

**GENERAL EXECUTIVE COMMITTEE MEETING  
FY 21/22 BUDGET**

*Monday, June 14, 2021 • 11:00 A.M.*

**AGENDA**

- 1. Call to Order, Welcome & Roll Call**
  - 2. Invocation & Pledge**
  - 3. Approval of Agenda \*\*\***
  - 4. Public Comments**
  - 5. Approval Minutes (see attachment) \*\*\***
    - a. May 10, 2021
    - b. June 7, 2021
  - 6. Finance Reports**
    - a. FY 2020-2021 Budget Report through May 31, 2021 (see attachment) \*\*\*
    - b. FY 2020-2021 Budget Ordinance Amendment (see attachment) \*\*\*
    - c. FY 2021-2022 Budget Ordinance (see attachment) \*\*\*
  - 7. Staff Reports**
    - a. Executive Director
      - i. Contract Summary (see attachment)
    - b. Area Agency on Aging
    - c. Homeless Continuum of Care
    - d. Local Government Services
    - e. Workforce Development
  - 8. Chairman, Member, and Delegate Comments**
  - 9. Adjourn**
- Next Meeting:** Regular Scheduled Executive Committee meeting Monday, August 9, 2021 at 11:00AM

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Items marked with \*\*\* are actionable items that require a vote.

*This meeting will be a remote meeting pursuant to SL 2020-3. Members of the public are invited to view a live video stream of the meeting at [www.capefearcog.org/live](http://www.capefearcog.org/live). Public comments received by email to [main@capefearcog.org](mailto:main@capefearcog.org) or by mail to 1480 Harbour Dr, Wilmington, NC, 28401 at least 24 hours prior to the meeting will be presented to the Executive Committee. For further information Call 910-395-4553.*

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**EXECUTIVE COMMITTEE MEETING**

*May 10, 2021 • 11:00 AM*

**MINUTES**

**Executive Committee Present:**

Teresa Batts*	Jan Dawson*	Walt Eccard*	Mike Forte	Lamont Grate*
Julia Olson-Boseman*	Charlie Rivenbark*	Brent Watts*		

**Executive Committee Absent:**

George Brown

**Other General Membership Delegates Present:**

Joseph Hatem*	Glenn Marshall*	Allen Oliver*	LeAnn Pierce*	Jean Toner*
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**CFCOG Staff Present:**

Ginger Brick*	Patrick Flanagan	Wes MacLeod*	Holly Pilson*
April Radford*	Allen Serkin	Dawn Tucker*	

**Guest Present:**

Noel Fox, Atty\*

*This meeting was a remote meeting held during a declared emergency pursuant to N.C.G.S. §166A-19.24. Members and others who participated by simultaneous communication are indicated with an asterisk (\*).*

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**1. Call to Order**

Mr. Forte called the meeting to order & welcomed everyone at 11:05AM.

Mr. Serkin did roll call and confirmed quorum. *Present: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Ms. Olson-Boseman, and Mr. Watts. Absent: Mr. Brown, Mr. Grate, and Mr. Rivenbark.*

**2. Invocation & Pledge**

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

**3. Approval of Agenda**

Mr. Forte asked for approval of the agenda. Motion by Ms. Batts, second by Mr. Eccard, to approve the agenda carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown, Mr. Grate, and Mr. Rivenbark.*

**4. Approval of Minutes**

Mr. Serkin read corrections to the February 8, 2021 minutes to the executive committee. Mr. Forte asked if there were any other corrections to the minutes. There were no other changes. Motion by Mr. Eccard, second by Ms. Batts, to approve the February 8, 2021 minutes as amended and the March 22, 2021 minutes as presented. The motion carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown, Mr. Grate, and Mr. Rivenbark.*

**5. Finance Report**

Ms. Tucker presented the budget report through March 31, 2021. There were no questions. Ms. Dawson motioned, second by Mr. Eccard, to appoint approve the report carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown, Mr. Grate, and Mr. Rivenbark.*

*Mr. Grate joined the meeting at 11:13AM.*

Ms. Tucker presented the FY20/21 budget ordinance amendment. There were no questions. Mr. Eccard motioned, second by Ms. Dawson, to appoint approve the budget ordinance amendment carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown, and Mr. Rivenbark.*

Mr. Serkin presented the FY 21/22 proposed budget ordinance and pay plan. There was discussion among the executive committee. No action required.

