

### General Membership Board Meeting

6:30 p.m. - Thursday, June 11, 2020 233 Middle Street; New Bern, NC 28560 3<sup>rd</sup> Floor Conference Room

### **AGENDA**

- 1. Welcome, Invocation, and Call to Order
- 2. Adopt Agenda Jay Bender, President
- 3. Consent Agenda Jay Bender, President
  - a. General Membership Board Minutes—February 13, 2020
  - b. Financial Statement
- 4. Budget & Audit Committee Report Shane Turney, Treasurer
- 5. Budget Amendment Jenny Miller, Finance Director
- **6. Presentation of Public Comment** *Jenny Miller, Finance Director*
- 7. Vote of ECC FY 20/21 Budget Jay Bender, President
- 8. AAA 4 Year Plan Tonya Cedars, AAA Director
- 9. Executive Director's Report Katie Bordeaux, Executive Director
- **10. Member Comments**
- 11. Adjournment



### **Minutes**

General Membership Board Meeting 6:30 p.m. - Thursday, February 13, 2020 Third Floor Conference Room 233 Middle Street, New Bern, NC

### Minutes

### **Executive Committee in Attendance:**

Jay Bender, President Roland Best, Lenoir County Chris Roberson, Duplin County caucus Frank Emory, Jones County Bennie Heath, Greene County Steve Wiggins, Wayne County caucus Pat Prescott, Pamlico County Arthur Robinson, Greene County caucus Bill Taylor, 1<sup>st</sup> Vice President Shane Turney, Treasurer

### **General Membership in Attendance:**

Marianna Hollinshed, Town of Beaufort John Nash, Town of Cedar Point Dominick Spadaro, Town of Newport Jim Kohr, City of Havelock Barbara Jones, Town of Cove City Hutch Jones, Town of Beulaville Carolyn Kenyon, Town of Faison Veronica Lee, Town of LaGrange Harry Pugliese, Town of Swansboro

### **ECC Staff in Attendance:**

Katie Bordeaux, Executive Director Tonya Cedars, AAA Director Jenny Miller, Finance Director Leighann Morgan, Deputy Finance Director

### **Guest in Attendance:**

Steve Kalland, Executive Director, NC Clean Energy Technology Center/NC State University Bruce C. McKay, Senior Policy Director & Capital Projects, Dominion Energy Kraig Westerbeek, Senior Director of Smithfield Renewables and Hog Production Division Affairs, Smithfield Foods, Inc.

- **1. Welcome, Invocation, and Call to Order** Jay Bender called the meeting to order at 6:41 p.m. Frank Emory offered the invocation.
- 2. Adopt Agenda Jay Bender, President
  Bennie Heath motioned to adopt agenda, seconded by Frank Emory, and motion was
  unanimously approved.



- 3. Consent Agenda Jay Bender, President
  - a. General Membership Board Minutes—June 13, 2019
  - b. Financial Statement

Arthur Robinson motioned to approve consent agenda, seconded by Roland Best, and motion was unanimously approved.

- 4. Budget & Audit Committee Report Shane Turney, Treasurer
  Treasurer, Mr. Turney reported that the Budget & Audit Committee met earlier, before
  the General Membership Committee meeting. The committee reviewed the check
  register, financial statements, RLF loans, audit contract and RFP of legal services. The
  committee approved to close out a RLF loan, the client passed away, in the amount of
  \$10,005.
- 5. Solar Development: Key Issues for Local Government Steve Kalland, Executive Director, NC Clean Energy Technology Center/NC State University (NCCETC)

  Mr. Kalland gave a presentation on the utility scale solar facilities and the common health & safety concerns, aesthetics concerns, local economic issues, and common land use & land impacts concerns.
- 6. Align Partnership Bruce C. McKay, Senior Policy Director & Capital Projects, Dominion Energy/Smithfield Foods
  Bruce McKay and Kriag Westerbeek presented a presentation on "Transforming the Future of Sustainable Energy & Agriculture". They discussed how Dominion Energy and Smithfield Foods invest in renewable natural gas to become largest supplier in the U.S. The partnership focused on turning hog manure into clean, renewable energy.
- 7. Proposed ECC By-Law Change Katie Bordeaux, Executive Director
  Mrs. Bordeaux, Executive Director, proposed a by-law change in Section 2 that will
  change the number of members in the Executive Committee. This change will allow
  city/towns with a population over 20,000 an appointee to the Executive Committee. The
  Budget & Audit Committee recommends the fee structure to change as well. For
  municipalities there will be a cap rate of \$8,000; minimum will stay at \$218, and any
  population over 20,000 will have a seat on the Executive Board. For counties the
  minimum will be \$500 and maximum \$10,000 (plus Aging & RPO dues). Mr. Bender,
  President, suggested the change will help get the larger towns/counties involved in ECC.
  Mr. Taylor, 1st Vice President, stated this will help with the different services that ECC
  can offer.

