


NOTES

TO: Honorable Mayor and City Council Members
FROM: Michael W. Cowin, City Manager 
DATE: July 24, 2024
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Tiana Berryman, Director of Neighborhood & Business Services, regarding Small Business Technical Assistance program and flyer
2. A memo from Les Everette, Director of Planning and Development Services, regarding a Planning and Zoning Commission annual presentation
3. A memo from Kevin Mulligan, Director of Public Works, regarding 4th Street Parking Garage maintenance
4. A memo from Don Octigan, Executive Director of City Projects & Recreation Services, regarding Wildwood Park Parks and Recreation Trust Fund project

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Attachments

Memorandum

To: Michael Cowin, City Manager
From: Tiana Berryman, Director of Neighborhood & Business Services
Date: July 15, 2024
Subject: Small Business Technical Assistance

Neighborhood & Business Services Department is excited to announce the launch of the Small Business Technical Assistance Program (SBTA). Administered through the Business Development Division, it is designed to empower small local businesses in critical areas such as marketing, financial management, regulatory compliance, and risk management. The application period opens July 22, 2024 will remain open until August 23, 2024.

Eligibility Requirements

To be eligible to apply for the SBTA program, the business must meet the following criteria:

- Be located and in operation within the Greenville city limits or ETJ.
- Have ten (10) or fewer employees.
- Have annual gross sales of no more than \$500,000.
- Must have a business plan.
- Demonstrate a need for technical assistance.

Program Details

The SBTA program will start September 2024 and will last over a span of 52-weeks. The City will partner with Monday Solutions Group, a local, MWBE firm, to facilitate the assistance to participating businesses. During the program, participants have an opportunity to join group sessions and receive one-on-one consulting services.

For more information, please contact the Business Development Division at 252-329-4505.

cc: Dene' Alexander, Assistant City Manager
Tish Williams, Business Development Manager



Small Business Technical Assistance Program



A comprehensive 52-week business development program. Begins September 2024.

▶ **Marketing**

▶ **Risk Management**

▶ **Financial Management**

▶ **Regulatory Compliance**



Eligibility

Businesses must be located within Greenville's city limits or ETJ; have fewer than 10 employees; yearly gross sales that do not exceed \$500,000; must have a business plan; able to demonstrate a need for technical assistance.



No Cost

This is a free program. Participants will benefit from personalized business strategies tailored to their specific needs and gain access to a series of enlightening sessions aimed at enhancing their business acumen.



Application Process

Applications are available online and for pick up at the City of Greenville Municipal Building, 201 W 5th Street. Applications are accepted by email and in-person. For more information or assistance, please contact the Business Development Division.



NEIGHBORHOOD & BUSINESS SERVICES

Click here or scan the QR code to access the SBTA Program application online!





PLANNING AND
DEVELOPMENT SERVICES

MEMO

To: Michael Cowin, City Manager

From: Les Everett, Director of Planning and Development Services *LE*

Date: July 22, 2024

Re: Planning and Zoning Commission Annual Presentation

The Planning and Zoning Commission is made up of seven (7) regular members that reside within the City limits as well as two (2) regular members that reside in the City's extraterritorial jurisdiction (ETJ). Members that reside in the City's extraterritorial jurisdiction (ETJ) are appointed by the Pitt County Board of Commissioners. Currently, both of the ETJ member seats are vacant.

The purpose of the Planning and Zoning Commission is to review and make final decisions on preliminary subdivision plats. Additionally, the Commission reviews and makes recommendations to City Council for rezonings, ETJ extensions, text amendments, comprehensive plan adoption/amendments, street closings, street name changes, and development policy and administrative procedures.

From July 2023 to July 2024, the Commission considered 38 total cases. These include 17 rezoning requests, seven (7) text amendments, ten (10) preliminary plats, two (2) future land use plan map amendments, and two (2) street closings.

cc: Chantae Gooby, Chief Planner

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Memorandum

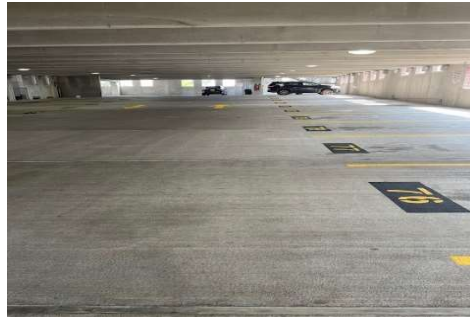
To: Michael Cowin, City Manager
From: Kevin Mulligan, Director of Public Works/*km*
Date: June 15, 2024
Re: 4th Street Parking Garage Maintenance

The 4th Street Parking garage is located at 120 E. 4th Street. With 238 parking spaces, the parking garage allows downtown patrons, and future Hilton Garden Inn tenants ample parking while patronizing the downtown area and Greenville as a whole.

City staff have been diligently working on numerous preventative maintenance measures for the parking garage. These improvements include dustless abrasive blasting of the exterior face of the precast concrete panels, priming and painting the exterior face of the precast concrete panels, pressure washing the ceilings, walls, and driving surfaces, re-striping and re-numbering all parking spaces and ADA markings, painting all doors and doorframes throughout, updating the elevator with new flooring and a fresh coat of paint, as well as, painting the handrails and light poles on the upper floor.

Staff successfully bid out the project with bids received on August 10, 2023. The award for construction and the notice to proceed was issued on November 7, 2023, with an anticipated start in the latter part of quarter 2. The project started on May 6, 2024, and is scheduled to be completed in mid-July 2024.

From left to right, top to bottom: Blasting, striping, painting, and washing from May 6 to June 15, 2024:





RECREATION AND PARKS
PROJECT MANAGEMENT

To: Michael Cowin, City Manager
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: July 17, 2024
Re: Wildwood Park Parks and Recreation Trust Fund Project

In late 2022, the City of Greenville was awarded \$361,600 from the Parks and Recreation Trust Fund (PARTF) to help fund improvements to Wildwood Park. This is the second PARTF grant the city has received for Wildwood Park. In total, the park has received \$897,950 in state funding which, along with support from Eddie Smith and Grady-White Boats has helped the development of the park. City staff are very thankful for the continued support of these recreational opportunities in Greenville.

At the June 10th City Council Meeting, Council Members approved a construction contract with Berry Building Group to complete the improvements at the park related to the most recent PARTF grant application. These improvements include a new driveway off of Blue Heron Dr, additional parking, a restroom facility, Bike Park observation platform, challenge course, zip line play equipment (*attachment 1*) and a bike repair station. Construction of the project begins this week and is scheduled to take approximately 4 months with completion set for this fall.

In addition to the improvements near the Bike Park, work will soon begin on a 60' pedestrian boardwalk on the west side of Wildwood Park to complete the trail loop around that lake. This will provide residents the opportunity to walk the entire loop of primitive trails that total over 3.2 miles on the west parcel. The boardwalk project is expected to be completed early next year. Staff will share these project updates with the community via social media.

Please let me know if there are any questions.

cc: Ken Graves, Deputy City Manager
Mark Nottingham, City Projects & Development Manager

Attachment 1 – Zip Line Play Equipment

