



Board of Commissioners Agenda

Town of Swansboro

Monday, February 27, 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. Meeting Minutes

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

IV. Appointments/Recognitions/Presentations

a. First Citizens Bank – Laddered Bond Strategy

Presenter: Sherwood Blackwood – First Citizens

b. Board Appointments

Presenter: Alissa Fender – Town Clerk

Due to relocations of board members, two in-town seats are now vacant on the Board of Adjustment. A list of vacancies is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

Recommended Action: Consider appointments to the Board of Adjustment

V. Public Hearing

VI. Business Non-Consent

[a.](#) **Financial Report as of January 31, 2023**
Presenter: Sonia Johnson – Finance Director

[b.](#) **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 Update**

[b.](#) **Department Reports**

X. Board Comments

XI. Closed Session

XII. Adjournment

**Town of Swansboro
Board of Commissioners
September 26, 2022, Regular Meeting**

Item IV - a.

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 Tuner, seconded by Commissioner Philpott, the agenda and the below consent items were adopted unanimously.

- **Meeting Minutes**

April 28, 2022, Special Meeting

May 9, 2022, Regular Meeting

May 9, 2022, Closed Session

- **Tax Refunds**

Bass, Brandon Edward	\$24.28	Tag Surrender
Brenenstuhl, Daniel James	\$137.28	Tag Surrender
Crook, Stephen Armstrong & Hauer, Marcie Kay	\$151.08	Tag Surrender
Foster, Sydnei Brooke	\$4.16	Tag Surrender
Miller, Nicole Alisa	\$60.27	Tag Surrender
Akerberg, Ethan R	\$91.21	Military
Grady, Jeffrey Lynn	\$64.74	Tag Surrender
Keller, Ronald Grant	\$4.02	Tag Surrender
Seddon, Justin Ryan	\$156.19	Military

Appointments/Recognitions/Presentations

Employee Introductions

Police Chief Taylor introduced two new officers Cindy Debonis and Luke Holt, and shared that Ben Brim had been promoted to lieutenant.

Business Non-Consent

Financial Report as of August 31, 2022

Mrs. Johnson reviewed details from the monthly financial report, attached herein with the PowerPoint presentation of the meeting. The amounts provided did not include any of the ARP funds. Starting with next month's report she would include a grant slide to provide information on those funds.

In regard to the deficit of \$242,000 in revenue over expenditures, Mrs. Johnson explained that it was due to receipt of ad-valorem taxes and this typically happens around this time of year.

Future Sidewalk Priorities Discussion

Manager Webb reviewed that at its July 25, 2022, meeting, the Board of Commissioners reviewed options for additional priority areas for sidewalks. These mapped areas would assist in making the triangle from NC24/Hammocks Beach Road/Old Hammock Road completely walkable. Maps were also provided for the area of Deer Run on Main Street Extension to NC24, and Mt. Pleasant Road.

An update from NCDOT indicated that funding was available to cover Priority 4 (a section from the soccer field to Halls Creek) and a small section connecting the Cottages of Swansboro and Piggly Wiggly.

Mayor Davis shared that adding a sidewalk at the other end of Cottages to Phillips Drive would complete sidewalks from Phillips all the way to Highway 24.

The board discussed and identified the following priority areas.

- Priority 5 – Pineland Drive parcel and Cottages to Piggly Wiggly side entrance street
- Priority 6 - Main Street Extension from the Recreation Center to Old Hammock to Highway 24
- Priority 7 – Gaps without sidewalks on 24 from Old Hammock to downtown
- Priority 8 – South side of Highway 24 from Walmart to Queens Creek

Board of Commissioners Policy 12(a) – Volunteer of the Year Award

Town Clerk Fender reviewed that board members requested to revisit the Samuel Swann Bland Award policy to consider amendments. At the boards August 22, 2022, direction was given to staff on several amendments to the policy to include changing the name.

Board members agreed that another name should be considered and that the award should be elevated with holding a banquet for the recipient of the award and invite past recipients, and to have a plaque placed in the Town Hall lobby with names of all who

received the award since its creation. Revisions of the award would be considered for the next year and expanding on the selection criteria specified along with researching other area awards was recommended.

Future Agenda Items

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

The following items were addressed to be added to a future meeting:

- Recognition of Bob Vroom for Hall of Fame induction
- Social District consideration
- Water Street Rezoning consideration from B2HDO to Residential

Public Comment

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

Manager's Comments

Manager Webb had no additional details or comments to her report provided in the agenda packet.

Board Comments

Mayor Pro Tem Tursi acknowledged the fire department and thanked them for their response to the house fire the other week.

Commissioner Philpott shared that 6 members of the EOC Committee were selected for participation on the interview panel and that the committee selected 3 to be interviewed of the firms that submitted RFQ's. The members selected for the interview panel were Brenda Pugliese, David Degnan, Paula Webb, Jonathan McDaniel, Dusty Rhodes and Larry Philpott.

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 6:48 pm.

**Town of Swansboro
Board of Commissioners
October 24, 2022, Regular Meeting**

Item IV - a.

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

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 Philpott, seconded by Commissioner Conaway, the agenda and the below consent items were adopted unanimously.

- Tax Refunds
Collins, Ernestine Ward 11.43 Tag Surrender

Appointments/Recognitions/Presentations

Employee of the Quarter

Parks & Recreation Director Stanley introduced the Employee of the Quarter, Tammy Manriquez. She shared that Tammy came onboard during the latter part of the COVID pandemic and she was identified as being extremely reliable, flexible, a team player and took pride in her work.

Recognition of Police Explorers and overview of the Explorer Program

Police Lieutenant Brim introduced the Police Explorers program which currently had 3 Explorers. The program was an educational, volunteer program for high school and young adults ages 14 to 20, with interests in law enforcement. This program was designed to enhance self-confidence, motivation, civic-mindedness, and cultivate strong leadership traits with hands-on experience in law enforcement activities.

Public Hearing

Annexation of Certain Real Property

Town Clerk Fender reviewed that the Town of Swansboro owned real property located in Swansboro, Onslow County, North Carolina that was contiguous and within the ETJ, identified as Parcel ID 168580. The parcel was further described as the Swansgate

Subdivision Open Space. The Swansboro Board of Commissioners adopted Resolution #2022-R9 in support of annexation of the property on September 12, 2022.

The public hearing was opened at 5:40 pm then closed as no comments were offered.

On a motion by Commissioner Conaway, seconded by Commissioner Philpott Ordinance# 2022-O14 annexing Certain Real Property as described by its legal description and all exhibits into the Swansboro Town Limits was adopted with unanimous approval.

Business Non-Consent

Fee schedule amendment for Special Detail/Extra Duty Police Services

Police Chief Taylor shared that due to increases in officers' salaries, an amendment was requested to the fee schedule for Special Detail/Extra Duty Police Services from \$25.50/hour for Police Officers to \$30.50/hour. These fees were charged for events held at the Civic Center and other places in town that require the presence of an off-duty Police Officer. The fee had not been changed since its inception in 2014.

During discussion it was determined that other areas charged a rate of \$35/hour, and the board supported that fee. On a motion by Commissioner Philpott seconded by Commissioner Turner, the fee schedule amendment to change Special Detail/Extra-duty Police Services from \$25.50/hour for Police Officers to \$35/hour was approved unanimously.

Financial Report - as of September 30, 2022

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

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.

The following items were addressed:

- The November 28, 2022, regular meeting was canceled.
- The December 26, 2022, regular meeting was canceled.

Public Comment

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were given.

Manager's Comments

Manager Webb had no additional details or comments on her report provided in the agenda packet. She shared that the newly redesigned website had launched and was live.

Board Comments

Commissioner Philpott shared that interviews of the firms who submitted RFQ's for the EOC/Public Safety Building project went well and a recommendation would be shared at a future meeting.

Commissioner Turner shared that the Halloweenie Roast and costume contest held downtown went well and there were many great costumes.

Mayor Davis inquired if there could be consideration given for holding a duck round up and shared that he had received complaints about the amount we have in the downtown area. He also shared that the demolition of 214 Water Street was a sad sight to see and hoped that the Demo by Neglect amendment would come before the board soon.

Closed Session

On a motion by Commissioner Turner Seconded by Commissioner Philpott the board entered closed session pursuant to NCGS 143-318.11 (a) (5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

During closed session, a motion was made and seconded to return to open session. No action was taken.

Adjournment

On a motion by Commissioner Philpott seconded by Commissioner Conaway the meeting adjourned at 6:44 pm.



