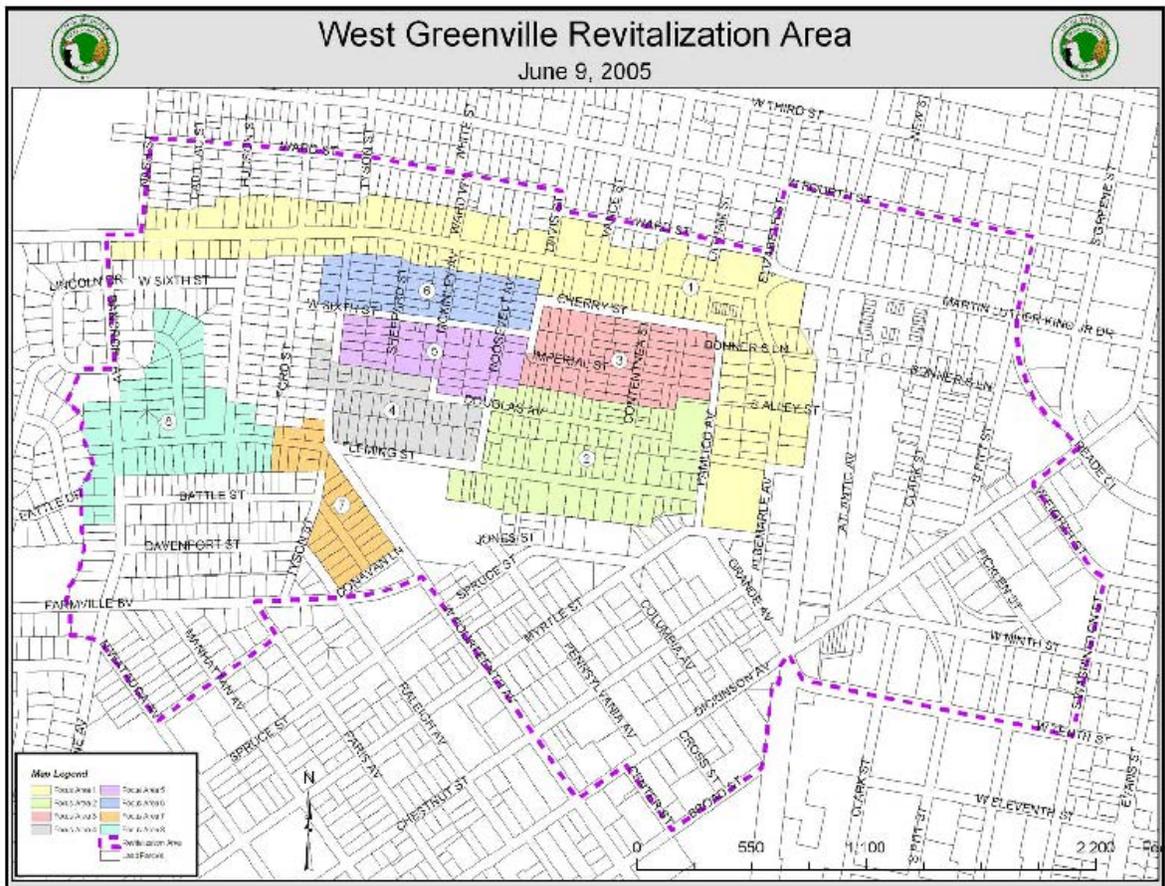
as well as capacity of agency.

- **Community Support** - Three (3) letters of support or recommendation for the program.

For more information, please contact:

Tiana Berryman
Housing Administrator
252.329.4518
P.O. Box 7207
201 W. 5th Street
Greenville, NC 27858
tberryman@greenvillenc.gov

Map of Approved Location:



West Greenville Community Grant Application

Please include a cover page identifying:

- A. Name of agency
- B. Agency address
- C. Contact phone numbers and email

Please clearly answer each item in detail:

1. Describe the specific activities/services that will be provided by the program.
2. Describe the program goals to be achieved and project the number of people that will benefit from those achievements.
3. Describe the need for funding for the program and how it would be utilized.
4. Describe the current and proposed beneficiaries of the program.
5. Describe the history of the program and experience of the staff.

Attachments

Please include:

1. Proof of legal structure or affiliation with a regulatory body
2. Annual budget
3. Three (3) letters of community support
4. Proof of location or beneficiaries within approved area

City of Greenville

Community Development Department,
Housing Division

Policy and Procedure Manual West Greenville Energy Efficiency Program



COMMUNITY DEVELOPMENT

Find yourself in good company

August 28, 2015
Doc # 1010838



Item #2

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DRAFT

Introduction:

The City of Greenville Housing Division administers and monitors all projects funded by the Department of Housing and Urban Development using Community Development Block Grant (CDBG) and the Home Investment Partnership (HOME) Program. The Division also administers and monitors projects funded by the City developed to assist low-moderate income citizens. All programs offered have specific guidelines for their implementation as defined by the funding source.

Policy:

The purpose of this policy is to establish eligibility requirements necessary to qualify for the City of Greenville Energy Efficiency Program.

The City of Greenville will provide energy efficiency repair assistance to income eligible homeowners located within the corporate limits that meet the eligibility requirements set forth by this policy. Homes receiving assistance using these funds must meet minimum housing standards, and have an energy audit.

The City of Greenville provides assistance to homeowners without regard to race, color, national origin, religion, sex, familial status and disability (Title VIII of the Civil Rights Act of 1968-Fair Housing Act – 42 USC § 2000d) and age (Age Discrimination Act of 1975 – 42 USC § 6101).

Below is a list of some items that will be considered under the Energy Efficiency Program based on the energy audit:

- Insulate attic, exterior walls and crawl space
- Replace HVAC
- Replace exterior doors
- Install or replace storm doors
- Replace windows or install storm windows
- Replace water heater

Marketing of the WG-EE Program:

The WG-EEP will be marketed to West Greenville homeowners not exceeding 120% total annual median income, the Daily Reflector newspaper, cable access program and/or local radio.

West Greenville Energy Efficiency Program Procedures:

The purpose of this document is to discuss the guidelines and establish the necessary steps of the program as related to the West Greenville Energy Efficiency Program. Applications are reviewed on a first come first served basis. The City of Greenville cannot reserve funds for an applicant that delays the completion of the full application.

The City of Greenville has set aside \$50,000.00 to make energy efficiency repairs to owner occupied homes with a maximum household income of 120% of annual median income for the applicable household size under current HUD Income Limits. The program will have an emphasis on homeowners in West Greenville. The maximum eligible one-time cost is \$10,000.00 per unit. A glossary is provided to better explain certain terms and abbreviations.

Eligible Applicants:

To be eligible for WG-EEP assistance:

1. An applicant must hold **clear title** to the property. Heir properties with non-resident owners and Life Estates will be reviewed on a case-by-case basis.
2. An applicant must occupy the property as their primary residence.
3. An applicant must be current with the mortgage (if applicable), homeowners insurance, flood insurance (if applicable) and taxes.
4. An applicant must have no credit issues that will encumber the property.
5. An applicant must meet annual area median income requirements based on the current HUD income chart.

*Income as defined by HUD CDBG Regulations, Annual income as reported under the Part 5 (24 CFR 5.609.)

6. The property must not have any outstanding liens, judgments, encumbrances, taxes, or pending litigation involving the applicant.

Eligible Properties:

To be eligible for assistance, the property must meet the following conditions:

1. The property (single-family home, duplex, condominium or townhome) must be located within the West Greenville 45-Block Revitalization area.

2. The property must be inspected by City of Greenville Rehabilitation Specialist in conjunction with GUC Energy Services staff and determined to be suitable for energy efficiency. A property is considered unsuitable for energy efficiency if it is dilapidated or deteriorated beyond feasible economic repair or requires repairs that cannot be covered by one of the owner occupied rehabilitation programs.
3. The property must not be located within the right-of-way of any future street or highway, or other public improvements anticipated within the near future, as determined by the Department of Public Works.
4. The property must not be located within a flood hazard area as determined by the City Engineering Division without the presence of flood insurance.
5. The property must not be in violation of the adopted standards for land use and building density, as determined by the City of Greenville Zoning Administrator.
6. The property must not have any outstanding liens, judgments, encumbrances, taxes, or pending litigations involving the structure.
7. Must meet minimum property standards after rehabilitation.

Application Requirements:

1. Identification of homeowners
 - Picture identification for all homeowners
 - Copy of Social Security Cards for all homeowners

2. Verification of income/assets - homeowner income must be verified. Submission of one or more of the following will be required for all homeowners and their spouse residing in the unit:
 - IRS 1040 tax forms from previous three years for self employed
 - W-2 from previous year
 - Income statement from retirement, pension and social security
 - Income verification form from employer and copies of last three pay stubs

3. Credit Report - by signing homeowner's requirement form, the property owner(s) has/have given the City of Greenville the right to request a credit report from the Credit Bureau.

4. Verification of ownership to include the following:
 - Copy of deed
 - Verification of current city/county tax payment
 - Verification of mortgage being current

5. Copy of current homeowner's insurance policy.

6. Name and address of all heirs if heir property to discuss options. Life Estates will be considered on a case-by-case basis.

Application Process:

The applicant is referred to the Project Manager who conducts the following activities.

1. Provides program information to the applicant and discusses processing.

2. Prescreens applicant to determine eligibility including:
 - a. Location of property – is it within the West Greenville target area
 - b. Determination that homeowner(s) income does not exceed program limits (i.e. 120% of total annual median income for Greenville/Pitt County)
 - c. Screens for ownership, outstanding judgments, liens, current taxes, current mortgage, and sign a deed of trust, rehabilitation agreement, and promissory note
3. Complete program application.
4. Request supporting documentation from the applicant:
 - a. Third-party verification of homeowner income
 - b. Credit information including the request of a credit report
 - c. Copy of deed or deed of trust to the property
 - d. Copy of a current city/county tax statement
 - e. Copy of current property/hazard insurance
 - f. Information on mortgage or other liens against the property
 - g. Copy of picture ID and Social Security card for all household members
5. Project Manager will authorize the conduction of a title search on the property by an attorney that has been procured by the Housing Division.
6. Project Manager will arrange for the Housing Rehabilitation Specialist along with GUC Energy Services to conduct an energy efficiency assessment and work write-up. The work write-up will estimate the cost of the needed energy efficiency improvements and shall constitute the basis for cost estimates, bids, and the determination of completion of the urgent repairs.
7. The Rehabilitation Specialist, prior to accepting bids, will prepare a cost estimate. The work write-up may be revised prior to bids by mutual consent of the property owner and the Housing Administrator or Project Manager or after the solicitation of bids by mutual consent of the property owner, contractor and the Housing Administrator or Project Manager. The Project Manager will prepare a budget for the home. The Housing Administrator and the Director of Community Development must approve the application and the budget prior to requesting bids from the contractors.

Housing Division Contractors that are interested in bidding must attend the scheduled pre-bid meeting. All non-housing division contractors must become eligible to place a bid prior to the bid opening date. No bids will be accepted from ineligible contractors or contractors not in attendance at the pre-bid. A project checklist will cover the following topics:

- a. Work write-up
- b. Access to the project site
- c. Special conditions or needs of the owner or contractor
- d. Contractor and owner responsibilities

- e. Community development rehabilitation handbook, a copy of which will be given to each eligible contractor

Bid Procedures - Procurement:

The City of Greenville is an equal opportunity employer. The City will use a competitive bid process for all work to be performed using these funds. Only contractors on the Housing Divisions approved list will be invited to the pre-bid meeting. Women and Minority owner firms are encouraged to apply to be on our approved contractors list. See Eligible Contracts section below for more details.

