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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, January 11, 2021

Board Members

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

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

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

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

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

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

III. Adoption of Agenda and Consent Items

Board of Commissioners

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

Consent Items:

- a. Meeting Minutes
December 28, 2020 Regular Meeting
- b. FY 21-22 Budget Schedule

IV. Appointments/Recognitions/Presentations - None

V. Public Hearing - None

VI. Business Non-Consent

- a. Emergency Operations Center Update

Chris Seaberg
Town Manager

At the September 28, 2020 regular meeting of this Board, staff was instructed to solicit qualifications from consulting firms to assist the Town on the planning stage of the Public Safety Building Repair and/or Replacement Project. The selected firm

will be required to plan and design the Restoration/Relocation of the Public Safety Building.

Firms that submitted qualifications were:

1. LS3P – Wilmington, NC
2. Moseley Architects – Raleigh, NC
3. The Wooten Company – Raleigh, NC

All three firms are well qualified for the project with excellent references. The Manager recommends the contract with The Wooten Company. The Town has used this firm in the past for various projects and seemed to be pleased with the deliverables. The anticipated cost for this planning project is \$25,000.

Action Needed: If the Board agrees with the Manager's recommendation, instruct staff to move forward with this project.

b. Budget Ordinance Amendment #2021-3

Sonia Johnson
Finance Director

Amendments to multiple departments is requested.

Action Needed: Motion to approve Budget Ordinance Amendment #2021-3

c. FY 2021 Budget Review (Revenues and Unfunded Projects)

Chris Seaberg
Town Manager

The economic uncertainty resulting from COVID-19 caused the Town to readjust the draft versions of its proposed FY 2020-2021 Operating Budget prior to the impending adoption in June 2020. The readjustments included removing many proposed Departmental projects in hopes that we may readdress them mid-year.

Action Needed: Staff will have updated cost estimates for some of the high-ranking items to assist in the decision making. The Board is requested to instruct staff what projects they wish to move forward with.

d. NCLM Proposed Municipal Advocacy Goals

Chris Seaberg
Town Manager

Throughout the year Board members and Staff receive email invites from the NCLM to submit goals for consideration. The NCLM Board of Directors has reviewed, approved and now submits 17 proposed advocacy goals for our consideration. Establishing these Municipal Advocacy Goals with wide participation by all cities and towns allows the NCLM to speak with confidence and sincerity as they pursue each with state and federal policymakers. Each municipality will cast a single vote by selecting 10 of the 17 proposed advocacy goals.

Action Needed: 1. Designate a single Voting Delegate who will cast the municipality's vote by January 14, 2021; and
2. Review, discuss and determine which of the proposed advocacy goals the Town supports. Each municipality may select 10 of the 17 proposed goals; and
3. Staff to submit Voting Delegate contact by January 14, 2021.
Voting Delegate to submit the online ballot by January 15, 2021.

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Comments

Chris Seaberg/Manager

X. Board Comments

Board of Commissioners

XI. Closed Session – None

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
December 28, 2020 Regular Meeting**

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

Call to Order/Opening Prayer

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

Public Comment

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

Adoption of Agenda

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

Meeting Minutes – 12/14/2020 Regular Meeting
2021 Regular Meeting Schedule

Board Appointments

On the Planning Board – the unexpired term of ETJ member Ed McHale’s was to expire 1/2021. Mr. McHale had expressed interest in serving another term. There were no other ETJ applications on file.

In accordance with GS 160A-362 and on a motion by Commissioner Pugliese, seconded by Commissioner Philpott Resolution 2020-R20 making recommendation that Edward McHale be officially re-appointed by the Onslow County Board of Commissioners as an ETJ Planning Board member was unanimously approved.

On the Historic Preservation Commission – the unexpired terms of Joan Deaton, Patrick Larkin, Jeff Conaway, and Ben Parker expired 12/20. All had expressed interest in serving another term. There were no other applications on file.

On a motion by Commissioner Philpott, seconded by Mayor Pro Tem Tursi Joan Deaton, Patrick Larkin, Jeff Conaway, and Ben Parker were re-appointed to another term by unanimous vote.

On the Parks Board – the unexpired terms of Nancee Allen, Debra Pylypiw (ETJ) and third term for Patrick Larkin would expire 1/2021. There was one application on file for Elena Messenger who lived in-town.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott Nancee Allen, Debra Pylypiw (ETJ) and Patrick Larkin were re-appointed to another term by unanimous vote.

On the Tourism Development Authority – terms expired 12/2020 for Randy Swanson, Junior Freeman, and Jack Harnatkiewicz and all had expressed interest in another term. There were two applications on file for Kelly Brown (Sales Manager of Hampton Inn and Brad Buckley (President of BJB Visions/Papa Johns).

On a motion by Commissioner Turner, seconded by Commissioner Philpott Randy Swanson, Junior Freeman, and Jack Harnatkiewicz were re-appointed to another term by unanimous vote.

On a motion by Commissioner Pugliese, seconded by Commissioner Philpott Randy Swanson was selected as the TDA Chairman by unanimous vote.

Business Non-Consent

Jacksonville Urban Area Metropolitan Planning Organization (JUMPO) Memorandum of Understanding Consideration - At the October 22, 2019 regular meeting, a resolution supporting the Municipal Planning Area Boundary Expansion was unanimously approved. As expressed at that meeting, the project included a 2-part process. The first part was to gain interest and intent from every municipality in Onslow County for expanding the planning area of JUMPO. The second step would be to establish a new boundary area including the municipalities.

MPO's are a transportation organization designed to work in cooperation with the NC Department of Transportation and the Federal Highway Administration to plan and implement transportation improvements in areas they represent. Swansboro was currently participating in the Down East Rural Planning Organization (DERPO), which was a State funded organization. The State funding was beneficial but was spread out between Carteret, Craven, Jones, Onslow, and Pamlico Counties along with the participating municipalities. As a contrast, JUMPO currently served a geographic region considerably smaller than DERPO's. JUMPO was federally supported, receiving 80% of their annual operating revenues through the Federal Highway Administration. This arrangement provided a stronger investment in the area's transportation needs.

The NC Department of Transportation published its “A Review of Boundaries, Structure & Governance for the Jacksonville Urban Area Metropolitan Planning Organization” dated October 22, 2020. In the document, they noted the various factors used in their evaluations of the expansion proposal. The following were some excerpts from their notes on these factors:

- Onslow County as a whole, was expected to see a continuous 1% yearly growth rate as projected by the NC Office of State Budget and Management.
- The NC Department of Transportation continues to use the Travel Demand Model to project future travel patterns and identify necessary transportation improvements as part of the 2045 Metropolitan Transportation Plan updated that was adopted in March 2020. Urban growth projections for population, housing and employment through 2045 were developed by the Jacksonville Urban Area MPO in conjunction with NCDOT as part of the 2045 Metropolitan Transportation Plan update.
- With the projected growth rate and travel patterns, there was a need for more comprehensive planning throughout the County to include areas that are currently outside of the metropolitan planning area (MPA) JUMPO ultimately received approval to move forward on the Boundary expansion.

JUMPO was managed by two supporting committees, the Technical Coordinating Committee (TCC) and the Transportation Advisory Committee (TAC) – a non-voting member. Very similar to the Board of Commissioners/Planning Board functions for the Town, the TCC acts in an advisory capacity and the TAC act in more of a legislative capacity. Each local government will have representation on both the TCC and TAC. For Swansboro, TCC representation is usually your Planning Staff. The TAC representation would be either the Mayor or a member of the Board of Commissioners. Initially, the voting status on the TAC for all new members in this boundary expansion would be ex officio (non-voting). This was designed to ease the transition.

Commissioner Meilleur understood that under the TCC, the City of Jacksonville had three votes and Onslow County had three votes. He inquired whether the Onslow United Transit System was a City of Jacksonville or Onslow County position. Deanna Trebil/MPO Administrator for the City of Jacksonville indicated that the OUTS was a separate entity - neither city nor county and served on both boards per the general statutes. Commissioner Meilleur further asked what position the Jacksonville/Onslow Economic Development group held. JOED served on both committees, but only had a voting right on the TCC, according to Ms. Trebil. The group was also a stand alone entity. He also asked if there was any move to increase the representation on the TAC. Ms. Trebil shared that although expansion was discussed, it was decided that the more important goal was to educate committee members over the next year on the transportation plans. As a member of the TAC, Swansboro would be part of any

expansion discussion in the future. Commissioner Meilleur asked if the explanation was memorialized anywhere. Ms. Trebil said it was not. Other jurisdictions had the same question and she had given the same response which could be included within the meeting minutes. In addition, Ms. Trebil added that any member who wanted to be removed from the committee could do so with a 60 day notice. The MOU had already been drafted and approved by NCDOT and by most jurisdictions so any changes would require going back before those that had joined for re-adoption.

