

Town of Swansboro
Board of Commissioners
February 28, 2022, Regular Meeting

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, Mayor Pro Tem Tursi and Commissioner Jeffrey Conaway.

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:35 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items were unanimously approved.

Meeting Minutes

- January 10, 2022, Regular Meeting
- January 10, 2022, Closed Session
- January 24, 2022, Regular Meeting
- January 31, 2022, Special Meeting

Resolution

- Support of The Eastern Carolina Council of Governments

Business Non-Consent

American Rescue Plan (ARP) Funding Recommendations

The Federal American Rescue Plan Act of 2021 (ARP) established Coronavirus State and Local Fiscal Recovery Funds ("CSLRF"), which will be distributed to state and local governments for the purpose of responding to negative economic impacts of stemming from COVID-19.

The Town (to date) had been awarded a total of \$1,065,724. Of that total \$532,862.13 had been received with the remaining \$532,862.13 anticipated by July 2022. The Town had until 2024 to obligate the funds and until 2026 to spend those funds obligated. Based on requests from departments and manager recommendations, manager Webb shared that it was not desired to spend all the funds at once and there would be \$217,000 remaining, unless the Board chose to do something different.

Finance Director Sonia Johnson reviewed details (slideshow herein attached) related to the regulations for spending of ARP funding.

Individual department heads provided further details related to their funding requests.

Town Clerk, Alissa Fender covered her requests for Administrative Services Department as follows:

- The Town's current phone system was purchased in January of 2014 and has become outdated and poor functioning. Updating the equipment would provide additional functions which are not currently available. Those include the remote function which supports the ability for phone use anywhere. The find me follow me feature which provides programming for the phones to ring alternate numbers if the first line wasn't answered.
- Website rebuild quotes were obtained from 3 companies which all provided the same device type friendly, and fully ADA accessible.
- The Towns current agenda manager program has been phased-out and was no longer supported for assistance. Three programs were demoed and quoted to provide agenda packet creation for unlimited boards & meetings. The phased-out program only provided creation for 1 board and capped at two meetings a month.

The board provided feedback related to the items and the ongoing cost was of concern. More details related to what the cost covers and the difference from what we pay now was requested for further consideration at a future meeting.

Fire Chief, David Degnan covered his requests which included the following:

- Turn out gear extraction washer and dryer, had been deferred in prior budgets. The standard home washers are too small for the gear, and the spin cycle forces water through seams and causes microburst, essentially damaging the gear. The extraction washer and dryer does not spin the gear, so it is not damaged, thus prolongs the life of the gear.
- The Town current self-containing breathing apparatuses are 10 years old and will be out of warranty in April of 2022. The technology was upgraded every 5 years, with recommendation to be replaced every 10 years. At this point they do not meet the standards of the National Fire Protection Association (NFPA), and if there were an injury the department would be held to those standards.
- The Town only has 2 portable radios that are compatible with Western Carteret, which we have a mutual aid agreement with. Western Carteret operates with VHF radios and Swansboro had 800 MHz radios. More than two firefighters respond to calls and with only two compatible then firefighters are being sent into dangerous situation without means to communicate. The proposed radios were tri-band, meaning they operate 3 types of frequencies.

- Fire Service Harness are useable in many different circumstances to include during use of the ladder truck. Historically 20-25% of injuries occurred due to slips or falls. The construction of them was nylon which withstands hot environments, retains shape, and does not rub/damage the turnout gear.

Manager Webb reviewed the request from the remaining departments as follows:

Police Department

- There are 5 vehicles that should have been addressed under the rotation schedule which had been put off due to budget cuts. It was recommended for the purchase of 3 vehicles with ARP funds and then two would be put into the budget unless the Board desired to fund all 5. With the current new car availability issues, there would be a wait for the purchased vehicles to come in. The cost per vehicle was \$38,000.
- Flashlights with cases and ammunition were also requested, however, ammunition was an item that should be considered in the budget each year.

Parks and Recreation

- Rope climber feature of the Municipal Park needed replacement
- Improvements to the splash pad area to include the installation of a brick sitting area and shaded areas
- Commercial toilets, with automatic flush valves
- Golf Cart/Gator for utilization by Parks & Rec, Public Works, and PD, and would be of benefit during festivals to serve as 1 of the shuttle vehicles reducing the amount would have to be rented.
- Installation of cameras and transfer box for visibility at Parks & Rec and the Visitors Center.
- Drinking fountains
- Small hut at Church Street Dock
- Playground mulch
- Holly Park Playground (possible PARTF Grant option)

In response to an inquiry about previously requested safety boxes at the park, Mrs. Webb explained that the NC League of Municipalities had a safety grant that could be applied for to purchase those.

Public Works

- Water street resurfacing (possible 319 EPA Grant opportunity)
- Visitor's improvements for \$40,000 (sufficient for that project). There were requests into the Swansboro TDA and Onslow County TDA for \$20,000

- Electronic message boards (not recommended because they were rented from the base when needed at no cost)
- \$200,000 for priority 3 sidewalks which would complete the connection from Highway 24 to the Park Place subdivision.
- Pavement Roller, dump truck and tractor.

The purchase of equipment was proposed to fall under a loan program. It was noted that an existing equipment loan has recently been paid off so there would not be a large hit to the budget. Finance Director, Johnson shared that loan rates came in at 2.53%. Debt service for the equipment would be \$38,778.00, and then for equipment and police vehicles it would be \$63,360.00, the debt service was \$51,892.00.

Payroll

- In Jan of 2021 there was a bonus provided to employees, and in keeping competitive with neighboring jurisdictions, it was requested to provide further premium pay of a onetime payment of \$1,000 to full-time employees, \$500 to part-time, and \$125 for any part-time that had worked under 100 hours.

