



Board of Commissioners Agenda

Town of Swansboro

Monday, October 24, 2022

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. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$11.43.

COLLINS, ERNESTINE WARD 11.43 TAG SURRENDER

IV. Appointments/Recognitions/Presentations

a. Employee of the Quarter

Anna Stanley, Parks & Rec Director

b. Recognition of Police Explorers and overview of the Explorer Program

Ben Brim, Lieutenant

V. Public Hearing

a. Annexation of Certain Real Property

Alissa Fender, Town Clerk

The Town of Swansboro owns real property located in Swansboro, Onslow County, North Carolina that is contiguous, within the ETJ, and identified as Parcel ID 168580. The parcel is further described as the Swansgate Subdivision Open Space. The Swansboro Board of

Commissioners adopted Resolution #2022-R9 in support of annexation of the property on September 12, 2022.

*Recommended Action: 1) Hold a public hearing; and
2) Motion to adopt Ordinance# 2022-014 annexing Certain Real Property as described by its legal description and all exhibits into the Swansboro Town Limits*

VI. Business Non-Consent

a. Fee schedule amendment for Special Detail/Extra Duty Police Services

Dwayne Taylor, Chief of Police

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

Recommended Action: Approval of the fee schedule amendment to change Special Detail/Extra-duty Police Services from \$25.50/hour for Police Officers to \$30.50/hour.

b. Financial Report - as of September 30, 2022

Sonia Johnson, Finance Director

c. Future Agenda Topics

Alissa Fender, Town Clerk

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

Recommended Action: Discuss and provide any guidance

VII. Items Moved from Consent

VIII. Public Comment

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

IX. Manager's Comments

a. Projects Brief

b. Monthly Department Report

X. Board Comments

XI. Closed Session

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

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

Item III - a.

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

Board Meeting Date: **October 24, 2022**

Prepared By: Sonia Johnson, Finance Director

Overview: The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$11.43.

COLLINS, ERNESTINE WARD	11.43	TAG SURRENDER
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Background Attachment(s): None

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

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Employee of the Quarter**

Board Meeting Date: **October 24, 2022**

Prepared By: ***Anna Stanley, Parks & Rec Director***

Overview:

Tammy Manriquez joined the parks and recreation team in February 2021 in the middle of COVID.

From the day she started she has been a team player and takes pride in her work. She always takes initiative and it's rare that you can walk into the Recreation Center without seeing her busy. During COVID she was constantly wiping down surfaces and ensuring the Recreation Center stayed cleaned.

She is extremely reliable and flexible. There have been numerous times when she covered other staff shifts or we needed extra help she would come into work. Tammy is always willingly to do whatever needs to be done no matter the task. I am truly grateful and appreciative the value she brings to our department.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Annexation of Certain Real Property**

Board Meeting Date: **October 24, 2022**

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

Overview: The Town of Swansboro owns real property located in Swansboro, Onslow County, North Carolina that is contiguous, within the ETJ, and identified as Parcel ID 168580. The parcel is further described as the Swansgate Subdivision Open Space. The Swansboro Board of Commissioners adopted Resolution #2022-R9 in support of annexation of the property on September 12, 2022.

Background Attachment(s): Ordinance #2022-O14

Recommended Action: 1) Hold a public hearing; and
2) Motion to adopt Ordinance# 2022-O14 annexing Certain Real Property as described by its legal description and all exhibits into the Swansboro Town Limits

Action: _____

Town of Swansboro
Annexation Ordinance

Ordinance No: 2022-O14

Property Annexed: Town of Swansboro Certain Real Property, Parcel ID 168580

Ordinance Effective: October 24, 2022

Effective Date: October 24, 2022

Mail to:

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

ANNEXATION ORDINANCE

No. 2022-O14

WHEREAS, at its regular meeting on September 12, 2022, the Board of Commissioners of the Town of Swansboro adopted Resolution #2022-R9 approving the plan to annex an area described more particularly therein in lieu of a petition to annex the area; and,

WHEREAS, the Board of Commissioners fixed a date for public hearing on the annexation and caused publication of notice of the hearing on October 24, 2022, a date in excess of ten (10) days prior to the date of the aforesaid hearing; and,

WHEREAS, the said public hearing was held in the auditorium at Town Hall, Swansboro, North Carolina, at 5:30 p.m. on October 24, 2022, at which time all residents of the Town of Swansboro and all interested persons were given an opportunity to be heard; and,

WHEREAS, the Board of Commissioners desires to annex the subject area into the corporate limits of the Town for the purpose of promoting the public's health, welfare, and safety through the incorporation of additional wetlands into the Town's limits.

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners as follows:

Section 1 - The September 12, 2022, Resolution of the Board of Commissioners and the subsequent hearing meet the requirements of N.C.G.S. § 160A-31.

Section 2 - The annexation is in the public interest and the health, safety and welfare of the residents of the Town of Swansboro will best be served by annexation of the subject area.

Section 3 - The area described on Exhibit A attached hereto and incorporated by reference hereby is annexed to the Town of Swansboro.

Section 4 - This ordinance and the annexation of the aforesaid area to the Town of Swansboro shall be effective as of 12:01 a.m. on October 24, 2022.

Duly adopted this 24th day of October 2022.

