



CITY OF GREENVILLE, NC |  
Citizens Handbook



# MANAGER'S MESSAGE



The City of Greenville is an exceptional place to live with quality services provided by a dedicated City employee workforce.

This citizen's handbook provides information and contact numbers for the many diverse programs and services the City offers. This guide also provides insight on how your City government operates and the many opportunities available for you to volunteer on City boards and commissions.

I invite you to call any of the City's departments and staff if you have any questions or if you would like to obtain additional information.

Thank you for your interest in the City of Greenville. We hope you find the enclosed information on City services helpful.

**Michael Cowin**  
City Manager

*"The City of Greenville's mission is to provide everyone with high-quality services in an open, inclusive, professional manner, ensuring a community of excellence now and in the future."*

# TABLE OF CONTENTS

City Seal, Flag, and Logo 4

About Our City 5

City Governance 6

City Administration 8

City Services and Programs 10

Boards and Commissions 32

City Offices and Phone Numbers 36

Helpful Area Information 40

Helpful Area Telephone Numbers 44

# CITY SEAL, FLAG, AND LOGO

The Seal of the City of Greenville was developed by H.H. Duncan, City Clerk, along with Mrs. R.B. Starling and designer Mr. K.A. Conway. Their work began in 1952.

Two elements dominate the seal. The influence of the Bright-Leaf Tobacco industry on our city and Pitt County is represented by the hank of “Golden Leaf.” Equally prominent is the proud presence of East Carolina University, formerly East Carolina Teachers College. Since Greenville was established in 1774, this is the date used for the seal.



City Council approved the seal's design on April 11, 1957.



The City Flag was envisioned in 2006 by Council Member Larry Spell and designed by Public Information Officer Steve Hawley. It has a field of green to represent the city, a horizontal stripe of blue through the middle to represent the Tar River, and the City Seal in the middle.

City Council approved the flag's design on May 8, 2006.

The City's logo and tagline of *Find yourself in good company* were the result of the City's branding efforts. The logo has an abstract compass with the needle pointing North (a reference to North Carolina) with a capital G representing Greenville's position as the "capital of East Carolina." The compass represents a tool to help you find yourself, as in the tagline of *Find yourself in good company*. This reflects that when you find yourself in Greenville, you will find yourself among people, businesses, and opportunities that will make you feel welcome and right at home. You'll find this is a great place to live, work, and play in good company.

City Council approved the logo and tagline on October 10, 2013.



*Find yourself in good company*®



## ABOUT OUR CITY

Greenville was founded in 1771 as “Martinsborough,” after the Royal Governor Josiah Martin. In 1774, the town was moved to its present location on the south bank of the Tar River, three miles west of its original site. In 1786, the name was changed to Greensville in honor of General Nathanael Greene, the Revolutionary War hero, and later shortened to Greenville.

During Greenville’s early years, the Tar River was a navigable waterway, and by the 1860’s, there were several established riverboat lines transporting passengers and goods up and down the river. Cotton was the leading agricultural crop, and Greenville became a major cotton export center. Before the turn of the century, however, tobacco surpassed cotton and became the leading money crop. Greenville became one of the state’s leading tobacco marketing and warehouse centers.

For over a century, Greenville was recognized only for being an important tobacco market and the home of a small State-supported college. By the mid 1960’s, a new image began to evolve. The small college, East Carolina Teachers College, had become the third largest State-supported college, and enrollment approached 8,000 students - twice the 1960 enrollment figure. In 1967, it became East Carolina University. The ECU Medical School admitted its first four-year class in 1977. At the turn of this century, ECU’s enrollment topped 18,000. Current enrollment is nearly 29,000.

Greenville’s current economic development began in 1968 when Burroughs Wellcome, a major pharmaceutical research and manufacturing firm, chose Greenville as its home. The site is now owned by DSM and employs approximately 1,200. The City and Pitt County have become home to many other major industries and businesses including Grady-White Boats, Attends Healthcare Products, NACCO Materials Handling Group, and ASMO. Vidant Health Systems serves a 29-county region, providing state-of-the-art healthcare choices.

Greenville has experienced tremendous growth since the turn of the century, with its population increasing from 60,476 in 2000 to the July 1, 2018 estimate of 93,137. The city is a major industrial and economic center for eastern North Carolina and home to the Eastern Office of the North Carolina Biotechnology Center.

For your interest, here are other sources of information about the history of Greenville: [Greenville](#) by Roger Kammerer and Candace Pearce, [Greenville, Heart of the East](#) by Mary Jo Jackson Bratton, and [The Architectural Heritage of Greenville, North Carolina](#) edited by Michael Cotter, history by Mary Hollis Barnes.

The City covers approximately 35 square miles and has a population of 93,137. The annual City operating budget is approximately \$133 million. The property tax rate (ad valorem) is \$.4945 per \$100 assessed value.

## CITY GOVERNANCE

Greenville has used the Council-Manager form of government since 1953. Under this form of government, the City Council, which is elected by the people, is the final authority on policy matters relating to Greenville's government. The City Council employs a City Manager to handle the day-to-day management and operations of the City.

### MAYOR AND CITY COUNCIL

The Mayor and City Council are the governing body of the City. The Mayor acts as the official head of the government and spokesperson for the Council. The Mayor presides at City Council meetings and signs documents authorized by the Council.

The Mayor Pro-Tem is selected by each newly-elected Council. This person assumes mayoral duties in the absence of the Mayor.

The Mayor and City Council are responsible for establishing general policies for the operation of the City as well as appointing the City Manager, City Attorney, City Clerk, and members of the volunteer Boards and Commissions. The Council enacts ordinances, resolutions, and orders; adopts the annual budget; approves the financing of all City operations; and authorizes contracts on behalf of the City.

### CITY COUNCIL MEETINGS

The public is invited and encouraged to attend City Council meetings. Those meetings are held on the second Thursday of each month at 6:00 PM in the Council Chambers, located on the third floor of City Hall. The City Council also meets on the Monday before the second Thursday and the second Monday following the Thursday meeting at 6:00 PM. There is an opportunity for public comments during each meeting. Additionally, the City Council holds a workshop at 4:00 PM on the first Monday meeting date of the month. The workshop is held in City Hall Conference Room 337, 200 West Fifth Street. Due to conflicts, some meeting dates may vary. Meeting agendas are published on the City's website. They are also available from the City Clerk's Office.

## ELECTIONS

Elections are held every other November (in odd years) for Mayor and six City Council Members. Elections are non-partisan. Candidates run for office under a system electing five district representatives, one at-large City Council Member, and the Mayor.



P.J. Connelly, Mayor  
(252) 329-4420  
pjconnelly@greenvillenc.gov



Portia Willis, At-Large  
(252) 329-4420  
pwillis@greenvillenc.gov



Monica Daniels, District 1  
(252) 227-8855  
mdaniels@greenvillenc.gov



Tonya Foreman, District 2  
(252) 329-4420  
tforeman@greenvillenc.gov



Marion Blackburn, District 3  
(252) 367-3928  
mblackburn@greenvillenc.gov



Matthew Scully, District 4  
(252) 329-4420  
mscully@greenvillenc.gov



Les Robinson, District 5  
(252) 329-4420  
lrobinson@greenvillenc.gov



# CITY ADMINISTRATION

## **City Attorney's Office—Emanuel McGirt, City Attorney**

The City Attorney provides legal advice to the Mayor, City Council, City Manager, boards and commissions, and City departments. The City Attorney also represents the City in court cases. This department also handles citizen inquiries regarding City ordinances. Call 329.4426.

## **City Clerk's Office—Valerie Shiuwegar, City Clerk**

The City Clerk's office provides administrative support to the Mayor and City Council. The Clerk is also the keeper of all records of the City including ordinances, resolutions, minutes of City Council meetings, and contracts (call 329.4423). The Clerk also maintains the records of a Talent Bank of citizen volunteers (call 329.4423).

## **City Manager's Office—Michael Cowin, City Manager**

The City Manager is the chief administrative officer for the City. He is appointed by the City Council and manages the day-to-day operations of the City. Included in the City Manager's Office is the Public Information Office and operation of the Government Access Channel. Call 329.4432.

## **Engineering — Lisa Kirby, Director**

The Engineering Department activities include capital projects planning, engineering, transportation planning, traffic services, and environmental concerns. The department also handles the Stormwater Utility Program. Call 329.4467.

## **Financial Services—Jacob Joyner, Director**

The Financial Services Department is responsible for maintaining accurate and complete records of the City's income, expenses, and all financial transactions. The Financial Services functions include accounts payable, purchasing, payroll, investment management, parking tickets, rescue billing and collection, as well as the City's external audit. This department also administers the Minority and Women's Business Enterprise (M/WBE) Program for the City and Greenville Utilities Commission. Call 329.4444.

## **Fire/Rescue—Brock Davenport, Chief**

The Fire/Rescue Department is an internationally accredited department that provides fire protection, fire prevention, and emergency medical services from seven stations. The department has a Class 3 Insurance Rating. Greenville Fire/Rescue personnel are certified Emergency Medical Technicians or Paramedics. The Life Safety Services Division makes inspections of all commercial buildings in the city and the extraterritorial jurisdiction (ETJ). For non-emergency assistance, call 329.4390. In the event of an emergency, call 911.