Bob Cavanaugh motioned to approve the suggested by-law change, seconded by Frank Emory, and motion was unanimously approved.

### Eastern Carolina Council

### 8. AAA 4 Year Plan Update – Tonya Cedars, AAA Director

Mrs. Cedars, AAA Director, reported the 4 Year Plan has received a timeline extension to update their goals. The AAA has sent out a survey to providers to get more feedback of needs and assessment of the community. Mrs. Cedars also showed a project initiative to the group headed by January Brown, Family Caregiver Specialist, called the "Faces of Dementia" that will be distributed to the Senior Centers in the Region.

9. Executive Director Updates – Katie Bordeaux, Executive Director Mrs. Bordeaux, Executive Director, gave an update on the events that ECC has hosted. A Digital Communications Records Workshop was successfully attended on January 10<sup>th</sup>. ECC hosted the Ethics Training for local government officials that was officiated by Mr. David Baxter, Jr. from Sumrell and Sugg. ECC will host a Manager's Meeting on March 11<sup>th</sup> with the topics on Public Employment Law, Investigations, and Performance

### 10. Member Comments

Carolyn Kenyon wanted an updated on the Stormwater Mapping grant. Mrs. Bordeaux, Executive Director, stated that the grant was submitted to EDA and awaiting on approval.

**11.** Municipal Caucus Representatives to the ECC Executive Committee - Jay Bender, President

Evaluations, NCLM membership, and those that presented tonight.

### 12. Closed Session - Personnel

NC G.S. 143-318.11(a)(6) — Members of Executive Committee only Motion to enter closed session to discuss personnel matter per NC G.S. 143-318.11(a)(6) made by Bennie Heath, seconded by Roland Best, motion carried.

### 13. Adjournment

| Respectfully Submitted by, |                                    |
|----------------------------|------------------------------------|
|                            |                                    |
|                            |                                    |
| Jay Bender, President      | Katie Bordeaux, Executive Director |

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### Financial Statement of Activity Eastern Carolina Council of Governments For 4/30/2020

