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# BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, June 27, 2022

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## Board Members

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

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

Mayor John Davis

### 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

Board of Commissioners

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.

#### Consent Items:

#### a. Tax Refunds

The Onslow County Tax Collector recommends refunds of the below-listed taxes totaling \$76.59.

Azok, Stephen Julius	\$74.26	Over Assessment
Shaw, James Edwin	\$2.33	Tag Surrender

#### b. Contract

FY 21/22 Audit Contract - The Town is required to have an annual audit performed. Current Auditor Gregory T. Redman provides a proposed fee of \$12, 500 to audit the fiscal year ending June 30, 2021.

### IV. Appointments/Recognitions/Presentations

#### a. Parks & Recreation Month

Mayor John Davis

### V. Public Hearing - *None*

## VI. Business Non-Consent

- a. Text Amendment/Town Code Chapter 74 Traffic Schedules - VI. Speed limits

Dwayne Taylor  
Interim Police Chief

Consideration has been requested to review and change the speed limit from 25 mph to 20 mph for the Park Place Subdivision.

*Recommended Action: Motion to approve or deny Ordinance 2022-09*

- b. Ordinance Amendment #1 - Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds

Sonia Johnson  
Finance Director

The Town was to receive \$980,000 originally, however, additional funds were awarded when some jurisdictions relinquished their allocations. The first disbursement of \$532,862.13 was received in July of 2021. The second disbursement of \$532,862.13 is to be received in July 2022. Because the Grant Project Ordinance reflected the original amount of \$980,000, an amendment of \$85,724.25 is needed.

*Recommended Action: Motion to approve Ordinance Amendment #1 to the Grant Project Ordinance Coronavirus State and Local Fiscal Recovery Funds.*

- c. Ordinance Amendment #1 - Bicentennial Park Boardwalk Extension with Public Day Docks Project

Sonia Johnson  
Finance Director

The Grant Project Ordinance for the Bicentennial Park Boardwalk Extension with Public Day Docks was approved on June 13, 2022. An invoice for surveying was received this week. In review of the CAMA Application Narrative/Budget, such expenditures were to be included as the Local In-Kind services. The application narrative indicates that fees for such services were to be taken from the designated funds for implementation of the Waterfront Plan. Therefore, we are requesting that \$7000 be moved from Waterfront Plan Reserves to the Grant Project Ordinance Bicentennial Park Boardwalk Extension with Public Day Docks.

*Recommended Action: Amend Ordinance Amendment #1 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.*

d. Budget Ordinance Amendment #2022-12

Sonia Johnson  
Finance Director

The budget ordinance needs to be amended for multiple departments.

*Recommended Action: Motion to approve Budget Ordinance Amendment #2022-12*

e. Financial Report - May 31, 2022

Sonia Johnson  
Finance Director

f. Options for Public Attendance/viewing of Board Meetings

Alissa Fender  
Town Clerk

Board discussion related to alternative attendance/viewing options to board meetings for the public has been requested. Alternative options for consideration include live streaming by video or by audio.

*Recommended Action: Discuss and provide direction to staff.*

g. EOC Committee Action Plan

Board of Commissioners

*Recommended Action: Discuss and provide direction.*

h. Future Agenda Items

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**

Town Project/Initiatives Update  
Department Report

Paula Webb  
Town Manager

## **X. Board Comments**

Board of Commissioners

## **XI. Closed Session**

Board of Commissioners

## **XII. Adjournment**

Board of Commissioners



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 27, 2022**

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

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## Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$76.59.

## Vehicle Tax

AZOK, STEPHEN JULIUS	\$74.26	OVER ASSESSMENT
SHAW, JAMES EDWIN	\$2.33	TAG SURRENDER

## Recommended Action:

Motion to approve refunds as recommended by Onslow County.

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

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Audit Contract-Gregory T. Redman, CPA**

Board Meeting Date: **June 27, 2022**

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

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## **Overview:**

The Town is required to have an annual audit performed. This is a proposed contract for services with Gregory T. Redman to prepare the Town's financial statements and perform the audit for FY 21/22. The proposed fee to audit this fiscal year ended June 30, 2022 is \$12,500.

## **Background Attachment(s):**

1. Audit Contract with Gregory T. Redman, CPA for the period July 1, 2021 through June 30, 2022

## **Recommended Action:**

Motion to approve the following:

- Audit Contract with Gregory T. Redman, CPA for the period July 1, 2021 through June 30, 2022

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

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The	Governing Board
of	Primary Government Unit
and	Discretely Presented Component Unit (DPCU) (if applicable)

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name
	Auditor Address

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types). The basic financial statements shall include budgetary comparison information in a budgetary comparison statement, rather than as RSI, for the General Fund and any annually budgeted Special Revenue funds.

2. At a minimum, the Auditor shall conduct the audit and render the report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if the Governmental Unit expended \$100,000 or more in combined Federal and State financial assistance during the reporting period. The auditor shall perform a Single Audit if required by Title 2 US Code of Federal Regulations Part 200 *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) or the State Single Audit Implementation Act. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit in accordance with the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend the audit fee or the date that the audit report will be submitted to the LGC, an amended contract along with a written explanation of the change shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.)(G.S. 159-34 and 115C-447) All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to



the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC. These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 30 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern. See 20 NCAC 03 .0502(c)(6).

30. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 17 for clarification).

31. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

32. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

33. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☐ Auditor ☐ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

**Name:**

**Title and Unit / Company:**

**Email Address:**

**OR Not Applicable** (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to the submission of the completed audited financial report and applicable compliance reports subject to this contract, or to an amendment to this contract (if required) the Auditor may submit interim invoices for approval for services rendered under this contract to the Secretary of the LGC, not to exceed 75% of the billings for the unit's last annual audit that was submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

**PRIMARY GOVERNMENT FEES**

Primary Government Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> (not applicable to hospital contracts)	\$

**SIGNATURE PAGE****AUDIT FIRM**

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature*
Date*	Email Address*

**GOVERNMENTAL UNIT**

Governmental Unit*	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*



### **Designation of July as Park and Recreation Month**

WHEREAS parks and recreation is an integral part of communities throughout this country, including the Town of Swansboro; and

WHEREAS local parks in our state generated over \$6 billion dollars in economic activity and provided over 37,000 jobs ranking NC as 10th in the nation; and

WHEREAS parks and recreation promote health and wellness, improving the physical and mental health of people who live near parks; and

WHEREAS parks and recreation promote time spent in nature, which positively impacts mental health by increasing cognitive performance and well-being, and alleviating illnesses such as depression, attention deficit disorders, and Alzheimer's; and

WHEREAS parks and recreation encourage physical activities by providing space for popular sports, hiking trails, swimming pools and many other activities designed to promote active lifestyles; and

WHEREAS parks and recreation are a leading provider of healthy meals, nutrition services and education; and

WHEREAS park and recreation programming and education activities, such as out-of-school time programming, youth sports and environmental education, are critical to childhood development; and

WHEREAS parks and recreation increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS parks and recreation are fundamental to the environmental well-being of our community; and

WHEREAS parks and recreation are essential and adaptable infrastructure that makes our communities resilient in the face of natural disasters and climate change; and

WHEREAS our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS the Town of Swansboro recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT PROCLAIMED, that I, Mayor John Davis, on behalf of the Board of Commissioners of the Town of Swansboro, do here by proclaim that July is recognized as Park and Recreation Month in the Town of Swansboro

Witness my hand and seal on this 27<sup>th</sup> day of June 2022.

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John Davis, Mayor

Attest

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Text Amendment/Town Code Chapter 74 Traffic Schedules - VI. Speed limits**

Board Meeting Date: **June 27, 2022**

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

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**Overview:** Consideration has been requested to review and change the speed limit from 25 mph to 20 mph for the Park Place Subdivision.

An amendment to the Town Code Chapter 74 Traffic Schedules - VI. Speed limits to add the following streets is requested.

- Park Place Drive
- Whistling Heron Way
- Little Egret Avenue

**Background Attachment(s): Ordinance 2022-09**

**Recommended Action:** Motion to approve or deny Ordinance 2022-09

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

\_\_\_\_\_

\_\_\_\_\_



**ORDINANCE 2022-09**  
**AN ORDINANCE AMENDING THE SWANSBORO TOWN CODE OF**  
**ORDINANCES CHAPTER 74, SCHEDULE IV. LEFT TURNS; RIGHT TURNS, AND**  
**SCHEDULE VI. SPEED LIMITS**

THE BOARD OF COMMISSIONERS OF THE TOWN OF SWANSBORO ORDAINS:

Section 1. “That the following section of the Code of Ordinances, Town of Swansboro, North Carolina, be hereby amended to read as follows:

**SCHEDULE VI. SPEED LIMITS.**

(B) It shall be unlawful to operate a vehicle in excess of the speeds designated on the following town streets.

(1) Twenty mile per hour speed limit.

Location	Ord. No.	Date Passed
Broad Street	–	–
Century Court	–	3-21-00
Church Street from Water Street to Highway 24	2022-03	3-28-22
Crush Court	–	3-21-00
East Sabiston Drive	–	–
Elm Street	–	–
Fifth Street	–	–
Glancy Street	–	9-19-00
Holly Lane	–	8-15-00
Lisk Drive South	–	–
Little Egret Avenue	2022-09	6-27-22
Main Street East	–	–
Moore Street East	–	–
Nikida Court	2006-05	1-17-06
Park Lane South	–	–
Park Place Drive	2022-09	6-27-22
Phillips Drive	–	8-15-00
Pineland Drive	–	8-15-00
Pirates Cove Drive	–	3-21-00
Russell Street	–	11-10-88
Shore Drive	–	–
South Chestnut Street	–	–
South Water Street	–	–

South Sabiston Drive	-	-
Spring Street	-	-
Tasha Terrace	2006-05	1-17-06
Walnut Street	-	-
Webb Street	-	-
Whistling Heron Way	2022-09	6-27-22

(OC, App. I § 113) (Am. Ord. 2006-05, passed 1-17-06)

(2) Thirty-five mile per hour speed limit.

