

# NOTES

TO: Honorable Mayor and City Council Members

FROM: Ann E. Wall, City Manager

DATE: July 15, 2020

SUBJECT: Materials for Your Information

Please find attached the following materials for your information:

1. A memo from Michael Cowin, Assistant City Manager, regarding an update on the COVID-19 impact on FY2019-20 sales tax
2. A memo from Mark Holtzman, Chief of Police, regarding an update on the Police Athletic League program
3. A memo from Gary Fenton, Director of Recreation and Parks, regarding Fall and Winter program plans for Recreation and Parks
4. Chart outlining building permits issued during June for new residential and commercial construction
5. Monthly report from Inspections Division for June

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Attachments



# Memo

**To:** Ann Wall, City Manager  
**From:** Michael Cowin, Assistant City Manager  
**Date:** July 14, 2020  
**Re:** NTC – COVID-19 Impact on FY2019-20 Sales Tax

As we continue to move towards the end of Fiscal Year 2019-20 and into the new Fiscal Year 2020-21, it is important to keep track of the impact of COVID-19 on the City’s local sales tax revenues. This will help us be in the position to adjust our projections either up or down based on actual experience and the continued impact of the virus on our local economy.

To have a true understanding of the impact of COVID-19 on sales tax revenue, we must first look at our revenue position prior to the outbreak. The following is a comparison of Fiscal Year 2018-19 revenue to Fiscal Year 2019-20 for the period of July through February sales:

	FY2019 Actual	FY2020 Actual	Difference
July	\$ 1,670,906	\$ 1,901,618	\$ 230,713
August	1,701,498	1,888,107	186,609
September	1,677,592	1,811,468	133,876
October	1,334,969	1,869,373	534,404
November	1,832,527	1,446,633	(385,894)
December	1,933,525	1,941,779	8,254
January	1,526,006	1,695,338	169,332
February	1,587,233	1,686,677	99,444
<b>Total</b>	<b>\$ 13,264,256</b>	<b>\$ 14,240,994</b>	<b>\$ 976,737</b>

For the eight-month period prior to COVID-19, the City’s actual sales tax revenues were approximately \$976,737 above the prior year actual revenues for the same time frame. This variance from the prior year’s actual represents a 7.4% increase in revenues and is indicative of the annual growth in sales tax revenues that the City has been realizing over the last several years.

The City began to realize the true impact of COVID-19 on the local economy around Mid-March of 2020. This impact has carried on through present day. Given the timing of the distribution of sales tax revenue from the N.C. Department of Revenue, the City has only received revenues for sales occurring through April of 2020. The following chart shows the PRE COVID-19 projected March and April revenues as compared to the actual revenues:

	FY2019 Actual	FY2020 Projected	FY2020 Actual	Difference From Projected
March	\$ 1,971,153	\$ 2,117,018	\$ 1,770,112	\$ (346,906)
April	1,841,740	1,978,029	1,100,414	(877,615)
Total	<u>\$ 3,812,893</u>	<u>\$ 4,095,047</u>	<u>\$ 2,870,526</u>	<u>\$ (1,224,521)</u>

For the two-month period, the City is down approximately \$1.22 million dollars from the revenue projected for the same time period. It should be noted that the month of March reflects a partial month in regards to the local shutdown of the economy. The April reduction of approximately \$877,615 appears to be more indicative of the true impact that the City will realize for the months of May and June of 2020. With that said, the following is a projected impact of COVID-19 on sales tax revenues for Fiscal Year 2019-20, represented by the period of March 2020 through June 2020:

March	\$ (346,906)	Actual
April	(877,615)	Actual
May	(877,615)	Projected
June	<u>(877,615)</u>	Projected
Total	<u>\$ (2,979,750)</u>	


Overall, we are projecting an approximate \$2,979,750 reduction in sales tax revenue due to COVID-19. This is very close to the projected impact of \$3,099,256 that was presented to Council at its April Council meeting as part of the Projected Impact of COVID-19 presentation.

