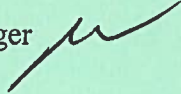


NOTES

TO: Honorable Mayor and City Council Members

FROM: Michael W. Cowin, City Manager 

DATE: March 6, 2024

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Valerie Shiuwegar, City Clerk, regarding board presentations
2. A memo from Don Octigan, Executive Director of City Projects and Recreation Services regarding the Rec-N-Roll spring calendar
3. A memo from Jacob Joyner, Director of Financial Services, regarding National Procurement Month

mc

Attachments



**City of Greenville
City Clerk's Office**

MEMORANDUM

TO: Michael Cowin, City Manager
FROM: Valerie Shiuwegar, City Clerk *VS*
SUBJECT: Board Presentations
DATE: March 4, 2024

Boards and commissions have been given the option of providing their annual reports to the City Council through Notes to Council. Attached to this memo is the report submitted by the Recreation and Parks Commission.



Find yourself in good company®

To: Valerie Shiuwegar, City Clerk
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: March 11, 2024
Re: Recreation and Parks Commission Annual Report

The Recreation and Parks Commission consists of nine (9) seats appointed by City Council. The Commission currently has eight (8) members including Gordon Darragh (Chair), Darin White (Vice-Chair), Kevon Gainer, Montez Bishop, Najiyah Lewis, Deborah Sheppard, Derrick Clark, Joel Sweeney, and Mayor Pro Tem Monica Daniels as the City Council Liaison.

The Commission conducted monthly meetings during the entire year. The Commission meets the second Wednesday of each month, excluding August and December.

The Commission receives a monthly staff report from each area of the department including Executive Director of City Projects and Recreation Services Don Octigan, Assistant Director of Recreation and Parks Heather White, City Projects & Development Manager Mark Nottingham and Recreation and Parks Superintendents Dennis Vestal and Darris Sawyer.

The Commission has specifically defined powers and duties:

1. Establish a system of supervised recreation for the City,
2. Set apart for use as parks, playgrounds, recreation centers or other recreation facilities any lands or buildings owned by or leased to the City upon approval of the City Council. The Commission may improve such lands and construct and equip such buildings and facilities as may be necessary to the recreation and parks program within the funds allocated to the Commission,
3. Acquire lands or buildings through gifts, purchase, lease or loan, as approved by the City Council,
4. Accept for the City, with the approval of the City Council, any grant, gift, bequest or donation of any personal or real property offered or made available for recreation or park purposes and which is judged to be of present or possible future use for recreation and parks,
5. Provide, construct, equip, operate and maintain parks, playgrounds, recreation centers and all buildings and structures necessary or useful to department functions and other park facilities owned or controlled by the City, or leased or loaned to the Commission by the owners thereof, and
6. Advise the City Council on all matters pertaining to bikeway planning and development, bicycle safety, and plans for a comprehensive city-wide bikeway system.

The Commission provides Recreation and Parks staff feedback on programs and events organized for the community. In some cases, they provide recommendations to Council on various projects and grant applications.

Below are a few projects, programs, events, and other initiatives led by staff which were reported to the Commission during 2023.

