

1480 Harbour Drive Wilmington, NC 28401-7776

EXECUTIVE COMMITTEE MEETING

Friday, June 8, 2020 • 11:00 A.M.

AGENDA

- 1. Call to Order & Welcome
- 2. Invocation & Pledge
- 3. Introductions
- 4. Approve Agenda ***
- 5. Public Comment
- 6. Approval Minutes
 - a. May 11, 2020 (see attachment) ***
- 7. Finance Reports
 - a. Budget Report through April 30, 2020 (see attachment) ***
 - b. Budget Adjustments through May 31, 2020 (see attachment) ***
 - c. FY 2020-2021 Budget Ordinance (see attachment) ***
- 8. Adoption of the 2019 Records Retention & Disposition Schedule (see attachment) ***
 - View Retention & Disposition Schedule at: <u>https://files.nc.gov/dncr-archives/documents/files/2019_local_standards_0.pdf</u>
- 9. Staff Reports
 - a. Executive Director
 - b. Program Directors
- 10. Chairman & Member Comments
- 11. Adjournment ***

Next Meeting: Monday, August 10, 2020, 11:00 A.M.





EXECUTIVE COMMITTEE MEETING

May 11, 2020 • 11:00 AM

MINUTES

Executive Committee Present:

Walt Eccard Teresa Batts Trent Burroughs Mike Forte Jan Dawson

Charlie Rivenbark Lamont Grate Julia Olson-Boseman

Executive Committee Absent:

George Brown

General Members Present:

Kathy Ashley Brenda Bozeman John Gunter Allen Holden Donna Long

Glenn Marshall Rvan Merrill Elton Newkirk R. Wavne Rowell

CFCOG Staff Present:

Jane Jones Wes MacLeod Ginger Brick Patrick Flanagan April Radford Allen Serkin Dawn Tucker Maegan Zielinski

1. Call to Order & Welcome:

Mr. Burroughs, called the meeting to order & welcomed everyone at 11:32AM.

2. Invocation & Pledge:

Mr. Forte gave the invocation and Mr. Rivenbark led the Pledge of Allegiance.

3. Introduction & Roll Call:

Mr. Burroughs introduced himself and asked Mr. Serkin to go over meeting etiquette and to do roll call. Mr. Serkin requested an amendment to the agenda; adding 7f Audit Engagement Letter & Contract with RSM to perform 20/21 audit. Motion by Ms. Dawson, second by Mr. Grate, to approve agenda amendment carried unanimously by following roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Mr. Rivenbark, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.

4. Resolution Amending Electronic Meeting Participation Policy:

Mr. Serkin presented the resolution amending the meeting participation policy to the executive committee. There was no discussion. Motion by Mr. Forte, second by Mr. Grate, to approve policy amendment carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Ms. Dawson, Mr. Rivenbark, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.

5. Public Comments:

There were no public comments.

6. Approval of December 9, 2019 & February 10, 2020 Minutes:

There was no discussion. Motion by Mr. Rivenbark, second by Ms. Dawson, to approve both sets of minutes carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Mr. Grate, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.

7. Finance Reports:

Ms. Tucker presented the budget adjustments through March 31, 2020 and April 30, 2020. There were no questions from the board. Motion by Mr. Rivenbark, second by Mr. Grate, to approve both budget adjustments carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Forte, Ms. Dawson, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.

Ms. Tucker presented the Budget Report through March 31, 2020. Mr. Serkin & Ms. Tucker addressed questions from the Executive Committee. *Motion by Mr. Forte, second by Ms. Dawson, to approve budget report carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Grate, Mr. Rivenbark and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown and Mr. Eccard.*

Mr. Eccard joined the meeting at 11:35 A.M.

Mr. Serkin and Ms. Tucker presented the proposed FY 2020-2021 Budget to the Executive Committee. There was no discussion.

Mr. Serkin informed the Executive Committee of the newly adopted remote public meeting requirements of Session Law 2020-03 (SB 704) requiring at least 24 hours between a public hearing conducted at a remote meeting and any action on the public hearing item. The Executive Committee discussed the requirement and Mr. Serkin proposed scheduling the budget public hearing for 10 AM on Friday, June 5th, more than 24 hours prior to the regularly-scheduled meeting on June 8th at which the Executive Committee had planned to take action on the proposed budget ordinance. Motion by Mr. Grate, second by Mr. Rivenbark, to schedule the budget public hearing for 10 AM on June 5th carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Mr. Forte, Ms. Dawson, and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown.

8. Resolution Amending Personnel Policy:

Mr. Serkin presented a resolution amending the personnel policy broadening Section K from "Inclement Weather" to "Emergency Closure". There were no questions. *Motion by Mr. Rivenbark, second by Mr. Forte, to approve personnel policy amendment carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, Mr. Grate and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown.*

9. Staff Reports:

Mr. Serkin presented Executive Directors report to the Executive Committee, discussing changes implemented due to Coronavirus and working remotely. There were no questions.

Ms. Jones presented the Area Agency on Aging report. There were no questions.

Ms. Zielinski presented the Continuum of Care report. There were no questions.

Mr. MacLeod presented the Local Government Services report. There were no questions.

Ms. Brick presented the Workforce Development report. Ms. Brick addressed questions from the executive committee.

10. Chairman & Member Comments:

Mr. Forte thanks Ms. Radford for putting together the remote meeting. There were no other comments.

11. Adjournment:

Motion by Mr. Forte, second by Ms. Dawson, to adjourn the meeting carried unanimously by roll call vote. Ayes: Ms. Batts, Mr. Burroughs, Mr. Eccard, Ms. Dawson, Mr. Grate and Ms. Olson-Boseman. Nays: None. Absent: Mr. Brown. The meeting ended at 12:30PM.

