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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, March 22, 2021

Board Members

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

February 22, 2021 Regular Meeting Minutes

IV. Appointments/Recognitions/Presentations

a. FY 19/20 Audit Presentation

Greg Redman, CPA

b. ADA Transition Plan Draft Introduction

Chris Seaberg,
Town Manager

In early August 2018, the Town of Swansboro, along with another 196 towns and municipalities throughout North Carolina, were notified of the requirement to do an ADA Transition Plan pursuant to the Code of Federal Regulation. After a delay due to Hurricane Florence, more direction was given in December 2018 and the Town acted in January 2019 selecting an ADA Coordinator, adopted an ADA Policy Statement and Grievance Complaint Procedures.

The Town then hired Stewart to begin development of the ADA Transition Plan. Harrison Wenchell of Stewart will introduce the draft plan and take questions and comments from the public and Board. Comments and further directives will then be added to the Plan and prepared for final adoption and implementation.

Action Needed: Following introduction; allow for public and Board comment

V. Public Hearing – None Scheduled

VI. Business Non-Consent

a. Budget Amendment 2021-6

Sonia Johnson
Finance Director

Amendments are needed in multiple departments as indicated below.

1. 401K Adjustment - On February 22, 2021, the Board approved a 2% match for current and potential general employees for the remainder of FY 20/21. Requesting \$7,715.42 to be appropriated from fund balance. Source of Funds: Appropriated Fund Balance

2. Admin Services - Carteret County Shore Protection Office respectfully requests funding that will enable the U.S. Army Corps of Engineers (Corps) to conduct a dredging event along the waterway reach of Bogue Inlet proper and the connecting channel that ties the inlet to the Atlantic Intracoastal Waterway. Requesting \$2,500 to be appropriated from fund balance. Source of Funds: Appropriated Fund Balance

3. Non-Departmental/IT Services - With the transition to remote access, we had to increase security to a more robust coverage. Requesting \$19,000 to be appropriated from fund balance. Source of Funds: Appropriated Fund Balance

4. Stormwater Enterprise Fund - Additional repairs were needed to the Sterling Dump Truck. Body rust was to the extent it was unsafe to drive on roads due to debris falling out of the bed of the truck. Requesting \$7,487.28 to be appropriated from Stormwater Enterprise fund balance. Source of Funds: Stormwater Enterprise Fund Appropriated Fund Balance

Action Needed: Motion to approve Budget Amendment 2021-6

b. Financial Report

Sonia Johnson
Finance Director

Action Needed: Receive Report

c. Future Agenda Items

Paula Webb
Asst. Manager/Clerk

An opportunity is provided for the Board to review upcoming proposed items and to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

Action Needed: Review/discuss upcoming agenda items and introduce any items of interest for placement on future agenda.

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

Manager's Brief
Emergency Operations Center Update
Departments Report

Chris Seaberg
Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session – None Scheduled

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
February 22, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

Public Comment

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

Adoption of Agenda

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner, the Agenda and Consent Items below was unanimously approved.

Meeting Minutes – 2/8/21 Regular Meeting

Business Non-Consent

Downtown Traffic Analysis – Manager Seaberg explained that the Board reviewed and discussed a draft plan in November 2018 prior to his arrival and had made suggested modifications beyond the scope of the draft plan. He met with Jeff Hohanadel of the Timmons Group in March 2020 to clarify the Board’s guidance and further met with NCDOT in June of 2020 who vetted the suggested changes the Board had made.

Mayor Davis understood the following traffic pattern(s):

- Front Street would be one-way moving South from NC24 toward Church Street
- Church Street would be one-way moving West from Front Street to Water Street, then two-way to NC24
- Water Street would remain two-way
- Main Street would be two-way from moving East from NC24 to Water Street, then one-way East to Front Street, and two-way across Front Street to the street-end
- Moore Street would remain one-way moving West from Front Street, then East two-way across Front Street to the street-end

Manager Seaberg noted that Moore Street was already one-way. NCDOT had approved the traffic movement from NC24 onto Front Street as one-way.

Hypothetically, Commissioner Meilleur inquired, if the streets were closed for a festival/event on the first Sunday of the month – what impact would that have? Jeff Hochanadel believed the two-way movement may have to be re-opened in that event – he would need to look at the movement/duration closer. Signage would be important.

Manager Seaberg believed Public Works could do the work to re-mark the parking spaces based on the traffic movement recommended. Mr. Hochanadel recommended allowing his firm to design the parking space layout and crosswalks, but this would require NCDOT review once again, which may delay implementation yet again.

Commissioner Turner noted that tourist season was only a couple months away – if implementation were delayed into the season, the work would need to be pushed to the Fall. Commissioner Philpott believed a cobblestone crosswalk or similar design would be a nice touch in the historic district. Board members agreed with the statements made by Commissioner Turner and Philpott and asked that Mr. Hochanadel see if there was a quick review process that NCDOT might consider so the project could be accomplished this Spring.

On a motion by Commissioner Meilleur, seconded by Commissioner Turner the Downtown Traffic Analysis modified draft was adopted and the Timmons Group to provide implementation procedures/design as noted by unanimous vote.

Southeastern NC Regional Hazard Mitigation Plan Adoption – To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The act emphasized the need for state, local and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds. In short, if a jurisdiction were not covered by an approved mitigation plan, it would not be eligible for mitigation grant funds.

The purpose of the Southeastern NC Regional Hazard Mitigation Plan was to update the existing plan to demonstrate progress and reflect current conditions; integrate Onslow County and the municipalities in the County into the Southeastern NC Regional Hazard Mitigation Plan (as we previously participated in a county-wide plan); increase public awareness and education; maintain grant eligibility for participating jurisdictions; update the plan in accordance with Community Rating System (CRS)

requirements, where applicable; and maintain compliance with state and federal legislative requirements for local hazard mitigation plans. The current Plan would expire on April 25, 2021.

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi, Resolution 2021-R1 formally adopting the Southeastern NC Regional Hazard Mitigation Plan was unanimously approved.

401K Increased Contribution Match Consideration – At its January 11, 2021 regular meeting, Board support was shown to consider increasing the Town's match of 401K contributions from 1% to up to 3% for general employees. Board members inquired as to the number of current participants and potential cost if the Town saw 100% participation. Currently, there were 11 employees participating in this program. The cost to increase the match up to 3% for those currently participating for FY 20/21 would be \$ 4,512.97. If we included those not currently participating (11 employees) the cost for FY 20/21 would be \$7,715.41.

Mayor Davis asked what year one would cost if all eligible employees contributed 3%. Manager Seaberg suggested \$16,840 for the first year, \$17,000 for year two, which included a CPI of 3% on salaries. Note – these figures did not include the Police Department 5% contribution the Town was mandated to pay. Although, no employee feedback had been sought, Manager Seaberg believed it would be a good incentive for employees to contribute and/or contribute more.

Mayor Pro Tem Tursi noted concerns with the recent House Bill 119 shared by the Manager today, which could put a damper on future budget actions. (In short, HB 119 proposed allowing business property owners a deferment on their property taxes.)

Commissioner Turner felt more comfortable with a 2% increase, asking what that figure would be if 22 fulltime employees participated. Manager Seaberg gave an estimate of \$12,000. Commissioner Meilleur and Pugliese still supported 3% with review each year. Other agreed to 2% with the unknowns of HB 119.

On a motion by Commissioner Turner, seconded by Commissioner Philpott the Town's 401K contribution was increased up to a 2% match for those contributing for remainder of FY 20/21. The vote was unanimous.

Budget Ordinance Amendment #2021-5 – Multiple departments required amending for FY 20/21. The source for all proposed amendments would be to appropriate Fund Balance.

Non-Departmental – At the January 11th meeting, \$28,041 was approved for Public Works Capital installment amounts to be set aside for future purchase of a Tundra \$12,500, GMC Sierra \$9,375 and \$6,166 for a Ventrac multiple purpose unit.

Fire Department – At the January 11th meeting, \$26,000 was approved for one full time position for the remainder of FY 20/21 and \$60,000 to be set aside for a Ladder Truck purchase in a future year.

Public Buildings – The Town was in receipt of an invoice for floor installation at the Fire Department. The funds were encumbered in FY 19/20; however, the funds went back to fund balance because they were not used prior to the end of the fiscal year. Requested \$15,411 be appropriated back out of fund balance for its intended purpose.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Budget Ordinance Amendment 2021-5 was unanimously approved.

Financial Report - January 2021 – Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. Revenues were up, with only 9% left to collect this year.

Future Agenda Items – A memo detailing proposed upcoming agenda items was reviewed and an opportunity for the Board to introduce any new items was given.

Noting no items scheduled for March 8, 2021, the Board agreed to cancel the meeting. Swansboro High School recognitions and Economic Development Committee/Plan discussion to be added for the March 22, 2021 meeting.

Public Comments

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

Manager's Comments

Manager Seaberg entertained questions from the Manager's Brief provided in the agenda packet. No questions were asked.

Manager Seaberg added that the Carolina Wetlands Association was scheduled to present at the March 2, 2021 Planning Board meeting.

Dockwalk Project – The grant agreement with NC Coastal Management was still pending.

Water Street Retro-fitting – to be scheduled later in the year.

Board Comments

Mayor Pro Tem Tursi urged the Board to read HB 119. If passed as written, it would have severe impacts on the upcoming budget, as property taxes was a major revenue stream for the Town.

Mayor Davis thanked the staff for long meeting last week. He hoped to receive the Priorities/Goals soon.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Philpott the Board entered closed session at 8:00 pm pursuant to NCGS 143-318.11 (a) (6) to review the Manager and Assistant Manager/Town Clerk evaluations.

On a motion duly made in closed session, the Board re-entered open session at 7:15 pm.

Mayor Davis announced that the Board unanimously awarded a 2% Merit Increase for both the Manager and Assistant Manager/Town Clerk.

Adjournment

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott, the meeting adjourned at 7:15pm.

