

Town of Swansboro
Board of Commissioners
February 27, 2024, Regular Meeting Minutes

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Pat Turner.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

Draven Malubag of 445 Patriots Point Lane, Thomas McKenna of 589 Hubert Blvd, Damien Walls of 501 Maize Court, Seth and John Long of 111 Elizabeth Drive, all addressed the board regarding reopening the Skate Park. They shared that there was not much for the youth to do in the area, and they needed somewhere to go. Suggestions were made such as requiring a waiver, wearing helmets based on age, and onsite supervision by staff to protect the town. They've repeatedly been ran off from areas they found that were good for skateboarding, and they just want to be able to stay somewhere and not have to keep looking around.

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the agenda was amended to add Oath of Office for Patricia Turner for the vacant commissioner seat, discussion of reopening the Skate Park, fee waiver of the rezoning request for the parcels on Queens Creek Road, and JUMPO appointment, and the below consent items were adopted unanimously.

- Tax Refund Requests

Johns, Wendell Bonner	\$46.08	Tag Surrender
Puca, Michael Robert Jr.	\$209.04	Tag Surrender
Hawkins, John Simmons Jr. & Bohon, Lora Shehan	\$43.34	Tag Surrender
Kolb, Melissa Kathryn & Patrick Lawrence	\$527.36	Military
O'Connor, Melody Ann	\$108.78	Military
O'Connor, Melody Ann & O'Connor Frank Paul	\$12.39	Military
Hulsey, Kevin Randall	\$112.46	Military

- Budget Ordinance Amendment #2024-6

Appointments/Recognitions/Presentations

Oath of Office for Patricia Turner

Mayor John Davis administered the oath of office to Patricia Tuner to fill the vacant commissioner seat which would expire November 2025.

Eastern Carolina Council Presentation

David Bone, Executive Director of the Eastern Carolina Council provided the board with an update and reviewed his slides, attached herein with the power point presentation of the meeting.

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

- JUMPO has members from metropolitan areas, where DERPO & ECRPO are rural areas.
- ECC compliments economic development and works with JOED.
- Swansboro was the only city in Onslow County that is not a member of ECC. The membership fee would be \$1,562.00.
- The type of assistance that can be provided to local government were advisory board training, grant writing, and planning and zoning administration. Fees apply for such services but are under market value.
- Grant opportunities are also available. New Bern, Beulaville, and Kinston received grant funding for projects in their municipalities.
- 1500 staff hours goes into grant writing.

FY 22-23 Audit Report

Gregory T. Redman, CPA presented specific details from the FY 22-23 Audit. Key takeaways included:

- Unrestricted net position increased \$818,702
- Revenue increased \$1,352,571 and expenses increased \$1,000,000.
- Total fund balance was \$4,992,336 with an unassigned fund balance of \$3,557,332.
- The unassigned fund balance was 82% of total expenses for the year, average towns the size of Swansboro have 63% fund balance.
- Stormwater Enterprise fund had a change in net position of \$27,316 and the Solid Waste enterprise fund had a change of \$36,542.

Recognition of Town Clerk, Alissa Fender

Mayor Davis shared that Town Clerk Alissa Fender had earned the designation of Master Municipal Clerk through the International Association of Municipal Clerks. Town Clerk Fender shared that it took 8 years to achieve this by completing an extensive amounts of continuing education and community involvement.

Business Non-Consent

Application for COPS Hiring Program Grant

Police Chief Dwayne Taylor reviewed that the US Department of Justice provided grant opportunities through the COPS Hiring Program (CHP) to hire officers and enhance the level of Police Services provided by the Town of Swansboro. The Police Department was requesting approval to seek federal grant funding to fund one police officer position, with 25 percent responsibility on the town for salary.

On a motion my Commissioner Brown, seconded by Commissioner Conaway, approval was given for the Police Department to seek federal grant funding to fund one police officer position, with 25 percent responsibility on the town for salary, with unanimous approval.

Splashpad Enhancement-Project Update

Parks & Recreation Director Anna Stanley reviewed that the Splashpad Enhancement Project included plans to add five feet of concrete around the splashpad area, include a seating wall around half of the splashpad, and add a patio area with large shade structures and seating options (benches, picnic tables). The concrete patio area will connect to the playground area. The concept was to provide a cohesive area while still having splashpad separate from the playground. Approved ARP Funding in the amount of \$50,000 for conceptual drawings, plans, and quotes for shade structures have been received. As of February 12, 2024, a contract was pending for the concrete patio area and seating wall. The concrete work would consume most of the budget, leaving approximately \$14,000 for shade structures. There are two options costing \$20,000-\$28,000 for large shade structures. Therefore approximately \$15,000 additional funds would be needed to complete the shade structures. The Parks & Rec board suggested that the structures be permanent rather than shades which would likely cost more. Staff were requesting guidance whether to continue with original design of a large shade structure or pursue costs of permanent shelters and come back to the board with options of each type of shading.

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Conaway, staff was directed to continue with original design of a large shade structure and additional funds

in the amount of \$15,000 was approved for allocation from the ARP funds. The motion carried unanimously.

Request to Proceed with Cost-Recovery Program

Fire Chief Jacob Randall reviewed that the cost of emergency services were continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process. Emergency Response Cost Recovery Program by Fire Recovery USA offers a potential opportunity for recovering expenses from incident response. Most insurance policies include a clause for emergency services or hazardous situation responses. The proposed cost-recovery program would seek reimbursement for different emergency responses and operating costs. Chief Randall reviewed the following billing method options.

1. All billable incidents are sent to the insurance company for payment. Bills deemed non-billable by insurance would not be sought further.
2. Billable incidents involving only non-tax-paying citizens (Swansboro & Onslow) would only be sought through the individual's insurance company. Non-billable incidents, again, would not be pursued.
3. Billable incidents involving only non-tax paying citizens (Swansboro & Onslow County) would be sought through the insurance company and then pursued through a bill to the individual if deemed non-billable through insurance.

The next step in the process required establishing/revising the Town UDO to incorporate the language to participate in this program. Furthermore, the Fee Schedule may also be amended to reflect the listed pricing for the billable incidents. We would return with the UDO changes and Fee Schedule amendment, if necessary, for final approval before entering into any agreements.

By consensus the board agreed to allow staff to pursue the recommended cost-recovery program through Fire Recovery USA with billing method 2 and to allow for drafting the proposed UDO, Fee Schedule, and Service Agreements for future approval.

Acquisition of Replacement Fire Apparatus

Fire Chief Randall reviewed that on February 13, 2024, the request to acquire two replacement fire apparatus was presented and tabled for further information gathering. A more in-depth presentation of the apparatus needs request was presented at a special meeting on February 19, 2024. The apparatus acquisition would replace the 2001 E-One International Engine and the 2003 E-One Typhoon Aerial. The apparatus for

consideration were either an Engine & Tractor Drawn Aerial – Tiller or an Engine & Mid-Mount Aerial.

