

**Carrboro Century Center
Quarterly Report
Quarter Ending June 30, 2002**

Summary for Quarterly Report

- Fourth Quarter of Fiscal Year 2001-02 Occupancy Summary illustrates an average increase of 3% in the usage of Activity rooms 4, 5, and the Century Hall. In addition, the summary shows a 2% decrease in the use of Activity rooms 2, 3, and the kitchen. The usage of Activity Room 1 has remained the same.
- Fourth Quarter of Fiscal Year 2001-02 participant numbers increased by 5% from the Third Quarter of Fiscal Year 2001-02.
- Fourth Quarter of Fiscal Year 2001-02 revenue decreased by 28% since the Third Quarter of Fiscal Year 2001-02. This decrease in revenue may be related to the natural decrease in indoor programming in the spring and early summer months, the uncertainty of whether Activity Room 5 could be rented beyond July of 2002, and the increase in internal programs (programs sponsored by various Town Departments).
- Actual revenue generated for Fourth Quarter of Fiscal Year 2001-02 was \$8,083.46, and projected revenue was \$9,182.44.
- Number of Phone Inquiries received Fourth Quarter of Fiscal Year 2001-02 decreased by 24% from the Third Quarter of Fiscal Year 2001-02 (note: the phone inquiries included here are initial, first time calls; however, we receive numerous follow-up calls prior to the onset of external and internal events).
- Future reports will show a quarterly comparison, for different fiscal years, of total program participants, revenue generation, room usage.

Revenue:

Revenue collected for room rentals and other fees for reporting quarter: \$8,083.46

Revenue collected for room rentals and other fees for Fiscal Year 2001-02, July 1, 2001 to June 30, 2002: \$44,670.60

Confirmed reservations revenue projected for next quarter (July, August, and September 2002): \$7,784.69

Participant Number:

Program participants for April, May, and June 2002 – 5,644

Program participants for Fiscal Year 2001-02, July 1, 2001 to June 30, 2002 – 21,387

Types of Users:

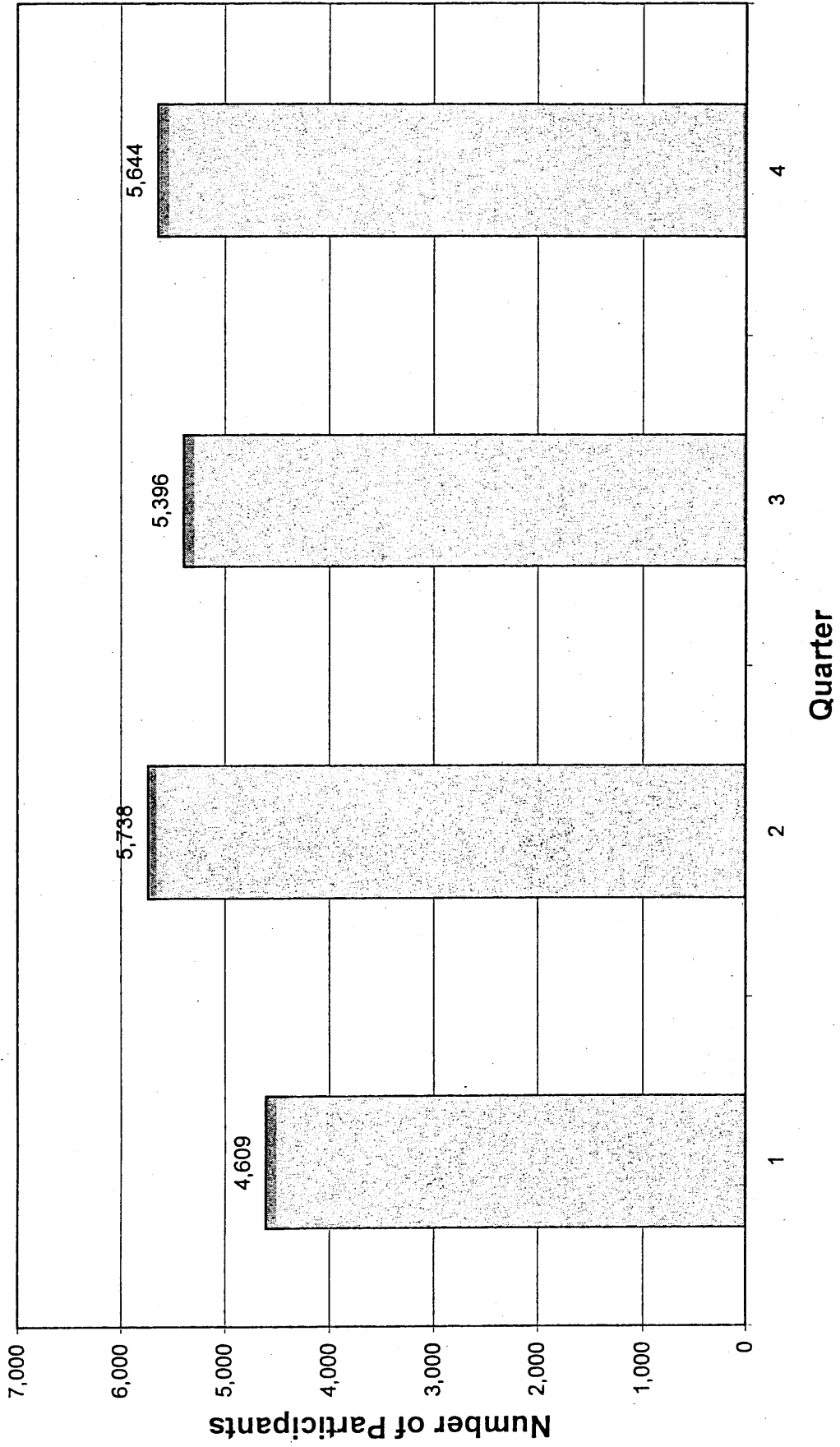
Rental Groups	Type of Activity
Chapel Hill/Carrboro Civitan	Meeting
Triangle Swing Dance Society	Dance
True Praise & Deliverance Church	Church Service; baby shower
Lauren Attanas	Concert
Pearline F. Peace	Scholarship Banquet
Triangle Tangueros	Dance
Greg Gelb	Dance
Deborah Long	Real Estate Seminar
Malcolm Logan	Charity Fashion Show
Ellen Young	Meeting
Chapel Hill Carrboro City School System	Meeting; Recognition Banquet
Cindy Ehrman	Birthday Party
PTA Thrift Shop	50 th Anniversary Celebration
Dan Schwartz	Concert
Patricia Davis	Wedding Reception
Triangle Country Dancers	Dance
Candy Canino	Workshop
Alma Coefman	Concert
Mary Scroggs Elementary	Training Seminar
Paul Chapman	Neighborhood Meeting
Mary and Jason Rice	Baby Shower
Olga Talanova	Violin Recital
Carol Retsch-Bogart	Birthday Party
Joan Duffield	Recital
Mike Mathers	Luncheon
Suzanne McDonald	Recital
John Howell	Birthday Party
Jill Fleming	Concert
Stuart Gold (UNC)	Square Dance Benefit
Jon Briggs	Jewelry Show