Town of Swansboro Audit Report Presentation

Gregory T. Redman, CPA


Independent Auditor's Report

Opinion

In my opinion, based on my audit, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, and the aggregate remaining fund information of the Town of Swansboro, North Carolina as of June 30, 2018, and the respective changes in financial position and cash flows, where appropriate, thereof and the respective budgetary comparison for the General Fund for the year then ended **in accordance with accounting principles generally accepted in the United States of America.**

“Unmodified Opinion”

Government-Wide Financial Analysis

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Current and other assets	\$ 3,891,926	\$ 3,700,382	\$ 104,981	\$ 89,650	\$ 3,996,907	\$ 3,790,032
Capital and other noncurrent assets	7,182,468	7,147,972	239,822	100,147	7,422,290	7,248,119
Total assets	<u>\$ 11,074,394</u>	<u>\$ 10,848,354</u>	<u>\$ 344,803</u>	<u>\$ 189,797</u>	<u>\$ 11,419,197</u>	<u>\$ 11,038,151</u>
Deferred outflows of resources	\$ 377,898	\$ 407,606	\$ 18,412	\$ 20,434	\$ 396,310	\$ 428,040
Long-term liabilities	\$ 2,527,941	\$ 2,688,403	\$ 56,843	\$ 60,636	\$ 2,584,784	\$ 2,749,039
Other liabilities	829,019	891,670	37,448	36,260	866,467	927,930
Total liabilities	<u>\$ 3,356,960</u>	<u>\$ 3,580,073</u>	<u>\$ 94,291</u>	<u>\$ 96,896</u>	<u>\$ 3,451,251</u>	<u>\$ 3,676,969</u>
Deferred inflows of resources	\$ 301,503	\$ 166,637	\$ 15,049	\$ 964	\$ 316,552	\$ 167,601
Net position:						
Net investment in capital assets	\$ 5,569,892	\$ 5,542,096	\$ 239,822	\$ 100,147	\$ 5,809,714	\$ 5,642,243
Restricted	691,177	735,701	-	-	691,177	735,701
Unrestricted	1,532,760	1,231,453	14,053	12,224	1,546,813	1,243,677
Total net position	<u>\$ 7,793,829</u>	<u>\$ 7,509,250</u>	<u>\$ 253,875</u>	<u>\$ 112,371</u>	<u>\$ 8,047,704</u>	<u>\$ 7,621,621</u>

Changes in Net Position

	Governmental Activities		Business-type Activities		Total	
	2020	2019	2020	2019	2020	2019
Revenues:						
Program revenues:						
Charges for services	\$ 410,080	\$ 456,595	\$ 436,631	\$ 431,150	\$ 846,711	\$ 887,745
Operating grants and contributions	417,820	942,063	-	-	417,820	942,063
Capital grants and contributions	50,508	99,716	-	-	50,508	99,716
General revenues:						
Property taxes	1,745,281	1,696,102	-	-	1,745,281	1,696,102
Other taxes	71,088	98,783	-	-	71,088	98,783
Grants and contributions not restricted to specific programs	1,268,190	1,212,651	-	-	1,268,190	1,212,651
Other	407,162	1,160,687	-	5,874	407,162	1,166,561
Total revenues	<u>\$ 4,370,129</u>	<u>\$ 5,666,597</u>	<u>\$ 436,631</u>	<u>\$ 437,024</u>	<u>\$ 4,806,760</u>	<u>\$ 6,103,621</u>
Expenses:						
General government	\$ 939,050	\$ 2,554,830	\$ -	\$ -	\$ 939,050	\$ 2,554,830
Public safety	1,989,854	1,622,146	-	-	1,989,854	1,622,146
Transportation	276,500	308,068	-	-	276,500	308,068
Economic development	145,233	310,249	-	-	145,233	310,249
Cultural and recreation	342,413	321,218	-	-	342,413	321,218
Other	187,429	-	-	-	187,429	-
Interest on long-term debt	41,269	42,939	-	-	41,269	42,939
Stormwater	-	-	123,764	71,688	123,764	71,688
Solid Waste	-	-	335,165	302,905	335,165	302,905
Total expenses	<u>\$ 3,921,748</u>	<u>\$ 5,159,450</u>	<u>\$ 458,929</u>	<u>\$ 374,593</u>	<u>\$ 4,380,677</u>	<u>\$ 5,534,043</u>
Increase in net position before transfers and special items	\$ 448,381	\$ 507,147	\$ (22,298)	\$ 62,431	\$ 426,083	\$ 569,578
Transfers and special items	(163,802)	1,500	163,802	8,500	-	10,000
Increase in net position	\$ 284,579	\$ 508,647	\$ 141,504	\$ 70,931	\$ 426,083	\$ 579,578
Net position, July 1	7,509,250	7,000,603	112,371	41,440	7,621,621	7,042,043
Net position-beginning, restated	-	-	-	-	-	-
Net position, June 30	<u>\$ 7,793,829</u>	<u>\$ 7,509,250</u>	<u>\$ 253,875</u>	<u>\$ 112,371</u>	<u>\$ 8,047,704</u>	<u>\$ 7,621,621</u>

Balance Sheet

Governmental Funds

Town of Swansboro, North Carolina
Balance Sheet
Governmental Funds
June 30, 2020

	2020 General	2019 General
Assets		
Cash and cash equivalents	\$ 3,135,321	\$ 2,879,912
Restricted cash	39,384	43,724
Receivables, net:		
Taxes	35,653	27,683
Accounts	333,636	384,702
Grants	-	-
Due from other funds	-	-
Total Assets	<u>\$ 3,543,994</u>	<u>\$ 3,336,021</u>
Liabilities		
Due to other funds	\$ -	\$ -
Accounts payable and accrued liabilities	542,336	612,063
Other liabilities	-	-
Total Liabilities	<u>\$ 542,336</u>	<u>\$ 612,063</u>
Deferred Inflows of Resources		
Property taxes receivable	\$ 35,653	\$ 27,683
Prepaid taxes	-	-
Total Deferred Inflows of Resources	<u>\$ 35,653</u>	<u>\$ 27,683</u>
Fund Balances		
Restricted:		
Stabilization by State Statute	\$ 333,636	\$ 384,702
Streets	24,474	31,901
Capital improvements	-	-
Festivals and events	-	11,274
Assigned:		
Subsequent year's expenditures	378,472	123,471
Unassigned	<u>2,229,423</u>	<u>2,144,927</u>
Total Fund Balances	<u>\$ 2,966,005</u>	<u>\$ 2,696,275</u>
Total Liabilities, Deferred Inflows of Resources, And Fund Balances	<u>\$ 3,543,994</u>	<u>\$ 3,336,021</u>

Unassigned Fund Balance as a Percentage of Total General Fund Expenditures

	<u>2020</u>	<u>2019</u>
Unassigned fund balance	\$ 2,229,423	\$ 2,144,927
Total General Fund expenditures	4,003,323	5,050,881
Unassigned fund balance as a Percentage of Total General Fund expenditures	56%	42%
GFOA recommended minimum	16.67%	16.67%
LGC recommended amount	32%	32%

Statement of Net Positions

Proprietary Funds

Town of Swansboro, North Carolina
Statement of Net Position
Proprietary Funds
June 30, 2020

	Major Enterprise Funds		
	Stormwater	Solid Waste	Totals
Assets			
Current assets:			
Cash and cash equivalents	\$ 44,630	\$ 34,861	\$ 79,491
Accounts receivable (net)	25,490	-	25,490
Due from other funds	-	-	-
Total Current Assets	<u>\$ 70,120</u>	<u>\$ 34,861</u>	<u>\$ 104,981</u>
Noncurrent assets:			
Capital assets:			
Land and other non-depreciable assets	-	-	-
Other capital assets, net of depreciation	59,983	179,839	239,822
Capital assets (net)	<u>\$ 59,983</u>	<u>\$ 179,839</u>	<u>\$ 239,822</u>
Total Assets	<u>\$ 130,103</u>	<u>\$ 214,700</u>	<u>\$ 344,803</u>
Deferred Outflows of Resources			
Pension deferrals	<u>\$ 9,206</u>	<u>\$ 9,206</u>	<u>\$ 18,412</u>
Liabilities			
Current liabilities:			
Accounts payable - trade	\$ 8,800	\$ 28,032	\$ 36,832
Due to other funds	-	-	-
Customer deposits	-	-	-
Compensated absences - current	308	308	616
Total Current Liabilities	<u>\$ 9,108</u>	<u>\$ 28,340</u>	<u>\$ 37,448</u>
Noncurrent liabilities:			
Compensated absences	\$ 1,747	\$ 1,746	\$ 3,493
Net pension liability	14,829	14,829	29,658
Total OPEB liability	11,846	11,846	23,692
Total non-current liabilities	<u>\$ 28,422</u>	<u>\$ 28,421</u>	<u>\$ 56,843</u>
Total Liabilities	<u>\$ 37,530</u>	<u>\$ 56,761</u>	<u>\$ 94,291</u>
Deferred Inflows of Resources			
Pension deferrals	<u>\$ 7,525</u>	<u>\$ 7,524</u>	<u>\$ 15,049</u>
Net Position			
Net investment in capital assets	\$ 59,983	\$ 179,839	\$ 239,822
Restricted net position	-	-	-
Unrestricted net position	34,271	(20,218)	14,053
Total Net Position	<u>\$ 94,254</u>	<u>\$ 159,621</u>	<u>\$ 253,875</u>

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

Town of Swansboro, North Carolina
Statement of Revenues, Expenses, And Changes in Fund Net Position
Proprietary Funds
For the Year Ended June 30, 2020

	Major Enterprise Funds		
	Stormwater	Solid Waste	Totals
Operating Revenues			
Charges for services	\$ 102,549	\$ 328,044	\$ 430,593
Other operating revenues	6,038	-	6,038
Total Operating Revenues	<u>\$ 108,587</u>	<u>\$ 328,044</u>	<u>\$ 436,631</u>
Operating Expenses			
Administration	\$ -	\$ -	\$ -
Stormwater operations	112,747	-	112,747
Solid waste operations	-	331,132	331,132
Depreciation	11,017	4,033	15,050
Total Operating Expenses	<u>\$ 123,764</u>	<u>\$ 335,165</u>	<u>\$ 458,929</u>
Operating income (loss)	<u>\$ (15,177)</u>	<u>\$ (7,121)</u>	<u>\$ (22,298)</u>
Non-operating Revenues (Expenses)			
Investment earnings	\$ -	\$ -	\$ -
Miscellaneous revenue	-	-	-
Total Non-operating Revenues (expenses)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Income (loss) before contributions and transfers	<u>\$ (15,177)</u>	<u>\$ (7,121)</u>	<u>\$ (22,298)</u>
Capital contributions	-	-	-
Transfers from other funds	9,337	154,465	163,802
Transfers to other funds	-	-	-
Change in net position	<u>\$ (5,840)</u>	<u>\$ 147,344</u>	<u>\$ 141,504</u>
Net position, beginning	<u>100,094</u>	<u>12,277</u>	<u>112,371</u>
Net position, ending	<u><u>\$ 94,254</u></u>	<u><u>\$ 159,621</u></u>	<u><u>\$ 253,875</u></u>