Respectfully submitted,	
April D. Radford, Clerk to the Board	Trent Burroughs, Chairman

CAPE FEAR COUNCIL OF GOVERNMENTS

Cash Balance and Budget/Expenditure Comparison FY 2019-2020 (as of April 30, 2020)

Cash Balance

Cash Balance in Bank\$ 136,961North Carolina Cash Management Investments432,012Total Cash on Hand\$ 568,972

Budget & Actual Revenues

	Adjusted		Jul - Apr	R	eserve	R	emaining	Percent
Departments	Budget	R	Revenues	Balance			Budget	Received
Continuum of Care	\$ 349,417	\$	166,018	\$	70,500	\$	112,899	60%
Local Gov Services	\$ 606,956		241,395		90,000		275,561	47%
Area Agency on Aging	\$ 5,147,021		3,511,779		410,809		1,224,433	74%
Workforce Development	\$ 8,516,679		3,007,099	3	,197,713		2,311,866	57%
General Fund	32,000		185,731				(153,731)	580%
Total Revenues	\$ 14,652,073	\$	7,112,023	\$ 3	,769,022	\$	3,924,759	65%

Budget & Actual Expenditures

Departments	Beginning Budget	Jul - Apr Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,000	\$ 57,644		\$ 27,356	68%
ESG - HMIS	222,824	97,263	65,000	60,560	62%
ESG - ADM	19,987	10,654	5,500	3,833	74%
HUD - PLANNING	21,607	13,607	•	8,000	63%
Continuum of Care	349,417	179,169	70,500	99,748	64%
Planning Services	177,838	140,206		37,632	79%
Rural Planning Org	233,969	112,657	70,000	51,312	69%
MOTSU	5,079	5,079		-	100%
MOTSU Follow Up	45,000	5,634	20,000	19,366	23%
EDA Disaster Recovery	121,785	46,136		75,649	38%
Water Quality Planning Grant	10,154	8,149		2,005	80%
Matthew Recovery Grant	13,130	5,317		7,813	40%
Local Gov Services	606,956	323,178	90,000	193,778	63%
Aging Planning & Admin.	355,115	247,959		107,156	70%
Ombudsman & Elder Abuse	207,721	175,110		32,611	84%
Project Care	103,000	87,763		15,237	85%
Family Caregiver Support	139,782	105,351		34,431	75%
AAA Funds to Counties	4,341,403	2,886,301	410,809	1,044,293	73%
Area Agency on Aging	5,147,021	3,502,485	410,809	1,233,727	74%
WIOA - 2010 - Admin	486,193	225,275	213,620	47,298	83%
WIOA - 2020 - Adult	1,674,929	624,336	642,258	408,335	60%
WIOA - 2030 - Dislocated Worker	1,300,795	465,428	473,624	361,743	56%
WIOA - 2031 - Disaster DLW	2,763,963	1,003,038	1,001,995	758,930	57%
WIOA - 2040 - Youth	1,814,073	586,202	866,216	361,655	62%
WIOA-2050 Statewide Activities	209,071	40,396		168,675	19%
WIOA-NC Works Innovation Grant	187,905	114,683	-	73,222	61%
WIOA-2060-Finish Line Grant	79,750	16,755	-	62,995	21%
Workforce Development	8,516,679	3,076,113	3,197,713	2,242,852	58%
General Operations	32,000	19,855	-	12,145	62%
General Fund	32,000	19,855		12,145	62%
Total Expenditures	\$ 14,652,073	\$ 7,100,800	\$ 3,769,022	\$ 3,782,251	48%
Administration *Administrative costs are allocated	404,972	322,138		82,834	80%

^{*}Administrative costs are allocated to and included in the department, program or project budgets.



CAPE FEAR COUNCIL OF GOVERNMENTS

Budget Adjustments - through 5/31/19 FY 2019-2020

		FY 20	19-4	2020				
De	partments			approved Budget		Adjusted Budget		djustment Amount
1.	Continuum of Care		\$	349,417	\$	349,417	\$	-
2.	Local Government Services			606,956		606,956		-
3.	Area Agency on Aging			5,147,021		6,645,992		1,498,971
4.	Workforce Development			8,516,679		8,516,679		-
5.	General Fund			32,000		32,000		-
	Total Expenditures		\$	14,652,073	\$ ^	16,151,044	\$	1,498,971
	Administration (Included in 1-4)	•	\$	404,972	\$	404,972	\$	-
Ju	stification for Budget Adjustmen	its						
1.	Continuum of Care:	no change						
2.	Local Government Services:	no change						
3.	Area Agency on Aging:	Increase due to receiving CARES Act allocation from the state and						
		increase in USDA funding for senior meals.						
4.	Workforce Development:	no change						
5.	General Fund:	no change						
6.	Administration:	no change						
		-						

