



Board of Commissioners Agenda

Town of Swansboro

Monday, October 23, 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. **May 8, 2023, Regular Meeting Minutes**
- b. **May 17, 2023, Special Meeting Minutes**
- c. **Budget Ordinance Amendment #2024-4**
- d. **Tax Refund Requests**

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$863.88.

Vehicle Tax

Lien, Robert Alan & Allison Brodie	\$514.42	Military
McDonald, Evelyn Lee	\$24.82	Sold/Traded
Mixon, Wayne Crosby & Lynne Giddens	\$18.19	Tag Surrender
Peffley, Rachel Marie & Blake Lee	\$28.85	Tag Surrender
Schneider, Stephanie Michelle	\$14.86	Tag Surrender
Watson, Roger Levi Jr. & Megan Anne Edwards	\$112.09	Tag Surrender
Aldret, Kenneth Manning	\$144.77	Tag Surrender
Welch, Chad Leonard & Guillen, Sandra Soledad	\$5.88	Tag Surrender

IV. Appointments/Recognitions/Presentations

a. Employee of the Quarter

Presenter: Gerald "Tank" Bates – Public Works Director

- b. **Employee Introductions**
*Presenters: Gerald "Tank" Bates –Public Works Director
Jacob Randall – Fire Chief*

V. Public Hearing - None

VI. Business Non-Consent

a. Social District Survey

Presenter: Rebecca Brehmer – Projects/Planning Coordinator, CFM

Staff is responding to a request made by the Board of Commissioners at the August 14th meeting to conduct a larger scale survey from Shore Drive all the way to Highway 24 to both residents and businesses concluding a continued discussion of implementing a Social District downtown. Over 300 surveys were sent out on October 3rd with a due date of October 12th.

Recommended Action: Direct staff to take further action developing an ordinance or decide to not pursue developing Social District at this time.

b. Monthly Financial Report as of September 30, 2023

Presenter: Sonia Johnson – Finance Director

c. Public Safety/Emergency Operations Center Professional Services for Design and Construction Phase

Presenter: Paula Webb – Town Manager

[Our PSB/EOC Consultant Becker Morgan has prepared the next phase – Professional Services Agreement/Design and Construction Phase for the PSB/EOC Project.](#)

[Recommended Action: Motion to authorize the Manager to proceed with the Design and Construction Phase and execute the agreement for \\$840,500 with Becker Morgan or portion thereof.](#)

d. Future Agenda Topics

Presenter: Alissa Fender – Town Clerk

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Department Reports

X. Board Comments

XI. Closed Session

- a. *Recommended Action: Motion to enter Closed Session Pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff on negotiating terms for property acquisition.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
May 8, 2023, Regular Meeting Minutes

In attendance: Mayor John Davis, Commissioner PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. Mayor Pro Tem Frank Tursi, and Commissioner Pat Turner were 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 item was approved unanimously. The January 23, 2023, closed session minutes were removed from consent for further details to be clarified on what was captured.

- January 23, 2023, Regular Meeting Minutes
- Resolution Opposing Multiple Regulatory Land Use Bills
- Budget Amendment 2023-6 Salary Adjustments

Appointments/Recognitions/Presentations

Proclamations

Mayor Davis acknowledged *National Police Week* May 14-20th, and *Peace Officers Memorial Day* May 15th. He shared that the Swansboro Police Department had not discharged a firearm towards a person in many years. Chief Taylor shared that he was very proud of his department and collectively they had a large wealth of knowledge and experience.

Mayor Davis also acknowledged *National Public Works Week* May 21-27th. Public Works Director Bates shared that his department was full of hard workers. Mayor Davis shared that he witnessed Mr. Bates working hard in the field and wanted to ensure he was acknowledged as well.

After reading the proclamations, board members shared their appreciation to law enforcement and public works personnel that were in attendance.

Water Street Rehabilitation Public Meeting

Steve Marks with WithersRavenel reviewed the design approach/preliminary plans for the Water Street Drainage improvements. The approach was 60% designed and was proposed to use the wide area of Broad Street to provide a bioretention area which was essentially a rain garden to store water which would also allow water to infiltrate. Then improve the drainage system on Broad and Water Street. Mr. Marks reviewed examples of the types of bioretention areas that could be used in the project. An opportunity for the community to provide feedback was offered after the presentation.

Mrs. Casper shared that she was interested in knowing what would happen to the trees in the median of Broad Street and that during rainstorms the waters rushes down the hill and many properties remain wet.

In response to inquiries from the board Mr. Marks clarified the following:

- Most work would be completed without going onto personal property.
- Elm Street drainage could be looked at for possible expansion.
- Natural springs could not be addressed on private property but once they leaves, collection could be looked at for a resolution.

Public Works Director Bates shared that he was aware of the Water Street drainage issues, and he was looking into several grant opportunities to help get better control of the situation, one grant would include stormwater mapping.

Board members requested that Mr. Marks return at the May 22, 2023, regular meeting to provide more complete project details.

Public Hearing

Rezoning Request/1130 Hammock Beach Road

Planner Correll shared that Justin Weiss submitted a rezoning request for his property located at 1130 Hammock Beach Road from RA (Residential Agricultural) to B-1 (Highway Business). The property was identified as tax parcel ID 025381 which contained +/- 1.26 acres of land and abutted properties zoned R-8SF (Residential) and B-1 (Highway Business). The Planning Board reviewed the request at their April 4, 2023, regular meeting and found the request consistent with the Comprehensive Plan and considered the action taken to be reasonable and in keeping with the Town's adopted plan.

The public hearing was opened at 6:11 pm and the following individuals spoke.

Mr. Weiss shared that he was requesting this based on the zoning that surrounded his property.

Charles Rawls, owner of neighboring properties shared that he supported the rezoning due to the areas around it being zoned business as well.

The public hearing was closed at 6:14 pm.

On a motion by Commissioner Philpott seconded by Commissioner Conaway, the rezoning of 1130 Hammock Beach Road was approved from RA (Residential Agricultural) to B-1 (Highway Business) unanimously.

Special Use Permit/108 W. Corbett Avenue

Planner Correll shared that Anthony Howell, owner of Jessmarc Properties LLC, applied for a special use permit to continue operating a Bed and Breakfast at 108 W. Corbett Avenue. The property was located in the B-2 zoning district and the use of "Bed and Breakfast Accommodations and Inns" was allowed pursuant to the issuance of a special use permit.

Andrea Correll and Anthony Howell were sworn in to provide testimony.

In response to an inquiry from the Board as to why a special user permit was required to continue using the Bed and Breakfast, Mrs. Correll shared that the ordinance does not permit the use of Bed and Breakfast operations on a ground floor without a special use permit and the use was opened without prior authorization.

In response to an inquiry from the Board Mr. Howell shared that in most cases only 1 vehicle was parked in the parking lot for use of the facility but at times there could be two.

The public hearing was opened at 6:21 pm and no comments were offered.

In reviewing the special use permit, the Board gave due regard to the nature and state of all adjacent structures and uses, and the districts within which the proposed use was to be located and made the following findings of fact concerning the request.

- (1) The special use was allowed pursuant to § 152.210 and meets all the required conditions and specifications, including without limitation, those set out in § 152.211. *The request would meet the standards of the Unified Development*

Ordinance.

(2) The special use would not materially endanger the public health or safety if located where proposed and developed according to the plan as submitted and approved. *The sealed statement by Brent Lanier Surveyor documents the special use would not materially endanger the public health and safety.*

(3) The special use would not substantially injure the value of adjoining or abutting property OR the special use was a public necessity. *The sealed appraisal report by Suzanne H. Nelson, MAI indicated there was no impact to adjoining or abutting property values.*

(4) The location and character of the special use, if developed according to the plan as submitted and approved, would be in harmony with the area in which it was located.

The special use shall demonstrate conformance to the Land Use Plan or other plan in effect at the time and address impacts of the project as required by G.S. §160A382(b). *The building was a two-story wood frame structure containing two retail businesses on the ground floor along with the proposed bed and breakfast and an existing residential unit on the second floor. The proposed use was in harmony with the area in which it was located and would be a further complement to the waterfront improvement recommended in the Waterfront Access and Development Plan. This waterfront location was in the vicinity of the proposed boardwalk which would be developed from Riverview Park to Bicentennial Park connected by utilizing the sidewalk under the bridge to the Front Street portion of the dock walk. Goal 3 in the Updated CAMA Land Use Plan bullet four states, "make a "place" for people that takes advantage of the unique location and natural assets.*

On a motion by Commissioner Pugliese, seconded by Commissioner Conaway, the Special Use Permit for 108 W. Corbett Avenue to continue operating a Bed and Breakfast was unanimously approved on the written findings above.

Business Non-Consent

Resolution for Annexation Incentive Agreement

Town Clerk Fender shared that Emerald Coast, Inc requested consideration for a waiver of all the initial permit-related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road, pursuant to Board of Commissioners Policy 10C - Investigation of Annexation Petitions & Incentives.

Mrs. Fender reviewed the cost analysis estimated fees on a 1,749 SF dwelling for a building permit was \$1,360.50, Stormwater Enterprise Fund fee was \$60, and side

sidewalk-in-lieu-of fee would vary based on lot size and would range from \$892.25 to \$2,238.00. Depending on the value of the home the Town property tax rate would be applicable by lot at \$.35 on each \$100 of value. As an example of taxes, a home valued at \$170,000 would have an annual tax of \$595 and a home valued at \$210,000 would have an annual tax of \$735. To fully recoup the waived permit fees based on the largest lot, if the home was valued at \$170,000 it was estimated to take just over 6 years and if valued at \$210,000 was estimated to take just under 5 years.

In response to inquiries from the Board, Mrs. Fender reviewed that the fees which would be waived were the permit costs, sidewalk-in-lieu fee, and annexation cost.

Mayor Davis shared that he did not agree that the sidewalk-in-lieu fee should be waived.

Junior Freeman of Emerald Coast Inc shared that the area he was developing does not have any sidewalks surrounding it so there would be nothing to connect to if he were to install them. He brought attention to another development in town that took advantage of this incentive and that it did not have to pay sidewalk-in-lieu of fees. Mr. Freeman also shared that at the time he presented the minor subdivision for consideration he was required to pay the park-in-lieu of dedication, so he requested consideration of having those fees refunded as well.

Attorney Parson shared that the policy allows for *some or all* of the fees to be waived.

Board members agreed that their goal was to install as many sidewalks as possible, but the location Mr. Freeman was developing was no different than the project he mentioned and it was located a considerable distance from any other sidewalks and from highway 24, so they felt the same precedence should be followed and waive all the fees.

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, with unanimous approval, Resolution 2023-R2 was approved granting a waiver of initial permit related activity fees and fees related to the annexation process for the development of 7 parcels along Norris Road along with refunding the already paid parks-in-lieu of dedication fees.

Future Agenda Topics

Future agenda items were shared for visibility and comment. In addition, an opportunity was provided for the Board to introduce items of interest and subsequent direction for placement on future agendas. No new additional items were added.

Public Comment

Ashley Wallace shared that she was pleased to hear about the police department having not discharged their weapons in many years.

Manager's Comments

Manager Webb reminded board members of the upcoming Employee Social and to RSVP if they would be attending.

Board Comments

Board members shared their appreciation to staff for all their efforts.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, the meeting adjourned at 6:45 pm.

Town of Swansboro
Board of Commissioners
May 17, 2023, Special Meeting Minutes

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

Call to Order

The meeting was called to order at 8:00 am. Mayor Davis led the Pledge of Allegiance. The purpose of the meeting was for further discussion of the FY 23/24 Draft Budget.

Manager Webb reviewed that she and the Finance Director Johnson had met with each department director in preparation of this draft. The current draft was balanced with \$112,261 of the current fiscal year surplus.

Funded highlights included:

- 4% Merit (based on performance evaluations)
- New Personnel (FT Fire Captain \$68,081, FT Downtown Facilities Supervisor - 66,659, and PT Dock Attendants \$9,656)
- NCLM Property & Casualty Increased 10.5%
- NCLM Workers Comp Decreased 7%
- NCLM Group Health Insurance Increased 10%
- CIP \$123,880
- Capital Outlay \$132,104

Only one major budget request was unfunded and that was a Maintenance Technician in Public Works for \$54,185. It was also acknowledged that the American Rescue Plan funding balance had also been recommended.

ARP Funds

Manger Webb reviewed the recommended items requested for funding through the ARP Funds, see attachment A. Newly added items since the last review were marked in red.

In response to inquires from the Board, staff clarified the following:

- Use of ARP funds were not recommended for Sidewalks, funds to support sidewalks were included in the budget.
- The unappropriated fund balance was projected to be \$2.8 million.

- The Radios originally requested for the Fire Department was determined unnecessary by the current Fire Chief due to partnerships available through the county and FirstNet. Turnout gear was requested in place of the request for radios.

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Tursi, the items requested for funding through ARP Funds were approved unanimously.

Overtime Pay VS. Comp Time

Fire Chief Randall explained that the payout of overtime is easier to track and prevents payout of substantial amounts of comp time when an employee leave. He further explained how the fire department shift/hours were calculated and how overtime/comp time is earned. Many times, employees are hired at one pay rate but then when the leave their pay rate is higher and is the rate in which comp time is paid out.

In response to inquiries from the board, the following details were clarified by staff.

- Presently there were approximately 1,377 hours of comp time on the books.
- Morale would increase because staff would receive overtime pay in their paycheck, instead of banking time. Currently, firefighters were not able to use the time off they earned due to the department not fully staffed and lack of volunteers.
- Transitioning to earning overtime pay instead of comp time could be handled by either leaving the times as they have now then start paying overtime and allow them to burn through the hours or pay out the hours.
- The police department was not part of the consideration because they were not earning comp time as much because they were fully staffed. The only time comp was earned for police was due to trips to the county jail that resulted in the officer going over their hours. To cover such situations 4.5 hours per pay period was included in the budget and use of that may or may not occur.

The board's directive was for staff to figure out the total cost to pay out all comp time hours that were existing for both the Fire and Police Department. Consideration for payout instead of earning comp time would be reviewed at the next budget meeting, as well as discuss the process to complete the transition of changing from comp time earning to overtime pay in both departments.

Year-end Projections

Finance Director Johnson reviewed the following projections as of April 30, 2023.

- Fiscal surplus was projected at \$422,366.00

- General Fund excess of revenues over expenditures was projected at \$437,897.00
- Stormwater Enterprise Fund and Solid Waste Enterprise Fund excess of revenues over expenditures was projected at \$0
- Permitting revenues was projected at \$102,819

Consideration for increasing the solid waste monthly cost for the citizens was not justified at that time, however, because cost to provide the service could change at any time, a review again in January was recommended.

Departmental Budgets

Finance Director Johnson shared that the proposed budget included a 10% increase in medical insurance, several salary changes, and up to a 4% merit. The budget did not include a COLA and it was suggested that consideration for that could be reviewed in January.

By consensus of the Board, a COLA of 4.4% was to be added to the budget and applied first before providing the 4% merit.

The board recessed from 8:57 am to 9:04 am.

Finance Director Johnson shared that the budget proposed of \$6,006,122 was an increase of 12% from the prior year and was balanced using surplus funds, however the COLA addition and any overtime payout would increase that difference and change the following amounts.