Changes in Long-term Liabilities

	Beginning Balance	Increases	Decreases	Ending Balance	Current Portion of Balance
Governmental Activities:					
Notes from direct placements	\$ 1,605,876	\$ 227,700	\$ 221,000	\$ 1,612,576	\$ 268,549
Total pension liability (LEO)	63,708	11,903	-	75,611	-
Net pension liability (LGERS)	491,087	72,411	-	563,498	-
Total OPEB liability	661,030	-	210,879	450,151	-
Compensated absences	103,179	78,256	70,077	111,358	16,704
Total	<u>\$ 2,924,880</u>	<u>\$ 390,270</u>	<u>\$ 501,956</u>	<u>\$ 2,813,194</u>	<u>\$ 285,253</u>
Business-type Activities:					
Net pension liability (LGERS)	\$ 25,846	\$ 3,812	\$ -	\$ 29,658	\$ -
Total OPEB liability	34,790	-	11,098	23,692	-
Compensated absences	-	7,627	3,518	4,109	616
Total	<u>\$ 60,636</u>	<u>\$ 11,439</u>	<u>\$ 14,616</u>	<u>\$ 57,459</u>	<u>\$ 616</u>

Combining Statement of Revenue, Expenditures, and Changes in Fund Balance - Nonmajor Governmental Funds

Town of Swansboro, North Carolina
Nonmajor Governmental Funds
Combining Statement of Revenue, Expenditures, and Charges in Fund Balances
For the Year Ended June 30, 2020

	Capital Projects					
	Capital Reserve	Park & Recreation Reserve	Waterfront Plan Implementation	Municipal Park Improvements	Information Technology	Total Combining
Revenues						
Total Revenues	\$ -	\$ 28,233	\$ 22,275	\$ -	\$ -	\$ 50,508
Expenditures						
Total Expenditures	\$ -	\$ -	\$ 104,509	\$ 23,224	\$ -	\$ 127,733
Revenues Over Expenditures	\$ -	\$ 28,233	\$ (82,234)	\$ (23,224)	\$ -	\$ (77,225)
Other Financing Sources (Uses)						
Transfers in:						
General Fund	\$ 52,468	\$ -	\$ -	\$ -	\$ -	\$ 52,468
Capital Reserve Fund	-	-	-	50,000	-	50,000
Transfers out:						
General Fund	-	-	-	-	-	-
Other funds	-	-	-	-	-	-
Total Other Financing Sources (Uses)	\$ 52,468	\$ -	\$ -	\$ 50,000	\$ -	\$ 102,468
Net Change in Fund Balance	\$ 52,468	\$ 28,233	\$ (82,234)	\$ 26,776	\$ -	\$ 25,243
Fund Balance, beginning	173,898	16,161	87,601	24,686	5,478	307,824
Fund Balance, ending	<u>\$ 226,366</u>	<u>\$ 44,394</u>	<u>\$ 5,367</u>	<u>\$ 51,462</u>	<u>\$ 5,478</u>	<u>\$ 333,067</u>

Analysis of Current Tax Levy

Town of Swansboro, North Carolina
Analysis of Current Tax Levy
Town-wide Levy
For the Fiscal Year Ended June 30, 2020

	Town-wide			Total Levy	
	Property Valuation	Rate	Amount of Levy	Property excluding Registered Motor Vehicles	Registered Motor Vehicles
Original levy:					
Property taxed at current year's rate	\$ 464,352,000	0.35	\$ 1,625,232	\$ 1,625,232	\$ -
Registered motor vehicles taxed at current rate	38,065,714	0.35	133,230	-	133,230
Total property valuation	<u>\$ 502,417,714</u>				
Net levy			\$ 1,758,462	\$ 1,625,232	\$ 133,230
Unpaid (by taxpayer) at June 30, 2020			<u>(15,905)</u>	<u>(15,905)</u>	<u>-</u>
Current year's taxes collected			<u>\$ 1,742,557</u>	<u>\$ 1,609,327</u>	<u>\$ 133,230</u>
Current levy collection percentage			<u>99.10%</u>	<u>99.02%</u>	<u>100.00%</u>

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

Compliance and Other Matters

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



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: - **ADA Transition Plan Adoption**

Board Meeting Date: **March 22, 2021**

Prepared By: **Paula Webb, Assistant Manager/Town Clerk**

Overview: In early August 2018, the Town of Swansboro, along with another 196 towns and municipalities throughout North Carolina, were notified of the requirement to do an ADA Transition Plan pursuant to the Code of Federal Regulation. In lieu of Hurricane Florence, the State of North Carolina delayed communication with communities over implementation status. Hearing concerns from communities' abilities to quickly develop said plan and subsequent compliance, a workshop was held in Kinston on December 12, 2018. Based on direction from the workshop, Swansboro acted, adopting the following three items on January 8, 2019.

1. Select and name an ADA Coordinator. (Name & Contact) information be provided on the website, for those inquiring about ADA activities, etc. Assistant Manager/Town Clerk Paula Webb was selected as the ADA Coordinator and the Town Manager (now Chris Seaberg) was named as the ADA Implementation Coordinator.

2. ADA Policy Statement. An example statement was provided by NCDOT for the Town's consideration and adopted which included a general statement prohibiting the discrimination based on a disability, defining disability and the town's commitment to providing reasonable accommodation, providing access to persons with disabilities and ensuring communications with the disabled are as effective as communications with others.

3. Grievance Complaint Information. Provision for making all reasonable modifications to policies and procedures to ensure that people with disabilities have an equal opportunity to enjoy all Town programs, services, and activities. The ADA does not require the Town to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden. As a result, the Town has developed an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice.

In brief, such procedure would be documented on complaint forms provided by the Town and as such consult with our legal team to include the HR function associated with our legal team Ward & Smith. Investigations of said complaint and resolution will be carried out as outlined in the grievance procedure.

Reviewed By:

Town Manager 3/15/21
Town Clerk 3/15/21

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:** _____

The Town contracted with Stewart to assist in preparing the ADA Transition Plan. Plan development has been challenging through Manager transition, staff changes at Stewart, and COVID19 but is finally in its final draft form for public input.

Harrison Wenchell of Stewart will give a summarization presentation for the public and Board. Following that presentation, receipt of any public comments/concerns, and/or subsequent amendments/modification, the Plan would then be available for adoption and implementation.

Background Attachment(s): ([Draft ADA Transition Plan](#))

Recommended Action: 1) Receive presentation and allow public input



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-6**

Board Meeting Date: **March 22, 2021**

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

Overview:

1. **401K Adjustment**-On February 22, 2021, the Board approved a 2% match for current and potential general employees for the remainder of FY 20/21. Requesting \$7,715.42 to be appropriated from fund balance.
Source of Funds: Appropriated Fund Balance
2. **Admin Services**- Carteret County Shore Protection Office respectfully is requesting funding that will enable the U.S. Army Corps of Engineers (Corps) to conduct a dredging event along the waterway reach of Bogue Inlet proper and the connecting channel that ties the inlet to the Atlantic Intracoastal Waterway. Requesting \$2,500 to be appropriated from fund balance.
Source of Funds: Appropriated Fund Balance
3. **Non-Departmental: IT Services**: With the transition to remote access, we had to increase security to a more robust coverage. Requesting \$19,000 to be appropriated from fund balance.
Source of Funds: Appropriated Fund Balance
4. **Stormwater Enterprise Fund**-Additional repairs were needed to the Sterling Dump Truck. Body rust was to the extent it was unsafe to drive on roads due to debris falling out of the bed of the truck. Requesting \$7,487.28 to be appropriated from Stormwater Enterprise fund balance.
Source of Funds: Stormwater Enterprise Fund Appropriated Fund Balance

Background Attachment(s):

- Budget Ordinance Amendment #2021-6
- CC Shore Protection Office Memo

Recommended Action:

- Motion to approve Budget Ordinance Amendment #2021-6

Reviewed By:

Town Manager 03/16/21
Town Clerk 03/16/21

Finance Director 03/15/21
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-6

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, 2021:

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

<u>Appropriations</u>	<u>Increase</u>
Fire Department	\$1,200.21
Admin Services	\$4,549.41
Finance	\$1,063.55
Streets	\$423.54
Permitting	\$1027.79
Parks & Recreation	\$985.64
Police	\$276.00
Non-Departmental	\$19,689.28

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$29,215.42

Section 2. To Amend the Stormwater Fund budget, the following changes are to be made:

Revenues-Transfer from General Fund	\$349.12
Appropriated Fund Balance	\$7,487.28
Expenditures	\$7,836.40

Section 3. To Amend the Solid Waste Fund budget, the following changes are to be made:

Revenues-Transfer from General Fund	\$340.16
Expenditures	\$340.16

Section 4. 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, March 22, 2021.

Attest:

John Davis, Mayor

Paula Webb, Town Clerk

Greg L. Rudolph
Tel: (252) 222.5835
Fax: (252) 222.5826
grudolph@carteretcountync.gov



Memorandum

To: Carteret County Board of Commissioners
Town of Emerald Isle
Town of Cedar Point
Town of Cape Carteret
Onslow County Board of Commissioners
Town of Swansboro
Cc: Kevin Hart, N.C. Division of Water Resources
Brennan Dooley & Todd Horton, U.S. Army Corps of Engineers
From: Greg "rudi" Rudolph, Carteret County Shore Protection Office
Date: February 26, 2021
**Re: Spring 2021 Bogue Inlet Dredging Event
- Proposed Cost Schedule and Funding Request**

Hope this correspondence finds everyone doing well, and we are outreaching to your local government to respectfully request funding per the cost-schedule provided below that will enable the U.S. Army Corps of Engineers (Corps) to conduct a dredging event along the waterway reach of Bogue Inlet proper and the connecting channel that ties the inlet to the Atlantic Intracoastal Waterway. The payment (if approved by your Board) should be submitted directly to the N.C. Department of Environmental Quality by the end of March 2021 per the instructions at the conclusion of this memorandum.

