

#### **MEMORANDUM**

DATE:

November 1, 2016

TO:

**ECC Executive Committee** 

FROM:

Shane Turney, President

RE:

**Executive Committee Agenda Packet** 

Please make plans to attend the Eastern Carolina Council EXECUTIVE COMMITTEE MEETING to be held on Thursday, November 10, 2016 at the <u>Eastern Carolina Council offices</u>, 233 Middle Street, Second Floor Conference Room, OMarks Building, New Bern, NC.

Dinner will commence at 6:00 p.m. (DINNER Complimentary). The meeting will commence promptly at 6:30 p.m.

Board Members are welcome to view the check register. You may contact Jenny Miller, Finance Director to do this.

If you have not yet participated in an orientation session with the staff, we would encourage you to contact Executive Director Judy Hills to do so. 252.638.3185 x 3005 or jhills@eccog.org. We can either do it individually at your convenience or we can do it at 5 PM before the 6 PM Meeting. Please contact to schedule.

If you need additional information, do not hesitate to call Eastern Carolina Council 252.638.3185 extension 3005.

We look forward to seeing you there.



#### **DIRECTIONS**

AND SECOND FLOOR CONFERENCE ROOM 233 Middle Street, New Bern, NC 28563

On Highway 70:

Take the 70 Business exit, 417 A, into downtown New Bern. Go over the Cunningham Bridge. Take the first left to South Front Street (at Riverfront Convention Center). Go to the third street and turn right on Hancock (RR tracks run down the middle of the street—watch for trains!). We are in the OMarks building on the right (large sign vertically on side of the building). The post office is on the first floor, so if you get lost—ask were the downtown post office is located.

Phone: (252) 638-3185 Ext.: 3005

On Highway 17:

Continue on Highway 17 to the junction of Business 70 (at the Highway 70 overpass Highway 17 turns off - You Don't). Keep straight and follow Business 70 into the downtown area. At the traffic light where the railroad tracks cross the street, turn right (watch for trains! It is the corner of Broad and Hancock Streets). In middle of the second block on the left is the O Marks building (large sign vertically on side of the building). The post office is on the first floor, so if you get lost ask, "Where is the downtown post office?"

Parking:

Park either on Hancock Street, Pollock Street or Middle Street (watch for parking signs as some spaces are only for two or four hour parking). You can also park at the Farmers Market or after 5:50 p.m. you may park in the OMarks Building parking lot. **Do not** park in the large parking lots in the area as the spaces are reserved and your car may be towed.

#### **Second Floor Conference Room:**

If entering from Rear of OMarks Building:

Enter the building via the walkway on the far left side (as you look at the rear of the OMarks Building). When you come in, turn right and take the elevator to the second floor or turn left and take the escalator in the center of the building to the second floor. The second Floor Conference Room is at the top of the escalator on the left.

If entering from Front of OMarks Building:

Stairs: Enter the lobby and walk up the escalator to the second floor. The second Floor Conference Room is at the top of the escalator.

Elevator: Go to the back of the lobby to the end of the passageway on the right. Take the elevator to the second floor.

## Agenda



#### **Executive Committee Meeting**

6:30 p.m. - Thursday, September 8, 2016 Second Floor Conference Room 233 Middle Street, New Bern, NC

#### **AGENDA**

- 1. Welcome, Invocation, and Call to Order Shane Turney, President
- 2. Adopt Agenda Shane Turney, President
- 3. Consent Agenda

Shane Turney, President

- a. Minutes-September 8, 2016 Executive Board Meeting
- b. Financial Statement
- 4. Budget and Audit Committee Report

Edward Riggs, Treasurer

5. Finance—Budget Amendments

Edward Riggs, Treasurer and Jenny Miller, Finance Director

6. Executive Search Committee Report

Shane Turney, President

7. Changes to the ECC Salary Scale

Judy Hills, Executive Director

8. Legislative Luncheon

Judy Hills, Executive Director

- 9. Hurricane Matthew EDA Technical Assistance Recovery Grant Matching Funds

  Judy Hills, Executive Director
- 10. Executive Director Report

Judy Hills, Executive Director

- 11. Member Comments
- 12. Adjournment

## 3. Consent Agenda

a. Minutes – September 8, 2016



#### Executive Committee Meeting

6:30p.m.- Thursday, September 8, 2016 Second Floor Conference Room 233 Middle Street, New Bern, NC

#### Minutes

#### **Executive Committee Attendees:**

Shane Turney, President

Jay Bender, 1st Vice President

Edward Riggs, Treasurer

Woody Brinson

Jesse Dowe

Pat Prescott

Arthur Robinson

McKinley Smith

Bill Taylor

#### **General Board Member Attendees:**

Michael Curtis

Dominick Spadaro

William Mitchell

#### **ECC Staff Attendees:**

Judy Hills, Executive Director

Jenny Miller, Finance Director

Leighann Morgan, Administrative

Assistant

#### **Guests:**

**Knox Proctor** 

Frank Emory

- 1. **Welcome, Invocation, and Call to Order** Shane Turney called the Executive Board Meeting to order at 6:30 p.m., and welcomed everyone to the meeting. Arthur Robinson did the Invocation followed by an introduction of everyone around the table.
- Adopt Agenda Judy Hills requested to add Executive Director Search Committee item to the agenda after 8. Legislative Luncheon.
   Edward Riggs motioned to adopt the added item and agenda, seconded by Bill

Taylor, motion carried unanimously.

- Consent Agenda The consent agenda included the minutes from May 12, 2016
   Executive Board Meeting and Financial Statements from June, July & August 2016.
   Bill Taylor motioned to approve the consent agenda, seconded by Jay Bender, motion carried unanimously.
- 4. Budget and Audit Committee Report Edward Riggs reported that the Budget and Audit Committee met at 4:00 p.m. before the present meeting to discuss the presented financials and budget amendments, 2017 Board Meeting schedule, auditors schedule, changes to the personnel policy and the executive director search committee.

5. **Finance-Budget Amendments** – Jenny Miller presented Budget Amendment 1. Items 1-5 are T/A projects, item 6 is PEV funding and items 7-11 are funding from AAA.

Woody Brinson asked how the Personnel Search for Beaufort is considered Economic Development T/A project. Jenny Miller replied it is only grouped in the financial system that way and is actually an Administration project.

Woody Brinson motioned to approve Budget Amendment 1, seconded by Pat Prescott, motion carried unanimously.

6. **New Members** - The following local governments have paid the full ECC dues and seek approval for membership: Jones County and Town of Teachey

Jay Bender motioned to approve Jones County membership, seconded by Arthur Robinson, motion carried unanimously.

Jesse Dowe motioned to approve Town of Teachey membership, seconded by Woody Brinson, motion carried unanimously.

