

Town of Swansboro
Board of Commissioners
February 20, 2025, Special Meeting Minutes

In attendance: Mayor William Justice, Mayor Pro Tem Jeffrey Conaway, Commissioner Pat Turner, Commissioner Joseph Brown, and Commissioner Douglas Eckendorf. The board had one vacancy.

Call to Order/Opening Prayer/Pledge

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance. The purpose of the meeting was for FY 24/25 Mid-year Budget review and discussion.

Business Non-Consent

FY 24/25 Mid-Year Budget Review

Town Manager Jon Barlow provided an overview of the Town’s financial position for the first half of FY 24/25, reviewing trends in key revenue sources including property tax, sales tax, and building inspection fees. He reported that property tax collections have remained steady at approximately \$2.4 to \$2.5 million annually since the FY 22/23 revaluation by Onslow County, which significantly increased revenue from previous years. Barlow emphasized the value of five-year trend analysis in understanding the current outlook and explained that sales tax projections—guided by the State, played a key role in budget planning. He also noted that building inspection revenue was influenced by development activity and fee schedule updates. Despite some unpredictability in market-driven revenue streams, Barlow expressed confidence in the Town’s overall financial health.

Finance Director Sonia Johnson followed with a detailed projection for the remainder of the fiscal year, estimating a potential deficit of \$1,086,318. However, she noted that the use of assigned fund balance could result in a projected surplus of approximately \$83,000 by year-end. Johnson cautioned that these figures relied on assumptions and were subject to change based on actual revenue collections and expenditures. She highlighted the need for departmental adjustments to certain operational costs and stressed the importance of close expenditure monitoring and strategic financial planning to maintain the Town’s fiscal stability.

Department heads then presented their individual budget reviews:

Police Department (Chief Dwayne Taylor):

- Reported being close to full staffing for the first time in 15 years.
- Highlighted successful equipment upgrades, including new mobile data terminals and body-worn cameras.
- Noted challenges with increasing equipment costs and the need for ongoing training.

Fire Department (Chief Jacob Randall):

- Reported on training hours logged and equipment upgrades.
- Discussed preparation for ISO inspection and challenges with equipment maintenance and repairs.

Parks & Recreation Department (Director Anna Stanley):

- Presented revenue and expenditure data for various programs and events.
- Highlighted successful sponsorships and tourism fund receipts.
- Noted challenges with part-time staff pay rates and the need for equipment upgrades.

Administration (Town Clerk Alissa Fender):

- Reported on budget challenges in the governing body and administrative services budgets.
- Highlighted the need for funding for UDO codifications and continuing education.

Planning Department & Permitting (Planner Rebecca Brehmer & Building Inspector Paul Ingram):

- Discussed the need for funding to maintain certifications and stay updated on changing regulations.

Public Works (Director Gerald "Tank" Bates):

- Presented budget information for buildings, streets, Powell Bill funds, stormwater, and solid waste.
- Highlighted successes in acquiring new vehicles and equipment.
- Discussed challenges with stormwater management, particularly in subdivisions where the town doesn't own the infrastructure.

Board Comments

Commissioners expressed appreciation for the staff's hard work and dedication. They discussed the need for continued education and training for staff, as well as the importance of maintaining equipment and infrastructure.

Commissioner Eckendorf emphasized the need to develop strategies for equipment and dock maintenance, and that he wanted there to be future discussions centered around reducing the current tax rate.

Adjournment

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the meeting adjourned at 8:23 pm.

Special Meeting February 20, 2025



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NEW BUSINESS/NON-CONSENT

FY 24/25 Mid-Year Budget Review

Staff has compiled and will present the financial data for the first half of FY 24/25. The analysis includes revenue collections, expenditures, and variances against the adopted budget. The information highlights the current financial position and provides insights into potential adjustments needed for the remainder of the fiscal year.

Recommended Action: No action needed.

Presenter: Jon Barlow – Town Manager & Sonia Johnson- Finance Director

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Town of Swansboro

FY 24/25 Mid-Year Budget Review



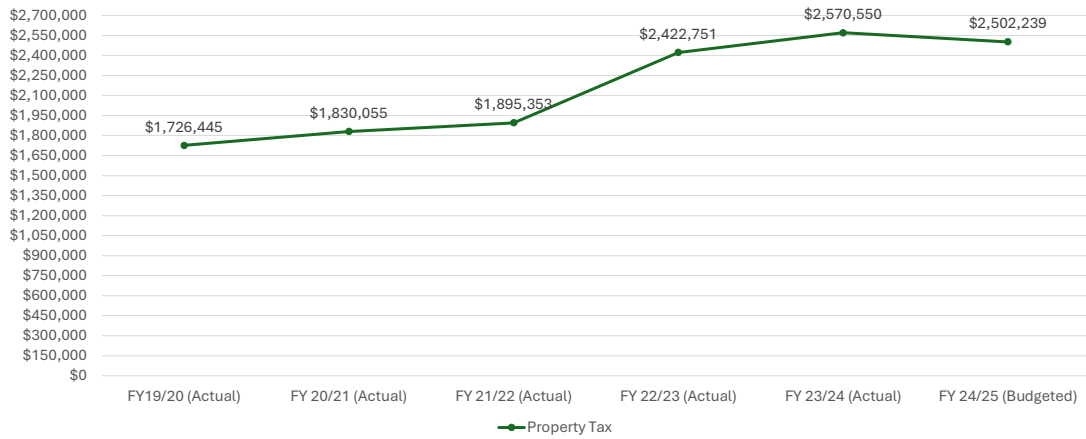
February 20, 2025

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A Look Back

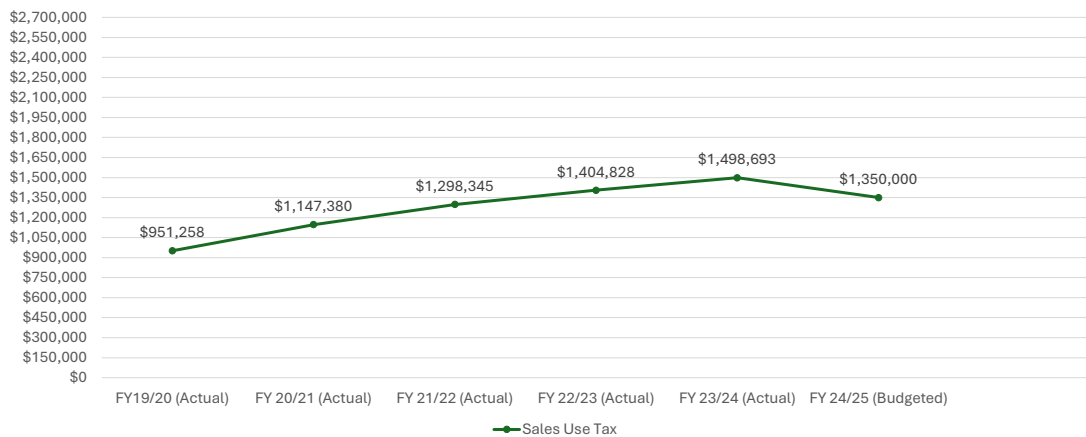
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Ad Valorem Tax Revenue



