

**Carrboro Century Center
Quarterly Report
Quarter Ending December 31, 2003**

Summary

This report includes revenue data, charts illustrating a cumulative view of revenue, participant numbers, and room usage for the reporting quarter and shows a comparison with the second quarter of fiscal year 2003-04.

- Revenue for the second quarter of fiscal year 2003-04 increased by 17% from the second quarter of fiscal year 2002-03.
- Number of program participants for the second quarter of fiscal year 2003-04 increased by 21% over the second quarter of fiscal year 2002-03. Participant numbers continue to increase since fiscal year 2001-02.
- Usage rates for the Century Hall and Activity Room 5 increased for the second quarter of fiscal year 2003-04 over the second quarter of 2002-03. The average increase for the rooms was 9%. The usage rates for Activity Rooms 1, 2/3, 4, and the kitchen decreased by an average of 3%. This is a slight reduction in usage which may be related to the number of cancelled programs.

Revenue:

Revenue collected for room rentals and other fees for reporting quarter: \$19,384

Revenue collected for room rentals and other fees for the second quarter of 2002-03: \$16,527

Revenue collected to date (July 1, 2003 – December 31, 2003): \$31,363

Confirmed reservations revenue projected for next quarter (January, February, and March 2004):
\$15,402

Participant Number:

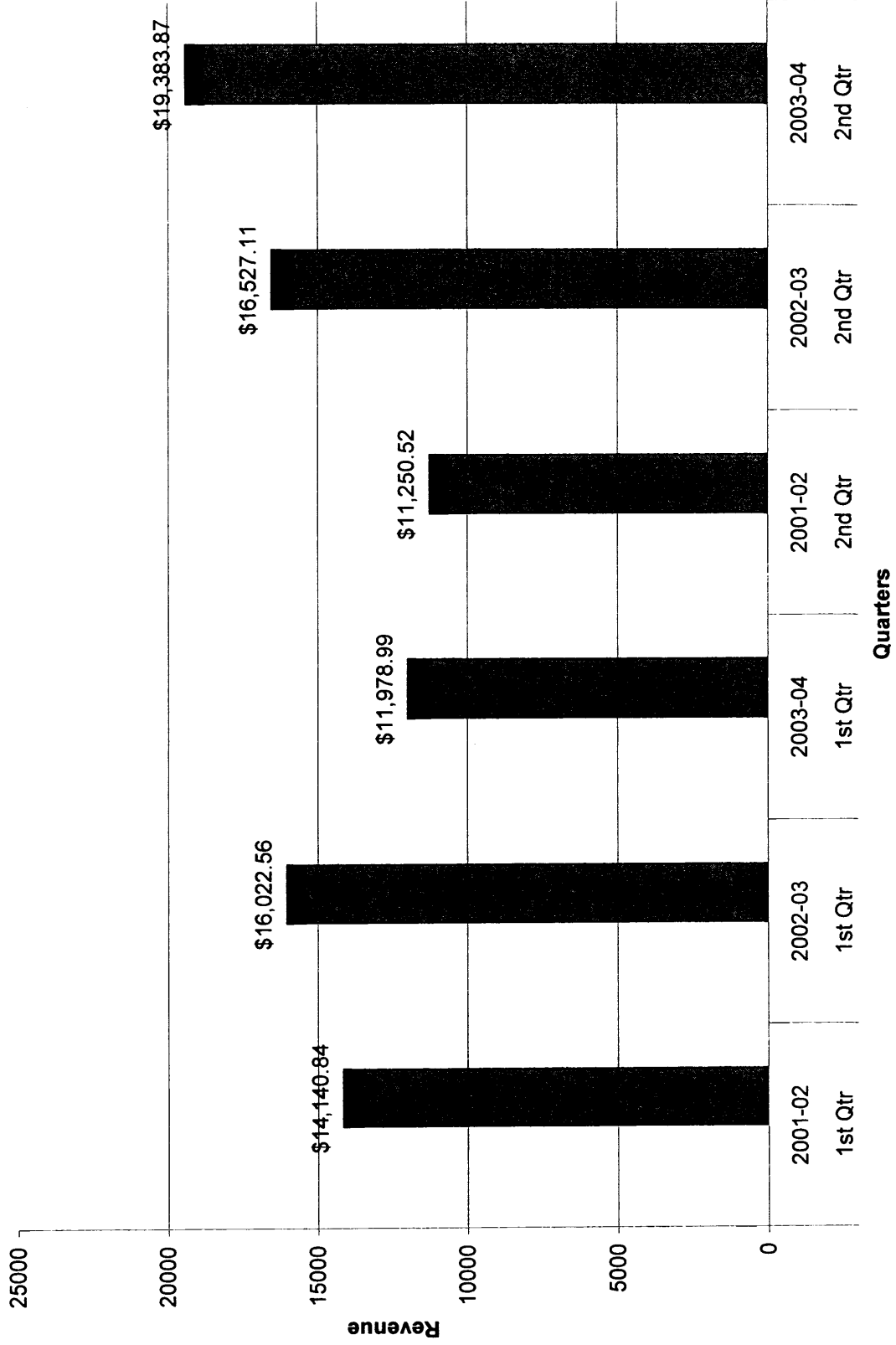
Program participants for October, November, and December 2003: 7,303