Judy Hills stated 3 small government municipalities have not paid this year dues that have paid in the past are Walstonburg, Vandemere, and Arapahoe. If any board member has a connection with those towns, Judy requested that the town be personally asked to rejoin ECC.

Shane Turney welcomed Jones County and Town of Teachey to Eastern Carolina Council Board.

7. Changes to the ECC Personnel Policies (see attached explanations) – Judy addressed the Personnel Policy changes which will add verbiage relating to attendance. This wording was developed with the assistance of Attorney Joe Austin of Ward & Smith.

Billy Taylor motioned to approve Personnel Policy changes as presented, seconded by Pat Prescott, motion carried unanimously.

- 8. Legislative Luncheon- Judy Hills stated a Legislative Luncheon has been scheduled for November 16, 2016 from 11:30 a.m. to 1:30 p.m. at the Flame Banquet Center in New Bern. Last year's topics have been attached to the agenda packet for viewing. Everyone is encouraged to review the topics and contact Judy with any suggestions for this year. Judy also stated that the invitation will include town and county managers and the newly elected officials. Jay Bender urged everyone to use their contacts to encourage legislators to attend the luncheon.
- 9. Executive Director Search Committee Edward Riggs stated that a timeline has been established for the search for a new Executive Director, as Judy Hills will be retiring at the end of this fiscal year. A search committee is needed to conduct the selection process. The Committee will include a representative from each county, The Budget and Audit Committee which includes members from 6 of the 9 counties will form the base. Three other board members are needed from Duplin, Lenoir and Onslow to complete the Committee. The Search Committee will meet 30-45 minutes prior to the scheduled November meeting.

Jay Bender motioned to form the Search Committee as recommended, seconded by Bill Taylor, motion carried unanimously.

Jesse Dowe, McKinley Smith, and Roland Best were nominated for the committee. Jesse Dowe accepted the position, Shane Turney will contact potential committee members from Onslow (Mayor McKinley Smith from Richlands) and Lenoir (Roland

Best, Lenoir County Commissioner) counties.

10. **Executive Director Report** – Judy Hills stated that ECC will be hosting an educational Clerk's Event on December 9<sup>th</sup>, 2016. ECC will now be posting jobs for the region's municipalities and counties on its website. We are hoping to host a workshop in the spring for Food Economies/Systems and Water Resources.

There was a discussion on Intergovernmental Clearinghouse Reviews. This is a state process to seek input from local governments on projects that might impact their respective areas. There are a large number of solar farms being planned for our region.

11. **Member Comments** – Shane Turney again welcomed Jones County & the Town of Teachey to the board.

Michael Curtis commended Patrick Flanagan on his help with the funding of the Cape Carteret walk/bike trail, completion date set to 2018.

Jay Bender mentioned the construction of the By-pass around Pollocksville & Maysville and the By-Pass is on the way.

Pat Prescott stated the Goldsboro By-Pass is very useful and cuts down time.

Shane Turney stated the Board Annual Event will be moved back to Thursday.

Frank Emory stated Jones County Heritage Festival is Oct. 17th.

#### 12. Adjournment

Bill Taylor motioned to adjourn the meeting, seconded by Arthur Robinson, meeting adjourned at 7:20 p.m.

Shane Turney, President	Judy Hills, Executive Director

## 3. Consent Agenda

### **b. Financial Statements**

Run: 11/01/2016 at 4:44 PM Financial Statement of Activity
Eastern Carolina Council of Governments

For 9/30/2016

001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4703. Other Revenue	50.00	2,300.00	88,818.00	(86,518.00)	2.59
4713. Local Revenue	744.75	154,978.00	154,192.00	786.00	100.51
4717. ECC Match	(123,293.00)	(123,293.00)	(123,293.00)	0.00	(100.00)
Total Revenues	(122,498.25)	33,985.00	119.717.00	(85,732.00)	28.39
1 otal 1 to vestues	(122, 100.20)	00,000.00	,	(00), 000,000	
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	0.00	0.00	3,000.00	3,000.00	0.00
5465. President Allowance	150.00	450.00	1,800.00	1,350.00	25.00
5466. Administration Misc Exp	0.00	0.00	10,894.00	10,894.00	0.00
5501. Special Project	0.00	3,078.62	5,000.00	1,921.38	61.57
5502. Training	0.00	0.00	2,500.00	2,500.00	0.00
5700. Mileage Expense	316.98	415.80	6,692.42	6,276.62	6.21
5701. Hotel, Meals, Incidentals	484.40	850.80	1,987.00	1,136.20	42.82
5705. Annual Meeting	335.05	745.65	2,135.05	1,389.40	34.92
5720. Salary	10,017.76	27,275.31	141,161.52	113,886.21	19.32
5721. 401K	300.54	818.26	9,639.00	8,820.74	8.49
5722. FICA	736.87	2,165.23	10,941.00	8,775.77	19.79
5724. Health Insurance	380.02	3,894.56	20,557.00	16,662.44	18.95
5725. Dental Insurance	69.37	186.82	1,726.00	1,539.18	10.82
5726. Retirement	732.29	1,987.97	10,977.00	8,989.03	18.11
5736. Unemployment Benefits	0.00	52.02	803.00	750.98	6.48
5749. Legal Fees	1,565.50	1,565.50	7,500.00	5,934.50	20.87
5751. Audit	0.00	0.00	1,125.00	1,125.00	0.00
5752. Rent	3,391.50	10,174.50	42,000.00	31,825.50	24.23
5754. Capital Lease	1,018.61	2,197.83	2,974.71	776.88 0.00	73.88 100.00
5757. Insurance & Bonding	0.00	9,025.29 321.49	9,025.29 1.200.00	878.51	26.79
5758. Postage	95.50	0.00	.,	1,000.00	0.00
5759. Printing/Publication	0.00 278.94	806.69	1,000.00 2,705.00	1,898.31	29.82
5760. Telephone, Cell Service	1,051.52	2,906.23	13,752.00	10,845.77	21.13
5761. Utilities 5768. Broadband	173.24	2,906.23 519.74	2,074.00	1,554.26	25.06
	0.00		1,000.00	1,000.00	0.00
5769. Computer Related Purchase	163.33	0.00 625.58	2,934.21	2,308.63	21.32
5770. Office Supplies 5771. IT System Administration	1,721.61	4.939.22	18,000.00	13,060.78	27.44
5771. 11 System Administration 5772. Dues & Subscriptions	0.00	3,152.25	12,000.00	8,847.75	26.27
5773. Cleaning Services	300.00	900.00	3,600.00	2,700.00	25.00
5774. Advertising	250.00	282.72	500.00	217.28	56.54
5775. Maintenance & Repairs	258.68	396.04	4,657.00	4,260.96	8.50
5776. Administration Website	0.00	0.00	100.00	100.00	0.00
5778. Copier Costs/Paper	201.89	259.81	1,860.00	1,600,19	13.97
5779. Bank Charges	119.41	297.61	800.00	502.39	37.20
5780. Payroll Exp	763.81	1,704.01	7,200.00	5,495.99	23.67
5781. Employment Screening	0.00	0.00	500.00	500.00	0.00
5899. Indirect Cost	(22,101.29)	(70,289.99)	(247,103.20)	(176,813.21)	(28.45)
Total Expenses	2,775.53	11,705.56	119,717.00	108,011.44	9.78
i otal Expelises	2,110.00	11,100,00	110,717.00		9.10
Excess Revenue Over (Under) Expenditures	(125,273.78)	22,279.44	0.00	22,279.44	0.00
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Run: 11/01/2016 at 4:44 PM Financial Statement of Activity
Eastern Carolina Council of Governments
For 9/30/2016