A pre-bid meeting will be held for contractors to see the project site and the work to be performed in person. The bid packages are only available at the pre-bid meeting. The contractors will be given 3-7 days to submit their sealed bids to the Loan Administrator or Housing Division Secretary by the designated date and time. Bids submitted late will not be opened. At the designated date and time, the Loan Administrator will open the sealed bids in front of witnesses; contractors are encouraged to be present. The bids are reviewed by the Rehabilitation Specialist with a recommendation to the Housing Administrator. The Housing Administrator will determine what contractor will be awarded the bid.

The cost estimate shall be used in determining whether the bids received are fair and reasonable. The lowest acceptable bid must be within 15% (high or low) of the Housing Rehabilitation Specialist's cost estimate. To prevent the potential of a conflict of interest contractors are not allowed to bid on the homes of family members. The Housing Division staff and the homeowner must approve the bid as part of the pre-construction conference. All bidders will be notified of the bid award.

Bids will be obtained only through a formal, competitive process with awards going to the lowest, most responsible and available bidder. However, if the lowest qualified bidder has the maximum number of jobs allowed, which is two (2), then the next lowest bidder may be considered and awarded the job(s) in order to facilitate timeliness in the program. The City of Greenville reserves the right to limit the number of contracts awarded to any contractor based on past performance. A \$1,500.00 bond will be held for contractors participating in the Housing Division housing rehabilitation programs. Liquidated damages in the amount of \$100.00 per day will be assessed on jobs that exceed the permitted time as specified within the contract and change orders.

Eligible Contractors:

Only contractors approved by the Housing Division of the Community Development Department shall perform work under this Program.

The Rehabilitation Specialist shall maintain a list of contractors for rehabilitation work. They also have the authority with the concurrence of the Housing Administrator to remove any contractor from the list who fails to comply with the following:

1. Liability and Workmen's Compensation (based on size of staff) insurance
2. Sufficient skill and experience (based on prior work)
3. Established credit with supply vendors or capable of establishing credit with supply vendors
4. Acceptable references as to satisfactory performance on similar projects

Construction:

All energy efficiency work shall be performed in accordance with the City of Greenville's General Specifications for Rehabilitation, the work write-up, duly authorized change orders, and State and Local building codes as applicable. A pre-construction conference will be held with the Rehabilitation Specialist, Contractor, Homeowner and Project Manager. At the preconstruction conference, the contract for work will be signed by the Rehabilitation Specialist, Contractor, Homeowner, and Project Manager.

During construction, the Rehabilitation Specialist will make daily visits to the project site to monitor the progress of the project and make inspections to ensure compliance with contract work specifications. The City Inspections Division, and/or the Housing Rehabilitation Specialist, will inspect periodically to ensure compliance with State and City Building Codes. The contractor is required to ensure that all permits (building, electrical, plumbing, and mechanical) are acquired prior to construction. The Housing Rehabilitation Specialist shall ensure that the contractor acquires all necessary permits and copies are maintained in the files.

Changes to the contracted work may become necessary during construction and will be negotiated by the Housing Rehabilitation Specialist, and approved by the Project Manger and Housing Administrator in accordance with program policies. Owners will be consulted concerning the changes and approve all change orders. Any and all change orders will require the signature of two City staff. If the change order cost causes the work to exceed the program maximum, including match funds from the City, an item in the original work write-up that has not been started may have to be deleted to stay within budget. If no item can be deleted then the homeowner will be asked to cover the short fall. Under no circumstance will a change order be executed until the Housing Administrator and Loan Administrator can verify that there are funds available to cover the change order. The contractor shall make no changes in the work, nor seek payment for changed or additional work, without prior issuance of an approved written change order.

The energy efficiency work shall be performed within an established time frame acceptable to both the owner and the Housing Division.

Upon completion of the work, the Rehabilitation Specialist and/or the City Inspections Division will perform a final inspection to insure that all work complies with contract documents and the

Building Codes. The owner should be present during the inspection and/or be consulted prior to contract closeout.

The contractor guarantees all work for a period of **one (1) year** from completion of the contract. During this warranty period, complaints concerning the work shall be referred in writing to the City of Greenville, Housing Division, P.O. Box 7207, Greenville, North Carolina 27835-7207. The written complaints will be placed in the file, and the Housing Rehabilitation Specialist will inspect the concerns. If the Housing Rehabilitation Specialist determines the concerns are the responsibility of the contractor, the contractor will be informed in writing of what is needed to correct the deficiencies. The warranty does not include normal wear, alterations or problems caused directly or indirectly by the homeowner.

It shall be the responsibility of the owner to maintain the property according to the Rehabilitation Standards and the Minimum Housing Code upon completion of rehabilitation. Failure to comply may result in the default and repayment of the loan.

Invoicing:

The work will have one payment at satisfactory completion of the work. The contractor shall submit an invoice to the Rehabilitation Specialist or Program Manager for payment. The Rehabilitation Specialist will inspect the project to insure that the work is completed and acceptable. Before processing, the request for payment will be signed by the Contractor, Home Owner, Rehabilitation Specialist, Project Manager, and Housing Administrator. **The contractor must also submit all required lien waivers, pest control certifications and other warranties.** The invoice will be submitted to the Loan Administrator for Purchase Order payment. The preferred payment schedule for the Energy Efficiency Program is listed below:

	Payment Amount
100% complete	100%

Project Closeout:

Once the work has been completed to meet building code, the Housing Rehabilitation Specialist will perform a final inspection and indicate in writing, the acceptance of the work performed. In addition, the Inspections Division shall perform a final inspection and issue a Certificate of Acceptance or Certificate of Occupancy, at which time the contractor will be paid.

Appeals, Complaints and Disputes

The homeowner has the right appeal a denial for assistance. The appeal must be in writing and the homeowner must provide new information. The homeowner must submit the request to the Project Manager. The Project Manager will prepare a timeline of events, submit the appeal letter and file to the Housing Administrator and Director of Community Development for review. The Housing Administrator and Director of Community Development will review the written appeal request and make a decision based on the requirements of the program. The Director of Community Development can request that the application be reconsidered after the new information is verified or the file be closed. In either case, the Director of Community Development will send a letter to the homeowner of his/her decision within 15 days of receipt of the appeal letter.

In the event of complaints or disputes about the work between the homeowner and contractor. The Rehabilitation Specialist and the Project Manager will mediate the concerns of both parties within the boundaries of the Scope of Work. If the complaints and disputes are deemed legitimate after conferring with the Housing Administrator, the Rehabilitation Specialist will be the first line of corrective action. If the issue is a conflict in personality, the Rehabilitation and the Project Manager will find a way for the two parties to work together to get the work completed or the work will be stopped and will not resume until all parties can reach an agreement.

This Policy and Procedure for the West Greenville Energy Efficiency Program is adopted this _____ day of August, 2019

**_____
Thomas Barnett, Director of Community Development**

**NORTH CAROLINA,
Pitt County.**

I, the undersigned, a Notary Public of the County and State aforesaid, certify that Thomas Barnett, Director of Community Development personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this _____ day of _____, 2019.

Notary Public: _____

My Commission expires: _____

GLOSSARY

CDBG - Community Development Block Grant (24 CFR 570).

CFR – Code of Federal Regulations.

Deferred Payment – Payments that are forgiven over a defined period of time.

Entitlement Community – An urban city with a population greater than 50,000 or an urban county with a population greater than 200,000.

Extreme Low Income - income less than or equal to 30% of median income adjusted for household.

Family - all persons living in the same household who are related by birth, marriage, or adoption.

Household - all persons who occupy a housing unit. The occupants may be a single family, one (1) person living alone, two (2) or more families living together, or any group of related or unrelated persons who share living arrangements.

Homeowner Income – Income of all persons on the deed and spouse residing in the home

HUD – US Department of Housing and Urban Development.

Income – annual income as reported under Part 5 (24 CFR 5.609).

Median income - average income as determined for the metropolitan statistical area as determined by HUD.

Moderate Income – income equal to 50% of median income.

NCHFA - North Carolina Housing Finance Agency.

SHPO – State Historic Preservation Office.

Very Low Income – income less than or equal to 50% of median income adjusted for household size.

Very low- to moderate- income household - a household having income between 50% and 80% of the median area income as determined by HUD.

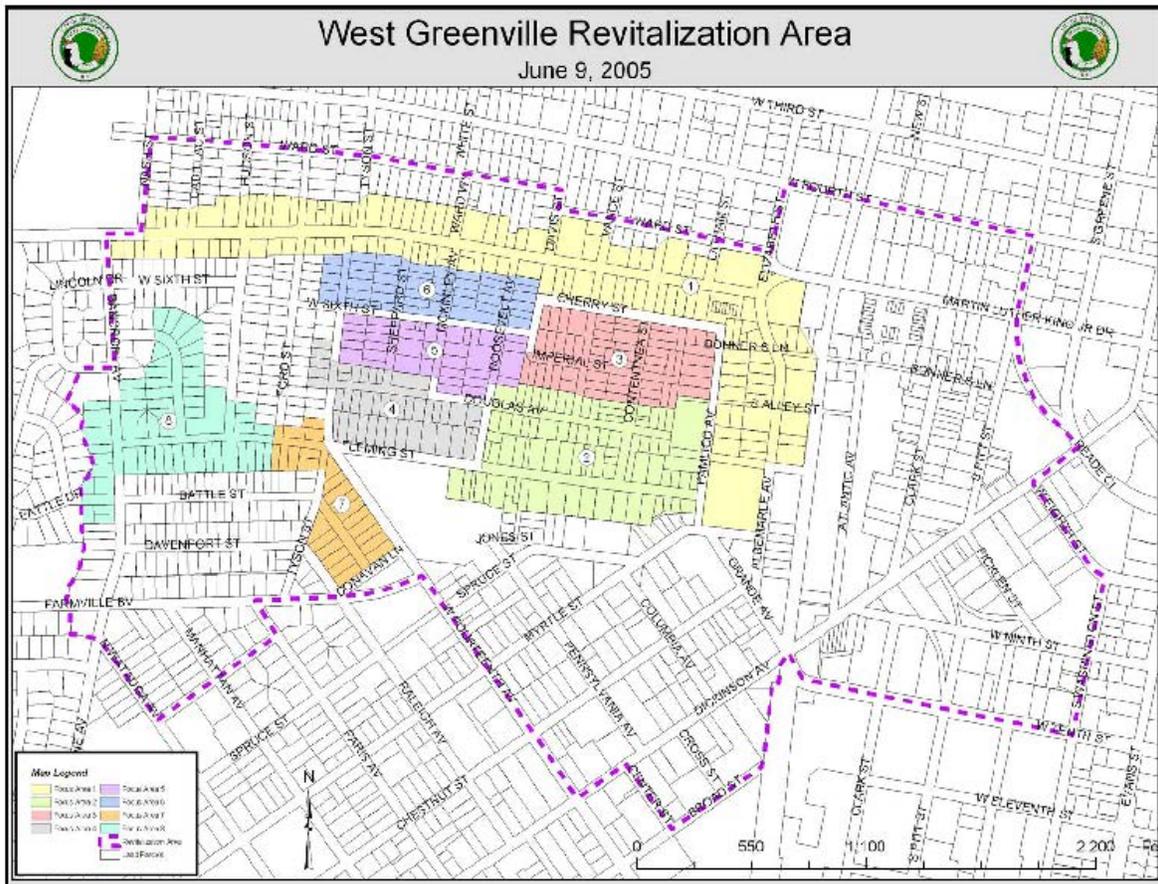
MAXIMUM QUALIFYING INCOME

Total household income is calculated by adding all the gross income for every person over the age of 17. The annual income is subject to change annually. The income chart below is based on the 2019 HUD income limits.