- General Fund Expenditures were \$5,409,896
- Stormwater Enterprise Fund Expenditures were \$133,435
- Solid Water Enterprise Fund Expenditures were \$462,791

Manager Webb reviewed each Departments budget and provided details to explain the increase or decrease, if any, from prior year's budget as follows:

- Governing Body – increase, due to election cost, travel/training for 3 elected officials, Seaside Arts Council Swan statue purchases, elevation of the Sam Bland award
- Administration – increase, due to website hosting and agenda manager program cost, training for Municipal & County Administration course (scholarships available/possible)
- Finance – increase, training opportunities
- Legal – no change

- Public Buildings – decrease, due to spending changes
- Fire – increase, due to new Captain position, water rescue training, recruitment and retention program
- Permitting – increase, due to training for Planning- Project Coordinator, training for new Permit Technician
- Police – increase, due to salary changes and training and travel
- Public Works Streets – increase, due to cost of materials
- Powell Bill Streets – no change
- Parks & Recreation – decrease, due to Dock separation from budget
- Church Street Dock – increase, due to new positions for 1 full time Dock Master & 2 part time dock attendants
- Emergency Management – increase, due to Spectrum cost
- Festival/Events – increase, due to fireworks and entertainment cost
- Non-Departmental – increase, due to internet service upgrade
- Stormwater – decrease
- Solid Waste – increase, due to GFL cost increase

Capital Improvements Plan (CIP)

Manager Webb reviewed each departments CIP, here included as attachment B.

In response to inquires from the board staff clarified the following details:

- The Fire engine and ladder truck need to be replaced within the next 10 years and is estimated at \$2.8 million.
- Public Works in in need of a Cab tractor to reduce the amount of time spend on Highway 24 maintenance.
- NCDOT provides funding around \$4,800 for Highway 24 maintenance
- The Police Department will have 13 active cars

Sidewalks

Manager Webb reviewed that the Sidewalk Priorities #1, #2 and #4 were completed. Priority #3 was at a standstill due to property owner not in favor of having a 5-foot easement on both side of the sidewalk. The Town attorney would work to try and resolve the issues. Priority #3 funding was moved to #5 by NCDOT, and construction taken off their work schedule and Priorities #5 and #6 were to be completed within the next 6 to 8 weeks.

Priorities #7 – #9 were identified and included sidewalks on Main St Ext. to Old Hammocks Rd connection and gaps along NC24. The remaining funds were \$210,000 (\$110,000 NCDOT, \$100,000 SCIF). The estimated cost for #5 & #6 was estimated to be \$50,000 to \$60,000 leaving \$140,000 - \$150,000 in remaining funds.

Manager Webb shared that the remaining funds could be used on the creation of a Sidewalk Master Plan would be beneficial and would help increase the Town chances of getting grant funds on future priorities. NCDOT estimated cost of a Master Plan to be roughly \$150,000. Another option would be to use the funds for engineer design plans for the foot bridge that would be required for completion of priority #3 once it is resolved.

Board members agreed to use the funds for #5 & #6, and creation of a Master Plan.

Fee Schedule Changes

Fire Chief Randall shared that he recommended that the required fire inspections for businesses be at no cost for the year and develop a plan for the future based violations. Such plans could include fees for failures. Additionally, he added cost for hydrant testing.

Clerk Fender shared that the fee of \$5.00 to provide the public work digital copies of public records on a thumb drive no longer covered the cost of the thumb drive, so the fee was increased.

Parks & Recreation Director Stanley shared that she recommends the damage deposit for Town Hall needed increasing to \$250 and the reservation duration of the Pug Pavilion needed to have a 4-hour minimum. This deposit increase was necessary to adequately cover the cost for damage/clean up. She shared that the deposit is refunded but several times there were rentals that forfeited their damage/cleanup deposit and simply just didn't clean up. When that occurs it falls on staff, and she felt a higher deposit would hold renters more responsible for cleaning up. Changing the Pug Pavilion to a minimum of a 4-hour rental was more in line with that type of facility.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, and with unanimous approval, the meeting adjourned at 12:36 pm.

\$1,065,724.25						Notes	Debt Service	Additional Funding Source
TOTAL ALLOCATION	PO PROCESSED	PAID YTD	APPROVED BY BOC	Town Manager				
FIRST ALLOCATION RECEIVED-\$532,862.13				Recommended	Not Recommended			
SECOND ALLOCATION RECEIVED-\$532,862.12								
Admin Services								
Phones/System Upgrades (Remote Access)		11,594.75	11,520.00		\$ 18,660	Dropped calls, freezing (cloud support seems to have higher security)		
Website Update					\$ 3,060	Deferred 3 years (Add to Budget)		
Agenda Manager					\$ 4,934	Current program only allows 2 users, 2mtgs-MCCI dropped program-Awaiting a demo on March 8th with Tyler Technology(Add to Budget)		
Disaster Recovery Backup		66,240.00	66,240.00			Provides quicker restoration (hours vs days) Computer Warriors/Brian Satz will present at meeting.		
**Board Room Improvements					\$ 5,000.00	Board Room upgrades to allow for social media platform		
Finance								
**Single Audit Requirement					\$ 3,000.00	Single Audit per Federal/State requirements		
FIRE DEPARTMENT								
Structural Firefighting Gear Extractor Washer & Dryer		10,401.00	\$ 13,000.00			Firefighter protective clothing must be kept clean to ensure its proper performance.		
Self-Contained Breathing Apparatus(SCBA), Face Masks, Air Cylinders, Maintenance & Support Equipment		205,388.35	\$ 220,000.00			The current equipment is nearing the end of their useful service life. SCBA's provide respiratory protection to firefighters operating in dangerous atmospheres. SCBAs are essential safety equipment that allow firefighters to enter immediately dangerous to life or health (IDLH) environments, and SCBAs are required to conduct rescue, firefighting, and hazardous materials mitigation operations		
Portable Radios	508.68	33,467.84	\$ 36,524.76			The radio is the lifeline that connects the firefighters to the incident commander and outside assistance in desperate situations. Current inventory works seamlessly with Onslow County (800MHz frequency) but not with Carteret County who use VHF.		
Gemtor 541NYC Series Fire Service Harness, Belt Loops, and Labor	414.00	8,685.00	\$ 12,000.00			To provide fall protection from elevated positions and a means of self-rescue from a dangerous environment.		
**Turnout Gear					\$ 64,000.00	Department needs more in-date and sizeable turnout gear for current and potential members.		
POLICE DEPARTMENT								
5-Police Vehicles	15,583.89	178,593.77	190,000.00			Two additional vehicles to be included in FY 2022-2023 budget. Need to return to CIP rotation schedule.		
14 Flashlights with cases					\$ 2,300	Fund in FY 2022-2023-(in Budget)		
Ammunition-used for carry and qualification					\$ 3,000	Fund in FY 2022-2023 (in Budget)		
PARKS & RECREATION								
Rope Climber	-	31,559.75	\$ 30,000.00			Need to replace original netting- Major feature at Municipal Park		
Pour in Play Surfacing					\$ 405,680	Municipal Park-\$18,000/Pirates Den-9,772.50 -maintenance every two years (Not included in price)		
Splash Pad Area Improvements			\$ 50,000.00			Create larger cemented pour and play area, concrete benches, shaded areas		
Playground Mulch					\$ 6,386	Fund in FY 2022-2023		
Commercial toilets (6)			\$ 4,800.00			Replace residential grade to commercial grade.		
Golf cart/Gator	13,258.98	-	\$ 14,083.00			To be used by Parks & Recreation and Public Works-Festivals		
Cameras installed at the docks, able to access at Visitor Center and Director at Rec Center	139.09	4,537.23	\$ 10,000.00			Computer Warriors-Install/Transfer Box (Camera already purchased)		
Church Street Dock-Add a small hut for staff person					\$ 2,000	Fund in FY 2022-2023		
Drinking Fountains-replace drinking fountains with bottle refills at the Recreation Center & Visitors Center			3,000.00		\$ 3,000	Fund in FY 2022-2023		
Emergency Box					\$ 5,000	North Carolina League of Municipalities-Safety Grant	✓	
Holly Lane/Pineland Park neighborhood playground						PARTF 2022-23 grant cycle, if awarded, the project would be in the 2023-24 budget.	✓	
**GMC Sierra Replacement			\$ 40,000.00			Moved from CIP		
**Municipal Park Basketball Renovations					\$ 20,000.00			
**4-Wheeler for Fireworks/Stormwater					\$ 15,000.00	Per our contract with our new Fireworks vendor, we agreed to supply a 4-wheeler or similar type vehicle that could deliver the fireworks from the shoreline to the center of island. This type of vehicle could also be used for stormwater easement assessment/cleanup, where easements are too tight for department trucks.		
PUBLIC WORKS								
Repaving roads with corrections to stormwater system, curb/gutters and sidewalks-Water Street					\$ 215,000	Call into Lauren with NC Coastal Federation (319 Grant)	✓	
Reconstruction of Visitor Center meeting FEMA/Flood requirements		24,400.00	\$ 40,000.00			Onslow County TDA/Swansboro TDA(Future Funding)	✓	
Ride on pavement roller					\$ 27,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Single Axle Dump Truck- Small dump truck replacement					\$ 96,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Portable message boards for street closures and Town events		36,100.00	\$ 37,300.00		\$ 37,300	Rent from Base		
Tractor to replace John Deere					\$ 54,400	Current debt service paid in full FY 2021/2022-Could fund with additional loan. (Included in "Draft Budget" FY 22/23)	✓	
Sidewalks (Priority 3)					\$ 200,000	No funding needed until additional priorities established		
** (2) ZT 3500 Zero Turn Mower		13,300.00	\$ 17,600.00			Replacing old mowers		
**Ford F150 replacement		40,062.00	\$ 40,000.00			Moved from CIP		
**2008 GMC Sierra replacement					\$ 30,625.00	CIP-\$9,375-Replace Vehicle		
**2010 Toyota Tundra					\$ 27,500.00	CIP-\$12,500-Replace Vehicle		
Payroll								
Premium Pay-full time & part time		54,326.92	\$ 54,764.83					
Town Manager Recommendation	\$ 29,904.64	\$ 718,656.61	\$ 890,832.59	\$ 165,125.00	\$ 1,083,720			
ARPA Funds remaining					\$ 9,767			
	Updated on 5-16-23	APPROVED BY BOC	\$ 890,832.59					
**Items added		PAID YTD & ENCUMBRANCES	\$ 748,561.25					
		APPROVED AMOUNT REMAINING TO BE SPENT	\$ 142,271.34					

PARKS AND RECREATION														
PROJECT TITLE	FUNDING SOURCE	Projected Capital Reserve Balance as of 6/30/22	Town Manager Recommendations to use ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	ITEM TOTAL
COMPREHENSIVE MASTER PLAN UPDATE	GF				\$10,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$50,000
PROPERTY ACQUISITION/PARK ENHANCEMENTS	GF	\$23,760			\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
WATERFRONT IMPLEMENTATION	GF	\$13,000			\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
FESTIVALS AND EVENTS	GF				\$50,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$250,000
GMC SIERRA REPLACEMENT	GF		\$40,000		\$16,000	\$8,000	\$8,000	\$8,000	-	-	-	-	-	\$40,000
Recreation Center Fitness Room Equipment	GF			\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$6,500	\$65,000
Municipal Park Basketball Court Renovation	GF		\$20,000		\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,222	\$2,224	\$20,000
ANNUAL BUDGET TOTAL		\$36,760	\$40,000	\$6,500	\$154,722	\$81,722	\$81,722	\$81,722	\$73,722	\$73,722	\$73,722	\$73,722	\$73,724	\$775,000
5-YEAR CIP					\$406,388									
FY 23-24 TOTAL CIP	\$6,500													
														CAPTIAL ITEMS TOTAL

FIRE														
PROJECT TITLE	FUNDING SOURCE	Projected Capital Reserve Balance as of 6/30/22	Town Manager Recommendations to use ARP Funds	Town Manager Recommendations 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	ITEM TOTAL
*1705 replacement	GF	\$ 268,180		\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$23,180	\$231,800
*ladder 1717 replacement	GF	\$ 145,000		\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$75,500	\$755,000
brush truck replacement 1709/Utility Truck	GF			\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000				\$35,000
chief's truck replacement 1712	GF	\$ 7,500		\$5,700	\$5,700	\$5,700	\$5,700	\$5,700						\$28,500
Turnout Gear	ARP Funds		\$64,000											\$0
ANNUAL BUDGET TOTAL		\$ 420,680	\$64,000.00	\$109,380	\$109,380	\$109,380	\$109,380	\$109,380	\$103,680	\$103,680	\$98,680	\$98,680	\$98,680	\$1,050,300
5-YEAR CIP				\$546,900										
FY 23-24 TOTAL CIP	\$109,380													
														CAPTIAL ITEMS TOTAL

PERMITTING														
PROJECT TITLE	FUNDING SOURCE	Projected Capital Reserve Balance as of 6/30/22	Recommendation to use ARP Funds	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
2015 GMC SIERRA 1500 (Purchased 8/2015)	GF/EF	\$9,375	\$30,625 (Total cost \$40,000)		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
ANNUAL BUDGET TOTAL		\$9,375	\$30,625	\$ -	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
5-YEAR CIP	\$32,000													
FY 23-24 TOTAL CIP	-													
														CAPITAL ITEMS TOTAL

POLICE														
PROJECT TITLE	FUNDING SOURCE	Projected Capital Reserve Balance as of 6/30/22	Funded using ARP Funds	Town Manager Recommendations FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
NEW PATROL CAR	GF	\$7,600	Replaced- #3,#5,#9,#10 #12		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$72,000
NEW PATROL CAR	GF	\$7,600		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000
REPLACE PATROL CAR	GF		\$190,000		#6 & 7	#4 & 13	#2 & #8	#1 & #11	#3 & #5	#9 & #10	#6 & #12	#4 & #7	#2 & #13	
ANNUAL BUDGET TOTAL		\$15,200	\$190,000	\$8,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$16,000	\$152,000
5-YEAR CIP	\$72,000								CAPITAL ITEMS TOTAL					

PURCHASE YEARS	REPLACING
FY 21-22	#3,#5,#9,#10,#12
FY 24-25	#6 & #7
FY 25-26	#4 & #13
FY 26-27	#2 & #8
FY 27-28	#1, & #11
FY 28-29	#3 & #5
FY 29-30	#9 & #10
FY 30-31	#6 & #12
FY 31-32	#4 & #7
FY 32-33	#2 & #13
FY 23-24 TOTAL CIP	\$8,000

Replaced car #7
(Incident on
2/25/2023)
BA #2023-4

PUBLIC WORKS														
PROJECT TITLE	FUNDING SOURCE	Projected Capital Reserve Balance as of 6/30/22	Recommendation to use ARP Funds	Town Manager Recommendations FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	FY 28-29	FY 29-30	FY 30-31	FY 31-32	FY 32-33	TOTAL
FORD F150 PICKUP	GF/EF		\$40,000		\$16,000	\$8,000	\$8,000	\$8,000						\$40,000
CHEVROLET K4500 (Replaced FY 22/23)	GF/EF				\$20,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$100,000
2010 TOYOTA TUNDRA(Purchased 4/2014)	GF/EF	\$12,500	\$27,500 (Total cost \$40,000)		\$8,000	\$8,000	\$8,000	\$8,000	\$8,000					\$40,000
VENTRAC 4500Z(No longer needed)	GF/EF	-\$6,166												\$0
Cab Tractor	GF/EF	\$6,166		\$132,104										\$132,104
ANNUAL BUDGET TOTAL		\$28,041	\$40,000	\$132,104	\$44,000	\$26,000	\$26,000	\$26,000	\$18,000	\$10,000	\$10,000	\$10,000	\$10,000	\$312,104
5-YEAR CIP	\$254,104								CAPITAL ITEMS TOTAL					
FY 23-24 TOTAL CIP	\$132,104													



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2024-4**

Board Meeting Date: **October 23, 2023**

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

Overview:

1. **Reappropriations:** Funds that went back to fund balance because they were not used prior to the end of last Fiscal Year.

Source of Funds: Appropriated Fund Balance

Department	Purpose	Amount
Non-Departmental	Tyler Technologies-Unspent Funds	\$11,960
Streets-Public Works	Pole Banners	\$5,000
Streets-Public Works	Signs-Handicap & Traffic Movement Signs	\$1,282

2. **Streets-Public Works:** In FY 22/23, 96,000 was budgeted to purchase a single axle dump truck with loan proceeds. The Public Works Director could not find a truck that fit the needs of the department last year. The Public Works Director has identified a vehicle on the Statewide Term Contract and is requesting to seek funding with loan proceeds.