Board members appreciated seeing the requests but felt that the spending of these funds should be considering throughout the budget process. It was mentioned that a balance should be left in case something else came up and that paying for interest on items should not be considered when it could be bought outright. Additional details related to the reoccurring cost for items needs to be considered and discussed further at budget workshops.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, approval was unanimously provided to purchase all 5 police vehicles with ARP funds which would provide for \$76,000 less in the budget.

Financial Report - January 31, 2021 - Finance Director Johnson reviewed details from the monthly financial report, *attached herein*.

Budget Ordinance Amendment #2022-7

Finance Director Johnson reviewed that the budget ordinance needs to be amended for the following departments.

1. Legal Department-Additional funds needed in the amount of \$15,000 for unfunded legal fees incurred from litigations. Source of Funds-Appropriated Fund Balance
2. Emergency Management – The Town received \$49,159.52 from the State of NC Department of Public Safety for Category A (Debris Removal), Category B (Emergency Protective Services), and Category G (Dock Repairs) due to damages

from Hurricane Isaias. Funds will be used to upfit Swansboro United Methodist Church/temporary EOC in preparation of 2022 hurricane season. Source of Funds-Grant-Various

3. Non-Departmental- In FY 20/21, the comprehensive operating software was approved and \$62,000 was transferred to the Capital Reserve account. Requesting \$30,000 to be transferred to the General Fund to begin software implementation. Source of funds: Transfer from Capital Reserve

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, Budget Ordinance Amendment #2022-7 was approved unanimously.

Future Agenda Items

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

The deferred Sign Amendments were requested to be heard, and to be scheduled at an April meeting.

Public Comments

No comments were offered.

Manager's Report/Comments

In addition to the report provided in the agenda packet, Manager Webb reported:

- 20 Surveys were received from the RCCP meeting
- Grant documents for Emmerton School project and the Architectural Survey were signed
- Grant for the state funding received for the Emergency Operation Center and sidewalk were signed, and funds would be received in the future
- Met with Randy Swanson on CAMA Grant and easement documents were agreeable
- Meeting scheduled with project engineer Bree Sharon on the Walnut Street Stormwater retrofit project, to discuss partnership details
- Phase 2 sidewalk project has 1 easement remaining for signature
- Meeting with John Wood on March 1st at 10 am to discuss the Visitor's Center project

Board Comments

Mayor Pro Tem Tursi shared that the turn out for the RCCP public meeting had poor turnout and another meeting should be considered and include something that would draw in attendance such as food trucks. He also felt that the survey doesn't gather any worthwhile information. As a state grant, they have more resources available to draw and or entice for more participation. Manager Webb shared that she had spoken Beth Smyre and it was not desired to hold another meeting due to deadlines.

Board members shared their appreciation to staff for the preparation of the ARP funding details.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner, with unanimous approval, the board entered into closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

Pursuant to a motion duly made in closed session, the Board returned to open session. It was noted that no action was taken.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Pugliese, the meeting adjourned at 8:53 pm.

Regular Meeting February 28, 2022



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1. Please turn cell phones to “off” or “vibrate”.

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are no public hearings scheduled for this meeting.

3. Under the ZOOM Meeting Platform, individuals wishing to make comments should “raise their hand” 🖐️ from their computer. At the appropriate time, Major Davis will acknowledge those with comments.

2

PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

3

AGENDA AND CONSENT ITEMS

Action Needed: *Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items*

4

BUSINESS/NON-CONSENT

American Rescue Plan (ARP) Funding Recommendations

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Recommended Action: Review and consider recommended fund allocations.