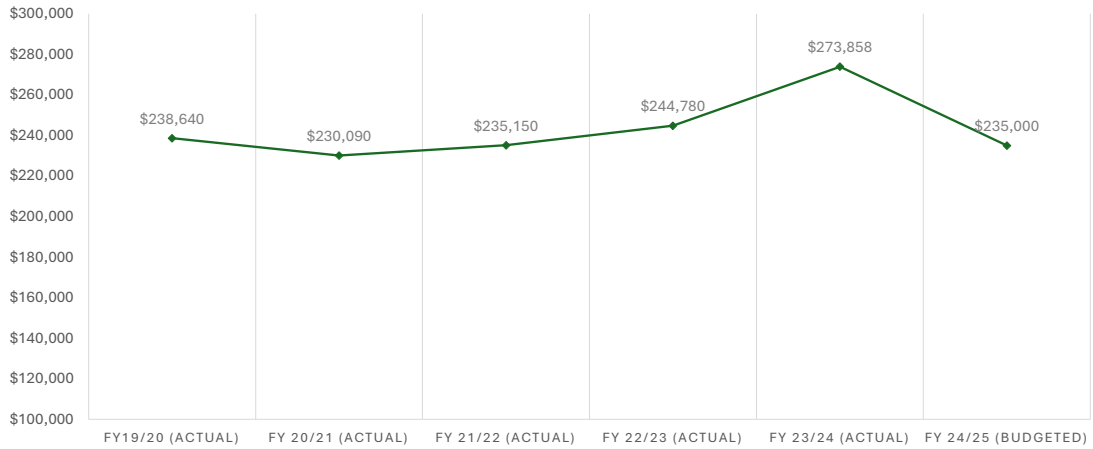
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Sales Use Tax Revenue



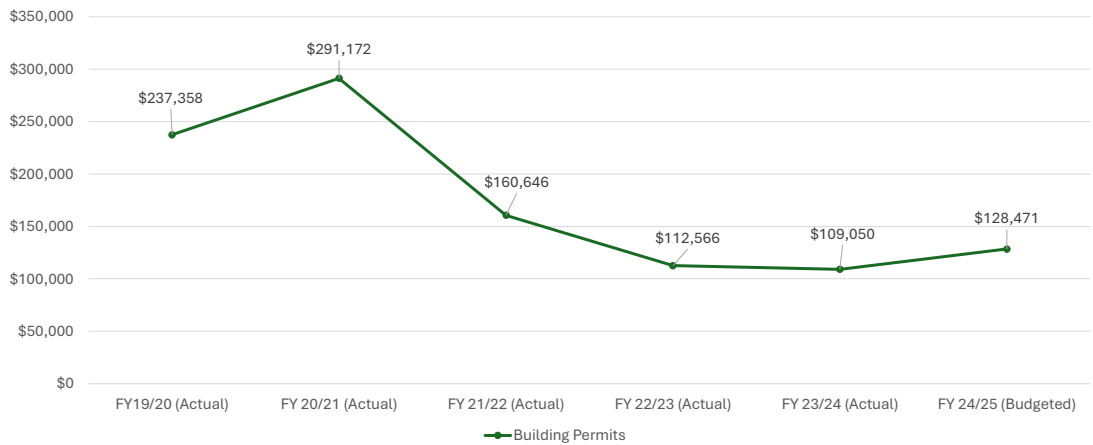
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Utility Franchise Tax Revenue



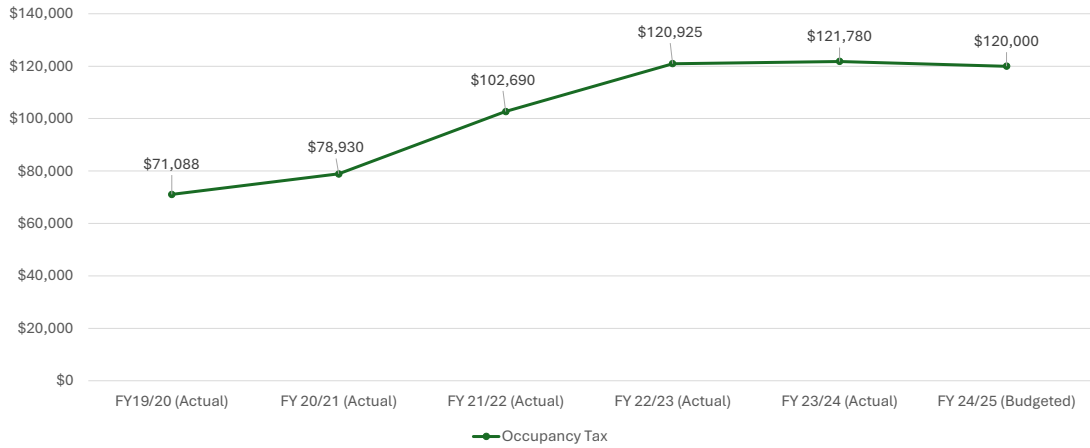
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Building Inspection Revenue



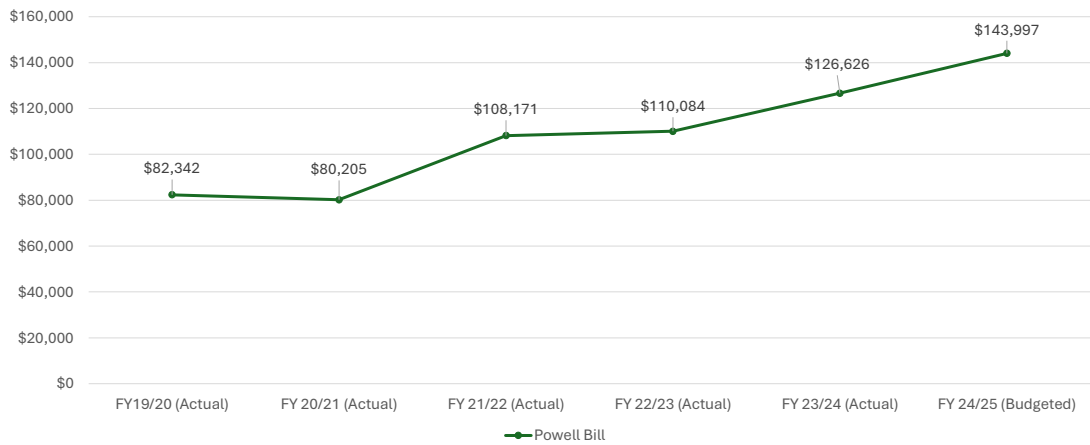
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Occupancy Tax Revenue