Source of Funds: Loan Proceeds

Background Attachment(s):

1. Budget Ordinance Amendment #2024-4

Recommended Action:

1. Motion to approve Budget Ordinance Amendment #2024-4

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 23/24

BUDGET ORDINANCE AMENDMENT #2024-4

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2024:

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

<u>Appropriations</u>	<u>Increase</u>
Streets-Public Works	\$102,282
Non-Department	\$11,960

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$18,242
Loan Proceeds	\$96,000

Section 2. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, October 23, 2023.

Attest:

John Davis, Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **October 23, 2023**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$863.88.

Vehicle Tax

Lien, Robert Alan & Allison Brodie	\$514.42	Military
McDonald, Evelyn Lee	\$24.82	Sold/Traded
Mixon, Wayne Crosby & Lynne Giddens	\$18.19	Tag Surrender
Peffley, Rachel Marie & Blake Lee	\$28.85	Tag Surrender
Schneider, Stephanie Michelle	\$14.86	Tag Surrender
Watson, Roger Levi Jr. & Megan Anne Edwards	\$112.09	Tag Surrender
Aldret, Kenneth Manning	\$144.77	Tag Surrender
Welch, Chad Leonard & Guillen, Sandra Soledad	\$5.88	Tag Surrender

Background Attachment(s):

Recommended Action:

Motion to approve refunds as recommended by Onslow County.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Social District Survey**

Board Meeting Date: **October 23, 2023**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM**

Overview: Staff is responding to a request made by the Board of Commissioners at the August 14th meeting to conduct a larger scale survey from Shore Drive all the way to Highway 24 to both residents and businesses concluding a continued discussion of implementing a Social District downtown. Over 300 surveys were sent out on October 3rd with a due date of October 12th.

From the start of the Social District Discussion on March 27, 2023, to today, October 23, 2023, three rounds of Surveys have been conducted. The scope and result of each survey are as followed:

1. **March 2023**, surveys were hand delivered to business owners downtown in the proposed district. The results were **Yes-10 and No-2**.
2. **August 2023**, surveys were hand delivered to both business owners and residents bordering the proposed district. The results were **Yes-3 and No-5**.
3. **October 2023**, surveys were mailed to both business owners and all residents that span from the Methodist Church on Shore Drive to Highway 24. The results were **Yes-32 and No-17**.

Background Attachment(s):

1. Social District Survey
2. Social District Survey 3 Boundary

Recommended Action: Direct staff to take action developing an ordinance or decide to not pursue developing Social District at this time.

Action: _____



Swansboro Downtown Social District

The Board of Commissioners has asked staff to revisit the proposed Social District, originally discussed in March 2023, with a few updates. We appreciate your time in responding to this survey for input.

This survey is intended to gather thoughts on establishing a Social District in Downtown Swansboro. This would allow residents and visitors to enjoy alcoholic beverages in a designated district downtown both in participating establishments as well as on streets and sidewalks in the district. The district would use labeled plastic cups, window cling labels at businesses, and district boundary signs downtown. The idea was formed due to the number of festivals and events downtown where there are large number of people on the streets and sidewalks and to encourage visitors/sales downtown.

Attached to this survey is a proposed ordinance that would be added to the Town Code/UDO that was drafted from NCGS Chapter 18B and recently adopted House Bill 211.

Please fill out below questions:

- 1. Do you think creating a Social District in downtown Swansboro would be beneficial for our town?**

Yes

No

Need more information

- 2. Would you prefer having a Social District during set events/festivals only or having one during outlined days/times (example: Wednesday-Sunday from 5pm-11pm)?**

Events/Festivals

Set Days/Times

3. **Would your downtown business be open to participating in a Social District downtown, which would include using required labeled plastic cups and provided window decals?**

Yes

No

Need more information

4. **Regarding participation in the district, establishments would be given 3 options with what their window decals would display, which option would your business use?**

Alcohol Sold Here

Alcoholic Beverages Welcome

Please no alcoholic Beverages

5. **Please include your name, contact info, and business name, if applicable, as well as any questions, concerns, or additional comments.**

***Please return this survey to Town Hall or email to rbrehmer@ci.swansboro.nc.us by Thursday, October 12, 2023.**

***There will be an opportunity for public discussion on this topic at the October 23rd Board of Commissioners meeting at 5:30pm.**

CHAPTER 113: ALCOHOLIC BEVERAGES

Section

113.01 Sunday sales

113.02 Downtown Social District

§ 113.01 SUNDAY SALES.

The sale of malt beverages, unfortified wine, fortified wine and mixed beverages shall be allowed within the town's corporate limits at any premises licensed pursuant to G.S. § 18B-1001 on Sundays beginning at 10:00 a.m.

(Ord. 2017-09, passed 8-8-17)

§ 113.02 DOWNTOWN SOCIAL DISTRICT

The Town of Swansboro hereby creates and designates the Swansboro Downtown Social District that includes both the indoor and outdoor areas of establishments as well streets and sidewalks as shown on the map. (See figure 113.02.1). The purpose of the subsequent standards is to enable a Social District to allow residents and visitors to enjoy alcoholic beverages in a designated location within a limited area downtown which is delineated by signage around the boundaries of the Social District. The social district is further established because of the number of festivals and events which includes large numbers of people on the streets and sidewalks downtown. A Social District is exempt from the North Carolina open container law. Therefore, all alcohol in specified containers must be disposed of before exiting the district or entering a vehicle.

The following regulations will be enforced.

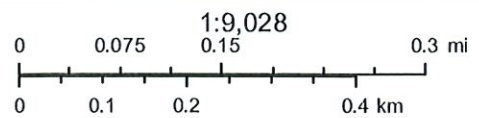
- A. All ABC permitted establishments must meet all legal requirements for carding and limiting consumption of alcoholic beverages.
- B. All participating establishments in the Social District must complete the Town of Swansboro acknowledgment form.
- C. Alcoholic beverages sold within the designated district and taken out of an establishment must only be carried in a container that meets the following requirements.
 1. Upon leaving an establishment with an alcoholic beverage, the alcoholic beverage must be contained in a labeled cup and the label must display the following details.
 - i. ID of the ABC permittee from which the alcoholic beverage was purchased.
 - ii. The terms "Downtown Swansboro Social District"
 - iii. The terms "Drink Responsibly - Be 21" in size 12 font or larger
 2. The container must meet the following regulations.
 - i. Shall be approved by Town of Swansboro administration before being used by establishment.
 - ii. Shall not hold more than 16 fluid oz.
 - iii. Shall not be made of glass.
- D. Alcoholic beverages may be consumed in the Social District during the established hours of events and festivals only or 5pm to 11pm, Wednesday – Sunday. (A Board decision will need to be made for this provision)
- E. The Town of Swansboro will provide window clings to establishments within the Social District to include three types of decals.
 1. Beverages Sold Here
 2. Beverages Welcomed
 3. Please no Beverages
- F. The Town of Swansboro will provide and establish the Swansboro Downtown Social District boundary designation signage.

Figure 113.02.1





September 21, 2023



**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF SEPTEMBER 30, 2023)**

REVENUES

EXPENDITURES

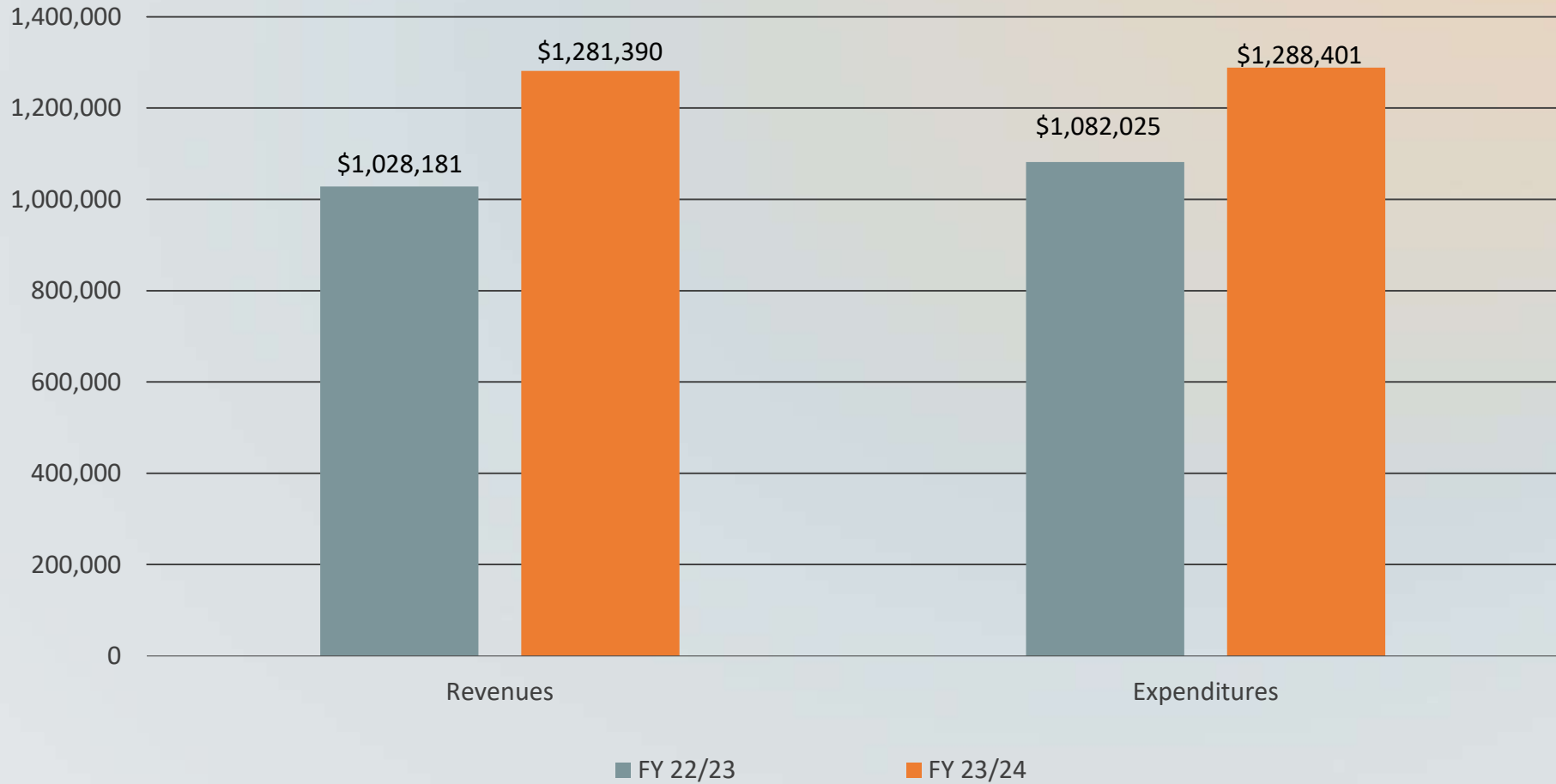
LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2023)**

Item VI - b.

GENERAL FUND



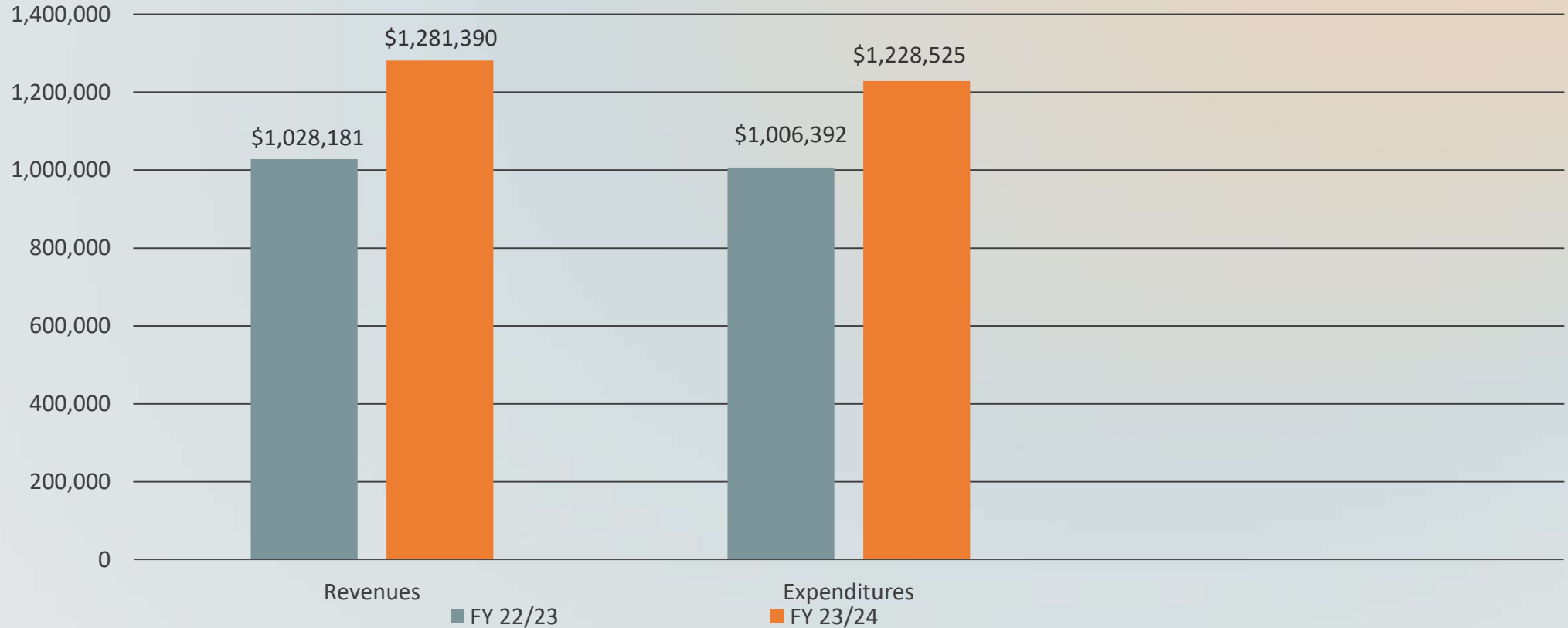
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures -\$7,011

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2023)**

(ACTUAL)

