

NOTES

TO: Honorable Mayor and City Council Members
FROM: Ann E. Wall, City Manager
DATE: May 22, 2019
SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Alisha McNeil, Internal Auditor, regarding the Façade Improvement Grant review
2. A memo from Eric Griffin, Fire/Rescue Chief, regarding the GFR Blood Drive in honor of National EMS Week on Wednesday, May 29, 2019 from 1:00 p.m.-6:00 p.m. at Fire Station 6 at 3375 E. 10th Street

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Attachments

Memorandum

To: Ann E. Wall, City Manager
From: Alisha McNeil, Internal Auditor *AM*
Date: May 22, 2019
Subject: Façade Improvement Grant Review

Internal Audit has completed the review of the selected sample for the Façade Improvement Grant (FIG) program. The objective of the review was to determine whether the processes and controls are adequate and proper documentation is maintained.

Seventeen grants were reviewed from fiscal years 2013-2017. Testing verified processes from the initiation of the grant to reimbursement after completion. Reimbursements for the sample totaled \$53,205.76 over the five fiscal years. The review identified discrepancies in the following areas:

- Lack of documentation to verify program requirements;
- Written extensions were not received and extension timeframes were unclear;
- Incomplete application documentation submitted/maintained;
- Incomplete documentation submitted/maintained for reimbursement request;
- Insufficient documentation to support verification of work performed at closeout;
- Reimbursements at more than 50% of the actual project cost;
- Project construction started prior to contract agreement.

A meeting was held with the staff coordinator to discuss the findings. Internal Audit recommends the following in order to strengthen the program:

- Develop an Administrative Procedure for the FIG program that documents the processes and procedures from initiation to reimbursement after completion;
- Review program guidelines every two years to ensure the guidelines are most efficient;
- Utilize EnerGov to maintain all documentation related to the program;
- Internal Audit should review all documentation prior to reimbursement each year.

Internal Audit and staff will work to resolve the above findings and implement tools to increase program efficiency.

It should be noted that within the five year period reviewed, there were at least three coordinators managing this program. The program continues to improve as progression was shown in the latest years reviewed. Internal Audit is confident that staff will implement the necessary changes to ensure the program operates efficiently and consistently in the future.

I would like to thank Community Development for their cooperation during the review. For further assistance, please contact Alisha McNeil, City Internal Auditor, at (252) 329-4436.

CC: Michael Cowin, Assistant City Manager
Ken Graves, Assistant City Manager
Thomas Barnett, Director of Community Development
Chantae Gooby, Chief Planner
Domini Cunningham, Planner II



Find yourself in good company

Memorandum

To: Ann Wall, City Manager
From: Eric Griffin, Fire/Rescue Chief
Date: May 22, 2019
Subject: GFR Holds Blood Drive in Honor of National EMS Week

The American Red Cross is known for its generous donors, volunteers and employees, each dedicated to the mission of serving their community. Their mission is similar to Greenville Fire/Rescue's mission to educate, protect and serve the Greenville community. Many know GFR responds to calls for help on a daily basis, but the department also strives to serve the community in other ways. That is why GFR partnered with the American Red Cross to host a blood drive in support of National EMS Week.

Greenville Fire/Rescue invites the community to come out to Fire Station 6, located at 3375 E. 10th St., and help save lives by donating blood. The blood drive will be held on Wednesday, May 29, 2019 starting at 1:00 p.m. and lasting until 6:00 p.m. Walk-ins are welcomed, but online sign-ups through www.redcrossblood.org are encouraged to better serve you and your time. Donors can sign up via Rapid Pass online or by downloading the Blood Donor App to shorten their visit on the day of the blood drive. Eligible donors with types O, A negative, and B negative blood are urged to make a Power Red donation.