



Board of Commissioners Agenda

Town of Swansboro

Tuesday, January 28, 2025

Board Members

William Justice, Mayor Pro Tem | Pat Turner, Commissioner Jeffrey Conaway, Commissioner
| Douglas Eckendorf, Commissioner | Joseph Brown, 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 for adoption.

IV. Appointments/Recognitions/Presentations

a. Appointment to Vacant Mayor Seat *Presenter: Jon Barlow - Town Manager*

Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

Recommended Action: Consider appointment to fill the unexpired mayor term through December 2025.

V. Public Hearing - None

VI. Business Non-Consent

a. Fire Department - 4th Quarter and 2024 Performance Review *Presenter: Jacob Randall - Fire Chief*

The Fire Department, through the Center for Public Safety Excellence, completed the Community Risk Assessment/Standard of Cover Certification - BETA testing program. To promote accountability on our journey of continuous improvement, we are committed to remaining transparent about our agency's performance.

Recommended Action: Receive report.

b. Visitor Center Repair and Maintenance

Presenter: Jon Barlow – Town Manager

The Visitors Center located at 203 Church Street has evidence of mold growing on the walls, ceiling, cabinets, HVAC and outlets fixtures. This condition was originally reported to the Board of Commissioners on September 10, 2024. This condition has necessitated the need to close the building until the problem can be remediated.

Recommended Action: Motion to enter into a contract with Green Home Solutions to remediate the mold conditions at the Visitor Center including the replacement of the HVAC system.

c. Monthly Financial Report as of December 31, 2024

Presenter: Sonia Johnson – Finance Director

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 – November 2024

c. Department Reports – December 2024

X. Board Comments

XI. Closed Session

XII. Adjournment



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Appointment to Vacant Mayor Seat**

Board Meeting Date: **January 28, 2025**

Prepared By: **Jon Barlow –Town Manager**

Overview: Per the Town Code § 3.3 (C) In the event a vacancy occurs in the office of mayor or commissioner, the board shall by majority vote appoint some qualified person to fill the same for the remainder of the unexpired term.

In November 2024, John Davis was elected to the Onslow County Board of Commissioners, resulting in a vacancy of the mayor seat effective December 2, 2024. At its November 12, 2024 regular meeting the Board requested that a call for applications be announced with a deadline of December 16, 2024, by 5 pm. Those interested were to submit a Talent Bank application to be considered. The call for applications was posted on the Town website and Facebook on Wednesday, November 13, 2024.

The individual selected will fill the unexpired term through December 2025.

Background Attachment(s): 3 Applications

Recommended Action: Consider appointment to fill the unexpired mayor term through December 2025.

Action: _____



TALENT BANK APPLICATION Town of Swansboro

The Town of Swansboro welcomes expressions of interest in filling the

Vacant Mayor Seat

If you are interested in serving, please complete the following information and return it no later than December 15, 2024, to the Town Clerk either by email at afender@ci.swansboro.nc.us or in person to Town Hall at 601 W. Corbett Ave., Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners in a meeting to be held in January 2025. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name Joseph Brown Telephone #1 810-410-7543

Address 202 Knightheds Dr. Swansboro Telephone #2 _____

E-Mail Address brownjs34@hotmail.com

Current Job Title and Employer Retired

Education Completed associates +2 years

Current or prior civic or community volunteer involvement serve as a town Commissioner ,
serve on the TDA, served on the
planning board

Special skills, education, or background that you feel qualify you for the appointment: (You may attached a separate sheet if necessary)

work as commissioner, serve on the TDA board and planning board. I have been
large group leader in the federal government.
~~26 years in the Army with ever increasing leadership roles. Led a 60 person unit in
combat. I have recently been added as the town representative for ONWASA~~

Why are you interested in serving on the board? (You may attached a separate sheet if necessary)

I want to advance plans to grow Swansboro in a progressive way, this will bring
many challenging times with the County and State agencies. I view being retired
~~as an asset. I will be able to engage as necessary to advance the town's priorities~~
. I also want to improve the work life balance of all city employees.

Thank you for your interest in serving your community!

Office Use: Received by: AF Date 12/5/2024



TALENT BANK APPLICATION

Town of Swansboro

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If you are interested in serving, please complete the following information and return it no later than December 15, 2024, to the Town Clerk either by email at afender@ci.swansboro.nc.us or in person to Town Hall at 601 W. Corbett Ave., Swansboro, NC 28584. All submissions will be reviewed and a selection will be made by the Board of Commissioners in a meeting to be held in January 2025. Those interested must meet the requirement of being a resident of Swansboro and a qualified voter of the town.

Name William D. Justice Telephone #1 910-546-3361

Address 223 S. Elm Street Telephone #2 910-546-3303

E-Mail Address bjustice@ci.swansboro.nc.us

Current Job Title and Employer Retired business person/Mayor Pro Tem for Swansboro

Education Completed East Carolina University

Current or prior civic or community volunteer involvement Served on the Swansboro BOC/volunteer with the SUMC peanut ministry/volunteer at the Hem of His Garment Bread Room/volunteered to help set up Sturgeon City banquet facilities/volunteer Cub Scouts Pack Leader

Special skills, education, or background that you feel qualify you for the appointment: (You may attach a separate sheet if necessary) Received the most votes ever for Commissioner and selected as Mayor Pro Tem. Excellent knowledge of the Swansboro area. Attended ECU school of business. 42 years in business as restaurateur- VP/Operations-writing the training and hiring manual, hiring managers and overseeing operations of all restaurants/ Part owner in Yellowcab-Jacksonville. Businessperson having owned 2 Smithfield franchises, helped develop Smithfield's' franchise package, over the years partner in Gold Corral and Panera as a training partner. Trained in diversity awareness, conflict resolution, hiring and HR practices, work, whatever it takes to get the job. Serves on JUMPO and Swansboro Area Economic Development

Why are you interested in serving on the board? (You may attach a separate sheet if necessary) I love Swansboro and having grown up in Onslow County have been coming here all my life. I am retired and have the time to devote to Town functions and all duties associated with being Mayor. I love helping others, evident by my volunteer work. I currently serve on JUMPO and Swansboro Economic development Committee. I have a vision of moving forward through community engagement and involvement. I also have a vision of developing our youth and young adults through engaging them in projects and activities they are interested in. Sitting on 2 countywide boards, I feel I can promote awareness of Swansboro to get things done. I have been urged by numerous citizens to pursue mayor, even by people in Harkers Island, Jacksonville, and New Bern have brought the subject up. I believe I can bring people together to work for the common good of Swansboro. On my campaign committee I had individuals from both sides of the fence working together.

Thank you for your interest in serving your community!

Office Use: Received by: AF Date 12/13/24

Talent Bank Application

Town of Swansboro

(Vacant Mayor Position)

Ralph H. Kohlmann

910.381.5895

60 Pickett Court, Swansboro, NC 28584

ralph.kohlmann.62@gmail.com

Current Job Title: Retired

Education Completed:

BS, U.S. Naval Academy (1980)

JD, Delaware School of Law, Widener University (1987)

LLM (Criminal Law), The Judge Advocate General's School, U.S. Army (TJAGSA) (1994)

MS (National Security Studies), U.S. Naval War College (2002)

Current or Prior Civic or Community Volunteer Involvement:

Chair, Swansboro Planning Board

Chair, Swansboro Board of Adjustment

Vestry Senior Warden, St. Peter's by the Sea Episcopal Church, Swansboro

Relevant Skills, Education, Background:

U.S. Marine Corps Officer 1980-2009

Combat Engineer Officer: (Platoon Commander, Detachment Commander; Company Executive Officer)

Judge Advocate: (Prosecutor, Defense Counsel, HQMC Staff Attorney, Staff Judge Advocate (3d Marine Division & 2d Marine Aircraft Wing), Professor of Criminal Law and Procedure (TJAGSA), Circuit Military Judge (Eastern Judicial Circuit, Navy-Marine Corps Trial Judiciary), Chief Judge (U.S. Military Commissions Trial Judiciary)

Associate Counsel, Office of the General Counsel, U.S. Department of the Navy (DON) 2009-2022

Represented DON regarding Federal Employment Law matters (i.e. Employee Performance and Misconduct Actions, Regulatory Compliance, Equal Employment Opportunity and Discrimination. Union Grievances and Arbitration)

Why I am interested in serving in the vacant mayor position:

I care about the near- and long-term future of Swansboro. I understand there is an unfilled requirement for someone to serve in the mayor's role with the current Commissioners and Town Staff. I believe I can help facilitate the work of both groups and represent the town as necessary until a new mayor is elected.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Fire Department – 4th Quarter and 2024 Performance Review**

Board Meeting Date: **January 28, 2025**

Prepared By: **Jacob Randall – Fire Chief**

Overview: The Fire Department, through the Center for Public Safety Excellence, completed the Community Risk Assessment/Standard of Cover Certification – BETA testing program. To promote accountability on our journey of continuous improvement, we are committed to remaining transparent about our agency's performance.

Swansboro Fire Department was chosen to participate in the BETA testing of the Center for Public Safety Excellence’s Community Risk Assessment/Standard of Cover certification. To remain on a path of continuous improvement, we must remain transparent and accountable for our agency's performance. Evaluations of agency programs must be conducted as part of the CRA/SOC program and Agency Accreditation. Likewise, our agency had to establish benchmarks to which we could compare our performance. We have developed a monthly, quarterly, semi-annual, and annual evaluation to which we can measure our performance and any impact our agency changes may have. Remaining Transparent, we opted to provide a quarterly report at the Second Board of Commissioners meeting following the quarter or year's end.

Background Attachment(s): N/A

Recommended Action: Receive report.

Action: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Visitor Center Repair and Maintenance**

Board Meeting Date: **January 28, 2025**

Prepared By: **Jon Barlow – Town Manager**

Overview: The Visitors Center located at 203 Church Street has evidence of mold growing on the walls, ceiling, cabinets, HVAC and outlets fixtures. This condition was originally reported to the Board of Commissioners on September 10, 2024. This condition has necessitated the need to close the building until the problem can be remediated.

During the September 10, 2024 Board meeting, staff presented a proposal from Right Coast Solution in the amount of \$15,250 to remediate the mold issue. As a result of Board discussion, it was determined that additional expert assistance in identifying the type of mold present and to seek another plan on remediation. Kelly Honeycutt, Safe Harbor Home Inspections, was identified as an expert in remediating mold in residential structures. Armed with Ms. Honeycutt’s report, Tank Bates sought a second proposal from a well-known contractor specializing in this type of work. Attached is the proposal from Green Home Solutions. Surprisingly the estimated renovation s and mold remediation is \$6,366. I should note it does not include the cost of a new HVAC system which will add to the overall cost.

