

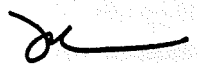
TOWN OF SWANSBORO

ADMINISTRATIVE POLICY--NO. 2
PUBLIC NOTIFICATION-MAJOR CHANGES

The Board of Commissioners and the Town Administrator use various means of media to inform the general public of major changes in tax information, water/sewer rates, garbage/recycling contracts, tip fee changes, etc. However, it is evident by public statements that a sufficient number of citizens are not receiving information through personal contact, local newspapers, etc. As a result, further measures need to be considered.

Therefore, it is the policy of the Town Administrator of the Town of Swansboro that when a major change effecting the citizens and businesses of Swansboro is to take place, sufficient measures, i.e. post cards, letter notification, water bill message and newspaper coverage, will be used to ensure that the citizens are properly informed. Department Heads will assist in ensuring that this policy is carried out.

APPROVED BY THE TOWN ADMINISTRATOR THIS 26TH DAY OF AUGUST, 1993.



William E. Price
Town Administrator