


# NOTES

TO: Honorable Mayor and City Council Members

FROM: Barbara Lipscomb, City Manager 

DATE: August 5, 2015

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Bernita Demery, Financial Services Director, regarding the Major Fund Financial Month-End report, as of May 31, 2015
2. A memo from Interim Police Chief Ted Sauls regarding Code Enforcement Zones
3. A memo from Les Everett, Chief Building Inspector, regarding permits issued in July for new residential and commercial construction
4. A report from the Inspections Division for July
5. A memo from Gary Fenton, Recreation and Parks Director, regarding a parent's thank-you note for the Jaycee Jamboree summer camp program
6. A memo from Gary Fenton, Recreation and Parks Director, regarding the Greenville Area Summer Swim League (GASSL) Championship meet on August 8
7. A flyer regarding the Doggie Pool Party scheduled for August 15

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Attachments

cc: Dave Holec, City Attorney  
Carol Barwick, City Clerk

**MEMORANDUM**

**TO:** Barbara Lipscomb, City Manager  
**FROM:** Bernita Demery, CPA, MBA, Director of Financial Services *BTD*  
**DATE:** July 31, 2015  
**SUBJECT:** Revised Major Fund Financial Month-End Report – As of May 31, 2015

Enclosed is the financial information for the month ending May 31, 2015. Report data reflects eleven months (92%) of fiscal year (FY) 2015. Overall, the net results of revenue over expenses indicate an improvement of more than 100% over previous year. Significant variances, from the prior period(s) will be noted in the pages to follow. Staff has also included a year end projection discussion. This will be the last financial report for the year until the fiscal year end audited numbers have been received.

**Summary**

GENERAL FUND SUMMARY AS OF MAY 31, 2015								
	2015 MTD	2014 MTD	% CHANGE	2015 YTD	2014 YTD	% CHANGE	2015 BUDGET	% REC./ SPENT
REVENUES	3,513,571	3,183,820	10%	\$68,607,187	\$65,261,039	5%	\$ 84,039,029	82%
EXPENSES	6,931,671	6,801,379	2%	67,008,760	64,574,818	4%	84,039,029	80%
NET	<b>\$(3,418,100)</b>	<b>\$(3,617,559)</b>	<b>-6%</b>	<b>\$ 1,598,427</b>	<b>\$ 686,221</b>	<b>&gt;100%</b>		

- The month-to-date net results (total revenues less total expenditures) show an improvement of \$199,459 or 6%, as a result of the timing of the April GUC transfer posting during this period of the current fiscal year. The year-to-date improvement of net results is directly linked to the two cent property tax rate increase, made effective July 1<sup>st</sup> of this fiscal year.

cc: Department Heads

## Revenues

GENERAL FUND REVENUE BY TYPE SUMMARY AS OF MAY 31, 2015								
TAXES & FEES	2015 MTD	2014 MTD	% CHANGE	2015 YTD	2014 YTD	% CHANGE	2015 BUDGET	% REC/ SPENT
PROPERTY	\$ 351,003	\$ 383,847	-9%	\$31,080,962	\$30,011,876	4%	\$32,988,768	94%
SALES	1,306,026	1,252,439	4%	12,214,912	11,200,417	9%	15,236,081	80%
UTILITIES	-	-	-	4,510,864	3,965,990	14%	5,763,988	78%
MOTOR VEHICLE	96,215	113,160	-15%	915,773	1,089,801	-16%	1,065,237	86%
INSPECTION	68,068	67,258	1%	1,052,152	697,428	51%	768,431	137%
RESCUE	279,887	293,701	-5%	2,706,449	2,452,596	10%	3,055,250	89%
RECREATION	161,223	181,228	-11%	1,748,942	1,706,657	2%	1,937,354	90%
INVESTMENTS	3,946	80,464	-95%	603,313	417,837	44%	551,012	109%
GUC TRANS. IN	1,082,950	555,874	95%	6,041,119	5,508,866	10%	6,524,100	93%
POWELL BILL	-	-	-	2,235,741	2,215,848	1%	2,215,848	101%
SUBTOTAL	3,349,319	2,927,970	14%	63,110,228	59,267,318	6%	70,106,069	90%
ALL OTHER REV.	164,252	255,850	-36%	5,496,960	5,993,721	-8%	13,932,960	39%
SUBTOTAL	164,252	255,850	-36%	5,496,960	5,993,721	-8%	13,932,960	39%
<b>TOTAL</b>	<b>\$3,513,571</b>	<b>\$3,183,820</b>	<b>10%</b>	<b>\$68,607,187</b>	<b>\$65,261,039</b>	<b>5%</b>	<b>\$84,039,029</b>	<b>82%</b>

Revenues have increased 10% and 5%, month-to-date and year-to date, respectively. The month-to-date increase is due to the timing of GUC transfers received. Overall total revenue is expected to be within budget for this year.