## **Human Resources—Leah Futrell, Director**

The Human Resources Department administers the City's employee recruitment and selection; employee training and development; employee and retiree benefits; and



risk management and safety programs. The City of Greenville is proud to be an equal opportunity employer. Call 329.4492.

### **Information Technology—Matt Haga, Director**

This department provides technology services to all City departments and is responsible for the design, implementation, and maintenance of all hardware, software, networking, and security of onsite and cloud-based technology services and infrastructure. Services include centralized help desk support, application implementation and support, data/business analytics, project management services, and a robust geographic information system (GIS). Call 329.4068.

### **Neighborhood and Business Services—Tiana Berryman, Director**

The Neighborhood and Business Services Department is responsible for redevelopment, neighborhood revitalization, code enforcement, housing development, community relations, and neighborhood and business support.

### **Planning and Development Services—Les Everett, Director**

The Planning and Development Services Department activities include subdivision review, annexations, environmental concerns, maintenance of the comprehensive plan, zoning/rezoning assistance, historic preservation, and zoning enforcement. Planning and Development Services also handles building permits and construction inspections. Call 329.4504.

### **Police—Ted Sauls, Chief**

The Greenville Police Department is a nationally accredited law enforcement agency that provides a full range of high-quality law enforcement services through a departmental philosophy of community-oriented policing. As a growing, progressive agency, the department continuously implements innovative techniques and methods to protect and serve the expanding community. For non-emergencies, call 329.3937. In the event of an emergency, call 911.

### **Public Works—Kevin Mulligan, Director**

The Public Works Department is responsible for operations including trash and recycling, bus service, fleet management, City-owned cemeteries, street and sidewalk maintenance, and the upkeep of City buildings and grounds. Call 329.4522.

### **Recreation and Parks—Don Octigan, Director**

The Recreation and Parks Department provides a variety of athletic, recreational, and arts and crafts activities for all ages and special populations. The department maintains over 25 parks and recreational facilities, including 4 gymnasiums, 8 recreation centers, a swimming pool, the Aquatics & Fitness Center, Bradford Creek Public Golf Course, the Sports Connection, River Park North, and River Birch Tennis Center. Call 329.4567.



# CITY SERVICES AND PROGRAMS

## **Abandoned and Junk Vehicles**

Greenville has an ordinance which prohibits the abandonment of vehicles on public and private property. To report an abandoned/junk vehicle located on a street, call the Police Department at 329.4315. To report a vehicle on private property, call the Code Enforcement Division at 329.4110. If in violation of the ordinance, the vehicle will be tagged and moved within a designated length of time.

## **Address Verification/House Numbers**

The Engineering Department assigns house numbers. To verify an address, call 329.4479.

## **Adopt-A-City-Street Program**

Groups are encouraged to adopt at least one mile of a major street or thoroughfare to be cleaned up once per calendar quarter. The Public Works Department provides trash bags and safety vests. Interested groups must complete an application and submit it to the Public Works Department. Call 329.4821.

## **Affordable Housing**

This program involves construction of homes and the rehabilitation/resale of existing homes. The new homes are attractive, are energy efficient, and offer the buyer similar options as market built homes. For more information, call the Housing Division of the Neighborhood and Business Services Department at 329.4481.

## **Airport**

American Airlines offers flights in and out of the Pitt-Greenville Airport each day. The airport, located off North Memorial Drive on Airport Road, is owned by the City and Pitt County, but is managed, operated, and maintained by the Pitt-Greenville Airport Authority. Call 902.9025 for more information.

## **Alarm Permits**

The City of Greenville's False Alarm Ordinance is designed to encourage alarm users to properly use and to maintain the operational effectiveness of alarm systems and to reduce or eliminate false alarms which unduly divert Police resources. The ordinance requires all alarm systems to be permitted. To find out more about the permits, contact the Police Department at 329.4897 or [alarms@greenvillenc.gov](mailto:alarms@greenvillenc.gov).

## **Animal Protective Services/Animal Shelter**

Animal Protective Services, a division of the Police Department, handles licensing and control of animals, answers complaints and calls related to animals (tame and wild), and enforces the City's Animal Control Ordinance. The division also hosts a Facebook page featuring lost and found pets at [facebook.com/gpdlostandfoundpets](https://facebook.com/gpdlostandfoundpets). A new Trap, Neuter and Return (TNR) program is in place to address the feral cat population in the city. The

Animal Shelter is located on County Home Road and is operated by Pitt County. (See also Leash Law.) Call the Animal Shelter at 902.1725, Animal Protective Services at 329.4387, or the Police Department at 329.3937.

### **Aquatics and Fitness Center**

The Recreation and Parks Department operates the Greenville Aquatics and Fitness Center at 921 Staton Road. The Center offers an indoor pool, aerobic/toning classes, a gymnasium, free weights, children's programs, a supervised nursery, fitness evaluations, locker/shower facilities, stair climbers, treadmills, lifecycles, indoor walking/jogging, swimming lessons, water aerobics, water sports, and wellness programs. A reasonable membership fee is required. Call 329.4041.



### **Arborist**

The City has an arborist on staff to enforce the regulations regarding trees, administer the City's urban landscape program, and advise citizens about proper tree and shrub care. Call Public Works at 329.4531.

### **Arts and Crafts Programs**

The Recreation and Parks Department sponsors programs for youths and adults. Arts and crafts programs are held at the Center for Arts and Crafts at Jaycee Park. Call 329.4546.

### **Assistance for Disabled Persons**

Disabled citizens requiring special accommodations to access City facilities, programs, meeting participation, or other City services should call 329.4494 for information.

### **Athletic Programs**

The Recreation and Parks Department sponsors a variety of athletic programs for youth and adults. Programs include flag football, soccer, cheerleading, basketball, baseball, softball, tennis, volleyball, and wiffle ball. Call 329.4550.

### **"Bicycle" Auction**

The "bicycle" auction was formerly an annual auction of recovered and unclaimed property (except firearms) held by the Police Department. That type of auction has been replaced by a continual online auction. For details, visit [www.propertyroom.com](http://www.propertyroom.com)

## **Blood Drives**

The City sponsors six blood drives each year for the American Red Cross. Employees and other citizens are encouraged to “give the gift of life” by donating during these drives. For more information, call 329.4569.

## **Boards and Commissions**

All boards and commissions consist of citizen volunteers who are appointed to serve specific terms. The City Clerk’s Office maintains a Talent Bank of applications from citizens who have expressed an interest in serving on a board or commission. For additional information or a Talent Bank application, visit [greenvillenc.gov](http://greenvillenc.gov) or call the City Clerk’s Office at 329.4420.

## **Building Inspections**

Inspections are required after obtaining building, electrical, plumbing, or mechanical permits. To schedule an inspection, call the Inspections Division of the Planning and Development Services Department at 329.4466.



## **Building Permits**

Building permits are required to erect, enlarge, alter, remove, demolish, or repair a structure within the city and its ETJ. Permit fees vary according to the type of construction. Call the Inspections Division of the Planning and Development Department at 329.4466 or fax to 329.4424.

## **Buildings and Grounds Division**

This division of the Public Works Department is responsible for tree planting, trimming, and removal; grass cutting; City beautification projects; and maintenance of City buildings and grounds. Call 329.4531.

## **Burning Trash**

Burning of trash (including leaves) within the City limits is prohibited by law.

## **Bus Service**

Greenville Area Transit (GREAT) is a public bus system owned by the City of Greenville and operated by the Transit Division of the Public Works Department. Service is provided on six fixed routes six days a week from 6:25 AM–7:00 PM weekdays and from 9:25 AM–6:00 PM on Saturdays. In addition, there is service to Pitt Community College from 7:50 AM–4:50 PM on weekdays. Buses do not run on Sundays or on the following City holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. All GREAT buses are equipped with bike

racks under the “Bike 2 Bus” program. There is no extra charge for this convenience. GREAT meets all ADA accessibility standards, and buses are designed to carry two wheelchairs. ADA paratransit service is provided as a complement to the regular bus routes for eligible individuals. For a schedule and complete information, call 329.4287 or visit the Public Works Transit Division at [greenvillenc.gov](http://greenvillenc.gov).

### **Cable TV**

The City of Greenville’s Public Information Office operates a government access channel (GTV9) on cable channel 9. City Council meetings are shown live on the channel as well as the meetings of several of the City’s boards and commissions. You can also find a great deal of information about the City government’s programs, meetings, projects, and events on this channel. For information about GTV9, call 329.4131.

The City Council also provides funding for a public access channel on cable channel 23. To submit your programs to the public access channel, contact Greenville Public Access Television (GPAT) at 439.2303.

The State has a franchise agreement with Optimum to provide cable service to the citizens of Greenville. To report concerns about unresolved issues with your Cable TV service, call the North Carolina Attorney General’s Office at 877.566.7226.

