



# Board of Commissioners Agenda

## Town of Swansboro

Monday, June 12, 2023

### Board Members

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

---

#### I. Call to Order/Opening Prayer/Pledge

#### II. Public Comment

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

#### III. Adoption of Agenda and Consent Items

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

##### III. Consent Items:

- a. **January 23, 2023 Closed Session Minutes**
- b. **February 13, 2023 Regular Meeting Minutes**
- c. **February 13, 2023 Closed Session Minutes**
- d. **Lease Agreement between Town of Swansboro and Spectrum Southeast LLC**

#### IV. Appointments/Recognitions/Presentations

##### a. Employee Introductions

*Presenter: Alissa Fender – Town Clerk*

##### b. Municipal Finance Month Proclamation

*Presenter: Mayor John Davis*

##### c. Board Appointments

*Presenter: Alissa Fender – Town Clerk*

Due to expiration of terms, and a resignation there are appointments or reappointments needed for the Board of Adjustment and Planning Board. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

*Recommended Action:*

1. Consider re-appointments to the Board of Adjustment
2. Consider appointment to the Planning Board

**V. Public Hearing**

**a. FY 2023/2024 Annual Budget Presentation**

***Presenters: Paula Webb – Town Manager and Sonia Johnson – Finance Director***

The FY 2023/2024 Annual Budget is presented following discussions at two workshops, one on February 23rd and the other on May 17, 2023. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act and provided to the Board of Commissioners and the Public on June 1, 2023. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2023/2024.

*Recommended Action: 1) Hold the Public Hearing; and 2) Motion to adopt FY 2023/2024 Budget Ordinance, Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule*

**VI. Business Non-Consent**

**a. Parks and Recreation Comprehensive Master Plan**

Swansboro Parks and Recreation contracted with McAdams to update the 2008 Comprehensive Master Plan. Jennifer Beedle with McAdams will present an overview of the Comprehensive Master Plan and recommendations for the department.

*Recommended Action: Motion to adopt the 2023 Swansboro Parks and Recreation Comprehensive Master Plan.*

**b. Future Agenda Topics**

***Presenter: Alissa Fender – Town Clerk***

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

*Recommended Action: Discuss and provide any guidance*

**VII. Items Moved from Consent**

**VIII. Public Comment**

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

**IX. Manager's Comments**

**X. Board Comments**

**XI. Closed Session**

**XII. Adjournment**

**Town of Swansboro**  
**Board of Commissioners**  
**February 13, 2023, Regular Meeting Minutes**

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

\*\*\*\*\*

**Call to Order/Opening Prayer/Pledge**

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

**Public Comment**

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

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Turner, seconded by Commissioner Philpott, the agenda and the below consent items were approved unanimously.

Meeting Minutes

- August 22, 2022, Regular meeting minutes
- August 22, 2022, Closes Session meeting minutes
- September 12, 2022, Regular meeting minutes

Budget Amendment 2023-3 Walnut Street Retrofit Project Improvements

**Appointments/Recognitions/Presentations**

*Employee Introduction*

Manager Webb introduced Rebecca Brehmer, the new Projects/Planning Coordinator. She shared that Ms. Brehmer had a bachelor's degree in historic preservation and has some land use knowledge in zoning.

*FY 20-21 Audit Report*

Gregory Redman, CPA presented specific details from the FY 21-22 Audit.

- Governmental Activities Net Position (Unrestricted) for 2022 was \$1,726,460 compared to 2021 at \$1,404,464.
- Total Net Position - \$8,378,928 and increase over 2022 of \$205,728.
- Unassigned General Fund Balance for 2022 - \$2,976,642 or 69% of General Fund Expenditures
- Unrestricted Net Position for Stormwater were \$134,136 and Solid Waste were \$67,680.

- Pension Liability: LEO-Police officers were \$86,581 and LGERS were \$365,977
- OPEB (Other Potential Employee Benefits) Liability of \$520,850 were funds that were not necessarily set aside but rather shown as a possible future liability for the Town.
- Current levy collection percentages town-wide was 99.42% (property taxes 99.37%, and registered motor vehicles 100.00%)

Mr. Redman shared that the Town was above and ahead of other jurisdictions similar in size and there were no findings in his audit.

### **Business Non-Consent**

#### *Future Agenda Topics*

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

- Presentation by Rob Johnson with Onslow Soil & Water
- Resolution Supporting Veterans Garden
- Presentation by Duke Energy
- Community Meetings Discussion

#### *Joint Meeting with the Planning Board*

The joint meeting between the Planning board and the Board of Commissioners was called to order at 5:49 pm. Planning Board members in attendance were: Scott Chadwick, Edward McHale, Laurent Meilleur, and Michael Favata. Edward Binanay and Sherrie Hancock were absent.

Planner Correll reviewed that discussion was desired in conjunction with the Planning Board on revising the Unified Development Ordinance Table of Permitted uses and consideration for moving Special Use Permits from the Board of Commissioners to the Board of Adjustment or staff. Mrs. Correll shared that all Special Uses could be reviewed by the Board of Adjustment, or a type of use standard could be created for review by staff and/or the Board of Adjustment and Special Uses remain with the Board of Commissioners. There were many uses identified as Special Uses and those designations have created several instances where a business was required to obtain another special use permit to operate the same or similar business at the same property. As an example, the Mexican Restaurant at 921 W Corbett Avenue had been out of business over 1 year, and the new property owners desired to open another restaurant of the same cuisine, but the table of permitted uses requires them to get a special use permit.

Mr. Chadwick and Mr. Meilleur both agreed that special uses were a good way for the town to control development and felt the table was acceptable and that special uses could be reviewed by the Board of Adjustment instead of the Commissioners.

After discussion on the history of the table, it was determined that a review of the table was needed. On a motion by Commissioner Philpott, seconded by Commissioner Turner, two members from the Planning Board and two from the Board of Commissioners along with the planning and staff would complete a review of the table of permitted uses. The members selected were Mr. McHale, Mrs. Ramsey, Commissioner Turner and Commissioner Conaway. The informal committee would meet weekly and provide recommendations for changes, edits, and additions for consideration within 30 days.

The joint special meeting ended, and the planning board adjourned at 6:49 pm.

### **Public Comment**

Laurent Meilleur of 220 River Reach Drive shared that he had attended one of the mayor's community meetings and suggested that the Board consider holding such meetings and get involved with the residents. He offered suggestions on targeting certain groups and/or neighborhoods throughout town and having refreshments.