- **PROPERTY TAX:** This category has decreased nine percent and increased 4%, month-to-date and year-to-date, respectively. Making up approximately 39% of the yearly budget, Property Tax is currently on pace to be within 3% of budget at the end of this fiscal year.
- **SALES TAX:** Month-to-date totals for Sales Tax show an increase of 4%; while increasing 9% year-to-date, respectively. The overall year-to-date increase is a reflection of increased construction and permits issued during the year, which causes an increase in supplies and materials purchases for construction in progress. Sales Tax is projected to exceed the budget amount for this year.
- **UTILITIES FRANCHISE TAX:** Utilities Franchise Tax is received quarterly and shows an increase of 14%, year-to-date. Recent tax reform law eliminates the State and Local franchise tax on electricity and natural gas and applies the combined general sales tax rate of seven percent to the sale of both. Based on receipts to date this revenue is on target to meet budget.
- **MOTOR VEHICLE:** Month-to-date, this category has decreased 15% and 16%, year-to-date. This decrease is in line with budget estimates, as the State's Tag and Tax program has now been in existence for more than a year. During the beginning stages of this implementation, there were some payees who were billed more than once during the first year. Although there is a decline when compared to prior year, this category is still in line with budget estimates for this year.
- **INSPECTION:** This revenue source has shown significant improvement of 51% this year due to an increase in permits issued for multi-family construction and various other projects throughout the city, specifically the new Cancer Center. The inspection category is projected to surpass budget expectations for this year.
- **RESCUE SERVICE TRANSPORT:** This category has increased 10%, year-to-date, because of the ability to catch up collections from the resolution of a billing issue. There were multiple Medicare claims in April that were rejected. The billing agent resolved the distribution concerns and the issue was resolved in May, with the unpaid claims being regenerated, resubmitted, and paid. Rescue Service Transport Fees are expected to meet budget in FY 2015.

- **RECREATION:** The 11% decrease, month-to-date, is due to a timing difference in recreation fees collected for the month, specifically Greenville Aquatics and Fitness Center Membership Fees.
- **INVESTMENT EARNINGS:** This category decreased 95%, month-to-date and increased 44%, year-to-date. This is due to the change and timing in posting of coupon payment receipts and volatility during investment buy/sale transactions during this year. Based on the variance in the market each month, projections are maintained at budget for this fiscal year.
- **GUC TRANSFERS IN:** The significant month-to-date increase of 95% is due to the timing difference in posting the revenue. April's revenue was not received during the previous month in time to make the cut-off for recognition and two transfers were posted in May. The 10% increase, year-to-date, is due to an increase in the GUC transfer allocation for the year.
- **OTHER REVENUE:** Month-to-date, Other Revenue shows a decrease of 36%, due to the correction of a GL posting error for Public Works Permit Fees, Utility & Street Cuts, and GUC Lighting that has been adjusted as of May month-end and posted to the specific accounts versus being in the Other Revenue line item.

## Expenses

GENERAL FUND EXPENSE BY TYPE SUMMARY AS OF MAY 31, 2015						
TYPE	2015 MTD	2014 MTD	% CHANGE	2015 YTD	2014 YTD	% CHANGE
PERSONNEL	\$ 3,581,048	\$ 3,580,479	<1%	\$ 41,697,631	\$ 41,198,750	1%
OPERATIONS	1,460,612	1,072,903	36%	13,845,254	13,146,161	5%
CAPITAL OUTLAY	86	14,965	-99%	153,928	434,688	-65%
CAPITAL IMPROVEMENTS	97,905	398,950	-75%	2,342,694	2,969,521	-21%
INDIRECT COST	-	-	-	(967,715)	(760,929)	27%
TRANSFERS	1,792,020	1,734,081	3%	9,936,967	7,586,627	31%
<b>TOTAL</b>	<b>6,931,671</b>	<b>6,801,379</b>	<b>2%</b>	<b>67,008,760</b>	<b>64,574,818</b>	<b>4%</b>

Expenses have increased two percent and four percent, for month-to-date and year-to-date, respectively. Personnel expenses have increased one percent compared to prior year. This increase is primarily the result of the 1.5% market adjustment implemented in FY 2015 and the filling of vacant positions. The other categories (Operations, Capital Outlay, and etc.) fluctuate year to year, due to the timing of payment for various items. A brief explanation is provided below:

- **CAPITAL OUTLAY & IMPROVEMENTS:** The Capital Outlay decreases month-to-date and year-to-date are driven by department needs and the timing of purchases. There were a number of police equipment purchases, incurred during prior year, that were not needed this year. The Capital Improvement decreases are due to the costs associated with facilities improvement being accounted for in a separate Facilities Improvement Fund.
- **INDIRECT COST:** The year-to-date variances are due to the change in the amount of reimbursement for indirect costs occurring in FY 2015 compared to FY 2014. This category is expected to meet budget for FY 2015.
- **TRANSFERS:** The year-to-date increase of 31% is due largely to the transfers made to the Street Improvement Project Fund of \$2,650,000, made during this fiscal year.