Participant	2021 (proposed)	
	\$	%
NCDWR	\$200,000	66.7%
Carteret County	\$35,000	11.7%
Emerald Isle	\$10,000	3.3%
Cedar Point	\$2,500	0.8%
Cape Carteret	\$2,500	0.8%
Onslow County	\$47,500	15.8%
Swansboro	\$2,500	0.8%
	<u>\$300,000</u>	<u>100.0%</u>

The proposed dredging event will constitute the 6th time since 2006 the aforementioned cluster of Carteret and Onslow local governments have pooled financial resources to compliment N.C. Division of Water Resources (NCDWR) funding, which facilitates the Corps to maintain Bogue Inlet and the connecting channel utilizing the federal dredging fleet. NCDWR and the Corps have a long-term Memorandum of Agreement in place whereby non-State/local funds are provided to NCDWR, who is in turn matches the funding and provides the sum directly to the Corps. The N.C. *Shallow Draft Navigation Channel Dredging and Aquatic Weed Fund* was originally established in 2013 and is endowed by designated portions of boater registration fees and the marine fuel excise tax. In the past (and before the Fund was created), NCDWR would provide a 50% cost match, however changes in the law now provide a 2 State dollar for 1 local dollar cost-share (i.e., 66 State/33 local) for Tier II and III Counties and 3 State dollar for 1 local dollar cost share (i.e., 75 State/25 local) for Tier I Counties.

Hence the cost-sharing for the proposed dredging event uses this 2 State dollar for 1 local dollar overall cost-share approach.

Traditionally and because Bogue Inlet represents the geographic boundary between our two Counties, we have adopted a 50-50 funding mindset for local funding needs where accordingly the cluster of Onslow County governments (Onslow County itself and Swansboro) provide 50% of the total local cost and the cluster of Carteret County governments (Carteret County itself, Emerald Isle, Cedar Point, and Cape Carteret) also provide 50% of the total local funding need. *The last time we pooled funding in this manner was 2017 for a dredging event in 2018.* With the State's "Shallowdraft Fund" and multiple local partners, the cost-shares for all participants are very reasonable.

We have \$80,000 remaining of pooled funding as a balance from previous collection efforts the Corps is holding to use only at Bogue Inlet. We are aiming to generate an additional \$300,000 (\$100,000 locals + \$200,000 State), which should provide full funding for the proposed dredging event. Any remaining/unused funds will sit in reserve with the Corps which can be utilized for the next dredging event.

And lastly, two bathymetry maps recently surveyed and prepared by the Corps are also attached detailing where the shoaling and deep water resides, and provides the current positions of the Aids to Navigation (ATONs). Essentially, the "hot" colors signify shallow water (shoaling) and the "cool" colors represent deeper water - there is a legend contained within the maps as well. Also note that "North" is towards the left of the map pages and the proposed dredging activities will focus in the connecting channel near ATONs "green 13 and red 14" and closer to the inlet itself near "green 5A, 7 and red 6". Once dredging is completed, the U.S. Coast Guard will reposition any ATONs to ensure they are marking the deep water.

The Corps has tentatively placed the Bogue Inlet dredging event on their schedule for late Spring, and thus it would be very timely for all local funding to be submitted to NCDWR by the end of March to enable the transfer of all local and matching State funds to the Corps in a timely manner. We have also requested the Corps to utilize one of their small hopper dredges rather than the side-cast dredge for this dredging event. A hopper dredge (the *Currituck*) was utilized for the last dredging event in 2018 and this was the first time a Corps' hopper dredge was utilized for Bogue Inlet maintenance since the early 1980s. The 2018 dredging event seemed to "last longer" than previous events conducted using the sidecaster dredge and hence why a hopper dredge has been recruited again. Thank you very much for your consideration and please don't hesitate to contact me with any questions or comments your elected Boards may have.

Instructions for Payment

Pay to the Order of:

N.C. Department of Environmental Quality

Payment if check, or a copy of electronic payment verification should be submitted to:

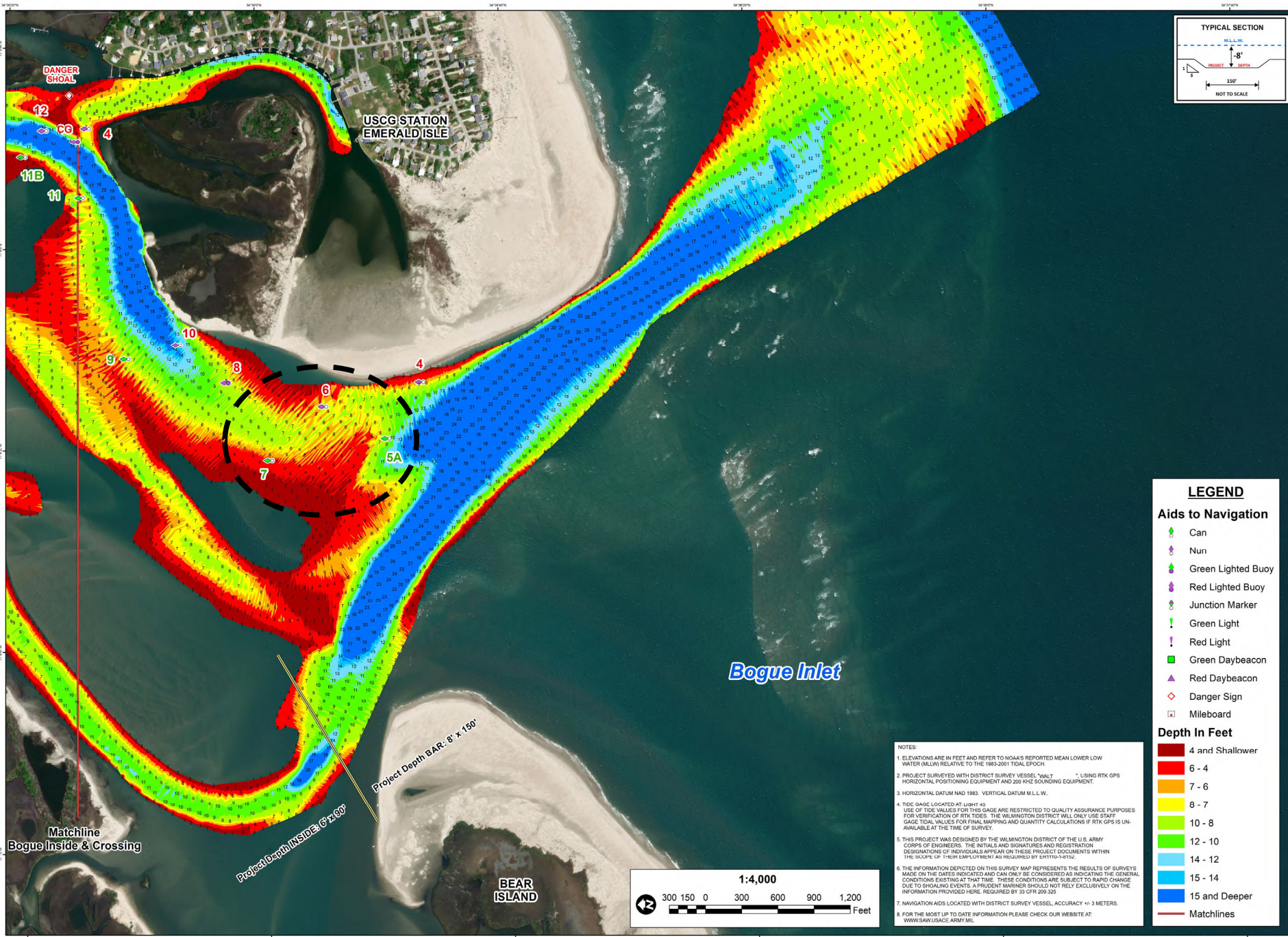
Kevin Hart

N.C. Division of Water Resources, NCDEQ

1617 Mail Service Center

Raleigh, North Carolina 27699

kevin.hart@ncdenr.gov



US Army Corps of Engineers
Wilmington District

NORTH CAROLINA

Bogue Inlet

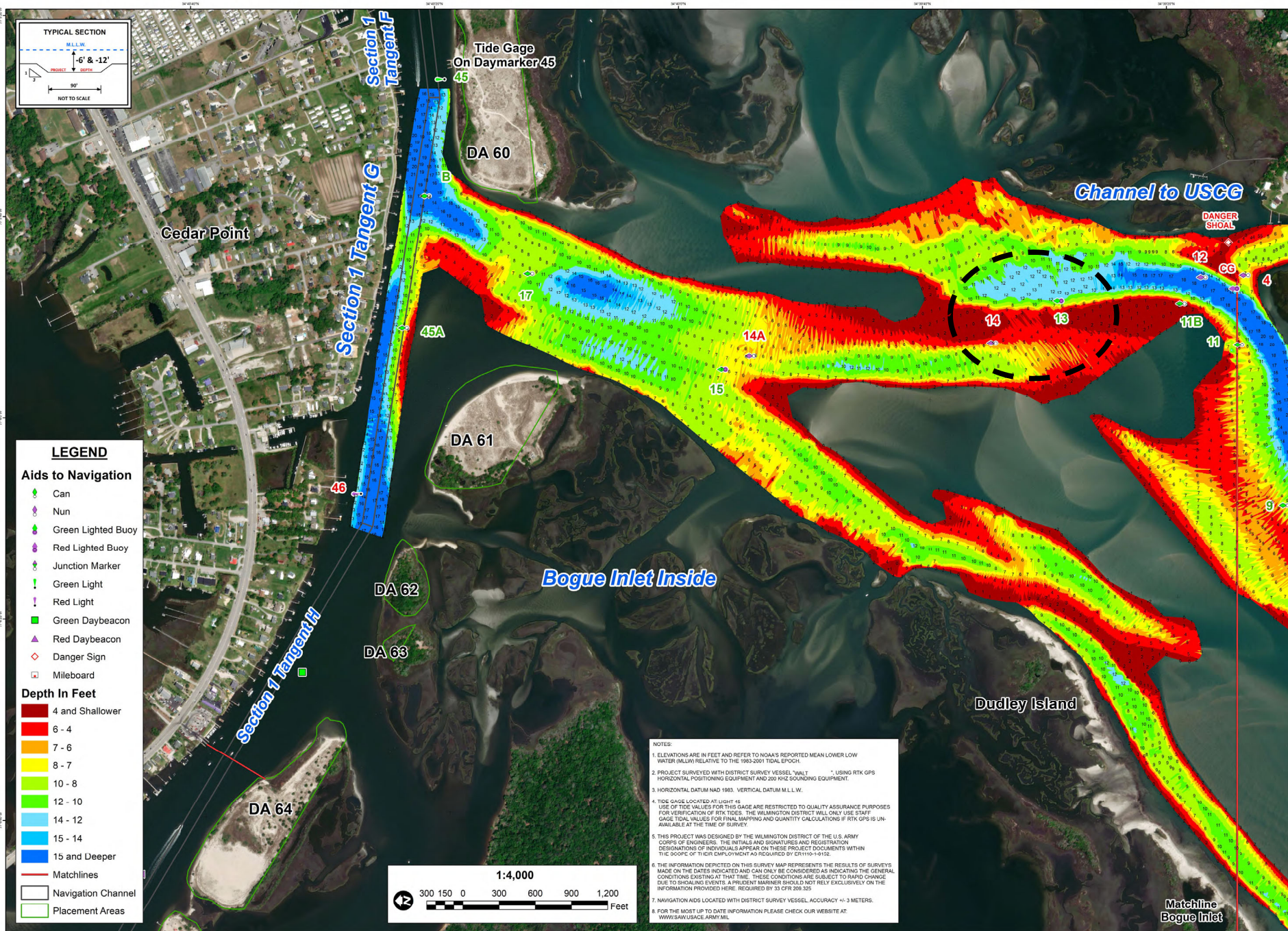
SURVEY DATE: 3, 9, 10, 11, & 17 FEBRUARY 2021	SURVEYED BY: CR: RW
MAP DATE: 13 FEBRUARY 2021	MAPPED BY: K7OPNDJM
	PROCESSED BY: K7OPNDJM
MAP SCALE: 1:4,000	
IMAGERY DATE: 16 DECEMBER 2020	
© 2020 DIGITAL GLOBE NEXTVIEW LICENSE	MAP FILE NAME: IN_US_BOG_20210203_CS_1.BAR

HYDROGRAPHIC SURVEY

U.S. ARMY ENGINEER DISTRICT
WILMINGTON, NORTH CAROLINA

Bogue Inlet

EMERALD ISLE, NORTH CAROLINA



SURVEYED BY: CR: RW	IMAGERY DATE: 16 DECEMBER 2020
MAPPED BY: K7OPNDJM	MAP SCALE: 1:4,000
PROCESSED BY: K7OPNDJM	© 2020 DIGITAL GLOBE NEXTVIEW LICENSE
MAP DATE: 13 FEBRUARY 2021	MAP FILE NAME: IN_US_BOG_20210203_CS_1_INSIDE
SURVEY DATE: 3, 9, 10, 11, & 17 FEBRUARY 2021	

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF FEBRUARY 28, 2021)**

REVENUES

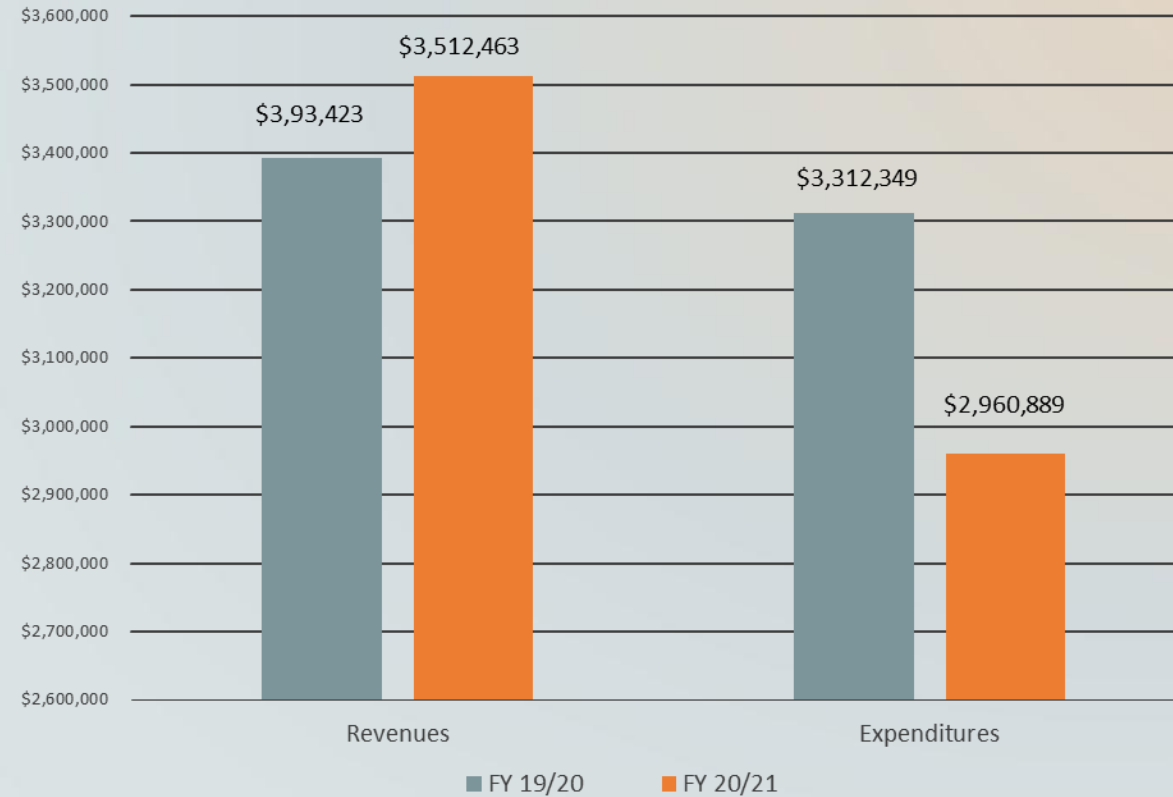
EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2021)**

GENERAL FUND



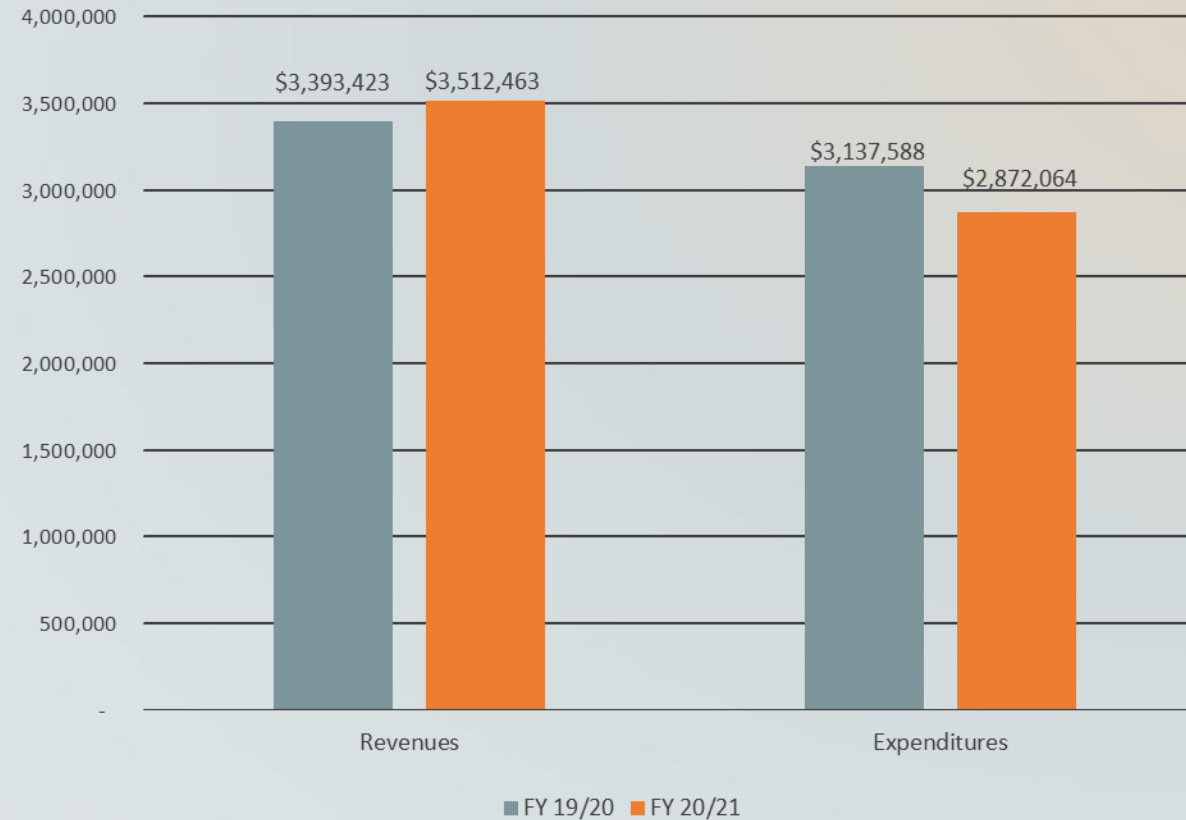
ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$551,574

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2021)**

(ACTUAL)

