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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, February 28, 2022

Board Members

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

*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

Second Meeting of the month: <https://us02web.zoom.us/j/86147603054>

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. Meeting Minutes

- January 10, 2022 Regular Meeting
- January 10, 2022 Closed Session
- January 24, 2022 Regular Meeting
- January 31, 2022 Special Meeting

{Note: All Closed Session minutes are sealed upon adoption unless otherwise stated within the motion or as required by state statutes.}

b. Resolutions/Proclamations

Resolution in Support of The Eastern Carolina Council of Governments

IV. Appointments/Recognitions/Presentations

V. Public Hearing - *none*

VI. Business Non-Consent

a. American Rescue Plan (ARP) Funding Recommendations

Sonia Johnson
Finance Director
Paula Webb
Town Manager

The Federal American Rescue Plan Act of 2021 (ARP) established Coronavirus State and Local Fiscal Recovery Funds (“CSLRF”), which will be distributed to state and local governments for the purpose of responding to negative economic impacts of stemming from COVID-19.

The Town (to date) has been awarded a total of \$1,065,724. Of that total \$532,862.13 has been received with the remaining \$532,862.13 anticipated by July 2022. The Town has until 2024 to obligate the funds and until 2026 to spend those funds obligated.

Recommended Action: Review and consider recommended fund allocations.

b. Financial Report - January 31, 2021

Sonia Johnson
Finance Director

c. Budget Ordinance Amendment #2022-7

Sonia Johnson
Finance Director

The budget ordinance needs to be amended for multiple departments.

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-7

d. 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 Report/Comments

Managers Brief

Monthly Department Report

Paula Webb

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Town Attorney to provide updates on legal matters under the attorney-client privilege.

Board of Commissioners

XII. Adjournment

Board of Commissioners

Town of Swansboro
Board of Commissioners
January 10, 2022, Regular Meeting

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. It was noted that Mayor Pro Tem Tursi, and Commissioner Pugliese participated remotely as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020.

Call to Order/Opening Prayer/Pledge of Allegiance

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

Public Comment

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

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Item were unanimously approved.

- FY 22-23 Budget Schedule

Presentation

FY 20-21 Audit

Gregory Redman, CPA presented specific details from the FY 20-21 Audit.

- Governmental Activities Net Position (Unrestricted) for 2021 \$1,404,464 compared to 2020 at \$1,532,760
- Total Net Position - \$8,173,200 and increase over 2020 of \$379,371
- Unassigned General Fund Balance for 2021 - \$2,432,008 or 60% of General Fund Expenditures
- Stormwater had a \$65,534 Unrestricted Balance and Solid Waste had \$3,659 -
- Pension Liability: LEO-Police officers \$108,105, LGERS Pension Liability \$812,365
- OPEB (Other Potential Employee Benefits) Liability of \$703,090 were funds that were not necessarily set aside but rather shown as a possible future liability for the Town.
- Current levy collection percentages town-wide was 99.34%
(property taxes 99.28%, and registered motor vehicles 100.00%)

“As part of obtaining reasonable assurance about whether the Town of Swansboro, North Carolina’s financial statements are free of material misstatement, I performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements,

noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of my audit and, accordingly, I do not express such an opinion. The results of my tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*."

Mr. Redman shared that the Town had a good year with increases and there were no findings.

Public Safety Employees Recognition

Fire Chief David Degnan recognized the following individuals for their outstanding support and assistance provided at an emergency service call in October where they worked to save two individuals.

Fire Captain Kevin Teveirne
Firefighter James Graham
Police Officer Kyle Wellmer
Police Sergeant Brenna Watt

Employee Introduction

Chief Degnan introduced Chase Reese who recently joined the Fire Department. He shared that Chase was from Kinston.

Manager Webb introduced Aliette Cuadro as the newly hired Deputy Clerk. She shared that Ali joined us from the school system.

Public Hearing

Allowances for Church, School and Public Building Signage

Planner Ansell reviewed that an amendment was proposed to remove Section 152.271, Additional Signs as Special Use, from the Unified Development Ordinance. It was not clear why the requirement to obtain a special use permit existed specifically for church, school, and public building signs as these are typically non-intrusive sign types. Additionally, the amendment would remove the reference to banners, special events signs, etc. as they are addressed under Sections 152.268 and 152.269 of the ordinances.

The amendment would also add language under Section 152.270 to require a sign permit for church, school, and public building (non-governmental) signage, and to establish sign size requirements.

The public hearing was opened at 5:50 pm, then closed as there were no comments offered.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, Ordinance 2022-O1 to amend Section 152.270, Signs Requiring a Permit and Fee, and Section 152.271, Additional Signs as Special Use, of the Unified Development Ordinance was approved unanimously and found consistent with the comprehensive plan.

Business Non-Consent

Text Amendment/Town Code Chapter 74 Traffic Schedules Schedule V. One-Way Streets

Town Clerk Fender reviewed that at the February 22, 2021, Regular Meeting the Board unanimously adopted the Downtown Traffic Analysis for changes to be made effective after the tourist season concluded. The Town Code Chapter 74 Traffic Schedules Schedule V. One-Way Streets needs to be updated to reflect these changes and address other wording for conciseness.

On a motion by Commissioner Turner, seconded by Commissioner Conaway, Ordinance 2022-O2 was approved unanimously.

Budget Ordinance Amendment #2022-5

Jim Stipe, Public Works Director reviewed that an emergency repair to the sewage system was needed at the Public Safety Building. This would be the third repair in five years and the restrooms were out of order. He was requesting \$6,250 be appropriated from fund balance.

On a motion by Commissioner Philpott, seconded by Commission Turner, Budget Ordinance Amendment #2022-5 was approved unanimously.

Accepting Emergency Supplemental Historic Preservation Funds and Adopting a Grant Project Ordinance for Emmerton School Repairs

Manager Webb reviewed that the Town had been awarded \$424,000 through the Emergency Supplemental Historic Preservation Fund (ESHPPF) Hurricane Disaster Relief for Emmerton School (Old Town Hall) at 502 Church Street. The funds will assist in remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant was established as a 100% reimbursable grant.

Funding could provide:

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 damage
8. Sealing the crawl space
9. Attic Insulation

Mrs. Webb explained that preparation of a schematic/design development drawings and construction drawings was not submitted in the application budget and is a federal requirement. The grant agency did say that the cost could be absorbed into the grant award, but it may likely reduce the amount of one or more other items, or the Town could absorb those costs which were estimated to be \$10,000. Board member agreed with allowing the \$10,000 to be absorbed into the grant funds.

On a motion by Commissioner Philpott, seconded by Commissioner Turner and approved unanimously, the board authorized acceptance of the ESHPF Grant in the amount of \$424,000; and adopted a Grant Project Ordinance and authorize the Town Manager to take all actions necessary on behalf of the Town to receive the grant funds.

Manager Webb would provide updated details as project quotes were received and if significant overages were apparent those would be discussed for future funding.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered.

Manager's Report/Comments

In addition to the report provided in the agenda packet, Manager Webb reported:

- All crosswalks on Front Street for the new Downtown Traffic Movement had been completed and painting of the crosswalks at Church Street and Water Street would be completed in the coming days. Mrs. Webb reviewed that feedback has been received relating to the plan not reflecting any Handicap parking spaces, and that along with the Public Works Director they had identified locations that would support the requirements for two spaces. It was noted that additional spaces would require tearing up sidewalks and consideration should be taken on that during the budget cycle.

- Improvements to the Visitor's Center will not be exempt from the 50% improvement rule and would have to be brought into ADA compliancy. Additionally, the structure was no longer a contributing structure in the Historic District due to it being moved from its original location.

- Direction was sought on the Board desire for the meeting format going forward. The board agreed by consensus for meetings to remain hybrid and not to review/consider any controversial items.

Reminder – Town Offices, Recreation Center and the Visitor's Center would be closed on January 17 for Martin Luther King Jr. Day.

Board Comments

Commissioner Conaway thanked staff and shared that he believed the Town was going to have a good year was looking forward to working with the Board.

Mayor Pro Tem Tursi shared that he did not agree with having hybrid meetings because it encouraged people to gather and that the board should return to full Zoom meetings for the time being.

Commissioner Turner thanked Sonia and the staff for the positive Audit Report.

Mayor Davis asked that the following items be added to a future agenda and/or addressed by advisory boards:

- Resolution to NCDOT supporting repairs to Main Street Extension
- Joint recognition with Hubert Fire Dept related to accident involving their fire truck that our Fire Department aided with
- Historic Items that were discussed at joint meeting and consideration for reducing the COA fee of \$400
- Requested that a special meeting be held for Board Goal discussions.
 - o The board agreed to hold a special meeting on January 31, 2022, for the purpose of beginning discussion to identify Board goals, priorities, and implementation for FY 22-23
 - o Then hold a full day retreat, conducted by a facilitator

Closed Session

On a motion by Commissioner Philpott the Board entered closed session pursuant to NCGS 143-318.11 (a) (5) to instruct the public body's staff on negotiating terms for property acquisition. The motion was seconded by Commissioner Turner and unanimously approved.

Pursuant to a motion duly made in closed session, the Board returned to open session. It was noted that no action was taken.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the meeting adjourned at 7:18 pm.

Town of Swansboro
Board of Commissioners
January 24, 2022, Regular Meeting

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. It was noted that Mayor Pro Tem Tursi participated remotely as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020.

Call to Order/Opening Prayer/Pledge of Allegiance

The meeting was called to order at 5:37 pm. Mayor Davis led the Pledge of Allegiance.

Public Comment

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

Adoption of Agenda

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items below were unanimously approved.

-December 13, 2021, Organizational Meeting Minutes

-Tax Refunds

Riley, James Milton	\$174.27	Military
Black, Matthew S	\$153.70	Military
Bronk, Karl Andrew & Carrie Margaret	\$16.63	Military
Samuels, Joshua Mark & Nicole Marie	\$26.14	Tag Surrender
Shaw, James Edwin	\$37.43	Tag Surrender

-Resolution Supporting Main Street Extension Improvements

Presentation

Onslow County Tax Revaluation

Onslow County Tax Administrator Harry Smith reviewed his presentation (attached herein) relating to the upcoming revaluation in of property in the county.