### **Calendars of Meetings and Events**

A calendar of City meetings and events is posted online at [greenvillenc.gov](http://greenvillenc.gov). The Convention and Visitors Bureau maintains a calendar of community festivals, art exhibits, performing arts events, and other cultural events at [www.visitgreenvillenc.com](http://www.visitgreenvillenc.com). Call 329.4200.

### **Cemeteries**

The City currently owns and operates four cemeteries: Brownhill, Cherry Hill, Greenwood, and Homestead. Plots are available for sale in Homestead Cemetery. The Public Works Department is responsible for the records, maintenance, and upkeep of all of them. For purchase information, cemetery deed inquiries, grave opening/closing permits, or questions about cemetery maintenance or appearance, call the Public Works Department at 329.4522.

### **Citizen Concerns / City Compass**

If you have a concern regarding City services, programs, or issues or you need to request a service, you can do so using the City’s mobile app, City Compass. It’s available for iPhone or Android smartphones. You can also access the City Compass via the web at [greenvillenc.gov](http://greenvillenc.gov).

### **Citizens’ Police Academy**

As part of its community oriented policing philosophy, the Greenville Police Department offers the Citizens’ Police Academy. This training program meets for two hours per week for 10 consecutive weeks. Participants receive instruction/orientation in areas such as Public Affairs/Media Relations, Accreditation, Community Policing, Crime

Prevention, Search and Seizure, Use of Force, Internal Affairs, Accident Investigation, DWI Enforcement, Training, Emergency Response Team, Firearm Safety, Narcotics/Vice, ID Training, General/Major Crimes, Domestic Violence, Victim Assistance, Communications, and Courtroom Procedures. For more information, call the Police Department at 329.4180.

### **City Flower**

The City flower is the crepe myrtle. Citizens may donate to the City's Beautification Fund to support landscape and beautification projects in the city. Call the Buildings and Grounds Division of the Public Works Department at 329.4531.

### **City Page**

The City Page is an ad printed in Saturday editions of The Daily Reflector that advertises various items of interest such as meetings, programs, events, services, legal notices, etc., to keep residents informed.

### **Codes and Ordinances**

The codes and ordinances of the City are available for review on the City's website ([greenvillenc.gov](http://greenvillenc.gov)) as well as at the City Clerk's Office in City Hall, Sheppard Memorial Library, and ECU's Joyner Library. Call 329.4422.

### **Code Enforcement**

This division of the Neighborhood and Business Services Department manages the enforcement of City ordinances such as weeded lots, public nuisances, junked and/or abandoned vehicles, parking on unimproved surfaces, minimum housing standards, and rule of no more than three unrelated tenants in the same household. For more information, call 329.4110.

### **Collections Office**

A division of the Financial Services Department, this office serves as a centralized collection point for all money due the City (excluding property taxes, which are collected by the Pitt County Tax Collector's Office). The Collections Office is located on the first floor of City Hall and is open during regular business hours Monday–Friday, 8:00 AM–5:00 PM. Parking payments may also be made online at [greenvillenc.gov](http://greenvillenc.gov) in the eServices section. Call 329.6884.

### **Community Appearance**

The City makes great efforts to see that our community stays clean and attractive. For further information, see Buildings and Grounds Division, Code Enforcement, and Litter and Debris Control.

### **Community Watch Program**

The Police Department sponsors and coordinates Community Watch neighborhood programs throughout the city. For more information on establishing a Community Watch group, call the Police Community Outreach Division at 329.4180.

## Comprehensive Plan

The Comprehensive Plan defines the City's long-range plans for future development. It contains elements on land use, transportation, community facilities, urban design, and housing. You can view the Plan on the City's website at [greenvillenc.gov](http://greenvillenc.gov) or call 329.4498.

## Construction Plan Review

The Inspections Division of the Planning and Development Services Department must review residential and commercial construction plans. Call 329.4466.

## Convention Center

The Greenville Convention Center, located at 303 SW Greenville Boulevard, is available for events and meetings. Call 321.7671 or check out the website at [www.greenvilleconventioncenter.com](http://www.greenvilleconventioncenter.com).



## Cool Cities Initiative

The City of Greenville is committed to helping save the environment as evidenced by its recycling program, its low-emissions diesel fleet of trucks, and the changeover to hybrid vehicles, among other things. In recognition, the Sierra Club declared Greenville as a "Cool City."

## Crime Prevention

The Police Department has 45 community-oriented policing programs in place to assist and protect citizens of Greenville. For more information regarding crime prevention, contact the Community Outreach Division at 329.4180.

## Crime Stoppers

Pitt-Greenville Crime Stoppers will pay a monetary reward for information, given anonymously, that leads to the recovery of stolen property, narcotics, or an arrest in Pitt County. These rewards are funded from private donations. Call Crime Stoppers at 758.7777.

## Demographic Information

An information packet is available from the Planning and Development Services Department that includes basic statistical data, population projections, census information, and a census tract map. Call 329.4498.

## Disc Golf

An 18-hole disc golf course is open for use at West Meadowbrook Park. The course is a joint project between the City's Recreation and Parks Department and the Greenville Disc

Golf Club and begins near the Matthew Lewis Picnic Shelter. Parking is available at the picnic shelter. The course is open daily until dusk with no charge. Call 329.4567.

### **Drainage**

To report drainage problems, call the Street Maintenance Division of the Engineering Department at 329.4530.

### **Elections**

Elections for Greenville’s Mayor and six City Council Members are held every other November, in odd years. To register to vote, find your polling place, or find which City voting district you reside in, call the Pitt County Board of Elections at 902.3300. You can also find your voting district information on the City’s website at [greenvillenc.gov](http://greenvillenc.gov).

### **Emergency Management Plan/Preparedness**

Greenville’s Emergency Management Plan is designed for use in all natural and man-made disasters or emergency situations. The purpose of the plan is to prevent or lessen the effect of disasters and emergency situations on the people of Greenville. The Fire/Rescue Chief serves as the Emergency Management Coordinator for the City. For more information, call 329.4404 or FEMA at 1.800.621.FEMA.

### **Emergency Medical Services**

The Fire/Rescue Department provides advanced life support, rescue, and ambulance transport services at the paramedic level. These services include caring for victims of vehicle crashes, accidents, and sudden illnesses.



### **Employment Opportunities**

The Human Resources Department has information on job openings within the City government. For a listing of available positions, visit the City’s website at [greenvillenc.gov](http://greenvillenc.gov) or call the Job Vacancy Line at 329.4055. The City is an equal opportunity employer.

### **Engineering Department**

The Engineering Department provides copies of various maps (City map, topographic, flood plain, planimetric, etc.); reviews all subdivision and site plans; and administers the Thoroughfare Plan, Flood Damage Prevention Ordinance, and Soil Erosion and Sedimentation Control Ordinance. For more information, call the Engineering Department at 329.4467.

### **Environmental Concerns**

Information on environmental concerns/issues is available in the Engineering Department. Call 329.4467.

## **Equal Eyes: Informed Public and Police Against Crime**

This is a public awareness crime prevention effort that teaches personal safety and crime prevention tips. It encourages citizens to contact the Police Department to report suspicious people and activities before a crime occurs. To discuss citizen concerns or to request information on crime prevention measures, call 329.EYES (3937).

## **Façade Improvement Grant Program**

The City has set aside funds to help businesses in the uptown area renovate and refurbish the exteriors of their buildings. To apply for a grant, call 329.4498.

## **Fair Housing Protection (See Human and Community Relations Office)**

## **False Alarms (See Alarm Permits)**

## **Farm Animals**

Keeping pigs, hogs, or cows in the city is prohibited. Call Animal Protective Services at 329.4387.

## **Fire Codes & Violations**

Greenville Fire/Rescue's Life Safety Services Division inspects businesses and commercial occupancies on a periodic basis or upon receiving a complaint. They also perform initial plan reviews and inspections of buildings being completed within the city's ETJ. Questions or code complaints should be directed to the Battalion Chief of Life Safety Services at 329.4415.

## **Fire Prevention**

Fire education programs are presented to groups or organizations by request through the Life Safety Services Division. Programs specially designed to teach children fire safety techniques by using puppets and the Educational Clown Brigade are also available for presentations to groups and organizations. For more information, call the Life Safety Services Division at 329.4390.

## **Fire Reports**

Copies of fire reports are available at the Fire/Rescue Headquarters, 500 South Greene Street, during regular business hours.

## **Five Points Plaza**

The parking lot at the corner of Evans and Fifth Streets is available for rent for events. Please contact the City's Office of Special Events at 329.4433 for fees and other details of how to reserve the lot.

## **Fourth of July Celebration**

This community event is held every year at the Town Common. Local vendors, artists, and craftsmen display and sell food, beverages, arts and crafts, etc. Various



entertainment is also available for all to enjoy. The evening ends with a dazzling display of fireworks. For more information, call the Recreation and Parks Department at 329.4567.

### **Garbage/Recyclables Collection**

It is presumed that all residential units in the city receive refuse (garbage) service provided by the City of Greenville. The service fee is included in your GUC bill. Garbage and recyclables are collected once per week.