Town of Swansboro

January 20 , 2023

Presented By:

Sherwood Blackwood

Director of Institutional Sales

(910)603-2005

Sherwood.blackwoodiii@firstcitizens.com



First Citizens Institutional Trust

\$14.1B

Assets under
Administration

>770

Clients Utilizing our
Services

\$5B

Assets under
Management

>40

Dedicated
Professionals

99%

Clients are “Very
Satisfied” or “Satisfied”
with their service
experience*

First Citizens Institutional Trust: July 2021

*Results based on 2021 independent, third-party survey conducted with First Citizens Institutional Trust clients



First Citizens
WEALTH MANAGEMENT

Fixed Income Benefits

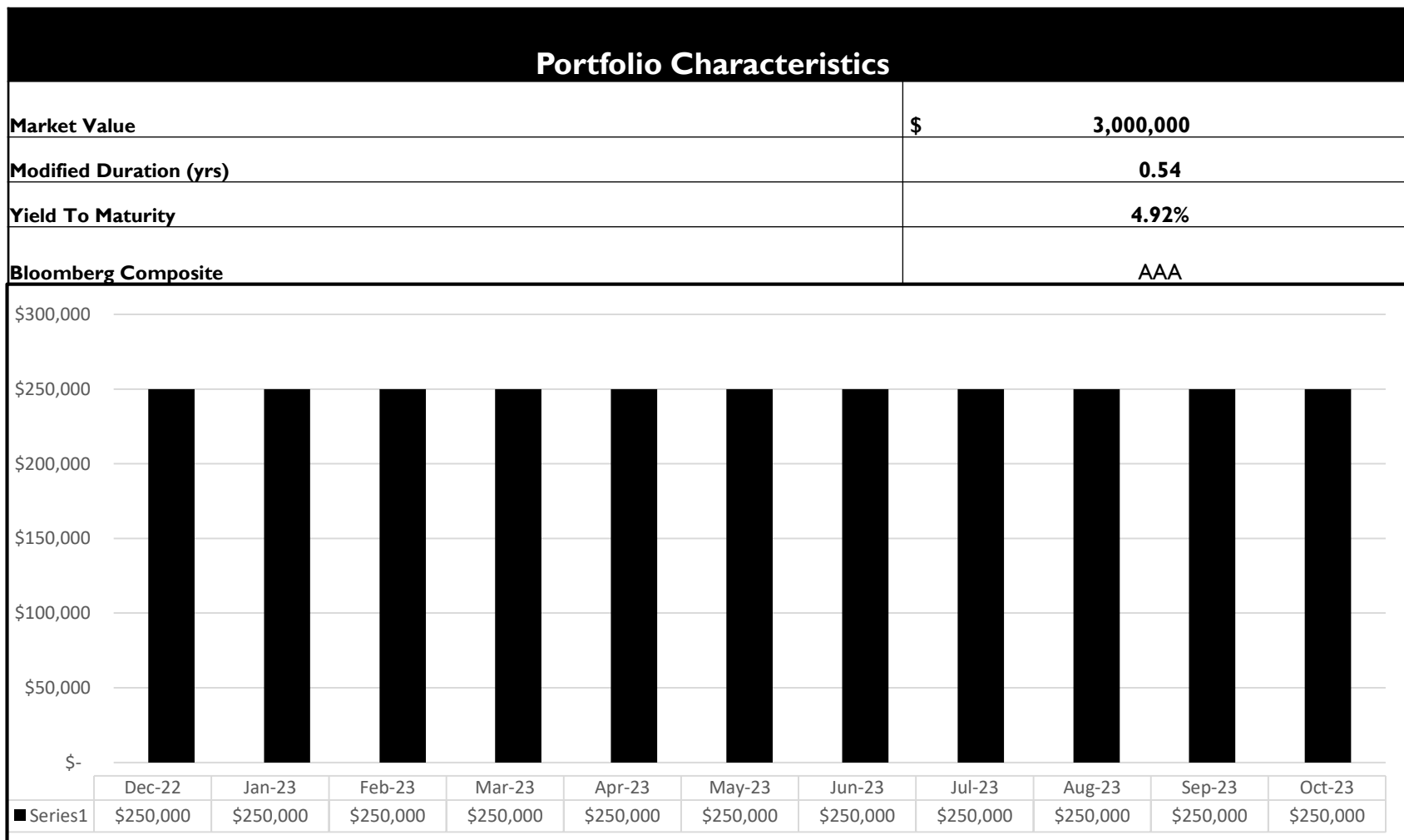
- ✓ Prudent Investment Philosophy Built Upon a Rigorous Framework
- ✓ Institutional Pricing
 - Direct trading with broker dealers
 - No intermediary (middleman)
 - Price Transparency
 - No additional fees or markups
 - Block Trading
 - Grouping activity adds liquidity
- ✓ Market Leading Execution Platforms
 - Bloomberg AIM OMS
 - MarketAxess



PORTFOLIO DISCUSSION

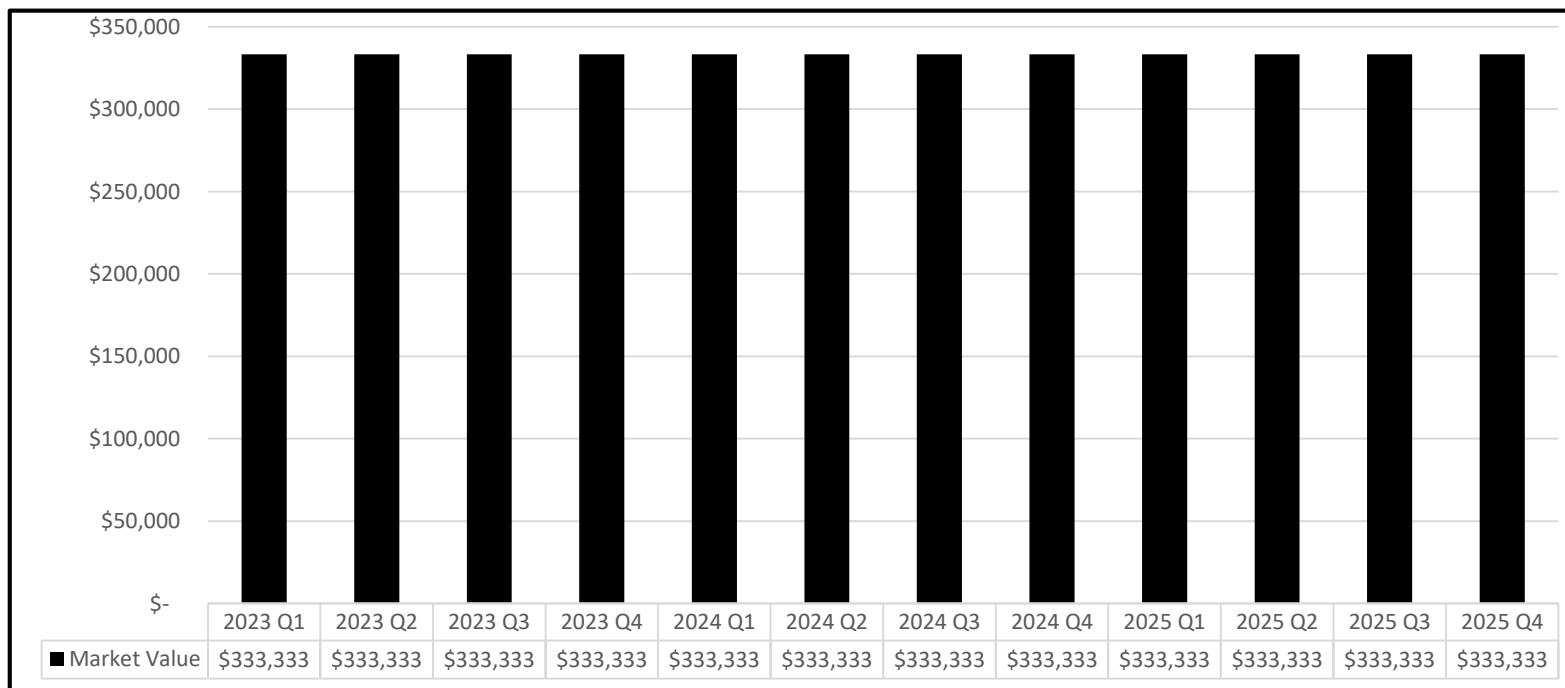


Mock Portfolio 0-1yr.



Mock Portfolio 0-3yr.