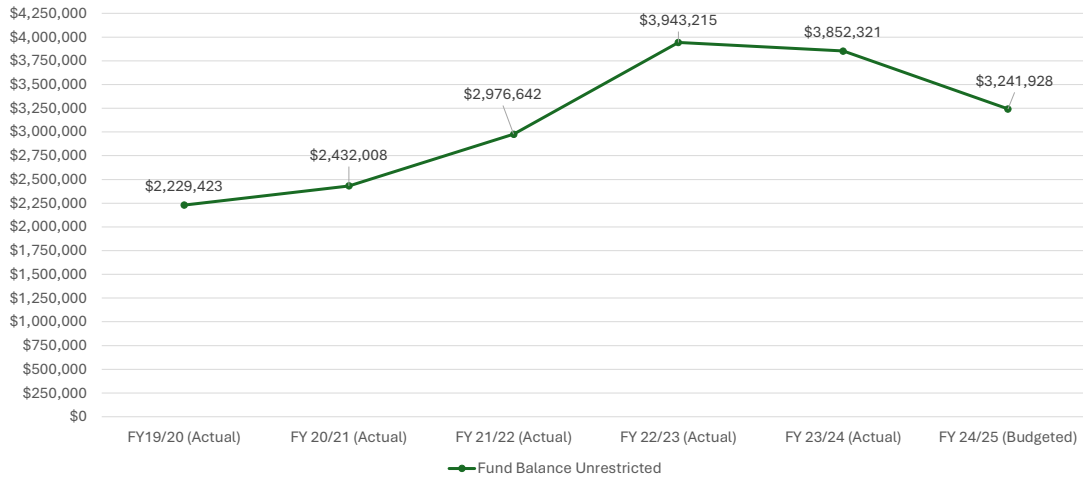
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NC Powell Bill Revenue



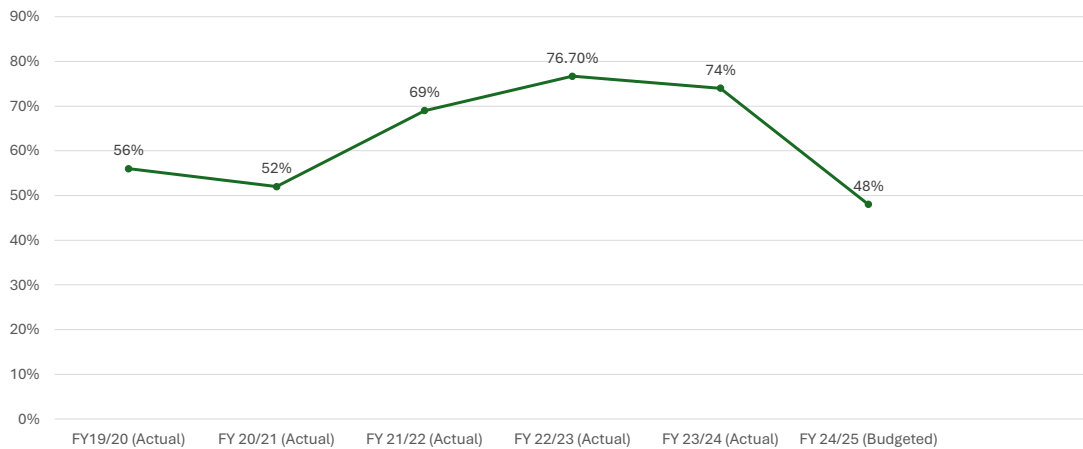
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Fund Balance Unrestricted



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Fund Balance Unrestricted Percentage of Annual Expenditures



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**TOWN OF SWANSBORO
FY 2024-2025 BUDGET**

**GENERAL FUND
FUND BALANCE ANALYSIS – 5 YEAR TREND**

	RESTRICTED	ASSIGNED- APPROPRIATED FOR THE NEXT YEAR	UNASSIGNED	TOTAL
FY 2019-2020	\$358,110	\$378,472	\$2,229,423	\$2,966,005
FY 2020-2021	\$551,332	\$249,260	\$2,432,008	\$3,232,600
FY 2021-2022	\$494,335	\$ -0-	\$2,976,642	\$3,470,977
FY 2022-2023	\$372,002	\$385,883	\$3,557,332	\$4,316,557
FY 2023-2024	\$486,698	\$723,569	\$3,852,321	\$5,062,588
FY 2024-2025*	\$400,000	\$ -0-	\$3,261,928	\$3,661,928

* Projected balance as of June 30, 2025

A Look at Current Year Trends and Year End Estimates

Budget
Highlights
FY 24/25

Review Significant Influence on the overall budget.

- 4% Merit
- NC Orbit Retirement: Increase .75 basis points
- NCLM Property & Casualty 17.5% increase
- NCLM Workers Comp 10% increase
- NCLM Group Health Insurance increased 4%
- Capital Outlay \$570,000-Funded using Loan Proceeds

Assistant Fire Chief Vehicles-\$120,000

Police Vehicle-\$50,000

Public Works-Non CDL Vac Truck-\$400,000

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The Proposed Budget is balanced with \$723,569 appropriation from fund balance for items requested by the Board of Commissioners.

Budget
Highlights
FY 24/25

- Sidewalks-\$500,000
- New Workstations-\$36,611
- Town Hall Digital Sign-\$18,000
- Pickleball Court-\$150,000
- Public Safety-FT Personnel Bonus-\$15,758

Added-6/4/2024-Special Meeting

- Tunnel 2 Towers Contribution-\$3,200 (In-kind personnel costs)

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General Fund
FY 24/25
Original Budget-Revenues

Ad Valorem Tax	\$2,502,239
Ad Valorem Tax prior years	\$10,000
Penalties and Interest	\$3,500
Sales and Use Tax	\$1,350,000
Powell Bill Funds	\$126,626
County Funding (Fire)	\$236,947
County Funding (\$.03 Cent Property Tax)	\$210,000
Utility Franchise Taxes	\$235,000
Building Permit Fees	\$179,100
ABC Distribution	\$60,000
Beer & Wine Tax	\$14,000
Investment Earnings/GF	\$124,560
ONWASA Satellite Office Payment	\$35,000
Rental Fees/Leases	\$40,388
Festivals & Events	\$78,800
Appropriated Fund Balance	\$723,569
Other Revenues	\$1,568,975
Total General Fund Revenues	\$7,498,704

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General Fund
FY 24/25
Original Budget-Expenditures

Governing Body	\$25,195
Administrative Services	\$429,552
Finance	\$315,178
Legal	\$59,300
Public Buildings	\$347,173
Fire Department	\$1,994,458
Permitting	\$258,500
Planning	\$86,293
Police Department	\$1,344,996
Streets Municipal	\$1,214,586
Streets State Aid	\$116,712
Parks & Recreation	\$486,086
Church Street Dock/Visitor Center	\$130,326
Emergency Management	\$10,850
Festivals & Events	\$134,635
Non-Departmental	\$544,864
Total General Fund Expenditures	\$7,498,704

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**General Fund
Projected Expenditures
As of June 30, 2025
Revised Budget**

BUDGET	December 13, 2024 YTD ACTUAL	ENCUMBERED BALANCE	Projected Expenditures at June 30, 2025	Surplus/(Deficit)
\$ 45,195	\$ 14,387	\$ 1,287	\$ 47,095	\$ (1,900)
\$ 432,052	\$ 212,377	\$ 2,742	\$ 432,052	\$ -
\$ 315,178	\$ 128,838	\$ 725	\$ 293,788	\$ 21,390
\$ 59,300	\$ 25,091	\$ -	\$ 59,300	\$ -
\$ 379,723	\$ 163,341	\$ 3,133	\$ 379,723	\$ -
\$ 2,013,046	\$ 766,506	\$ 181,936	\$ 1,598,759	\$ 414,287
\$ 288,270	\$ 177,176	\$ 1,252	\$ 291,981	\$ (3,711)
\$ 86,293	\$ 38,937		\$ 88,400	\$ (2,107)
\$ 1,349,905	\$ 494,701	\$ 62,480	\$ 1,178,901	\$ 171,004
\$ 1,498,086	\$ 722,347	\$ 2,799	\$ 1,498,086	\$ -
\$ 191,791	\$ 78,598	\$ 461	\$ 155,127	\$ 36,664
\$ 486,086	\$ 151,412	\$ 13,705	\$ 478,892	\$ 7,194
\$ 130,326	\$ 41,710	\$ 892	\$ 105,026	\$ 25,300
\$ 10,850	\$ 10,298	\$ 69	\$ 13,191	\$ (2,341)
\$ 134,635	\$ 82,357	\$ 14,475	\$ 127,762	\$ 6,873
\$ 612,764	\$ 332,048	\$ 1,946	\$ 612,764	\$ -
\$ 8,033,500	\$ 3,440,122	\$ 287,901	\$ 7,360,847	\$ 672,653