Clearly the impact on City revenues that was projected as part of both the Fiscal Year 2019-20 and Fiscal Year 2020-21 budget processes is a reality. The City continues to operate under a spending freeze and a hiring freeze. Based on the revenues presented above, such freezes will more than likely continue indefinitely into Fiscal Year 2020-21.

It should also be noted that a considerable amount of effort was taken to protect the City's core public services in the operating adjustments built into the adopted FY2020-21 budget. However, as operational freezes continue to be sustained over a longer period of time, incremental impacts on the delivery of City services should be anticipated. The goal continues to be focused on minimizing such impacts.

Staff will continue to monitor and analyze the revenue numbers and the impact on our operations. Please let me know if you have any questions. Thanks

# Memorandum

**To:** Ann Wall, City Manager  
**From:** Mark Holtzman, Chief of Police   
**Date:** July 14, 2020  
**Subject:** Police Athletic League (PAL) Update

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COVID-19 has had an impact on all aspects of the Greenville Police Department, including the PAL Program. Several adjustments have had to be made with regard to operations; below is a brief overview of current aspects of the program, as well as anticipated future events.

### **PAL Afterschool**

The two after school programs hosted at South Greenville and Eppes Recreation Centers were closed/cancelled when Pitt County Schools closed their classroom instruction in March. PAL is currently working on plans to re-open the after school programs in the fall, if/when Pitt County Schools return to class-room instruction. At that time, guidelines posted by NC Health and Human Services (NCHHS), as well as the Centers for Disease Control (CDC), will be followed. PAL anticipates having to limit the number of participants in our classrooms; as such we are working on plans to serve approximately 30 students (15 at each of the two PAL sites) instead of the normal 60 students.

### **PAL Summer Camps**

PAL usually hosts three summer camps serving approximately 100 youth. Due to COVID-19, PAL Summer Camps were cancelled. While the PAL part-time staff employees were furloughed, the two PAL Officers (Sgt. Blanchard and Officer White), along with three School Resource Officers, were assigned to assist the Recreation and Parks Department with their summer camp programs. PAL also partnered with the **Inner Banks STEM Center** in Washington, NC to offer a drone program at the Sports Connection's Teen Camp, during week five of this year's summer camp schedule. This additional staffing allowed the Recreation and Parks Department to expand the number of participants enrolled in their programs this summer. PAL was also able to provide additional supplies for the summer camp programs.

### **PAL Baseball**

Previously, PAL sponsored two (2) baseball teams in the Jackie Robinson Baseball League, serving approximately 30 students. Unfortunately, due to COVID-19, the Jackie Robinson Baseball League had to cancel their baseball programs this year.

### **PAL Football**

The PAL Board voted to cancel/suspend football programs this season due to the fact it is a contact sport and could pose an increased threat to our community's youth. However, the **East Carolina American Youth Football Conference (ECAYFC)** will be meeting soon to determine if a modified football program, such as a flag football program, may be an option this season. Last year, the PAL football program served 75 youth and we hope to determine a plan to possibly still serve these youth this season.



### **Community Collaboration**

PAL has continued to collaborate with community partners to provide programs and projects during the COVID-19 pandemic. Examples of a few events include:

- **READ NC and JH Rose Senior Alexander Perry**  
Construction of a "Little Free Library" at South Greenville Recreation Center was completed. A dedication ceremony is pending.
- **Love a Sea Turtle**  
The community garden at South Greenville Recreation Center was recently refurbished. Plans are underway, for the end of July, to refurbish the community garden at Eppes Recreation Center.
- **Love a Sea Turtle and Hope of Glory Ministries Community Outlet**  
Surplus, found, and recovered bicycles were donated from the Greenville Police Department and refurbished by the **Love a Sea Turtle** program. On July 10, 2020, these refurbished bicycles were donated to families through the **Hope of Glory Ministries Community Outlet** program.
- **Shop with a Cop**  
This annual event, planned in conjunction with the Greenville Noon Rotary and JC Penney's, is tentatively planned for August 15, 2020. It allows children that have been involved in the PAL Program the opportunity to obtain back to school clothing.
- **Bicycle Rodeo**  
This year's Bicycle Rodeo, a bike safety course, is tentatively scheduled for September 12, 2020. The event is hosted by the Boy Scouts of America - East Carolina Council, GPD Explorers, GPD Traffic Safety, and numerous community businesses such as Vidant Hospital and Dick's Sporting Goods.