He reviewed that over time values changed at different rates which causes inequities. The purpose of the revaluation is to equalize property values, not to increase tax revenue. The last revaluation was in 2018 and has been conducted every 4 years since 2010.

In response to inquiries from the Board and the public, Mr. Smith clarified the following:• The time to complete the process is unknown but has begun and is ongoing to finalized

- There were no details related to how many property sales recently that were associated with people retiring or relocating
- Value established from this will stay in place for 4 years

Business Non-Consent

Schedule of Fees Amendment-Planning and Development

Manager Webb reviewed that at their January 18, 2022, regular meeting, the Historic Preservation Commission reviewed several example fee structures from other communities around the State and made a recommendation to amend the Schedule of Fees as follows:

- Change the Historic District COA Application Fee from \$400.00 to \$200.00
- Add the Historic District Demolition Fee \$2,000.00
- Change the Historic District Minor Work Application Fee from no fee to \$50.00
- Add After the Fact Penalty (Historic District) \$500.00 Major
\$100.00 Minor

Mrs. Webb indicated it was her understanding that the demolition fee was created in attempt to discourage demolition in the historic district. After discussion it was decided that the demolition fee would be reconsidered at the next board meeting, and staff was asked to invite the Chair and Vice Chair from the Historic Preservation Commissioner to attend.

Planner Jennifer Ansell joined the meeting via zoom and offered further details related to the proposed fees. She clarified that the Historic Board agreed to lower the COA fee after review of other areas processes and felt that a fee for Major was appropriate. Establishing penalties for Major & Minor Work completed without approval was also intended to discourage homeowners from doing work without approval in the Historic District.

On a motion by Commissioner Conaway, seconded by Commissioner Philpott, the fee schedule amendments were approved unanimously as follows:

- Historic District COA Application Fee \$200.00
- Historic District Minor Work Application Fee \$50.00
- After the Fact Penalty (Historic District) \$500.00 Major and \$100.00 Minor.

The demolition fee of \$2,000 would be reconsidered at the February 14, 2022, regular meeting.

Financial Report - December 31, 2021

Finance Director Johnson reviewed details from the monthly financial report, *attached herein*.

Budget Ordinance Amendment #2022-6

Parks & Recreation Director Anna Stanley reviewed that a budget amendment was needed due to additional funds that were received for the 2021 Flotilla boat prizes. Downtown restaurants donated the funds and specifically requested that they go toward improving the prizes for boat winners. The donated funds totaled \$1750. It was requested that \$1750 be received and transferred to Festival & Events/Flotilla Expenses for Flotilla prizes and payout.

On a motion by Commissioner Tuner, seconded by Commissioner Philpott, Budget Amendment \$2022-6 was approved unanimously.

Future Agenda Items

Future agenda items were 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.

It was noted that the Board would be having a special meeting on January 31st to establish their list of goals to address at their Planning Retreat on March 2nd at the Hampton Inn. The facilitator secured for the retreat was Lydian Altman from UNC School of Government.

Public Comment

Douglas Eckendorf of 113 Cormorant Drive shared that he felt the Board of Commissioners should not give the Historic Preservation Commissioner so much power and urged them to use caution on things that come from that board.

In response to that comment, Commissioner Conaway clarified for him how the Historic Commission Preservation operates, they were an “Advisory Board” and only made recommendations, and the Board of Commissioners take those and evaluate them. He recommended Mr. Eckendorf attend one of their meetings.

Jonathan McDaniel of 114 Elm Street thanked the Board for their decision to enact the new Downtown Traffic flow. He was very happy to see one-way streets in effect.

Manager’s Report/Comments

Manager Webb added the following comments to the brief that was provided in the Agenda Packet.

The Causeway Living Shoreline project construction could begin in September/October/November 2022 timeframe.

Downtown Traffic flow project completed. All one-way street markings and signs in place, and new traffic pattern was in effect.

NC DCM Resilient Coastal Communities Program (RCCP) Grant process was delayed by Dewberry due to COVID case increases. Public meeting for input would be late February early March.

Emmerton School Grant – awaiting further details from Department of Natural and Cultural Resources.

Stormwater Outfall at end of Walnut Street was in its final phase of design and the engineer indicated they hoped to get started on the project by the end of February.

Sidewalks – Phase 1: Complete. Phase 2: Incomplete due to some funding and 2 easements still not secured. Phase 3: We have not prepared survey/design on this section yet, so costs may vary more related to this priority

Visitors Center Improvements – The State Historic Division had shared the structure lost contributing status when it was relocated to its present location in 2008. Staff has reached back out to them for guidance on what could be done to get that status back.

News Release would be coming announcing that the Fire Department ISO rating remained the same.

Board Comments

Mayor Pro Tem Tursi thanked the Public Works Department for all their work in getting downtown ready for one-way traffic direction. He recommended that the town look into “gussying up” the crosswalks.

Mayor Davis shared that the Board needed to get busy on discussing the use of the State funds designated for the Emergency Operation Center. He shared that the Traffic Movement change downtown was great but had concern with signage at the intersection of Front Street at Main Street and Moore Street, he felt that the right turn option was not clean and may need to be better identified. He additionally thanked Spencer Marsinek with the Swansboro Baseball Association for their New Year’s Eve Event, Public Works staff for all they did to get the one-way streets marked and sign in stalled, and Anna Stanley for her efforts on raising money for the Flotilla prizes.

Commissioner Pugliese mentioned that the one-way direction of Moore Street should be monitored. He also inquired on the status of the Moore Street Public Access grant; Manager Webb advised she would be meeting with Randy Swanson next week.

Adjournment

On a motion by Commissioner Turner, seconded by Commissioner Philpott the meeting adjourned at 7:25 pm.

**Town of Swansboro
Board of Commissioners
January 31, 2022, Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Jeffrey Conaway. It was noted that Mayor Pro Tem Tursi participated remotely as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020.

Call to Order

The meeting was called to order at 4:00 pm. Mayor Davis led the Pledge of Allegiance.

The purpose of the meeting was to re-evaluate/identify Goals and Priorities for the coming year, which will assist Staff in preparation for in depth discussion at its annual Planning Retreat.

Re-evaluate/Identify Goals and Priorities

Board members gave their top 5 items and a supporting reason for their choices. After reviewing those, it was narrowed down to 5 main goals for discussion at the March 2nd Planning Retreat.

- Emergency Operations Center
- Sidewalks
- Historic District Preservation
- Employee Pay
- Strategic Plan

One additional item that was brought up by Board members as a priority was the street acceptance of the Charleston Park subdivision. Due to its legal nature, the item would be discussed in closed session at a future meeting.

Other Individual Goals/Questions/Comments

Mayor Pro Tem Tursi commented that EPA 319 Grants were great opportunities for town improvements and encouraged application for the funding.

Commissioner Philpott commented that the Strategic Plan should be reviewed by the Board members so that they are familiar with what it covered. He shared that Wayfinding signs Phase II should be pursued as well as the possibility of offering grants for business to improve their façade.

Commissioner Conaway shared that a top item of discussion during the recent

Essentials of Municipal Government course he attended, was the American Rescue Plan funds stressed that the funds should be utilized on big immediate impact items.

Mayor Davis shared that he wanted to see an improvement to customer service and solution to the Water Street stormwater issue.

Several members mentioned traffic – safety at crosswalks/intersection and traffic flow improvements for Highway 24.

Adjourn

On a motion by Commissioner Philpott, seconded by Commissioner Conaway, the meeting adjourned at 5:25 pm with unanimous approval.



A RESOLUTION BY THE TOWN OF SWANSBORO
IN SUPPORT OF THE EASTERN CAROLINA COUNCIL OF GOVERNMENTS

WHEREAS, the Eastern Carolina Council of Governments is one (1) of sixteen (16) multi-county planning and development regions in North Carolina which serve a population of approximately 645,000 residents living in Carteret, Craven, Duplin, Greene, Jones, Lenoir, Onslow, Pamlico and Wayne counties; and

WHEREAS, the stated mission of the Eastern Carolina Council of Governments is to improve the region's quality of life by providing planning, economic development and senior services to local governments and area residents by maximizing resources and collaborating regionally; and

WHEREAS, the Eastern Carolina Council of Governments can serve an invaluable role in being the neutral platform where local governments can come together and shape planning area-wide, be a champion for the entire region and work to strengthen our region's competitive advantage on the national and international stage; and

WHEREAS, the Eastern Carolina Council of Governments recognizes the weakness of the organization currently and are conducting a thorough reassessment of its core principles and strategic purpose; and

WHEREAS, the Eastern Carolina Council of Governments will make any and all efforts to re-engage their local governments, expand services available to members and make institutional changes needed to recruit the talent and leadership that will build a regional council on par with what is available to other communities across North Carolina; and

WHEREAS, true regionalism cannot exist without strong participation and collaboration among local governments, the Eastern Carolina Council of Governments is requesting input, guidance and commitment from its member governments. This level of engagement will ensure that we all have available to us a regional council that can serve the unique needs of each community, while still addressing our shared challenges.

NOW THEREFORE BE IT RESOLVED; that the Swansboro Board of Commissioners, do hereby support the efforts of the Eastern Carolina Council of Governments to preserve the regional partnership and implement necessary changes to build an organization that can more effectively address the needs of the local governments they serve.

Adopted this the 28th day of February 2022

Attest

Mayor John Davis

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **American Rescue Plan (ARP) Funding Recommendations**

Board Meeting Date: **February 28, 2022**

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

Overview: The Federal American Rescue Plan Act of 2021 (ARP) established Coronavirus State and Local Fiscal Recovery Funds (“CSLRF”), which will be distributed to state and local governments for the purpose of responding to negative economic impacts of stemming from COVID-19.