Mayor Pro Tem Tursi asked if the Town had voting rights under its current membership with DERPO. Manager Seaberg said yes and reiterated the importance of joining the MPO for a better handle on transportation plans moving forward. Commissioner Tursi understood the rationale but struggled with the validity. He was concerned that the Town would be departing DERPO where it had an active voice/vote to join the MPO with less voice and required training before allowed to vote. He was interested in more of a commitment that the structure would be changed to allow all jurisdictions a vote. Mayor Davis agreed and gave the example of ONWASA – where Jacksonville had more voting rights than the jurisdictions who had turned over their asset. Ms. Trebil clarified that the MPO was a federally mandated program that provided regional multi-modal transportation/long range plans. DERPO was in New Bern and covered five counties with no financial/federal support. Eighty percent (80%) of the MPO projects were covered by the federal government. The remaining 20% (est. \$60K) was currently split and budgeted between Onslow County and the City of Jacksonville. Both Jacksonville and the County had committed to continue funding for the next year while the committee determined what the final makeup would be. While it appeared, there were only five voting members, Ms. Trebil noted that historically votes had been unanimous. A considerable amount of time was spent working through projects and assuring those committees understood what they were voting on. The legislative board over the next year would focus on resolutions, budget approvals, and talking through projects. The goal would include review/discussion on current long-range plans which had already been submitted. No new plans would be discussed this upcoming year. Ms. Trebil would certainly carry the concerns shared tonight to those committees.

Mayor Davis asked if the Town could remain a DERPO member. Manager Seaberg clarified that the membership would only change if the Town agreed/signed the proposed MOU and resolution with MPO. He recommended that the Town sign the MOU/resolution and change its membership noting that the DERPO was simply not moving forward and he felt the MPO would better serve Swansboro.

Mayor Pro Tem Tursi added that if money was the issue and it meant a vote, he believed the Town would be willing to budget funds for participation. Commissioner Meilleur agreed and asked what other jurisdictions had joined the MPO. North Topsail, Holly Ridge, and Jacksonville had already joined the MPO, Richlands would consider joining mid-January, Onslow County on January 4 – all had been members of the DERPO prior, according to Ms. Trebil. The goal was to provide better transportation for the area and assure local concerns were addressed. Blended (in-person and virtual) meetings would begin again in February 2021.

Commissioner Philpott asked for examples where assistance would come from the MPO. Manager Seaberg noted that the initial corridor expansion design along NC24 would have had a negative impact on the White Oak Bistro and Mattocks House in Swansboro. He was able to have conversation with the MPO and NCDOT prior to final design to express concerns regarding those historic structures. Also, he had been able to communicate the issues with stoplight synchronization, and the Queens Creek Road improvement plans.

Again, if the Town was unhappy as a MPO member, it could reverse its membership back to DERPO with adoption of a resolution, according to Manager Seaberg. Mayor Davis inquired which organization Cedar Point was a member of. Manager Seaberg said Cedar Point was a DERPO member. The MPO focused on boundary expansion in Onslow County.

On a motion by Commissioner Meilleur, seconded by Commissioner Philpott, Resolution 2020-R21 was approved by unanimous vote authorizing Mayor Davis to sign the Memorandum of Understanding for Cooperative, Comprehensive, and Continuing Transportation Planning between representatives of the JUMPO and NCDOT with the note that if the JUMPO required funding for voting rights the Town would consider such.

Commissioner Meilleur noted that the Town was cautiously joining the MPO and should the Town have further concern about its support from the MPO it did have the option to return to the DERPO with a 60-day notice MPO.

Mayor Davis and Commissioner Meilleur both shared interest in being the representative on the TAC. Staff would serve on the TCC.

On a motion by Commissioner Meilleur, seconded by Mayor Pro Tem Tursi the Manager and/or his designee would serve on the TCC by unanimous vote.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, Commissioner Meilleur would serve as the representative on the TAC by unanimous vote.

Ordinance Amendment 10 – Waterfront Plan Implementation Project - In FY 19/20, the Town was awarded the Community Conservation Assistance Program Grant (CCAP) of \$6,999 through Onslow County Soil and Water Conservation for the Ward Shore Living Shoreline project. The project budget needed to be amended to reflect the grant revenue and the corresponding increase to project cost.

On a motion by Commissioner Turner, seconded by Commissioner Philpott, Ordinance Amendment #10 to the Waterfront Plan Implementation Project was unanimously approved.

Article XIII Section 3 – Swansboro Emergency Paid Sick Leave and Emergency Family and Medical Leave Expansion - According to UNC/SOG Diane Juffras, the Families First Coronavirus Response Act (FFCRA), passed in March 2020 as the federal government's first response to the COVID-19 crisis, was a law with many parts. The Emergency Sick Leave Act and the Emergency Family and Medical Leave Expansion Act were the two most familiar to public employers.

The stimulus bill passed on December 21, 2020 extended portions of the FFCRA. However, it did not extend the Emergency Paid Sick Leave Act and the Emergency Family and Medical Leave Expansion Act. Those laws and the benefits they provide to employees would expire at midnight, December 31, 2020.

Employers were free to adopt their own individual policies granting employees paid sick leave or paid time off of a 3% overall payroll for Merit, which allowed the Manager, who oversees personnel, to distribute merits based on performance. After some discussion, Board members agreed to a \$300 bonus for all full-time employees and \$150 for part time employees. The Manager could determine whether there was a part time employee who had routinely worked full time hours to cover others who may have been out sick or COVID-related circumstances. Those policies may look exactly like those provided under the EPSL Act or the EFMLA Act, may be more generous or may be less generous. Whatever policies employers may choose to adopt, they would not be federally required EPSL or EFMLA.

Although employers were not required to grant employees additional paid time off for COVID reasons, the Town of Swansboro wished to take proactive steps to protect the workplace by creating a policy that provided the same benefits that the Emergency Paid

Sick Leave Act and the Emergency Family and Medical Leave Expansion Act provided. In the event Congress takes action to extend or re-adopt those elements of the FFCRA relating to EPSL or EFMLA then the proposed policy would become null and void. Further the proposed policy would expire on June 30, 2021.

Commissioner Turner inquired whether once an employee used their 80 hours would they then be required to use their own sick leave if additional time was needed.

Assistant Manager Webb indicated that the Town had followed the guidelines as written in the FFCRA, however, if the Board wanted to change that rule with this policy, that was their option. To date, the rule had only been used for emergency paid sick leave; the childcare option had not been used by any employees. Board members did not support extending the policy to allow an additional 80 hours to employees only to extend the rule as it currently existed – essentially allowing everyone 80 hours. Assistant Manager Webb pointed out that on page 77 of the agenda packet, the policy gave General Rules, noting that the second rule may need to be modified if the Board did not support allowing hours beyond 80. After discussion, it appeared there was favor in allowing administrative leave, *for example*, when an employee was sent home for testing, administrative leave could be granted until the test results were known, then the 80 hours could begin if quarantine was required.

- Should you receive a written order to quarantine, from your physician or a Health Department, you will be entitled to use administrative leave with pay for the duration of your quarantine beyond the allotted 80 hours cited above. The use of administrative leave with pay will end upon your quarantine clearance date.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, Personnel Policy Article XIII Section 3 extending the current terms of the FFCRA thru June 30, 2021 by unanimous approved. Staff would re-word the general rule noted above to assure no hours beyond 80 hours was given. If additional hours were needed due to high-risk employees or those that had already used the 80 hours, the employee would need to utilize their own sick leave. Administrative leave could be used as noted in the example above or when a life-threatening situation was present, and a physician prescribed additional time needed.

Financial Report/December 2020 - Finance Director Johnson reviewed details from the monthly financial report, *attached herein*. She noted that the term portfolio was transferred to the NC CMT-General for more stability at this time. Once stable, the funds could be returned. Commissioner Philpott inquired whether there was a drop in revenues. Director Johnson confirmed there was a slight drop.

Employee Bonus or Merit Increase - Town employees received a Cost of Living (COLA) increase of 2.5% effective July 1, 2020. Due to the unknown potential effects of COVID-19, Board members agreed to consider a bonus or merit increase for its employee's mid-year. At its December 14, 2020 Board members instructed staff to bring funding options for bonus or merit increases for consideration at its December 28, 2020 regular meeting. Manager Seaberg indicated that sales and use taxes had shown an increase, property taxes had remained around the same as last year. Options for merit or a one-time bonus were provided for the Board to consider.

Mayor Davis indicated that his intention was a bonus for efforts in working through COVID19, not a merit as that was based on annual performance. Commissioner Turner agreed the employees had all worked hard during a very trying time. A merit increase affected the annual salary – a gift that kept giving. Commissioner Philpott agreed with Commissioner Turner but believed there should be a difference in the bonus amounts for full time versus part time employees. Mayor Pro Tem Tursi reminded the Board that when FY 20/21 Budget was approved, employees only received a COLA – merit increases were not given due to the unknown of COVID19. The Board stated at that time, it would consider a merit increase mid-year. Commissioners Turner and Pugliese agreed adding that perhaps both could be considered. Commissioner Pugliese believed the bonus amount should be the same for both full time and part time. Commissioner Turner stated that a part time employee who had worked full time hours to cover for employees who had been out sick would be a scenario to consider if different bonuses were given. Commissioner Philpott inquired how the Board would give a merit increase. Mayor Davis recommended the Board consider a 3% overall payroll for Merit, which allowed the Manager, who oversaw personnel, to distribute merits based on performance. After some discussion, Board members also agreed to a \$300 bonus for all full-time employees and \$150 for part time employees. The Manager could determine whether there was a part time employee who had routinely worked full time hours to cover others who may have been out sick.

