



## AGENDA ITEM SUMMARY

### Item #6

**MEETING DATE:** August 1, 2023

**ITEM TITLE:** Consideration of Resolution to Adopt a Technical Assistance Memorandum of Agreement

**ITEM SUMMARY:** Mayor Morey initiated a discussion between the Town Manager and staff with ARP services at the North Carolina League of Municipalities. The League created a Topic Specific Technical Services (TSTS) program to utilize ARP funds that they received from the State to help municipalities with their ARP experiences and projects. This is one part of their overall effort to provide ARP technical services to NC municipalities. TSTS is designed to allow them the ability to partner with subject matter experts aligned with services towns need to get their ARP funds executed and invested correctly and successfully. The services they have identified as beneficial include Grant Services, Legal, Engineering & Planning, Cybersecurity and Storytelling. They are positioned to fund one or more of these services for a town, up to a certain maximum cost. That maximum cost depends on the service line, scope of the project, and other factors.

When the Town reimbursed itself for past expenses through Revenue Replacement by utilizing the standard allocation and supplanting general operational costs, in our case Police Officer salaries and benefits, we utilized our ARP funds for that purpose. We now have a surplus of unrestricted funds in our General Fund. These are ARP Enabled funds. The NCLM will support and help us leverage those funds for more funds for projects that will add value to Southern Shores.

The Town Council has prioritized stormwater related projects and pedestrian safety projects.

A complete focus on pedestrian safety can include bike safety as well. Efforts consist of multiple safety related improvements to existing infrastructure and expansions of existing infrastructure to reduce the dependency on vehicles and improve the quality of life for our residents. The Town went through the exercise to conduct a comprehensive plan that was done in 2014 and was never officially approved. This plan could be updated and officially adopted to be utilized to be competitive in grant requests. Crosswalk safety can be included in this plan. The League is currently developing an engineering & planning service line as part of their TSTS program. They are in the process of soliciting interest from firms that specialize in these services to become 'preferred partners' of the League's ARP team. The due date for responses was July 28<sup>th</sup>. The League is not quite ready to onboard towns that wish to benefit from this service line. They will hopefully be ready by the end of August, and we may also be able to benefit from a planning service to reexamine our 2014 study and to get a new plan adopted. The anticipated maximum fundable amount is anticipated to be around \$25,000.

We also have some stormwater project needs. The ARP League staff feels as though their grant services line would be an ideal fit for these needs. Grant services consists of three phases: 1) Project identification, development and identification of project aligned grantors, 2) grant application preparation and submittal, 3) grant management set up. The program is prepared to fund up to \$10,000 worth of costs for each phase of the grant life cycle identified. If the Town needs all three phases, that would equal to \$30,000.

ARP League staff recommends that the Town starts with the grant services for the stormwater related projects. Once the Engineering & Planning line is ready, we can also request assistance for the bike and ped plan development. If we have not utilized all the funding available via grant services by the time our plan is complete, we can utilize the remaining balance towards identification of grantors and possible application preparation.

Attached is a copy of a Resolution and Memorandum of Agreement (MOA). If we wish to proceed, the Town Council will need to adopt the resolution authorizing the Town Manager to enter into the MOA with the League. Once initiated, we will be introduced to our contact at Witt Obrien's as their new client. They will present an agreement and they will reach out to us to get an better understanding of the need and possible scope and then propose an agreement to allow them to begin work. They will invoice the League for the costs of their services.

**STAFF RECOMMENDATION and REQUESTED ACTION:**

Staff recommends that the Town Council approve the attached resolution authorizing the Town Manager to enter the MOA to begin work on the identified projects.

**ATTACHMENTS:** Resolution to Adopt a Technical Assistance Memorandum of Agreement  
The referenced MOA (Exhibit A)  
Exhibit B – Description of Services, Compensation, and Expenses