Recipients may use these funds to:

- **Support public health expenditures**, by, for example, funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff
- **Address negative economic impacts caused by the public health emergency**, including economic harms to workers, households, small businesses, impacted industries, and the public sector
- **Replace lost public sector revenue**, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic

The Final Rule allowed for local governments to elect a Standard Allowance versus the Revenue Loss Replacement

- No need for actual loss
 - \$10 million total
 - Irrevocable choice
 - Spent for “General Government Services”
 - Other Award Terms and Uniform Guidance still apply
- **Provide premium pay for essential workers**, offering additional support to those who have and will bear the greatest health risks because of their service in critical infrastructure sectors
 - **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet

The Town (to date) has been awarded a total of \$1,065,724. Of that total \$532,862.13 has been received with the remaining \$532,862.13 anticipated by July 2022. The Town has until 2024 to obligate the funds and until 2026 to spend those funds obligated.

Action: _____

Sonia Johnson, Finance Director has been participated in the ARP Funding webinars for the past year offered through various entities but mainly through the State and UNC School of Government. We then worked with Department Heads to obtain a list of department needs that would be eligible through the funding guidance. Attached is a spreadsheet containing those requests and our recommendations based on that guidance. We attempted to recommend those items that had been deferred through the past couple of budget cycles and looking ahead to requests coming in the FY 22/23.

What is needed prior to expenditures?

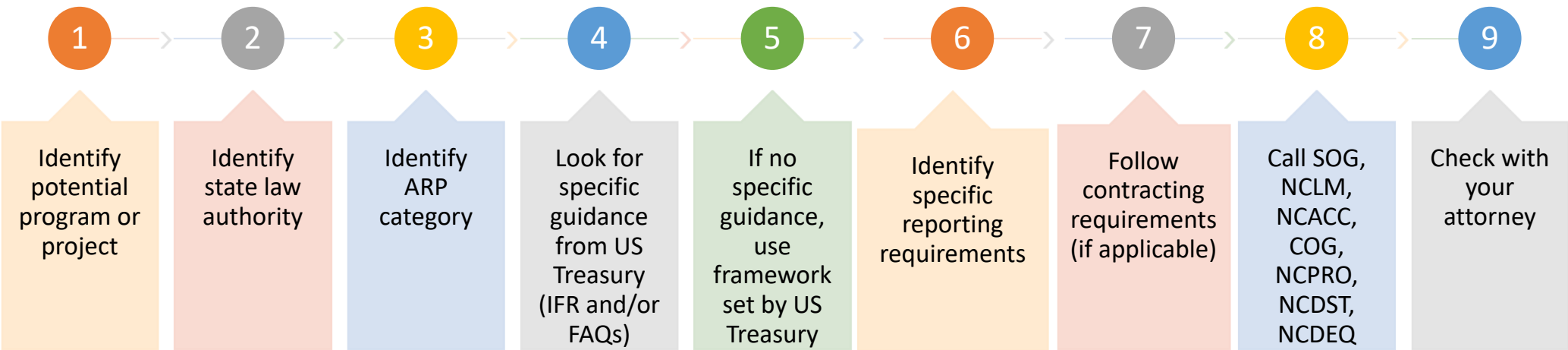
1. Amend the Grant Project Ordinance to select the Standard Allowance versus Revenue Loss Replacement; and to
2. Accept the additional funds...award total increased from \$980,000 to \$1,065,724

Background Attachment(s): ARP Webinar Reference Slides
ARP Funding Requests/Recommendations



ARP/CSLFRF
Office Hours:
\$0-\$10 million LGs

ARP Checklist



ARP/CSLFRF Allowable Expenditures

Address COVID Public Health & Negative Economic Impact

Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;

Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;

Support disproportionately impacted communities

Replace Lost Revenue

Replace lost public sector revenue, using this funding to **provide government services** to the extent of the reduction in revenue experienced due to the pandemic;

\$10 million standard allowance, OR formula approach, whichever is higher

Premium Pay

Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors;


Target low-and moderate- income employees or employees who face(d) added risks during pandemic

Infrastructure Investments

Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

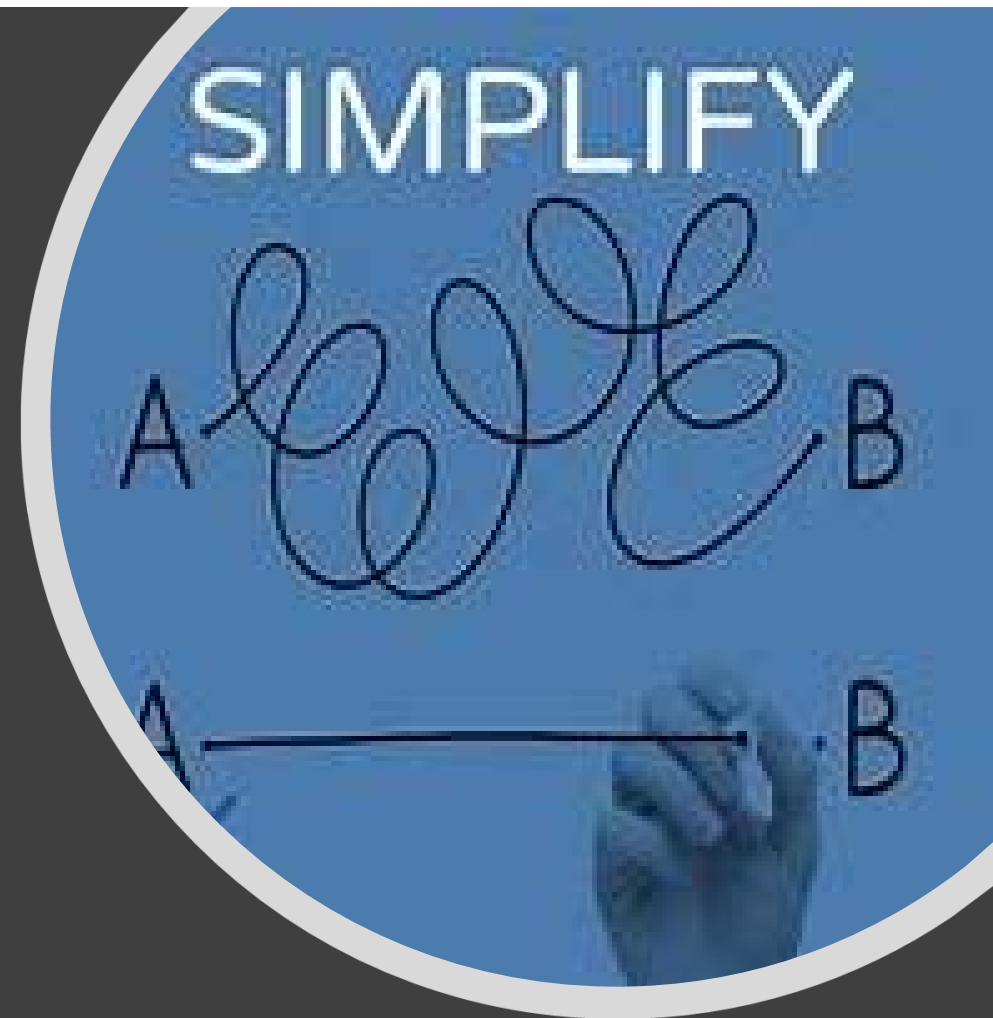


The Final Rule now gives local governments the option to either

- **Use a default minimum lost revenue growth amount of \$10 million (standard allowance); or**
 - **Use the (slightly modified) lost revenue growth formula.**
- 

Standard Allowance

- No need for actual loss
- \$10 million total
- Irrevocable choice
- Spent for “General Government Services”
- Other Award Terms and Uniform Guidance still apply



Spend Revenue Replacement Funds for General Government Services

US Treasury provides a non-exclusive list of examples of general government services – “maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

ALLOWED

Pay-go capital that benefits citizens

Internal local government operations that impact ability to provide services

Expenditures that are part of providing services—law enforcement, public health, social services, education, recreation, utilities, community development, etc.

NOT ALLOWED

Pension fund contributions

Borrowing money

Financial reserves

For settlement/judgement/consent decree

Undermines or discourages compliance with CDC

Violates conflict of interest provisions

Violates state law or other federal laws and regulations, including Uniform Guidance

Revenue Replacement: Standard Allowance

May expend up to \$10 million as revenue replacement

Examples

- If LG allocation is \$20,000: Expend up to \$20,000 as revenue replacement
- If LG allocation is \$1.2 million: Expend up to \$1.2 million as revenue replacement
- If LG allocation is \$10 million: Expend up to \$10 million as revenue replacement

Will elect standard allowance on Project & Expenditure Report (report deadline by April 30, 2022)

Electing the standard allowance and spending 100% of your ARP/CSLFRF funds as revenue replacement, will significantly reduce reporting requirements. BUT IT **DOES NOT** CONVERT THESE FUNDS INTO GENERAL FUNDS. THEY ARE STILL GRANT FUNDS, SUBJECT TO GRANT AWARD TERMS AND UNIFORM GUIDANCE COMPLIANCE REQUIREMENTS.

100% OF ARP/CSLFRF Funds as Revenue Replacement

Allowable Expenditures = General Government Services

“maintenance or pay-go funded building of infrastructure, including roads; modernization of cybersecurity, including hardware, software, and protection of critical infrastructure; health services; environmental remediation; school or educational services; and the provision of police, fire, and other public safety services.”

US Treasury Overview Supplement:

“[g]overnment services generally include any service traditionally provided by a government, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive: Construction of schools and hospitals; Road building and maintenance, and other infrastructure; Health services; General government administration, staff, and administrative facilities; Environmental remediation; [and] Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles).”

Translation: General government services are anything that a local government has state law authority to engage in, including public enterprise activities.

May fund any project that is eligible under the other ARP/CSLFRF categories with revenue replacement funds, with the possible exception of Premium Pay. It is probably best to fund/report Premium Pay under the Premium Pay category.

Maximize Benefit: Minimize Burden

Strategic Planning to
Identify Programs / Projects

Can we use general fund or
enterprise fund monies for
any of these projects?

