



# Board of Commissioners Agenda

## Town of Swansboro

Tuesday, May 13, 2025

### Board Members

William Justice, Mayor | Jeffrey Conaway, Mayor Pro Tem | Pat Turner, Commissioner  
Douglas Eckendorf, Commissioner | Joseph Brown, Commissioner | Tamara Pieratti, Commissioner

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#### I. Call to Order/Opening Prayer/Pledge

#### 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

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.

##### III. Consent Items:

- [a.](#) February 20, 2025, Special Meeting
- [b.](#) February 25, 2025, Regular Meeting
- c. February 25, 2025, Closed Session
- [d.](#) March 11, 2025, Regular Meeting
- e. March 11, 2025, Closed Session

#### IV. Appointments/Recognitions/Presentations

- a. Safe Boating Week
- b. Onslow County Senior Games
- c. National Public Works Week
- d. National Police Week

#### V. Public Hearing – None

## **VI. Business Non-Consent**

### **a. Approval for Design-Build Delivery Method**

**Presenter: Jon Barlow – Town Manager**

Through evaluation, it is found that the design-build delivery method of services for constructing the new Emergency Operations Center/Public Safety Building (EOC/PSB) would provide valuable benefits to the project. North Carolina General Statutes requires certain criteria to present for such a service delivery method that can be utilized.

*Recommended Action: Approve utilizing the Design-Build Delivery Method for the Emergency Operations Center/Public Safety Building (EOC/PSB) based on compliance with NC 143-128.1A(b) criteria above, subsequently allowing the Request for Qualifications (RFQ) to be advertised for such service.*

### **b. Approval for Request for Qualification for the Design-Build of the Town of Swansboro Emergency operations Center and Public Safety Center**

**Presenter: Jon Barlow – Town Manager**

Pursuant to NC General Statute Section 143-128.1A, the Town of Swansboro, NC is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Emergency Operations center (EOC) and Public Safety Building.

*Recommended Action: Approve the RFQ seeking Design-Build services for the Town of Swansboro Emergency Operations Center and Public Safety Building.*

### **c. Discussion on Updated Budget Draft FY 25/26**

**Presenters: Jon Barlow – Town Manager/Sonia Johnson – Finance Director**

Following the April 29th Budget Workshop, several adjustments have been made to align projected revenues and expenditures. These updates ensure that the annual budget is balanced in compliance with North Carolina General Statute 159-8. Additionally, 3 non-profit funding applications are included for review/consideration.

*Recommended Action: Offer direction on the next steps for the updated Budget Draft FY 25/26*

### **d. Future Agenda Topics**

**Presenter: Alissa Fender – Town Clerk**

Future agenda items are shared for visibility and comment. In addition, an opportunity is provided for the Board to introduce items of interest and subsequent direction for placement on future agendas.

*Recommended Action: Discuss and provide any guidance.*

## **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**

## **X. Board Comments**

## **XI. Closed Session**

## **XII. Adjournment**

**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.

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**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 Cler 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.



**Town of Swansboro**  
**Board of Commissioners**  
**February 25, 2025, Regular Meeting Minutes**

Item III - b.

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.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

**Public Comment**

Margaret Poindexter of 626 West Fire Tower Road spoke, representing herself and her mother, a resident of The Landings of Swansboro. She expressed gratitude to the fire department and officials who responded to an incident at The Landings, praising their efforts in relocating residents and ensuring their safe return. She specifically thanked Mr. Ingram for his role in facilitating the process.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Eckendorf, seconded by Commissioner Turner, the agenda and the below consent items were adopted unanimously.

- December 10, 2024, Regular Meeting Minutes
- December 10, 2024, Closed Session Minutes
- Budget Ordinance Amendment #2025-7

**Appointments/Recognitions/Presentations**

*Recognition – The Landing Incident Response*

Fire Chief Jacob Randall recognized the extraordinary efforts of various agencies who responded to the emergency at The Landings of Swansboro on January 24, 2025. He detailed the incident, which involved an electrical issue causing a small fire at the senior assisted living facility. Chief Randall highlighted the successful evacuation of 47 residents and all facility personnel to a temporary facility in Jacksonville. He issued a meritorious unit citation to all involved personnel from Swansboro Fire Department, Police Department, Building Inspections, Onslow County Emergency Management, EMS, Morehead City Fire and EMS, Novant Healthcare, New Hanover Regional EMS, and Jacksonville Fire and Emergency Services.

**ARP Projects Update**

Parks & Recreation Director, Anna Stanley, provided an update on the following ARP-funded projects:

- **Splash Pad Enhancement:** The area around the splash pad was expanded by 5 feet, with a concrete seating wall added. Two 16x20 shades were installed, covering the extended patio area. Additional seating and picnic tables will be added in spring, with a grand reopening planned for May.
- **Basketball Courts:** Resurfacing and new equipment installation are in progress, expected to be completed soon.
- **Outdoor Restrooms:** New toilets were installed in Bicentennial Park, Pirate's Den, and Municipal Park. Some plumbing issues are still being addressed.
- **Water Fountains:** New water fountains with bottle fillers were installed in the recreation center.

### **Public Hearing**

*CAMA Future Land Use Map Amendment for parcels on W Corbett Ave from RA to Suburban Town Center*

Planner Rebecca Brehmer reviewed that Flybridge Swansboro LLC, sought to amend the future land use map designation for tax parcels 19494 and 27733. These parcels were proposed to change from Rural Agricultural (RA) to Suburban Town Center (STC). This amendment marked the initial step in a three-step approval process aimed at facilitating a mixed-use development project.

The public hearing was opened at 6:14 pm.

Kyle Fountain, an attorney for Flybridge Swansboro LLC, provided a detailed explanation of the application. He discussed the current land designations and emphasized how the proposed change aligns with Swansboro's long-term planning goals. Mr. Fountain highlighted the plan to change the existing RA-designated land to one that could support a variety of uses. He pointed out that this re-designation could help meet the growing demand for both residential and commercial development.

Corey Mabus, representing Flybridge LLC and Carolina Commercial Contractors, shared a vision for careful and responsible growth. Responding to community concerns, Mabus discussed the challenges and solutions related to school capacity, traffic management, and the economic benefits of the project. Mr. Mabus emphasized that Flybridge is aware of these issues and is committed to addressing them carefully, ensuring the development complements Swansboro's existing infrastructure and community values.

Brad Schuller from Paramount Engineering presented the updated concept plan, which included six commercial lots along the growing Highway 24 area and a central section of multi-family housing on the property. He explained how the plan aimed to balance business and residential areas in a way that supports economic growth while meeting the needs of the community.

John Plegman, local architect, also spoke positively about the project. He highlighted his extensive experience with Carolina Commercial and vouched for their integrity and ability to responsibly work within the community's guidelines. Mr. Plegman emphasized that the present land use designation is a misfit for current needs and expressed trust in Carolina Commercial to work with the community towards legitimate concerns while ensuring Swansboro's growth.

Eleven citizens addressed the Board to express concerns regarding the proposed development. Speakers cited potential impacts including increased traffic congestion, school overcrowding, and strain on emergency services. Many voiced apprehensions that the density and scale of the project could overburden existing infrastructure and alter the established character of the Town of Swansboro. Common themes among the comments included the preservation of neighborhood quality of life and the long-term implications for the town's identity. The following individuals spoke:

- Frank Cizerle, 303 River Reach Court
- Ed Binanay, 222 Elm Street
- Elanie Sioufi, 717 Phillips Drive
- Wayne Herbert, 102 Oyster Bay Road
- Jamie Petani, 2102 Holly Hills Court
- Ryan Rockriver, 418 Patriots Point Lane
- Constance Proctor, 111 Jones Road
- Debbie Walker, 120 Camp Queen Road
- Joyce Johnson, 195 Peninsula Manor Lane
- Rita Blackburn, 524 Sabiston Drive

Junior Freeman of 714 W. Corbett Avenue, a local realtor and former town board member, advocated for the project. Mr. Freeman pointed out the demand for affordable housing and economic development, arguing that such a project was essential for regional growth and would address prevailing housing deficits sustainably.

The public hearing was closed at 7:33 pm, and the board took a 3-minute recess.

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf, for approval of Resolution 2025-R2, for the proposed amendment to the CAMA Land Use Plan Map, changing the site from a RA (rural/agricultural) designation to a Suburban Town Center. The vote was 2:2. Ayes: Brown, Eckendorf, Noes: Conaway, Turner

Breaking the tie vote in accordance with Town Code § 3.2 which designates *"Where there is an equal division on a question, the mayor shall determine the matter by his vote"*, Mayor Justice opted against the amendment.

Mayor Justice explained that his decision was guided by a commitment to representing citizen concerns, balancing the potential long-term benefits of growth with the community's expressed values and priorities.

Mayor Pro Tem Conaway emphasized the importance of sticking to the town's existing land use plans to avoid setting a precedent of changing them too readily.

Commissioner Pat Turner thanked the citizens for their participation and acknowledged the merits of the proposal but felt it was not the right time for the project.

Commissioner Doug Eckendorf emphasized that growth in Swansboro is inevitable and highlighted the importance of respecting property rights in development decisions. He acknowledged that while many residents value the town's small-town charm, change is constant, and areas now zoned for rural use will eventually support higher-density development. He praised the Flybridge presentation for addressing traffic, environmental, and infrastructure concerns, and encouraged logical, forward-thinking planning despite the emotional nature of public input. Eckendorf noted that growth must be managed in a way that balances community values with the realities of development.

Commissioner Joe Brown expressed disappointment with the decision, stating that the town missed an opportunity to improve local resources and support economic growth through the proposed development. He noted the project's alignment with the land use plan and highlighted the preparation efforts made by the developer, including plans for traffic, environmental care, and infrastructure. Commissioner Brown mentioned the potential financial benefits for the town and questioned whether Swansboro was ready to take advantage of growth opportunities. He also expressed concern that the opposition did not reflect the views of most residents and stressed the need to consider long-term economic impacts to support key services like EMS.

Following the denial of the CAMA Land Use Plan Map amendment, the applicant withdrew their rezoning application.

### **Business Non-Consent**

#### *Board of Commissioner Vacancy*

Town Manager Jon Barlow presented the options for filling the vacant commissioner seat, resulting from appointing Mr. Justice, who had filled the mayor's position following the resignation of the previous mayor. This appointment process was complicated by a conflict between the North Carolina general statutes and the town charter. Mr. Barlow elaborated on the differences: while the town charter mandates the Board to appoint someone to fill the full unexpired term until November 2027, the general statutes offer an alternative that the appointment would be only until the next municipal election in November 2025, followed by a special election to complete the remaining term.

During the discussion, board members shared different views on how to fill the empty seat. Some supported a shorter option that would lead to a special election, while others preferred following the town's rules to appoint someone for the full remaining term to keep things steady.

A motion to follow the NCGS to fill the vacancy through November 2025 was made by Mayor Pro Tem Conaway and seconded by Commissioner Turner. The vote was 2:2.

Ayes: Conaway, Turner

Noes: Brown, Eckendorf

Breaking the tie vote in accordance with Town Code § 3.2 which designates "*Where there is an equal division on a question, the mayor shall determine the matter by his vote*", Mayor Justice opted against filling the vacancy following the NCGS.

Therefore, the appointment made to fill the vacancy would be in accordance with the Town Charter for the unexpired term until November 2027.

The Board agreed to open applications for the vacant commissioner seat starting on February 26, 2025, and ending on March 19, 2025, and the applicants would be considered for appointment at the March 25, 2025, meeting.

### **Funding Request – PirateFest**

Parks & Recreation Director Anna Stanley presented a request for \$3,000 to support the annual PirateFest, a Swansboro tradition for the past 14 years. Now held in collaboration with Onslow County Parks and Recreation, the event takes place on the second Saturday in May and draws approximately 6,000 to 7,000 attendees during a six-hour period—reflecting a 77% increase in attendance since 2019. PirateFest featured historical reenactments, pirate encampments, folk music, sword-fighting demonstrations, live mermaids, and interactive displays that provide both entertainment and educational value.

Director Stanley reported that the total budget for the event was estimated at \$14,000. Swansboro TDA had already contributed \$2,000, and Onslow County Parks and Recreation remains a major partner, covering over 50% of the costs and providing staffing support. Additional funding was supplemented by in-kind media partnerships, including radio promotions and coverage in *Our State Magazine*. An analysis using Placer.ai data indicated a strong local economic impact, with around 1,200 attendees patronizing local businesses.. The funding request aimed to sustain this collaborative event that enhances community engagement and supports Swansboro's tourism economy.

On a motion by Commissioner Turner, seconded by Mayor Pro Tem Conaway, the allocation of \$3,000 for the annual PirateFest event held each May was unanimously

approved. Subsequently, a Budget Amendment would be provided for approval at the next regular meeting.

### **Monthly Financial Report as of January 31, 2025**

Finance Director Sonia Johnson presented the financial report. Key points included:

- General Fund: Excess of revenues over expenditures of \$863,144 (with encumbrances) and \$1,084,283 (without encumbrances)
- Ad Valorem tax collection at 94.61%
- Overall expenditures at 50.53% of budget, 7.78% less than the monthly projection
- Updates on Stormwater and Solid Waste Enterprise Funds
- Summary of town debt and current loan balances
- Overview of current cash and investment accounts

Commissioners discussed the possibility of paying off some debts early, but it was determined that the current low interest rates make it more beneficial to maintain the existing payment schedules.

### **Future Agenda Topics**

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- Recognition of James Yesunas for State Title achievement

### **Public Comment**

Citizens were offered an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda. No comments were made.

### **Board Comments**

Commissioners thanked the citizens for their participation and the staff for their work.

Commissioner Joe Brown apologized for getting "testy" with the group and expressed his belief that an opportunity had been missed with the denial of the Flybridge proposal.

Mayor Justice explained his decision-making process, acknowledging the difficulty of the choice and the desire to represent the citizens' wishes.

### **Closed Session**

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf the board entered closed session at 8:27 pm pursuant to NCGS 143-318.11 (a) (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in

negotiating the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease.

Pursuant to a motion duly made and seconded in closed session the board returned to open session with nothing to report.

**Adjournment**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf the meeting adjourned at 9:11 pm.

**Town of Swansboro  
Board of Commissioners  
March 11, 2025, Regular Meeting Minutes**

Item III - d.

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.

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**Call to Order/Opening Prayer/Pledge**

The meeting was called to order at 6:00 pm and Mayor Justice led the Pledge of Allegiance.

**Public Comment**

Justin Milarkey, of 219 Commerce Street in Greenville, North Carolina, spoke on behalf of two Perry family members and shared that he hoped there could be a thoughtful approach on the agenda item "Resolution Authorizing Acquisition of Real Property by Proceedings in Eminent Domain" related to their property.

Cynthia Lacorte of 220 S Elm Street expressed concern over the board members acting outside their areas of expertise and urged better community collaboration and input from citizens.

Rachel Lovejoy of 210 Knightheds Drive addressed the board about the importance of improving accessibility throughout town. She shared personal experiences and concerns related to inadequate pedestrian infrastructure and encouraged the Board to consider accessibility in all future planning and development decisions. She emphasized that better walkability would benefit the entire community, including individuals with disabilities, seniors, and children, and asked the Board to involve knowledgeable residents in the process.

**Adoption of Agenda and Consent Items**

On a motion by Commissioner Brown, seconded by Commissioner Turner, the below consent items and agenda as amended to remove item VI-A: *Resolution Authorizing Acquisition of Real Property by Proceedings in Eminent Domain* and to edit closed session to be pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a



contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease, was unanimously approved.

- January 14, 2025, Regular Meeting Minutes
- January 14, 2025, Closed Session Minutes
- Budget Ordinance Amendment #2025-8

### **Business Non-Consent**

#### *Engineering Service Selection for Sidewalk Project*

Town Manager Jon Barlow presented an overview of the sidewalk project aimed at enhancing pedestrian accessibility throughout Swansboro. He reported that the project would span approximately 7,000 linear feet, or 1.33 miles, with planned improvements in areas such as Highway 24, Main Street Extension, Hammocks Beach Road, Old Hammocks Beach, and Queens Creek, focusing on locations with existing gaps in pedestrian infrastructure. Barlow recommended Arendell Engineers to be selected for the project, as their proposal met all town criteria. The scope of work included land surveying, civil engineering design, bidding, and construction administration services, ensuring a comprehensive framework for successful project delivery.

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Brown, with unanimous approval, authorization was provided to enter into contract negotiations with Arendell Engineers to provide engineering and design services for the sidewalk project.

#### *Future Agenda Topics*

Future agenda items were shared for visibility and comments. In addition, an opportunity was provided for the board to introduce items of interest and subsequent direction for placement on future agendas. The following items were addressed:

- Hold workshop for UDO/CAMA Land Use Plan Review

### **Public Comment**

Wayne Herbert of 102 Oyster Bay Road spoke in support of Ralph Coleman for a vacant commissioner's position. He highlighted Coleman's experience as a Marine Corps colonel and senior attorney, praising his professional approach and dedication to duty. Mr. Herbert emphasized Coleman's potential to bring objectivity, integrity, and credibility to the board.

Lauren Brown of 601 W. Broad Street expressed her support for Tim Vannoy's appointment to the vacant commissioners' position. She commended Mr. Vannoy's preparation and consideration to make decisions during his time on the planning board. Brown also expressed appreciation for the recent decision to deny the Flybridge

development rezoning, stating it was not consistent with the land use plan to protect green space and wetlands.

Jamie Petani of 2102 Holly Hills Court shared that she wanted to see about getting warning lights similar to those in Morehead City to alert drivers of upcoming red lights at the intersections in town. She also suggested adding backboards to traffic lights to improve visibility during sunrise and sunset. Ms. Petani reiterated her opposition to the Flybridge development.

### **Board Comments**

Mayor Pro Tem Conaway acknowledged the ongoing traffic issues and committed to looking into potential solutions, while noting the challenges posed by natural factors and changing conditions.

Commissioner Eckendorf emphasized the need for pro-growth policies to create job opportunities that would encourage young people to remain in Swansboro. He identified the housing shortage as a key barrier to growth and a concern for potential investors and called for a review of the UDO and land use plan to make the town more investor-friendly while supporting controlled development.

Commissioner Brown emphasized the potential benefits of growth, including increased profitability for existing businesses and attraction of new businesses. He referenced the recent decision to pass on 324 apartments and noted the apparent contradiction in claims of a housing shortage.

Mayor Justice encouraged cooperation and consensus-building within the community, acknowledging the diverse views present and the need to work together despite differences.

### **Closed Session**

On a motion by Mayor Pro Tem Conaway, seconded by Commissioner Eckendorf the board entered closed session at 6:34 pm pursuant to NCGS 143-318.11 (a) (3) to consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged; and (4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations; and (5) to establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating the price and other material terms of a contract or proposed contract for

the acquisition of real property by purchase, option, exchange, or lease, was unanimously approved.

Pursuant to a motion duly made and seconded in closed session the board returned to open session.

Mayor Justice reported that no action was taken on the property acquisition, however a decision was made related to Economic Development for JOED and Project Coffee.

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf, providing a loan in the amount of \$250,000 to JOED for Project Coffee contingent upon verification of fund availability by the Town Finance Director was unanimously approved.

### **Adjournment**

On a motion by Commissioner Brown, seconded by Commissioner Eckendorf the meeting adjourned at 8:02 pm.



# Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Approval for Design-Build Delivery Method**

Board Meeting Date: **May 13, 2025**

Prepared By: **Jon Barlow – Town Manager**

**Overview:** Through evaluation, it is found that the design-build delivery method of services for constructing the new Emergency Operations Center/Public Safety Building (EOC/PSB) would provide valuable benefits to the project. North Carolina General Statutes requires certain criteria to present for such a service delivery method that can be utilized.

In accordance with North Carolina General Statute 143-128.1A(b), the Town of Swansboro has developed the following criteria to determine the appropriateness of using the Design-Build Delivery Method for the Emergency Operations Center/Public Safety Building (EOC/PSB) project. These criteria reflect a careful evaluation of project-specific conditions, and the statutory factors required for design-build utilization.

## **I. Adequate and Thorough Definition of Project Requirements**

The Town has conducted a comprehensive space needs assessment to define the scope of work. This study examined current and future operational demands for the Fire Department, Police Department, and a fully integrated Emergency Operations Center. The assessment included square footage projections, equipment requirements, staffing trends, interoperability functions, and support space needs. These findings have provided a clear and detailed definition of the project that can be fully expressed in the forthcoming Request for Qualifications (RFQ).

