



Board of Commissioners Agenda

Town of Swansboro

Tuesday, June 11, 2024

Board Members

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

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 27, 2024, Regular Meeting Minutes
- b. February 27, 2024, Closed Session Minutes

IV. Appointments/Recognitions/Presentations

- a. **Recognition of Swansboro High School Marching Band**
Presenter: Mayor John Davis
- b. **Recognition of James Yesunas – State Pole Vault Champion**
Presenter: Mayor John Davis

V. Public Hearing

- a. **FY 2024-2025 Budget Ordinance, Tax Rate, Fee Schedule, and Salary Schedule**
Presenters: Jonathan Barlow – Interim Town Manager/Sonia Johnson – Finance Director

The FY 2024-2025 Annual Budget is presented following discussions at several work sessions with the Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2024-2025.

Recommended Action:

1. *Hold the Public Hearing; and*
2. *Motion to adopt FY 2024/2025 Budget Ordinance, Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule.*

VI. Business Non-Consent

a. 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

- a. *Recommended Action: Motion to enter Closed Session pursuant to NCGS 143-318.11 (a) (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 amount of compensation and other material terms of an employment contract or proposed employment contract, and NCGS 143-318.11 (a) (6) to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.*

XII. Adjournment

Town of Swansboro
Board of Commissioners
February 27, 2024, Regular Meeting Minutes

Item IV - a.

In attendance: Mayor John Davis, Mayor Pro Tem William Justice, Commissioner Jeffrey Conaway, Commissioner Joseph Brown, Commissioner Douglas Eckendorf and Commissioner Pat Turner.

Call to Order/Opening Prayer/Pledge

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

Public Comment

Draven Malubag of 445 Patriots Point Lane, Thomas McKenna of 589 Hubert Blvd, Damien Walls of 501 Maize Court, Seth and John Long of 111 Elizabeth Drive, all addressed the board regarding reopening the Skate Park. They shared that there was not much for the youth to do in the area, and they needed somewhere to go. Suggestions were made such as requiring a waiver, wearing helmets based on age, and onsite supervision by staff to protect the town. They've repeatedly been ran off from areas they found that were good for skateboarding, and they just want to be able to stay somewhere and not have to keep looking around.

Adoption of Agenda and Consent Items

On a motion by Commissioner Conaway, seconded by Mayor Pro Tem Justice, the agenda was amended to add Oath of Office for Patricia Turner for the vacant commissioner seat, discussion of reopening the Skate Park, fee waiver of the rezoning request for the parcels on Queens Creek Road, and JUMPO appointment, and the below consent items were adopted unanimously.

- Tax Refund Requests

Johns, Wendell Bonner	\$46.08 Tag Surrender
Puca, Michael Robert Jr.	\$209.04 Tag Surrender
Hawkins, John Simmons Jr. & Bohon, Lora Shehan	\$43.34 Tag Surrender
Kolb, Melissa Kathryn & Patrick Lawrence	\$527.36 Military
O'Connor, Melody Ann	\$108.78 Military
O'Connor, Melody Ann & O'Connor Frank Paul	\$12.39 Military
Hulsey, Kevin Randall	\$112.46 Military

- Budget Ordinance Amendment #2024-6

Appointments/Recognitions/Presentations

Oath of Office for Patricia Turner

Mayor John Davis administered the oath of office to Patricia Tuner to fill the vacant commissioner seat which would expire November 2025.

Eastern Carolina Council Presentation

David Bone, Executive Director of the Eastern Carolina Council provided the board with an update and reviewed his slides, attached herein with the power point presentation of the meeting.

In response to inquiries from the board Mr. Bone clarified the following:

- JUMPO has members from metropolitan areas, where DERPO & ECRPO are rural areas.
- ECC compliments economic development and works with JOED.
- Swansboro was the only city in Onslow County that is not a member of ECC. The membership fee would be \$1,562.00.
- The type of assistance that can be provided to local government were advisory board training, grant writing, and planning and zoning administration. Fees apply for such services but are under market value.
- Grant opportunities are also available. New Bern, Beulaville, and Kinston received grant funding for projects in their municipalities.
- 1500 staff hours goes into grant writing.

FY 22-23 Audit Report

Gregory T. Redman, CPA presented specific details from the FY 22-23 Audit. Key takeaways included:

- Unrestricted net position increased \$818,702
- Revenue increased \$1,352,571 and expenses increased \$1,000,000.
- Total fund balance was \$4,992,336 with an unassigned fund balance of \$3,557,332.
- The unassigned fund balance was 82% of total expenses for the year, average towns the size of Swansboro have 63% fund balance.
- Stormwater Enterprise fund had a change in net position of \$27,316 and the Solid Waste enterprise fund had a change of \$36,542.

Recognition of Town Clerk, Alissa Fender

Mayor Davis shared that Town Clerk Alissa Fender had earned the designation of Master Municipal Clerk through the International Association of Municipal Clerks. Town Clerk Fender shared that it took 8 years to achieve this by completing an extensive amounts of continuing education and community involvement.

