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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, June 28, 2021

Board Members

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

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda.

There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

Board of Commissioners

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

Consent Items:

a. Tax Refunds

The Onslow County Tax Collector recommends a refund totaling \$29.22.

Vehicle Tax - Dzara, John Richard

\$29.22

Tag Surrender

IV. Appointments/Recognitions/Presentations

a. Parks and Recreation Month Proclamation

V. Public Hearing

a. UDO Text Amendment - Tree Preservation and Replacement

Jennifer Ansell
Planner

In order to discourage clear-cutting, the proposed amendments would require a permit for land improvement and establish a penalty fee to be collected if property is cleared before a permit is obtained. The replacement of trees would still be required as provided under this section. The amendment would also clarify

existing language under Section 152.105, Approvals Required.

Because of the effect of clear-cutting on the stormwater system, the money collected would be deposited into the Stormwater Enterprise Fund to aid in stormwater compliance, drainage problem identification and prioritization and proactive maintenance of Town owned and operated drainage facilities.

Action Needed: 1) Hold the public hearing; and
2) Motion to approve Ordinance 2021-O4 and adopt a statement of consistency.

Per NCGS 160D-605, when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan. The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive plan.

b. FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance & Credit Manual, Fee Schedule, and Salary Schedule

Chris Seaberg
Town Manager

The FY 2021/2022 Annual Budget was originally submitted on May 27, 2021. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2021/2022.

The total budget is in the amount of \$4,812,559 which represents a decrease of 11% from the FY 2020/2021 Amended Budget of \$5,403,831. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2021/2022 is balanced with \$249,260 of fund balance.

Action Needed: 1) Hold Public Hearing; and
2) Motion to adopt FY 2021/2022 Budget Ordinance w/Tax Rate,
Stormwater Ordinance and Credit Manual Amendments, Fee
Schedule, and Salary Schedule.

VI. Business Non-Consent

a. Budget Amendment 2021-9

Sonia Johnson
Finance Director

Multiple departments require amending for FY 20/21 closeout.

Action Needed: 1) Determine Option for F350; and
2) Motion to approve Budget Ordinance Amendment #2021-9 as
prepared or amended; and
3) Adopt Banking Resolution as amended

b. Financial Report - May 2021

Sonia Johnson
Finance Director

Action Needed: Receive Report

c. Future Agenda Items

Paula Webb
Asst. Manager/Clerk

An opportunity is provided for the staff to share
anticipated/proposed items for upcoming meetings and for the
Board to introduce items of interest.

Action Needed: Provide guidance to staff on upcoming items
and introduce items of interest for future meetings.

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
Departments Report

Chris Seaberg
Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session – None Scheduled

XII. Adjournment

Board of Commissioners



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 28, 2021**

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

Overview:

The Onslow County Tax Collector recommends refunds of the below listed taxes totaling \$29.22.

Vehicle Tax

Dzara, John Richard	\$29.22	Tag Surrender
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Recommended Action:

Motion to approve refund as recommended by Onslow County.

Reviewed By:

Town Manager _____
Town Clerk 06/24/2021

Finance Director 06/24/2021
Town Attorney _____

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



Proclamation Designating July as Park and Recreation Month

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

WHEREAS our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and improve the mental and emotional health of all citizens; and

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

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

WHEREAS parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

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

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

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

NOW THEREFORE, BE IT PROCLAIMED, that I, John Davis, Mayor of the Town of Swansboro, do hereby proclaim July as Park and Recreation Month in the Town of Swansboro and wish to recognize and show appreciation to our advisory board members and staff who work hard each day to provide and protect our park spaces and programs.

Witness my hand and Town Seal this 28th day of June 2021.

John Davis, Mayor

Attest:

Paula Webb, Assistant Manager/Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Regulations for Landscaping- Tree Preservation and Replacement**

Board Meeting Date: **June 28, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: During its May 4, 2021 regular meeting, the Town of Swansboro Planning Board recommended proposed amendments to the Unified Development Ordinance and Schedule of Fees related to Section 152.538, Tree Preservation and Replacement.

In order to discourage clear-cutting, the proposed amendments would require a permit for land improvement and establish a penalty fee to be collected if property is cleared before a permit is obtained. The replacement of trees would still be required as provided under this section. The amendment would also clarify existing language under Section 152.105, Approvals Required.

Because of the effect of clear-cutting on the stormwater system, the money collected would be deposited into the Stormwater Enterprise Fund to aid in stormwater compliance, drainage problem identification and prioritization and proactive maintenance of Town owned and operated drainage facilities.

Action Needed: A motion to approve, deny or table Ordinance 2021-O4 and adopt a statement of consistency.

Per NCGS 160D-605, when adopting or rejecting any zoning text or map amendment, the governing board shall approve a brief statement describing whether its action is consistent or inconsistent with an adopted comprehensive plan.

The requirement for a plan consistency statement may also be met by a clear indication in the minutes of the governing board that at the time of action on the amendment the governing board was aware of and considered the planning board's recommendations and any relevant portions of an adopted comprehensive plan.

Attachments

Ordinance 2021-O4

Planning Board Statement of Consistency

House Bill 496

Reviewed By:

Town Manager _____

Town Clerk _____

6/20/2021

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended: _____

ORDINANCE 2021-O4
AN ORDINANCE AMENDING THE UNIFIED DEVELOPMENT ORDINANCE
TO ESTABLISH A PERMIT FOR LAND IMPROVEMENT AND FEE FOR
NONCOMPLIANCE

WHEREAS the Unified Development Ordinance, Regulations for Landscaping, were established to enhance the visual character of the community and preserve the economic value of property and to encourage the proper use of land by promoting an appropriate balance between the built environment and preservation/conservation of open space; and

WHEREAS the 2019 CAMA Land Use Plan Update, Goals and Objectives, includes prioritizing the natural environment that is key to Swansboro's quality of life and to improve and protect the Town's natural environment in order to attract new residents and maximize the Town's economic development potential; and

WHEREAS the Board of Commissioners finds that the proposed text amendment is consistent with the current Comprehensive Plan, and considers the action taken to be reasonable and in the public interest.

NOW BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that:

The Town of Swansboro Unified Development Ordinance and Schedule of Fees are amended as follows:

§ 152.105 APPROVALS REQUIRED.

- A) No person shall commence or proceed with development without first securing any required development approval required by the State Building Code, or other State or local law from the Town of Swansboro. A development approval shall be in writing and may contain a provision that the development shall comply with all applicable State and local laws. Applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner.
- B) Development approvals are issued under this chapter only when a review of the application submitted, including the plans contained therein, indicates that the development will comply with the provisions of this chapter if completed as proposed. Such plans and applications as are finally approved are incorporated into any permit issued, and except as otherwise provided in §152.130 through 152.135, all development shall occur strictly in accordance with such approved plans and applications.
- C) Physical improvements or alteration of land to be subdivided may not be commenced except in accordance with a land improvement permit issued by the Board of Commissioners or after final plat approval by the Town Manager or his/her designee pursuant to the requirements of §152.538, Tree Preservation and Replacement.
- D) A development approval shall be issued in the name of the applicant (except that applications submitted by an agent shall be issued in the name of the principal), shall identify the property involved and the proposed use, shall incorporate by reference the plans submitted, and shall contain any special conditions or requirements.

§ 152.538 TREE PRESERVATION AND REPLACEMENT.

(A) Tree preservation.

(1) Preservation and credit. Existing vegetation on all development sites should be preserved to the greatest extent possible and incorporated in the project landscape plan in order to promote the preservation of existing natural areas. Credits for tree preservation toward buffer, parking and

other landscaping requirements are available when a tree preservation plan or site plan illustrating trees to be saved is submitted prior to grading the site.

A land improvement permit issued by the Town Manager or his/her designee is required prior to the alteration or improvement of any commercial or residential (excluding single-family) development site. The permit application must include a site plan identifying

(2) ~~Tree protection zones (TPZ).~~ The preservation plan should specify the location of temporary tree protection zones (TPZ) fences to protect trees and their roots during construction. Temporary protection fences defined § 152.531 shall be erected and encroachment prohibited in the TPZ area using the following guidelines.

(B) ~~Standards for preservation or replacement.~~

(4) ~~Minimum standards.~~ For the purpose of achieving the objectives outlined in § 152.525 and 152.538, all new commercial or residential developments shall provide for the preservation or replacement of regulated trees using the following minimum standards:

(a) The total number of regulated trees to be retained should be at least 15 trees per acre (less impervious surface area (ex. parking, building).

(b) If there are less than 15 regulated trees per acre on the site, then the difference shall be replaced with new or existing smaller trees, to a total of 15 trees per acre equaling at least three caliper inches per tree planted or retained.

(c) If there are no regulated trees on the site, then at least 15 new or existing trees per acre (less impervious surface area) equaling at least three caliper inches per tree shall be planted or retained.

(d) In the event a developer clear-cuts a lot or tract and has failed to provide a site plan to the office of Planning and Code Enforcement office, the developer shall be required to plant 23 trees per acre (less impervious surface area), each with a minimum caliper of three inches, and is responsible for paying a penalty fee as established by the Town's Schedule of Fees. Because of the effect of clear-cutting on the stormwater system, the money collected shall be deposited into the Stormwater Enterprise Fund to aid in stormwater compliance, drainage problem identification and prioritization and proactive maintenance of Town owned and operated drainage facilities.

(e) Regulated trees that are retained may be used to fulfill some of the planting requirements of street yard, parking facilities, or buffering, provided they are not damaged by construction activities or the intended use of the property.

Town of Swansboro Schedule of Fees

OTHER BUILDING AND PLANNING FEES

<u>Land Improvement Permit</u>	<u>No Charge</u>
<u>Penalty for Failure to Obtain a Land Improvement Permit</u>	<u>\$3,500/acre up to \$20,000.00 max</u>

These amendments are effective upon adoption of this Ordinance.

Adopted this 28th day of June 2021

Town of Swansboro Board of Commissioners

John Davis, Mayor

ATTEST:

Paula W. Webb, Assistant Manager/Town Clerk

PLANNING BOARD STATEMENT OF CONSISTENCY

Regulations for Landscaping

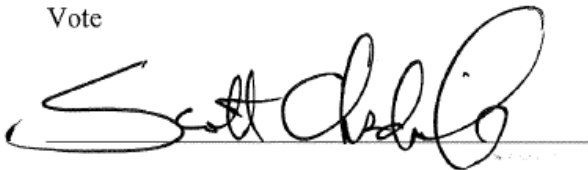
During its May 4, 2021 regular meeting, the Town of Swansboro Planning Board recommended proposed amendments to the Unified Development Ordinance related to Section 152.538, Tree Preservation and Replacement.

The proposed changes are consistent with the current Comprehensive Plan, specifically the 2019 CAMA Land Use Plan Update, Section 4, Goals and Objectives, 3, "Prioritize the Natural Environment that is key to Swansboro's Quality of Life" and have been recommended for approval by the Planning Board.

This statement reflects the recommendation of the Town of Swansboro Planning Board this the 4th day of May 2021.

4-0

Vote

A handwritten signature in black ink, appearing to read "Scott Chadwick", written over a horizontal line.

Scott Chadwick, Planning Board Chairperson

GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2021

H.B. 496
Apr 5, 2021
HOUSE PRINCIPAL CLERK

H

D

HOUSE BILL DRH10236-LM-110

Short Title: Property Owners' Rights/Tree Ordinances. (Public)

Sponsors: Representative Boles.

Referred to:

1 A BILL TO BE ENTITLED
2 AN ACT PROVIDING THAT COUNTIES AND CITIES SHALL NOT ADOPT
3 ORDINANCES REGULATING THE REMOVAL OF TREES FROM PRIVATE
4 PROPERTY WITHOUT THE EXPRESS AUTHORIZATION OF THE GENERAL
5 ASSEMBLY.

6 The General Assembly of North Carolina enacts:

7 **SECTION 1.** Article 6 of Chapter 153A of the General Statutes is amended by
8 adding a new section to read as follows:

9 **"§ 153A-145.9. Limitations on regulating trees.**

10 No county may adopt ordinances regulating the removal of trees from private property within
11 the county's jurisdiction without the express authorization of the General Assembly. Neither the
12 general police powers authorized in this Article nor any other powers authorized in this Chapter
13 or in any other general or local law, except a general or local law expressly authorizing a county
14 to adopt ordinances regulating the removal of trees from private property, shall be used by a
15 county's governing body as the basis for adopting ordinances regulating the removal of trees from
16 private property."

17 **SECTION 2.** Article 8 of Chapter 160A of the General Statutes is amended by
18 adding a new section to read as follows:

19 **"§ 160A-205.4. Limitations on regulating trees.**

20 No city may adopt ordinances regulating the removal of trees from private property within
21 the city's corporate limits or extraterritorial jurisdiction without the express authorization of the
22 General Assembly. Neither the general police powers authorized in this Article nor any other
23 powers authorized in this Chapter or in any other general or local law, except a general or local
24 law expressly authorizing a city to adopt ordinances regulating the removal of trees from private
25 property, shall be used by a city's governing body as the basis for adopting ordinances regulating
26 the removal of trees from private property."

27 **SECTION 3.** Any local acts authorizing ordinances regulating the removal of trees
28 from private property and any ordinances that were adopted under that authority before the date
29 this act becomes law shall remain in effect after this act becomes law.

30 **SECTION 4.** Any ordinances regulating the removal of trees from private property
31 that were adopted before the date this act becomes law without the express authorization of the
32 General Assembly are hereby repealed.

33 **SECTION 5.** This act is effective when it becomes law.





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance & Credit Manual, Fee Schedule, and Salary Schedule**

Board Meeting Date: **June 28, 2021**

Prepared By: **Chris Seaberg, Town Manager**

Overview:

The FY 2021/2022 Annual Budget was originally submitted on May 27, 2021. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2021/2022.

The total budget is in the amount of \$4,812,559 which represents a decrease of 11% from the FY 2020/2021 Amended Budget of \$5,403,831. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2021/2022 is balanced with \$249,260 of fund balance.

The collection of residential and some commercial garbage and recycling will continue to be managed through a contractual agreement approved by the Board on June 8, 2020 with GFL, Inc (AKA Waste Industries, Inc.). For this FY, the rate for Solid Waste Services will increase beginning July 1, 2021.

Current Solid Waste Fees
\$20.24/month residential
\$33.79/month commercial

New Solid Waste Fees Effective July 1, 2021
\$21.93/month residential
\$36.62/month commercial

The Stormwater Utility Fee structure was increased and adjusted to a flat monthly rate for residential. Commercial rates will still be calculated at .01/Square Foot whichever is greater, but a minimum of \$5.00 per month required. These rate adjustments will be effective beginning July 1, 2021

Current Residential Rates per Month
Tier 1 - \$2.00
Tier 2 - \$3.50
Tier 3 - \$3.75
Tier 4 - \$4.00
Tier 5 - \$4.25

New Residential Rate per Month
\$5.00

Reviewed By:

Town Manager 6/24/2021
Town Clerk _____

Finance Director _____
Town Attorney _____

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

Commercial Tier

Current - Minimum Fee \$4.25/month or .01/Square Foot whichever is greater.

New - Minimum Fee 5.00/month or .01/Square Foot whichever is greater.

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

The stormwater ordinance and credit manual were also amended to reflect the new residential rates along with minor text changes shown in **highlights**.

Changes to the FY 21/22 Fee Schedule are shown in **red**. Changes include minimum building permit fees, land improvements permitting, Historic District COA application fees, and Damage Deposits for room rentals.

The FY 2021/2022 Salary Schedule has been updated to reflect a 2.0% COLA increase.

Background Attachment(s): FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance and Credit Manual, Fee Schedule, and Salary Schedule

Recommended Action:

- 1) Hold the Public Hearing; and
- 2) Motion to adopt FY 2021/2022 Budget Ordinance w/Tax Rate, Stormwater Ordinance and Credit Manual Amendments, Fee Schedule, and Salary Schedule.

**TOWN OF SWANSBORO
BUDGET ORDINANCE
FISCAL YEAR 2021/2022**

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Swansboro for fiscal year beginning July 1, 2021 and ending June 30, 2022.

SECTION 1. It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Ad Valorem Tax.....	\$1,854,122
Ad Valorem Tax prior years.....	\$ 10,000
Penalties and Interest.....	\$ 5,000
Sales and Use Tax.....	\$1,050,000
Powell Bill Funds.....	\$ 80,205
County Funding (Fire).....	\$ 174,087
Utility Franchise Taxes.....	\$ 230,000
Building Permit Fees.....	\$ 150,000
ABC Distribution.....	\$ 50,000
Beer & Wine Tax.....	\$ 14,000
Interest/Investments.....	\$ 1,000
ONWASA Satellite Office Payment.....	\$ 35,000
Rental Fees/Leases.....	\$ 62,255
Festivals & Events.....	\$ 18,050
Appropriation from Fund Balance-.....	\$ 249,260
Appropriation from Fund Balance-Powell Bill.....	\$ 8,745
Other Revenues.....	\$ <u>212,088</u>
TOTAL REVENUES	\$ 4,203,812

SECTION 2. The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Governing Body.....	\$ 27,422
Administrative Services.....	\$ 390,913
Finance.....	\$ 253,881
Legal.....	\$ 42,000
Public Buildings.....	\$ 356,657
Fire Department.....	\$ 791,080
Permitting.....	\$ 259,117
Police Department.....	\$ 1,043,180
Streets Municipal.....	\$ 157,039
Streets State Aid.....	\$ 88,950
Parks and Recreation.....	\$ 295,040
Church Street Town Dock.....	\$ 13,708
Emergency Management.....	\$ 1,125
Festivals & Events.....	\$ 117,804
Non-Departmental.....	\$ 365,896
TOTAL EXPENSES	\$ 4,203,812

SECTION 3. Revenues. It is estimated that the following revenues will be available in the Solid Waste Enterprise Funds for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Solid Waste Fund..... \$ 448,321

SECTION 4. Expenditures. The following amounts are hereby appropriated in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Solid Waste Fund..... \$ 448,231

SECTION 5. Revenues. It is estimated that the following revenues will be available in the Stormwater Enterprise Funds for fiscal year beginning July 1, 2021 and ending June 30, 2022:

Stormwater Fund..... \$ 160,426

SECTION 6. Expenditures. The following amounts are hereby appropriated in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2021 and ending June 30, 2022:

Stormwater Fund..... \$ 160,426

SECTION 7. Debt Service. The following amounts are hereby appropriated in the General Fund for the annual debt service payments for the fiscal year beginning July 1, 2021 and ending June 30, 2022 are as follows;

Town Hall.....	\$ 72,863
Fire Truck.....	\$ 11,861
Public Safety Building.....	\$ 44,128
Sleeping Quarters-PSB.....	\$ 28,645
New Fire Truck.....	\$ 47,512
Equipment/Police Vehicles.....	\$ 51,783
Grapple Truck.....	\$ 32,593
Town Hall Generator.....	\$ 15,324
Vehicles & Software.....	<u>\$ 28,271</u>
TOTAL DEBT SERVICE	\$332,980

SECTION 8. Capital Projects. The FY 2021-22 budget ordinance hereby authorizes the following capital improvement projects:

- A. Waterfront Plan Implementation Project: Fund #24..... \$ 554,817
- B. Municipal Park Improvements Project: Fund #57..... \$1,325,104

SECTION 9. Tax Rate. There is hereby levied for the fiscal year 2021-2022 a tax at the rate of \$0.35 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Swansboro as listed as of January 1, 2020, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

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

- A. He/She may transfer amounts between objects of expenditures within a department without limitation and without a report being required.
- B. He/She may transfer amounts between departments within the same fund. An official report must be made at the next regular meeting of the Board of Commissioners.
- C. He/She may utilize appropriations contained in the contingencies or emergency fund appropriations, as needed without limitation and without a report being required.

- D. He/She may transfer amounts between funds, with prior approval by the Governing Board in an amendment to the Budget Ordinance.
- E. He/She may transfer funds from reserve funds, up to \$20,000 per purpose, to meet current needs for the purpose for which such funds are being held in reserve provided that a report of such transfers be made no later than the next regular meeting of the Board of Commissioners.
- F. He/She may make interfund loans as necessary to meet cash flow needs. They may make advances to the various funds for working capital purposes, without additional approval from the Town Board.

SECTION 11. Fee Schedule. The Town of Swansboro Schedule of Fees for Fiscal Year 2021-2022, amended from the Schedule of Fees for the previous fiscal year, is hereby adopted by reference. In addition, Policy No. 10 reflects the Board of Commissioner's ability to waive permit related and/or annexation fees in exchange for voluntary annexation and is hereby adopted by reference.

SECTION 12. Salary Schedule. The Town of Swansboro Salary Schedule for Fiscal Year 2021-2021, amended from the schedule for the previous fiscal year, is hereby adopted by reference with a 2% COLA.

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

SECTION 14. This ordinance shall become effective on July 1, 2021, following its adoption, this 28th day of June 2021.