GENERAL FUND



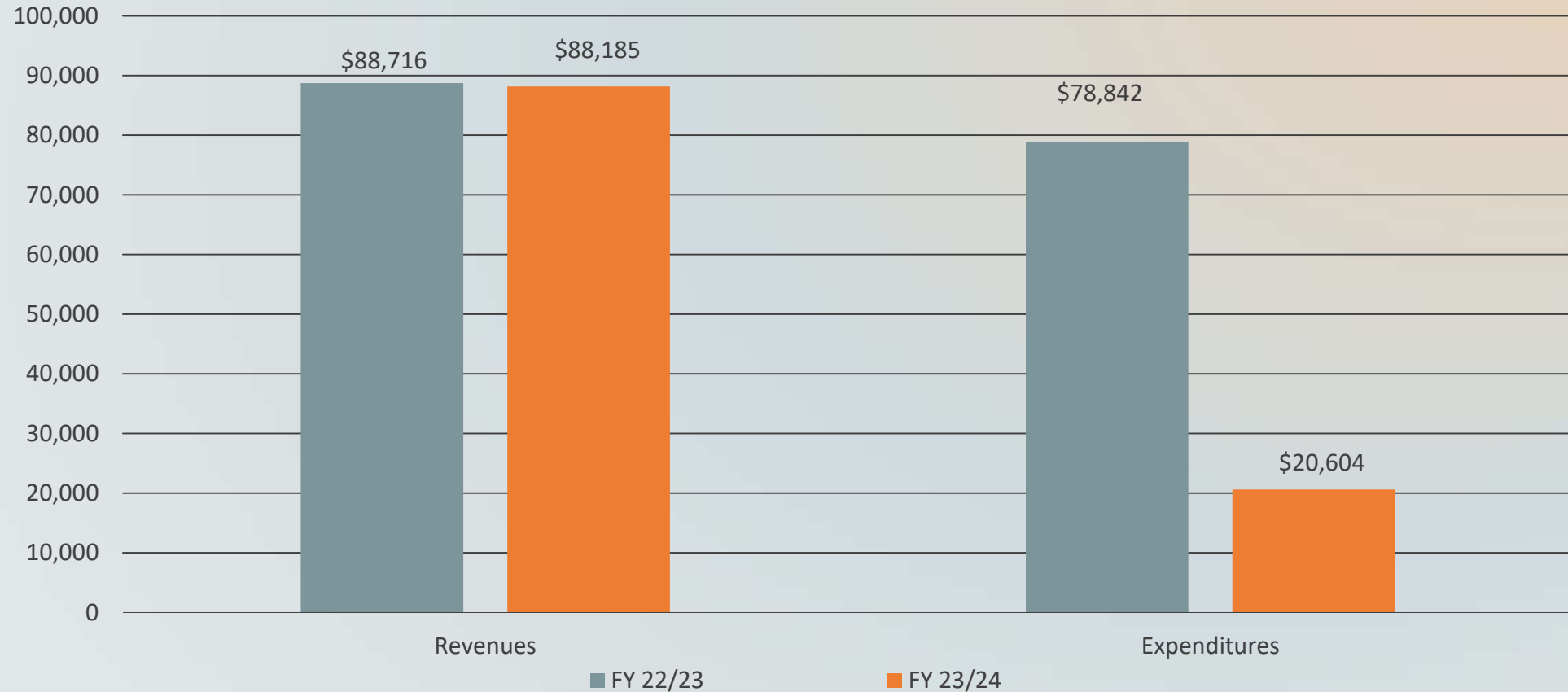
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$52,865

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % September 30, 2023
GOVERNING BODY	43,476	16,162	1,175	39.9%
ADMIN SERVICES	426,686	101,455	2,855	24.4%
FINANCE	288,745	59,391	423	20.7%
LEGAL	43,000	9,290	-	21.6%
PUBLIC BUILDINGS	386,000	49,872	2,380	13.5%
FIRE	1,344,513	278,646	19,700	22.2%
PERMITTING	389,292	85,711	-	22.0%
POLICE	1,208,251	258,991	10,141	22.3%
PUBLIC WORKS-STREETS	434,170	51,033	1,435	12.1%
POWELL BILL-STREETS	110,084	1,447	500	1.8%
PARKS & RECREATION	354,732	70,750	13,586	23.8%
CHURCH STREET DOCK/VISITOE CENTER	176,127	3,771	1,212	2.8%
EMERGENCY MANAGEMENT	44,306	9,335	1,439	24.3%
FESTIVALS & EVENTS	124,653	26,406	5,030	25.2%
NON DEPARTMENTAL	559,180	206,266	-	36.9%
TOTAL	5,933,215	1,228,525	59,876	21.72%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2023)**

STORMWATER ENTERPRISE FUND

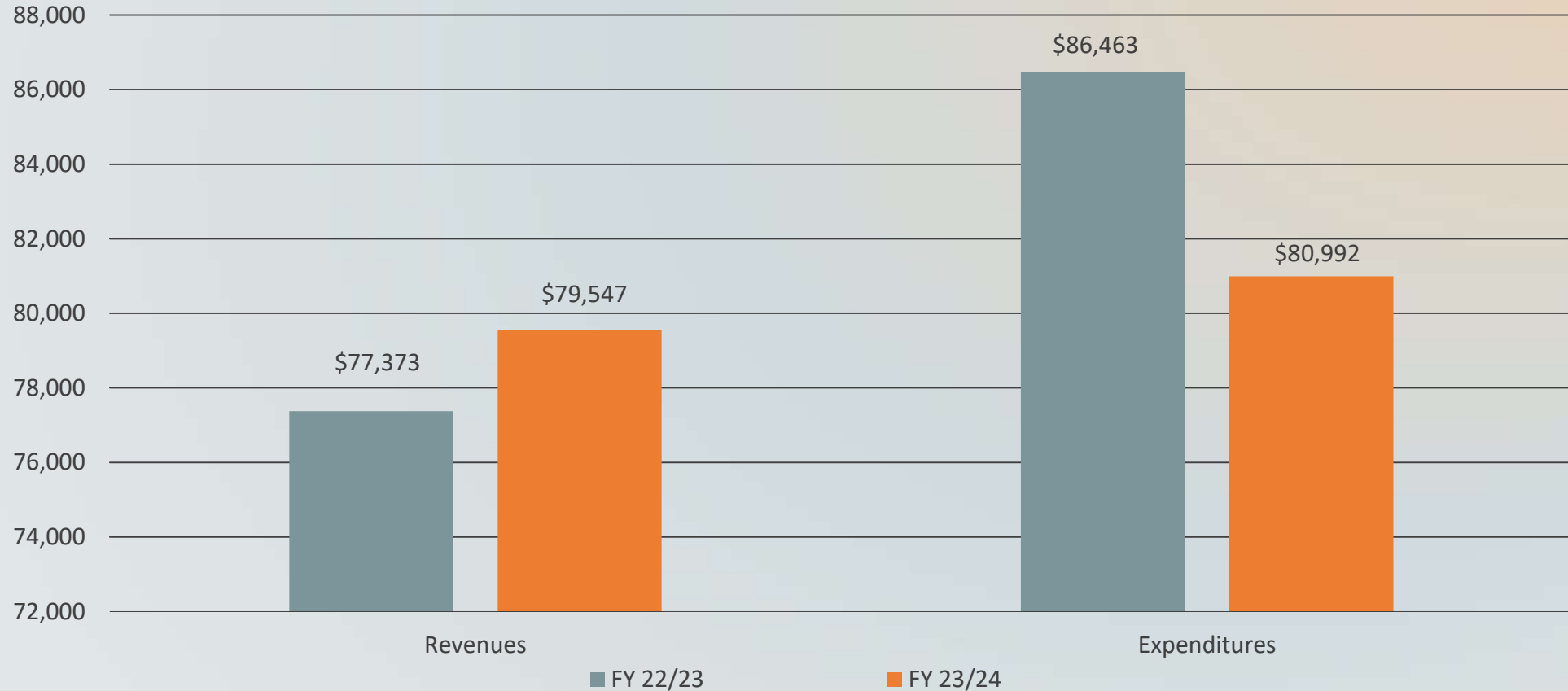


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$67,581

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2023)**

Item VI - b.

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures -\$1,445

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF SEPTEMBER 30, 2023)**

Item VI - b.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$80,000	2.58	12/22/2024	\$42,064
Fire Truck	\$179,671	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$100,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$912,183			\$273,632

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF SEPTEMBER 30, 2023)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$6,095,522	.10%
NC CMT-General	\$5,706,205	5.25%



GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,065,725	\$826,231	\$122,212	\$117,282
Swansboro Bicentennial Park Boardwalk Extension	\$176,350	\$45,327	\$0	\$131,023
Emergency Operation Center	\$6,009,261	\$19,621	\$0	\$5,989,640
Emmerton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Total Outstanding Grants	\$7,675,336	\$900,234	\$122,212	\$6,652,890

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Safety/Emergency Operations Center Professional Services for Design and Construction Phase**

Board Meeting Date: **October 23, 2023**

Prepared By: **Paula Webb – Town Manager**

Overview: Our PSB/EOC Consultant Becker Morgan has prepared the next phase – Professional Services Agreement/Design and Construction Phase for the PSB/EOC Project.

In November 2022, the Board of Commissioners selected Becker Morgan as its consultant for the PSB/EOC Project. Phase I – Feasibility Study was authorized and then finalized in June of 2023.

Based on that Feasibility Study, the Board of Commissioners selected Option C in August. Becker Morgan has developed a preliminary design schematic for visibility and the agreement for Professional Services/Design and Construction Phases.

As a reminder, in November 2022, Becker Morgan indicated that the cost for this phase would range 8-10% of the estimated construction costs. The estimated construction costs for Option C according to the attached agreement is \$9,900,000. The Professional Services Agreement for Design and Construction is \$840,500. Below is a breakdown of those services provided in the agreement.

Basic Services include the following:

Schematic Design – 35% Documents for Review and Comment

Design Development – 65% Documents for Review and Comment

Construction Documents – 100% Documents for Bidding, Permitting and Construction

Basic Services

Programming (previously completed scope shown for reference) (\$19,160)

Task 001

Schematic Design – 35% \$205,500

Task 002

Design Development – 65% \$200,220

Construction Documents – 100% \$238,020

Design subtotal \$643,740

Task 003 (please note, these may be adjusted based on final scope)

Bidding and Construction Administration \$196,760

Total \$840,500

Action: _____

Ernie Olds of Becker Morgan will be available on Monday night for any questions. Director Bates will also have the building layout marked on the ground if you would like to stop by early.

Background Attachment(s): Professional Services for Design and Construction Agreement

Recommended Action: Motion to authorize the Manager to proceed with the Design and Construction Phase and execute the agreement for \$840,500 with Becker Morgan or portion thereof.



ARCHITECTURE
ENGINEERING

PLANNING OUR
CLIENTS' SUCCESS

October 18, 2023

Paula Webb, Town Manager
Town of Swansboro
601 West Corbett Avenue
Swansboro, NC 28584
pwebb@ci.swansboro.nc.us

Re: **Professional Services – Design through Construction**
SWANSBORO PUBLIC SAFETY BUILDING /
EMERGENCY OPERATIONS CENTER
Swansboro, North Carolina
2022295.01

Dear Ms. Webb:

Becker Morgan Group, Inc. is pleased you have requested a professional services proposal for the new Swansboro Public Safety Building / Emergency Operations Center. It has been a pleasure working with your team as we prepared our feasibility study. We look forward to continuing to develop this project, and we appreciate your continued confidence in our firm!


Enclosed please find one original agreement documenting our professional services and compensation. If acceptable, please sign and return the original agreement to our office. We will then proceed with our services.

Thank you for the opportunity. We look forward to working with Swansboro on this important civic project!

If you have any questions, please contact me.

Sincerely,

BECKER MORGAN GROUP, INC.


Ernest W. Olds, AIA, NCARB
Vice President

Enclosure: Proposal (10/18/2023)

202229501aa-ppl.docx

BECKER MORGAN GROUP, INC.

3333 JAECKLE DRIVE, SUITE 120
WILMINGTON, NORTH CAROLINA 28403
910.341.7600

615 SOUTH COLLEGE STREET
CHARLOTTE, NORTH CAROLINA 28202
980.270.9100

PORT EXCHANGE
312 WEST MAIN STREET, SUITE 300
SALISBURY, MARYLAND 21801
410.546.9100

309 SOUTH GOVERNORS AVENUE
DOVER, DELAWARE 19904
302.734.7950

THE TOWER AT STAR CAMPUS
100 DISCOVERY BOULEVARD, SUITE 102
NEWARK, DELAWARE 19713
302.369.3700

www.beckermorgan.com

October 18, 2023

Professional Services – Design through Construction
SWANSBORO PUBLIC SAFETY BUILDING /
EMERGENCY OPERATIONS CENTER

Swansboro, North Carolina
2022295.01

Project Scope

The Town of Swansboro, Onslow County, North Carolina is located on the Intracoastal Waterway at the mouth of the White Oak River. The Town is 1.3 square miles in land area and includes 3,605 year-round residents. The County population is expected to grow almost 12% by 2030 with expectations the coastal communities will enjoy much of that growth.

The Town is served by a combined sworn and volunteer fire service stationed at 609 West Corbett Avenue. The department services the Swansboro and White Oak Fire Districts.

Law enforcement is provided by a sworn police force housed at 609 West Corbett Avenue in a facility shared with the fire department.

The combined fire and police station is known as the Swansboro Public Safety Facility. It was constructed in 1989 and additions were placed in 2014 and in 2016.

The current facility is situated on a single parcel of land totaling 3.98 acres. Several town-owned municipal structures occupy the parcel including Town Hall, the Public Works Department and related vehicle parking.

Preparing for and responding to potentially catastrophic events has led the Town to evaluate their facilities, develop an Emergency Operations Plan (EOP), and prepare to design an Emergency Operations Center (EOC) with improvements to enhance the safety of their first responders – the police and fire departments.

Becker Morgan Group had the pleasure of preparing a feasibility study, completed in June 2023, for the EOC Committee to address the Town’s concerns. The study provided 4 options that included renovations and new construction on both existing property and undeveloped land. After the committee and Town leadership reviewed the study, the option proposing new construction adjacent to Town Hall was selected.

The selected option (labeled C) included construction of 14,788 usable square feet of space plus site improvements equaling \$9.9 million. Considering soft costs and equipment plus allowances in market conditions, a budget range of \$9.28 million to \$12.56 million was estimated.

This proposal for professional services addresses the further development of Option C to include the design and construction documents phases as well as site and building construction.

Our team includes CBHF Engineers, PLLC, who will provide mechanical, electrical, and plumbing engineering, and Woods Engineers, Inc., a structural engineering firm. For cost

estimating we will use Aiken Cost Consultants, Inc. Becker Morgan Group will provide civil engineering (site), architecture and project management services.

Certain other services will be needed and can either be provided by the Town or incorporated into our services, as you prefer. Signal relocation will most likely be part of the public safety building improvement. This will require design and permitting through the NCDOT.

Geotechnical services are recommended for the foundation, pavement, and drainage structure design. Surveying services to fully document the site improvements, topography and zoning limitations will be required prior to site design. We do not expect to encounter environmental issues (hazardous materials, wetlands) but will alert the Town to any findings.

Finally, the issue of integrating your local public safety technology with that of Onslow County Communications Center (E911) should be addressed during the design phase. Should an independent consultant be needed, we're happy to make a recommendation.

Services Scope

The proper design for construction of a new Emergency Operations Center, combined with a new police and fire station requires a careful pre-design process. This process results in establishing what is needed (the "program") and what is practical within the constraints of budget and other factors. Fortunately, this work has already been completed via our feasibility study completed earlier this year. Some further program adjustments may be required, which will be addressed as we begin the design phase.

For the purposes of the fee proposal, we are assuming a construction budget of approximately \$9,900,000.

The design process, known as Basic Services, includes a multi-phase approach where we (Swansboro and the design team) iteratively refine the project requirements into a set of documents from which a General Contractor can bid and build the project.

Basic Services include the following:

- Schematic Design – 35% Documents for Review and Comment
- Design Development – 65% Documents for Review and Comment
- Construction Documents – 100% Documents for Bidding, Permitting and Construction

We will discuss the importance of understanding the project budget, schedule and impacts on Town operations early in the design process. We have proposed a 35% completion stage above as that point where we will stop to fully evaluate those impacts. This will also be a point where the plans and exterior elevations will be sufficiently developed to present for funding should that be needed.

We will evaluate the probable construction costs using our third-party professional during each of these steps. Our work product will evolve in greater detail as the design progresses. We will incorporate the efforts of our engineering team (civil, structural, mechanical, electrical, and plumbing) during each phase as well.

At the conclusion of Construction Documents, our work product can be used for competitive bidding, submissions to review agencies for permitting and for construction.

We assume Swansboro will bid the project to qualified General Contractors, a process called

"design-bid-build", rather than an alternate method such as "design-build" or "construction manager at risk". We are happy to discuss these alternative options if you are interested.

The remainder of Basic Services includes two components – Bidding and Construction Phase. During the Bidding phase we will attend a pre-bid meeting, respond to bidder requests for information (RFI), issue addenda as needed, attend the bid opening, and assist with the preparation of the construction contract.