### ***GPD Mission Statement***

*The Greenville Police Department exists to enhance public safety and quality of life, in partnership with ALL people in OUR community, by preventing crime with honor and integrity.*

# Memo

**To:** Ann Wall, City Manager  
**From:** Gary Fenton, Director of Recreation and Parks   
**Date:** July 15, 2020  
**Re:** Fall and Winter Program Plans for Recreation & Parks

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Recreation and Parks has assembled a research committee to help determine direction for the department's fall and winter services. Staff anticipate several program modifications and possible cancellations due to impacts from COVID-19, but those are yet to be determined. The committee is being led by Assistant Director Don Octigan and Recreation Manager Dennis Vestal, and includes five programming staff and one Parks Division employee.

Members will consider local and state health guidelines/safety measures and review information provided by the NC Department of Health and Human Services and by national governing bodies for specific sports and program areas. In addition, other NC recreation and parks departments will be contacted to gain feedback regarding their programming plans. This will help ensure that we are able to provide safe and effective programming for the community while keeping the well-being of our employees and participants as the top priority.

The committee hopes to finalize research in two weeks and management staff will review program options the week of July 27<sup>th</sup>.

In response to potential program changes, the Recreation and Parks Program Guide will be an online-only publication during FY21. This will allow throughout-the-season updates as programs are added, modified, or canceled due to guidance from state and local health officials.

The fall edition, highlighting August-November programming, is scheduled to be available on-line the week of August 3<sup>rd</sup>. The winter edition will go online in November.

The program guide has been redesigned by Aaron Hines with the Public Information Office. The new look continues to provide descriptions and images highlighting programming, special events, and offerings available through the GRPD.

The format for 2021's spring and summer brochure will be determined in January.

Please let me know if there are any questions.