Business Non-Consent

Application for COPS Hiring Program Grant

Police Chief Dwayne Taylor reviewed that the US Department of Justice provided grant opportunities through the COPS Hiring Program (CHP) to hire officers and enhance the level of Police Services provided by the Town of Swansboro. The Police Department was requesting approval to seek federal grant funding to fund one police officer position, with 25 percent responsibility on the town for salary.

On a motion my Commissioner Brown, seconded by Commissioner Conaway, approval was given for the Police Department to seek federal grant funding to fund one police officer position, with 25 percent responsibility on the town for salary, with unanimous approval.

Splashpad Enhancement-Project Update

Parks & Recreation Director Anna Stanley reviewed that the Splashpad Enhancement Project included plans to add five feet of concrete around the splashpad area, include a seating wall around half of the splashpad, and add a patio area with large shade structures and seating options (benches, picnic tables). The concrete patio area will connect to the playground area. The concept was to provide a cohesive area while still having splashpad separate from the playground. Approved ARP Funding in the amount of \$50,000 for conceptual drawings, plans, and quotes for shade structures have been received. As of February 12, 2024, a contract was pending for the concrete patio area and seating wall. The concrete work would consume most of the budget, leaving approximately \$14,000 for shade structures. There are two options costing \$20,000-\$28,000 for large shade structures. Therefore approximately \$15,000 additional funds would be needed to complete the shade structures. The Parks & Rec board suggested that the structures be permanent rather than shades which would likely cost more. Staff were requesting guidance whether to continue with original design of a large shade structure or pursue costs of permanent shelters and come back to the board with options of each type of shading.

On a motion by Mayor Pro Tem Justice, seconded by Commissioner Conaway, staff was directed to continue with original design of a large shade structure and additional funds

in the amount of \$15,000 was approved for allocation from the ARP funds. The motion carried unanimously.

Request to Proceed with Cost-Recovery Program

Fire Chief Jacob Randall reviewed that the cost of emergency services were continuously increasing. After evaluating the service users, not residents of Swansboro or Onslow County, further exploration of cost-recovery revenue programs was initiated. Further administrative support and changes are required before officially starting the cost-recovery process. Emergency Response Cost Recovery Program by Fire Recovery USA offers a potential opportunity for recovering expenses from incident response. Most insurance policies include a clause for emergency services or hazardous situation responses. The proposed cost-recovery program would seek reimbursement for different emergency responses and operating costs. Chief Randall reviewed the following billing method options.

1. All billable incidents are sent to the insurance company for payment. Bills deemed non-billable by insurance would not be sought further.
2. Billable incidents involving only non-tax-paying citizens (Swansboro & Onslow) would only be sought through the individual's insurance company. Non-billable incidents, again, would not be pursued.
3. Billable incidents involving only non-tax paying citizens (Swansboro & Onslow County) would be sought through the insurance company and then pursued through a bill to the individual if deemed non-billable through insurance.

The next step in the process required establishing/revising the Town UDO to incorporate the language to participate in this program. Furthermore, the Fee Schedule may also be amended to reflect the listed pricing for the billable incidents. We would return with the UDO changes and Fee Schedule amendment, if necessary, for final approval before entering into any agreements.

By consensus the board agreed to allow staff to pursue the recommended cost-recovery program through Fire Recovery USA with billing method 2 and to allow for drafting the proposed UDO, Fee Schedule, and Service Agreements for future approval.

Acquisition of Replacement Fire Apparatus

Fire Chief Randall reviewed that on February 13, 2024, the request to acquire two replacement fire apparatus was presented and tabled for further information gathering. A more in-depth presentation of the apparatus needs request was presented at a special meeting on February 19, 2024. The apparatus acquisition would replace the 2001 E-One International Engine and the 2003 E-One Typhoon Aerial. The apparatus for

consideration were either an Engine & Tractor Drawn Aerial – Tiller or an Engine & Mid-Mount Aerial.

Fire Chief Randall and/or Finance Director Johnson reviewed the following details related to cost.

- Initial up-front cost would be \$55,800 more for the Tiller than the Mid-Mount, plus training for the 2nd driver, which put the total around \$141,000.
- The long-term cost for the Tiller would be the personnel cost for a 2nd driver
- Total debt would be 1 million in FY 25/26 when one apparatus was delivered, then \$1,782,000 in FY 26/27 when the second apparatus is delivered
- The Projected Capital Reserve funds that would be available in FY 25/26 for Engine 17 replacement would \$441,360, and in FY 26/27 for Truck 17 replacement would be \$445,500. The purchase amounts would be reduced by those funds and the difference would be financed.
- Continuing the contribution of \$75,000 annually to the Capital Reserve Fund, could potentially fully fund the next replacement.

On a motion by Commissioner Eckendorf, seconded by Commissioner Conaway, Resolution 2024-R3 (Engine & Tractor Drawn Aerial – Tiller) outlining the commitment and intent of the Town of Swansboro and the Town of Swansboro Fire Department purchasing apparatus, a KME – Engine and Aerial, through Safe Industries with an overall project budget for acquiring the apparatus and all associated equipment of \$3,400,600, not to exceed \$3,500,000 was unanimously approved.