Household Size	1	2	3	4	5	6	7	8
120%	\$56,600	\$64,650	\$72,750	\$80,800	\$87,250	\$93,750	\$100,200	\$106,650

NOTE: HUD Part 5 Definition of Income
Effective 06/28/19

*Income limits are subject to change based on annually published HUD HOME Limits.





City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Ordinance to annex Arbor Hills South, Section 2, Phase 7, involving 28.4982 acres located at the current terminus of Knoll Circle

Explanation: **Abstract:** The City received a voluntary annexation petition to annex Arbor Hills South, Section 2, Phase 7, involving 28.4982 acres located at the current terminus of Knoll Circle. The subject area is currently undeveloped and is anticipated to yield 71 single-family residences.

ANNEXATION PROFILE

A. SCHEDULE

1. Advertising date: September 2, 2019
2. City Council public hearing date: September 12, 2019
3. Effective date: September 12, 2019

B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 28.4982
4. Voting District: 4
5. Township: Grimesland
6. Zoning: RA20 (Residential-Agricultural)

8. Land Use: Existing: Vacant
Anticipated: 71 single-family lots

9. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	71 x 2.18*	155
Current Minority	-----	0
Estimated Minority at full development	155 x 43.4%	67
Current White	-----	0
Estimated White at full development	155 - 67	88

* - 2.18 people per household in Greenville

10. Rural Fire Tax District: Eastern Pines

11. Greenville Fire District: Station #6 (Distance of 2.4 miles)

12. Present Tax Value: \$699,125
Estimated Future Tax Value: \$14,200,000

Fiscal Note: The total estimated tax value at full development is \$14,200,000.

Recommendation: Approve the attached ordinance to annex Arbor Hills South, Section 2, Phase 7

ATTACHMENTS:

- ❑ **Ordinance - Arbor Hills South, Sect 2, Ph. 7 1113769**
- ❑ **Survey**

ORDINANCE NO. 19-
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 6:00 p.m. on the 12th day of September, 2019, after due notice by publication in The Daily Reflector on the 2nd day of September, 2019; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G.S. 160A-31, as amended.

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

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled “Arbor Hills South, Section 2, Phase 7” involving 28.4982 acres as prepared by Stroud Engineering, P.A.

LOCATION: Lying and being situated in Grimesland Township, Pitt County, North Carolina, located at the current terminus of Knoll Circle.

GENERAL DESCRIPTION:

Lying and being in Grimesland Township, Pitt County, North Carolina, lying south of Rockland Drive and north of NCSR 1728 L.T. Hardee Road and beginning at a point on the southern boundary of Arbor Hills South, Phases 1, 2 (Map Book 73, Page 3) and 3 (Map Book 76, Page 114), the common corner to Lot 42, Arbor Hills South, Phases 1 and 2 and to Lot 31, Arbor Hills South, Phase 3, the “Point of beginning”.

Thence from the “Point of Beginning”, following the southern boundary line of Lot 31, Arbor Hills South, Phase 3 as recorded in Map Book 76, Page 114 S 87-38-14 E – 72.09’ to a point, thence leaving the southern boundary of Arbor Hills South, Phase 3 and turning into the lands of Bill Clark Homes of Greenville, LLC (Deed Book 3727, Page 651) the following calls: S 02-21-46 W – 300.00’, thence N 87-38-14 W – 966.78’, thence S 01-48-29 W – 190.00’, thence S 02-21-46 W – 330.00’, thence S 01-48-29 W – 283.97’, thence S 14-49-42 E – 41.62’, thence S 45-47-56 E - 359.09’ to a point on the northern right-of-way of NCSR 1728 L.T. Hardee Road, thence along the right-of-way of L.T. Hardee Road S 43-47-57 W – 71.73’, thence S 42-43-10 W – 100.41’, thence with a curve to the left having a radius of 215.03’ and being subtended by a chord of S 30-47-59 W – 88.83’ to the southeast corner of the Wanda Cox Harrington property (Parcel No. 05052), thence along the common line with the Harrington property the following calls: N 58-33-07 W –

114.83', thence S 44-12-04 W – 66.14', thence N 45-47-56 W – 436.99', thence N 01-48-29 E – 768.79', thence N 72-25-18 W – 467.31', thence S 87-26-09 W – 402.34', thence N 02-21-46 E – 436.77' to a point in the southern line of Arbor Hills South, Phases 1 and 2 as recorded in Map Book 73, Page 3, thence along the southern boundary of Arbor Hills South S 87-38-14 E – 523.17' to an existing iron pipe, a corner common to Lots 64 and 65, Arbor Hills South, Phases 1 and 2, thence continuing along the southern line of Arbor Hills South S 87-38-14 E – 1,571.14' to an existing iron pipe, the common corner to Lots 42 and 31 mentioned above, the "Point of Beginning", containing 28.4982 Acres and being a portion of Parcel number 84950 as filed with the Pitt County Tax Assessor's Office.

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G.S. 160A-23, be annexed into Greenville municipal election district four. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district four.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 12th day of September, 2019.

ADOPTED this 12th day of September, 2019.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

NORTH CAROLINA
PITT COUNTY

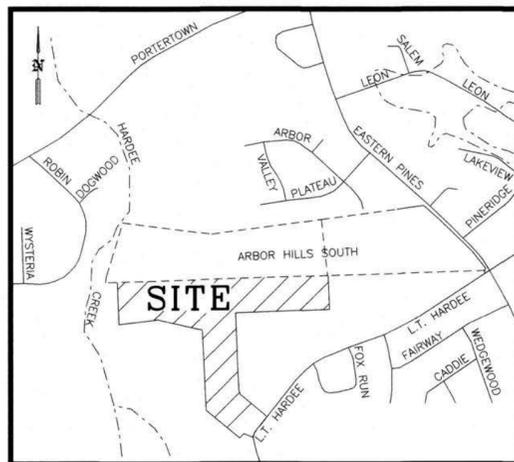
I, Polly Jones, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument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

WITNESS my hand and official seal this ____th day of _____, 2019.

Notary Public

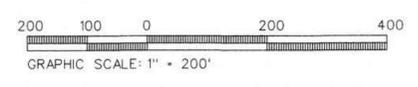
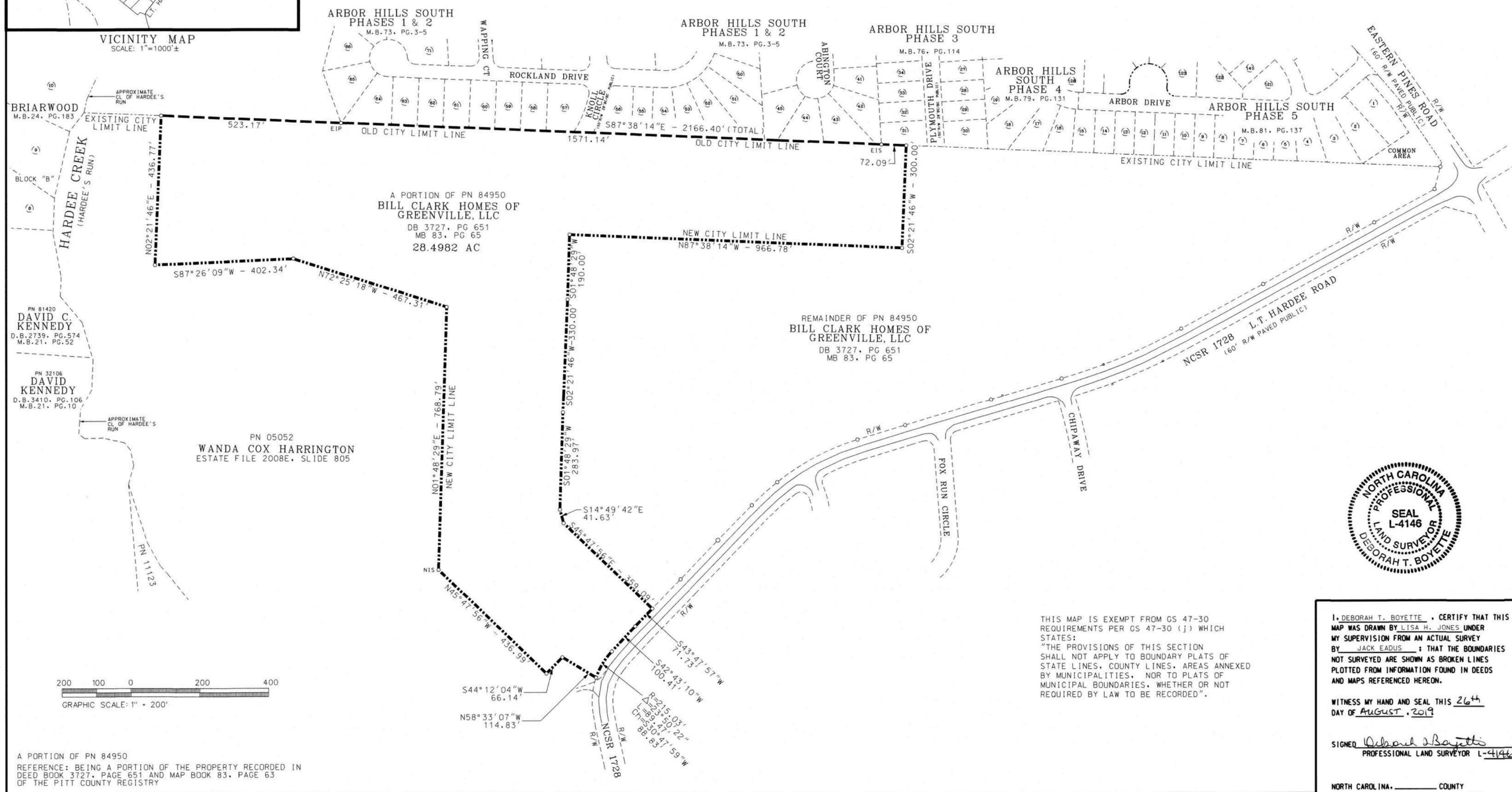
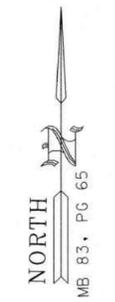
My Commission Expires: _____

1113769



VICINITY MAP
SCALE: 1"=1000'±

LEGEND
 - - - - - = NEW CITY LIMIT LINE
 - - - - - = OLD CITY LIMIT LINE
 - - - - - = EXISTING CITY LIMIT LINE



THIS MAP IS EXEMPT FROM GS 47-30 REQUIREMENTS PER GS 47-30 (j) WHICH STATES:
 "THE PROVISIONS OF THIS SECTION SHALL NOT APPLY TO BOUNDARY PLATS OF STATE LINES, COUNTY LINES, AREAS ANNEXED BY MUNICIPALITIES, NOR TO PLATS OF MUNICIPAL BOUNDARIES, WHETHER OR NOT REQUIRED BY LAW TO BE RECORDED".