### **Board Comments**

Board members shared their appreciation to Finance Director Johnson and the staff for the positive Audit Report.

### **Closed Session**

On a motion by Commissioner Conaway, seconded by Commissioner Philpott, the board entered closed session pursuant to NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Pursuant to a motion duly made in and seconded in closed session the board returned to open session.

### **Adjournment**

On a motion by Commissioner Turner, seconded by Commissioner Pugliese, the meeting adjourned at 7:48 pm.



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Lease Agreement between Town of Swansboro and Spectrum Southeast LLC**

Board Meeting Date: **June 12, 2023**

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

**Overview:** The Town of Swansboro presently leases space to Spectrum Southeast LLC., for the purpose of housing cable service communications equipment to serve the Swansboro area and other nearby areas in a portion of the building occupied by Public Works. The Onslow County tax office identifies the space as 102 Fifth St. Upon verification (site visit), the space reflects approximately 720 SF for which the lease renewal terms are derived. The site serves 21,000 residential customers and about 1,000 commercial customers.

The current and proposed lease terms are similar except for the term length. The lease term is requested for 10 years instead of five years. According to Spectrum representative Susan Kitchen, the site is part of a ring of fiber/cable that serves not only Swansboro but also the towns of Wilmington and Morehead. Relocation would require extensive work and time and would be an extremely tedious and expensive process to replicate and transfer customers to a new site.

The proposed lease continues the 3% (fixed) adjustments as the previous lease did (unless specific, cost-based justification is provided for any greater adjustment). The current lease was determined at \$16.80/SF with adjustments annually at 3% (fixed) and expires July 31, 2023. Square footage rental costs range anywhere from \$7.25/SF to \$26.00/SF in eastern NC according to a google review.

As provided in GS 160A-272, notice was provided in the Tideland News with 30 days' notice., running on May 10, 2023.

Amortization Table provided:

Year 1	\$14,023
Year 2	\$14,444
Year 3	\$14,877
Year 4	\$15,323
Year 5	\$15,783
Year 6	\$16,256
Year 7	\$16,744
Year 8	\$17,247
Year 9	\$17,764
Year 10	\$18,297

**Background Attachment(s):** Present Lease, Revised Lease, Resolution w/locator map of 102 Fifth St.

**Recommended Action:** Adopt the Resolution authorizing the Town Manager to execute new lease agreement between the Town of Swansboro and Spectrum Southeast LLC under the terms identified in the agreement.

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESOLUTION (2023-R4)  
AUTHORIZING THE TOWN TO ENTER INTO A LEASE  
FOR GREATER THAN ONE YEAR BUT LESS THAN TEN YEAR  
PURSUANT TO N.C. GEN. STAT. § 160A-272**

WHEREAS, N.C. Gen. Stat. § 160A-272 authorizes a town to enter into leases of greater than one year but less than ten years upon resolution of its council adopted at its regular meeting; and,

WHEREAS, the Board of Commissioners of the Town of Swansboro is convened in a regular meeting; and

WHEREAS, the Town of Swansboro owns the premises located at 102 Fifth Street, Swansboro, upon which is located adjoining the Public Works Service Shop also identified as “Exhibit A” attached hereto. Within the Public Works Service Shop/Offices there is a space that the Town currently does not have use for; and

WHEREAS, Spectrum Southeast LLC., has occupied that space for many years and has requested to lease the space identified as “Exhibit A” for an additional 10 years; and

WHEREAS, the Town of Swansboro is amenable to leasing that portion of the Public Works Service Shop to Spectrum Southeast LLC., for ten (10) years at a lease amount of \$14,023 in 2024 with 3% (fixed) adjustments annually (unless specific, cost-based justification is provided for any greater adjustment).

Amortization Table

2024	\$14,023
2025	\$14,444
2026	\$14,877
2027	\$15,323
2028	\$15,783
2029	\$16,256
2030	\$16,744
2031	\$17,247
2032	\$17,764
2033	\$18,297

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of the Town of Swansboro approves the lease with Spectrum Southeast LLC., and authorizing the Town Manager to execute the lease agreement between the Town of Swansboro and Spectrum Southeast LLC under the terms identified in the agreement.

This the 12th day of June, 2023.

TOWN OF SWANSBORO

Attest:

By: \_\_\_\_\_  
John Davis, Mayor

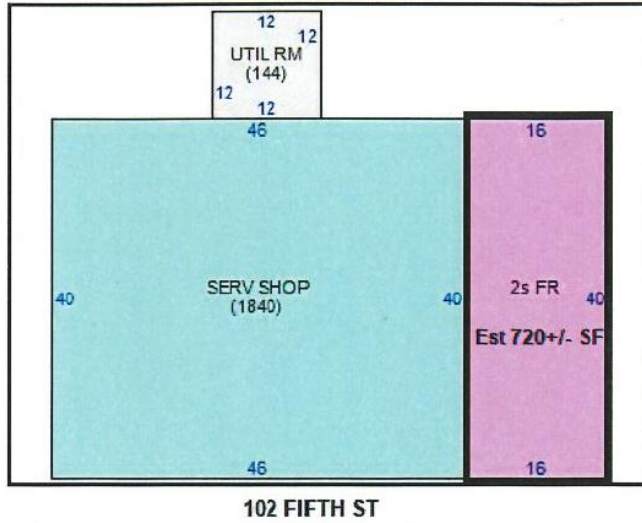
\_\_\_\_\_  
Alissa Fender, Town Clerk

Exhibit A

Exhibit A

Parcel ID: 040096	Map #: 1404-86	Tax Year: 2018
Luc: Commercial	Class: Commercial	NBHD: CORBETT AVE COMMERCIAL
TOWN OF SWANSBORO	Exempt: E	102 FIFTH ST

45 of 61



Options

Type	Line #	Item	Area
Commercial	1	SERV SHOP - 55:SERVICE SHOP	1,840
Commercial	2	2s FR - 20:2s FR	Est. 720
Commercial Feature	1	UTIL RM - 86:UTILITY ROOM	144



**AGREEMENT FOR LEASE OF MUNICIPAL  
PROPERTY SPECTRUM SOUTHEAST, LLC AND  
TOWN OF SWANSBORO**

WHEREAS GS 160A-272 provides that property owned by a city may be leased on such terms and conditions as a city council may determine, provided that the lease is not for a term exceeding 10 years and the council determines that the property will not be needed by the city for the term of the lease; and