EOC/PSB Site Selection Committee Update

Committee Chair Keith Walsh shared with the board that the committee had their first meeting and plan to meet weekly every Monday through May. The board will work to create a land solicitation packet to present to the board for approval in the coming months. Once approved the packet would be shared individually by members, posted on the Town Website, and an ad would be placed in the Tideland news. Mr. Walsh shared that he was hopeful that the committee would have a property to consider by summer.

Mayor Davis indicated that he felt Mr. Walsh would need direct assistance from the attorney at any time and any financial inquires/assistance would go through Finance Director Johnson.

Skatepark Discussion

Mayor Davis shared that Draven Malubag had contacted him directly to advocate for reopening the skatepark.

Board members agreed that the young skaters needed somewhere to skate and were supportive of reopening the skatepark if possible.

Attorney Raspberry indicated that a conversation would be needed with the legal counsel handling the legal cases related to injuries at the skatepark to see if this was something that could be accomplished/considered.

John & Jenny Long of 111 Elizabeth Drive inquired if there was anything they could do as parents to help get the skatepark reopened, such as financial help by having bake sales/or fundraisers, additionally they inquired if there was anywhere the kids could go and not get run off.

Police Chief Taylor shared that they were all very respectful when the department has had to ask them to leave property, but the allowance of them on personal property is up to the owners.

The board took a recess from 8:16 pm to 8:23 pm.

Monthly Financial Report as of January 31, 2024

Finance Director Johnson reviewed details from the monthly financial report, attached herein with the power point presentation of the meeting.

Future Agenda Topics

Future agenda items were shared for visibility and comment. 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:

- Schedule ONWASA to present to the board
- Consideration for EV charging fees
- Schedule Budget Workshop for March 14, 2024

Board members took this time to give the Town Manager and Finance Director specifics on what they desired for the upcoming budget. They provided the directive to work towards a Net Zero budget (no tax change) and to not use Fund Balance.

Queens Creek Rezoning Fee Waiver

Junior Freeman, owner of Emerald Coast Inc, was requesting a waiver of the \$400 fee to rezone several parcels on Queens Creek Road. Mr. Freeman had applied and paid the fee back in 2021 and completed the process through the Planning Board review but withdrew his application from being heard by the Board of Commissioners due to NCDOT

improvements that were due to be implemented in the area. With the completion of those improvements, he would now like to continue the process.

Planner Correll shared that since the review, many changes had been made to the Town UDO which affects what is permitted in the O/I and the B1 zoning districts, therefore Mr. Freeman would need to resubmit his application.

By consensus the board agreed to provide a waiver of the fees for the rezoning request.

JUMPO Appointment

With the resignation of Mr. Philpott from his commissioner seat, another board member was needed to be appointed to take his place.

On a motion by Commissioner Conaway, seconded by Commissioner Turner, Mayor Pro Tem Justice was selected for the JUMPO appointment unanimously.

Public Comment

Junior Freeman thanked the board for approval of the fee waiver for his rezoning. Related to the upcoming budget, he shared that almost 10 years ago the tax rate was reduced by 3 cents. He suggested that the board work towards a Net Zero budget without touching the Fund Balance and then go from there to reduce the tax rate, if at all possible.

Manager's Comments

Interim Town Manager Barlow shared that the budget process was underway, were working to gather details for projections and revenues. He plans for the first budget meeting to provide details on the current budget and early details for next year's budget. Additionally, he shared that WithersRavel, the company working on the Stormwater Master plan would be having a public outreach meeting on March 11th and that a survey would be distributed for 1 week by them to gather information. A QR code would be shared through the Towns news email blast, Facebook and on the Town website.

Board Comments

Commissioner Turner shared her appreciation for the appointment to the vacant seat. She also congratulated Finance Director Johnson on the positive audit and Town Clerk Fender on her MMC designation.

Commissioner Eckendorf shared that this coming budget would likely be difficult, as everyone was having to pay more for services and products and the town should lighten spending just as the citizens have to. Additionally, he supported a tax rate reduction and he did not agree with having such a large Fund Balance.

Mayor Davis shared that he desired to see a 1 or 2 cent tax cut with the new budget and recommended that staff be utilized instead of consultants. Additionally, he didn't want to see the Fund Balance continue to grow and feels that it should be given back to the citizens somehow, maybe through a tax cut then use it to balance the budget.

Commissioner Brown shared that he had concern with the duration of the meetings lately and inquired if starting earlier should be considered.

Commissioner Conaway shared that he would prefer that the board have extra meetings instead of having 4-hour meetings.

Closed Session

On a motion by Commissioner Turner, seconded by Commissioner Brown the board enter closed session at 9:21 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.

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

Adjournment

On a motion by Commissioner Conaway, seconded by Commissioner Turner, the meeting adjourned at 10:14 pm.



Board of Commissioners Meeting

Agenda Item Submittal

Item To Be Considered: **FY 2024-2025 Budget Ordinance, Tax Rate, Fee Schedule, and Salary Schedule**

Board Meeting Date: **June 11, 2024**

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

Overview: The FY 2024-2025 Annual Budget is presented following discussions at several work sessions with the Board of Commissioners. The budget was prepared in accordance with N.C.G.S. Chapter 159, the North Carolina Local Government Budget and Fiscal Control Act. As required, all funds within the budget are balanced, and all revenues and expenditures are identified for FY 2024-2025.