The current budget for the renovation/mold remediation is \$60,000. Based on these new estimates the repairs can be made well within the available budget. I would suggest that once the repairs are made then the Board make a long-term decisions about the future of the property.

Background Attachment(s): Green Home Solutions Proposal

Recommended Action: Motion to enter into a contract with Green Home Solutions to remediate the mold conditions at the Visitor Center including the replacement of the HVAC system.

Action: _____

P R O P O S A L

Green Home Solutions
114 Gemini Drive
Cape Carteret, NC 28584
(252) 900-3312



ghscnc@greenhomesolutions.com

<https://www.greenhomesolutions.com/jacksonville-nc/>

Billing/Service Address

Town of Swansboro Visitor
Center
230 Church St
Swansboro, NC 28584
(540) 809-9665
gbates@ci.swansboro.nc.us

Date	January 10, 2025
Total	\$6,366.00

M O L D R E M E D I A T I O N

This proposal expires on 4/10/2025

N O T E S

Dear Customer,

Please be advised that our company policy requires 50% deposit to be made prior to scheduling. Final payment is due the day all items are completed.

This policy allows us to effectively manage our operations and continue to deliver high-quality services to all our customers.

Acceptable forms of payment are cash, check, Venmo, Zelle. Credit card payments have a convenience fee of 3%.

Thank you for entrusting Green Home Solutions with your home's health.

-GHS Team

Item	Description	Qty	Rate	Amount
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Multi-services	Green Home Solutions will perform multiple services within the property.	1	0.00	Item VI - b.
Mold Remediation	Certified technicians follow protocols based on guidelines from the ANSI/IICRC S520 and EPA, which include controlling the contamination at the source, and removing the contamination by using air scrubbers/negative air, HEPA vacuuming and applying our safe EPA registered mold-killing product.	1	1430.00	\$1,430.00
Crawl Space Mold Remediation	<p>PREPARATION:</p> <ul style="list-style-type: none"> • Utilize floor covering to protect the floors while entering the home. • Establish containment as outlined in containment description or as needed. • Complete demolition labor or Content disposal as outlined in demolition description. • HEPA vacuum all surfaces, as necessary, to remove mold growth from surfaces. • Apply oxygen based pre-treatment, as necessary, to remove mold growth and discoloration from the affected surfaces. • Damp wipe surfaces, as needed with environmentally friendly, proprietary cleaner. • A HEPA filtered negative air machine will be used, as necessary, to remove airborne mold spores and contaminants from the crawl space. The negative air machine will be vented to the exterior of the home through a window using a 10" flex hose. The window will be sealed to prevent back flow of the contaminated air. • Utilize PPE throughout work scope including Full Mask Respirators, Protective Suits, Protective Gloves and other equipment deemed necessary. • Allow negative air machine to exchange air a minimum of 7 times once HEPA vacuuming is complete. <p>TREATMENT:</p>	1	2200.00	\$2,200.00

	<ul style="list-style-type: none"> • Treat all surfaces in the crawl space with our EPA registered Disinfectant Fungicidal Cleaner. 			<i>Item VI - b.</i>
Fiberlock IAQ 6000 Mold Resistant Coating (White)	Fiberlock IAQ 6000 is an extremely durable coating developed to withstand moist, humid conditions that provide the ideal environment for fungal growth. This 100% acrylic coating offers durability in combination with excellent mold resistance.	1	1340.00	\$1,340.00
Apply Proprietary Enzyme	Technicians will apply EPA registered proprietary enzyme tested to kill and break down 570 different pathogens in under 10 minutes. Our Enzyme treatment is catalytic, which will continue to break down mold and other pathogens.	2	698.00	\$1,396.00
				Subtotal
				\$6,366.00
				Tax
				\$0.00
				Total
				\$6,366.00

Click here if you no longer wish to receive notifications or related information about this proposal.

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF DECEMBER 31, 2024)**

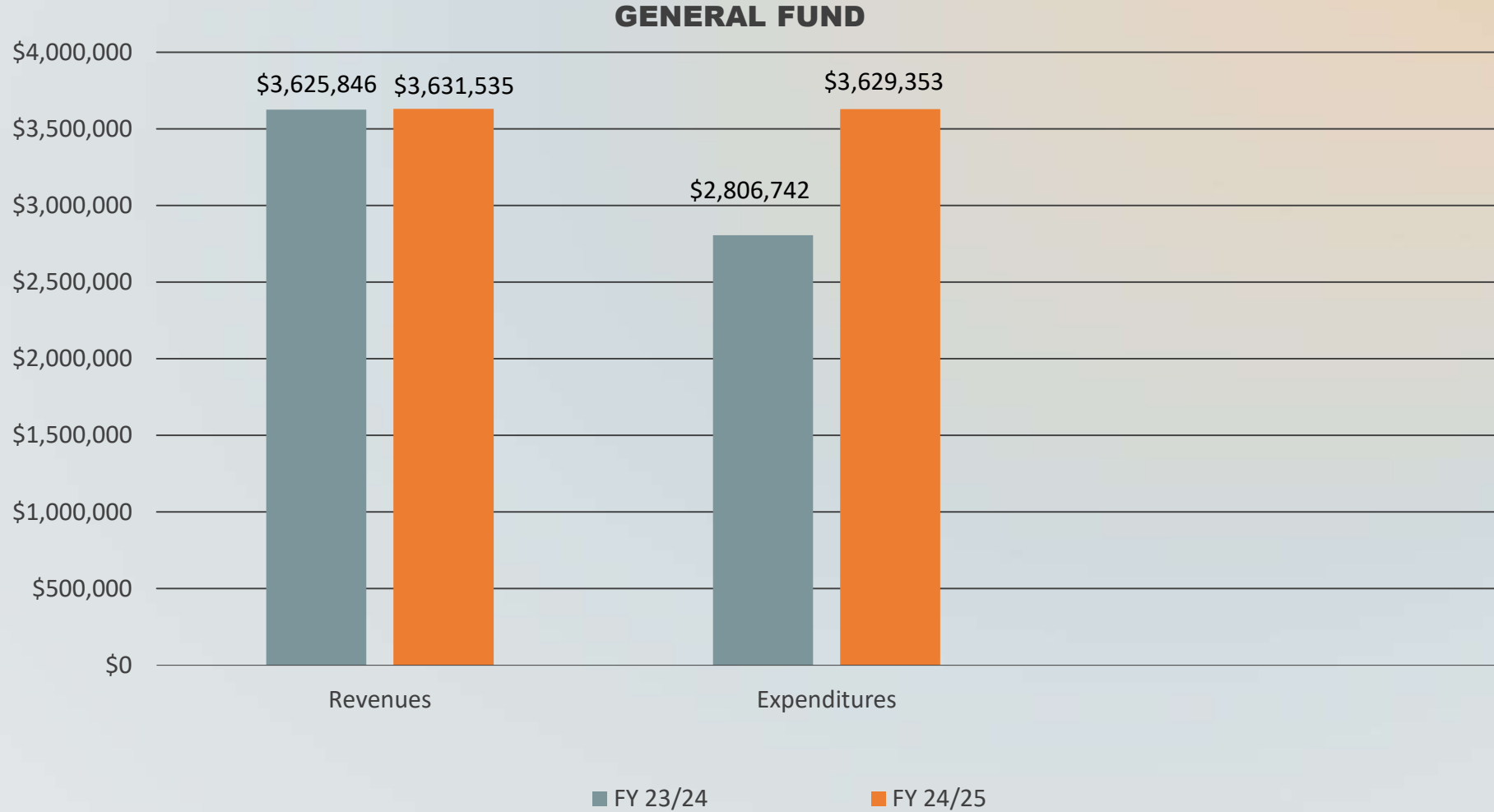
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2024)**

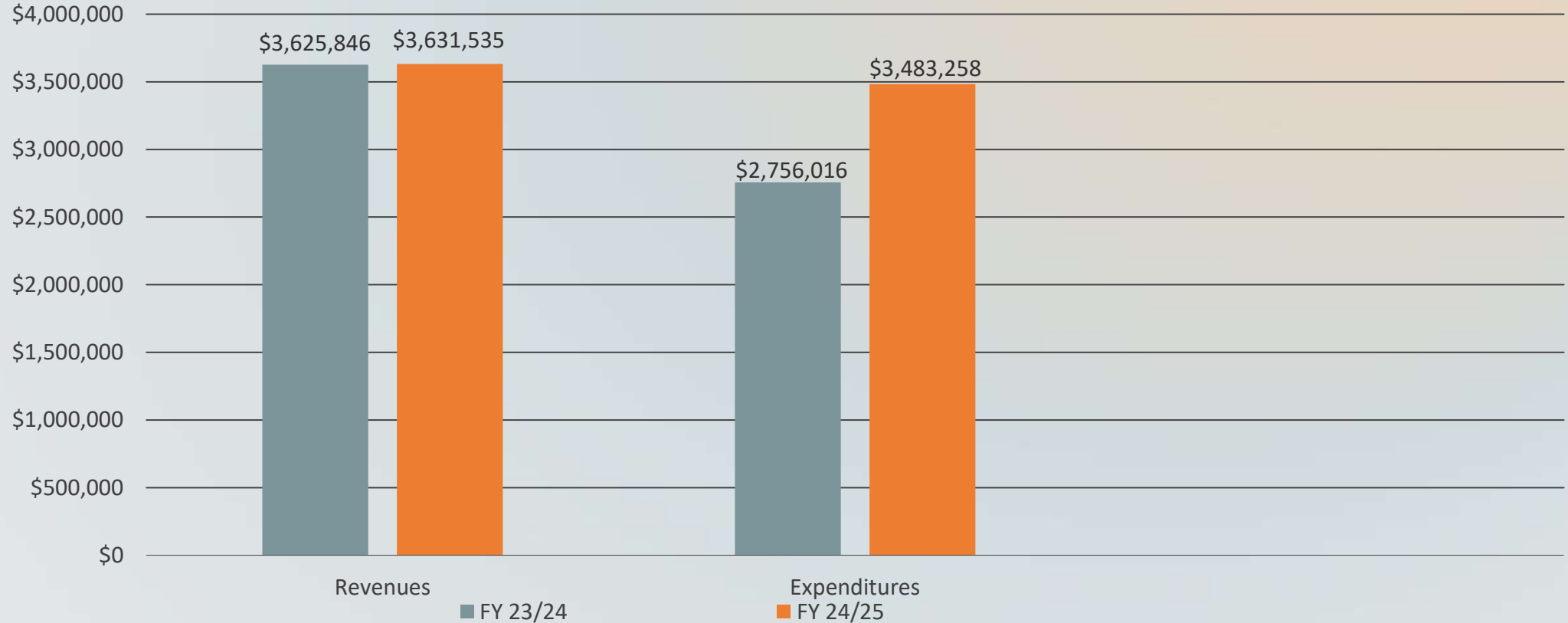


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$2,182**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2024)**