| 003  | M-T-D<br>Actual | Y-T-D<br>Actual | Annual<br>Budget        | Budget<br>Remaining    | Percent<br>Used  |
|--|-----------------|-----------------|-------------------------|------------------------|------------------|
|  |                 |                 |                         |                        |                  |
| Revenues                                     | 89,468.30       | 3,585,418.40    | 6,059,154.00            | (2,473,735.60)         | 59.17            |
| 4701. Federal Revenue<br>4702. State Revenue | 19,166.27       | 105,717.50      | 399,843.00              | (294,125.50)           | 26.44            |
| 4711. MIS Revenue                            | 375.53          | 3,996.49        | 4,500.00                | (503.51)               | 88.81            |
| 4711. MIS Revenue                            | 0.00            | 0.00            | 16,666.00               | (16,666.00)            | 0.00             |
| 4713. Local Revenue                          | 0.00            | 54,570.00       | 54,569.00               | 1.00                   | 100.00           |
| 4717. ECC Match                              | 0.00            | 140,025.00      | 140,025.00              | 0.00                   | 100.00           |
| Total Revenues                               | 109,010.10      | 3,889,727.39    | 6,674,757.00            | (2,785,029.61)         | 58.28            |
| Expenses                                     |                 |                 |                         |                        |                  |
| 5457. Eastern Carolina RPO Board Meeting     | 0.00            | 35.23           | 50.00                   | 14.77                  | 70.46            |
| 5460. MIS Fee                                | 504.39          | 3,799.66        | 4,500.00                | 700.34                 | 84.44            |
| 5500. Advisory Council                       | 0.00            | 1,466.12        | 3,000.00                | 1,533.88               | 48.87            |
| 5502. Training                               | 820.00          | 7,337.36        | 11,531.81               | 4,194.45               | 63.63            |
| 5510. Program Services                       | 1,609.53        | 29,218.08       | 252,355.83              | 223,137.75             | 11.58            |
| 5700. Mileage Expense                        | 87.29           | 31,752.39       | 42,789.97               | 11,037.58              | 74.21            |
| 5701. Hotel, Meals, Incidentals              | 325.91          | 7,521.14        | 12,518.90               | 4,997.76               | 60.08            |
| 5720. Salary                                 | 44,655.90       | 438,245.13      | 565,164.53              | 126,919.40             | 77.54            |
| 5721. 401K                                   | 1,324.06        | 13,028.50       | 26,842.81               | 13,814.31              | 48.54            |
| 5722. FICA                                   | 3,224.75        | 32,236.23       | 40,214.33               | 7,978.10               | 80.16            |
| 5724. Health Insurance                       | 6,895.05        | 68,414.04       | 78,276.12               | 9,862.08               | 87.40            |
| 5725. Dental Insurance                       | 284.59          | 2,879.54        | 3,871.60                | 992.06                 | 74.38            |
| 5726. Retirement                             | 3,958.99        | 37,997.96       | 43,093.03               | 5,095.07               | 88.18            |
| 5736. Unemployment Benefits                  | 250.35          | 1,511.84        | 7,156.55                | 5,644.71               | 21.13            |
| 5749. Legal Fees                             | 0.00            | 325.00          | 325.00                  | 0.00                   | 100.00           |
| 5750. Consultant                             | 0.00            | 2,968.75        | 40,239.25               | 37,270.50              | 7.38             |
| 5751. Audit                                  | 0.00            | 30,996.11       | 31,092.88               | 96.77                  | 99.69            |
| 5752. Rent                                   | 120.00          | 4,783.92        | 9,380.00                | 4,596.08               | 51.00            |
| 5758. Postage                                | 70.80           | 432.70          | 2,283.00                | 1,850.30               | 18.95            |
| 5759. Printing/Publication                   | 0.00            | 1,210.93        | 1,210.93                | 0.00                   | 100.00           |
| 5760. Telephone, Cell Service                | 1,464.60        | 19,347.27       | 29,431.33               | 10,084.06              | 65.74            |
| 5768. Broadband                              | 6,238.25        | 13,377.78       | 13,580.00               | 202.22                 | 98.51            |
| 5769. Computer Related Purchase              | 56.46           | 1,324.18        | 1,324.18                | 0.00                   | 100.00           |
| 5770. Office Supplies                        | 1,749.15        | 5,603.32        | 7,394.90                | 1,791.58               | 75.77            |
| 5771. IT System Administration               | 121.72          | 46,028.36       | 48,034.00               | 2,005.64               | 95.82            |
| 5772. Dues & Subscriptions                   | 119.00          | 10,103.27       | 15,050.00               | 4,946.73               | 67.13            |
| 5774. Advertising                            | 0.00            | 1,206.10        | 26,463.55               | 25,257.45              | 4.56             |
| 5775. Maintenance & Repairs                  | 0.00            | 2,547.37        | 3,293.16                | 745.79                 | 77.35            |
| 5776. Website                                | 0.00            | 920.45          | 1,329.54                | 409.09                 | 69.23            |
| 5778. Copier Costs/Paper                     | 0.00            | 3,231.08        | 7,093.00                | 3,861.92               | 45.55            |
| 5781. Employment Screening                   | 51.00           | 280.88          | 280.88                  | 0.00<br>0.00           | 100.00<br>100.00 |
| 5855. 855 ECC HOME MODIFICATIONS             | 0.00            | 1,460.00        | 1,460.00                |                        |                  |
| 5899. Indirect Cost                          | 20,281.82       | 211,635.93      | 325,580.92              | 113,944.99             | 65.00<br>57.71   |
| 6200. HCCBG HCCBG PASS-THRU FUNDS            | 0.00            | 2,745,937.00    | 4,758,023.00            | 2,012,086.00           | 100.01           |
| 6600. Aging P & A LEGAL AIDE CARTERET PSLS   | 2.00            | 21,470.00       | 21,468.00               | (2.00)                 | 71.29            |
| 6700. Sr. Center Gen Purpose                 | 6,152.00        | 55,277.00       | 77,542.00               | 22,265.00              | 49.32            |
| 6800. III-D                                  | 2,987.00        | 20,458.00       | 41,484.00<br>120,028.00 | 21,026.00<br>28,761.00 | 76.04            |
| 6900. FCSP                                   | 16,201.00       | 91,267.00       |                         |                        |                  |
| Total Expenses                               | 119,555.61      | 3,967,635.62    | 6,674,757.00            | 2,707,121.38           | 59.44            |
| Excess Revenue Over (Under) Expenditures     | (10,545.51)     | (77,908.23)     | 0.00                    | (77,908.23)            | 0.00             |
|  |                 |                 |                         |                        |                  |