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	393,546.38	679,171.89	5,015,705.36	(4,336,533.47)	13.54
4702. State Revenue	15,662.00	15,662.00	48.263.00	(32,601.00)	32.45
4703. Other Revenue	(8,808.00)	0.00	0.00	0.00	0.00
4711, MIS Revenue	236.40	418.05	4,500.00	(4,081.95)	9.29
4712. Appropriated Fund Balance	0.00	0.00	23,620.64	(23,620.64)	0.00
4713. Local Revenue	8.808.25	47,450.00	47,450.00	0.00	100.00
4717. ECC Match	123,293.00	123,293.00	123,293.00	0.00	100.00
Total Revenues	532,738.03	865,994.94	5,262,832.00	(4,396,837.06)	16.45
Expenses					
5460. MIS Fee	374.40	724.35	4,500.00	3,775.65	16.10
5500. Advisory Council	0.00	409.75	4,500.00	4,090.25	9.11
5502. Training	262.45	763.69	14,829.00	14,065.31	5.15
5510. Program Services	362.33	2,309.81	61,387.00	59,077.19	3.76
5700. Mileage Expense	3,264.30	7,674.18	42,413.50	34,739.32	18.09
5701. Hotel, Meals, Incidentals	820.11	2,365,22	21,055.04	18,689.82	11.23
5705. Annual Meeting	0.00	0.00	4,000.00	4,000.00	0.00
5720. Salary	38,168.25	121,050.91	482,920.38	361,869.47	25.07
5721. 401K	1,145.03	3,631.49	16,709,79	13,078.30	21.73
5722, FICA	2,896.93	9,190.74	36,530.18	27,339.44	25.16
5724. Health Insurance	6,095.97	19,619.93	85,203.78	65,583.85	23.03
5725. Dental Insurance	279,44	891.32	3,726.70	2,835.38	23.92
5726. Retirement	2,812.76	8,854.64	33,331.79	24,477.15	26.57
5736. Unemployment Benefits	0.00	231.33	1,359.90	1,128.57	17.01
5751. Audit	0.00	0.00	32,149.00	32,149.00	0.00
5752, Rent	120.00	360.00	2,752.00	2,392.00	13.08
5758. Postage	183.03	273.15	3,250.00	2,976.85	8.40
5759. Printing/Publication	0.00	0.00	4,980.00	4,980.00	0.00
5760. Telephone, Cell Service	1,383.42	4,253.29	19,378.00	15,124.71	21.95
5768. Broadband	866.19	2,598.68	10,673.00	8,074.32	24.35
5769. Computer Related Purchase	0.00	0.00	5,263.00	5,263.00	0.00
5770. Office Supplies	416.16	453.66	8,435.00	7,981.34	5.38
5771. IT System Administration	1,649.79	5,170.09	25,972.00	20,801.91	19.91
5772. Dues & Subscriptions	1,153.24	1,403.24	6,375.74	4,972.50	22.01
5774. Eastern Carolina RPO Advertising	6,075.00	6,195.22	29,231.76	23,036.54	21.19
5775. Maintenance & Repairs	0.00	0.00	6,039.28	6,039.28	0.00
5778. Copier Costs/Paper	259.35	514.58	6,800.00	6,285.42	7.57
5857, 857 ECC INCONTINENCE SUPPLIES	0.00	0.00	200.00	200.00	0.00
5899. Indirect Cost	22,101,29	70,289.99	278,693.16	208,403.17	25.22
6200. HCCBG HCCBG PASS-THRU FUNDS	335,499.00	573,021.00	3,817,767.00	3,244,746.00	15.01
6600. LEGAL AIDE	13,921.00	13,921.00	23,146.00	9,225.00	60.14
6800. III-D	0.00	0.00	40,260.00	40,260.00	0.00
6900. FCSP	9,139.00	9,139.00	129,000.00	119,861.00	7.08
Total Expenses	449,248.44	865,310.26	5,262,832.00	4,397,521.74	16.44
Excess Revenue Over (Under) Expenditures	83,489.59	684.68	0.00	684.68	0.00
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Financial Statement of Activity
Eastern Carolina Council of Governments Run: 11/01/2016 at 4:44 PM