Types of Inquiries:

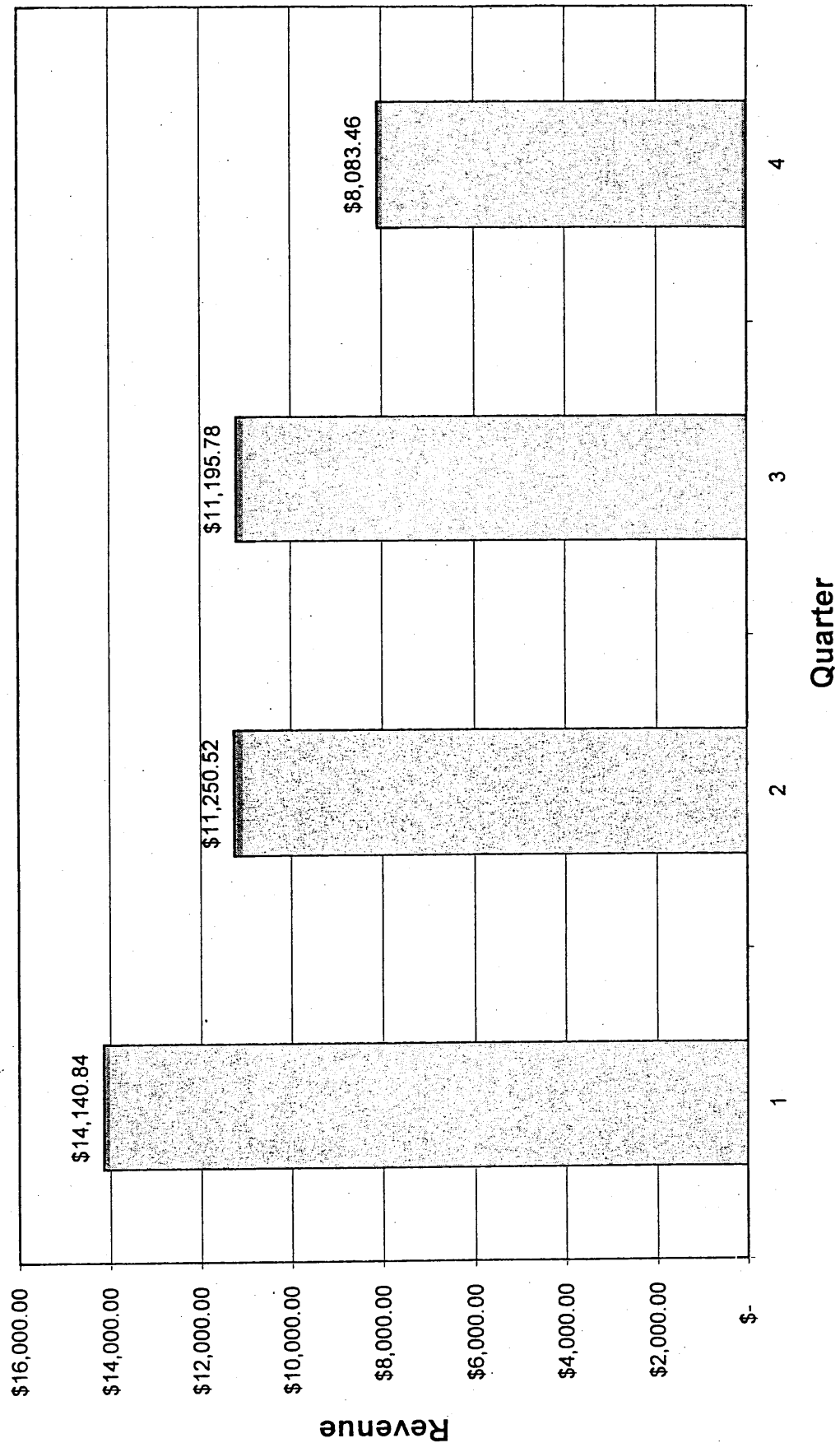
The cumulative number and percentage of calls include calls from January 1, 2001 to June 30, 2002.

Nature of Calls	Qtrly # of Calls	Qtrly % of Calls	Cum. # of Calls	Cum. % of Calls
Reserved Space in the Center	43	40%	209	29.5%
Inquiry about Century Center	50	47%	332	47%
Did not book because of 24 times within 6 months (for weekdays and nights) and 6 times within 6 months for weekends restriction	0	0	31	4%
Date requested was already reserved	12	11%	83	12%
Room rental rates beyond their budget	2	2%	34	4.5%
Needed exact date that center would open	0	0	12	2%
Wanted to host an alcoholic brown bag event	0	0	2	.34%
Not Enough Space to Accommodate Event	0	0	1	.32%
Needed Storage Space	0	0	2	.34%
Totals	107	100%	706	100%