*Mr. Rivenbark joined the meeting at 11:24AM.*

Mr. Serkin presented the 21/22 budget public hearing notice. Mr. Rivenbark motioned, second by Ms. Batts to approve the public hearing for Monday, June 7, 2021 contingent on the senate bill approval carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Mr. Rivenbark, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown.*

Mr. Serkin presented new audit firm candidate results. There were no questions. Mr. Grate motioned, second by Mr. Watts to approve new auditor's contract carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Mr. Rivenbark, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown.*

## **6. Staff Report**

Mr. Serkin presented contract summary. There were no questions. Mr. Serkin informed the board of Ms. Zielinski's resignation as the Homeless Continuum of Care Director and that here position was currently vacant. Applications are being reviewed. Local Government Services hired Sam Shore as Planner. Theo McClammy, Homeless Continuum of Care HMIS Coordinator resigned, and Joseph Byrnes has been hired to replace Mr. McClammy. There were no questions.

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

There was no Homeless Continuum of Care report.

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

Ms. Brick presented the Workforce Development report. There were no questions.

## **7. Forum Update**

Mr. Serkin reminded the committee that Mr. Gunter of Topsail Beach was appointed as the statewide COG Forum representative; however, Mr. Gunter was unable to attend the previous Friday meeting. Mr. Serkin presented a summary.

## **8. Closed Session for a Personnel Matter**

Mr. Forte asked for a motion to enter into closed session at 12:05PM pursuant to NCGS 143-318.11(a)(3) to discuss a matter with the attorney subject to attorney-client privilege. Mr. Rivenbark made the motion, seconded by Mr. Grate to enter into closed session carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Mr. Rivenbark, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown.*

Mr. Grate motioned, second by Ms. Batts to end the closed session and resume the regular session carried unanimously by roll call vote. *Ayes: Ms. Batts, Ms. Dawson, Mr. Eccard, Mr. Forte, Mr. Grate, Mr. Rivenbark, Ms. Olson-Boseman, and Mr. Watts. Nays: None. Absent: Mr. Brown.*

*12:15PM back in open session.*

**9. Chairman & Member Comments:**

Mr. Forte thanked everyone for attending and reminded the executive committee of the June 7, 2021 Public Hearing for the 21/22 Budget. There were no other comments.

**10. Adjournment:**

Mr. Rivenbark motioned to adjourned the meeting at 12:17PM.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Mike Forte, Chairman

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**EXECUTIVE COMMITTEE SPECIAL MEETING**

*June 7, 2021 • 11:00 AM*

**MINUTES**

**Executive Committee Present:**

Teresa Batts*	George Brown*	Walt Eccard*	Mike Forte*
Lamont Grate*	Charlie Rivenbark		

**Executive Committee Absent:**

Jan Dawson	Julia Olson-Boseman	Brent Watts
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**Other General Membership Delegates Present:**

Kathy Ashley	John Gunter	J. Alan Holden	Glenn Marshall
Allen Oliver	Zeke Partin		

**CFCOG Staff Present:**

Ginger Brick*	Patrick Flanagan	Judy Herring*	April Radford
Allen Serkin	Dawn Tucker*		

**Guest Present:**

Noel Fox, Atty\*

*This meeting was a remote meeting held during a declared emergency pursuant to N.C.G.S. §166A-19.24. Members and others who participated by simultaneous communication are indicated with an asterisk (\*).*

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**1. Call to Order**

Mr. Forte called the meeting to order & welcomed everyone at 11:01AM. Mr. Serkin did roll call and confirmed quorum. *Present: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Mr. Rivenbark. Absent: Ms. Dawson, Mr. Grate, and Ms. Olson-Boseman.*

**2. Invocation & Pledge**

Mr. Marshall gave the invocation and led the Pledge of Allegiance.

