



Board of Commissioners Agenda

Town of Swansboro

Monday, June 26, 2023

Board Members

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

I. Call to Order/Opening Prayer/Pledge

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda. There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

III. Consent Items:

a. February 23, 2023, Special Meeting Minutes

b. February 27, 2023, Regular Meeting Minutes

c. Tax Refunds

Besant, Nicolas Austin	\$62.02	Tag Surrender
Newcomb, Roger Dale & Mary Ellen	\$202.41	Tag Surrender
Pereira, Anthony Henry & Carol Ann	\$17.03	Tag Surrender
Suever, Stephen William	\$36.57	Military
Amari, Susan Eaton	\$24.44	Tag Surrender
McLaurin, Michael C	\$63.75	Tag Surrender
Tate, Jennifer Leann & Freddie Lee Jr.	\$110.98	Tag Surrender
Inman, Brian Dodradge	\$89.88	Tag Surrender

d. Audit Contract

e. Budget Amendment #2023-7 for multiple departments

f. Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

IV. Appointments/Recognitions/Presentations

a. Proclamation Honoring Ben Licko's 100th Birthday

Presenter: Mayor John Davis

b. Recognition of Swansboro Rotary Club

Presenter: Mayor John Davis

The Swansboro Rotary Club provided a generous donation for the purchase of 2 AED Defibrillators to be located at the Visitor's Center and Recreation Center.

V. Public Hearing-*none*

VI. Business Non-Consent

a. One-Way Street Concerns Related to Golf Carts and Moore Street Direction

Presenter: Dwayne Taylor – Police Chief

The traffic pattern downtown recently changed to include one-way streets has created some concerns with Golf Cart operations and Moore Street traffic direction.

Recommended Action: Provide guidance on which solution, if any, would be more favored by the Board.

b. Financial Report as of May 31, 2023

Presenter: Sonia Johnson – Finance Director

c. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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.

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

a. Projects Brief

b. Monthly Department Reports

X. Board Comments

XI. Closed Session-*none*

XII. Adjournment

**Town of Swansboro
Board of Commissioners
February 23, 2023, Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. Commissioner Pat Turner arrived at 1:45 pm.

Call to Order

The meeting was called to order at 1:30 pm.

The purpose of the meeting was for discussion of the FY 23/24 Budget and introduction of Capital Improvement Requests, further American Rescue Plan Funding Requests and any Staffing Needs for the upcoming year.

Capital Improvement Requests

Manager Webb reviewed each departments requests.

Parks & Recreation Requests

Comprehensive Master Plan Update	\$5,000 (Set aside through FY 32-33)
Property Acquisition/Park Enhancements	\$25,000 (Set aside through FY 32-33)
Waterfront Implementation	\$10,000 (Set aside through FY 32-33)
Festivals and Events	\$25,000 (Set aside through FY 32-33)
GMC Sierra Replacement FY 22/23	\$8,000 (Set aside through FY 27-28)
Recreation Center Fitness Room Equipment	\$6,500 (Set aside through FY 32-33)
Municipal Park Basketball Court Renovation	<u>\$20,000</u> (Capital Outlay)
(\$2,222 Set aside FY 24-25 through FY 32-33)	
FY 23-24 Set aside Total	\$79,500

In response to inquiries from the board, Parks Director Stanley shared that the intent for requesting \$25,000 as a flat rate for events was for the purchase of golf carts. The Board requested that a golf cart usage plan be created for review to determine if purchase would be of more benefit than renting and/or getting supplied by sponsorships.

Fire Department Requests

1705 Replacement	\$23,182 (Set aside through FY 32-33)
Ladder 1717 Replacement	\$75,500 (Set aside through FY 32-33)
1709/Utility Truck to Replace Brush Truck	\$5,000 (Set aside through FY 29-30)
Chief's Truck Replacement 1700	\$5,700 (Set aside through FY 27-28)

UHF System (\$50,000 from ARP Funds)	\$50,000 (Capital Outlay)
FY 23-24 Set aside Total	\$109,382

In response to inquiries from the board, Chief Degnan explained that even though the ladder truck has a life expectancy of 30 to 35 years, keeping the truck to that age ends up being difficult to maintain due to parts not getting made any longer. Additionally, ISO ratings are affected by the age of equipment.

Public Works

Ford F150 Pickup Replacement (\$40,000 from ARP Funds)	\$8,000 (Set aside through FY 27-28)
Chevrolet K4500 Replacement	\$10,000 (Set aside through FY 32-33)
2010 Toyota Tundra Replacement (\$8,000 Set aside FY 24-25 through FY 32-33)	\$40,000 (Capital Outlay)
Cab Tractor	\$132,104 (Loan Proceeds)
FY 23-24 Set aside Total	\$18,000

In response to inquiries from the Board, Director Bates shared that the use of a Cab mower would not only reduce time cutting grass on Highway 24 but could also be used for the fields at Municipal Park. Additionally, in consideration of renting the device, overtime it would be likely that the expense would end up costing more than the purchase price.

The board desired to have confirmation on if the fee to mow sidewalks on Highway 24, paid by NCDOT, covered the cost of the personnel it takes to complete the task.

Police Department

New Patrol Car	\$8,000 (Set aside through FY 32-33)
New Patrol Car	\$8,000 (Set aside through FY 32-33)
FY 23-24 Set aside Total	\$16,000

In response to inquiries from the Board, Chief Taylor clarified that having less vehicles than officers, results in the vehicle wearing out faster because they would be in operation more often.

Permitting

Replace 2008 GMC SIERRA 1500	\$40,000 (Capital Outlay)
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(\$8,000 set aside FY2 4-25 through FY 28-29)
FY 23-24 Set aside Total \$0

In response to inquiries from the board, Planner Correll shared that the Land Use Plan was last updated in 2019 and is not due for an update. The board recommended repurposing vehicles from another departments, such as the Police department, if available.

Infrastructure

Sidewalk Construction \$50,000 (Set aside through FY 32-33)

The board was supportive of a possible increase in the amount for sidewalks.

Personnel Requests/Salary Discussion

Parks & Recreation Request

Parks Director Stanley shared that her personnel request was for a full-time position instead of part-time for the Recreation Coordinator and two part-time dock attendants. The Recreation Coordinator position was restructured to encompass event coordination as well, to keep someone in the position. Dock attendants would be scheduled seasonally from May – September on Friday, Saturday & Sundays alternating the weekends worked.

Public Works Request

Public Works Director Bates shared that his department was still in need of an additional maintenance technician.

Police & Fire Requests

Fire Chief Degnan and Police Chief Taylor were both in agreement that comp time accumulation in lieu of overtime pay was of no benefit to their departments. They requested consideration for their department employees to be provided with overtime pay instead of earning comp time. Over the past several years many employees that have left employment have had to be paid out for a large amount of comp time. The amount paid at that point was based on their rate of pay at exit not the rate of pay at which they earned the comp time which in most instances was more per hour. If an employee was to take off time to use earned comp time, the employee that covers their shift ends up earning comp time, so the total amount of earned comp time in the departments was never reduced.

Board members requested that a comparison of overtime verses comp time be provided at the future workshop for the 21/22 fiscal year.

Salaries, COLA, Merit

Manager Webb shared that there were several positions in which the salary was below the 2022 NCLM ranges. The town only provided a COLA with no merit increase in the prior fiscal year.

Board members felt that the positions which reflected lower than the NCLM ranges should be brought up and were in favor of considering a COLA and a merit increase.

ARP Funding Recommendations

Manager Webb reviewed the following items that were recommended for purchase through the reaming ARP funds. As a reminder she shared that funds are due to be allocated by 2024 and spent by 2026.

- UHF Radio System (Fire)	\$50,000
- Gator (Fire)	\$14,000
- 4 Wheeler/ATV (Public Works)	\$15,000
- 2010 Toyota Tundra Replacement (Public Works)	\$27,500
- 2008 GMC Sierra Replacement (Permitting)	<u>\$30,625</u>
Total:	\$137,125

Manager Webb shared that the fireworks vendor indicated that usage of the island in the middle area was more desirable and that some type of ATV would be of benefit to help transfer all the supplies. Additionally, the equipment could be also utilized for stormwater maintenance needs on easements instead of a large piece of equipment.

Follow Up

Manager Webb reviewed that the following items were captured as needed for follow-up with future budget discussions.

- Gold Cart Usage Plan (Rent vs. Purchase)
- FY 21/22 comparison of Overtime vs. Comp Time
- NCDOT rate for Highway 24 mowing
- Rental cost of Public Works equipment vs. purchase
- Consider out of service police vehicles for repurposing to other departments
- Increase to sidewalk funds

Board Comments

Commissioner Philpott shared that he preferred to see more overall details for the budget before making any decision.

Mayor Davis shared that he felt the Parks & Recreation requests were very aggressive and there was no discussion/consideration on a future swimming pool. He also shared that he felt the Police & Fire salaries still needed to be increased and consideration should be given for Ambulance & Paramedic services through the town. Additionally, he would not be in favor of raising taxes.

Adjourn

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Conaway, the meeting adjourned at 4:04 pm with unanimous approval.

Town of Swansboro
Board of Commissioners
February 27, 2023, Regular Meeting Minutes

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

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 5:30 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda and Consent Items

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Tursi, the agenda and the below consent items were approved unanimously.

Meeting Minutes

- September 26, 2022, Regular Meeting
- October 24, 2022, Regular Meeting
- October 24, 2022, Closed Session

Appointments/Recognitions/Presentations

First Citizens Bank – Laddered Bond Strategy

Sherwood Blackwood of First Citizens Bank reviewed investment opportunities for consideration which are attached herein with the PowerPoint presentation of the meeting.

In response to inquiries from the board, Mrs. Johnson clarified the following:

- It was a good idea to invest some, not all of the Town funds.
- A list of other municipalities that have utilized this type of strategy would be provided.
- The 6 million (SCIF) funds were identified as only able to go into a money market account.

Board Appointments

Town Clerk Fender shared that due to relocations of board members, two in-town seats were vacant on the Board of Adjustment.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, Wayne Mixon was appointed to the Board of Adjustment.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, Elaine Justice was appointment to the Board of Adjustment.

Business Non-Consent

Financial Report as of January 31, 2023

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting.

With regard to unpurchased capital items, Mrs. Johnson shared that the paving machine in Public Works was determined as no longer be necessary.

Future Agenda Topics

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. No other items were introduced.

The following items were addressed:

- Community Meetings Discussion was to be scheduled for either the March 27th or April 10th meeting.
- Truist Presentation (Investment option) could possibly be on April 10th.
- Church Street Dock safety policy should be put on the agenda soon.

Public Comment

Kathy Morrell of 118 Ryan Glenn shared details on an unfortunate event related to her parent and having to call 911. After calling more than once she was finally forced to cancel her 911 call and take her mother to get medical care herself. She stated that schools are full, and traffic was already heavy and tourist season hadn't even started. She urged the board to consider a moratorium and requested a speed trap on Main Street Extension.

Ed McHale of 221 Marsh Hen Court shared that he was thankful for all the town staff for what they do daily. He feels safe here and the town is clean and well maintained.

With regard to the public comment offer by Mrs Morrell, Manger Webb was requested to reach out to the county to find out why Swansboro's fire department was not called.

Manager's Comments

Manager Webb shared that an upcoming closure of Hammocks Beach Road would occur from March 6th through the 10th. She shared her concern that there was not any intended detour signage and will be contacting them for further clarification.

In response to an inquiry from the board, the Living Shoreline project on Highway 24 was estimated to be completed between May and June.

Board Comments

Commissioner Philpott shared that Main Street Extension intersection has been brought up with county official through the JUMPO committee. He also shared that the EOC/PSB consultant has been speaking with staff and things are still progressing along.

Mayor Davis shared that the lack of response by the ambulance for Mrs. Morrell was concerning and a way to work with the county to help our residents needed to be explored.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Philpott, the meeting adjourned at 619pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Tax Refund Request**

Board Meeting Date: **June 26, 2023**

Prepared By: **Sonia Johnson, Finance Director**

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$607.08.

Vehicle Tax

Besant, Nicolas Austin	\$62.02	Tag Surrender
Newcomb, Roger Dale & Mary Ellen	\$202.41	Tag Surrender
Pereira, Anthony Henry & Carol Ann	\$17.03	Tag Surrender
Suever, Stephen William	\$36.57	Military
Amari, Susan Eaton	\$24.44	Tag Surrender
McLaurin, Michael C	\$63.75	Tag Surrender
Tate, Jennifer Leann & Freddie Lee Jr.	\$110.98	Tag Surrender
Inman, Brian Dodradge	\$89.88	Tag Surrender

Background Attachment(s):

Recommended Action: Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Audit Contract-Gregory T. Redman, CPA**

Board Meeting Date: **June 26, 2023**

Prepared By: **Sonia Johnson – Finance Director**

Overview: The Town is required to have an annual audit performed. This is a proposed contract for services with Gregory T. Redman to prepare the Town’s financial statements and perform the audit for FY 22/23. The proposed fee to audit this fiscal year ended June 30, 2023. is \$16,500 to include \$3,000 to conduct a single audit.

