

Town of Swansboro
Board of Commissioners
April 12, 2021 Regular Meeting/Budget Workshop

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

FY 21/22 Budget Introduction/Workshop

Manager Seaberg introduced a draft FY 21/22 Budget for discussion. The power point presentation would be added to the minutes.

Accomplishments for FY 20/21 included:

- COVID-19 Responses
- Multi-Year Debris Collection and Removal Contract
- Multi-Year Debris Monitoring Contract
- Wayfinding Sign Installation – expected by fiscal year end FY 20/21
- Ward Shore Repairs and Improvements
- Sidewalk Project – project began last week by NCDOT
- Emmerton School Recovery Grant
- Additional Parking Lot Construction at Municipal Park
- Moore Street Dock Replacement (Hurricane Florence)
- Swansboro ADA Transition Plan - introduction
- Hurricane/Tropical Storm Isaias
- NC DCM Public Access Grant – Bicentennial Park Boardwalk Extension Project
- Section 319 NPS Pollution Control Grant Project – Walnut St. Outfall Retrofit Project (NC Coastal Federation)
- Southeastern NC Regional Hazard Mitigation Plan
- NC DCM Resilient Coastal Communities Program Grant
- Adoption of new 160D Regulations – expected in May 2021
- Adoption of Flood Maps and Regulations

American Rescue Plan Act of 2021 (ARP) - (H.B. 1319)

- Cities/Town were to receive more than \$1.3 billion in two separate distributions
- Two Groups
 - Group 1 – entitled cities under the CDBG program

- Group 2 – all other non-entitled cities (Swansboro)
- First payment estimate - \$490,000 due June 15, 2021
- Second payment estimate – due 12 months later \$490,000

Some suggested uses for the funds might be:

- Respond to the COVID-19 emergency and address its economic effects
- Provide premium pay to essential employees or grants to their employers
- Provide governmental services affected by revenue reduction resulting from COVID-19
- Make investments in water, sewer, and broadband infrastructure

Manager Seaberg noted that funding guidance was ever-changing, and more details were expected from the US Treasury Department.

Tax Increase Per Cent

As reported every year, a 1¢ tax increase based on the current tax collection rate of 99% would provide \$52,421. However, based on Board comments, no tax increase was proposed for FY 21/22.

FY 20/21 End of the Year Projections

General Fund *(as of March 31, 2021)*

Projected Revenues	\$4,286,869	
Projected Expenditures	\$4,546,776	
Excess Expenditures over Revenues	(-259,907)	Currently relies on General Fund

With confidence, Manager Seaberg believed that some, if not all, of the estimated \$259,907 shortfall could be covered with the ARP funds due to COVID19 and not taken from the General Fund.

Planner Technician Position

Manager Seaberg discussed a recommendation to hire a fulltime Planner Tech in FY 21/22. With certainty that the FY 20/21 Budget would support it, he would like permission to hire the position beginning June 2021 to train and assist with planning duties while Town Planner Jennifer Ansell was out of maternity leave July – September.