**3. Public Hearing on Proposed FY 2021-2022 Budget**

Mr. Forte asked for a motion to open the public hearing. Motion by Mr. Rivenbark, seconded by Ms. Batts to public hearing for proposed FY21-22 Budget. The motion carries unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, and Mr. Rivenbark. Nays: None. Absent: Ms. Dawson, Mr. Grate, and Ms. Olson-Boseman.*

*Mr. Grate joined meeting at 11:05AM.*

Mr. Forte asked if there were any comments or questions about the proposed FY21-22 Budget. There were none. Motion by Mr. Rivenbark, seconded by Mr. Eccard to close public hearing. The motion carried unanimously by roll call vote. *Ayes: Ms. Batts, Mr. Brown, Mr. Eccard, Mr. Forte, Mr. Grate, and Mr. Rivenbark. Nays: None. Absent: Ms. Dawson and Ms. Olson-Boseman.*

**4. Adjournment**

Motion by Mr. Eccard, seconded by Mr. Rivenbark to adjourn the meeting at 11:06AM. No roll call needed.

Respectfully submitted,

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April D. Radford, Clerk to the Board

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Mike Forte, Chairman

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# CAPE FEAR COUNCIL OF GOVERNMENTS

## Cash Balance and Budget/Expenditure Comparison FY 2020-2021 (as of May 31, 2021)

### Cash Balance

Cash Balance in Bank	\$ 126,481
North Carolina Cash Management Investments	589,264
Total Cash on Hand	\$ 715,746

### Budget & Actual Revenues

Departments	Adjusted Budget	Jul - May Revenues	Reserve Balance	Remaining Budget	Percent Received
Continuum of Care	\$ 467,187	\$ 240,754	\$ 5,347	\$ 221,087	52%
Local Gov Services	\$ 576,191	358,728	9,000	208,463	63%
Area Agency on Aging	\$ 6,365,590	4,368,288	19,827	1,977,475	69%
Workforce Development	\$ 7,310,982	2,999,830	2,492,768	1,818,384	62%
General Fund	27,000	180,762		(153,762)	669%
<b>Total Revenues</b>	<b>\$ 14,746,951</b>	<b>\$ 8,148,361</b>	<b>\$ 2,526,942</b>	<b>\$ 4,225,409</b>	<b>67%</b>

### Budget & Actual Expenditures

Departments	Beginning Budget	Jul - May Expenditures	Reserve Balance	Remaining Budget	Percent Expended
Continuum of Care	\$ 85,300	\$ 76,177		\$ 9,123	89%
NHC-Non-County Agency Funding	18,000	14,446		3,554	80%
ESG - CARES	75,000	35,206	5,347	34,447	51%
ESG - HMIS	240,464	114,352		126,112	48%
ESG - ADM	21,478	10,377		11,101	48%
HUD - PLANNING	26,946	15,256		11,690	57%
<b>Continuum of Care</b>	<b>467,187</b>	<b>265,813</b>	<b>5,347</b>	<b>196,028</b>	<b>58%</b>
Planning Services	184,393	176,992		7,401	96%
Rural Planning Org	205,588	169,872		35,716	83%
MOTSU Follow Up	38,854	1,710		37,143	4%
EDA Disaster Recovery	65,188	28,002		37,186	43%
EDA CARES	75,000	26,356	9,000	39,644	40%
Matthew Recovery Grant	7,168	7,168		-	100%
<b>Local Gov Services</b>	<b>576,191</b>	<b>410,101</b>	<b>9,000</b>	<b>157,090</b>	<b>72%</b>
Aging Planning & Admin.	347,208	268,642		78,566	77%
Ombudsman & Elder Abuse	218,972	182,615		36,356	83%
Project Care	104,000	93,820		10,180	90%
Family Caregiver Support	122,794	99,616		23,178	81%
AAA Funds to Counties	4,193,109	3,094,227		1,098,882	74%
CARES Aging Planning & Admin.	133,393	42,661	19,827	70,905	38%
CARES Ombudsman	27,405	2,752		24,653	10%
CARES Family Caregiver Support	15,000	15,000		-	100%
CARES AAA Funds to Counties	1,203,709	594,765		608,944	49%
<b>Area Agency on Aging</b>	<b>6,365,590</b>	<b>4,394,099</b>	<b>19,827</b>	<b>1,951,665</b>	<b>69%</b>
WIOA - Admin	611,798	289,791	232,292	89,715	76%
WIOA - Adult	2,103,957	784,442	858,665	460,851	63%
WIOA - Dislocated Worker	1,384,876	601,708	455,584	327,585	65%
WIOA - IWTG	100,000	27,785	13,775	58,440	32%
WIOA - NDWG FLO	3,052	3,052		-	100%
WIOA - Youth	2,299,857	833,469	845,312	621,077	57%
WIOA-2050 Business Services	51,046	51,046		-	100%
WIOA-IFA	223,842	223,842		0	100%
WIOA-NDWG COVID	250,000	111,269	87,141	51,590	68%
WIOA-NC Works Innovation Grant	200,610	153,160		47,450	76%
WIOA-Finish Line Grant	81,944	14,667		67,277	18%
<b>Workforce Development</b>	<b>7,310,982</b>	<b>3,094,229</b>	<b>2,492,768</b>	<b>1,723,985</b>	<b>64%</b>
General Operations	27,000	3,617	-	23,383	13%
<b>General Fund</b>	<b>27,000</b>	<b>3,617</b>	<b>-</b>	<b>23,383</b>	<b>13%</b>
<b>Total Expenditures</b>	<b>\$ 14,746,951</b>	<b>\$ 8,167,859</b>	<b>\$ 2,526,942</b>	<b>\$ 4,052,150</b>	<b>67%</b>
Administration	444,665	340,450	-	104,215	77%