Background Attachment(s): Audit Contract with Gregory T. Redman, CPA for the period July 1, 2022 thru June 30, 2023

Recommended Action: Motion to approve the Audit Contract with Gregory T. Redman, CPA

Action: _____

The of and	Governing Board Board of Commissioners
	Primary Government Unit Town of Swansboro, North Carolina
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Gregory T. Redman, CPA
	Auditor Address 410 Dowd Street, Tarboro, NC 27886

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/23	Date Audit Will Be Submitted to LGC 10/31/23
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Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards (GAGAS)* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart F* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

Effective for audits of fiscal years beginning after June 30, 2023, the LGC will allow auditors to consider whether a unit qualifies as a State low-risk auditee based upon federal criteria in the Uniform Guidance §200.520(a), and (b) through (e) as it applies to State awards. In addition to the federal criteria in the Uniform Guidance, audits must have been submitted timely to the LGC. If in the reporting year, or in either of the two previous years, the unit reported a Financial Performance Indicator of Concern that the audit was late, then

the report was not submitted timely for State low-risk auditee status. Please refer to "Discussion of Single Audits in North Carolina" on the LGC's website for more information.

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.

4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Auditing Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.

7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.

For GAAS or *Government Auditing Standards* audits, if an auditor issues an AU-C §260 report, commonly referred to as "Governance Letter," LGC staff does not require the report to be submitted unless the auditor cites significant findings or issues from the audit, as defined in AU-C §260.12 - .14. This would include issues such as difficulties encountered during the audit, significant or unusual transactions, uncorrected misstatements, matters that are difficult or contentious reviewed with those charged with governance, and other significant matters.

8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is also required for the Alternative Compliance Examination Engagement for auditing the Coronavirus State and Local Fiscal Recovery Funds expenditures as allowed by US Treasury. Approval is not required on audit contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. This also includes any progress billings [G.S. 159-34 and 115C-447]. All invoices for audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.
10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).
11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.
12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.
13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements and/or the compliance section, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.
15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.
17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.
18. Special provisions should be limited. Please list any special provisions in an attachment.
19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.
21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.
22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Government Auditing Standards, 2018 Revision* (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Government Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: Auditor Governmental Unit Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:	Title and Unit / Company:	Email Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

OR Not Applicable (Identification of SKE Individual on the LGC-205 Contract is not applicable for GAAS-only audits or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. The audit fee information included in the table below for both the Primary Government Fees and the DPCU Fees (if applicable) should be reported as a specific dollar amount of audit fees for the year under this contract. If any language other than an amount is included here, the contract will be returned to the audit form for correction.

4. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

PRIMARY GOVERNMENT FEES

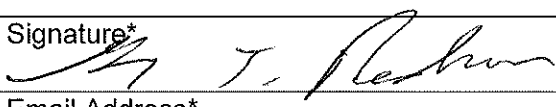
Primary Government Unit	Town of Swansboro, North Carolina
Audit Fee	\$ 13,500.00
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$ 3,000.00
Writing Financial Statements	\$
All Other Non-Attest Services	\$

DPCU FEES (if applicable)


Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$

SIGNATURE PAGE

AUDIT FIRM

Audit Firm* Gregory T. Redman, CPA	
Authorized Firm Representative (typed or printed)* Gregory T. Redman	Signature* 
Date* 06/19/23	Email Address* greg@redman-cpa.com

GOVERNMENTAL UNIT


Governmental Unit* Town of Swansboro, North Carolina	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature* 
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA") N/A	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature* 
Date of Pre-Audit Certificate*	Email Address*

Gregory T. Redman, CPA



Member
North Carolina Association of
Certified Public Accountants

Member
American Institute of
Certified Public Accountants

June 19, 2023

Town of Swansboro
601 W. Corbett Avenue
Swansboro, NC 28584

I am pleased to confirm my understanding of the services I am to provide the Town of Swansboro, North Carolina for the year ended June 30, 2023.

Audit Scope and Objectives

I will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the Town of Swansboro, North Carolina as of and for the period ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town of Swansboro, North Carolina's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of my engagement, I will apply certain limited procedures to the Town of Swansboro, North Carolina's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to my inquiries, the basic financial statements, and other knowledge I obtained during my audit of the basic financial statements. I will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis
2. Schedule of the Proportionate Share of the Net Pension Liability – Local Government Employees' Retirement Systems
3. Schedule of Contributions – Local Government Employees' Retirement System
4. Schedule of Changes in Total OPEB Liability
5. Schedule of Changes in Total Pension Liability

I have also been engaged to report on supplementary information other than RSI that accompanies own of Swansboro, North Carolina's financial statements. I will subject the following supplementary information to the auditing procedures applied in my audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and I will provide an opinion on it in relation to the financial statements as a whole:

1. Combining and Individual Non-major Fund Financial Statements and Schedules
2. Schedule of Ad Valorem Taxes Receivable
3. Analysis of Current Tax Levy – Town-wide Levy

The objectives of my audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes my opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

The objectives also include reporting on internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

Auditor's Responsibilities for the Audit of the Financial Statements

I will conduct my audit in accordance with GAAS and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records of the Town of Swansboro, North Carolina and other procedures I consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, I exercise professional judgment and maintain professional skepticism throughout the audit.

I will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. I will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. I will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because I will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, I will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to my attention. I will also inform the appropriate level of management of any violations of laws or governmental regulations that come to my attention, unless clearly inconsequential. My responsibility as auditors is limited to the period covered by my audit and does not extend to any later periods for which I am not engaged as auditors.

I will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

My procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions.

I will also request written representations from your attorneys as part of the engagement.

I have identified the following significant risk(s) of material misstatement as part of my audit planning: Management Override of Controls, Improper Revenue Recognition, Segregation of Duties, Expenditures of ARPA Funding, and preparation of Financial Statements.

I may, from time to time and depending on the circumstances, use third-party service providers in serving your account. I may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, I maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, I will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and I will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that I am unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, I will remain responsible for the work provided by any such third-party service providers. My audit of financial statements does not relieve you of your responsibilities.

Audit Procedures—Internal Control

I will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for my opinion. Tests of controls may be performed to test the effectiveness of certain controls that I consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. My tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in my report on internal control

issued pursuant to *Government Auditing Standards*. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, I will express no such opinion. However, during the audit, I will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, I will perform tests of the Town of Swansboro, North Carolina's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of my audit will not be to provide an opinion on overall compliance and I will not express such an opinion in my report on compliance issued pursuant to *Government Auditing Standards*.

Other Services

I will also assist in preparing the financial statements and related notes of the Town of Swansboro, North Carolina in conformity with accounting principles generally accepted in the United States of America based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. I will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. I, in my sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements and related notes and any other nonaudit services I provide. You will be required to acknowledge in the management representation letter my assistance with preparation of the financial statements and related notes and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Responsibilities of Management for the Financial Statements

My audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that I may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom I determine it necessary to obtain audit evidence. At the conclusion of my audit, I will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by GAAS and *Government Auditing Standards*.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, or contracts or grant agreements that I report.

You are responsible for the preparation of the supplementary information, which I have been engaged to report on, in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include my report on the supplementary information in any document that contains, and indicates that I have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes my report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on my current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

I understand that your employees will prepare all cash, accounts receivable, or other confirmations I request and will locate any documents selected by us for testing.

I will provide copies of my reports to the Town Council however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of my reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Gregory T. Redman, CPA and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to [Name of Regulator] or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for the purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. I will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Gregory T. Redman, CPA personnel. Furthermore, upon request, I may provide copies of selected audit documentation to the aforementioned parties. These parties may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the cognizant agency. If I am aware that a federal awarding agency or auditee is contesting an audit finding, I will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Gregory T. Redman, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. I expect to begin my audit on approximately September 1, 2023 and to issue my reports no later than October 31, 2023.

My fee for these services will be at my standard hourly rates, as per item 3 under the Fees and Audit Services section of the attached Contract to Audit Accounts. If I elect to terminate my services for nonpayment, my engagement will be deemed to have been completed upon written notification of termination, even if I have not completed my report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, I will discuss it with you and arrive at a new fee estimate before I incur the additional costs.

Reporting

I will issue a written report upon completion of my audit of the Town of Swansboro, North Carolina's financial statements. My report will be addressed to Board of Commissioners of the Town of Swansboro, North Carolina. Circumstances may arise in which my report may differ from its expected form and content based on the results of my audit. Depending on the nature of these circumstances, it may be necessary for us to modify my opinion, add a separate section, or add an emphasis-of-matter or other-matter paragraph to my auditor's report, or if necessary, withdraw from this engagement. If my opinion is other than unmodified, I will discuss the reasons with you in advance. If, for any reason, I am unable to complete the audit or are unable to form or have not formed opinions, I may decline to express opinions or issue reports, or I may withdraw from this engagement.

I will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will state (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The report will also state that the report is not suitable for any other purpose. If during my audit I become aware that the Town of Swansboro, North Carolina is subject to an audit requirement that is not encompassed in the terms of this engagement, I will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

I appreciate the opportunity to be of service to the Town of Swansboro, North Carolina and believe this letter accurately summarizes the significant terms of my engagement. If you have any questions, please let us know. If you agree with the terms of my engagement described in this letter, please sign the attached copy and return it to us.

Very truly yours,



Gregory T. Redman, CPA

RESPONSE:

This letter correctly sets forth the understanding of the Town of Swansboro, North Carolina.

By: _____

Title: _____

Date: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2023-7**

Board Meeting Date: **June 26, 2023**

Prepared By: **Sonia Johnson, Finance Director**

Overview:

1. **Non-Departmental:** Funds were collected for payment in lieu of sidewalks and need to be transferred to the Capital Reserve Fund. Requesting \$1,770 to be transferred to the Capital Reserve Fund.

Source: Sidewalk Development Fee

2. **Non-Departmental:** Occupancy tax exceeded the budgeted amount for FY 22/23 by \$24,671.72. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

Source of Funds: Taxes-Occupancy

3. **Police Department:** The Town received the Walmart Community Grant for \$3,500.00. The funds should directly benefit the service area of the facility from which they are requesting funding.

Source of Funds: Grants-Police

4. **Parks & Recreation:** A staff member resigned, and payment of accrued vacation leave to include retirement benefits of \$7,323 needs to be disbursed.

Source of Funds-Appropriated Fund Balance

5. **Police & Fire:** At the direction of the Board, Staff calculated the projected comp time payout for Fire and Police personnel through June 30, 2023 with benefits. Requesting \$67,495.72 be appropriated from fund balance to payout the projected comp time accrued through the end of the Fiscal Year ending June 30, 2023.

Source of Funds: Appropriated Fund Balance

Action: _____

- 6. Parks & Recreation:** Following an engineer report on corrective repairs/maintenance to the Riverview Park elevated boardwalk, Director Bates has determined the following repairs could be done by department staff; replace 62 deck boards (short), 13 deck boards (long), 34 Guardrail sections, 17 Guardrail 2 x 4 back supports, 4 fencing rails and 40, and 4 x 4 Guardrail Upright Support Beams. Total projected cost of material is \$3,298.76. Requesting \$3,298.76 be appropriated from fund balance for its intended purpose. There are other repairs that will require a contractor to perform.

Source of Funds: Appropriated Fund Balance

- 7. American Rescue Plan:** On May 17, 2023, the Town Manager recommended additional items to be purchased using American Rescue Plan Fund. The request was approved; therefore, requesting to transfer set aside funds reserved for the replacement of the 2008 GMC Sierra (\$12,500) and 2015 GMC Sierra (\$9,375) from the Capital Reserve Fund to the American Rescue Plan Fund.

Source of Funds: Capital Reserve Fund

- 8. Parks & Recreation:** Swansboro Rotary Foundation Inc, donated \$4,003 for the purchase of 2 AED Defibrillators, which would be placed at the Visitor's Centers and Recreation Center.