Town of Swansboro

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk

EXHIBIT A

Beginning at an existing iron pin at the southwest corner of the property conveyed to the Town of Swansboro by deed recorded in Book 5419, Page 666 in the office of the Register of Deeds of Onslow County, the same being the "Open Space to be Dedicated to the Town of Swansboro 4.49 Ac." on the map of Swansgate recorded in Map Book 79, Page 98A in the office of the Register of Deeds of Onslow County; thence from the beginning point thus established and with the northern margin of Main Street Extension South 77 degrees 57 minutes 46 seconds East 168.01 feet to a point; thence leaving said margin and running North 12 degrees 02 minutes 14 seconds East, 58.33 feet to a point; thence North 45 degrees 40 minutes 28 seconds East, 64.19 feet to a point; thence North 06 degrees 11 minutes 19 seconds West, 84.73 feet to a point; thence North 52 degrees 04 minutes 21 seconds West, 143.87 feet to a point; thence North 32 degrees 19 minutes 39 seconds East, 31.20 feet to a point; thence North 32 degrees 19 minutes 39 seconds East, 95.35 feet to a point; thence North 32 degrees 19 minutes 39 seconds East, 39.75 feet to a point; thence South 88 degrees 41 minutes 56 seconds East, 39.86 feet to a point; thence North 76 degrees 35 minutes 14 seconds East, 88.40 feet to a point; thence North 30 degrees 58 minutes 55 seconds West, 58.68 feet to a point; thence North 06 degrees 43 minutes 46 seconds West, 40.17 feet to a point; thence North 42 degrees 24 minutes 45 seconds West, 51.49 feet to a point; thence North 08 degrees 49 minutes 50 seconds West, 138.89 feet to a point; thence North 08 degrees 49 minutes 50 seconds West, 26.68 feet to a point; thence North 32 degrees 44 minutes 24 seconds East, 84.43 feet to a point; thence North 71 degrees 23 minutes 21 seconds East, 79.25 feet to a point; thence North 50 degrees 08 minutes 33 seconds East, 58.85 feet to a point; thence South 85 degrees 37 minutes 14 seconds East, 93.36 feet to a point; thence North 83 degrees 07 minutes 13 seconds East, 80.12 feet to a point; thence North 55 degrees 47 minutes 05 seconds East, 30.29 feet to a point; thence North 55 degrees 47 minutes 05 seconds East, 28.60 feet to a point; thence North 87 degrees 31 minutes 17 seconds West 395.03 feet to an existing iron pipe; thence North 42 degrees 36 minutes 44 seconds West, 197.33 feet to an existing iron rod in an existing iron pipe; thence South 04 degrees 23 minutes 10 seconds West, 1026.39 feet to the point and place of beginning.

ND:4877-9565-3936, v. 1



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Fee schedule amendment for Special Detail/Extra Duty Police Services**

Board Meeting Date: **10/24/2022**

Prepared By: **Dwayne Taylor, Chief of Police**

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

Background Attachment(s): None

Recommended Action: Approval of the fee schedule amendment to change Special Detail/Extra-duty Police Services from \$25.50/hour for Police Officers to \$30.50/hour.

Action: _____

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF SEPTEMBER 30, 2022)**

REVENUES

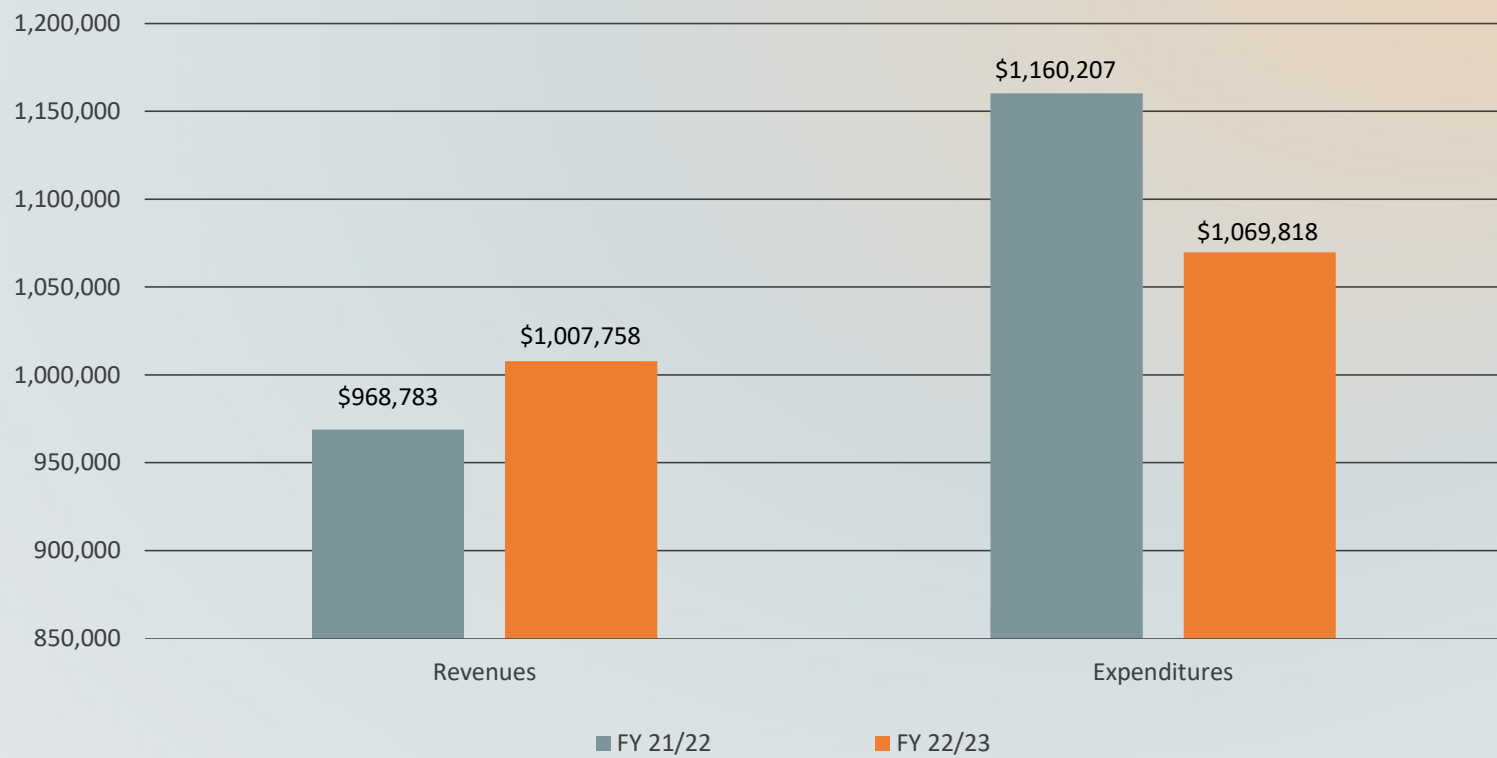
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2022)**