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

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

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

**WHEREAS**, the Council 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 Council;

**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** by Executive Committee of the Cape Fear Council of Governments that the budget ordinance for the fiscal year beginning July 1, 2020 and ending June 30, 2021 is hereby amended as follows:

**SECTION 1:** The following General Fund appropriations and revenues are amended as follows:

		<b>Original Budget</b>	<b>Prior Amended Budget</b>	<b>Amendment #6</b>	<b>Amended Budget</b>
<b>PART I: Local Government Services:</b>					
<b>Expenditures:</b>	Local Government Services	157,789	184,393	55,000	239,393
	Transportation Planning	283,969	205,588		205,588
	EDA Disaster Grant	65,000	65,188		65,188
	EDA COVID		75,000		75,000
	Matthew Recovery		7,168		7,168
	DOD MOTSU	40,000	38,854		38,854
	<b>Department Expenditure</b>	<b>546,758</b>	<b>576,191</b>	<b>55,000</b>	<b>631,191</b>
<b>Revenues:</b>	Dept. of Transportation	257,175	178,794		178,794
	Service Contracts	150,000	175,000	55,000	230,000
	EDA/DOD Grants	105,000	186,210		183,629
	Dues/Match/Other	34,583	36,187		36,187
	<b>Department Revenue</b>	<b>546,758</b>	<b>576,191</b>	<b>55,000</b>	<b>631,191</b>
<b>PART II: Area Agency on Aging:</b>					
<b>Expenditures:</b>	Planning & Admin	353,712	488,543		488,543
	Ombudsman	211,045	238,435		238,435
	Family Care Giver Support	170,294	358,437		358,437
	Project Care	109,000	104,000		104,000
	Contracts	3,905,770	5,176,175	100,000	5,276,175
	<b>Department Expenditure</b>	<b>4,749,821</b>	<b>6,365,590</b>	<b>100,000</b>	<b>6,465,590</b>
<b>Revenues:</b>	State/Federal Grant	4,671,772	6,287,155	100,000	6,387,155
	Dues/Match	78,049	78,435		78,435
	<b>Department Revenue</b>	<b>4,749,821</b>	<b>6,365,590</b>	<b>100,000</b>	<b>6,465,490</b>