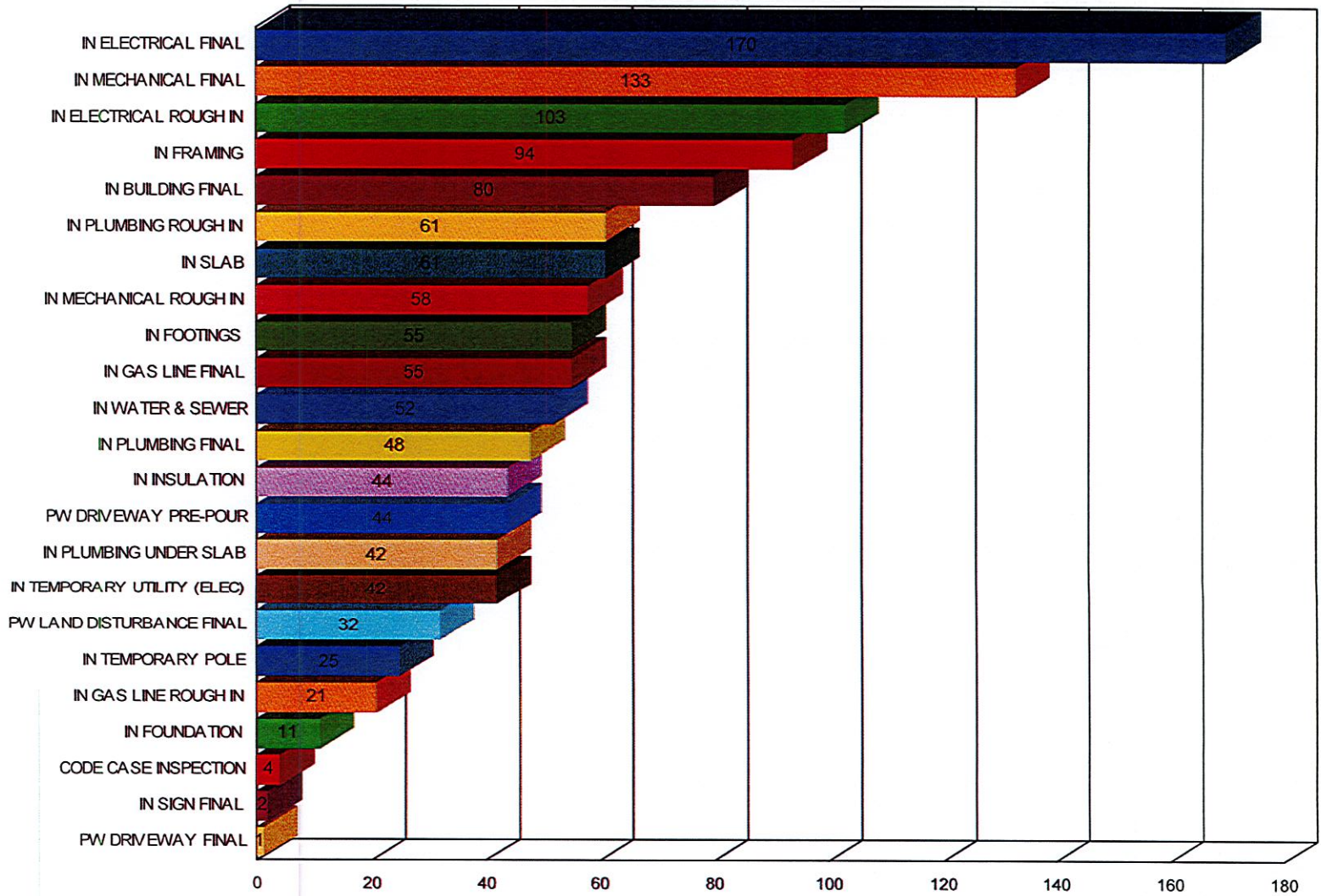
cc: Michael Cowin, Assistant City Manager