I, **DEBORAH T. BOYETTE**, CERTIFY THAT THIS MAP WAS DRAWN BY **LISA H. JONES** UNDER MY SUPERVISION FROM AN ACTUAL SURVEY BY **JACK EADUS**; THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN DEEDS AND MAPS REFERENCED HEREON.
 WITNESS MY HAND AND SEAL THIS 26th DAY OF AUGUST, 2019
 SIGNED *Deborah T. Boyette*
 PROFESSIONAL LAND SURVEYOR L-4146

A PORTION OF PN 84950
 REFERENCE: BEING A PORTION OF THE PROPERTY RECORDED IN DEED BOOK 3727, PAGE 651 AND MAP BOOK 83, PAGE 63 OF THE PITT COUNTY REGISTRY

ARBOR HILLS SOUTH, SECTION 2, PHASE 7 GRIMESLAND TOWNSHIP PITT COUNTY NORTH CAROLINA	
OWNER: BILL CLARK HOMES OF GREENVILLE, LLC 200 E. ARLINGTON BLVD., SUITE A GREENVILLE, NC 27858 (252) 355-5805	
SURVEYED: JE/DE	APPROVED: DTB
DRAWN: LHJ	DATE: 7/31/19
CHECKED: DTB	SCALE: 1"= 200'

MAP NO.	MAPS RECORDED	BOOK	PAGE

MAP SHOWING AREA ANNEXED BY		
THE CITY OF GREENVILLE		
DATE	ORDINANCE NO.	28.4982 AC AREA

NORTH CAROLINA, _____ COUNTY
 I, _____, NOTARY PUBLIC OF THE COUNTY AND STATE AFORESAID, CERTIFY THAT _____, A PROFESSIONAL LAND SURVEYOR, PERSONALLY APPEARED BEFORE ME THIS DAY AN ACKNOWLEDGED THE EXECUTION OF THE FOREGOING INSTRUMENT. WITNESS MY HAND AND OFFICIAL STAMP OR SEAL THIS THE _____ DAY OF _____, 20____.
 NOTARY PUBLIC _____
 MY COMMISSION EXPIRES _____



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Ordinance to annex Fire Tower Commercial Park involving 2.56 acres located at the northwestern corner of the intersection of West Fire Tower Road and Whitley Drive

Explanation: **Abstract:** The City received a voluntary annexation petition to annex Fire Tower Commercial Park involving 2.56 acres located at the northwestern corner of the intersection of West Fire Tower Road and Whitley Drive. The subject area is currently undeveloped and is anticipated to accommodate a 4,140+/- square foot car wash.

ANNEXATION PROFILE

A. SCHEDULE

1. Advertising date: September 2, 2019
2. City Council public hearing date: September 12, 2019
3. Effective date: September 12, 2019

B. CHARACTERISTICS

1. Relation to Primary City Limits: Contiguous
2. Relation to Recognized Industrial Area: Outside
3. Acreage: 2.56
4. Voting Districts: 5
5. Township: Winterville
6. Zoning: CG (General Commercial)

7. Land Use: Existing: Vacant
 Anticipated: 4,140+/- square foot car wash

8. Population:

	Formula	Number of People
Total Current	-----	0
Estimated at full development	-----	0
Current Minority	-----	0
Estimated Minority at full development	-----	0
Current White	-----	0
Estimated White at full development	-----	0

* - 2.18 people per household in Greenville

9. Rural Fire Tax District: Rural Winterville

10. Greenville Fire District: Station #5 (Distance of 3.6 miles)

11. Present Tax Value: \$268,353
 Estimated Future Tax Value: \$1,870,132

Fiscal Note: The total estimated tax value at full development is \$1,870,132.

Recommendation: Approve the attached ordinance to annex Fire Tower Commercial Park

ATTACHMENTS:

- ☐ **Ordinance - Fire Tower Comm Park annex 1113985**
- ☐ **Survey**

ORDINANCE NO. 19-
AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF
THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the City Council has directed the City Clerk to investigate the sufficiency of said petition; and

WHEREAS, the City Clerk has certified the sufficiency of said petition and a public hearing on the question of this annexation was held at City Hall at 6:00 p.m. on the 12th day of September, 2019, after due notice by publication in The Daily Reflector on the 2nd day of September, 2019; and

WHEREAS, the City Council does hereby find as a fact that said petition meets the requirements of G.S. 160A-31, as amended.

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

Section 1. That by virtue of the authority vested in the City Council of the City of Greenville, North Carolina, under G. S. 160A-31, as amended, the following described contiguous territory is annexed:

TO WIT: Being all of that certain property as shown on the annexation map entitled “Fire Tower Commercial Park” involving 2.56 acres as prepared by Newcomb land surveyors, pllc.

LOCATION: Lying and being situated in Winterville Township, Pitt County, North Carolina, located at the northwestern corner of the intersection of West Fire Tower Road and Whitley Drive.

GENERAL DESCRIPTION:

Beginning at a point, said point being an existing iron pipe at the northeast corner of Lot 2 as shown on a plat recorded in Map Book 64, Page 79 in the Pitt County Registry, said point also being at a corner for the Chamm, LLC, The New Market Investment Group, LLC and AAV Properties, LLC tract as recorded in Book 2705, Page 470 in said registry and having North Carolina State Plane coordinates of N=658,597.88 and E=2,475,376.02; Thence, along the northern line of Lot 1 as shown on plat recorded in Map Book 84, Page 99 in said registry N 85°57'16" E, 379.83 feet to a point; Thence, S 04°03'32" E, 23.14 feet to a point; Thence, S 02°47'01" W, 100.72 feet to a point; Thence, S 04°03'32" E, 125.01 feet to a point; Thence, S 85°55'53" W, 1.41 feet to a point, said point being an existing right-of-way disc; Thence, S 40°50'06" W, 42.43 feet to a point, said point being an existing iron pipe where said right-of-way margin of Whitley Drive meets and intersects the northern 100 foot right-of-way margin of Fire Tower Road; Thence, leaving said right-of-way of Whitley Drive along said right of way of Fire Tower Road S 85°58'45" W, 125.00 feet to a point; Thence, S 86°54'11" W, 211.55 feet to a point, said point being an existing mag nail in asphalt at the southeast corner of said Lot2; Thence, N 04° 02 44 W, 7.85 feet to a point on said right-of-way of Fire Tower Road per said Map Book 84, Page 99; Thence, leaving said right-of-way of Fire Tower Road along the eastern line of said Lot 2 and the western line of

said Lot 1 N 04°02' 44" W, 291.84 feet to the Place and Point of Beginning, containing an area of 111,517 square feet or 2.56 acres, more or less.

Section 2. Territory annexed to the City of Greenville by this ordinance shall, pursuant to the terms of G.S. 160A-23, be annexed into Greenville municipal election district five. The City Clerk, City Engineer, representatives of the Board of Elections, and any other person having responsibility or charge of official maps or documents shall amend those maps or documents to reflect the annexation of this territory into municipal election district five.

Section 3. The territory annexed and its citizens and property shall be subject to all debts, laws, ordinances, and regulations in force in the City of Greenville and shall be entitled to the same privileges and benefits as other territory now within the City of Greenville. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 4. The Mayor of the City of Greenville, North Carolina, shall cause a copy of the map of the territory annexed by this ordinance and a certified copy of this ordinance to be recorded in the office of the Register of Deeds of Pitt County and in the Office of the Secretary of State in Raleigh, North Carolina. Such a map shall also be delivered to the Pitt County Board of Elections as required by G.S. 163-288.1.

Section 5. This annexation shall take effect from and after the 12th day of September, 2019.

ADOPTED this 12th day of September, 2019.

P.J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

NORTH CAROLINA
PITT COUNTY

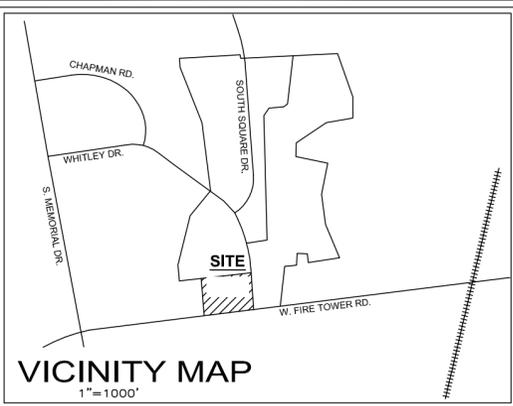
I, Polly Jones, a Notary Public for said County and State, certify that Carol L. Barwick personally came before me this day and acknowledged that she is the City Clerk of the City of Greenville, a municipality, and that by authority duly given and as the act of the municipality, the foregoing instrument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

WITNESS my hand and official seal this ____th day of _____, 2019.

Notary Public

My Commission Expires: _____

1113985



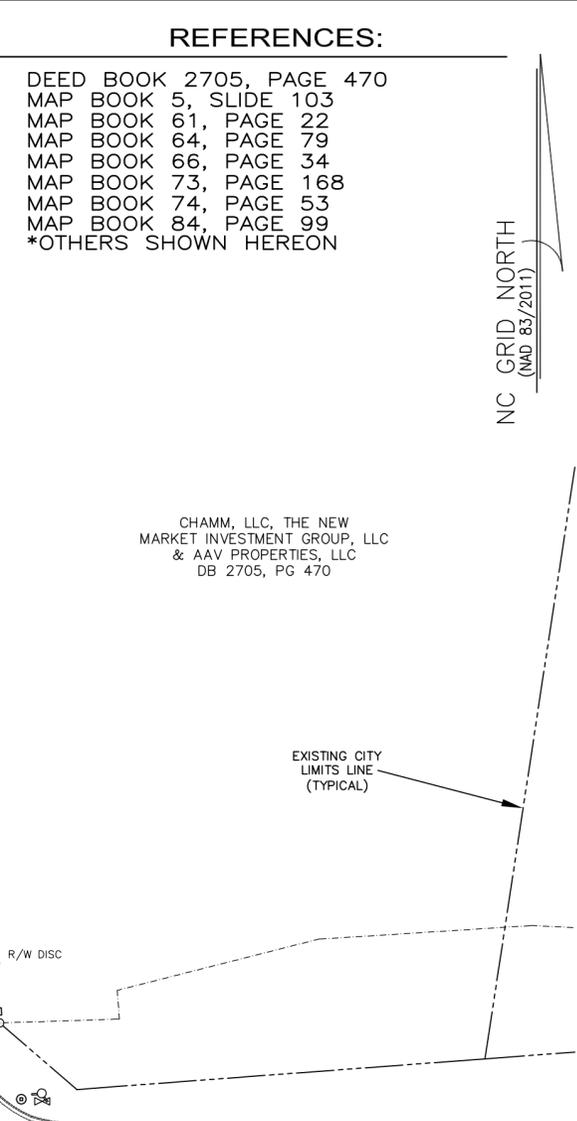
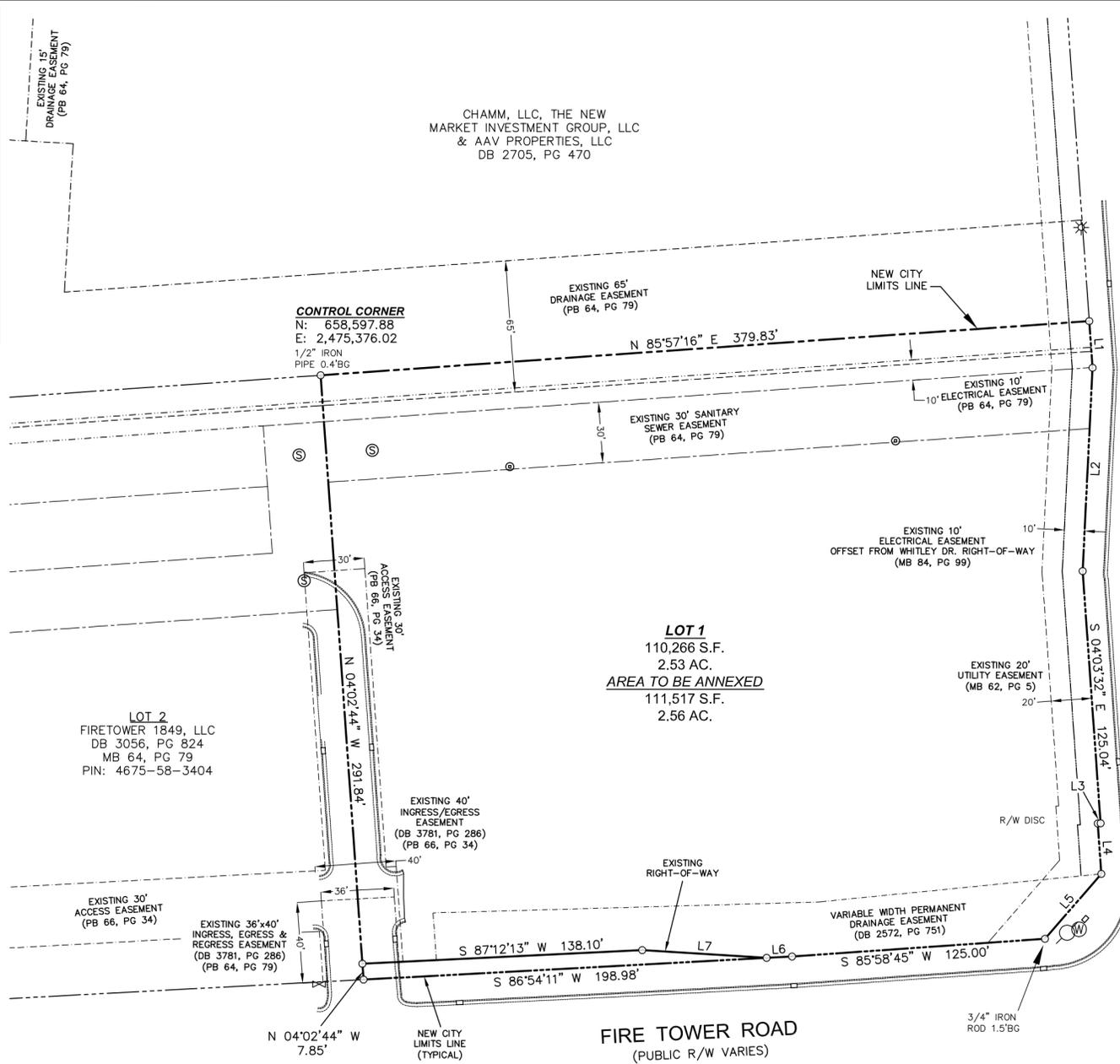
LEGEND and NOMENCLATURE