Source of Funds: Grants Various

Background Attachment(s): Budget Ordinance Amendment #2023-7

Recommended Action: Motion to approve Budget Ordinance Amendment #2023-7

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 22/23

BUDGET ORDINANCE AMENDMENT #2023-7

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2023:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Police	\$36,587.20
Non-Departmental	\$26,441.72
Fire	\$34,408.52
Parks & Recreation	\$14,624.76

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$78,117.48
Sidewalk Development Fee	\$1,770.00
Taxes-Occupancy	\$24,671.72
Grants-Police	\$3,500.00
Grants-Variou	\$4,003.00

Section 2. To amend the Capital Reserve Fund budget, the following changes are to be made:

Transfer In:	
Transfer from General Fund into Capital Reserve	\$1,770
Sidewalk Development	\$1,770
Transfer Out:	
Transfer to American Rescue Plan Fund #32	\$21,875
2008 GMC Sierra Replacement	\$12,500
2015 GMC Sierra 1500 Replacement	\$9,375

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, June 26, 2023.

Attest:

John Davis, Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021:Coronavirus State and Local Fiscal Recovery Funds**

Board Meeting Date: **June 26, 2023**

Prepared By: **Sonia Johnson – Finance Director**

Overview:

1. On May 17, 2023, the Town Manager recommended additional items to be purchased using American Rescue Plan Fund. The request was approved; therefore, requesting to transfer set aside funds reserved for the replacement of the 2008 GMC Sierra (\$12,500) and 2015 GMC Sierra (\$9,375) from the Capital Reserve Fund to the American Rescue Plan Fund.

Source of Funds: Capital Reserve Fund

Background Attachment(s): Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021:Coronavirus State and Local Fiscal Recovery Funds.

Recommended Action: Motion to approve Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021

Action: _____

Ordinance Amendment #2 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of Swansboro that the grant project budget for the American Rescue Plan Act of 2021 is amended as follows:

Section 1: The following Revenues and appropriations are amended for additional expenditures.

	Revenues	Current Budget	Change	Revised
Budget				
	CSLRF Funds	\$1,065,724.25	\$21,875	\$1,087,599.25

Appropriations

CSLRF Project	\$1,065,724.25	\$21,875	\$1,087,599.25
---------------	----------------	----------	----------------

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 ARP/CSLRF funds for the provision of government services.

Section 3: The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLRF Funds
001	Premium Pay for period of July 1, 2021 through February 28, 2022	4.1	Salaries	\$45,375.00
			Benefits	\$ 8,951.92
002	Revenue Replacement funds are allocated to general services provided by our jurisdiction, included but not limited to maintenance & repairs to Town facilities, firefighter equipment, Parks & Recreation equipment/improvements to parks, Police vehicles, Public Works equipment/vehicle, and equipment that provides quicker restoration in an emergency situation.	6.1	Provision of Government Services	\$836,505.67
003	Unassigned			\$174,891.66
004	Transfer from Capital Reserve	6.1	Provision of Government Services	\$21,875
	TOTAL			\$1,087,599.25

Section 4: The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds:	\$1,065,724.25
Capital Reserve Fund Transfer:	\$ 21,875
Total:	\$1,087,599.25

Section 5: 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 and the Town’s Uniform Guidance Allowable Costs and Cost Principles Policy.

Section 6: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 7: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 8: This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted by the Board of Commissioners in regular session, June 26, 2023.

Attest:

John Davis, Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **One-Way Street Concerns Related to Golf Carts and Moore Street Direction**

Board Meeting Date: **June 26, 2023**

Prepared By: **Dwayne Taylor – Police Chief**

Overview: The traffic pattern downtown recently changed to include one-way streets has created some concerns with Golf Cart operations and Moore Street traffic direction.

The current configuration has traffic traveling southwest along Front Street from West Corbett Avenue. Main Street has two-way traffic traveling southeast from West Corbett Avenue to Water Street. At Water Street, Main Street is one-way, traveling southeast to Front Street. Traffic travels from Front Street, northwest along Church Street to Walnut Street, where it travels northwest, two-way to West Corbett Avenue. Traffic travels northwest, one-way on Moore Street, from Front Street to Water Street.

Concerns:

- A. With the current traffic pattern, there is a lack of access to Front Street for residents operating a golf cart. Operators of golf carts are required to obey the traffic laws. With Moore Street, Main Street and Church Street all moving northwest from Front Street, operators of golf carts are forced to do one of four things to access Front Street:
 1. Operate the golf cart against the flow of traffic on Main Street.
 2. Operate the golf cart against the flow of traffic on Moore Street.
 3. Operate the golf cart on West Corbett Avenue.
 4. Operate the golf cart along the sidewalk.

Each of the above movements are a violation of a Town Ordinance or of Chapter 20 of the North Carolina General Statutes.

- B. Any change in the traffic pattern on Moore Street could affect delivery trucks that utilize Moore Street. Most delivery trucks come off West Corbett Avenue, turn northwest onto Moore Street and stand as their load is delivered.

Solutions:

After careful consideration, staff has come up with several possible solutions:

- A. Make Moore Street a two-way traveling northwest from Front Street to Water Street. This solution, however, would eliminate approximately seven parking spaces located on the northeast side of Moore Street. These spaces are mostly utilized by the employees of Swansboro Food and Beverage.

Action: _____

- B. Change the traffic flow on Moore Street from one-way northwest to one-way traveling southeast. This change, however, would affect the direction that delivery trucks would be required to travel in order to drop deliveries. This change would require the tractor trailer to make several tight turns in the downtown district.
- C. Make Moore Street one-way (northwest) from 5am-11am. At 11am, traffic would travel one-way southeast. This change, however, would affect employees of Swansboro Food and Beverage. The business opens at 7am for breakfast. Any employees arriving prior to 11am would be required to travel northwest on Moore Street. If these employees finish their shifts after 11am, they are now parked facing the wrong direction of travel and would be required to make a U-turn or drive in the wrong direction to leave.
- D. Allow golf carts to travel in the wrong direction on Moore Street. This exemption would create liabilities if a vehicle were to collide with a golf cart.
- E. Allow an exemption to the golf cart policy and allow golf carts to travel along the sidewalk, only, between Moore Street and Front Street.

Staff recommends solution A. Future review could be provided after the change has been placed into effect to determine if another solution should be considered.

Recommended Action: Provide guidance on which solution, if any, would be more favored by the Board.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MAY 31, 2023)**

REVENUES

EXPENDITURES

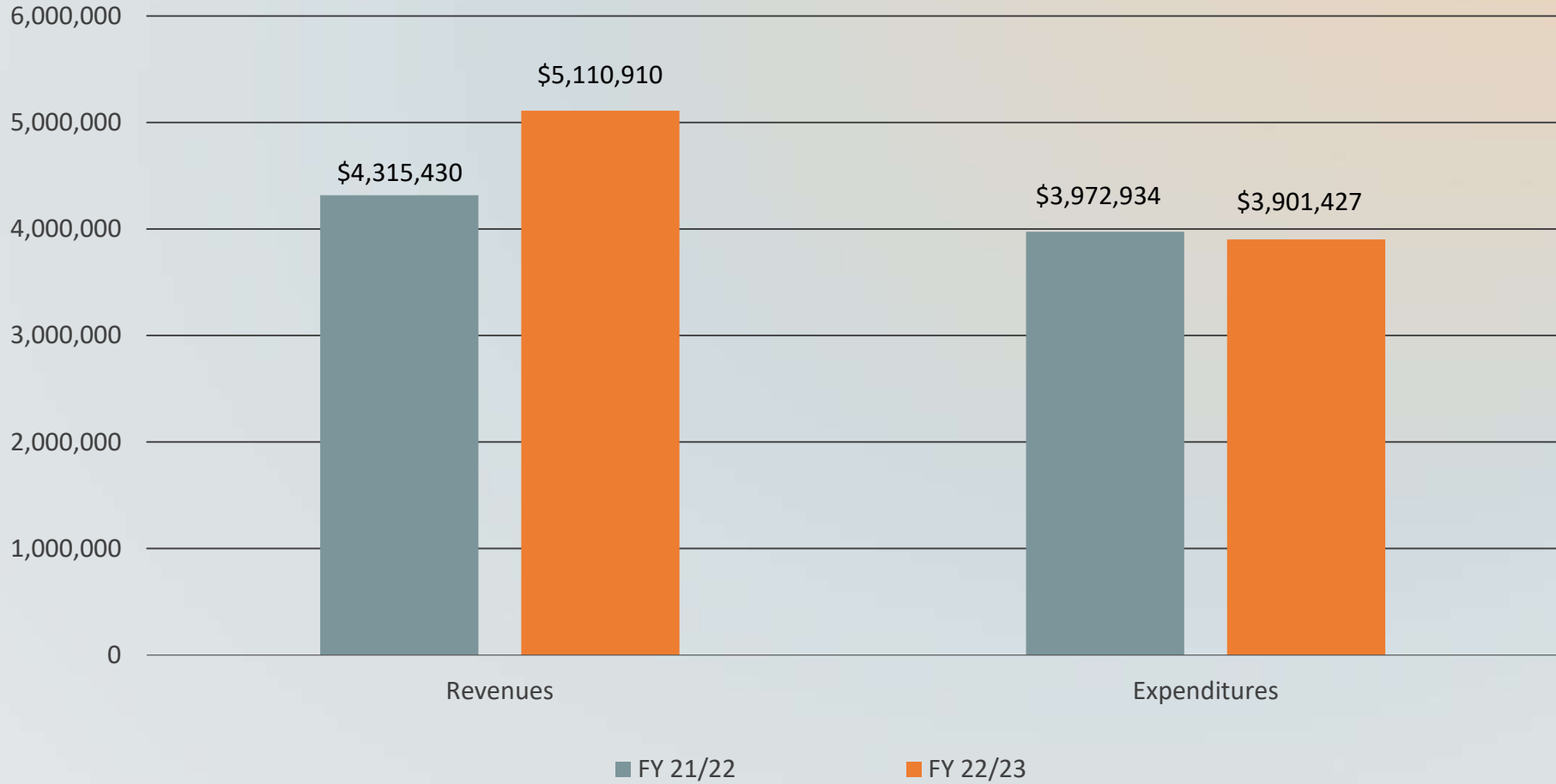
LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2023)**

Item VI - b.

GENERAL FUND

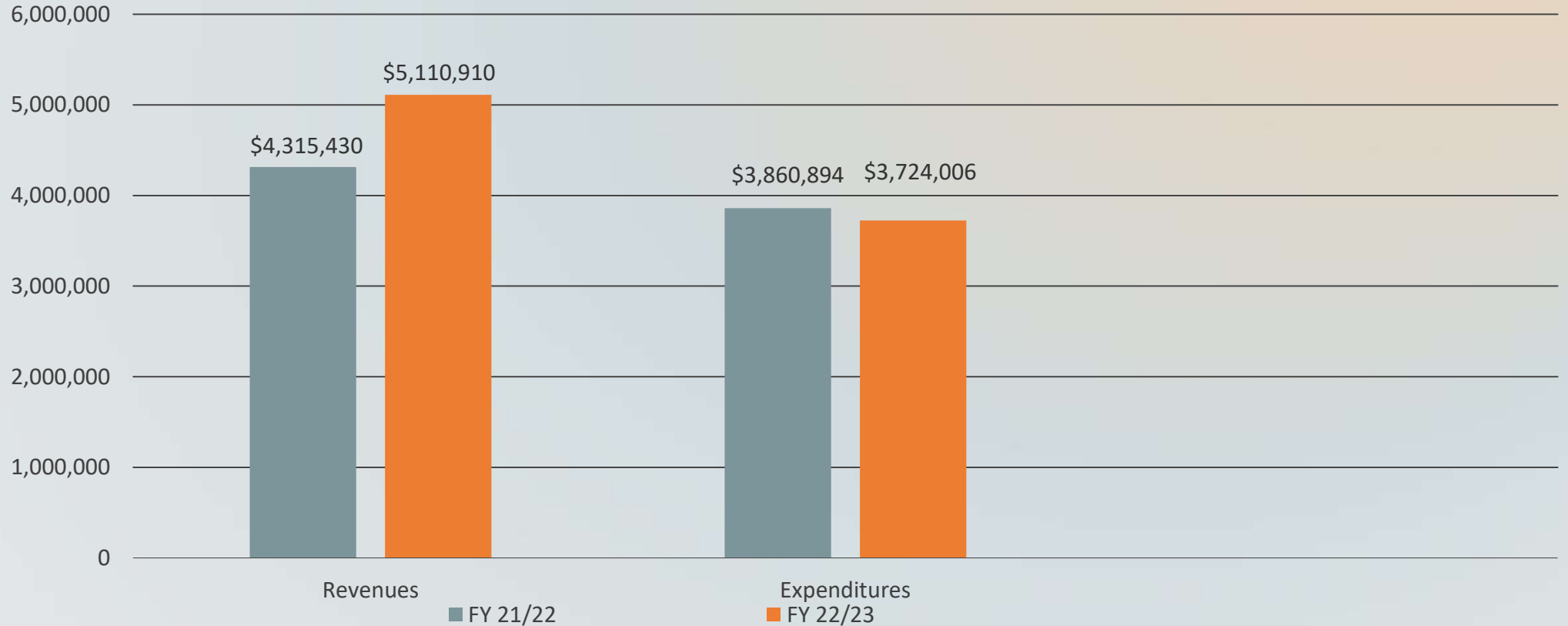


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$1,209,483**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2023)**