Stormwater Enterprise Fund *(as of March 31, 2021)*

Projected Revenues	\$134,838
Projected Expenditures	\$134,838

Solid Waste Enterprise Fund *(as of March 31, 2021)*

Projected Revenues	\$393,309
Projected Expenditures	\$393,309

Departmental FY 20/21 Projections

Department	Annual Budget	Projected FY 20/21	Difference	Increase/(Decrease)
GOVERNING BODY	14,098	13,593	(505)	
ADMIN SERVICES	429,255	429,563	308	PLANNING TECH-1 MONTH
FINANCE	300,825	300,187	(638)	
LEGAL	42,000	42,000	-	
PUBLIC BUILDINGS	353,752	353,401	(351)	
FIRE	909,443	883,502	(25,941)	Personnel
PERMITTING	223,915	190,837	(33,078)	Personnel
POLICE	1,050,862	990,702	(60,160)	Personnel
PUBLIC WORKS-STREETS	296,916	291,756	(5,160)	
POWELL BILL-STREETS	90,318	90,318	-	
PARKS & RECREATION	291,304	264,621	(26,683)	
CHURCH STREET DOCK	8,230	8,153	(77)	
EMERGENCY MANAGEMENT	169,212	166,740	(2,472)	
FESTIVALS & EVENTS	95,451	11,255	(84,197)	Events canceled due to COVID-19
NON DEPARTMENTAL	510,206	510,149	(58)	
TOTAL PROJECTION FY 20/21	\$ 4,785,787	\$ 4,546,776	\$ (239,011)	

Permit Fees (as of March 21, 2021)

Projected Revenues	\$210,259
Projected Expenditures	\$190,837
Excess of Revenues over Expenditures	\$ 19,422

FY 21/22 Highlights

Not included in the draft FY 21/22 Budget was a 1.6% CPI increase that GFL submitted earlier today. Highlights of the draft FY 21/22 Budget were:

- NCLM reported NO increase for medical and vision and a 2% decrease for dental
- A Pay & Classification Study prepared by former Interim Manager Jon Barlow for \$2500 versus \$12,000 by MAPS Group – the study did include the 2% COLA for FY 20/21 and the mid-year Merit Increases the Board approved for all but the Manager and Assistant Manager (those evaluations had not been finalized when the Study was submitted)
- A Board Stipend Increase Recommendation
- COLA/Pay & Classification Study Options
- Website Improvements Options
- Use of Fund Balance of \$450K to balance FY 21/22 draft

In reviewing the Pay Study, Commissioner Philpott suggested that two job descriptions be reviewed. The Recreation Programs Supervisor position had been called to serve as

Interim Director on several occasions since the position was created and he believed it warranted a higher pay grade. In addition, the Parks Maintenance Technician position should have the same pay grade as the Public Works Maintenance since that position was now supervised under Public Works.

Mayor Pro Tem Tursi understood that the cost to implement the Study recommendations was \$55k for salaries; he asked that the benefit costs also be provided for a truer figure.

In discussion of the Pay Study, Commissioner Meilleur shared concerns that a 2% across the board increase did not reward high achieving personnel. Commissioner Turner saw some inconsistencies in the job descriptions. For example, the Program Supervisor required a college degree, but the Finance Clerk did not, yet both were a Grade 12. Staff was asked to add the Pay Grade by each employee/position.

Board Stipends

The same jurisdictions were used to study monthly stipends for the Board. The current stipend was \$150 for the Mayor and \$100 for Commissioners. Staff recommended that the Board consider an increase to \$500 for the Mayor and \$300 for Commissioners. Although, all were appreciative of the recommendation, the increase was declined by all knowing it relied on the proposed \$450K use of General Fund.

Website Improvement Options

Three companies had given quotes to make improvements to the town website. Gov Office was the current provider and had been used for many years. VC3 and Find The Locals had higher quotes because the current site content would have to be obtained and created. Board members were not satisfied with the quality by Gov Office and discussed the cost options of VC3 and Find the Locals. Staff was asked to further investigate what the \$4800/year for 3 years entailed with VC3. If a longer contract was agreed to, would it reduce the yearly cost?