Cumulative number of program participants (July 1, 2003 – December 31, 2003): 13,821

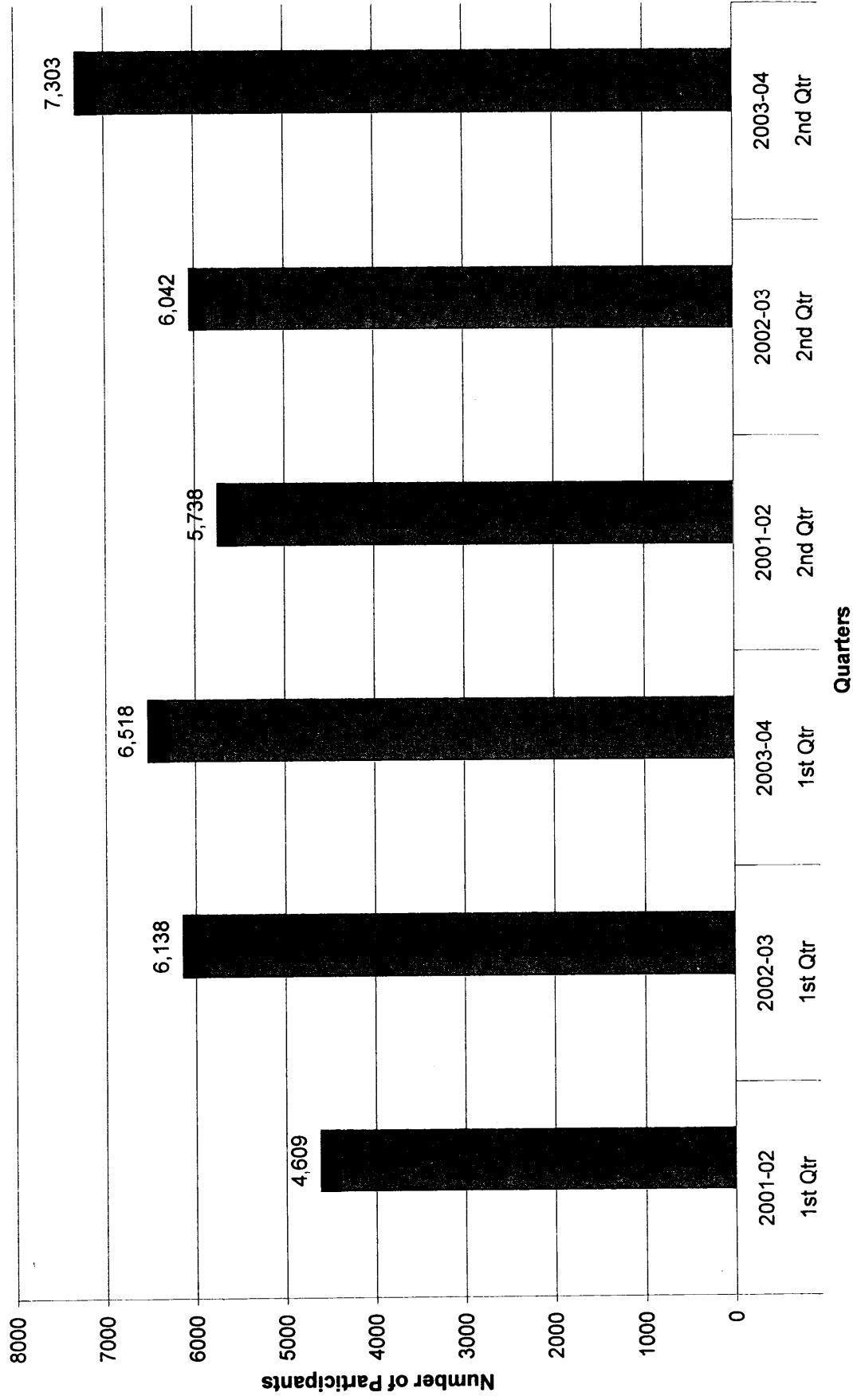
Activities:

Total programs booked: 274 (85 bookings for external groups and 158 bookings for other Recreation and Parks activities). Activities held for reporting quarter: 243 (i.e, birthday parties, church services, concerts, dances, film/movie series, meetings, workshops, and wedding receptions). Activities cancelled for reporting quarter: 31

