

# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Ann E. Wally, City Manager  
DATE: April 28, 2021  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Lisa Kirby, Director of Engineering, regarding a BUILD Grant project public meeting on April 29, 2021 at 6:00 p.m.
2. A memo from Don Octigan, Director of Recreation and Parks, regarding a Recreation and Parks community programming update
3. A memo from Don Octigan, Director of Recreation and Parks, regarding a Bradford Creek Golf Course update
4. A memo from Byron Hayes, Director of Financial Services, regarding an Incubate to Accelerate (MWBE) update

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Attachments



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# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Lisa Kirby, PE, CFM, Director of Engineering  
**Date:** April 28, 2021  
**Subject:** BUILD Grant Project – Public Meeting #2

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In June 2020, Council awarded Task Order #1 for professional design services on the City's BUILD Grant projects to Kimley-Horn and Associates. Since then, the design team has been working hard to prepare preliminary plans. Over the past few weeks, staff has been reviewing 60% design plans for each of the project components in the BUILD Grant. These plans were presented to Council during the April 5, 2021 workshop.

Throughout the process, the design team has undertaken several initiatives to solicit public comments. A newsletter and survey were mailed to citizens adjacent to and surrounding the project corridors; these were also posted on the City's BUILD Project website ([BUILDprojects.greenvillenc.gov](http://BUILDprojects.greenvillenc.gov)) to allow online comment. Other pertinent information, such as overviews of the various project components and the proposed timeline, has remained posted on the project website and has been periodically updated.

The first public meeting was held on November 18, 2020 via Zoom, and a virtual stakeholder meeting was held on December 17, 2020. Comments were received from both of these meetings and were considered as the design progressed.

A second virtual public meeting is scheduled via Zoom on April 29, 2021, at 6:00 P.M. City of Greenville staff and Kimley-Horn will share 60% design information and solicit feedback. As with public meeting #1, a pre-recorded 20 minute presentation has been posted to the project website in advance of the meeting.

Notification postcards were mailed to residents the week of April 12<sup>th</sup>, additional public meeting notifications were hand delivered on April 15<sup>th</sup>, and a robo-call occurred later that same day.

LK

cc: Lynn Raynor, PE, Civil Engineer III



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**To:** Ann Wall, City Manager  
**From:** Don Octigan, Director of Recreation and Parks *DO*  
**Date:** April 28, 2021  
**Re:** Recreation & Parks Community Programming Update

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Greenville Recreation and Parks Department, in partnership with Heartoscope, have developed a plan to expand art based programs in the West and South Greenville communities. Heartoscope is a local non-profit that focuses on expanding art opportunities to the community.

Recreation Manager Chasity McCurdy and her staff have been working with Deborah Sheppard, Executive Director of Heartoscope, on various programming ideas. Staff and Ms. Sheppard have recently finalized exciting program plans for South Greenville Recreation Center and Eppes Recreation Center.

The partnership will begin with a five program summer series that includes painting, graphic design, acting, and culinary arts. The program will focus on increasing social skills, enhancing the knowledge of different mediums of art, and improving self-confidence for youth. The five programs developed are listed below.

**HeART Exchange Weekend Overview:**

- 1) May 8: "Paint & Gogh" at Eppes Recreation for ages 8-12
- 2) June 12: Graphic Design at South Greenville for ages 10-16
- 3) June 26: Acting at South Greenville for ages 12-17
- 4) July 10: Mommy & me cooking class at Eppes Recreation Center for ages 5-11
- 5) July 24: Daddy & me cooking class at Eppes Recreation Center for ages 5-11

In addition to the partnership with Heartoscope, South Greenville Recreation Center staff will host a two day Resume Building Workshop. The free workshop is scheduled for 11am on May 18<sup>th</sup> and June 8<sup>th</sup>. The 90 minute sessions will help job seekers create an effective resume. After crafting their resume, participants will work with instructors on a job application and have the opportunity to improve their job interview skills. The goal of the workshop is to prepare individuals for the hiring process as they seek various jobs within the community.

As additional outreach programs are developed, staff will work to promote opportunities through the community via neighborhood flyers and the City's social media pages. Staff will also seek input from community members to help with future planning efforts.