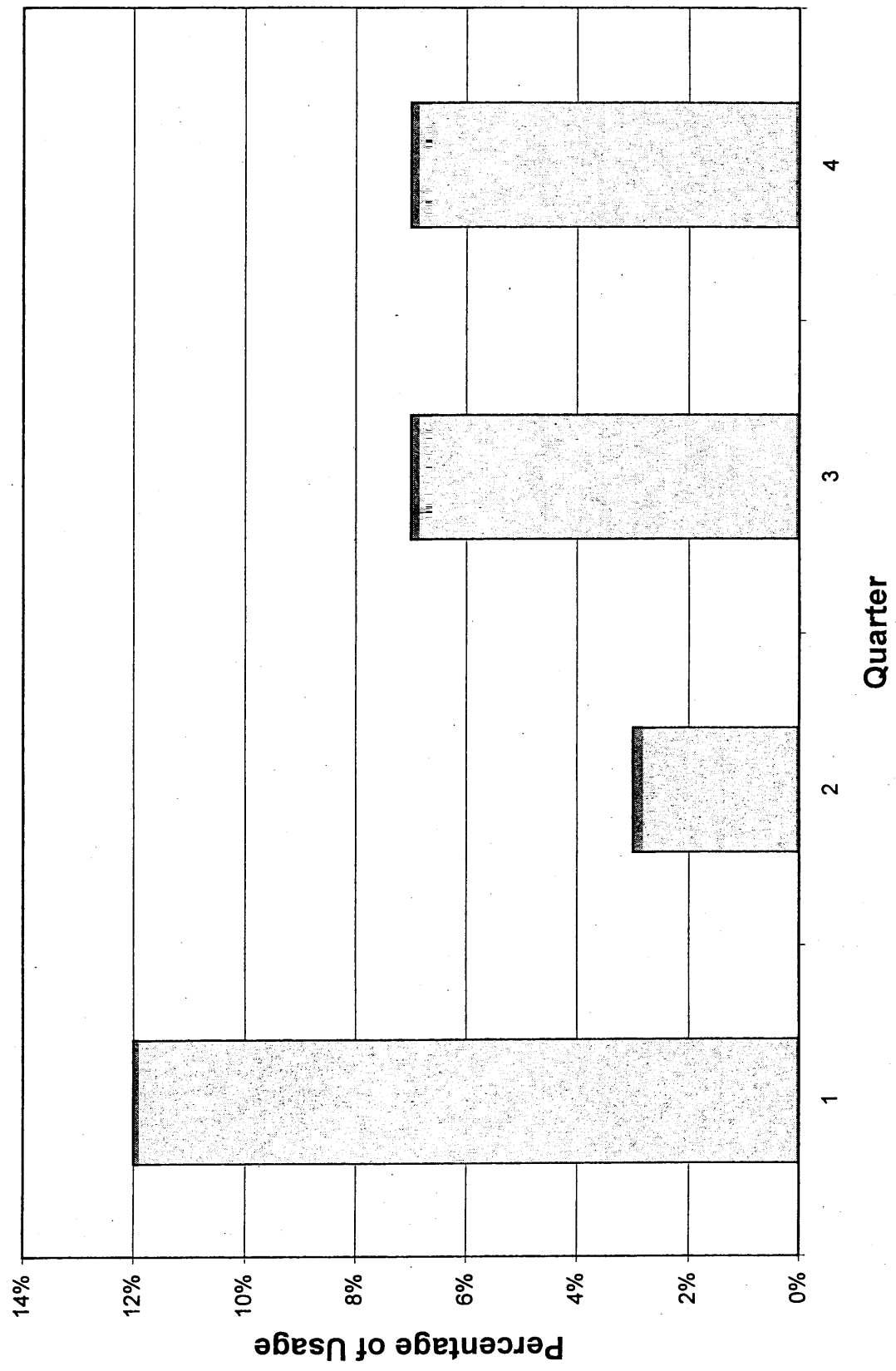
Quarterly Comparison of the Number of Program Participants
FY 2001 - 02



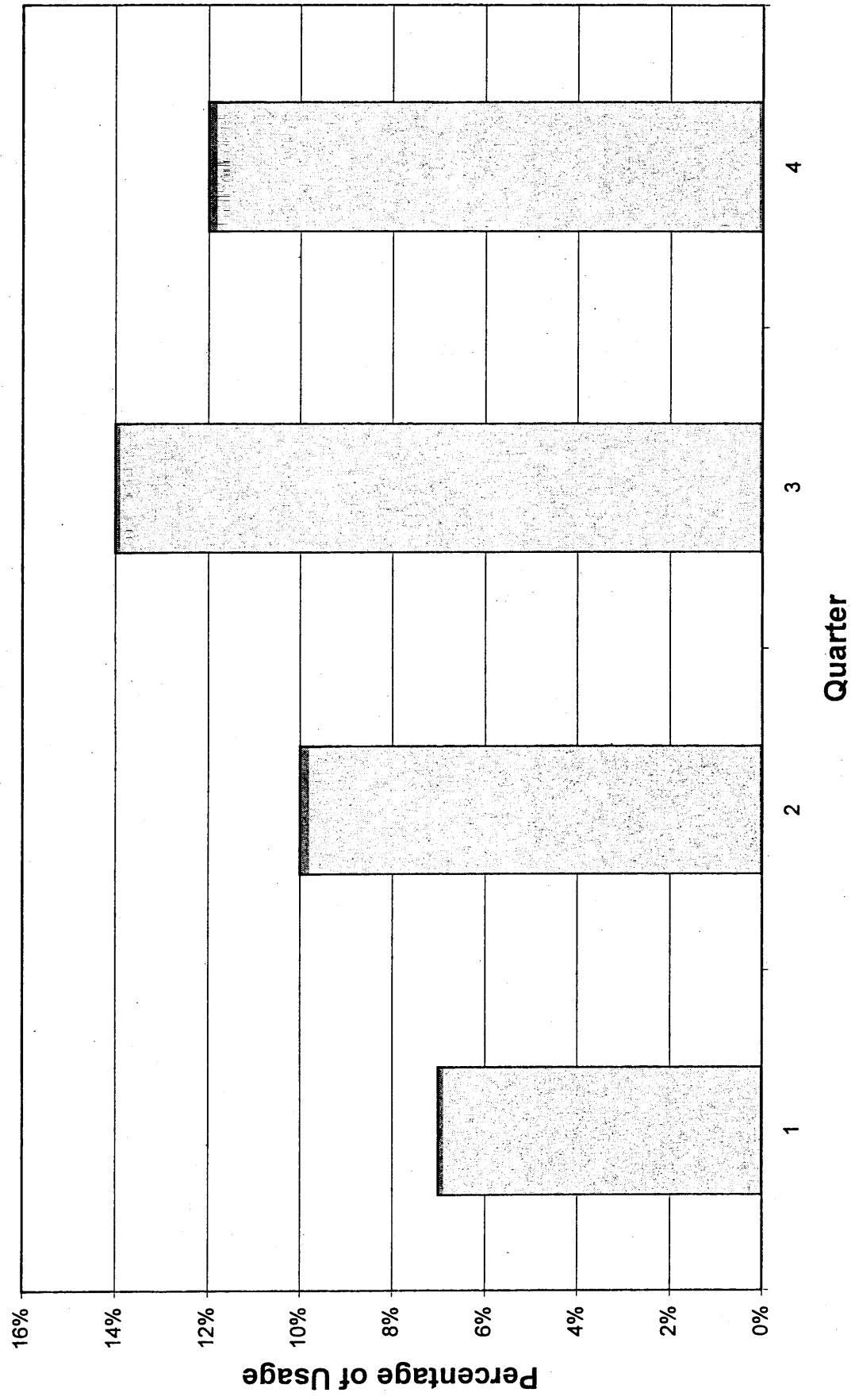
Quarterly Comparison of Actual Revenue for 2001-02
FY 2001-02