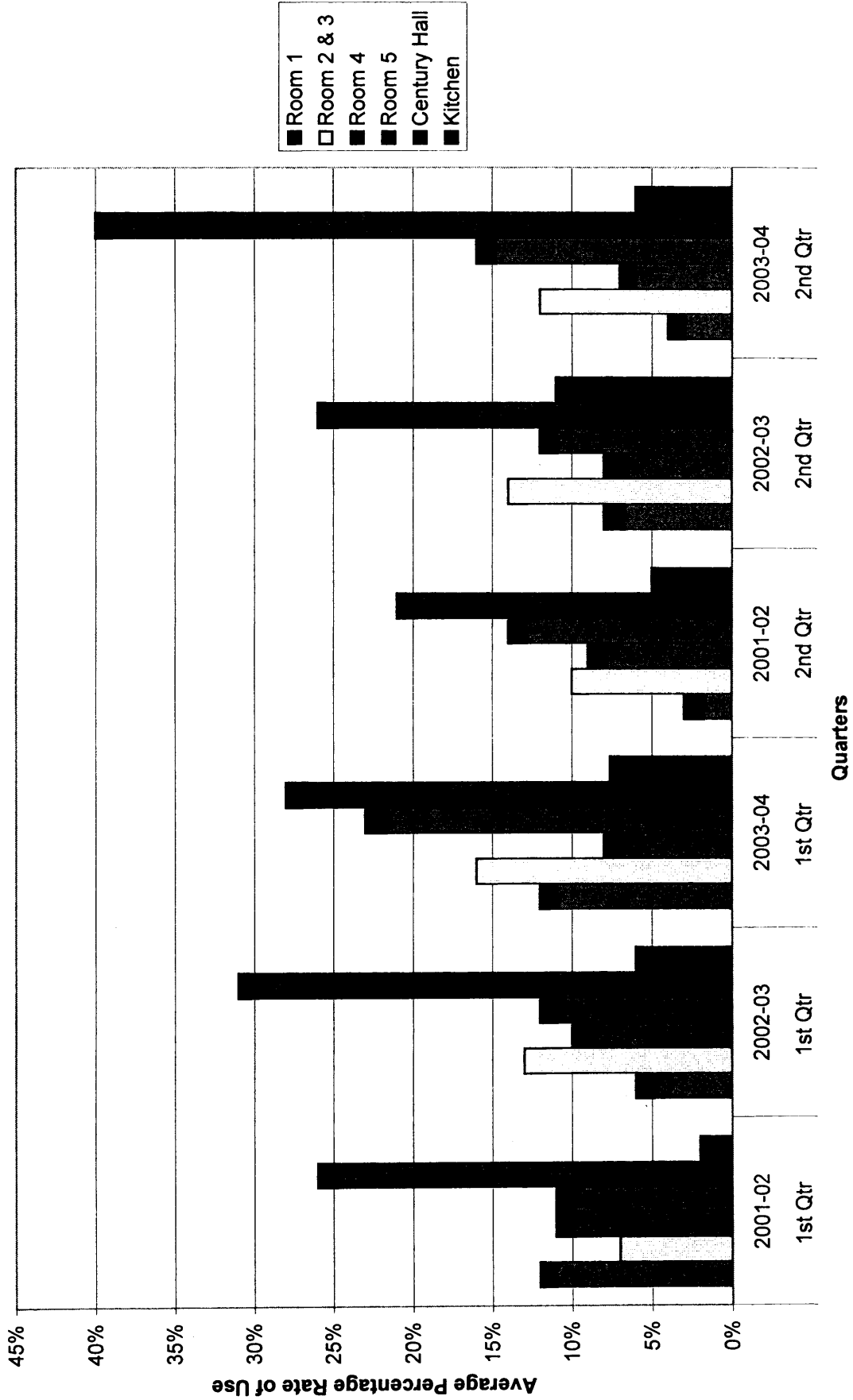
Quarterly Comparison of Revenue for FY 2001-02, 2002-03, and 2003-04



Quarterly Comparison of the Number of Participants for FY 2001-02, 2002-03, and 2003-04



Quarterly Comparison of Room Usage for FY 2001-02, 2002-03, and 2003-04



MEMORANDUM

TO: Steven Stewart
Town Manager

FROM: Desiree S. White
Personnel Director

DATE: January 22, 2004

RE: Employment Quarterly Report
FY July 1, 2003 – June 30, 2004

The following information reports the new hires and separations for the *second quarter* of the fiscal year, October 1, - December 31, 2003.

Employment Separations

<u>Position</u>	<u>Department</u>	<u>Month of Separation</u>
Public Works Director	Public Works	September 2003
Accounting Technician I	Management Services	October 2003
Administrative Asst.	Planning	November 2003
Planner/Zoning Dev Spec	Planning	December 2003

<u>Department</u>	<u>Number of Employees</u>	<u>% of Department Employees</u>
Public Works	2	5.7%
Management Services	1	11.1%
Planning	2	14.3%

Summary

Turnover rate for the *second quarter* of fiscal year 03 - 04 was 2.7%. The turnover percentage for the same time period last fiscal year was 3.6%, representing a decrease of 0.9%.

<u>Reasons Provided for Separation</u>	<u>Percentage</u>	<u>Number of Employees</u>
Money and/or benefits	0%	0
Retirement	40%	2
Advancement of Education	0%	0
Career advancement or change	20%	1
Relocation	0%	0
Personal and/or other	40%	2

New Hires

<u>Position</u>	<u>Department</u>	<u>Month of Hire</u>
Safety Director	Fire	October
Firefighter (2)	Fire	October
Recreation Supervisor	Recreation & Parks	October
Firefighter	Fire	November
IT Support Engineer	Management Services	November
Accounting Technician I	Management Services	December