Note that this will not work for
all projects – eg. Broadband
likely will have to be funded
directly with ARP/CSLFRF monies

If yes, consider using
ARP/CSLFRF funds for
departmental salaries/benefits
and other LG funds for special
programs/projects to minimize
compliance burden

Different Revenue Replacement Expenditures have Different Compliance Requirements

Purchase Equipment

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income

Partnering with Nonprofit

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention
- Procurement
- Property Management
- Program Income
- Subaward

LG Personnel

- Financial mgmt./internal controls
- Conflict of interest
- Eligibility documentation
- Allowable costs
- Civil Rights compliance
- Records retention

Sample Grant Project Ordinance: Standard Allowance Salaries/Benefits Only

Grant Project Ordinance for the Town of TarHeel American Rescue Plan Act of 2021: Coronavirus State and Local Fiscal Recovery Funds

BE IT ORDAINED by the town council of the Town of TarHeel, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following grant project ordinance is hereby adopted:

Section 1: This ordinance is to establish a budget for a project to be funded by the Coronavirus State and Local Fiscal Recovery Funds of H.R. 1319 American Rescue Plan Act of 2021 (CSLFRF). The Town of TarHeel (Town) has received the first tranche in the amount of \$1,000,000 of CSLFRF funds. The total allocation is \$2,000,000, with the remainder to be distributed to the Town within 12 months. These funds may be used for the following categories of expenditures, to the extent authorized by state law.

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff;
2. Address negative economic impacts caused by the public health emergency, including economic harms to workers, households, small businesses, impacted industries, and the public sector;
3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic;
4. Provide premium pay for essential workers, offering additional support to those who have borne and will bear the greatest health risks because of their service in critical infrastructure sectors; and,
5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

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 CSLFRF funds for the provision of government services.

Standard allowance
election

The following amounts are appropriated for the project and authorized for expenditure:

Internal Project Code	Project Description	Expenditure Category (EC)	Cost Object	Appropriation of CSLFRF Funds
001	Law Enforcement Services for period of July 1, 2021 through December 31, 2024	6.1	Salaries	\$500,000
			Benefits	\$35,000
0002	Parks and Recreation Services for period of July 1, 2021 through December 31, 2024		es	\$200,000
			its	\$14,000
0003	General Administration Services for period of July 1, 2021 through December 31, 2024		ies	\$320,000
			its	\$21,700
	Unassigned			\$909,300
				\$2,000,000

Section 3: The following revenues are anticipated to be available to the project:

CSLFRF Funds:	\$2,000,000
General Fund Transfer:	\$0
Total:	\$2,000,000

Section 4: 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.

Section 5: The Finance Officer is hereby directed to report the financial status of the project to the governing board on a quarterly basis.

Section 6: Copies of this grant project ordinance shall be furnished to the Budget Officer, the Finance Officer and to the Clerk to Town Council.

Section 7: This grant project ordinance expires on December 31, 2026, or when all the CSLFRF funds have been obligated and expended by the Town, whichever occurs sooner.

Allowable Costs / Cost Principles Policy

Internal controls to ensure all cost items are allowable, reasonable, allocable, consistently treated, and properly documented.

Typical cost items are compensation and fringe benefits, materials and supplies, equipment and other capital, consultants/professional services, audits, communications, insurance, maintenance and repair, and rental costs.

UG also has 55 specific cost items, some of which are allowed, some of which are allowed with limitations, and some of which are disallowed.

Compensation & Fringe Benefits are among the specific cost items, with special documentation requirements

<https://canons.sog.unc.edu/2021/12/american-rescue-plan-act-of-2021-allowable-costs-and-cost-principles-including-sample-policy-and-implementation-tools/>

Effort
Certification:
2 CFR
200.430

(i) Standards for Documentation of Personnel Expenses

(1) Charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

(i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;

(ii) Be incorporated into the official records of the non-Federal entity;

(iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities (for IHE, this per the IHE's definition of IBS);

(iv) Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;

(v) Comply with the established accounting policies and practices of the non-Federal entity; and

(vi) [Reserved]

(vii) Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one Federal award; a Federal award and non-Federal award; an indirect cost activity and a direct cost activity; two or more indirect activities which are allocated using different allocation bases; or an unallowable activity and a direct or indirect cost activity.

(viii) Budget estimates (i.e., estimates determined before the services are performed) alone do not qualify as support for charges to Federal awards, but may be used for interim accounting purposes, provided that:

(A) The system for establishing the estimates produces reasonable approximations of the activity actually performed;

(B) Significant changes in the corresponding work activity (as defined by the non-Federal entity's written policies) are identified and entered into the records in a timely manner. Short term (such as one or two months) fluctuation between workload categories need not be considered as long as the distribution of salaries and wages is reasonable over the longer term; and

(C) The non-Federal entity's system of internal controls includes processes to review after-the-fact interim charges made to a Federal award based on budget estimates. All necessary adjustment must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

...

(2) For records which meet the standards required in [paragraph \(i\)\(1\)](#) of this section, the non-Federal entity will not be required to provide additional support or documentation for the work performed, other than that referenced in [paragraph \(i\)\(3\)](#) of this section.

(3) In accordance with Department of Labor regulations implementing the Fair Labor Standards Act (FLSA) ([29 CFR part 516](#)), charges for the salaries and wages of nonexempt employees, in addition to the supporting documentation described in this section, must also be supported by records indicating the total number of hours worked each day.

(4) Salaries and wages of employees used in meeting cost sharing or matching requirements on Federal awards must be supported in the same manner as salaries and wages claimed for reimbursement from Federal awards.

Effort Certification

Establish process for reporting, recording, and verifying employee time spent working on grant-funded projects.

Written policies and procedures for grant-funded personnel that:

- Contain prescribed measurement and tracking methods for staff effort and the sources of funds from which they are being paid. The measurement method should be consistent across staff classifications;
- Identify who will certify effort reports (supervisors, department heads, etc.);
- Identify who has oversight over reviewing, approving, tracking, and allocations (manager, administrator, finance officer, etc.); and
- Contain clear procedures to adjust effort levels when job duties change; and
- Ensure that tracking methods are documented and tie back to reporting on obligations/expenditures.

Written policies and procedures for accounting staff regarding the review of budgeted estimates against actual work (effort):

- Under the Uniform Guidance, estimates determined before the services are performed do not qualify as support for charges to Federal awards. (2 CFR 200.430(i)(1)(viii)).
- There must be a process to review after-the- fact interim charges made to federal awards based on budget estimates. All necessary adjustments must be made such that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

1

Establish effort reporting forms/process for grant funded personnel

2

Designate appropriate staff to review and certify effort reporting forms and train on Cost Principles policy and other grant requirements

3

Finance or other designated personnel must periodically review effort report forms

4

Provide sufficient training and support to ensure employee compliance

Sample Approach

Time and Effort Reporting for Employees who are paid 100% from a SINGLE program (single cost objective):

- An employee whose salary is paid in whole from one federal source must certify, on an annual basis, that they “worked solely on that program (single cost objective) for the period covered by the certification (e.g. Jan 1- Jun 30 and Jul 1- Dec 31)
- The certification must be signed and dated by the employee and co-signed by a supervisory official having first-hand knowledge of the activities performed by the employee

Time and Effort Reporting for employees whose work effort is split between more than one federally-funded project or a mix of federally-funded projects and non-federal work:

- An employee who works on more than one federal program, or on a combination of a federal programs and non-federal work, must maintain Personnel Activity Reports (PARs) that accurately reflects the percentage of time/hours the employee spends performing the federal work activity and any other duties
- Report must reflect an “AFTER-THE-FACT” distribution of actual activities performed
- Account for TOTAL activity for which employee is compensated must be completed at LEAST MONTHLY (e.g. Jan 1 – Jan 31)
- Must be signed and dated by the employee and also signed by a supervisory official having first-hand knowledge of the activities performed by the employee

Individual Time and Effort Certification

Uniform Guidance provisions, 2 CFR 200.430(i)(1), state that charges to Federal awards for salaries and wages must be based on records that accurately reflect the work performed. These records must:

- (i) Be supported by a system of internal control which provides reasonable assurance that the charges are accurate, allowable, and properly allocated;
- (ii) Be incorporated into the official records of the non-Federal entity;
- (iii) Reasonably reflect the total activity for which the employee is compensated by the non-Federal entity, not exceeding 100% of compensated activities;
- (iv) Encompass federally-assisted and all other activities compensated by the non-Federal entity on an integrated basis, but may include the use of subsidiary records as defined in the non-Federal entity's written policy;
- (v) Comply with the established accounting policies and practices of the non-Federal entity.

Where employees are expected to work solely (100%) on a single Federal award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared **at least semiannually** (at least every six months) and will be signed by the employee or a supervisory official having first-hand knowledge of the work performed by the employee.

Employees working on multiple activities or cost objectives, must document their work according to the distribution of their salaries or wages through monthly personnel activity reports instead of semi-annual certifications.

Organization Name:	
Employee Name:	
Position/Title:	
Department:	
Performance Period Start Date:	Performance Period End Date:
CSLFRF Project Name:	
CSLFRF Project ID #:	

*Employee's Signature: _____ Date Signed: _____

* I certify that 100% of my time during the period covered by this certification was spent performing duties and responsibilities for the federally funded cost object identified above.

**Supervisor's Signature: _____ Date Signed: _____

** I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the employee worked solely on the federally funded cost objective identified above during the period covered by this certification.

Individual Personnel Activity Report

Uniform Guidance provision 2 CFR 200.430(i)(1)(vii) states that employees working on multiple activities or cost objectives must document their work according to the distribution of their salaries or wages among specific activities or objectives. This will be supported through the use of a **monthly** Personnel Activity Report. The Log must reflect 100% of the total activity and be based upon actual time and effort charged to all funding sources (not budgeted or estimated time).

Organization Name:			
Employee Name:			
Position/Title:			
Department:			
Performance Period Start Date:		Performance Period End Date:	
Total Hours Worked During Performance Period:			
Federal Funding Effort Detail (Identify the federally funded project(s) and include a brief detail of work performed.)	CSLFRF Project ID #	Hours Worked	Percent (%) of Total Hours

Total Federally Funded Distribution (%): _____

Non-Federal Funding Effort Summary (Provide a summary of all work not associated with a federally funded project. To ensure this report covers all paid hours during the performance period, also include vacation hours when applicable.)	Hours Worked	Percent (%) of Total Hours
Summary of All Non-Federal Work		
Vacation		

Total Non-Federally Funded Distribution (%): _____

Total Effort: **100%**

(This must equal 100% and be representative of all hours worked during performance period tracked in this report)

*Employee's Signature: _____ Date Signed: _____

* I certify that certify that the distributions of effort reflected in this report represents the actual work performed during the period covered by this report.