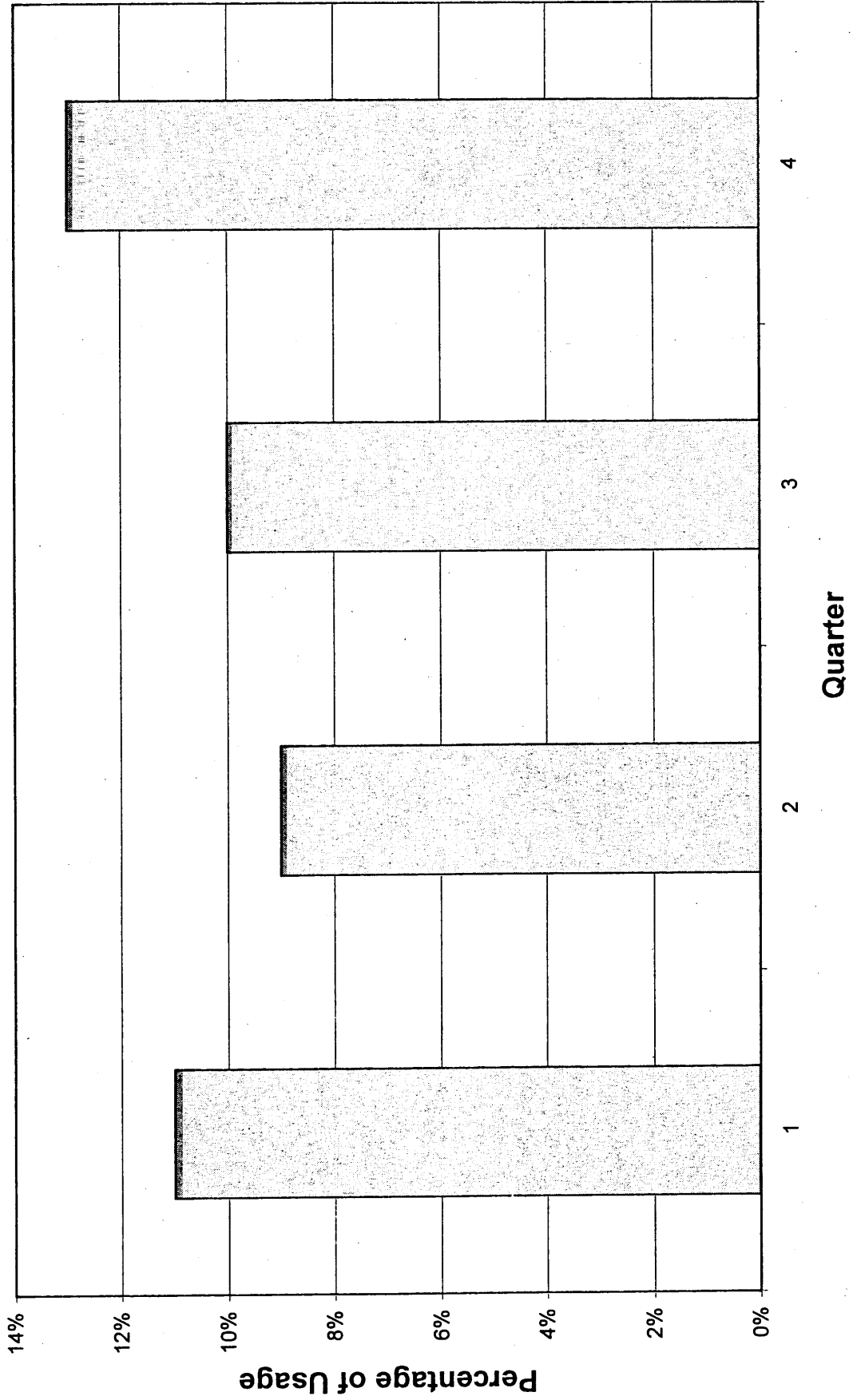
Quarterly Comparison of Occupancy Rate for Activity Room 1