Containers should be placed out for collection the night before or no later than 6:00 AM on your service day and pulled back before dawn after pick-up. Apartments and condominiums use large containers (instead of trash cans) for refuse disposal and recycling. Recycling centers are provided for multi-family use.

For information or to report a problem, call the Sanitation Division of the Public Works Department at 329.4522.



### **G.K. Butterfield Transportation Center**

The G.K. Butterfield Transportation Center is located at 600 South Pitt Street. The center provides a centrally located transfer facility that includes connections for Greenville Area Transit (GREAT), ECU Transit, Pitt Area Transit (PATS), and Greyhound. The center also includes a connector for Amtrak service. The center also houses the GREAT offices and the Police Department's Center City Unit. For more information about the G.K. Butterfield Transportation Center, call 329.4287.

### **Golf Course**

The Recreation and Parks Department operates Bradford Creek Public Golf Course—a public, 18-hole golf course that stretches across 185 acres north of the Tar River just minutes from downtown. Bradford Creek features a golf course, clubhouse, and the area's only lighted driving range. For more information, call 329.4653.

### **Grants and Loans for Housing and Community Development**

Financial assistance is available for some housing and community development projects including community revitalization efforts, economic development, and substandard housing renovations. For more information, call 329.4481.

### **GREAT—Greenville Area Transit (See Bus Service)**

### **Greenville Gives**

Greenville Gives is the City's annual tree lighting and donation drive held annually

on the first Friday in December at Five Points Plaza in the Uptown District. The event features performances from local civic groups, arts and crafts, free treats, and a special appearance by Mr. and Mrs. Claus. Horse-drawn carriage rides through the Uptown District are also available.

### **Greenville Grooves**

The Greenville Grooves Music Festival is held annually during the month of June in recognition of African-American Music Appreciation Month. The free concert is headlined by Carroll Dashiell.

### **Greenways**

Greenways are linear parks that provide interconnected green spaces for biking, jogging, and walking. Greenville has a master plan for a citywide greenway system. The Green Mill Run Greenway connects Evans Park, ECU's College Hill, Elm Street Park, and Green Springs Park. The South Tar Greenway continues the greenway from Green Springs Park, along the Tar River past the Off-Leash Dog Area, all the way to the Town Common. For more information, call 329.4567.



### **GTV9**

GTV9 is the City's government access channel. It can be found on Optimum cable channel 9, and it promotes various items of interest such as City-sponsored events, meetings, policies, services, etc., to keep the residents of Greenville informed. This government access channel also broadcasts the meetings of the City Council and several boards and commissions. For more information, call the Public Information Office at 329.4131.

### **Historic Preservation**

The City has an active program of historic preservation with districts and properties listed as historically significant on both the local and the national registers. For more information, call the Neighborhood and Business Services Department at 329.4498.

### **Holiday Closings**

City offices are closed on the following holidays: New Year's Day, Martin Luther King Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, and two days for Christmas. There is no garbage or trash pick-up on these days. City bus service does not operate on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## Home Ownership

This program offers financial assistance in the form of grants and loans to help with down payment and/or closing costs. For more information, call the Housing Division of the Neighborhood and Business Services Department at 329.4481.

## Housing Code

Housing units in the city must be fit for human habitation as outlined in the Minimum (Model) Housing Code. For assistance in determining if a residence meets the minimum requirements or to report substandard housing, call the Code Enforcement Division of the Neighborhood and Business Services Department at 329.4110.

## Human and Community Relations Office

The Human Relations Office, part of the Neighborhood and Business Services Department, provides assistance regarding fair housing protection, affirmative action, equal employment opportunities, employment discrimination, tenant-landlord problems, Americans with Disabilities Act accommodations, and other citizen concerns. Call 329.4494.

## Inclusive Communities Initiative

The City has long tried to be inclusive of all people regardless of race, socio-economic status, nationality, physical ability, and so forth. The City Council voted in 2007 to join communities across the nation and become part of the National League of Cities' Inclusive Communities Initiative. For more information, call the Human Relations Office at 329.4494.



## Inspections Division

The Inspections Division of the Planning and Development Services Department handles building permits, construction inspections, and plan reviews. Call 329.4466.

## Intergenerational Center

The Lucille W. Gorham Intergenerational Center is a complex of buildings on West Fifth Street formerly known as St. Gabriel's Catholic Church. The City purchased the land and buildings and, through partnerships with other agencies, provides various services and programs to the community.

## Itinerant Merchants License

Transient or itinerant merchants or vendors who would like to sell their merchandise within the City must first obtain a license. Call the Police Department at 329.4854.

## **Job Line**

The Human Resources Department maintains a Job Line, which is accessible 24 hours a day. The Job Line, 329.4055, is a recorded message indicating the current jobs available with the City of Greenville government and information about how to apply for the vacancies. You can also find employment information at [greenvillenc.gov](http://greenvillenc.gov).

## **Junk Cars (See *Abandoned and Junk Vehicles*)**

## **Keep Greenville Beautiful**

Keep Greenville Beautiful, Inc. is a 501(c)(3) non-profit organization and was accepted as part of the Keep America Beautiful, Inc. system in 2007. The key component of the organization is to keep our community litter-free with efforts ranging from graffiti elimination to increased recycling. Emphasis is placed on raising public awareness through public education. For more information, call 329.4048.

## **Lawns—Overgrown or Littered (See *Weeds and Vegetation Control*)**

## **Leaf Collection**

Leaves are collected loose at the curbside during the months of November through March with vacuum machines (do not bag). For further information, contact the Sanitation Division of the Public Works Department at 329.4522.

## **Leash Law**

The City of Greenville has a 24-hour leash law. Every person owning or keeping a dog must keep it on his/her premises. Dogs are permitted off the owner's property if the dog is on a leash or under some other means of physical control. (See also Off-Leash Dog Area) Dogs found running at large will be picked up and taken to the Animal Shelter on County Home Road. Owners will be cited and fined for these violations. (See also Animal Protective Services/Animal Shelter) To report a dog running at large or other animal problems, call 329.4387 or 329.4315.

## **Libraries**

Sheppard Memorial Library and its branches provide free public libraries to the citizens of Greenville and Pitt County. The main branch is located at 530 South Evans Street; the Carver Branch is at 618 West 14th Street; and the East Branch is housed at Jaycee Park, 2000 Cedar Lane. The Library also has branches in Winterville and Bethel. For more information, please call 329.4580.

## **Litter and Debris Control**

To report litter problems on City streets or public property, call the Sanitation Division of the Public Works Department at 329.4522. To report unsightly and hazardous debris on private property, call the Code Enforcement Division of the Planning and Development Services Department at 329.4110.

## Maps

Large blueprint maps of the city may be purchased from the Engineering Department. Call 329.4467. Maps of City recreation and park facilities are available from the Recreation and Parks Department. Call 329.4567. Zoning and Land Use maps are available from the Planning and Development Services Department. Call 329.4498. Street maps of the city are available for sale through the Chamber of Commerce. Call 752.4101.

## Metropolitan Planning Organization (MPO)

Comprised of representatives from Greenville, Ayden, Simpson, Winterville, Pitt County, NCDOT, and the Mid-East Commission, this organization is responsible for coordinating transportation-related planning for the Greenville Urban Area. This includes highways, bridges, railroad crossings, greenways, public transportation, and bicycle/pedestrian projects. The City of Greenville is the Lead Planning Agency and coordinates the activities of the Metropolitan Planning Organization. Call 329.4476.



## Minority and Women's Business Enterprise (MWBE) Program

The MWBE program for the City of Greenville and Greenville Utilities Commission is administered by the Financial Services Department. The program provides technical assistance to minority and women businesses in facilitating their participation in construction projects, purchasing, and professional and personal service contracts with the two organizations. For more information about the MWBE program, call 329.4862 or look on the City's website under Purchasing.

## Mobile Home Permits

Mobile home permits are required for placement of any mobile home in the city and within the one-mile zoning area of the City. Call the Inspections Office at 329.4466.

## Mosquito Control

The Public Works Department will occasionally spray for mosquitoes during the summer months. To request this service, please call 329.4522.



## Noise Control

The City has a noise ordinance regulation for allowable noise levels in the city. This ordinance

prohibits any outdoor amplified sound without a permit. Violators will be fined. To obtain a permit or to report a noise problem, call the Police Department at 329.4315.

### **Off-Leash Dog Area (OLDA)**

Dog owners may bring their dogs to this fenced-in park on Ash Street (north of First Street) to socialize with other dogs and dog owners. There are two areas, one for large dogs and another for small dogs. Water, benches, and some shade are provided. Cleaning up after your dog is required (bags are provided but supplies may run out). For more information, please call 329.4567.

The park is patrolled by Park Rangers and a volunteer group called "Friends of the OLDA" (which also provides assistance, guidance, and information to park users). To learn more about this group, call 329.4387.

### **Parade Permits**

Any group wishing to march or parade within the city must apply for a permit at least five working days prior to the parade date. Call the City's Office of Special Events at 329.4433 for more information.