## **II. Time Constraints for Project Delivery**

The Town is a recipient of a North Carolina SCIF Grant, which includes strict funding timelines. Failure to meet prescribed deadlines places project funding in jeopardy. The design-build method is necessary to expedite delivery by overlapping the design and construction phases. This approach will enable faster mobilization, permitting, and construction, all critical for preserving grant eligibility and maximizing funding utilization.

## **III. Ability to Ensure Project Quality**

Through its qualified internal personnel, the Town can ensure high-quality project outcomes. Subject-matter experts from the Fire, Police, and Building Inspections Divisions will be directly engaged throughout the design and construction process. These professionals bring experience with public safety facility standards, building code compliance, and mission-critical facility design.

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
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#### **IV. Oversight and Management Capability**

Item VI - a.

The Town can manage and oversee a design-build project through a combination of internal and external resources:

Internally, staff from Fire, Police, Building Inspections, and Planning have experience with plans, codes, ordinances, and other project criteria to ensure that the project is designed and constructed properly.

Externally, the Town will select a firm experienced in design-build oversight to guide procurement, contract compliance, and quality control. Firm selection will be based on demonstrated experience with comparable public safety and emergency operations projects, ensuring that only highly qualified teams are considered.

#### **V. Good-Faith Effort for HUB and Small Business Inclusion**

The Town will fully comply with G.S. 143-128.2 and G.S. 143-128.4 by:

Requiring proposers to submit HUB participation plans and demonstrating efforts to include qualified small and minority-owned subcontractors. These efforts reflect a commitment to equity, diversity, and transparency in public contracting.

#### **VI. Cost-Benefit Analysis**

The Town has reviewed the cost implications of the design-build method compared to traditional delivery models, such as design-bid-build and construction manager at-risk. Design-build offers a single point of accountability, reducing the complexity and potential disputes associated with multiple contracts. The Faster project delivery saves time and administrative costs associated with multiple bid packages and phased procurement. Cost efficiencies can be achieved through early collaboration between design and construction teams, reducing the likelihood of costly change orders and rework. Overall, the Design-Build model will result in significant time and cost savings while increasing project certainty and coordination.

Based on these written criteria and the project's unique demands, the Town of Swansboro determines that the use of the Design-Build Delivery Method is appropriate and justified for the Public Safety Building and Emergency Operations Center. This document shall be retained on file in compliance with G.S. 143- 128.1A (b) and used to initiate the procurement of design-build services.

**Background Attachment(s):** None

**Recommended Action:** Approve utilizing the Design-Build Delivery Method for the Emergency Operations Center/Public Safety Building (EOC/PSB) based on compliance with NC 143-128.1A(b) criteria above, subsequently allowing the Request for Qualifications (RFQ) to be advertised for such service.



# Board of Commissioners Meeting Agenda Item Submittal

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Item To Be Considered: **Approval for Request for Qualification for the Design-Build of the Town of Swansboro Emergency operations Center and Public Safety Center**

Board Meeting Date: **May 13, 2025**

Prepared By: **Jon Barlow – Town Manager**

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**Overview:** Pursuant to NC General Statute Section 143-128.1A, the Town of Swansboro, NC is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Emergency Operations center (EOC) and Public Safety Building

The design-build method is a qualifications-based selection process. As such, the primary factors for selection are the ability of the Designer-Builder to deliver the project on time and within the budget, within the criteria and constraints identified by this RFQ, and pursuant to the requirements of the design-build statute. This Request For Qualifications (RFQ) provides complete information on the services sought and the submittal requirements.

**Each interested Firm's submission shall include the following contents:**

**Letter of Interest**

The Firm's Letter of Interest shall include a brief but descriptive overview of the following information:

- The Firm and Team's Qualifications
- The Firm and Team's Experience in Design-Build Construction related to Public Safety Related Infrastructure {Fire, Police, EMS, Emergency Operations Centers, and/or Fire-Rescue Training Facilities}
- A Summary of WHY the Town should Select the Design-Build Firm

**General Information**

- Name and description of the firm.
- Project manager and primary contact.
- Legal company organization/organization chart with names, including licensed contractors and licensed design professionals whom the firm intends to use in the project.
- List of applicable NC licenses for construction, engineering, or other trades/professions pertinent to the requirements of the project.

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**Action:** \_\_\_\_\_

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## **Team Qualifications and Experience**

Item VI - b.

- Describe why your team should be selected and summarize why your firm is qualified and your understanding of and experience with the Design-Build method.
- Define key staff members working on the project, their experience and qualifications/certifications, and their roles and commitment to the project.
- Provide team/staff experience working together on similar projects.
- Provide information regarding team history, working relationship between the Design-Build team members, and relevant experience.
- Provide a statement and certification that all licensed professionals and subconsultants were chosen based on demonstrated competence and qualifications.

## **Project Understanding, Approach, and Management**

- Describe your understanding of the project and proposed approach to design.
- Describe your approach for budgeting and bidding the project in accordance with NC GS 143-128.1A(c)8. Provide a description, with examples if applicable, of the process for successfully delivering this proposed project. Address each phase of the project (design, pre-construction, and construction). Include explanation of project team selection, practices, and procedures to ensure quality, and other factors that may be applicable. Design-Builder will indicate in the Certification Section (Section 5) of this RFQ which Option they are proposing.
- Describe the firm's quality assurance, quality control, and conflict/dispute resolution approach.
- Describe the firm's approach to effective communication and meeting the overall goals and objectives of the project.
- Identify any key risks, challenges, concerns you anticipate, and methods to mitigate.
- Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Town of Swansboro project team.
- Describe your approach to change orders and the firm's track record of delivering projects with minimal change orders.
- Describe your team's track record with "on-time and within budget" projects.
- Describe your approach to safety management and provide current safety ratings/records, and practices.

## **Relevant Project Experience/References**

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one that best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet this RFQ's requirements. Please identify recent, representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
  - ❖ Name of Project
  - ❖ Client
  - ❖ Initial GMP and Final Project Cost

- ❖ Project Description
- ❖ Project Amendments (if applicable)
- ❖ Project Timeline of scheduled start and finish dates and actual start and finish dates
- ❖ Photos/Pictures

Each Firm's submission will be evaluated and ranked as follows:

70%, based on the Firm's Design-Build experience with similar projects (police, fire, emergency medical/response facilities), and the Firm's understanding of and approach to the Project, as evidenced by its response to the RFQ.

30%, based on the following: The Firm's certifications as called for in the RFQ; indicated quality of deliverables; projected timeline for the Project; narrative statement of why the Firm should be selected.

**Background Attachment(s):** RFQ – Design Build

**Recommended Action:** Approve the RFQ seeking Design-Build services for the Town of Swansboro Emergency Operations Center and Public Safety Building.



# REQUEST FOR QUALIFICATIONS

## Design-Build of the Town of Swansboro Emergency Operations Center and Public Safety Building

***May 14, 2025***



## **Project Introduction**

Pursuant to North Carolina General Statute Section 143-128.1A, the Town of Swansboro, NC, herein after the "Town", is soliciting proposals from qualified design-build firms interested in providing professional design and construction services for the new Emergency Operations Center (EOC)/Public Safety Building (PSB).

The design-build method is a qualifications-based selection process. As such, the primary factors for selection are the ability of the Designer-Builder to deliver the project on time and within the budget, within the criteria and constraints identified by this document, and pursuant to the requirements of the design-build statute. This Request For Qualifications (RFQ) provides complete information on the services sought and the submittal requirements.

Questions, requests for information, and responses to this RFQ shall be addressed and delivered to:

Town of Swansboro  
Jonathan Barlow / Town Manager  
601 West Corbett Avenue  
Swansboro, NC 28584  
[tnmgr@ci.swansboro.nc.us](mailto:tnmgr@ci.swansboro.nc.us)  
(910)326-4428

- I) All proposals must be received by **noon (EST) on Friday, June 13, 2025.**
- II) Qualifications, amendments, and/or responses received after the time and date listed above shall not be considered for evaluation and will be returned to the Respondent unopened.
- III) The Town of Swansboro reserves the right to reject any and all submissions for any or no reason.
- IV) This RFQ does not obligate the Town to pay any costs incurred by respondents in preparing for and submitting a response, nor obligate the Town to accept or contract for any expressed or implied services.

## **Project Background**

The Town of Swansboro's Public Safety Building, originally constructed in 1989 with additions made in 2017, is a critical facility for the town's emergency operations, housing Fire and Police services. However, the building's infrastructure has become outdated and incapable of meeting modern public safety and emergency response demands. The facility has been declared unsafe if a storm exceeds Category 1, posing a significant risk to the personnel and equipment housed within.

The inadequacies of the current facility were highlighted during Hurricane Florence in 2018. It became evident that the building could not sustain daily operations, much less the expanded need for emergency response during a disaster of that scale. During the storm, the building struggled to serve as an effective Emergency Operations Center

(EOC), limiting the ability of public safety officials to coordinate and respond to critical situations.

Given Swansboro's vulnerability to hurricanes and other natural disasters, it is essential to construct a modern Emergency Operations Center/Public Safety Building to withstand severe weather events and provide a secure and efficient base for daily public safety operations. This new facility will enable the town's emergency services to function effectively under both routine and extreme conditions, ensuring the safety and resilience of the community in the face of future emergencies.

### **Project Goals & Objectives**

With the design and construction of the project, the Town has the following goals:

- I) Design and construct a facility that provides the Fire and Police Departments with a facility that conforms to current and future needs.
- II) Complete the project in a timely and fiscally responsible manner.
- III) Incorporate high-performance systems in design and construction that will allow personnel to work in a safe, comfortable, and operational facility.
- IV) Design and construct a facility to minimize operating and maintenance costs, maximizing energy efficiency.
- V) Prioritize workplace safety and reduce job-related exposure to carcinogens and other substances in an Emergency Services environment.
- VI) Design and construct a facility that promotes resilience in planning, responding, mitigating, or recovering from disasters.
- VII) As a team, work with the Town to plan and implement processes to maximize efficiency, quality, and cost savings.

### **Project-RFQ Purpose**

The Town seeks qualifications for Design-Build Project delivery services for the new Emergency Operations Center/Public Safety Building. The selected Firm shall be capable of performing professional services, including preparing design drawings, specifications, and bid documents for the site development and construction of the new facility. The selected firm will be expected to provide concurrent design and construction turnkey activities for the project, resulting in a finished, fully usable facility that satisfies all project requirements and contractual terms.

The facility will be approximately 16,000 +/- square feet on an undeveloped site of 7 acres +/- . The new facility shall sustain all Emergency Operations for the Town during all disasters, up to Category 4 Systems. Preliminary needs of the facility include, but are not limited to, the following:

## **Scope of Work**

The Town plans to build the new EOC/PSB on an undeveloped property actively being identified and acquired. The selected firm shall work collectively with Town staff to ensure that the selected site meets the project's needs in all phases. The selected Firm shall provide professional architectural and engineering services for the project to prepare construction drawings, specifications, and contractual documents.

The following is the preliminary scope of work that may be modified during contract negotiations with the selected Design-Builder:

- I) Pre-planning, schedule and budget review, site plan validation, and pre-construction project planning, including preliminary cost estimates.
  - i) Site Plan Engineering & Due Diligence for Land Acquisition, including but not limited to Civil Engineering, Surveying, Testing for the Undeveloped Site, or any variation of the property provided after selection.
- II) Preparing site, architectural, structural, mechanical, plumbing, and electrical design plans to include:
  - i) Site Design: Planned Emergency Operations Center/Public Safety Building & Fire Training Center {Phase I} and Future {Phase II} Fuel Farm and Town Complex {Administration, Public Works}
  - ii) Building Design {All Phase I & Conceptual Phase II}
- III) Development and refinement of cost estimates and project schedules.
- IV) Construction of the project
- V) Construction administration and observation, including conferences, site observations, and regularly scheduled progress meetings with the Town.
- VI) Project closeout, establishment of warranties, guarantees, and delivery of manuals.

## **Budget, Timeline, Planning, and Delivery**

### ***Budget***

The Town of Swansboro's estimate for the total budget of this project is \$9,000,000. Total costs include land acquisition, architectural programming and scope of work identification, design and engineering, construction-related expenses and services, construction administration, testing services, permits, and any other building-related professional service fees necessary to complete the project. Once established, adherence to the budget is essential to completing this project.

### ***Planning***

The Design-Builder, as part of its design and pre-construction services, will assist with developing a strategy for the best approach for the successful completion of the project, including guidance and assistance in the preparation of a schedule and a reliable preliminary cost estimate, along with evaluations of any value engineering measures. At

an appropriate point during the project, and before construction, the Town of Swansboro will ask the Design-Builder to commit to a lump sum price for all its design, construction services, and fees.

### ***Delivery***

At all times and project stages, the Design-Builder shall act in the best interests of the Town of Swansboro and use their best efforts to deliver the project in an expeditious and cost-effective manner consistent with the Town of Swansboro project requirements, time constraints, and budget. The Design- Builder shall develop a contractually obligated overall project schedule and will be responsible for methods of construction, safety, scheduling, and coordination of all construction work, in addition to miscellaneous contracts required for completion of the project, within its predetermined budget limits and schedule.

The Town of Swansboro expects all parties to this project to work closely together and deal appropriately with project conditions to finish the job successfully. A spirit of cooperation, collaboration, and a commitment among professional design and construction service providers to work in the best interests of the project is of utmost importance.

### ***Anticipated Schedule***

The Town reserves the right to adjust the following schedule as necessary:

<b>Project Item</b>	<b>Date</b>
Issue Request for Qualifications	<i>May 14, 2025</i>
Deadline for Questions and Clarifications for the RFQ	<i>May 30, 2025</i>
Deadline for RFQ Submittal	<i>June 13, 2025</i>
Complete Firm Interviews	<i>June 23-26, 2025</i>
Request Council Approval to Begin Contract Negotiations	<i>July 8, 2025</i>
Notice to Proceed - Begin Design	<i>August 4, 2025</i>
Begin Construction	<i>Spring 2026</i>
Project Complete	<i>May – July 2027</i>

### **Submission Requirements**

The Firm shall provide one (1) original copy (unbound and suitable for photocopying), three (3) side-bound copies, and one electronic copy of your submittal in PDF format. The font size shall be at least 12 pt, printed on 8 ½" x 11" paper. The submission document shall include a Table of Contents. Submittals shall be delivered in the manner described below:

- Mailed or Hand Delivered to:

Town of Swansboro  
Jonathan Barlow/Town Manager  
601 West Corbett Avenue  
Swansboro, NC 28584  
RFQ for Design-Build Services – EOC/PSB

**The Firm's submission package shall include the following contents:**

**Letter of Interest**

The Firm's Letter of Interest shall include a brief but descriptive overview of the following information:

- The Firm and Team's Qualifications
- The Firm and Team's Experience in Design-Build Construction related to Public Safety Related Infrastructure {Fire, Police, EMS, Emergency Operations Centers, and/or Fire-Rescue Training Facilities}
- A Summary of WHY the Town should Select the Design-Build Firm

**General Information**

- Name and description of the firm.
- Project manager and primary contact.
- Legal company organization/organization chart with names, including licensed contractors and licensed design professionals whom the firm intends to use in the project.
- List of applicable NC licenses for construction, engineering, or other trades/professions pertinent to the requirements of the project.

**Team Qualifications and Experience**

- Describe why your team should be selected and summarize why your firm is qualified and your understanding of and experience with the Design-Build method.
- Define key staff members working on the project, their experience and qualifications/certifications, and their roles and commitment to the project.
- Provide team/staff experience working together on similar projects.
- Provide information regarding team history, working relationship between the Design-Build team members, and relevant experience.
- Provide a statement and certification that all licensed professionals and subconsultants were chosen based on demonstrated competence and qualifications.

### **Project Understanding, Approach, and Management**

- Describe your understanding of the project and proposed approach to design.
- Describe your approach for budgeting and bidding the project in accordance with NC GS 143-128.1A(c)8. Provide a description, with examples if applicable, of the process for successfully delivering this proposed project. Address each phase of the project (design, pre-construction, and construction). Include explanation of project team selection, practices, and procedures to ensure quality, and other factors that may be applicable. Design-Builder will indicate in the Certification Section (Section 5) of this RFQ which Option they are proposing.
- Describe the firm's quality assurance, quality control, and conflict/dispute resolution approach.
- Describe the firm's approach to effective communication and meeting the overall goals and objectives of the project.
- Identify any key risks, challenges, concerns you anticipate, and methods to mitigate.
- Provide an outline of the project schedule, showing tasks, milestones, and deliverables, including a schedule of progress meetings with the Town of Swansboro project team.
- Describe your approach to change orders and the firm's track record of delivering projects with minimal change orders.
- Describe your team's track record with "on-time and within budget" projects.
- Describe your approach to safety management and provide current safety ratings/records, and practices.

### **Relevant Project Experience/References**

- Please describe the firm's overall reputation, service capabilities, and quality of work as it relates to this project.
- Provide five (5) relevant projects completed or in construction over the last 10 years. A relevant project is one that best exemplifies your qualifications. List projects you believe demonstrate an ability to successfully meet this RFQ's requirements. Please identify recent, representative projects of a similar scope, complexity, and size performed by the proposed team. Please include for each reference/project:
  - ❖ Name of Project
  - ❖ Client
  - ❖ Initial GMP and Final Project Cost
  - ❖ Project Description
  - ❖ Project Amendments (if applicable)



- ❖ Project Timeline of scheduled start and finish dates and actual start and finish dates
- ❖ Photos/Pictures

### **Certifications**

In accordance with NC GS 143-128.1A(c)8, ***Design-Builder will indicate which option below they are proposing for this project.*** If Option 1 is proposed, list any licensed or non-licensed subcontractors the Design-Builder proposes. These subcontractors will be considered as part of the team. Indicate the reason and method by which the Design-Builder has selected these subcontractors.

***Option 1:*** A list of the licensed contractors, licensed subcontractors, and licensed design professionals whom the design-builder proposes to use for the project's design and construction. If this project team selection option is used, the design-builder may self-perform some or all of the work with employees of the design-builder and, without bidding, also enter into negotiated subcontracts to perform some or all of the work with subcontractors, including, but not exclusively with, those identified in the list.

In submitting its list, the design-builder may, but is not required to, include one or more unlicensed subcontractors that the design-builder proposes to use. If this project team selection option is used, the design-builder may, at its election and with or without the use of negotiated subcontracts, accept bids for the selection of one or more of its first-tier subcontractors.

***Option 2:*** A list of the licensed contractors and design professionals whom the design-builder proposes to use for the project's design and construction and an outline of the strategy the design-builder plans to use for open subcontractor selection based upon the provisions of Article 8 of Chapter 143 of the General Statutes. If this project team selection option is used, the design-builder may also self-perform some of the work with employees of the design-builder but shall not enter into negotiated contracts with first-tier subcontractors.

### **Other or Additional Supporting Documents**

#### ***HUB Participation***

Describe the program (plan) that your company has developed to encourage participation by HUB firms to meet or exceed the goals set by North Carolina General Statute 143-128.2. Please explain how the firm will address minority participation in the management levels of the company. Include a HUB plan in the proposal. Provide documentation of HUB participation that the firm achieved over the past three (3) years on both public and private construction projects. Outline specific outreach efforts that your firm will take to notify HUB firms of opportunities for participation. Indicate the minority participation goal that you expect to achieve on the project.

#### ***Surety & Performance***

Provide a letter, dated within the last 30 days, from your surety company, signed by their Attorney in Fact, verifying their willingness to issue sufficient payment and performance



bonds for this project, on behalf of your firms or its agent licensed to do business in North Carolina, and verifying your company's capability and capacity based on your current value of work. Surety company bond rating shall be rated "A" or better under the A.M. Best Rating system or the Federal Treasury List.

### **Licenses**

Provide copies of all required Licenses and written certification by the design-builder. Each licensed design professional included as part of the team was selected based solely on qualifications without regard to fee. Include evidence that a qualifications-based selection (QBS) process was utilized.

### **Evaluation Criteria**

Evaluation Criteria. The submitting Firm's responses to this RFQ will be evaluated and ranked as follows:

70%, based on the Firm's Design-Build experience with similar projects (police, fire, emergency medical/response facilities), and the Firm's understanding of and approach to the Project, as evidenced by its response to the RFQ.

30%, based on the following: The Firm's certifications as called for in the RFQ; indicated quality of deliverables; projected timeline for the Project; narrative statement of why the Firm should be selected.