<b>PART III: Workforce Development</b>				
<b>Expenditures:</b>	Administration	304,287	374,755	374,755
	Adult	1,267,721	1,245,291	1,245,291
	Dislocated Worker	983,774	929,291	929,291
	Youth	1,359,229	1,387,427	1,387,427
	NDWG-FLO	587,840	3,052	3,052
	NDWG-COVID		250,000	250,000
	Statewide Activities	539,942	557,442	557,442
	Reserve for next Fiscal Year	1,851,499	2,563,726	2,563,726
	<b>Department Expenditure</b>	<b>6,894,292</b>	<b>7,310,982</b>	<b>7,310,982</b>
<b>Revenues:</b>	WIOA Funds	6,894,292	7,310,982	7,310,982
	<b>Department Revenue</b>	<b>6,894,292</b>	<b>7,360,982</b>	<b>7,310,982</b>
<b>PART IV: Homeless COC:</b>				
<b>Expenditures:</b>	COC	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG HMIS	122,492	240,464	240,464
	PLANNING	22,677	26,945	26,945
	ESG Adm	10,614	21,478	21,478
	<b>Department Expenditure</b>	<b>265,083</b>	<b>467,187</b>	<b>467,187</b>
<b>Revenues:</b>	LOCAL	109,300	103,300	103,300
	ESG-COVID		75,000	75,000
	ESG-HMIS	122,492	240,464	240,464
	HUD-Planning	22,677	26,945	26,945
	ESG Adm	10,614	21,478	21,478
	<b>Department Revenue</b>	<b>265,083</b>	<b>467,187</b>	<b>467,187</b>
<b>PART V: General Administration:</b>				
<b>Expenditures:</b>	Operations	27,000	27,000	27,000
	<b>Department Expenditure</b>	<b>27,000</b>	<b>27,000</b>	<b>-</b>
<b>Revenues:</b>	Miscellaneous & Dues	27,000	27,000	27,000
	<b>Department Revenue</b>	<b>27,000</b>	<b>27,000</b>	<b>-</b>
<b>Total Expenditures</b>		<b>12,482,954</b>	<b>14,746,950</b>	<b>155,000</b>
<b>Total Revenues</b>		<b>12,482,954</b>	<b>14,746,950</b>	<b>14,901,950</b>
<b>Administrative Overhead from Programs</b>		444,665	444,665	444,665

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

Adopted this 14th day of June 2021.

Mike Forte, Chair

April D. Radford, Clerk



# CAPE FEAR COUNCIL OF GOVERNMENTS

## PROPOSED FISCAL YEAR 2021-2022 BUDGET

DRAFT

5/6/2021



## BUDGET MESSAGE

I am pleased to present the proposed FY 2021-2022 budget for the Cape Fear Council of Governments. As required by North Carolina law, the budget is balanced with projected revenues equal to appropriated expenditures. The budget anticipates a general fund balance equal to 19% of annual operating expenditures, substantially more than the 8% minimum recommended by the Local Government Commission. The Council is in sound fiscal shape with adequate reserves.

Each program director worked with the Finance Director to develop their respective program budgets. This proposed budget document is the result of careful consideration by our staff based on best estimates of program revenues and appropriate expenditures to continue our operations. Overall, the budget reflects conservative revenue projections where final funding allocations are outstanding. Like our member governments, we develop our budget with a view towards providing the highest level of service at the least cost to the taxpayers.

The total proposed appropriation for FY 21-22 is \$13,991,395, representing a \$1.5 million (12%) increase over the \$12,482,955 appropriation proposed for the prior fiscal year. This increase is primarily due to high Workforce Development carryforward funds and special pandemic-related program funding, much of which will be carried forward from the current fiscal year and have been incorporated into the current budget since initial adoption. Specific changes related to each program are summarized as follows:

**Local Government Services (LGS) ..... +7% ..... +\$38,619**

Increase is due to projected growth in fee-for-service technical assistance contracts and grant use.

**Area Agency on Aging (AAA) ..... +8% ..... +\$387,375**

Increase is due to higher formula-based funding allocations for block grant programs due to the growing number of persons 60 years old or older in our region. Non-block grant programs are projected to continue at similar levels to the prior year. Additional American Recovery Plan (ARP) Act funds will be addressed through a budget amendment once allocations are finalized.

**Workforce Development (WD) ..... +13% ..... +\$864,245**

Increase is due to higher-than-projected carryforward amounts from unspent Program Year (PY) 2020 funding. Note that Workforce Innovation and Opportunity Act (WIOA) funds are allocated annually but with two-year spending eligibility. Final state subaward amounts are often delayed until closer to the start of the federal fiscal year in October and will be addressed through a budget amendment once allocations are finalized.

**Homeless Continuum of Care (CoC) ..... +77% ..... +\$203,501**

Increase is due to a second round of CARES Act funding, additional in local funding, increased utilization of HUD planning grant funds, restoration of ESG pass-through funding for partner agencies to prior levels, and appropriation of some fund balance restricted for CoC program use. Note that some CoC funds are allocated based on a calendar year rather than our fiscal year and will be addressed through a budget amendment once awards are finalized.

**General Administration ..... +56% ..... +\$15,000**

Increase is due to proposed one-time professional services expenditures for human resources needs.

**CFCOG Total ..... +12% ... +\$1,508,740**

## BUDGET MESSAGE

### **Administrative Overhead (Indirect Costs) ..... +0%..... +\$2,045**

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.