For	10/31/2016
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001	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Pausausa					
Revenues 4703. Other Revenue	0.00	2.300.00	88,818.00	(86,518.00)	2.59
4713. Local Revenue	218.00	155,196.00	154,192.00	1,004.00	100.65
4717. ECC Match	0.00	(123,293.00)		0.00	(100.00)
Total Revenues	218.00	34,203.00	119,717.00	(85,514.00)	28.57
Expenses					
5455. Board Travel	0.00	0.00	500.00	500.00	0.00
5457. Board Meeting	237.00	237.00	3,000.00	2.763.00	7.90
5465. President Allowance	150.00	600.00	1,800.00	1,200.00	33.33
5466. Administration Misc Exp	0.00	0.00	10,894.00	10,894.00	0.00
5501. Special Project	0.00	3,078.62	5,000.00	1,921.38	61.57
5502. Training	2,620.00	2,620.00	2,500.00	(120.00)	104.80
5700. Mileage Expense	646.92	1,062.72	6,692.42	5,629.70	15.88
5701. Hotel, Meals, Incidentals	592.76	1,443.56	1,987.00	543.44	72.65
5705. Annual Meeting	0.00	745.65	2,135.05	1,389.40	34.92
5720. Salary	8,346.18	35,621.49	141,161.52	105,540.03	25.23
5721, 401K	251.81	1,070.07	9,639.00	8,568.93	11.10
5722. FICA	627.37	2,792.60	10,941.00	8,148.40	25.52
5724. Health Insurance	1,104.19	4,998.75	20,557.00	15,558.25	24.32
5725. Dental Insurance	22.81	209.63	1,726.00	1,516.37	12.15
5726. Retirement	613.58	2,601.55	10,977.00	8,375.45	23.70
5736. Unemployment Benefits	0.00	52.02	803.00	750.98	6.48
5749. Legal Fees	375.00	1,940.50	7,500.00	5,559.50	25.87
5751. Audit	1,082.72	1,082.72	1,125.00	42.28	96.24
5752. Rent	3,391.50	13,566.00	42,000.00	28,434.00	32.30
5754. Capital Lease	0.00	2,197.83	2,974.71	776.88	73.88
5757. Insurance & Bonding	0.00	9,025.29	9,025.29	0.00	100.00
5758. Postage	0.00	321.49	1,200.00	878.51	26.79
5759. Printing/Publication	0.00	0.00	1,000.00	1,000.00	0.00
5760. Telephone, Cell Service	277.88	1,084.57	2,705.00	1,620.43	40.10
5761. Utilities	(2,166.67)	739.56	13,752.00	13,012.44	5.38
5768. Broadband	173.23	692.97	2,074.00	1,381.03	33.41
5769. Computer Related Purchase	0.00	0.00	1,000.00	1,000.00	0.00
5770. Office Supplies	52.51	678.09	2,934.21	2,256.12	23.11
5771. IT System Administration	1,219.81	6,159.03	18,000.00	11,840.97	34.22
5772. Dues & Subscriptions	1,700.00	4,852.25	12,000.00	7,147.75	40.44
5773. Cleaning Services	300.00	1,200.00	3,600.00	2,400.00	33.33
5774. Advertising	0.00	282.72	500.00	217.28	56.54
5775. Maintenance & Repairs	68.68	464.72	4,657.00	4,192.28	9.98
5776. Administration Website	222.94	222.94	100.00	(122.94)	222.94
5778. Copier Costs/Paper	0.00	259.81	1,860.00	1,600.19	13.97
5779. Bank Charges	129.35	426.96	800.00	373.04	53.37
5780. Payroll Exp	398.59	2,102.60	7,200.00 500.00	5,097.40 500.00	29.20 0.00
5781. Employment Screening	0.00	0.00			
5899. Indirect Cost	(23,070.04)	(93,360.03)	(247,103.20)	(153,743.17)	(37.78)
Total Expenses	(631.88)	11,073.68	119,717.00	108,643.32	9.25
Excess Revenue Over (Under) Expenditures	849.88	23,129.32	0.00	23,129.32	0.00

Run: 11/01/2016 at 4:44 PM Financial Statement of Activity
Eastern Carolina Council of Governments
For 10/31/2016

003	M-T-D Actual	Y-T-D Actual	Annual Budget	Budget Remaining	Percent Used
Revenues					
4701. Federal Revenue	449,372.44	1,128,544.33	5,015,705.36	(3,887,161.03)	22.50
4702. State Revenue	8,153.00	23,815.00	48,263.00	(24,448.00)	49.34
4711, MIS Revenue	658.20	1,076.25	4,500.00	(3,423.75)	23.92
4712. Appropriated Fund Balance	0.00	0.00	23,620.64	(23,620.64)	0.00
4713. Local Revenue	0.00	47,450.00	47,450.00	0.00	100.00
4717. ECC Match	0.00	123,293.00	123,293.00	0.00	100.00
Total Revenues	458,183.64	1,324,178.58	5,262,832.00	(3,938,653.42)	25.16
Expenses					
5460. MIS Fee	405.90	1,130.25	4,500.00	3,369.75	25,12
5500. Advisory Council	348.68	758.43	4,500.00	3,741.57	16.85
5502. Training	1,919.55	2,683.24	14,829.00	12,145.76	18.09
5510. Program Services	2,167.94	4,477.75	61,387.00	56,909.25	7.29
5700. Mileage Expense	3,032.10	10,706.28	42,413.50	31,707.22	25.24
5701. Hotel, Meals, Incidentals	2,319.61	4,684.83	21,055.04	16,370.21	22.25
5705. Annual Meeting	0.00	0.00	4,000.00	4,000.00	0.00
5720. Salary	39,839.82	160,890.73	482,920.38	322,029.65	33.32
5721. 401K	1,193.76	4,825.25	16,709.79	11,884.54	28.88
5722. FICA	3,021.15	12,211.89	36,530.18	24,318.29	33.43
5724. Health Insurance	6,393.43	26,013.36	85,203.78	59,190.42	30.53
5725. Dental Insurance	294.29	1,185.61	3,726.70	2,541.09	31.81
5726. Retirement	2,908.81	11,763.45	33,331.79	21,568.34	35.29
5736. Unemployment Benefits	0.00	231.33	1,359.90	1,128.57	17.01
5751. Audit	14,417.28	14,417.28	32,149.00	17,731.72	44.85
5752. Rent	120.00	480.00	2,752.00	2,272.00	17.44
5758. Postage	0.00	273.15	3,250.00	2,976.85	8.40
5759. Printing/Publication	543.00	543.00	4,980.00	4,437.00	10.90
5760. Telephone, Cell Service	1,355.58	5,608.87	19,378.00	13,769.13	28.94
5768. Broadband	866.17	3,464.85	10,673.00	7,208.15	32.46
5769. Computer Related Purchase	0.00	0.00	5,263.00	5,263.00	0.00 9.10
5770. Office Supplies	314.00	767.66	8,435.00	7,667.34 18,619.03	28.31
5771. IT System Administration	2,182.88	7,352.97	25,972.00	828.50	87.01
5772. Dues & Subscriptions	4,144.00	5,547.24 6,389.22	6,375.74	22,842.54	21.86
5774. Eastern Carolina RPO Advertising	194.00		29,231.76 6,039.28	6.039.28	0.00
5775. Maintenance & Repairs	0.00 95.00	0.00 95.00	0,039.20	(95.00)	0.00
5776. Eastern Carolina RPO Website	0.00	514.58	6,800.00	6,285.42	7.57
5778. Copier Costs/Paper	0.00	0.00	200.00	200.00	0.00
5857, 857 ECC INCONTINENCE SUPPLIES	23,070.04	93,360.03	278.693.16	185,333.13	33.50
5899. Indirect Cost	23,070.04 337,147.00	910,168.00	3,817,767.00	2,907,599.00	23.84
6200, HCCBG HCCBG PASS-THRU FUNDS	2,959.00	16,880.00	23,146.00	6,266.00	72.93
6600. LEGAL AIDE	1,350.00	1,350.00	40,260.00	38,910.00	3.35
6800. III-D 6900. FCSP	5,618.00	14,757.00	129,000.00	114,243.00	11.44
Total Expenses	458,220.99	1,323,531.25	5,262,832.00	3,939,300.75	25.15
'	700,220.33			<del> </del>	
Excess Revenue Over (Under) Expenditures	(37.35)	647.33	0.00	647.33	0.00

## 5. Finance Budget Amendments



Phone: 252.638.3185 ext. 3028 • Fax: 252.638.3187 • Email: jmiller@eccog.org

#### **MEMORANDUM**

Date: November 10, 2016

To: ECC Executive Committee

From: Jenny Miller, Finance Director

**RE:** Budget Amendment 2 – FY 16/17

Executive Committee Members,

The above mentioned budget revision is requested due to the following:

- 1. \$1,004 increase in Administration increased membership dues received
- 2. \$9,925 increase for Planning T/A Projects Greene County UDO Project
- 3. \$5,000 increase for Planning T/A Projects Kenansville UDO Project
- 4. \$5,491 increase for Aging T/A Projects Trillium grant awarded for Carteret and Jones county.