### **Disclosures**

- 1) **Clarifications** – During the evaluation process, the Town of Swansboro reserves the right to request any necessary clarifications to understand the Team's perspective and approach to the project and scope of work. Any clarifications made before contract execution will become part of the final agreement.
- 2) **Submittal Requirements** – Each submitted copy must be identical in content. Costs incurred in response to this RFQ are solely the responsibility of the submitter. The Town of Swansboro is not responsible for any such costs and will not return any submitted materials.
- 3) **Statement of Qualifications Provisions** – Pursuant to N.C. Gen. Stat. § 143-128.1A.(c)(8)(a), each Design-Builder must submit an explanation of its Project Team selection within its RFQ response. This explanation must include:
  - a. A list of the licensed contractors, subcontractors, and design professionals proposed for the project.
  - b. A strategy for contractor and subcontractor selection in accordance with Article 8 of Chapter 143 of the General Statutes.

All RFQ responses must confirm the Team's compliance with RFQ provisions. RFQs must be signed by a Company Officer authorized to bind the Company. Failure to include requested items may render the RFQ non-responsive and subject to rejection.

- 4) **Minimum Response Requirement** – The Town must receive at least three RFQ responses to consider submittals. If fewer than three are received, the Town will re-advertise the RFQ. After a second solicitation, the Town may consider submittals even if three are not received, following the initial solicitation procedures.
- 5) **Right to Reject** – The Town of Swansboro intends to conduct a fair and equitable selection process. However, if it determines that none of the submissions are advantageous, it reserves the right to reject any or all RFQs with or without cause. Issuing this RFQ does not commit the Town to awarding a contract, reimbursing preparation costs, or procuring related services or supplies.
- 6) **Compliance with E-Verify** – The final contract will require all contractors and subcontractors employed by the selected firm to comply with Article 2 of Chapter 64 of the North Carolina General Statutes regarding E-Verify stipulations.
- 7) **Compliance with Applicable Laws** – The selected Firm/Team must comply with N.C. Gen. Stat. § 143-128.1 and other relevant laws regarding design-build contracts. Additional documentation or information may be required to maintain compliance upon the Town's request.
- 8) **Confidentiality** – The Town assumes no responsibility for the confidentiality of submitted information. Proposals are not publicly accessible until after contract award. Proprietary or confidential information should be clearly labeled as such. If a public records request is made, the submitting Team will be notified and may participate in any related legal proceedings.
- 9) **Conflict of Interest** – By submitting, the Team certifies that at the time of submittal, it:
  - a. Has no financial or other interest that conflicts with its performance under this RFQ.
  - b. Will not benefit from an award that results in a conflict of interest.

A "Conflict of Interest" includes holding or retaining a position in any Town of Swansboro board, office, department, or committee. Any potential conflicts must be disclosed in writing, and the Town reserves the right to reject the proposal based on legal consultation.
- 10) **Contract Negotiations** – Upon selection, the Town will begin negotiations with the chosen firm. If successful, the Town and the Team will enter into a professional services contract. Respondents must be prepared to provide a detailed proposal, including scope of work, staffing plans, action plans, schedules, and fee proposals during negotiations.



# Board of Commissioners Meeting

## Agenda Item Submittal

Item To Be Considered: **Discussion on Updated Budget Draft FY 25/26**

Board Meeting Date: **May 13, 2025**

Prepared By: **Jon Barlow – Town Manager/Sonia Johnson – Finance Director**

**Overview:** Following the April 29th Budget Workshop, several adjustments have been made to align projected revenues and expenditures. These updates ensure that the annual budget is balanced in compliance with North Carolina General Statute 159-8. Additionally, 3 non-profit funding applications are included for review/consideration.

Department/Revenue Source	Details	Revenue	Expenditures	Balance 4/29/25
				<b>-\$812,244</b>
Emergency Medical Services	Pending finalization of County agreements		<b>-365,559</b>	<b>-\$446,685</b>
Fire Department	Expenditures reallocated after EMS was removed from the budget		\$48,379	<b>-\$495,064</b>
Various	Group Health Insurance		<b>-62,788</b>	<b>-\$432,276</b>
Grant Revenue	Funding for Sidewalks	<b>\$500,000</b>		<b>\$67,724</b>
Capital Reserve Revenue	Sidewalk set aside	<b>-76,346</b>		<b>-\$8,622</b>
Non-Departmental	Additional HRA Costs		\$5,000	<b>-\$13,622</b>
Taxes-Ad Valorem-Revenue	Estimated updated-5-7-2025-Per Tax Collector	<b>\$6,912</b>		<b>-\$6,710</b>
Parks & Recreation	Salaries/Benefits		\$3,051	<b>-\$9,761</b>
Interest Investment	Updated Projection	<b>\$9,761</b>		<b>\$0.00</b>

**The updated budget draft FY 25/26 appropriates a total of \$823,654 from fund balance. This includes:**

- **\$150,000-Pickleball Court**
- **\$250,000-Project Coffee**
- **\$423,654- Balance the budget**

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Current Draft- Expenditures Exceed Revenues By (\$812,244)**

**The following is a list of General Fund Expenditures with significant impact to the Budget:**

### **➤ Impact to FY 25/26 Budget**

- \*New Department- Emergency Medical Services-\$365,559
- Retirement increases before COLA/Merit-\$19,351
- \*1.5% COLA/1.5% Merit-\$97,523.63 (FICA & Retirement included)
- Health Insurance-\$37,647- 10% Rate Increases predicted
- NCLM Property & Liability Insurance-\$16,272-10% Rate Increases predicted
- NCLM Workers Compensation Insurance-\$5,000-10% Rate Increases predicted
- VFIS Insurance-Fire-\$12,288
- \*Land Use Update-\$50,000
- Elections-\$15,000
- \*UDO Amendments-\$5,000
- \*Parks & Recreation-Part Time-\$16,090
- \*Non-capital Outlay-\$24,098
- Public Safety Salary increase-\$135,888

**Total:\$799,717**

**\*Board of Commissioners has discretion with these items.**

### **Capital Outlay budget requests funded to (date)**

- Police Interceptors (2) -\$104,000-Funded using loan proceeds
- Sidewalks-\$423,654 Fund Balance Appropriated
- Pickleball Court-\$150,000 Fund Balance Appropriated

### **Capital Reserve transferred to the General Fund: \$111,546**

- Sidewalks-\$76,346
- Police Set aside for Police vehicle/equipment-\$23,200
- Downtown Square-\$12,000

**The current draft appropriates \$823,654 from fund balance for three specific items requested by the Board of Commissioners.**

- Sidewalks-\$423,654
- Pickleball Court-\$150,000
- Project Coffee-\$250,00

### **Major budget requests that were unfunded (to date) (\$1,522,901 Removed)**

- **Personnel-Benefits included-\$334,401**
  - Recreation Coordinator: \$56,025
  - Dock Attendants (2): April 1st – November 23rd) \$20,884
  - Firefighter (3) July 2025-June 2026: \$213,513
  - Fire Administrative Lieutenant Accreditation- 1/ 2025-6/2026-\$38,678
  - Firefighter-Skill Bridge Program-June 2025-\$5,301
- **Capital Outlay budget requests that were unfunded (to date)-\$130,500**
  - Extrication Equipment-\$56,000
  - Radios-\$18,500
  - Treadmill-\$6,000
  - Municipal TOT Lot-\$50,000

➤ **Capital Outlay budget requests that were unfunded (to date)-Funding using Local**

**Proceeds-\$633,000**

- Replacement Boat/Equipment-\$51,500
- Brush Truck-\$125,000
- Utility Truck/Quick response vehicle/Equipment/Monitors-\$120,500
- Deployment Ready Trailer with Dams-\$232,000

➤ **Capital Set aside:\$425,000**

- Fire Department-\$200,000
- Emergency Medical Services-\$15,000
- Parks & Recreation-\$195,000
- Emergency Management-\$15,000

**Background Attachment(s):** Updated Budget Draft FY 25/26

**Recommended Action:** Offer direction on the next steps for the updated Budget Draft FY 25/26

			EXPENDITURES				
#	DEPARTMENT	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
400	NON-DEPARTMENTAL	471,463	619,390	612,764	612,764	568,493	538,824
411	GOVERNING BODY	23,579	42,334	48,595	47,855	42,453	297,003
412	ADMIN SERVICES	370,697	408,013	432,052	429,322	467,061	445,135
414	FINANCE	258,981	287,665	315,178	300,107	344,353	337,748
415	LEGAL	41,417	58,223	59,300	59,300	59,300	59,300
426	PUBLIC BUILDINGS	333,824	366,184	364,723	364,148	295,568	288,335
430	FIRE	975,418	1,396,691	2,135,877	1,687,805	2,407,197	1,607,343
431	EMERGENCY MEDICAL SERVICES	-	-	-	-	509,183	-
435	PERMITTING	297,452	361,096	288,270	292,204	340,273	301,128
436	PLANNING	-	-	86,293	87,066	145,565	142,066
450	POLICE	936,855	1,075,551	1,432,852	1,214,290	1,577,500	1,429,971.41
451	STREETS-PUBLIC WORKS	286,421	308,776	1,498,086	998,041	847,673	840,983
452	STREETS-STATE AID	88,230	38,798	191,791	191,791	126,626	126,580
453	PARKS & RECREATION	334,026	321,594	492,086	335,712	886,867	566,367
454	DOWNTOWN FACILITIES	8,476	85,310	207,476	175,136	132,519	94,981
455	FESTIVALS & EVENTS	87,182	121,415	134,635	134,372	161,934	154,689
456	EMERGENCY MANAGEMENT	2,779	19,463	14,549	14,010	259,000	12,000
ERAL FUND EXPENDITURES		\$ 4,516,799	\$ 5,510,502	8,314,527	\$ 6,943,924	\$ 9,171,568	\$ 7,242,454
	EXCESS REVENUES OVER EXPENDITURES				\$ (502,780)	\$ (3,064,044)	\$ (0.00)
	ENTERPRISE FUNDS						
31	SOLID WASTE ENTERPRISE FUND	422,973	465,066	475,593	475,593	479,555	477,354
30	STORM WATER ENTERPRISE FUND	209,997	97,336	132,046	132,046	159,774	157,574
	TOTAL ENTERPRISE FUND EXPENDITURES	632,970	562,403	607,639	607,639	639,329	634,928
	TOTAL ANNUAL BUDGET	\$ 5,149,769	\$ 6,072,905	8,922,166	\$ 7,551,562	\$ 9,810,897	\$ 7,877,383

REVENUES							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-300-300100	TAXES-AD VALOREM - CURRENT F/Y	2,409,297	2,536,419	2,502,239	2,502,239	2,532,466	2,539,378
11-300-300110	TAXES-AD VALOREM - PRIOR YEARS	6,033	24,174	10,000	10,000	10,000	10,000
11-300-300120	TAXES-PENALTIES/INTEREST	7,422	9,957	3,500	3,500	3,500	3,500
11-310-310200	TAXES-SALES & USE TAX	1,404,828	1,498,693	1,350,000	1,450,000	1,450,000	1,550,000
11-300-310250	TAXES-OCCUPANCY	120,925	121,780	120,000	120,000	120,000	120,000
11-300-310260	TAXES-BEER & WINE	18,578	21,050	14,000	14,000	14,000	14,000
11-300-310270	TAXES-UTILITY FRANCHISE	244,780	273,858	235,000	235,000	235,000	235,000
11-450-320300	POLICE DONATIONS	4,180	639	8,409	9,409	3,000	3,000
11-430-320310	FIRE DONATIONS	1,100	45	5,000	5,408	-	-
11-453-320320	PARK DONATIONS	1,498	120	-	47	-	-
11-300-330400	SIDEWALK DEVELOPMENT FEE	163	3,880	-	10,600	-	-
11-450-330405	FEES/COURT FACILITIES	9,951	6,524	5,000	5,000	5,000	5,000
11-300-330410	TDA ADMINISTRATIVE FEE	6,975	9,350	9,410	6,445	4,100	4,100
11-454-330415	TOWN MARINA FEES	35,894	41,590	35,000	35,000	35,000	35,000
11-435-330420	PLANNING & ZONING FEES	-	11,419	8,000	24,225	8,000	8,000
11-435-330430	FEES-BLDG PERMITS,INSPECTIONS, PLANNING & ZONING	121,351	109,049	179,100	130,148	75,000	92,815
11-435-330440	HOMEOWNER'S RECOVERY FEES	390	490	500	500	500	500
11-456-330450	COST RECOVERY	-	-	-	3,978	-	4,000
11-300-330460	LEASES (Spectrum;106 Church St)	74,993	89,521	40,388	40,388	21,600	36,500
11-453-340306	CONCESSIONS	-	145	150	-	-	-
11-453-340500	RENTAL FEES-OTHER ROOMS	1,970	2,270	1,000	1,800	1,000	1,000
11-453-340501	RENTAL FEES - PARKS	7,268	5,755	7,000	5,700	5,500	5,500
11-453-340502	RENTAL FEES - RECREATION ROOMS	20,698	20,198	20,000	19,940	19,000	19,000
11-453-340503	REC PROGRAM/CONTRACT FEES	34,923	36,818	33,515	30,035	38,685	38,685
11-453-340504	RENTAL FEES-OLD TOWN HALL	-	-	-	385	-	-
11-453-340305	REC PROGRAM-INSTRUCTIONAL CONTRACTS	8,883	11,712	16,155	11,190	8,050	8,050
11-453-340506	REC PROGRAM-DOG PARK AND GYM ANNUAL MEMBERSHIP	2,820	3,515	3,200	3,515	3,100	3,100
11-300-350525	SOLID WASTE DISPOSAL TAX	3,019	-	2,500	2,500	2,500	2,500
11-300-355550	REFUNDS-GAS TAX	12,591	13,147	14,600	14,600	14,600	14,600
11-452-360600	STATE RD - POWELL BILL	110,084	126,626	126,626	143,997	126,626	126,626
11-430-365699	COUNTY FUNDING/3 CENT FIRE TAX	-	197,845	210,000	205,760	205,000	205,000
11-430-365700	COUNTY FUNDING/FIRE DEPT	177,037	183,133	236,947	236,947	236,947	302,865
11-300-365701	TAXES-ABC DISTRIBUTION	54,531	49,653	60,000	46,000	60,000	48,600
11-400-370800	INVESTMENT EARNINGS/GF	56,402	308,660	124,560	204,477	50,000	168,782
11-300-370801	EASEMENTS	10,000	-	-	-	-	-
11-300-370810	SALE OF FIXED ASSETS	-	1,500	-	-	-	-
11-300-370820	ONWASA-SATELLITE OFFICE PAYMENT	35,000	35,000	35,000	35,000	35,000	35,000
11-300-370830	MISCELLANEOUS INCOME	15,335	1,824	3,078	17,949	500	500
11-455-370843	PARADE	1,325	1,550	1,550	1,475	1,550	1,700
11-455-340845	FESTIVALS & EVENTS	82,394	86,935	78,800	78,000	80,000	80,000
11-450-370855	POLICE REIMBURSEMENT	934	5,810	2,000	2,310	2,300	2,300
11-450-370860	POLICE DRUG SUBSTANCE	212	129	-	6,482	-	-
11-300-370870	LOAN PROCEEDS/GENERAL FUND	-	254,500	570,000	570,000	633,000	104,000
11-300-370880	INSURANCE PROCEEDS	13,475	37,084	3,588	40,122	-	-
11-430-370881	MUNICIPAL EQUIPMENT SALES REVENUE	-	-	40,000	40,000	40,000	40,000
11-450-380900	POLICE GRANTS	3,500	6,750	72,630	-	-	-
11-430-380910	FIRE GRANTS	11,847	62,667	532,850	-	-	-
11-300-380920	GRANT - WELLNESS/WORKERS' COMP(NCLM)	1,679		5,000	-	5,000	5,000
11-300-380927	GRANT-SWANSBORO TDA-Festivals	6,500	19,000	36,500	8,500	-	-
11-300-380930	GRANTS-VARIOUS-Onslow County/Festivals /Sidewalks	172,495	22,500	108,573	108,573	10,000	510,000
11-300-390950	TRANSFER FROM OTHER FUNDS	-	-	-	-	12,000	-
11-300-390951	TRANSFER FROM CAPITAL RESERVE	36,000	6,166	-	-		35,200
11-300-390952	TRANSFER FROM PARK & REC RESERVE	-	-	-	-	-	-
11-300-399990	FUND BAL-POWELL BILL	-	-	75,079.00	-		-
11-300-399991	GF FUND BALANCE APPROPRIATED			1,341,952	-		823,654
	TOTAL GENERAL FUND REVENUES	\$ 5,349,278	\$ 6,259,451	\$ 8,288,399	\$ 6,441,144	\$ 6,107,524	\$ 7,242,454
	ENTERPRISE FUNDS						
	REVENUES						
	SOLID WASTE						
	USER FEES	455,102	478,706	475,593	475,593	479,555	477,354
	TRANSFER FROM GENERAL FUND	1,446	220	-	-	-	-
	APPROPRIATED FUND BALANCE		-	-	-	-	-
	TOTAL:SOLID WASTE	\$ 456,548	\$ 478,926	\$ 475,593	\$ 475,593	\$ 479,555	\$ 477,354
	STORMWATER						
	USER FEES	138,499	180,302	126,631	126,631	154,369	152,168
	NCDOT-MOWING CONTRACT/STREET MAINTENANCE	5,716	4,861	5,415	5,415	5,405	5,405
	GRANTS-VARIOUS	-	-	-	-	-	-
	GRANTS-NC DEPARTMENT ENVIRONMENTAL QUALITY	-	-	-	-	-	-
	TRANSFER FROM GENERAL FUND	-	220	-	-	-	-
	APPROPRIATED FUND BALANCE		-	11,325	11,325	-	-
	TOTAL:STORMWATER	\$ 144,215	\$ 185,384	\$ 143,371	\$ 143,371	\$ 159,774	\$ 157,574
	TOTAL REVENUES FOR ENTERPRISE FUNDS	\$ 600,763	\$ 664,310	\$ 618,964	\$ 618,964	\$ 639,329	\$ 634,928
	TOTAL REVENUES	\$ 5,950,040	\$ 6,923,761	\$ 8,907,363	\$ 7,060,107	\$ 6,746,853	\$ 7,877,383



NON-DEPARTMENTAL							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-400-501815	FEES-OTHER	159	2,235	1,600	1,555	-	1,650
11-400-501850	EMPLOYEE RELATIONS	5,496	3,286	5,000	5,000	5,000	5,000
11-400-501930	SERVICES-PROFESSIONAL	-	1,750	-	1,750	-	1,925
11-400-501950	SERVICES-SOFTWARE SUPPORT	59,268	43,169	38,392	38,392	40,312	40,312
11-400-501960	SERVICES-I.T MAINTENANCE	73,878	76,276	110,375	107,592	143,973	110,000
11-400-502850	UNEMPLOYMENT INSURANCE	1,833	1,475	2,000	4,305	4,775	4,200
11-400-502990	MEDICAL BENEFITS-HRA/EMPLOYEE ASSISTANCE PROGRAM	2,102	3,128	9,913	9,913	13,517	15,000
11-400-503210	TELEPHONE-VOIP & FAX	8,329	9,382	9,474	9,324	9,492	9,492
11-400-503250	POSTAGE	963	3,052	3,000	3,000	3,500	3,500
11-400-503315	SPECTRUM	6,180	6,180	9,600	8,600	6,180	6,000
11-400-503520	R/M EQUIPMENT	933	508	1,350	1,350	1,350	1,350
11-400-503530	R/M VEHICLES	59		-	-	-	-
11-400-503910	ADS/NOTICES	-	402	600	600	-	-
11-400-504540	INS-LIABILITY/PROPERTY	102,752	128,969	128,728	129,438	145,000	145,000
11-400-504560	INSURANCE-WORKMAN'S COMP	44,540	43,918	45,251	44,463	49,000	49,000
11-400-505001	NON-CAPITAL OUTLAY	1,660	709	36,611	36,611	-	-
11-400-507900	LEASE PYMT/ - COPIERS/LOAN REPAYMENT-SOFTWARE	27,262	29,658	26,570	26,570	29,995	29,995
11-400-709930	TRANSFER-SWANSBORO TDA	120,821	121,052	116,400	116,400	116,400	116,400
11-400-709950	TRANSFER-CAPITAL RESERVE	-	2,350	-	-	-	-
11-400-709952	TRANSFER TO OTHER FUNDS	15,228	141,890	67,900	67,900	-	-
DEPARTMENT TOTAL		471,463	619,390	612,764	612,764	568,493	538,824
Advance Office-Copiers-Town Hall/Visitor Center							
Software Debt Service-\$12,974.26							