### **Parking**

The City has surface parking lots and one parking garage in the downtown area. Options are available for residents, employees, and employers in the area to purchase reserved or unreserved permits. The City provides two hours of free parking in surface lots and on streets with each additional hour costing \$0.75 for surface lots and \$1.00 for on-street parking. For more information on any of the City's parking options, call 329.4884.

### **Parking Garage**

The City's Fourth Street Parking Garage is located at the corner of Fourth and Cotanche Streets, 120 East Fourth Street. Public parking is available for free for the first two hours and \$0.75 for each additional hour. Call 329.4448 for more information.

### **Parking Tickets**

Limited-time free parking is available in some locations in the downtown business district. Time limits are designated as 30 minutes or 2 hours. If you park over the allowable limit, you will receive a parking ticket. You will also be ticketed if you park left to curb, in a fire lane, in a loading zone, or blocking a driveway or fire hydrant, etc. Fines may be paid by mail, placed in the drop-box behind City Hall, online at the City's website, or at the first-floor window in City Hall. There is a penalty for failing to pay within 10 days after receiving the ticket. An additional penalty is added if not paid within 30 days. Call the Police Department at 329.4315 or the Financial Services Department at 329.4884.

### **Parks**

The Recreation and Parks Department operates numerous parks facilities including picnic shelters, gymnasiums, playing fields, playground equipment, tennis courts, basketball courts, exercise trails, baseball and softball diamonds, an outdoor swimming pool, walking paths, fishing ponds, nature trails, a lawn games area, a disc golf course,

an off-leash dog area, and a golf course. (For a listing and locations of parks, see the City Buildings and Facilities Section). Call 329.4567.

## **Permits**

(See Building Permits, Inspections Division, Mobile Home Permits.) For information about other permits, including electrical permits, mechanical permits, and plumbing permits, call the Inspections Division of the Planning and Development Services Department at 329.4466. For information about permits for pyrotechnics, fireworks, open burning and bonfires, call Greenville Fire/Rescue at 329.4415.

## **Pickleball Courts**

The Recreation and Parks Department maintains and operates 9 outdoor pickleball courts. Courts are located at Elm Street Park and Peppermint Park.

## **Picnic Shelters**

The Recreation and Parks Department maintains picnic shelters in several City parks. These shelters are available for use by citizens. To reserve, call 329.4567.

## **PirateFest**

Greenville's signature festival is held annually in April in the uptown area and features costumed pirates, music, food, rides, and vendors.

## **Planning Division**

Land development, long-range planning, and zoning matters are handled by the Planning Division of the Planning and Development Services Department. (See also Comprehensive Plan, and Zoning) Call 329.4498.

## **Police Reports**

A copy of a police report may be obtained from the Records Division of the Police Department for a small fee. Call 329.4854.

## **Public Comment**

The City Council provides a public comment period during each regular City Council meeting, allowing citizens to speak up to three minutes on issues that are not the subject of a public hearing in that same week. The public comment period will not exceed thirty (30) minutes. For more information, please call 329.4422.

## **Public Information Office**

The Public Information Office is part of the City Manager's Office and is responsible for advertising; social media; cablecasting City Council and other meetings; the Government Access Channel (GTV9); the City's brand; media relations; and the production of a variety of City videos, brochures and newsletters. Call 329.4131.

## **Puppet Show**

The Fire/Rescue Department has a puppet show which teaches children fire safety

techniques. Call the Life Safety Services Division at 329.4390.

### **Rabies Vaccinations**

All dogs and cats are required by state law to be vaccinated against rabies. Dogs in the City limits must wear their rabies tag at all times. Owners will be fined if found to be in violation of this law. Call your veterinarian or call the Animal Shelter at 902.1725.

### **Recreation Centers/Facilities**

The Recreation and Parks Department operates numerous recreation centers — Bradford Creek Public Golf Course, Greenville Aquatics & Fitness Center, Sports Connection, River Birch Tennis Center, the Jaycee Park Recreation-Library Complex, C.M. Eppes Recreation Center, South Greenville Recreation Center, H. Boyd Lee Park, and Drew Steele Center. Program information is available by calling 329.4567.

### **Recycling**

The City of Greenville and Pitt County encourage all citizens to recycle cardboard, newspapers, magazines, plastic bottles, aluminum and bi-metal drink cans, and steel food cans. City residents have recycling picked up the same day as their trash. For

a brochure with a list of tips and recycling sites, call the Sanitation Division of the Public Works Department at 329.4522.



### **Rescue Services (see Emergency Medical Services)**

For emergency rescue service, dial 911. Information about rescue bills is available by calling 329.4449.

### **River Park North**

This 360-acre park offers nature trails, picnicking, fishing, camping, pedal

boating, canoeing, various programs and events, and the Walter L. Stasavich Science and Nature Center. The park is located north of the Tar River on Mumford Road. Call 329.4560.

### **Sanitation**

The Sanitation Division provides the basic services of refuse, recycling, and leaf collection, as well as mosquito and rodent control. Refuse and recyclables collection is provided once weekly. Yard and household trash is picked up at curbside once a week. Call 329.4522. (See also Garbage/Recyclables Collection, Holiday Closings, Leaf Collection, Mosquito Control, Recycling, and Trash Collection).

### **Sidewalks**

Requests for new sidewalks or repairs to existing sidewalks can be made by calling the Public Works Department at 329.4522.

## **Sign Ordinance**

The City Council enacted the Sign Ordinance in order to make the city more aesthetically pleasing and reduce distractions and potential hazards. The ordinance regulates the size and placement of signs in the city. Permits are required before installing any permanent or temporary sign. Discuss the proposed sign with the Planning and Development Services Department at 329.4498 before investing time or money.



## **Skateboard/In-Line Skating Park**

This skating area is located at Jaycee Park. All users must wear protective gear. Call 329.4542 for more information.

## **Small Business Programs**

For more information, contact our MWBE Coordinator at 329.4462, the Small Business and Technology Development Center at 737.1385, or the Greenville ENC Alliance at [www.encalliance.com](http://www.encalliance.com)

## **Smoke Alarm Program**

The Fire/Rescue Department has a number of programs that are designed to install smoke detection devices in homes of Greenville residents who cannot afford one at no cost to the resident. Call 329.4390.

## **Soil Erosion and Sedimentation Control**

There are regulations controlling activities during the development of private property so there is no damage to the land and watercourses downstream of the development. If you need to report soil erosion or sedimentation problems, call the Engineering Department at 329.4467.

## **Solicitation Permits**

Non-profit organizations desiring to conduct a solicitation campaign must obtain a permit. For information about Solicitation Permits, call the Records Division of the Police Department at 329.4854.

## **Special Events**

The City of Greenville assists with special events by providing help with permitting, reservations, and more. Call the Special Events Coordinator at 329.4433.

## **Special Olympics**

Greenville and Pitt County provide year-round sports training and athletic competition in a variety of Olympic-style sports for children and adults with physical

or developmental disabilities. For more information, call the Recreation and Parks Department at 329.4541.

### **Spring Clean-Up**

The purpose of the City's annual Spring Clean-Up is to encourage groups/individuals to volunteer to clean up public rights-of-way and private lots of elderly or disabled persons. Private property owners are also encouraged to make an extra effort in cleaning their properties. The Citywide clean-up runs for one week during March or April. For more information, call 329.4522.

### **Stormwater Utility**

Stormwater runoff is the water that flows overland during and after rains. This runoff, particularly in urban areas, can carry litter to our drains, open channels, and then contaminate our streams, rivers and lakes. A Stormwater Utility Fee is charged on every utility bill and pays for maintenance on pipes, storm drainage structures, and streams. For questions about this fee, please call 329.4467.

### **Street Closing Permits**

For information about temporary Street Closing Permits, call the City's Office of Special Events at 329.4433.

### **Street Cuts**

Utilities, contractors, and other agencies needing to cut into the City street system should call the Engineering Department at 329.4530 for a street cut permit.



### **Street Lights**

Requests for placement of street lights on City streets should be made to the City Engineer in the Engineering Department at 329.4467. To request repair of existing street lights, go to [www.guc.com](http://www.guc.com) and select "Contact Us" or call Greenville Utilities Commission at 752.7166.

### **Street Locations**

The Engineering Department can provide information on the location of City streets. Call 329.4467.

### **Street Maintenance**

The Street Maintenance Division of the Public Works Department is responsible for constructing, repairing, and maintaining the streets, sidewalks, curbs and gutters, and storm drainage. Call 329.4530.

## Street Sweeping

Weather permitting, all City streets with curbs and gutters are swept twice a month; downtown streets are swept six days a week. Call 329.4530.

## Sunday in the Park

Sunday in the Park is a free concert series held on Sundays during the summer months. The concerts begin at 7:00 PM at the Greenville Toyota Amphitheater at the Town Common and are open to the public. Call the Recreation and Parks Department at 329.4567.

## Surplus Vehicles & Equipment

The Financial Services Department is responsible for overseeing the disposal of the City's surplus property and equipment. Surplus vehicles are disposed of at public auctions hosted by Greenville Auto Auction located at 4330 Dickinson Avenue. Auctions are generally held the 4<sup>th</sup> Thursday of each month at 10:30 AM. An advertisement containing the list of surplus vehicles to be sold is posted to the City's webpage at least ten (10) days prior to the date of auction. The public is welcome to attend and bid on the City's vehicles.