#### Budget Ordinance FY 16-17

		APPROVED	0	No. 10 0010	REVISED
		BUDGET	Sept 8, 2016 Budget Amendment #1	Nov 10, 2016 Budget Amendment #2	BUDGET
		FY' 16-17	FY' 16-17	FY 16-17	FY' 16-17
REVENUES ANT	<u> </u>				
4701	FEDERAL (AAA, Environmental, Economic Dev)	5,026,215	(11,309)		5,014,906
4702	STATE (SB 1559)	48,263	(11,122)		48,263
4713	LOCAL CASH / DUES (ECC, Aging & RPO)	201,642	1,177	1,004	203,823
	LOCAL PROJECTS (T/A)	59,568	29,250	20,416	109,234
	OTHER - MIS REVENUE	4,500			4,500
4712	APPROPRIATED FUND BALANCE (PEV Study)	30,000	(6,380)		23,620
	TOTAL REVENUES	5,370,188	12,738	21,420	5,404,346
EXPENDITURES	BY DEPARTMENT				
	OFNEDAL COVERNMENT.				
	GENERAL GOVERNMENT: ADMINISTRATION	31,276		1,004	32,280
406-418		29,425	20,000	14,925	64,350
	ECONOMIC DEV T/A	10,143	9,250	14,323	19,393
454 & 459	FISCAL T/A	10,000	3,230		10,000
	AGING T/A	10,000		5,491	15,491
100 100	None in	10,000		5,10.	
	TRANSPORTATION:				
300	EAST CAROLINA RPO	115,625			115,625
350	DOWN EAST RPO	121,625			121,625
620	PEV (Plug-in Electric Vehicle Study)	60,000	(12,759)		47,241
	ECONOMIC & COMMUNITY DEVELOPMENT:				
	ECONOMIC DEVELOPMENT PLANNING & ADMIN	105,000			105,000
	ENVIRONMENTAL PROTECTION	8,307			8,307
614	205J WALLACE	0,307			0,307
	HUMAN SERVICES:				
500	TITLE III PLANNING &ADMINISTRATION	309,230	1,803		311,033
512	COMMUNITY RESOURCE CENTER (CRC-LCA)	60,000			60,000
520	OMBUDSMAN	162,379			162,379
530	AAA SUPPORT (SB1559)	48,263			48,263
920 & 811-857	FAMILY CAREGIVER SUPPORT (FCSP)	276,579	(6,789)		269,790
540	ELDER ABUSE TRAINING	10,210			10,210
901/908/925	TITLE III, HCCBG PASS THRU	3,817,767			3,817,767
915	TITLE III-D HEALTH PROMOTION	40,866	(606)		40,260
906	LEGAL AID	23,146			23,146
502	MIPPA	24,185			24,185
503	MIPPA-CRAVEN	2,102			2,102
513	III D SURPLUS	10,588	965		11,553
550	MFP	80,000	0.00000		80,000
551	SHIIP-CRAVEN	3,472	874	2.22	4,346
	Total Expenditures	5,370,188	12,738	21,420	5,404,346

# 7. Changes to the ECC Salary Scale

#### 7. Changes to the ECC Salary Scale

#### Background:

We have been keeping the ECC officers informed regarding our inability to secure applicants for the Community Planner position that we have been advertising ever since Community Planner Robin Bloss left ECC's employment on August 12<sup>th</sup>. During this time there have been a number of planner positions advertised throughout the state on the NCPlan listsery. I asked Patrick to collect the salary ranges being posted and to do an analysis to see if what ECC was offering was competitive. He did the analysis and advertised range for the position was not competitive. It is our opinion that ECC needs to adjust the salary grade for the Community Planner position from salary grade 10 (\$38,332 to \$56,614) to salary grade 13 (\$44,361 to \$65,536) to be able to attract qualified applicants.

Article III, Section 1 requires that modifications to the salary scale needs to be approved by the Board (see below).

#### Article III. The Salary Schedule Plan

#### Section 1. General

The Salary Schedule Plan, reflects grade levels and steps, and from time to time is modified and approved by the Board.

#### Section 2. Maintenance

The Executive Director is responsible for the administration and maintenance of the salary schedule plan. The salary schedule plan is intended to provide equitable compensation for all positions when considered in relation to each other, to general rates of pay and similar employment in the private and public sectors of the area, to changes in the cost of living, to financial conditions of ECC, and to other factors. To this end, the Executive Director, from time to time, makes comparative studies of all factors affecting the level of salary ranges and recommends to the Board such changes in salary ranges as are warranted.

#### Section 3. Administration

The salary schedule plan is administered in a fair and systematic manner in accordance with work performed. The pay structure is externally competitive, maintains proper internal relationships among all positions based on relative duties and responsibilities, and recognizes performance as the basis for pay increases within the established pay range.

#### Section 4. Hiring Rate/Starting Salary

Employees are generally hired at a rate between the beginning and mid-point of the range. An employee may be hired at a rate above the mid-point for the range when supported by the budget, when supported by the employee's qualifications/experience and when approved by the Executive Director. These assignments are based on factors such as superior qualifications of the applicant and a shortage of qualified applicants available at the hiring rate.

Making this change, in our opinion, requires the moving of the Deputy Director of Human Services from a Grade 12 to a Grade 14 to "...maintain proper internal relationships..." This position should be ranked higher on the scale than a community planner due to the responsibilities of the position.

#### Financial Impact:

There is no financial impact to existing positions with the single exception of the part-time Community Planner that was just hired two weeks ago. His hourly rate must be slightly adjusted to bring it up to the minimum for the new grade (\$20.00 per hour to \$21.33 per hour). All newly hired community planners will be hired at the minimum yearly salary of \$44,361 which is the minimum for Grade 13. This is slightly more than Ms. Bloss' salary at the time she left (\$44,218).