ATTEST:

**TOWN OF SWANSBORO
BOARD OF COMMISSIONERS**

Paula W. Webb, Town Clerk

John Davis, Mayor

	Date	Revenues	Expenditures	Assigned Fund Balance
Original-Assigned Fund Balance	4/5/2021			\$ 454,406
Ad Valorem-Increase per Onslow County- in home improvements & Increase in DMV Property Taxes-(\$5,600,000)	4/5/2021	19,404		\$ 435,002
Admin Services- Add Website costs	4/5/2021		12,775	\$ 447,777
Governing Body-Reduced Salaries	4/5/2021		(16,182)	\$ 431,595
Salaries/Benefits-Admin Services-Reduced Planner & Planning Tech by 25%-\$40,000 SALARY	4/22/2021		(33,239)	\$ 398,356
Salaries/Benefits-Permitting-Added Planner & Planning Tech by 25%	4/22/2021		36,520	\$ 434,876
Salaries-Calculation error	4/22/2021		762	\$ 435,638
Salaries/benefits-Probation Period ends in FY 22/23	4/22/2021		(2,981)	\$ 432,657
Salaries/benefits-Probation Period ends in FY 22/23/Salary increase to reflect Salary Study	4/22/2021		(277)	\$ 432,380
Salaries/benefits-Parks & Recreation-Increases in FY 20/21	4/22/2021		4,057	\$ 436,437
Salaries/Benefits-Reduced Salary to Grade 15-Planning Tech	4/26/2021		(3,761)	\$ 432,676
Salaries/Benefits-calculation error-Public Works- Streets	4/26/2021		(787)	\$ 431,889
Salaries/Benefits-calculation error-Powell Bill-Streets	4/26/2021		196	\$ 432,085
Salaries/Benefits-Parks & Rec-Grade Increase for Program Supervisor	4/26/2021		1,915	\$ 434,001
Fire Department-Department Head reduced budget	4/27/2021		(11,800)	\$ 422,201
Finance Department-Department Head reduced budget	4/27/2021		(5,400)	\$ 416,801
Governing Body-Department Head reduced budget	4/28/2021		(2,500)	\$ 414,301
Parks & Recreation-Department Head (budget cut)	4/28/2021		(16,087)	\$ 398,214
Festivals & Events-Increase Ads & Notices	4/28/2021		3,000	\$ 401,214
Festivals & Events-Reduce Retirement-corrected contribution percentage	4/28/2021		(3,423)	\$ 397,791
Festivals & Events-Increase Dues & Subscription	4/28/2021		2,140	\$ 399,931
Admin Services-Increase ChargePoint Annual Subscription (PEV Electric Charge Station)	4/28/2021		1,500	\$ 401,431
Debt Service Payment-(Estimated)PW, Fire, & Police vehicle/Software purchase in FY 20/21	4/28/2021		47,000	\$ 448,431
Public Buildings-Town Manager reduced budget-Asphalt at Public Works yard	4/28/2021		(8,600)	\$ 439,831
Rec Program/Contract Fees-Town Manager increased per Department Head's request	4/29/2021	10,000		\$ 429,831
Police Department-Town Manager reduced budget	4/29/2021		(8,200)	\$ 421,631
Public Works-Streets-Town Manager reduced budget	4/29/2021		(8,200)	\$ 413,431
Parks & Recreation-Town Manager reduced budget	4/29/2021		(5,000)	\$ 408,431
Salaries/Benefits-Adjusted to John Barlow's Salary Study-Fire Driver/Operator	4/29/2021		6,803	\$ 415,233
Governing Body-Town Manager reduced budget	5/18/2021		(3,600)	\$ 411,633
Admin Services-Town Manager reduced budget and	5/18/2021		(1,375)	\$ 410,258
Finance Department-Town Manager reduced budget	5/18/2021		(1,000)	\$ 409,258
Public Buildings-Town Manager reduced budget	5/18/2021		(10,000)	\$ 399,258
Public Works-Streets-Payroll calculation error	5/18/2021		412	\$ 399,670
Fire Department-Town Manager reduced budget \$88,950	5/18/2021		(1,600)	\$ 398,070
Police Department-Town Manager reduced budget	5/18/2021		(8,000)	\$ 390,070
Parks & Recreation-calculation error	5/18/2021		(5,800)	\$ 384,270
Removed New Personnel-Planning Tech, Maintenance Tech, & Fire Driver/Operator	5/18/2021		(162,531)	\$ 221,739

Public Buildings-Cleaning services-Town Hall & Parks & Recreation	5/18/2021		28,800	\$	250,539
Non Departmental-Debt Service Payment adjustment	5/18/2021		(18,729)	\$	231,810
Removed Salary Study Recommendations and added a 2% COLA	5/18/2021		(27,315)	\$	204,494
Add:Fire Driver/Operator	5/24/2021		54,690	\$	259,185
Admin Services:Remove Website Update	5/24/2021		(13,975)	\$	245,210
Powell Bill-Streets- Fund Balance(revenues/expenditures)	5/24/2021	884		\$	244,326
Governing Body-Reduced Seaside Arts Council Contribution/Military Affairs	5/24/2021		(3,500)	\$	240,826
Admin Services-Dues & Subscriptions/Services	6/8/2021		(2,700)	\$	238,126
Parks & Recreation-Professional Services/Visitor Center Supplies/Various Line Items	6/8/2021		(8,430)	\$	229,696
Grants-Onslow County TDA	6/8/2021	6,500		\$	223,196
County Funding-Fire	6/8/2021	(18,000)		\$	241,196
Miscellaneous Income-Scott Padrick paid in full	6/17/2021	(8,064)		\$	249,260
Total Adjustments		10,724	(194,422)		
Beginning Assigned Fund Balance-Draft #1				\$	454,406
Ending Assigned Fund Balance-Draft #2				\$	415,233
Ending Assigned Fund Balance-Draft #3				\$	241,196
Ending Assigned Fund Balance-Proposed Budget submitted on 5/28/21				\$	213,580
Assigned Fund Balance adjusted amount-Revision to the Proposed Budget submitted on 5/28/21				\$	205,146

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

EXPENDITURES									
DEPARTMENT		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING	Adjustments
#	Name								
411	Governing Body	13,432	28,474	14,098	13,593	54,886	54,886	27,422	(27,464)
412	Admin Services	553,983	368,626	429,255	429,563	459,526	459,526	390,913	(68,612)
414	Finance	176,440	228,695	300,825	300,187	260,278	260,295	253,881	(6,413)
415	Legal	37,228	36,705	42,000	42,000	42,000	42,000	42,000	-
426	Public Buildings	1,632,760	449,422	353,752	353,401	360,130	361,130	356,657	(4,472)
430	Fire	621,456	649,863	909,443	883,502	1,006,181	818,003	791,080	(26,923)
435	Permitting	288,078	167,043	223,915	190,837	251,036	249,536	259,117	9,580
450	Police	851,194	967,910	1,050,863	990,702	1,130,707	1,050,908	1,043,180	(7,728)
451	Streets-Public Works	146,693	161,585	296,916	291,756	218,504	217,004	157,039	(59,965)
452	Streets - State Aid	94,623	90,291	90,318	90,318	88,841	88,841	88,950	109
613	Parks & Recreation	250,184	251,543	291,304	264,621	331,812	327,562	295,040	(32,522)
615	Church Street Town Dock	7,288	4,574	8,230	8,153	69,878	13,708	13,708	-
620	Emergency Mgmt	1,125	334,342	169,212	166,740	1,125	1,125	1,125	-
621	Festivals & Events	74,537	73,841	95,451	11,255	116,087	116,087	117,804	1,717
900	Non-Departmental	374,860	488,137	510,206	510,993	337,625	337,625	365,896	28,271
TOTAL GENERAL FUND EXPENDITURES		\$ 5,123,881	\$ 4,301,051	\$ 4,785,788	\$ 4,547,620	\$ 4,728,614	\$ 4,398,234	4,203,812	(194,422)
	Excess Revenue over Expenditures				\$ (260,751)	\$ (969,790)	\$ 0.00	(0)	
ENTERPRISE FUNDS									
30	STORM WATER ENTERPRISE FUND				\$ 134,838	\$ 149,451	\$ 149,451	160,426	
31	SOLID WASTE ENTERPRISE FUND				\$ 393,309	\$ 435,525	\$ 435,525	448,321	
TOTAL ENTERPRISE FUND EXPENDITURES					\$ 528,147	\$ 584,975	\$ 584,975	608,747	
	Excess Revenue over Expenditures				\$ -	\$ -	\$ -	-	
Total Annual Budget					\$ 5,075,767	\$ 5,313,590	\$ 4,983,210	4,812,559	

TOWN OF SWANSBORO
REVENUES FY 2021-2022

REVENUES									
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING	Adjustments
11-300-0100	TAXES-AD VALOREM - CURRENT F/Y	1,689,551	1,726,445	1,773,964	1,757,998	1,816,185	1,834,718	1,854,122	19,404.00
11-300-0110	TAXES-AD VALOREM - PRIOR YEARS	24,910	6,867	10,000	13,105	10,000	10,000	10,000	
11-300-0120	TAXES-PENALTIES/INTEREST	8,129	3,971	5,000	5,675	5,000	5,000	5,000	
11-310-0200	TAXES-SALES & USE TAX	881,457	951,259	750,000	1,000,000	900,000	1,050,000	1,050,000	
11-310-0210	TAXES-PRIVILEGE LICENSE	-	-	-	-	-	-	-	
11-310-0250	TAXES-OCCUPANCY	98,783	71,088	36,050	51,782	50,000	50,000	50,000	
11-310-0260	TAXES-BEER & WINE	13,722	14,018	14,000	14,000	14,000	14,000	14,000	
11-310-0270	TAXES-UTILITY FRANCHISE	239,265	238,640	230,000	222,976	230,000	230,000	230,000	
11-310-0300	POLICE DONATIONS	6,352	4,320	3,000	1,500	1,500	1,500	1,500	
11-320-0310	FIRE DONATIONS	225	550	650	225	300	300	300	
11-320-0320	PARK DONATIONS	1,188	-	-	-	-	-	-	
11-320-0340	DONATIONS-MEMORIAL TREE	-	-	-	-	-	-	-	
11-330-0400	SIDEWALK DEVELOPMENT FEE	-	8,927	-	-	-	-	-	
11-330-0405	FEES/COURT FACILITIES	9,470	5,518	5,000	3,370	3,000	3,000	3,000	
11-330-0410	TDA ADMINISTRATIVE FEE	3,600	4,100	4,100	4,100	4,100	9,410	9,410	
11-330-0415	TOWN MARINA FEES	19,575	17,090	15,000	15,000	19,000	19,000	19,000	
11-330-0430	FEES-BLDG PERMITS,INSPECTIONS, PLANNING & ZONING	209,632	243,208	150,000	210,259	200,000	215,000	215,000	
11-330-0440	HOMEOWNER'S RECOVERY FEES	360	830	1,000	1,070	500	500	500	
11-330-0460	LEASES (TIME WARNER;106 Church St., 502 Church St.)	86,354	55,818	50,000	48,370	62,255	62,255	62,255	
11-340-0500	RENTAL FEES-OTHER ROOMS	625	230	1,000	613	1,500	1,500	1,500	
11-340-0501	RENTAL FEES - PARKS	3,630	2,298	2,200	587	2,200	2,200	2,200	
11-340-0502	RENTAL FEES - RECREATION ROOMS	20,340	14,380	19,000	4,747	10,000	10,000	10,000	
11-340-0503	REC PROGRAM/CONTRACT FEES	30,627	21,221	30,000	14,072	50,430	20,000	30,000	10,000.00
11-340-0504	RENTAL FEES-OLD TOWN HALL	-	-	-	-	500	500	500	
11-350-0525	SOLID WASTE DISPOSAL TAX	2,086	2,307	2,079	2,300	2,079	2,079	2,079	
11-355-0550	REFUNDS-GAS TAX	12,230	8,999	9,600	9,600	9,600	9,600	9,600	
11-360-0600	STATE RD - POWELL BILL	81,993	82,342	82,342	80,205	80,205	80,205	80,205	
11-365-0700	COUNTY FUNDING/FIRE DEPT	169,945	175,445	170,995	170,995	170,995	192,087	174,087	\$ (18,000.00)
11-365-0701	TAXES-ABC DISTRIBUTION	52,907	45,657	37,000	47,271	45,000	50,000	50,000	
11-370-0800	INVESTMENT EARNINGS/GF	42,378	41,710	25,000	989	1,000	1,000	1,000	
11-370-0810	SALE OF FIXED ASSETS	20,200	3,190	-	1,306	-	-	-	
11-370-0820	ONWASA-SATELLITE OFFICE PAYMENT	35,000	35,000	35,000	35,000	35,000	35,000	35,000	
11-370-0830	MISCELLANEOUS INCOME	42,532	27,689	12,000	7,230	8,064	8,064	-	\$ (8,064.00)
11-370-0840	HOOK & BONES REDFISH TOURNAMENT	950	-	-	-	-	-	-	
11-370-0843	PARADE	875	1,900	1,500	-	500	1,000	1,000	
11-370-0845	FESTIVALS & EVENTS	85,812	45,010	46,450	953	18,050	18,050	18,050	
11-370-0855	POLICE REIMBURSEMENT	2,380	2,922	3,700	2,467	-	-	-	
11-370-0860	POLICE DRUG SUBSTANCE	409	3,087	-	-	-	-	-	
11-370-0870	LOAN PROCEEDS/GENERAL FUND	-	227,700	149,200	149,200	-	-	-	

TOWN OF SWANSBORO
REVENUES FY 2021-2022

11-370-0880	INSURANCE PROCEEDS	996,574	180,646	5,259	9,126	-	-	-	
11-380-0900	POLICE GRANTS	-	11,278	-	-	-	-	-	
11-380-0910	FIRE GRANTS	-	-	-	-	-	-	-	
11-380-0920	GRANT - WELLNESS/WORKERS' COMP(NCLM)	1,754	-	5,000	5,000	-	-	-	
11-380-0927	GRANT-SWANSBORO TDA	5,000	13,000	-	-	-	-	-	
11-380-0930	GRANTS-VARIOUS	681,285	240,666	140,773	264,236	-	-	6,500	\$ 6,500.00
11-390-0950	TRANSFER FROM OTHER FUNDS	21,266	-	-	-	-	-	-	
11-390-0951	TRANSFER FROM CAPITAL RESERVE	-	31,458	123,634	123,634	-	-	-	
11-390-0952	TRANSFER FROM PARK & REC RESERVE	7,500	-	-	-	-	-	-	
11-399-0990	FUND BAL-POWELL BILL	-	-	7,909	7,909	7,861	7,861	8,745	\$ 884.00
11-399-0991	GF FUND BALANCE APPROPRIATED	-	-	669,715	-	-	454,406	249,260	10,724.00
	TOTAL GENERAL FUND REVENUES	\$ 5,610,868	\$ 4,570,781	\$ 4,627,120	\$ 4,286,869	\$ 3,758,824	\$ 4,398,234	4,203,812	
	ENTERPRISE FUNDS								
	REVENUES								
	SOLID WASTE								
	USER FEES		\$ 328,044	\$ 378,720	\$ 393,309	\$ 435,525	\$ 435,525	448,321	
	TRANSFER FROM GENERAL FUND		\$ 154,465	\$ 12,250	\$ 12,250	\$ -	\$ -	-	
	APPROPRIATED FUND BALANCE		\$ -	\$ 1,147	\$ -	\$ -	\$ -	-	
	TOTAL:SOLID WASTE		\$ 482,509	\$ 392,117	\$ 405,559	\$ 435,525	\$ 435,525	448,321	
	STORMWATER								
	USER FEES		\$ 102,549	\$ 109,686	\$ 109,686	\$ 119,431	\$ 119,431	155,011	
	NCDOT-STREET SWEEPING/STREET MAINTENANCE		\$ 6,038	\$ 7,638	\$ 5,415	\$ 5,415	\$ 5,415	5,415	
	TRANSFER FROM GENERAL FUND		\$ 9,337	\$ 15,425	\$ 12,250	\$ -	\$ -	-	
	APPROPRIATED FUND BALANCE		\$ -		\$ 7,487	\$ 24,605	\$ 24,605	-	
	TOTAL:STORMWATER		\$ 117,924	\$ 132,749	\$ 134,838	\$ 149,451	\$ 149,451	160,426	
	TOTAL REVENUES FOR ENTERPRISE FUNDS		\$ 600,432	\$ 524,866	\$ 540,397	\$ 584,975	\$ 584,976	608,747	
	TOTAL REVENUES		\$ 5,171,213	\$ 5,151,987	\$ 4,827,266	\$ 4,343,799	4,983,210	4,812,559	

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

GOVERNING BODY								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-411-1700	SALARIES-ELECTED OFFICIALS	8,893	8,819	8,963	8,968	24,000	24,000	9,147
11-411-1810	FICA	680	674	685	686	1,836	1,836	700
11-411-2010	SUPPLIES - DEPARTMENT	1,162	2,206	1,600	221	2,000	2,000	1,500
11-411-3100	TRAVEL/CONFERENCE/TRAINING	258	1,961	200	70	8,600	8,600	6,600
11-411-3125	SUBSISTENCE	1,243	790	1,500	112	1,150	1,150	1,150
11-411-3910	ADS/NOTICES	520	606	1,000	736	1,000	1,000	1,000
11-411-4140	EXPENSE-RECORDATIONS	26	78	200	-	200	200	200
11-411-6900	CONTRIBUTIONS-AGENCIES	650	8,100	(50)	2,800	10,600	10,600	1,625
11-411-6920	EXPENSE-ELECTION	-	5,241		-	5,500	5,500	5,500
DEPARTMENT TOTAL		\$ 13,432	\$ 28,474	\$ 14,098	13,593	\$ 54,886	\$ 54,886	\$ 27,422
Mayor	500							
5 Commissioners	300							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ADMINISTRATIVE SERVICES								
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-412-1210	SALARIES-FULL TIME	169,209	246,392	267,638	272,510	302,428	302,428	255,403
11-412-1220	SALARIES-OVERTIME	-	39	-	218	-	-	-
11-412-1230	SALARIES-PART TIME	44,848	422	-	446	-	-	-
11-412-1231	LONGEVITY	1,363	1,319	1,425	446	1,681	1,681	1,519
11-412-1232	CELL PHONE STIPEND	1,000	1,938	2,250	2,250	2,475	2,475	2,381
11-412-1234	AUTO ALLOWANCE	5,497	3,000	3,600	3,600	3,600	3,600	3,600
11-412-1235	LIVING EXPENSES	6,541	(220)	-	-	-	-	-
11-412-1810	FICA	17,666	18,464	20,515	20,745	23,729	23,729	20,112
11-412-1815	FEES-OTHER	-	1,410	-	2,500	-	-	-
11-412-1820	RETIREMENT	15,027	23,686	31,482	30,081	43,640	43,640	36,210
11-412-1830	INSURANCE - GROUP	22,087	27,230	35,829	37,605	42,126	42,126	33,742
11-412-1930	SERVICES-PROFESSIONAL	181,632	25,039	28,915	25,584	3,000	3,000	3,000
11-412-1940	SERVICES-PLANNING CONSULTANT	-	-	5,000	3,368	5,000	5,000	5,000
11-412-1950	SERVICES-SOFTWARE SUPPORT	-	-	-	-	1,500	1,500	1,500
11-412-1990	SERVICES-OTHER	72,113	2,644	9,500	8,081	9,680	9,680	9,155
11-412-2010	SUPPLIES-DEPARTMENT	1,287	1,062	2,101	895	2,500	2,500	2,500
11-412-3100	TRAVEL/CONFERENCE/TRAINING	4,972	5,522	2,000	4,548	6,700	6,700	5,500
11-412-3150	TRANSPORTATION EXPENSE	-	-	-	-	500	500	500
11-412-3125	SUBSISTENCE	209	392	500	420	500	500	500
11-412-3520	R/M EQUIPMENT	29	-	100	-	-	-	-
11-412-3910	ADS/NOTICES	1,210	487	500	365	500	500	325
11-412-4910	DUES/PROF SUBSCRIPTIONS	9,294	9,801	12,500	10,500	9,966	9,966	9,966
11-412-5000	CAPITAL OUTLAY	-	-	5,399	5,399	-	-	-
DEPARTMENT TOTAL		\$ 553,983	\$ 368,626	\$ 429,255	\$ 429,563	\$ 459,526	\$ 459,526	\$ 390,913
Town Manager								
Assistant Manager								
Deputy Clerk-75%								
Admin Services Representative-75%								
Planner-50%								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FINANCE								
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-414-1210	SALARIES-FULL TIME	93,766	133,797	137,024	136,155	141,042	141,042	141,031
11-414-1230	SALARIES-PART TIME	4,392	-	-	-	-	-	-
11-414-1231	LONGEVITY	475	675	750	675	750	750	750
11-414-1232	CELL PHONE STIPEND	600	600	600	600	600	600	600
11-414-1810	FICA	7,479	9,620	10,311	9,903	10,893	10,893	10,892
11-414-1815	FEES OTHER	2,092	4,780	4,500	1,693	4,560	4,560	4,560
11-414-1816	MERCHANT FEES	(530)	(3,128)	-	-	-	-	-
11-414-1820	RETIREMENT	8,185	12,840	16,119	15,073	20,352	20,352	20,351
11-414-1830	INSURANCE-GROUP	6,921	12,930	9,496	11,878	17,179	17,179	17,179
11-414-1910	SERVICES-AUDITOR	10,800	14,800	11,800	11,800	12,500	12,500	12,500
11-414-1930	SERVICES -PROFESSIONAL	7,204	6,153	6,280	7,221	6,840	6,840	6,840
11-414-1950	SERVICES-SOFTWARE SUPPORT	6,362	6,680	7,035	6,715	7,051	7,068	7,068
11-414-1990	SERVICES - OTHER	2,344	2,939	4,700	4,900	-	-	-
11-414-2010	SUPPLIES-DEPARTMENT	1,183	1,262	2,000	1,102	2,000	2,000	1,000
11-414-2600	SUPPLIES-OFFICE	2,258	2,882	7,500	2,218	7,500	7,500	4,500
11-414-3100	TRAVEL/CONFERENCE/TRAINING	1,716	515	-	4,810	3,400	3,400	1,000
11-414-3150	TRANSPORTATION EXPENSE	-	-	-	17	300	300	300
11-414-4910	DUES/PROF SUBSCRIPTIONS	255	260	310	427	310	310	310
11-414-5000	CAPITAL OUTLAY	-	-	60,000	60,000	-	-	-
11-414-6910	EXPENSE-TAX COLLECTION	20,939	\$ 21,089.95	\$ 22,400.00	25,000	\$ 25,000	25,000	25,000
DEPARTMENT TOTAL		\$ 176,440	\$ 228,695	\$ 300,825	300,187	\$ 260,278	\$ 260,295	\$ 253,881
Finance Director								
Finance Technician								
Finance Clerk								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