**Supervisor's Signature: _____ Date Signed: _____

** I certify that I have first-hand knowledge of the activities performed by the employee identified above and that the distribution of effort shown represents the actual work performed during the period covered by this report to the best of my knowledge.



Uniform Guidance Compliance

The [Assistance Listing: Coronavirus State and Local Fiscal Recovery Funds](#) and Part 2 of the [US Treasury State and Local Fiscal Recovery Funds Compliance and Reporting Guidance](#) (Compliance Guide), the following UG provisions apply to the ARP/CSLFRF grant award (with a few modifications):

[Subpart A, Acronyms and Definitions](#)

[Subpart B, General provisions](#)

[Subpart C, Pre-Federal Award Requirements and Contents of Federal Awards](#) (except 2 CFR 200.204, .205, .210, and .213)

[Subpart D, Post Federal; Award Requirements](#) (except 2 CFR 200.305(b)(8) & (9), .308, .309, and .320(c)(4))

[Subpart E, Cost Principles](#)

[Subpart F, Audit Requirements](#)

[2 CFR Part 25](#) (Universal Identifier & System for Award Management)

[2 CFR Part 170](#) (Reporting Subaward and Executive Compensation Information)

[2 CFR Part 180](#) (OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement))

\$1,065,724.25			Notes	Debt Service	Additional Funding Source
TOTAL ALLOCATION					
FIRST ALLOCATION RECEIVED-\$532,862.13	Town Manager				
SECOND ALLOCATION EXPECTED IN JULY 2022-\$532,862.12	Recommended	Not Recommended			
Admin Services					
Phones/System Upgrades (Remote Access)		\$ 18,660	Dropped calls, freezing (cloud support seems to have higher security)		
Website Update	\$ 3,060.00		Deferred 3 years		
Agenda Manager	\$ 4,934.00		Current program only allows 2 users, 2mtgs-MCCI dropped program-Awaiting a demo on March 8th with Tyler Technology		
Disaster Recovery Backup	\$ 39,750.00		Provides quicker restoration (hours vs days) Computer Warriors/Brian Satz will present at meeting.		
FIRE DEPARTMENT					
Structural Firefighting Gear Extractor Washer & Dryer	\$ 13,000.00		Firefighter protective clothing must be kept clean to ensure its proper performance.		
Self-Contained Breathing Apparatus(SCBA), Face Masks, Air Cylinders, Maintenance & Support Equipment	\$ 220,000.00		The current equipment is nearing the end of their useful service life. SCBA's provide respiratory protection to firefighters operating in dangerous atmospheres. SCBAs are essential safety equipment that allow firefighters to enter immediately dangerous to life or health (IDLH) environments, and SCBAs are required to conduct rescue, firefighting, and hazardous materials mitigation operations		
Portable Radios	\$ 36,524.76		The radio is the lifeline that connects the firefighters to the incident commander and outside assistance in desperate situations. Current inventory works seamlessly with Onslow County (800MHz frequency) but not with Carteret County who use VHF.		
Gemtor 541NYC Series Fire Service Harness, Belt Loops, and Labor	\$ 12,000.00		To provide fall protection from elevated positions and a means of self-rescue from a dangerous environment.		
POLICE DEPARTMENT					
3-Police Vehicles	\$ 114,000.00		Two additional vehicles to be included in FY 2022-2023 budget. Need to return to CIP rotation schedule.		
14 Flashlights with cases		\$ 2,300	Fund in FY 2022-2023		
Ammunition-used for carry and qualification		\$ 3,000	Fund in FY 2022-2023		
PARKS & RECREATION					
Rope Climber	\$ 30,000.00		Need to replace original netting- Major feature at Municipal Park		
Pour in Play Surfacing		\$ 405,680	Municipal Park-\$18,000/Pirates Den-9,772.50 -maintenance every two years (Not included in price)		
Splash Pad Area Improvements	\$ 50,000.00		Create larger cemented pour and play area, concrete benches, shaded areas		
Playground Mulch		\$ 6,386	Fund in FY 2022-2023		
Commercial toilets (6)	\$ 4,800.00		Replace residential grade to commercial grade.		
Golf cart/Gator	\$ 14,083.00		To be used by Parks & Recreation and Public Works-Festivals		
Cameras installed at the docks, able to access at Visitor Center and Director at Rec Center	\$ 10,000.00		Computer Warriors-Install/Transfer Box (Camera already purchased)		
Church Street Dock-Add a small hut for staff person		\$ 2,000	Fund in FY 2022-2023		
Drinking Fountains-replace drinking fountains with bottle refills at the Recreation Center & Visitors Center		\$ 3,000	Fund in FY 2022-2023		
Emergency Box		\$ 5,000	North Carolina League of Municipalities-Safety Grant		✓
Holly Lane/Pineland Park neighborhood playground			PARTF 2022-23 grant cycle, if awarded, the project would be in the 2023-24 budget.		✓
PUBLIC WORKS					
Repaving roads with corrections to stormwater system, curb/gutters and sidewalks-Water Street		\$ 215,000	Call into Lauren with NC Coastal Federation (319 Grant)		✓
Reconstruction of Visitor Center meeting FEMA/Flood requirements	\$ 40,000.00		Onslow County TDA/Swansboro TDA		✓
Ride on pavement roller		\$ 27,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan	✓	
Single Axle Dump Truck- Small dump truck replacement		\$ 96,000	Current debt service paid in full FY 2021/2022-Could fund with additional loan	✓	
Portable message boards for street closures and Town events		\$ 37,300	Rent from Base		
Tractor to replace John Deere		\$ 54,400	Current debt service paid in full FY 2021/2022-Could fund with additional loan	✓	
Sidewalks (Priority 3)	\$ 200,000.00				
Payroll					
Premium Pay-full time & part time	\$ 55,860.83				
Town Manager Recommendation	\$ 848,012.59	\$ 875,726			
ARPA Funds remaining	\$ 217,711.66				

TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JANUARY 31, 2022)

REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

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

GENERAL FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$590,102**

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

(ACTUAL)

GENERAL FUND



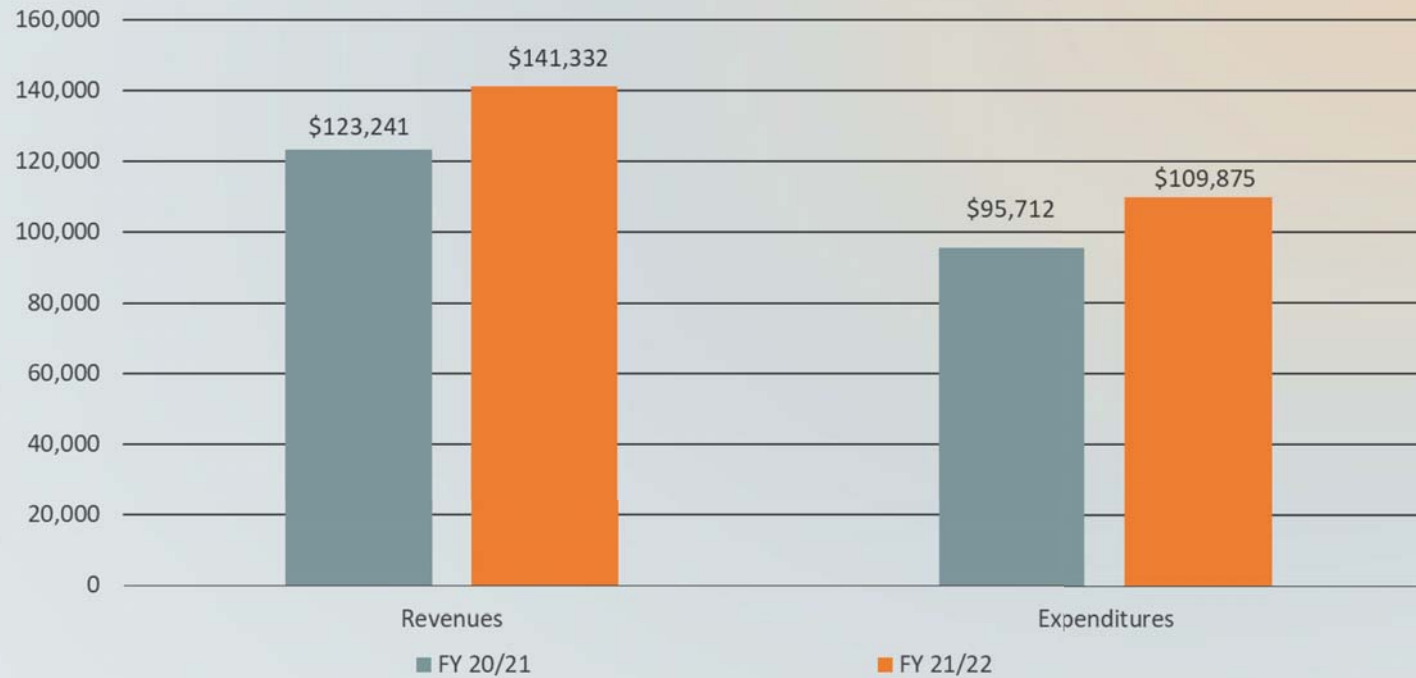
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures **\$723,251**

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2022
GOVERNING BODY	27,422	12,347	1,095	49.0%
ADMIN SERVICES	410,302	202,372	827	49.5%
FINANCE	253,881	152,998	-	60.3%
LEGAL	42,000	26,587	-	63.3%
PUBLIC BUILDINGS	412,907	160,973	48,355	50.7%
FIRE	796,411	440,162	19,990	57.8%
PERMITTING	259,117	133,524	116	51.6%
POLICE	1,043,180	601,764	4,962	58.2%
PUBLIC WORKS-STREETS	197,114	115,387	16,141	66.7%
POWELL BILL-STREETS	105,081	29,067	3,475	31.0%
PARKS & RECREATION	340,288	177,672	26,031	59.9%
CHURCH STREET DOCK	13,708	2,534	1,000	25.8%
EMERGENCY MANAGEMENT	66,185	60,510	4,160	97.7%
FESTIVALS & EVENTS	117,804	59,356	6,099	55.6%
NON DEPARTMENTAL	398,158	335,771	899	84.6%
TOTAL	4,483,557	2,511,025	133,149	58.97%