Any person or dealer desiring to bid at the auction must pre-register at the front desk of Greenville Auto Auction. Hours of operation are Monday–Thursday, 8:00 AM–5:00 PM and Friday, 8:00 AM–3:00 PM. Any online or out-of-state dealer can register by calling Greenville Auto Auction to register at 1.800.650.AUTO (2886) or 252.355.4111. For more information, you may also visit their website: [www.greenvillencautoauction.com](http://www.greenvillencautoauction.com).



The City uses an online auction service, GovDeals.com, to dispose of other miscellaneous types of property and equipment. Persons interested in bidding on or viewing the miscellaneous items for sale can visit the website: [www.govdeals.com](http://www.govdeals.com) or go to <http://www.greenvillenc.gov/government/financial-services/purchasing> and click on "Surplus Items Online Auction". For additional assistance or information, call 329.4664.

## Swimming Pool

An outdoor public swimming pool located at 400 Nash Street is operated by the Recreation and Parks Department during the summer months. An indoor swimming pool is available for members of the Greenville Aquatics and Fitness Center. Call 329.4567 for information.

## Talent Bank

The City of Greenville invites citizens to get involved by applying to serve on one of the 18 Boards or Commissions. For more information or to obtain a talent bank application, visit [greenvillenc.gov](http://greenvillenc.gov) or call the City Clerk's Office at 329.4420. See also Boards and Commissions section on page 32.

## **Taxes**

The City's property tax rate is \$.4945 per \$100 assessed value. All City property taxes are collected by Pitt County. This is a City-County cooperative effort which consolidates resources and saves tax dollars. Properties are reassessed every four years. For more information, call the Pitt County Tax Collector's Office at 902.3425.

## **Tennis Courts**

The Recreation and Parks Department maintains and operates 15 tennis courts. River Birch Tennis Center, Elm Street Park, and Evans Park have lighted tennis courts. Reserve River Birch courts by calling 329.4559. All other courts are operated on a "first come, first served" basis. For more information, call 329.4559.

## **Thoroughfare Plan**

The Greenville Urban Area Thoroughfare Plan identifies existing and future streets in the City and its planning area. This public document is the long-range plan for efficient traffic movement. Call the Engineering Department at 329.4467.

## **Tours**

Guided tours of City Hall, the Police Department, and the Fire/Rescue Department are available for schools, scouts, and other groups. Call 329.4131 for more information.

## **Towed Vehicles**

If your car has been towed for illegal parking, go to the Police Department to sign the vehicle tow report. You will then be able to retrieve your car from the tow truck operator's containment area. Call 329.4315.



## **Traffic Accident Report**

If you have had a traffic accident that was investigated by the Police Department and you need a copy of the accident report, you may obtain a copy from the Police Department for a small fee. The report will not be available until 24 hours after the accident. Call the Police Records Division at 329.4325. Accident reports are also available online at [greenvillenc.gov](http://greenvillenc.gov).

## **Traffic Services**

This section of the Engineering Department is responsible for the installation and maintenance of traffic control signs, street name signs, pavement markings, and traffic signals at intersections. To report a damaged or missing sign, call 329.4528. After office hours, call the Police Department at 329.4315.

## **Trash Collection/Yard Waste**

Trash is collected once a week by curbside service and requires a City-approved rollout cart. You can find your pickup date on the City's website, [greenvillenc.gov](http://greenvillenc.gov). Yard waste is collected weekly at curbside and should NOT be placed in plastic bags. Paper biodegradable bags are acceptable for containerized yard waste.

Do not place your carts and yard waste in the streets or gutters. Construction and renovation debris, tires, car batteries, paint, and used motor oil will not be collected. (See also Garbage/Recyclables Collection, Holiday Closings, Leaf Collection, Recycling, and Sanitation)

Get the holiday schedule online at [greenvillenc.gov](http://greenvillenc.gov) or call the Sanitation Division of the Public Works Department at 329.4522.

## **Trash/Recycling Roll-Out Carts**

City-approved roll-out carts are available for purchase for garbage and recyclables in two sizes: 64-gallon and 96-gallon. Citizens may have the cost put on their GUC bill and pay for the cart over a period of time. Recycling rollout carts are provided by the City. A City-approved container is required for curbside trash service. Separate containers must be used for garbage and recyclables.

Bulky items such as sofas, furniture, chairs, appliances, mattresses, etc. that are too large to fit in the rollout cart can be scheduled for collection by calling 329.4522. For information, call the Public Works Department at 329.4522.

## **Underground Storage Tanks**

For information on permits for the installation, removal, abandonment, and re-piping of underground tanks, call Greenville Fire/Rescue Life Safety Services at 329.4390.

## **Vacation House Check Program**

The Police Department will check on your house for you while you are away on vacation. Call 329.4315 to request this service.

## **Vehicle Tax**

Each motor vehicle registered by the State of N.C. and resident in the City of Greenville on January 1 of each year is subject to an annual motor vehicle tax of \$30. This fee is included in the annual tax bill from the NC Department of Motor Vehicles.

## **Volunteer Opportunities**

Citizen volunteers can provide assistance to the City in a variety of ways, from serving on one of the 18 boards and commissions, to providing clerical and administrative support, to working with children and special populations, to cleaning up our city, to assisting with public safety. Some of these opportunities include serving on ad hoc committees, coaching youth athletics, working with various Recreation and Parks organizations, serving as support for various Police tasks, or assisting Public Works with various projects. For more information, go to the City's website at [greenvillenc.gov](http://greenvillenc.gov).

## **Weeds and Vegetation Control**

Property owners in the city must cut and remove grass/weeds on their property before it reaches a height of 10". If the owner fails to cut and maintain the lots after notification, the lot will be cut by a City of Greenville contractor. The cost of cutting, which will include an administrative fee, will be charged to the owner. To report an overgrown lot, call Code Enforcement at 329.4110.

## **Zoning**

The City's zoning regulations control the location, size, height, setback, landscaping, and signage for all land uses and structures within the City's jurisdiction. To request rezoning of your property, you must fill out an application. Your request will be presented to the Planning and Zoning Commission for consideration. Zoning variances require an application to be submitted to the Board of Adjustment. Call the Planning and Development Services Department at 329.4498.





The City of Greenville has 19 boards and commissions consisting of citizen volunteers who are appointed by the City Council to serve specific terms. The City Clerk’s Office maintains a Talent Bank of applications from citizens who have expressed an interest in serving on a board or commission. For a Talent Bank application, or additional information on the boards and commissions listed below, visit the City’s website at [greenvillenc.gov](http://greenvillenc.gov) or call 329.4420.

**Audit and Investment Committee—est. January 2021**

Duties: To oversee the financial and investment reports of the City.  
Meeting Time: As needed in City Hall Conference Room 337, Third Floor of City Hall, 200 West Fifth Street.

**Affordable Housing Loan Committee—est. February 1994**

Duties: To assist City residents with home ownership.  
Meeting Time: Second Wednesday of each month at 4:00 PM in the Council Chambers, Third Floor of City Hall, 200 West Fifth Street.

**Board of Adjustment—est. September 1981**

Duties: To hear and decide appeals concerning zoning issues under the terms of the Zoning Ordinance.  
Meeting Time: Fourth Thursday of each month (third Thursday of November and December) at 6:00 PM in the Council Chambers, Third Floor of City Hall, 200 West Fifth Street.

**Environmental Advisory Commission—est. March 1975**

Duties: To recommend matters of environmental concern and to serve as a technical advisor to the City Council.  
Meeting Time: First Thursday of each month (except July) at 5:30 PM in the Public Works Department Main Conference Room, 1500 Beatty Street.

**Firefighter’s Relief Fund Committee—established January 1907**

Duties: To administer the state supplemental retirement funds for retired firefighters.  
Meeting Time: Open—quarterly on the second Wednesday of the meeting month, in the First Floor Conference Room of the Police-Fire/Rescue Building, 500 South Greene Street.



### **Greenville Utilities Commission—est. March 1941**

Duties: To supervise and control the management, operation, maintenance, improvement, and extension of public utilities.

Meeting Time: Third Thursday of each month at 12:00 PM in the Greenville Utilities Commission Building, 401 South Greene Street.

### **Historic Preservation Commission—est. December 1988**

Duties: To recommend to City Council properties or districts for designation as historic properties or districts.

Meeting Time: Fourth Tuesday of each month (except December) at 6:00 PM in the Council Chambers of City Hall, 200 West Fifth Street.

### **Housing Authority—est. May 1961**

Duties: To promote safe and sanitary public housing in the city.

Meeting Time: Last Monday of each month at 5:30 PM at the Central Housing Authority Office, 1103 Broad Street.

### **Human Relations Council—est. February 1972**

Duties: To organize and implement programs dealing with problems of human relations; and promote understanding, respect, good will, and equality of opportunity for all citizens.

Meeting Time: Fourth Tuesday of each month (except July) at 6:00 PM in Conference Room 337 of City Hall, 200 West Fifth Street.