GOVERNING BODY							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25		FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED	6/30/2025	DEPT. REQUEST
							MGR. RECOMMENDATION
11-411-501700	SALARIES-ELECTED OFFICIAL	9,338	9,419	8,910		8,147	9,420
11-411-501810	FICA	714	721	682		623	721
11-411-501930	SERVICES-PROFESSIONAL	1,165	-	-		-	-
11-411-502010	SUPPLIES - DEPARTMENT	2,234	1,528	1,000		1,000	2,400
11-411-500211	COMMUNITY RELATIONS	-	1,666	2,100		2,100	1,850
11-411-503100	TRAVEL/CONFERENCE/TRAIN	1,219	3,832	-		-	4,590
11-411-503125	SUBSISTENCE	558	1,633	2,641		2,641	1,272
11-411-503910	ADS/NOTICES	851	388	500		500	500
11-411-504140	EXPENSE-RECORDATIONS	-	79	-		81	700
11-411-505001	NON-CAPITAL OUTLAY	-	6,601	-		-	-
11-411-506900	CONTRIBUTIONS-AGENCIES	7,500	7,500	32,762		32,762	11,000
11-411-506920	EXPENSE-ELECTION	-	8,968	-		-	10,000
DEPARTMENT TOTAL		\$ 23,579	\$ 42,334	\$ 48,595		47,855	\$ 42,453
							\$ 297,003
Mayor							
5 Commissioners							

ADMINISTRATIVE SERVICES

LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-412-501210	SALARIES-FULL TIME	232,163	279,253	292,882	300,000	307,042	304,039
11-412-501231	LONGEVITY	1,494	1,569	956	881	1,044	1,044
11-412-501232	CELL PHONE STIPEND	1,850	1,726	600	600	600	600
11-412-501234	AUTO ALLOWANCE	3,600	3,977	-	-	-	-
11-412-501235	LIVING EXPENSES	-	7,967	12,000	-	-	-
11-412-501300	RETIREE STIPEND	-	1,449	6,671	6,291	7,200	7,200
11-412-501810	FICA	17,476	21,469	23,034	23,545	23,614	23,385
11-412-501815	FEES-OTHER	-		-	-		
11-412-501820	RETIREMENT	34,340	33,012	48,924	48,924	53,576	53,576
11-412-501830	INSURANCE - GROUP	25,401	23,896	18,337	18,337	27,623	13,968
11-412-501930	SERVICES-PROFESSIONAL	20,203		2,500	2,500	-	-
11-412-501940	SERVICES-PLANNING CONSULTA	13,184		-	-	-	-
11-412-501950	SERVICES-SOFTWARE SUPPORT	-	4,800	5,900	5,900	5,900	7,088
11-412-501990	SERVICES-OTHER	5,249	6,649	1,595	1,595	13,135	11,735
11-412-502010	SUPPLIES-DEPARTMENT	1,412	1,284	500	500	2,367	1,500
11-412-503100	TRAVEL/CONFERENCE/TRAINING	4,200	12,464	9,730	9,730	12,203	9,353
11-412-503150	TRANSPORTATION EXPENSE	762		-	-	-	-
11-412-503125	SUBSISTENCE	-	121	-	-	940	500
11-412-503910	ADS/NOTICES	415		-	-	-	-
11-412-504910	DUES/PROF SUBSCRIPTIONS	7,741	8,301	8,423	10,520	11,517	10,847
11-412-505001	NON-CAPITAL OUTLAY	1,209		-	-	-	-
11-412-506000	BOARD EXPENSES	-	75	-	-	300	300
DEPARTMENT TOTAL		\$ 370,697	\$ 408,013	\$ 432,052	\$ 429,322	\$ 467,061	\$ 445,135
Town Manager-100%							
Town Clerk-100%							
Deputy Clerk/Project Coordinator-75%							
Admin Services Representative-75%							

FINANCE							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-414-501210	SALARIES-FULL TIME	150,141	166,615	176,450	166,727	190,875	189,081
11-414-501231	LONGEVITY	750	825	900	700	950	950
11-414-501232	CELL PHONE STIPEND	650	600	600	600	600	600
11-414-501810	FICA	11,059	12,325	13,613	12,854	14,721	14,583
11-414-501815	FEES OTHER	1,684	5,406	8,000	9,421	8,960	8,960
11-414-501820	RETIREMENT	19,827	24,452	29,529	25,673	33,378	33,065
11-414-501830	INSURANCE-GROUP	17,420	17,890	18,576	15,014	20,411	16,049
11-414-501910	SERVICES-AUDITOR	12,500	13,500	15,500	15,500	15,500	15,500
11-414-501930	SERVICES -PROFESSIONAL	5,375	4,337	4,500	4,500	5,000	5,000
11-414-501990	SERVICES - OTHER	3,702	-	-	-		-
11-414-502010	SUPPLIES-DEPARTMENT	1,575	1,257	2,500	2,500	3,100	3,100
11-414-502600	SUPPLIES-OFFICE	2,590	3,037	3,000	3,000	3,500	3,500
11-414-503100	TRAVEL/CONFERENCE/TRAINING	2,125	2,378	1,700	2,500	4,200	4,200
11-414-504910	DUES/PROF SUBSCRIPTIONS	160	499	310	1,119	1,159	1,159
11-414-505001	NON-CAPITALIZED OUTLAY	474	-	-	-	-	-
11-414-506910	EXPENSE-TAX COLLECTION	28,951	34,545	40,000	40,000	42,000	42,000
DEPARTMENT TOTAL		\$ 258,981	\$ 287,665	\$ 315,178	\$ 300,107	\$ 344,353	\$ 337,748
Finance Director-100%							
Finance Technician-100%							
Finance Clerk-100%							

LEGAL							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-415-501920	Services-Legal General	31,031	42,378	54,300	54,300	54,300	54,300
11-415-501924	Services-Legal Special Meetings	-	-	3,000	3,000	3,000	3,000
11-415-501926	Services-Legal-Loans/Grants/Property	-	-	2,000	2,000	2,000	2,000
11-415-501927	Services-Legal Litigation	10,386	15,845	-	-	-	-
11-415-506930	Contingency	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 41,417	\$ 58,223	\$ 59,300	\$ 59,300	\$ 59,300	\$ 59,300

PUBLIC BUILDINGS							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-426-501210	SALARIES-FULL TIME	58,428	69,973	78,391	74,341	76,016	75,272
11-426-501220	SALARIES-OVERTIME	24	27	-	-	-	-
11-426-501231	LONGEVITY	313	69	206	300	350	350
11-426-501232	CELL PHONE STIPEND	650	525	600	600	600	600
11-426-501810	FICA	4,544	5,400	6,059	5,756	5,888	5,831
11-426-501820	RETIREMENT	7,196	9,110	13,086	10,189	13,288	13,158
11-426-501830	INSURANCE-GROUP	10,274	10,693	13,762	13,762	15,015	11,711
11-426-501930	SERVICES-PROFESSIONAL	36,303	43,312	-	-	-	-
11-426-502010	SUPPLIES-DEPARTMENT	3,094	860	1,600	1,600	1,500	1,500
11-426-502120	UNIFORMS	-	957	1,200	1,200	1,300	1,300
11-426-502130	JANITORIAL SUPPLIES	7,443	6,753	7,000	7,000	7,500	7,500
11-426-502500	SUPPLIES-GAS/OIL	3,301	3,409	3,500	3,500	3,500	3,500
11-426-503100	TRAVEL/CONFERENCE/TRAINING	-	-	-	-	2,000	500
11-426-503310	UTILITIES	54,471	66,204	60,900	63,000	67,000	67,000
11-426-503315	SPECTRUM	1,139	1,296	-	-	-	-
11-426-503520	R/M EQUIPMENT	765	399	400	400	1,000	1,000
11-426-503530	R/M VEHICLES	465	1,413	1,000	1,000	1,500	1,500
11-426-503540	R/M-BUILDING/GROUNDS	709	149	2,500	1,000	5,000	2,500
11-426-503542	R/M-TOWN HALL	1,373	1,236	3,000	3,000	5,000	5,000
11-426-503543	R/M-VISITOR CENTER	858	242	-	-	-	-
11-426-503544	R/M-CIGAR SHOP	48	-	250	250	500	500
11-426-503545	R/M-OLD TOWN HALL	2,029	1,233	9,028	9,028	1,000	1,000
11-426-503546	R/M-PSB	2,119	3,979	2,000	2,533	7,750	7,750
11-426-503547	R/M-PUBLIC WORKS OFFICE	1,677	151	1,000	1,000	1,000	1,000
11-426-503548	R/M-PARKS & RECREATION	2,438	1,321	-	-	5,000	6,000
11-426-505001	NON-CAPITALIZED OUTLAY	2,874	1,455	1,500	1,500	1,000	1,000
11-426-507900	LOAN REPAYMENT - LAND/BLDGS	131,292	130,260	129,219	129,219	72,863	72,863
11-426-605000	CAPITAL OUTLAY	-	5,760	28,522	33,971	-	-
DEPARTMENT TOTAL		\$ 333,824	\$ 366,184	\$ 364,723	\$ 364,148	\$ 295,568	\$ 288,335
Public Works Director-25%							
Maintenance Tech-100%							
Maintenance Tech-50%							
Loan Repayment							
Town Hall Annex-\$72,862.57							

FIRE							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
LINE ITEM	DESCRIPTION				6/30/2025		
11-430-501210	SALARIES-FULL TIME	466,446	604,650	700,960	715,568	859,670	692,475
11-430-501220	SALARIES-OVERTIME	12,081	58,592	78,000	110,673	101,827	92,000
11-430-501229	SALARIES-PART TIME	43,969	109,628	72,000	72,445	-	80,000
11-430-501230	SALARIES-VOLUNTEERS	-	-	-	-	46,000	14,300
11-430-501231	LONGEVITY	3,150	4,700	5,131	4,781	4,375	3,925
11-430-501232	CELL PHONE STIPEND	450	-	-	-	-	-
11-430-501710	RECRUITMENT/RETENTION	6,342	10,027	5,100	16,241	7,000	5,000
11-430-501810	FICA	40,532	58,802	65,721	70,358	77,944	67,909
11-430-501815	FEES OTHER	-	507	-	-	-	-
11-430-501820	RETIREMENT	55,958	86,907	130,289	137,569	168,062	136,499
11-430-501821	RETIREMENT-FIRE RESCUE PENSION	-	-	-	-	3,840	3,840
11-430-501830	INSURANCE-GROUP	56,159	83,328	88,981	88,981	135,481	77,933
11-430-501870	TUITION REIMBURSEMENT	-	500	-	-	-	-
11-430-501930	SERVICES-PROFESSIONAL	255	3,500	-	-	-	-
11-430-501950	SERVIVCES-SOFTWARE SUPPORT	9,315	5,800	11,000	11,000	14,500	17,350
11-430-501990	SERVICES-OTHER	1,628	901	-	-	-	-
11-430-502010	SUPPLIES-DEPARTMENT	3,644	2,583	4,000	6,000	7,000	4,000
11-430-502011	SUPPLIES-TRAINING	-	-	-	-	3,000	1,500
11-430-502012	SUPPLIES-TOOLS & EQUIPMENT	-	-	-	-	2,000	1,000
11-430-502014	EMS-SUPPLIES	3,421	1,576	2,500	2,500	-	7,000
11-430-502015	COMMUNITY RISK REDUCTION	1,990	1,334	2,600	2,600	7,500	2,600
11-430-502120	UNIFORMS	3,932	6,484	3,800	3,800	20,000	9,250
11-430-502125	UNIFORMS-NEW HIRE	-	-	-	-	6,000	-
11-430-502350	MEDICAL EXAMS	1,760	-	-	8,039	-	6,000
11-430-502500	SUPPLIES-GAS/OIL	13,968	17,830	26,000	26,000	30,000	30,000
11-430-503100	TRAVEL/CONF/TRAINING	1,487	7,109	10,000	10,000	18,750	14,000
11-430-503125	SUBSISTENCE	115	527	500	500	750	750
11-430-503210	TELEPHONE-AGENCY	2,712	3,443	5,600	5,600	7,436	5,300
11-430-503315	SPECTRUM	142	240	400	400	400	400
11-430-503510	SUPPLIES-REPAIR & MAINTENANCE	-	-	-	-	3,000	3,000
11-430-503520	R/M EQUIPMENT	3,558	7,214	8,900	8,900	9,000	9,000
11-430-503530	R/M VEHICLES	10,146	28,833	35,668	35,668	26,800	26,800
11-430-503540	R/M BUILDINGS	-	-	-	-	-	-
11-430-503550	ISO-REQUIRED TESTING	-	-	-	-	7,750	7,750
11-430-503560	ISO-REQUIRED SERVICE	-	-	-	-	8,000	8,000
11-430-504540	VFIS PROPERTY & LIABILTY	-	-	24,262	26,769	36,550	36,550
11-430-504910	DUES/PROF SUBSCRIPTIONS-PERSONNEL	3,233	2,311	2,900	2,900	1,500	2,000
11-430-504915	DUES/PROF SUBSCRIPTIONS-AGENCY	-	-	-	-	3,850	2,000
11-430-505001	NON-CAPITALIZED OUTLAY	22,301	24,195	32,891	32,891	16,000	4,000
11-430-505010	EQUIPMENT-REPLACEMENT PROGRAM	-	-	-	-	53,000	35,000
11-430-505020	EQUIPMENT-ISO	-	-	-	-	36,000	29,500
11-430-505030	EQUIPMENT-TRAINING	-	-	-	-	11,000	1,500
11-430-505040	EQUIPMENT-NEW HIRE	-	-	-	-	10,500	-
11-430-507900	LOAN REPAYMENTS	93,723	93,115	103,065	103,065	169,213	169,213
11-430-507922	GRANT - EQUIPMENT	-	62,675	531,050	-	-	-
11-430-ESTABLISH	GRANTS -PERSONNEL	-	-	-	-	-	-
11-430-ESTABLISH	GRANTS-RELATED EQUIPMENT/SUPPLIES	-	-	-	-	-	-
11-430-605000	CAPITAL OUTLAY	-	-	184,559	184,559	293,500	-
11-430-709950	CAPITAL RESERVE	113,000	109,380	-	-	200,000	-
DEPARTMENT TOTAL		\$ 975,418	\$ 1,396,691	\$ 2,135,877	\$ 1,687,805	\$ 2,407,197	\$ 1,607,343
Personnel	Fire Chief-100%	CIP Funds (FY 25/26)	Engine 17 (1705)		Loan Repayment		
	Assistant Fire Chief of Operations-100%		Squad 17 (1703)			Sleeping Quarters-\$26,215	
	Assistant Fire Chief of Community Outreach-75%		Truck 17 (1717)			Fire Truck-\$47,512.03	
	(3) Captain-100%		Car 1 (1700)			Ladder Truck-\$11,861.37	
	(3) Engineer		Car 2 (1701)			Fire Chief Vehicle 6311.79	
	(2) Firefighter II		Car 3 (1702)			Fire Chief Vehicles (2)-27128.42	
	(1) Firefighter I		Utility 17 (1709)			Defibs-10,184	
			Marine 17 (1718)			SCBA-Lease-40,000(Revenue offset-Summerville-\$40,000)	

Emergency Medical Services							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-431-501210	SALARIES-FULL TIME	-	-	-	-	162,292	-
11-431-501220	SALARIES-OVERTIME	-	-	-	-	27,152	-
11-431-501230	SALARIES-PART TIME	-	-	-	-	30,000	-
11-431-501231	LONGEVITY	-	-	-	-	450	-
11-431-501710	RECRUITMENT/RETENTION	-	-	-	-	2,500	-
11-431-501810	FICA	-	-	-	-	17,013	-
11-431-501820	RETIREMENT	-	-	-	-	33,042	-
11-431-501821	RETIREMENT-FIRE-RESCUE PENSION	-	-	-	-	540	-
11-431-501830	INSURANCE-GROUP	-	-	-	-	36,900	-
11-431-501950	SERVIVCES-SOFTWARE SUPPORT	-	-	-	-	2,850	-
11-431-502010	SUPPLIES-DEPARTMENT	-	-	-	-	1,500	-
11-431-502011	SUPPLIES-TRAINING	-	-	-	-	3,000	-
11-431-502014	EMS-SUPPLIES	-	-	-	-	20,000	-
11-431-502015	COMMUNITY RISK REDUCTION	-	-	-	-	1,500	-
11-431-502120	UNIFORMS-ANNUAL REPLACEMENT	-	-	-	-	-	-
11-431-502125	UNIFORMS-NEW HIRE	-	-	-	-	4,000	-
11-431-502500	SUPPLIES-GAS/OIL	-	-	-	-	6,500	-
11-431-503100	TRAVEL/CONF/TRAINING	-	-	-	-	3,500	-
11-431-503125	SUBSISTENCE	-	-	-	-		-
11-431-503210	TELEPHONE-AGENCY	-	-	-	-		-
11-431-503215	TELEPHONE-MOBILE & APPARATUS	-	-	-	-	545	-
11-431-503510	SUPPLIES-REPAIR & MAINTENANCE	-	-	-	-	1,500	-
11-431-503520	R/M EQUIPMENT	-	-	-	-	2,500	-
11-431-503530	R/M VEHICLES	-	-	-	-		-
11-431-503540	R/M BUILDINGS	-	-	-	-		-
11-431-504540	VFIS PROPERTY & LIABILTY	-	-	-	-		-
11-431-504910	DUES/PROF SUBSCRIPTIONS	-	-	-	-	1,500	-
11-431-504915	DUES & SUBSCRIPTION-AGENCY	-	-	-	-	500	-
11-431-505020	EQUIPMENT-ISO	-	-	-	-		-
11-431-505030	EQUIPMENT-TRAINING	-	-	-	-	3,000	-
11-431-505040	EQUIPMENT-NEW HIRE	-	-	-	-	11,400	-
11-431-505001	NON-CAPITALIZED OUTLAY	-	-	-	-		-
11-431-507900	LOAN REPAYMENTS	-	-	-	-	-	-
11-431-507922	GRANT - EQUIPMENT	-	-	-	-		-
11-431-ESTABLISH	GRANTS -PERSONNEL	-	-	-	-		-
11-431-ESTABLISH	GRANTS-RELATED EQUIPMENT/SUPPLIES	-	-	-	-		-
11-431-605000	CAPITAL OUTLAY	-	-	-	-	120,500	-
11-431-709950	CAPITAL RESERVE					15,000	-
DEPARTMENT TOTAL		\$ -	\$ -	\$ -	\$ -	\$ 509,183	\$ -
Proposed-Firefighter III (3)							



PERMITTING							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-435-501210	SALARIES-FULL TIME	184,673	238,891	183,314	183,314	230,582	210,239
11-435-501220	SALARIES-OVERTIME	-	47	-	-	-	-
11-435-501230	SALARIES-PART TIME	28,377	28,748	-	-	-	-
11-435-501231	LONGEVITY	831	706	588	588	869	869
11-435-501232	CELL PHONE STIPEND	1,000	1,200	900	900	600	600
11-435-501810	FICA	16,161	19,738	14,137	14,137	17,752	16,196
11-435-501815	FEES-OTHER	177	-	-	-		-
11-435-501820	RETIREMENT	26,666	34,797	30,620	30,620	40,272	36,733
11-435-501830	GROUP INSURANCE	28,546	26,098	20,571	20,571	34,758	25,142
11-435-501930	SERVICES-PROFESSIONAL	4,223	1,286	-	-		-
11-435-501940	SERVICES-PLANNING CONSULTANT	-	-	-	-		-
11-435-501990	SERVICES-OTHER	360	-	-	-	500	500
11-435-502010	SUPPLIES-DEPARTMENT	271	465	1,800	1,800	1,500	500
11-435-502120	UNIFORMS	469	835	500	500	1,300	1,300
11-435-502500	SUPPLIES-GAS/OIL	-	668	4,000	4,000	7,000	5,000
11-435-503100	TRAVEL/CONFERENCE/TRAINING	3,479	5,987	-	2,153	3,390	2,000
11-435-503150	TRANSPORTATION EXPENSE	110	521	-	96		-
11-435-503210	TELEPHONE	342	9	-	269		-
11-435-503530	R/M-VEHICLES	-	70	-	900		500
11-435-504910	DUES/PROF SUBSCRIPTIONS	173	410	870	1,387	1,250	1,050
11-435-505001	NON-CAPITAL OUTLAY	1,209	170	-	-		-
11-435-506990	HOMEOWNERS RECOVERY FUND	387	450	1,200	1,200	500	500
11-435-6050000	CAPITAL OUTLAY	-	-	29,770	29,770		-
DEPARTMENT TOTAL		\$ 297,452	\$ 361,096	\$ 288,270	\$ 292,204	\$ 340,273	\$ 301,128
Chief Building Inspector-100%							
Building Inspector/Code Enforcement Officer-100%							
Deputy Clerk/Project Coordinator-25%							
Permit Clerk-100%							
Admin Services Representative-25%							
Assistant Fire Chief of Community Outreach-25%							