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

STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$31,457**

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

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$41,967**

TOWN OF SWANSBORO
LOAN REPORT
(AS OF JANUARY 31, 2022)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$534,076	2.69	03/21/2028	\$84,724
Public Safety Facility	\$120,000	2.58	12/22/2024	\$45,160
Fire Truck	\$223,427	2.08	11/01/2026	\$47,512
Equipment/Vehicles	Paid in Full	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$125,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$183,700	1.72	6/25/2025	\$47,917
Vehicles(Police & Fire Department) & Software	\$110,700	1.84	7/15/2026	\$23,377
Total Debt	\$1,296,903	47		\$329,726

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

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$5,398,542	.03%
NC CMT-General	\$100,015	.01%

Any Questions
?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2022-7**

Board Meeting Date: **February 28, 2022**

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

Overview:

1. **Legal Department**-Additional funds needed in the amount of \$15,000 for unfunded legal fees incurred from litigations.
Source of Funds-Appropriated Fund Balance
2. **Emergency Management** – The Town received \$49,159.52 from the State of NC Department of Public Safety for Category A (Debris Removal), Category B (Emergency Protective Services), and Category G (Dock Repairs) due to damages from Hurricane Isaias. Funds will be used to upfit Swansboro United Methodist Church/temporary EOC in preparation of 2022 hurricane season.
Source of Funds-Grant-Variou
3. **Non-Departmental**- In FY 20/21, the comprehensive operating software was approved and \$62,000 was transferred to the Capital Reserve account. Requesting \$30,000 to be transferred to the General Fund to begin software implementation.
Source of funds: **Transfer from Capital Reserve**

Background Attachment(s): Budget Ordinance Amendment #2022-7

Recommended Action: Motion to approve Budget Ordinance Amendment #2022-7

Action: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 21/22

BUDGET ORDINANCE AMENDMENT #2022-7

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 Department	\$15,000.00
Emergency Management	\$49,159.52
Non-Departmental	\$30,000.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$15,000.00
Grant-Variou s	\$49,159.52
Transfer from Capital Reserve	\$30,000.00

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

<u>Appropriations</u>	<u>Increase</u>
Transfer to General Fund-Comprehensive Operating Software	\$30,000.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$30,000.00

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, February 28, 2022.

Attest:

John Davis, Mayor

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **February 28, 2022**

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

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.

March 2, 2022 – Planning Retreat @ Hampton Inn 9 am to 4 pm

Proposed for March 14, 2022

Nothing currently proposed

Proposed for March 28, 2022

- * Board Appointments (2 boards with 1 vacancy each)
- * Text Amendment Speed Limit Change to Front Street
- * Finance Report

Future Agenda Items

- * American Rescue Plan Funding Recommendations (updates)
- * Further LUP Review/Amendments
- * Comprehensive Transportation Plan Revisions
- * Gateway Plan Discussion/Town Limits Beautification
- * 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*)
- * Postponed Text Amendments (deferred by Board 1.10.22 due to return to hybrid meetings)
 - o Temporary Signs
 - o Sign Amortization
 - o Political Signs
- * Historic Preservation Commission Recommendations (Joint Meeting Items)
- * Visitor's Center Improvements
- * Building Standards
- * Zoning Map & Table of Uses Amendments (possible)

April Meetings:

Regular – 11th

Regular – 25th

MANAGER'S REPORT

Town Projects/Initiatives Update

February 28, 2022

Submitted By: Paula Webb, Town Manager

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

- **Swansboro Causeway Living Shoreline Project:**

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

The following information is from their project narrative:

Project Site 2: Swansboro Yacht Club

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

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

Project Engineer, Brian Lipscomb confirmed a project construction timeline of late Fall/Winter of 2022/2023. A notice to proceed has been issued for a traffic impact analysis for the project. RK&K tentatively plan to be out collecting traffic counts prior to Thanksgiving.

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.

- **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

Town of Swansboro, NC Manager's Report

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.

- **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

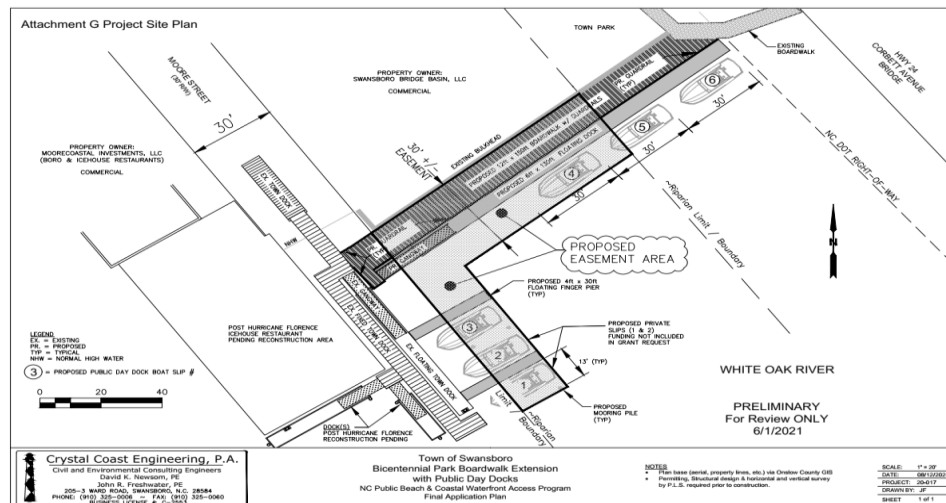
We were notified on January 14, 2021 that our application for Emmerton School was awarded for 100% funding (\$424,000). Please note that grant activities may not take place until the Grant Contract has been signed. We expect to receive the proposed grant contract in November 2021 and hope to have a quick 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 and we are waiting on a grant management meeting to occur.

Town of Swansboro, NC Manager's Report

In addition, 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 2022.

- **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



- **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.

Town of Swansboro, NC Manager's Report

The Engineer reported on 1.20.21, that the design was under final review.



- **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 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

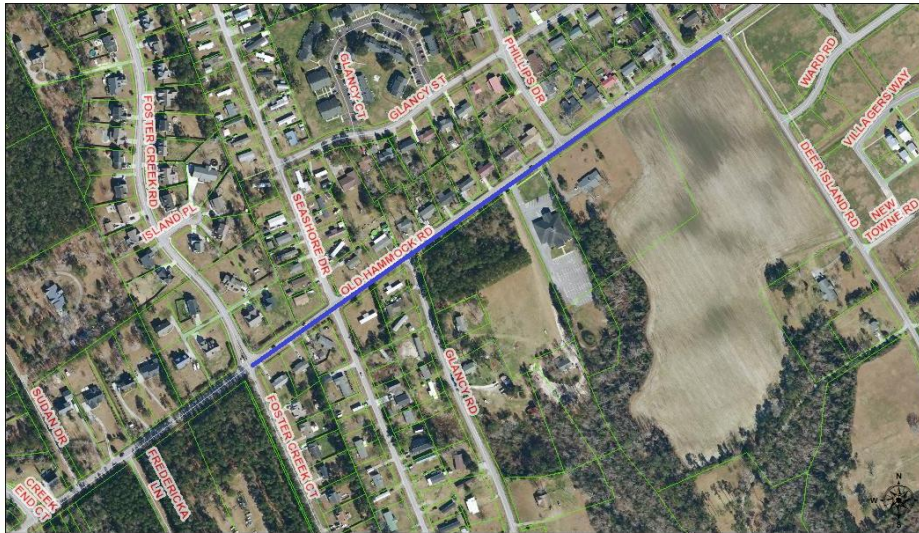
Town of Swansboro, NC

Manager's Report

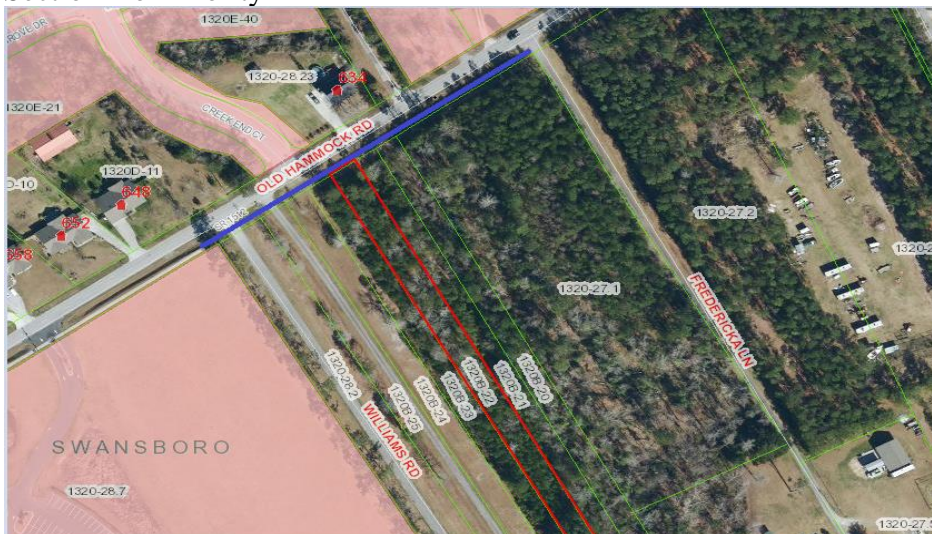
State Capital and Infrastructure Fund Directed Grant. Once received, these funds could be appropriated for the second section of Priority 2.

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



Town of Swansboro, NC Manager's Report

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

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

Priority 3



- **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 imagine it may take a couple of adjustments to correct the issues.