LEGAL								
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-415-1920	Services-Legal General	27,750	29,360	29,000	29,000	29,000	29,000	29,000
11-415-1924	Services-Legal Special Meetings	-	1,253	1,000	1,000	1,000	1,000	1,000
11-415-1926	Services-Legal-Loans/Grants/Property	-	1,685	2,000	2,000	2,000	2,000	2,000
11-415-1927	Services-Legal Litigation	9,478	4,408	10,000	10,000	10,000	10,000	10,000
11-415-6930	Contingency	-	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 37,228	\$ 36,705	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000	\$ 42,000

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PUBLIC BUILDINGS								
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-426-1210	SALARIES-FULL TIME	40,469	41,653	43,745	47,063	54,837	54,837	43,958
11-426-1230	SALARIES-PART TIME	2,130	-	-	-	-	-	-
11-426-1231	LONGEVITY	425	450	475	475	150	150	150
11-426-1232	CELL PHONE STIPEND	300	300	300	300	375	375	375
11-426-1810	FICA	3,192	3,253	3,318	3,652	4,235	4,235	3,403
11-426-1820	RETIREMENT	3,044	3,552	4,943	4,632	7,913	7,913	4,951
11-426-1830	INSURANCE-GROUP	120	101	-	831	8,410	8,410	8,410
11-426-1930	SERVICES-PROFESSIONAL	499,785	5,700	6,500	6,500	6,500	10,000	38,800
11-426-2010	SUPPLIES-DEPARTMENT	1,348	1,576	2,800	2,800	2,800	2,800	2,800
11-426-2120	UNIFORMS	920	226	980	705	980	980	980
11-426-2130	JANITORIAL SUPPLIES	3,935	4,856	5,000	5,000	5,000	5,000	5,000
11-426-2500	SUPPLIES-GAS/OIL	1,093	1,774	2,600	2,667	3,500	2,500	2,500
11-426-3100	TRAVEL/CONFERENCE/TRAINING	-	275	-	-	-	-	-
11-426-3310	UTILITIES	56,584	56,517	57,300	57,300	58,000	58,000	58,000
11-426-3315	TIME WARNER	-	-	-	393	-	-	-
11-426-3520	R/M EQUIPMENT	1,682	4,527	1,800	1,173	2,500	2,500	2,500
11-426-3530	R/M VEHICLES	1,351	1,267	1,800	1,585	2,500	2,500	2,500
11-426-3540	REPAIRS/MAINT-BUILDING/GROUNDS	685,297	8,833	41,400	23,213	5,300	5,300	4,050
11-426-3542	REPAIRS/MAINT-TOWN HALL	37,706	5,089	15,411	2,067	5,300	5,300	4,050
11-426-3543	REPAIRS/MAINT-VISITOR CENTER	16,845	595		1,584	5,300	5,300	4,050
11-426-3544	REPAIRS/MAINT-CIGAR SHOP	-	4,818		-	5,300	5,300	4,050
11-426-3545	REPAIRS/MAINT-OLD TOWN HALL	-	871		403	5,300	5,300	4,050
11-426-3546	REPAIRS/MAINT-PSB	102,061	2,277		21,353	5,300	5,300	4,050
11-426-3547	REPAIRS/MAINT-PUBLIC WORKS OFFICE	-	743	15,411	3,102	5,300	5,300	4,050
11-426-3548	REPAIRS/MAINT-PARKS & RECREATION	545	5,770		1,463	5,300	5,300	4,050
11-426-5000	CAPITAL OUTLAY	40,000	163,335	12,250	14,977	10,100	8,600	-
11-426-5001	NON-CAPITALIZED OUTLAY	3,043	-	5,100	2,133	1,900	1,900	1,900
11-426-7900	LOAN REPAYMENT - LAND/BLDGS	130,884	131,063	148,030	148,030	148,030	148,030	148,030
DEPARTMENT TOTAL		\$ 1,632,760	\$ 449,422	\$ 353,752	\$ 353,401	\$ 360,130	\$ 361,130	\$ 356,657
Current Maintenance Tech-2.5 months								
Vacant Maintenance Tech								
Loan Repayment								
Town Hall Annex-\$72,862.57								
Public Safety Building-\$44,128								
Public Works Equipment Debt Service/Lease-\$15,715.43								
Town Hall Generator-\$15,324								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FIRE								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
LINE ITEM	DESCRIPTION							
11-430-1210	SALARIES-FULL TIME	177,246	157,091	254,652	225,000	303,874	303,874	295,130
11-430-1220	SALARIES-OVERTIME	5,759	7,106	6,500	8,925	9,000	9,000	9,000
11-430-1230	SALARIES-PART TIME	185,245	180,765	170,000	170,000	170,000	135,000	135,000
11-430-1231	LONGEVITY	5,375	5,069	5,938	4,113	6,375	6,375	6,450
11-430-1710	VOLUNTEERS/RETENTION	4,145	2,623	8,000	10,000	12,000	12,000	12,000
11-430-1810	FICA	28,530	26,334	31,121	26,968	38,346	35,668	35,005
11-430-1815	FEES OTHER	13	-	1,500	630	1,500	1,500	1,500
11-430-1820	RETIREMENT	14,152	15,559	26,873	24,241	45,148	45,148	43,886
11-430-1830	INSURANCE-GROUP	19,373	17,064	31,747	42,733	60,830	60,830	57,900
11-430-1930	SERVICES-PROFESSIONAL	-	-	-	2,000	1,500	1,500	1,500
11-430-1950	SERVIVCES-SOFTWARE SUPPORT	2,391	2,604	3,500	3,872	3,500	3,500	2,700
11-430-1990	SERVICES-OTHER	711	830	-	868	1,000	1,000	1,000
11-430-2010	SUPPLIES-DEPARTMENT	2,834	1,947	7,800	7,800	7,000	7,000	7,000
11-430-2014	EMS-SUPPLIES	2,055	3,881	3,000	3,000	4,000	4,000	1,000
11-430-2015	FIRE PREVENTION	3,664	962	3,000	3,000	3,000	3,000	1,000
11-430-2120	UNIFORMS	1,500	2,516	4,500	4,500	4,000	4,000	4,000
11-430-2350	MEDICAL EXAMS	-	1,400	4,625	2,000	2,000	2,000	2,000
11-430-2500	SUPPLIES-GAS/OIL	9,147	7,444	15,000	15,000	15,000	15,000	15,000
11-430-3100	TRAVEL/CONF/TRAINING	529	1,140	350	-	2,000	2,000	2,000
11-430-3125	SUBSISTENCE	1,482	1,326	-	-	1,000	1,000	1,000
11-430-3210	TELEPHONE	1,617	4,518	1,600	2,585	2,900	2,900	2,900
11-430-3250	POSTAGE	-	-	100	-	100	100	-
11-430-3315	TIME WARNER	-	-	-	90	90	90	90
11-430-3520	R/M EQUIPMENT	14,495	11,278	13,000	13,000	13,000	13,000	10,000
11-430-3530	R/M VEHICLES	22,778	5,942	15,259	18,034	20,000	20,000	20,000
11-430-3540	R/M BUILDINGS	-	161	1,500	-	1,500	1,500	-
11-430-4910	DUES/PROF SUBSCRIPTIONS	2,304	1,677	6,100	3,249	6,000	6,000	3,000
11-430-5000	CAPITAL OUTLAY	5,812	-	76,570	76,570	-	-	-
11-430-5001	NON-CAPITALIZED OUTLAY	20,458	26,394	49,737	49,737	50,000	30,000	30,000
11-430-7900	LOAN REPAYMENTS	89,841	89,233	90,587	90,587	88,018	88,018	88,018
11-430-7922	GRANT - EQUIPMENT	-	-	1,883	-	3,000	3,000	3,000
	CAPITAL RESERVE	-	75,000	75,000	75,000	130,500	-	-
DEPARTMENT TOTAL		\$ 621,456	\$ 649,863	\$ 909,443	883,502	\$ 1,006,181	\$ 818,003	\$ 791,080
	Current Fire Chief-2 months							
	New Fire Chief-Fire Inspector 75%							
	3 Captains							
	3 Drivers							
	CIP Set Aside							
	1705 Replacement-\$20,500							
	Ladder Truck 1717-\$110,000							
	Loan Repayment							
	Sleeping Quarters-\$28,645.00							
	Fire Truck-\$47,512.03							
	Ladder Truck-\$11,861.37							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PERMITTING								
LINE ITEM	DESCRIPTION	FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-435-1210	SALARIES-FULL TIME	181,086	119,055	157,082	134,530	168,174	168,174	175,860
11-435-1220	SALARIES-OVERTIME	-	13			-	-	-
11-435-1230	SALARIES-PART TIME	1,398	-	-	-	-	-	-
11-435-1231	LONGEVITY	938	663	907	831	1,032	1,032	1,050
11-435-1232	CELL PHONE STIPEND	1,475	788	450	1,050	525	525	675
11-435-1234	AUTO ALLOWANCE	1,350	-	-	-	-	-	-
11-435-1810	FICA	12,197	8,560	11,832	9,616	12,984	12,984	13,585
11-435-1815	FEES-OTHER	-	3	-		-	-	-
11-435-1820	RETIREMENT	16,503	11,549	18,331	14,425	24,268	24,268	25,377
11-435-1830	GROUP INSURANCE	20,403	19,068	27,338	23,643	31,453	31,453	31,470
11-435-1930	SERVICES-PROFESSIONAL	13,037	2,202	-	-	-	-	-
11-435-1940	SERVICES-PLANNING CONSULTANT	27,475	-	-	-	-	-	-
11-435-1990	SERVICES-OTHER	5,944	1,035	3,000	3,000	6,500	5,000	5,000
11-435-2010	SUPPLIES-DEPARTMENT	1,900	206	300	300	300	300	300
11-435-2120	UNIFORMS	-	225	200	323	500	500	500
11-435-2500	SUPPLIES-GAS/OIL	902	8	25	38	500	500	500
11-435-3100	TRAVEL/CONFERENCE/TRAINING	830	905	2,500	1,382	2,500	2,500	2,500
11-435-3125	SUBSISTENCE	219	-	-	-	-	-	-
11-435-3150	TRANSPORTATION EXPENSE	420	338	-	283	-	-	-
11-435-3210	TELEPHONE	456	1,266	1,100	852	1,000	1,000	1,000
11-435-3530	REPAIRS/MAINT-VEHICLES	6	-	-	-	-	-	-
11-435-4910	DUES/PROF SUBSCRIPTIONS	1,002	358	300	-	100	100	100
11-435-6000	BOARD EXPENSES	98	-	-	-	-	-	-
11-435-6990	HOMEOWNERS RECOVERY FUND	440	801	550	564	1,200	1,200	1,200
DEPARTMENT TOTAL		\$ 288,078	\$ 167,043	\$ 223,915	\$ 190,837	\$ 251,036	\$ 249,536	259,117
Permitting Clerk-100%								
Maintenance Tech/Building Inspector 100%								
Public Works Director-50%								
Deputy Clerk-25%								
Admin Services Representative-25%								
Planner-50%								
New Fire Chief-25%								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

POLICE								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-450-1210	SALARIES-FULL TIME	511,398	575,644	621,537	587,670	628,730	628,730	633,847
11-450-1220	SALARIES-OVERTIME	27,669	22,567	15,000	17,452	15,000	15,000	15,000
11-450-1230	SALARIES-PART TIME	-	-	2,400	-	2,400	2,400	2,400
11-450-1231	LONGEVITY	2,650	3,700	3,675	3,175	3,900	3,900	3,925
11-450-1300	SEPARATION ALLOW (Parrish)	16,726	17,316	18,500	18,500	18,500	18,500	18,500
11-450-1810	FICA	41,762	45,640	49,511	45,810	51,143	51,143	51,536
11-450-1820	RETIREMENT	68,569	84,951	99,858	92,067	105,976	105,976	108,913
11-450-1830	INSURANCE-GROUP	65,086	84,669	100,636	91,298	100,992	100,992	100,992
11-450-1930	SERVICES-PROFESSIONAL	900	-	1,200	1,200	1,200	1,200	1,200
11-450-1950	SERVIVCES-SOFTWARE SUPPORT	4,026	4,092	3,500	5,456	3,500	3,500	3,500
11-450-1990	SERVICES-OTHER	726	768	3,200	835	4,550	4,550	4,550
11-450-2010	SUPPLIES-DEPARTMENT	6,494	2,812	8,700	8,700	9,000	9,000	9,000
11-450-2120	UNIFORMS	2,095	989	5,000	2,523	5,000	5,000	2,500
11-450-2350	MEDICAL EXAMS	450	-	3,500	733	2,500	1,500	1,500
11-450-2500	SUPPLIES-GAS/OIL	28,885	24,708	32,000	32,000	43,000	43,000	35,000
11-450-3100	TRAVEL/CONF/TRAINING	97	275	1,500	1,500	5,000	5,000	1,000
11-450-3125	SUBSISTENCE	31	-	-	-	-	-	-
11-450-3210	TELEPHONE	4,818	5,377	7,500	7,500	7,500	7,500	7,500
11-450-3520	R/M EQUIPMENT	1,285	1,217	3,800	3,800	5,500	5,500	3,800
11-450-3530	R/M VEHICLES	14,392	16,761	14,605	15,242	18,000	18,000	18,000
11-450-4910	DUES/PROF SUBSCRIPTIONS	-	-	400	400	500	500	500
11-450-5000	CAPITAL OUTLAY	36,039	59,095	19,200	19,200	72,000	-	-
11-450-5001	NON-CAPITALIZED OUTLAY	2,079	2,312	20,624	20,624	11,799	5,000	5,000
11-450-7900	LOAN REPAYMENTS	15,017	15,017	15,017	15,017	15,017	15,017	15,017
11-450-7922	GRANT - EQUIPMENT	-	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 851,194	\$ 967,910	\$ 1,050,863	\$ 990,702	\$ 1,130,707	\$ 1,050,908	\$ 1,043,180
13 Officers								
4 Auxillary Police Officers								
1 Admin Assistant								
Loan Repayment-2 Patroll Vehicles-\$15,017								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PUBLIC WORKS-STREETS								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-451-1210	SALARIES-FULL TIME	41,577	57,621	60,288	54,048	87,680	87,680	52,524
11-451-1220	SALARIES-OVERTIME	822	-	-	-	-	-	-
11-451-1230	SALARIES-PART TIME	2,815	-	-	-	-	-	-
11-451-1231	LONGEVITY	275	375	406	231	413	413	263
11-451-1232	CELL PHONE STIPEND	300	438	450	450	750	750	450
11-451-1720	FEES-CONTRACT LABOR	392	-	-	-	-	-	-
11-451-1810	FICA	3,348	4,352	4,579	4,147	6,796	6,796	4,073
11-451-1820	RETIREMENT	3,695	5,696	7,089	5,860	12,652	12,652	7,579
11-451-1830	INSURANCE-GROUP	6,747	9,589	10,555	11,427	18,903	18,903	10,541
11-451-1990	SERVICES-OTHER	42	-	-	96	-	-	-
11-451-2010	SUPPLIES-DEPARTMENT	1,440	2,006	2,900	2,900	2,700	2,700	2,700
11-451-2120	UNIFORMS	396	334	493	296	50	50	50
11-451-2500	SUPPLIES-GAS/OIL	2,798	3,812	4,000	5,333	4,000	4,000	4,000
11-451-3100	TRAVEL/CONFERENCE/TRAINING	246	108	200	-	-	-	-
11-451-3311	STREET LIGHTS	39,751	44,703	40,000	44,000	48,000	48,000	48,000
11-451-3520	R/M EQUIPMENT	617	2,115	3,400	3,400	3,800	3,800	3,800
11-451-3530	R/M VEHICLES	1,161	1,905	2,800	2,800	-	-	-
11-451-3540	R/M BUILDING/GROUNDS	73	66	-	-	-	-	-
11-451-3541	R/M STREETS	-	-	875	875	4,500	4,500	4,500
11-451-3550	R/M TRAFFIC SIGNS	2,232	2,385	3,000	3,200	4,000	4,000	3,000
11-451-4910	DUES/PROFESSIONAL SUBSCRIP	40	40	200	53	60	60	60
11-451-5000	CAPITAL OUTLAY	-	-	26,475	23,432	-	-	-
11-451-5001	NON-CAPITALIZED OUTLAY	7,777	5,461	-	-	4,700	3,200	-
11-451-5002	SIDEWALKS CONSTRUCTION/MAINTENANCE	18,060	7,279	116,634	116,634	5,000	5,000	1,000
11-451-7900	LOAN REPAYMENTS	12,088	13,299	12,573	12,573	14,500	14,500	14,500
DEPARTMENT TOTAL		\$ 146,693	\$ 161,585	\$ 296,916	291,756	\$ 218,504	\$ 217,004	\$ 157,039
Public Works Director-25%								
Maintenance Tech-100%								
Public Works Equipment Debt Service/Lease-\$12,573								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

POWELL BILL-STREETS								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-452-1210	Salaries-Full-Time	-	3,391	3,531	3,531	3,639	3,639	3,639
11-452-1220	Salaries-Overtime	-	-	-	-	-	-	-
11-452-1231	Longevity	-	15	16	16	18	18	18
11-452-1232	Cell Phone Stipend	-	28	30	30	30	30	30
11-452-1810	FICA	-	261	269	269	282	282	282
11-452-1820	Retirement	-	334	390	390	416	416	525
11-452-1830	Insurance-Group	-	381	422	422	422	422	422
11-452-1930	Services-Professional	-	300	300	875	3,500	3,500	3,500
11-452-2010	Supplies-Department	514	945	2,500	2,500	2,500	2,500	2,500
11-452-2500	Supplies-Gas/Oil	2,128	2,181	3,500	3,000	3,500	3,500	3,500
11-452-3520	R/M Equipment	2,539	1,137	2,800	2,983	3,500	3,500	3,500
11-452-3530	R/M Vehicles	243	576	2,800	2,800	2,500	2,500	2,500
11-452-3541	R/M Streets	52,930	78,247	66,500	66,500	65,000	65,000	65,000
11-452-5000	Capital Outlay	26,386	-	-	-	-	-	-
11-452-5001	Non-Capital Outlay	8,600	-	4,900	4,642	-	-	-
11-452-5002	Sidewalks	1,284	-	-	-	-	-	-
11-452-7900	Loan Repayment	-	2,495	2,360	2,360	3,535	3,535	3,535
DEPARTMENT TOTAL		\$ 94,623	\$ 90,291	\$ 90,318	\$ 90,318	\$ 88,841	\$ 88,841	\$ 88,950
Public Works Director-5%								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