Fire Chief Randall and/or Finance Director Johnson reviewed the following details related to cost.

- Initial up-front cost would be \$55,800 more for the Tiller than the Mid-Mount, plus training for the 2nd driver, which put the total around \$141,000.
- The long-term cost for the Tiller would be the personnel cost for a 2nd driver
- Total debt would be 1 million in FY 25/26 when one apparatus was delivered, then \$1,782,000 in FY 26/27 when the second apparatus is delivered
- The Projected Capital Reserve funds that would be available in FY 25/26 for Engine 17 replacement would \$441,360, and in FY 26/27 for Truck 17 replacement would be \$445,500. The purchase amounts would be reduced by those funds and the difference would be financed.
- Continuing the contribution of \$75,000 annually to the Capital Reserve Fund, could potentially fully fund the next replacement.

On a motion by Commissioner Eckendorf, seconded by Commissioner Conaway, Resolution 2024-R3 (Engine & Tractor Drawn Aerial – Tiller) outlining the commitment and intent of the Town of Swansboro and the Town of Swansboro Fire Department purchasing apparatus, a KME – Engine and Aerial, through Safe Industries with an overall project budget for acquiring the apparatus and all associated equipment of \$3,400,600, not to exceed \$3,500,000 was unanimously approved.

EOC/PSB Site Selection Committee Update

Committee Chair Keith Walsh shared with the board that the committee had their first meeting and plan to meet weekly every Monday through May. The board will work to create a land solicitation packet to present to the board for approval in the coming months. Once approved the packet would be shared individually by members, posted on the Town Website, and an ad would be placed in the Tideland news. Mr. Walsh shared that he was hopeful that the committee would have a property to consider by summer.

Mayor Davis indicated that he felt Mr. Walsh would need direct assistance from the attorney at any time and any financial inquires/assistance would go through Finance Director Johnson.

Skatepark Discussion

Mayor Davis shared that Draven Malubag had contacted him directly to advocate for reopening the skatepark.

Board members agreed that the young skaters needed somewhere to skate and were supportive of reopening the skatepark if possible.

Attorney Raspberry indicated that a conversation would be needed with the legal counsel handling the legal cases related to injuries at the skatepark to see if this was something that could be accomplished/considered.

John & Jenny Long of 111 Elizabeth Drive inquired if there was anything they could do as parents to help get the skatepark reopened, such as financial help by having bake sales/or fundraisers, additionally they inquired if there was anywhere the kids could go and not get run off.

Police Chief Taylor shared that they were all very respectful when the department has had to ask them to leave property, but the allowance of them on personal property is up to the owners.

The board took a recess from 8:16 pm to 8:23 pm.

Monthly Financial Report as of January 31, 2024

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

Future Agenda Topics

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

The following items were addressed:

- Schedule ONWASA to present to the board
- Consideration for EV charging fees
- Schedule Budget Workshop for March 14, 2024

Board members took this time to give the Town Manager and Finance Director specifics on what they desired for the upcoming budget. They provided the directive to work towards a Net Zero budget (no tax change) and to not use Fund Balance.

Queens Creek Rezoning Fee Waiver

Junior Freeman, owner of Emerald Coast Inc, was requesting a waiver of the \$400 fee to rezone several parcels on Queens Creek Road. Mr. Freeman had applied and paid the fee back in 2021 and completed the process through the Planning Board review but withdrew his application from being heard by the Board of Commissioners due to NCDOT

improvements that were due to be implemented in the area. With the completion of those improvements, he would now like to continue the process.

Planner Correll shared that since the review, many changes had been made to the Town UDO which affects what is permitted in the O/I and the B1 zoning districts, therefore Mr. Freeman would need to resubmit his application.

By consensus the board agreed to provide a waiver of the fees for the rezoning request.

JUMPO Appointment

With the resignation of Mr. Philpott from his commissioner seat, another board member was needed to be appointed to take his place.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, Mayor Pro Tem Justice was selected for the JUMPO appointment unanimously.

Public Comment

Junior Freeman thanked the board for approval of the fee waiver for his rezoning. Related to the upcoming budget, he shared that almost 10 years ago the tax rate was reduced by 3 cents. He suggested that the board work towards a Net Zero budget without touching the Fund Balance and then go from there to reduce the tax rate, if at all possible.

Manager's Comments

Interim Town Manager Barlow shared that the budget process was underway, were working to gather details for projections and revenues. He plans for the first budget meeting to provide details on the current budget and early details for next year's budget. Additionally, he shared that WithersRavel, the company working on the Stormwater Master plan would be having a public outreach meeting on March 11th and that a survey would be distributed for 1 week by them to gather information. A QR code would be shared through the Towns news email blast, Facebook and on the Town website.

Board Comments

Commissioner Turner shared her appreciation for the appointment to the vacant seat. She also congratulated Finance Director Johnson on the positive audit and Town Clerk Fender on her MMC designation.

Commissioner Eckendorf shared that this coming budget would likely be difficult, as everyone was having to pay more for services and products and the town should lighten spending just as the citizens have to. Additionally, he supported a tax rate reduction and he did not agree with having such a large Fund Balance.

Mayor Davis shared that he desired to see a 1 or 2 cent tax cut with the new budget and recommended that staff be utilized instead of consultants. Additionally, he didn't want to see the Fund Balance continue to grow and feels that it should be given back to the citizens somehow, maybe through a tax cut then use it to balance the budget.

Commissioner Brown shared that he had concern with the duration of the meetings lately and inquired if starting earlier should be considered.

Commissioner Conaway shared that he would prefer that the board have extra meetings instead of having 4-hour meetings.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Brown the board enter closed session at 9:21 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.

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

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 10:14 pm.

Regular Meeting February 27, 2024



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1. Please turn cell phones to “off” or “vibrate”.

2. The Board offers the public three opportunities to speak during the meeting:

A comment period is offered at the beginning and end of the meeting. Please note that a separate opportunity is provided for those items requiring a public hearing.

Public Hearing(s) – There are no public hearings scheduled for this meeting.

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PUBLIC COMMENT

Citizen opportunity to address the Board for items listed on the agenda.