(ACTUAL)

GENERAL FUND



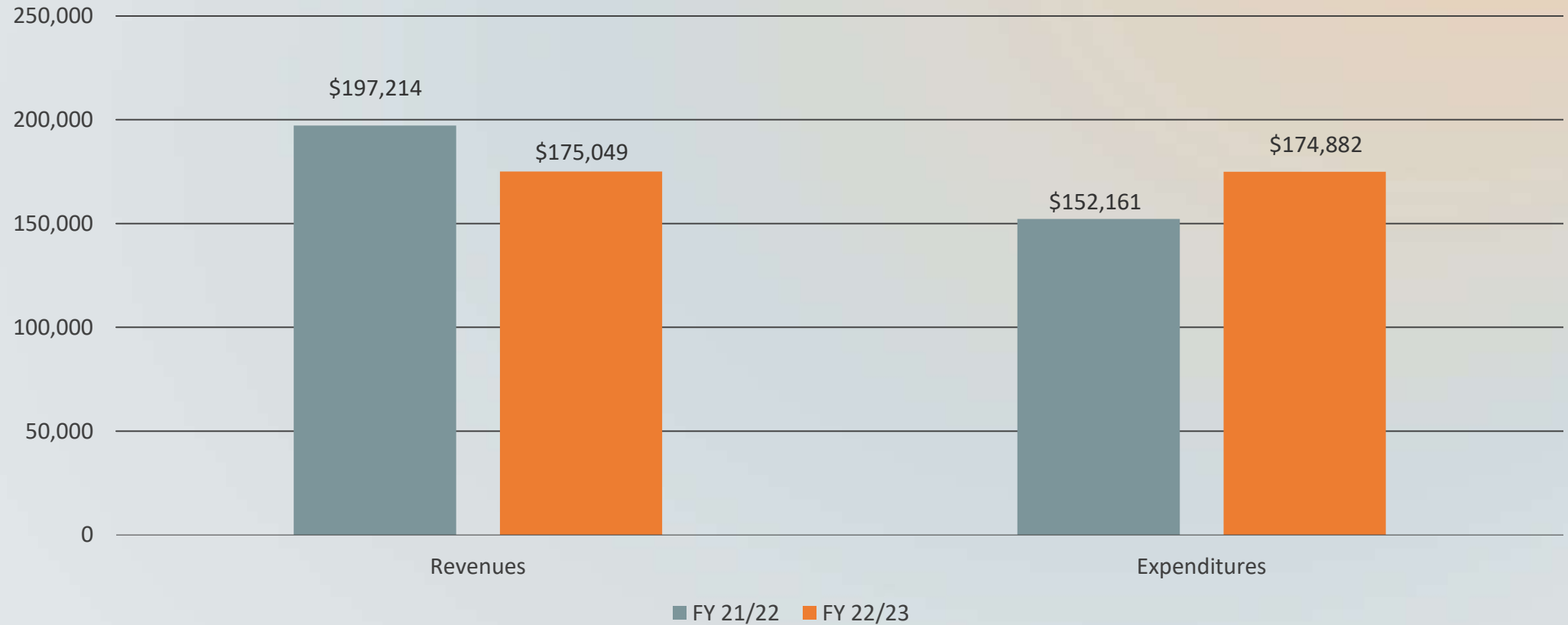
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$1,386,904

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % May 31, 2023
GOVERNING BODY	29,902	22,721	-	76.0%
ADMIN SERVICES	376,563	312,936	187	83.2%
FINANCE	265,670	231,046	3,100	88.1%
LEGAL	43,000	35,187	-	81.8%
PUBLIC BUILDINGS	389,207	286,952	18,491	78.5%
FIRE	1,063,394	807,830	22,494	78.1%
PERMITTING	362,328	248,572	500	68.7%
POLICE	1,110,031	783,058	6,076	71.1%
PUBLIC WORKS-STREETS	375,286	235,636	3,312	63.7%
POWELL BILL-STREETS	135,830	7,600	79,843	64.4%
PARKS & RECREATION	361,579	275,684	30,058	84.6%
CHURCH STREET DOCK	9,454	7,809	810	91.2%
EMERGENCY MANAGEMENT	2,700	2,622	-	97.1%
FESTIVALS & EVENTS	124,449	72,543	12,408	68.3%
NON DEPARTMENTAL	485,530	393,809	144	81.1%
TOTAL	5,134,923	3,724,006	177,421	75.98%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2023)**

STORMWATER ENTERPRISE FUND

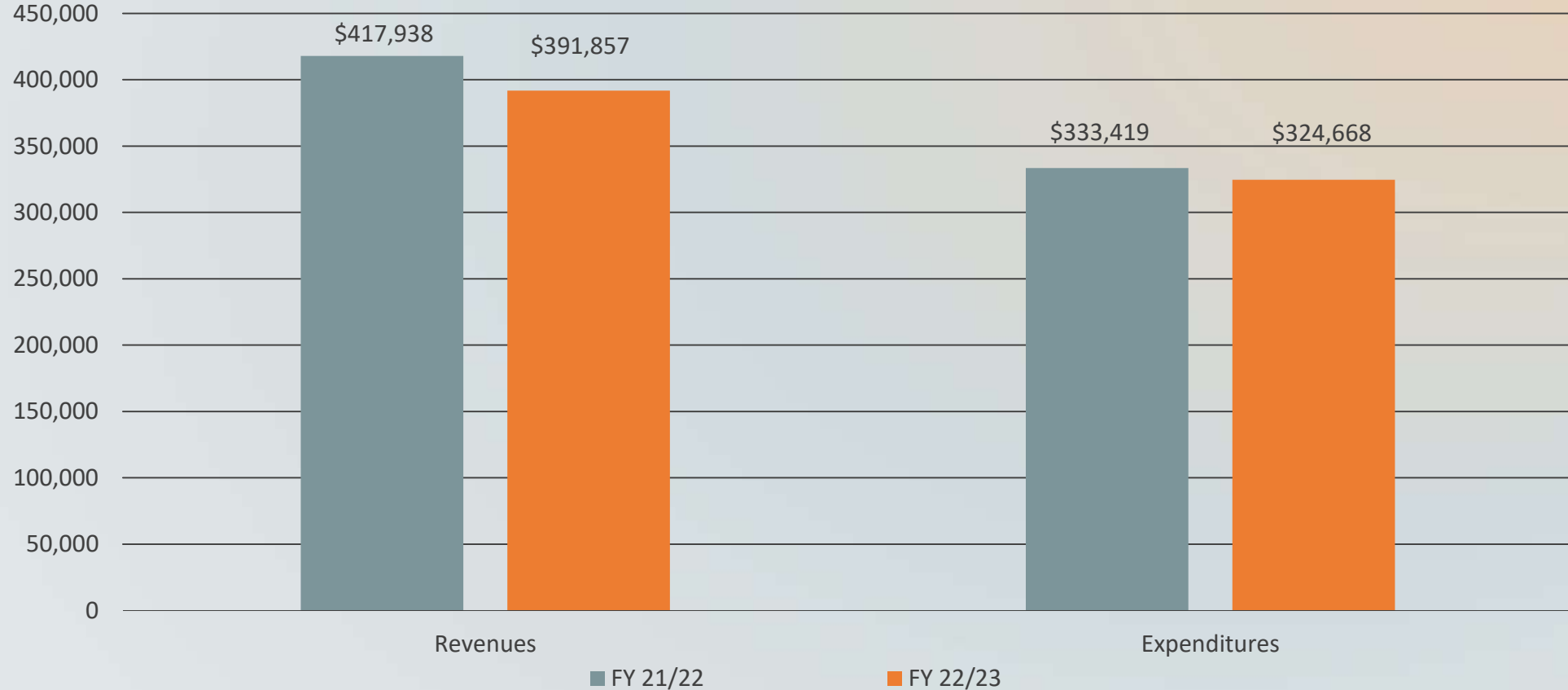


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$167**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2023)**

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$67,189

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MAY 31, 2023)**

Item VI - b.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$80,000	2.58	12/22/2024	\$42,064
Fire Truck	\$179,671	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$138,943	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$89,360	1.84	7/15/2026	\$23,377
Total Debt	\$979,443			\$273,632

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MAY 31, 2023)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	10,459,669	.10%
NC CMT-General	\$1,940,752	4.97%

OSBM Funds included in First Citizens Bank balance- \$6,100,000

- **Emergency Operations Center-\$6,000,000**
- **Sidewalks-\$100,000**

GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$748,819	\$0	\$316,906
Swansboro Bicentennial Park Boardwalk Extension	\$163,350	\$25,786	\$0	\$137,564
Emergency Operation Center	\$6,005,552	\$14,448	\$0	\$5,991,104
Emmertton School Repairs	\$424,000	\$4,180	\$0	\$419,820
Total Outstanding Grants	\$7,658,627	\$793,233	\$0	\$6,865,394

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **June 26, 2023**

Prepared By: **Alissa Fender – Town Clerk**

Overview: The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide an opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

July 10th

- * Police Department Employee Recognition
- * NC Highway 24 Super Street
- * Parks & Recreation Month

August Meeting Dates

- Regular – 14th
- Regular – 28th

July 24th

- * Town Code Amendments to Fire Chapter
- * EOC/PSB Feasibility Study

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Samuel Swann Bland Community Service Award policy revisions (*ongoing*)
- * Downtown Parking (*parking on grass and in front of homes*)
- * Wetlands Policy (*creation & review by planning board*)
- * Resolution Supporting Veterans Garden
- * Duke Energy Presentation
- * Major Subdivision Final Plat – Parrish Green
- * Onslow County Soil & Water Presentation
- * Wayfinding Signs
- * Waterfront Plan
- * High School Recognitions
- * Swansgate Street Acceptance

PROJECTS REPORT

Town Projects/Initiatives Update

June 2023

Submitted By: Paula Webb, Town Manager

This report is an on-going list of Town projects/Initiatives. New information received since the previous report is provided in **green**. Items will be removed after noting their completion.

- **Public Safety Building Restoration/Relocation Planning Project/ Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church-SUMC)**

Details from previous reports have been removed as I believe it's the Board's desire to further investigate options for the Emergency Operations Center (EOC) based on conversation from the September 27, 2021 meeting. Specifically, whether a regional facility or partnership with other neighboring jurisdictions that may have a structure that would provide a higher level of protection was possible. It has also been noted that conversation could be had with other local facilities in Swansboro that have buildings with a higher level of protection for space utilization.

The Town has an agreement in place with the SUMC should it be needed on preparatory measures. Public Safety staff and former Manger Seaberg visited the location at SUMC to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during a storm while in the interior rooms would be difficult. Deputy EOC Coordinator/ Chief Degnan shared with me that arrangements for an antenna through Verizon or ATT would be needed. Board members met on December 9 to tour the SUMC site.

More in depth discussion with Chief Degnan, Chief Jackson, and Sonia Johnson regarding Public Safety Building Restorations will be had in the near future.

During the Board's Planning Retreat March 2, the Board agreed that the Manager would identify a committee and share that with the Board.

Ten people have been identified as the committee:

Chief Degnan	Chief Jackson	Paula Webb	Jennifer Ansell
Alex Wood, PE	Dusty Rhodes	Larry Philpott	Russ Davis
Alissa Fender	Laurent Meilleur, PLB Rep		

I hope to arrange our first meeting the last week of March.

Committee established 4/11 with the addition of Commissioner Conaway, Jr Freeman, and Roy Herrick. The Board of Commissioners held special joint meeting with the committee on 4/14 to give purpose and expectations.

Town of Swansboro, NC Manager's Report

The Committee has met twice with a unanimous consensus gained immediately to proceed with building our own EOC in town, to create a safe place for employees to stand up during emergency operations. Onslow County is no longer interested in a partnership to build a substation since they purchased and are operating the Freedom Way station. Committee members will be making site visits on May 25th and then proceeding to develop an RFP for architect/engineer.

Additional EOC Committee membership changes includes; removing Russ Davis and Alex Wood; adding Brenda Pugliese, Ed McHale and Jonathan McDaniels.

Board discussion on a written action plan and timeline recommended by Mayor Pro Tem Tursi to be held June 27. The committee will re-convene its meetings once that discussion has occurred.

BOC Action Plan distributed to Committee, site discussions, and draft RFQ provided/discussed July 13, 2022.

Consultant Requests for Qualifications sent out August 9, 2022 to six different firms and was located on the website. Five proposals were received on 9/9. The EOC Committee created an interview panel at its 9/14 meeting and determined an interview schedule, draft questions etc. Once the panel decides on three proposals, interviews will be scheduled.