Our Construction Phase services will include periodic construction progress meetings and site visits, processing of pay applications and change orders, responding to RFI's, product submittals, final inspections, and closeout.

Compensation

For the services described above, we propose the following fixed fee: **\$840,500**

Our fee is equal to roughly 8% of the estimated building and site construction costs. We have subtracted the programming phase as this was already completed during our initial feasibility study.

Basic Services

Programming (previously completed scope shown for reference) (\$19,160)

Task 001

Schematic Design – 35% \$205,500

Task 002

Design Development – 65% \$200,220

Construction Documents – 100% \$238,020

Design subtotal \$643,740

Task 003 (please note, these may be adjusted based on final scope)

Bidding and Construction Administration \$196,760

Total \$840,500

To better understand how each discipline shares in the effort, here are breakdowns for each:

	<u>Design</u>	<u>Construction</u>
CBHF Engineers, PLLC	\$157,880	\$52,630
Woods Engineers, Inc.	\$63,150	\$21,050
Aiken Cost Estimating, Inc.	\$17,640	\$0
Becker Morgan Group, Inc.	<u>\$405,070</u>	<u>\$123,080</u>
	\$643,740	\$196,760
Fees as % of Budget	6.1%	2.4%

Our proposed services do not include the items on the following list, but you may find them useful as a check list during planning for the project.

Exclusions (*the following services and expenses are excluded from this agreement*)

*If authorized, Becker Morgan Group has experienced staff to provide these services.



ARCHITECTURE
ENGINEERING

Services

- Design*: Landscape; Furnishings, Fixtures, and Equipment (FF&E)
- Engineering: Geotechnical (soil borings and recommendations); Life Safety; Technology and Telecommunications
- Surveying; subdivision plats; recordation; ALTA/ACSM surveys; construction stake-out; recordation drawings; as-built surveys
- Studies: traffic; community impact statements
- Regulatory matters: variances; special exceptions; amendments; hearings; review meetings
- LEED® design or documentation or similar environmental or energy conservation program.
- Environmental: Phase 1 and Phase 2 studies; tree conservation compliance; wetlands delineation and permitting; CAMA compliance
- Off-site improvements: design of any off-site improvements or utility extensions to the site
- Special Consultants: Acoustical; Cost Estimation; Food Service; Building Envelope; Roofing; Scheduling; Security
- Graphics*: presentation/marketing materials (2D / 3D); models; signage; animation.
- Permitting*: building, site, health, food service, environmental

Expenses

- Fees: filing; review; permits; agency approvals; bonds
- Reproduction: printing of drawings and specifications
- Travel: mileage, tolls, parking

Agreement Terms

Reimbursable items such as printing, mileage, shipping, etc. are not included in our fee, and will be billed separately. The attached *Terms and Conditions of Agreement* documents contract terms and is hereby incorporated into this agreement. If this proposal is acceptable, please sign and return to our office.

We sincerely appreciate the opportunity to work with the Town of Swansboro. Thank you for the opportunity to be of service.

BECKER MORGAN GROUP, INC.

Ernest W. Olds, AIA, NCARB
Vice-President

Town of Swansboro

Accepted: _____

Printed: _____

Title: _____

Date: _____

Attachment: *Terms and Conditions of Agreement* (01.01.23) NC

**TERMS AND CONDITIONS OF AGREEMENT
For Professional Services**

Scope of Project and Services

See attached proposal/letter of agreement.

Fixed Fee Projects

Billings are based upon the percentage of completion of each phase of services.

Hourly Rate Schedule

Compensation for hourly services:

Principal	\$225 - 290/hr
Senior Associate	\$165 - 215/hr
Associate	\$150 - 165/hr
Architect/Engineer/Interior Designer	\$120 - 285/hr
Designer	\$ 80 - 155/hr
Technician	\$ 75 - 120/hr
Support	\$ 80 - 160/hr
Expert Witness	1.5 x billing rate
3D Scanner	\$205/hr

Rates subject to change each January.

Any consultants required and authorized by the Owner will be billed at cost plus (10) ten percent.

Estimated Fees

Fee estimates are valid for sixty (60) days. Where an estimated total is given for hourly work, it shall not constitute an upset figure, but is provided to assist in project budgeting only.

Initial Payment

Services commence when the Owner's authorization is received with the initial payment, which will be applied to the final invoice.

Invoices

Invoices are sent monthly for services performed. Payment is due upon receipt. A late charge will be added thirty (30) days after the invoice date at 1.5% per month simple interest.

Reproduction Expenses

In-house reproduction expenses incurred in the interest of the project will be billed as follows:

Plots	Size	Regular	Color
	18x24	\$ 5.00	\$10.00
	24x36	\$10.00	\$15.00
	30x42	\$15.00	\$20.00
Photocopies	8½ x 11	\$.15	\$.50
	8½ x 14	\$.20	\$.75
	11x17	\$.25	\$ 1.00
Prints	18x24	\$ 2.00	
	24x36	\$ 3.00	
	30x42	\$ 4.00	

Reimbursable Expenses

Other expenses incurred in the interest of the project (travel, toll communications, postage, delivery, photographs, engineering or other consultants, renderings, models, etc.) will be billed monthly at cost plus ten (10) percent.

Government Agency Fees / Approvals

The Owner shall pay directly (outside of Becker Morgan Group, Inc.'s fees and reimbursables) for all of the following governmental charges, including, but not limited to: application fees, review fees, permit fees, plat recordation, governmental charges, impact fees, front footage assessments, water flow and pressure test, tap-in fees, bonds, transfer taxes, etc. Owner should investigate and budget these items in their total project development soft costs. Owner acknowledges the approval process necessary to estimate or maintain a project timeline is both unpredictable and outside of the Architect's control. Architect does not guarantee approvals by any governing authority or outside agency, nor the ability to achieve or maintain any project timeline.

Additional Services

Services beyond those outlined in the attached Scope of Work, including for revisions due to adjustments in the scope, budget or quality of the project, for redesign of previously approved drawings, and for additional Construction Phase services, will be billed at hourly rates above or at fixed fees.

Change of Scope

All fees are subject to renegotiations if the original scope of service is changed or if services are not completed within two (2) months of the project's projected completion date indicated in the proposal.

Early GMP or Design / Build

If Owner solicits early GMP or Design / Build proposals based upon work-in-progress drawings or prior to Architect's receipt of, and response to, permitting comments, Owner acknowledges that any cost scheduling information resulting for such solicitations or procurement necessary will be subject to revision until the Construction Documents are finally completed and issued for construction, including all addenda. Any services required to highlight drawing changes associated with early GMP or Design / Build proposals shall be compensated as an Additional Service.

Fast-Track or Phased Project Delivery

If Owner requests or requires fast-track design services or early or phased construction document packages, Owner assumes the elevated risk the design services and/or phased construction document packages will have errors, omissions or incomplete coordination. Accordingly, Architect shall have no liability to Owner with respect to fast-track design services or early or phased construction packages absent gross negligence on the part of the Architect.

Betterment

In the case of design errors or omissions that lead to an increase in the cost of construction, Architect shall have no liability to Owner for the portion of such cost increase that represents betterment or value added to the project.

Third-Party Beneficiaries

Neither the Contractor nor any other person or entity, apart from the Owner and Architect, are intended beneficiaries of the Architect's services. Architect does not warrant or represent that its services or the Construction Documents will be free from errors, omissions or ambiguities. Owner shall inform all prospective contractors and construction managers, in writing, that Architect makes no representation whatsoever to any prospective contractor, trade contractor or construction manager regarding the quality, completeness or sufficiency of the Construction Documents, for any purpose whatsoever.

Site Visitation

In the event Architect's scope of services includes periodic site visits during the construction phases, Architect shall be serving only in the capacity as a consultant to advise Owner on issues involving progress and general design compliance. Architect does not assume any responsibility for the means and methods of construction, shoring or temporary construction, quality or timeliness of any contractor's work, job site safety, continuous on-site inspections, or any issues that fall outside of Architect's scope of services as defined in this Agreement

Design Without Construction Review

Should Owner elect not to engage A/E to perform normal periodic construction observation and normal full service Submittals, RFIs, Substitution and Change Order review services during construction, Owner

acknowledges that there is an increased misinterpretation of A/E's design intent Contractor, the Owner or inspecting agencies; an increased risk of non-compliant construction work on the part of the Contractor; and a reduced opportunity afforded to the A/E and Owner to identify and resolve conflicts, errors or omissions in the construction or in the construction documents at a point when the consequences stemming from such risks and reduced opportunities could have been mitigated or avoided. Owner shall secure similar partial waivers of liability in favor of A/E from each and all of its separate contractors, subcontractors and consultants of every tier.

Item VI - c.

Ownership of Documents

All documents (drawings, sketches, reports, etc.) prepared as instruments of service shall remain the copyrighted property of the Architect and are specific only to this project, Owner, and this Agreement. Work which is furnished, but not paid for, will be returned to the Architect and will not be used for any purpose by the Owner until payment in full is rendered. Owner agrees to indemnify, defend and hold Architect harmless for all claims arising out of Owners reuse, misuse, modification or assignment of Architect's instruments of service. This provision shall survive termination of this Agreement.

Insurance

The Architect is protected by Workmen's Compensation, Professional Liability and Standard Public Liability Insurance. The Architect will not be responsible for any loss, damage or liability arising from Owner's negligent acts, errors or omissions or those by Owner's consultants, contractors, and agents or from those of any person whose conduct is not within the Architect's contractual responsibility.

Risk Allocation

Owner and Architect have discussed the risk, rewards and benefits of the project and the Architect's total fee for services. The risks have been allocated such that the Owner agrees that to the fullest extent permitted by law, Architect's total liability to Owner for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this agreement from any cause or causes, shall not exceed the total fee or \$50,000, whichever is greater. Such causes include, but are not limited to design professional's negligent errors, omissions, or breach of contract. This limitation of liability may be increased up to the limits of Architect's insurance coverage available to pay for said increased liability only if a mutually agreed increase in Architect's fees is negotiated and set to this or written amendment executed by both parties.

Termination of Agreement

This Agreement may be terminated by either party upon seven (7) days written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. This Agreement may be terminated by the Owner upon at least seven (7) days written notice to the Architect in the event that the Project is permanently abandoned. In the event of termination not the fault of the Architect, the Architect shall be compensated for all services performed to termination date, together with Reimbursable Expenses then due.

Environmental Hazards / Subsurface Conditions

The Architect does not perform services related to the identification, containment or removal of asbestos, hazardous waste, or any other environmental hazards, nor will it assume liability for any damages or costs related to these materials. Unless specifically included under Architect's scope of services, Architect assumes no liability for geotechnical engineering or any other analysis or testing of subsurface conditions (including soils and the location of any utilities or structures not visible on the surface).

Nonpayment/Work Stoppage

The Architect reserves the right to stop work on the project upon ten (10) days written notice to Owner for non-payment and withdraw any permit documents. As stoppage of work shall be without liability for consequential or other damages resulting from the stoppage. Restart on the project after thirty (30) days of stoppage will require payment of additional fees.

Standard of Care

The Owner acknowledges the inherent risks associated with construction. In performing professional services, the Architect will use that degree of care and skill ordinarily exercised under similar circumstances by competent licensed Architect in the jurisdiction where the project is located. Under no circumstances shall any other representation (express or implied) or any type of warranty or guarantee be included or intended by the Architect during the completion of its services under this Agreement.

Successors & Assigns

The Owner and the Architect bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither party shall assign, sublet or transfer any interest in this Agreement without the written consent of the other.

Affidavits/Certifications

Any affidavits or certifications required by government agencies, lenders, or others shall be written to include language acceptable to the Architect. The Owner shall not require certification that would require knowledge or assumption of responsibilities beyond the scope of this agreement.

Miscellaneous Provisions

Unless otherwise specified, this Agreement shall be governed by North Carolina Law. Terms in this Agreement shall have the same meaning as that in AIA Document A201, General Conditions of the Contract for Construction, current as of the date of this Agreement.

Collection

If it is necessary to enforce collection on any amount past due under this agreement, the Architect shall be reimbursed for all legal and other reasonable costs related thereto, including (33%) attorney's fees, court costs, administrative time and other collection costs.

Certificate of Merit

The Owner shall make no claim (whether directly or in the form of a third party claim) against the Architect unless the Owner shall have first provided the Architect with a written certification executed by a licensed professional in the State of North Carolina, specifying each and every act or omission which the certifier contends constitutes a violation of the standard of care expected of an Architect performing professional services under similar circumstances. Such certificate shall be provided to the Architect thirty (30) days prior to the presentation of any such claim.

Frivolous Suit or Counterclaim

In the event the Owner makes a claim (or counterclaim) or brings an action against the Architect for any act arising out of the performance of the services hereunder, and the Owner fails to prove such a claim or action, then the Owner shall pay all legal and other costs incurred by the Architect in defense of such claim or action.

Electronic Media

If electronic media of project files are requested, the Owner or requesting party must sign an Electronic Media Release Form, plus remit \$200.00 per file, plus printing costs per sheet for one (1) record set for Owner and one (1) set for A/E.

Publicity

All publicity developed for this project will credit Becker Morgan Group, Inc. as the Architects, as appropriate.

January 1, 2023

Becker Morgan Group, Inc.

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Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **October 23, 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.

November 13th

No meeting. Veterans Day Observance

November 27th

- * Board Appointments
- * SHA Lease renewal
- * EOC/PSB Updates (as needed)
- * Monthly Financial Report

December 11th – Organizational Meeting

- * Samuel Swann Bland Community Service Award
- * Oath of Office Ceremony
- * Selection of Mayor Pro Tem
- * Appointment to Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Transportation Advisory Committee (TAC)
- * 2023 Board Meeting Schedule

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments – Comprehensive Transportation Plan Revisions
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Building Standards (*Concerns with tarps and homes in poor repair all around town brought up 2.14 meeting*)
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Wetlands Policy (*creation & review by planning board*)
- * Duke Energy Presentation
- * Major Subdivision Final Plat – Parrish Green
- * Onslow County Soil & Water Presentation
- * Wayfinding Signs
- * High School Recognitions – *revisit/revise*
- * Swansgate Street Acceptance
- * Text Amendment – Airbnb regulations
- * Highway 24 Superstreet Presentation – *rescheduled to later date*
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Town Code Amendment to Chapter 91: Fire Prevention

PROJECTS REPORT

Town Projects/Initiatives Update

October 2023

Submitted By: Paula Webb, Town Manager

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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

On August 14th, Chairman Philpott gave a briefing on finance options. Due to the length of the meeting, the briefing was added to the August 28th agenda. The Board was asked to provide a firm option selection so that the design schematic and site analysis can be done. Option C was selected and the staff was asked to layout the design on the ground for better visibility at a future meeting.

At the direction of the Board in July, the Manager forwarded an additional funding request to our local legislative delegation. In September, we learned that the Town was awarded an additional \$3 million dollars toward this project in the state budget adoption.

Becker Morgan provided a *preliminary* exterior design schematic for Option C and that layout was mapped out on the ground for visibility on October 23rd. Becker Morgan has also provided a professional services agreement for the next phase – Design and Construction totaling \$840,500, which is approximately 8% of the estimated building and site construction costs. Authorization for the Manager to proceed was requested October 23rd.

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

Town of Swansboro, NC Manager's Report

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

Our consultant Beth Smyre shares that NCDCCM 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 NCDCCM 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

Town of Swansboro, NC Manager's Report

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.