Section 2. This ordinance shall become effective upon adoption.

Adopted this 27th day of June 2022.

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John Davis, Mayor

Attest:

---

Alissa A. Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Ordinance Amendment #1 to the Grant Project Ordinance for the Town of Swansboro Coronavirus State and Local Fiscal Recovery Funds**

Board Meeting Date: **June 27, 2022**

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

---

**Overview:** As governments began to deploy ARP funding in their communities, the US Treasury carefully considered the feedback provided through the public comment process on the Interim Final Rule and in other forums. The US Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders. On January 6, 2022, the US Treasury released the Final Rule, which delivers broader flexibility and greater simplicity in the program. A few core improvements included in the Final Rule are:

- Broader set of uses that are available to respond to the pandemic's public health and economic impacts on households, small businesses, and others, including capital expenditures
- Major simplification for thousands of recipients through the \$10 million revenue loss standard allowance
- Greater flexibility in eligible broadband investments to address challenges with access, affordability, and reliability, as well as the addition of numerous eligible water and sewer infrastructure investments
- More streamlined options to provide premium pay through broadening the share of eligible workers who can receive premium pay without additional justification

The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1), and expend all its ARP/CSLFRF funds for the provision of government services.

The list of Uniform Guidance Policies mandated for all Local Governments (even those taking the standard allowance and expending 100% of their funds in the revenue replacement category) includes:

- Eligible Use Policy
- Allowable Costs and Cost Principles Policy
- Nondiscrimination Policy
- Records Retention Policy
- Conflict of Interest Policy
- Financial Management and Internal Controls

The Town Attorney is reviewing all policies required and those will be put into place under the Town's General Administrative Policies.

---

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

Secondly, the Town was to receive \$980,000 originally, however, additional funds were awarded when some jurisdictions relinquished their allocations. The first disbursement of \$532,862.13 was received in July of 2021. The second disbursement of \$532,862.13 is to be received in July 2022. Because the Grant Project Ordinance reflected the original amount of \$980,000, an amendment of \$85,724.25 is needed.

**Background Attachment(s):** Ordinance Amendment #1 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

**Recommended Action:** Motion to approve Ordinance Amendment #1 to the Grant Project Ordinance Budget for the American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds.

**Ordinance Amendment #1 to the Grant Project Ordinance  
for the Town of Swansboro Coronavirus State and Local Fiscal Recovery Funds**

**BE IT ORDAINED** by the town council of the Town of Swansboro that the grant project budget for the American Rescue Plan Act of 2021 is amended as follows:

**Section 1:** The following Revenues and appropriations are amended for additional expenditures.

	<b>Revenues</b>	<b>Current Budget</b>	<b>Change</b>	<b>Revised</b>
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**Budget**

CSLRF Funds	\$980,000	\$85,724.25	\$1,065,724.25
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**Appropriations**

CSLRF Project	\$980,000	85,724.25	\$1,065,724.25
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**Section 2:** The Town has elected to take the standard allowance, as authorized by 31 CFR Part 35.6(d)(1), and expend all its ARP/CSLFRF funds for the provision of government services.

**Section 3:** The following amounts are appropriate for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of ARP/CSLFRF Funds
001	Premium Pay for period of July 1, 2021 through February 28, 2022	4.1	Salaries	\$45,375.00
			Benefits	\$ 8,951.92
002	Revenue Replacement funds are allocated to general services provided by our jurisdiction, included but not limited to maintenance & repairs to Town facilities, firefighter equipment, Parks & Recreation equipment/improvements to parks, Police vehicles, Public Works equipment/vehicle, and equipment that provides quicker restoration in an emergency situation.	6.1	Provision of Government Services	\$836,505.67
003	Unassigned			\$174,891.66
	<b>TOTAL</b>			\$1,065,724.25

**Section 4:** The following revenues are anticipated to be available to complete the project:

ARP/CSLFRF Funds: \$1,065,724.25

General Fund Transfer: \$0

**Total: \$1,065,724.25**

**Section 5:** The Finance Officer is hereby directed to maintain sufficient specific detailed accounting records to satisfy the requirements of the grantor agency and the grant agreements, including payroll documentation and effort certifications, in accordance with 2 CFR 200.430 & 2 CFR 200.431 and the Town's Uniform Guidance Allowable Costs and Cost Principles Policy.

**Section 6:** The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

**Section 7:** Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

**Section 8:** This grant project ordinance expires on December 31, 2026, or when all the ARP/CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Adopted in regular session on June 27, 2022.

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John Davis, Mayor

Attest:

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Alissa Fender, Town Clerk



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Ordinance Amendment #1 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project**

Board Meeting Date: **June 27, 2022**

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

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## **Overview:**

The Grant Project Ordinance for the Bicentennial Park Boardwalk Extension with Public Day Docks was approved on June 13, 2022. An invoice for surveying was received this week. In review of the CAMA Application Narrative/Budget, such expenditures were to be included as the Local In-Kind services. The application narrative indicates that fees for such services were to be taken from the designated funds for implementation of the Waterfront Plan. Therefore, we are requesting that \$7000 be moved from Waterfront Plan Reserves to the Grant Project Ordinance Bicentennial Park Boardwalk Extension with Public Day Docks.

**Source: Capital Reserve Fund-Waterfront Implementation**

## **Background Attachment(s):**

1. Ordinance Amendment #1 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

## **Recommended Action:**

1. Amend Ordinance Amendment #1 to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project.

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

---

---

**Ordinance Amendment #1 to the Grant Project Ordinance for  
Swansboro Bicentennial Park Boardwalk Extension  
with Public Day Docks Project**

**Section 1.** The following revenues and appropriations are amended per grant application narrative

<b>Revenues</b>	<b>Current Budget</b>	<b>Change</b>	<b>Revised</b>
NC Public Beach and Coastal Waterfront Access Program	\$142,350	\$0	\$142,350
Local non-cash/in-kind	\$7,000	-\$7,000	\$0
Transfer from General Fund (Cash Match-\$9,000; Dredging-\$5,000)	\$14,000	\$0	\$14,000
Transfer from Capital Reserve	\$0	\$7,000	\$7,000
<b>Total</b>	<b>\$163,350</b>	<b>\$0</b>	<b>\$163,350</b>

Appropriations

Design and Construction	<b>\$163,350</b>	\$0	<b>\$163,350</b>
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**Section 2.** To amend the Capital Reserve Fund budget, the following changes are to be made:

Transfer to the Swansboro Bicentennial Park Boardwalk Extension with Public Day Docks Project	\$7,000
Waterfront Implementation-\$7,000	

**Section 3.** This ordinance shall be effective upon its adoption.

Adopted by the Swansboro Board of Commissioners in regular session, June 27, 2022.

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

Attest:

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





# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Budget Ordinance Amendment #2022-12**

Board Meeting Date: **June 27, 2022**

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

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## Overview:

1. **Legal Department** – Requesting an additional \$5,000 to cover litigation costs through the remainder of FY 21/22.  
**Source of Funds:** Appropriated Fund Balance
2. **Non-Departmental** – Payment in lieu of sidewalks were made for new home construction where sidewalks do not exist along River Reach Drive, Russell Street, and Hammocks Beach Road. Requesting \$12,550 be transferred to the Capital Reserve Fund.  
**Source: Sidewalk Development Fee**
3. **Non-Departmental** – Occupancy taxes exceeded the budgeted amount for FY 21/22 by \$23,875. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.  
**Source of Funds: Taxes-Occupancy**
4. **Police** – Payment of accrued vacation leave for recent staff resignations in the Police Department to include retirement benefits needs to be disbursed. Requesting \$36,000 be allocated for payouts.  
**Source of Funds-Appropriated Fund Balance**
5. **Finance** – Payment for accrued vacation leave for a recent resignation in the Finance Department to include retirement benefits needs to be disbursed. Requesting \$4,200 be allocated for payout.  
**Source of Funds-Appropriated Fund Balance**

**Background Attachment(s):** Budget Ordinance Amendment #2022-12

**Recommended Action:** Motion to approve Budget Ordinance Amendment #2022-12

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

\_\_\_\_\_

\_\_\_\_\_

**AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22**

**BUDGET ORDINANCE AMENDMENT #2022-12**

**BE IT ORDAINED** by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2022:

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

<u>Appropriations</u>	<u>Increase</u>
Legal	\$5,000
Police	\$36,000
Non-Departmental	\$36,425
Finance	\$4,200

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$45,200
Sidewalk Development Fee	\$12,550
Taxes-Occupancy	\$23,875

Section 2. To amend the Capital Reserve Fund budget, the following changes are to be made:

Transfer from General Fund into Capital Reserve	\$12,550
Sidewalk Development Fee-\$12,550	

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, June 27, 2022.