The interview panel consisting of Larry Philpott, Paula Webb, Chief Degnan, Dusty Rhodes, Jonathan McDaniels, and Brenda Pugliese interviewed three firms on 10/18/2022. The Interview Team will share its recommendation with the full EOC Committee on 10/26/22 and then that recommendation will be forthcoming to the BOC 11/14/22.

The Board of Commissioners selected Becker Morgan as the consulting architectural firm at its November 14, 2022 meeting.

Commissioner Philpott, Conaway and the Manager met in early December with Becker Morgan to review the Board's Action Plan for the EOC/PSB. A tour of our current facilities and potential sites were also made. The contract for the feasibility study was approved on January 9, 2023. Becker Morgan met with EOC Committee January 12th for introductions and Q&A. Representatives also made additional site visits on January 18, 2023. Staff continuing meetings with Becker Morgan until more details developed for committee review.

Staff continues to work with Becker Morgan on the feasibility study which we hope to present back to the committee in April.

Ernie Olds/Becker Morgan gave a report to include three options to the committee on April 19. Ernie will firm-up the options as discussed by the committee and share with the staff. The staff met with Becker Morgan again and BM was to firm up the report per discussions and share final deliverable with the Committee for recommendation to the Board of Commissioners.

Town of Swansboro, NC Manager's Report

The final draft feasibility study was presented to the committee on June 21st. The Committee made some suggested clarification points that Becker Morgan will incorporate and then the report will be forwarded onto the Board of Commissioners by August 2023. The study includes four options that capture the space needs in differing ways. In all options the EOC will be designed as a highly secure and hardened facility capable of resisting Category 4 hurricane conditions.

Option A is a concept that identifies all the critical functions of each department and places them in a new secure building or in the more recent additions that do meet code. The remaining existing spaces would largely be used for less critical functions such as physical fitness, storage, and minor work areas. This option should provide the least costly alternative while improving safety and addressing the EOC component fully. This option would include certain structural and exterior envelop enhancements to the existing, original metal building frame housing fire apparatus. Such enhancements cannot bring the original building to current standards but would extend the utility of the present structure to a future date. Option A – \$4.9M in building construction, renovation and demolition costs, 13,658 usable square footage. Site improvements of \$500,000; additional/potential costs of \$374,000 and soft cost of \$540,000. Total budget range (+/- 15%) = \$5.4M to \$7.3M.

Option B is a concept to build a new facility in place of the present Public Safety Facility. This would require demolishing the existing facility and building back a new freestanding building at the same location. This building would incorporate all the needs of each department. Phasing or providing temporary quarters might have to be considered to maintain continuous operations. This option should provide the middle ground in terms of costs as existing utilities, pavements, and stormwater management features are largely in place and adequate. Option B – \$8.8M in building construction, renovation, demolition, and temporary quarters costs, 14,788 usable square footage. Site improvements of \$500,000; additional/potential costs of \$433,000 and soft cost of \$913,000. Total budget range (+/- 15%) = \$9.2M to \$12.5M.

Option C is a concept that also builds a new facility, however, investigates using another location on the town owned site. This eliminates the need to provide temporary quarters or the acquisition of new land while maintaining continuous operation at the existing facility. Once the newly constructed facility is complete, operations can be relocated from the existing building and the building can be demolished or repurposed. This option should also provide middle ground in terms of costs, but may require extension or improvements to existing utilities, and pavements. Option C – \$8.8M in building construction, renovation and demolition costs, 14,788 usable square footage. Site improvements of \$750,000; additional/potential costs of \$376,000 and soft cost of \$922,000. Total budget range (+/- 15%) = \$9.3M to \$12.6M.

Option D is a concept that provides a new free-standing building that incorporates all the needs of each department. Option D would be constructed on a 'greenfield' site, an offcampus location. This option is likely the costliest. Careful consideration will need to be given to site selection regarding impacts and expenses of land acquisition, utilities,

Town of Swansboro, NC Manager's Report

drainage, flood plain and emergency response times in addition to the concerns noted previously in the New Site section. Option D – \$8.8M in building construction and renovation costs, 14,788 usable square footage. Site improvements of \$1,500,000; additional/potential costs of \$403,000 and soft cost of \$1.02M. Total budget range (+/- 15%) = \$9.9M to \$13.4M. Note, budget summary does not include land acquisition. Page 11 Swansboro Public Safety Building Feasibility Report – June 2023

The initial expectations for full project costs are in the range of \$5 - 14 million. It will be the Town's obligation to secure funding, administer design and construction above the \$6 million identified and available. The Town may obligate taxpayers through bonds, capital improvements program, or other means. Loans from the U.S. Department of Agriculture are available for up to 40-year terms with no down payment required. Other grants may also be available through the Golden Leaf Foundation, FEMA, and other state or federal sources.

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:
 1. Community Engagement and Risk & Vulnerability Assessment
 2. Planning, Project Selection and Prioritization
 3. Project Engineering and Design
 4. Project Implementation

Through our efforts in the 2019 CAMA Land Use Plan update, Swansboro has effectively covered most of the parameters for phases 1 and 2. This grant will assist in finishing the remaining requirements under phases 1 & 2 so we may move forward with the final 2 phases. Applications for Phases 3 & 4 is expected to be due by the end of this calendar year.

Dewberry, Beth Smyre hosted the first RCCP Committee meeting November 17, 2021 at Town Hall. The committee identified several areas that better planning (resilience) was needed but narrowed the list to the top priorities being stormwater mapping and generator power for schools/nursing homes. The complete list included:

- Disaster Recovery (generators for nursing homes, and schools)
- Stormwater Management/Mapping
- Climate Change
- Hurricane Response/Evacuation
- King Tide Levels

A community engagement meeting was held on Wednesday, February 23, 2022 from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies.

Town of Swansboro, NC Manager's Report

Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were, Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

On April 4, NCDCM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

Our consultant Beth Smyre shares that NCDCM clarified that the focus of the Phase 3 program is on projects with a natural or nature-based component; this can include projects such as green infrastructure improvements, wetland or stream restoration, or living shorelines. Infrastructure mapping, such as Project #1 of our project portfolio, would not be eligible for funding under Phase 3. Therefore, she recommended that we focus your Phase 3 application on either the Halls Creek or Hawkins Creek stream restoration efforts. As Mayor Pro Tem Tursi graciously explained to her, a stream restoration project would be far more complicated scientifically and more expensive. It is doubtful, with all the other projects we have in the works on top of budget preparation, staff would have time to put together a viable application. I did share with her that we do have the Water Street Project (with engineered drawings in hand). She reviewed the plans and is checking with NCDCM to see if this project would qualify.

Beth Smyrna/Dewberry is scheduled to provide an update to the Board May 23, 2022 for Phase 2. We had originally hoped that stormwater mapping would qualify for the next phase, but we are told it does not. Phase 3 includes engineering/design – application deadline early June. Planner Jennifer Ansell and Public Works Director Tank Bates participated in a teleconference this week to seek other opportunities for stormwater mapping. The Town does have engineered plans for the Water Street Rehabilitation and could submit this project for Phase 4 funding. It is noted that the Water Street Rehabilitation project was estimated to cost \$215,000 in 2018. Phase 4 anticipated average funding level: \$45,000 per project, so contribution on the Town's part would be required.

Town of Swansboro, NC Manager's Report

Project No.	Title	NNBS?
1	Stormwater Mapping	
2	Halls Creek Stream Restoration	Yes
3	Hawkins Creek Stream Restoration	Yes
4	Water Street Rehabilitation	Yes
5	Townwide Wetland Restoration Plan	Yes
6	Public Engagement and Education Campaign	
7	Resize NC 24 Culvert	

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenel, Staff was able to meet the June 3 Phase 3 application deadline for Engineering/Design. If awarded, we could receive up to \$45,000 to design/engineer bio retention areas along Broad Street prior to entering Water Street.

RCCP Phase 3 - \$45,000 was awarded to the Town on July 13, 2022 for the design/engineering of the bioretention swells along Broad Street that will assist in the rehabilitation for Water Street. We expect the design by March 2023. *Following two meetings with the Board of Commissioners and the Public in May, the final deliverables were submitted on May 31, 2023 to NCDENR meeting the grant phase deadline.*

RCCP Phase 4 – Construction Applications due April 28th. We were disappointed to learn there was only \$1,000,000 to award. Withers and Ravenel reviewing the application and our project criteria. *The grant application was submitted to NCDENR on April 28, 2023. Total grant amount \$441,200 (Grant amount requested \$238,220, Local Match \$203,000)*

- August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.

Town of Swansboro, NC Manager's Report

3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick turnaround on it. Once executed, we can move forward on the 9 action items listed above. **The listed deadline for completion for this project is September 30, 2023**, but are hoping, due to granting agency delays, that extensions may be available if needed.

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

A Request for Qualifications for the Emmerton School Project was approved by the state and submitted on Wednesday afternoon. The deadline for submittals is July 22, 2022.

Four RFQ's were received for construction and are under review by the state. Staff reviewed and provided its comments to the state and a joint interview will be held once the state is ready.

State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple site visits and is already working on remediation plans.

The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

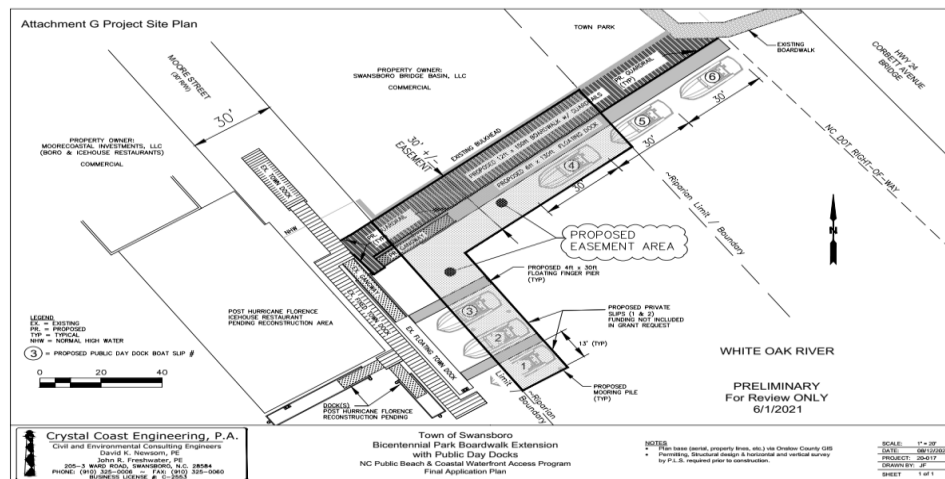
Town of Swansboro, NC Manager's Report

Due to a family medical issue, Mr. Gall contacted the Town on 3/20/23 to decline the contract. I have emailed the State Historic Preservation Office regarding this setback and will share the plan to move forward once we have a chance to discuss it as a group.

Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. *The contract was executed mid-June and the engineer has begun his work. Rebecca and I will manage this project together to give her experience and because of her knowledge of historic preservation.*

- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind. The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats

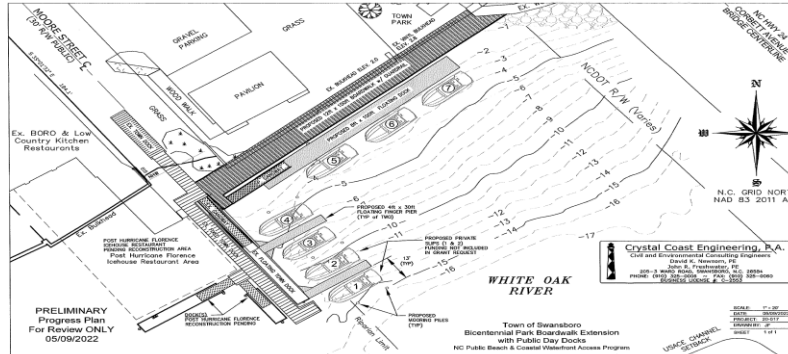


The Lease and Dock Rental Agreements have been executed with Randy Swanson. Kathy Vinson and Crystal Coast Engineering have been re-engaged to continue work on the project.

A redesign of the dock (below) was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for

Town of Swansboro, NC Manager's Report

one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.



Kathy Vinson continues to work with CAMA on our permit modification. NCDOT met on site this week to review and provide comments on the project as requested by CAMA.

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so it's all done at one time. We are still working with NCDOT on the required encroachment agreement and Kathy Vinson has contacted CAMA who is agreeable to allow NCDOT piggybacking on our permit and submittal of the CAMA application with an email from NCDOT with assurances that they are working on the encroachment agreement. Due to the delays with this project, we have been advised to go ahead and ask for a grant extension now because the review time is so backed up.