On a motion by Commissioner Pugliese, seconded by Commissioner Turner, a 3% overall payroll was given for merit increases allowing the Manager to distribute merits based on performance. An additional bonus of \$300 for full time employees and \$150 for part time employees to be given also. The Manager to determine whether there were any part time employees who had routinely worked full time hours to cover others who may have been out sick. The vote was unanimous.

Future Agenda Items – Each meeting an opportunity was provided for the Board to review future agenda items and introduce items of interest and subsequent direction for

placement on future agendas, which would allow staff the opportunity to plan accordingly.

With no specific items scheduled for January 25, 2021 – the meeting was cancelled. A Mid-Year Budget Review would be given on January 11, 2021. Mayor Pro Tem Tursi encouraged discussion at least once a month on grant updates/opportunities. All agreed.

Public Comments

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

Manager's Comments

Manager Seaberg reviewed highlights from the Manager's Brief which was included in the Agenda Packet. He added that the Town had received word that there may be movement on sidewalk additions by NCDOT in early 2021.

Mayor Davis thanked the Board for its approval on the MOU with Swansboro United Methodist Church for temporary EOC space. Manager Seaberg indicated that he was working on securing a temporary trailer able generator if/when needed. Requests for Qualifications on EOC proposals were solicited through December 18, 2020. Three qualified companies had responded and would be provided for discussion on January 11, 2021. Mayor Pro Tem Tursi asked that discussion on the future EOC include benefits/downfalls to allowing the County to provide emergency operations for the Town.

Mayor Pro Tem Tursi asked for explanation on how/who appointed the Economic Development Committee who had provided recommendation on the JUMPO action earlier tonight. Manager Seaberg stated that the committee was recommended as a result of the adopted Strategic Operating Plan. The committee was created as a separate adhoc committee by Mayor Davis. He understood the Board agreed at an earlier meeting this year to allow such. Mayor Pro Tem Tursi noted that if this committee was acting on behalf of the Town as the letter suggested, then the full Board needed to have input on creating the committee.

Commissioner Meilleur referred to the Manager's Brief (page 70) – dockwalk extension picture. Giving credit to Randy Swanson for allowing the proposed dock adjacent to his property; he was concerned that the kayak launch area was in direct line with motorized boaters. He asked Attorney Parson if there would be any liability to the Town. Attorney Parson did not believe there was any more liability than with any

other town facility. Still Commissioner Meilleur felt the kayak launch should be re-located closer to the bridge. Manager Seaberg noted that the picture was conceptual; indicating he had already had conversation with Mr. Swanson about modifying the design.

Board Comments

Commissioner Turner congratulated staff on their accomplishments. She also asked that the Board receive future briefings on incidents such as that with Walmart before Christmas. As the incident was occurring, she received numerous inquiring but had no information to share.

Commissioner Philpott apologized for missing the last meeting – it was unavoidable. He was excited about future sidewalks and looked forward to a future update on the downtown traffic movement and resolution to the sign matters in 2021.

Commissioner Pugliese thanked employees for their hard work during the year. He believed Mayor Pro Tem Tursi made valid points regarding the Economic Development Committee and wanted to know more about the committee appointments.

Commissioner Meilleur thanked the Town employees.

Mayor Pro Tem Tursi was happy to show appreciation to the employees. He wished everyone a safe, blessed New Year.

Mayor Davis thanked the Board for supporting staff. He thanked Director Anna Stanley, Director Sonia Johnson and Planner Jennifer Ansell for going the extra mile as had been noted in the Manager's Brief.

Adjournment

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, the meeting adjourned at 8:05pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 21-22 Budget Schedule Adoption**

Board Meeting Date: **January 11, 2021**

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

Overview: As provided, see FY 21-22 Budget Schedule for your consideration.

Background Attachment: FY 21-22 Budget Schedule

Recommended Action: Motion to approve FY 21-22 Budget Schedule

Reviewed By:

Town Manager _____
Town Clerk 1/5/2021

Finance Director 1/5/2021
Town Attorney _____

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

BUDGET SCHEDULE – FISCAL YEAR 2021-22*



January 11, 2021	Adoption of Budget Calendar
January 18, 2021	Budget instructions distributed to Department Heads
February 08, 2021	FY 21-22 draft CIP, capital outlay requests and major program request changes (i.e. new personnel, large contracts, etc.) are due. Any increase that will cause the budget request to be greater than 5-10% of current year's initial budget must be submitted at this point.
February 15, 2021	Operating and year-end projection worksheets due to Finance
February 26, 2021	Finance presents first draft of budget to Town Manager
March 1-5, 2021	Town Manager, Finance Director and Department Heads review departmental requests. Departments-try to leave schedules open.
March 8-11, 2021	Budget Revisions & Team Lock Down to balance budget
March 12, 2021	Budget Distribution, available for public inspection
March 15-16, 2021	Budget Workshop: Budget Overview, if necessary
April 13-30, 2021	Additional Budget Workshops, if necessary
May 10, 2021	Set Pubic Hearing for June 14, 2021
June 14, 2021	Board holds Public Hearing
June 28, 2021	Board adopts Fiscal-Year 2021-2022 budget
July 1, 2021	FY 21-22 Begins

****All dates are subject to change***



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Public Safety Building Restoration/Relocation Project Consultant Selection**

Board Meeting Date: **January 11, 2021**

Prepared By: **Christopher D. Seaberg – Town Manager**

Overview

At the September 28, 2020 regular meeting of this Board, staff was instructed to solicit qualifications from consulting firms to assist the Town on the planning stage of the Public Safety Building Repair and/or Replacement Project.

The selected firm will be required to plan and design the Restoration/Relocation of the Public Safety Building under the following conditions:

Planning: There are 3 scenarios with regards to the Public Safety Building:

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.

Each scenario will include price estimates and some initial design functions in order to convey a conceptual concept.

Design: For the Design facet of this project will include completed designs and plans for the purpose of permitting and construction.

Firms that Submitted Qualifications (listed Alphabetically)

1. LS3P – Wilmington, NC
2. Moseley Architects – Raleigh, NC
3. The Wooten Company – Raleigh, NC

Reviewed By:

Town Manager 01/05/2021
Town Clerk 01/05/2021

Finance Director _____
Town Attorney _____

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

Recommended Firm

All three are well qualified for the project we are pursuing with excellent references. My recommendation would be to contract with The Wooten Company. The Town has used this firm in the past for various projects and seemed to be pleased with the deliverables. The anticipated cost for this planning project is \$25,000.

Action Needed: If the Board agrees with staff recommendation, the Board is asked instruct staff to move forward with this project. Subsequently, Budget Ordinance Amendment #2021-3 includes the planning project amount of \$25,000 (to be introduced following this agenda item).



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-3**

Board Meeting Date: **January 11, 2021**

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

Overview:

1. **Emergency Management-** At the September 28, 2020 regular meeting of this Board, staff was instructed to solicit qualifications from consulting firms to assist the Town on the planning stage of the Public Safety Building Repair and/or Replacement Project. The anticipated cost for this planning project is \$25,000; therefore, staff is requesting the funds to be appropriated from fund balance to move forward with this project.

Source of Funds: Appropriated Fund Balance

2. **Streets-** In FY 19/20, the Town reserved \$116,634 earmarked for sidewalk improvement as listed in Resolution 2019-R9 adopted August 13, 2019. NC Department of Transportation has indicated that they will begin the project early 2021. Requesting \$116,634 to be appropriated from Capital Reserve fund balance and transferred to the General Fund for its intended purpose.

Source of Funds: Transfer from Capital Reserve

3. Due to the unknown potential effects of COVID-19, Board members deferred a merit increase to its employees until mid-year. At its December 28, 2020 regular meeting, Board members approved up to a 3% mid-year merit, authorizing the Town Manager to award such merit based on FY 19/20 evaluations.

In addition, the Board of Commissioners granted a one-time bonus of \$300 for full time and \$150 for part time employees for efforts shown by its employees during the on-going COVID-19 Pandemic.