GENERAL FUND

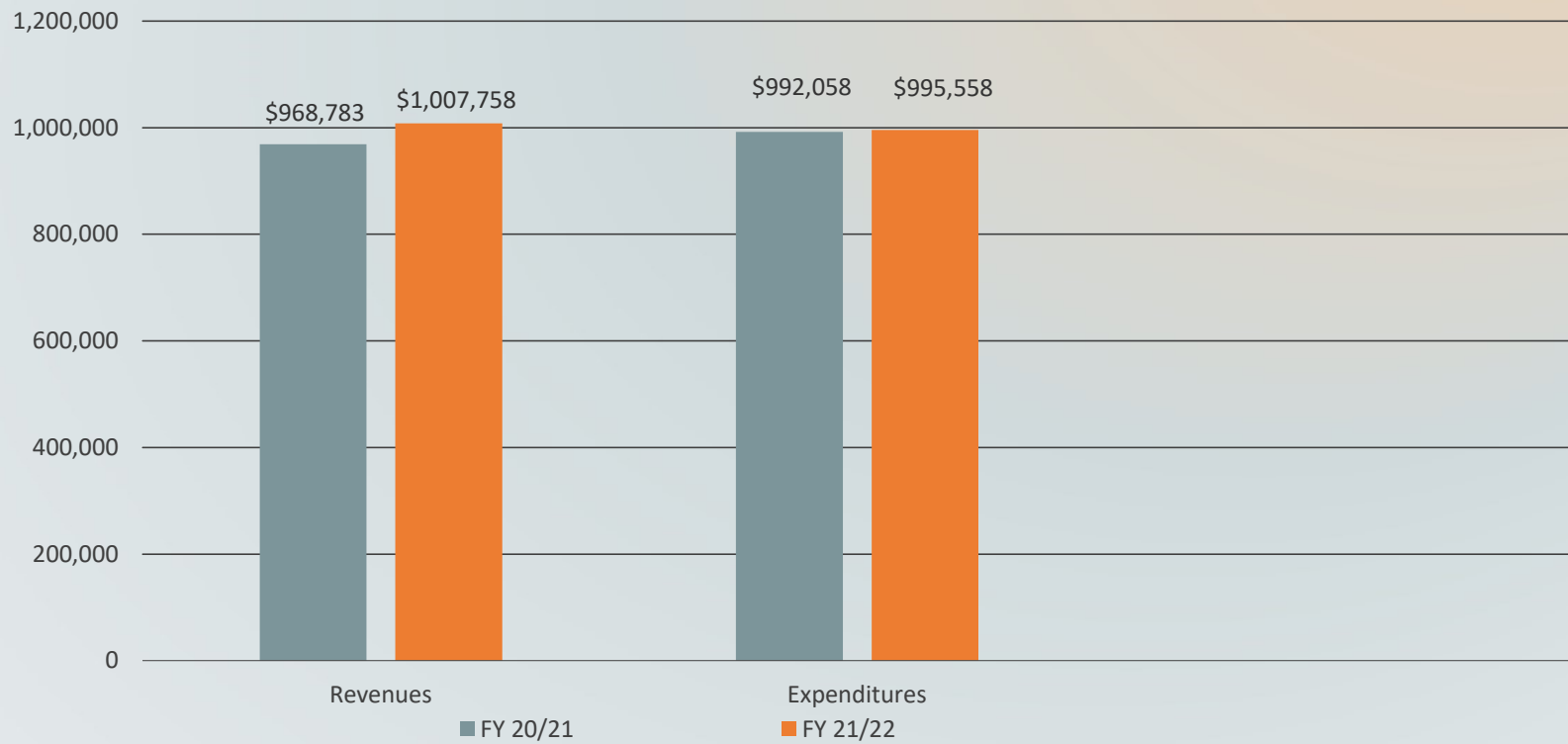


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures (\$62,060)

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2022)**

(ACTUAL)

GENERAL FUND



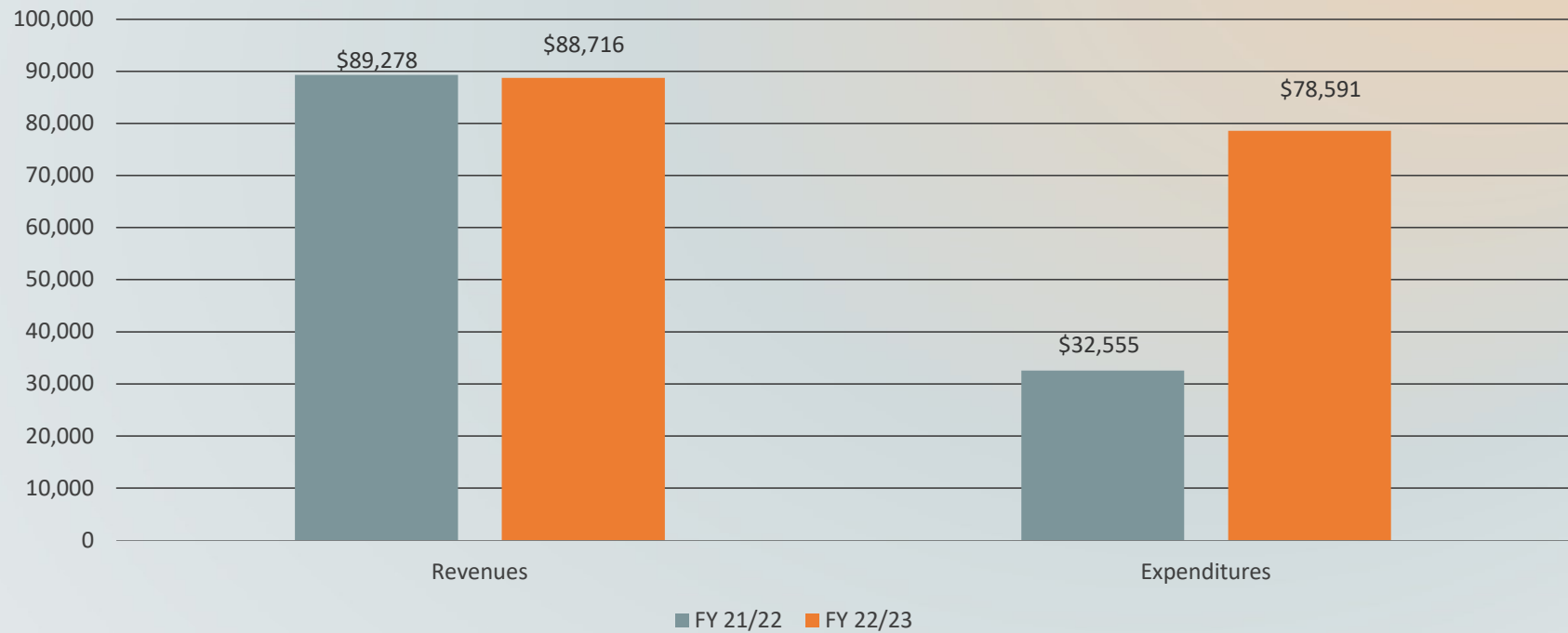
(ENCUMBRANCES NOT INCLUDED)
Total Excess of Revenues Over Expenditures \$12,200