SYMBOLS

- Ex. Iron pipe/rod or nail
- Ex. concrete monument
- Water meter
- Fire hydrant
- Valve (water or gas)
- Sanitary sewer manhole
- Sanitary sewer cleanout
- Signal pole
- DB Deed Book
- PB or BM Plat Book / Book of Maps
- Pg Page
- SF Square feet
- Ac Acres
- R/W Right-of-way
- AG Above ground
- BG Below ground

LINETYPES

- New City Limit
- - - Existing City Limit



NOTES:

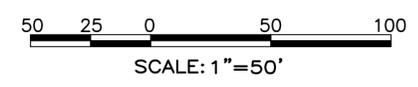
- 1) All distances are horizontal ground distances in u.s. survey feet unless otherwise noted.
- 2) This survey does not include nor depict any environmental evaluations.
- 3) Field survey performed October 27 & November 6-7, 2018.
- 4) Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence or any other facts that an accurate and current title search may disclose.
- 5) The locations of underground utilities as shown hereon are based on aboveground structures and aboveground visual evidence only. Locations of underground utilities/structures may vary from location shown hereon. Additional buried utilities/structures may be encountered. No excavations were made during the progress of this survey to locate buried utilities/structures nor any locate tickets ordered for marking of said utilities.
- 6) Subject property is not located within a special flood hazard zone per FEMA Flood Insurance Rate Map (FIRM) #3720467500K, effective date July 7, 2014.
- 7) The State Plane Coordinates for this project were produced with RTK GPS observations and processed using the North Carolina VRS network. The network positional accuracy of the derived positional information is ±0.07'.

Horizontal Datum = NAD 83/2011

LEGAL DESCRIPTION OF AREA TO BE ANNEXED:

Beginning at a point, said point being an existing iron pipe at the northeast corner of Lot 2 as shown on a plat recorded in Map Book 64, Page 79 in the Pitt County Registry, said point also being at a corner for the Chamm, LLC, The New Market Investment Group, LLC and AAV Properties, LLC tract as recorded in Book 2705, Page 470 in said registry and having North Carolina State Plane coordinates of N=658,597.88 and E=2,475,376.02; Thence, along the northern line of Lot 1 as shown on a plat recorded in Map Book 84, Page 99 in said registry N85°57'16"E, 379.83 feet to a point; Thence, S04°03'32"E, 23.14 feet to a point; Thence, S02°47'01"W, 100.72 feet to a point; Thence, S04°03'32"E, 125.04 feet to a point; Thence, S85°55'53"W, 1.41 feet to a point, said point being an existing right of way disc; Thence, S40°50'06"W, 42.43 feet to a point, said point being an existing iron pipe where said right of way margin of Whitley Drive meets and intersects the northern 100 foot right of way margin of Fire Tower Road; Thence, leaving said right of way of Whitley Drive along said right of way of Fire Tower Road S85°58'45"W, 125.00 feet to a point; Thence, S86°54'11"W, 211.55 feet to a point, said point being an existing mag nail in asphalt at the southeast corner of said Lot 2; Thence, N04°02'44"W, 7.85 feet to a point on said right of way of Fire Tower Road per said Map Book 84, Page 99; Thence, leaving said right of way of Fire Tower Road along the eastern line of said Lot 2 and the western line of said Lot 1 N04°02'44"W, 291.84 feet to the Place and Point of Beginning, containing an area of 111,517 square feet or 2.56 acres, more or less.

LINE	LENGTH	BEARING
L1	23.14	S 04°03'32" E
L2	100.72	S 02°47'01" W
L3	1.41	S 85°55'53" W
L4	25.00	S 03°59'50" E
L5	42.43	S 40°50'06" W
L6	12.57	S 86°54'11" W
L7	61.43	N 86°25'57" W



SURVEYOR'S CERTIFICATION
 I, JUSTIN L. LUTHER, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL FIELD SURVEY PERFORMED UNDER MY SUPERVISION AND THAT THE BOUNDARIES NOT SURVEYED ARE SHOWN AS DASHED LINES AND CLEARLY INDICATED AS DRAWN FROM INFORMATION AS REFERENCE HEREON; THAT THE RATIO OF PRECISION FOR TRADITIONAL SURVEY METHOD EXCEEDS 1:10,000; THAT THE GLOBAL POSITIONING SYSTEM (GPS) OBSERVATIONS WERE PERFORMED TO THE GEOSPATIAL POSITIONING ACCURACY STANDARDS, PART 2: STANDARDS FOR GEODETIC NETWORKS AT THE CLASS "A" ACCURACY CLASSIFICATION (95% CONFIDENCE) AND THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GPS SURVEY:

POSITIONAL ACCURACY: 0.07'
 TYPE OF GPS FIELD PROCEDURE: REAL-TIME KINEMATIC NETWORK
 DATE(S) OF SURVEY: NOVEMBER 7, 2018
 DATUM / EPOCH: NAD 83 (NSRS 2011)
 PUBLISHED / FIXED-CONTROL USED: NC REAL-TIME KINEMATIC NETWORK
 GEOID MODEL: GEOID 12B
 COMBINED GRID FACTOR(S): 0.99998744
 UNITS: U.S. SURVEY FEET

THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED.
 I, FURTHER CERTIFY PURSUANT TO G.S. 47-30(f)(11)(a), THIS SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXEMPTION OF EXCEPTION TO THE DEFINITION OF SUBDIVISION.

WITNESS MY ORIGINAL SIGNATURE AND SEAL THIS THE ____ DAY OF _____, 2019
 Justin L. Luther, Professional Land Survey L-5107

FIRE TOWER COMMERCIAL PARK			MAP NO.	PLATS RECORDED	BOOK	PAGE
NEWCOMB <i>land surveyors, pllc</i> 7008 Harps Mill Road Raleigh, NC 27615 919-847-1800	SURVEYED:	TW, CM	APPROVED:	JLL		
	DRAWN:	JLL	DATE:	08/19/2019		
	CHECKED:	JLL	SCALE:	1"=100'		

MAP SHOWING AREA ANNEXED BY THE CITY OF GREENVILLE, N.C.

EFFECTIVE DATE: _____ ORDINANCE NO. _____ AREA: _____

WINTERVILLE TOWNSHIP PITT COUNTY NORTH CAROLINA

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



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Ordinance requested by the Community Development Department to change the name of the Community Development Department to the Planning and Development Services Department

Explanation: **Abstract:** Staff is requesting to change the name of the Community Development Department to the Planning and Development Services Department.

Explanation: The Community Development Department initiated a text amendment to amend the City Code to reflect a name change from the Community Development Department to the Planning and Development Services Department. This change is to reflect the dynamic nature of the department that involves interactions with the public, community engagement, and working with the development community.

This name change is supported by Horizons 2026: Greenville's Community Plan, Vision Framework #8: Growing Together Greenville will be a place where people and organizations work together to achieve a vitality and character that cannot be accomplished without purposeful coordination and collaboration. This is a community rich with resources and leadership. Multiple governmental jurisdictions, institutions, organizations and business have worked over the years to contribute to the success and unique character of the City of Greenville. Relationships and partnerships will continue to evolve in a way that moves the community forward, Growing Together.

Therefore, this name change is meant to reflect the reorientation and reorganization of the department to further this vision and these goals.

This change does not affect any existing standard, requirement, or level of service.

Fiscal Note: Any costs will be funded from the department budget.

Recommendation: In staff's opinion, the request is in compliance with Horizons 2026: Greenville's Community Plan, Vision Framework #8: Growing Together Greenville will be a place where people and organizations work together to achieve a vitality and character that cannot be accomplished without purposeful coordination and collaboration. This is a community rich with resources and leadership. Multiple governmental jurisdictions, institutions, organizations and business have worked over the years to contribute to the success and unique character of the City of Greenville. Relationships and partnerships will continue to evolve in a way that moves the community forward, Growing Together.

Therefore, staff recommends approval.

The Planning and Zoning Commission voted unanimously to approve the request at its August 20, 2019 meeting.

If City Council determines to approve the request, a motion to adopt the attached ordinance will accomplish this. The ordinance includes the statutorily required statement describing whether the action taken is consistent with the comprehensive plan and explaining why Council considers the action taken to be reasonable and in the public interest.

If City Council determines to deny the request, in order to comply with this statutory requirement, it is recommended that the motion be as follows:

"Motion to deny the requested text amendment, to make a finding and determination that the required text amendment is inconsistent with the comprehensive plan or other applicable plans, including but not limited to Horizons 2026: Greenville's Community Plan, Vision Framework #8: Growing Together Greenville will be a place where people and organizations work together to achieve a vitality and character that cannot be accomplished without purposeful coordination and collaboration. This is a community rich with resources and leadership. Multiple governmental jurisdictions, institutions, organizations and business have worked over the years to contribute to the success and unique character of the City of Greenville. Relationships and partnerships will continue to evolve in a way that moves the community forward, Growing Together.