3

AGENDA AND CONSENT ITEMS

Action Needed: Motion to Adopt the Agenda as prepared (or amended) and approval of the Consent Items

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Oath of office Pat Turner

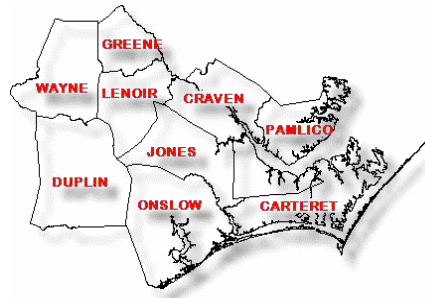
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Eastern Carolina Council Introduction & Update

Presenter: David Bone – Executive Director, Eastern Carolina Council

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Presentation about the Eastern Carolina Council (ECC) by Executive Director David Bone



**Town of Swansboro
February 27, 2024**



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Introduction – David Bone:

- Started work as ECC Executive Director in 2022
- 20 years in local government management – as both a county and town manager
- Most of my career has been in eastern NC



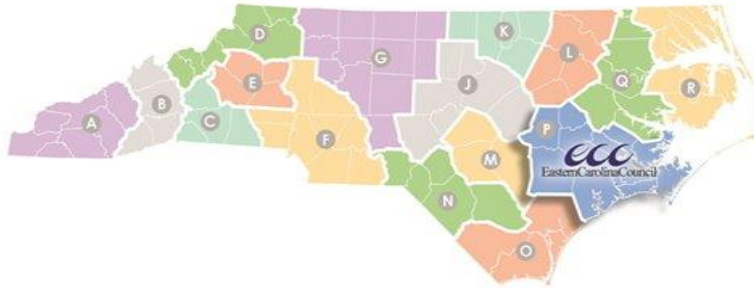
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Information about ECC:

- The Neuse River Council of Governments (d/b/a Eastern Carolina Council, or ECC) was established by the North Carolina Legislature in 1967 as one of 16 councils of government regions in the state.



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Information about ECC:

- We are a membership organization.
- We are a local government with a regional focus.
- We are a conduit between local governments in our region and state/federal partners.



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Information about ECC:

- We provide technical assistance to local governments and administer projects and programs which benefit our region's citizens.
- ECC is comprised of nine counties (Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico, and Wayne) and 62 incorporated municipalities.



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Mission:

To improve the region's quality of life by providing human, planning, and economic development services to local governments and area residents by leveraging resources and collaborating regionally.



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ECC Finances:

- Financially, we operate more like a nonprofit.
- Most of our budget comes from grant funds – over 90%.
- Other revenue sources include membership dues and technical assistance fees for service.
- ECC's 2023-24 Budget includes approximately \$8.7 million.
- The biggest part of our budget is the Area Agency on Aging Department.
- A lot of the Aging budget involves pass-through state and federal funds that we distribute to county/municipal senior centers and service providers.



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Area Agency on Aging (AAA)



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Purpose of Area Agency on Aging

- Works with counties and providers to serve and advocate for the senior population in the region
- Develops area plans for comprehensive and coordinated system of care for home and community services
- Monitors all programs funded by the Older Americans Act
- Advocates on behalf of older adults and their caregivers



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Purpose of Area Agency on Aging

- Administers Long-Term Care Ombudsman program
- Administers Family Caregiver Program
- Establishes network of strong advocates including Senior Tar Heel Delegates, Community Advisory Committees, Regional Aging Advisory Committees, Service Providers, and other advocates



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Ombudsman Program

- Protects and preserves resident rights in nursing homes and adult care homes
- Investigates and resolves complaints on behalf of residents, families, and facilities
- Provides in-service training and education to facility staff
- Provides elder abuse awareness for community groups and organizations



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Family Caregiver Program (FCSP)

- Provides caregivers with accurate and timely information on services in their counties
- Partners with other organizations to offer training for caregivers
- Monitors FCSP funds that are allocated to counties annually
- Educates community on caregiver issues and services



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Planning, Economic Development, & Grants



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Rural Planning Organizations (RPOs)



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RPO Four Core Duties

- Develop, in cooperation with the Department (NCDOT), long-range local and regional multimodal transportation plans
- Provide a forum for public participation in the transportation planning process
- Develop and prioritize suggestions for transportation projects the organization believes should be included in the State's Transportation Improvement Program (STIP)
- Provide transportation-related information to local governments and other interested organizations and persons.

(North Carolina General Statute)



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RPO Structure

- **Transportation Advisory Committee (TAC)**
 - Local elected officials and North Carolina Department of Transportation (NCDOT) Board Member
- **Technical Coordinating Committee (TCC)**
 - Staff from local governments and NCDOT
- **Lead Planning Agency (LPA)**
 - Administrative Entity (Council of Governments or Local Governments)



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Community Development & Planning



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Services to Local Governments

- ECC Planning staff assists local governments on current planning issues such as zoning, and related land-use issues
- This work has included the development and update of numerous types of ordinances (UDOs, Zoning, Subdivision, Historic Preservation, Public Nuisances, Minimum Housing, Flood Damage Prevention, and other codes), and plans (Comprehensive, Land Use, Bicycle/Pedestrian, etc.), as well as performing administrative services for primarily smaller municipalities



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Services to Local Governments

- Consulting with member governments
 - Informal—phone or email advice/assistance
 - Formal—including site visits and recommendations
- Education and information
- Grant Writing / Grant Administration



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Technical Assistance (TA) Projects

- American Recovery Plan (ARP) planning and reporting assistance (time-limited, funded through the State)
- Disaster Recovery technical assistance (time-limited, funded through the State)
- Training / Various Workshops / Regional Convenings



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Technical Assistance (TA) Projects

Fee for service

- Ordinance Reviews
- Comprehensive Land Use Plan
- Parks & Recreation Comprehensive Plan / Master Plans
- Grant writing
- Planning and Zoning Administration



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Administrative Technical Assistance (TA) Projects and Related Services

- Executive Searches
- Retreat facilitation



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Economic Development



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Economic Development Planning

- ECC is the Economic Development Administration (EDA) designated Economic Development District
- In this role, ECC works with counties and municipalities and their economic developers if they have an EDA Public Works and Economic Adjustment Assistance grant application



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Economic Development Planning

- ECC is the designated Local Development District (LDD) representative for the Southeast Crescent Regional Commission
- In this role, ECC works with counties, municipalities, and other organizations apply for grant funds from the Southeast Crescent Regional Commission (a federal agency working to improve economic conditions in rural, coastal communities in nine southeastern states)



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Economic Development Planning

- We can also help communities connect with:
 - The International Economic Development Council (IEDC) and
 - The Kenan Center
- for economic development study projects



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Economic Development Planning

- ECC has the responsibility to develop and implement a Comprehensive Economic Development Strategy (CEDS) for the region, which details the region's Economic and Community Development priorities (updated in 2023).
- It is online at <https://eccog.org/economic-development-planning/>.