Please let me know if there are any questions.

cc: Michael Cowin, Assistant City Manager



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**To:** Ann Wall, City Manager  
**From:** Don Octigan, Director of Recreation and Parks *DO*  
**Date:** April 28, 2021  
**Re:** Bradford Creek Golf Course Update

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Fiscal Year 2021 has been a great year so far at Bradford Creek Golf Course. The course, managed by Antares Golf, LLC, continues to see an increase in the number of rounds played monthly, therefore resulting in positive financial reports. The City of Greenville and Antares Golf LLC continue to strengthen the partnership which has had a direct impact on the course thus far. This update provides details regarding Recreation and Parks staff involvement, marketing initiatives and overall year to date usage report.

Recreation and Parks Superintendent Dean Foy has been working 8-12 hours per week at Bradford Creek Golf Course since January. His involvement with course operations has enhanced the communication between Antares Golf, LLC and the City, which has been beneficial for both parties. Since January, various meetings between golf course staff and Mr. Foy have taken place to ensure the recent success at the golf course continues.

In February, City staff met with Bradford Creek Golf Course employees to discuss marketing initiatives for the spring and summer. The City has since helped promote golf course specials, employment opportunities and other general announcements. As programming and events expand at the course, City staff will continue to work with golf course employees to promote all activities to the community.

Other meetings with golf course staff have been held to discuss overall operations of the course. Items discussed included but were not limited to clubhouse appearance, overall course maintenance, usage reports (*number of rounds and driving range*), financial updates, overall course outlook and continued involvement of City staff. These meetings will be on-going to ensure the strong communication between City staff and Antares Golf, LLC will continue to have a positive impact on the course.

The year to date report for the golf course continues to show an increase in play over previous years. To date, the course has reported 15,813 rounds played, compared to 10,481 in 2020. The year to date income for the course reported by Antares Golf, LLC is \$467,072 through March. In 2020, the January through March income total was \$289,367. The increased play at the course has resulted in an approximately 61% increase in revenue from a year ago through the first quarter of the year.

Recreation and Parks staff will continue to provide support to Bradford Creek Golf Course to ensure the continued success throughout 2021. As further details on events and programming are finalized, staff will provide updates and promote offerings through various marketing strategies to the community.

Please let me know if there are any questions.

cc: Michael Cowin, Assistant City Manager

# Memorandum

**To:** Ann E. Wall, City Manager  
**From:** Byron Hayes, Director of Financial Services *BA*  
**Date:** April 28, 2021  
**Subject:** Incubate to Accelerate (MWBE) Update

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Mr. Edward Atkinson of Edward Atkinson Trucking is the latest recipient of MWBE Loan Funds. Closing on April 27, Mr. Atkinson was awarded \$10,000 for the repair of equipment on his dump truck that had been in disrepair for several years. Ignoring the problem is only causing him to lose revenue; however, the proceeds of the loan will allow him the opportunity to make much-needed repairs that will increase his cash flow severely hampered by COVID-19. A second potential borrower has completed underwriting and is scheduled to complete the loan interview on May 5. If the firm decides to continue with the loan process, a closing will be scheduled before the end of the month.

A total of nine (9) interest forms have been submitted and four (4) applications for the Loan Fund. One (1) remaining firm is in underwriting. Several of the firms are new businesses that require a Sufficiency Review by our partner, the Small Business Technology Development Center (SBTDC) to make certain their business plan and financials are sound. We look forward to reviewing their applications once the Review is complete.

Please find below additional updates and metrics for each of the strategies employed under the Incubate to Accelerate (IA) Initiative.

## **Back Office Supportive Services (BOSS)**

- Received four (4) interest forms.
- Referred three (3) firms to our partner, Chris Jenkins Management and Consulting, for the initial business assessment and consultation.
- We are continuing to monitor the progress of these initial consultations to measure services needed/provided.

## **Rental Assistance**

- Partnered with Sheila Leggette of Nulook to sponsor Pop-Up Shop on the Mall. The purpose of this partnership was not only to support small businesses without a permanent location, but also to serve as a pipeline for the 415 Evans retail space.
- Hosting an Open House/Pop-Up Juneteenth Celebration in Uptown Greenville through the partnership with Shiela Leggette. The event will focus on 415 Evans and be a pop-up of local MWBE retail businesses. The event will also include food, additional vendors, a merchant crawl, and fun for the family.

## **Shared Kitchen Space**

- After executing the contract to lease the Gold Post, we found that the Health Department requires additional inspection before we can lease to other operators. We are currently working

with the Health Department to complete the final inspection while simultaneously reviewing applications for entry into the space

Please feel free to contact me with questions.

Cc: Michael Cowin, Assistant City Manager/CFO  
Denisha Harris, Financial Services Manager/Purchasing