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**General Fund FY 24/25
Projected as of June 30, 2025**

Revenues **\$6,274,529**

Expenditures **\$7,360,847**

Surplus/Deficit **\$1,086,318**

Assigned Fund Balance/Budget Amendments
through December 13, 2024 **\$1,169,789**

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TAX PER CENT

.01 = \$72,515 (100% Collection)

.01 = \$71,493 (98.59% Collection)

- Current Tax Rate = 35 cents/\$100

NCGS 159-13(b)(6)–The estimated percentage of collection of property taxes shall not be greater than the percentage of the levy actually realized in cash as of June 30 during the preceding fiscal year. For purposes of the calculation under this subdivision only, the levy for the registered motor vehicle tax under Article 22A of Chapter 105 of the General Statutes shall be based on the nine-month period ending March 31 of the preceding fiscal year, and the collections realized in cash with respect to this levy shall be based on the 12-month period ending June 30 of the preceding fiscal year.

- **No change projected in proposed budget**

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• Capital Improvement set aside that were unfunded:

Budget
Highlights
FY 24/25

		Equivalent to .01 Cent
•		
• Fire: \$225,000		
Apparatus Replacement	175,000	2.45
Equipment	50,000	.70
• Police:		
Police Vehicles	16,000	.22
• Parks & Recreation: \$102,500		
Property Acquisition	25,000	.35
Waterfront Implementation	10,000	.14
Tennis Court Resurfacing	10,000	.14
Municipal Park Tot Lot	50,000	.70
Rec Center-Fitness Equip	7,500	.11
Total	\$343,500	4.81

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Current Debt Summary

Purpose	<u>Principal Balance</u>	<u>Annual Payment</u>	<u>Payoff Date</u>	<u>Interest Rate</u>	<u>Term</u>
Public Safety Facility	\$0 (Paid Off)	\$41,032	12/22/2024	2.58	10
Grapple Truck/Town Hall Generator	\$47,106	\$47,917	6/25/2025	1.72	5
Fire Truck	\$92,139	\$47,512	11/01/2026	2.08	10
Sleeping Qtrs.	\$50,000	\$26,823	12/14/2026	2.43	10
Vehicles (Police & Fire Department) & Software	\$45,495	\$23,377	7/15/2026	1.84	5
Town Hall/Tanker	\$317,275	\$84,724	3/21/2028	2.69	15
Cab Tractor/Dump Truck	\$254,500	\$58,491	4/3/2029	4.82	5
Vac Truck, Police and Fire Chief Vehicles	\$570,000	\$129,183	12/31/2029	4.40	5
Total Debt	\$1,376,515	\$459,059			

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Future Debt Summary

Purpose	<u>Principal Balance</u>	<u>Annual Payment</u>	<u>Payoff Date</u>	<u>Interest Rate</u>	<u>Term</u>	<u>FY 24/25 Annual Payment</u>	<u>FY 25/26 Annual Payment</u>	<u>FY 26/27 Annual Payment</u>	<u>FY 27/28 Annual Payment</u>
Grapple Truck/Town Hall Generator	\$47,106	\$47,917	6/25/2025	1.72	5	\$47,917			
Fire Truck	\$92,139	\$47,512	11/01/2026	2.08	10	\$47,512	\$47,512	\$47,512	
Sleeping Qtrs.	\$50,000	\$26,823	12/14/2026	2.43	10	\$26,823	\$26,823	\$26,823	
Vehicles (Police & Fire Department) & Software	\$45,495	\$23,377	7/15/2026	1.84	5	\$23,377	\$23,377	\$23,377	
Town Hall/Tanker	\$317,275	\$84,724	3/21/2028	2.69	15	\$84,724	\$84,724	\$84,724	\$84,724
Cab Tractor/Dump Truck	\$254,500	\$58,491	4/3/2029	4.82	5	\$58,491	\$58,491	\$58,491	\$58,491
Vac Truck, Police and Fire Chief Vehicles	\$570,000	\$129,183	12/31/2029	4.40	5		\$129,183	\$129,183	\$129,183
Engine 17 Replacement	\$709,980	\$87,887	3/21/2036 Tentative	4.40 Projected	10			\$87,887	\$87,887
Ladder Truck Replacement	\$1,794,923	\$222,191	4/1/2037 Tentative	4.40 Projected	10				\$212,845
Total	\$3,881,418					\$288,844	\$370,110	\$457,997	\$573,130

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Future Programs Approved in FY 24/25

PROGRAM	AMOUNT
ALS PROGRAM (PARAMEDIC) Personnel, equipment, annual supplies	\$301,200 *
Air Packs	\$141,597
Total	\$442,797

* Tentative

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Budget Highlights FY 24/25

Personnel budget requests that were unfunded:

Equivalent to .01 Cent

- Recreation Coordinator: \$57,534 .81
- Recreation Assistant (2)-\$10,851 .15
- Dock Attendants (2): April 1st – November 23rd \$20,884 .29
- Firefighter II (3) January 2025-June 2025: \$105,852 1.48

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Stormwater and Solid Waste Funds

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Stormwater Enterprise Fund FY 24/25 Projected as of June 30, 2025