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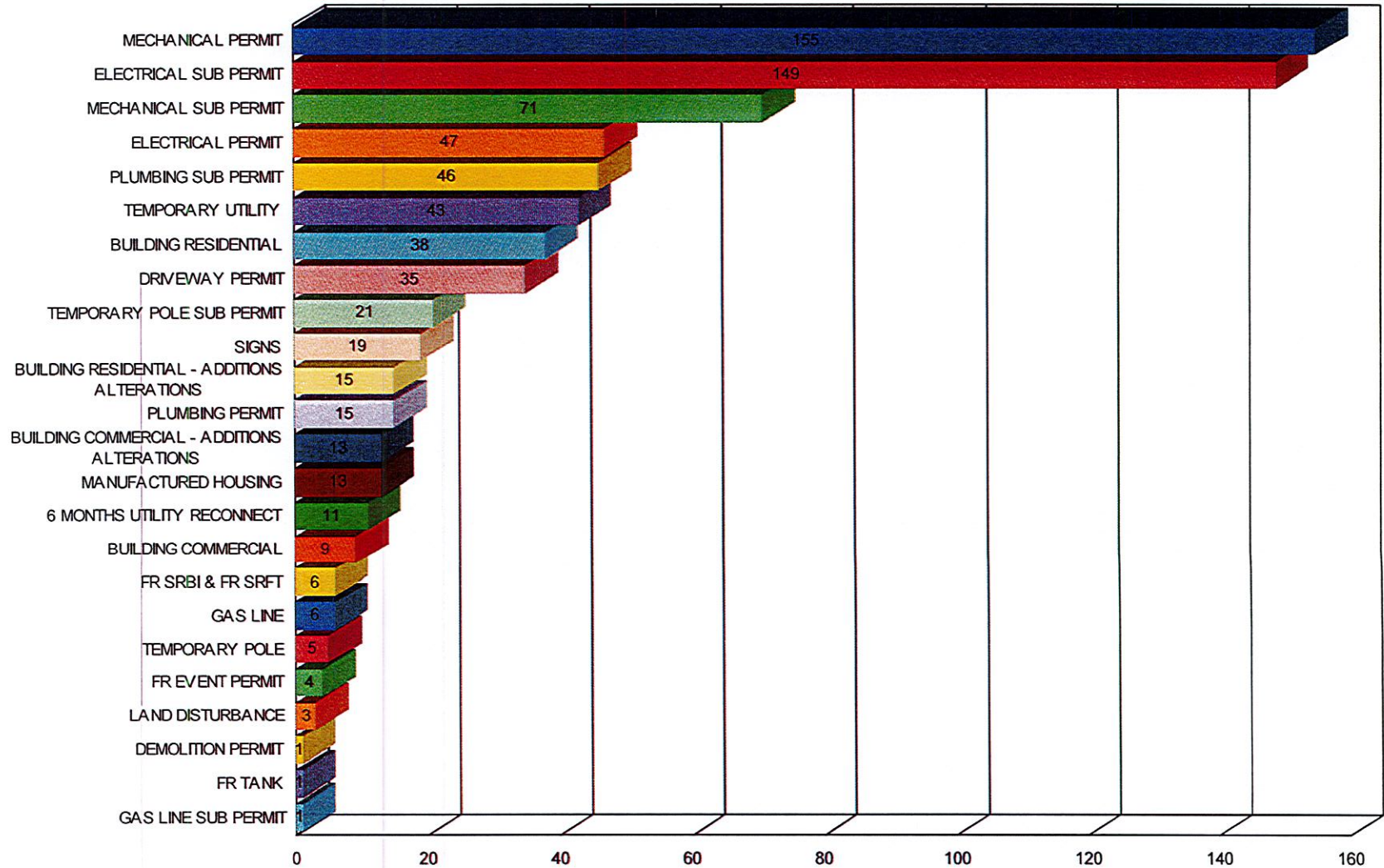
### COMPLETED INSPECTIONS BY ACTUAL START DATE BY INSPECTION TYPE (06/01/2020 TO 06/30/2020) FOR GREENVILLE, NC





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# PERMITS ISSUED BY TYPE (06/01/2020 TO 06/30/2020) FOR GREENVILLE, NC





**PERMITS ISSUED BY PERMIT TYPE (06/01/2020 TO 06/30/2020)**

**Selected Permit Type: Building Commercial, Building Commercial - Additions Alterations, Building Residential, Building Residential - Additions Alterations**