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

Attest:

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

**TOWN OF SWANSBORO  
FINANCIAL REPORT  
(AS OF MAY 31, 2022)**

*REVENUES*

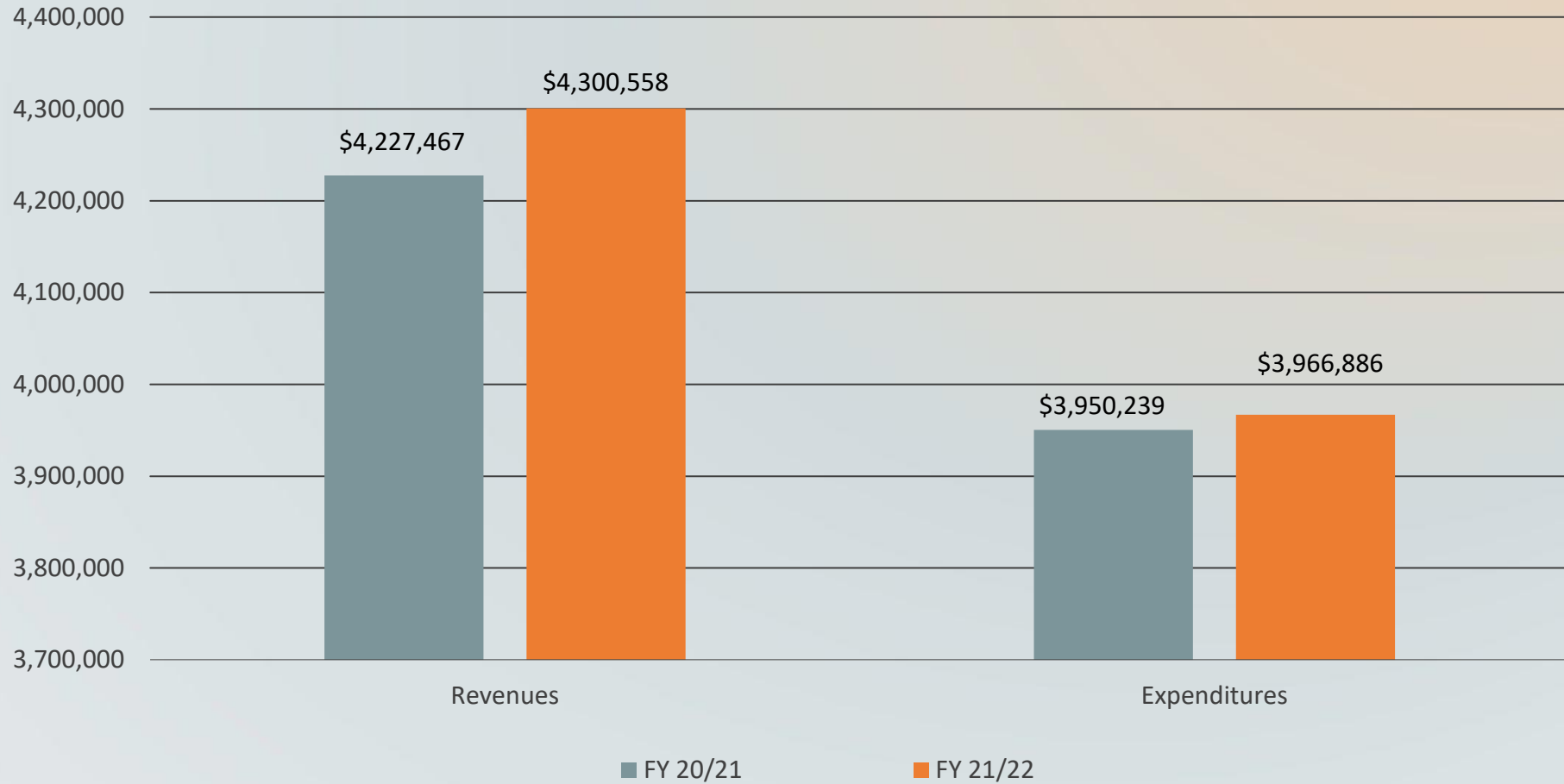
*EXPENDITURES*

*LOAN PAYMENTS*

*INVESTMENTS*

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2022)**

**GENERAL FUND**



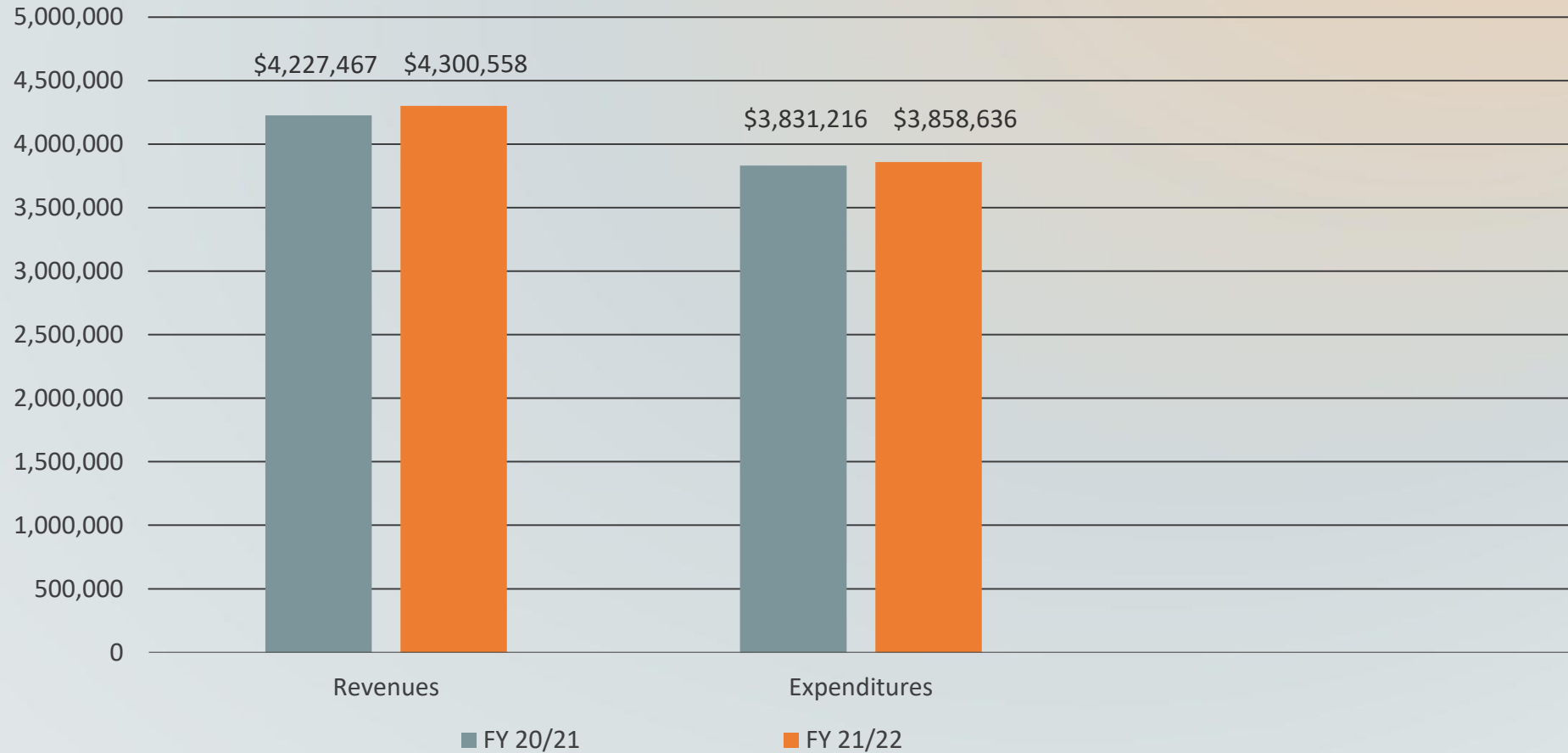
**ENCUMBRANCES INCLUDED**

**Total Excess of Revenues Over Expenditures \$333,672**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2022)**

**(ACTUAL)**

**GENERAL FUND**



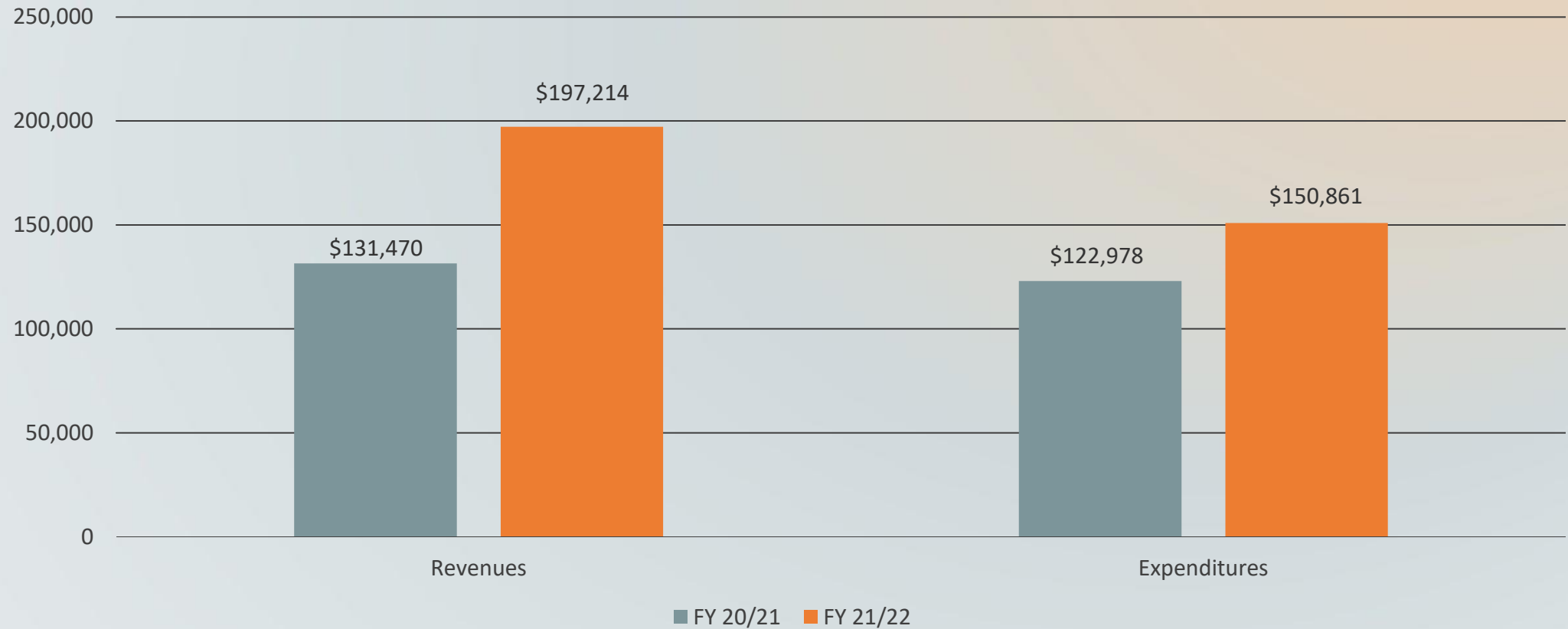
**(ENCUMBRANCES NOT INCLUDED)**

**Total Excess of Revenues Over Expenditures** **\$441,922**

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % MAY 31, 2022
GOVERNING BODY	30,047	27,309	418	92.3%
ADMIN SERVICES	407,677	311,968	16,848	80.7%
FINANCE	253,881	220,508	1,525	87.5%
LEGAL	57,000	49,503	-	86.8%
PUBLIC BUILDINGS	431,711	343,741	15,661	83.3%
FIRE	805,279	667,842	18,577	85.2%
PERMITTING	266,346	210,356	56	79.0%
POLICE	1,043,180	900,391	2,292	86.5%
PUBLIC WORKS-STREETS	300,728	172,557	1,908	58.0%
POWELL BILL-STREETS	105,804	89,422	4,664	88.9%
PARKS & RECREATION	342,489	271,531	26,890	87.1%
CHURCH STREET DOCK	13,708	4,786	1,898	48.8%
EMERGENCY MANAGEMENT	115,345	69,900	4,696	64.7%
FESTIVALS & EVENTS	119,554	80,034	12,761	77.6%
NON DEPARTMENTAL	491,657	438,786	56	89.3%
TOTAL	4,784,405	3,858,636	108,250	82.91%

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2022)**

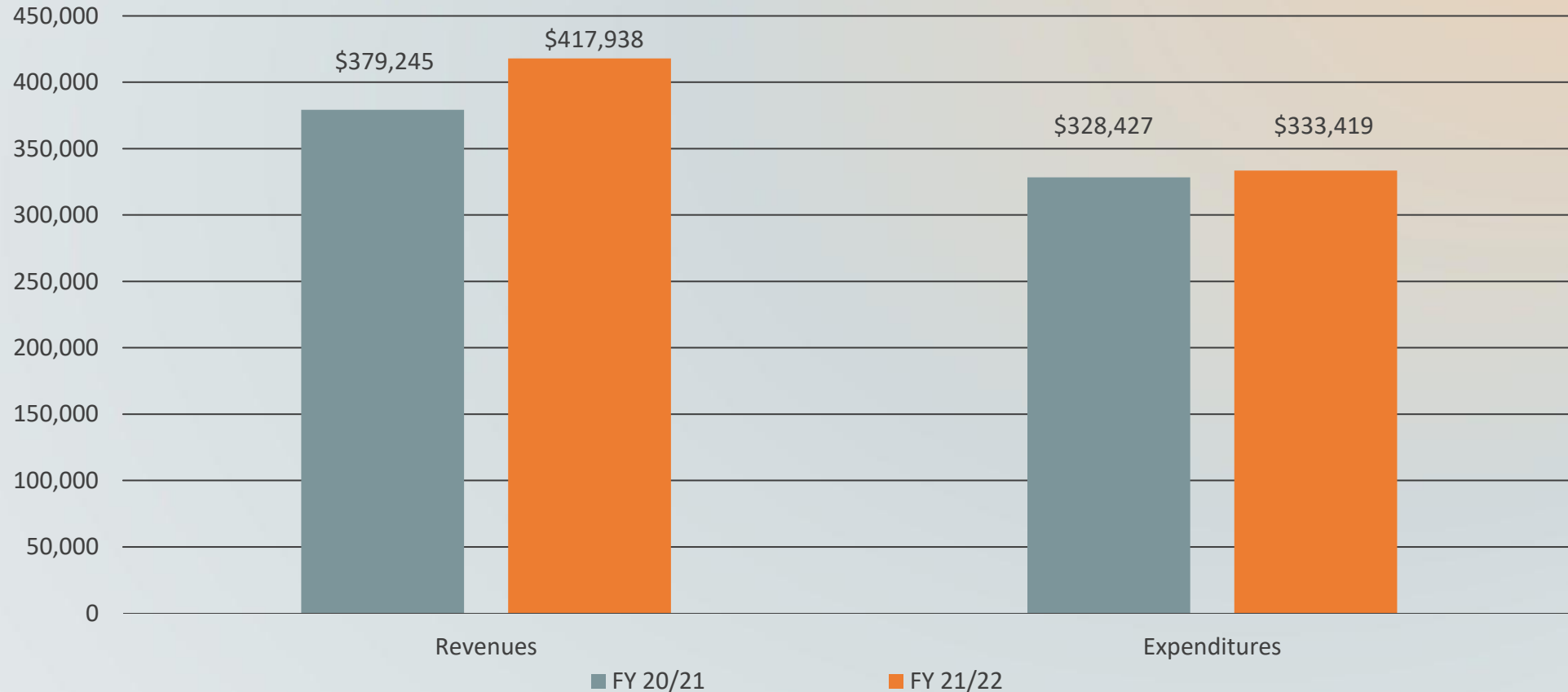
**STORMWATER ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$46,353**

**TOWN OF SWANSBORO  
REVENUES/EXPENDITURES  
TWO YEAR COMPARISON  
(AS OF MAY 31, 2022)**

**SOLID WASTE ENTERPRISE FUND**



**ENCUMBRANCES INCLUDED**  
**Total Excess of Revenues Over Expenditures \$84,519**



**TOWN OF SWANSBORO  
LOAN REPORT  
(AS OF MAY 31, 2022)**

<b>Item</b>	<b>Principal Balance</b>	<b>Interest Rate</b>	<b>End Date</b>	<b>Annual Debt Service</b>
<b>Town Hall/Tanker</b>	<b>\$463,719</b>	<b>2.69</b>	<b>03/21/2028</b>	<b>\$84,724</b>
<b>Public Safety Facility</b>	<b>\$120,000</b>	<b>2.58</b>	<b>12/22/2024</b>	<b>\$45,160</b>
<b>Fire Truck</b>	<b>\$223,427</b>	<b>2.08</b>	<b>11/01/2026</b>	<b>\$47,512</b>
<b>Equipment/Vehicles</b>	<b>Paid in Full</b>	<b>1.87</b>	<b>11/01/2021</b>	<b>\$51,783</b>
<b>Sleeping Quarters</b>	<b>\$125,000</b>	<b>2.43</b>	<b>12/14/2026</b>	<b>\$29,253</b>
<b>Grapple Truck/Town Hall Generator</b>	<b>\$183,700</b>	<b>1.72</b>	<b>6/25/2025</b>	<b>\$47,917</b>
