


NOTES

TO: Honorable Mayor and City Council Members
FROM: Michael W. Cowin, City Manager 
DATE: November 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 & Recreation Services, regarding 2024 Veterans Day Program
2. A memo from Kevin Mulligan, Director of Public Works, regarding 2024 leaf season
3. A memo from Tiana Berryman, Director of Neighborhood & Business Services, regarding Annual Action Plan 2025-2026
4. A memo from Kevin Mulligan, Director of Public Works, regarding Community Tree Day on Saturday, November 16th from 10:00 a.m.-1:00 p.m. at Kearney Park
5. A Memo from Les Everett, Director of Planning and Development Services, regarding Façade Improvement Grant Applications for fall 2024

mc

Attachment



RECREATION AND PARKS
PROJECT MANAGEMENT

To: Michael Cowin, City Manager
From: Don Octigan, Executive Director of City Projects & Recreation Services *DO*
Date: November 6, 2024
Re: 2024 Veterans Day Program

The Pitt County Veteran's Council, with support from Recreation and Parks staff, will host a Veterans Day Ceremony on Monday, November 11th at the Greenville Town Common. The ceremony is scheduled to begin at 11:00am. Traditionally, the 11th hour of the 11th day of the 11th month is celebrated as Veterans Day to make the anniversary to the end of World War I. Veterans Day celebrates the service of all U.S. Military Veterans.

City Council members and the public are invited to attend the ceremony to honor the veterans in our community. JH Rose High School's Auditorium will serve as the rain location in case of inclement weather.

The Recreation and Parks Department is assisting with the event to help coordinate and provide support where possible. Staff will provide updates regarding the event on social media over the next two weeks.

Please let me know if there are additional questions.

cc: Ken Graves, Deputy City Manager
Dennis Vestal, Recreation & Parks Superintendent



Find yourself in good company

Memorandum

To: Michael Cowin, City Manager
From: Kevin Mulligan, PE, Director of Public Works/*km*
Date: November 4, 2024
Subject: Start of 2024 Leaf Season

The Public Works Department is gearing up for the leaf collection season, starting on November 4, 2024, and running through February 2025. Leaves should be placed behind the curb, at the edge of the street pavement, or behind the sidewalk of single-family residences for collection.

During this period, the department will deploy eight vacuum leaf collector trucks and seven knuckle boom trucks to assist with leaf and yard waste collection.

Heavy leaf fall and frequent residential raking can impact the collection schedule, which may also be disrupted by weather events. During peak leaf season, weekly collections might be affected, and in November and December, collections shift to a bi-weekly schedule due to high leaf volumes.

To maintain the collection volume in November and December, Public Works will operate six days a week. Residents are reminded to keep limbs and other debris separate from leaf piles, as these must be manually removed, slowing down the collection process.



MEMORANDUM

To: Michael Cowin, City Manager
From: Tiana Berryman, Director of Neighborhood & Business Services
Date: November 4, 2024
Subject: Annual Action Plan 2025-2026

The City of Greenville Community Development Division invites citizens of Greenville to participate in discussions regarding housing and community development needs as part of the preparation for the 2025-2026 Annual Action Plan. This plan outlines how the City will allocate federal funding received from the U.S. Department of Housing and Urban Development (HUD) to address local housing, infrastructure, and community development priorities. It is a requirement under HUD regulations to ensure that federal funds are used effectively to benefit low- and moderate-income residents.

Key Discussion Topics:

- Creation of affordable housing
- Preserving existing housing stock
- Improving neighborhood conditions

Meeting Schedule:

Wednesday, November 13, 2024

Time: 4:00 PM

Location: City Council Chambers

Friday, November 15, 2024

Time: 12:00 PM

Format: Virtual Meeting

Monday, November 18, 2024

Time: 6:00 PM

Location: South Greenville Recreation Center, 851 Howell St.

The public comment period is open from October 19, 2024 to December 12, 2024. Community input is vital to ensuring that the Annual Action Plan addresses the most pressing needs. We encourage residents to participate and share their insights.

cc: Dene' Alexander, Assistant City Manager

GREENVILLE SPEAK UP! WE ARE LISTENING.