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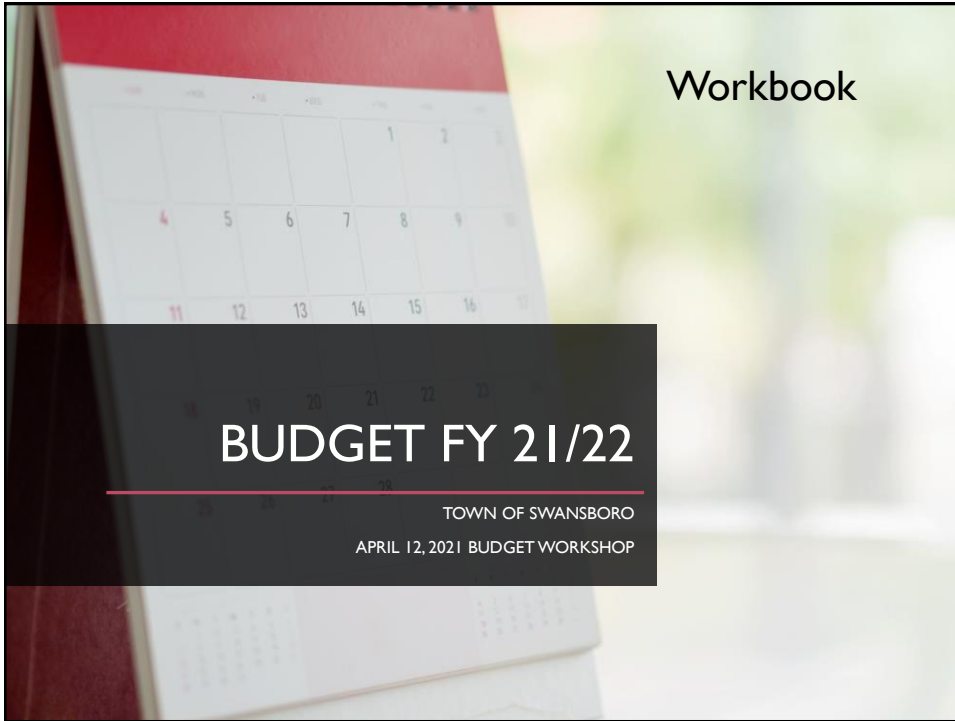
	GOVOffice	VC3	Find the Locals
All device types friendly	☒	☒	☒
Update Pictures	☒	☒	☒
Social Media Feeds on Website	☒	☒	☒
Content Management by Town personnel	☒	☒	☒
Hosting	☒	☒	☒
Agenda & Minutes Management	☒	☒	☒
One Time Cost	\$0	\$9,995	\$12,000.00
Yearly Cost/Contract term (includes webhosting)	\$1,973/year for 3 years	\$4,800/year for 2 years	\$900/year for 1 year
Cost after contract term (includes webhosting)	Rebuild: \$2,193/yr./3 yrs. No rebuild: \$810/yr./3 yrs. Unlimited technical support	3% annual increase \$4,944/\$5,093/\$5,246 Unlimited technical support	\$900/year for 1 year (Possible increases) Includes 12 hours/year technical support, over 12 hours = \$75/hour

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered. Mayor Davis asked Manager Seaberg to make contact with Jaclyn Strader who was on the ZOOM meeting earlier but had dropped off the meeting.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the meeting adjourned at 7:25pm.



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BUDGET FY 21/22

- FY 20/21 Accomplishments
- American Rescue Plan Act of 2021 (H.R. 1319) - Funding
- Tax Increases per cent
- FY 20/21 Year End Projections
- FY 21/22 Highlights
 - No medical or vision increase/2% decrease for dental
 - Pay & Classification Study (prepared by Jon Barlow)
 - Board Stipend Study
 - COLA/Pay & Classification Study Options
- FY 21/22 Departmental Requests/Manager Recommendations
- FY 21/22 Unfunded Requests/Options for Funding
- FY 21/22 Fee Schedule Changes

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FY 20/21 ACCOMPLISHMENTS

- COVID-19 Responses
- Multi-Year Debris Collection and Removal Contract
- Multi-Year Debris Monitoring Contract
- Wayfinding Sign Installation
- Ward Shore Repairs and Improvements
- Sidewalk Project
- Emmerton School Recovery Grant

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FY 20/21 ACCOMPLISHMENTS

- Additional Parking Lot Construction at Municipal Park
- Moore Street Dock Replacement (Hurricane Florence)
- Swansboro ADA Transition Plan
- Hurricane/Tropical Storm Isaias
- NC DCM Public Access Grant – Bicentennial Park Boardwalk Extension Project
- Section 319 NPS Pollution Control Grant Project – Walnut St. Outfall Retrofit Project (NC Coastal Federation)