<u>Revenues</u>	\$132,046
Expenditures	\$132,046
Surplus/(Deficit)	\$0

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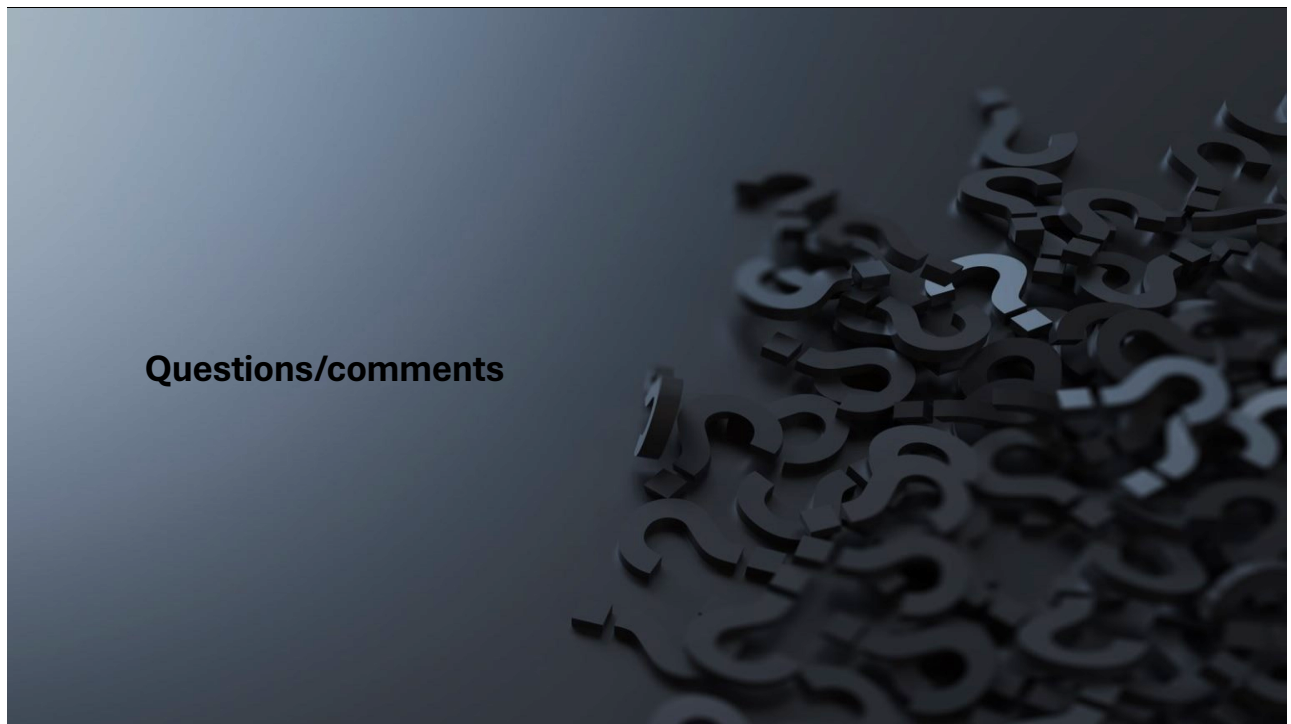
**Solid Waste Enterprise Fund
FY 24/25
Projected as of June 30, 2025**

Revenues \$475,593

Expenditures \$475,593

Surplus/(Deficit) \$0

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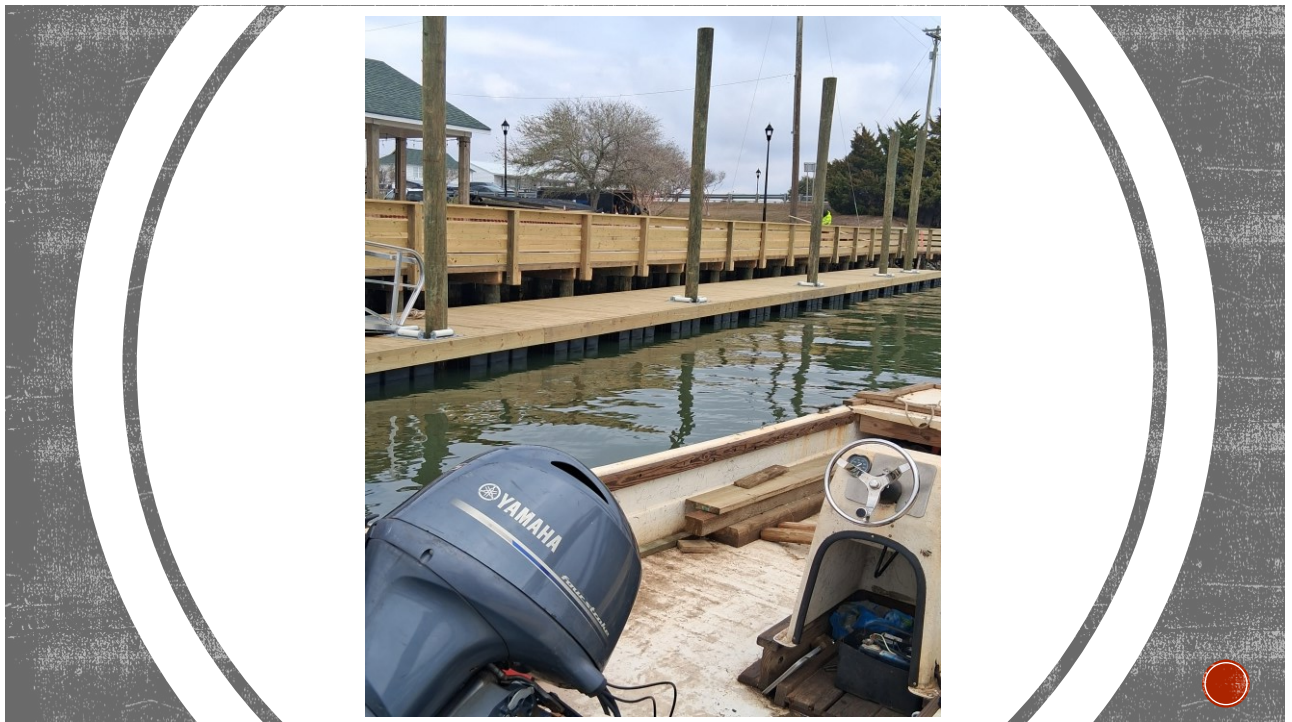


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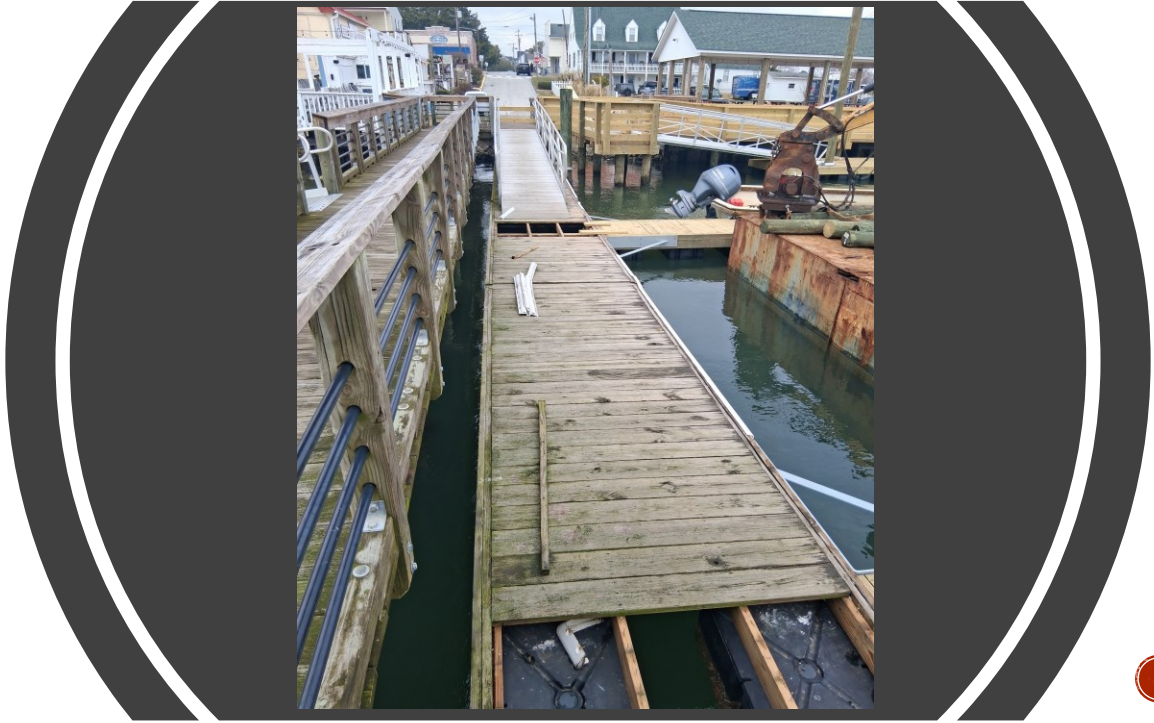
DOCKWALK