WHEREAS the Board of Commissioners of the Town of Swansboro has determined that a space in the municipal Public Works complex, previously leased by the Town for a cable television communications center since 1992, will not be needed for the term of the lease by the Town; and

WHEREAS Spectrum Southeast, LLC desires to lease this space for the same purpose for a term of five years;

THE TOWN OF SWANSBORO, a North Carolina municipal corporation, (hereinafter "Town") and SPECTRUM SOUTHEAST, LLC (hereinafter "Tenant") agree as follows:

1. Premises. The Town agrees to lease to Tenant an area of approximately 720 square feet, in the building with a street address of 102 Fifth Street, Swansboro (Exhibit A) located within its Public Works complex and identified on the attached sketch plan of the building, for the purpose of housing cable service communications equipment to serve the Swansboro area and other nearby areas. No other use may be made of the leased space without the approval of the Town.
2. Condition, Improvements, and Repairs. The space is leased "as is" and any improvements to the space are the responsibilities of Tenant, subject to the approval of the Town. During the term of the lease, Tenant shall make any required repairs to the leased premises, including any repairs to lighting, electrical, or other systems within the leased premises.
3. Lease Payments. Tenant shall compensate the Town at the rate of \$14,023 per year for the use of the described space, one-half of which shall be due and payable on August 1 of each year and one-half of which is due and payable on February 1 of each year, without demand or invoice. Payment of the entire annual lease amount on August 1 is also acceptable. The lease will adjust on an annual basis at a fixed rate of 3%, unless specific, cost-based justification is provided for any greater adjustments.
4. Term. The term of the lease shall be for five years, from August 1, 2023, to July 31, 2028.
5. Utilities; Insurance. Tenant shall pay for all charges for electricity, telephone, and other services and utilities used by Tenant for or on the leased premises during the term of the lease. Except for claims arising out of the negligence, misconduct, errors, or omissions of the Town, Tenant agrees to indemnify the Town against and to hold the Town harmless from all liabilities, loss, claims, damages, charges, liens,

causes of action, and proceedings of every kind and nature in connection with any injury to any person or death of any person, or damage to the property of any person, firm, or corporation, including the person or property of Tenant, arising from the use or occupancy of the Premises by Tenant, its agents, subtenants, employees, or invitees, unless occasioned directly or indirectly by the fault or neglect of the Town. In connection therewith, Tenant shall continuously maintain during the term of this lease a policy of commercial general liability insurance naming the Town as an additional insured and insuring against bodily injury and property damage with a combined single limit of not less than one million and no/100 dollars (\$1,000,000) per occurrence. Tenant shall also maintain workers compensation insurance in accordance with state requirements and employer's liability insurance with minimum limits of \$1,000,000 each coverage. Tenant shall be responsible for any insurance of the contents of the leased premises.

The Town shall continuously maintain during the term of this lease a policy of commercial general liability insurance insuring against bodily injury and property damage with a combined single limit of not less than One Million and no/100 dollars (\$1,000,000) per occurrence. In addition, the Town shall maintain workers compensation insurance in accordance with state requirements.

6. Contents. Tenant warrants and represents to the Town that the equipment and other contents housed in the leased space will not include hazardous, flammable, or dangerous materials or conditions and do not constitute an increased fire or destruction hazard to the property of the Town. The Town reserves the right to inspect the leased premises to ensure that there are no hazards present, which inspections shall be scheduled and arranged with Tenant.
7. Parking. Tenant shall have the reasonable right to park vehicles, for short periods of time and in locations designated by the Town, for the purpose of accessing and servicing the leased premises, but this agreement does not include any rights to parking spaces or areas for Tenant.
8. Indemnification. Except for claims arising out of negligence, misconduct, errors, or omissions of the Town, Tenant agrees to indemnify, defend, and save harmless the Town from all claims, demands, actions, judgments, loss, costs, and/or expenses arising or claimed to have arisen by reason of Tenant's use of the leased space. Tenant acknowledges awareness that the primary use of the building is for municipal public works operations, including shop activities, automotive repairs, and storage of materials in association with municipal public works operations, and waives any right of claims for damages arising from such operations. Tenant shall not be liable to the Town or any mortgagee secured by the Leased Land for any injury or damage to persons or property, caused by the willful or negligent act or omission of the Town or any mortgagee secured by the Leased Land.
9. Transferability. Tenant may not assign, transfer, or sublet the lease privileges granted under this agreement to an entity not owned or controlled by Tenant without the prior written consent of the Town. Tenant shall be permitted to assign this Lease or sublease the Leased Premises to an entity owned and controlled by Tenant without requiring Landlord's consent. Notwithstanding any permitted assignment or subletting, Tenant shall at all times remain liable for the payment of the rent herein specified and for compliance of all of its other obligations under this Lease.

10. Termination. Either party may terminate this agreement, for any reason, upon 90 days written notice to the other party. Without limiting the foregoing, the Town may terminate this agreement to locate a public safety facility and/or emergency operations center in the Public Works complex.

11. Notices. Any notice required or permitted under this agreement shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, and addressed as follows:

If to Town: Town Manager, Town of Swansboro, 601 W. Corbett Avenue, Swansboro, NC 28584

If to Tenant: Spectrum Southeast, LLC, 12405 Powerscourt Drive, Legal Dept, Saint Louis, MO 63131

12. Entire Agreement; Modifications. This constitutes the entire agreement between the parties with respect to the leased premises, and any modifications to this agreement must be executed in writing by both parties.

13. Waiver. No failure by the Town to exercise any rights hereunder to which Lessor may be entitled shall be deemed a waiver of the Town's right to subsequently exercise same. Tenant shall gain no rights nor become vested with any power to remain in default under the terms hereof by virtue of the Town's failure to timely assert its rights. No acceleration of rentals, regardless how often occurring, which the Town chooses to ignore by thereafter accepting rental or other performance by Tenant shall constitute a waiver of the right to thereafter accelerate rentals. No payment by Tenant or receipt by the Town of a lesser amount than the rent stated shall be other than on account.

14. Governing Law; Adjudication. This agreement shall be governed, construed, and interpreted by and through the laws of the State of North Carolina, and any legal actions related to this agreement shall be filed and adjudicated in Onslow County, North Carolina.

