

NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: June 28, 2017

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A letter from Cliff Taffet, General Deputy Assistant Secretary of HUD's Community Planning and Development Office, regarding for the FY 17 allocations to the City for the Community Development Block Grant and HOME Investment Partnerships programs
2. A memo from Gary Fenton, Director of Recreation and Parks, regarding South Greenville Recreation Center
3. A memo from Gary Fenton, Director of Recreation and Parks, regarding the "Beyond Bricks and Mortar: Revisiting the Sycamore Hill Community" exhibit currently being displayed at the Eppes Center until August 23, 2017
4. An email from Kevin Mulligan, Director of Public Works, as a reminder that backyard refuse collection will end June 30

mc

Attachments



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-7000

OFFICE OF THE ASSISTANT SECRETARY FOR
COMMUNITY PLANNING AND DEVELOPMENT

June 15, 2017

The Honorable Allen Thomas
Mayor of Greenville
200 West Fifth Street
P.O. Box 7207
Greenville, NC 27835-7207

Dear Mayor Thomas:

I am pleased to inform you of your jurisdiction's Fiscal Year (FY) 2017 allocations for the Office of Community Planning and Development's (CPD) formula programs, which provide funding for housing, community and economic development activities, and assistance for low and moderate-income persons and special need populations across the country. President Trump signed Public Law 115-31 on May 5, 2017, which includes FY 2017 funding for these programs. Your jurisdiction's FY 2017 available amounts are:

Community Development Block Grant (CDBG)	\$792,951
HOME Investment Partnerships (HOME)	\$332,082
Housing Opportunities for Persons with AIDS (HOPWA)	\$ 0
Emergency Solutions Grants (ESG)	\$ 0

The timing of enactment of HUD's full fiscal year appropriation has significantly shortened the window available to grantees to submit an Annual Action Plan given the effective submission deadline of **Wednesday, August 16, 2017**. The Department cannot provide relief from this deadline as it has been established pursuant to statute and HUD encourages grantees to expedite efforts to finalize and submit their Annual Action Plans. To assist in this effort, CPD has issued a waiver to reduce the public comment period associated with these plans from 30 to 14 days.³⁸⁷ Failure to submit an Annual Action Plan by August 16, 2017, will cause a grantee to forfeit its FY 2017 CDBG formula funding allocation. If you have questions or require assistance in preparing and submitting your Annual Action Plan, please contact your responsible CPD office.

This letter highlights several important points related to these programs. We remind grantees that CPD seeks to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, expand economic opportunities for low and moderate income and special needs populations including people living with HIV/AIDS. The primary means towards this end is the development of partnerships among all levels of government and the private sector, including both for-profit and non-profit organizations.

³⁸⁷ Waiver is available at [Waiver of 24 CFR 91.105\(b\)\(4\) and 24 CFR 91.115\(b\)\(4\) for FY 2017 Action Plans for Community Planning and Development Program Funds](#)

The Department continues to emphasize the importance of effective performance measurements in all its formula grant programs. Proper reporting in the Integrated Disbursement and Information System (IDIS) is critical to ensuring grantees are complying with program requirements and policies; providing demographic and income information about the persons that benefited from a community's activities; and allowing HUD to monitor grantees. Your ongoing attention to ensuring complete and accurate reporting of performance measurement data continues to be an invaluable resource with regard to the impact of these formula grant programs.

The Office of Community Planning and Development is looking forward to working with you to promote simple steps that will enhance the performance of these critical programs and successfully meet the challenges that our communities face. If you or any member of your staff have questions, please contact your local CPD office director.

Sincerely,

A handwritten signature in black ink, appearing to read "Cliff Taffet". The signature is fluid and cursive, with a large initial "C" and a long, sweeping tail.

Cliff Taffet
General Deputy Assistant Secretary

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: June 28, 2017
Re: NTC – South Greenville Concerns

On Monday, June 19th, a meeting was held at South Greenville Rec Center (SGRC) involving Recreation Superintendent Don Octigan and Interim Recreation Manager Bershuan Thompson, meeting with community members Jumail Blount, Norma Warren and other citizens desiring to share concerns about the Center's services.