### **Multimodal Transportation Commission—est. January 2021**

Duties: To advance and encourage multimodal options for the citizens and visitors of Greenville and provide advice and recommendations to the City Council on issues related to public transportation, bicycle, and pedestrian related issues.

Meeting Time: Third Wednesday of every other month at 9:15 AM in the Conference Room of the G.K. Butterfield Transportation Center, 600 South Pitt Street.

### **Neighborhood Advisory Board—est. May 2008**

Duties: To serve as liaison between neighborhood associations and the City of Greenville to discuss common concerns and advocate for joint projects

Meeting Time: Third Thursday of each month at 6:00 PM in Conference Room 337 of City

Hall, 200 West Fifth Street.

**Pitt-Greenville Airport Authority—est. June 1967**

Duties: To operate and maintain the jointly-owned City and County airport; establish rules and regulations for the operation of the airport, landing field, and related facilities

Meeting Time: Third Wednesday of each month at 11:30 AM in Conference Room of the Airport Terminal Building at the Pitt-Greenville Airport, Airport Road

**Pitt-Greenville Convention and Visitors Authority—est. July 1987**

Duties: To oversee the spending of the occupancy tax revenue; to advise and assist in the promotion of activities and programs aiding and encouraging travel, tourism, and conventions

Meeting Time: Third Thursday of odd months at at 11:30 AM at the Convention and Visitors Bureau office, 417 Cotanche Street.

**Planning and Zoning Commission—est. June 1956**

Duties: To act in an advisory capacity to conduct planning studies within the city and its extraterritorial areas and prepare and adopt plans for achieving objectives for future development; to administer and enforce planning and zoning regulations

Meeting Time: Third Tuesday of each month at 6:00 PM in the City Council Chambers, Third floor of City Hall, 200 West Fifth Street

**Police Community Relations Committee—est. September 1996**

Duties: To serve as a liaison between the community and police over concerns; to serve as an advocate for programs, ideas, and methods to improve relationships between the community and the Police Department

Meeting Time: Second Tuesday of each month (except July and August) at 6:00 PM. Location varies and is determined by the Committee

**Recreation and Parks Commission—est. Jan. 1951**

Duties: To promote recreation and develop parks for Greenville citizens

Meeting Time: Second Wednesday of each month (except August and December) at 5:30 PM in the Third Floor Council Chambers of City Hall, 200 West First Street

**Sheppard Memorial Library Board**

Duties: To establish policies for the Library; to select the Library Director; to provide and maintain adequate Library buildings, grounds, and equipment

Meeting Time: Third Wednesday of January, March, July, and October at 5:30 PM in the Elizabeth H. Copeland Board Room of Sheppard Memorial Library, 530 Evans Street

**Stormwater Advisory Committee—est. 2017**

Duties: To make recommendations to City Council regarding stormwater drainage projects

in the City of Greenville.

Meeting Time: First Tuesday of each month (as needed) in City Hall Conference Room 337, 200 West Fifth Street.

**Youth Council—est. August 2005**

Duties: To make recommendations to City Council regarding issues affecting Greenville, emphasizing those issues of particular interest to youth; to provide leadership and guidance in matters relating to the youth of Greenville, to individuals, to public and private organizations and agencies; and to comment on requests made to the City Council related to the areas of particular interest to young people.

Meeting Time: Fourth Monday of each month (except June, July, and August) at 6:30 PM in Conference Room 337 of City Hall, 200 West Fifth Street

NOTE: Although each board or commission has a specified meeting time, meeting dates and locations are subject to change due to holidays or other special circumstances.

# CITY OFFICES & PHONE NUMBERS

<b>Police or Fire/Rescue Emergency</b>	911
<b>Citizen Action Line</b>	329.CITY(2489)
<b>City Attorney's Office</b> <i>1st Floor of City Hall, 200 West Fifth Street</i>	329.4426
<b>City Clerk's Office</b> <i>1st Floor of City Hall, 200 West Fifth Street</i>	329.4421
<b>City Manager's Office</b> <i>1st Floor of City Hall, 200 West Fifth Street</i> Public Information	329.4432 329.4131
<b>Engineering</b> <i>1500 Beatty Street</i> Engineering Division Street Maintenance Division Stormwater Utility Traffic Services Division	329.4467 329.4467 329.4530 329.4350 329.4528
<b>Financial Services</b> Accounting and Administration— <i>City Hall, 2nd Floor</i> M/WBE Program— <i>Municipal Building, 1st Floor</i> Purchasing Division— <i>Municipal Building, 1st Floor</i> Revenue Collections— <i>City Hall, 1st Floor</i>	329.4444 329.4437 329.4862 329.4463 329.4450
<b>Fire/Rescue Emergency</b>	911
<b>Fire/Rescue Headquarters</b> Fire Station #1— <i>500 South Greene Street</i> Fire Station #2— <i>2490 Hemby Lane</i> Fire Station #3— <i>2400 Charles Boulevard</i> Fire Station #4— <i>200 Staton Road</i> Fire Station #5— <i>255 Rollins Drive</i> Fire Station #6— <i>3375 East 10th Street</i> Fire Station #7— <i>4170 Bayswater Drive</i>	329.4390
<b>Information Technology</b>	329.4068

*2nd Floor of City Hall, 200 West Fifth Street*

<b>Human Resources</b>	329.4492
<i>City Hall, 200 West Fifth Street</i>	
Job Line	329.4055
<b>Mayor's Office</b>	329.4419
<i>1st Floor of City Hall, 200 West Fifth Street</i>	
<b>Neighborhood and Business Services</b>	329.4504
<i>Municipal Building, 201 West Fifth Street</i>	
Code Enforcement	329.4110
Housing Division	329.4481
Human/Community Relations Office	329.4494
<b>Planning and Development Services</b>	329.4504
<i>Municipal Building, 201 West Fifth Street</i>	
Historic Preservation	329.4486
Inspections Division	329.4466
Land Development & Zoning Division	329.4498
<b>Police</b>	329.4315
<i>Headquarters, 500 South Greene Street</i>	
Animal Protective Services	329.4387
Investigations Division	329.4365
Operations Bureau	329.4332
Support Division	329.4320
East Zone Substation, 3195 East 10th Street Suite A	329.4315
South Zone Substation, 728 SW Greenville Boulevard	329.4315
West Zone Substation, 1024 West Fifth Street	329.4315
<b>Police Emergency</b>	911
<b>Public Works</b>	329.4522
<i>1500 Beatty Street</i>	
Buildings & Grounds Division	329.4531
Fleet Division	329.4526
Sanitation Division	329.4527
Transit Division (GREAT bus service), 600 South Pitt Street	329.4287

## Recreation and Parks

### RECREATION BUILDINGS

Administrative Offices—2000 Cedar Lane, Jaycee Park	329.4567
Aquatics & Fitness Center—921 Staton Road	329.4041
Arts and Crafts Center—2000 Cedar Lane	329.4546
Barnes-Ebron-Taft Community Center—102 Park Access Road	757.3216
Bradford Creek Public Golf Course—4950 Old Pactolus Road	329.GOLF (4653)
Drew Steele Center—1058 South Elm Street	329.4650
Eppes Recreation Center/Gym—400 Nash Street	329.4548
H. Boyd Lee Park—5184 Corey Road	329.4550
Maintenance Center—100 New Street	329.4557
River Birch Tennis Center—625 West Arlington Boulevard	329.4559
River Park North Science and Nature Center—1000 Mumford Road	329.4560
South Greenville Center/Gym— 851 Howell Street	329.4549
Sports Connection— 1701 East 14th Street	215.9090
Swimming Pool— 400 Nash Street	329.4563

### PARKS

Andrew A. Best Freedom Park—315 Oakdale Road
Beatrice Maye Garden Park—Tyson Street
Bradford Creek Soccer Complex—Old Pactolus Road
Dream Park—1700 Chestnut Street
Elm Street Park—Elm Street
Evans Park—West Arlington Boulevard
Green Springs Park—East Fifth Street
Greenfield Terrace—Greenfield Boulevard
Guy Smith Stadium—Moye Boulevard
H. Boyd Lee Park—5184 Corey Road
Hillsdale Park—Sunset Avenue
Jaycee Park—2000 Cedar Lane
Live United Courtyard — 4th Street between Evans and Washington
Off-Leash Dog Area—1703 River Drive
Paramore Park—Fire Tower Road
Peppermint Park—East 14th Street
River Park North—1000 Mumford Road

River's Edge Park—300 Ash Street  
Perkins Little League Complex—1703 East 14th Street  
Thomas Foreman Park—Nash Street  
Town Common—First Street  
West Meadowbrook Park—Legion Street/Melody Lane  
Westhaven Park—Cedarhurst Road  
WestPointe Park—3575 Stantonsburg Road  
Wildwood Park — 3450 Blue Heron Drive  
Woodlawn Park—Woodlawn Avenue

OTHER RECREATION & PARKS NUMBERS

Senior Programs	329.4551
Special Populations	329.4541



## HELPFUL AREA INFORMATION

### **Airport**

American Airlines offers flights in and out of the Pitt-Greenville Airport each day. The airport, located off North Memorial Drive on Airport Road, is managed, operated, and maintained by the Pitt-Greenville Airport Authority. Call 902.2025.