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Partnering/Collaboration Relationships Include:

- NCDOT – Transportation
- EDA, Southeast Crescent Regional Commission – Economic Development
- UNC School of Government – training opportunities
- NC Office of Resiliency and Recovery (NCORR) – Regions Innovating for Strong Economies and Environment (RISE) program
- International Economic Development Council – connecting communities for free economic development / planning technical assistance
- NCSU Institute for Emerging Issues – Digital Inclusion Planning
- Wayne County – County and towns – Regional Water discussions
- NC Rural Water Assn. – Lead Service Line Inventory Requirements



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Recent Projects & Initiatives

Some recently-completed projects and initiatives include:

- RISE Eastern NC (completed 2023)
- Area Agency on Aging – Grocery Assistance Program for Seniors (ended in 2023)
- Recreation Master Plan / Comprehensive Recreation Plan / PARTF Grant application – Town of Beulaville
- Planning Board training – Greenevers, Pink Hill, and Peletier
- Fire/EMS Chief Search – Newport



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Current Projects & Initiatives

Some current projects and initiatives include:

- ARP Technical Assistance
- Disaster Recovery Technical Assistance
- 160D Review – Oriental and Pikeville
- Subdivision review – Town of Richlands
- Comp Plan – Town of Pink Hill
- Zoning services – Pink Hill, Peletier
- Grant writing – Pine Knoll Shores
- Grant administration – Beulaville and Faison



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Providing Training Opportunities is a Focus

Some recent / Training Workshops include:

- Grant writing
- Ethics for Elected Officials
- Geographic Information System (GIS) Best Practices
- NCDOT State Transportation Improvement Plan (STIP) 101
- Disaster Resilience Workshops
- Federal Grant Programs
- FEMA's Community Rating System
- EPA Brownfields Program



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Regional Partnership and Collaboration Is Key

Some recent / upcoming ECC collaboration and advocacy efforts include:

- Senior Tar Heel Legislature (advocating for seniors)
- 2023 Legislative Breakfast
- Transportation Summit – October 2023
- Quarterly City-County Managers / Mayors Meetings
- 2024 Legislative Breakfast (in the works)
- COG Legislative Day – May 8th
- 3 Regional IEDC efforts (focused on Military Retention, Workforce Housing, and Talent Attraction)



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Focus and Vision for the Future

Moving forward, ECC wants to:

- Create value for our members
- Continue to expand our services and regional impact



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ECC Strategic Priorities:

- Developed in the spring and approved by the Board in June 2023.
- Will be developed annually as part of the annual budget process.



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Some Benefits of ECC Membership Include:

- Regional collaboration / advocacy
- Regional partnership
- Economic Development support
- Support for Aging Services
- Planning support / technical assistance
- Access to grant information, grant writing, grant administration services
- Training / workshops for elected officials and staff
- Administrative support (employee recruitment searches, other)



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Cost of ECC Membership:

- Membership dues for municipalities in 2024-25 will be 40-cents per capita.
- Other COGs charge up to 83.4-cents per capita.
- Dues would be \$1,562 for Swansboro, which is a small price for the benefits provided.



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Ask:

- 7 communities saw the value of ECC membership in the current year (Craven County, Onslow County, City of Jacksonville, City of New Bern, Town of Peletier, and Town of Magnolia all rejoined ECC in recent weeks).
- We encourage the Town of Swansboro to be an active member of ECC in 2024-25.



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Thank you for the opportunity to share our story!

Comments or Questions?

Please contact me

David Bone

dbone@eccog.org or

252-638-3185, ext. 3005



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FY 22-23 Audit Report

Presenter: Gregory T. Redman - CPA

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Town of Swansboro Audit Report Presentation

Gregory T. Redman, CPA
GTR



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Independent Auditor's Report

Opinion

In my opinion, based on my audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Swansboro, North Carolina as of June 30, 2023, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended **in accordance with accounting principles generally accepted in the United States of America.**

“Unmodified Opinion”

**Reference Page 1 of the Annual
Comprehensive Financial Report**

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Government-Wide Financial Analysis

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Current and other assets	\$ 12,533,766	\$ 11,531,614	\$ 424,523	\$ 293,069	\$ 12,958,289	\$ 11,824,683
Capital and other noncurrent assets	6,650,498	6,733,814	228,757	258,974	6,879,255	6,992,788
Total assets	<u>\$ 19,184,264</u>	<u>\$ 18,265,428</u>	<u>\$ 653,280</u>	<u>\$ 552,043</u>	<u>\$ 19,837,544</u>	<u>\$ 18,817,471</u>
Deferred outflows of resources	\$ 1,079,137	\$ 850,945	\$ 55,646	\$ 40,990	\$ 1,134,783	\$ 891,935
Long-term liabilities	\$ 2,693,579	\$ 1,962,369	\$ 98,708	\$ 48,518	\$ 2,792,287	\$ 2,010,887
Other liabilities	7,687,609	7,593,321	57,580	32,799	7,745,189	7,626,120
Total liabilities	<u>\$ 10,381,188</u>	<u>\$ 9,555,690</u>	<u>\$ 156,288</u>	<u>\$ 81,317</u>	<u>\$ 10,537,476</u>	<u>\$ 9,637,007</u>
Deferred inflows of resources	\$ 684,583	\$ 1,181,755	\$ 27,690	\$ 50,926	\$ 712,273	\$ 1,232,681
Net position:						
Net investment in capital assets	\$ 5,648,992	\$ 5,573,365	\$ 228,757	\$ 258,974	\$ 5,877,749	\$ 5,832,339
Restricted	1,047,781	1,079,103	-	-	1,047,781	1,079,103
Unrestricted	2,500,857	1,726,460	296,191	201,816	2,797,048	1,928,276
Total net position	<u>\$ 9,197,630</u>	<u>\$ 8,378,928</u>	<u>\$ 524,948</u>	<u>\$ 460,790</u>	<u>\$ 9,722,578</u>	<u>\$ 8,839,718</u>

Reference Page 8 of the Annual Comprehensive Financial Report

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Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	2023	2022	2023	2022	2023	2022
Revenues:						
Program revenues:						
Charges for services	\$ 402,909	\$ 437,882	\$ 625,794	\$ 605,915	\$ 1,028,703	\$ 1,043,797
Operating grants and contributions	486,161	459,558	-	-	486,161	459,558
Capital grants and contributions	728,531	147,807	-	-	728,531	147,807
General revenues:						
Property taxes	2,441,160	1,893,788	-	-	2,441,160	1,893,788
Other taxes	120,925	102,690	-	-	120,925	102,690
Grants and contributions not restricted to specific programs	1,745,259	1,617,719	-	-	1,745,259	1,617,719
Other	141,269	54,199	86,510	10,035	227,779	64,234
Total revenues	<u>\$ 6,066,214</u>	<u>\$ 4,713,643</u>	<u>\$ 712,304</u>	<u>\$ 615,950</u>	<u>\$ 6,778,518</u>	<u>\$ 5,329,593</u>
Expenses:						
General government	\$ 986,279	\$ 924,517	\$ -	\$ -	\$ 986,279	\$ 924,517
Public safety	2,183,653	2,031,383	-	-	2,183,653	2,031,383
Transportation	391,538	430,280	-	-	391,538	430,280
Economic development	964,839	331,837	-	-	964,839	331,837
Environmental protection	-	-	-	-	-	-
Cultural and recreation	401,829	419,503	-	-	401,829	419,503
Other	308,153	297,584	-	-	308,153	297,584
Interest on long-term debt	8,993	2,657	-	-	8,993	2,657
Stormwater	-	-	218,147	122,200	218,147	122,200
Solid Waste	-	-	432,227	400,143	432,227	400,143
Total expenses	<u>\$ 5,245,284</u>	<u>\$ 4,437,761</u>	<u>\$ 650,374</u>	<u>\$ 522,343</u>	<u>\$ 5,895,658</u>	<u>\$ 4,960,104</u>
Increase in net position before transfers and special items	\$ 820,930	\$ 275,882	\$ 61,930	\$ 93,607	\$ 882,860	\$ 369,489
Transfers and special items	(2,228)	(70,154)	2,228	70,154	-	-
Increase in net position	\$ 818,702	\$ 205,728	\$ 64,158	\$ 163,761	\$ 882,860	\$ 369,489
Net position, July 1	8,378,928	8,173,200	460,790	297,029	8,839,718	8,470,229
Net position-beginning, restated	-	-	-	-	-	-
Net position, June 30	<u>\$ 9,197,630</u>	<u>\$ 8,378,928</u>	<u>\$ 524,948</u>	<u>\$ 460,790</u>	<u>\$ 9,722,578</u>	<u>\$ 8,839,718</u>