Trent Burroughs, Chairperson

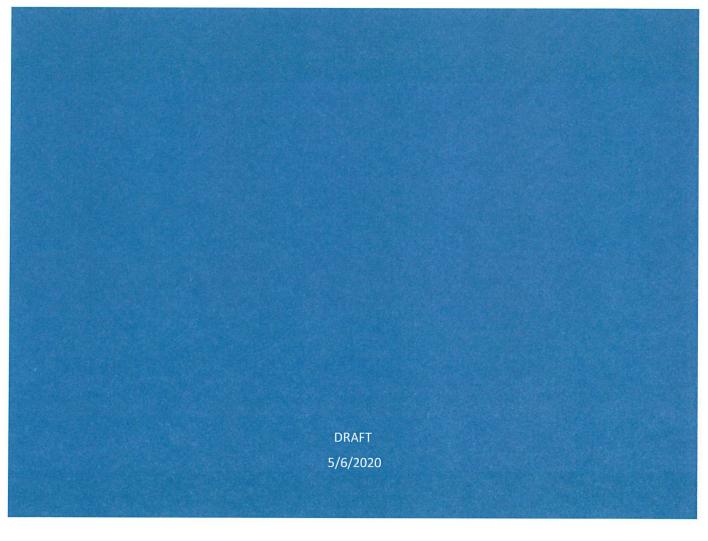
Dawn Tucker, Finance Officer

Date



CAPE FEAR COUNCIL OF GOVERNMENTS

PROPOSED FISCAL YEAR 2020-2021 BUDGET



page 1 of 11

CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE

FISCAL YEAR 2020-2021 BUDGET

The staff and I are pleased to present the proposed FY 2020-2021 annual budget document for Cape Fear Council of Governments. Represented herein are appropriations for all operating programs administered by the CFCOG in a balanced budget format with a 21% reserve, 13% more than the 8% recommended by the North Carolina Local Government Commission.

Each program director worked with the finance officer to compile their respective program budgets in final draft form for my review. The finished document before you is the result of careful consideration by the directors and the finance officer to combine scarce resources into a fully-funded CFCOG budget. Like our member governments, we developed our budget with a view towards providing the highest level of services at the least cost to the taxpayers. As stewards of the public trust, we are confident this budget meets those criteria.

COMMENTS CONCERNING THE PROPOSED BUDGET:

The total combined appropriation for all funds for FY 20-21 is \$12,482,955 as compared to \$10,639,124 for FY 19-20. Specific changes related to each program are summarized as follows:

Administrative Overhead (Indirect)......+\$49,693

page 2 of 11

CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE

FISCAL YEAR 2020-2021 BUDGET

Increase is due to personnel re-allocations related to increased administrative priorities, but program direct charges are reduced accordingly.

Overhead costs are included in the LGS, AAA, WFD and CoC budgets as allocated costs. This allocation method is based on cost accounting principles and is reviewed annually by program funding sources, monitors and auditors. The method allocates expenditures and shared expenses that cannot be directly applied to specific programs.

Human Resources (Salaries and Fringe Benefits)

The total of all salaries and fringes is approximately 15% of the total CFCOG budget. The agency is in sound fiscal shape with adequate reserves. A COLA salary adjustment, a pool for merit increases subject to superior performance evaluations, and longevity pay is proposed during the coming year. Any pay adjustments that may occur will follow the October funding finalization if funds permit. Pay classifications are commensurate with the knowledge, skills and abilities required for the task assigned and are based upon comparable positions within the region and competitively across the state among the 16 Regional Councils. (Ref. sheet 9 of 11)

Revenues:

Federal and state funding levels are projected based on information supplied by various NC departments and divisions. Federal funds are awarded both directly from federal agencies and indirectly as subawards through NC departments and divisions. Notification of final funding levels is in October, typically with increases for existing programs, new initiatives and as funding availability is confirmed. Specifically, the state and federal funds are awarded by the NC Departments of Commerce; Health and Human Services; and Transportation; the NC Office of State Budget and Management; and the US Departments of Housing and Urban Development, Commerce, and Defense.

Local funding is obtained via dues and match payments from member governments. Dues are calculated using a base assessment of \$300 plus eighteen cents per capita for municipalities or plus nine cents per capita for counties. Local funds are used to meet matching requirements for the Area Agency on Aging and the Rural Transportation Planning Organization and to support regional Local Government Services initiatives. (ref. Membership Assessments sheet 8 of 11)

Local funding is also derived from contracts with member governments for services provided by our Local Government Services staff for a variety of technical assistance products, including land use plans, development ordinance revisions, utility asset management plans, facilitation services, and land use administration services. New sources of revenue via grants and contracts are continually pursued.

Additional local funding is obtained from member governments who participate in the Homeless Continuum of Care, including the following recurring funding commitments: City of Wilmington \$50,000, New Hanover County \$25,000, Brunswick County \$5,150, and Pender County \$5,150. CoC revenues in this budget include an outside agency funding award from New Hanover County for \$24,000, pending final approval of the County budget.

Revenues represented in this budget include a significant amount of pass-through funds paid to county aging services providers and homeless prevention agencies as well as significant funding paid for contracted services, primarily for Workforce Development activities.

CAPE FEAR COUNCIL OF GOVERNMENTS BUDGET MESSAGE

FISCAL YEAR 2020-2021 BUDGET

Summary:

This budget reflects a lot of fine tuning to absorb increased operating costs and expanding program demands as well as local, state and federal funding changes. We rely heavily on state and federal grants, but also depend upon the continued financial support of our member governments. We hope to continue the positive trends into the future and will aggressively be seeking new programs to better serve our region and local government members.

As you review the document, please feel free to ask any questions and seek additional information about any part of the budget at any time. We are committed to serving our region together to **SEEK REGIONAL SOLUTIONS** so that each member will realize the local benefits of regional cooperation.