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
Building Commercial	BLD-COM-2020-0100	Commercial	06/11/2020	108 Harbor Pointe Ln Greenville, NC 27858	dixon builders		180,000.00
	BLD-COM-2020-0079	Commercial	06/17/2020	116 10Th St W Greenville, NC 27834	SASCORP, INC.		850,000.00
	BLD-COM-2020-0082	Industry	06/17/2020	5900 Martin Luther King Jr Hw Greenville, NC 27834	CA Lewis		130,000.00
<b>TOTAL VALUATION FOR BUILDING COMMERCIAL:</b>							<b>1,160,000.00</b>
<b>TOTAL PERMITS FOR BUILDING COMMERCIAL:</b>							<b>3</b>
Building Commercial - Additions Alterations	BLD-AAC-2020-0061	Commercial Additions	06/02/2020	2050 E Fire Tower Rd Greenville, NC 27858	TSC Construction		15,000.00
	BLD-AAC-2020-0070	Commercial Additions	06/04/2020	3795 10Th St E Greenville, NC 27858	Saleem Q. Al-Uqdah General Contracting		55,000.00
	BLD-AAC-2020-0063	Commercial Alterations	06/02/2020	1717 5Th St W Greenville, NC 27834	Infinity Communications LLC		20,000.00
	BLD-AAC-2020-0041	Commercial Alterations	06/09/2020	418 5Th St W A1 Greenville, NC 27834	Mosley Construction Company		447,370.00
	BLD-AAC-2020-0066	Commercial Alterations	06/09/2020	2803 Evans St 108 Greenville, NC 27858	NO LIMIT CONTRACTING & DESIGN		115,115.00
	BLD-AAC-2020-0067	Commercial Alterations	06/09/2020	121 Harbor Pointe Ln Greenville, NC 27858	KEYSTONE MANAGEMENT CO		44,000.00
	BLD-AAC-2020-0071	Commercial Alterations	06/23/2020	5900 Martin Luther King Jr Hw Greenville, NC 27834	CA Lewis		12,400,000.00
	BLD-AAC-2020-0062	Commercial Alterations	06/30/2020	501 Evans St Greenville, NC 27858	Tozer Builders, Inc.		627,900.00
	BLD-AAC-2020-0065	Roofing	06/03/2020	207 Manhattan Av Greenville, NC 27834	Service Roofing & Sheet Metal Co.		88,000.00
BLD-AAC-2020-0068	Roofing	06/03/2020	119 Red Banks Rd Greenville, NC 27858	Baker Roofing		417,340.00	
<b>TOTAL VALUATION FOR BUILDING COMMERCIAL - ADDITIONS ALTERATIONS:</b>							<b>14,229,725.00</b>
<b>TOTAL PERMITS FOR BUILDING COMMERCIAL - ADDITIONS ALTERATIONS:</b>							<b>10</b>
Building Residential	BLD-RES-2020-0226	Garage/Carport	06/05/2020	1202 Drexel Ln Greenville, NC 27858	Hudson Brothers Construction		40,000.00

PERMITS ISSUED BY PERMIT TYPE (06/01/2020 TO 06/30/2020)

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-RES-2020-0220	Single-family	06/01/2020	2208 Moxie Ln Greenville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		306,975.00
	BLD-RES-2020-0211	Single-family	06/02/2020	609 Megan Dr Greenville, NC 27834	Dillard Wallace Construction Co.		259,200.00
	BLD-RES-2020-0213	Single-family	06/02/2020	2105 Sedbrook Ln Greenville, NC 28590	BRYANT CONSTRUCTION OF GREENVILLE, LLC		375,000.00
	BLD-RES-2020-0204	Single-family	06/03/2020	1536 Penncross Dr Greenville, NC 27834	Spain Builders LLP		157,634.00
	BLD-RES-2020-0218	Single-family	06/03/2020	1208 Fellowes Ct Winterville, NC 28590	ROCKY RUSSELL DEVELOPMENT LLC		185,100.00
	BLD-RES-2020-0221	Single-family	06/03/2020	3847 Baywood Ln E Greenville, NC 27834	WILL KUHN HOMES LLC		219,600.00
	BLD-RES-2020-0222	Single-family	06/03/2020	3865 Baywood Ln E Greenville, NC 27834	WILL KUHN HOMES LLC		209,700.00
	BLD-RES-2020-0223	Single-family	06/03/2020	1929 Tucker Rd Greenville, NC 28590	Mark Smith LLC		316,875.00
	BLD-RES-2020-0224	Single-family	06/03/2020	1044 Dearborn Ct Winterville, NC 28590	MQ Construction, Inc.		158,850.00
	BLD-RES-2020-0227	Single-family	06/03/2020	824 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		228,150.00
	BLD-RES-2020-0228	Single-family	06/03/2020	828 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		202,200.00
	BLD-RES-2020-0229	Single-family	06/03/2020	821 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		239,325.00
	BLD-RES-2020-0230	Single-family	06/03/2020	320 Sequoia Dr Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		182,550.00
	BLD-RES-2020-0231	Single-family	06/10/2020	3337 Pacolet Dr Greenville, NC 27834	ROCKY RUSSELL DEVELOPMENT LLC		163,650.00
	BLD-RES-2020-0232	Single-family	06/10/2020	1313 Wanetas Ct Winterville, NC 28590	ROCKY RUSSELL DEVELOPMENT LLC		164,925.00
	BLD-RES-2020-0235	Single-family	06/10/2020	2273 Birch Hollow Dr Greenville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		366,375.00
	BLD-RES-2020-0234	Single-family	06/11/2020	3821 Oglethorpe Dr Winterville, NC 28590	Kuhn Homes, LLC		261,075.00