Some of their expressed concerns and staff's responses follow:

- **Expressed Concern:** *Why is a key fob entry system necessary?*

Response: The purpose of the key fob system is for staff to be aware of who is/has been in the facility, to help track the amount of usage the facility is getting and at what time, and to later be able to provide center information to participants by mail or e-mail.

It was also shared with attendees that other facilities will be using the key fob system as funds become available to install the needed hardware and software.

- **Expressed Concern:** *The entryway is secured; people have to be given access into the building.*

Response: The front entryway was designed to meet the same specifications as Pitt County School buildings. This was a requirement of the school system since the gym is used for their physical education classes. It also helps assure the safety of participants.

- **Expressed Concern:** *Programs are not promoted to neighborhoods surrounding the center and fees are a challenge for some individuals.*

Response: Flyers and departmental program brochures are available inside the facility and staff share these publications and the leisure opportunities they promote with adults, teens and children visiting the center. Staff will work with volunteers and the Housing Authority to promote facility offerings to individuals and families in the community.

Staff will also make sure individuals are aware of the Financial Assistance Program which allows participants to enroll in a program at a reduced fee. The minimum fee for qualifying individuals is \$10 per program, and each individual - adults or children - are allowed a total of \$150 in subsidy money during a 12 month period. (Example: Within one year, a single individual could register for three \$60 programs. at \$10 each. The City's subsidy of those programs would be \$50 for each program, for a total subsidy of \$150.)

- **Expressed Concern:** *Current programs take away from open gym time for the community.*

Response: Finding the right balance between organized, formal programs (leagues, instructional classes, etc.) and drop-in, unstructured, open play is always a challenge; both are important.

This has been addressed at the start of summer with open gym during these hours:

Monday, Wednesday & Friday: 10am – 1pm and 4pm – 8pm

Tuesday & Thursday: 10am – 1pm and 4pm – 5pm (Jr NBA Basketball League begins at 5:30)

Saturday: 9am – 1pm

Sunday (began June 25th): 1pm – 5pm

This schedule provides the community at least 6 hours of free play Monday / Wednesday/Friday and 4 hours on Tuesday/Thursday, as well as 4 hours on Saturday and another 4 on Sunday.

SGRC is the only center open on Sunday. However, these Sunday hours will be for a trial basis until the end of August. About \$4,000 in additional part-time salaries will be needed for Sunday afternoon hours year round at South Greenville.

Staff are currently conducting satisfaction surveys for the SG facility. A report regarding the feedback received will be made available in late summer.

- ***Expressed Concern:*** *Hiring practices for staff and volunteers.*

This concern was in regard to advertising job openings, the makeup of the current SGRC staff, and background checks being required for volunteers.

Response: Job openings are announced in postings through the Human Resources Department; there is an online application process. Staff will also post hard copies of job openings in the facility to increase awareness of these employment opportunities.

The current staff makeup of SGRC is two Caucasian females, one Caucasian male, five African American males and three African American females (Total staff:11. Note: The Caucasian male is our Recreation Supervisor for Senior Programs. Housing this position at SGRC allowed us to have additional staff presence at the facility without the center incurring additional staff costs.)

Background checks for volunteers. For the protection of customers and staff, such checks are a normal, required process in most recreation agencies. The background check process was explained: The volunteer completes the consent form, which is then submitted to SSCI (Southeast Security Consultants, Inc.), a 3rd party company that then processes the background check. The company then sends the report directly to Human Resources, where it is reviewed by HR staff and a decision is made whether to approve the candidate for volunteer service. Recreation and Parks staff are not made aware of the details of the report and are only informed as to whether a volunteer is eligible for work.

According to staff, the meeting was productive and ended well, although at times questions were difficult due to their sensitive nature of covered topics. However, the concerns shared were from those who are very passionate about the community.

Bershuan and Don explained that we all share the same goal: to provide recreational services for all participants no matter their race, gender or economic status. They acknowledged understanding the importance of reaching out to the community and sharing all the opportunities SGRC has to offer, which we will continue to do.