Presenter: Sonia Jonson – Finance Director

Paula Webb – Town Manager

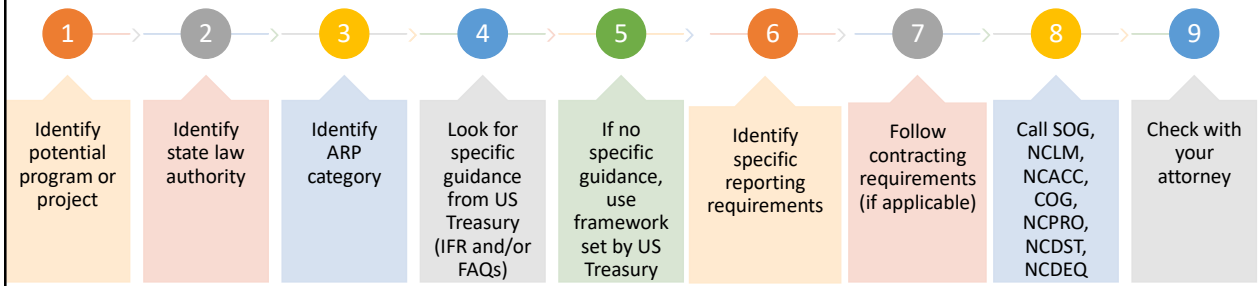
5



ARP/CSLFRF
Office Hours:
\$0-\$10 million LGs

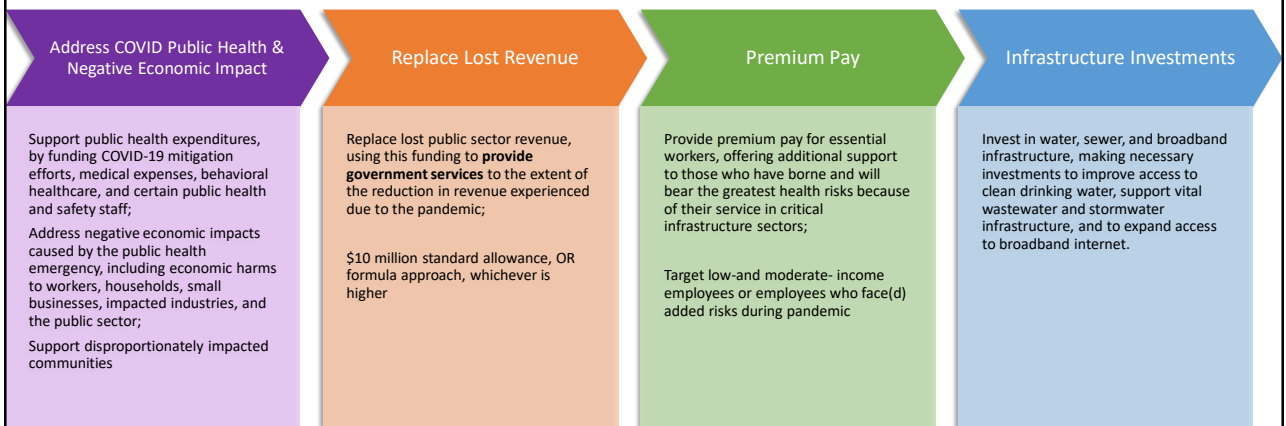
6

ARP Checklist



7


ARP/CSLFRF Allowable Expenditures



8



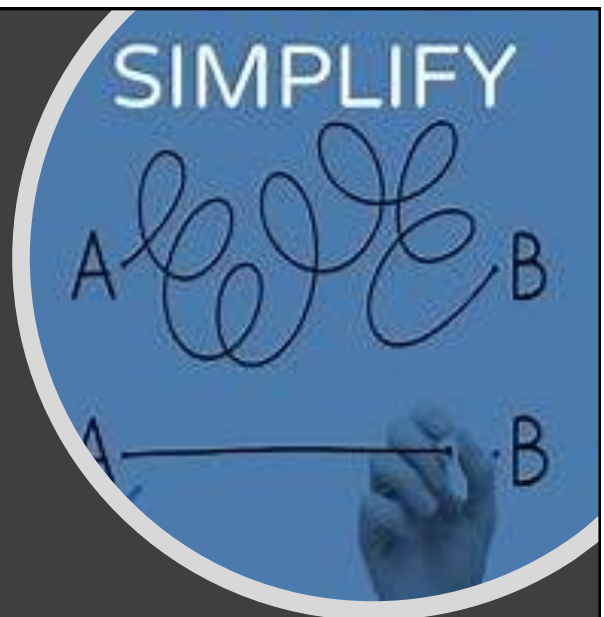
The Final Rule now gives local governments the option to either

- **Use a default minimum lost revenue growth amount of \$10 million (standard allowance); or**
 - **Use the (slightly modified) lost revenue growth formula.**
- 

9

Standard Allowance

- No need for actual loss
- \$10 million total
- Irrevocable choice
- Spent for “General Government Services”
- Other Award Terms and Uniform Guidance still apply



10

Spend Revenue Replacement Funds for General Government Services

US Treasury provides a non-exclusive list of examples of general government services – “maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

ALLOWED

Pay-go capital that benefits citizens
Internal local government operations that impact ability to provide services
Expenditures that are part of providing services—law enforcement, public health, social services, education, recreation, utilities, community development, etc.

NOT ALLOWED

Pension fund contributions
Borrowing money
Financial reserves
For settlement/judgement/consent decree
Undermines or discourages compliance with CDC
Violates conflict of interest provisions
Violates state law or other federal laws and regulations, including Uniform Guidance

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Revenue Replacement: Standard Allowance

May expend up to \$10 million as revenue replacement

Examples

- If LG allocation is \$20,000: Expend up to \$20,000 as revenue replacement
- If LG allocation is \$1.2 million: Expend up to \$1.2 million as revenue replacement
- If LG allocation is \$10 million: Expend up to \$10 million as revenue replacement

Will elect standard allowance on Project & Expenditure Report (report deadline by April 30, 2022)

Electing the standard allowance and spending 100% of your ARP/CSLFRF funds as revenue replacement, will significantly reduce reporting requirements. BUT IT **DOES NOT** CONVERT THESE FUNDS INTO GENERAL FUNDS. THEY ARE STILL GRANT FUNDS, SUBJECT TO GRANT AWARD TERMS AND UNIFORM GUIDANCE COMPLIANCE REQUIREMENTS.

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100% OF ARP/CSLFRF Funds as Revenue Replacement

Allowable Expenditures = General Government Services

"maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services."

US Treasury Overview Supplement:

"[g]overnment services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive: Construction of schools and hospitals; Road building and maintenance, and other infrastructure; Health services; General government administration, staff, and administrative facilities; Environmental remediation; [and] Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)."

Translation: General government services are anything that a local government has state law authority to engage in, including public enterprise activities.

May fund any project that is eligible under the other ARP/CSLFRF categories with revenue replacement funds, with the possible exception of Premium Pay. It is probably best to fund/report Premium Pay under the Premium Pay category.

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Maximize
Benefit:
Minimize
Burden

Strategic Planning to
Identify Programs / Projects

Can we use general fund or
enterprise fund monies for
any of these projects?

Note that this will not work for
all projects – eg. Broadband
likely will have to be funded
directly with ARP/CSLFRF monies

If yes, consider using
ARP/CSLFRF funds for
departmental salaries/benefits
and other LG funds for special
programs/projects to minimize
compliance burden

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Different Revenue Replacement Expenditures have Different Compliance Requirements

Purchase Equipment

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income

Partnering with Nonprofit

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income
- Subaward

LG Personnel

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention

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Sample Grant Project Ordinance: Standard Allowance Salaries/Benefits Only

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Grant Project Ordinance for the Town of TarHeel American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of TarHeel, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The Town of TarHeel (Town) has received the first tranche in the amount of \$1,000,000 of CSLFRF funds. The total allocation is \$2,000,000, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Standard allowance election

Section 2: The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1) and expend all its CSLFRF funds for the provision of government services.