Portfolio Characteristics	
Par Value	\$ 4,000,000
Modified Duration (yrs)	1.50
Yield To Maturity	4.79%
Bloomberg Composite	AAA

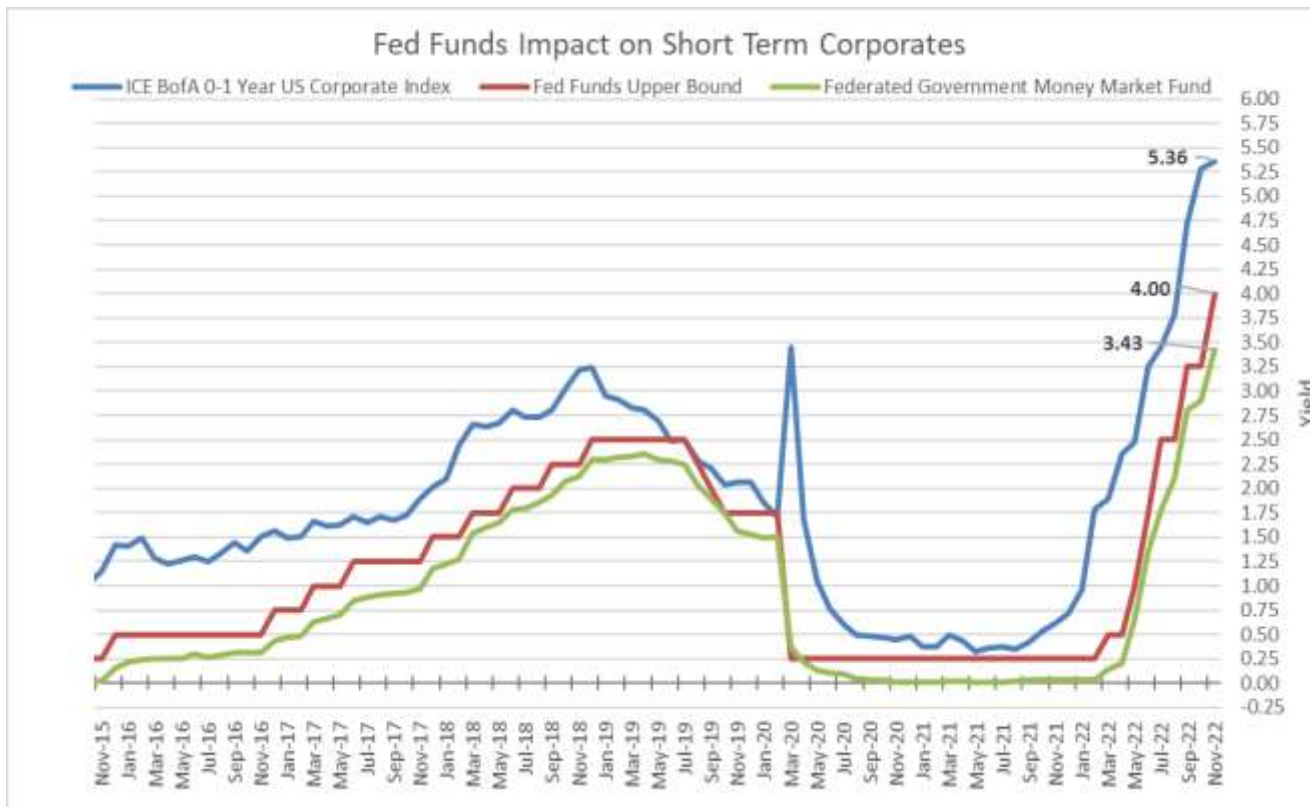


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Data as of February 21, 2023. Maturity schedule illustrates bond par value maturing each quarter.

Fed Funds Impact on Rates

Item IV - a.



- Fed Funds movement drives front end yields
- Shorter maturity investments adjust as Fed Funds moves
- Longer maturity investments adjust in advance of Fed Funds based on expectations
- Investors are typically compensated for duration over the long term



F E E S



Institutional Trust – Account Subject to Statutory Investment Restrictions

Account Value	Annualized Fee
\$0 to \$5,000,000	0.45%
\$5,000,001 to \$15,000,000	0.35%
\$15,000,001 to \$50,000,000	0.25%
Over \$50,000,000	0.15%

- All fees represented are annual, subject to the minimum asset fee of \$625/month.



First Citizens
WEALTH MANAGEMENT

First Citizens Wealth Management is a joint marketing mark of First-Citizens Bank & Trust Company ("First Citizens Bank"), Member FDIC; First Citizens Investor Services, Inc., Member FINRA/SIPC, an SEC-registered broker-dealer and investment advisor; and First Citizens Asset Management, Inc., an SEC-registered investment advisor.

Bank deposit products are offered by First Citizens Bank, Member FDIC.

Investments in securities, annuities and insurance are not insured by the FDIC or any federal government agency; may lose value; are not a deposit or other obligation of, or guaranteed by, any bank or bank affiliate; and are subject to investment risks, including possible loss of the principal amount invested. Brokerage and some investment advisory services may be offered through First Citizens Investor Services, Inc. Member FINRA/SIPC. First Citizens Asset Management, Inc. provides investment advisory services.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Board Appointments**

Board Meeting Date: **February 27, 2023**

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

Overview: Due to relocations of board members, two in-town seats are now vacant on the Board of Adjustment. A list of vacancies is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

Board of Adjustment

There are 2 in town vacancies – there are 5 interested applicants on file.

There is 1 ETJ (ALT) vacancy – there are no ETJ applicants on file.

Background Attachment(s):

NCGS 160A-362 and NCGS 128-1.1

ETJ Resolutions

Talent Bank Sheet

Recommended Action:

1. Consider appointments to the Board of Adjustment

Action: _____

§ 160A-362. Extraterritorial representation.

When a city elects to exercise extraterritorial zoning or subdivision-regulation powers under G.S. 160A-360, it shall in the ordinance creating or designating its planning board provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated. Representation shall be provided by appointing at least one resident of the entire extraterritorial zoning and subdivision regulation area to the planning board and the board of adjustment that makes recommendations or grants relief in these matters. For purposes of this section, an additional member must be appointed to the planning board or board of adjustment to achieve proportional representation only when the population of the entire extraterritorial zoning and subdivision area constitutes a full fraction of the municipality's population divided by the total membership of the planning board or board of adjustment. Membership of joint municipal county planning agencies or boards of adjustment may be appointed as agreed by counties and municipalities. Any advisory board established prior to July 1, 1983, to provide the required extraterritorial representation shall constitute compliance with this section until the board is abolished by ordinance of the city. The representatives on the planning board and the board of adjustment shall be appointed by the board of county commissioners with jurisdiction over the area. When selecting a new representative to the planning board or to the board of adjustment as a result of an extension of the extraterritorial jurisdiction, the board of county commissioners shall hold a public hearing on the selection. A notice of the hearing shall be given once a week for two successive calendar weeks in a newspaper having general circulation in the area. The board of county commissioners shall select appointees only from those who apply at or before the public hearing. The county shall make the appointments within 45 days following the public hearing. Once a city provides proportional representation, no power available to a city under G.S. 160A-360 shall be ineffective in its extraterritorial area solely because county appointments have not yet been made. If there is an insufficient number of qualified residents of the area to meet membership requirements, the board of county commissioners may appoint as many other residents of the county as necessary to make up the requisite number. When the extraterritorial area extends into two or more counties, each board of county commissioners concerned shall appoint representatives from its portion of the area, as specified in the ordinance. If a board of county commissioners fails to make these appointments within 90 days after receiving a resolution from the city council requesting that they be made, the city council may make them. If the ordinance so provides, the outside representatives may have equal rights, privileges, and duties with the other members of the board to which they are appointed, regardless of whether the matters at issue arise within the city or within the extraterritorial area; otherwise they shall function only with respect to matters within the extraterritorial area. (1959, c. 1204; 1961, c. 103; c. 548, ss. 1, 13/4; c. 1217; 1963, cc. 519, 889, 1076, 1105; 1965, c. 121; c. 348, s. 2; c. 450, s. 1; c. 864, ss. 3-6; 1967, cc. 15, 22, 149; c. 197, s. 2; cc. 246, 685; c. 1208, s. 3; 1969, cc. 11, 53; c. 1010, s. 5; c. 1099; 1971, c. 698, s. 1; 1983, c. 584, ss. 1-4; 1995 (Reg. Sess., 1996), c. 746, s. 2; 2005-418, s. 11.)

§ 128-1.1. Dual-office holding allowed.

(a) Any person who holds an appointive office, place of trust or profit in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution, to hold concurrently one other appointive office, place of trust or profit, or an elective office in either State or local government.

(b) Any person who holds an elective office in State or local government is hereby authorized by the General Assembly, pursuant to Article VI, Sec. 9 of the North Carolina Constitution to hold concurrently one other appointive office, place of trust or profit, in either State or local government.

(c) Any person who holds an office or position in the federal postal system or is commissioned as a special officer or deputy special officer of the United States Bureau of Indian Affairs is hereby authorized to hold concurrently therewith one position in State or local government.

(c1) Where authorized by federal law, any State or local law enforcement agency may authorize its law enforcement officers to also perform the functions of an officer under 8 U.S.C. § 1357(g) if the agency has a Memorandum of Agreement or Memorandum of Understanding for that purpose with a federal agency. State and local law enforcement officers authorized under this provision are authorized to hold any office or position with the applicable federal agency required to perform the described functions.

(c2) Repealed by Session Laws 2015-201, s. 3(b), effective August 5, 2015.

(d) The term "elective office," as used herein, shall mean any office filled by election by the people when the election is conducted by a county board of elections under the supervision of the State Board of Elections. (1971, c. 697, s. 2; 1975, c. 174; 1987, c. 427, s. 10; 2006-259, s. 24(a); 2011-31, s. 13; 2014-100, s. 14.11(b); 2015-201, s. 3(b); 2015-241, s. 14.30(u); 2017-6, s. 3; 2018-146, ss. 3.1(a), (b), 6.1.)