Source of Funds: Appropriated Fund Balance

Background Attachment(s):

- Budget Ordinance Amendment #2021-3

Recommended Action:

- Motion to approve Budget Ordinance Amendment #2021-3

Reviewed By:

Town Manager _____
Town Clerk 1/7/21

Finance Director 1/5/21
Town Attorney _____

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

AN ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-3

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:

Appropriations

Increase

Streets	\$117,921.51
Emergency Management	\$25,000.00
Admin Services	\$6,737.16
Finance	\$3,591.29
Public Buildings	\$1,150.73
Fire	\$12,726.87
Planning	\$3,770.29
Police	\$14,060.56
Powell Bill-Streets	\$67.00
Parks & Recreation	\$4,955.36
Non Departmental (Transfer to Enterprise Funds)	\$2,322.21

Revenues

Increase

Appropriated Fund Balance	\$75,668.98
Transfer from Capital Reserve	\$116,634.00

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

Revenues-Appropriated Fund Balance	\$116,634.00
Expenditures-Transfer to General Fund	\$116,634.00

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

Revenues-Transfer from General Fund	\$1,175.10
Expenditures	\$1,175.10

Section 4. To Amend the Solid Waste Fund budget, the following changes are to be made:

Revenues-Transfer from General Fund	\$1,147.11
Expenditures	\$1,147.11

Section 5. 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, January 11, 2021.

Attest:

John Davis, Mayor

Paula Webb, Town Clerk

Board of Commissioners

John Davis, Mayor
Frank Tursi, Mayor Pro Tem
Patricia Turner, Commissioner
Roy Herrick, Commissioner
Brent Hatlestad, Commissioner
Philip Keagy, Commissioner



Assistant Town Manager/Town Clerk
Paula W. Webb, MMC-NCCMC
pwebb@ci.swanboro.nc.us

sm

Town of Swansboro

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**RESOLUTION (2019-R9) REQUESTING THE ALLOCATION OF FUNDS FOR
SIDEWALK IMPROVEMENTS IN THE TOWN OF SWANSBORO**

WHEREAS the addition of sidewalks in the Town of Swansboro is a high priority for several reasons, first, as Swansboro continues to grow its important to offer connectivity between neighborhoods where people live to parks, schools, and shopping; and

WHEREAS secondly and most importantly, sidewalks provide a mode of transportation other than a motor vehicle; a safe area to walk out of harm's way. This is especially true for young children an those that are handicapped and/or wheelchair bound residents who have been sited traveling in the center lane of NCC24 or the right-of-way where sidewalks and/or multi-purpose paths are not present; and

WHEREAS annually, the Town appropriates funds for sidewalks; a current balance of \$116,634 reserved, however, the amount of funds available nowhere matches the need for new sidewalk construction; and

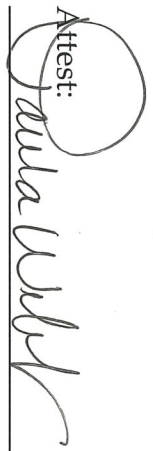
WHEREAS the Town has prepared a summary of the top four sidewalk projects it would like to construct (attached), all of which are becoming increasingly important as the Town grows, particularly along the highway 24 corridor. An estimated 30,000 vehicles travel this route each day and there is not a safe mode of travel for pedestrians to walk; and

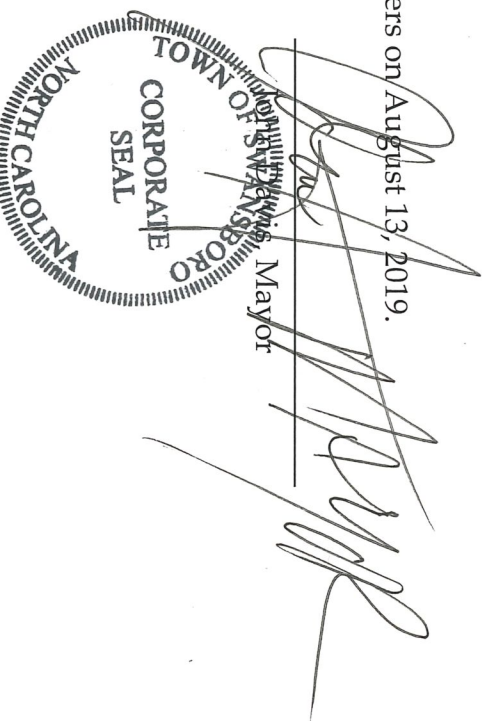
WHEREAS the Town of Swansboro respectfully seeks assistance to help fill the gaps in funding for sidewalk improvements.

NOW THEREFORE BE IT RESOLVED that the Mayor and Board of Commissioners of the Town of Swansboro respectfully request the allocation of funds up to \$500,000 for sidewalk improvements within the Town from the NC Dept of Transportation Discretionary Funds.

Adopted by the Swansboro Board of Commissioners on August 13, 2019.

Attest:


Paula Webb, Assist. Manager/Town Clerk





Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **FY 2021 Budget Review (Revenues and Unfunded Projects)**

Board Meeting Date: **January 11, 2021**

Prepared By: **Christopher D. Seaberg – Town Manager**

Overview: The economic uncertainty resulting from COVID-19 caused the Town to readjust the draft versions of its proposed FY 2020-2021 Operating Budget prior to the impending adoption in June 2020. The readjustments included removing many proposed Departmental projects in hopes that we may readdress them later.

At the June 15, 2020 special meeting of this Board, a review of the projects removed from previous drafts the FY 2020-2021 Budget took place. From that meeting, this Board instructed the top focuses to be as follows:

1. Continued work on the Town's Emergency Operation Center/Public Safety Building project.
2. Continued investments in the Fire Department's Capital Projects in the Town's CIP
3. Continued Implementation of the Swansboro Watershed Restoration Plan (2017)

At that same meeting, instructions were given to meet sometime in the month of either January or February of 2021 to further review the lists of unfunded projects. The intent for scheduling said meeting was to consider funding some of the projects if the economic climate is favorable. Priorities for that proposed meeting was as follows:

1. Looking into a potential adjustment in the Town's matching contribution for staff's 401K's.

As a reminder, current State Law mandates the Town contribute 5% to the 401K accounts of Law Enforcement Officers other Town employees receive up to a 1% match only if they are contributing. The proposal was to increase the percent match to a level that the Board was comfortable with.

2. Merit Increase considerations. This was taken care of during the December 28, 2020 meeting of this Board with the merit increased approved at that meeting.
3. Funding the Parks and Recreation Plan update. The current Plan is 12 years old and granting agencies prefer a five-year update cycle.

Reviewed By:

Town Manager 01/05/2021
Town Clerk 01/07/2021

Finance Director _____
Town Attorney _____

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

4. Capital funding set-asides for Public Works vehicles.

FY 2020-2021 Revenues as of December 31, 2020

The Town has collected \$1,210,650.47 (73.77% of the budgeted amount for the FY) of property tax revenues by the end of CY 2020. This percentage collected matches the collections at similar times for FY 2017-2018, FY 2018-2019, and FY 2019-2020. Please remember we typically receive most of this revenue by the end of February of each year.

The Town's motor vehicle tax collections through November 2020 was \$62,106.08 (46.78% of the budgeted amount for the FY). This percentage collected matches the collections at similar times for FY 2017-2018, FY 2018-2019, and FY 2019-2020. Please remember this funding source is paid monthly throughout the FY.

The Town's sales tax revenues have far exceeded the forecasts provided by the NC League of Municipalities. As a reminder, the Town budgeted to receive \$900,000 from this revenue source as part of the FY 2019-2020 Budget. Due to the economic uncertainties, it was suggested that towns significantly reduce their anticipated amounts for this revenue source. With that understanding, the Town budgeted \$750,000. As of the end of CY 2020, the Town has collected \$533,959.60 (71.19% of the budgeted amount for the FY). That collection amount is also \$45,889.18 more than the amount received this same time last FY. With this trend, we can essentially see, at minimum, \$200,000 more than anticipated from this revenue source.

Unfortunately, the Town's Utility Tax collections are not performing as well. We have seen a \$4,000 deficit from this time last FY.

Attachments:

1. June 12, 2020 Memo to the Board - Compilation Fiscal Year 2020-2021 Budget Goals
2. Meeting Minutes from the June 15, 2020 Special Meeting
3. Unfunded Projects Matrix June 2020

Action Needed: Staff will have updated cost estimates for some of the high-ranking items to assist in the decision making. The Board is requested to instruct staff what projects they wish to move forward with.