Respectively Submitted

Allen Serkin Executive Director

CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2020-2021 BUDGET ORDINANCE

WHEREAS, the Cape Fear Council of Governments (CFCOG) is a regional council of governments organized pursuant to N.C.G.S. 160A-470 through 478;

WHEREAS, the CFCOG is designated by the State of North Carolina as the Lead Regional Organization for Region O, serving Brunswick, Columbus, New Hanover, and Pender counties;

WHEREAS, the Executive Committee is the governing board of the CFCOG;

WHEREAS, a regional council of governments is a public authority subject to N.C.G.S. 159, Article 3, the Local Government Budget and Fiscal Control Act; and

WHEREAS, N.C.G.S. 159-8(a) requires a public authority to operate under an annual balanced budget ordinance;

NOW, THEREFORE, BE IT ORDAINED that Executive Committee of the Cape Fear Council of Governments that the following amounts are hereby appropriated for the operation of said Council of Governments for the fiscal year beginning July 1, 2020 and ending June 30, 2021;

SECTION 1: Funds are appropriated according to the attached Cape Fear Council of Governments Fiscal Year 2020-2021 Budget Schedule.

SECTION 2: The Budget Officer is hereby authorized to transfer appropriations within any of the parts in the budget schedule referenced in Section 1 without the approval of the Executive Committee.

ranoptou una our aug or aume 2020.	
Trent Burroughs, Chairman	April D. Radford, Clerk

Adopted this 8th day of June 2020

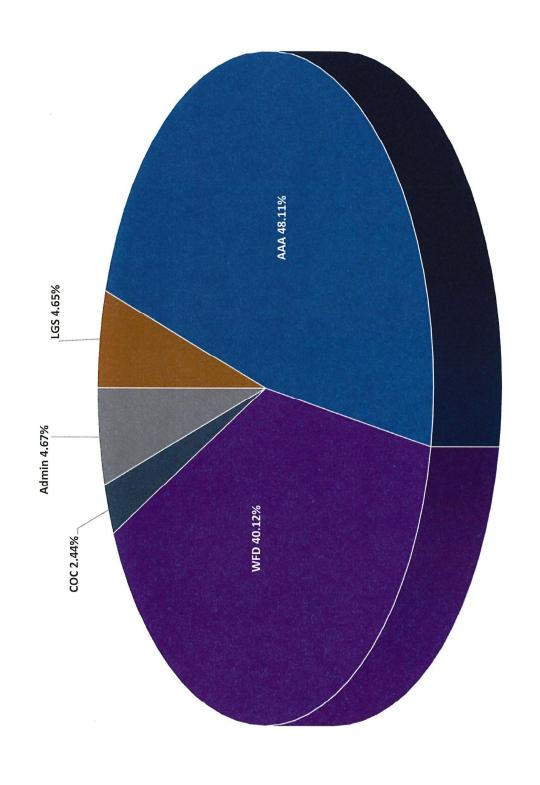
CAPE FEAR COUNCIL OF GOVERNMENTS FISCAL YEAR 2020-2021 BUDGET SCHEDULE

			j	Y 20-21
PART I: Local Gove			OF	RDINANCE
	Expenditures:	Local Government Services	\$	1 <i>57,</i> 789
		Transportation Planning		283,969
		EDA Disaster Grant		65,000
		DOD MOTSU		40,000
	B	Department Expenditure		546,758
	Revenues:	Dept. of Transportation		257,175
		Service Contracts		150,000
		EDA/DOD Grants		105,000
		Dues/Match/Other Department Revenue	-	34,583 546,758
DADT II. Aron Ano.				0 10/1 00
PART II: Area Ager	Expenditures:	Diameter of Q. A. Jertin		252710
	expenditures:	Planning & Admin		353,712
		Ombudsman		211,045
		Family Care Giver Support Project Care		170,294 109,000
		Contracts		3,905,770
		Department Expenditure	-	4,749,821
	D			
	Revenues:	State/Federal Grant Dues/Match		4,671,772
		Department Revenue	-	78,049 4,749,821
		Beparinen Revenue	-	7,7 77,021
PART III: Workford				
	Expenditures:	Administration		304,287
		Adult		1,267,721
		Dislocated Worker		983,774
		Youth Hurricane Florence Disaster Grant		1,359,229 587,840
		Statewide Activities		539,942
		Reserve for next Fiscal Year		1,851,499
		Department Expenditure	-	6,894,292
	Revenues:	WIOA Funds	-	6,894,292
	Novembes.	Department Revenue		6,894,292
PART IV: Homeles:	s COC:			
	Expenditures:	COC		109,300
	•	ESG HMIS		122,492
		PLANNING		22,677
		ESG Adm		10,614
		Department Expenditure		265,083
	Revenues:	LOCAL		109,300
		ESG-HMIS		122,492
		HUD-Planning		22,677
		ESG Adm		10,614
		Department Revenue	-	265,083
PART V: General A	dministration:			
	Expenditures:	Operations	_	27,000
		Department Expenditure		27,000
	Revenues:	Miscellaneous & Dues		27,000
		Department Revenue		27,000
Total Expenditures			\$	12,482,954
Total Revenues				12,482,954
	Administrative Over	nead from Programs		444,665