Review of Capital Improvement Projects

- 1) Guy Smith Stadium is currently being renovated and improved to accommodate a Coastal Plains League baseball team, the Greenville Yard Gnomes. New fencing, batting cages and additional bleachers, restrooms, concessions, and merchandise sales will be added to the stadium. Improvements will be complete in May 2024.
- 2) During 2023, Wildwood Park had several capital improvement projects reach completion. They are listed below:
 - a) The Welcome Center and playground were opened to the public in June.
 - b) The Chris Smith Mountain Bike Trails were opened and have seen regular use, even at night on Tuesdays.
 - c) The Bike Park, which features a paved pump track and dirt jumps, was completed and opened and is another unique feature that attracts people to Wildwood.
 - d) In January 2024 work was completed on the boardwalks, pedestrian bridge, and trail connection under the highway. This project completes the trail loop around the lake on the east side of the park and also allowed the City to open the west side of Wildwood Park for the first time.
 - e) Design work is nearly complete on the PARTF Grant project at Wildwood Park which will add additional parking and restrooms by the Bike Park along with some unique play features. Construction of these improvements should be complete in late summer of 2024.
- 3) ARPA Projects, partially funded by the American Rescue Plan Act:
 - a) The Dream Park Community Building: Renovation work has started on building improvements and the building is scheduled to be complete in Fall of 2024.
 - b) The Town Common Bulkhead: Construction drawings are being drafted in 2024 and if funding is available, work to replace the bulkhead will begin in 2025.
 - c) Greenfield Terrace: Designs are being finalized and the current schedule has construction started in August/September of 2024.
- 4) The conversion of three tennis courts into eight pickleball courts was completed in April 2023. The City has 15 outdoor tennis courts and 9 outdoor pickleball courts.
- 5) The thirty-year-old boiler at the Greenville Aquatics & Fitness Center was replaced in December 2023.
- 6) Construction on a new parking lot addition started at Thomas Foreman Park in November 2023 and was completed in February 2024.
- 7) The Department completed \$483,337 worth of Facility Improvement Projects in 2023 on the following projects:
 - a) Greenville Aquatics & Fitness Center – HVAC replacement
 - b) Thomas Foreman Park – Batting tunnel addition
 - c) H. Boyd Lee Park – Update exterior restroom rooms
 - d) River Birch Tennis Center – Parking lot update and repairs
 - e) Perkins Complex – Parking lot update and repairs
 - f) Greenville Aquatics & Fitness Center – Pool resurfacing and other repairs
 - g) Perkins Complex – Replace roof
 - h) Guy Smith Stadium – Interior upgrades & other repairs (electrical, painting, windows, & roof)

Review of Recreation Accomplishments

- 1) The Little League Softball World Series was held August 6-13, 2023 at Elm Street Park and was truly a success for the City of Greenville and the Recreation and Parks Department.
- 2) Social Media insights have grown tremendously for the department. For 2023, the department's Facebook page reached over 450,000 people, which is a 153.1% increase compared to 2022.

- 3) Staff have continued to program Wildwood Park with events and programming. Events ranging from Winterfest, the Easter Egg Rush and Lakeside Live to nature programs and activations such as trail walks have made Wildwood Park a place for all to enjoy.
- 4) Recreation and Parks staff at River Park North were awarded the second cycle of the North Carolina Museum Grant in the amount of 32, 563.92. The grant funds were used to hire a STEAM Lab Coordinator, maintain the lab at River Park North, and continue to help with the activation of Wildwood Park through various nature programs including guided trail hikes, swamp stomps, bug hunts, and other STEAM related nature programs.
- 5) The United States Tennis Association's (USTA) held the Junior Team Tennis State Championships in Greenville. This tournament took place in 2022 and returned in 2023. This event included champions from each of the thirteen local leagues across the state who competed for USTA North Carolina State Titles and the opportunity to advance to the USTA Southern Junior Team Tennis Sectional Championships.
- 6) The Special Events Team held the second annual Festival of Fright at Wildwood Park on October 27th-28th. This was a great success for our City that saw tremendous support from the Greenville community in sponsorship dollars as well as attendance.
 - a. Over 800 – Registered Participants
 - b. \$11,368 – Total Revenue
- 7) Multiple outreach events were held at various Recreation and Parks Facilities. Listed below are a few of the community outreach events that were organized by staff and through public private partnerships:
 - a. The "Rec-N-Roll" Mobilized Recreation Unit made its official debut during "Greenville Gives" on December 1st at Five Points Plaza. Activities provided by the unit served over 1,200 citizens.
 - b. "Trunk or Treat" at Greenfield Terrace – This free community event was held October 19th and over 200 community members attended with 15 various organizations handing out candy.
 - c. "Home for the Holiday" at Eppes Recreation Center – This event on December 16th was a partnership with HeARToscope for children ages 5-15. Attendees were able to participate in a wide range of activities including letters to Santa, face painting, a photo booth, food and music, as well as gift giveaways.
 - d. "Christmas Giveback" at South Greenville Recreation Center – This giveback on December 22nd featured approximately 200 people and distributed over 180 gifts. Some notable gifts included blankets, TV's, air fryers, shoes, and more.
 - e. "HeART of the City" - In partnership with HeARToscope, we provided an art-based community event along 5th Street in West Greenville on May 5th.
 - f. "Back to School Bash at BET" was a school supply giveaway on August 24th at the Barnes Ebron Taft Community Center for students and Pitt County Schools teachers held before the first day of school. GRPD partnered with NPHC of Pitt County to provide supplies and food.
 - g. "Welcome Back Cookout" - Specialized Recreation held an annual back-to-school event before fall programs and school began. We informed the public about upcoming programs we offered individuals with disabilities, and how to register for them. In 2023, for the first time, we included a school supply drive where all supplies were donated to special education classrooms in Pitt County. The event was held on August 26 from 11am-2pm at the Drew Steele Center.
 - h. "Holiday Break Day Camp" at Eppes Recreation Center – Campers ages 5-12 experienced fun-filled activities such as arts & crafts, cooking lessons, and team games during Pitt County Schools' holiday break. This was a 2-day camp held on Thursday, December 21st and Friday, December 22nd.
- 8) The City of Greenville Recreation and Parks Department presented the Annual Independent Day Celebration at the Town Common. Staff brought entertainment, sponsors, a non-profit partner, vendors, and a firework display to fill Town Common with July 4th splendor for the community.