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### Financial Statement of Activity Eastern Carolina Council of Governments For 4/30/2020

| 001                                      | M-T-D<br>Actual | Y-T-D<br>Actual | Annual<br>Budget | Budget<br>Remaining | Percent<br>Used |
|--|-----------------|-----------------|------------------|---------------------|-----------------|
| 001                                      | riotaai         | , totaa.        | _uugu.           |                     |                 |
| Revenues                                 |                 |                 |                  |                     |                 |
| 4703. Other Revenue                      | 1,780.00        | 84,353.00       | 33,750.00        | 50,603.00           | 249.93          |
| 4707. Interest                           | 0.00            | 31.34           | 0.00             | 31.34               | 0.00            |
| 4712. Appropriated Fund Balance          | 0.00            | 0.00            | 58,654.00        | (58,654.00)         | 0.00            |
| 4713. Local Revenue                      | 0.00            | 166,401.86      | 318,951.00       | (152,549.14)        | 52.17           |
| 4717. ECC Match                          | 0.00            | (140,025.00)    | (140,025.00)     | 0.00                | (100.00)        |
| Total Revenues                           | 1,780.00        | 110,761.20      | 271,330.00       | (160,568.80)        | 40.82           |
| Expenses                                 |                 |                 |                  |                     |                 |
| 5457. Board Meeting                      | 188.07          | 1,970.03        | 2,577.84         | 607.81              | 76.42           |
| 5465. President Allowance                | 150.00          | 1,350.00        | 1,800.00         | 450.00              | 75.00           |
| 5502. Training                           | 75.00           | 5,899.26        | 7,713.96         | 1,814.70            | 76.48           |
| 5510. Program Services                   | 0.00            | 14,000.00       | 19,506.13        | 5,506.13            | 71.77           |
| 5700. Mileage Expense                    | 134.55          | 7,404.52        | 12,319.00        | 4,914.48            | 60.11           |
| 5701. Hotel, Meals, Incidentals          | 225.98          | 6,284.60        | 8,232.37         | 1,947.77            | 76.34           |
| 5720. Salary                             | 2,911.16        | 120,497.78      | 257,166.97       | 136,669.19          | 46.86           |
| 5721. 401K                               | 84.94           | 3,492.35        | 12,717.66        | 9,225.31            | 27.46           |
| 5722. FICA                               | 214.97          | 8,572.43        | 11,418.43        | 2,846.00            | 75.08           |
| 5724. Health Insurance                   | 422.21          | 18,429.39       | 21,542.15        | 3,112.76            | 85.55           |
| 5725. Dental Insurance                   | 15.41           | 693.71          | 961.49           | 267.78              | 72.15           |
| 5726. Retirement                         | 253.97          | 9,969.21        | 14,605.47        | 4,636.26            | 68.26           |
| 5736. Unemployment Benefits              | 10.29           | 282.42          | 357.12           | 74.70               | 79.08           |
| 5749. Legal Fees                         | 0.00            | 14,291.25       | 14,291.25        | 0.00                | 100.00          |
| 5750. Consultant                         | 21,451.25       | 34,362.34       | 34,737.75        | 375.41              | 98.92           |
| 5751, Audit                              | 0.00            | 1,803.89        | 3,276.46         | 1,472.57            | 55.06           |
| 5752. Rent                               | 4,391.50        | 37,199.58       | 56,491.50        | 19,291.92           | 65.85           |
| 5754. Equipment Lease                    | 475.10          | 5,157.52        | 5,500.00         | 342.48              | 93.77           |
| 5757. Insurance & Bonding                | 0.00            | 18,913.33       | 18,913.33        | 0.00                | 100.00          |
| 5758. Postage                            | 0.00            | 527.97          | 1,250.00         | 722.03              | 42.24           |
| 5759. Printing/Publication               | 0.00            | 0.00            | 1,000.00         | 1,000.00            | 0.00            |
| 5760. Telephone, Cell Service            | 281.29          | 4,830.99        | 5,481.38         | 650.39              | 88.13           |
| 5761. Utilities                          | 574.58          | 7,323.64        | 10,752.00        | 3,428.36            | 68.11           |
| 5768. Broadband                          | 838.42          | 3,003.44        | 3,455.00         | 451.56              | 86.93           |
| 5769. Computer Related Purchase          | 28.22           | 2,360.50        | 2,366.71         | 6.21                | 99.74           |
| 5770. Office Supplies                    | 1,070.53        | 4,602.58        | 6,003.00         | 1,400.42            | 76.67           |
| 5771. IT System Administration           | 75.61           | 15,341.81       | 16,555.00        | 1,213.19            | 92.67           |
| 5772. Dues & Subscriptions               | 0.00            | 5,368.40        | 6,438.00         | 1,069.60            | 83.39           |
| 5773. Cleaning Services                  | 425.00          | 3,075.00        | 3,396.00         | 321.00              | 90.55           |
| 5774. Advertising                        | 0.00            | 1,253.35        | 1,255.00         | 1.65                | 99.87           |
| 5775. Maintenance & Repairs              | 34.96           | 6,428.65        | 6,431.18         | 2.53                | 99.96           |
| 5776. Administration Website             | 0.00            | 1,204.55        | 1,204.55         | 0.00                | 100.00          |
| 5778. Copier Costs/Paper                 | 0.00            | 4,325.23        | 5,500.00         | 1,174.77            | 78.64           |
| 5779. Bank Charges                       | 77.36           | (63.45)         | 0.00             | 63.45               | 0.00            |
| 5781. Employment Screening               | 177.90          | 371.30          | 371.30           | 0.00                | 100.00          |
| 5899. Indirect Cost                      | (20,281.82)     | (211,635.93)    | (304,258,00)     | (92,622.07)         | (69.56)         |
| Total Expenses                           | 14,306.45       | 158,891.64      | 271,330.00       | 112,438.36          | 58.56           |
| Excess Revenue Over (Under) Expenditures | (12,526.45)     | (48,130.44)     | 0.00             | (48,130.44)         | 0.00            |