In witness whereof, the parties have executed this Agreement effective as of August 1, 2023.

TOWN OF SWANSBORO

Spectrum Southeast, LLC  
By: Charter Communications, Inc. its  
Manager

BY: \_\_\_\_\_

BY: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

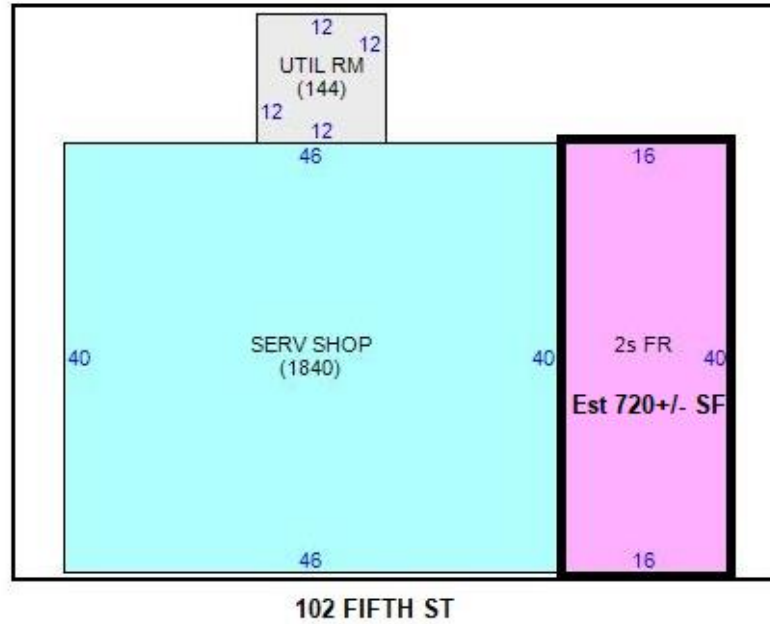
Title: \_\_\_\_\_

Title: \_\_\_\_\_

### Exhibit A

Parcel ID: 040096	Map #: 1404-86	Tax Year: 2018
Luc: Commercial	Class: Commercial	NBHD: CORBETT AVE COMMERCIAL
TOWN OF SWANSBORO	Exempt: E	102 FIFTH ST

◀ 5 of 8 ▶



Options ▼

Type	Line #	Item	Area
Commercial	1	SERV SHOP - 55:SERVICE SHOP	1,840
Commercial	2	2s FR - 20:2s FR	Est. 720
Commercial Feature	1	UTIL RM - 88:UTILITY ROOM	144

ND:4885-1004-0403, v. 2

## TOWN OF SWANSBORO

# Proclamation

**WHEREAS**, *Municipal Finance Officers and their staff provide the financial expertise in our community that is an integral part of our citizens' everyday lives; and*

**WHEREAS**, *Municipal Finance Officers are responsible for development and implementation of best practices for all financial reporting that incorporates both political and managerial aspects, as well as a responsibility to report and account for the provision of services and use of resources; and*

**WHEREAS**, *the Swansboro Finance Department prepares, balances, and manages the Annual Budget and Financial Plan for the General Fund, Capital Projects, and various restricted funds; to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.*

**NOW, THEREFORE**, *I, Mayor John Davis, on behalf of the Swansboro Board of Commissioners, do hereby proclaim the month of June 2023 as*

## **“MUNICIPAL FINANCE MONTH”**

*in the Town of Swansboro and call upon all citizens to recognize the contributions that our Municipal Finance Director, Sonia Johnson, and staff, Angela Stewart and Ashley Mastracco make every day to assure the financial well-being of the Town.*

*This 12th day of June 2023.*

---

*Mayor John Davis*

*Attest:*

---

*Alissa Fender, Town Clerk*



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Board Appointments**

Board Meeting Date: **June 12, 2023**

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

---

**Overview:** Due to expiration of terms, and a resignation there are appointments or reappointments needed for the Board of Adjustment and Planning Board. A list of expirations is provided below as well as those members who seek re-appointment and a Talent Bank Sheet with those citizens with an interest in serving.

Board of Adjustment

There are two (2) seat to consider for appointment/reappointment

Ralph Kohlmann – Term expires 06/2023, has interest in reappointment

Wayne Mixon – Term expires 06/2023, has interest in reappointment

Planning Board

There is one (1) vacancy – there are three (3) applicants on file.

**Background Attachment(s):**

NCGS 128-1.1

Talent Bank Sheet

**Recommended Action:**

1. Consider re-appointments to the Board of Adjustment
2. Consider appointment to the Planning Board

---

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**§ 128-1.1. Dual-office holding allowed.**

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

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

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

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

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

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

Historic Preservation
Planning Board
Board of Adjustment
Park Board
Tourism Authority
Other

Item IV - c.

**THUMBNAIL PROFILES TALENT BANK APPLICANTS**

**Ruth White Town Limits (919)614-4996 (4/2023)**

**Interested in** Park Board

- Retired Practice Manager of Medical office
- Associate degree: Medial Secretary
- Volunteered at schools, served on beautification committee for Raleigh High School, volunteer with Brownie Troop
- Has worked daily with the Parks & Rec department since 2019 on behalf of the Pickle Ball program. Assisted with raising funds to purchase nets and balls, and assisted with creating of the courts by painting them and patching holes. Accustomed to working as part of a team and problem solving.
- Interested in serving the Swansboro community, events and festivals and would like to contribute.

**Eric Young Town Limits (405) 434-7145 (2/2023) – Appointed to HPC April 2023**

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

- Retired
- Master of Science in Adult Learning and Leadership, Master of Art Organizational Security
- 27 years in USMC leading organizations ranging in size from 50 to 850. Skilled in coordinating efforts of cross-functional and cross-cultural teams. Practiced in providing vision, strategy, and innovative solutions. Familiar with procedural law as both a commanding officer and member of law enforcement.

**John Fitzgerald Town Limits (910)382-4292 (2/2023) – Appointed to BOA April 2023**

**Interested in** Historic Preservation Planning Board Park Board Tourism Authority Other

- Retired
- Bachelor of Arts: Urban Planning, Master of Administration, Master of Arts National Strategic Studies
- Highly experience leader with over 40 years of logistics managerial experience with both the Departments of State and Defense. Undaunted when faced with complex logistical problems, draws on vast experience operating at the tactical, operations, and strategic levels of the US government to apply a logical well-throughtout approach to solve problems.