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FY 20/21 ACCOMPLISHMENTS

- Southeastern NC Regional Hazard Mitigation Plan
- NC DCM Resilient Coastal Communities Program Grant
- Adoption of new 160D Regulations
- Adoption of Flood Maps and Regulations

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AMERICAN RESCUE PLAN ACT OF 2021(H.R. 1319) - FUNDING

- Cities/Town to receive more than \$1.3 billion in two separate distributions
- Two Groups
 - Group 1 – entitled cities under the CDBG program
 - Group 2 – all other non-entitled cities (Swansboro)
- First payment estimate - \$490,000 June 15, 2021
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AMERICAN RESCUE PLAN ACT OF 2021 (H.R. 1319) – FUNDING GUIDANCE

- Respond to the COVID-19 emergency and address its economic effects
- Provide premium pay to essential employees or grants to their employers
- Provide governmental services affected by revenue reduction resulting from COVID-19
- Make investments in water, sewer and broadband infrastructure
- Further, and more detailed, funding guidance is expected from the US Treasury Department

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TAX INCREASE PER CENT

.01 = \$52,950 (100% Collection)

.01 = \$52,421 (99.0% Collection)

- Current Tax Rate = 35 cents/\$100

- No change projected in working budget

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FY 20/21 YEAR END PROJECTIONS
GENERAL FUND
AS OF MARCH 31, 2021

• <u>PROJECTED</u> REVENUES	\$4,286,869
• <u>PROJECTED</u> EXPENDITURES	\$4,546,776
• EXCESS OF REVENUES OVER EXPENDITURES	(-259,907)

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FY 20/21 YEAR END PROJECTIONS
STORMWATER ENTERPRISE FUND
AS OF MARCH 31, 2021

• <u>PROJECTED</u> REVENUES	\$134,838
• <u>PROJECTED</u> EXPENDITURES	\$134,838
• EXCESS OF REVENUES OVER EXPENDITURES	\$ 0

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FY 20/21 YEAR END PROJECTIONS
SOLID WASTE ENTERPRISE FUND
 AS OF MARCH 31, 2021

• <u>PROJECTED</u> REVENUES	\$393,309
• <u>PROJECTED</u> EXPENDITURES	\$393,309
• EXCESS OF REVENUES OVER EXPENDITURES	\$ 0

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FY 20/21
DEPARTMENTAL PROJECTIONS

Department	Annual Budget	Projected FY 20/21	Difference	Increase/(Decrease)
GOVERNING BODY	14,098	13,593	(505)	
ADMIN SERVICES	429,255	429,563	308	PLANNING TECH-1 MONTH
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NON DEPARTMENTAL	510,206	510,149	(58)	
TOTAL PROJECTION FY 20/21	\$ 4,785,787	\$ 4,546,776	\$ (239,011)	

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FY 20/21 YEAR END PROJECTIONS	
PERMIT FEES	
AS OF MARCH 31, 2021	
• <u>PROJECTED</u> REVENUES	\$210,259
• <u>PROJECTED</u> EXPENDITURES	\$190,837
• EXCESS OF REVENUES OVER EXPENDITURES	\$ 19,422

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FY 21/22 HIGHLIGHTS	• NCLM Reports <u>NO</u> increase for medical and vision and a 2% <u>decrease</u> for dental • Pay & Classification Study (reference tabbed attachment) • Prepared by Jon Barlow • \$2500 versus \$12K w. Maps Group • Board Stipend Increase • COLA/Pay & Classification Study Options • Website Improvements • Assigned fund balance of \$450K
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PAY & CLASSIFICATION STUDY

PREPARED BY JON BARLOW

- Refer to tabbed document

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PROPOSED BOARD STIPEND INCREASE FY 21/22

	Beaufort	Emerald Isle	Southport	Ocean Isle	Jacksonville	Pine Knoll Shores	Manteo
Mayor	833	1080	750	500	850	500	850
Mayor Pro Tem	655	753	750	334	600	300	800
Board Member	612	753	750	334	600	300	800

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COLA/PAY & CLASSIFICATION STUDY OPTIONS FY 21/22

- The recommendation is to adopt the Pay & Classification Study prepared by Jon Barlow which provides a 2% increase to all job descriptions and updates the 2012 plan.