- 9) Athletics staff have worked diligently to recruit participants for all programs ranging from youth to adult. Highlights over the past year include:
- a. 1,203 participants in Spring Future Stars Soccer – highest ever
 - b. 1,161 participants in Fall Future Stars Soccer – highest ever
 - c. 170 participants in Youth Flag Football
 - d. 6 teams in Adult Futsal – program returned from 2016
 - e. 134 participants in Fall Youth Baseball
 - f. 428 participants in Youth Basketball
 - g. 7 teams participating in Adult Kickball
 - h. 12 teams participating in Fall Adult Softball – highest since Fall 2019
 - i. 404 participants in Spring Greenie League – matched 2016
 - j. 269 Tennis Lessons given
 - k. Hosted seven baseball/softball tournaments
 - l. Hosted one tennis tournament
 - m. Hosted Beast of the East Soccer Tournament in partnership with Pitt-Greenville Soccer Association
- 10) Pickleball has held steady with participation in clinics, open play, lessons, and tournaments. There were over 229 participants enrolled in clinics and 193 participants enrolled in open play. Staff have continued to differentiate pickleball programming to meet the community's needs and plan to use the momentum of the growing participants to grow the programs offered in the upcoming year.
- 11) Summer Camp returned and the department offered 18 different camps and served over 1,800 participants with a fun and safe summer. There were five day camps, three art camps, seven sports camps, and three nature camps.
- 12) Specialized Recreation held the annual Spring Games for the first time since 2019. This was the first year the event was split into two days with over 600 participants across the two days and around 400 volunteers. The events include softball throw, long jump, competitive sprints and more for the athletes.

Review of Parks Division and Aquatics and Fitness Center Accomplishments

1. The Aquatics and Fitness Center increased membership by 54% in 2023 compared to 2022.
2. The Aquatics and Fitness Center hosted Senior Health Fairs on April 10th and November 15th with over 200 participants and 25 vendors at each.
3. The Outdoor Aquatic Center had over 15,000 visits to the pool during the 2023 season.
4. Aquatic staff hosted an employment recruiting event at Eppes Recreation Center to promote summer job opportunities. 31 Lifeguards were hired to work the summer with eight individuals completing through the Lifeguard in Training (LIT) Program.
5. Parks Division Staff completed significant improvements to the Dog Park by adding picnic tables with shade structures, play features for dogs, a dog washing station and another entrance to reduce wear and tear to the grounds.
6. Parks Division Staff completed Erosion repairs at Wildwood Park to help stabilize the bank.
7. Parks Division Staff made improvements to Eastside Park by installing a picnic table with shade structure, park bench overlooking the pond and adding material and grading the walking trails.
8. Parks Division Staff supported over 50 community events at various parks, organized by outside organizations. This in addition to supporting over 120 events organized by department staff.

Attached are several pictures highlighting various departmental initiatives. Recreation and Parks staff will continue to focus on providing quality programs and events for the community.

Please let me know if there are any questions.