## Expenses Continued

GENERAL FUND EXPENSE BY DEPARTMENT SUMMARY AS OF MAY 31, 2015								
	2015	2014	%	2015	2014	%	2015	% REC/
	MTD	MTD	CHANGE	YTD	YTD	CHANGE	BUDGET	SPENT
MAYOR & COUNCIL	\$ 68,888	\$ 16,178	>100%	\$ 273,637	\$ 350,439	-22%	\$ 319,836	86%
CITY MANAGER	81,720	100,100	-18%	940,009	955,089	-2%	1,358,061	69%
CITY CLERK	31,055	17,070	82%	222,321	203,774	9%	256,359	87%
CITY ATTORNEY	38,756	33,267	16%	403,577	378,643	7%	455,458	89%
HUMAN RESOURCES	192,158	115,070	67%	2,031,338	1,782,184	14%	2,920,224	70%
INFORMATION TECH.	174,572	197,817	-12%	2,512,245	2,364,670	6%	3,233,383	78%
FIRE/RESCUE	1,053,993	996,410	6%	11,191,683	11,050,894	1%	13,700,218	82%
FINANCIAL SVCS.	219,616	132,086	66%	2,159,341	1,974,009	9%	2,631,383	82%
CONTINGENCY	-	-	-	-	-	-	148,122	0%
OPEB CONTRIBUTION	-	-	-	400,000	350,000	14%	400,000	100%
POLICE	1,781,381	1,665,564	7%	19,930,916	20,218,450	-1%	23,947,112	83%
RECREATION & PARKS	632,281	555,997	14%	6,453,731	6,299,154	2%	7,842,232	82%
PUBLIC WORKS	585,648	648,615	-10%	7,012,462	6,916,054	1%	9,260,860	76%
COMM. DEVELOPMENT	181,678	190,175	-4%	2,165,553	1,936,240	12%	2,696,808	80%
SUBTOTAL	5,041,746	4,668,348	8%	55,696,813	54,779,599	2%	69,170,056	81%
CAPITAL IMPROV.	97,905	398,950	-75%	2,342,694	2,969,521	-21%	4,931,413	48%
TRANSFERS	1,792,020	1,734,081	3%	9,936,967	7,586,627	31%	11,205,774	89%
INDIRECT COST	-	-	-	(967,715)	(760,929)	27%	(1,268,214)	76%
TOTAL	\$6,931,671	\$6,801,379	2%	\$67,008,760	\$64,574,818	4%	\$84,039,029	80%

Overall, department spending fell within the expected limit as a percentage of budgets and departments are projected to end the year within their respective budgets. Compared to the prior month, total department expenses have increased by eight percent; while year-to-date expenses have increased by two percent. Significant departmental variances are noted below:

- **MAYOR AND CITY COUNCIL:** The month-to-date increase of more than 100% is due to the timing of the NC League of Municipalities dues being paid for the year. The year-to-date decrease is a result of the elections costs that were incurred during prior year since the City conducts elections every other year.
- **CITY MANAGER:** The month-to-date variance is due to the timing difference in the payment of certain contracted services charges.
- **CITY CLERK:** The month-to-date increase of 82% is due to computer software maintenance charges occurring in this fiscal year.
- **CITY ATTORNEY:** The month-to-date increase of 16% is due to an increase in professional service charges for the month, compared to 2014.
- **HUMAN RESOURCES:** Both the month-to-date and year-to-date variances are due to timing differences in the payments of the hospitalization retiree premiums.
- **OPEB:** The year-to-date increase is in line with the original approved budget per direction of the City Council. This expense will increase \$50,000 annually until the annual contribution reaches \$500,000 in FY 2017.
- **FINANCIAL SERVICES:** The month-to-date increase of 66% is due to the first year of maintenance charge for the new ERP software that will go "live" effective July 1, 2015.



## May Month-End General Fund Projection

Below is a summary of projections on revenue and expenditures for the General Fund based on results through May 31, 2015.

GENERAL FUND PROJECTION BY TYPE SUMMARY AS OF MAY 31, 2015				
	2015	2015	2015	Variance
REVENUES	BUDGET	YTD	Projection	Budget vs. Proj.
PROPERTY	\$32,988,768	\$ 31,080,962	\$31,617,990	\$ (1,370,778)
SALES	15,236,081	12,214,912	16,286,548	1,050,467
UTILITIES	5,763,988	4,510,864	5,763,988	-
MOTOR VEHICLE	1,065,237	915,773	1,074,722	9,485
INSPECTION	768,431	1,052,152	1,073,826	305,395
RESCUE	3,055,250	2,706,449	3,055,250	-
RECREATION	1,937,354	1,748,942	2,036,670	99,316
INVESTMENTS	551,012	603,313	551,012	-
GUC TRANS. IN	6,485,183	6,041,119	6,478,741	(6,442)
POWELL BILL	2,215,848	2,235,741	2,235,741	19,893
APPROPRIATED FUND BALANCE	7,483,505	-	-	(7,483,505)
ALL OTHER REV.	6,833,262	5,496,960	6,335,973	(497,289)
<b>SUBTOTAL</b>	<b>84,383,919</b>	<b>68,607,187</b>	<b>76,510,461</b>	<b>(7,873,458)</b>
<b>EXPENSES</b>				
PERSONNEL	\$50,454,044	\$ 41,697,631	\$47,432,647	\$ (3,021,397)
OPERATING	18,025,386	13,599,183	16,113,482	(1,911,904)
CAPITAL IMPROVEMENT	4,931,413	2,342,694	2,958,848	(1,972,565)
REIMBURSEMENT INDIRECT COST	(1,268,214)	(967,715)	(1,268,214)	-
TRANSFERS OUT	11,838,228	9,936,967	11,838,228	-
OTHER EXPENSES	403,062	400,000	400,000	(3,062)
<b>TOTAL</b>	<b>84,383,919</b>	<b>67,008,760</b>	<b>77,474,991</b>	<b>(6,908,928)</b>
<b>Net</b>	<b>-</b>	<b>1,598,427</b>	<b>(964,530)</b>	<b>(964,530)</b>