CAPE FEAR COUNCIL OF GOVERNMENTS COMPARATIVE BUDGET ANALYSIS FY 19-20 and 20-21

			FY 19-20	FY 20-21		Change	
			Budget	Ordinance	_	\$	%
PART I: Local Gove							
Expenditures:	Local Government Services	\$	164,178	\$ 157,789			
	Transportation Planning		235,969	283,969			
	Misc. Grants EDA Disaster Grant		16,108	45,000			
	MOTSU		125,000	65,000			
	Department Expenditure	-	20,000 561,255	40,000 546,758	-		
		-	•	•	2		
Revenues:	Dept. of Transportation		209,375	257,175			
	Misc. Grants		141,108	-			
	Service Contracts		155,200	150,000			
	MOTSU		20,000	105,000			
	Dues/Match/Other Department Revenue	-	35,572 561,255	 34,583 546,758	\$	(14,497)	-3%
PART II: Area Ager			301,233	540,750	Ψ	(17,777)	-570
Expenditures:	icy on Aging.						
Experiences:	Planning & Admin		353,035	353,712		8	
	Ombudsman		199,613	211,045			
	Family Care Giver Support		139,782	170,294			
	Project Care		103,000	109,000			
	Contracts		3,469,634	3,905,770			
	Department Expenditure		4,265,064	4,749,821			
Revenues:		-					
	State/Federal Grant		4,188,154	4,671,772			
	Dues/Match		76,910	78,049			
	Department Revenue		4,265,064	4,749,821		484,757	11%
PART III: Workforce Expenditures:	e Development:		•	Đ			
	Administration		263,531	304,287			
	Adult		859,129	1,267,721			
	Dislocated Worker		786,029	983,774			
	Youth		959,116	1,359,229			
	Hurricane Florence Disaster Grant		730,000	587,840			
	Statewide Activities		268,324	539,942			
	Reserve for next Fiscal Year		1,624,094	 1,851,499			
Revenues:	Department Expenditure		5,490,223	 6,894,292	:		
kevenues:	Funds		5 400 222	4 904 202			
	Department Revenue	-	5,490,223 5,490,223	 6,894,292 6,894,292	_	1,404,069	26%
	2 spannion novembe		0/1/0/220	0,0,1,2,2	_	1,404,007	2070
PART IV: Homeless	COC:						
Expenditures:	COC		85,000	109,300			
	ESG-HMIS		183,348	122,492			
	PLANNING		21,607	22,677			
	ESG ADM		5,627	10,614			
	Department Expenditure		295,582	 265,083	i.		
Davis	LOCAL		0.5.00	100 000			
Revenues:	LOCAL		85,000	109,300			
	HUD-HMIS HUD-Plannina		183,348	122,492 22,677			
	ESG ADM		21,607 5,627	10,614			
	LOO ADM	-	295,582	 265,083		(30,499)	-10%
				 	_	(00)	1070
PART V: General Ac	dministration:						
Expenditures:			27,000	27,000			
	Department Expenditure		27,000	27,000			
Revenues	Miscellaneous & Dues		27,000	27,000			
	Department Revenue		27,000	27,000	_	-	0%
Total Expenditures		\$	10,639,124	\$ 12,482,954			
Total Revenues		\$	10,639,124	\$ 12,482,954	\$	1,843,830	17%
Administrative C	Overhead from Programs	23\$	394,972	\$ 444,665	\$	49,693	13%

FY 2020-2021



CAPE FEAR COUNCIL OF GOVERNMENTS MEMBERSHIP ASSESSMENTS FY 2020-2021

	County/	Pop.	Pop.	Pop.	Dues/Match	Dues/Match		
	<u>Municipality</u>	<u>July '17</u>	July '18	<u>Change</u>	20-21	<u>19-20</u>		<u>Change</u>
1	Brunswick Unincorp	67,747	69,956	2,209	\$ 35,812	\$ 34,853	\$	959
	Bald Head Island	177	182	5	333	332	\$	1
	Belville	2,227	2,274	47	709	701	\$	8
	Boiling Spring Lakes	6,719	6,928	209	1,547	1,509	\$	38
	Bolivia	160	163	3	329	329	\$	-
6	Calabash	1,994	2,031	37	666	659	\$	7
7	Carolina Shores	3,681	3,826	145	989	963	\$	26
8	Caswell Beach	452	462	10	383	381	\$	2
9	Holden Beach	637	651	14	417	415	\$	2
10	Leland	18,893	20,297	1,404	3,953	3,701	\$	252
11	Navassa	1,867	2,001	134	660	636	\$	24
12	Northwest	840	857	17	454	451	\$	3
13	Oak Island	7,629	7,836	207	1,710	1,673	\$	37
14	Ocean Isle Beach	646	661	15	419	416	\$	3
15	Sandy Creek	294	304	10	355	353	\$	2
16	Shallotte	4,697	4,827	130	1,169	1,145	\$	24
17	Southport	3,481	3,515	34	933	927	\$	6
18	St. James	4,899	5,353	454	1,264	1,182	\$	82
	Sunset Beach	4,206	4,323	117	1,078	1,057	\$	21
20	Varnamtown	641	656	15	418	415	\$	3
	Brunswick Total	131,887	137,103	5,216	53,598	52,098	\$	1,500
21	Columbus Unincorp	40,479	40,229	(250)	24,488	24,513	\$	(25)
22	Boardman	152	152	-	327	327	\$	-
23	Bolton	687	684	(3)	423	424	\$	(1)
24	Brunswick	1,11 <i>7</i>	1,082	(35)	495	501	\$	(6)
25	Cerro Gordo	196	196	-	335	335	\$	-
	Chadbourn	1 <i>,775</i>	1,763	(12)	617	620	\$	(3)
27	Fair Bluff	918	913	(5)	464	465	\$	(1)
28	Lake Waccamaw	1,473	1,452	(21)	561	565	\$	(4)
	Sandyfield	466	471	5	385	384	\$	1
	Tabor City	4,127	4,292	165	1,073	1,043	\$	30
31	Whiteville	5,259	5,190	(69)	1,234	1,247	\$	(13)
	Columbus Total	56,649	56,424	(225)	30,402	30,424	_	(22)
32	New Hanover Unincorp	97,556	99,436	1,880	38,176	37,291	\$	885
	Carolina Beach	6,068	6,142	74	1,406	1,392	\$	14
	Kure Beach	2,224	2,255	31	706	700	\$	6
	Wilmington	121,150	121,910	760	22,244	22,107	\$	137
	Wrightsville Beach	2,503	2,505	2	751	751	\$	-
00	New Hanover Total	229,501	232,248	2,747	63,283	62,241	Ψ	1,042
	:	227,501	202,240	-	55,255	02,241		1,042
37	Pender Unincorp	53,575	54,777	1,202	30,030	29,479	\$	551
	Atkinson	345	351	6	363	362	\$	1
	Burgaw	4,081	4,091	10	1,036	1,035	\$	1
	St. Helena	431	432	1	378	378	\$	
	Surf City(Part)	1,840	1,874	34	637	631	\$	6
	Topsail Beach	409	414	5	375	374	\$	1
	Wallace	-	-	_		5, 1	\$	
	Watha	224	229	5	341	340	\$	1
	Pender Total	60,905	62,168	1,263	33,160	32,599	Ψ	561
		20,700	-2,100	1,200	30,100	32,017		
ΛF	Holly Pidge	1 440	1,825	177	629	597	¢	30
	Holly Ridge	1,648	781	1 <i>77</i> 781		0	\$	32
	North Topsail Beach Wallace	- 3,959	4,025	66	\$ 441 1,025	1,013	\$	441 12
4/	GRAND TOTAL	484,549	494,574	10,025	182,538	178,972	φ	3,566
	CICATO ICIAL	704,547	7/4,5/4	10,023	102,000	170,772		0,000