ATTACHMENTS:

- ☐ **Ordinance_- Department_Name_Change_1113922**
- ☐ **Minutes_- Department_name_change_1113926**

ORDINANCE NO. 19-
AN ORDINANCE AMENDING THE CITY CODE
OF THE CITY OF GREENVILLE, NORTH CAROLINA

WHEREAS, the City Council of the City of Greenville, North Carolina, in accordance with Article 19, Chapter 160A, of the General Statutes of North Carolina, caused a public notice to be given and published once a week for two successive weeks in The Daily Reflector setting forth that the City Council would, on September 12, 2019, at 6:00 p.m., in the City Council Chambers of City Hall in the City of Greenville, NC, conduct a public hearing on the adoption of an ordinance amending the City Code; and

WHEREAS, in accordance with the provisions of North Carolina General Statute 160A-383, the City Council of the City of Greenville does hereby find and determine that the adoption of the ordinance involving the text amendment is consistent with the adopted comprehensive plan and other officially adopted plans that are applicable and that the adoption of the ordinance involving the text amendment is reasonable and in the public interest due to its consistency with the comprehensive plan and other officially adopted plans that are applicable and, as a result, its furtherance of the goals and objectives of the comprehensive plan and other officially adopted plans that are applicable;

WHEREAS, the phrases “Community Development Department”, “Community Development” and “Director of Community Development Department” appear in Title 9 of this City Code which includes the Zoning Code and other Titles of the City Code;

WHEREAS, as a further description as to why the action taken is consistent with the comprehensive plan and other officially adopted plans that are applicable in compliance with the provisions of North Carolina General Statute 160A-383, the City Council of the City of Greenville does hereby find and determine that the adoption of this ordinance is consistent with provisions of the comprehensive plan including, but not limited to, Horizons 2026: Greenville’s Community Plan, Vision Framework #8: Growing Together Greenville will be a place where people and organizations work together to achieve a vitality and character that cannot be accomplished without purposeful coordination and collaboration. This is a community rich with resources and leadership. Multiple governmental jurisdictions, institutions, organizations and business have worked over the years to contribute to the success and unique character of the City of Greenville. Relationships and partnerships will continue to evolve in a way that moves the community forward, Growing Together.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY GREENVILLE, NORTH CAROLINA, DOES HEREBY ORDAIN;

Section 1: That the Code of Ordinances, City of Greenville, is hereby amended by deleting the phrase “Community Development Department” or “Community Development” wherever said phrases appear in the City Code and substituting, in place of said phrases, the phrase “Planning and Development Services” wherever said phrases appear in the City Code.

However, City Code Sec. 7-2-22 shall continue to reference the phrase “community development.”

Section 2: That the Code of Ordinances, City of Greenville, is hereby amended by deleting the phrase “Director of Community Development Department” or “Community Development Director” wherever said phrases appear in the City Code and substituting, in place of said phrase, the phrase “Director of Planning and Development Services” wherever said phrase appears in the City Code.

Section 3: That all ordinances and clauses of ordinances in conflict with this ordinance are hereby repealed.

Section 4: Any part or provision of this ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the ordinance.

Section 5: That this ordinance shall become effective upon its adoption.

ADOPTED this 12th day of September, 2019.

P. J. Connelly, Mayor

ATTEST:

Carol L. Barwick, City Clerk

1113922

Excerpt from the draft Planning & Zoning Commission Minutes (8/20/2019)

ORDINANCE REQUESTED BY THE COMMUNITY DEVELOPMENT DEPARTMENT TO CHANGE THE NAME OF THE COMMUNITY DEVELOPMENT DEPARTMENT TO THE PLANNING AND DEVELOPMENT SERVICES DEPARTMENT – APPROVED

Ms. Gooby stated that the Community Development Department is requesting to change the name of the department to the Planning and Development Services Department. This change is to reflect the dynamic nature of the department that involves interactions with the public, community engagement, and working with the development community. Therefore, this name change is meant to reflect the reorientation and reorganization of the department to further this vision and these goals. This change does not affect any existing standard, requirement, or level of service.

In staff's opinion, the request is in compliance with Horizons 2026: Greenville's Community Plan, Vision Framework #8: Growing Together Greenville will be a place where people and organizations work together to achieve a vitality and character that cannot be accomplished without purposeful coordination and collaboration. This is a community rich with resources and leadership. Multiple governmental jurisdictions, institutions, organizations and business have worked over the years to contribute to the success and unique character of the City of Greenville. Relationships and partnerships will continue to evolve in a way that moves the community forward, Growing Together.

Mr. Robinson opened the public hearing.

No one spoke in favor.

No one spoke in opposition.

Mr. Robinson closed the public hearing.

Motion made by Mr. West seconded by Mr. Parker to recommend approval of the proposed text amendment, to advise that it is consistent with the comprehensive plan and adopt the staff report which addresses plan consistency and other matters. Motion passed unanimously.



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Public hearing for the approval of the Draft 2018 Consolidated Annual Performance and Evaluation Report (CAPER)

Explanation: **Abstract:** The Consolidated Annual Performance and Evaluation Report (CAPER) is the required report by the US Department of Housing and Urban Development (HUD) detailing program year summary activities and expenditures by entitlement communities utilizing Community Development Block Grant (CDBG) and HOME Investment Partnership Program (HOME) funds. The report summarizes accomplishments by the City of Greenville for the 2018-2019 fiscal year.

Explanation: The City of Greenville is an entitlement community under the federally funded CDBG and HOME programs. Each year in May, an Annual Action Plan of projects is submitted to HUD for program activities that will begin during the fiscal year that begins on July 1st. HUD mandates that the entitlement community summarize activities completed during the fiscal year and assess the effectiveness of those activities. All activities must be classified under a potential project in the 5-year Consolidated Plan.

For the 2018 program year, the City of Greenville was awarded \$906,560 in CDBG and \$527,575 in HOME funds for a total of \$1,434,135 in HUD program funds.

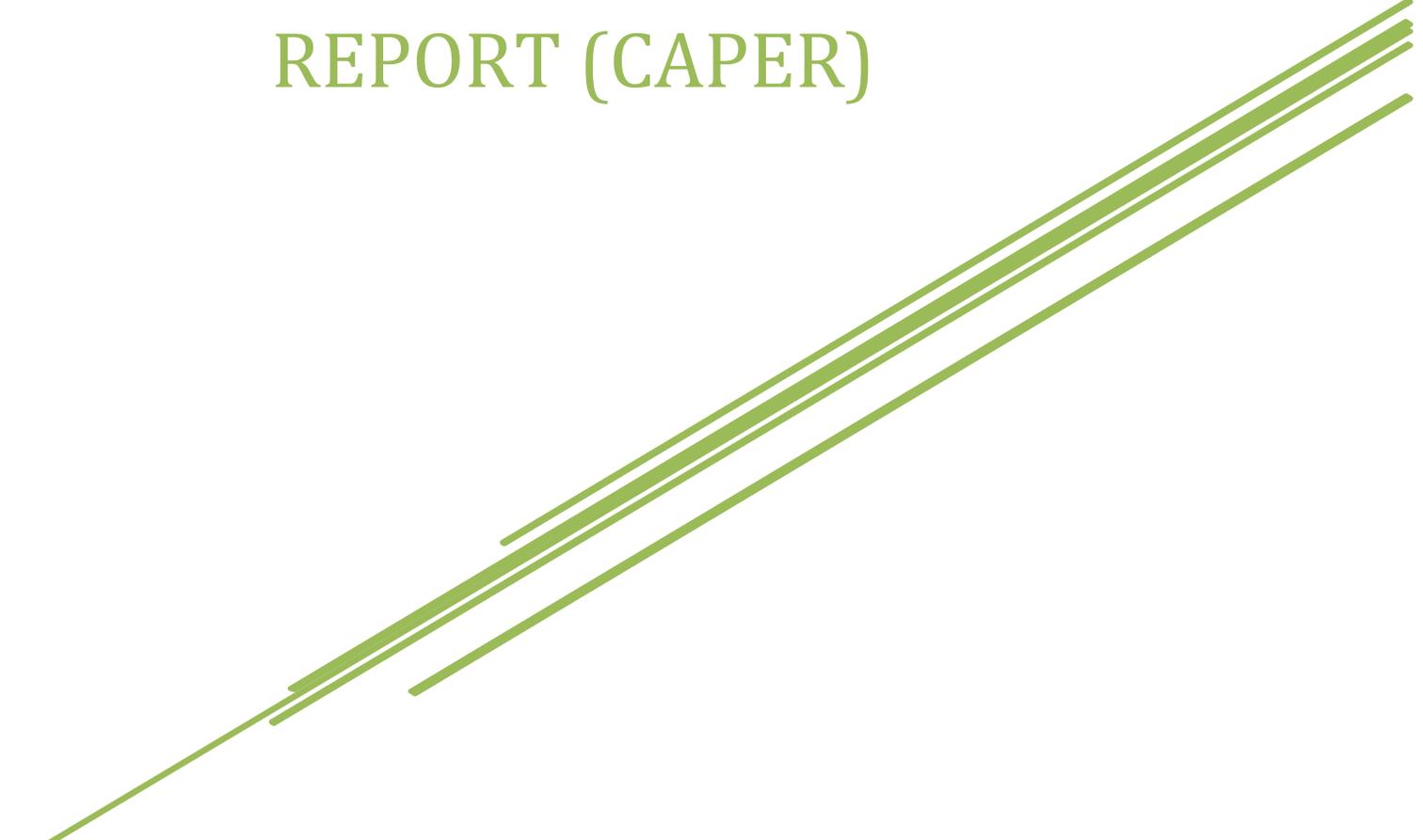
Fiscal Note: The report details activities and programs for a budget of federal funding totaling \$1,434,135.

Recommendation: Following the public hearing, staff recommends that City Council approve the 2018 Consolidated Annual Performance and Evaluation Report and grant authority for the City Manager and/or her designee to execute all documents for its submission to the US Department of Housing and Urban Development.

ATTACHMENTS:

▣ **Draft_2_2018_CAPER_1114365**

DRAFT 2018 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER)



Public Comment Period: August 26, 2019-September 12, 2019

2018 CAPER

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Introduction

The document that follows is the DRAFT Consolidated Annual Performance and Evaluation Report (CAPER) for the City of Greenville, North Carolina for the period of July 1, 2018- June 30, 2019. The CAPER reports the City of Greenville's use of federal entitlement funds and the number of demographics of the individuals served with federal Community Development Block Grant (CDBG) and HOME Investment Partnersip funds during the plan year. HUD requires that cities receiving federal housing and community development funds submit this report every September.

This CAPER is the first year report of accomplishments within Greenville's Five Year Consolidated Plan, 2018-2023. The Citizen Participation Plan requires the opportunity for public comment on the CAPER before submitting it to HUD.