(ACTUAL)

GENERAL FUND



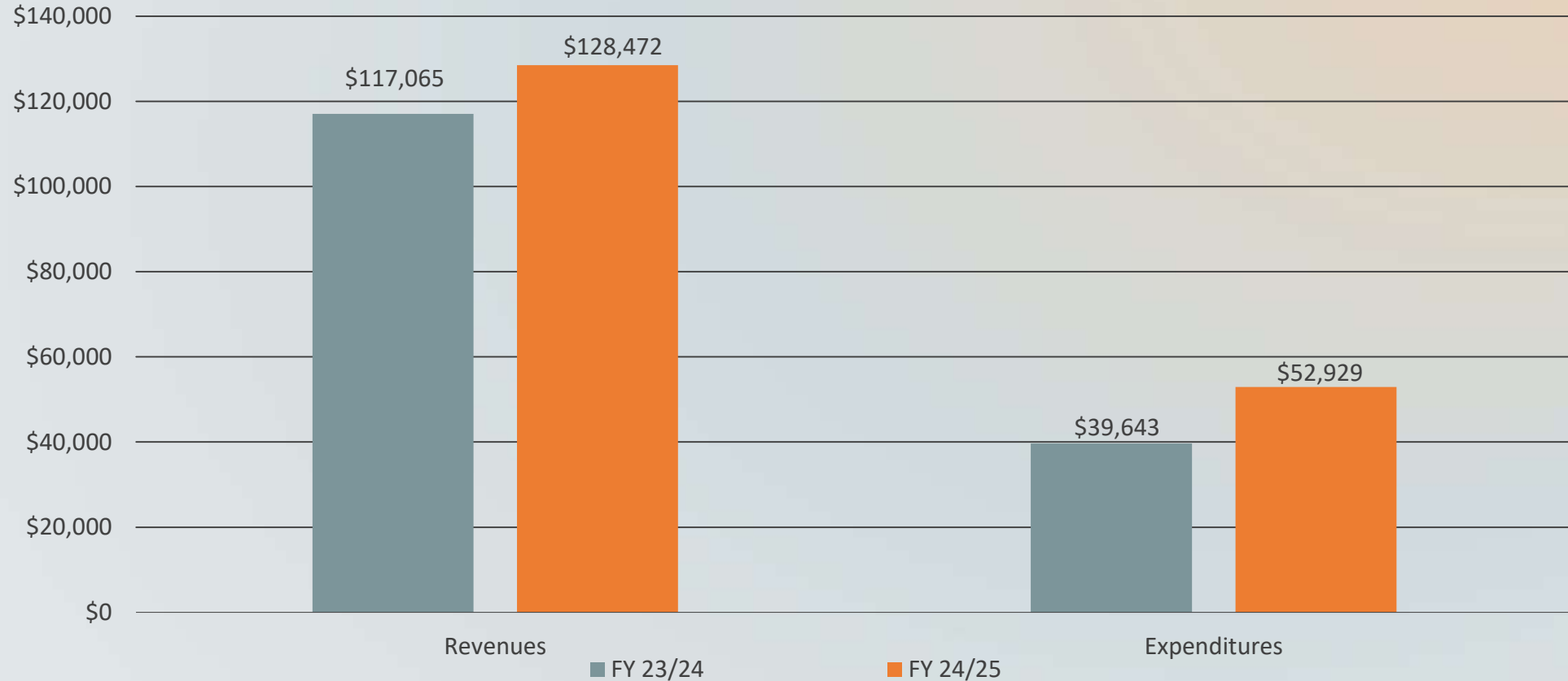
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$148,277

DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % December 31, 2024
GOVERNING BODY	45,195	15,296	490	34.9%
ADMIN SERVICES	432,052	212,386	2,733	49.8%
FINANCE	315,178	137,648	565	43.9%
LEGAL	59,300	25,091	-	42.3%
PUBLIC BUILDINGS	379,723	163,880	2,594	43.8%
FIRE	2,013,046	770,640	90,313	42.8%
PERMITTING	288,270	177,604	824	61.9%
PLANNING	86,293	38,937	-	45.1%
POLICE	1,349,905	499,932	15,654	38.2%
PUBLIC WORKS-STREETS	1,498,086	722,766	2,511	48.4%
POWELL BILL-STREETS	191,791	78,598	461	41.2%
PARKS & RECREATION	486,086	153,848	13,025	34.3%
DOWNTOWN FACILITIES	130,326	41,710	892	32.7%
EMERGENCY MANAGEMENT	10,850	10,298	69	95.5%
FESTIVALS & EVENTS	134,635	83,198	13,924	72.1%
NON DEPARTMENTAL	612,764	351,425	2,042	57.7%
TOTAL	8,033,500	3,483,258	146,095	45.18%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2024)**

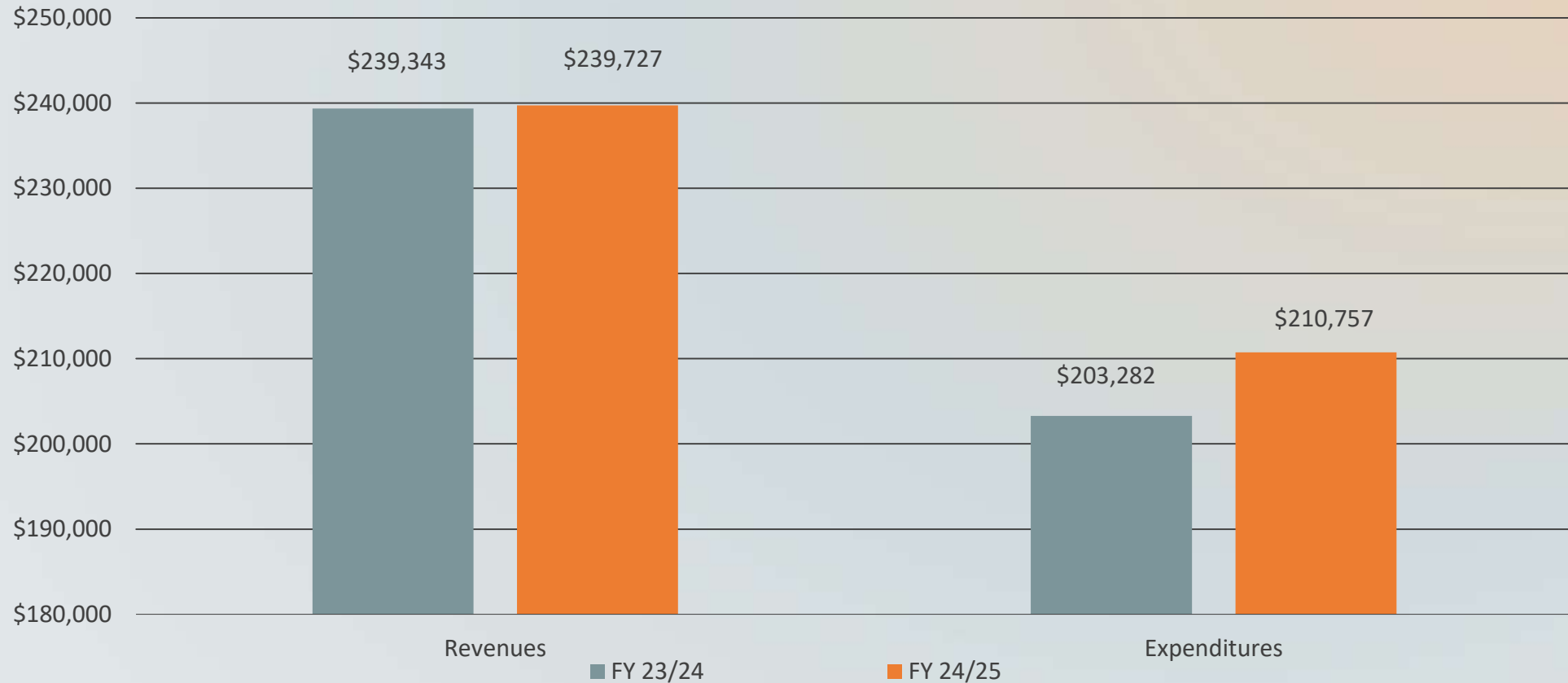
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$75,543

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF DECEMBER 31, 2024)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$28,970

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF DECEMBER 31, 2024)**

Item VI - c.

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$317,275	2.69	03/21/2028	\$84,724
Public Safety Facility	\$0.00 PAID IN FULL	2.58	12/22/2024	\$41,032
Fire Truck	\$92,139	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$50,000	2.43	12/14/2026	\$26,823
Grapple Truck/Town Hall Generator	\$47,106	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$45,495	1.84	7/15/2026	\$23,377
Cab Tractor/Dump Truck	\$254,500	4.82	4/3/2029	\$58,491
Total Debt	\$806,515			\$329,876

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF DECEMBER 31, 2024)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$815,898	.10%
NC CMT-General	\$5,946,606	4.47%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$9,450,515	4.32%

GRANT UPDATE

Item VI - c.

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,102,599	\$1,032,492	\$70,107	\$0.00
Swansboro Bicentennial Park Boardwalk Extension	\$302,800	\$180,190	\$0	\$122,610
Emergency Operation Center	\$9,370,893	\$24,840	\$0	\$9,346,053
Emmerton School Repairs	\$424,000	\$161,075	\$0	\$262,925
Stormwater Master Plan	\$400,000	\$96,895	\$0	\$303,105
Total Outstanding Grants	\$11,600,292 0	\$1,495,492	\$70,107	\$10,034,693

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **January 28, 2025**

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

Overview: The purpose of this memo is to provide the Board with matters that staff anticipate/propose 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.

February 11th or 25th

- * Public Hearings
 - o CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center
 - o Zoning Map Amendment to rezone parcels on W Corbett Ave from RA to B-1 Conditional Zoning
 - o UDO Text Amendment related to Signs (11th)
- * Monthly Financial Report (25th)

Future Agenda Items

- * Minimum Housing Code
- * Street Acceptance of Swansgate (*developer has applied*)
- * Waterfront Access and Development Plan (*review/revision considerations*)
- * Community Presentations (*ongoing monthly*)
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EMS Plan (*ongoing*)
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * Consideration to enable paid parking for downtown

PROJECTS REPORT

Town Projects/Initiatives Update

January 2025

Submitted By: Jon Barlow, 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.

A 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 in 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 include 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 are developed for committee review.