Since this is the last report the City Council will receive prior to the audited year end results, the budgeted amount included above is adjusted for the June budget amendment that was approved on June 8, 2015. Revenues provided above do not include the \$7.48 million of budgeted fund balance in the projections. While the City has budgeted \$7.48 million of fund balance to be used, the final amount used will be determined by the results of all operational and capital activity for the remainder of the fiscal year. Please note the items below:

- Based on the results as of May 31, 2015, it is estimated that there will be a need for approximately \$965,000 in fund balance as of June 30, 2015.
- That estimate includes spending 60% of the budgeted capital and 100% of budgeted transfers.
- Fund Balance is used if expenses exceed revenues in any given year (i.e. ending the year with a deficit). Therefore, Appropriated Fund Balance is only used for budgeting purposes.

## Transit

TRANSIT FUND SUMMARY AS OF MAY 31, 2015								
	2015	2014	%	2015	2014	%	2015	% REC.
	MTD	MTD	CHANGE	YTD	YTD	CHANGE	BUDGET	SPENT
<b>REVENUES</b>								
INTERGOV'T	\$ -	\$ -	-	\$ 1,968,235	\$ 1,153,458	71%	\$ 2,166,223	91%
SALES AND SERVICES	23,773	26,150	-9%	297,892	301,067	-1%	368,617	81%
TRANSFERS IN	-	-	-	-	-	-	711,443	0%
APPRO. FUND BAL.	-	-	-	-	-	-	1,299,921	0%
<b>TOTAL REVENUES</b>	<b>\$ 23,773</b>	<b>\$ 26,150</b>	<b>-9%</b>	<b>\$ 2,266,127</b>	<b>\$ 1,454,525</b>	<b>56%</b>	<b>4,546,204</b>	<b>50%</b>
<b>EXPENSES</b>								
PERSONNEL	78,735	75,593	4%	\$ 920,545	\$ 839,939	10%	\$ 1,052,225	87%
OPERATIONS	49,830	53,979	-8%	630,952	457,481	38%	1,054,087	60%
CAPITAL OUTLAY	48,884	51,032	-4%	300,313	399,180	-25%	425,273	71%
CAPITAL IMPROV.	-	118	-100%	1,089,017	178,699	>100%	2,014,619	54%
<b>TOTAL EXPENSES</b>	<b>\$ 177,450</b>	<b>\$ 180,722</b>	<b>-2%</b>	<b>\$ 2,940,827</b>	<b>\$ 1,875,298</b>	<b>57%</b>	<b>4,546,204</b>	<b>65%</b>
<b>NET</b>	<b>\$(153,677)</b>	<b>\$(154,572)</b>	<b>-1%</b>	<b>\$ (674,700)</b>	<b>\$ (420,773)</b>	<b>-60%</b>		

Typically for this fund, year-to-date net results are negative during this time of year, as the majority of the fund revenues are FTA and NCDOT grant reimbursement based. Additionally, the General Fund usually transfers its share of the operation during the year end close process. For the month of May, there was a net improvement of one percent in the operation; while year-to-date shows a decline in net results by 60%. The fund is however, projected to meet budget for both revenues and expenses based on the percentage spent year-to-date.

- **INTERGOVERNMENT REVENUE:** The year-to-date increase is due to the timing and amount of ADA reimbursements received.
- **OPERATIONS:** The increases recognized, year-to-date, are directly related to the timing differences of payment for fleet and commercial labor charged to the fund. Additionally, there are increased payments for Property and Casualty Insurance, Indirect Costs, Fleet Replacement, Building and Grounds Maintenance, and Commercial Labor, when compared to prior year. All of these increases were planned and part of the current year's budget.
- **CAPITAL:** The Capital Outlay and Capital Improvements variances are due to the timing differences of when items are paid. Overall the increase of more than 100% in this category is driven by the purchase of a bus that was paid during this fiscal year.