2025–2026 Annual Action Plan

Join the City of Greenville Community Development Division to discuss Housing and Community Development needs!

Public comment period is open October 19–December 12, 2024.
A public hearing will be held on December 12, 2024.

Topics will include:

- Creation of affordable housing
- Preserving existing housing
- Improving neighborhoods



NEIGHBORHOOD & BUSINESS SERVICES

WEDNESDAY
NOVEMBER

13
4:00 PM

City Council
Chambers
200 W 5th St

FRIDAY
NOVEMBER

15
12:00 PM

Virtual Meeting
Scan the QR code
to register!

MONDAY
NOVEMBER

18
6:00 PM

South Greenville
Recreation Center
851 Howell St



Find yourself in good company

Memorandum

To: Michael Cowin, City Manager
From: Kevin Mulligan, PE, Director of Public Works/~~km~~
Date: November 4, 2024
Subject: Community Tree Day 2024

The City of Greenville has partnered with RELEAF to host an annual tree-planting event called Community Tree Day. This partnership has been in place since 2011. The annual Community Tree Day promotes the importance of trees in our community. In prior years, these events would attract nearly 100 volunteers who would assist with the placement and planting of trees. The volunteers have been members of various Scout troops, Sierra Club, FROGGS, church groups, fraternities, sororities, etc. Host planting sites have included many neighborhoods such as Moyewood, College View, East and West Meadowbrook, Tar River Estates, Lake Ellsworth, and Glen Arthur neighborhood. Planting sites have also included areas such as River Park North, Sadie Saulter School, Lakeforest Elementary School, Alice Keene District Park, and the right-of-way at the corner of 10th Street and Memorial Drive.

This year's event will be on Saturday, November 16th from 10 a.m. to 1 p.m. at the Kearney Park Community at 601 South Skinner Street. Public Works staff, Releaf members, and Greenville Housing Authority Grounds staff will be on-site to teach volunteers how to plant trees correctly. This project will provide additional beauty and shade to the residents and visitors of the Kearney Park Community with a goal of planting 44 trees.

Publicity for this event has been arranged with the Public Information Office (PIO). Information outlets should include social media platforms, news, and the city's G-TV.



PLANNING AND
DEVELOPMENT SERVICES

MEMO

To: Michael Cowin, City Manager
 From: Les Everett, Director of Planning and Development Services *LE*
 Date: November 4, 2024
 Re: Façade Improvement Grant Applications Fall 2024

The Façade Improvement Grant (FIG) Program is a matching grant program to encourage historically appropriate exterior work on commercial buildings in the eligibility area. Applicants can receive up to a 50% reimbursement for approved work with a cap of \$20,000 per building. The Historic Preservation Commission (HPC) reviews and makes recommendations of approval or denial to the City Manager. The City Manager makes the final decision on each application.

The current budget for this program is \$20,000. On October 26, 2024, Planning staff held two in-person pre-application workshops to explain how the grant process worked, who is eligible to apply and the type of work that is eligible for funding. A virtual option and one-on-one in-person workshops were also offered to those that were unable to attend the in-person workshops. Letters were mailed to property owners and tenants making them aware of the availability of the grant. Planning staff also distributed flyers in the grant eligible area. A webpage was set up offering grant resources that included the grant guidelines and a fillable electronic application.

Applications are due Nov. 15, 2024. If funds are still available after this round of funding, another round of workshops will be held in early 2025.

Below are the applications that were awarded last year in the total amount of \$14,035:

Property Address	Grantee	Project	Grant Amount
315 W 2 nd St.	Mattox 315, LLC	Repoint and tuck brick and mortar	\$6,485
120 W. 5 th St.	Emerald Property Management, LLC	Replace glass in exterior windows and doors	\$5,400
800 and 804 E 5 th St.	Authur Wallace	Pressure wash and paint exterior	\$2,150

Cc: Dene' Alexander, Assistant City Manager
 Chantae Gooby, Chief Planner
 Blake Privette, Planner I
 Doc #1199979