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

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

The Town received notification on July 26, 2023 that we were not selected for funding for this phase. We knew at application that the construction phase was under-funded. In conversation with Withers and Ravenel, who assisted with the grant preparation, there are other funding sources we can look for. Steve Marks shared, "...the state has training opportunities the next couple weeks for grants this fall. Same program as the LASII planning grant, but construction projects are potentially eligible. The funding source is unclear at this moment, but DWI is proceeding as though they'll have money for the

Town of Swansboro, NC Manager's Report

program. DWI offers low/no interest loans with possible principal forgiveness for green infrastructure projects. It's likely with the addition of the bioretention cells that this would qualify. Also, Golden LEAF could potentially be interested in the project too. Right now, their funding cap is \$250k so that would essentially cover what we were hoping RCCP P4 would fund." We will work with Withers and Ravenel for future funding opportunities.

- **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

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 ad 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.

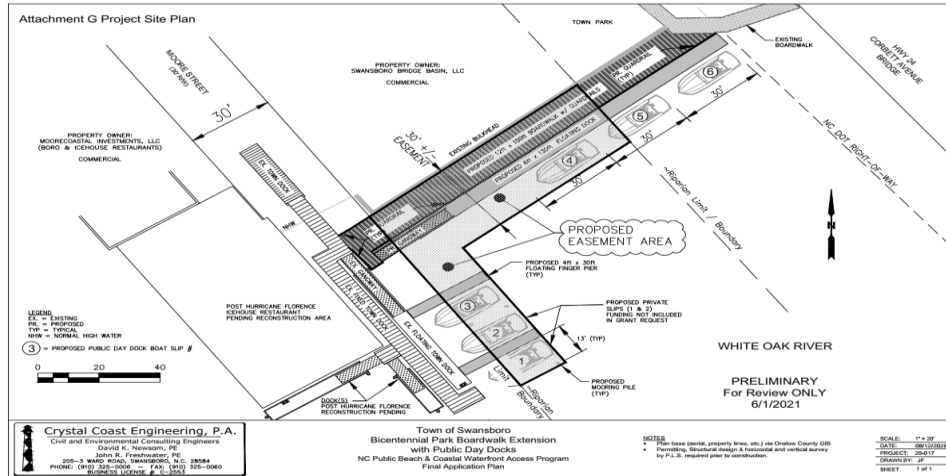
In follow-up with the State last week, the legal team is putting final edits together on the contract with Mr. Gall.

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

Stature Engineering was interviewed on April 10th and selected to complete the work. SHPO working on contract language with Stature Engineering. *The contract was executed mid-June, and the engineer has begun his work. Mid-October 2023, Stature Engineering has completed 45% of the Schematic Design documents and 100% of the Brick and Mortar Sampling and Testing.*

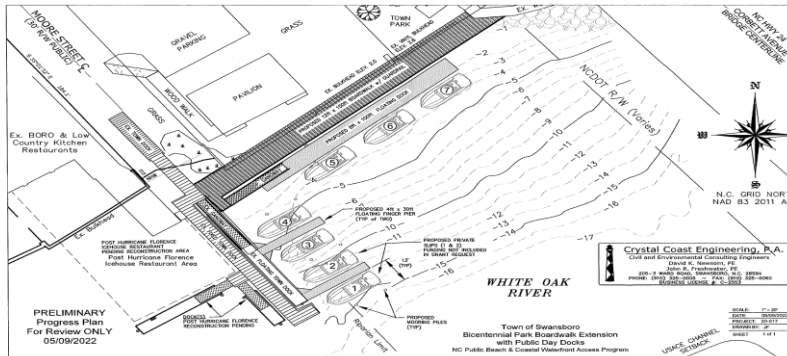
- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$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 CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion

Town of Swansboro, NC Manager's Report

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.

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

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

Town of Swansboro, NC Manager's Report

On Friday, August 11th, 2023, property owner, Randy Swanson notified the Town that the ground was cracking at the shoreline/bulkhead. On Monday, August 14th we met with Crystal Coast Marine/Justin Cleve, who shared that he could drive pilings to secure the bulkhead as an immediate solution. The proposal was sent to CAMA for consideration. On Tuesday, August 15th I received approval from CAMA for maintenance/repair to drive the pilings, which were then driven on Wednesday, August 16th. The land side of the bulkhead continues to deteriorate due to the tide washing in/out around the bulkhead. Required bulkhead replacement costs \$101,450 – BOC approved October 5, 2023. A modification of current CAMA Permit 112-05 was required and received through fast-track review on September 15, 2023 along with approval from the US Army Corp of Engineers. The Stormwater Permit for the Boardwalk and the Bulkhead Replacement were received on September 13, 2023.

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. John Wood continues to develop final plans not only for the new bulkhead but the boardwalk as well.

The Swansboro Tourism Development Authority awarded the Town \$12,500 towards the bulkhead replacement costs on October 5th. A request has also been sent to Onslow County seeking tourism assistance for the bulkhead replacement as well.

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

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

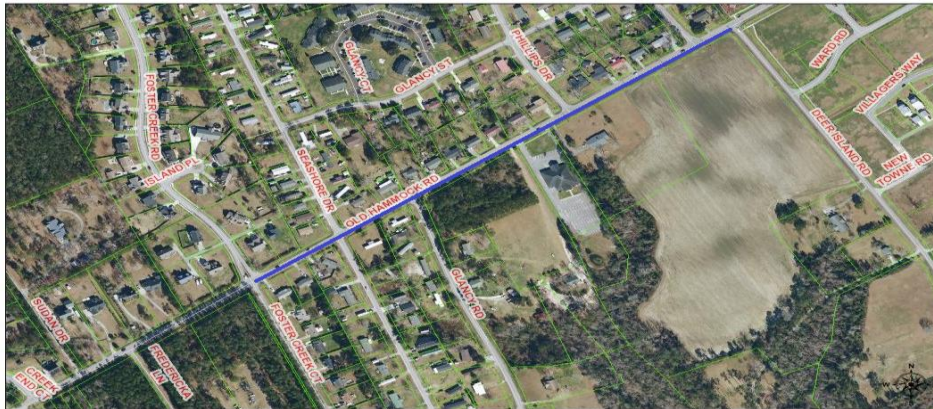
- **Priority 1** - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000 - **Completed**
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in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

Town of Swansboro, NC Manager's Report

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

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

Section 1 of Priority 2



Section 2 of Priority 2



Town of Swansboro, NC Manager's Report

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

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

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

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

Priority 3



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

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

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

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

Town of Swansboro, NC Manager's Report

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

Priority 4 - Completed



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

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

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

Priority 5

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

Town of Swansboro, NC Manager's Report

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

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

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

Priority 5 completed in September 2023



Priority 6

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

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

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

Two easement letters have been sent to the property owner with no response. The last letter gave a deadline of March 15th. **Easement obtained late March and provided to NCDOT. The Town obtained an engineered pedestrian crossing for this priority. Waiting to hear from NCDOT on utility conflict/pipe extension.**

Town of Swansboro, NC Manager's Report

Priority 7

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

Priority 8

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

Priority 9

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

Following a TRC Meeting at Town Hall on December 13, I met with our NCDOT District Engineer to discuss the priority areas described above further. She noted a change to our priority areas as noted above in red and that she would be reviewing the funding left in this cycle once priority 4 was paid out. She felt confident there should be funding left to complete Priority 5&6 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. Pedestrian crossing for Priority 6 estimate \$5000.

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

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.

- **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

Town of Swansboro, NC Manager's Report

renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must be brought into compliance with the current ordinance and Building Code requirements. A second phase could not be started until one year after the final inspection on phase one.

Another alternative would be to raise the building to the current flood elevation (approximately 5 more feet) to bring it into compliance with the current regulations, including breakaway wall construction for the foundation due to the Coastal A flood zone designation. This would require HPC approval. This item will be added to the Planning Retreat for discussion/guidance. As a reminder the Town was awarded \$20,000 through the Onslow County TDA and must be used by June 30 or requested again in the next grant cycle.

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

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

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

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

Town of Swansboro, NC Manager's Report



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

What's Been Done To Date

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

What's Remaining to do on the Exterior

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

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

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

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

Town of Swansboro, NC Manager's Report

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

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



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

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

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

Mid-October, met with electrical and mechanical contractors, and still waiting to hear from plumber. It would be our hope to begin the interior renovations late November unless the contractors are ready before.

- 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

Town of Swansboro, NC
Manager's Report

announced in February 2023. On February 9th Withers Ravenel shared that our application had been recommended for approval. We should receive final award by the end of February. Grant award received April 5, 2023. Staff held a scoping meeting with Withers Ravenel on October 18th to review the draft agreement for services.

Administrative Services

- Phone Records Report for July: 2,356 calls

Internal – 482	Town Hall – 352	Parks and Recreation – 457
Police Department – 455	Fire Department – 84	Outgoing totals – 526
- Building permits sold for July: 34 residential/commercial combined; \$5,479.31 total fees collected (includes 6 re-inspections)
- 76 Building inspections processed/5 Fire Inspections processed
- 3 Code Enforcement Violations
- 131 Various receipts processed
- 311 ONWASA payments processed; 5 New Services; 3 other requests
- 5 Work Orders generated for Public Works
- 9 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Aliette)
- Ongoing Admin Assistant and Permit Technician training
- US Census Report Submitted - Permits
- Public Records Request
 - SmartProcure – PO/Vendor Information
- Finalized June Departments Report
- Updated and certified the town zoning map
- Provided support to the Planning Department for numerous matters
- Created Candidate information packet for those running for Election in November
- All departments participated in a EOC stand up at the Methodist Church
- Issued New Releases/Constant Contact/Facebook posts for:
 - Weather Alert - Dangerous Heat and Severe Risk July 3, 2023
 - Highway 24/Corbett Avenue Traffic Notice
 - Board of Commissioners Regular Meeting July 10, 2023
 - Landing Zone Class for Fire Departments Training Exercise
 - Board of Commissioners Regular Meeting July 24, 2023
 - Newsletter July 2023
- 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 13.75 hours
- Submitted Powell Bill Certified Statement
- Submitted Annual Demographic Surveys for the NC Office of State Budget and Management
- Tyler Technologies
 - Completed credit card payment system training
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Department Reports for July 2023

Website Home Page defaults: 7,090.

Top 5 pages viewed in July – Employment Opportunities 1,088 | Department – Planning 572
| Department – Police 512 | Contact 453 | Questions/search 389

Finance

- Sales & Use Tax received in July 2023 is \$113,233
- Accounts Payable Summary for July 2023:
 - 293 Invoices-Totaling \$401,202
 - 55 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for July 2023 (1.82)
- Processed payroll- 07/14/23 & 07/28/23
- Stormwater Fees Collected-July 2023-\$330.
- June 2023 Bank Reconciliation-Town accounts
- June 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Prepared the Agenda and quarterly financial report for the TDA Quarterly Meeting held on Thursday, July 20, 2023: The next scheduled meeting will be held on Thursday, October 12, 2023, at 2:30 pm in the Community Room
- Attended Tyler Technologies Utility Billing software end user training sessions.
- Billing
- Go-live
- Manually entered stormwater accounts in the Utility Billing software
- Attended NC GFOA summer conference.
- Submitted HUBSCO for quarter ending 6/30/23- (Historically Underutilized Businesses State Construction Office) Construction Reporting System
- Submitted LGC-203 for period ending 06/30/23 (Town and Swansboro TDA)- Report of Deposits and Investments
- Auditor, Greg Redman will be conducting an annual audit for FY 2022/2023 during the week of September 18-September 20, 2023.

Fire Department

Incidents

- 103 Total Incidents (*Increased*)
 - 69 EMS Incidents
 - 34 Fire Incidents
 - 69 incidents occurred in the Swansboro (City Limit District)
 - 18 incidents occurred in the White Oak Fire District
 - 16 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 15 of those 16 incidents
 - Mutual Aid (requested later): 1 of those incidents.

Department Reports for July 2023

- Response Statistics
 - Average Turnout Time (Dispatch to Enroute)
 - 2:31 (increased) was 1:31
 - Average Response Time (Dispatch to On Scene)
 - Swansboro Fire District (City Limits): 3:43(Increased); was 3:41
 - White Oak Fire District: 8:45 (Increased) was 6:07
 - Mutual or Automatic Aid Districts: 13:15 (Increased); was 9:13
 - Average Number of Personnel Responding to Incidents (Overall):
 - 3.87 (Increased); was 3.47
 - Average Number of Personnel Responding to Incidents (Time Range):
 - 0700-1700: 3.696 (Decreased) was 4.118
 - 1700-0700: 3.65 (Decreased); was 3.685

Training

- Training hours: 713.50 (Increased); was 384.75
 - Career Personnel: 522.50 (Increased); was 356.75 Hours
 - Volunteer Personnel: 180 (Increased); was 28 Hours

Paid staff

- Captain Position Started July 31, 2023.
- Remain Full-Staff
- One Full-Time Employee starting EMT in August

Volunteer staff

- One Pending Application for Volunteer.
- Three Volunteers are being sponsored through two different Fire Academies.
- Volunteers have started or starting their EMT training.

Vehicle repairs

- Truck 17, cab lift cylinders repaired.
- Marine 17 and Truck 17 have received their annual mechanical service.
- ISO required pump, aerial, and ground ladder testing to be scheduled soon.
- Annual preventative maintenance pending for Squad 17, Engine 17, and Tanker 17.

Department activities

- Various types of training occurring over the coming weeks to months.
- Conducted Mutual/Automatic Aid training with all our agency partners except for one.
- All personnel are completing training to improve, sharpen, refine, and develop skills.
- Hydrant painting continues. Flow testing will be initiated soon.

Upcoming Events

- Tunnel to Towers 9/9/2023

- Hometown Heroes Banquet, 9/10/2023

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet

- Continue to accept vendor applications, although the spots are very limited. Vendors will be added to side streets within the festival area to accommodate more vendors.
- Band contracts completed
- Partnering with Jones Onslow Sports Commission to host the Movin Mullet 5K on October 7. The run will be in Downtown Swansboro.
- Finalizing poster design
- Met with Down East Cyclist to host a 60/30/10-mile bike ride. Possibly on festival weekend. Event would not interfere with any festival activities.

Misc.

- Continue to update website for each upcoming festival
- Beginning to plan marketing efforts for Mullet and Flotilla. Meeting with two firms in August to finalize plans.

Miscellaneous

- Received event application for a fundraiser, will meet with Parks Park for recommendations.
- Preparing to open concession stand the first weekend of August.
- Revise and finalize Dockmaster/Facility Supervisor job description. Position has been posted and received applications. Interviews to begin soon.
- Conducted interviews for Recreation Program Supervisor position. Candidate was selected and begins at the end of August.
- Attended Tunnels to Towers planning meeting.
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board.
- Continue to manage and monitor budget and funds.
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Department Reports for July 2023

Metrics-social media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	15,012	36,515	5620	136
Instagram	752			8

Activity Report

Organization Activity					
From 7/9/2023 to 8/8/2023					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	126	66	9	0	136
Resident	12	11	5	0	11
Non-Resident	114	49	4	0	125
No Residency Set	0	0	0	0	0
Demographics					
< 18	47	3	1	0	29
18 - 65	51	42	6	0	90
65+	27	15	2	0	16
Male	54	33	5	0	65
Female	72	27	4	0	71
Other Genders	0	0	0	0	0
Online vs In-House					
Online	23	0	0	N/A	45
In-Person	103	60	9	N/A	91

Revenue

Slip Fee - Town Dock	\$2268
Rental Fees-Parks	\$535
Rentals Rooms	\$3895
Rec Program Fees	\$3161
Gym Memberships	\$250
Dog Park Memberships	\$25
Vendor Fees	\$2725

Recreation Programs

- Summer Day Camp program has been full each week and is full till the end of summer.
- Partnering with Pogies Fishing Center to offer Kids Half Day Adventure Camps and Kids Fishing Nights throughout the summer. They will continue into August.
- Pound Fitness programs continue to be offered on Saturday mornings.
- Two theatre trips were offered.
- Pickleball Leagues continues to grow, currently 204 members and drop ins weekly.
- Began planning for the Fall Pickleball Tournament for league only.
- Partnered with Tennis Bloc for pickleball and tennis clinics. A new class session will begin in August.
- Offering Summer Art in the Afternoon camps throughout the summer.
- Conducted paint classes and will continue every other month, if not once a month.
- Continue to partner with American Red Cross to host blood drives.