<b>Vehicles(Police &amp; Fire Department) &amp; Software</b>	<b>\$110,700</b>	<b>1.84</b>	<b>7/15/2026</b>	<b>\$23,377</b>
<b>Total Debt</b>	<b>\$1,226,546</b>	<b>33</b>		<b>\$329,726</b>

**TOWN OF SWANSBORO  
CASH & INVESTMENTS REPORT  
(AS OF MAY 31, 2022)**

**CASH & INVESTMENTS**

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$10,916,738	.03%
NC CMT-General	\$137,143	.01%

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

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

*Any Questions*

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# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Options for Public Attendance/viewing of Board Meetings**

Board Meeting Date: **June 27, 2022**

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

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**Overview:**

Board discussion related to alternative attendance/viewing options to board meetings for the public has been requested. Alternative options for consideration include live streaming by video or by audio.

Audio can be accomplished through the Zoom Platform. However, it should be noted that this platform does require a staff member to operate the program to ensure that participants do not disrupt the meeting. Annual subscription for Zoom \$150, plus comp time accrual of operator. Board member identification required at all speaking/voting opportunities.

Video Streaming will require equipment purchase, an increase to our internet service plan, and a staff member to operate the equipment which would result in comp time accrual. We will be meeting with Computer Warriors on Friday (6/24) to discuss equipment options and costs. We hope to provide those costs at the meeting.

It would not be the Town's responsibility to assist with technical difficulties. Participants would need to ensure that their components are properly setup and that they are familiar with how the programs operate.

**Recommended Action:** Discuss and provide direction to staff.

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



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **EOC Committee Action Plan**

Board Meeting Date: **June 27, 2022**

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

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**Overview:**

Mayor Pro Tem Tursi shared that he felt a written action plan with clear goals and timetables is needed so that there can be no confusion as to what the Board desires for the committee to do. He provided a proposed action plan for review and further discussion.