### **Personnel (Salaries and Fringe Benefits)**

The total of all salaries and fringes is approximately 15% of the total CFCOG budget. A 1.5% cost-of-living salary adjustment for all personnel is included in the proposed budget. In addition, a merit pool for superior performance and longevity pay are proposed pursuant to the Personnel Policy. Any pay adjustments that may occur will follow the October funding finalization if funds permit. Pay classifications are assigned separately by the adopted Position Classification and Pay Plan. A Position Classification and Pay Study is proposed in the budget.

### **Revenues**

The Council is funded primarily through federal and State grants. Federal funds are awarded both directly from federal agencies and indirectly as subawards through State agencies. Variations in grant cycles and funding notice timelines means final funding levels are often not known until October. Certain funding allocations expire annually, and some allow unspent balances to carryforward to subsequent fiscal years. Federal and state funding levels are projected based on a combination of final funding notices supplied by granting agencies and estimates based on prior year funding levels (conservatively estimated until final funding notices are provided).

Federal funds in the proposed budget are awarded directly by the US Department of Housing and Urban Development (HUD); Department of Commerce, Economic Development Agency (EDA); and Department of Defense. State funds and federal subawards in the proposed budget are awarded by the NC Department of Commerce; Department of Health and Human Services; Department of Transportation; and Department of Insurance.

Local funds in the proposed budget are obtained from dues and grant matching funds from member governments and from fee-for-service contracts. Dues are calculated using a base assessment of \$300 plus eighteen cents per capita for municipalities or nine cents per capita (unincorporated) for counties. Local matching funds are assessed to members to meet federal matching requirements for the Area Agency on Aging and the Rural Transportation Planning Organization.

Local funds from fee-for-service contracts include recurring funding commitments to support administrative operations of the Homeless Continuum of Care and non-recurring contracts to provide single-purpose services to member governments. Non-recurring contracts in the proposed budget include outside-agency funding from New Hanover County to support the Homeless Coordinated Entry program and technical assistance contracts for services provided by our Local Government Services staff for a wide variety of services. LGS services to member jurisdictions include major deliverables like land use plans, development ordinance revisions, and utility asset management plans, as well as technical services like facilitation, mapping and land use administration.

## BUDGET MESSAGE

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.

### Summary

This budget reflects a lot of fine tuning to absorb increasing 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 always seek new opportunities 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*



## COMPARATIVE BUDGET ANALYSIS

	FY 20-21 Budget	FY 21-22 Ordinance	Change \$	%
<b>Local Government Services</b>				
Revenues:				
NCDOT	\$257,175	\$204,375		
Service Contracts	150,000	200,704		
Direct Federal Grants	105,000	100,280		
Dues/Match/Other	34,583	80,018		
<b>Department Revenue</b>	<b>546,758</b>	<b>585,377</b>		
Expenditures:				
Local Government Services	157,789	249,128		
Transportation Planning	283,969	235,969		
Disaster Recovery	65,000	70,280		
MOTSU JLUS Implementation	40,000	30,000		
<b>Department Expenditure</b>	<b>546,758</b>	<b>585,377</b>	38,619	7%
<b>Area Agency on Aging</b>				
Revenues:				
State/Federal Funds	4,671,772	5,076,819		
Local Match	78,049	60,377		
<b>Department Revenue</b>	<b>4,749,821</b>	<b>5,137,196</b>		
Expenditures:				
Planning & Administration	353,712	374,904		
LTC Ombudsman Program	211,045	210,972		
Family Caregiver Support Program	170,294	140,113		
Project CARE	109,000	109,000		
Provider Contracts	3,905,770	4,302,207		
<b>Department Expenditure</b>	<b>4,749,821</b>	<b>5,137,196</b>	387,375	8%
<b>Workforce Development</b>				
Revenues:				
WIOA Funds	6,894,293	7,758,538		
<b>Department Revenue</b>	<b>6,894,293</b>	<b>7,758,538</b>		
Expenditures:				
Administration	485,701	676,714		
Adult Program	1,803,376	2,529,762		
Dislocated Worker Program	1,359,299	1,566,920		
Youth Program	2,005,231	2,700,142		
Other	1,240,686	285,000		
<b>Department Expenditure</b>	<b>6,894,293</b>	<b>7,758,538</b>	864,245	13%
<b>Homeless COC</b>				
Revenues:				
Local	109,300	115,300		
HUD-HMIS	122,492	264,458		
HUD-Planning	22,677	63,965		
ESG Administration	10,314	12,316		
CoC Fund Balance	-	12,245		
<b>Department Revenue</b>	<b>264,783</b>	<b>468,284</b>		