- Continue to partner with the Down Syndrome Network of Onslow & Carteret County to offer Music Therapy.
- Continue to offer Fellowship Nights once a month.
- Thai Chi classes will begin at the end of August.
- Exploring new art and craft classes for the fall.

Permitting*Planning Board*

- A Special Planning Board meeting was held on July 11 because the regular meeting date was July 4th.
 - The Projects/ Planning Coordinator presented the text amendment to the Table of Permitted/Special Uses to allow accessory structures in the front yards of government/educational zoned properties.
 - The Planner presented an amendment to the CAMA Land Use Plan. The purpose of this land use plan amendment is to clarify the recommendations from Appendix A concerning environmentally sensitive areas.

Swansboro Historic Preservation Commission

- The regular meeting was held on July 18, 2023
 - The Projects/ Planning Coordinator presented the Certificate of Appropriateness for 210 S. Walnut Street for exterior alterations.
 - The Projects/ Planning Coordinator presented the Minor Work and Staff Approval Application Report.

Jacksonville Urban Area Metropolitan Planning Organization

- Attended meeting on the projects being discussed for recommendation to the State Transportation Improvement Program (P7.0)
- Attended meeting kick off for the 2050 MTP transportation plan for the Jacksonville metropolitan area.

Routine Activities:

- Continue fielding complaints and notifying property owners of violations.
- Local Historic District residences are now working with our Projects/Planning Coordinator on all historic matters.

Police Department*Patrol:*

- 229 Reportable Events
- 25 Motor Vehicle Crashes
- 2 Felony Arrests
- 13 Misdemeanor Arrests
- 3 Arrests by Warrant Service
- 2 Drug Arrests
- 5 DWI Arrests
- 10 Arrests with Transport to the Onslow County Jail

Department Reports for July 2023

- 116 Citations
- 222 Verbal/Written Warnings
- 3 Felonies Reported (Break & Enter-1; Assault (sexual)-1; Forgery-1)
- 44 Misdemeanor Reported (Property Damage-14; Larcenies-14; Drug Related-4; Abandonment-2; Resist Public Officer-3; Assault-1; Concealed Weapon-1; Misuse of 911-1; Child Abuse-1; Trespassing-2; Traffic Related-1)
- 7 Disputes/Public Disturbances
- 5 Domestic
- 3 Crisis Intervention with Mental Subject
- 1 Drug Overdose
- 2 Death Investigations
- 28 Alarm/Open Door Reports
- 30 Suspicious Incident/Person/Vehicle
- 11 Town Ordinance Violations
- 212 Requests by Other Agencies for Assistance
- 48 Requests by Citizens for non-Crime Related Assistance

4,624 Total Events Performed on Patrol

Community Service/Training:

- 14 Vehicle Unlocks
- 6 Requests for Fingerprinting
- 19 Business Closing Standby's
- 60 Foot Patrols
- 523 Business Checks
- Provided security for Independence Day Fireworks Event.
- Provided security at an event at the Rotary Civic Center.
- Officer Shotwell completed Leadership in Public Safety Organizations Training. 120 hours training by the International Association of Chiefs of Police and conducted at Jacksonville Public Safety.
- Officer Edwards completed At Scene Crash Investigation Training. 80 hours training conducted by the NC Justice Academy.
- Det. McNeil and Det. Ray completed Interdiction for the Protection of Minors Training. 16 hours training conducted by the Onslow County Sheriff's Office.
- Chief Taylor and Lt. Brim attended the monthly Crime Stopper's Meeting held in Jacksonville.
- Chief Taylor and Lt. Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Jacksonville.

Admin Services:

- Answered 380 Phone Calls during business hours.
- Assisted 217 walk in requests for assistance.
- Took 45 requests for reports.

Public Works*PUBLIC BUILDINGS*

- Twice weekly cleaning of all park bathrooms, conducted on Monday and Friday mornings.
- Weekly set-up and tear down of Town Hall Community Room for various meetings to include:
- Bi-weekly Board of Commissioners Meetings, Planning Board Meetings, Historic Board Meetings, TDA Meetings, etc.
- Weekly set-up and tear down of Town Hall Community Room for One Harbor Church services.
- Minor repairs conducted to the following Public Buildings:
- Town Hall–HVAC Service, Stemmed condensation drips from HVAC vents in office area, repaired two breezeway/foyer doors, removed clog in drain path of right side HVAC system servicing the Community Room, re-arranged Finance Clerk office, put together desk and table and two chairs in Finance Clerk office.
- Old Town Hall – Replaced batteries in smoke detectors.
- Visitors Center – Cleaned HVAC vents and replaced HVAC filters. Serviced sump pump underneath building. Installed AED box and unit.
- Concession Stand – Cleaned, painted and prepped for use.
- Public Works Shop – Installed new ceiling fans

PUBLIC STREETS

- Replaced damaged street signs.
- Cleaned curb and gutters and streets downtown in preparation for Independence Day/Fireworks celebration.
- Asphalt patch work conducted on Shore Drive
- Painted over graffiti, underneath the causeway bridge linking the two sides of Bi-Park, twice.
- Cut the grass on both the east and west lanes of Hwy 24.
- Conducted DOT Contract Maintenance on the following DOT roads:
 - Hammocks Beach Road
 - Old Hammocks Road
 - Main Street Extension
 - Swansboro Loop Road
 - Mount Pleasant Road
 - Norris Road
 - Deer Island Road

Department Reports for July 2023

- Painted the curbing at each intersection, downtown, in yellow, the required length, by DOT standards

STORM WATER

- Continued routine maintenance on various stormwater easements throughout the town.
- Performed major clean out of easement that runs in between Sabiston and Broad Streets
- Bi-weekly clearing of all storm water drains
- Mowed and cleared storm water easements in the following subdivisions:
 - Forest Brooke
 - Foster Creek
 - Halls Creek 3
 - Holly Lane Easement
 - Swansboro Acres
 - River Reach
 - Halls Creek North
 - Park Place

SOLID WASTE

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

PARKS & REC

- Daily maintenance of Splash Pad
- Repair of Start Button at Splash Pad.

GRASS CUTTING & GROUNDS MAINTENANCE

- Trimmed and cut back vegetation at Riverview Park.
- Trimmed and cut back vegetation around Concession Stand at Municipal Park.
- Trimmed back areas of overgrowth on Broad Street
- Trimmed back areas of growth at PSB parking lot
- Mowed grass and trimmed weeds in Ward Cemetery.
- Weekly grass cutting of all Town Parks.
- Weekly grass cutting of all grounds, in and around all Public Buildings.
- Mowed Town properties on Holly Lane and Glancy Street End.

VEHICLE & EQUIPMENT MAINTENANCE

- Performed basic maintenance, when required, on all Department vehicles and equipment, to include oil changes, wiper blade replacement, vehicle bulb replacement, tire inflation/repair,

Department Reports for July 2023

battery replacement, fuse replacement, lube various areas, and washed and vacuumed all vehicles.

MISCELLANEOUS EFFORTS

- Set up and tore down areas of downtown, in prep for the Fireworks Celebration
- Assisted Fireworks Company in the loading and off loading and transportation of all necessary hardware for fireworks show, from Caspers Marina to the island
- Prepped Island for Fireworks Show

Administrative Services

- Phone Records Report for September: 2,467 calls
 - Internal – 480 Town Hall – 422 Parks and Recreation – 365
 - Police Department – 430 Fire Department – 67 Outgoing totals – 703
- Building permits sold for September: 52 residential/commercial combined; \$9,000.75 total fees collected (includes 16 re-inspections)
- 129 Building inspections scheduled/30 Fire Inspections processed
- 733 Various receipts processed (large amount of Stormwater payments processed)
- 8 Code Enforcement Violations
- 300 ONWASA payments processed; 6 New Services; 2 other requests
- 4 Work Orders generated for Public Works
- 12 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Aliette, Linda and Jackie)
- US Census Report Submitted – Permits
- Provided support to the Planning Department for numerous matters
- Finalized August Departments Report
- Submitted Annual Appointment Reporting for Local Government Boards
- 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 15.75 hours
- Attended Mullet Festival Logistics Meetings
- Ordinance Amendments sent to American Legal for Codification
- Alissa & Aliette attended the Eastern Regional Clerk Academy held in Jacksonville
- Mailed Sam Bland Award Nominations information to all area churches, schools and rotary
- Mullet Festival Parade Preparations (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - Tunnel to Towers
 - Yard Waste Collection Delay 9/7/2023
 - Weather Alert #1 – Hurricane Lee
 - Sam Bland Award Nominations
 - BOC 9/11/2023 Meeting
 - Live Burn Fire Departments Training
 - Highway 24 Traffic Alert
 - Weather Alert – Coastal Low
 - Live Burn Fire Department Training – Date Change
 - Weather Alert #1 – Potential Tropical Cyclone Sixteen
 - Weather Alert #2 – Potential Tropical Cyclone Sixteen

Department Reports for September 2023

- SOE Tropical Storm Ophelia
- September Newsletter
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 8,653

Top 5 pages viewed in September – FAQ 3,746 | Welcome 1,905 | Payments 595 |
Employment Opportunities 432 | Permitting 276

Finance

- Sales & Use Tax received in September 2023 is \$137,930
- Accounts Payable Summary for September 2023:
 - 240 Invoices-Totaling \$471,105
 - 47 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for September 2023 (2.13)
- Processed payroll- 09/08/23 & 09/22/23
- Stormwater Fees Collected-September 2023-\$70,289
- August 2023 Bank Reconciliation-Town accounts
- August 2023 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks.
- Gathering financial information for annual audit FY 22/23-Town and Swansboro TDA
- Submitted Equitable Sharing Agreement and Certification for FY 22/23
- Attended meeting with Computer Warriors IT Support
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Attended Tyler Technologies Tyler Payments end user training sessions.
- The Auditor is conducting the audit. Once fieldwork is completed, the auditor will begin drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC.

Fire Department

Incidents

- **133** Total Incidents
 - 119 (**INCREASE**) EMS Incidents
 - **14** Fire Incidents
 - **17 Overlapping Incidents (Two or More Calls Simultaneously)**
 - 126 incidents occurred in the Swansboro (City Limit District)
 - 26 incidents occurred in the White Oak Fire District
 - 12 incidents were automatic or mutual aid to other jurisdictions.
 - Automatic Aid (initially dispatched): 9 of 12 incidents
 - Mutual Aid (requested later): 3 of those incidents.
- Response Statistics

Department Reports for September 2023

- Average Turnout Time (Dispatch to Enroute): **2.21 Minutes**
 - 90th Percentile (Less Than 60 Seconds)
 - 37.11% (EMS Incidents)
 - 77.85% (Fire Incidents)

Training

- Conducted a *Successful Live Burn with all Mutual or Automatic Aid Agencies.*

Volunteer staff

- Two Volunteers completed their Fire Academy.

Vehicle repairs

- Squad 17, Electrical V-Mux Module Repaired.

Department activities

- Finishing full implementation of new software.
- All personnel are completing training to improve, sharpen, refine, and develop skills.
- Hydrant painting continues. Flow testing will be initiated now we are out of the ONWASA no-flow period.

Upcoming Events

- Open House, October 28th

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet-

- Vendor spaces were added to accommodate more vendors.
- Partnering with Jones Onslow Sports Commission to host the Movin Mullet 5K on October 7. The run will be in Downtown Swansboro. Logistical meeting with Department Directors.
- Posters distributed in Swansboro and Cape Carteret.
- Social media posts created and began posting daily.
- Military static displays confirmed.
- Updated festival website and RecDesk event page with current festival information, entertainment schedule, etc.
- Began preparing financial requests.
- Prepared miscellaneous documents, forms, signs, final checklist, and timeline needed for festival weekend.

Miscellaneous-

- Dockmaster/Downtown Supervisor hired, began September 5. Reviewed policies, procedures, and completed RecDesk Training. Created binder for Dockmaster/Downtown Facility Supervisor.

Department Reports for September 2023

- Special Event Applications
 - Swansboro Rotary Five-O King Mackerel Tournament, October 19-21, free concert in the Salt Water Grill parking lot on Oct 21.
 - Swansboro by Candlelight-November 11, 5-9am, Annual Tree Lighting
- Tunnel to Towers was held on September 9, over 600 runners participated.
- Assisted with the 2nd Annual Ty Worthington Memorial Pickleball Tournament.
- Continue to update the Recreation Center SOP.
- Began training Program & Event Manager, created training manual, reviewing programs and events.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Conducted interview for Recreation Assistant and Recreation Aide.
- Attend bi-weekly department meetings
- 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.
- Attend quarterly meetings for the Onslow County Tourism Board.
- 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	15,465	45,780	4700	263
Instagram	753	280		6

Activity Report

Organization Activity					
From 9/5/2023 to 10/5/2023					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	223	59	3	0	135
Resident	26	7	0	0	9
Non-Resident	197	51	3	0	126
No Residency Set	0	0	0	0	0
Demographics					
< 18	59	1	0	0	8
18 - 65	99	37	1	0	88
65+	65	20	2	0	39
Male	89	38	0	0	55
Female	134	20	3	0	80
Other Genders	0	0	0	0	0
Online vs In-House					
Online	96	0	0	N/A	52
In-Person	127	58	3	N/A	83

Department Reports for September 2023

Revenue

Slip Fee - Town Dock	\$2991
Rental Fees-Parks	\$425
Rentals Rooms	\$965
Rec Program Fees	\$3267
Gym Memberships	\$150
Dog Park Memberships	\$30
Vendor Fees	\$2650
Concessions	\$85
Donations	\$14

Program/Event Manager Monthly Report – September 2023

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
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News, Tideland News, local magazines
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned Programs

Tai Chi - September 14-October 19 (Thursdays) Continuing Program

- Program ran by Sifu Dr. Harold McMillion
- Full Program of 12 participants

POUND Fitness Class – September 16-October 14 (Saturdays) Continuing Program

- Program ran by Karen Daly
- September 16 was cancelled and moved to the end of the program, October 21
- September 23 was cancelled and moved to end of program, October 28

Sunflower Paint and Sip – September 21

- Program ran by Carol Burt
- Paint supplies ordered for this program and future programs
- Reposted on Facebook and in hopes to get more registered
- Printed Flyers

Department Reports for September 2023

- 6 participants

Teacher Workday Camp – October 9, January 22-23, February 19, April 1, April 29

- All dates posted on RecDesk
- Posted on Facebook
- Flyer made for all dates and printed
- 10/5/2023 - currently 10 participants registered

Hammer and Stain - Mullet Gnome Door Hanger Workshop – October 13th

- Program ran by Susan Swain (new instructor)
- 10/5/23 - currently 9 participants registered

Fall Wreath making Class – October 17

- Program ran by Anna Stanley
- Program filled up in 2 weeks with 10 participants

Halloweenie Roast – October 20th

- Free for all
- Costume Contest
- Pumpkin Carving Contest
- Created potential expense report
- Met with Lighthouse Reality Group Sept. 18 to come on as a sponsor
- Lighthouse Reality Group donated \$282.47 worth of supplies
- Ordered candy/prizes
- Plan to buy hotdogs/buns/water on a later date
- 10/5/23 - currently 6 signed up for costume contest
- 10/5/23 - currently 5 signed up for pumpkin carving contest

Ricky's Retreat – December 12th

- Program ran by Wendy Kidwell for Mental Health
- Free for all

Ty Foxworthy Pickleball Tournament – ~~September 23~~ – October 7

- Created donation letters for prize donations
- Created poster template for donated raffle prizes
- Ordered food/beverages for the tournament participants
- Planned to use indoor facility on September 23 due to inclement weather, had to cancel due to state of emergency
- Scheduled new date to October 7
- Created spreadsheet of players that dropped out due to new date and their replacements

Permitting*Planning Board*

- The Planning Board meeting was canceled in September.