Reference Page 9 of the Annual Comprehensive Financial Report

50

Balance Sheet Governmental Funds

Town of Swansboro, North Carolina
Balance Sheet
Governmental Funds
June 30, 2023

	Major Funds		Non-Major Funds	Total
	General	State Capital	Other	
Assets				
Cash and cash equivalents	\$ 4,887,960	\$ -	\$ -	\$ 4,887,960
Restricted cash	83,026	5,988,665	1,094,922	7,166,613
Receivables, net:				
Taxes	44,823	-	-	44,823
Accounts	292,758	-	-	292,758
Leases	104,637	-	-	104,637
Grants	10,000	-	12,179	22,179
Due from other funds	-	-	-	-
Total Assets	\$ 5,423,204	\$ 5,988,665	\$ 1,107,101	\$ 12,518,970
Liabilities				
Liabilities payable from restricted assets	\$ -	\$ 5,980,480	\$ 365,851	\$ 6,346,331
Accounts payable and accrued liabilities	894,848	1,240	72,416	968,504
Other liabilities	63,679	-	-	63,679
Total Liabilities	\$ 958,527	\$ 5,981,720	\$ 438,267	\$ 7,378,514
Deferred Inflows of Resources				
Property taxes receivable	\$ 44,823	\$ -	\$ -	\$ 44,823
Leases	103,297	-	-	103,297
Total Deferred Inflows of Resources	\$ 148,120	\$ -	\$ -	\$ 148,120
Fund Balances				
Nonspendable:				
Leases receivable, net	\$ 1,340	\$ -	\$ -	\$ 1,340
Restricted:				
Stabilization by State Statute	304,098	-	-	304,098
Streets	67,904	-	-	67,904
Capital improvements	-	6,945	668,834	675,779
Subsequent year's expenditures	385,883	-	-	385,883
Unassigned	3,557,332	-	-	3,557,332
Total Fund Balances	\$ 4,316,557	\$ 6,945	\$ 668,834	\$ 4,992,336
Total Liabilities, Deferred Inflows of Resources, And Fund Balances	\$ 5,423,204	\$ 5,988,665	\$ 1,107,101	\$ 12,518,970

Reference Page 18 of the
Annual Comprehensive
Financial Report

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Unassigned Fund Balance as a Percentage of Total General Fund Expenditures

	2023	2022
Unassigned fund balance	\$ 3,557,332	\$ 2,976,642
Total General Fund expenditures	4,363,376	4,306,320
Unassigned fund balance as a Percentage of Total General Fund expenditures	82%	69%
LGC recommended amount	34%	34%
Average of similar-sized towns	63%	63%

Reference Page 18 and 20 of
the Annual Comprehensive
Financial Report

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Statement of Net Positions Proprietary Funds

Town of Swansboro, North Carolina
Statement of Net Position
Proprietary Funds
June 30, 2023

	Major Enterprise Funds		
	Stormwater	Solid Waste	Totals
Assets			
Current assets:			
Cash and cash equivalents	\$ 90,393	\$ 196,213	\$ 286,606
Accounts receivable (net)	137,917	-	137,917
Due from other funds	-	-	-
Total Current Assets	\$ 228,310	\$ 196,213	\$ 424,523
Noncurrent assets:			
Capital assets:			
Land and other non-depreciable assets	-	-	-
Other capital assets, net of depreciation	92,555	136,202	228,757
Capital assets (net)	\$ 92,555	\$ 136,202	\$ 228,757
Total Assets	\$ 320,865	\$ 332,415	\$ 653,280
Deferred Outflows of Resources			
Pension deferrals	\$ 27,823	\$ 27,823	\$ 55,646
Liabilities			
Current liabilities:			
Accounts payable - trade	\$ 20,205	\$ 35,700	\$ 55,905
Due to other funds	-	-	-
Customer deposits	-	-	-
Compensated absences - current	837	838	1,675
Total Current Liabilities	\$ 21,042	\$ 36,538	\$ 57,580
Noncurrent liabilities:			
Compensated absences	\$ 1,556	\$ 1,554	\$ 3,110
Net pension liability	37,064	37,064	74,128
Total OPEB liability	10,735	10,735	21,470
Total non-current liabilities	\$ 49,355	\$ 49,353	\$ 98,708
Total Liabilities	\$ 70,397	\$ 85,891	\$ 156,288
Deferred Inflows of Resources			
Pension deferrals	\$ 13,845	\$ 13,845	\$ 27,690
Net Position			
Net investment in capital assets	\$ 92,555	\$ 136,202	\$ 228,757
Restricted net position	-	-	-
Unrestricted net position	171,891	124,300	296,191
Total Net Position	\$ 264,446	\$ 260,502	\$ 524,948

Reference Page 23 of the Annual Comprehensive Financial Report

Statement of Revenues, Expenses, And Changes in Fund Net Position Proprietary Funds

Town of Swansboro, North Carolina
Statement of Revenues, Expenses, And Changes in Fund Net Position
Proprietary Funds
For the Year Ended June 30, 2023

	Major Enterprise Funds		
	Stormwater	Solid Waste	Totals
Operating Revenues			
Charges for services	\$ 156,725	\$ 469,069	\$ 625,794
Other operating revenues	-	-	-
Total Operating Revenues	\$ 156,725	\$ 469,069	\$ 625,794
Operating Expenses			
Administration	-	-	-
Stormwater operations	207,708	-	207,708
Solid waste operations	-	412,449	412,449
Depreciation	10,439	19,778	30,217
Total Operating Expenses	\$ 218,147	\$ 432,227	\$ 650,374
Operating income (loss)	\$ (61,422)	\$ 36,842	\$ (24,580)
Non-operating Revenues (Expenses)			
Investment earnings	-	-	-
State and local grants	86,510	-	86,510
Total Non-operating Revenues (expenses)	\$ 86,510	\$ -	\$ 86,510
Income (loss) before contributions and transfers	\$ 25,088	\$ 36,842	\$ 61,930
Capital contributions	-	-	-
Transfers from other funds	2,228	-	2,228
Transfers to other funds	-	-	-
Change in net position	\$ 27,316	\$ 36,842	\$ 64,158
Net position, beginning	237,130	223,660	460,790
Net position, ending	\$ 264,446	\$ 260,502	\$ 524,948