**Lawrence Abalos Town Limits (910) 389-7500 (11/2022) – Appointed to Parks Board Aug 2020**

**Interested in** Tourism Authority

- Self Employed
- Bachelor’s degree
- Current member of Parks & Rec board, Vice President of Swansboro Century Club, Coastal FCS Board member, Youth Sports Coach
- Would like to be a part of our community growth and development.

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

**Interested in** Historic Preservation Tourism Authority

- Sr clinical Trail Manager/Drug Development – Icon Plc.
- MBA
- Involvement with ACS, Food Bank, Stop Soldier Suicide, Veterans Memorial Reef Foundation, Wounded Warriors
- People person, friendly, loves Swansboro and shares that love with others, cares for the Historic District now and for future generations
- Desires to work to increase and keeping tourism alive & well for the Town. Promote Swansboro as the “go to” place for families, conventions, etc. to enjoy. Live in historic homes and understands the value of maintaining that for others to enjoy.

*Note: Applications are kept on file for one year.  
(Updated 5/2023) afender Z:\Town Clerk\Advisory Board Members*



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

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

-Retired

-Associates Degree with 3 years towards bachelor's degree

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

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

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

**Interested in** Park Board

-Retired

-Master of Science Degree in Education

-Volunteer work with Church

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

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

*Note: Applications are kept on file for one year.*

*(Updated 5/2023) afender Z:\Town Clerk\Advisory Board Members*



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 2023/2024 Annual Budget Presentation**

Board Meeting Date: **June 12, 2023**

Prepared By: **Paula Webb – Town Manager and Sonia Johnson – Finance Director**

**Overview:** The FY 2023/2024 Annual Budget is presented following discussions at two workshops, one on February 23rd and the other on May 17, 2023. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act and provided to the Board of Commissioners and the Public on June 1, 2023. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2023/2024.

The total budget is \$5,683,022, which represents an increase of 11% from the FY 2022/2023 Amended Budget of \$5,122,168. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. Following input during the two budget workshops, the General Fund Budget for FY 2023/2024 is balanced utilizing \$385,883 of our current year projected surplus. A remaining projected surplus or amount thereof of \$52,013 will deposit into the general fund balance at the close of FY 22/23. The proposed budget maintains an unassigned fund balance of approximately 52% over expenditures.

Funded highlights include:

- 4.4% COLA and 4% Merit (based on performance evaluations)
- New Personnel (FT Fire Captain \$68,081, FT Dockmaster/Downtown Supervisor - \$66,659, and PT Dock Attendant \$9,656 – including benefits)
- NCLM Property & Casualty Increased 10.5%
- NCLM Workers Comp Decreased 7%
- NCLM Group Health Insurance Increased 10%
- Capital Improvements Plan \$173,880
- Capital Outlay \$132,104

The collection of residential and some commercial garbage and recycling will continue to be managed through a contractual agreement approved by the Board on June 8, 2020 with GFL, Inc. Minimal permit related changes to the FY 23/24 Fee Schedule are highlighted in yellow. The FY 2023/2024 Salary Schedule has been updated to reflect the 4.4% COLA increase.

**Background Attachment(s):** FY 2023/2024 Budget Ordinance which includes the Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule

**Recommended Action:** 1) Hold the Public Hearing; and 2) Motion to adopt FY 2023/2024 Budget Ordinance, Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TOWN OF SWANSBORO  
BUDGET ORDINANCE  
FISCAL YEAR 2023/2024**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Swansboro for fiscal year beginning July 1, 2023 and ending June 30, 2024.

**SECTION 1.** It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Ad Valorem Tax	\$2,467,679
Ad Valorem Tax prior years	\$13,000
Penalties and Interest	\$5,000
Sales and Use Tax	\$1,350,000
Powell Bill Funds	\$110,084
County Funding (Fire)	\$288,135
Utility Franchise Taxes	\$230,000
Building Permit Fees	\$75,000
ABC Distribution	\$60,000
Beer & Wine Tax	\$14,000
Interest/Investments	\$1,000
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$73,510
Festivals & Events	\$45,000
Transfer from Capital Reserve	\$6,166
Appropriated Fund Balance	\$385,883
Other Revenues	\$523,565
<b>Total General Fund Revenues</b>	<b>\$5,683,022</b>

**SECTION 2.** The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Governing Body	\$43,476
Administrative Services	\$426,686
Finance	\$288,745
Legal	\$43,000
Public Buildings	\$386,000
Fire Department	\$1,237,165
Permitting	\$389,292
Police Department	\$1,208,251
Streets Municipal	\$434,170
Streets State Aid	\$110,084
Parks & Recreation	\$354,732
Church Street Dock/Visitor Center	\$176,127
Emergency Management	\$2,912
Festivals & Events	\$124,653
Non-Departmental	\$457,730
<b>Total General Fund Expenditures</b>	<b>\$5,683,022</b>

**SECTION 3. Revenues.** It is estimated that the following revenues will be available in the Solid Waste Enterprise Funds for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Solid Waste Fund	\$463,922
------------------	-----------

**SECTION 4. Expenditures.** The following amounts are hereby appropriated in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Solid Waste Fund	\$463,922
------------------	-----------

**SECTION 5. Revenues.** It is estimated that the following revenues will be available in the Stormwater Enterprise Funds for fiscal year beginning July 1, 2023 and ending June 30, 2024:

Stormwater Fund	\$133,513
-----------------	-----------

**SECTION 6. Expenditures.** The following amounts are hereby appropriated in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2023 and ending June 30, 2024:

Stormwater Fund	\$133,513
-----------------	-----------

**SECTION 7. Debt Service.** The following amounts are hereby appropriated in the General Fund & Solid Waste Fund for the annual debt service payments for the fiscal year beginning July 1, 2023 and ending June 30, 2024 are as follows:

Town Hall	\$72,863
Fire Truck (Tanker)	\$11,861
Public Safety Building	\$42,064
Sleeping Quarters-PSB	\$27,430
Toyne Fire Truck	\$47,512
Grapple Truck	\$32,593
Town Hall Generator	\$15,324
Vehicles & Software	\$23,377
<b>Total Debt Service</b>	<b>\$273,024</b>

**SECTION 8. Capital Projects & Grant Projects.** The FY 2023-24 budget ordinance hereby authorizes the following capital improvement & grant projects:

Waterfront Plan Implementation Project	Fund #24	\$554,817
Municipal Park Improvements Project	Fund #57	\$1,325,104
American Rescue Plan Act	Fund #32	\$1,065,724
Emergency Operation Center	Fund #33	\$6,000,000
Emmerton School Repairs	Fund #34	\$424,000
Swansboro Bicentennial Park Boardwalk Extension	Fund #35	\$163,350

**SECTION 9. Tax Rate.** There is hereby levied for the fiscal year 2023-2024 a tax at the rate of \$0.35 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Swansboro as listed as of January 1, 2023, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

**SECTION 10.** The Town Manager (Budget Officer) and the Finance Director are hereby authorized to transfer appropriations within a fund as contained herein under the following conditions:

- A. He/She may transfer amounts between objects of expenditure within a department without limitation and without a report being required.
- B. He/She may transfer amounts between departments within the same fund. An official report must be made at the next regular meeting of the Board of Commissioners.
- C. He/She may utilize appropriations contained in the contingencies or emergency fund appropriations, as needed without limitation and without a report being required.
- D. He/She may transfer amounts between funds with prior approval by the Governing Board in an amendment to the Budget Ordinance.
- E. He/She may transfer funds from reserve funds, up to \$20,000 per purpose, to meet current needs for the purpose for which such funds are being held in reserve provided that a report of such transfers be made no later than the next regular meeting of the Board of Commissioners.
- F. He/She may make interfund loans as necessary to meet cash flow needs. They may make advances to the various funds for working capital purposes, without additional approval from the Town Board.

**SECTION 11. Fee Schedule.** The Town of Swansboro Schedule of Fees for Fiscal Year 2023-2024, amended from the Schedule of Fees for the previous fiscal year, is hereby adopted by reference. In addition, Policy No. 10 reflects the Board of Commissioner’s ability to waive permit related and/or annexation fees in exchange for voluntary annexation and is hereby adopted by reference.

**SECTION 12. Salary Schedule.** The Town of Swansboro Salary Schedule for Fiscal Year 2023-2024, amended from the schedule for the previous fiscal year, is hereby adopted by reference with a 4.4% COLA.

**SECTION 13.** Copies of this budget ordinance shall be furnished to the Town Manager (Budget Officer), Finance Director, Town Clerk, and the Tax Supervisor for their direction to carry out their duties.

**SECTION 14.** This ordinance shall become effective on July 1, 2023, following its adoption, this 12th day of June 2023.

**ATTEST:**

**TOWN OF SWANSBORO  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Alissa Fender, Town Clerk

\_\_\_\_\_  
John Davis, Mayor

# Town of Swansboro

## Schedule of Fees



Fiscal Year 2023-2024  
Adopted June 12, 2023  
Effective July 1, 2023

## RESIDENTIAL BUILDING PERMIT FEES

### New Construction (including modular construction & additions, but not trades)

Single Family and Duplexes	\$.29/sq ft
Multi-Family	\$.32/sq ft
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$60.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft) (Less than 12ft in any direction or 144 sq ft, zoning and tie-down permit and inspection required)	\$.13/sq ft
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft
Manufactured Homes (includes CO)	
Single Wide	\$175.00
Double Wide	\$225.00
Triple Wide	\$275.00
Sidewalk Inspection for Residence	\$ 60.00
Driveway Inspection	\$ 60.00
Fence Inspection	\$ 60.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy or Certificate of Compliance	\$100.00
Temporary Residential Storage Unit (PODS)	No charge
<b>Minimum Permit Fee Per trade</b>	<b>\$ 60.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	<b>Double permit fees</b>



## COMMERCIAL BUILDING PERMIT FEES

### New Construction (including modular construction & additions, but not trades)

Assembly (A-1, 2, 3, 4)	\$0.55/sq ft
Business	\$0.45/sq ft
Educational	\$0.53/sq ft
Factory (F-1, F-2)	\$0.25/sq ft
High Hazard (H-1, 2, 3, 4, 5)	\$0.45/sq ft
Institutional (I-1, 2, 3, 4)	\$0.55/sq ft
Mercantile	\$0.27/sq ft \$0.55/sq ft >40,000 sq ft
Hotels & Group Care (R-1, R-4)	\$0.48/sq ft
Storage (S-1, S-2)	\$0.25 sq ft
Utility	\$0.25/sq ft
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft
Temporary Pole	\$60.00
Renovations & Repairs of Building only	\$.13/sq ft
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$ 60.00/unit
Freezers and cooler change-out	\$ 60.00/unit
Sidewalk Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$ 60.00 \$120.00 >40,000 sq ft

Fence Inspection	\$ 60.00 \$120.00 >40,000 sq ft
Building Sprinkler System (new construction)	\$.07/sq ft \$0.14/sq ft >40,000 sq ft
Head Replacement	\$ 60.00/head
Repair	\$ .13/linear ft
<u>Modification/Alteration</u>	<u>\$100.00</u>
Mobile Home Park (new) Pedestal	\$ 60.00/lot
Commercial Exhaust Hoods (each)	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy or Certificate of Compliance	\$100.00 \$500.00 >40,000 sq ft
<b>Minimum Permit Fee Per Trade</b>	<b>\$ 60.00</b>
<b>Any work which begins without or prior purchase of any permit</b>	Double permit fees

(space left blank intentionally)

## OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects)	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings, additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$150.00 >40,000 sq ft
Landscaping Verification	\$60.00
	\$150.00 >40,000 sq ft
Land Improvement Permit	No Charge
Penalty for Failure to Obtain a Land Improvement Permit (Ref. Ordinance 2021-O4 6/14.21)	\$3500/acre, \$20,000 maximum
Parking Lot Inspections	\$1.50/space
	\$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00
	\$150.00 >40,000 sq ft
Curb Cut	\$60.00
	\$150.00 >40,000 sq ft
Flood Development Permit	\$60.00
	\$150.00 >40,000 sq ft
Temporary Pole	\$60.00
	\$150.00 >40,000 sq ft
Temporary Building Power	\$60.00
	\$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00
	\$200.00 >40,000 sq ft
Special Inspections	\$125.00
	\$250.00 >40,000 sq ft
Roof Repair	\$ 60.00 Residential
	\$120.00 Commercial
Gas Piping	\$ 60.00
Alternative Sidewalk Contribution in lieu of Construction	\$25.00*/linear foot of frontage along a public