PERMITS ISSUED BY PERMIT TYPE (06/01/2020 TO 06/30/2020)

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-RES-2020-0237	Single-family	06/11/2020	820 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		237,225.00
	BLD-RES-2020-0238	Single-family	06/11/2020	813 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		200,175.00
	BLD-RES-2020-0239	Single-family	06/11/2020	829 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		204,900.00
	BLD-RES-2020-0205	Single-family	06/12/2020	2612 Dakota Dr Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		205,350.00
	BLD-RES-2020-0246	Single-family	06/12/2020	2278 Birch Hollow Dr Greenville, NC 28590	BILL CLARK HOMES OF GREENVILLE, LLC		297,075.00
	BLD-RES-2020-0248	Single-family	06/12/2020	324 Sequoia Dr Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		202,050.00
	BLD-RES-2020-0247	Single-family	06/17/2020	605 Southbridge Ct Greenville, NC 28590	Kuhn Homes, LLC		274,800.00
	BLD-RES-2020-0254	Single-family	06/17/2020	801 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		158,250.00
	BLD-RES-2020-0249	Single-family	06/18/2020	3932 Pensacola Dr Greenville, NC 27834	Spain Builders LLP		157,634.00
	BLD-RES-2020-0252	Single-family	06/18/2020	2033 Sedbrook Ln Greenville, NC 28590	BIGGS CONSTRUCTION, INC.		310,716.00
	BLD-RES-2020-0256	Single-family	06/18/2020	816 Knoll Ci Greenville, NC 27858	BILL CLARK HOMES OF GREENVILLE, LLC		199,950.00
	BLD-RES-2020-0257	Single-family	06/18/2020	2028 Sedbrook Ln Greenville, NC 28590	HURDLE HOME BUILDERS LLC		266,700.00
	BLD-RES-2020-0259	Single-family	06/22/2020	615 Megan Dr Greenville, NC 27834	Southern Development Group Inc.		260,700.00
	BLD-RES-2020-0264	Single-family	06/22/2020	205 Harmony St Greenville, NC 27834			28,000.00
	BLD-RES-2020-0244	Single-family	06/23/2020	207 Martinsborough Rd Greenville, NC 27858	CareMaster LLC		355,500.00
	BLD-RES-2020-0261	Single-family	06/23/2020	616 Southbridge Ct Greenville, NC 28590	Kuhn Homes, LLC		283,050.00
	BLD-RES-2020-0255	Single-family	06/29/2020	1926 Tucker Rd Greenville, NC 28590	SC AND JC LLC.		375,450.00
	BLD-RES-2020-0245	Storage/Accessory Structure	06/12/2020	312 Williams St Greenville, NC 27858			17,280.00

PERMITS ISSUED BY PERMIT TYPE (06/01/2020 TO 06/30/2020)