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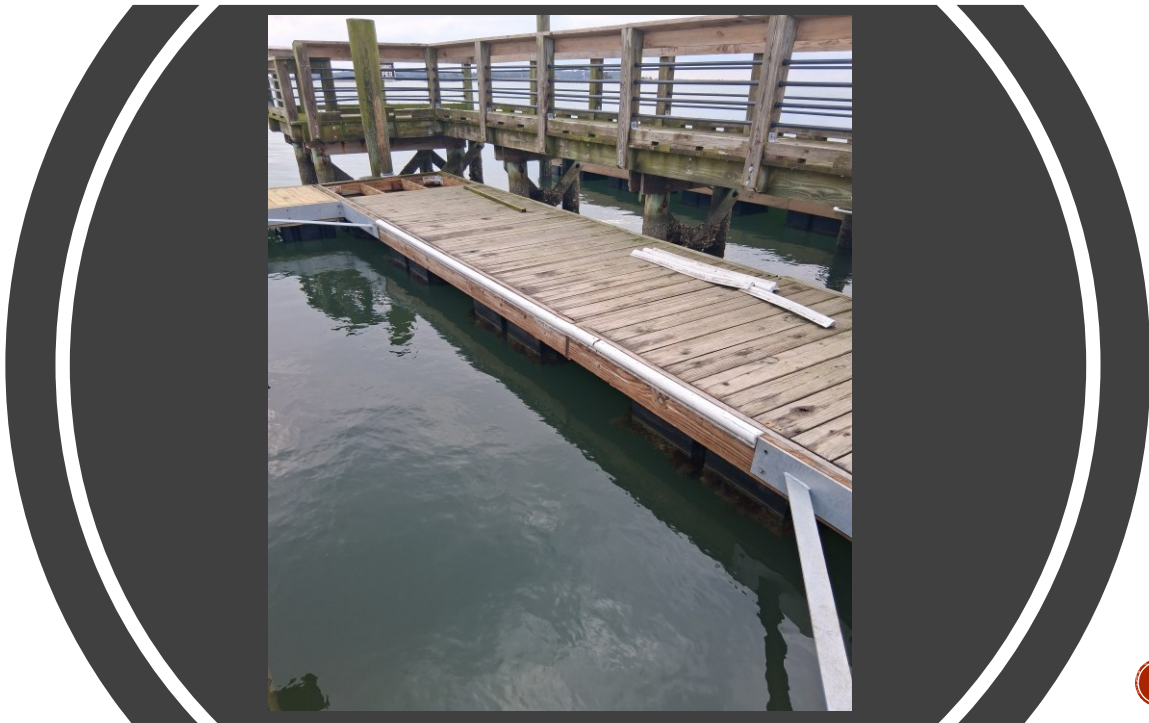
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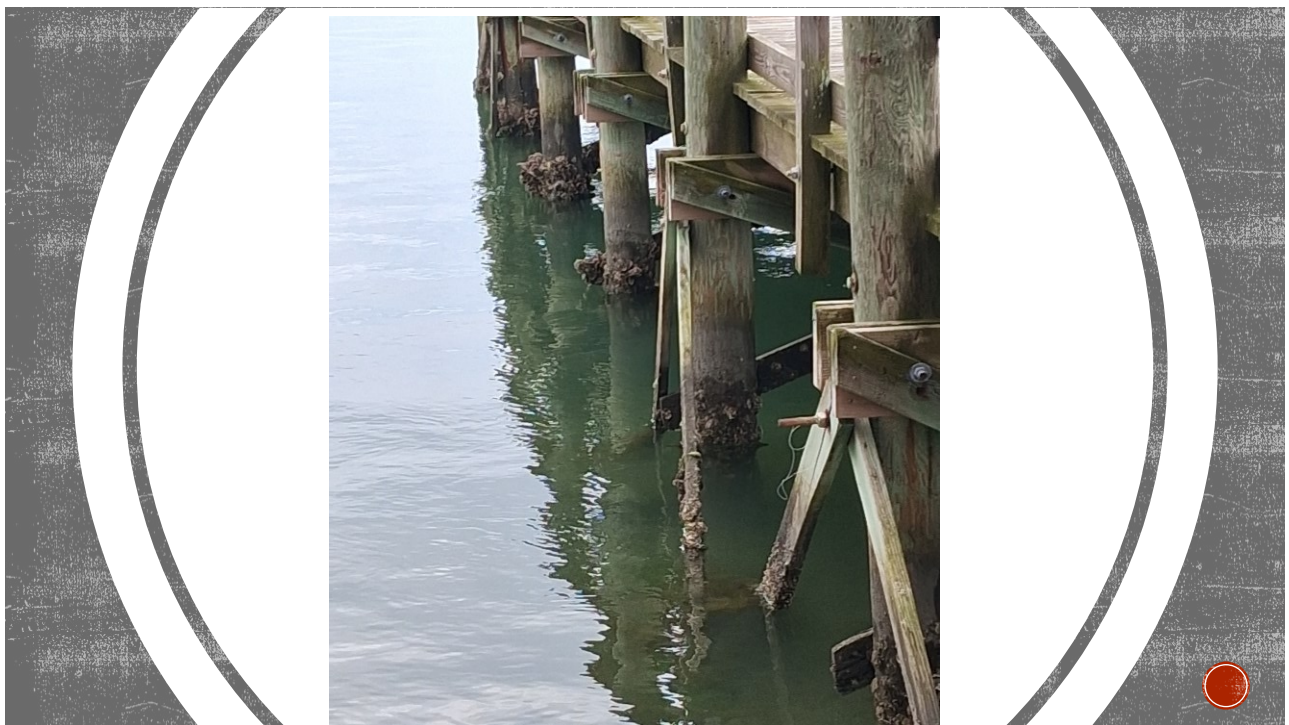
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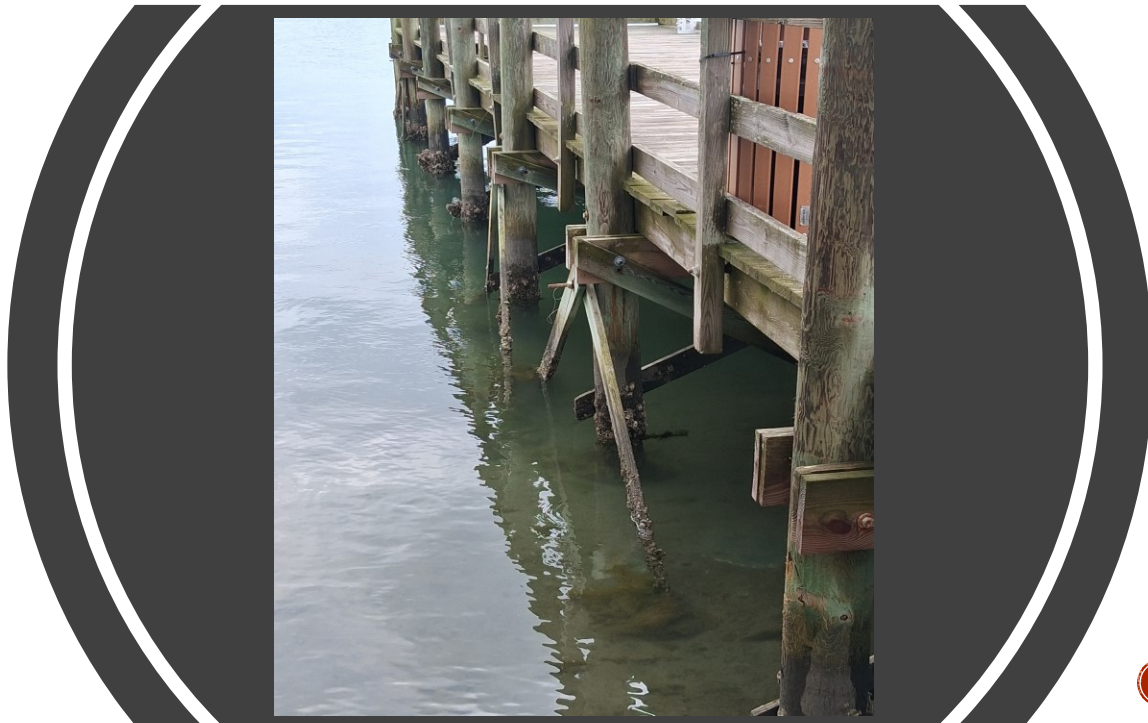
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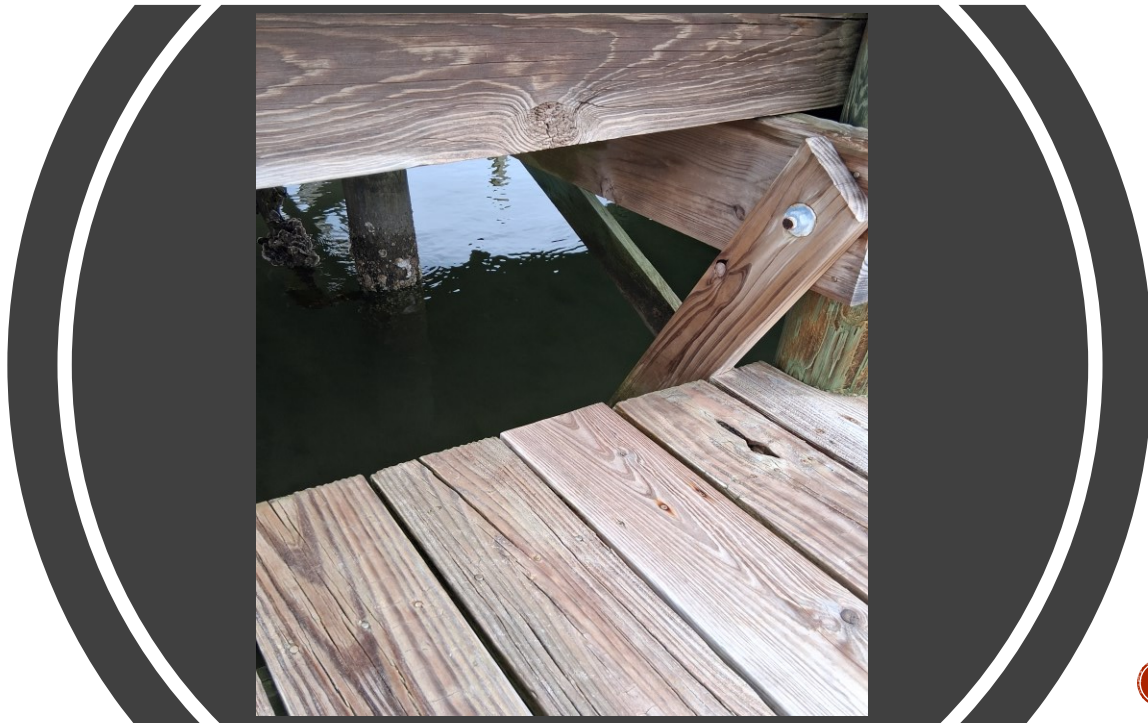
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Police Department