Staff continue 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. 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

Town of Swansboro, NC
Manager's Report

captured 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 off-campus 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, 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.

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Note, the 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.

On January 23, 2024, the BOC appointed Keith Walsh as Chairman of the newly recreated EOC/PSB site selection Committee. Mr. Walsh was tasked with identifying potential candidates to serve on the committee to the BOC for consideration. On February 12, 2024, the BOC appointed Roy Herrick, Junior Freeman, Doug Eckendorf, and Melissa Anderson as committee appointees. The newly formed committee conducted its first meeting in February 19, 2024. The committee intends to meet every Monday at 5 pm until a new site is secured.

- EOC/PSB site committee developed a site solicitation packet.
 - 6 entries were submitted by the deadline of May 15, 2024, and 1 after the deadline. 6 entries were eliminated at that time.
 - The property beside the Rotary was the only site remaining from packet entries.
 - *Town engineer researching ingress/egress concerns.
- The EOC/PSB Committee is in the process of developing a portfolio to highlight the work done to date. The portfolio will include the Feasibility Report prepared by Beaker Morgan dated 6/28/2023, a timeline to complete the project, Rotary property maps, and Rotary wetland survey maps.
- Additionally, it will include information on the Design/Build construction option, and a model RFP that will seek proposals from potential construction firms.

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- On 10/14/24 the EOC Committee voted in favor of making a recommendation to the BOC to make an offer to purchase a 5-acre tract of land adjacent to and owned by the Rotary.

NC DCM Resilient Coastal Communities Program (RCCP) Grant

On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management awarded their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to fund efforts in four key phases in their Coastal Communities Resiliency Program:

1. Community Engagement and Risk & Vulnerability Assessment
2. Planning, Project Selection and Prioritization
3. Project Engineering and Design
4. Project Implementation

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

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

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

A community engagement meeting was held on Wednesday, February 23, 2022, from 4-6pm at Town Hall. A community input survey is available from the Town website, at Town Hall and the Swansboro Branch Library through March 9, 2022. The Committee met again on Monday 3/21. Beth shared that 89-online surveys were received and 6 hard copies. Flooding was the number one concern. The committee revisited the original spreadsheet and still identified stormwater mapping as the top priority for the portfolio. Other items still identified but categorized with stormwater mapping were Halls Creek and Hawkins Creek Restoration, development of a wetland restoration plan, and a public education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

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

Town of Swansboro, NC Manager's Report

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

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

RCCP Project Portfolio

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

6 Swansboro Board of Commissioners Meeting May 23, 2022 Dewberry

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

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

Town of Swansboro, NC Manager's Report

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 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

Town of Swansboro, NC Manager's Report

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work. Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

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

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

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

Following interviews, David Gall Architectural Firm out of Winston Salem was selected. Mr. Gall has already made a couple of 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.

On November 1, 2023, Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Watertight Systems, Inc. was selected to perform the masonry repairs. The contract was executed early December. The required Quarterly Report for the grant was submitted in early January. Stature Engineering is currently in the process of submitting drawings for window, door, soffit, and interior repair to SHPO for approval.

Town of Swansboro, NC Manager's Report

In February 2024, the engineer's drawings for the window, door, soffit, and interior repairs were approved by SHPO and sent out to bid. On February 28, 2024, Watertight Systems, Inc. performed sample mortar removal and replacement to the site. Staff, the engineer, and SHPO met onsite on March 20, 2024, to review and approve samples. Masonry work began on March 26, 2024, and is still in process. The approved plans are currently out for bid.

Staff, the engineer, and SHPO met onsite on May 23, 2024, to review the progress of the masonry work. SHPO representative discussed options on the progress of the masonry work with the engineer.

Staff, engineer, and SHPO had a Teams meeting on June 4, 2024, to discuss remaining budget estimate/ availability of funds for site drainage improvements and other scope of work window, door, soffit, and interior repair. Option 2 was chosen.

Remaining Funds for Site Drainage Improvements (Option 2)

\$314,225	Estimate of remaining funds prior to window/soffit/interior bid
<u>-\$209,000</u>	Base Bid and all Add Alternates except #5 Painting Metal Ceiling Panels
<u>\$ 105,225</u>	Estimate of Remaining Funds for Site Drainage Improvement *

Staff, engineer, and SHPO met on site on June 13, 2024, to review progress of masonry work.

June 13, 2024, SHPO stated that upon review, they had concluded that the proposed French Drain installation work would meet the Secretary of Interior Standards and will not adversely affect the National Register-listed property. Engineer met with contractors to begin bids for the French Drain.

June 18, 2024, the NC Historical Commission meet and discussed recommendations for reallocation of available funds of the Emergency Supplemental Historic Preservation Fund (ESHPPF). This was due to the fact that some projects sustained greater damage than expected and budgetary inflation was present as well as an increase in the scope of work. The Commission voted unanimously to accept the staff's recommendation and the funding reallocation for our grant was officially decided in the amount of \$75,000.

On July 8, 2024, the masonry and all required improvements from the SHPO work was completed.

July 12, 2024, Stature Engineering, Staff, and the State Historic Preservation Office selected Carolina EarthWerx LLC to preform French drain installation.

July 18, 2024, a modified Contract with Watertight System, Inc was signed to include Prosoco OH100 stone hardener to interior brick.

Stature Engineering, Staff, and the State Historic Preservation Office met to hold a bid review meeting and Harp Builders, Inc was selected. July 22, 2024, a contract with Harp Builders was

Town of Swansboro, NC
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signed to preform historic restoration on exterior windows and Ceiling panels, install storm windows and missing attic insulation.

The required Quarterly Report Apr.1- Jun. 30 for the grant was submitted early July.

August 19, 2024, the modified grant contract was signed to modify the period of performance, the amount of grant funds awarded, and adjust the scope of work.

A contract with Carolina EarthWerx, LLC was signed to install the French drain.

Hurricane Grant Specialist Annette Stone informed the town that an easement would need to be established to preserve the historic structure, with the state expected to provide a draft of the easement in the first quarter of 2025.

October 11, 2024, both preconstruction meetings fell through.

- Trench contractor - has been working relief efforts in the mountains. Correspondence just slipped through the cracks with him.
- The interior contractor - had an accident and spent some time in the hospital over the weekend. He wasn't up for traveling for meeting.

EB Pannkuk and Staff meet onsite for a pre-construction meeting on October 31, 2024, with Harper Builders and EarthWerx.

- The windows and interior construction are expected to begin around the first week of December and is estimated to be completed within 90 days.
- French drain is also scheduled to begin the first week of December and is estimated to be completed within 21 days.

It is expected that Watertight will begin working on the stone hardener in November, but the drawings are being updated before they can move forward.

Staff, Stature Engineer, and SHPO met on site on Dec 5, 2024, to monitor progress to the French drain installation, and Stone Hardner in the interior of the building. While on-site SHPO representatives and Stature Engineer discussed a change order to provide and install 6" diameter schedule 40 PVC at existing roof down spouts. The scope of work will be 204' of PCV line below grade in the current French drain trench. This drain will be connected to eight existing down spouts. The original contract pricing was \$27,998 + \$8,426.27 (6" PVC change order) totaling \$36,424.27 for the project value. The modified contract was signed on December 10, 2024

- Watertight had a delay in obtaining supplies and started work early December and completed the Stone Hardner on Dec 5, 2024
- EarthWerx completed the French drain to include the change order work for the 6" PVC on December 13, 2024
- Watertight completed interior repointing on January 7, 2025

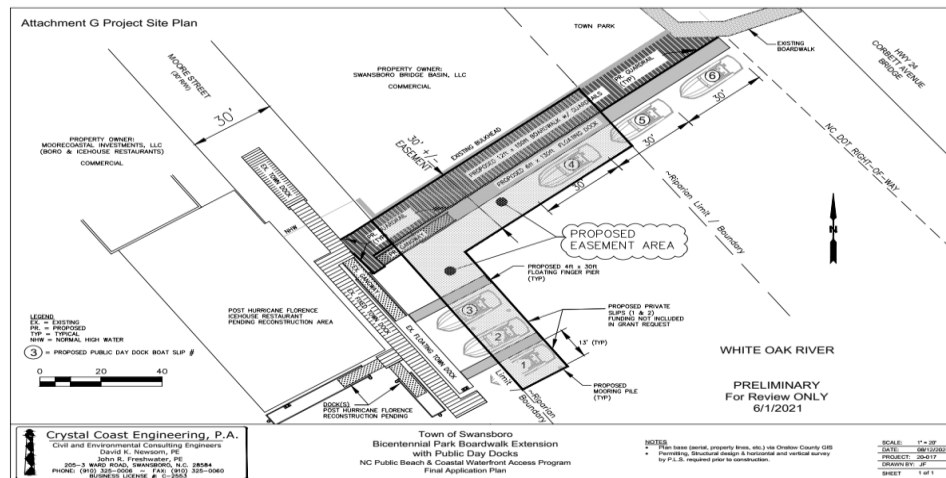
Town of Swansboro, NC Manager's Report

- Harp Builders are scheduled to start the interior repairs on January 15, 2025

2020 NC Public Beach and Coastal Waterfront Access Grant Project

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

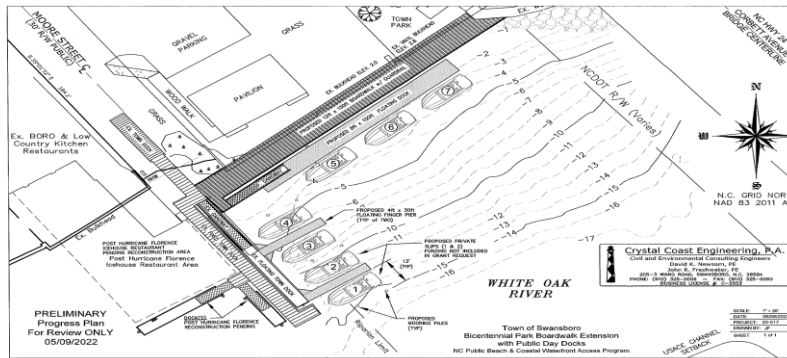
1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.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



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

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

Town of Swansboro, NC Manager's Report

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 for 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.

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. Crystal Coast Marine finished the Bulkhead repair project the week of February 12, 2024

Subsurface Exploration and Geotechnical Engineering is scheduled to be done on Monday, October 23rd to evaluate the soil conditions for the proposed development. Project Engineer John Wood, Arendell Engineers, continues to develop final plans not only for the new bulkhead but the boardwalk as well. Final construction plans and accompanying bid documents are expected to be completed early March 2024. Once plans and bid documents are received from Wood, the Town will seek bids from contractors to perform the project. According to project coordinator Kathy Vinson, there should be ample time to get the project completed before the latest time extension expires in October 2024.