Swansboro Historic Preservation Commission

- The regular meeting was held on September 19, 2023
 - The Projects/ Planning Coordinator presented the Minor Work and Staff Approval Application Report.
 - Discussion on NC Coastal Landscaping presented by Gloria Putman, coastal Resources and Communities Specialist from NC Sea Grant presented a summary of “NC Coastal Landscaping”. The SHPC recommended for staff to return at a future meeting with a draft Text Amendment to the UDO for adding Landscaping Standards in Appendix III-Historic District Design Standards.
 - An application for a Certificate of appropriateness was submitted for exterior rear alterations at 204 Walnut St. The request was approved.

Routine Activities:

- The technical review committee met on September 18th to discuss a partial review of WaWa. A stormwater design was omitted from the submittal so partial comments were provided.
- Continue fielding complaints and notifying property owners of violations.
- Continue working with development inquiries.
- Worked on developer assurances and worked with the Public Works Director on inspected sites prior to releasing assurances.
- Projects/Planning Coordinator attended session 1 of Planning & Development Regulation course.

Police Department*Patrol:*

- 183 Reportable Events
- 20 Motor Vehicle Crashes
- 4 Felony Arrests
- 16 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 4 DWI Arrests
- 14 Arrests with Transport to the Onslow County Jail
- 41 Citations
- 144 Verbal/Written Warnings
- 7 Felonies Reported (3-Obtaining Property by False Pretenses; 1-Break & Enter; 1-Larceny; 1-Possession of Stolen Vehicle; 1-Counterfeit)

Department Reports for September 2023

- 33 Misdemeanors Reported (12-Larcenies; 8-Property Damage; 4-Assaults; 4-Drug Related; 1-Trespassing; 1-Stalking; 1-Communicating Threat; 1-Misuse of 911; 1-Traffic Related)
- 12 Disputes/Public Disturbances
- 6 Domestic
- 2 Drug Overdoses
- 10 Alarm/open Door reports
- 35 Suspicious Person/Incident/Vehicle
- 2 Town Ordinance Violations
- 156 Requests by Other Agencies for Assistance
- 51 Requests by Citizens for non-Crime Related Assistance

3,715 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 6 Requests for Fingerprinting
- 11 Business Closing Standby's
- 48 Foot Patrols
- 574 Business Checks
- Provided security for the final SwanFest event.
- Provided security for an event at the Rotary Civic Center.
- Provided traffic control for the 3rd Tunnel 2 Towers 5k event.
- Attended the 2nd Hometown Heroes dinner held at the Rotary Civic Center.
- Officer McLean, Officer Hult, Officer Wruble and Officer Candidate Hipps attended Taser Certification training held at Coastal Carolina Community College.
- Chief Taylor attended the local Chiefs meeting held at MCB Camp LeJeune.
- Chief Taylor and Lieutenant Brim attended the monthly meeting of the East Carolina Association of Law Enforcement Executives held in Jacksonville.
- Detective McNeil and Detective Ray attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services:

- Answered 322 phone calls during business hours.
- Assisted 181 walk in requests for assistance during business hours.
- Took 47 requests for reports during business hours.

Public Works

- Weekly Yard Waste Run every Wednesday.
- Bi-weekly trash pick up and bathroom cleaning at the Parks and downtown area, Monday and Friday mornings.

Department Reports for September 2023

- Grass mowing at all parks and public grounds
- Worked on the repairs at Riverview Park, both months.
- Weekly set-up of Church and meetings at the Community Room at Town Hall.
- Cut the sides of all DOT roads within the Town.
- Cut Stormwater easements in various subdivisions.
- Took possession of 3 new Town vehicles, 3, 2023, Dodge Ram 1500, Crew Cab, 4-Wheel Drive, 5.7L Hemi's, 2 for the Public Works Department and one for the Parks & Rec Department.
- Edged downtown streets from Front Street and Hwy 24, back to Shore Drive and Hwy 24, and all streets in between.
- Cut sidewalk areas on Old Hammocks Beach.
- Continued the effort to reduce the Muscovie Duck population.

Department Reports for August 2023

Administrative Services

- Phone Records Report for (August 2023): 2,765 calls

Internal –571	Town Hall –573	Parks and Recreation – 330
Police Department –502	Fire Department –111	Outgoing totals –502
- Building permits sold for (Month): 64 residential/commercial combined; \$19,660.64 total fees collected (includes 17 re-inspections)
- 162 building inspections processed/ 44 Fire Inspections processed.
- 295 various receipts processed.
- 1 Code Enforcement Violations
- 318 ONWASA payments processed, 0 New Service Setups, 2 Other transactions.
- 4 Work Orders generated for Public Works
- 13 Notarization performed. Ali 13, Alissa
- Admin Staff worked at Visitor’s Center (Alissa, Aliette, Linda, Jackie)
- US Census Report Submitted – Permits
- Finalized July Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- HR-related items estimated at 16.50 hours
- Prepared and distributed Candidate Packets
- Issued New Releases/Constant Contact/Facebook posts for:
 - Garbage Collection Delay
 - Weather Alert - August 7th Heat and Severe Weather Risk
 - Weather Alert #2- August 7th Heat and Severe Weather Risk
 - Weather Alert - August 10th Severe Weather Potential
 - BOC Regular Meeting August 14, 2023
 - Weather Alert - August 15th Hot with Severe Weather
 - News Release - Swansboro Residents Garbage Changes
 - Weather Alert - Tropical Cyclone Franklin
 - BOC Regular Meeting August 28, 2023
 - Weather Alert - Tropical Storm Idalia
 - Labor Day Closing
 - Weather Alert #2 - Tropical Storm Idalia
 - New Release - Town Facility Closures and Garbage Collection
 - Partial Road Closure - Main Street Extension
- Attended Clerks Annual Conference in Wilmington 8/21-24
- Attended Mayor's Association August meeting
- Jackie Stephens attended Notary Public Course at Coastal Carolina Community College
- Copied 2022 BOC minute book for microfilming with NC Dept of Archives

Department Reports for August 2023

- Provided support to the Planning Department for numerous matters
- Attended Mullet Run Logistics Meetings
- Attended Tunnel 2 Towers Logistics Meetings
- Attended storm preparedness meetings for Tropical Idalia
- Attended TRC for a proposed minor subdivision along Hammock Beach Road
- Stormwater Annual Snapshot completed and distributed
- Tyler Technologies
 - Received credit payment system training
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.).

Website Home Page defaults: 12,832

Top 5 pages viewed in August – FAQ 4,472 | Welcome 2,279 | Payments 526 |
Employment Opportunities 456 | Permitting 264

Finance

- Sales & Use Tax received in August 2022 is \$115,443
- Accounts Payable Summary for August 2022:
 - 210 Invoices-Totaling \$220,919
 - 17 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for August 2022 (688.0)
- Processed payroll-8/12 & 8/26
- Stormwater Fees Collected-August 2022-\$384 and updated Stormwater spreadsheet
- July 2022 Bank Reconciliation-Town accounts
- July 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Submitted the Powell Bill Expenditure Report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- Auditor, Greg Redman will be conducting an annual audit for FY 2021/2022 during the week of September 19-September 21, 2022.
- Tyler software go-live sessions for the following modules:
 - Cashiering
 - Personnel Management-Position Budgeting
 - Fixed Assets
 - Project Accounting
- Attended Tyler Technologies Transfer to Support meeting
- Attended Tyler Technologies Transitional Services meeting
- Attended Tyler Technologies meeting to discuss future state-current state for Executime (Time & Attendance module)
- Stormwater utility billing data was submitted for processing

Fire Department*Fire Calls*

- 59 Total Calls
 - 39 Calls in Town including – 32 EMS Calls, 3 Motor Vehicle Accident Calls, 1 Public Service Call, 3 False Alarm Calls
 - 11 Calls in White Oak District – 9 EMS Calls, 1 Water Rescue Call, 1 Cancellation Call
 - 9 Calls Mutual Aid – 8 Cancelled Enroute Calls, 1 Service Call
- 104 Training hours - Paid Staff
- 31 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.
- Assistant Chief Stanley conducted technical rescue training with the Ladder 1717 at the fire station and Walmart with all department staff. The training familiarized staff on how to use the aerial ladder, patient litter basket, and life safety rope for the purpose of securing and lifting a victim from an elevated platform safely to the ground. All personnel will be tested on this operation as part of required job performance standards.
- Assistant Chief Stanley conducted performance testing on proper ground ladder carries and deployment for all personnel as part of required job performance standards.

Volunteer staff

- Volunteer staff have been on summer vacations and military deployment.

Vehicle repairs

- All vehicles in good working order.
- Annual apparatus servicing has been completed. All apparatus received oil and transmission fluid changes, engine servicing and a federal safety inspection. As part of the servicing, it was documented that the some of the tires on our apparatus will need mandatory replacement due to age limits set forth in NFPA Standard 1002. Apparatus tires must be replaced every 7 years regardless of condition.

Department activities

- The department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district.
- The department is still seeking three full-time driver/operator positions. These positions will add one extra person to each shift daily and help provide more staffing to emergency calls and OSFM required duties.
- The department has chosen MSA as the manufacturer to provide the new SCBA for our members. They have been ordered and the total cost came in well below the allotted amount

from the ARPA funds granted to the department. Delivery is expected within the next 3 months. The old SCBA will be sold on govdeals.

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet

- Continue to accept vendor applications, although the spots are very limited. Vendors were added to side streets within the festival area to accommodate more vendors.
- Partnering with Jones Onslow Sports Commission to host the Movin Mullet 5K on October 7. The run will be in Downtown Swansboro. Logistical meeting with Department Directors.
- Poster design finalized, will be distributed in September.
- Begin creating social media material and schedule posts.
- Submitted request for military static displays.

Misc.

- Met with DFS Agency to plan marketing efforts for Mullet and Flotilla.
- Continue to update website for each upcoming festival

Miscellaneous

- Concession Stand opened August 5. Conducted staff meeting to review procedures.
- Conducted interviews for Dockmaster/Downtown Supervisor
- Attended quarterly meeting with Town staff and Computer Warriors.
- Met with Computer Warriors regarding other camera options for Municipal Park.
- Attended Downtown Merchants Candlelight meeting.
- Researching educational signage for wildlife in the parks.
- Received Special Event Application for the Rotary 5'O Fishing Tournament.
- Attended Tunnel to Towers planning meetings.
- Began updating the Recreation Center SOP.
- Began creating an Employee Handbook.
- Created training schedule for Program & Event Manager and preparing a binder of program information.
- Created binder for Dockmaster/Downtown Facility Supervisor.
- Met with RecDesk account rep to inquire setting up online reservations. The process is not as simple as originally thought. Will work with Dockmaster to implement.
- 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.
- Attend bi-weekly department meetings

Department Reports for August 2023

- 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.
- Attend quarterly meetings for the Onslow County Tourism Board.
- Continue to manage and monitor budget and funds.
- Attended Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

Media Outlet	Followers	Page Reach	Post Engagement	New Followers
Facebook	15,199	22,821	3010	160
Instagram	751	261		9

Activity Report

Organization Activity					
From 8/6/2023 to 9/5/2023					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	166	66	12	0	112
Resident	25	6	6	0	15
Non-Resident	141	50	6	0	97
No Residency Set	0	0	0	0	0
Demographics					
< 18	8	3	0	0	3
18 - 65	97	41	8	0	81
65+	61	12	4	0	28
Male	59	35	3	0	59
Female	107	21	9	0	53
Other Genders	0	0	0	0	0
Online vs In-House					
Online	29	0	0	N/A	25
In-Person	137	56	12	N/A	87

Revenue

Slip Fee - Town Dock	\$3070.50
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Department Reports for August 2023

Rental Fees-Parks	\$695
Rentals Rooms	\$3160
Rec Program Fees	\$1903
Gym Memberships	\$300
Dog Park Memberships	\$0
Vendor Fees	\$3295
Concessions	\$60

RECREATION PROGRAMS

- Summer Day Camp concluded August 11. Conducted after action meeting with Summer Day Camp staff.
- Pound Fitness programs continue to be offered on Saturday mornings.
- Pickleball Leagues continues to grow, currently 20 members and drop ins weekly.
- Continue to plan for the Fall Pickleball Tournament for league only.
- Partnered with Tennis Bloc for pickleball and tennis clinics. A new class session began August 28.
- Continue to partner with the Down Syndrome Network of Onslow & Carteret County to offer Music Therapy.
- Continue to offer Fellowship Nights once a month.
- Thai Chi classes will begin September 14.
- Exploring new art and craft classes for the fall.

Permitting

Planning Board

- A Planning Board meeting was held on August 1st, 2023.
 - The Projects/ Planning Coordinator presented the text amendment to define marinas.
 - The Planner gave an update on the work on the business cluster text amendment.

Swansboro Historic Preservation Commission

- The regular meeting was held on August 18, 2023
 - The Projects/ Planning Coordinator presented the Minor Work and Staff Approval Application Report.
 - The Planner lead discussion:
 - Local Landmark Status
 - Landscape Standards
 - Modifying the Color Palette Standards

Routine Activities:

- Continue fielding complaints and notifying property owners of violations.
- Continue working with development inquiries.

Department Reports for August 2023

- TRC meeting for minor subdivision at Hammocks Beach.
- Worked on developer assurances and inspected sites prior to releasing assurances.

The Projects/ Planning Coordinator is now a NC Certified Flood Plain Manager (CFM).

Police Department

Patrol:

- 167 Reportable Events
- 20 motor Vehicle Crashes
- 2 Felony Arrests
- 4 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 1 Felony Drug Arrest
- 2 DWI Arrests
- 9 Arrests with transport to the Onslow County Jail
- 144 Citations
- 73 Verbal/Written Warnings
- 6 Felonies Investigated (4-Fraud; 1-Obtaining Property by False Pretenses; 1-Sexual Assault)
- 17 Misdemeanors Reported (11-Property Damage;1-Assault; 1-Sexual Assault; 1-Trespassing; 1-Communicating Threat; 1-Resist, Obstruct & Delay Police Officer; 1-Traffic Related)
- 6 Disputes/Public Disturbances
- 2 Domestic
- 2 Crisis Intervention with Mental Subject
- 24 Alarm/Open Door
- 34 Suspicious Incident/Person/Vehicle
- 4 Town Ordinance Violations
- 186 Requests by Other Agencies for Assistance
- 127 Requests by Citizens/Motorists for non-crime-related assistance

3,479 Total Events Performed on Patrol

Community Service/Training:

- 7 Vehicle Unlocks
- 2 Funeral Escorts
- 65 Business Closing Standby's
- 53 Foot Patrols
- 5 Requests by Residents for Residence Check
- 7 Requests for Fingerprints

Department Reports for August 2023

- SPD provided security for an event at the Rotary Civic Center
- SPD provided security for weekly SwanFest

Admin Services:

- Answered 315 phone calls during business hours
- Assisted 161 walk in requests for assistance during business hours
- Took 37 requests for reports

Public Works

- Weekly Yard Waste Run every Wednesday.
- Bi-weekly trash pick up and bathroom cleaning at the Parks and downtown area, Monday and Friday mornings.
- Grass mowing at all parks and public grounds
- Worked on the repairs at Riverview Park, both months.
- Weekly set-up of Church and meetings at the Community Room at Town Hall.
- Cut the sides of all DOT roads within the Town.
- Cut Stormwater easements in various subdivisions.
- Prepped and staged in preparation for 2 Hurricane's, about a week apart.
- Continued painting curbs and repairing curbs and done sidewalks downtown.
- Took possession of a 2023 Polaris Ranger for the Public Works Department.
- Continued the effort to reduce the Muscovie Duck population.