The total FY 2024-2025 Budget is \$8,106,343, consisting of General Fund \$7,498,704, Stormwater Fund \$132,046, and Solid Waste Fund \$475,593, which represents an increase of 18% from the FY 2023-2024 Amended Budget of \$6,879,332. The tax rate is proposed to remain unchanged at \$0.35 per \$100 valuation. The General Fund Budget for FY 2024-2025 is balanced utilizing \$723,569. The proposed budget maintains a projected unassigned fund balance of approximately 40% of expenditures.

The following items had a significant influence on the overall budget.

- 4% Merit
- New Personnel \$72,630 (Police Lieutenant & Police Officer (Grant Submitted)
- NC Orbit Retirement: Increase .75 basis points
- NCLM Property & Casualty 17.5% increase
- NCLM Workers Comp 10% increase
- NCLM Group Health Insurance increased 4%
- Capital Outlay \$570,000-Funded using Loan Proceeds

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

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

Added-6/4/2024-Special Meeting

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

Action: _____

Major budget requests that were unfunded (to date):

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

Item V - a.

The collection of residential and some commercial garbage and recycling will continue to be managed through a contractual agreement approved by the Board on June 8, 2020, with GFL, Inc. Related changes to the FY 2024-2025 Fee Schedule are highlighted in yellow. The FY 2024-2025 Salary Schedule remains unchanged.

Background Attachment(s):

1. FY 2024/2025 Budget Ordinance which includes the Tax Rate (\$0.35/\$100)
2. Fee Schedule
3. Salary Schedule

Recommended Action:

1. Hold the Public Hearing; and
2. Motion to adopt FY 2024/2025 Budget Ordinance, Tax Rate (\$0.35/\$100), Fee Schedule, and Salary Schedule

TOWN OF SWANSBORO BUDGET ORDINANCE FISCAL YEAR 2024/2025

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro, North Carolina that the following ordinance be adopted to make appropriations and raise revenue for the current operations of the Town of Swansboro for fiscal year beginning July 1, 2024, and ending June 30, 2025.

SECTION 1. It is estimated that the following revenues will be available in the General Fund for fiscal year beginning July 1, 2024, and ending June 30, 2025:

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

SECTION 2. The following amounts are hereby appropriated in the General Fund for the expenses of the town government and its activities for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

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

SECTION 3. Revenues. It is estimated that the following revenues will be available in the Solid Waste Enterprise Funds for fiscal year beginning July 1, 2024, and ending June 30, 2025:

Solid Waste Fund	\$475,593
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SECTION 4. Expenditures. The following amounts are hereby appropriated in the Solid Waste Enterprise Funds for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Solid Waste Fund	\$475,593
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SECTION 5. Revenues. It is estimated that the following revenues will be available in the Stormwater Enterprise Funds for fiscal year beginning July 1, 2024, and ending June 30, 2025:

Stormwater Fund	\$132,046
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SECTION 6. Expenditures. The following amounts are hereby appropriated in the Stormwater Enterprise Funds for the fiscal year beginning July 1, 2024, and ending June 30, 2025:

Stormwater Fund	\$132,046
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SECTION 7. Debt Service. The following amounts are hereby appropriated in the General Fund & Solid Waste Fund for the annual debt service payments for the fiscal year beginning July 1, 2024, and ending June 30, 2025, are as follows:

Town Hall	\$72,863
Fire Truck (Tanker)	\$11,861
Public Safety Building	\$41,032
Sleeping Quarters-PSB	\$26,823
Toyne Fire Truck	\$47,512
Grapple Truck	\$32,593
Town Hall Generator	\$15,324
Vehicles & Software	\$23,377
Cab Tractor/Dump Truck	\$58,491
Total Debt Service	\$329,876

SECTION 8. Capital Projects & Grant Projects. The FY 2024-25 budget ordinance hereby authorizes the following capital improvement & grant projects:

Waterfront Plan Implementation Project	Fund #24	\$554,817
Municipal Park Improvements Project	Fund #57	\$1,325,104
American Rescue Plan Act	Fund #32	\$1,102,599
Emergency Operation Center	Fund #33	\$6,000,000
Emmerton School Repairs	Fund #34	\$424,000
Swansboro Bicentennial Park Boardwalk Extension	Fund #35	\$277,800
Swansboro Stormwater Master Plan	Fund #36	\$400,000

SECTION 9. Tax Rate. There is hereby levied for the fiscal year 2024-2025 a tax at the rate of \$0.35 on each one hundred dollars (\$100) assessed valuation of property located within the Town of Swansboro as listed as of January 1, 2024, for the purpose of raising revenue in the General Fund Section 1 of this ordinance.

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

- A. He/She may transfer amounts between objects of expenditure within a department without limitation and without a report being required.
- B. He/She may transfer amounts between departments within the same fund. An official report must be made at the next regular meeting of the Board of Commissioners.
- C. He/She may utilize appropriations contained in the contingencies or emergency fund appropriations, as needed without limitation and without a report being required.
- D. He/She may transfer amounts between funds with prior approval by the Governing Board in an amendment to the Budget Ordinance.
- E. He/She may transfer funds from reserve funds, up to \$20,000 per purpose, to meet current needs for the purpose for which such funds are being held in reserve provided that a report of such transfers be made no later than the next regular meeting of the Board of Commissioners.
- F. He/She may make interfund loans as necessary to meet cash flow needs. They may make advances to the various funds for working capital purposes, without additional approval from the Town Board.