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.

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An RFP was posted and advertised for construction of a fixed timber platform, floating dock, and few floating slips at the existing water access. Sealed bids were opened on August 6, 2024, six contractors submitted bids the lowest bid was \$233,200, significantly over grant funds available.

The Town Manager was authorized to work with the project Engineer and the lowest bidder, Carteret Marine, in an effort to modify the design in a manner that brings the project within budget and return to the board as soon as possible.

A final extension was granted in July 2024 through April 1, 2025.

August 20, 2024, Town Manager, Staff, and Kathy Vinson, met with Arendell Engineers and Carteret Marine, which included an on-site inspection of the Dock Walk site to discuss necessary adjustments to the project plans. Arendell Engineers will be revising and resubmitting the drawings, aiming to optimize costs to Carteret Marine, who will provide an updated cost estimate based on the new plans.

On September 9, John Wade, Project Engineer, submitted a list of design changes resulting in a reduction of \$22,000.

Revised Carteret Marine Proposal	\$211,200
Engineering and Construction Management Fees	<u>\$15,000</u>
Total	<u>\$226,200</u>
Less Total Grant Award	<u>\$158,300</u>
Additional Funds Requested	\$67,900

Project revision

- Removal of four (4) tie piles from project scope.
- Removal of Class B stone beneath armor stone from project scope.
- Shift the platform that previously straddled the current bulkhead to directly waterward of the bulkhead.
 - Reduce the width of the walkway to 10'.
 - Use #2 southern yellow pine lumber beneath the deck.
 - Remove the handrail from the landward side of the platform.
 - Walkway will be flush to existing bulkhead cap.
- Still working on how to address the ADA issue with the current bulkhead cap.
- Shorten the gangway from 30' to 20'.

September 10, 2024, the Board of Commissioners meeting requested to seek funding assistance from TDA.

A TDA meeting is scheduled for October 1, 2024

On October 1, 2024, The TDA approved \$15,950 for the Dockwalk project,

Town of Swansboro, NC Manager's Report

On October 14, 2024, the Contract awarding the Project to Carteret Marine in the amount of \$215,300 was signed. The expected construction starts on 10/28/2024.

The permit to install floating dock and dock walk system was processed and issued on November 5, 2024, to Carteret Marine Services LLC

Sidewalk Projects

Sidewalk Priority Project List updated and reordered By BOC as of August 27, 2024



- Location: Main St. Extension from One Harbor Church to Old Hammock Road, then Old Hammock Road to High-Speed Gear
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,008 FT

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- Location: Southside Hwy. 24 from Walmart to Queens Creek Road Intersection, then Intersection to Swansboro High School/Queens Creek Elementary School entrance
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 2,483 FT



- Location: Hammocks Beach Road from Moore's BBQ to Park Place, and Soccer Association to Cormorant Drive
- Easements: 2 out of 5 acquired. All 3 easements remaining are from Mr. Charles Rawls
- No survey or design work performed
- Estimated Sidewalk Length: 976 FT

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- Location: Pineland Drive parcel to connect to the existing sidewalk at the Cottages
- Easements: Obtained
- Town obtained an engineered crossing design for the project. There might be a utility pipe conflict
- Estimated Sidewalk Length: 153 FT



- Location: Gaps on Northside of Hwy 24 from Old Hammocks Road to Downtown
- Easements: NOT obtained
- No design or survey work performed
- Estimated Sidewalk Length: 1,411 FT.
- Southside: complete

Town of Swansboro, NC Manager's Report

Visitor's Center Improvement Update

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

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

Town of Swansboro, NC Manager's Report

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.



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 a letter from the State Historic Preservation Office that the Contributing Status has been re-instated.

Town of Swansboro, NC Manager's Report

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 so 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 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 the 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 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 an application to Onslow County for tourism dollars for interior renovations by March 1st.

Town of Swansboro, NC Manager's Report

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 a 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 in late November unless the contractors are ready before.

Town staff recently noticed the growth of mold in numerous areas inside the Visitors Center. This condition has necessitated the need to close the building until the problem can be remediated. As a result, mold remediation companies in the area were contacted and Right Coast Solutions responded and agreed to inspect the building to determine the source(s) of the problem and develop a remediation plan.

Upon inspection, mold was found in the kitchen, office area, outlets, crawl space, and HVAC duct work. In the interior, remediation would include removing the bottom 24" of drywall and applying mold blocking primer and foam insulation to block air intrusion from crawlspace. In the attic, an electric exhaust fan would be installed. In the crawl space, insulation and mold blocking primer would be applied. HVAC ducts, grates and vents would all be cleaned.

The total cost to perform the proposed work is \$15,250. A budget amendment would be required.

September 10, 2024, the Board of Commissioners requested staff to investigate further to identify more precisely the type of mold and best method to remediate.

During the Board of Commissioners' regular meeting on November 12, 2024, the Board approved remediation to use the \$45,000 already approved plus \$15,000 more, resulting in a total of \$60,000 to repair the visitor center.

LSAII/Stormwater Mapping Grant

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

Town of Swansboro, NC Manager's Report

Two rounds of RFQs were sent out, with final submittals in August. WithersRavenel was selected to complete the project in October of 2023 and the contract was executed in early December. On December 18, 2023, kickoff meeting with staff and WithersRavenel, a public outreach meeting included a survey was scheduled for mid-March. The data collection portion of the project is projected to start early June.

WithersRavenel and Staff continue to attend monthly check-in meetings for the project. On March 11, 2024, WithersRavenel and Staff held a public outreach meeting that included a brief summary of the project, time for public questions, as well as maps for the public to mark stormwater issues around Town. A public input survey was released to the public to indicate problem areas around Town as well. The survey was opened one week prior to and one week after the public outreach meeting. Survey crews are projected to begin data collection early June.

WithersRavenel and Staff met via Zoom on May 21, 2024, to discuss survey collection coordination. WithersRavenel requested that Town post in social media, and constant contact to notify citizens of surveyors being out in Town. They estimate that data collection could take a couple of months, possibly by the end of the year.

On June 3, 2024, data collection started.

June 17, 2024, WithersRavenel shared a data dashboard that has all of the survey information collected this far.

WithersRavenel and Staff met via Zoom on June 24, 2024. The survey team has made an initial pass on all the structures, and it's anticipated that all initial field work will finalize within the next week and at that time data collected would be reviewed and processed.

WithersRavenel and Staff met via Zoom on July 22, 2024, initial field survey has been collected. The data is in review. Once in-office review is completed, additional surveys may be required to verify spots flagged during the data review process.

WithersRavenel and Staff met via Zoom on August 26, 2024, Jill Carter will be replacing Monica Chevalier with funding administration. Any correspondence will go through Jill Carter moving forward.

Fieldwork has been completed and the team is now reviewing internally and migrating to the new database for town. Once the initial review is completed, they anticipate that a few places will need a second round of survey to a few isolated locations. The rest of 2024 is scheduled for database.

WithersRavenel and Staff met via Zoom on September 23, 2024, there continues to be an internal review of data collected as they flag areas that need additional verification. Should have more concrete updated on the next field date within the next month

Staff discussed pros and cons options with Tyler Christian for the Town to host/ view data when complete. The following software options were discussed:

Town of Swansboro, NC Manager's Report

Dimond maps software

- Inexpensive monthly cost.
- Provide good customer service and GIS support.
- Cloud-based, Town doesn't have to store data locally.
- Town can view/edit data. They can also make attribute updates in the field for asset and track work/maintenance. Can also add photos or documents.
- GPS integration to map new features.
- Supports multiple users and can have specific permissions for certain users.
- Less customization of viewer/map.
- No spatial analysis is available.

ESRI/ArcGIS Online Platform

- More costly yearly subscriptions to maintain licenses and credits for hosting data in ESRI's cloud.
- Provides all the same benefits as Diamond Maps but allows for more customized online maps.
- The WR GIS team would setup the online maps and upload data. Would provide training at the end of the project.
- Allows spatial analysis and mapping tools to perform more in- depth spatial analysis.
- Allows editing, new feature collection, and can integrate GPS unit for more accurate mapping of new assets.

Gerald Bates (Tank) will be researching Brightly's software as a potential option. Tank and Tyler discussed that Diamond Maps or Brightly seemed to be the Town's best option moving forward. It was discussed that as they get more traction and confidence with Diamond Maps/Brightly that an ESRI-based solution could be an option down the road if they were to outgrow those platforms and needed more capability.

WithersRavenel and Staff met via Zoom on October 28, 2024, data should be wrapped up by the end of this year. The internal review is in its final phase and the final field work should take place in November for one day. The last step is to look at slopes. Once all is in place, they will begin looking at the hydraulic/hydrologic side of things and narrowing down the areas for capacity analysis. A final presentation for board approval should be early 2025.

Town of Swansboro, NC

Manager's Report

WithersRavenel and Staff met via Zoom on November 25, 2024, they are working to have final database ready by the end of the year. Shawn with GIS and field crew will come out December 2, 2024, to look at the high traffic areas on Corbitt Avenue and double-check the survey in the area.

WithersRavenel and Staff met via Zoom on December 16, 2024, the discussion focused on justification for needing software to host GIS database. They will provide a write-up covering the different ways to view GIS data. The stormwater group is starting to review the data to identify where we can focus the modeling in. Concept development should begin later in the spring/early summer 2025.

Fire Grants

DCIP Grant -PSB/EOC Funding

Applied June 14, 2024 (hard copies provided by Chief Randall TM office)

The Town of Swansboro was not selected to advance to the next phase of the DCIP grant. Chief Randall has requested a meeting to discuss and review the submittal on September 30, 2024.

**Chief Jacob Randall applied for the following grants. He will notify us if they get awarded.

1. **AFG Grant** - Regional Grant for Radio Equipment with Hubert Volunteer Fire Department Applied March 8, 2024.
 - Grant- EMW-2024-FG-04065- Vehicle Acquisition
 - Brush Truck- Pending application applied 11.4.2024
 - Grant- EMW-2024-FG-00566- Operations & Safety
 - Fire Hose (Attack and Supply)- Pending application applied 11.4.2024
2. **SAFER Grant** - (6) Firefighter - Applied April 12, 2024
3. **Big Rock Foundation** - Fire Department Boat - Pending Application Submittal (hard copies created 7.11.2024 TM Office)

Once the application is submitted to the Big Rock Foundation, Chief Randall will provide the updated application.