Board of Commissioners

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



sm

Town Manager

Christopher D. Seaberg
cseaberg@ci.swansboro.nc.us

Assistant Manager/Town Clerk

Paula W. Webb, MMC-NCCMC
pwebb@ci.swanboro.nc.us

Town of Swansboro

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To: Swansboro Mayor and Commissioners and Citizens

From: Christopher D. Seaberg, Town Manager

Date: Friday, June 12, 2020

Subject: Compilation Fiscal Year 2020-2021 Budget Goals

As a matter of reference, I included a list of “roll-over” list of Goals and Objectives from the FY 2019-2020 Approved Budget along with a list compiled through Board discussions since September 2019 in my Budget Message for this upcoming Fiscal Year. The items for consideration are as follows:

Board of Commissioners Goals and Objectives for the 2020-2021 Fiscal Year are as follows:

The continuation of goals set in the FY 2019-2020 Operating Budget includes:

- Sidewalk Construction (in partnership with the NC Department of Transportation)
- Land Use Plan Implementation into the UDO
- Update the Town’s Emergency Management Plan

Other Goals set for the 2020-2021 Fiscal Year includes:

- Continued implementation of action items in the Swansboro Watershed Restoration Plan (2017)
- Determination of the Best location and/or improvements for the Town of Swansboro Emergency Operation Center

601 W. Corbett Avenue • Swansboro, NC 28584 • Phone: 910/326-4428 • Fax: 910/326-3101

- Improve the coordination of NC Department of Transportation lighted intersections
- Implementation of traffic (both vehicular and pedestrian) flow improvements in the Downtown area

Starting at the April 27, 2020 Regular Board meeting, we began discussing creating a list short-term goals to fund projects that were removed from the initial draft budget ensuring no tax increase was required. A list of the unfunded projects (see attached) was provided at the May 11, 2020 Regular Meeting for members to rank each item. Rankings were received between May 19th through June 12th (responses attached). Most of the rankings were reserved to the list of items from the “Unfunded List” but there were some additional items added by members for consideration. Below is a compilation of all rankings received. The compilation is also grouped based on similar interests by members and listed by how they were ranked on their assessment.

FIRE DEPARTMENT EQUIPMENT (CAPITAL) – RANKED BY 5 MEMBERS

Mayor Davis #2
 Commissioner Tursi #3
 Commissioner Turner #1
 Commissioner Pugliese #4
 Commissioner Philpott #5

WATERFRONT PLAN – RANKED BY 4 MEMBERS

Commissioner Tursi #3
 Commissioner Pugliese #3
 Commissioner Philpott #10
 Commissioner Meilleur # 3

EMERGENCY OPERATION CENTER PLAN/LOCATION – RANKED BY 3 MEMBERS

Commissioner Tursi #1
 Commissioner Philpott Additional Note #1
 Commissioner Meilleur #1

STAFF 401K MATCH ADJUSTMENT – RANKED BY 3 MEMBERS

Commissioner Tursi #5
 Commissioner Pugliese #1
 Commissioner Philpott #18

LAND ACQUISITION/PARK ENHANCEMENTS – RANKED BY 3 MEMBERS

Commissioner Tursi #6
 Commissioner Pugliese #11
 Commissioner Philpott #12

PUBLIC WORKS TRUCK REPLACEMENT (TUNDRA AND/OR GMC) – RANKED BY 3 MEMBERS

Commissioner Tursi #7
Commissioner Pugliese #5&6
Commissioner Philpott #3&9

2.5% MERIT INCREASE FOR STAFF – RANKED BY 3 MEMBERS

Commissioner Tursi #2
Commissioner Pugliese #2
Commissioner Philpott #1

MATCHING SIDEWALK FUNDING FOR NCDOT PROJECT – RANKED BY 2 MEMBERS

Mayor Davis #8
Commissioner Philpott Additional Note #2

NO HIRING FREEZE ON NEW PERSONNEL FOR FIRE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8TH MEETING)

Mayor Davis #1
Commissioner Turner #4

NO HIRING FREEZE ON EXISTING PERSONNEL FOR POLICE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8TH MEETING)

Mayor Davis #3
Commissioner Turner #3

DOWNTOWN TRAFFIC & PARKING PLAN IMPLEMENTATION – RANKED BY 2 MEMBERS

Mayor Davis #9
Commissioner Meilleur #5

NEW PERSONNEL – PLANNING TECH – RANKED BY 2 MEMBERS

Commissioner Pugliese #10
Commissioner Philpott #14

EMERGENCY CALL BOX AT MUNICIPAL PARK - RANKED BY 2 MEMBERS

Commissioner Pugliese #12
Commissioner Philpott #15

NEW PERSONNEL – RECREATION ASSISTANT – RANKED BY 2 MEMBERS

Commissioner Pugliese #13
Commissioner Philpott #17

**NEW PERSONNEL – PUBLIC WORKS STORMWATER & STREETS DEPTS - -
MAINTENANCE TECH – RANKED BY 2 MEMBERS**

Commissioner Pugliese #9
Commissioner Philpott #2

STORMWATER PLANNING/MAPPING – RANKED BY 2 MEMBERS

Mayor David #5
Commissioner Meilleur #2

**PARKS & REC DEPT FITNESS EQUIPMENT REPLACEMENT – RANKED BY 2
MEMBRES**

Commissioner Pugliese #13
Commissioner Philpott #7

PARKS & REC DEPT POUR-IN-PLACE MATTING – RANKED BY 2 MEMBRES

Commissioner Pugliese #15
Commissioner Philpott #13

PARKS & REC DEPT GMC REPLACEMENT – RANKED BY 2 MEMBRES

Commissioner Pugliese #10
Commissioner Philpott #8

**PARKS & REC DEPT RECREATION CENTER FURNITURE REPLACEMENT –
RANKED BY 2 MEMBRES**

Commissioner Pugliese #17
Commissioner Philpott #6

**PARKS & REC DEPT GOLF CART PURCHASE (FESTIVALS) – RANKED BY 2
MEMBRES**

Commissioner Pugliese #8
Commissioner Philpott #16

**PUBLIC WORKS DEPT – VENTRAC MOWING MACHING – RANKED BY 2
MEMBERS**

Commissioner Pugliese #7
Commissioner Philpott #4

**PAYING 100% OF DENTAL INSURANCE PREMIUMS FOR ALL STAFF – RANKED
BY 2 MEMBERS**

Commissioner Pugliese #18

There were also items ranked by 1 member listed below in no specific order:

1. Maintain staff levels throughout all departments
2. Maintain contributions to community events (seaside Arts Council, ect.)
3. Land Use Plan Implementation
4. Greenway/Bike/Ped Facility Planning
5. Parks and Recreation Master Plan

At the June 15, 2020 Budget Work Session, I anticipate further discussions on these items if members see fit.

**Town of Swansboro
Board of Commissioners
June 15, 2019 Special Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry “PJ” Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur.

Call to Order

The special meeting was called to order at 5:30 pm. The purpose of the meeting was to discuss future Goals/Priorities and the FY 2020/2021 Proposed Budget. It was noted that Mayor Pro Tem Tursi and Commissioner Meilleur were participating remotely as allowed by NCGS 166A-19-24. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020. Discussion suggested that the Board members were open to the hybrid meeting approach where members who were uncomfortable attending in person could participate by ZOOM but would like to see how this test run goes tonight.

Manager Seaberg referred to a “roll-over” list of Goals and Objectives from the FY 2019-2020.

- Sidewalk Construction (in partnership with the NC Department of Transportation)

Mayor Davis inquired if he understood correctly that no additional funding was included in the proposed FY 20/21 Budget. The funds in reserve had been allocated per the partnership with NCDOT. Commissioner Meilleur asked if there was a deadline when NCDOT would indicate how long those funds needed to be held in reserve? Manager Seaberg offered that NCDOT had experienced budget cuts, no deadlines were established. The sidewalk project was approved through NCDOT, but not funded yet. Mayor Davis could inquire with Representative Shepard but didn’t feel the Town would need the \$116K when it had \$2 million in reserves. Manager Seaberg noted that funding may require outside consultant costs. Mayor Pro Tem Tursi shared that when sidewalks were discussed with NCDOT, the Town should ask where the funds were being allocated from – if discretionary funds those were federally appropriated.

- Land Use Plan Implementation into the UDO
- Update the Town’s Emergency Management Plan

Other items noted since Manager Seaberg’s arrival in September were:

- Continued implementation of action items in the Swansboro Watershed Restoration Plan (2017)
- Determination of the best location and/or improvements for the Town of Swansboro Emergency Operation Center
- Improve the coordination of NC Department of Transportation lighted intersections
- Implementation of traffic (both vehicular and pedestrian) flow improvements in the Downtown area

At the April 27, 2020 Regular Meeting, the Board began discussing/creating a list of short-term goals to fund projects that were removed from the initial draft budget ensuring no tax increase was required. A list of the unfunded projects was provided at the May 11, 2020 Regular Meeting for members to rank. Rankings were received between May 19th through June 12th. Most of the rankings were reserved to the list of items from the “Unfunded List” but there were some additional items added by members for consideration. Below is a compilation of all rankings received. The compilation is grouped based on similar interests by members and listed by how they were ranked on their assessment.

FIRE DEPARTMENT EQUIPMENT (CAPITAL) – RANKED BY 5 MEMBERS

Mayor Davis #2
 Commissioner Tursi #3
 Commissioner Turner #1
 Commissioner Pugliese #4
 Commissioner Philpott #5

WATERFRONT PLAN – RANKED BY 4 MEMBERS

Commissioner Tursi #3
 Commissioner Pugliese #3
 Commissioner Philpott #10
 Commissioner Meilleur # 3

EMERGENCY OPERATION CENTER PLAN/LOCATION – RANKED BY 3 MEMBERS

Commissioner Tursi #1
 Commissioner Philpott Additional Note #1
 Commissioner Meilleur #1

Manager Seaberg indicated that he would provide the assessment for the Town Hall – relative to the Emergency Operations Center (EOC). Mostly, there were suggestions that would band-aid the building, but long term even the Town Hall was not suitable for an EOC. Manager Seaberg shared there may be reserve funding left from Hurricane Florence that could be allocated for the EOC. Mayor Pro Tem Tursi felt it most important to provide a safe place for those employees who were required to stay during a storm. Did we need more expertise than that which Mr. Wood had given? There was an urgency since hurricane season was already upon us. Did we need to appropriate fund in the FY 20/21 Budget? Mayor Davis felt the Police and Fire Chief needed to weigh in on what was needed. A review of the assessment would be scheduled for June 22, 2020.