SECTION 11. Fee Schedule. The Town of Swansboro Schedule of Fees for Fiscal Year 2024-2025, amended from the Schedule of Fees for the previous fiscal year, is hereby adopted by reference. In addition, Policy No. 10 reflects the Board of Commissioner's ability to waive permit related and/or annexation fees in exchange for voluntary annexation and is hereby adopted by reference.

SECTION 12. Salary Schedule. The Town of Swansboro Salary Schedule for Fiscal Year 2024-2025.

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

SECTION 14. This ordinance shall become effective on July 1, 2024, following its adoption, this 11th day of June 2024.

ATTEST:

**TOWN OF SWANSBORO
BOARD OF COMMISSIONERS**

Alissa Fender, Town Clerk

John Davis, Mayor

Town of Swansboro

Schedule of Fees



Fiscal Year 2024-2025
Proposed

RESIDENTIAL BUILDING PERMIT FEES

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

Single Family and Duplexes	\$.29.50/sq ft Minimum \$500.00
Multi-Family	\$.32.60/sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/sq ft
Mechanical (including renovations and repairs, and ductwork)	\$.13/sq ft
Electrical (including renovations and repairs)	\$.13/sq ft
Temporary Pole	\$ 60.00 \$75.00
Porches, Decks, Garages, and Accessory Buildings (If over 12ft in any direction; over 144 sq ft)	\$.13/sq ft \$275.00
(Less than 12ft in any direction or 144 sq ft, zoning, tie-down permit, inspection required)	\$150.00
Renovations & Repairs (Building Only) (Not Additions - see New Construction)	\$.13/sq ft \$75.00
Manufactured Homes (includes CO)	
Single Wide	\$175.00 \$250.00
Double Wide	\$225.00 \$350.00
Triple Wide	\$275.00 \$375.00
Sidewalk Inspection for Residence	\$ 60.00 \$75.00
Driveway Inspection	\$ 60.00 \$75.00
Fence Inspection	\$ 60.00 \$75.00
Swimming Pool (does not included electrical)	\$85.00
Home Owners Recovery Fund	\$ 10.00
Certificate of Occupancy or Certificate of Compliance	\$100.00 \$110.00
Temporary Residential Storage Unit (PODS)	No charge
Change of Contractor/Subcontractor	\$25.00
Minimum Permit Fee Per-trade Electric, Mechanical, Plumbing	\$ 60.00 \$75.00
Any work which begins without or prior purchase of any permit	Double permit fees

COMMERCIAL BUILDING PERMIT FEES

Item V - a.

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

Assembly (A-1, 2, 3, 4)	\$0.55 .60 /sq ft Minimum \$500.00
Business	\$0.45 .60 /sq ft Minimum \$500.00
Educational	\$0.53 .60 /sq ft Minimum \$500.00
Factory (F-1, F-2)	\$0.25 .60 /sq ft Minimum \$500.00
High Hazard (H-1, 2, 3, 4, 5)	\$0.45 .60 /sq ft Minimum \$500.00
Institutional (I-1, 2, 3, 4)	\$0.55 .60 /sq ft Minimum \$500.00
Mercantile	\$0.27 .60 /sq ft \$0.55 .75 /sq ft >40,000 sq ft Minimum \$500.00
Hotels & Group Care (R-1, R-4)	\$0.48 .60 /sq ft Minimum \$500.00
Storage (S-1, S-2)	\$0.25 .60 /sq ft Minimum \$500.00
Utility	\$0.25 .60 /sq ft Minimum \$500.00
Plumbing (including renovations and repairs)	\$.13/ sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Mechanical (including renovations and repairs and ductwork)	\$.13 /sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Electrical (including renovations and repairs)	\$.13/sq ft \$0.26/sq ft >40,000 sq ft Minimum \$75.00
Temporary Pole	\$60.00 \$75.00/unit
Renovations & Repairs of Building only	\$.13/sq ft Minimum \$75.00
Gas Pumps/Storage Tank/Mech. Equip/Gas Appliances & Equipment	\$ 60.00 \$75.00/unit
Freezers and cooler change-out	\$ 60.00 \$75.00/unit
Sidewalk Inspection	\$ 60.00 \$75.00 \$120.00 >40,000 sq ft
Driveway Inspection	\$ 60.00 \$75.00 \$120.00 >40,000 sq ft