**Background Attachment(s):** Proposed Emergency Management Committee Action Plan

**Recommended Action:** Discuss and provide direction.

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

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## **Proposed Emergency Management Committee Action Plan**

### **Goals**

The goal of the Emergency Management Center Advisory Committee (committee) is to present a final report to the Swansboro Board of Commissioners (BOC) by August 2023 that examines various alternatives for providing emergency services to the town's residents whenever the board declares an emergency that requires opening its operations center. The report will describe the strengths and weaknesses of each approach, include estimated construction and maintenance costs for each alternative, land purchases that might be required and the costs of furnishings and new equipment.

The final report will also include a recommended alternative with preliminary cost estimates and a timetable for completion. The total cost of that alternative will not exceed the \$6 million provided by the state grant plus any accrued interest.

The committee can do what it thinks is needed to achieve this goal, including interviewing experts in the field of emergency management and visiting emergency centers in coastal communities of similar size.

### **Alternatives**

The committee will include in its report any alternative it considers viable. At a minimum, these alternatives will be:

**Dual-Use Building:** A new municipal building that would serve as an operations center during times of declared emergencies. The building would be planned to include all the features needed for a temporary emergency center but would primarily serve another town function most of the time.

**Public-safety Center:** A new police and fire station to replace our current building that would be used as an emergency center when needed. The building would be sized to accommodate reasonable future growth.

**Regional Center:** A building that would serve as a regional emergency operations center for eastern Onslow County with building, operations and maintenance costs shared with the county. A similar arrangement will be explored with our neighboring communities in western Carteret County: Cape Carteret, Cedar Point and Peletier.

### **Consultants**

The Board of Commissioners will contract a consultant to help the committee achieve its goals in the time frame outlined here. The task before the committee is complex, technical and time-consuming. Our small, hard-working town staff doesn't have the time to manage such a large task. Neither do volunteer advisors.

The committee's first task, then, is prepare and distribute a Request for Proposals for a qualified consultant. The committee will present a list of such consultants along with its recommended choice to the board for hiring by August 2022.

## **Deliverables and Timetable**

**Monthly:** Written reports to the BOC by the committee chair.

**Quarterly (Aug. 2022, Nov. 2022, Feb. 2023, May 2022):** Agenda item discussions by the BOC about the committee's progress. The committee chair will be present along with any other committee member who wishes to take part.

**Joint meetings (Jan. 2023, June 2023):** The BOC and the committee will meet jointly at least twice to discuss in depth the committee's work and findings. Other joint meetings will be held as needed at the discretion of the BOC or the committee.

**Aug. 2023:** Final report deliver to the BOC



# Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 27, 2022**

Prepared By: **Alissa Fender - Town Clerk/Admin Services Director**

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

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

**Proposed for July 11, 2022**

**Proposed for July 25, 2022**

\* Financial Report

Additional Sidewalk Priorities

## **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*)
- \* Shipwrights Point Phase II Street Acceptance (*Tentative*)
- \* Historic Preservation Commission Recommendations (Joint Meeting Items)
- \* Visitor's Center Improvements
- \* Building Standards
- \* Zoning Map & Table of Uses Amendments (possible)
- \* EOC Discussion (ongoing)
- \* **Public Hearing - Special Use Permit/147 Front Street (*Property posting and adjacent property notices must be made at least 10 days prior to hearing*)**
- \* Ward Shore Project Additional Alternatives
- \* Joint Meeting with Planning Board & Stewart Engineering (*will schedule meeting after SUP public hearings held*)
- \* Joint Meeting with Historic Preservation Commission
- \* Appearance Commission – Planning Board and HPC to provide review/provide feedback
- \* Special Use Permit/Starbucks – Additional details needed, Planning Board tabled

## **August Meetings:**

Regular – 8th

Regular – 22nd



## **MANAGER'S REPORT**

### **Town Projects/Initiatives Update**

**June 27, 2022**

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

*Project Site 2: Swansboro Yacht Club*

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

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

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

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

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

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

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

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

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

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

Ten people have been identified as the committee:

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

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

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

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

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

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

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

- **NC DCM Resilient Coastal Communities Program (RCCP) Grant** – On March 17, 2021, the North Carolina Department of Environmental Quality's Division of Coastal Management award their first round of RCCP Grant funding. The Town of Swansboro was competitive enough to receive one of the grants. The intent of the grant is to funds efforts in four key phases in their Coastal Communities Resiliency Program:

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

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

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

Disaster Recovery (generators for nursing homes, and schools)

Stormwater Management/Mapping

Climate Change

Hurricane Response/Evacuation

King Tide Levels

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

## Town of Swansboro, NC Manager's Report

education campaign. Development of the portfolio readies the Town for phase 3 – applying for engineer funding, and phase 4 implementation.

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

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

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

### RCCP Project Portfolio

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

## Town of Swansboro, NC Manager's Report

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

- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

We will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.
2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

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

On 12/1/21, received notification that NCDCCR is drafting a subgrant agreement. The National Park Service has given clearance to begin the project. A budget amendment accepting the \$424K was approved on January 10, 2022. The final agreement has now been executed. The project startup meeting has occurred, and the Manager and Planner will begin working with NCDCCR to identify contractors qualified for the work.

## Town of Swansboro, NC Manager's Report

Staff is preparing a draft RFP, which will then have to be reviewed by the Historic Preservation office before being sent out.

- **CLG Grant/Historic District Architectural Survey** - the CLG Grant/Historic District Architectural Survey Contract with Grubbs & Associates was also executed this week. The survey is due to be completed by September 2, 2022. Representatives from Grubbs & Associates began survey work last week.

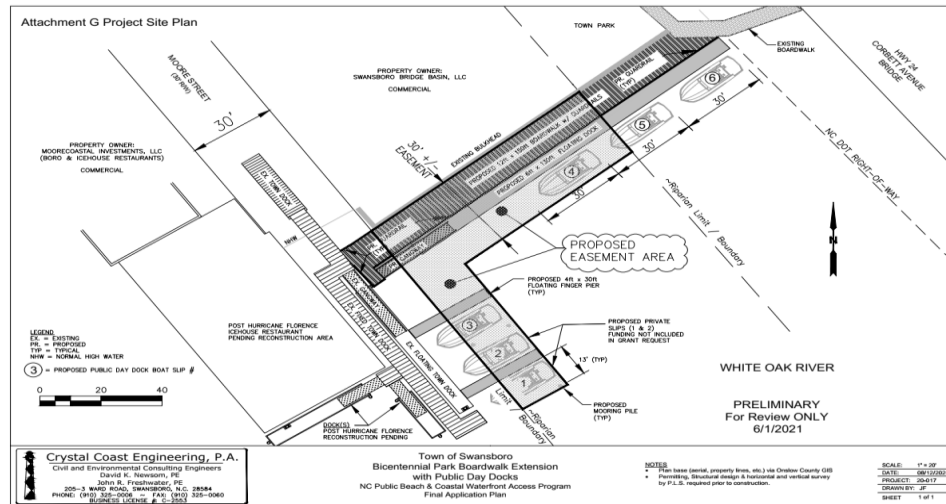
A draft survey is due to the Historic Preservation Commissioner in June. The final work must be completed by September 2, 2022. It's my understanding that local residents, Amelia Dees-Gillette and Kim Kingrey have been working with the consultant to provide local knowledge to be included in update.

As previously reported (Manager's Brief June 16), The National Park Service does not allow for extensions of annual HPF grants to CLGs except under extreme circumstances, so we will not be able to extend the survey update past the September 2022 deadline as the HPC had wished. We have already allocated the HPF money for next year, so there is no additional source of funding for work outside the scope of this project. The State HP Office indicates that they will be glad to add supplemental research to our survey files whenever the commission members complete their research. Any amendments to the National Register nomination can be done as Additional Documentation after the current survey update is complete.

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

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

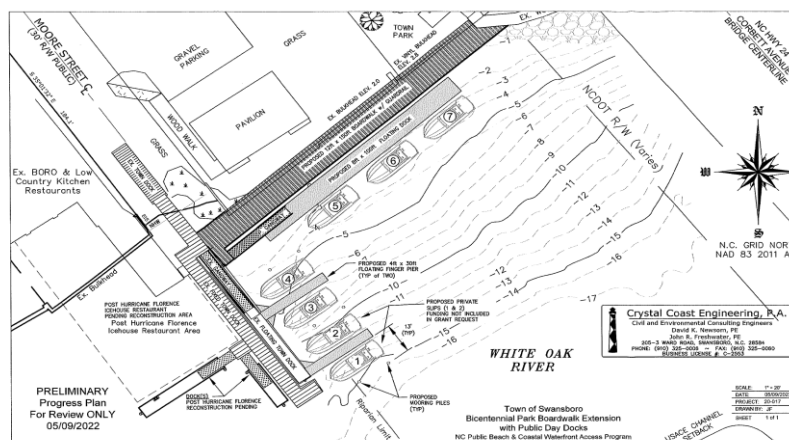
# Town of Swansboro, NC Manager's Report



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

The lease and boat slip agreements have been signed. Kathy Vinson and John Freshwater were re-engaged on the project. A redesign of the dock was necessary to remove the kayak launch which once existed when Pogies was located on site. Removal of the kayak launch offered space for one additional boat slip. John Freshwater and Kathy Vinson are preparing the final notes on the plan, which will be submitted to CAMA for permit modification. Once the permit modification is in hand, we can send out an RFP on construction.