Reference Page 24 of the Annual Comprehensive Financial Report

Changes in Long-term Liabilities

	Beginning			Current	
	Balance	Increases	Decreases	Ending Balance	Portion of Balance
Governmental Activities:					
Notes from direct placements	\$ 1,160,449	\$ -	\$ 247,375	\$ 913,074	\$ 251,392
Subscription liability	-	88,432	-	88,432	22,108
Total pension liability (LEO)	86,581	-	16,473	70,108	-
Net pension liability (LGERS)	365,977	-	(1,042,462)	1,408,439	-
Total OPEB liability	520,850	-	112,930	407,920	-
Compensated absences	116,748	90,249	85,296	121,701	42,595
Total	\$ 2,250,605	\$ 178,681	\$ (580,388)	\$ 3,009,674	\$ 316,095
Business-type Activities:					
Net pension liability (LGERS)	\$ 19,262	\$ 54,866	\$ -	\$ 74,128	\$ -
Total OPEB liability	27,413	-	5,943	21,470	-
Compensated absences	2,835	4,207	2,257	4,785	1,675
Total	\$ 49,510	\$ 59,073	\$ 8,200	\$ 100,383	\$ 1,675

Reference Page 56-57 of the Annual Comprehensive Financial Report

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Analysis of Current Tax Levy

Town of Swansboro, North Carolina
Analysis of Current Tax Levy
Town-wide Levy
For the Fiscal Year Ended June 30, 2023

	Town-wide			Total Levy	
	Property Valuation	Rate	Amount of Levy	Property excluding Registered Motor Vehicles	Registered Motor Vehicles
	Original levy:				
Property taxed at current year's rate	\$ 645,366,000	0.35	\$ 2,258,781	\$ 2,258,781	\$ -
Registered motor vehicles taxed at current rate	53,170,000	0.35	186,095	-	186,095
Total property valuation	<u>\$ 698,536,000</u>				
Net levy			\$ 2,444,876	\$ 2,258,781	\$ 186,095
Unpaid (by taxpayer) at June 30, 2023			(31,747)	(31,747)	-
Current year's taxes collected			<u>\$ 2,413,129</u>	<u>\$ 2,227,034</u>	<u>\$ 186,095</u>
Current levy collection percentage			<u>98.70%</u>	<u>98.59%</u>	<u>100.00%</u>

Reference Page 90 of the Annual Comprehensive Financial Report

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with “Government Auditing Standards”

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Swansboro, North Carolina’s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. **The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.**

Reference Page 110 of the Annual Comprehensive Financial Report

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Recognition of Town Clerk, Alissa Fender

Presenter: Mayor John Davis

58

NEW BUSINESS/NON-CONSENT

Application for COPS Hiring Program Grant

The US Department of Justice provides grant opportunities through the COPS Hiring Program (CHP) to hire officers and enhance the level of Police Services provided by the Town of Swansboro.

Recommended Action: : Approve the Police Department to seek federal grant funding to fund one police officer position, with 25 percent responsibility on the town for salary.

Presenter: Dwayne Taylor – Police Chief

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NEW BUSINESS/NON-CONSENT

Splashpad Enhancement-Project Update

The Splashpad Enhancement Project will be to add five feet of concrete around the splashpad area, include a seating wall around half of the splashpad, and add a patio area with large shade structures and seating options (benches, picnic tables). The concrete patio area will connect to the playground area. The concept is to provide a cohesive area while still having splashpad separate from the playground.

Recommended Action: Provide guidance whether to continue with original design of a large shade structure or pursue costs of permanent shelters and come back to the board with options of each type of shading.

Presenter: Anna Stanley – Parks & Rec Director

60

NEW BUSINESS/NON-CONSENT

Request to Proceed with Cost-Recovery Program

The cost of emergency services is continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process.

Recommended Action: Guide staff on pursuing the recommended cost-recovery program through Fire Recovery USA with billing methods 1, 2, or 3 to allow for drafting the proposed UDO, Fee Schedule, and Service Agreements for future approval.

Presenter: : Jacob Randall – Fire Chief

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NEW BUSINESS/NON-CONSENT

Acquisition of Replacement Fire Apparatus

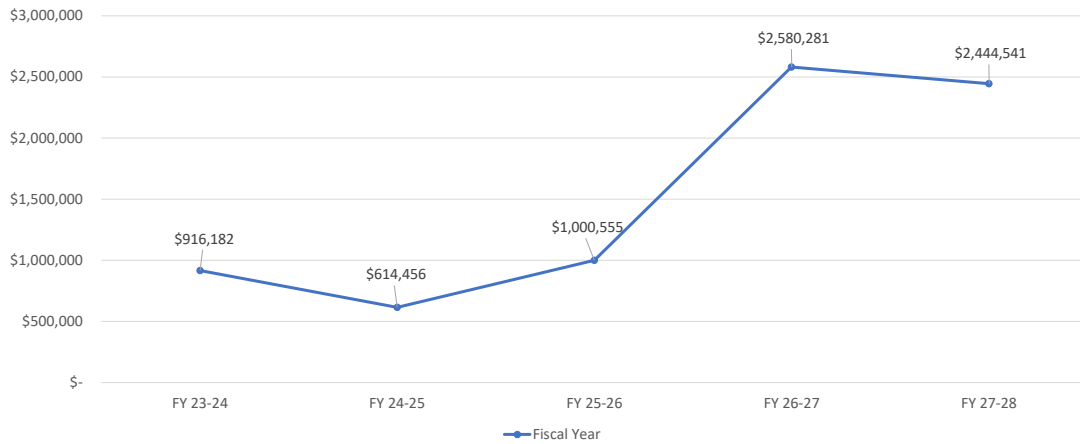
On February 13, 2024, a request to acquire two replacement fire apparatus was presented and tabled for further information gathering. A more in-depth presentation of the apparatus needs request was presented at a special meeting on February 19, 2024. The apparatus acquisition would replace the 2001 E-One International Engine and the 2003 E-One Typhoon Aerial.

Recommended Action: Motion to approve Resolution 2024-R3 (Engine & Tractor Drawn Aerial – Tiller) OR Resolution 2024-R4 (Engine & Mid-Mount Aerial), outlining the commitment and intent of the Town of Swansboro and the Town of Swansboro Fire Department purchasing apparatus, a KME – Engine and Aerial, through Safe Industries with an overall project budget for acquiring the apparatus and all associated equipment of \$3,400,600, not to exceed \$3,500,000.