Permit modification has been submitted to CAMA. A request for a grant extension has also been submitted.

We received an acknowledgement letter from CAMA on Tuesday 9/20 for our permit modification request dated August 16, 2022. We have posted the property as required. CAMA indicated that the projected deadline for a decision is October 20, 2022, but an additional 75-day review is permitted by law. As a reminder, we have also sent a request for grant extension.

The grant extension (Amendment 1) was received October 12, 2022. The Permit Modification was received on November 30, 2022. The NCDOT Encroachment

Town of Swansboro, NC Manager's Report

Agreement was received January 9, 2023. Arendell Engineer, John Wade has been engaged to begin preparing the construction drawings.

The Historic Preservation Commission heard and approved the COA for this project on February 21st. Additionally, because we must do some minor dredging prior to construction of the dockwalk, I had to arrange a site visit to assure we did not have any oyster clusters that may need to be relocated. The Coastal Federation graciously made a site visit on Wednesday, February 8th and did not identify that needed to be relocated, so that box has been checked. In addition, I am waiting on a quote for dredging. As previously mentioned, Arendell Engineering is currently working on the construction drawings for bidding out the project.

Kathy Vinson and I have been working toward getting the dredge work done before the dredge moratorium goes into effect (April - September). We received two quotes - both exceeded the \$5000 amount I was given some time ago. Only one company can commit to equipment on site and work started by April 1 (Coastal Marine). A budget amendment may be required for FY 22/23 or if the project gets delayed, we will add the amount into the FY 23/24 budget.

Budget amendment approved 3/27/23. Dredge work was completed April 8. Kathy Vinson is working on the required stormwater permit, we hoped we would not have to do. *The stormwater permit was submitted the second week of June. Engineer John Wade is finalizing bid documents.*

- **Sidewalk Projects** - At their December 5, 2019 meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. Per amended Swansboro Resolution 2019-R9, the Town contributed \$116,634 for a total project funding of \$483,302. The project was split into 3 phases/priorities to focus the limited funding to the portions that ranked higher in need.

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. Water line depth too shallow in right-of-way. Easements requests were mailed out November 23, 2021.

Town of Swansboro, NC Manager's Report

Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

Some stormwater drain work has been completed by NCDOT on Priority 2 along Old Hammocks Road. This priority area includes two sections. The first section from Deer Island Road to Fredricka Lane and the second section from Fredricka Lane to the Catholic Church connection. All easements are secured for section one. One easement is still pending for this section (involves heirs and deed preparation on their part). NCDOT does have some additional drainage work to do along the flag lots at Buena Vista Del Mar (adjacent to Williams Road).

Section 1 of Priority 2



Section 2 of Priority 2



Town of Swansboro, NC Manager's Report

One easement still pending, but communication suggests we should have the easement in the near future. NCDOT still has some site work to complete prior to constructing the sidewalks.

Priority 2 Completed. Ribbon Cutting held on June 24th.

- Priority 3 - SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr \$125,000 - *NOTE: we have not prepared survey/design on this section yet, so costs may vary more related to this priority*

Priority 3 will connect the sidewalks at Park Place to Moore BBQ. This area has not been surveyed/Designed and could likely (according to notes in 2019) cost more than \$200,000 due to right-of-way and stream crossing, utility issues. Five easements required for this section.

Priority 3



Staff is working with NCDOT on an updated maintenance agreement which also includes the breakdown of expenditures of the \$100K SCIF Funding (Town contribution). This information is necessary for reports we are required to provide back to the Office of State Budget and Management.

Although requests for Priority 3 easements were sent out back in October 2021, none were received. We will resubmit those requests. Second letters sent July 2022.

During the April 4 Budget Workshop, a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates. NCDOT indicated on 10/10/22 that the on call contractor hoped to start this sidewalk section the last part of October. **Priority 4 completed.**

According to NCDOT revised cost estimate, Priority 3 & 4 combined will be \$99,994.80. We are still waiting on the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

Town of Swansboro, NC Manager's Report

Sidewalk easement received from Justin Weiss/1130 Hammocks Beach Rd. Still need three others from Rawls. NCDOT has been notified however, as a reminder – the funding from Priority 3 was moved to Priority 5 & 6 by NCDOT due to it taking so long to obtain the easements. Storm ditch crossing engineering cost will have to be funded by the Town and sidewalk construction will be dependent on future NCDOT funding or the Town can also provide funding.

Priority 4



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain the required easement. I did inquire whether the partial south of Pelican Circle/adjacent Pineland Drive could be included but have not heard back from NCDOT to date. A second letter was sent to the Perry family on November 17 regarding needed easement for sidewalk extension. The first letter was sent on October 24th. A third letter was hand delivered to Mr. Perry on December 5 and Mr. Perry indicated he was having issues getting all owners to agree. Owners include members of the Perry family, heirs to Irene Pinkston.

Future priority areas were discussed with the BOC July 25, 2022, but no decisions made until more development made on Priority 3. The easement for Priority 4 was secured the last week of July and shared with NCDOT so that this section could be moved forward ahead of Priority 3. Thus far, no easements have been secured for Priority 3.

On September 26, the Board identified the following Priority Areas: (Note: *priority numbers reassigned by NCDOT*)

Priority 5

Extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street
Obtained list/addresses for all eight property owners of parcel 056535 on January 5, 2023.
Finalized the easement document and mailed all property owners a separate easement to sign.

Town of Swansboro, NC Manager's Report

Once all received back, I will notify NCDOT to schedule the sidewalk construction. As of 2/23/2023, one of eight easements received.

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all signatures needed from the Perry family. However, none of the signatures from the Pinkston family have been received despite numerous letters and Perry family attempts.

3/28/23 – all required easements received from Perry and Pinkston family and forwarded onto NCDOT. Ditch piping has been installed at the entrance to the Piggly Wiggly. NCDOT indicated that this section would be completed in a 6-8 week timeframe in early June.

Priority 6

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk at Cottages

NCDOT shared on 11/17/22 “we have reached out to the Environmental Unit to determine if we could extend the existing crossline to extend the sidewalk, or if permitting would be required. We have not yet estimated this work, since we are uncertain what may be involved. If we are able to pursue this section, then we will need an easement from the property owner (but do not reach out to them until we have determined that we can move forward), and we would want to remove the short section of sidewalk that turns out towards Old Hammocks Rd. This is not acceptable practice as it is leading to a roadway where there is not a Stop condition, nor is there a permitted mid-block crossing.”

On February 2, 2023, NCDOT gave the okay to seek the required easement for this priority. That request was mailed February 3, 2023.

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. Easement obtained late March and provided to NCDOT. NCDOT indicated that this section would be completed in a 6-8 week timeframe in early June.

Priority 7

Main Street Extension from the Recreation Center to Old Hammock to Highway 24 – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 8

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown – awaiting cost estimate from NCDOT. Subject to future funding.

Priority 9

South side of Highway 24 from Walmart to Queens Creek – awaiting cost estimate from NCDOT. Subject to future funding.

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6

Town of Swansboro, NC Manager's Report

as re-numbered above. As a side note, the Town still has the \$100k provided by the SCIF Funding if NCDOT's estimates are more than what is left with NCDOT.

On February 6th, I had additional conversation with property owners of Priority 3. They seem interested to work with the Town now. I reached back out to NCDOT to schedule a meeting with the property owners. On 2/22/23, our Division Engineer indicated that they will create a detailed aerial of where the sidewalk/easement will be. A reminder that Priority 3 was taken off the NCDOT work list and those funds were shifted to Priority 4, 5, and 6. If the Priority 3 property owners were agreeable to provide an easement, a new estimate would have to be obtained, and the Town would be responsible to have engineer/design and pay for the stormwater crossing. NCDOT has made it clear they will not pay for that.

Still no easement on Priority 6 – only 1 needed and only 1 of 8 received for Priority 5. Both Priorities are funded if we can obtain the easements.

Priorities 7-9 have been sent to NCDOT. However, they are subject to future funding NCDOT may get, unless the Town wants to fund them.

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart. On 12/2/223 Stewart Engineering indicated by email that they hoped the plan would be ready by the end of January 2023. 4/18/23, reached back out Stewart, no response to date.

The ADA Plan was approved in May 2023.

- **Visitor's Center Improvement Update** – Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022 Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall

Town of Swansboro, NC Manager's Report

construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

Staff met with John Wood on Tuesday, March 1. As reported at the March 2 Planning Retreat, John Wood indicated that if we moved the side entrance steps back to the front of the building as they originally were when the building sat further down Water Street and clearly identify those as new construction using certain materials and raised flower beds to camouflage, the buildings historic status could be returned. Planner Ansell has sought engineered drawings and elevation certificate. Additional reviews by the Historic Preservation Commission and Flood Appeals Board will still be required. Once the contributing status is re-instated, the building would qualify for an exemption under the definition of Substantial Improvement and allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

On May 17, the HPC reviewed the side entrance demo and re-location of the front entrance as recommended by Restoration Specialist John Wood. HPC member Kim Kingrey volunteered to search for photos from years back to see if the hand railings were wooden or if any were ever present. Once final minor work approval is granted, the work performed and contributing status re-instated, we would then qualify for an exemption under the definition of Substantial Improvement which would allow the Town to apply for a variance from the Flood Damage Prevention Ordinance requirements through the Flood Appeals Board.

As previously reported (Manager's Brief June 16), demo of the stairs at the Visitors Center is complete. Visitors are still able to use the handicap ramp access at the rear to gain access to the restrooms. The railing has also been re-constructed by Public Works on the front porch. Once the wood dries out, it will be painted white.

Town of Swansboro, NC Manager's Report



At the BOC's request, a progress update was given July 25th, 2022.

What's Been Done To Date

- Working to re-establish Historic Contributing Status
- Awarded FY 21/22 Onslow County TDA Funding \$20,000 – paid for side steps demo identified as reason historic contributing status rescinded, required engineering of front steps re-construction due to flood zone location, some interior fixtures purchased for future renovations
- RFP awarded to Rufus Murray for side steps demo May 2022 - *completed*

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)
- Once the front entry steps are constructed, the final V-Zone Certificate can be prepared. The next step is to obtain the variance from the Flood Appeals Board and obtain letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Interior Renovations - The estimated costs provided by former Public Works Director in 2021 was \$60,870. Of that amount, he indicated that the Public Works Crew could perform about \$15,000 of that work (walls, sheetrock, painting, flooring). Swansboro TDA has agreed to fund a portion of the interior renovations. Once we have settled on an interior design, we will be able to determine whether any water/sewer improvements will be needed, or whether just a certified engineered letter will be required that the current infrastructure can handle the improvements.

Eight vendors were notified of the RFP to re-construct the stairs at the Visitors Center and it was posted on the website. RFP's were due by August 1 and only one was received (Rufus Murray) for \$23,300. We plan to proceed utilizing the allocated ARP funding so we can keep this project moving forward.

Rufus Murray was awarded the contract to re-construct the exterior stairs etc. On hold until after the Mullet Festival so we don't have a construction site during the festival. A pre-construction

Town of Swansboro, NC Manager's Report

meeting was held on Monday, October 17 and the contractor plans to get started immediately. The Visitor's Center will remain open during the exterior construction.

As reported in the Manager's Weekly Brief on December 1- exterior renovations are complete. We will prepare a letter to National Parks System to have contributing status re-considered.



In an email from John Wood on December 13, he indicated he would forward our exterior improvement work to the National Parks Service and request the re-instatement for us. Followed up January 10 as we would like to make application for tourism funding (application due by March 1, 2023) for the interior and need to apply for the Flood Ordinance exemption. John felt confident that our contributing status would be restored before that date and encouraged us to proceed with the final elements.

The Flood Board heard and approved the variance request from the definition "Substantial Improvement" on February 21st. I will be making application to Onslow County for tourism dollars for interior renovations by March 1st.

Application was submitted to Onslow County on 2/28/23 for \$30,000 to assist with future interior renovations. \$30,000 will be included in the Swansboro TDA budget for FY 23/24 as they had already made commitment. As previously shared, Onslow County did not fund our request this year. We have made application to the Swansboro TDA – which will be heard in July.

- LSAII/Stormwater Mapping Grant** – Following adoption of a support resolution on September 12, 2022 the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive final award by the end of February. Grant award received April 5, 2023.