PARKS & RECREATION								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-613-1210	SALARIES FULL TIME	121,241	116,925	130,307	127,899	130,723	130,723	133,013
11-613-1220	SALARIES OVERTIME	1,248	364	-	-	-	-	-
11-613-1230	SALARIES PART TIME	28,148	31,864	36,990	30,642	46,160	46,160	46,160
11-613-1231	LONGEVITY	1,225	1,425	1,425	1,450	1,525	1,525	1,525
11-613-1232	CELL PHONE STIPEND	875	850	1,200	1,200	1,200	1,200	1,200
11-613-1810	FICA	11,663	11,446	12,620	10,962	13,740	13,740	13,915
11-613-1815	FEES OTHER	1,054	2,282	4,170	1,239	4,170	4,170	4,170
11-613-1816	MERCHANT FEES	(1,171)	(1,503)	1,200	-	1,200	1,200	1,200
11-613-1820	RETIREMENT	9,686	10,466	15,210	11,802	18,863	18,863	19,194
11-613-1830	INSURANCE-GROUP	12,043	7,103	16,877	8,539	8,587	8,587	8,587
11-613-1930	PROFESSIONAL SERVICES	11,818	3,930	4,700	988	5,904	5,904	-
11-613-1950	SERVICES-SOFTWARE SUPPORT	-	-	1,800	3,900	4,300	4,300	4,300
11-613-1990	SERVICES-OTHER	10,794	7,228	1,150	161	1,470	1,470	1,470
11-613-2009	SUPPLIES-PROGRAMMING	11,094	7,597	4,850	4,834	6,010	6,010	3,640
11-613-2010	SUPPLIES-DEPARTMENT	1,216	2,740	3,170	2,251	4,711	4,711	2,496
11-613-2023	CLASS INSTRUCTORS	-	-	11,000	8,406	8,800	8,800	7,450
11-613-2024	CONTRACT SERVICES	-	-	2,025	2,000	4,375	1,625	1,625
11-613-2025	CAMP/PROGRAM ACTIVITIES	-	-	2,300	1,050	7,800	7,800	4,900
11-613-2026	RENTALS	-	-	1,000	-	2,000	2,000	-
11-613-2027	GROCERIES/FOD CATERING	-	-	760	1,074	3,105	3,105	1,700
11-613-2028	SPECIAL EVENTS	-	-	4,150	3,700	4,050	4,050	3,550
11-613-2029	PUBLIC PERFORMANCES	-	-	1,650	1,650	1,650	1,650	-
	VISITOR'S CENTER	-	-	-	-	720	720	720
11-613-2120	UNIFORMS	270	966	1,095	1,292	1,507	1,507	1,114
11-613-2500	SUPPLIES-GAS/OIL	1,984	1,246	2,160	1,333	2,460	2,460	2,020
11-613-3100	TRAVEL/CONFERENCE/TRAINING	2,694	2,263	1,350	879	4,237	4,237	1,780
11-613-3150	TRANSPORTATION EXPENSE	-	625	1,150	1,505	1,150	1,150	1,150
11-613-3210	TELEPHONE	1,000	1,504	1,320	-	1,320	1,320	1,320
11-613-3315	TIME WARNER	-	-	-	1,173	-	-	-
11-613-3520	R/M EQUIPMENT	694	2,192	3,760	8,827	1,450	1,450	1,300
11-613-3521	R/M-SPLASH PAD	-	3,448	7,995	7,995	6,713	6,713	5,762
	PLAYGROUND EQUIPMENT	-	-	-	-	10,500	10,500	5,000
11-613-3530	R/M VEHICLES	788	546	1,250	1,109	1,250	1,250	750
11-613-3540	MAINTENANCE - GROUNDS	10,720	26,496	9,244	10,536	10,845	10,845	9,635
11-613-3910	ADS/NOTICES	458	150	1,341	1,340	4,141	2,641	1,225
11-613-4910	DUES-SUBSCRIPTIONS	592	2,074	885	1,894	1,876	1,876	1,870
11-613-5000	CAPITAL OUTLAY	7,108	-	-	-	-	-	-
11-613-5001	NON-CAPITALIZED OUTLAY	2,943	7,317	1,200	2,989	3,300	3,300	1,300
	CAPITAL RESERVE	-	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 250,184	\$ 251,543	\$ 291,304	\$ 264,621	\$ 331,812	\$ 327,562	295,040
Parks & Recreation Director								
Maintenance Tech								
Program Supervisor								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

CHURCH STREET TOWN DOCK								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
LINE ITEM	DESCRIPTION							
11-615-1210	SALARIES FULL TIME	-	-	-	-	38,500	-	-
11-615-1231	LONGEVITY	-	-	-	-	150	-	-
11-615-1232	CELL PHONE STIPEND	-	-	-	-	600	-	-
11-615-1810	FICA	-	-	-	-	3,003	-	-
11-615-1820	RETIREMENT	-	-	-	-	5,556	-	-
11-615-1830	INSURANCE-GROUP	-	-	-	-	8,362	-	-
11-615-1815	FEES-OTHER	1,000	1,000	1,500	1,000	1,500	1,500	1,500
11-615-1930	SERVICES - PROFESSIONAL	-	-	-	-	-	-	-
11-615-2010	SUPPLIES - DEPARTMENT	227	532	1,000	370	1,000	1,000	1,000
11-615-3210	TELEPHONE/INTERNET	-	-	-	474	540	540	540
11-615-3311	WATER/SEWER	508	584	660	493	660	660	660
11-615-3312	ELECTRICITY	1,338	1,249	1,500	1,266	1,500	1,500	1,500
11-615-3315	TIME WARNER	1,260	1,166	1,428	1,428	1,428	1,428	1,428
11-615-3540	REPAIRS/MAINT-BUILDINGS/GROUNDS	2,955	44	1,842	3,122	6,720	6,720	6,720
11-615-5001	NON-CAPITALIZED OUTLAY	-	-	300	-	360	360	360
DEPARTMENT TOTAL		7,288	4,574	8,230	8,153	69,878	13,708	13,708
Dock Master								

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

EMERGENCY MANAGEMENT								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
LINE ITEM	DESCRIPTION							
11-620-1220	Salaries-Overtime	-	15,709	-	-	-	-	-
11-620-1930	Services-Professional	-	10,600	26,125	26,125	-	-	-
11-620-1990	Services-Other	1,125	1,402	-	3,097	1,125	1,125	1,125
11-620-2010	Supplies-Department	-	2,697	15,000	7,276	-	-	-
11-620-2500	Supplies-Gas/Oil	-	967	-	-	-	-	-
11-620-3125	Subsistence	-	-	-	-	-	-	-
11-620-3520	Repairs/Maint-Equipment	-	112	-	-	-	-	-
11-620-3530	Repairs/Maint-Vehicles	-	1,099	-	-	-	-	-
11-620-3540	Repairs/Maint-Building/Grounds	-	124	-	-	-	-	-
11-620-3542	Repairs/Maint-Town Hall	-	39,483	-	-	-	-	-
11-620-3543	Repairs/Maint-Visitor Center	-	90,360	-	-	-	-	-
11-620-3544	Repairs/Maint-Cigar Shop	-	-	-	-	-	-	-
11-620-3545	Repairs/Maint-Old Town Hall	-	66,642	-	-	-	-	-
11-620-3546	Repairs/maint-PSB	-	273	-	-	-	-	-
11-620-3547	Repairs/Maint-Public Works Office	-	6,430	-	-	-	-	-
11-620-3549	R/M-Parks & Docks	-	97,143	30,000	32,156	-	-	-
11-620-3700	Tipping Fees-Refuse	-	-	-	-	-	-	-
11-620-3710	Tipping Fees-Yard Waste	-	1,300	-	-	-	-	-
11-620-5001	Non-capitalized Outlay	-	-	98,087	98,087	-	-	-
DEPARTMENT TOTAL		\$ 1,125	\$ 334,342	\$ 169,212	\$ 166,740	\$ 1,125	\$ 1,125	\$ 1,125

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

FESTIVALS & EVENTS								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-621-1220	SALARIES-OVERTIME	6,830	2,019	16,500	2,500	22,000	22,000	22,000
11-621-1230	SALARIES-PARTIME	-	-	3,000	1,864	-	-	-
11-621-1820	RETIREMENT-General -14.43%	-	-	-	-	3,175	3,175	1,499
11-621-1810	FICA	522	733	1,491	334	1,645	1,645	1,645
11-621-1820	RETIREMENT-LEO-17.04%	-	-	2,965	-	3,762	3,762	2,015
11-621-2010	SUPPLIES-DEPARTMENT	168	-	2,225	-	1,790	1,790	1,790
11-621-2016	PARADE EXPENSES	643	-	1,000	940	1,000	1,000	1,000
11-621-2017	MULLET FESTIVAL EXPENSES	40,871	56,558	51,395	2,034	50,640	50,640	50,640
11-621-2018	JULY 4TH EXPENSES	12,259	9,149	-	-	19,455	19,455	19,455
11-621-2019	FLOTILLA EXPENSES	3,576	3,881	5,685	-	5,220	5,220	5,220
11-621-2022	ARTS BY THE SEA	2,400	-	6,210	200	3,850	3,850	3,850
11-621-3310	UTILITIES	248	1,083	400	755	400	400	400
11-621-3910	ADS & NOTICES	-	-	-	1,224	2,270	2,270	5,270
11-621-4910	DUES/SUBSCRIPTIONS	521	419	3,000	1,404	880	880	3,020
11-621-6900	CONTRIBUTION-AGENCIES	6,500	-	1,580	-	-	-	-
DEPARTMENT TOTAL		\$ 74,537	\$ 73,841	\$ 95,451	\$ 11,255	\$ 116,087	\$ 116,087	117,804
General	10175	\$ 1,498.78						
Police/Fire	11825	\$ 2,014.98						
		\$ 2,965.71						

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

NON-DEPARTMENTAL								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
11-900-1815	FEES-OTHER	-	-	-	844	-	-	-
11-900-1850	EMPLOYEE RELATIONS	3,841	3,585	4,500	4,500	4,500	4,500	4,500
11-900-1950	SERVICES-SOFTWARE SUPPORT	-	-	-	-	38,392	38,392	38,392
11-900-1960	SERVICES-I.T MAINTENANCE	42,109	44,938	65,000	65,000	64,895	64,895	64,895
11-900-2010	SUPPLIES-DEPARTMENT	-	-	-	92	-	-	-
11-900-2850	UNEMPLOYMENT INSURANCE	582	\$ 341	\$ 1,000	2,729	1,200	1,200	1,200
11-900-2990	MEDCOST-(HRA)	2,600	1,549	8,420	3,387	9,262	9,262	9,262
11-900-3210	TELEPHONE (TOWN HALL)	2,645	2,809	3,500	2,357	3,500	3,500	3,500
11-900-3250	POSTAGE	1,308	2,166	3,000	942	3,000	3,000	3,000
11-900-3520	R/M EQUIPMENT	1,243	1,243	2,000	1,243	2,000	2,000	2,000
11-900-3600	I.T.-UTILITY EXPENSE	6,779	6,779	7,000	6,480	7,056	7,056	7,056
11-900-4540	INS-LIABILITY/PROPERTY	83,964	85,853	90,300	90,689	94,815	94,815	94,815
11-900-4560	INSURANCE-WORKMAN'S COMP	45,973	\$ 38,165	\$ 44,100	39,956	46,305	46,305	46,305
11-900-6000	TRANSFER TO OTHER FUNDS-STORMWATER FUND	8,500	-	-	-	-	-	-
11-900-7900	LEASE PYMT/ - COPIER/LOAN REPAYMENT-VEHICLES/SOFTWARE	12,639	11,162	14,200	10,586	14,200	14,200	42,471
11-900-9903	TRANSFER-WATERFRONT IMPLEM	10,000	-	-	-	-	-	-
11-900-9905	TRANSFER-MUNICIPAL COMPLEX	-	50,000	-	-	-	-	-
11-900-9930	TRANSFER-SWANSBORO TDA	98,176	66,818	35,000	50,000	48,500	48,500	48,500
11-900-9950	TRANSFER-CAPITAL RESERVE	54,500	8,927	204,675	204,675	-	-	-
11-900-9951	TRANSFER-PARK CAP RESERVE	-	-	-	-	-	-	-
11-900-9952	TRANSFER TO OTHER FUNDS	-	163,802	27,511	27,511	-	-	-
DEPARTMENT TOTAL		\$ 374,860	\$ 488,137	\$ 510,206	510,993	\$ 337,625	\$ 337,625	\$ 365,896
	Vehicle & Software Debt Service \$28,271							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ENTERPRISE FUND-STORM WATER								
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING
30-820-1210	SALARIES-FULL TIME	33,915	41,298	43,473	\$ 44,002	47,429	47,429	\$ 46,295
30-820-1220	SALARIES-OVERTIME	288	-	-	\$ -	-	-	\$ -
30-820-1230	SALARIES-PART TIME	2,130	-	-	\$ -	-	-	\$ -
30-820-1230	LONGEVITY	175	230	258	\$ 258	258	258	\$ 258
30-820-1232	CELL PHONE STIPEND	25	355	325	\$ 325	650	650	\$ 360
30-820-1810	FICA	2,635	3,144	3,280	\$ 3,347	3,698	3,698	\$ 3,589
30-820-1820	RETIREMENT	2,946	4,083	4,775	\$ 4,775	6,844	6,844	\$ 6,680
30-820-1830	INSURANCE-GROUP	6,694	8,330	9,123	\$ 9,014	10,144	10,144	\$ 9,225
30-820-1930	FEES-PROFESSIONAL	2,914	-	-	\$ 2,110	-	-	\$ -
30-820-2010	SUPPLIES-DEPARTMENT	1,372	1,579	2,500	\$ 750	2,500	2,500	\$ 2,500
30-820-2120	UNIFORMS	471	342	336	\$ 324	350	350	\$ 350
30-820-2500	SUPPLIES-GAS/OIL	3,349	3,109	4,000	\$ 4,000	4,000	4,000	\$ 4,000
30-820-3250	POSTAGE	2,500	1,200	3,500	\$ 1,132	3,500	3,500	\$ 3,500
30-820-3520	R/M EQUIPMENT	626	1,116	2,350	\$ 1,295	4,000	4,000	\$ 4,000
30-820-3530	R/M VEHICLES	349	1,992	10,287	\$ 10,287	3,000	3,000	\$ 3,000
30-820-3540	R/M BUILDING/GROUNDS	665	1,661	-	\$ -	-	-	\$ -
30-820-3541	R/M STREETS	-	-	-	\$ -	5,000	5,000	\$ 5,000
30-820-3560	R/M STORM DRAINAGE	1,004	19,352	11,000	\$ 19,805	30,000	30,000	\$ 30,000
30-820-3710	TIPPING FEES-YARD WASTE	2,466	3,250	5,700	\$ 5,700	8,378	8,378	\$ 8,378
30-820-4100	DEPRECIATION EXPENSE	-	-	5,500	\$ 5,500	6,500	6,500	\$ 10,000
30-820-5000	CAPITAL OUTLAY	27,422	-	12,250	\$ 6,032	-	-	\$ -
30-820-5001	NON-CAPITALIZED OUTLAY	11,200	4,518	9,003	\$ 5,605	1,200	1,200	\$ 11,292
30-820-7900	LOAN REPAYMENTS	9,508	10,719	10,576	\$ 10,576	12,000	12,000	\$ 12,000
	DEPARTMENT TOTAL	\$ 112,656	\$ 106,280	\$ 138,236	\$ 134,838	\$ 149,451	\$ 149,451	\$ 160,426
	Public Works Director-10%							
	Crew Leader 100%							
	Public Works Equipment Debt Service/Lease-\$10,576							

TOWN OF SWANSBORO
EXPENDITURES FY 2021-2022

ENTERPRISE FUND-SOLID WASTE									
		FY 2018-19	FY 2019-20	FY 2020-21	FY 2020-21	FY 2021-22	FY 2021-22	FY 2021-22	
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION	5/24/2021 WORKSHOP MEETING	
31-820-1210	SALARIES - FULL TIME	26,799	40,250	42,379	42870	46,212	46,212	45,870	
31-820-1220	SALARIES -OVERTIME	147	-	-	-	-	-	-	
31-820-1230	SALARIES-PART TIME	2,130	-	-	-	-	-	-	
31-820-1231	LONGEVITY	150	205	208	349	208	208	208	
31-820-1232	CELL PHONE STIPEND	25	355	360	360	650	650	360	
31-820-1810	FICA	2,618	3,065	3,198	3261	3,601	3,601	3,552	
31-820-1820	RETIREMENT	2,105	3,644	4,990	4779	6,668	6,668	6,619	
31-820-1830	INSURANCE - GROUP	1,961	921	1,415	1208	10,138	10,138	9,220	
31-820-1951	SERVICES-REFUSE	125,408	122,125	135,863	134414	135,000	135,000	137,281	
31-820-1952	SERVICES-RECYCLING	58,507	65,791	44,595	57142	75,000	75,000	76,200	
31-820-1953	SERVICES-YARD WASTE	930	3,099	3,000	1365	5,200	5,200	5,283	
31-820-1990	SERVICES-OTHER	85	-	-	0	-	-	-	
31-820-2010	SUPPLIES-DEPARTMENTAL	484	34	2,000	815	-	-	-	
31-820-2120	UNIFORMS	182	335	520	324	520	520	520	
31-820-2500	SUPPLIES - GAS/OIL	2,985	3,351	4,269	3000	4,500	4,500	4,500	
31-820-3520	R/M EQUIPMENT	54	-	3,500	1200	4,000	4,000	4,000	
31-820-3530	R/M VEHICLES	767	1,087	2,500	1200	3,500	3,500	3,500	
31-820-3700	TIPPING FEES-REFUSE	71,314	64,353	74,447	61821	65,000	65,000	66,040	
31-820-3710	TIPPING FEES-YARD WASTE	1,500	3,478	5,200	7500	5,500	5,500	5,588	
31-820-3710	DEPRECIATION EXPENSE	-	-	5,094	22500	22,500	22,500	22,500	
31-820-5000	CAPITAL OUTLAY	-	154,724	12,250	6032	-	-	-	
31-820-5001	NON-CAPITALIZED OUTLAY	5,318	1,850	3,500	0	2,973	2,973	12,725	
31-820-7900	LOAN REPAYMENTS	9,508	10,719	43,169	43169	44,355	44,355	44,355	
DEPARTMENT TOTAL		\$ 312,977	\$ 479,387	\$ 392,457	\$ 393,309	\$ 435,525	\$ 435,525	448,321	
Pubile Works Director-10%									
Crew Leader 100%									
Public Works Equipment Debt Service/Lease-\$10,576									
Grapple Truck-\$32,593									

**ORDINANCE AMENDING THE STORMWATER MANAGEMENT UTILITY AND
ENTERPRISE FUND AUTHORIZING THE IMPOSITION OF STORMWATER
UTILITY CHARGES FOR THE TOWN OF SWANSBORO**

2021-06

Section 1. Purpose.

This ordinance establishes a stormwater management utility as an identified fiscal and accounting fund for the purpose of addressing stormwater management needs of the Town including to pay for all or part of the construction, reconstruction, repair, enlargement, improvement, acquisition, maintenance, operation, administration and use of the stormwater utility within the jurisdiction.

Section 2. Establishment of a Stormwater Management Utility and Stormwater Enterprise Fund.

(a) There is hereby established a stormwater management utility which shall be responsible for stormwater management programs, and which shall provide for the management, protection, control, regulation, use and enhancement of stormwater and drainage systems owned by the Town.

(b) Just and reasonable charges for use, access, connection, and availability of stormwater drainage facilities shall be calculated and determined based on expected and typical stormwater runoff as may be calculated within reasonable and practical limits.

(c) There is hereby established a Stormwater Enterprise Fund for the Town for the purpose of dedicating and protecting all funding applicable to the purposes and responsibilities of the stormwater management utility, including but not limited to rents, rates, fees, charges, and

penalties as may be established, after notice and a public hearing, by the Governing Body and other funds that may be transferred or allocated to the stormwater management utility. All revenues and receipts of the stormwater management utility shall be placed in the Stormwater Enterprise Fund and all expenses of the utility shall be paid from the Stormwater Enterprise Fund, except that other revenues, receipts and resources not accounted for in the Stormwater Enterprise Fund may be applied to stormwater management programs, and stormwater and drainage systems as deemed appropriate by Governing Body.

Section 3. Jurisdiction.

The boundaries and jurisdiction of the stormwater management utility shall include all areas of the corporates limits of the Town, including all areas hereafter annexed thereto.

Section 4. Definitions.

For the purpose of this Ordinance, the following words, terms, and phrases shall have the meanings given to them in this section, except where the context clearly indicates a different meaning:

Commercial shall mean buildings and or parcels used for non-residential purposes directly or indirectly in connection with any business, or other undertaking intended for profit or non-profit.

Credit shall mean ongoing reductions in the stormwater service charge applicable to a given property in recognition of on-site or off-site systems, facilities, measures, and actions taken by customers to reduce or mitigate the impact of their properties or actions on quantity or quality impacts that would otherwise be managed in the public system. “Credits” shall be conditioned on the continuing performance of the systems, facilities, measures or actions in reference to

standards adopted by the utility upon which the credits are granted, and may be revised or rescinded.

Developed Land shall mean a land parcel altered from its Natural State that contains impervious surface.

Drainage System shall mean natural and structural channels, swales, ditches, swamps, rivers, streams, creeks, wetlands, branches, reservoirs, ponds, drainage ways, inlets, catch basins, gutters, pipes, culverts, bridges, head walls, storm sewers, lakes, and other physical works, properties, and improvements that transfer, control, convey or otherwise influence the movement of storm water runoff.

Governing Body shall mean the Board of Commissioners for the Town of Swansboro.

Impervious Surface shall mean those areas within developed land which prevent or significantly impede the infiltration of stormwater into the soil. Common “impervious surfaces” include but are not limited to roof tops, sidewalks, walkways, patio areas, roads, driveways, parking lots, storage areas, brick or concrete pavers, compacted gravel surfaces (roads, driveways, walks, parking, and storage areas), and other surfaces which prevent or significantly impede the natural infiltration of stormwater into the soil.

Low Impact Development (LID) shall be defined by NCDEQ’s definition of Low Impact Development. The runoff volume match goal is to keep the volume of stormwater runoff on an annual basis similar both before and after development. This approach helps to protect the receiving stream’s hydrology, structure, and support. Under runoff volume match, the majority of the project must be treated by SCMs (stormwater control measures) that infiltrate and

evapo-transpire stormwater; however, a small portion of the project's stormwater may typically be released without treatment (this helps retain hydrology to the receiving waters). The definition in addition expands upon the NC Low Impact Development Guidebook which states LID maintains and restores the hydrologic regime by creating a landscape that mimics the natural hydrologic functions of infiltration, runoff, and evapotranspiration.

Natural State shall describe existing Undeveloped Land where the soil and vegetation characteristics have not been substantially modified or disturbed by human activities and the hydrologic function is in an unaltered or natural condition.

NCDEQ shall mean North Carolina Department of Environmental Quality.