TOWN OF SWANSBORO
Resolution 2023-R__

Nomination(s) to Serve as Extraterritorial Representative(s)

WHEREAS, NCGS 160D-307 provides that the County Board of Commissioners is the appointing authority for extraterritorial representatives on municipal planning boards and boards of adjustment; and

WHEREAS, the Swansboro Board of Commissioners desires to recommend that the following resident(s) of its extraterritorial jurisdiction be considered for appointment to a planning-related board;

NOW THEREFORE BE IT RESOLVED that the Town of Swansboro Board of Commissioners respectfully requests the following extraterritorial resident(s) be appointed by the Onslow County Board of Commissioners to the board(s) indicated:

<u>Municipal Board</u>	<u>Nominee</u>	<u>Address</u>	<u>Term Expiration</u>
Planning Board	_____	_____	_____
Board of Adjustment	_____	_____	_____

Adopted this ____ day of _____ 2023.

 John Davis, Mayor

Attest:

 Alissa Fender, Town Clerk

THUMBNAIL PROFILES TALENT BANK APPLICANTS

Wayne Mixon Town Limits (910)358-3938 (2/2023)

Interested in Board of Adjustment

-Retired

-Masters in Criminal Justice

-Prior board member of Planning Board & Board of Adjustment, Swansboro Century Club, Onslow County Crime Stoppers Board, Albert J. Ellis Airport Citizens Advisory Board

-Has lived in Swansboro since 1994 and has 30 years of law enforcement and has understanding of the need to follow established policies when making decisions

-Has a genuine interest in the controlled growth of Swansboro and the immediate area. Desires to give back to the community

Eric Young Town Limits (405) 434-7145 (2/2023)

Interested in Historic Preservation Planning Board Board of Adjustment Park Board

Tourism Authority Other

-Retired

-Master of Science in Adult Learning and Leadership, Master of Art Organizational Security

-27 years in USMC leading organizations ranging in size from 50 to 850. Skilled in coordinating efforts of cross-functional and cross-cultural teams. Practiced in providing vision, strategy, and innovative solutions.

Familiar with procedural law as both a commanding officer and member of law enforcement.

John Fitzgerald Town Limits (910)382-4292 (2/2023)

Interested in Historic Preservation Planning Board Board of Adjustment Park Board

Tourism Authority Other

-Retired

-Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies

-Highly experience leader with over 40 years of logistics managerial experience with both the Departments of State and Defense. Undaunted when faced with complex logistical problems, draws on vast experience operating at the tactical, operations, and strategic levels of the US government to apply a logical well-thoughtout approach to solve problems.

Lawrence Abalos Town Limits (910) 389-7500 (11/2022)

Interested in Tourism Authority

-Self Employed

-Bachelor's degree

-Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach

-Would like to be a part of our community growth and development.

Clara Abalos Town Limits (910) 358-2110 (12/2022)

Interested in Planning Board

-Director of Learning & Development, Hunt Military Communities

-Bachelor's Degree in Government with concentration in Business

-Founding Board member of Hunt Heroes Foundations, Volunteer with Century Club and local schools, Knowledge of legal compliance at local, state and federal levels and understands the importance.

-Desires to provide a positive impact to the Swansboro community for current and future residents.

Note: Applications are kept on file for one year.

(Updated 2/2023) afender Z:\Town Clerk\Advisory Board Members

Miki Devito **Town Limits** (843)513-4076 (12/2022)

Interested in **Historic Preservation****Tourism Authority**

-Sr clinical Trail Manager/Drug Development – Icon Plc.

-MBA

-Involvement with ACS, Food Bank, Stop Soldier Suicide, Veterans Memorial Reef Foundation, Wounded Warriors

-People person, friendly, loves Swansboro and shares that love with others, cares for the Historic District now and for future generations

-Desires to work to increase and keeping tourism alive & well for the Town. Promote Swansboro as the “go to” place for families, conventions, etc. to enjoy. Live in historic homes and understands the value of maintaining that for others to enjoy.

Joseph C. Brown **Town Limits** (810) 410-7543 (10/2022)

Interested in **Planning Board****Other-Special Task for Groups**

-Retired

-Associates Degree with 3 years towards bachelor’s degree

-Vol Firefighter, Disaster relief volunteer with SUMC, 26 years as Army maintenance specialist, 14 years as senior logistician for DOD

-Interested in community involvement, wants to give back to the community, will be a committed contributor to the town for any or all boards appointed.

Dorothy Tisdale **Town Limits** (910) 358-1821 (9/2022)

Interested in **Park Board**

-Retired

-Master of Science Degree in Education

-Volunteer work with Church

-20 year elementary school teacher, business partner, real estate buying & selling

-Enjoys the facilities offered at the area parks and would like to be active contributor to the parks future.

Richard Christian Smith **Town Limits** (252)725-5274 (12/2021)

Interested in **Historic Preservation****Planning Board****Board of Adjustment****Park Board****Tourism Authority**

-Attorney: The Law Office of R. Christian Smith, PLLC

-Juris Doctor

-Civic community involvement includes Boy Scouts of America, One Harbor Church, First Baptist Church

-Retired from NC Army National Guard, Extensive Storm response experience, previous Prosecutor, Probation Officer

-Loves residing in Swansboro and wants to see it experience responsible growth that allows additional residents to call Swansboro home, improve quality and variety of services while maintaining health and safety of community along with small town feel.

Elaine Justice **Town Limits** (910) 546-3303 (7/2022)

Interested in **Planning Board****Board of Adjustment****Park Board****Tourism Authority****Other**

-Retired from Onslow County Schools

-Master’s degree in Curriculum & Supervision

-Current and/or prior involvement with Onslow County Schools, North River Methodist, Core Sound Museum member, Swansboro Historical Association, Swansboro United Methodist Church 2022 Bible School

-15-year educator in Swansboro, lifelong Easter North Carolina resident ready to help Swansboro be a better place for all.

Note: Applications are kept on file for one year.

(Updated 2/2023) afender Z:\Town Clerk\Advisory Board Members

William H. Kelly Town Limits (910)382-2275 (3/2022)

Interested in **Historic Preservation Planning Board**

- Accident Investigator MCB Camp Lejeune
- Highschool graduate with some college
- Volunteer Firefighter with Piney Green VFD from 1997-2006
- Wants to get more involved with the community, has lived in the community for several years and wants to help Swansboro stay the Friendly City by the Sea.

Kelley Brown (910)238-0191 (2/2022)

Interested in **Tourism Authority**

- Sales Manager Hampton Inn Suites
- Highschool graduate
- Currently supporting Chamber of Commerce on the BOD, Military Affairs Committee, TAC in Jacksonville, and FHBI Volunteer
- The hotel has a special position, and we are consistently involved in the community and in the growth of the town, as it advances all interested.

*Note: Applications are kept on file for one year.
(Updated 2/2023) afender Z:\Town Clerk\Advisory Board Members*