Revised design ↓





## Town of Swansboro, NC Manager's Report

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

- **FY 2020 Stormwater Outfall Retrofit Project – Walnut Street** – Through our continued partnership with the NC Coastal Federation, we were able to secure a stormwater retrofit project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. The grant amount is \$69,155 and will fund the retrofit the direct stormwater discharge pipe at the end of Walnut Street. The following slides show the location of the approximately 9.3 acres of area this facility will treat along with a project description and anticipated results. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is December 31, 2022. The Engineer reported on 1.20.21, that the design was under final review.

The Final Design has been received. The Project Budget of \$35K was adopted on March 28<sup>th</sup>, 2022. RFP's have been sent to qualified contractors.



Staff changes at CAMA have resulted in a delay in starting the project. M&W Land Improvements Inc has been engaged and is on standby to begin work once we receive notice from CAMA.

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

Construction of this project commenced Thursday, April 8, 2021. NCDOT has estimated project funding shortfall in the amount of \$97,000 due to limitations caused by ditching



## Town of Swansboro, NC Manager's Report

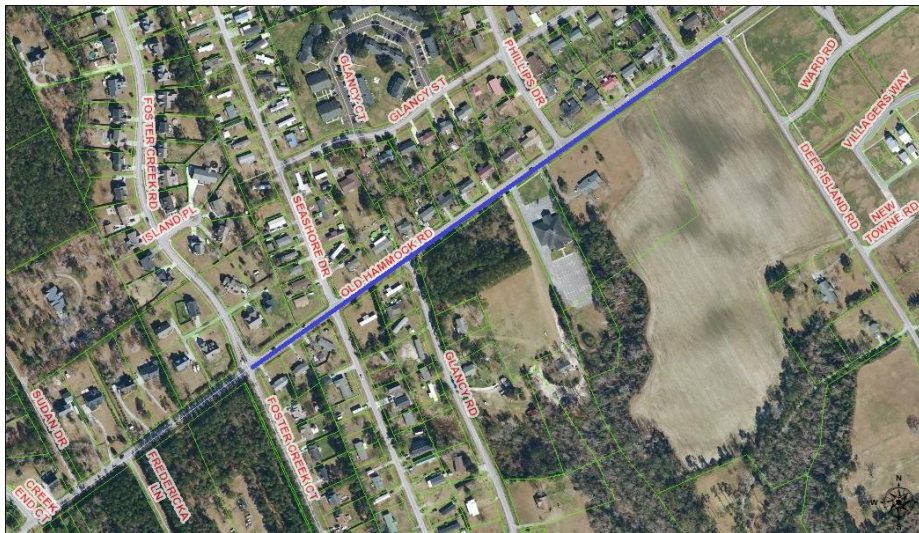
and utilities. The cost breakdown for each phase/priority is as follows (estimates as of April 16, 2021).

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

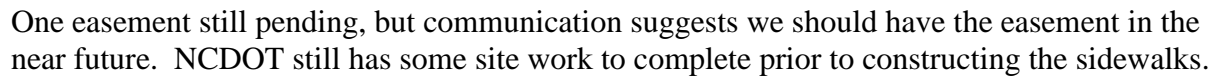
Senate Bill 105 approved November 18, 2021 included the \$100K for sidewalk extensions in Swansboro. An email notifying the Town of the \$100,000 award was received from the Office of State Budget and Management to acknowledge the appropriations of \$100,000 for sidewalk improvements from the State Capital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

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

Section 1 of Priority 2



## Section 2 of Priority 2



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

### Priority 3





## Town of Swansboro, NC Manager's Report

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

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

During the April 4 Budget Workshop a future Priority 4 was identified. We are waiting to hear back from NCDOT on funding estimates.

Priority 4



Future Priority Areas – as previously noted (Manager's Weekly Brief) interest by a handicap resident has been shown to extend the sidewalk along the west side of Old Hammock Road where there is a void from the Cottages to the side entrance to the Piggly Wiggly.

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

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

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete.

## Town of Swansboro, NC Manager's Report

Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb.

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

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

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

Tidewater has been engaged to provide the elevation certification and existing conditions survey. Larion Engineering has been engaged to provide engineered re-design to remove the side entry and re-instate the entry to the front of the building and flood analysis. All will aid in the return of the contributing status to the building which will in turn relieve the Town from the flood requirement to raise the structure. The design will be scheduled for review by the Historic Preservation Commission for the demolition of the steps/deck and construction

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

of the new steps as soon as the plans are received from Larion thereafter, a variance will be sought from the Flood Appeals Board from the elevation requirement. Public Works will demolish the side entry however, based on workload we will most likely utilize a contractor to install the front entry.

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

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



## **Department Reports for May 2022**

### **Administrative Services**

- Phone Records Report for May: 2,553 calls
  - Town Hall – 723                      Parks and Recreation – 690
  - Police Department – 446              Fire Department – 68                      Outgoing totals – 626
- Building permits sold for May: 78 residential/commercial combined; \$8,978.68 total fees collected (includes 25 re-inspections)
- 297 Building inspections processed/ 7 Fire Inspections processed
- 87 Various receipts processed
- 307 ONWASA payments processed; 4 New Service Setups, 15 Other transactions
- 11 Work Orders generated for Public Works
- 10 Notarizations performed
- Admin Staff worked at Visitor's Center 3 days each week (Paula, Aliette, Alissa, Darla and Lisa)
- US Census Report Submitted - Permits
- Public Records Request
  - TDA May 12<sup>th</sup> Meeting Recording
  - American Transparency
  - JD Daily News
  - NCLM
- Human Resource hours: 43.25
- Conducted Open Enrollment with the Laymon Group, NCLM, and supplemental vendors
- Held Employee Spring Social
- Continued FY 21/22 Budget Meetings
- Finalized April Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up.
- Began preplanning with Computer Warriors for new Telephone System
- Tyler Technologies Implementation Project
  - 1. Cashiering Module Setups
- Issued New Releases/Constant Contact for:
  - 1. Downtown Traffic Movement Reminder
  - 2. May 9, 2022, BOC Meeting
  - 3. May 23, 2022, BOC Meeting
  - 4. Memorial Day Closures
  - 5. Recycle Collection Delay
  - 6. SHS Seniors Motorcade
  - 7. Budget Public Hearing Notice
- Revised Board Policy #17 – Agenda Development
- Prepared and distributed PirateFest and SwanFest Street Closure Notices downtown

## **Department Reports for May 2022**

- Submitted FY 22/23 Proposed Budget and Fee Schedule – hearing set for June 13th
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 7,629. Top 5 pages viewed in May – Board of Commissioners Agendas 1484, Police Department 1347, Employment 1128, Permitting 1068, and Board of Commissioners Minutes 938

### **Finance**

- Sales & Use Tax received in May 2022 is \$94,279
- Accounts Payable Summary for May 2022:
  - 227 Invoices-Totaling \$273,308
  - 28 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for May 2022 (546.0)
- Processed payroll-5/6 & 5/20; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-April 2022-\$1,133
- Updated Stormwater spreadsheet
- April 2022 Bank Reconciliation-Town accounts
- April 2022 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Gathered financial information for the May 9th and May 23rd regular meeting
- Preparing Year End Projections FY 21/22/updating operating budget spreadsheet FY 22/23
- Updating Capital Improvement Plan
- Attended Tyler Technologies Bi-Weekly Status calls & uploaded requested documents into the Portal
- Attended Tyler Technologies Core Financials configuration classes
- Prepared the Agenda and Budget Ordinance for the Swansboro TDA Public Hearing Special Meeting
- Updated financial information in the Budget Message for FY 22/23 and budget books
- Attended the following Webinars/Meetings/Conferences
- ARP/CLFRF Zoom Office Hours hosted by UNC School of Government

### **Fire Department**

#### *Fire Calls*

- 84 Total Calls
  - 55 Calls in Town including – 36 EMS Calls, 1 MVC Call, 1 Hazardous Condition Call, 3 Service Calls, 2 Public Service Calls, 4 Cancelled Enroute Calls, 7 Fire Alarm Activation Calls
  - 21 Calls in White Oak District – 18 EMS Calls, 2 Cancelled Enroute Calls, 1 False Alarm Call
  - 7 Calls Mutual Aid – 2 Structure Fire Calls, 3 Cancelled Enroute Calls, 1 Smoke Scare Call, 1 Alarm Activation, No Fire Call





## **Department Reports for May 2022**

- 1 Call to cover a mutual aid department because they did not respond to a call in their own district.
- 111.50 Training hours - Paid Staff
- 28 Training hours – Volunteer Training

### *Paid staff*

- Chief Degnan conducted a Hurricane Tabletop exercise with department heads at the Alternate EOC. The exercise covered the National Incident Management System, Command and Control during a hurricane, Communications and Public Information, and activation of the Emergency Operations Plan. The exercise was very informative, and all participants were able to finalize preparations for their departments
- Firefighters have begun annual fire hydrant testing and painting. All fire hydrants will now be painted red and a blue, green, orange, or red reflective band will be attached to show the NFPA water flow
- William Stanley has been selected as the new Assistance Fire Chief. Assistant Chief Stanley comes to us from the City of Jacksonville Fire Department and brings a wealth of experience and leadership skills to our department

### *Volunteer staff*

- Assistant Chief McElroy conducted monthly volunteer training at the department

### *Vehicle repairs*

- Engine 1703 had to have the rear brakes replaced due to age
- Engine 1704 required an emergency purchase of three batteries due to age
- Brush Truck 1709 required a new battery as well due to age
- Ladder 1717 will receive all new LED emergency lighting that will replace the old incandescent bulbs. The LED lights are brighter and have a longer in-service life, which will save money over time
- The Fire Boat is being outfitted with new LED spotlights, a siren, and PA system for better visibility and safety for crew members
- All other vehicles in good working order