~~*Public Works Director* shall mean the Director of the Public Works Department for the Town of Swansboro.~~

Residential means buildings and or parcels used for residences such as attached and detached single-family dwellings, apartment complexes, condominiums, manufactured homes, mobile homes, townhouses, cottages, etc., and their associated outbuildings such as garages, storage buildings, gazebos, etc.

Service Area shall mean all land within the corporate limits of the Town of Swansboro.

Service Charge shall mean a Stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for Stormwater management services provided by the Town to properly control and manage Stormwater runoff quantity and/or quality associated with the land parcel. The Service Charge will vary from one land parcel to another based on the total Impervious Surface Area. The Service Charge may vary for the same class of service in different areas of the Service Area and may vary according to classes of service.

Stormwater shall mean the runoff from precipitation that travels over Natural State or Developed Land surfaces and enters a Drainage System.

Stormwater Services Utility Manager. A person working for or on behalf of the Town to administer the Stormwater Management Program. For the purposes of this ordinance, it shall also mean ~~Public Works Director~~ **Town Manager and/or his designee.**

Stormwater Management Program shall mean an identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

Stormwater Management Utility shall mean an organizational structure that is responsible for funding, administering, and operating the Town's Stormwater Management Program, and that is supported through a rate structure based on the Impervious Surface Area found on land parcels located within the Service Area.

Town shall mean Town of Swansboro.

Undeveloped Land shall mean all land that is not altered from its Natural State.

Section 5. Schedule of Fees and Charges.

(a) *Fee Schedule adopted.* The schedule of fees and charges for use of the stormwater utility shall apply to all land properties within the jurisdiction that contain impervious surface area.

Section 6. Exemptions and Credits Applicable to Stormwater Management Service Charges.

(a) *Statement of Policy.* Except as *provided* in this section, no public or private property shall be exempt from Stormwater Management Service Charges or receive a credit or offset

against such Stormwater Management Service Charges. No exemption or reduction in Stormwater Management Service Charges shall be granted based on the age, tax or economic status, race, or religion of the customer, or other condition unrelated to the cost of providing stormwater services and facilities.

(b) *Exemptions.* No public or private property shall be exempt from Stormwater Management Utility Service Charges, with the following exceptions:

1. Publicly dedicated roads, streets, greenways, sidewalks and other publicly dedicated rights of way and easements for vehicular or pedestrian traffic that are available for use by the general public for transportation purposes, shall be exempt from Town Stormwater Management Utility Service Charges. This exemption shall not apply to internal site roadways within public facilities.
2. Railroad rights-of-way used or formerly used for trackage shall be exempt from Town Stormwater Management Utility Service Charges. This exemption shall not be construed to apply to railroad stations, maintenance buildings, or other developed land used for railroad purposes.

(c) *Credits.* The following credits may be allowed upon adoption of a Credit Application Instruction Manual by the Commissioners:

1. Residential parcels that provide measures to mitigate the impacts of runoff by such methods outlined in the Swansboro Watershed Restoration Plan may be eligible for partial credit. Methods can include rain gutter downspout redirect, rain barrel, cistern and permeable pavers equal in square footage to the square footage calculated in determining fee. Other considerations may include homes certified by the U.S. Green Building Council. An additional discount may be applied if payments are made in advanced of ~~quarterly~~ semi-annual installments (i.e. lump sum during the first billing in July).
2. Commercial parcels that provide measures to mitigate the impacts of runoff on the Stormwater system may be eligible for partial credit for Impervious Surface Area and may be proportional to the extent those measures address the impacts of peak discharge and total runoff volume from the site (See Low Impact Development). An additional discount may be applied if payments are made in advanced of ~~quarterly~~ semi-annual installments (i.e. lump sum during the first

billing in July). Additional credit beyond the one-month credit for an approved stormwater bmp and lump sum payment shall depend upon the site's implementation of Low Impact Development.

3. Additional Credit for Low Impact Development. Commercial properties that have implemented NC State permitted Low Impact Development (LID) tools/practices may qualify for an additional credit beyond the stormwater bmp and lump sum credits noted in 2 above. The LID tool must be an accepted method per the most recently adopted NCDEQ Stormwater Design Manual. Certification by a NC Licensed Professional Engineer and/or an approval from NCDEQ of the LID for the additional credit must accompany the application certifying the LID tool implemented on site and the percentage of stormwater retained, disconnected, and not released into the Town's conveyance system. The credit request shall be reviewed before the Board of Commissioners and on a case by case basis. The credit may be considered on a percentage decrease basis similar and proportional to the percentage of stormwater retained, disconnected, and not released into the Town's conveyance system. The town may request information as necessary to determine the eligible credit.
4. The Credit Application Instruction Manual may be approved by the Commissioners and placed on file with the Town Clerk at which time it shall be followed in establishing applicable credits to a customer's Impervious Surface Area portion of the Stormwater Management Utility Service Charge.
5. Each credit allowed against a customer's Impervious Surface Area Charge portion of the Stormwater Management Utility Service Charge shall be conditioned on continuing compliance with the performance standards set forth in the Credit Application Instruction Manual and/or the applicable standards set out in the Town's Unified Development Ordinance, Swansboro Watershed Restoration Plan and the most recently adopted NCDEQ Stormwater BMP Manual as approved by the NC Department of Environmental Quality, Division of Energy, Mineral, and Land Resources existing at the time of construction of such facilities and may be rescinded for noncompliance with those standards.
6. Each credit for which a customer applies shall be subject to review and approval

by the Stormwater Utility Manager. The Stormwater Utility Manager may approve or reject any application for a credit in whole or in part.

Section 7. Billing and Collection

- (a) *Method of billing.* Billing and collection of the Stormwater Management Utility Service Charges for Stormwater management services and facilities shall be billed through the Town of Swansboro's Enterprise Fund Services.
- (b) *Frequency of billing.* Billing of the Stormwater Management Utility Service Charges for Stormwater management services and facilities shall be billed on a ~~quarterly~~ semi-annual basis. Opportunity for lump sum payment shall be provided on the first billing cycle in July. Each lump sum payment per account shall reduce the fee by 8.33% or equal to one month of the annual fee.
- (c) *Delinquencies.* Stormwater Management Utility Service Charge billings that are not paid within the time allowed for payment shall be collected by any remedy provided by law for collecting and enforcing private debts or in any other manner authorized by law.
- (d) *Application of payment.* Payment will be applied to a customer's bill in the following order:
 - 1. Interest, to the extent allowed by law.
 - 2. Civil penalties assessed pursuant to this Ordinance.
 - 3. Stormwater Management Utility Service Charge.
- (e) *Appeal of disputed bills and adjustments.* If any property owner wishes to dispute a Stormwater Utility Service Charge billing or any other rents, rates, fees, charges, or penalties adopted pursuant to this Article, that property owner must submit a written appeal within 60 days from the date of billing, stating the reasons for the appeal, and providing information pertinent to the calculation of the billed charge. A timely appeal shall stay the penalty deadlines. An appeal of a disputed bill shall be filed with the Stormwater Utility Manager for review and disposition. If the property owner is not satisfied with the disposition of the appeal, the citizen may further appeal the disputed charge to the Town of Swansboro Manager or his designee who shall make the final ruling

on the validity of the appeal.

Section 8. Disposition of Service Charges and Fees.

Stormwater Management Utility Service Charge and fee revenues shall be assigned and dedicated solely to the Stormwater Management Enterprise Fund in the Town budget and accounting system, which shall be and remain separate from other funds, and shall be used only to fund identified Stormwater Management Program activities. The services, charges and fees paid to and collected by the provision of this Article shall not be used for general or other governmental or proprietary purposes of the Town, except to pay for costs incurred by the Town in rendering services associated with the Stormwater Management Utility.

Section 9. Supplying Information.

The owner, occupant, or person in charge of any land that contains impervious surface within the jurisdiction shall supply the ~~Public Works Director~~ **Town Manager and/or his designee** with such information as may be reasonably requested related to the use, development and area of the premises. Willful failure to provide such information or to falsify it is a violation of this ordinance.

Section 10. Severance.

Any part or provision of this Ordinance found by a court of competent jurisdiction to be in violation of the Constitution or laws of the United States or of the State of North Carolina is hereby deemed severable and shall not affect the validity of the remaining provisions of the Ordinance.

Section 11. Miscellaneous.

This Ordinance supersedes all other Town ordinances, or parts of ordinances in conflict herewith.

Section 11. Effective Date.

This Ordinance shall become effective July 1, ~~2017~~ **2021**.

Adopted this the 27th day of June 2017 by a vote of the Board of Commissioners for the Town of Swansboro during a regularly convened meeting held at the Town of Swansboro Town Hall.

Amended this the 28th day of June 2021 by a vote of the Board of Commissioners for the Town of Swansboro during a regularly convened meeting held at the Town of Swansboro Town Hall.

TOWN OF SWANSBORO
TOWN COMMISSIONERS

John Davis, Mayor

Attest:

Paula Webb, Assistant Manager/Town Clerk

Town of Swansboro

Stormwater Utility

Credit Manual for Stormwater Fees



Adopted by the
Town Board of Commissioners

June 27, 2017

Amended June 28, 2021

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1 INTRODUCTION

1.1 Overview

In 2016, the Town Board of Commissioners of the Town of Swansboro established a town wide stormwater utility. The Utility provides a stable and adequate source of revenue for the Town's stormwater management program that allocates the costs of stormwater services across every stormwater "user" in the Town through a stormwater utility fee (or user fee). Each property that discharges stormwater to the Town's stormwater system is charged a fee based on the amount of impervious surface area on the property. The stormwater fee that a property owner pays is directly proportional to the impervious area found on the property.

The Town has developed a ~~one-time~~ annual credit for stormwater service customers who undertake specific, approved actions that reduce the demand for stormwater service on the public stormwater system, or provide an ongoing public benefit related to stormwater management. A credit is an ongoing reduction in the fee. This manual details the policies and procedures for Stormwater Utility credits.

The stormwater fee credit that will be offered in the Town of Swansboro is summarized in the following pages. At this time, the credit that is available for both residential and commercial properties.

To qualify for credits, the stormwater utility customer must fill out a credit application form and submit it to the ~~Department of Public Works~~ **Town Manager and/or his designee**. The application will be evaluated to determine the amount of credit that the parcel/customer is entitled. Credits may include a one-time lump sum payment credit for both residential and commercial properties equal to one month's fee. An additional credit may be applied for if the residential owner implements measures to mitigate the impacts of runoff by such methods

outlined in the Swansboro Watershed Restoration Plan. Commercial properties may qualify for a one-month credit for an approved stormwater BMP. Commercial properties that implement Low Impact Development (LID) practices may apply for an additional credit reviewed by the Board of Commissioners subject to the stormwater ordinance and credit policy contained herein.

1.2 Definitions

Best Management Practices (BMP): Schedules of activities, prohibitions of practices, maintenance procedures, and other management practices to prevent or reduce the discharge of pollutants to the municipal separate storm sewer system. BMPs also include treatment requirements, operating procedures, and practices to control site runoff, spillage, or leaks, sludge or waste disposal, or drainage from raw material storage.

Credit: A credit is ongoing reductions in the stormwater management service charge applicable to a given land parcel in recognition of on-site or off-site systems, facilities, measures, and/or actions undertaken to reduce or mitigate the stormwater quantity and/or quality impact(s) of the land parcel that would otherwise impact the public stormwater management system.

Commercial: Buildings and or parcels used for non-residential purposes directly or indirectly in connection with any business, or other undertaking intended for profit or non- profit.

Detention Facility: A detention facility is a stormwater structure which provides temporary storage of stormwater runoff in ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc., for future release, and is used to delay and attenuate peak flow and/or reduce the discharge of pollutants from land.

Developed Land: A land parcel altered from its Natural State that contains impervious

surface.

Impervious Surface: Those areas within developed land which prevent or significantly impede the infiltration of stormwater into the soil. Common “impervious surfaces” include but are not limited to roof tops, sidewalks, walkways, patio areas, roads, driveways, parking lots, storage areas, brick or concrete pavers, compacted gravel surfaces (roads, driveways, walks, parking, and storage areas), and other surfaces which prevent or significantly impede the natural infiltration of stormwater into the soil.

Low Impact Development (LID): Defined by NCDEQ’s definition of Low Impact Development. The runoff volume match goal is to keep the volume of stormwater runoff on an annual basis similar both before and after development. This approach helps to protect the receiving stream’s hydrology, structure, and support. Under runoff volume match, the majority of the project must be treated by SCMs (stormwater control measures) that infiltrate and evapo-transpire stormwater; however, a small portion of the project’s stormwater may typically be released without treatment (this helps retain hydrology to the receiving waters). The definition in addition expands upon the NC Low Impact Development Guidebook which states LID maintains and restores the hydrologic regime by creating a landscape that mimics the natural hydrologic functions of infiltration, runoff, and evapotranspiration.

NCDEQ: North Carolina Department of Environmental Quality.

~~**Public Works Director:** The Director of the Public Works Department for the Town of Swansboro.~~

Residential: Buildings and or parcels used for residences such as attached and detached single-family dwellings, apartment complexes, condominiums, manufactured homes, mobile homes, townhouses, cottages, etc.

Retention Facility: A retention facility is a stormwater structure that provides for the permanent storage of stormwater runoff. These facilities are effective in reducing downstream flooding and in reducing stormwater pollution since the pollutants contained in stormwater are not released downstream.

Service Charge: Stormwater management service charge, applicable to a land parcel, which generally reflects the impact on or demand for Stormwater management services provided by the Town to properly control and manage Stormwater runoff quantity and/or quality associated with the land parcel. The Service Charge will vary from one land parcel to another based on the total Impervious Surface Area. The Service Charge may vary for the same class of service in different areas of the Service Area and may vary according to classes of service.

Stormwater: The runoff from precipitation that travels over Natural State or Developed Land surfaces and enters a Drainage System.

Stormwater Management Program: Identified set of measures and activities designed to protect, restore and/or manage stormwater quality by controlling and/or reducing pollutants and to reduce and/or manage stormwater quantity by controlling velocity, volume, and rate.

Stormwater Services Utility Manager: A person working for or on behalf of the Town to administer the Stormwater Management Program. For the purposes of this ordinance, it shall also mean ~~Public Works Director~~ **Town Manager and/or his designee**.

Stormwater Pond: Any structure including ponds, parking lots, depressed areas, rooftops, buried underground vaults or tanks, etc. that provides for either the temporary or permanent storage of stormwater.

2 CREDIT POLICIES & INSTRUCTIONS

2.1 General Policies

There are certain conditions that must be met and applications that must be completed that will determine what properties qualify for a credit and what amount of credit. General policies for stormwater utility credits are listed below. See the following pages for policies, details, and special circumstances that may be specific to individual credits.

- ☐ Credit may be given to eligible properties only, as described in the credit policies presented in the adopted stormwater ordinance, manual and/or in the credit application(s).
- ☐ It is the responsibility of the property owner (or his/her designee) to apply for stormwater credits, and to provide the necessary substantiating information with the Credit Application, as described herein.
- ☐ Credit applications are available from the ~~Department of Public Works~~ and Town Hall and questions regarding credits should be referred to the Stormwater Services Utility Manager. Although the ~~Department~~ **Town** staff ~~is~~ **are** happy to answer questions, they are not responsible for initiating the application process.
- ☐ The ~~Department of Public Works~~ **Town Manager and/or his designee** will only review complete credit applications. The review will be performed within 1 (one) week after a complete application is submitted. If approved, the credit will be applied in the next month after approval.
- ☐ Credits for stormwater utility fees paid prior to approval for a credit will not be applied retroactively except for applications received and approved prior to June 30, 2016. Except in this case, the Town will not refund any portion of the stormwater fees paid for a property prior to receiving approval for a stormwater credit.
- ☐ The total credit available to any one property may be up to 16.66 % or equal to two months of the annual stormwater fee. Credits may be applied for as follows:
 - o Lump Sum Payment for Annual Stormwater Utility Fee (One Month's Credit)
 - o Properties that implement strategies from the adopted Watershed Plan (Residential) or Commercial properties that have an approved State BMP. (One

Month's Credit)

- o Commercial properties that exceed the minimum state standard for stormwater retention as approved through a Special Use Permit may receive a credit equal to the amount of stormwater not discharged (disconnected) from the Town's stormwater conveyance system. *See Low Impact Development*. Additional Credit for Low Impact Development. Commercial properties that have implemented NC State permitted Low Impact Development (LID) tools/practices may qualify for an additional credit beyond the stormwater bmp and lump sum credits noted above. The LID tool must be an accepted method per the most recently adopted NCDEQ Stormwater Design Manual. Certification by a NC Licensed Professional Engineer and/or an approval from NCDEQ of the LID for the additional credit must accompany the application certifying the LID tool implemented on site and the percentage of stormwater retained, disconnected, and not released into the Town's conveyance system. The credit request shall be reviewed before the Board of Commissioners and on a case by case basis. The credit may be considered on a percentage decrease basis similar and proportional to the percentage of stormwater retained, disconnected, and not released into the Town's conveyance system. The Town may request information as necessary to determine the eligible credit.

- ☐ Credits are maintained on a property as long as the activity is being performed in accordance with Town requirements, or the stormwater facility is properly functioning in accordance with applicable Town codes and ordinances, or the policies stated herein.
- ☐ Credits will be reviewed on an annual basis for all stormwater devices and/or facilities and LID tools and must be maintained and in working condition upon annual review for credits.

2.2 Commercial Ownership and Maintenance Requirements

All detention facilities for which credit is applied must be working in proper operating condition at the time that the application is submitted and shall be maintained in accordance with applicable Town codes, ordinances, and policies.

- The facilities must be owned, operated, and maintained, either on-site or by record of agreement, by the applicant. The applicant must provide documentation of the activities that will occur in order to inspect and maintain the facility to the standards presented herein.
- In the event that the stormwater facility is not located on the property owned or operated by the applicant, the applicant must provide a copy of a recorded agreement between the applicant and the owner of the off-site facility stating that the applicant is responsible for maintaining all or a portion of the facility and that the owner understands that the applicant will receive the stormwater fee credit for the facility. In addition, the owner of the off-site parcel should provide a letter to the Stormwater Manager indicating that he/she is in agreement with the information contained in the application for credit.
- The stormwater detention/retention facilities must be operated and maintained in proper condition to control the peak runoff rate and in accordance with the maintenance standards presented in this manual. If the applicant does not operate and maintain the facility as required, the credit will be discontinued.
- In order for stormwater retention and detention facilities to operate as they were intended, maintenance must be routinely performed. Improperly maintained stormwater facilities do not reduce stormwater impacts effectively and are therefore ineligible for credit. The following items are the basic minimum maintenance requirements for all applicable stormwater facilities:
 - (a) Sediment shall be removed when about 30% of storage volume of the facility is filled.
 - (b) Sediment traps, if existing, shall be cleaned out when filled.
 - (c) No woody vegetation shall be allowed to grow on the embankment without special design provisions.
 - (d) Debris shall be removed from blocking inlet and outlet structures and from other areas of potential clogging (i.e., weirs, pipes, grates, etc.). This is especially important after major storms. Extended detention control devices should be checked often for debris accumulation and clogging.
 - (e) The control structures shall remain unaltered and be kept structurally intact, free from erosion, and functioning as originally designed.
 - (f) All items a-e are subject to the maintenance provisions/agreement provided in the permit.

2.3 Credit Application and Approval Process

- ☐ If all requirements and conditions of this section are met, the credit will be available upon successful completion of the credit application process and approval of an on-site town inspection.
- ☐ Credit applications for new developments can occur as part of the normal development plan review procedures. The completed credit application should accompany the final plan/plat for the site.
- For either credit, a Right-of-Entry or easement, as applicable, must be granted to the town in order for the town to review and approve the credit and to perform occasional inspections to see that the stormwater management facility is maintained and operating as designed. Right-of-Entry is granted via the applicant's or property owner's signature on the credit application.

STORMWATER FEE CREDIT APPLICATION

Town of Swansboro – *Friendly City by the Sea*
 601 W. Corbett Avenue
 910.326.4428 Office
 910.326.3101 Fax



Section A. Application Information	
Residential ☐	Commercial ☐
Owner:	
Representative:	
Address:	
Telephone/Fax:	
Email:	

Section B. Applicant's Designer/Engineer
Firm Name:
Name:
Address:
Telephone/Fax:
Email:

Section C. Property Information
Name of Property (E.G. Complex or Development, Lot #):
Tax Map & Parcel ID Number:
Property Address:
Type of Property

Section D. Stormwater Facility Details				
Property Size (Acres)		Type of Facility		
Impervious Surface Area (Total SQ FT)		Impervious Surface Area (Served with controls)		
Pre-Developed Q		Post Q (With Controls)		
CAMA Enhanced (Yes or No)		Shared Facility (Yes or No)		
LID Tool		Percentage stormwater retained on site (disconnected from system)		
RESIDENTIAL Please check methods that apply	Rain Gutter Redirect	Cistern	Rain Barrell	Permeable Pavers
RESIDENTIAL	CERTIFIED BY THE US GREEN BUILDING COUNCIL			

Section E. Owner Certification Statements (initial those that apply)	
Please initial the following statements certifying that you have read and understand each one:	
	I hereby certify that I will notify the Town of Swansboro should a destruction or damage occur to the facility referenced in this credit application that prevents it from performing as credited.
	I hereby certify that I have maintained the stormwater facility or device and LID tool referenced in this application and have adhered to the approved maintenance schedule contained in the permit.
	I hereby certify that I am the financially responsible person or the officer, director, partner, owner or registered agent with authority to execute instruments for the financially responsible person.
	I hereby grant the Town of Swansboro access to my property referenced in this document to inspect the credited stormwater facility or facilities/devices, LID tool proposed for a stormwater fee credit.
	I hereby provide a copy of the approved state permit, plan and the maintenance provisions/certifications required for compliance of permit.
	I hereby provide copy of NC licensed engineer certification and/or NCDEQ approval for the LID tool for requested fee credit.