CAPE FEAR COUNCIL OF GOVERNMENTS HUMAN RESOURCES BUDGET JULY 1, 2020 - JUNE 30, 2021

Position Title	Anniv. Date	Gr	St	FTE	Annual Salary	Fringe Benefits	Total Personnel
Aging Director	02/13/96	22	м	1.00	94,722	31,472	126,194
Aging Program Spec.	06/18/12	9	J	1.00	44,523	22,103	66,626
Ombudsman 2	01/03/17	9	J	1.00	44,523	22,019	66,542
Ombudsman 1	01/03/17	9	J	1.00	44,523	22,017	66,540
Project Care	02/02/07	9	N	1.00	49,859	22,518	72,377
Family Caregiver	03/01/99	10	P,	1.00	55,963	24,164	80,127
Aging Program Asst.	Vacant	10	Р	1.00	35,751	20,362	56,113
Adjustment Pool					16,335	3,102	19,437
Workforce Dev. Director	08/01/17	22	С	1.00	74,947	27,763	102,710
Youth Program Mgr.	03/01/01	11	J	1.00	50,243	23,089	73,332
Compliance Accountant	06/19/17	16	1	1.00	61,169	12,359	73,528
Special Projects Mgr.	10/15/18	15	С	1.00	51,516	23,338	74,855
Adult Program Mgr.	06/03/19	11	J	1.00	49,089	22,879	71,968
Program Asst.	01/23/17	6	В	1.00	31,635	19,268	50,903
Business Services Rep.	Vacant	14	С	1.00	46,752	23,590	70,342
Adjustment Pool					16,281	3,111	19,392
COC Director	10/08/18	15	В	1.00	49,089	21,248	70,337
Program Asst.	Vacant	6	В	0.60	18,981	1,545	20,526
Adjustment Pool					3,063	2,117	5,180
Local Got Svcs Director	12/07/15	22	G	1.00	80,099	28,733	108,832
Planner	10/21/19	20	В	1.00	63,863	25,672	89,535
Planner Assistant	Vacant			0.40	7,500	639	8,139
Adjustment Pool	,				6,334	1,201	7,535
Executive Director	09/16/13	28	В	1.00	94,880	32,077	126,957
Finance Officer	04/03/17	23	Е	1.00	78,083	28,337	106,420
Clerk to the Board	08/01/02	9	D	1.00	39,360	21,033	60,393
Accountant	03/01/17			0.20	37,800	3,031	40,831
Fiscal Support Tech	Vacant	11	В	1.00	40,404	22,011	62,415
Adjustment Pool					11,234	2,124	13,358
TOTALS				22.20	1,298,522	512,921	1,811,444