PLANNING							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED 6/30/2025	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
11-436-501210	SALARIES-FULL TIME	-	-	61,149	62,882	65,490	64,850
11-436-501220	SALARIES-OVERTIME	-	-	-	-	-	-
11-436-501230	SALARIES-PART TIME	-	-	-	-	-	-
11-436-501231	LONGEVITY	-	-	175	175	200	200
11-436-501232	CELL PHONE STIPEND	-	-	600	600	600	600
11-436-501810	FICA	-	-	4,737	4,870	5,071	5,022
11-436-501815	FEES-OTHER	-	-	-	-	-	-
11-436-501820	RETIREMENT	-	-	10,210	8,607	11,430	11,319
11-436-501830	GROUP INSURANCE	-	-	9,122	8,538	9,981	7,783
11-436-501930	SERVICES-PROFESSIONAL	-	-	-	-	50,000	50,000
11-436-501940	SERVICES-PLANNING CONSULTANT	-	-	-	-	-	-
11-436-501990	SERVICES-OTHER	-	-	-	-	-	-
11-436-502010	SUPPLIES-DEPARTMENT	-	-	-	-	-	-
11-436-502120	UNIFORMS	-	-	-	-	-	-
11-436-502500	SUPPLIES-GAS/OIL	-	-	-	-	-	-
11-436-503100	TRAVEL/CONFERENCE/TRAINING	-	-	-	974	2,172	2,172
11-436-503150	TRANSPORTATION EXPENSE	-	-	-	-	-	-
11-436-503210	TELEPHONE	-	-	-	-	-	-
11-436-503530	R/M-VEHICLES	-	-	-	-	-	-
11-436-504910	DUES/PROF SUBSCRIPTIONS	-	-		120	620	120
11-436-505001	NON-CAPITAL OUTLAY	-	-	-	-	-	-
11-436-506000	BOARD EXPENSES	-	-	300	300	-	-
11-436-506990	HOMEOWNERS RECOVERY FUND	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ -	\$ -	\$ 86,293	\$ 87,066	\$ 145,565	\$ 142,066
Town Planner-100%							

TOWN OF SWANSBORO  
"Preliminary Projections"  
Budget-FY 2025-2026

POLICE							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-450-501210	SALARIES-FULL TIME	512,321	628,403	820,032	675,000	795,434	789,255
11-450-501220	SALARIES-OVERTIME	57,867	32,367	30,000	30,000	30,000	30,000
11-450-501230	SALARIES-PART TIME	-	-	-	-	-	-
11-450-501231	LONGEVITY	2,600	2,325	3,450	1,975	2,725	2,725
11-450-501300	SEPARATION ALLOW (Parrish)	5,796	6,804	6,671	1,900	1,729	1,729
11-450-501810	FICA	43,080	50,810	66,245	54,229	61,059	61,059
11-450-501815	FEES-OTHER	-	25	-	-	-	-
11-450-501820	RETIREMENT	101,124	123,226	171,872	141,282	170,728	169,458
11-450-501830	INSURANCE-GROUP	75,044	80,189	126,894	101,616	129,496	100,921
11-450-501850	EMPLOYEE RELATIONS	-	-	500	600	-	-
11-450-501930	SERVICES-PROFESSIONAL	45	-	-	-	-	-
11-450-501950	SERVICES-SOFTWARE SUPPORT	3,399	3,399	3,468	3,468	3,467	3,537
11-450-501990	SERVICES-OTHER	3,378	2,162	2,802	2,802	2,952	2,952
11-450-502010	SUPPLIES-DEPARTMENT	1,502	3,932	5,000	5,000	12,000	12,000
11-450-502011	SHOP WITH THE COP	-	-	2,000	2,500	2,000	2,000
11-450-502030	PUBLIC RELATIONS	1,807	262	1,000	1,000	1,000	1,000
11-450-502120	UNIFORMS	7,222	5,379	7,000	7,000	7,000	5,000
11-450-502350	MEDICAL EXAMS	1,545	3,525	3,845	3,845	3,000	3,000
11-450-502500	SUPPLIES-GAS/OIL	38,392	39,150	50,000	50,000	60,000	60,000
11-450-503100	TRAVEL/CONF/TRAINING	121	1,304	1,500	1,500	5,200	5,200
11-450-503125	SUBSISTENCE	20	323	650	650	1,000	1,000
11-450-503210	TELEPHONE	4,066	4,971	4,500	4,500	4,500	4,500
11-450-503520	R/M EQUIPMENT	454	1,942	3,000	3,000	6,000	3,000
11-450-503530	R/M VEHICLES	16,279	11,434	10,000	10,000	20,000	10,000
11-450-504910	DUES/PROF SUBSCRIPTIONS	45	100	175	175	175	-
11-450-505001	NON-CAPITALIZED OUTLAY	3,901	10,602	16,909	16,909	138,200	41,800
11-450-507900	LOAN REPAYMENTS	4,091	4,091	4,091	4,091	15,835	15,835
11-450-507922	GRANT - EQUIPMENT	-	-	-	-	-	-
11-450-605000	CAPITAL OUTLAY	37,556	50,827	91,248	91,248	104,000	104,000
11-450-709950	CAPITAL RESERVE	15,200	8,000	-	-		-
DEPARTMENT TOTAL		\$ 936,855	\$ 1,075,551	\$ 1,432,852	\$ 1,214,290	\$ 1,577,501	\$ 1,429,971
13 Officers							
1 Admin Assistant		Loan Repayment-Detective Vehicle-4207.86					
		Police Interceptor-11,626.46					

PUBLIC WORKS-STREETS							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
		ACTUAL	ACTUAL	BUDGETED	PROJECTED	DEPT. REQUEST	MGR. RECOMMENDATION
LINE ITEM	DESCRIPTION				6/30/2025		
11-451-501210	SALARIES-FULL TIME	149,107	127,079	154,373	154,373	137,156	135,815
11-451-501220	SALARIES-OVERTIME	475	123	-	479	-	-
11-451-501231	LONGEVITY	550	363	700	625	588	588
11-451-501232	CELL PHONE STIPEND	925	1,025	1,350	1,350	1,050	1,050
11-451-501810	FICA	11,581	9,928	11,966	11,997	10,618	10,515
11-451-501820	RETIREMENT	18,917	16,868	25,766	25,766	23,967	23,734
11-451-501830	INSURANCE-GROUP	25,675	19,805	23,916	23,916	24,952	19,439
11-451-501930	SERVICES-PROFESSIONAL	38	-	-	-	-	-
11-451-501990	SERVICES-OTHER	31	147	-	-	-	-
11-451-502010	SUPPLIES-DEPARTMENT	843	1,677	500	500	500	500
11-451-502120	UNIFORMS	-	-	1,789	1,789	1,900	1,900
11-451-502500	SUPPLIES-GAS/OIL	3,103	3,563	3,000	3,000	3,000	3,000
11-451-503100	TRAVEL/CONFERENCE/TRAINING	-	299	-	-	-	500
11-451-503125	SUBSISTENCE	275	535	1,000	1,000		-
11-451-503210	TELEPHONE	345	-	-	-		-
11-451-503311	STREET LIGHTS	49,318	57,997	60,000	60,000	66,000	66,000
11-451-503520	R/M EQUIPMENT	1,949	861	1,000	1,000	1,000	1,000
11-451-503530	R/M VEHICLES	887	1,467	1,000	1,656	1,000	1,000
11-451-503540	R/M BUILDING/GROUNDS	-	-	-	-	-	-
11-451-503541	R/M STREETS	694	10,933	1,000	1,000	1,500	1,500
11-451-503550	R/M TRAFFIC SIGNS	1,718	460	3,000	3,000	5,000	5,000
11-451-504910	DUES/PROFESSIONAL SUBSCRIP	-	-	-	-	-	-
11-451-504911	CHRISTMAS LIGHTS & BANNERS	-	-	29,000	28,041	-	-
11-451-505001	NON-CAPITALIZED OUTLAY	7,555	2,328	2,000	1,621	2,000	2,000
11-451-505002	SIDEWALKS CONSTRUCTION/MAINTENANCE	-	3,170	500,000	-	500,000	500,000
11-451-507900	LOAN REPAYMENTS	-	-	22,227	22,428	67,442	67,442
11-451-605000	CAPITAL OUTLAY	12,438	150	654,500	654,500	-	-
11-451-709950	CAPITAL RESERVE-SIDEWALKS	-	50,000	-	-	-	-
DEPARTMENT TOTAL		\$ 286,421	\$ 308,776	\$ 1,498,086	\$ 998,041	\$ 847,673	\$ 840,983
Public Works Director-50%							
Maintenance Tech-100% (2)							
Maintenance Tech-50%							
Maintenance Tech-50%							
Maintenance Tech-50%							
Debt Service: Dump Truck-\$22,227							
Jet Vac-\$45,215							

POWELL BILL-STREETS							
		FY 2022-23		FY 2023-24		FY 2024-25	
		ACTUAL		ACTUAL		BUDGETED	
LINE ITEM	DESCRIPTION					FY 2024-25 PROJECTED 6/30/2025	
						FY 2025-26 DEPT. REQUEST	
						FY 2025-26 MGR. RECOMMENDATION	
11-452-501210	SALARIES-FULL TIME	3,057	3,394	3,521	3,521	3,642	3,606
11-452-501231	LONGEVITY	13	14	10	10	10	10
11-452-501232	CELL PHONE STIPEND	30	30	30	30	30	30
11-452-501810	FICA	235	261	272	272	282	279
11-452-501820	RETIREMENT	372	438	588	588	635	629
11-452-501830	INSURANCE-GROUP	23	22	24	24	24	23
11-452-501930	SERVICES-PROFESSIONAL	400	500	900	900	850	850
11-452-502010	SUPPLIES-DEPARTMENT	-	-	1,000	1,000	1,000	1,000
11-452-502120	UNIFORMS	-	7	-	-	-	-
11-452-502500	SUPPLIES-GAS/OIL	891	454	500	500	2,500	2,500
11-452-503520	R/M EQUIPMENT	78	192	1,000	1,000	1,000	1,000
11-452-503530	R/M VEHICLES	-	-	1,000	1,000	1,000	1,000
11-452-503541	R/M STREETS	81,732	33,486	145,181	145,181	77,889	77,889
11-452-505001	NON-CAPITALIZED OUTLAY	1,400	-	1,500	1,500	1,500	1,500
11-452-505002	SIDEWALKS	-	-	-	-	-	-
11-452-507900	LOAN REPAYMENT	-	-	36,264	36,264	36,264	36,264
DEPARTMENT TOTAL		\$ 88,230	\$ 38,798	\$ 191,791	\$ 191,791	\$ 126,626	\$ 126,580
Public Works Director-5%							
Debt Service: Cab Tractor							

PARKS & RECREATION							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-453-501210	SALARIES FULL TIME	133,794	139,878	159,859	159,859	202,783	175,075
11-453-501220	SALARIES OVERTIME	3,934	971	500	851	1,000	1,000
11-453-501230	SALARIES PART TIME	53,674	45,691	40,120	40,120	56,210	51,720
11-453-501231	LONGEVITY	2,175	1,825	2,450	1,725	2,275	2,275
11-453-501232	CELL PHONE STIPEND	1,050	1,125	1,800	1,800	1,800	1,800
11-453-501810	FICA	14,800	15,381	15,666	15,666	20,201	17,738
11-453-501815	FEES OTHER	56	1,236	1,500	1,500	1,500	1,500
11-453-501820	RETIREMENT	19,548	20,532	27,116	27,116	35,854	31,033
11-453-501830	INSURANCE-GROUP	8,406	14,862	18,557	18,557	30,284	15,929
11-453-501930	PROFESSIONAL SERVICES	2,129	2,130	3,750	3,750	4,750	4,750
11-453-501950	SERVICES-SOFTWARE SUPPORT	3,400	3,800	3,850	3,850	3,900	3,900
11-453-501990	SERVICES-OTHER	150	202	300	300	480	280
11-453-502009	SUPPLIES-PROGRAMMING	3,251	3,993	4,000	4,000	10,468	10,468
11-453-502010	SUPPLIES-DEPARTMENT	2,131	4,237	2,500	2,500	3,540	3,210
11-453-502023	CLASS INSTRUCTORS	10,542	6,702	12,330	12,330	13,415	13,415
11-453-502024	CONTRACT SERVICES	1,611	2,089	2,700	2,700	2,700	1,800
11-453-502025	CAMP/PROGRAM ACTIVITIES	4,949	5,042	6,500	6,500	6,600	6,600
11-453-502026	RENTALS	508	413	600	600	600	600
11-453-502027	GROCERIES/FOOD CATERING	871	492	-	-		-
11-453-502028	SPECIAL EVENTS	3,339	6,651	5,600	2,600	8,308	7,708
11-453-502029	PUBLIC PERFORMANCES	-	395	-	-	1,950	-
11-453-502031	REC CONCESSIONS	-	-	-	-		-
11-453-502120	UNIFORMS	65	794	1,500	1,500	1,228	1,228
11-453-502500	SUPPLIES-GAS/OIL	1,654	2,025	1,750	1,750	1,960	1,750
11-453-503100	TRAVEL/CONFERENCE/TRAINING	2,686	3,049	2,670	2,670	5,247	2,614
11-453-503125	SUBSISTENCE	-	-	-	-	150	150
11-453-503150	TRANSPORTATION EXPENSE	287	424	500	500	770	770
11-453-503210	TELEPHONE	76	-	-	-	600	600
11-453-503315	SPECTRUM	1,333	1,358	1,368	1,368	1,368	1,368
11-453-503520	R/M EQUIPMENT	1,023	1,270	1,100	1,100	1,350	1,350
11-453-503521	R/M-SPLASH PAD	5,279	2,480	3,350	3,350	3,250	3,250
11-453-503522	PLAYGROUND EQUIPMENT	3,052	6,293	6,000	3,000	10,622	10,622
11-453-503523	R/M-DOCKS	5,703	1,078	-	-	-	-
11-453-503530	R/M VEHICLES	1,601	1,780	1,500	1,500	1,640	1,640
11-453-503540	R/M - GROUNDS	12,250	9,798	8,950	8,950	11,400	11,400
11-453-503550	R/M-TRAFFIC SIGNS	-	-	-	-	-	330
11-453-503551	SIGNS	100	-	250	250	250	250
11-453-503910	ADS/NOTICES	80	449	1,500	1,500	5,420	2,250
11-453-504910	DUES-SUBSCRIPTIONS	1,933	1,744	1,950	1,950	1,897	1,897
11-453-505001	NON-CAPITALIZED OUTLAY	16,585	5,605	-	-	30,098	24,098
11-453-605000	CAPITAL OUTLAY	-	5,801	150,000	-	156,000	150,000
11-453-709950	CAPITAL RESERVE	10,000	-	-	-	245,000	-
DEPARTMENT TOTAL		\$ 334,026	\$ 321,594	\$ 492,086	\$ 335,712	\$ 886,867	\$ 566,367
Parks & Recreation Director							
Public Works:Crew Leader							
Recreation Program & Event Manager							

DOWNTOWN FACILITIES							
LINE ITEM	DESCRIPTION	FY 2022-23 ACTUAL	FY 2023-24 ACTUAL	FY 2024-25 BUDGETED	FY 2024-25 PROJECTED	FY 2025-26 DEPT. REQUEST	FY 2025-26 MGR. RECOMMENDATION
					6/30/2025		
11-454-501230	SALARIES-PART TIME-VISITOR CENTER-PARKS & REC PT EMPLOYEES	42	11,577	13,523	13,523	-	-
11-454-501231	LONGEVITY	-	300	650	350	375	375
11-454-501232	CELL PHONE STIPEND	-	150	-	-	-	-
11-454-501810	FICA	-	3,087	5,285	5,133	4,250	4,250
11-454-501992	SERVICES-CONSTRUCTION-VISITOR CENTER	-	-	30,000	-	-	-
11-454-502120	UNIFORMS	-	377	-	-	-	-
11-454-502500	SUPPLIES-GAS/OIL-VISITOR CENTER	-	-	500	500	1,000	1,000
11-454-503310	UTILITIES-VISITOR CENTER	467	-	3,000	3,000	3,000	3,000
11-454-503315	SPECTRUM-VISITOR CENTER	-	-	1,824	1,284	1,284	1,284
11-454-503543	REPAIRS/MAINT-VISITOR CENTER	201	-	75,250	75,250	-	-
11-454-501210	SALARIES-FULL TIME-DOCKMASTER	69	40,694	55,235	53,569	55,176	55,176
11-454-501230	SALARIES-PART TIME-DOCK ATTENDANTS	-		-	-	19,200	-
11-454-501815	FEES-OTHER	1,090	25	-	-	3,080	-
11-454-501820	RETIREMENT	-	6,176	9,251	8,978	9,601	9,601
11-454-501830	INSURANCE-GROUP	-	7,009	9,058	9,058	9,964	7,756
11-454-502010	SUPPLIES - DEPARTMENT	219	638	500	500	-	-
11-454-503210	TELEPHONE	425	503	-	540	540	540
11-454-503311	WATER/SEWER	619	779	-	-	-	-
11-454-503312	ELECTRICITY	1,347	2,633	-	-	-	-
11-454-503315	SPECTRUM-CHURCH ST DOCK	1,296	1,304	-	-	-	-
11-454-503523	R/M-DOCKS	2,422	7,849	-	-	8,000	8,000
11-454-503540	R/M BUILDINGS & GROUNDS	-	497	2,900	2,900	3,500	3,500
11-454-503551	SIGNS	280	25	500	500	500	500
11-454-503700	TIPPING FEES-REFUSE	-	-	-	51	-	-
11-454-605000	CAPITAL OUTLAY	-	-	-	-	12,000	-
11-454-505001	NON-CAPITALIZED OUTLAY	-	1,687	-	-	1,050	-
DEPARTMENT TOTAL		\$ 8,476	\$ 85,310	\$ 207,476	\$ 175,136	\$ 132,519	\$ 94,981
Dock Master/Facility Supervisor-100%							

FESTIVALS & EVENTS							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-455-501220	SALARIES-OVERTIME	11,667	26,147	30,000	30,000	30,000	30,000
11-455-501230	SALARIES-PARTIME	1,360	7,924	10,103	10,103	10,000	10,000
11-455-501231	LONGEVITY	-	200	200	200	225	225
11-455-501810	FICA	104	621	3,083	3,083	3,077	3,077
11-455-502010	SUPPLIES-DEPARTMENT	815	1,907	2,000	2,000	1,780	1,450
11-455-502016	PARADE EXPENSES	1,608	1,335	1,700	1,700	1,700	1,700
11-455-502017	MULLET FESTIVAL EXPENSES	35,071	31,019	38,000	38,000	40,100	39,250
11-455-502018	JULY 4TH EXPENSES	17,406	29,833	26,722	26,722	34,565	34,015
11-455-502019	FLOTILLA EXPENSES	6,508	5,184	6,090	5,507	6,520	6,520
11-455-502022	ARTS BY THE SEA	5,717	6,786	7,115	7,435	9,330	8,230
11-455-502029	PUBLIC PERFORMANCE LICENSE	797	1,628	1,552	1,552	1,552	1,552
11-455-502500	SUPPLIES-GAS/OIL	63	114	450	450	450	450
11-455-503100	TRAVEL/CONFERENCE	-	374	-	-	2,845	1,270
11-455-503310	UTILITIES	864	969	300	300	300	300
11-455-503540	R/M-MAINTENANCE GROUNDS	53	-	100	100	100	100
11-455-503550	R/M-TRAFFIC SIGNS	-	-	-	-	-	330
11-455-503910	ADS & NOTICES	4,416	6,519	6,530	6,530	18,450	15,280
11-455-504910	DUES/SUBSCRIPTIONS	733	447	490	490	490	490
11-455-505001	NON-CAPITAL OUTLAY	-	408	200	200	450	450
DEPARTMENT TOTAL		87,182	121,415	134,635	134,372	161,934	154,689