Owner's Signature	Date

(OFFICE USE ONLY)

The Town of Swansboro will affix copy of the permit and information to this application for file.

Watershed/Stormwater Credit applied to the applicant per the Town's Adopted Fee Schedule:

☐ **APPROVED**
☐ **DENIED (REASON):**

Staff Signature	Date

For LID Credit (Board Approval Required)

Clerk Signature	Date	Granted Amount/% off	Denied

Town of Swansboro

Schedule of Fees



Fiscal Year 2021-2022
Adopted _____, 2021
Effective July 1, 2021

RESIDENTIAL BUILDING PERMIT FEES

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

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

COMMERCIAL BUILDING PERMIT FEES

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

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

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

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OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects)	\$50.00
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings , additions, swimming pools and accessory buildings) (As-builts required for all principal structures)	\$150.00 >40,000 sq ft
Landscaping Verification	\$60.00 \$150.00 >40,000 sq ft
Land Improvement Permit	No Charge
Penalty for Failure to Obtain a Land Improvement Permit (Ref. Ordinance 2021-04 6/14.21)	\$3500/acre, \$20,000 maximum
Parking Lot Inspections	\$1.50/space \$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00 \$150.00 >40,000 sq ft
Curb Cut	\$60.00 \$150.00 >40,000 sq ft
Flood Development Permit	\$60.00 \$150.00 >40,000 sq ft
Temporary Pole	\$60.00 \$150.00 >40,000 sq ft
Temporary Building Power	\$60.00 \$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00 \$200.00 >40,000 sq ft
Special Inspections	\$125.00 \$250.00 >40,000 sq ft
Roof Repair	\$ 60.00 Residential \$120.00 Commercial
Gas Piping	\$ 60.00
Alternative Sidewalk Contribution in lieu of Construction (Waiver approved by Town Manager)	\$55.00 25.00*/linear foot of frontage along a public street or highway (excluding driveways)
(*Unless official, signed estimate is received and approved)	

Fire Suppression System	\$150.00 \$25.00 three or six month inspection (high-volume, 24/hr., charbroil, wok, etc.)
Permit Revision	10% of permit cost
Flood Zone Certification Letter	\$ 25.00
Cell Tower (new)	\$500.00
Cell Tower (co-location: antennae)	\$300.00

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

Fees for permits issued for projects which do not start within 6 months may be refunded minus 15% service fee.
The Building Permit must accompany the application for the refund.

SUBDIVISION FEES

Minor Subdivision (<u>7 lots or less</u>) Application fee	\$200.00
Major Subdivision (<u>8 lots or more</u>) Application fee:	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot

Over 40 Acres:

Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$ 50.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$ 10.00/lot
Proof Roll Inspection	\$250.00
Proof Roll Re-inspection	\$100.00

SUBDIVISION RECREATION DEDICATION/FEE FORMULA

Land Area Required

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

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

Payment in Lieu of Dedication

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

Alternative Payment Per Lot Option:

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

Notes:

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

PLANNING AND DEVELOPMENT FEES

~~* Plus Actual Costs — the fee covers the cost to review
however, fees do not include actual costs for postage, recording, advertisement, etc.~~

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)
Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$50.00 400.00
Historic District Minor Work Application Fee	No Charge/Permit Required
COA Extension or Amendment Request	\$ 50.00
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00
Remedy of Nuisance Violation (offenses within one calendar year)	1 st offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 2nd offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 3rd offense: \$350.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee

Temporary Family Health Care Structure	\$100.00
Temporary Family Health Care Structure Annual Renewal Fee	\$ 50.00
(Ref Ordinance 2021-O3 5/24/2021)	
Small Wireless Facilities (per location, up to 5)	\$100.00
Small Wireless Facilities (each location after 5)	\$150.00
(Ref Ordinance 2021-O3 5/24/2021)	

SOLID WASTE COLLECTION

Garbage Collection

Residential	\$20.24/month	\$21.93/month
Commercial	\$33.79/month	\$36.62/month

*Note: Commercial establishments may request property review to determine whether they qualify of waste and recycling carts – Residential and Commercial (if qualify) may receive up to 3 carts each, but carts may not be switched out. The fee provides 1 waste cart and 1 recycling cart. The solid waste contract does not provide for citizen/business to get 2 recycling carts in lieu of 1 waste and 1 recycling cart. The fee for additional carts is ~~\$20.24~~ **\$21.93** for Residential and ~~\$33.79~~ **\$36.62** for Commercial.*

STORMWATER UTILITY FEE

Residential Tier

I	sq ft (up to 1,000)	\$2.00/month
II	sq ft (1,001-1,794)	\$3.50/month
III	sq ft (1,795-2,669)	\$3.75/month
IV	sq ft (2,670-3,544)	\$4.00/month
V	sq ft (>3,545)	\$4.25/month

\$5.00 flat fee/month/residence

Commercial Tier

Minimum Fee ~~\$4.25~~ **5.00**/month or .01/Square Foot whichever is greater.

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

Note:

A credit for one month shall be applied if payments are made in advanced of ~~quarterly~~ **semi-annual** installments (i.e. lump sum for total annual fee during the first billing in July) for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month's credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the ~~Public Works Director~~ **Town Manager** consistent with credit manual adopted by the Board of Commissioners.

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BEER & WINE LICENSE TAX SCHEDULE

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

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

MISCELLANEOUS FEES

Request Copies of Public Information Documents	8x11	\$0.25 per page
	8x14	\$0.35 per page
	11x17	\$0.50 per page
	Color copies	\$1.00/page (any size)
Compact Disc copies of Town Documents on Thumbdrive		\$5.00 per Thumbdrive
Request Copies of Tapes/CDs of Various Town Meetings		\$5.00 per Tape/CD Thumbdrive
Fax Services		\$1.00/sheet local \$1.50/sheet long distance
Express Research Service (under 24 hours)		\$10.00/hr
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)		\$100.00 + cost of public notice
Return Check Fee		\$30.00
Credit Card Convenience Fee		2.5% of actual charge
Duplicate copy of Privilege License (beer/wine)		\$5.00
Fingerprinting		\$5.00 10.00
Police Reports		\$5.00
Golf Cart Registration Application		\$25.00
Re-inspections for initially failed golf cart inspections		\$10.00
Replacement of lost registration stickers for golf carts		\$5.00
Special Detail/Extra-duty Police Services	Police Officers	\$25.50/hr
	Police Supervisors	\$35.25/hr

MEETING ROOM RENTAL FEES

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

PARK FACILITIES FEES

Facility	In-Town Resident	Out-of-Town Resident
<u>Municipal Park</u>		
Municipal Park Tennis Courts	\$10/hour	\$15/hour
Municipal Park Basketball Courts	\$10/hour	\$15/hour
Municipal Park Large Picnic Shelter	\$15/hour	\$25/hour
Municipal Park Medium Picnic Shelter	\$10/hour	\$15/hour
Municipal Park Athletic Fields	\$20/hour	\$30/ hour
<u>Riverview Park</u>		
Riverview Park Small Picnic Shelter	\$10/hr	\$15/hr
Riverview Park Large Covered Deck	\$25/hour	\$40/hour
<u>Downtown “Harry Pugliese” Pavilion</u>		
Downtown Park Bandstand/Pavilion (2 hour minimum required)	\$50/hour	\$75/hour
<u>Pirates Den Park</u>		
Pirates Den Park Large Picnic Shelter	\$15/hour	\$25/hour
<u>Pineland Park</u>		
Pineland Park Picnic Shelter	\$15/hour	\$25/hour
<u>Parks Open Space/Church Street Gazebo Usage Permit</u>	\$25	\$40

Permit with Reservation

Any item being brought into the park (i.e: additional grill, tent, inflatable, DJ)	\$10	\$15
--	------	------

Ice with Reservation

\$5	\$5
-----	-----

Town Dock at Church Street

\$1.50 per ft./per night	\$5 Power	\$35/Pump out
<u>Special Event Permit \$100</u>		

Dog Park Registration

Residents - No Fee

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

Fitness Membership Fees

	Resident	Non-Resident
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250

**Annual Membership after Aug 1

Individual	\$40	\$75
Family	\$60	\$125

Town of Swansboro Employees

Individual/Family	Free	Free
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Rentals Fees

	Resident	Non Resident
Swansboro Recreation Center:		
Damage/Cleanup Deposit	\$50 100	\$50 100
Lounge/Game Room	\$20/hr	\$40/hr
Recreation Classroom	\$20/hr	\$40/hr
Multipurpose/Arts and Crafts Room	\$30/hr	\$50/hr
i. Kitchen Use	\$10/hr	\$20/hr
Ice Machine Use with Rental	\$5	\$5
Permit for Outside Items (i.e.- grill, tent)	\$10	\$15
Additional Staff Hours	\$15/hr	\$15/hr
ii. (for reservations outside of normal operating hours)		

Program registration fees and event fees are determined by type and residency.**Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.**

**Town of Swansboro
Salary Schedule 2021-22**

GRADE		HIRING RATE		PROBATION		MIDPOINT		MAXIMUM
3	\$	21,051.88	\$	22,104.48	\$	26,304.33	\$	31,565.19
4	\$	22,104.43	\$	23,209.65	\$	27,619.49	\$	33,143.38
5	\$	23,210.25	\$	24,370.77	\$	29,001.21	\$	34,801.45
6	\$	24,370.36	\$	25,588.88	\$	30,450.77	\$	36,540.92
7	\$	25,589.34	\$	26,868.81	\$	31,973.88	\$	38,368.66
8	\$	26,868.30	\$	28,211.71	\$	33,571.94	\$	40,286.33
9	\$	28,211.77	\$	29,622.36	\$	35,250.61	\$	42,300.73
10	\$	29,622.03	\$	31,103.14	\$	37,012.73	\$	44,415.28
11	\$	31,103.56	\$	32,658.74	\$	38,863.90	\$	46,636.68
12	\$	32,658.71	\$	34,291.64	\$	40,807.05	\$	48,968.46
13	\$	34,291.91	\$	36,006.51	\$	42,847.74	\$	51,417.29
14	\$	36,006.62	\$	37,806.95	\$	44,990.27	\$	53,988.33
15	\$	37,807.35	\$	39,697.72	\$	47,240.28	\$	56,688.34
16	\$	39,697.50	\$	41,682.38	\$	49,602.03	\$	59,522.44
17	\$	41,682.71	\$	43,766.84	\$	52,082.54	\$	62,499.05
18	\$	43,766.38	\$	45,954.70	\$	54,686.10	\$	65,623.32
19	\$	45,954.21	\$	48,251.92	\$	57,419.79	\$	68,903.75
20	\$	48,251.79	\$	50,664.38	\$	60,290.62	\$	72,348.74
21	\$	50,664.84	\$	53,198.08	\$	63,305.72	\$	75,966.86
22	\$	53,197.87	\$	55,857.76	\$	66,470.73	\$	79,764.88
23	\$	55,857.63	\$	58,650.51	\$	69,794.11	\$	83,752.93
24	\$	58,650.96	\$	61,583.51	\$	73,284.37	\$	87,941.25
25	\$	61,583.51	\$	64,662.69	\$	76,948.60	\$	92,338.31
26	\$	64,688.55	\$	67,922.98	\$	80,828.35	\$	96,994.02
27	\$	67,896.82	\$	71,291.66	\$	84,837.08	\$	101,804.49
28	\$	71,291.16	\$	74,855.71	\$	89,078.30	\$	106,893.96
29	\$	74,855.26	\$	78,598.02	\$	93,531.65	\$	112,237.98
30	\$	78,598.19	\$	82,528.10	\$	98,208.44	\$	117,850.13

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 28, 2021 which reflects the approved 2.00% COLA for the 2021/2022 fiscal year.

Attest:

John Davis, Mayor

Paula Webb, Assistant Manager/Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-9**

Board Meeting Date: **June 28, 2021**

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

Overview:

1. **Non-Departmental-** Occupancy tax exceeded the budgeted amount for FY 20/21 by \$42,151. The net proceeds of the tax collected to the authority shall be the gross proceeds of the tax less the 3% cost to the town of administering the tax.

Source of Funds: Taxes-Occupancy

2. **Public Buildings-** As part of the March 9, 2021 agreement, there was still a \$14,378.48 obligation owed to One Harbor Church for audio/visual equipment purchased old Town Hall with a value of approximately \$14,378.48, including but not limited to upgrades to all video and audio equipment in lieu of lease payments.

Source of Funds: Leases/Rent

3. **Emergency Management-** Received grant funds of \$146,802.03 from the State of NC Department of Public Safety for expenses incurred from Hurricane Florence and Hurricane Dorian.

Source of Funds: Grants-Various

4. **Finance-** In FY 20/21, the Board of Commissioners allocated \$60,000 for comprehensive operating software and approved the contract with Tyler Technologies of \$60,800 at the May 10th BOC meeting. The Board also approved the additional cost to purchase the Rec Desk interface function for Parks & Recreation of \$1,200. Therefore, \$2,000 needs to be appropriated from fund balance for its intended purpose. In addition, based on the backlog, the Town is looking at 12-15 months before going live on all modules. Services are billed as incurred and some of it will be billed into FY 22/23 therefore staff recommends appropriating the full amount now and setting up a reserve fund for its expenditures. Requesting 62,000 be transferred to the Capital Reserve Fund.

Source: Appropriated Fund Balance-\$2,000 Finance-\$60,000

5. **Non-Departmental-**Funds were collected for payment in lieu of sidewalks and need to be transferred to the Capital Reserve Fund. Requesting \$750 be transferred to the Capital Reserve Fund.

Source of Funds-Sidewalk Development Fee

Reviewed By:

Town Manager

Town Clerk

6/24/2021

Finance Director

Town Attorney

6/23/21

Date Action Approved by Board:

Action if different from Recommended:

6. **Parks & Recreation**-The Board of Commissioners approved an update to the 2008 Comprehensive Master Plan in June. The funds will not be encumbered this Fiscal Year; therefore, we are requesting to transfer the funds to the Capital Reserve Fund.

Source of Funds-Parks & Recreation

7. **Bank Financing for Vehicles & Software**-At the June 14th Board of Commissioners meeting, the Board approved the bank financing with Truist Bank, which included the emergency purchase of the Public Works Department F-350 Truck in October 2020 so that the department could continue providing services to our citizens. The intent was to bundle the purchase with all other capital expenditures prior to the end of this Fiscal Year to include Comprehensive Operating Software, the F-350 Truck in Public Works, the Fire Chief's Dodge Ram, and a Toyota Corolla for the Police Detective.

To qualify for the tax-exempt rate, the town would have had to pass a reimbursement resolution no later than 60 days *after* the actual purchase of the vehicle. Since the town did not pass that reimbursement resolution or enter into the financing within 60 days of the purchase, the bank will not be able to finance the F350 Truck as part of the tax-exempt transaction.

Recommended Options

- 1- Remove the F-350 from the loan and fund it outright from fund balance; or
- 2- Separate the F-350 into a different loan, one taxable (F-350) and the other tax exempt (all other items)

Manager Seaberg recommends Option 1 – to remove the F350 from the loan and pay for it out of fund balance (\$18,630).

Background Attachment(s): Budget Ordinance Amendment #2021-9

Recommended Action:

- 1) Determine Option for F350; and
- 2) Motion to approve Budget Ordinance Amendment #2021-9 as prepared or amended; and
- 3) Adopt Banking Resolution as amended (to be provided at meeting)

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-9

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>
Public Buildings	14,378.48
Non-Departmental	42,901.00
Finance	62,000.00
Emergency Management	146,802.03
Parks & Recreation	30,000.00
Public Works	\$18,630

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	20,630.00
Grant-Variou	146,802.03
Sidewalk Development Fee	750.00
Tax-Occupancy Tax	42,151.00
Lease/Rent	14,378.48
Finance	60,000.00
Parks & Recreation	30,000.00

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

Transfer from General Fund into Capital Reserve	\$92,750
Sidewalk Development fee-\$750.00	
Comprehensive Operating Software-\$62,000	
Update to the 2008 Comprehensive Master Plan-\$30,000	

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

Adopted by the Board of Commissioners in regular session, June 28, 2021.

Attest:

John Davis, Mayor

Paula Webb, Town Clerk

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF MAY 31, 2021)**

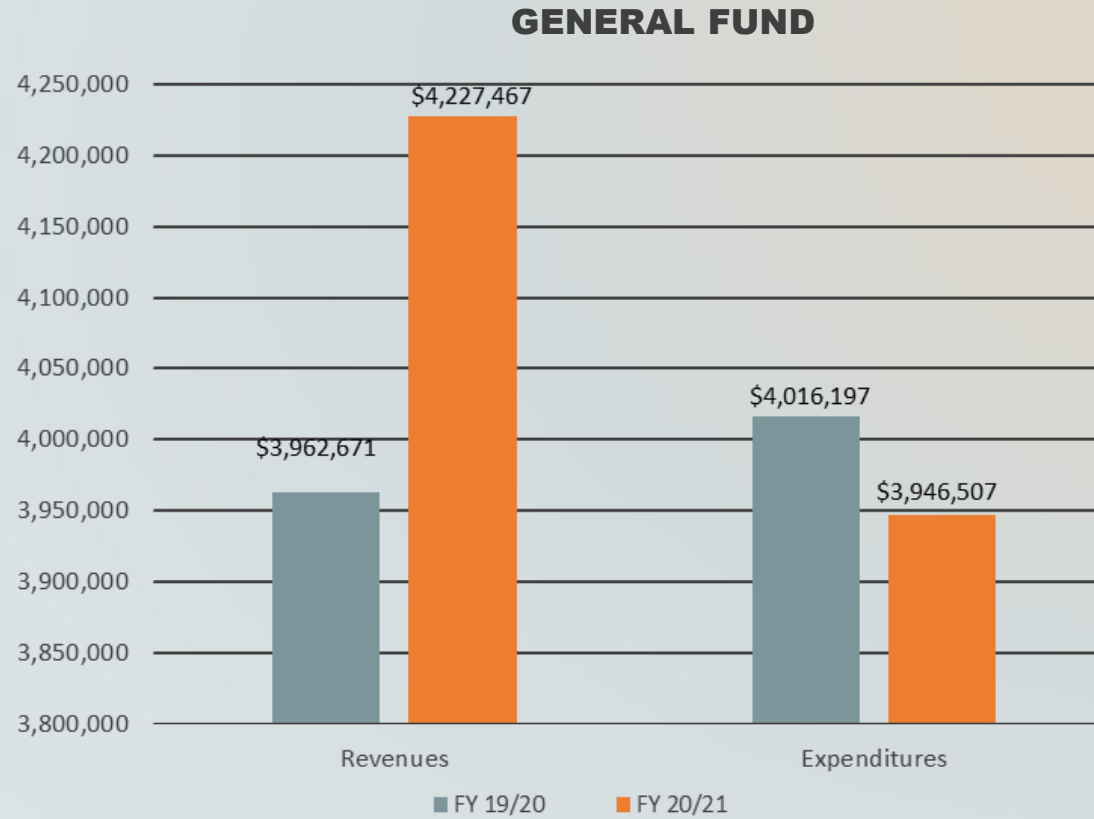
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2021)**

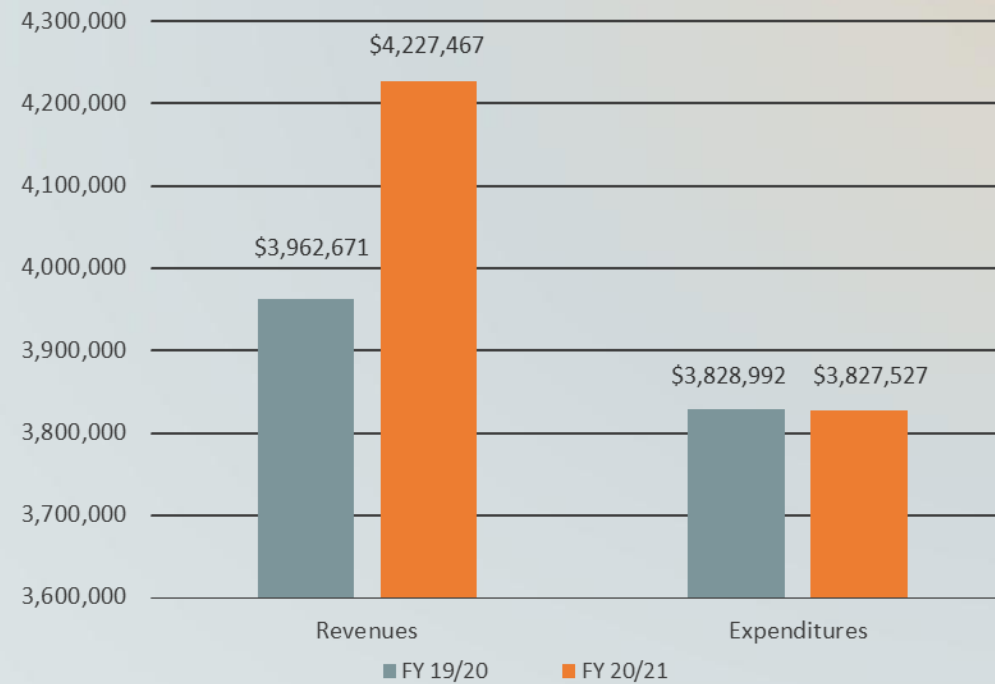


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$280,960**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2021)**