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % September 30, 2022
GOVERNING BODY	29,902	9,964	-	33.3%
ADMIN SERVICES	374,944	110,969	1,200	29.9%
FINANCE	265,670	50,961	-	19.2%
LEGAL	43,000	7,574	-	17.6%
PUBLIC BUILDINGS	389,207	36,572	19,523	14.4%
FIRE	1,040,223	143,880	15,750	15.3%
PERMITTING	360,338	56,654	-	15.7%
POLICE	1,055,357	176,418	2,313	16.9%
PUBLIC WORKS-STREETS	375,286	80,028	1,440	21.7%
POWELL BILL-STREETS	111,526	1,234	875	1.9%
PARKS & RECREATION	357,647	64,549	13,740	21.9%
CHURCH STREET DOCK	7,590	1,022	219	16.4%
EMERGENCY MANAGEMENT	1,125	394	-	35.0%
FESTIVALS & EVENTS	122,849	21,653	16,756	31.3%
NON DEPARTMENTAL	483,302	233,687	2,445	48.9%
TOTAL	5,017,966	995,558	74,260	21.32%

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**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2022)**

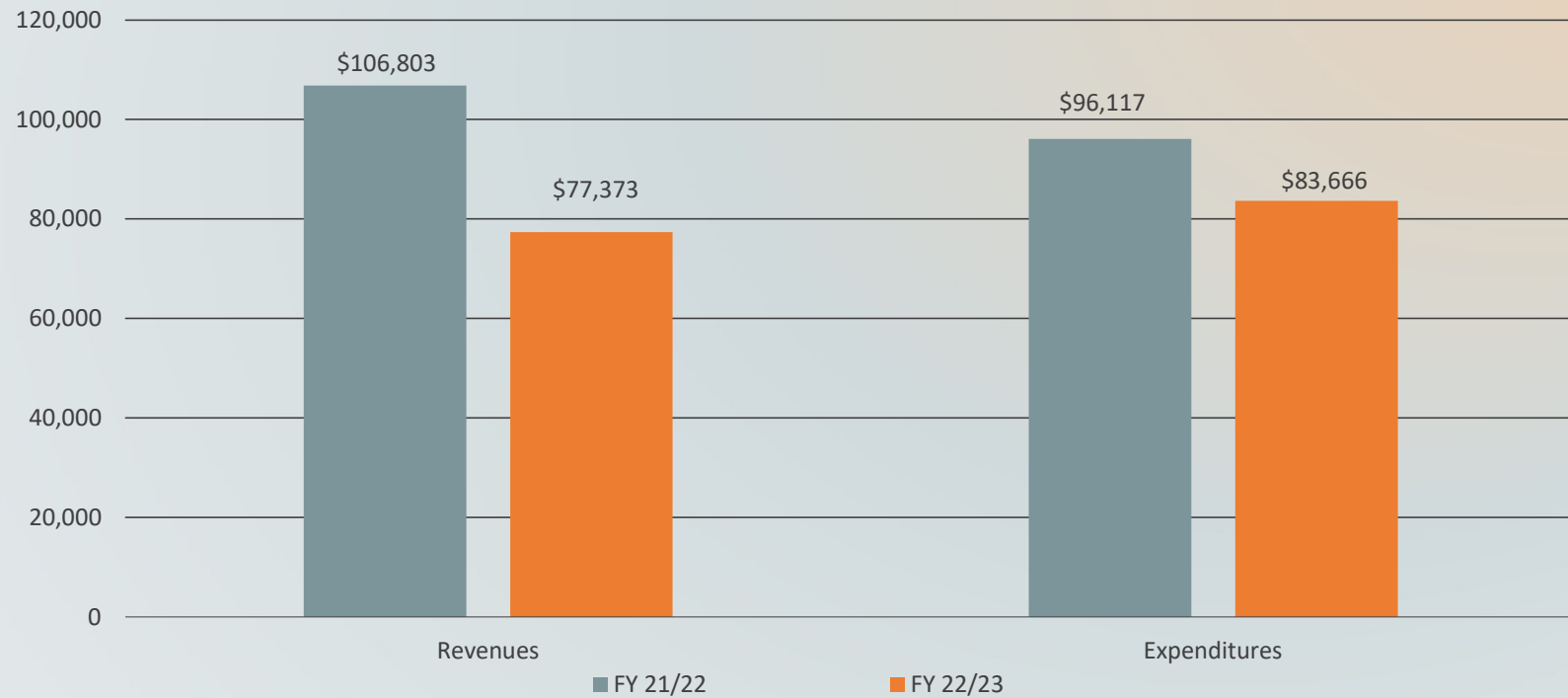
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$10,125**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF SEPTEMBER 30, 2022)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **(\$6,293)**

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF SEPTEMBER 30, 2022)**

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$463,719	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$138,943	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$89,360	1.84	7/15/2026	\$23,377
Total Debt	\$1,160,449			\$277,943

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF SEPTEMBER 30, 2022)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	10,588,969	.10%
NC CMT-General	\$791,245	2.42%

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

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

Any Questions
?