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

REVENUES

EXPENDITURES

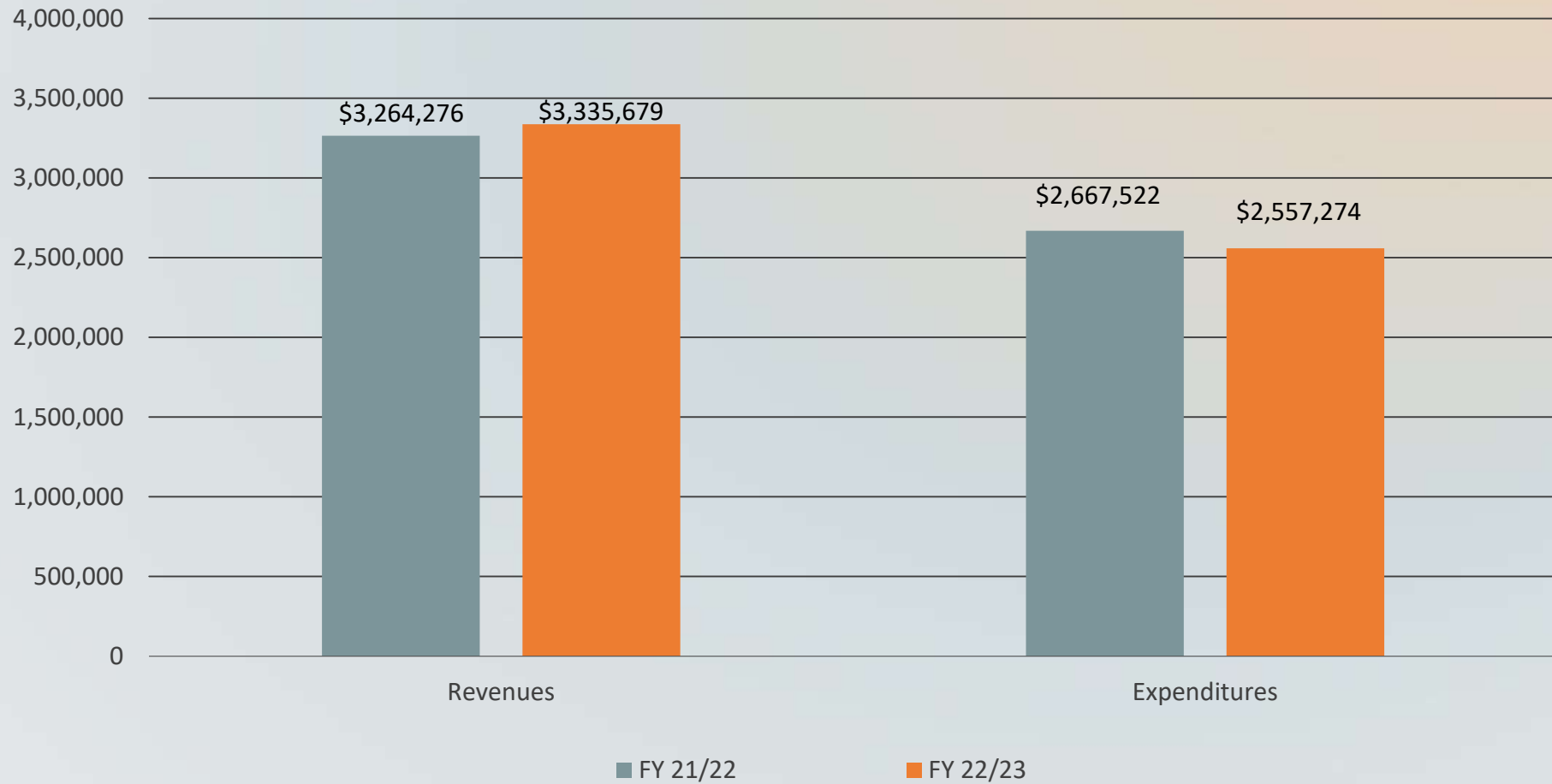
LOAN PAYMENTS

INVESTMENTS

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

Item VI - a.

GENERAL FUND



ENCUMBRANCES INCLUDED

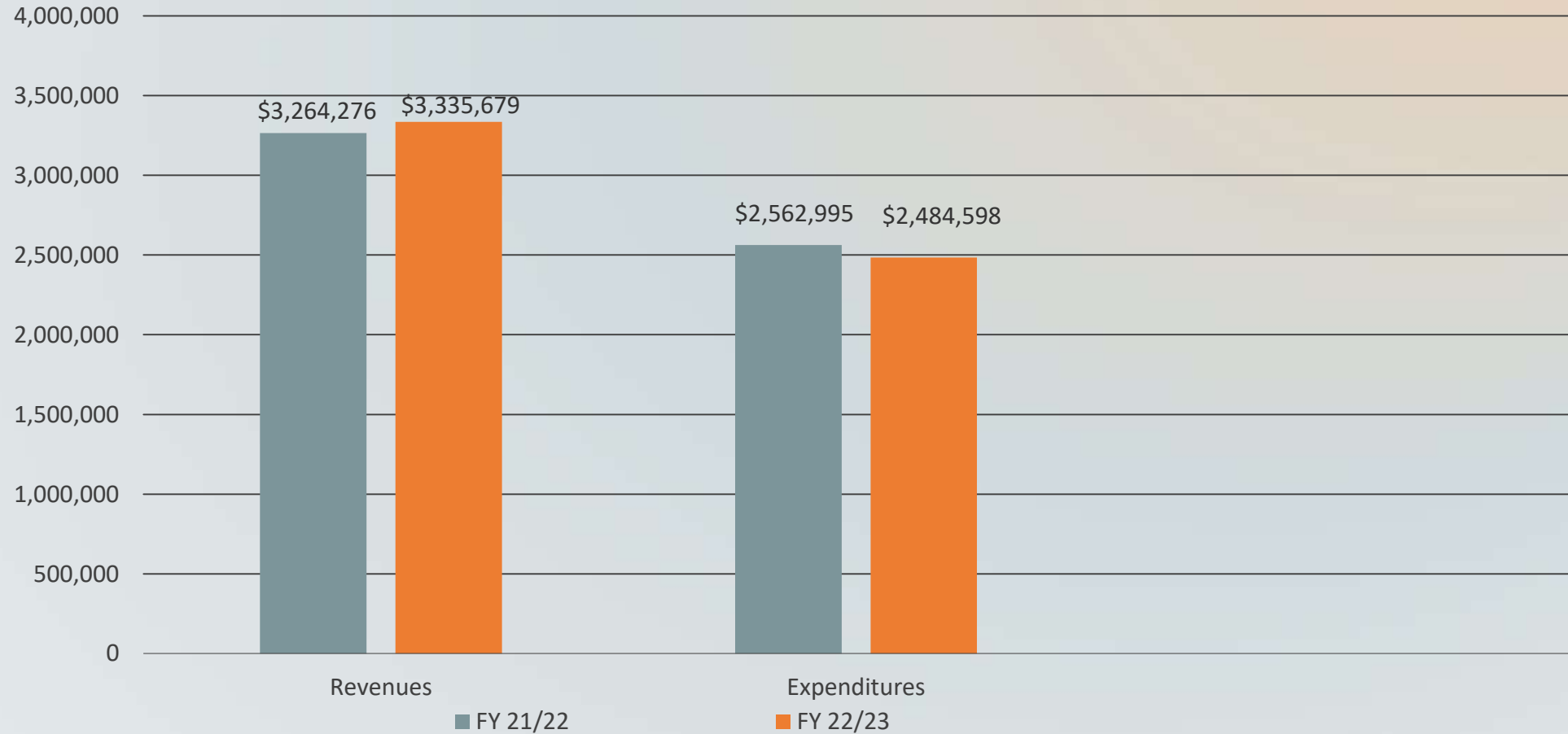
Total Excess of Revenues Over Expenditures \$778,405

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

Item VI - a.

(ACTUAL)

GENERAL FUND



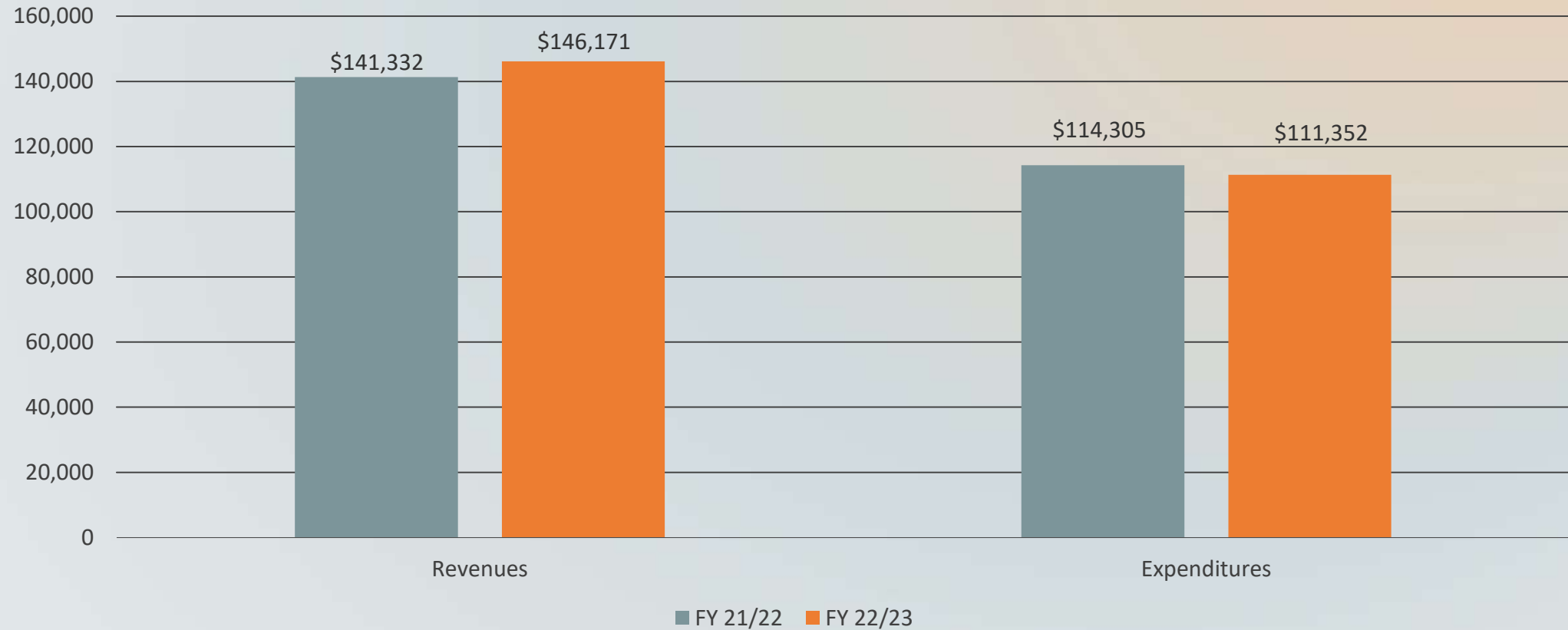
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$851,081

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2023
GOVERNING BODY	29,902	14,963	-	50.0%
ADMIN SERVICES	374,944	219,446	-	58.5%
FINANCE	265,670	159,186	-	59.9%
LEGAL	43,000	21,417	-	49.8%
PUBLIC BUILDINGS	389,207	147,438	18,839	42.7%
FIRE	1,061,129	570,698	11,838	54.9%
PERMITTING	360,338	152,624	-	42.4%
POLICE	1,059,894	481,742	13,959	46.8%
PUBLIC WORKS-STREETS	375,286	164,019	1,826	44.2%
POWELL BILL-STREETS	111,526	4,742	2,008	6.1%
PARKS & RECREATION	361,247	177,415	18,268	54.2%
CHURCH STREET DOCK	9,454	3,276	1,202	47.4%
EMERGENCY MANAGEMENT	2,700	2,044	-	75.7%
FESTIVALS & EVENTS	124,449	54,060	4,574	47.1%
NON DEPARTMENTAL	483,302	311,527	162	64.5%
TOTAL	5,052,048	2,484,598	72,676	50.62%

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

Item VI - a.