## COMPARATIVE BUDGET ANALYSIS

	FY 20-21 Budget	FY 21-22 Ordinance	Change	
			\$	%
Expenditures:				
CoC Administration	109,300	97,545		
Coordinated Entry	-	30,000		
ESG-HMIS	122,492	264,458		
Planning	22,677	63,965		
ESG Administration	10,614	12,316		
<b>Department Expenditure</b>	<b>265,083</b>	<b>468,284</b>	203,201	77%
<b>General Government</b>				
Revenues:				
Miscellaneous & Dues	27,000	42,000		
<b>Department Revenue</b>	<b>27,000</b>	<b>42,000</b>		
Expenditures:	27,000	42,000		
<b>Department Expenditure</b>	<b>27,000</b>	<b>42,000</b>	15,000	56%
<b>Total Revenues</b>	<b>\$12,482,655</b>	<b>\$13,991,395</b>		
<b>Total Expenditures</b>	<b>\$12,482,955</b>	<b>\$13,991,395</b>	<b>\$1,508,440</b>	<b>12%</b>
<b>Administrative Overhead from Programs</b>	<b>\$444,665</b>	<b>\$446,710</b>	<b>\$2,045</b>	<b>0%</b>

# MEMBER ASSESSMENTS

	<b>County/ Municipality</b>	<b>Pop. July '18</b>	<b>Pop. July '19</b>	<b>Pop. Change</b>	<b>Dues/Match 21-22</b>	<b>Dues/Match 20-21</b>	<b>Change</b>
1	Brunswick County	69,956	71,882	1,926	\$36,334	35,812	\$522
2	Bald Head Island	182	187	5	334	333	1
3	Belville	2,274	2,340	66	721	709	12
4	Boiling Spring Lakes	6,928	7,200	272	1,596	1,547	49
5	Bolivia	163	173	10	331	329	2
6	Calabash	2,031	2,085	54	675	666	9
7	Carolina Shores	3,826	3,992	166	1,019	989	30
8	Caswell Beach	462	475	13	386	383	3
9	Holden Beach	651	675	24	422	417	5
10	Leland	20,297	22,610	2,313	4,370	3,953	417
11	Navassa	2,001	2,131	130	684	660	24
12	Northwest	857	879	22	458	454	4
13	Oak Island	7,836	8,089	253	1,756	1,710	46
14	Ocean Isle Beach	661	687	26	424	419	5
15	Sandy Creek	304	315	11	357	355	2
16	Shallotte	4,827	4,979	152	1,196	1,169	27
17	Southport	3,515	3,635	120	954	933	21
18	St. James	5,353	5,677	324	1,322	1,264	58
19	Sunset Beach	4,323	4,481	158	1,107	1,078	29
20	Varnamtown	656	677	21	422	418	4
Brunswick Total		137,103	143,169	6,066	54,868	53,598	1,270
21	Columbus County	40,229	40,221	(8)	24,367	24,488	(121)
22	Boardman	152	151	(1)	327	327	-
23	Bolton	684	570	(114)	403	423	(20)
24	Brunswick	1,082	1,098	16	498	495	3
25	Cerro Gordo	196	193	(3)	335	335	-
26	Chadbourn	1,763	1,751	(12)	615	617	(2)
27	Fair Bluff	913	907	(6)	463	464	(1)
28	Lake Waccamaw	1,452	1,451	(1)	561	561	-
29	Sandyfield	471	474	3	385	385	-
30	Tabor City	4,292	4,268	(24)	1,068	1,073	(5)
31	Whiteville	5,190	5,163	(27)	1,229	1,234	(5)
Columbus Total		56,424	56,247	(177)	30,251	30,402	(151)
32	New Hanover County	99,436	99,271	(165)	37,821	38,176	(355)
33	Carolina Beach	6,142	6,152	10	1,407	1,406	1
34	Kure Beach	2,255	2,261	6	707	706	1
35	Wilmington	121,910	122,891	981	22,420	22,244	176
36	Wrightsville Beach	2,505	2,487	(18)	748	751	(3)
New Hanover Total		232,248	233,062	814	63,103	63,283	(180)
37	Pender County	54,777	55,723	946	30,226	30,030	196
38	Atkinson	351	357	6	364	363	1
39	Burgaw	4,091	4,087	(4)	1,036	1,036	-
40	St. Helena	432	434	2	378	378	-
41	Surf City	1,874	1,902	28	642	637	5
42	Topsail Beach	414	418	4	375	375	-
43	Wallace	-	-	-	-	-	-
44	Watha	229	232	3	342	341	1
Pender Total		62,168	63,153	985	33,363	33,160	203
45	Holly Ridge	1,825	1,980	155	656	629	27
46	N. Topsail Beach	781	796	15	443	441	2
47	Wallace	4,025	3,963	(62)	1,013	1,025	(12)
Affiliate Members		6,631	6,739	108	2,112	2,095	17
GRAND TOTAL		494,574	502,370	7,796	\$183,697	182,538	\$1,159