(Note: there are a handful of positions that the increase is greater than 2% - refer to last page of study)

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FY 21/22 HIGHLIGHTS WEBSITE IMPROVEMENTS

- Recommendation – remain with GOVOffice for Upgrade
- Yearly Cost/Contract term (includes webhosting)
\$1,973/year for 3 years
- Cost after contract term (includes webhosting)
Rebuild: \$2,193/yr./3 yrs.
No rebuild: \$810/yr./3 yrs.
Unlimited technical support

(Current yearly cost – \$1350 yearly cost)

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	GOVOffice	VC3	Find the Locals
All device types friendly	☑	☑	☑
Update Pictures	☑	☑	☑
Social Media Feeds on Website	☑	☑	☑
Content Management by Town personnel	☑	☑	☑
Hosting	☑	☑	☑
Agenda & Minutes Management	☑	☑	☑
One Time Cost	\$0	\$9,995	\$12,000.00
Yearly Cost/Contract term (includes webhosting)	\$1,973/year for 3 years	\$4,800/year for 2 years	\$900/year for 1 year
Cost after contract term (includes webhosting)	Rebuild: \$2,193/yr./3 yrs. No rebuild: \$810/yr./3 yrs. Unlimited technical support	3% annual increase \$4,944/\$5,093/\$5,246 Unlimited technical support	\$900/year for 1 year (Possible increases) Includes 12 hours/year technical support, over 12 hours = \$75/hour

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FY 21/22 HIGHLIGHTS WEBSITE EXAMPLES

GOVOffice Examples

<https://www.belitwi.gov/>

<https://www.milamn.com/>

<https://www.milamn.com/>

<https://www.epworthiowa.org/>

<https://www.philipsd.us/>

Find the Locals Examples

<https://www.townofpks.com/>

<https://www.soundsiderestaurant.com/>

<https://www.saltairventures.com/>

<https://www.coastalvetemergency.com/>

<https://www.piksco.com/>

VC3 Examples

https://www.knightdalenc.gov

https://www.rolesvillenc.gov

https://www.wakeforestnnc.gov

https://www.boilingspringnnc.net

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FY 21/22 DEPARTMENTAL REQUESTS/MANAGER RECOMMENDATIONS

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FY 21/22 NEW PERSONNEL FUNDED/UNFUNDED

- Funded

Admin Services - Planning Technician	\$59,803
Streets-Public Works - Maintenance Tech	\$51,799
Fire Department – Driver/Operator	\$51,236

- Unfunded

Church Street Dock - Dock Master	\$55,545
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ENTERPRISE FUND SOLID WASTE INCREASE 5.17%

- Current
 - Residential \$20.24
 - Commercial \$33.79
- Proposed New Rate
 - Residential \$21.29
 - Commercial \$35.54

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FY 21/22 CAPITAL OUTLAY REQUESTS FUNDED/UNFUNDED

- Funded
 - Asphalt - Public Works Yard \$8,600
- Unfunded
 - Police Vehicles \$ 72,000
 - Fire (Set Aside) \$130,500

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FY 21/22 UNFUNDED REQUESTS/ OPTIONS FOR FUNDING

DEPARTMENT	ITEM	AMOUNT	.01- \$52,421
POLICE	PARTOL VEHICLES	\$72,000	.0137
FIRE	SET ASIDE	\$130,500	.0249
CHURCH STREET DOCK	DOCK MASTER	\$55,545	.0105



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QUESTIONS/COMMENTS

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