GENERAL FUND



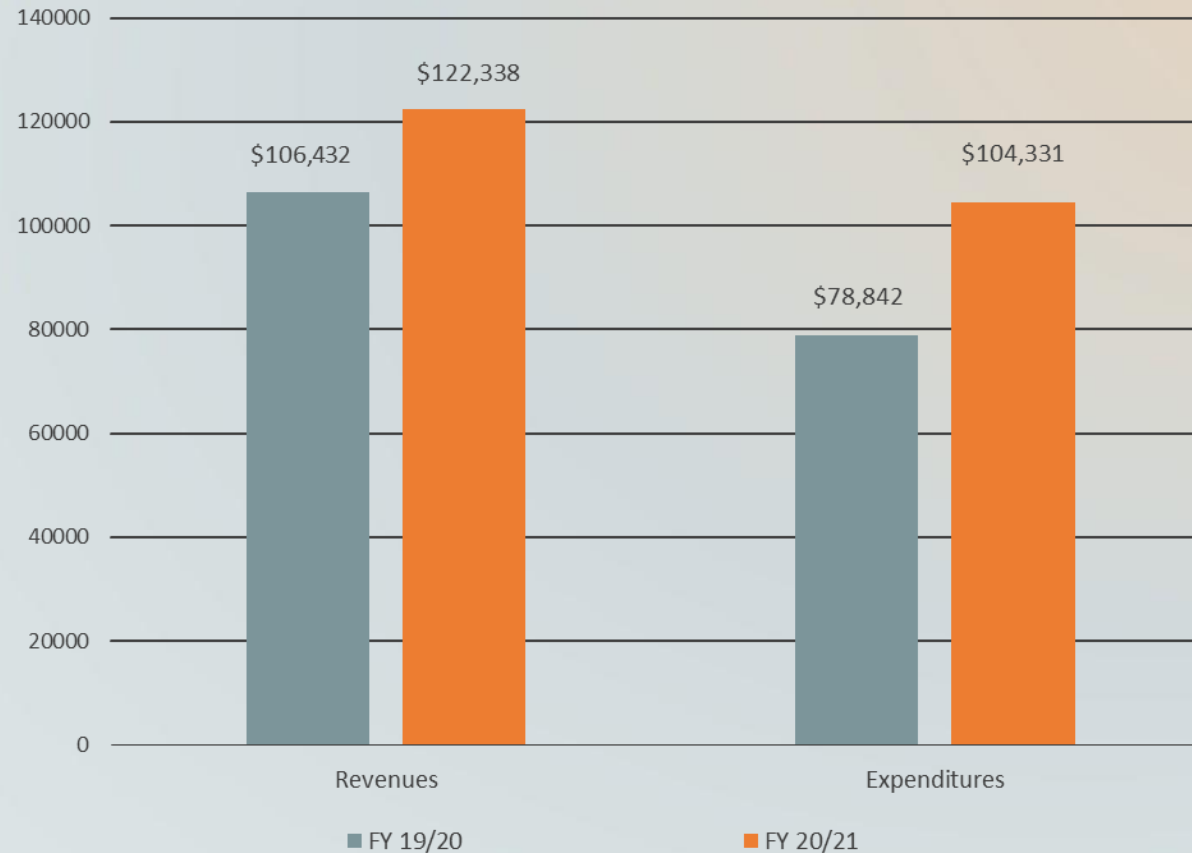
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$640,399

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % FEBRUARY 28, 2021
GOVERNING BODY	14,098	8,471	419	63.1%
ADMIN SERVICES	424,705	263,038	10,879	64.5%
FINANCE	299,761	166,565	-	55.6%
LEGAL	42,000	20,333	-	48.4%
PUBLIC BUILDINGS	353,752	177,410	8,629	52.6%
FIRE	908,243	494,904	45,778	59.5%
PERMITTING	222,887	135,102	-	60.6%
POLICE	1,050,587	614,181	6,515	59.1%
PUBLIC WORKS-STREETS	296,493	223,300	3,766	76.6%
POWELL BILL-STREETS	90,318	13,539	5,657	21.3%
PARKS & RECREATION	290,318	142,077	6,568	51.2%
CHURCH STREET DOCK	8,230	3,515	-	42.7%
EMERGENCY MANAGEMENT	169,212	140,595	(173)	83.0%
FESTIVALS & EVENTS	95,451	2,204	769	3.1%
NON DEPARTMENTAL	490,517	466,831	17	95.2%
TOTAL	4,756,572	2,872,064	88,825	62.2%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2021)**

STORMWATER ENTERPRISE FUND

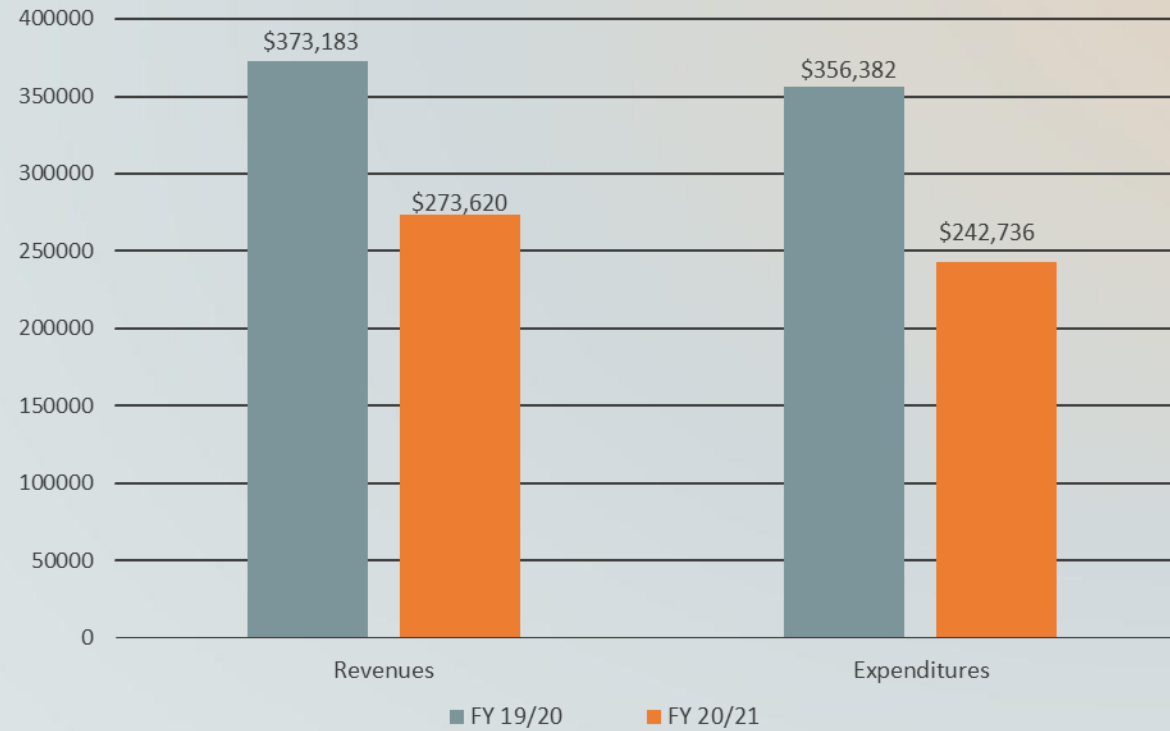


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$18,007

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF FEBRUARY 28, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$30,884

TOWN OF SWANSBORO LOAN REPORT (AS OF FEBRUARY 28, 2021)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$602,591	2.69	03/21/2028	\$84,724
Public Safety Facility	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$265,418	2.08	11/01/2026	\$47,512
Equipment/Vehicles	\$50,832	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$227,700	1.72	6/25/2025	\$47,917
Total Debt	\$1,456,541			\$306,349

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF FEBRUARY 28, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$948,434	.03%
NC CMT-General	\$3,413,185	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **March 22, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

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

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

Proposed for April 12, 2021 Agenda

- * Budget Workshop

Proposed for April 26, 2021 Agenda

- * Public Hearing – Special Use “The Blazin Bird” Restaurant – 632 W. Corbett Avenue
- * Public Hearing – UDO Amendment – Residential Cluster Development Regulations to strengthen the requirements for the protection of vulnerable areas such as designated wetlands and the floodway
- * SHS Recognitions
- * Economic Development Committee Discussion

Future Agenda Items

- * Public Hearing – Text Amendments/Sign Amortization *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Temporary Signs *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Food Truck Vendors *deferred by BOC 12/14/20*
- * Further LUP Review/Amendments
- * Stormwater Discussion and Annual Report (*Report placed on Town Website September 2020*)
- * 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*
- * Text Amendments – compliance with 160D – *delayed until July 1, 2021*
- * Text Amendments – Remove Cell Towers as use in B2HDO and other zones if permissible
- * Downtown Traffic Movement Decision – *February 22, 2021 and future*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)

MANAGER'S REPORT

Period: February 16, 2021 – March 15, 2021 **Submitted By:** Chris Seaberg, Town Manager

1. Town Projects/Initiatives Update

Updates on Town Projects/Initiatives. Items will be removed after noting their completion.

- **Continued work with Carolina Wetland Association** – With assistance from Carolina Wetland Association, the Town will be applying for a grant through the NC Resilient Coastal Communities Program to help the Town better address their concerns regarding the remaining wetlands within our corporate limits and the extraterritorial jurisdiction. The Planning Board will start their work on providing supporting functions either through regulatory changes or incentive options starting their March 2, 2021 meeting. The Board plans on meeting twice a month to finish out this project.
- **Wayfinding Signs** – The signs are in production for this project. We are currently searching for decorative poles that meet NCDOT's "breakaway" standards.
- **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.

If fully funded, we will use the funds for the following projects:

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

Town of Swansboro, NC

Manager's Report (February 16, 2021 – March 15, 2021)

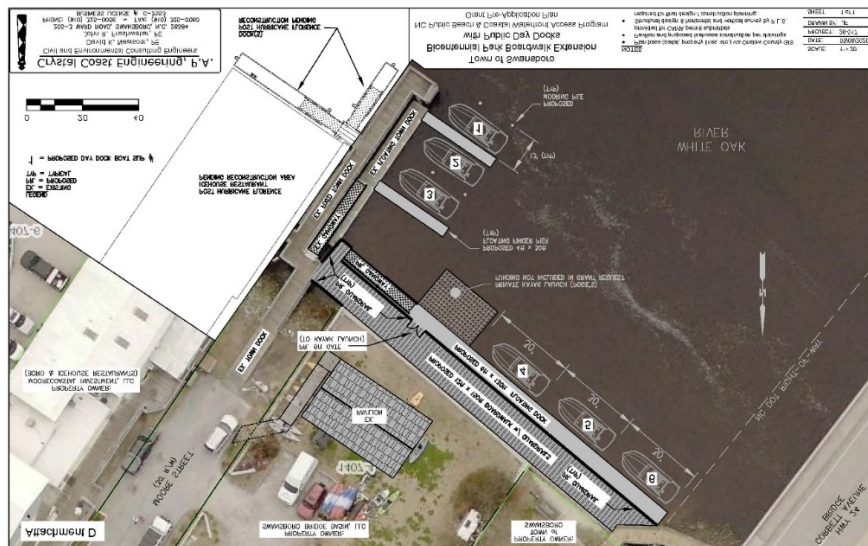
The application was written in a way that the reviewer(s) could approve all or portions of the improvements requested.