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### **MEMORANDUM**

Date: June 11, 2020

To: ECC General Membership Board

From: Jenny Miller, Finance Director

**RE:** Budget Amendment 2 – FY 19/20

The below budget revision is requested as follows:

### <u>003 – Special Fund</u> Total increase of \$481,160

1. Additional HCCBG funds received for the Aging Department through the Families First Coronavirus Response Act



### **Budget Ordinance**

### FY 19-20

|                   |  | ADOPTED   |              |               | AMENDED   |
|-------------------|--|-----------|--------------|---------------|-----------|
|                   |  | BUDGET    | NOV 14, 2019 | June 11, 2020 | BUDGET    |
|                   |  | FY 19-20  | BA #1        | BA #2         | FY 19-20  |
| EVENUES ANTICI    | PATED  |           |              |               |           |
| 4701              | FEDERAL (AAA, Environmental, Economic Dev)   | 5,945,080 | 90,501       | 481,160       | 6,516,741 |
| 4702              | STATE (SB 1559)  | 344,681   | 78,735       | 0             | 423,416   |
| 4703              |  | 179,086   | 0            | 0             | 179,08    |
| 4711              |  | 4,500     | 0            | 0             | 4,50      |
| 4713              |  | 228,181   | 0            | 0             | 228,18    |
| 4714              |  | 16,666    | 0            | 0             | 16,66     |
| 4712              | APPROPRIATED FUND BALANCE  | 0         | 58,654       | 0             | 58,65     |
|                   | TOTAL REVENUES   | 6,718,194 | 227,890      | 481,160       | 7,427,24  |
| XPENDITURES BY    | / DEPARTMENT   |           |              |               |           |
|                   | GENERAL GOVERNMENT:  |           |              |               |           |
| 400               | ADMINISTRATION   | 33,590    | 0            | 0             | 33,59     |
| 406-418 430       |  | 120,336   | 0            | 0             | 120,33    |
| 419&428           |  | 15,000    | 0            | 0             | 15,00     |
| 402 & 454         |  | 33,750    | 44,994       | 0             | 78,74     |
| 490-499 AGING T/A |  | 10,000    | 13,660       | 0             | 23,66     |
|                   | SPECIAL FUND:  |           |              |               |           |
|                   | TRANSPORTATION:  |           |              |               |           |
| 300               |  | 132,968   | 0            | 0             | 132,96    |
|                   |  | 139,868   | 0            | 0             | 139,86    |
|                   | PUBLIC SAFETY:   | 005.000   |              |               | 005.00    |
| 402               | CRAVEN PAMLICO RE-ENTRY  | 225,000   | 0            | 0             | 225,00    |
|                   | ECONOMIC & COMMUNITY DEVELOPMENT:  |           |              |               |           |
| 710               | EDA DISASTER RECOVERY  | 83,333    | 0            | 0             | 83,33     |
|                   |  | 105,000   | 0            | 0             | 105,00    |
|                   | ENVIRONMENTAL PROTECTION   |           |              |               |           |
| 617-618           | 205J PROJECTS  | 7,753     | (1,258)      | 0             | 6,49      |