STAFF 401K MATCH ADJUSTMENT – RANKED BY 3 MEMBERS

Commissioner Tursi #5
Commissioner Pugliese #1
Commissioner Philpott #18

LAND ACQUISITION/PARK ENHANCEMENTS – RANKED BY 3 MEMBERS

Commissioner Tursi #6
Commissioner Pugliese #11
Commissioner Philpott #12

PUBLIC WORKS TRUCK REPLACEMENT (TUNDRA AND/OR GMC) – RANKED BY 3 MEMBERS

Commissioner Tursi #7
Commissioner Pugliese #5&6
Commissioner Philpott #3&9

2.5% MERIT INCREASE FOR STAFF – RANKED BY 3 MEMBERS

Commissioner Tursi #2
Commissioner Pugliese #2
Commissioner Philpott #1

MATCHING SIDEWALK FUNDING FOR NCDOT PROJECT – RANKED BY 2 MEMBERS

Mayor Davis #8

Commissioner Philpott Additional Note #2

NO HIRING FREEZE ON NEW PERSONNEL FOR FIRE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8TH MEETING)

Mayor Davis #1

Commissioner Turner #4

NO HIRING FREEZE ON EXISTING PERSONNEL FOR POLICE DEPARTMENT – RANKED BY 2 MEMBERS (CORRECTED IN JUNE 8TH MEETING)

Mayor Davis #3

Commissioner Turner #3

DOWNTOWN TRAFFIC & PARKING PLAN IMPLEMENTATION – RANKED BY 2 MEMBERS

Mayor Davis #9

Commissioner Meilleur #5

NEW PERSONNEL – PLANNING TECH – RANKED BY 2 MEMBERS

Commissioner Pugliese #10

Commissioner Philpott #14

EMERGENCY CALL BOX AT MUNICIPAL PARK - RANKED BY 2 MEMBERS

Commissioner Pugliese #12

Commissioner Philpott #15

NEW PERSONNEL – RECREATION ASSISTANT – RANKED BY 2 MEMBERS

Commissioner Pugliese #13

Commissioner Philpott #17

**NEW PERSONNEL – PUBLIC WORKS STORMWATER & STREETS DEPTS - -
MAINTENANCE TECH – RANKED BY 2 MEMBERS**

Commissioner Pugliese #9
Commissioner Philpott #2

STORMWATER PLANNING/MAPPING – RANKED BY 2 MEMBERS

Mayor Davis #5
Commissioner Meilleur #2

**PARKS & REC DEPT FITNESS EQUIPMENT REPLACEMENT – RANKED BY 2
MEMBERS**

Commissioner Pugliese #13
Commissioner Philpott #7

PARKS & REC DEPT POUR-IN-PLACE MATTING – RANKED BY 2 MEMBERS

Commissioner Pugliese #15
Commissioner Philpott #13

PARKS & REC DEPT GMC REPLACEMENT – RANKED BY 2 MEMBERS

Commissioner Pugliese #10
Commissioner Philpott #8

**PARKS & REC DEPT RECREATION CENTER FURNITURE REPLACEMENT –
RANKED BY 2 MEMBERS**

Commissioner Pugliese #17
Commissioner Philpott #6

**PARKS & REC DEPT GOLF CART PURCHASE (FESTIVALS) – RANKED BY 2
MEMBERS**

Commissioner Pugliese #8
Commissioner Philpott #16

PUBLIC WORKS DEPT – VENTRAC MOWING MACHING – RANKED BY 2 MEMBERS

Commissioner Pugliese #7
Commissioner Philpott #4

PAYING 100% OF DENTAL INSURANCE PREMIUMS FOR ALL STAFF – RANKED BY 2 MEMBERS

Commissioner Pugliese #18
Commissioner Philpott #11

Additional items ranked by 1 member were listed below in no specific order:

1. Maintain staff levels throughout all departments
2. Maintain contributions to community events (Seaside Arts Council, etc.)
3. Land Use Plan Implementation
4. Greenway/Bike/Ped Facility Planning
5. Parks and Recreation Master Plan

Top Priorities/Goals

Unity on Fire Dept Capital - Emergency Operations Center

Commissioner Philpott felt some of the items in Public Works were high priority.

Commissioner Turner noted that the LUP Implementation kept getting moved onto to the next year. The EOC was also very important. Goals must be looked at every year to determine proper funding.

Mayor Davis asked for the status on updates to the Emergency Plan – Manager Seaberg Chris offered that contact information was updated annually; staff was still working to add appendices for significant events other than hurricanes.

Commissioner Meilleur indicated that flooding issues in Town needed to be addressed. Support items for employees was a management item and sidewalks were a want, not a required need. Recent surveys suggested that the waterfront implementation was high priority along with the EOC and stormwater issues.

Waterfront Implementations should be listed in top 5 goals.

Commissioner Pugliese inquired if the outdated Parks Master Plan would hurt the Town in grant requests. Manager Seaberg informed that it was dependent on the grant funding source - yes, for PARTF funding. Commissioner Philpott supported the update.

Regarding the proposed 401K increase for regular employees, Commissioner Pugliese felt staff support item were important. Commissioner Philpott had listed the 2.5% Merit as a top goal. Manager Seaberg explained that law enforcement automatically received a 5% contribution to 401K, regular employees were required to contribute to receive a 1% contribution by the Town. He felt all employees should receive the 5% regardless. Mayor Pro Tem Tursi offered that the contribution was a long-term commitment what would hold future Boards to what was decided. Considering the COVID 19 Crisis it may be something that needed further review and consideration at a future date. Commissioner Meilleur agreed as did Commissioner Turner who also added that she supported the COLA but felt the Merit could be revisited mid-year if funding was available. Commissioner Pugliese agreed.

Mayor Davis noted the following be revisited in January/February 2021.

-401K (possible step plan/years of service)

-Merit Increase

-Parks Master Plan

Mayor Pro Tem Tursi stated that land acquisition for future park usage was important when land came available at a reasonable price. Commissioner Philpott agreed noting that the Town had some underserved areas relating to park space. Another reason why partnerships with Swansboro Soccer Association, Swansboro Softball/Baseball Association, and Onslow County Schools were important.

Public Works vehicle replacements – allocations to be postponed to FY 21/22.

All agreed to eliminate the proposed hiring freeze for Fire/Police departments vacant positions.

Downtown Traffic Movement – Commissioner Meilleur felt this item was waterfront related and should not be delayed. He also noted that there was no Town park along Hammocks Beach Road. Manager Seaberg clarified that the downtown traffic movement funds appropriated in the proposed FY 20/21 was for the traffic light re-configure, not implementation. Public Works could do painting/stripping and purchase signs. Mayor Pro Tem Tursi supported moving forward on the downtown traffic

movement. Implementations would not be feasible until the winter/spring 2021 since we were already into tourist season.

All agreed on the highlighted priorities/goals above.

A brief recess was taken at 6:45pm. The Board reconvened at 6:50pm.

New positions proposed - Planning Technician, Recreation Assistant, and Maintenance Technician were deferred.

Stormwater Planning/Mapping – Commissioner Meilleur and Mayor Pro Tem Tursi supported stormwater planning/mapping. Flood prone areas were identified on the Land Use Map. The Watershed Plan also allowed the Town to apply for 319 Funding which could provide for mapping those areas. Developers needed to be required to do the right thing and improve stormwater designs to properly handle stormwater, not just quickly move it to the White Oak River. Both were interested in future UDO amendments that required developers to do the right thing. Mayor Davis agreed in concept – but the approach needed to be more elementary. Hurricane Florence showed the work our Public Works team had started; as a result, the Town had very little flooding after this event. A more visible schedule of stormwater maintenance was needed. Mapping the stormwater pipes was also important. Manager Seaberg indicated that mapping would have to be contracted out. Rivers and Associates had mapped the stormwater to Hawkins Creek. Stormwater pipes downtown were old and would require resiliency measures.

Mayor Pro Tem Tursi made note of the Mullet Festival \$60,000 expenditure. The Board needed to decide whether to cancel the event due to the COVID 19 Crisis or proceed. Mayor Davis felt it was premature to cancel right now. Commissioner Pugliese asked if any other fall festivals had been cancelled. Director Stanley offered that some had cancelled events through August – but most fall festivals were pending. Commissioner Meilleur suggested that at least the cost be reduced; fireworks could be removed, a savings of \$10K. Commissioner Philpott inquired about contracts for Mullet. Director Stanley shared that no entertainment contracts were signed yet, the fireworks vendor was very flexible, but reminded the Board that they did change another municipalities event to accommodate Swansboro. The consensus was to hold on a decision to cancel until August.