The North Carolina Historical Commission held a Special Meeting on September 23, 2020 at 10 am to consider staff findings and recommendations for this grant. Our application for Emmerton School was among the project recommended for 100% funding (\$424,000). Their recommendation must still be reviewed by the Federal Government before entering into the necessary agreements to commence the work.

- **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.
4. The existing, privately owned, kayak launch will remain. The owner of the launch currently allows public use with prior approval and plans to continue this service after the project is installed.



Town of Swansboro, NC Manager's Report (February 16, 2021 – March 15, 2021)

- **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. This project is anticipated to begin on or around Mid-March 2021 and last to December 31, 2022.

Project Location



Project Description

Install a series of infiltration chambers within a gravel trench just upstream of the discharge pipe for the nine-acre Ward Creek residential watershed.

Intercept, slow down and infiltrate stormwater runoff discharging from pipe.

Base project design on successful Wrightsville Beach Lula St. project that reduced SW volume over 93%.



Town of Swansboro, NC
Manager's Report (February 16, 2021 – March 15, 2021)

Project Results

Reduce the volume (thereby reduce pollutant load) of discharge from Walnut St. stormwater outfall to Ward Creek Watershed and surrounding waters by 4,800 cf (35,900 gallons) via infiltrating at least the 1.5" storm event.

In addition reduce sediment by 1,250 lbs/year (EPA STEPL tool). Bacteria is bound to sediment. Tool estimates capture almost 2 million gallons of runoff per year.

Community and additional audiences educated about stormwater and strategies for volume reduction.

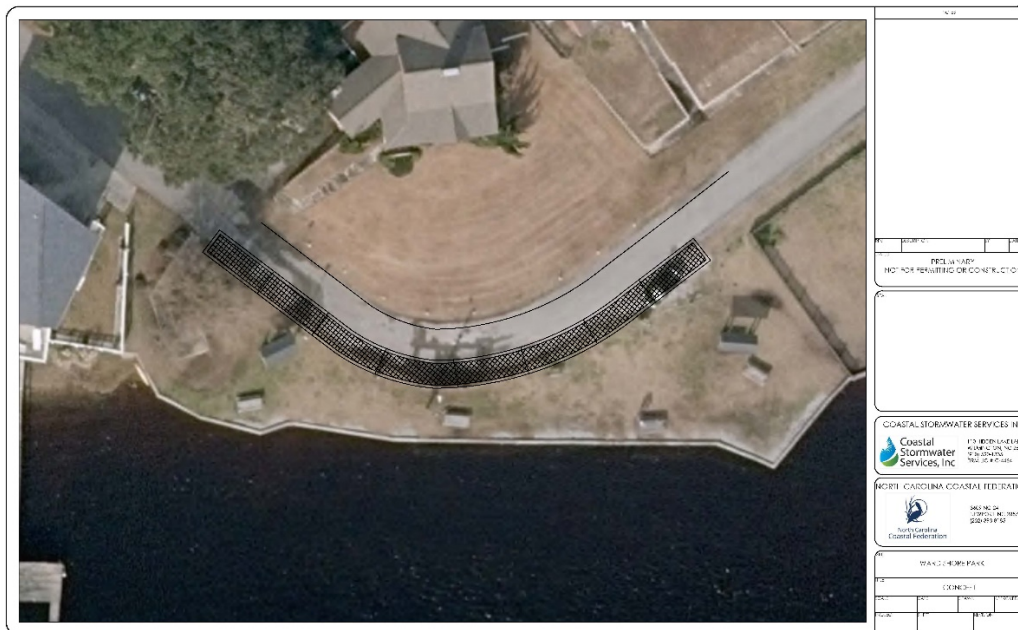


- **Ward Shore Eco-Raster Project** – This is another project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. It was awarded in 2019 with a required project completion by June 30, 2021.

This project will include removing portions of the existing asphalt for Water Street and replacing it with eight (8) pervious Eco-Raster parking spaces similar to what was installed at the Town Hall campus. The new project completion deadline is June 2021. This project is set to be complete by the end of March 2021.



Town of Swansboro, NC
Manager's Report (February 16, 2021 – March 15, 2021)



- **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. This funding is for the following project(s) and is intended to be partnered with \$116,634 of Town reserve funds labeled for sidewalks as listed in amended Resolution 2019-R9 adopted August 13, 2019:
 - o Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr.

This action is the approval of funds only. A vote to authorize these funds will take place later. Under this arrangement, NCDOT will design and install the sidewalks under their NPDS permit covering any stormwater requirements.

The latest correspondence (12/15/2020 email) from Daniel Cumbo (NCDOT Division 3, District 1 Engineer) expressed that they are anticipating a potential construction start for this project of March 2021. The maintenance agreement on this project has been drafted and approved by the NC Board of Transportation on January 7, 2021. We expect construction to start soon on this project.

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

Town of Swansboro, NC
Manager's Report (February 16, 2021 – March 15, 2021)

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. A public introduction of the draft plan is scheduled for March 22, 2021 to be followed by adoption and implementation.
- **Enterprise Fleet Management** – Myself and Finance Director Sonia Johnson have been investigating the potential of leasing fleet vehicles for Town operations versus purchasing. Enterprise Fleet Management is a NC League of Municipalities preferred vendor and is currently being used by the Town of Emerald Isle for their needs. Please note that we are early in this investigation and are planning on having information available when we begin Fiscal Year 2021-2022 Budget discussions.



March 16, 2021

Mr. Christopher D. Seaberg
Town Manager
601 W Corbett Avenue
Swansboro NC 28584

**Re: Public Safety Building Restoration/Relocation
Planning Status Memo**

Dear Chris:

Thomas Madre, of the Wooten Company, and I met with you, Police Chief Ken Jackson, and Fire Chief Mark Tessing on Wednesday 3/10/2021 to conduct specific space needs interviews for the planning phase of the work on the EOC/Public Safety Building Plan/Study.

Our morning session was spent focusing on the Police Department's needs. We first addressed the current and projected staffing through the year 2030 and 2050 target dates. We looked at the job titles of each employee and associated that with the office or space required. Next, we focused our interview on spaces which are not associated with a given employee, but are needed for the functioning of the department...like Evidence Storage or the Shower area. Lastly, we covered spaces that are needed in the building for general functionality not related to specific Police operations. These areas might include a Foyer, a Meeting Room, or a Public Restroom.

Our afternoon session was centered on the Fire Department's needs. As above, we addressed: projected staffing, departmental functional spaces, and spaces required for general building operations.

We are assimilating this information now and will visit again for another full day of discussion about facility layout and technological requirements. We will also examine how the EOC needs interact with the Police and Fire Departments. Additionally, during this visit we will be joined by our Structural Engineer to verify certain building elements relative to your goal of strengthening the facility.

Sincerely,

THE WOOTEN COMPANY

Russell D. Pearlman, AIA
Project Architect

rdp

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Department Reports for February 2021

Administrative Services

- Phone Records Report for February: 1,947 calls
 Town Hall – 667 Parks and Recreation – 164
 Police Department – 461 Fire Department – 91 Outgoing totals – 564
- Building permits sold for February: 39 residential/commercial combined; \$24,604.96 total fees collected (includes 4 re-inspections)
- 211 building inspections processed/17 Fire Inspections processed
- 35 Various receipts processed
- 234 ONWASA payments processed; 16 other requests
- 11 Work Orders generated for Public Works
- 3 Notarization's performed
- Admin staff made daily checks (Mon-Fri) of Visitor's Center to assure cleanliness/stocked
- Arranged COVID19 Vaccines for essential personnel
- US Census Report Submitted - Permits
- Attended Chamber of Commerce Board of Directors meeting; No Military Affairs Committee meeting this month
- Participated in software demo's (Black Mountain, QS1, Edmundson)
- NCLM/Med Cost Webinar regarding benefit summaries
- Website comparisons for Budget 21/22
- Met with Rich Wells/SAC regarding Swan Fest 2021
- Participated in Computer Warriors conference call regarding phone software
- Public Records Request – Permits for 1111 Borough Nest
- Public Records Request – SMART Procurement
- Participated in conference call with the Wooten Company regarding EOC
- Reviewed One Harbor Church Contract/met with OHC to discuss upcoming terms
- Reviewed Fire Dept Policy on Dress code
- Updated all personnel files with mid-year merit increases
- Estimated 40+/- hours assisting Computer Warriors w/computer changeouts and server updates
- Began FY 21/22 Budget Meetings
- Researched Board Stipends for similar communities
- Finalized February 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
- HR-related items estimated at 21.25 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.)