## Sanitation

SANITATION FUND SUMMARY AS OF MAY 31, 2015								
	2015	2014	%	2015	2014	%	2015	% REC./
	MTD	MTD	CHANGE	YTD	YTD	CHANGE	BUDGET	SPENT
<b>REVENUES</b>								
INTERGOVT	\$ -	\$ -	-	\$ 7,500	\$ 70,624	-89%	\$ 12,000	63%
REFUSE FEES	1,202,673	581,183	>100%	5,829,143	5,499,138	6%	7,224,314	81%
SALES / SERVICES	9,274	13,492	-31%	101,877	131,035	-22%	274,500	37%
OTHER INCOME	14,155	13,223	7%	64,364	60,093	7%	64,000	101%
BOND PROCEEDS	-	-	-	360,000	315,000	14%	370,000	97%
APPRO. FUND BAL.	-	-	-	-	-	-	45,844	0%
<b>TOTAL REVENUES</b>	<b>1,226,101</b>	<b>607,898</b>	<b>&gt;100%</b>	<b>\$ 6,362,884</b>	<b>\$ 6,075,890</b>	<b>5%</b>	<b>\$ 7,990,658</b>	<b>80%</b>
<b>EXPENSES</b>								
PERSONNEL	214,102	227,888	-6%	\$ 2,581,703	\$ 3,016,315	-14%	\$ 3,147,411	82%
OPERATIONS	101,337	138,138	-27%	2,067,239	2,237,011	-8%	3,211,594	64%
CAPITAL IMPROV.	10,002	-	100%	426,404	556,089	-23%	716,040	60%
TRANSFERS OUT	-	-	-	704,609	561,781	25%	915,613	77%
<b>TOTAL EXPENSES</b>	<b>\$ 325,441</b>	<b>\$ 366,025</b>	<b>-11%</b>	<b>\$ 5,779,955</b>	<b>\$ 6,371,196</b>	<b>-9%</b>	<b>\$ 7,990,658</b>	<b>72%</b>
<b>NET</b>	<b>\$ 900,660</b>	<b>\$ 241,872</b>	<b>&gt;100%</b>	<b>\$ 582,929</b>	<b>\$ (295,306)</b>	<b>&gt;100%</b>		

The net for this fund has improved since the onset of Sanitation's 5-Year plan. The overall improvement in the year-to-date net results is due to greater efficiencies in FY 2015.

- **INTERGOVERNMENT REVENUE:** This year-to-date decline is due to a recycling cart grant that was received in prior year.
- **REFUSE FEES:** This category increased more than 100%, month-to-date. The GUC payment for April was not transmitted prior to last month's close, causing May's monthly results to be skewed due to two payments being captured in the month.
- **SALES AND SERVICES:** The month-to-date and year-to-date decrease is due to leveling off in Cart and Dumpster receipts. This receipt was higher last fiscal year due to the adoption of increased rates, causing many citizens to convert from backyard to curbside service.
- **PERSONNEL:** Year-to-date, there was a 14% decrease in personnel expenses due to implementation of the Sanitation plan.
- **OPERATIONS:** This category's decrease is due to the timing differences in the charges for bond administration as well as equipment purchases during the month in 2014. Additionally, the current Sanitation plan has resulted in efficiencies, which reduced costs.
- **CAPITAL IMPROVEMENT:** The month-to-date increase is due to purchases made for the recycling center that did not occur in 2014, while year-to-date decrease of 23% is due to timing of payment for capital equipment purchases in relation to the Sanitation plan for better efficiencies.
- **TRANSFERS:** The year-to-date increase in Transfers Out is directly related to the increased charge for indirect cost, which has been accounted for in budget.

## Stormwater

STORMWATER FUND SUMMARY AS OF MAY 31, 2015								
	2015 MTD	2014 MTD	% CHANGE	2015 YTD	2014 YTD	% CHANGE	2015 BUDGET	% REC./ SPENT
<b>REVENUES</b>								
STORMWATER FEES	\$ 750,655	\$ 311,602	>100%	\$ 3,586,655	\$ 3,039,751	18%	\$ 4,301,401	83%
INVESTMENTS	-	-	-	582	503	16%	2,000	29%
APPRO. FUND BAL.	-	-	-	-	-	-	849,118	0%
<b>TOTAL REVENUES</b>	<b>750,655</b>	<b>311,602</b>	<b>&gt;100%</b>	<b>\$ 3,587,236</b>	<b>\$ 3,040,254</b>	<b>18%</b>	<b>\$ 5,152,519</b>	<b>70%</b>
<b>EXPENSES</b>								
PERSONNEL	\$ 113,819	\$ 115,197	-1%	\$ 1,355,139	\$ 1,422,310	-5%	\$ 1,359,989	100%
OPERATIONS	26,263	10,476	>100%	245,320	363,013	-32%	1,379,563	18%
CAPITAL OUTLAY	21,792	4,846	>100%	111,745	4,846	>100%	114,953	97%
CAPITAL IMPROV.	1,176	-	100%	35,423	123,020	-71%	1,265,650	3%
TRANSFERS OUT	247,515	292,579	-15%	930,848	587,767	58%	1,032,364	90%
<b>TOTAL EXPENSES</b>	<b>410,565</b>	<b>423,098</b>	<b>-3%</b>	<b>\$ 2,678,476</b>	<b>\$ 2,500,956</b>	<b>7%</b>	<b>\$ 5,152,519</b>	<b>52%</b>
<b>NET</b>	<b>340,090</b>	<b>(111,496)</b>	<b>&gt;100%</b>	<b>\$ 908,760</b>	<b>\$ 539,298</b>	<b>69%</b>		

Similar to the Sanitation fund, Stormwater also experienced a net loss last month due to the non-payment by GUC that has been corrected in the current month with two payments. This fund has implemented a five year plan that has resulted in positive results.