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The following amounts are appropriated for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of CSLFRF Funds
0001	Law Enforcement Services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$500,000
			Benefits	\$35,000
0002	Parks and Recreation Services for period of July 1, 2021 through December 31, 2024		Salaries	\$200,000
			Benefits	\$14,000
0003	General Administration Services for period of July 1, 2021 through December 31, 2024		Salaries	\$320,000
			Benefits	\$21,700
	Unassigned			\$909,300
				\$2,000,000

Even if supplanting, must still track as "projects" Salaries/benefits are cost items within government services project

Can reimburse back to 3/3/2021, but must be able to meet effort certification req'ts

Safest approach is to stop with salary/benefit supplanting by December 31, 2024

Section 3: The following revenues are anticipated to be available to the Town:

CSLFRF Funds: \$2,000,000
General Fund Transfer: \$0
Total: \$2,000,000

Section 4: The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

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Allowable Costs / Cost Principles Policy

Internal controls to ensure all cost items are allowable, reasonable, allocable, consistently treated, and properly documented.

Typical cost items are compensation and fringe benefits, materials and supplies, equipment and other capital, consultants/professional services, audits, communications, insurance, maintenance and repair, and rental costs.

UG also has 55 specific cost items, some of which are allowed, some of which are allowed with limitations, and some of which are disallowed.

Compensation & Fringe Benefits are among the specific cost items, with special documentation requirements

<https://canons.sog.unc.edu/2021/12/american-rescue-plan-act-of-2021-allowable-costs-and-cost-principles-including-sample-policy-and-implementation-tools/>

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Effort
Certification:
2 CFR
200.430

(i) Standards for Documentation of Personnel Expenses

(1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records of the non-Federal entity;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);
- (iv) Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- (v) Comply with the established accounting policies and practices of the non-Federal entity; and
- (vi) [Reserved]

(vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

(viii) Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that:

- (A) The system for establishing the estimates produces reasonable approximations of the activity actually performed;
- (B) Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and
- (C) The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

...

(2) For records which meet the standards required in paragraph (i)(1) of this section, the non-Federal entity will not be required to provide additional support or documentation for the work performed, other than that referenced in paragraph (i)(3) of this section.

(3) In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) (29 CFR part 516), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.

(4) Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.

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Effort Certification

Establish process for reporting, recording, and verifying employee time spent working on grant-funded projects.

Written policies and procedures for grant-funded personnel that:

- Contain prescribed measurement and tracking methods for staff effort and the sources of funds from which they are being paid. The measurement method should be consistent across staff classifications;
- Identify who will certify effort reports (supervisors, department heads, etc.);
- Identify who has oversight over reviewing, approving, tracking, and allocations (manager, administrator, finance officer, etc.); and
- Contain clear procedures to adjust effort levels when job duties change; and
- Ensure that tracking methods are documented and tie back to reporting on obligations/expenditures.

Written policies and procedures for accounting staff regarding the review of budgeted estimates against actual work (effort):

- Under the Uniform Guidance, estimates determined before the services are performed do not qualify as support for charges to Federal awards. (2 CFR 200.430(i)(1)(viii)).
- There must be a process to review after-the- fact interim charges made to federal awards based on budget estimates. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

- 1 Establish effort reporting forms/process for grant funded personnel
- 2 Designate appropriate staff to review and certify effort reporting forms and train on Cost Principles policy and other grant requirements
- 3 Finance or other designated personnel must periodically review effort report forms
- 4 Provide sufficient training and support to ensure employee compliance

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Sample Approach

Time and Effort Reporting for Employees who are paid 100% from a SINGLE program (single cost objective):

- An employee whose salary is paid in whole from one federal source must certify, on an annual basis, that they “worked solely on that program (single cost objective) for the period covered by the certification (e.g. Jan 1- Jun 30 and Jul 1- Dec 31)
- The certification must be signed and dated by the employee and co-signed by a supervisory official having first-hand knowledge of the activities performed by the employee

Time and Effort Reporting for employees whose work effort is split between more than one federally-funded project or a mix of federally-funded projects and non-federal work:

- An employee who works on more than one federal program, or on a combination of a federal programs and non-federal work, must maintain Personnel Activity Reports (PARs) that accurately reflects the percentage of time/hours the employee spends performing the federal work activity and any other duties
- Report must reflect an “AFTER-THE-FACT” distribution of actual activities performed
- Account for TOTAL activity for which employee is compensated must be completed at LEAST MONTHLY (e.g. Jan 1 – Jan 31)
- Must be signed and dated by the employee and also signed by a supervisory official having first-hand knowledge of the activities performed by the employee

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Individual Time and Effort Certification

Uniform Guidance provisions, 2 CFR 200.430(j)(1), state that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records of the non-Federal entity;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- (iv) Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- (v) Comply with the established accounting policies and practices of the non-Federal entity.

Where employees are expected to work solely (100%) on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared **at least semiannually** (at least every six months) and will be signed by the employee or a supervisory official having first-hand knowledge of the work performed by the employee.

Employees working on multiple activities or cost objectives, must document their work according to the distribution of their salaries or wages through monthly personnel activity reports instead of semi-annual certifications.

Organization Name:	
Employee Name:	
Position/Title:	
Department:	
Performance Period Start Date:	Performance Period End Date:
CSLFRF Project Name:	
CSLFRF Project ID #:	

*Employee's Signature: _____ Date Signed: _____

* I certify that 100% of my time during the period covered by this certification was spent performing duties and responsibilities for the federally funded cost object identified above.

