



# MEMORANDUM

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**TO:** Mayor and City Councilors

**FROM:** Rich Olson, City Manager  
Morgan Jethro, Community Development Manager

**DATE:** January 7, 2015

**REF:** Consideration – Call for a Public Hearing re Closeout of  
CDBG Grant 11-C-2372, Elizabeth City Middle  
School Renovation

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***BACKGROUND:***

The City of Elizabeth City was awarded a NC Catalyst Grant, via CDBG, to renovate the former Elizabeth City Middle School into a community building for the benefit of low-to-moderate income persons in the amount of \$500,000. The intended use for the building was to provide housing for the Police Athletic League (PAL) and the Boys and Girls Club. All work for the project has been completed, and all grant funds have been expended and reimbursed.

***ANALYSIS:***

It is the policy of the Community Development Block Grant program to require a Public Hearing for grant closeout. To date, no complaints regarding the project have been reported to the Planning & Community Development Department, and all work has been performed satisfactorily. A grant monitoring visit by our grant representative, Vanessa Alexander, will be scheduled for later in the month of January, and the project will be officially closed out.

***STAFF RECOMMENDATION:***

By motion, call for a public hearing to be held on Monday, January 26, 2015 at 7:30 p.m. in Council Chambers to receive comment regarding the closeout of CDBG Grant 11-C-2372, Elizabeth City Middle School Renovation.

**Planning and Community Development Department  
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