- **STORMWATER FEES:** The year-to-date increase in this category is due to increasing the Stormwater fee by an additional \$.50 per ERU.
- **OPERATIONS:** Stormwater expenses vary largely according to the amount of Stormwater maintenance activity and timing of capital projects. Operations have increased more than 100%, month-to-date, due to the timing of charges associated with collecting stormwater fees, and the timing of various supplies expenses during the month, compared to 2014. The year-to-date decrease of 32% is caused by vehicle maintenance, fleet labor, and fuel decreasing in the current fiscal year.
- **CAPITAL IMPROVEMENTS/OUTLAY:** The capital improvements month-to-date increase is due to emergency repairs made during the month; while the year-to-date decrease is due to the timing of storm drain maintenance occurring in 2014. The capital outlay increase of 100%, year-to-date, is due to pipe camera purchases that were incurred this year.
- **TRANSFERS OUT:** This category has decreased 15% and increased 58%, month-to-date and year-to-date, respectively, due to the transfer to the watershed project fund as well as timing differences in debt service payments.

# Memorandum

**To:** Ted D. Sauls Jr.  
Interim Chief of Police (Through Chain)

**From:** Chris B. Viverette  
Interim Coordinator-Code Enforcement Division

**Date:** August 5, 2015

**Subject:** Notes to Council-Code Enforcement Zones

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In recent weeks, the Code Enforcement Division has seen the promotion of a Lead Code Enforcement Officer. With the end of the fiscal year and the pending renewal of the agreement between the City of Greenville and East Carolina University, it is appropriate to review the zones covered by Code Enforcement Officers to insure we are serving the citizens in the most efficient manner possible.

The Code Enforcement Division now has five (5) Code Officers and one Lead Code Officer. Utilizing data analysis of the Code Enforcement Calls for Service for the past year we have created an updated zone map with five (5) zones. Previously there were three (3) zones and the ECU Code Zone. Analyzing the calls for service and creating equitable call for service zones is more efficient, creates equitable zones for personnel, and creates a more effective use of resources in several ways:

- Smaller enforcement areas allow Code Officers to provide greater attention to problem locations within their respective zones
- The ECU Code Enforcement Officer will remain solely dedicated to the TRUNA/ECU Overlay area. The East Zone officer, will be responsible for the entire district to include the areas incorporated in both the East and ECU Zones. This will ensure the terms of the contract with ECU continue to be met in full.
- Greater accountability of personnel as each officer is solely responsible for their zone
- Affords the Lead Code Enforcement Officer the ability to float between zones, assisting on time sensitive issues while providing greater oversight of the duties of Code Enforcement Officers

The maps on the next pages show both the current and the updated Code Enforcement Zones. The changes for the new map are based on analysis of calls for service. The analysis not only

took into consideration the physical size of the zone but also the number and type of calls. If for example a zone is more heavily laden with “minimum housing” violations then it may be smaller physically than another zone with less time-consuming calls for service. Areas not within the jurisdiction of the City of Greenville are not colored within the map.

The zones were previously assigned as follows:

- West Zone: Officer Chapman (Primary)      Officer Szalaj (Back-up)
- East Zone: Officer Basile (Primary)      Lead Officer Dawson (Back-up)
- South Zone: Officer Szalaj (Primary)      Officer Chapman (Back-up)
- ECU Zone: Officer Butler and Officer Basile

The zones will be evaluated regularly to determine if they need to be changed demographically. Likewise, the personnel assigned to each zone will be rotated on a regular basis to provide for a better overall understanding of the code-related dynamics of the entire city and to allow for career development of the code officers.