**Supervisor's Signature: _____ Date Signed: _____

** I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the employee worked solely on the federally funded cost objective identified above during the period covered by this certification.

Individual Personnel Activity Report

Uniform Guidance provision 2 CFR 200.430(j)(1)(vii) states that employees working on multiple activities or cost objectives must document their work according to the distribution of their salaries or wages among specific activities or objectives. This will be supported through the use of a **monthly** Personnel Activity Report. The Log must reflect 100% of the total activity and be based upon actual time and effort charged to all funding sources (not budgeted or estimated time).

Organization Name:			
Employee Name:			
Position/Title:			
Department:			
Performance Period Start Date:	Performance Period End Date:		
Total Hours Worked During Performance Period:			
Federal Funding Effort Detail (Identify the federally funded project(s) and include a brief detail of work performed.)	CSLFRF Project ID #	Hours Worked	Percent (%) of Total Hours

Total Federally Funded Distribution (%): _____

Non-Federal Funding Effort Summary (Provide a summary of all work not associated with a federally funded project. To ensure this report covers all paid hours during the performance period, also include vacation hours when applicable.)	Hours Worked	Percent (%) of Total Hours
Summary of All Non-Federal Work		
Vacation		

Total Non-Federally Funded Distribution (%): _____

Total Effort: _____ 100%

(This must equal 100% and be representative of all hours worked during performance period tracked in this report)

*Employee's Signature: _____ Date Signed: _____

* I certify that the distributions of effort reflected in this report represents the actual work performed during the period covered by this report.

**Supervisor's Signature: _____ Date Signed: _____

** I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents the actual work performed during the period covered by this report to the best of my knowledge.

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Uniform Guidance Compliance

The [Assistance Listing: Coronavirus State and Local Fiscal Recovery Funds](#) and Part 2 of the [US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance](#) (Compliance Guide), the following UG provisions apply to the ARP/CSLFRF grant award (with a few modifications):

[Subpart A, Acronyms and Definitions](#)

[Subpart B, General provisions](#)

[Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards](#) (except 2 CFR 200.204, .205, .210, and .213)

[Subpart D, Post Federal Award Requirements](#) (except 2 CFR 200.305(b)(8) & (9), .308, .309, and .320(c)(4))

[Subpart E, Cost Principles](#)

[Subpart F, Audit Requirements](#)

[2 CFR Part 25](#) (Universal Identifier & System for Award Management)

[2 CFR Part 170](#) (Reporting Subaward and Executive Compensation Information)

[2 CFR Part 180](#) (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement))

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TOTAL ALLOCATION			\$1,065,724.25
FIRST ALLOCATION RECEIVED-\$532,862.13			
SECOND ALLOCATION EXPECTED IN JULY 2022-\$532,862.12			
	Town Manager		
	Recommended	Not Recommended	
Admin Services			
Phones/System Upgrades (Remote Access)		\$	18,660
Website Update	\$	3,060.00	
Agenda Manager	\$	4,934.00	
Disaster Recovery Backup	\$	39,750.00	
FIRE DEPARTMENT			
Structural Firefighting Gear Extractor Washer & Dryer	\$	13,000.00	
Self-Contained Breathing Apparatus(SCBA), Face Masks, Air Cylinders, Maintenance & Support Equipment	\$	220,000.00	
Portable Radios	\$	36,524.76	
Gemtor 541NYC Series Fire Service Harness, Belt Loops, and Labor	\$	12,000.00	
POLICE DEPARTMENT			
3-Police Vehicles	\$	114,000.00	
14 Flashlights with cases		\$	2,300
Ammunition-used for carry and qualification		\$	3,000

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PARKS & RECREATION			
Rope Climber	\$	30,000.00	
Pour in Play Surfacing			\$ 405,680
Splash Pad Area Improvements	\$	50,000.00	
Playground Mulch			\$ 6,386
Commercial toilets (6)	\$	4,800.00	
Golf cart/Gator	\$	14,083.00	
Cameras installed at the docks, able to access at Visitor Center and Director at Rec Center	\$	10,000.00	
Church Street Dock-Add a small hut for staff person			\$ 2,000
Drinking Fountains-replace drinking fountains with bottle refills at the Recreation Center & Visitors Center			\$ 3,000
Emergency Box			\$ 5,000
Holly Lane/Pineland Park neighborhood playground			
PUBLIC WORKS			
Repaving roads with corrections to stormwater system, curb/gutters and sidewalks-Water Street			\$ 215,000
Reconstruction of Visitor Center meeting FEMA/Flood requirements	\$	40,000.00	
Ride on pavement roller			\$ 27,000
Single Axle Dump Truck- Small dump truck replacement			\$ 96,000
Portable message boards for street closures and Town events			\$ 37,300
Tractor to replace John Deere			\$ 54,400
Sidewalks (Priority 3)	\$	200,000.00	
Payroll			
Premium Pay-full time & part time	\$	55,860.83	
Town Manager Recommendation	\$	848,012.59	\$ 875,726
ARPA Funds remaining	\$	217,711.66	

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Datto Backup Solution



SWANSBORO
FRIENDLY CITY BY THE SEA *North Carolina*



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Current Server Environment

- Currently there is one physical server for the town, and several virtual servers that run inside of it to run operations.
- Server acts as a host for all desktops for the town.
- Runs RMS for the Police
- Stores all files / data
- Everything except the DCI system, phones, E-mail, and SharePoint would be affected (however, E-mail is on outlook on virtual profiles on the server)



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Disaster Recovery vs. Business Continuity

- Current backup solution is disaster recovery only – we can get the data back, but it may take up to several days to repair the server and restore in the event of a major failure.
- Getting parts / supply chain could extend the downtime
- Requires a spare server if / Dell can't repair quickly
- Ransomware attacks, if they got through, would require a full system recovery – this could also take a couple of days to properly restore



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Disaster Recovery vs. Business Continuity

- Business Continuity solutions allow for nearly immediate restoration / failover to keep systems operational in the event of a failure.
- They offer redundancy locally as well as cloud availability in the event of a major disaster or failure.