Completed Projects

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 a 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**

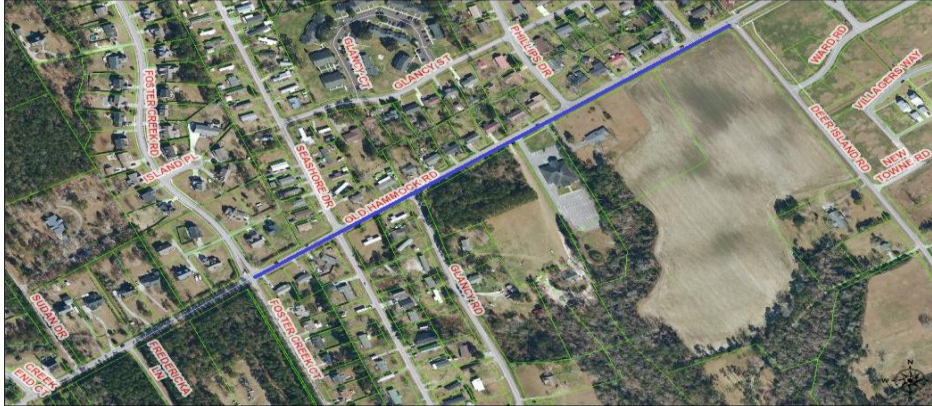
- **Priority 2** - Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; \$335,000 – Expected to begin in late October 2021 – Groundwork/drainage underway. Project delayed due to two additional easements needed just beyond Deer Island Road. The water line depth 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).

Town of Swansboro, NC Manager's Report

Section 1 of Priority 2



Section 2 of Priority 2



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

Priority 2 Completed. Ribbon Cutting was 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 are required for this section.

Town of Swansboro, NC Manager's Report

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 re-submit 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 in 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 for the Sidewalk Agreement to be updated to include the last portion of Priority 2 and Priorities 3 & 4.

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.

Town of Swansboro, NC Manager's Report

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

Town of Swansboro, NC Manager's Report

3/10/23 – I made some progress on obtaining easement signatures for Priority 5. I received all the 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 an additional conversation with property owners of Priority 3. They seem interested in working 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.

August 15, 2024, the Town Manager met with NCDOT representative Ron Van Cleave and JUMPO representatives Stephanie Kutz and Teri Dane. Initial steps identified in restarting the Sidewalk Priority Projects was to identify a funding source. Most likely federal funds going through JUMPO 80/20 split. Also, need to prepare a new RFQ for engineering and design services.

Timeline: Retain Engineering services, Design, permitting and easement acquisition in 2024/2025. Construction 2026.

Future Planning Matters

Flybridge Project (1481 W Corbett Ave)

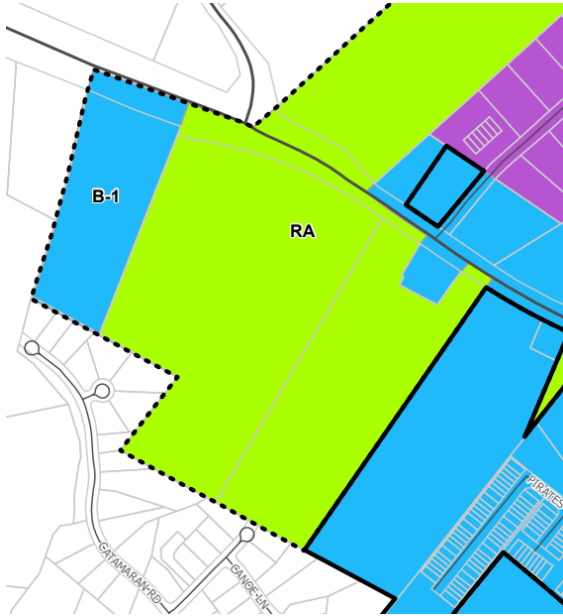
At 1481 W. Corbett Ave, the proposed mixed-use development will consist of 324 multi-family units and six commercial outparcels on approximately 39 acres of land. This parcel of land is in Swansboro's extra territorial jurisdiction and does fall under Swansboro's planning jurisdiction.



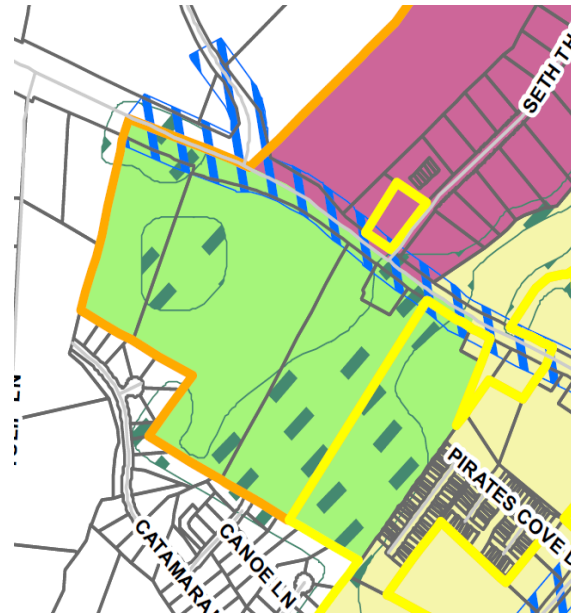
To start, developers for Flybridge have applied for a conditional rezoning and a future land use map amendment (please see application attached). Currently, the parcel is zoned RA (rural agricultural) and is also labeled as RA (rural/agricultural) on Swansboro's Future Land Use Map making it inconsistent for this type of development. In order to meet zoning and planning requirements, they are requesting to be rezoned to Conditional B-1 (business) and have the Future Land Use Map be amended to Suburban Town Center (highway commercial). Conditional rezonings differ from your standard rezoning process in that it allows for the Town to set conditions in order to meet desired development and typically is used to preserve environmentally sensitive areas such as wetlands. In return, the developers are granted some flexibility in zoning requirements such as lot sizes, setbacks, and building heights.

Town of Swansboro, NC Manager's Report

Town Zoning Map and Legend



Swansboro Future Land Use Map and Legend



Town Limits	ZONING	CON	O-I	R-6
Extraterritorial Jurisdiction	B-1	G/E	PUD	R-6SF
Swansboro Historic District	B-2	M-1	R-10SF	R-8SF
Parcels	B-2HDO	MHS	R-20SF	RA
	B-3	MHS-15SF	R-40SF	

Urban_Waterfront	Road Centerlines
Town Limits	Extraterritorial Jurisdiction (ETJ)
Future Land Use Designations	
Traditional Town Center (TTC)	Suburban Town Center (STC)
Coastal Traditional Neighborhood (CTN)	Low Density / Suburban Neighborhood (LDSN)
Rural / Agricultural (RA)	Employment / Light Industrial (ELI)
Conservation Priority Area (CPA)	Gateway Corridor (GC)

Steps needed for approval:

1. Two community meetings held by developers to inform citizens on proposed development (this is a requirement of conditional rezoning and mailed notice was sent out to all who live in a mile radius of the site). This is not a Town sponsored meeting, and no decisions are made at this meeting.

After community meetings are completed:

2. Future Land Use Map amendment to Suburban Town Center and;
3. Conditional rezoning to B-1

Items 2 and 3 will be heard first at the Planning Board, most likely the beginning of January, and then at the Board of Commissioners late January/early February depending on if the Planning Board decides to table discussion/recommendation for any reason. With

Town of Swansboro, NC Manager's Report

approval of both step 2 and 3 from the Board of Commissioners, they will then move to step 4.

4. Technical Review Committee which is a staff level review of Site Plan.
Once TRC review is complete and Site Plan is approved;
5. Special Use Permit will need to be granted. Multi-family development, apartments in this case, is only a permitted use with a Special Use Permit in B-1.

The Special Use Permit application will first go to the Planning Board for review and recommendation and then go to the Board of Commissioners for approval or denial.

- This project is not a use by right. It needs a rezoning, CAMA Land Use Amendment, and Special Use Permit to proceed.
- Went through preliminary Technical Review Committee for Site Plan review.
- Developers held community meetings per conditional rezoning guidelines.
- Flybridge went before the Planning Board for a recommendation regarding conditional rezoning and CAMA Land Use Plan Amendment (the Special Use Permit will be heard at a later date) and the Planning Board did not recommend approval.
- The next step is for the application to be heard by the Board of Commissioners for approval or denial of conditional rezoning and CAMA Land Use Plan Amendment in February.

Bamboo Restaurant and shops

168 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 12/6/24.
- Site Work (grading, tree clearing, etc.) has begun.
- The next step is Building Plan review in order to obtain permits to begin construction.

Mavis Tire

1411 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction at its site in front of Food Lion.

**Town of Swansboro, NC
Manager's Report**

Main Street Urgent Care

1058 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan and Building Plans have been approved.
- Building Permits have been pulled.
- Project is currently under construction across from old ABC store.

Wawa Convenience Store and Gas Station

1071 & 1073 W Corbett Ave

- This project is a use by right in B-1 zoning district.
- Site Plan for project was approved on 1/15/25.
- Building Plans are currently under review.
- The next step is to obtain Building Plan approval, pull Building Permits, and begin construction at old ABC store and car wash site.

Brezza Lofts (Town Homes and Lot 8 of Ward Farm Town Center)

- This project is not a use by right in B-1 zoning district, it required UDO text amendments and a Special Use Permit, which have all been approved by the Board of Commissioners in October of 2024.
- The beginning of project construction is currently on hold due to Ward Farm stormwater permit issues.

Department Reports for November 2024

Administrative Services

- Phone Records Report for November: 1,719 calls

Internal – 312	Town Hall – 308	Parks and Recreation – 375
Police Department – 359	Fire Department – 70	Outgoing totals – 295
- Building permits sold for November: 45 residential/commercial combined; \$9,539.90 total fees collected (includes 10 re-inspections)
- 142 Building inspections scheduled/18 Fire Inspections processed
- 105 Various receipts processed
- 1 code enforcement violation issue
- 294 ONWASA payments processed; 3 New Services; 3 other requests
- 5 Work Orders generated for Public Works
- 19 Notarization's performed
- US Census Report Submitted – Permits
- Christmas event scheduled and planned for December 7th
- Public Records Request
 - 204 Brandt Court
 - Smartprocure - requested a list of current staff/employees contact information
 - Construction Monitor – Building permits issued with values October 2024
 - Carolina Permits – New homes built in October 2024
 - Jimmy Williams – 1029 W Corbett Avenue sign permit
- Prepared Street Closures notice for Swansboro by Candlelight and Flotilla Events
- Issued New Releases/Constant Contact/Facebook posts for:
 - Veterans Day Holiday Closures
 - BOC 11/14/2024 Meeting
 - Thanksgiving Holiday Closures
 - BOC 11/28/2024 Meeting
- Finalized October Departments Report
- Received and handled 7 “Contact Us” request from the Website
- Received and responded to 2 emails from Jimmy Williams for information
- Finalized Sam Bland Award nominations and selection of recipient made
- Assisted with numerous Planning Department matters
- 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.