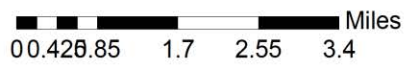
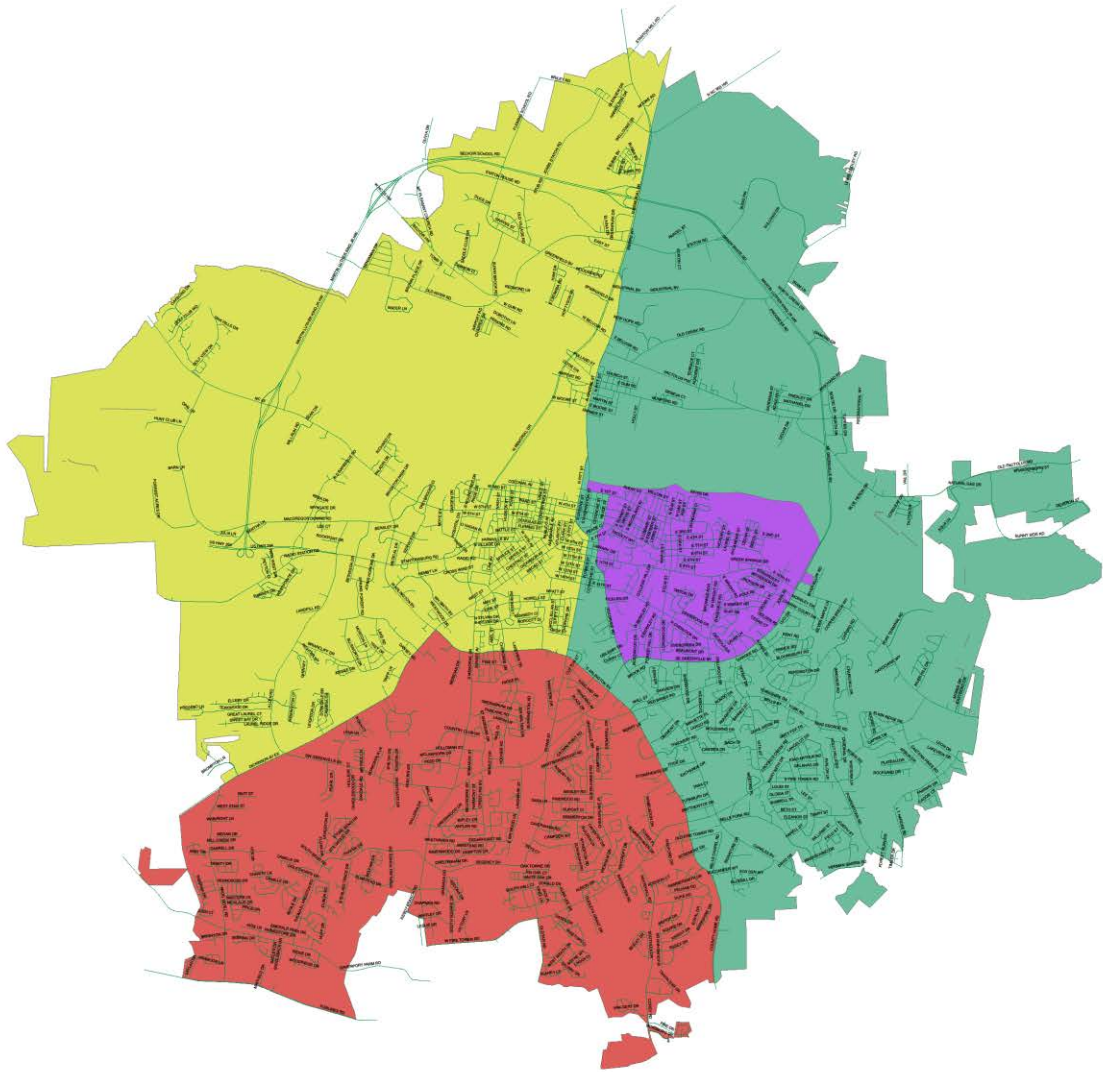
The new zones will be assigned as follows and will become effective on Monday, August 31, 2015:

- North Zone: Officer Chapman
- West Zone: Officer Szalaj
- East Zone: Officer Leathers
- South Zone: Officer Basile
- ECU Zone: Officer Butler
- Lead Officer: Officer Dawson (Overseer of all five Zones)

The Parking Enforcement Unit and Animal Protective Services Units are supervised by the Director of the Code Enforcement Unit but do not respond to violations based on the district in which it occurred. Those units respond to incidents occurring throughout the City.

The following page contains the current zone map of the Code Enforcement Division.

# Code Enforcement Zones - 2014



### Legend

— Streets

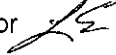
### Code Enforcement Zones - 2014 Zone

- EAST SIDE
- ECU
- SOUTH SIDE
- WEST SIDE



Memorandum

**To:** Barbara Lipscomb, City Manager

**From:** Les Everett, Chief Building Inspector 

**Date:** August 3, 2015

**Subject:** New Building Permit Report

The following is a list of Building Permits issued for NEW Residential and Commercial construction during the month of July, 2015.

Builder	Address	Type	Cost
Farrior And Sons, Inc.	2635 Charles Bv	Commercial/business (new)	536,900
Goodwin, T D, Construction LI	4190 Bayswater Rd	Commercial/business (new)	1,851,461
Aldridge & Southerland Bldrs	3912 Nantucket Rd A	Duplex Townhome	178,000
Aldridge & Southerland Bldrs	3912 Nantucket Rd B	Duplex Townhome	0
Aldridge & Southerland Bldrs	3613 Oglethorpe Dr	Single Family Residential (new)	141,000
Avery, Cody Layton	3609 Calvary Dr	Single Family Residential (new)	180,100
Avery, Cody Layton	929 Mill Creek Dr	Single Family Residential (new)	180,100
Avery, Cody Layton	1117 Katie Ln	Single Family Residential (new)	158,200
Avery, Cody Layton	1121 Katie Ln	Single Family Residential (new)	182,650
Caviness & Cates Bldg &	1108 Bryson Dr	Single Family Residential (new)	198,900
Clark, Bill Homes Of	401 Becky Anne Dr	Single Family Residential (new)	159,600
Clark, Bill Homes Of	2100 Birch Hollow Dr	Single Family Residential (new)	203,450
Clark, Bill Homes Of	3816 E Baywood Ln	Single Family Residential (new)	125,150
Corey Construction, llc Ca	604 Ontario Dr	Single Family Residential (new)	326,300
Khjh, Inc	932 Van-gert Dr	Single Family Residential (new)	325,000
Mq Construction, Inc	301 Bluebeech Ln	Single Family Residential (new)	213,350
Porter Building Company, Llc	3932 Dunhagan Rd	Single Family Residential (new)	200,000
Randolph Enterprises Of	4312 Davencroft Village Dr	Single Family Residential (new)	190,000
Roberson Builders, Llc	804 Megan Dr	Single Family Residential (new)	145,150
Roberson Builders, Llc	924 Mill Creek Dr	Single Family Residential (new)	145,150
Tozer Builders, Inc.	3000 Star Hill Farm Rd	Single Family Residential (new)	431,750
	<b>Total</b>		<b>6,072,211</b>