Please let me know if there are any questions.

cc: Merrill Flood, Assistant City Manager

Memo

To: Barbara Lipscomb, City Manager
From: Gary Fenton, Director of Recreation and Parks 
Date: June 28, 2017
Re: “Beyond Bricks and Mortar: Revisiting the Sycamore Hill Community” Exhibit

“*Beyond Bricks and Mortar: Revisiting the Sycamore Hill Community*” is a photography project that shares the history of the Sycamore Hill Community, the “Downtown” neighborhood that once existed on the lands now occupied by Town Common and its surroundings. The purpose of the project is to celebrate and preserve the life stories, art and images representing the regional culture of Eastern North Carolina.

This unique and important exhibit was on display at East Carolina University’s Joyner Library from January 20, 2017 through March 26, 2017. Charlotte Fitz Daniels, Program and Event Coordinator for Joyner Library, contacted Recreation and Parks staff regarding possibly hosting the exhibit this past spring. ECU staff plan to have the exhibit in several locations throughout the City of Greenville and were interested in displaying the project in our recreation centers.

“*Beyond Bricks and Mortar*” will be displayed at the Eppes Center until August 23, 2017, and then will be displayed at the Pitt County Arts Council at Emerge. The exhibit will then return to our facilities, being on display at the South Greenville Recreation Center, from October 3, 2017 to January 31, 2018.

This is a wonderful opportunity for a piece of history to be shared in both communities.

Note: The Eppes Alumni Annual Reunion will begin this Friday, July 1st and some attendees will be getting their first glimpse of the project at the Eppes Recreation Center. The photography and accompanying narrative will be on display in the multi-purpose room.

The exhibit will be available for public viewing any time the center is open and there are no specific events or private rentals scheduled in the multi-purpose room. Eppes Recreation Center is open 9am – 9pm Monday through Friday and noon – 4pm Saturdays.

For further information, the public can contact center staff at (252) 329-4548.

Please let me know if there are any questions.

cc: Merrill Flood, Assistant City Manager

Barbara Lipscomb

From: Kevin Mulligan
Sent: Tuesday, June 27, 2017 5:42 PM
To: Barbara Lipscomb; Brock Letchworth; Merrill Flood; Michael Cowin
Cc: Delbert Bryant
Subject: Backyard Collection ends June 30

Reminder – Backyard collection will officially end after the June 30th collection date. The next collection date is July 5th and the 500 existing backyard customers will officially be converted to curbside. All 500+ have the green and blue roll-out carts. As a reminder to our post cards, social media and discussions with them during cart purchase, we will be providing two robo-calls to these customers.

We sent out a NTC on June 6th regarding this issue.

Kevin Mulligan, PE
Director of Public Works
City of Greenville, NC
kmulligan@greenvillenc.gov
www.greenvillenc.gov
252-329-4520



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* Please note that any and all correspondence to and from this email address is subject to North Carolina Public Records Law and may be disclosed to third parties.

Memorandum

To: Barbara Lipscomb, City Manager
From: Kevin Mulligan, PE, Director of Public Works 
Date: June 6, 2017
Subject: Backyard Refuse Collection

During its April 9, 2012, meeting, the City Council voted to grandfather backyard refuse collection service until June 30, 2017. At the time of this vote, the City had approximately 5,500 citizens using the backyard service option. Since that time, several methods of notifying citizens of the savings associated with switching to curbside refuse collection have been used. As the June 30, 2017, deadline approaches, Public Works has entered into the final phase of backyard collection of garbage and recycling. There are currently about 500 customers still receiving backyard services for their refuse. The current fee for this service is \$44.80.

In preparation for the final conversion to curbside service, post cards printed with curbside information were mailed twice to the 500 backyard customers. Additionally, information was included on their GUC billing statement. This was a concerted effort to make this transition as smooth as possible prior to the July 4th holiday which coincides with the final days of backyard collection service. Roll-out carts are being delivered with an informational flyer detailing specifics about the City's curbside collection practices. On May 15, 2017, Public Works personnel began delivering roll-out carts to the 500 remaining customers. These cart deliveries will conclude on June 9, 2017. Residents are billed for their green garbage cart while the blue recycling cart is free.

The City of Greenville will conclude its backyard service to all residents ^{by} on June 30, 2017. The City of Greenville now joins the other ten most populous cities in the State with providing automated curbside collection.

cc: Delbert Bryant, Sanitation Manager

* Excluding medical needs - BL