STORMWATER ENTERPRISE FUND

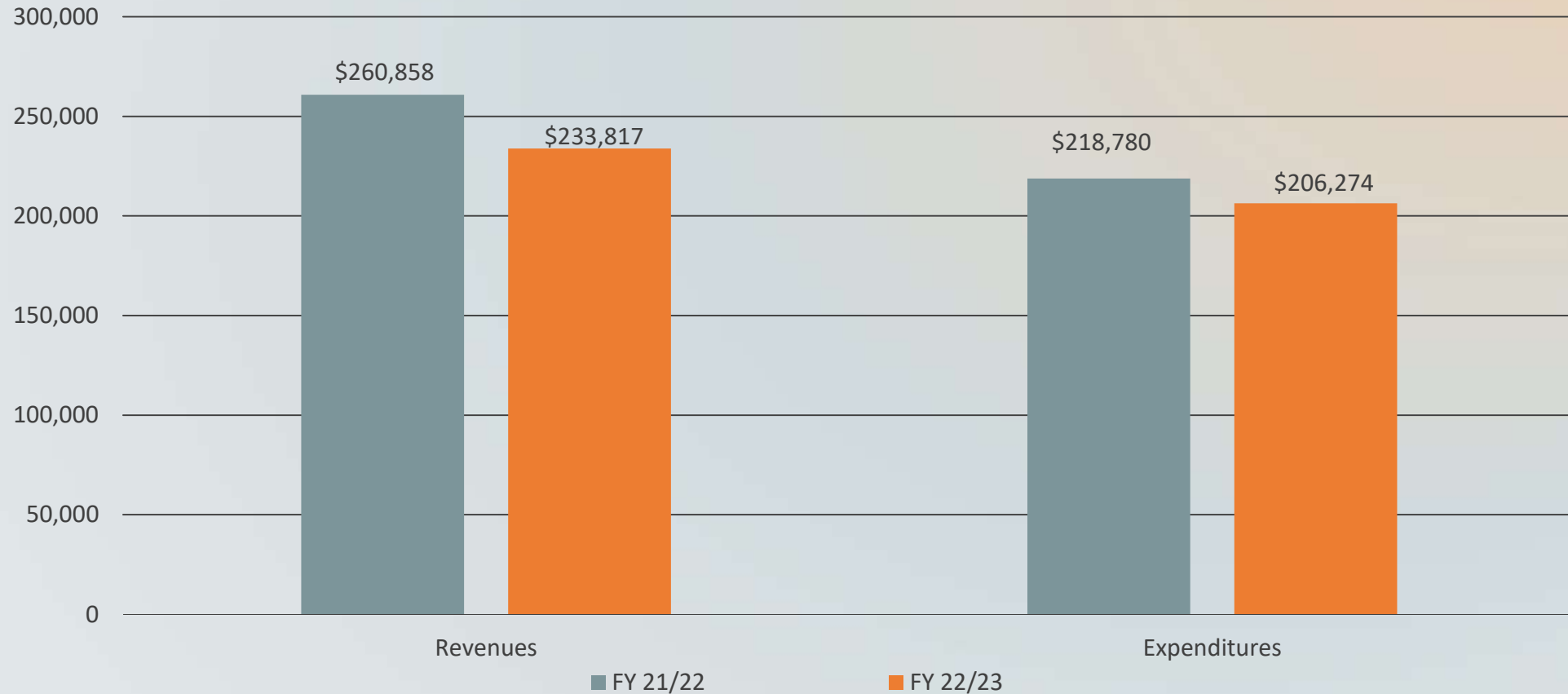


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$34,819

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

Item VI - a.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$27,543

TOWN OF SWANSBORO LOAN REPORT (AS OF JANUARY 31, 2023)

Item VI - a.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	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	\$1,051,693			\$273,632

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	10,949,669	.10%
NC CMT-General	\$1,395,589	4.22%

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	\$610,048	\$132,867	\$322,810
Swansboro Bicentennial Park Boardwalk Extension	\$163,350	\$15,397	\$0	\$147,953
Emergency Operation Center	\$6,003,975	\$78	\$0	\$6,003,897
Emmerton School Repairs	\$424,000	\$0	\$0	\$424,000
Total Outstanding Grants	\$7,657,050	\$625,523	\$132,867	\$6,898,660

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **February 27, 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.

March 13, 2023

- * PH - Demo by Neglect
- * Water Street Rezoning - tabled from 12/12/2022 meeting

March 27, 2023

- * Social District Consideration
- * Financial Report
- * Department Report

April Meeting Dates

Regular – 10th

Regular – 24th

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
 - o 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*)
- * Table of Permitted Uses Amendments (*after: consider re-empowering BOA for Special Use Permit Review*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Church Street Dock Safety Policy
- * 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*)
- * Special Use Permit/Wawa convenience store/gas station
- * Rob Johnson – Onslow Soil & Water
- * Resolution Supporting Veterans Garden
- * Community Meetings Discussion
- * Duke Energy Presentation

PROJECTS REPORT

Town Projects/Initiatives Update

February 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.

- **Swansboro Causeway Living Shoreline Project:**

NCDOT and NC Coastal Federation have partnered on a National Fish and Wildlife Foundation Grant to install a proposed living shoreline at strategic locations on NC Hwy 24 that are exposed to the White Oak River.

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

“Project Site 2 is located northeast of the Swansboro Yacht Club, a local community dining establishment, located within Onslow County, at the border of Carteret County. Living shoreline work will be completed on an island that is located between the two N.C. 24 bridges. The causeway along the northeast side of N.C. 24 has experienced past erosion due to storm events (in 2005 and 2011), including erosional undercutting as a result of Hurricane Florence (2018). The abutment along the northwest end of the island and the abutment at the southeast end of the island are also showing continued signs of erosion...”

Design and permitting of the proposed project is in the works with an intended construction to take place over the winter of 2022/2023. Proposed project designs will be forthcoming when available.

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K has completed the traffic counts. In short, the report acknowledges am restrictions from 6-9am and afternoon restrictions from 3-6pm.

Design work should be completed in the next couple months and expect to have permits in hand the end of Spring. Advertise and award (LET) the project in the summer 2022. Actual construction availability will be in mid-September 2022, assuming no moratorium that delays into October or November to start. Construction will continue through the Fall 2022, into Winter 2023, and conclude with the marsh planting between April 15, 2023 – May 15, 2023.

All permits were received on July 22nd and the Division was able to advertise the project on July 27th for an August 18th LET. Three 3 bids were received, with the low bidder being TA Loving Company in the amount of \$1,697,687.00 (0.1% (\$2,128.20) below the final

Town of Swansboro, NC Manager's Report

Item IX - a.

estimate). The contract was awarded to TA Loving Co, and they have presented the bonds and certificate of insurance to the Division.

NCDOT hosted its first monthly construction meeting this morning on this project. Roughly 20 attended to include the contractor TA Loving, NCDOT, NC Coastal Federation, Coastal Community College, and Town Staff. Hereafter, monthly meetings will be held on the fourth Thursday of the month. TA Loving is scheduled to begin mobilizing on October 10th.

Received word on 10/7/22 that the project start date would be delayed due to permit requirement discussion that resulted from the construction meeting on 9/26/22. NCDOT held an Environmental Pre-con onsite 10/7 and the agencies are now in agreement with our method of construction. However, a formal modification to the permit may be required. This could take 30 days +/- . Mobilization now expected mid to late November.

Received word November 16th that the project start date is now the week of November 28th. During initial construction of this project, the center turn lane will be removed and the west bound traffic will be shifted over to accommodate the rock sill construction. In addition, monthly construction meetings will be held at Town Hall on the fourth Thursday of each month.

- **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 Manager 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.

Town of Swansboro, NC Manager's Report

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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.

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

Town of Swansboro, NC Manager's Report

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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.*

- **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.

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, NCDCEM released the Request for Applications for Phase 3 of the Resilient Coastal Communities Program - applications are due June 3.

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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.

RCCP Project Portfolio		
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.

Town of Swansboro, NC Manager's Report

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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.