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The Consolidated Annual Performance and Evaluation Report (CAPER) details the housing and community development activities executed by the City of Greenville Community Development Department's Housing Division during the 2018 program year. This timeline ran from July 1, 2018 to June 30, 2019. This program year was the first of five addressed in the 2012-2022 Consolidated Plan, which details the needs and priorities for the five-year time period. The 2018 Annual Action Plan intended for provision of affordable housing through owner-occupied housing rehabilitation, increased rental housing opportunities, reduction of slum and blight in residential areas, and increased homeownership opportunities. These efforts are prioritized within the West Greenville Redevelopment Area within the Neighborhood Revitalization Strategy Area (NRSA). These priority neighborhoods are bounded by the Tar Tiver on the north, Green Street on the east, Tenth Street Connector on the south, and Memorial Drive on the west. The City has worked to improve marketing of available programs and relationships with existing and perspective partners. Other 2018 programs include public service and public infrastructure that assist non-profit organizations with approved services and improve public infrastructure in priority areas, respectively.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual

outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Expand Public Infrastructure & Improve Capacity	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%	100	0	0.00%
Expand Public Infrastructure & Improve Capacity	Non-Housing Community Development		Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	500	0	0.00%	100	0	0.00%
Improve Access to Public Facilities	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	0	0.00%	500	0	0.00%
Increase Affordable Rental Housing Opportunities	Affordable Housing		Rental units constructed	Household Housing Unit	10	0	0.00%	2	0	0.00%

Increase Affordable Rental Housing Opportunities	Affordable Housing		Rental units rehabilitated	Household Housing Unit	10	0	0.00%	2	0	0.00%
Increase Homeownership Opportunities	Affordable Housing	HOME: \$98,000	Homeowner Housing Added	Household Housing Unit	30	2	0.00%	6	2	0.00%
Increase Homeownership Opportunities	Affordable Housing	HOME: \$59,900	Direct Financial Assistance to Homebuyers	Households Assisted	10	3	30.00%	2	3	150.00%
Provide for Owner Occupied Housing Rehabilitation	Affordable Housing	CDBG: \$408,351	Homeowner Housing Rehabilitated	Household Housing Unit	50	11	22.00%	10	11	110.00%
Provide Permanent Supportive Housing for Homeless	Homeless		Homelessness Prevention	Persons Assisted	1500	0	0.00%	300	0	0.00%
Provide Permanent Supportive Housing for Homeless	Homeless		Housing for Homeless added	Household Housing Unit	5	0	0.00%	1	0	0.00%
Provide Supportive Services for Homeless Persons	Homeless	CDBG: \$8,579.74	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	125	0	0.00%	25	0	0.00%

CAPER

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Provide Supportive Services for Special Needs	Non-Housing Community Development	CDBG: \$6,900	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	2500	461	18.44%	500	461	92.20%
Provide Supportive Services for Special Needs	Non-Housing Community Development	CDBG: \$8,579.74	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	2500	412	16.48%	500	412	82.40%
Provide Vital Services for LMI Households	Non-Housing Community Development		Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	1226	245.20%	100	1226	122.60%
Provide Vital Services for LMI Households	Non-Housing Community Development		Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	500	0	0.00%	100	0	0.00%
Reduce Slum & Blight in Residential Areas	Affordable Housing Non-Housing Community Development	CDBG: \$19,950	Buildings Demolished	Buildings	10	2	20.00%	2	2	100.00%

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The City's goals, as identified in the strategic plan of the Consolidated Plan, included fifteen (15) broad projects to address over the five-year plan period. During the 2018 program year, the City was allocated \$906,560 for the Community Development Block Grant and \$527,575 for HOME Investment Partnership. Funds were utilized to continue top priority activities such as owner-occupied rehabilitation, assistance to non-profits, clearance and demolition of slum and blight in residential areas, and creation of new homeownership opportunities. Downpayment assistance and construction of new affordable units assisted first-time homebuyers achieve their goals of ownership. Restrictions for maintaining a fifteen (15) percent limit on public service and twenty (20) percent on program administrative costs have been met.

Homeowner rehabilitation accounted for \$408,351 exceeding the goal of ten (10) units with a total of eleven (11) units rehabbed. This program extends the lifespan on owner-occupied housing units, allowing citizens to remain in their homes and neighborhoods. This program is supplemented with additional funding from Greenville Utilities to address energy efficiency improvements that may also reduce utility bills for occupants, improving affordability.

Federally funded direct financial support was provided to three (3) first-time homebuyers. The City makes available up to \$20,000 for the purposes of downpayment assistance to low- to moderate- income buyers citywide. The goal was to provide funding to two (2) buyers during the 2018 program year. A total of \$59,900 was used to make homeownership attainable for three (3) families with HOME funds, but local dollars supported an additional six (6) homebuyers.

Through the HOME funded Community Housing Development Organization (CHDO) program, one new housing unit was completed. The City also supported the completion of a Habitat for Humanity unit with public service funding and down payment assistance to the homebuyer. Other public service support included funding the following agencies: Center for Family Violence Prevention, ECU/Lucille W. Gorham IGCC, Boys and Girls Clubs of the Coastal Plain, Literacy Volunteers of America-Pitt County, L.I.F.E. of NC Inc. DBA strive, ECU Family Therapy Clinic, and Pitt County Council on Aging, Community

Crossroads Center. Total funding expended on non-profits in the form of eligible reimbursement came to \$53,045.24 and benefited a total of 2110 individuals.

The City also contributed to neighborhood improvement by eliminating slum and blight with the demolition of 1003 West 5th Stree and 507 Roosevelt Avenue. The community and partners are being engaged around potential use for neighborhood benefit.

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CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG	HOME
White	313	0
Black or African American	1469	3
Asian	1	0
American Indian or American Native	0	0
Native Hawaiian or Other Pacific Islander	0	0
Total	0	3
Hispanic	332	0
Not Hispanic	1783	3

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

CDBG and HOME funds made it possible to assist 1786 families. The majority of program beneficiaries self reported as Black of African American. While the City works to support all qualifying families within citylimits, the Neighborhood Revitalization Strategy Area (NRSA) encompassing both the Uptown District and West Greenville Redevelopment Area, present neighborhoods primarily composed of African-American households. Affordable housing and non-housing community development programs are available to all qualifying residents regardless of race or ethnic background.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	\$906,560	\$736,716.67
HOME	public - federal	\$527,575	\$211,034.21

Table 3 - Resources Made Available

Narrative

During the 2018 program year, the City was allocated \$906,560 of CDBG funding. The total amount expended during this timeframe was \$736,716.67. This funding supported some administrative operations, non-profit activities, owner-occupied rehabilitations, and demolition.

As for HOME funding, \$211,034.21 of the \$527,575 allocated during the 2018 program year. Downpayment assistance and new construction of single-family units were completed using HOME funding.

Program income is generated from loan repayment and property sales then reinvested in the community through other activities. During the 2018 year, CDBG generated \$100,551.73 in program income. The HOME program generated \$12,472.92 from loan repayments.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Center City Revitalization Area	25	0	
West Greenville NRSA	75	30	

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City's Neighborhood Revitalization Strategy Area includes the West Greenville 45-Block Redevelopment Area. This community is bounded by the Tar River to the north, Greene Street to the east, the 10th Street Connector to the south, and Memorial Drive to the west. The neighborhoods within this district are receiving housing assistance through owner-occupied rehabilitation for households up to 120% of area median income (AMI), new construction for the purposes of homeownership, down payment assistance, addressing lead-based paint concerns, and the benefit of support by community development related partnerships.

Because this area has been the focus for several years and has a high rental percentage, many of the qualifying units have been addressed. Opportunity to support neighborhoods elsewhere in the City continues.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City extends the reach of federally funded initiatives by utilizing additional resources to:

1. Provide energy efficiency improvements to owner-occupied homes;
2. Provide urgent repairs to owner-occupied homes for seniors;
3. Provide down payment assistance to homebuyers in priority areas;
4. Support administrative costs of program delivery.

Several City-owned, vacant lots are utilized by citizens and civic organization to create community gardens to increase access to healthy, affordable food and to support ongoing neighborhood revitalization.

The City also secured \$1.3 million for lead hazard control and \$300,000 to support healthy homes for children under age six (6). These funds are available for forty-two (42) months and provided by the U.S. Department of Housing and Urban Development Office of Lead Hazard Control and Healthy Homes.

The City also secured \$350,000 from the State of North Carolina for infrastructure improvements supporting North Carolina Housing Finance Agency tax-credit projects. These projects create affordable housing for low- and moderate-income renters.

Fiscal Year Summary – HOME Match	
1. Excess match from prior Federal fiscal year	\$1,129,991
2. Match contributed during current Federal fiscal year	\$0
3. Total match available for current Federal fiscal year (Line 1 plus Line 2)	\$1,129,991
4. Match liability for current Federal fiscal year	\$41,510
5. Excess match carried over to next Federal fiscal year (Line 3 minus Line 4)	\$1,088,481

Table 5 – Fiscal Year Summary - HOME Match Report

Match Contribution for the Federal Fiscal Year								
Project No. or Other ID	Date of Contribution	Cash (non-Federal sources)	Foregone Taxes, Fees, Charges	Appraised Land/Real Property	Required Infrastructure	Site Preparation, Construction Materials, Donated labor	Bond Financing	Total Match

Table 6 – Match Contribution for the Federal Fiscal Year

HOME MBE/WBE report

Program Income – Enter the program amounts for the reporting period				
Balance on hand at begin-ning of reporting period \$	Amount received during reporting period \$	Total amount expended during reporting period \$	Amount expended for TBRA \$	Balance on hand at end of reporting period \$

Table 7 – Program Income

Minority Business Enterprises and Women Business Enterprises – Indicate the number and dollar value of contracts for HOME projects completed during the reporting period						
	Total	Minority Business Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Contracts						
Number	17			14		3
Dollar Amount	\$469,880			\$442,941.14		\$26,939
Sub-Contracts						
Number						
Dollar Amount						
	Total	Women Business Enterprises	Male			
Contracts						
Number	17		17			
Dollar Amount	\$469,880		\$469,880			
Sub-Contracts						
Number						
Dollar Amount						

Table 8 - Minority Business and Women Business Enterprises

Minority Owners of Rental Property – Indicate the number of HOME assisted rental property owners and the total amount of HOME funds in these rental properties assisted						
	Total	Minority Property Owners				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Dollar Amount						

Table 9 – Minority Owners of Rental Property

Relocation and Real Property Acquisition – Indicate the number of persons displaced, the cost of relocation payments, the number of parcels acquired, and the cost of acquisition						
Parcels Acquired						
Businesses Displaced						
Nonprofit Organizations Displaced						
Households Temporarily Relocated, not Displaced						
Households Displaced	Total	Minority Property Enterprises				White Non-Hispanic
		Alaskan Native or American Indian	Asian or Pacific Islander	Black Non-Hispanic	Hispanic	
Number						
Cost						

Table 10 – Relocation and Real Property Acquisition

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CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	1	0
Number of Non-Homeless households to be provided affordable housing units	24	14
Number of Special-Needs households to be provided affordable housing units	0	0
Total	25	14

Table 11 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	11	2
Number of households supported through Rehab of Existing Units	12	12
Number of households supported through Acquisition of Existing Units	2	0
Total	25	14

Table 12 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

The City is seeking opportunities to partner with new and existing community resources to continually address affordable housing. The City is an engaged partner of the Continuum of Care and has met with homeless service providers to pursue collaboration. The City funds Community Crossroads and the Center for Family Violence Prevention through public service programs. Both of these entities provide resources for homeless individuals and those threatened with homelessness due to domestic violence.

The City addressed nineteen (19) rehabilitation units during the 2018 program year. Of such,

twelve (12) were totally, or partially, funded with federal dollars. Downpayment assistance (DPA) was provided to nine (9) homebuyers amongst all programs. The federally funded twenty (20) percent DPA was awarded to 3 first-time, low- to moderate- income buyers. City funded programs, both five (5) and ten (10) percent, were provided to the other six (6).

Discuss how these outcomes will impact future annual action plans.

The City will continue existing programs and also seek opportunities for creative approaches to affordable housing production for a variety of citizens.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	5	0
Low-income	5	0
Moderate-income	5	3
Total	15	0

Table 13 – Number of Households Served

Narrative Information

With the exception of administrative costs, all program funding goes toward supporting low- and moderate- income individuals. Generally, beneficiary income is capped at 80% of the area median income (AMI) for CDBG and HOME funded programs. Within the NRSA, however, families up to 120% AMI are eligible for programs.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The City participates in several community efforts to address homelessness. City staff are active with the Continuum of Care and collaborate with agencies within the region to support homeless needs.

Addressing the emergency shelter and transitional housing needs of homeless persons

Through CDBG public services, the city provided financial support to the Center for Family Violence Prevention, an agency that houses abused women and children. Community Crossroads Center is also funded to assist homeless persons in the city with emergency shelter.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Through CDBG public service funding, a local re-entry program offered by L.I.F.E. of NC, Inc. DBA STRIVE is supported in their effort to offer a bridge to reintegrated offenders into the community.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Safe family visits were provided through the Center for Family Violence Prevention in 2018. Also, transitional housing for domestic violence victims and their children is available in multiple locations.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

There are four (4) public housing authority agencies in the Pitt County area including the Greenville Housing Authority. Combined, there are 1,198 units made available to low-income residents. In Greenville, there are 714 units.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

During the 2018 program year, the City's Housing Division partnered with Greenville Housing Development Corporation, the non-profit arm of the housing authority to provide monthly homebuyer counseling workshops. A participant, and former resident of public housing, closed on a city-owned single-family unit after completing the class.