Finance

- Sales & Use Tax received in November 2024 is \$132,853
- Accounts Payable Summary for November 2024:

218 Invoices-Totaling \$127,372

Department Reports for November 2024

40 Purchase Orders Issued

- Processed payroll- 11/1/2024, 11/15/2024, & 11/29/2024
- PEV ChargePoint Station-Accumulated (kWh) for November 2024 (562)/Session fees collected-\$181.58
- Stormwater Fees Collected-November 2024-\$5,955
- October 2024 Bank Reconciliation-Town accounts
- October 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 9 hours
- Processed Swansboro TDA checks
- Created Funding Request for Nonprofit Organizations
- Gathered financial information for 11/26/2024, regular meeting
- Updating the statistical section of the Annual

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Call Volume {Annual} <i>January 1 to November 30</i>
Swansboro Town {17A}	84	1,017
Swansboro County {17B}	26	219
Aid Given	22	186
Total Call Volume	132	1,423
Aid Received	0	17
Overlapping Incidents {% of Volume}	44	242

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	0	0
EMS & Rescue	71	20
Hazardous Materials	2	1
Service Calls	7	5

Department Reports for November 2024

Wildland	0	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	3	0
Total	83	26

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Annual} <i>January 1 to November 30</i>	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:10	2:29	1:06	<i>(1:23)</i>
Turnout Time {Dispatch to Enroute}	2:13	2:18	1:20	<i>(0:44)</i>
Travel Time {Enroute to Arrival}	6:15	6:25	4:00	<i>(2:15)</i>
Total Response Time {911 Call to Arrival}	8:54	9:19	7:06	<i>(1:48)</i>

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to December 31</i>
Standard Fire Inspection	5	178
New Business Inspection	2	23
Fire Suppression – Hoods	0	90
Special Event – Tents	0	6

Department Reports for November 2024

Plan Review	-	-
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Training

Training Category	Monthly	Annual <i>January 1 to November 30</i>
Company Training	308	3,651.50
Facilities	40	409
Fire Arson Investigator	0	360
Fire Prevention Inspector	0	42
Fire Life Safety Educator	0	1
Hazardous Materials	11	133
Officers	46	339
New Driver	10	1083.50
New Recruit	27	134
Existing Driver	10	101.5
Total	452	8,438.50

Parks and Recreation
DIRECTOR'S REPORT**Festivals/Events**

- Planned and executed annual Swansboro Christmas Flotilla
 - 15 boaters participated
 - Held awards breakfast, provided the top five with cash prize awards, total of \$2500 cash prizes.
 - Hayrides provided, over 1500 participants transported to downtown
 - Estimate 2500-3500 participants
- Festival website updates-ongoing
- Reviewing current sponsorship package to begin revisions for 2025 sponsorship package

ARP Project Updates*Basketball Courts*

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets)

Replacement of outdoor toilets/water fountains:

- Final quotes received, submitting purchase order.

Miscellaneous

- Assisted in planning and executing Veterans Day Service on November 11, 24.
- Met with One Harbor Church regarding on on-going reservation beginning in January.
- Conducted interviews for Recreation Aide position.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting
- Continue to manage staff timesheets, hours tracking, and schedules
- Continue to manage and monitor budget and funds
- Continue to manage on-going weekly and monthly reservations
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance
- Serve on the Onslow County Senior Games Committee, meetings held once 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
- Attend Board of Commissioner meetings.

Department Reports for November 2024

- Conduct Parks Advisory Board meetings.

Metrics-social media

November

Media Outlet	Followers	Reach	Post Engagement	Page Visits	Page Views	New Followers
Facebook	18,215	100,000	8,493	7,700	357,900	137

Activity Report

November

Organization Activity					
From 11/2/2024 to 12/2/2024					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	136	81	5	0	115
Resident	11	8	0	0	5
Non-Resident	125	70	5	0	110
No Residency Set	0	0	0	0	0
Demographics					
< 18	21	3	2	0	14
18 - 65	91	53	3	0	74
65+	24	22	0	0	27
Male	60	47	3	0	61
Female	76	31	2	0	54
Other Genders	0	0	0	0	0
Online vs In-House					
Online	40	0	0	N/A	39
In-Person	96	78	5	N/A	76

Revenue

November

Slip Fee - Town Dock	\$7,002
Rental Fees-Parks	\$900
Rentals Rooms	\$1,535
Rec Program Fees	\$1,149
Gym Memberships	\$265
Dog Park Memberships	\$40
Festival Vendor Fees	\$7516.50

PROGRAM/EVENT MANAGER MONTHLY REPORT

- 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
- Created all programs/events in RecDesk for registration
- Completed instructor payouts for recently finished programs
- Planned and managed Tiny Trekkers and Sprout Scouts
- Handled staff scheduling for Rec Center, events, and reservations
- Coordinated with Marine Corps Band, Swansboro Military Affairs Community, Swansboro Middle School, and local artists for Veterans Day Service
- Completed Veterans Day Service including wreath order, food pick up, program distribution, and securing participants and volunteers
- Brainstorm meeting for SantaFest with Lighthouse Realty Group
- Began social media calendar for SantaFest
- Organized, bought supplies and created Handmade Holidays program flyers and event page
- Arranged interview for new staff members and completed offers
- Attended Parks & Recreation Board Meeting
- Attended Flotilla meeting
- Collected and organized Flotilla donations for Awards Breakfast
- Continued to plan and post Flotilla on social media
- Executed Flotilla, including Captain's Meeting, the event itself, and Awards Breakfast

Planned Programs*Fellowship Night- November 18th*

- 10 attended

Tiny Trekkers- November 22nd

- 8 registered, and 7 attended

Sprout Scouts- November 15th

- 10 registered and 9 attended
- 2 waitlisted

POUND! – September 28th – November 2nd

- 18 drop-ins
- 2 series

Department Reports for November 2024

POUND! – November 9th – December 7th

- 16 drop-ins
- 5 series

Handmade Holidays; Snowman – November 8th

- 8 registered and 8 attended

Tai Chi – October 31st – December 12th

- 10 registered
- 6 waitlisted

Veterans Day Service – November 11th

- 100 attended
- 2 local artists
- 6 local wreath layers
- 3 local speakers

Flotilla – November 29th

- 15 boaters
- Roughly 5,000 people attended

Planning

Planning Board

- The Planning Board regular meeting for November 5, 2024, was canceled due to lack of agenda items and it falling on Election Day.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting was on November 19, 2024.
 - Historic Resilience Project Update. After two Swansboro Historic Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government back in December of 2023, using “A Handbook for Historic Resilience Community Planning”, Step 1 of Identifying Flood- Hazard Areas in the Community has been completed.
 - Staff Approval Application Report: October-November 2024

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.

- Continue assisting the Projects Coordinator with ongoing grant projects.

Police Department

Patrol:

- 150 Reportable Events
 - 29 Wrecks
 - 1 Felony Arrest
 - 8 Misdemeanor Arrests
 - 3 DWI Arrests
 - 4 Arrests with Transport to the Onslow County Jail
 - 53 Citations
 - 134 Verbal/Written Warnings
 - 8 Felonies Investigated (2-Larcenies; 2-Fraud; 1-Prescription Fraud; 1-Break & Enter; 1-Fleeing to Elude; 1-Drug Investigation)
 - 46 Misdemeanors reported (14-Property Damage; 8-Drug Investigations; 7-Larcenies; 4-Trespassing; 1-Assault; 1-Domestic Violence Protective Order Violation; 1-Indecent Exposure; 10-Traffic Related)
 - 7 Disputes/Public Disturbances
 - 24 Alarm/Open Door Reports
 - 32 Suspicious Incident/Person/Vehicle
 - 6 Crisis Intervention with Mental Patient
 - 2 Death Investigations
 - 5 Town Ordinance Violations
 - 138 Requests by Other Agencies for Assistance
 - 82 Requests by Citizens for non-Crime Related Assistance
 - 8 Vehicle Unlocks
- 4,339 Total Patrol Events Performed

- Community Service/Training:
- 5 Requests for Fingerprinting.
- 18 Business Closing Standby's conducted
- 56 Foot Patrols conducted.
- 503 Business Checks conducted.
- 42 Business Walkthroughs conducted.
- 3 Requests by residents for Residence Check.
- 1 RU Ok? Participant.
- Provided security for annual Swansboro by Candlelight Event.
- Provided security for annual Flotilla Event.
- Participated in Veteran's Day Memorial Ceremony.

Department Reports for November 2024

- Provided security for two events at the Rotary Civic Center.
- Provided security for Walmart Black Friday Event.
- Participated in handing out meals for families in 4 apartment complexes on Thanksgiving Day.
- Deputy Chief Brim attended the monthly East Carolina Association of Law Enforcement Executives meeting held in Swansboro.
- Chief Taylor attended the Swansboro Area Chamber of Commerce member's breakfast.
- Chief Taylor attended the monthly Crime Stoppers meeting held in Jacksonville.

Admin Services:

- Answered 271 phone calls during business hours.
- Assisted 131 walk in requests for assistance during business hours.
- Took 96 requests for reports during business hours.

Public Works

(no report provided)

Department Reports for December 2024

Administrative Services

- Phone Records Report for December: 1,631 calls

Internal – 423	Town Hall – 252	Parks and Recreation – 171
Police Department – 372	Fire Department – 60	Outgoing totals – 353
- Building permits sold for December: 38 residential/commercial combined; \$12,338.95 total fees collected (includes 13 re-inspections)
- 82 Building inspections scheduled/26 Fire Inspections processed
- 104 Various receipts processed
- 346 ONWASA payments processed; 0 New Services; 4 Other
- 6 Work Orders generated for Public Works
- 7 Notarization's performed
- US Census Report Submitted – Permits
- Finalized November Departments Report
- Sam Bland Award items finalized
- Assisted with numerous Planning department matters
- Received and handled 7 “Contact Us” request from the Website
- Received and responded to 7 emails from Jimmy Williams for information
- Created 2025 recycle calendar
- Town Employee Christmas Party planned and held at By the Bridge on December 7th
- Public Records Requested processed
 - Landmark Homes – 244 River Reach Drive
 - Construction Monitor – Building permits issued with values November 2024
 - Carolina Permits – New homes built in November 2024
 - 1450 W. Corbett Ave owner information
 - Ward Farm Foundation Survey copies for all built homes
- Issued News Releases for
 - BOC 12/11/2024 Meeting
 - Advisory Board Call for Applications
 - Christmas & News Years Closures
- 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

Finance

- Sales & Use Tax received in December 2024 is \$123,731
- Accounts Payable Summary for December 2024:
 - 238 Invoices-Totaling \$195,354
 - 51 Purchase Orders Issued
- Processed payroll- 12/13/2024 & 12/27/2024

Department Reports for December 2024

- PEV ChargePoint Station-Accumulated (kWh) for December 2024 (912)/Session fees collected-\$293
- Stormwater Fees Collected-November 2024-\$6,738
- November 2024 Bank Reconciliation-Town accounts
- November 2024 Bank Reconciliation-Swansboro TDA
- HR-related items estimated at 6 hours
- Processed Swansboro TDA checks
- Submitted the Fiscal Data Report to the NCDOT for FY 23/24.
- Updating the statistical section of the Annual Comprehensive Financial Report-ACFR
- Compiled the necessary information for the preparation of the Annual Comprehensive Financial Report (ACFR).
- Submitted the Participant Application & Annual Comprehensive Financial Report (ACFR) for the Certificate of Achievement for Excellence in Financial Reporting Award to the Governmental Finance Officers Association.