Board of Commissioners Meeting

Agenda Item Submittal

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

Board Meeting Date: **October 24, 2022**

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 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.

Proposed for November 14, 2022

- * Special Use Permit/Starbucks

Proposed for November 28, 2022

- * Financial Report

Bob Vroom Recognition

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
 - o Comprehensive Transportation Plan Revisions
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)
- * Historic Preservation Commission Recommendations (Joint Meeting Items)
 - o Demo by neglect
- * Building Standards
- * Table of Permitted Uses Amendments (*after: consider re-empowering BOA for Special Use Permit Review*)
- * Joint Meeting with Historic Preservation Commission
- * Board Meeting Alternatives for Public viewing (*undergoing further research*)
- * Church Street Dock Safety Policy
- * Church Street One Way consideration past Water Street
- * Emerald Coast Queens Creek Road Rezoning request (*on hold at the request of the applicant*)
- * Swimming Pool/Consideration for Establishing a Pool Committee (*on hold for P&R Master Plan*)
- * Board Appointments (due to vacancies and upcoming term expirations)
- * Social District Consideration
- * Potential Water Street Area Rezoning
- * Samuel Swann Bland Community Service Award & next year policy revisions (*ongoing*)
- * Historical Association Lease Renewal

December Meetings:

Regular – 12th

Regular – 26th

(Town Holiday, offices closed)

PROJECTS REPORT

Town Projects/Initiatives Update

October 24, 2022

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

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

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

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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

Mobilization now expected mid to late November.

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

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

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

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

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

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		

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

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

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

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

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

- **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 funds 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

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

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

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

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

On April 4, NCDRCM 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 NCDRCM 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 NCDRCM to see if this project would qualify.

Town of Swansboro, NC Manager's Report

Item IX - a.

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

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

As directed during the May 23 regular meeting, and with assistance from Withers and Ravenell, 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.

- **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.

Town of Swansboro, NC Manager's Report

Item IX - a.

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.

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

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

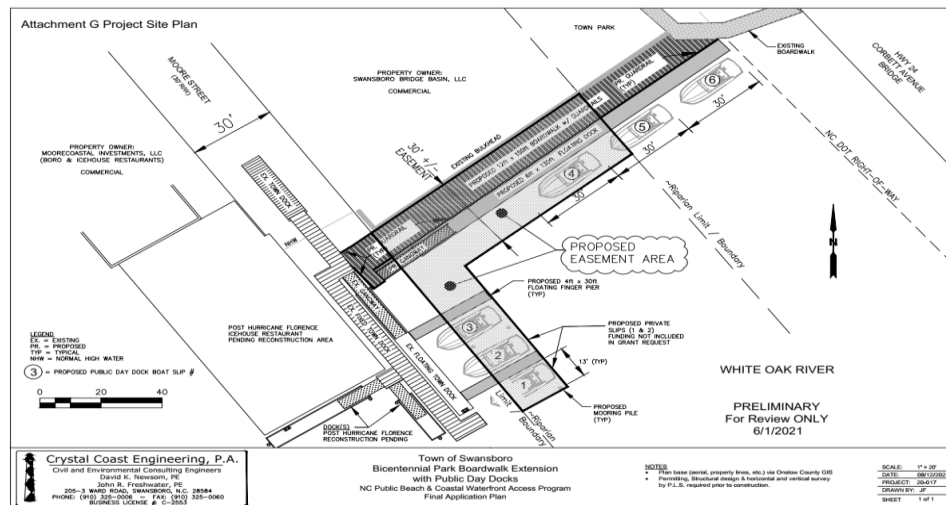
State Historic representatives and staff will hold interviews with three architectural firms on September 27th.

- **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

Town of Swansboro, NC Manager's Report

required \$16,000 town match will be non-cash/in-kind. The project will include the following:

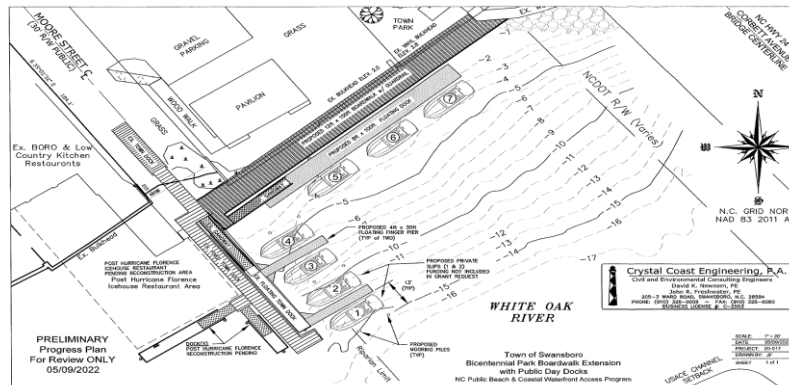
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.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



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

The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged 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.

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

As reported in the weekly brief June 24th, NCDOT met on site June 23 to review the project for comment and the reported deterioration to the bulkhead at the bridge identified by John Freshwater while conducting site/surveying work on our project. Instead of granting a waiver for our project they have asked to piggyback on our CAMA Permit for the work they will need to do to repair the bulkhead. In addition, that portion of bulkhead connecting to our walkway will have to be removed and replaced. The Town will be responsible to replace its portion that connects. We will attempt to coordinate this with NCDOT so its 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.**

- **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

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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.

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



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Section 2 of Priority 2



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

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

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

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

Priority 3



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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.**

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

Priority 4



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly. **NCDOT shared on 10/10/22 that funds were available to complete that portion ending north of Pelican Circle to the Piggly Wiggly driveway. The Town will work to obtain that 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.**

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.