Actions taken to provide assistance to troubled PHAs

There are no PHAs considered troubled in the area.

DRAFT

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

Public policy will always affect groups or individuals in one way or another. However, most of the time, policies are put in place to make environments more equitable. There are instances where public policy will adversely affect a minority group more so than others. In Greenville, North Carolina, there are a couple of policies that create barriers to affordable housing.

Non-living wages: Housing prices in Greenville are among the highest in Pitt County, yet wages have not kept up with rents and housing prices. A working adult earning a \$7.25 minimum wage makes \$15,080 per year, which places them just above 30% AMI for an individual. An adult would have to work two full-time jobs to place themselves near 80% of AMI. In addition, families receiving public assistance, such as Temporary Assistance for Needy Families (TANF) or Supplemental Security Income (SSI), receive a fixed amount of a few hundred dollars a month for basic needs, such as housing, food and health care. Some fixed incomes are always in danger of being cut.

Mental illness: The State of North Carolina has pivoted several times in the business of handling mental illness. In 2001, the State Legislature created the “Mental Health Systems Reform Act.” The State privatized the arrangement of local and regional mental health services, thus requiring that local jurisdictions contract delivery of services. As a result, most would note that the quality of care that North Carolinians with mental illness receive has declined. Moreover, allegations of fraud and waste have increased. The most recent pivot is to cut funding to many of the family care homes around the state. This would certainly adversely affect a small group of people and potentially make them homeless.

Financing: In the financial industry, credit terms are tightening and lenders are paying more attention to widening gaps in sources which requires more money upfront from the borrowers. Historically, borrowers negotiated with lenders based on the borrower’s creditworthiness, collateral, and track record. For various reasons, the lenders are looking beyond just the numbers of the borrowers. Public policy allowed the banks and other financial institutions to relax their lending standards over a decade, and now those standards have tightened – along with the lending mentality. The lack of available financing for low to moderate income households will become a larger barrier to affordable housing over the next five years.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Through CDBG subrecipient funding, programs that provide workforce development, literacy, and financial literacy content were provided to low-income citizens and those with unmet

needs.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

HUD requires that all residential properties built before 1978 receiving federal funds are tested for lead-based paint and any lead hazards discovered are to be addressed. The City of Greenville tests for lead in all rehab units constructed prior to 1978. Also, the City has obtained \$1.3 million dollars to address lead hazards in units with children under 6 until 2023.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

City of Greenville home rehabilitation programs inherently address poverty by preserving housing stock often occupied by low-income households. Preserving affordability and increasing the lifespan of a home for low-income families reduces the risk of financial crisis. The City also leverages funds to assist with energy efficiency improvements for low- to moderate- homeowners to assist with affordable sustainability. Several programs supported by Public Service allocations also support employment opportunities for residents.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City of Greenville, through its Housing Division, other public agencies, private developers and contractors, and the network of housing subrecipients and Community Housing Development Organizations (CHDOs) are effectively organized to utilize all the funding received through the various state/federal programs.

The private sector is provided with incentives for developing affordable rental housing through tax credits provided by the federal tax credit program. Tax credits provide developers with an additional North Carolina subsidy for low-income apartment construction. In addition, each year, efforts are made to work with local institutions to provide housing and economic opportunities for low-income persons through public service activities and participation in the Pitt County Continuum of Care.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Pitt County Continuum of Care began in 2001 and has successfully grown into a regional organization made up of local government agencies, housing providers and service providers. The development of the continuum and participation by the City of Greenville will greatly enhance coordination between these agencies. City staff works to coordinate and refer citizens to partnering agencies as necessary. The Greenville Housing Authority is the City's partner in both supportive housing and lease-purchase programming to assist with transition from public housing to homeownership as desired. Staff has also engaged the Pitt County Department of Social Services and School System to help identify families with children in need of lead control.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

During the 2018 program year, the City of Greenville continued to fund affirmatively furthering fair housing marketing actions. Staff partnered with the Greenville Housing Authority and Human Relations Council to host a workshop on fair housing. Information is also provided monthly at the homebuyer counseling workshops.

The City of Greenville will continue to use administrative dollars to fund fair housing activities by employing staff to coordinate all fair housing and human relations activities.

DRAFT

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

Housing Division staff conduct formal monitoring of CDBG and HOME funded programs annually. Each monitoring visit includes reviewing procedures to ensure regulatory compliance with the Code of Federal Regulations and consistency with approved scope of work. General financial and accounting procedures are reviewed in accordance with the Office of Management and Budget circulars. Should a finding, or concern, be identified, technical assistance is provided to correct the agency error. If the concern is severe or continues, reimbursement of funds may be suspended and/or the subrecipient could jeopardize future funding opportunities. During the 2018 program year, staff implemented quarterly reporting to better engage subrecipients.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The “Notice of Availability” of the CAPER for review and to receive public comments was published in the local paper on July 29th. The CAPER was made available for a period of 17 days, exceeding the 15 day requirement. The “Notice of Public Hearing” to receive public comments at the City Council meeting was published in “The Daily Reflector” on August 5th. The public hearing was held at City Council on August 19th, 2019.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

DRAFT

CR-50 - HOME 91.520(d)

Include the results of on-site inspections of affordable rental housing assisted under the program to determine compliance with housing codes and other applicable regulations

Please list those projects that should have been inspected on-site this program year based upon the schedule in §92.504(d). Indicate which of these were inspected and a summary of issues that were detected during the inspection. For those that were not inspected, please indicate the reason and how you will remedy the situation.

Provide an assessment of the jurisdiction's affirmative marketing actions for HOME units. 92.351(b)

Refer to IDIS reports to describe the amount and use of program income for projects, including the number of projects and owner and tenant characteristics

Describe other actions taken to foster and maintain affordable housing. 91.220(k) (STATES ONLY: Including the coordination of LIHTC with the development of affordable housing). 91.320(j)

DRAFT



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Resolution authorizing an application to the Federal Transit Administration (FTA) for a Section 5307 grant for federal operating and capital assistance for Greenville Area Transit (GREAT) for fiscal year 2019-2020

Explanation: **Abstract:** Each year, the City relies upon FTA funding to help support the operating and capital needs of the Greenville Area Transit (GREAT) system. Obtaining this funding requires a public hearing and a resolution authorizing the grant request.

Explanation: Attached for City Council consideration is a resolution authorizing the filing and execution of a federal grant application for operating and capital funds designated for the City of Greenville to assist with the operations of the Greenville Area Transit (GREAT) system. The grant funding supports transit systems that are open to the public in areas with populations between 50,000 and 200,000. The federal funds are available to reimburse the City for 50% of the operating deficit and 80% of the preventive maintenance, ADA, and capital expenditures.

The City Council has previously authorized the City Manager to file and execute all Section 5307 grant applications. Once City Council adopts the attached resolution, the City Manager will file and execute the application.

Fiscal Note: The total amount of the allocation is \$1,829,839. Maximum matching funds are estimated at \$823,973 and are already included in the fiscal year 2019-2020 budget.

Recommendation: Conduct a public hearing to receive comments on the proposed grant application and adopt the attached resolution approving the grant request and authorizing the filing and execution of the application for these federal funds.

ATTACHMENTS:

- ▣ **FY20_Grant_Resolution_1110003**
- ▣ **GREAT Attachment**

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE FILING OF AN APPLICATION TO THE
FEDERAL TRANSIT ADMINISTRATION FOR A SECTION 5307 FEDERAL GRANT
FOR OPERATING AND CAPITAL ASSISTANCE FOR GREENVILLE AREA TRANSIT

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project;

WHEREAS, the contract for financial assistance will impose certain obligations upon the Applicant, including the provision by the Applicant of the local share of the project cost;

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project;

WHEREAS, it is required by the U. S. Department of Transportation in accordance with the provisions of Title VI of the Civil Rights Act of 1964 as amended, that the applicant give an assurance that it will comply with Title VI of the Civil Rights Act of 1964 and the U. S. Department of Transportation requirements thereunder; and

WHEREAS, it is the goal of the applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREENVILLE, NORTH CAROLINA:

1. That the City Manager is authorized to execute and file applications on behalf of the City of Greenville with the Federal Transit Administration and the North Carolina Department of Transportation to aid in the financing of planning, capital, and/or operating assistance projects authorized by 49 U.S.C. Chapter 53, Title 23, United States Code, and other Federal and State Statutes authorizing a project administered by the Federal Transit Administration and/or the North Carolina Department of Transportation.
2. That the City Manager is authorized to execute and file the Annual Certifications and Assurances and other documents the Federal Transit Administration requires before awarding a Federal assistance grant or cooperative agreement.
3. That the City Manager is authorized to submit additional information as the Federal Transit Administration or the North Carolina Department of Transportation may require in connection with the application or project.
4. That the City Manager is authorized to set forth and execute affirmative minority business policies in connection with the project.

5. That the City Manager is authorized to execute grant and cooperative agreements with the Federal Transit Administration and the North Carolina Department of Transportation on behalf of the City of Greenville.

ADOPTED this the 12th day of September, 2019.

P.J. Connelly, Mayor

CERTIFICATION

The undersigned duly qualified City Clerk, acting on behalf of the City of Greenville, certifies that the foregoing is a true and correct copy of a resolution adopted at a legally convened meeting of the Greenville City Council on 12th day of September, 2019.

Carol L. Barwick, City Clerk

Date

SEAL



**Transit System FY 20 5307 Grant
Program of Projects**

	Federal Share	Local Share	Total
<i>Capital (80/20 split)</i>			
ADA	\$ 158,439	\$ 39,609	\$ 198,048
Preventive Maintenance	\$ 816,048	\$ 204,012	\$ 1,020,060
<i>Operating (50/50 split)</i>			
Operating	\$ 855,352	\$ 855,352	\$ 1,710,704
Grand Total	<u>\$ 1,829,839</u>	<u>\$ 1,098,973</u>	<u>\$ 2,928,812</u>

Total Local Share	\$ 1,098,973
State Allocation (SMAP)	<u>(275,000)</u>
City Share	<u>\$ 823,973</u>



City of Greenville, North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Healthy Homes Program Implementation

Explanation: **Abstract:** The Community Development Department received \$1.6 million Lead-Based Paint Hazard Control and Healthy Homes supplement grant from the U.S. Department of Housing and Urban Development (HUD). Funds will be used to address lead and other health hazards in residential structures with children under the age of six.

Explanation: The City has been awarded a 42-month grant to address lead and other health-related hazards in homes with children under six years of age. Staff plans to serve 67 units over the course of the grant. The program has been branded Healthy Homes and will benefit both owner-occupied and rental units with households at or below 80% of area median income (AMI) and young children.

Eligible households may receive up to \$25,000 of lead control work and \$15,000 to address additional health concerns such as mold, pests, carbon monoxide, and fire hazards. Temporary relocation assistance will be provided through the grant for residents required to vacate the property during remediation.

Fiscal Note: The City received \$1.3 million for lead hazard control and a \$300,000 supplement for additional healthy homes construction. Eligible participants may receive up to \$25,000 for lead hazard control and \$15,000 for additional repairs.

Recommendation: No action required.



City of Greenville,
North Carolina

Meeting Date: 9/12/2019
Time: 6:00 PM

Title of Item: Discussion of utility cuts in the public right-of-way

Explanation: City Council Member Will Bell requested that an item be added to the agenda to discuss utility cuts in the public right-of-way.

Fiscal Note: No direct cost

Recommendation: Discuss the issue as requested by Council Member Bell