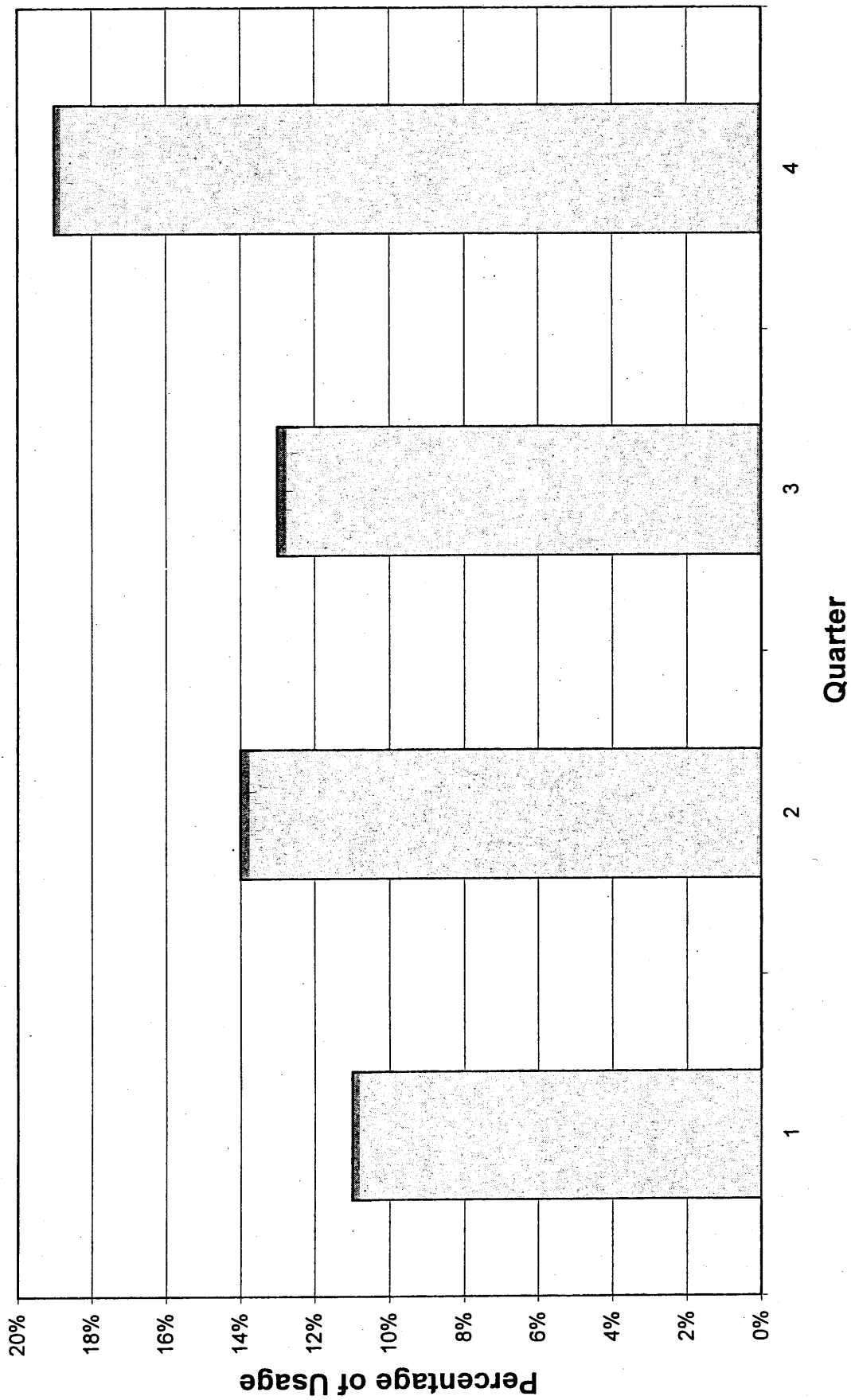
Quarterly Comparison of Occupancy Rate for Activity Rooms 2 & 3



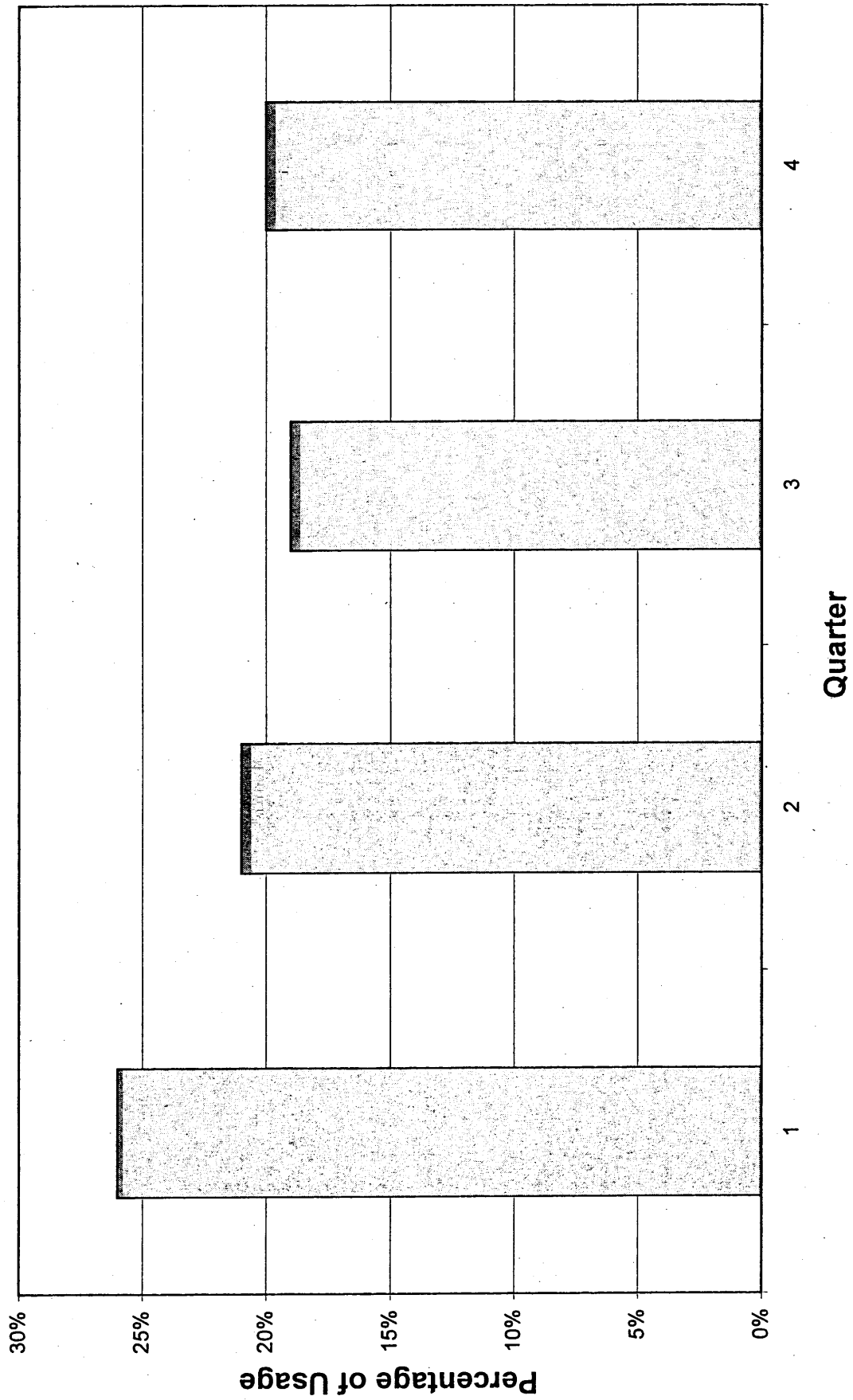
Quarterly Comparison of Occupancy Rate for Activity Room 4