**CAPE FEAR COUNCIL OF GOVERNMENTS  
FISCAL YEAR 2021-2022 BUDGET ORDINANCE**

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

**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, requiring that the Council operate under an annual balanced budget ordinance, that the budget and budget message be presented to the governing board not later than June 1, and that a public hearing be held prior to adoption; and

**WHEREAS**, the Executive Committee held a properly noticed public hearing on the budget ordinance on June 7, 2021;

**NOW, THEREFORE, BE IT ORDAINED** by 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, 2021 and ending June 30, 2022;

**SECTION 1:** Funds are appropriated in the general fund as follows:

General Fund

Revenues by Source:

Federal	\$93,965
Federal/State Passthrough	13,338,523
State	48,263
Member Assessments	42,000
Local Aging Share	60,377
Local RPO Share	80,018
Local CoC Share	115,300
Fee-For-Service	200,704
Appropriated Fund Balance	12,245
General Fund Total Revenues	<u><u>\$13,991,395</u></u>

Expenditures by Department:

Local Governments Services	\$585,377
Aging Services	5,137,196
Workforce Development	7,758,538
Homeless Continuum of Care	468,284
General Government	42,000
General Fund Total Expenditures	<u><u>\$13,991,395</u></u>

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

Adopted this 7th day of June 2021.

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Mike Forte, Chairman

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April D. Radford, Clerk

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CFCOG Contracts Entered  
5/1/2021 through 6/10/2021

Dept.	Program	Contract Name or Description	Other Party	\$ to CFCOG	\$ to Other Party	Funding Availability Clause (Y/N)	Prior Reimbursement Clause (Y/N)	CFCOG Matching Funds (Y/N)
AAA	LCA	Medicaid - Money Follows the Person	NC Division of Health Benefits	\$110/hr		NA	NA	N
LGS	Planning	Shallotte 160D Updates	Town of Shallotte	\$ 4,000.00		NA	NA	N
LGS	Planning	Surf City Land Use Plan	Town of Surf City	\$ 35,000.00		NA	NA	N
LGS	Planning	Topsail Beach Interim Planner	Town of Topsail Beach	\$ 10,000.00		NA	NA	N
WD	Incumbent Worker	Local Incumbent Worker	WARMNC #1		\$ 2,350.00	Y	N	N
WD	Incumbent Worker	Local Incumbent Worker	WARMNC #2		\$ 4,250.00	Y	N	N
WD	Incumbent Worker	Local Incumbent Worker	Topsail Montessori School # 2		\$ 3,400.00	Y	N	N
WD	Incumbent Worker	Local Incumbent Worker	Topsail Montessori School # 3		\$ 1,275.00	Y	N	N
WD	Incumbent Worker	Local Incumbent Worker	Topsail Montessori School # 4		\$ 6,905.00	Y	N	N
WD	Incumber Worker	Local Incumbent Worker	UPS Store Hester		\$ 3,500.00	Y	N	N
WD	Incumber Worker	Local Incumbent Worker	RM Sales and Service		\$ 650.00	Y	N	N
WD	Incumber Worker	Local Incumbent Worker	Country Cable dba Palmetto		\$ 9,745.00	Y	N	N
TOTAL				\$ 49,000.00	\$ 32,075.00			