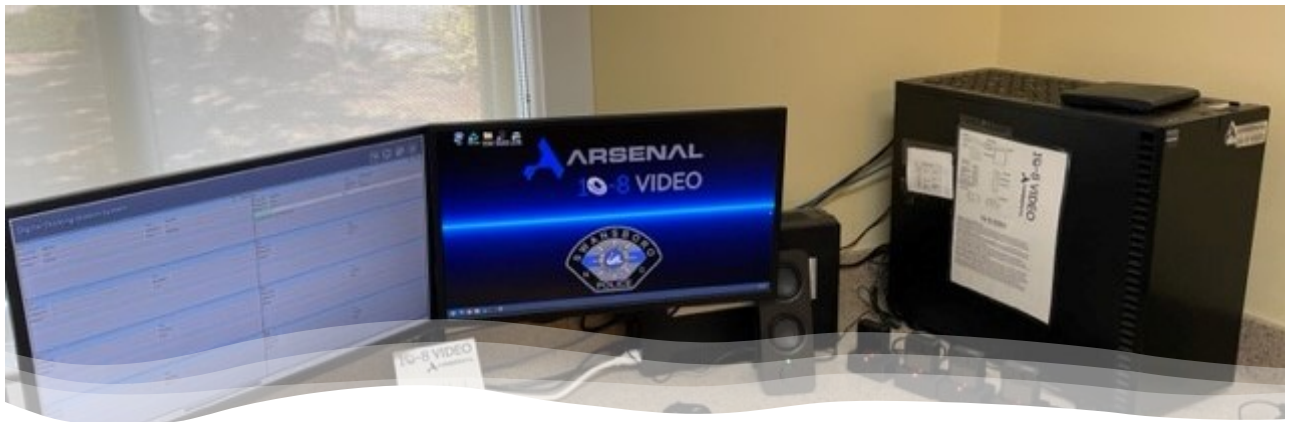
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Mobile Data Terminals

PD transitioned from using basic laptop computers to semi-rugged laptops.



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Body Worn Camera System

Surplus ARP funds allowed for the purchase of a complete body worn camera system. System allows auto-downloading of video when docked into the charging station. Video not required for any incident will automatically be deleted after an established period of time.

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Duty Gear

Thanks to a donation from a local church, PD was able to purchase 15 complete sets of duty gear. To outfit an officer with a basic duty belt costs approximately \$320. This cost does not include the cost of a holster.

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Bullet Proof Vests

Department completed rotating out old bullet proof vests

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Salary Study Adjustment

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Budget Challenges

The biggest challenge PD has to the budget is the rising cost of needed equipment and other expenses.