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On September 26, the Board identified the following Priority Areas:

Priority 5

Pineland Drive parcel south of Pelican Circle to connect to the existing sidewalk and extension of the sidewalk north from the Cottages to Piggly Wiggly side entrance street (*see above notes*)

Priority 6

Main Street Extension from the Recreation Center to Old Hammock to Highway 24

Priority 7

Gaps without sidewalks on Highway 24 from Old Hammock Road to downtown

Priority 8

South side of Highway 24 from Walmart to Queens Creek

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

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

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb. Final editing has been forwarded onto Stewart.
- **Visitor's Center Improvement Update** – Andrew Wilson of Crystal Coast Engineering has prepared a draft building layout for the Visitor's Center based on several suggestions he received. You may recall that the Town had reached out to John Wood, Restoration Specialist with the NC State Historic Preservation Office to determine if the structure had retained its contributing historic status when moved to its present location, which would have allowed an exemption under the Flood Damage Prevention Ordinance. On January 6, 2022 Mr. Wood provided that due to the structure being moved from its original location, handicap ramp addition, and elevation; the structure was no longer a contributing historic structure. It should be noted that the elevation was required because the structure was in the flood zone, and the handicap ramp had to be added for ADA compliance. What this ultimately means is that we will have to follow a phased plan for improvements because the building is valued at \$57,000. If the renovation cost exceeds 50% of that value, a Substantial Improvement, the entire structure must

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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.

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

What's Been Done To Date

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

What's Remaining to do on the Exterior

- RFP to reconstruct front entry steps due August 1, 2022 (breakaway design)

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

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

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

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

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construction 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.

- **LSAII/Stormwater Mapping Grant** – Following adoption of a support resolution on September 12, 2022 the Town entered into contract with Withers Ravenel (\$5000), who will prepare the grant application for Local Assistance for Stormwater Infrastructure Investments through the NC Division of Water Infrastructure in hopes of receiving up to \$400,000 to assist with stormwater mapping in the Town. The application deadline is September 30, 2022, with grant awards to be announced in February 2023.

Department Reports for September 2022

Administrative Services

- Phone Records Report for September: 2,192 calls

Internal – 512	Town Hall – 434	Parks and Recreation – 308
Police Department – 371	Fire Department – 101	Outgoing totals – 466
- Building permits sold for September: 113 residential/commercial combined; \$14,013.08 total fees collected (includes 2 re-inspections)
- 101 Building inspections scheduled/29 Fire Inspections processed
- 815 Various receipts processed (large amount of Stormwater payments processed)
- 295 ONWASA payments processed; 1 New Services; 5 other requests
- 7 Work Orders generated for Public Works
- 13 Notarization's performed
- Admin Staff worked at Visitor's Center 3 days each week (Alissa, Darla, Aliette, and Lisa)
- US Census Report Submitted – Permits
- Planning related items
 - Emerald Coast Rezoning
 - Scooters Coffee
 - Starbucks
 - WAWA
 - 209 Water Street SUP research
 1. Met with homeowner and Realtor to discuss options for historic property
 - 1435 W. Corbett Ave
 - 206 Elm Street (report of porch repair)
 - 212 Elm Street (expired COA research)
 - SHPC new member orientation with Elaine Justice & Gregg Casper
 - Pine Bluff Shores Recombination
 - Met with Withers and Ravnell regarding stormwater grant/project
 - Received/reviewed Architectural Survey
 - Hosted CLG Training Sept 22
 - NCDOT Living Shoreline Project Construction Meeting #1 Sept 23
 - Research on Chevy Dealership property division
 - Interview participation for ESHPF Project Architect selection
 - Stormwater Credit Application Field Inspections
- Finalized August Departments Report
- Annexation – Swansgate
 - Processed Ordinance and recording requirements
 - Issued FYI notice to residents of neighborhood
 - Arranged for garbage billing & services
- Hurricane/ Tropical Storm Ian
 - Attended County Storm Briefing Calls
 - Issue State of Emergency

Department Reports for September 2022

- 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 12.5 hours
- Attended Mullet Festival Logistics Meetings
- Mullet Festival Parade Preparations (processing applications, handling inquiries, contacting affected businesses, etc.)
- Issued New Releases/Constant Contact/Facebook posts for:
 - Tunnel to Towers
 - BOC 9/8/2022 Meeting
 - Sam Bland Award Nominations
 - BOC 9/26/2022 Meeting
 - Weather Alert # 1 – Hurricane/Tropical Storm Ian
 - Weather Alert # 2 – Hurricane/Tropical Storm Ian, State of Emergency
 - Mayor Davis Community Letter
- 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 – Online Payments 3,322 | Employment Opportunities 1,568 | Board of Commissioners Agendas 1,378 | Police Department 1,044 | Permitting 1,025

Finance

- Sales & Use Tax received in September 2022 is \$125,797
- Accounts Payable Summary for September 2022:
 - 249 Invoices-Totaling \$272,438
 - 37 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (MWh) for September 2022 (1.07)
- Processed payroll- 9/9 & 9/23
- Stormwater Fees Collected-September 2022-\$87,533-updated Stormwater spreadsheet
- August 2022 Bank Reconciliation-Town accounts
- August 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Submitted the Grant Funding Request and Advertising/ Marketing report to TDA Members
- Prepared August 2021 monthly financial report
- Gathering financial information for annual audit FY 21/22-Town and Swansboro TDA
- Auditors are conducting the audit. Once fieldwork is completed, auditors will begin drafting the financial report. Draft will be reviewed by the Finance Director, and then sent to the LGC
- Attended Tyler Technologies Core Financials configuration on Executime (Time and Attendance system)

Department Reports for September 2022

- Attended Tyler Technologies Executime (Time & Attendance system) and Tyler Content Manager end user training sessions
- Gathering information for the Workers Comp Self Audit
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR

Fire Department

Fire Calls

- 77 Total Calls
 - 55 Calls in Town including – 39 EMS Calls, 3 Structure Fires, 2 Motor Vehicle Accident Calls, 1 Gas Leak Call, 1 Electrical Problem Call, 2 Public Service Calls, 1 Smoke Removal Call, 1 Unauthorized Burning Call, 1 Good Intent Call, 1 Smoke Scare Call, 3 False Alarm Calls
 - 11 Calls in White Oak District – 9 EMS Calls, 1 Good Intent Call, 1 False Alarm Call
 - 11 Calls Mutual Aid – 1 Structure Fire Call, 1 Mobile Home Fire Call, 1 Grass Fire Call, 1 Good Intent Call, 3 Canceled Calls, 2 Smoke Scare Calls, 2 Lightning Strike Calls
- 41.25 Training hours - Paid Staff
- 12.75 Training hours – Volunteer Training

Paid staff

- Staff continues to conduct daily operations and station duties.
- Chief Degnan attended his last Driver/Operator course for NC State certification. This was a 40-hour course and the last of a 120 hour certification course required for a fire engine operators.
- Captain Taveirne attended and completed the NC Department of Insurance Fire Code Inspector Level 2 course. This will expand the capabilities of the fire department to ensure all businesses are following safe fire code practices
- Department members are preparing for the upcoming Fire Prevention Week, October 9 – 15 and will visit all elementary schools to speak on fire safety

Volunteer staff

- Volunteer staff have conducted monthly training and perform standby duties

Vehicle repairs

- All vehicles in good working order.
- The old incandescent lighting on Ladder 1717 has been completely update with LED fixtures. This will decrease the load on the electrical system and provide much better visibility when responding to emergencies

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
- All items approved by the Town Board of Commissioners from the ARPA funding have been ordered. So far, the turnout gear washer and dryer have arrived and will be installed as soon as possible

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

Mullet Festival

- Finalized and distributed posters/flyers to sponsors and businesses
- Vendor spaces sold out the 3rd week in September, 178 total vendors
- Held final logistical meeting
- Finalized all logistical details; tents, tables, utility vehicle, golf carts, portable toilets, and purchased supplies

Tunnels 2 Tower 5K

- Assisted with facilitation of event that was held at the Recreation Center
- 650 total registrants, approximately 1000 in attendance

Comprehensive Master Plan Update

- Meeting with McAdams of the draft of entire plan
- Discussed program and operational revenue and expenses, determined needed 2 more year of program revenue, expenses, and cost recovery
- Once above information is submitted, McAdams to send draft of completed plan

ARP Funding Projects

- Rope Climber- requested three quotes for rope climber in two sizes. There was concern that the larger climber may not fit properly with required distances. Vendor will make another site visit to determine which size climber will meet all the required distances from other features
- Cameras-met with Computer Warriors at Church Street Dock. Computer Warriors viewed the current internet and power equipment, so could devise a plan of what was needed and if any upgrades needed to be made. Computer Warriors sent quote and two other quotes need to be obtained

Miscellaneous

Department Reports for September 2022

- Submitted all quotes to replace the power pedestal and electrical installation on Church Street Dock. Finance Director will need to review and work with insurance companies for the next step
- Finalized new documents for tracking purchase orders, expenditures, parks and recreation staff hours, and festival staff hours
- Manage on going reservations with Onslow County Senior Services, Sylvan Learning Center, and several homeowners' association groups
- Continue to manage Church Street Dock- monitor docks daily, on-call on weekends to take reservations and handle docking issues that arise
- Continue to work at the Visitors Center twice a month
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

Metrics-Social Media

Facebook

Followers- 13,947
 Page Reach- 17,290 up 23%
 Post Engagement-6915
 New Followers-136, up 77%

Instagram

Followers-542
 Reach- 286, up 5.6K%
 Profile visits- 31, up 106%
 New Followers – 29, up 107%

Department Reports for September 2022

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Activity Report for August

Organization Activity

From 9/5/2022 to 10/5/2022

	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	90	36	1	0	87	0
Resident	6	7	0	0	9	
Non-Resident	84	29	1	0	78	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	24	0	0	0	7	
18 - 65	55	29	1	0	72	
65+	11	7	0	0	8	
Male	32	15	0	0	37	
Female	58	21	1	0	50	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	42	0	0	N/A	45	
In-Person	48	36	1	N/A	42	

September Revenue

- Slip Fee - Town Dock \$1645
- Rental Fees-Parks \$252.50
- Rentals Rooms \$1400
- Dog Park Registrations \$0
- Rec Program Fees \$689
- Gym Memberships \$0
- Vendor Fees \$3,830

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits

Department Reports for September 2022

- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Completed disbursement forms and processed room reservations damage deposit refunds.
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

2022 Tunnel to Towers 5K Run & Walk

- Prepared materials and supplies for water station, course route
- Sorted t-shirts for distribution at packet pickup
- Set up arrows and course directional signs throughout the downtown Swansboro area.
- Setup tent, tables, and signs at 34 North for after run festivities/celebration
- Delivered leftover event supplies from recreation center to event organizer, Mary Pat
- Reviewed provided volunteer list from runsignup.com and emailed additional

Mullet Festival

- Continually updated spreadsheet for volunteers with tasks, report times, and volunteer contact information
- Designed and created flyer for requesting volunteers for Mullet Festival for social media
- Delivered all posters and flyers to festival sponsors and to local Swansboro businesses
- Contacted Lorenzo Abalos about recruiting High School athletes to help survey public attendees during festival
- Emailed volunteer waivers to High School family and consumer science teacher, Marlena Hall for volunteer's parents/guardians to sign prior to the event
- Created VIP tent schedule for High School volunteers for both Saturday and Sunday

Tropical Storm Preparation

- Meet with Public Works Department Head to discuss securing playground and park equipment
- Rolled down and tied wind screens at tennis courts to prevent tearing and fence damages
- Secured outdoor furniture and prepared recreation center facility for storm impacts

Theatre Trips

- Discussed upcoming shows and dates with program leader/chaperone Deb
- Contacted Theaters requesting group pricing for shows interested in