(ACTUAL)

GENERAL FUND



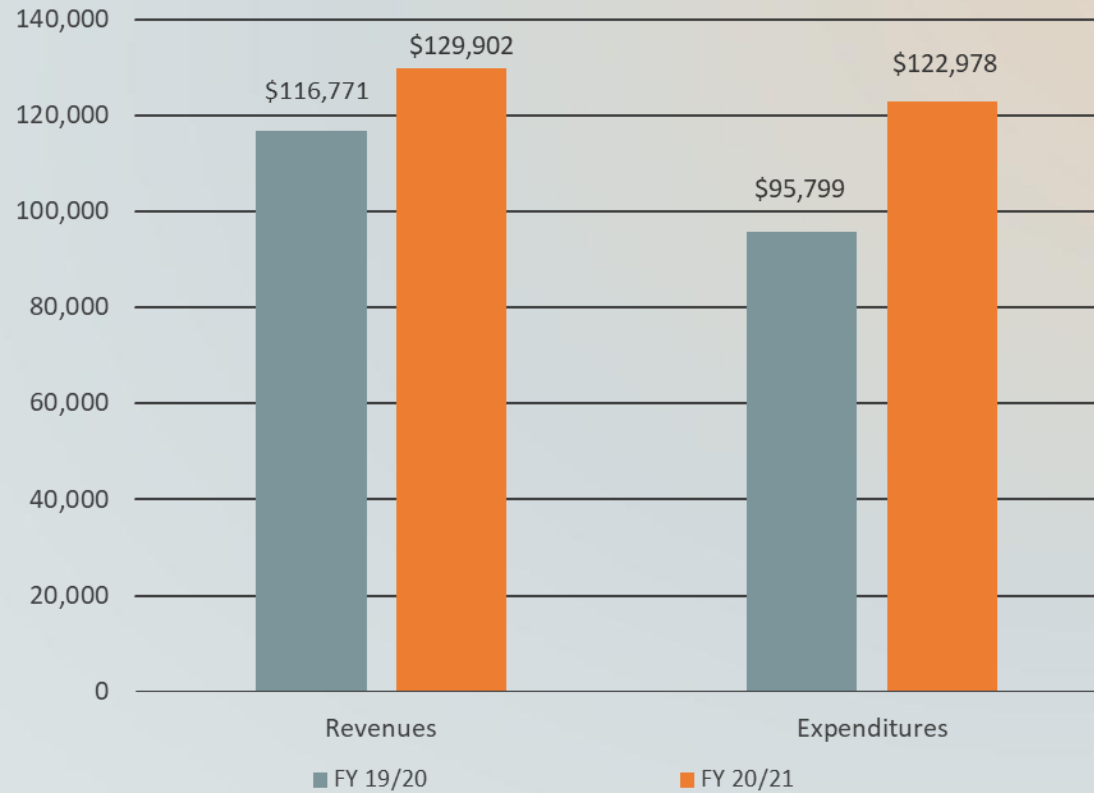
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$399,940

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % May 31, 2021
GOVERNING BODY	14,098	12,504	193	90.1%
ADMIN SERVICES	429,255	375,108	6,442	88.9%
FINANCE	300,825	214,366	-	71.3%
LEGAL	42,000	29,467	-	70.2%
PUBLIC BUILDINGS	353,752	289,635	12,173	85.3%
FIRE	909,443	636,232	45,121	74.9%
PERMITTING	223,915	183,979	-	82.2%
POLICE	1,050,863	821,197	7,096	78.8%
PUBLIC WORKS-STREETS	303,916	277,705	6,637	93.6%
POWELL BILL-STREETS	90,318	79,483	4,879	93.4%
PARKS & RECREATION	371,304	242,104	16,184	69.6%
CHURCH STREET DOCK	8,230	6,554	-	79.6%
EMERGENCY MANAGEMENT	169,212	144,608	20,912	97.8%
FESTIVALS & EVENTS	95,451	4,378	(675)	3.9%
NON DEPARTMENTAL	510,206	510,106	17	100.0%
TOTAL	4,872,788	3,827,427	118,980	81.0%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2021)**

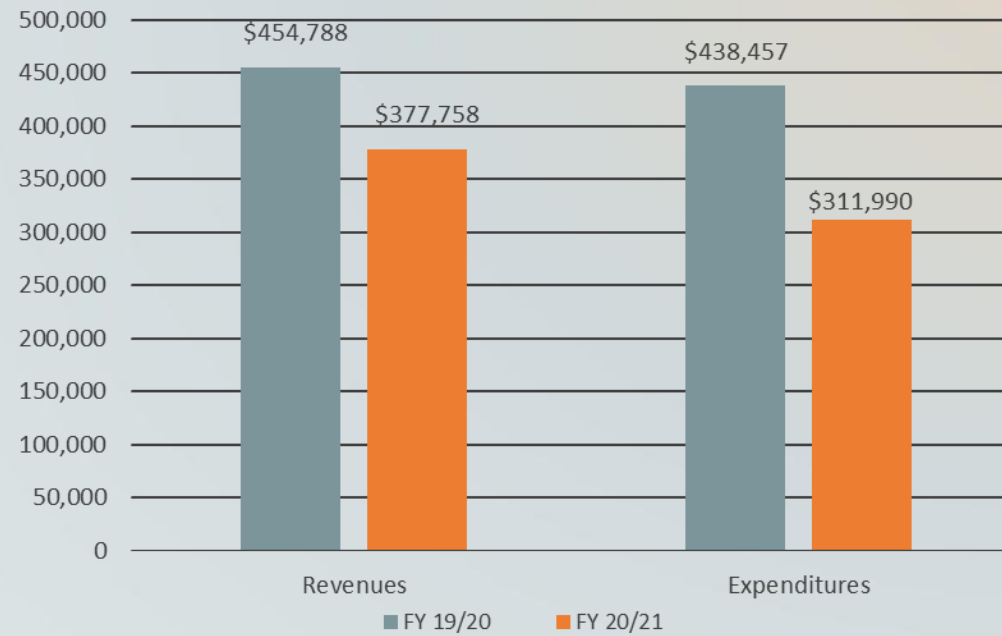
STORMWATER ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$6,924

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF MAY 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$65,768

**TOWN OF SWANSBORO
LOAN REPORT
(AS OF MAY 31, 2021)**

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	\$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	\$1,388,026	88		\$306,349

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF MAY 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$3,924,832	.03%
NC CMT-General	\$253,096	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 28, 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 July 12, 2021

- * Public Hearing – Special Use Permit/Accessory Structure-Front Yard (177 Deer Island Road)

Proposed for July 26, 2021

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*
- * 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: May 16, 2021 – June 17, 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.

- **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. Proposed project designs will be forthcoming when available.

- **Public Safety Building Restoration/Relocation Planning Project**

In the June 21, 2021 project update (shown below for your review), our contractor gives the further analysis of the structural needs of the Public Safety Building to include:

- Concrete footings are insufficient and would need to be excavated with additional concrete and steel rebar to approximately double (198%) the size of the current footings
- Main frame members will need to have additional metal plates welded to the top and bottom plates to achieve sufficient strength
- The wood-framed portion of the building will likely need all hurricane clips to be doubled to achieve the proper connection

Town of Swansboro, NC
Manager's Report (May 16, 2021 – June 17, 2021)

As a reminder, our contract with the Wooten Company is to review 3 scenarios in consideration on moving forward with this project.

1. To repair/restore the current facility with the necessary upgrades to meet the standards to safely operate an Emergency Operations Center along with Fire and Police operations within the 2018 NC Building Codes.
2. The parameters under scenario #1 with additional upgrades to accommodate current staffing needs along with the anticipated needs through the year 2030.
3. To purchase additional land to relocate Public Safety operations into a new facility with expansion capabilities to handle anticipated need through the year 2050.

You will also see in the update, the conceptual work to provide information for scenario #3. For this purpose, we have chosen, for planning purposes only, a parcel located on the western side of town at the lighted intersection of NC Hwy 24/Corbett Ave and Swansboro/Belgrade Rd.

**Town of Swansboro, NC
Manager's Report (May 16, 2021 – June 17, 2021)**



120 N. Boylan Avenue
Raleigh, NC 27603
(919) 828-0531

June 21, 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:

The remainder of the structural elements have been calculated regarding their ability to counter the forces required by the current Building Code as the Town has requested.

Please note the following analysis since our last discussion:

- Concrete footings are insufficient and will need to be excavated with additional concrete and steel rebar to approximately double (198%) the size of the current footings;
- Main frame members will need to have additional metal plates welded to the top and bottom plates to achieve sufficient strength;
- The wood-framed portion of the building will likely need all hurricane clips to be doubled to achieve the proper connection.

On Friday afternoon, we recieved the site location which you are interested in utilizing for your potential future building per the third option of our study. We will create a conceptual floor plan specifically for that site based on your projected space needs through the year 2050 target date. We will have this plan finished for you within four weeks' time.

If any questions come up, please do not hesitate to reach out.

Sincerely,

THE WOOTEN COMPANY

A handwritten signature in blue ink, appearing to read "RDPearlman".

Russell D. Pearlman, AIA
Project Architect

rdp

- **Swansboro Alternate Emergency Operations Center (Swansboro United Methodist Church)**

Town of Swansboro, NC

Manager's Report (May 16, 2021 – June 17, 2021)

June 1st is the start of Hurricane season. With that understanding, Staff has been working on preparatory measures, including an assessment of the alternate EOC site, as we move through these summer months.

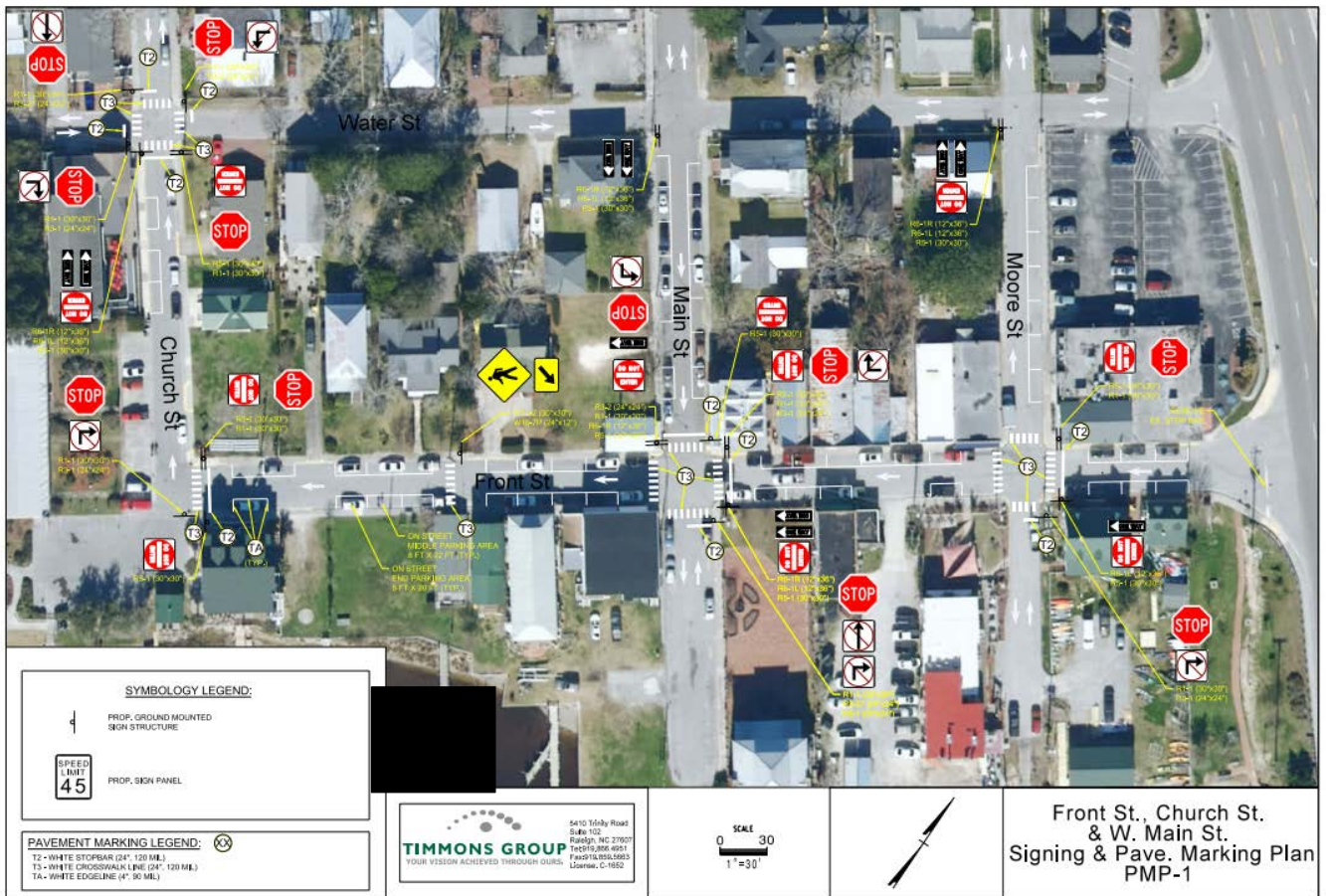
Public Safety staff and I visited the location to verify the areas for town use, if needed, and to ensure communications would be available. The structure provides the structural integrity needed but communications during the storm while in the interior rooms will be difficult. Staff is working the “kinks” on communications.

- **July 4th Celebratory events:**
 - Staff has notified the NC Dept of Administration that we will need to use their island for the fireworks display for July 2nd. The Limited Property Use Agreement for calendar year 2021 has been signed by both parties (Town of Swansboro and the NC Department of Administration).
 - Public Works Staff will be meeting the contractor on the island soon to ensure proper maintenance at the launching site has been done
 - Delivery of all materials for this event has been secured through Lady Swan (as with previous events)
 - Arrangements for the TAMS for their July 4th concert are close to completion.
- **Downtown Traffic and Parking Plan implementation:** Our contractor (The Timmons Group) provided the Town with sealed plans for moving forward on this project on June 7, 2020 (shown below).

Due to the fact we are in the summer season and implementation would require street closures, staff is looking at two options on moving forward with this project.

1. Public Works staff could perform their work on this project in the early morning hours to avoid obstructions during normal business hours.
2. Staff can hold off on moving forward on implementation to later in the year.

Town of Swansboro, NC Manager's Report (May 16, 2021 – June 17, 2021)



- **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.

Town of Swansboro, NC
Manager's Report (May 16, 2021 – June 17, 2021)

Part of this process requires the Town to appoint a Community Action Team. The only recommendation for this group is that we have at least 5 participants. My recommendation would include the following members:

1. Town Manager
2. Town Planner
3. 2 representatives from the elected Board
4. 2 representatives from the Planning Board
5. 1 representative from the Flood Management Appeals Board

The first initial meeting with our contractor was held on June 17, 2021 with just staff and the contractor. The purpose of this meeting was an initial “kickoff” with future meetings forthcoming. Notes from the meeting are attached for review.

- **Wayfinding Signs** – The signs and posts are in. Commissioner Philpott and staff are now arranging for the installation at the approved locations.,
- **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

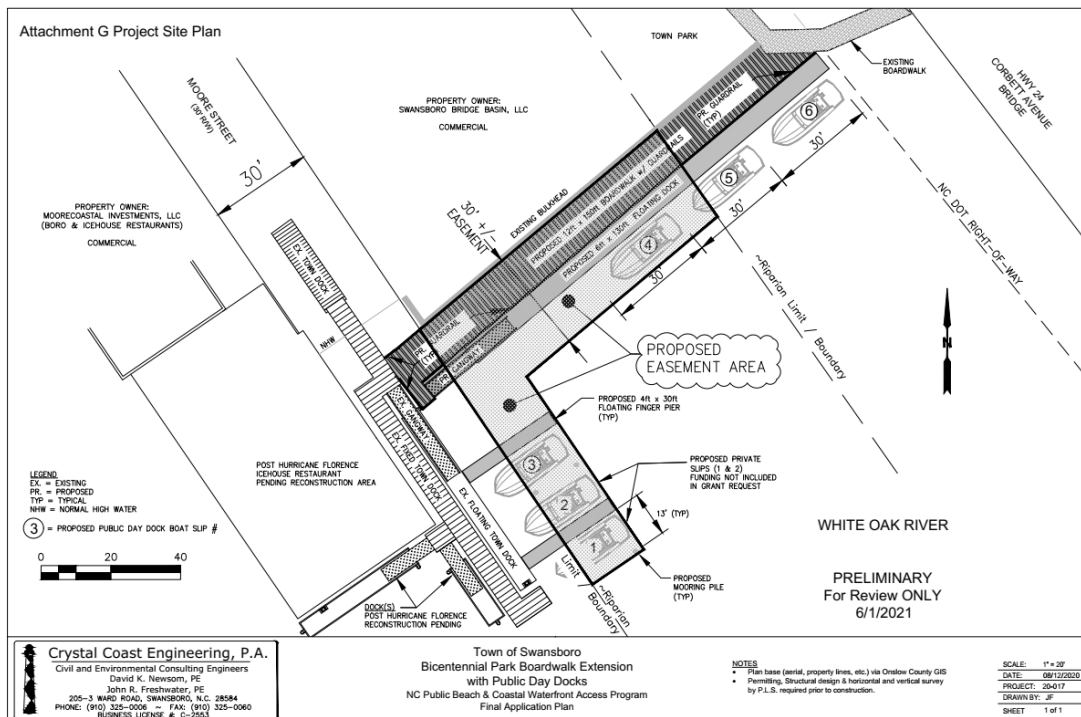
The application was written in a way that the reviewer(s) could approve all or portions of the improvements requested.

Town of Swansboro, NC Manager's Report (May 16, 2021 – June 17, 2021)

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 July 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.

- **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

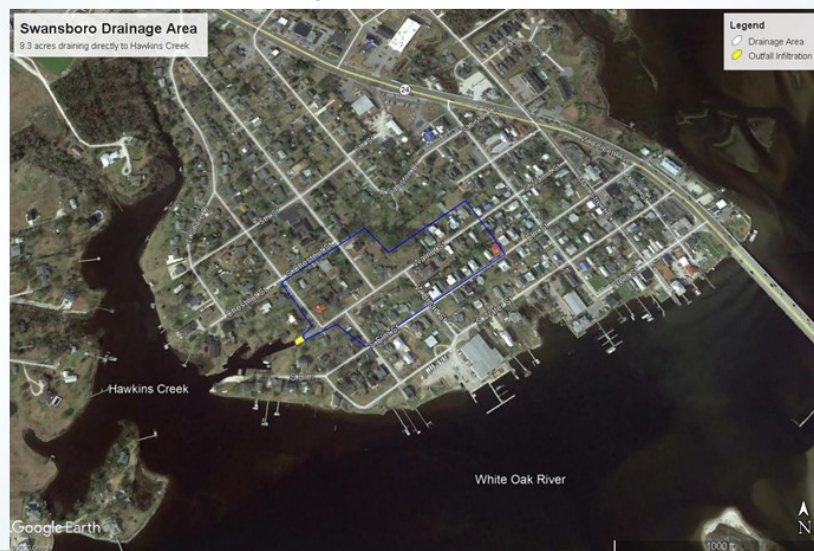


We are working on finalizing the easement shown above then move forward with construction later this year.

Town of Swansboro, NC Manager's Report (May 16, 2021 – June 17, 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. Design of this project is currently in the works with anticipated construction during FY 2021-2022. Deadline for project completion is 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 (May 16, 2021 – June 17, 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. 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).

- o Priority 1 - Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); \$120,000
- o Priority 2 - Old Hammocks Beach Rd from SR 1513 (Deer island Rd) to existing sidewalk near Fredericks Ln; \$335,000
- o 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*

Most of Priority 1 has been complete. There is some ditch work that must be completed by NCDOT maintenance staff versus their sidewalk contractor. With that said, they will be delaying future work until July 2021.

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

Town of Swansboro, NC

Manager's Report (May 16, 2021 – June 17, 2021)



RESILIENT COASTAL COMMUNITIES MEETING SUMMARY

DATE: June 17, 2021

TIME: 10:00 a.m. - 11:00 a.m.