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FIRE DEPARTMENT



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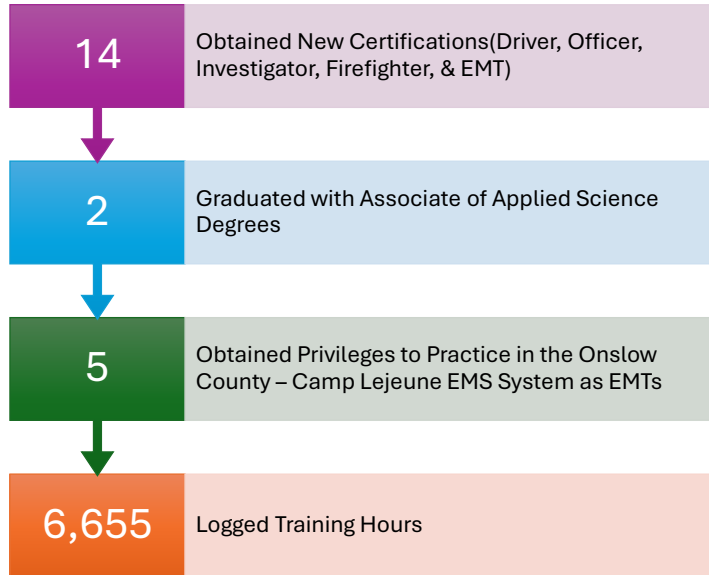
2024 – Wrap Up

1,528	Calls for Service
1,327	Primary Response Area
1,091	Swansboro Fire District {Town}
236	White Oak Fire District {County}
986	EMS/Rescue Incidents
542	Fire/Haz-Mat/Other Incidents
3	Primary Response Area Fires

	Pre-Incident Value	Estimated Loss	Saved versus Loss
Property	\$2,214,857	\$44,600	\$2,170,257
Contents	\$660,000	\$6,900	\$653,100

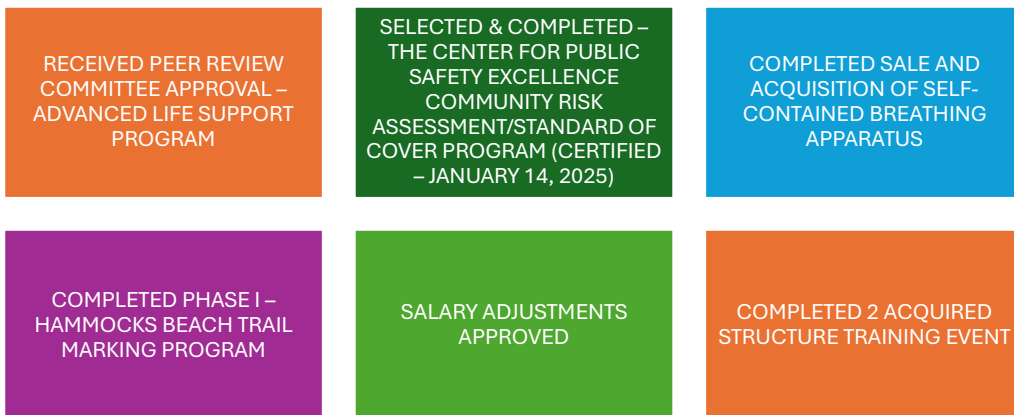
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Accomplishments {2024} - Personnel



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Accomplishments {Mid-Year} - Agency



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Challenges Faced {January to July}

Apparatus Maintenance

Personnel Uniforms

ISO Requirements/Equipment –
Upcoming Inspection

Capital Reserve – Apparatus &
Equipment Replacement Program

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Projects {Current & Continuing}

ISO Inspection Prep – Anticipated Fall
2025 Inspection

North Carolina Rescue Association –
Medium Rescue Standard

Center for Public Safety Excellence
Accreditation Process

Advance Life Support Program

Equipment – Life Cycle Replacement
Program

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Emergency Management

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Notable Events

Tropical Storm Debby

Potential Tropical System (PTS) 8

Hurricane Helene

- Task Force Deployment – Cedar Mountain
- Task Force Deployment – Asheville

Winter Storm Enzo

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Challenges

Preparedness Efforts/Equipment

Deployment/Disaster Ready Equipment

Lack of &/or Highly Competitive Grant Funding

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Parks and Recreation and Community Festivals

Mid Year Budget Review

Presented by: Anna Stanley, CPRP

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Parks and Recreation-Accomplishments

- Hired Program and Event Manager, March 2024
- Developed new programs
- New Instructors
- New Partnerships-6 new partnerships
- Special Events-added new event & revamped annual events
- BarkFest (September)
- Halloweenie Roast
- SantaFest

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Parks and Recreation Revenue

Year to Date (June-January)

Instructor Fees	\$3,000
Rentals-Room	\$11,960
Recreation Programming Fees	\$11,771
Recreation Memberships	\$2,345
Park Rentals	\$2,560
Total	\$31,636

Estimated (February-June)

Instructor Fees	\$8,200
Rentals-Room	\$10,000
Summer Day Camp	\$15,000
Recreation Programming Fees	\$8,750
Recreation Memberships	\$1,100
Park Rentals	\$4,000
Total	\$47,050

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Parks and Recreation Expenditures

Overall Expenditures

- Department overall is doing well
- 60% remaining and tracking to spend the remaining.

Shortfall

- Part-time Salaries
- Programming Supplies
- Special Events
- Playground Equipment-repairs & maintenance

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Challenges

Staff

- Limited staffing hours
- Increase in demand for programming
- Increase in workload
- Hourly rate

Programming Supplies

- Increase in programs-created several new programs held monthly

Special Events

- All events had record attendance-will need to increase supplies
- Removal of Piratefest from the budget

Playground Equipment-Repairs & Maintenance

- Aging equipment, more repairs are needed to be done each year
- Tot-lot is over 20 years old and replacement parts are becoming more difficult to find.

Non-Capital Outlay

- Fitness room equipment
- Park amenities-trash cans, pet waste containers
- Dog park features
- Game room equipment
- Replace banquet chairs

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Swansboro Festivals

Accomplishments

- Continue to increase sponsorships each year, in 2024 \$26,600
- Received \$10,000 from Onslow County Tourism
- Received \$6,500 from Swansboro Tourism Development Authority
- In-kind sponsorships value \$29,000
- Exclusive media partners-5 radio stations, Tideland News

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Revenue			
Year to Date (July –January)		Estimated (February-June)	
Mullet Festival	\$32,221.50	Arts by the Sea	\$12,000.00
Flotilla	\$495.00	ABTS Wine Tasting	\$3,000.00
Festival Sponsorship	\$9,750.00	Independence Day Celebration	\$1,050.00
Total	\$42,466.50	Festival Sponsorship	\$16,250.00
		Mullet Festival	\$5,500.00
		Total	\$37,800.00
Expenditures			
Total expenses to date	\$83,604	Estimated (February –June)	
Remaining budget	\$37,107	Staff (FT & PT)	\$11,000
		Band deposits	\$6,000
		Arts by the Sea	\$7,115
		Supplies	\$1,000
		Total	\$25,115

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Challenges

- Staff-limited staff to plan and organize
- Staff pay
 - All FT employees receive time & a half
 - Parks and Recreation PT staff receive regular pay and they are required to work the festivals
- Advertising Efforts
 - Increase funds to advertise more, television ads

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Questions?

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BOARD COMMENTS

Mayor William Justice
Commissioner Jeffrey Conaway
Commissioner Douglas Eckendorf
Commissioner Joseph Brown
Commissioner Patricia Turner

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ADJOURN

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