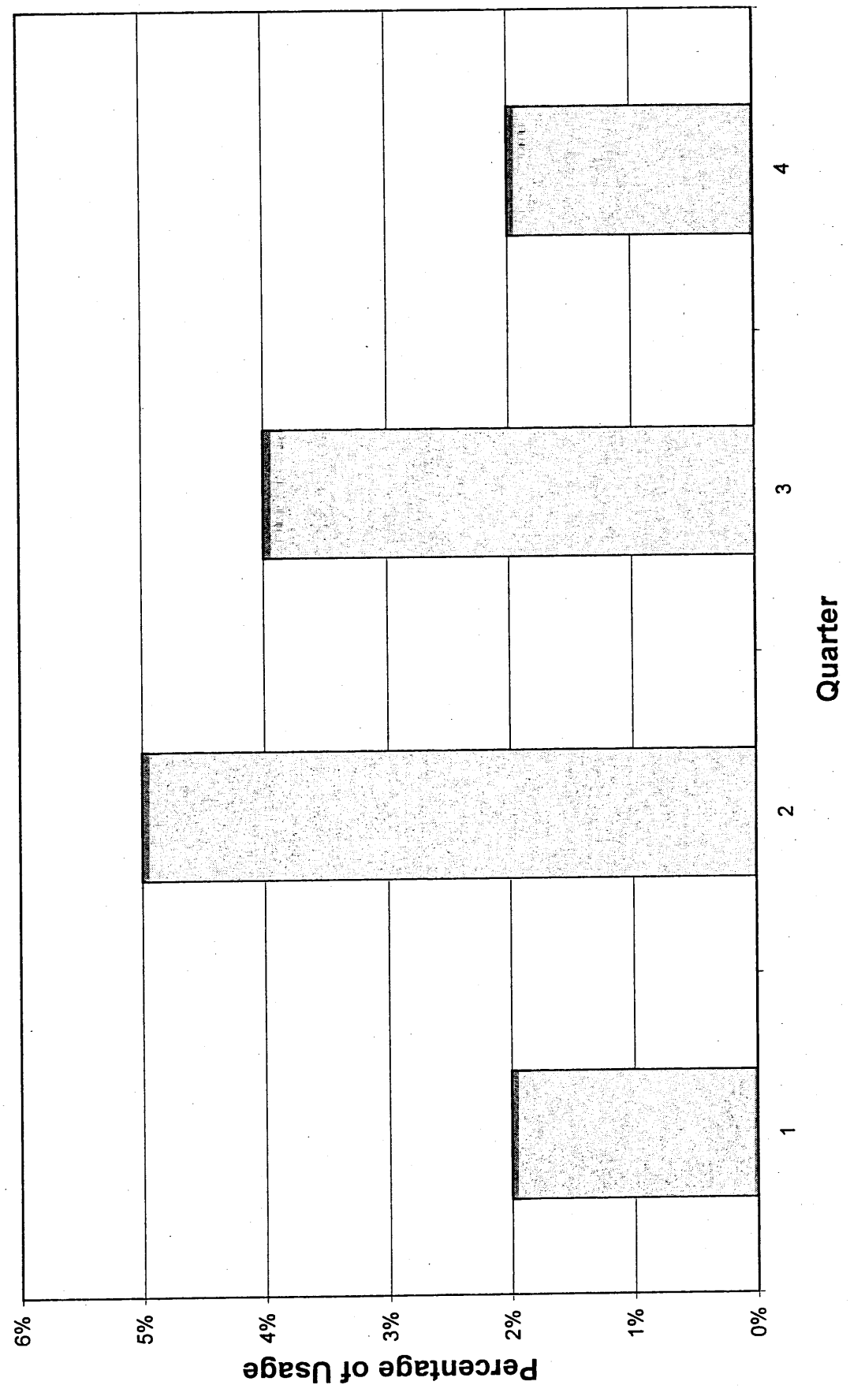
Quarterly Comparison of Occupancy Rate for Activity Room 5



Quarterly Comparison of Occupancy Rate for the Century Hall



Quarterly Comparison of Occupancy Rate for the Kitchen



Carrboro Century Center Quarterly Comparison of Occupancy Rates

[illegible]

Updated: 5/17/2002

Room 1	(Arts & Crafts Room)																								Total Hrs for Month	Rate of Use								
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	H	0	2	0	0	18	3%	
Room 2 & 3 (North Divided Activity Room)																																		
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	2	5	0	9	14	5	7	9	5	0	0	0	5	0	2	0	5	0	0	5	0	2	0	0	0	0	0	H	0	2	2	0	79	15%
Rooms 4 (South Activity Room)																																		
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	0	3	0	0	14	2	9	9	3	0	0	0	2	3	0	3	0	0	0	2	3	2	0	0	0	0	0	H	3	0	3	0	61	12%
Rooms 5 (Resource/Cybrary Room)																																		
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	3	0	3	0	14	4	2	3	0	10	0	0	4	4	3	3	3	0	0	7	2	3	6	6	0	0	0	H	0	3	4	3	90	17%
Rooms 21 (Century Hall)																																		
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	10	3	3	4	14	0	7	7	3	5	6	3	0	4	3	0	3	6	0	0	0	6	3	0	0	0	0	H	2	3	0	0	95	18%
Kitchen																																		
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
Hours used	0	0	0	0	14	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	H	0	0	0	14	3%	
Notes:																																		
Total daily Operational Hours = 14												Additional Hours for Use (11pm - 2 am = 3 hours); Total Operational Hours - 17																						
Total hours for 28 day month = 392												Total hours for 28 day month = 476																						
Total hours for 30 day month = 420												Total hours for 30 day month = 510																						
Total hours for 31 day month = 434												Total hours for 31 day month = 527																						
H = holiday																																		
Legend:																																		
The term rate used above applies to the percentage of hours that each room was used for this month against the total available hours.																																		
The heading Total Hrs for Month shows the total number of hours that each room was used for this month.																																		