CAPE FEAR COUNCIL OF GOVERNMENTS SALARY SCHEDULE - JULY 1, 2020 - JUNE 30, 2021

S/S	A	В	ပ	D	Ш	ц	5	Ξ	_	7	*	7	Σ	z	0	В	1	1	v.	-	9/5
1	24,675	25,292	25,924	26,572	27,236	27,917	28,615	29,331	30,064	30,815	31,586	32,376	33,185	34,015	34,865	35,736			38,484	39.446	5 -
	1,028	1,054	1,080	1,107	1,135	1,163	1,192	1,222	1,253	1,284	1,316	1,349	1,383	1,417	1,453	1,489	12.3	36	1,604	1,644	
7	25,924	26,572	27,236	27,917	28,615	29,331	30,064	30,815	31,586	32,376	33,185	34,015	34,865	35,736	36,630	37,546	1	ш	40,433	41,443	2
,	1,080	1,107	1,135	1,163	1,192	1,222	1,253	1,284	1,316	1,349	1,383	1,417	1,453	1,489	1,526	1,564	- 1	- 1	1,685	1,727	
,	1,135	1,163	1,192	1,222	30,064	30,815	31,386	32,3/6	33,185	34,015	34,865	35,736	36,630	37,546	38,484	39,446			42,479	43,541	m
4	28,615	29,331	30,064	30,815	31,586	32,376	33,185	34,015	34.865	35.736	36.630	37,546	38 484	39 446	40.433	41 443		4	011,1	1,014	1
	1,192	1,222	1,253	1,284	1,316	1,349	1,383	1,417	1,453	1,489	1,526	1,564	1,604	1,644	1,685	1,727			1,860	1,906	1
2	30,064	30,815	31,586	32,376	33,185	34,015	34,865	35,736	36,630	37,546	38,484	39,446	40,433	41,443	42,479	43,541	18		46,889	48,062	5
9	31.586	37.376	33 185	34 015	1,303	1,41/	1,453	1,489	9761	1,564	1,604	1,644	1,685	1,727	1,770	1,814		3	1,954	2,003	1
,	1.316	1.349	1 383	1 417	1 453	1 489	1,526	1 564	20,404	18,440	40,433	41,443	42,479	43,541	44,630	45,746			49,263	50,495	9
7	33,185	34.015	34 865	35 736	36 630	37 546	38 484	39 446	1,004	11 443	1,000	13 541	1,1/0	1,014	1,000	1,906		Į.	2,053	2,104	ľ
	1,383	1,417	1,453	1,489	1,526	1,564	1,604	1,644	1,685	1,727	1,770	1,814	1,860	1,906	1,954	2,002			2.157	2,210	_
80	34,865	35,736	36,630	37,546	38,484	39,446	40,433	41,443	42,479	43,541	44,630	45,746	46,889	48,062	49,263	50,495	1	1	54.377	55,737	∞
-	1,453	1,489	1,526	1,564	1,604	1,644	1,685	1,727	1,770	1,814	1,860	1,906	1,954	2,003	2,053	2,104		П	2,266	2,322	L
ח	36,630	37,546	38,484	39,446	1,685	1.727	42,479	1.814	1,860	1.906	1 954	48,062	49,263	50,495	51,757	53,051			57,130	58,558	0
10	38,484	39,446	40,433	41,443	42,479	43,541	44,630	45,746	46,889	48,062	49,263	50,495	51.757	53.051	54.377	55.737	8		60 022	61 523	10
1	1,604	1,644	1,685	1,727	1,770	1,814	1,860	1,906	1,954	2,003	2,053	2,104	2,157	2,210	2,266	2,322			2,501	2,563	2
Ξ	1,685	41,443	1.770	43,541	1,860	1,906	46,889	48,062	2 053	50,495	51,757	53,051	54,377	55,737	57,130	58,558			63,061	64,638	7
12	42,479	43,541	44,630	45,746	46,889	48,062	49,263	50,495	51,757	53,051	54,377	55,737	57.130	58.558	60.022	61.523	8		66 253	67 910	12
\parallel	1,770	1,814	1,860	1,906	1,954	2,003	2,053	2,104	2,157	2,210	2,266	2,322	2,380	2,440	2,501	2,563	1		2,761	2,830	-
13	1 860	45,746	46,889	48,062	49,263	50,495	51,757	53,051	54,377	55,737	57,130	58,558	60,022	61,523	63,061	64,638	750		809'69	71,348	13
14	46,889	48.062	49.263	50.495	51 757	53 051	54.377	55 737	57 130	58 558	60 022	64 F23	2,301	6,363	2,026	2,093	81		2,900	2,973	1
H	1,954	2,003	2,053	2,104	2,157	2,210	2,266	2,322	2,380	2,440	2,501	2,563	2,628	2,693	2,761	2,830			3,047	3.123	4
15	49,263	50,495	51,757	53,051	54,377	55,737	57,130	58,558	60,022	61,523	63,061	64,638	66,253	67,910	809'69	71,348			76,834	78,755	15
16	51.757	53.051	54 377	55 737	2,200	2,322 58 558	60.022	2,440 61 523	53.061	2,563	2,628	2,693	2,767	2,830	2,900	2,973		3	3,201	3,281	4
+	2,157	2,210	2,266	2,322	2,380	2.440	2,501	2.563	2,628	2.693	2.761	2,830	2,900	2 973	3.047	3 123			3 363	3 448	2
17	54,377	55,737	57,130	58,558	60,022	61,523	63,061	64,638	66,253	67,910	809'69	71,348	73,131	74,960	76,834	78,755			84,810	86,930	11
27	2,266	2,322	2,380	2,440	2,501	2,563	2,628	2,693	2,761	2,830	2,900	2,973	3,047	3,123	3,201	3,281		3	3,534	3,622	
9	2 380	58,558	60,022	61,523	63,061	64,638	66,253	67,910	69,608	71,348	73,131	74,960	76,834	78,755	80,723	82,742			89,104	91,331	18
10	60,022	61 523	63.061	2,303	2,020	2,093	2,701	74 240	72 131	2,9/3	3,047	3,123	3,201	3,281	3,363	3,448			3,713	3,805	_ !
2	2,501	2,563	2,628	2,693	2,761	2,830	2,900	2,973	3,047	3,123	3,201	3,281	3,363	3,448	3,534	3,622			3,901	3,998	13
70	63,061	64,638	66,253	67,910	809'69	71,348	73,131	74,960	76,834	78,755	80,723	82,742	84,810	86,930	89,104	91,331			98,354	100,812	20
21	66 253	67 910	69 608	71 348	73 131	74 960	5,047	3,123	3,201	3,281	3,353	3,448	3,534	3,622	3,713	3,805			4,098	4,201	ć
	2,761	2,830	2,900	2,973	3,047	3,123	3,201	3,281	3,363	3,448	3,534	3,622	3,713	3,805	3,901	3,998			4,306	4,413	1
22	809'69	71,348	73,131	74,960	76,834	78,755	80,723	82,742	84,810	86,930	89,104	91,331	93,614	95,955	98,354	100,812			108,564	111,278	22
23	73 131	74 960	3,047	3,123	3,201	3,281	3,303	3,448	3,534	3,622	3,713	3,805	3,901	3,998	4,098	4,201			4,524	4,637	_
3	3,047	3,123	3,201	3,281	3,363	3,448	3,534	3,622	3,713	3,805	3,901	3,998	4,098	4,201	4,306	4,413			114,060	4.871	23
24	76,834	78,755	80,723	82,742	84,810	86,930	89,104	91,331	93,614	95,955	98,354	100,812	103,333	105,916	108,564	111,278	ı		119,834	122,830	24
-	3,201	3,281	3,363	3,448	3,534	3,622	3,713	3,805	3,901	3,998	4,098	4,201	4,306	4,413	4,524	4,637			4,993	5,118	Ц
52	3,363	3,448	3,534	3,622	3,713	91,331	93,614	3,998	98,354	100,812	103,333	105,916	108,564	111,278	114,060	116,912			125,901	129,049	25
26	84,810	86,930	89,104	91,331	93,614	95,955	98,354	100,812	103,333	105,916	108,564	111,278	114,060	116,912	119,834	122,830	1		132,275	135,582	26
1	3,534	3,622	3,713	3,805	3,901	3,998	4,098	4,201	4,306	4,413	4,524	4,637	4,753	4,871	4,993	5,118			5,511	5,649	
27	3,713	3,805	3,901	95,955 3,998	98,354	100,812	103,333	105,916	108,564	111,278	114,060	116,912	119,834	122,830	125,901	129,049	132,275	135,582	138,971	142,445	27
28	93,614	95,955	98,354	100,812	103,333	-	108,564	111,278	114,060	116,912	119,834	122,830	125,901	129,049	132,275	135,582			146,007	149,657	28
- 0	3,901	3,998	4,098	4,201	4,306		4,524	4,637	4,753	4,871	4,993	5,118	5,246	5,377	5,511	5,649			6,084	6,236	Ц
G/S	A	я	ບ	0	ш		ŋ	Ŧ	-	٦	×	_	Σ	z	0	<u> </u>	1		S	F	G/S