Request motion to make the following changes to the ECC Salary Scale: "To move the Community Planner position from Salary Grade 10 to Salary Grade 13 and to move the Deputy Human Services Director position from Salary Grade 12 to Salary Grade 14".

## 9. Hurricane Matthew EDA Technical Assistance Recovery Grant Matching Funds

#### 9. Hurricane Matthew Recovery

ECC has an opportunity along with other Councils of Governments operating in the counties with federal disaster declarations to apply for EDA Technical Assistance funding for recovery. If the proposal is acceptable to EDA, the EDA amount would be \$200,000 with a \$50,000 local match (80/20) and the earliest the award would probably be made is January 2017. They plan to fund three grants of this amount to EDA Economic Development Districts for a period of 24 months. ECC has been in discussion with the Mid-East Commission and the Triangle J Council of Governments and we have agreed that if our individual boards approve, that the three of us would apply for this funding to serve seven ECC counties (Craven, Duplin, Greene, Jones, Lenoir, Onslow, and Wayne), Johnston County (TJCOG) and Beaufort and Pitt Counties (MEC). Our respective staffs would do the work in our own counties except that we might need to help each other if we lack a needed expertise. We plan a proportional share of the EDA award and required match for each of the three COGs. The match is spread over three fiscal years. Here is how the match will be broken out for the three COGs:

Item		ECC			MEC TJCOG				MEC TJCOG			MEC TJCOG			TJCOG			
Year	16/17	17/18	18/19	Total	16/17	17/18	18/19	Total	16/17	17/18	18/19	Total	Grand Total					
Match	\$8,333	\$16,666	\$8,333	\$33,332	\$2,778	\$5,556	\$2,778	\$11,112	\$1,389	\$2,778	\$1,389	\$5,556	\$50,000					
EDA	\$33,334	\$66,667	\$33,334	\$133,335	\$11,111	\$22,222	\$11,111	\$44,444	\$5,555	\$11,111	\$5,555	\$22,221	\$200,000					
Total	\$41,667	\$83,333	\$41,667	\$166,667	\$13,889	\$27,778	\$13,889	\$55,556	\$6,944	\$13,889	\$6,944	\$27,777	\$250,000					

For ECC we propose that this match come from fund balance. We have been discussing this with the officers and they are in agreement, however, we need to get approval from the Executive Committee that ECC will provide our share of this required match. Because we had to submit the EDA application prior to this November Executive Committee meeting, the letter of commitment for the match was worded "...pending approval of the Executive Committee at its meeting on November 10, 2016." The application can be withdrawn if approval is not given.

In case you are interested, the draft of the Scope of Work is attached. It may change some before submitted, but this SOW give us a lot of latitude to meet the recovery needs. You might ask how we will determine which local government receives assistance. Two weeks ago we called every local government in the seven counties and talked to all but two. We pretty much know who potentially has needs at this point. We would meet with those local governments and review the range of services we could provide and then see what best fits.

Requested motion to: "commit a maximum of \$33,332 from the ECC fund balance over three fiscal years to meet ECC's share of the EDA required match for Hurricane Matthew Recovery Technical Assistance funding if awarded."

#### I.A.3. Description of complete EDA project

The torrential rains resulting from Hurricane Matthew caused severe flooding and devastated 41 counties in eastern North Carolina in early October 2016. These 41 counties received federal disaster declarations. The goal of this project is to aid affected local governments (counties and municipalities and businesses therein identified I.A.2.) with federal disaster declarations to recover from the effects of the hurricane, including the resulting flooding, in order to help local governments, expedite economic recovery and redevelopment, minimize job loss, optimize job retention, as well as maximize job creation both during and post recovery. Given the limited resources it is not possible within the scope of this technical assistance grant, if awarded, to serve all those affected. Through regional coordination and efficiencies this project will assist as many governments and as many businesses as possible. Through early contact we have some understanding of the storm damages and will continue to reach out to those that are in the best position to benefit from the components of this proposal.

The project has five high priority components identified as needs of local governments that impact businesses and constituents: 1) Convening and facilitating meetings of key players in the recovery process to aid in prioritizing, aligning, and coordinating resources/assets; 2) Providing direct assistance to navigate and leverage local, state, federal, and other resources and to meet/comply with the respective requirements therein to both local governments and affected businesses; 3) Asset mapping (and possibly asset management plans) of small public water and small public sewer systems that sustained damage, had leaks, lost pressure or experienced some other failure during the hurricane/flood to help prioritize needed improvements for economic recovery and sustainability; 4) Mapping and preliminary needs assessment/prioritization of the stormwater systems for municipalities that had flooding to help mitigate future flooding and the resultant effects; and 5) Additional possible services depending on the need which might include the development of plans or modification of existing plans to address issues that occurred during this event.

Note that the Councils of Governments and the EDDs will preliminarily identify local governments needing the types of assistance identified above. Within the timeframe, scope and funding available for this project, it is anticipated that only a limited number of local governments will be able to be helped.

Several Councils of Governments have agreed to partner under the umbrella of the lead Economic Development District (applicant) to achieve the goals, and perform the tasks, of the project using staff and/or consultants (when required).

#### I.A.4. Need for the project

Hurricane Matthew dumped unprecedented amounts of water in a very short period of time across eastern NC. Flooding affected local governments ability to provide services to not only

homes but also businesses, community nonprofits, and others through the loss or damage to public facilities and infrastructure. This has deep and intense economic impact in many ways including job stagnation and loss.

While the needs of many affected facilities are quickly being addressed through existing protocols, numerous gaps in established systems are being identified. In assessing damages post event, eastern NC COGs and EDDs believe that many of the short and some medium term needs will be met by the time this award can be made (anticipated January 2017). Therefore, the partners in this project are focusing on the targeted needs for remaining medium and longer term value-added opportunities to assist local governments impacted by the storm to aid in their recovery and to help ensure their readiness for future events such as this. The services intended to be provided to local governments under this grant may also affect businesses and help mitigate future impacts of similar events.

A critical need has been identified in the smaller municipalities. Many of the small towns and rural counties have few staff and very limited resources. When an event like Hurricane Matthew and resulting flooding happen, they are neither in a financial nor technical position to cope with the additional responsibilities. This is where Economic Development Districts and the Councils of Government are best able to help. EDDs and COGs regularly serve as extensions of small municipality staff bringing specialized services and expertise related to facilitation, grant management, land use, planning, economic development, and more.