Room 1	(Arts & Crafts Room)												Total Hrs for Month	Rate of Use																	
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	
																														4	
																															less than 1%
Room 2 & 3 (North Divided Activity Room)																															
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	0	0	6	0	0	0	0	0	0	6	7	5	0	0	0	0	6	0	5	0	0	0	0	3	0	8	0	0	0	0	
																														46	
																															9%
Rooms 4 (South Activity Room)																															
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	0	0	0	3	0	3	0	5	0	3	3	3	0	0	0	0	3	3	2	3	0	0	0	3	6	3	3	0	0	0	
																														49	
																															9.5%
Rooms 5 (Resource/Cybrary Room)																															
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	4	0	4	2	13	10	13	3	0	0	4	3	0	3	0	0	0	2	3	0	3	0	4	0	0	3	0	3	0	0	
																														77	
																															15%
Rooms 21 (Century Hall)																															
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	9	3	3	1	3	4	0	8	0	3	1	8	2	6	0	0	5	6	8	8	9	5	0	0	1	0	3	0	0	0	
																														96	
																															19%
Kitchen																															
Dates	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Hours used	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
																														1	
																															less than 1%
Notes:																															
Total daily Operational Hours = 14													Additional Hours for Use (11pm - 2 am = 3 hours); Total Operational Hours - 17																		
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Occupancy Summary
for 4th Quarter
2001-02

Room Number	Room Description	Total Hours for Quarter	Rate of Use
Room 1	Arts & Crafts Room	107	7%
Rooms 2 & 3	North Divided Activity Room	181	12%
Room 4	South Activity Room	206	13%
Room 5	Resource/Cybrary Room	292	19%
Room 21	Century Hall	307	20%
Kitchen		37	2%

MEMORANDUM

TO: Robert W. Morgan
Town Manager

FROM: Desiree S. White
Personnel Director

DATE: August 14, 2002

RE: Employment Quarterly Report

The following information reports the new hires and separations for the fourth quarter of the fiscal year, April 1, 2002 – June 30, 2002.

Employment Separations

<u>Position</u>	<u>Department</u>	<u>Month of Separation</u>
Recreation & Parks Director	Recreation & Parks	April 1, 2002
Police Officer I	Police	June 2, 2002

Department	Number of Employees	% of Department Employees
Police	1	2.9%
Recreation and Parks	1	8.3%

Summary

Turnover rate for the fourth quarter of fiscal year 2001- 2002 was 1.5%. The turnover percentage for the same time period for fiscal year 2000-2001 was 4.4%.

Turnover rate for fiscal year July 1, 2001 to June 30, 2002 was 8.7%; the rate for the previous year, July 1, 2000 – June 30, 2001 was 19.7%.

Reasons Provided for Separation	Percentage	Number of Employees
Money and/or benefits	0%	0
Retirement	50%	1
Advancement of Education	0%	0
Career advancement or change	0%	0
Relocation	0%	0
Personal and/or other	50%	1

New Hires

<u>Position</u>	<u>Department</u>	<u>Month of Hire</u>
Groundskeeper I	Public Works	May 2002
Firefighter	Fire	June 2002

ATTACHMENT C

To: Mayor and Board of Aldermen

From: L. Bingham Roenigk, Assistant Town Manager

Date: August 15, 2002

Re: Fiscal Report – Period ending June 30, 2002

The year-end report provides a snapshot of expenditures and revenues for the entire fiscal year through June 30, 2002. The fiscal information for year-end is compared with the previous year audited and budgeted figures. These numbers are still subject to change, however, as we progress through the audit season. The audit report, scheduled for completion no later than October 31, 2002, will represent the final numbers for FY01-02. The Management Services Department is now preparing for the audit, preparing schedules and conducting year-end reconciliations. All cash accounts have been reconciled through June 30, 2002.

As with previous reports, the financial data assessed includes a comparison of actual revenues and expenditures to the budget, trend analysis, and a projection of fund balance for year-end.

The revenues received for June 30 fiscal year show that the Town exceeded budget estimates in its property tax and licenses and permits revenues. As expected, state-shared revenue and other revenue reflect a notable shortfall due to numerous factors directly and indirectly affected by the poor state of the economy.

Overall expenditures for the year show an 88.50% expenditure rate, slightly lower than the previous two years. This is primarily due to management action whereby departments deferred capital and operational spending to address the mid-year shortfall created by the state freeze on state-collected local revenue and shortfalls in sales tax and interest earnings projections.

With the final quarter of sales tax being slightly higher than revised estimates and with departmental spending much lower than anticipated, the unaudited numbers indicate that undesignated fund balance will remain at 21% as in the previous year and will not dip to 19% as projected.

Revenues

The revenues collected equal 98.09% of the budget versus 102.39% collected in FY01-02. Revenue projections that are less than the budget mean that less cash is diverted to the Town's fund balance coffers.

	FY01-02% COLLECTED	FY00-01 % COLLECTED
GENERAL FUND		
PROPERTY TAXES	100.41%	101.62%
LIC & PERMITS	113.80%	112.16%
STATE-SHARED REV	93.45%	104.07%
OTHER REV	69.34%	106.40%
TRSFERS & LEASE FIN	85.30%	87.92%
TOTAL GENERAL FUND REVENUES*	98.09%	102.39%
<i>*excludes fund balance appropriated</i>		

Property tax billing and collection information from Orange County shows that property taxes exceed budgeted revenue by approximately \$52,500. This gain was reduced, however, by the state withholding of the April distribution on the Town's inventory tax reimbursement revenue (\$28,000).

The continued positive earnings in Licenses and Permits is primarily due to a one-time windfall in cable franchise fees due to the change in the distribution of the revenue under the new franchise agreement. The revenue, originally distributed to the Town once a year in June (for prior calendar year earnings from December-January), is now distributed on a quarterly basis based on earnings from the previous three months. In addition, revenues from development activity exceeded budgeted estimates albeit at lower levels than in the previous year.

Included in state-shared revenues are six state-wide revenues whose estimates depend on economic forces: the Beer and Wine Tax, the two Utility Franchise taxes, the Piped Natural Gas Excise Tax, the Local Option Sales Taxes, and the Powell Bill. The town only saw a collection rate of 93% in state-shared revenue due to the numerous state-collected local revenues kept by the state. The loss of utility franchise revenue and beer and wine tax equates to approximately \$267,660. Sales tax revenue exceeded budgeted estimates by \$23,000. The shortfall was largely bolstered by the recent sales tax audit that grossed the Town \$119,500. Without the gain from the sales tax audit, sales tax revenue would have fallen short of budgeted estimates by \$96,400 versus the anticipated shortfall of \$130,000.

The smallest revenue category, Other Revenue, shows a much lower collection rate than in previous years because of the shortfall in interest earnings due to the unexpected drop in interest rates. In addition, grant funding budgeted by the Town for two NCDOT sidewalk projects was not earned. One sidewalk project for Jones Ferry Road is not yet underway and the other project, a sidewalk on S. Greensboro Street (in front of Open Eye Café) was completed but the work was done by NCDOT and not by the Town as planned. FY99-00 revenues were high due to unusual reimbursements for items that are not normally budgeted such as worker's compensation salary reimbursement for a firefighter position, reimbursement for disaster recovery costs incurred with Hurricane Floyd. For the year ended June 30, 2001, Other Revenues were slightly under 100% due to the two aforementioned NCDOT sidewalk projects that were delayed until FY01-02.