- **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.
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.

Town of Swansboro, NC Manager's Report

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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.

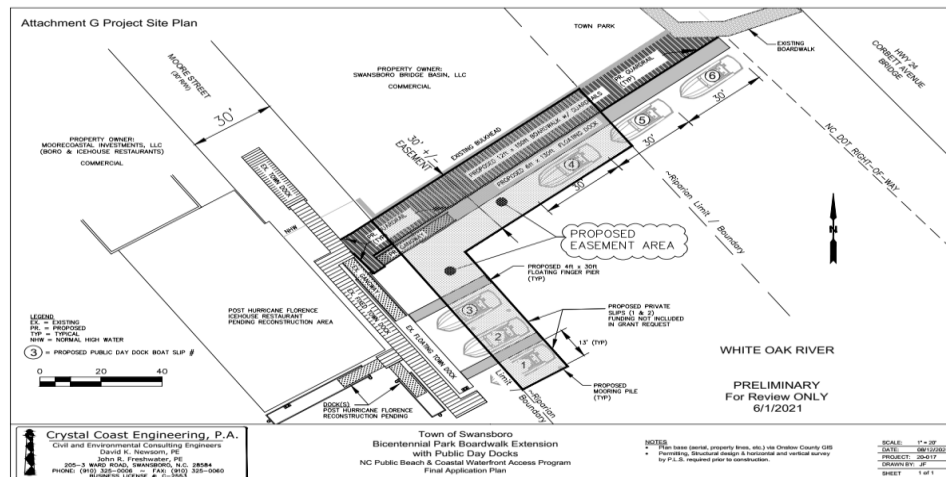
The Town, the State Historic Preservation Office and Mr. Gall are still working on contract details. Mr. Gall also had emergency knee surgery during the holidays.

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

- **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

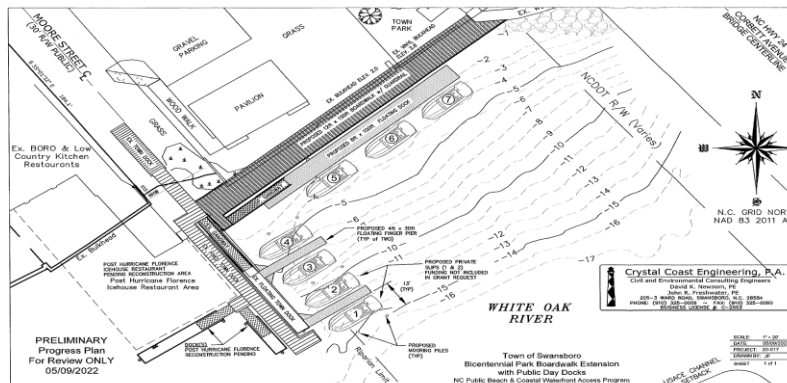
Town of Swansboro, NC

Manager's Report



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 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 CMA

Town of Swansboro, NC Manager's Report

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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 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.

- **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).

Town of Swansboro, NC Manager's Report

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- **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.

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



Town of Swansboro, NC

Manager's Report

Section 2 of Priority 2



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

Town of Swansboro, NC Manager's Report

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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.

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*)

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

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.

Priority 7

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

Priority 8

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

Priority 9

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

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 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

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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.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.

NCDOT reports that the synchronizations seem to be working properly. The timing on the Queens Creek Road intersection may be adjusted to allow more time on the side road entries. What they did discover was that motorist are not adhering to the 35-mph speed limit. Most were still traveling 40-45mph. Unless the Town is interested in reverting the speed limit back to 45 mph, better enforcement of the 35-mph speed limit is recommended.

- **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.
- **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.

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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 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.

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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

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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.

- **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.

Department Reports for January 2023

Administrative Services

- Phone Records Report for January: 2,011 calls

Internal – 517	Town Hall – 317	Parks and Recreation – 257
Police Department – 328	Fire Department – 86	Outgoing totals – 506
- Building permits sold for January: 69 residential/commercial combined; \$28,346.79 total fees collected (includes 7 re-inspections)
- 95 Building inspections scheduled/21 Fire Inspections processed
- 77 Various receipts processed
- 317 ONWASA payments processed; 6 New Services; 9 Other
- 10 Work Orders generated for Public Works
- 8 Notarization's performed
- Created Visitor Center Schedule for February
- Admin Staff worked at Visitor's Center 3 days each week (Aliette, Darla, Alissa, and Lisa)
- US Census Report Submitted – Permits
- Finalized December Departments Report
- Spoke with Spectrum on lease renewal options
- Began Business Expo planning & coordination of attendance
- Began planning of Advisory Board Appreciation reception
- Met with Kathy Vinson & John Wade on Boardwalk Project
- Planned & attended Department head team building exercise @ Escape Room in Jacksonville
- Compiled and sent out employee newsletter
- Provide planning support for numerous matters
- Sent all UDO text amendments to American Legal for codification
- Contact all Flood Management Appeals Board members to confirm interest to still serve
- Provided documents for Town Hall & Public Safety Building to EOC Committee
- Architectural Firm conducting feasibility study
- Street Acceptance request received for Swansgate – Planner began process
- Attended Groundbreaking Celebration for Teacher's Building at Hammocks Beach State Park
- Conducted interview for Planning/Project Coordinator position
- Began budget preparation for Admin Services, Governing Body, Legal & Permitting
- New advisory board appointments processed
- Public Records Request
 - SmartProcure Public Records Request to Town of Swansboro for Contact Information
 - 112 Oyster Bay Rd Public Records Request
 - SmartProcure Public Records Request to Town of Swansboro for PO/Vendor Information
 - 214 S Walnut Street Records Request

Department Reports for January 2023

- Board terms/history for John Lister
- Open the Books request for an electronic copy of all payment transactions for fiscal year 2022
- Issued News Releases for
 - BOC 1/9/2023 Meeting
 - MLK Holiday Closures
 - Yard Waste Collection Delay
 - BOC 1/23/23 Meeting
 - Weather alert # 1 – Cold Front
 - Weather alert # 2 – Cold Front
- Tyler Technologies Permitting Program
 - Worked through technical difficulties with program setup
 - Worked with project lead to have specific procedures created to accommodate business practices
 - Worked to input fire inspections for businesses in system
- 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
- HR-related items estimated at 31.25 hours
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 3,501. Top 5 pages viewed in December

Employment Opportunities 436 | Government 301 | Departments/permitting 267
Services 277 | Search/Question 208

Finance

- Sales & Use Tax received in January 2023 is \$106,980
- Accounts Payable Summary for January 2023:
 - 240 Invoices-Totaling \$492,583
 - 23 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for January 2023 (695.0)
- Processed payroll- 01/13/23 & 1/27/23
- Stormwater Fees Collected-January 2023-\$904.44-updated Stormwater spreadsheet
- December 2022 Bank Reconciliation-Town accounts
- December 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- TDA-prepared the agenda and quarterly financial report.
- Swansboro TDA – Meeting was held on Thursday, January 12, 2023. The next scheduled meeting will be held on Thursday, April 13, 2023 at 2:30 pm.
- Gathered financial information for January 27, 2023 regular meeting.

Department Reports for January 2023

- Budget instructions for FY 23/24 distributed to Department Heads
- Preparing Year End Projections FY 22/23/updating operating budget spreadsheet
- Updating Capital Improvement Plan
- Submitted the following reports:
 - HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System.
 - LGC203-North Carolina State Treasurer-Cash Deposits and Investments for Town and Swansboro TDA
- Submitted the Participant Application for the Certificate of Achievement Award for FY 21/22 to the Governmental Finance Officers Association.
- Submitted the following expenditure reports: (Grant Funds)
 - Office of State Budget & Management-State Capital and Infrastructure Fund Directed Grant (SCIF Grant)
- Attended the following Tyler Technologies classes:
 - 1095 Review Group Training
 - Time and Attendance Executime
 - Permits

Fire Department

Fire Calls

- 61 Total Calls
 - 42 Calls in Town including – 31 EMS Calls, 3 Traffic Accident Calls, 1 Grass Fire Call, 1 Electric Wiring Call, 3 Service Calls, 1 Authorized Burning Call, 2 False Alarm Calls
 - 9 Calls in White Oak District – 6 EMS Calls, 1 Service Call, 1 Authorized Burning Call, 1 False Alarm Call
 - 10 Calls Mutual Aid – 5 Fire Calls, 2 Grass Fire Calls, 1 Traffic Accident Call, 2 Cancelled Calls
- 202 Training hours - Paid Staff
- 40.75 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties
- Meaghan Kent and Michael Beck were hired to full-time firefighter positions in January. Meaghan comes to us from the Bear Creek Volunteer Fire Department and Michael was recently honorably discharged from the US Marine Corp and has been a volunteer firefighter with the Back Swamp and Western Carteret Fire Departments
- Captain Earles completed her Fire Officer Level 2 certification in January
- The department took possession of the new MSA Self-Contained Breathing Equipment purchased with the ARP funds approved by the Town Board of Commissioners. The new

Department Reports for January 2023

equipment was inventoried, staff was trained and the old equipment will be sold on GOVdeals.com

Volunteer staff

- Volunteer staff have conducted monthly training and perform standby duties
- The volunteers are currently enrolled in the North Carolina State Fire Marshal Driver/Operator certification course. The course consists of three 40 hour modules. Once complete, all successful students will obtain their State certification to operate as engineers in charge of providing water to interior firefighting crews. Having the extra engineers at fire scenes will greatly improve the level of service the department can provide to the community

Vehicle repairs

- All vehicles in good working order
- Minor repairs and preventative maintenance continue, and we are confident that we are able to respond to all fire and EMS emergencies

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Mullet-began booking bands and procuring contracts

Sponsorship

- Sponsorships have begun to come in
- Reaching out to previous sponsors and potential sponsors

Misc.