Commissioner Philpott inquired about the Recreation Center Fitness Room equipment request. Director Stanley shared that all equipment was in good condition. The stationary bike was out of date per a quarterly inspection and new belts were needed for the treadmills. Regarding furniture needs, due to constant use the tables/chairs used

for rentals was dwindling (purchased 7 years ago). If both rooms were rented there was not enough tables and chairs to accommodate some events. The lobby furniture was ripped/worn due to daily use for roughly 7 years old.

Board Comments

Board members were appreciative for efforts to reduce the Budget.

Adjournment

On a motion by Commissioner Philpott, Commissioner Pugliese the meeting adjourned at 7:30 pm.

CAPITAL/NON CAPITAL PROJECTS

RANK	DEPARTMENT	PROJECT TITLE	CIP/NON CAP	DESCRIPTION	ANTICIPATED EXPENSE	APPROPRIATION FROM FUND BALANCE TO FUND
	PARKS AND RECREATION DEPARTMENT	PROPERTY ACQUISITION/PARK ENHANCEMENTS (INSTALLMENT)	CIP	Per the Parks and Recreation Comprehensive Plan that was adopted in September 2008 the Town should begin setting aside funds for park land acquisition, begin aggressively working to identify park sites and explore grant sources for park land acquisition and development. Current park acreage: 20.27; Projected needs for 2020: 60 / deficit: 39.05. Offsetting revenues can be realized through contributions to the PR Reserve fund, park rentals and grants. POLICY/PLAN REFERENCE: Parks and Recreation Comprehensive Plan •Projected park acreage needs for 2020 – 60 acres / current acreage: 21 acres •Develop site specific Master Plan for each park •Replace obsolete features •Begin setting aside funds for park land acquisition •Explore grant sources for park land acquisition and development •Strengthen park land dedication and payment in lieu of requirements •Reserve a portion of the Town’s fund balance for park land and facilities needs •Consider a dedicated tax levy for parks and recreation •Develop a multi-year capital improvement program for parks	\$125,000	\$125,000
	PARKS AND RECREATION DEPARTMENT	WATERFRONT IMPLEMENTATION (INSTALLMENT)	CIP	The Swansboro Waterfront Access and Development Plan was adopted in the Spring of 2012. An update and addendum were adopted by the BOC January 21, 2014. The Plan was developed as a long-range approach to improve and expand opportunities for boating, recreational fishing, and pedestrian waterfront access in Swansboro. Part of that plan recognizes crucial need to establish a capital reserve fund for property acquisition and facility improvements. Notable recent improvements include the enhancement of Bicentennial Park and addition of a kayak launch, Church St. Gazebo, the repair of Main St. Dock and Phase II of the Park project that includes reconstruction of the fishing pier and various other enhancements. The most recent improvement is the establishment of a Living Shoreline at Ward Shore Park. Each of the above-mentioned projects have received significant funding through state and local grant sources. POLICY/PLAN REFERENCE: Parks and Recreation Comprehensive Plan •Waterfront Plan Implementation - o P&R Comprehensive Plan – Waterfront Access and Development *Street end improvements – boat docks, kayak launches, covered decks, picnic areas *Maintain and enhance the town’s quaint seaside village atmosphere *Acquire additional shoreline walking easements *Establish a capital reserve fund for waterfront property acquisition and facilities improvements *Aggressively seek grant funding – CAMA, BIG, Water Resources Development, PARTF and other local/state/federal programs - o 2009 CAMA Land Use Plan (Update of plan in FY 18-19) *Need for park improvements *Demand for boating facilities including canoeing and kayak launches *Develop water access and boating facilities *Encourage water based recreation and tourism	\$50,000	\$50,000
	PARKS AND RECREATION DEPARTMENT	RECREATION CENTER FURNITURE	NON CAP	The Recreation Center opened in 2013. No furnishings have been purchased since the Recreation Center’s opening in 2013. The facilities furniture and amenities are seven years old and need replacing. Over half of the tables and chairs have been broken due to continuous use. Center. Currently if all three rooms in Recreation Center were in use there would not be enough tables and chairs to support the programs and reservations. Tables and chairs need to be this year. The game room and lobby area furniture are the original furnishings and material/leather is torn. Office chairs are worn down with no support and three new chairs are needed. Purchasing new furnishings will improve the aesthetics of Recreation Center, improve the work environment for staff, and provide necessary equipment for facility rentals. Recommend replacing every five years.	\$15,000	\$15,000
	PARKS AND RECREATION DEPARTMENT	FESTIVALS & EVENTS - UTILITY VEH/GOLF CARTS	NON CAP	The Town of Swansboro overseer’s four major festivals and several smaller events each year. These festivals and events bring over 60,000 visitors and participants to The Town of Swansboro Parks and the Downtown Waterfront. •Traditional Utility Vehicle-The Town of Swansboro does not own a utility vehicle and would benefit the Parks and Recreation Department. Each festival requires constant upkeep, disposing of hundreds of bags of trash. A truck cannot enter the festival area, a utility vehicle is needed to keep the grounds clean. - o \$8,000-12,000 each •Golf Carts (gas and battery powered) are needed for festival staff to transport festivalgoers from Town Hall to downtown, staff to navigate around the festival area, and transport band members and equipment to the stage area. Approximately eight golf carts are needed. Golf carts are rented and donated for use of the festivals. If all eight golf carts need to be rented the cost would be \$3000 each year. Suggested to purchase three golf carts over the next three years. - oGas powered \$6,000-10,000 (utility and 6 passenger each)	\$25,000	\$25,000
	PARKS AND RECREATION DEPARTMENT	POUR IN PLAY RUBBER SURFACE	CIP	In an effort to create the most universally designed and inclusive parks possible a recommendation is being made to begin transitioning from mulched play surfacing to pour in place rubber surfacing. The warranty on the PIP is typically 15-20 years. Annual cost for mulch play cushion is \$4,000. A combination of PIP and mulch could be done to reduce the total project cost.	\$151,500	\$151,500
	PARKS AND RECREATION DEPARTMENT	TRUCK REPLACEMENT (GMC) (INSTALLMENT)	CIP	The Parks and Recreation Maintenance truck is a 2010 GMC Sierra - it is anticipated it will need replacement in the year 2022 due to the age of the vehicle.	\$15,000	\$15,000

	PARKS AND RECREATION DEPARTMENT	FITNESS ROOM EQUIPMENT	NON CAP	The Recreation Center Fitness Room is equipped with two treadmills, two stationary bikes, two ellipticals, free weights, two multi-use weight machines, weighted balls, yoga mats, and utility balls. The cardio machines in the fitness room is the original equipment and is seven years old. The cardio machines are nearing their life cycle. Some of the parts for the stationary bikes have been discontinued and are not available. If the parts are not available for purchase the equipment will need to be removed or replaced. One to two pieces of cardio equipment would be replaced over the next five years. Life cycle of the cardio machines are approximately five to seven years.	\$6,500	\$6,500
	PARKS AND RECREATION DEPARTMENT	EMERGENCY CALL BOX	NON CAP	This is a project requested by the Parks and Recreation Board for added safety at the Municipal Park - At the April 13, 2020 Budget Work Shop there was some discussion on fundng this project but no definitive instructions were given	\$5,000	\$5,000
	FIRE DEPARTMENT	LADDER 1717 REPLACEMENT (INSTALLMENT)	CIP	PROJECT TYPE: 1717 REPLACEMENT USEFUL LIFE: 15-20 YEARS TOTAL PROJECT COST: \$170,000 (5-YR)/FULL REPLACE. \$850,000 DESCRIPTION: APPARATUS REPLACEMENT OFFSETTING REVENUE: DEBT SERVICE/SALE OF REPLACED ASSET JUSTIFICATION: The life expectancy has been exceeded and no longer adequate to provide and meet fire protection for the established fire district. Costs to operate equipment is essentially exceeding annual cost of debt service for new equipment. PLAN REFERENCE: LUP Policy P. 112: Swansboro supports the continued public provision of fire protection to all citizens. Based on NFPA standards, fire protection may require 1.65 personnel, 0.2 vehicles, and 250 SQ FT. of facility space for every 1,000 persons.	\$60,000	\$60,000
	PUBLIC WORKS	TUNDRA REPLACEMENT (INSTALLMENT)	CIP	Due to amount of years in service, high hours and yearly maintenance cost.	\$12,500	\$12,500
	PUBLIC WORKS	GMC SIERRA REPLACEMENT (INSTALLMENT)	CIP	Due to amount of years in service, high hours and yearly maintenance cost.	\$9,375	\$9,375
	PUBLIC WORKS	VENTRAC 4500Z (INSTALLMENT)	NON CAP	This is a multi-faceted machine for Right-of-way maintenance, mowing, edging, etc. The concept is one machine with multiple attachments	\$6,166	\$6,166