|                   | HUMAN SERVICES:  |           |              |               |           |
| 500               | The state of the s | 362,054   | 0            | 0             | 362,05    |
| 512               |  | 0         | 30,000       | 0             | 30,00     |
| 520               | OMBUDSMAN  | 212,439   | 0            | 0             | 212,43    |
| 530               | AAA SUPPORT (SB1559)   | 48,263    | 0            | 0             | 48,26     |
| 811-857 & 920     | FAMILY CAREGIVER SUPPORT (FCSP)  | 304,890   | 0            | 0             | 304,89    |
| 540               |  | 9,768     | 0            | 0             | 9,76      |
| 901/925           |  | 4,758,023 | 0            | 481,160       | 5,239,18  |
| 915               | TITLE III-D HEALTH PROMOTION   | 0         | 41,484       | 0             | 41,48     |
| 906               |  | 0         | 21,468       | 0             | 21,46     |
| 502               |  | 25,048    | 0            | 0             | 25,04     |
| 513               |  | 11,111    | 0            | 0             | 11,11     |
| 550               |  | 80,000    | 0            | 0             | 80,00     |
| 908               |  | 0         | 77,542       | 0             | 77,54     |
|                   | Total Expenditures   | 6,718,194 | 227,890      | 481,160       | 7,427,24  |

# **BUDGET COMPARISON**

| HUMAN SERVICES: TITLE III PLANNING &ADMINISTRATION COMMUNITY RESOURCE CENTER (CRC-LCA) OMBUDSMAN AAA SUPPORT (SB1559) FAMILY CAREGIVER SUPPORT (FCSP) ELDER ABUSE TITLE III. USDA, OP FAN PASS-THRU TITLE III-D HEALTH PROMOTION MFP MIPPA Total Expenditures | RE-ENTRY: CRAVEN-PAMLICO RE-ENTRY ENVIRONMENTAL PROTECTION 205J | TRANSPORTATION: EAST CARCLINA RPO DOWN EAST RPO ECONOMIC & COMMUNITY DEVELOPMENT: ECCNOMIC DEVELOPMENT PLANNING & ADMIN | GENERAL GOVERNMENT: ADMINISTRATION ADMIN & FISCAL TIA PROJECTS PLANNING & GIS TECH ASST ECONOMIC DEV TIA PROJECTS AGING TIA PROJECTS | FEDERAL STATE MIS REVENUE MIS REVENUE LOCAL CASH / PROJECTS LOCAL PROJECTS LOCAL PROJECTS APPROP FUND BALANCE IN-KIND TOTAL REVENUES EXPENDITURES BY DEPARTMENT | REVENUES ANTICIPATED           |
|---|---|---|--|---|--------------------------------|
| \$364,030<br>\$217,260<br>\$44,263<br>\$3,00,871<br>\$9,712<br>\$4,840,097<br>\$11,111<br>\$80,000<br>\$25,048<br>\$5,817,337   | \$225,000<br>\$64,759   | \$132,968<br>\$139,868<br>\$215,000   | \$22,506<br>\$51,750<br>\$44,094<br>\$15,000<br>\$10,000   | \$6,073,190<br>\$344,817<br>\$4,500<br>\$215,986<br>\$120,844<br>\$23,000<br>\$6,817,337  | PROPOSED<br>BUDGET<br>FY 20-21 |
| \$362,054<br>\$30,000<br>\$212,439<br>\$48,263<br>\$304,890<br>\$9,768<br>\$4,886,177<br>\$11,111<br>\$80,000<br>\$55,946,084   | \$225,000<br>\$6,495  | \$132,968<br>\$139,868<br>\$188,333   | \$33,590<br>\$78,744<br>\$120,336<br>\$15,000<br>\$23,660  | \$6,035,581<br>\$423,416<br>\$4,500<br>\$228,181<br>\$179,086<br>\$58,654<br>\$16,666<br>\$6,946,084  | AMENDED<br>BUDGET<br>FY 19-20  |
| \$1,976<br>(\$30,000)<br>\$4,821<br>\$0<br>(\$4,019)<br>(\$58,420)<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0<br>\$0   | \$0<br>\$58,264   | \$0<br>\$0<br>\$26,667  | (\$11,084)<br>(\$26,994)<br>(\$76,242)<br>\$0<br>(\$13,660)  | \$37,609<br>(\$78,599)<br>\$0<br>(\$12,195)<br>(\$58,242)<br>(\$35,654)<br>\$18,334<br>(\$128,747)  | VARIANCE                       |