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	Current Solution	Proposed Datto Solution
Backups occur throughout the day (multiple snapshots)	✓	✓
Backups have local storage	✓	✓
Backups copied off-site	✓	✓
Backups are encrypted, versioned, and immutable (can't be altered)	✓	✓
Backups provide protection from ransomware	✓	✓



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	Current Solution	Proposed Datto Solution
Can offer full restore without a tech coming on-site	✗	✓
Is a Business Continuity Solution	✗	✓
Backups come with local device that can act as a spare server	✗	✓
Server failure can be recovered in 30 minutes or less	✗	✓
Server can be "spun up" in the cloud and accessed if the site is down	✗	✓
Possible length of time for a full system recovery due to server failure	48 hours, or however long it takes to repair hardware or get a replacement temp server	15 to 30 minutes for local virtualization to Datto "server", similar time for cloud spinup
Backups are booted up daily to test functionality and ability to restore	✗	✓



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Investment to Resolve

- Free Hardware with a 3 year commitment (6TB unlimited time retention)
- Discounted Service with a 3-year pre-pay, \$39,744
- Ongoing monthly of \$1,200/mo after 3 years, unless we recommit for a longer term



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PHONE UPGRADE COMPARISON				
	Computer Geeks	Computer Geeks	Computer Warriors (Current IT provider)	VC3
Phone functions remotely	✗	☑	☑	☑
Find me/Following me	✗	☑	☑	☑
Virtual Meeting Rooms	✗	☑	☑	✗
Text Messaging	✗	☑	☑	✗
Technical Support	\$85/hour	\$95/hour	Included	Included
Equipment	Owned since 2014	Purchase	Purchase	Rent(only offer)
One Time Cost	Included in New Town Hall reno project	\$9,702.00 (plus, tax & fees)	\$11,520.00 (plus, tax & fees)	\$2,036.36 (plus, tax & fees)
Monthly Phone Service cost	\$150.00	\$943.68	\$594.60	\$652.12

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Website
Rebuild
Comparison

	Proud City	VC3	municode
All device types friendly	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Update Pictures	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Social Media Feeds on Website	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Content Management by Town personnel	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Hosting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Agenda & Minutes Management on webpage	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
One Time Cost	\$4,000.00	\$9,999.00	\$0
Cost/Term	\$1,200.00 per year no term	\$475.00 per month 48-month term	\$3,060.00 per year 36-month term
Redesign	Must requote	Free Every 4 years	Must requote

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Agenda
Management
Cost
Comparison

	Agenda Manger	Municode	iCompass	Tyler
One Time Cost	-	\$0	\$0	\$840.00
Yearly Cost	Phased out no longer supported	\$3,600.00	\$4,850.00	\$4,094.00
# of Users	2	Unlimited	Unlimited	Unlimited
# of Meetings	2	Unlimited	Unlimited	Unlimited
# of Boards	1	Unlimited	Unlimited	Unlimited

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GEMTOR 541NYC SERIES FIRE SERVICE HARNESS

- Can be attached to bunker pants
- 3-Stage locking Pompier hook with 2" side opening gate
- Extremely lightweight, weighs only 2.8 lbs
- Sturdy, lightweight nylon webbing
- lowers the body's center of gravity



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EW22

INTRODUCING EXTRACTOR

EW22

- ✓ Meets NFPA 1851-2020 Requirements
- ✓ Front load design
- ✓ Commercial quality construction
- ✓ 22 lb capacity / 2 sets of gear
- ✓ Automatic soap dispenser compatible*
- ✓ Utilizes standard plumbing hookups
- ✓ Requires only 120v electrical
- ✓ Soft-mount design, easy install
- ✓ Easy to use, preprogrammed wash cycles
- ✓ Dimensions: 27.0" L x 30.5" D x 38.7" H
- ✓ Weight: 190.0 lbs

ELECTRICAL SPECIFICATIONS:
120V/60HZ - Recommended Breaker - 20 amp

Part #	Shipping Dimensions	Shipping Weight
EW22	40.0" L x 48.0" D x 49.0" H	275.0 lbs

*Requires compatibility with soap dispenser & tubing
*Not included

Transfer only (not for use)

Ready Rack

FOLLOW US AT:

800.991.2120
SALES@GROVES.COM

WWW.READYRACK.COM
 618 TRANK LN, WOODSTOCK, IL 60098

FH2G

FIREHOUSE 2 GEAR EXPRESS DRYER

FH2G

- ✓ NFPA 1851 compliant
- ✓ Industry Leading 10-Year warranty
- ✓ 850 CFM
- ✓ Actual dry times vary depending on local environmental conditions
- ✓ Dry turnout gear, hose, dive suits & more
- ✓ Commercial grade construction
- ✓ No additional accessories required
- ✓ (3) 500 W heating elements - 1,500 W total
- ✓ Includes: (4) hangers and (3) shelves
- ✓ Dimensions: 32.5" L x 36.0" W x 82.0" H
- ✓ Add: 30.5" for door clearance
- ✓ Weight: 600.0 lbs.