NEW PERSONNEL REQUESTS

RANK	DEPARTMENT	POSITION REQUESTING		DESCRIPTION		APPROPRIATION FROM FUND BALANCE TO FUND
	ADMIN SERVICES	FT-PLANNING TECHNICIAN		THE NEED FOR THIS POSITION WAS EXPRESSED BY THE BOARD AT A PREVIOUS MEETING DISCUSSING POTENTIAL BUDGET ITEMS.		\$52,620
	PUBLIC WORKS - STREETS	FT-MAINTENANCE TECH (1/2)		THIS IS A NEEDED POSITON TO ASSIST IN BOTH DEPARTMENTS		\$25,780
	STORMWATER	FT-MAINTENANCE TECH (1/2)		THIS IS A NEEDED POSITON TO ASSIST IN BOTH DEPARTMENTS		\$25,780
	PARKS AND RECREATION DEPARTMENT	FT-RECREATION PROGRAM ASSISTANT		THIS IS A NEEDED POSITION TO ASSIT THE DEPARTMENT		\$39,690

OTHER REQUESTS

RANK	DEPARTMENT	REQUEST		DESCRIPTION		APPROPRIATION FROM FUND BALANCE TO FUND
	ALL DEPARTMENTS	2.5% MERIT INCREASE		THE PURPOSE OF THIS IS TO OFFER STAFF A 2.5% MERIT INCREASE BASED OFF OF ANNUAL REVIEWS		\$33,413
	ALL DEPARTS. BUT POLICE	ADDITIONAL 4% 401K CONTRIBUTION		BY STATUTE THE TOWN MUST FUND A 5% CONTRIBUTION TO STAFFS 401k ACCOUNTS. THIS IS A WELL DESERVED BENEFIT TO DEPARTMENT STAFF. WE ARE RECOMMENDING FOR CONSIDERATION MAKING SIMILAR OFFERS TO ALL STAFF OF THE TOWN. CURRENT MATCHING CONTRIBUTION FOR STAFF OTHER THAN POLICE IS 1%.		\$46,531
	ALL DEPARTMENTS	DENTAL INSURANCE PREMIUM SHARE		CURRENT POLICY HAS A 50/50 SHARE FOR DENTAL INSURANCE PREMIUM PAYMENTS. WE ARE RECOMMENDING FOR CONSIDERATION FUNDING 100%		\$6,057

LEGISLATIVE GOAL STATEMENTS

RECOMMENDED BY THE NCLM BOARD OF DIRECTORS

The following goal statements are NOT listed in any particular order.

- Grant local governments the authority to build broadband infrastructure in order to partner with private providers, and provide additional funding to help close the digital divide.
 - The COVID-19 pandemic has demonstrated the need for additional steps to improve broadband access.
 - Slow and unreliable internet service threatens educational and professional opportunities, and the economic future of entire communities.
 - Failure to utilize local government assistance and assets will continue to create digital gaps that have real-world consequences for North Carolinians.
- Secure federal and state aid directly to municipalities to offset all lost revenues due to the Covid-19 pandemic.
 - Municipalities saw large drops in sales and occupancy taxes and utility revenues last spring; the current surge in the virus is likely to produce more economic disruption and further erosion in revenues.
 - Earlier federal assistance to state and local governments was neither direct nor flexible, preventing revenue holes from being filled.
 - NC municipalities received only a fraction of the federal CARES Act state and local dollars allocated to North Carolina in March.
- Expand incentives and funding for local economic development.
 - Funding is simply inadequate in many cities and towns to encourage job growth.
 - A lack of state funding is seen in grants or incentives for major job creation projects as well as programs to boost small business growth.
 - Among the needs are restoring cuts or additional funding for film tax credits, major industrial site development, downtown development and renewable energy tax credits.

- Refine economic tier designation system to more accurately reflect conditions at sub-county level.
 - The existing criteria does not seem to reflect the status of many communities.
 - The current tier designations fail to take into account the disparate levels of wealth within individual counties.
 - The county-focused system means that municipalities can lose out on state grants and other types of funding when they fail to adequately reflect community's wealth.
- Revitalize vacant and abandoned properties with enhanced legal tools and funding.
 - Many towns and cities do not have the funding to address abandoned properties.
 - These properties affect surrounding home and business property values, economic development opportunities and crime rates.
 - With funding and additional legal tools, such as those allowing for properties to be more easily condemned and to address multiple heirs, these properties could serve to addressing local housing needs.
- Increase state and federal funding for affordable housing.
 - Ongoing revenue sources to meet affordable housing needs is extremely limited; the two primary state programs to meet those needs – the N.C. Housing Trust Fund and the Workforce Housing Loan Program – have received less than \$30 million annually in recent years.
 - More than one-in-four North Carolina households are considered “cost-burdened” when it comes to paying for housing, meaning they pay at least 30 percent of their income in housing costs.
 - Affordable housing is not an issue only in larger cities; a growing number of smaller cities and towns have recognized a lack of affordable housing as major problem facing residents and an impediment to workforce recruitment.

- Create a permanent and adequate funding stream for local infrastructure needs.
 - Infrastructure – including roads, water, sewer, stormwater, parks and beaches – are critical to economic development and job creation.
 - Many cities in the state are growing, creating a constant need for investment to keep pace with population growth; many cities and towns also have aging infrastructure that must be replaced.
 - Creating a more permanent funding stream for local infrastructure, such as a dedicated tax source, would allow for better planning to meet needs.
- Provide funding to keep aging water and sewer systems financially solvent today and viable for the future.
 - According to a state study, North Carolina will need at least \$17 billion to meet water and wastewater infrastructure needs over the next two decades.
 - Several dozen towns in the state have financially distressed water or sewer operations, threatening the towns' overall financial viability.
 - These stresses to water and sewer operations have coincided with population and job losses in rural areas, leading to an erosion of taxpayer and ratepayer bases.
- Ensure state funding for any new, state-mandated benefits for municipal employees.
 - In recent years, legislators have considered additional post-retirement benefits for certain classes of municipal employees.
 - Often, proposed legislation would act as an unfunded mandate on municipalities, as it fails to include a state-funding source.
 - Proposals, many focused on firefighter benefits, fail to consider that municipalities already enjoy the authority to provide these benefits individually without legislative action.
- Improve state-wide funding and support for LEO training focused on use of force, mental health and de-escalation skills.
 - Highly-publicized incidents of police use of force in 2020 have underscored the need for enhanced and expanded law enforcement training.
 - Improved training is needed to build trust and legitimacy in the community while serving the public in a professional and equitable manner.
 - Numerous studies show that additional and effective training focused on conflict de-escalation can significantly reduce police use of force.

- Permit all cities to establish a police department citizen review board.
 - Current state law requires cities to seek local legislation approved by the General Assembly to establish a police citizen review board.
 - A statewide law providing cities and towns the option of establishing such boards would allow more flexibility to meet local needs.
 - Establishing these review boards, when sought by and supported by local residents, can create another avenue to build trust with the community.
- Allow a short grace period for online posting of local emergency declarations while allowing them to take effect immediately.
 - Current state law requires immediate online posting of local emergency declarations in order to take effect.
 - Recent disasters and emergencies have demonstrated the difficulties meeting the requirement.
 - Weather issues and power outages are among the problems that can hamper compliance.
- Increase public safety grant funding and expand allowable uses.
 - Improving policing will require additional public safety grant funding and more flexibility in its uses.
 - More effective and equitable policing can be achieved by additional funding of community policing programs, as well as putting more dollars toward alternative programs that seek to address mental health calls and other issues through non-uniformed personnel.
 - Additional funding is also needed to meet public safety communication needs.
- Extend notification timeline for any changes to sales tax revenue disbursement.
 - Under current law, counties are able to shift the method of local sales tax disbursement in April, providing notice to municipalities just two months ahead of the new fiscal year.
 - These shifts, from per-capita to ad valorem distribution methods, or vice versa, can mean significant losses of sales tax revenue for municipalities, with little time to consider the budget implications.
 - County governments enjoy this power even though a majority of sales tax revenues are generated within municipal borders.

- Reduce pressure on property tax payers by expanding locally-controlled options for revenue generation.
 - Property taxes remain the primary revenue stream over which municipal governments exercise control.
 - Cities have little or no authority to raise significant revenue in other ways.
 - A lack of diverse, local tax options can affect economic growth, as well as cause large swings in revenue based on economic changes.
- Increase in state funding to support public transportation development and operations.
 - Growing areas require public transportation options to effectively allow people to work, live and play.
 - When quality of life suffers due to traffic congestion, areas lose their attractiveness as places to live and work; that can affect the larger economic growth of the entire state.
 - The state needs to be a full partner in public transit solutions.
- Improve processes and payments for moving utility lines located in the right-of-way during transportation projects.
 - NCDOT charges to cities to move utility lines for road projects can be costly.
 - Due to uncertain construction timelines, these charge often come with little notice or ability to budget.
 - Increased transparency and communication would allow cities to better plan for these projects.