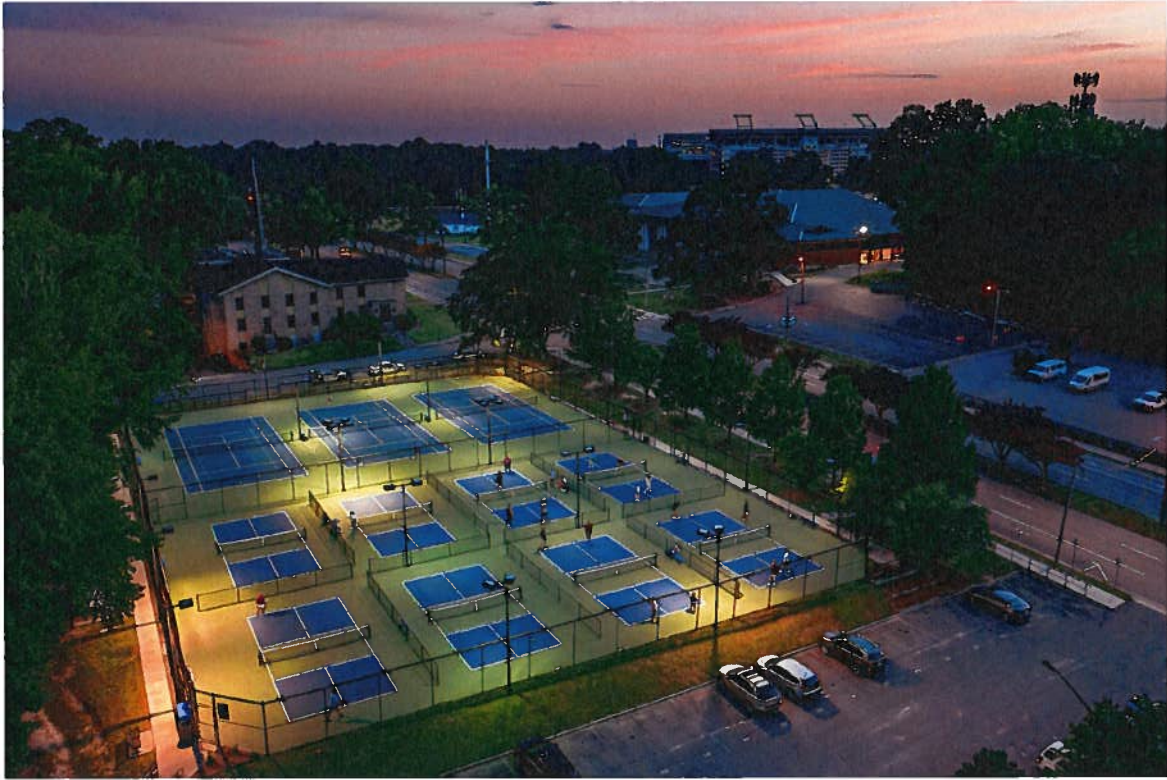
cc: Michael Cowin, City Manager
Ken Graves, Deputy City Manager
Heather White, Assistant Director of Recreation and Parks
Dennis Vestal, Superintendent



Wildwood Park Playground



Off-Leash Dog Area after Upgrades



Elm Street Tennis and Pickleball Courts



Fall Future Stars



Summer Camp Participants using the Outdoor Aquatic Center



Greenville Gives



Rec-N-Roll Mobile Recreation Unit



Special Olympics Spring Games



Trunk or Treat at Greenfield Terrace Park



HIIT Class at the Greenville Aquatics & Fitness Center



Fishing at River Park North



Young Potters Wheel



Find yourself in good company®

To: Michael Cowin, City Manager
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: March 6, 2024
Re: NTC – Rec N Roll Spring Calendar

Young and old, let's get ready to Rec-N-Roll! Recreation and Parks is excited to launch the 2024 spring calendar for our Rec-N-Roll Mobilized Recreation Unit. This spring, the mobile unit will extend its reach and provide a variety of diverse, inclusive recreational services during 20 community programming dates. In addition to community programming, the mobile unit will also expand services and provide activities during several events led by our Special Events team and programs developed through public private partnerships. In conjunction with community programming, City events, and public private partnerships, the Rec-N-Roll Mobile Unit will operate approximately 54 times this year.

After months of planning, organizing, and communicating with representatives from neighborhood communities, Rec-N-Roll will currently operate at 12 parks, neighborhoods, and open spaces. A calendar is attached indicating locations and dates from March – May, with additional dates coming soon!