TOWN OF SWANSBORO  
"Preliminary Projections"  
Budget-FY 2025-2026

EMERGENCY MANAGEMENT							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
11-456-501230	SALARIES -PART-TIME	-		-	-	-	-
11-456-501220	SALARIES -OVERTIME	-		-	-	-	-
11-456-501930	SERVICES-PROFESSIONAL	-	1,125	-	-	-	-
11-456-501950	SERVICES-SOFTWARE SUPPORT		1,010	7,000	7,000	7,000	7,000
11-456-501990	SERVICES-OTHER	1,125		7	7	-	-
11-456-502010	SUPPLIES-DEPARTMENTAL	-	454	1,665	521	-	-
11-456-502120	UNIFORMS	-	3,175	1,107	1,107	-	-
11-456-502500	SUPPLIES-GAS/OIL	-	1,282	-	-	-	-
11-456-503100	TRAVEL/CONF/TRAINING		45	-	-	1,500	1,500
11-456-503125	SUBSTISTENCE	-	66	-	712	-	-
11-456-503315	SPECTRUM	1,654	956	1,000	1,000	-	-
11-456-503210	TELEPHONE	-		2,850	2,850	-	-
11-456-503215	TELEPHONE-MOBILE & APPARATUS	-	-	-	-	3,000	3,000
11-456-503520	R/M-EQUIPMENT	-	282	-	-	-	-
11-456-503530	R/M-VEHICLES	-		-	-	-	-
11-456-503540	R/M-BUILDING/GROUNDS	-		-	-	-	-
11-456-503542	R/M-TOWN HALL	-	1,959	-	-	-	-
11-456-503543	R/M-VISITOR CENTER	-	268	-	-	-	-
11-456-503544	R/M-CIGAR SHOP	-	268	-	-	-	-
11-456-503545	R/M-OLD TOWN HALL	-	1,986	-	-	-	-
11-456-503546	R/M-PSB	-	429	-	-	-	-
11-456-503547	R/M-PUBLIC WORKS OFFICE	-		-	-	-	-
11-456-503549	R/M-PARKS & RECREATION	-	1,395	-	-	-	-
11-456-504915	DUES/PROF SUBSCRIPTIONS-AGENCY	-	-	-	-	500	500
11-456-505001	NON-CAPITALIZED OUTLAY	-	4,763	920	812	-	-
11-456-605000	CAPITAL OUTLAY	-		-	-	232,000	-
11-456-709950	TRANSFER-CAPITAL RESERVE FUND	-	-	-	-	15,000	-
DEPARTMENT TOTAL		\$ 2,779	\$ 19,463	\$ 14,549	\$ 14,010	\$ 259,000	\$ 12,000



ENTERPRISE FUND-STORM WATER							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
30-820-501210	SALARIES-FULL TIME	39,647	45,351	45,347	45,347	47,106	47,106
30-820-501220	SALARIES-OVERTIME	-	96	-	251	-	-
30-820-501230	LONGEVITY	300	203	230	230	248	248
30-820-501232	CELL PHONE STIPEND	410	335	360	360	360	360
30-820-501810	FICA	3,089	3,595	3,505	3,533	3,650	3,650
30-820-501820	RETIREMENT	5,512	6,659	7,550	7,550	8,239	8,239
30-820-501830	INSURANCE-GROUP	6,640	8,425	9,089	9,089	9,964	7,763
30-820-501900	BAD DEBT EXPENSE	-	4,915	-	-		
30-820-501930	FEES-PROFESSIONAL	123,723	3,596	3,000	3,000	2,400	2,400
30-820-502010	SUPPLIES-DEPARTMENT	484	367	1,500	1,500		
30-820-502120	UNIFORMS	-	869	1,100	1,100	1,200	1,200
30-820-502500	SUPPLIES-GAS/OIL	3,459	2,729	4,000	4,000	4,000	4,000
30-820-503100	TRAVEL/CONF/TRAINING	-	-	-	-	500	500
30-820-503250	POSTAGE	2,080	2,482	3,500	3,500	4,000	4,000
30-820-503520	R/M EQUIPMENT	1,669	461	2,864	2,584	1,500	1,500
30-820-503530	R/M VEHICLES	11	791	2,500	2,500	2,000	2,000
30-820-503540	R/M VBUILDING/GROUNDS	-		1,000	1,000	1,000	1,000
30-820-503541	R/M STREETS	1,322	214	2,000	2,000	2,000	2,000
30-820-503560	R/M STORM DRAINAGE	8,683	4,616	30,000	30,000	35,000	35,000
30-820-503710	TIPPING FEES-YARD WASTE	1,940	180	2,000	2,000	1,000	1,000
30-820-504100	DEPRECIATION EXPENSE	10,439	10,469	11,000	11,000	11,000	11,000
30-820-505001	NON-CAPITALIZED OUTLAY	590	985	1,500	1,500	2,000	2,000
30-820-507900	LOAN REPAYMENTS	-	-	-	-	22,608	22,608
30-820-605000	CAPITAL OUTLAY	-	-	-	-	-	-
	DEPARTMENT TOTAL	\$ 209,997	\$ 97,336	\$ 132,046	\$ 132,046	\$ 159,774	\$ 157,574
	Public Works Director-10%						
	Maintenance Tech 100%						
	Debt Service-Jet Vac						

ENTERPRISE FUND-SOLID WASTE							
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2024-25	FY 2025-26	FY 2025-26
LINE ITEM	DESCRIPTION	ACTUAL	ACTUAL	BUDGETED	PROJECTED 6/30/2025	DEPT. REQUEST	MGR. RECOMMENDATION
31-820-501210	SALARIES - FULL TIME	33,962	45,044	45,557	45,557	45,901	45,901
31-820-501220	SALARIES - OVERTIME	-	27	-	-	-	-
31-820-501231	LONGEVITY	175	203	220	220	248	248
31-820-501232	CELL PHONE STIPEND	360	360	360	360	360	360
31-820-501810	FICA	2,655	3,538	3,529	3,529	3,558	3,558
31-820-501815	FEES- OTHER	10	-	-	-	-	-
31-820-501820	RETIREMENT	4,205	5,916	7,622	7,622	8,030	8,030
31-820-501830	INSURANCE - GROUP	6,563	8,620	9,101	9,101	9,971	7,771
31-820-501930	SERVICES-PROFESSIONAL	944	-	-	-	-	-
31-820-501951	SERVICES-REFUSE	162,722	175,576	183,537	183,537	190,000	190,000
31-820-501952	SERVICES-RECYCLING	62,987	73,893	66,477	66,477	69,000	69,000
31-820-501953	SERVICES-YARD WASTE	117	-	-	-	-	-
31-820-502010	SUPPLIES-DEPARTMENTAL	320	487	1,033	1,033	500	500
31-820-502120	UNIFORMS	-	787	1,137	1,137	1,200	1,200
31-820-502500	SUPPLIES - GAS/OIL	5,213	4,357	5,687	5,687	5,500	5,500
31-820-503100	TRAVEL/CONF/TRAINING	-	-	-	-	500	500
31-820-503520	R/M EQUIPMENT	1,812	-	1,034	1,034	1,000	1,000
31-820-503530	R/M VEHICLES	1,972	2,267	1,551	1,551	1,500	1,500
31-820-503700	TIPPING FEES-REFUSE	82,995	83,340	88,655	88,655	91,680	91,680
31-820-503710	TIPPING FEES-YARD WASTE	3,600	8,290	7,500	7,500	8,000	8,000
31-820-503710	DEPRECIATION EXPENSE	19,778	19,778	20,000	20,000	20,000	20,000
31-820-505001	NON-CAPITALIZED OUTLAY	-	-	-	-	-	-
31-820-507900	LOAN REPAYMENTS	32,583	32,583	32,593	32,593	22,608	22,608
31-820-605000	CAPITAL OUTLAY	-	-	-	-	-	-
DEPARTMENT TOTAL		\$ 422,973	\$ 465,066	\$ 475,593	\$ 475,593	\$ 479,555	\$ 477,354
Public Works Director-10%							
Maintenance Tech-100%							

**Town of Swansboro**  
**FY25 Funding Request Application for Nonprofit Organizations**

1. Name of Organization \*

Swansboro Military Affairs Committee

2. Name of Contact or Applicant\*

Linda Thornley, Chair

3. Organization Address\*

104 Elizabeth's Way, Swansboro, NC 28584

4. Phone Number\*

843 301 3913

5. Email Address\*

admin@swansboromac.org

6. Total Amount of Funding Requested\*

\$1000.00

7. Description of the project/program and plan.

Please see attached as it was too much for the space provided.

8. Please provide an itemized proposed expenditure breakdown for funding requested.

Please see the attached budget for expenses and projected revenues

9. Please provide a narrative explaining how these funds will be used. Please be specific.

For the promotion of Swansboro and Hammocks Beach State Park to participants of our event. 5000+ people

10. Does the applicant declare and certify that the funding requested is not already being provided by the organization or another source for this purpose, unless the previous source of funding has been lost or the request is for the expansion of a program or activity?

We are expanding our event and therefore need additional funding.

11. Has your organization requested and/or been awarded funding for the same purpose from another organization?

Yes, please see attached for the complete breakdown

12. Does your proposal include cooperation, collaboration, or partnership with any other organizations? If yes, please describe.

we rely on the support of many organizations and businesses but the full funding is outlined in our budget attached.

13. Town of Swansboro funding, if awarded, will result in an additional funding effort by the organization itself or the availability of funding from another organization, please describe the additional funding that will be provided or generated.

Please see attached for all pending funding and some that is already secured.

## 14. Other Documentation to include:

- Copy of your organization's latest IRS tax form 990
- Proof of your organization's non-profit status
- Project/program timetable and contact persons responsible for implementation
- An organizational chart with contact names, addresses, and phone numbers.
- Any other information to support your Town of Swansboro funding request

## 15. General

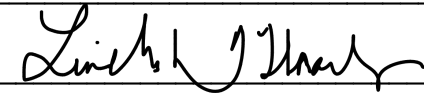
- A representative of the applicant will be required to attend the Board of Commissioner's meeting at which the application is to be considered. For annual consideration, an application must be submitted by January 31st.
- Funding is normally provided on a reimbursement basis, based on submission of proper documentation of expenses incurred.
- The applicant hereby acknowledges receipt of the Town of Swansboro Funding Policy for Nonprofit Organizations and agrees to comply with all requirements of that policy, including those related to performance contracts, final reports, and accountability for funds use.

## 16. Certification

The undersigned authorized representative of the applicant organization certifies that the information provided in this application is accurate and agrees to ensure compliance with the terms and conditions of funding, if provided.

Title Chairperson

Signature



Date 1/28/2025

Name Printed Linda W Thornley

**Please email all funding requests to Town Clerk Alissa Fender at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us)**



We seek grant funding for our annual Military Appreciation Day. MAD as we lovingly call it is held the first Saturday in June at Hammocks Beach State Park. With over 1000 acres of pristine land, the park serves as the ideal backdrop for our event. MAD is crucial in addressing the pressing need for community support and resources for military personnel, veterans, and their families from bases such as Camp Lejeune, Marine Corps Air Station New River, Marine Corp Air Station Cherry Point, the Marine Corp Auxiliary Landing Field Bogue, and the Coast Guard Special Missions Training aboard Camp Lejeune.

The event provides a respite from the high-pressure situations faced by military members and their families, both on and off base. It's a day filled with fun activities and valuable connections, all provided free of charge as a gesture of appreciation. MAD aims to expose attendees to a variety of interests and services available to them in Onslow and Carteret counties. Through partnerships with organizations like the USO, various Veterans' posts, local government agencies, businesses, community groups, and educational institutions, we offer information, education, and gratitude without any commercial agenda but a presence, so the attendees have a feeling for the community around them and feel supported. All of this is done through donations, grants, fundraising, in kind contributions and money from the board which is run entirely by volunteers in service to our military. In years past we have had as many as 2000 participants but in 2024 we had over 5000. We served over 4000 hot dogs, cut 125 watermelons, served 65 pizzas, made over 500 snow cones, popped over 200 bags of popcorn, painted more than 100 faces and handed out over 200 balloon animals. This year we want to do more!!!!

With additional volunteers circulating in the crowd asking questions and taking surveys along with our newly added information booth we hope to gain insight that will tell us what was successful and what was not. We will measure our impact through feedback from participants and tracking outcomes with base command by utilizing our military liaison that is part of our board.

In addressing issues of diversity, equity, and inclusion, our organization ensures that our services are accessible to all military and veterans, regardless of background or identity. We actively seek input from diverse voices in our planning and decision-making processes to ensure our event meets the needs of the entire military family. We have even gone and picked up some of our veterans from assisted living to involve them in our events.

These collaborations foster a sense of community and support for our military heroes, making MAD an indispensable initiative deserving of grant funding.

Below is the link to our video from 2024. It is less than 3 minutes and shows you what we do.

[https://www.canva.com/design/DAGA2Vubi50/\\_HkHKrTEomyPdaUn-7JpHA/edit?utm\\_content=DAGA2Vubi50&utm\\_campaign=designshare&utm\\_medium=link2&utm\\_source=sharebutton](https://www.canva.com/design/DAGA2Vubi50/_HkHKrTEomyPdaUn-7JpHA/edit?utm_content=DAGA2Vubi50&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton)

# PROGRAM/PROJECT BUDGET

Item VI - c.

Enter your organization's name here:

Swansboro Military Affairs Committee Military Appreciation Day

Total Program/Project Amount:

12500

Total Amount Requested:

1000

## INCOME

Other Funding Source for this Program/Project

Status of Funding Pending

Be specific, EXCEPT for individual donor names.

Total Amount

or Committed?

Explanatory Notes (Optional)

Private Donations	\$2,500	Committed	Our volunteers contribute this amount each year- some in kind
Duke Energy Grant	\$500	Pending	
Team Chevrolet of Swansboro	\$1,000	Pending	We have submitted a grant request and should hear in the next couple
In kind donations from local businesses	\$1,500	Committed	These are donations we receive every year and have received verbal
Swansboro TDA Funding	\$2,000	Pending	We received a grant last year and hope to do so again this year.
Onslow County Funding	\$2,000	Pending	We are asking them for the 1st time for a matching grant like we got from the Swansboro TDA
NC Friends of State Parks	\$1,000	Pending	We are asking them for the 1st time for a grant
<b>Total Income</b>	<b>\$ 10,500</b>		

## EXPENSES

Item

Total Cost

Amount Requesting from this grant program

Explanatory Notes (Optional)

Food for the event	\$7,500		The total amount obtained will be used to provide food for the event so that no military person, veterans or retired military and the families of those people will have to pay that day.
Activities for the Event	\$2,500		T-shirt station, games, scavenger hunts for wildlife, floral and fawna that we set out, face painting, 10' Uncle Sam
Advertising for the event	\$2,000		
Set up and clean up of the park	\$500		
<b>Total Expenses</b>	<b>\$ 12,500</b>		



The mission of the Military Affairs Committee (MAC) as an official committee of the Swansboro area Chamber of Commerce is to maintain, and continually improve, the relationship between the military and civilian communities. It serves as a vital, informal-communications link among commands at Marine Corps Base Camp Lejeune, Marine Corps Air Station New River, Marine Corps Air Station Cherry Point, and the regional Coast Guard commands with the towns of Bogue, Pelletier, Cedar Point, Cape Carteret, Emerald Isle, Hubert and Swansboro. The MAC achieves its mission by hosting a series of events, to include dinners, activities, and meetings to treat active duty/retired members of the military to some “time off” and let them know that it is a privilege for these communities to have them stationed/living nearby. However, we receive no funding from the Chamber of Commerce for this event.

The requested funding for the Swansboro Military Affairs Committee's event, Military Appreciation Day, has the potential to significantly contribute to increased travel and tourism within the town of Swansboro. Here's how:

- **Attraction for Visitors:** Military Appreciation Day offers a unique and engaging experience for both locals and visitors, particularly those with ties to the military community. The event's tribute to service members and their families, along with its family-friendly activities, creates a compelling reason for people to travel to Swansboro to participate.
- **Boost in Accommodation, Dining, and Shopping Spending:** As visitors travel to Swansboro for Military Appreciation Day, they may require or learn there are accommodations, dining options, and possibly shopping opportunities. Local hotels, bed and breakfasts, restaurants, cafes, and shops stand to benefit from increased patronage during the event, resulting in higher spending within the town.
- **Projected Visitor Numbers:** The projected number of visitors and family members of military stationed here and expected to attend Military Appreciation Day will depend on various factors, including past attendance figures, promotion efforts, and the event's appeal to the target audience. Estimates can be based on historical data, surveys, and outreach to potential attendees from marketing money provided by this grant.

**Insuring Travel and Tourism Impact:** To ensure the travel and tourism impact of Military Appreciation Day, the Swansboro Military Affairs Committee can implement various measures:



- **Marketing and Promotion:** Utilize targeted marketing campaigns to attract attendees from nearby towns, military bases, and beyond. This could include advertising in military publications, social media promotion, and collaboration with our military liaison on the board.
- **Partnerships with Local Businesses:** Forge partnerships with local accommodations, restaurants, and shops to offer special deals or packages for event attendees, encouraging them to stay longer and explore the town.
- **Transportation Options:** Provide information on transportation options, parking, and shuttle services to make it convenient for visitors to attend the event.
- **Visitor Surveys:** Conduct surveys or collect feedback from attendees to gauge their satisfaction with the event and their spending habits while in Swansboro. We are adding an information booth and roving survey takers to do just that.
- **Collaboration with Tourism Authorities:** Work closely with local tourism authorities to leverage their expertise and resources in promoting the event and maximizing its impact on travel and tourism.
- **Measuring Attendance:** Attendance at Military Appreciation Day can be measured through various methods:
- **Gate Count:** Counting the number of people entering the event area can provide a rough estimate of attendance.
- **Surveys:** Conducting on-site surveys or post-event surveys to gather attendance data and demographic information from attendees.

By effectively leveraging the grant funding for Military Appreciation Day and implementing strategies to attract visitors and measure attendance, the Swansboro Military Affairs Committee can help stimulate travel and tourism within the town, benefiting local accommodations, restaurants, and businesses. However, our primary goal is and will remain to be our motto:

**Bridging the relationship gap between the military and civilian communities we live in.**



**Form W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
See Specific Instructions on page 3.

<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Swansboro Military Affairs Committee</b>	
<b>2</b> Business name/disregarded entity name, if different from above. <b>Same</b>	
<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="checkbox"/> Individual/sole proprietor             <input type="checkbox"/> C corporation             <input type="checkbox"/> S corporation             <input type="checkbox"/> Partnership             <input type="checkbox"/> Trust/estate         </div> <div> <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership)  <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.         </div> </div> <input checked="" type="checkbox"/> Other (see instructions) <b>Non Profit 501(c) 3</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>104 Elizabeth Way</b> <b>Swansboro, NC 28584</b>	<b>Requester's name and address (optional)</b>  _____ _____
<b>6</b> City, state, and ZIP code <b>Swansboro, NC 28584</b>	
<b>7</b> List account number(s) here (optional) _____	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
	-		-						
<b>or</b>									
<b>Employer identification number</b>									
9	9	-	0	5	6	8	2	3	7

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person	Date <b>4/1/24</b>
------------------	--------------------------	--------------------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





**Department of the Treasury**  
**Internal Revenue Service**  
**Tax Exempt and Government Entities**  
 P.O. Box 2508  
 Cincinnati, OH 45201

SWANSBORO MILITARY AFFAIRS COMMITTEE  
 104 ELIZABETH WAY  
 SWANSBORO, NC 28584

**Date:**  
 01/18/2024  
**Employer ID number:**  
 99-0568237  
**Person to contact:**  
 Name: Customer Service  
 ID number: 31954  
 Telephone: (877) 829-5500  
**Accounting period ending:**  
 December 31  
**Public charity status:**  
 509(a)(2)  
**Form 990 / 990-EZ / 990-N required:**  
 Yes  
**Effective date of exemption:**  
 January 01, 2024  
**Contribution deductibility:**  
 Yes  
**Addendum applies:**  
 No  
**DLN:**  
 26053410001584

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
 Director, Exempt Organizations  
 Rulings and Agreements

**Town of Swansboro**  
**FY25 Funding Request Application for Nonprofit Organizations**

Item VI - c.

1. Name of Organization \*

Tunnel to Towers Swansboro

2. Name of Contact or Applicant\*

Mary Pat Smey

3. Organization Address\*

c/o MP Smey - 221 Knightheads Drive, Swansboro, NC 28584

4. Phone Number\*

1-714-743-9203

5. Email Address\*

swansboro@T2T.org

6. Total Amount of Funding Requested\*

\$3,000.00

7. Description of the project/program and plan.

5th Annual Tunnel to Towers Swansboro 5K - Sept 13, 2025

8. Please provide an itemized proposed expenditure breakdown for funding requested.

Any funding awarded by the Town will go directly to cover the costs incurred by the Town in support of the 5K to be held on 09/13/25

9. Please provide a narrative explaining how these funds will be used. Please be specific.

Requested funds will be used to offset Town expenses related to the event - primarily Parks & Rec, Public Works & Public Safety personnel/facility/equipment costs on/around the day of the 5K

10. Does the applicant declare and certify that the funding requested is not already being provided by the organization or another source for this purpose, unless the previous source of funding has been lost or the request is for the expansion of a program or activity?