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

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete. Stewart has had some turnover in staff and asked that I submit notes from our last meeting. A final draft was received 1/18/2022 –additional changes to be made yet, mainly name of coordinator to Alissa Fender and implementation to Paula Webb.
- **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

Town of Swansboro, NC Manager's Report

received. You may recall that the Town had reached out to John Wood, NCDENR Restoration Specialist to see if there was an exemption for historic structures on the Substantial Damage/Improvement Rule. 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 and therefore no exemptions were available. 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. We have asked Mr. Wood if there is anything we can do to improve the structure and bring it back to a contributing status. What this ultimately means is that we will have to follow a phased plan for improvements. The building is valued at \$57,000. FEMA rules are interpreted as we would only be able to accomplish one phase per year. 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), then the phased approach would not be required from a FEMA standpoint. 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. *A meeting with John Wood is scheduled for Tuesday, March 1. We hope time will allow for some discussion at the Planning Retreat the next day.*

Department Reports for January 2022

Administrative Services

- Phone Records Report for January: 1,747 calls
 - Town Hall – 586 Parks and Recreation – 203
 - Police Department – 452 Fire Department – 108 Outgoing totals – 398
- Building permits sold for January: 63 residential/commercial combined; \$19,108.89 total fees collected (includes 7 re-inspections)
- 106 building inspections processed/7 Fire Inspections processed
- 75 various receipts processed
- 257 ONWASA payments processed, 1 New Service Setups, 10 Other transactions
- 7 Work Orders generated for Public Works
- 10 Notarization performed
- Admin staff worked at Visitor's Center 3 days each week (Darla, Alissa, and Lisa)
- American Legal Publishing update – reviewed & compiled for sending update
- US Census Report Submitted – Permits
- Finalized December 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.
- Ongoing Deputy Clerk training
- Budget Preparations Began
- Handled arrangements for BOC Goals & Priorities Retreat – Facilitator & location secured
- Pre-Planning virtual meeting Held with Lydian Altman for Board Retreat
- Issued New Releases/Constant Contact for:
 - Downtown Traffic Movement – Reminder
 - Downtown Traffic Movement – Update
 - Highway 24 Traffic Alert
 - Martin Luther King Jr Day Closure
 - Downtown Traffic Movement Finalized
 - Weather Alert for Jan 15-16
 - Weather Alert for Jan 20-22
 - Winter Newsletter
 - Weather Alert for Jan 20-22 update & Office Closures
 - Fire Dept ISO Rating News Release
 - Weather Alert for Jan 28-29
 - Weather Alert for Jan 28-29/Two Updates
- Conference call with Dewberry regarding Resilient Coastal Communities Program-Next Steps
- Attended Essentials of Municipal Government Zoom Course (2 days)

Department Reports for January 2022

- Met with Commissioner Conaway to bring him up to date on Board items handled prior to election
- Created and distributed winter Friendly City Newsletter
- Secured Booth & Participants for Chamber Business Expo on Feb 26th (postponed to April 9)
- Obtained quotes for Phone system upgrades – assisted companies with details needed
- Researched and contacted 3 agenda software companies for demo & quotes
- Created mailing list for historic district
- Updated Historic District Flyer
- Update Fee Schedule
- Finalized Board Minute book indexing
- Public Records Request – SMART Procurement (2 requests)
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 11,348. Top 5 pages viewed in January – Board of Commissioners Agendas 1,721 – Employment 1,490 – Permitting 1,362 – Board of Commissioners Minutes 1,191 – Parks and Recreation 1,164

Finance

- Sales & Use Tax received in January 2022 is \$101,910
- Accounts Payable Summary for January 2022:
 - 154 Invoices-Totaling \$114,644
 - 11 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for January 2022 (419.0)
- Processed payroll-01/14 and 01/28; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-January 2022-\$1,429
- Updated Stormwater spreadsheet
- December 2021 Bank Reconciliation-Town accounts
- December 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- TDA-prepared the agenda and quarterly financial report
- Swansboro TDA – Meeting was held on Thursday, January 13, 2022. The next scheduled meeting will be held on Thursday, April 14, 2022 at 2:30 pm
- Gathered financial information for January 24, 2022 regular meeting
- Budget instructions for FY 22/23 distributed to Department Heads
- Preparing Year End Projections FY 21/22/updating operating budget spreadsheet
- Updating Capital Improvement Plan
- Attended ARP/CLFRF Zoom Office Hours hosted by UNC School of Government
- Attended Webinars on State and Local Fiscal Recovery Funds (SLFRF) Final Rule
- Attended Webinar on “How to Manage Your State Budget Grant” hosted by NCLM

Department Reports for January 2022

- Attended Webinar hosted by the NC Office of State Budget Management on State Capital & Infrastructure Fund Grants
- Submitted the following reports:
 - HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 - LGC203-North Carolina State Treasurer-Cash Deposits and Investments for Town and TDA

Fire Department

Fire Calls

- 75 Total Calls
 - 44 Calls in Town including – 27 EMS Calls. 1 MVC, 1 Electrical Problem, 3 Service Calls, 1 Assist Police, 11 False Alarms
 - 17 Calls in White Oak District – 9 EMS Calls, 1 Water Rescue, 1 Chemical Hazard, 1 Electrical Problem, 1 Service Call, 2 Cancelled Enroute, 2 False Alarms
 - 14 Calls Mutual Aid – 3 Structure Fire Calls, 1 Boat Fire, 1 Brush Fire, 1 Water Rescue, 2 Smoke Investigations, 1 Police Assist, 5 Cancelled Enroute
- 283 Training hours - Paid Staff
- 71 Training hours – Volunteer Training
- 28.5 Hours Volunteer Duty Days = 1 - 24hr Shifts

Cost Saved 28.5 hrs. x \$14.00 = \$399.00

Paid staff

- The Fire Department has seen an increase in EMS calls in the district because of an updated Medical Responder agreement between the Department and Onslow County EMS. The change in the type of EMS calls the Department responds to now was mutually agreed upon by both parties due to heavy County EMS call volume and nationally recognized EMS response criteria. Both the Department and the County feel this updated agreement will enhance the safety and quality of life for the citizens and visitors of Swansboro without creating a significant financial burden to the taxpayer
- Captain Earles, Firefighter Buhr, Firefighter Hunter, and Firefighter Reese have been attending the OSFM Aerials certification course through Coastal Carolina Community College. They will finish the course in February and complete their Driver/Operator certifications
- Chief Degnan was notified by the NC Department of Insurance of our results of the ISO inspection conducted in October 2021. The Department maintained a rating of 4 within Town Limits and improved to a rating of 4/9E in the White Oak River District. These ratings are important for cost commercial and residential property insurance as well as showing the level of fire protection in the fire response district

Department Reports for January 2022

Volunteer staff

- Assistant Chief McElroy conducted monthly volunteer training at the department on January 24

Vehicle repairs

- Engine 1703 required maintenance on a main water intake valve and the HVAC system. All repairs have been completed
- Annual NFPA required pump certification testing has been completed and all apparatus passed without issues
- Cedar Point Signs & Graphics completed decaling on the new Fire Chief's vehicle

Department activities

- The department has submitted a request for the 2021-2022 Assistance to Firefighters Grants Program for a Self-Contained Breath Apparatus (SCBA) cylinder fill station/air compressor. The decision on the grant award is expected to be announced by mid-year 2022. If awarded, the potential savings for the Town is just over \$50,000 and the firefighters will not have to ask neighboring departments for the use of their own compressors to fill our SCBA cylinders

Parks and Recreation

DIRECTOR'S REPORT

Festivals/Events

- Continue to accept vendors for Arts by the Sea and Mullet Festival

Mullet Festival

- Began researching bands and obtaining quotes.
- Compiling final expenses to prepare for the 2022 budget

July 4

- Contract executed with the Tams.
- Confirmed and executed contract with Hale Artificier, Inc for the July 4th fireworks

Comprehensive Master Plan

- Continue to participate in bi-weekly meeting with McAdams
- Final review of survey to prepare for distribution should be in early February
- Finalized groups that survey will be distributed: 1-3 homeowner groups, elementary and middle school, Constant Contact, and RecDesk users
- Gathering in depth financials for the last five years
- Continue gathering information requested on parks, programs, finances, staff, and maintenance the department currently has/offering

Department Reports for January 2022

Miscellaneous

- Continue to work with Computer Warriors on camera project. Installment for camera's began the second week in January and should be completed by February
- Began compiling project list for American Rescue Act funds. Researching companies and obtaining quotes
- Began preparing budget documents for next fiscal year
- Met with Onslow County Parks and Recreation to begin planning for Piratefest. The event will be held on May 14 in Downtown Swansboro. Entertainers have been contacted and proposals are being submitted. Will meet again in February to finalize entertainers
- Researching other recreation departments fees for programs, parks, and indoor facilities
- 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
- Serve on the Onslow County Senior Games Committee, monthly meetings
- 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 – 13,279 followers
- Post Reach- 12,663
- Post Engagement-1537
- New Followers-59

Activity Report for January

Organization Activity					
From 1/8/2022 to 2/7/2022					
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created
All	91	29	13	0	89
Resident	8	5	4	0	18
Non-Resident	83	24	9	0	71
No Residency Set	0	0	0	0	0
Demographics					
< 18	17	0	0	0	11
18 - 65	54	21	12	0	62
65+	20	8	1	0	16
Male	22	21	6	0	35
Female	69	8	7	0	54
Other Genders	0	0	0	0	0
Online vs In-House					
Online	39	0	0	N/A	51
In-Person	52	29	13	N/A	38

Department Reports for January 2022

January Revenue

- | | |
|--------------------------|-----------|
| • Slip Fee - Town Dock | \$1583.00 |
| • Rental Fees-Parks | \$70 |
| • Rentals Rooms | \$2745 |
| • Dog Park Registrations | \$60 |
| • Rec Program Fees | \$2749.14 |
| • Gym Memberships | \$560 |
| • Vendor Fees | \$395 |

RECREATION PROGRAM SUPERVISOR

Routine monthly job responsibilities:

- 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
- Parks advisory board monthly meeting – presented past, current, and future programs to board

Planned programs and other monthly work:

Teacher Workday Camp – Jan. 18 & 19

- Conducted full day program with scheduled staff
- Created and emailed daily schedule to all parents
- Prepared classroom with crafts necessary for daily planned activities
- Researched movie availability and pricing - purchased tickets to movie for field trip

21-22 End of Year Expenses Projection

- Continued work on expenses for rest of fiscal year
- Calculated instructor payouts for contracted programs offered

Potential Youth Dodgeball Program/League

- Contacted Swansboro Middle School about Annex Gym availability – Gym not available until beginning of April

Department Reports for January 2022

- Contacted Onslow County Recreation Department about scheduled basketball dates and use of the Annex Gym
- Researched and called local churches about available room space at facility for program
- Researched and contacted other recreation department about dodgeball programs, leagues, registration details, and game rules.