# PROPOSED BUDGET ORDINANCE

ORDAINED by the Eastern Carolina Council of Government Board of Directors that the total budget of \$6,817,337 be adopted for the 2020-2021 Fiscal Year: WHEREAS, Eastern Carolina Council of Government is required to adopt an annual balanced budget as set forth by the Local Government Budget and Fiscal Control Act of North Carolina; NOW BE IT

 General Fund
 Special Fund

 \$ 143,350
 \$6,673,987

 \$ 143,350
 \$6,673,987

### RATE OF CONTRIBUTIONS ESTIMATED

Estimated Revenues
Appropriations

rate is based on the programs ECC desires to undertake and the necessary local funds needed to provide operational support and local match funds for the various state and federal programs that are of interest to ECC A contribution rate of .353 cents per capita remains the same from the fiscal year 2019-2020 and is hereby established as the official contribution from the member governments to the ECC for the fiscal year 2020-2021. This

Fringe benefits and in-direct costs shall be accounted for and allocated to projects in accordance with the circulars prescribed by the Office of Management and Budget. The indirect cost rate is based on direct salaries and

### SPECIAL AUTHORIZATION - BUDGET OFFICER

benefits and is approved by a cognizant agency of the Federal government each year.

POLICIES

The Budget Officer or their designee is hereby authorized to transfer appropriations within any of the projects subject to the following limitations:

- 1. The Budget Officer may not increase any staff salary, with the exception of merit raises approved in the budget, without authorization of the Executive Committee.
- approval, but must have the Treasurer or designees approval corrections. The transfers are not required to be presented to the Board of Directors, so long as the total project cost does not change and changes adhere to requirements of funder. Fund transfers do not require Board The Budget Officer shall be authorized to effect line-item budget transfers within a department without limitation, but not fund transfers at any time with the exception of required matches, merits, and journal entry
- current budget appropriated after a notice of revenue availability is received. A formal budget amendment incorporating such project funding will be presented to the General Membership Board or the Executive Committee 3. Due to the timing of receiving certain revenues and projects for the ECC, the Executive Director and Finance Director are hereby authorized to incur expenditures for new projects if total expenditures do not exceed whichever meets first.

## UTILIZATION OF BUDGET AND BUDGET ORDINANCE

statutes of the State of North Carolina. The ECC Budget is posted on the ECC website to comply with transparency requirements provided guidance and sufficient details to implement their appropriate portion of the Budget. The Finance Department shall establish records which are in consistent with the Budget and this Ordinance and the appropriate This Ordinance and Budget Document shall be the basis of the financial plan for the ECC during the 2020-2021 fiscal year. The Budget Officer shall administer the budget and shall ensure that ECC Department Directors are

Adopted this 11th day of June, 2020

James V. Bender, Jr.
President, ECC Board of Director

Katie Bordeaux.

Executive Director and Budget Officer