- Began securing portable toilets, tents, tables, shuttle service, and security services
- Met with Curtis Media to review sponsorship and dates for the 2023 events
- Met with Lamar Advertising to discuss marketing opportunities
- Secured new fireworks vendor, fireworks will be held on July 3, 2023
- Met with Diamond Bus Company to review shuttle needs for the year and secure sponsorship
- Met with Onslow County Tourism discuss and develop new marketing strategies for the 2023 festivals

Comprehensive Master Plan Update

- Received final draft, reviewing for changes, recommendations
- Met with Town Manager for review of draft

ARP Funding Projects

- Cameras-Cameras ordered, waiting for them to arrive
- UTV-order placed

Department Reports for January 2023

Miscellaneous

- Initial meeting with Onslow County Parks and Recreation to begin working on logistics for PirateFest. Event will be held May 13, 2023, 10am-4pm, Downtown Swansboro.
- Preparing 2023-24 budget for the department
- The Recreation Center celebrated its 10th anniversary this January. Event was held for celebration, free fitness demonstrations, pickleball class, performances from local dance studio, and other instructors featured classes offered at the Recreation Center
- 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	14,251	15,098	1,882	78
Instagram	615	247		29

Activity Report

Organization Activity						
From 1/7/2023 to 2/6/2023						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	P
All	93	40	14	0	85	
Resident	16	10	2	0	6	
Non-Resident	77	30	12	0	79	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	25	0	1	0	15	
18 - 65	48	31	10	0	58	
65+	20	9	3	0	12	
Male	43	20	2	0	35	
Female	50	20	12	0	50	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	35	0	0	N/A	31	
In-Person	58	40	14	N/A	54	

Department Reports for January 2023

Revenue

Slip Fee - Town Dock	\$2,122.50
Rental Fees-Parks	\$75
Rentals Rooms	\$200
Dog Park Registrations	\$875
Rec Program Fees	\$4,083
Gym Memberships	\$715
Vendor Fees	\$755
Festival Sponsorships	\$3,600
Program/Event Sponsorships	\$1,000

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed 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
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

2022-23 Budget and End of Year Revenue/Expense Projections

- Calculated expenses and revenue for remainder of fiscal year
- Prepared and adjusted budget for upcoming 2023-24 fiscal year

Instructor Contracts

- Contacted all current instructors to renew contract for 2023 year
- Requested updated Certificate of Insurance if needed

Teacher Workday Camp – Jan. 23 & 24

- Conducted full day program with scheduled staff

Department Reports for January 2023

- Prepared classroom with crafts necessary for daily planned activities
- Emailed all camp policies and documents needed for all registered parents

Pickleball

- Put all new ordered league equipment in new bin and moved older nets to community bin
- Secured fencing at tennis courts in preparation for wind gusts and storms
- Removed damaged windscreens from fencing after damage from wind gusts and storms
- Received ordered windscreens from Practice Sports and prepared payment for invoice

Fall Youth Flag Football

- Researched and contacted other recreation department about flag football programs, leagues, registration details, policies, and rules
- Discussed equipment pricing with BSN representative for startup cost and cost for season supplies
- Contacted Pamlico Parks & Recreation about their experience and working with NFL Flag organization for their flag football league
- Researched age group offerings by other recreation departments

Down Syndrome Network Onslow Carteret County

- Held meeting with Tiffany Flint about upcoming events and programs offered for 2023
- Discussed Holiday party dates and room availability
- Scheduled tentative date of December 2 for Holiday Party at the Town Hall Community Room
- Reviewed contract with Tiffany Flint and requested Certificate of Insurance required for instructor led programs offered with the department

Basketball Court Renovation Project

- Contacted local asphalt companies to request quotes for resurfacing the basketball court asphalt
- Meeting with two local companies and completed a site walk through to discuss project
- Requested quotes for new backboards, rims, nets, and paint
- Prepared project proposal with project plans, affiliated costs, and justifications

Love Fur Exercise

- Meeting with prospective fitness class instructor Carrie White
- Discussed future programs dates and themes to offer in the park and in the Recreation Center
- Reviewed contract with instructor and discussed pricing for new programs

Fellowship Night- February

- Requested February date for program from staff/instructor- scheduled for February 20
- Discussed program theme with staff/instructor and inquired about any supplies needed

Department Reports for January 2023

Easter Egg Hunt

- Contacted event sponsor, Gigi Robles, about dates for Easter Egg Hunt and new sponsorship packet
- Selected March 31 date for program from 6-7 PM
- Contacted Scouts of America to request volunteer help for event

Summer Day Camp 2023

- Researched other local recreation department summer camp weekly fees/rates
- Reviewed weekly dates for Summer Day Camp 2023
- Adjusted rates for weekly and series camp fees for 2023
- Set March 1 registration start date at 7:30 PM
- Emailed recent summer camp attendees about upcoming March 1 camp registration
- Requested field trip ideas and Summer Camp programming ideas with returning camp staff

Theatre Trips

- Contacted Wilson Center in Wilmington about upcoming May 7th, My Fair Lady show and costs for reserving tickets
- Paid for remaining amount due for reserved tickets for Rehearsal for Murder show on February 26 at the Legacy Theater in Jacksonville
- Discussed future trips with program/staff leader for upcoming months

Be Inspired, Inc. Instructor Meeting

- Held meeting with instructor Carol McDearmon. Discussed and planned new art/paint class offerings for the upcoming months
- Discussed and planned Art in the Afternoons Half-Day Summer Camp program offering for summer 2023
- Scheduled Art-a-Thon program date for March 4th at the Recreation Center

Swansboro Parks & Rec 10 Year Anniversary Celebration

- Prepared rooms and set up facility for event
- Hosted event on January 28, 2023, from 10am-2pm
- Contacted and confirmed participation of program instructors and partners for event
- Confirmed food trucks participation and arrival time for event

Permitting

Planning Board

- The January Planning Board meeting included recommending the Massing text amendments with changes

Swansboro Historic Preservation Commission

- The January SHPC meeting was canceled

Technical Review Meeting

- Worked with the building inspectors and the fire chief on an unpermitted fireplace and fire pit downtown
- Waiting for One Harbor to resubmit the church site plan and building plans addressing the fire department comments

Regional Meetings

- None to report this month

Routine Activities

- Continued working through issues and answering questions on Special Use Permits and Rezoning requests including:
 - The WaWa convenience store with fuel (TIA still under review)
 - A possible rezoning on Queens Creek
- Continue fielding complaints and notifying property owners of violations
- Development review, including: Worked with permit technician approving decks, docks, additions and accessory structures

Police Department*Patrol:*

- 154 Reportable Events
- 13 Motor Vehicle Crashes
- 3 Felony Arrests
- 10 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 4 DWI Arrests
- 13 Arrests with Transport to the Onslow County Jail
- 50 Citations
- 96 Verbal/Written Warnings
- 9 Felonies Investigated (4-Break & Entering; 2-Larcenies; 2-Fraud; 1-Motor Vehicle Theft)
- 30 Misdemeanors Reported (10-Property Damage; 5-Trespassing; 3-Communicating Threats; 2-Assaults; 1-Assault on Law Enforcement Officer; 1-Domestic Violence Protection Order Violation; 1-Harrassment; 5-Traffic)
- 6 Disputes/Public Disturbance
- 3 Domestic
- 1 Crisis Intervention with Mental Patient
- 8 Alarm/Open door
- 23 Suspicious Person/Vehicle/Incident
- 1 Town Ordinance Violation
- 1 Death Investigation
- 229 Requests by Other Agencies for Assistance

Department Reports for January 2023

- 36 Requests by Citizens for non-crime related Assistance

4,603 Total Events Performed by Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 1 Funeral Escort
- 11 Requests for Fingerprints
- SPD conducted Coffee with a Cop. Event was held at Sweeter Things Café
- Chief Taylor and Lt. Brim attended the Annual Pastor's Dinner held at the Swansboro First Baptist Church
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in New Bern
- Chief Taylor attended the Swansboro Area Chamber of Commerce General Members Meeting held at Swansboro food and Beverage

Admin Services:

- Answered 407 phone calls during business hours
- Assisted 143 walk in requests for assistance
- Took 36 requests for reports

Public Works

(no report provided)