Body Basics: Flex-N-Flow

- Contacted instructor Beth Floyd about offering new fitness class
- Meeting with instructor – went over contract, program scheduling, and registration fees
- Created flyer for program/ advertised on social media platforms

Wild Child Art Studio

- Emailed and contacted instructor Carla Paschal about offering arts and craft classes
- Discussed potential types of classes instructor was interested in offering
- Requested contract renewal and updated COI
- Scheduled Mosaic Workshop (Feb 24) and Sea Glass Resin (March 17) classes

Pound Fitness

- Meeting with instructor Karen Daly about contract renewal and updated COI
- Set up class on groupMe app for instructor and participant communication
- Rescheduled 2 classes due to inclement weather and facility closure – contacted participants via email, groupMe app, and posted closure on social media

Tai Chi Class

- Meeting with instructor Harold McMillion about offering next series weekly rather than bi-weekly
- Scheduled new 8-week series to begin February 3 through March 24
- Opened registration on January 14 for new series
- Emailed all previous participants and those wait-listed from previous series about new class schedule and registration dates

Down Syndrome Network of Onslow and Carteret Counties

- Discussed partnership and programs with organization representative, Rebecca Droberg
- Planned dates of programs based on Recreation Center availability
- Scheduled Inclusive Education Seminar and Music Therapy classes (once a month)

Pickleball/Tennis Court Maintenance

- Purchased court crack filler from SportMaster Sport Surfaces company in Raleigh, NC
- Ordered new Pickleball equipment (nets, balls, and new net storage bags) for program
- Organized to pick up product in Raleigh by Pickleball Volunteer Coordinator
- Re-hung windscreens with volunteer coordinators after storm winds knocked them down

Department Reports for January 2022

- Started daily attendance sign-in sheets to follow program court usage and recorded attendance in recdesk

American Red Cross Blood Drive – March 28

- Contacted by account representative Katelyn Brusaw about her being out on leave
- Scheduled meeting with interim representative to discuss setup/breakdown of room and drop off program flyers and promotional materials for next blood drive

Movie/Drive-in Movie at the Park

- Contacted movie licensing agencies (Swank, MPLC, CPUSA) regarding pricing and contract details for showing outdoor movies
- Reviewed movie lists provided by agencies and compared pricing for contracts

Cardio Kickboxing Instructor/Program

- Approached by local Jacksonville instructor, Consuelo Washington, about potential fitness class offering at the Recreation Center
- Emailed instructor contract, discussed room availability for facility, and requested program details and registration fees

2022 Summer Day Camp

- Prepared each week of program for registration in recdesk
- Discussed registration start date with Director – March 1st
- Emailed previous year's camp participants to make aware of new registration date for summer camp

Spring Paint & Sip

- Discussed program dates with staff/instructor – scheduled class for March 18
- Reviewed and checked inventory/necessary supplies with staff/instructor

Boys Rec Night

- Scheduled program for March 25
- Contacted Deunta Williams at Bring it On Sports in Jacksonville about being a guest speaker for the program
- Emailed past program participants to inform them of the scheduled program

Permitting

Planning Board

- January 11, 2022, Regular Meeting
 - The Board voted unanimously to recommend approval of proposed amendments to the UDO pertaining to political signage in order to:
 - 1) Align the ordinance regulations with NC GS § 136-32, Regulation of signs;

Department Reports for January 2022

- 2) Remove the requirement for a sign permit making enforcement more manageable;
- 3) Clarify the penalties for placement of signs which do not meet these criteria;
- 4) Clarify the types of signage allowed under this section; and
- 5) Clarify the size limitations for signage under this section.

Historic Preservation Commission

- **January 18, 2022, Regular Meeting**

- The Commission held elections for Chair, Vice-chair and Planning Board representative. Patrick Larkin and Kim Kingrey were re-elected Chair and Vice-chair; Edward Binanay was elected Planning Board representative.
- The Commission continued discussion of the following items discussed during the September 21, 2021, joint meeting with the Board of Commissioners:

Fees

Fee examples from several communities were provided for review and the Certificate of Appropriateness List was included for reference. The Commission asked if monies collected as application fees and enforcement penalties could be used to assist historic property owners with maintenance. A recommendation was made to amend the Schedule of Fees to:

- 1) Reduce the fee for Major Work from \$400.00 to \$200.00;
- 2) Increase the fee for Minor Work from \$0 to \$50.00; and
- 3) Establish noncompliance (after the fact) fees of \$500.00 for Major Work, \$100.00 for Minor Work and \$2,000.00 for Demolition.

Education

Mr. Ansell provided the Oak Ridge Historic Heritage Month Proclamation as an example of a proclamation establishing a Historic Preservation Month.

The Commission discussed the following initiatives:

- 1) Have a historic appreciation day in conjunction with a workshop; Include the Historic Association. Amelia Gillette was present and as a representative for the Association, stated they would be interested.
- 2) It was asked if the Historic Association could work with the Historic Commission to hold a fundraiser using their 5013C status. Amelia stated that would be something they could look into.
- 3) Amelia and Kim plan to work together to present ideas to the commission on further collaborations.

Ed Binanay was nominated to work with Mrs. Ansell to finalize the Historic Stakeholders survey. The Commission stated that they would like it to go to the entire Town, not just property owners within the district.

Department Reports for January 2022

Design Standards

Kim Kingrey and Joan Deaton were appointed as a sub-committee to review the Design Guidelines (Standards) and present 50 percent of the revisions that they deem necessary at the next meeting of the Commission.

- The Visitor's Center Project and its Contributing Status Determination were discussed. An overview of the determination letter received from John Wood was provided. The Commission requested that the Board of Commissioners do not act on the project until more information could be received from John Wood on bringing it back to a contributing status.
- Mrs. Ansell was asked to check with the Town's attorney concerning raising funds for maintenance of properties within the district.
- Mrs. Ansell explained that Grubb & Associates had been selected to provide consulting services for the architectural survey update. She had notified the State of the Town's selection, as was awaiting execution of the contract.

Projects/Miscellaneous

- **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 for clarity on the ability for the Town to require a guarantee for street and other infrastructure improvements.
- **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, 2021.
- **Shipwright Pointe, Section II Acceptance:** Received inspection report from consultant engineer, Ron Cullipher, and submitted it to Tidewater Associates on December 6, 2021.
- **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.
- **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

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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.
- **Yacht Club Flood Ordinance Violations:** Building permit expired November 2019 based on permit revision issued; no inspections requested. Town has determined work constitutes a Substantial Improvement; structure will need to be brought into compliance with current Flood Damage Prevention Ordinance/Building Code. Staff conducted an inspection of the property on November 18th with owner's representative Russ Davis to document the condition of the property.
- **Boro Temporary Structure:** To be removed by October 31, 2021 (180 additional days allowed by Session Law 2020-97) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy.
- **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.
- **One Harbor Church:** Received letter from Tom Tapping and Isaac Hopkins on December 22, 2021, documenting the progress on site.
- **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:** Awaiting confirmation from Dewberry on scheduling a public information meeting to prioritize concerns/potential projects.

Police Department

Patrol:

- 153 Reportable Events
- 4 Motor Vehicle Crashes
- 1 Felony Arrest
- 4 Misdemeanor Arrests

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- 3 Arrests by Warrant Service
- 1 DWI Arrest
- 1 Misdemeanor Drug arrest
- 5 Arrests with Transport to the Onslow County Jail
- 131 Citations
- 96 Verbal/Written Warnings
- 4 Felonies Investigated (2-Fraud; 1-Larceny; 1-Identity Theft/Obtaining Property by False Pretenses)
- 21 Misdemeanors (11-Property Damage; 2-Harassment; 1-Larceny; 1-Resist Public Officer; 1-Trespassing; 1-Contributing to the Delinquency of a Minor; 1-Drug; 4-Traffic)
- 10 Disputes/Public Disturbances
- 4 Domestic
- 2 Crisis Intervention with Mental Patient
- 1 Overdose
- 14 Alarm/Open Doors
- 33 Suspicious Incident/Person/Vehicle
- 3 Town Ordinance Violations
- 2 Civil Disputes
- 77 Requests by Citizens/Motorists for non-Crime Related Assistance
- 177 Requests by Other Agencies/Departments for Assistance

5,093 Total Events Performed by Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 4 Funeral Escorts
- 10 Requests for Fingerprinting
- 36 Business Closing Standby's
- 25 Foot Patrols
- 3 Requests by Citizens for Residence Check
- Officer Wellmer and Officer McLean completed Crisis Intervention Team Training. 40-hour training conducted by Trilium Health Resources and held at Pitt Community College

Admin Services:

- Answered 271 phone calls during business hours
- Assisted 117 walk in requests for assistance during business hours
- Took 24 requests for reports during business hours

Public Works

Grass Cutting

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- All Parks
- Town Hall
- Fire Dept

Town Buildings

- Admin office ceiling and wall repaired and painted from roof leak
- New closures installed on Public Safety Building doors
- Waste removal system replaced at Public Safety Building
- Parking lines and arrows repainted at Town Hall
- Generator fuel tanks topped off in preparation of ice storms
- Town Building areas salted in preparation of ice storms
- Bleachers at Municipal Park repaired

Vehicle Maintenance

- Regular maintenance

Storm Water

- All Town storm drains cleared in preparation of ice storm

Streets

- Christmas Decorations removed throughout Town
- One Way Conversion of Downtown area completed including painting for crosswalks, parking, directional arrows, curbing and stop bars

Inspections

- 100 Inspections completed by Jim Stipe and Paul Brown

Yard Waste

- 226 Bags, 374 Bundles, 4 Loads, 24 Man Hours