The collection of the last category of revenue, Transfers and Lease Purchase Proceeds, depends entirely on the completion of projects funded with transfers and on the purchase of items that are financed with lease purchase proceeds. Lease purchase proceeds are lower than budgeted estimates due to cuts made in capital spending as a result of the budget shortfall.

Expenditure Highlights

Overall expenditures are slightly lower the Town's spending history over the past two years, with total expenditures at 88.5%. Spending for various departments, however, varies from year to year depending on personnel turnover, operational initiatives, and capital outlay needs. The chart on the next page provides detail of spending by department.

Advisory Boards and Commissions: The primary expenditure for advisory boards is for xeroxing copies. Due to the change in copying charges, expenditures have decreased relative to budgeted estimates.

Governance Support: Higher spending in FY01-02 is the result of spending for the Downtown Visioning Study. It was also budgeted in the prior year but not spent.

Town Manager: Actual salary expenditures reflect budgeted estimates and account for the increase in expenditures in FY01-02.

Economic and Community Development: Actual salary expenditures reflect budgeted estimates and account for the increase in expenditures in FY01-02.

Town Clerk: Printing and advertising costs were much lower than budgeted estimates. Printing costs decreased partially due to automation of agendas and minutes onto the Town's website and due to decreased copier costs.

FUND EXPENDITURES	AMENDED FY01-02 BUDGET	YTD ACTIVITY	% COLLECTED YTD	AMENDED FY00-01 BUDGET	YTD ACTIVITY	% COLLECTED YTD
GENERAL FUND						
Mayor and Board of Aldermen	\$ 170,533	\$ 161,730	94.84%	\$182,131	\$166,653.00	91.50%
Advisory Boards and Commissions	\$ 12,895	\$ 4,842	37.55%	\$12,895	\$8,368.00	64.89%
Governance Support	\$ 210,111	\$ 198,296	94.38%	\$201,029	\$163,760.00	81.46%
Town Manager	\$ 221,485	\$ 208,177	93.99%	\$196,825	\$174,893.00	88.86%
Econ & Comm Dev	\$ 90,820	\$ 88,115	97.02%	\$85,378	\$78,359.00	91.78%
Town Clerk	\$ 105,659	\$ 89,814	85.00%	\$95,925	\$88,742.00	92.51%
Management Services	\$ 1,035,595	\$ 981,039	94.73%	\$1,065,026	\$1,040,835.00	97.73%
Personnel	\$ 208,289	\$ 191,040	91.72%	\$169,981	\$160,294.00	94.30%
Police	\$ 2,562,767	\$ 2,367,655	92.39%	\$2,373,115	\$2,158,384.00	90.95%
Fire	\$ 1,444,745	\$ 1,345,645	93.14%	\$1,283,487	\$1,226,600.00	95.57%
Planning	\$ 995,105	\$ 867,464	87.17%	\$962,722	\$883,404.00	91.76%
Transportation	\$ 703,760	\$ 702,753	99.86%	\$612,724	\$576,728.00	94.13%
Public Works	\$ 3,393,057	\$ 2,876,701	84.78%	\$3,315,389	\$2,916,485.00	87.97%
Parks and Recreation	\$ 1,183,564	\$ 910,337	76.91%	\$932,262	\$829,987.00	89.03%
Non Departmental	\$ 6,323	\$ 1,000	15.82%	\$90,468	\$89,163.00	98.56%
Transfers	\$ 474,714	\$ 293,004	61.72%	\$226,379	\$226,379.00	100.00%
Debt Service	\$ 539,004	\$ 533,997	99.07%	\$681,385	\$509,590.16	74.79%
TOTAL GENERAL FUND EXPENDITURES	\$13,358,426	\$11,821,612	88.50%	\$12,487,121	\$11,298,624.16	90.48%

Planning: Due to vacant positions in the Planning Administration and Zoning divisions, lower contractual costs for engineering services, and elimination of a planned vehicle purchase, planning expenditures in FY01-02 are lower than previous years.

Transportation: The contractual cost for transit services was much closer to budgeted estimates.

Parks and Recreation: Spending appears lower primarily due to the unspent budget (\$120,000) for playground equipment at Wilson and Anderson Parks. The project was still underway at June 30, 2002.

Debt Service: Spending was significantly lower in FY00-01 because some of the budgeted funds were set aside for future land purchase debt in this cost center. Typically, the budget is fully spent because debt payment schedules are generally fixed.

Nondepartmental: The decrease in nondepartmental expenditures reflects a change in budget methodology to mirror accounting practices. All funds now budgeted in nondepartmental are transferred and expended in other cost centers via board approval. The expenditures in the nondepartmental category in FY01-02 reflect an OWASA sewer subsidy. In the future, all of these expenditures will be budgeted in Public Works.

Transfers: FY01-02 expenditures are lower due to the economic shortfall and a decision by the Town to minimize or delay capital expenditures such as street resurfacings and public works construction projects (83,500); the final repayment to the Revolving Loan Fund for the Carolina Springs project (\$10,000); and a reduction in the amount of funds set aside for future debt (\$85,000).

Summary

Revenue and expenditures are not the only factors that affect undesignated fund balance reserves. Year-end purchase orders, funds set aside for incomplete projects, and the amount of fund balance appropriated to balance the budget in the subsequent fiscal year (FY02-03 Adopted Budget: \$494,998) are also other significant actions that affect the amount of cash available. For FY01-02, the amount of year-end purchase orders is at \$271,450 and reflects obligations made by the Town for purchases or contracts. All of these factors are considered when presenting fund balance projections to the Board.

With these commitments against fund balance, the undesignated fund balance projected at this time is 21%, slightly higher than projected during budget discussions. The Town does aim to maintain 22.5% in undesignated fund balance and has signaled to the Board that this goal may not be obtainable in the near future. It appears that town will remain at 21% or perhaps dip lower as the economy stagnates. While this level of fund balance is lower than the historical 38% average of peer jurisdictions, this fund balance ratio is significantly higher than the 8% minimum recommended by the Local Government Commission.