ELECTRICAL SPECIFICATIONS:
120V/1PH/60HZ - recommended breaker - 20 A

Part #	Shipping Dimensions	Shipping Weight
FH2G	45.0" L x 41.0" W x 95.0" H	740.0 lbs

*Shipping dimensions and weight subject to change

Door open (see site info)

Ready Rack

FOLLOW US AT:

800.991.2120
SALES@GROVES.COM

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 618 TRANK LN, WOODSTOCK, IL 60098

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Single Axle Dump Truck



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507E John Deere Tractor



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Portable Electric Road Sign



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NEW BUSINESS/NON-CONSENT

Financial Report

Presenter: Sonia Johnson – Finance Director

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**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JANUARY 31, 2022)**

REVENUES

EXPENDITURES

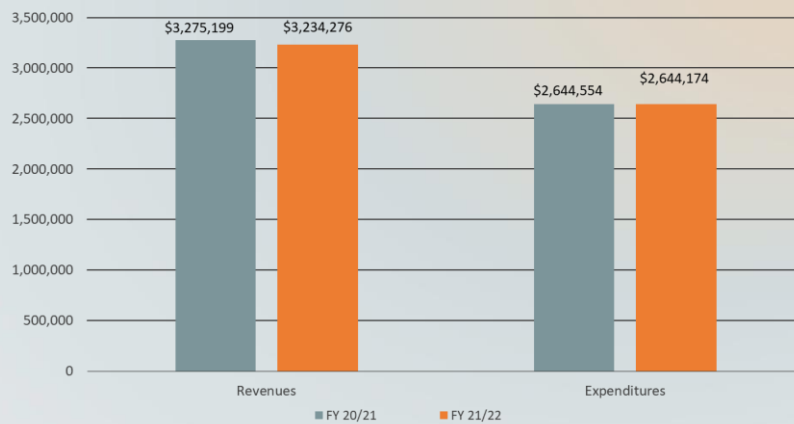
LOAN PAYMENTS

INVESTMENTS

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2022)**

GENERAL FUND



ENCUMBRANCES INCLUDED

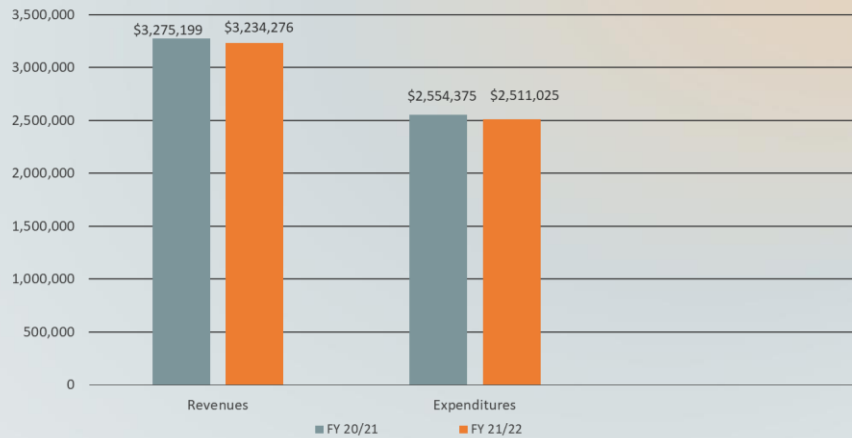
Total Excess of Revenues Over Expenditures **\$590,102**

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2022)**

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

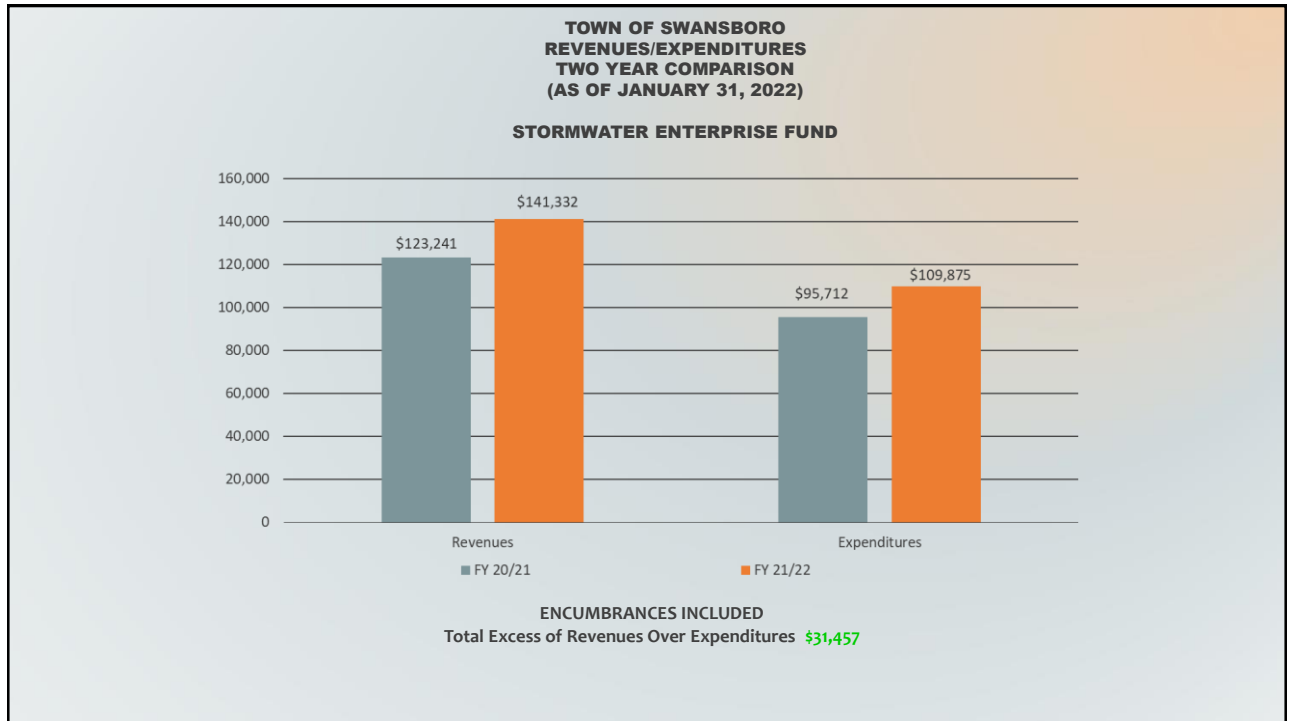
Total Excess of Revenues Over Expenditures \$723,251