(Waiver approved by Town Manager)	street or highway (excluding driveways)								
(*Unless official, signed estimate is received and approved)									
Electrical Service Change (Meter base, service panel)	\$100.00								
Electrical service meter (accessory building)	\$125.00								
Permits issued to the Town of Swansboro Government	No charge								
Demolition	\$100.00 House/Commercial \$ 60.00 Mobile Home								
Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), and similar projects (request must include a copy of the CAMA permit for the file.)	\$125.00								
Mobile Temporary office (including electrical)	\$125.00								
Moving building (over 16' wide or requiring a blue light escort)	\$250.00								
Mechanical unit change-out/per unit (unit only/no duct work)	\$ 60.00								
Billboard Application	\$500.00								
Re-inspection Fee (per trip)	\$60.00								
Signs	\$1.25/sq ft per viewable side  (\$60.00 minimum) >40,000 sq ft Double Fees								
Temporary Signs	\$1.25/sf								
Sign Impoundment Fee/Penalty	<table border="0" style="margin-left: 20px;"> <tr> <td>First occasion</td> <td>\$1/square foot</td> </tr> <tr> <td>Second occasion</td> <td>\$5/square foot</td> </tr> <tr> <td>Third and additional occasions</td> <td>\$10/square foot</td> </tr> <tr> <td></td> <td>&gt;40,000 sq ft Double Fees for all occasions</td> </tr> </table>	First occasion	\$1/square foot	Second occasion	\$5/square foot	Third and additional occasions	\$10/square foot		>40,000 sq ft Double Fees for all occasions
First occasion	\$1/square foot								
Second occasion	\$5/square foot								
Third and additional occasions	\$10/square foot								
	>40,000 sq ft Double Fees for all occasions								
A.L.E. (Alcohol License) application compliance certification	\$ 60.00 >40,000 sq ft Double Fees								

Required Fire Prevention Inspection (Including For New Businesses)	\$100.00
—Retail/Office/Restaurants/Others Not Listed	\$100.00
—Hotel/Assemblies/Education	\$200.00
—Day Care, Nursing Care, Group Home Inspections	\$100.00 (annually)
—Late Charge if not paid by due date	+ \$15.00 for each 30 days or portion thereof after due date
Fire Alarm Testing	\$125/system
<u>Modification/Alteration</u>	<u>\$100.00/system</u>
Hydrant Testing	\$65.00/hydrant
<u>Testing &amp; Data for Private Water System</u>	<u>\$100.00/hydrant</u>
<u>Testing &amp; Data for Public Water Supply</u>	<u>\$75.00/hydrant</u>
Fire Suppression System (for New Businesses)	\$150.00
	<del>\$25.00 three or six month inspection (high-volume, 24/hr., charbroil, wok, etc.)</del>
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$ 25.00
Cell Tower (new)	\$500.00
Cell Tower (co-location: antennae)	\$300.00

**Any** work which begins without or prior purchase of **the appropriate** permit double permit fees.

Fees for permits issued for projects which do not start within 6 months may be refunded minus 15% service fee.

The Building Permit must accompany the application for the refund.

(space left blank intentionally)

## SUBDIVISION FEES

<b>Minor Subdivision (7 lots or less) Application fee</b>	\$200.00
<b>Major Subdivision (8 lots or more) Application fee:</b>	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot
<u>Over 40 Acres:</u>	
Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
 Recombination/Exempt Subdivision Certifications	 \$ 50.00
 Subdivision Infrastructure Guarantee Verification (by Engineer)	 Engineer's charge for services rendered
 Subdivision Infrastructure Compliance Inspections	 Engineer's charge for services rendered
 Subdivision Infrastructure Re-inspections	 \$ 10.00/lot
 Proof Roll Inspection	 \$250.00
 Proof Roll Re-inspection	 \$100.00

## **SUBDIVISION RECREATION DEDICATION/FEES FORMULA**

### Land Area Required

Number of lots X .025 acres X density multiplier = Area Required (acres)

Density multipliers:	Average acres/lot	Density multiplier	[Avg. Lot Size]
	0.00-0.15	1.4	[0,000-6,534]
	0.16-0.24	1.2	[6,970-10,454]
	0.25-0.49	1.0	[10,890-21,344]
	0.50-0.99	0.9	[21,780-43,124]
	1.01 +	0.8	[43,560 +]

### Payment in Lieu of Dedication

Average Tax Value Per Acre (final plat) X Area Required = Payment Required

### Alternative Payment Per Lot Option:

Density Multiplier	Amount
1.4	\$840
1.2	\$720
1.0	\$600
0.9	\$540
0.8	\$480

Notes:

1. “Break even” valuation for formula vs. alternative payment is \$24,000 per acre.
2. The Town Board may (but is not required) to give credit for private, on-site recreational facilities, depending on the nature and level of services, up to 50% (maximum) of the land area or fees required (see ordinance for details).

## **PLANNING AND DEVELOPMENT FEES**

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)

Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00
Remedy of Nuisance Violation (offenses within one calendar year)	<p>1<sup>st</sup> offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee</p> <p>2<sup>nd</sup> offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee</p> <p>3<sup>rd</sup> offense: \$350.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee</p>
Temporary Family Health Care Structure	\$100.00
Temporary Family Health Care Structure Annual Renewal Fee (Ref Ordinance 2021-O3 5/24/2021)	\$ 50.00
Small Wireless Facilities (per location, up to 5)	\$100.00
Small Wireless Facilities (each location after 5) (Ref Ordinance 2021-O3 5/24/2021)	\$150.00



### **SOLID WASTE COLLECTION**

Residential	\$21.93/month
Commercial	\$36.62/month

*Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is \$21.93 for Residential and \$36.62 for Commercial.*

### **STORMWATER UTILITY FEE**

Residential Tier  
\$5.00 flat fee/month/residence

Commercial Tier  
Minimum Fee \$5.00/month or .01/Square Foot whichever is greater.

*Example 10,000 SF of impervious surface = \$8.33/month*

Note:  
A credit for one month shall be applied if payments are made by September 30th for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month’s credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with credit manual adopted by the Board of Commissioners.