Presenter: Jacob Randall – Fire Chief

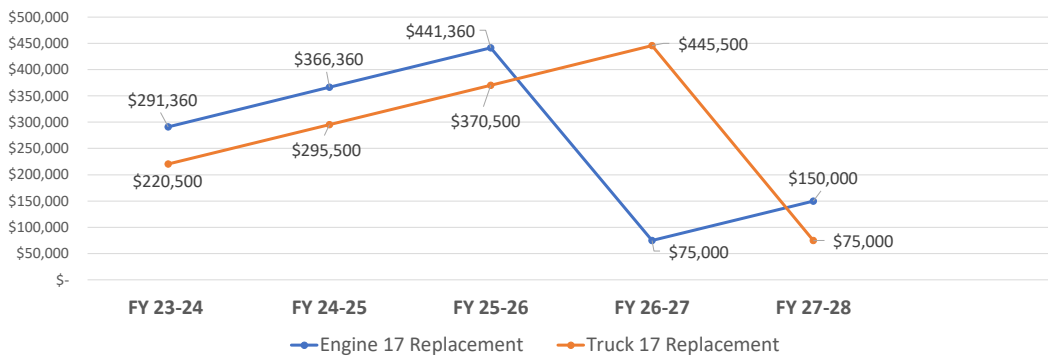
62

Projected Debt Summary 2024-2028



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Projected Capital Reserve Fund 2024-2028



Proposed annual set aside:
 Engine 17 Replacement-\$75,000 (Transfer to General Fund FY 2025-26-\$441,360)
 Truck 17 Replacement-\$75,000 (Transfer to General Fund FY 2026-27-\$445,500)

Engine 17-\$1,047,700-\$441,360=\$606,340
 Truck 17-\$2,227,900-\$445,500=\$1,782,400

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EOC/PSB Site Selection Committee Update

Presenter: Keith Walsh

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NEW BUSINESS/NON-CONSENT

Financial Report

Presenter: Sonia Johnson – Finance Director

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

REVENUES

EXPENDITURES

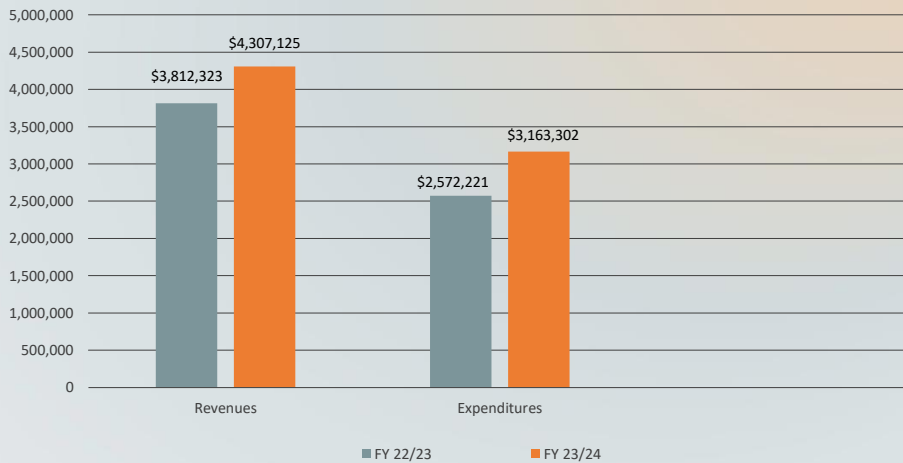
LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



ENCUMBRANCES INCLUDED

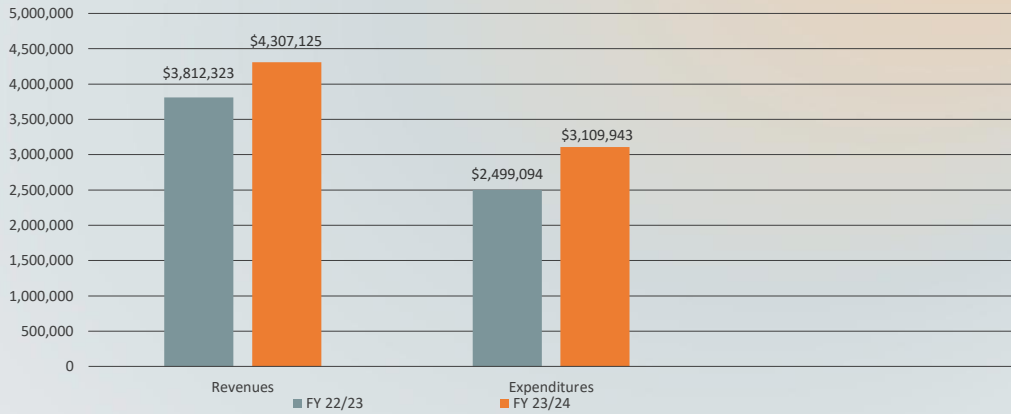
Total Excess of Revenues Over Expenditures **\$1,143,823**

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

(ACTUAL)

GENERAL FUND



(ENCUMBRANCES NOT INCLUDED)

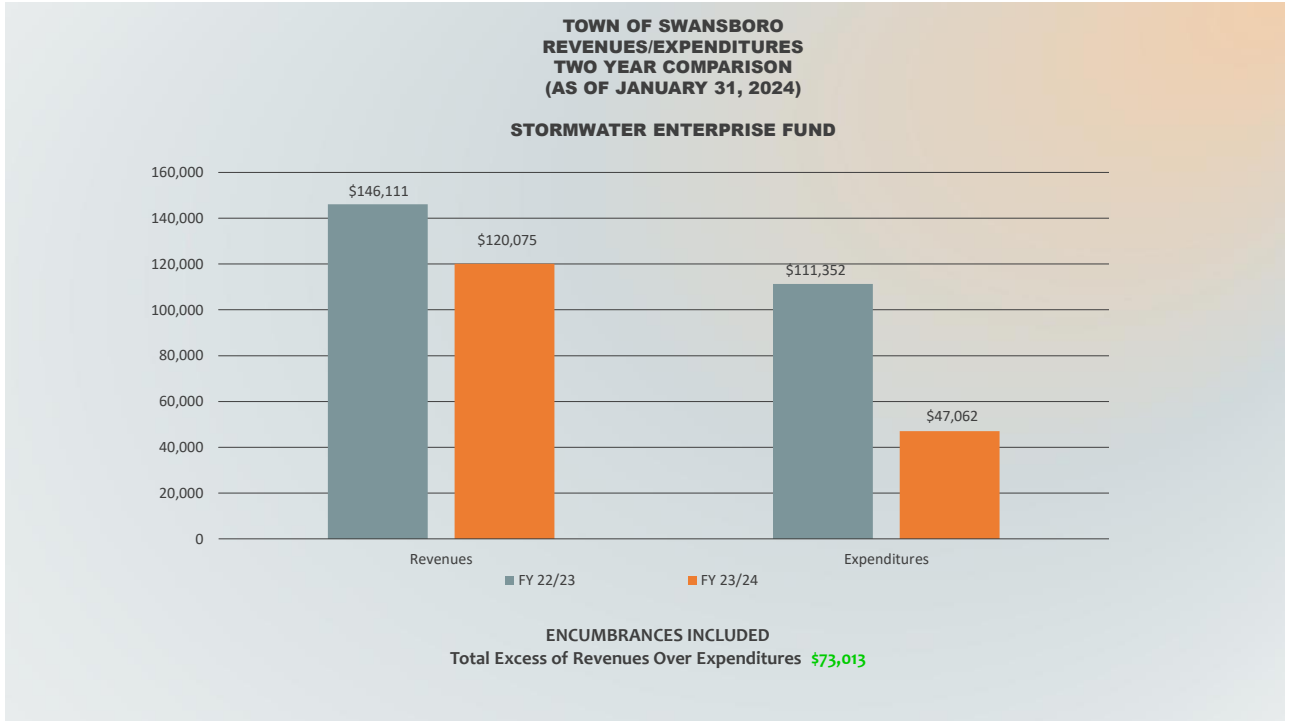
Total Excess of Revenues Over Expenditures \$1,197,182