Fence Inspection	\$ 60.00 \$75.00
	\$120.00 >40,000 sq ft
Building Sprinkler System (new construction)	\$.07/sq ft
	\$0.14/sq ft >40,000 sq ft
Head Replacement	\$ 60.00/head
Repair	\$.13/linear ft
Modification/Alteration	\$100.00
Mobile Home Park (new) Pedestal	\$ 60.00 \$75.00 /lot
Commercial Exhaust Hoods <u>with or without Fire Suppression Hood (each)</u>	\$150.00
Portable Storage Containers or Structures (site placement inspection)	\$ 60.00
Mobile Construction Site Containers	No charge
Certificate of Occupancy or Certificate of Compliance	\$100.00 \$110.00
	\$500.00 >40,000 sq ft
Minimum Permit Fee Per Trade <u>Electric, Mechanical, Plumbing</u>	\$ 60.00 \$100.00
Any work which begins without or prior purchase of any permit	Double permit fees

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OTHER BUILDING AND PLANNING FEES

Zoning Compliance Review (all projects <u>as needed</u>)	\$50.00
<u>Zoning Permit – Property additions</u>	<u>\$25.00</u>
<u>(Required for all residential & commercial fence, walls, accessory structures)</u>	
<u>Zoning Permit – New construction/additions for commercial & residential</u>	<u>\$50.00</u>
Zoning Certification/Verification Letter	\$25.00
Site Setback Verification	\$60.00
(All buildings , additions, swimming pools and accessory buildings)	\$150.00 >40,000 sq ft
(As-builts required for all principal structures)	
Landscaping Verification	\$60.00
	\$150.00 >40,000 sq ft
Land Improvement Permit	No Charge
Penalty for Failure to Obtain a Land Improvement Permit	\$3500/acre, \$20,000 maximum
(Ref. Ordinance 2021-O4 6/14.21)	
Parking Lot Inspections	\$1.50/space
	\$150.00 >40,000 sq ft
Parking Lot Plan Review	\$75.00
	\$150.00 >40,000 sq ft
Curb Cut	\$60.00
	\$150.00 >40,000 sq ft
Flood Development Permit	\$60.00 <u>\$100.00</u>
	\$150.00 >40,000 sq ft
Temporary Pole	\$60.00 <u>\$75.00</u>
	\$150.00 >40,000 sq ft
Temporary Building Power	\$60.00 <u>\$75.00</u>
	\$150.00 >40,000 sq ft
Temporary Certificate of Occupancy	\$100.00 <u>\$110.00</u>
	\$200.00 >40,000 sq ft
Special Inspections	\$125.00
	\$250.00 >40,000 sq ft
Roof Repair	\$60.00 <u>\$75.00</u> Residential
	\$120.00 <u>\$150.00</u> Commercial
Gas Piping	\$60.00 <u>\$75.00</u>

Solar Panels \$120.00

Generator \$120.00

Tent (temporary for event) \$100.00

Alternative Sidewalk Contribution in lieu of Construction
(Waiver approved by Town Manager) \$25.00*/linear foot of frontage
along a public
street or highway (excluding
driveways)

(*Unless official, signed estimate is received and approved)

Electrical Service Change ~~\$100.00~~ \$150.00
(Meter base, service panel)

Electrical service meter (accessory building) ~~\$125.00~~ \$160.00

Permits issued to the Town of Swansboro Government No charge

Demolition \$100.00
~~House~~ Residential/Commercial
~~\$ - 60.00 Mobile Home~~

Docks, bulkheads, retaining walls over 4', jetties, boat lift (w/o electric), \$125.00
and similar projects (request must include a copy of the CAMA permit
for the file.)

Mobile Temporary office ~~\$125.00~~ \$150.00
(including electrical)

Moving building (over 16' wide or requiring a blue light escort) \$250.00

Mechanical unit change-out/per unit (unit only/no duct work) ~~\$ - 60.00~~ \$100.00

Billboard Application \$500.00

Re-inspection Fee (per trip)(per trade) \$60.00

Signs ~~\$1.25/sq ft~~ \$125.00
per viewable side

~~(\$60.00 minimum) —~~
>40,000 sq ft Double Fees

Temporary Signs \$1.25/sf

Sign Impoundment Fee/Penalty First occasion \$1/square foot
Second occasion \$5/square foot
Third and additional occasions \$10/square foot
>40,000 sq ft Double Fees for all occasions

A.L.E. (Alcohol License) application compliance certification ~~\$ - 60.00~~ \$75.00
>40,000 sq ft Double Fees

Required Fire Prevention Inspections (For New Businesses)

New businesses	\$100.00	\$150.00
Fire suppression system for new business	\$150.00	
New business with fire protection system (covers initial pressure and final acceptance testing)	\$350.00	
New business with fire alarm testing	\$250.00	
Re-inspection fee (per trip)	\$100.00	
Existing business general recurring inspection	Free	
1st re-inspection – 15 days	Free	
2nd & 3rd re-inspection – 45 & 60 days	\$100.00	
Beyond 60 days/per trip every 15 days	\$150.00	
Per violation (additional beyond 60-day fee)	\$50.00	
Existing business fire suppression system install or modifications		
Hood	\$75.00	
Sprinkler	\$150.00	
Existing business fire suppression system recurring inspection	Free	
1st re-inspection – 15 days	Free	
2nd & 3rd re-inspection – 30 & 45 days	\$50.00	
4th re-inspection – 60 days	\$100.00	
Per trip after 4th	\$125.00	

Fire Alarm Testing	\$125/system
Modification/Alteration	\$100.00/system

Hydrant Testing	
Testing & Data for Private Water System	\$100.00/hydrant
Testing & Data for Public Water Supply	\$75.00/hydrant

