

NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: March 8, 2023

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Don Octigan, Director of Recreation and Parks, regarding aquatic programming update
2. A memo from Don Octigan, Director of Recreation and Parks, regarding ECU Women's Tennis facility use
3. A memo from Byron Hayes, Director of Financial Services, regarding National Procurement month

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Attachments



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To: Ann Wall, City Manager
From: Don Octigan, Director of Recreation and Parks *DO*
Date: March 8, 2023
Re: Aquatic Programming Update

Greenville Aquatics and Fitness Center staff are gearing up for a busy summer planning operations at the Greenville Outdoor Aquatic Center by recruiting lifeguards and planning aquatic programs. This memo is to provide an update on efforts staff are taking to ensure a successful and safe summer.

Staff are planning four days to sell memberships and to collect signed waivers at several facilities in an effort to reduce the wait time when the pool opens. A promotional flyer is attached and will be placed in facilities throughout the City and sent to past season pass holders. Residents will be able to purchase membership passes on the following dates and locations:

- April 1, 10am-12pm at South Greenville Recreation Center
- April 8, 5pm-7pm at the Greenville Outdoor Aquatic Center in Thomas Foreman Park
- April 19, 6pm-8pm at Jaycee Park
- April 26, 5pm-7pm at the Greenville Outdoor Aquatic Center in Thomas Foreman Park

To help increase staffing levels with Lifeguards, staff have developed a Lifeguard In Training (LIT) program for individuals who are interested in working for the City but do not have a lifeguard certification. Interested individuals will submit an employment application for consideration and potential candidates will be interviewed and must pass a swim test. Selected individuals will then complete the hiring process and the Department will pay for them to attend a lifeguard certification class and for the certification.

In addition, staff are planning a recruitment event at Eppes Recreation Center on April 1st from 12pm-2pm to engage the community and promote the program. Staff are also holding seven lifeguard certification classes, including one being hosted at Eppes Recreation Center May 12-14.

Staff have also been working to develop a quality swim lesson programs that fits the needs of the public. Swim lesson are offered for children starting at the age of 6 months old up to adults of any age. There will be 66 different swim lesson at the Greenville Aquatics & Fitness Center during the spring & summer season and 14 lessons held at Greenville Outdoor Aquatics Center this summer. In addition, we will have a swim team, Yellow Fins, that will swim against other teams who participant in the Greenville Area Swim League (GASL).

Please let me know if there are any questions.

cc: Michael Cowin, Deputy City Manager
Dennis Vestal, Recreation & Parks Superintendent

Registration Days

GREENVILLE OUTDOOR AQUATIC CENTER



Come out and preregister for Summertime by completing forms for Day or Season Passes!

Sat., April 1st 10am - 12pm at South Greenville Recreation Center (851 Howell St)

Sat., April 8th 11am - 1pm at the Outdoor Aquatic Center (400 Nash St)

Wed., April 19th 6pm - 8pm at Jaycee Park (2000 Cedar Ln)

Wed., April 26th 5pm - 7pm at the Outdoor Aquatic Center (400 Nash St)

**City of Greenville Residents will need to bring proof of residence.
Acceptable documentation are a Government Issued ID or a Current Bill with Name & Address.**

Scan for more
information about the
Aquatic Centers



**For more information contact Shannon at:
(252) 329-4043 or slongo@GreenvilleNC.gov**



LIFEGUARD IN TRAINING

**Are you interested in becoming a
Lifeguard, but don't have the required
certification?**

**Apply to be an LIT and get paid to gain the
skills needed to become a lifeguard and
work for Greenville Recreation and Parks.**



Scan the code to apply now
or call (252) 329-4041
for more information.



SCAN ME



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To: Ann Wall, City Manager
From: Don Octigan, Director of Recreation and Parks *DO*
Date: March 8, 2023
Re: ECU Women's Tennis Facility Use

Recreation and Parks is excited to announce a renewed contract with ECU Athletics for the 2023-2024 academic year. The contract renewal will allow continued use of River Birch Tennis Center by ECU Women's Tennis. This memo is to provide an overview of the facility use but is not inclusive of all activities and events.

Below are details outlining the 2022-2023 activities of ECU Women's Tennis at River Birch Tennis Center.

Fall 2022:

- Team Practices held Monday – Friday, August 29th – November 30th
- December 3rd: Led an abilities Clinic alongside our Specialized Recreation staff

Spring 2023:

- Team Practices held Monday – Friday, January 9th – April 15th
- January 21st: Match at 12pm
- February 18th: Match at 2pm
- February 29th: Match at 1pm
- February 24th: Match at 2pm
- March 3rd: Men's Night Fundraiser
- April 7th: Match at 11am
- April 9th: Match at 11am

Please let me know if there are any question.

cc: Michael Cowin, Deputy City Manager
Heather White, Recreation and Parks Superintendent

To: Ann E. Wall, City Manager
From: Byron Hayes, Director of Financial Services *BH*
Date: March 3, 2023
Subject: National Procurement Month

The Financial Services Department/Purchasing Division will host National Procurement Month. Procurement Month is a national event celebrated in the month of March for Procurement Professionals across the country. **This year our theme is: "Partnering to Build Stronger Procurement Relationships through Strategic Solutions".**

To celebrate, Financial Services Department/Purchasing Division has planned procurement training opportunities for employees the week of March 27th-March 31st to learn, network, have fun, and food!

Please contact me with questions. Thank you in advance for your participation.

Procurement Month Celebration 2023

Theme: Partnering to Build Stronger Relationships for the Future of Procurement through Strategic Solutions

March 27–31 • City Hall • 3RD Floor Gallery

Hosted by Financial Services Department/Purchasing Division

- **Monday, March 27**

Kickoff! • National Procurement Month 8:30 AM–10:00 AM • Join us for a light breakfast to celebrate YOU!

- **Tuesday, March 28**

Workshop: Understanding the Purchasing Process 101 • Presented by Wanda House, Financial Services Manager, and Tish Williams, MWBE Coordinator • Two Sessions, 9:00 AM–11:00 AM or 2:00 PM–4:00 PM

- **Wednesday, March 29**

Workshop: Understanding the Legal Aspects of Procurement • Presented by Dene Alexander, Assistant City Attorney • Two Sessions, 9:00 AM–11:00 AM or 2:00 PM–4:00 PM

- **Thursday, March 30**

Workshop: Amazon Day @ the City of Greenville • Presented by Lynn Meadows, Amazon Enterprise Customer Advisor • Two Sessions, 9:00 AM–11:00 AM or 2:00 PM–4:00 PM

- **Friday, March 31**

Celebrate Procurement Professionals Day! • 11:00 AM–1:00 PM (floating event) • Join us for lunch and get to know your Procurement Professionals in Purchasing!

For more information, please contact Cheryl House at 4461 or Amy Guilford at 4463.