Operation of the Rec-N-Roll Mobile Unit will be led by Recreation Supervisor, Randy Warren. In addition to navigating the unit to each of its destinations, Randy will also lead programming efforts alongside Recreation Assistant, Travis Clemons, and additional part-time staff. Our purpose is to provide a safe, playful environment, encourage activity engagement, and share information about future programming.

Rec-N-Roll dates will be promoted within communities being served by flyers, signs and door-to-door marketing by staff. Details will also be shared on the City website along with social media posts on various platforms.

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager
Heather White, Assistant Director of Recreation & Parks
Darris Sawyer, Recreation & Parks Superintendent

Rec-N-Roll

GREENVILLE RECREATION & PARKS

2024 Spring Calendar

March

Wednesday March 13th / Greenfield Terrace Park / 5pm-8pm

Friday March 15th / Meadowbrook Housing Authority / 3pm-7pm

Wednesday March 20th / Kristin Drive / 5pm-8pm

Friday March 22th / Thomas Foreman Park / 3pm-7pm

Wednesday March 27th / Paramore Park / 5pm-8pm

April

Wednesday April 3rd / Williamsburg Manor / 5pm-8pm

Thursday April 11th / South Greenville Park / 3pm-7pm

Wednesday April 17th / West Pointe Park / 5pm-8pm

Friday April 19th / Moyewood Housing Authority / 3pm-7pm

Wednesday April 24th / Paramore Park / 5pm-8pm

Friday April 26th / South Greenville Park / 3pm-7pm

May

Wednesday May 1st / Kristin Drive / 5pm-8pm

Friday May 3rd / Dubber Laney Housing Authority / 3pm-7pm

Wednesday May 8th / Williamsburg Manor / 5pm-8pm

Friday May 10th / New Town Housing Authority / 3pm-7pm

Wednesday May 15th / Greenfield Terrace Park / 5pm-8pm

Friday May 17th / University Towers Housing Authority / 10am-12pm

Friday May 24th / Verdura Housing Authority / 10am-12pm

Wednesday May 29th / Paramore Park / 5pm-8pm

Friday May 31st / South Greenville Park / 5pm-8pm

To: Michael Cowin, City Manager
From: Jacob Joyner, Director of Financial Services
Date: March 1, 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 “Continuing on the Procurement Journey with Excellence”.**

To celebrate, Financial Services Department/Purchasing Division have planned procurement-training opportunities for employees the week of March 18th- March 22nd to learn, network, fun, and food!

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

Procurement Month Celebration 2024

Hosted by: Financial
Services Department,
Purchasing Division



March 18–24 • City Hall • 3RD Floor Gallery

Theme: Continuing On the Procurement Journey with Excellence

MONDAY, MARCH 18TH

- ▶ **Kickoff: National Procurement Month Celebration Program**
10:00 AM–11:30 AM
A “Light” Brunch Breakfast will be provided! Also, register your department for PROCUREMENT FAMILY FEUD! A separate email will be sent about the rules of the game.

TUESDAY, MARCH 19TH

- ▶ **Training: “Procurement Chat” with Purchasing & Accounting Team!**
Time: 9:00 AM–10:30 AM (Session One)
Topics: Requisitions, POs, Invoicing, Pcards, and Surplus Property
- ▶ **Training: “Procurement Chat” with Purchasing & Accounting Team!**
Time: 2:00 PM–3:30 PM (Session Two)
Topics: Requisitions, POs, Invoicing, Pcards, and Surplus Property

WEDNESDAY, MARCH 20TH

- ▶ **Training: Understanding the Purchasing Process “Refresher”**
Time: 9:00 AM–11:00 AM (Session One)
- ▶ **Training: Understanding the Bid Process, Formal vs. Informal**
Time: 2:00 PM–4:00 PM (Session Two)

THURSDAY, MARCH 21ST

- ▶ **Workshop: How to Do Business with the City of Greenville?**
This workshop is for business owners only
Time: 2:00 PM–4:00 PM

FRIDAY, MARCH 22ND

- ▶ **Procurement Professionals Day Luncheon!**
11:00 PM–1:00 PM (floating event)
Join us for Lunch! Registration is required.

For more information, please contact Wanda House, Purchasing Financial Services Manager, at (252) 329-4862 or email WHouse@GreenvilleNC.gov.