Fire Suppression System (for New Businesses)	\$150.00
Permit Revision	10% of permit cost

Flood Zone Certification Letter	\$ 25.00	\$50.00
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Cell Tower (new)	\$500.00	\$1,000.00
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Cell Tower (co-location: antennae)	\$300.00	\$1,000.00
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Cell Tower (modification after permitted)	\$250.00/change
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Building Plan Reviews (Commercial)

Standard Plan Review (Building, Electrical, Mechanical, Plumbing)	
Construction value under \$30,000	\$85.00
Construction value between \$30,000 - \$200,000	\$160.00
Construction value between \$200,001 - \$370,000	\$330.00
Construction value \$371,000 and greater	\$500.00
Non-standard Review ((Building, Electrical, Mechanical, Plumbing)	
Construction value under \$30,000	\$165.00
Construction value between \$30,000 - \$200,000	\$330.00
Construction value between \$200,001 - \$370,000	\$660.00
Construction value \$371,000 and greater	\$990.00

Important: Non-standard plan reviews are a services that slows plan review to take place prior to site plan approval and selection of a contractor (including proof of lien agent)

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

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

SUBDIVISION FEES

Minor Subdivision (7 lots or less) Application fee	\$200.00 \$400.00
Major Subdivision (8 lots or more) Application fee:	
<u>Less than 1 Acre:</u>	
Sketch Plan Review	\$ 250.00
Preliminary Review	\$250.00 + \$10.00 per lot
Final Review	\$250.00 + \$10.00 per lot
<u>1 Acre to 5 Acres:</u>	
Sketch Plan Review	\$300.00
Preliminary Review	\$300.00 + \$10.00 per lot
Final Review	\$300.00 + \$10.00 per lot
<u>6 to 10 Acres:</u>	
Sketch Plan Review	\$350.00
Preliminary Review	\$350.00 + \$10.00 per lot
Final Review	\$350.00 + \$10.00 per lot
<u>11 to 20 Acres:</u>	
Sketch Plan Review	\$400.00
Preliminary Review	\$400.00 + \$10.00 per lot
Final Review	\$400.00 + \$10.00 per lot
<u>21 to 40 Acres:</u>	
Sketch Plan Review	\$450.00
Preliminary Review	\$450.00 + \$10.00 per lot
Final Review	\$450.00 + \$10.00 per lot
<u>Over 40 Acres:</u>	
Sketch Plan Review	\$500.00
Preliminary Review	\$500.00 + \$10.00 per lot
Final Review	\$500.00 + \$10.00 per lot
Recombination/Exempt Subdivision Certifications	\$ 50.00 \$75.00
Subdivision Infrastructure Guarantee Verification (by Engineer)	Engineer's charge for services rendered
Subdivision Infrastructure Compliance Inspections	Engineer's charge for services rendered
Subdivision Infrastructure Re-inspections	\$ 10.00/lot

Proof Roll Inspection _____ \$250.00

Proof Roll Re-inspection _____ \$100.00

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Nuclear test review **Engineers charge for services rendered**

SUBDIVISION RECREATION DEDICATION/FEE FORMULA

Land Area Required

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

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

Payment in Lieu of Dedication

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

<u>Alternative Payment Per Lot Option:</u>	Density Multiplier	Amount
	1.4	\$840
	1.2	\$720
	1.0	\$600
	0.9	\$540
	0.8	\$480

Notes:

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

PLANNING AND DEVELOPMENT FEES

Land Use Plan Amendments	\$400.00
Street Abandonment Request	\$300.00
Street Name Change	\$100.00
Request for UDO/Ordinance Change	\$400.00
Re-zoning Application Fee	\$400.00
Appeal of Code Enforcement Interpretation	\$400.00
Voluntary Annexation	\$350 Waiver Only By BOC (See Incentive Policy)

Special Use Permit Application Fee	\$400.00
Analysis Special Use Yearly Inspection	No Charge
Variance Application Fee	\$400.00
Subdivision Variance Fee	\$400.00
Site Plan Review	\$300.00/acre or portion thereof
Each review after 2 nd	\$600.00/acre or portion thereof
Revision of Approved Site Plan	\$150.00
Existing site plan review	Engineer's charge for services rendered
Traffic Impact Analysis Review Fee	Based on Hourly Contracted Engineering Rate
Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition
Driveway Permit	\$ 55.00
Right-of-Way Excavation and Encroachment (Civil penalties apply for failure to obtain permit - Reference Town Code 93.028)	\$ 50.00
Remedy of Nuisance Violation (offenses within one calendar year)	1 st offense: \$150.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 2nd offense: \$225.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee 3rd offense: \$350.00 or actual cost incurred by Town, whichever is greater plus \$25.00 administrative fee
Temporary Family Health Care Structure	\$100.00
Temporary Family Health Care Structure Annual Renewal Fee (Ref Ordinance 2021-O3 5/24/2021)	\$ 50.00
Small Wireless Facilities (per location, up to 5)	\$100.00
Small Wireless Facilities (each location after 5) (Ref Ordinance 2021-O3 5/24/2021)	\$150.00

SOLID WASTE COLLECTION

Item V - a.