We do. We start from scratch and must raise all funds for this event.

11. Has your organization requested and/or been awarded funding for the same purpose from another organization?

Funds for this event have neither been requested nor awarded.

12. Does your proposal include cooperation, collaboration, or partnership with any other organizations? If yes, please describe.

As an officially sanctioned event, we work closely with the Tunnel to Towers Foundation. As a community event, we collaborate with several local organizations- Swansboro Schools (student clubs Interact/S2S/Band/Chorale) and Churches, Veterans groups (VFW, American Legion, MAC, USO), kids' groups (Young Marines, ROTC, Scout troops) and other area business/government organizations for participation, volunteer support and sponsorship...ETC

13. Town of Swansboro funding, if awarded, will result in an additional funding effort by the organization itself or the availability of funding from another organization, please describe the additional funding that will be provided or generated.

The Town's ongoing partnership with T2T Swansboro would enable us to continue hosting the 5K in Swansboro...and, with personnel/facility costs covered, allow us to seek once again the additional funding/support (monetary or in-kind) from public/private/business entities to cover other event expenses for things like supplies, timing, signage, toilets, tees/medals, food/drink/entertainment ETC

## 14. Other Documentation to include:

- Copy of your organization's latest IRS tax form 990
- Proof of your organization's non-profit status
- Project/program timetable and contact persons responsible for implementation
- An organizational chart with contact names, addresses, and phone numbers.
- Any other information to support your Town of Swansboro funding request


## 15. General

- A representative of the applicant will be required to attend the Board of Commissioner's meeting at which the application is to be considered. For annual consideration, an application must be submitted by January 31st.
- Funding is normally provided on a reimbursement basis, based on submission of proper documentation of expenses incurred.
- The applicant hereby acknowledges receipt of the Town of Swansboro Funding Policy for Nonprofit Organizations and agrees to comply with all requirements of that policy, including those related to performance contracts, final reports, and accountability for funds use.

## 16. Certification

The undersigned authorized representative of the applicant organization certifies that the information provided in this application is accurate and agrees to ensure compliance with the terms and conditions of funding, if provided.

Title Swanboro Race Director

Signature 

Date 30 January, 2025

Name Printed Mary Pat Smey

**Please email all funding requests to Town Clerk Alissa Fender at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us)**

**Request for Taxpayer  
Identification Number and Certification**

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the  
requester. Do not  
send to the IRS.

Item VI - c.

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>Stephen Siller Tunnel to Towers Foundation</b>	
	<b>2</b> Business name/disregarded entity name, if different from above. <b>Tunnel to Towers Foundation</b>	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	
	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)	
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
<b>5</b> Address (number, street, and apt. or suite no.). See instructions. <b>2361 Hylan Blvd</b>		
<b>6</b> City, state, and ZIP code <b>Staten Island, NY 10306</b>		
<b>7</b> List account number(s) here (optional)		

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

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<b>Social security number</b>								
			-				-	
<b>or</b>								
<b>Employer identification number</b>								
0	2	-	0	5	5	4	6	5

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>5/29/24</b>
------------------	------------------------------	------------------------

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they





Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

Item VI - c.

In reply refer to: 4077383720  
Jan. 28, 2020 LTR 4168C 0  
02-0554654 000000 00

00027028  
BODC: TE

STEPHEN SILLER TUNNEL TO TOWERS  
FOUNDATION  
% DAN ROGERS  
2361 Hylan Blvd  
STATEN ISLAND NY 10306-3159

Employer ID number: 02-0554654  
Form 990 required: Yes

Dear Taxpayer:

We're responding to your request dated Jan. 02, 2020, about your tax-exempt status.

We issued you a determination letter in February 2003, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,



4077383720  
Jan. 28, 2020 LTR 4168C 0  
02-0554654 000000 00  
00027029

STEPHEN SILLER TUNNEL TO TOWERS  
FOUNDATION  
% DAN ROGERS  
2361 Hylan Blvd  
STATEN ISLAND NY 10306-3159

local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, EO Rulings & Agreements







Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
PO Box 2508  
Cincinnati, OH 45201

Date:  
March 4, 2024  
Employer ID number:  
02-0554654  
Form 990 required:  
990 Yes  
Person to contact:  
Name: Mr. Schatz  
ID number: 0196497

STEPHEN SILLER TUNNEL TO TOWERS FOUNDATION  
2361 HYLAN BLVD  
STATEN ISLAND, NY 10306

Dear Sir or Madam:

We're responding to your request dated January 02, 2024, about your tax-exempt status.

We issued you a determination letter in February 2003, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

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You can get IRS forms or publications you need from our website at [www.irs.gov/forms-pubs](http://www.irs.gov/forms-pubs) or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific time).

Thank you for your cooperation.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Letter 4168 (Rev. 9-2020)  
Catalog Number 66666G





## **2025 EVENT TIMELINE:**

October 2024 – Secure date of 5<sup>th</sup> Annual T2T 5K

March 2025 - Announce date (9/13)

Summer 2025 – Event Launch & Planning

## **2025 Event Organization:**

### Volunteer Event Director

Mary Pat Smey

### Volunteer Event Coordinators

Elena Messenger & Mikey Diehl

### Team

75+ dedicated Volunteers

### Contact

Email - [swansboro@t2t.org](mailto:swansboro@t2t.org)

Phone – 714.743.9203

***"While we have time, let us DO GOOD!"***

**Town of Swansboro**  
**FY25 Funding Request Application for Nonprofit Organizations**

1. Name of Organization \*  
Seaside Arts Council ("SAC")
2. Name of Contact or Applicant\*  
Cassandra Nicholas, SAC Secretary
3. Organization Address\*  
PO Box 431, Swansboro, NC 28584
4. Phone Number\*  
(252)369-2442
5. Email Address\*  
[info@seasideartscouncil.com](mailto:info@seasideartscouncil.com); [cassandranicholas@seasideartscouncil.com](mailto:cassandranicholas@seasideartscouncil.com)
6. Total Amount of Funding Requested\*  
\$6,500.00
7. Description of the project/program and plan.  

SwanFest is a well-known free summer concert series held annually in downtown Swansboro. SwanFest 2025 is the 16th year Swansboro and the surrounding area will enjoy this community event. Beyond providing entertainment, SwanFest also showcases and develops local talent. The Swansboro commissioners are familiar with this program and have graciously approved funding in the amount requested in previous years. SwanFest 2025 is currently being planned by the all-volunteer SAC members and will depend on the results of Seaside Arts Council's funding and sponsorship initiatives. Solely as a demonstrative of the SwanFest program, here is the program schedule from 2024:



**FREE SUMMER 2024 CONCERTS**  
**Harry C. Pugliese, Jr Pavilion Sundays**  
**6:30 - 8:00 PM**

 <b>May 26 Heart Stop</b> <small>80s to Current Rock</small> <b>June 2 Pure T Mommiked</b> <small>Alt Rock</small> <b>June 9 Built for Comfort</b> <small>Rock, Blues &amp; Originals</small> <b>June 16 4everall</b> <small>Earthy, Folk, Americana</small> <b>June 23 East Coast Jam Band</b> <small>Rock-Latin -blues Fusion</small>	<b>June 30 Caffeinated Soul Boogie</b> <small>Eclectic Folk Rock</small> <b>July 7 Southern Hell Cats</b> <small>Rockabilly</small> <b>July 14 Damn Yankees</b> <small>Rock/Cover Band</small> <b>July 21 Will &amp; Tony Show</b> <small>Rock, Blues &amp; Originals</small> <b>July 28 Henry Bitzer</b> <small>Folk Rock &amp; Originals</small>	<b>August 4-The Conspiracy</b> <small>Arena Rock</small> <b>August 11 Webb &amp; Co.</b> <small>Country/Rock</small> <b>August 18 Velvet Rodeo</b> <small>Country</small> <b>August 25 I 42</b> <small>Beach</small> <b>September 1 Big Jim Kolher</b> <small>Chicago Blues</small>
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[SeasideArtsCouncil.com](http://SeasideArtsCouncil.com)

8. Please provide an itemized proposed expenditure breakdown for funding requested.

These are the band and sound expenditures from SwanFest 2024; the dates and band lineup will differ for SwanFest 2025.

Date	Act	Band Cost	Sound Suppor
26-May	Heart Stop	\$1,000.00	\$500.00
2-Jun	Pure T Mommiked	\$600.00	\$500.00
9-Jun	Built for Comfort	\$1,500.00	\$500.00
16-Jun	4everall	\$600.00	\$500.00
23-Jun	ECJB (With Benard Perdie)	\$1,500.00	\$500.00
30-Jun	Caffinated Soul Boogie	\$800.00	\$500.00
7-Jul	Southern Hell Cats *	\$800.00	\$500.00
14-Jul	Danm Yankees	\$1,000.00	\$500.00
21-Jul	Will & Tony Show	\$800.00	\$500.00
28-Jul	Henry Bitzer	\$2,600.00	\$500.00
4-Aug	The Conspiracy	\$1,200.00	\$500.00
11-Aug	Webb & Co. *	\$600.00	\$500.00
18-Aug	Velvet Rodeo	\$2,000.00	\$500.00
25-Aug	I 42	\$2,500.00	\$500.00
1-Sep	Big Jim Kolher	\$600.00	\$500.00
Totals		\$18,100.00	\$7,500.00

9. Please provide a narrative explaining how these funds will be used. Please be specific.

As discussed in #7 above, SwanFest 2025 is currently in the planning phase; the exact budget and proposed expenditures are not yet available. The bulk of the budget for SwanFest is allocated to paying the bands. Additional expenditures include the sound support for each event, event insurance, security, and marketing expenses. The total amount budgeted and expended for SwanFest last year was \$28,000. The funding from the Town of Swansboro contributes to the total SwanFest budget.

10. Does the applicant declare and certify that the funding requested is not already being provided by the organization or another source for this purpose, unless the previous source of funding has been lost or the request is for the expansion of a program or activity?

Yes.

11. Has your organization requested and/or been awarded funding for the same purpose from another organization?

SAC is seeking funding and sponsorship from other organizations and private businesses. The 2024 sponsorship drive resulted in lower total funding than expected and lower amounts per donor than in previous years. This shortfall required utilization of SAC's modest operating surplus from prior years in order to fully fund SwanFest 2024. The lower contributions or inability to contribute at all was attributed by sponsors to market

constraints such as the high interest rates for business and real estate borrowing. These conditions persist and may be compounded by current market uncertainties; these conditions will likely lead to similar effects on sponsorships this year. Efforts are being made to expand the pool of sponsors, but adequate funding from those sources is not guaranteed. The support from the Town of Swansboro for SwanFest is valuable and deeply appreciated every year, and that support will be particularly crucial this year as the SAC operating account is already depleted from last year's SwanFest budget deficit.

12. Does your proposal include cooperation, collaboration, or partnership with any other organizations? If yes, please describe.

No, SwanFest is solely produced by SAC without collaboration with any other entity.

13. Town of Swansboro funding, if awarded, will result in an additional funding effort by the organization itself or the availability of funding from another organization, please describe the additional funding that will be provided or generated.

Yes, SAC's 2025 sponsorship drive will continue as usual. See #11 above.

## 14. Other Documentation to include:

- Copy of your organization's latest IRS tax form 990
- Proof of your organization's non-profit status
- Project/program timetable and contact persons responsible for implementation
- An organizational chart with contact names, addresses, and phone numbers.
- Any other information to support your Town of Swansboro funding request

## 15. General

- A representative of the applicant will be required to attend the Board of Commissioner's meeting at which the application is to be considered. For annual consideration, an application must be submitted by January 31st.
- Funding is normally provided on a reimbursement basis, based on submission of proper documentation of expenses incurred.
- The applicant hereby acknowledges receipt of the Town of Swansboro Funding Policy for Nonprofit Organizations and agrees to comply with all requirements of that policy, including those related to performance contracts, final reports, and accountability for funds use.

## 16. Certification

The undersigned authorized representative of the applicant organization certifies that the information provided in this application is accurate and agrees to ensure compliance with the terms and conditions of funding, if provided.

Title Seaside Arts Council Secretary

Signature Cassandra J. Nicholas

Date 2/5/2025

Name Printed Cassandra J. Nicholas

**Please email all funding requests to Town Clerk Alissa Fender at [afender@ci.swansboro.nc.us](mailto:afender@ci.swansboro.nc.us).**

**EXHIBIT A – IRS FORM 990**

Enclosed.



## Short Form

OMB No. Item VI - c.

Form 990-EZ

## Return of Organization Exempt From Income Tax

2023

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

Do not enter social security numbers on this form, as it may be made public.

Open to Public  
InspectionDepartment of the Treasury  
Internal Revenue ServiceGo to [www.irs.gov/Form990EZ](http://www.irs.gov/Form990EZ) for instructions and the latest information.

<b>A</b> For the 2023 calendar year, or tax year beginning _____, and ending _____	
<b>B</b> Check if applicable: <input type="checkbox"/> Address change <input type="checkbox"/> Name change <input type="checkbox"/> Initial return <input type="checkbox"/> Final return/terminated <input type="checkbox"/> Amended return <input type="checkbox"/> Application pending	<b>C</b> Name of organization <b>SEASIDE ARTS COUNCIL</b> Number and street (or P.O. box if mail is not delivered to street address) Room/suite <b>PO BOX 431</b> City or town, state or province, country, and ZIP or foreign postal code <b>SWANSBORO, NC 28584</b>
<b>D</b> Employer identification number <b>36-4731367</b>	
<b>E</b> Telephone number <b>252.764.0605</b>	
<b>F</b> Group Exemption Number	
<b>G</b> Accounting Method: <input checked="" type="checkbox"/> Cash <input type="checkbox"/> Accrual Other (specify) _____	
<b>H</b> Check <input checked="" type="checkbox"/> if the organization is not required to attach Schedule B (Form 990).	
<b>I</b> Website: <b>WWW.SEASIDEARTSCOUNCIL.COM</b>	
<b>J</b> Tax-exempt status (check only one) — <input checked="" type="checkbox"/> 501(c)(3) <input type="checkbox"/> 501(c) ( ) (insert no.) <input type="checkbox"/> 4947(a)(1) or <input type="checkbox"/> 527	
<b>K</b> Form of organization: <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Trust <input type="checkbox"/> Association <input type="checkbox"/> Other _____	
<b>L</b> Add lines 5b, 6c, and 7b to line 9 to determine gross receipts. If gross receipts are \$200,000 or more, or if total assets (Part II, column (B)) are \$500,000 or more, file Form 990 instead of Form 990-EZ <span style="float:right">\$ <b>71,608.</b></span>	

**Part I Revenue, Expenses, and Changes in Net Assets or Fund Balances** (see the instructions for Part I)Check if the organization used Schedule O to respond to any question in this Part I ☒

<b>Revenue</b>	<b>1</b>	Contributions, gifts, grants, and similar amounts received	<b>1</b>	<b>71,608.</b>
	<b>2</b>	Program service revenue including government fees and contracts	<b>2</b>	
	<b>3</b>	Membership dues and assessments	<b>3</b>	
	<b>4</b>	Investment income	<b>4</b>	
	<b>5a</b>	Gross amount from sale of assets other than inventory	<b>5a</b>	
	<b>5b</b>	Less: cost or other basis and sales expenses	<b>5b</b>	
	<b>5c</b>	Gain or (loss) from sale of assets other than inventory (subtract line 5b from line 5a)	<b>5c</b>	
	<b>6</b>	Gaming and fundraising events:		
	<b>a</b>	Gross income from gaming (attach Schedule G if greater than \$15,000)	<b>6a</b>	
<b>b</b>	Gross income from fundraising events (not including \$ _____ of contributions from fundraising events reported on line 1) (attach Schedule G if the sum of such gross income and contributions exceeds \$15,000)	<b>6b</b>		
<b>c</b>	Less: direct expenses from gaming and fundraising events	<b>6c</b>		
<b>d</b>	Net income or (loss) from gaming and fundraising events (add lines 6a and 6b and subtract line 6c)	<b>6d</b>		
<b>7a</b>	Gross sales of inventory, less returns and allowances	<b>7a</b>		
<b>b</b>	Less: cost of goods sold	<b>7b</b>		
<b>c</b>	Gross profit or (loss) from sales of inventory (subtract line 7b from line 7a)	<b>7c</b>		
<b>8</b>	Other revenue (describe in Schedule O)	<b>8</b>		
<b>9</b>	<b>Total revenue.</b> Add lines 1, 2, 3, 4, 5c, 6d, 7c, and 8	<b>9</b>	<b>71,608.</b>	
<b>Expenses</b>	<b>10</b>	Grants and similar amounts paid (list in Schedule O)	<b>10</b>	
	<b>11</b>	Benefits paid to or for members	<b>11</b>	
	<b>12</b>	Salaries, other compensation, and employee benefits	<b>12</b>	
	<b>13</b>	Professional fees and other payments to independent contractors	<b>13</b>	<b>34,333.</b>
	<b>14</b>	Occupancy, rent, utilities, and maintenance	<b>14</b>	<b>2,400.</b>
	<b>15</b>	Printing, publications, postage, and shipping	<b>15</b>	
	<b>16</b>	Other expenses (describe in Schedule O) <b>SEE SCHEDULE O</b>	<b>16</b>	<b>25,105.</b>
	<b>17</b>	<b>Total expenses.</b> Add lines 10 through 16	<b>17</b>	<b>61,838.</b>
<b>Net Assets</b>	<b>18</b>	Excess or (deficit) for the year (subtract line 17 from line 9)	<b>18</b>	<b>9,770.</b>
	<b>19</b>	Net assets or fund balances at beginning of year (from line 27, column (A)) (must agree with end-of-year figure reported on prior year's return)	<b>19</b>	<b>20,064.</b>
	<b>20</b>	Other changes in net assets or fund balances (explain in Schedule O)	<b>20</b>	<b>0.</b>
	<b>21</b>	Net assets or fund balances at end of year. Combine lines 18 through 20	<b>21</b>	<b>29,834.</b>

For Paperwork Reduction Act Notice, see the separate instructions.

Form 990-EZ (2023)

**Part II Balance Sheets** (see the instructions for Part II)

Check if the organization used Schedule O to respond to any question in this Part II

☒

	(A) Beginning of year		(B) End of year
22 Cash, savings, and investments	20,114.	22	29,884.
23 Land and buildings		23	
24 Other assets (describe in Schedule O)		24	
25 Total assets	20,114.	25	29,884.
26 Total liabilities (describe in Schedule O) SEE SCHEDULE O	50.	26	50.
27 Net assets or fund balances (line 27 of column (B) must agree with line 21)	20,064.	27	29,834.

**Part III Statement of Program Service Accomplishments** (see the instructions for Part III)

Check if the organization used Schedule O to respond to any question in this Part III

**Expenses**  
(Required for section 501(c)(3) and 501(c)(4) organizations; optional for others.)

What is the organization's primary exempt purpose? SEE SCHEDULE O

Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. In a clear and concise manner, describe the services provided, the number of persons benefited, and other relevant information for each program title.

28 SEE SCHEDULE O		
(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	28a 61,838.
29		
(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	29a
30		
(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	30a
31 Other program services (describe in Schedule O)		
(Grants \$ ) If this amount includes foreign grants, check here	<input type="checkbox"/>	31a
32 Total program service expenses (add lines 28a through 31a)		32 61,838.

**Part IV List of Officers, Directors, Trustees, and Key Employees** (list each one even if not compensated - see the instructions for Part IV)

Check if the organization used Schedule O to respond to any question in this Part IV

☒

(a) Name and title	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC) (if not paid, enter -0-)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
RICHARD WELLS PRESIDENT	5.00	0.	0.	0.
SAMANTHA BRYANT VICE PRESIDENT	5.00	0.	0.	0.
CYNDI STEPHENSON-GIBBS SECRETARY	5.00	0.	0.	0.
MARTHA OYAN TREASURER	5.00	0.	0.	0.
KATIE SANTOS BOARD OF DIRECTORS	5.00	0.	0.	0.
MAUREEN WELLS BOARD OF DIRECTORS	5.00	0.	0.	0.
WILL BAKER BOARD OF DIRECTORS	5.00	0.	0.	0.
AMY BAKER BOARD OF DIRECTORS	5.00	0.	0.	0.
JESSICA REAGLE BOARD OF DIRECTORS	5.00	0.	0.	0.
DEB PYLYPIW BOARD OF DIRECTORS	5.00	0.	0.	0.
KEN DRURY BOARD OF DIRECTORS	5.00	0.	0.	0.
MICHAEL NICHOLS BOARD OF DIRECTORS	5.00	0.	0.	0.