Department Reports for April 2023

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Administrative Services

- Phone Records Report for April: 2,430 calls
 - Internal - 533
 - Town Hall – 351
 - Parks and Recreation – 426
 - Police Department – 411
 - Fire Department – 1118
 - Outgoing totals – 591
- Building permits sold for April: 36 residential/commercial combined; \$6,831.06 total fees collected (includes 2 re-inspections)
- 78 Building inspections processed/21 Fire Inspections processed
- 83 Various receipts processed
- 287 ONWASA payments processed, 0 New Service Setups, 6 Other transactions
- 9 Work Orders generated for Public Works
- 7 Notarization's performed
- Mailed 29 Renewal statements for Beer & Wine Privilege Licenses, 20 payments received
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, Ali, and Lisa)
- US Census Report Submitted – Permits
- Finalized March Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Began open enrollment planning with Laymon Group – scheduled for June 8th
- Wellness Checks held for Employees – April 21 (NCLM)
- Began planning of Spring Employee Social – scheduled for May 12th
- Public Records Request
 - SmartProcure
- Continued FY 23/24 Budget Preparations
- Town Clerk & Deputy Clerk attended training/conferences
 - Building Code Official Certification Course
 - NCAMC Clerk Regional Academy in Ayden NC
 - NCLM Annual Conference in Concord
- Issued New Releases/Constant Contact for:
 - Easter holiday office closures
 - Annual Clean Sweep Week
 - Weather Alert # 1 – Easter weekend cold front
 - BOC 4/10/2023
 - Weather Alert # 2 – Easter weekend cold front
 - BOC 4/24/2023 Meeting
 - Weather Alert – Saturday weather threat (4/22)
 - April 2023 Newsletter
 - Weather Alert – Sunday strong low pressure (4/30)



Department Reports for April 2023

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- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page: 4,570 views.

Top 5 pages viewed in April – Employment Opportunities: 587 | Departments-Police: 270 |

Questions: 227 views | Government: 194 | Departments -Permitting: 194 |

Finance

- Sales & Use Tax received in April 2023 is \$109,194
- Accounts Payable Summary for April 2023:
 - 250 Invoices-Totaling \$223,051
 - 31 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for April 2023 (1.65)
- Processed payroll- 04/07/23 & 04/21/23
- Stormwater Fees Collected-April 2023-\$425-updated Stormwater spreadsheet
- March 2023 Bank Reconciliation-Town accounts
- March 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Updating Capital Improvement Plan
- Attended Tyler Technologies Utility Billing Software End User Training
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant) for quarter ending 3/30/2023
 - US Treasury- State and Local Fiscal Recovery Funds (SLFRF) for period 4/01/2022 - 3/30/2023
- Submitted the following reports:
 - Submitted HUBSCO for quarter ending 3/30/2023- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Prepared the Agenda and quarterly financial report for TDA Quarterly Meeting
- Preparation of budget and Budget Message for FY 23/24 for Swansboro TDA
- Submitted the proposed budget for FY 23/24 to the Swansboro TDA members
- Swansboro TDA – Meeting was held on Thursday, April 27, 2023. The next scheduled meeting will be held on Thursday, July 13, 2023 at 2:30pm in the Community Room

Fire Department

Incidents

- 66 Total Incidents
 - 43 EMS Incidents
 - 23 Fire Incidents
 - 42 incidents occurred in the Swansboro (City Limit District)



Department Reports for April 2023

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- 12 incidents occurred in the White Oak Fire District
- 10 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 7 of those 10 incidents
 - Mutual Aid (requested later): 3 of those incidents.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute)
 - 2:58
 - Average Response Time (Dispatch to On Scene)
 - Swansboro Fire District (City Limits): 5:11
 - White Oak Fire District: 5:56
 - Mutual or Automatic Aid Districts: 10:39
 - Average Number Personnel Responding to Incidents (Overall):
 - 2.92
 - Average Number Personnel Responding to Incidents (Time Range):
 - 0700-1700: 2.73
 - 1700-0700: 3.05

Training

- Training hours: 216.45
 - Career Personnel: 192.45 Hours
 - Volunteer Personnel: 24 Hours

Paid staff

- Currently we have two full-time (Firefighter) vacancies.

Volunteer staff

- We currently have 11 volunteers on staff, four of which are interior firefighters the others are trainees.
- Recruitment efforts are underway to enhance the volunteer program.
- Volunteer Duty Crews: 39 Duty Hours
 - 24-hours Duty Shifts: 0

Vehicle repairs

- Truck 17 (1717) Power steering leak corrected.
- Tanker 17 (1707) has a pump valve handle issue, part is on order, awaiting delivery and install.

Department activities

- Participated in Touch a Truck Event
- Completed 11 Occupancy Inspections
- Two Full-Time employees have completed Driver Operator.

Upcoming Events

- Strategic Planning Work Sessions:
 - May 9th, 1030a.m.
 - May 17th, 130p.m.



Department Reports for April 2023

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- May 23, 6p.m.
- Fire Department Open House, Saturday, May 27th

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet-

- Booking bands, finalizing contracts
- Secured sound

Sponsorship

- Finalizing sponsorships

Misc.

- Preparing marketing content-website updates, poster for Arts by the Sea, sponsor banner
- Vendor applications continue to come in for Arts by the Sea and Mullet Festival.

Piratefest

- Partnership with Onslow County Parks and Recreation to host Piratefest in Downtown Swansboro, May 13, 2023, 10am-4pm.
- Logistical meeting with Onslow County Parks and Recreation, Police, Fire, and Public Works Departments.

Comprehensive Master Plan Update

- Draft of plan is complete; send editorial edits, waiting to review edits.

ARP Funding Projects

- UTV-delivered.
- Splashpad-working with Bliss products on design. Held site visits with two contractors for the concrete work, waiting on proposals. Once proposals are received, can begin planning site furnishings and shade structures.

Miscellaneous

- Final revisions of the 2023-24 budget for the department.
- Completed equipment orders, docks, and playgrounds.
- Revised and presented new standard operating procedures for Church Street Dock.
- Researched and received quotes for new furniture for the Recreation Center lobby, game room, and offices.
- Splashpad-annual permit submitted to Onslow County Health Department.
- Dog Park Fence Project-reviewed quotes received, selected a vendor, and scheduled installment date in May.
- Attended the Town's Sexual Harassment class.
- Met with the Crystal Coast Chess Club to discuss event opportunity.



Department Reports for April 2023

- Met with Emerald Ise Parks and Recreation Director to discuss Swansboro’s pickleball program.
- Working with SSA for the 2023 Spring and Fall season for using the Municipal Park fields.
- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise.
- Continue to work at the Visitors Center twice a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department’s programs, events, and festivals.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-Social Media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	14,600	25,560	3,836	145
Instagram	705	7		26

Activity Report

Organization Activity

From 4/2/2023 to 5/2/2023

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	115	96	9	0	141
Resident	19	3	4	0	6
Non-Resident	96	93	5	0	135
No Residency Set	0	0	0	0	0
Demographics					
< 18	27	1	0	0	6
18 - 65	59	65	5	0	95
65+	29	29	4	0	39
Male	43	61	7	0	75
Female	72	35	2	0	66
Other Genders	0	0	0	0	0
Online vs In-House					
Online	36	0	0	N/A	36
In-Person	79	96	9	N/A	105

Revenue



Department Reports for April 2023

Slip Fee - Town Dock	\$5478
Rental Fees-Parks	\$377.50
Rentals Rooms	\$1413
Dog Park Registrations	\$45
Rec Program Fees	\$2621
Gym Memberships	\$675
Dog Park Memberships	\$40
Vendor Fees	\$3165
Festival Sponsorships	\$3750

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events.
- Emailed monthly distribution list the upcoming programs/events for the department.
- Dock Slip reservations/Pump Outs.
- Compiled daily deposits.
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News.
- Created all programs/events in RecDesk software for registration.
- Created program proposals for new programs to be approved by Director.
- Submitted weekly Community Service Work Program timesheets.
- Submitted departmental work orders.
- Parks advisory board monthly meeting – presented past, current, and future programs to board.
- Create marketing materials for new programs and events.

Planned programs and other monthly work:

Summer Camp 2023

- Created design for camp t-shirt
- Requested quote from team connection for t-shirts
- Secured camp field trips and reviewed schedule with summer camp staff

Onslow County Senior Games

- Assisted with Senior Games Opening Ceremonies; facilitated several senior game events.

Touch-a-Truck-April 29

- Finalized all truck participants
- Finalized food trucks for participation, confirmed Kona Ice and Capones

Spring Break Youth Sports Camp (April 3-6)

- Completed daily schedule for camp with activities and timeline
- Contacted High School and sent flyer to for volunteers for the program
- Facilitated camp



Department Reports for April 2023

Tennis Bloc Spring Pickleball/Tennis Lessons

- Continue to offer lessons

Teacher Workday Kids Camp

- Instructed full day program on April 10
- Emailed camp schedule to all parents prior to program date

Summer Art in the Afternoons Camp

- Discussed pricing, weeks offered with instructor Carol McDearmon
- Set up all weeks offered in RecDesk for registration.

Pogie's Fishing & Kayaking Center

- New program for the upcoming summer (Senior Fishing, Bird Watching, & Teen Summer Camp Kayak Paddle trip)

American Red Cross Blood Drive

- Emailed region representative, Bryson Schmidt, new contract form and discussed times available for future blood drives.
- Scheduled blood drive for July 26 in the multipurpose room.

Permitting

Planning Board

- The April 4th meeting included:
 - Justin Weiss's rezoning request for his property located at 1130 Hammock Beach Road from RA (Residential Agricultural) to B-1 (Highway Business). The property is further identified as tax parcel ID 025381 which contains +/- 1.26 acres of land and abuts properties zoned R-8SF (Residential) and B-1 (Highway Business)
 - Marc Howell, on behalf of Jessmarc Properties LLC, requested a special use permit to continue operating a Bed and Breakfast at 108 W. Corbett Avenue. The property is located in the B-2 zoning district and the use of "Bed and Breakfast Accommodations and Inns" is an allowance pursuant to the issuance of a special use permit.

Both requests were recommended to the Board of Commissioners.

Swansboro Historic Preservation Commission

- The April 18th meeting included issuing 2 Certificate of Appropriateness
 - One on a request by Brad and Kenna Phillips to restore and improve 205 Walnut Street that was severely damaged by Hurricane Florence.
 - Another on a request by Randy Swanson to demolish the temporary structure that was approved after hurricane Florence destroyed the Icehouse.

Routine Activities

- Site plan approval is being held up because of engineering firms not submitting in a timely fashion to the State agencies and making changes that start the 60-90-day time clock for review to kick in multiple time.



Department Reports for April 2023

- Working with Strickland Brother Oil proposed at 1029 W. Corbett Ave however we have been waiting on sign off from the NCDNR prior to Town signoff.
- Worked with WAWA getting TIA approval prior to their special use permit being heard. The site plan was not correct because it did not include the changes required from the NCDOT TIA approval. We are waiting for approval on the proposed site plan from NCDNR.
- Continue fielding complaints and notifying property owners of violations.
- Local Historic District residences are now working with our Projects/Planning Coordinator on historic matters.
- Development review, including:
- Worked with permit technician approving decks, docks, additions, and accessory structures.
- Projects/Planning Coordinator and the Planner met with John Wood, Robin Walton, and the new Engineer, EB Stature, at the Emmerson School for a preliminary meeting and overview of the plans and scope for the grant project.

Police Department

Patrol:

- 163 Reportable Events
- 15 Motor Vehicle Crashes
- 2 Felony Arrests
- 11 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 5 DWI Arrests
- 1-Felony Drug Arrest
- 12 Arrests with Transport to the Onslow County Jail
- 38 Citations
- 81 Verbal/Written Warnings
- 5 Felonies Reported (2-Fraud; 1-Break & Enter; 1-Larceny)
- 14 Misdemeanors Reported (6-Property Damage; 2-Drug; 1-Counterfeit; 1-Littering; 4-Traffic Related)
- 4 Disputes/Public Disturbances
- 4 Domestic
- 1 Crisis Intervention with Mental Patient
- 1 Death Investigation
- 10 Town Ordinance Violations
- 20 Alarm/Open Door
- 32 Suspicious Incident/Person/Vehicle
- 203 Requests by Other Agencies for Assistance

3,404 Total Events Performed on Patrol

Community Service/Training:

- 11 Vehicle Unlocks



Department Reports for April 2023

Item IX - b.

- 2 Funeral Escorts
- 10 Requests for Fingerprints
- SPD participated in the Annual Touch-a-Truck Event held at the Municipal Park.
- SPD provided security for two events at the Rotary Civic Center.
- SPD provided a tour of the SPD facility and a patrol vehicle to a group of Home-schooled elementary students.
- Chief Taylor, Lt. Brim and Det. McNeil attended the monthly General Membership meeting of the Chamber of Commerce.
- Chief Taylor attended the Crime Stoppers meeting held in Jacksonville.
- Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held MCB Camp LeJeune.

Admin Services;

- Answered 414 phone calls during business hours.
- Assisted 168 walk in requests for assistance during business hours.
- Took 43 requests for reports.