45

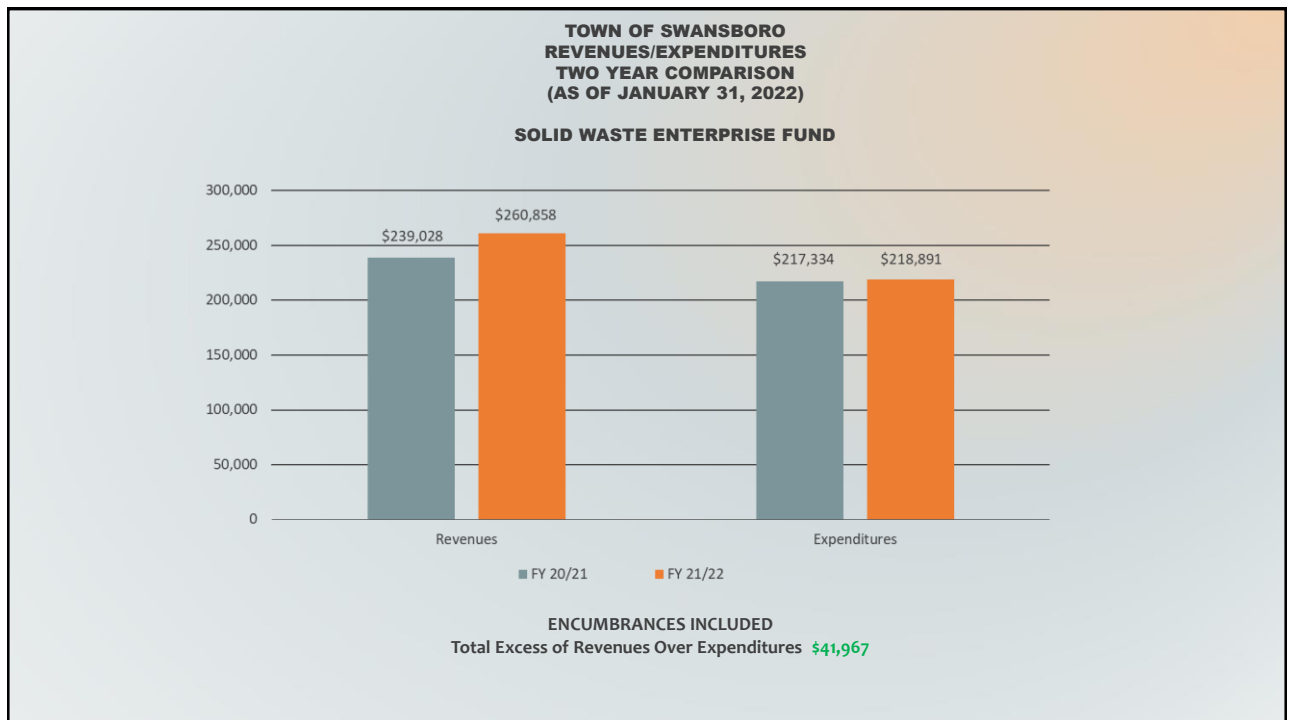
DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2022
GOVERNING BODY	27,422	12,347	1,095	49.0%
ADMIN SERVICES	410,302	202,372	827	49.5%
FINANCE	253,881	152,998	-	60.3%
LEGAL	42,000	26,587	-	63.3%
PUBLIC BUILDINGS	412,907	160,973	48,355	50.7%
FIRE	796,411	440,162	19,990	57.8%
PERMITTING	259,117	133,524	116	51.6%
POLICE	1,043,180	601,764	4,962	58.2%
PUBLIC WORKS-STREETS	197,114	115,387	16,141	66.7%
POWELL BILL-STREETS	105,081	29,067	3,475	31.0%
PARKS & RECREATION	340,288	177,672	26,031	59.9%
CHURCH STREET DOCK	13,708	2,534	1,000	25.8%
EMERGENCY MANAGEMENT	66,185	60,510	4,160	97.7%
FESTIVALS & EVENTS	117,804	59,356	6,099	55.6%
NON DEPARTMENTAL	398,158	335,771	899	84.6%
TOTAL	4,483,557	2,511,025	133,149	58.97%

**

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**TOWN OF SWANSBORO
LOAN REPORT
(AS OF JANUARY 31, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,296,903			\$329,726

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**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JANUARY 31, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$5,398,542	.03%
NC CMT-General	\$100,015	.01%

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Any Questions
?

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BUSINESS/NON-CONSENT

Budget Ordinance Amendment #2022-7

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-7

Presenter: Sonia Jonson – Finance Director

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NEW BUSINESS/NON-CONSENT

Future Agenda Items

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

Action Needed: Discuss and provide any guidance

Presenter: Alissa Fender – Town Clerk

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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Paula Webb, Town Manager

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BOARD COMMENTS

Mayor John Davis
Mayor Pro Tem Frank Tursi
Commissioner Pat Turner
Commissioner Harry "PJ" Pugliese
Commissioner Larry Philpott
Commissioner Jeffrey Conaway

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CLOSED SESSION

Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

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ADJOURN

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