### *Department activities*

- The department continues to perform regular, annual fire code inspections at businesses in the jurisdiction and have started the task of updating all our fire pre-plans for all commercial structures in our fire district
- The department is currently seeking three full-time driver/operator positions. These positions will add one extra person to each shift on a daily basis and help provide more staffing to emergency calls and OSFM required duties





## **Department Reports for May 2022**

### **Parks and Recreation** **DIRECTOR'S REPORT**

#### *Festivals/Events*

- Continue to accept vendors for Arts by the Sea and Mullet Festival
- Continue to meet with sponsors, contacting previous sponsors, soliciting new sponsors
- Confirmed all previous in-kind sponsors for 2022
- Gathering all sponsor logo's, website links for marketing
- Updated festival website with 2022 information, sponsors, and general information
- Met with Curtis Media regarding radio ads for the upcoming festival year

#### *July 4*

- Site meeting with fireworks company, Public Works, and Town Manager
- Reviewed other possible sites for launching fireworks

#### *Mullet Festival*

- Finalizing all contracts for musical entertainment
- Began logistical planning

#### *Arts by the Sea*

- Finalized local entertainment schedule
- Planning for the wine and food tasting; 6-8 wine distributors and 3 food tastings confirmed
- Held logistical meeting
- Finalized all marketing material, banners, posters, social media posts, radio ads
- Final arrangements with security, golf carts, and buses for satellite parking

#### *Piratefest*

- Pirate Fest held on May 14 in Downtown Swansboro. Activities include cannon firing, sword fighting demonstrations, pirate encampments, musical performances, and a live invasion on the water
- Finalized all contracts, prepared purchase orders and payments
- Attendance was down, possible due to threat of rain and rain that came through the area around noon
- Marketing materials for the event; posters, flyers, radio ads, social media posts

#### *Miscellaneous*

- Processing purchase orders for playground equipment repairs
- Met with Bogue Banks Marine Construction for repairs on Church and Moore Street docks
- Continue to advertise and conduct interviews for vacant positions; extremely short staffed
- Continue to gather research fundraising opportunities: memorials, plaques, and naming rights for parks and amenities
- Attend weekly Zoom meetings with NRPA Directors call

## Department Reports for May 2022

- Continue to monitor docks daily, on-call on weeknights and weekends to take reservations and handle docking problems
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend quarterly meetings, update the board on the department's programs, events, and festivals
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings
- Conduct Parks Advisory Board meetings

### *Metrics*

- Facebook management continues – 13,634 followers
- Post Reach- 40,377
- Post Engagement-7,363
- New Followers-177
- Activity Report for May

Organization Activity						
From 5/7/2022 to 6/6/2022						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	147	104	9	0	181	0
Resident	16	12	2	0	10	
Non-Resident	131	92	7	0	171	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	20	3	0	0	15	
18 - 65	91	58	6	0	111	
65+	36	43	3	0	55	
Male	62	73	4	0	94	
Female	85	31	5	0	87	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	45	0	0	N/A	65	
In-Person	102	104	9	N/A	116	

### *May Revenue*

- Slip Fee - Town Dock \$6,320.50
- Rental Fees-Parks \$1,070
- Rentals Rooms \$580
- Dog Park Registrations \$45
- Rec Program Fees \$2,792
- Gym Memberships \$150
- Vendor Fees \$5,440
- 2022 Festival Sponsorships \$3,500
- ABTS Wine Tickets \$325



## **Department Reports for May 2022**

### **RECREATION PROGRAM SUPERVISOR**

#### **Routine monthly job responsibilities:**

- Processed Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock Slip reservations/Pump Outs
- Compiled daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created all programs/events in RecDesk software for registration
- Created program proposals for new programs to be approved by Director
- Submitted weekly Community Service Work Program timesheets
- Submitted departmental work orders
- Completed instructor payouts for recently finished programs
- Parks advisory board monthly meeting – presented past, current, and future programs to board

#### **Planned programs and other monthly work:**

##### *Summer Day Camp 2022*

- Confirmed and booked all field trip locations with Point of Contact at each site.
- Created Swansboro Staff Manual for all employees working with summer program
- Scheduled two parent meeting dates prior to camp for paperwork, t-shirts, and review of policies to be completed
- Updated camp policies to give out at parent meeting
- Adjusted and finalized full 8-week summer camp schedule
- Emailed base point of contact for access passes and sent information and required forms needed for base access
- Inventoried and purchased craft supplies for summer camp
- Emailed 8-week camp schedule to Camp Supervisors for review

##### *Pickleball Tournament*

- Created score cards for tournament
- Created Brackets and Scheduled play times for all matches for all age groups
- Contacted local pickleball ambassador about sharing tournament information with other counties and respective ambassadors
- Requested volunteers for tournament from local pickleball players
- Ordered medals for tournament winners
- Adjusted registration for more age groups and reduced fee
- Contacted all players who registered without partners and notified of deadline for registration

##### *Theatre Trip: Funny Thing Happened on Way to Forum*

## **Department Reports for May 2022**

- Purchased tickets from New Bern Civic Theatre
- Confirmed with staff/program instructor time of departure
- Requested staff/program instructor to contact all registered participants to remind them of check-in and departure time for trip.

### *Mother/Daughter Pamper Party*

- Inventoried program supplies on hand
- Confirmed program time and program details with all instructors/volunteers helping with the program
- Purchased food and drink for program
- Set up rooms in recreation center for program

### *Kids Afternoon Art Camp w/ Be Inspired Inc.*

- Adjusted program descriptions and themes for scheduled weekly camps
- Requested COI from instructor
- Meeting and discussion with instructor Carol McDearman about staffing program and finalized program times/dates

### *Volunteers for Festivals/Camp*

- Requested volunteers from Single Marine Program for Arts by the Sea
- Contacted High School and requested volunteers from CIT position with summer camp for SAT hours
- Emailed roster to Single Marine Program for volunteering hours at Pirate Fest
- Created spreadsheet for Arts by the Sea Single Marine Program volunteers with contact information and registration times.

### *Pogie's Kids Activities/Camp/Contract*

- Requested updated contract for upcoming year from Pogies
- Confirmed and scheduled all kids adventure camp and kids fishing dates/times with Pogie's
- Held meeting with owner to discuss future programs and sign new contract

### *Parks Board Meeting*

- Prepared notebooks and meeting materials for meeting on May 18
- Conducted meeting at Recreation Center

### *Splash Pad Maintenance/Scheduling*

- Requested quote for new activator switch for stomp pad on Splash Pad
- Took pictures of broken parts and emailed to area rep for review for replacement options
- Requested splash pad manual from local area Rep for programming issues
- Reviewed splash pad weekend schedule with other CPO's for upcoming month's schedule

## Department Reports for May 2022

### *American Red Cross Blood Drive*

- Renewed Contract for room reservation for the next year by agency area supervisor
- Meeting with agency supervisor to discuss setup/breakdown and future dates for blood drives

### *Sea Glass Resin Art Classes*

- Requested availability and class themes from Carla at the Wild Child Art Studio
- Confirmed dates for Sea Glass Resin Classes on July 28 and August 18th
- Reviewed program pricing and minimum/maximum participant numbers

## Permitting

### Planning Board

- May 3, 2022, Regular Meeting
  - The Board continued discussion of their Land Use Plan program of work. The Board discussed further aligning the zoning map and Table of Uses with the Future Land Use map. Staff provided an analysis of the properties up to Norris Road looking at the current zoning compared to the Future Land Use designation. The Board asked if a workshop meeting could be scheduled with the Board of Commissioners for further direction.
- May 24, 2022, Special Meeting
  - The Board reviewed a request from Kristi Barnes to obtain a special use permit for 522 W. Corbett Ave. The property is zoned B-2, General Business, and single-family dwellings are allowed in the B-2 zone pursuant to the issuance of a SUP. The dwelling at this location was constructed in 1948 and had been used as such until July 2020, when the water was disconnected due to a leak. The board voted unanimously to recommend approval of the requested special use.

### Historic Preservation Commission

- May 17, 2022, Regular Meeting
  - The Commission discussed the summary report provided by Richard Grubb & Associates on the Architectural Survey Update. They asked Staff to inquire if an extension to the grant period was possible to allow more time for research. They also inquired about other funding opportunities to continue the update process.
  - The Commission reviewed a draft of the proposed changes to the Design Standards discussed at their March meeting. Direction was provided to Staff to move fence approval to the Minor Work category. The board discussed vinyl fencing allowances in the district and decided to table the discussion until their next meeting.