Public Notice

Cape Fear Council of Governments

2020-2021 Budget Ordinance

Public Hearing The Executive Committee, governing board of the Cape Fear Council of Governments (CF-COG), will hold a Public Hearing on Friday, June 5, 2020 at 10:00 A.M. to solicit public comment on the Proposed FY 2020-2021 Budget. In order to practice social distancing, the meeting will be electronic and members of the public may view the livestream of the hearing at https://capefearcog.org/ live. Any citizen that does not have internet capabilities can call 910-395-4553 by 3:00 P.M. on June 4, 2020 to receive call in information. Public comments received before 9:00 A.M. on Monday, June 8, 2020 will be read to the Executive Committee prior to consideration of the Budget Ordinance. Comments may be submitted by email to main@capefearcog.org or by mail to 1480 Harbour Dr, Wilmington, NC, 28401. It is the intent of the Executive Committee to consider adoption of the proposed budget ordinance at their regularly scheduled meeting on June 8, 2020. The proposed ordinance is available for public in-

NCGS Chapter 132. April Radford, Clerk to the Board Contact: April Radford

spection at https://capefearcog. org/admindocs and copies will be provided in accordance with

Voice: 910-395-4553 Fax: 910-395-2684

Email: aradford@capefearcog.

org May 22, 2020 NORTH CAROLINA, COLUMBUS COUNTY:

AFFIDAVIT OF PUBLICATION

Before the undersigned, a Notary Public of said County and State, duly commissioned, qualified, and authorized by law to administer oaths, personally appeared
This 22 day of May , 20.20
10 f d d
(Signature Of Person Making Affidavit.)
Sworn to and subscribed before me, this
may 20.20
Notary Public
My Commission expires October 9, 2024
CARALLE ORLITOLISIELD

SARAH E CRUTCHFIELD Notary Public Columbus County, N. C.

My Commission Expires 10/9/2024

2019 Local Government Agencies General Records Retention and Disposition Schedule

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the *General Statutes of North Carolina*, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. The local government agency agrees to comply with 07 NCAC 04M .0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule. *Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.*

All local government agencies and the Department of Natural and Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods that allow these records to be destroyed when "reference value ends." All local government agencies hereby agree that they will establish and enforce internal policies setting minimum retention periods for the records that Natural and Cultural Resources has scheduled with the disposition instruction "destroy when reference value ends." If a local government agency does not establish internal policies and retention periods, the local government agency is not complying with the provisions of this retention schedule and is not authorized by the Department of Natural and Cultural Resources to destroy the records with the disposition instruction "destroy when reference value ends."

All local government agencies and the Department of Natural and Cultural Resources concur that the long-term and/or permanent preservation of electronic records requires additional commitment and active management by the agency. Agencies agree to comply with all policies, standards, and best practices published by the Department of Natural and Cultural Resources regarding the creation and management of electronic records.

It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule supersedes the general standards in all previous local government retention and disposition schedules and is to remain in effect from the date of approval until it is reviewed and updated.

APPROV	AL RECOMMENDED
	Sarah E. Koonts
Muncipal/County Clerk or Manager	Sarah E. Koonts, Director
Title: Executive Director	Division of Archives and Records
	APPROVED
	Sur H Counton
Head of Governing Body	Susi H. Hamilton, Secretary
Title: Chairman	Department of Natural and Cultural
	Resources

Municipality/County: Cape Fear Council of Governments