LOCATION: Swansboro Town Hall

PURPOSE: Swansboro - RCCP Kickoff Discussion

In Attendance

NAME	✓	ORGANIZATION	EMAIL
Beth Smyre	✓	Dewberry	esmyre@dewberry.com
Abigail Brinkman	✓	Dewberry	abrinkman@dewberry.com
Chris Seaberg	✓	Town of Swansboro	cseaberg@ci.swansboro.nc.us
Jennifer Ansell	✓	Town of Swansboro	jansell@ci.swansboro.nc.us
Mackenzie Todd	✓	NC Division of Coastal Management	Mackenzie.Todd@ncdenr.gov

Summary of Discussion

- 1. Current Issues:** Overall stormwater system capacity and resiliency, along with flooding generated by storm events, are the town's primary concerns. While critical facilities are largely outside of the flood zone, the existing (older) stormwater system is impacted by lighter rain events, and one stormwater facility overflowed for the first time in 2020.
- 2. Locations of Concern:** The Town would like to assess resiliency for the entire area within the Town's limits. Particular areas of concern with regards to flooding is the Swansboro Heights area, which includes Section 8 housing and many rental properties. Some rental properties have been vacant since Hurricane Florence, with two properties bought by Onslow County with State funding. Additional flooding is reported in the Deer Run subdivision off of Main Street Ext. (close proximity to adjacent wetlands) and Park Place Subdivision off of Hammocks Beach Rd. Several ONWASA lift stations are at low elevation, and there are several inadequate culverts on NC 24, Hammocks Beach Road, and other locations. Storm damage occurred at Bicentennial Park, Ward Shore Park, Moore Street/Main Street docks, and other locations.
- 3. Program Goals:** Primary focus is the implementation of the 2019 CAMA Land Use Plan. The Town would like to reassess the VCAPS analysis completed prior to the plan, to determine if any changes are needed. The Town would like to document the stormwater conveyance system; the existing dataset is not detailed.
- 4. Proposed Projects:** There is an interest in a stream restoration effort on Halls Branch, which has drainage difficulties backing the water up on adjacent houses. However, all of the major streams within the Town should be considered for restoration in order to improve conveyance. Cost is a major issue with stream restoration projects. Other actions taken to date include a recent flood map update, a living shoreline project, and 319 grants with the Coastal Federation for stormwater quality improvement projects.
- 5. Stakeholder Engagement:** The community is very supportive and active in planning efforts, given how recent Hurricane Florence occurred. There is a preference for in-person public outreach events, though residents are active on the Town's website and social media channels. Meetings over Zoom are recorded and provided to residents upon request. A Community Action Team was developed for the CAMA LUP, but for this effort a smaller team is preferred. The preference is that this Community

SWANSBORO MEETING SUMMARY 1 OF 2

Town of Swansboro, NC
Manager's Report (May 16, 2021 – June 17, 2021)

Action Team would be in an advisory role. It was noted that any under-represented communities should be included in the Community Action Team.

Action Items

ACTION ITEM	ASSIGNED TO	DATE DUE	STATUS
Provide VCAPS asset mapping	Chris Seaberg	July 9, 2021	Open
Provide monthly update on RCCP progress	Beth Smyre	Monthly	Open
Recommend Community Action Team participants	Chris Seaberg	July 21, 2021	Open
Develop Community Action Team meeting, public outreach schedule	Beth Smyre	July 30, 2021	Open

We believe the foregoing record to be an accurate summary of the meeting and related decisions. We would appreciate notification of exceptions or corrections to these Minutes within five (5) days of receipt. Without notification, we will consider this summary to be a record of fact.

Sincerely, Beth Smyre, Dewberry



Department Reports for May 2021

Administrative Services

- Phone Records Report for May: 2,602 calls
Town Hall – 704 Parks and Recreation – 473
Police Department – 590 Fire Department – 108 Outgoing totals – 727
- Building permits sold for May: 88 residential/commercial combined; \$48,213.37 total fees collected (includes 11 re-inspections)
- 193 Building inspections processed/77 Fire Inspections processed
- 69 Various receipts processed
- 281 ONWASA payments processed; 6 other requests
- 21 Work Orders generated for Public Works
- 5 Notarizations performed
- Admin Staff worked at Visitor's Center 3 days each week (Paula, Alissa, and Lisa)
- US Census Report Submitted - Permits
- Public Records Request – Accounts Payable
- Continued FY 21/22 Budget Meetings
- Finalized May 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 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.) Conducted Fire Chief Interviews.
- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 9,887. Top 5 pages viewed in May – Permitting 438, Employment 420, Parks/Rec 411, Police Dept 291, and Contact Use 261
- Submitted Weather Alert through social media outlets 5/5
- Submitted News Release thru social media outlets on 5/24 for SHS Seniors Motorcade 5/29
- NCLM Webinar on American Rescue Plan Funding Guidance
- Notice to employees on supplemental policies and open enrollment expiration date
- Submitted FY 21/22 Proposed Budget and Fee Schedule to public – hearing set for 6/28
- Newsletter distribution

Finance

- Sales & Use Tax received in May 2021: \$79,278
- Accounts Payable Summary for May 2021:
150 Invoices-Totaling \$214,579
7 Purchase Orders Issued
- PEV ChargePoint Station-Accumulated (kWh) for May 2021 (527.0)

Department Reports for May 2021

- Processed payroll-5/7 & 5/21; updated employee accrual balances- (spreadsheet & Asyst)
- Stormwater Fees Collected-May 2021-\$976
- Updated Stormwater spreadsheet
- April 2021 Bank Reconciliation-Town accounts
- April 2021 Bank Reconciliation-Swansboro TDA
- Processed Swansboro TDA checks
- Prepared April 2021 monthly financial report
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal.
- Attended budget meeting with Town Manager and Assistant Manger
- Updated financial information in the Budget Message
- Gathered financial information for the Budget Workshop held on 5/13/21 & 5/24/21 Message
- Preparing Year End Projections FY 20/21/updating operating budget spreadsheet FY 21/22
- Updated financial information in Budget message FY 21/22
- Updating Capital Improvement Plan (Word & Excel document)
- Attended July 4th logistics meeting
- Reviewed all software quotes and submitted a staff recommendation to the Board of Commissioners
- Attended quarterly meeting with Computer Warriors
- Attended interviews for the Fire Chief position
- Attended the following webinars:
 - o Leases: Implementing GASB Statement No. 87-UNC School of Government
 - o American Rescue Plan: Exploring US Treasury Spending Guidance-NCLM

Fire Department

Fire Calls

- 49 Total Fire Calls
 1. 27 Calls in Town including - 8 MVC, 1 Water Rescue, 5 Alarms Systems, 1 Liquid Spill, 1 Smoke Removal, 2 Service Calls, 2 Cooking Fires, 1 Electrical Wiring, 1 Woods Fire, 1 Vegetation Fire, 1 Gas Leak, 2 Dispatched & Cancelled, 1 No Incident found
 2. 4 Calls in White Oak District – 2 Water Rescue, 1 Service Call, 1 Alarm System
 3. 7 Calls Mutual Aid - 1 Alarm System, 2 Structure Fires, 1 Wildfire, 3 Dispatched & Cancelled
 4. 11 EMS – 7 Calls, 4 Medical Assists
- 122 Training hours - Paid Staff
- 111 Training hours – Volunteer Training
- 420 Hours Volunteer Duty Days = 17-24hr Shifts, 1-12hr Shift

Cost Saved 420 hrs. x \$14.00 = \$5880.00



Department Reports for May 2021

Parks and Recreation

DIRECTOR'S REPORT

COVID-19

- Continue to monitor impacts, staff enforcing safety protocols and policies
- 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 continues to operate on reduced hours
- June 7 the Recreation Center will resume regular operating hours, M-F 9am-7pm, Sat 8am-12pm
- 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/Events

2021 Sponsorships packets were mailed out to all sponsors from the last 3-5 years

July 4th

- Began contacting vendors to proceed with July 4th events halfway through the month
- Secured fireworks and transport, portable toilets, bands, food for bands, submitted permit for fireworks
- Held logistical meeting with Police, Fire, Finance, and Town Manager

Arts by the Sea

- Open virtual vendor applications
- Began setting up new virtual website for Arts by the Sea

PirateFest

- Partnering with Onslow County Parks and Recreation to host PirateFest
- The event was held on May 15-16 at Onslow Pines Park
- Approximately 38 families/200 individuals attended the event
- Families were invited to camp out, and able to engage in treasure hunts, pirate themed activities, have dinner, smores, and breakfast, witnessed sword fights, black powder weapons demonstrations, and pirate re-enactments, and watched a movie

Comprehensive Master Plan

- Received five proposals for the comprehensive master plan update ranging from \$30,000-\$76,000
- At the May 24 Board of Commissioner Meeting, the commissioners approved a budget amendment to fund the Comprehensive Master Plan Update
- Met with Town Administration to review the five proposals that were submitted. The team narrowed down to two firms and will have additional conversations with the firms to make a final decision

Department Reports for May 2021

Miscellaneous

- Dock usage has increased and is heading into the busy season. Continue to monitor docks daily, on-call on weekends to take reservations and handle docking problems
- Hired one new staff member and began working the end of May
- Bicycle and Ped Plan recommended more bike racks within the Town and parks. Researched and ordered four new bike racks to be placed throughout the town and along bike paths
- Attended orientation for the UNCW State Employees Credit Union Internship program. Intern, Jay Sandy, began May 18. Jay is a businesses and marketing major and will be working on business and marketing materials for the department. The projects include designing a new sponsorship brochure, developing a social media proposal, social media marketing plan, updating the Special Event Application and department policy manual
- Attended a meeting with Matthew Prane, where he presented an aquatics facility proposal
- Reviewed and processed special event application for Redfish Fishing Tournament
- Executed and sent the three-year facility agreement to the Swansboro Soccer Association
- Continue to make revisions on the 2021-22 budget for the department
- Webinars/Online Training: Creating a Culture of Business in Parks and Recreation Webinar Series (3-week seminar), and How to Tell #OurParkAndRecStory: Storytelling Through Video
- Attend a monthly networking meeting for women in recreation
- Serve on the Jacksonville Onslow Sports Commission board as a liaison. Attend monthly 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 via Zoom
- Conduct Parks Advisory Board meetings via Zoom

Metrics

- Facebook management continues – 12,587 followers
 - Post Reach 20,557, down 18%
 - Page Likes, 83, down 11%
 - Post Engagement, 2,825 down 28%
- Activity Report for May

Organization Activity						
From 5/8/2021 to 6/7/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	109	82	4	0	153	0
Resident	31	7	2	0	11	
Non-Resident	78	75	2	0	142	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	42	0	0	0	37	
18 - 65	56	58	3	0	89	
65+	9	24	1	0	26	
Male	43	55	1	0	68	
Female	66	27	3	0	85	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	41	0	0	N/A	68	
In-Person	68	82	4	N/A	85	

Department Reports for May 2021

May Revenue

- | | |
|--------------------------|-----------|
| • Slip Fee - Town Dock | \$4916.50 |
| • Rental Fees-Parks | \$685.00 |
| • Rec Center Rentals | \$1790.00 |
| • Dog Park Registrations | \$15.00 |
| • Rec Program Fees | \$1501.00 |
| • Gym Memberships | \$30.00 |
| • Vendor Fees | \$50.00 |

RECREATION PROGRAM SUPERVISOR 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
- Submitted weekly Community Service Work Program timesheets
- Departmental work orders
- Parks advisory board meeting – presented past, current, future programs to board

Planned programs and other monthly work:

Summer Day Camp

- Ordered camp t-shirts
- Put together parent camp packet to email out to all registrants
- Worked with rec assistant on daily schedule and booked program/site reservations for camp
- Scheduled all field trip locations, times, admission fees
- Inventories supplies at rec center/ requested
- Ordered all supplies/crafts/games needed for summer camp
- Reviewed camp and Covid policies with Rec Assistant, made updates and necessary changes in needed
- Created schedule for staff for summer camp, reviewed by Director and changes applied
- Created invoices for registrants who requested extra t-shirts for camp

New Staff Training

- Onboarding tour of the town Parks and Recreation facilities
- Conducted staff training session for new employees for RecDesk computer software
- Discussed departmental policy and facility responsibilities/requirements with new employees



Department Reports for May 2021

- Provided overview of Rec Center; opening and check out/closing procedures, cleaning requirements, cleaning supply storage areas, etc.

Intern Computer Set-up

- Set up computer in classroom at desk for intern
- Troubleshooting with Computer Warriors with setting up software and internet for computer

Bear Island Family Campout – May 1

- Hosted overnight camping trip to Bear Island
- Ordered supplies/food for program
- Prepared food and supplies prior to program
- Assisted participants with tent set up and transporting camping materials to camp site.
- Cooked food and served dinner and breakfast on island

Ole Porte Racquet Club

- Composed letter of appreciation for donation of windscreens to the tennis courts and emailed to tennis pro, Joe Baile

Supplies for Paint Classes

- Ordered brushed, canvas, paint, and other supplies for upcoming paint classes

Seaside Book Buzz – Book Club

- Meeting with instructor/staff to discuss schedule change for month of May and for future dates.
- Requested instructor to email all registered to inform them of schedule change

Yoga & Zumba Combo class

- Discussed schedule, fees, and details of new class with instructor Lovietta Herring
- Issued instructor payout for Hip Hop Yoga Classes

Gentle Yoga

- Discussed new series dates and fees with instructor/staff Denise Jehue
- Scheduled new 4-week series for June 2- June 23
- Relocated class to new location at the PUG Pavilion

Summertime Paint and Sip

- Discussed dates and details of class with instructor/staff
- Scheduled class for June but had to reschedule date to July 16

Emergency Blood Drive with the Blood Connection – May 10

- Scheduled and advertised emergency blood drive
- Planned location of bus and time duration of event with Blood Connection

Department Reports for May 2021

Kids Half-Day Adventure Camps w/ Pogies

- Inventoried snacks for program

Permitting

Planning Board

- May 4, 2021, Regular Meeting
 - The Board reviewed several tree preservation ordinances from other communities and recommended a proposed text amendment to require a land clearing permit for new development. There would be no permit fee, however there would be a penalty for not obtaining a permit of \$3,500 per acre up to \$20,000. The money collected would go to the Stormwater Enterprise Fund.
 - An email was sent to the Board of Commissioners and Planning Board on May 10th explaining the potential impacts of House Bill 496. The bill has passed both the House and the Senate and has been referred to the Committee on Rules and Operations of the Senate. The Commissioners approved a resolution in opposition of the bill at The May 10th meeting (consent).

See <https://www.ncleg.gov/BillLookUp/2021/h496> for more information/status

- May 17, 2021, Special Meeting
 - The Board reviewed the requested inventory of “unmaintained” properties along Highway 24. Additionally, the 2018 Economic Strategic Plan includes Action Items within the Implementation Plan to “Produce a list of available commercial/industrial buildings and sites that includes details such as location, zoning, allowed uses, size, utilities, cost, and contact information”. Staff combined these efforts to further implementation of the Strategic Plan.
 - Continuing to work on Land Use Plan program of work approved on February 3, 2020. Holding special meetings on the 3rd Monday of the month until September to address Land Use Plan Implementation.

Historic Preservation Commission

- May 18, 2021, Regular Meeting
 - Cancelled
- Submitted grant application for the 2021 Historic Preservation Fund Pass-Through Grant for Historic Preservation Projects in Certified Local Government Jurisdictions to update the architectural survey for the National Register district. Spoke to John Wood and Kristi Brantley on April 12, 2021; total project cost will be \$15,000.00, the Town will be responsible for \$6,000.00. John suggested that we reserve the funds/reapply next cycle to explore designation of local landmarks. The grants committee will meet in May and applicants notified in June (pending the SHPO’s receipt of federal funding)
- Plan to discuss outreach/education options for residents in the Historic District at June meeting

Department Reports for May 2021

Projects/Misc.

- Shipwright Pointe, Section I Acceptance: Sent letter to Sydes and Parker on February 24, 2021 detailing requirements (landscaping must be completed). 12-month warranty period will expire on August 10, 2021. The 9-month warranty inspection was conducted on June 3, and a list of incomplete items was sent to the developer
- Shipwright Pointe, Section II Acceptance: Final acceptance requested on January 8, 2020. Advised Parker & Associates same day that the Town would not consider acceptance of the public infrastructure until the portion of Pine Bluff Road to be utilized for access was annexed. Sent annexation application
- Shadow Creek: Sent a letter on 4/9/21; Letter of Credit on file for incomplete improvements had expired. Advised that if all work was completed, they could request final acceptance. Warranty calculation dated March 24, 2020 in file; new LOC cannot be drawn down below 10% of total cost of all improvements, see Section 152.384, F, (5). A separate guarantee should be submitted for any incomplete sidewalks plus 25%. Sent email 4/30/21
- 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, reference approved Preliminary Plat and approved Final Plat
- Ward Farm Village Phase II (Residential): Original Preliminary Plat was approved as a Residential Cluster for 43 lots, only Phase I has been recorded (10 lots). Received a concept plan from John Freshwater adding 12 lots. Advised John on 4/6/21 that we could move forward with a lot reconfiguration as shown if the total number of lots is not increased, but the additional 12 lots would require Preliminary Plat review by the Board. Offered to process the sketch/preliminary at the same time to expedite it. Reference Section 152.337, (H), (1)
- Ireland Ave/Unnamed Estates: Sketch Plan for 60 lots submitted in July 2020 for Residential Cluster. Advised Lori Morris with Parker & Associates on September 22, 2020 that the Town would allow Whitney Ave to become a “through” street to connect to Hamrick Road through the Rotary property. Hamrick is a dirt road but is a recorded 60’ right of way. This would allow traffic to exit safely on Main Street Ext rather than at Ireland Ave as previously proposed. The right-of-way would need to be improved to NCDOT standards, to include sidewalks along both sides of all streets, to the intersection at Main Street Ext. Staff was contacted by two of the Hamricks that have property on Hamrick Road with concerns about further development. They would like to receive copies of any future plans and be notified of any board meetings
- Lodge View Minor Plat: 7 lots proposed on Norris Road in the ETJ. Sent comments back to Prestige Land Surveying on July 1, 2020; awaiting response
- 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 (letter dated March 18, 2021 in permit file); structure will need to

Department Reports for May 2021

be brought into compliance with current Flood Damage Prevention Ordinance/Building Code. Town Attorney sent final Notice of Violation on May 26 with 60 days to comply

- Boro Temporary Structure: To be removed by June 30, 2021 (180 days) per permit 2020-1226 as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain and agreement with Randy. Spoke to Chris 6/2; he will follow up 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. Spoke to Chris 6/2; he will follow up with Tim
- One Harbor Church: Received an email from James Goodman on February 24, 2021 stating that they had completed site work to include the building pad, but that they were waiting on the architect to complete the final construction drawings for permitting. The Special Use Permit was issued on July 23, 2019
- Food Trucks and Sign Ordinance Text Amendments: Awaiting public hearing to be scheduled, Planning Board has made their recommendations (included in agenda memos)
- Shoreline Access Grant: Awaiting final plans. Advised Colin Mellor on March 1, 2021 via email (copied Chris) 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: Orientation held April 15, 2021. Dewberry has been assigned as the Town's contractor to aid in completion of Phases 1 & 2. A meeting with Dewberry will be held sometime in June.
- Brant Court RV Violation: RV setup on property following Hurricane Florence, connected to utilities. Sent final Notice of Violation per Cliff on March 18, 2021 with 30 days to comply. Certified mail copy was returned undeliverable. Was also hand-delivered by Police Department and sent via regular mail. Submitted to legal for enforcement on 4/29/21.
- Bynum Lane Violation: A building permit application to construct an accessory structure at 508 Bynum Lane was submitted on June 16, 2020. In communicating with the applicant, we discovered that the structure was already under construction at the time of submittal. We communicated to him on June 18, 2020 via email that the structure did not appear to meet our setback requirements, and that it would either have to be moved, or a variance application submitted. We did not receive a response, and as a result, a building permit was never issued. On June 1, 2021, we observed that the structure had been practically completed, and porch/overhang added. We issued a Stop Work Order and sent a Notice of Violation on June 3, 2021. The structure will have to be moved or demolished.



Department Reports for May 2021

- Received a complaint regarding the McDonald's stormwater feature (drainage issues/stagnant water/trash). Contacted Connor Musial with NC DEQ on 6/3

Police Department

Patrol:

- 196 Reportable Events
- 35 Motor Vehicle Crashes
- 3 Felony Arrests
- 14 Misdemeanor Arrests
- 6 Arrests by Warrant Service
- 3 DWI Arrests
- 9 Arrests with Transport to the Onslow County Jail
- 10 Felony Crimes Reported (5-Fraud; 3-Larceny; 2-Drug)
- 23 Misdemeanor Crimes Reported (4-Assaults; 4-Property Damage; 3-Larceny; 1-Drug; 1-Trespassing; 1-Communicating Threat; 1-Domestic Violence Protective Order Violation; 8-Traffic Related)
- 15 Disputes/Public Disturbances
- 2 Crisis Intervention with Mental Patient
- 1 Overdose (non-fatal)
- 1 Death Investigation
- 19 Alarm/Open Door reports
- 72 Requests by Other agencies for Assistance
- 162 Requests by Citizens for non-Crime Related Assistance

5,468 Events Performed on Patrol

Community Service/Training:

- 10 Vehicle Unlocks
- 2 Funeral Escorts
- 141 Foot Patrols
- 37 Business Closing Standby's
- Provided security for an event held at the Swansboro Rotary Civic Center
- Provided security at the Swanfest Event
- Participated in the Swansboro High School Senior Graduation Motorcade

Admin Services:

- Answered 252 phone calls during business hours
- Assisted 100 walk in requests for assistance
- Took 16 requests for reports



Department Reports for May 2021

Public Works

- Grass cutting Town wide is in full swing. 90% of Public Works time is now consumed with grass cutting edging and cleanup of Town Building grounds, Parks, Storm Water Easements, Subdivision right-ways, Hwy 24 corridor and DOT right-way easements
- Public Works has completed 1 cleanup cycle and 2 maintenance cycles of the DOT contract
- Final repairs to Town Hall storage area and Public Safety Building from Hurricane Florence not completed by restoration contractors
- Yard Waste Totals: 1241 Bags, 895 Bundles, 14 Loads, 0 Trees, 38 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.