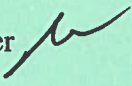


# NOTES

TO: Honorable Mayor and City Council Members  
FROM: Michael W. Cowin, City Manager   
DATE: February 6, 2024  
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Don Octigan, Executive Director of City Projects and Recreation Services, regarding Thomas Foreman Park Parking Lot Expansion
2. A memo from Kevin Mulligan, Director of Public Works, regarding Public Works Sanitation Division
3. A memo from Tiana Berryman, Director of Neighborhood and Business Services, regarding the Tenant Based Rental Program

mc

Attachments



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**To:** Michael Cowin, City Manager  
**From:** Don Octigan, Executive Director of City Projects & Recreation Services *DO*  
**Date:** February 7, 2024  
**Re:** NTC – Thomas Foreman Park Parking Lot Expansion

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The Parking Lot Expansion at Thomas Foreman Park was completed last week and re-opened to the public. This expansion was needed to help support the various activities and events that take place within the park and Eppes Recreation Center including Jacking Robinson Baseball League games, C.M. Eppes Alumni events, the Outdoor Aquatic Center, and all other programming.

This project was designed by The East Group and the project was awarded to S. T. Wooten Corporation for construction. The new parking lot features an additional 52 parking spaces bringing the total available spaces to 78 in this parking lot. The other parking lot, located on 4th Street near the Outdoor Aquatic Center, has 41 parking spaces bringing a total of 119 parking spaces for this park and facility.

In addition to expanding the amount of parking, an additional entrance was added to improve the access and circulation of traffic. Decorative fencing was added to the new parking lot to provide safety as a barrier between the parking lot and playground. Another safety aspect that was included in the scope of the project was to add LED lights throughout the parking lot. New landscaping is also featured around the parking lot improvements. This landscaping includes newly planted trees and shrubs.

Please let me know if there are any questions.


cc: Ken Graves, Deputy City Manager  
Mark Nottingham, Project Development Manager





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## Memorandum

**To:** Michael Cowin, City Manager  
**From:** Kevin Mulligan, PE, Director of Public Works   
**Date:** February 2, 2024  
**Subject:** Public Works Sanitation Division

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Public Works Sanitation Division has completed the collection of discarded Christmas trees. The trees were collected from single-family homes and multi-family complexes. The collection effort netted an estimated 8.5 tons of trees that will be chipped for mulch or used as boiler fuel. The trees will be disposed of by Pitt County.

Public Works Sanitation Division January's solid waste collection volume increased. The increase in volume results from our citizen's disposal of solid waste following Christmas, New Year's and Martin Luther King, Jr. holidays. The Public Works Sanitation Division also received above normal service requests for bulky item collection during January 2024.

During the past two months, the Public Works Sanitation Division, has worked extended hours to collect leaves placed at the curb. The volume of leaves placed at the curb has been reduced and yard waste collections are returning to the weekly service schedule. Residents are asked to separate limbs, sticks and other debris from leaf and grass clipping piles. Separate yard waste piles allow collection to be performed by leaf vacuum trucks.

As a reminder, residents are asked not to put plastic bags in the recycling carts. Requests for bulky item collection (furniture, mattresses, sofas) and electronics can be scheduled by calling Public Works at 329-4522.



NEIGHBORHOOD & BUSINESS  
SERVICES

## MEMORANDUM

To: Michael Cowin, City Manager  
From: Tiana Berryman, Director of Neighborhood & Business Services *TB*  
Date: February 5, 2024  
Subject: Tenant Based Rental Program

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The City of Greenville Tenant Based Rental Assistance Program is designed to provide rental assistance to low-income (50% AMI or less) residents who have experienced financial hardship and cannot afford to pay their rent. The program provides eligible households with one-time assistance of up to \$2,000.00, not to exceed three months of rent expenses. The program was funded through the HOME-America Rescue Plan Act at \$250,000.

Beginning on January 2, 2024, applications for assistance were accepted and staff received 435 requests for assistance. The initial applications were reviewed by staff and awards are being made to eligible households with rent in arrears through December 31, 2023. Approved awards total \$156,027 leaving a remaining balance of \$93,972. Due to availability of funds, a second round of applications will be accepted until funds are exhausted. The upcoming application period will consider arrears payments for those documenting inability to pay their rent through the January 31, 2024.

Neighborhood & Business Services staff will be accepting applications February 12, 2024 through February 16, 2024 between the hours of 10AM and 4PM in the Municipal Building lobby. Information regarding the rental assistance program is available online or by contacting Neighborhood & Business Services, Community Development Division at 252-329-4481.

cc: Dene' Alexander, Assistant City Manager  
Ken A. Graves, Deputy City Manager

DOC# 1190988