Department Reports for September 2022

- Scheduled trip to Mannheim Steamroller show on November 28 at the Wilson Center in Wilmington
- Scheduled trip to Magical Cirque Christmas on December 15 at the Wilson Center in Wilmington

Fellowship Night

- Discussed with program leader/instructor Jamie about dates and themes of upcoming Fellowship Night programs
- Scheduled Pumpkin Carving Fellowship night for October 17
- Established future Fellowship Night program dates and themes for months of November and December

Mullet Paint & Sip

- Contacted program staff/leader about
- Checked inventory for canvas and paint class materials
- Discussed needed supplies with instructor/staff

Halloweenie Roast

- Ordered supplies for Halloween giveaway bags at event
- Created program timeline and tasks to be completed lists
- Recruited volunteers for costume contest judges
- Coordinated grill pickup with Fire Chief and requested Fire staff to work the grill at event
- Created Sam's Club letter to request donations for food and prizes

Teacher Workday, Full-Day Program

- Created all dates for registration in recdesk software
- Created flyer for media distribution
- Advertised through Peachjar at local elementary schools to boost program registration

Tai Chi Class Workshop

- Held meeting with instructor about hosting Tai Chi workshop at Municipal Park on October 22

Pickleball Tournament – November 5

- Surveyed league members requested feedback on dates to hold the annual fall member tournament.
- Scheduled meeting with council/board members for October 13 at 1 pm
- Reviewed registered league members ages to help planning tournament age groups
- Discussed with local Onslow County pickleball Ambassador, Rick Laskey, about tournament details and reviews age groups

Be Inspired, Inc. – Art in the Afternoons: Teacher Workdays & Early Release Days

Department Reports for September 2022

- Held meeting with instructor Carol McDearmon and discussed half-day art programs for teacher workdays and early release days.
- Requested program details and themes for each program date from instructor
- Discussed winter camp dates and program details with instructor
- Worked with instructor to create flyers programs, including
- Emailed all previous program attendees' information about programs

Wild Child Art Studio: Sea Glass Christmas Tree Workshop

- Discussed with instructor Carla: available dates to hold class, pricing, maximum/minimum registrants

Santa Fest

- Contacted Santa's about availability for event
- Scheduled event for December 10th

Tennis Bloc Lessons

- Contacted by organization and discussed adjustment of schedule for youth Tennis Lessons.
- Added Saturday afternoons youth tennis Lessons at 1:30 PM due to high volume of registrations on Mondays

Permitting

No Report Provided

Police Department

Patrol:

- 192 Reportable Events
- 14 Motor Vehicle Crashes
- 1 Felony Arrest
- 6 Misdemeanor Arrests
- 4 Arrests by Warrant Service
- 2 DWI Arrests
- 7 Arrests with Transport to the Onslow County Jail
- 88 Citations
- 57 Verbal/Written Warnings
- 4 Felonies Investigated (2-Fraud; 1-Larceny; 1-Fleeing to Elude)
- 24 Misdemeanors Reported (12-Property Damage; 3-Assaults; 2-Larceny; 1-Trespassing; 1-Harrassment; 1-Communicating Threat; 1-Drug; 3-Traffic)
- 3 Disputes/Public Disturbances
- 4 Domestic
- 5 Crisis Intervention with Mental Patient

Department Reports for September 2022

- 34 Alarm/Open Door Reports
- 41 Suspicious Incident/Person/Vehicle
- 6 Town Ordinance Violations
- 249 Requests by Other Agencies for Assistance
- 81 Requests by Citizens for non-crime-related assistance

3,721 Total Events Performed on Patrol

Community Service/Training:

- 9 Vehicle Unlocks
- 1 Funeral Escort
- 10 Requests for Fingerprints
- 73 Foot Patrols
- 31 Business Closing Standbys
- 6 Requests by Residents for Residence Check
- SPD participated in the Tunnel 2 Towers 5k run/walk

Admin Services:

- Answered 347 phone calls during business hours
- Assisted 172 walk in requests for assistance during business hours
- Took 52 requests for reports during business hours

Public Works

Grass Cutting

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lot
- Both sides of HWY 24 (Corbett Ave)
- Sidewalk easement on Old Hammock Rd.
- Ward Cemetery
- Swansboro Acres Easements

Town Buildings and Grounds

- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up
- Set up Community Room for Planning Board meeting

Vehicle Maintenance

- Regular maintenance performed on all vehicles
- Repair work on John Deere tractor and Finish Mower

Storm Water

- All Town storm drains cleared in preparation of remnants of Hurricane Ian
- Prep work begun on Pineland Easement
- Bush hog ditch and easement bank at Pineland easement.
- Performed stormwater work in Swansboro Acres behind Channel Marker loop Road.
- Removed major blockage in stormwater pipe that runs from the back of Swansboro Hills townhome complex to manifold box in the back yard of 822 Dogwood.
- Installed stormwater pipe “screens” on the openings of two access drains to prevent further blockages from occurring in the storm water pipe that runs from the back of Swansboro Hills townhome complex to the manifold box in the back yard of 822 Dogwood.

Streets

- Edged and cleaned the gutters of both west bound and east bound sides of Hwy 24.
- Weed Eated remainder of causeway and edged sidewalks and gutter of causeway.

Yard Waste

- Collected 608 Bags and 732 Bundles during September with 14 Loads and 28 Man Hours Expended

Parks & Rec

- Daily routine maintenance of Splash Pad.
- Splash Pad closed for season and prepped for winter
- Twice Weekly Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies
- Prepped Ward Shore for sod
- Laid 9 pallets of sod at Ward Shore.
- Laid a ¼ pallet of sod at the Visitors Center.
- Laid a ¼ pallet of sod at Bi-Park II
- Set up for Tunnel to Towers Event
- Breakdown of Tunnel to Towers event.

Solid Waste

- Weekly Yard Waste Run
- Empty trash cans from all parks, downtown, the Pug, Church Street Dock, twice weekly.