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
	BLD-RES-2020-0192	Storage/Accessory Structure	06/15/2020	2806 Royal Dr 319 Winterville, NC 28590	Mosley Construction Company		75,000.00
	BLD-RES-2020-0260	Storage/Accessory Structure	06/23/2020	406 Latham St Greenville, NC 27834	1972		7,200.00
<b>TOTAL VALUATION FOR BUILDING RESIDENTIAL:</b>							<b>8,154,189.00</b>
<b>TOTAL PERMITS FOR BUILDING RESIDENTIAL:</b>							<b>38</b>
Building Residential - Additions Alterations	BLD-AAR-2020-0093	Residential Additions	06/03/2020	1912 Forest Hill Dr Greenville, NC 27858	Coltrain Construction and Remodeling, Inc.		104,300.00
	BLD-AAR-2020-0095	Residential Additions	06/03/2020	1006 Wright Rd W Greenville, NC 27858			22,950.00
	BLD-AAR-2020-0096	Residential Additions	06/03/2020	2900 Camille Dr Winterville, NC 28590			21,600.00
	BLD-AAR-2020-0099	Residential Additions	06/10/2020	1202 Drexel Ln Greenville, NC 27858	Hudson Brothers Construction		90,000.00
	BLD-AAR-2020-0101	Residential Additions	06/12/2020	2336 Great Laurel Ct Greenville, NC 27834			13,000.00
	BLD-AAR-2020-0104	Residential Additions	06/16/2020	1951 L T Hardee Rd Greenville, NC 27858		edith sanchez	75,000.00
	BLD-AAR-2020-0107	Residential Additions	06/19/2020	621 Hudson St Greenville, NC 27834			21,600.00
	BLD-AAR-2020-0086	Residential Additions	06/22/2020	4201 Davencroft Village Dr Winterville, NC 28590	Swimme and Son Building Contractors		90,364.00
	BLD-AAR-2020-0102	Residential Alterations	06/11/2020	2121 Scotsdale Ct Winterville, NC 28590	The Capable Carpenter		17,100.00
	BLD-AAR-2020-0091	Residential Alterations	06/15/2020	615 Howell St Greenville, NC 27834			6,500.00
	BLD-AAR-2020-0106	Residential Alterations	06/18/2020	304 Burrington Rd F7 Greenville, NC 27834	Dudley Construction, Inc.		14,983.00
	BLD-AAR-2020-0109	Residential Alterations	06/22/2020	108 St Andrews Dr Greenville, NC 27834	AG's Home Solutions, LLC		56,250.00
	BLD-AAR-2020-0098	Swimming Pools	06/03/2020	4212 Cady Dr Greenville, NC 27834	Elite Pools & Hardscapes		49,775.00
	BLD-AAR-2020-0059	Swimming Pools	06/24/2020	1917 Tucker Rd Greenville, NC 28590	jj&t builders llc		22,000.00



**PERMITS ISSUED BY PERMIT TYPE (06/01/2020 TO 06/30/2020)**

Permit Type	Permit Number	Work Class	Issue Date	Address	Contractor	Owner	Value
<b>TOTAL VALUATION FOR BUILDING RESIDENTIAL - ADDITIONS ALTERATIONS:</b>							<b>605,422.00</b>
<b>TOTAL PERMITS FOR BUILDING RESIDENTIAL - ADDITIONS ALTERATIONS:</b>							<b>14</b>
<b>GRAND TOTAL OF VALUATION OF ISSUED PERMITS:</b>							<b>24,149,336.00</b>
<b>GRAND TOTAL OF ISSUED PERMITS:</b>							<b>65</b>

Monthly Report for Inspections/CDD

2019/2020	For Month	To Date
	June	
Building Permits	88	1096
Mechanical Permits	244	2336
Plumbing Permits	61	724
Electrical Permits	265	2812
Total Permits	658	6968
Building Inspections	345	4023
Plumbing Inspections	203	2468
Mech. Inspections	267	3494
Elect. Inspections	340	4108
Fire Inspections	5	47
Stop Work Orders	1	18
Condemnations	0	16
ABC Lic. Insp	4	28
Total Inspections	1165	14202
Commercial Plan Reviews	51	305
Residential Plan Reviews	71	629
Site Plan Reviews	9	83
BOA Reviews	2	28
Turnover	\$ 110,855.11	\$1,528,271.85