Convening: Small governments (rural counties and municipalities) are disadvantaged when it comes to time, resources and expertise. The project partners propose to assist these small governments by convening key players in the recovery process to help coordinate and minimize the pressure on their staff while optimizing their ability to recover quickly from the impacts of the floods. This convening is greatly needed in the early phases and is anticipated to eventually slow over the project period of 24 months. Project partners will work closely with local governments identified in the impact area to help ensure that their concerns and needs are addressed through the complex network of agencies and resources available. Key players to be convened with these local governments are anticipated to include: FEMA representatives, Floodplain Administrators, building inspectors, insurance adjustors, state agency representatives, public officials, economic development representatives, resource allies, and others. Convening will be professionally organized and executed by the leads at both the local and regional levels, as needed for the specific tasks.

Navigating: The amount of paperwork, knowledge, and expertise required to document the event, impact, and need, followed by making applications for assistance and administering that assistance can be daunting under the best of circumstances. It can be nearly impossible for a small town. Through the above convening, and other communication avenues, project partners propose to assist local governments with need to navigate and comply with these requirements. Partners may also direct businesses to resources and opportunities.

Water and Sewer System asset mapping and possibly asset management plans: Those public water and sewer systems that sustained damage, had leaks, lost pressure or in other ways failed during the hurricane have components that are compromised due to their age, construction material, and/or condition. Completing asset mapping and possibly asset management plans for impacted systems will help to prioritize the improvements needed and help reduce the likelihood of problems developing during the next event like Hurricane Matthew. An asset mapping and an asset management plan are components of evaluation in highly competitive CDBG-I and similar funding needed by these small and rural local governments.

Stormwater system mapping: Most municipalities in the designated area have system components that were installed many decades ago. Few know much about the system and how it technically functions (or not). They do know many of these systems fail in heavy rain events. Hurricane Matthew and the deluge of rain that fell during the event stressed the systems even further. While it is not possible to mitigate for all such events, it is possible to provide information about the systems so that the municipality can make informed decisions regarding its greatly needed maintenance and improvements. An inventory and mapping of the systems' most critical failures and needs is often the next essential step in solving the problems. Needed improvements to the system may help mitigate future flooding, thereby reducing future impacts and helping to sustain the economic base. During this evaluation, suggestions will also be made as to pre-event measures that can be taken to reduce the scope or intensity of flooding from stormwater. Public education material will be provided for future use.

Additional possible services depending on the need: These might include: wellhead protection plans, water loss prevention plans and water rate evaluation plans. There may be a need to develop a recovery plan for the more astute municipality or perhaps to modify an existing Hazard Mitigation Plan to address issues that occurred during this event. The local government may have need of modifying other plans, policies, procedures, and/or ordinances based on their experience with this event. Until the project partners hold in-depth conversations with the affected local governments we won't know exactly what will best help in the recovery process.

Added benefit to the eastern NC region through the COGs/EDDs: The EDDs are in the process of both implementing and updating their Comprehensive Economic Development Strategies (CEDS). This project both fits current CEDS implementation and new CEDS development. Each CEDS currently has four common Goals:

- 1. Build on Each Region's Competitive Advantages and Leverage the Marketplace;
- 2. Establish and Maintain a Robust Regional Infrastructure;
- 3. Create Revitalized, Healthy and Vibrant Communities;
- 4. Develop Talented and Innovative People

This project fits under each goal above but is most relevant to goals 2 and 3.

Additionally, the work we would do for this project will assist us in developing strategies that address resilience and sustainability, two key priorities of both EDA and the entire eastern NC region.

#### I.A.6. Description of documentable impact

Evidence of results for this project may include (depending on what assistance was rendered to whom):

- Convening: Documentable impacts from the convening of partners may include resources brought to the small towns and counties, coordinated partnerships created through the process, as well as new, improved, and leveraged projects resulting from the project. This documentation will also include technical experts brought to the table, best practices and other presentation and trainings to local governments and key partners and stakeholders, and descriptions of new partnerships created to improve response, recovery and mitigation of similar flooding events in the future.
- 2. Navigating: Documentable impacts from the navigating tasks described above may include number and type of technical assistance services provided, by whom, and resulting outcomes of that technical assistance. This can include assistance getting new sources of funds for projects, leveraged grants or other funds, administrative or compliance assistance with grant awards, active project compliance assistance, technical reporting assistance, documenting project impacts, and other project administration or compliance assistance.
- 3. Water and Sewer System Water Asset Mapping and possibly asset management plans: Documentation may include identification of systems that sustained damage, had leaks, or lost pressure during the hurricane, or were otherwise compromised to help prioritize needed improvements for economic recovery and sustainability, maps and priority lists created for local governments to improve systems, resulting Capital Improvement Plans and Asset Management Plans created (if any), and resulting CDBG-I or other grant preparation leveraged as a result.
- 4. Map (GIS layer) of stormwater systems: Documentation of impacts may include information identified, organized and created that provide data to municipalities about the systems, maps, and priority lists created for municipalities to use for stormwater infrastructure improvements, and municipal decisions regarding needed maintenance and improvements to the systems to mitigate future flooding. Documentation will also include stormwater experts, presentations, best management practices, and tools leading to future improvements to the systems that will help mitigate future flooding, and helping to lower future impacts and sustain the economic base. The project will also document suggestions made regarding pre-event measures that can be taken to reduce the scope or intensity of flooding from stormwater. Public education material

distributed will also be measured and reported.

5. Additional possible services depending on the need: Evidence of impact would be plans, policies, procedures, and/or ordinances that were developed or modified. These should assist the local government to lessen the impacts of any future flooding events.

CEDS Impact: As mentioned above, this project will be leveraged into the current CEDS being implemented and the next CEDS being developed. Partners will report on the impact of this project on all of the CEDS. This can include how elements within the current CEDS being implemented are delivered as well as how the CEDS being developed by the EDDs and their regional partners were influenced with regard to Goals, Objectives, and Action Plans.