69

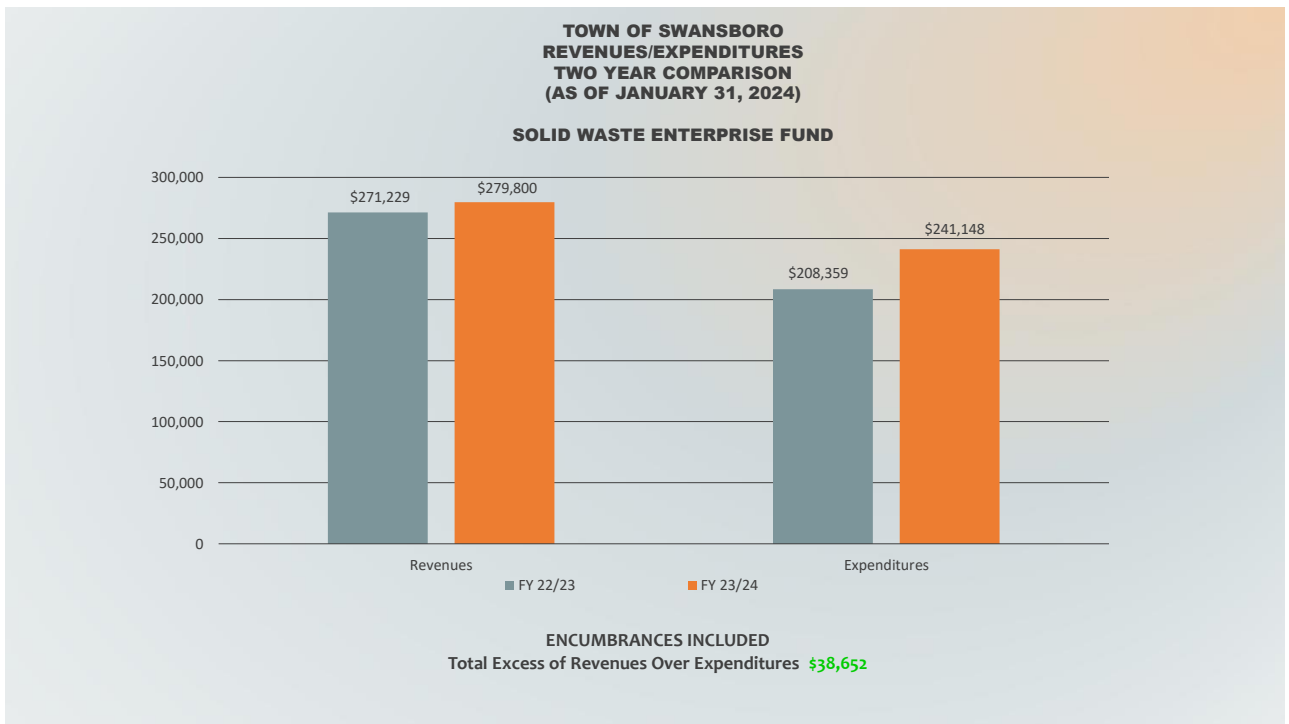
DEPT.	BUDGET	YTD ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2024
GOVERNING BODY	43,476	24,181	826	57.5%
ADMIN SERVICES	427,686	252,831	3,377	59.9%
FINANCE	289,345	170,156	423	59.0%
LEGAL	43,000	28,345	-	65.9%
PUBLIC BUILDINGS	386,300	168,905	2,474	44.4%
FIRE	1,350,563	837,674	19,052	63.4%
PERMITTING	389,692	205,369	-	52.7%
POLICE	1,210,251	587,303	4,003	48.9%
PUBLIC WORKS-STREETS	537,002	142,786	2,417	27.0%
POWELL BILL-STREETS	110,094	3,035	569	3.3%
PARKS & RECREATION	357,132	175,585	14,247	53.2%
CHURCH STREET DOCK/VISITOE CENTER	176,327	31,486	391	18.1%
EMERGENCY MANAGEMENT	44,306	17,809	2,116	45.0%
FESTIVALS & EVENTS	124,653	97,749	3,464	81.2%
NON DEPARTMENTAL	571,580	366,731	-	64.2%
TOTAL	6,061,407	3,109,943	53,359	52.19%

**

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

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$391,469	2.69	03/21/2028	\$84,724
Public Safety Facility	\$40,000	2.58	12/22/2024	\$42,064
Fire Truck	\$136,806	2.08	11/01/2026	\$47,512
Sleeping Quarters	\$75,000	2.43	12/14/2026	\$28,038
Grapple Truck/Town Hall Generator	\$93,416	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$67,627	1.84	7/15/2026	\$23,377
Total Debt	\$804,318			\$273,632

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$655,841	.10%
NC CMT-General	\$5,946,705	5.25%
TD Bank (SCIF Funds for EOC & Sidewalks)	\$6,128,561	5.38%

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GRANT UPDATE

	Budget	YTD Expenditures	Encumbrances	Unencumbered
American Rescue Plan Act Fund	\$1,087,599	\$955,329	\$20,279	\$111,991
Swansboro Bicentennial Park Boardwalk Extension	\$277,800	\$63,101	\$69,967	\$144,732
Emergency Operation Center	\$6,021,957	\$19,543	\$0	\$6,002,414
Emmertton School Repairs	\$424,000	\$9,055	\$0	\$414,945
Stormwater Master Plan	\$400,000	\$0	\$0	\$400,000
Total Outstanding Grants	\$8,211,356	\$1,047,028	\$90,246	\$7,074,082

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Any Questions

?

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NEW BUSINESS/NON-CONSENT

Future Agenda Items

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.

***Action Needed:** Discuss and provide any guidance.*

Presenter: Alissa Fender – Town Clerk

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PUBLIC COMMENT

Citizen opportunity to address the Board.

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MANAGER'S COMMENTS

Jonathan Barlow, Interim Town Manager

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BOARD COMMENTS

Mayor John Davis
Mayor Pro William Justice
Commissioner Jeffrey Conaway
Commissioner Douglas Eckendorf
Commissioner Joseph Brown
Commissioner Pat Turner

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CLOSED SESSION

Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege.

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ADJOURN

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