### **BEER & WINE LICENSE TAX SCHEDULE**

#### **BEER & WINE DEALERS [NCGS 18-69, 18-74, 105-113.79]**

(a) On premises, retail (BEER)	\$15.00
(b) Off premises, retail (BEER)	\$ 5.00
(c) On premises, retail (WINE)	\$15.00
(d) Off premises, retail (WINE)	\$10.00
(c) Wholesale dealers	\$37.50
If both wholesale of beer and wine on same license	\$62.50

## MISCELLANEOUS FEES

Request Copies of Public Documents	8x11 \$0.25 per page 8x14 \$0.35 per page 11x17 \$0.50 per page Color copies \$1.00/page (any size)
Town Documents on Thumbdrive	<del>\$5.00</del> <u>10.00</u> per Thumbdrive
Request Copies of Various Town Meetings	<del>\$5.00</del> <u>10.00</u> per Thumbdrive
Fax Services	\$1.00/sheet local \$1.50/sheet long distance
Express Research Service (under 24 hours)	\$10.00/hr
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)	\$100.00
Food Trucks	\$500 annually \$100 daily \$50 Zoning
Return Check Fee	\$30.00
Credit Card Convenience Fee for Miscellaneous	<del>2.5</del> <u>3.75</u> % of actual charge
Credit Card Convenience Fee for Stormwater	<u>2.0%</u> of actual charge
Duplicate copy of Privilege License (beer/wine)	\$5.00
Fingerprinting/ <u>card</u>	\$10.00
Police Reports	\$5.00/ <u>report</u>
Golf Cart Registration Application	\$25.00
Re-inspections for initially failed golf cart inspections	\$10.00
Replacement of lost registration stickers for golf carts	\$5.00
Special Detail/Extra-duty Police Services	\$35.00/hr

### MEETING ROOM RENTAL FEES

	<u>Old Town Hall Assembly Room/502 Church St.</u>	<u>Town Hall Board Room/601 W. Corbett Ave.</u>
	<i>Resident/Non-Resident</i>	<i>Resident/Non-Resident</i>
Facility Use Fee	\$75/hour \$100/hour	\$100/hour \$125/hour
Kitchen/Multi-Use Space	\$25/hour \$50/hour	NA
Attendant Fee	\$15/hr.	\$15/hr.
Damage/Cleanup Deposit	\$100 <span style="background-color: yellow;">250</span>	\$100 <span style="background-color: yellow;">250</span>
<u>Refunds for Event Cancellations</u>		
Cancellation at least 14 days in advance		Full refund
Cancellation at least 48 hours in advance		Facilities Use fee, less 2 hours use fee
Cancellation less than 48 hours in advance		No refund

### **PARK FACILITIES FEES**

<b>Facility</b>	<b>In-Town Resident</b>	<b>Out-of-Town Resident</b>
<u><b>Municipal Park</b></u>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/hour
<u><b>Riverview Park</b></u>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
<u><b>Downtown “Harry Pugliese” Pavilion</b></u>		
Downtown Park Bandstand/Pavilion ( <span style="background-color: yellow;">2</span> <span style="background-color: yellow;">4</span> hour minimum required)	\$50/hour	\$75/hour
<u><b>Pirates Den Park</b></u>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
<u><b>Pineland Park</b></u>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
<u><b>Parks Open Space/Church Street Gazebo Usage Permit</b></u>		
	\$25	\$40
<u><b>Permit with Reservation</b></u>		
Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
<u><b>Town Dock at Church Street</b></u>		
	\$1.50 per ft./per night	\$5 Power \$35/Pump out
		<u>Special Event Permit \$100</u>
	3.5% Credit Card Processing Fee of actual charge	

**Dog Park Registration**

Residents - No Fee

Non-Resident 1st Dog \$15/year      Additional Dog \$10 per additional dog

**Fitness Membership Fees**

	<b>Resident</b>	<b>Non-Resident</b>
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250
**Annual Membership after Aug 1		
Individual	\$40	\$75
Family	\$60	\$125
Town of Swansboro Employees		
Individual/Family	Free	Free

**Rentals Fees**

	<b>Resident</b>	<b>Non Resident</b>
Swansboro Recreation Center:		
Damage/Cleanup Deposit	\$100	\$100
Lounge/Game Room	\$20/hr	\$40/hr
Recreation Classroom	\$20/hr	\$40/hr
Multipurpose/Arts and Crafts Room	\$30/hr	\$50/hr
i. Kitchen Use	\$10/hr	\$20/hr
Permit for Outside Items (i.e.- grill, tent)	\$10	\$15
Additional Staff Hours	\$15/hr	\$15/hr
ii. (for reservations outside of normal operating hours)		

**Program registration fees and event fees are determined by type and residency.**

**Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.**

Town of Swansboro  
Salary Schedule FY 2023-24

GRADE	Minimum	Maximum
11	35,897.36	54,093.76
12	37,692.23	56,257.51
13	38,905.68	60,003.03
14	41,591.92	62,787.68
15	42,416.13	69,759.36
16	45,868.42	71,154.55
17	48,256.06	72,124.64
18	49,299.46	77,320.41
19	51,764.44	81,186.43
20	54,475.11	84,252.96
21	57,095.36	109,208.55
22	59,950.13	109,754.60
23	64,462.94	110,577.76
24	66,305.95	111,130.64
25	70,523.18	112,735.77
26	73,759.18	113,847.29
27	77,447.13	116,124.23
28	81,319.48	121,930.44
29	85,385.46	128,026.96
30	89,654.73	134,428.32

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 12, 2023 which reflects the approved 4.4% COLA for the 2023/2024 fiscal year.

\_\_\_\_\_  
John Davis, Mayor

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Parks and Recreation Comprehensive Master Plan**

Board Meeting Date: **June 12, 2023**

Prepared By: **Anna Stanley – Parks & Recreation Director**

---

**Overview:** Swansboro Parks and Recreation contracted with McAdams to update the 2008 Comprehensive Master Plan. Jennifer Beedle with McAdams will present an overview of the Comprehensive Master Plan and recommendations for the department.

**Background Attachment(s):**

1. [2023 Comprehensive Plan](#) (click to view document)

**Recommended Action:** Motion to adopt the 2023 Swansboro Parks and Recreation Comprehensive Master Plan.

---

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 12, 2023**

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

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

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

**June 26th**

- \* Moore Street Traffic Direction Consideration
- \* Recognition of Rotary for donation

**July 10th or 24<sup>th</sup>**

- \* Police Department Employee Recognitions
- \* Parks & Recreation Month
- \* Town Code Amendments to Fire Chapter

<b><u>August Meeting Dates</u></b>
Regular – 14th
Regular – 28th

**Future Agenda Items**

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