### **Art Centers**

The Greenville Museum of Art, located at 802 South Evans Street, offers changing visual arts exhibits and art classes. Call 758.1946. East Carolina University operates the Gray Art Gallery in the Jenkins Fine Arts Building on the ECU campus. Call 328.6336. The Pitt County Arts Council at Emerge is located at 404 Evans Street, and can be reached at 551.6497.

### **Cable TV**

Cable TV services are available from Optimum and MetroNet. Optimum offices are located at 2120 West Arlington Boulevard and the phone number is 1-877-566-7266. MetroNet offices are located at 530 Greenville Boulevard SE and the phone number is 408.5957.

### **Calendar of Community Events**

A calendar of festivals, art exhibits, performing arts events, and other cultural events is maintained by the Greenville-Pitt County Convention and Visitors Bureau. Call 329.4200.

### **Chamber of Commerce**

The Greenville-Pitt County Chamber of Commerce develops, encourages, promotes, and protects the commercial, financial, general business, and residential interests of the Pitt County and Greenville area. Chamber offices are located in the historic Fleming House at 302 South Greene Street. Call 752.4101.

### **Convention and Visitors Bureau**

The Greenville-Pitt County Convention and Visitors Bureau, located in the city's uptown shopping and dining district at 417 Cotanche Street, is the umbrella organization for the area's hospitality industry. The Bureau provides comprehensive services for conventions, meetings, events and tour planners, as well as for visitors to Greenville, Pitt County, and Eastern North Carolina. Call 329.4200.



## **Courts**

The Pitt County Courthouse is located on the corner of Third and Evans Streets. For information about court cases, call the Clerk of Court at 695.7100.

## **Disabled Services**

For information about services for the disabled, call the Independent Living Program at 830.3471.

## **Driver's Licenses**

The North Carolina driver's license office is located at 4651 North Creek Drive in Greenville. Call 830.3456.

## **Economic Development**

Business recruitment and expansion programs are provided by the Greenville ENC Alliance (751.6018) and the Pitt County Development Commission (758.1989).

## **Education**

The Pitt County Board of Education/School Administration Building is located at 1717 West Fifth Street (830.4200). Pitt Community College is located on Highway 11 South of Greenville (493.7200). East Carolina University is a State-supported four-year university located in downtown Greenville (328.6131).

## **Habitat for Humanity**

Habitat for Humanity seeks to eliminate poverty housing and homelessness from the world and to make decent shelter a matter of conscience and action by building simple, decent houses in partnership with people in need. The Habitat for Humanity office and resale store are located at 146 SW Greenville Boulevard. Call 758.2947.

## **Homeless Shelter**

The mission of the Community Crossroads Shelter is to assist in providing for the basic human needs of persons who are temporarily homeless. Guests are required to participate in programs designed to promote responsible, independent living. The shelter is located at 207 Manhattan Avenue. Call 752.0829.

## **Hospital**

ECU Health Medical Center is part of the ECU Health system, a private, not-for-profit regional health care system that serves 29 counties in eastern North Carolina. The hospital is located at 2100 Stantonsburg Road. Call 816.4100.

## **Housing Authority**

The Greenville Housing Authority owns and manages 714 low-rent housing units located in seven projects throughout the city, including a 60-unit mid-rise for elderly citizens. The Authority also owns, manages, or administers 746 “Section 8” units. For additional information, call 329.4000.

## **Landfill**

Pitt County operates several landfill facilities for Greenville and County residents. Call 902.3350 for the waste and recycling collection site nearest you. The City and County urge all residents to recycle and save space in the landfills. For recycling information, call 902.3350.

## **Legal Aid Services**

Legal Aid of North Carolina at 301 South Evans Street, Suite 102, provides free legal services for qualified low-income residents in cases involving civil matters. Call 758.0113.

## **Libraries**

Sheppard Memorial Library and its branches serve the citizens of Greenville and Pitt County. The main library is located at 530 South Evans Street, Greenville; the Carver Branch is at 618 West 14th Street, Greenville; the East Branch is housed in the Recreation/Library Center at Jaycee Park, 2000 Cedar Lane, Greenville; the Bethel Branch is located at 201 Ives Street, Bethel; and the Winterville Branch is located at the 2613 Railroad Street, Winterville. For information about library services and activities, call 329.4580; Children’s Library, 329.4581; Carver Branch, 329.4583; East Branch, 329.4582; Bethel Branch, 825.0782; Winterville Branch 756.1786.

## **License Plates**

To renew or get a new license plate, go to the local office of the NC License Plate Agency located at 2462 Stantonsburg Road. For more information, call 252.756.5099.

## **Passports**

Passport services are provided at the Pitt County Register of Deeds office located at 100 East First Street and the main Post Office located at 300 West 2nd Street. Appointments are required. For an appointment with the Register of Deeds, call 252.902.1663. For an appointment at the post office, call 919.420.5343 or 252.752.2153.

## **Pitt County**

Pitt County Administrative Offices are located at 1717 West Fifth Street. The number for the

County Manager's Office is 902.2951.

### **Post Office**

The U.S. Postal Service maintains three offices within the City Limits of Greenville. The Main Post Office is located at 300 West Second Street (752.2153). The Carrier Annex is located at 2728 South Memorial Drive (321.2291). The ECU Post Office is located at 806 East Tenth Street across from the campus of East Carolina University (758.2988).

### **Regional Science Center**

A Time for Science offers exhibits, programs, and field experiences for visitors with opportunities to get up close and personal with science and nature. Call 364.2862.

### **Register of Deeds**

The Register of Deeds, located in the Pitt County Courthouse at 100 West Third Street, handles marriage licenses, birth certificates, death certificates, property deeds, and passports. For more information, call 902.1650.

### **Services for the Disabled**

To find out what services are available for disabled citizens in Greenville, call the Independent Living Program at 830.3471.

### **Social Security**

The Social Security Administration maintains an office in Greenville at 2805 Charles Boulevard. For more information, call 758.1634.

### **State-Maintained Roads**

The North Carolina Department of Transportation maintains the state highway system. If you need to report a problem concerning highways or other state-maintained roads in Greenville, call 439.2800.

### **United Way**

The United Way of Pitt County is a non-profit organization which provides financial, volunteer, and management support to 19 local human care agencies. For more information about these agencies and the services they offer, call 758.1604.

### **Utility Services**

Water, sewer, electricity, and natural gas services are provided by Greenville Utilities Commission, located at 401 South Greene Street. For information about services or bills, call 752.7166.

### **Voter Registration**

Elections for the City of Greenville are conducted by the Pitt County Board of Elections. To register to vote or get more information, visit the Board of Elections at 1717 West Fifth Street (behind the main County office building) or call 902.3300.

# HELPFUL AREA PHONE NUMBERS

Airport, Pitt-Greenville	902.2025
Better Business Bureau (Raleigh)	1.800.222.0950
Cable TV (Suddenlink)	756.5677
Chamber of Commerce, Greenville-Pitt County	752.4101
Clerk of Court, Pitt County Government	695.7100
Convention and Visitors Bureau, Greenville-Pitt County	329.4200
Convention Center	321.7671
Crossroads Community Shelter (Homeless Shelter)	752.0829
Department of Motor Vehicles (Driver's License Bureau)	830.3456
District Attorney, Pitt County	695.7200
East Carolina University Information	328.6131
ECU Health Medical Center	847.4100
Employment Security Commission	355.9067
Greenville ENC Alliance	751.6018
Greenville Jaycees	931.2854
Greenville Museum of Art	758.1946
Greenville Utilities Commission	752.7166
Housing Authority, Greenville	329.4000
Humane Society of Eastern North Carolina	413.7247
Humber House, NC Division of Archives and History	830.6580
Internal Revenue Service (IRS)	561.4040
Legal Aid	758.0113
License Plate Agency	756.5099
Magistrate's Office	695.7395
N.C. Cooperative Extension Office	902.1700
Passports (U.S. Post Office)	877.487.2778
Pitt Area Transit System	902.2010
Pitt County Animal Shelter	902.1725
Pitt County Board of Elections	902.3300
Pitt County Council on Aging	752.1717
Pitt County Development Commission	758.1989
Pitt County Health Department	902.2300
Pitt County Landfill	902.3350
Pitt County Offices	902.2951

Pitt County Register of Deeds	902.1650
Pitt County Schools	830.4200
Pitt County Sheriff's Office	902.2800
Pitt County Social Services	902.1110
Pitt County Tax Collector	902.3425
Probation & Parole Office	830.8590
Sheppard Memorial Library	329.4580
Social Security Administration Office	758.1634
The Daily Reflector (newspaper)	329.9500
United Way of Pitt County	758.1604
Uptown Greenville Association	561.8400
U.S. Post Office (Main Branch)	752.2153
WCTI-12 News	758.4061
WITN-7 News	355.5951
WNCT-9 News	355.8500



GREENVILLE CITY HALL





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