**Part V Other Information** (Note the Schedule A and personal benefit contract statement requirements in the instructions for Part V.) Check if the organization used Sch. O to respond to any question in this Part V ☒ **X**

	Yes	No
<b>33</b> Did the organization engage in any significant activity not previously reported to the IRS? If "Yes," provide a detailed description of each activity in Schedule O		<b>X</b>
<b>34</b> Were any significant changes made to the organizing or governing documents? If "Yes," attach a conformed copy of the amended documents if they reflect a change to the organization's name. Otherwise, explain the change on Schedule O. See instructions		<b>X</b>
<b>35a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year from business activities (such as those reported on lines 2, 6a, and 7a, among others)?		<b>X</b>
<b>35b</b> If "Yes" to line 35a, has the organization filed a Form 990-T for the year? If "No," provide an explanation in Schedule O	<b>N/A</b>	
<b>35c</b> Was the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization subject to section 6033(e) notice, reporting, and proxy tax requirements during the year? If "Yes," complete Schedule C, Part III		<b>X</b>
<b>36</b> Did the organization undergo a liquidation, dissolution, termination, or significant disposition of net assets during the year? If "Yes," complete applicable parts of Schedule N		<b>X</b>
<b>37a</b> Enter amount of political expenditures, direct or indirect, as described in the instructions	<b>37a</b>	<b>0.</b>
<b>37b</b> Did the organization file Form 1120-POL for this year?		<b>X</b>
<b>38a</b> Did the organization borrow from, or make any loans to, any officer, director, trustee, or key employee; or were any such loans made in a prior year and still outstanding at the end of the tax year covered by this return?		<b>X</b>
<b>38b</b> If "Yes," complete Schedule L, Part II, and enter the total amount involved	<b>38b</b>	<b>N/A</b>
<b>39</b> Section 501(c)(7) organizations. Enter:		
<b>a</b> Initiation fees and capital contributions included on line 9	<b>39a</b>	<b>N/A</b>
<b>b</b> Gross receipts, included on line 9, for public use of club facilities	<b>39b</b>	<b>N/A</b>
<b>40a</b> Section 501(c)(3) organizations. Enter amount of tax imposed on the organization during the year under:		
section 4911 <b>0.</b> ; section 4912 <b>0.</b> ; section 4955 <b>0.</b>		
<b>b</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Did the organization engage in any section 4958 excess benefit transaction during the year, or did it engage in an excess benefit transaction in a prior year that has not been reported on any of its prior Forms 990 or 990-EZ? If "Yes," complete Schedule L, Part I	<b>40b</b>	<b>X</b>
<b>c</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax imposed on organization managers or disqualified persons during the year under sections 4912, 4955, and 4958		<b>0.</b>
<b>d</b> Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations. Enter amount of tax on line 40c reimbursed by the organization		<b>0.</b>
<b>e</b> All organizations. At any time during the tax year, was the organization a party to a prohibited tax shelter transaction? If "Yes," complete Form 8886-T	<b>40e</b>	<b>X</b>
<b>41</b> List the states with which a copy of this return is filed	<b>NONE</b>	
<b>42a</b> The organization's books are in care of	<b>MARTHA OYAN</b>	Telephone no. <b>252.764.0605</b>
Located at	<b>PO BOX 431, SWANSBORO, NC</b>	ZIP + 4 <b>28584</b>
<b>b</b> At any time during the calendar year, did the organization have an interest in or a signature or other authority over a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	<b>42b</b>	<b>X</b>
If "Yes," enter the name of the foreign country		
See the instructions for exceptions and filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).		
<b>c</b> At any time during the calendar year, did the organization maintain an office outside the United States?	<b>42c</b>	<b>X</b>
If "Yes," enter the name of the foreign country		
<b>43</b> Section 4947(a)(1) nonexempt charitable trusts filing Form 990-EZ in lieu of Form 1041 - Check here	<input type="checkbox"/>	
and enter the amount of tax-exempt interest received or accrued during the tax year	<b>43</b>	<b>N/A</b>
<b>44a</b> Did the organization maintain any donor advised funds during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	<b>44a</b>	<b>X</b>
<b>b</b> Did the organization operate one or more hospital facilities during the year? If "Yes," Form 990 must be completed instead of Form 990-EZ	<b>44b</b>	<b>X</b>
<b>c</b> Did the organization receive any payments for indoor tanning services during the year?	<b>44c</b>	<b>X</b>
<b>d</b> If "Yes" to line 44c, has the organization filed a Form 720 to report these payments? If "No," provide an explanation in Schedule O	<b>44d</b>	
<b>45a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)?	<b>45a</b>	<b>X</b>
<b>b</b> Did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? If "Yes," Form 990 and Schedule R may need to be completed instead of Form 990-EZ. See instructions	<b>45b</b>	

46 Did the organization engage, directly or indirectly, in political campaign activities on behalf of or in opposition to candidates for public office?

If "Yes," complete Schedule C, Part I

46

X

**Part VI Section 501(c)(3) Organizations Only**

All section 501(c)(3) organizations must answer questions 47-49b and 52, and complete the tables for lines 50 and 51.

Check if the organization used Schedule O to respond to any question in this Part VI

Yes No

47 Did the organization engage in lobbying activities or have a section 501(h) election in effect during the tax year?

If "Yes," complete Sch. C, Part II

47

X

48 Is the organization a school as described in section 170(b)(1)(A)(ii)? If "Yes," complete Schedule E

48

X

49a Did the organization make any transfers to an exempt non-charitable related organization?

49a

X

b If "Yes," was the related organization a section 527 organization?

49b

X

50 Complete this table for the organization's five highest compensated employees (other than officers, directors, trustees, and key employees) who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and title of each employee	(b) Average hours per week devoted to position	(c) Reportable compensation (Forms W-2/1099-MISC/1099-NEC)	(d) Health benefits, contributions to employee benefit plans, and deferred compensation	(e) Estimated amount of other compensation
NONE				

f Total number of other employees paid over \$100,000

51 Complete this table for the organization's five highest compensated independent contractors who each received more than \$100,000 of compensation from the organization. If there is none, enter "None."

(a) Name and business address of each independent contractor	(b) Type of service	(c) Compensation
NONE		

d Total number of other independent contractors each receiving over \$100,000

52 Did the organization complete Schedule A? **Note:** All section 501(c)(3) organizations must attach a completed Schedule A

X Yes No

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer

RICHARD WELLS, PRESIDENT

Type or print name and title

Date

July 10 2024

Paid Preparer Use Only

Print/Type preparer's name

STEVEN N. SCARBOROUGH, CPA

Preparer's signature

Date

Check ☒ if self-employed

PTIN

P01238825

Firm's name

WILLIAMS SCARBOROUGH GRAY, LLP

Firm's EIN

56-1313870

Firm's address

P.O. BOX 5003

Phone no.

(910) 455-2196

JACKSONVILLE, NC 28540-5003

May the IRS discuss this return with the preparer shown above? See instructions

X Yes No

Form 990-EZ (2023)



Department of the Treasury  
Internal Revenue Service

**Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.**  
**Attach to Form 990 or Form 990-EZ.**  
**Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

2023

**Open to Public Inspection**

SEASIDE ARTS COUNCIL

Employer identification number  
36-4731367

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

- 1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**
- 2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)
- 3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**
- 4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: \_\_\_\_\_
- 5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)
- 6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**
- 7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)
- 9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: \_\_\_\_\_
- 10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)
- 11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**
- 12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.
- a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**
- b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**
- c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**
- d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**
- e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.
- f Enter the number of supported organizations \_\_\_\_\_
- g Provide the following information about the supported organization(s). \_\_\_\_\_

g. Provide the following information about the supported organization(s):						
(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document?		(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
			Yes	No		
<b>Total</b>						

**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....	38,422.	10,014.	34,157.	55,908.	71,608.	210,109.
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge ...						
<b>4 Total.</b> Add lines 1 through 3 .....	38,422.	10,014.	34,157.	55,908.	71,608.	210,109.
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						210,109.

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
<b>7</b> Amounts from line 4 .....	38,422.	10,014.	34,157.	55,908.	71,608.	210,109.
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources ...						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on ...						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						210,109.
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) .....	<b>14</b>	100.00 %
<b>15</b> Public support percentage from 2022 Schedule A, Part II, line 14 .....	<b>15</b>	100.00 %
<b>16a 33 1/3% support test - 2023.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input checked="" type="checkbox"/>
<b>b 33 1/3% support test - 2022.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>17a 10% -facts-and-circumstances test - 2023.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>b 10% -facts-and-circumstances test - 2022.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		<input type="checkbox"/>
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		<input type="checkbox"/>

Schedule A (Form 990) 2023

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6</b> Total. Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8</b> Public support. (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13</b> Total support. (Add lines 9, 10c, 11, and 12.)						
<b>14</b> First 5 years. If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and stop here .....						

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2022 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2023 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2022 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2023.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization .....

**b 33 1/3% support tests - 2022.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and stop here. The organization qualifies as a publicly supported organization .....

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions .....

**Part IV Supporting Organizations**

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? If "No," describe in <b>Part VI</b> how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> how the organization determined that the supported organization was described in section 509(a)(1) or (2).		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? If "Yes," answer lines 3b and 3c below.		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? If "Yes," describe in <b>Part VI</b> when and how the organization made the determination.		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? If "Yes," explain in <b>Part VI</b> what controls the organization put in place to ensure such use.		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? If "Yes," describe in <b>Part VI</b> how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? If "Yes," explain in <b>Part VI</b> what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in <b>Part VI</b> , including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? If "Yes," provide detail in <b>Part VI</b> .		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? If "Yes," complete Part I of Schedule L (Form 990).		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? If "Yes," complete Part I of Schedule L (Form 990).		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? If "Yes," provide detail in <b>Part VI</b> .		
<b>b</b> Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>c</b> Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? If "Yes," provide detail in <b>Part VI</b> .		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? If "Yes," answer line 10b below.		
<b>b</b> Did the organization have any excess business holdings in the tax year? (Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)		



**Part IV** Supporting Organizations (continued)

- 11** Has the organization accepted a gift or contribution from any of the following persons?
- a** A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?
  - b** A family member of a person described on line 11a above?
  - c** A 35% controlled entity of a person described on line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in Part VI.

	Yes	No
11a		
11b		
11c		

**Section B. Type I Supporting Organizations**

- 1** Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in Part VI how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.
- 2** Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in Part VI how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.

	Yes	No
1		
2		

**Section C. Type II Supporting Organizations**

- 1** Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in Part VI how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).

	Yes	No
1		

**Section D. All Type III Supporting Organizations**

- 1** Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?
- 2** Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in Part VI how the organization maintained a close and continuous working relationship with the supported organization(s).
- 3** By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in Part VI the role the organization's supported organizations played in this regard.

	Yes	No
1		
2		
3		

**Section E. Type III Functionally Integrated Supporting Organizations**

- 1** Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).
- ☐ **a** The organization satisfied the Activities Test. Complete line 2 below.
  - ☐ **b** The organization is the parent of each of its supported organizations. Complete line 3 below.
  - ☐ **c** The organization supported a governmental entity. Describe in Part VI how you supported a governmental entity (see instructions).

**2** Activities Test. Answer lines 2a and 2b below.

- a** Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in Part VI identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.
  - b** Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in Part VI the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.
- 3** Parent of Supported Organizations. Answer lines 3a and 3b below.
- a** Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in Part VI.
  - b** Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in Part VI the role played by the organization in this regard.

	Yes	No
2a		
2b		
3a		
3b		

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (explain in Part VI). See instructions.  
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors (explain in detail in Part VI):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

**Part V** Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations (continued)

Section D - Distributions		Current Year
<b>1</b> Amounts paid to supported organizations to accomplish exempt purposes	<b>1</b>	
<b>2</b> Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	<b>2</b>	
<b>3</b> Administrative expenses paid to accomplish exempt purposes of supported organizations	<b>3</b>	
<b>4</b> Amounts paid to acquire exempt-use assets	<b>4</b>	
<b>5</b> Qualified set-aside amounts (prior IRS approval required - provide details in Part VI)	<b>5</b>	
<b>6</b> Other distributions (describe in Part VI). See instructions.	<b>6</b>	
<b>7</b> Total annual distributions. Add lines 1 through 6.	<b>7</b>	
<b>8</b> Distributions to attentive supported organizations to which the organization is responsive (provide details in Part VI). See instructions.	<b>8</b>	
<b>9</b> Distributable amount for 2023 from Section C, line 6	<b>9</b>	
<b>10</b> Line 8 amount divided by line 9 amount	<b>10</b>	

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
<b>1</b> Distributable amount for 2023 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2023 (reasonable cause required - explain in Part VI). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2023			
<b>a</b> From 2018			
<b>b</b> From 2019			
<b>c</b> From 2020			
<b>d</b> From 2021			
<b>e</b> From 2022			
<b>f</b> Total of lines 3a through 3e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2023 distributable amount			
<b>i</b> Carryover from 2018 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
<b>4</b> Distributions for 2023 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2023 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from line 4.			
<b>5</b> Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, explain in Part VI. See instructions.			
<b>6</b> Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, explain in Part VI. See instructions.			
<b>7</b> Excess distributions carryover to 2024. Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2019			
<b>b</b> Excess from 2020			
<b>c</b> Excess from 2021			
<b>d</b> Excess from 2022			
<b>e</b> Excess from 2023			

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12, Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

Lined area for supplemental information.

**SCHEDULE O**  
**(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.  
Attach to Form 990 or Form 990-EZ.

Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

2010 Item VI - c.

Open to Public  
Inspection

Name of the organization

SEASIDE ARTS COUNCIL

Employer identification number

36-4731367

**FORM 990-EZ, PART I, LINE 16, OTHER EXPENSES:**

DESCRIPTION OF OTHER EXPENSES:	AMOUNT:
ADVERTISING	1,280.
ART WORKSHOP	4,563.
MISCELL	2,370.
DUES AND SUBSCRIPTIONS	150.
TAXES & LICENSES	588.
DONATIONS	2,250.
PAYPAL FEES	361.
INSURANCE	993.
SECURITY	1,820.
OFFICE EXPENSE	730.
SCHOLARSHIPS	10,000.
TOTAL TO FORM 990-EZ, LINE 16	25,105.

**FORM 990-EZ, PART II, LINE 26, OTHER LIABILITIES:**

DESCRIPTION	BEG. OF YEAR	END OF YEAR
CREDIT CARD	50.	50.

**FORM 990-EZ, PART III, PRIMARY EXEMPT PURPOSE - DEVELOPING AND INVESTING  
IN ARTS AND CULTURAL EXPERIENCES THAT ENRICH PEOPLE'S LIVES**

**FORM 990-EZ, PART III, LINE 28, PROGRAM SERVICE ACCOMPLISHMENTS:**

**THE SEASIDE ARTS COUNCIL BRINGS TO ONSLOW COUNTY AND  
SURROUNDING AREAS PROFESSIONALS IN EVERY ARTS DISCIPLINE.**

**IT ARRANGES CONCERTS, PERFORMANCES, AND WORKSHOPS FOR THE**

For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990) 2010

Name of the organization

SEASIDE ARTS COUNCIL

Employer identification

36-4731367

Item VI - c.

PUBLIC. IT ENCOURAGES LOCAL ARTISTS IN ALL FIELDS, UNDERWRITES ART  
EVENTS FOR COMMUNITY FESTIVALS AND CELEBRATIONS AND PROVIDES INCENTIVES  
FOR RECOGNITION OF ARTS ACHIEVEMENTS.

FORM 990-EZ, PART V, INFORMATION REGARDING PERSONAL BENEFIT CONTRACTS:

THE ORGANIZATION DID NOT, DURING THE YEAR, RECEIVE ANY FUNDS, DIRECTLY,  
OR INDIRECTLY, TO PAY PREMIUMS ON A PERSONAL BENEFIT CONTRACT.

THE ORGANIZATION, DID NOT, DURING THE YEAR, PAY ANY PREMIUMS, DIRECTLY,  
OR INDIRECTLY, ON A PERSONAL BENEFIT CONTRACT.

**Employer identification number**  
36-4731367

36-4731367

[illegible]

## EXHIBIT B – PROOF OF NON-PROFIT STATUS

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **FEB 08 2013**

SEASIDE ARTS COUNCIL  
PO BOX 431  
SWANSBORO, NC 28584

Employer Identification Number:  
36-4731367  
DLN:  
17053338345002  
Contact Person:  
EDWARD J POMERANTZ ID# 31326  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
May 17, 2012  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)



## EXHIBIT C – SWANFEST TIMETABLE & CONTACTS

Martha Oyan – SAC Treasurer and SwanFest Co-Chair

[marthaoyan@gmail.com](mailto:marthaoyan@gmail.com)

Will Baker – SwanFest Co-Chair

[willbmusic@yahoo.com](mailto:willbmusic@yahoo.com)

Sierra Meisenbacher – SAC Vice President and Sponsorship Drive Chair

[smeisenbacher0824@gmail.com](mailto:smeisenbacher0824@gmail.com)

Michael Nicholas – Sponsorship Drive Committee Member

[michaelsnicholas@gmail.com](mailto:michaelsnicholas@gmail.com)

<b>Date</b>	<b>Action/Event</b>
2/6/25	SAC meeting. Determine SwanFest schedule.
2/6-3/6/25	Choose potential bands and reach out to them re: availability.
3/6/25	SAC meeting. Propose SwanFest band lineup and budget to full membership for approval.
3/6/25-4/3/25	Apply for Swansboro permit – due 45 days before event. Get signed contracts and W9s from bands.
4/3/25	SAC meeting. Determine whether and what merchandise will be sold at SwanFest.
4/3-5/1/25	Determine and plan for SwanFest logistics. Create and distribute marketing materials. Order merchandise. Purchase insurance.
5/1/25	SAC meeting. Determine volunteer needs for SwanFest.
5/1-5/25/25	Finalize all SwanFest details.
5/25/25	Sunday before Memorial Day – typical first SwanFest concert date.

## EXHIBIT D – SAC OFFICER CONTACTS

Seaside Arts Council  
PO Box 431  
Swansboro, NC 28584

Cyndi Stephenson-Gibbs  
Seaside Arts Council President  
[cstephensongibbs@gmail.com](mailto:cstephensongibbs@gmail.com)

Sierra Meisenbacher  
Seaside Arts Council Vice President  
[smeisenbacher0824@gmail.com](mailto:smeisenbacher0824@gmail.com)

Martha Oyan  
Seaside Arts Council Treasurer  
[marthaoyan@gmail.com](mailto:marthaoyan@gmail.com)  
(540)460-4630

Cassandra Nicholas  
Seaside Arts Council Secretary  
[cassandrajnicholas@gmail.com](mailto:cassandrajnicholas@gmail.com)  
(252)369-2442

## EXHIBIT E – ADDITIONAL INFORMATION

Please let us know if you need any further information.



# Board of Commissioners Meeting

## Agenda Item Submittal

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

Board Meeting Date: **May 13, 2025**

Prepared By: **Alissa Fender – Town Clerk**

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

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

### **May 27th**

- \* Presentation from the Swansboro Swimming Pool Committee
- \* Board Appointments
- \* Public Hearing on a proposal to extend an economic development incentive grant to Jacksonville Onslow Economic Development Partnership, Inc. (JOED)
- \* Monthly financial report

<b><u>July Meeting Dates</u></b> <b>8th &amp; 22nd</b>
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### **June 10th or 24th**

- \* Public Hearings
  - o Extra Territorial Jurisdiction Expansion/Re-zoning Request for 106 Belgrade Swansboro Road
  - o Re-zoning Request 1476 W. Corbett Avenue
  - o FY 2024-2025 Budget Ordinance, Tax Rate, Fee Schedule, and Salary Schedule
- \* Visitors Center Future Plans continued discussion
- \* Monthly financial report

### **Future Agenda Items**

- \* Minimum Housing Code
- \* Street Acceptance of Swansgate (*developer has applied*)
- \* Waterfront Access and Development Plan (*review/revision considerations*)
- \* Community Presentations (*ongoing monthly*)
- \* DOD Grant
- \* EMS Plan (*ongoing*)
- \* Presentation – Proposal for Heritage Center Museum in Emmerton School Building (*postponed by presenter*)
- \* Senate Bill 382 Down Zoning review