**(Previous year and month comparison of new construction)**

2015-2016

July

Residence:	17 Permits	3,505,850
Duplex T:	2 Permits	178,000
(1 Bldg/2 Units)		
Business:	2 Permits	2,388,361
<b>Total:</b>	<b>21 Permits</b>	<b>6,072,211</b>

2014-2015

July

Residence:	6 Permits	1,172,950
Duplex T:	2 Permits	180,000
(1 Bldgs/2 Units)		
Multi-Family:	1 Permit	873,290
Business:	6 Permits	7,382,075
<b>Total:</b>	<b>15 Permits</b>	<b>9,608,315</b>

F/Y Total: 21 Permits 6,072,211 F/Y Total: 15 Permits 9,608,315


Cc: Merrill Flood, Director of Community Development

Doc: 1009473





## MEMORANDUM

TO: Barbara Lipscomb, City Manager  
FROM: Gary Fenton, Director of Recreation and Parks   
DATE: August 4, 2015  
SUBJECT: Satisfied Customer

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Below is the text of an e-mail received from a parent of a registrant in the GRPD's "Jaycee Jamboree," one of the department's numerous summer camps. Jaycee Jamboree is open to youngsters five to nine years of age.

The young man referenced ("Kilian") has a disability and must use a walker. An Easter Seals grant makes it possible to open registration for this (and other camps) to special need youngsters.

*I wanted to take a minute and thank you and your staff for making this an awesome summer for Kilian!!!! He's had such a great time. The staff has been fantastic. Every morning when we come in the door, the counselors start yelling his name. (Who wouldn't love feeling like a rock star when you come in the room?) Summer Camp has given him the opportunity to experience new things, meet new friends, and go to awesome places! Our family would never be able to arrange and take him all of the places he has gone with Jaycee Jamboree. Thank you all so much for that! We usually read a story every night before bed. Kilian asks me every night now, "Where are we going tomorrow?" It has truly been a wonderful experience for him. I know that Camp Escape is also a great program, but I am so glad we decided to go the inclusion route at Jaycee Jamboree. Kilian is a super active kid and he has a lot of energy. When he is in school, he's in a separate class for most of the day. Having him included into a "regular" camp has been huge. I, personally believe it's constantly challenging him. He has always wanted to just do what the other kids are doing. Jaycee Jamboree has given him that opportunity. Your staff is second to none! They have ALL been supportive, encouraging, understanding, and enthusiastic. I don't know every counselor's name, but Kaitie Burton, Stephanie Campbell, Mark Speight, Jared Thomas, Yameer Greene, Adam Mish, Ashley Davis, and Wesley Thigpen (and a few whose names I don't know) have been superheroes to my kid! In our book, they are the best! Thank you all for a great summer!*


*Sincerely,  
Melissa Muchoney*



RECREATION AND PARKS

## MEMORANDUM

TO: Barbara Lipscomb, City Manager

FROM: Gary Fenton, Director of Recreation and Parks 

DATE: August 4, 2015

SUBJECT: NOTES TO COUNCIL

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Council may be interested to know that Recreation and Parks will be hosting the Greenville Area Summer Swim League (GASSL) Championship meet at the Community Pool, this Saturday, August 8, beginning at 8:00 a.m. and concluding at approximately 4:00 p.m.

GASSL consists of 10 teams, all who will participate in this end-of-season competition. The team include: Ayden Country Club, Brook Valley Barracudas, Cherry Oaks Torpedoes, Minges Makos, Greenville Country Club Frogs, Ironwood Country Club Stingrays, Tarboro Marlins, Washington White Caps, the Windsor Waves and, of course, the Greenville Recreation & Parks YellowFins.\*

The magnitude of this event is something to see. Anyone wishing to visit the site during this meet may stop in at any time between 8:00 and 4:00.

More summer swim league information is available by visiting these websites:

GASSL – <http://gassl.weebly.com/>

\*YellowFins - <http://yellowfins.weebly.com/>

Thank you.

# DOGGIE

# Pool

# PARTY

Saturday, August 15, 2015

10:00 AM–2:00 PM

at the Community Pool

\$5 per dog; Only one dog per adult. Doggie Beachwear Contest at noon.