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

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

STORMWATER UTILITY FEE

Residential Tier

\$5.00 flat fee/month/residence

Commercial Tier

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

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

Note:

A credit for one month shall be applied if payments are made by September 30th for both commercial and residential parcels. Residential and Commercial parcels that implement methods to reduce impacts of runoff shall be eligible for an additional one month's credit (See Credit Manual for Stormwater Fees for detail). An application must be filed with the Town Manager consistent with credit manual adopted by the Board of Commissioners.

BEER & WINE LICENSE TAX SCHEDULE

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

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

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MISCELLANEOUS FEES

Request Copies of Public Documents	8x11	\$0.25 per page
	8x14	\$0.35 per page
	11x17	\$0.50 per page
	Color copies \$1.00/page (any size)	
Town Documents on Thumbdrive	\$10.00 per Thumbdrive	
Request Copies of Various Town Meetings	\$10.00 per Thumbdrive	
Fax Services	\$1.00/sheet local	
	\$1.50/sheet long distance	
Express Research Service (under 24 hours)	\$10.00/hr	
Certificate of Convenience Application (Taxi Cabs & Mobile Ice Cream Vendors)	\$100.00	
Food Trucks	\$500 annually	
	\$100 daily	
	\$50 Zoning	
Return Check Fee	\$30.00	
Credit Card Convenience Fee	2.5% of actual charge	
Duplicate copy of Privilege License (beer/wine)	\$5.00	
Fingerprinting	\$10.00	
Police Reports	\$5.00	
Golf Cart Registration Application	\$25.00	
Re-inspections for initially failed golf cart inspections	\$10.00	
Replacement of lost registration stickers for golf carts	\$5.00	
Special Detail/Extra-duty Police or Fire services	\$35.00/hr	

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Item V - a.

PARK FACILITIES FEES

Town Dock at Church Street \$1.50 per ft./per night \$5 Power \$35/Pump out
Special Event Permit \$100

Residents - No Fee	
Non-Resident 1st Dog \$15/year	Additional Dog \$10 per additional dog

Fitness Membership Fees

	Resident	Non-Resident
Daily Pass	\$5	\$10
Weekly Pass	\$20	\$40
Monthly Individual Pass	\$30	\$60
Monthly Family Pass	\$40	\$80
Annual Membership		
Individual	\$75	\$150
Family	\$125	\$250
**Annual Membership after Aug 1		
Individual	\$40	\$75
Family	\$60	\$125

Town of Swansboro Employees

Individual/Family	Free	Free
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Rentals Fees

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

Program registration fees and event fees are determined by type and residency.

Instructors using space in parks are required to partner with the Parks & Recreation Dept. or reserve space.

Town of Swansboro
Salary Schedule FY 2024-25

GRADE	Minimum	Maximum
11	35,897.36	54,093.76
12	37,692.23	56,257.51
13	38,905.68	60,003.03
14	41,591.92	62,787.68
15	42,416.13	69,759.36
16	45,868.42	71,154.55
17	48,256.06	72,124.64
18	49,299.46	77,320.41
19	51,764.44	81,186.43
20	54,475.11	84,252.96
21	57,095.36	109,208.55
22	59,950.13	109,754.60
23	64,462.94	110,577.76
24	66,305.95	111,130.64
25	70,523.18	112,735.77
26	73,759.18	113,847.29
27	77,447.13	116,124.23
28	81,319.48	121,930.44
29	85,385.46	128,026.96
30	89,654.73	134,428.32

This Salary Schedule was hereby adopted by the Board of Commissioners in regular session on June 11, 2024

John Davis, Mayor

Attest:

Alissa Fender, Town Clerk



Board of Commissioners Meeting Agenda Item Submittal

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

Board Meeting Date: **June 11, 2024**

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

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

In providing this memo each month, we hope it will also provide 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.

June 25th

- * Presentation – Ricky’s Retreat
- * Recognition of Swansboro Historical Association
- * Financial Report

August meeting dates

13th & 27th

July 9th or 23rd

- * Onslow Memorial Hospital
- * Public Hearing
 - o Special Use Permit – Ward Farm
- * Financial Report

Future Agenda Items

- * Minimum Housing Code
- * High School Recognitions – *Valedictorian/Salutatorian/other achievements (pending response from principal)*
- * Street Acceptance of Swansgate and Shadow Creek *(developer has applied)*
- * Waterfront Access and Development Plan *(review/revision considerations)*
- * Town Code Amendment to Chapter 91: Fire Prevention
- * Community Presentations (ongoing monthly)
- * 2nd Amendment/Weapon Allowance at Town Hall
- * DOD Grant
- * EV Charging fees
- * Text Amendment related to Boat Storage
- * Resolution on Fund Balance threshold
- * Sidewalk Priorities
- * EMS Plan
- * Presentation – Proposal for Heritage Center Museum in Emmerton School Building *(postponed by presenter)*
- * One Plan Funding
- * Museum of the Marine Funding
- * UDO/Policy Amendment on acceptance of streets, sidewalks and stormwater infrastructure
- * Consideration to enable paid parking for downtown