Fire Department

Incidents

District/Response Type	Call Volume {Monthly}	Call Volume {Annual} <i>January 1 to December 31st</i>
Swansboro Town {17A}	84	1,091
Swansboro County {17B}	26	236
Aid Given	22	196
Total Call Volume	132	1,423
Aid Received	0	17
Overlapping Incidents {% of Volume}	44	272

Dispatched Incident Type	Swansboro – Town {Zone 17A}	Swansboro – County {Zone 17B}
Fire	0	0
EMS & Rescue	71	20
Hazardous Materials	2	1

Department Reports for December 2024

Service Calls	7	5
Wildland	0	0
Emergency Management {Deployments}	0	0
Other – False Alarm/Canceled	3	0
Total	83	26

Incident Response	90 th Percentile Time {Monthly}	90 th Percentile Time {Annual} <i>January 1 to December 31</i>	Benchmark	Gap {Monthly}
Call Handling Time {911 Call to Dispatch}	2:10	2:09	1:06	(1:23)
Turnout Time {Dispatch to Enroute}	2:13	2:17	1:20	(0:44)
Travel Time {Enroute to Arrival}	6:15	6:05	4:00	(2:15)
Total Response Time {911 Call to Arrival}	8:54	8:49	7:06	(1:48)

Community Risk Reduction - Inspections

Inspection Type	Monthly	Annual <i>January 1 to December 31</i>
Standard Fire Inspection	5	178
New Business Inspection	2	23
Fire Suppression – Hoods	0	90

Department Reports for December 2024

Special Event – Tents	0	6
Plan Review	-	-

Training

Training Category	Monthly	Annual <i>January 1 to November 30</i>
Company Training	571	4,222.50
Facilities	216	625
Fire Arson Investigator	0	360
Fire Prevention Inspector	0	42
Fire Life Safety Educator	0	1
Hazardous Materials	16	149
Officers	46	339
New Driver	10	1083.50
New Recruit	27	134
Existing Driver	10	101.5
Total	452	8,438.50

Parks and Recreation**DIRECTOR'S REPORT****Festivals/Events**

- Held after action meeting for Flotilla. Meeting for first of the year needs to be scheduled to discuss all 2025 dates.
- Closed out all 2024 festival invoices.
- Requesting all media after action reports
- Gathering social media reports
- Festival website updates-ongoing
- Began revisions for 2025 sponsorship package.
- Met with WITN to review digital media reports for 2024. Advertising plans for 2025 discussed, potential for TV commercials.

ARP Project Updates*Basketball Courts*

- Purchase order submitted for asphalt work and new basketball equipment (backboards, goals, and nets). Resurfacing will take place after the first of the year, weather conditions need to be warmer.

Replacement of outdoor toilets/water fountains:

- Work to begin after the first of the year.

Splashpad

- Remaining amenities ordered.

Miscellaneous

- Began preparing documents and gathering information for end of year projections for 2024-25 fiscal year.
- Assisted with facilitating Santafest. The event was revamped and was a remarkable success and had record-setting attendance.
- Recreation Center-answer phone calls, assist in managing Pickleball League, process dock, room, and park reservations, process memberships, and oversee day to day operations of the Recreation Center.
- Attend bi-weekly departmental managers' meeting.
- Continue to manage staff timesheets, hours tracking, and schedules.
- Continue to manage and monitor budget and funds.
- Continue to manage on-going weekly and monthly reservations.
- Continue to manage parks, repairs, and work with the Public Works Department for maintenance.
- Serve on the Onslow County Senior Games Committee, meetings held once a month.
- Attend weekly Zoom meetings with NCRPA (North Carolina Recreation and Park Association) Director's call.

Department Reports for December 2024

- 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
- Attend Board of Commissioner meetings.
- Conduct Parks Advisory Board meetings.

Metrics-social media

December

Media Outlet	Followers	Reach	Post Engagement	Page Visits	Page Views	New Followers
Facebook	18,274	19,500	8,493	3,500	104,800	71
Instagram	895	333		20	1800	16

Activity Report

December

Organization Activity					
From 12/8/2024 to 1/7/2025					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	125	22	13	0	43
Resident	21	5	6	0	5
Non-Resident	104	14	7	0	38
No Residency Set	0	0	0	0	0
Demographics					
< 18	18	2	1	0	6
18 - 65	49	14	9	0	29
65+	58	3	3	0	8
Male	53	13	8	0	19
Female	72	6	5	0	24
Other Genders	0	0	0	0	0
Online vs In-House					
Online	29	0	0	N/A	18
In-Person	96	19	13	N/A	25

Revenue
December

Slip Fee - Town Dock	\$2,198
Rental Fees-Parks	\$30
Rentals Rooms	\$1,445
Rec Program Fees	\$2,694
Gym Memberships	\$135
Dog Park Memberships	\$45
Festival Vendor Fees	\$260

PROGRAM/EVENT MANAGER MONTHLY REPORT

- 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
- Created all programs/events in RecDesk for registration.
- Completed instructor payouts for recently finished programs.
- Completed weekly Community Service hours.
- Completed monthly reservation receipts.
- Planned and managed Sprout Scouts
- Managed staff scheduling for Rec Center, events, and reservations.
- Completed SantaFest social media scheduling, finalized orders and activities for SantaFest.
- Executed SantaFest and made notes to plan for a larger attendance.
- Began completing 2025 instructor contracts.
- Attended meeting with pickleball players to begin brainstorming for March tournament.
- Executed and completed Handmade Holidays program.
- Planned staff Christmas Party and Secret Santa exchange.
- Organized 2025 Pickleball League registrations
- Began planning 2025 programs and events.

Planned Programs

- Fellowship Night- December 16th, 8 attended.
- Sprout Scouts- December 13th, 10 registered, 9 attended, and 2 waitlisted.
- POUND! – November 9th – December 7t, 17 drop-ins and 5 series
- POUND! – December 14th – January 11th, 6 drop-ins and 2 series
- Holiday Wreath Class, 7 registered and 7 attended.

Department Reports for December 2024

- Handmade Holidays: Christmas Tree – December 10th, 10 registered and 10 attended.
- Handmade Holidays: Reindeer – December 17th, 10 registered and 10 attended.
- Tai Chi – October 31st – December 12th, 10 registered and 6 waitlisted
- SantaFest- December 7th, 350+ attended.
- Offered crafts, games, pictures with Santa, hayrides, hot cocoa, and popcorn bar.
- Ugly Christmas Sweater Contest
- Much larger attendance than last year
- Lighthouse Realty Group sponsored.

Planning

Planning Board

- The Planning Board regular meeting was on December 3, 2024.
 - UDO Text Amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls. The Historic Preservation Commission has recommended an amendment to Appendix III Historic District Design Standards, Section 14: Fences and Walls to make clarifications on fence guidelines. The Planning Board recommended this text amendment for approval.
 - Re-zoning Request- 1149 Hammocks Beach Road. Shannon Weaver, PE, on behalf of property owners David and Linda Camp has submitted a rezoning request for 1149 Hammocks Beach Road from RA (Rural/Agricultural) to B-1 (Business). The property is further identified as tax parcel ID 1319-66 and the total acreage requested for rezoning is +/-0.77 acres. The Planning Board recommended approval of this rezoning based on consistency with the CAMA Land Use Plan.

Swansboro Historic Preservation Commission

- The Swansboro Historic Preservation Commission regular meeting on December 17, 2024, was cancelled due to lack of agenda items.

Routine Activities:

- Discussed code requirements with new commercial developments.
- Attended monthly transportation meeting with JUMPO.
- Continue working with development and zoning inquiries.
- Continue resolving code enforcement issues.
- Continue assisting the Projects Coordinator with ongoing grant projects.
- Worked with grant writer from Eastern Carolina Council of Government on submitting a HMGP project.
- Completed annual Certified Local Government report due to the State Historic Preservation Office.

Police Department

Patrol:

- 151 Reportable Events
- 25 Wrecks
- 2 Felony Arrests
- 9 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 7 DWI Arrests
- 14 Arrests with Transport to the Onslow County Jail
- 51 Citations
- 96 Verbal/Written Warnings
- 9 Felonies Investigated (3-Fraud; 2-Larcenies; 2-Fleeing to Elude; 1-Drug Related; 1-Assault)
- 23 Misdemeanors Reported (7-Property Damage; 5-Larcenies; 2-Resist, Obstruct, Delay Public Officer; 2-Trespassing; 1-Communicating Threat; 1-Child Abuse; 5-Traffic Related)
- 4 Disputes/Public Disturbances
- 15 Alarm/Open Door Reports
- 26 Suspicious Incident/Vehicle/Person
- 2 Crisi Intervention with Mental Patient
- 3 Town Ordinance Violations
- 153 Requests by Other Agencies for Assistance
- 61 Requests by Citizens for non-Crime Related Assistance
- 8 Vehicle Unlocks

4,090 Total Events Performed by Patrol

Community Service/Training:

- 1 Funeral Escort
- 6 Requests for Fingerprinting
- 11 Business Closing Standby's
- 483 Business Checks
- 36 Foot Patrols
- 4 Requests for Residence Checks
- 1 RU Ok? Participant
- Conducted its annual Shop-with-a-Cop event.
- Participated in Santa Fest held at Swansboro Parks & Rec.
- Participated in Operation Deployed Santa.
- Assisted with the Richlands Christmas Parade.
- Provided security for an event at the Rotary Civic Center.

Department Reports for December 2024

Admin Services:

- Answered 272 phone calls during business hours.
- Assisted 123 walk in requests for assistance during business hours.
- Took 87 requests for reports during business hours.

Public Works

(no report provided)