Department Reports for February 2021

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 9,653. Top 5 pages viewed in February – Permitting 880, Employment 336, Police 295, Parks/Rec 271, Contact Use 236

Finance

- Sales & Use Tax received in February 2021: \$89,022
- Accounts Payable Summary for February 2021:
 - 103 Invoices-Totaling \$139,362
 - 12 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for February 2021 (246.0)
- Processed payroll-2/12 & 2/26; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-February 2021-\$359.00
- Updated Stormwater spreadsheet
- January 2021 Bank Reconciliation-Town accounts
- January 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Submitted RFP for Marketing/Advertising services for Swansboro TDA
- Met with Front Row Communications to discuss marketing plan for Swansboro TDA
- Gathered financial information for February 22, 2021 regular meeting
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal
- Met with Town Manager to review all budget requests
- Preparing Year End Projections FY 20/21/updating operating budget spreadsheet
- Finalized the Fire Department Budget for County submittal
- Attended financial software demonstrations with Black Mountain, Edmundson, QS/1
- Updating Capital Improvement Plan
- Submitted Report-TR-2: 2020 Municipal Certification-Valuation and Property Tax Levies for Fiscal Year ending June 30, 2020

Fire Department

Fire Calls

- 28 Total Fire Calls
 - 6 Calls in Town including - 2 MVC, 1 Smoke Scare, 2 Public Service, 1 Dispatched & Canceled
 - 3 Calls in White Oak District - 1 Alarm System, 2 MVC
 - 10 Calls Mutual Aid - 2 Alarm System, 1 Water & Ice Rescue, 1 MVC, 1 Electrical Problem, 4 Dispatched & Canceled, 1 Marine Fire
 - 9 EMS – 6 Medical, 3 Assist EMS
- 167 Training hours – Paid Staff

Department Reports for February 2021

- 93 Training hours – Volunteer Training
- 120 Hours Volunteer Duty Days = 5-24hr Shifts

Cost Saved 120 hrs. x \$14.00 = \$1680.00

Paid staff

- Currently all full-time positions are full; 2 part-time positions still open

Volunteer staff

- Currently we have 12 volunteers, 6 of which are interior firefighters. The other six are in training

Vehicle repairs

- All vehicles have been serviced for the year along with DOT inspections

Department activities

- Very limited activity due to COVID-19
- We have resumed preplan updates
- Captain Taverine has resumed Level I fire inspections

Parks and Recreation (Director's Report)

COVID-19

- Continue to monitor COVID impacts, staff enforcing safety protocols and policies
- Continue to limit the number of participants enrolled in programs; only allow 9 participants and 1 staff member
- Continue to communicate with staff throughout the month with updates, safety precautions, and staff schedules
- The Recreation Center, all park facilities, indoor and outdoor reservations remain open and the Recreation Center operating on reduced hours
- Attend Director's call with NCRPA weekly to receive updates and gain information from other departments about closing, programs, and special events due to COVID-19

Festivals

- Staff prepared 2021 sponsorship and vendor letters informing them of possible modifications for Arts by the Sea and July 4th Celebration. Letters were emailed to all sponsors and vendors.
- Researching other options to host festivals and events virtually and hold as hybrid events, gathering information to formulate a plan to host a drive in Laser Show
- Staff researching other art festivals to gather ideas the department could implement for Arts by the Sea
- Attended a demo for software application called Eventeny. This is a web-based application where the department could host a virtual marketplace for vendors, interactive activities, host

Department Reports for February 2021

educational sessions offered by sponsors, vendors or staff, provide other opportunities for sponsorships, and much more

Holly Lane/PARTF

- Met with Recreation Resources Services consultant to review the 2021 PARTF application
- Met with vendor to discuss the design ideas and playground features and conducted site visit
- Research recreation needs survey questions to devise a survey for the department

Miscellaneous

- Completed the final close out for the Connect NC grant
- Submitted an application for the department to receive a summer intern through the State Employees Credit Union Public Internship Program. Our application was accepted and will conduct interviews in April. This is an internship program provided by UNCW/SECU May-July
- Prepared and submitted annual budget and CIP for the department
- Prepared and submitted the first draft of RFP for Comprehensive Masterplan Update. Met with Town Manager and Assistant Town Manager to review and receive feedback
- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings via Zoom
- Conduct Parks Advisory Board meetings via Zoom
- Continue to work with Finance Director on reimbursements for the repairs on Church Street Dock from Hurricane Isaias
- Continue to work with vendors on playground repairs
- Hired two Event Attendants that began the last week in February
- Webinar/Workshops/Conferences
 - Conferences: Recreation Resource Services Annual Directors Conference
 - North Carolina Association of Festivals and Events: Showfest

Metrics

- Facebook management continues – 12,364 followers
 - Post Reach 10,338, down 13%
 - Page Likes, 51, up 11%
 - Post Engagement, 2,448 up 57%
- Activity Report for January

Department Reports for February 2021

Organization Activity						
From 1/30/2021 to 3/1/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	53	11	6	0	57	0
Resident	12	2	1	0	7	
Non-Resident	41	9	5	0	50	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	12	0	0	0	16	
18 - 65	31	9	6	0	33	
65+	10	2	0	0	8	
Male	12	8	2	0	20	
Female	41	3	4	0	37	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	18	0	0	N/A	33	
In-Person	35	11	6	N/A	24	

December Revenue

- Slip Fee - Town Dock \$417.50
- Rental Fees-Parks \$45.00
- Rec Center Rentals \$350.00
- Rec Program Fees \$579.00
- Gym Memberships \$250.00

(Recreation Program Supervisor's Report)

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 program proposals for new programs to be approved by Director
- Created all programs in RecDesk for registration

Department Reports for February 2021

- Submitted weekly Community Service Work Program timesheets
- Departmental work orders

Planned programs and other monthly work:

Spring Break Youth Sports Camp

- Established program dates, details, and registration fees
- Contacted Swansboro High School counselor about student volunteers for camp
- Ordered supplies for the camp
- Created basic daily/hourly schedule for the camp

Football Playoff Pick Challenge

- Announced winner on social media
- Contacted winner to pick up prize from Recreation Center

Camping 101

- Second virtual meeting with Christine – student from ASU, and discussed program details, times, dates, and presentation information
- Created google doc to share and input program information
- Confirmed camping dates with Renee from Hammocks Beach for May 1st, 2021
- Scheduled 3rd meeting with Christine

Under the Sea Paint & Sip

- Discussed dates and supply inventory with instructor
- Planned program details, fees, registration numbers
- Contacted all registrants about facility check in, COVID-19 protocols, and confirmation of their attendance

Easter Drive Thru

- Discussed purchasing supplies for program with Gigi Robles
- Planned event details with Gigi Robles- scheduled date, time, and designated who will be providing items/supplies/materials for the program

Family Easter Scavenger Hunt

- Purchased supplies for program
- Researched applications and pricing to use for scavenger hunt
- Met with Rec Assistant and discussed event details

Sport Management Clinic – NC Senior Games

- Attended virtual clinic on February 3rd
- Gathered information for events that Onslow County will be providing for 2021 Senior Games

Department Reports for February 2021

NRPA Leadership Development Network Meeting

- Attended webinar on February 10th
- Departments across the country discussed their plans summer hiring and plans for future festivals, programs, and events

Pogie's Programming

- Held a meeting with owner, Ethan on February 11th
- Planned all spring/summer programs we will be partnering on – dates, times, fees, program details, registration, and capacity for each program
 - Doggy paddle
 - Kids Fishing Days
 - Kids Adventure Camps
 - Paddle Boarding
 - 55+ Kayak Paddle
 - Pirate Plunder & Mullet Scavenger Hunt/Adventure Race

NC Senior Games Meeting – Onslow Pines

- Attended meeting on February 16th
- Discussed pickleball and other events that will be held in Swansboro

Parks Advisory Board Meeting

- Conducted virtual meeting on Zoom on February 17th
- Reported all new and upcoming programs to the board
- Reported past programs registration numbers, outcomes, and any other relative program information

Pickleball Volunteer Coordinator Meeting

- Met with pickleball group February 25th to discuss next fiscal year requests
- Created a prioritized list of items requested from the department to help facilitate the program
- Researched and reported pricing information for paint, wind screens, paddles, balls, etc. to coordinators
- Discussed rotation play, grouping participants by skill level, and ways to improve experience for beginner/entry level players
- Discussed instructional lessons with Ambassador Rick Laskey
- Created Survey and sent to all registered participants regarding instructional lessons

Girls Rec Night

- Requested food donations from Jersey Mikes and Burrito Shak
- Discussed dates and times for food with Burrito Shak manager, they are providing food for the event

Department Reports for February 2021

Hip Hop Yoga Classes

- Responded to email about class and requested more information and a meeting with the instructor
- Meet with prospective instructor about program details, schedule, insurance requirements, and contract details with the Department

Permitting

Planning Board

- February 2, 2021 Regular Meeting
 - Cancelled

Historic Preservation Commission

- February 16, 2021 Regular Meeting
 - Cancelled

Projects/Misc.

- Attended a virtual meeting on the NC Hwy 24 Living Shorelines project
- Attended a virtual presentation on the Onslow County eRecording process for digital filing of maps and documents
- Answered several inquiries about the special use permitting process for various locations/potential businesses along NC Hwy 24
- Coordinated the 9-month warranty inspection for Park Place Section III between the Town and Parker and Associates
- Developed a Substantial Damage/Improvement estimate with the aid of the Building Inspector and worked with the Town Attorney on a response to Drew Luthran regarding the outstanding Flood Ordinance violations at the Yacht Club

Police Department

Patrol

- 86 Reportable Events
- 15 Motor Vehicle Crashes
- 3 Felony Arrests
- 3 Misdemeanor Arrests
- 1 Arrest by Warrant Service
- 1 DWI Arrest
- 5 Arrests with Transport to the Onslow County Jail
- 4 Felony Crimes Reported (2-Larceny; 1-Assault; 1-Obtaining Property by False Pretenses)
- 21 Misdemeanor Crimes Reported (7-Larceny; 7-Property Damage; 3-Trespassing; 1-Communicating Threat; 1-DWI; 2-Traffic Related)
- 6 Disputes/Public Disturbances
- 17 Alarm/Open Door Reports
- 1 Death Investigation
- 24 Requests by Other Agencies for Assistance

Department Reports for February 2021

- 76 Requests by Citizens for non-Crime related Assistance

3,393 Events Performed on Patrol

Community Service/Training

- 7 Vehicle Unlocks
- 3 Funeral Escorts
- 65 Foot Patrols
- 66 Business Closing Standby's
- 9 Requests by Residents for Residence Check

Admin Services

- Answered 252 phone calls during business hours
- Assisted 103 walk in requests for assistance during business hours
- 27 requests for reports during business hours

Public Works

- Storm water easement reprofiling completed in Oyster Bay and Halls Creek North and Seashore Drive
- Street and sidewalk edging completed in Historic District, Halls Creek North, Swansboro Acres, Halls Creek 3, Swansboro Heights, Foster Creek, Forest Brook, Hwy 24 Corridor
- Landscaping work began at Ward Shore Park
- Yard Waste Totals: 863 Bags, 291 Bundles, 7 Loads, 0 Trees, 34 Man Hours
- Custodial Work and Works orders continue

Storm Drainage Maintenance Report

Drainage Easement Maintenance: Includes weed eating/cutting swale, inspecting swale for proper grade, re-grading where necessary, inspecting catch basin for debris buildup, removing silt buildups where necessary

Complaint Mitigation: A number of drainage easements in Forest Brook Subdivision, Halls Creek North, Swansboro Acres have been identified to be re-profiled