# 10. Executive Director Report

### **EXECUTIVE DIRECTOR'S REPORT September 1 to October 31, 2016**

- 31 Number of emails sent to the 350+ members of the grant writers' listserv
- 18 Number of reports and grant opportunities sent to targeted groups in our region
- 27 Number of Intergovernmental Clearinghouse Reviews processed (26 were solar farms)

#### Administration

- Former employee Robin Bloss who was terminated for cause elected not to contest her termination. She did file for unemployment which was granted by the state. ECC elected not to contest the ruling.
- ECC is assisting the Town of Beaufort with a search for a new manager to replace retiring Charlie Burgess.
- ECC assisted a number of entities with applications for Duke Energy's Plugin Electric Vehicle Charging Station grants.
- ECC is assisting the Town of Bridgeton to promote Bridgeton as a seaplane destination.
   Their first seaplane fly in is schedule for Saturday November 19<sup>th</sup>.
- ECC is working with the City of New Bern to create an addendum to their P&R Plan to address the needs of the disabled. We are assisting the city to apply for funding to develop a park specifically for the disabled youth and disabled veterans.
- ECC is assisting Jones County to create a Broadband Plan. Have met twice with their committee and a representative of the State Broadband office.
- The city of New Bern finalized their EDA application for improvements to their City Market property. Plans are to convert it to a job training facility to be operated by Craven Community College. While it is not official yet, we are fairly certain that this project will be funded given the last round of questions asked by the EDA Atlanta office.
- Submitted a proposal to ACT to implement recommendations from the MCAS Cherry Point JLUS update. If awarded, we plan to work with consultants to accomplish the deliverables.
- Submitted a proposal for some P&R planning work for Town of Cape Carteret, but due to budgetary constraints they decided to defer this work at this time.
- After Hurricane Matthew we called every government in the seven counties in the ECC region that had federal disaster declarations to see how they fared and to provide a report to NCLM, NCACC, and EDA. The COGs in the east have an opportunity to apply for EDA Technical Assistance funding and we are in the process of determining what the long-term needs are of the affected areas and how we might assist.

• Plug-in NC will be recognizing ECC "for the outstanding work you all are doing to support electric vehicles in NC" at their 6<sup>th</sup> annual Plug-in NC summit on 11/15/16 in Raleigh. The Executive Director will attend the summit to receive the award on behalf of ECC.

#### Area Agency on Aging

- AAA was notified by Trillium (LME/MCO for our region) that they are awarding ECC funding for program to educate grandparents who are raising their grandchildren. This program aligns with an existing program we have.
- ECC submitted a proposal to Division of Aging and Adult Services (DAAS) to act as fiscal agent for the statewide respite voucher program. DAAS selected another COG that had handled the pilot.

#### Statistical Information

- Ombudsman complaints/facility visits/transfer & discharge hearings 28
- TA provided by AAA 22
- CAC meetings 7
- LCA/MFP Contacts 18
- SHIIP Consultations 9
- Other Direct Client Assistance (LIS, FCSP, etc.) –9
- Presentations 8

#### Trainings for providers and community members

- Hosted a Caregivers Conference in both Jones and Pamlico Counties
- Participated in the Craven Community Collage Health & Wellness Fair
- Facilitated a CDSMP Lay Leader class
- Facilitated a Matter of Balance Coach class
- Hosted the first of two Open Enrollment Events for Medicare Part D. Staff and volunteers counseled 39 Medicare beneficiaries during this event.

#### AAA Accomplishments

- AAA completed Systems of Care grants for Carteret and Jones County to host an eight-week workshop entitled "Parenting A Second Time Around". This workshop will focus on grandparents raising grandchildren.
- AAA attended and provided comment for the APS & Guardianship Listening Session sponsored by NC Department of Health & Human Services.
- AAA participated in the Veteran Stand-down event
- AAA is working closely with providers during Hurricane Matthew.

#### **Planning Department**

- Assisted the Town of Warsaw with their cemetery.
- We continue to advertise our vacant Community Planner position. No good applicants. As a temporary measure we have hired a P/T planner, Ryan Purtle, who will work nights after his F/T job. We have also arranged for some consultants to help us on projects which are short-term and specific to their talents. Community Planner Lauren Tuttle is getting married 11/5. She is going on a honeymoon for two weeks. After that she will be moving to the DC area, but will continue to work F/T for ECC from that remote location until such time as she finds a F/T position there or until we are able to replace her here.
- Assisting the Town of Alliance with some zoning ordinances.
- We have submitted two 205j Water Quality project applications to the state for funding.
   Both of these projects were selected for funding:
  - Beaufort Watershed Restoration Plan
  - Stormwater mapping for Town of Newport

#### Eastern Carolina Council

 Reposted open Community Planner position with a higher hiring range resulting in multiple qualified candidates submitting applications

#### Eastern Carolina RPO

- Attended NCDOT Legacy Leadership training in Raleigh on 8/30-9/1
- Created survey for Lenoir County CTP
- Met with NCDOT regarding NC Statewide Multimodal Freight Study

#### Down East RPO

- Attended NCDOT Legacy Leadership training in Raleigh on 8/30-9/1
- Attended Tools of the Trade conference in Charleston from 9/11-9/14
- Organized and hosted NCARPO Quarterly Meeting being held in Morehead City

#### Planning Technical Assistance

 Created Trenton and Central Jones Fire District maps in GIS for the Trenton Volunteer Fire Department

#### **Trent Woods Planning**

- Processed multiple zoning permits as an ongoing planning assistance with the Town
- Created map book in GIS of the proposed FIRM changes to the Special Flood Hazard Area in Trent Woods

#### Maysville Planning

- Worked with Town Manager on rezoning case and new home location
- Held Planning Board meeting for annexation case

#### Pollocksville Planning

 Investigated and followed-up with property owner about their proposal to open a business on the property

#### Greene County Zoning

 Finished drafting major elements of Zoning Ordinance (i.e., Review and Approval Procedures, Enforcement, Nonconformities, Zoning Districts, Table of Uses, General Development Standards)

#### Cedar Point Planning

• Drafted timeline for UDO project

#### Carteret County Waterways Commission

Attended Public Information meetings throughout the County

#### **EDA**

Attended ACT Committee meeting in Havelock

#### Kenansville Planning

- Revised the descriptions of the new zoning districts
- Revised the table of permitted uses with the new zoning districts
- Compiled standard dimensional standards for each zoning district
- Revised Uses by District Table

#### **Finance Department**

- The auditors have almost completed their work. Just waiting on some information on AAA funding from the State Treasurer's office. There were no internal findings noted in their field work at our office. Auditors will present their findings to the Budget & Audit Committee in December and to the General Membership Board in January.
- Administrative Assistant Leighann Morgan attended Intro to Local Gov't Finance class at UNC School of Gov't
- Participated in the Coastal Coalition for Substance Abuse Prevention (CCSAP) Board Retreat
- The Federal SAMHSA grant awarded to CCSAP has been extended for another year. ECC will
  continue to be the fiscal agent for this grant for CCSAP.
- Set up new CCSAP employees for payroll
- B&A Meeting
- Board Meeting
- Audit
- Attended NCLM Debt Set off Clearinghouse Training
- Attended NC Public Employment Law
- 4G Router & New battery back-up installed

- SF 425 & SF 270 reports submitted for PEV grant
- ECC domain name renewal complete
- Sam.gov registration renewed
- Health insurance plan research
- BCBS Medical Loss Ratio Survey completed
- 3 staff sent to Lenoir County DSS to assist with Emergency/Disaster Assistance
- Attended Managing Public Records class
- CD closed out and funds transferred to regular ECC checking account