### Projects/Miscellaneous/Training

- **(New) Starbucks Special Use:** A special use permit application has been received for the property at 1117 W. Corbett Ave (Walmart outparcel) for a Starbucks restaurant with drive through

## Department Reports for May 2022

- **Visitor's Center Project:** Met with John Wood on site at the Visitor's Center on March 1<sup>st</sup> to discuss options to reinstate the contributing historical status of the building. Solicited bids based on John's comments and secured Larion Engineering and Tidewater & Associates to complete the engineered drawings and survey work. Met on site with Shannon Weaver of Larion on March 30<sup>th</sup>. Received final drafts of the front steps design on April 21<sup>st</sup> from Larion. (Update) Solicited informal bids on the demolition work; Murray Roofing was selected and the work should be completed by the end of the month
- **Architectural Survey Update (HPF Grant):** Ellen Turco (Richard Grubb & Associates) provided a summary of their work thus far which was provided to the Historic Commission at their regular meeting on May 17<sup>th</sup>. A final presentation will be scheduled for the July meeting of the SHPC
- **Emmerton School HPF Grant:** (Update) The RFP to solicit bids for the repairs to the building was submitted to the State for review. Once approved, we will send it out to prospective firms
- **Strickland Brothers, 1029 W. Corbett Ave:** Provided TRC comments to the developer. Awaiting permit submission. Site is adjacent to Swansboro Music & Pawn; the proposed use is a quick-change oil facility which is permitted in the B-1 zone
- **Bird Micro-Electric Mobility:** Met with Camille Didio on March 15<sup>th</sup> on bringing Bird electric scooters to Swansboro. Provided takeaways to the Town Manager, Police Chief and Parks Director. We will require them to go through the Certificate of Convenience process as they operate in the public street right-of-way. Application submitted to Chief Jackson for review
- **Howell Property:** Met with Charles Rawls, Johnny Howell and Mark Sutherland on March 16<sup>th</sup> to discuss development opportunities for the property at 1476 W. Corbett Ave (ETJ)
- **Ireland Ave/Swansboro Park Subdivision:** Received a building permit application for Lot 50/120 Ireland Ave in Swansboro Park, an 11-lot subdivision in town limits recorded in 1995. No infrastructure has ever been installed; reached out to Cliff in January for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements.  
TRC comments have been solicited for a proposed 18,000 sq. ft. shopping center to be located behind the Bailey Center off of Ireland Ave (1.87 acres). The use is permitted in the B-1 zone, however some occupancies may require Special Use approval
- **Pine Bluff Shores Section III:** Reviewed a Minor Subdivision plat to create 3 lots (one buildable, a cemetery and common area) and a private street extension to the existing Nellie Lane. Provided comments to Tidewater Associates on February 2, 2022
- **Shipwright Pointe, Section II Acceptance:** Received final inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on March 21, 2022. Final repairs have been made, however we had previously communicated that the Town would not review the street acceptance until an application to accept the portion of Pine Bluff Road recently annexed was also made

## Department Reports for May 2022

- **Shadow Creek Acceptance:** Letter of Credit on file for incomplete improvements has expired. Received final acceptance request and documentation on 6/24/21. Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 2, 2021
- **Swansgate:** Under construction. Public improvements should not be accepted until annexation petition heard, and all required landscaping and fencing is installed. The site was clear-cut, so they are required to install an additional 23 trees per acre, see approved Preliminary Plat and approved Final Plat. Holding inspections on several addresses due to no foundation as-builts being submitted. Request for annexation remains pending. Met with Burch's landscaping on site to review the installed plantings on March 3<sup>rd</sup>. Provided comments and followed-up with Jonathan McDaniel at Tidewater & Associates
- **Ward Farm Village Phase II (Residential):** Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite review. Reference Section 152.337, (H), (1) of the UDO
- **Lodge View Minor Plat:** Final plat recorded for 7 lots on Norris Road in ETJ. Awaiting surety on sidewalks, no permits will be issued until it is received
- **Yacht Club Flood Ordinance Violations:** (Update) Staff is working with the owners to close out the demolition permit for the site. Some items remain (outdoor bar, tables, gas tanks), which will need to be removed before we will conduct a final inspection
- **Boro Temporary Structure:** Permit issued in December 2020, expired October 31, 2021. It had been extended by Session Law 2020-97 for 120 additional days, however the extension applies to permits which were "valid". No inspections were requested for the improvement; therefore, the permit has expired. The structure is allowed by the Flood Damage Prevention Ordinance/was permitted as a *Temporary* Non-Residential Structure
- **Saltwater Grill Flood Violations:** Sent Notice of Violation on December 14, 2020. Tim Anderson communicated on February 24, 2021, that he was waiting for Alex Wood (structural engineer) to conduct a site visit, Alex was 3 weeks out. Reached back out on April 12, 2021, for an update, to date, no communication received. Final NOV sent 4/29/21; Spoke to Tim 4/30/21 who explained they were working with Bell and Phillips on a survey and Alex would be reviewing the file. Explained that we would work with him as long as he kept us in the loop on progress and that a permit would be required for any trade/structural work. Met on site with project engineer, owner and manager. Engineer will be providing a plan of work and floor plan to staff for review. Alex Wood communicated that he should have the report submitted to us by the end of May



## **Department Reports for May 2022**

- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021, documenting the progress on site. Communicated via email with Ronda Lier on March 3, 2022, as to what the next steps for the church would be as far as permitting
- **Shoreline Access Grant:** Awaiting final plans. Advised Colin Mellor on March 1, 2021, via email that per Eryn Futral, NFIP Planner with the NC Department of Public Safety, the Town would issue a Flood Permit and that we would need copies of all permits issued (State/Federal) for our records. Sent permit application
- **Resilient Coastal Communities Program Grant:** (Update) An application was submitted for Phase III to expand the existing Water Street Rehabilitation Plan to include a nature-based component, a bioretention area on Broad Street.

### **Police Department**

#### *Patrol:*

- 165 Reportable Events
- 21 Motor Vehicle Crashes
- 2 Felony Arrests
- 12 Misdemeanor Arrests
- 5 Arrests by Warrant Service
- 1 DWI Arrest
- 1 Felony Drug Arrest
- 8 Arrests with Transport to the Onslow County Jail
- 97 Citations
- 132 Verbal/Written Warnings
- 4 Felonies Investigated (2-Sexual Assaults; 1-Break & Enter; 1-Identity Theft)
- 29 Misdemeanors Reported (9-Property Damage; 4-Larceny; 2-Assaults; 1-Drug; 1-Communicating Threat; 1-Theft of Utilities; 1-Harassment; 1-Unauthorized Use of Vehicle; 1-Resist, Obstruct & Delay; 8-Traffic)
- 6 Disputes/Public Disturbances
- 2 Domestic
- 5 Crisis Intervention with Mental Patient
- 24 Alarm/Open Door
- 22 Suspicious Incidents/Persons/Vehicles
- 1 Civil Dispute
- 2 Drug Overdoses
- 5 Town Ordinance Violations
- 62 Requests by Citizens/Motorists for non-Crime Related Assistance
- 215 Requests by Other Agencies for Assistance

**3,880 Total Events Performed by Patrol**





## **Department Reports for May 2022**

### *Community Service/Training:*

- 5 Vehicle Unlocks
- 3 Funeral Escorts
- 21 Business Closing Standby's
- 32 Foot Patrols
- 15 Requests for Fingerprinting
- 6 Requests by Citizens for Residence Checks.
- SPD provided security for SwanFest.

### *Admin Services:*

- Answered 233 phone calls during business hours.
- Assisted 148 walk in requests for assistance.
- Took 24 requests for reports.

## **Public Works**

### *Grass Cutting*

- Town Hall
- Fire Dept
- The Pug
- Heritage Center
- Visitors Center
- All Parks
- Glancy and Walnut Street Ends
- Holly Lane Vacant Lots
- Country Aire Area
- Broad Street Pump Station Area
- Swansboro Heights Neighborhood Sign, Vacant Area and Adjoining Cul-de-Sac
- Ward Cemetery
- Town Hall Cemetery
- Both sides of NCDOT roads; Mount Pleasant, Swansboro Loop, Norris, Hammocks, Old Hammocks, Main Street Extension

### *Town Buildings and Grounds*

- Repairs completed and adjustments made to two breezeway doors at Town Hall
- Two new HVAC units installed at Town Hall. (Carteret Heating and Air)
- Repairs completed on courtyard doors at the Heritage Center
- Spread new mulch at the Visitors Center and the Pug Pavilion
- Cleaned and prepared Main Public Works Shop for Town Employees Spring Social
- Moved pool table that was donated to the Town, from Public Works garage to the Rec Center
- Cleared Community Room at Town Hall for carpet cleaning



## **Department Reports for May 2022**

- Reset Community Room at Town Hall after carpet cleaning was complete
- Cleared and cleaned corner of Public Safety Building grounds, next to the parking lot
- Weekly Set Up and Tear Down of Town Hall Community Room for Church and Board of Commissioners Set Up

### *Vehicle Maintenance*

- Regular maintenance
- Four trucks were taken in for yearly State Safety Inspection

### *Storm Water*

- All Town storm drains cleared in preparation of thunderstorms
- Mowed, weeded, and cleared debris from, Halls Creek North, Forest Brooke and Foster Creek Subdivisions easements

### *Streets*

- 5 sinkholes/potholes, assessed and prepared for asphalt, and temporarily filled with rock
- Pineland Drive prepared for resurfacing
- Pineland Drive resurfaced (Onslow Paving)

### *Yard Waste*

- Collected 907 Bags and 914 Bundles during May with 12 Loads and 28 Man Hours Expended

### *Parks & Rec*

- Splash Pad prepared for season and Health Department Inspection conducted, after postponement in April
- Constructed and installed public benches at the Dog Park
- Repaired damaged fence at the Rec Center
- Conducted repairs to elevated boardwalk at Riverview Park
- Spread new playground mulch at Municipal Park
- Repaired Bi-Park II brick walkway in several places
- Repaired Foot Button at the Splash Pad
- Installed American and Military Service Flags at Bi-Park for Memorial Day weekend
- Removed same flags after Memorial Day weekend
- Repairs conducted on the Liberty Swing at Municipal Park
- Prepared downtown area for Pirates Fest
- Site visit to alternate island on the ICW for possible use for 4th of July Fireworks Display
- Daily Splash Pad Prep, beginning the last week in May
- Twice Weekly Trash Pick Up and Removal and Cleaning of All Park Bathrooms
- Daily Unlocking of All Park Bathrooms and Checking for Cleanliness and Supplies