Public Works

Public Buildings

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings.
- Weekly set-up and tear down of Town Hall Community Room for various meetings to include:
- Bi-weekly Board of Commissioners Meetings, Planning Board Meetings, Historic Board Meetings, TDA Meetings, etc.
- Weekly set-up and tear down of Town Hall Community Room for One Harbor Church services.
- Minor repairs conducted to the following Public Buildings:
- Town Hall – Women’s Bathroom toilet repaired
- Old Town Hall – HVAC Warranty repairs and servicing on HVAC System # 1
- Public Safety Building – Various lightbulbs replaced.
- Visitors Center – Bathroom urinal repaired

Public Streets

- Mowed both sides of Corbett Ave (HWY 24), the length of the Town limits, from the Causeway to the traffic light at HWY 24 and Belgrade/Swansboro Road.
- Applied over 5 tons of asphalt patches to four separate spots in Downtown area.
- Established and painted 3 No Parking areas in the Downtown area on Main Street and Church Street.

Storm Water

- Continued routine maintenance on various stormwater easements throughout the town.
- Cut the stormwater easements in the following Subdivisions:
- Halls Creek



Department Reports for April 2023

- Swansboro Acres
- Deer Run
- Forest Brook
- Park Place
- Cleared stormwater drains throughout the town.

Solid Waste

- Twice weekly trash pick up at all parks and Downtown areas, conducted on Monday and Friday mornings.
- Weekly Yard Waste Run
- Conducted the Annual Clean Sweep effort throughout the town for one week.
- Litter sweep and pick up conducted at all town parks.

Grass Cutting & Grounds Maintenance

- Edged the sidewalks and curbs in the following Subdivisions:
- Halls Creek 3
- Foster Creek
- Edged sidewalks and curbs on Old Hammocks Road.
- Bi-weekly grass cutting of all Town Parks.
- Bi-weekly grass cutting of all grounds, in and around all Public Buildings.

Vehicle & Equipment Maintenance

Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair, battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.

Department Reports for May 2023

Administrative Services

- Phone Records Report for May: 2,840 calls
 - Internal – 645 Town Hall – 348 Parks and Recreation – 548
 - Police Department – 457 Fire Department – 83 Outgoing totals – 759
- Building permits sold for May: 107 residential/commercial combined; \$13,123.22 total fees collected (includes 25 re-inspections)
- 108 Building inspections processed/ 8 Fire Inspections processed
- 152 Various receipts processed
- 305 ONWASA payments processed; 5 New Service Setups, 0 Other transactions
- 6 Work Orders generated for Public Works
- 1 Notarizations performed
- Admin Staff worked at Visitor’s Center 3 days each week (Aliette, Alissa, Darla and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
 - TDA May 12th Meeting Recording
 - American Transparency
 - JD Daily News
 - NCLM
- Conducted interviews for Permit Technician and Admin Assistant positions, job offers made and accepted – Jackie Stevens started May 25th as our new Admin Assistant
- Provided support to the Planning Department for numerous matters
- Town Chapter 92 Violation duties taken over from Planning, processed and issued 13 violations notices
- Held Employee Spring Social
- Continued FY 21/22 Budget Meetings
- Finalized April Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Tyler Technologies Implementation Project
 - 1. Code Enforcement Module implementation
- Issued New Releases/Constant Contact for:
 - 1. May 8, 2023, BOC Meeting
 - 2. Recycle Collection Delay
 - 3. May 22, 2023, BOC Meeting
 - 4. May Newsletter
 - 5. Weather Alert # 1 – Weekend weather 5/26 – 5/28
 - 6. Yard Waste Collection Delay
 - 7. Fire Police Open House Postponed

Department Reports for May 2023

8. Memorial Day Closures
 9. Weather Alert # 2 – Weekend weather 5/26 – 5/28
 10. Yard Waste Collection Delay extended
 11. Weather Alert # 3 – Weekend weather 5/26 – 5/28
 12. Yard Waste Collection Temporary restrictions
- Prepared and distributed PirateFest Street Closure Notices downtown
 - Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page: 6,470

Top 5 pages viewed in May – Employment Opportunities 932 | Government 371 |
Permitting 260 | Police Department 259 | Services 250

Finance

- Sales & Use Tax received in May 2023 is \$92,189
- Accounts Payable Summary for May 2023:
 - 208 Invoices-Totaling \$155,607
 - 34 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for May 2023 (1.92)
- Processed payroll- 05/05/23 & 05/19/23
- Stormwater Fees Collected-May 2023-\$61-updated Stormwater spreadsheet
- April 2023 Bank Reconciliation-Town accounts
- April 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Attended budget meetings with Town Manager
- Preparing year-end projections for FY 22/23/updating operating budget spreadsheet
- Entering operating budget requests for FY 23/24 in budget spreadsheet
- Updating Capital Improvement Plan
- Updated financial information in the Budget Message for FY 23/24
- Gathered financial information for the Budget Workshop held on 5/17/2
- TDA-Updated Budget Ordinance for FY 23/24
- TDA-Attended Public Hearing on the FY 23/24 Budget
- Attended 11 Tyler Technologies Utility Billing Software End User Training Sessions

Fire Department

Incidents

- 91 Total Incidents (*Previously 66, 37.87% Increase*)
 - 70 EMS Incidents
 - 21 Fire Incidents
 - 61 incidents occurred in the Swansboro (City Limit District)
 - 21 incidents occurred in the White Oak Fire District

Department Reports for May 2023

- 9 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 8 of those 9 incidents
 - Mutual Aid (requested later): 1 of those incidents.
- Response Statistics
 - Average Turnout Time (Dispatch to Enroute)
 - 2:42 (Decreased)
 - Average Response Time (Dispatch to On Scene)
 - Swansboro Fire District (City Limits): 4:31
 - White Oak Fire District: 6:51
 - Mutual or Automatic Aid Districts: 9:03
 - Average Number of Personnel Responding to Incidents (Overall):
 - 3.47 (Increased)
 - Average Number of Personnel Responding to Incidents (Time Range):
 - 0700-1700: 3.477 (Increased)
 - 1700-0700: 3.467 (Increased)

Training

- Training hours: 438.4 (Increased from 216.45)
 - Career Personnel: 390.30 Hours
 - Volunteer Personnel: 48.10 Hours

Paid staff

- Fully staffed, with the last full-time vacancy starting June 5th

Volunteer staff

- We currently have 10 volunteers on staff, four of which are interior firefighters the others are trainees.
- Recruitment efforts are underway to enhance the volunteer program, with one pending application.
- Chief Dawson departed as of 5/30/2023.

Vehicle repairs

- Truck 17 (1717) Hydraulic Cab Lift Assemblies.

Department activities

- Community Work sessions have concluded.
- Draft Strategic Plan in the works.
- Participated in the Memorial Day Event
- Participated in Pirate Fest
- Open House Event Postponed due to weather.

Upcoming Events

- Hammocks Beach State Park, Military Appreciation Event (Truck & Flag)

Department Reports for May 2023

- Arts By the Sea
- July 3rd Event.
- Public Safety Open House, Date TBD.

Parks and Recreation – *no report provided.*

Permitting

Planning Board

- The May 2nd Planning Board meeting was canceled

Swansboro Historic Preservation Commission

- The April 16th SHPC meeting included:
 - A request by Ed and Cynthis Binanay owners of 222 S. Elm St. to remove an overgrown tree over 8” in front of their home.
 - A request by Steve Barbour, owner of 106 S. Walnut Street, to replace siding on the front of garage with same wood material siding and paint the same color as the house.
 - A request by Steve Barbour, owner of 106 S. Walnut Street, to replace the current garage doors with steel carriage house doors with iron handles and windows.
 - Quasi-Judicial training was held and presented by the planner.

Flood Management Appeals Board

- The May 23 special meeting included:
 - A variance request by Jordan Proctor for substantial improvements at 209 Water Street in able restoration of the historic home.

National Flood Insurance Program (NFIP) Community Assistance Visit (CAV)

- May 15th Eryn Futural, NFIP Planner for the Eastern Branch, did a five-year review of our project files and approvals in the regulated flood areas of Swansboro and the ETJ.
 - We are waiting for her comments and do not expect more than follow-up for some additional information she might need.

Routine Activities

- Continue fielding complaints and notifying property owners of violations.
- Local Historic District residences are now working with our Projects/Planning Coordinator on historic matters.
- Continue to work with development inquiries and active sites in process including:
 - Strickland Brothers Oil
 - WaWa
 - Waffle House

Police Department

Patrol:

- 195 Reportable Events
- 27 Motor Vehicle Crashes
- 4 Felony Arrests
- 10 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 5 DWI Arrests
- 1 Felony Drug Arrest
- 14 Arrests with transport to the Onslow County Jail
- 92 Citations
- 136 Verbal/Written Warnings
- 10 Felonies Reported (5-Obtaining Property by False Pretenses; 3-Sexual Assaults; 2-Larcenies)
- 25-Misdeanors Reported (14-Larcenies; 6-Property Damage; 2-Trespassing; 3-Traffic Related)
- 12 Disputes/Public Disturbances
- 4 Domestic
- 2 Misdemeanor Drug Investigations
- 1 Crisis Intervention with Mental Subject
- 1 Drug Overdose (non-fatal)
- 14 Alarm/Open Doors Reported
- 26 Suspicious Incident/Person/Vehicle
- 2 Town Ordinance Violations
- 38 Requests by Citizens for non-crime related assistance
- 203 Requests by Other Agencies for assistance

4,187 Total Events Performed by Patrol

Community Service/Training:

- 11 Vehicle Unlocks
- 2 Funeral Escorts
- 23 requests for fingerprinting
- 31 Business Closing Standby's
- Participated in the annual PirateFest event held in downtown Swansboro.
- Provided security for two events held at the Rotary Civic Center.
- Provided security for SwanFest.
- Chief Taylor and Det. McNeil attended the monthly meeting of the East Carolina Association of Law Enforcement Executives. Meeting was held at the U.S. Coast Guard Station at Fort Macon.

Admin Services:

- Answered 458 phone calls during business hours.
- Assisted 214 walk in requests for assistance during business hours.
- Took 51 requests for reports during business hours.

Public Works

Public Buildings

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings
- Weekly set-up and tear down of Town Hall Community Room for various meetings to include:
 - Bi-weekly Board of Commissioners Meetings, Planning Board Meetings, Historic Board Meetings, TDA Meetings, etc
 - Weekly set-up and tear down of Town Hall Community Room for One Harbor Church services
- Minor repairs conducted to the following Public Buildings:
 - Town Hall – Light bulbs replaced in hallway and Men’s bathroom. Repaired hole in the wall inside the Community Room
 - Old Town Hall – Repaired door lock on Heritage Center side of Old Town Hall
 - Public Safety Building –Light bulbs replaced in 2 rooms at the Police Department. Sensor to emergency light replaced in front office of Police Department
 - Visitors Center –Door handle and lock replaced on bathroom door

Public Streets

- Applied over 14 tons of asphalt on the following public streets:
 - Cormorant Dr (Halls Creek North) – 2 patches totaling 6 tons of asphalt.
 - Broad Street – 2 patches totaling 7 tons of asphalt.
 - Sabiston Dr. – 1 patch totaling 1 ton of asphalt
- Painted curbs at the corners of several streets in the downtown area

Storm Water

- Continued routine maintenance on various stormwater easements throughout the town.
- Cut the stormwater easements in the following Subdivisions:
 - Halls Creek
 - Swansboro Acres
 - Deer Run
 - Forest Brook
 - Park Place
- Cleared stormwater drains throughout the town

Department Reports for May 2023

Solid Waste

- Twice weekly trash pickup at all parks and Downtown areas, conducted on Monday and Friday mornings
- Weekly Yard Waste Run
- Litter sweep and pick up conducted at all town parks

Grass Cutting & Grounds Maintenance

- Edged the sidewalks and curbs in the following Subdivisions:
 - Forest Brook
 - Swansboro Acres
 - Halls Creek 3
- Trimmed and cut back vegetation along the Nature Trail at Municipal Park
- Trimmed and cut back vegetation around Municipal Park, where needed
- Mowed grass and trimmed weeds in Ward Cemetery
- Spread grass seed at the Pug Pavillion Lawn
- Weeded flower beds at all town buildings
- Repaired fencing at the Town Hall Cemetery
- Bi-weekly grass cutting of all Town Parks
- Bi-weekly grass cutting of all grounds, in and around all Public Buildings

Vehicle & Equipment Maintenance

- Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair, battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.

Miscellaneous Efforts

- Pressure washed Bi-Park Dock Gazebo
- Set-up and tore down, downtown area for Pirates Fest
- Set up downtown for Swan Fest on last Sunday in May